

# Viewing Existing Reports

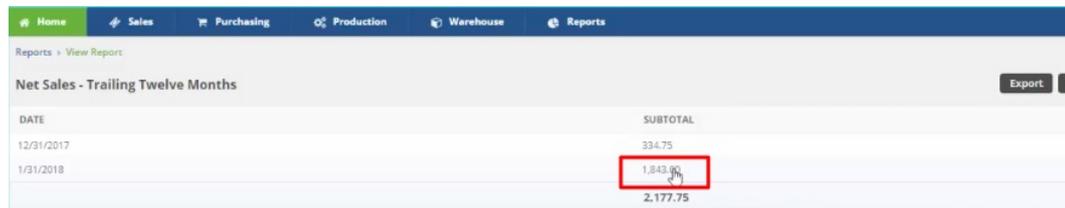
Last Modified on 02/13/2018 11:05 am EST

## Overview

One of the features of the Report tool is you can drill down to the details of the report. You can view more or less detail as needed with several clicks.

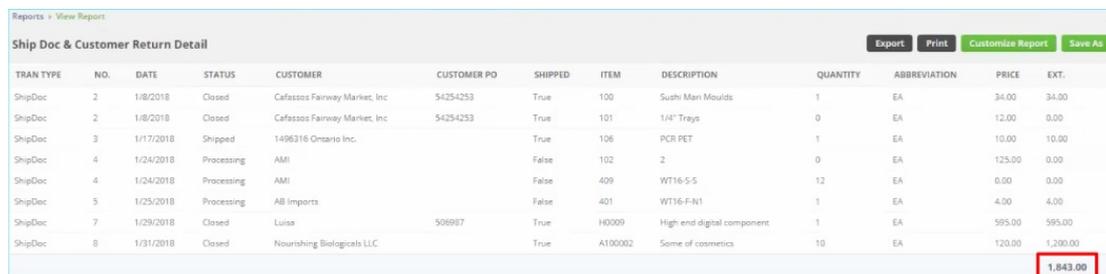
## Viewing Existing Reports

1. Access the report that you want to view from the Reports page.
2. Use any of the tabs (Frequently Run, My Reports and All Reports) to locate your report.
3. Click the link of your report.
4. Click the row of the of the detail that you want to expand.



DATE	SUBTOTAL
12/31/2017	334.75
1/31/2018	1,843.00
	2,177.75

Notice that in this example, the amount corresponds to the amount in the previous screen. The screen below shows the amounts, line by line, that added up to the sub-total.



TRAN TYPE	NO.	DATE	STATUS	CUSTOMER	CUSTOMER PO	SHIPPED	ITEM	DESCRIPTION	QUANTITY	ABBREVIATION	PRICE	EXT.
ShipDoc	2	1/8/2018	Closed	Cafasso's Fairway Market, Inc	54254253	True	100	Sushi Mani Moulds	1	EA	34.00	34.00
ShipDoc	2	1/8/2018	Closed	Cafasso's Fairway Market, Inc	54254253	True	101	1/4" Trays	0	EA	12.00	0.00
ShipDoc	3	1/17/2018	Shipped	1496316 Ontario Inc.		True	106	PCR PET	1	EA	10.00	10.00
ShipDoc	4	1/24/2018	Processing	AMI		False	102	2	0	EA	125.00	0.00
ShipDoc	4	1/24/2018	Processing	AMI		False	409	WT16-S-5	12	EA	0.00	0.00
ShipDoc	5	1/25/2018	Processing	AB Imports		False	401	WT16-F-N1	1	EA	4.00	4.00
ShipDoc	7	1/29/2018	Closed	Luisa	506987	True	H0009	High end digital component	1	EA	595.00	595.00
ShipDoc	8	1/31/2018	Closed	Nourishing Biologicals LLC		True	A100002	Some of cosmetics	10	EA	120.00	1,200.00
												1,843.00

5. Click the row to open up the record that you want to see

Reports > View Report

### Ship Doc & Customer Return Detail

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TRAN TYPE	NO.	DATE	STATUS	CUSTOMER	CUSTOMER PO	SHIPPED	ITEM	DESCRIPTION	QUANTITY	ABBREVIATION	PRICE	EXT.
ShipDoc	2	1/8/2018	Closed	Cafasso's Fairway Market, Inc	54254253	True	100	Sushi Men Moulds	1	EA	34.00	34.00
ShipDoc	2	1/8/2018	Closed	Cafasso's Fairway Market, Inc	54254253	True	101	1/4" Trays	0	EA	12.00	0.00
ShipDoc	3	1/17/2018	Shipped	1495316 Ontario Inc.		True	106	PCR PET	1	EA	10.00	10.00
ShipDoc	4	1/24/2018	Processing	AMI		False	102	2	0	EA	125.00	0.00
ShipDoc	4	1/24/2018	Processing	AMI		False	409	WT16-S-5	12	EA	0.00	0.00
ShipDoc	5	1/25/2018	Processing	AB Imports		False	401	WT16-F-N1	1	EA	4.00	4.00
ShipDoc	7	1/29/2018	Closed	Luisa	506987	True	H0009	High end digital component	1	EA	595.00	595.00
ShipDoc	8	1/31/2018	Closed	Nourishing Biologicals LLC		True	A10002	Some of cosmetics	10	EA	120.00	1,200.00
											<b>1,843.00</b>	

The next screen will show detailed information about the record selected.

### Ship Doc - 4

Create PDF EDIT Status: Processing

ITEM	DESCRIPTION	QUANTITY	UOM	PRICE	EXT.	TAX CODE	LINKEDINFO DOCNO	LINKEDINFO FILLED	LINKEDINFO ORDERED QUANTITY	VALUE AMOUNT	ACTIONS
409	WT16-S-5	12	EA	0.00	0.00	Non	9	12	12	0.00	🔍 🗑