

Ledger report by department

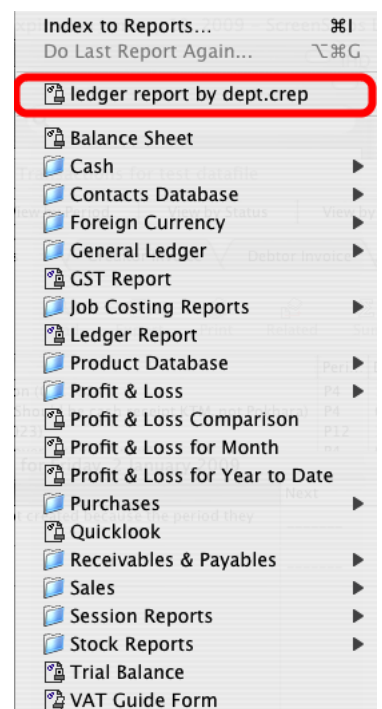
Can run ledger with chosen department

Installing report

To install report see installation instructions at
http://moneyworks.com.np/files/Moneyworks_report_installation_instructions.pdf

Select the report from the Moneyworks Report menu

Choose **Ledger report by department** from the report menu



Set report options

1. Range1:

Enter the **Account code** you want to run report from.

2. Range2:

Enter the **Account code** you want to run report upto.

3. Dept:

Enter the **Department** name you want to run report for. Only one department will be handled at a time. This field is **not case-sensitive**.

5. From:

Choose the period from which date you want to run report from.

6. To:

Choose the period you want to run report to.

To preview the report:

Choose **preview** from **Output to** popup menu and click the **preview** button.

Report Columns:

The report columns are the same as the standard Moneyworks ledger report.

1. Status: Status of the transaction.
2. Type: Shows the transaction type. See the "Field descriptions" chapter of the Moneyworks user guide for more information
3. Date: transaction date.
4. Ref. no: transaction reference number (e.g. the invoice or payment number).
5. Description: transaction description.
6. GST: Shows GST amount.
7. GST code: Shows GST code.
8. Debit: Shows debit balance.
9. Credit: Shows credit balance.

ledger report by dept

ABC Company
Ledger Report of Kathmandu Software
From P3:2008/2009 to P5:2008/2009

3130-KTM-General Expenses-Kathmandu Software									
Open: 0		Movement: 24916				Close: 24916			
				GST	Debit	Credit			
P	CP	03/11/2008	3008588	Mistakenly deposited in SusNet account and recovered sa...	0.00	Z	24,916.00	0.00	
					0.00	0.00	24,916.00	0.00	
3140-KTM-Insurance-Kathmandu Software									
Open: 7241.52		Movement: 0				Close: 7241.52			
3180-KTM-Maintenance Equipment-Kathmandu Software									
Open: 2185.13		Movement: 7080				Close: 9265.13			
				GST	Debit	Credit			
P	CP	15/10/2008	2801995	Corridors painting expenses paid to Ambika Limbu -only offi...	0.00	Z	5,200.00	0.00	
P	CP	16/10/2008	002346	Key made 2pcs@40	0.00	Z	80.00	0.00	
P	CP	12/11/2008	002367	Chair maintenance	0.00	Z	1,800.00	0.00	
					0.00	0.00	7,080.00	0.00	
3200-KTM-Utilities-Kathmandu Software									
Open: 12119.8		Movement: 12382.2				Close: 24502			
				GST	Debit	Credit			
P	CP	30/09/2008	002321	Electricity for the month of Bhadra 2065 (current unit = 131...	0.00	Z	175.00	0.00	
P	CP	30/09/2008	002336	For Garbage Collection	0.00	Z	200.00	0.00	
P	CP	30/09/2008	002321	Electricity for the month of Bhadra 2065 (current unit = 131...	0.00	Z	4,702.50	0.00	
P	CP	03/10/2008	002338	Gas	0.00	Z	1,200.00	0.00	
P	CP	15/10/2008	002340	For water office share Rs.425 out of Rs.1400	0.00	Z	425.00	0.00	
P	CP	22/10/2008	002353	For garbage collection	0.00	Z	100.00	0.00	
P	CP	03/11/2008	002365	For water	0.00	Z	425.00	0.00	
P	CP	03/11/2008	002356	Electricity for the month of Ashoj 2065 (current unit = 13614...	0.00	Z	4,979.70	0.00	
P	CP	03/11/2008	002356	Electricity for the month of Ashoj 2065 (current unit = 13614...	0.00	Z	175.00	0.00	
					0.00	0.00	12,382.20	0.00	