



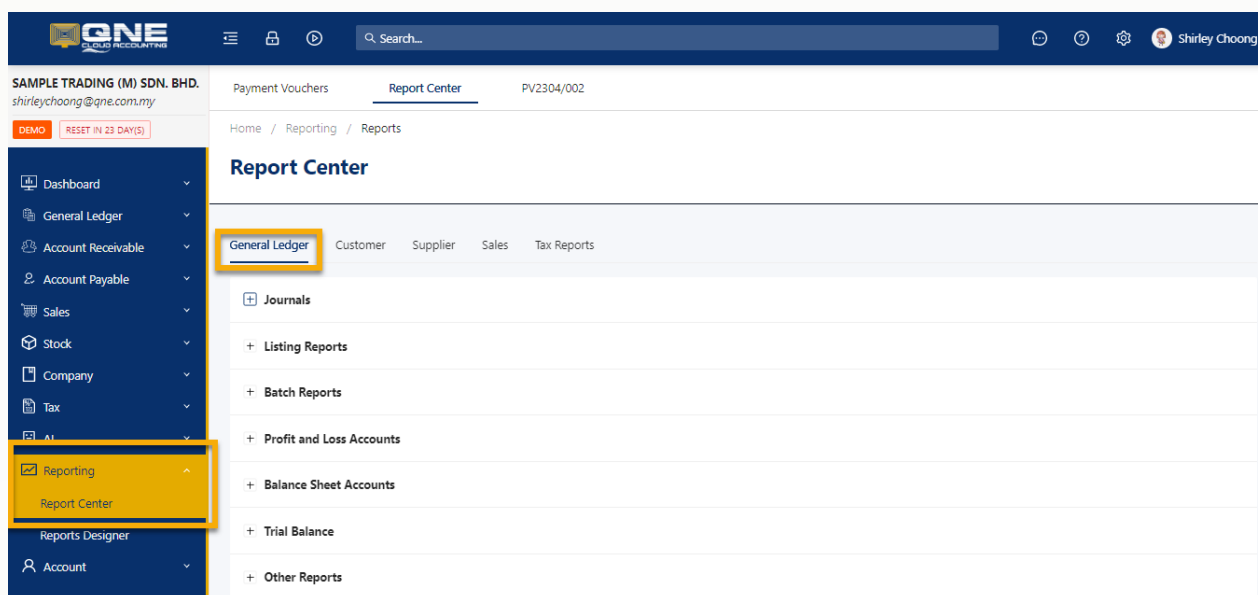
How to generate General Ledger Reports of the Cloud Accounting System?

Scenario:

Learn how to generate General Ledger Reports of the Cloud Accounting System in this guide.

Solution

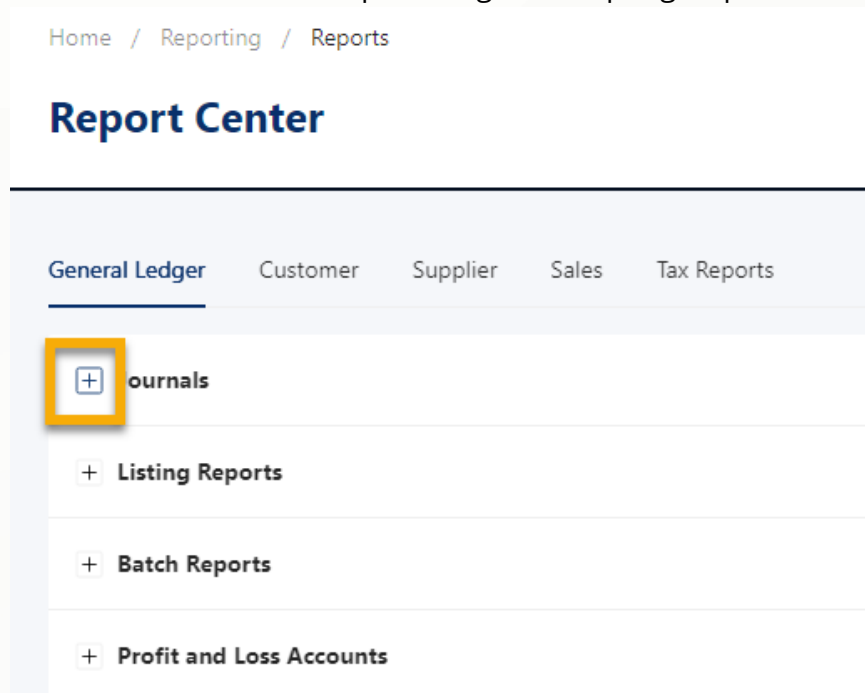
All reports relating to General Ledger Maintenance Forms and Transactions may be generated in the system from **Navigation Pane > Reporting > Reports**, under **General Ledger** tab.



GL Reports are grouped as follows:

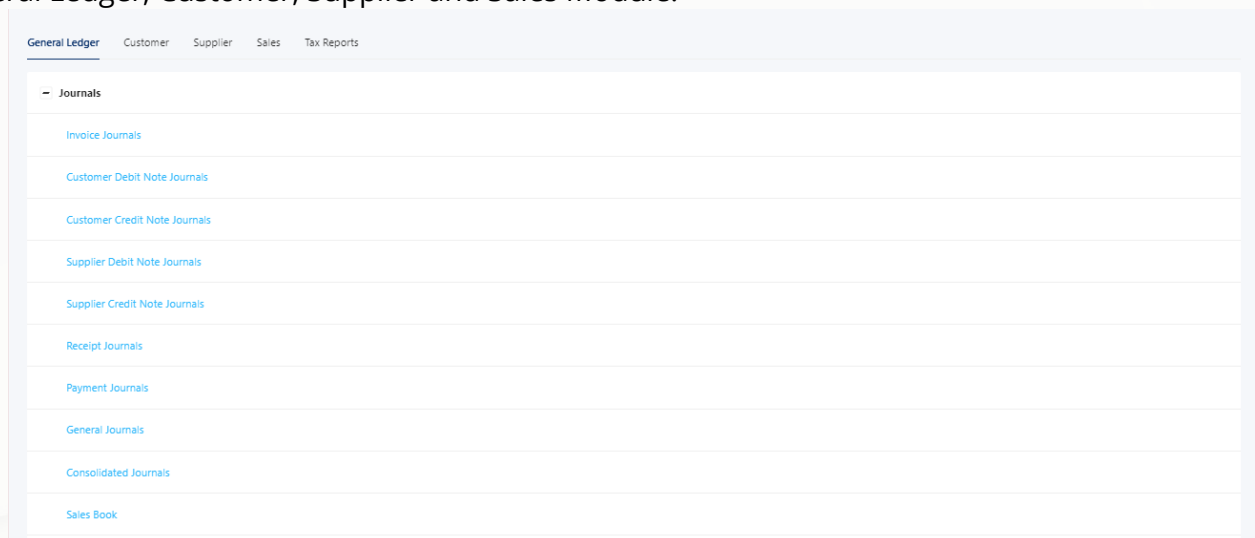
- Journals
- Listing Reports
- Batch Reports
- Statement of Comprehensive Income (Profit and Loss / Income Statement)
- Statement of Financial Positions (Balance Sheet)
- Trial Balance
- Other Reports

Click the (+) sign to drill down the available reports to generate per group.



Journals Reports

Journals or the Book of Accounts, present the double entries of each recorded transactions from General Ledger, Customer, Supplier and Sales Module.



Generate **Invoice Journal** as a sample. Through the Report Screen, filters may be set for a specific Date range, Invoice Number, or Customers.

Home / Report Center / Invoice Journal

Invoice Journal

Select Report: Invoice Journal ▾ Preview Design

Filter

Date: 01/04/2023 → 30/04/2023 📅

Invoice: ▾ → ▾

Customer: ▾ → ▾

Sort By

☒ Document Code ☐ Document Date

Copyright © 2023 QNE SOFTWARE SDN. BHD. Build@2023.04.10

You may check different Report Format available as well through the provided dropdown, and click **Preview**:

Home / Report Center / Invoice Journal

Invoice Journal

Select Report: Invoice Journal ▾ Preview Design

Filter

Invoice Journal
Invoice Journals with Summary of Posting 📅

Invoice: ▾ → ▾

Customer: ▾ → ▾

Sort By

☒ Document Code ☐ Document Date

Copyright © 2023 QNE SOFTWARE SDN. BHD. Build@2023.04.10

New browser tab will open to show the report generated:

1 of 4 85%

SAMPLE TRADING (M) SDN. BHD. (123456-A)
99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia
Tel: (603) 9133 8888 Fax: {Fax}
Website: {Website} Email: admin@sampletrading.com

Invoice Journal

SAMPLE TRADING (M) SDN. BHD. (123456-A) Page 1 of 4

Date From: Jul 01, 2022 Invoice From: Company From:
Date To: Apr 30, 2023 Invoice To: Company To:

INVOICE #	DATE	A/C CODE	A/C NAME	REFERENCE	DESCRIPTION	DEBIT	CREDIT
INV2207/001	Jul 31, 2022	700-U002	US TECHNOLOGY LIMITED		SALES	21,656.20	
INV2207/001	Jul 31, 2022	100-0200	SALES - LAPTOP		US TECHNOLOGY LIMITED		21,656.20
						21,656.20	21,656.20
INV2207/002	Jul 31, 2022	700-T001	TRIWAY DEBTOR		SALES	22,677.64	
INV2207/002	Jul 31, 2022	SST-5000	SST DEFERRED TAX		TRIWAY DEBTOR		263.94
INV2207/002	Jul 31, 2022	SST-5000	SST DEFERRED TAX		TRIWAY DEBTOR		1,019.70
INV2207/002	Jul 31, 2022	100-0200	SALES - LAPTOP		TRIWAY DEBTOR		4,399.00
INV2207/002	Jul 31, 2022	100-0100	SALES - SMARTPHONE		TRIWAY DEBTOR		16,995.00
						22,677.64	22,677.64
INV2208/001	Aug 21, 2022	700-C001	CARE SOFTWARE SOLUTIONS		SALES	5,699.00	
INV2208/001	Aug 21, 2022	100-0200	SALES - LAPTOP		CARE SOFTWARE SOLUTIONS		5,699.00
						5,699.00	5,699.00
INV2208/002	Aug 11, 2022	700-C002	COSMIC CONSTRUCTION SDN. BHD.		SALES	15,947.80	
INV2208/002	Aug 11, 2022	SST-1000	SST SALES TAX		COSMIC CONSTRUCTION SDN. BHD.		569.90
INV2208/002	Aug 11, 2022	SST-1000	SST SALES TAX		COSMIC CONSTRUCTION SDN. BHD.		879.90
INV2208/002	Aug 11, 2022	100-0200	SALES - LAPTOP		COSMIC CONSTRUCTION SDN. BHD.		5,699.00
INV2208/002	Aug 11, 2022	100-0200	SALES - LAPTOP		COSMIC CONSTRUCTION SDN. BHD.		8,799.00
						15,947.80	15,947.80

knowledge is power

QNE Knowledge Base Empowers Your Business



Page | 4 QNE SOFTWARE

Listing Reports

GL Listing reports are mainly Transactions List, showing only few and basic details of Journal Vouchers, Receipts Vouchers and Payment Vouchers.

Listing Reports

Journal Listing

Receipt Listing

Payment Listing

1 of 1

100%

Order by: Document Code

Receipt Listing

Date From: Apr 01, 2021
Date To: Apr 30, 2023

Code From:
Code To:

SAMPLE TRADING (M) SDN. BHD. (123456-A)

Page 1 of 1

RV#	DATE	CHEQUE #	RECEIVED FROM	AMOUNT
OR2201/001	Jan 08, 2022	MBB 215435	ADVANCE TRADING SDN. BHD.	7,600.00
OR2201/002	Jan 09, 2022	PBB 564651	BEST TECH ENGINEERING SDN. BHD.	7,000.00
OR2201/003	Jan 16, 2022	MBB 617180	USTECHNOLOGY LIMITED	2,000.00
OR2201/004	Jan 16, 2022	BBMB 151365	COSMIC CONSTRUCTION SDN. BHD.	8,000.00
OR2201/005	Jan 20, 2022	SCB 301138	UOK (M) SDN. BHD	20,000.00
OR2201/006	Jan 29, 2022	MBB 712890	WAIHONG INTERNATIONAL TRADING	20,000.00
OR2201/007	Jan 31, 2022	SCB 301189	ADVANCE TRADING SDN. BHD.	15,000.00
OR2201/008	Jan 31, 2022	SCB 45678	BEST TECH ENGINEERING SDN. BHD.	10,000.00
OR2201/009	Jan 31, 2022	mbb 543688	BEST TECH ENGINEERING SDN. BHD.	10,000.00
OR2201/010	Jan 31, 2022	SCB 301238	WAIHONG INTERNATIONAL TRADING	300.00
OR2201/011	Jan 31, 2022	scb 765456	BEST TECH ENGINEERING SDN. BHD.	2,000.00
OR2202/003	Feb 04, 2022	MBB912011	CARE SOFTWARE SOLUTIONS	25,000.00
OR2202/004	Feb 08, 2022	SCB 876545	ADVANCE TRADING SDN. BHD.	20,000.00
OR2202/005	Feb 10, 2022	MBB189901	TRIWAY DEBTOR	25,000.00
OR2208/001	Jan 12, 2022	SCB 156465	CARE SOFTWARE SOLUTIONS	6,000.00
OR2211/001	Nov 30, 2022		BEST TECH ENGINEERING SDN. BHD.	2,000.00
OR2303/001	Mar 31, 2023	BANK TRANSFER	HEMINGWAY LOGISTICS	950.00
17 Records Printed				Total : 180,850.00

knowledge is power

QNE Knowledge Base Empowers Your Business



Page | 5 QNE SOFTWARE

Batch Reports


To avoid having to go through each transaction one by one when printing many papers or transactions, **Batch Reports** will be quite helpful.

Batch Reports

[Journal Voucher](#)

[Receipt Voucher](#)

[Payment Voucher](#)

 1 of 35

86%

SAMPLE TRADING (M) SDN. BHD. (123456-A)
99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia
Tel: (603) 9133 8888 Fax: {Fax}
Website: {Website} Email: admin@sampletrading.com

Payment Voucher

PV2201/001

Bill To:
ALI MANUFACTURING SDN. BHD.
32, JALAN PEWIRA,
TAMAN UNGKU TUN AMINAH,
Tel No.:
Registration No: w-10523

Date:
Jan 02, 2022

Cheque No.:
MBB 301117

ACCOUNT CODE	ACCOUNT NAME	DESCRIPTION	AMOUNT
800-A001	ALI MANUFACTURING SDN. BHD.	PAYMENT FOR ACCOUNT	10,000.00

Profit & Loss Account

Financial statements are written reports produced by a company's management to summarize the financial condition of the organization during a specific time (quarter, biannual, six-monthly, or yearly).

A crucial tool for managing your firm is a set of financial documents. They provide important information on the performance of your company's operations and are a snapshot of its financial situation. Additionally, they serve as the basis for determining your future course.

One of the Financial Statements is the **Profit & Loss Account**, a financial report that lists a company's revenues and expenses.

☐ Profit and Loss Accounts

Profit And Loss Account

This report evaluates a company's financial performance in terms of gains or losses during the accounting period.

Profit and Loss with Detail for the Period ended 31 December, 2023	
Date From 01/01/2023 to 31/12/2023	Exclude Zero Balance
Level: 1	
SAMPLE TRADING (M) SDN. BHD. (123456-A)	Page 1 of 1
	YEAR-TO-DATE
LESS: COST OF SALES	
OPENING STOCKS	1,300.00
	1,300.00
GROSS PROFIT/(LOSS)	-1,300.00
ADD: OTHER INCOME	
TRANSPORTATION CHARGES RECEIVED	950.00
	950.00
LESS: EXPENSES	
ADMINISTRATION EXPENSES	3,478.90
	3,478.90
NET PROFIT/(LOSS)	-3,828.90
NET PROFIT/(LOSS) AFTER TAX	-3,828.90
NET PROFIT/(LOSS) AFTER APPROPRIATION	-3,828.90

knowledge is power

QNE Knowledge Base Empowers Your Business



Page | 7 QNE
SOFTWARE

Reports can be presented up to 2nd or 3rd level, to expand further the Ledgers for those added with Multi-level Accounts.

Adjust '**Show Level**' in Filter Screen as necessary.

Select Report: Profit and Loss Account ▾

Filter

Date : 01/01/2023 → 31/12/2023 📅

Show Level : 3

Options

☐ Include Zero

Showing up to 1st Level:

GROSS PROFIT/(LOSS)		1,421,133.20
ADD: OTHER INCOME		
TRANSPORTATION CHARGES RECEIVED		950.00
		950.00
LESS: EXPENSES		
ADMINISTRATION EXPENSES	166,686.90	
SALES & MARKETING EXPENSES	6,900.00	
		173,586.90
NET PROFIT/(LOSS)		1,248,496.30

Showing up to 2nd Level:

GROSS PROFIT/(LOSS)		1,421,133.20
ADD: OTHER INCOME		
TRANSPORTATION CHARGES RECEIVED		950.00
		950.00
LESS: EXPENSES		
ADMINISTRATION EXPENSES		
DEPRECIATION OFFIXED ASSETS	43,200.00	
SALARIES	104,100.00	
WATER & ELECTRICITY	10,589.00	
INSURANCE	2,000.00	
TELEPHONE EXPENSES	6,797.90	
		166,686.90
SALES & MARKETING EXPENSES		
ADVERTISEMENT	3,400.00	
TRAVELLING EXPENSES	680.00	
UPKEEP OF MOTOR VEHICLE	2,700.00	
GENERAL EXPENSES	120.00	
		6,900.00
		173,586.90
NET PROFIT/(LOSS)		1,248,496.30
NET PROFIT/(LOSS) AFTER TAX		1,248,496.30

knowledge is power

QNE Knowledge Base Empowers Your Business



Balance Sheet Accounts

Another Financial Statement which is the Balance Sheet Accounts, lists the assets, liabilities, and shareholder equity at a single glance and at a certain point in time.

Balance Sheet Accounts

Balance Sheet Account

1 of 1 90%

Balance Sheet as at 31 December, 2023

As at Date: 31/12/2023
Level: 1
SAMPLE TRADING (M) SDN. BHD. (123456A)

Exclude Zero Balance
Page 1 of 1

	COST	ACC. DEPRN	BOOK VALUE
FIXED ASSETS			
AIR-CONDITIONERS	12,000.00	-1,100.00	10,900.00
COMPUTERS & SOFTWARES	11,800.00	-4,380.00	7,420.00
FURNITURE & FITTINGS	13,800.00	0.00	13,800.00
ACC. DEPRN - FURNITURE & FITTINGS	0.00	-21,380.00	-21,380.00
OFFICE EQUIPMENT	9,000.00	0.00	9,000.00
ACC. DEPRN - OFFICE EQUIPMENT	0.00	-20,900.00	-20,900.00
	46,600.00	-47,760.00	-1,160.00
INTANGIBLE ASSETS			
GOODWILL			20,000.00
			20,000.00
CURRENT ASSETS			
TRADE DEBTORS		1,539,911.38	
CASH AT BANK		-1,375.90	
CASH IN HAND		300.00	
DEPOSIT & PREPAYMENT		6,000.00	
OTHER DEBTORS		1,500.00	
		1,546,335.48	
CURRENT LIABILITIES			
TRADE CREDITORS	-40,772.80		
DIRECTOR'S ACCOUNT	25,000.00		

Trial Balance

A trial balance is a report that shows the balances in all of a company's general ledger accounts at a specific moment.

All significant accounting items, including assets, liabilities, equity, revenues, expenses, gains, and losses are tied to the accounts shown on a trial balance. It is mostly used to determine the balance of debits and credits entries from the transactions listed in the general ledger at a specific moment.

Trial Balance

Trial Balance

Home / Report Center / Trial Balance

Trial Balance

Select Report: Trial Balance

Preview Design

Filter

As of: 30/04/2023

☐ Include Zero

Format Type

☒ This Year Only ☐ This Month vs This Year ☐ With Opening and Closing Balance ☐ This Month Only

All of the general ledger's accounts are listed together with their balances in the trial balance (or all of the accounts that have balances).

The purpose of this is to confirm that the debits and credits in the chart of accounts are equal.

1 of 2 100%

SAMPLE TRADING (M) SDN. BHD. (123456-A)
99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia
Tel: (603) 9133 8888 Fax: {Fax}
Website: {Website} Email: admin@sampletrading.com
Trial Balance as at 30 April, 2023

This Year Only Exclude Zero Balance Page 1 of 2

A/C CODE	DESCRIPTION	YEAR-TO-DATE DEBIT	CREDIT
201-0000	OPENING STOCKS	1,300.00	
300-0200	TRANSPORTATION CHARGES RECEIVED		950.00
400-0300	DEPRECIATION OFFIXED ASSETS	3,200.00	
400-0900	TELEPHONE EXPENSES	278.90	
600-0100	AIR-CONDITIONERS	12,000.00	
600-0110	ACC. DEPRN - AIR-CONDITIONERS		1,100.00
600-0200	COMPUTERS & SOFTWARES	11,800.00	
600-0210	ACC. DEPRN - COMPUTERS & SOFTWARES		4,380.00
600-0300	FURNITURE & FITTINGS	13,800.00	
600-0310	ACC. DEPRN - FURNITURE & FITTINGS		21,380.00
600-0400	OFFICE EQUIPMENT	9,000.00	
600-0410	ACC. DEPRN - OFFICE EQUIPMENT		20,900.00
600-0400	OFFICE EQUIPMENT	9,000.00	
600-0410	ACC. DEPRN - OFFICE EQUIPMENT		20,900.00

The **Other Reports** section contains more useful General Ledger Reports. Currently, it includes the **Chart of Accounts**, **Bank Reconciliation** and the account summaries report which is the **General Ledgers**.

Chart of Account

Bank Reconciliation

Chart of Account Listing

knowledge is power

Bank Reconciliation Report

1 of 1

100%

Bank Reconciliation as at 31 March 2023

SAMPLE TRADING (M) SDN. BHD. (123456-A) Page 1 of 1

BANK ACCOUNT CODE:	700-0320	PUBLIC BANK BERHAD	MYR	
BANK ACCOUNT BALANCE:	29,154.00			
LESS: UNCREDITED FUNDS				
DATE	DOC #	CHEQUE #	DESCRIPTION	AMOUNT
Nov 30, 2022	OR2211/001		BEST TECH ENGINEERING SDN. BHD.	2,000.00
Apr 30, 2021	PV12090	MBB801299	PAYMENT FOR INV98223	4,509.00
SUBTOTAL (UNCREDITED FUNDS)				6,509.00
				22,645.00
ADD: UNPRESENTED FUNDS				
DATE	DOC #	CHEQUE #	DESCRIPTION	AMOUNT
Dec 31, 2021	PV99/1223	PBB235698	Mr. Tan Yew Lai	200.00
SUBTOTAL (UNPRESENTED FUNDS)				200.00
BALANCE AS PER BANK STATEMENT:				22,845.00
<i>Calculated from Bank Recon</i>				

Summary

ACCOUNT BALANCE:	29,154.00
- UNCREDITED FUNDS:	6,509.00
+ UNPRESENTED FUNDS:	200.00
BANK STATEMENT: <i>(User Input)</i>	0.00

General Ledger Report

1 of 11

100%

SAMPLE TRADING (M) SDN. BHD. (123456-A)

99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia
Tel: (603) 9133 8888 Fax: {Fax}
Website: {Website} Email: admin@sampletrading.com

General Ledgers

Date From Apr 1, 2022 to Apr 30, 2023 Account From to Order by Account Code

SAMPLE TRADING (M) SDN. BHD. (123456-A) Page 1 of 11

Type : CR		A/C CODE: 100-0100 SALES - SMARTPHONE				
DATE	REFERENCE	FOR A/C	DESCRIPTION	DEBIT	CREDIT	BALANCE
			Balance B/F			99,177.00
Apr 30, 2022	INV2204/001	100-0100	DELL COMPUTER SDN. BHD.		24,495.00	123,672.00
Apr 30, 2022	INV2204/001	100-0100	DELL COMPUTER SDN. BHD.		3,399.00	127,071.00
Jul 31, 2022	INV2207/002	100-0100	TRIWAYDEBTOR		16,995.00	144,066.00
Sep 05, 2022	INV2209/001	100-0100	BEST TECH ENGINEERING SDN. BHD.		3,399.00	147,465.00
Sep 25, 2022	INV2209/003	100-0100	COSMIC CONSTRUCTION SDN. BHD.		16,995.00	164,460.00
Sep 30, 2022	INV2209/002	100-0100	WAIHONG INTERNATIONAL TRADING		4,899.00	169,359.00
Sep 30, 2022	INV2209/002	100-0100	WAIHONG INTERNATIONAL TRADING		37,389.00	206,748.00
Sep 30, 2022	INV2209/002	100-0100	WAIHONG INTERNATIONAL TRADING		10,495.00	217,243.00
Sep 30, 2022	INV2209/002	100-0100	WAIHONG INTERNATIONAL TRADING		299,940.00	517,183.00
Sep 30, 2022	INV2209/002	100-0100	WAIHONG INTERNATIONAL TRADING		3,599.00	520,782.00
Oct 25, 2022	INV2210/001	100-0100	BEST TECH ENGINEERING SDN. BHD.		4,899.00	525,681.00
Oct 25, 2022	INV2210/001	100-0100	BEST TECH ENGINEERING		37,389.00	563,070.00

As was previously mentioned, all printable forms and reports can be exported to different format as below:

SAMPLE TRADING (M) SDN. BHD. (123456-A)
 99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia
 Tel: (603) 9133 8888 Fax: {Fax}
 Website: {Website} Email: admin@sampletrading.com

General Ledgers
 Date From Apr 1, 2022 to Apr 30, 2023
 Account From to
 SAMPLE TRADING (M) SDN. BHD. (123456-A)

Type : CR A/C CODE: 100-0100 SALES - SMARTPHONE

DATE	REFERENCE	FOR A/C	DESCRIPTION	DEBIT	CREDIT	BALANCE
			Balance B/F			99,177.00
Apr 30, 2022	INV2204/001	100-0100	DELL COMPUTER SDN. BHD.	24,495.00		123,672.00
Apr 30, 2022	INV2204/001	100-0100	DELL COMPUTER SDN. BHD.	3,399.00		127,071.00
Jul 31, 2022	INV2207/002	100-0100	TRIWAY DEBTOR	16,995.00		144,066.00
Sep 05, 2022	INV2209/001	100-0100	BEST TECH ENGINEERING	3,399.00		147,465.00

You can even share or send your report with others on **Telegram** or **WhatsApp**, which is another QNE Cloud Accounting function that's surely helpful for you!

SAMPLE TRADING (M) SDN. BHD. (123456-A)
 99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia
 Tel: (603) 9133 8888 Fax: {Fax}
 Website: {Website} Email: admin@sampletrading.com

General Ledgers
 Date From Apr 1, 2022 to Apr 30, 2023
 Account From to
 SAMPLE TRADING (M) SDN. BHD. (123456-A)

Type : CR A/C CODE: 100-0100 SALES - SMARTPHONE

DATE	REFERENCE	FOR A/C	DESCRIPTION	DEBIT	CREDIT	BALANCE
			Balance B/F			99,177.00
Apr 30, 2022	INV2204/001	100-0100	DELL COMPUTER SDN. BHD.	24,495.00		123,672.00
Apr 30, 2022	INV2204/001	100-0100	DELL COMPUTER SDN. BHD.	3,399.00		127,071.00