

Installment Billing

Like all reports, we suggest you experiment with selection criteria and running the reports. You can't hurt anything.

Purpose: To keep track of Clients with Installments.

Reports Contains: Each Client that has an installment, by name | Type of Installment | Monthly Installment Amount | Installment Amount Currently Due | Last Paid | If Overdue, Months Overdue | Total Due (All Clients) | Total Overdue (All Clients).

Running Report: Set the Report Date | Click Display Report

Printing Reports: All reports display in PDF and can be printed like any PDF.

Searching Reports: You can search in PDF report by entering Control F and entering your search word in the search box (for Macs use Command F).

End 2/11/16