

Cash Based Sales Report

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The Cash Based Sales Report displays customer payments applied to invoices within a particular date range, broken down by payments applied to parts and/or items on an invoice.

Users may generate this report for the entire company or for selected branches within the company.

To generate this report, navigate to Reports > Sales > Cash Based Sales Report.

At the upper right of the page, select the Starting and Ending date range for the report.

If you want to generate the report for selected branches, click in the branch field and select your branches.

Once the desired options have been selected, click on the Preview button at the lower right of the page.

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If any records are found matching the date range and branch selections, they will be displayed on the left of the page.

To export the report results to a file, click on the download button as shown below, and select an export file format. In a few seconds, the export file will appear on the taskbar of your computer.

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