Invoice/Credit Register Report

Last Modified on 11/01/2024 4:54 pm EDT

The Invoice/Credit Register report has two options:

- Display a list of customer invoices and credits created within a selected date range.
- Display a list of all customer invoices and credits with an open balance as of a particular date.

Subtotals print for invoices and credits, and a grand total prints on the last page of the report.

Report Parameters

The parameters available for this report are:

- All Open Invoices/Credits
- Start and End Date
- Order By
- Branch

Generate the Invoice/Credits Register Report

To generate this report, navigate to Reports > Accounts Receivable > Invoice/Credit Register.

The Invoice/Credit Register page is displayed. In the Parameters area:

- To see open invoices and credits, check the All Open Invoices/Credits checkbox, and select an as of date for the report.
- To see all invoices and credits created within a particular date range, select the Start and End date range.

When finished, click the Preview button.
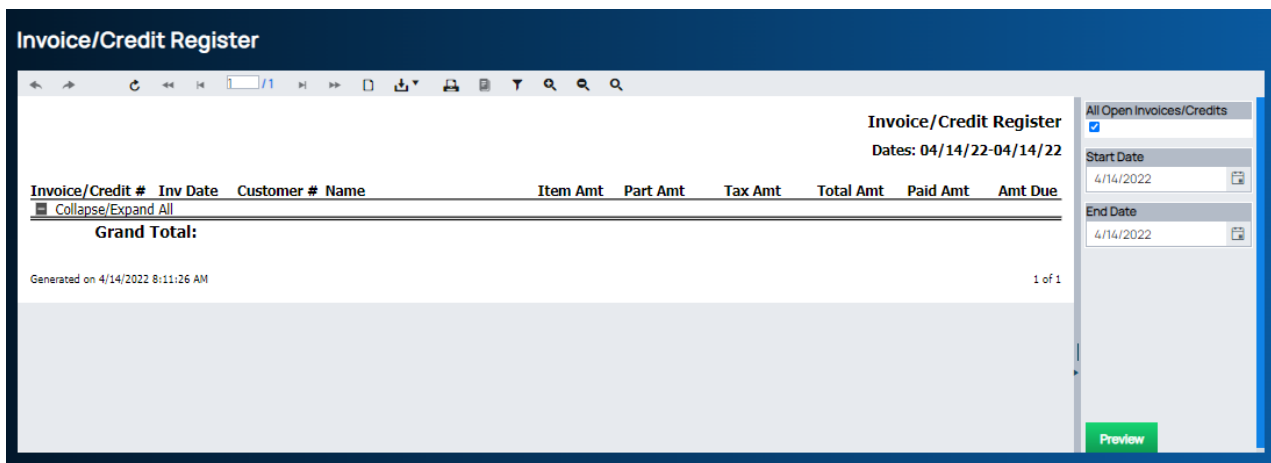
The report results are based on the selections in the parameters area. The report lists all invoices first and then all credits.

Users may use the function buttons to print or export the report.

Users may click on the Collapse/Expand All buttons to see subtotals and/or details of invoices and credits.