



RJ Reporter

For All Tally Users

We can help you

Speed up your work

Simplify tasks

Do what you could not do before

Business Requirement

- ❖ Companies may want a custom report since none of Tally's available reports meets their requirements

with Tally As-is

- ❖ A programmer must create the report in TDL—which takes time and is costly

with RJ Reporter

- ❖ Design the report one time
 - Create the parts to the report
 - Select the data to be displayed in each part
 - Specify the Report period and columns
- ❖ Name and save the report
- ❖ Run the report at any-time by simply selecting it from a list!

A User-designed RJ Report

RJ Reporter		Jaya Enhancements Sdn Bhd			Ctrl + M
Executive Summary		1-Jan-2005 to 31-Jan -2005	1-Feb-2005 to 28-Feb -2005	1-Mar-2005 to 31-Mar -2005	
Particulars Of Income					
Sales Accounts		31,718.00	54,326.00	59,690.00	
Sales		31,718.00	54,326.00	59,690.00	
Direct Incomes		13,000.00	7,200.00	7,267.00	
Service Fee					
Repairs - Others		13,000.00	7,200.00	7,267.00	
Total Income		44,718.00	61,526.00	66,957.00	
Particulars Of Receivables					
Debtors-Trade		89,406.00	84,580.85	79,492.00	
Debtors - Johor		28,797.00	17,365.00	7,000.00	
Debtors - KL		45,002.00	39,220.00	44,940.00	
Debtors-Penang		15,607.00	27,995.85	27,552.00	
Total Receivables		89,406.00	84,580.85	79,492.00	

For further information please contact:

RJ Info Matrix (M) Sdn. Bhd.

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eMail: rjim@ramjaya.com — web-site: www.ramjaya.com

RJ Reporter			
Name of Report	Set up Report ?	Set up Columns ?	Set up Email ?
Executive Summary	Yes	Yes	Yes

Steps in creating a report

- ❖ Name the Report
- ❖ Set-up the Report
- ❖ Specify the date range and select Auto-Columns option
- ❖ If RJ Mailer is installed, specify the recipients for the report as well as the Subject and Message for the eMail

RJ Reporter for Executive Summary (Lines can only be added and cannot be inserted)									
No.	Type	Master	Explode Level?	Space Top	Space Bottom	Border	Font Indent	Style	Amount Column
	New Part	Particulars Of Income	0	0	0	Thin Top Bottom	0		
1)	Group	Sales Accounts	1	1	0	↓ Not Applicable	0	Small Bold	Closing
2)	Group	Direct Incomes	1	0	0	↓ Not Applicable	0	Small Bold	Closing
3)	Total	Total Income	0	0	0	Thin Top Bottom	5	Small Bold	
4)	↓ End of List								
	New Part	Particulars Of Receivables	0	0	0	Thin Top Bottom	0		
1)	Group	Debtors-Trade	1	1	0	↓ Not Applicable	0	Small Bold	Closing
2)	Total	Total Receivables	0	0	0	Thin Top Bottom	5	Small Bold	
3)	↓ End of List								
	↓ End of List								

For a report, you can specify

- ❖ Any number of parts/sections
- ❖ Specify the data to be displayed in the part
 - Display the data from a Group or a Ledger
 - You may also specify a total or a title line
- ❖ If it is a group, select the level of explosion of the data

- ❖ Select formatting options
- ❖ Specify Amount to display
 - In the case of a Group or Ledger, the Opening or Closing Balances
 - In the case of a Title line, a formula for calculating the amount

Specify Report Period & Auto Columns option

- ❖ Specify From and To Dates for the report
 - You can change the period each time you run the report; you will be prompted to specify the period with these dates filled in
- ❖ For a multi-column report select the Auto-Columns option

Auto Columns for Executive Summary	
Report Period	
From :	1-1-2005
To :	31-3-2005
Repeated Columns	
Repeat :	Monthly

Column Details
↓ Not Applicable
4 Week Month
Daily
Fortnightly
Half Yearly
Monthly
Quarter 1
Quarter 2
Quarter 3
Quarter 4
Quarterly
Weekly
Yearly

RJ Reporter
Executive Summary
Balance Sheet Financed By
Balance Sheet Represented By
Profit & Loss

Running the Report

- ❖ Run the report any number of times by selecting it from the list of custom reports you have designed

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