

# Consolidation Report

## Report Module Guide: Consolidation Report

### Module Location

General Ledger > Report > Consolidation Report

### Module Objective

The **Consolidation Report** module is used to combine the financial statements of multiple company entities (a parent and its subsidiaries) into a single, unified financial report as if they were one entity. This report is crucial for group (holding) companies to get a comprehensive overview of their combined financial position.

## 1. Report Parameters (Consolidation Filter)

The main page of this module is a form containing various parameters to customize the consolidation report that will be generated.



The screenshot shows the 'Consolidation Report' form interface. At the top, there is a breadcrumb trail: 'General Ledger | Report | Consolidation Report'. Below this, the 'Type of Report' is set to 'Consolidation Report'. The main section is titled 'Consolidation Filter' and contains the following parameters:

- 1.  Include Account Numbers  Rounding
- 2. Period :
- 3. Report Type :  Worksheet  Balance Sheet
- 4. Currency:  Respective Currency  Base Currency

At the bottom of the form, there are two buttons: 'Display Report' and 'Export To MS Excel'.

Here is an explanation for each parameter:

- **Include Account Numbers / Rounding:**

- Check **Include Account Numbers** to display account codes on the report.
- Check **Rounding** to round the monetary values on the report.

- **Period:**

- Select the month and year of the reporting period to be consolidated (e.g., July 2025).

- **Report Type:**

- Choose the type of consolidation report you want to generate.
- **Worksheet:** Generates a consolidation worksheet that details the data from each individual company, the elimination entries, and the final results. This is useful for auditing and verification processes.
- **Balance Sheet:** Generates the final, combined Consolidated Balance Sheet.

- **Currency:**

- Choose how currency values will be displayed, either in **Respective Currency** (original currency) or **Base Currency** (company's base currency).

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Select all the parameters you need in the **Consolidation Filter** section, especially making sure to define the desired **Period** and **Report Type**.

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1.  Include Account Numbers  Rounding
2. Period :
3. Report Type :  Worksheet  Balance Sheet
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## Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the consolidation report directly on your screen.
- **Export To MS Excel:** To download the report data in an Excel file format.

## Tips & Important Notes

- The Consolidation Report is crucial for group companies to see the **combined financial position** of all their subsidiaries.
- To get accurate data, ensure the **book-closing process in each subsidiary is complete** before running this report.
- Use the **Worksheet** report type to trace and verify **elimination entries** (e.g., the elimination of intercompany transactions) that are made during the consolidation process.
- This module is generally used by the **Accounting team at the corporate or holding company level**.