Job List

Report Module Guide: Job List

Module Location

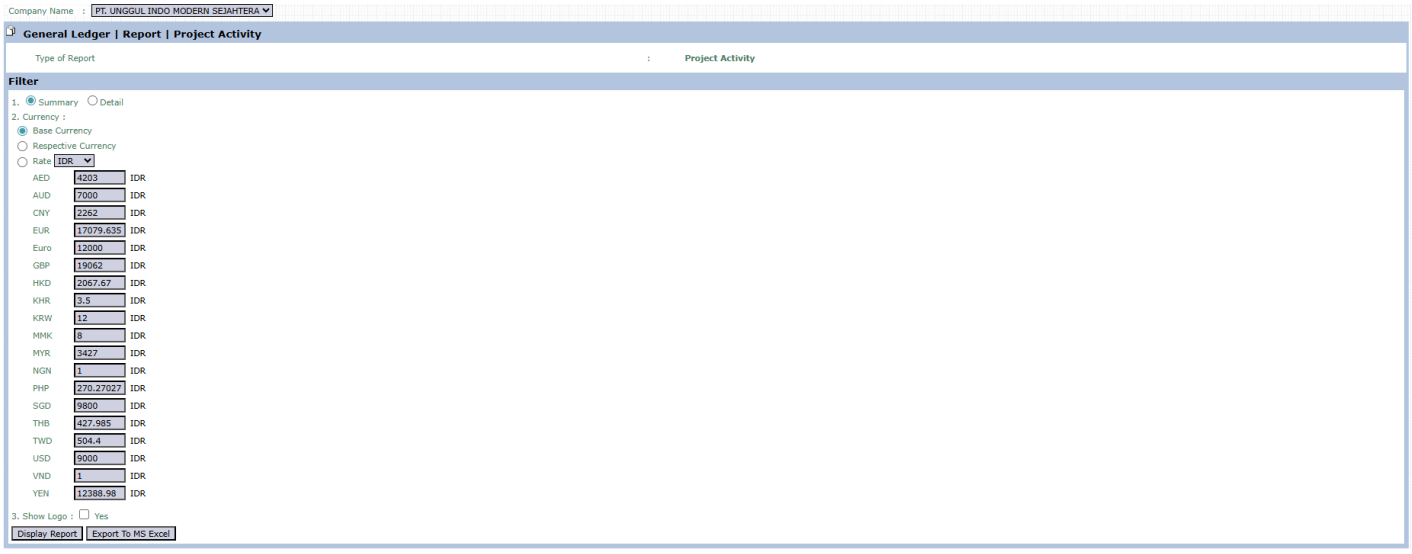
General Ledger > Report > Job List

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.



Here is an explanation for each parameter:

- **Currency**:

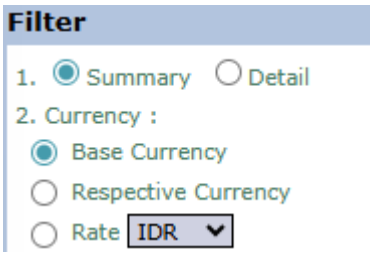
- Choose how monetary values (if any, such as project value) will be displayed in the report.
- **Base Currency**: Converts all values to the company's base currency (e.g., IDR).
- **Respective Currency**: Displays values in the original currency of each project.

- **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

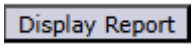
Select the parameters you want in the **Filter** section.



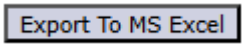
Step 2: Generate the Report

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.



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.

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