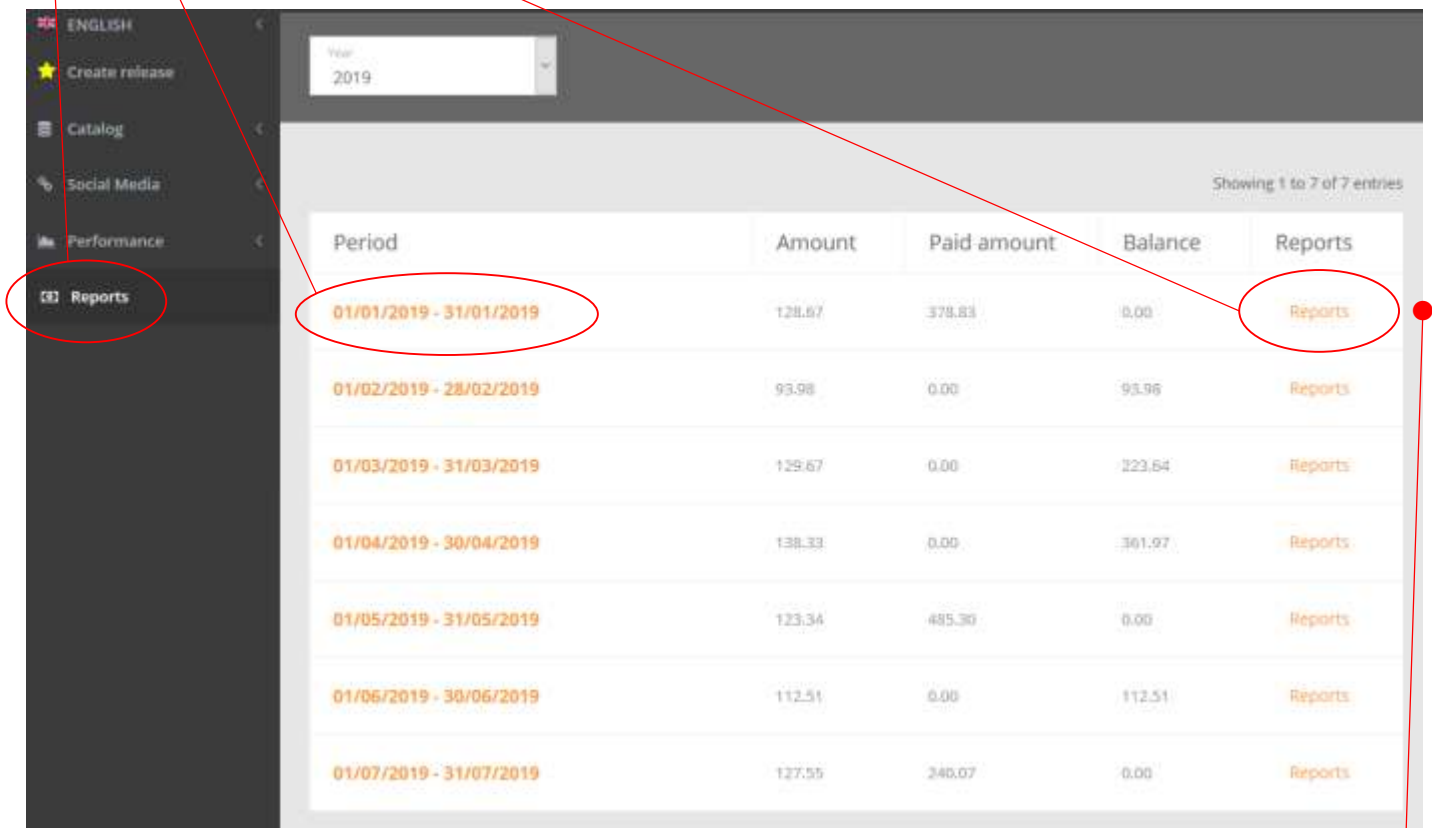


REPORTS

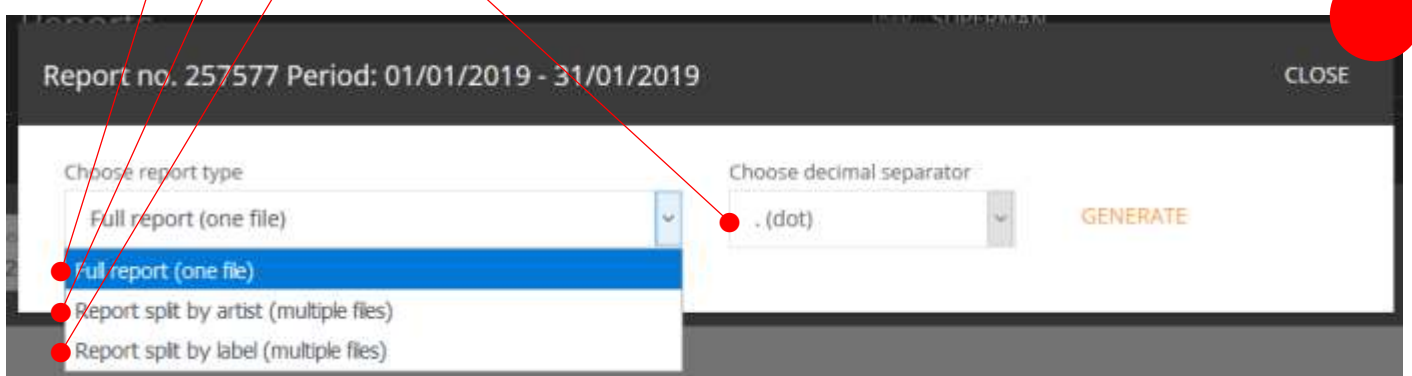
- You find your sales reports under the menu tab "Reports"
- Click period to show statistics concerning the reported period and download PDF cover sheet
- Click "Reports" to generate detailed text files that can be opened in Excel



The screenshot shows a sidebar menu on the left with the 'Reports' tab highlighted. The main content area displays a table with columns for Period, Amount, Paid amount, Balance, and Reports. The first row is highlighted, and the 'Reports' link in the last column is circled. A red dot on the right side of the image has a line pointing to this 'Reports' link.

Period	Amount	Paid amount	Balance	Reports
01/01/2019 - 31/01/2019	128.67	378.83	0.00	Reports
01/02/2019 - 28/02/2019	93.98	0.00	93.96	Reports
01/03/2019 - 31/03/2019	129.67	0.00	223.64	Reports
01/04/2019 - 30/04/2019	138.33	0.00	361.97	Reports
01/05/2019 - 31/05/2019	123.34	485.30	0.00	Reports
01/06/2019 - 30/06/2019	112.51	0.00	112.51	Reports
01/07/2019 - 31/07/2019	127.55	240.07	0.00	Reports

- Generates Full Report. All info in one TAB delimited text"
- Generates a TAB delimited text file for each Artist
- Generates a TAB delimited text file for each Label
- Choose the desired decimal separator for your file.



The screenshot shows a dialog box titled 'Report no. 257577 Period: 01/01/2019 - 31/01/2019'. It contains two dropdown menus: 'Choose report type' and 'Choose decimal separator'. The 'Full report (one file)' option is selected in the first dropdown, and the '.' (dot) option is selected in the second. A 'GENERATE' button is visible to the right. A red dot on the right side of the image has a line pointing to the 'Full report (one file)' option.

Report no. 257577 Period: 01/01/2019 - 31/01/2019 CLOSE

Choose report type: Full report (one file) (selected)

Choose decimal separator: . (dot) (selected)

GENERATE

- Full report (one file)
- Report split by artist (multiple files)
- Report split by label (multiple files)