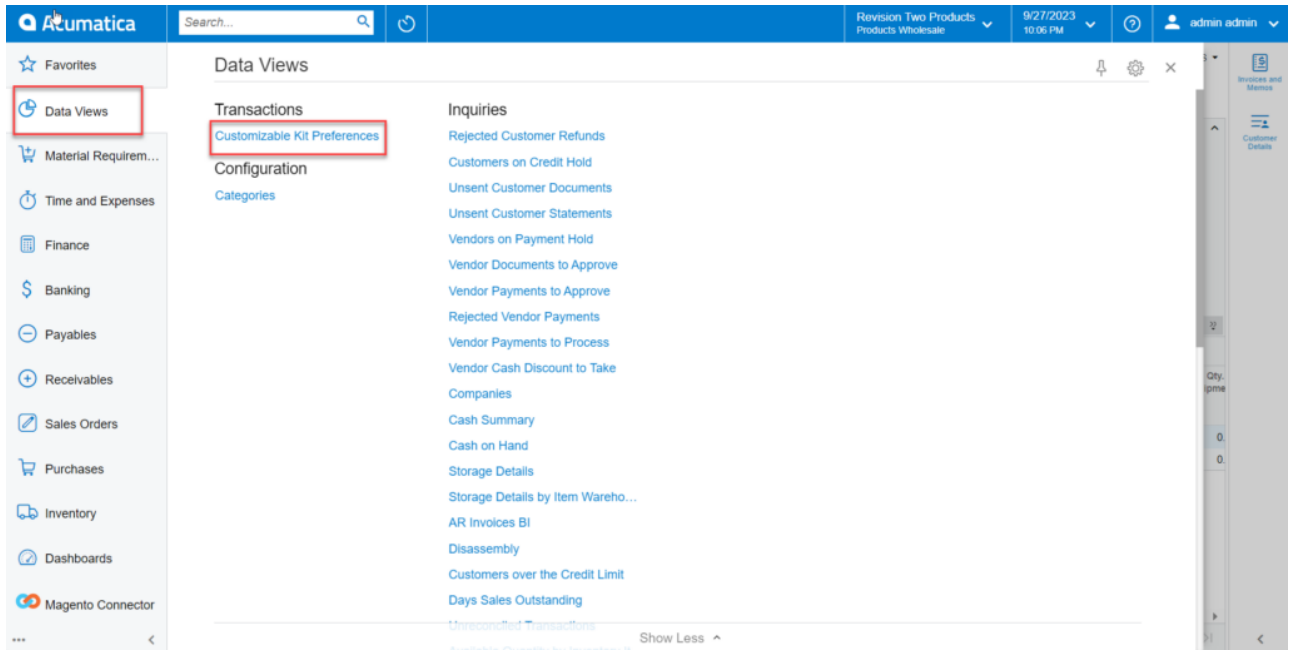


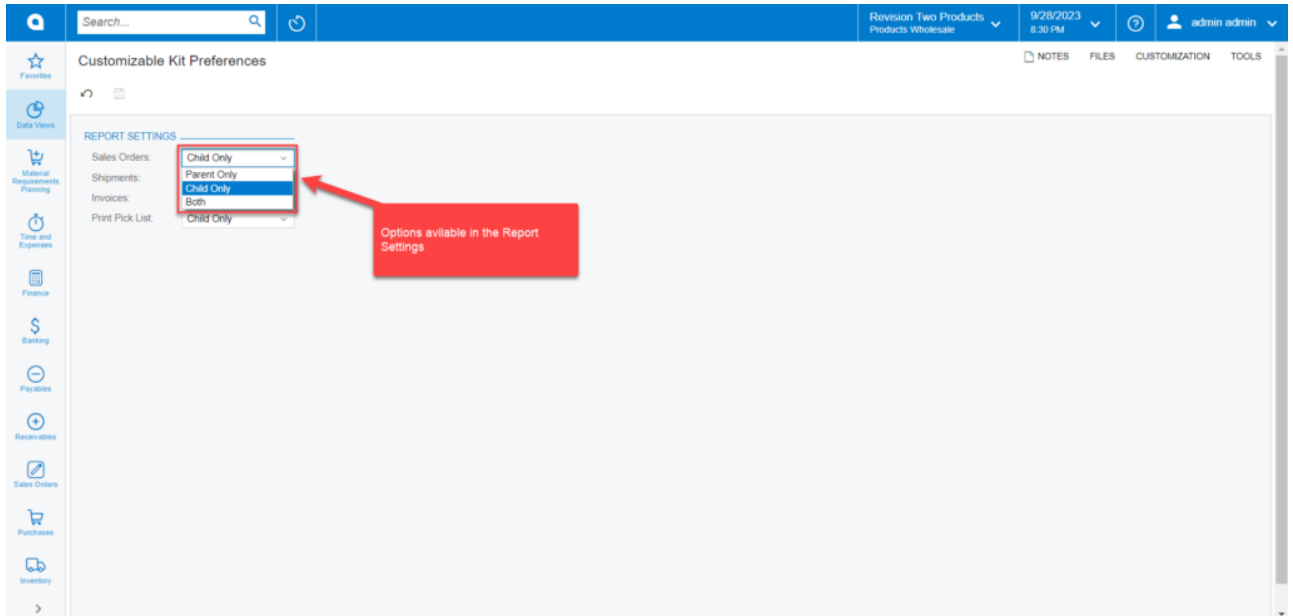
# Viewing Reports

1. To view the Reports, go to the **[Data Views]** section on the left panel. Click on the **[Data Views]**.
2. Click on **[Customizable Kit Preferences]** under Transactions.



## Data View

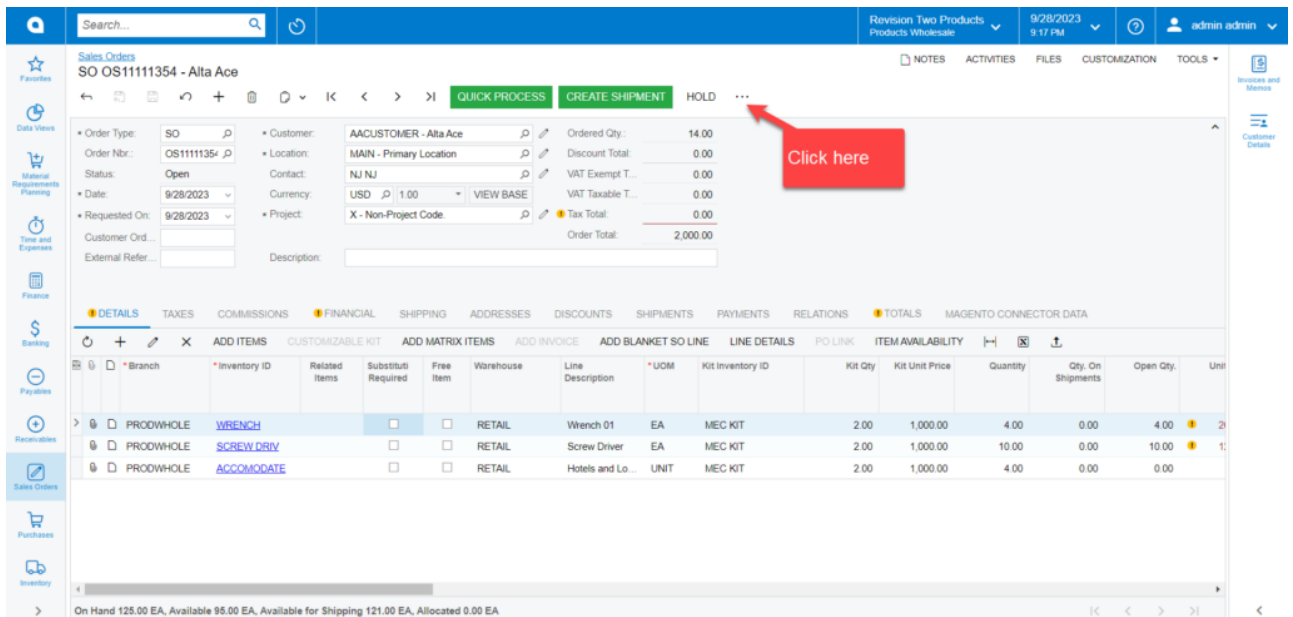
- On Clicking **[Customizable Kit Preferences]**, you will have Report Settings with Sales Order, Shipments, Invoices, and Print Pick List.
- To this we have three Report options.
  - Parent Only
  - Child Only
  - Both.
- To generate reports one of the options should be selected as shown in the figure.



The screenshot shows the 'Customizable Kit Preferences' screen. A red box highlights the 'REPORT SETTINGS' section, specifically the 'Child Only' dropdown menu. A red arrow points to the dropdown with the text 'Options available in the Report Settings'.

### Customizable Kit Preferences

- On Selecting the Report options, navigate to the sales order screen.
- Click on [...] as shown in the figure.



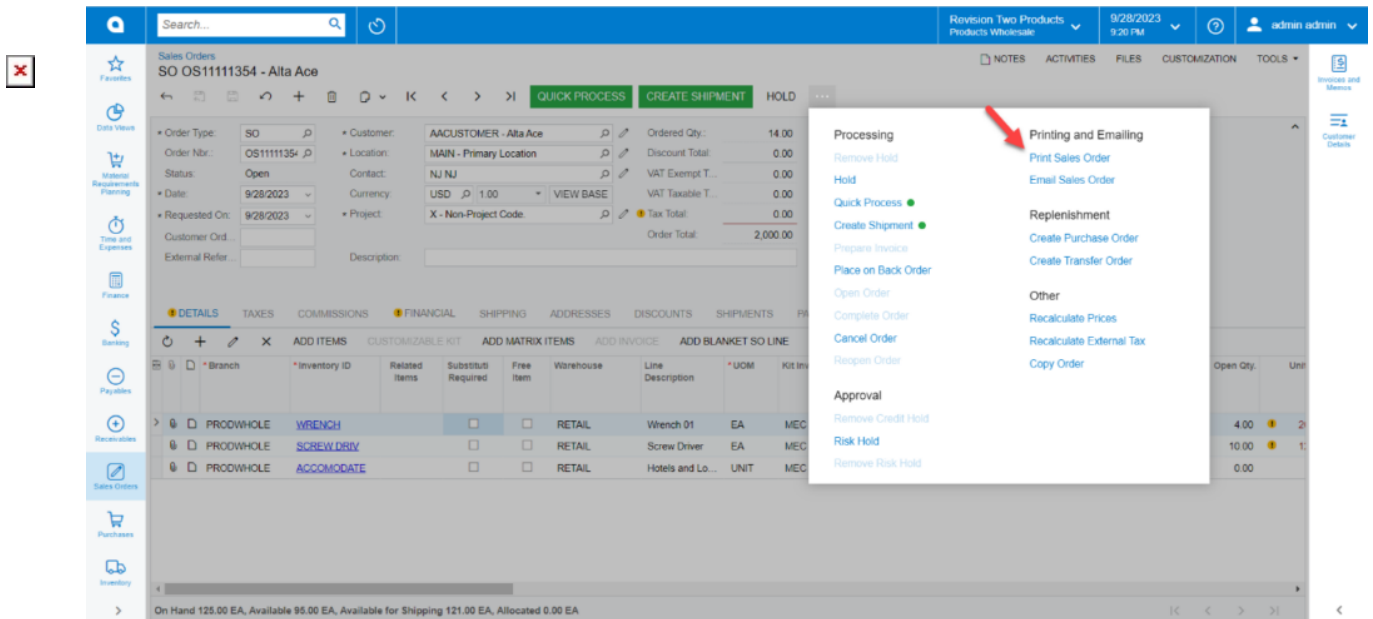
The screenshot shows the 'Sales Order' screen for 'SO OS11111354 - Alta Ace'. A red box highlights the 'HOLD' button, with a red arrow pointing to it and the text 'Click here'.

Branch	Inventory ID	Related Items	Substituted Required	Free Item	Warehouse	Line Description	UOM	Kit Inventory ID	Kit Qty	Kit Unit Price	Quantity	Qty. On Shipments	Open Qty.	Unit
PRODWHOLE	WRENCH				RETAIL	Wrench 01	EA	MEC KIT	2.00	1,000.00	4.00	0.00	4.00	2
PRODWHOLE	SCREW DRIV				RETAIL	Screw Driver	EA	MEC KIT	2.00	1,000.00	10.00	0.00	10.00	1
PRODWHOLE	ACCOMMODATE				RETAIL	Hotels and Lo...	UNIT	MEC KIT	2.00	1,000.00	4.00	0.00	0.00	

On Hand 125.00 EA, Available 95.00 EA, Available for Shipping 121.00 EA, Allocated 0.00 EA

### Sales Order screen to print Report

3. On clicking **[Print Sales Order]** you will get a report.



The screenshot displays the Kensium software interface for a Sales Order. The top navigation bar includes a search bar, a clock, and user information. The main header shows 'Sales Orders' and 'SO OS11111354 - Alta Ace'. A dropdown menu is open, showing various actions categorized under 'Processing', 'Printing and Emailing', 'Replenishment', 'Other', and 'Approval'. The 'Printing and Emailing' section is highlighted, and the 'Print Sales Order' option is selected, indicated by a red arrow. The background shows a detailed view of the sales order, including customer information, order details, and a table of items.

Branch	Inventory ID	Related Items	Substituted Required	Free Item	Warehouse	Line Description	UOM	Kit	Qty	Unit
PRODWHOLE	WRENCH				RETAIL	Wrench 01	EA	MEC	4.00	2
PRODWHOLE	SCREW DRIV				RETAIL	Screw Driver	EA	MEC	10.00	1
PRODWHOLE	ACCOMMODATE				RETAIL	Hotels and Lo...	UNIT	MEC	0.00	1

Print Sales Order Screen



KENSUM

Customizable Kits



Products Wholesale  
11235 SE 6th St.  
Suite 140  
Bellevue, WA, 98004  
Phone: 206-555-1212  
Web: www.revisiontwo.com

## Sales Order

Order No.: SO006773  
Order Date: 9/20/2023  
Delivery Date: 9/20/2023  
Customer ID: AACUSTOMER  
Currency: USD  
For: Amelia Armstrong

FOR:	SHIP TO:	BILL TO:
Alta Ace 156 10th Ave New York NY 10011 United States of America	Alta Ace 156 10th Ave New York NY 10011 United States of America Attn: Amelia Armstrong	Alta Ace 156 10th Ave New York NY 10011 United States of America Attn: Amelia Armstrong

CUSTOMER P.O. NO.	TERMS	CONTACT
	30 Days	Maxwell Baker, mbaker@revisiontwo.com
FOB POINT	SHIPPING TERMS	SHIP VIA

NO.	ITEM	QTY.	UOM	PRICE	DISC.	EXTENDED PRICE
1	WRENCH: Wrench	4.00	EA	312.50	0%	1,250.00
2	SCREQDRI: Screw driver	10.00	EA	75.00	0%	750.00
3	ACCOMMODATE: Hotels and Lodging	4.00	DAY	0.00	0%	0.00

Sales Order Report Preview