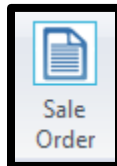


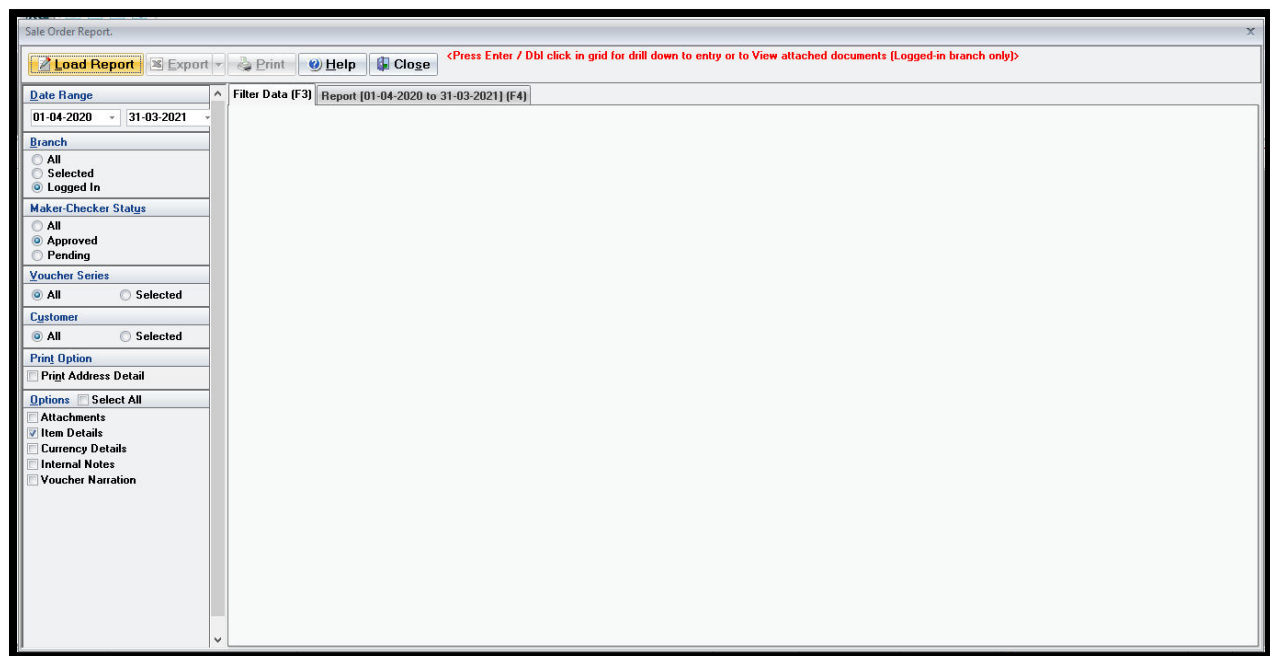


### Sales Order Report (Alt + L)

This report shows the detailed record of all the Sales orders.



On clicking the  option or on pressing the shortcut (Alt+ L), “Sales Order 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, maker-checker status, voucher series, from A/c (bank or cash account), with optional viewability of attachments, item details, currency 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 Order Details									
Date	No	Branch	Customer	GSTIN	Place of Supply	ECom. GSTIN	Order Amount (Base)	Proforma	Cancelled
30-12-2020	sale3	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu		21,728.00	<input type="checkbox"/>	<input type="checkbox"/>
22-02-2021	SD/1/2021	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F12F	33-Tamil Nadu		3,109,050.00	<input type="checkbox"/>	<input type="checkbox"/>
Total							3,130,778.00		

User can download the attachment (if any) directly from the entry itself.

### Drill down entry

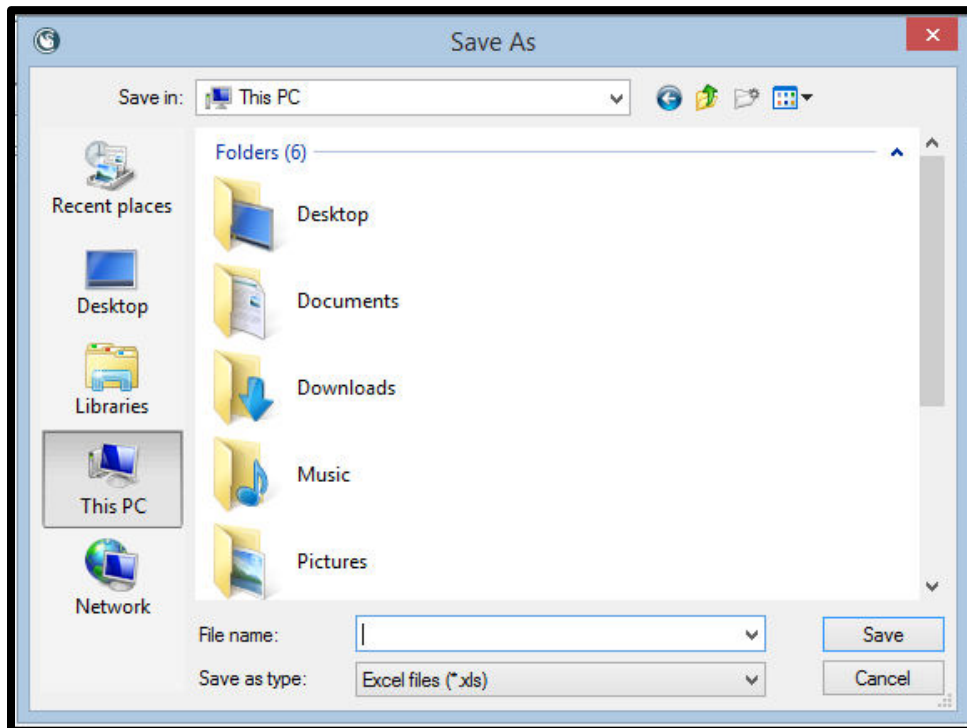
To go to the voucher, user needs to double click on the record line. User will be redirected to the Sale Order voucher.

### 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 order Report will get closed.

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

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