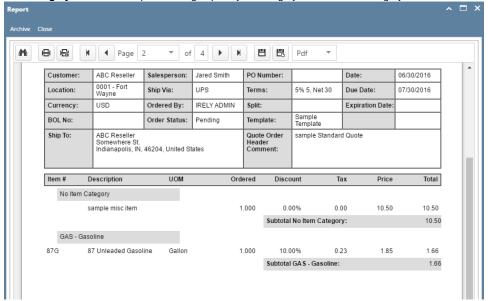
How Template affects the Quote Report Format

The Organization and Titles options on Quote Template screen have a direct impact on the format of the Quote Report.

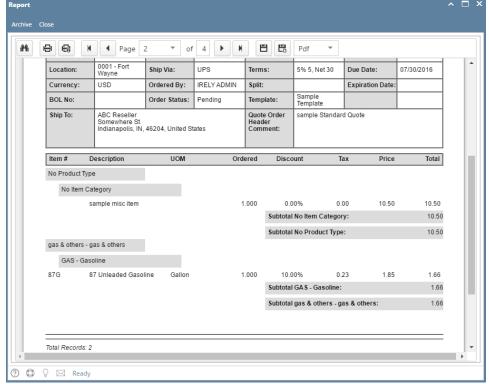
Organization

Use this to define how the item will be grouped on Quote Report. Options are Item Category, Product Type, and Item Name.

1. Item Category - the item on report will be grouped by its Category. Items without category will be under 'No Item Category' group.

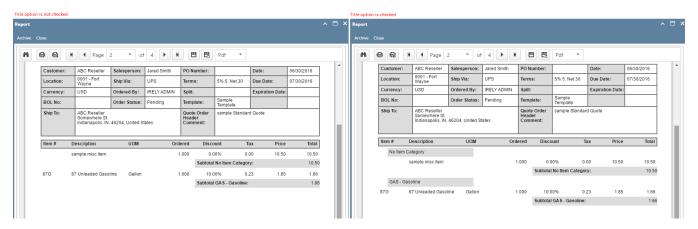


2. **Product Type** - the item on report will be grouped based on existing Product Types. Items categories that are not included in any Product Type setup will be under 'No Product Type' group.



3. Item Name - the item on report will follow the arrangement of items on Quote screen.

If selected, titles of categories or product types will be displayed on the Quote Report. Note that this will have impact on report format if Organization is set to either Item Category or Product Type.



Related Topics

- How to Print Quote Report
- How Template affects Printing of Quote