

Recurring Transaction Line Detail Report

Debtors > Reports > Report list

Recurring Transaction Line Details Report

Recurring Transaction:

All

Transaction Type:

All

Debtor From:

Debtor To:

Supplier From:

Supplier To:

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Inventory From:

Inventory To:

Stock Category:

All

Status:

All

Report Format:

Detail

Sort Order:

Date

Show Division / Region:

☐

Generate

Close

Recurring Transaction	Select from the drop-down menu to pull a report for a specific transaction type or you can select all to include all recurring transactions.
-----------------------	--

Transaction Type	If you want a report for a specific transaction type e.g. Invoices or Goods Received; you can select this from the drop-down menu. Leave the report on all if you want a full report on all transaction types.
Debtor From / Debtor To	Select a Customer/Debtor you wish to view the report from. Select the Customer/Debtor you wish to see up to in the report.
Supplier From / Supplier To	Select a Customer/Debtor you wish to view the report from and up to from the drop-down menus if you wish to pull a report for a specific Customer/Debtor. If Transaction Type is left on all you will not need to do this.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
Inventory From / Inventory To	If you leave the stock item fields blank, all stock items will be displayed on the report. If you choose specific stock items, the report will sort information by stock item code from and to the selected codes rather than description.
Stock Category	If you have set up stock Categories for your inventory, you can choose to pull a report on all Stock Categories or you can choose a specific category from the drop-down menu.
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
Report Format	Select from the drop-down menu if you want a detailed report or a summary.
Sort Order	From the drop-down menu you can choose to sort the report by Date, Client Name, Client Code or category.
Show Division / Region	By ticking this box there will be added columns to the report that will show Division and Region for each Customer/Debtor

Revision #5

Created 10 May 2023 22:59:28 by Paige

Updated 25 November 2024 21:55:45 by Pamela