

# 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 [custom reporting option](#), 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).

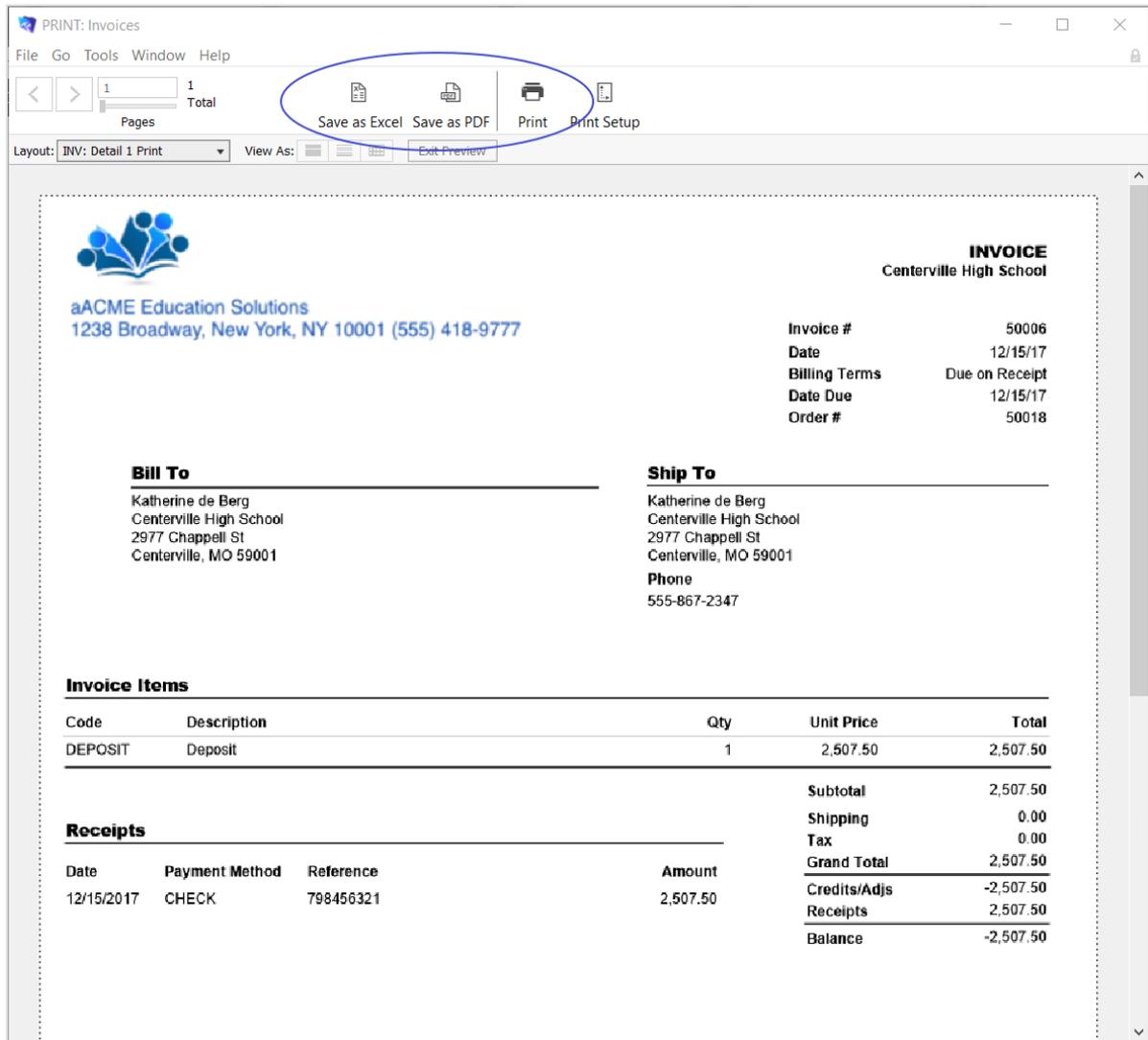
## Printing the Detail View

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**.

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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



## 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.

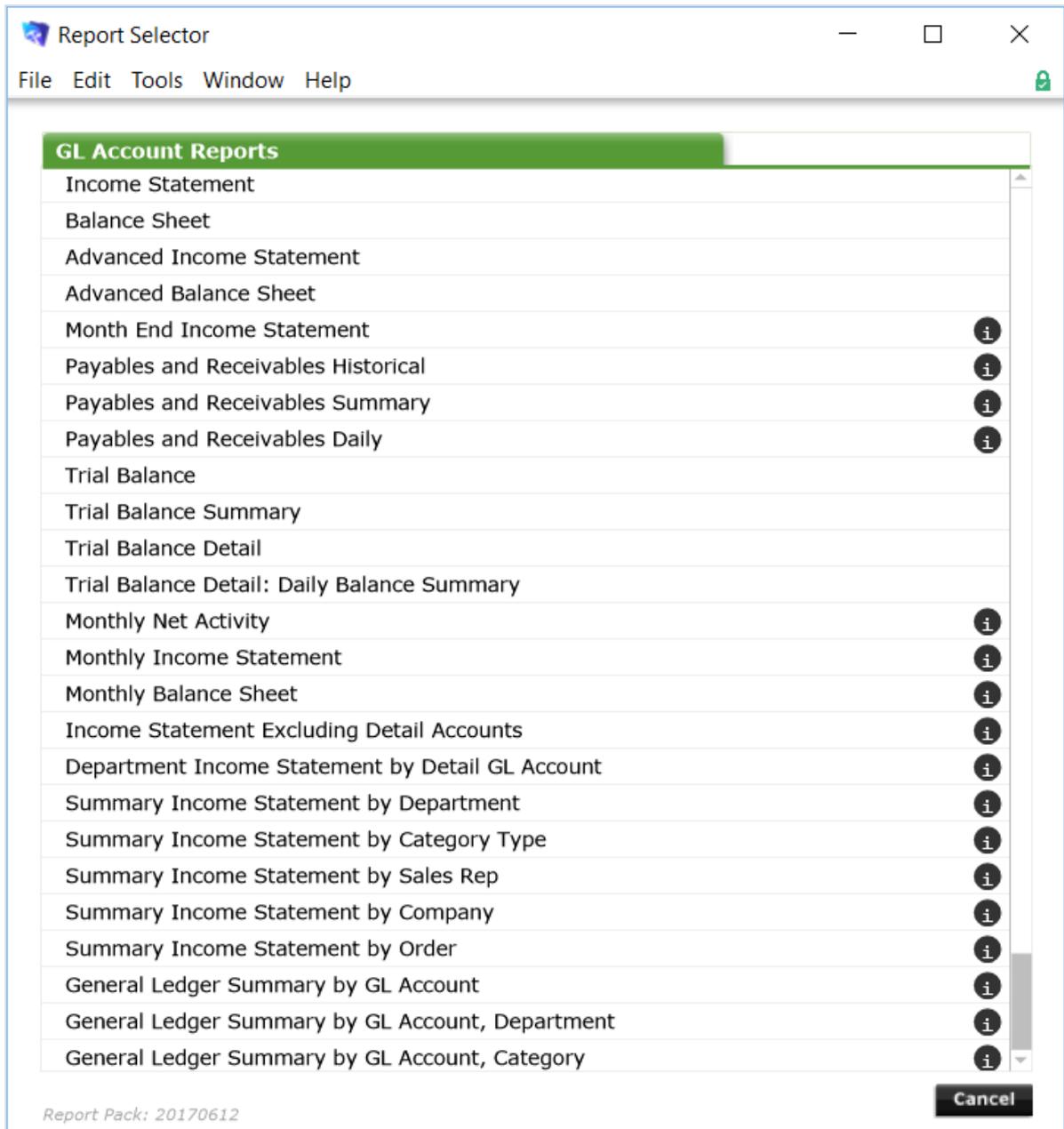
Note: Some reports require you to provide additional information (e.g. entering a date range for an aging invoices report).

### 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**.



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.