Open Receipts Detail

The Open Receipts Detail report will list all receipts that have not yet been matched to an A/P Bill.   Each line item on each Receipt will be displayed on this report.

The report options include the ability to generate this report retroactively; if a date prior to today's date is entered into the As Of Date field, if a bill has been entered since the date of the Purchase Order Receipt, the Bill Number and Bill Date will be listed on the report.

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

Note: This report was designed by a SedonaOffice Customer to meet a particular set of specifications. Changes to this report may not be made without the prior consent of the customer that commissioned SedonaOffice for the report design.

Report Selections

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

Branch - The default is to display open receipts for All Branches. If the receipts for only certain Branches is desired, you may click the Invert Selection button then check the box to the left of each Branch 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 a grand total 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), and Receipt Date, Order Number (from Purchase Order) and Order Date (from Purchase Order). The default sort is by Receipt Number.

Options - One option is available:

· *Include No Bill Expected* - If this option is selected, receipt records which were marked as "Close No Bill Expected" will be included on the report.