Excel Sales Document Report

Cavallo Support - 2024-11-22 - Reporting

Overview

Using the Sales Pad Excel Sales Document report, along with an Excel spreadsheet containing merge fields, you can create an Excel spreadsheet report for an existing sales document. Merge fields will insert predefined information from the sales document into the spreadsheet report. You can create more than one Excel spreadsheet with different levels of detail, and select from those files to choose the level of detail displayed on the printed sales document.

Security

Excel Sales Document must be enabled in the Security Editor. Print Report

- If Invoice Reports, Order Reports, Quote Reports, or Return Reports are not blank (enabling all), the Excel Sales Document report must be added to the list of reports that can be used under the applicable sub- setting(s).

Setup

First, create an Excel file template, much like you would create a template for a Printed Report. This template can include the company logo and standard wording that will apply to all printed documents using this template. It must contain merge fields that will pull information specific to each sales document onto the report. Place the desired merge fields from the list below into the appropriate areas of the template. Here is a list of merge fields that can be used:

Excel Value	Sales Document Value
=	Sales_ Doc_ num
=	Sales_ Doc_ num
=	Current Date
=	Document Date
=	Customer Name
=	Contact Person
=	Ship To Phone 1
=	Customer Number
=	Document Date
=	Sales Person Id
=	Shipping Method ID
=	Payment Terms
=	Customer PO Number
=	Comment
=	Notes
=	Customer Ship To Contact Person
=	Customer Ship To Contact Person
=	Document Date
=	Customer Card Email Address
=	Sales Document Bill To Address
=	Sales Document Ship To Address
=	Sales Document Subtotal
=	Sales Document Freight
=	Sales Document Tax
=	Sales Document Total
=	Contact

= Document Shipping Email Address
= Phone
= Bill To
= Ship To

Line Items:

= Quantity Ordered
= Quantity Shipped
= Item Number
= Item Description
= Unit Price
= Sell Price
= Extended Price
= Extended Price
= Serial Number

Usage

To print the report,

1. In Sales Pad, open a sales document and click **Print**
2. Select Excel Sales Document from the list of Available Reports
3. Click **Print** or **Preview**. You will be prompted to open the Excel spreadsheet.
   Note: Sales Pad will open any . xls file and will merge with only the first worksheet in the file
4. Select the file and click **Open**. Any merge fields will be replaced with the corresponding information from the open sales document
5. You can now modify the spreadsheet and print, fax, or email it as needed

Note: Due to limitations in Microsoft, the max transfer for any field is 255 .