

# Price List Report

## Report Module Guide: Price List Report

### Module Location

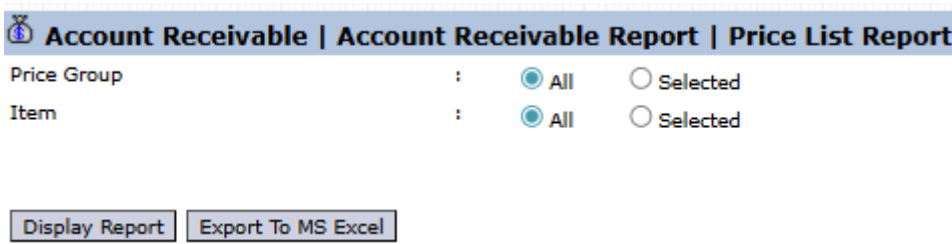
Accounts Receivable > Report > Price List Report

### 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.



The screenshot shows the top navigation bar with the breadcrumb: Account Receivable | Account Receivable Report | Price List Report. Below this, there are two filter rows. The first row is for 'Price Group' with radio buttons for 'All' (selected) and 'Selected'. The second row is for 'Item' with radio buttons for 'All' (selected) and 'Selected'. At the bottom of the form, there are two buttons: 'Display Report' and 'Export To MS Excel'.

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.

Price Group :  All  Selected  
Item :  All  Selected

### 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.

Display Report

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

Export To MS Excel

# 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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