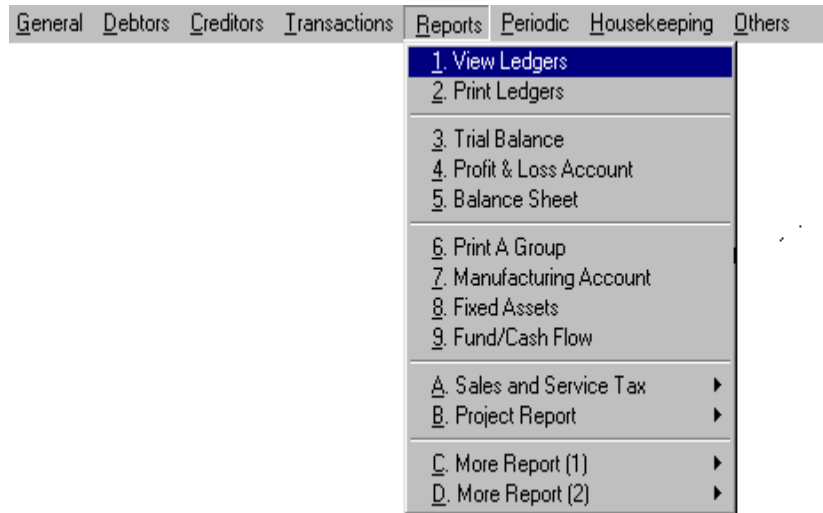


## Chapter 5. Reports

From the main menu bar, we can select the **Reports** option to view and print the various reports as shown in the menu below:

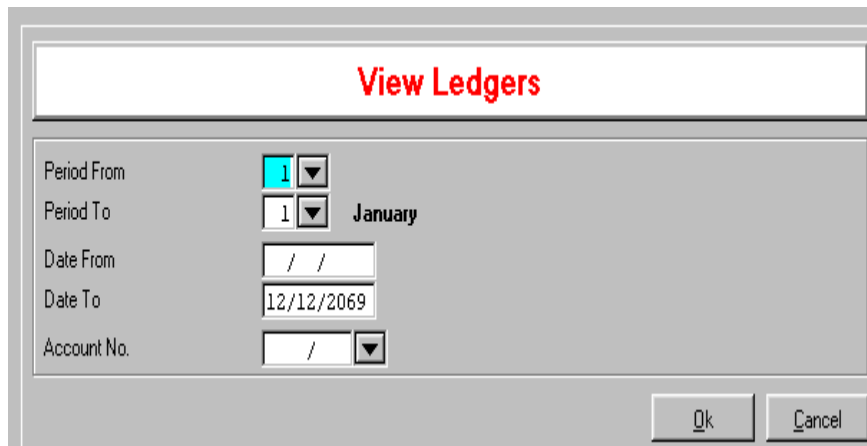


From the above menu, we can print/view the various Ledgers, trial balance, profit and loss ( P&L ), balance sheet and the others like GST reports and Bank reconciliation reports.

The Psoft system, with its immediate posting for any transaction data that has been entered, will immediately update all the transactions instantly into the ledger and thus generate any report with the most up-to-date information. This means that we can have any financial report with the latest data any time.

## View Ledgers

To view any individual general ledger, debtor ledger or creditor ledger account, we just have to select the **View Ledger** option in the **Report** option in the main menu bar.



The above dialog box will appear, we can select the period range, the date range for the Ledger account that we want to view/print:

- Period From : The starting period
- Period To : The ending period
- Date From : The starting date of transaction
- Date To : The ending date of transaction
- Account No. : The Ledger Account number

Click the **OK** button once we have selected the ranges and the account number to view the ledger.

Note that this option allows us to view ledger only but cannot print. The next option will allow us to print.

## Print Ledgers

To print any individual general ledger, debtor ledger or creditor ledger account, we just have to select the **Print Ledger** option in the **Report** option in the main menu bar. we can print a specific general ledger, debtor ledger, creditor ledger or the combination of the three main ledgers.

In addition to it, we can select the range of the followings to set their limits:

**Print Ledgers**

1. Print General Ledger  
 2. Print Debtors Ledger  
 3. Print Creditors Ledger  
 4. Print All

Period From: 1  
Period To: 1 January

Account No. From: 0000/000  
Account No. To: zzzz/zzz  
Date From: / /  
Date To: 12/12/2069

Include 0 Balance  
 With Transaction No.  
 Save Paper  
 Include AR/AP Control A/C

Ok Cancel

Period From : The starting period  
Period To : The ending period  
Account No. From : The starting Account number  
Account No. To : The ending Account number  
Date From : The starting date of transaction  
Date To : The ending date of transaction

This Print report option also comes with four extra sub-options:

**Include 0 Balance**

The report printed will include accounts with zero balance amount.

**With Transaction Number**

The report printed will include all the transaction numbers.

**Save Paper**

The report printed will justify and print several accounts into one page. If not ticked, the report will print each account from new page.

**Include AR/AP Control A/C**

The report printed will include the Accounts Receivable and Accounts Payable Control accounts. (Please note this is allowed only when we want to print the General Ledgers only.)

Click the **OK** button once we have selected the ranges and the account numbers to print the ledger.

## **Trial Balance**

This option enable us to view and print Trial Balance report. It prints out the totals of the debits are equal to the totals of the credits and to highlight whether the accounts are balance or not.

Click the **Report** from the main menu bar and select the **Trial Balance** option. We can select to print either Trial Balance, Debtors Balance or Creditor Balance.

When printing the Trial Balance, again we can select the limits given by the system.

**Trial Balance**

Trial Balance  
 Debtors Balance  
 Creditors Balance

Till which Period:  January

Account No. From:

Account No. To:

Project Code:

Job Code:

Project Title:

Job Title:

Department No.:

This year only  
 With zero balance

Ok Cancel

Till Which Period : The year-to-date period to be printed  
Account No. From : The starting Account number  
Account No. To : The ending Account number  
Project Code : Printed by which project

This Print report option also comes with two extra sub-options:

**This Year Only**

The report printed will be one column showing current year-to-date amounts only.

**Include 0 Balance**

The report printed will include accounts with zero balance amount.

Click the **OK** button once we have selected the period and the account numbers to print the Trial Balance.


Please Note: If the Trial Balance report does not balance, the system will prompt a message “Account Not Balance” before the printing. However, we can still proceed to view and print. If we want to find out what might cause the Not Balance, we can go to the main menu bar, select the **Transactions** and then the **Scan Batches** option to check which batch is not balance.

Besides the fact that a batch might not balance, it may also be caused by the not-balance in the Opening Balances, especially for those which has just entered or modify the Opening balance accounts.

## **Profit & Loss Report**

This report will show us the Profit & Loss status of our business operation so far.

Click the **Report** option from the **Main menu** bar and select the **Profit and Loss Account** option. The following menu will appear for us to select the different formats. Normally the default format This Year-This Month is the most commonly preferred. This format shows the Year-to-date and the Month-to-date columns which show the current P&L for the year and month respectively.



The screenshot shows a dialog box titled "PROFIT AND LOSS ACCOUNT" in red text. Below the title bar, there are five radio button options for report periods: "This Year - Last Year", "This Year - This Month" (which is selected), "This Accounting Year Only", "Last Month - This Month", and "This Month Only". Below these options, there is a "Till which Period" section with a dropdown menu showing "1" and a date field showing "DEC 2003". There are also two input fields for "Project Code/Title" and "Job Code/Title", each with a dropdown arrow. At the bottom right, there are two checkboxes: "Print with %" and "With 0 balance", both of which are unchecked. At the very bottom, there are "OK" and "Cancel" buttons.

Note the other options like “Till which Period” is that to which accounting month’s P&L we want to see. In addition, we can also list all the accounts in percentage and to include those accounts with zero balances. Once selected all the options, we click OK button to print/view the P&L report.

## **Balance Sheet Report**

This options enables us to check the status of our financial position in terms of assets, liabilities and equities as of specified date.

Click the **Report** option from the **Main menu** bar and select the **Balance sheet Account** option. The following menu will appear for us to select the different formats. Normally the default format This Year- Last Year is the most commonly preferred.

**BALANCE SHEET**

This Year - Last Year  
 This Accounting Year Only

Till which Period  DEC 2003

Project Code/Title

Job Code/Title

With 0 balance

OK Cancel

Note the other options like “Till which Period” is that to which accounting month’s Balance Sheet we want to see. In addition, we can also include those accounts with zero balances. Once selected all the options, we click OK button to print/view the Balance Sheet report.