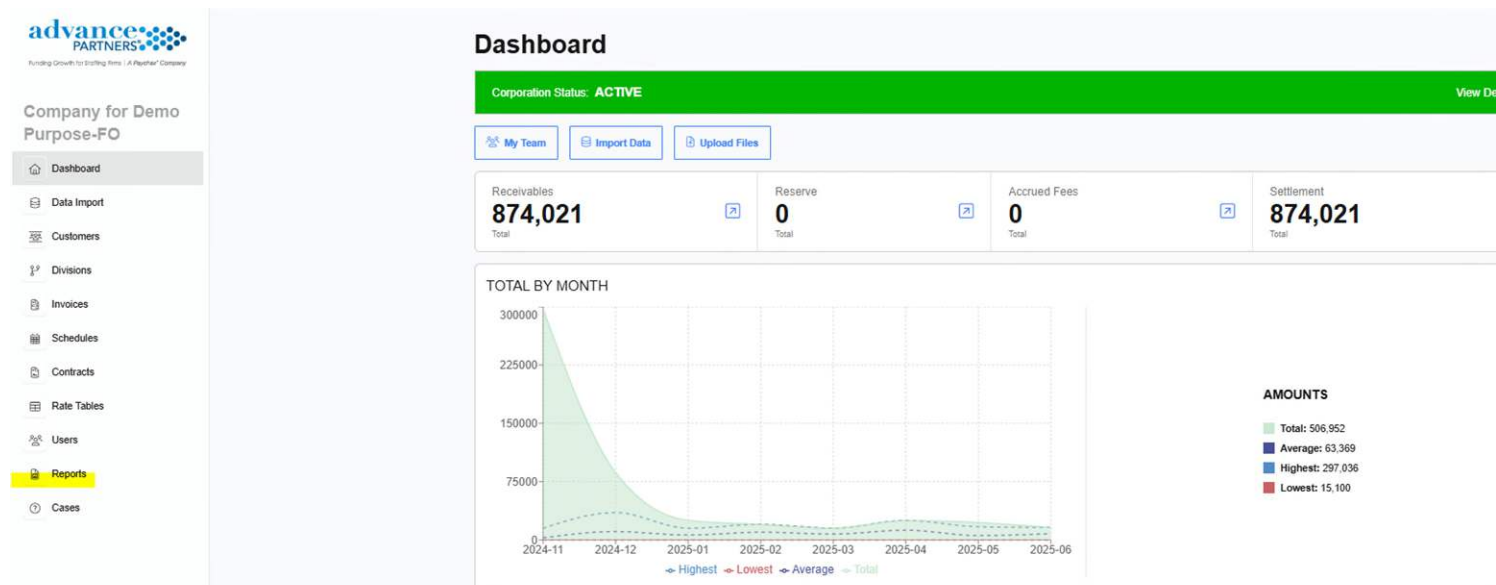


How to Run Reports in the Client Portal

From the Dashboard click Reports



Quick Step

List of Reports

Reports	
Report Type	Actions
AR Aging (Chargeback)	View
AR Aging (Full)	View
AR Aging (Live)	View
AR Aging (Non-Purchase)	View
Cash Movements	View
Chargebacks	View
Collections	View
Data Import Errors	View
Purchases & Advances	View
Settlement Report	View
Short Paid Invoices	View
Single Invoice Fee	View
Unapplied Cash	View

Click a Report or View button

Purchases & Advances

From date:

To date:

Customer:

Select an option

Division:

Select an option

Layout:

Standard

Apply Filters

From date – you can type in the date or pick the calendar

If you do not have specific dates required, you can leave the from to dates blank

Each report has different filters.

Click the down arrow under each filter to see the options

Example is Customer

Purchases & Advances

From date:

mm/dd/yyyy

To date:

mm/dd/yyyy

Customer:

Select an option

Select an option

ABM Industries Incorporated

ABM Industries Incorporated

Charlie's Cleveland Browns, Inc.

Standard

Apply Filters

With the report on the screen you can Export the data

Purchases & Advances																	Export
CORPORATION	LOCATION	DIVISION	CUSTOMER	SCHEDULE	PURCHASE DATE	INVOICE ID	EMPLOYEE AND WEEK END NEEDED	PO	INVOICE DATE	DUE DATE	INVOICE AMT	RESERVE HELD	RATE TABLE	ADVANCE RATE	COMPUTED ADVANCE	EARNED SERVICE FEE	ACCURED SERVICE FEE

Click Export – the button is in the upper right corner

The options are

Excel and PDF (landscape)

Excel

Pick a file name

Once saved you can open this Excel spreadsheet from

Downloads

Or the location you saved the file

Advance Partners Purchases & Advances																	
From date:		Sun Dec 01 2024															
To date:		Sat Jun 14 2025															
Corporation	Division	Customer	Facility	Location	Schedule	Invoice id	PO	Purchase Date	Invoice Date	Due Date	Invoice Amt	Reserve Held	Advance Rate	Computed Advance	Earned Service Fee	Account Credit Limit	
Company for Demo P Main	ABM Industries Incorporated	Company for Demo 1111CFDP	P-01JY2C1XZ356	5854	05/16/2025	05/16/2025	05/16/2025	542.36	542.36	90%	542.36	5.62%	\$100,000.00				
Company for Demo P Main	SRC Heating & Cooling	Company for Demo SRC Heating & Cooling	P-01JY219VMGTTJ2	57005	06/18/2025	05/15/2025	05/15/2025	7000.00	7000.00	90%	7000.00	7.50	\$50,000.00				
Company for Demo P Main	SRC Heating & Cooling	Company for Demo SRC Heating & Cooling	P-01JY219VMGTTJ2	57004	06/18/2025	04/15/2025	04/15/2025	7000.00	7000.00	90%	7000.00	7.50	\$50,000.00				
Company for Demo P Main	Carpet Cleaner USA	Company for Demo Carpet Cleaner USA	P-01JY219VMGTTJ2	57003	06/18/2025	03/15/2025	03/15/2025	7500.00	7500.00	90%	7500.00	5.53	\$100.00				
Company for Demo P Main	Carpet Cleaner USA	Company for Demo Carpet Cleaner USA	P-01JY219VMGTTJ2	57002	06/18/2025	03/15/2025	03/15/2025	7000.00	7000.00	90%	7000.00	5.00	\$100.00				
Company for Demo P Main	Carpet Cleaner USA	Company for Demo Carpet Cleaner USA	P-01JY219VMGTTJ2	57001	06/18/2025	01/15/2025	01/15/2025	7000.00	7000.00	90%	7000.00	5.50	\$100.00				
Company for Demo P Main	ABM Industries Incorporated	Company for Demo 1111CFDP	26241211		12/11/2024	01/10/2025	01/10/2025	40.00	40.00	90%	40.00	0.12	\$100,000.00				
Company for Demo P Main	ABM Industries Incorporated	Company for Demo 1111CFDP	54113		12/05/2024	01/04/2025	01/04/2025	77000.00	77000.00	90%	77000.00	5.10	\$100,000.00				
Company for Demo P Main	ABM Industries Incorporated	Company for Demo 1111CFDP	P-00969-0209184002	54114	12/10/2024	12/05/2024	01/04/2025	76200.00	76200.00	90%	76200.00	5.075	\$100,000.00				
Company for Demo P Main	ABM Industries Incorporated	Company for Demo 1111CFDP	P-00969-0209184002	54112	12/10/2024	12/05/2024	01/04/2025	74100.00	74100.00	90%	74100.00	7.23	\$100,000.00				

Click Export

PDF (Landscape)

Quick Step

advance
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Name and Save the File

The pdf is in landscape format

12/9/2024, 2:28:25 PM

Advance Partners

Purchases & Advances

For corporation: Company for Demo Purpose-FO

Company for Demo Purpose-FO / 001 / ABM Industries Incorporated / 1111CFDP

Customer	Purchase Date	Invoice Id	Invoice Date	Due Date	Invoice Amt	Reserve Held	Advance Rate	Computed Advance
ABM Industries Incorporated		382498	11/29/2024		2411.00	241.10	90.0%	2169.90
ABM Industries Incorporated		382491	11/29/2024		3274.00	327.40	90.0%	2946.60
ABM Industries Incorporated		382484	11/29/2024		3341.00	334.10	90.0%	3006.90
ABM Industries Incorporated		382488	11/29/2024		1127.00	112.70	90.0%	1014.30

06182025A

Quick Step

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