# 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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Con 📑 New 🕨		Canada	M2W 8H6						
Che 🏦 Find 🔹 🕨	iation Inc	USA	23320-5173						
First 😿 Open 🔹 🕨	al Corporation	USA	92707						
Fisk 🗭 View 🔸	porate Office & Headquarters	USA	92807						
Free 🍄 Admin	tor Inc	USA	78735						
Free Print	AR Aged Analysis								
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Image	Invoice Register	_							
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my new customer	Price Overrides								
mytest	Print Selected Customer [U	lsing a Tem	plate]						
ncust	Print Selected Customer [U	lsing a FastF	Report]						

# 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 an amount in 60 days of Only accounts with an amount in 60 days of All customers (including those with a zero balance) Starting and Finishing Points (leave blank for all) Start Code End Code CONCRTAV Start Code CONCRTAV Concertav CONCRTAV Concertav CONCRTAV Concertav CONCRTAV Only accounts with an amount in 60 days of CONCRTAV Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Concertav Conce	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 All     Account Type     * Cash on delivery	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 Catarting and Finishing Points (leave blank for all)	<ul> <li>Open transactions only</li> <li>Print Transaction Memos</li> </ul>
Start Code End Code	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	(excludes transactions posted after this date)
Using Pre-Printed Forms	
<ul> <li>Convert foreign currencies to the local currency</li> <li>Double Space Printout</li> </ul>	✓ 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.

Bakch No.  Between 10/ 1/2034 und 10/32/2014 und for endusive) or Select Month  Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec  Soft By Print Options Discion Printer Soreen Discion Discion Feb Printed Forms Disculate Space Nintout Code Ninter											
or select Month       Jan     Feb     Mar     Apr     May     Jun     Jul     Aug     Sect     Oct     Nov     Dect       Sort By     Print Options     Obtaion     Mision     Mision     Mision       Date     Sorten     Other Options     Other Options     Other Options       Booking No.     CsV     CsV     Declare Torons											
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Word Processor         Using Pre-Printed Forms           Booking No.         Double Space Printout           CSV         Exclude Pre-payments											
Booking No. CSV Exceeding Space Printout											
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✓ OK X Cancel											
P Report Display											
K← First     K← Page     Page →     Last →     Page : 1 of 1											
Printed: 10/29/14 Cash Receipts Sorted by: Bate Division: All Divisions											
Batch No Date Booking Customer											
1 10/13/14 CUSTOMER00001 Customer 1 10/22/14 CUSTOMER00001 Customer											
1 10/23/14 ZEHRS-COODOOL Zehrs Corporation of Companies											
1 10/29/14 Customer											

#### 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.

RP															RentalP	oint 1	11	
Actions F	eports Cry	/stal Repo	rts A <u>s</u> sets	Setup	Ot	h <u>e</u> rs <u>H</u> el	р											
	4		Enter Currency Conversion Rate Print Cycle billed															
Bookings	New	Open	View	Worl	Import / Export													
	Code	Vendor				Display Log Files						d Posted	Received	Project	Archived	CR	F	
	THOMAS	James Th	omas Engi	neering		Archiving	g icense Da	to		-		Yes	Yes		No	No		
Shortages	THOMAS	James Th	omas Engi	neering		Utilities +					D	RentalPoint Service						
8	THOMAS	James Th	James Thomas Engineering James Thomas Engineering				19 Change Operator Ctrl+F3					Calendar Server						
لعنعا	THOMAS	James Th										 Database Wizard						
Customers	THOMAS	James Th	omas Engi	neering		Operator Reports					Change ALL Attachment's Document Path						C	
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Update or Fix Cash Receipt Ba	tch No							×				
Apply this batch number :	Apply this batch number : 1											
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.

	x	
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	ns Reports Crystal Reports Assets Setup Others Help												
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Bookings	New	Find Open		View			_						
	Code	Contact	Co	mpany			Country	Post Coo					
/	0001												
Shortages	AIRPUSH	Mandy Fox	All	RPUSH, INC.			USA	90064					
	BCUST		BO	B Company test									
	BILLQ2		28	37498274287									
Customers	BRIST		BR	ISTOL-MYER	USA	10022							
	CANTOR	John Green	R.	New 🔸	, R	ALD, L.P.	USA	10022					
Products	CATHAY	Joanne Belkin	桷	Find •	•		USA	91731					
	CONCRTAV	Joan Ramsey		Open 🔸	s	ual	Canada	M2W 8H					
	CHESABAR		م	View •	_ A	ssociation Inc	USA	23320-5					
Venues	FIRSTFIN	Bob Thompson	*	Admin		ancial Corporation	USA	92707					
	FISK		-	Financials   Print		AR Aged Analysis							
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Schedule	FREECAN			Options •	12			W 6V					
	GOLDMAN	Janice Melnick	-	Log Out				282					
	HILCHESA		Hi	ton Garden I				320					
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	IMAG0001		Im	ane		Total Monthly Sales							

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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	
	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 I
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	New 🕨		Goluman, Sachs & Co.	USA
	AIRF 👬	Find •		AIRPUSH, INC.	USA
Customers	BCU 💌	Open	df	B Company	test
	BILL	VIEW		283749827428742	
<b>Y1</b>	BRIS 🏓	Admin Financials		BRISTOL-MYERS SQUIBB	USA
Products	CAN 🖶	Print 🔹 🕨		AR Aged Analysis	JSA
<u> </u>	CATI 🔊	Refresh		AR Aged Analysis with Salesperson	JSA
	СНЕ 📰	Options •		AR Audit Trail	JSA
Venues	📲 Log Out			Cash Receipts	ISA
	CONCETER JUAN Ramsey			Invoice Register	anada
	FIRSTFIN	Bob Thompsor		Statements	ISA
Schedule	FISK			Total Monthly Sales	ISA
			ľ	Credit Cards Due to Expire	
	FREE	test test		Cancelled Invoice Numbers	ISA
Crew Planner	FREECAN			Insurance Coverage	anada
	GOLDMA	N		Mailing Labels	anada
<b>4</b>	HILCHESA			Price Overrides	ISA
Vendors				Print Selected Customer [Using a Template]	15A
	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.

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

Group Name	Bookings	Sub rentals and	Transfers	Customers
Reports Printing Options Setup and L		tilities	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
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