How to view a Transaction Register (Details all transactions in a date range)

1. Select 'Reports' then 'Transaction Reports' then 'Transaction Register'

2. Select date range
3. Choose between 'Detailed' or 'Summary' -'Detailed' will list all consignments within the date range and 'Summary' will total Qty In and Qty Out within the date range.
4. Click on 'Run Report'

A transaction report will appear, from here you can either view on screen or select a file type you'd like to export it to and save or print.