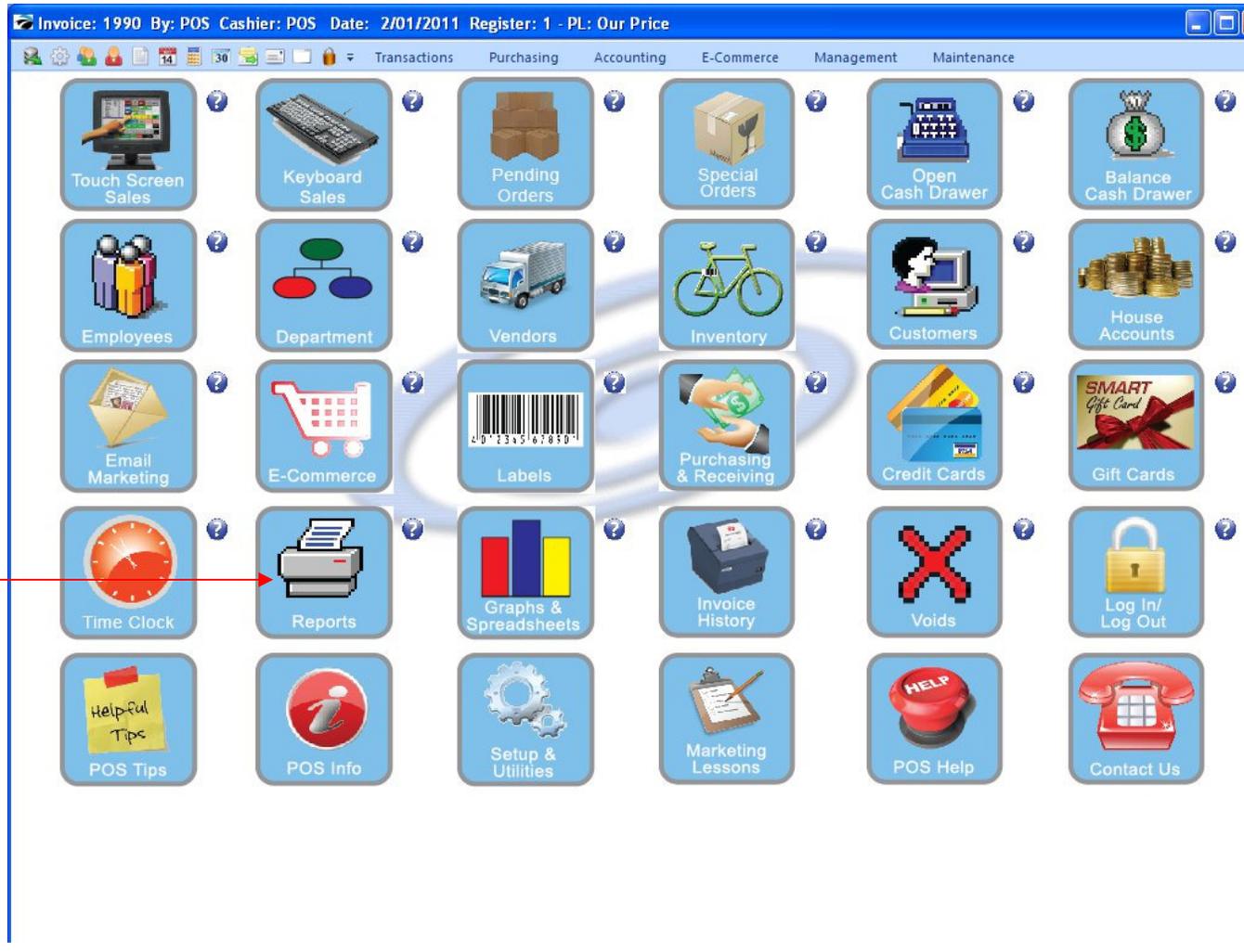


Sales Reports

Sales by Department/Category

1



IN MANAGER MODE:

Go to Reports

1. Select Reports Button

Sales Reports

Sales by Department/Category

2

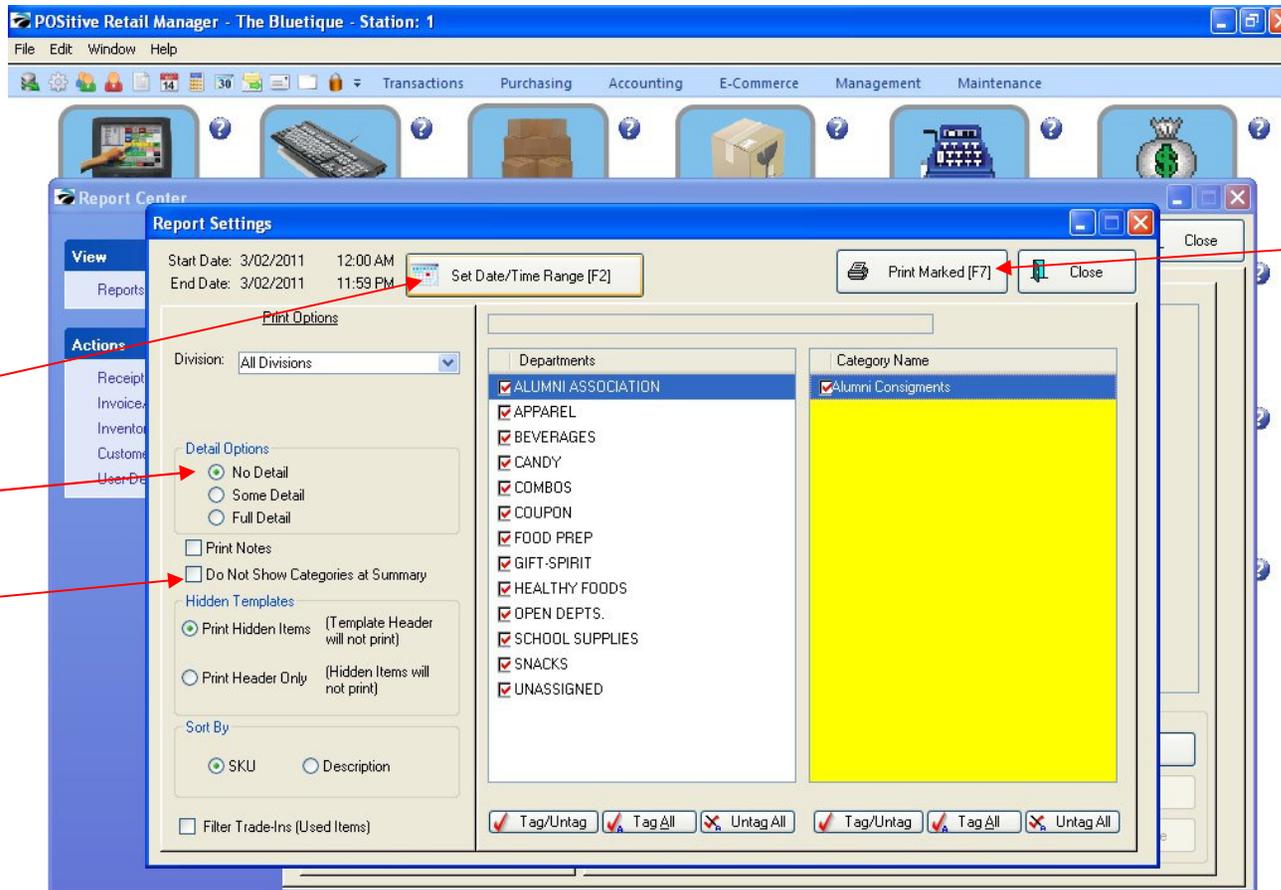
REPORT CENTER:

1. Under Report Type, Select Sales Report
2. Under Report, Select Dept/Category
3. Select Run Report (F7)

Sales Reports

Sales by Department/Category

3



REPORT CENTER:

1. Set Date/Time Range (F2), Report will default to today
2. Select No Detail to print overview report
3. Select Do Not Show Categories at Summary to show only Department Summary
4. Select Print Marked (F7)

Sales Reports

Sales by Department/Category

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

| Page | Size |
|------|--------|
| 1 | 19,362 |

Sales Report By Department
Confidential

The Edge
Division:

From: 1/01/2011 11:00 AM
To: 1/05/2011 11:59 PM

Department Summary

| Department | Category | Total Quantity | Total Cost | Total Price | Total Disc | Net Total Price | Average Price | % Of Sales |
|---------------------|------------------------|----------------|------------|-------------|--------------|-----------------|---------------|------------|
| APPAREL | | 6.00 | 50.00 | 64.00 | 0.00 | 64.00 | 14.00 | 94.92% |
| | Footwear | 4.00 | 10.00 | 24.00 | 0.00 | 24.00 | 14.00 | 100.00% |
| BEVERAGE | | 4.00 | 0.25 | 4.50 | 0.00 | 4.50 | 1.13 | 5.05% |
| | Hot and Warm Beverages | 3.00 | 0.00 | 3.00 | 0.00 | 3.00 | 1.00 | 44.47% |
| | Juices | 1.00 | 0.25 | 1.50 | 0.00 | 1.50 | 1.50 | 33.33% |
| Totals: | | 10.00 | 50.25 | 68.50 | 0.00 | 68.50 | | |
| Less Line Discount: | | | | - | | 0.00 | | |
| Less Trade-In: | | | | - | | 0.00 | | |
| | | | | | Total | 68.50 | | |

Page: 1

Print: 1/01/2011 4:39 PM

Zoom: 75% 1 pages, 18.9Kb

1



REPORT CENTER:

1. This report shows Categories in Department Summary

Sales Reports

Sales by Department/Category

5

The screenshot shows a 'Report Preview' window with a toolbar at the top. The report title is 'Sales Report By Department' for 'Confidential'. It includes a 'Department Summary' table with the following data:

| Department | Category | Total Quantity | Total Cost | Total Price | Total Disc | Net Total Price | Average Price | % of Sales |
|----------------------|----------|----------------|------------|-------------|------------|-----------------|---------------|------------|
| APPAREL | | 6.00 | \$6.00 | \$4.00 | 0.00 | \$4.00 | 14.00 | 94.92% |
| BEVERAGES | | 4.00 | \$8.25 | 4.50 | 0.00 | 4.50 | 1.13 | 5.08% |
| Totals: | | 10.00 | \$8.25 | \$8.50 | 0.00 | \$8.50 | | |
| Less Line Discounts: | | | | | | - | 0.00 | |
| Less Trade-In: | | | | | | - | 0.00 | |
| | | | | | | Total | \$8.50 | |

The report also shows 'From: 1/01/2011 11:00 AM' and 'To: 1/05/2011 11:59 PM'. A red arrow points to the 'Department Summary' section, and a red number '1' is next to it.



REPORT CENTER:

1. This report shows No Categories in Department Summary