

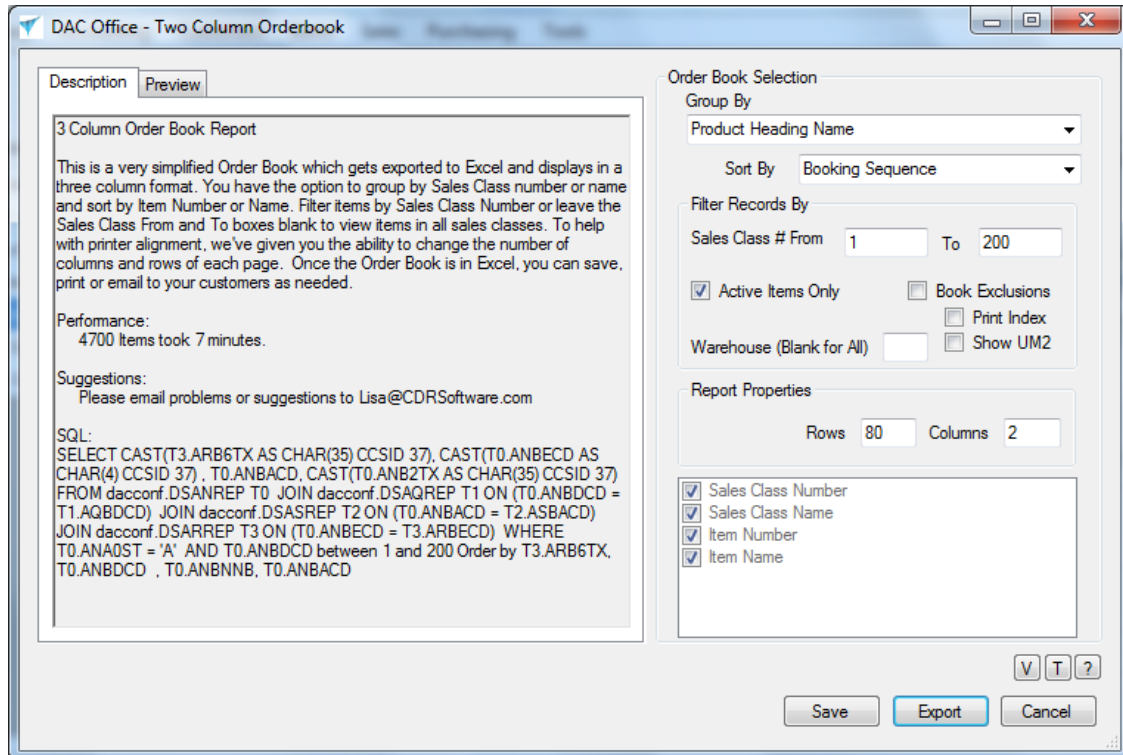
Overview

The Two Column Order book is exported as an Excel spreadsheet and contains 3 columns of items. It's used by retail customers to send in orders. There is a blank line next to the item intended for them to enter the quantity they want to order.

The book can be created by sales class range and there are multiple ways to filter the items.

- Active Items Only
- Book Exclusions
- Warehouse

Check the "Print Index" box to include an index on the report for very large order books. If you find that the report is breaking at the wrong spot, you'll need to adjust the Row value to get it just right.



Exported Report

Click the Export button to produce a three-tab spreadsheet. The first tab contains information on how you ran the report. The second tab contains the raw DAC data. The third tab is the 2-column report, generated using the raw data and the Report Property settings: Rows and Columns.

