

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' window. On the left is a list of reports with 'Sales Register' selected. Below this list are options for 'Print', 'Preview' (selected), and 'Text File', along with a 'File Name' field. There are also 'Load Set', 'Save Set', 'OK', and 'Cancel' buttons. In the center, the 'Select Locations' section has 'All' and 'Select' buttons, and a 'Group by Location' checkbox. The right side is the 'Report Criteria' section, which includes: '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 date pickers for 'Start' and 'End' both set to 05/29/2024; 'Sort By' with radio buttons for 'Invoice #' (selected), 'Control #', and 'Date'; a 'Print Gross Margin' checkbox; a dropdown for 'Invoice Cost to Calculate Profit' set to 'Invoice'; checkboxes for 'Totals Page Only', 'Consolidate locations', 'Credit Invoices Only', and 'Voided Invoices Only'; a checked 'Roll Up Invoices' 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									
Invoice #	Control Number	Date	Quantity	Description	Average Selling \$/Unit	Extension	Total Cost	Gross Profit	Margin
00MAIN									
1200494		03/27/2024	20.000Bags	DEKALB 61-88 VT3P/RIB AF	200.10 / Bags	4,002.00	3480.00	522.00	13
				Beverly Hills(1228)	Total	4002.00	3480.00	522.00	13
				Charlie Hills(628)					
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
				Beverly Hills(1228)	Tax	125.00			
				Charlie Hills(628)	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
				Charlie Hills(628)	Total	150.00	125.00	25.00	17

Sales Register

03/01/2024 To 05/29/2024

All Locations

All Salespeople

Sales Breakdown

Department	G/L Sales Acct	Non-Taxable Sales	Taxable Sales	Total Sales	Total Cost	Total Profit	Gross Margin
Application -00 (Appl00)	Item G/L	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 G/L	25.00	0.00	25.00		25.00	100
Miscellaneous -00 (Misc00)	Item G/L	25,253.59	0.00	25,253.59	100.00	25,153.59	100
Miscellaneous -01 (Misc01)	Item G/L	8,555.21	0.00	8,555.21		8,555.21	100
Pet Food - 00 (Pet-00)	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