

Here's how easy it is to create a report...

Step 1 - Create the Design

Specify the file, output format, spacing, headers & footers and other general information.

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                                         REPORT DESIGN

Report Name: CUSTOMER_BALANCES
Title/Description: Customer Balances by Salesperson
File: CUSTOMER - Customer Masterfile
Report/Export: Report
Width: 132      Height: Any      Across: 1
Length: Any
Output: PRINTER
Alternate Sort:
Begin with:
End with:

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Line Break:
Stop:
Test Patterns:
Double Space: No
Vertical Totals: No
Tabulate/Plot: No

Print Blanks: Yes
Paginate: Yes
Recap Page: No
Print Detail: Yes
Col Heading: Yes

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Is the above information correct?
Selection: Yes No Fields Break Sort Criteria Hdr/ptr Run Delete Print
F10-Exit without selection

(T0)
```