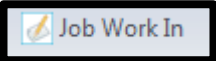
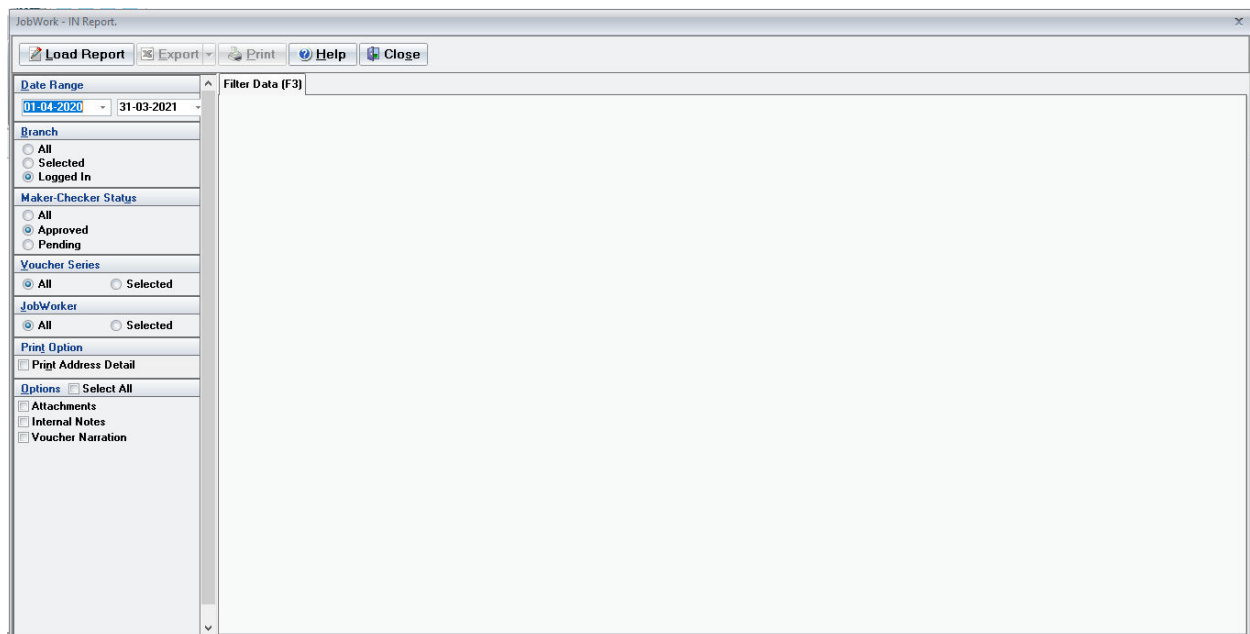




Job work In Report (Alt + B)

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

On clicking the  or on pressing the shortcut (Alt + B) option, “Job Work in 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 with optional viewability options of attachments, internal notes and voucher narration.

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

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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 - IN Report.

Load Report Export Print Help Close <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 - IN Details									
Date	No	Branch	JobWorker	GSTIN	Place of Supply	Invoice Amount(Base)	Cancelled	Name	Unit
Click here to define a filter									
12-01-2021	55	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	32,100.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOE OTH
15-01-2021	2	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	23,000.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOE OTH
19-02-2021	in	DEMO BRANCH	Composition Dealer INTER	24ABCDE1111H1ZA	33-Tamil Nadu	216,090.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOE OTH
23-03-2021	JOB/1/IN	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	300.00	<input type="checkbox"/>	ITEM 2 TEST	NOE OTH
23-03-2021	JOB/2/IN	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	360.00	<input type="checkbox"/>	ITEM 1 TEST	BAG OTH
31-03-2021	JOB/3/IN	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu	200.00	<input type="checkbox"/>	ITEM 1 ITEM 2 TEST	BAG NOE OTH
Total						272,050.00			

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)

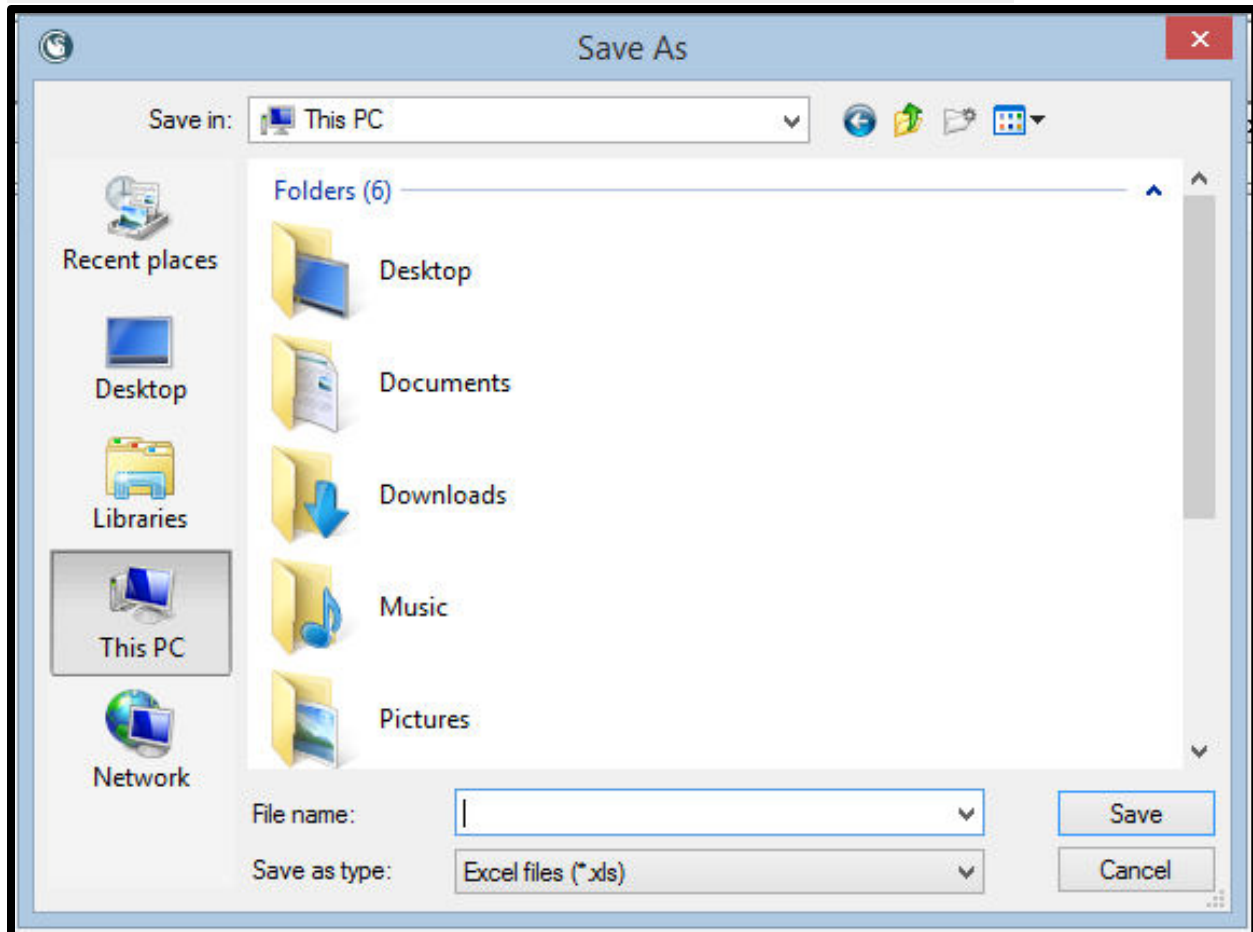
User needs to click on Export (Alt + E) button to export the report.

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:

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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, job-worker in report will get closed.



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

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