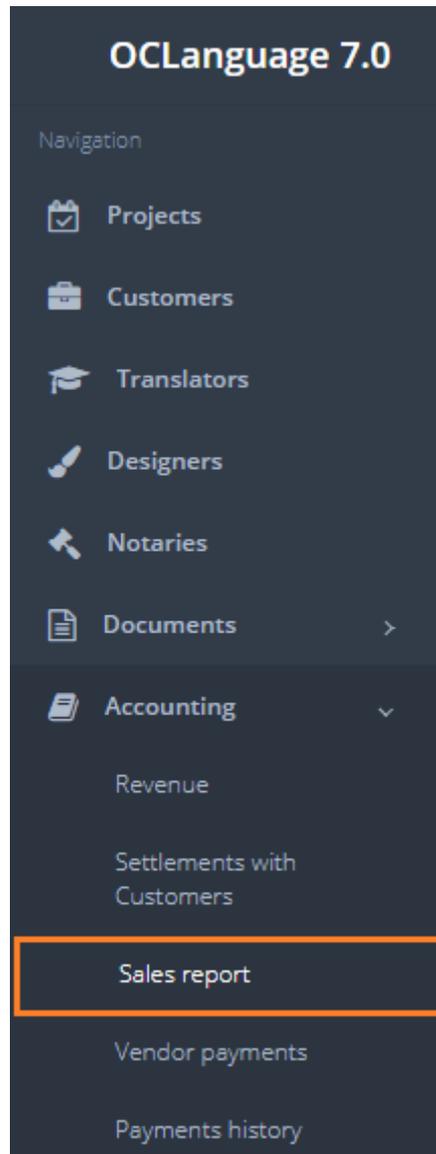


## 4.1. Sales report

To browse Sales report click “Accounting -> Sales report”.



To gather statistics fill the data in the “Search” field. If no data is supplied and the user clicks “Search”, the system will not gather any data. This approach has been chosen to save the system resources while supplying the user with massive (and in most cases not needed) data amount.

In case you need to filter data by sorting information in a particular column from A to Z and vice versa by clicking on the column name.

Export											
Project	Deadline	Languages	Type	Amount	Customer	Vendor	Manager	Price	Cost	Paid to vendor	Finished
17-001	27.07.2017	-	Written translation	7200 characters (calculation of original document)	Линкевич Ева		Veretina Maria	40.00 USD	10.00 USD	No	No
90-001	19.07.2017	ENG->HUN	Written translation	5 pages (calculation of original document)	Smith John	Fast translations Ltd.	Karlis	0,00 USD	60.00 USD	No	No

! Please fill in the data to minimize affect to system performance.

Every line in the Sales report replicates one task from the project section. For example, if you have 20 tasks in total for written translation in the project section (might be either under 1 project or many projects), then you should have 20 lines in the Sales report (if the box “Written translation” is checked and no other search parameters have been applied).

Search parameters are described in the table below.

<b>Field</b>	<b>Description</b>
<b>Completion date from</b>	Refers to project tasks deadline
<b>Completion date to</b>	Refers to project tasks deadline
<b>Customer</b>	Customer’s name
<b>Translator</b>	Translator’s name
<b>Sworn translator</b>	Sworn translator’s name
<b>Manager</b>	Manager’s name
<b>Branch</b>	Translation agency’s name
<b>Written translation</b>	Check the box, if you are looking for written translation tasks
<b>Oral translation</b>	Check the box, if you are looking for oral translation tasks
<b>Translator services</b>	Check the box, if you are looking for translator services (selection, literary editing, validation, layout, proofreading) tasks
<b>DTP</b>	Check the box, if you are looking for layout design tasks
<b>Notary certification</b>	Check the box, if you are looking for Notary certification tasks
<b>Sworn translator</b>	Check the box, if you are looking for tasks that are handled by sworn translators
<b>Other task</b>	Check the box, if you are looking for other tasks (In tasks section the task type marked as “other”)
<b>Task paid to performer</b>	Check the box, if you wish to see tasks with closed payments to vendors
<b>Task completed</b>	Check the box, if you wish to see payments for completed tasks

Written translation, translation services, DTP, Notary certification, sworn translation and other task – all of these are replica of written translation task types.

After the user has clicked “Search”, the system supplies it with 2 tables:

- Sales transactions table
- Revenue/currency table.

**Export**

Project	Deadline	Languages	Type	Amount	Customer	Vendor	Manager	Price	Cost	Paid to vendor	Finished
 95-007	15.06.2017 16:00:00	ITA->RUS	Oral translation	8.00 hours	MTI	Stratelli Mia	Jegorovs Olegs	41.00 EUR	18.00 RUR	<b>Yes</b>	<b>Yes</b>

Tasks	EUR	RUR
1	41.00	-18.00

In the table below you can see the description of fields related to sales transactions.

Column name	Description
<b>Project</b>	Equals to project <u>document</u> number
<b>Deadline</b>	Task deadline
<b>Languages</b>	Language pair
<b>Type</b>	Translation type (written/oral)
<b>Amount (for the Customer)</b>	Amount for the Customer (manager's specified amount of translation), data taken from task details Calculation from original/translated document – data taken from the project document's data
<b>Customer</b>	Customer's name
<b>Vendor</b>	Vendor's name
<b>Manager</b>	Responsible manager's name for the project (can be reviewed in general project data window)
<b>Price</b>	Price of the task (for the Customer)
<b>Cost</b>	Cost of task (honorarium to vendor)
<b>Paid to vendor</b>	Status of payment to vendor (yes/no)
<b>Finished</b>	Task status (yes/no)

**!** Please note that for Sales transactions table the system reveals written and oral translation tasks in two separate tables.

Content of Currency table is straight forward described in the table below. Written and oral translation tasks are included in the same table of Currencies.

Column name	Description
<b>Tasks</b>	Task quantity
<b>Price</b>	Price in total for selected tasks
<b>Cost</b>	Cost in total for selected tasks
<b>Gross profit</b>	Gross profit in total for selected tasks

Click **Export** icon to export data in .csv format (can be opened with Microsoft Excel). Below you can see the exported file in MS Excel.

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Paragraph Spacing, Bullets, Numbering, Indentation, Wrap Text

Alignment: Merge & Center, Center, Left, Right, Justify, Top, Middle, Bottom, Wrap Text

Number: General, Percentage, Decimals, Thousands Separator, Currency, Accounting

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Project	Order date	Deadline	Language	Type	Amount	Customer	Vendor	Payment t	Paid to ve	Price	Gross profit	Currency	Manager	Finished
2	61-001-01	22.04.2014	23.04.2014 17:00	UKR->ENG	Sworn tra	5 pages (calculation of o	Илика Наталья	Jegorovs Olegs	75	Yes	140	65	UAH	Olegs Jegorovs	Yes
3	43-001-01	26.02.2015	02.03.2015 15:00	ENG->RUS	Written tr	1.7 characters (calculat	Український концерн Криотехгаз ООО	Гапоненко Оксана	2000	Yes	4000	-	USD	Olegs Jegorovs	Yes
4	88-001	27.02.2015	28.02.2015 14:00	ENG->RUS	Oral trans	6 hours			600	Yes	1200	600	USD	Olegs Jegorovs	Yes