

Client Total Invoices Report

Overview:

The Client Total report will select all the invoices for a selected period. This data can be viewed or printed to a report by the total amount of the invoices for the clients, or select a client to display all the invoices for the period for that client. The invoices can also be viewed by Division, the Sales ID code, or Employee Code.

To access the Client Total Invoices Report

From the OPTO ribbon, select the 'Management' tab and **click** on the 'Client Total' icon. Select the required date period by either typing in the dates or **click** on the 'Calendar' buttons and select a date, **click** on the 'Refresh' button (circled below). The window will display on the left side, all the clients that had been invoiced during the selected date range and the total amount invoiced. The total cost and the margin will also be displayed. The report can be customised by selecting the tick box options or by filling the **Category** or **Div** (Division) fields. To view the all the invoices for an individual client **dbl-click** on the required client. All the invoices for that client will be displayed on the right side of the window.

Client Total

Date From: 17/10/2015 Company: <Any> Client Code: <Any>
 Date To: 17/10/2017 Div: <Any> Transfer: <Any>

Client Detail Division Sales ID Emp Code

Client Code	Client Name	Div	Total Amount	Total Cost	Marg%
BANDRLL	Bandicoot Drilling Pty Ltd	2	\$26,101.93	\$17,564.88	32.71
FERRET	Ferret Earthmoving Pty Ltd	1	\$2,872.93	\$2,501.19	12.94
BEAVER	Beaver Manufacturing Co	1	\$2,813.75	\$1,412.19	49.81
CASH	Cash Sales	1	\$1,871.10	\$1,132.50	39.47
AUST_WIDE	Australia Wide Transport	1	\$730.00	\$2,121.44	-190.61
CAM_METALS	Camelot Sheetmetals Works	1	\$16,841.23	\$6,352.30	61.83
LUSH_LAND	Mower Land Pty Ltd	1	\$5,699.40	\$3,979.42	30.18
WOMBAT	Wombat Holdings	1	\$16,297.25	\$2,900.80	82.2

Inv No	Inv Date	Cnt	Tot Amt	Tot Cost	User
2025	26/10/15	3	\$1,299.13	\$931.31	USER11
2031	29/01/16	1	\$527.00	\$85.00	ITMS
2037	29/01/16	1	\$135.00	\$98.00	ITMS
2039	23/03/16	2	\$32.80	\$112.25	ITMS
2041	09/06/16	2	\$18,385.00	\$13,534.51	ITMS
2044	05/10/17	2	\$5,723.00	\$2,803.80	OPTO

Click on the 'Division' tab and **dbl-click** on a division to view the invoice total amounts by individual divisions.

Client Total

Date From: 17/10/2015 Company: <Any> Client Code: <Any>
 Date To: 17/10/2017 Div: <Any> Transfer: <Any>

Client Detail **Division** Sales ID Emp Code

Div	Division Name	Total Amt	Total Cost	Profit	Div %	Margin %
2	COMPANY TWO	\$14,711.43	\$4,045.18	\$10,666.25	20.15	72.50
1	COMPANY ONE	\$52,458.16	\$31,017.74	\$21,440.41	71.83	40.87
3	DIVISION 3	\$135.00	\$98.00	\$37.00	0.18	27.41
		\$5,723.00	\$2,803.80	\$2,919.20	7.84	51.01

Inv No	Inv Date	Cnt	Tot Amt	Tot Cost	User
2025	26/10/15	3	\$1,299.13	\$931.31	USER11
2036	29/01/16	4	\$13,347.50	\$2,980.00	ITMS
2039	23/03/16	2	\$32.80	\$112.25	ITMS
2046	09/10/17	1	\$32.00	\$21.62	OPTO

Click on the 'Sales ID' tab and **dbl-click** on a sales ID to view the invoice total amounts by individual sales person.

Sales ID	EMP Name	Total Amt	Total Cost	Marg %
		\$12,454.31	\$10,636.24	14.60
1	Robert JONES	\$43,405.05	\$20,891.19	51.87
32	Larry Moreton	\$0.00	\$1,620.00	0.00

Inv No	Inv Date	Cnt	Tot Amt	Tot Cost	User
2027	28/10/15	1	\$2,800.00	\$1,420.19	ITMS
2035	29/01/16	3	\$16,297.25	\$2,900.80	ITMS
2037	29/01/16	1	\$135.00	\$98.00	ITMS
2039	23/03/16	2	\$32.80	\$112.25	ITMS
2041	09/06/16	2	\$18,385.00	\$13,534.51	ITMS
2044	05/10/17	2	\$5,723.00	\$2,803.80	OPTO
2046	09/10/17	1	\$32.00	\$21.62	OPTO

Click on the 'Emp Code' tab and **dbl-click** on employee number to view the invoice total amounts by individual employee.

Emp Co	Emp Name	Total Amt	Total Cost	Margin %
32	Larry Moreton	\$8,235.38	\$4,458.06	45.87
		\$22,758.98	\$10,886.80	52.16
4	Ian CAPTAIN	\$4,056.00	\$2,969.43	26.79
12	Wendy WELLINGTON	\$19,070.50	\$5,783.80	69.67
14	Edward ENGLISH	\$18,385.00	\$13,534.51	26.38
18	Norman NORRIS	\$521.73	\$332.11	36.34

Inv No	Inv Date	Client Code	Cnt	Tot Amt	Tot Cost	User
2025	26/10/15	BANDRILL	3	\$1,299.13	\$931.31	USER11
2027	28/10/15	BEAVER	1	\$2,800.00	\$1,420.19	ITMS
2031	29/01/16	BANDRILL	1	\$527.00	\$85.00	ITMS
2037	29/01/16	BANDRILL	1	\$135.00	\$98.00	ITMS
2038	03/02/16	CASH	1	\$623.70	\$377.50	ITMS
2039	23/03/16	BANDRILL	2	\$32.80	\$112.25	ITMS
2040	26/05/16	BEAVER	3	\$13.75	-\$8.00	ITMS
2045	09/10/17	CAM_METALS	1	\$2,772.00	\$1,420.19	OPTO
2046	09/10/17	FERRET	1	\$32.00	\$21.62	OPTO

All the lists in this window can be printed by exporting the tables to Excel™. Save the file as necessary then print the saved report and send an email as normal. Close the 'Client Total' window when finished.