Consolidated Document Report

Module Guide: Consolidated Document Report

Module Location

Settings > Accounting Settings > Consolidated Document Report

Module Purpose

The **Consolidated Document Report** module serves as a reporting tool that can combine and display a list of document transactions from multiple companies within a group. Unlike financial consolidation, this module focuses on merging lists of documents (such as Sales Invoices, Purchase Orders, etc.) for the purpose of cross-company review, auditing, and control within a specific period.?

1. Main View (Report Filter Page)

The main page is a filter interface where the user can define the criteria for the report they wish to generate.

View Explanation

- **Report Filter**:
    - **Document Type**: A dropdown to select the specific type of document you want to display (e.g., Purchase Invoice, Sales Return).

    - **Company**: A dropdown to select one, several, or all companies whose data will be combined in the report.
    - **Start Date**: The beginning date of the report's period range.
    - **To Date**: The ending date of the report's period range.
- **Action Buttons**:
    - **Search**: A button to execute and generate the report based on the selected filters.
- **Results Table**: An area at the bottom that will display the list of documents after the search is performed. If no data matches, this area will show a message like "...No Data...".

2. Steps to Generate the Report

- Access the **Consolidated Document Report** module.
- Select the relevant **Document Type** from the dropdown.
- Choose the **Company(s)** you want to include in the report.
- Define the date range by filling in the **Start Date** and **To Date** .
- Click the **Search** button.
- The system will display a combined list of all documents that match your criteria from all selected companies.

3. Integrated Workflow & Business Process

- **Audit and Control Tool**: This module is not used for transactions but is purely for reporting. It provides management or audit teams with a "helicopter view" of the volume and list of specific transactions across the entire corporate group.?

- **Intercompany Reconciliation**: It can be used as an initial step to identify intercompany transactions by displaying all related documents (e.g., all sales and purchase invoices) on a single screen for further analysis.

- **Centralized Visibility**: It makes it easier for the head office to monitor operational activities in subsidiary companies without having to log into each company's database separately.?

4. Tips & Important Notes

- Ensure you select the filters, especially **Document Type** and **Company**, correctly to get a relevant report.

- Use a specific date range to speed up the report generation time, especially if the transaction volume is very large.

- This report is very useful for internal and external audit teams when performing sampling or transaction verification at the group level.

- Access to this module is typically given to users at the corporate or management level who have the authority to view data from multiple companies.

Revision #1
Created 22 October 2025 10:02:38 by Sayu
Updated 22 October 2025 10:03:48 by Sayu