



Advertising  
Specialty  
Institute®

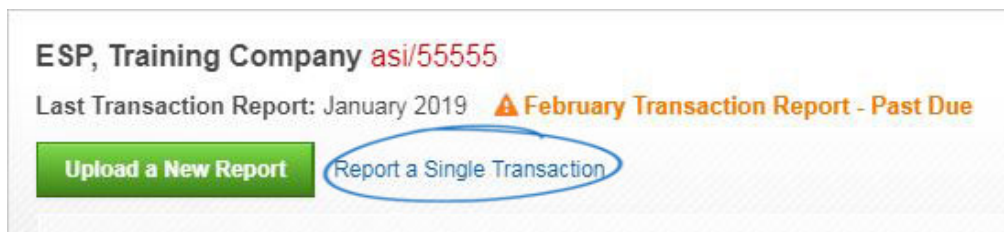
Portal > Knowledgebase > I am a Supplier/Decorator > Connect > Reporting a Single Transaction

## Reporting a Single Transaction

Tamika C - 2019-02-13 - in Connect

There are two ways to access the single transaction reporting form.

- Click on the link from the homepage (Connect Plus, Platinum and Prospect Hunter subscribers)



- Click on **My Reports** from the main toolbar and select Report a Single Transaction from the dropdown.



On the Report a Single Transaction page, you must enter the distributor company name and it is recommended that you enter as much additional information as possible.

## Your Customer's Information

Company Name\*

ASI #

Contact Name

Phone #

Fax #

E-mail

Address 1

Address 2

City

State / Province

 ▼


Zip / Postal Code

After entering the customer information, it is important to enter the transaction details.


## Transaction Detail

Invoice #

Invoice Date\*

Payment Due Date\*

Invoice Amount\*

In the bottom half of the screen, select the type of transaction, date paid, amount paid, extended credit amount and invoice balance.

Click the Submit button.

## What Type of Transaction would you like to report on?

Past Due Payment

I'm reporting this company is making a payment on a past due transaction.

**Date Paid\***

Select Date Paid



**Amount Paid\***

Enter Amount

**Extended Credit Amount\***

Enter Amount

**Invoice Balance**

Enter Invoice Balance

Reset

Submit

**\* Required Field**

If you need to start over, you can click on the Reset button.