

Zoho final report –Summaya details

The Purchase section

Report- purchase-• [Purchase by Item](#)

Purchases by Item

To generate a purchases by item report,

- Log in to finsys.
- Navigate to the **Reports** module.
- Select the **Purchases by Item** report under the *Purchases* section of the Reports page.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.
- On selecting a standard choice, the **From** and **To** date fields, will be automatically derived.
- In case of a custom date range, you can manually change the **From** and **To** date fields.
- Once you ready, click on the **Run Report** button to generate the purchases by item report for that period.



VENDOR NAME	QUANTITY	AMOUNT	AVERAGE PRICE
Bert Shirts	7.00	\$154.00	\$22.00
Cheese V	35.00	\$440.00	\$22.00
Edward Collare	40.00	\$990.00	\$22.00
Total	72.00	\$1,584.00	

*Amount is displayed in your base currency

Table heading- item, Qty purchase, price, Amount

Highlight total purchase

- You will be able to export or print the report for that item.
- TOP OF REPORT PAGE
- Add Customise report
- Right side- PDF, PRINT, SHARE(Both Whatsapp, Email)
- Add Export to excel