

DAY BOOK- Zohofinal Report _ Ginto work DETAILS

Day Book is to show all transactions. Here displays transactions in Sales, Purchase, and Journal.

If we click on the **Day Book** in **All Reports** redirects to the Day Book page.

This page includes,

- **Company Name** on the top.
- **Day Book** heading
- Show filtered dates from below date fields
- Show date fields to choose '**From**' date and '**To**' date to filter out the transactions. Show only selected dates transactions in the transaction table and its values and its calculations also based on the selected reports.
- A **search box** to filter the report while typing any report related details.
- **Export** – We can export transaction details to Excel
- **Print** – We can print transaction details.
- **PDF** – Can take transaction details PDF
- **Share** – Share the reports through **WhatsApp** and **Email**
- **Back** – Back button clicks redirect to 'All Reports' page.
- Below this contains a table with following format,

[Filter option given to each head to type exact match and filter by each column.](#)

- **Serial No.**
- **Name** – Party name
- **Type No. (inv no, bill no, etc)**
- **Type** – Specify which type of sales or purchase transaction. Eg: Sales Order, Bills, or Recurring Bills.
- **Total amount- grant total value(including tax value)**
- **Money In** – Sales such as sales order Invoice, Recurring invoice, Retainer Invoice and Debit Note transaction amounts, and Journal debit amounts
- **Money Out** – Purchase such as Bills, Recurring Bills and Credit Notes transaction amounts and Journal credit amounts.
- Display **Total Money In** and **Total Money Out** highlight it.