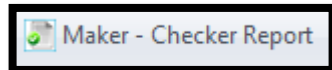




Maker Checker Report

This report shows the detailed record of all the entries done under Sales module.



On clicking the option, “Maker Checker 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 type, user, etc. with an option to show records that require action.

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:



Maker - Checker Report.

<Click Right For More Options> <Press F6 to Expand/Collapse>
 <Press Enter / Dbl click in grid for drill down to entry (Logged-in branch only)>

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

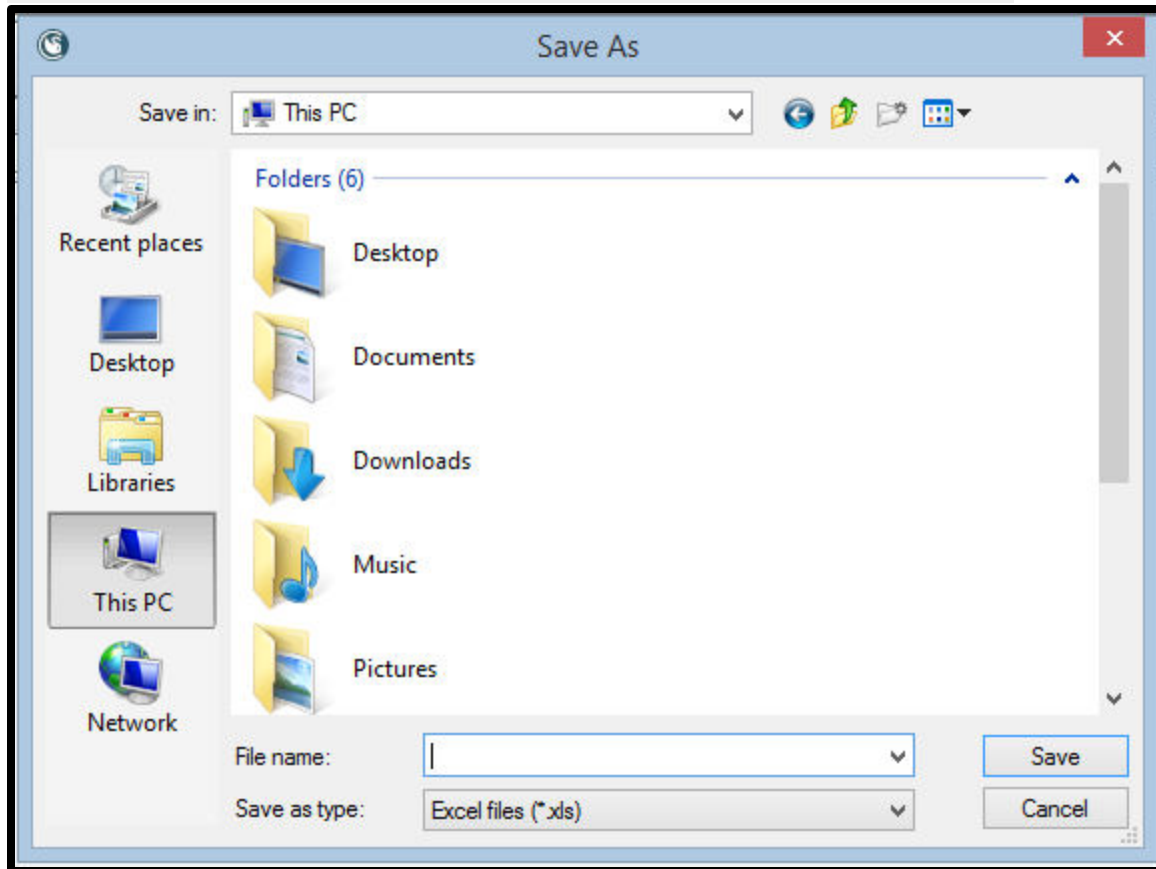
Maker - Checker Details															
Module Name	Voucher Date	Voucher No	Party Name	GSTIN	Remarks	Status	Status Description								
Click here to define a filter															
<div> <div>Action Type - Checker</div> <table border="1"> <tr> <td>Sale</td> <td>17-03-2021</td> <td>1567</td> <td>Creditor 1</td> <td></td> <td>Sale Entry (Vou. No: 1567 Date: 17-03-2021)</td> <td> <input type="radio"/> Pending <input checked="" type="radio"/> Approved <input type="radio"/> Modification Req </td> <td>Approved</td> </tr> </table> </div>								Sale	17-03-2021	1567	Creditor 1		Sale Entry (Vou. No: 1567 Date: 17-03-2021)	<input type="radio"/> Pending <input checked="" type="radio"/> Approved <input type="radio"/> Modification Req	Approved
Sale	17-03-2021	1567	Creditor 1		Sale Entry (Vou. No: 1567 Date: 17-03-2021)	<input type="radio"/> Pending <input checked="" type="radio"/> Approved <input type="radio"/> Modification Req	Approved								

Drill down entry.

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



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, Sales Report tab will get closed.

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

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