



# Reported Transaction

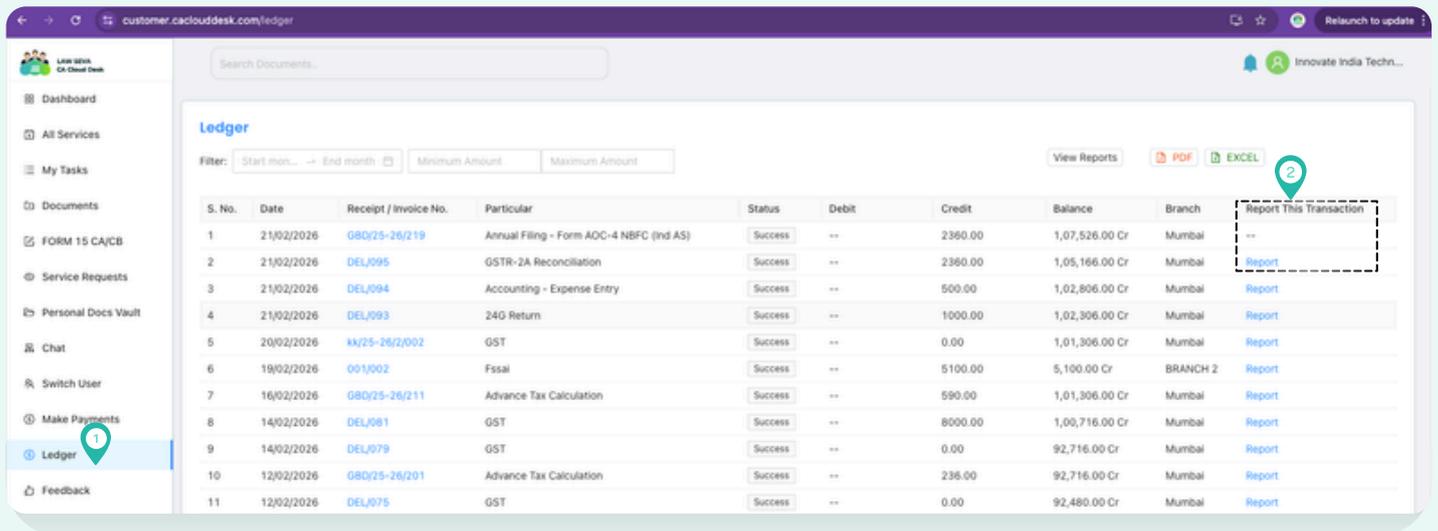
## CA CloudDesk



## Step 1: Login Customer portal

Go to Ledger → Report this Transaction

- 1 Click on Ledger.
- 2 Click on Report this Transaction.

S. No.	Date	Receipt / Invoice No.	Particular	Status	Debit	Credit	Balance	Branch	Report This Transaction
1	21/02/2026	GBQ/25-26/219	Annual Filing - Form AOC-4 NBFC (Ind AS)	Success	--	2360.00	1,07,526.00 Cr	Mumbai	--
2	21/02/2026	DEL,095	GSTR-2A Reconciliation	Success	--	2360.00	1,05,166.00 Cr	Mumbai	Report
3	21/02/2026	DEL,094	Accounting - Expense Entry	Success	--	500.00	1,02,806.00 Cr	Mumbai	Report
4	21/02/2026	DEL,093	24G Return	Success	--	1000.00	1,02,306.00 Cr	Mumbai	Report
5	20/02/2026	KK/25-26/2,002	GST	Success	--	0.00	1,01,306.00 Cr	Mumbai	Report
6	19/02/2026	001,002	Fssai	Success	--	5100.00	5,100.00 Cr	BRANCH 2	Report
7	16/02/2026	GBQ/25-26/211	Advance Tax Calculation	Success	--	590.00	1,01,306.00 Cr	Mumbai	Report
8	14/02/2026	DEL,081	GST	Success	--	8000.00	1,00,716.00 Cr	Mumbai	Report
9	14/02/2026	DEL,079	GST	Success	--	0.00	92,716.00 Cr	Mumbai	Report
10	12/02/2026	GBQ/25-26/201	Advance Tax Calculation	Success	--	236.00	92,716.00 Cr	Mumbai	Report
11	12/02/2026	DEL,075	GST	Success	--	0.00	92,480.00 Cr	Mumbai	Report

## Step 2: Report Transaction

Report Transaction by writing Summary and description for the given Transaction.




**Report** [X]

summary:

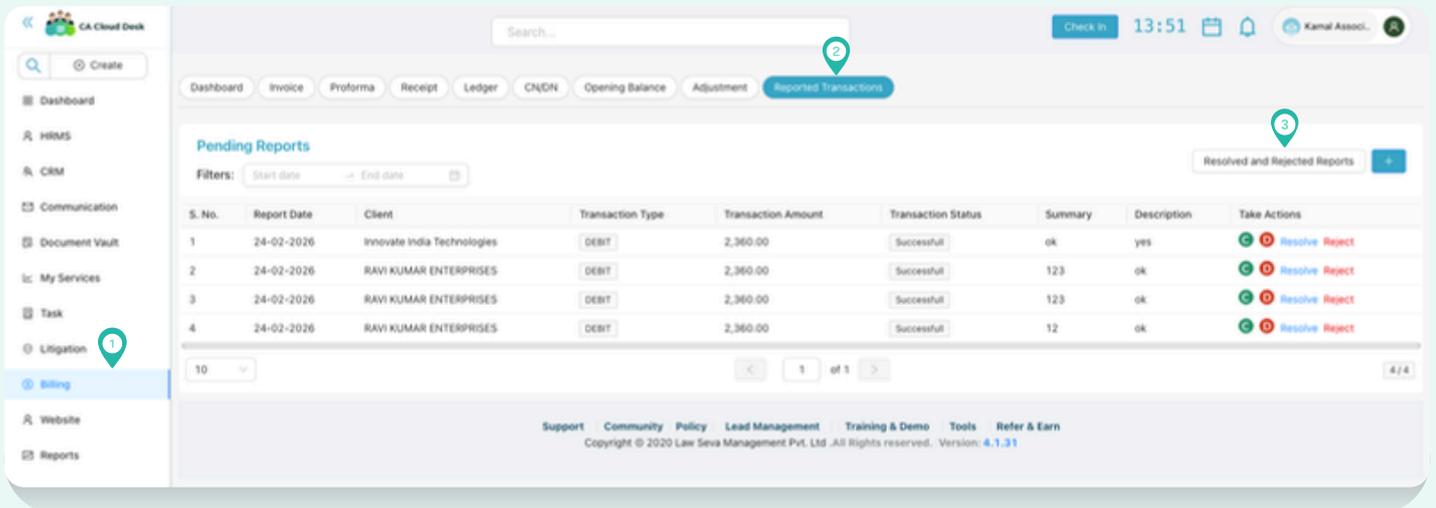
Description:

Balance	Branch	Report This Transaction
1,07,526.00 Cr	Mumbai	--
1,05,166.00 Cr	Mumbai	Report
1,02,806.00 Cr	Mumbai	Report

## STEP 3: OPEN BILLING MODULE

Go to Billing → Reported Transaction and click on the + (Plus) icon to add a new ledger adjustment.

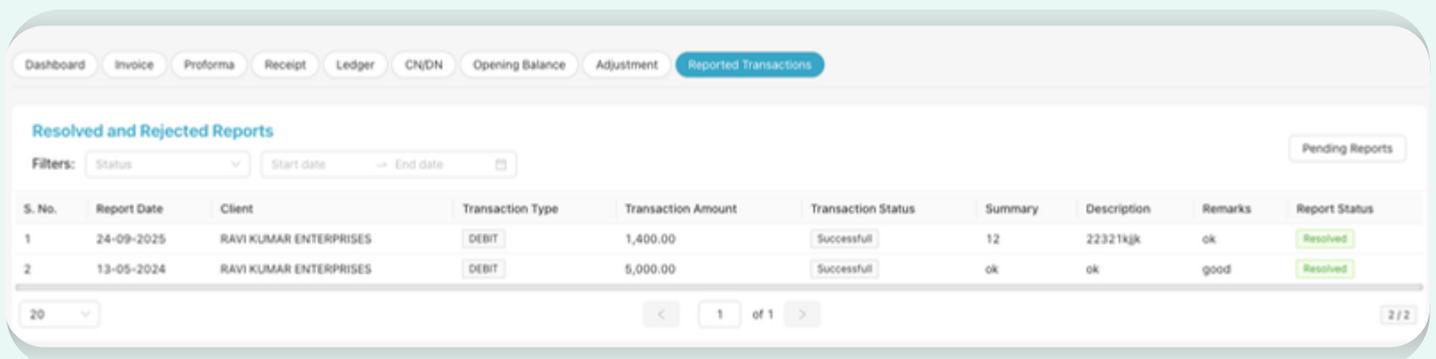
- 1 Click on Billing.
- 2 Click on Reported Transactions.
- 3 Click on Resolved & Rejected .

S. No.	Report Date	Client	Transaction Type	Transaction Amount	Transaction Status	Summary	Description	Take Actions
1	24-02-2026	Innovate India Technologies	DEBIT	2,360.00	Successful	ok	yes	<span>+</span> <span>⊖</span> Resolve Reject
2	24-02-2026	RAVI KUMAR ENTERPRISES	DEBIT	2,360.00	Successful	123	ok	<span>+</span> <span>⊖</span> Resolve Reject
3	24-02-2026	RAVI KUMAR ENTERPRISES	DEBIT	2,360.00	Successful	123	ok	<span>+</span> <span>⊖</span> Resolve Reject
4	24-02-2026	RAVI KUMAR ENTERPRISES	DEBIT	2,360.00	Successful	12	ok	<span>+</span> <span>⊖</span> Resolve Reject

## STEP 4: VIEW PENDING REPORTS

- The Pending Reports section shows all transactions reported by clients that require action.
- Use the Date Filter to narrow records by a specific period.



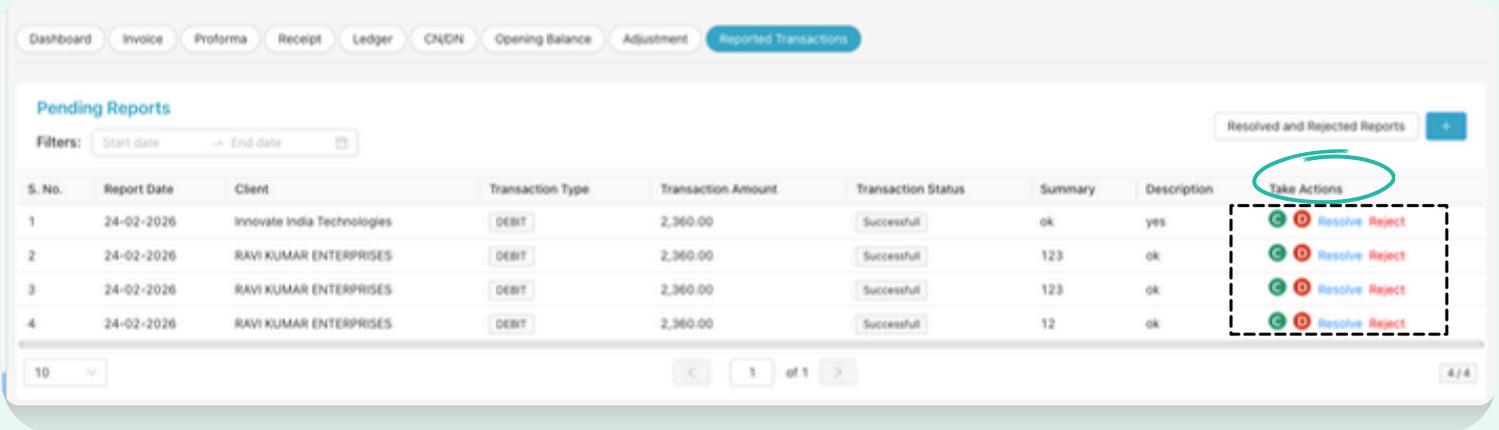
S. No.	Report Date	Client	Transaction Type	Transaction Amount	Transaction Status	Summary	Description	Remarks	Report Status
1	24-09-2025	RAVI KUMAR ENTERPRISES	DEBIT	1,400.00	Successful	12	22321kjk	ok	Resolved
2	13-05-2024	RAVI KUMAR ENTERPRISES	DEBIT	5,000.00	Successful	ok	ok	good	Resolved

## STEP 5: TAKE ACTION ON A REPORT



From the Take Actions column, you can:

- Resolve the reported transaction
- Reject the reported transaction



Dashboard Invoice Proforma Receipt Ledger CN/DN Opening Balance Adjustment **Reported Transactions**

**Pending Reports**

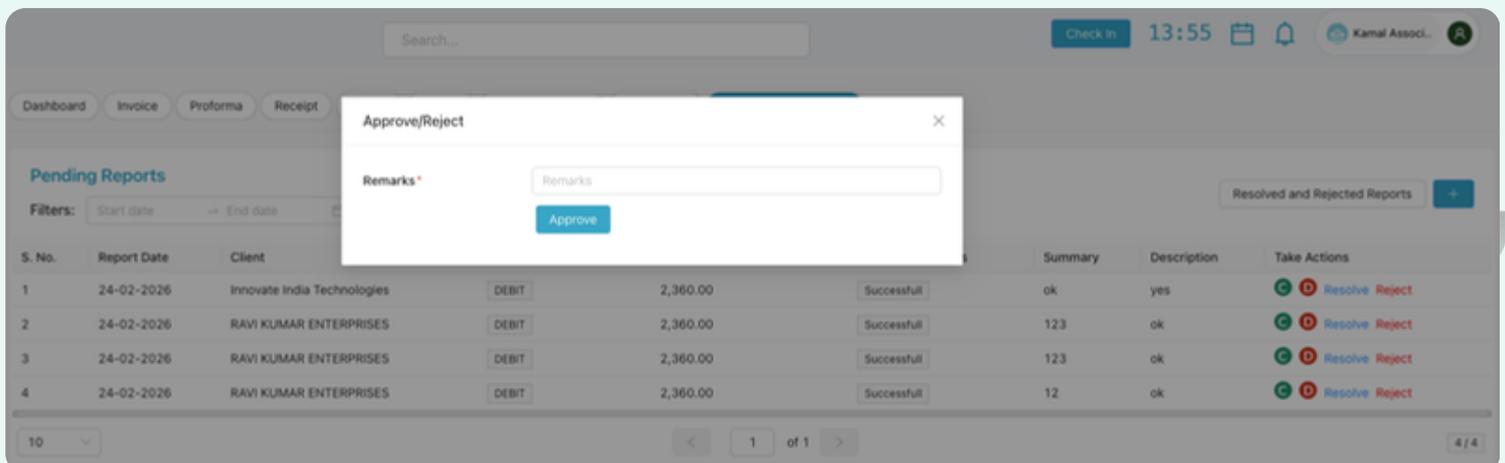
Filters: Start date → End date

Resolved and Rejected Reports +

S. No.	Report Date	Client	Transaction Type	Transaction Amount	Transaction Status	Summary	Description	Take Actions
1	24-02-2026	Innovate India Technologies	DEBIT	2,360.00	Successful	ok	yes	  Resolve Reject
2	24-02-2026	RAVI KUMAR ENTERPRISES	DEBIT	2,360.00	Successful	123	ok	  Resolve Reject
3	24-02-2026	RAVI KUMAR ENTERPRISES	DEBIT	2,360.00	Successful	123	ok	  Resolve Reject
4	24-02-2026	RAVI KUMAR ENTERPRISES	DEBIT	2,360.00	Successful	12	ok	  Resolve Reject

10 < 1 of 1 > 4/4

From Take Actions, you can Resolve or Reject the Transaction by writing the suitable remarks and also create credit and Debit Note as per the requirement.



Search...

Check In 13:55

Dashboard Invoice Proforma Receipt

**Approve/Reject**

Remarks\*

Remarks

Approve

Resolved and Rejected Reports +

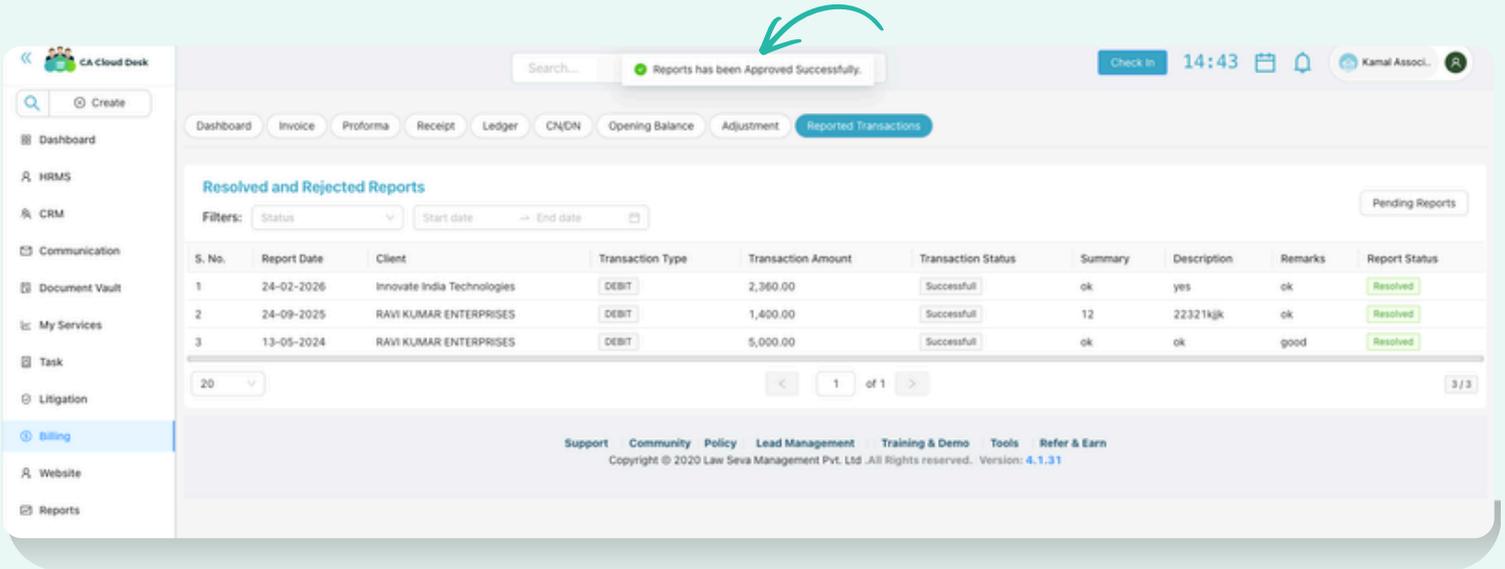
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2	24-02-2026	RAVI KUMAR ENTERPRISES	DEBIT	2,360.00	Successful	123	ok	  Resolve Reject
3	24-02-2026	RAVI KUMAR ENTERPRISES	DEBIT	2,360.00	Successful	123	ok	  Resolve Reject
4	24-02-2026	RAVI KUMAR ENTERPRISES	DEBIT	2,360.00	Successful	12	ok	  Resolve Reject

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## Step 6: Approval or Rejection pop up



After Successfully approving or rejecting the transaction a message will appear.



The screenshot shows the CA CloudDesk interface. At the top, a green notification bubble says "Reports has been Approved Successfully." Below the navigation bar, the "Reported Transactions" tab is active. The main content area displays "Resolved and Rejected Reports" with a table of data. A green arrow points from the notification bubble to the table.

S. No.	Report Date	Client	Transaction Type	Transaction Amount	Transaction Status	Summary	Description	Remarks	Report Status
1	24-02-2026	Innovate India Technologies	DEBIT	2,360.00	Successful	ok	yes	ok	Resolved
2	24-09-2025	RAVI KUMAR ENTERPRISES	DEBIT	1,400.00	Successful	12	22321kjjk	ok	Resolved
3	13-05-2024	RAVI KUMAR ENTERPRISES	DEBIT	5,000.00	Successful	ok	ok	good	Resolved

