













Sales Detail Report

Last Modified on 11/03/2020 12:33 am EST

Go to the **Module** (menu) > **Store** > **Find a Report** > **Sales Detail** report to display a list of transaction details on items. This is sorted by date (descending order) and then by Item Number (alpha-numeric order).

Sales Detail Report								
← RETURN								
View 1 - 5 of 5 Print Export Refresh 5 columns hidden Show/Hide Columns Restore Columns								
Date	Item Number	Item Name	Qty	Amount	Note	Family	Student	
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	
9/8/2020	1234	Black and White Hoodie	1	25.00	Black and White Hoodie	Brown	Samantha	 
9/8/2020	1234	Black and White Hoodie	1	25.00	Black and White Hoodie	Brown	Leslie	 
9/8/2020	1234	Black and White Hoodie	1	25.00	Black and White Hoodie	Clements	Caroline	 
9/8/2020	GC-\$50	\$50 Gift Card	1	50.00	\$50 Gift Card	Clements	Debbie	 
9/8/2020	GC-\$50	\$50 Gift Card	1	50.00	\$50 Gift Card	Brown	Samantha	 



Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the **Reports** (menu) > **My Reports** for quick and easy access!