
Tips and Techniques Newsletter



Quick Report Views

Did you know?

You can view any reports that you have printed in SyteLine via the Report Output Files form.

	Report
1▶	InvoiceTransaction
2	RMACreditMemo...
3	CustomerStateme...
4	PickList
5	PickList
6	PickList
7	PickList
8	PickList

Report: InvoiceTransaction
Description:
Completed: 03/19/2014 10:20:13 AM
Output file name: InvoiceTransaction_Demo01_26.pdf

Every time you print a report a copy of that report is automatically saved by the background task manager in a directory that is established by your administrator. This gives you the ability to view any report you have run in the past.

Using a Period

Since accounting is so 10-key driven you can also use a period, instead of a dash when typing the date: 12.12.2014 = 12/12/2014

You can also use a period when typing phone numbers 303.694.4400 = 303-694-4400

A/R Payments (Filter In Place)

Customer: [dropdown] [text]

Type: [dropdown] Credit Memo: [dropdown] Number: [dropdown]

Receipt Date: 12.12.2014 [dropdown] Payment Due Date: [dropdown] Payment Type: [dropdown] Corporate

Deposit Date: [dropdown]

G/L Reference: [text] Transfer Cash

Description: [text] Bank Code: [dropdown]

Payment Payment Exchange Rate Customer [dropdown] Euro Domestic

Amount: [text] [text] [text] [text] [text]

Applied: [text] [text] Exchange Rate: [text]

Remaining: [text] [text] [text]

Distributions [button]
Quick [button]
Payment Posting [button]

After you type the date using a period and hit “tab” or “enter,” the date will automatically go back to dashes. Using the period is just another convenient option to use.

A/R Payments (Filter In Place)

Customer: [dropdown] [text]

Type: [dropdown] Credit Memo: [dropdown] Number: [dropdown]

Receipt Date: 12/12/2014 [dropdown] Payment Due Date: [dropdown] Payment Type: [dropdown] Corporate

Deposit Date: [dropdown]

G/L Reference: [text] Transfer Cash

Description: [text] Bank Code: [dropdown]

Payment Payment Exchange Rate Customer [dropdown] Euro Domestic

Amount: [text] [text] [text] [text] [text]

Applied: [text] [text] Exchange Rate: [text]

Remaining: [text] [text] [text]

Distributions [button]
Quick [button]
Payment Posting [button]

Visit our website

LogicData | (303) 694-4400 | www.LogicData.com

STAY CONNECTED

