Price List Report

Report Module Guide: Price List Report

Module Location

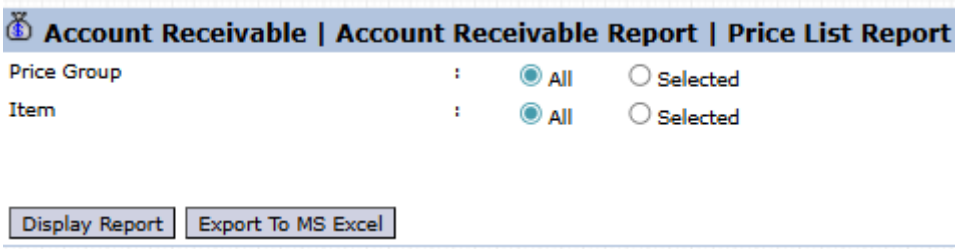
Accounts Receivable > Report > Price List Report

Module Objective

The **Price List Report** module is used to display and export the company's applicable product price lists. This report can be filtered by specific price groups or items and is useful as a reference for the sales team or for administrative purposes.

1. Report Parameters

The main page of this module is a simple form containing several parameters to customize the report that will be generated.



Here is an explanation for each parameter:

- **Price Group**:
  - Use this filter to display the price list.
  - **All**: Select this to display price lists from all existing price groups.

- **Selected**: Select this to display the price list from a specific price group only (e.g., distributor price, retail price).

- **Item**:
  - Use this filter to display the price list.
  - **All**: Select this to display prices for all products.
  - **Selected**: Select this to display the price for a specific product only.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the scope of the report by selecting options in the **Price Group** and **Item** filters.



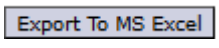
Step 2: Generate the Report

After the parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the price list report directly on your screen.



- **Export To MS Excel**: To download the report data in an Excel file format.



Tips & Important Notes

- Use this report to print official price lists to be shared with the **Sales team or customers**.
- To get an accurate report, ensure the **price master data** in the Sales Module (or related price-setting module) is **up-to-date**.
- The **Export To MS Excel** feature is useful for further processing or analyzing price data.

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