

# Unvouchered Trade Report

## Report Module Guide: Unvouchered Trade Report

### Module Location

General Ledger > Reports > Unvouchered Trade Report

### Module Objective

The **Unvouchered Trade Report** module is used to generate a list of transactions that are still "pending" or have not yet had their official invoice/bill created. This report is crucial for ensuring all sales transactions are billed (Accounts Receivable/AR) and all purchase transactions are recorded as liabilities (Accounts Payable/AP).

## 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 a software interface for the 'Unvouchered Trade Report'. At the top, there is a blue header bar with the text 'General Ledger | Report | Unvouchered Trade Report'. Below this, the form contains two rows of input fields. The first row is labeled 'Date' and has two date pickers: 'From 1 July 2025' and 'To 30 July 2025'. The second row is labeled 'Type Of Report' and has two radio buttons: 'AP' (which is selected) and 'AR'. At the bottom left of the form, there is a button labeled 'Display Report'.

Here is an explanation for each parameter:

- **Date:**

- Specify the **From** and **To** date range to search for uninvoiced transactions within that period (e.g., July 1, 2025, to July 30, 2025).

- **Type Of Report:**

- This is the key filter to determine the type of report you want.
- **AP (Accounts Payable):** Select this option to see a list of goods received from vendors for which you have not yet received or recorded a purchase invoice.
- **AR (Accounts Receivable):** Select this option to see a list of goods shipped to customers for which you have not yet issued a sales invoice.

## 2. Steps to Generate the Report


### Step 1: Set Report Parameters

Select the **Date** range and specify the **Type Of Report** you need, either AP or AR.



The screenshot shows a software interface for generating a report. At the top, there is a blue header bar with the text "General Ledger | Report | Unvouchered Trade Report". Below the header, there are two rows of input fields. The first row is labeled "Date" and contains two date pickers: "From 1 July 2025" and "To 30 July 2025". The second row is labeled "Type Of Report" and contains two radio buttons: "AP" (which is selected) and "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 uninvoiced transactions. 

## Tips & Important Notes

- Use this report routinely (e.g., weekly or at month-end) to ensure no shipments are forgotten to be billed (AR) and no goods receipts are forgotten to be recorded as a liability (AP).
- This report is very important for the **Accounting team (both AP and AR departments)** in maintaining the accuracy of payables and receivables records and ensuring smooth cash flow.
- The output of this report is an **action list** that must be followed up on, namely: creating sales invoices (for AR) or recording purchase invoices received from vendors (for AP).

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