

Report List

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All Allocations Report (New)

System Configuration> Reports> Report List (General)

Print All Allocations

?

Control Account:

Creditors

Document Type:

All

Transaction Line:

All

Billing Group:

All

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Sort By:

Date

Excl Zero Values:

☒

Generate

Close

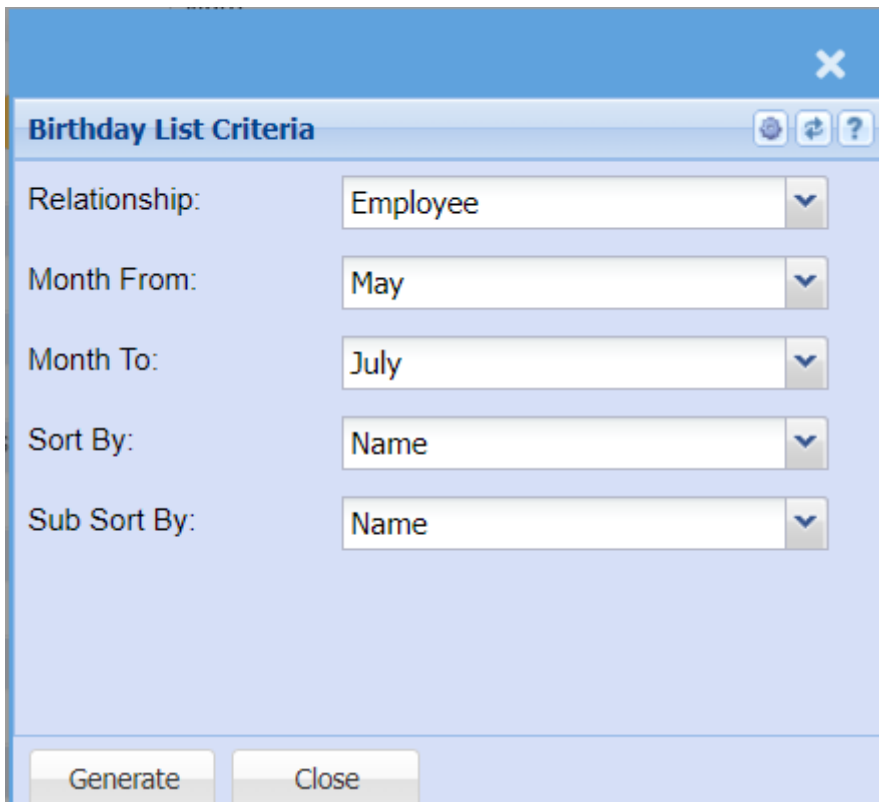
Report Request

Control Account	
Document Type	
Transaction Line	
Billing Group	
Date From / To	
Sort By	
Excl Zero Values	

Birthday List

System Configuration> Reports> Report List (General)

The report picks up any birthdays entered in the system with the age and the date of birth. Select from month to month to show these dates irrespective of the year. Also sort or sub sorts the report.



The screenshot shows a dialog box titled "Birthday List Criteria" with a close button (X) in the top right corner. The dialog contains five dropdown menus for configuring the report:

- Relationship: Employee
- Month From: May
- Month To: July
- Sort By: Name
- Sub Sort By: Name

At the bottom of the dialog are two buttons: "Generate" and "Close".

Commission Document Detail Report

System Configuration> Reports> Report List (General)

Commission Detail Report

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Document Type:

Invoices

Show Cost & Profit:

Select:

Summary

Detail

Show:

Zero:

Division:

Region:

Available

#	Sales Rep.
1	Company
2	Erica Molefe
3	Gerrit
4	Imraan
5	Otsile
6	Thabile

Selected

#	Sales Rep.
---	------------

Generate

Export

Close

Date From / To	
Document Type	
Show Cost & Profit	

Select	
Zero	

Commission Document Summary Report

System Configuration> Reports>Report List (General)

Commission Summary Report

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Type:

Sales Rep. Entity

Document Type:

Invoices

Generate

Close

Date From / To	
Type	
Document Type	

Commission Inventory Report Document

System Configuration> Reports> Report List (General)

Commission Product Report

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Show Cost & Profit:

☐

Show Negative Profit:

☐

Select:

☒ Summary

☐ Detail

Decimal Places:

0

Available

#	Sales Rep.
1	Company
2	Erica Molefe
3	Gerrit
4	Imraan
5	Otsile
6	Thabile

Selected

#	Sales Rep.
---	------------

Print Comm. Notes:

☐

Generate

Export

Close

Date From / To	
Show Cost & Profit	when ticked will display the cost and profit column in the report.

Show Negative Profit	When unticked and the Sales Rep is setup to be paid commission on profit and the profit on the item is negative then the commissionable value is set to 0.00 and a flag Zero is displayed in the exclude column. When ticked and the Sales Rep is setup to be paid commission on profit and the profit on the item is negative then the commissionable value is displayed as a negative value.
Select	Select either summary or detail.
Decimal Places	
Print Comm. Notes	

Commission Inventory Report Payment Basis

System Configuration> Reports> Report List (General)

Commission Report on Paid Invoices

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Show Cost & Profit:

Show Negative Profit:

Report Type:

Inventory Items

Decimal Places:

0

Available

#	Sales Rep.
1	Company
2	Erica Molefe
3	Gerrit
4	Imraan
5	Otsile
6	Thabile

Selected

#	Sales Rep.
---	------------

Print Comm. Notes:

Generate

Export

Close

Date From / To	
Show Cost & Profit	when ticked will display the cost and profit column in the report.

Show Negative Profit	When unticked and the Sales Rep is setup to be paid commission on profit and the profit on the item is negative then the commissionable value is set to 0.00 and a flag Zero is displayed in the exclude column. When ticked and the Sales Rep is setup to be paid commission on profit and the profit on the item is negative then the commissionable value is displayed as a negative value.
Decimal Places	
Print Comm. Notes	

Commission Inventory Report Points System

System Configuration> Reports> Report List (General)

Points Based Commission Report

Sales Rep:

All

Date From:

2023-04-01

-

Date To:

2023-04-30

+

Doc. Type:

☒ Invoice

☐ Sales Order

☐ Quote

Select:

☒ Detail

☐ Summary

Decimal Places:

0

Generate

Close

Sales Rep	
Date From / To	
Doc. Type	
Select	
Decimal Places	

System Configuration> Reports> Report List (General)

Date From / To	
VAT Percentage	

System Configuration> Reports> Report List (General)

Date From / To	
Sales Rep	
Sort By	

Show Mark Up	
Show Cost & Profit	
Show Negative Profit	
Decimal Places	

Commission Branch Report

System Configuration> Reports> Report List (General)

Commission Branch Report

Date From:2023-04-01

Date To:2023-04-30

Sales Rep:All

Summary:☒

Factor 1:0

Factor 2:0

Factor 3:0

Generate

Close

Date From / To	
Sales Rep	
Summary	
Factor 1, 2, 3	

Custom Field Report

System Configuration>Reports>Report List (General)

Gives a report on custom fields setup in different document types. This report can only be exported to Excel.

Select the Document type from the drop down arrow and the category after.

Generate the report then click on View Report button which allows the user to refresh the report, delete, download which opens it on excel sheet.

Hive Import Report

System Configuration> Reports> Report List (General)

Hive Import Report

Date From:

2023-04-01

Date To:

2023-04-30

Batch No:

Status:

All

Generate

Close

Date From / To	
Batch No	
Status	

Test Report

System Configuration> Reports> Report List (General)

{lblHeader}

{cboBranch}:

All

{cboDebtorFrom}:

{cboDebtorTo}:

{cboDivision}:

All

{cboRegion}:

All

{cboStatus}:

All

{lblFromYear}:

Year 4

{lblToYear}:

Year 4

{lblFromPeriod}:

2023-04-01

{lblToPeriod}:

2023-04-30

{ApprovalStatus}:

{ShowZero}:

{Generate}

{Close}

User Leave Report

System Configuration> Reports> Report List (General)

Employee:

All

Start Date:

2023-01-01

-

End Date:

2023-05-31

+

Summary:

☐

Show inactive:

☐

Show Other Leave:

☐

Generate

Close

Employee	
Start Date	
End Date	
Summary	
Show inactive	
Show Other Leave	