



Outstanding Report (Alt + O)

Out Standing Module enables user to generate outstanding balance report of all the creditors and debtors in the application.

On clicking the  option or on pressing the shortcut (Alt+ O), a popup will

be displayed to user as shown below:

User can retrieve/fetch the data as per their requirement and as per the specific condition by using the date range, branch, maker-checker status, account, voucher type (Receivable or Payable or all), Closing filter (With zero or With Zero) and Ageing Range days.

User can use below mentioned shortcuts for further extractions and functions.



Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the selecting filter action.

After clicking on load report button, a new toggle will be opened showing all relevant reports, which displayed as below.

Outstanding Report											
Filter Data [F3]				Report [01/04/2019 to 31/03/2020] [F4]							
				Outstanding Receivable (INR)							
Voucher Type	Voucher No	Date	Amount	Opening	Debit	Credit	Closing	TermDays	DueDays	Contact Person	Phone No.
Party Name : Composition Dealer			7,794,000.00 D	0.00 D	7965000.00	171000.00	7,794,000.00 D				
Party Name : Composition Dealer Intra			836,882.00 D	0.00 D	836882.00	0.00	836,882.00 D				
Party Name : Creditor 3			244,000.00 D	0.00 D	354000.00	110000.00	244,000.00 D				
Party Name : Debtor 2			13,166,320.00 D	0.00 D	21056320.00	7890000.00	13,166,320.00 D				
Party Name : Deemed Export			5,534,200.00 D	0.00 D	5534200.00	0.00	5,534,200.00 D				
Party Name : Export Debtor			69,400,000.00 D	0.00 D	69400000.00	0.00	69,400,000.00 D				
Party Name : SEZ unit			2,385,000.00 D	0.00 D	3150000.00	765000.00	2,385,000.00 D				

User can click on F6 to expand/collapse and F7 to view adjustment details.

Drill down entry.

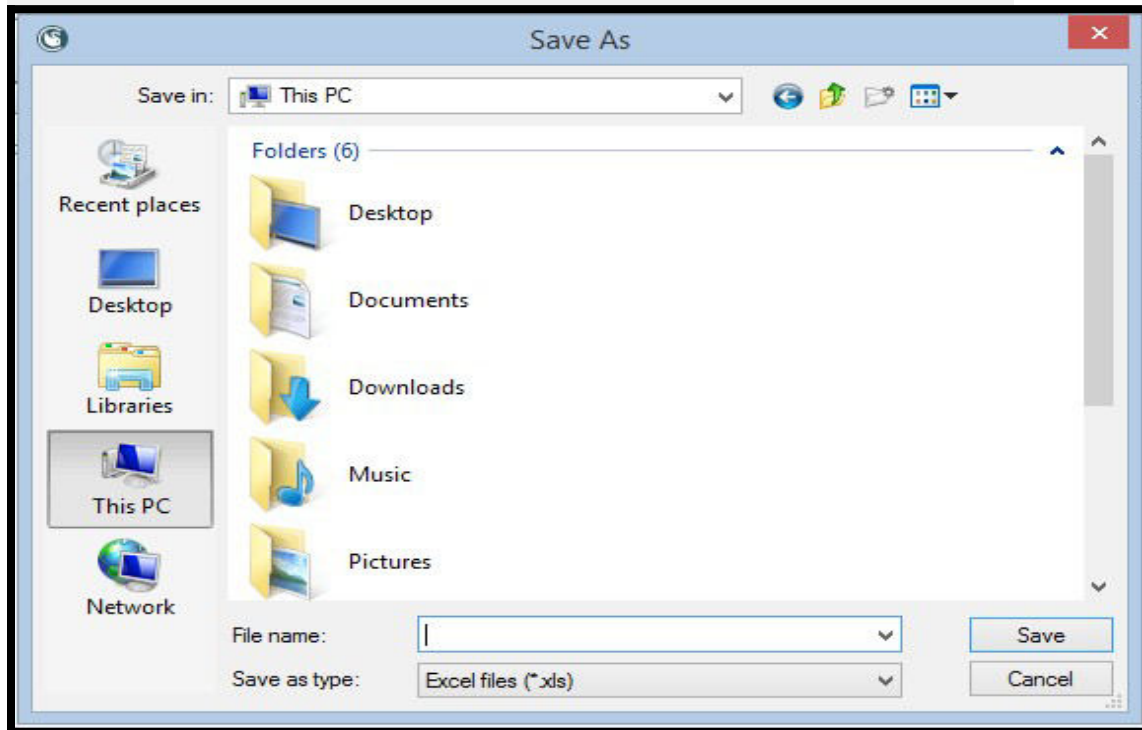
To go to the voucher, user needs to double click on the record line. User will be redirected to the transaction details.

Note: This will take to transaction level entry of only logged in branch

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:

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User needs to select the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.

[Send \(Alt + N\)](#)

On clicking the Send (Alt + N) button, an email popup will appear from which the report can be sent to the respective party.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Outstanding Report tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Outstanding Report tab.



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