

Client Statement in Excel Format

Report includes the data elements from the client statement (including partial payments and vouchers) in an exportable format.

Parameters for report:

Starting Invoice Date (Required):

Ending Invoice Date (Required):

Client Breakdown: Run for All Clients, Run for One Client ID, Run By Client Group.


Required ID: Client Interface ID or Client Group Name if needed.

(O)ne Branch, Branch (G)roup or (A)ll: Run Report by (O)ne Branch, a Branch (G)roup, or (A)ll Branches.

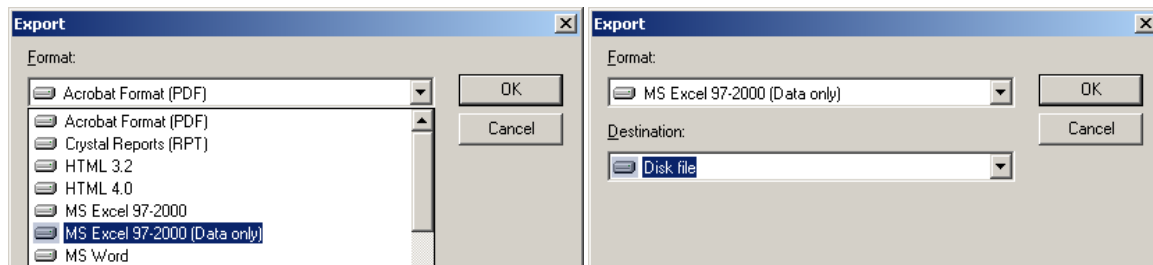
Enter Branch Number: Branch Number if running by (O)ne Branch.

Enter Branch Group ID: Branch Group Name if running by Branch (G)roup.

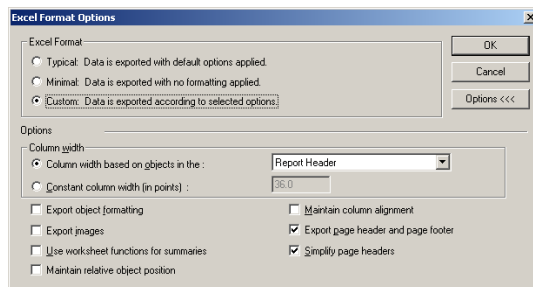
Invoice Group View: (A)ll Invoice Groups, (I)nclude Only Invoice Groups, (E)xclude All Invoice Groups.

After entering in the relevant parameters, the report will run and print to screen. To create the spreadsheet, click on the Export Report button  .

On the Export screen, choose “MS Excel 97-2000 (Data Only)” for the Format and “Disk file” for the Destination from the available drop-down menus and click OK:



On the Excel Format Option screen, set it to reflect the screen snap below and click OK:



Save the report as a Microsoft Excel 97-2000 spreadsheet, giving it a name and saving it to a location that is convenient for editing or review in Microsoft Excel.