

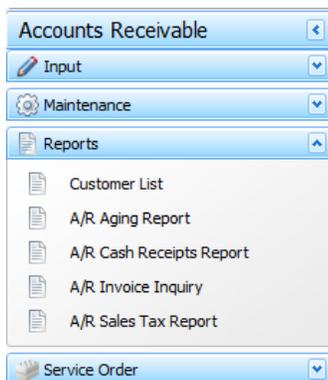


A/R Cash Receipts Report

A/R Cash Receipts Report provides a display or printout showing payments that were entered through Cash Receipts.

Note: With this report you can view all complete & partial payments

From the main menu select the following:



The A/R Cash Receipts ribbon allows you to customize your report.

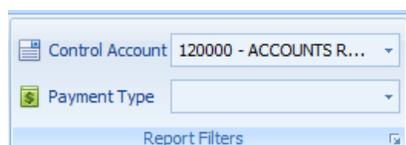


Report Filters:

Control Account: is where you select which account you would like to view, you can select one account or more at a time if needed.

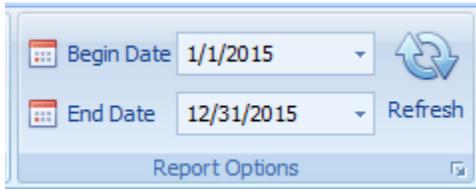
Payment Type: is how you can choose to view only one payment type or multiple payment types at a time such as (cash, check, visa, etc...)

Note: As you are changing these filters the program is updating/ changing along with you.



Report Options:

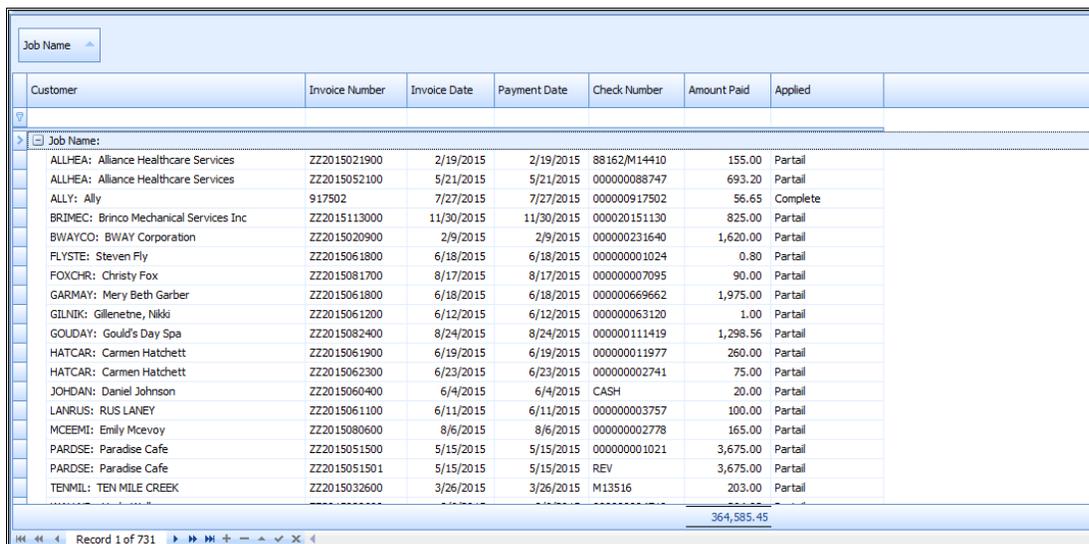
Here you can pick between any dates you would like, and also you can click the refresh button to refresh your screen at any time OR just hit F5 on your keyboard for faster access.



Cash Receipt Report:

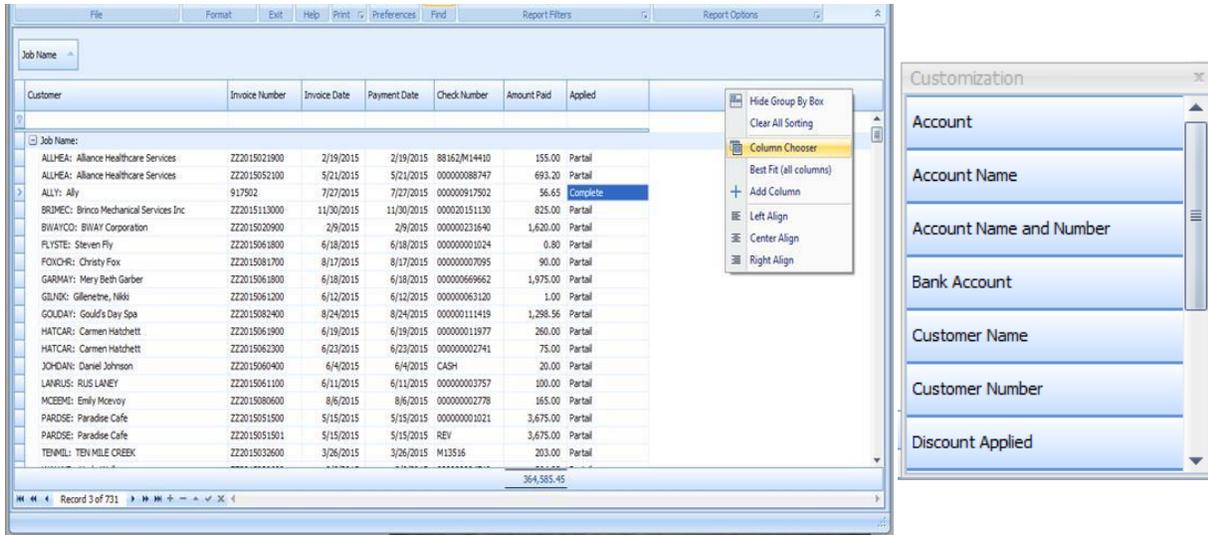
You can search many different ways for the report you are needing, for example:

Below you will find that we have (Job Name) in the first block and then we have (Customer) as the first column so we are telling our report to search (Customer by Job Name)



Customer	Invoice Number	Invoice Date	Payment Date	Check Number	Amount Paid	Applied
Job Name:						
ALLHEA: Alliance Healthcare Services	ZZ2015021900	2/19/2015	2/19/2015	88162/M14410	155.00	Partial
ALLHEA: Alliance Healthcare Services	ZZ2015052100	5/21/2015	5/21/2015	000000088747	693.20	Partial
ALLY: Ally	917502	7/27/2015	7/27/2015	000000917502	56.65	Complete
BRIMEC: Brinco Mechanical Services Inc	ZZ2015113000	11/30/2015	11/30/2015	000020151130	825.00	Partial
BWAYCO: BWAY Corporation	ZZ2015020900	2/9/2015	2/9/2015	000000231640	1,620.00	Partial
FLYSTE: Steven Fly	ZZ2015061800	6/18/2015	6/18/2015	000000001024	0.80	Partial
FOXCHR: Christy Fox	ZZ2015081700	8/17/2015	8/17/2015	000000007095	90.00	Partial
GARMAY: Mery Beth Garber	ZZ2015061800	6/18/2015	6/18/2015	000000669662	1,975.00	Partial
GILNIK: Gilenetrie, Nikki	ZZ2015061200	6/12/2015	6/12/2015	000000063120	1.00	Partial
GOUDAY: Gould's Day Spa	ZZ2015082400	8/24/2015	8/24/2015	000000111419	1,298.56	Partial
HATCAR: Carmen Hatchett	ZZ2015061900	6/19/2015	6/19/2015	000000011977	260.00	Partial
HATCAR: Carmen Hatchett	ZZ2015062300	6/23/2015	6/23/2015	000000002741	75.00	Partial
JOHDAN: Daniel Johnson	ZZ2015060400	6/4/2015	6/4/2015	CASH	20.00	Partial
LANRUS: RUS LANEY	ZZ2015061100	6/11/2015	6/11/2015	000000003757	100.00	Partial
MCEEMI: Emily Mcevoy	ZZ2015080600	8/6/2015	8/6/2015	000000002778	165.00	Partial
PARDSE: Paradise Cafe	ZZ2015051500	5/15/2015	5/15/2015	000000001021	3,675.00	Partial
PARDSE: Paradise Cafe	ZZ2015051501	5/15/2015	5/15/2015	REV	3,675.00	Partial
TENMIL: TEN MILE CREEK	ZZ2015032600	3/26/2015	3/26/2015	M13516	203.00	Partial

If you want to choose different columns to view in your report, take your mouse and right click the blue block beside (Applied) and it will bring up the options you see below, you click (Column Chooser) this will bring up the list of different columns you can pick from.



You can search by dragging Job Name down to where Customer is located and this shows you the Job Name in full detail under its own column

Drag a column header here to group by that column

Job Name	Customer
Justin Smith Service	ALLHEA: Alliance Healthcare Services
Justin Smith Service	ALLHEA: Alliance Healthcare Services
Closed Job - Zach Lee	ALLHEA: Alliance Healthcare Services
Justin Smith Service	ALLHEA: Alliance Healthcare Services

If you want to see the customers Job Name AND Invoice number, all you do is move Job Name back to the top and drag Invoice Number right beside it.

Note: The fastest and most efficient way to find what you're looking for is to place the two most important columns at the top so everything you're looking for is all under that first column.

Job Name	Invoice Number
Customer	Invoice Date
Job Name:	
Invoice Number: 16W0886595	
DFAARK: dfa revenue services arkansas	5/31/2016