Reports

Introduction

The reports lets you export data/listings from the program into an Excel file where you can later analyze the data. The program just exports the data, nothing more.

AWB Reports

Date in AWBs

One very important thing related to the AWB reports is the data of the AWB. The program considers date in the "Carrier's Execution" to be the date of the AWB, and for that date to be properly recognized by the program it has to have a very specific format. So when creating AWBs to enter the date in the "Carrier's Execution" use the date picker next to the date box (click on the calendar icon next to the date box).

Note that if the date is wrong the information about the AWB will NOT be exported in the report.

Generating the report

To generate a new report go to Reports->AWB Reports, in the window that appears select:

- The type of AWBs to export, it can be only MAWBs, only HAWBs or both.
- The date range
- The name of the file to generate with the data
- Optionally the filters, this will let you export data of one airline or related to a shipper or a consignee or related to a MAWB.
- The columns (or type of data) to export, click on "Modify" to change them

Then click on "Export" and the program will generate the Excel file and inform you how many AWBs where included in the report.

Note that FWB information will also be exported in the report.

Invoice reports

Date in invoices

For the program to recognize correctly the date of the invoices use the date picker (the calendar icon) next to the date box. If you enter the date in some other format the program will not recognize and the invoice will not be included in the report.

Generating the report

To generate a new report go to Reports->Invoice reports and enter the following information:

- The type of invoice to export
- The date range
- The columns (or type of data) to export, click on "Modify" to change them

Then click on "Export" and the program will generate the Excel file and inform you how many invoices where included in the report.