RJ Speedy Reports
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 to print the same report, configured in a specifc way, periodically
❖ Companies may want to print multiple variations of a particular report

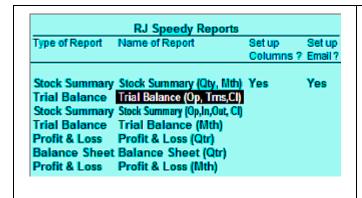| with Tally As-is	with RJ Speedy Reports
❖ Every time you print the report you must configure it (set the options you want—in the case of the Stock Summary there are 17 options you can set!) ❖ Select the type of Auto-columns you want. ❖ If printing is done after long intervals, or by different staff, you may have to write down the steps so that the report can be configured in the same manner subsequently. ❖ For each variation of a report you want, you must go through all the steps for configuring it before printing the variation.	❖ Configure the report one time. ➢ You can create reports based on the Balance Sheet, Profit & Loss, Trial Balance, or Stock Summary ➢ Set the configuration and auto-columns option that you want. ➢ If you plan to eMail the report you can also specify the 'Subject', 'Message', and 'To Address' ❖ Name and save the report ❖ Create as many variations of the report as you want. Give each version a different name ❖ Run the report at any-time by simply selecting it from a list!

An RJ Speedy Report

Stock Summary	Jaya Enhancements Sdn Bhd				Ctrl + M
Particulars	Jaya Enhanc- ements Sdn Bhd 1-Apr -2004 to 30-Jun-2004 Closing Balance Quantity	Jaya Enhanc- ements Sdn Bhd 1-Jul -2004 to 30-Sep-2004 Closing Balance Quantity	Jaya Enhanc- ements Sdn Bhd 1-Oct -2004 to 31-Dec-2004 Closing Balance Quantity	Jaya Enhanc- ements Sdn Bhd 1-Jan -2005 to 31-Mar-2005 Closing Balance Quantity	
Radio	30 nos	9 nos	81 nos	57 nos	
Radio Aiwa FR-A45	12 nos	1 nos	16 nos	12 nos	
Radio Phillips PS-343	5 nos	3 nos	23 nos	19 nos	
Radio Sony HS405	13 nos	5 nos	42 nos	26 nos	
Stereo - Portable	13 nos	7 nos	26 nos	16 nos	
Stereo Aiwa NSX-S74	6 nos	5 nos	12 nos	7 nos	
Stereo Panasonic H34	7 nos	2 nos	14 nos	9 nos	
Stereo - Walkman	31 nos	29 nos	105 nos	87 nos	
Walkman Aiwa TA144	7 nos	(-)6 nos	18 nos	(-)8 nos	
Walkman Panasonic V30	12 nos	22 nos	39 nos	20 nos	
Walkman Phillips X32	4 nos	10 nos	29 nos	14 nos	

For further information please contact:

RJ Info Matrix (M) Sdn. Bhd.

Unit 5, First Floor, 23 Lebuh Pantai, 10300 Pulau Pinang
Phone: 604-261 2831, 604-262 5546 — Fax: 604-261 3573
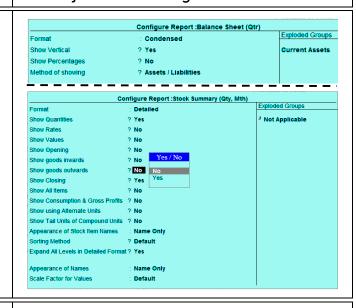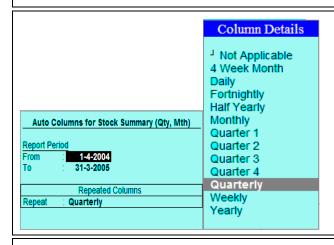**eMail: rjim@ramjaya.com — web-site: www.ramjaya.com**

Steps in creating a report

- ❖ Select the type of Report—Balance Sheet, Profit & Loss, Trial Balance, or Stock Summary
- ❖ Name the Report
- ❖ Set the options for 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

Set options for the report

- ❖ For each type of report, you can set any of the options Tally provides for that report
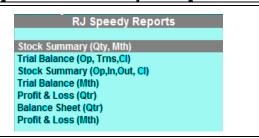- ❖ For the Accounting reports you can also specify which Groups should be exploded

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
  - ➢ Note the options *Quarter 1-4*. You can use these options to display specific quarters in a multi-year report

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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