

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

- [illegible]

- Report Viewer - Cash Requirements**

Link Archive Defaults Close

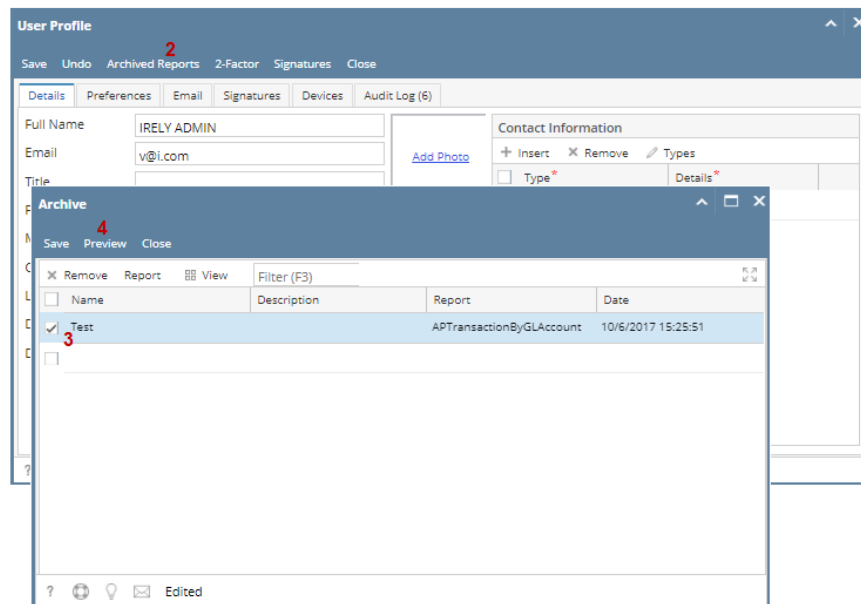
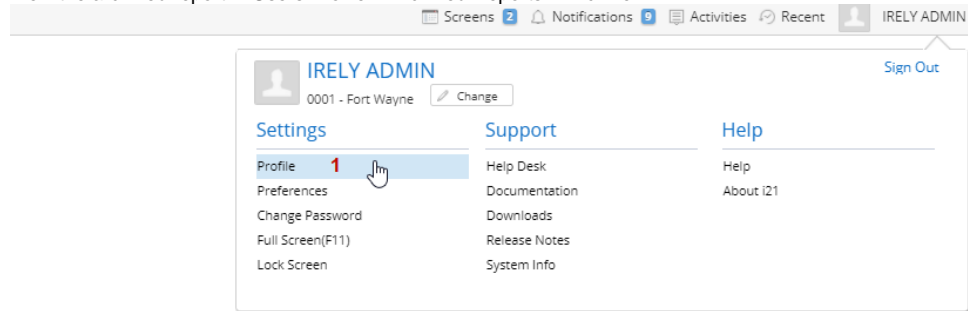
Generate Refresh

Filter Text	Condition	From	To	Operator

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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.

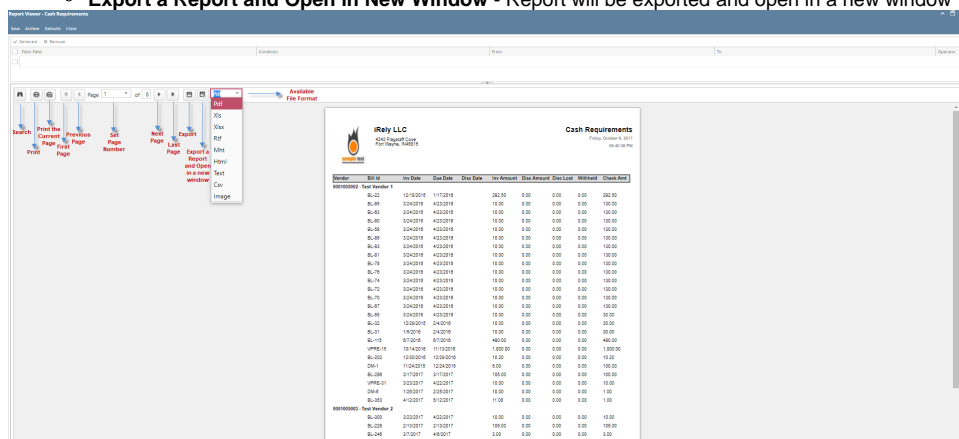
- View the archived report in Users Profile > Archived Reports > Archive



- 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



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](#))

[illegible]

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.

Report Viewer - Cash Requirements

☒ General
 ☐ Summary

Item	Period	Condition	Start	%	Operation
1					

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

The screenshot displays the iReLy Admin interface. On the left, a sidebar contains navigation links: Home, Filter..., Proc..., Imp..., 1099, Buyers, Liens, Vendors, Reports, Open Payables, Cash Requirements, Check Register, Open Payable Details, AP Transactions by GL A..., Open Clearing Detail, Open Clearing, Sales (Accounts Receivable), Payroll, and Notes Receivable. The 'IRELY ADMIN' dropdown menu is open, showing options: Profile (highlighted with a red '1'), Manage Favorites, Change Password, Company Location, and Home Panels. The main content area shows the 'User Profile' window for 'iReLy LLC'. The 'User Profile' window has tabs: Details, Preferences (selected), Email, Signatures, Devices, and Audit Log (5). Below the tabs are sections for 'System Manager' (Dashboard), 'Notification Settings' (Email Time), and 'Archive'. The 'Archive' window is open, showing a table with columns: Name, Description, Report, and Date. The table contains one entry: 'test' with description 'APTransactionByGLAccount' and date '10/6/2017 14:55:39'. A red '3' is placed next to the 'test' entry. The 'Archive' window has buttons: Save, Preview (highlighted with a red '4'), and Close. The bottom of the 'Archive' window shows a status bar with icons for help, add, delete, and edit, and the text 'Edited'.

- **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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- **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

Vendor	Bill Id	In Date	Due Date	In Amount	Due Amount	Due Date	Withheld	Check Ref
00000000	Test Vendor 1							
BU-02	12/18/2018	1/17/2019		282.00	0.00	0.00	0.00	282.00
BU-46	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-45	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-46	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-50	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-45	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-45	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-41	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-79	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-79	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-79	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-72	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-72	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-47	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-48	3/3/2019	4/23/2019		15.00	0.00	0.00	0.00	150.00
BU-52	12/18/2018	2/4/2019		15.00	0.00	0.00	0.00	30.00
BU-51	1/18/2019	2/4/2019		15.00	0.00	0.00	0.00	30.00
BU-115	8/17/2018	8/17/2018		480.00	0.00	0.00	0.00	480.00
VPRE-15	10/14/2018	11/13/2018		1,800.00	0.00	0.00	0.00	1,800.00
AL-052	12/28/2018	12/28/2018		15.00	0.00	0.00	0.00	15.00
DM-1	11/24/2018	12/24/2018		0.00	0.00	0.00	0.00	100.00
BU-288	8/17/2017	8/17/2017		188.00	0.00	0.00	0.00	188.00
VPRE-21	3/23/2017	4/23/2017		15.00	0.00	0.00	0.00	15.00
DM-1	1/28/2017	2/28/2017		15.00	0.00	0.00	1.00	1.00
BU-285	4/12/2017	5/12/2017		11.00	0.00	0.00	0.00	1.00
00000000	Test Vendor 2							
BU-200	3/22/2017	4/22/2017		15.00	0.00	0.00	0.00	15.00
BU-224	2/12/2017	2/12/2017		150.00	0.00	0.00	0.00	150.00
BU-245	3/12/2017	4/22/2017		15.00	0.00	0.00	0.00	15.00
BU-12	10/18/2018	10/18/2018		15.00	0.00	0.00	0.00	15.00

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](#))

Field Name	Condition	From	To	Join
<input type="checkbox"/> Withheld	Equal To			And
<input type="checkbox"/> Unapplied	Equal To			And
<input type="checkbox"/> Amount Paid	Equal To			And
<input type="checkbox"/> Discount	Equal To			And
<input type="checkbox"/> Payment	Equal To			And
<input type="checkbox"/> Discount Date	Equal To			And
<input type="checkbox"/> Due Date	All Date			And
<input type="checkbox"/> Date	All Date			And
<input type="checkbox"/> Bill Id	Equal To			And
<input type="checkbox"/> Vendor Id	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.
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**.

Report Name	Status	Download	Details
Cash Requirements			

- b. If generated report is 10 pages or less, **Report Preview** window will open automatically.

Cash Requirements
Wednesday, July 1, 2015
04:35:44 PM

iRelly Grain and Ag Co

Vendor Id	Bill Id	Inv Date	Due Date	Disc Date	Inv Amount	Disc Amount	Disc Lost	Withheld	Check Amt
V100									
	BL-45658	6/24/2015	7/9/2015		167.230000	5.170000		250.920000	
	BL-45658	6/24/2015	7/9/2015		167.230000	5.170000		250.920000	
	BL-45658	6/24/2015	7/9/2015		167.230000	5.170000		250.920000	

Parameters

Field Name	Condition	From	To	Join
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

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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](#))

Report Parameters - Cash Requirements

Preview Save Close

Delete Filter:

Field Name	Condition	From	To	Join
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

Report Options

Description Apply

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:

Cash Requirements

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Cash Requirements

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

iRely Grain and Ag Co

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