
Chapter 13 Reports

This section allows you to view and print up-to-date reports based on your selected criteria.

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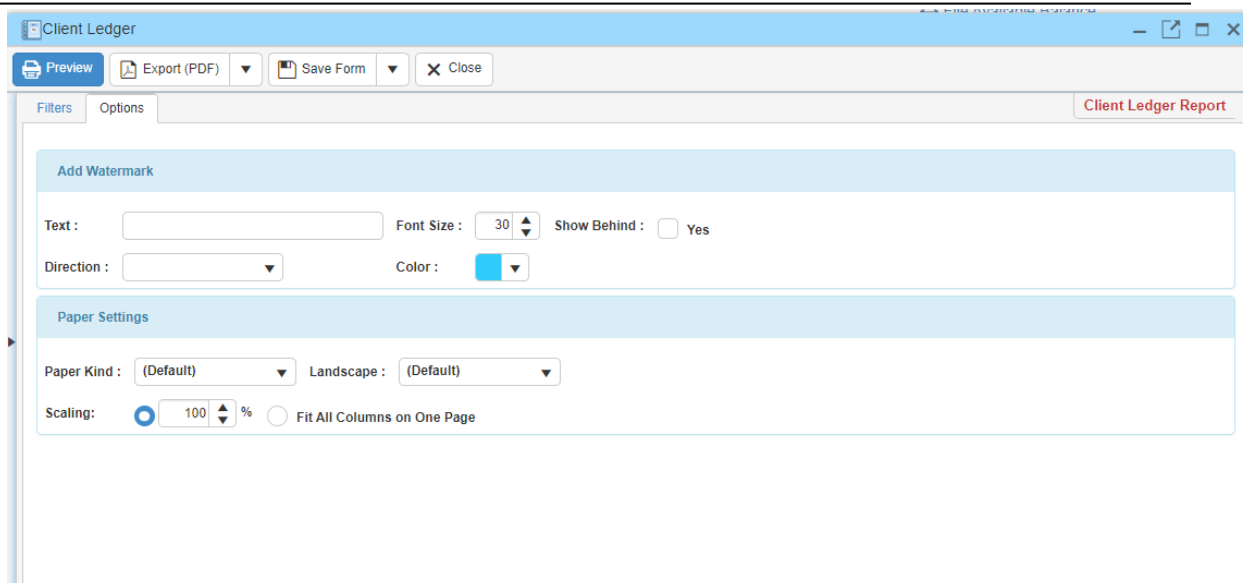
13.1.1 Client Ledger

This enables you to view and print client ledger report. This ledger provides GL transaction listing for the client.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Client Ledger**' and a window will pop-up as the picture below.

The screenshot shows the 'Client Ledger' window with a blue title bar and standard window controls. Below the title bar is a toolbar with buttons for 'Preview', 'Export (PDF)', 'Save Form', and 'Close'. The main area is divided into two tabs: 'Filters' (selected) and 'Options'. The 'Filters' tab contains several input fields and dropdown menus for filtering data: 'Account Type' (set to 'Clients' Account'), 'File No. (From)' and 'File No. (To)' (with search icons), 'File Status' (set to '(All)'), 'File Date (From)' and 'File Date (To)' (with date pickers), and 'File Tag' (set to '(All)'). The 'Options' tab is currently empty. On the right side of the window, there is a 'Client Ledger Report' button and a 'Report' label.

- To begin, choose an account type and fill in your criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

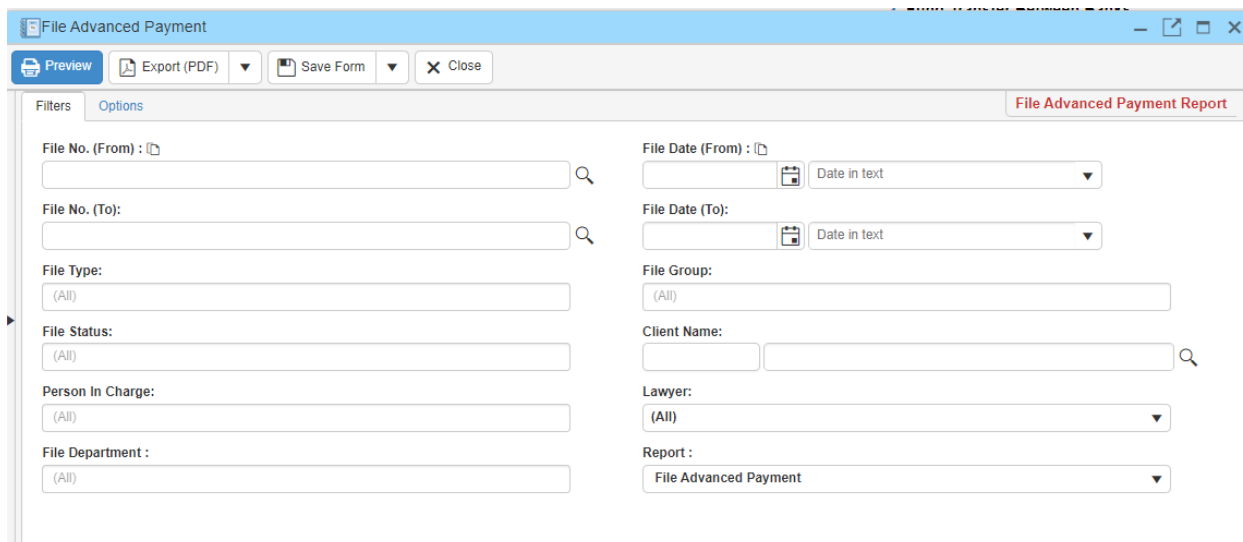


- Click **‘Preview’** to view and print out the client ledger report.
- You may also export this report in PDF or Excel format by clicking the **‘Export’** button.

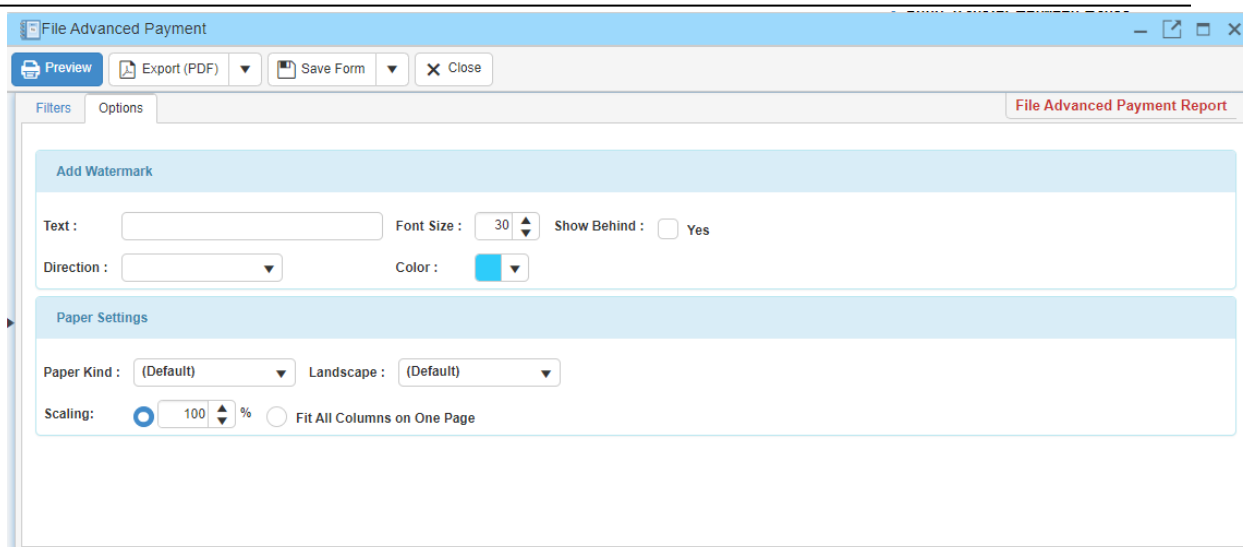
13.1.2 File Advanced Payment

This enables you to view and print file advanced payment report.

- On the **‘Report’** Menu, click **‘Account Reports – Clients’ Account’**.
- Click **‘File Advanced Payment Report’** and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click **‘Options’** and fill in the necessary information.



File Advanced Payment

Preview Export (PDF) Save Form Close

Filters Options **File Advanced Payment Report**

Add Watermark

Text : Font Size : 30 Show Behind : ☐ Yes

Direction : Color :

Paper Settings

Paper Kind : (Default) Landscape : (Default)

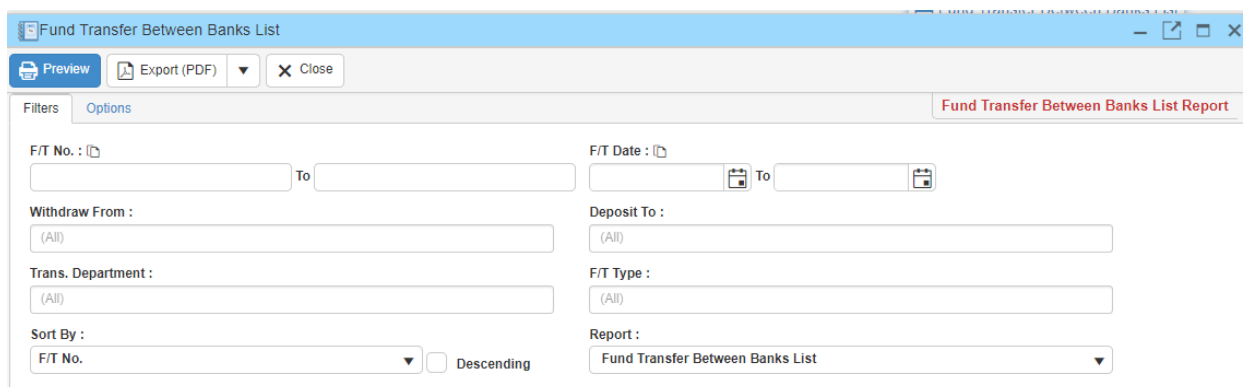
Scaling: ☒ 100 % ☐ Fit All Columns on One Page

- Click **‘Preview’** to view and print out the file advanced payment report.
- You may also export this report in PDF or Excel format by clicking the **‘Export’** button.

13.1.3 Fund Transfer Between Bank List

This enables you to view and print fund transfer between bank list report.

- On the **‘Report’** Menu, click **‘Account Reports – Clients’ Account’**.
- Click **‘Client Ledger’** and a window will pop-up as the picture below.



Fund Transfer Between Banks List

Preview Export (PDF) Close

Filters Options **Fund Transfer Between Banks List Report**

F/T No. : To F/T Date : To

Withdraw From : (All) Deposit To : (All)

Trans. Department : (All) F/T Type : (All)

Sort By : F/T No. ☐ Descending Report : Fund Transfer Between Banks List

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows a software window titled "Fund Transfer Between Banks List". At the top, there are buttons for "Preview", "Export (PDF)", and "Close". Below these are two tabs: "Filters" and "Options", with "Options" currently selected. The "Options" tab is divided into two main sections. The first section, "Add Watermark", includes a text input field, a "Font Size" dropdown set to 30, a "Show Behind" checkbox, a "Direction" dropdown, and a "Color" dropdown set to blue. The second section, "Paper Settings", includes a "Paper Kind" dropdown set to (Default), a "Landscape" dropdown set to (Default), and a "Scaling" section with two radio buttons: "100%" (selected) and "Fit All Columns on One Page".

- Click '**Preview**' to view and print out the funds transfer between bank list report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.1.4 Fund Transfer Between File List Report

This enables you to view and print fund transfer between file list report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Client Ledger**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the fund transfer between file list report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.1.5 Trial Balance for Clients' Account

This enables you to view and print trial balance for clients' account report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Client Ledger**' and a window will pop-up as the picture below.

Trial Balance for Clients' Account

Preview Export (PDF) Close

Filters Options Trial Balance for Clients' Account Report

Date As At: 22/Nov/2023

File Department: (All)

Account Type: Clients' Account

Report: Trial Balance for Clients' Account

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

Trial Balance for Clients' Account

Preview Export (PDF) Close

Filters Options Trial Balance for Clients' Account Report

Add Watermark

Text: Font Size: 30 Show Behind: Yes

Direction: Color: Blue

Paper Settings

Paper Kind: (Default) Landscape: (Default)

Scaling: 100% Fit All Columns on One Page

- Click '**Preview**' to view and print out the trial balance for clients' account report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2 Account Reports – Office Account

13.2.1 Balance Sheet

This enables you to view and print trial balance for clients' account report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Client Ledger**' and a window will pop-up as the picture below.

The screenshot shows a software window titled "Balance Sheet". At the top, there are three buttons: "Preview" (with a printer icon), "Export (PDF)" (with a document icon), and "Close" (with an 'X' icon). Below these buttons are two tabs: "Filters" and "Options". The "Options" tab is selected, displaying four configuration fields: "Trans. Date As At:" with a date picker set to "09/Oct/2020", "Department:" with a dropdown menu showing "(All)", "Show Sub-account Level:" with a numeric spinner set to "0", and "Report:" with a dropdown menu showing "Balance Sheet". In the top right corner of the window, there is a red button labeled "Balance Sheet Report".

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.
- Click '**Preview**' to view and print out the trial balance for clients' account report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.2 Chart of Accounts

This enables you to view and print Chart of Accounts report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Chart of Accounts**' and a window will pop-up as the picture below.

Chart of Accounts

Preview Export (PDF) Close

Filters Options **Chart of Accounts Report**

Account Type : Office Account

Status : ☐ Include In-active Account Code

Report : Chart of Accounts

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

Chart of Accounts

Preview Export (PDF) Close

Filters Options **Chart of Accounts Report**

Add Watermark

Text : Font Size : 30 Show Behind : ☐ Yes

Direction : Horizontal Color : Blue

Paper Settings

Paper Kind : (Default) Landscape : (Default)

Scaling : (Default)

- Click '**Preview**' to view and print out the Chart of Account report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.3 G/L Listing

This enables you to view and print G/L Listing report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**G/L Listing**' and a window will pop-up as the picture below.

G/L Listing

Preview Export (PDF) Close

Filters Options **G/L Listing Report**

Account Type : (All)

Trans. Date : 01/Oct/2010 To

Party Name :

Show Balance Carry Forward : ☒ Yes

Department : (All)

Account Code : (All)

Trans. Type : (All)

Report : G/L Listing Report(Group by Account Code)

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

G/L Listing

Preview Export (PDF) Close

Filters Options **G/L Listing Report**

Add Watermark

Text : Font Size : 30 Show Behind : ☐ Yes

Direction : Horizontal Color : Blue

Paper Settings

Paper Kind : (Default) Landscape : (Default)

Scaling : (Default)

- Click '**Preview**' to view and print out the G/L Listing report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.4 Unpresented Cheque List

This enables you to view and print Unpresented Cheque List report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Unpresented Cheque List**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Unpresented Cheque Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.5 Clients' Account Journal List

This enables you to view and print Clients' Account Journal List report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Clients' Account Journal List**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Clients' Account Journal Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.6 Office Account Journal List

This enables you to view and print Office Account Journal List report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Office Account Journal List**' and a window will pop-up as the picture below.

Office Account Journal List

Preview Export (PDF) Close

Filters Options Office Account Journal List Report

Journal No. : To Journal Date : 01/Oct/2010 To

Journal Type : (All) Department : (All)

Sort By : Journal Date Descending Report : Office Account Journal List

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

Office Account Journal List

Preview Export (PDF) Close

Filters Options Office Account Journal List Report

Add Watermark

Text : Font Size : 30 Show Behind : Yes

Direction : Horizontal Color : Blue

Paper Settings

Paper Kind : (Default) Landscape : (Default)

Scaling : (Default)

- Click '**Preview**' to view and print out the Office Account Journal Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.7 Profit and Loss

This enables you to view and print Profit and Loss report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Profit and Loss**' and a window will pop-up as the picture below.

The screenshot shows the 'Profit and Loss' window with the 'Filters' tab selected. The window has a title bar with standard window controls. Below the title bar is a toolbar with 'Preview', 'Export (PDF)', and 'Close' buttons. The main area is divided into two sections: 'Filters' and 'Options'. The 'Filters' section contains the following fields:

- Account Type :** A dropdown menu with 'Office Account' selected.
- Trans. Date:** Two date pickers showing '01/Jan/2020' and '19/Oct/2020' with a 'To' label between them.
- Report:** A dropdown menu with 'Profit and Loss Report' selected.
- Department :** A dropdown menu with '(All)' selected.
- Show Sub-account Level:** A checkbox that is currently unchecked.

The 'Options' tab is visible but not selected. The window title is 'Profit and Loss'.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'Profit and Loss' window with the 'Options' tab selected. The window has the same title bar and toolbar as the previous screenshot. The main area is divided into two sections: 'Filters' and 'Options'. The 'Options' section contains the following fields:

- Add Watermark:** A section with a text input field, a 'Font Size' dropdown set to '30', a 'Show Behind' checkbox (unchecked), a 'Direction' dropdown set to 'Horizontal', and a 'Color' dropdown set to blue.
- Paper Settings:** A section with a 'Paper Kind' dropdown set to '(Default)', a 'Landscape' dropdown set to '(Default)', and a 'Scaling' dropdown set to '(Default)'.

The 'Filters' tab is visible but not selected. The window title is 'Profit and Loss'.

- Click '**Preview**' to view and print out the Profit and Lossreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.8 Profit and Loss (By Month)

This enables you to view and print Profit and Loss (By Month) report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Profit and Loss (By Month)**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Profit and Loss (By Month)report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.9 Profit and Loss (Year Comparison)

This enables you to view and print Profit and Loss (Year Comparison) report.

- On the '**Report**' Menu, click '**Account Reports – Office's Account**'.
- Click '**Profit and Loss (Year Comparison)**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Profit and Loss (Year Comparison) report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.10 Trial Balance for Office Account

This enables you to view and print Trial Balance for Office Account report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.
- Click '**Trial Balance for Office Account**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Trial Balance for Office Account report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.2.11 Trial Balance for Office Account (By Month)

This enables you to view and print Trial Balance for Office Account (By Month)report.

- On the '**Report**' Menu, click '**Account Reports – Clients' Account**'.

- Click ‘**Trial Balance for Office Account (By Month)**’ and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

- Click ‘**Preview**’ to view and print out the Trial Balance for Office Account (By Month) report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

13.2.12 Trial Balance for Office Account (By Year)

This enables you to view and print Trial Balance for Office Account (By Year)report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Clients’ Account**’.

- Click ‘**Trial Balance for Office Account (By Year)**’ and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

- Click ‘**Preview**’ to view and print out the Trial Balance for Office Account (By Year)report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

13.3 Account Reports – Payment Voucher

13.3.1 A/P Payment List Report

This enables you to view and print A/P Payment List report.

- On the '**Report**' Menu, click '**Account Reports – Payment Voucher**'.
- Click '**A/P Payment List Report**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the A/P Payment List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.3.2 Client's A/C Payment Voucher List

This enables you to view and print Clients' A/C Payment Voucher List report.

- On the '**Report**' Menu, click '**Account Reports – Payment Voucher**'.
- Click '**Client's A/C Payment Voucher List**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Clients' A/C Payment Voucher List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.3.3 Office A/C Payment Voucher List

This enables you to view and print Office A/C Payment Voucher List report.

- On the '**Report**' Menu, click '**Account Reports – Payment Voucher**'.

- Click 'Office A/C Payment Voucher List' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Office A/C Payment Voucher List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.4 Account Reports – Receipt / AR Receipt

13.4.1 A/R Receipt List

This enables you to view and print A/R Receipt List report.

- On the '**Report**' Menu, click '**Account Reports – Receipt / AR Receipt**'.
- Click '**A/R Receipt List**' and a window will pop-up as the picture below.

The screenshot shows the 'A/R Receipt List' window with the 'Filters' tab selected. The window has a title bar with standard window controls. Below the title bar is a toolbar with 'Preview', 'Export (PDF)', and 'Close' buttons. The main area is divided into two sections: 'Filters' and 'Options'. The 'Filters' section contains the following fields:

- AR Receipt No. :** Two input fields with a 'To' label between them.
- Payment Method :** A dropdown menu with '(All)' selected.
- Client Code :** Two input fields with a 'To' label between them.
- Department :** A dropdown menu with '(All)' selected.
- Show Void Trans. :** A dropdown menu with 'No' selected.
- Sort By :** A dropdown menu with 'A/R Receipt No.' selected, and a checkbox for 'Descending'.
- AR Receipt Date :** Two date pickers with '01/Oct/2010' in the first one, and a 'To' label between them.
- Returned Cheque Date :** Two date pickers with a 'To' label between them.
- Client Category :** A dropdown menu with '(All)' selected.
- Receipt Type :** A dropdown menu with '(All)' selected.
- Report :** A dropdown menu with 'A/R Receipt List' selected.

The 'Options' tab is currently inactive. The window title is 'A/R Receipt List'.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'A/R Receipt List' window with the 'Options' tab selected. The window has the same title bar and toolbar as the previous screenshot. The main area is divided into two sections: 'Filters' and 'Options'. The 'Options' section contains the following fields:

- Add Watermark:**
 - Text :** An input field.
 - Font Size :** A spinner box set to '30'.
 - Show Behind :** A checkbox labeled 'Yes'.
 - Direction :** A dropdown menu with 'Horizontal' selected.
 - Color :** A color picker showing blue.
- Paper Settings:**
 - Paper Kind :** A dropdown menu with '(Default)' selected.
 - Landscape :** A dropdown menu with '(Default)' selected.
 - Scaling:** A dropdown menu with '(Default)' selected.

The 'Filters' tab is currently inactive. The window title is 'A/R Receipt List'.

- Click '**Preview**' to view and print out the A/R Receipt List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.4.2 Contra Bill List

This enables you to view and print Contra Bill List report.

- On the '**Report**' Menu, click '**Account Reports – Receipt / AR Receipt**'.

- Click '**Contra Bill List**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Contra Bill List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.4.3 Receipt List Report

This enables you to view and print Receipt List report.

- On the '**Report**' Menu, click '**Account Reports – Receipt / AR Receipt**'.

- Click '**Receipt List**' and a window will pop-up as the picture below.

The screenshot shows a window titled "Receipt List" with a toolbar containing "Preview", "Export (PDF)", and "Close" buttons. The "Filters" tab is active, displaying various search criteria:

- Receipt No. :** Two text input fields with "To" between them.
- Receipt Date :** A date input field with "01/Oct/2010" and a calendar icon, followed by "To" and another date input field with a calendar icon.
- Payment Method :** A dropdown menu with "(All)" selected.
- Returned Cheque Date :** A date input field with a calendar icon, followed by "To" and another date input field with a calendar icon.
- Client Code :** Two text input fields with "To" between them.
- Client Category :** A dropdown menu with "(All)" selected.
- Department :** A dropdown menu with "(All)" selected.
- Receipt Type :** A dropdown menu with "(All)" selected.
- Show Void Trans. :** A dropdown menu with "No" selected.
- Sort By :** A dropdown menu with "Receipt No." selected, and a checkbox for "Descending".
- Report :** A dropdown menu with "Receipt List" selected.

The "Options" tab is also visible, and the window title bar includes "Receipt List Report".

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the same "Receipt List" window, but with the "Options" tab active. It contains two sections:

- Add Watermark:**
 - Text :** A text input field.
 - Font Size :** A numeric input field with "30" and up/down arrows.
 - Show Behind :** A checkbox with "Yes" selected.
 - Direction :** A dropdown menu with "Horizontal" selected.
 - Color :** A color selection button showing a blue square.
- Paper Settings:**
 - Paper Kind :** A dropdown menu with "(Default)" selected.
 - Landscape :** A dropdown menu with "(Default)" selected.
 - Scaling :** A dropdown menu with "(Default)" selected.

The "Filters" tab is also visible, and the window title bar includes "Receipt List Report".

- Click '**Preview**' to view and print out the Receipt List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.4.4 Activity (A/R Trans)

This enables you to view and print Activity (A/R Trans) report.

- On the '**Report**' Menu, click '**Account Reports – Receipt / AR Receipt**'.

- Click ‘**Activity (A/R Trans)**’ and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

- Click ‘**Preview**’ to view and print out the Activity (A/R Trans) report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

13.5 Account Reports – Sales / Quotation

13.5.1 A/R CN List

This enables you to view and print A/R CN List report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.
- Click '**A/R CN List**' and a window will pop-up as the picture below.

The screenshot shows the 'A/R CN List' window with the 'Filters' tab selected. The window has a title bar 'A/R CN List' and buttons for 'Preview', 'Export (PDF)', and 'Close'. The 'Filters' tab contains the following fields:

- A/R CN No. :** Two input fields separated by 'To'.
- CN Date :** Two date pickers separated by 'To'.
- CN Type :** A dropdown menu with '(All)' selected.
- Department :** A dropdown menu with '(All)' selected.
- Sort By :** A dropdown menu with 'A/R CN No.' selected and a checkbox for 'Descending'.
- Report :** A dropdown menu with 'A/R CN List' selected.

The 'Options' tab is also visible, showing the 'A/R CN List Report' title.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'A/R CN List' window with the 'Options' tab selected. The window has the same title bar and buttons as the previous screenshot. The 'Options' tab contains the following sections:

- Add Watermark:**
 - Text :** An input field.
 - Font Size :** A spinner box set to 30.
 - Show Behind :** A checkbox labeled 'Yes'.
 - Direction :** A dropdown menu with 'Horizontal' selected.
 - Color :** A color picker showing blue.
- Paper Settings:**
 - Paper Kind :** A dropdown menu with '(Default)' selected.
 - Landscape :** A dropdown menu with '(Default)' selected.
 - Scaling:** A dropdown menu with '(Default)' selected.

- Click '**Preview**' to view and print out the A/R CN List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.5.2 A/R DN List

This enables you to view and print A/R DN List report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.

- Click ‘**A/R DN List**’ and a window will pop-up as the picture below.

The screenshot shows a window titled 'A/R DN List' with a toolbar containing 'Preview', 'Export (PDF)', and 'Close' buttons. The 'Filters' tab is active, displaying the following fields:

- A/R DN No. :** Two input fields with a 'To' label between them.
- DN Date :** Two input fields with a 'To' label between them, showing '01/Oct/2010' in the first field.
- DN Type :** A dropdown menu with '(All)' selected.
- Department :** A dropdown menu with '(All)' selected.
- Sort By :** A dropdown menu with 'A/R DN No.' selected, and a checkbox for 'Descending'.
- Report :** A dropdown menu with 'A/R DN List' selected.

The 'Options' tab is also visible, showing the 'A/R DN List Report' title.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click ‘**Options**’ and fill in the necessary information.

The screenshot shows the same window with the 'Options' tab active. It contains two sections:

- Add Watermark:**
 - Text :** An input field.
 - Font Size :** A spinner box set to '30'.
 - Show Behind :** A checkbox labeled 'Yes'.
 - Direction :** A dropdown menu with 'Horizontal' selected.
 - Color :** A color picker showing blue.
- Paper Settings:**
 - Paper Kind :** A dropdown menu with '(Default)' selected.
 - Landscape :** A dropdown menu with '(Default)' selected.
 - Scaling :** A dropdown menu with '(Default)' selected.

- Click ‘**Preview**’ to view and print out the A/R DN List report.
- You may also export this report in PDF or Excel format by clicking the ‘**Export**’ button.

13.5.3 Account Statement

This enables you to view and print Account Statement report.

- On the ‘**Report**’ Menu, click ‘**Account Reports – Sales / Quotation**’.

- Click '**Account Statement**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Account Statement report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.5.4 Bill Listing

This enables you to view and print Bill Listing report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.

- Click '**Bill Listing**' and a window will pop-up as the picture below.

The screenshot shows a window titled 'Bill Listing' with a toolbar containing 'Preview', 'Export (PDF)', and 'Close' buttons. Below the toolbar are two tabs: 'Filters' (selected) and 'Options'. The 'Filters' tab contains several input fields for search criteria: 'Bill No.' (with 'To' and 'From' sub-fields), 'Bill Date' (with '01/Oct/2010' and 'To' sub-fields), 'File No.' (with 'To' and 'From' sub-fields), 'File Type' (dropdown), 'File's Status' (dropdown with '(All)'), 'PIC' (dropdown with '(All)'), 'Department' (dropdown with '(All)'), 'Client Category' (dropdown with '(All)'), 'Sort By' (dropdown with 'Bill Date' selected and a 'Descending' checkbox), and 'Report' (dropdown with 'Bill Listing' selected). A 'Bill List Report' button is located in the top right corner of the window.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'Options' tab selected in the 'Bill Listing' window. It contains two main sections: 'Add Watermark' and 'Paper Settings'. The 'Add Watermark' section includes fields for 'Text', 'Font Size' (set to 30), 'Show Behind' (checkbox), 'Direction' (dropdown set to 'Horizontal'), and 'Color' (dropdown set to blue). The 'Paper Settings' section includes 'Paper Kind' (dropdown set to 'Default'), 'Landscape' (dropdown set to 'Default'), and 'Scaling' (dropdown set to 'Default').

- Click '**Preview**' to view and print out the Bill Listing report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.5.5 Bill Payment

This enables you to view and print Bill Payment report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.

- Click **'Bill Payment'** and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click **'Options'** and fill in the necessary information.

- Click **'Preview'** to view and print out the Bill Payment report.
- You may also export this report in PDF or Excel format by clicking the **'Export'** button.

13.5.6 Time Cost Listing

This enables you to view and print Time Cost Listing report.

- On the **'Report'** Menu, click **'Account Reports – Sales / Quotation'**.

- Click **'Time Cost Listing'** and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click **'Options'** and fill in the necessary information.

- Click **'Preview'** to view and print out the Time Cost Listing report.
- You may also export this report in PDF or Excel format by clicking the **'Export'** button.

13.5.7 Past Bill List

This enables you to view and print Past Bill List report.

- On the **'Report'** Menu, click **'Account Reports – Sales / Quotation'**.

- Click '**Past Bill List**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Past Bill List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.5.8 Quotation Listing

This enables you to view and print Quotation Listing report.

- On the '**Report**' Menu, click '**Account Reports – Sales / Quotation**'.

- Click '**Quotation Listing**' and a window will pop-up as the picture below.

The screenshot shows a window titled "Quotation Listing" with a toolbar containing "Preview", "Export (PDF)", and "Close" buttons. The "Filters" tab is active, displaying various search criteria:

- Quotation No. :** Two input fields with "To" between them.
- Quotation Date :** A date input field showing "01/Oct/2010" and a calendar icon, followed by "To" and another date input field with a calendar icon.
- File No. :** Two input fields with "To" between them.
- File Type :** A dropdown menu showing "(All)".
- File's Status :** A dropdown menu showing "(All)".
- PIC :** A dropdown menu showing "(All)".
- Department :** A dropdown menu showing "(All)".
- Quotation's Status :** A dropdown menu showing "(All)".
- Sort By :** A dropdown menu showing "Quotation Date" and a checkbox for "Descending".
- Report :** A dropdown menu showing "Quotation Listing".

The "Options" tab is also visible, and a "Quotation List Report" button is in the top right corner.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the same "Quotation Listing" window, but with the "Options" tab active. It contains two sections:

- Add Watermark:**
 - Text :** An input field.
 - Font Size :** A spinner box set to "30".
 - Show Behind :** A checkbox labeled "Yes".
 - Direction :** A dropdown menu showing "Horizontal".
 - Color :** A color selection box showing blue.
- Paper Settings:**
 - Paper Kind :** A dropdown menu showing "(Default)".
 - Landscape :** A dropdown menu showing "(Default)".
 - Scaling :** A dropdown menu showing "(Default)".

The "Preview" and "Export (PDF)" buttons are still visible in the toolbar.

- Click '**Preview**' to view and print out the Quotation Listing report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.6 Account Reports – Supplier

13.6.1 A/P CN List

This enables you to view and print A/P CN List report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**A/P CN List**' and a window will pop-up as the picture below.

The screenshot shows the 'A/P CN List' window with the 'Filters' tab selected. The window has a title bar 'A/P CN List' and buttons for 'Preview', 'Export (PDF)', and 'Close'. The 'Filters' tab contains the following fields:

- A/P CN No. :** Two input fields separated by 'To'.
- CN Date :** Two input fields separated by 'To', with a calendar icon on the second field.
- Supplier Name :** Two input fields.
- Department :** A dropdown menu with '(All)' selected.
- Sort By :** A dropdown menu with 'A/P CN No.' selected, and a checkbox for 'Descending'.
- Report :** A dropdown menu with 'A/P CN List' selected.

The 'Options' tab is also visible, showing the 'A/P CN List Report' title.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'A/P CN List' window with the 'Options' tab selected. The window has the same title bar and buttons as the previous screenshot. The 'Options' tab contains the following sections:

- Add Watermark:**
 - Text :** An input field.
 - Font Size :** A spinner box set to 30.
 - Show Behind :** A checkbox labeled 'Yes'.
 - Direction :** A dropdown menu with 'Horizontal' selected.
 - Color :** A color picker showing blue.
- Paper Settings:**
 - Paper Kind :** A dropdown menu with '(Default)' selected.
 - Landscape :** A dropdown menu with '(Default)' selected.
 - Scaling:** A dropdown menu with '(Default)' selected.

- Click '**Preview**' to view and print out the A/P CN Listreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.6.2 A/P DN List

This enables you to view and print A/P DN List report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**A/P DN List**' and a window will pop-up as the picture below.

The screenshot shows the 'A/P DN List' report window with the 'Filters' tab selected. The window has a title bar with standard window controls. Below the title bar is a toolbar with 'Preview', 'Export (PDF)', and 'Close' buttons. The 'Filters' tab is active, and the 'Options' tab is also visible. The 'A/P DN List Report' title is displayed in the top right corner. The filter section includes fields for 'A/P DN No.' (with a 'To' field), 'DN Date' (with a date picker set to '01/Oct/2010' and a 'To' field), 'Supplier Name', 'Department' (set to '(All)'), 'Sort By' (set to 'A/P DN No.' with a 'Descending' checkbox), and 'Report' (set to 'A/P DN List').

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'A/P DN List' report window with the 'Options' tab selected. The window has the same title bar and toolbar as the previous screenshot. The 'Options' tab is active, and the 'Filters' tab is also visible. The 'A/P DN List Report' title is displayed in the top right corner. The 'Add Watermark' section includes fields for 'Text', 'Font Size' (set to '30'), 'Show Behind' (checkbox), 'Direction' (set to 'Horizontal'), and 'Color' (set to blue). The 'Paper Settings' section includes fields for 'Paper Kind' (set to '(Default)'), 'Landscape' (set to '(Default)'), and 'Scaling' (set to '(Default)').

- Click '**Preview**' to view and print out the A/P DN List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.6.3 Invoice Aging Report

This enables you to view and print Invoice Aging Report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**Invoice Aging Report**' and a window will pop-up as the picture below.

The screenshot shows the 'Invoice Aging Report' window with the 'Filters' tab selected. The window has a title bar with standard OS controls. Below the title bar is a toolbar with 'Preview', 'Export (PDF)', and 'Close' buttons. The main area is divided into two sections: 'Filters' and 'Options'. The 'Filters' section contains the following fields:

- Supplier Code :** A text input field followed by a 'To' label and another text input field.
- Supplier Name :** A text input field.
- Aging (Months):** A numeric input field with a value of '1' and up/down arrows.
- Supplier Category :** A dropdown menu with '(All)' selected.
- Department :** A dropdown menu with '(All)' selected.
- Report :** A dropdown menu with 'Invoice Aging Report' selected.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'Invoice Aging Report' window with the 'Options' tab selected. The window has the same title bar and toolbar as the previous screenshot. The main area is divided into two sections: 'Filters' and 'Options'. The 'Options' section contains the following fields:

- Add Watermark:** A section with a light blue header. It includes:
 - Text :** A text input field.
 - Font Size :** A numeric input field with a value of '30' and up/down arrows.
 - Show Behind :** A checkbox labeled 'Yes'.
 - Direction :** A dropdown menu with 'Horizontal' selected.
 - Color :** A color selection button showing a blue square.
- Paper Settings:** A section with a light blue header. It includes:
 - Paper Kind :** A dropdown menu with '(Default)' selected.
 - Landscape :** A dropdown menu with '(Default)' selected.
 - Scaling:** A dropdown menu with '(Default)' selected.

- Click '**Preview**' to view and print out the Invoice Aging Report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.6.4 Supplier Invoice List

This enables you to view and print Supplier Invoice List report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**Supplier Invoice List**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Supplier Invoice List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.6.5 Supplier Listing

This enables you to view and print Supplier Listing report.

- On the '**Report**' Menu, click '**Account Reports – Supplier**'.
- Click '**Supplier Listing**' and a window will pop-up as the picture below.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

- Click '**Preview**' to view and print out the Supplier Listingreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.7 Account Reports – Tax

13.7.1 GST Form 03

This enables you to view and print GST Form 03 report.

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- On the '**Report**' Menu, click '**Account Reports – Tax**'.
 - Click '**GST Form 03**' and a window will pop-up as the picture below.
 - Fill in your search criteria.
 - If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.
 - Click '**Preview**' to view and print out the GST Form 03 report.
 - You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.7.2 GST Transaction List

This enables you to view and print GST Transaction List report.

- On the '**Report**' Menu, click '**Account Reports – Tax**'.
- Click '**GST Transaction List**' and a window will pop-up as the picture below.

The screenshot shows the 'GST Transaction List' window with the 'Filters' tab selected. The window has a title bar with standard OS controls. Below the title bar is a toolbar with 'Preview', 'Export (PDF)', and 'Close' buttons. The 'Filters' tab contains the following fields:

- Tax Date :** A date picker set to '01/Oct/2010' with a 'To' date picker next to it.
- ✓ Show Zero Tax Amount**: A checked checkbox.
- Sort By :** A dropdown menu set to 'Tax Date' and an unchecked 'Descending' checkbox.
- Tax Code :** Radio buttons for 'Input Tax' (checked) and 'Output Tax' (unchecked), followed by a text field containing '(All)'.
- Trans. Type :** A text field containing '(All)'.
- Report:** A dropdown menu set to 'GST Transaction Listing'.

The 'Options' tab is also visible, showing the 'GST Transaction List Report' title.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'GST Transaction List' window with the 'Options' tab selected. The window has the same title bar and toolbar as the previous screenshot. The 'Options' tab contains the following sections:

- Add Watermark**: A section with a 'Text' input field, a 'Font Size' spinner set to '30', a 'Show Behind' checkbox (unchecked), a 'Direction' dropdown set to 'Horizontal', and a 'Color' dropdown set to blue.
- Paper Settings**: A section with a 'Paper Kind' dropdown set to '(Default)', a 'Landscape' dropdown set to '(Default)', and a 'Scaling' dropdown set to '(Default)'.

The 'Filters' tab is also visible, showing the 'GST Transaction List Report' title.

- Click '**Preview**' to view and print out the GST Transaction List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.7.3 SST 02 Form

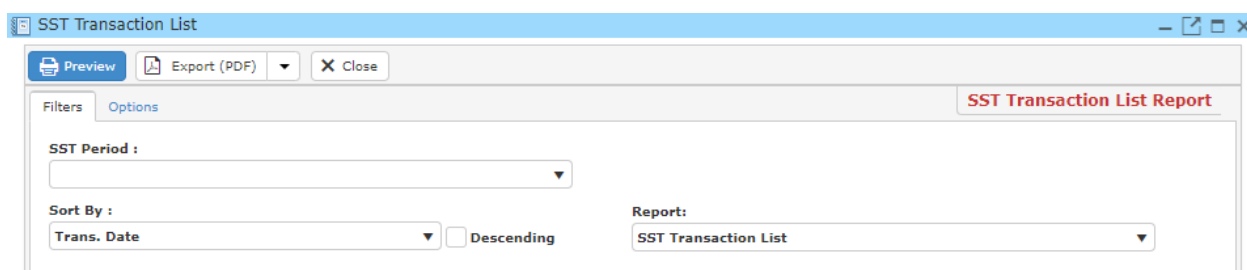
This enables you to view and print SST 02 Form report.

- On the '**Report**' Menu, click '**Account Reports – Tax**'.
- Click '**SST 02 Form**' and a window will pop-up as the picture below.
- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.
- Click '**Preview**' to view and print out the SST 02 Form report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

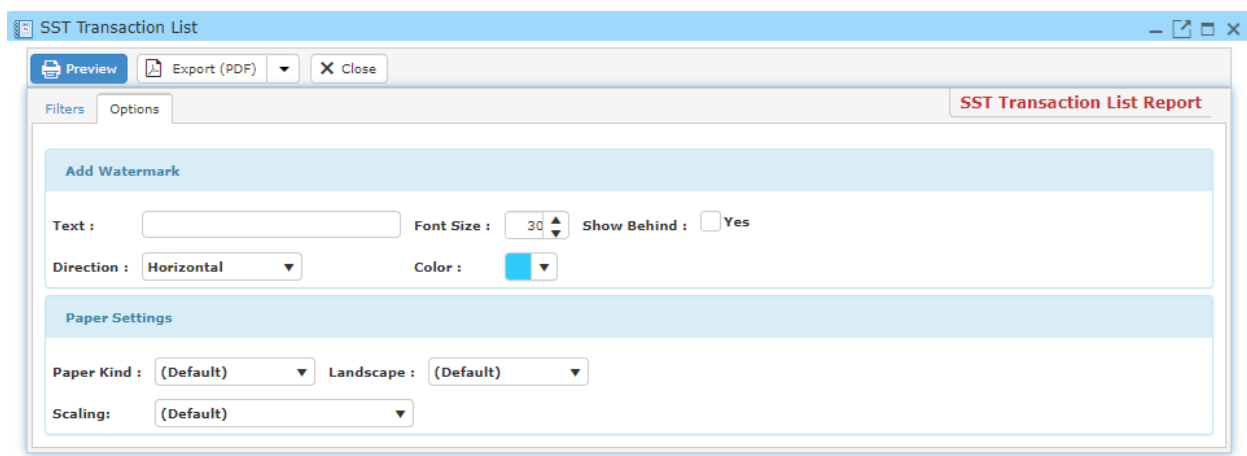
13.7.4 SST Transaction List

This enables you to view and print SST Transaction List report.

- On the '**Report**' Menu, click '**Account Reports – Tax**'.
- Click '**SST Transaction List**' and a window will pop-up as the picture below.



- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



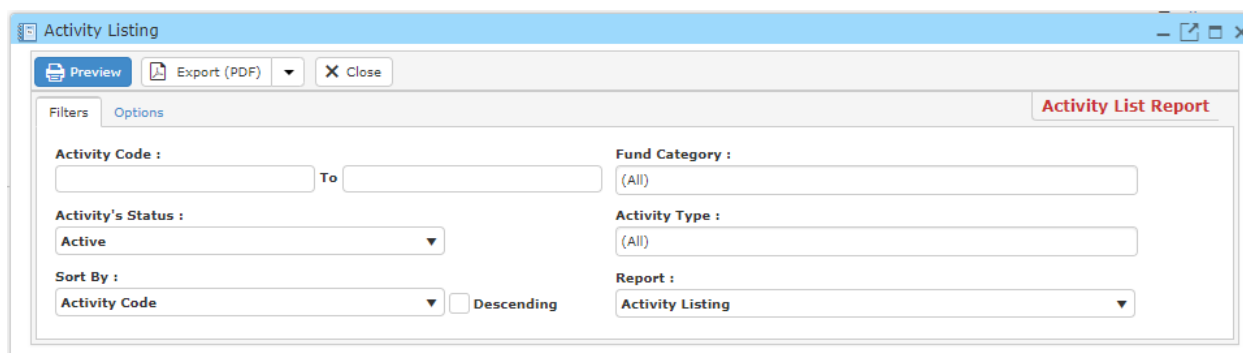
- Click '**Preview**' to view and print out the SST Transaction List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8 General Reports

13.8.1 Activity Listing

This enables you to view and print Activity Listing report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**Activity Listing**' and a window will pop-up as the picture below.

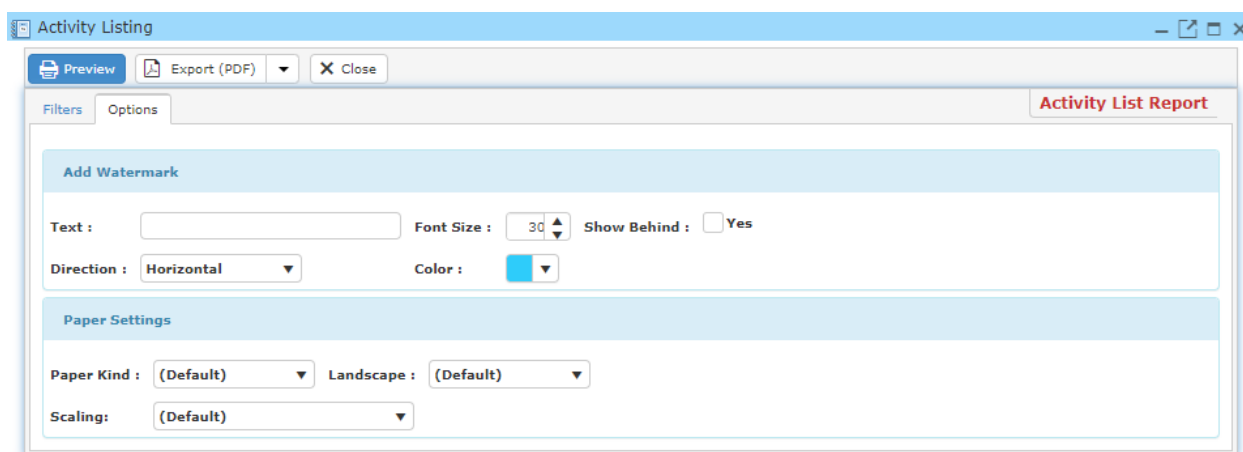


The screenshot shows the 'Activity Listing' window with the 'Filters' tab selected. The window has a title bar with standard window controls. Below the title bar is a toolbar with 'Preview', 'Export (PDF)', and 'Close' buttons. The main area is divided into two sections: 'Filters' and 'Options'. The 'Filters' section contains the following fields:

- Activity Code :** A text input field followed by a 'To' label and another text input field.
- Activity's Status :** A dropdown menu with 'Active' selected.
- Sort By :** A dropdown menu with 'Activity Code' selected, followed by a 'Descending' checkbox.
- Fund Category :** A dropdown menu with '(All)' selected.
- Activity Type :** A dropdown menu with '(All)' selected.
- Report :** A dropdown menu with 'Activity Listing' selected.

The 'Options' tab is visible but not selected. The window title is 'Activity Listing'.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



The screenshot shows the 'Activity Listing' window with the 'Options' tab selected. The window has the same title bar and toolbar as the previous screenshot. The main area is divided into two sections: 'Filters' and 'Options'. The 'Options' section contains the following fields:

- Add Watermark:** A section with a 'Text' input field, a 'Font Size' spinner set to 30, a 'Show Behind' checkbox (unchecked), a 'Direction' dropdown menu with 'Horizontal' selected, and a 'Color' dropdown menu with a blue color selected.
- Paper Settings:** A section with a 'Paper Kind' dropdown menu with '(Default)' selected, a 'Landscape' dropdown menu with '(Default)' selected, and a 'Scaling' dropdown menu with '(Default)' selected.

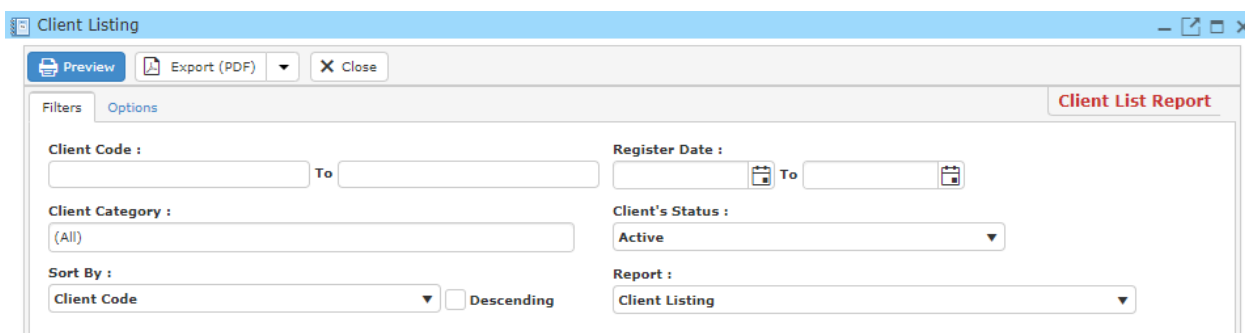
The 'Filters' tab is visible but not selected. The window title is 'Activity Listing'.

- Click '**Preview**' to view and print out the Activity Listing report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8.2 Client Listing

This enables you to view and print Client Listing report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**Client Listing**' and a window will pop-up as the picture below.

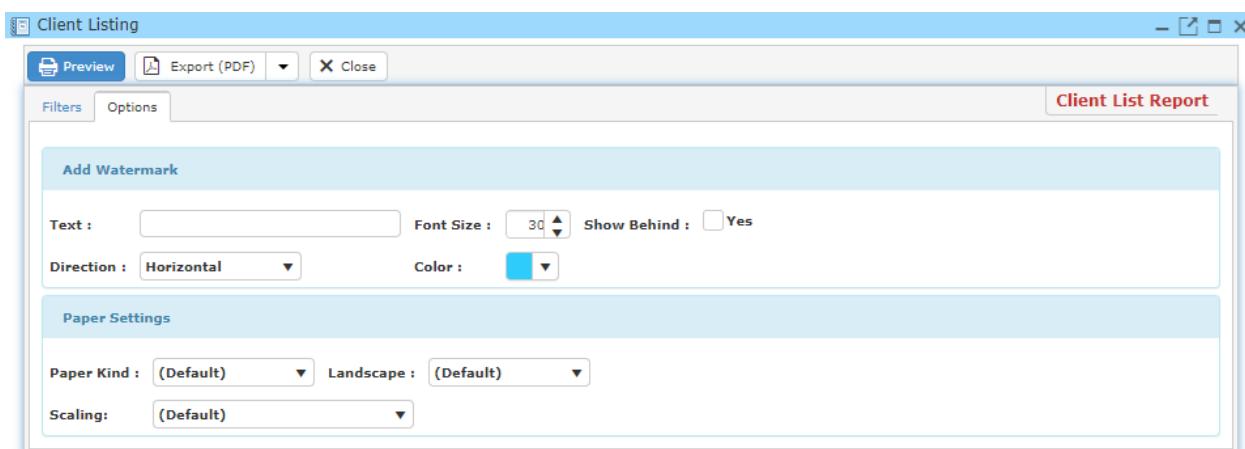


The screenshot shows a window titled "Client Listing" with a toolbar containing "Preview", "Export (PDF)", and "Close" buttons. The "Filters" tab is active, showing the following fields:

- Client Code :** Two input fields with a "To" label between them.
- Register Date :** Two date pickers with a "To" label between them.
- Client Category :** A dropdown menu currently showing "(All)".
- Client's Status :** A dropdown menu currently showing "Active".
- Sort By :** A dropdown menu showing "Client Code" and a checkbox for "Descending".
- Report :** A dropdown menu showing "Client Listing".

A "Client List Report" button is visible in the top right corner of the window.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.



The screenshot shows the same "Client Listing" window, but with the "Options" tab active. It contains two sections:

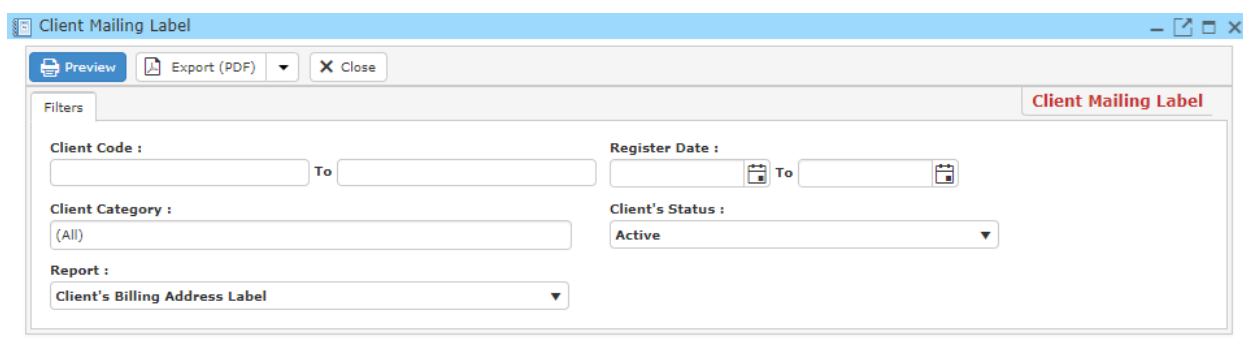
- Add Watermark:**
 - Text :** An input field.
 - Font Size :** A spinner box set to "30".
 - Show Behind :** A checkbox labeled "Yes".
 - Direction :** A dropdown menu showing "Horizontal".
 - Color :** A color picker showing blue.
- Paper Settings:**
 - Paper Kind :** A dropdown menu showing "(Default)".
 - Landscape :** A dropdown menu showing "(Default)".
 - Scaling:** A dropdown menu showing "(Default)".

- Click '**Preview**' to view and print out the ClientListingreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8.3 Client Mailing Label

This enables you to view and print Client Mailing Label report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**Client Mailing Label**' and a window will pop-up as the picture below.



The screenshot shows a software window titled "Client Mailing Label". At the top, there is a toolbar with three buttons: "Preview" (with a printer icon), "Export (PDF)" (with a document icon and a dropdown arrow), and "Close" (with an "X" icon). Below the toolbar, the window is divided into a "Filters" section. This section contains several input fields and dropdown menus: "Client Code" followed by a "To" field, "Register Date" followed by a date range selector, "Client Category" with a dropdown menu currently showing "(All)", "Client's Status" with a dropdown menu currently showing "Active", and "Report" with a dropdown menu currently showing "Client's Billing Address Label".

- Click '**Preview**' to view and print out the Client Mailing Labelreport.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8.4 File Detail Spreadsheet

This enables you to view and print File Detail Spreadsheet report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**File Detail Spreadsheet**' and a window will pop-up as the picture below.
- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.
- Click '**Preview**' to view and print out the File Detail Spreadsheet report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8.5 File Listing

This enables you to view and print File Listing report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**File Listing**' and a window will pop-up as the picture below.

The screenshot shows the 'File Listing' window with the 'Filters' tab selected. The window has a title bar with standard window controls. Below the title bar is a toolbar with 'Preview', 'Export (PDF)', and 'Close' buttons. The main area is divided into two columns of filters. The left column includes 'File No.' (with 'To' field), 'File's Status' (dropdown), 'File Date' (with calendar icons), 'File Type' (dropdown), 'Person In Charge' (dropdown), 'File Without' (checkboxes for 'Bill/Quotation', 'Payment Voucher', 'Task To Do'), and 'Sort By' (dropdown with 'Descending' checkbox). The right column includes 'Client Code' (with 'To' field), 'Client Name' (text field), 'File Close Date' (with calendar icons), 'File Group' (dropdown), 'Lawyer' (dropdown), 'Department' (dropdown), and 'Report' (dropdown with 'File Listing (With Client and File Details)'). A 'File List Report' button is in the top right corner.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'File Listing' window with the 'Options' tab selected. The window has the same title bar and toolbar as the previous screenshot. The main area is divided into two sections. The top section, 'Add Watermark', includes 'Text' (text field), 'Font Size' (spinner set to 30), 'Show Behind' (checkbox), 'Direction' (dropdown set to 'Horizontal'), and 'Color' (color picker). The bottom section, 'Paper Settings', includes 'Paper Kind' (dropdown set to 'Default'), 'Landscape' (dropdown set to 'Default'), and 'Scaling' (dropdown set to 'Default'). The 'File List Report' button is still visible in the top right corner.

- Click '**Preview**' to view and print out the File Listing report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.8.6 File Summary

This enables you to view and print File Summary report.

- On the '**Report**' Menu, click '**General Reports**'.
- Click '**File Summary**' and a window will pop-up as the picture below.
- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.
- Click '**Preview**' to view and print out the File Summary report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.9 Task/Workflow Report

13.9.1 Appointment List

This enables you to view and print appointment record listing.

- On the '**Report**' Menu, click '**Task/Workflow Reports**'.
- Click '**Appointment List**' and a window will pop-up as the picture below.

The screenshot shows a window titled "Appointment List" with a toolbar containing "Preview", "Export (PDF)", and "Close" buttons. The "Filters" tab is active, displaying the following fields:

- Start Date :** [Calendar icon] To [Calendar icon]
- End Date :** [Calendar icon] To [Calendar icon]
- File No. :** [Text box] To [Text box]
- Categorize :** (All) [Dropdown]
- Location :** [Dropdown]
- Sort By :** Subject [Dropdown] ☐ Descending
- Report :** Appointment List [Dropdown]

The window title bar also includes "Appointment List Report".

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the same "Appointment List" window, but with the "Options" tab active. It contains two sections:

- Add Watermark:**
 - Text :** [Text box]
 - Font Size :** 30 [Spinners]
 - Show Behind :** ☐ Yes
 - Direction :** Horizontal [Dropdown]
 - Color :** [Color picker]
- Paper Settings:**
 - Paper Kind :** (Default) [Dropdown]
 - Landscape :** (Default) [Dropdown]
 - Scaling:** (Default) [Dropdown]

The window title bar also includes "Appointment List Report".

- Click '**Preview**' to view and print out the Appointment List report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.9.2 Court Matter List

This enables you to view and print Court Matter record listing.

- On the '**Report**' Menu, click '**Task/Workflow Reports**'.
- Click '**Court Matter List**' and a window will pop-up as the picture below.

The screenshot shows the 'Court Matter List' window with the 'Filters' tab selected. The window includes a title bar with standard window controls and buttons for 'Preview', 'Export (PDF)', and 'Close'. The 'Filters' tab contains several input fields for search criteria: 'Start Date' and 'End Date' with date pickers; 'File No.' and 'Done Date' with text boxes and 'To' indicators; 'Categorize' with a dropdown menu showing '(All)'; 'Court Location' with a dropdown menu showing '(All)'; 'Sort By' with a dropdown menu showing 'Subject' and a checkbox for 'Descending'; 'Court Matter's Status' with a dropdown menu showing '(All)'; 'Client's Counsels' with a dropdown menu showing '(All)'; and 'Report' with a dropdown menu showing 'Court Matter List'. A 'CourtMatter List Report' button is visible in the top right corner of the window.

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the 'Court Matter List' window with the 'Options' tab selected. The window includes a title bar with standard window controls and buttons for 'Preview', 'Export (PDF)', and 'Close'. The 'Options' tab contains two main sections: 'Add Watermark' and 'Paper Settings'. The 'Add Watermark' section includes a 'Text' input field, a 'Font Size' dropdown menu set to '30', a 'Show Behind' checkbox with 'Yes' selected, a 'Direction' dropdown menu set to 'Horizontal', and a 'Color' dropdown menu set to 'Blue'. The 'Paper Settings' section includes a 'Paper Kind' dropdown menu set to 'Default', a 'Landscape' dropdown menu set to 'Default', and a 'Scaling' dropdown menu set to 'Default'. A 'CourtMatter List Report' button is visible in the top right corner of the window.

- Click '**Preview**' to view and print out the court matter report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.9.3 Task To Do List

This enables you to view and print task to do record listing.

- On the '**Report**' Menu, click '**Task/Workflow Reports**'.
- Click '**Appointment List**' and a window will pop-up as the picture below.

The screenshot shows a window titled "Task To Do List" with a toolbar containing "Preview", "Export (PDF)", and "Close" buttons. The main area has two tabs: "Filters" (selected) and "Options". Under the "Filters" tab, there are several input fields for filtering tasks: "Start Date" and "End Date" (each with a date picker), "File No." and "Done Date" (each with a date picker), "Categorize" (a dropdown menu set to "(All)"), "Status Change Date" (a date picker), "Assign To" (a dropdown menu set to "(All)"), "Task's Status" (a dropdown menu set to "(All)"), "Sort By" (a dropdown menu set to "Task Name" with a "Descending" checkbox), and "Report" (a dropdown menu set to "Task To Do List").

- Fill in your search criteria.
- If you wish to add watermark to your report, Click '**Options**' and fill in the necessary information.

The screenshot shows the same "Task To Do List" window, but with the "Options" tab selected. The "Add Watermark" section contains: "Text" (empty), "Font Size" (30), "Show Behind" (Yes checkbox), "Direction" (Horizontal dropdown), and "Color" (Blue dropdown). The "Paper Settings" section contains: "Paper Kind" (Default dropdown), "Landscape" (Default dropdown), and "Scaling" (Default dropdown).

- Click '**Preview**' to view and print out the task to do list report.
- You may also export this report in PDF or Excel format by clicking the '**Export**' button.

13.10 Manage Report

This option enables you to manage report.

- On the '**Report**' Menu, click '**Manage Report**'.
- A window will pop-up as the picture below.

The screenshot shows the 'Manage Report' window. At the top, there is a search bar with fields for 'Report Name', 'Description', 'Template Name', and 'Report Status'. Below the search bar, there are buttons for 'New Report', 'Upload (Zip)', 'Open (Readonly)', and 'Export'. The main area contains a table with the following columns: Report Name, Description, Template Name, and Version.

Report Name	Description	Template Name	Version
Account Report			
Bank Reconciliation			
Bank Reconciliation			7,000
Client's Account			
Client Ledger			1,000
File Advanced Payment			2,511
File Available Balance			1,000
Fund Transfer Between Banks			
Fund Transfer Between Banks Document			1,500
Fund Transfer Between Banks List			1,000
Fund Transfer Between Files			
Fund Transfer Between Files Document			1,300
Fund Transfer Between Files List			1,500
GL (Client's A/C) Listing	GL (Client's A/C) Listing	GL (Client's A/C) Listing	1,000
GL Listing Report	GL Listing	GL (Client's A/C) Listing	1,068
GL Listing Report(Group by Account Code & PartyName)	GL Listing Report(Group by Account Code & PartyName)	GL (Client's A/C) Listing	1,191
GL Listing Report(Group by Account Code & Trans No.)	GL Listing	GL (Client's A/C) Listing	1,188
GL Listing Report(Group by Account Code)	GL Listing	GL (Client's A/C) Listing	1,209

Search Report

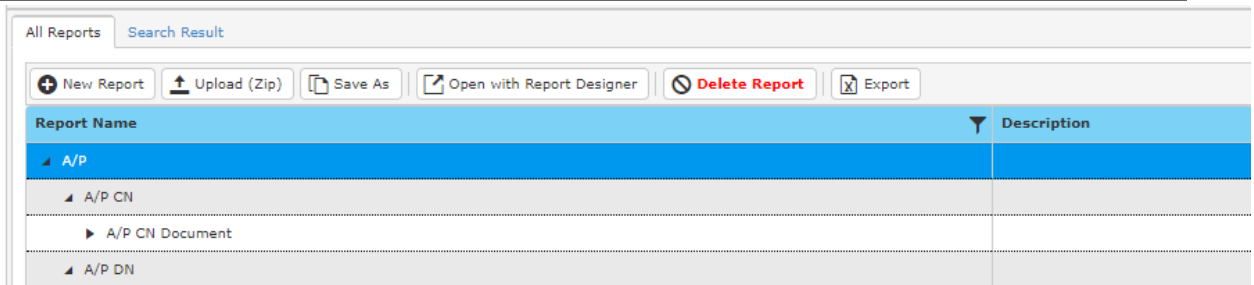
- To search for a report, type in your search criteria and click **Search** and a result list will be displayed as below.

The screenshot shows the 'Search Report' window. At the top, there is a search bar with fields for 'Report Name', 'Description', 'Template Name', and 'Report's Status'. Below the search bar, there are buttons for 'Search' and 'Clear'. The main area contains a table with the following columns: Report Name, Description, Template Name, and Modified Date.

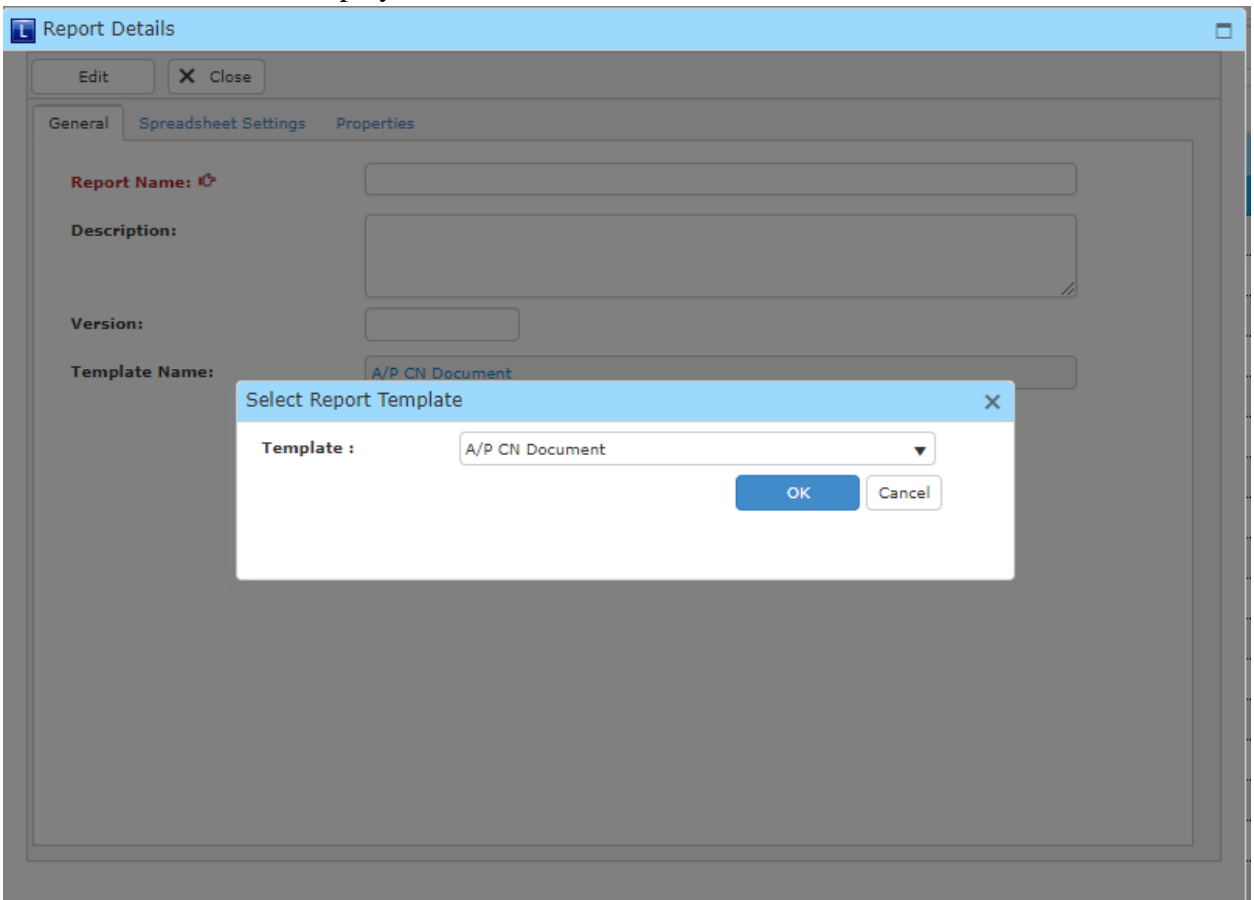
Report Name	Description	Template Name	Modified Date
A/P CN Document		A/P CN Document	13/Jul/2018 9:51 AM
A/P CN Document(Copy)		A/P CN Document	
A/P CN List		A/P CN List	25/May/2017 10:16 AM
A/P CN List (With Items)		A/P CN List	26/May/2017 10:43 PM
A/P DN Document		A/P DN Document	25/May/2017 2:45 PM
A/P DN List		A/P DN List	02/Jun/2017 7:37 PM
A/P DN List (With Items)		A/P DN List	
A/P Payment Document		A/P Payment Document	27/May/2017 1:30 PM
A/P Payment List		A/P Payment List	02/Jun/2017 7:37 PM
A/P Payment List (With Items)		A/P Payment List	

Creating New Report

- To create a new report, click **New Report** in **All Report** tab.



- A new window will be displayed.



- To begin, choose a template type.

Report Details

Save Close

General Properties

Report Name:

Description:

Version:

Template Name:

☒ Active

☐ Default

- Fill in the fields below and click **Save** once you have completed.

Upload Report

- To upload a report, click **Upload (ZIP)** in **All Reports** tab and a new window will be displayed as below.

All Reports Search Result

+ New Report Upload (Zip) Save As Open with Report Designer Delete Report Export

Report Name

- ▲ A/P
 - ▶ A/P CN
- ▲ A/P DN
 - ▶ A/P DN Document

- Click **Select Files** to choose a file from your computer.
- **You** may choose skip if you wish to keep the existing report and the to-be-uploaded report.
- Click **Upload** to upload the report.