In this section, you can find reports on Accounts Receivable, Active Memberships and Service Contractors.

To access Financials Report, go to **Reports** from the top menu>click **Financials**.



Under Financials, a drop-down option will show its sub categories for the reports you want to see:

- · Accounts Receivable aging accounts of the customers for receivables
- · Active Memberships customers who have active and expired memberships
- Service Contractors Active and expired service contracts for your customers

Accounts Receivable Report

- You can find in this report a summary of all aged accounts of a customer on a specific period:
 - Customer
 - 0-30 days
 - 31-60 days
 - · 61-90 days
 - ∘ 90+ days
 - Total

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Go to Reports Menu on the top>Click Financials>Click Accounts Receivable

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Getting the Accounts Receivable Report:

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Click Get Report

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\$0.00		\$304.06		\$0.00		\$688.00		\$992.06
\$0.00		\$0.00		\$0.00		\$0,40		\$0.40
\$0.00		\$0.00		\$0.00		\$370.00		\$370.00
\$1,791.00		\$5,912.11		\$1,744.38		\$5,249,751.26		\$5,259,198.75

- You can see all the amounts that are receivable on each period.
- At the end of each row, is the total amount of each period.
- On the last column, you can see the overall Total of all the accounts receivables for all aged accounts, all period.
- Click **Export to Excel** or **Export to PDF** to download the report to your computer. Either way, you can completely see the details on the report.

Active Memberships Report

- You can find in this report the customers who have active and expired membership on a specific period:
 - Customer
 - ∘ Type

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Go to Reports Menu on the top>Click Financials>Click Active Memberships

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Getting the Active Memberships Report:

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- Click Get Report
- Click Export to Excel or Export to PDF to download the report to your computer. Either way, you can ٠ completely see the details on the report.

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Service Contractors Report

This report will provide you with records of active and expired service contracts for your customers.

Go to F	eports	Menu on [•]	the top>	Click Finance	cials>Click	Service	Contractors
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Getting the Service Contractors Report:

- · Select the Status of the Report you want to view
 - You can Select All or select a specific status.
 - Active
 - Expired
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• Click **Export to Excel** or **Export to PDF** to download the report to your computer. Either way, you can completely see the details on the report.

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