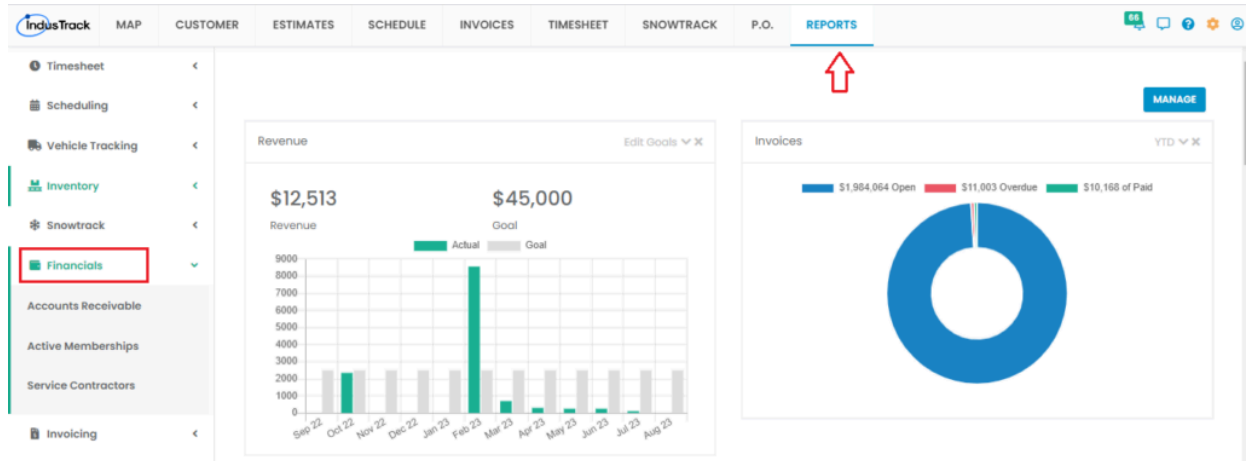# Financials Report

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**.
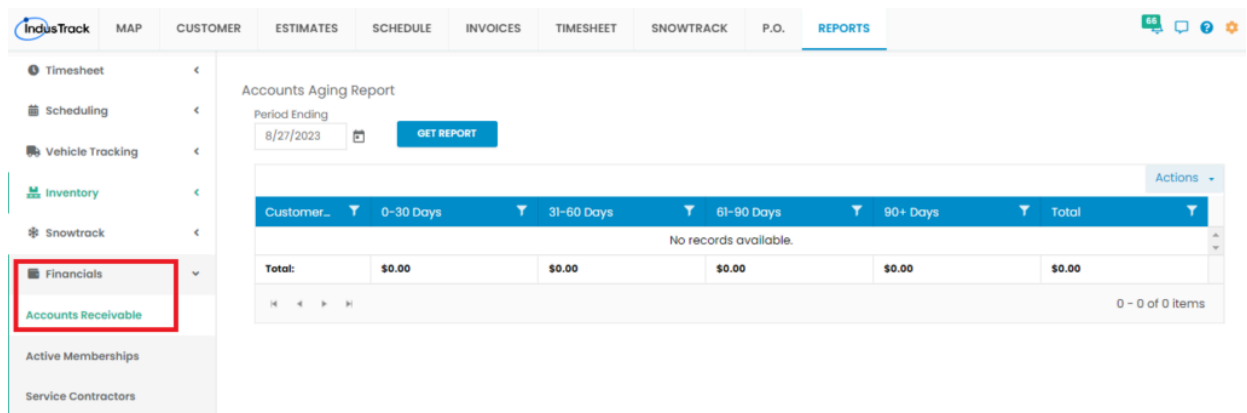

Under Financials, a drop-down option will show its sub categories for the reports you want to see:

- 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

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

Getting the Accounts Receivable Report:

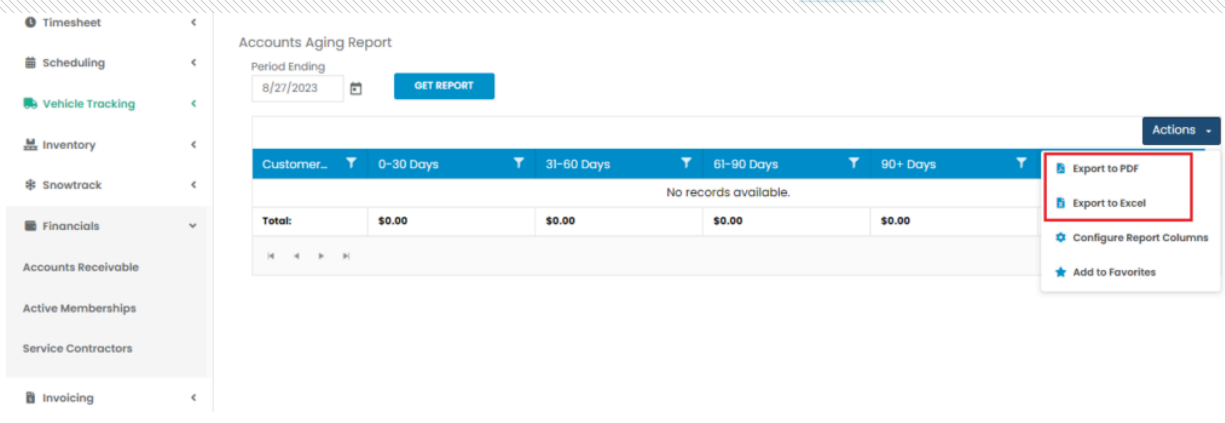- On the **Period Ending Field**, set the date
- Click **Get Report**

- 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.
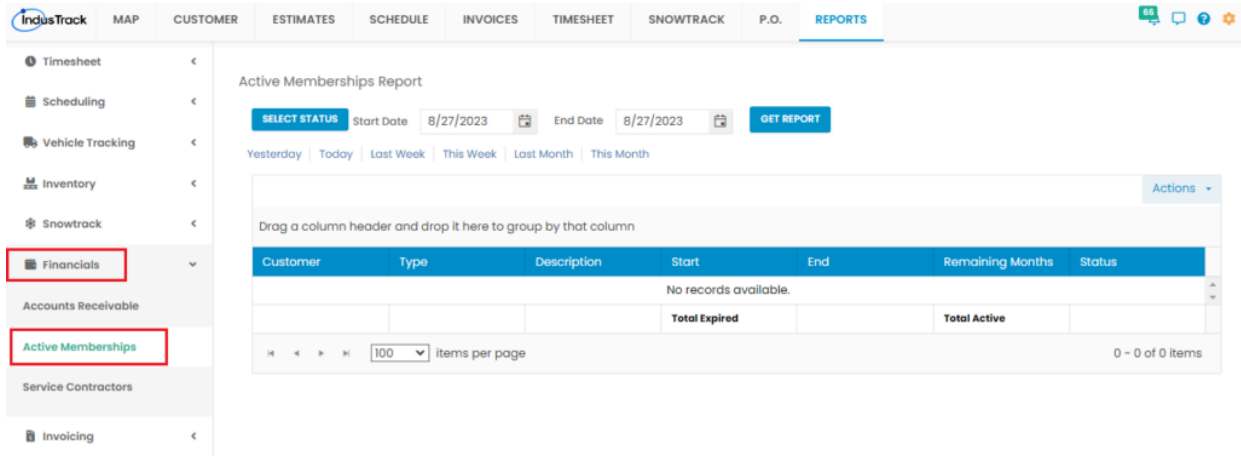
Active Memberships Report

- You can find in this report the customers who have active and expired membership on a specific period:
  - Customer
  - Type
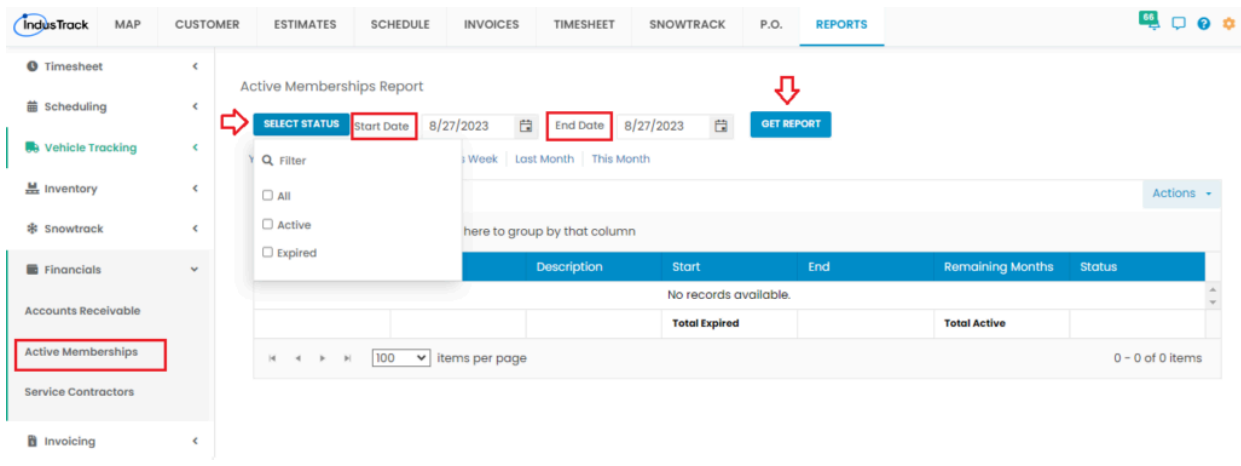 - Description
  - Start
  - End
  - Remaining Months

◦ Status

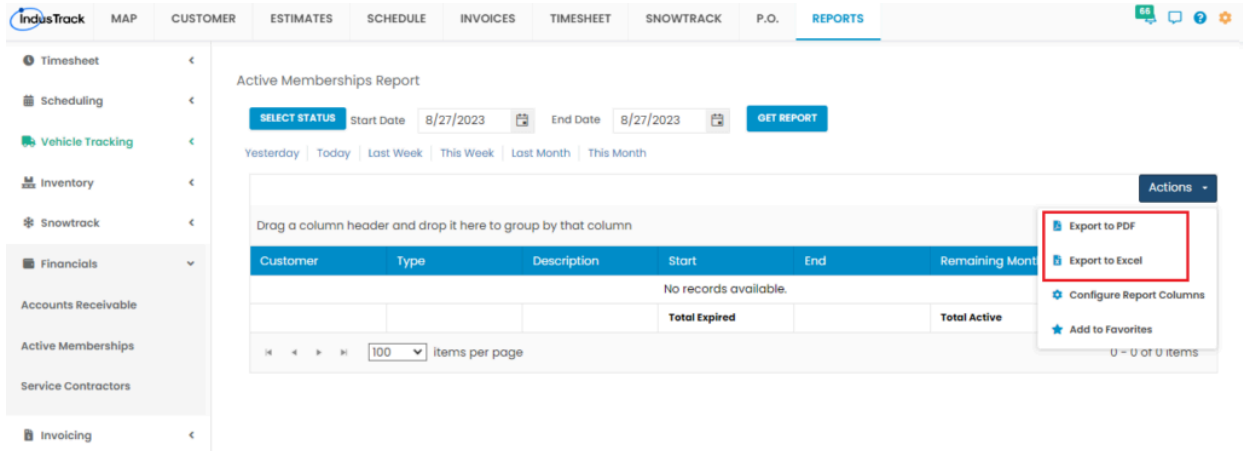Go to **Reports** Menu on the top>Click **Financials**>Click **Active Memberships**

Getting the Active Memberships Report:

Select the Status of the Membership Report
◦ You can **Select All** or select a **specific** status of the membership

◦ Set the **Start Date**
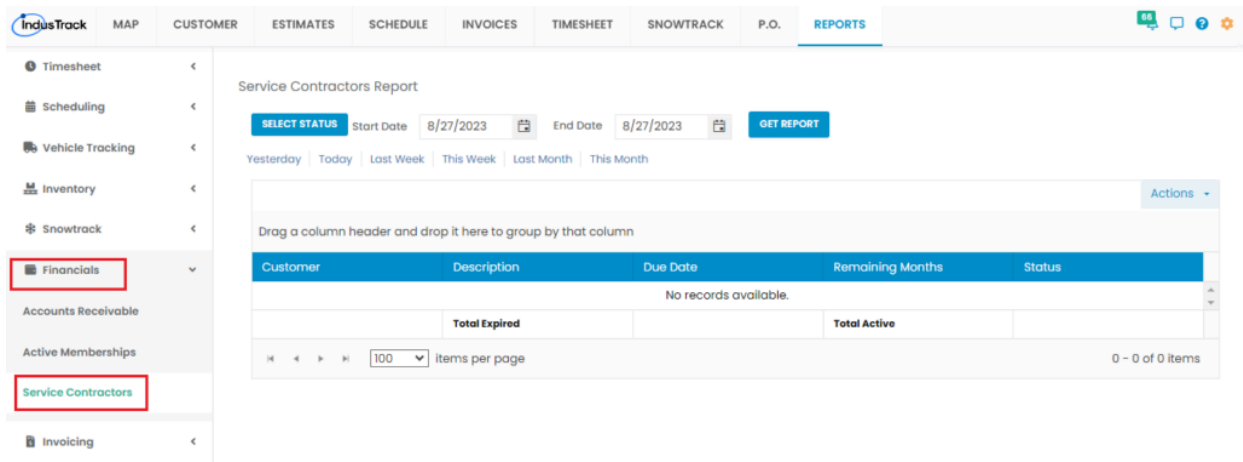◦ Set the **Ending Date**
◦ Click **Get Report**

- 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.

Service Contractors Report

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

Go to **Reports** Menu on the top>Click **Financials**>Click **Service Contractors**

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
  ◦ Set the **Start Date**
  ◦ Set the **Ending Date**
  ◦ Click **Get Report**

- 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.