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Connect Reporting

Angie K - 2022-07-28 - in Customers

Paid Reporting

To send reporting to Connect requires creating specific formatted reports. The following instructions

will assist you with your reporting requirements.



Load Customer History from the Customer Tab, List Group, History Option

| This Month 💌 | Search | | | | | | | |
|-----------------|--------|----------------|---|----------------|-------------|----------|--------------------|-----|
| Custom Today | T | Source | T | Consolidated 🍸 | Post Date 🍸 | Amount 🍸 | Reference Amount 🍸 | Inv |
| Yesterday | | Order-Invoiced | | | 09/27/2018 | \$0.00 | (\$0.02) | |
| This Week | | Order-Invoiced | | | 09/27/2018 | \$48.60 | \$0.00 | |
| This Month | | Order-Invoiced | | | 09/27/2018 | \$0.00 | (\$0.02) | |

Change the Date selector to the range required for the report. This range will be based on whether you are reporting Monthly, Quarterly or Semi-Annually. Then click Search.

This Month Search Ŧ ▼ Consolidated ▼ Post Date ▼ Amount Customer Name T Source T Reference Amount T Alaska Fishery Receipts-Allocate \$0.00 0 Alaska Fishery Receipts-Allocat (\$10.00) n Alaska Fishery Receipts-Allocate \$10.00 Is equal to 💌 Receipts-Allocate 0 aA O Ŧ Receipt-Epayment aA Is equal to 🔍 Apply Filter **Clear Filter**

Adding a 2-part filter to the Source Column:

Click the filter for the Source column. In the filter option the first criteria will be "Is Equal To" "Receipts-Allocate". Change the default And to Or. The second criteria will be "Is Equal To" "Receipt-Epayment". Click Apply Filter. The following columns will need to be added and removed.

| Add: | Apply Changes | Remove: |
|---------------|---|-------------------------------------|
| Customer code | Amount (Amount) Consolidated (Y/N Is this a consolidated invoice) | Customer name |
| Customer name | Cost Center (Profit & Loss Division) Customer Code (Customer Code) | that shows the allow grouping by |
| Invoice date | Customer Name (Customer name - allows grouping by name/code) Customer Name (Customer Name) | name/code |
| Office | Customer Paid (Customer Paid) Description (General ledger account description) | Consolidated |
| Zip/Postal | Due On Date (Based on invoice date and invoice terms) Entered by (Entered by) Entry Date (Entry Date) | Invoice |
| | Group ID (Group ID) | Receipt reference |
| | Invoice Date (Invoice Date) Memo (Memo or reference field depending on source) | Order |
| | Month (Month) Number (General ledger account number) | |
| | Office (Main customer's office - no extension) Order (Order) | |
| | Post Date (Post Date) Receipt Reference) | |
| | Reference Amount (Amount of transaction not affecting history balance) Source (Source) | |
| | Summary (Summary Reference - Use Varies With Source) Transaction Detail ID (Transaction Detail ID) | |
| | Transaction ID (Transaction ID) Year (Year) Zip/Postal (Main customer's zip or postal code) | |
| | Zip/Postal (Main customer's zip of postal code) | |

Click Apply Changes.

| This Month 💌 🛗 | Search | |
|---------------------------------|---|---|
| Customer Name 🝸 Customer Code 🍸 | Invoice Date 🝸 Post Date 🍸 Amount 🍸 Reference Amount 🍸 Zip/Postal 🍸 Office 🍸 Source | T |

The columns will need to be rearranged in the order Connect needs them for the report. Click and drag each column in the following order:

Customer Name, Customer Code, Invoice Date, Post Date, Amount Reference, Amount, Zip/Postal, Office, Source.

To save the format for future reporting please use the wrench in the upper right corner of the screen. Click save view as and give a descriptive name that explains what it is, an example is: Connect Paid Invoices.

Once the report is saved use the function, export as comma delimited (.csv) and send the report to Connect through the normal process.

Past Due Reporting

To send reporting to Connect requires creating specific formatted reports. The following instructions

will assist you with your reporting requirements.

Load the default receivables list.

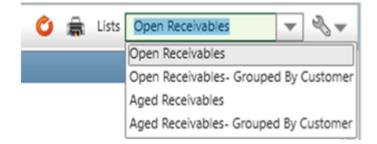
This is located on the Customer Tab as well as the Accounting Tab.



Under the Collections Group select Receivables.



On the right side of the screen select Open Receivables under the Views dropdown.



Once the list is loaded additional columns will need to be added and removed.

| Add: | Due On Date M | Ann N Past Due Sort Ascending by 'D | ue On Date | V Type V Consolidated V | Remove: |
|---------------|--|--|--|--|----------|
| Customer Code | 09/21/2016 09/29/2016 11/18/2016 12/09/2016 06/23/2017 | Sort Descending by ' Clear Sorting by 'Due Group by 'Due On D Ungroup 'Due On Da 'Due On Date' Width | on Date' ite' | Invalie Invalie Invalie Invalie | Invoice |
| Zip/Postal | 06/23/2017 09/15/2017 09/15/2017 09/15/2017 | Add/Remove Column | 376 Net 30 376 Net 30 | Apply Changes Apply Changes Apply Changes Apply (Safe and involve date) Apply (Safe and any involve date) Apply (Safe and any involve date) Apply (Safe and Ap | Order |
| | 09/15/2017 09/15/2017 09/15/2017 03/24/2018 10/20/2018 | 0 0 217 | 376 Net 30 376 Net 30 376 Net 30 186 Net 30 0 Net 30 | Bill To Name (Customer primary bill-to contact name) Customer Contact in the second of the second | Paid |
| | 10/20/2018 10/20/2018 10/20/2018 10/24/2018 10/24/2018 | 7 0 3 3 | 0 Net 30 0 Net 30 0 Net 30 0 Net 30 0 Net 30 | Hold (Checkmark indicates the customer is on hold) Industry (from the customer resource) Invoice (moviee number associated with receivable) Invoice (moviee number associated with receivable) Invoice (moviee hard) (Average lime between payments last year) INTR Average Pay Age (Average lime between payments last year) Chick (Check Number) | Balance |
| | | | | Orsier Deposit (Order Deposit allocated to the order) Origin (from the customer resource) Over 50 Days Bast Due (Over 50 Days Bast Due) Paid (Total receipts allocated to the order/invoice) Past Due (Based on as of date and due date) Primary Satesperson (frimary Satesperson from the customer resource) | Past Due |
| | 1 | 215.8421(363.8421 | 0524 | Begion (from the customer parameterization) Type (Type of receivable) You (Type (Average By Activation) You (Type (Average By Act | Туре |

Once the selections are complete you will click on Apply Changes.

Your next step is to create your new list in the format that Connect requires.

You will rearrange the columns into the proper order by clicking and dragging the names until they are formatted in this order:

Customer Name, Customer Code, Terms, Age, Invoice Date, Due On Date, Amount and Zip/Postal



To save the format for future reporting please use the wrench in the upper right corner of the screen. Click save view as and give a descriptive name that explains what it is, an example is: Connect Paid Invoices.

Once the report is saved use the function, export as comma delimited (.csv) and send the report to Connect through the normal process.