

User Defined Reports in ASCFA Version 5

Released on Feb 08

This facility has been provided so that you can generate some ad-hoc reports which contain data primarily from the accounts master but is not related or does not follow any logic.

Here we take a simple example where the director of your company may wants a daily report on the total debtors, total cash and bank balance, total creditors and total sales, purchases and expense figures in a single report.

The interface is divided in to 4 tabs

Tab 1 – Report Details

In this tab you have to first provide the report details like the Report Name, Report title, the captions for inner & outer columns.

The negative multiplier flag is used to convert credit balances (which are represented with -ve signs) to positive figures for the report if required.

Define the report Name , Report Title, Inner Col Caption and Other Column Caption

The screenshot shows a window titled "User Defined Report Designer" with a menu bar containing "Option" and "Exit". Below the menu bar are four tabs: "Report", "Design", "Preview", and "Schedules". The "Report" tab is active. The form contains the following fields and controls:

- Report Name : *** (text box): Report1
- Report Title** (text box): Daily Report for Directors
- Inner Column Caption** (text box): Rs
- Outer Column Caption** (text box): Rs
- Negative Multiplier**

At the bottom right of the window are two buttons: "Save" and "Exit".

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Tab 2 - Design

This is the most important part of the utility. You are presented with an excel like format with a particulars column for text and 2 amount columns called inner and outer columns. In addition to this there are two more columns ie. Sel and Schedule columns.

Initially for the first time only one row is presented to you. First thing you have to do is to insert at least 8 – 10 rows by pressing the Ctrl+Ins key repeatedly.

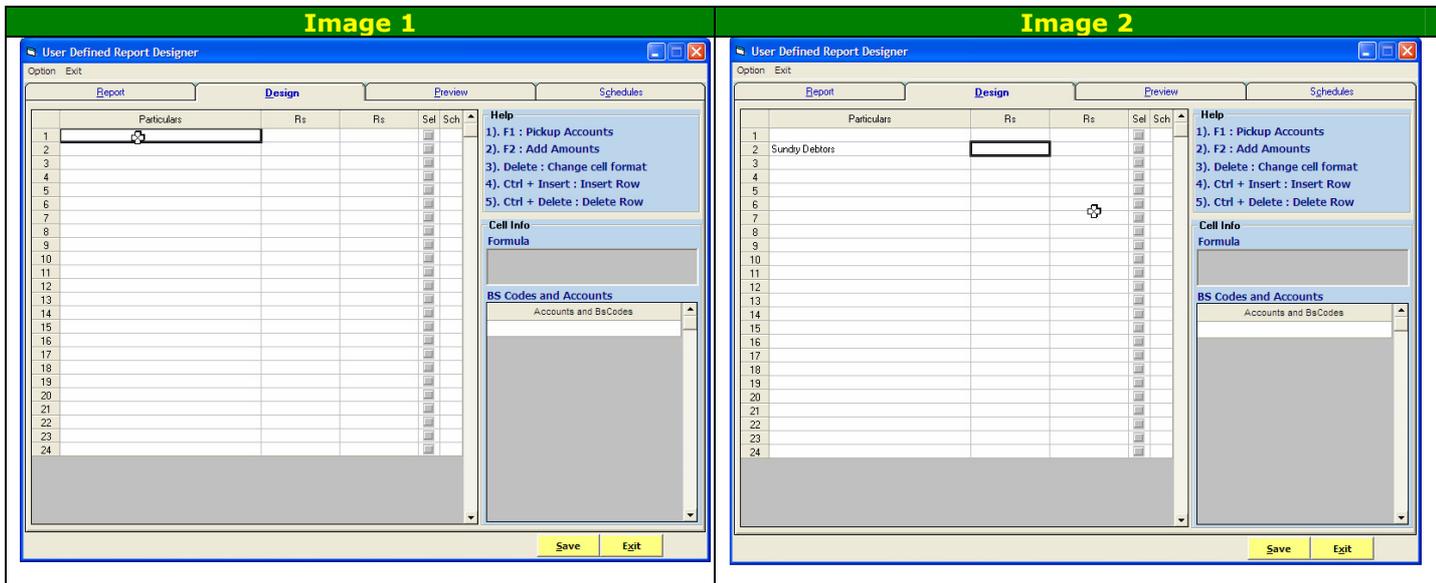


Image 1

The particulars column is an open column where in you can type out your required text.

The inner and outer amount columns can contain reference to either you balance sheet categories , account groups , accounts or sub accounts . They can also contain manually entered figures if required.

The inner & outer columns can also contain formulas and some formatting options like borders etc.

Image 2

To add a reference to an accounts group / account or sub account from your accounts master, press F1 key. You will be presented with your account master wherefrom you can select to display all accounts, only Balance Sheet Categories, Account Groups, Accounts or sub accounts.

Based on your selection, the relevant accounts are displayed,. You can click on the select checkbox and pick up the accounts that are required to be included and totaled up against the row you have selected. Any combination of accounts, groups or sub accounts can be selected as desired.

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The accounts / groups you have selected appear at the bottom left of the form.

Press F1 for Pickup Accounts

Option Sort

Filter All BS Code Groups Accounts Sub Accounts Search Go Show Matching Show All

Exclude selected

| | BS Description | Category | BSCode | Select |
|----|--------------------------------------|------------------------------------|--------|-------------------------------------|
| 21 | OTHER INCOME | DIRECT INCOME | 615 | <input type="checkbox"/> |
| 22 | OTHER INDIRECT EXPENSES | INDIRECT EXPENSES | 985 | <input type="checkbox"/> |
| 23 | P/L A/C | LOANS & ADVANCES | 290 | <input type="checkbox"/> |
| 24 | PAYMENTS TO AND PROVISIONS FOR EMPLO | DIRECT EXPENSES | 740 | <input type="checkbox"/> |
| 25 | POWER & FUEL | DIRECT EXPENSES | 730 | <input type="checkbox"/> |
| 26 | PRIOR PERIOD AND EXCEPTIONAL ITEMS | INDIRECT EXPENSES | 995 | <input type="checkbox"/> |
| 27 | PROFIT ON SALE OF FIXED ASSETS | DIRECT INCOME | 610 | <input type="checkbox"/> |
| 28 | PROFIT OR LOSS FOR THE YEAR | INDIRECT EXPENSES | 999 | <input type="checkbox"/> |
| 29 | PROVISIONS | CURRENT LIABILITIES AND PROVISIONS | 500 | <input type="checkbox"/> |
| 30 | PURCHASES | DIRECT EXPENSES | 710 | <input type="checkbox"/> |
| 31 | RESERVES & SURPLUS | RESERVES & SURPLUS | 305 | <input type="checkbox"/> |
| 32 | SALES | DIRECT INCOME | 600 | <input type="checkbox"/> |
| 33 | SECURED LOANS | SECURED LOANS | 312 | <input type="checkbox"/> |
| 34 | SELLING & DISTRIBUTION EXPENSES | DIRECT EXPENSES | 760 | <input type="checkbox"/> |
| 35 | SERVICES AND OTHER INCOME | DIRECT INCOME | 605 | <input type="checkbox"/> |
| 36 | STORES, SPARES AND TOOLS CONSUMED | DIRECT EXPENSES | 720 | <input type="checkbox"/> |
| 37 | SUNDRY CREDITORS | CURRENT LIABILITIES AND PROVISIONS | 370 | <input type="checkbox"/> |
| 38 | SUNDRY DEBTORS | CURRENT ASSETS | 170 | <input checked="" type="checkbox"/> |
| 39 | TAX DEDUCTED AT SOURCE | CURRENT LIABILITIES AND PROVISIONS | 400 | <input type="checkbox"/> |
| 40 | UNSECURED LOANS | UNSECURED LOANS | 316 | <input type="checkbox"/> |

Selected

| | Account Name |
|---|----------------|
| 1 | SUNDRY DEBTORS |

Color Filter

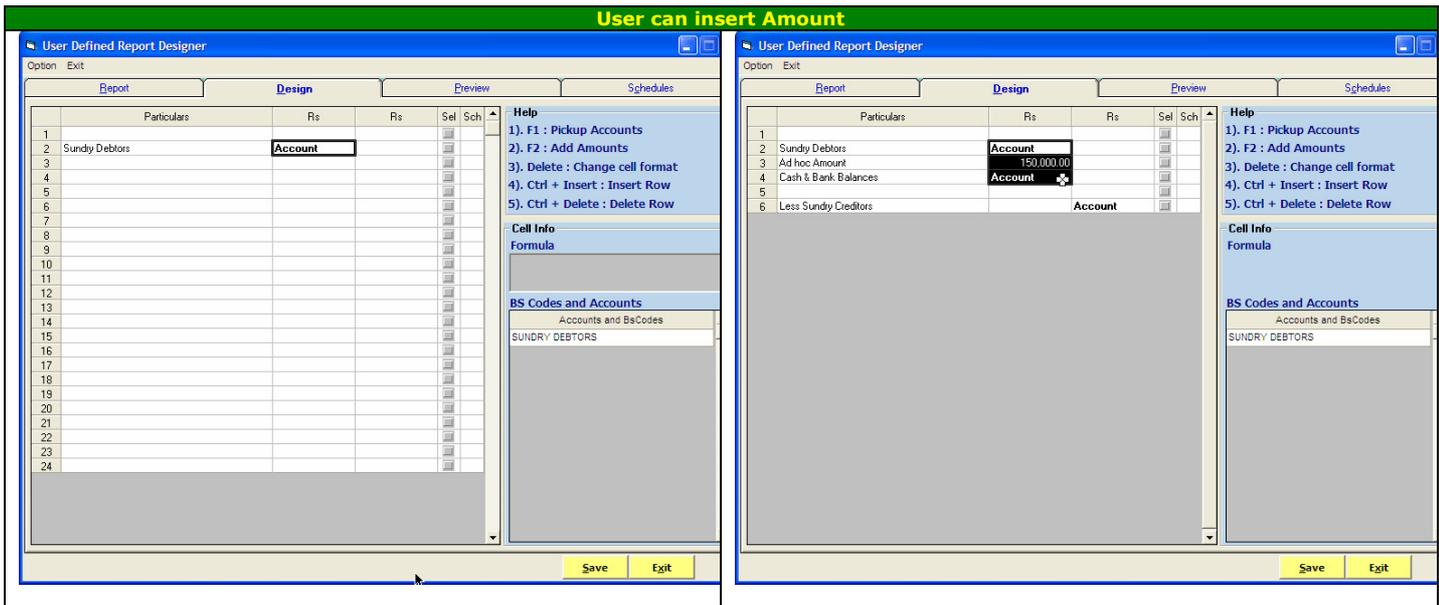
1). BS Code 2). Group
3). Account 4). Sub Account

Replace Exit

Once you have selected all the requisite accounts / groups, click on the Replace button to close this form and go back to the main design form. You will notice that the word "Account" has been filled up in the inner column against Sundry debtors meaning that this cell refers to some accounts in the accounts master.

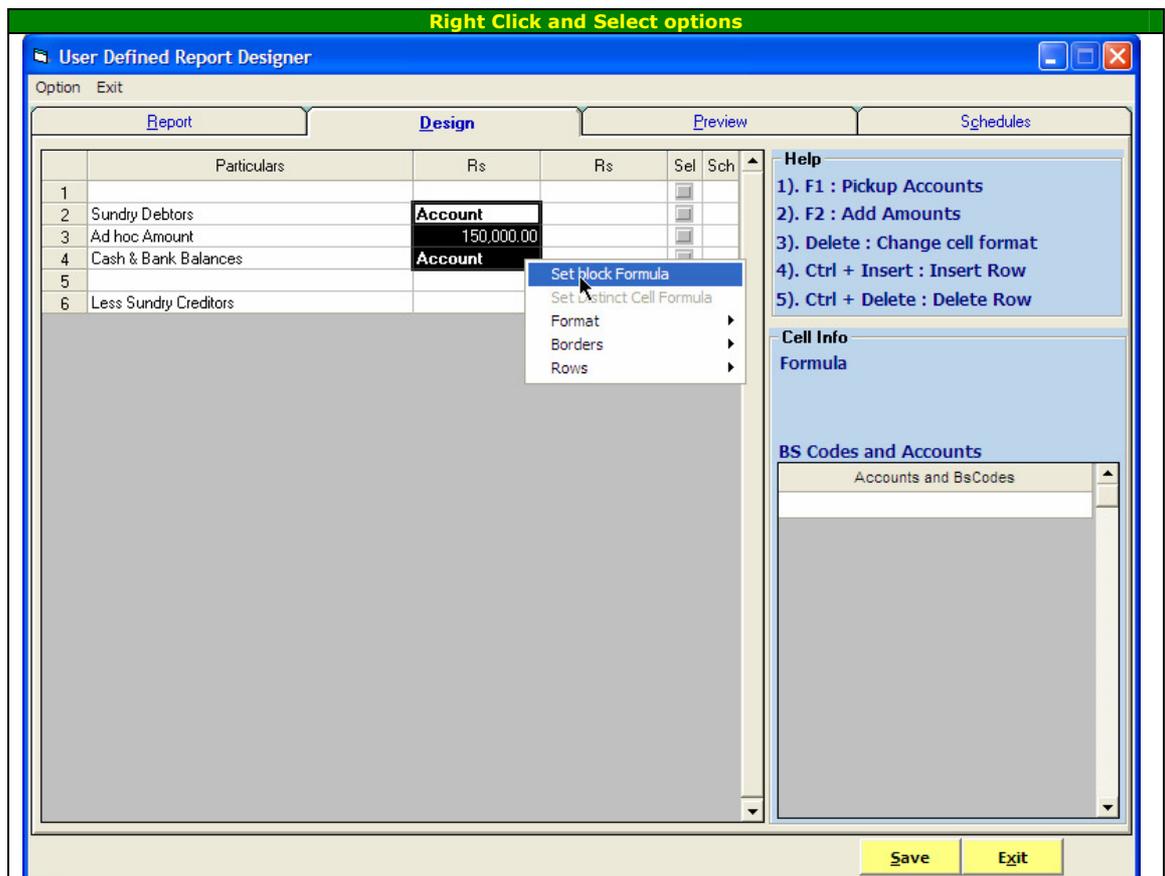
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You can also enter figures directly in any cell in the inner or outer column if required. This figures will be included in the formulas you define.

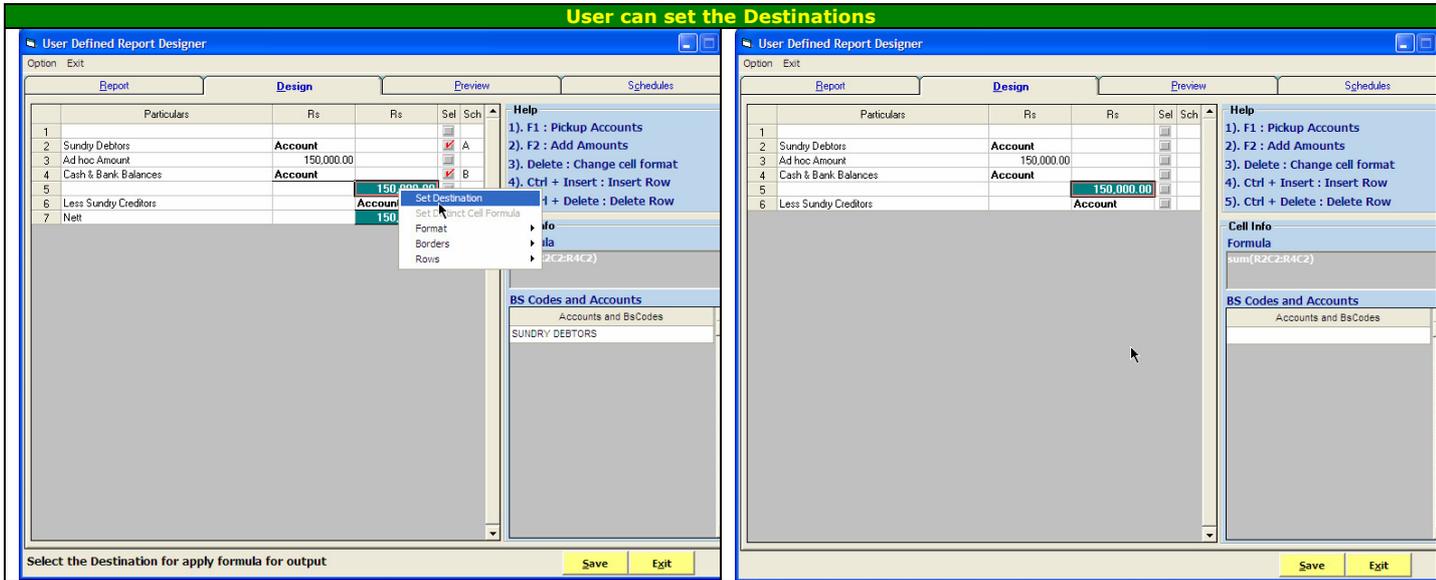
And press the right mouse button. A menu will pop up showing you various options. Select "Set block formula". This will create a formula where in the selected cells will be totaled up.



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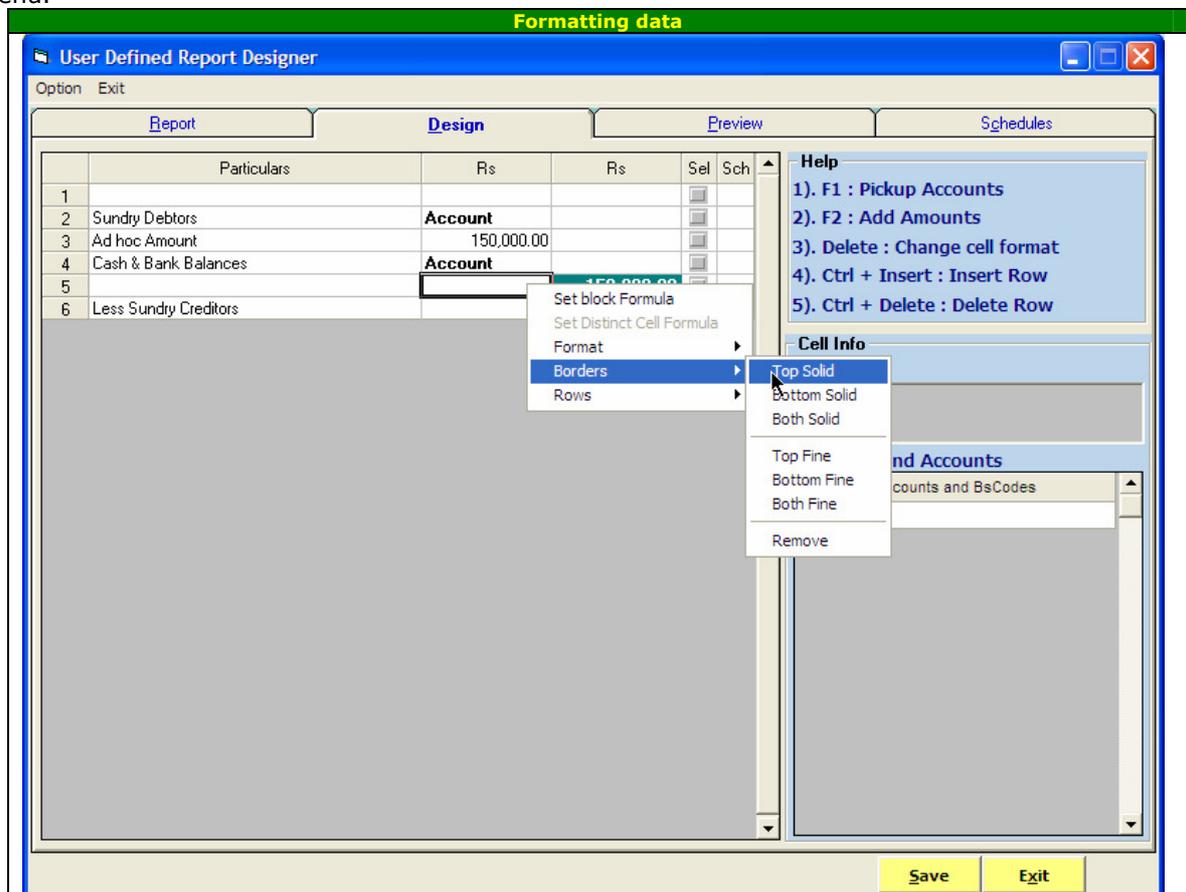
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Now click on the cell where you want to place the total of the selected cells , right click and select "Set destination".



The formula is placed in this cell. Since our source cells had an adhoc figure, it is totaled up and shown here. Note that the actual account balances will not now be shown in the design mode, they will be calculated and displayed in the Preview tab.

You can also do some bit of formatting for any cell by right clicking on the cell and selecting appropriate option from the pop up menu.



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This is the way you have to build the report step by step. In between, click on the Save button to save your options.

Once in a while, click on the Preview tab to get a feel of how the report is shaping up.

The screenshot shows the 'User Defined Report Designer' window with the 'Design' tab selected. The main area contains a table with columns for 'Particulars', 'Rs', 'Rs', 'Sel', and 'Sch'. The table data is as follows:

| | Particulars | Rs | Rs | Sel | Sch |
|----|-----------------------|------------|------------|-------------------------------------|-----|
| 1 | | | | <input type="checkbox"/> | |
| 2 | Sundry Debtors | Account | | <input checked="" type="checkbox"/> | A |
| 3 | Ad hoc Amount | 150,000.00 | | <input type="checkbox"/> | |
| 4 | Cash & Bank Balances | Account | | <input checked="" type="checkbox"/> | B |
| 5 | | | 150,000.00 | <input type="checkbox"/> | |
| 6 | Less Sundry Creditors | Account | | <input checked="" type="checkbox"/> | C |
| 7 | Nett | | 150,000.00 | <input type="checkbox"/> | |
| 8 | | | | <input type="checkbox"/> | |
| 9 | Sales | Account | | <input type="checkbox"/> | |
| 10 | | | | <input type="checkbox"/> | |
| 11 | Purchases | Account | | <input type="checkbox"/> | |
| 12 | | | | <input type="checkbox"/> | |
| 13 | Expenses | Account | | <input type="checkbox"/> | |
| 14 | | | | <input type="checkbox"/> | |

The right sidebar contains a 'Help' section with the following instructions:

- 1). F1 : Pickup Accounts
- 2). F2 : Add Amounts
- 3). Delete : Change cell format
- 4). Ctrl + Insert : Insert Row
- 5). Ctrl + Delete : Delete Row

Below the help section are 'Cell Info' and 'Formula' sections, and a 'BS Codes and Accounts' section with a list box titled 'Accounts and BsCodes'. At the bottom right, there are 'Save' and 'Exit' buttons.

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Tab 3 – Preview

This tab shows you the report along with the balances derived from your accounts master and the parameters provided in the design window.

Here you have an option to select either one or more of your companies to be included in the report as well as provide the report date etc.

If you have selected the schedule check box in the design mode, the schedule names are also displayed in the Preview tab.

Preview the report

User Defined Report Designer

Option Exit

Report Design Preview Schedules

| | Particulars | Rs | Rs | Sch |
|----|-----------------------|------------|----------------|-----|
| 1 | | | | |
| 2 | Sundry Debtors | 19,639.00 | | A |
| 3 | Ad hoc Amount | 150,000.00 | | |
| 4 | Cash & Bank Balances | 354,150.10 | | B |
| 5 | | | 523,789.10 | |
| 6 | Less Sundry Creditors | | (91,193.00) | C |
| 7 | Nett | | 432,596.10 | |
| 8 | | | | |
| 9 | Sales | | (1,643,599.08) | |
| 10 | | | | |
| 11 | Purchases | | 1,317,149.79 | |
| 12 | | | | |
| 13 | Expenses | | 311,091.37 | |
| 14 | | | | |

As on date 31/03/08 0708

Company

- ARC Technologies
- ARC Software Consultants
- ARC Enterprises
- ARC InfoSolutions
- ARC Software Technologies

Negative Multiplier

Refresh Print Preview Export to Excel

Save Exit

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Tab 4- Schedules

If you have opted for schedules, this is the tab where from the schedules can be printed.

Report Schedule

User Defined Report Designer

Option Exit

Report Design Preview **Schedules**

| | Particulars | Rs | Rs |
|----|--|--------------|------------|
| 1 | SCHEDULE A - Sundry Debtors | | |
| 2 | SUNDRY DEBTORS | | |
| 3 | Ankush Enterprise | 884.00 | |
| 4 | Silver Land Developers Pvt Ltd | 312.00 | |
| 5 | CRL Terminals Pvt. Ltd. | (199,881.00) | |
| 6 | Vifor India P Ltd | 130,113.00 | |
| 7 | D B Shah & Associates | 520.00 | |
| 8 | Edge Corporation | 2,713.00 | |
| 9 | Honest Housing Corpn | 17,250.00 | |
| 10 | India Coffee & Tea Dist. Co Ltd | 4,912.00 | |
| 11 | Jayabharat Automobiles Ltd - S'room | 229.00 | |
| 12 | Jayabharat Automobiles Ltd - Chembu | 728.00 | |
| 13 | Jayabharat Automobiles Ltd - C.grn | 1,560.00 | |
| 14 | Bhavsar Motors Pvt Ltd | 500.00 | |
| 15 | Midtown Distributors | 468.00 | |
| 16 | Dr. Prakash Trivedi - Hospital | 4,450.00 | |
| 17 | Sanghavi Shoes & Accessories P Ltd | 30,655.00 | |
| 18 | Tribhuvandas Bhimji Zaveri - West End | 1,808.00 | |
| 19 | Manisha Gupta | 22,418.00 | |
| 20 | Group Total :- | | 19,639.00 |
| 21 | Total :- | | 19,639.00 |
| 22 | SCHEDULE A Total :- | | 19,639.00 |
| 23 | SCHEDULE B - Cash & Bank Balances | | |
| 24 | CASH & BANK BALANCES | | |
| 25 | UTI Bank | 164,117.08 | |
| 26 | Cash On Hand | 961.31 | |
| 27 | Petty Cash - SKM | 189,071.71 | |
| 28 | Group Total :- | | 354,150.10 |
| 29 | Total :- | | 354,150.10 |

Exclude Nil Balance
 Page break on change of schedule

Refresh Print Preview Export to Excel
 Compress

Select the Destination for apply formula for output

Save Exit