Job Activity

Report Module Guide: Job Activity

Module Location

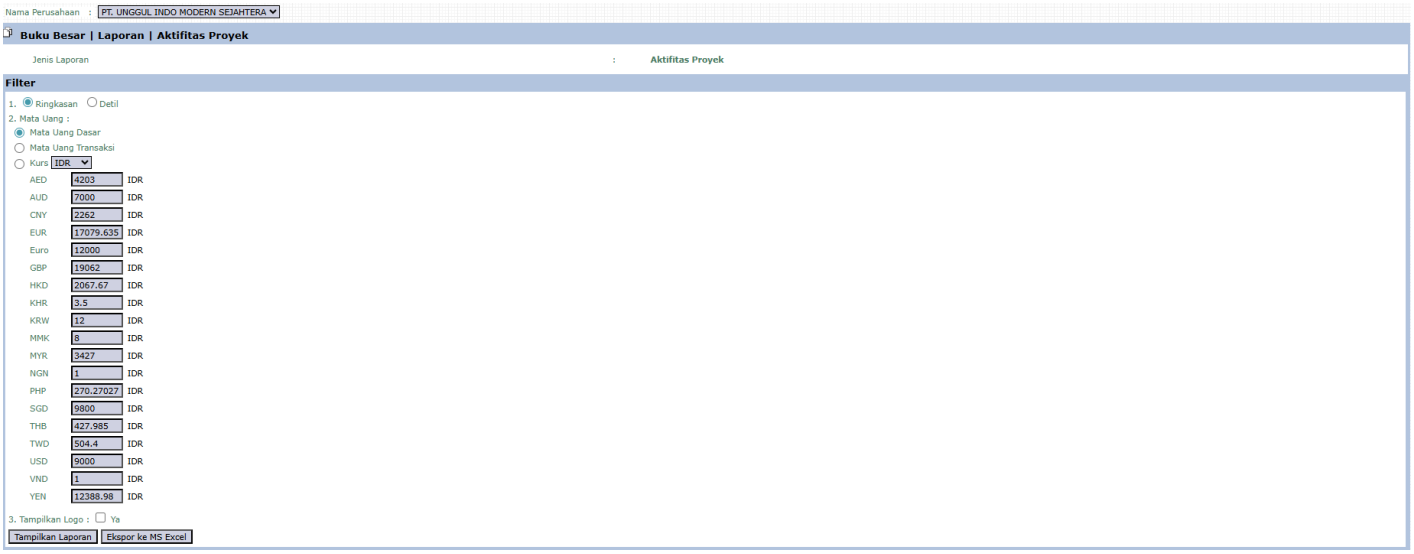
General Ledger > Report > Job Activity

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.



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.

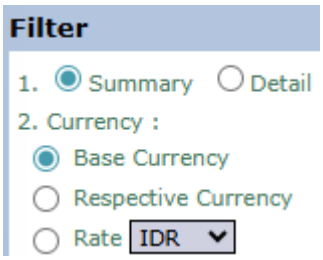
- **Currency**:
  - Choose how monetary values will be displayed in the report.
  - **Base Currency**: Converts all values to the company's base currency (e.g., IDR).
  - **Transaction Currency**: Displays values in the original currency of each transaction.

- **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

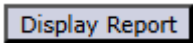
Select all the parameters you need, especially making sure to define the report format you want by choosing between **Summary** or **Detail**. **Note**: After selecting parameters, additional filters such as Project selection or a date range may appear to narrow down the report results.



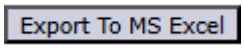
Step 2: Generate the Report

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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