Open Receipts

The Open Receipts Report produces a listing of all Purchase Order Receipts for which an Accounts Payable Bill has not yet been matched and posted. Once the desired options have been selected on the report options form, click the *OK* button to display the report in Print Preview mode.

Report Selections

As Of Date - Select the cut-off date for the report to determine what data will be displayed on the report.

Branch/Warehouse - The default is to display open receipts for All Branches/Warehouses. If the receipts for only certain Branches/Warehouses is desired, you may click the Invert Selection button then check the box to the left of each Warehouse desired.

· *Hide Inactive Branches/Warehouses* - If data is not to be listed for inactive Branches and Warehouses, select this option.

Vendor - The default is to display open receipts for All Vendors. If the receipts for only certain Vendors is desired, you may click the Invert Selection button then check the box to the left of each Vendor desired.

· *Hide Inactive Vendors* - If data is not to be listed for inactive Vendors, select this option.

Group By - Options are available for grouping the report; select the desired option from the drop-down list. Group by options include Vendor, Branch, Warehouse or Category.   If a Group By selection is made, subtotals will be displayed after each group and grand totals for each "Group By" will display on the last page of the report. If no selection is made, a grand total will be displayed on the last page of the report.

Sort By - Options are available for sorting the report; select the desired option from the drop-down list. Sort by options include Receipt Number (value entered in the Reference field when receiving a Purchase Order), Receipt Date, Order Number (from Purchase Order) and Order Date (from Purchase Order). The default sort is by Receipt Date.

Options - By default all of the three options are selected.   Un-checking the box to the left of any of the options will exclude that type of receipt from the report results.

· *Warehouse Receipts* - If this option is selected, receipt records which were received into a Warehouse will be included on the report.

· *Direct Expense Receipts* - If this option is selected, receipt records where the Direct Expense option was selected will be included on the report.

· *Repair Order Receipts* - If this option is selected, receipt records Repair Orders will be included on the report.