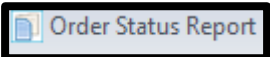




Order Status Report(Y1)

This report shows the detailed record of all the entries done under Order Status module.

On clicking the  or on pressing the shortcut (Y1) option, “Order Status Report” window will appear.

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, voucher type, Status (Pending, Partial pending, Adjusted), Party, Item and Godown and print address



We can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

Order Status									
<div> <div>Load Report</div> <div>Export</div> <div>Print</div> <div>Help</div> <div>Close</div> </div> <div><Press Enter / Dbl click in grid for drill down to entry (Logged-in branch only)></div>									
Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)									
Order Details									
Order No	Order Date	Party Name	Item Name	Godown	Qty Unit	Amount(Base)	Currency Amount	Invoice No	Invoice Date
Click here to define a filter									
PO/1/2021	22-02-2021	ARULDASS SHEBA JENITTA	TEST	Godown 2	3.00 OTH	3,469.00	3,469.00	Feb/3/2021	22-02-2021
1	25-02-2021	RONCH POLYMERS PRIVATE LIMITED	TEST	Cygnets Biotech Priv...	10.00 OTH	11,564.00	11,564.00		
PO/2/2021	23-03-2021	ARULDASS SHEBA JENITTA	ITEM 1	Cygnets Biotech Priv...	10.00 BAG	1,050.00	1,050.00		
PO/3/2021	24-03-2021	ARULDASS SHEBA JENITTA	ITEM 2	Cygnets Biotech Priv...	100.00 NOS	13,440.00	13,440.00	Mar/2/2021	24-03-2021
					123.00	29,523.00			

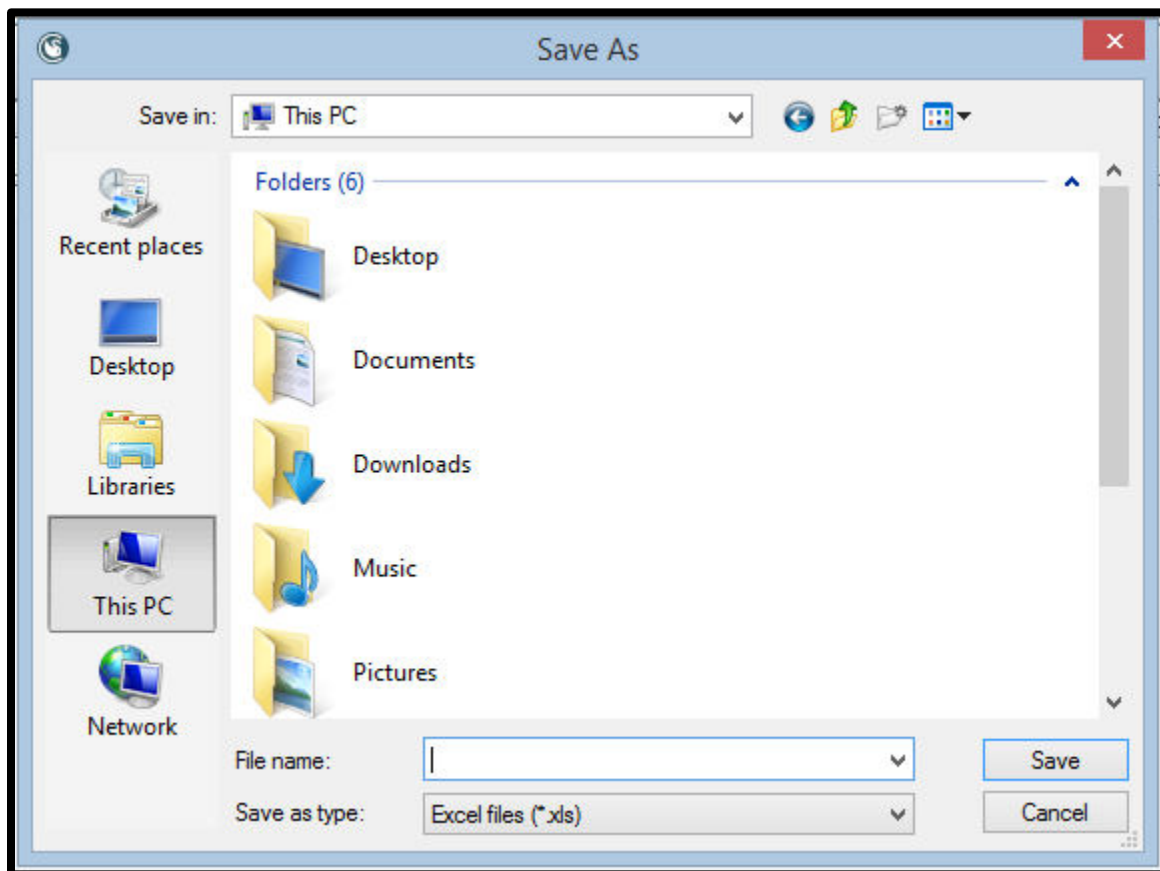
User can filter the data as available in headings of the report. i.e. user can filter which branch he wants to view by clicking on filter available in branch or party wise by clicking on filter available in Party name and so on for all the headings.

Drill down entry

To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that Order Status voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

Print (Alt + P)

On clicking the Print (Alt + P) button, print preview window will appear.



[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Order Status Report Tab.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Order Status Report will get closed.