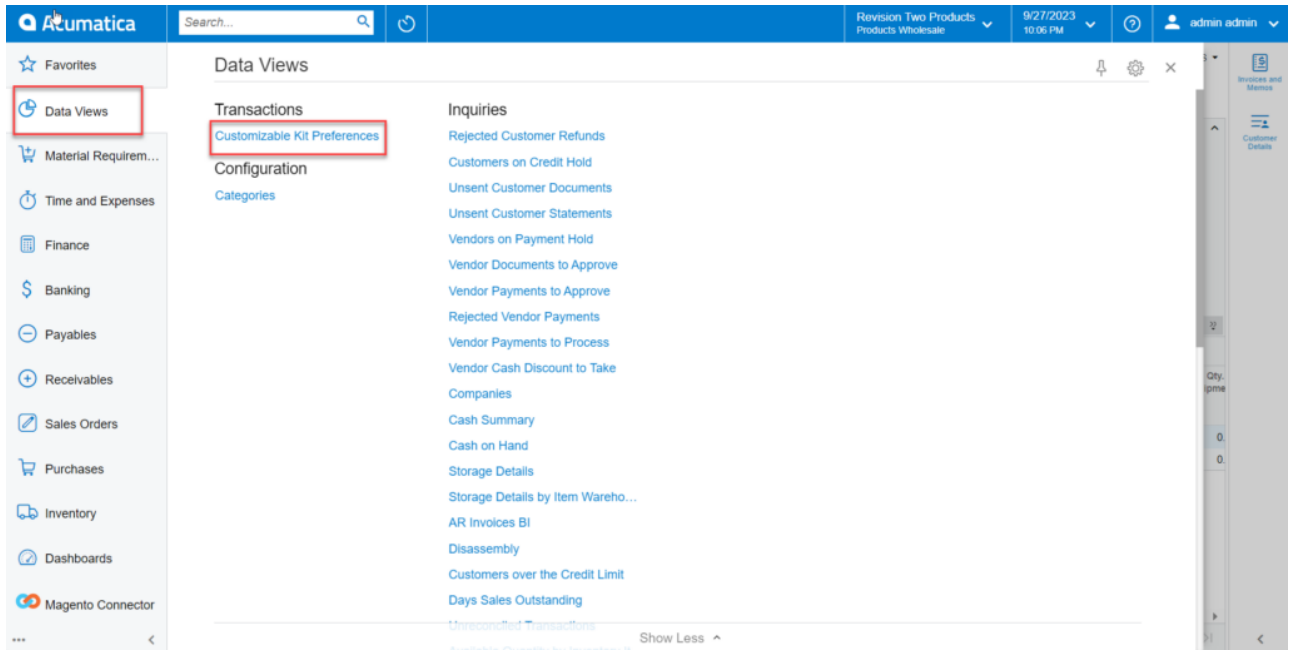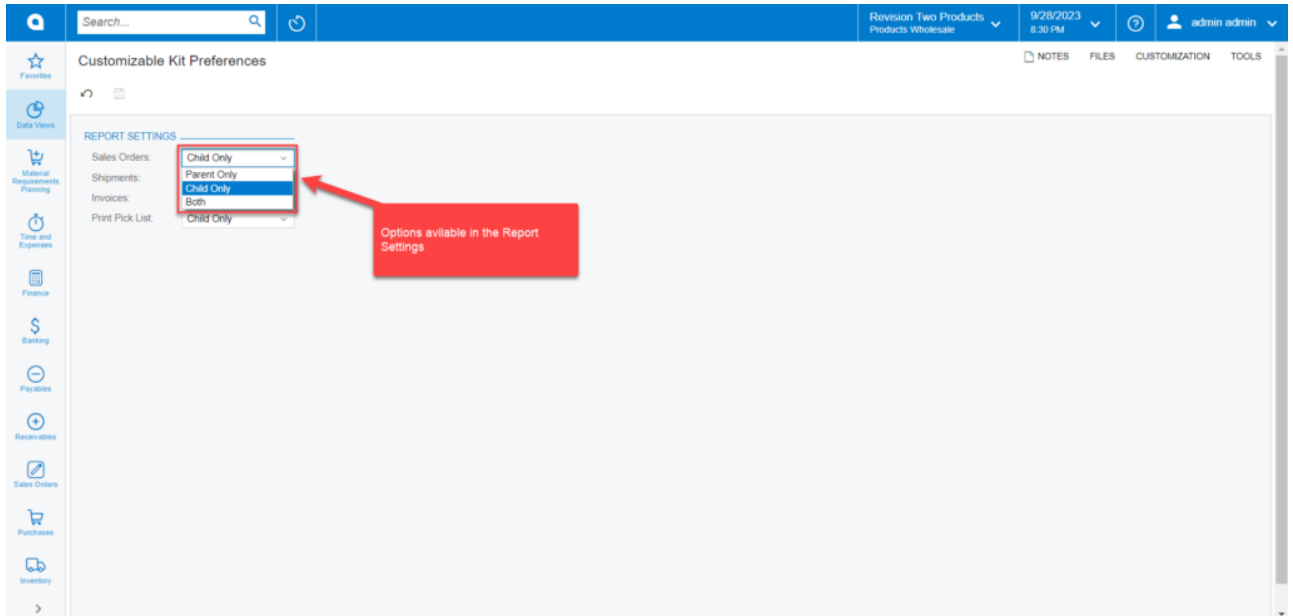# Viewing Reports

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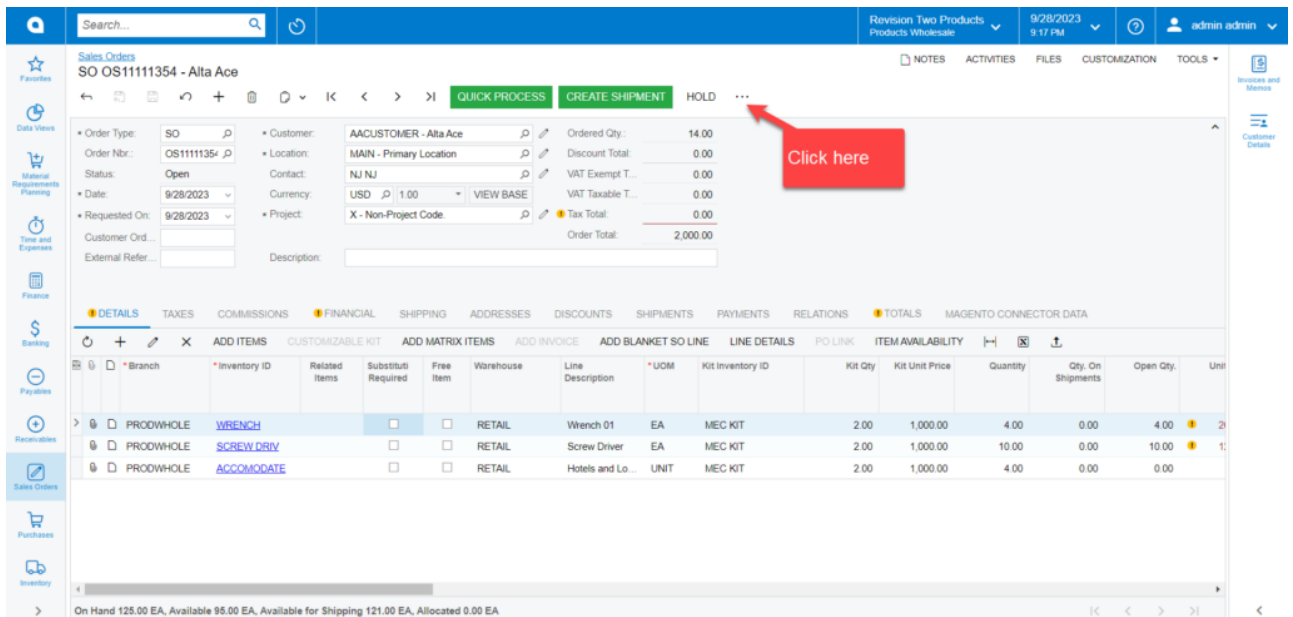2. Click on **[Customizable Kit Preferences]** under Transactions.

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.

Customizable Kit Preferences

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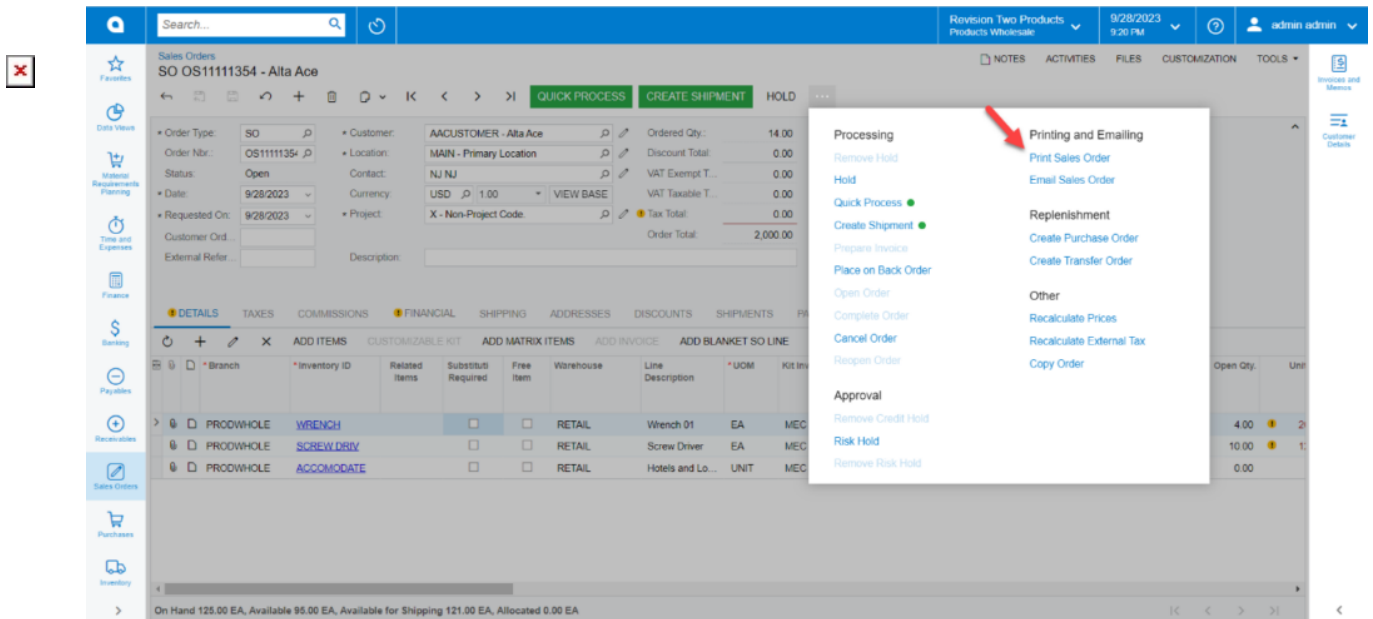- Click on **[...]** as shown in the figure.

Sales Order screen to print Report

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

Print Sales Order Screen

Sales Order

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

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

FOR:	SHIP TO:	BILL TO:
Alta Ace	Alta Ace	Alta Ace
156 10th Ave	156 10th Ave	156 10th Ave
New York NY 10011	New York NY 10011	New York NY 10011
United States of America	United States of America	United States of America
	Attn: Amelia Armstrong	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	ACCOMODATE: Hotels and Lodging	4.00	DAY	0.00	0%	0.00

Sales Order Report Preview