Printing Information from aACE

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This guide explains how to print information in aACE. It is intended for beginning users.

aACE provides many standard reports and you can print this information from detail view screens. If your organization needs a <u>custom reporting option</u>

(https://aace6.knowledgeowl.com/help/understanding-reporting), you can easily request support from within aACE.

General Printing Instructions

- 1. Navigate from the Main Menu to the desired module.
- 2. Use the <u>Quick Search (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> bar to 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 you to provide additional details (e.g. entering a date range for an aging invoices report or specifying an "as-of" date).

Printing the Detail View

You can print the information about specific records, such as orders, invoices, POs, and tasks. The following screenshot uses an invoice as an example. At the detail view of the record, click Print > Print This View.

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

- 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

					INVOICE New York Learning Co		
	ME Education Solution Broadway, New York,		8-9777 Contac	t Alexis Kohn (555) 624-0143 alexis kohn@aacme.com	Invoice # Date Billing Terms Date Due	60091 07/07/22 Net 30 08/06/22	
	Bill To New York Learning Co John Sorrano 333 Lafayette Ave Brooklyn, NY 11238						
Line C	Ode BLT-9	Description Student Tablet, 9" Sc	reen	Quantit 1	-	Item Total 500.00	
Recei	pts				Subtotal Shipping	500.00	
Date	Payment Method	Reference	Amount		Tax Grand Total	0.00	
7/7/2022	2 ACH	6431313	475.00		Credits/Adjs	0.00	
					Receipts	0.00	
					Refunds	0.00	
					Balance	500.00	

Reports from the Print Menu

Most modules provide a list of reports from the menu bar Print option. This example shows the GL Accounts module:

This list can be customized with various reports, including new and personalized reports that your organization sends a request for.

The Report Selector

This option in the Print Menu drop-down list displays additional standard reports. The reports shown in the following screenshot are for the GL Account module; other modules will offer different report options.

1. At the list view or detail view, click **Print > Open Report Selector**.

Reports	
Month-End and YTD Income Statement	?
Month-End, YTD, and Priors Income Statement	0
Payables and Receivables Historical	8
Payables and Receivables Summary	8
Payables and Receivables Daily	8
Trial Balance Detail	
Trial Balance Detail: Daily Balance Summary	
Monthly Income Statement	•
Monthly Balance Sheet	•
Monthly Net Activity	•
Income Statement Excluding Detail Accounts	•
Department Income Statement by Detail GL Account	•
Summary Income Statement by Department	8
Summary Income Statement by Category Type	8
Summary Income Statement by Sales Rep	•
Summary Income Statement by Customer	8
Summary Income Statement by Order	?

- 2. Scroll to locate the desired report and click the report title.
- 3. Enter any additional information needed in the popup dialog.
- 4. Click Print.

The report preview may take a few moments to generate.

5. At the report preview, specify whether to send the report to the printer or save as a PDF (as noted above).