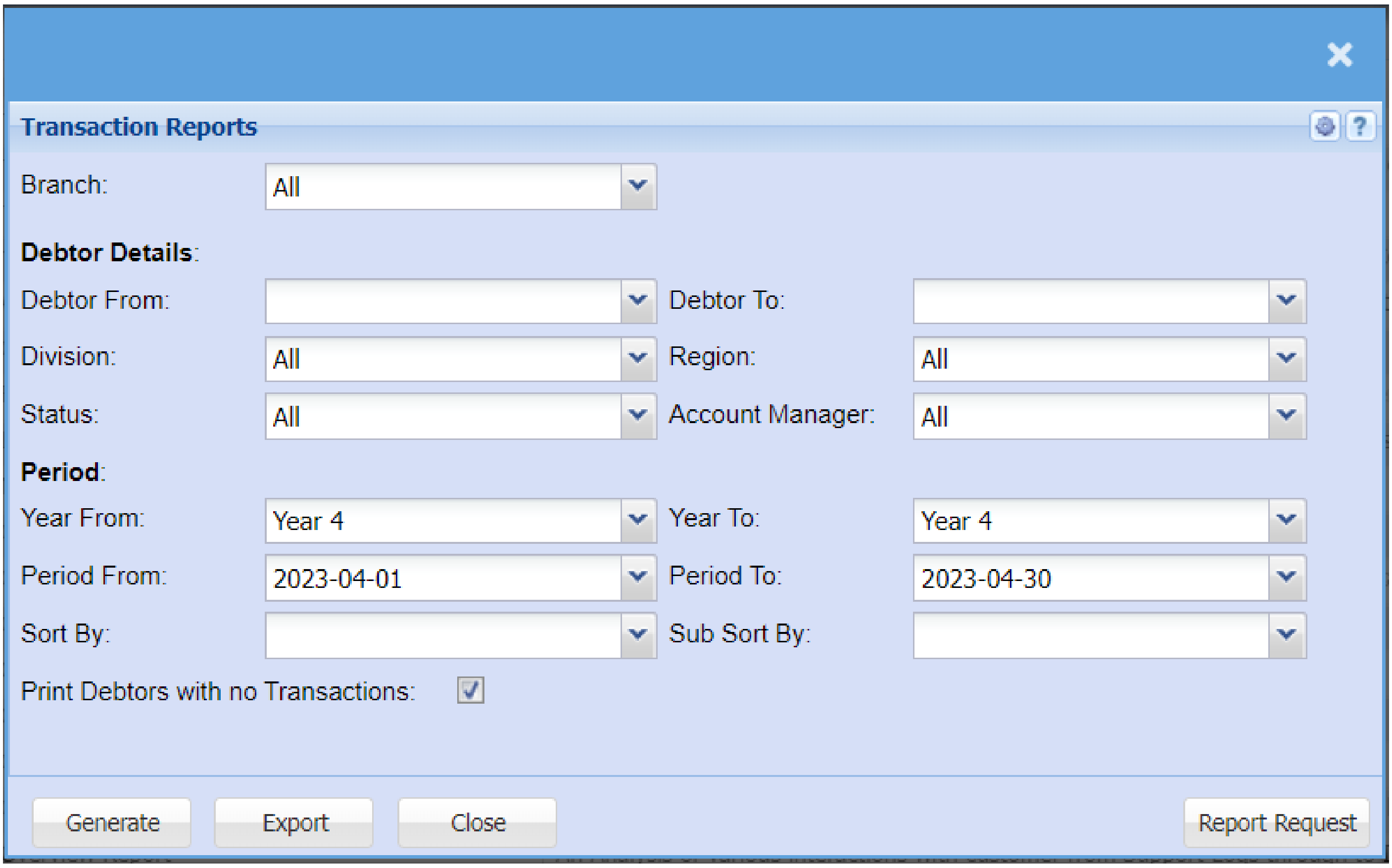
Transactions Report

Debtors >Reports > Report list

Full transactional history of all postings in debtors with opening and closing balance per debtor and movement between dates specified.



This is a debtor's full transactional history of posted documents

Branch	When working with multiple branches this drop-down allows the user to select a specific branch to pull a report for.
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.
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.
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

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.
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.
Year From / Year To	Select the year From and Year To Dates from the drop-down menus will show results specific to the period you have selected.
Period From / Period To	Select the period From and the Period To from the drop-down menus
Sort By	Select how you would like your report to be sorted 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, date Reference, Description, Debit or Credit.
Print Debtors with no Transactions	to tick the box in order to include debtors with no transactions
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, date Reference, Description, Debit or Credit.

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