

# All Sales Report

This article applies to:

## Introduction

The All Sales Report helps you see what and how much you are selling with robust search criteria, including Tags and Products. You can use it to create a customized sales summary report. This report displays results by invoice. Click on a [Sale](#) link to view the details for a specific invoice.

### All Sales Report

**Criteria**

Date:

[Actions](#) [New Search](#) [Edit Criteria/Columns](#) [Save](#) [Print](#)


**558** results

<input type="checkbox"/>	Id	Sale	Name	Business state	Promo code	Source	Return	Inv total
<input type="checkbox"/>	9311	<a href="#">Amazing Asset Protection</a>	<a href="#">Jack Smithson</a>	AZ	Unknown	Online	None	\$109.00
<input type="checkbox"/>	9313	<a href="#">Weed Service - Every mont</a>	<a href="#">Ben Sowards</a>	afsdfsad	Unknown	Online	None	\$55.00
<input type="checkbox"/>	9315	<a href="#">Product ABC - Every mont</a>	<a href="#">Jack Smithson</a>	AZ	Unknown	Online	None	\$100.00

To access the All Sales Report:

1. Go to **E-Commerce > Reports** in the main navigation menu
2. Click on **All Sales Report**

**Daily Sales Totals**  
This report shows the total sales grouped by day.

**All Sales Report**  
This report searches all sales (no grouping or totals). 

**All Sales (Itemized) Report**  
This is an itemized report for each sale.

## Available Criteria

The All Sales Report searches all sales (no grouping or totals) and has a robust search criteria, including:

- Invoice ID
- Inv Total
- Amount Paid
- Amount Due
- Bal Due
- Date Range
- Date Interval
- Date Custom Interval

**Search Criteria**

Invoice Id

Inv Total equals  \$

Amt Paid equals  \$

Amt Due equals  \$

Bal Due equals  \$

Date  -

Date Interval Please select one

Date Custom Interval  days ago and/or  days ago.

[Search](#) [Reset Filters](#)

## Building your custom sales report

To create a customized sales summary report using the **Balance** and **Inv Total** columns

Search Address Misc Criteria **Columns**

**Customize Columns on Search Results**

**Custom Columns:**

- Date ^ v x
- Sale ^ v x
- Invoiceid ^ v x
- Balance ^ v x**
- Inv total ^ v x**

**Available Fields:**

- Id
- Contactid
- Description
- Name
- Company
- First name
- Last name
- Fullname
- Spouse name
- Phone 1
- Batchemailaddress

This report displays results by invoice. Click on a **Sale** link to view the details for a specific invoice.

Search   Address   Misc Criteria   **Columns**

### Customize Columns on Search Results

**Custom Columns:**

- Date ^ v x
- Sale** ^ v x
- Invoiceid ^ v x
- Balance ^ v x
- Inv total ^ v x

**Available Fields:**

- Id
- Contactid
- Description
- Name
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**Pro-Tip:** If you are running multiple searches make sure to click the “Reset filters” to clear the previous criteria.

Amt Due equals 100 \$

Bal Due equals 0.00 \$

Date [ ] - [ ]

Date Interval Last 90 Days

Date Custom Interval [ ] days ago and/or [ ]

**Search**   **Reset Filters**

## Past Due Invoices

To pull ALL past due invoices, enter date in the past and the Bal Due is greater than 0.01

Amt Due	equals	0.00	\$
Bal Due	greater than	0.01	\$
Date	06-01-2018	-	09-10-2020
Date Interval	Please select one		
Date Custom Interval		days ago and/or	
<input type="button" value="Search"/> <input type="button" value="Reset Filters"/>			

**Pro-Tip!** In Keap, sales totals represent gross sales. In order to see net sales, you will need to export a sales totals report along with the credits issues report. The credits issued report will contain any manual credits you have recorded along with any refunds you have made through Keap. If you issue a refund or credit outside of Keap, be sure to record this in Keap if you are using Keap for bookkeeping purposes.