



IN MANAGER MODE: To print a report, go to Graphs & Spreadsheets

1. Select Graphs & Spreadsheets Button

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	•	e		0	0	°		
	Daily Sales Summary							
	View	Division: All Divisions Date Range: 1/01/2011 - 1.	▼ 2/31/2011			Set Date F	ange	
	Summary	Date Qnty	Sales	Returns	Sales-Returns	Month To Date*		
1	Charts	3/09/2011 12	269.51	0.00	269.51		312.33	
I	Annual Salas	3/04/2011 8	57.81	-14.99	42.82		42.82	
	13 Month Summary	2/17/2011 2	2.00	0.00	2.00		88.50	
	Hourly Sales	2/14/2011 1	42.00	0.00	42.00		85.50	
	Department Sales	2/07/2011 1	1.50	0.00	1.50		43.50	
	Employee Sales	2/01/2011 2	42.00	0.00	42.00		42.00	
		*Sales Figures shown are wi	thout Tax				Send To	
		Daily Tender		Pending		Summary	B	
		Invoices: Lavaways: Orders: Internet: Accounts Receivable: Refunds: Total Tender:	331.39 0.00 0.00 0.00 0.00 0.00 331.39	Total Pendin Layaways: Orders: Internet: Total: Daily	g: 33.00 1,003.50 0.00 1,036.50	Month To Date 2011: 2010: Year To Date 2011: 2010:	312.33 0.00 1,345.21	
7		Invoices On Account: Refunds On Account:	0.00 0.00	Layaways: Orders: Internet:	0.00 0.00 0.00			
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Summary Sales:

- 1. Select Summary
- 2. Select Date Range
- 3. Summary shows below based on the date range



Annual Sales Charts:

- 1. Select Annual Sales
- 2. To Change to a Line Chart, Select Line Chart
- 3. Select Print, to print report
- 4. Select Close to exit

Graphs & Spreadsheets



Annual Sales Report:

1. Select Print



13 Month Summary Charts:

- 1. Select 13 Month Summary
- 2. Select Close to exit



Hourly Sales Charts: See what times you are the busiest.

- 1. Select Hourly Sales
- 2. Select Date Range
- 3. Select **Print**, to print report
- 4. Select Close to exit

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Hourly Sales Summary Report:

1. Select Print



Department Sales Charts: See what departments you sell the most.

- 1. Select Department Sales
- 2. Select Date Range
- 3. To See more information, Right Click your mouse over a department, and select Drill Down
- 4. Select Close to exit



Department Sales Charts: See what category you sell the most in

- 1. You can see your best selling Category
- 2. Select Close to exit



Hourly Sales Charts: See who your best performing Cashier is.

- 1. Select Employee Sales
- 2. Select Date Range
- 3. Select Print, to print report
- 4. Select Close to exit

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Sales by Employee Report:

1. Select Print