

Here are the steps on how to print Cash Requirement Detail Report:

- Report Viewer - Cash Requirement Detail**


File Action Defaults Close

General View Remove      Condition From To Operator

Filter Field

Page 1 of 29    Print    Full Screen

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**irely Demo**  
 642 Papigaito Cove  
 Fort Wayne, IN 46525

### Cash Requirement Details

As of 12/03/2018  
 11:28:33 AM

Contract No.	Ticket No.	Location	Distribution Desc.	Invoice No.	Voucher	Firm	Due Date	Invoice Date	Status	Net Units	Total
	802	Fort Wayne, IN	Settlement	IR-102	BL-2140		04/27/2018	04/27/2018	Completed	802.00	3,260.00
	802	Fort Wayne, IN	Settlement	IR-101	BL-2140		04/27/2018	04/27/2018	Completed	-680.00	-26.00
	802	Fort Wayne, IN	Scale	IR-101	BL-2140		05/03/2018	05/03/2018	Completed	909.00	3,517.76
	804	Fort Wayne, IN	Scale	IR-101	BL-2140		05/03/2018	05/03/2018	Completed	-1.00	-139.45
											<b>7,855.36</b>
	802	Fort Wayne, IN	Scale	IR-1278	BL-2180		09/10/2018	09/10/2018	Completed	878.00	3,514.81
	802	Fort Wayne, IN	Scale	IR-1278	BL-2180		09/10/2018	09/10/2018	Completed	-1.00	-33.10
											<b>3,481.42</b>
	1038	Fort Wayne, IN	Scale	IR-787	BL-2018		10/24/2017	10/26/2017	Completed	1,003.32	10,354.84
	1038	Fort Wayne, IN	Scale	IR-787	BL-2018		10/24/2017	10/26/2017	Completed	-1.00	-150.00
	1032	1073	Fort Wayne, IN	IR-639	BL-2104		10/11/2017	10/11/2017	Completed	1,142.68	6,128.73
	1032	1073	Fort Wayne, IN	IR-639	BL-2104		10/11/2017	10/11/2017	Completed	-1.00	-171.43
	1038	Fort Wayne, IN	Scale	IR-821	BL-2109		11/03/2017	10/16/2017	Completed	1,071.43	6,032.47
	1038	1098	Fort Wayne, IN	IR-801	BL-2109		11/03/2017	10/16/2017	Completed	-1.00	-180.11
											<b>18,015.51</b>
											<b>30,000.00</b>

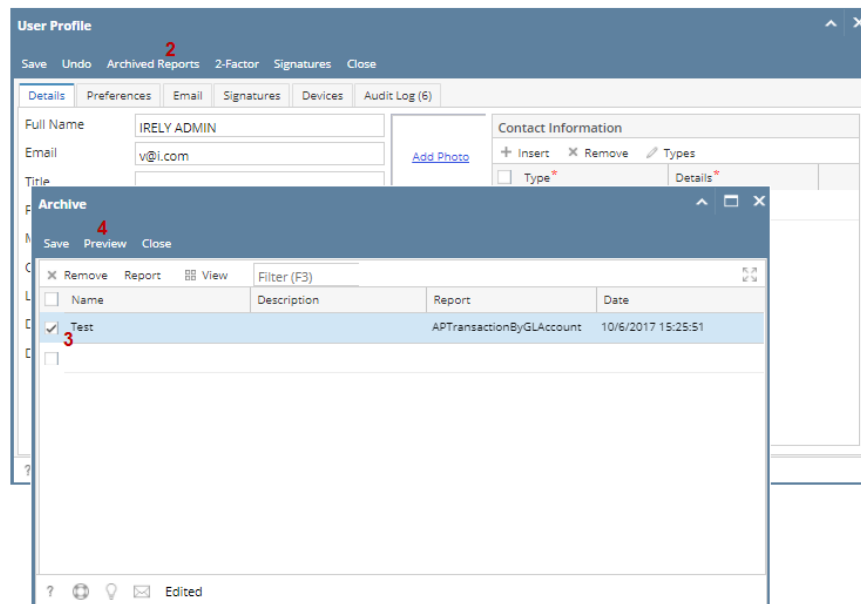
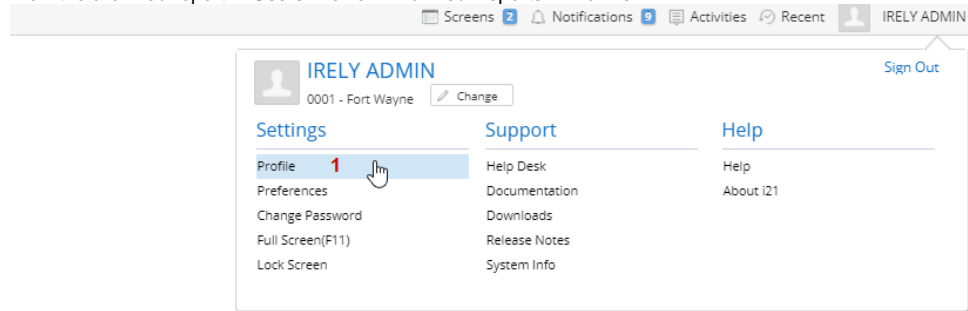
- Report Viewer - Cash Requirements**

☒ Generator    ☐ Monitor

Filter Text	Condition	Expr	%	Operator
1				

- **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

