

WHS1902 Despatch Spends report

Aptean Ltd
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This is the Despatch Spends report parameter screen.

First, enter the criteria:

- *Route/Load From/To*: Enter the Route and load from and to here. LOVs are available. This is required.
- *Stock Code From/To*: Enter the stock code range to be reported on.
- *Product Class From/To*: Enter the product class range to be reported on.

You may then do any of the following actions:

- **Report** - this will print the report to your default printer. **Note:** Your default printer must be configured.
- **Create XLS** - this will extract the base data of the report and create a spreadsheet. The screen will offer you the choice to email the report. If you select no, this will be served to your browser, for viewing or downloading. If you select Yes, this will be emailed to the default email address associated to the route/load.
- **Email Report** - this will run the report and email it to the email address associated to the route/load.

