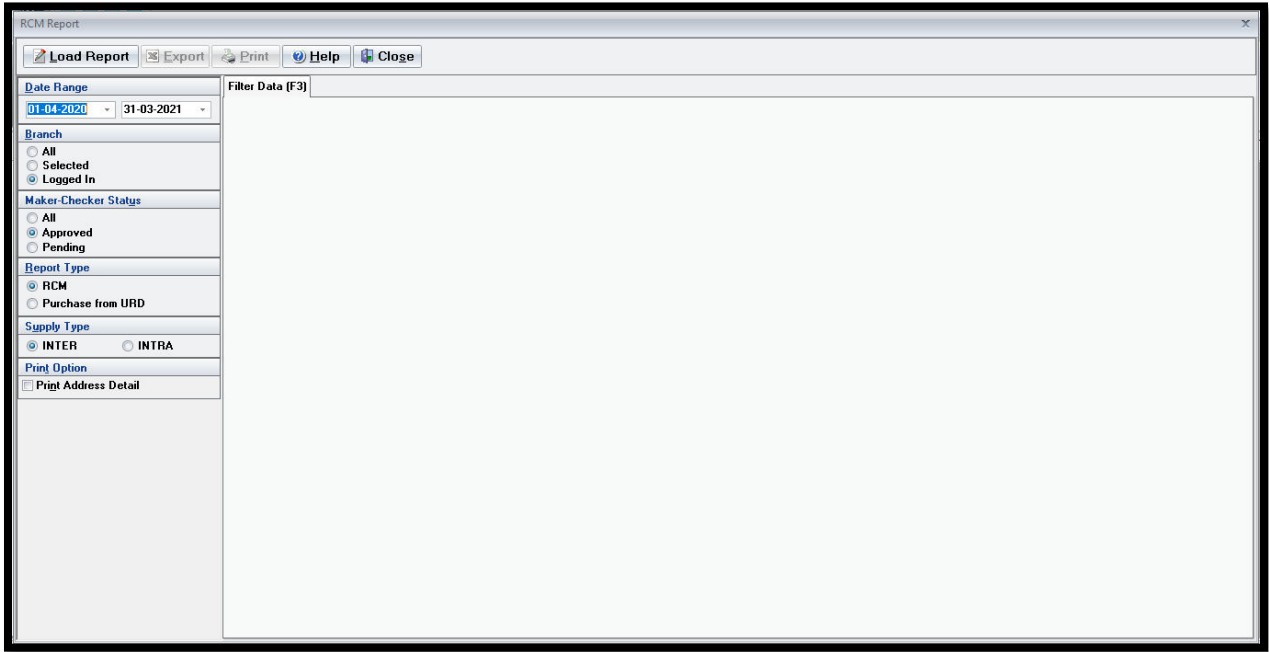




### RCM Report(Y8)

On clicking the  option, “RCM Report” window will appear.

After selecting the RCM option or on pressing the shortcut (Y8), a page will be displayed as shown 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, maker-checker status, branch, supply type and report type (RCM and purchase from URD).

### 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:



RCM Report

[Load Report](#)
[Export](#)
[Print](#)
[Help](#)
[Close](#)
<Press Enter / Dbl click in grid for drill down to entry (Logged-in branch only)>

Filter Data (F3) Report [01/04/2019 to 31/03/2020] (F4)

Voucher Date	Voucher No	Branch	Self Invoice No	Party Name	Place of supply	GSTIN	Amount	Rev
Click here to define a filter								
31/03/2020	Mar/13/2020	GST BASED BRANCH		Creditor 5	24-Gujarat		9000	
31/03/2020	Mar/15/2020	GST BASED BRANCH		Composition Dealer	24-Gujarat	30BMPG5663G1ZF	162000	
31/03/2020	Mar/20/2020	GST BASED BRANCH		Composition Dealer	24-Gujarat	30BMPG5663G1ZF	9000	
31/03/2020	Mar/21/2020	GST BASED BRANCH		Creditor 2	24-Gujarat	32GHQ16777H1ZW	97000	
Total							277,000.00	

### Drill down entry.

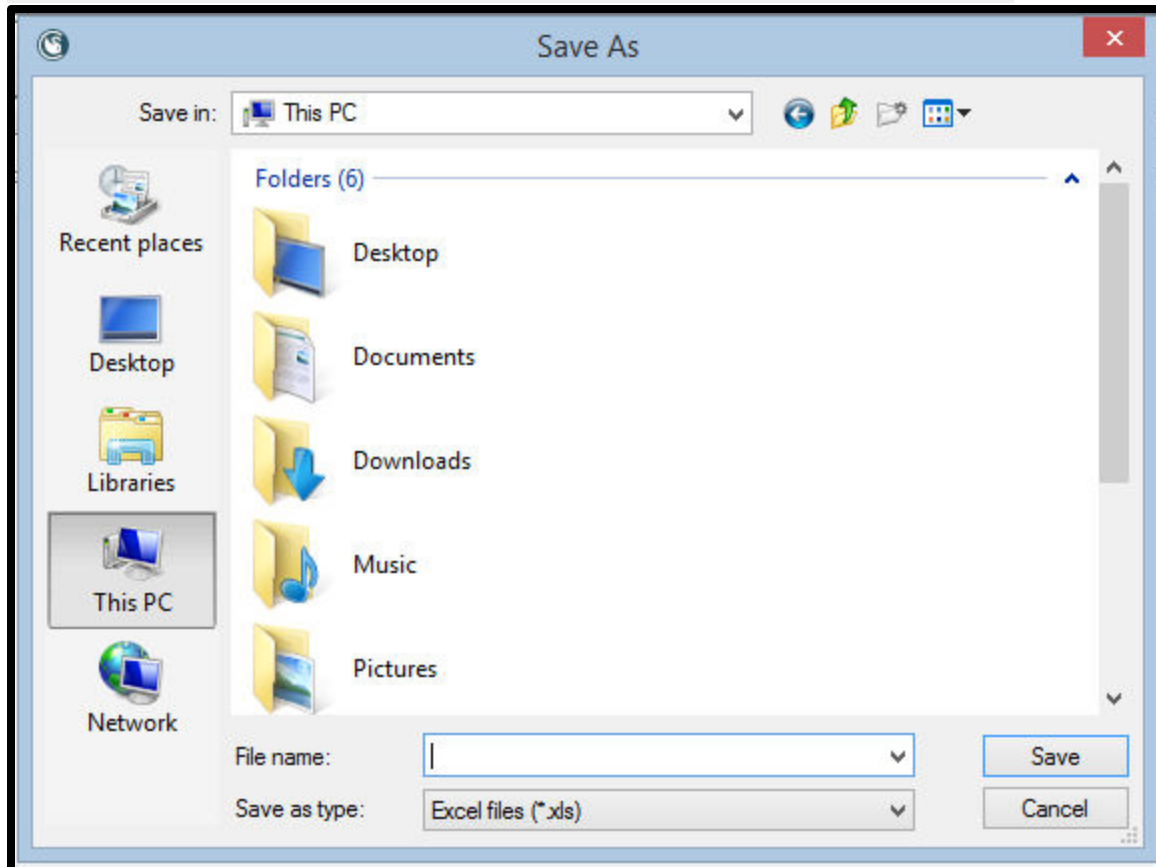
To go to the voucher, user needs to double click on the record line. User will be redirected to the RCM voucher.

### 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 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, RCM Report tab will get closed.

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

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

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