Open Credits

The Open Credits Report prints customer payments saved as an Advance Deposit for a Job, Unapplied Cash and Unapplied Credit Memos which meet the criteria of the options selected. The Report will print the following columns of information for each unapplied item record:

Customer Number, Customer Name, Date [the unapplied item was created], a Reference, which would represent either the check number, or credit memo number, the Type of unapplied item [Unapplied Cash, Advance Deposit or Unapplied Credit Memo], the original Amount of the unapplied item, and the Balance left to apply.

Totals are printed for the Amount and Balance 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

Branches - The default is to display data for All active 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.

As of Date - Select the cut-off date for the report.

Show Advance Deposits - Selecting this option will include payments saved as an Advance Deposit which have not been applied or that have been partially applied to Job Invoices.

Show Unapplied Cash - Selecting this option will display payments saved as Unapplied Cash which have not been applied or that have been partially applied to Invoices.

Show Unapplied Credits - Selecting this option will display Credit Memos which have not been applied or that have been partially applied to Invoices.

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