



QuickBooks

# Sales Report Application

V1.0.015.0

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## 2 Before you start

The Purpose Built Sales Report Application has been developed to interface with QuickBooks and provide a different view of sales data that is not able to be obtained from within QuickBooks directly.

Purpose Built Software thanks James Cooper (AC Western Australia) for the analysis of his client's need that was the impetus for this program and also for partnering with Purpose Built Software to bring that vision to reality. James is contactable on 0429 992 468 or [james@jamescooper.com.au](mailto:james@jamescooper.com.au)

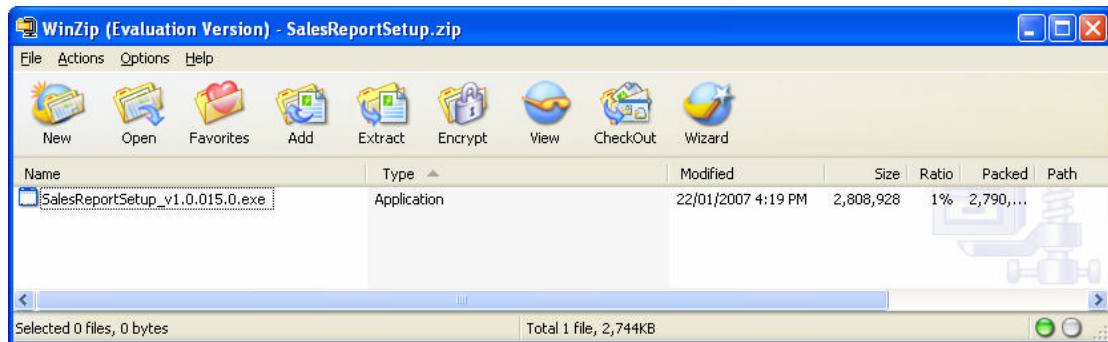
Purpose Built Software welcomes expressions of interest from persons or organisations with a vision for a business opportunity for products that work with QuickBooks. Please contact [sales@purposebuilt.com.au](mailto:sales@purposebuilt.com.au) with a short description of your requirements or phone directly on +61 2 9906 7300.

### 3 Installation

The Purpose Built Sales Report Application is available from the following link.

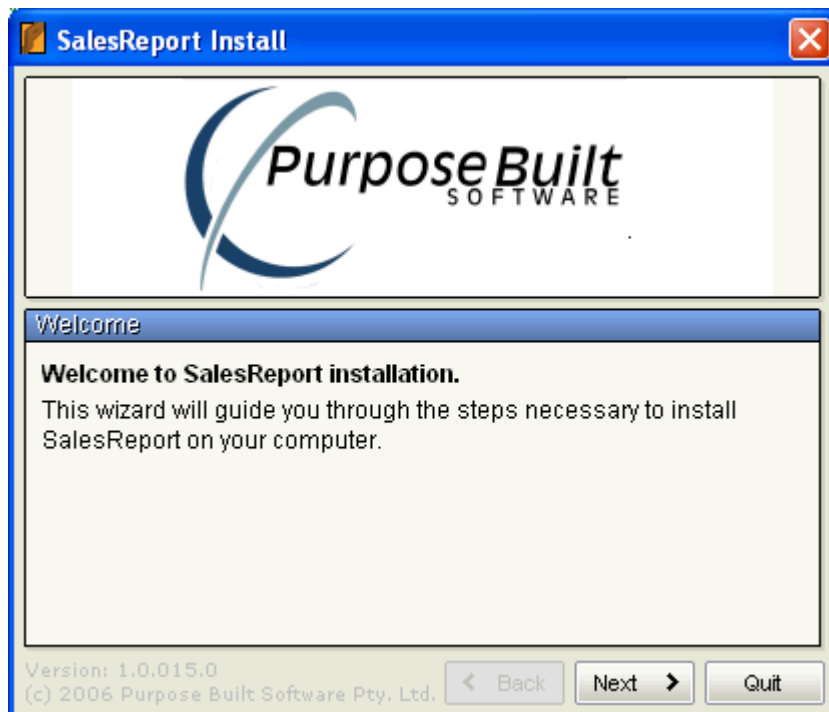
<http://downloads.purposebuilt.com.au/SalesReportSetup.zip>

Simply download the ZIP file to a known location onto your desktop PC. You will need to UNZIP the downloaded file. To do this double click on the SalesReport.ZIP file that you have just downloaded. You will be presented with a screen similar to the following...



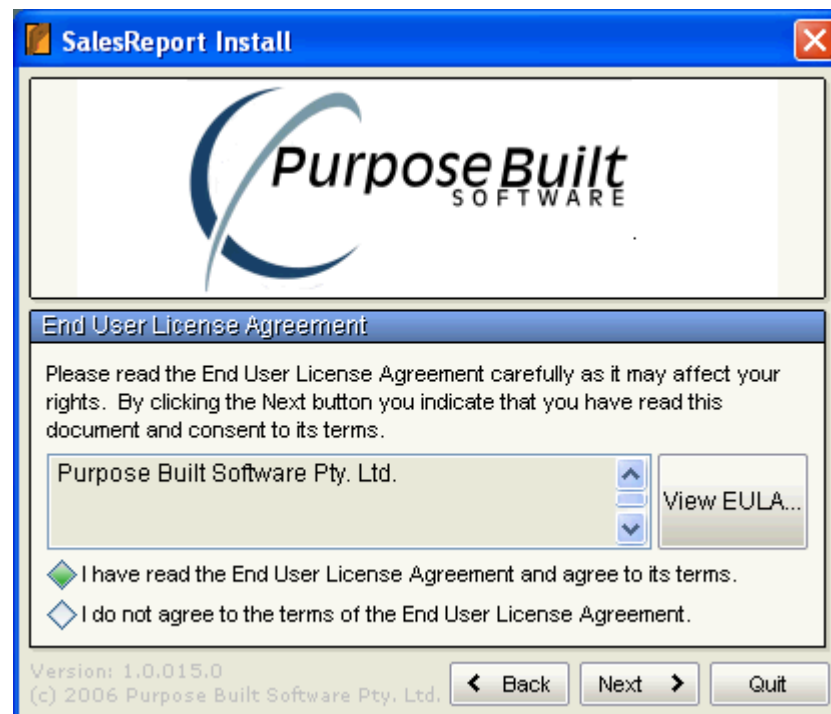
Simply double click on the SalesReport\_v1.X.XXX.X.exe file. This will launch the Sales Report installation program.

You will be presented with the following installation program. Installation is VERY quick.



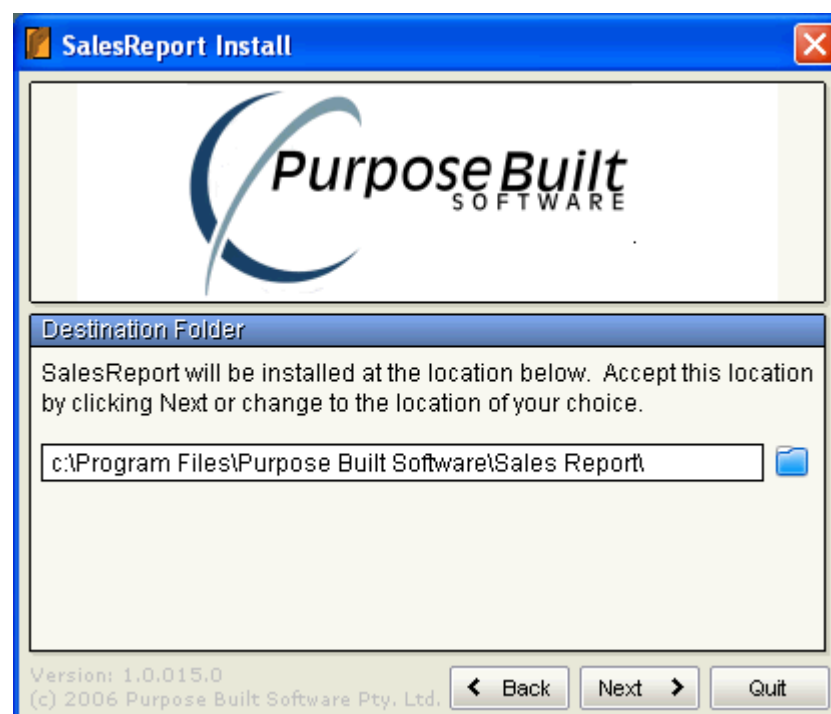
Click on the NEXT button...

Read and agree to the Licence Information



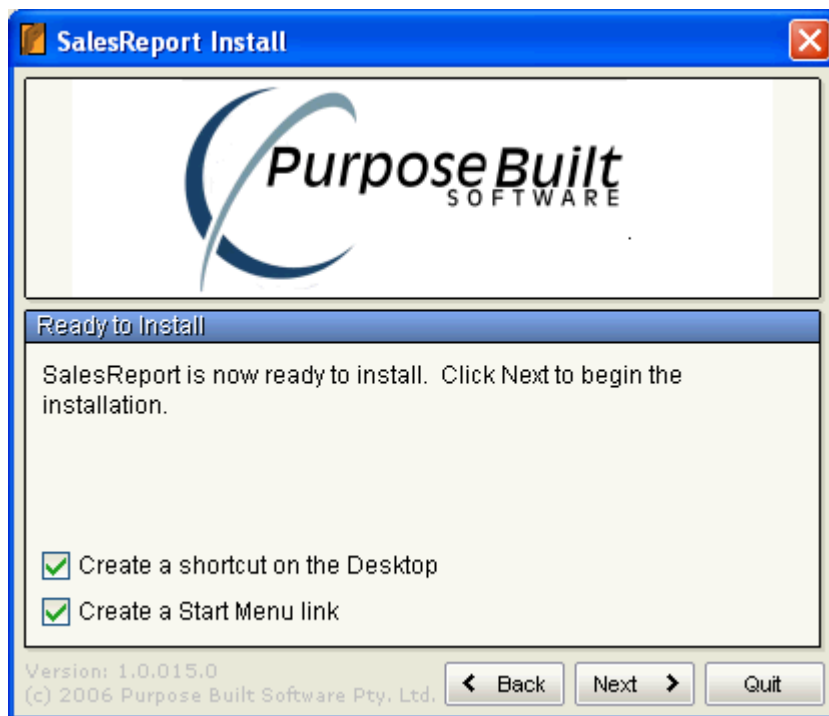
Click on the NEXT button...

By default the Sales Report application is installed into the following folder location on your desktop PC. This does generally NOT need to be changed unless you have a preference for a different location.

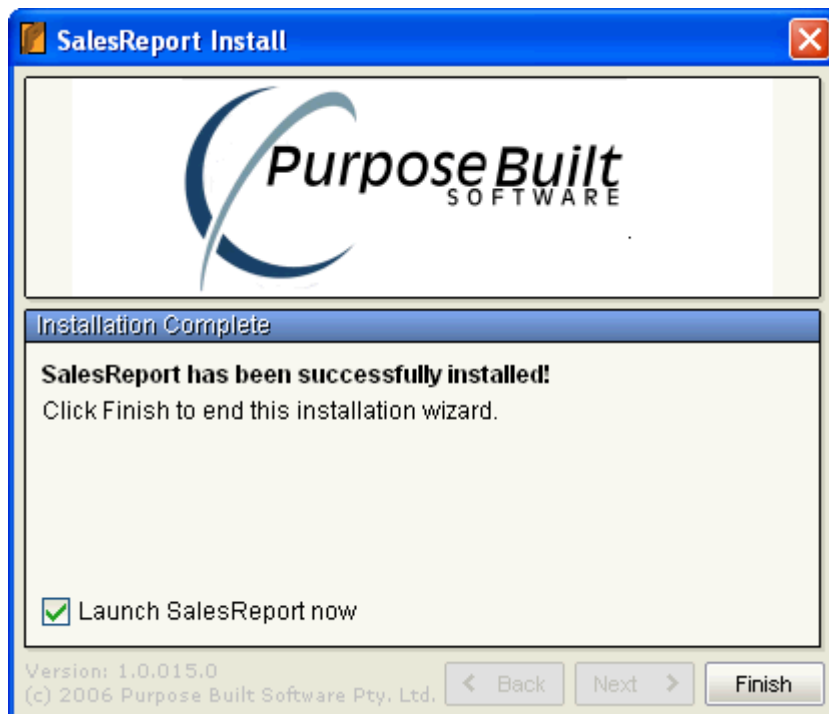


Click on the NEXT button...

The Sales Report Application is ready to be installed



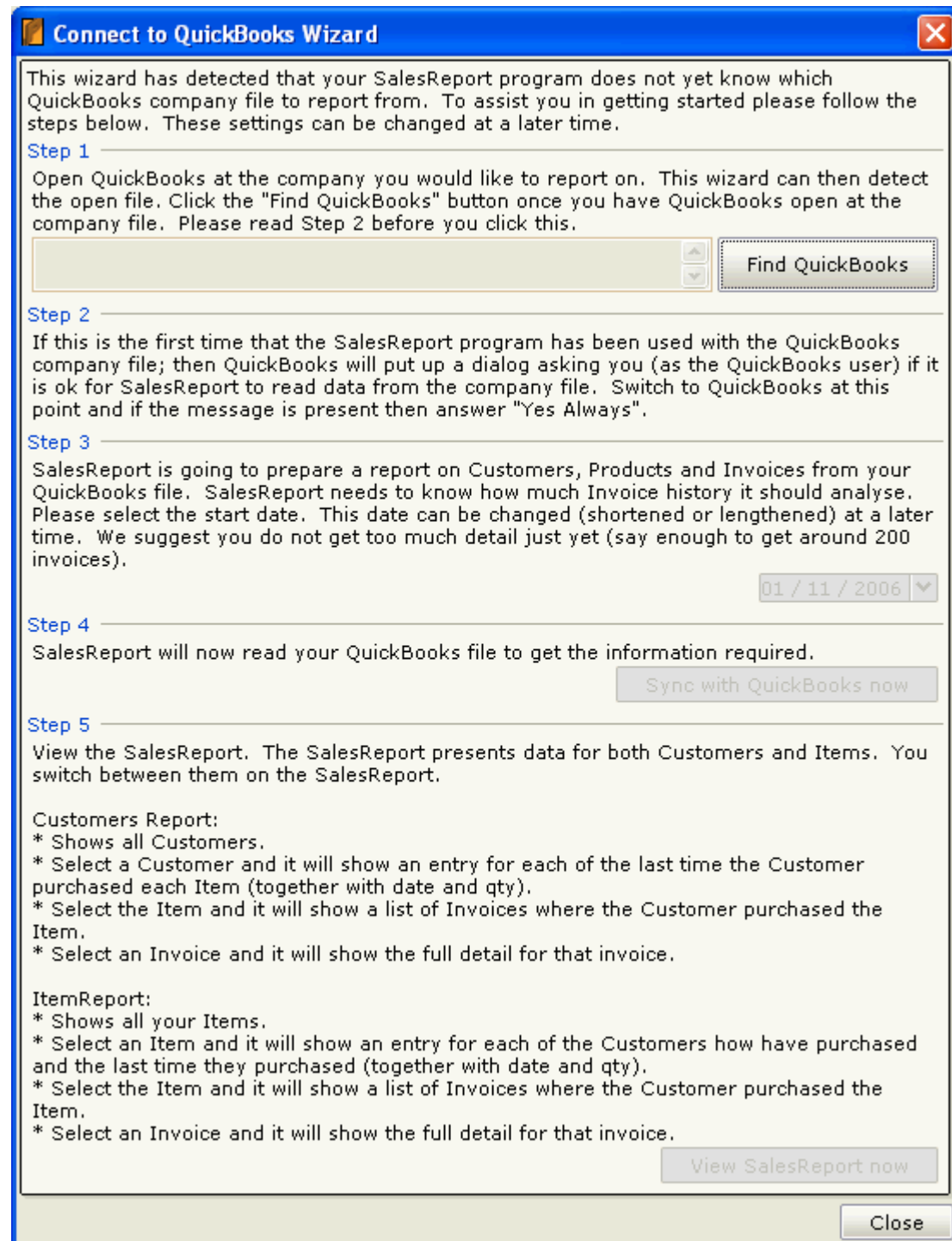
Click on the NEXT button...



The Sales Report Application has been installed. Click Finish is LAUNCH the Sales Report Application...

## 4 Configuring the Sales Report Application

When the Sales Report Application is used for the first time, you must tell it a couple of basic pieces of information like where your QuickBooks file is located. The following screen is presented to you when you run the Sales Report Application for the first time. It looks complex but in reality is quite simple. Keep reading this installation guide and you will have it up and running very quickly.



**Connect to QuickBooks Wizard**

This wizard has detected that your SalesReport program does not yet know which QuickBooks company file to report from. To assist you in getting started please follow the steps below. These settings can be changed at a later time.

**Step 1**

Open QuickBooks at the company you would like to report on. This wizard can then detect the open file. Click the "Find QuickBooks" button once you have QuickBooks open at the company file. Please read Step 2 before you click this.

**Step 2**

If this is the first time that the SalesReport program has been used with the QuickBooks company file; then QuickBooks will put up a dialog asking you (as the QuickBooks user) if it is ok for SalesReport to read data from the company file. Switch to QuickBooks at this point and if the message is present then answer "Yes Always".

**Step 3**

SalesReport is going to prepare a report on Customers, Products and Invoices from your QuickBooks file. SalesReport needs to know how much Invoice history it should analyse. Please select the start date. This date can be changed (shortened or lengthened) at a later time. We suggest you do not get too much detail just yet (say enough to get around 200 invoices).

**Step 4**

SalesReport will now read your QuickBooks file to get the information required.

**Step 5**

View the SalesReport. The SalesReport presents data for both Customers and Items. You switch between them on the SalesReport.

**Customers Report:**

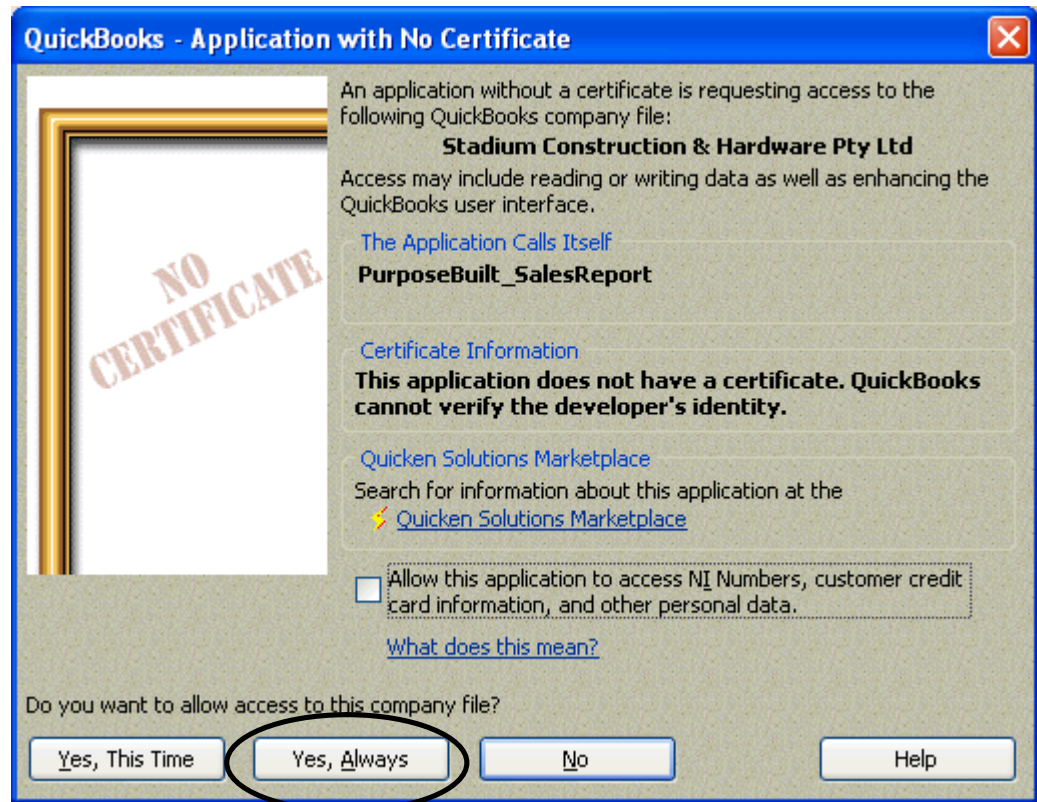
- \* Shows all Customers.
- \* Select a Customer and it will show an entry for each of the last time the Customer purchased each Item (together with date and qty).
- \* Select the Item and it will show a list of Invoices where the Customer purchased the Item.
- \* Select an Invoice and it will show the full detail for that invoice.

**ItemReport:**

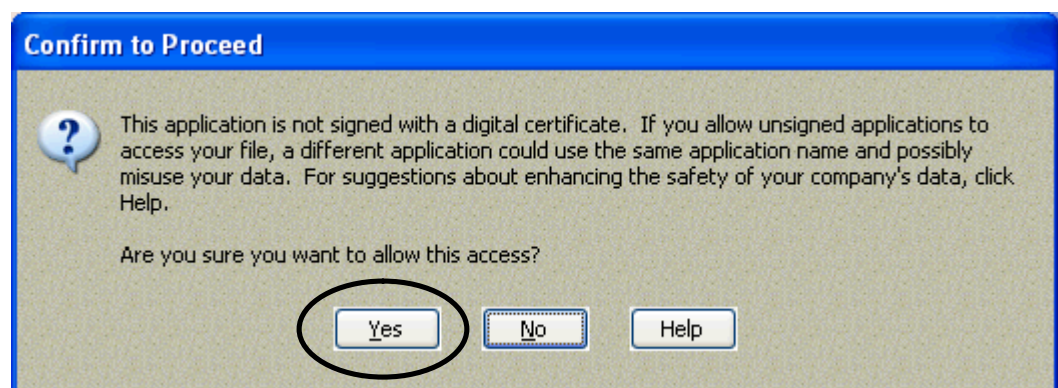
- \* Shows all your Items.
- \* Select an Item and it will show an entry for each of the Customers how have purchased and the last time they purchased (together with date and qty).
- \* Select the Item and it will show a list of Invoices where the Customer purchased the Item.
- \* Select an Invoice and it will show the full detail for that invoice.

Follow these instructions and you will have no problems.

1. Make sure QuickBooks running on your Desktop PC and that the company file you use is open.
2. Press on the "Find QuickBooks" button (as shown in the screen above). QuickBooks will now display the following information. It is basically saying that the Purpose Built Sales Report Application is trying to get access to your QuickBooks file.



Click the "Yes, Always" button. You will be asked if you are sure.



3. Press 'Yes'. This will allow The Purpose Built Sales Application to obtain the relevant data form your QuickBooks file.



4. Set a date range for the amount of information you require. As we are using the standard DEMO file provided with Quickbooks, we have set the date to 1/11/2002. You need to set an appropriate date range based on how much data you wish to report on.
5. Press the "Sync with QuickBooks Now" Button. The Sales Report Application will now attempt to EXTRACT data from your QuickBooks file. Depending on the amount of data this may take some time. Don't be alarmed if this process takes 3 – 5 minutes to complete.
6. Press the "View Sales Report Now" button. The following screen is displayed showing information from your QuickBooks data. You can now customise the screen and change the view of data. How to do that is explained in the next section of this user guide.

Sales Report

View report by: Customer Item

Look for:  in <None>

This is a list of customers. Select a customer to show the items that the customer has purchased.

FullName	CompanyName	Address
Acmer Pty Ltd	Acmer Pty Ltd	Acmer Pty Ltd 412 Alice Spring Road Greenacres Sydney NSW 2164
Baileys Cellars	Baileys Cellars	Baileys Cellars Sydney NSW 1052
Baker, Chris		Baker, Chris
Bristol, Sonja		Bristol, Sonja
Buildexs Pty Ltd	Boulders Buildexs Pty Ltd	Bob Builders 2A Sahara Lane, Collingwood VIC 3598
Bush, Jason		Bush, Jason
Cash Customers		
Hadrians Wall Company	Hadrians Wall Company	Hadrians Wall Company 205 Catmans Plaza Lindfield 2145
Handy Builders	Handy Builders	Handy Builders
Homebush Homes	Homebush Homes and Gardens Pty Ltd	Homebush Homes and Gardens Pty Ltd 1240 Victoria Road Sydney NSW 2140
Olympic Park	Olympic Park and House Ltd	Olympic Park Ltd Australia Street Homebush, Sydney NSW 2140
Shovel and Hardhats	Shovels and Hardhats Pty Ltd	Shovels and Hardhats
Square Blocks Ltd	Square Blocks Ltd	Square Blocks Ltd Graham Sturt Greenland Business Park 214 Fairview Block Littleview
Techman Engines Pty Ltd	TechMan Engines Pty Ltd	Tracy Tank
Zeus Construction	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065
Zeus Construction:Clients account	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065
Zeus Construction:Clients Trust	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065

This is a list of items purchased by the customer selected above. Each line represents the last time the customer purchased the item. Select an item to show all invoices for the customer where this item was purchased.

This is a list of all the invoices within which the customer purchased the selected item. Select an invoice to show full invoice detail.

Invoice:

Close

## 5 Using the Sales Report application

Once the Sales Report Application has been configured, then each time it is started, you are presented with the following screen.



This is a simple user interface to allow you to run the Sales Report and of course obtain updated information from QuickBooks.

## 5.1 Sales Report

The Sales Report Application allows you to find out what items a particular customer is ordering and also find out who is buying what items.

## 5.2 By Customer

Ensure the View Report by option is set to CUSTOMER....

This option will allow you to click on any customer and present you with a list of items that customer has purchased from you in the past (based on your date range setting when you sync with QuickBooks).

**Sales Report**

View report by: **Customer** Item

Look for: \_\_\_\_\_ in Address \_\_\_\_\_

This is a list of customers. Select a customer to show the items that the customer has purchased.

FullName	CompanyName	Address
Acmer Pty Ltd	Acmer Pty Ltd	Acmer Pty Ltd 412 Alice Spring Road Greenacres Sydney 2164
Baileys Cellars	Baileys Cellars	Baileys Cellars Sydney 1052
Baker, Chris		Baker, Chris
Bristol, Sonja		Bristol, Sonja
Buildex Pty Ltd	Boulders Buildex Pty Ltd	Bob Builders 2A Sahara Lane, Collingwood 3598
Bush, Jason		Bush, Jason
Cash Customers		
Hadrians Wall Company	Hadrians Wall Company	Hadrians Wall Company 205 Catmans Plaza Lindfield 2145
Handy Builders	Handy Builders	Handy Builders
Homebush Homes	Homebush Homes and Gardens Pty Ltd	Homebush Homes and Gardens Pty Ltd 1240 Victoria Road Sydney 2140
Olympic Park	Olympic Park and House Ltd	Olympic Park Ltd Australia Street Homebush, Sydney 2140
Shovel and Hardhats	Shovels and Hardhats Pty Ltd	Shovels and Hardhats
Square Blocks Ltd	Square Blocks Ltd	Square Blocks Ltd Graham Sturt Greenland Business Park 214 Fairview Block Littleview
Techman Engines Pty Ltd	TechMan Engines Pty Ltd	Tracy Tank
Zeus Construction	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney 5065
Zeus Construction:Clients account	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney 5065
Zeus Construction:Clients Trust	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney 5065

This is a list of items purchased by the customer selected above. Each line represents the last time the customer purchased the item. Select an item to show all invoices for the customer where this item was purchased.

TxnDate	RefNumber	Name	Quantity
2002-03-17	7	Fence Paint	2
2002-03-17	7	Supreme Timber	5
2006-12-02	7	Fence Boards 1x6	10
2002-03-17	7	Red Timber	5

This is a list of all the invoices within which the customer purchased the selected item. Select an invoice to show full invoice detail.

TxnDate	RefNumber	Quantity
17/03/2002	7	2

**Invoice:**

Close

You may now click on any of the items displayed to ascertain the invoice(s) that those items were included in. You can then click on any invoice and have the details of that invoice displayed. See below for an example.

Example

Sales Report

View report by: Customer Item

Look for:  in

This is a list of customers. Select a customer to show the items that the customer has purchased.

FullName	CompanyName	Address
Acmer Pty Ltd	Acmer Pty Ltd	Acmer Pty Ltd 412 Alice Spring Road Greenacres Sydney 2164
Baileys Cellars	Baileys Cellars	Baileys Cellars Sydney 1052
Baker, Chris		Baker, Chris
Bristol, Sonja		Bristol, Sonja
Buildex Pty Ltd	Boulders Buildex Pty Ltd	Bob Builders 2A Sahara Lane, Collingwood 3598
Bush, Jason		Bush, Jason
Cash Customers		
Hadrians Wall Company	Hadrians Wall Company	Hadrians Wall Company 205 Catmans Plaza Lindfield 2145
Handy Builders	Handy Builders	Handy Builders
Homebush Homes	Homebush Homes and Gardens Pty Ltd	Homebush Homes and Gardens Pty Ltd 1240 Victoria Road Sydney 2140
Olympic Park	Olympic Park and House Ltd	Olympic Park Ltd Australia Street Homebush, Sydney 2140
Shovel and Hardhats	Shovels and Hardhats Pty Ltd	Shovels and Hardhats
Square Blocks Ltd	Square Blocks Ltd	Square Blocks Ltd Graham Sturt Greenland Business Park 214 Fairview Block Littleview
Techman Engines Pty Ltd	TechMan Engines Pty Ltd	Tracy Tank
Zeus Construction	Zeus Construction Tools Pty Ltd	Zacharias J. Jupanisen Block C, Deve Street Cyberland Sydney 5065
Zeus Construction:Clients account	Zeus Construction Tools Pty Ltd	Zacharias J. Jupanisen Block C, Deve Street Cyberland Sydney 5065
Zeus Construction:Clients Trust	Zeus Construction Tools Pty Ltd	Zacharias J. Jupanisen Block C, Deve Street Cyberland Sydney 5065

This is a list of items purchased by the customer selected above. Each line represents the last time the customer purchased the item. Select an item to show all invoices for the customer where this item was purchased.

TxnDate	RefNumber	Name	Quantity
2002-03-17	7	Fence Paint	2
2002-03-17	7	Supreme Timber	5
2006-12-02	7	Fence Boards 1x6	10
2002-03-17	7	Red Timber	5

This is a list of all the invoices within which the customer purchased the selected item. Select an invoice to show full invoice detail.

TxnDate	RefNumber	Quantity
17/03/2002	7	10
2/12/2006	62	2000

Invoice: 7

Sunday, March 17, 2002

Red Timber	3X4 Red Plywood	5	51.70	\$258.50
Supreme Timber	Supreme Timber	5	99.00	\$495.00
Fence Paint	Brown Fence Paint	2	41.25	\$82.50
Fence Boards 1x6	Fence Boards 1x6	10	1.10	\$11.00
Total				\$847.00

Close

In this example, the customer “Baileys Cellars” has purchased 4 items from you as displayed below...

This is a list of items purchased by the customer selected above. Each line represents the last time the customer purchased the item. Select an item to show all invoices for the customer where this item was purchased.

TxnDate	RefNumber	Name	Quantity
2002-03-17	7	Fence Paint	2
2002-03-17	7	Supreme Timber	5
2006-12-02	7	Fence Boards 1x6	10
2002-03-17	7	Red Timber	5

By clicking on Fence Boards (the 3<sup>rd</sup> item in the list), you can see the relevant invoice date, Reference number and the quantity.

This is a list of all the invoices within which the customer purchased the selected item. Select an invoice to show full invoice detail.

TxnDate	RefNumber	Quantity
17/03/2002	7	10
2/12/2006	62	2000

You may then click on the actual invoice. In this case we will look at invoice number 7 back in March 2002. The details of the invoice are then displayed on the screen as follows...

Invoice: 7		Sunday, March 17, 2002			
Red Timber	3X4 Red Plywood	5	51.70	\$258.50	
Supreme Timber	Supreme Timber	5	99.00	\$495.00	
Fence Paint	Brown Fence Paint	2	41.25	\$82.50	
Fence Boards 1x6	Fence Boards 1x6	10	1.10	\$11.00	
		Total		\$847.00	

Clicking on any item in the invoice will then display what invoices for a particular customer have that particular product on them. In the example below, clicking on "Red Timber" in the invoice section will display what other invoices have red timber in them. In this case only Invoice with reference number 7 has red timber.

Sales Report

View report by: ☒ Customer ☐ Item

Look for:  in  Address

This is a list of customers. Select a customer to show the items that the customer has purchased.

FullName	CompanyName	Address
Acmer Pty Ltd	Acmer Pty Ltd	Acmer Pty Ltd 412 Alice Spring Road Greensacres Sydney 2164
Baileys Cellars	Baileys Cellars	Baileys Cellars Sydney 1052
Baker, Chris	Baker, Chris	Baker, Chris
Bristol, Sonja	Bristol, Sonja	Bristol, Sonja
Buildexs Pty Ltd	Boulders Buildexs Pty Ltd	Bob Builders 2A Sahara Lane, Collingwood 3598
Bush, Jason	Bush, Jason	Bush, Jason
Cash Customers		
Hadrians Wall Company	Hadrians Wall Company	Hadrians Wall Company 205 Catmans Plaza Lindfield 2145
Handy Builders	Handy Builders	Handy Builders
Homebush Homes	Homebush Homes and Gardens Pty Ltd	Homebush Homes and Gardens Pty Ltd 1240 Victoria Road Sydney 2140
Olympic Park	Olympic Park and House Ltd	Olympic Park Ltd Australia Street Homebush, Sydney 2140
Shovel and Hardhats	Shovels and Hardhats Pty Ltd	Shovels and Hardhats
Square Blocks Ltd	Square Blocks Ltd	Square Blocks Ltd Graham Sturt Greenland Business Park 214 Fairview Block Littleview
Techman Engines Pty Ltd	TechMan Engines Pty Ltd	Tracy Tank
Zeus Construction	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney 5065
Zeus Construction:Clients account	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney 5065
Zeus Construction:Clients Trust	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney 5065

This is a list of items purchased by the customer selected above. Each line represents the last time the customer purchased the item. Select an item to show all invoices for the customer where this item was purchased.

TxnDate	RefNumber	Name	Quantity
2002-03-17	7	Fence Paint	2
2002-03-17	7	Supreme Timber	5
2006-12-02	7	Fence Boards 1x6	10
2002-03-17	7	Red Timber	5

This is a list of all the invoices within which the customer purchased the selected item. Select an invoice to show full invoice detail.

TxnDate	RefNumber	Quantity
17/03/2002	7	5

Invoice: 7

Sunday, March 17, 2002

Red Timber	3X4 Red Plywood	5	51.70	\$258.50
Supreme Timber	Supreme Timber	5	99.00	\$495.00
Fence Paint	Brown Fence Paint	2	41.25	\$82.50
Fence Boards 1x6	Fence Boards 1x6	10	1.10	\$11.00
		Total		\$847.00

Close

All these features are very useful in determining what particular customers buy from you, what their buying patterns are and allows you to follow up customers and suggest new products etc.

### 5.3 By Item

Ensure the View Report by option is set to ITEM....

This option will allow you to click on any item and present you with a list of customers that have purchased that item from you in the past (based on your date range setting when you sync with QuickBooks).

Using the same example as above we wish to find out who has purchased the item "Fence Boards 1X6".

Sales Report

View report by: Customer **Item**

Look for:  in FullName

This is a list of items. Select an item to show the customers that have purchased the item.

FullName	SalesDesc
Bathroom Tiles	Bathroom tiles
Door	Door
Door Designs Set	Door Design Set
Door knobs	Door knobs
<b>Fence Boards 1x6</b>	<b>Fence Boards 1x6</b>
Kitchen Taps	Gold-lined Kitchen Taps
Ladder	4m Steel Ladder
Overalls	Overalls
Paint	Indoor/Outdoor Paint
Paint:Fence Paint	Brown Fence Paint
Paint:House Paint	Standard House Paint
Paint:Undercoat Paint	Paint Undercoat
Paint:Water-resistant Paint	Kitchen/Bathroom Paint
Paint Brush	Paint Brush
Paint Brush:Big Paint Brush	Big Paint Brush
Paint Brush:Premier Paint Brush	Premier Paint Brush
Paint Brush:Small Paint Brush	Small Paint Brush

This is a list of customers who have purchased the item selected above. Each line represents the last time the customer purchased the item. Select a customer to show all invoices for the customer where this item was purchased.

TxnDate	RefNumber	Name	Quantity
2003-07-05	33	Techman Engines Pty Ltd	50
2003-10-07	13	Homebush Homes	35
2006-12-02	7	<b>Baileys Cellars</b>	10
2006-12-02	2	Hadrians Wall Company	20

This is a list of all the invoices within which the customer purchased the selected item. Select an invoice to show full invoice detail.

TxnDate	RefNumber	Quantity
17/03/2002	7	10
2/12/2006	62	2000

Invoice: 7

Sunday, March 17, 2002

Red Timber	3X4 Red Plywood	5	51.70	\$258.50
Supreme Timber	Supreme Timber	5	99.00	\$495.00
Fence Paint	Brown Fence Paint	2	41.25	\$82.50
Fence Boards 1x6	Fence Boards 1x6	10	1.10	\$11.00
Total				\$847.00

Close

By clicking on the "Fence Boards 1X6" item the following customers are displayed.

This is a list of customers who have purchased the item selected above. Each line represents the last time the customer purchased the item. Select a customer to show all invoices for the customer where this item was purchased.

TxnDate	RefNumber	Name	Quantity
2003-07-05	33	Techman Engines Pty Ltd	50
2003-10-07	13	Homebush Homes	35
2006-12-02	7	<b>Baileys Cellars</b>	10
2006-12-02	2	Hadrians Wall Company	20

Clicking on Baileys Cellars you can see the relevant invoices for this customer.

This is a list of all the invoices within which the customer purchased the selected item.  
Select an invoice to show full invoice detail.

TxnDate ▼	RefNumber	Quantity
17/03/2002	7	10
2/12/2006	62	2000

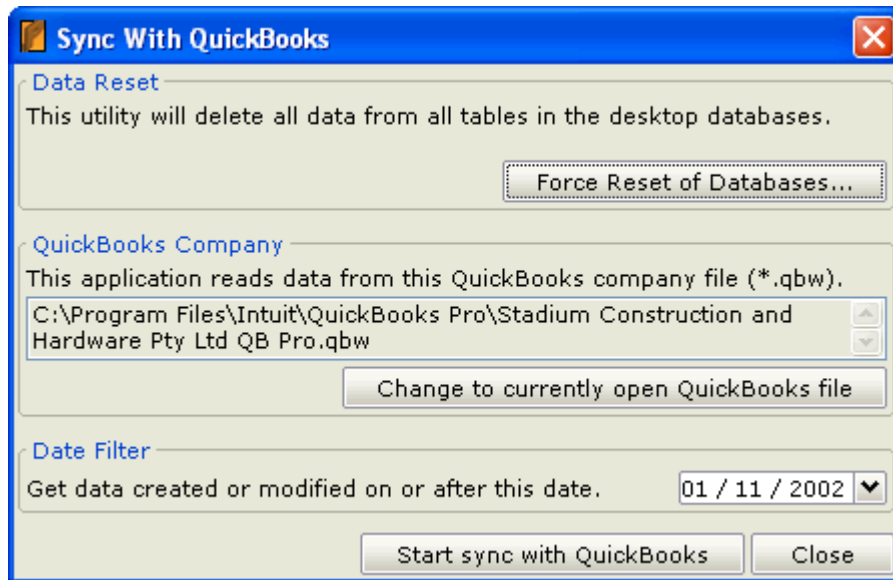
You may then click on the actual invoice. In this case we will look at invoice number 7 back in March 2002. The details of the invoice are then displayed on the screen as follows...

Invoice: 7		Sunday, March 17, 2002			
Red Timber	3X4 Red Plywood	5	51.70	\$258.50	
Supreme Timber	Supreme Timber	5	99.00	\$495.00	
Fence Paint	Brown Fence Paint	2	41.25	\$82.50	
Fence Boards 1x6	Fence Boards 1x6	10	1.10	\$11.00	
			Total	\$847.00	

## 5.4 Sync with QuickBooks

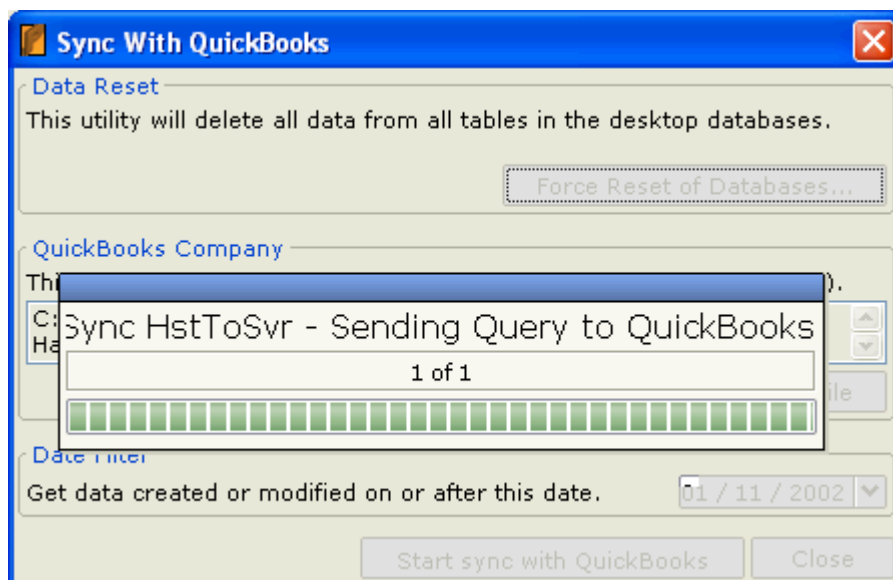
To obtain the latest information from QuickBooks, you should Sync with QuickBooks before you utilise the data from the Sales Report. By Syncing with QuickBooks, the Sales Report application will EXTRACT the latest Sales information to ensure you are working with up to date data from your QuickBooks file.

You are presented with the following information when you press the Sync with QuickBooks button.



In most cases all you will need to do is press the "Start sync with QuickBooks" button and Sales Report will go off and get the latest data from your QuickBooks file.

For example, pressing the "Start sync with QuickBooks" button will go off and extract the latest information from your QuickBooks data.





When that process finishes, then your Sales Report Application will have the latest data available from QuickBooks.

## 5.5 Force Reset of Database

This option gives you the ability to REMOVE the Sales Report information and start again.

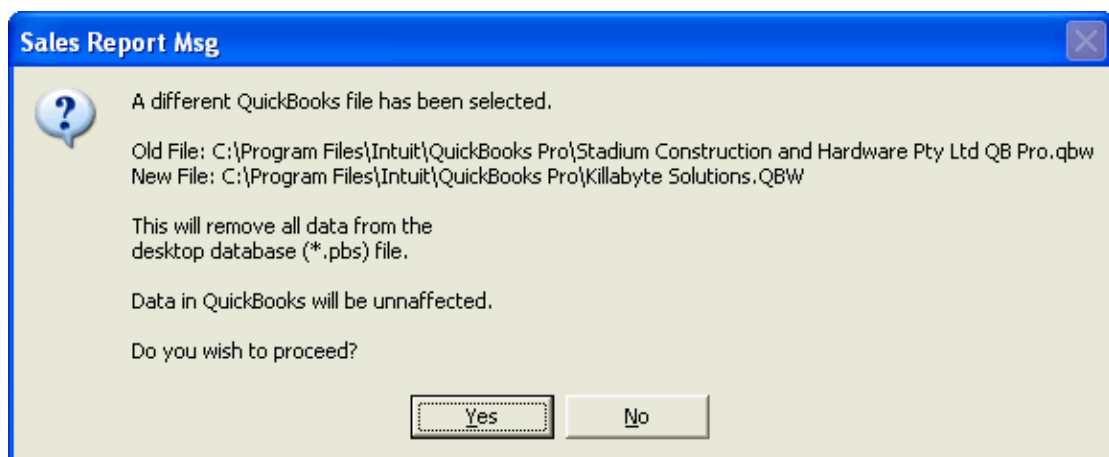


Press "Yes" to remove the Sales Report data. Press "No" to abort.

Note: No Data in QuickBooks (in any file) is destroyed or altered in any way. Sales Report EXTRACTS information and NEVER makes any changes to QuickBooks data.

## 5.6 Select another QuickBooks File

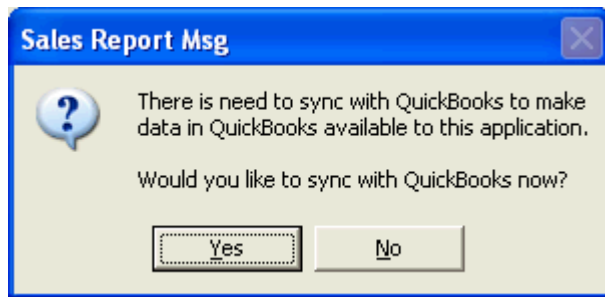
When you select another QuickBooks file, the file that you wish to use must currently be open in QuickBooks. The following message will appear asking you to confirm your decision to change QuickBooks files.



What it is basically saying is that the previous data you were using in Sales Report will now be replaced with data from the newly selected QuickBooks file.

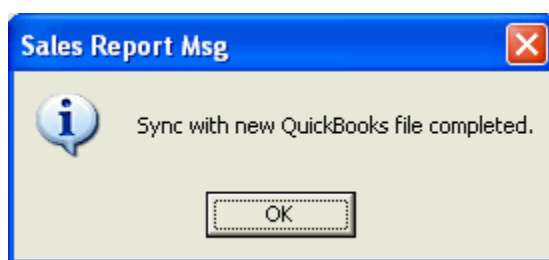
Select "Yes" if you wish to continue. Press "No" to abort this process.

Pressing "Yes" will inform you that Sales Report needs to Sync again with QuickBooks. This can be done NOW by selecting "Yes"



Note: No Data in QuickBooks (in any file) is destroyed or altered in any way. Sales Report EXTRACTS information and NEVER makes any changes to QuickBooks data.

Once the Sync has completed, the following message is displayed.

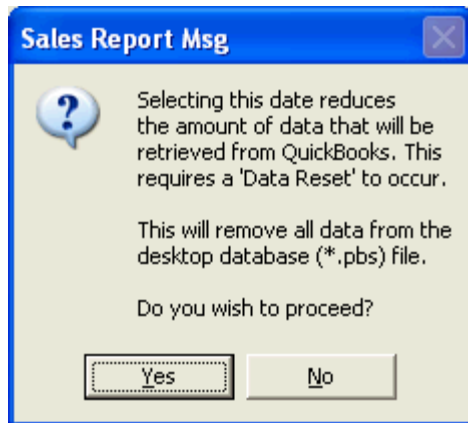


You can now use the Sales Report Application to review the data that has been extracted from QuickBooks.

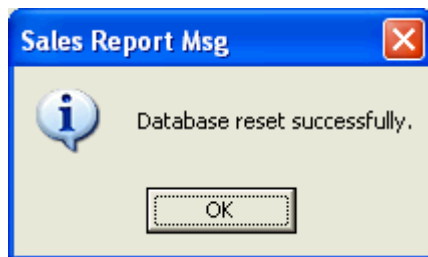
## 5.7 Adjust Date Range

This option simply gives you the option to adjust the starting date from where the Sales Report will start EXTRACTING data from the relevant QuickBooks file.

Select an appropriate date. If you change the date, the Sales Report will need to Sync with QuickBooks again as detailed below.



Note: No Data in QuickBooks (in any file) is destroyed or altered in any way. Sales Report EXTRACTS information and NEVER makes any changes to QuickBooks data.

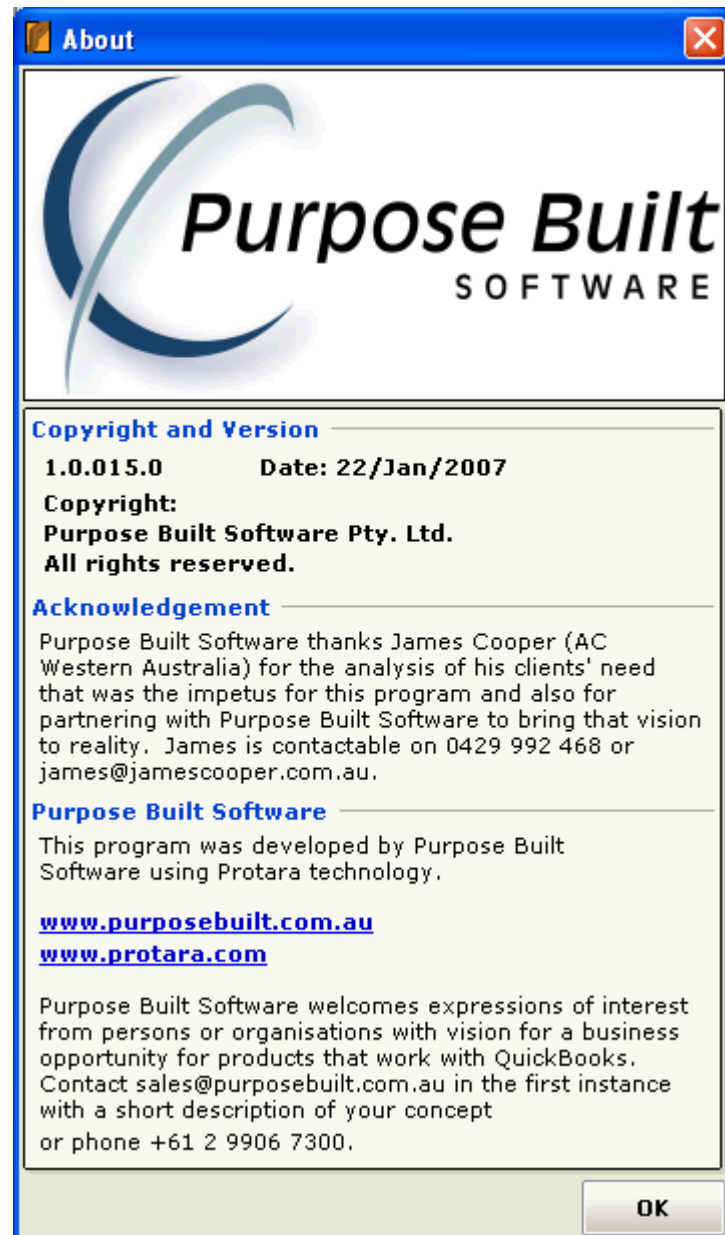


Press OK.

You MUST NOW manually perform a "Sync with QuickBooks". i.e. Press the "Start Sync with QuickBooks" button.

## 5.8 About

The About button simply displays the version of Sales Report that you have installed on your desktop PC. See below



## **5.9 Close**

The Close Button simple closes the Sales Report Application.

## 6 General Information

### 6.1 Screen Formatting

The Format of the Sale Report Application can be changed by simply dragging and making the columns smaller or wider and expanding the views of the various pieces of information. For example the following two views are of the same data but the sizes of the individual windows have been adjusted to suit.

View #1 – Not so good – Poor use of screen real estate.

**Sales Report**

View report by: ☒ Customer ☐ Item

Look for:  in

This is a list of customers. Select a customer to show the items that the customer has purchased.

FullName	CompanyName	Address
Acmer Pty Ltd	Acmer Pty Ltd	Acmer Pty Ltd 412 Alice Spr
Baileys Cellars	Baileys Cellars	Baileys Cellars Sydney NS
Baker, Chris		Baker, Chris
Bristol, Sonja		Bristol, Sonja
Buildex Pty Ltd	Boulders Buildex	Bob Builders 2A Sahara Lane
Bush, Jason		Bush, Jason
Cash Customers		

This is a list of items purchased by the customer selected above. Each line represents the last time the customer purchased the item. Select an item to show all invoices for the customer where this item was purchased.

TxnDate	RefNumber	Name	Quantity
2002-09-21	12	Premier Paint E 20	
2002-09-21	12	Supreme Timber	10
2002-09-21	12	Red Timber	10
2002-09-21	12	Overalls	3
2002-09-21	12	Cedarwood	10

This is a list of all the invoices within which the customer purchased the selected item. Select an invoice to show full invoice detail.

TxnDate	RefNum	Quantity
21/09/2002	12	10

**Invoice: 12** **Saturday, September 21, 2002**

Item	Description	Quantity	Unit Price	Total Price
Cedarwood	4X4 Cedarwood Timber	10	52.25	\$522.50
Red Timber	4X4 Red Timber	10	51.20	\$512.00

Close

View #2 – Better use of screen real estate.

Sales Report

View report by: Customer Item

Look for:  in <None>

This is a list of customers. Select a customer to show the items that the customer has purchased.

FullName	CompanyName	Address
Acmer Pty Ltd	Acmer Pty Ltd	Acmer Pty Ltd 412 Alice Spring Road Greenacres Sydney NSW 2164
Baileys Cellars	Baileys Cellars	Baileys Cellars Sydney NSW 1052
Baker, Chris		Baker, Chris
Bristol, Sonja		Bristol, Sonja
Buildex Pty Ltd	Boulders Buildex Pty Ltd	Bob Builders 2A Sahara Lane, Collingwood VIC 3598
Bush, Jason		Bush, Jason
Cash Customers		
Hadrians Wall Company	Hadrians Wall Company	Hadrians Wall Company 205 Catmans Plaza Lindfield 2145
Handy Builders	Handy Builders	Handy Builders
Homebush Homes	Homebush Homes and Gardens Pty Ltd	Homebush Homes and Gardens Pty Ltd 1240 Victoria Road Sydney NSW 2140
Olympic Park	Olympic Park and House Ltd	Olympic Park Ltd Australia Street Homebush, Sydney NSW 2140
Shovel and Hardhats	Shovels and Hardhats Pty Ltd	Shovels and Hardhats
Square Blocks Ltd	Square Blocks Ltd	Square Blocks Ltd Graham Sturt Greenland Business Park 214 Fairview Block Littleview 2345
Techman Engines Pty Ltd	TechMan Engines Pty Ltd	Tracy Tank
Zeus Construction	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065
Zeus Construction:Clients account	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065
Zeus Construction:Clients Trust	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065

This is a list of items purchased by the customer selected above. Each line represents the last time the customer purchased the item. Select an item to show all invoices for the customer where this item was purchased.

TxnDate	RefNumber	Name	Quantity
2002-09-21 12		Premier Paint Brush	20
2002-09-21 12		Supreme Timber	10
2002-09-21 12		Red Timber	10
2002-09-21 12		Overalls	3
2002-09-21 12		Cedarwood	10

This is a list of all the invoices within which the customer purchased the selected item. Select an invoice to show full invoice detail.

TxnDate	RefNumber	Quantity
21/09/2002	12	10

Invoice: 12

Saturday, September 21, 2002

Cedarwood	4X4 Cedarwood Timber	10	52.25	\$522.50
Red Timber	3X4 Red Plywood	10	51.70	\$517.00
Supreme Timber	Supreme Timber	10	99.00	\$990.00
Premier Paint Brush	Premier Paint Brush	20	27.50	\$550.00
Overalls	Overalls	3	23.50	\$70.50
Total				\$2650.00

Close

## 6.2 Filters

It is possible to filter the customer or item list to reduce the amount of data on the screen.

The following example filters the list by entering in the characters “Ac” and selecting filter by Name.

The screenshot shows the 'Sales Report' window. The 'View report by:' section has 'Customer' selected. The 'Look for:' field contains 'Ac' and the filter is set to 'FullName'. The resulting list shows two customers:

FullName	CompanyName	Address
Acmer Pty Ltd	Acmer Pty Ltd	Acmer Pty Ltd 412 Alice Spring Road Greenacres Sydney NSW 2164
Zeus Construction:Clients account	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065

As you can see the list has reduced to display two customers.

Changing the filter to Address for example looks in the address field for the characters “Ac”

The screenshot shows the 'Sales Report' window. The 'View report by:' section has 'Customer' selected. The 'Look for:' field contains 'Ac' and the filter is set to 'Address'. The resulting list shows five customers:

FullName	CompanyName	Address
Acmer Pty Ltd	Acmer Pty Ltd	Acmer Pty Ltd 412 Alice Spring Road Greenacres Sydney NSW 2164
Techman Engines Pty Ltd	TechMan Engines Pty Ltd	Tracy Tank
Zeus Construction	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065
Zeus Construction:Clients account	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065
Zeus Construction:Clients Trust	Zeus Construction Tools Pty Ltd	Zacharias J. Juppanisen Block C, Deve Street Cyberland Sydney NSW 5065

In this particular case the list displays 5 customers.

The same principle holds for both Customer and Item views of the data. The following example has the view by item option and the filter set to “Paint” and is searching the Full Name column for the word “Paint”

The screenshot shows the 'Sales Report' window. The 'View report by:' section has 'Item' selected. The 'Look for:' field contains 'Paint' and the filter is set to 'FullName'. The resulting list shows various paint and brush items:

FullName	SalesDesc
Paint	Indoor/Outdoor Paint
Paint:Fence Paint	Brown Fence Paint
Paint:House Paint	Standard House Paint
Paint:Undercoat Paint	Paint Undercoat
Paint:Water-resistant Paint	Kitchen/Bathroom Paint
Paint Brush	
Paint Brush:Big Paint Brush	Big Paint Brush
Paint Brush:Premier Paint Brush	Premier Paint Brush
Paint Brush:Small Paint Brush	Small Paint Brush

The filter feature is designed to allow you to find Customers or Items EXTREMELY quickly.