

WMS: Did You Know?

From Professor Merlot



Invoice Sales Analysis - How to send it to Excel?

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Have you ever wanted to analyze all of your Invoice's sales in an Excel spreadsheet for graphing or charting? WMS has an export function to do just that, here's how:

- o What you are going to analyze is all of the data from an **Invoice Date** range you choose,

- o And from the Invoice's Detail section.

Qty	Item Product	Sale	Bottle Date	Appointment	Disc%	Disc	Price	PST	GST	Total
1	Sel Argentine Malbec		12-06-2010		0%	\$0.00	\$110.95	\$0.00	\$0.00	\$110.95
1	6wk Equip Charge/Service				0%	\$0.00	\$40.00	\$0.00	\$2.00	\$42.00
1					0%	\$0.00				

- o From the **Main Switchboard**, select the **Accounting Switchboard** and then select the **Export Menu**.

Select Journal Date: Apr-07-2010

General Journal Entries: 1. Create, 2. Preview, 3. Export

Export file format for: QuickBooks

Buttons: Open Verify Payments, Export Line Items

- o Press the **Export Line Items** button

- o A **Date Range** form will be displayed prompting you for the dates you want to analyze

- o Fill in the **Beginning and Ending Dates**

- o Press the **Export...** button

Beginning Date: 01-01-2010

Ending Date: 04-30-2010

Export...



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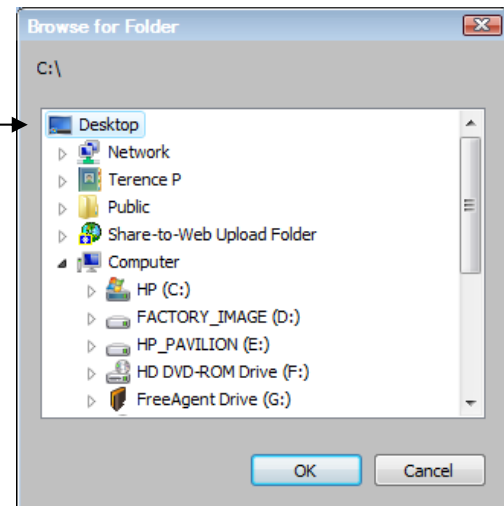
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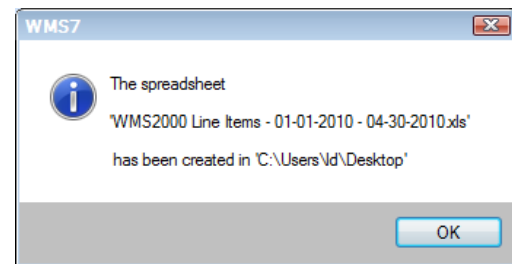
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- o You will be prompted as *where* to put this exported excel data
- o In this example, we choose the **Desktop** of this PC. Note that the selection background is highlighted.



- o A message will be displayed confirming the export of the spreadsheet data.
- o In this case, the file is called “**WMS2000 Line Items – 01-01-2010 – 04-30-2010**”
- o As well, the location of the file is indicated, in this example, “**C:\Users\ld\Desktop**”



- o Minimize the **WMS** program and open your spreadsheet program, then find and open the file located on your desktop, “**WMS2000 Line Items – 01-01-2010 – 04-30-2010**”.
- o It should look something like this below, and with **Excel**, you can graph, group and filter your data.

Inv	Date	Product	Prod #	Type	Qty	Price	Disc	Tax1	Tax2	Tax3	Tax4	Total
11714	01-02-2010	Gelatin (liquid)	0001234	Additive s-T	1	\$0.99	\$0.00	\$0.07	\$0.05	\$0.00	\$0.00	\$1.11
11714	01-02-2010	VR Chamblaise	20-0050	White Wine	1	\$57.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57.95
11711	01-21-2010	VR Manior Blanc	20-0550	White Wine	1	\$62.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.95
11717	02-04-2010	Sel Argentine Malbec	23-0025	White Wine	1	\$110.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.95
11711	01-21-2010	Sel Barolo	23-0050	Red Wine	1	\$104.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104.95

