## How To Print Cash Requirements Report

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

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

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		0001000002 - Text Vendor 1									
		8.42	12/18/2015	\$17,0010	292.50	0.00	6.00	0.00	282.50		
		0.45	3242016	423/2016	10.00	0.00	6.00	0.00	130.00		
		8.43	3242010	423/2010	10.00	0.00	6.00	0.00	130.00		
		0.40	3/24/2016	423/2016	10.00	0.00	0.00	0.00	130.00		
		8.41	3242018	423/2018	10.00	0.00	8.00	0.00	130.00		
		005	3/24/2016	4/23/2016	10.00	0.00	0.00	0.00	130.00		
		8.43	3242018	423/2018	10.00	0.00	8.00	0.00	130.00		
		8.41	3/24/2016	423/2016	10.00	0.00	0.00	0.00	130.00		
		80-78	3/24/2018		10.00	0.00	0.00	0.00	130.00		
		BL-75	3/24/2016	423/2016	10.00	0.00	0.00	0.00	130.00		
		86-74	3/24/2018	423/2016	10.00	0.00	8.00	0.00	130.00		
		BL-72	3/24/2016	423/2016	10.00	0.00	0.00	0.00	120.00		
		8,.73	3242016	423/2016	10.00	0.00	0.00	0.00	130.00		
		8.47	3/24/2016		10.00	0.00	0.00	0.00	120.00		
		0.48	3242016		10.00	0.00	0.00	0.00	30.00		
		BL-02	12/29/2015		10.00	0.00	8.00	0.00	30.00		
		8L-01 BL-115	102010	2/4/2018	10.00	0.00	0.00	0.00	30.00		
				872318	492.00		0.00	0.00	480.00		
		VPRE-15 84.022		11/13/2016	1,800.00	0.00	00 S 00	0.00	1,800.00		
		BL 432		12/29/2018	10.20	0.00	100	0.00	100.00		
		8,00	11/24/2015		105.00	0.00	5.00	0.00	100.00		
		8L-380 VPRE-31	323/2017	422/2017	108.00	0.00	100	0.00	100.00		
		044	125/2017	225/2017	10.00	0.00	2.00	0.00	1.00		
		DM-8 9L-050	412/2017		10.00	0.00	100	0.00	1.00		
		0001000003 - Test Vendor 2	112201	arra-2011	1100	0.00		0.00	1.00		
		BL-000	3232017	#2220047	10.00	0.00	0.00	0.00	10.00		
		8,-225	213/2017	213/2017	108.00	0.00	1.00	0.00	105.00		
		8.040	37(2917	40(2017	2.00	0.00	6.00	0.00	2.00		

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.
- 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.
  - 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 page, 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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		0001003002 - Test Vendor 1	1218/2015			0.00					
	Image	8.42		4232218	282.50	8.00	0.00	0.00	292.50 130.00		
		8-43		4/20/2015	12.00	6.00	0.00	0.00	120.00		
		5.40	3/24/2018	4/23/2918	10.00	0.00	0.00	0.00	130.00		
		81-59		4/22/2015	12.00	0.00	0.00	0.00	120.00		
		0.40		4/23/2916	12.00	0.00	0.00	0.00	130.00		
		9L-82 0L-91		4/23/2915	12.00	8.00 8.00	0.00	0.00	130.00		
		81-78		4/23/2018	12.00	5.00	0.00	0.00	130.00		
		81-78	3/24/2015	4/20/2016	12.00	0.00	0.00	0.00	130.00		
		8074		4/23/2018	12.00	8.00	0.00	0.00	130.00		
		81-72		4/20/2018	12.00	0.00	0.00	0.00	130.00		
		86-70		4/23/2918	15.00	8.00 8.00	0.00	0.00	130.00		
		8.47		4030318	18.00	8.00	0.00	0.00	33.00		
		81-02	12/28/2015		12.00	6.00	0.00	0.00	22.00		
		81-31	16/2016	214/2016	10.00	0.00	0.00	0.00	33.00		
		RL-115		6/7/2016	480.00	6.00	0.00	0.00	480.00		
		V775-15	10/14/2016		1,800.00	0.00	0.00	0.00	1,800.00		
		BL-202 DM-1		12/26/2016	18.20	000	0.00	0.00	10.00		
		8,00		3/17/2017	185.00	0.00	0.00	0.00	100.00		
		V795-01		4020217	12.00	0.00	0.00	0.00	12.00		
		044	1/26/2017	2/25/2917	12.00	8.00	0.00	0.00	1.00		
		81-353	4/12/2017	5/12/2017	11.00	0.00	0.00	0.00	1.00		
		0001003003 - Test Vendor 2									
		81-000		4/22/2017 2/13/2017	12:00	8.00 8.00	0.00	0.00	12.00		
		81-225		2/15/2017	2.00	0.00	0.00	0.00	106.00		
		8,.17	1016/2016	1016/2016	10.00	0.00	0.00	0.00	12.00		

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

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

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		tent lost									
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		0001000002 - Test Vendor 1									
		8.42	12/18/2015	\$17,0010	292.50	0.00	8.00	0.00	292.50		
		0.45	3/24/2016	423/2016	10.00	0.00	0.00	0.00	130.00		
		8.43	3242010	423/2010	10.00	0.00	8.00	0.00	130.00		
		0.40	3/24/2016	423/2016	10.00	0.00	0.00	0.00	130.00		
		8.41	3242018	4232010	10.00	0.00	8.00	0.00	130.00		
		01.45	3/24/2016	423/2016	10.00	0.00	0.00	0.00	130.00		
		8,43		423/2018	10.00	0.00	8.00	0.00	130.00		
		0.41		423/2016	10.00	0.00	0.00	0.00	130.00		
		81,-78		423/2018	10.00	0.00	8.00	0.00	130.00		
		BL-75		423/2016	10.00	0.00	0.00	0.00	130.00		
		81-74	3242016		10.00	0.00	8.00	0.00	130.00		
		BL-72		423/2016	10.00	0.00	0.00	0.00	120.00		
		873		423/2016	10.00	0.00	0.00	0.00	130.00		
		81.67		423/0016	10.00	0.00	0.00	0.00	130.00		
		8.45	3/24/2016		10.00	0.00	2.00 2.00	0.00	30.00		
		8.42		242010	10.00	0.00	0.00	0.00	30.00		
		8,-115	672215		495.00	0.00	8.00	0.00	480.00		
		V77E-15	10/14/2010		1,000,00	0.00	0.00	0.00	1,800.00		
		8.422	12/30/2018		10.20	0.00	8.00	0.00	10.20		
		DM-1	11/24/2015		5.00	0.00	0.00	0.00	100.00		
		8,410		313/2017	105.00	0.00	8.00	0.00	100.00		
		VPRE-31		422/2017	10.00	0.00	0.00	0.00	10.00		
		044		3/26/2017	10.00	0.00	8.00	0.00	1.00		
		81-050	412/2017		11.00	0.00	0.00	0.00	1.00		
		0001000003 - Test Vendor 2									
		81-000	3232017	422/2017	10.00	0.00	0.00	0.00	10:00		
		8.428	213/2017	213/2017	105.00	0.00	8.00	0.00	105.00		
		8.045	372917	46(2217	1.00	0.00	0.00	0.00	2.00		

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- Remove Users can remove the filters by selecting the filters > click Remove.
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  - · Export a Report and Open in New Window Report will be exported and open in a new window

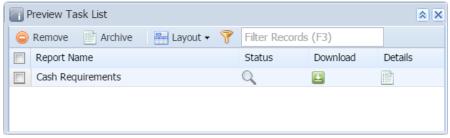
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	Image	522		1/17/2010	292.60	0.00	0.00	0.00	292.50			
		8.43			12.00	0.00	0.00	0.00	120.00			
		8.43			12.00	8.00 8.00	0.00	0.00	130.00			
		5.0			12.00	8.00	0.00	0.00	130.00			
		8.45			12.00	0.00	0.00	0.00	120.00			
		553		4/25/2918	10.00	0.00	0.00	0.00	130.00			
		81.41			12.00	8.00	0.00	0.00	130.00			
		86.70			12.00	0.00 0.00	0.00	0.00	130.00			
		5.7			18.00	0.00	0.00	0.00	130.00			
		8673			12.00	0.00	0.00	0.00	130.00			
		86-70			12.00	0.00	0.00	0.00	130.00			
		8.47			12.00	5.00 5.00	0.00	0.00	130.00			
		8.43		214/2018	12.00	2.00	0.00	0.00	30.00			
		01-01		214/2016	12.00	0.00	0.00	0.00	30.00			
		8.11		6/3/2016	480.00	8.00	0.00	0.00	480.00			
		VPR		11/13/2018	1,800.80	5.00 5.00	0.00	0.00	1,800.00			
		80-20		12/29/2018	18.20	100	0.00	0.00	10.20			
		8.48		8/17/2017	105.00	8.00	0.00	0.00	100.00			
		1992			10.00	0.00	0.00	0.00	10.00			
		CM-6		2/25/2917	12.00	8.00	0.00	0.00	1.00			
		BL-35 0001003003 - Test Ver		5/12/2017	11.00	0.00	0.00	0.00	1.00			
		BL-30		4/22/2917	12.00	0.00	0.00	0.00	12.00			
		822			105.00	8.00	0.00	0.00	106.00			
		8-24	27,0017	46/2017	2.00	0.00	0.00	0.00	2.00			

Here are the steps on how to print Cash Requirements Report:

1. Open Report Parameters screen of Cash Requirements report. (See How To Print Accounts Payable Reports)

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0	Remove 🏪 Layout 🕶	Filter Records	(F3)			Report Options	
	Field Name	Condition	From	То	Join	Description	Apply
	Withheld	Equal To			And		<u>*</u>
	Unapplied	Equal To			And		
	Amount Paid	Equal To			And		
	Discount	Equal To			And		
	Payment	Equal To			And		
	Discount Date	All Date			And	4	•
	Due Date	All Date			And	Sort Options	
	Date	All Date			And	Remove Filter:	×
	Bill Id	Equal To			And	Sort Field Name	Sort Direction
	Vendor Id	Equal To			And		Ascending
	Edited						

- 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.

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	Requireme , July 1, 2015 1	nts						iRely	Grain ai	nd Ag Co
Vendor Id	Bill Id	Inv Date	Due	Date	Disc Date	Inv Amount	Disc Amount	Disc Lost	Withheld	Check Amt
/'100										
	BL-45658	6/24/2015	7/9/2	015		167.230000	5.170000			250.920000
	BL-45658	6/24/2015	7/9/2	015		167.230000	5.170000			250.920000
	BL-45658	6/24/2015	7/9/2	015		167.230000	5.170000			250.920000
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Here are the steps on how to print Cash Requirements Report:

1. Open Report Parameters screen of Cash Requirements report. (See How To Print Accounts Payable Reports)

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Delete Filter:		Q			Report Options	
Field Name	Condition	From	То	Join	Description	Apply
Withheld	Equal To			And		
Unapplied	Equal To			And		
Amount Paid	Equal To			And		
Discount	Equal To			And		
Payment	Equal To			And		
Discount Date	Equal To			And		
Due Date	Equal To			And		
Date	Equal To			And		
Bill Id	Equal To			And		
Vendor Id	Equal To			And		
					•	
					Sort Options	
					Delete Filter:	
					Sort Field Name	Sort Direction
						Ascending

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. The report looks like this:

