

# Sales Register

Last Modified on 06/02/2026 8:34 am CDT

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. The 'Sales Register' report is selected in the left-hand menu. The 'Report Criteria' section includes 'Select Customers' (set to 'All'), 'Cust. Class.', 'Select Range' (set to 'Fiscal Month' with 'Start' and 'End' both at '12'), 'Sort By' (set to 'Invoice #'), and 'Print Gross Margin' (unchecked). The 'Range' section has 'Invoice #' selected. Below this are checkboxes for 'Totals Page Only', 'Consolidate locations', 'Credit Invoices Only', and 'Voided Invoices Only'. At the bottom, 'Roll Up Invoices' is checked, and 'User' is set to 'All'. The 'Print' section has 'Preview' selected, and there are buttons for 'Load Set', 'Save Set', 'OK', and 'Cancel'.

- **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.

## Printout

### Sales Register

12 To 12  
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>
<b>00MAIN</b>						
71		05/22/2026	40.000 Acre	Liquid Spraying	12.00 / Acre	480.00
71		05/22/2026	12.000 Lbs	Agrotain Plus	6.00 / Lbs	72.00
71		05/22/2026	23.000 Gal	Unleaded Gasoline	5.15 / Gal	118.45
71		05/22/2026	13.000 Gal	E85	4.65 / Gal	60.45
71		05/22/2026	15.000 Gal	Gasohol 90%	5.42 / Gal	81.30
					Tax	54.82
				Joe Smith(SmiJo)	<b>Total</b>	<b>867.02</b>
72		05/22/2026	21.000 Bags	Bagged Fert 10-10-10	50.00 / Bags	1,050.00
72		05/22/2026	9.000 Bags	Bagged Fert 13-13-13	45.00 / Bags	405.00
72		05/22/2026	4.000 Bags	Bagged Fert 19-19-19	32.00 / Bags	128.00
					Tax	106.86
				Crystal Creek Farms, Inc.(Cryst)	<b>Total</b>	<b>1689.86</b>
73		05/22/2026	15.000 Bags	DEKALB 55.20 SS AF K & R Beef(KRBeef)	29.87 / Bags	448.05P
					<b>Total</b>	<b>448.05</b>

# Sales Register

12 To 12  
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 (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
<b>Totals</b>		<b>150,315.80</b>	<b>4260.63</b>	<b>154,576.43</b>	<b>95,979.14</b>	<b>58,597.29</b>	<b>38</b>