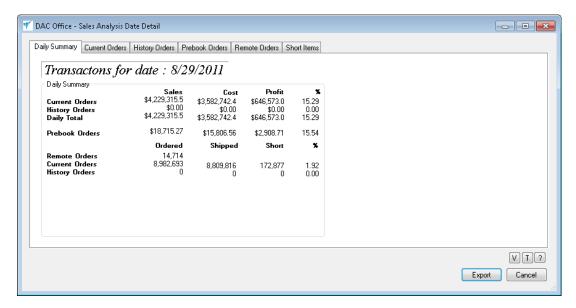
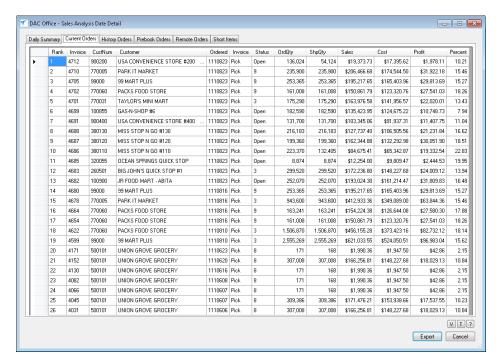
Overview

The Date Detail report shows all sales activity occurring on a particular day. Click on a tab to review specific information: Current Orders, History Orders, Pre-book Orders, Remote Orders and Short Items. The Summary tab shows an overview of the activity and what you can expect to see on the other tabs.



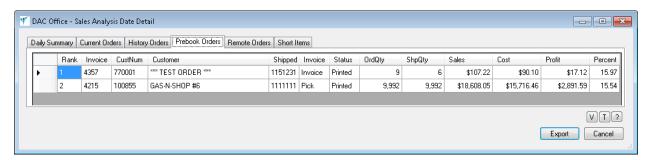
Current versus History Orders

Click on the Current Orders tab to review what is being sold throughout the day but has not yet been posted. Click on the History Orders tab to review what has been sold and posted on that day. If posting takes place more than once a day, you will see invoices on both tabs. In most cases, invoices will show up on the Current Orders tab until posting occurs at end of day and then they will show up on the History tab.



Pre-book and Remote Orders

Click on the Pre-book Tab to see orders that haven't been posted with a ship date greater than the selected day. Click on the Remote Orders tab to review the orders sent in via remote devices that have not yet be processed and moved to the Current Orders tab.



Short Items Tab

Click on the Short Items tab to review the items sold in detail. All items with a shipped quantity less than the ordered quantity will show up here. There are a multitude of reasons why this could have occurred; inventory outages, unauthorized item, etc.

