

Using QwikBILL™ Reports

There is still no substitute for a printed report and QwikBILL™ will provide you with a wealth of information. From the Home Window you can select Reports.

Five different types of reports are available, and each of these reports can be limited to a specific date or a range of dates, as shown before.

The Aging Report will help you determine which of your accounts receivable are overdue. A typical Aging Report is shown on the next page.

The Orders On Hold report lists all estimates still outstanding. You will find this to be a useful list for making follow-up contacts on estimates which you have been given.

The Sales Report lists transactions and totals.

tatements can be created for individual clients or for all clients who have open account balances. When you choose the Statement report you will first be presented with a range of options.

Notice also that you can enter a custom Message for the statement in the box that is provided. This Message will print out at the lower left of the Statement form.

he actual Statement can be printed as a one-line summary of each invoice or print on the statement the full details of each transaction.

he Payments Received report lists all payments in this format:

ll of these reports can either be printed to the screen using the Preview button or printed to paper by clicking on the Print button.