

Job List

Report Module Guide: Job List

Module Location

General Ledger > Report > Job List

Module Objective

The **Job List** report module is used to display and export the master list of all projects registered in the ERP system. This report provides a quick and complete overview of all projects managed by the company.

1. Report Parameters (Filter)

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

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA

General Ledger | Report | Project Activity

Type of Report : Project Activity

Filter

1. Summary Detail

2. Currency :

Base Currency

Respective Currency

Rate

AED	4203	IDR
AUD	7000	IDR
CNY	2262	IDR
EUR	17079.635	IDR
Euro	12000	IDR
GBP	19962	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. Show Logo : Yes

Here is an explanation for each parameter:

- **Currency:**

- Choose how monetary values (if any, such as project value) will be displayed in the report.
- **Base Currency:** Converts all values to the company's base currency (e.g., IDR).
- **Respective Currency:** Displays values in the original currency of each project.

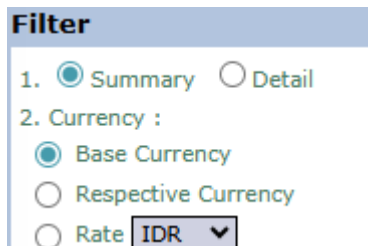
• **Show Logo:**

- 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 the parameters you want in the **Filter** section.



The screenshot shows a 'Filter' section with the following options:

- 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 project list directly on your screen.

- **Export To MS Excel:** To download the complete list in an Excel file format.

Export To MS Excel

Tips & Important Notes

- This report functions as the **master list** for all projects registered in the system.
- Use this report to get a quick overview of all projects in the company, both ongoing and completed.
- The **Export To MS Excel** feature is very useful for creating summaries, custom reports, or for presentations about the company's project portfolio.

Revision #2

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