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

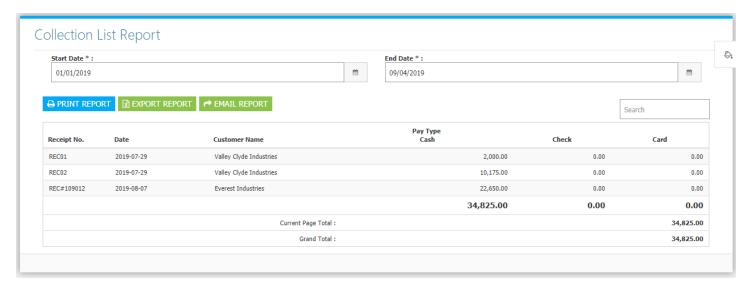


Figure 2

Collection List Report

Run Date: 09-04-2019

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

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

Figure 3

		Collecti	on 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	