

# AR Reports

## Customer Master List (Numeric)

**1. Accounts receivable >3. reporting >1.customer listings >1. customer master - numeric**

This report shows most of the information from the **Customer Record** and is printed in numeric order based on the **Customer code** (number)

## Customer Master List (Alpha)

**1. accounts receivable >3. reporting >1.customer listings >2. customer master -alpha**

This report shows most of the information from the **Customer Record** and is printed in alphabetical order based on the **Customer name**.

## Customer Summary List (Numeric)

**1. accounts receivable >3. reporting >1.customer listings >3. customer SUMMARY-NUMERIC**

This report shows the **Customer number, name, and phone number**, as well as the **complete address** (all three lines) and **postal code** (you entered this in the 4<sup>th</sup> address line) in numerical order based on the **Customer code** (number).

## Customer Summary List (Alpha)

**1. accounts receivable >3. reporting >1.customer listings >4. customer SUMMARY-ALPHA**

This report shows the **Customer number, name, and phone number**, as well as the **complete address** (all three lines) and **postal code** (you entered this in the 4<sup>th</sup> address line) in alphabetical order based on the **Customer name**.

# Shipping Address Report

**1. accounts receivable >3. reporting >1.customer listings >5. SHIPPING ADDRESS REPORT**

This report prints in Customer number order and shows the Customer number and name, and the code and addresses set up in data file maintenance > Shipping Addresses Maintenance.

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## VIP CUSTOMER LIST

**1. accounts receivable >3. reporting >1.customer listings >6. VIP CUSTOMER LIST**

This programme needs the input range of **VIP** Customers numbers and a selection of a print order. The order may be **"V"** for VIP no order, **"A"** for VIP name order, **"T"** for telephone order, **"C"** for Cell phone order or **"N"** for card # order.

## Customer List by Salesman

**1. accounts receivable >3. reporting >1.customer listings >7. CUSTOMER LIST BY SALESMAN**

This is the same report layout as the **Customer Summary List**, except that in this report, you can select any or all territory and/or salesman to limit the list. If you choose to print all territories and salesmen, then the report is sorted numerically by salesman number, with a page break between salesmen.

## Customer List by industry

**1. accounts receivable >3. reporting >1.customer listings >8. CUSTOMER LIST BY INDUSTRY**

This is the same report layout as the **Customer Summary List**, except that in this report, you can select any or all industry types in order to limit the list. If you choose to print all industries, then all customers for all industries will be printed, grouped by industry.

## INACTIVE Customer LIST

## 1. accounts receivable >3. reporting >1.customer listings >9. INACTIVE CUSTOMER LIST

The customer record is updated with a last sale date with each invoice. This report will show all customers having no sales after the date you enter. The report prints the **customer number**, **name** and **phone number**, the **account balance** and **aging** in summary, including any future amount and the date of the last sale.

# Customer Mailing Labels

## 1. ACCOUNTS RECEIVABLE >3. REPORTING >3. LABEL PRINTING >1. CUSTOMER MAILING LABELS

The standard format for customer mailing labels is 3-1/2" x 15/16" 1 wide

1. Starting Customer
2. Ending Customer

Select the individual customer or range of customers. Pressing [**enter**] through these fields will default the selection to all, or from the beginning to the end of the customer records.

3. Starting Territory
4. Ending Territory

Select the individual territory or range of territories. Pressing [**enter**] through these fields will default the selection to all territories.

5. Starting Salesman
6. Ending Salesman

Select the individual salesman or range of territories. Pressing [**enter**] through these fields will default the selection to all salesmen.

7. Include Ship-to's

Reply [**y**] if you wish to have a mailing label for the customer's shipping addresses as set up in **data file maintenance > shipping address maintenance**.

8. Days Overdue

You can further limit the selection of customer labels to print if you wish to only send to those customers with an outstanding and overdue account status. Enter the number of days a customer account is to be aged before being considered for this selection.

9. Specify Categories

If you only wish to send a mailing to customers having purchased a specific product line (category) then reply [**y**]; otherwise all customers regardless of their purchase history will be selected for labels, as long as they also fulfil the other selection criteria.

10. – 20. Categories:

You may enter up to six categories.

## vip mailing labels

**1. ACCOUNTS RECEIVABLE >3. REPORTING >3. LABEL PRINTING >2. VIP MAILING LABELS**

This programme allows the entry of a range of VIP customers. This is a create programme and would be printed from the CUSTOMER MAILING LABELS-ALIGN/PRINT

## Label AlignMENT TEST

**1. ACCOUNTS RECEIVABLE >3. REPORTING >3. LABEL PRINTING >3. LABEL ALIGNMENT TEST**

Place the forms in your printer and use this option to align them and then print when the alignment is correct.

## Customer Over-Due Report – Summary

**1. ACCOUNTS RECEIVABLE >3. REPORTING >2. CREDIT REPORTS >1. SUMMARY OVERDUE**

1. Starting territory
2. Ending territory

Select the individual territory or range of territories. Pressing [**enter**] through these fields will default the selection to all territories.

3. Starting salesman
4. Ending salesman

Select the individual salesman or range of territories. Pressing [**enter**] through these fields will default the selection to all salesmen.

5. Days overdue

You can further limit the selection of customer to print on this report if you wish to only include those customers with an outstanding and overdue account status. Enter the number of days a customer account is to be aged before being considered for this selection.

#### 6. Date for Aging

Enter the date upon which to calculate the overdue status of the account.

This report has a similar layout to the **Ar month end > trial balance reports > aged Detail Trial Balance**, showing the customer number, name, contact and phone number, the last payment date and amount, and a summary of the account with the overdue amount and account balance.

## DETAIL OverDue

### 1. ACCOUNTS RECEIVABLE >3. REPORTING >2. CREDIT REPORTS >2. DETAIL OVERDUE

This report has a similar layout to the **Ar month end > trial balance reports > aged Detail Trial Balance**, showing the **customer number, name, contact** and **phone number**. The last payment date and amount, and the details of each invoice with the overdue amount and account balance are also printed for each customer

## Over Credit Limit Report

### 1. ACCOUNTS RECEIVABLE >3. REPORTING >2. CREDIT REPORTS >3. CREDIT LIMIT REVIEW

This report will list all customers with outstanding balances greater than that of the credit limit amount set on the customer record. You can include customers with no credit limit (cash customers) if you wish.

This report prints the **customer number** and **name**, the **salesman**, the **balance** of the account and the **credit limit** from the **data file maintenance > customer maintenance** record, as well as calculating and printing the amount over the credit limit. Any future amount is printed as well should you have used the **transaction processing > Dating Terms** function.

## CUSTOMERS ON HOLD

### 1. ACCOUNTS RECEIVABLE >3. REPORTING >2. CREDIT REPORTS >4. CUSTOMERS ON HOLD

This report all customers on credit HOLD or COD.

# PAYMENTS REGISTER

**1. ACCOUNTS RECEIVABLE >3. REPORTING >2. CREDIT REPORTS >5. PAYMENTS REGISTER**

This report shows the monthly payments by customer, invoice number, date, amount, discount.

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