# Advance Deposit Listing

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The Advance Deposit Listing Report prints customer payments saved as an Advance Deposit for a Job which meet the criteria of the options selected. The Report will print the following columns of information for each Advance Deposit record:

Customer Number, Customer Name, Date of the Deposit, Customer Check Number, Job Number, Amount of the Check, Balance left to apply to invoices for the Job, the last date some or all of the Deposit was applied to a Job invoice, the Invoice Number to which the deposit was applied and the amount of the application to a Job Invoice. Totals are printed for the Deposit Amount, Balance and Applied Amount columns.

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

**Date Range** - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. Once an option is selected, the User must select an Accounting Period range or Date range.

**Branches** - The default is to display data for All Branches. If data is to be displayed for only certain Branches is desired, you may press the Invert Selection button then check the box to the left of each Branch desired.

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

· *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

**Sort By** - The report default is to sort by Customer Number. The other sorting option available is Customer Name.