Unvouchered Mutation Report

Report Module Guide: Unvouchered Mutation Report

Module Location

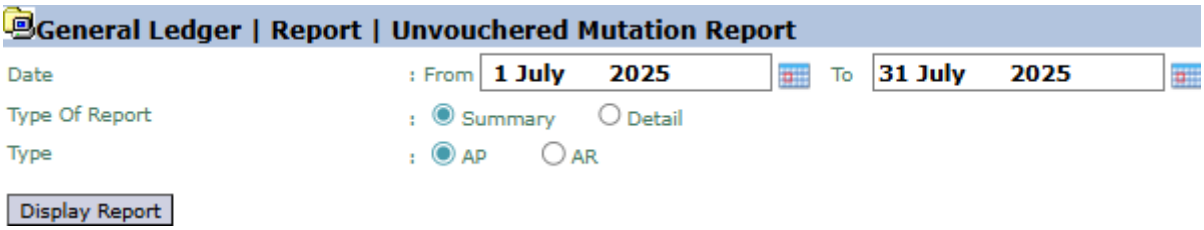
General Ledger > Reports > Unvouchered Mutation Report

Module Objective

The **Unvouchered Mutation Report** module is used to generate a report that shows the **mutation or movement** of transactions that have not yet had a voucher or official invoice created for them within a specific period. Unlike an outstanding report which only shows the ending balance, the mutation report displays the **beginning balance, additions, reductions, and ending balance** of unbilled transactions, for both the Payables (AP) and Receivables (AR) sides.

1. Report Parameters

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



Here is an explanation for each parameter:

- **Date**:

- Specify the **From** and **To** date range to view the transaction movement within that period (e.g., July 1, 2025, to July 31, 2025).

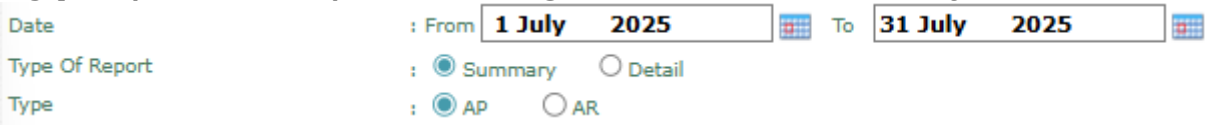
- **Type Of Report**:
  - Choose the desired depth of the report.
  - **Summary**: Displays the report as a summary or recap of the total movement.
  - **Detail**: Displays the report as a detailed list of each transaction that moved during the period.

- **Type**:
  - Choose the type of transaction for which you want to see the mutation.
  - **AP (Accounts Payable)**: To see the mutation of goods receipts that do not yet have an invoice.
  - **AR (Accounts Receivable)**: To see the mutation of goods shipments that have not yet been billed.

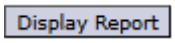
2. Steps to Generate the Report

Step 1: Set Report Parameters

Specify the **Date** range, **Type Of Report** (Summary or Detail), and **Type** (AP or AR) according to the information you need.



Step 2: Generate the Report

After the parameters are set, click the **Display Report** button in the bottom-left section of the page to view the mutation report. 

Tips & Important Notes

- Use this report to analyze the **movement or workflow** of unbilled transactions, not just to see their ending balance.
- This mutation report is very useful for the **Accounting team (AP & AR)** to understand how quickly incoming transactions are processed into formal invoices.
- This report **complements the outstanding report** by providing a more dynamic picture of the efficiency of the billing and liability recording processes.

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