How to create a text file that contains all SKUs and their total units sold

To create a text file that contains all SKUs and their total units sold, please take the following steps:

1. From the main menu, go to Master Files and select Inventory,
2. Click on the "Actions" menu and select "Construct a Query"
3. From "Construct a Query", check the "Total Sold" box and change the value to >0 (greater than zero)
4. Click or Press " Run [F12] " and click on "No" when asked to save if you don't plan to run this report again.
5. Select " Print [F11]" and then from "Fields to Include" choose "ISBN" and "Total Sold" fields
6. Select " Print [F11] and select "no" when asked to save if you don't plan to run this report again.
7. From the Print Report box, select "Output to" and choose file type "Delimited (csv)", provide a name for the report file and browse to select the location you would like to save the text file, then select click on "Print".

You can use this report for Edelweiss's Lifetime Sales reporting purpose. To find out how to upload the file to Edelweiss, please work with your Above the Treeline tech support representative.

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