**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**

