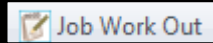




### Job work out Report (Alt + W)

This report shows the detailed record of all the entries done under Job work out module.

On clicking the  Job Work Out option or on pressing the shortcut (Alt + W), “Job Work Out Report” window will appear as below:

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, job worker, E-way bill with optional viewability options of attachments, internal notes, 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. The loaded Report will look as below:

JobWork - Out Report.

<Press Enter / Dbl click in grid for drill down to entry or to View attached documents (Logged-in branch only)>

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

JobWork - Out Details									
Date	No	Branch	JobWorker	GSTIN	Place of Supply	Invoice Amount(Base)	Cancelled	Name	Unit
12-01-2021	33	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	21,400.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
15-01-2021	33	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	205,800.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
15-01-2021	JOB/1/OUT	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	23,000.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
19-02-2021	JOB/2/OUT	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	2,680.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
23-03-2021	JOB/3/OUT	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	300.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
23-03-2021	JOB/4/OUT	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	200.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
23-03-2021	JOB/5/OUT	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	200.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
23-03-2021	JOB/6/OUT	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	240.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
23-03-2021	JOB/7/OUT	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	2,000.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
31-03-2021	JOB/8/OUT	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	160.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOS OTH
Total						255,980.00			

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

### Drill down entry

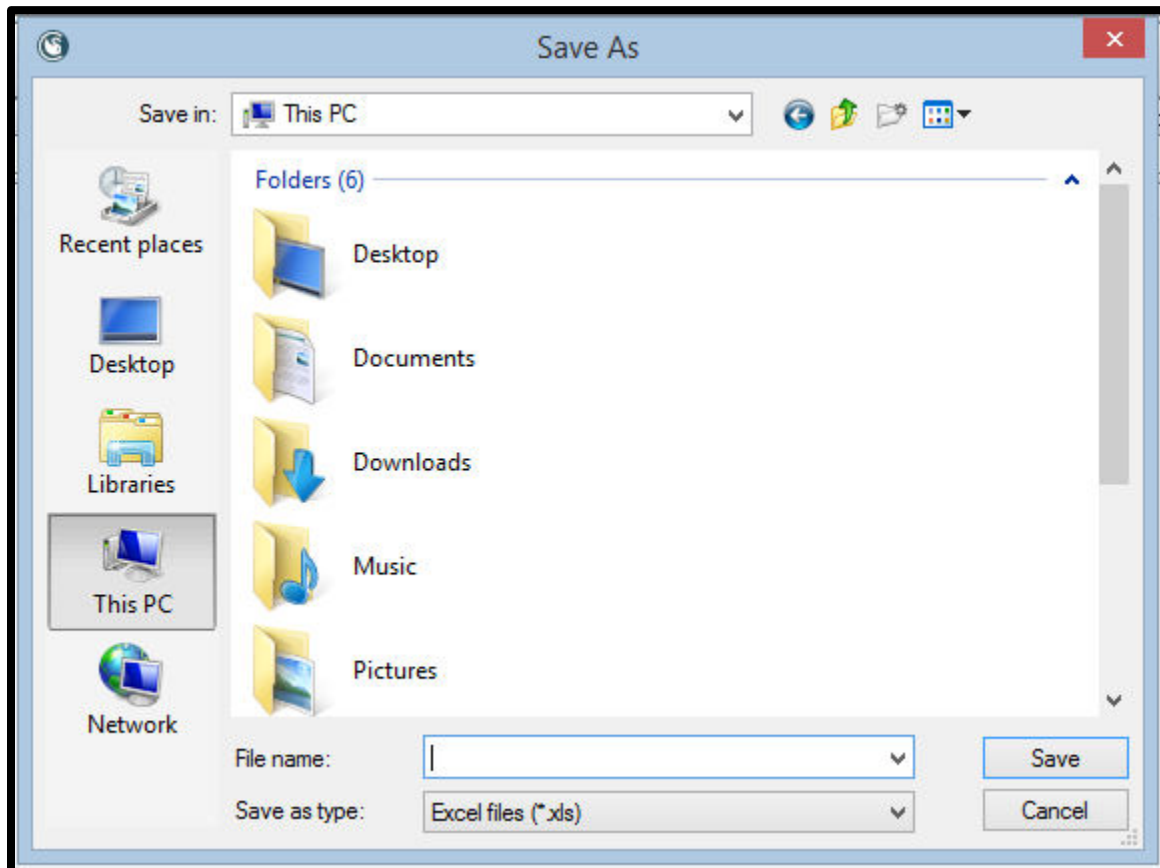
To go to the voucher, user needs to double click on the record line. User will be redirected to the Job Work Out voucher.

### 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.



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

On clicking the Close (Alt + S) button, job-worker out report will get closed.

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

On clicking the Help (Alt + H) button, user will be redirected to help manual of Job Work out report.