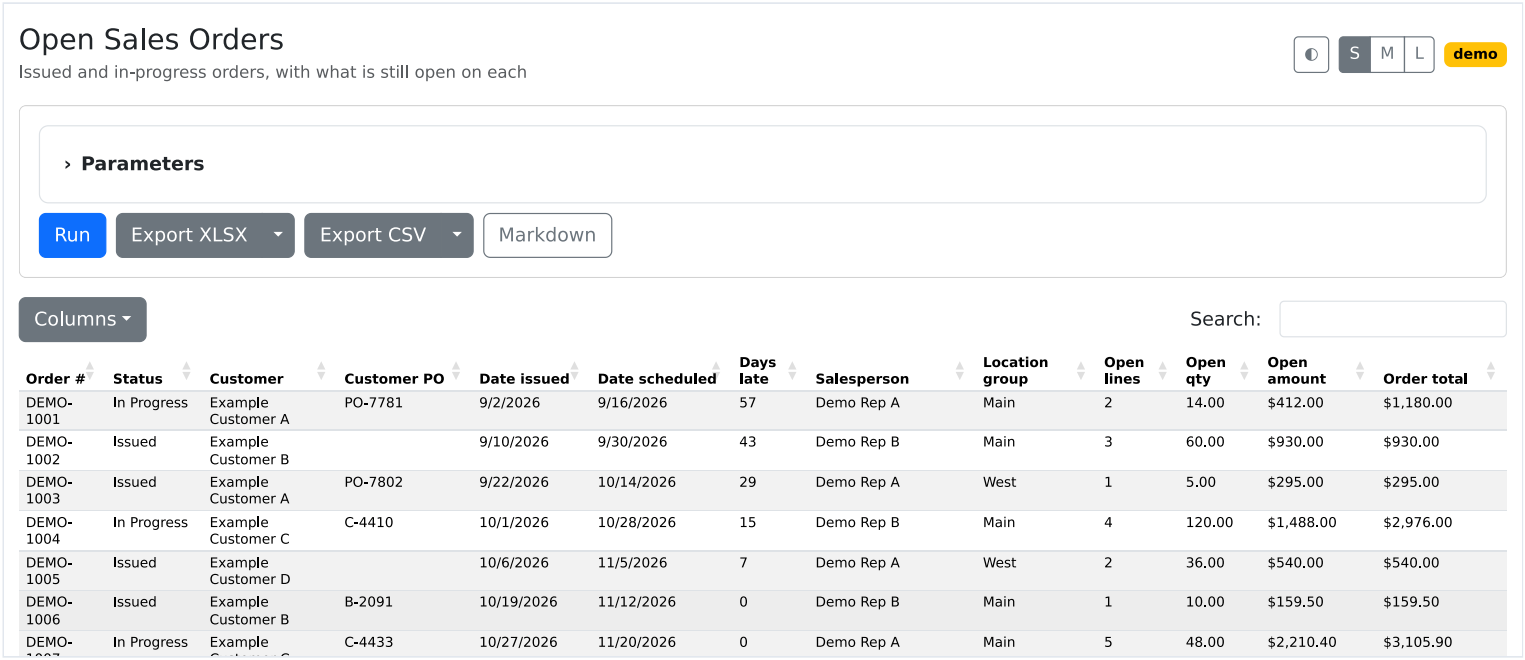
Base Reports

Run 61 everyday Fishbowl reports, then filter, total and export them



Order #	Status	Customer	Customer PO	Date issued	Date scheduled	Days late	Salesperson	Location group	Open lines	Open qty	Open amount	Order total
DEMO-1001	In Progress	Example Customer A	PO-7781	9/2/2026	9/16/2026	57	Demo Rep A	Main	2	14.00	$412.00	$1,180.00
DEMO-1002	Issued	Example Customer B		9/10/2026	9/30/2026	43	Demo Rep B	Main	3	60.00	$930.00	$930.00
DEMO-1003	Issued	Example Customer A	PO-7802	9/22/2026	10/14/2026	29	Demo Rep A	West	1	5.00	$295.00	$295.00
DEMO-1004	In Progress	Example Customer C	C-4410	10/1/2026	10/28/2026	15	Demo Rep B	Main	4	120.00	$1,488.00	$2,976.00
DEMO-1005	Issued	Example Customer D		10/6/2026	11/5/2026	7	Demo Rep A	West	2	36.00	$540.00	$540.00
DEMO-1006	Issued	Example Customer B	B-2091	10/19/2026	11/12/2026	0	Demo Rep B	Main	1	10.00	$159.50	$159.50
DEMO-1007	In Progress	Example Customer C	C-4433	10/27/2026	11/20/2026	0	Demo Rep A	Main	5	48.00	$2,210.40	$3,105.90

WHAT IT'S FOR

The everyday questions are simple: which orders are late, what is short, what sold last month. Answering one means running a report, exporting it, deleting columns, adding a total and filtering again in a spreadsheet. A custom field, such as a region or rep code, gets joined in by hand.

WHAT IT DOES

Opens 61 reports in Fishbowl, in five folders: Sales, Inventory, Purchasing, Manufacturing and Operations.

Adds your custom fields. A field from the order, line, customer, product or part becomes a column, or a filter by its type.

Totals and links. Quantity and money columns total under the table. An order, customer, product or part opens that record in Fishbowl.

Exports what it loaded, to XLSX with real dates and numbers and the parameters used, or to CSV.

USE IT FOR

- A morning check. Open Sales Orders and Backorders show what is late and what is short.
- Month end. Sales by Month, Sales by Customer and Sales Margins answer the meeting's questions.
- A buying run. Reorder Report and Inventory Availability show what is low and already on order.

GOOD TO KNOW

An administrator grants each report to the user groups that need it. A user who can open a report sees everything it reads, and seven reports show cost.

The reports read and never write. A report shows only what Fishbowl holds: Reorder Report needs reorder points set, and Work Order Cost needs finished work orders.

AT A GLANCE

Type	Report · General
Fishbowl	Any and later
For	Owners, sales and purchasing managers, inventory and warehouse leads, controllers
Data	Read only — writes nothing back
Output	XLSX, CSV and Markdown, matching what the report loaded
Install	None — runs inside Fishbowl

© 2026 ILC Technology LLC.

Get more information
ilcreports.com