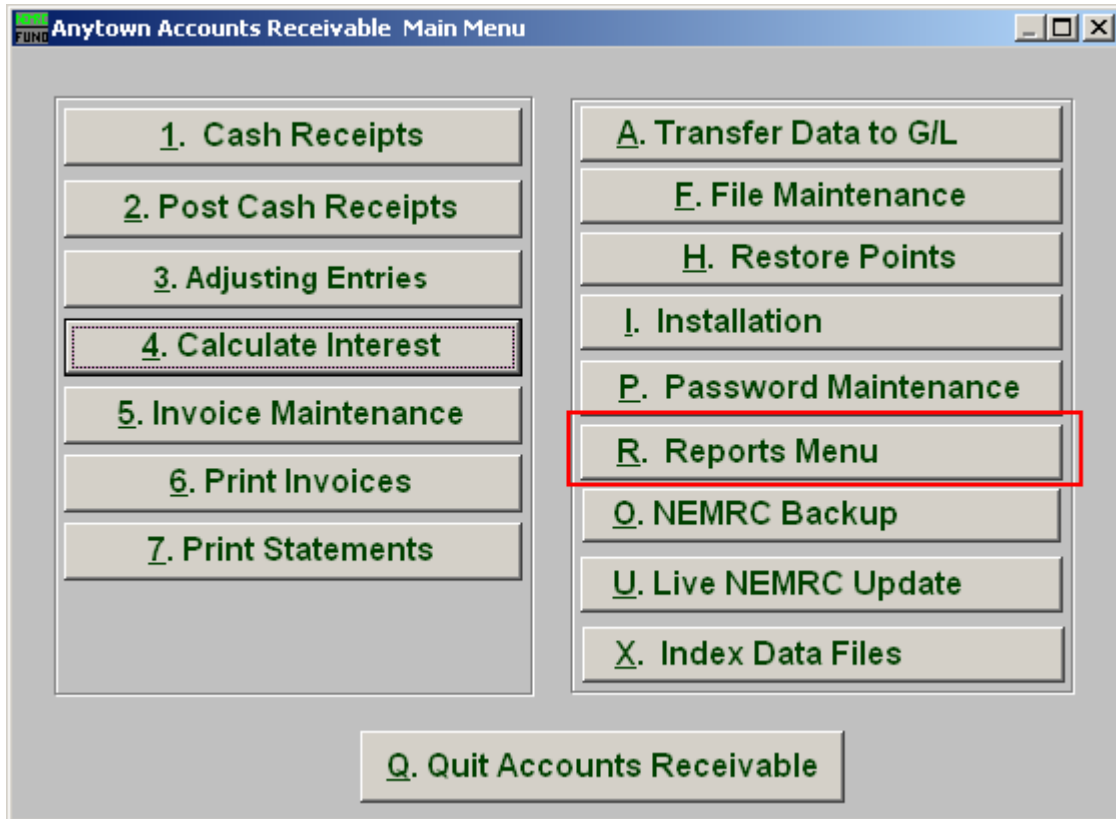


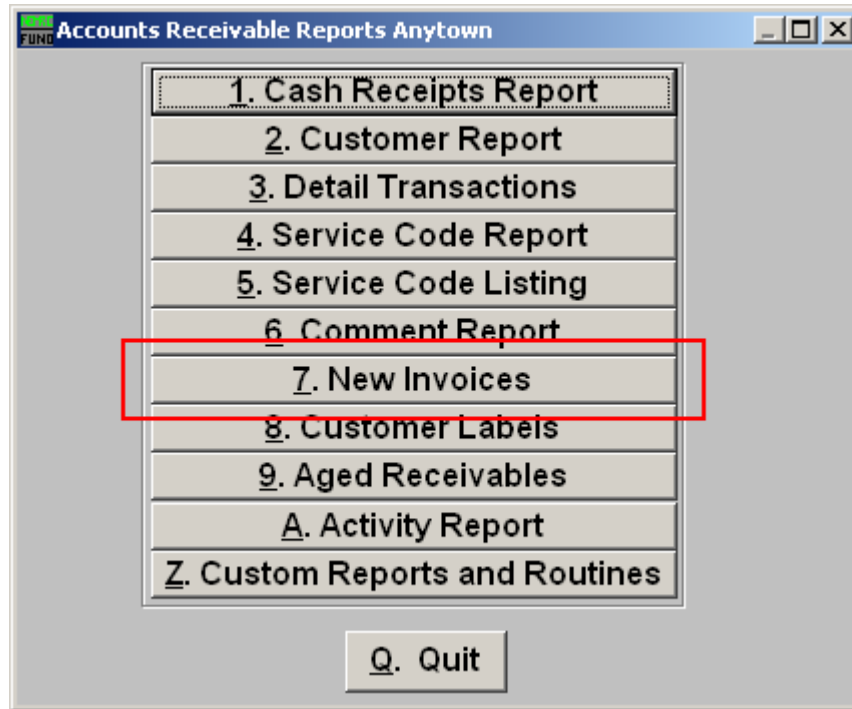
# Accounts Receivable

## R. Reports Menu: 7. New Invoices



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

## Accounts Receivable



Click on “7. New Invoices” from the Reports Menu and the following window will appear:

# Accounts Receivable

## New Invoices

**1** ☒ Range  
☐ All Parcels

**2 Start** Customer [ ] - [ ] Find  
Name [ ] Find

**3 End** Customer [ ] - [ ] Find  
Name [ ] Find

☒ Order by Customer **4**  
☐ Order by Name 1 **5** ☐ Suppress Accounts With a Zero Balance

FoxPro Filter Expression New Edit Delete  
**6** [ ]

**7** File **8** Preview **9** Print **10** Print Compressed **11** Cancel

- 1. Range OR All Parcels:** Select “Range” if you would like this report to be for a range of Customers OR “All Parcels” if you want 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 the menu.
- 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 the menu.
- 4. Order by Customer OR Name1:** Select “Order by Customer” if you want the report to print by Customer Code OR select “Order by Name1” if you want the report to print by Customer Name.
- 5. Suppress Accounts with a Zero Balance:** Click here if you do not want the report to include Accounts with zero balance.

## Accounts Receivable

- 6. 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.
- 7. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 8. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 9. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 10. Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.