



User Guide

.NET AR Cross Reference
V21.1.0200

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EFI PrintStream | V21.1.0200 .NET AR Cross Reference User Guide

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Introduction

Overview

Use this program to display information about a customer's account as well as a search device for job and AR transactions.

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.

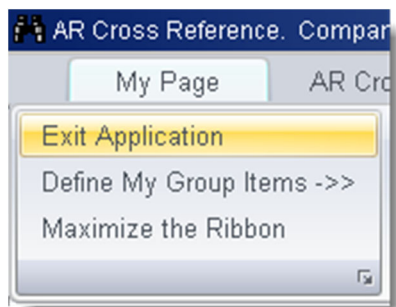


My Page

This tab gives users options for customizing the menu settings in a particular module. Settings are retained for the particular user each time the module is opened. The tab is located in all .Net versions of the various modules.

To close the AR Cross Reference module

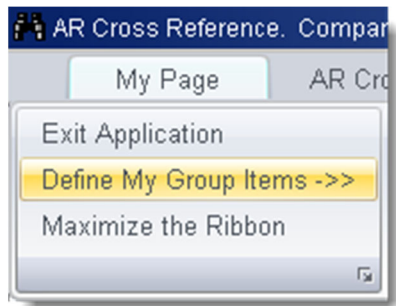
1. Select the **My Page** tab.
2. Click **Exit Application**.



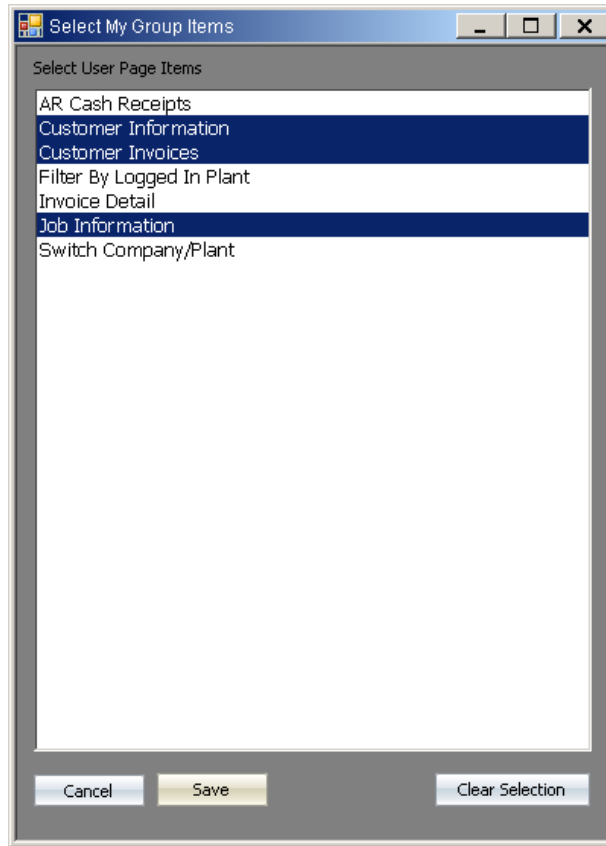
Customize the menu bar to allow quick access to any or all of the sections available in the module.

To customize the menu bar

1. Select the **My Page** tab.
2. Click **Define My Group Items**.

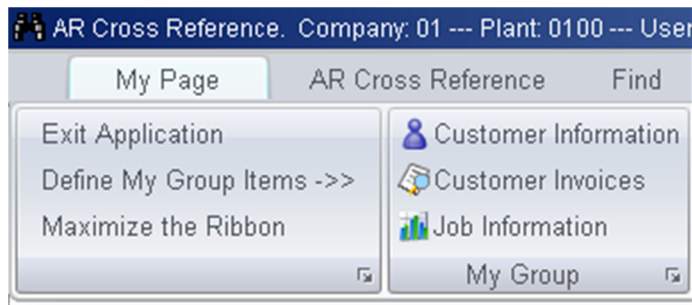


3. Select the items you wish to have on your page by clicking them in the list. The **Shift** and **Ctrl** keys on your keyboard can be used for selecting multiple items.

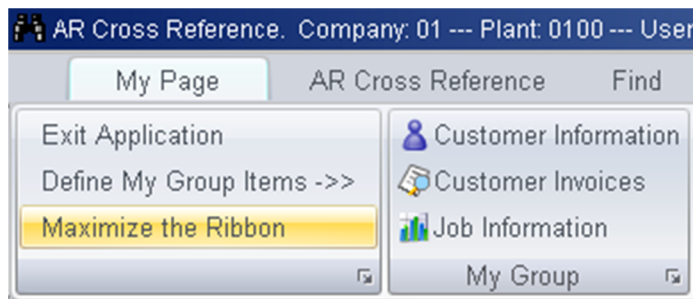


4. Click **Save**.

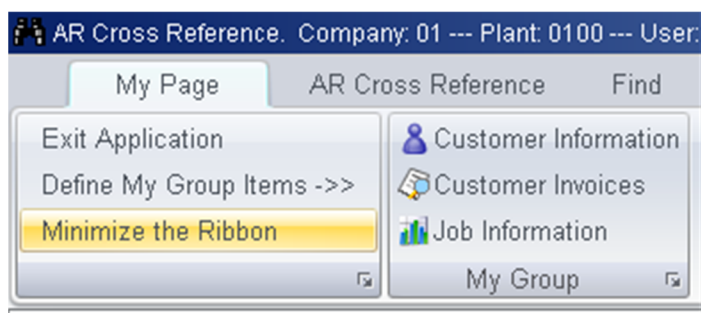
These selections are user specific and are in place whenever the module is opened.



5. Selecting **Maximize the Ribbon** allows the **My Page** tab information to remain open while using the module. Again, this setting is user specific and is in place when the module is opened.



6. When maximized, the option changes to read **Minimize the Ribbon**. Select this option to hide the **My Page** tab information.



AR Cross Reference

There are three buttons within the **AR Cross Reference** tab:

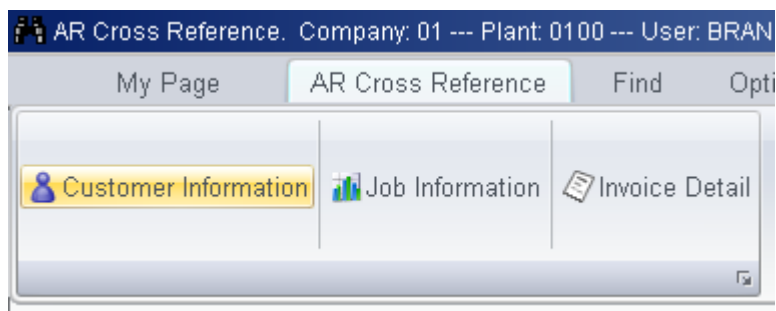
- Customer Information
- Job Information
- Invoice Information

You can view all outstanding invoices on a customer's account, view a customer's postage balance, or view any inventory items assigned to a customer's account.

Customer Information

To find jobs, invoices, or inventory by customer

1. Select the **AR Cross Reference** tab.
2. Click **Customer Information**.



3. Enter either the customer's account number or name in the appropriate field. This information can be entered directly into the applicable fields or selected using the available drop-down lists.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Information x

Customer Information

Load Info

Select Customer

Customer # Customer Name

Outstanding Invoices

Drag a column header here to group by that column

Invoice Date

Customer #	Customer Name
ABBA1	Abba Inc.
BABA1	Babba Inc.
HAWAII	Hawaii Inc.
300	do not use Post It Note Co.
400	do not use Use it / Rent It
dossy	do not useDossier Co

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Information x

Customer Information

Load Info

Select Customer

Customer # Customer Name

Outstanding Invoices Customer Inventory Postage Balance

Drag a column header here to group by that column

Invoice Date	Plant Code	Invoice #	Details	Invoice

Customer Name	Customer Code
Abba Inc.	ABBA1
Babba Inc.	BABA1
Hawaii Inc.	HAWAII
do not use Post It Note Co.	300
do not use Use it / Rent It	400
do not useDossier Co	dossy

4. Once the customer has been selected, click the **Load Info** button to populate the grid. The information that displays is specific to the customer account selected.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Information x

Customer Information

Load Info

Select Customer

Customer # Customer Name

Outstanding Invoices Customer Inventory Postage Balance

Three tabs of information display in the grid:

- Outstanding Invoices
- Customer Inventory
- Postage Balance

Outstanding Invoices

The **Outstanding Invoices** tab lists all invoices with a remaining balance due.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Information

Load Info

Select Customer

Customer # 100 Customer Name The Perfect Storm

Outstanding Invoices Customer Inventory Postage Balance

Drag a column header here to group by that column

Invoice Date	Plant Code	Invoice #	Details	Invoice Amount	Receipts	Balance	Job #	PO #
3/1/2002	0100	10208	finished goods job	\$50,000.00	\$24,067.00	\$25,933.00	120	
4/12/2002	0100	10271		\$12,638.69	\$490.00	\$12,148.69	999999	
5/11/2002	0100	10302	vbfhigh	\$25,500.00	\$0.00	\$25,500.00	999999	
6/28/2002	0100	10318	if:sal	(\$100.00)	\$0.00	(\$100.00)	185 po number	
7/9/2002	0100	10320	Copy of Copy of Version 9 and 11 Pr	\$3,280.39	\$0.00	\$3,280.39	121	
7/9/2002	0100	10321	Copy of Copy of Version 9 and 11 Pr	\$3,128.05	\$0.00	\$3,128.05	121	
7/18/2002	0100	10328	d:sa	\$20,000.00	\$0.00	\$20,000.00	184	
7/18/2002	0100	10329	d:sa	\$2,000.00	\$0.00	\$2,000.00	184	
7/18/2002	0100	10330	d:sa	\$10,000.00	\$0.00	\$10,000.00	184	
7/25/2002	0100	10332	fdsgfd	\$100.00	\$0.00	\$100.00	999999	
7/29/2002	0100	10333	if:sal	(\$50.00)	\$0.00	(\$50.00)	185 po number	
8/14/2002	0100	10367	d:asid	\$253.50	\$0.00	\$253.50	187	
8/15/2002	0100	10377	fgdfrg	(\$2,000.00)	\$0.00	(\$2,000.00)	999999	
8/27/2002	0100	10384	ll	\$3.11	\$0.00	\$3.11	131	
9/12/2002	0100	10393	grdsagids	\$500.00	\$0.00	\$500.00	208	
9/24/2002	0100	10404	Copy of lous	\$170.05	\$0.00	\$170.05	214	
10/1/2002	0100	10412	fhqjglsghjg	(\$1,000.00)	\$0.00	(\$1,000.00)	999999	
				\$2,035,764.09	\$30,707.27	\$1,963,79...		

The Outstanding Invoices grid information can be previewed and printed by either right-clicking the grid to bring up the option...

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Information

Load Info

Select Customer

Customer # 100 Customer Name The Perfect Storm

Outstanding Invoices Customer Inventory Postage Balance

Drag a column header here to group by that column

Invoice Date	Plant Code	Invoice #	Details	Invoice Amount	Receipts	Balance	Job #	PO #
3/1/2002	0100	10208	finished goods job	\$50,000.00	\$24,067.00	\$25,933.00	120	
4/12/2002	0100	10271		\$12,638.69	\$490.00	\$12,148.69	999999	

...or simply by clicking the **Print Preview** button in the upper right of the screen.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Information x

Customer Information

Load Info

Select Customer

Customer # 100 Customer Name The Perfect Storm

Outstanding Invoices Customer Inventory Postage Balance

Drag a column header here to group by that column

Item #	Plant Code	Inventory Code	Description	Last Used	Qty On Hand	Committed On Hand	Available On Hand
163	0100	163	Customer Calendar	11/19/2007	242	0	242
164	0100	164	Printed Check	4/28/2004	0	0	0
165	0100	165

Postage Balance

The **Postage Balance** tab displays current balances for all postage related monies; to include earmarked, suspense, and pending refunds.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Information x

Customer Information

Load Info

Select Customer

Customer # 100

Outstanding Invoices Customer Inventory Postage Balance

Earmarked for jobs \$36,634.13

Postage Suspense \$14,451.34

Current Balance \$51,085.47

Pending Refunds \$0.00

Future Balance \$51,085.47

Job Information

To search for Jobs

1. Click **Job Information**.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Information Job Information Invoice Detail

2. Select the job number to search for and enter the **Job #**. This information can be entered directly into the field or selected using the available drop-down list.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Job Information x

Job Information

Load Info Job Shipments Job Postage Finished Good Items

Select Job #

Job #

Job #	Job Description
1	test steal quote #
2	Statement Mailing
3	spring postcard
4	tulips
5	Spring Mailing
6	round about
7	Spring Mailer

Job Summary

Customer #

Customer

Contact

Phone

CSR

3. Once the job has been selected, click **Load Info**.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: B

My Page AR Cross Reference Find

Job Information x

Job Information

Load Info Job Shipments Job Postage

Select Job #

Job # 6405

The Job Summary fields populate with the specific job information and the Job Invoices grid lists any invoices that have been created for the job.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Job Detail - 6420 x

Job Information

Load Info Job Shipments Job Postage Finished Good Items Print Preview

Select Job #

Job # 6420

Job Summary

Customer #	100	PO #		Quoted Hours	0.20	Job Description
Customer	The Perfect Storm			Hours Worked	0.00	Annual Report
Contact	Main page contact	Started	6/12/2012	Hours Left	0.20	
Phone		Due Date	6/12/2012	Invoice Date	6/12/2012	
CSR	Sales Person	Ship Date	6/12/2012	Invoice	\$182.48	
Sales Rep	Michelle	Shipping Status	Final			
Estimator		Part #		Quoted Price	\$175.00	

Job Invoices

Drag a column header here to group by that column

Company Code	Plant Code	Invoice #	Job Total	Invoice Total	Paid Amount	Balance	Invoice Date	Transaction Date	Invoice Status	Batch #
01	0100	19218	\$182.48	\$182.48	\$100.00	\$82.48	6/12/2012	6/12/2012	Final	0004

\$182.48 \$182.48 \$100.00 \$82.48

4. The Job Invoices grid information can be previewed and printed by either right-clicking the grid to bring up the option...

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Job Detail - 8420 x

Job Information

Load Info Job Shipments Job Postage Finished Good Items

Select Job #

Job # 8420

Job Summary

Customer #	100	PO #	
Customer	The Perfect Storm		
Contact	Main page contact	Started	6/12/2012
Phone		Due Date	6/12/2012
CSR	Sales Person	Ship Date	6/12/2012
Sales Rep	Michelle	Shipping Status	Final
Estimator		Part #	

Job Invoices

Drag a column header here to group by that column

Company Code	Plant Code	Invoice #	Job Total	Invoice Total	P Am
> 01	0100	19918	\$182.48	\$182.48	

Print Preview

...or simply by clicking the **Print Preview** button in the upper right of the screen.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Job Detail - 8420 x

Job Information

Load Info Job Shipments Job Postage Finished Good Items Print Preview

Select Job #

Job # 8420

Job Summary

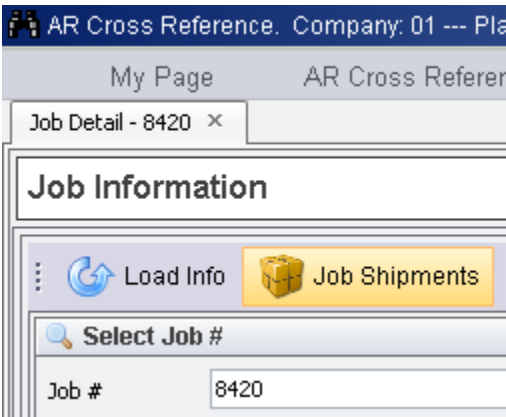
Customer #	100	PO #		Quoted Hours	0.20	Job Description
Customer	The Perfect Storm			Hours Worked	0.00	Annual Report
Contact	Main page contact	Started	6/12/2012	Hours Left	0.20	
Phone		Due Date	6/12/2012	Invoice Date	6/12/2012	
CSR	Sales Person	Ship Date	6/12/2012	Invoice	\$182.48	
Sales Rep	Michelle	Shipping Status	Final	Quoted Price	\$175.00	
Estimator		Part #				

Job Invoices

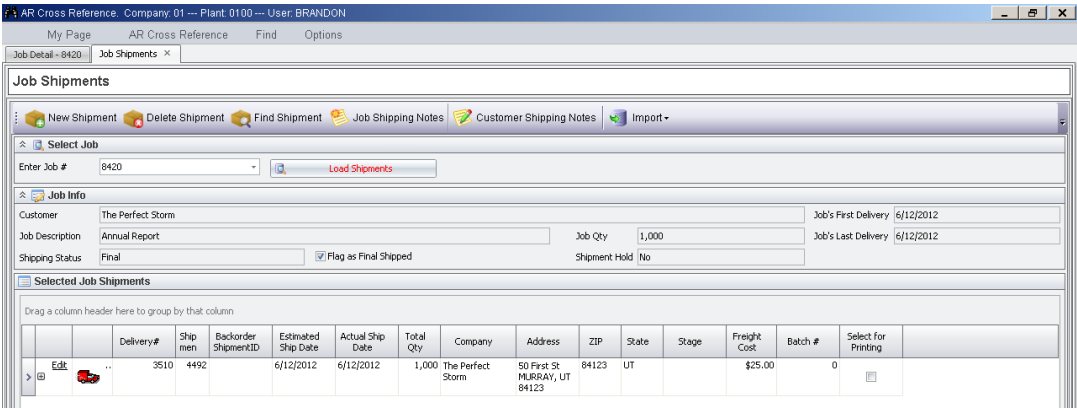
Drag a column header here to group by that column

Company Code	Plant Code	Invoice #	Job Total	Invoice Total	Paid Amount	Balance	Invoice Date	Transaction Date	Invoice Status	Batch #
> 01	0100	19918	\$182.48	\$182.48	\$100.00	\$82.48	6/12/2012	6/12/2012	Final	8004

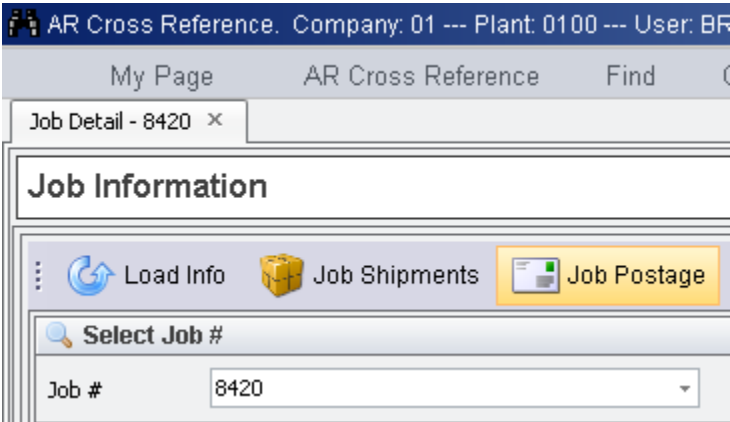
5. Click **Job Shipments** to open the Shipping module.



Please reference the Shipping module documentation, for specific information on this area.



6. Click **Job Postage** to open the Postage by Job Display in the Postage module.



Please reference the Postage module documentation for specific information on this area.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Job Detail - 6420 Job Postage Detail

Job Postage Detail

Load Job Postage Combined Report Postage Usage Earmarked Deposits

Select Job

Job # 6420 Annual Report

Job Postage Summary

Deposits	Postage Usage	Billed Suspense	Billed Additional	Balance
\$0.00	\$910.00	\$0.00	\$0.00	(\$910.00)

Job Postage Usage Earmarked Postage Deposits

Drag a column header here to group by that column

Inventory Code	Date	Reference #	Pieces	Amount	Status	Activity
M-AD3	6/12/2012		1000	\$910.00	Normal	80001

1000 \$910.00

7. If the job is a manufacturing job, click **Finished Good Items** to display a list of the items created.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Job Detail - 6762

Job Information

Load Info Job Shipments Job Postage Finished Good Items

Select Job #

Job # 6762

Manufactured Finished Goods

Manufactured Finished Goods

Job # 6762 Quote # 6132.99 Job Quantity 50000

Quoted Cost \$6,800.19 Labor % 51.55 Labor Cost \$4,290.59

Quoted Price \$8,323.16 Material % 48.45 Material Cost \$4,032.57

Drag a column header here to group by that column

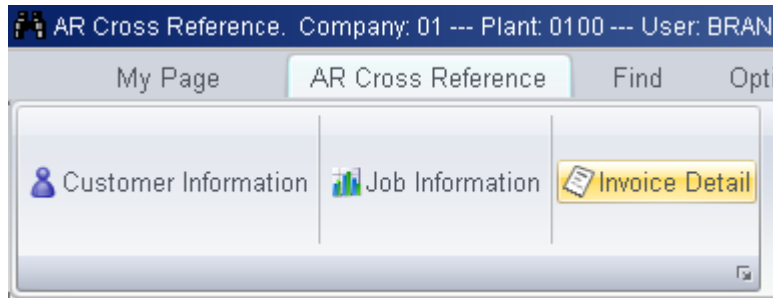
Item #	Inventory Code	Inventory Description	Distribution %	Qty Estimated	Labor Cost %	Material Cost %	Estimated Labor Cost	Estimated Material Cost	Total Estimated	Received Status	Quantity Received
66425	66425	PG Test	100.00	50,000	100.00	100.00	\$4,290.59	\$4,032.27	\$8,323.16	Final	0

50,000 \$4,290.59 \$4,032.27 \$8,323.16

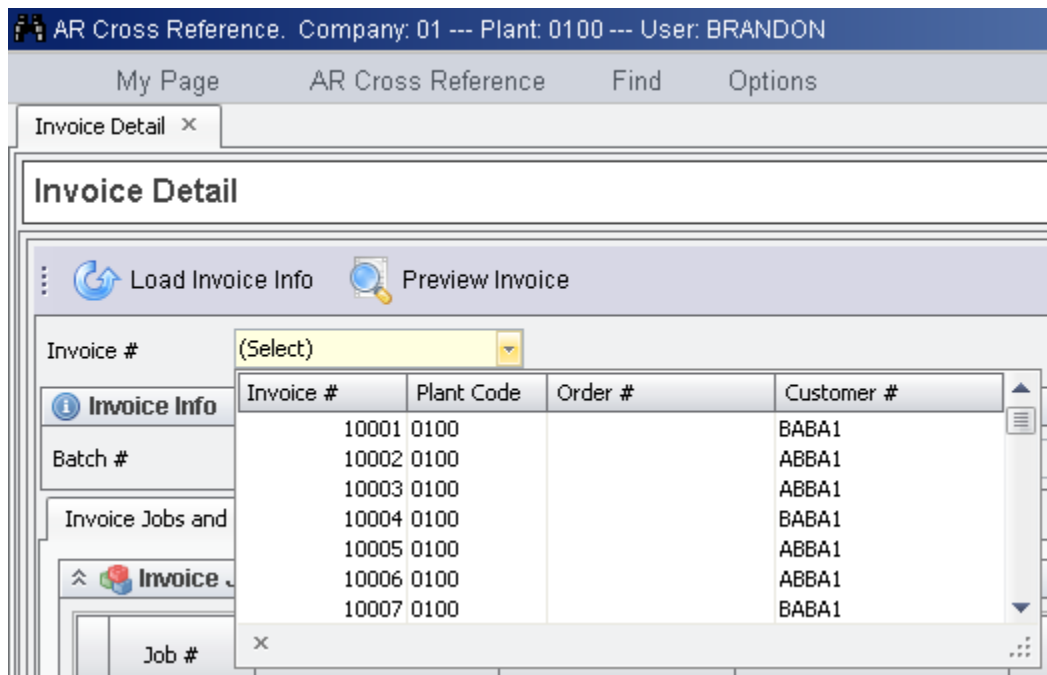
Invoice Detail

To search for details of one particular invoice

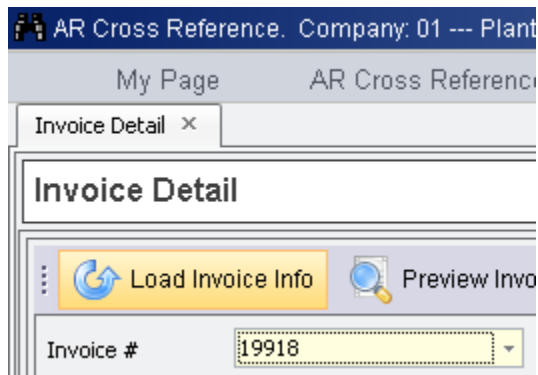
1. Click **Invoice Detail**.



2. Select the invoice number to search for and enter the **Invoice #**. This information can be typed directly into the field or selected using the available drop-down list.



3. Once the invoice has been selected, click **Load Invoice Info** to populate the grid.



There are two tabs of information displayed in the grid:

- Invoice Jobs and Payment
- Invoice Allocations

Invoice Jobs and Payment

There are two sections of information within the **Invoice Jobs and Payment** tab:

- Invoice Jobs
- Payments Applied to Invoice

The Invoice Jobs section lists all jobs billed on this particular invoice.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Invoice Detail - 19918 x

Invoice Detail

Load Invoice Info Preview Invoice

Invoice # 19918

Invoice Info

Batch # 8004 Plant 0100 Customer Order #

Invoice Jobs and Payment Invoice Allocations

Invoice Jobs

Job #	Transaction Date	Invoice Date	Job Total	Invoice Status	Plant Code
8420	6/12/2012	6/12/2012	\$182.48	Final	0100

Clicking the **Job #** in the **Invoice Jobs** section opens the Job Information. Please reference the specific section for Job Information in this documentation for details on this area.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference

Invoice Detail - 19918 x

Invoice Detail

Load Invoice Info Preview Invoice

Invoice # 19918

Invoice Info

Batch # 8004

Invoice Jobs and Payment Invoice Allocations

Invoice Jobs

Job #	Transaction Date	Invoice Date
8420	6/12/2012	6/12/2012

The **Payments Applied to Invoice** section provides a list of all cash receipts applied to the particular invoice.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My PageAR Cross ReferenceFindOptions

Invoice Detail - 19918 x

Invoice Detail

Load Invoice InfoPreview Invoice

Invoice #19918

Invoice Info

Batch #8004Plant0100

Invoice Jobs and PaymentInvoice Allocations

Invoice Jobs

	Job #	Transaction Date	Invoice Date	Job Total	In- St
>	8420	6/12/2012	6/12/2012	\$182.48	Final

\$182.48

Payments Applied to Invoice

Drag a column header here to group by that column

	Receipt #	Date	Total Receipt Amount	Allocated
>	50228	6/12/2012	\$100.00	\$100.00

Invoice Allocations

The Invoice Allocations tab lists all general ledger accounts impacted when the invoice was posted.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Invoice Detail - 19918 ×

Invoice Detail

Load Invoice Info Preview Invoice

Invoice # 19918

Invoice Info

Batch # 8004 Plant 0100 Customer Order #

Invoice Jobs and Payment Invoice Allocations

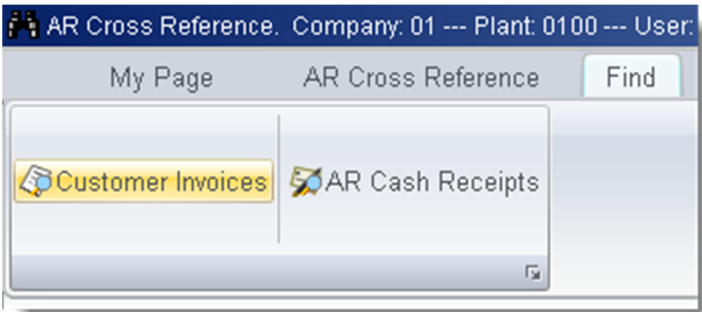
Account Detail	Debit	Credit
> 01-20-10-40010005 DP revenue		\$125.00
01-01-01-4200 buyout revenue		\$50.00
01-01-01-2200 sales tax payable		\$7.48
01-01-01-1500 accounts receivable	\$182.48	
01-01-01-7100 freight expense	\$25.00	
01-01-01-1200 wip		\$25.00
	\$207.48	\$207.48

Find

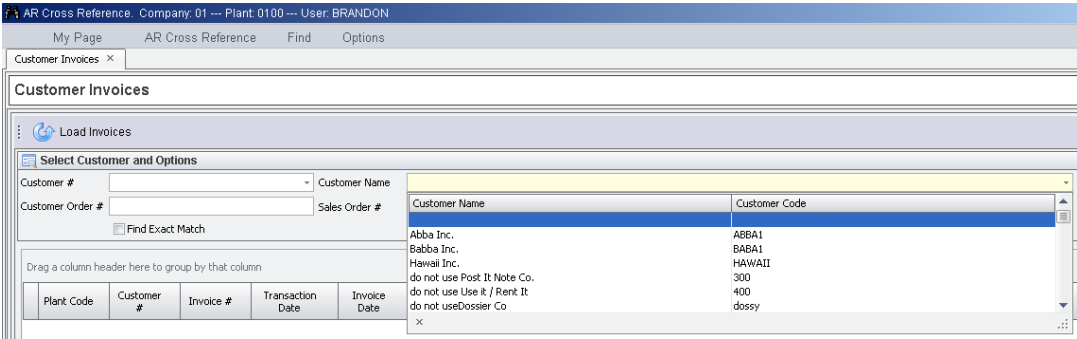
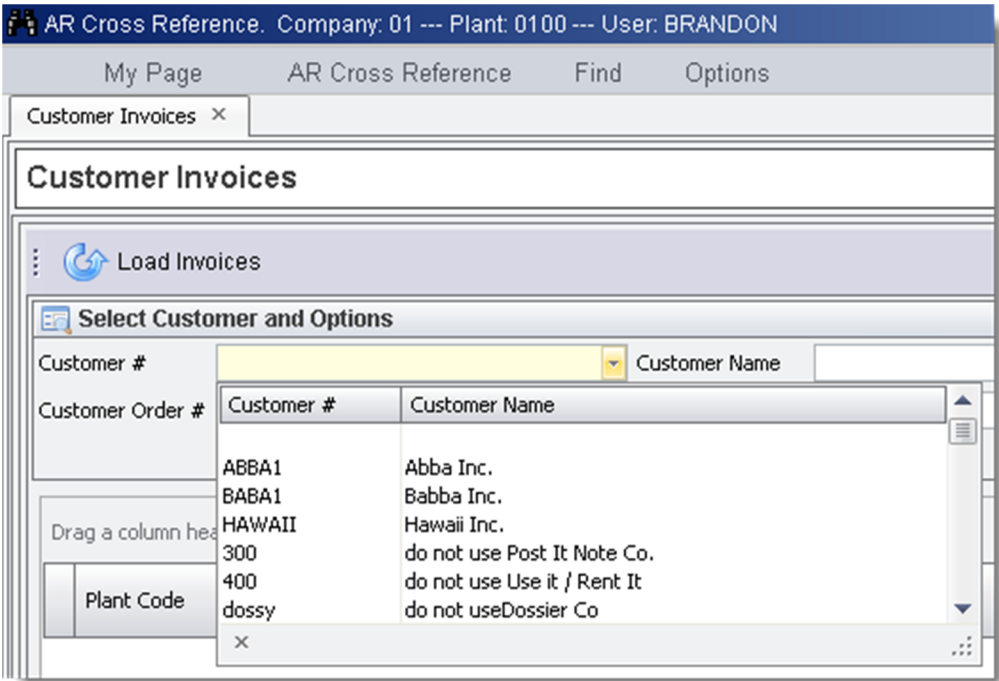
Customer Invoices

To search for all invoices for a particular customer whether they have been paid or not

- 1. Click Customer Invoices.



- 2. Enter either the customer's account number or name in the appropriate field. This information can be typed directly into the applicable fields or selected using the available drop-down lists.



3. Once the customer has been selected, click **Load Invoices** to populate the grid. The information that displays is specific to the customer account selected.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Invoices x

Customer Invoices

Load Invoices

Select Customer and Options

Customer # 100 Customer Name The Perfect Storm

Customer Order # Sales Order #

☐ Find Exact Match

Drag a column header here to group by that column

Plant Code	Customer #	Invoice #	Transaction Date	Invoice Date	Details	Total	Paid Amount	Balance	Customer Order #	Invoice Status	Batch #
------------	------------	-----------	------------------	--------------	---------	-------	-------------	---------	------------------	----------------	---------

This search criteria displays a list of all invoices for the selected customer.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Search Customer Invoices - The Perfect Storm x

Customer Invoices

Load Invoices

Select Customer and Options

Customer # 100 Customer Name The Perfect Storm

Customer Order # Sales Order #

☐ Find Exact Match

Drag a column header here to group by that column

Plant Code	Customer #	Invoice #	Transaction Date	Invoice Date	Details	Total	Paid Amount	Balance	Customer Order #	Invoice Status	Batch #
0100	100	10204	2/27/2002	2/27/2002	services	\$1,000.00	\$1,000.00	\$0.00		Final	389
0100	100	10205	2/27/2002	2/15/2002	services	\$2,000.00	\$2,000.00	\$0.00		Final	390
0100	100	10206	2/22/2002	2/22/2002	frtng	\$0.00	\$0.00	\$0.00		Final	373
0100	100	10208	3/1/2002	3/1/2002	finished go...	\$50,000.00	\$24,067.00	\$25,933.00		Final	396
0100	100	10209	3/4/2002	3/4/2002	test of cred...	(\$100.00)	(\$100.00)	\$0.00		Final	397
0100	100	10210	3/4/2002	3/4/2002	halfpicksfak...	\$500.00	\$500.00	\$0.00		Final	397
0100	100	10211	3/4/2002	3/4/2002	dlfidsyf	\$50.00	\$50.00	\$0.00		Final	399
0100	100	10212	3/4/2002	3/4/2002	dlksfajk	\$100.00	\$100.00	\$0.00		Final	400
0100	100	10213	3/5/2002	3/5/2002	ajfjds	\$0.00	\$0.00	\$0.00		Partial	403
0100	100	10214	3/5/2002	3/5/2002	,'	(\$100.00)	(\$100.00)	\$0.00		Final	404
0100	100	10217	3/8/2002	3/8/2002	Sales Prebill...	\$301.24	\$301.24	\$0.00		Partial	409
0100	100	10218	3/8/2002	3/8/2002	Destroy Job	(\$23.70)	(\$23.70)	\$0.00		Partial	409
0100	100	10219	3/8/2002	3/8/2002	Copy of Co...	\$3,030.39	\$3,030.39	\$0.00		Partial	409
0100	100	10220	3/8/2002	3/8/2002	Copy of Co...	\$3,041.61	\$3,041.61	\$0.00		Partial	409
0100	100	10237	3/8/2002	3/8/2002	...m...	\$50.00	\$50.00	\$0.00		Final	415
0100	100	10245	3/22/2002	3/22/2002	Sales Prebill...	\$0.00	\$0.00	\$0.00		Final	442
0100	100	10247	3/22/2002	3/22/2002	kl	\$0.00	\$0.00	\$0.00		Partial	442
0100	100	10251	3/22/2002	3/22/2002	FSP5DF	\$100.00	\$100.00	\$0.00		Final	442
						\$2,099,623.38	\$94,566.56	\$2,005,056.82			

4. The search can also be filtered by entering information into the **Customer Order #** or **Sales Order #** fields and clicking **Load Invoices**.

The customer order number is optional information that would have been entered at the estimating or AR invoicing stage.

AR Cross Reference, Company: 01 --- Plant: 0100 --- User: BRANDON

My PageAR Cross ReferenceFindOptions

Search Customer Invoices ×

Customer Invoices

Load Invoices

Select Customer and Options

Customer #

Customer Name

Customer Order # 1573Sales Order #

☐ Find Exact Match

Drag a column header here to group by that column

Plant Code	Customer #	Invoice #	Transaction Date	Invoice Date	Details	Total	Paid Amount	Balance	Customer Order #	Invoice Status	Batch #
0100	100	10480	12/12/2002	11/12/2002	Fall Storm P...	\$800,550.58	\$5,000.77	\$795,549.81	1573	Partial	952
0100	BRI-1002	14491	12/3/2009	12/3/2009	P&Mtest2	\$44.01		\$44.01	157319	Partial	4007
0100	BRI-1002	14492	12/3/2009	12/3/2009	P&Mtest2	\$44.01	\$44.01	\$0.00	157320	Partial	4010
0100	CHR100	14493	12/4/2009	12/4/2009	Test for Me...	\$3.17		\$3.17	157355	Partial	4020
0100	CHR100	14494	12/4/2009	12/4/2009	Test for Me...	\$676.66		\$676.66	157358	Partial	4020
0100	50411	19329	11/2/2011	11/2/2011	Monthly Job	\$222.56	\$222.56	\$0.00	191573	Partial	7528

The sales order number comes from the Fulfillment module.

AR Cross Reference, Company: 01 --- Plant: 0100 --- User: BRANDON

My PageAR Cross ReferenceFindOptions

Search Customer Invoices - Taxable Customer ×

Customer Invoices

Load Invoices

Select Customer and Options

Customer #L300Customer NameTaxable Customer

Customer Order #Sales Order # 220734

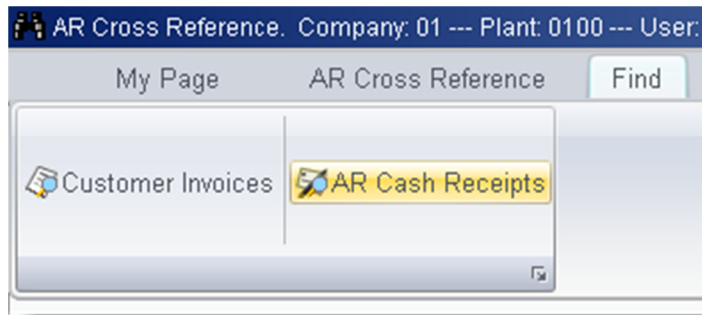
☐ Find Exact Match

Drag a column header here to group by that column

Plant Code	Customer #	Invoice #	Transaction Date	Invoice Date	Details	Total	Paid Amount	Balance	Customer Order #	Invoice Status	Batch #
0100	L300	19899	5/21/2012	5/21/2012	Test	\$201.86	\$0.00	\$201.86		Partial	7982

AR Cash Receipts

This option allows you to search all cash receipts or filter the results by specific check number, receipt number, invoice number, or customer. You may also filter the search by a date range.



- To see a list of all cash receipts, simply open the section and click **Search**. Do not enter any information into any of the other available fields.

 A screenshot of the 'Search AR Cash Receipts' form. The title bar shows 'AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON'. Below the title bar are four tabs: 'My Page', 'AR Cross Reference', 'Find', and 'Options'. The 'Find' tab is active. Inside the 'Find' tab, there are two main sections: 'Customer Invoices' and 'AR Cash Receipts'. The 'AR Cash Receipts' section is highlighted. Below these sections is a search bar labeled 'Search AR Cash Receipts'. Below the search bar is a section titled 'Search AR Cash Receipts'. This section contains a 'Search' button with a magnifying glass icon. Below the 'Search' button is a section titled 'Customer Information (Leave Blank for All)'. This section contains two dropdown menus: 'Customer #' and 'Customer Name'. Below the 'Customer Information' section is a section titled 'Search Criteria'. This section contains four radio buttons: 'Check #', 'Receipt #', 'Invoice #', and 'Search By Customer'. The 'Check #' radio button is selected. Below the 'Search Criteria' section are four input fields: 'Check #', 'Receipt #', 'Invoice #', and a fourth field for 'Search By Customer'.

An all-inclusive list displays in the grid.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: BRANDON

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # Customer Name

Search Criteria

☒ Check # ☐ Receipt # ☐ Invoice # ☐ Search By Customer

Check # Receipt # Invoice #

Receipt Date Range

From Date 2/13/2013 To Date 2/13/2013 ☐ Include date range in search

Receipts

Drag a column header here to group by that column

Customer #	Plant	Check #	Receipt #	Batch #	Date	AR Amount	Postage Amount	Prepayment Amount	Total Amount
> ABBA1	0100	7	1		2/2/1999	\$0.00	\$1,000.00	\$0.00	\$1,000.00
ABBA1	0100	344	2		9/1/1999	\$2,200.00	\$0.00	\$0.00	\$2,200.00
ABBA1	0100	69	3		20/5/1999	\$1,000.00	\$0.00	\$0.00	\$1,000.00
ABBA1	0100	ADJUST	4		20/5/1999	\$0.00	\$0.00	\$0.00	\$0.00
ABBA1	0100	CLEAR	5		22/5/1999	\$9,900.00	\$0.00	\$0.00	\$9,900.00
ABBA1	0100	CLEAR	6		22/5/1999	\$9,900.00	\$0.00	\$0.00	\$9,900.00
ABBA1	0100	ADJ1	7		24/5/1999	\$9,900.00	\$0.00	\$0.00	\$9,900.00
1960									

- To search for receipts by check number, select the **Check #** option and enter the **Check #**. Then click **Search**.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: L

My Page AR Cross Reference Find

Customer Invoices AR Cash Receipts

Search AR Cash Receipts x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer #

Search Criteria

☒ Check # ☐ Receipt #

Check # 711201201 Receipt #

Receipt Date Range

Only receipts that reference the entered check number display in the grid. Keep in mind that it is possible to have the same check number referenced more than once for the same customer or for different customers.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts ×

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # Customer Name

Search Criteria

☒ Check # ☐ Receipt # ☐ Invoice # ☐ Search By Customer

Check # Receipt # Invoice #

Receipt Date Range

From Date To Date ☐ Include date range in search

Receipts

Drag a column header here to group by that column

	Customer #	Plant	Check #	Receipt #	Batch #	Date	AR Amount	Postage Amount	Prepayment Amount	Total Amount
>	100	0100	711201201	50394	2214	7/11/2012	\$500.00	\$0.00	\$0.00	\$500.00
	200	0100	711201201	50395	2215	7/11/2012	\$225.00	\$100.00	\$0.00	\$325.00

- To search for a specific receipt by receipt number, select the **Receipt #** option and enter the **Receipt #**. Then click **Search**.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts ×

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # Customer Name

Search Criteria

☐ Check # ☒ Receipt # ☐ Invoice #

Check # Receipt # Invoice #

Receipt Date Range

From Date To Date ☐ Include date range in search

Receipt numbers are unique in the system, so this type of search will return no more than one receipt.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # Customer Name

Search Criteria

☐ Check # ☒ Receipt # ☐ Invoice # ☐ Search By Customer

Check # Receipt # 50395 Invoice #

Receipt Date Range

From Date 3/6/2013 To Date 3/6/2013 ☐ Include date range in search

Receipts

Drag a column header here to group by that column

	Customer #	Plant	Check #	Receipt #	Batch #	Date	AR Amount	Postage Amount	Prepayment Amount	Total Amount
>	200	0100	711201201	50395	2215	7/11/2012	\$225.00	\$100.00	\$0.00	\$325.00

- To search for receipts by invoice number, select the **Invoice #** option enter the **Invoice #**. Then click **Search**.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # Customer Name

Search Criteria

☐ Check # ☐ Receipt # ☒ Invoice # ☐ Search By Customer

Check # Receipt # Invoice # 10899

Since it is possible to have payments from multiple receipts applied to one invoice, there may be multiple receipts listed in the grid.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # Customer Name

Search Criteria

☐ Check # ☐ Receipt # ☒ Invoice # ☐ Search By Customer

Check # Receipt # Invoice #

Receipt Date Range

From Date To Date ☐ Include date range in search

Receipts

Drag a column header here to group by that column

	Customer #	Plant	Check #	Receipt #	Batch #	Date	AR Amount	Postage Amount	Prepayment Amount	Total Amount
>	100	0100	100	50328	1531	10/9/2008	\$200.00	\$0.00	\$100.00	\$300.00
	100	0100	100	50328	1531	10/9/2008	\$200.00	\$0.00	\$100.00	\$300.00
	100	0100	711201201	50394	2214	7/11/2012	\$500.00	\$0.00	\$0.00	\$500.00

- To search for receipts for one specific customer, enter either the customer's account number or name in the appropriate field. This information can be entered directly into the applicable fields or selected using the available drop-down lists.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer #

Search Criteria

☐ Check # ☐ Receipt # ☒ Invoice # ☐ Search By Customer

Check #

Receipt Date Range

From Date

Customer Code Customer Name

ABBA1 Abba Inc.

BABA Babba Inc.

HAWAII Hawaii Inc. ...

300 do not use Post It Note C...

400 do not use Use it / Rent It...

dossy do not useDossier Co ...

x

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # Customer Name

Search Criteria

☐ Check # ☐ Receipt # ☒ Invoice #

Check # Receipt #

Receipt Date Range

From Date 3/6/2013 To Date 3/6/2013

Customer Name	Customer Code
Abba Inc.	ABBA1
Babba Inc.	BABA
Hawaii Inc.	HAWAII
do not use Post It Note Co.	... 300
do not use Use it / Rent It	... 400
do not use Dossier Co	... dossy

Select the **Search By Customer** option and click **Search**.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # 100 Customer Name The Perfect Storm

Search Criteria

☐ Check # ☐ Receipt # ☐ Invoice # ☒ Search By Customer

All receipts for the selected customer display in the grid.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts - The Perfect Storm x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # 100 Customer Name The Perfect Storm

Search Criteria

☐ Check # ☐ Receipt # ☐ Invoice # ☒ Search By Customer

Check # Receipt # Invoice #

Receipt Date Range

From Date 3/6/2013 To Date 3/6/2013 ☐ Include date range in search

Receipts

Drag a column header here to group by that column

	Customer #	Plant	Check #	Receipt #	Batch #	Date	AR Amount	Postage Amount	Prepayment Amount	Total Amount
>	100	0100	0003	50322	1517	10/7/2008	\$200.00	\$0.00	\$0.00	\$200.00
	100	0100	0004	50323	1519	10/7/2008	\$0.00	\$0.00	\$100.00	\$100.00
	100	0100	42901	50348	1862	4/29/2011	\$100.00	\$0.00	\$0.00	\$100.00
	100	0100	82201	50357	1956	8/22/2011	\$0.00	\$22.00	\$0.00	\$22.00
	100	0100	7181202	50402	2232	7/18/2012	\$0.00	\$0.00	\$44.00	\$44.00

- To search for receipts in a certain date range, enter the applicable dates in **From Date** and **To Date** and select the **Include date range in search** check box to. Then click **Search**.

AR Cross Reference. Company: 01 --- Plant: 0100 --- User: LS

My Page AR Cross Reference Find Options

Customer Invoices AR Cash Receipts

Search AR Cash Receipts - The Perfect Storm x

Search AR Cash Receipts

Search

Customer Information (Leave Blank for All)

Customer # 100 Customer Name The Perfect Storm

Search Criteria

☐ Check # ☐ Receipt # ☐ Invoice # ☒ Search By Customer

Check # Receipt # Invoice #

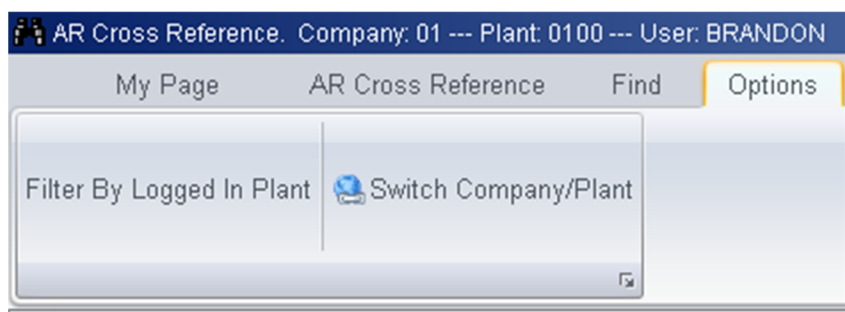
Receipt Date Range

From Date 4/1/2011 To Date 7/31/2012 ☒ Include date range in search

Note The date range filter option can be used on its own or in conjunction with any of the other search criteria options.

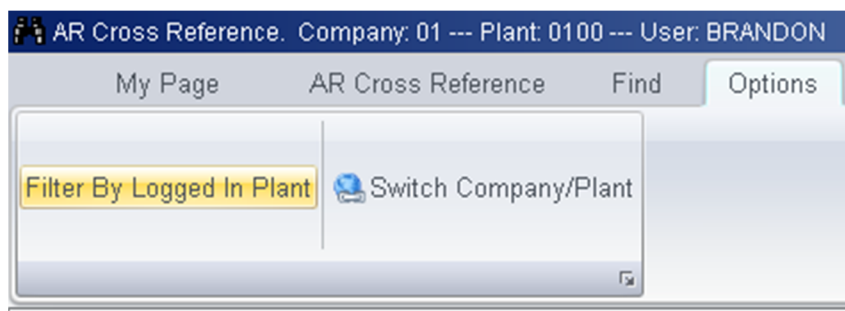
Options

The two features available under this tab only apply to a multi-plant or a multi-company database.

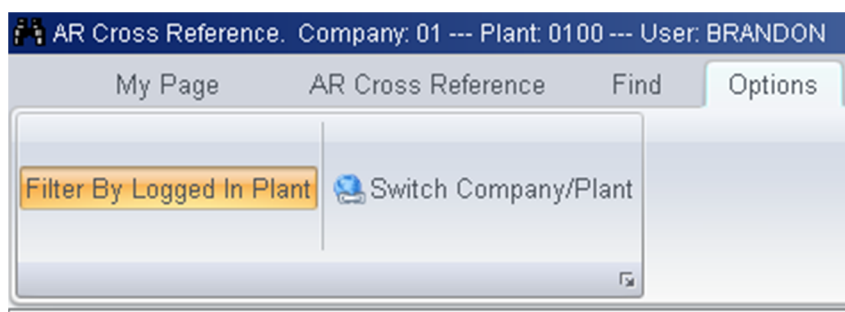


Filter By Logged In Plant

This option limits the data shown to one plant only.

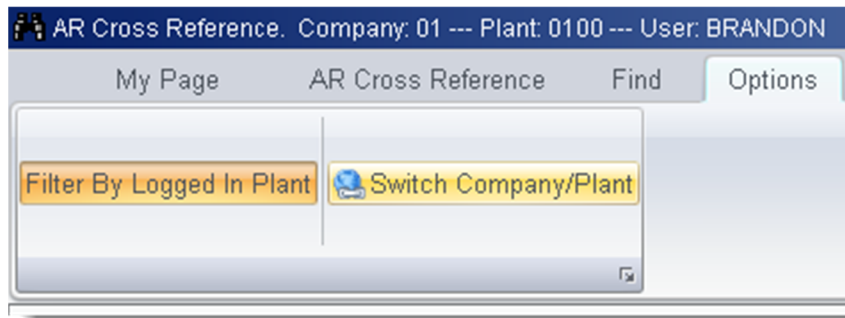


The option appears highlighted with a dark orange color when activated.

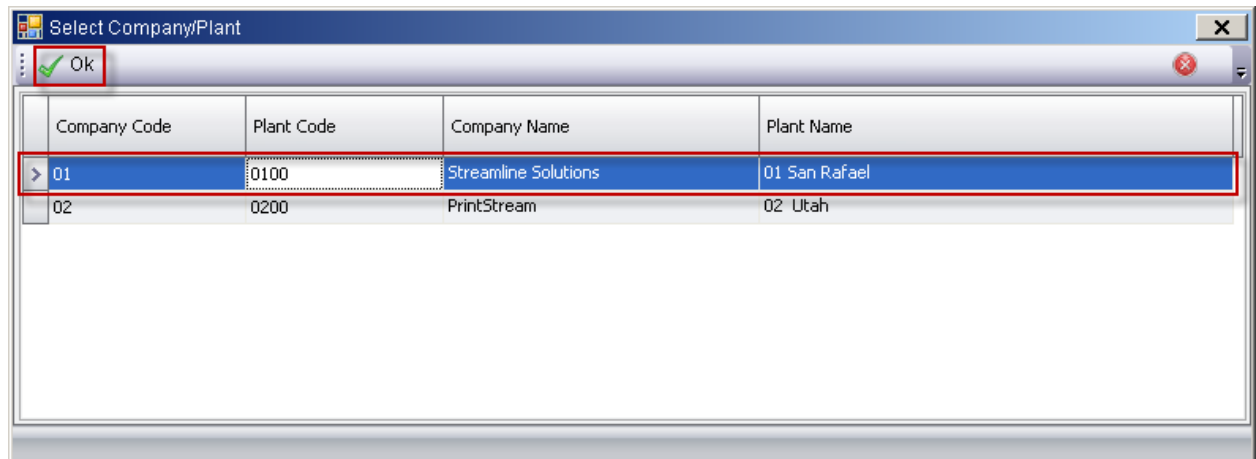


Switch Company/Plant Option

This option brings up a selection screen.



Left-click the company or plant you wish to open, and then click **OK**.



.Net Tools

The .Net programming provides many 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 indicates the record can be opened to display additional information.

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

Options
☐ Out of balance only (effective when filtering by period ran
☐ Customers with transactions in the selected date range on

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
+	ATGR01	Alta Graphics	0.00	5,000.00	0.00	5,000.00	0.00	0.00
+	BASED01	Basic Education Coalation	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 ☒ Report by Period Range
 To 12/31/2012 12 2012 ☐ Report By Date Range

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

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

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

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, drag the column header you want to remove off of the grid. Removing columns automatically saves and remains 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	Spoilage	Usage Adjustments	Spoilage 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	-6,822.230	0.000	-13,000.000	0.000	69,577.77

Description

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

Currency

Balance

Inventory Options

ncy

USA

All

All

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	

Sort Ascending

Sort Descending

Clear Sorting

Group By This Column

Group By Box

Column Chooser

Best Fit

Filter Editor

Best Fit (all columns)

5,822.230

0.000

-25,000.000

0.000

The columns that have been removed from the grid display in the Customization window. Drag the column header you want to add back to the grid back to the location in the grid you want to display it.

Customization

Description

InventorySummaryID

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 provides available sorting options.

Postage, Company: 01 --- Plant: 00 --- User: LS

My Page Postage Display Customer Reports Receipts Refunds Postage Checks Usage Report Formats Postmaster Postage Inventory Report

Postage Inventory Report

Load Data Preview Summary Report Preview Detail Report Preview Grid

Inventory # Selection (Leave Blank for All)

Inventory # (Select) Activity Code
 Type Activity Description
 Job Allocation Required Statement Permit #
 Chargeable Currency Balance

Date Range Postage Inventory Options

Starting Date 10/1/2012 Inventory Currency USA
 Ending Date 12/31/2012 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	Spoilage	Usage Adjustment	Spoilage Adjustment	End Balance
M200	Solutions	14,000.00	12,000.00	0.00	0.00	-12,000.00	0.00	14,000.00
P1000	M200 Solutions	11,000.00	78,400.00	-6,822.23	0.00	-13,000.00	0.00	69,577.77
PFAKE	P1000 Solutions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S46	PFAKE Solutions	0.00	4,600.00	0.00	0.00	0.00	0.00	4,600.00

Right-clicking a column header provides a listing of additional sorting and filtering options.

Activity Description
 Statement Permit #
 Currency Balance

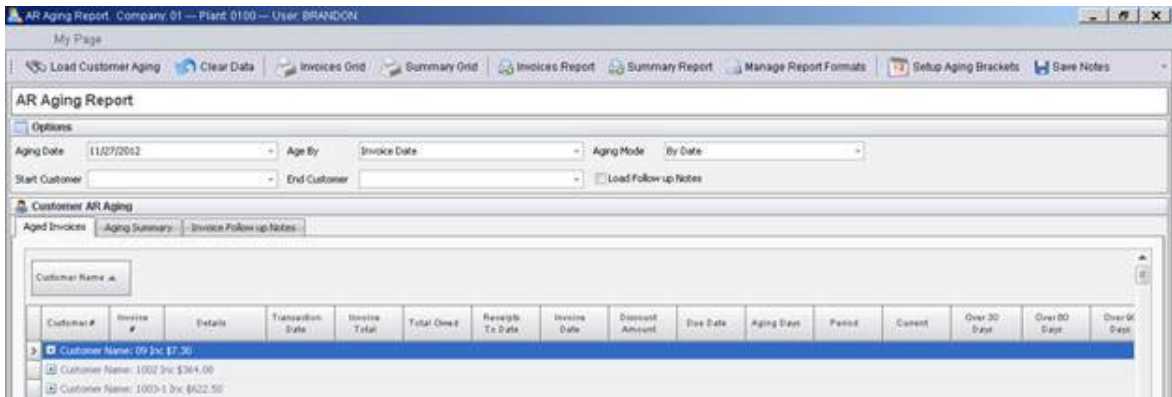
Inventory Options

Inventory Currency USA
 Inventory Type All
 Transaction Type All

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	

Sort Ascending
 Sort Descending
 Clear Sorting
 Group By This Column
 Group By Box
 Column Chooser
 Best Fit
 Filter Editor
 Best Fit (all columns)

Click and drag the column header to the upper left area of the grid to group by a particular column.
The following screen shot represents grouping by Customer Name.



You may also group by more than one column. An example would be to group by **Customer Name** and then group by **Period**, as shown below. This is accomplished by simply clicking and dragging the next column header to the section above the grid.



Resetting the Grid

Any formatting you do is automatically saved and remains 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**.

