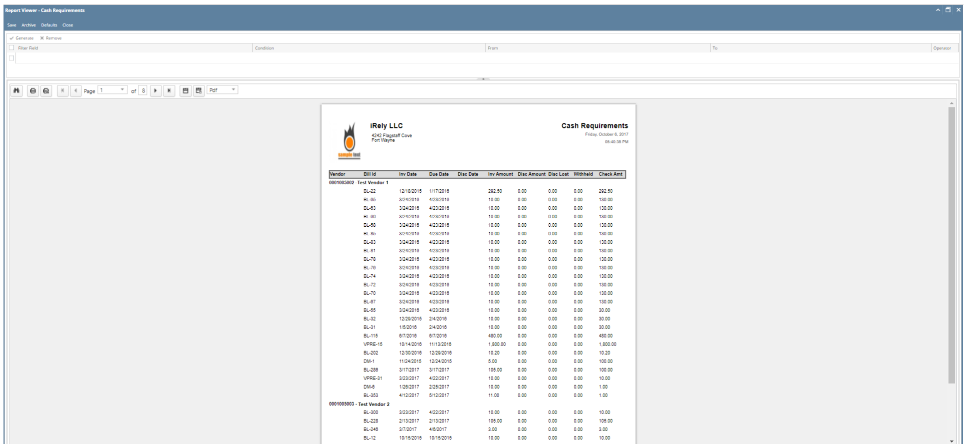
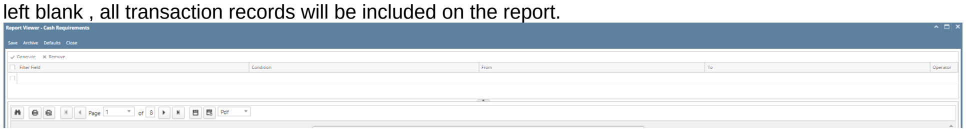
How To Print Cash Requirements Report

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)

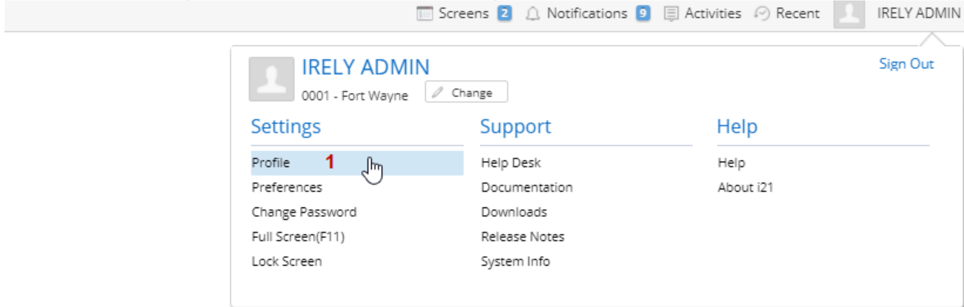


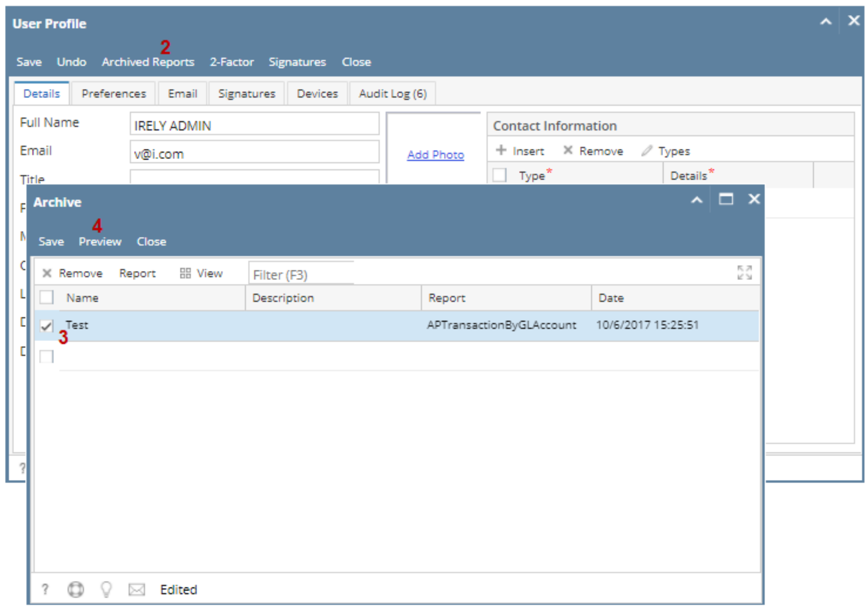
2. Fill out on the **Selection Criteria** section. User can either select on the drop down list or manually enter values on the criteria fields.If fields are left blank , all transaction records will be included on the report.



- **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

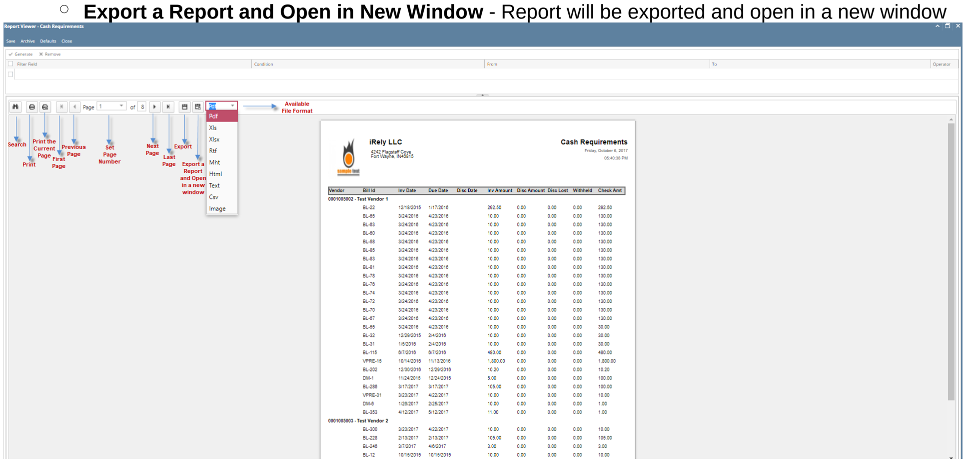




  - **Default** - Users enter a new filters and want to set back their default filters. Just click the **Defaults** toolbar button to automatically reflect the default filters that has been set.
  - **Remove -** Users can remove the filters by selecting the filters > click **Remove**.

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 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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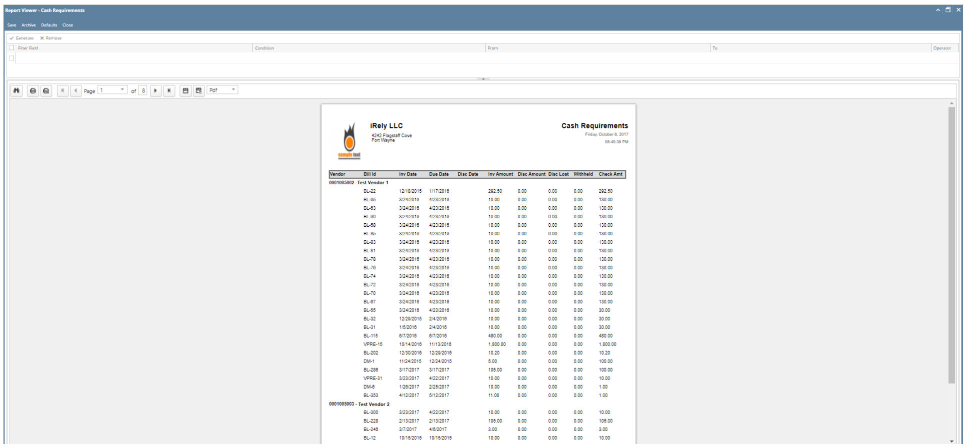

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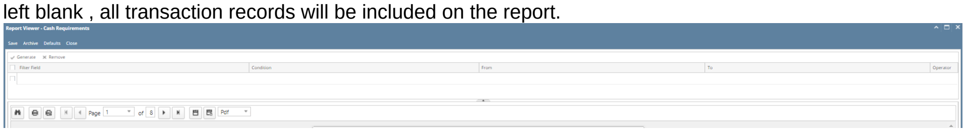

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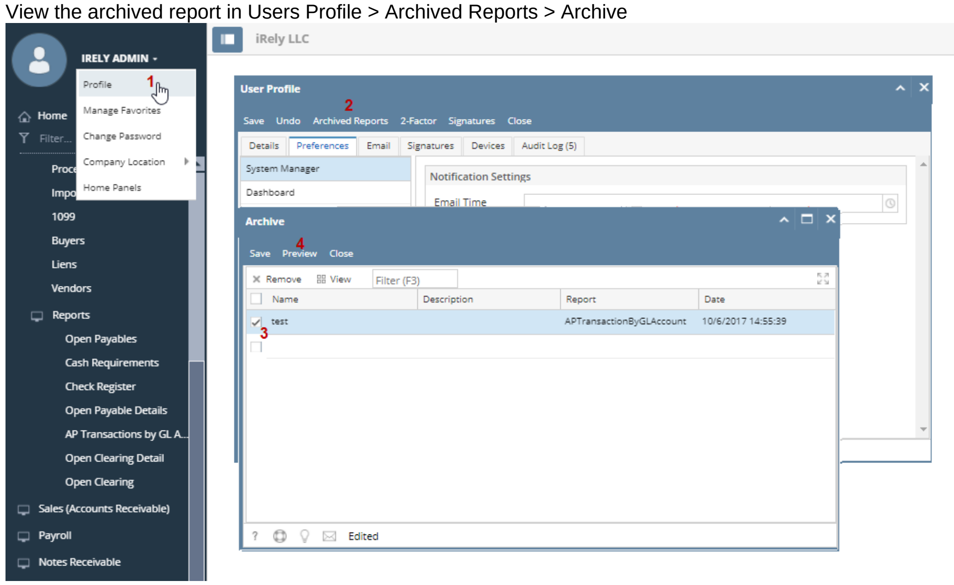

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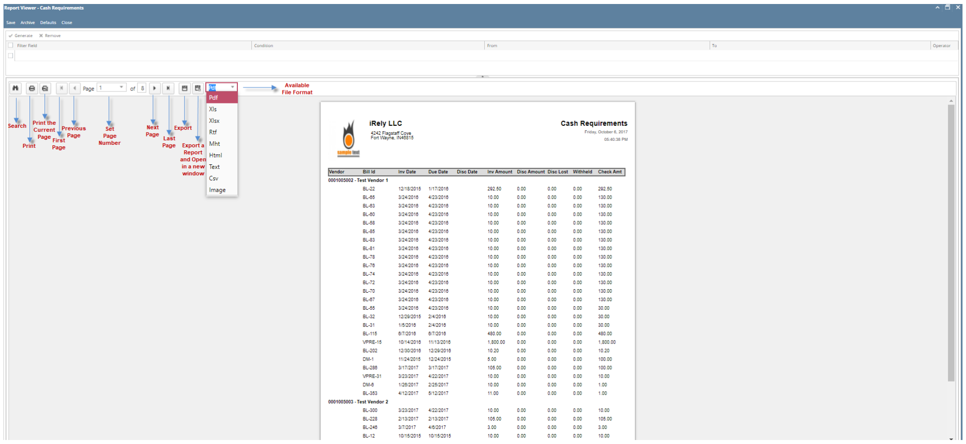
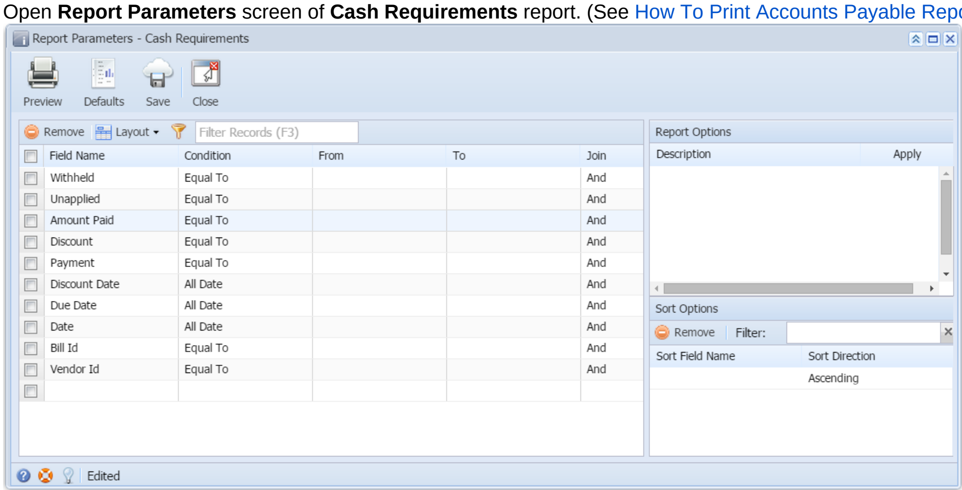
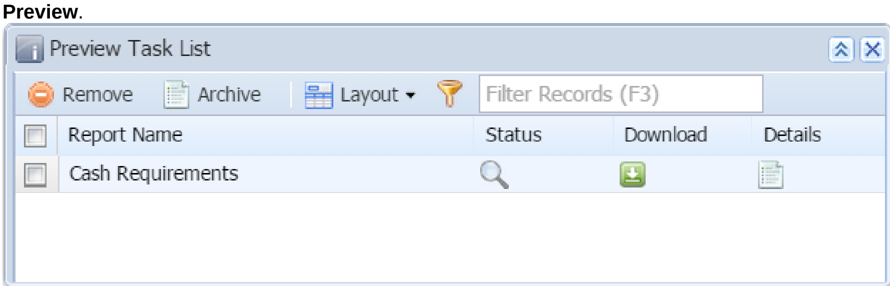


Here are the steps on how to print Cash Requirements Report:

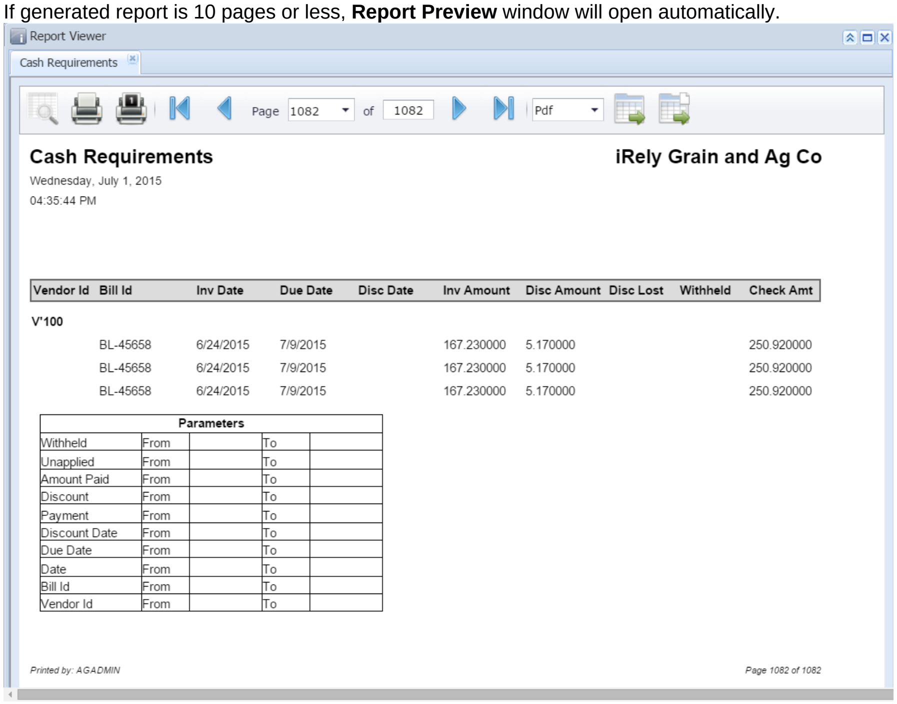
1. Open **Report Parameters** screen of **Cash Requirements** report. (See How To Print Accounts Payable Reports)



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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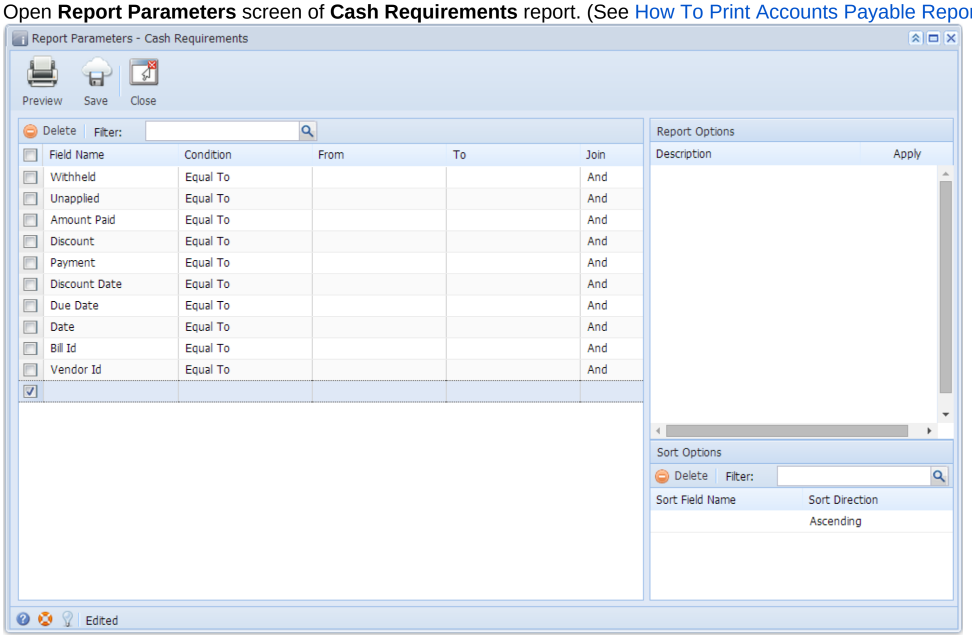
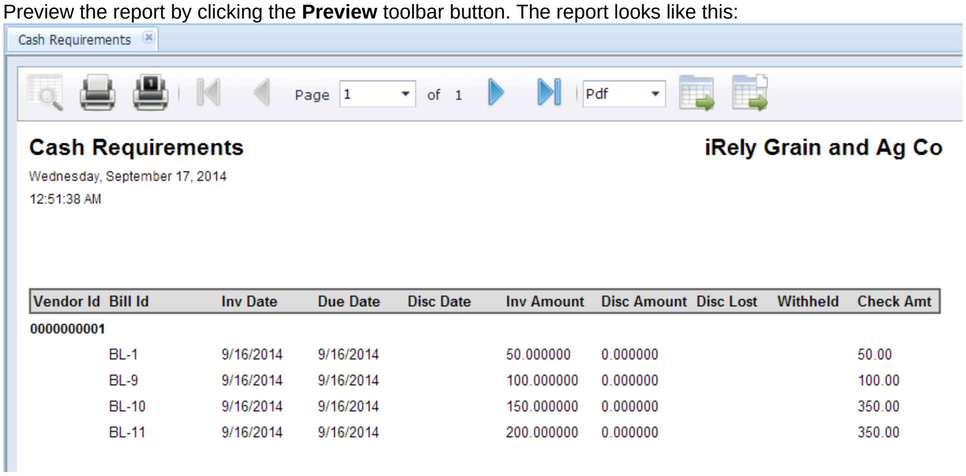


2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.

3. Preview the report by clicking the **Preview** toolbar button. The report looks like this:



Cash Requirements **iRely Grain and Ag Co**

Wednesday, September 17, 2014
12:51:38 AM

Vendor Id	Bill Id	Inv Date	Due Date	Disc Date	Inv Amount	Disc Amount	Disc Lost	Withheld	Check Amt
0000000001									
	BL-1	9/16/2014	9/16/2014		50.000000	0.000000			50.00
	BL-9	9/16/2014	9/16/2014		100.000000	0.000000			100.00
	BL-10	9/16/2014	9/16/2014		150.000000	0.000000			350.00
	BL-11	9/16/2014	9/16/2014		200.000000	0.000000			350.00