Sales Report

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The Sales Report prints Invoices and Credit Memos which meet the criteria of the options selected. The Amounts on this report do not include sales tax. 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

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

· *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

· *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

Selection/Criteria - This field is used to select the level of detail that will print on the report. The default is Item Type. If the option of *Item* is selected, you may then select All or a single Item Code in the*Criteria* field.

Activity Dates - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. Once an option is selected, the User must select an Accounting Period range or Date range.

Detail Level - The default is Totals Only; you may select Item Detail as the other option.

Include - The default is Both; you may select Invoices only, Credits only or Both.