

Sales & Inventory Reports, Training Outline (Don's Notes)

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Daily Reports

Shift Sales Summary is generated from the Balance Register process from the invoice screen tab (F7). This report is generated when each register is balanced and checked out each shift during the day. Once the money in the drawer has been counted and the sales posted, a report should be printed to summarize the sales activity. The tender summary will appear and a sales summary by category will appear if requested. To specialize the Balance Report detail, from the invoice screen, go to **Station Settings (4) : Register Balance :** and check each section requested **Tender Summary, Category Summary,** etc.

Register Balance Summary Report – Summarizes all register Shift Sales Reports for the day by register and shift. The report will also summarize the total sales, tax collected, tender collected, and net sales and accuracy for the entire day.

Accounting : Reports : Register Balance/Tender Summary : Daily Balance Summary : Select Date or at **Report Center : Management Reports : Daily Balance Summary**

Sales Reports as needed

Sales Report by Department/Category - Produces a profit report by date range, sorted by department and category. You can select which departments or categories to print with a tag selection for the departments and categories within that department as needed. Detail may be checked to include more data.

Report Center : Sales Report : Dept/Category : Date range : Tag Dept and tag Categories

Employee Sales Report – Produces a profit report by date range, sorted by an employee. You can choose which employees to include in the report.

Report Center : Sales Report : Employee : Date range : Select employees

Inventory Reports as needed

Inventory Price List – A list of all inventory items with SKU, Description, Retail Price, and Cost. A specific department or multiple departments, listed by categories may be printed with a query selection.

Report Center : Inventory : Inventory Price List : Select Query

Physical Stock Count Report - A listing of inventory items, by department (or category), as set up by a query. A line is provided to enter counts from the physical count of merchandise.

Inventory : Physical Inventory : Print Inventory List : Select Query

Inventory Listing – A list of all inventory items with SKU, Description, Retail Price, and Quantity on Hand. A specific department or multiple departments may be printed with a query selection.

Report Center : Inventory : Inventory Listing : Select Query

Inventory Valuation Report – A listing of inventory items, by department (or category), that includes the SKU, Description, Stock Qty., Average Cost, and Total Cost Valuation. Each category will include a quantity and dollar value sub-total. A summary of the department by category is included at the end of the report. A department may be chosen with a query selection.

Inventory : Inventory Reports : Inventory Valuation : Select Query.

Monthly Reports

Sales Tax Report – A report of the sales activity for a period of time, summarizing the Total Sales, Taxable and Non-taxable, Tax collected, Sales w/o tax, and Sales with tax included. The data included in the report should be all that is needed to complete the monthly state sales tax for your state.

Accounting : Reports : Sales Tax Report : Select Dates

Or at **Report Center : Management Reports : Sales Tax Report : Select Dates**

Accounts Receivable Statement – A Report of outstanding accounts receivable customers with balance and dating.

Accounting : Accounts : AR Statements :

Basic Reports as needed

Department/Category Report – A listing of your store's Departments and Categories that are assigned to each Department listed.

Manager Console : Inventory (F4) : Departments : Print list (F7)

Employee List – A listing of employees working in your store. You may include as much detail as needed – ID, Name, Address, Phone, Security grouping, etc.

Management Console (F3) : Employees (3) : Print list (F7)

Vendor List – A listing of vendors used by your business. You may include as much detail as needed – ID, Name, Address, Phone, Fax #, Credit limit, Contact #, E-mail, etc.

Vendor Console : Vendor list : Print list (F7) or as selected

Customer List – A listing of customers who frequent your business. You may include as much detail as needed – Account #, Name, Address, Phone, Contact name, Terms, E-mail, etc.

Customer Console (F8) : Customer list : Print list (F7)

Options for all Reports

Set a range of dates – Specific time period to report.

The Detail option should be checked when specific data is requested.

Query selection is made to choose a smaller sample rather than reporting the entire inventory.

How to set a Query

From the Manager Console, enter the Report Center (F7), select a report type and an actual report to print.

Select the tab Run the Report (F7)

Select a range of dates or a specific date.

Complete the Sort Items Selection with a check or leave blank.

The first two; Print Detail, and Print Matrix Headings only are options with each report.

The third; Use the Query Wizard **must** be checked to access the query wizard to limit the print content you will sort by.

Select to run the report. The Query Wizard will appear.

Select a previously saved query if one exists, or create a new query and save it.

Select Sort Items Selected – SKU, Category, Description, or Department you want to sort. Define with detail if needed.

Select to preview to see if it is what you want from the report.

Go to print options on the top menu bar to alter the report.

To add a new query – Enter the Query Wizard : Fields or Condition to evaluate : Highlight to choose : Next : Choose a Criteria appropriate for the field.

(i.e. Category contains “Hooded Sweatshirts” or Department is equal to “Apparel”)

To add additional conditions to limit the report by – And / Or conditions may be added.

Save the query with a descriptive name and Finish.

Preview all reports before printing to make sure it contains the data you want.

View items on top menu bar for options on printing.