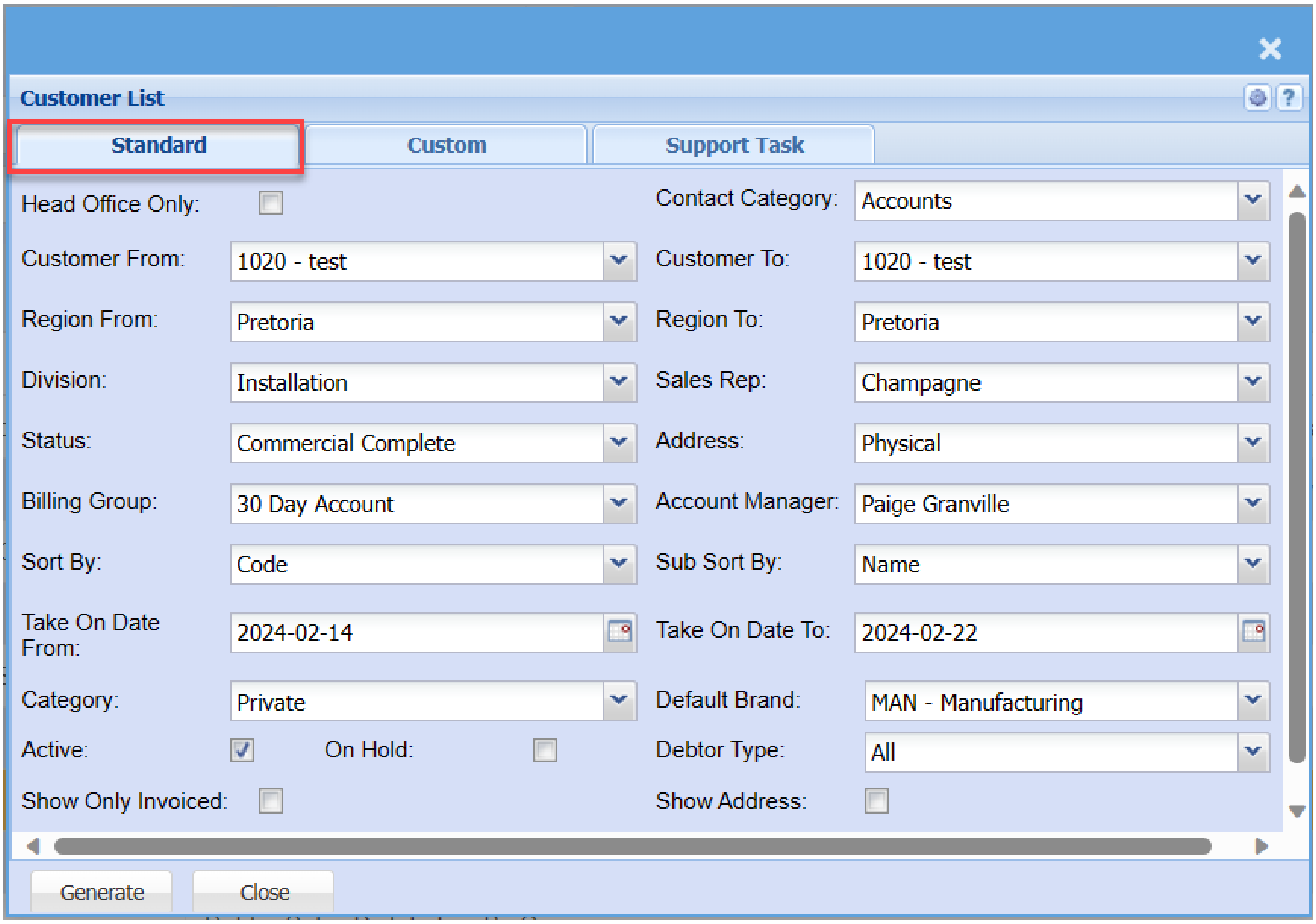
Customer Listing

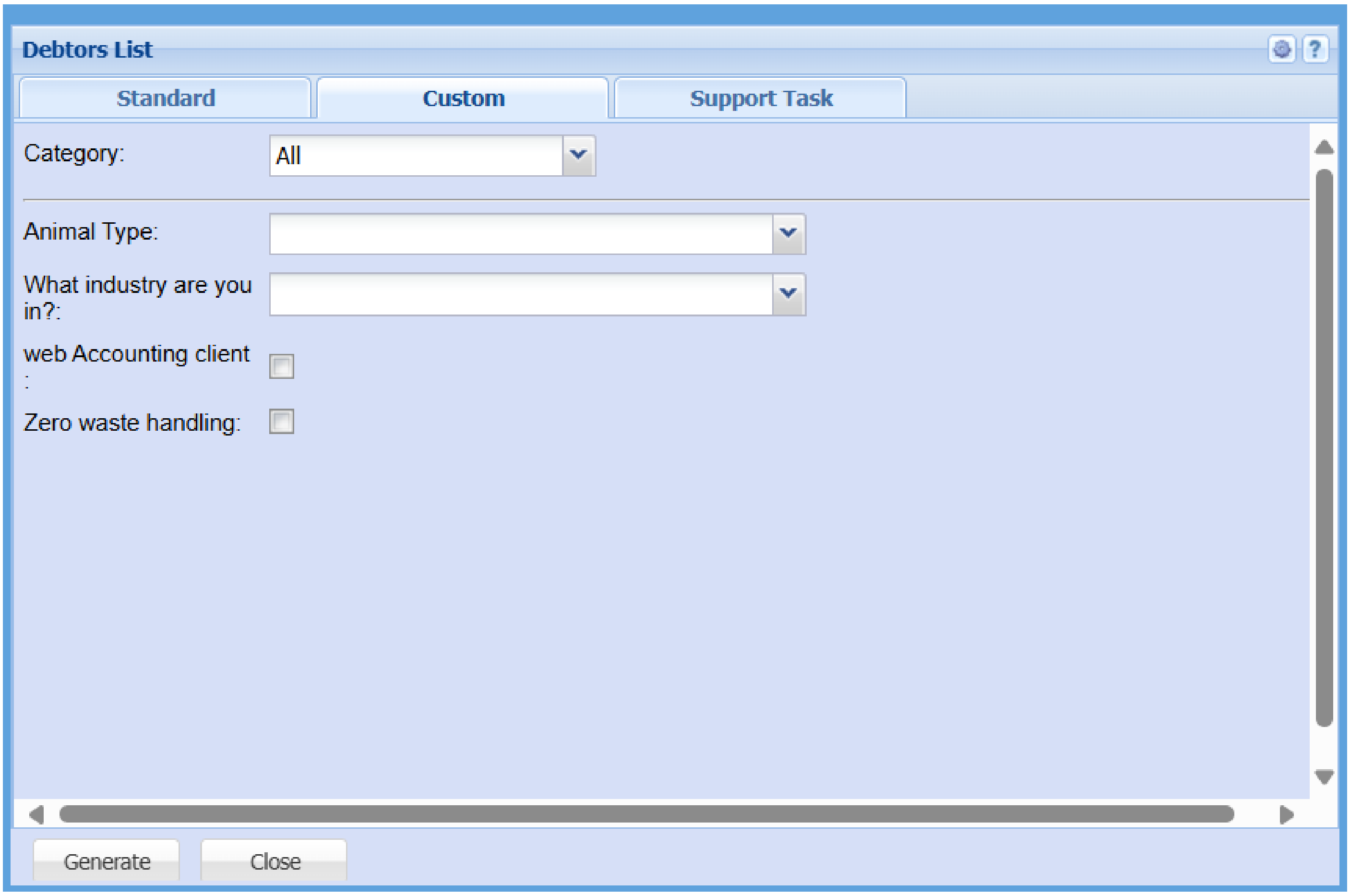
Debtors> Reports> Report List

Report on all debtors that have been added to the debtors setup

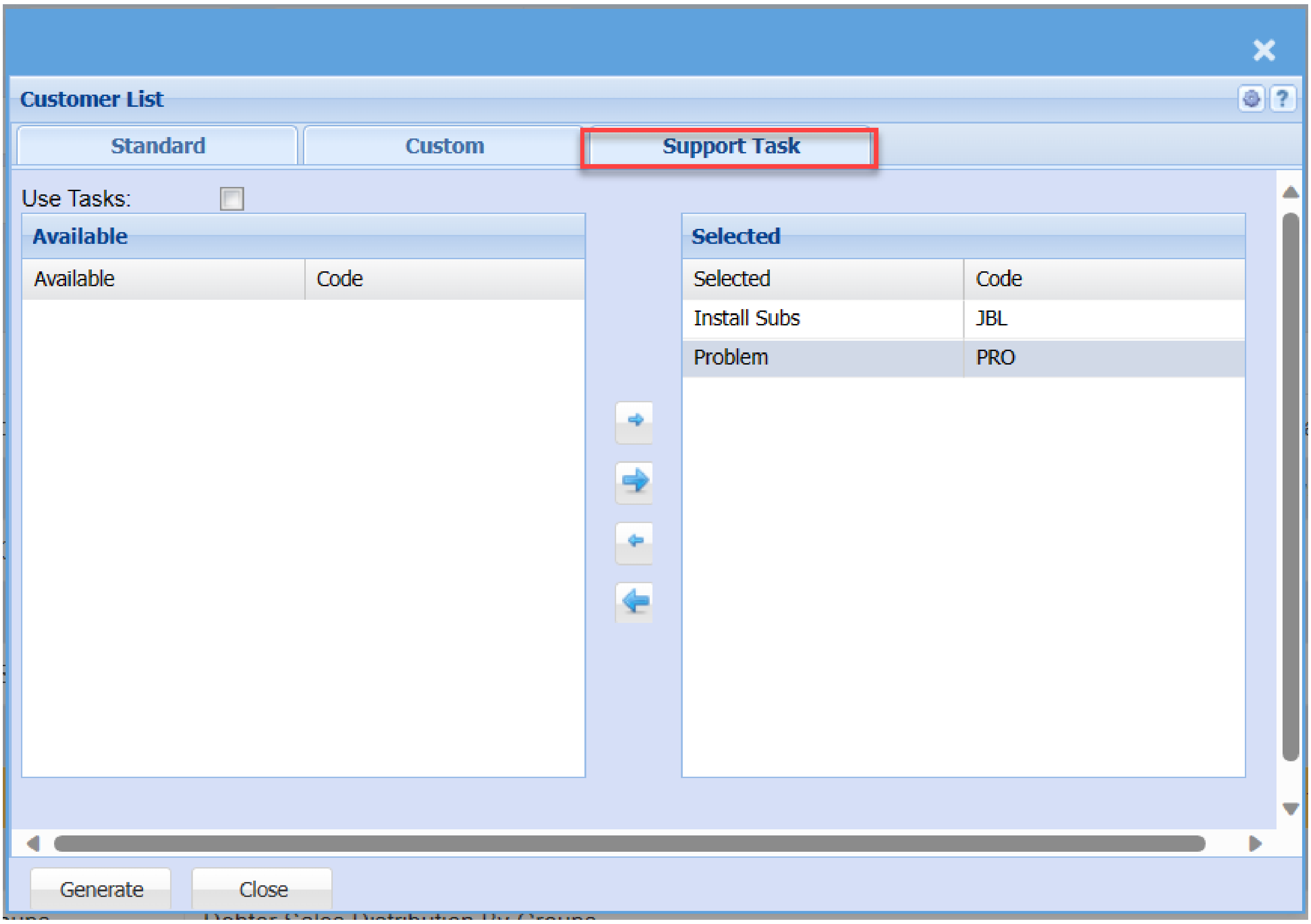


Head Office Only Tick	If you have multiple offices with a Head office, by putting this tick on will pull he head offices only.
Customer From / Customer To	You can select which customer you want to pull the report from and to.
Region From / Region To	If you have Regions, this will add Regions to the report.
Division	If you have multiple Divisions, by selecting this will add this column to your report.
Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu

Billing Group	If you have billing groups like, Subscriptions, you can pull a report for these specific groups, or you can pull a report that will include all transactions.
Sort By	Select a sort criteria on the drop-down menu
Take On Date From / Take on Date To	Select the date From and To that you want to pull a report for that customers were added to the system
Category	To generate the report, the user has to select the category from the drop-down menu
Active Tick	By having the active tick on will eliminate the inactive customers form your report
Show Only Invoiced Tick	By having the Show Invoiced Only tick on ....
On Hold Tick	By having the On Hold tick on will only pull the report for customers that have their account on hold.
Contact Category	Select the category you would like to pull customer listings for, e.g. accounts, Administration, Finance, Marketing, Production, Purchasing, Sales etc.
Sales Rep	If you want to run a report by a specific sales rep, then you will need to select the sales rep on the drop-down menu. If you leave the sales rep on all the report will run by all sales rep.
Address	You can choose to have the customers Physical address, Postal address or Delivery address added to your report.
Account Manager	You can pull a report that is specifically for one Account Manager or all account managers.
Sub Sort By	Sub Sort the report by selecting one option from the drop-down menu allows the user to pull a report with a secondary criteria that will be sorted by either, Code, Description, Warehouse or Bin location.
Default Brand	Select a default brand of your inventory from the drop-down menu that you would like to pull a report for.
Debtor Type	
Show Address Tick	



Category	To generate the report, the user has to select the category from the drop-down menu
Colour	
Drawn By	



Use Tasks Tick	
Available and Selected	

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