# Customer / Financial Reports

# Accessing Customer Reports

There are certain reports that are only available in the customer grid. These reports can be accessed by right clicking in the customer grid and selecting the customer reports sub menu.

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Che 🏦 Find	•	iati	on Inc	USA 23320-517								
First 😿 Open	•	al C	orporation	USA	92707							
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Free 🍄 Admin		tor	Inc	USA	78735							
Free Print			AR Aged Analysis	<u> </u>								
Gol 🗿 Refresh	L	ľ	AR Aged Analysis with Salesperson									
Hilt 📰 Options	•		AR Audit Trail									
IBM ┨ Log Ou	t		Cash Receipts									
Image			Invoice Register									
mandy			Statements									
myname			Total Monthly Sales									
Madi Hama Car			Cancelled Invoice Numbers	5								
Medi Home Car	-		Insurance Coverage									
MUSEUM OF MO	DER		Mailing Labels									
my new custome	er		Price Overrides									
mytest			Print Selected Customer [Using a Template]									
ncust			Print Selected Customer [Using a FastReport]									
					1							

## Accounts Receivable Aged Analysis

This report details all transactions on the customer account. It is broken down into current, 30 days, 60 days and 90 days. You can specify whether or not to include the credit limit, last payment details, discount rates and contact information. You can also exclude any payments made after a certain date.

RP Accounts Receivable Aged A	nalysis 🗙
Account Type Account Type All Account Type * Cash on delivery Print Accounts Only accounts with a balance over Only accounts with a balance over Only accounts with a balance over Only accounts with a balance over All customers (including those with a zero balance) All customers (including those with a zero balance) Include customers with credit balance Include customers with credit balance Starting and Finishing Points (leave blank for all) Start Code CONCRTAV Print Accounts CONCRTAV All CONCRTAV All CONCR	Print to Printer Screen Word Processor CSV Include Transactions All current transactions Open transactions only Print Transaction Memos Division All Division
<ul> <li>Print Full Listing (credit limit, last payment, discount rates etc.)</li> <li>Print Contact Information (Contact Name, Address, Phone etc.)</li> </ul>	Closing Date 07-31-17 (excludes transactions posted after this date)
<ul> <li>Using Pre-Printed Forms</li> <li>Convert foreign currencies to the local currency</li> <li>Double Space Printout</li> </ul>	✓ OK × Cancel

## Accounts Receivable Aged Analysis with SalesPerson

This report is the same as the regular Aged Analysis report with subtotals sorted by salesperson. This report may be used as a salesperson commission report. You may also print the report for a single salesperson by entering the information in the salesperson box.

RP Accounts Receivable Aged Analysis wi	th Salesperson 🛛 🗙
Account Type	Print to O Printer Screen O Word Processor
Print Accounts <ul> <li>Only accounts with a balance over</li> <li>1.00</li> <li>Instruction</li> </ul>	○ CSV
<ul> <li>Only accounts with an amount in 60 days of</li> <li>Olumbra All customers (including those with a zero balance)</li> </ul>	<ul> <li>Include Transactions</li> <li>All current transactions</li> </ul>
Include customers with credit balance Include Disabled Customers Ctacting and Sinishing Deints (Jacus blank for all)	<ul> <li>Open transactions only</li> <li>Print Transaction Memos</li> </ul>
Starting and Finishing Points (leave blank for all)       Start Code       End Code       Image: Imag	Division All Divisions
<ul> <li>Print Full Listing (credit limit, last payment, discount rates etc.)</li> <li>Print Contact Information (Contact Name, Address, Phone etc.)</li> </ul>	Closing Date 07-31-17
Only Customers With Selected Salesperson : Page Break After Each Salesperson	posted after this date)
<ul> <li>Using Pre-Printed Forms</li> <li>Convert foreign currencies to the local currency</li> </ul>	
Double Space Printout	✓ OK × Cancel

## Cash Receipts Reports

Cash receipts are hardcopies of a payment transaction between the customer and the company. Depending on your parameter settings (Accounts #29 – Print Cash Receipts) this option displays whenever you post a payment from a client. The cash receipt is a custom template that can be edited to your specifications.

Whilst preparing a bank deposit for a particular day, the system can group all your payments into batches by using the Batch No. functionality.

## Cash Receipts Batch Number

The Cash Receipts Report has an option to display a list of payments for a particular Batch No.

#### How it works

When entering payments, the Batch No. field is automatically populated with the current batch number. If you're entering payments for a new day or starting a new batch, you can click the + button to increment to the next batch number.

🎦 Cash Receipt Details	
Received	Amount Received
🖱 Check	150.00
🔘 Credit Card	Batch No.
Cash	
🔘 Debit	
	✓ OK Cancel

Then run the report for a particular Batch No.

Cash Receipts Report					<b>—</b>					
Batch No.										
Between 10/ 1/20	14 🔲 🕶	and 10/31/2014	iir (ir	ndusive)						
or Select Month										
Jan Feb	Mar Apr	May Jun	lul Aug	Sept Oct	Nov Dec					
ort By	Print Opt	lons	Division							
	Printer		All Divisi	ons	-					
) Date										
	Screen	i i i i i i i i i i i i i i i i i i i	Other Opt	lions						
) Invoice No.		_	- Using	Pre-Printed Forms						
	() Word	Processor	Doubl	Double form Distant						
🕘 Booking No.	© CSV		E Double	Bodude De sourceste						
				🗸 ок	X Cancel					
P Report Display	← Page	Page ->	Last <del>-&gt;</del>	Page:1of1	Go To					
Printed: Sorted by	10/29/14 y: Date				Cash Receipts					
DIVISION	. HII DIVIS	IORS								
Batch No	Date	Booking	Customer							
1	10/13/14	CUSTOMEROOOO1	Customer							
1	10/22/14	CUSTOMER00001	Customer							
1	10/23/14	ZEHRS-CUUU001	Zehrs Co:	rporation of	companies					
	10/67/14		Cascomer							

#### Updating or Fixing Batches

RentalPoint also has a utility to run a batch update of payments. You can use this utility to correct payments that were entered with an incorrect batch number.

The utility is located in Others à Utilities à Update or Fix Cash Receipt Batch No.

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	<b>A</b>			4		Enter Cu Print Cyc	rrency Cor le billed	nversion	Rate								
Bookings	New	Open	View	Worl	÷	Import /	Export			٠							
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Customers	THOMAS	James The	omas Engi	neering		Operato	r Reports	ators			Ch	ange All	Attachme	ent's Docume	ent Path	_[	c
	THOMAS	James The	omas Engi	neering		Open a S	Second Co	py Ctr	rl+Alt+C	)	Re	store Att	achments	Since Docume		F	
<b>Y</b> ()	THOMAS	James The	omas Engi	neering		Ope <u>r</u> ato	r Options			۲	<u>F</u> o	rmat Pho	ne Numbe	ers			t
Products	THOMAS	James The	omas Engi	neering	12-	17-2015	49	LISD	475.00	No	Up	date or l	Fix Cash Re	eceipt Batch	No		F
	THOMAS	James Th	omas Engi	neering	4-2	7-2016	62		50.00	No	Re	-load Sto	ored Proce	dures and Vi	ews		Ň
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venues	THOMAS	Jamos The	omas Engi	neering	5 2	1 2016	66		1 600 00	No	ке	More Lo	No.	arameter Set	No	Vor	

Update or Fix Cash Receipt Ba	tch No							×		
Apply this batch number :										
to these payments:										
Between	10/ 1/2014		and	11/ 1	/2014	-				
	(Incl	usive)			(Exclu	isive)				
or Select Month										
Jan Feb Mar	Apr May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
Region/Location		ſ	Receipt	No.						
<ul> <li>All</li> </ul>			💿 All							
Region			🔘 Sele	ect Rece	ipt No.					
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Select Location			TU NU.							
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## Invoice Register Report

The Invoice Register report is designed to display invoices and credits that are generated against a customer in a given time frame. This information can be isolated to a more specific group of clients via the industry type scope or the division scope.

To access the Invoice Register report, right click the customer grid and select the Invoice Register Report from the sub menu.

Notice the various scopes that can be selected for this report. If the report does not contain the results expected then it is likely that the scope are not set correctly.

RP Invoice Register Report									
Between 2017-07-19 v and 2017-0 or Select Month Jan Feb Mar Apr May Jun	Jul Aug Sept Oct Nov Dec	Print Options O Printer Screen O Word Processor O CSV							
Location Scope ● All ○ Select Location 0 - Toronto [Sate ▼	Industry Type All  Selected Industry Type	Division All Divisions							
	Include Invoices Credits	✓ OK X Cancel							

After confirming the scopes and pressing OK the report will display.

## **Customer Statements**

Customer Statements are records of account activity for your clients. Using the scope options you can narrow down the information being printed.

You have several options when printing a customer statement.

- First of all, select the account type you would like to print, for example, 14 Day, 30 Day, Net 10 etc. Next, select which customers to print the statements for; leaving the search boxes blank will print all customers.
- Next, select the closing date of the transactions as well as the division (if you're using divisions). Divisions allow you to separate your revenue into different accounts for better organization. The Transaction Scope will allow you to select what you would like to print on the Statement.
- The Customer Scope allows you to narrow down the different accounts you would like to print. You can use the search boxes to find customers with a balance over a certain amount in the 30, 60 and 90+ days. If you would like to print all accounts regardless of balance you can check the 'All accounts including accounts in credit' checkbox. Additionally, if you would like to print accounts with a 0.00 balance, check the 'Include accounts with zero balances' checkbox.

To print statements select the Statements option from the customer right click menu.

Actions R	eports Crysta	al Reports Asset	s S	Setup Other	rs	Help			
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Bookings	New	Find Open							
	Code	Contact	Co	mpany	Country	Pos	st Cod		
	0001								
Shortages	AIRPUSH	Mandy Fox	AI	RPUSH, INC.			USA	900	064
	BCUST		BO	Company			test	TES	ST
Customers	BILLQ2		28	3749827428					
Customers	BRIST		BR	ISTOL-MYER	USA	USA 1002			
Ų,	CANTOR	John Green	🖡 New		F	RALD, L.P.	USA	10(	022
Products	CATHAY	Joanne Belkin	A	Find	•		USA	917	731
	CONCRTAV	Joan Ramsey		Open	•	sual	Canada	M2	W 8H
	CHESABAR		۵	View	•	Association Inc	USA 23		320-51
Venues	FIRSTFIN	Bob Thompson	*	Admin		nancial Corporation	USA	927	707
	FISK			Print		AR Aged Analysis		~~~	307
	FREE	test test	5	Refresh		AR Aged Analysis with Salespers	son		735
Schedule	FREECAN			Options	•	AR Audit Trail			W 6V1
	GOLDMAN	Janice Melnick	4	Log Out		Cash Receipts			282
	HILCHESA		Hilton Garden Ir		lr <sub>r</sub>	Invoice Register			320
Crew Planner	IBMCA		IBM Canada Ltd		d	Statements Total Monthly Salas			₹9Z7
	IMAG0001		Image						

The statements will print once per customer detailing their account activities.

To email statements, click the 'Email' checkbox.

RP	Print Statements
Account Type	○ Account Type ★ Cash on delivery
Starting and Finishing Cu	stomers Start CANTOR 🗊 🕼 Finish CANTOR
Closing Date 05-31-17	Division All Divisions
Transaction Scope	
✓ Invoices	Credits Payments
Customer Scope	
Only accounts over 0	.00 in 30 days 🗌 All accounts including accounts in credit
Only accounts over 0	.00 in 60 days Include accounts with zero balances
Only accounts over 0	.00 in 90 days Include Invoices with zero balances Include Invoices
Sort by	Use Company Address for Location :
O Invoice Number	Location : 0 - Toronto
Transaction Date	
Additional Options	✓ Email Statements
✔ Print to Separate PDF Files	If there is no payment contact email address then email to the:
	Main Contact
	✓ OK × Cancel

# Credit Card Expiry

Prints a list of Customers with upcoming credit card expiry date.

From the Customer Menu Print-->Credit Cards Due to Expire

	/050 <b>+</b>	New 🕨		Goluman, Sachs & Co.	USA
	AIRF 👬	Find •		AIRPUSH, INC.	USA
Customers	BCU 💌	Open •	df	B Company	test
		view P	-	283749827428742	
YO	BRIS 🎽	Financials		BRISTOL-MYERS SQUIBB	USA
Products	CAN 🖶	Print		AR Aged Analysis	ISA
4 <u>9</u>	CATI 🥏	Refresh	ľ	AR Aged Analysis with Salesperson	ISA
- 4	cue 🖴	Options •	ľ	AR Audit Trail	IS A
Venues		Log Out	ľ	Cash Receipts	15A
	CONCRE	TAV JUAIT KAITISEY		Invoice Register	anada
	FIRSTEIN	Bob Thompsor	ľ	Statements	ISA
Schedule	EISK			Total Monthly Sales	
	FISK		P	Credit Cards Due to Expire	
	FREE	test test		Cancelled Invoice Numbers	ISA
Crew Planner	FREECAN	u l		Insurance Coverage	anada
	GOLDMAN			Mailing Labels	anada
<b>ĕ</b>		A	ľ	Price Overrides	ISA
Vondors	HILCHES			Print Selected Customer [Using a Template]	15A
venuors	IBMCA			Print Selected Customer [Using a FastReport]	anada

#### Select the expiry month...



#### Save the Report...



Excel file with automatically open showing customer and expiry details.

E	<b>.</b> 5	- ¢-	÷					Credit	Card	Expiry	Report_0	4242020_	1315-20	9.CSV - I	Excel
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3	CANTOR	CANTO	R FITZG	ERALD		4 20	020								

### Must have Operator Privilege below to print this report

Group Name	Bookings	Sub i	rentals and	Transfers	Customers
Reports Printing Options			Setup and Utilities		Contact Ma
Customer Reports				Booking Reports	
☑ Cash Receipts				Revenue Report	
☑ Invoice Register				Booking Cross Sec	
Aged Analysis				Booking Statistics	
🗹 Account Audit				Price Override	
🗹 Credit Card Expiry 🧲 🗖				🗹 Audit Trail	
✓ Insurance Coverage Report				Losses and Breaka	
				Profit	Analysis rep
I					