

How to Generate the Advertising Summary by Sale



Overview

The advertising summary shows, for each sale, the advertising items entered on the property tab of the Sales Detail along with information whether they have been actioned or charged.

Steps

1. Go to **Reports > Sales > Advertising Summary By Sales**

Select Criteria as required:

- You can select All Vendors, a range or select a specific Vendor.
- Group - If sales groups are setup, select the required group
- Status - You can filter this by the status of the sale
- Salesperson - You can filter this by select All or a particular salesperson
- Print each sales on separate page - Tick if you would like a separate page for each sale
- Incl Completed/fallen over - Tick if you would like sales that are marked as completed fallen over

Selection		Advanced	
Month to Print	Current	Group	
<input checked="" type="radio"/> All		Status	All
<input type="radio"/> Range	Start at Alpha Index <input type="text"/>	Salesperson	All
	Finish at Alpha Index <input type="text"/>		
<input type="radio"/> Select	<input type="text"/>		
		Print each sale on separate page	<input type="checkbox"/>
		Incl. Completed/Fallen Over	<input type="checkbox"/>

Orientation F1	Font Select F2	Printer Select F3	Print - F12	Preview - F11	Export - F10	Cancel - ESC
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2. Click on **Print-F12** or **Preview-F11**

ADVERTISING SUMMARY BY SALE

Records selected: 1
 Status: All
 Salesperson: All
 Group: All

Sale Account	Date	Creditor	Description	Amount	Actioned	Charged
WINDSOR	MS ELIZABETH WINDSOR 444 BUCKINHAM PLACE Property - 444 BUCKINHAM PLACE WESTMINSTER WA Marketing Plan: Premium Advertising Budget: \$5,000.00					
	02/04/2015	ROCKADV	West Australian 4/4/15	\$950.00	Y	Y
	02/04/2015	ROCKADV	West Australian 11/4/15	\$950.00	Y	Y
	02/04/2015	ROCKADV	West Australian 18/4/15	\$950.00	Y	Y
	07/04/2015	ROCKADV	Sign Board	\$750.00	Y	Y
	07/04/2015	ROCKADV	Brochures & Flyers	\$845.00	Y	Y
	07/04/2015	ROCKADV	The Times 4/4/15	\$400.00	Y	Y
	Total Collected		\$5,000.00	Total Charged		\$4,845.00
	Total Actioned		\$4,845.00	Total Actioned not Charged		\$0.00
	Total Owing		\$155.00	Total not Actioned		\$0.00

Number of items - 1

This summary shows the details of the sale and includes such information as the advertising budget and plan, together with details of each item and indicates if these items have been action and charged.

The report also shows the total collected, actioned, owing, charged etc.

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