How to Run a Daily Sales Activity Report in Aspira

1. Click on Reports on the upper right hand side.



2. Choose Daily Sales Activity Report from list and click OK.

Admin Fee Detail Report Customer Information Report Customer Profile History Report Daily Sales Activity Report EFT Failure Report EFT Invoice Report Fulfillment Audit Report					
Customer Information Report Customer Profile History Report Daily Sales Activity Report EFT Failure Report EFT Invoice Report EFT Invoice Report Fulfillment Audit Report		Admin Fee Detail Report			
Customer Profile History Report Daily Sales Activity Report EFT Failure Report EFT Invoice Report Select Report: Fulfillment Audit Report		Customer Information Report			
Select Report:		Customer Profile History Report			
EFT Failure Report EFT Invoice Report Select Report: Fulfillment Audit Report		Daily Sales Activity Report			
Select Report: EFT Invoice Report Fulfillment Audit Report		EFT Failure Report			
Select Report: Fulfillment Audit Report		EFT Invoice Report			
	Select Report:	Fulfillment Audit Report			
Interstate Vehicle Registration Report		Interstate Vehicle Registration Report			
Lapsed Vehicle Registration Report		Lapsed Vehicle Registration Report			
Merged Customer Report		Merged Customer Report			
Permit Product Fulfillment Report		Permit Product Fulfillment Report			
Permit/Vehicle Inventory Status Report		Permit/Vehicle Inventory Status Report			
Product Sales Activity Report		Product Sales Activity Report			
Product Sales Report		Product Sales Report			
Stolen Vehicle Report		Stolen Vehicle Report			
	<u>o</u> k g	CANCEL			

3. Choose from the Vendor list and click ADD>>.

Daily Sales Activity Report					
Location Class	All External Agents External Agents (County) External Agents (Non-Fulfillment) Idaho State Administration				
Vendor Status	All 🗸				
Vendor	Cascade Ratt and Kayak (080016) Cascade River Gear (010048) Cassia County Assessor (160001) City of Spirit Lake Park & Rec (280059) Clark County Assessor (170001) Clearwater County Assessor (180201) Coeur D Alene Marine Sports (280048) Coeur D Alene Snowmo Club (280025)				

4. Choose Report Type Detail.

Vendor	All 93 Outdoor Sports (300008) Ace Hardware & Element Outfitters (030009) Ace Marketplace (310005) Action Cycles N Sleds (420016) Action Marine Northwest (090240) Action Motor Sports (100003) Ada County Assessor (010201) Adams County Assessor (020001) ADS Motorsports LLC (480009)	▲ <u>A</u> DD>> < <remo< th=""><th>Cassia County Assessor (160001)</th></remo<>	Cassia County Assessor (160001)
Agent Status	All 🗸		
Agent	All Burley DMV (368)		
Report Type	Summary V		
Display Chart of Account Levels	Detail Product Qty.		

5. Enter the Start Date and End Date of the day(s) you want the report for, then choose your Report Format XLS or XLSX for Excel and click ok.



6. Another tab should open with this message. (If the tab does not open you will need to turn off your pop-up blocker)

Processing Report

Your report will appear in this window when ready to view. Please do not close this window

7. The Daily Sales Activity Report should then open in Excel. If it is in Protected View you will need to Enable Editing before making any adjustments.

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

8. Now you make any adjustments (i.e.: hide columns, sort, filter, etc.) To show all transactions by user you can either sort by user to group all their transactions together or filter by user to show only 1 individual's transactions.