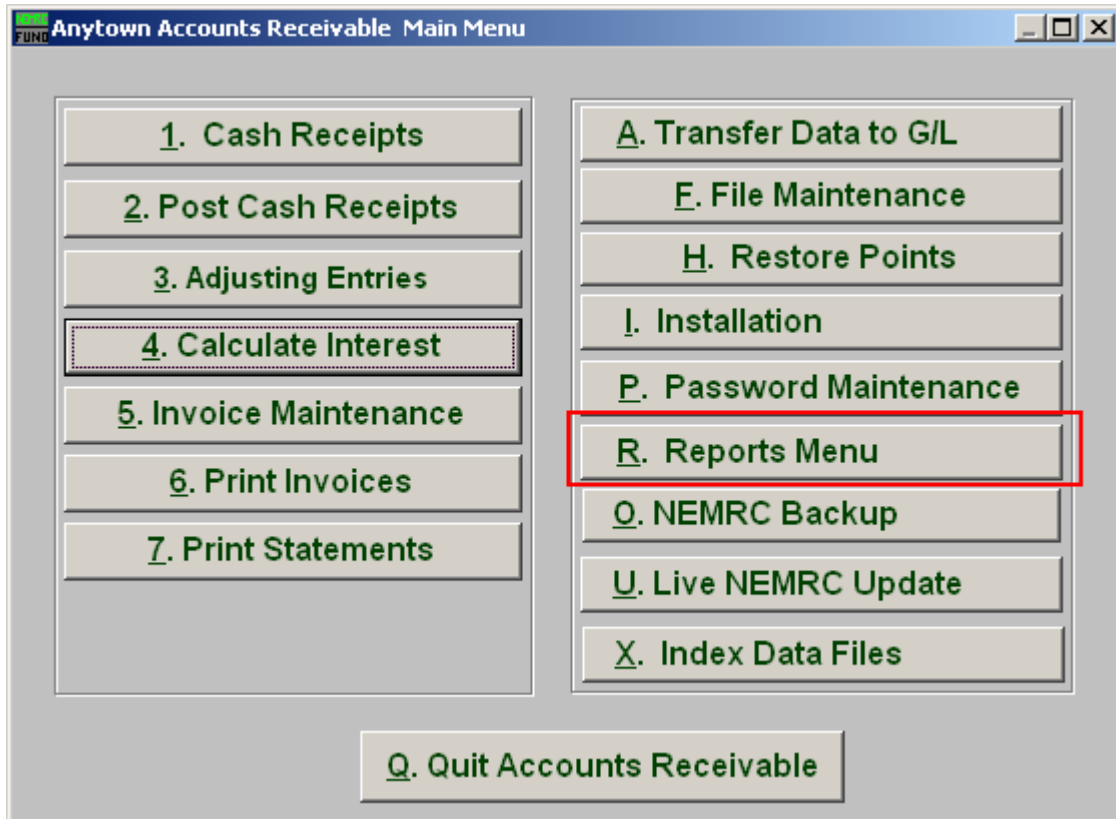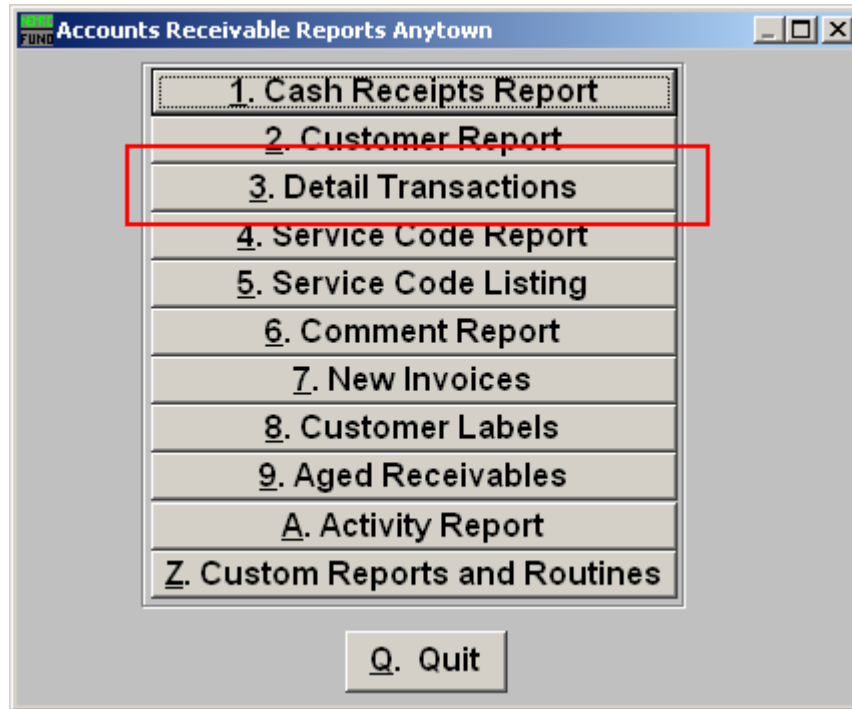# R. Reports Menu: 3. Detail Transactions

Click on "R. Reports Menu" from the Main Menu and the following window will appear:

Accounts Receivable

Click on "3. Detail Transactions" from the Reports Menu and the following window will appear:

Accounts Receivable

Detail Transactions

1. **Range OR All Parcels:** Choose "Range" if you would like to select a Customer OR choose "All Parcels" if you would like the report to include all customers.

2. **Start:** If you chose "Range," select the customer you want the report to start with by typing in the Customer code or Name OR click "Find" and select from there.

3. **End:** If you chose "Range," select the Customer you want the report to end with by typing in the Customer code or Name OR click "Find" and select from there.

4. **Order by Customer OR Order by Name 1:** Select Order by Customer if you want the report to print by Customer code OR select Order by Name 1 if you want the report to print by Customer Name.

5. **FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.

6. **Group transaction by:** Transactions can be reported primarily by invoice number. The first option simply organizes by the transaction date related to the invoice number. The

second option simply organizes by the service code then date related to the invoice number. The last option organizes all transaction by date without regard to any other item.

7. **Show only:** The first option will report transactions that have been marked as printed and are seen to impact the customers' reportable balance. The second option will report transactions that have not been marked as printed and are not reflected in the customers' reportable balance. The third option will show all transactions and therefore may report a balance not matching other reports.

8. **Show invoices with a zero balance?:** Click here if you want the report to include invoices with zero balances.

9. **Date range:** Type in the date you want the report to start with and end with. Leave Blank for All dates.

10. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

11. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

12. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

13. **Print Compressed:** Click this button to print. This is different from the "Print" option in that it will use less paper for the same report.

14. **Cancel:** Click "Cancel" to cancel and return to the previous screen.