

Deposit Mutation Report

Report Module Guide: Deposit Ledger (Mutation)

Module Location

Finance > Reports > Deposit Mutation Report

Module Objective

The **Deposit Ledger** report module is used to generate a mutation report or a "subsidiary ledger" for deposit accounts. This report details every movement (mutation) that occurred on a customer's or supplier's deposit balance within a specific period, displaying the **beginning balance, all additions, all usages, and the ending balance.**

1. Report Parameters (Filter)

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

Here is an explanation for each parameter:

- **Menu:**

- Select the type of deposit to be viewed: **Sales** (for down payments from customers) or **Purchase** (for down payments to suppliers).

- **Customer Name:**

- Filter the report for one or more specific customers/suppliers using the **Selected** option, or select **All** to display all.

- **Report Date:**

- Specify the mutation date range you wish to see (e.g., October 1, 2025, to October 7, 2025).

- **Payment Detail:**

- Select **Summary** or **Detail** to define the report's level of detail.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, such as the menu type, customer, and the report period.

Step 2: Generate the Report

After the parameters are set, click the **[Display Report]** button at the bottom.

3. Reading the Report (Report Content)

The generated report functions like a statement of account for a deposit account, showing all fund movements.

- **Summary Box:** At the top of the report, you will see a summary of totals for the selected period:

- **Beginning Balance:** The deposit balance at the start of the period.
 - **Debit:** The total of new deposit additions.
 - **Credit:** The total usage of the deposit (to pay invoices).
 - **Ending Balance:** The remaining balance at the end of the period.
- **Detail Table:** The table below details each transaction that makes up the summary above, displaying the date, document number, and amount for each addition (debit) and usage (credit).

Tips & Important Notes

- Use this report to provide deposit transaction details to customers if there are questions, or for **internal audit** purposes.
- This report provides the most detailed view of how a customer's or supplier's deposit balance changes over time.
- This report is **interactive**, allowing you to filter further by column and export the data to various formats.

Revision #1

Created 8 October 2025 09:37:48 by Muhammad Ali Akbar

Updated 8 October 2025 09:39:37 by Muhammad Ali Akbar