

# Notes Receivable Reports

## Notes Receivable Reports

1. Login to Notes Receivable application and click on the Report button as shown in the image below.

The screenshot shows the 'NO Notes Receivable Maintenance' application window. The top toolbar includes buttons for New, Save, Find, Authorization, Get Invoice, Calc Interest, Receive Payment, Reverse Payment, Adjustment, Control File, and Report. The 'Report' button is highlighted with a red box. Below the toolbar, there are tabs for 'Note Details' and 'Note History'. The 'Note Details' section contains fields for Customer Number, Note Number, Note Type, Note Description, Note Credit Limit, and Note Maturity. The 'Calculations' section includes Interest Rate, Calculate Interest To, Interest to Date, Unpaid Interest, Principal, and Payoff Balance. The 'Schedule' section has fields for Description, Frequency, Set Payment, From, Till, Late Fees, On, and Grace Period. The 'UCC Details' section includes File Number, Date Originally Filed, Last Renewal Date, Date Released, and Comments. The status bar at the bottom shows the date 2014.07.25.01, User Name: TEST, and Company ID: NO.

2. Select the report for which you want to view the data.

The screenshot shows the 'Notes Receivable Report' application window. The top toolbar includes buttons for Load Data, Preview, Print, and Export. The 'Select Report' dropdown menu is open, showing options: UCC Tracking, UCC Tracking, 1098 Report, and Aged Notes Receivable Report. The 'UCC Tracking' option is highlighted with a red box. Below the dropdown, there are date filters for Date Filed, Date Released, and Last Renewal Date. The main area of the window is empty, with a prompt to 'Drag a column header here to group by that column'.

3. Default search criteria for the selected report will be displayed. You can change the criteria values as per your requirement and click on Load Data button on the top left corner of the form.

Notes Receivable Report

Load Data Preview Print Export

Select Report: 1098 Report

1098 Report

Customer: 0000001352 to SPGRACK Note Number: NR00001 to NR00003

1098 Year: 2014

Customize

4. Data for the selected report with given search criteria will be loaded.

Notes Receivable Report

Load Data Preview Print Export

Select Report: 1098 Report

1098 Report

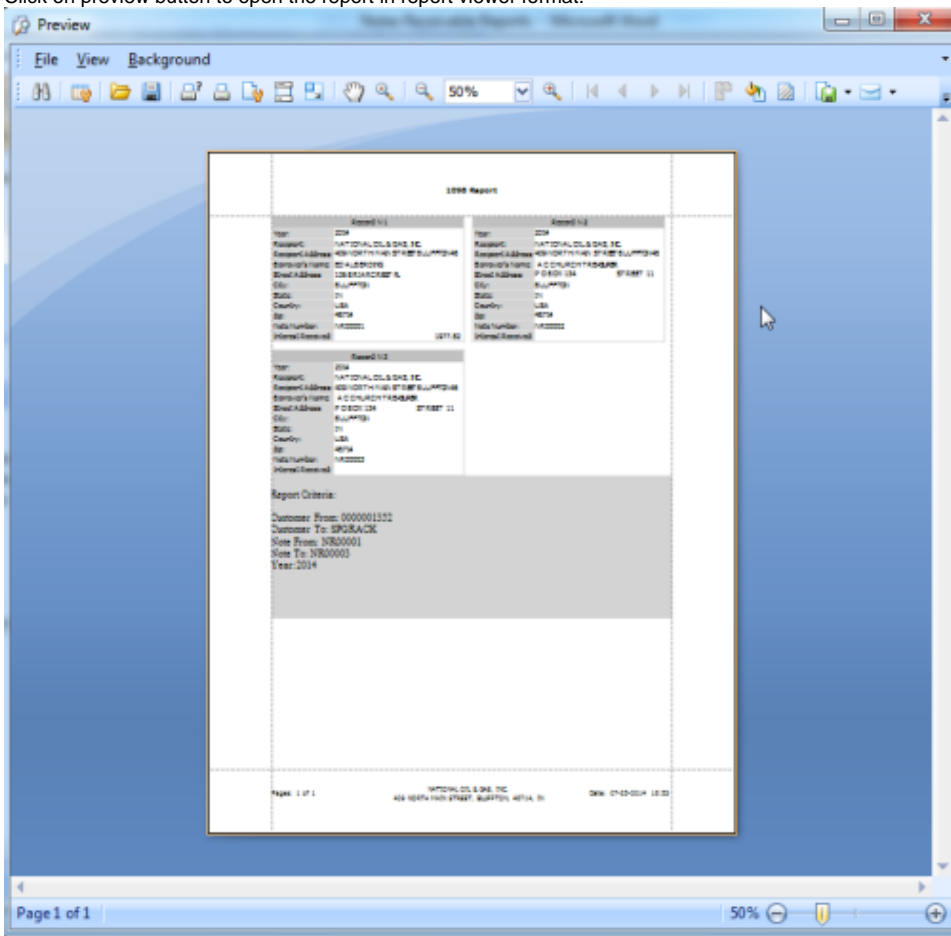
Customer: 0000001352 to SPGRACK Note Number: NR00001 to NR00003

1098 Year: 2014

Customize

Record N 1	Record N 2	Record N 3
Year: 2014 Recipient: NATIONAL OIL & GAS, INC. Recipient Address: 409 NORTH MAIN STREET BLUFFTON Borrower's Name: ED ALBERDING Street Address: 106 BRIDGECREST PL City: BLUFFTON State: IN Country: USA Zip: 46714 Note Number: NR00001 Interest Received: 2977.82	Year: 2014 Recipient: NATIONAL OIL & GAS, INC. Recipient Address: 409 NORTH MAIN STREET BLUFFTON Borrower's Name: A C CHURCH TREASURER Street Address: P O BOX 134 STREET 11 City: BLUFFTON State: IN Country: USA Zip: 46714 Note Number: NR00002 Interest Received:	Year: 2014 Recipient: NATIONAL OIL & GAS, INC. Recipient Address: 409 NORTH MAIN STREET BLUFFTON Borrower's Name: A C CHURCH TREASURER Street Address: P O BOX 134 STREET 11 City: BLUFFTON State: IN Country: USA Zip: 46714 Note Number: NR00003 Interest Received:

- Click on preview button to open the report in report viewer format.



- "Print" button on the Reports page, is used to open the print dialogue box. User can choose on which printer give the print for the selected report
- "Export" button on the Report page, is used to export the selected report to PDF file.