

Open Invoices

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

The Open Invoices Report prints Invoices 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 Dates - 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 Types - The default is to print all invoice types. you may select one or multiple invoice types to be included on the report.

Balances - Net Due of at Least - The default for this field is .01, which may be overridden by the User. The report will display all invoices that meet the previous criteria fields that have a balance due of at least the amount specified or greater than the amount specified in this field.

Sort By (1st sort) - The report default is to sort by None. The other sorting options available are Customer Number and Customer Name.

Sort By (2nd sort) - The report default is to sort by Invoice Date. The other sorting options available are Invoice Number, Invoice Amount and Net Due.

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

- Selections:**
 - Branch:** A list box containing "All", "Michigan", "National Accounts", "North Carolina", and "Ohio". "All" is selected.
 - Hide Inactive Branches
 - Show Each Branch
- Invoice Dates:**
 - Invoice Dates
 - Accounting Period
 - Dates
 - From:** 10 10/1/2017 - 10/31/2017 (with a calendar icon)
 - Thru:** 10 10/1/2017 - 10/31/2017 (with a calendar icon)
- Invoice Types:**
 - Cycle
 - Service
 - Job
 - Other
- Balances:**
 - Net Due of at least: 0.01
- Sort By (first sort criteria):** Customer Name (dropdown menu)
- Sort By (second sort criteria):** Invoice Date (dropdown menu)
- Sub-Total by Customer

At the bottom right, there are "OK" and "Cancel" buttons.