Geographic Sales

The Geographic Sales Report is designed to print a listing of invoicing and credit memo activity for a specific date range grouped by one of several geographic options.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

From Date & Thru Date - The User must select the date range for the report.

Geographic Regions - The User must select one of the Geographic Region selections. The data on the report will be grouped by the option selected for the **Site** associated with the invoice or credit memo.   Available

selections are: City, State, Zip code, County, and Township.

Options - you may select one or multiple options.

· *Print Detail* - If this option is selected, a row will print for each invoice line for each invoice or credit memo for a customer.

· *Print Summary* - If this option is selected, totals will print for each unique invoice item within the Geographic Region selected.