

# Deposit Report

## Report Module Guide: Deposit Report (Sales/Purchase)

### Module Location

Finance > Reports > Deposit Report

### Module Objective

The **Deposit Report** module is used to generate a detailed report of all outstanding deposit transactions. This report can display down payments received from customers (**Sales** type) as well as down payments given to suppliers (**Purchase** type), with a focus on deposits that are still active or have not been fully used.

## 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:**

- The primary filter to select the type of deposit you want to see: **Sales** (for down payments from customers) or **Purchase** (for down payments to suppliers).

- **Customer Name:**

- Filter the report for a specific customer or customer group.
- **Report Date:**
  - Specify the reference date ("as of" date) for the report.
- **Show All:**
  - Select **only Partially Paid/Unpaid** to focus on deposits that are still active or have a remaining balance.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the parameters you need, for example, select **Menu: Sales** and check **only Partially Paid/Unpaid**.

### Step- 2: Generate the Report

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

## 3. Reading and Using the Report

The generated report is interactive and displays the details of outstanding deposits according to your filters.

This report displays details such as:

- **Document Number:** The cash document number for the deposit.
- **Settlement Number:** The settlement document number if the deposit has been applied.

- **Payment Status:** The current status of the deposit.

## Interactive Features:

- You can perform advanced filtering directly in each column header (e.g., Select value).
- You can export the data to various formats (Copy, CSV, Excel, PDF) using the buttons in the top-right corner.

## Tips & Important Notes

- The **only Partially Paid/Unpaid** filter is the most efficient way to see all active down payment liabilities.
- This report provides a more **modern and functional** appearance with its per-column filtering and complete export features.
- This is an important operational report for the **AR (Account Receivable)** and **AP (Account Payable)** teams for managing down payments.

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