

SALES REPORT

Listed in *Figure 1* is the Sales Report, it contains several categories depending on what type of report you need. The categories available are **Customers**, **Salesperson**, and **Products**. Choose the **Date Range** as per your preference to filter the shown invoices. 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

Dashboard / Sales Report

Sales Report

Period Start * :

01/01/2019

Period End * :

09/04/2019

Customers

Salesperson

Products

Detailed

Summary

PRINT REPORT

EXPORT TO EXCEL

EMAIL

Search Customer

Invoice #	Date	Customer	Product Code	Description	Unit Price	Qty	Total Amount
SAL-INV-20190830-3	2019-08-30	Sierra Mandylin	00201220025123	TSHIRT V COLLAR 40	200.00	1.00	162.00
CI-INV-20190830-2	2019-08-30	Mark Gettysburg	00201220025866	Dell Intel I3 500GB 4GB RAM 17 Inches Laptop	34,500.00	1.00	31,050.00
SAL-INV-20190830-2	2019-08-30	Western Sports Industries	00201220025866	Dell Intel I3 500GB 4GB RAM 17 Inches Laptop	34,500.00	1.00	34,500.00
SAL-INV-20190830-4	2019-08-30	Taylor Sporting Goods	00201220025321	TSHIRT V COLLAR 30	220.00	15.00	3,300.00
SAL-INV-20190830-4	2019-08-30	Taylor Sporting Goods	00201220025433	TSHIRT V COLLAR 25	210.00	10.00	2,100.00
SAL-INV-20190830-4	2019-08-30	Taylor Sporting Goods	00201220025123	TSHIRT V COLLAR 40	200.00	15.00	3,000.00
SAL-INV-20190830-4	2019-08-30	Taylor Sporting Goods	00201220025866	Dell Intel I3 500GB 4GB RAM 17 Inches Laptop	36,500.00	1.00	36,500.00
SAL-INV-20190830-3	2019-08-30	Sierra Mandylin	00201220123123	POS Thermal Receipt Paper 80mm x 70mm	1,750.00	1.00	1,417.50
SAL-INV-20190830-3	2019-08-30	Sierra Mandylin	00201220025433	TSHIRT V COLLAR 25	225.00	1.00	182.25
SAL-INV-20190829-1	2019-08-29	Everest Industries	00201220025866	Dell Intel I3 500GB 4GB RAM 17 Inches Laptop	34,500.00	3.00	103,500.00
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