




Contra (Alt + C)

This report shows the detailed record of all the contra transactions.



On clicking the  option or on pressing the shortcut (Alt+ C), “Contra Report” window will appear.

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status, voucher series, from A/c (bank or cash account), with optional viewability of attachments, cheque details, currency details, internal notes and voucher narration.



We 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 filter action.

Date	No	Branch	From A/c	Total Amount (Base)	Cancelled	Dr/Cr	To A/c	A/c Amount(Base)
19-02-2021	C/1/A	DEMO BRANCH	Cash Account	9,800.00	<input type="checkbox"/>	Dr	KOTAK BANK	9,800.00
11-03-2021	112233	DEMO BRANCH	KOTAK BANK	10,000.00	<input type="checkbox"/>	Dr	Cash Account	10,000.00
24-03-2021	C/2/A	DEMO BRANCH	Cash Account	10,000.00	<input type="checkbox"/>	Dr	KOTAK BANK	10,000.00
31-03-2021	C/3/A	DEMO BRANCH	Cash Account	100,000.00	<input checked="" type="checkbox"/>	Dr	KOTAK BANK	100,000.00
31-03-2021	C/4/A	DEMO BRANCH	Cash Account	10,000.00	<input type="checkbox"/>	Dr	KOTAK BANK	10,000.00
31-03-2021	C/5/A	DEMO BRANCH	KOTAK BANK	10,000.00	<input type="checkbox"/>	Dr	Cash Account	10,000.00
31-03-2021	C/6/A	DEMO BRANCH	Cash Account	100.00	<input type="checkbox"/>	Dr	KOTAK BANK	100.00
Total				49,900.00				49,900.00

User can download the attachment (if any) directly from the entry itself.

Drill down entry.

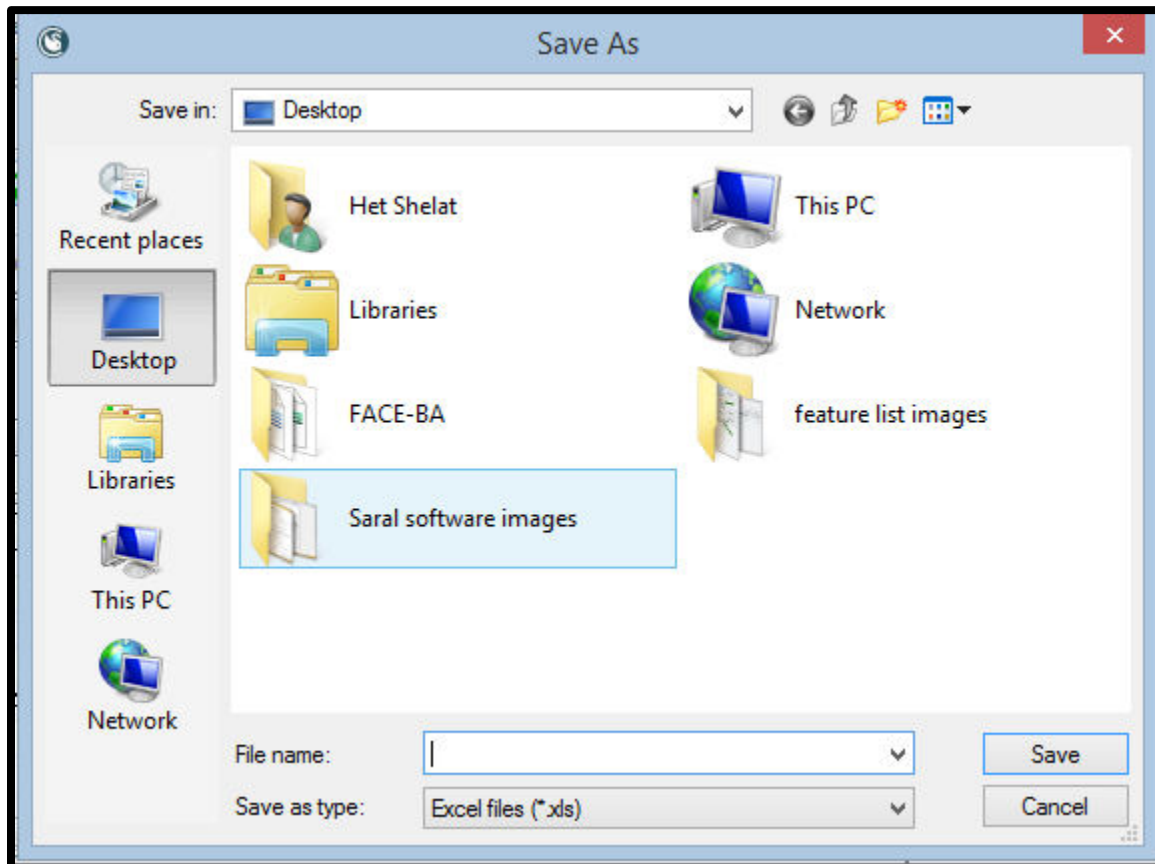
To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that payment voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.



User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify 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.



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

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

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

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