

Manual

BOS- Report User Guide

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1. Overview

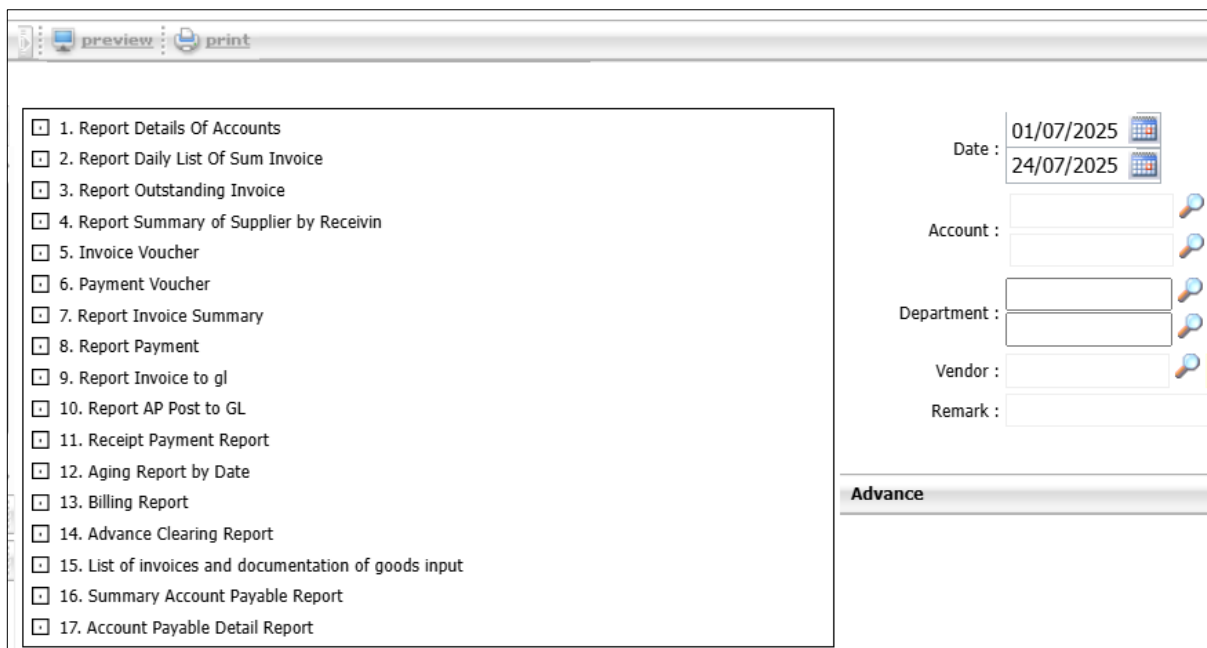
The Accounts Payable (AP) module is designed to manage supplier liabilities, including data entry for invoices, payment processing, and withholding tax calculation. It integrates with other financial modules such as GL (General Ledger) and PO (Purchase Order), ensuring consistency and efficiency in the company's procurement and financial processes.

2. Report – AP Transaction Summary & Details

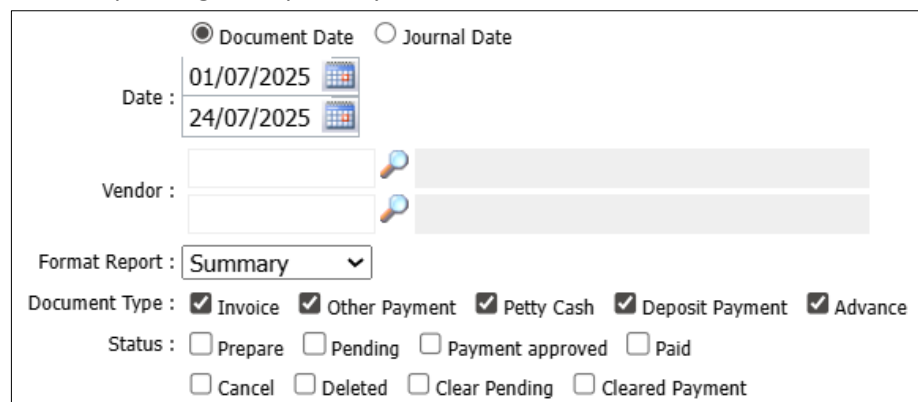
The Report function provides both summary and detailed views of Accounts Payable transactions. Users can apply filters such as date range, vendor, and document type to generate customized reports for internal use or auditing.

To perform the task:

1. Navigate to: **BOS > Account Payable > Reports**



2. Select the desired report (e.g., 8. Report Payment).



3. Set the report parameters:
 - Date range (e.g., 01/07/2025 – 24/07/2025)
 - Report format (e.g., Summary)
 - Document types (e.g., Invoice, Other Payment, Petty Cash, Deposit Payment, Advance)
4. Click Preview to display the report in the system or Click Print to open it in PDF format.

HOTEL1 PAYMENT													
Between Date : 01/07/2025 - 24/07/2025													
VENDOR : ALL													
Document Name : Invoice, Other Payment, Petty Cash, Deposit Payment, Advance													
STATUS : ALL													
Page : 1 / 1													
USER PRINT : Smart Finder													
Print Date : 7/24/2025 16:51:55													
Document No	Date	Vendor	Payment Type	Amount	Vat	Total	Whit	Deposit Amt.	Pay Discount	Amount Paid	STATUS	Journal Date	GL Status
Invoice													
01PY25070003	02/07/2025	Cá nhân - Nhà Máy Hà Quận 4	Bank Deduction	2,500,000	0	2,500,000	0	0	0	2,500,000	Payment approved	02/07/2025	Pending
01PY25070004	02/07/2025	Cá nhân - Anh Tâm Xóm Chiếu (Hoa cùg)	Bank Deduction	210,000	0	210,000	0	0	0	210,000	Payment approved	02/07/2025	Pending
01PY25070005	01/07/2025	Công Ty TNHH Trịnh Đăng Khôi	Bank Deduction	1,050,000	0	1,050,000	0	0	0	1,050,000	Payment approved	01/07/2025	Pending
01PY25070006	01/07/2025	Cá nhân - Thực phẩm Nhà Trang (chả cá)	Bank Deduction	560,000	0	560,000	0	0	0	560,000	Payment approved	01/07/2025	Pending
01PY25070009	02/07/2025	Công ty TNHH Asia Sư Từ Biền (Phước Thành)	Cash	693,600	0	693,600	0	0	0	693,600	Pending	02/07/2025	Pending
Sum item Invoice				5,013,600		5,013,600				5,013,600			

5. To save the report, use the Save or Printer icon. Reports can be exported in multiple formats (e.g., PDF, Excel).



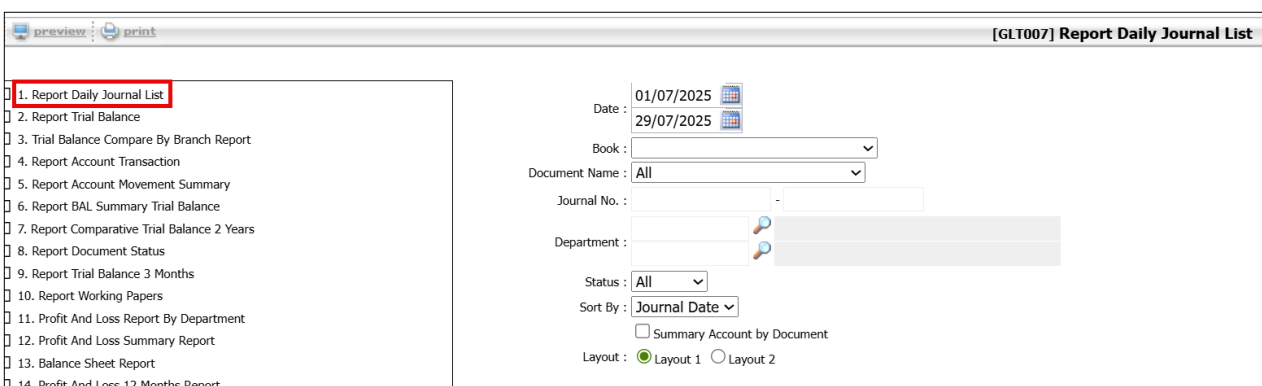
Note: Ensure all filters are correctly set to avoid incomplete or irrelevant report data.

3. Report Daily Journal List:

This report displays ledger data based on the user-defined period. It helps the user view journal entries recorded in the system within the selected date range.

To perform the task

1. Navigate to: BOS ☐ General Ledger ☐ Report ☐ Report Daily Journal List
2. Select the **From Date** and **To Date**
3. (Optional) Apply additional filters as needed
4. Click **Submit**, then choose **Print** or **Preview**



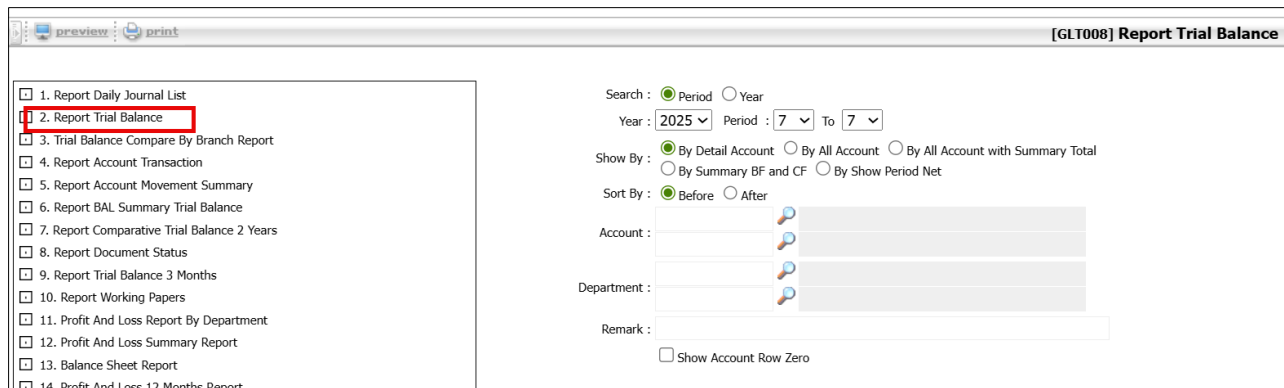
Note: This report is useful for accountants reviewing the journal entries posted daily or within a specific period.

4. Report Trial Balance (By Department)

This report allows users to view the trial balance categorized by department and period, reflecting the movement of each account across different departments.

To perform the task:

1. Navigate to: BOS ☐ General Ledger ☐ Report ☐ Report Trial Balance
2. Select the **Period** or **Year**
3. (Optional) Apply additional filters as needed
4. Click **Submit**, then choose **Print** or **Preview**



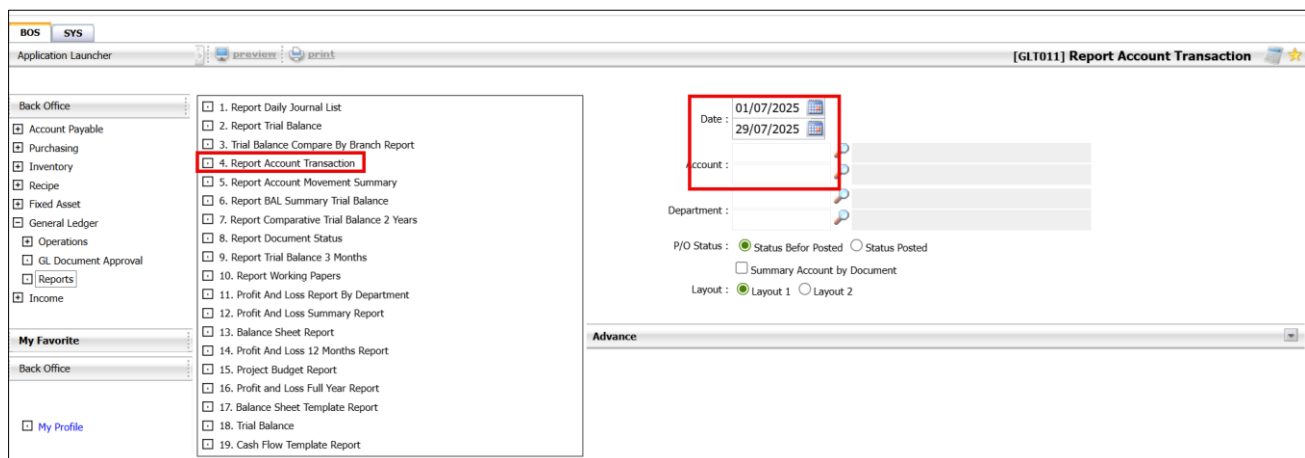
Note: This report is suitable for financial analysis segmented by organizational unit or department.

5. Report Account Transaction

This report provides the account-level ledger summary, including beginning balance, debit/credit transactions during the selected period, and ending balance.

To perform the task:

1. Navigate to: BOS ☐ General Ledger ☐ Report ☐ Report Account Transaction
2. Select the **From Date** and **To Date**
3. Select the **Account** (same account must be selected in both comparison fields)
4. (Optional) Apply additional filters as needed
5. Click **Submit**, then choose **Print** or **Preview**



Note: The report is typically used during account reconciliation or to track movement in specific accounts over time.

6. Balance Sheet Template Report

This report displays the balance sheet based on a selected template and allows viewing by year, quarter, or month.

To perform the task:

1. Navigate to: BOS ☐ General Ledger ☐ Report ☐ Balance Sheet Template Report
2. Select preferred viewing format: **Year**, **Quarter**, or **Month**
3. Choose the **Report Template**
4. Click **Submit**, then choose **Print** or **Preview**



The screenshot shows the BOS SYS Application Launcher interface. On the left, there is a navigation menu with categories like 'Back Office', 'My Favorite', and 'Back Office'. The 'Reports' section is expanded, showing a list of reports. Report 17, 'Balance Sheet Template Report', is highlighted with a red box. On the right, there are fields for 'Format Report' (set to 'Year'), 'Year No.' (set to '2025'), and 'REPORT'. There is also a 'Layout' section with radio buttons for 'Layout 1' and 'Layout 2'.

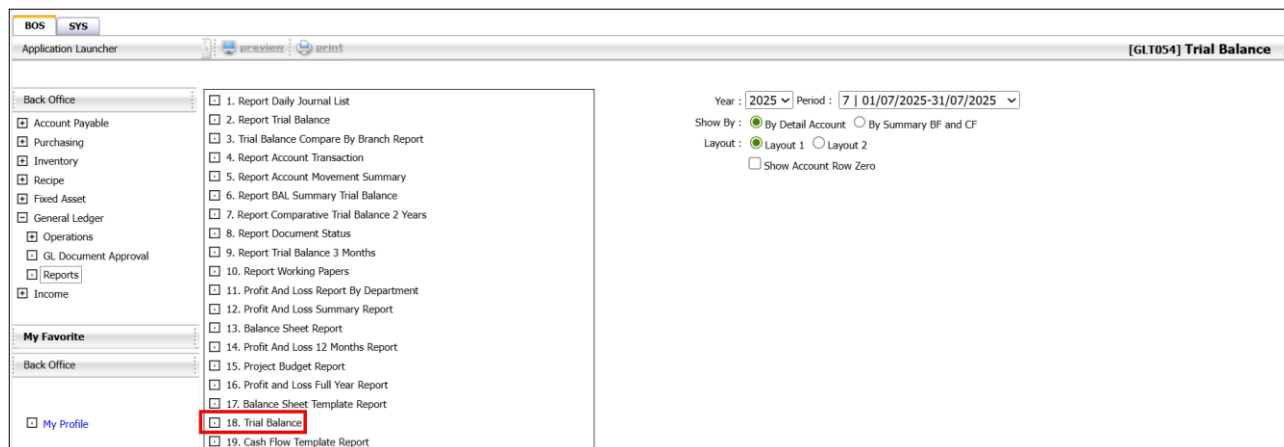
Note: Ensure the correct template is selected based on accounting standards or company-specific formats.

7. Trial Balance Report

The Trial Balance report provides a summary of account balances, separated by debit and credit, for a selected year and period.

To perform the task:

1. Navigate to: BOS ☐ General Ledger ☐ Report ☐ Trial Balance
2. Select the **Year** and **Period**
3. Select the **Layout**
4. Click **Submit**, then choose **Print** or **Preview**



The screenshot shows the BOS SYS Application Launcher interface. On the left, there is a navigation menu with categories like Back Office, Account Payable, Purchasing, Inventory, Recipe, Fixed Asset, General Ledger, Operations, GL Document Approval, Reports, and Income. The 'Reports' category is expanded, showing a list of reports. Report 18, 'Trial Balance', is highlighted with a red box. On the right, there are filters for Year (2025), Period (7 | 01/07/2025-31/07/2025), Show By (By Detail Account), Layout (Layout 1), and a checkbox for Show Account Row Zero.

Note: This report is commonly used during month-end or year-end closing processes.

8. Cash Flow Template Report

This report shows the cash flow statement based on a selected template and allows the user to view by year, quarter, or month.

To perform the task:

1. Navigate to: BOS ☐ General Ledger ☐ Report ☐ Cash Flow Template Report
2. Select preferred sheet viewing format: **Year**, **Quarter**, or **Month**
3. Choose the **Report Template**
4. Click **Submit**, then choose **Print** or **Preview**



The screenshot shows the BOS SYS Application Launcher interface. On the left, there is a navigation menu with categories like Back Office, Account Payable, Purchasing, Inventory, Recipe, Fixed Asset, General Ledger, Operations, GL Document Approval, Reports, and Income. The 'Reports' category is expanded, showing a list of reports. Report 19, 'Cash Flow Template Report', is highlighted with a red box. On the right, there are filters for Format Report (Year), Year No. (2025), REPORT (1), and Layout (Layout 1). The report title 'GOV.CASH FLOW STATEMENT' is displayed.

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Note: The report format should align with financial reporting policies or statutory requirements.