

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.

Name	Date	ShipDate	Trans #	CustomerRef	Tracking #	QtyIn	QtyOut	Handling	Auto Handling	Materials	Storage	Auto Storage
Biscosa Trial	07/02/14	07/02/14	141	1407021218		3.0000		0.00	0.0000	0.00	0.00	0.00
	07/02/14	07/02/14	139	cleanup			37.0000	0.00	0.0000	0.00	0.00	0.00
						Total:	3.0000	37.0000	\$0.00	0.0000	\$0.00	\$0.00
						Facility Total:	3.0000	37.0000	\$0.00	0.0000	\$0.00	\$0.00

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