



User Guide

AR Aging Report
V21.1.0200

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EFI PrintStream | V21.1.0200 AR Aging Report User Guide

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Introduction

Overview

This document describes the use of the AR Aging Report module.


Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com
Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.	
Note	For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

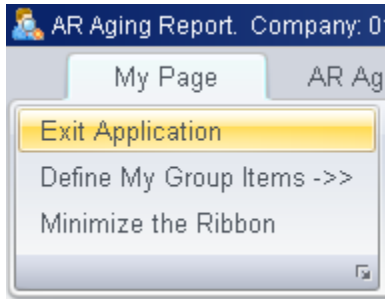
US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com
EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.	



My Page

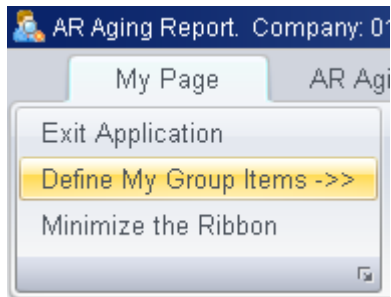
The **My Page** tab gives users options to customize the menu settings in a module. Settings are retained for the user each time the module is opened. The tab is in all .Net versions of the various modules.

To close the AR Aging module, select **Exit Application** from the **My Page** tab.

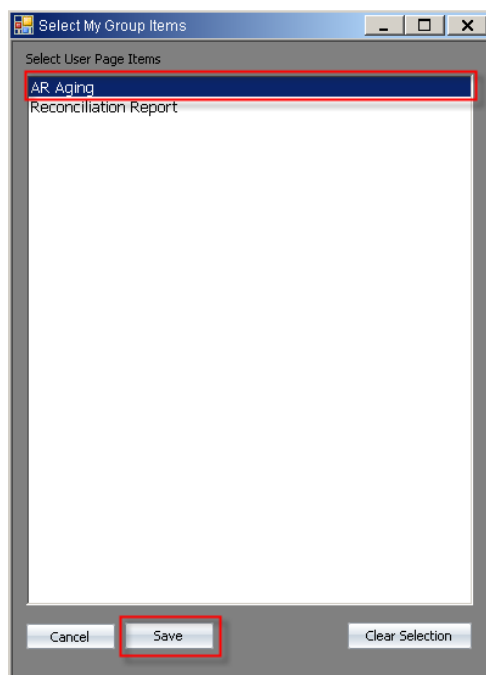


To customize menu items

1. Select **Define My Group Items**



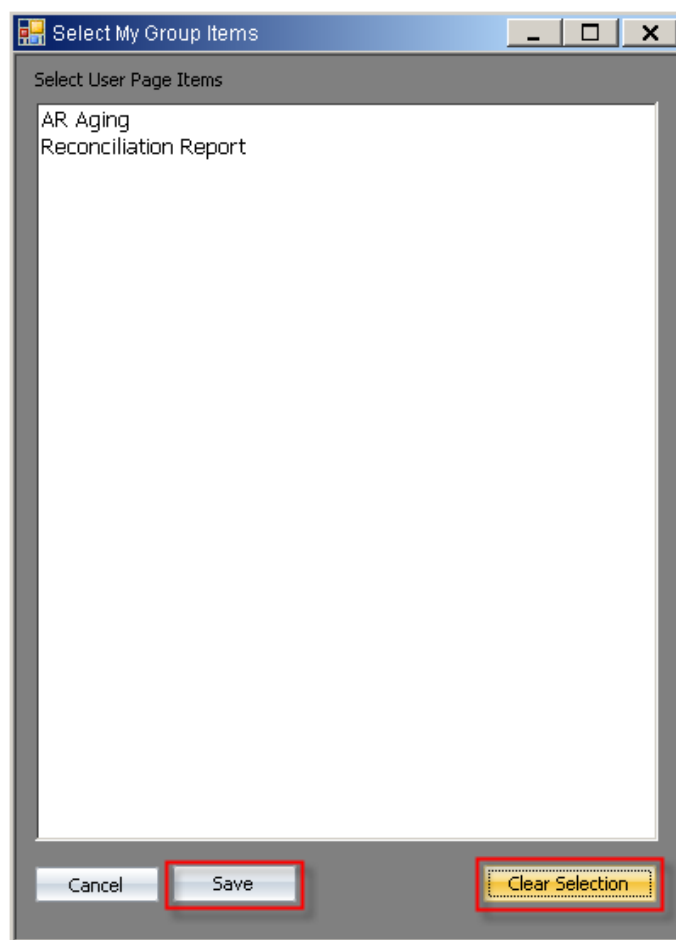
2. Select from the available items and click **Save**.



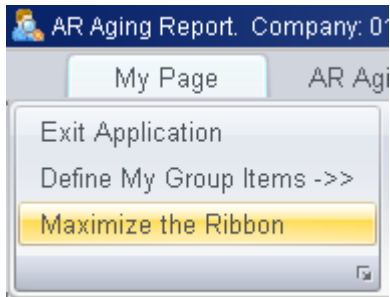
Items display in the **My Group** area and are saved to the user login.



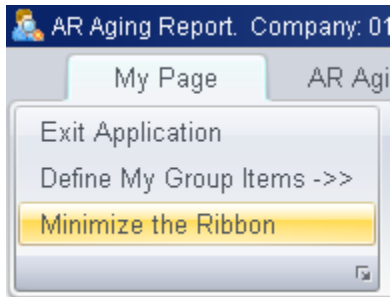
3. Click **Clear Selection** to unselect all items in the list and click **Save** to remove the **My Group** settings.



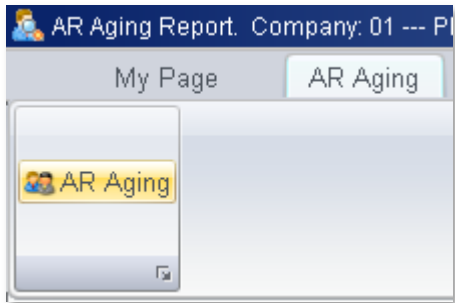
Selecting **Maximize the Ribbon** allows the **My Page** tab information to remain open while using the module. There is no need to use this selection in this module since there are no other **My Page** features available. Other modules will have additional features available for selection.



When maximized, **Minimize the Ribbon** displays. Click this option to hide the **My Page** tab information.



AR Aging



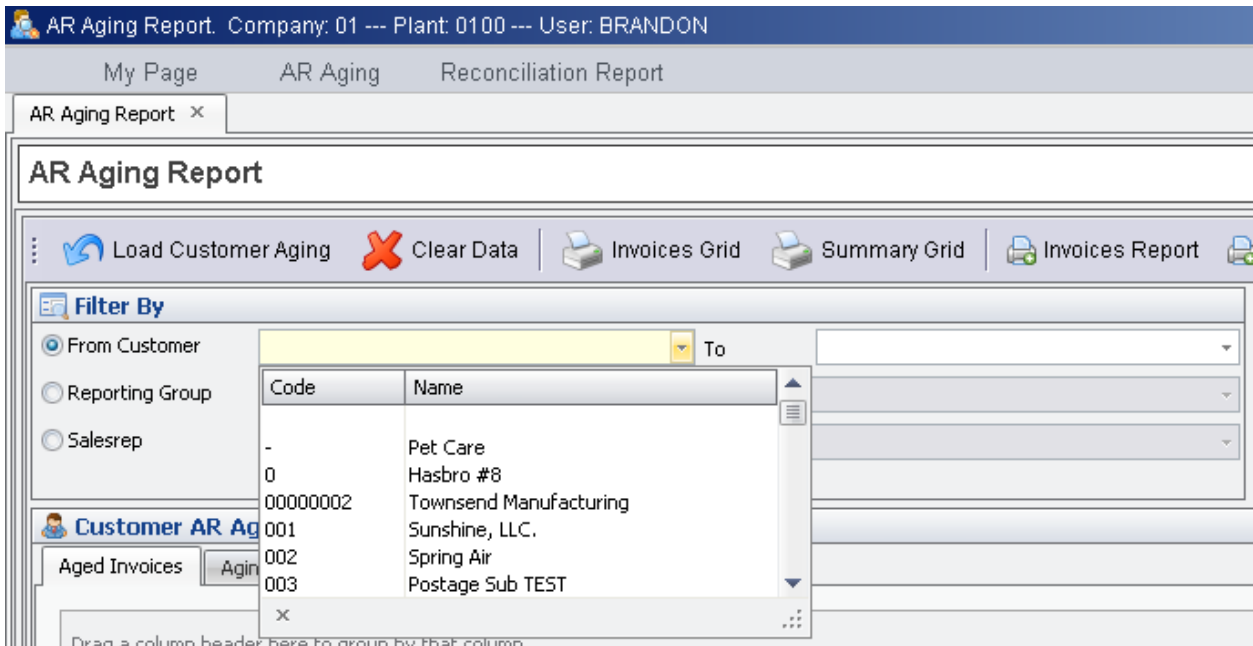
Load Customer Aging

Filter By

Prior to loading the report, select one of the three available filter options: Customer, Reporting Group or Salesrep.

From and To Customer

If you are running the report for all customers, leave both fields blank. If you are running the report for one specific customer, enter that customer's code into both fields. The code can be entered directly into the fields or you can search using the drop down arrow, to the right of each field.



Customer data can be cleared from these fields by selecting the “blank” option.

AR Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Aging Reconciliation Report

AR Aging Report x

AR Aging Report

Load Customer Aging Clear Data Invoices Grid

Filter By

From Customer Reporting Group Salesrep

Code Name

-	Pet Care
0	Hasbro #8
00000002	Townsend Manufacturing
001	Sunshine, LLC.
002	Spring Air
003	Postage Sub TEST
x	

Customer AR Ag Aged Invoices Agin

Drag a column header here to group by that column

Reporting Group

If you are running the report by this filter, you cannot leave the field blank. The code can be entered directly into the field or you can search using the drop down arrow, to the right.

AR Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Aging Reconciliation Report

AR Aging Report x

AR Aging Report

Load Customer Aging Clear Data Invoices Grid Summary Grid Invoices Report

Filter By

From Customer Reporting Group Salesrep

Reporting Group Code Description

LEAH	Leah's Report Group
TestGroup	Test Reporting Group
TestGroup1	Test Reporting Group One

Customer AR Ag Aged Invoices Agin

Drag a column header

Salesrep

If you are running the report by this filter, you cannot leave the field blank. The code can be entered directly into the field or you can search using the drop down arrow, to the right.

The screenshot shows the 'AR Aging Report' window for Company: 01, Plant: 0100, and User: BRANDON. The 'Filter By' section has 'Salesrep' selected. Below it, a list of sales representatives is displayed: Andrea Cox, Arbella Figg, Arian Smith, Billy Long Stockings for real long CSR11, Brian Pichierri, Claude, and Commission Rep. The 'Customer AR Aging' section shows 'Aged Invoices' and 'Aging Summary' tabs, with 'Aging Summary' currently selected. A 'Customer #' field is visible at the bottom left.

Options

Prior to loading the report, select from the various aging options.

Aging Date

The date defaults to the current date but can be changed. The desired date can be entered directly into the field or a calendar can be accessed by clicking the arrow to the right of the field.

The screenshot shows the 'AR Aging Report' window with the 'Options' section expanded. The 'Aging Date' is set to 12/1/2015. The 'Age By' section shows a calendar for December 2015. The 'Load Follow-up' and 'Include U' checkboxes are checked. The 'Customer AR Aging' section shows 'Aged Invoices', 'Aging Summary', and 'Invoice Follow up Notes' tabs, with 'Aging Summary' selected. A 'Drag a column header here to group by that column' instruction is visible at the bottom left.

Age By

There are three choices available: **Invoice Date** (the actual date on the invoice), **Transaction Date** (or batch date and date the invoice posts to the General Ledger), and **Due Date** (date calculated from the Invoice Date and the number of days from the terms in the specific customer's master file).

The screenshot shows the 'AR Aging Report' window for Company: 01, Plant: 0100, User: BRANDON. The 'Filter By' section has 'From Customer' selected. The 'Options' section shows 'Aging Date' as 12/1/2015 and 'Age By' as 'Invoice Date'. A dropdown menu is open for 'Age By', showing options: 'Invoice Date' (selected), 'Transaction Date', and 'Due Date'. The 'Load Follow up Notes' checkbox is checked.

Aging Mode

By Date (meaning the actual date entered) or **By Period** (meaning the last day of the period the entered date falls into).

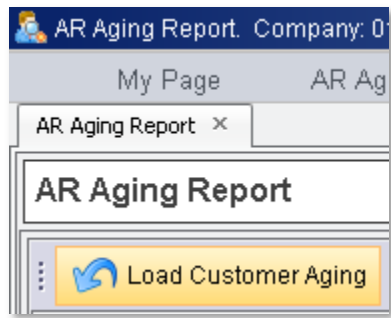
The screenshot shows the 'AR Aging Report' window. The 'Options' section shows 'Aging Date' as 12/1/2015 and 'Age By' as 'Invoice Date'. A dropdown menu is open for 'Aging Mode', showing options: 'By Date' (selected) and 'By Period'. The 'Load Follow up Notes' checkbox is checked.

Select the **Load Follow up Notes** check box to populate the grid under the **Invoice Follow up Notes** tab. This will be discussed further along in this document. If this check box is not selected, no information will display under the tab.

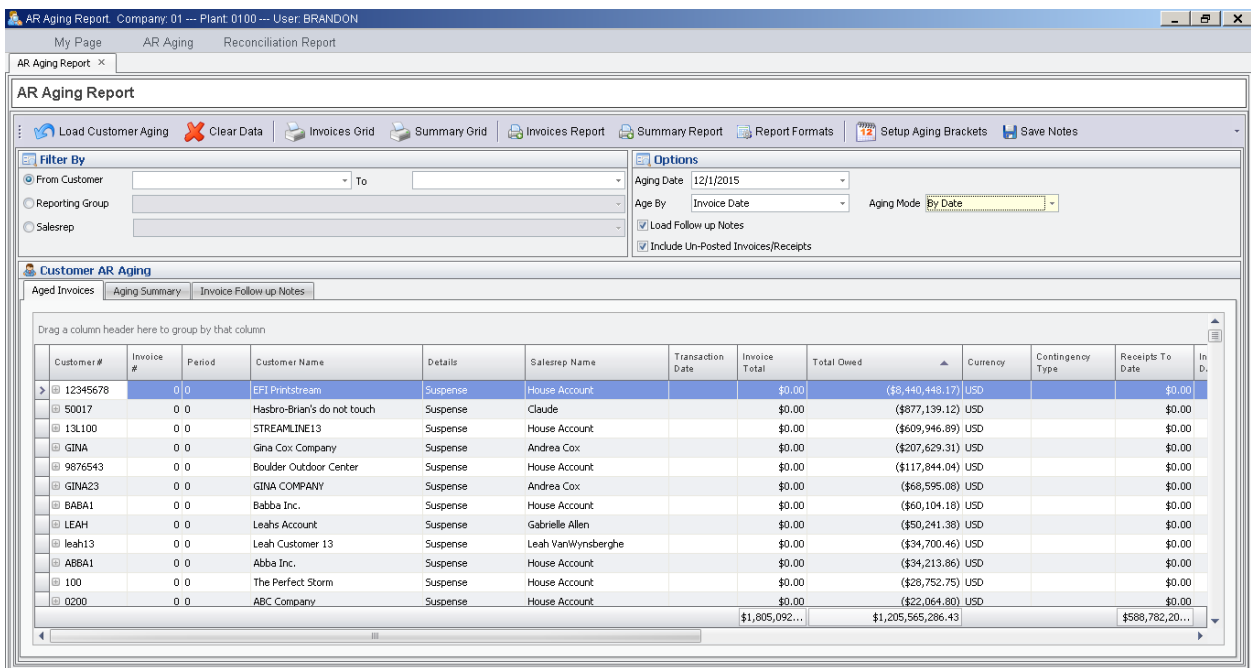
The screenshot shows the 'AR Aging Report' window. The 'Options' section shows 'Aging Date' as 12/1/2015 and 'Age By' as 'Invoice Date'. The 'Load Follow up Notes' checkbox is checked and highlighted with a red rectangle.

Load Customer Aging

Select this option after the report criteria has been selected.



The grid populates.



Customer AR Aging

There are three tabs of data in the grid area: **Aged Invoices**, **Aging Summary**, and **Invoice Follow up Notes**.

- Aged Invoices**

Lists each open invoice. More specific information about the invoice can be found by clicking the “+” symbol, to the immediate left of the customer code, to drill down.

Customer #	Invoice #	Period	Customer Name	Details	Salesrep Name	Transaction Date	Invoice Total	Total Owed	Currency	Contingency Type	Receipts To Date	In D.
ALASKA	10047	Over 120 D...	Alaska Inc.	house job write off	DMM Sales Guy	5/10/2000	(\$5,850.75)	(\$5,850.75)	USD			\$0.00


Job Number	Invoice Total	Freight	Invoice Adjustment	Quantity	Invoicing Status	Rebate	DMS Manager	Job Title	Postage Usage	Postage Used	Suspense Used	Postage Suspense	Postage Balanced
999999	(\$5,850.75)	\$0.00	\$0.00	0	F				\$0.00	\$0.00	\$0.00		

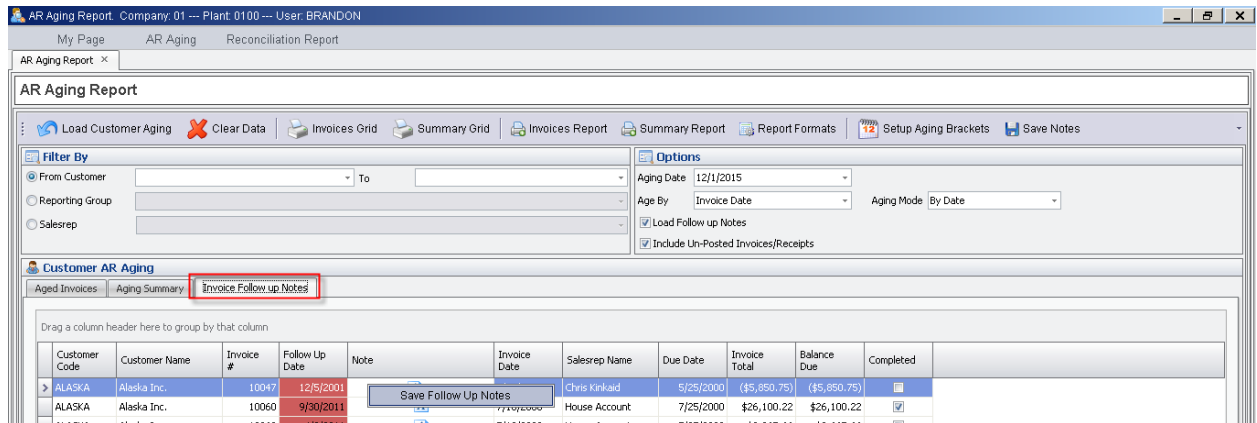
- Aging Summary**

Lists aging grouped by customer. Drill down capabilities are available by clicking the “+” symbol to the immediate left of the customer code.

Customer Code	CustomerID	Customer Name	Current	Salesrep Name	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Unallocated	Total	Available Credit
005	1315	Green's Thumb	\$0.00	House Account	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	(\$55.00)	\$10,055.00
100023	187	TEST 1234	\$0.00	House Account	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	(\$300.00)	\$300.00
2002	52	Fiscal Year	\$0.00	House Account	\$0.00	\$0.00	\$0.00	\$0.00	\$9,999.00	(\$9,999.00)	\$109,998.00
50032	163	Suspense Customer	\$0.00	House Account	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$101,000.00
50059	228	test	\$0.00	House Account	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	\$20,000.00
50089	287	Receipt Only Customer	\$0.00	Gabrielle Allen	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	(\$5,000.00)	\$15,000.00
50226	519	AR Display Test Customer	\$0.00	Leah VanWynsberghe	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	(\$500.00)	\$1,000,500.00
50341	653	A Customer with Suspense Only	\$0.00	House Account	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$11,000.00
50345	660	Cash Receipt with Debtor	\$0.00	Leah VanWynsberghe	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$2,000.00
50748	1305	A Suspense Only	\$0.00	House Account	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	\$110,000.00
50751	1310	Postage Escrow Customer	\$0.00	House Account	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	(\$100.00)	\$10,100.00
50814	1424	Prepayment Report Test	\$0.00	Michelle	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$1,001,000.00
50820	1441	Little Baby	\$0.00	House Account	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$101,000.00
			\$71,024.78		\$10,386.94	\$754,900.77	\$872,205.00	\$1,214,601.8...	\$10,745,076.65	\$1,205,565,286.43	

- **Invoice Follow up Notes**

Lists invoice specific notes that were entered via this module or the Customer Collections module. The actual text of a note can be viewed and edited by clicking the field with the  symbol under the **Note** column. A follow up note can also be marked as Complete by selecting the check box to the far left of a record. If edits are made, be sure to save them by right-clicking to bring up the option or clicking **Save Notes** at the top right of the main screen.



The screenshot shows the 'AR Aging Report' window for Company 01, Plant 0100, User: BRANDON. The 'Invoice Follow up Notes' tab is selected. The interface includes a toolbar with 'Load Customer Aging', 'Clear Data', 'Invoices Grid', 'Summary Grid', 'Invoices Report', 'Summary Report', 'Report Formats', 'Setup Aging Brackets', and 'Save Notes'. Below the toolbar is a 'Filter By' section with options for 'From Customer', 'Reporting Group', and 'Salesrep'. To the right is an 'Options' section with 'Aging Date' (12/1/2015), 'Age By' (Invoice Date), 'Aging Mode' (By Date), and checkboxes for 'Load Follow up Notes' and 'Include Un-Posted Invoices/Receipts'. The main data area is a table with columns: Customer Code, Customer Name, Invoice #, Follow Up Date, Note, Invoice Date, Salesrep Name, Due Date, Invoice Total, Balance Due, and Completed. The table contains two rows of data for 'ALASKA Alaska Inc.' with invoice numbers 10047 and 10060. A 'Save Follow Up Notes' button is visible above the second row.

Customer Code	Customer Name	Invoice #	Follow Up Date	Note	Invoice Date	Salesrep Name	Due Date	Invoice Total	Balance Due	Completed
ALASKA	Alaska Inc.	10047	12/5/2001		7/15/2000	Chris Kirkald	5/25/2000	(\$5,850.75)	(\$5,850.75)	
ALASKA	Alaska Inc.	10060	9/30/2011		7/15/2000	House Account	7/25/2000	\$26,100.22	\$26,100.22	<input checked="" type="checkbox"/>

Clear Data

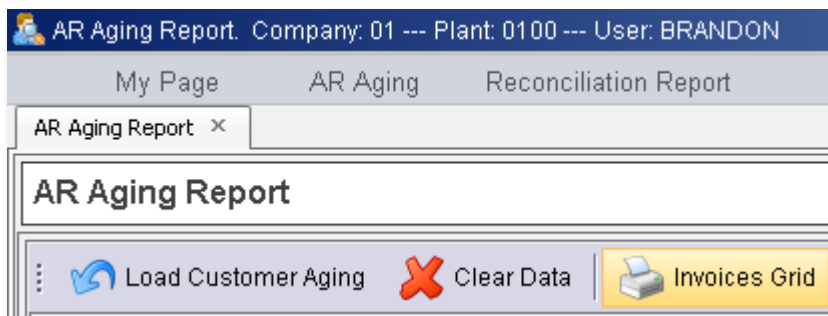
This option clears the grid information from the **Invoices** and **Summary** tabs.



The screenshot shows the 'AR Aging Report' window with the 'Clear Data' button highlighted in the toolbar. The button is orange with a red 'X' icon and the text 'Clear Data'.

Invoices Grid

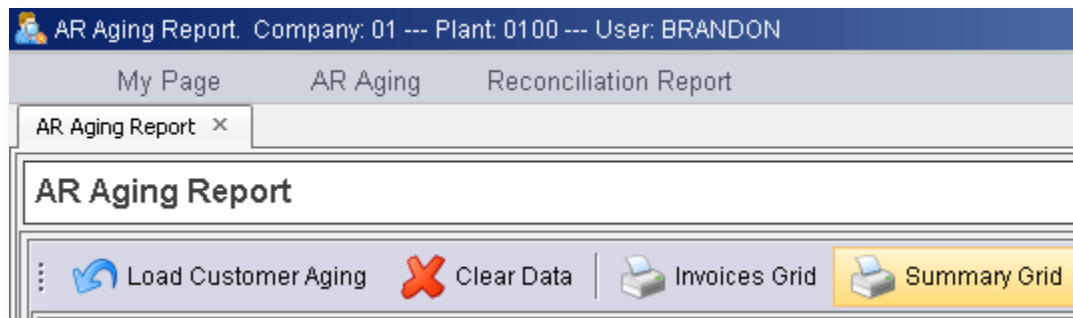
This option allows you to preview and print the data exactly as shown in the grid for the **Aged Invoices** tab.



The screenshot shows the 'AR Aging Report' window with the 'Invoices Grid' button highlighted in the toolbar. The button is yellow with a printer icon and the text 'Invoices Grid'.

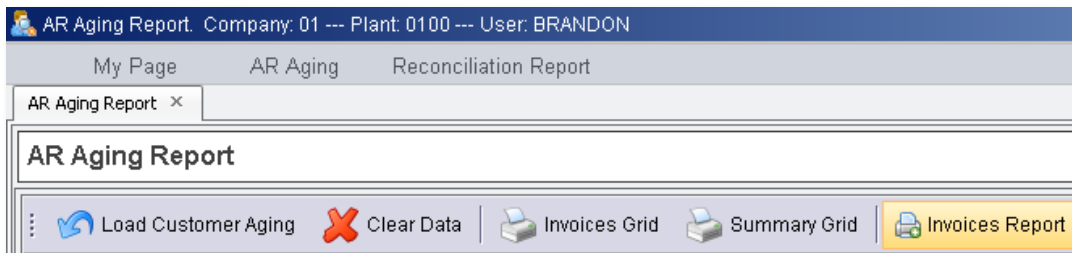
Summary Grid

This option allows you to preview and print the data exactly as shown in the grid for the **Aging Summary** tab.



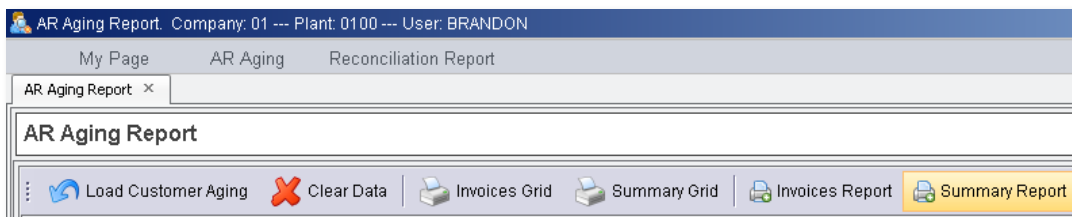
Invoices Report

This option allows you to preview and print the data from the **Aged Invoices** grid in a standard report format. This is a detailed AR Aging report.



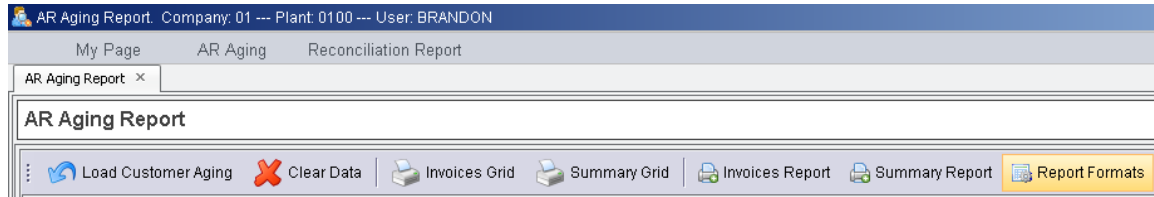
Summary Report

This option allows you to preview and print the data from the **Aging Summary** grid in a standard report format.



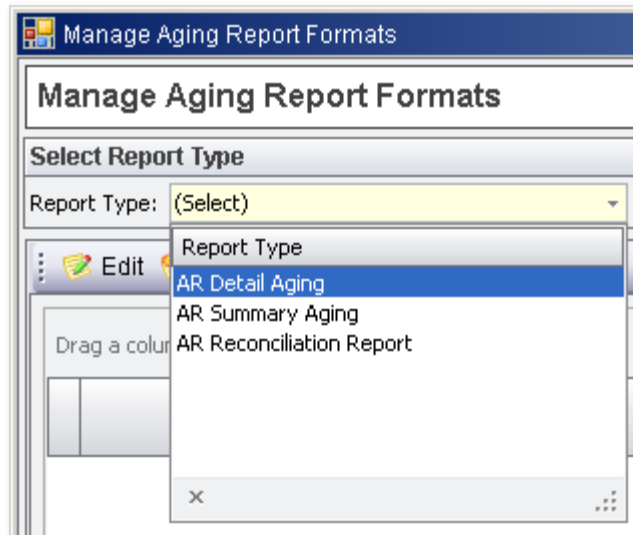
Report Formats

This option allows you to set the default format for **Invoices and Summary** reports and to create customized formats.

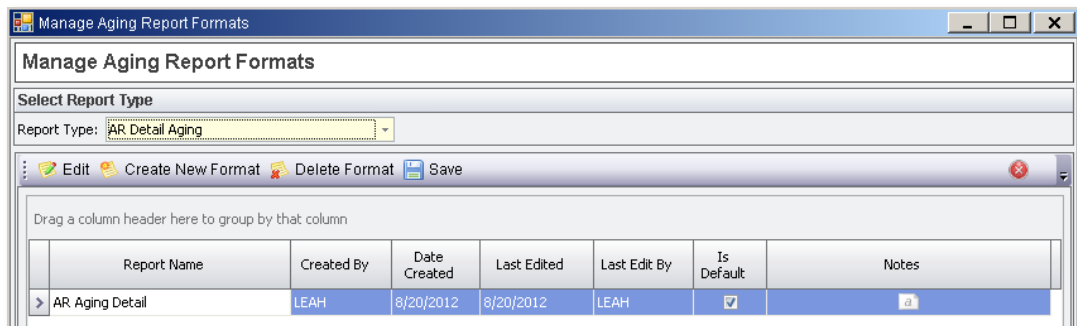


To establish formats

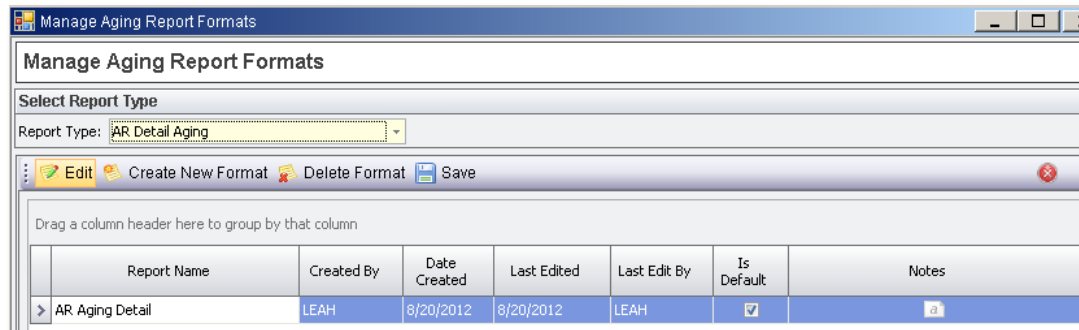
1. Select the type of report you want to work with. Keep in mind that the **AR Detail Aging** type is what prints when the **Invoices Report** option is selected and the **AR Summary Aging** type is printed when the **Summary Report** option is selected.



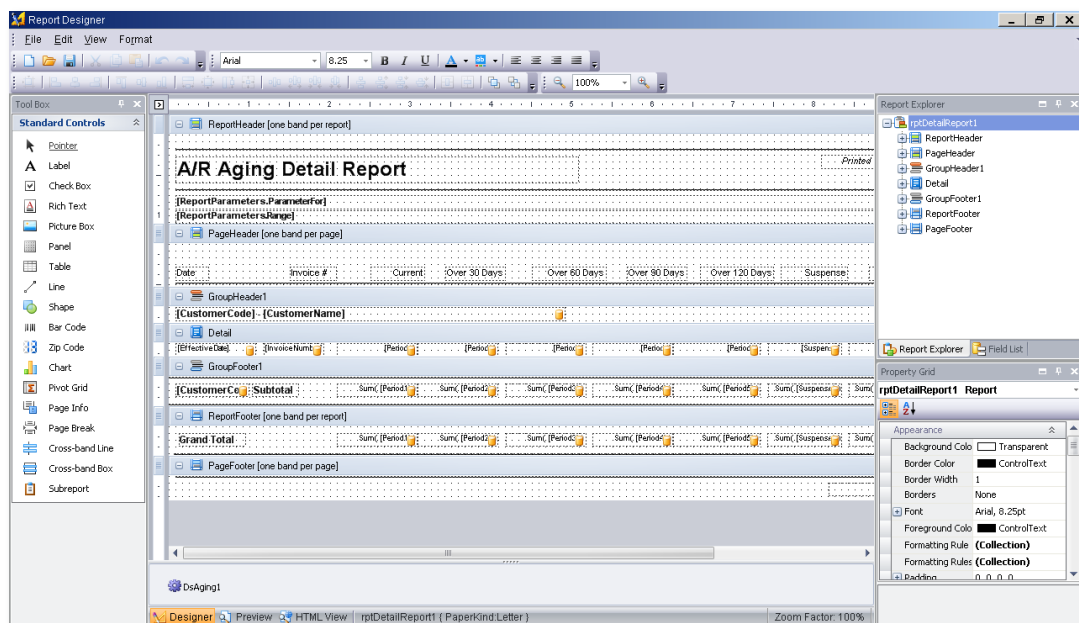
One default report of each type is listed in the grid. It is not recommended that this report be altered in any way. It is preferable to create a new report to customize and leave this one as a base template.



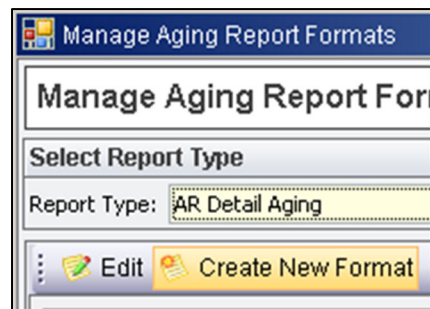
- Highlight a report in the list and click **Edit** to open the **Report Designer** window.



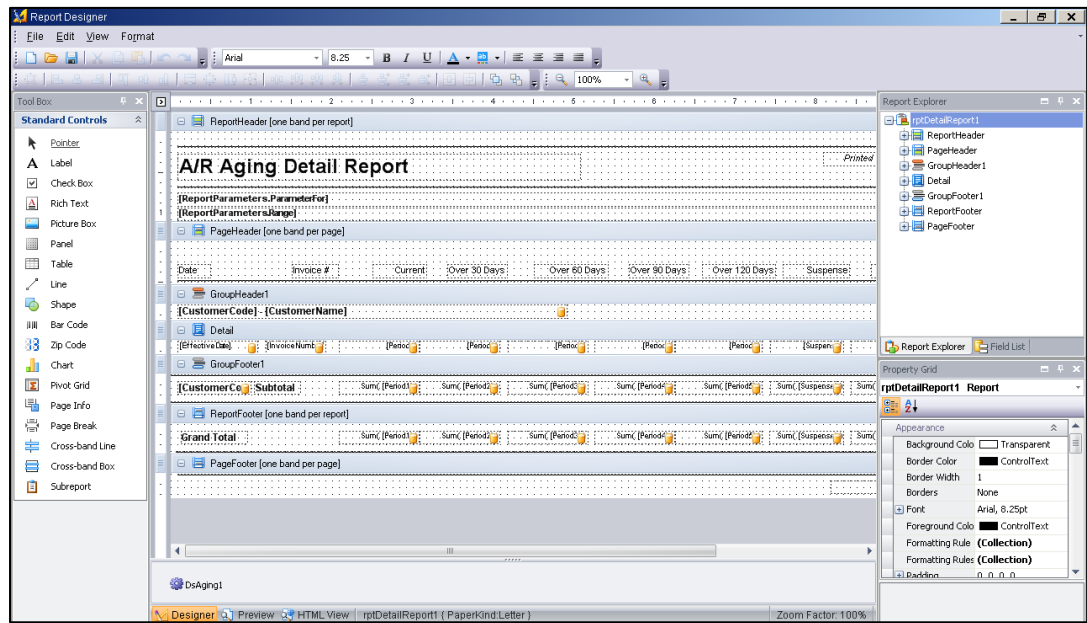
The template for the selected report opens.



- Click **Create New Format** to open the **Report Designer** window.

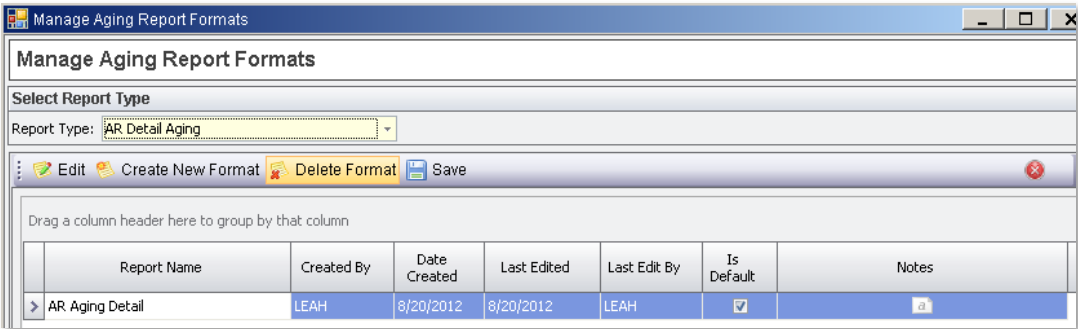


The default template opens.

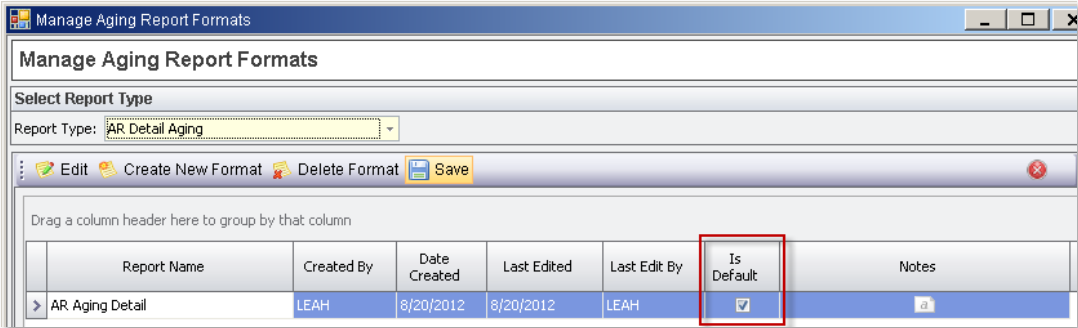


4. This template can be edited according to user preference. Remember that you need to save your work prior to closing this screen.

Report formats can be deleted by highlighting the format in the list and clicking **Delete Format**.

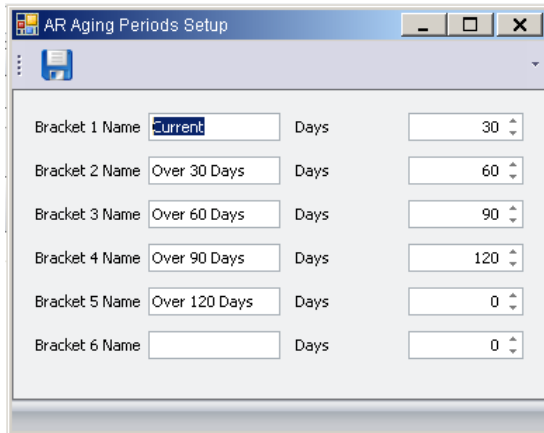
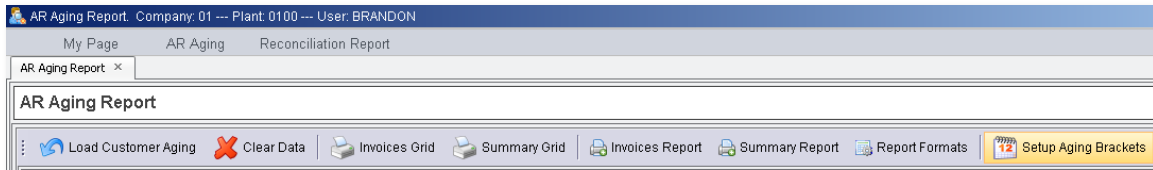


Default formats can be set by selecting the check box in the **Is Default** column and clicking **Save**.

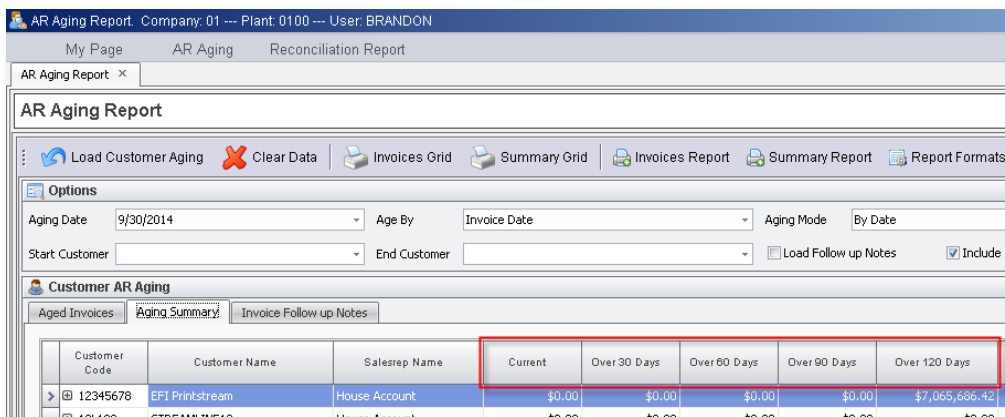
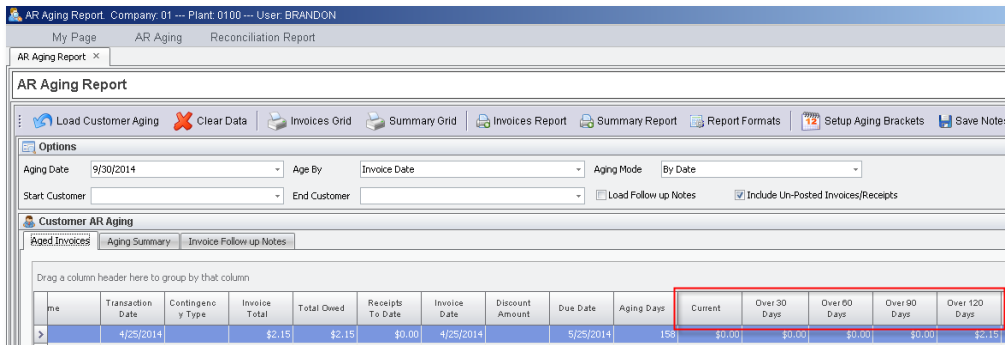


Setup Aging Brackets

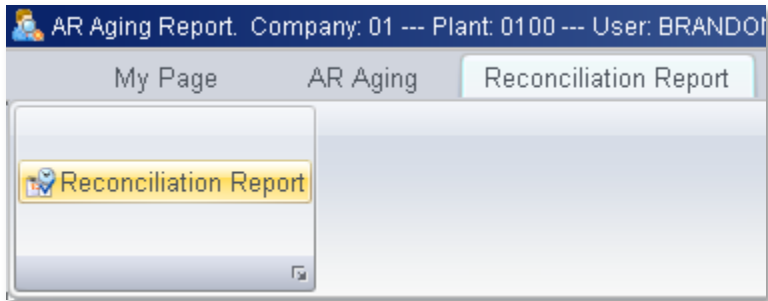
By default, there are five aging brackets set up: **Current**, **Over 30 Days**, **Over 60 Days**, **Over 90 Days**, and **Over 120 Days**. These aging brackets can be edited.



Each bracket appears as its own column on the **Aged Invoices** and **Aging Summary** grids as well as printed reports.



Reconciliation Report

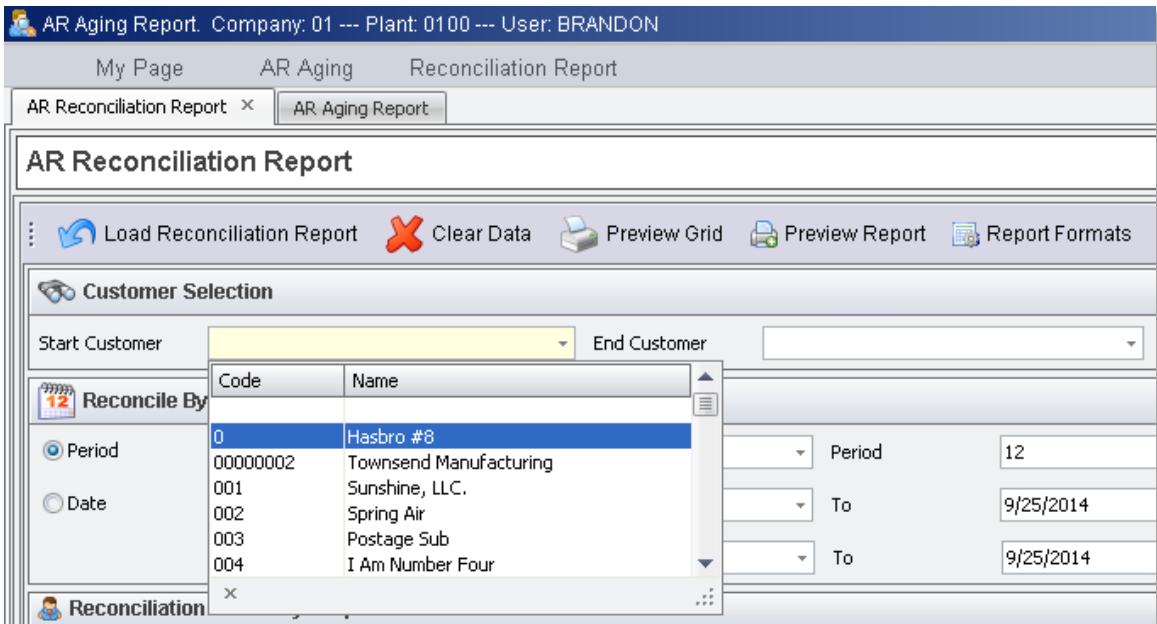


Load Reconciliation Report

Customer Selection

Start and End Customer

When running a report for all customers, leave both fields blank. If running the report for one specific customer, enter the customer code into both fields. The code can be entered directly into the fields or by using the arrows on the right of each field to select a calendar date.



Customer data can be cleared from these fields by selecting the “blank” option from the lists.

AR Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Aging Reconciliation Report

AR Reconciliation Report x AR Aging Report

AR Reconciliation Report

Load Reconciliation Report Clear Data Preview Grid

Customer Selection

Start Customer 00000002 End Customer

Reconcile By

Period

Date

Code	Name
0	Hasbro #8
00000002	Townsend Manufacturing
001	Sunshine, LLC.
002	Spring Air
003	Postage Sub
004	I Am Number Four

Reconciliation

Reconcile By

Period

Enter the **Year** and **Period** in which to filter the report. The last day of the selected period is the cutoff date.

Date

This option allows you to run the report across periods. Enter the **From** and **To** date.

Load Reconciliation Report

Select this option after the report criteria has been selected.

AR Aging Report. Company: 01 --- P

My Page AR Aging

AR Reconciliation Report x

AR Reconciliation Report

Load Reconciliation Report

The **Reconciliation Summary** grid populates.

AR Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My PageAR AgingReconciliation Report

AR Reconciliation Report x

AR Reconciliation Report

Load Reconciliation ReportClear DataPreview GridPreview ReportReport Formats

Customer Selection

Start CustomerEnd Customer

Reconcile By

PeriodYear2014Period8

DateInvoice Date From9/1/2014To10/1/2014

Receipts Date From9/1/2014To10/1/2014

Reconciliation Summary - Expand row to view Customer Detail

Customer Account #	Customer Name	Beginning Aging Amount	Total Invoice	Total Receipt	Total Discount	Total Prepayments	Total Suspense	Gross Amount	End Aging Amount	Net Amount	Contingency Level
0	Hasbro #8	13.95	0.00	0.00	0.00	0.00	0.00	13.95	13.95	0.00	
001	Sunshine, LLC.	2,653.34	0.00	0.00	0.00	0.00	0.00	2,653.34	2,653.34	0.00	
002	Spring Air	971.66	0.00	0.00	0.00	0.00	0.00	971.66	971.66	0.00	
004	I Am Number Four	46,591.04	0.00	0.00	0.00	0.00	0.00	46,591.04	46,591.04	0.00	
005	Green's Thumb	-9,000.00	0.00	0.00	0.00	0.00	0.00	-9,000.00	-9,000.00	0.00	STRONG
0200	ABC Company	1,367,541.77	51,897.33	0.00	0.00	0.00	0.00	1,419,439.10	1,419,439.10	0.00	
06-10-64	STREAMLINE MARKETING	2,015.00	0.00	0.00	0.00	0.00	0.00	2,015.00	2,015.00	0.00	
1	KAISER	532.00	0.00	0.00	0.00	0.00	0.00	532.00	532.00	0.00	
100	The Perfect Storm	1,951,737.07	6,814.23	0.00	0.00	0.00	0.00	1,958,551.30	1,958,551.30	0.00	
1000	DEMO CUST1	1,294.15	0.00	0.00	0.00	0.00	0.00	1,294.15	1,294.15	0.00	
100023	TEST 1234	-300.00	0.00	0.00	0.00	0.00	0.00	-300.00	-300.00	0.00	
101	Ice Breakers	-9,500.00	0.00	0.00	0.00	0.00	0.00	-9,500.00	-9,500.00	0.00	
1234	Flowers RUs	42,463.39	0.00	0.00	0.00	0.00	0.00	42,463.39	42,463.39	0.00	
		1,200,393,042.91	62,955.80	0.00	0.00	0.00	0.00	1,200,455,89...	1,200,455,89...	0.00	

Clear Data

This option clears the grid information from the **Invoices** and **Summary** tabs.

AR Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My PageAR AgingReconciliation Report

AR Reconciliation Report x

AR Reconciliation Report

Load Reconciliation ReportClear Data

Preview Grid

This option allows you to preview and print the data exactly as shown in the grid.

AR Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON

My PageAR AgingReconciliation Report

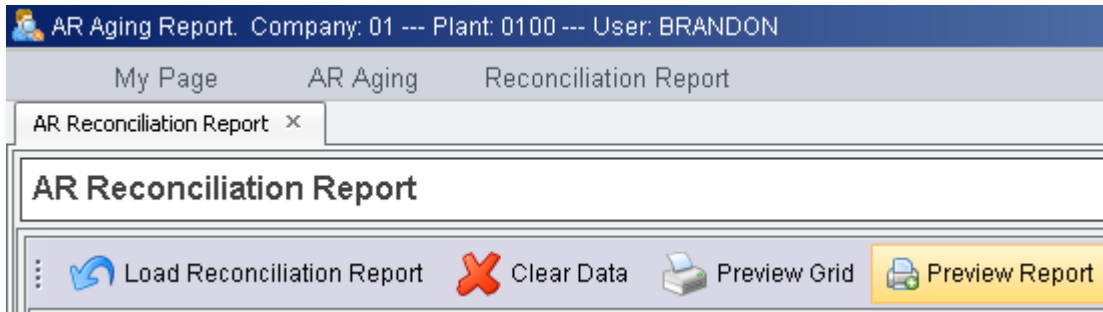
AR Reconciliation Report x

AR Reconciliation Report

Load Reconciliation ReportClear DataPreview Grid

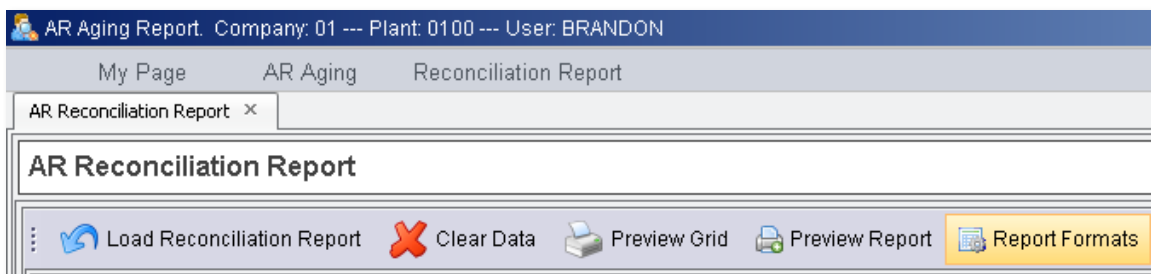
Preview Report

This option allows you to preview and print the data from the grid in a standard report format. This is a detailed AR reconciliation report.



Report Formats

This is the same option that is accessible from the AR Aging area. See the section of documentation in that area for specifics.



.Net Tools

.Net programming provides sorting and filtering tools as well as enhanced functionality within the data screens provided.

Grid Functionality

Grids that display a '+' sign at the beginning of a row indicate the record can be opened to display additional information.

Date Range

From

9/1/2012

9

2012

To

12/31/2012

12

2012

Report by Period Range

Report By Date Range

Options

Out of balance only (effective when filtering by period range)

Customers with transactions in the selected date range only

Customer Selection (Leave blank for all)

Customer #

(Select)

Customer Name

(Select)

Balance Audit

Suspense Audit

Drag a column header here to group by that column

	Customer #	Customer Name	Opening Balance	Postage Received	Postage Billed	Postage Earmarked	Postage Refunds	Balance end of Period
>	ADV01	Advertising, Inc	0.00	3,100.00	0.00	0.00	0.00	3,100.00
>	ALTGR01	Alta Graphics	0.00	5,000.00	0.00	5,000.00	0.00	0.00
>	BASED01	Basic Education Coalition	0.00	7,200.00	0.00	0.00	2,200.00	5,000.00
>	BEAFU01	Beach Furniture	0.00	0.00	0.00	0.00	0.00	0.00
>	BECMO01	Becker Moving	0.00	6,000.00	0.00	0.00	1,000.00	5,000.00

Date Range

From

9/1/2012

9

2012

To

12/31/2012

12

2012

Report by Period Range

Report By Date Range

Options

Out of balance only (effective when filtering by period range)

Customers with transactions in the selected date range only

Customer Selection (Leave blank for all)

Customer #

(Select)

Customer Name

(Select)

Balance Audit

Suspense Audit

Balance Detail

Drag a column header here to group by that column

x	Date	Type	Reference	Job #	Receipt #	Invoice #	Batch #	Amount	Balance
>			Opening	0				0.00	0.00
	10/23/2012	Deposit	Check# 432		21023	0	33	3,000.00	3,000.00
	12/19/2012	Deposit	Check# 4547		21029	0	122	100.00	3,100.00

Clicking the magnifying glass enlarges the previously expanded record.

Customer #	Customer Name	Opening Balance	Postage Received	Postage Billed	Postage Used	Postage Refunds	Balance end of Period
ADV01	Advertising, Inc	0.00	3,100.00	0.00	0.00	0.00	3,100.00

Date	Type	Reference	Job #	Receipt #	Invoice #	Batch #	Amount	Balance
		Opening	0				0.00	0.00
10/23/2012	Deposit	Check# 432		21023	0	33	3,000.00	3,000.00
12/19/2012	Deposit	Check# 4547		21029	0	122	100.00	3,100.00

Date Range
 From 9/1/2012 9 2012
 To 12/31/2012 12 2012
☒ Report by Period Range
☐ Report By Date Range

Options
☐ Out of balance only (effective when filtering by
☐ Customers with transactions in the selected dat

Customer Selection (Leave blank for all)
 Customer # (Select) Customer Name (Select)

Balance Audit **Suspense Audit**

Balance Detail
 Drag a column header here to group by that column

Date	Type	Reference	Job #	Receipt #	Invoice #	Batch #	Amount	Balance
		Opening	0				0.00	0.00
10/23/2012	Deposit	Check# 432		21023	0	33	3,000.00	3,000.00
12/19/2012	Deposit	Check# 4547		21029	0	122	100.00	3,100.00

To remove columns from the grid, click the column header you want to remove and drag it off the grid. Removed columns are automatically saved and retained when the module is re-opened.

Postage, Company: 01 --- Plant: 00 --- User: LS
 My Page Postage Display Customer Reports Receipts Refunds Postage Checks Usage Report Formats

Postage Inventory Report
 Load Data Preview Summary Report Preview Detail Report Preview Grid

Inventory # Selection (Leave Blank for All)
 Inventory # (Select)
 Type
 Job Allocation Required
 Chargeable Currency

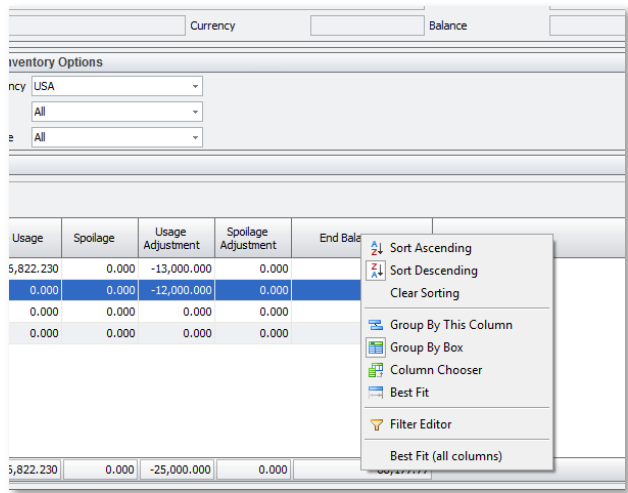
Date Range
 Starting Date 10/1/2012
 Ending Date 12/31/2012

Postage Inventory Options
 Inventory Currency USA
 Inventory Type All
 Transaction Type All

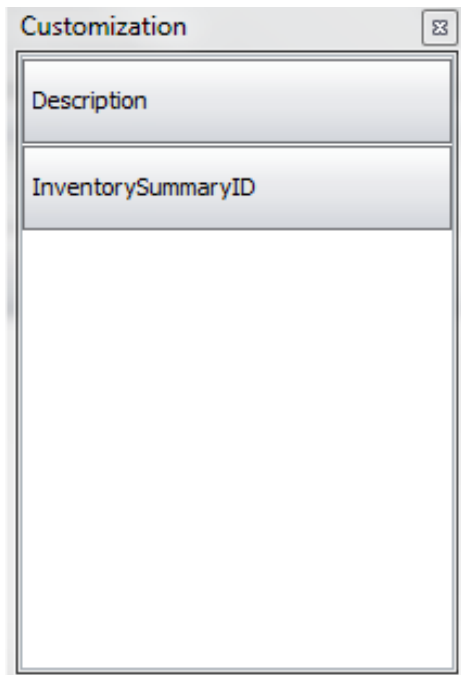
Postage Inventory
 Drag a column header here to group by that column

Inventory #	Description	Beginning Balance	Purchases	Job Usage	Spillage	Usage Adjustments	Spillage Adjustments	End Balance
PFAKE	Streamline Solutions	0.000	0.00	0.000	0.000	0.000	0.000	0.00
S46	Streamline Solutions	0.000	4,600.00	0.000	0.000	0.000	0.000	4,600.00
M200	Streamline Solutions	14,000.000	12,000.00	0.000	0.000	-12,000.000	0.000	14,000.00
P1000	Streamline Solutions	11,000.000	78,400.00	-5,822.230	0.000	-13,000.000	0.000	69,577.77

To add a column, right-click any header and select **Column Chooser**.



Columns removed from the grid display in the **Customization** window. Click the column header you want to add back to the grid and drag-and-drop it to the desired display location.



Sorting and Grouping

Each column header can be sorted by clicking it. The column header also contains a wizard which can be accessed by hovering the mouse within the column header. This wizard displays available sorting options.

The screenshot shows the 'Postage Inventory Report' window. At the top, there are tabs: 'My Page', 'Postage Display', 'Customer Reports', 'Receipts', 'Refunds', 'Postage Checks', 'Usage', 'Report Formats', 'Postmaster', and 'Postage'. Below the tabs, there are buttons: 'Load Data', 'Preview Summary Report', 'Preview Detail Report', and 'Preview Grid'. The 'Inventory # Selection (Leave Blank for All)' section includes fields for 'Inventory #', 'Type', 'Job Allocation Required', 'Chargeable', 'Activity Code', 'Activity Description', 'Statement Permit #', and 'Balance'. The 'Date Range' section has 'Starting Date' (10/1/2012) and 'Ending Date' (12/31/2012). The 'Postage Inventory Options' section includes 'Inventory Currency' (USA), 'Inventory Type' (All), and 'Transaction Type' (All). Below these is a table with columns: 'Inventory #', 'Description', 'Beginning Balance', 'Purchases', 'Job Usage', 'Spoilage', 'Usage Adjustment', 'Spoilage Adjustment', and 'End Balance'. A right-click context menu is open over the 'Inventory #' column header, showing options: '(Custom)', '(Blanks)', '(Non blanks)', 'M200', 'P1000', 'PFAKE', and 'S46'. The table data is as follows:

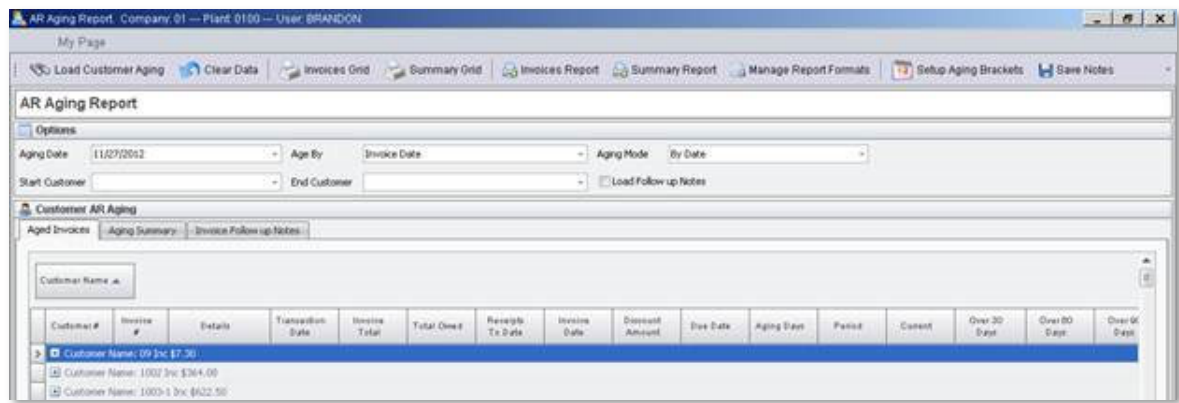
Inventory #	Description	Beginning Balance	Purchases	Job Usage	Spoilage	Usage Adjustment	Spoilage Adjustment	End Balance
M200	Solutions	14,000.000	12,000.00	0.000	0.000	-12,000.000	0.000	14,000.00
P1000	Solutions	11,000.000	78,400.00	-6,822.230	0.000	-13,000.000	0.000	69,577.77
PFAKE	Solutions	0.000	0.00	0.000	0.000	0.000	0.000	0.00
S46	Solutions	0.000	4,600.00	0.000	0.000	0.000	0.000	4,600.00

Right-click a column header to display a listing of additional sorting and filtering options.

This close-up shows the right-click context menu for a column header. The menu options are: 'Sort Ascending', 'Sort Descending', 'Clear Sorting', 'Group By This Column', 'Group By Box', 'Column Chooser', 'Best Fit', 'Filter Editor', and 'Best Fit (all columns)'. The background shows the 'Usage', 'Spoilage', 'Usage Adjustment', 'Spoilage Adjustment', and 'End Balance' columns of the table.

Usage	Spoilage	Usage Adjustment	Spoilage Adjustment	End Balance
5,822.230	0.000	-13,000.000	0.000	
0.000	0.000	-12,000.000	0.000	
0.000	0.000	0.000	0.000	
0.000	0.000	0.000	0.000	

To group by a particular column, click and drag the column header to the upper left area of the grid. The following screen represents grouping by **Customer Name**.



More than one column can also be grouped by clicking and dragging the next column header to the section above the grid. For example, group by **Customer Name** and then group by **Period**, as shown below.



Resetting the Grid

Any formatting will be automatically saved and retained when the module is re-opened.

You can remove all groupings and reset the Grid to its original format by right-clicking in the grouping display area and selecting **Clear Grouping**.

The screenshot displays the 'AR Aging Report' window. At the top, a status bar shows 'AR Aging Report. Company: 01 --- Plant: 0100 --- User: BRANDON'. Below this is a 'My Page' section with buttons for 'Load Customer Aging', 'Clear Data', and 'Invoices Grid'. The main area is titled 'AR Aging Report' and contains an 'Options' section with fields for 'Aging Date' (11/27/2012), 'Age By', 'Start Customer', and 'End Customer'. Below the options is a 'Customer AR Aging' section with tabs for 'Aged Invoices', 'Aging Summary', and 'Invoice Follow up Notes'. The 'Aged Invoices' tab is active, showing a grid with columns 'Customer #', 'Invoice #', and 'Date'. A right-click context menu is open over the grid, displaying options: 'Full Expand', 'Full Collapse', and 'Clear Grouping' (highlighted in blue). The bottom of the window shows a partial view of the grid data, including a row for 'Customer Name: 4073 Inc \$4.00'.