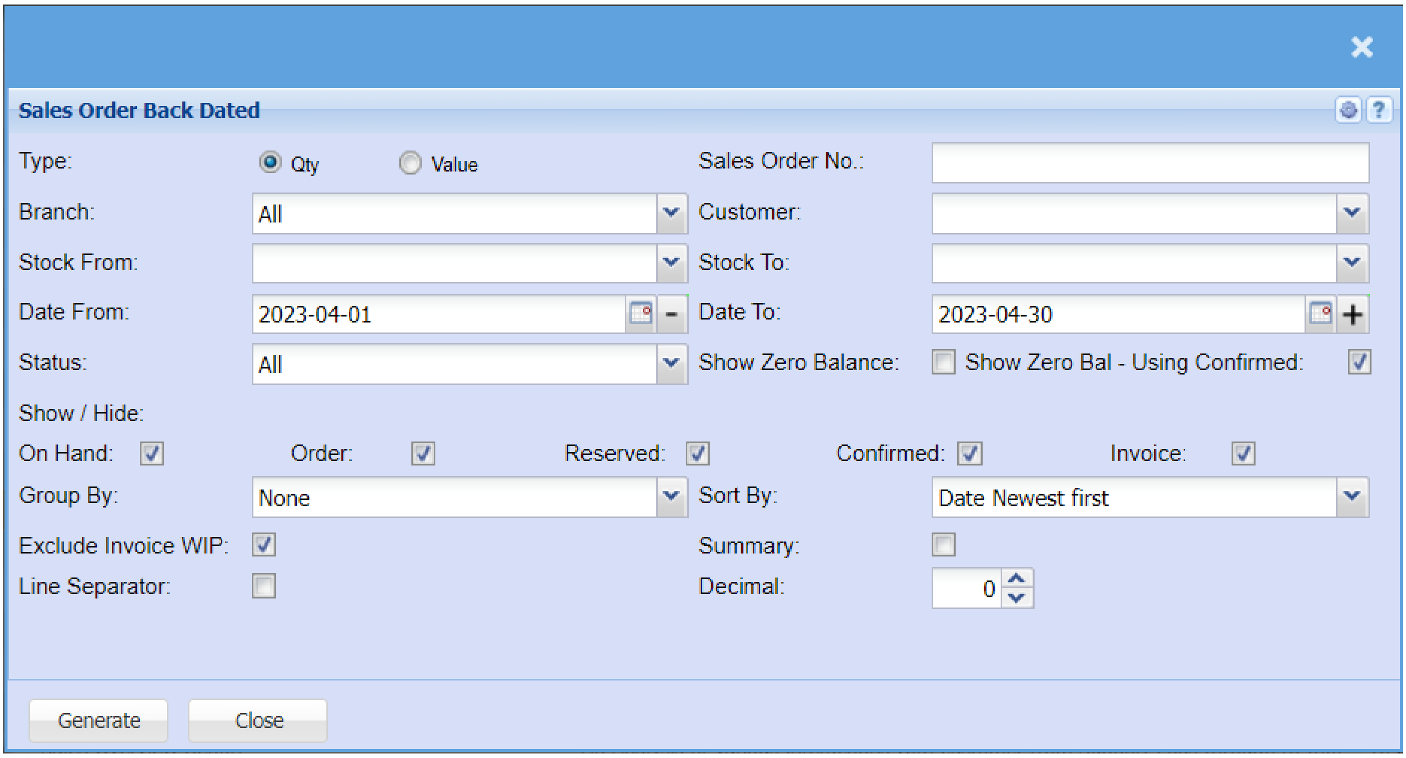
Sales Order Back Dated

Debtors >Reports >Report list

The report gives the value or quantity outstanding on sales orders in different status levels.



Type	Type allows you to refine your report to only show Item Quantity of sales, Sales Value, Cost of Sales or Quantity and Sales together.
Branch	When working with multiple branches this drop-down allows the user to select a specific branch to pull a report for.
Stock From / Stock To	Select Stock from and Stock to fields from the drop-down menus to limit what will be displayed on the report.
Date From / Date To	Select the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
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
Show / Hide	Tick the boxes of the back orders you would like to include in your report, if they are not ticked, they will be excluded from the report.

Group By	Select group by from the drop-down menu
Exclude Invoice WIP	Tick the box to exclude invoice in WIP status
Line Separator	Ticking this box will include a darker line between each sales order.
Sales Order No	IF you know the sales order number, you can add it here.
Customer	You can select to pull the back-order report for a specific customer by choosing them from the drop-down menu, or you can leave it blank, and it will pull sales orders for all customers.
Show Zero Balance	By ticking the box, the sales order back dated report will include zero balance
Show Zero Bal - Using Confirmed	By ticking the box, the sales order back dated report will include zero balance confirmed on invoices.
Sort By	Sort the report by selecting either Date Newest First, Date Oldest First, Customer or Stock Code from the drop-down menu
Summary	Select from the drop-down menu if you want to have a full detailed report or just summery report.
Decimal	It is advisable to set decimals to two places. You can View the report with any number of decimal places.

Revision #9
Created 10 May 2023 23:09:56 by Paige
Updated 26 November 2024 22:33:10 by Pamela