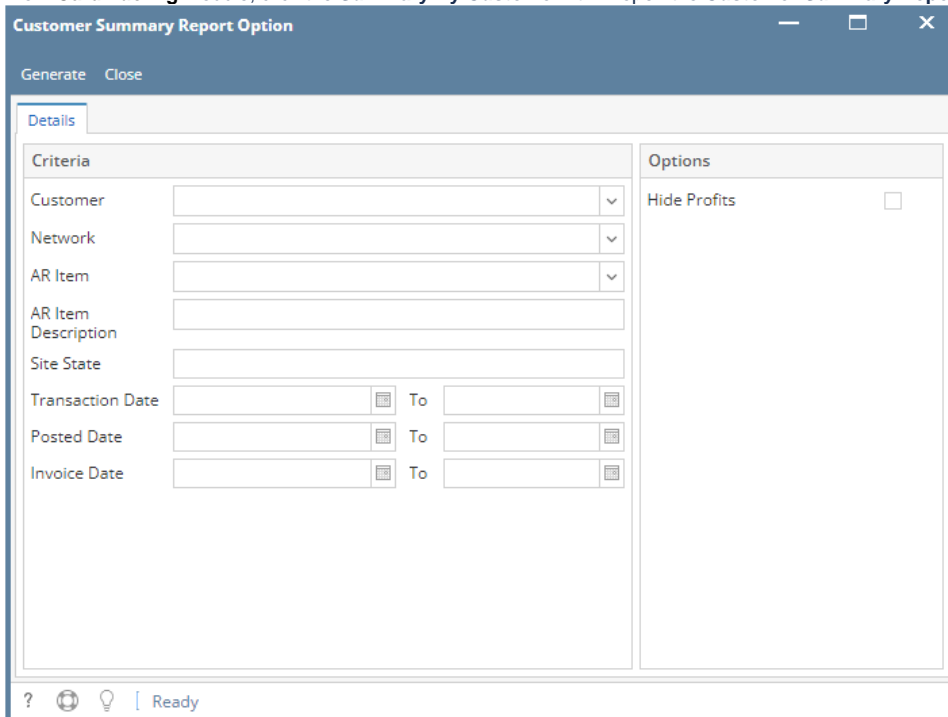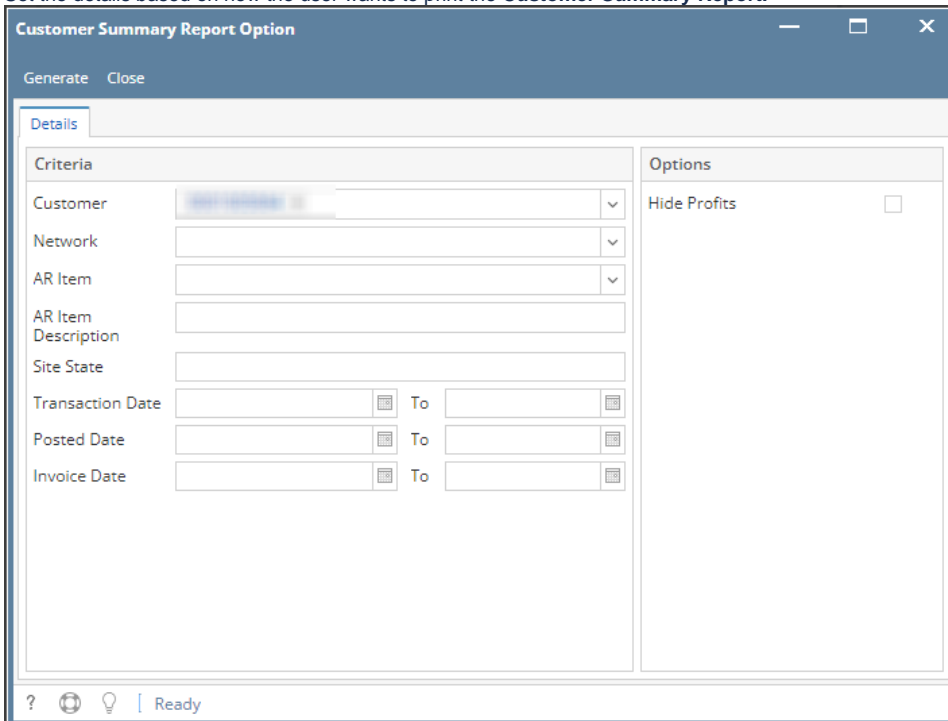# How to Print Summary By Customer Report

1. From **Card Fueling** module, click the **Summary By Customer**. It will open the **Customer Summary Report Option** screen.

2. Set the details based on how the user wants to print the **Customer Summary Report.**

3. Click the **Generate** button. Report will be generated.

On **Report Viewer** screen, click Print icons (for printing current page and for all pages) to produce a hard copy of customer invoices. Click Save icons (for exporting the current page and for all pages) to save a copy to your computer. To select type of copy, select on the drop down (marked).

4. There is an additional option in printing this report. The user may checked or unchecked the **Hide Profits** checkbox.
If the user will not check it, Profits will be visible in the report.

If the user will check it, Profits will be **NOT** visible in the report.

Generate   Close

Details

Criteria

Customer	[blurred] ▾
Network	▾
AR Item	▾
AR Item Description	
Site State	
Transaction Date	[ ] 📅 To [ ] 📅
Posted Date	[ ] 📅 To [ ] 📅
Invoice Date	[ ] 📅 To [ ] 📅

Options

Hide Profits ☑

? ⊕ 💡 | Ready

Report Viewer - Transaction Summary By Customer

Archive   Close

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Summary by Customer

06/23/2023

[blurred customer]

			Quantity	Sales Amt
DDSL Dyed Diesel	D2D #2 Dyed Diesel (low sulfur)		30.000	40.48
	DDSL Totals . . .		30.000	40.48
Gasoline Gasoline	87G-T786 87 Unleaded Gasoline-T786		111.850	869.98
	Gasoline Totals . . .		111.850	869.98
	Customer Totals . . .		141.850	910.46

Grand Total By Transaction Type

	Quantity	Sales Amt	GP Amt	Margin	GP %
Local/Network Totals . . .	141.850	910.46			
			719.19	5.07	79.0

Printed By: BKELY ADMIN   Date Created: 23-06-2023 9:59 pm

Filter Name	Condition	From	To	Operator
Customer Number	IN	[blurred]		AND