

# Sales Reports

In Sales Reports view, user is able to generate general and analysis sales reports of customers and products. The user can generate and print the list of the sales reports based on the selected Criteria. The following are the available reports:-

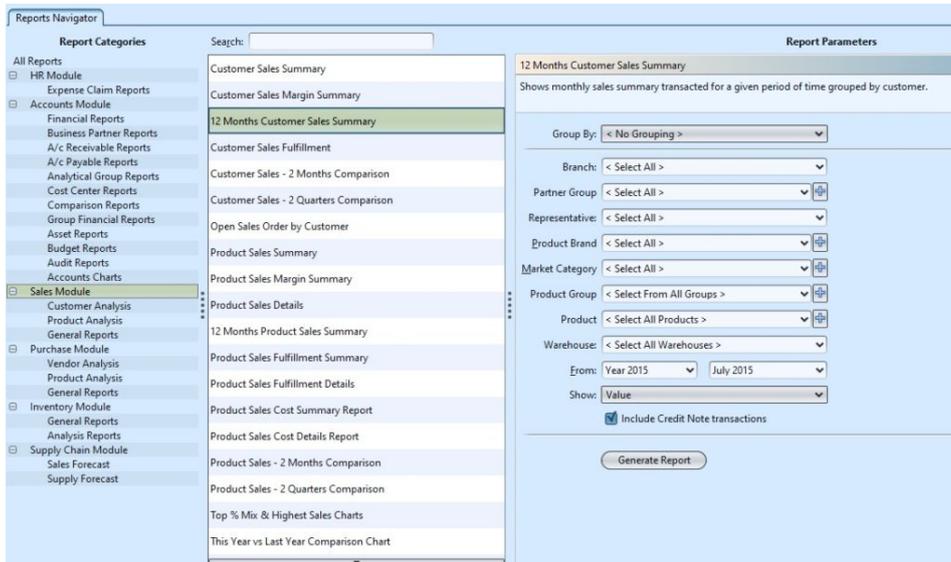
Report Description	Explanations
<b>Customer Analysis</b>	
Customer Sales Summary	Shows the summary transacted for a given period of time grouped per customer
Customer Sales Margin Summary	Shows margin summary transacted for a given period of time grouped per customer
12 Months Customer Sales Summary	Shows monthly sales summary transacted for a given period of time grouped per customer
Customer Sales Fulfillment	Shows sales fulfillment transacted for a given period of time grouped per customer
Customer Sales – 2 Months Comparison	Shows sales details per customer transacted during 2 different months
Customer Sales – 2 Quarters Comparison	Shows sales details transacted during the different Quarter of the selected period
Open Sales Order by Customer	Shows Approved Sales orders that are not delivered
<b>Product Analysis</b>	
Product Sales Summary	Shows sales summary transacted for a given period of time grouped per product
Product Sales Margin Summary	Shows margin summary transacted for a given period of time grouped per product
Product Sales Details	Shows product sales details with full invoice details for a given period of time
12 Months Product Sales Summary	Shows monthly sales summary transacted for a given period of time grouped per product
Product Sales Fulfillment Summary	Shows sales fulfillment transacted for a given period of time grouped per product
Product Sales Fulfillment Details	Shows sales fulfillment details for a given period of time grouped per product
Product Sales Cost Summary Report	Shows the Product Sales Cost Summary with transport and duty costs for the selected period
Product Sales Cost Details Report	Shows the Details of Product Sales Cost with transport and duty costs for the selected period
Product Sales – 2 Months Comparison	Shows sales details transacted during 2 different months
Product Sales – 2 Quarters Comparison	Shows sales details transacted during 2 different Quarters of the selected period
Top % Mix & Highest Sales Charts	Shows Top % Mix & Highest Sales Charts
This Year vs Last Year Comparison Chart	Shows This Year vs Last Year Comparison Chart

Open Sales Order by Product	Shows Approved Sales Order that are not delivered
Open Sales Order Details	Shows Approved Sales Order that are not delivered
<b>Sell Out Analysis</b>	
Daily Sell Out Store Sales Summary	Shows daily sell out store sales summary with a given period of time
Store Product Movement	Shows store product movement
Store Product Sales Details	Shows store product sales details
<b>General Reports</b>	
Sales Documents Listing	Shows sales documents list transacted in a given period of time
Sales Documents Margin Report	Shows sales documents margin transacted in a given period of time
Monthly Sales Document Count Report	Shows 12 month sales documents count from the selected fiscal period
Sales Price List	Display Product Price details of all products under the given category, as defined in the sales price list
Trading Term Report	Shows Trading Term Report
Inactive Customers Report	Shows the inactive Customers for a period
Inactive Products Report	Shows the inactive Products for a period
Payment Term Changes Report	Shows payment term changes
Customer Credit Summary	Shows credit summary for a customer
Wholesale Margin Report	Shows Wholesale Margin Details
Cash On Delivery Report	Shows Cash On Delivery Report
Daily Sales Order On Hold Report	Shows Daily Sales Order On Hold Report
Customer Payment Receipt Detail Report	Show the details of receipts collected from the customers

Below actions are available under ***“Sales Reports”***:

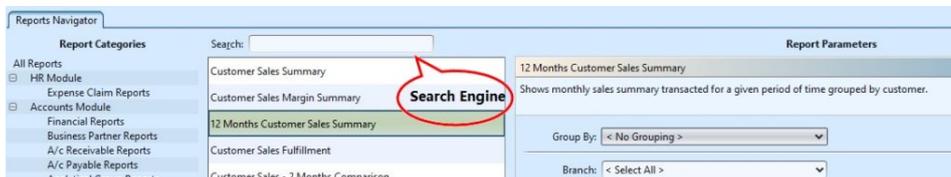


View and search reports for Sales module



## View and Search Reports for Sales Module

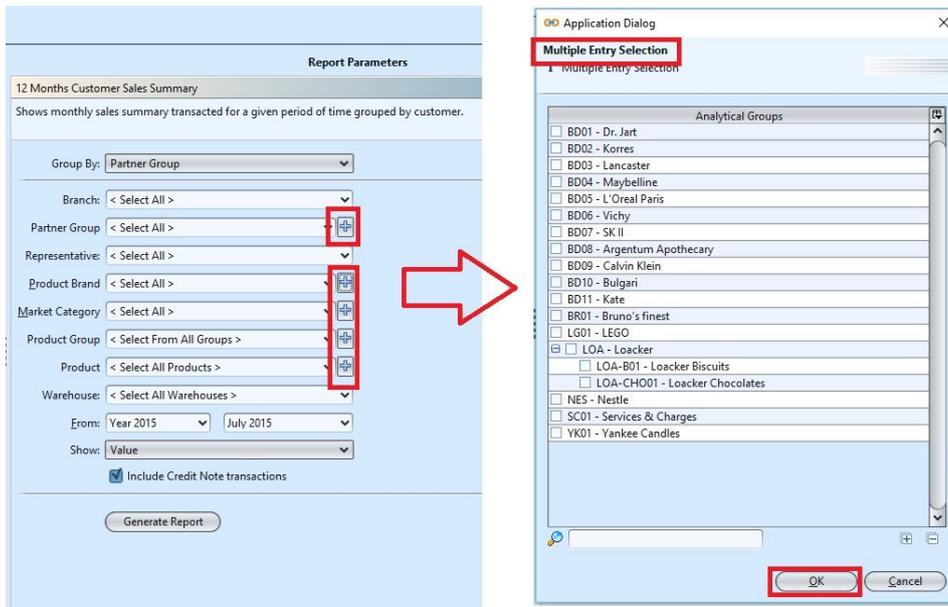
1. Enter search parameter to filter the result, i.e. type in the report name in the search textfield box at the top of the screen



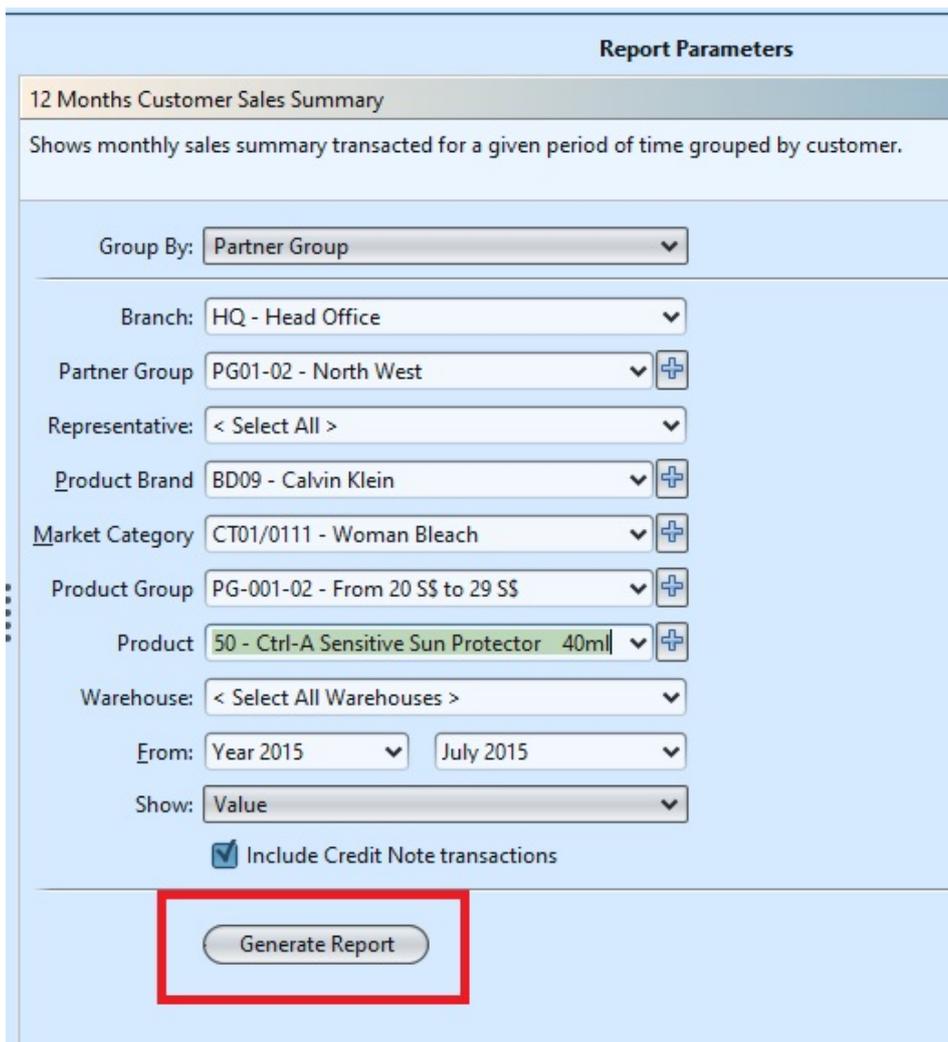
2. Select a report from the list of reports available

3. Select the parameters to filter the report, i.e. by specific "Product Brand", time period

4. Click  button next to drop-down list to select multiple items (i.e. certain product brands). On the pop-up window, tick the box(es) of items to be included in the report, then click "OK" button



5. Click **“Generate Report”** button at the bottom right of the screen to generate the report; it will open a new tab with the selected report



6. On the selected report tab, some records are clickable – in this case the mouse pointer will

change to a hand pointer  – it is possible to click on these hyperlink records to open another report for that particular record or show transaction details of the record (see pictures below for an example of sales reports' hyperlinks)

Reports Navigator Customer Sales Summary

**Samooha Demo Distribution Pte Ltd**  
Customer - Gross To Net Sales Summary

From Date : 01-Jan-2016, To Date : 31-Dec-2016 Currency : SGD Branch : HQ - Head Office Type : BaseCurrency No. Of Products : All

Customer	Customer Name	Sales Qty	Return Qty	Gross Sales	Sales Returns	Cust Discount	Inv Discount	Price Change	Net Inv Sales
4110.011/CO001	Cold Storage - HQ	72	(1,859)	1,337.50	(1,774.12)	(109.23)		(285.60)	(831.45)
4110.011/IGU001	Guardian - HQ	299	(12)	1,914.17	(12.12)	(49.21)	(24.81)	(24.68)	1,503.35
4110.011/ME001	Metro	20	(6)	1,154.20	(334.10)				820.10
4110.011/MU001	Mustafa					0.21			432.51
4110.011/SA001	Sasa - HQ					(2.98)	(10.00)		1.90
4110.011/SA002	Sasa - Gateway					(9.87)			39.48
4110.011/SE002	7-11 - HQ					(0.90)			17.28
4110.011/TA001	Tang's Department Store					(10.04)		3.00	194.76
4110.011/TA002	Takashimaya	124	(22)	5,043.82	(53.10)	(93.39)	(24.49)	(17.30)	4,855.54
4110.011/WA001	Watsons - HQ	643	(19)	35,881.64	(4,193.59)				31,688.05
PR-BGD	Prime Stores Bangladesh								
<b>Grand Total :</b>		<b>1,213</b>	<b>(1,719)</b>	<b>46,052.04</b>	<b>(6,371.23)</b>	<b>(575.41)</b>	<b>(59.30)</b>	<b>(317.71)</b>	<b>38,728.39</b>

Move To Another Report ?  
Clicking on hyper link will take you to another report.Would you like to continue ?

Yes No

Reports Navigator Product Sales Summary Customer Sales Summary

**Samooha Demo Distribution Pte Ltd**  
Product - Gross To Net Sales Summary

From Date : 01-Jan-2016, To Date : 31-Dec-2016 Currency : SGD Branch : HQ - Head Office Customer : 4110.011/CO001 - Cold Storage - HQ Type : BaseCurrency No. Of Documents : All

Product	Product Name	Sales Qty	Return Qty	Gross Sales	Sales Returns	Cust Discount	Inv Discount	Price Change	Net Inv Sales
BDD1-003145	Chl-A Beauty Balm 40ml	11		323.84		(32.34)		(291.50)	
BDD1-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	30		967.20		(96.60)			870.60
Loa01	Loacker Chocolate								44.44
Loa02	Loacker Vanilla							(1.01)	
Loa06	LOACKER MOCHA CHOCOLATE BAR 12 X 50GRAMS							5.05	(626.20)
Loa07	LOACKER DARK CHOCOLATE BAR 10 X 15 100GRAMS					9.00			(172.80)
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 250GRAMS					10.71			(203.49)
Loa11	LOACKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS		(802)		(745.86)			1.86	(744.00)
<b>Grand Total :</b>		<b>72</b>	<b>(1,859)</b>	<b>1,337.50</b>	<b>(1,774.12)</b>	<b>(109.23)</b>		<b>(285.60)</b>	<b>(831.45)</b>

Move To Another Report ?  
Clicking on hyper link will take you to another report.Would you like to continue ?

Yes No

Reports Navigator Product Sales Details Product Sales Summary Customer Sales Summary

**Samooha Demo Distribution Pte Ltd**  
Product Sales Details

From Date : 01-Jan-2016, To Date : 31-Dec-2016 Currency : SGD Branch : HQ - Head Office Customer : 4110.011/CO001 - Cold Storage - HQ Group By : Product

Date	Doc No	Ref Num	Customer #	Customer	Customer Location	Qty	Net Price	Total
07-Mar-2016	SI-0094	SD-16-020185, Test 2 Free Gift for X Spent	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard	10	0.00	
28-Mar-2016	SI-0101	SD-16-030195, Item cat002	4110.011/CO001	Cold Storage - HQ	Orchard	1	0.00	
						11	0.00	
						11	0.00	
						<b>Grand Total :</b>		<b>11 0.00</b>

Move To Another Report ?  
Clicking on hyper link will take you to another report.Would you like to continue ?

Yes No

Sales Explorer

Sales Invoice

Masters

- Sell Out Customer
- Sales Price List
- Trading Terms
- Promotions
- Customer Product Mapping
- Commercial Note

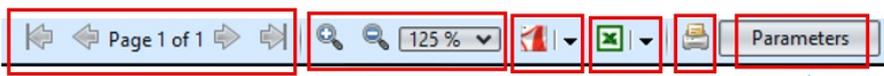
Document Date: 07/03/2016 Document Number: SI-0094 Reference Number: SO-16-020185, Test 2 Free Gift for X Spent Branch: HQ - Head Office

Invoice To: 4110.011/CO001 - Cold Storage - HQ Currency: SGD Deliver To: 4110.011/CO001 - Cold Storage - HQ

Customer Location: HQ Contact Person: HQ Delivery Location: Cold Storage - Orchard Contact Person: Cold Storage - Orchard

Posted Payment Due

7. At the bottom of the report tab, the following options are available:



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125 %

Parameters

Scroll to beginning, previous, next, or last page of the report.

Zoom In / Zoom Out

Export / Open as PDF

Export / Open as Excel

Print

Change report's parameters