



Trading and P & L Report (Alt + T)

Trading and P & L Report Module enables user to generate trading and p & l reports in the application.

On clicking the option or on pressing the shortcut (Alt+ T), a popup will



be displayed to user as shown below:

Now, User can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the data option, date range, branch, print options, currency conversion to convert the whole report into a specific currency.

User 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.

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Now after the load report button is selected a new toggle will be open showing the report as below:

Trading and P & L Report.

Load Report

Export

Print

Help

Close

<Press Enter / Dbl click in grid for account details>
<Press F6 to show / hide group details>

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

Description	Total	
Description	Amount	Group Amount
<input checked="" type="checkbox"/> PURCHASE ACCOUNTS		1,178,957.25 Cr
Purchase A/c	1,238,312.48 Cr	
Debit Note (Purchase Return)	59,355.23 Dr	
<input checked="" type="checkbox"/> DIRECT EXPENSES		76,000.00 Cr
Loss due to expiry of goods	76,000.00 Cr	
Gross Profit c/d	5,802,962.75 Cr	5,802,962.75 Cr
<input checked="" type="checkbox"/> INDIRECT EXPENSE		2,915.56 Dr
Freight charges	2,000.00 Dr	
Packing charges	915.00 Dr	
Round Off	0.56 Dr	
Net Profit	5,703,553.31 Cr	5,703,553.31 Cr

12,758,557.75 Cr

Description	Total	
Description	Amount	Group Amount
<input checked="" type="checkbox"/> SALE ACCOUNTS		6,836,070.00 Cr
Sale A/c	8,509,270.00 Cr	
Credit Note (Sales Return)	1,673,200.00 Dr	
Closing Stock	221,850.00 Cr	221,850.00 Cr
Gross Profit b/d	5,802,962.75 Cr	5,802,962.75 Cr
<input checked="" type="checkbox"/> INDIRECT INCOME		102,325.00 Dr
SERVICE	102,325.00 Dr	

12,758,557.75 Cr

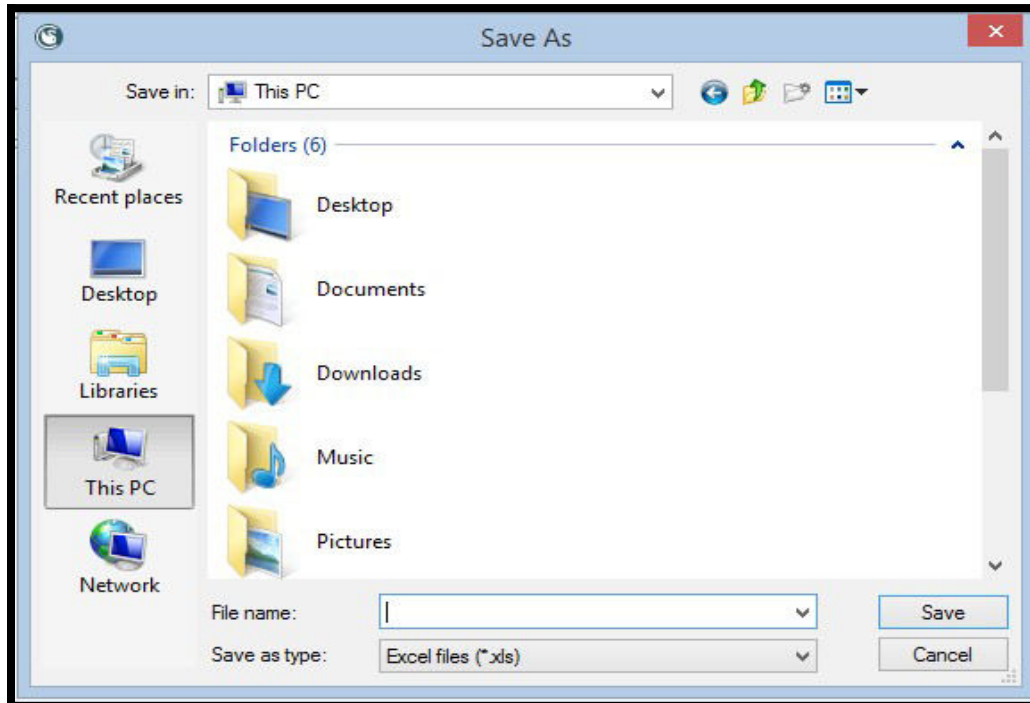
Drill down entry.

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

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, Trading and P&L Inquiry tab will get closed.

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

On clicking the Help (Alt + H) button, user will be redirected to help manual of Trading and P&L Inquiry.