

Sales Register

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The Sales Register report, found at *Accounting / Accounting Reports / Accounts Receivable / Sales*, displays all Products purchased by Customers for a given *Date, Invoice number, or Fiscal Month* range. The report allows a user to filter results for any or all Customers.

The screenshot shows the 'A/R Sales Reports' dialog box. On the left is a list of reports with 'Sales Register' selected. Below the list are options for 'Print', 'Preview' (selected), and 'Text File'. There are 'Load Set' and 'Save Set' buttons, and 'OK' and 'Cancel' buttons at the bottom. The main area is titled 'Report Criteria' and contains several sections: 'Select Customers' with 'All' and 'Select' buttons and a 'Cust. Class.' field; 'Select Range' with radio buttons for 'Date' (selected), 'Invoice #', and 'Fiscal Month', and 'Start' and 'End' date pickers both set to 05/29/2024; 'Sort By' with radio buttons for 'Invoice #' (selected), 'Control #', and 'Date'; 'Range' with radio buttons for 'Invoice #' (selected) and 'Control #'; 'Print Gross Margin' checkbox; 'Invoice Cost to Calculate Profit' dropdown set to 'Invoice'; 'Totals Page Only' checkbox; 'Consolidate locations' checkbox; 'Credit Invoices Only' checkbox; 'Voided Invoices Only' checkbox; 'Roll Up Invoices' checked checkbox; and 'Select Salespeople' with 'All' and 'Select' buttons and a 'User' dropdown set to 'All'.

- **Select Locations** – The Location selection refers to the Invoice Location and defaults to *All* Locations. To choose specific *Locations*, use the **Select** button.
- **Group by Location** – When checked, the results will group together based on the Region assigned to the Location within the *Profile* tab of *Hub / Setup / Locations / Edit Location*.
- **Select Customers** – The Payment Register report defaults to *All* Customers. To choose specific Customers, use the **Select** button.
- **Cust Class** – Customers can be selected by Classifications. Information regarding Classifications can be found [here](#).
- **Select Range** – The Sales Register report can be ran based on *Date, Invoice # or Fiscal Month*. Select the desired range and set the *Start* and *End* parameter.
- **Range** – Selecting *Control #* will change the *Select Range* options to *Date, Control # and Fiscal Month*. A range of *Control #s* can then be used to filter the report results.
- **Sort by** – Choose to sort the report by *Invoice #, Control #, or Date*

- **Print Gross Margin** – Select to include the Gross margin on the report.
- **Invoice Cost to Calculate Profit** – Option becomes available when *Print Gross Margin* is selected. Select to determine what *Cost*, is used when calculating the *Profit* and *Gross Margin* on the report.
- **Totals Page Only** – When selected the Product's *Non-Taxable*, *Taxable*, and *Total Sales* will generate with no Invoice detail.
- **Consolidate Locations** – This option is not available for this report.
- **Credit Invoices Only** – Select to only include *Credit Invoices* in the results.
- **Voided Invoices Only** – Select to only include *Voided Invoices* in the results.
- **Roll Up Invoices** – This option is not available for this report.
- **Select Salespeople** – The Sales Register report defaults to *All*. To choose a specific Salespeople, use the *Select* button.
- **User** – Default is *All*. Optionally select a specific *User* to filter results to Invoices entered by that user.

Sales Register									
03/01/2024 To 05/29/2024									
All Locations									
All Salespeople									
<u>Invoice #</u>	<u>Control Number</u>	<u>Date</u>	<u>Quantity</u>	<u>Description</u>	<u>Average Selling \$/Unit</u>	<u>Extension</u>	<u>Total Cost</u>	<u>Profit</u>	<u>Gross Margin</u>
00MAIN									
1200494		03/27/2024	20.000Bags	DEKALB 61-88 VT3P/RIB AF	200.10/ Bags	4,002.00	3480.00	522.00	13
				<i>Beverly Hills(1228)</i>	Total	4002.00	3480.00	522.00	13
				<i>Charlie Hills(628)</i>					
1200495		03/28/2024	10.000Bags	DEKALB 55-20 SS AF	207.00/ Bags	2,070.00	1806.80	263.20	13
1200495		03/28/2024	2,000.000Lbs	Poultry Feed 1	25.00/ Bags	2,000.00	0.00	2000.00	100
				<i>Beverly Hills(1228)</i>	Tax	125.00			
				<i>Charlie Hills(628)</i>	Total	4195.00	1806.80	2263.20	56
1200496		03/28/2024	10.000Bags	Custom Bagged Feed Mix 1	15.00/ Bags	150.00	125.00	25.00	17
				<i>Charlie Hills(628)</i>	Total	150.00	125.00	25.00	17

Sales Register							
03/01/2024 To 05/29/2024							
All Locations							
All Salespeople							
Sales Breakdown							
<u>Department</u>	<u>G/L Sales Acct</u>	<u>Non-Taxable Sales</u>	<u>Taxable Sales</u>	<u>Total Sales</u>	<u>Total Cost</u>	<u>Total Profit</u>	<u>Gross Margin</u>
Application -00 (Appl00)	Item GIL	4,000.00	0.00	4,000.00		4,000.00	100
Bagged Fert - 00 (Bag00)	4514000-00	500.00	0.00	500.00	450.00	50.00	10
Soybeans Asgrow -00 (BAsg00)	4531000-00	6,000.00	0.00	6,000.00	5,642.00	358.00	6
Corn Channel -00 (CCha00)	4523000-00	12,600.00	0.00	12,600.00	10,500.00	2,100.00	17
Corn DEKALB -00 (CDeK00)	4521000-00	6,072.00	0.00	6,072.00	5,286.80	785.20	13
Dry Fert -00 (DFrt00)	4510000-00	10,778.00	0.00	10,778.00	9,151.14	1,626.86	15
Dyed Diesel -00 (DsID00)	4595000-00	705.00	837.92	1,542.92	1,579.78	-36.86	-2
Feed -00 (Feed00)	4570000-00	550.00	2000.00	2,550.00	465.00	2,085.00	82
Gasoline -00 (Gaso00)	4585000-00	0.00	1422.71	1,422.71	1,625.62	-202.91	-14
Liquid Fert -00 (LFrt00)	4511000-00	450.00	0.00	450.00	408.00	42.00	9
Motor Fuel Taxes - 00 (MFT00)	Item GIL	25.00	0.00	25.00		25.00	100
Miscellaneous -00 (Misc00)	Item GIL	25,253.59	0.00	25,253.59	100.00	25,153.59	100
Miscellaneous -01 (Misc01)	Item GIL	8,555.21	0.00	8,555.21		8,555.21	100
Pet Food - 00 (Pet00)	4560000-00	560.00	0.00	560.00	650.00	-90.00	-16
Propane -00 (Prop00)	4580000-00	2,900.00	0.00	2,900.00	2,958.00	-58.00	-2
Small Seed -00 (SmSd00)	4640000-00	13,867.00	0.00	13,867.00	8,261.48	5,605.52	40
Seed Wheat -00 (Whea00)	4630000-00	57,500.00	0.00	57,500.00	48,901.32	8,598.68	15
Totals		150,315.80	4260.63	154,576.43	95,979.14	58,597.29	38

