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.



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.

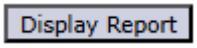
2. Steps to Generate the Report

Step 1: Set Report Parameters

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



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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