

# Job Activity

## Report Module Guide: Job Activity

### Module Location

General Ledger > Report > Job Activity

### Module Objective

The **Job Activity** report module is used to generate reports that summarize or detail all activities related to ongoing projects within the company. This report is used to monitor progress, trace transactions, and analyze the activities that occur within a project.

## 1. Report Parameters (Filter)

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

Filter

1.  Ringkasan  Detail

2. Mata Uang :

Mata Uang Dasar

Mata Uang Transaksi

Kurs

AED	4203	IDR
AUD	7080	IDR
CNY	12262	IDR
EUR	17079.635	IDR
Euro	12000	IDR
GBP	19062	IDR
HKD	2067.67	IDR
KHR	3.5	IDR
KRW	12	IDR
MMK	8	IDR
MYR	3427	IDR
NGN	1	IDR
PHP	270.27027	IDR
SGD	9800	IDR
THB	427.985	IDR
TWD	504.4	IDR
USD	9000	IDR
VND	1	IDR
YEN	12388.98	IDR

3. Tampilkan Logo :  Ya

Here is an explanation for each parameter:

- **Summary / Detail Filter:**

- This is the main choice for your report format.
  - **Summary:** Generates a concise or summary report of project activities.
  - **Detail:** Generates a detailed report that displays each transaction or activity line by line.
- **Currency:**
    - Choose how monetary values will be displayed in the report.
    - **Base Currency:** Converts all values to the company's base currency (e.g., IDR).
    - **Transaction Currency:** Displays values in the original currency of each transaction.
  - **Show Logo:**
    - Check **Yes** if you want to display the company logo on the generated report.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Select all the parameters you need, especially making sure to define the report format you want by choosing between **Summary** or **Detail**. **Note:** After selecting parameters, additional filters such as Project selection or a date range may appear to narrow down the report results.

**Filter**

1.  Summary  Detail

2. Currency :

Base Currency

Respective Currency

Rate  ▼

## 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 preview the report directly on your screen.

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

## Tips & Important Notes

- Start by selecting the **Summary** format to get a general overview of the main project activities.
- Use the **Detail** format if you need to trace specific transactions related to a project activity.
- This report is very useful for **Project Managers** and the **Accounting team** to monitor and review the progress and costs associated with the company's projects.

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