

COLLECTION LIST REPORT

Listed in *Figure 1* is the **Collection List Report**. The Report holds more specific information about the *customers* and their *payments*. Choose the **Date Range** as per your preference to filter the shown payments. Click the **Print Report Button** to print (*Figure 2*), **Export Button** to save the report to an Excel File (*Figure 3*), and **Email Button** to email the excel file to the designated address in the **Settings -> Email Report Settings**.

Figure 1

The screenshot shows the 'Collection List Report' interface. At the top, there are two date input fields: 'Start Date *' with the value '01/01/2019' and 'End Date *' with the value '09/04/2019'. Below these are three buttons: 'PRINT REPORT' (blue), 'EXPORT REPORT' (green), and 'EMAIL REPORT' (green). To the right of these buttons is a search bar. Below the buttons is a table with the following data:

| Receipt No. | Date | Customer Name | Pay Type Cash | Check | Card |
|----------------------|------------|-------------------------|------------------|-------------|-------------|
| REC01 | 2019-07-29 | Valley Clyde Industries | 2,000.00 | 0.00 | 0.00 |
| REC02 | 2019-07-29 | Valley Clyde Industries | 10,175.00 | 0.00 | 0.00 |
| REC#109012 | 2019-08-07 | Everest Industries | 22,650.00 | 0.00 | 0.00 |
| | | | 34,825.00 | 0.00 | 0.00 |
| Current Page Total : | | | | | 34,825.00 |
| Grand Total : | | | | | 34,825.00 |

Figure 2

Collection List Report

Period Covered: 01-01-2019 to 09-04-2019

Run Date: 09-04-2019

| Reference No. | Date | Customer Name | Pay Type Cash | Check | Credit |
|---------------|------------|-------------------------|------------------|------------------|-------------|
| REC01 | 2019-07-29 | Valley Clyde Industries | 2,000.00 | 0.00 | 0.00 |
| REC02 | 2019-07-29 | Valley Clyde Industries | 10,175.00 | 0.00 | 0.00 |
| REC#109012 | 2019-08-07 | Everest Industries | 22,650.00 | 0.00 | 0.00 |
| | | | 34,825.00 | 0.00 | 0.00 |
| | | | Total | 34,825.00 | |

Figure 3

Collection List Report

| Period Covered: 01-01-2019 | | | Run Date: 09-04-2019 | | |
|----------------------------|------------|-------------------------|----------------------|------------------|-------------|
| Reference No. | Date | Customer Name | Pay Type Cash | Check | Credit |
| REC01 | 2019-07-29 | Valley Clyde Industries | 2,000.00 | 0.00 | 0.00 |
| REC02 | 2019-07-29 | Valley Clyde Industries | 10,175.00 | 0.00 | 0.00 |
| REC#109012 | 2019-08-07 | Everest Industries | 22,650.00 | 0.00 | 0.00 |
| | | | 34,825.00 | 0.00 | 0.00 |
| | | | Total | 34,825.00 | |