OPEN SALES REPORT

Open Sales Report contains *Open*, and *Partially Received* Sales Orders. Listed per order are **items** together with the *Order Quantity*, *Delivered Quantity*, and *Outstanding Balance (Figure 1)*. Click the **Print Report Button** to print **Export Button** to save the report to an Excel File*, and **Email Button** to email the excel file to the designated address in the **Settings -> Email Report Settings**.

Figure 1

Sales Order No.	Date	Product Code	Product Desription	Order QTY	Delivered	Balance
Sales Order #: SO-20181217-1						
SO-20181217-1	2019-07-30	83239	TSHIRT V COLLAR 30	1.00	0.15	0.85
Sales Order #: SO-20190730-2						
SO-20190730-2		P102	TSHIRT V COLLAR 25	10.00	0.00	10.00
SO-20190730-2		83239	TSHIRT V COLLAR 30	5.00	0.00	5.00
SO-20190730-2		11	TSHIRT V COLLAR 40	15.00	0.00	15.00

Showing 1 to 4 of 4 entries