

From Year / 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.
From Period / Period To	Select the period From and the Period To from the drop-down menus

Group By	Select what you would like your report to be grouped by from the drop-down menu. If you don't wish to group your report leave the selection on none
Group Selection	Allows an option to select a group
Inactive Items	By ticking the box for Inactive items, this will include these items in your report.
Summary	If you put the tick on the report will only pull limited information
Show Stock Code	If you have selected any of the options in the Group by drop-down menu that contains Inventory, you will be able to tick the box for Show Stock Code which will add this column to your report.
Additional Columns	When this is selected it gives more 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.
Warehouse	If you select all warehouses the report will fetch data from all warehouses. If you want to search by a specific warehouse, select the warehouse from the menu.
Decimal Places	It is advisable to set decimals to two places. You can View the report with any number of decimal places.

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