

Unvouchered Outstanding Report

Report Module Guide: Unvouchered Outstanding Report

Module Location

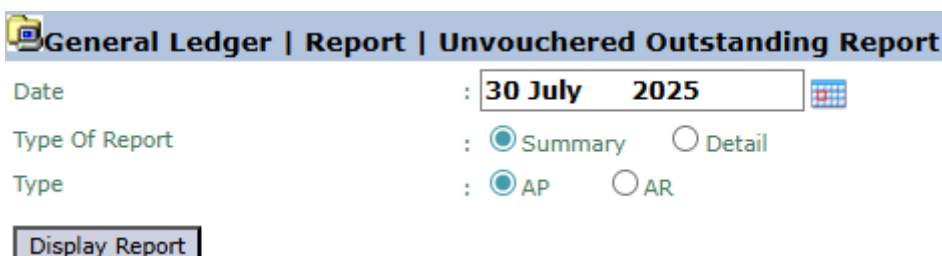
General Ledger > Report > Unvouchered Outstanding Report

Module Objective

The **Unvouchered Outstanding Report** module is used to generate a list of outstanding transactions that have not yet had a voucher or official invoice created for them as of a specific date. This report is an important control tool for reviewing unfinished transactions, both on the Accounts Payable (AP) and Accounts Receivable (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.



The screenshot shows the 'General Ledger | Report | Unvouchered Outstanding Report' form. It includes the following fields and options:

- Date:** A text input field containing '30 July 2025' with a calendar icon to its right.
- Type Of Report:** A label followed by two radio button options: 'Summary' (which is selected) and 'Detail'.
- Type:** A label followed by two radio button options: 'AP' (which is selected) and 'AR'.
- Display Report:** A button located at the bottom left of the form.

Here is an explanation for each parameter:

- **Date:**

- Select the end date or "cut-off" date for the report. The system will display all transactions that have not been invoiced up to this date (e.g., July 30, 2025).

- **Type Of Report:**

- Choose the desired depth of the report.
- **Summary:** Displays the report in a summary or recap format.
- **Detail:** Displays the report as a detailed, line-by-line list of transactions.

- **Type:**

- Choose the type of transaction you want to see.
- **AP (Accounts Payable):** To see a list of goods receipts for which purchase invoices have not been recorded.
- **AR (Accounts Receivable):** To see a list of goods shipments for which sales invoices have not been issued.

2. Steps to Generate the Report

Step 1: Set Report Parameters

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

Date : **30 July 2025** 

Type Of Report : Summary Detail

Type : AP AR

Step 2: Generate the Report

After the parameters are set, click the **Display Report** button in the bottom-left section of the page to see the list of transactions.

Display Report

Tips & Important Notes

- This report is very important for the **monthly closing process** to ensure all pending transactions have been identified and properly recognized.
- Use the **Summary** type to get a quick overview of the total unbilled value, and **Detail** to trace each individual transaction.
- This is a key control report for the **Accounting team (both AP & AR sections)** to maintain data accuracy and smooth billing and payment processes.

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