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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