

Configure reports and audit work

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Admin reports and audit work

What report and audit work is for

Administrative report work brings together the definitions, options, outputs, margins, cash-flow

forecasts, audit records, and accounting tests used to review financial activity and maintain the reporting setup.

Use this page when you need to:

If you need to...	Go to
Find a report or administration surface	Find the report work
Set up a report definition or accounting test	Configure report definitions and tests
Request a financial, daily, partner, tax, or journal report	Run financial, daily, partner, tax, and journal reports
Review cash flow, margins, generated reports, or audit records	Review management, cash-flow, margin, generated, and audit outputs
Understand a hidden field or a stopped report flow	Handle report branches and loading failures
Continue with report use or accounting setup	Reports and audit work or Accounting dashboard
Resolve a general application message	General error messages or Common issues and solutions

This page covers management, financial, daily, partner, tax, journal, audit, margin, cash-flow, and test reports.

Prerequisites for report administration

Before changing or running a report, prepare the accounting data and access needed by the report

family. The shared report options use **Journals**, **Start Date**, **End Date**, and **Target Moves**. **Journals** and **Target Moves** are required. **Target Moves** starts with a default value.

Prepare	Why it matters
The journals to include	The report uses the selected journals as part of its report context.
Reporting period	The report applies the dates you enter to the period being reviewed.
The target entry scope	Target Moves distinguishes All Posted Entries from All Entries .
The company context	Some company fields and filters are restricted to multi-company access.
The report's current option state	Comparison fields, account fields, and cash-flow panels appear according to their conditions.

The listed fields do not show a required marker. **Journals** and **Target Moves** are required, so check those fields first when a report cannot be prepared.

Find the report work

The Accounting reporting and configuration entries lead to the report definitions, report wizards, generated outputs, audit records, product margins, cash-flow forecasts, and accounting tests. Choose the destination by the work you need to do.

If you need to...	Open
Review invoice or cash-flow management information	Invoice Analysis or Cash Flow Forecast
Review a saved report output or define its template	Generated Reports or Custom Report Templates
Review financial report definitions	Account Reports
Run a daily report	Bank Book , Cash Book , or Day Book
Run a partner, tax, journal, or balance report	Aged Partner Balance , Partner Ledger , Tax Report , Journals Audit , General Ledger , or Trial Balance
Review margins or accounting tests	Product Margins or Accounting Tests

If you need to...	Open
Review audit records	Audit Trail

Configure report definitions and tests

A report definition describes the accounts, hierarchy, formulas, formatting, and filters that make up a report. A custom template packages those choices for repeated generation. An accounting test holds a named expression that can be reviewed with its description and code.

Prerequisites

- You know whether you are changing an **Account Report**, a **Report Template**, or an **Accounting Test**.
- You have the report name, code, account selection, formula, or test expression to enter.

Steps

- Open **Account Reports** to create or adjust the report hierarchy, report type, sign, display detail, account report, accounts, or account type.
- Open **Custom Report Templates** to set the template name, code, sequence, company, public setting, date range, comparison, display options, and default filters.

Template area	Fields to review
Ownership and use	Public , Created By , Usage Count , and Last Generated Date
Report lines	Report Lines , Line Type , Parent , Account Group , and Formula
Date and comparison	Date & Comparison , Date Range , Comparison , and Comparison Type
Visual settings	Visual Settings , Display Options , and Default Filters

- Choose the configuration branch that matches your work:

If you need to...	Use
Set a template comparison type	Comparison Type when comparison is enabled

If you need to...	Use
Select accounts by report type	Accounts for <code>accounts</code> , or Account Type for <code>account_type</code>
Generate a report from the template	Generate Report
Open the visual report builder	Open Visual Builder

4. Open **Accounting Tests** and enter the test's **Name**, **Sequence**, **Description**, and **Python Code**. Review **Active**, **Expression**, and **Code Help** when maintaining the test.

Result: The report definition, template, or accounting test contains the configuration entered for its selected report type or test.

Run financial, daily, partner, tax, and journal reports

Report wizards collect a period, journal scope, entry scope, and report-specific selections before you request a report or PDF.

Prerequisites

- You know the report family and the period it must cover.
- You know which journals, accounts, partners, analytic accounts, or entry scope to include.

Steps

1. Open the report family you need.
2. Enter **Start Date** and **End Date** where the report uses a date range.
3. Select the journals in **Journals**.
4. Select the entry scope in **Target Moves**.
5. Apply the report-specific options:

If you are running...	Set the report-specific options
Bank Book or Cash Book	Sort By , Initial Balance , Accounts , and Journals
Day Book	Journals

If you are running...	Set the report-specific options
Aged Partner Balance	Period Length, Result Selection, and Partners
General Ledger	Analytic Accounts, Accounts, Partners, Sort By, Display Account, and Initial Balance
Partner Ledger	Partners, Result Selection, Amount Currency, and Reconciled
Journals Audit	Amount Currency and Sort Selection
Trial Balance	Display Account and Analytic Accounts
Balance Sheet	Account Report, Enable Filter, Debit Credit, Label Filter, Filter Comparison, and comparison dates
Tax Reports	Start Date and End Date

6. Choose the output action that matches your need:

If you need to...	Select
View the report on screen	View Report
Keep a PDF copy	Download PDF
Print a daily report	Print

Result: The selected report request uses the options entered for its report family.

Review management, cash-flow, margin, generated, and audit outputs

Management outputs help you compare activity, inspect calculated balances, review margins, and trace changes. Use the fields and tabs that match the question you are answering.

If you need to...	Review
Inspect a forecast	Forecast Name, Forecast Date, Forecast Horizon, Opening Balance, Total Inflow, Total Outflow, Net Cashflow, and Closing Balance
Inspect forecast detail	Forecast Lines, Breakdown by Source, and Forecast vs Actual
Inspect a generated report	Name , Template , Date From , Date To , Company , Total Balance , Comparison Period , Comparison Date From , Comparison Date To , Report Lines , Code , Balance , Balance Comparison , Variance , and Var %

If you need to...	Review
Inspect product performance	Product, Internal Reference, Analysis Criteria, Start Date, End Date, Invoice State, Sales, Purchases, and Margins
Inspect margin values	Avg. Unit Price, Catalog Price, Sales Gap, Turnover, Standard Price, Purchase Gap, Total Cost, Normal Cost, Total Margin, and Expected Margin
Inspect audit activity	Name , Date , Author , Preview , and the audit search fields for Journal Entry , Account , Taxes , Partners , and Company

Cash-flow panels change with the forecast state. **Algorithm Metadata** appears after the forecast

leaves **draft** ; **Error Details** appears when the forecast is in **error** ; and **Forecast vs Actual** appears when the forecast is **done** .

Handle report branches and loading failures

Use the option conditions to decide which fields belong to the current branch, then use the exact message on screen when the application stops the flow.

What you see	What it means	What to do
Algorithm Metadata	The cash-flow forecast is no longer in draft .	Review Algorithm Version and Computation Time .
Error Details	The cash-flow forecast is in error .	Read Error Details before continuing.
Forecast vs Actual	The cash-flow forecast is in done .	Review the forecast and actual values together.
The comparison area is hidden	Balance Sheet comparison is disabled.	Enable Filter Comparison before entering comparison dates.
Comparison Type is hidden	Template comparison is not enabled.	Enable comparison before choosing its type.
Account fields differ by report type	The report type controls the account selection fields.	Use Accounts for accounts or Account Type for account_type .
Sherkety ERP Session Expired	The session has expired.	Select Close .
Your Sherkety ERP session expired. The current page is	The application is about to refresh the current	Wait for the refresh, then return to the report route.

What you see	What it means	What to do
about to be refreshed.	page.	

The **Update Only** and **Create Only** audit filters are restricted to system access. Multi-company fields and filters are restricted where the report view applies multi-company access.

Know what to do next

Report administration ends after the definition, options, output, or diagnosis is complete. To use reports and audit work, continue to [Reports and audit work](#).
For the accounting starting point, continue to [Accounting dashboard](#).
For a session or application message, use [General error messages](#).
For cross-application recovery, use [Common issues and solutions](#).