# **Sales by Items Sorted -Quantity Sold**



IN MANAGER MODE: Go to Reports

1. Select Reports Button

1

Manager Mode

## **Sales by Items Sorted -Quantity Sold**



### **REPORT CENTER:**

2

- 1. Under Report Type, Select Sales Report
- 2. Under Report, Select Items Sorted
- 3. Select Run Report (F7)

### **Sales by Items Sorted -Quantity Sold**



### **REPORT CENTER:**

3

- 1. Set Date/Time Range (F2), Report will default to today
- 2. Select Quantity Sold
- 3. Select Print (F7)

# **Sales by Items Sorted -Quantity Sold**



### **REPORT CENTER:**

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- 1. Report is sorted list from most sold to least
- 2. Note Profit % Margin