How to Print Purchase Summary

1. From Card Fueling module, click the Purchase Summary. It will open the Purchase Summary Report screen.

Purchase Summary Report				-		×
Run Reload Close						
Details Invoices						
Criteria						
Customer						Q,
Transaction Date		То				
Posted Date		🗐 То	22/06/2023			
Options						
Primary Totals	Totals Only	~				
Include Summary Sections	\checkmark					
? 🔘 🖓 5.08s 🛛 Edited					G	Refresh

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

Purchase Summary	Report	—		×
Run Reload Close				
Details Invoices				
Criteria				
Customer	State - Franking			Q,
Transaction Date	То			
Posted Date	To 22/06/2023			
Options				
Primary Totals	Totals Only 🗸			
Include Summary S	Sections 🔽			
? 🔘 🖓 0.63s	Edited		C	Refresh

3. Click the Run button. Report will be generated.

Purchase Summary Report				—		×
Run Reload Close						
Details Invoices						
Criteria						
Customer	along:					Q,
Transaction Date		То				
Posted Date		То	22/06/2023			
Options						
Primary Totals	Totals Only	~				
Include Summary Sections	\checkmark					
? 🔘 🖓 0.63s 🛛 Edited					Ç	Refresh

Purchase Summary Report —	⊐ ×
Run Reload Close	
Details Invoices	
Email 🛱 Print Export • 🔠 View • Filter (F3)	スメビン
Customer Number Customer Name Status	Email
Ready	\checkmark
? 💭 🖓 0.63s 🛛 Edited	C Refresh

4. Click the Reload button to refresh the data.

Purchase Summary Report	—	□ ×
Run Reload Close		
Details Invoices		
🖂 Email 🛱 Print Export 🗸 🔡 View 🗸 Filter (F3)		К Л И Ч
Customer Number Customer Name	Status	Email
300110050ar Smith Providing	Ready	\checkmark
? 💭 🖓 0.63s [Edited		C Refresh

5. Select the target record. Click the Email button. A pop-up message will display for the status of the email.

Purchase Summary Repo	rt	-	□ ×
Run Reload Close			
Details Invoices			
🖂 Email 🖨 Print Expo	rt - 🔠 View - Filter (F3)		ドマレン
Customer Number	Customer Name	Status	Email
✓ 1001-0000.01	South Products	Ready	~
			Clarket
Ƴ 💭 ॷ 0.63s Edi	ted		Refresh

Email Successfully Sent successfully sent.

×

6. Select the target record. Click the Print button.

1

Run Reload Close	
Details Invoices	
Email Print Export - 🗄 View - Filter (F3)	КЛ КУ
Customer Number Customer Name Status	Email
Ready	✓
2 0 0.635 Edited	fresh

Report Viewer - Purchase Summary Report		×
Archive Close	000	
A B B K 4 Page 1	▼ of 1 ▶ N 🖪 🖽 Pdf ▼	
00	Purchase Summary Rin Date 06222023	
	Bill Ter Kongel Frankrig Mitte Banke Vanamen Krie Fan Hongen, R. All D	
	Department Grouping	
	Vehicle Date Odom Mog Card Product Otv Price Total \$	
	Miscellaneous: No Starting Odometer	
	Fuel CPM: Total Miles: 0 Avg, MPG: 0 # Trans: 7 77.000 487.97	
	Miscellaneous: Job #1 No Starting Odometer	
	Fuel CPM: Total Miles: 0 Avg. MPG: 0 # Trans: 2 13.000 36.13	
	Miscellaneous: Job #3 No Starting Odometer	A sticute Mindaus
? 🗊 🖗 🛛 Ready		Go to Settings to activate Verderesh

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).

7. Select the target record. Click the Export button.

	y Report	—	□ ×
Run Reload Clos	e		
Details Invoices]		
Email 🖨 Print	Export - ⊞ View - Filter (F3)		К Л И У
Customer Num	be CSV (Comma Delimited)	Status	Email
 300350000000 	Text (Tab Delimited)	Sent	~
	Excel		
-	PDF		
	Schema Only		
2 🕅 0 0.630	Editod		C Pefrech
: 🌒 y 0.03	Euleu		
Save As	wait		
$\leftrightarrow \rightarrow \checkmark \uparrow$			×
	> Downloads	✓ C Search Download	x م is
Organize 🔻 New fold	▶ > Downloads	✓ C Search Download	is p
Organize New fold Home	► > Downloads ler Name	C Search Download	x ds ♪ ≣ • ? Size
Organize ▼ New fold	er Name V Last month	C Search Download	is p \equiv ? Size
Organize New fold Organize New fold Organize Organize New fold Organize New fold New fo	ler Name V Last month	C Search Download Date modified Type 31/05/2023 3:52 pm Microsoft E	x ts p ≣ • € Size Excel Co 1
Organize New fold Home OneDrive Desktop	er Name Last month	C Search Download Date modified Type 31/05/2023 3:52 pm Microsoft E 31/05/2023 1:18 pm Microsoft E	tis Size Size Sixcel Co 1
Organize ▼ New fold	Pownloads Iter Name Last month	V C Search Download Date modified Type 31/05/2023 3:52 pm Microsoft E 30/05/2023 1:18 pm Microsoft E	x is P Size Size Excel Co 1 Excel Co 2 Excel Co 2
Organize ▼ New fold	er Name V Last month	C Search Download Date modified Type 31/05/2023 3:52 pm Microsoft E 31/05/2023 1:18 pm Microsoft E 30/05/2023 2:19 pm Microsoft E	x ds ⇒ Size Size Size Size Size Size Size Size Size
Organize ▼ New fold	er Name V Last month	C Search Download Date modified Type 31/05/2023 3:52 pm Microsoft E 31/05/2023 1:18 pm Microsoft E 30/05/2023 2:19 pm Microsoft E	x is p Size Size ixcel Co 1 ixcel Co 2 ixcel Co 2
Organize New fold Home OneDrive Desktop Downloads Documents Pictures	 > Downloads ler Name > Last month I have a set of the se	C Search Download Date modified Type 31/05/2023 3:52 pm Microsoft E 31/05/2023 1:18 pm Microsoft E 30/05/2023 2:19 pm Microsoft E	x ds p E • C Size Excel Co 1 Excel Co 2 Excel Co 2
Organize New fold Home OneDrive OneDrive Desktop Downloads Documents Pictures File name: Inve Save as type: Micr	Pownloads Iast month Last month Substrained and the second sec	C Search Download Date modified Type 31/05/2023 3:52 pm Microsoft E 31/05/2023 1:18 pm Microsoft E 30/05/2023 2:19 pm Microsoft E	x is p Size Size Size Size Size Size