

Credit Memo Listing

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The Credit Memo Listing Report prints Credit Memos which meet the criteria of the options selected. 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, you may click the Invert 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.

The screenshot shows a dialog box titled "Credit Memo Listing" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Date Range:** Contains two radio buttons: "Accounting Period" (selected) and "Dates". Below are "From" and "Thru" fields, both containing the value "10 10/1/2017 - 10/31/2017".
- Branches:** A list box containing four items: "MI", "National", "NC", and "OH", each with a checked checkbox. Below the list box are two buttons: "Select All" and "Invert".
- Options:** A text area containing the message "This report has no additional options."
- Sort By:** A dropdown menu currently set to "Customer Number".
- Other Options:** A checked checkbox for "Hide Inactive Branches" and an unchecked checkbox for "Show Each Branch".

At the bottom of the dialog are "Ok" and "Cancel" buttons.