Metric Order Details Report

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Overview

In this article, you will learn about Sellercloud's **Metric Order Details** report. This report lets you track and analyze the details of specific orders and see an overview of products, costs, and shipping.

You can see the following:
- **Order information:** Order Number, Channel Order Number, Order Date, Product Count, and Quantity.
- **Costs:** Subtotal, Commission, Shipping Cost, Shipping Total, and Grand Total.
- **Shipping information:** Ship Date and Channel.
- **Product information:** Product ID, Product Name, and Unit Cost.

The **Metric Order Details** report only provides information about the first line item, even if it is a multi-SKU order.

The **Metric Order Item Details** report is similar, but it focuses more on providing detailed information on the items within the order. **Metric Order Details** provides a better overview of each order.
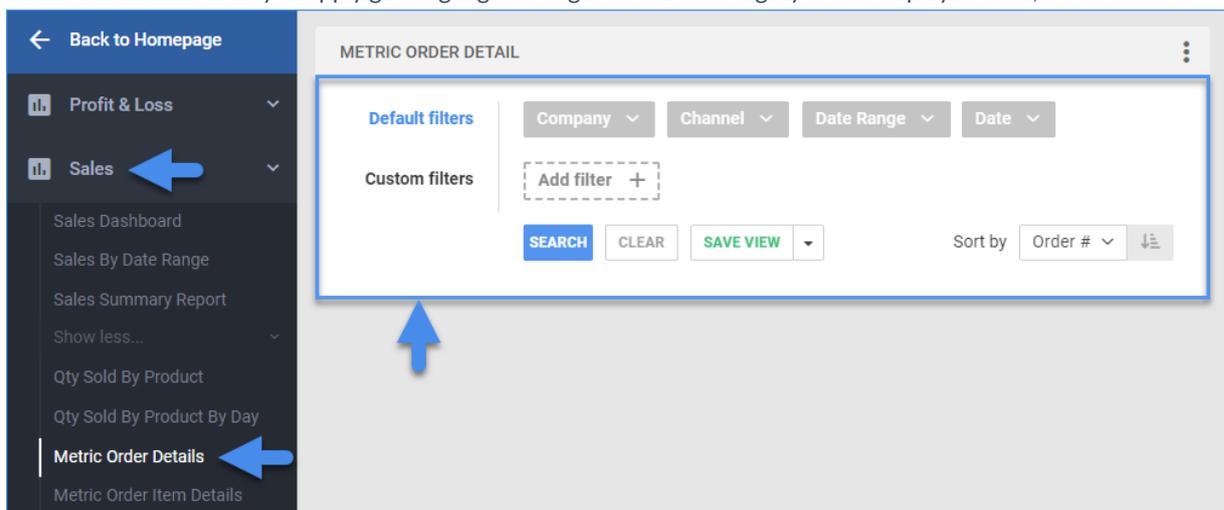You can run this report automatically on a regular basis with Scheduled Tasks.
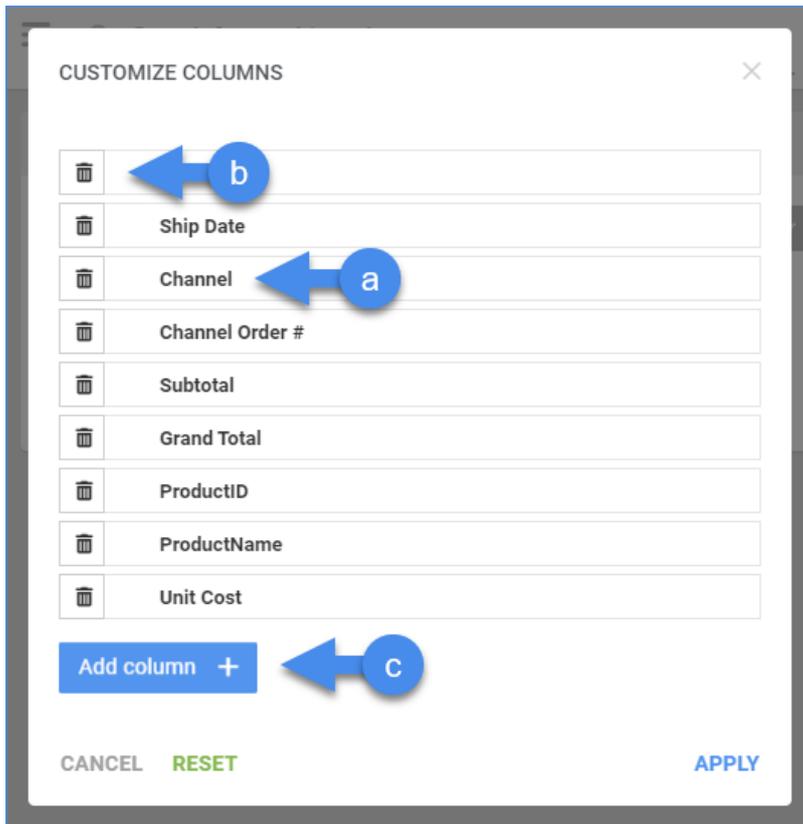For more information about Sellercloud's Financial Reporting Suite, see the Reports FAQ.

Access and Customize the Report

To use the report, follow these steps:

1. Navigate to **Reports** > **Sales** > **Metric Order Details**.

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.
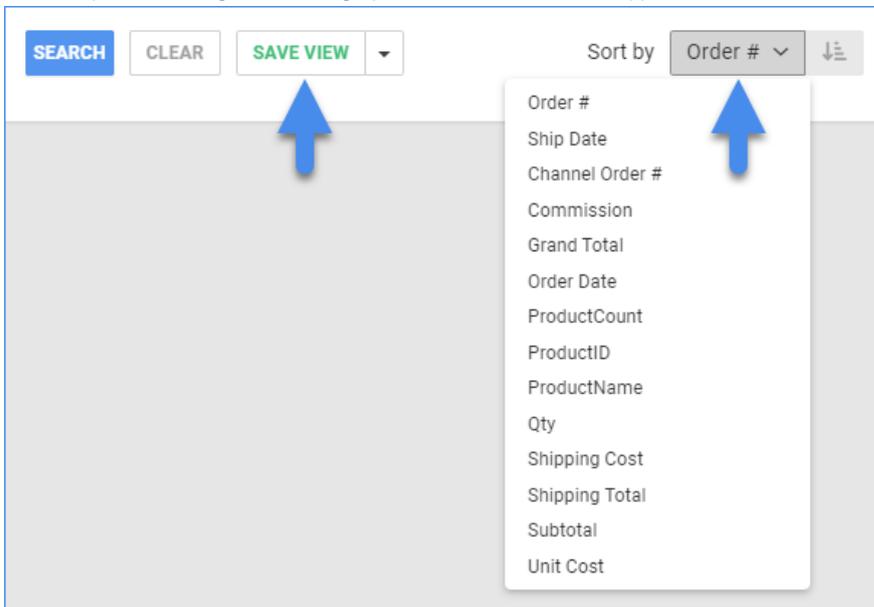

4. To manage the columns in the report, click the three dots icon on the top right and select **Customize Columns**. You can:

   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.

SKU	PRODUCT NAME	CHANNEL	ORDER DATE	SHIP DATE	UNIT COST	SHIPPING COST	SUBTOTAL	GRAND TOTAL
HandSoap	Mrs. Meyer's Liquid Hand Soap, Rainwater, 12.5 OZ, Pack of 3	Local_Store	12/13/2022	12/26/2022	$9.27	$648.79	$10.00	$10.00
!!!!@FGSA	2019 Planner + (Weekly & Monthly) Planner with Calendar,A5 Premium Thicker Paper with Pen Holder, 2019 Monthly Wall Calendar, 8.3 x 8.7 (Black)	Local_Store	12/13/2022	12/26/2022	$25.41	$372.02	$4,927.60	$0.00

Filter and Column Definitions

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

Default Filters

Custom Filters

Report Data