Viewing Existing Reports

Last Modified on 02/13/2018 11:05 am EST

Overview

One of the features of the Report tool is you can drill down to the details of the report. You can view more or less detail as needed with several clicks.

Viewing Existing Reports

- 1. Access the report that you want to view from the Reports page.
- 2. Use any of the tabs (Frequently Run, My Reports and All Reports) to locate your report.
- 3. Click the link of your report.
- 4. Click the row of the of the detail that you want to expand.

# Home	& Sales	Purchasing	O [®] Production	🗑 Warehouse	🏩 Reports	
Reports > View	Report					
Net Sales -	Trailing Twelv	e Months				Export
DATE					SUBTOTAL	
12/31/2017					334.75	
1/31/2018					1,843.9R	
					2.177.75	

Notice that in this example, the amount corresponds to the amount in the previous screen. The screen below shows the amounts, line by line, that added up to the sub-total.

hip Doc &	Custome	er Return De	tail							Export Print	ustomize Rep	ort Save As
TRAN TYPE	NO.	DATE	STATUS	CUSTOMER	CUSTOMER PO	SHIPPED	ITEM	DESCRIPTION	QUANTITY	ABBREVIATION	PRICE	EXT.
ShipDoc	2	1/8/2018	Closed	Cafassos Fairway Market, Inc	54254253	True	100	Sushi Mari Moulds	1	EA	34.00	34.00
ShipDoc	2	1/8/2018	Closed	Cafassos Fairway Market, Inc	54254253	True	101	1/4° Trays	0	EA	12.00	0.00
hipDoc	3	1/17/2018	Shipped	1496316 Ontario Inc.		True	106	PCR PET	1	EA	10.00	10.00
ihipDoc	4	1/24/2018	Processing	AMI		False	102	2	0	EA	125.00	0.00
hipDoc	4	1/24/2018	Processing	AMI		False	409	WT16-S-5	12	EA	0.00	0.00
ihipDoc	5	1/25/2018	Processing	AB Imports		False	401	WT16-F-N1	1	EA	4.00	4.00
ihipDoc	7	1/29/2018	Closed	Luisa	506987	True	H0009	High end digital component	1	EA	595.00	595.00
hipDoc	8	1/31/2018	Closed	Nourishing Biologicals LLC		True	A100002	Some of cosmetics	10	EA	120.00	1,200.00

5. Click the row to open up the record that you want to see

hip Doc &	Custome	r Return De	tail							Export Print C	ustomize Rep	Save A
TRAN TYPE	NO.	DATE	STATUS	CUSTOMER	CUSTOMER PO	SHIPPED	ITEM	DESCRIPTION	QUANTITY	ABBREVIATION	PRICE	EXT.
hipDoc	2	1/8/2018	Closed	Cafassos Fairway Market, Inc	54254253	True	100	Sushi Mari Moulds	1	EA	34.00	34.00
ShipDoc	2	1/8/2018	Closed	Cafassos Fairway Market, Inc	54254253	True	101	1/4" Trays	0	EA	12.00	0.00
hipDoc	з	1/17/2018	Shipped	1496316 Ontario Inc.		True	106	PCR PET	1	EA	10.00	10.00
ShipDoc	4	1/24/2018	Processing	AMI Ju		False	102	2	0	EA	125.00	0.00
hipDoc	4	1/24/2018	Processing	AMI		False	409	WT16-S-S	12	EA	0.00	0.00
hipDoc	5	1/25/2018	Processing	AB Imports		False	401	WT16-F-N1	1	EA	4.00	4.00
hipDoc	7	1/29/2018	Closed	Luisa	506987	True	H0009	High end digital component	1	EA	595.00	595.00
hipDoc	8	1/31/2018	Closed	Nourishing Biologicals LLC		True	A100002	Some of cosmetics	10	EA	120.00	1,200.00

The next screen will show detailed information about the record selected.

eeral Ship Addres Summary Meetons: No. 4 Date: 1/24/2018 Customer /0 Center Ship Addres Summary Meetons: 0.00 Date: 1/24/2018 Customer /0 Center Mammary Meetons: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>Status</th><th>Processing</th></t<>							Status	Processing
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