

Orders Detail by Date Range

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Overview

In this article, you will learn about Sellercloud's **Orders Detail by Date Range** report. This report shows details about all orders within a specific date range, including information about order details, financials, and shipping details.

You can see information about:

- **Order Details:** Order ID, Channel, Channel Order Number, Quantity, Subtotal, Shipping, Tax, Additional Charges, Grand Total, Order Date, Order Status, and Profit Status.
- **Financial Details:** Payments, Refunds, Adjustments, Items Cost, Shipping Cost, Total Fees, Item Cost Total, Accrual Profit, Cash Profit, Accrual Profit Margin, Cash Profit Margin, and Discount.
- **Shipping Details:** Ship Date, Ship Status, and Shipping Discount.

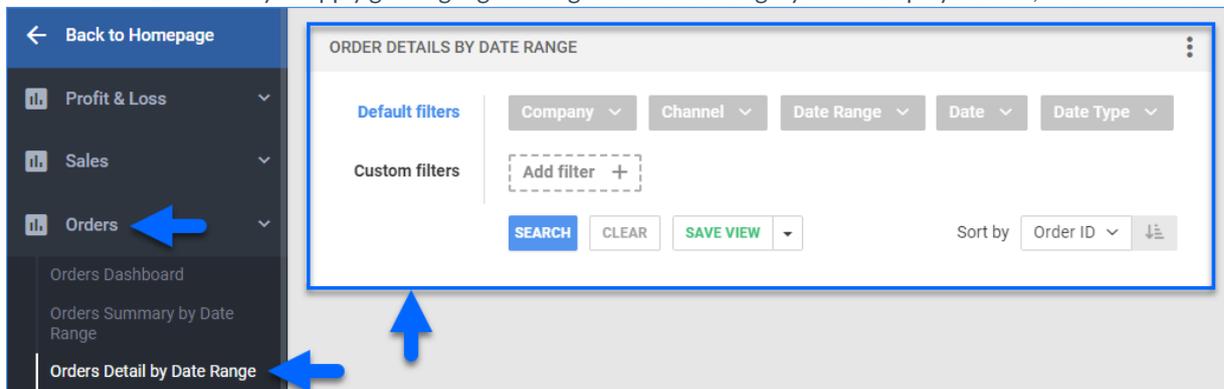
You can run this report automatically on a regular basis with [Scheduled Tasks](#).

For more information about Sellercloud's Financial Reporting Suite, see the [Reports FAQ](#).

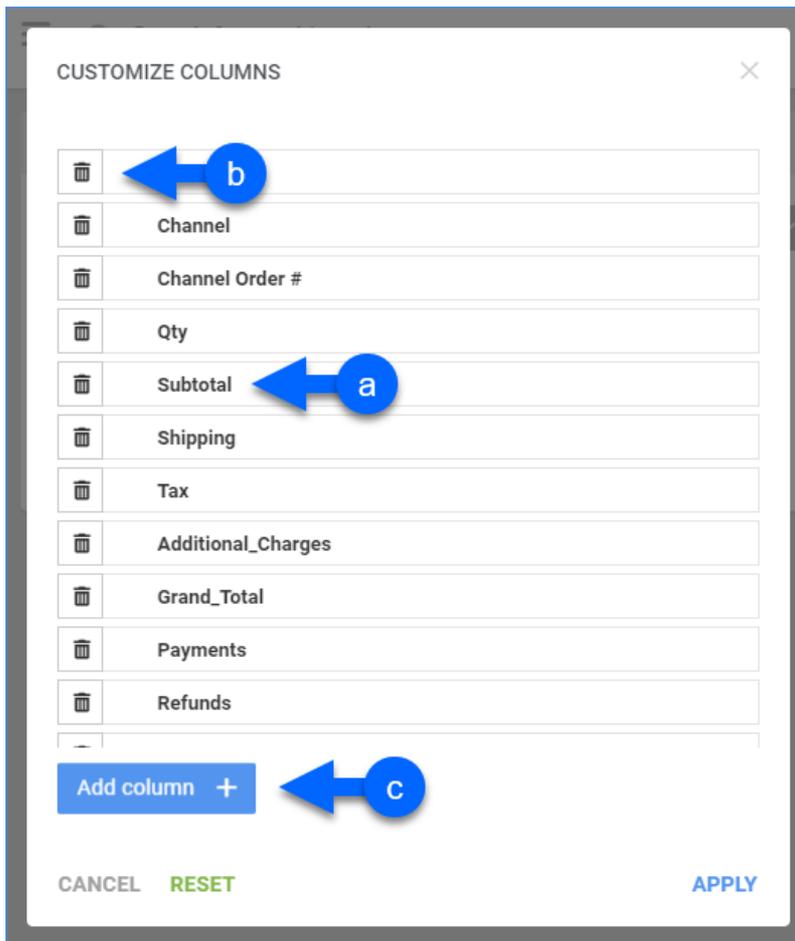
Access and Customize the Report

To use the report, follow these steps:

1. Navigate to **Reports > Orders > Orders Detail by Date Range**.
2. Set up the **Default** and **Custom filters** to have the report show precisely what you need.
3. Click **Search**. Each filter you apply gets highlighted in green. If a filter is gray or not displayed at all, it's not active.

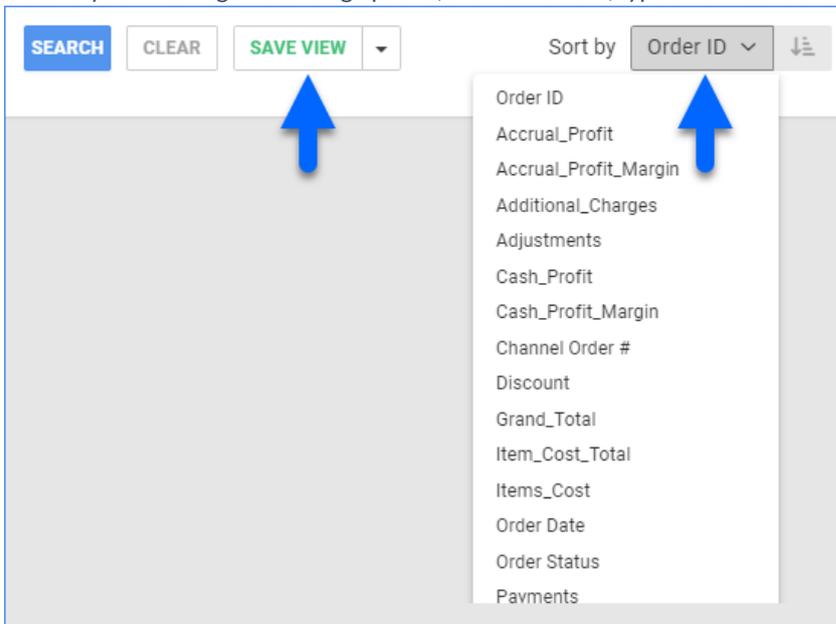


4. To manage the columns in the report, click the three dots icon on the top right and select **Customize Columns**. You can:
 - a. Reorder columns by dragging them up or down in the list;
 - b. Hide columns by clicking the **Trash** icons;
 - c. Add columns by clicking **Add column**.



5. To sort the data differently, use the **Sort by** menu.

6. To save your filtering and sorting options, click **Save view**, type a **Name** and click **Save**.



7. To export the full report to a spreadsheet, click **Actions** on the bottom right and select **Export to Excel**. Spreadsheets include all columns, including those hidden in the report.

ORDER #	CHANNEL	QTY	ITEMS COST	SUBTOTAL	SHIPPING	TAX	ADDITIONAL CHARGES	PAYMENTS
5137687	Wholesale	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
5137686	Wholesale	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
5137685	Local_Store	432	\$10,977.34	\$168,480.00	\$0.00	\$0.00	\$0.00	\$0.00
5137681	Local_Store	866	\$22,005.49	\$851,278.00	\$0.00	\$0.00	\$0.00	\$0.00
5137679	Local_Store	609	\$15,474.99	\$82,215.00	\$0.00	\$0.00	\$0.00	\$0.00



Filter and Column Definitions

Click the drop-downs below for filter and column descriptions.

Default Filters

Custom Filters

Report Data