

## Ledger report Tax Version

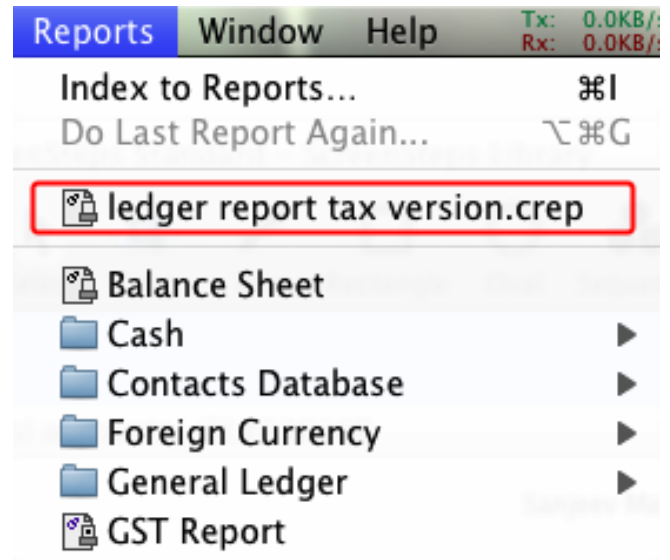
Can run ledger report with selected Account Type, Category, Department, Classification, Account range and period range.

### Installing report

To install report see installation instructions at [http://moneyworks.com.np/files/Moneyworks\\_report\\_installation\\_instructions.pdf](http://moneyworks.com.np/files/Moneyworks_report_installation_instructions.pdf)

### Select the report from the Moneyworks Report menu

Choose **Ledger report tax version** from the report menu



## Set report options

### 1. Type:

Select the **Account type** from pop-up menu.

### 2. Category:

Enter **Category code** (I.e. Category1 Code) you want to run report for.

### 3. Dept:

Enter the **department code** you want to run report for.

### 5. Classification:

Classification is always for all.

### 6. Accounts From:

Enter the **Account code** that you want to run report From.

### 7. Accounts To:

Enter the **Account code** that you want to run report up to.

### 7. From:

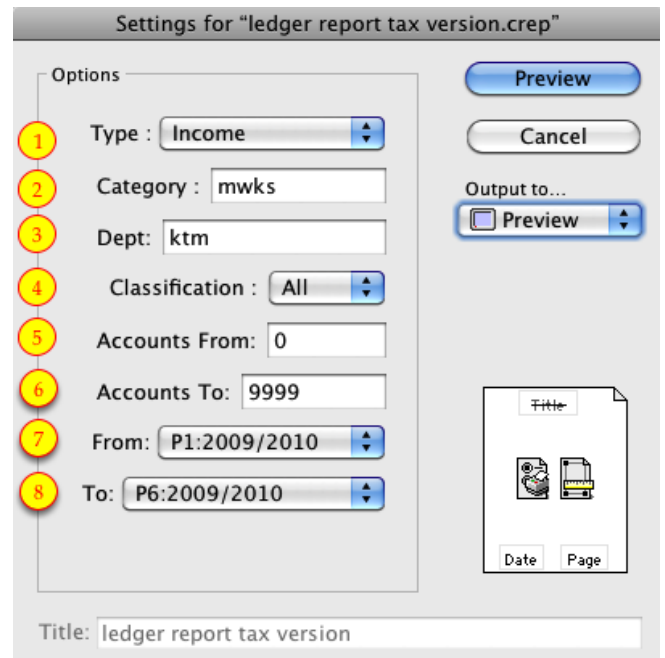
Select the **Period**, that you want to run report From.

### 8. To:

Select the **Period**, that you want to run report up to.

### Note for Category/Dept:

Only one **Category/Department** will be handled at a time. These field are **not case-sensitive**.



## 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. ST: Status of the transaction.
2. TP: Shows the transaction type. See the "Field descriptions" chapter of the Moneyworks user guide for more information
3. Date: Transaction date.
4. Ref #: Transaction reference number.
5. To/From: Name of Supplier/Customer.
6. Description: Transaction description.
7. GST: Shows GST amount.
8. Debit: Shows debit balance.
9. Credit: Shows credit balance.

XYZ Company									
Report for Kathmandu Software									
From P1:2009/2010 to P6:2009/2010									
1001-KTM: Software Sales - Export Kathmandu Software									
Open: 0.00 + Movement: -11,250.00 = Close: -11,250.00									
ST	TP	Date	Ref #	To/From	Description	GST	Debit	Credit	
P	DI	02/11/2009	001372	Sustal	23/10/09: Suchr - started working on budget report. At the end of the day a print ou...	0.00	0.00	3,000.00	
P	DI	02/11/2009	001372	Sustal	28/10/09: Suchr - Checked that some of the SQL commands were working fine. It...	0.00	0.00	3,000.00	
P	DI	02/11/2009	001372	Sustal	28/10/09: Budget Report: Suchr - Found the reason why the budget report was cr...	0.00	0.00	3,250.00	
P	DI	02/11/2009	001372	Sustal	30/10/09: Suchr - Finished working with second sheet of the report. Done some te...	0.00	0.00	2,000.00	
						0.00	0.00	11,250.00	
1020-KTM: Software support- local Kathmandu Software									
Open: 0.00 + Movement: -46,532.00 = Close: -46,532.00									
ST	TP	Date	Ref #	To/From	Description	GST	Debit	Credit	
P	DI	23/07/2009	001320	Shylin	credit note given for invoice no #1308 as 7 % discount even discount date expired...	-203.84	0.00	-1,568.00	
P	DI	23/07/2009	001324	Samari	10/07/2009: Sanjeev Thapa magar: Made some changes in Qrt finance report and ...	130.00	0.00	1,000.00	
P	DI	23/07/2009	001324	Samari	13/07/2009: Sanjeev Thapa magar: S/E Summary: Made new income and expendi...	52.00	0.00	400.00	
P	DI	23/07/2009	001324	Samari	28/07/2009: Sanjeev Thapa magar: Went to SUS Office and show the reports that...	104.00	0.00	800.00	
P	DI	23/07/2009	001324	Samari	Sanjeev Thapa magar: Qrt finance report: Added new Fund account code (Type G...	52.00	0.00	400.00	
P	DI	23/07/2009	001324	Samari	23/07/2009: Sanjeev Thapa magar: Installed Quarterly report. Show Markoo and Sh...	52.00	0.00	400.00	
P	DI	23/07/2009	001324	Samari	06/07/2009: Sanjeev Thapa magar: Went to office and worked with Markoo Chang...	162.50	0.00	1,250.00	
P	DI	18/08/2009	P000042	Gurkha	Create new segment remotely: 1...	2,535.00	0.00	19,500.00	
P	DI	18/08/2009	001338	Carita	Sanjeev Thapa magar:DAMAK-- Work out chart of accounts of Carita Damak	65.00	0.00	500.00	
P	DI	18/08/2009	001338	Carita	11/08/2009: Sanjeev Thapa magar:DAMAK-- Discuss with MK Rai alongwith ind...	662.50	0.00	5,250.00	
P	DI	18/08/2009	001338	Carita	12/08/2009: Sanjeev Thapa magar:DAMAK-- Show them how to share datafile an...	467.50	0.00	3,750.00	
P	DI	14/09/2009	001348	Health	19/08/2009: Sanjeev Thapa magar: Went there and worked with Anup for the new...	104.00	0.00	800.00	
P	DI	14/09/2009	001348	Health	14/09/2009: Sanjeev Thapa magar: Managing & reporting Chart of accounts in Mon...	52.00	0.00	400.00	
P	DI	16/09/2009	001351	Fida I	16/09/2009: Sanjeev Thapa magar: Made new Moneyworks datafile using Nepali...	195.00	0.00	1,500.00	
P	DI	17/10/2009	001360	Early	07/07/2009: Sanjeev Thapa magar: Tax Invoice (For Product): Made new tax invoi...	150.00	0.00	1,200.00	
P	DI	17/10/2009	001360	Early	12/10/2009: Sanjeev Thapa magar: Went there and look up the form problem. Only...	28.00	0.00	200.00	
P	DI	17/10/2009	001362	Health	15/08/2009: Sanjeev Thapa magar: imported all Global Fund Chart of Accounts i...	25.00	0.00	200.00	
P	DI	17/10/2009	001363	Singma	Ujwal (13:00 - 15:30) - Invoice printout changes - Got the subtotal to show up. C...	260.00	0.00	2,000.00	
P	DI	17/10/2009	001367	Top of	28/08/2009: Ujwal Time Local- Support: Meeting with Justin Wade. Advised fr...	75.00	0.00	600.00	
P	DI	17/10/2009	001369	United	removed line that reads "Including 'The Summit' Free Sampler" from the home pag...	45.50	0.00	350.00	
P	DI	17/10/2009	001367	United	02/09/2009: Sanjeev Thapa magar: Went there and installed Moneyworks in Birm...	52.00	0.00	400.00	
P	DI	05/11/2009	001373	Kathma	Ujwal Time Local-Support: 1 hour sorting out the menu title so that "Coffee Enjoy...	65.00	0.00	500.00	
P	DI	05/11/2009	001374	Shylin	10/07/2009: Sanjeev Thapa magar: Moneyworks case file crash, restore the data fi...	260.00	0.00	2,000.00	
P	DI	05/11/2009	001374	Shylin	10/07/2009: Sanjeev Thapa magar: Moneyworks case file crash, restore the data fi...	260.00	0.00	2,000.00	
P	DI	05/11/2009	001374	Shylin	Went over to Sanyigit to view a potential problem. Found that there wasn't one. E...	150.00	0.00	1,200.00	
P	DI	05/11/2009	001374	Shylin	Ujwal Time Local-Support: Anu called and went over to Sanyigit. Found out that...	150.00	0.00	1,200.00	
P	DI	09/11/2009	001377	The Bt	04/11/2009: Sanjeev Thapa magar: Find the trial balance error and give instructio...	75.00	0.00	600.00	
						6,049.16	0.00	46,532.00	