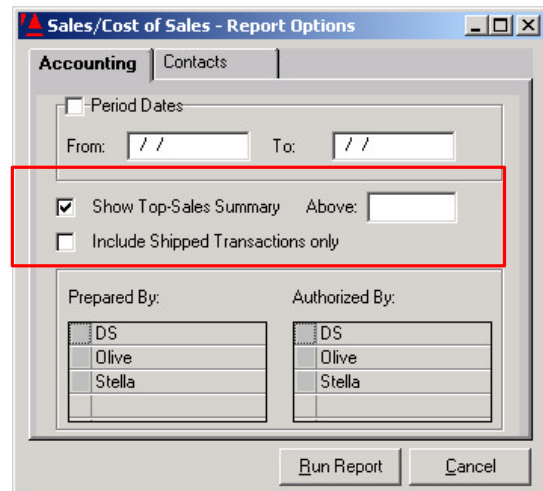
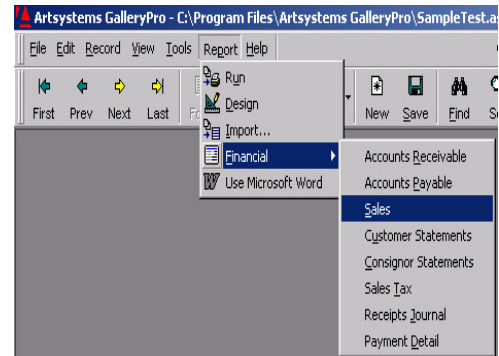


## Top Sales Report

A new financial report for showing total sales by customer above a designated amount within a specific period. This report can be run against a variety of criteria such as Include Shipped Transactions only, Prepared By, Authorized By, and all or selected Contact records.

Financial reports will generate with any module active.

1. Click Report on the menu bar.
2. Go to Financial>Sales.
3. The Sales/Cost of Sales-Report Options window will open.
4. Click the Show Top-Sales Summary checkbox.
5. This will enable the Above: <amount> field to become visible.
6. Enter a value to see only results above this amount.
7. Enter any additional criteria needed to restrict the search such as Period dates, Include Shipped Transactions Only, Prepared By, or Authorized By. Click the Run Report button to run the reports against all Contacts or go to the Contacts tab to designate selected Contacts.



The screenshot shows the 'Report Preview' window in Artsystems GalleryPro. The table displays the following data:

Client	Total Sales	Date of Invoice	Invoice Number	Inventory Number	Artist	Title	Total Invoice
Alicia Klein Fine Art	2,230,000.00	10/6/2001	11		Dufy, Raoul, 1877-1953: Street Decked with Flags, Le Havre		2,230,000.00
Bradford, Alan	13,800.00	6/20/2001	2		[FO-00197] Foster, Layman, 1954-1994: Door of Losaida		13,800.00
<b>Total</b>	<b>2,243,800.00</b>						