Invoice Register

Last Modified on 01/18/2023 5:24 pm EST

The Invoice Register Report prints Invoices and/or 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

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

- *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.

Invoice/Credit Date - 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.

Invoice/Credits - The default is to show both Invoices and Credits. you may select one or both options.

Invoice Type - The default is to print all invoice types. you may select one or multiple invoice types to be included on the report.

Report Type - The default is Show Report Summary; you may choose one of the three options to produce the report with the amount of detail desired.

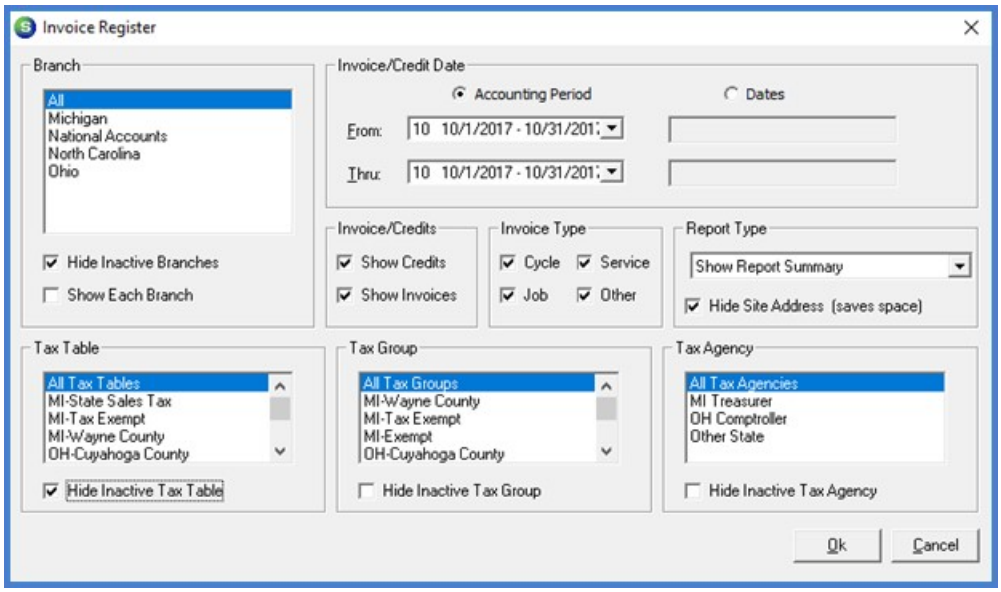
- Show Report Summary
- Show Report Detail with Tax Summary
- Show Report Detail with Tax Detail

Hide Site Address - This option is selected by default; if it is desired not to print the Site Address this option must be de-selected.

Tax Table - The default is to print all invoices and credit memos on the report within the options selected above. By selecting one or multiple Tax Tables, only the invoices and credit memos associated with the selected Tax Tables will display on the report.

Tax Group - The default is to print all invoices and credit memos on the report within the options selected above. By selecting one or multiple Tax Groups, only the invoices and credit memos associated with the selected Tax Groups will display on the report.

Tax Agency - The default is to print all invoices and credit memos on the report within the options selected above. By selecting one or multiple Tax Agencies, only the invoices and credit memos associated with the selected Tax Agencies will display on the report.


Invoice Register
Branch
All
Michigan
National Accounts
North Carolina
Ohio
Hide Inactive Branches
Show Each Branch
Invoice/Credit Date
Accounting Period
Dates
From:
10 10/1/2017 - 10/31/201
Thru:
10 10/1/2017 - 10/31/201
Invoice/Credits
Show Credits
Show Invoices
Invoice Type
Cycle
Service
Job
Other
Report Type
Show Report Summary
Hide Site Address (saves space)
Tax Table
All Tax Tables
MI-State Sales Tax
MI-Tax Exempt
MI-Wayne County
OH-Cuyahoga County
Hide Inactive Tax Table
Tax Group
All Tax Groups
MI-Wayne County
MI-Tax Exempt
MI-Exempt
OH-Cuyahoga County
Hide Inactive Tax Group
Tax Agency
All Tax Agencies
MI Treasurer
OH Comptroller
Other State
Hide Inactive Tax Agency
Ok
Cancel