

Recurring Sales Report

Debtors >Reports >Report list

Recurring sales report

Period:

Year From:

Year 4

Year To:

Year 4

Period From:

2023-04-01

Period To:

2023-04-30

Group By:

Group and Customer

Result Type:

Sales

Group Selection:

All

Sales Rep:

All

Inactive Items:

☐

Additional Columns:

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Summary:

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Status:

Recurring

Available

#	Group Code
1	AM - Personal Gain
2	Bends and Brackets
3	Clips
4	Coils
5	Delivery
6	Flashing Man
7	Hardware
8	Labour Manufacturing
9	Labour Roofing
10	Lap Top Computers

Selected

#	Group Code
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Generate

Export

Close

Year From / Year To	Select the year From and Year To Dates from the drop-down menus will show results specific to the period you have selected.
Period From / Period To	Select the from and to period for your report. The From Period will always be the first of the month you select and the To Period will always be the last day of that month.
Group By	Select from the drop-down menu if you want to pull your report by a specific group, you can choose from No Grouping, Region, Division or Sales Rep.
Group Selection	
Inactive Items	Tick the box if you would like to include Inactive Items in your report

Summary	If you put the tick on the report will only pull limited information
Result Type	Select a result type from the drop-down menu, select from Sales, Cost, Profit, Qty or Sales and Quantity.
Sales Rep	If you want to run a report by a specific sales rep, then you will need to select the sales rep on the drop-down menu. If you leave the sales rep on all the report will run by all sales rep.
Additional Columns	
Status	If you select all the report will pull all statuses. If you want to view report by status, select the status on the drop-down menu

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