How To Print Open Payables Report

Here are the steps on how to print Open Payable Details Report:

1. Open Reports Viewer screen of Open Payable Details: (See How To Print Accounts Payable Reports)

Report Viewer - Open Payables										^ 🗆 ×
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Fiber Field	Condition			From *					То	Operator
Vendor Name	Equal To			1005356 - Tes	z Vendor Inv					AND
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	iRely LLC 4242 Flogstaff Cove Fort Wayne, IN4681	5						Open Pa	ayables ar10/12/2017 11:08/29 AM	ĺ
	Vendor No Vendor Name	Amount Due	Bill Total Amount Paid	Current 1-10	Days 11-30 Days	31-60 Days	61-90 Days	Over 90 Days	Discount	
	1005356 Test Vender Inv	670.40	670.40 0.00	0.00	0.00 0.00	670.40	0.00	0.00	0.00	
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1 0 0 ⊟ 6994	Private (p. 2017/2012) Titer Year Coulding Render Name Depart fo	From 1005366 Teat V Inv	Date Creanel: 10/12 and/or 5	2017 11.04 AM Operator 2025						

2. Fill out on the Selection Criteria section. User can either select on the drop down list or manually enter values on the criteria fields. If fields are left blank, all transaction records will be included on the report.

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Save Archive Defaults Close				
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- Save Users can save their preferred multiple filters using the 'Save' button. The next time that user will open the screen, filters are automatically saved without entering a new one.
- Archive
- Users can archive the reports by Generating the report > Click Archive > Enter the Name and Description.

• View the archived report in Users Profile > Archived Reports > Archive

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- Default Users enter a new filters and want to set back their default filters. Just click the Defaults toolbar button to automatically reflect the default filters that has been set.
- Remove Users can remove the filters by selecting the filters > click Remove.
- 3. Preview and Print Reports
 - Generate Click the 'Generate' button to preview the report.
 - Search Search a sentence or word and the results will be highlighted. ٠
 - Print Print the report. After clicking Generate > Transactions are generated > Click Print.
 - Print the Current Page Only the current page will be printed.
 - Set Page Number If transactions are more than one (1) pages, user has options to view to either select or manually enter the number
 - of page. Or user can also navigate to other pages as soon as they can using first page, previous page, next page, and last page buttons.
 Export Export buttons using different file type are also available. Click Generate > Select file type > Export a report and save to disk button. This automatically downloads the exported file based on the selected file type.

 - Export a Report and Open in New Window Report will be exported and open in a new window

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1. Open Reports Viewer screen of Open Payable Details: (See How To Print Accounts Payable Reports)

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		Condition Trom	ъ	Operator						
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2. Fill out on the Selection Criteria section. User can either select on the drop down list or manually enter values on the criteria fields. If fields are left blank, all transaction records will be included on the report.

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- Save Users can save their preferred multiple filters using the 'Save' button. The next time that user will open the screen, filters are automatically saved without entering a new one.
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- **Default** Users enter a new filters and want to set back their default filters. Just click the **Defaults** toolbar button to automatically reflect the default filters that has been set.
- **Remove -** Users can remove the filters by selecting the filters > click **Remove**.
- 3. Preview and Print Reports
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 - Search Search a sentence or word and the results will be highlighted.
 - Print Print the report. After clicking Generate > Transactions are generated > Click Print.
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 - Set Page Number If transactions are more than one (1) pages, user has options to view to either select or manually enter the number of page. Or user can also navigate to other pages as soon as they can using first page, previous page, next page, and last page buttons.
 - Export Export buttons using different file type are also available. Click Generate > Select file type > Export a report and save to disk button. This automatically downloads the exported file based on the selected file type.
 - · Export a Report and Open in New Window Report will be exported and open in a new window

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	Vendor Name Equal To	Inv			
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Here are the steps on how to print Open Payables Report:

- Open Fields screen. (See How To Print Purchasing Reports)
 If grid is left blank, all records will be included in the report. However, you can filter your report by selecting Field Names and other conditions.

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Here are the steps on how to print Open Payables Report:

1. Open Report Parameters screen of Open Payables report. (See How To Print Purchasing Reports)

- 2. Fill out Selection Criteria section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.
- 3. Preview the report by clicking the **Preview** toolbar button.
 - a. If generated report has more than 10 pages, Preview Task List screen will open. Click on the magnifying glass icon to open Report Preview.
 - b. If generated report is 10 pages or less, Report Preview window will open automatically.

Here are the steps on how to print Open Payables Report:

1. Open Report Parameters screen of Open Payables report. (See How To Print Purchasing Reports)

Delete Filter:		Q			Report Options	
Field Name	Condition	From	То	Join	Description	Apply
Paid	Equal To			And		
Age	Equal To			And		
90	Equal To			And		
60	Equal To			And		
30	Equal To			And		
1	Equal To			And		
Current	Equal To			And		
Aging	Equal To			And		
Unapplied Amount	Equal To			And		
Posted	Equal To			And		
Due Date	Equal To			And		
Date	Equal To			And		
Amount Due	Equal To			And		
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Bil Id	Equal To			And	Sort Field Name	Sort Direction
Vendor Id	Equal To			And		Ascending
Vendor Id Name	Equal To			And		

- 2. Fill out Selection Criteria section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.
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