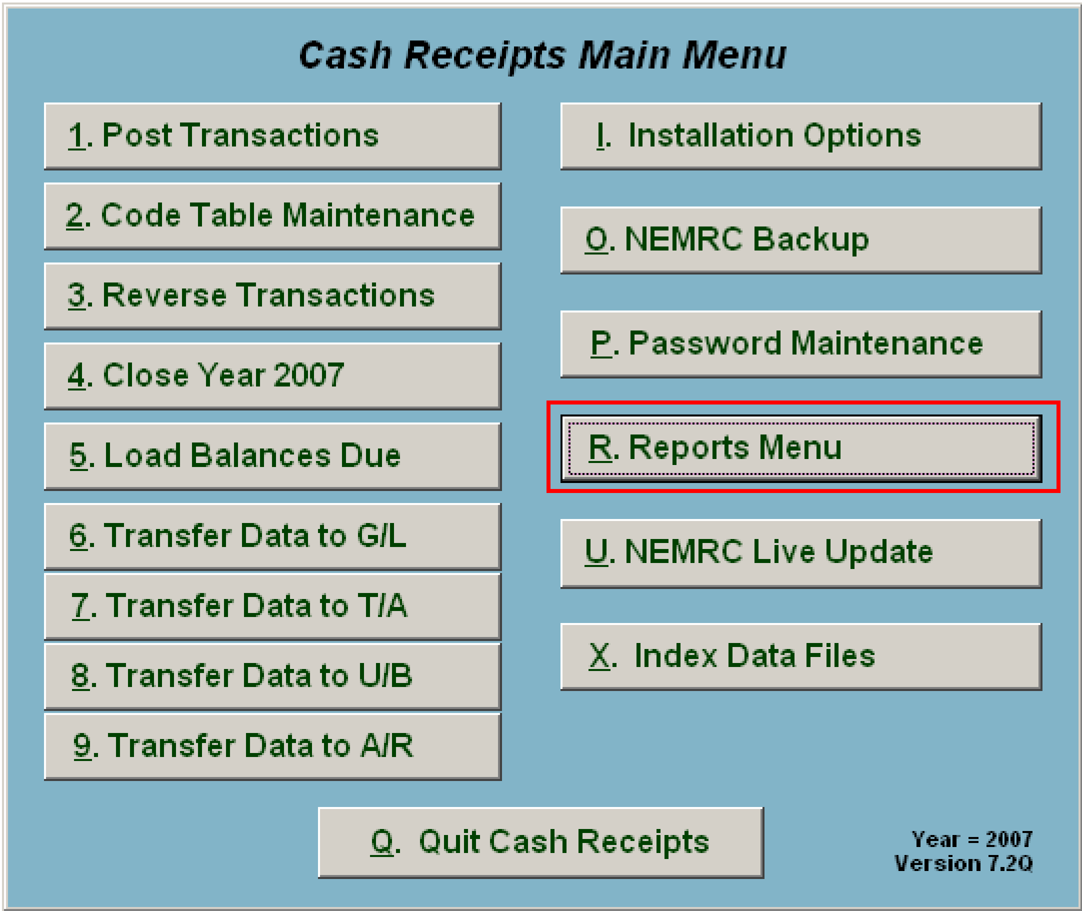
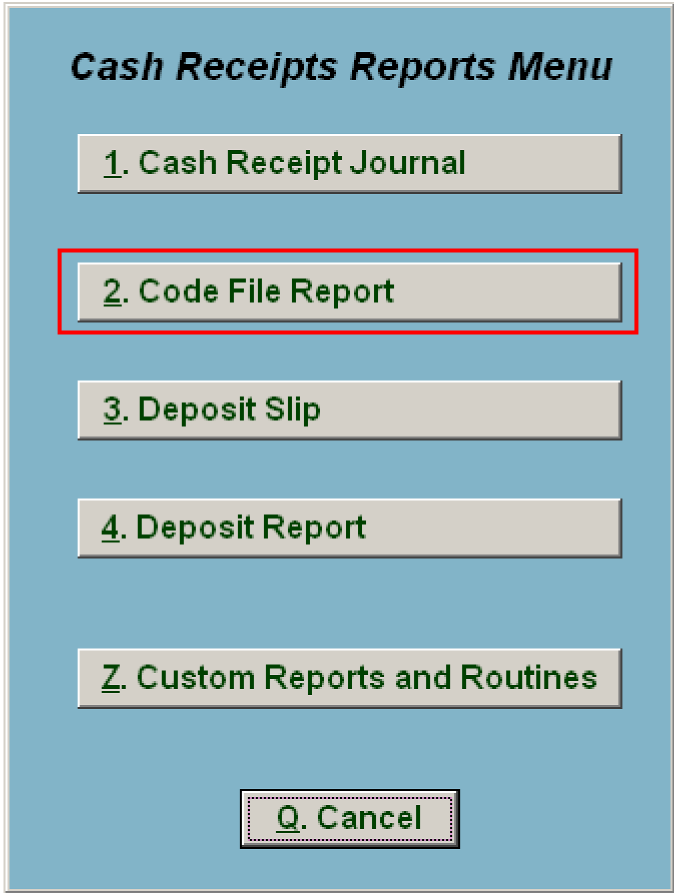
Cash Receipts

R. Reports Menu: 2. Code File Report



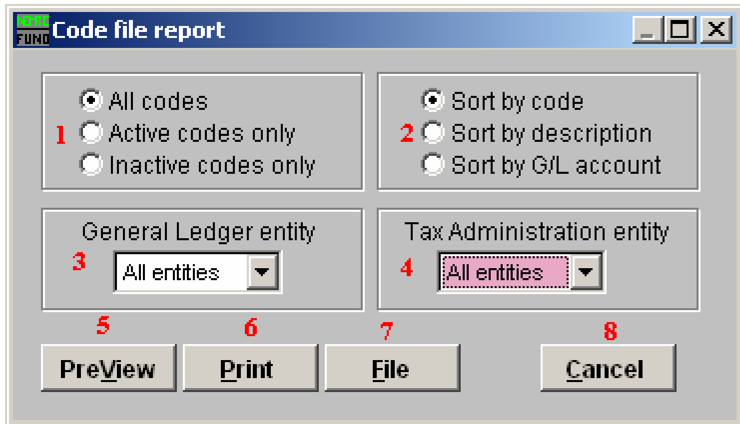
Click on "R. Reports Menu" from the Main Menu and the following window will appear:



Click on “2. Code File Report” from the Reports Menu and the following window will appear:

Cash Receipts

Code File Report



1. **All codes OR Active codes only OR Inactive codes only:** Select the option of code status on which you wish to report.

2. **Sort by code OR description OR G/L account:** This report can be print by the assign code, the assigned description or the revenue account assigned to the code.

3. **General Ledger entity:** Select from the drop down list the General Ledger link condition on which to restrict the code reporting.

4. **Tax Administration entity:** Select from the drop down list the tax administration link condition on which to restrict the code reporting.

5. **PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

6. **Print:** Click this button to print. Refer to GENRAL PRINTING for more information.

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

8. **Cancel:** Click “Cancel” to cancel and return to the previous screen.