How To Print Cash Requirement Detail Report

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

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

eport Viewer - Cash Requirement Detail												^ B
✓ Generate X Remove												
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	irely	Rely Demo 4242 Flagstaff Cove Fort wayne, IN 46825							Cash F	Requirem	ent Details As of 12/03/2018 11/20/33/AM	
	Contract No. Ticke	No. Location	Distribution Date:	Investor No.	Weather	Farm	Due Date	Invoice Date	Status	Nat Linita	Total	
	CONDUCTING TON		010100101000	anote no.	100000		011000			- Her Grinds	1042	
		0 Fot Wayne, IN	Settement	15-1102	81-21448		04/27/2018	04/27/2916	Completed	500.00	3,250.00	
		0 Fot Wayne, IN	Settement	18-1102	01-21440		04/27/2018	04/27/2010	Completed	-500.00	-25.00	
		4 Fort Wayne, IN	Scale	18-1231	81-21488		05/23/2018	05/23/2918	Completed	909.00	4,317.75	
	63	4 Fost Wayne, IN	Scale	IR-1221	BL-21485		05/23/2018	05/23/2018	Completed	-1.00	-129.45	
											7,403.30	
	3625 66	2 Fort Wayne, IN	Scale	IR-1278	BL-21560		09/02/2018	08/03/2518	Completed	979.00	2,514.01	
	3625 64	2 Fort Wayne, IN	Scale	18-1278	81-21660		09/02/2015	05/03/2018	Completed	-1.00	-33.19	
											3,401.42	
	3170 10	Post Wayne, IN	Scale	IR-767	86-21016		10/24/2017	10/06/2017	Completed	1,083.32	10,004.04	
	2170 10	Port Wayne, IN	Scale	IR-767	BL-21016		10/24/2017	10/06/2017	Completed	-1.00	-120.00	
	3222 10	73 Port Wayne, IN	Scale	17-809	81-21045		10/31/2017	10/17/2017	Completed	1.142.88	6.126.73	
	9222 10	13 Fot Wayne, IN	Scale	IR-809	BL-21045		10/31/2017	10/17/2017	Completed	-1.00	-171.43	
	3226 10	9 Fot Wayne, IN	Scale	IR-031	86-21059		11/03/2017	10/10/2017	Completed	1,071.40	6.029.47	
	3226 10	0 Fot Wayne, IN	Scale	18-831	BL-21059		1103/2017	10/10/2017	Completed	-1.00	-160.71	

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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Operator											

- 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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port Viewer - Cash Requirements											
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	Image	8.4	1218/2010	4/17/2210	282.00	100	0.00	0.00	110.00		
		8-43	2/24/2215	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	2/24/2015	4/22/2015	12.00	0.00	0.00	0.00	120.00		
		0.40	3/24/2918	4/23/2916	12.00	0.00	0.00	0.00	130.00		
		8.43	3/24/2015	4/23/2918	12.00	8.00	0.00	0.00	120.00		
		8-78	3040015	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	\$124(2018	4/23/2018	12.00	8.00	0.00	0.00	130.00		
		81-72	3/24/2015	4/20/2018	12.00	0.00	0.00	0.00	130.00		
		80.70	3/24/2018	4/23/2018	12.00	8.00	0.00	0.00	130.00		
		8.0	1/14/2010	4030218	12.00	100	0.00	0.00	130.00		
		81-02	12/28/2015	242016	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	6/7/2016	480.00	6.00	0.00	0.00	480.00		
		V772-15	10/14/2016	11/13/2016	1,800.00	0.00	0.00	0.00	1,800.00		
		86-202	12/35/2016	12/26/2016	18.20	8.00	0.00	0.00	10.20		
		DI-1	11/24/2015	12/24/2010	105.00	1.00	0.00	0.00	100.00		
		V795-01	3/23/2917	4020217	18.00	0.00	0.00	0.00	10.00		
		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	3/23/2917	4020317	12.00	0.00	0.00	0.00	10.00		
		81-225	2/10/2017 5/7/00/7	48.0047	100.00	100	0.00	0.00	100.00		
		8.00	1016/2016	1016/2016	10.00		0.00	0.00	12.00		