

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

- [illegible]

- Report Viewer - Open Populates Detail

Generation	Reference	Condition	Run	To	Operation
<input type="checkbox"/>	<input type="checkbox"/>				

- **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

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

1. Open Reports Viewer screen of Open Payable Details: (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 - Open Expense Detail

View: **Summary** | [Details](#) | [Close](#)

Columns: [Columns](#) | [Add](#) | [Remove](#)

Expense Date	Description	Amount	Type	Category

Page 1 of 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

The screenshot displays the iRELY ADMIN web application. On the left is a dark sidebar with a user profile icon at the top, followed by a 'Home' button and a 'Filter...' button. Below these are several menu items: 'Company Location', 'Home Panels', '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 main content area has a top header 'iREly LLC' and a 'User Profile' window. The 'User Profile' window has a blue header with 'Save', 'Undo', 'Archived Reports', '2-Factor', 'Signatures', and 'Close' buttons. Below the header are tabs for 'Details', 'Preferences' (selected), 'Email', 'Signatures', 'Devices', and 'Audit Log (5)'. The 'Preferences' tab shows 'System Manager' and 'Dashboard' sections. An 'Archive' window is open in the foreground, showing a table with columns: Name, Description, Report, and Date. The table has a filter '(F3)' and a 'Remove' button. The first row is highlighted in blue and contains the text 'test', 'APTransactionByGLAccount', and '10/6/2017 14:55:39'. The 'Archive' window also has a blue header with 'Save', 'Preview', and 'Close' buttons. Red numbers 1 through 4 are overlaid on the image to indicate specific steps: 1 points to the 'Profile' button in the sidebar, 2 points to the 'User Profile' window title, 3 points to the 'test' entry in the archive table, and 4 points to the 'Save' button in the archive window.

- **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

