Integrity Report

Report Module Guide: Integrity Report

Module Location

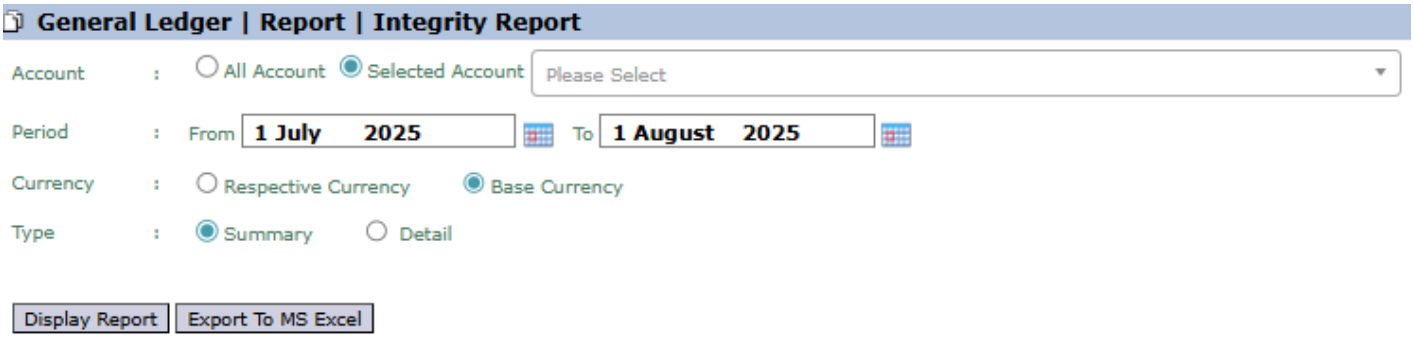
General Ledger > Report > Integrity Report

Module Objective

The **Integrity Report** module is a crucial diagnostic and verification tool. Its purpose is to check the integrity and consistency of the financial data within the system. This report is typically used to ensure that the total balance in a sub-ledger (e.g., the accounts receivable or accounts payable ledger) matches the balance of its control account in the General Ledger.

1. Report Parameters

The main page of this module is a form containing several parameters to define the scope of the verification report.



Here is an explanation for each parameter:

- **Account**:

- Select **All Account** to check the integrity of all accounts.
- Select **Selected Account** to run a check on one specific account (e.g., the Accounts Receivable control account).

- **Period**:
  - Specify the **From** and **To** date range to define the checking period (e.g., July 1, 2025, to August 1, 2025).

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

- **Type**:
  - Choose the report's level of detail.
  - **Summary**: Displays the report in a summary format, typically only showing totals and the difference (if any).
  - **Detail**: Displays the transaction details that make up the balance to assist in the tracing process.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Account** (if specific) and the **Period** you wish to check.



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 see the integrity report results directly on your screen.

  Display Report

- **Export To MS Excel**: To download the report data in an Excel file format.

  Export To MS Excel

Tips & Important Notes

- Run this report routinely, especially during the **monthly closing process**, to ensure there are no data imbalances between the sub-ledgers and the general ledger.
- If this report shows a **difference or imbalance**, it is an indication of a data issue that needs to be immediately investigated and corrected by the Accounting or MIS team.
- Use the **Detail** type to help trace the specific transactions that might be causing the imbalance.

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