How to create Accounting Report

by the [OSOE Project](#).
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Agenda

- Which reports you can generate
- How to generate a report

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In this guide, you will learn which type of report you can generate with ERP5, and how to generate them.

The Reports tab in ERP5 home page

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In order to see the list of reports available to generate, access your ERP5 instance through https://[URL]/erp5/web_site_module/osoe_runner/ and click on the **Site Reports** tab on the sidebar.

Once clicking on the **Site Reports**, you can see the Accounting area displaying a list of the reports you are able to generate: Trial Balance, Account Statement, Journal, Third Parties, General Ledger, Aged Balance, Balance Sheet, Profit and Loss, and Invoices Report. In order to create a report, **simply click on the title of the report you want to create**. In our example, we will create Account Statement.

Example: Account Statement

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Here is an example of an Account Statement report Creation. As you can see in the screenshot, please follow the steps to set the following information.

Firstly, the **Section Category** is the group your company belongs to, you will have only one choice here (if you only have one group in your ERP5 instance); **From Date** and **At Date (end date)** are the dates delimiting your report. **The At Date is compulsory** .

Secondly, you can choose which **Simulation State(s)** you want to display in your report, and the **Journal Type (types of transactions)** you need to display.

Thirdly, you have to **choose an Account, this is compulsory** , and then you can choose one of your **Bank Account** if you have several ones.

Then, you can choose to display the **Detailed Beginning Balance** , and to **Omit Grouped References** . You can also choose the **Format** of your report. As you will see in this item list, many formats are already supported by ERP5.

Finally, when you are done editing, click the **"Account Statement"** button. Then you can **save or print** this Account Statement.

Account Statement example

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Here is an example of the Account Statement report we have just created.

Another example: Profit and Loss

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As you can see on the picture, this is an other example of report: Profit and Loss. The parameters requested by ERP5 are different from the Account Statement, as the report itself is different.

Profit and Loss

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Here is the Profit and Loss Report we have just created.