

## **Point Of Sale Reports**

### ***Reports based on Sales records***

These reports included the Sales Report, Sales Summary Report, and Time Period Sales Report.

The Sales record holds information such as Transaction Number, Sale Date, Subtotal, Tax Totals, and Sale Total.

Reports based on Sales records are used to get total sales figures, either for a date, date range, or by hour.

These reports all searching on a date range, and optionally, store or register.

All reports based on Sales records are affected by the settings to include special orders, account payments, and gift cards/certificates in reports. These settings are found in Administration -> Point Of Sale. Because these items are not technically sales, they can be omitted from the reports to produce accurate sales figures.

All reports based on Sales records include all transaction types (completed sales, cancels, and voids). The reports are grouped by status to display totals for each type.

### **Sales Report**

This report is separated by date, in addition to status (finished, voided, or cancelled).

This report displays the following data:

- Transaction Number
- Sale Time
- Subtotal
- Tax Totals
- Sale Total

It includes summary data for the tax totals and sale totals. It also includes a summary for the taxable sales subtotal. This total includes only sales that have at least one tax rate charged.

## **Sales Summary Report**

This report contains summaries for the following data:

Number of Transactions

Subtotal

Tax Totals

Sales Total

In addition to being separated by status (finished, voided, or cancelled), this report can optionally be separated by date. The default setting is to display a single total for all dated in the date range.

## **Time Period Sales Report**

This report is separated by date and hour of sale, in addition to status.

This report displays summaries for following data:

- Time Period
- Number of Transactions
- Total Sales
- Percentage of Day's Sales
- Average Amount Per Transaction
- Cumulative Total Sales
- Cumulative Percentage of Day's Sales

The report also includes summaries for Number of Transactions, Total Sales, and Average Amount Per Transaction for the entire day.

## ***Reports Based On Payment Records***

These reports include the Payments Report, Payment Summary Report, Account Charge Report, Employee Charge Report, and, from the POS, Discount Report when closing a drawer.

The Payment record holds information such as payment method and amount paid.

Reports based on Payment records are used to get a breakdown of each type of payment collected and can be used to balance the register drawers.

These reports all searching on a date range, and optionally, store or register drawer. The Employee Charge report can optionally be searched by employee name, but does not have the register drawer option.

Reports based on Payment records are NOT affected by options to include or omit special orders, account payments, or gift cards/certificates from reports. Payment record reports always include ALL payments collected regardless of what the payments were applied towards. This means, if any of the above options are unchecked, the totals on the Sales

record and Payment record reports may not match. This is intentional and does not mean there is an error in the report.

All reports based on Payments records include all transaction types (completed sales, cancels, and voids). The reports are grouped by status to display totals for each type.

## **Payment Report**

This report is separated by date, in addition to status (finished, voided, or cancelled).

This report displays the following data:

- Transaction Number
- Sale Time
- Sale Total
- Payment Method
- Type (e.g. Credit Card Type)
- Amount Paid

It includes summary data for the total amount paid.

## **Payment Summary Report**

This report contains summaries for the following data for each payment method:

Number of Transactions

Total Amount Paid

In addition to being separated by status (finished, voided, or cancelled), this report can optionally be separated by date. The default setting is to display a single total for all dated in the date range.

## **Account Charge Report**

This report contains the following data:

- Account Number
- Transaction Number
- Sale Time
- Sale Total
- Account Charge Amount
- Account Balance

This report is separated by date, in addition to being separated by status (finished, voided, or cancelled).

## **Employee Charge Report**

This report contains the following data:

- Employee Name & Number
- Transaction Number
- Sale Time
- Sale Total
- Employee Charge Amount

This report is separated by date, in addition to being separated by status (finished, voided, or cancelled).

## ***Reports Based On Sale Line Item Records***

These reports include the Tax Summary Report, Sales By Item Report, Sales By Item Detailed Report, Sales By Subcategory Report, Sales By Category Report, Account Payment Report, Highest Sales Tax Report, and, from the POS, the Tax Report and Sales By Category Report when closing a drawer.

The Sales Line Item record holds information such as item name, price, quantity purchased, tax charged on the item, and the total amount charged for the item.

Reports based on Sale Line Item records are used to get a breakdown of each type of item sold or a breakdown of each tax rate charged.

These reports all search on a date range, and optionally, category, subcategory, store, or register drawer. The Account Payment report allows only the store or register drawer options since category and subcategory do not apply.

Except for the Tax Summary Report and Account Payment Report, reports based on Sale Line Item records always omit special orders, account payments, and gift card/certificate sales from the report. The Tax Summary Report is affected by the options selected. The Account Payment Report includes only account payments.

All reports based on Sale Line Item records include only finished transactions. Cancels and Voids are omitted from the reports.

The dollar amounts listed on the Sale Line Item reports are the subtotals before tax. This means the totals on these reports will not match the totals on the Sales Reports, since the Sales Reports list the amounts after tax. This is intentional and is not an error in the reports.

## **Tax Summary Report**

This report contains summaries for the following data for each total tax rate charged:

- Sale Subtotal
- Tax Totals

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## **Sales By Item Report**

This report contains the following data summarized by product:

- Product Code
- Product Description
- Price
- Number Sold
- Percentage of Total Sales
- Total Purchase Price
- Percentage of Total Sales Dollars

The report also includes summaries for each subcategory of Number Sold, Percentage of Total Sales, Total Purchase Price, and Percentage of Total Sales Dollars. Overall summaries are included for Number Sold and Total Purchase Price.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## **Sales By Item Detailed Report**

This report contains the following data:

- Transaction Number
- Sale Time
- Cashier Name
- Item Price

It also contains summaries by product for the following data:

- Product Description
- Product Price
- Number Sold
- Percentage of Total Sales
- Total Purchase Price
- Percentage of Total Sales Dollars

The report also includes summaries for each subcategory of Number Sold, Percentage of Total Sales, Total Purchase Price, and Percentage of Total Sales Dollars. Overall summaries are included for Number Sold and Total Purchase Price.

This report is separated by date.

## **Sales By Subcategory Report**

This report contains the following data summarized by subcategory:

- Product Subcategory
- Number Sold
- Percentage of Total Sales
- Total Purchase Price
- Percentage of Total Sales Dollars

Overall summaries are included for Number Sold and Total Purchase Price.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## **Sales By Category Report**

This report contains the following data summarized by subcategory:

- Product Category
- Number Sold
- Percentage of Total Sales
- Total Purchase Price
- Percentage of Total Sales Dollars

Overall summaries are included for Number Sold and Total Purchase Price.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## **Account Payment Report**

This report contains the following data:

- Account Number
- Customer Company
- Customer Name
- Amount Paid
- Account Balance

This report also contains a total amount paid for all customers.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## **Highest Sales Tax Report**

This report contains summaries for the following data for each total tax rate charged:

- Sale Subtotal
- Tax Totals

This report contains only the 25% of the sales in the date range that have the highest totals. All other sales are omitted.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## ***Reports Based On Register Drawer Records***

These reports include the Drawer Reconciliation Report, and, from the POS, the X Report and Z Report when closing a drawer.

The Register Drawer record holds information such as cashier, drawer date, time opened, time closed, and total amount collected for all payment types.

Reports based on Register Drawer records are used to get totals of each payment type collected and used to balance the drawers.

The Drawer Reconciliation Report searches on a date range, and optionally, store or register drawer.

All reports based on Register Drawer records include only finished transactions. Cancels and Voids are omitted from the reports.

### **Drawer Reconciliation Report**

This report contains the following data:

- Register Drawer Number
- Employee Assigned By
- Cashier Assigned To
- Drawer Date
- Time Opened
- Time Closed

The following payment methods are included in the report:

- Cash
- Debit
- Credit Card (broken down into card type)
- Gift Card
- Gift Certificate
- Check
- Food Stamp
- Account Charge
- Employee Charge

For each of these payment methods, the following information is included:

- Start Bank (cash only)
- Receipts
- Credits (all except check and food stamp)
- Deposits (cash only)
- Withdrawals (cash only)

- Accountable
- Counted
- Over/Short

This report also contains summaries for receipts, credits, accountable, counted, and over/short for each drawer, as well as for the entire report.

The report also includes totals for discounts and coupons collected, and totals for credit card receipts for the entire report broken down by card type.

## **All Transaction Reports**

These reports contain data from both POS sales and special orders.

Use these reports to get total sales figures if the Include Special Orders In Sales Reports option is unchecked, or payments are being collected for special orders or invoices from the main system instead of the POS.

If all transactions are being processed through the POS and included in the POS reports, these reports do not need to be run. Use the Point Of Sales Reports instead. The date used in searches for these reports is the sale date for point of sales transactions and the date required for special order transactions.

### ***Reports based on Sales/Order records***

These reports included the All Sales/Orders Report and All Sales/Orders Summary Report.

The Sales record holds information such as Transaction Number, Sale Date, Subtotal, Tax Totals, and Sale Total.

The Order record holds information such as Order Number, Order Date, Date Required, Customer Information, Subtotal, Tax Totals, and Sale Total.

These reports all searching on a date range, and optionally, store.

These reports omit account payments and gift card/certificate purchases. Account payments are omitted since those amounts will be included with the original sale. Gift card/certificate sales are omitted since those amounts will be included when the card/certificate is redeemed.

These reports include only finished sales, omitting cancels and voids and include only open or closed orders, omitting any cancelled or pending orders.

The records in these reports are grouped by type (sale or order), with summaries displaying for each type as well as for the entire report.

### **All Sales/Orders Report**

This report displays the following data:

- Transaction/Order Number
- Sale/Order Time
- Subtotal
- Tax Totals
- Sale Total

It includes summary data for the tax totals and sale/order totals.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

### **All Sales/Orders Summary Report**

This report contains summaries for the following data:

Number of Transactions

Subtotal

Tax Totals

Sales Total

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

### ***Reports based on Payment records***

These reports included the All Payments Report and All Payments Summary Report.

The Payment record holds information such as payment method and amount paid.

These reports search on a date range, and optionally, store.

These reports include only finished sales, omitting cancels and voids and include only open or closed orders, omitting any cancelled or pending orders.

The records in these reports are grouped by type (sale or order), with summaries displaying for each type as well as for the entire report.

## **All Payments Report**

This report displays the following data:

- Transaction/Order Number
- Status
- Sale/Order Time
- Sale/Order Total
- Payment Method
- Amount Paid

It includes summary data for the total amount paid, broken down by payment type.

This report can optionally be separated by date. The default setting is to display a single total for all dated in the date range.

## **Payment Summary Report**

This report contains summaries for the following data for each payment method:

Number of Transactions

Total Amount Paid

This report can optionally be separated by date. The default setting is to display a single total for all dated in the date range.

## ***Reports Based On Sale/Order Line Item Records***

These reports include the All Taxes Summary Report, All Items Summary Report, All Items By Subcategory Report, All Items By Category Report, and the Summary By Price Level Report.

The Line Item record holds information such as item name, price, quantity purchased, tax charged on the item, and the total amount charged for the item.

Reports based on Sale Line Item records are used to get a breakdown of each type of item sold or a breakdown of each tax rate charged.

These reports all search on a date range, and optionally, store.

Except for the All Taxes Summary Report, reports based on Line Item records always omit account payments, and gift card/certificate sales from the report.

These reports include only finished sales, omitting cancels and voids and include only open or closed orders, omitting any cancelled or pending orders.

The dollar amounts listed on the Line Item reports are the subtotals before tax.

## **All Taxes Summary Report**

This report contains summaries for the following data for each total tax rate charged:

- Sale Subtotal
- Tax Totals

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## **All Items Summary Report**

This report contains the following data summarized by product:

- Product Code
- Product Description
- Price
- Number Sold
- Percentage of Total Sales
- Total Purchase Price
- Percentage of Total Sales Dollars

The report also includes summaries for each subcategory of Number Sold, Percentage of Total Sales, Total Purchase Price, and Percentage of Total Sales Dollars. Overall summaries are included for Number Sold and Total Purchase Price.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## **All Items By Subcategory Report**

This report contains the following data summarized by subcategory:

- Product Subcategory
- Number Sold
- Percentage of Total Sales
- Total Purchase Price
- Percentage of Total Sales Dollars

Overall summaries are included for Number Sold and Total Purchase Price.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## **All Items By Category Report**

This report contains the following data summarized by category:

- Product Category
- Number Sold
- Percentage of Total Sales
- Total Purchase Price
- Percentage of Total Sales Dollars

Overall summaries are included for Number Sold and Total Purchase Price.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

### **Summary By Price Level Report**

This report contains the following data summarized by pricing level:

- Total Sales
- Percentage of Total Sales

An overall summary is included for Total Sales.

This report can optionally be separated by date. The default setting is to display a single total for all dates in the date range.

## ***Payment Types***

### **Counter Sale Payments**

These are payments made on sales from the point of sale system. Each payment collected is stored as a Sale Payment record.

These records are included in the POS Payment Report, POS Payment Summary Report, All Payments Report, and All Payments Summary Report.

### **Special Order Payments**

Payments on special orders can be made from either the POS or the main system.

Each payment made from the main system is stored with the order as an Order Payment record.

Each payment made from the POS is stored as both an Order Payment record and as a line item on the sale. The payment collected is also stored as part of the Sale Payment record. There may be additional items included on the sale, not just the order payment.

If Include Special Orders In POS Reports is checked, special order payments made from the POS will be included in the POS Sales Report and the POS Sales Summary Report. Special order payments made from the POS are always included in the POS Payment Report and POS Payment Summary Report.

All special order payments are included in the All Payments Report and All Payments Summary Report.

## **Invoice/Account Payments**

These payments can be made from either the POS or the main system.

### **Invoice Payments from the Main System**

If the invoice was for a special order, the payment is stored with the order as an Order Payment record.

If the invoice was for account charges, the payment is stored with the invoice as an Invoice Payment.

These payments will be included with the All Payments Report and All Payments Summary Report.

### **Account Payments from the POS**

If there are any outstanding invoices on the account, the payment is stored with the invoice as an Invoice Payment.

Any amount not applied to an invoice is stored as a credit on the account.

In addition, these payments are also stored as a line item on the sale. The payment collected is also stored as part of the Sale Payment record. There may be additional items included on the sale, not just the account payment.

These payments are included in the POS Payment Report, POS Payment Summary Report, All Payments Report, and the All Payments Summary Report.

If Include Account Payments In POS Reports is checked, account payments made from the POS will be included in the POS Sales Report and the POS Sales Summary Report.