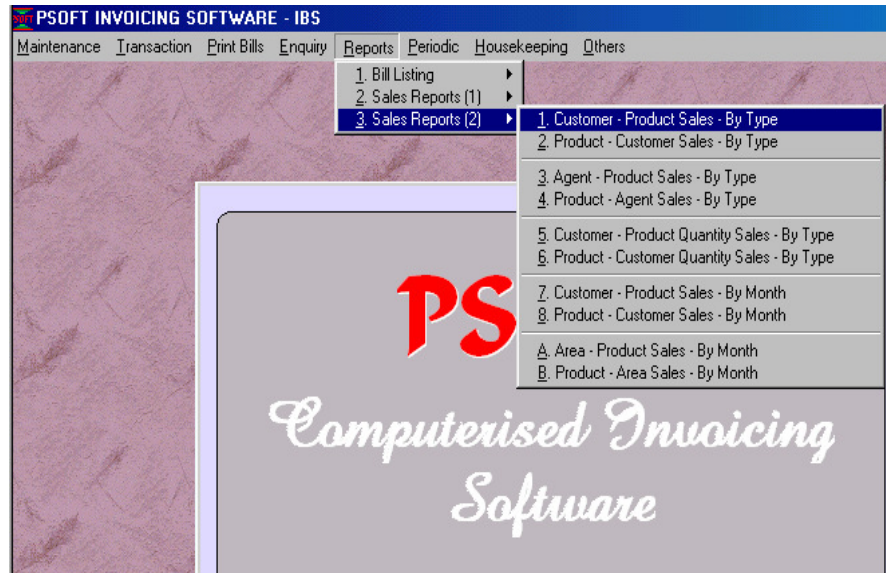


Chapter 5. Reports

This **Report** option will allow us to view and/or print daily operation reports on each of the billing that we have done before, and the various Sales reports printed by different preference like the customer-product sales, product-customer sales and so on.

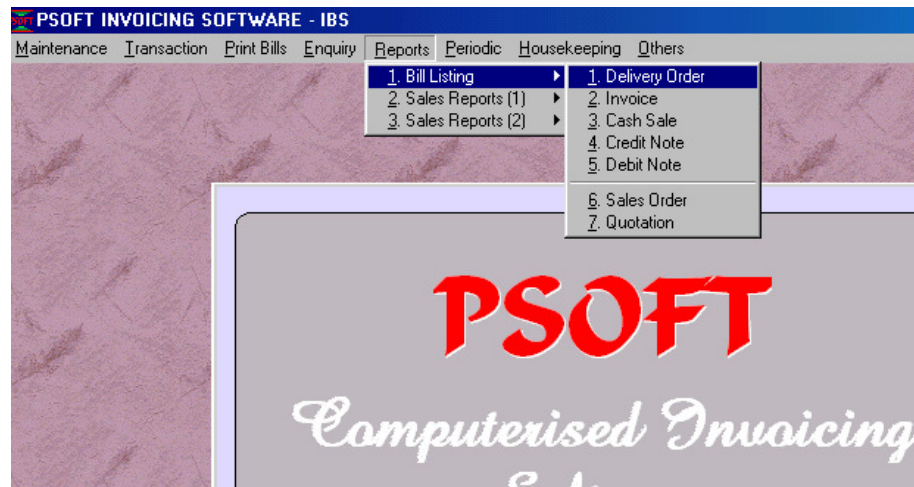
From the main menu bar, we can select the **Reports** option to view and print the various reports as shown in the menu below:



The very first option in the **Main Menu** for the **Report** is the bill listing option explained below.

Bill Listing:

This **Bill Listing** option allow us to view and print a list of bills in summary. From the figure below which shows the main menu's Report option, we select the Bill Listing and the first list is the Delivery Order, this will list out all the D.O. bills selected for us to verify and check the D.O.



Once we select by clicking on this option, another dialog box will pop up as explain in the next section and shown in the next figure:

Delivery Order

This option allows to print/view the Delivery Order one at a time or to select a few sequential D.O. to print all at the same time. When we select the Delivery Order option from the menu above, a dialog box as shown below will pop up for us to enter the selected reference numbers of the D.O. that we are going to print/view.

Bill Listing - Delivery Order

Period From	1	▼	
Period To	7	▼	JUL 2004
Date From	01/01/1980		
Date To	01/01/2069		
Reference No. From		▼	
Reference No. To	zzzzzzzzzzzzzzzzzzzz	▼	
Customer No. From	/	▼	
Customer No. To	zzzz/zzz	▼	

Sort by Date
 Sort by Reference
 Sort by Customer No.

OKCancel

This option will print all the bills as summary. When we want to print, we must select the month/period, date range, bill reference numbers and the customers to be printed.

Once we have entered all the above information, we then click the **OK** button and the following report will appear for us to view and then print out if required.

Bill Listing - Delivery Order								
Bill Listing - Delivery Order								
DATE	PD	CUST.NO.	REFNO.	AMOUNT	DISCOUNT	NET	TAX	GRAND
24/05/2004	5	3000/D14	0000000005	123.00	0.00	123.00	0.00	123.00
26/05/2004	5	3000/T12	0000000006	300.00	0.00	300.00	0.00	300.00
14/06/2004	6	3000/999	0000000007	2888.00	0.00	2888.00	0.00	2888.00
24/07/2004	7	3000/A02	0000000008	499.00	0.00	499.00	0.00	499.00
24/07/2004	7	3000/A10	0000000009	1400.00	0.00	1400.00	0.00	1400.00
24/07/2004	7	3000/A11	0000000010	1650.00	0.00	1650.00	0.00	1650.00
24/07/2004	7	3000/E20	0000000011	0.00	0.00	0.00	0.00	0.00
TOTAL				6860.00	0.00	6860.00	0.00	6860.00

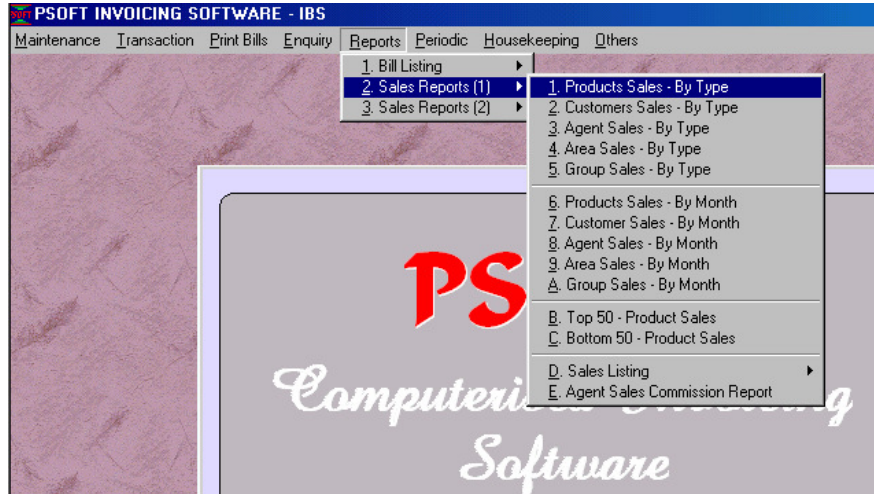
From the above figure, the report shows the various detail of the bill transactions like date, period, customer code, bill reference number, amount, discount, net, tax and gross amount.

Note: we can also print/view all the other bills like the Invoices, Cash Sales, Credit Note, Debit Notes, Quotation and Sales Order the same way as above.

Sales Reports:

This option allows us to view and print various reports on sales Analysis. These reports will give us on-hand information about the status and performance of our Sales.

From the Report option in the main menu, we select the **Sales Report** option as shown below, and then we select and click on the **Product Sales – By Type** option



Product Sales – By Type

This report option will show us the sales transactions values for different **type** of bills like Invoice, Cash Sales, Debit Note and Credit Note by **product item**.

Once this option is selected, another dialog box will pop up to allow us to enter the various information as shown in the next figure.

Customers Sales Report

JUST NO.	INV	CS	DW	CN	NET
3000/A02	2909.00	0.00	0.00	0.00	2909.00
3000/A05	500.00	0.00	0.00	0.00	500.00
TOTAL	3409.00	0.00	0.00	0.00	3409.00

[Preview](#)

Print

Customise

Exit

We can see from the Report shown that the summary value of the various **type** of Sales bills for each product items

Customer Sales – By Type

This report option will show us the sales transactions summary values for different **type** of bills like Invoice, Cash Sales, Debit Note and Credit Note by **customer**.

Once this option is selected, another dialog box will pop up to allow us to enter the various information as shown in the next figure.

The screenshot shows a dialog box titled "Customers Sales Report". It contains the following fields and options:

- Agent From: [Dropdown]
- Agent To: [Dropdown] (value: zzzzzzzzzzzz)
- Area From: [Dropdown]
- Area To: [Dropdown] (value: zzzzzzzzzzzz)
- Customer No. From: [Dropdown] (value: /)
- Customer No. To: [Dropdown] (value: zzzz/zzz)
- Period From: [Dropdown] (value: 1)
- Period To: [Dropdown] (value: 7) and JUL 2004
- Date From: [Text Box] (value: 01/01/1980)
- Date To: [Text Box] (value: 01/01/2069)
- With 0 Figure
- Separate Tax Amount
- Buttons: OK, Cancel

We can print by selecting sales by which sales agents/salespersons, from which geographical area, which customers, month period and the date range.

Once we have entered all the necessary information, we click the **OK** button, the following report will appear for us to view and print out if we want.

Customers Sales Report

CUST NO.	INV	CS	DN	CN	NET
3000/A02	2909.00	0.00	0.00	0.00	2909.00
3000/A05	500.00	0.00	0.00	0.00	500.00
3000/A11	0.00	0.00	1998.00	0.00	1998.00
3000/C17	1099.00	0.00	0.00	0.00	1099.00
3000/F16	1099.00	0.00	0.00	0.00	1099.00
3000/K17	399.00	0.00	0.00	0.00	399.00
3000/L23	1099.00	0.00	0.00	0.00	1099.00
3000/008	0.00	3600.00	0.00	0.00	3600.00
3000/\$59	0.00	0.00	0.00	999.00	-999.00
TOTAL	7105.00	3600.00	1998.00	999.00	11704.00

Preview

Print

Customise

Exit

We can see from the Report shown that the summary value of the various **type** of Sales bills for each customer.

Agents Sales – By Type

This report option will show us the sales transactions summary values for different **type** of bills like Invoice, Cash Sales, Debit Note and Credit Note by **Sales Agent**.

The procedure is the same as above two reports except that this is sales by the Agent/Salesperson.

Areas Sales – By Type

This report option will show us the sales transactions summary values for different **type** of bills like Invoice, Cash Sales, Debit Note and Credit Note by various **Geographical Area**.

The procedure is the same as above reports except that this is sales by the **Geographical Area**.

Group Sales – By Type

This report option will show us the sales transactions summary values for different **type** of bills like Invoice, Cash Sales, Debit Note and Credit Note by various **Product Groups**.

The procedure is the same as above reports except that this is sales by the **Product Groups**.

Product Sales – By Month

This report option will show us the sales transactions values for different **month** for bills like Invoice, Cash Sales, Debit Note and Credit Note by **product item**.

From the Report option in the main menu, we select the **Sales Report** option as shown below, and then we select and click on the **Product Sales – By Month** option

Once this option is selected, another dialog box will pop up to allow us to enter the various information as shown in the next figure.

The screenshot shows a dialog box titled "Products Sales - By Month Report". The main title is "Products Sales - By Month Report" in red. Below the title, there are four radio buttons for selecting a time period: "1st Half", "2nd Half" (which is selected), "3rd Half", and "One Year (Print in Landscape)". Below these are four input fields: "Agent From", "Agent To" (containing "zzzzzzzzzzzz"), "Area From", and "Area To" (containing "zzzzzzzzzzzz"). To the right of these fields is a sub-dialog with two radio buttons: "By Sales Quantity" and "By Sales Values" (which is selected). At the bottom right are "OK" and "Cancel" buttons.

We can print by selecting certain period of the year like first half of the year, second half, third half (ie from period 12- period 18) and the full one year 12-month period. and then select Agent and area of interest.

Once we have entered all the necessary information, we click the **OK** button, the following report will appear for us to view and print out if we want.

Monthly Sales Report - By Products							
Monthly Sales Report - By Products (Value)							
.... JUN 2004							
ITEM NO.	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
PS-PAYROLL-C&C	0.00	0.00	0.00	0.00	0.00	399.00	399.00
PS-PAYROLL-FP	0.00	0.00	1099.00	0.00	0.00	0.00	1099.00
U-S-AI-CC	0.00	0.00	0.00	0.00	1998.00	0.00	1998.00
U-S-AO-CC	0.00	0.00	0.00	1099.00	1099.00	0.00	2198.00
UQ-FSERVER	0.00	0.00	0.00	3600.00	0.00	0.00	3600.00
UQ-PFN-2180	0.00	0.00	0.00	0.00	0.00	1100.00	1100.00
TOTAL	0.00	0.00	1099.00	4699.00	3097.00	1499.00	10394.00

We can see from the Report shown that the summary value of the various **months** of Sales for each product items

Similarly we can print/view **Customer Sales – By Month, Agent Sales – By Month, Group Sales – By Month,** and **Area Sales – By Month** option as outline above and view the various sales reports by months.