

Invoice/Credit Register Report

Last Modified on 04/20/2022 4:50 pm EDT

The Invoice/Credit Register report has two options:

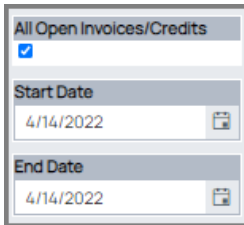
- Display a list of customer invoices and credits created within a selected date range.
- Display a list of all customer invoices and credits with an open balance as of a particular date.

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



A screenshot of the report parameters form. It features a checkbox labeled 'All Open Invoices/Credits' which is checked. Below this are two date selection fields: 'Start Date' and 'End Date', both containing the date '4/14/2022' and a calendar icon.

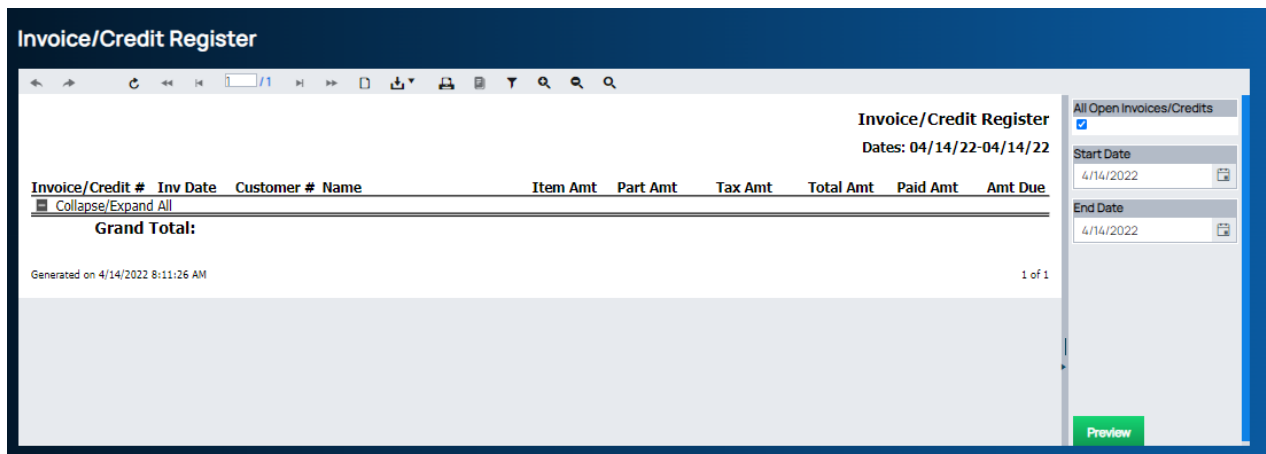
Generate the Invoice/Credits Register Report

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.



A screenshot of the 'Invoice/Credit Register' report interface. The title bar reads 'Invoice/Credit Register' and 'Dates: 04/14/22-04/14/22'. The main area contains a table with columns: Invoice/Credit #, Inv Date, Customer #, Name, Item Amt, Part Amt, Tax Amt, Total Amt, Paid Amt, and Amt Due. Below the table is a 'Grand Total:' section. The footer shows 'Generated on 4/14/2022 8:11:26 AM' and '1 of 1'. On the right side, there is a parameters panel with a checked 'All Open Invoices/Credits' checkbox and 'Start Date' and 'End Date' fields both set to '4/14/2022'. A green 'Preview' button is located at the bottom right of the interface.

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.

Invoice/Credit Register

MANAGELY™ Best Security Invoice/Credit Register All Open Invoices

Invoice/Credit #	Inv Date	Customer #	Name	Item Amt	Part Amt	Tax Amt	Total Amt	Paid Amt	Amt Due
Collapse/Expand All									
Invoices									
10139	06/28/15	1030	Jones, Drew	125.00	0.00	12.50	137.50	0.00	137.50
10140	07/14/15	1030	Jones, Drew	2,500.00	0.00	163.88	2,663.88	0.00	2,663.88
10143	07/30/15	1030	Jones, Drew	30.00	0.00	1.97	31.97	0.00	31.97
10144	07/30/15	1030	Jones, Drew	30.00	0.00	1.97	31.97	0.00	31.97
10142	08/01/15	1030	Jones, Drew	30.00	0.00	1.97	31.97	0.00	31.97
10145	08/03/15	1030	Jones, Drew	30.00	0.00	1.97	31.97	0.00	31.97
10146	08/03/15	1033	Parsons, Alan	725.00	0.00	45.89	770.89	0.00	770.89
10152	08/19/15	1033	Parsons, Alan	25.00	0.00	0.00	25.00	0.00	25.00
10154	08/21/15	1030	Jones, Drew	30.00	0.00	1.97	31.97	0.00	31.97
10155	08/29/15	1034	Cocker, Alta	575.00	0.00	37.69	612.69	0.00	612.69
10156	08/30/15	1034	Cocker, Alta	2.90	0.00	0.19	3.09	0.00	3.09
10150	09/01/15	1033	Parsons, Alan	60.00	0.00	3.93	63.93	0.00	63.93

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

Invoice/Credit Register

MANAGELY™ Best Security Invoice/Credit Register All Open Invoices

Invoice/Credit #	Inv Date	Customer #	Name	Item Amt	Part Amt	Tax Amt	Total Amt	Paid Amt	Amt Due
Collapse/Expand All									
Invoices									
Credits									
20451	01/04/18	1129	Cushing, Mark	-30.00	0.00	-1.97	-31.97	0.00	-31.97
21450	03/22/22	3719	Wood, Emily	0.00	-45.00	-2.70	-47.70	0.00	-47.70
21466	03/25/22	3719	Wood, Emily	-60.00	0.00	-3.60	-63.60	0.00	-63.60
205	03/28/22	3720	Watson, George	-25.00	0.00	0.00	-25.00	0.00	-25.00
Subtotal:				-115.00	-45.00	-8.27	-168.27	0.00	-168.27
Grand Total:				144,615.56	6,621.13	8,532.06	159,768.73	-1,862.97	157,905.76

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