

# ASICOMP.COM

Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Customers > Connect Reporting

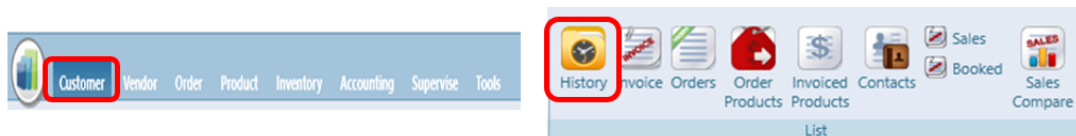
## Connect Reporting

Angie K - 2022-07-28 - in Customers

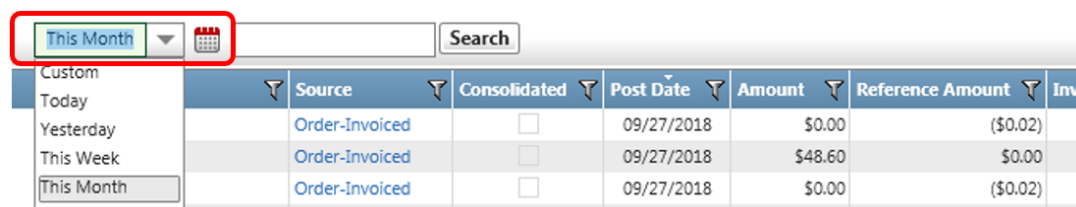
## Paid Reporting

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

will assist you with your reporting requirements.

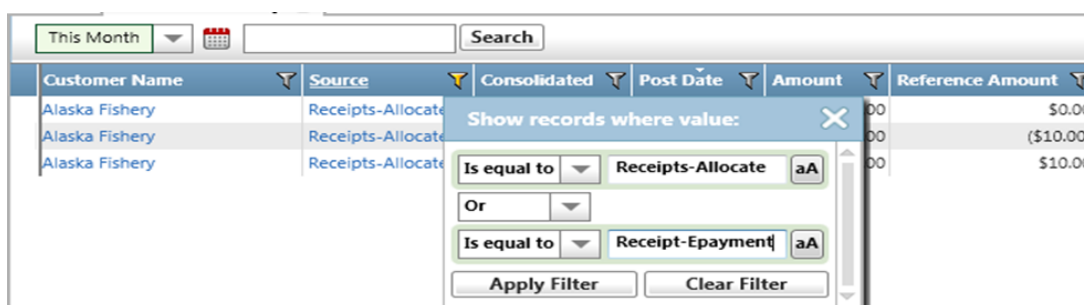


Load Customer History from the Customer Tab, List Group, History Option



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.

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.

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

<b>Remove:</b>	Customer name that shows the allow grouping by name/code
	Consolidated
	Invoice
	Receipt reference
	Order

Click Apply Changes.



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

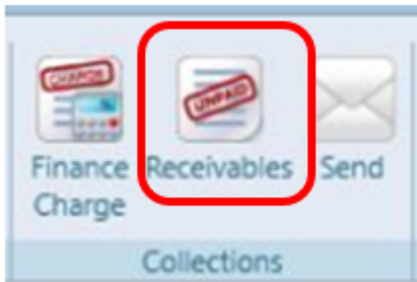
will assist you with your reporting requirements.

Load the default receivables list.

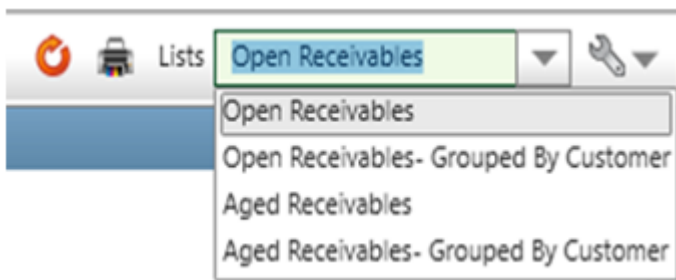
This is located on the Customer Tab as well as the Accounting Tab.



Under the Collections Group select Receivables.



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

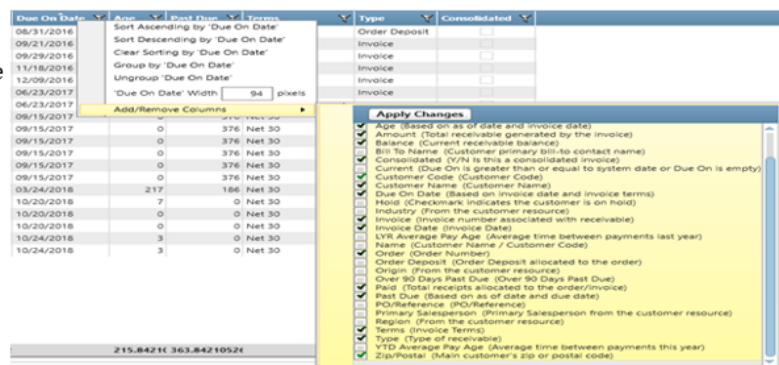


Once the list is loaded additional columns will need to be added and removed.

**Add:**

Customer Code

Zip/Postal



**Remove:**

Invoice

Order

Paid

Balance

Past Due

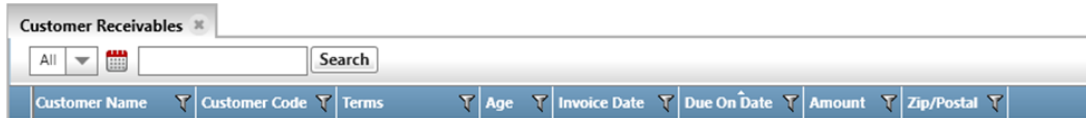
Type

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.