Reporting

Go to Setup > Administrator > Reporting

NOTE: Please note that a number of report do not have the capability to be displayed on screen using the **Display** button. For any report that is unable to be displayed on screen can be printed out for viewing.

There are a number of reports you may generate and there are two main categories for reporting:

1. Sales

2. Inventory

To Begin, Select the Sales button on the left side.

Detailed Sales Reports:

Detailed Daily Report - Prints out the daily report for the day selected. Shows the items returned along with the items bought. Displays the total sale price before taxes, total tax, total deposit, total discounts (in dollars) and the grand total.

- Use this report if you like to take the daily or weekly grand total.

Daily Sale Breakdown by Type - Prints out (Just like the detailed daily report) the sales total, it does NOT print out the return total. It breaks down after the sales total how much of each payment type (Cash, Credit, Split Invoice, Checks, etc…) was used for the grand total.

- Use this report if you'd like to find out how your funds are going/coming from, such as "How much am I making off of credit card sales"

Z-Out Report - Z-Out Report is a simple way to figure out how much one has made. Since your last inquiry (If it's your first, then everything before that) it will print out how much you have made. It displays your Net Sale, Total Tax, Deposit Amount, Total Discounts, and you're Grand Total in sales.

- Use this report if you want to periodically check up on every department's sales, along with the grand total of everything. Best used if not checked on a scheduled basis.

Shift Report - Displays who started the register for the shift, starting drawer amount and ending drawer amount. Very Basic (Can be displayed on screen or email) [Cannot be printed]

- Use this report to determine how much a single cashier/shift is making, to determine which are your "slow" or "heavy" shifts.

| | StartDateTime | 04/20/2012 12:00:00 AM |
| | EndDateTime | 04/20/2012 11:59:59 PM |

Shift Report

ShiftId	UserID	Start	End	DrawerStartAmt	DrawerEndAmt
21	admin	4/20/2012 10:31:28 AM		$0.00	
22	JSmith	4/20/2012 11:52:04 AM	4/20/2012 12:02:49 PM	$150.00	$155.90

Detailed Shift Report by Employee - Prints out the net sales, total tax, deposits, discounts and the grand total of a specific employee from the start time until the end time,

- Use this report to check up on employees to see if they are giving discounts when they should not, or to find out how much a single person made during a single shift.

Daily Sale Breakdown by Department - Displays and categorizes every item sold by department. Shows the item number, the quantity sold, and how much was made that day in sales, then the total sales in said department. Can be displayed on screen or email, cannot be printed out. You may also extend the date you'd like to check, such as a week or month. You can also highlight specific departments by clicking on the department you'd like on the left of the form.

- Use this if you want to find out which are your popular items.

StartDateTime 04/20/2012 12:00:00 AM   **StationId** -
EndDateTime 04/20/2012 11:59:59 PM

EmployeeId -

Daily Sale Breakdown By Department

	ItemNo	ItemName	TotalQty	TotalPrice
Candy				
	111	M&M's	2.00	$1.86
Candy	**Total :**		**2.00**	**$1.86**
Gasoline				
	999	Gasoline	2.00	$93.00
Gasoline	**Total :**		**2.00**	**$93.00**
Grocery				
	200	Eggs	1.00	$4.67
	201	Butter	1.00	$1.40
	202	Cream Cheese	1.00	$1.50
Grocery	**Total :**		**3.00**	**$7.57**
Ice Cream				
	207	Ice Cream Snack	2.00	$2.80
Ice Cream	**Total :**		**2.00**	**$2.80**
NONE				
	000	Lotto Payout	1.00	-$10.00
NONE	**Total :**		**1.00**	**-$10.00**
Soda				
	6	Soda	1.00	$2.00
	600	Coke	1.00	$1.50
	602	Sprite	1.00	$1.50
Soda	**Total :**		**3.00**	**$5.00**

Sales Invoice - Displays every invoice's net total, amount of tax on that total, amount deposited, and any discounts (if any), broken down by day.

- Use this report if you want to look at every transaction during the date specified. This is not a report to use for extended days as it lists every transaction.

4/20/2012

Sales Invoices

DateTime	Invoice#	Customer	Cashier	NetSale	TaxTotal	TotalDeposit	Total Discount	GrandTotal
04/20/2012								
11:52:52	49	1	2	$3.36	$0.24	$0.00	0.00	$3.60
11:53:24	50	1	2	$50.00	$7.50	$0.00	0.00	$57.50
11:53:55	51	1	2	$7.57	$0.53	$0.00	0.00	$8.10
11:54:34	52	1	2	$2.80	$0.20	$0.00	0.00	$3.00
11:58:27	53	1	2	-$10.00	$0.00	$0.00	0.00	-$10.00
11:59:07	54	1	2	$43.00	$6.45	$0.00	0.00	$49.45
12:02:11	56	1	2	$1.50	$0.10	$0.00	0.00	$1.60

GrandTotal $113.25

Return Invoice - Displays every invoice returned; displaying the order number, the customer(if noted), who was the current cashier, the returned total, returned tax, returned deposit, and any discounts (if any) along with the total amount returned.

- Use this report to see if any items were returned.

4/20/2012

Return Invoices

DateTime	Invoice#	Customer	Cashier|	NetSale	TaxTotal	TotalDeposit	Total Discount	GrandTotal
04/20/2012								
11:59:31	55	1	2		$2.00	$0.14	$0.00	0.00	$2.14
							GrandTotal		$2.14

Void Invoice - Displays on the screen every invoice you have that has been voided. This does not include items that were voided on the purchase window, but items that were recalled and voided via (Windows -> Return Window). It displays the cashier name, the station, the item and its price.

- Use this report to see if any transactions were voided

4/20/2012

Void Invoices

DateTime	Invoice#	Customer	Cashier|	NetSale	TaxTotal	TotalDeposit	Total Discount	GrandTotal
04/20/2012								
12:02:11	56	1	2	$1.50	$0.10	$0.00	0.00	$1.60
12:42:40	57	1	2	$1.40	$0.10	$0.00	0.00	$1.50
							GrandTotal	$3.10

Daily Sales Breakdown by Card Type - Prints out all credit card sales by card type; such as Master Card or Visa. This only applies to customers who use Mercury to process credit cards. If express payout has been selected or any other processing type, then just the amount in credit sales will be printed out.

- Use this only if you are using Mercury to process credit cards. This report is good for knowing which card types is being used.

Detailed Shift Report by Department - Displays the department sales of an employee's shift on the selected date.   Breaks each department down by which items were sold, the quantity of items sold, the total amount per item and per department. Note that this report does not include a grand total for all departments.

- Use this report to find out what items are popular under a specific shift.

StartDateTime	4/20/2012 10:31:28 AM	StationId -	All Stations
EndDateTime	4/20/2012 12:44:00 PM	EmployeeId -	JSmith

Daily Sale Breakdown By Department

	ItemNo	ItemName	TotalQty	TotalPrice
Candy				
	111	M&M's	2.00	$1.86
Candy Total :			2.00	$1.86
Gasoline				
	999	Gasoline	2.00	$93.00
Gasoline Total :			2.00	$93.00
Grocery				
	200	Eggs	1.00	$4.67
	201	Butter	1.00	$1.40
	202	Cream Cheese	1.00	$1.50
Grocery Total :			3.00	$7.57
Ice Cream				
	207	Ice Cream Snack	2.00	$2.80
Ice Cream Total :			2.00	$2.80
NONE				
	000	Lotto Payout	1.00	-$10.00
NONE Total :			1.00	-$10.00
Soda				
	6	Soda	1.00	$2.00
	600	Coke	1.00	$1.50
	602	Sprite	1.00	$1.50
Soda Total :			3.00	$5.00

Payout Report by Employee - Prints out every "payout" per employee, along with categorizing it as "lotto" or "vendor." It displays the amount, date, and time of payout.

- Use this to find out how much an employee is "paying out" for things such as lottery or vendors.

Summarized Sale by Department - This report prints out the information on every department, each department is separated. It displays the department ID, the department name, total of the items sold in each department, the tax in each department, then the grand total of each one. Does not display a grand total of all departments

- Use this to print out how each department is doing overall.

Summarized Z-Out Report - Extensively detailed printed report. Breaks down by each department. In each department it displays the department number, its name, the quantity of items sold, along with how much each department made. After each department listing, it outputs the total quantity of items sold the total amount every item made, nontaxable item sale, the total tax, total discount, and the grand total, along with how much is in the drawer.

- Use this to determine how each department is doing, along with the grand total of everything. This is a good overall report

Summarized Daily Report - This prints out the same information as Z-Out report, except it's done for the day, as opposed to the z-out report, which has the start/end times from when you last did your z-out.

- Use this if you are printing out reports on a daily basis.

On Hold Invoices & Orders - Displays out any and current orders which are on hold. It shows the invoice number, the subtotal, the tax, and applicable discounts, the deposit (if any) and the grand total.

- Use this report to view all held invoices at once.

Detailed Inventory Reports

Inventory Alphabetically - This displays every item in your inventory sorted alphabetically (Numbers appearing first). Displays ever items cost (if entered), price, total in stock, total cost for everything in stock, and the total price.

- Use this for an inventory to view everything at once. If you do not use departments then this would be the best choice.

4/20/2012

Inventory Alphabetically

Item No	Item Name	Cost	Price	Total Stock	Total Cost	Total Price
204	1 Pint Ice Cream	1.75	4.67	40.00	70.00	186.80
206	1/2 Gal Ice Cream	2.12	4.67	20.00	42.40	93.40
201	Butter	0.30	1.40	50.00	15.00	70.00
5	Candy	0.00	0.00	-15.00	0.00	0.00
205	Cereal	0.25	1.87	60.00	15.00	112.20
4	Chips	0.00	0.00	0.00	0.00	0.00
8	Cigarettes	0.00	0.00	0.00	0.00	0.00
12	Coffee	0.00	0.00	0.00	0.00	0.00
600	Coke	0.30	1.50	100.00	30.00	150.00
202	Cream Cheese	0.60	1.50	50.00	30.00	75.00
601	Diet Coke	0.30	1.50	100.00	30.00	150.00
603	Diet Sprite	0.30	1.50	100.00	30.00	150.00
200	Eggs	1.00	4.67	50.00	50.00	233.50
999	Gasoline	0.00	0.00	-5.00	0.00	0.00
3	Grocery	0.00	0.00	-1.00	0.00	0.00
207	Ice Cream Snack	0.60	1.40	80.00	48.00	112.00
208	Ice Cream Sundae	1.25	2.80	20.00	25.00	56.00
203	Liquid Egg	1.13	5.61	30.00	33.90	168.30
11	Liquor	0.00	0.00	0.00	0.00	0.00
000	Lotto Payout	0.00	0.00	-8.00	0.00	0.00
111	M&Ms	0.50	0.93	48.00	24.00	44.64
10	Milk Products	0.00	0.00	0.00	0.00	0.00
1	Non-Taxable Item	0.00	0.00	0.00	0.00	0.00
112	Peanut MMs	0.50	0.93	46.00	23.00	42.78
604	Root Beer	0.30	1.50	100.00	30.00	150.00
110	Snickers	0.50	0.93	46.00	23.00	42.78
6	Soda	0.00	0.00	-10.00	0.00	0.00
602	Sprite	0.30	1.50	100.00	30.00	150.00
2	Tax 1	0.00	0.00	-11.00	0.00	0.00
9	Tobacco	0.00	0.00	0.00	0.00	0.00
605	Water	0.20	1.00	200.00	40.00	200.00
7	Water	0.00	0.00	0.00	0.00	0.00
					$589.30	$2,187.40

Department List - This displays every department sorted by ID. It displays the name and description of the department.

- Use this to view all your current departments

4/20/2012

Departments List

Dept Id	Dept Name	Description
1	NONE	Misc.
10	Liquor	Alchoholic Beverages
11	Coffee	Hot Coffee
12	Gasoline	Gas
13	Ice Cream	Frozen Treats
2	Grocery	Misc. Food Items
3	Tobacco	Tobacco
4	Chips	Dry Snacks
5	Milk Products	Dairy Products
6	Candy	Candy
7	Soda	Soda
8	Water	
9	Cigarettes	

Items by Department - This displays every item sorted by department. It displays the cost, price, total in stock, total cost, and price. If the item is a Prompt Price item, its default price will be $0.00.

- Use this report if you organize all your inventory items by department.

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4/20/2012

Inventory By Department

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Dept Id	Item No	Item Name	Cost	Item Stock	Total Cost	Price
1						
1	000	Lotto Payout	0.00	-8.00	0.00	0.00
1	1	Non-Taxable Item	0.00	0.00	0.00	0.00
1	2	Tax 1	0.00	-11.00	0.00	0.00
1						
10						
10	11	Liquor	0.00	0.00	0.00	0.00
10						
11						
11	12	Coffee	0.00	0.00	0.00	0.00
11						
12						
12	999	Gasoline	0.00	-5.00	0.00	0.00
12						
13						
13	204	1 Pint Ice Cream	1.75	40.00	70.00	4.67
13	206	1/2 Gal Ice Cream	2.12	20.00	42.40	4.67
13	207	Ice Cream Snack	0.60	80.00	48.00	1.40
13	208	Ice Cream Sundae	1.25	20.00	25.00	2.80
13						

Item by Type and size - This displays every item in your inventory broken down by department. In each department has every item categorized by Size first, then descriptor (Such as Perishable, Dry, Dairy, etc…) every item also includes the price, cost, total in stock, and total cost.

- Use this report if you use departments and if you categorize items by type (such as perishable or dairy) and size.

4/20/2012
Item By Type and Size

	Item No	Item Name	Cost	Item Stock	Total Cost	Price
1						
	000	Lotto Payout	0.00	-8.00	0.00	0.00
	1	Non-Taxable Item	0.00	0.00	0.00	0.00
	2	Tax 1	0.00	-11.00	0.00	0.00
10						
	11	Liquor	0.00	0.00	0.00	0.00
11						
	12	Coffee	0.00	0.00	0.00	0.00
12						
	999	Gasoline	0.00	-5.00	0.00	0.00
13						
1Frozen						
	207	Ice Cream Snack	0.60	80.00	48.00	1.40
	208	Ice Cream Sundae	1.25	20.00	25.00	2.80
2Frozen						
	204	1 Pint Ice Cream	1.75	40.00	70.00	4.67
3Frozen						
	206	1/2 Gal Ice Cream	2.12	20.00	42.40	4.67

Sub Product List - This displays all sub products in your inventory. They are sorted by key number. With each sub product it displays the item name, its ID, price, cost. Inventory count, and the master item the sub product is attached to.

    -Use this report if you use sub products. It is the only way to view sub products.

4/20/201:

KEY NO	ITEM NO	ITEM NAME	PRICE	COST	ITEM STOC	MASTER ITEMNO
5	1101	Bite Size Snickers	0.23	0.00	50	110
6	110	Regular Size Snickers	1.00	0.00	100	110
7	1103	King Size Snickers	1.75	0.00	0	110

Detailed Customer Reports

Customer On Account Details - This displays all customers you have on file. It displays the customer ID, first and last name, company, and balance due if they are keeping a tab.

    -    Use this to keep tabs with your customers who keep a tab.

4/20/2012

Customer OnAccount Detail

CustomerId	FirstName	LastName	Company	BalanceDue
1	Guest	Customer	Intlpos	0.00
2	David	Jones	Ink inc.	3.20
3	Fred	Goodman	SuperStore	13.00