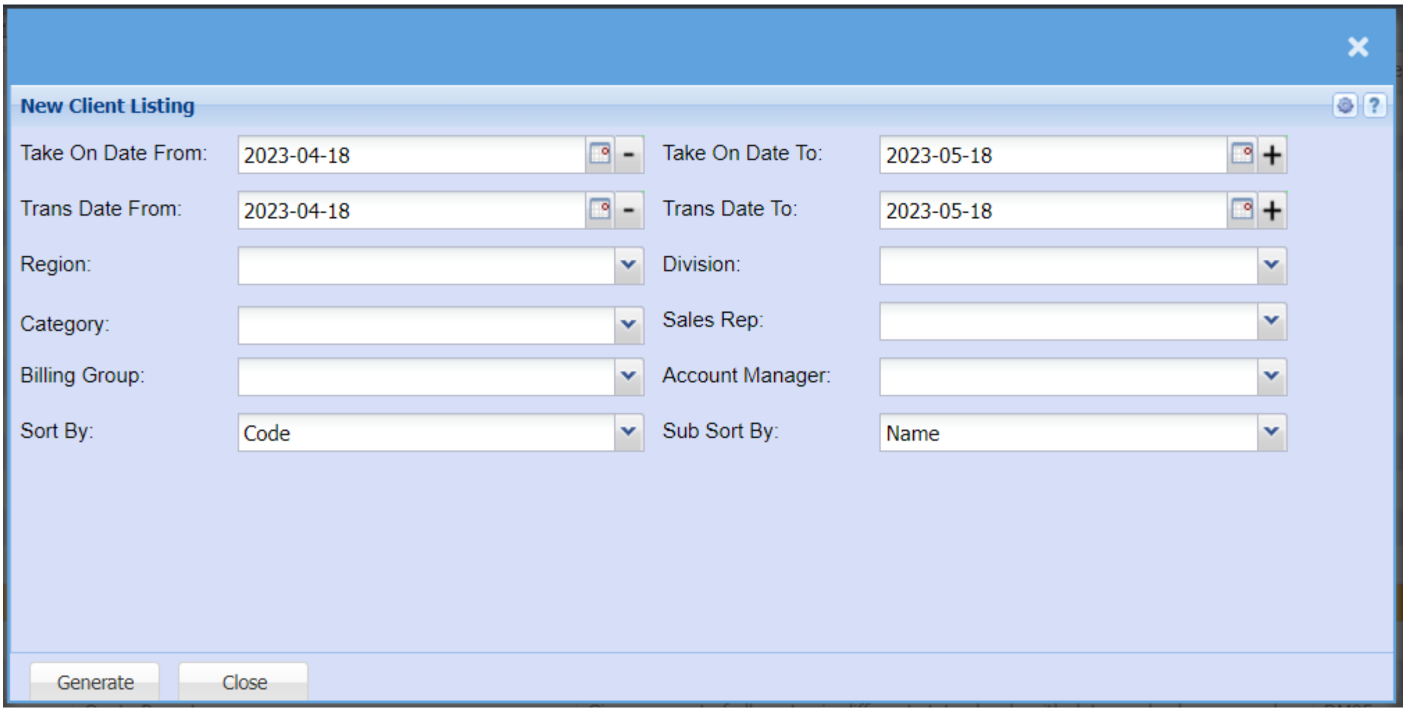
New Client Listing

Debtors >Reports >Report list



Take On Date From / Take On Date To	Select a date from and to that you want to pull a report for new clients
Trans Date From / Trans Date To	Select the date from and to that you want to pull a transaction report for, for new clients.
Region	You can pull the report for all your debtors, or you can select a specific Region from the drop-down menu if you have set up Regions for your debtors.
Category	To generate the report, the user has to select the category from 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	Choose from the drop-down menu how you would like your report sorted, your options are by date, Document No, Reference, Action or debtor.
Division	If you have set up divisions for your debtors, you can pull the report for all your debtors or you can select a specific Division from the drop-down menu.
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.

Account Manager	You can pull the report for all your debtors, or you can select a specific Account manager from the drop-down menu if you have set up Account Managers for your debtors.
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.

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