



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 specific way, periodically
- ❖ Companies may want to print multiple variations of a particular report

with Tally As-is

- ❖ 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.

with RJ Speedy Reports

- ❖ 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 Enhancements Sdn Bhd 1-Apr -2004 to 30-Jun-2004 Closing Balance Quantity	Jaya Enhancements Sdn Bhd 1-Jul -2004 to 30-Sep-2004 Closing Balance Quantity	Jaya Enhancements Sdn Bhd 1-Oct -2004 to 31-Dec-2004 Closing Balance Quantity	Jaya Enhancements 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.

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RJ Speedy Reports			
Type of Report	Name of Report	Set up Columns ?	Set up Email ?
Stock Summary	Stock Summary (Qty, Mth)	Yes	Yes
Trial Balance	Trial Balance (Op, Trns, Cl)		
Stock Summary	Stock Summary (Op, In, Out, Cl)		
Trial Balance	Trial Balance (Mth)		
Profit & Loss	Profit & Loss (Qtr)		
Balance Sheet	Balance Sheet (Qtr)		
Profit & Loss	Profit & Loss (Mth)		

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

Configure Report :Balance Sheet (Qtr)		Exploded Groups
Format	: Condensed	
Show Vertical	? Yes	Current Assets
Show Percentages	? No	
Method of showing	? Assets / Liabilities	

Configure Report :Stock Summary (Qty, Mth)		Exploded Groups
Format	: Detailed	
Show Quantities	? Yes	Not Applicable
Show Rates	? No	
Show Values	? No	
Show Opening	? No	
Show goods inwards	? No	
Show goods outwards	? No	
Show Closing	? Yes	
Show All Items	? No	
Show Consumption & Gross Profits	? No	
Show using Alternate Units	? No	
Show Tail Units of Compound Units	? No	
Appearance of Stock Item Names	: Name Only	
Sorting Method	? Default	
Expand All Levels in Detailed Format	? Yes	
Appearance of Names	: Name Only	
Scale Factor for Values	: Default	

Auto Columns for Stock Summary (Qty, Mth)		Column Details
Report Period		Not Applicable
From	1-4-2004	4 Week Month
To	31-3-2005	Daily
Repeated Columns		Fortnightly
Repeat	Quarterly	Half Yearly
		Monthly
		Quarter 1
		Quarter 2
		Quarter 3
		Quarter 4
		Quarterly
		Weekly
		Yearly

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

RJ Speedy Reports
Stock Summary (Qty, Mth)
Trial Balance (Op, Trns, Cl)
Stock Summary (Op, In, Out, Cl)
Trial Balance (Mth)
Profit & Loss (Qtr)
Balance Sheet (Qtr)
Profit & Loss (Mth)

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