

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.

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 Dashboards Magento Connector 		Customers over the Credit Limit Days Sales Outstanding				
<		Unreconciled Transactions Available Quantity by Inventory II				>1 <

Data View

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





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Customizable Kit Preferences

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

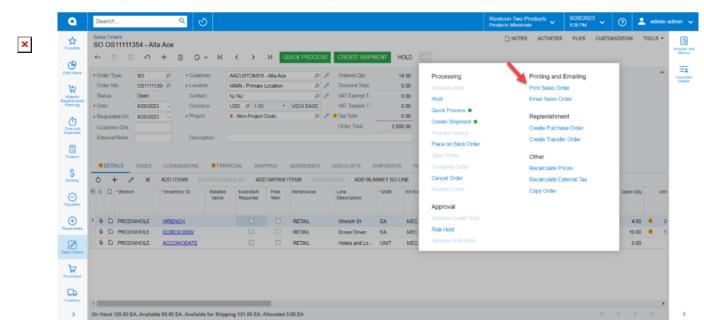
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Sales Order screen to print Report





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



Print Sales Order Screen





Products Wholesale

Bellevue, WA, 98004

11235 SE 6th St.

Suite 140

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The Cloud ERP

Sales Order

Order No.: Order Date: **Delivery Date:** Customer ID: Currency: For:

SO006773 9/20/2023 9/20/2023 AACUSTOMER USD Amelia Armstrong

Phone: 206-555-1212 Web: www.revisiontwo.com		
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

CUST	OMER P.O. NO.	TERMS			CONTACT				
		30 Days			Maxwell Bal	ker,mbaker@rev	isiontwo.com		
FOBP	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	ACCOMODATE: Hotels and Lo	dging	4.00	DAY		0.00	0%	0.00	

Sales Order Report Preview

