

Product Sales Reports

There are two different product sales reports- one within sales and one within production. These two different reports will show different things as their purposes are not the same.

Product Sales Report- Sales

This report shows sales based on **Product Category**. It is by sales date- the first date that the invoice was picked-up. This is so that this report will match the commissions reports, for sales and sales tax purposes.

If lines on the invoice are updated or added outside of the invoice picked-up date, these changes will all show up on *the original invoice date*. Therefore, the total might be different. For example, if you have an invoice created on October 1st and you add a line on November 8th, the new total will still be reflected on the October 1st date.

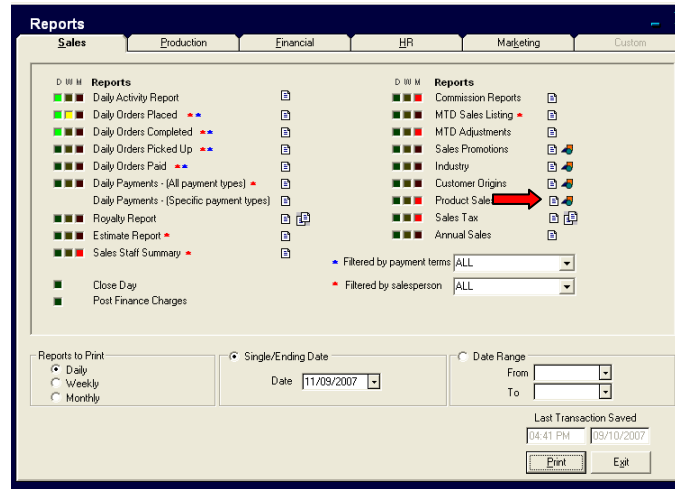
This report does not include any partial invoices.

You can print this report by following these instructions:

- ✚ From the **ADVANTAGE** main menu, click on **Reports**, then **Sales Reports**:



✚ Select your filters then click on the paper icon next to **Product Sales**:



✚ Click **Print**.

✚ Check the **Preview** box in order to view the report before printing it.

✚ Select your printer then click **OK**.

Product Sales Report- Production

This report shows what actually happened based on the date range. Therefore, there may be partial invoices on this report. For example, if you first pick up an invoice on October 1st, then add a line in November, those two totals will show up separately. This report is used for production.

In order to print this report, follow these instructions:

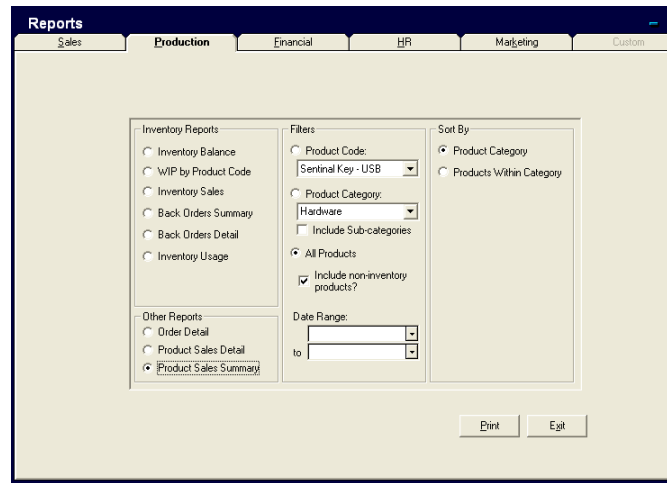
- ✚ From the **ADVANTAGE** main menu, click on **Reports** then **Sales Reports**:



- ✚ Click on the **Production** tab:



- ✦ Under **Other Reports**, select **Product Sales Summary**.
- ✦ Under **Filters**, select **All Products** and **Include non-inventory products**.
- ✦ Specify a **Date Range**:



- ✦ Click **Print**.
- ✦ If you wish to preview your report before printing it, select the **Preview** option. Then, select your printer then click **OK**.