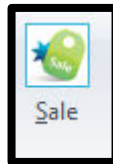




Sale Report (Alt + S)

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



On clicking the  option or on pressing the shortcut (Alt+ S), “Sale Report” window will appear as below:

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, maker-checker status, voucher series, customer, e-way bill, with optional viewability of attachments, RCM, item details, charge details, cash transactions, currency details, IRN details, internal notes and voucher narration.



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:

Sale Report.

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Load Report Export Print Help Close <Press Enter / Dbl click in grid for drill down to entry or to View attached documents (Logged-in branch only)>

Sale Details

Date	No	Branch	Customer	GSTIN	Place of Supply	ECom. GSTIN	Invoice Amount (Base)	Proforma	Cancel
Click here to define a filter									
30-09-2020	1	DEMO BRANCH	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat		115,640.00		
30-09-2020	10	DEMO BRANCH	Manish Patel		20-Jharkhand		907,302.00		
30-09-2020	11	DEMO BRANCH	Manish Patel		33-Tamil Nadu		1,050,200.00		
30-09-2020	12	DEMO BRANCH	Debtor1		31-Lakshadweep		1,059,168.00		
30-09-2020	13	DEMO BRANCH	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat		987,000.00		
30-09-2020	14	DEMO BRANCH	Registered-intra	33AAACP4567E1ZK	33-Tamil Nadu		686,000.00		
30-09-2020	15	DEMO BRANCH	Export dealer		96-Other Country		8,900.00		
30-09-2020	16	DEMO BRANCH	Export dealer		96-Other Country		87,600.00		
30-09-2020	17	DEMO BRANCH	Composition Dealer INTER	24ABCD1111H1ZA	24-Gujarat		54,880.00		
30-09-2020	18	DEMO BRANCH	Composition Dealer INTRA	33ADBFC5567E1ZA	33-Tamil Nadu		160,008.00		
30-09-2020	19	DEMO BRANCH	SEZ Dealer	33AAACP7567E1ZE	33-Tamil Nadu		98,760.00		
30-09-2020	20	DEMO BRANCH	SEZ Dealer	33AAACP7567E1ZE	33-Tamil Nadu		45,000.00		
30-09-2020	21	DEMO BRANCH	Composition Dealer INTER	24ABCD1111H1ZA	24-Gujarat		66,080.00		
30-09-2020	23	DEMO BRANCH	Deemed Export dealer	33AACDP6754E1ZH	33-Tamil Nadu		93,102.00		
30-09-2020	24	DEMO BRANCH	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat		895,502.00		
30-09-2020	25	DEMO BRANCH	Registered Dealer	24ARDPP5667H1ZT	24-Gujarat		178,000.00		
30-09-2020	6	DEMO BRANCH	Debtor1		97-Other Territory		1,165,368.00		
30-09-2020	8	DEMO BRANCH	Registered-intra	33AAACP4567E1ZK	33-Tamil Nadu		116,466.00		
30-09-2020	9	DEMO BRANCH	Debtor1		33-Tamil Nadu		88,500.00		
28-11-2020	2	DEMO BRANCH	Registered-intra	33AAACP4567E1ZK	33-Tamil Nadu		82,845.00		
28-11-2020	22	DEMO BRANCH	Composition Dealer INTRA	33ADBFC5567E1ZA	33-Tamil Nadu		41,300.00		
28-11-2020	3	DEMO BRANCH	Debtor1		33-Tamil Nadu		75,936.00		
28-11-2020	4	DEMO BRANCH	Manish Patel		35-Andaman & Nicoba...		109,760.00		
28-11-2020	5	DEMO BRANCH	Debtor1		34-Pondicherry		801,102.00		
02-12-2020	677	DEMO BRANCH	ARULDASS SHEBA JENITTA	33FR0PS6409F1ZF	33-Tamil Nadu		89,712.00		
Total							10,113,841.00		

Drill down entry

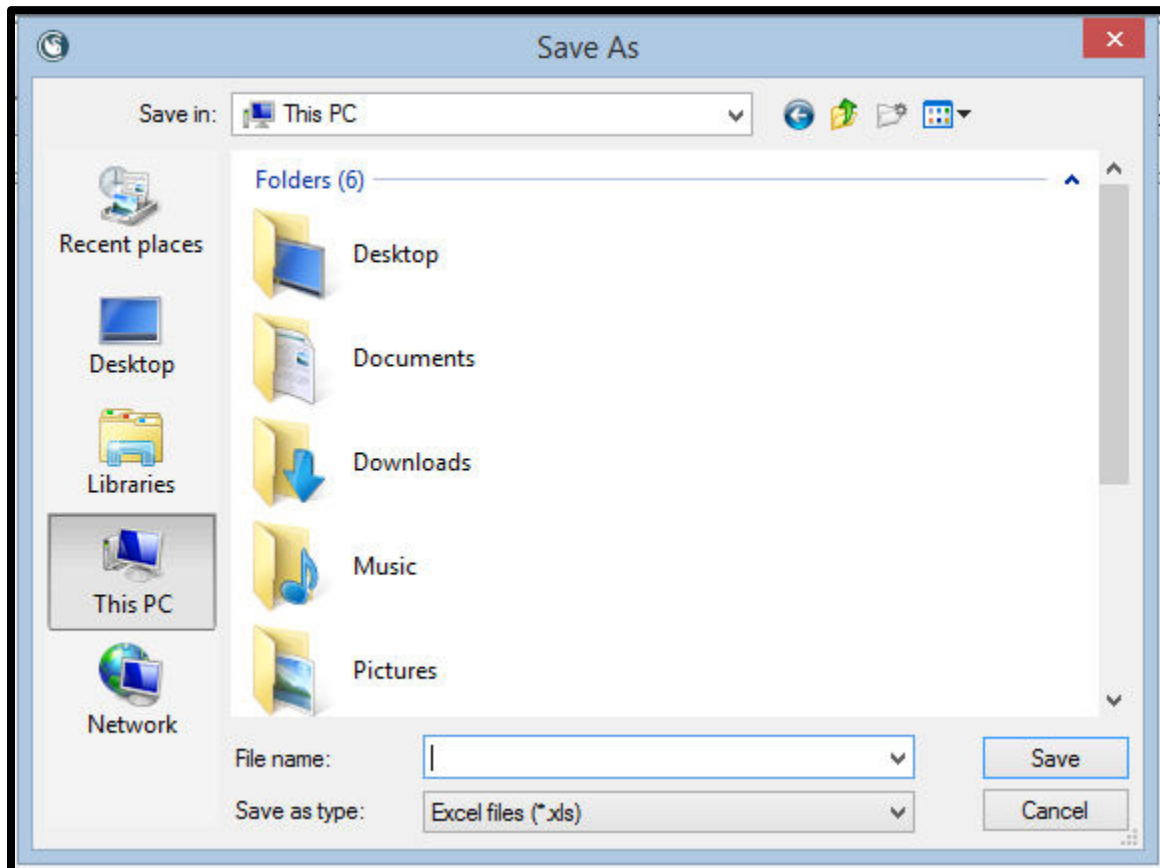
To go to the voucher, user needs to double click on the record line. User will be redirected to the Sale voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.



User can export report as well as the attachments of each entry of the report from the drop-down list. 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.



Close (Alt + S)

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

Help (Alt + H)

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