

Sales By Date Range Report

04/30/2025 3:26 pm CDT

Overview

In this article, you will learn about Sellercloud's **Sales By Date Range** report. This report helps get information about sales within a specific date range.

You can see the following:

- **Order Details:** Order ID, Order Date, Ship Date, Ship From Warehouse, Channel, and Channel Order Number.
- **Financial Information:** Shipping Total, Shipping Discount, Discounts, Gift Wrap Charge, Handling Fee, Insurance, Tax, Tax Refunds, Items Cost, Subtotal, and Grand Total.
- **Company Information:** Company Name, Sales Rep, Sales Rep Two, and Marketing Source.

The **Sales By Date Range** report does not show profit and loss. Use the [Profit and Loss reports](#) to get that information.

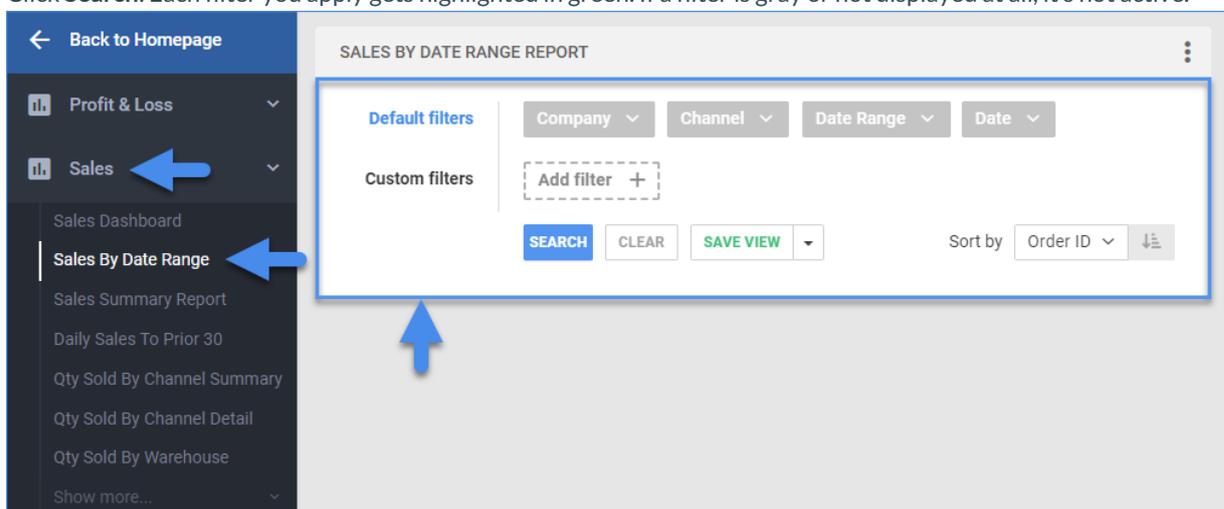
You can run this report automatically on a regular basis with [Scheduled Tasks](#).

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

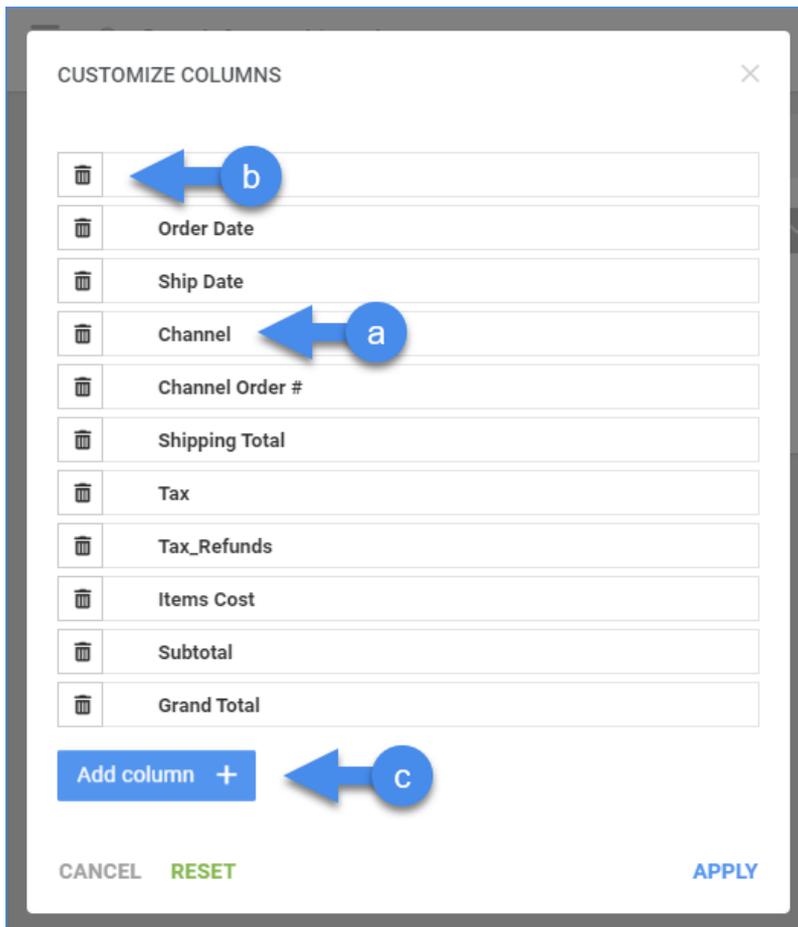
Access and Customize the Report

To use the report, follow these steps:

1. Navigate to **Reports > Sales > Sales 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.

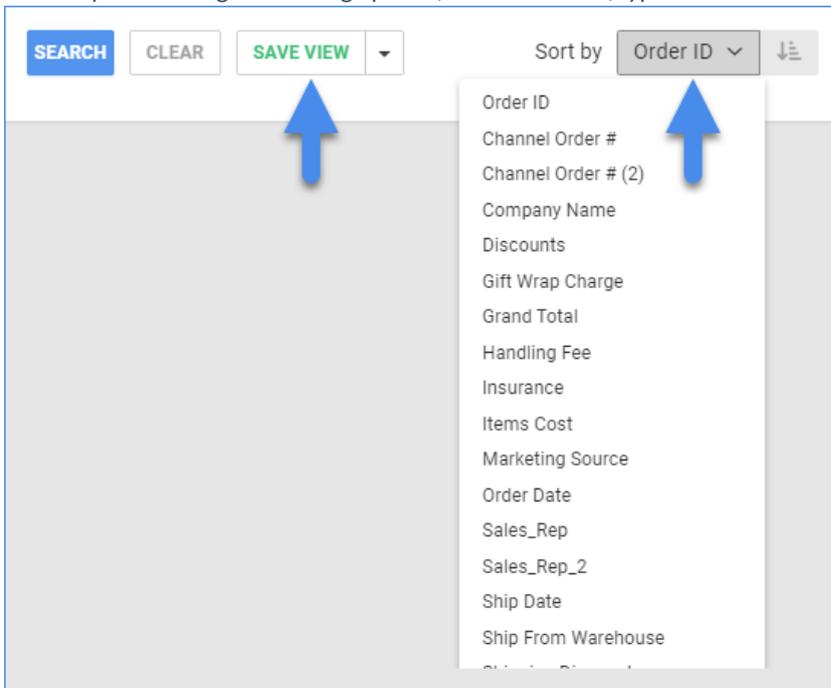


4. To manage the columns in the report, click the three dots icon on the top right and select **Customize Columns**. You can:
 - a. Reorder columns by dragging them up or down in the list;
 - b. Hide columns by clicking the **Trash** icons;
 - c. Add columns by clicking **Add column**.



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 #	ORDER DATE	SHIP DATE	CHANNEL	SHIPPING TOTAL	ITEMS COST	GRAND TOTAL	SUBTOTAL
5137121	01/06/2023	01/06/2023	Local_Store	\$2.00	\$0.00	\$12.00	\$10.00
5137030	01/04/2023	01/04/2023	Website	\$0.00	\$24.34	\$79.93	\$79.93
5137026	01/04/2023	01/04/2023	Local_Store	\$0.00	\$76.23	\$27.00	\$30.00
5136996	01/03/2023	01/03/2023	Wholesale	\$0.00	\$0.00	\$0.00	\$0.00
5136992	01/03/2023	01/03/2023	Wholesale	\$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