

# Invoice Register Report

Last Modified on 11/05/2019 8:11 am CST

## Purpose

This report is designed for you to view a list of all invoices in your system. The balance amount will update as you post your payments in TempWorks. This is a great report to see the total of sales for a specific client for a given period.

Branch: Canada Test, CardiffUK, Eag  
Start Date: 1/1/2018  
Customer Filter:

Date Filter: Weekend Bill Date  
End Date: 1/30/2018  
Group By: Customer - Department

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### Invoice Register

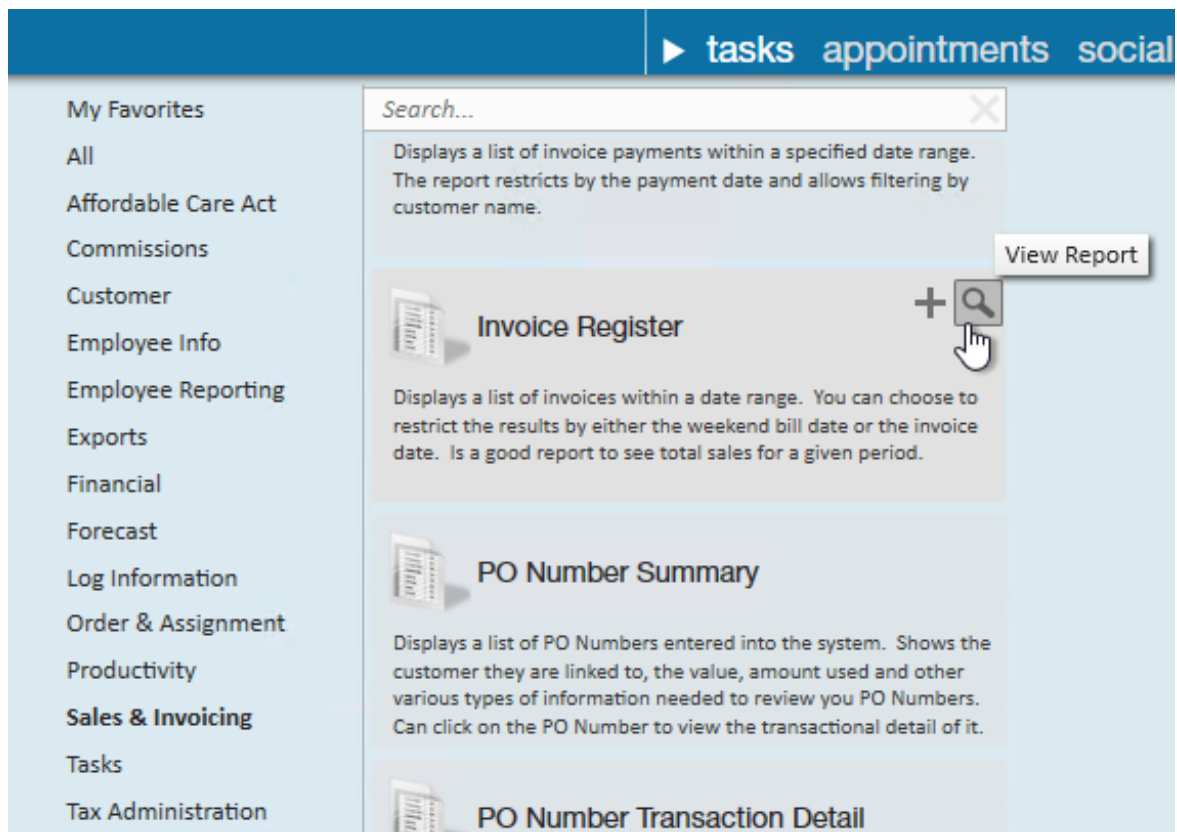
High Tech Staffing Entity Level (HierId 2)

Activity from 1/1/2018 through 1/30/2018 by Weekend Bill Date, grouped by Customer - Department, from the following selected branches: '(All Branches Selected)'.

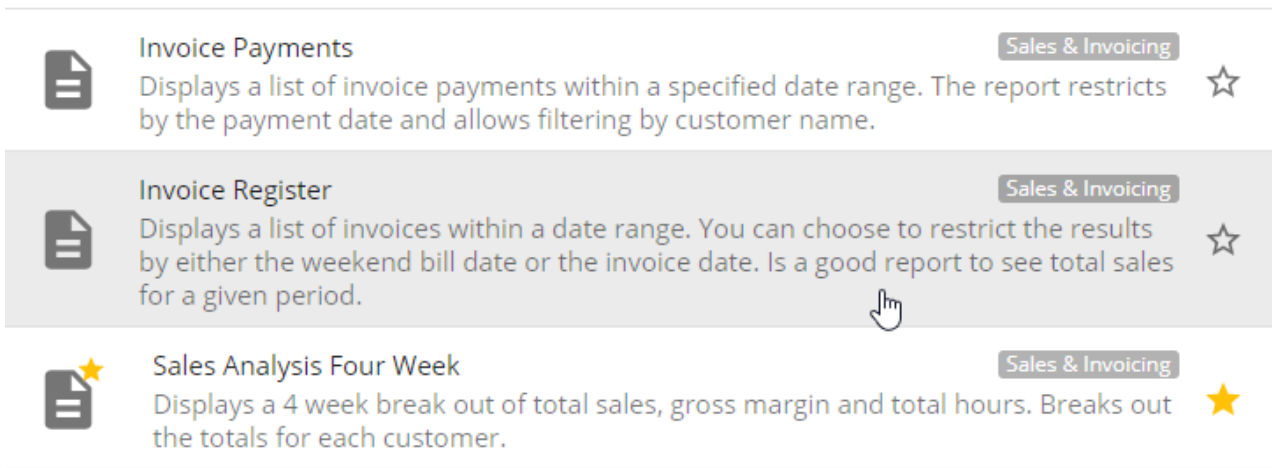
Invoice Number	Customer	Customer ID	Weekend Bill	Due Date	Amount	Paid	Balance	Past Due	DSO
<b>ABC Broom co - Primary ID: 4295010910</b>									
47887	ABC Broom co	4295010910	1/21/2018	2/14/2018	\$2,540.00	\$0.00	\$2,540.00		4 days
<b>Group Totals:</b>			<b>1 invoice</b>		<b>\$2,540.00</b>	<b>\$0.00</b>	<b>\$2,540.00</b>		
<b>AIG - Primary ID: 4295013327</b>									
47883	AIG	4295013327	1/21/2018	2/3/2018	\$544.00	\$0.00	\$544.00		10 days
<b>Group Totals:</b>			<b>1 invoice</b>		<b>\$544.00</b>	<b>\$0.00</b>	<b>\$544.00</b>		
<b>Alpha Electric - Primary ID: 4295012462</b>									
681	Alpha Electric	4295012462	1/14/2018	3/17/2018	\$1,103.60	\$0.00	\$1,103.60		13 days
<b>Group Totals:</b>			<b>1 invoice</b>		<b>\$1,103.60</b>	<b>\$0.00</b>	<b>\$1,103.60</b>		
<b>Alpha Electric - Shipping ID: 4295012473</b>									
675	Alpha Electric	4295012473	1/14/2018	3/16/2018	\$1,080.00	\$0.00	\$1,080.00		14 days
682	Alpha Electric	4295012473	1/14/2018	3/17/2018	\$1,944.00	\$0.00	\$1,944.00		13 days
<b>Group Totals:</b>			<b>2 invoices</b>		<b>\$3,024.00</b>	<b>\$0.00</b>	<b>\$3,024.00</b>		

## Where You Can Run This Report

This report can be run in Enterprise under All Options > Reports. Select the Sales & Invoicing category on the left.



You can also run this report in Beyond under the B menu > Reports. Select All Reports and search by the report name or select the Sales & Invoicing report group



## Parameters

Branch	Canada Test, CardiffUK, Eag	Date Filter	Weekend Bill Date
Start Date		End Date	
Customer Filter		Group By	Branch

1. **Branch:** A drop- down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. **Date Filter:** A drop- down determining what field your date range filters on.
  - Weekend Bill Date on the invoice
  - Invoice Date on the invoice
3. **Start Date:** Starting date of your desired date range.
4. **End Date:** Ending date of your desired date range.
5. **Customer Filter:** Filters for a specified customer name on the invoice.
6. **Group By:** A list of different fields to group the data into on the report. Has the following options:
  - Branch
  - Date Filter
  - Due Date
  - Customer- Department
  - (no grouping)

## Related Articles