

How To View a Breakdown of Sales By line Item

If you would like to see a line-by-line breakdown of your sold items, go to the 'Analysis' menu and select 'Sales By Line Item'. In this section, you will see data on each individual line item ever sold. You have the option to further refine your data by using the different dropdown options across the top, as well as the Show/Hide columns button at the bottom of the page, to fully customize what is shown in the table. All totals are displayed below the different dropdown options in **bold**.

One of the key parts of this table is that you can quickly view your taxed and non-taxed items by using the drop-down at the top of the table. (picture below):

Sales by Line

Month: Date: to

Employees: Programs: Categories: Products & Services: **Taxed/Non-Taxed**

Invoices: 165 Product Quantity: 371 Cost: \$3.00 Product Subtotal: \$14,538.60 Product Tax: \$0.00 Product Total: \$14,538.60 Clear Filters

Online URL: <https://help.wyliebiz.com/article.php?id=70>