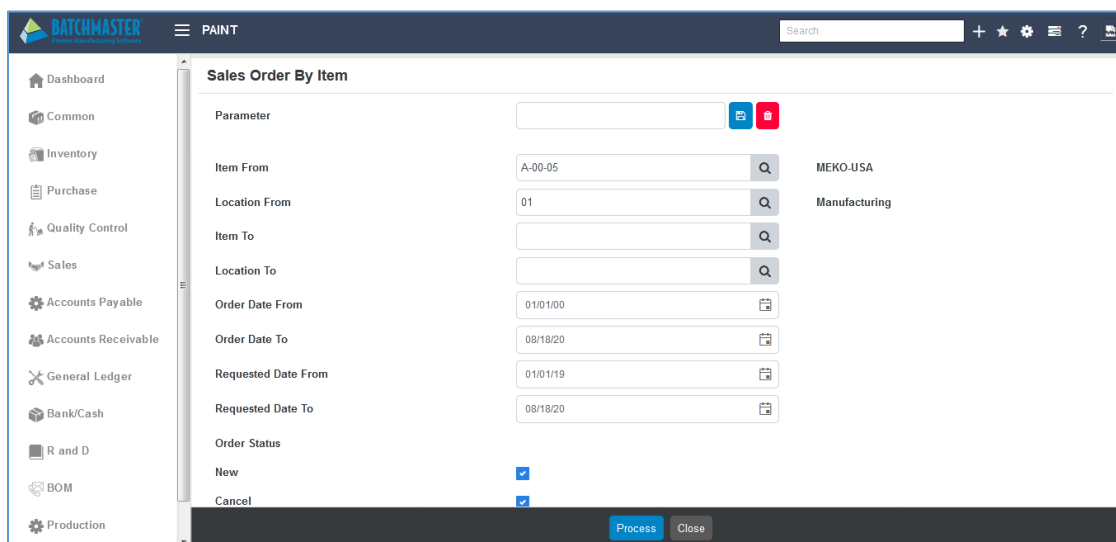# Sales Order By Item

With the *Sales Order By Item Report*, you can get details of all sales orders existing for an item or a range of items within your particular selection. The orders can be limited by specifying a range of order dates or request dates. Let's say at the beginning of the month your sales manager wants to know the exact number of orders received for certain item locations. To get this data he can specify the range of item-location combinations and range order dates.

You also have the choice of viewing orders with specific statuses. You can set the filters to print a report for a particular status (New, Open, Closed, Cancel, and Processed) or a combination of statuses. To get a list of all orders whose invoices are yet to be generated, select *Closed* status. Alternatively, to view the orders whose lots are ready but shipment is due, select *Open* status. To view all orders cancelled in the last 6 months, set the order date range and select *Cancel* status.

Go To: Sales → Sales Order Reports → Sales Order By Item.

Click on the *Sales Order By Item* option to open the *Sales Order By Item* window. On the *Sales Order By Item* window, filtering parameters can be used to define the scope for processing the report.

Generating Sales Order By Item Report

1. Open the *Sales Order By Item* window.

2. Specify the range of item location combinations for which the *Sales Order By Item Report* needs to be generated at the *Item Location From* and *To* fields. Leaving the range fields blank is equivalent to selecting the first and last available options, respectively.

3. Specify the order date range at the *Order Date From* and *To* fields. These fields are defaulted to the current server date.

4. Specify the requested date range at the *Requested Date From* and *To* fields. These fields are defaulted to the current server date.

5. Select the *Order Status* checkboxes to include sales orders with specified statuses.

6. Click on the *Process* button to generate a report.

An example of a generated *Sales Order Item Wise* report is provided below.