Giro Report

Report Module Guide: Giro Report

Module Location

Finance > Reports > Giro Report

Module Objective

The **Giro Report** module is used to generate a detailed report of all transactions that use a Check or Bilyet Giro. This report is crucial for the Finance team to monitor Checks/Giros that are approaching their due date, manage cash flow, and track the status of every outstanding Check/Giro.

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 key parameter:

- **Order**:
  - Select the sorting basis for the data in the report, for example, by **Check Date**.
- **Date**:
  - Specify the **From** and **To** date range to define the period of the Checks/Giros to be displayed (e.g., October 1, 2025, to October 31, 2025).

- **Check Type**:
  - Filter the report by its type, for example, **All**, **Incoming Giro** (receipt), or **Outgoing Giro** (payment).
- **Giro Status**:
  - This is a very important filter to view Checks/Giros based on their status, for example, **Outstanding**, **Cleared**, or **Bounced**.
- **Grouped by**:
  - Choose if you want the data to be grouped, for example, by **Bank Account**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the date range and the **Giro Status**, to get the most relevant data.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

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

3. Report Content (Conceptual)

The generated report will be a list of Checks/Giros that will most likely display:

- Giro/Check Number
- Issue Date
- Due Date
- Customer/Supplier Name
- Nominal Value
- Giro Status

Tips & Important Notes

- Use this report to **project cash inflows and outflows** from maturing Checks/Giros.
- Filter by **Giro Status "Outstanding"** to get a list of all active Giros that need to be closely monitored.
- This report is a recapitulation of the data managed in the **Giro module**. It is a crucial daily operational report for the **Treasury team**.

Revision #1
Created 8 October 2025 08:29:05 by Sayu
Updated 8 October 2025 08:30:52 by Sayu