



# Graph It

1) Under the Executive Summary Report in the Sales Report section select your report parameters and click on “Vendor Sales Summary”

### Executive Summary Report

**Vendor Sales Summary**  
 Sort By: Division

**Salesperson Summary**  
All  
 Include as Additional Salesperson  
 Totals Only  
 Sort By: Division

**Sales Report - Data Dump**

**Include:**  
 Sales  
 Commissions  
 Warehouse Commission

Month: June  
Year: 2017

Select Vendor:  
All  
AAA2017  
ManufacturerA2017  
ManufacturerB2017  
ManufacturerC2017  
ManufacturerD2017  
ManufacturerE2017  
ManufacturerF2017  
ManufacturerG2017  
ManufacturerH2017  
ManufacturerI2017  
ManufacturerJ2017

Select Vendor Groups:  
All  
Another  
Commodity  
Empire lighting  
Light  
Lighting  
Massachusetts  
TEST

Saved Reports  
[Dropdown]  
**Run Report**  
**Save Selection** **Remove**

### Detail Sales Report

**Sales Report**  
Year: 2020  
State: All CT  
Saved Reports



### 3) View the Graph

## Vendor Summary Report Company Totals

