Printing Information from aACE

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aACE provides many standard reports, and you can also print information from detail view screens. If your organization needs a <u>custom reporting option</u>, you can easily request support from within aACE.

General Printing Instructions

- 1. Navigate to the desired module.
- 2. Locate the desired records.
- 3. In the menu bar, click **Print** and select the desired report.
- 4. In the Print Preview window, select to browse, save, or print the report.

Note: Some reports are configured to retrieve a certain set of records so there is no need to locate specific records before printing (e.g. A/R Receivable Aging - All Records). Other reports may require additional details before you print (e.g. specifying an "as-of" date).

Printing the Detail View

You can print the information about specific records, such as orders, invoices, POs, and tasks. At the detail view menu bar, click **Print > Print This View**.

The report appears in preview mode, where you can specify the format:

- Save as Excel transfers the field names and data, but does not carry over the layout and formatting
- Save as PDF transfers data, layout, and formatting as shown on the preview
- **Print** displays a printing dialog box where you can specify the destination; transfers data, layout, and formatting as shown on the preview

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Centerville High School 2977 Chappell St		Centerville High S 2977 Chappell St	chool			
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nvoice li	tems					
Code	Description		Qty	Unit Price	Total	
DEPOSIT	Deposit		1	2,507.50	2,507.50	
				Subtotal	2,507.50	
				Shipping	0.00	
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Reports from the Print Menu

Most modules provide a list of reports from the menu bar Print option.

This list can be customized with different reports or even with new, customized reports, as requested by your organization.

Note: Some reports require you to provide additional information (e.g. entering a date range for an aging invoices report).

The Report Selector

In the Print Menu drop-down list, this option opens a new screen for access to even more standard reports. The reports shown in the following screenshot are for the GL Account

module; other modules will offer different report options.

1. In the menu bar, click **Print > Open Report Selector**.

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GL Account Reports		 	4
Income Statement			
Balance Sheet			
Advanced Income Statement			
Advanced Balance Sheet			-
Month End Income Statement			•
Payables and Receivables Historical			•
Payables and Receivables Summary			•
Payables and Receivables Daily			•
Trial Balance			
Trial Balance Summary			
Trial Balance Detail			
Trial Balance Detail: Daily Balance Summary			
Monthly Net Activity			•
Monthly Income Statement			•
Monthly Balance Sheet			•
Income Statement Excluding Detail Accounts			•
Department Income Statement by Detail GL Account			•
Summary Income Statement by Department			•
Summary Income Statement by Category Type			•
Summary Income Statement by Sales Rep			•
Summary Income Statement by Company			•
Summary Income Statement by Order			0
General Ledger Summary by GL Account			9
General Ledger Summary by GL Account, Department			0
General Ledger Summary by GL Account, Category			0 -

- 2. Scroll to locate the desired report
- 3. Click the report title.
- 4. In the report preview, specify whether to send the report to the printer, save as a PDF, or export to Excel.