



User Guide

.NET AR Invoice Printing
V21.1.0200

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EFI PrintStream | V21.1.0200 .NET AR Invoice Printing User Guide

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Introduction

Overview

This user guide explains the components of the .Net AR Invoice Printing 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

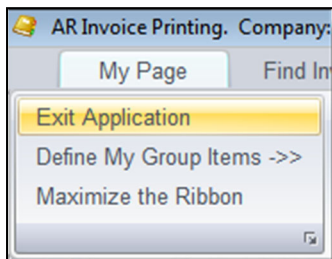
US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com
EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training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



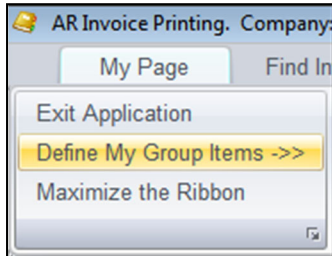
My Page

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

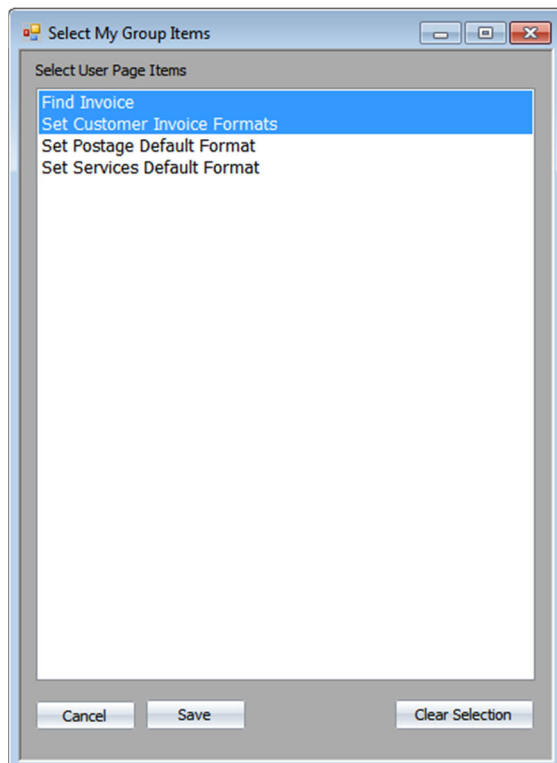
To close the AR Invoice Printing module, selecting **Exit Application**.



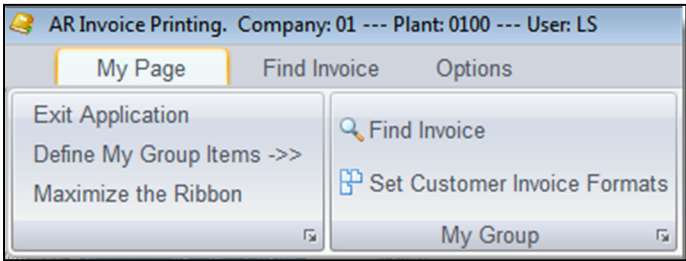
To allow quick access to any or all of the sections available in the module, customize the menu bar by selecting **Define My Group Items**.



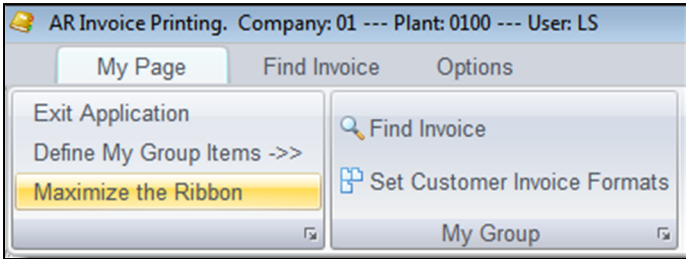
Select the items you wish to have on your page by clicking them in the list. The Shift and Ctrl keys on your keyboard can be used for selecting multiple items. Once your selections have been made, remember to click **Save**.



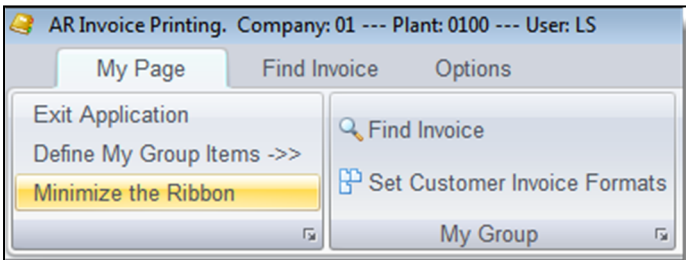
These selections are user specific and are in place whenever the user opens the module.



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 user opens the module.

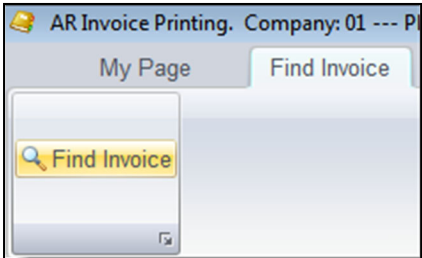


When maximized, the option changes to **Minimize the Ribbon**. Click to hide the **My Page** tab information.

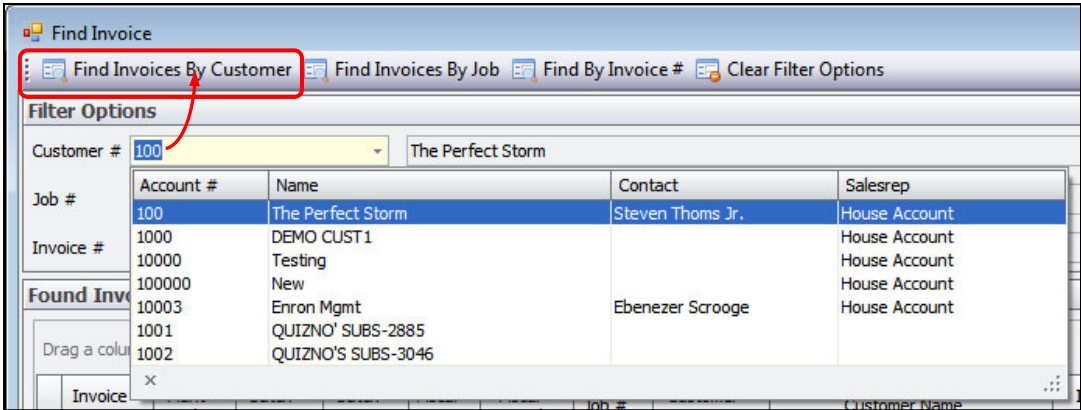


Find Invoice

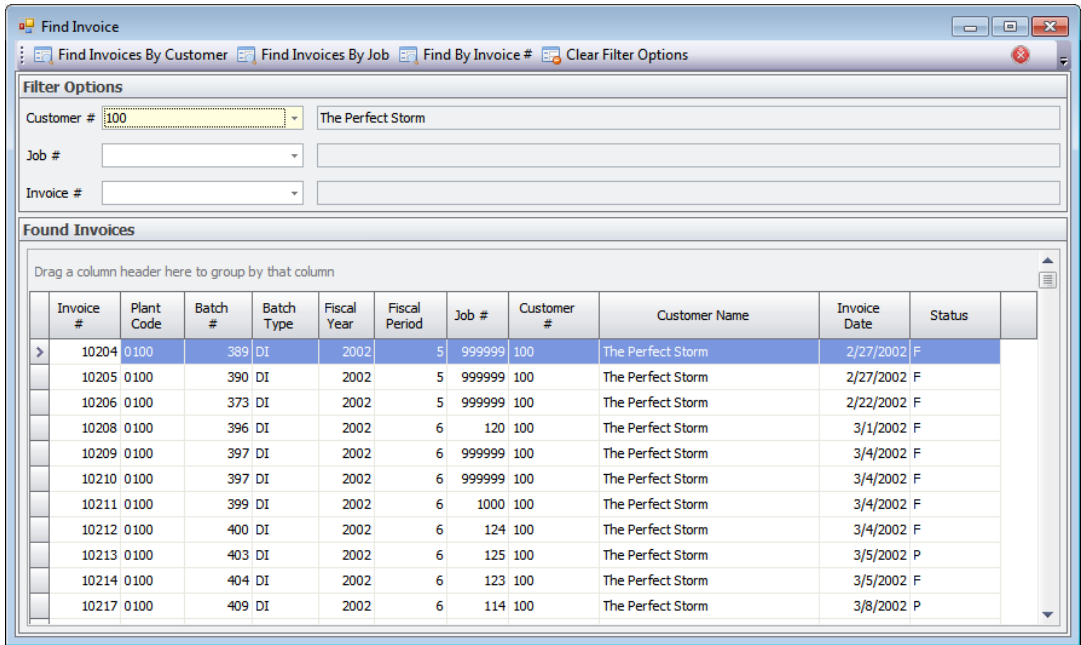
Find Invoice is a search feature. It allows the user to quickly locate a particular invoice using a customer, job, or invoice number.



For which ever search method you choose, enter the number in the appropriate field and click the related **Find** option at the top of the Find Invoice screen.

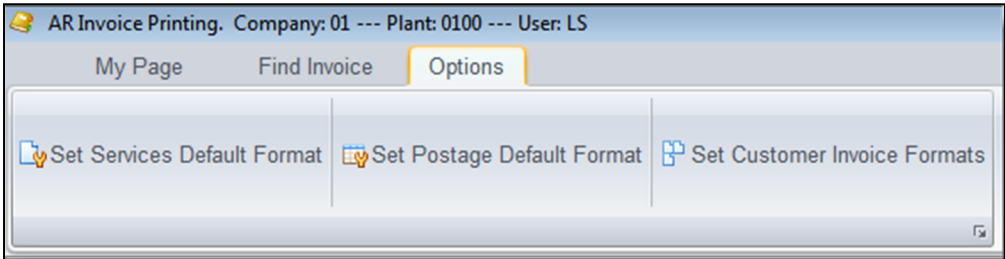


The grid populates with the item(s) that fit(s) the search filter selected.



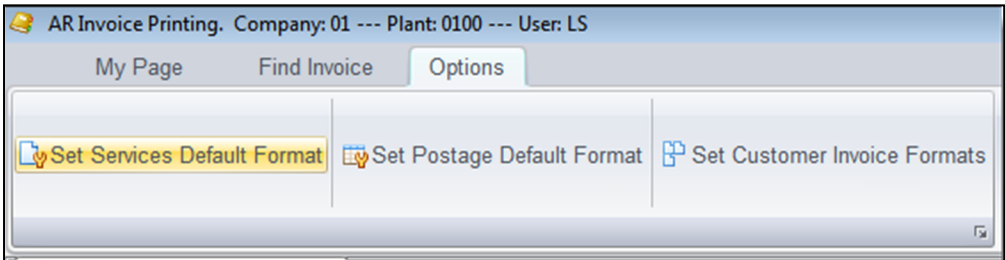
Options

You can set default invoice options for the services, postage, and individual customer invoices.

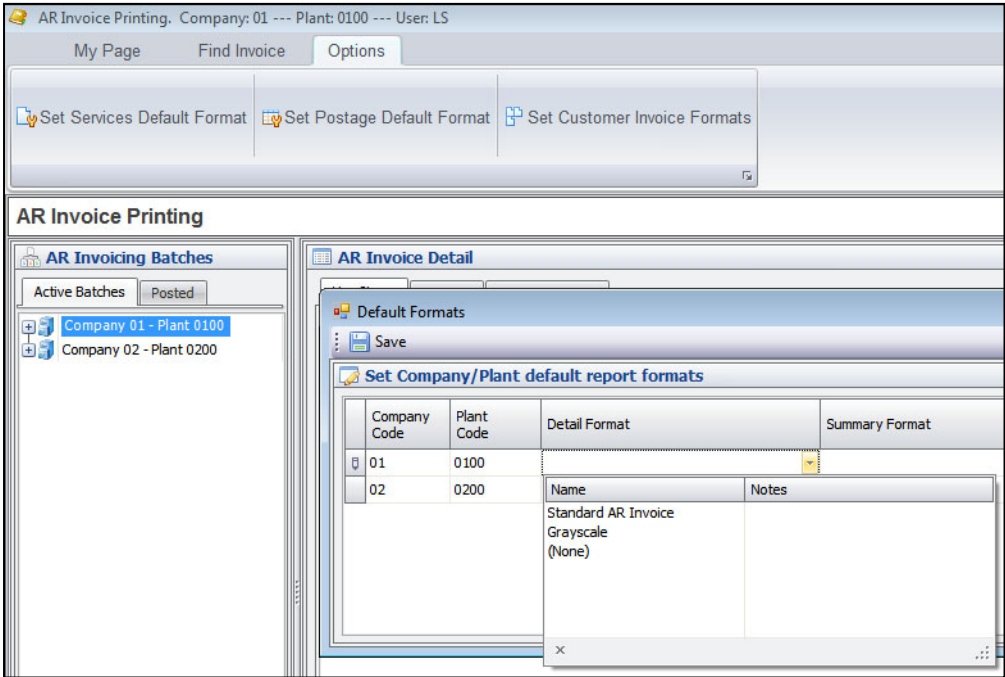


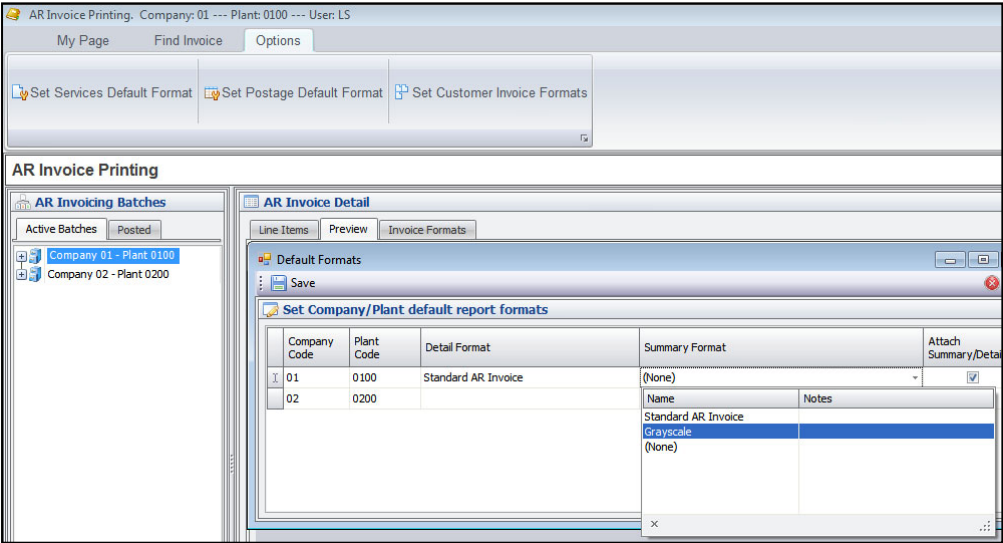
Set Services Default Format

Set Services Default Format allows you to select the formats for the invoices used most often. Services invoices can also include postage.

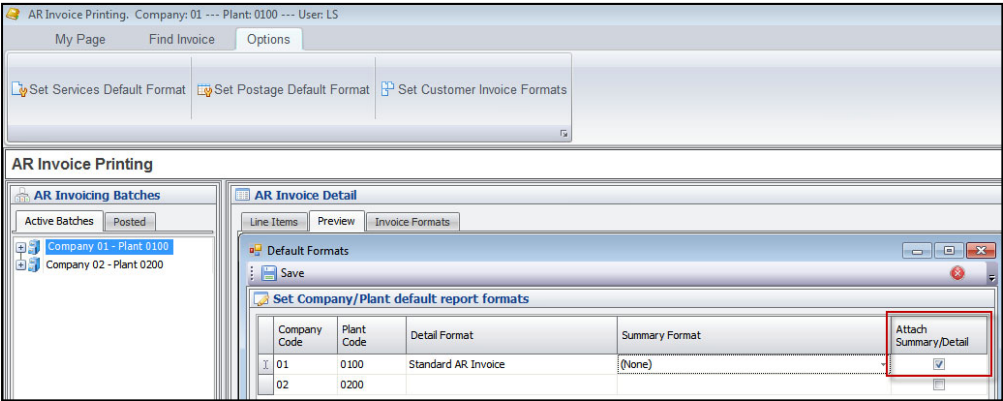


Select the default format using the drop-down arrow in each applicable field.

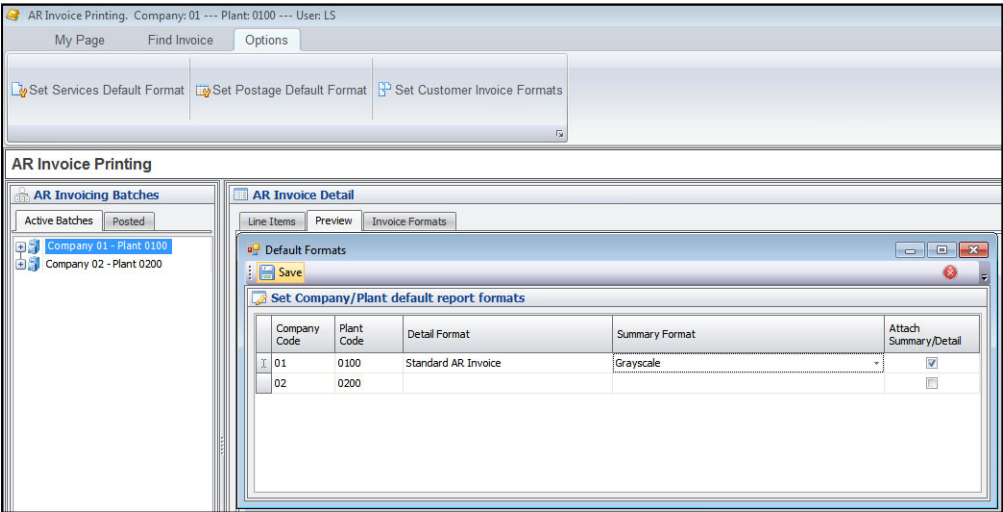




The **Attach Summary/Detail** check box allows both formats to be previewed/printed at the same time.

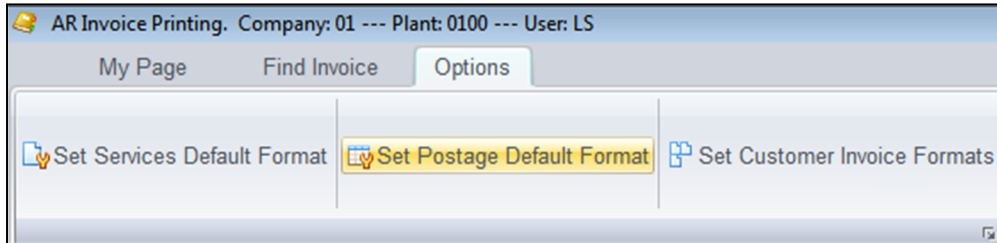


Remember to click **Save** when finished making your selections.

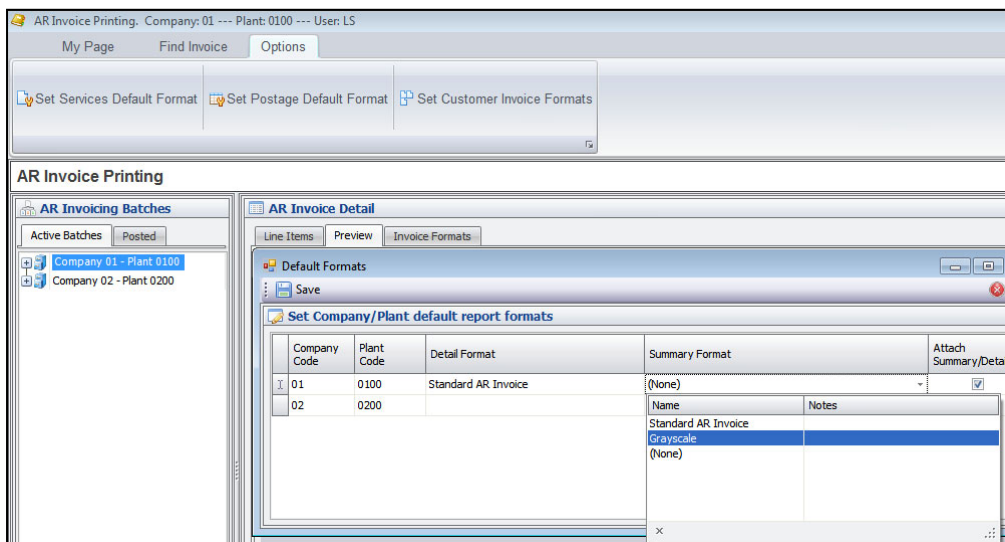
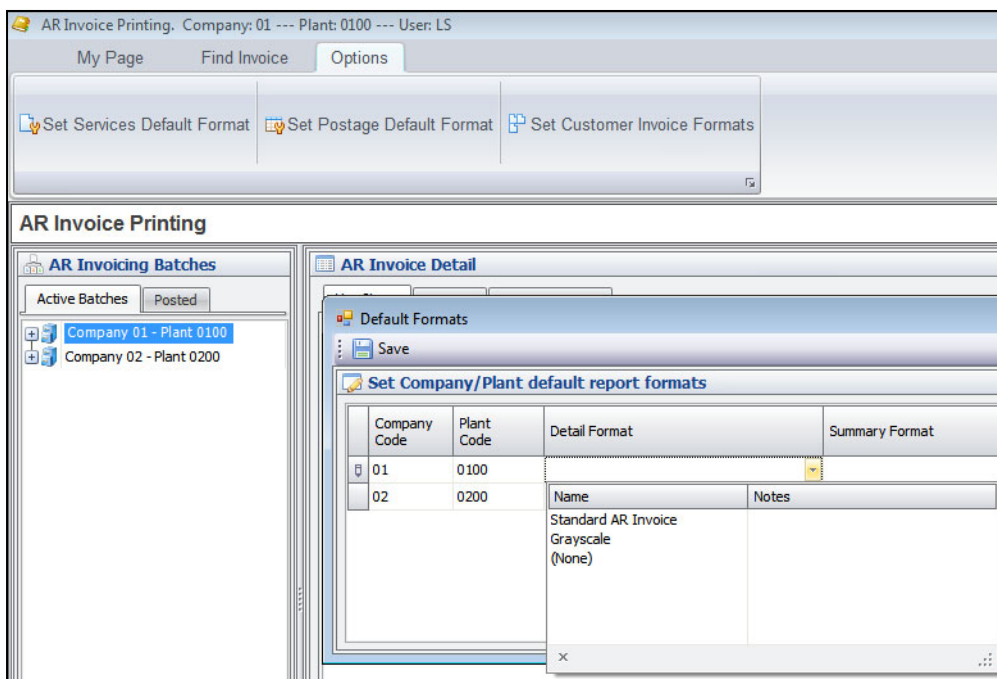


Set Postage Default Format

Set Postage Default Format allows you to select the formats postage only invoices that are used in conjunction with the Postage Sub-Account functionality. Services are not included on these types of invoices.



Select the default format using the drop-down arrow in each applicable field.



The **Attach Summary/Detail** check box allows both formats to be previewed/printed at the same time.

AR Invoice Printing. Company: 01 --- Plant: 0100 --- User: LS

My Page Find Invoice Options

Set Services Default Format Set Postage Default Format Set Customer Invoice Formats

AR Invoice Printing

AR Invoicing Batches

Active Batches Posted

Company 01 - Plant 0100
Company 02 - Plant 0200

AR Invoice Detail

Line Items Preview Invoice Formats

Default Formats

Save

Set Company/Plant default report formats

Company Code	Plant Code	Detail Format	Summary Format	Attach Summary/Detail
01	0100	Standard AR Invoice	(None)	<input checked="" type="checkbox"/>
02	0200			<input type="checkbox"/>

Remember to click **Save** when finished making your selections.

AR Invoice Printing. Company: 01 --- Plant: 0100 --- User: LS

My Page Find Invoice Options

Set Services Default Format Set Postage Default Format Set Customer Invoice Formats

AR Invoice Printing

AR Invoicing Batches

Active Batches Posted

Company 01 - Plant 0100
Company 02 - Plant 0200

AR Invoice Detail

Line Items Preview Invoice Formats

Default Formats

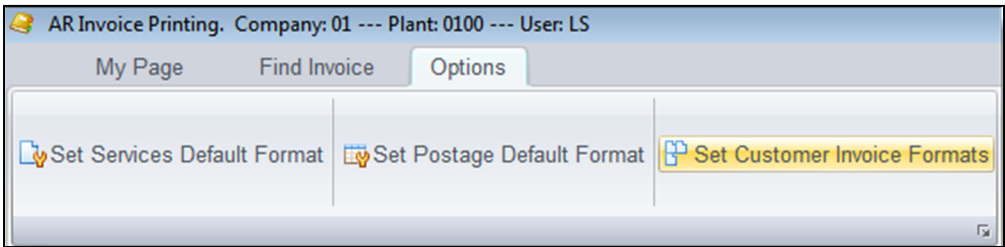
Save

Set Company/Plant default report formats

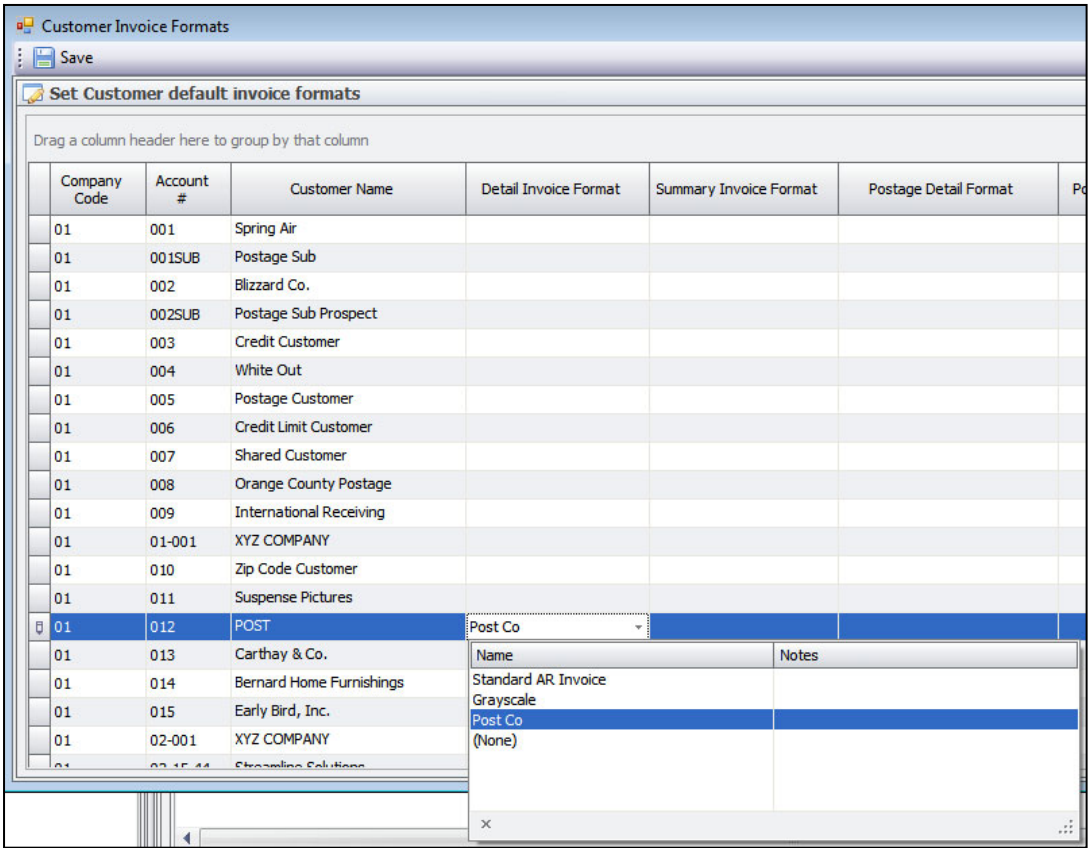
Company Code	Plant Code	Detail Format	Summary Format	Attach Summary/Detail
01	0100	Standard AR Invoice	Grayscale	<input checked="" type="checkbox"/>
02	0200			<input type="checkbox"/>

Set Customer Invoice Formats

Set Customer Invoice Formats allows you to select default invoice formats for each customer.



Once you have located the customer in the list, click the field for which you want to set a default format. The list of all available formats for that type of invoice displays. Click the one you want to select.



Click a field different than the one you just worked with and click **Save**.

Customer Invoice Formats

Save

Set Customer default invoice formats

Drag a column header here to group by that column

Company Code	Account #	Customer Name	Detail Invoice Format	Sub
01	001	Spring Air		
01	001SUB	Postage Sub		
01	002	Blizzard Co.		
01	002SUB	Postage Sub Prospect		
01	003	Credit Customer		
01	004	White Out		
01	005	Postage Customer		
01	006	Credit Limit Customer		
01	007	Shared Customer		
01	008	Orange County Postage		
01	009	International Receiving		
01	01-001	XYZ COMPANY		
01	010	Zip Code Customer		
01	011	Suspense Pictures		
01	012	POST	Post Co	
01	013	Carthay & Co		

Line Items tab

The Line Items tab provides a read-only view of the invoice lines as shown in the **Lines** tab in the AR Invoicing Entry module.

AR Invoice Printing. Company: 01 --- Plant: 0100 --- User: LS

My Page Find Invoice Options

Set Services Default Format Set Postage Default Format Set Customer Invoice Formats

AR Invoice Printing

AR Invoicing Batches

Active Batches Posted

Company 01 - Plant 0100

2101

Env # 11111 Partial

2137

2146

2149

2157

2158

AR Invoice Detail

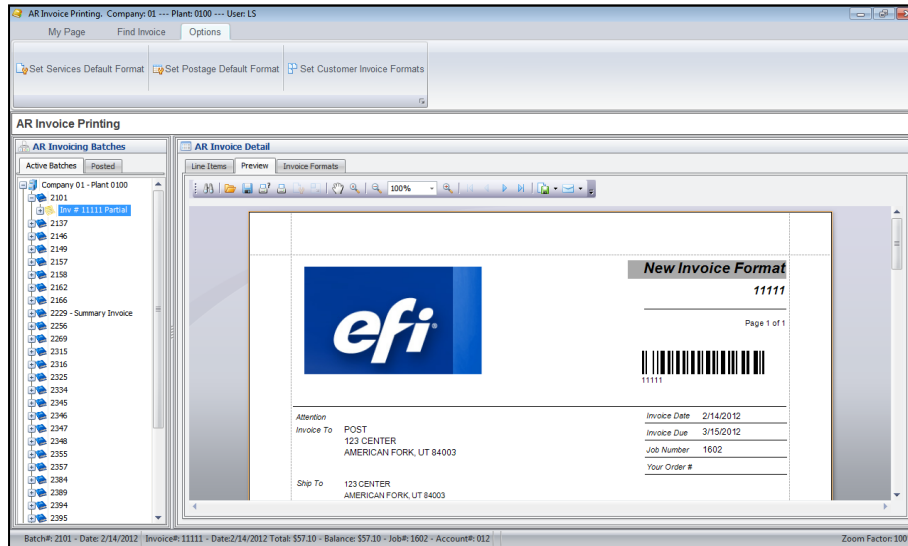
Line Items Preview Invoice Formats

Drag a column header here to group by that column

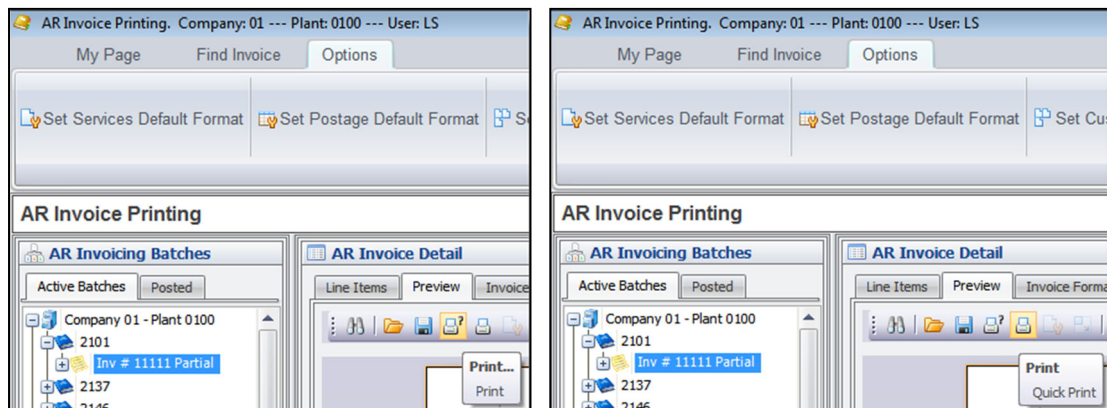
Line #	Job #	Qty	Services	Setup Charge	Minimum Charge	Rate	per	Unit Price	Subtotal	Tax Code	Tax %	Tax Amount	Line Total	Line Type
1	1602	0.00	None 2	0.00	0.00	0.000000	Extend...	0.000000	0.00			0.00	0.00	
2	1602	1.00		0.00	0.00	35.0000...	@ Each	35.000000	35.70	02		0.70	35.70	
3	1602	1.00	Freight	0.00	0.00	20.0000...	@ Each	20.000000	21.40	99		1.40	21.40	

Preview tab

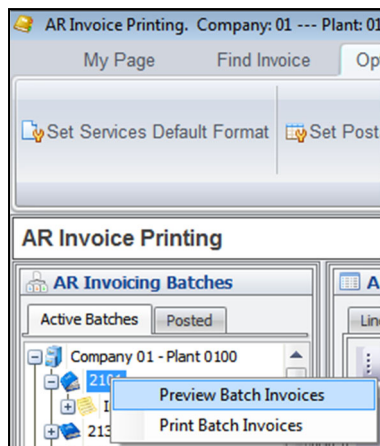
The **Preview** tab provides a visual preview of the actual invoice, just like the **Preview** tab in the AR Invoicing Entry module.



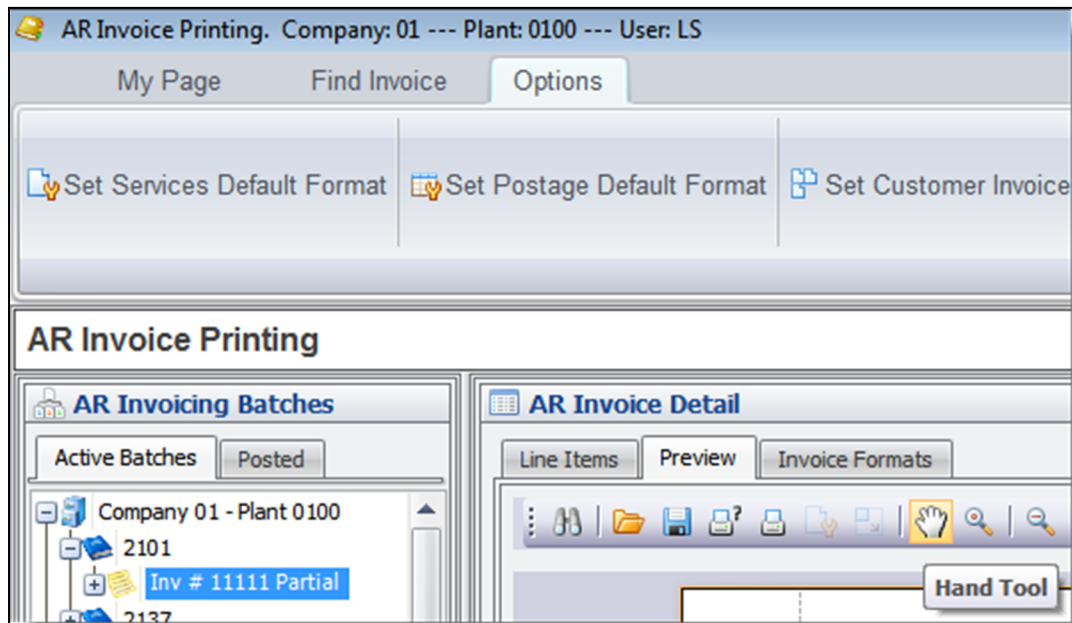
To print a single invoice, select one of the two printer icons while in the **Preview** tab.



To preview/print the invoices from an entire batch at one time, left-click to highlight the batch number you wish to work with, then right-click to open the following menu.



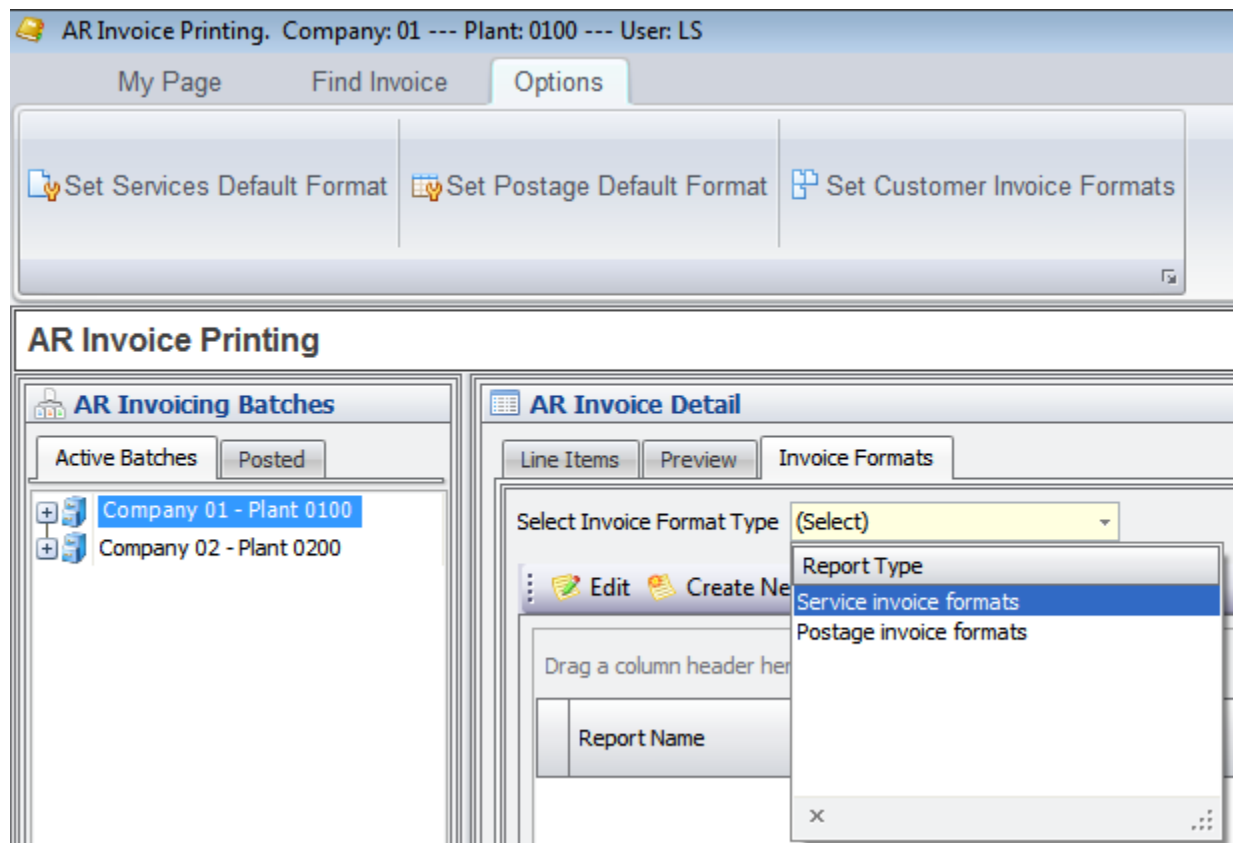
Click the **Hand Tool** icon when you need to click and hold the invoice. This allows for easier scrolling.



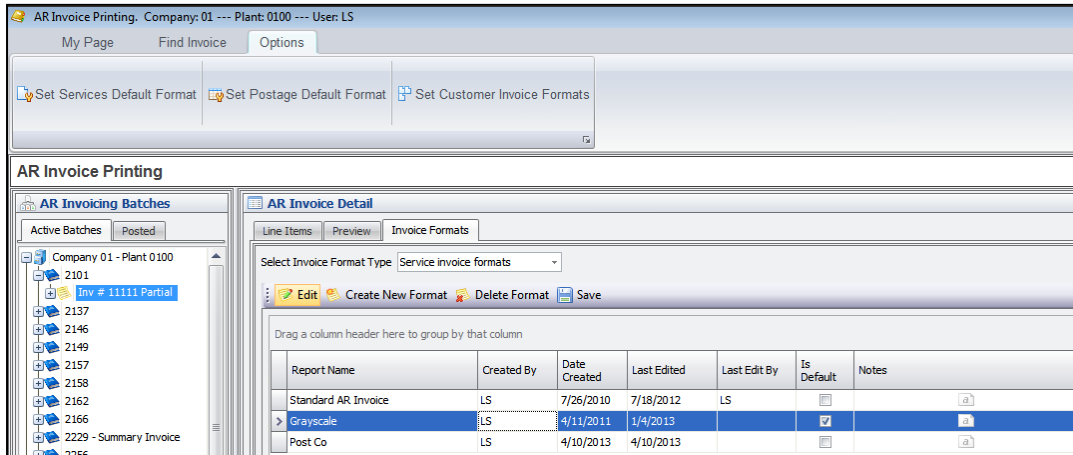
Invoice Formats tab

The **Invoice Formats** tab allows you to manage all available invoice formats, as well as create new ones.

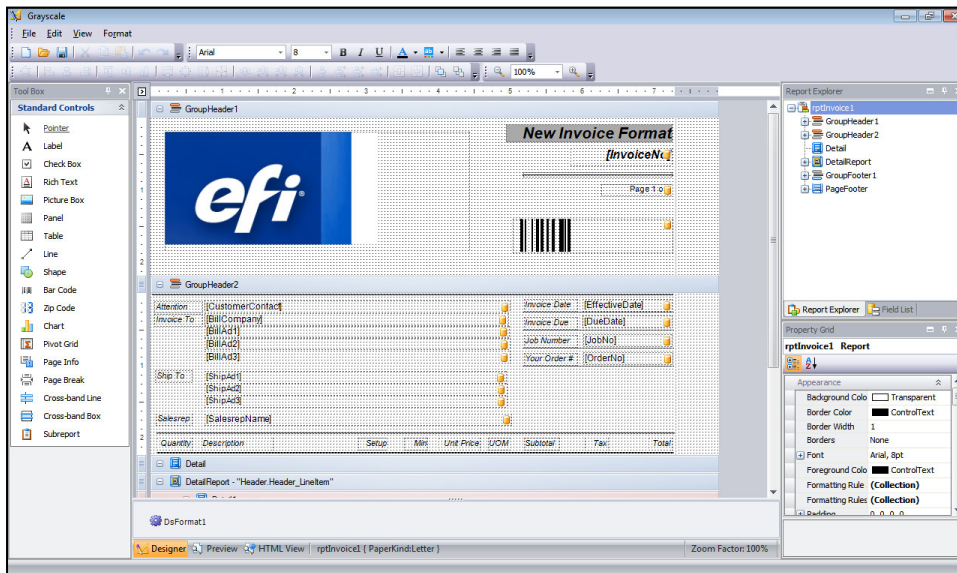
Select the type of invoice to work with.



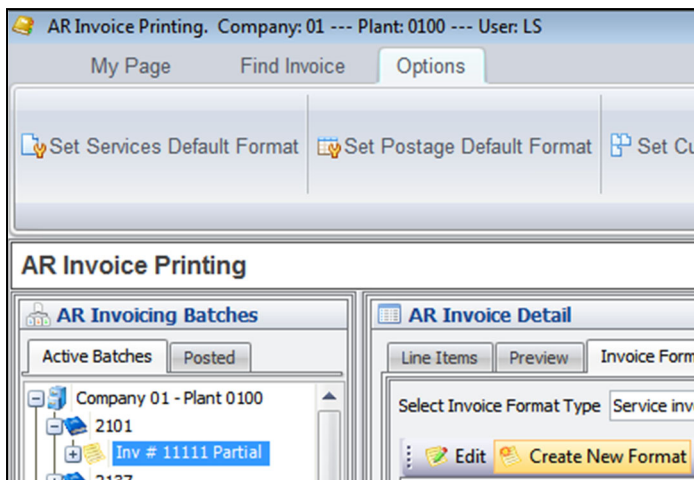
To edit an existing report, highlight it in the list and click the **Edit** button.



The report opens in the DevExpress Report Designer.



Click the **Create New Format** button to open a customizable default report template.



Remove a report that is no longer needed by selecting it in the list and clicking the **Delete Format** button.

AR Invoice Printing. Company: 01 --- Plant: 0100 --- User: LS

My Page Find Invoice Options

Set Services Default Format Set Postage Default Format Set Customer Invoice Formats

AR Invoice Printing

AR Invoicing Batches

Active Batches Posted

- Company 01 - Plant 0100
 - 2101
 - Inv # 11111 Partial
 - 2137
 - 2146
 - 2149
 - 2157
 - 2158
 - 2162
 - 2166
 - 2229 - Summary Invoice
 - 2256
 - 2269

AR Invoice Detail

Line Items Preview Invoice Formats

Select Invoice Format Type Service invoice formats

Edit Create New Format Delete Format Save

Drag a column header here to group by that column

Report Name	Created By	Date Created	Last Edited	Last Edit By	Is Default	Notes
Standard AR Invoice	LS	7/26/2010	7/18/2012	LS	<input type="checkbox"/>	
Grayscale	LS	4/11/2011	1/4/2013		<input checked="" type="checkbox"/>	
Post Co	LS	4/10/2013	4/10/2013		<input type="checkbox"/>	
Old Logo	LS	4/10/2013	4/10/2013		<input type="checkbox"/>	

Then click the **Save** button.

AR Invoice Printing. Company: 01 --- Plant: 0100 --- User: LS

My Page Find Invoice Options

Set Services Default Format Set Postage Default Format Set Customer Invoice Formats

AR Invoice Printing

AR Invoicing Batches

Active Batches Posted

- Company 01 - Plant 0100
 - 2101
 - Inv # 11111 Partial
 - 2137

AR Invoice Detail

Line Items Preview Invoice Formats

Select Invoice Format Type Service invoice formats

Edit Create New Format Delete Format Save

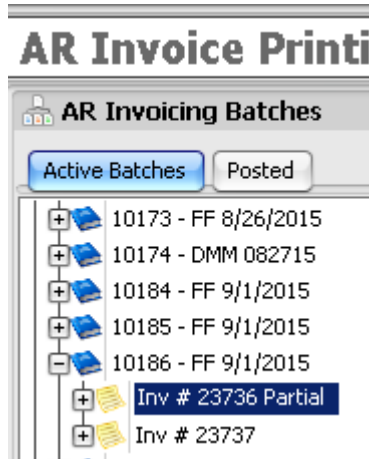
AR Invoicing Batches

Invoices can not be edited in the .Net AR Invoice Printing program, but they can be viewed and printed.

Active Batches

The **Active Batch** tab will provide a list of the unposted and active batches created from the VB AR Invoice Entry program.

Clicking on the + sign next to an Active Batch will open the batch and list the invoices within it.



Selecting an invoice will open the **Line Items** tab of the invoice. Clicking on the + sign for the invoice will list the jobs billed on the invoice.

Line#	Job #	Qty	Services	Setup Charge	Minimum Charge	Rate	per	Unit Price	Subtotal	Tax Code	Tax %	Tax Amount	Line Total	Line Type
1	100197	20.00	Hill's Pet Nutrition Hill's Pet Nutrition	0.00	0.00	4.750000	@ Each	4.750000	95.00 00			0.00	95.00	
2	100197	8.00	Pedigree Petfoods Pedigree Petfoods	0.00	0.00	0.000000	@ Each	0.000000	0.00 00			0.00	0.00	
3	100197	5.00	AvoDerm AvoDerm	0.00	0.00	4.000000	@ Each	4.000000	20.00 00			0.00	20.00	
4	100197	1.00	SHIPPING_HANDLING	0.00	0.00	4.000000	@ Each	4.000000	4.00 98			0.00	4.00	
5	100197	1.00	SHIPPING_HANDLING	0.00	0.00	35.250000	@ Each	35.250000	35.25 98			0.00	35.25	
6	100197	-1.00	Discounts	0.00	0.00	10.000000	@ Each	10.000000	-10.00 00			0.00	10.00	

The **Preview** tab allows you to preview the invoice. You can also print, save and export the invoice from the printing report toolbar provided.

AR Invoice Detail

Line Items Preview Invoice Formats

100%

STREAMLINE SOLUTIONS
 4040 Civic Center Drive, Suite 543 · SanRafael, CA 94903
 T 415 499 3355 · F 415 499 7677
 www.printstream.com

Invoice 23736
 Page 1 of 1

Attention Cat Mouserton
Invoice To Family Pet Company
 1234 Reptile Way
 MONROE, NC 28110

Ship To 4565 Pony Express Pkwy
 EAGLE MOUNTAIN, UT 84005

Invoice Date 9/1/2015
Invoice Due 10/1/2015
Job Number 100197
Your Order # 0

The **Invoice Formats** tab allows you to change the invoice format.

AR Invoice Detail

Line Items Preview Invoice Formats

Select Invoice Format Type Service invoice formats

Edit Create New Format Delete Format Save

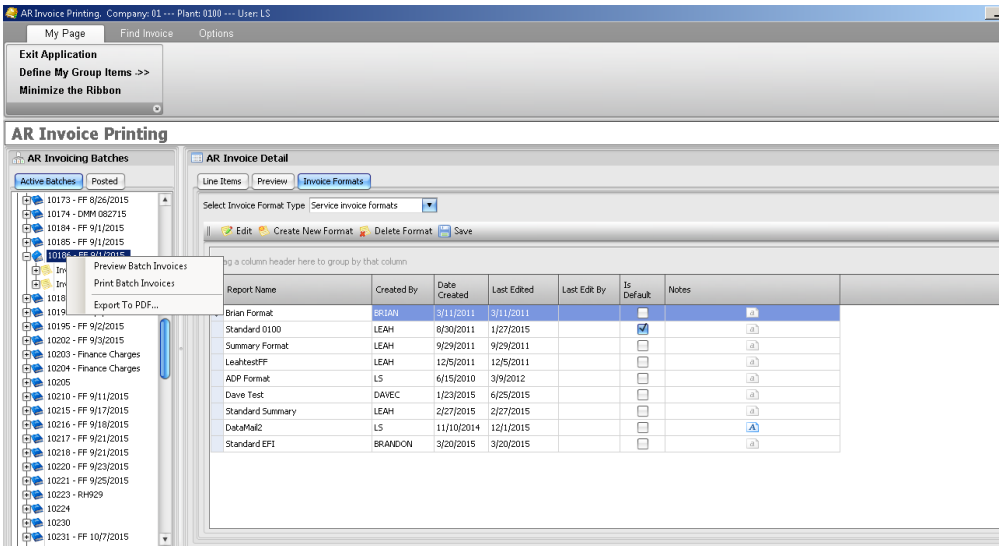
Drag a column header here to group by that column

Report Name	Created By	Date Created	Last Edited	Last Edit By	Is Default	Notes
Brian Format	BRIAN	3/11/2011	3/11/2011		<input type="checkbox"/>	
Standard 0100	LEAH	8/30/2011	1/27/2015		<input checked="" type="checkbox"/>	
Summary Format	LEAH	9/29/2011	9/29/2011		<input type="checkbox"/>	

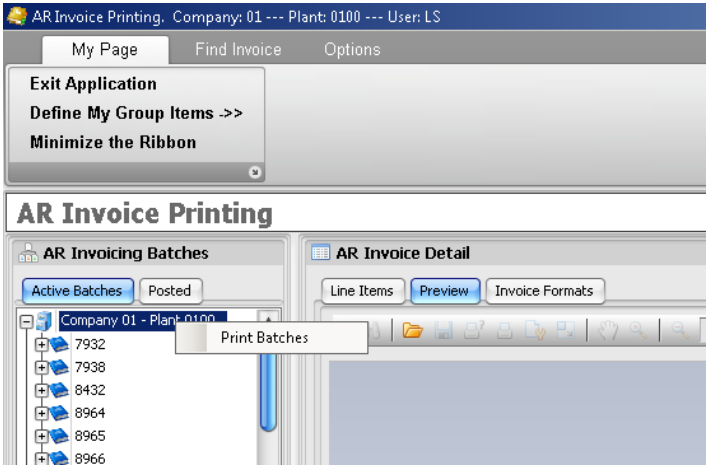
Printing Options

At the right click on the batch number, you have the ability to Preview Batches, Print Batches and Export to PDF.

- **Preview Batch Invoices** – the invoices within the batch will preview to the screen. Selecting the printer icon will print the invoices in the batch.
- **Print Batch Invoices** – the invoices within the batch will print after selecting the desired printer.
- **Export to PDF** – each invoice will save to a pdf format after selecting the file folder to save the pdf file to.



You also have the ability to print multiple batches at one time. From the company code line in the tree, right click and select **Print Batches**.



Select the **From and To** date the invoices were created in, and select the **Invoice Type**: Service Invoices, Postage Invoices or Product Invoices. Click Refresh. The unposted and posted batches that meet the criteria will list in the screen provided. Click in the box provided to select the batches you want to print.

Print Batch Selection

Refresh Select All Clear All Preview

Batch Date Range

From 4/1/2016 To 4/30/2016

Included Invoice Types

☒ Service Invoices
☒ Postage Invoices
☒ Product Invoices

Batch List

Posted ▲

	Batch #	Description	Year	Batch Type	Period	Batch Date
<input type="checkbox"/> Posted: N						
	10490	FF 4/21/2016	2016	DI	7	4/21/2016
<input type="checkbox"/> Posted: Y						
	10458	FF 4/1/2016	2016	DI	7	4/1/2016
	<input checked="" type="checkbox"/> 10460	FF 4/1/2016	2016	DI	7	4/1/2016
	<input type="checkbox"/> 10461	FF 4/1/2016	2016	DI	7	4/1/2016
	<input checked="" type="checkbox"/> 10463	FF 4/1/2016	2016	DI	7	4/1/2016
	<input type="checkbox"/> 10464	FF 4/1/2016	2016	DI	7	4/1/2016
	<input checked="" type="checkbox"/> 10465	FF 4/3/2016	2016	DI	7	4/3/2016
	<input type="checkbox"/> 10466		2016	DI	7	4/4/2016
	<input type="checkbox"/> 10467		2016	DI	7	4/4/2016
	<input type="checkbox"/> 10474		2016	DI	7	4/6/2016
	<input type="checkbox"/> 10475	Finance Charges	2016	DI	7	4/7/2016
	<input type="checkbox"/> 10477	FF 4/11/2016	2016	DI	7	4/11/2016

Next, click **Preview**. The invoices will preview to the screen. You can click the printer icon to print.

AR Invoice Detail

Line Items Preview Invoice Formats

100%

STREAMLINE SOLUTIONS

4040 Civic Center Drive, Suite 543 · SanRafael, CA 94903
T 415 499 3355 · F 415 499 7677
www.printstream.com

Invoice 24368

Page 1 of 1

Attention Jon Smith
Invoice To HASbro
134 Dartmouth Drive
FORT WORTH, TX 76120

Ship To 1 test ave
ESTILL SPRINGS, TN 37330

Invoice Date 3/7/2016
Invoice Due 3/7/2016
Job Number 100483
Your Order 1000232067

.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 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

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 ☒ Report by Period Range

To: 12/31/2012 12 2012 ☐ Report By Date Range

Options

☐ Out of balance only (effective when filtering by)

☐ Customers with transactions in the selected date range

Customer Selection (Leave blank for all)

Customer # (Select) Customer Name (Select)

Balance 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 and drag the column header off 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 x

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 put the column back in the grid, right-click any header and select **Column Chooser**.

Currency Balance

Inventory Options

Inventory Currency: USA

Inventory Type: All

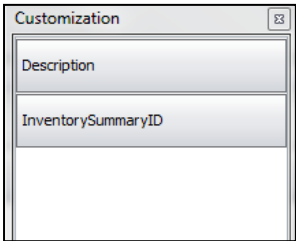
Transaction Type: All

Usage	Spoilage	Usage Adjustment	Spoilage Adjustment	End Balance
6,822.230	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	

Right-click context menu:

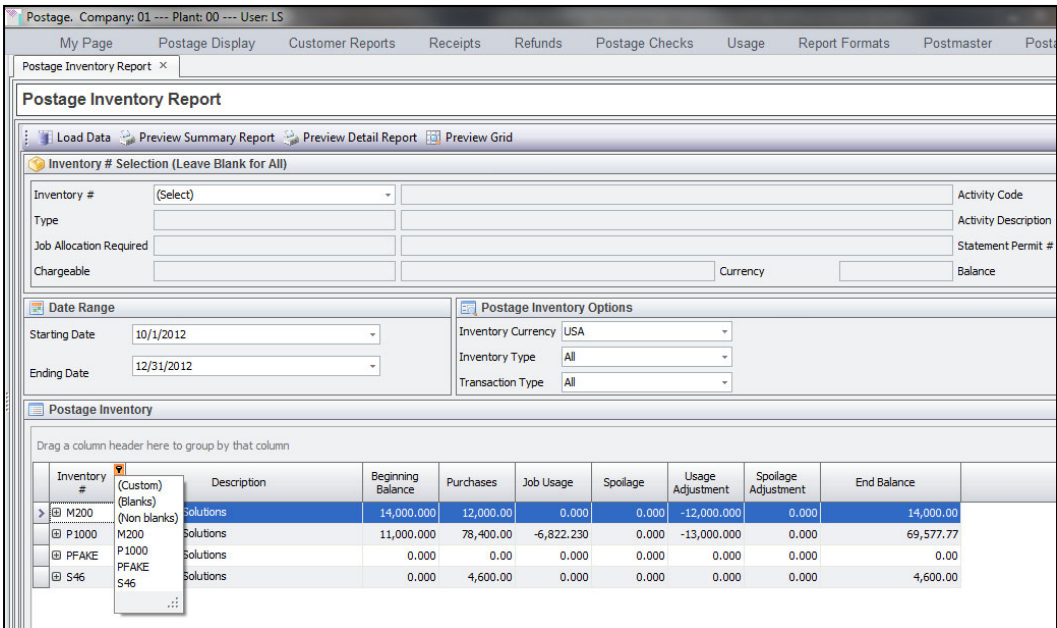
- Sort Ascending
- Sort Descending
- Clear Sorting
- Group By This Column
- Group By Box
- Column Chooser**
- Best Fit
- Filter Editor
- Best Fit (all columns)

Columns removed from the grid display in the Customization window. Drag-and-drop it back on the grid.

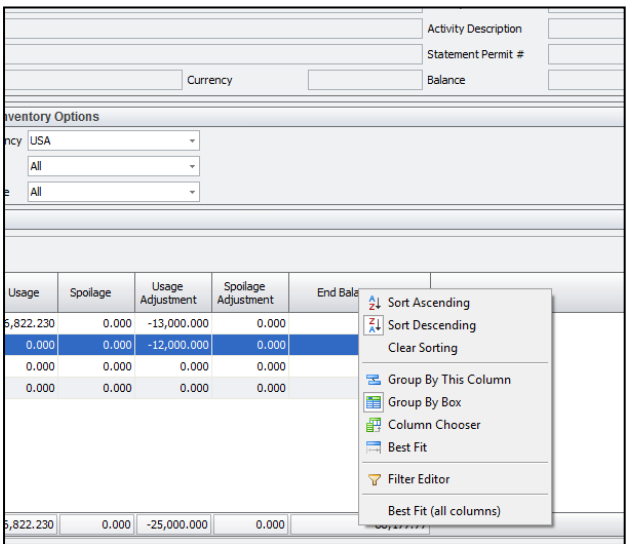


Sort and Group

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.



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



To group by a particular column, simply click and drag the column header to the upper left area of the grid.

The following screen shot represents grouping by **Customer Name**.

The screenshot shows the 'AR Aging Report' window for Company 01, Plant 0100, User BRANDON. The 'Options' section has 'Aging Date' set to 11/27/2012, 'Age By' set to 'Invoice Date', and 'Aging Mode' set to 'By Date'. The 'Customer AR Aging' section has 'Aged Invoices' selected. The grid below shows a list of customers grouped by name. The first group is 'Customer Name: 09 Inc \$7.30', followed by 'Customer Name: 1002 Inc \$364.08', and 'Customer Name: 1005 Inc \$622.50'.

Customer #	Invoice #	Details	Transaction Date	Invoice Total	Total Owed	Receipts To Date	Invoice Date	Discount Amount	Due Date	Aging Days	Period	Comment	Over 30 Days	Over 60 Days	Over 90 Days
Customer Name: 09 Inc \$7.30															
Customer Name: 1002 Inc \$364.08															
Customer Name: 1005 Inc \$622.50															

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

The screenshot shows the 'AR Aging Report' window for Company 01, Plant 01. The 'Options' section has 'Aging Date' set to 11/27/2012. The 'Customer AR Aging' section has 'Aged Invoices' selected. The grid below shows a list of customers grouped by name and then by period. The first group is 'Customer Name: 09 Inc \$7.30', followed by 'Customer Name: 1002 Inc \$364.08', and 'Customer Name: 1005 Inc \$622.50'.

Customer #	Invoice #	Details
Customer Name: 09 Inc \$7.30		
Customer Name: 1002 Inc \$364.08		
Customer Name: 1005 Inc \$622.50		

Reset the Grid

Formatting is automatically saved and remains when the module is re-opened.

To remove all groupings and reset the Grid to its original format, right-click the grouping display area and select **Clear Grouping**.

