

Reports

1. Customers & Sales

A. Sales Quotation Report

- a. Date range (Selection Window)
- b. Customer – Drop Down List (Selection Window)
- c. Sort by -Date, Quotation No., Customer, Item, Sales Executive, Amount (Selection Window)
- d. Date
- e. Customer Name (If selected for all customers)
- f. Quotation No.
- g. Sales Executive
- h. Amount
- i. Total

B. Quotation Analysis (List of approved quotations)

- a. Date range (Selection Window)
- b. Customer – Drop Down List (Selection Window)
- c. Sort by -Date, Sales Order No., Customer, Item, Sales Executive, Amount (Selection Window)
- d. Customer Name (If selected for all customers)
- e. Quotation No.
- f. Amount
- g. Sales order No.
- h. Amount

C. Sales Order Report

- a. Date range (Selection Window)
- b. Customer – Drop Down List (Selection Window)
- c. Sort by -Date, Sales Order No., Customer, Item, Sales Executive, Amount (Selection Window)
- d. Date
- e. Customer Name (If selected for all customers)
- f. Sales Order No.
- g. LPO Reference
- h. Sales Executive
- i. Amount
- j. Total

D. Sales Order to Delivery / Cash Invoice Analysis

- a. Date range (Selection Window)

- b. Customer – Drop Down List (Selection Window)
- c. Sort by -Date, Sales Order No., Customer, Sales Executive, Amount (Selection Window)
- d. Date
- e. Customer Name (If selected for all customers)
- f. Sales Order No.
- g. LPO Reference
- h. Item Description (All items should list below each line if more than 1 item in Sales order)
- i. Unit
- j. Quantity
- k. Rate
- l. Discount
- m. Amount
- n. Delivery Note / Cash Invoice No
- o. Quantity Delivered
- p. Amount
- q. Balance Quantity to deliver
- r. Balance amount to deliver

E. Delivery Note Reports

- a. Date range (Selection Window)
- b. Customer – Drop Down List (Selection Window)
- c. Sort by -Date, Sales Order No., Customer, Sales Executive, Amount (Selection Window)
- d. Date
- e. Customer Name (If selected for all customers)
- f. Delivery Note No.
- g. Sales Order No.
- h. LPO Reference
- i. Sales Executive
- j. Item Description (All items should list below each line if more than 1 item in Sales order)
- k. Unit
- l. Quantity
- m. Rate
- n. Discount
- o. Amount

F. Delivery note to invoice analysis

- a. Date range (Selection Window)
- b. Customer – Drop Down List (Selection Window)

- c. Sort by -Date, Delivery Note No., Customer, Sales Executive, Amount (Selection Window)
- d. Date
- e. Customer Name (If selected for all customers)
- f. Delivery Note No. Sales Order No.
- g. LPO Reference
- h. Item Description (All items should list below each line if more than 1 item in Sales order)
- i. Unit
- j. Quantity
- k. Rate
- l. Discount
- m. Amount
- n. Credit Invoice No
- o. Amount
- p. Balance amount to invoice

G. Invoice Reports

- a. Date range (Selection Window)
- b. Customer – Drop Down List (Selection Window)
- c. Sort by -Date, Sales Order No., Customer, Sales Executive, Amount, **Status** (Selection Window)
- d. Date
- e. Customer Name (If selected for all customers)
- f. Invoice No.
- g. Delivery Note No.
- h. Sales Order No.
- i. LPO Reference
- j. Sales Executive
- k. Status
- l. Item Description (All items should list below each line if more than 1 item in Sales order)
- m. Unit
- n. Quantity
- o. Rate
- p. Discount
- q. Amount

H. Sales Summary Report

- a. Date range (Selection Window)
- b. Customer – Drop Down List (Selection Window)
- c. Sort by -Date, Sales Order No., Customer, Sales Executive, Amount, Status (Selection Window)

- d. Date
- e. Customer Name (If selected for all customers)
- f. Invoice No.
- g. Delivery Note No.
- h. Sales Order No.
- i. LPO Reference
- j. Sales Executive
- k. Status
- l. Amount

I. Backlog

- a. Date (Selection Window)
- b. Sort by -Date, Sales Order No., Customer, Sales Executive, Amount (Selection Window)
- c. Sales Order No. (List only Sales orders which are not fully delivered & invoiced)
- d. Date
- e. Customer Name
- f. LPO Reference
- g. Sales Executive
- h. Amount
- i. Amount delivered
- j. Amount invoiced
- k. Balance

J. Job Profitability Report

- a. Date Range (Selection Window)
- b. Sort by -Date, Sales Order No., Customer, Sales Executive, Amount (Selection Window)
- c. Sales Orders (List only fully delivered & invoiced Sales orders within the selected date range)
- d. Customer Name
- e. Customer Name
- f. LPO Reference
- g. Sales Executive
- h. Revenue (Total of invoices under the selected Sales Order, data from Cash Invoice & Credit Invoice & Sales return)
 - 1. Invoice No. (All invoices should list below each line if more than 1 invoice in Sales order)
 - 2. Date
 - 3. Document Type
 - 4. Amount

- i. Expenses (Data from Purchase Voucher & return, Petty Cash Voucher, Journal Voucher)
 - 1. Document Reference (All expense documents should list below each line)
 - 2. Date
 - 3. Document Type
 - 4. Amount
 - j. Total Material Cost
 - k. Profit
 - l. Percentage
- K. Job Summary report
- a. Date Range (Selection Window)
 - b. Sort by -Date, Sales Order No., Customer, Sales Executive, Amount (Selection Window)
 - c. Sales Orders (List only fully delivered & invoiced Sales orders within the selected date range)
 - d. Customer Name
 - e. Customer Name
 - f. LPO Reference
 - g. Sales Executive
 - h. Revenue
 - i. Expenses
 - j. Profit
 - k. Percentage