Portal User Guide

Sales Reports

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Managing sales reports

The Portal gives a broad range of reports through which you can view the activities of your company.

Sales reports

The sales reports are grouped into the following areas.

Ledger and cashbook reports:

Use these reports to examine your ledger and cashbook activities.

- *Account report* on page 199.
- *Cashbook Statement report* on page 202.
- *Ledger Balance report* on page 206.
- *Ledger Balance Detail report* on page 209.
- *Ledger report* on page 212.

Balance reports:

Use these reports to examine your account, tender and GST balances.

- *Journal List report* on page 9.
- *Missing Journal report* on page 15.
- *Site Banking report* on page 18.
- *Site Cashups report* on page 21.
- *Site Balances report* on page 24.
- *Site Tenders Summary report* on page 27.
- *Terminal report* on page 215.
- *Tender Balances report* on page 285.
- *GST Balance Position report* on page 149.

Sales reports:

Use these reports to examine sales across brands, departments, states, sites and the effectiveness of advertising campaigns.

- *Advertising Group report* on page 251.
- *Advertising List report* on page 262.
- *Comparison of Advertising Sales report* on page 254.
- *Comparison of Advertising Sales report* on page 258.

- *Brand Sales report* on page 306.
- *Sales Grid report* on page 311.
- *Comparison / Pivot Table Sales report* on page 281.
- *Department Sales report* on page 317.
- *Department Summary report* on page 225.
- *Department Tenders report* on page 322.
- *Sales by Department and Terminal report* on page 266.
- *Division Sales report* on page 326.
- *Flash Sheet report* on page 272.
- *Group Sheet report* on page 274.
- *Prediction report* on page 331.
- *Site Sales report* on page 334.
- *Smash Sheet report* on page 276.
- *State Sales report* on page 339.
- *Terminal By Sales report*.

Reports by period:

Use these reports to examine sales across departments, divisions, states and sites for a set period.

- *Department Sales by Period report* on page 221.
- *Division Sales by Period report* on page 230.
- *Site Sales by Period report* on page 234.
- *State Sales by Period report* on page 238

Specials and item reports:

Use these reports to examine popular items in various categories such as item types, styles, specials and associated items.

- *Specials Department Sales report* on page 364.
- *Specials Site Sales report* on page 368.
- *Associated Item Sales By Site By Site report*.
- *Associated Items report* on page 246.
- *Transactions Containing Item report* on page 299.
- *Site Item Summary report*.
- *Top 10 Item Sales report* on page 343.
- *Top 10 Item Style Sales report* on page 348.

- *Top 10 Item Type Sales report* on page 353.
- *Top 10 Supplier Item Sales report* on page 358.
- *Top 10 Department Sales By Terminal report* on page 292.
- *Top 10 Special Sales report* on page 372.
- *Top 10 Item Sales report* on page 242.

Franchise reports:

Use these reports to examine the activity of franchises.

- *Consignment Summary Sales report* on page 131.
- *Consignment Sales By Supplier report* on page 135.
- *Franchise Department Sales report* on page 121.
- *Goal Sheet report* on page 128.
- *Franchise Site Sales report* on page 124
- *Data Extraction report* on page 140.
- *Data Extraction report* on page 144.

GST reports:

Use these reports to examine the GST obligations of your company.

- *GST Department Sales report* on page 152.
- *GST Site Sales report* on page 156.
- *GST Balance Position report* on page 149.
- *Top 10 GST Sales report* on page 160.

Point of Sale reports:

use these reports to examine the activity of your Point of Sale and operators.

- *Clerk Sales report* on page 54.
- *Clerk Transactions report* on page 60.
- *Clerk Loyalty Sales report* on page 49.
- *Sales By Tender report* on page 80.
- *Void Sales report* on page 89.
- *Wages / Turnover report* on page 92.
- *Sales Returns report* on page 85.
- *Petty Cash Purchases report* on page 77.
- *POS No Sales report* on page 74.

- *Site By Sales Discounts report* on page 66.
- *Discount report* on page 71.

Statistics and audit reports:

Use these reports to examine statistical information about your sales, such as customers' post codes, low value sales, single-item sales and department tenders.

- *Customer Counts report* on page 95.
- *Department Tenders report* on page 101.
- *Post Code report* on page 112.
- *Postal Region report* on page 104.
- *Post Code Detail report* on page 108.
- *Transactions per Hour report* on page 116.
- *Low Item Sales report* on page 30.
- *Single Item Sales report* on page 44.
- *Low Value Sales report* on page 35.
- *Low Value Transaction report* on page 39.

Industry reports:

Use these reports to examine key company information in the context of industry comparisons.

- *Customer Counts report* on page 164.
- *Department and Site Sales report* on page 170.
- *State Sales report* on page 174.
- *Top 10 Industry Items report* on page 177.
- *Transactions per Hour report* on page 181.
- *Brand Sales report* on page 186.

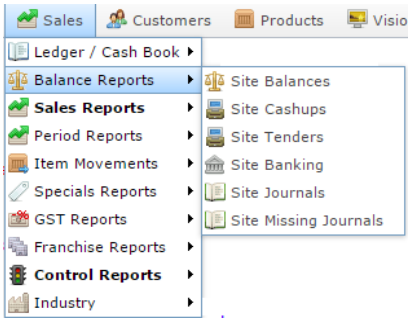
Journal List report

Use the Journal List report to view the transaction details at a site.

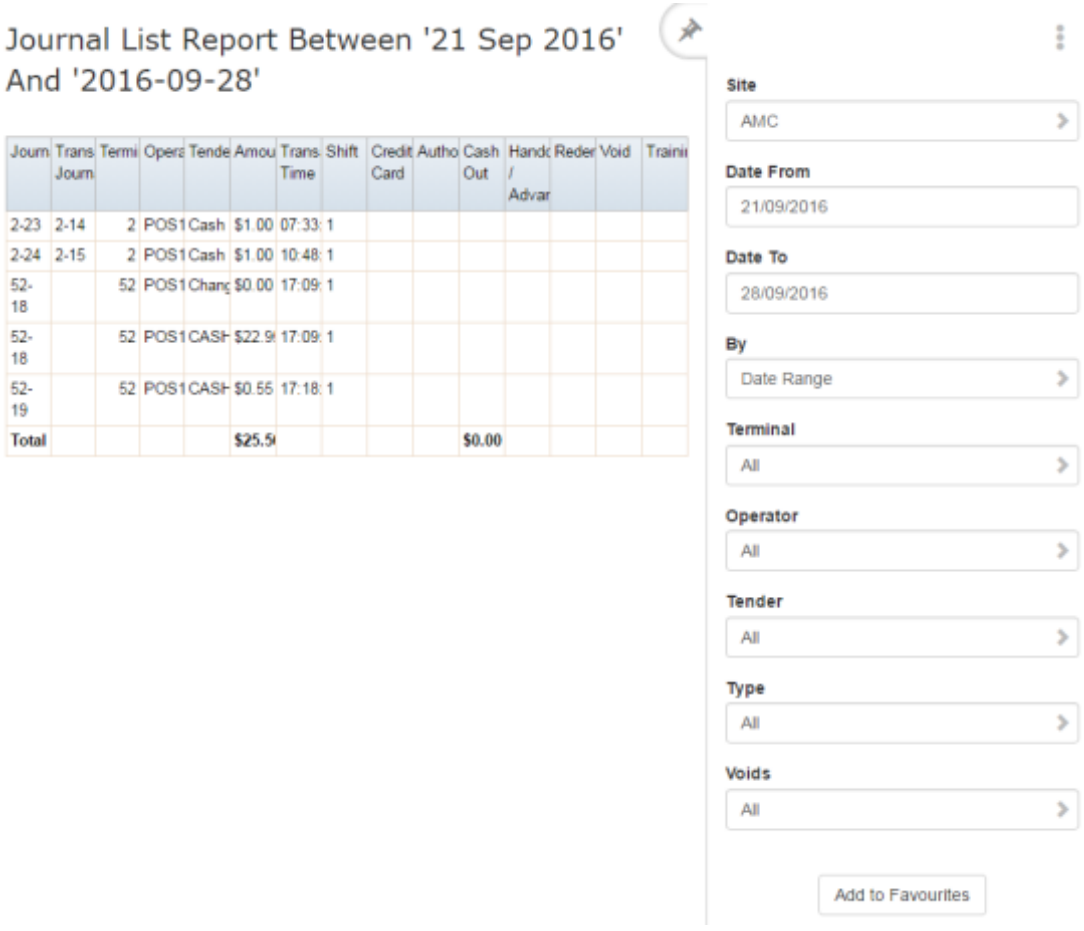
Opening the Journal List report

To open the Journal List report:

1. Press Sales from the main menu.
2. Press Balance Reports >Site Journals.



The Journal List report is displayed.



Journal List report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Terminal	Filter the report to a specific Point of Sale terminal.
Option	Select to display the report information as: ▪ Total transaction amounts. ▪ Counts of transactions.
by Clerk / **Operator**	Select to display the report information by Point of Sale operator.

Field	Description
Tender	Select to filter the report to a specific tender type.
Type	Select to filter transactions to normal transactions or training transactions.
Voids	Select to filter the report to transactions with voids, or without voids.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Amount / **Sales**	The sales total of the transaction.
Journal	Unique code identifying the transaction.
Transaction Journal	Unique code identifying a transaction that affects the customer, such as sales, returns or loyalty redemptions. **Note:** Transactions such as handovers, advances, training transactions, petty cash or void sales are not assigned a transaction journal number.
Terminal	The terminal that processed the transaction.

Field	Description
Clerk	The clerk responsible for this transaction.
Tender	The tender used for this transaction.
Transaction Time	The time the transaction occurred.
Shift	The roster shift during which the transaction occurred.
Credit Card	Whether a credit card was used in this transaction.
Authorisation	The credit card authorisation used in this transaction.
Cash Out	Whether cash out was included in this transaction.
Handover / Advance	Whether a handover or advance occurred in this transaction.
Redemption	Whether a loyalty point redemption occurred in this transaction.
Void	Whether a void occurred in this transaction.

Field	Description
Training	Whether this transaction was in training mode.

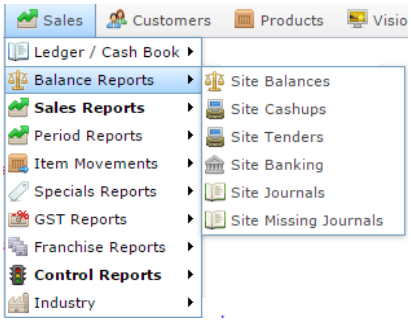
Missing Journal report

Use the Missing Journal report to view journals that are missing from your Portal reports. Journals may be missing if the transaction has been rejected, or not yet received from the Point of Sale.

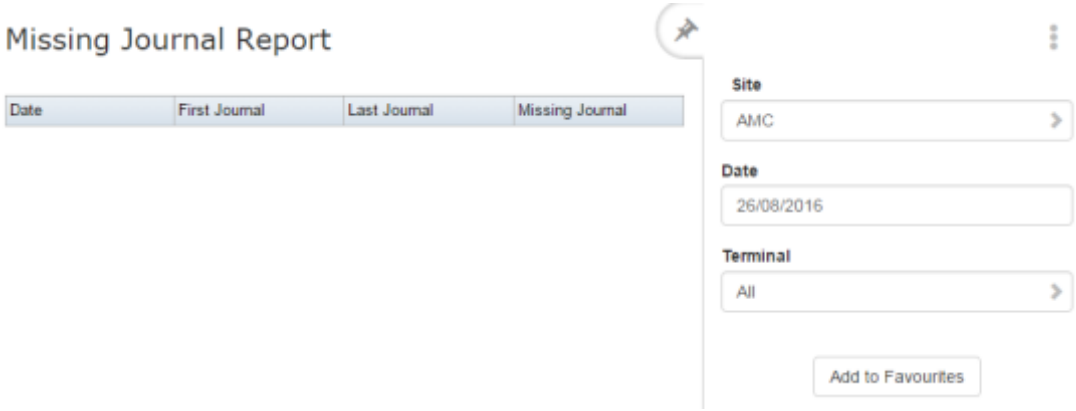
Opening the Missing Journal report

To open the Missing Journal report:

1. Press Sales from the main menu.
2. Press Balance Reports >Site Missing Journals.



The Missing Journal report is displayed.



Missing Journal report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Terminal	Filter the report to a specific Point of Sale terminal.

Report area

This area displays report information.

Field	Description
Date	The date of the journals displayed.
First Journal	The first journal of that date.
Last Journal	The last journal of that date.
Missing Journal	Journal numbers that should occur between the first and last journals but are not recorded in the Portal.

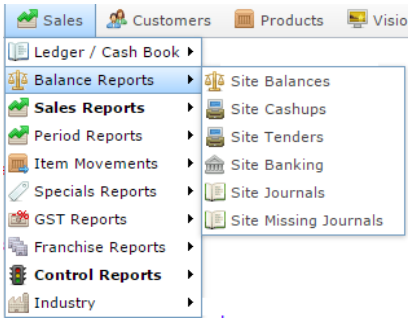
Site Banking report

Use the Site Banking report to view the money that has been banked, stored in the safe, declared by the Point of Sale or under/over on cashup for each site for the selected date.

Opening the Site Banking report

To open the Site Banking report:

1. Press Sales from the main menu.
2. Press Balance Reports > Site Banking.



The Site Banking report is displayed.

Site Banking report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, week or month.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Type	Select to view: ▪ Monkey that has been banked. ▪ Money stored in the safe. ▪ Money declared by the Point of Sale. ▪ Under / Overs.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

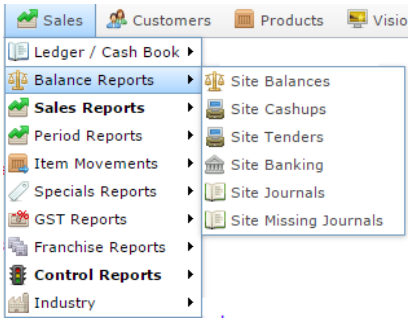
Site Cashups report

Use the Site Cashups report to view cashups for each site for the selected date, either by tender type, or the under / overs.

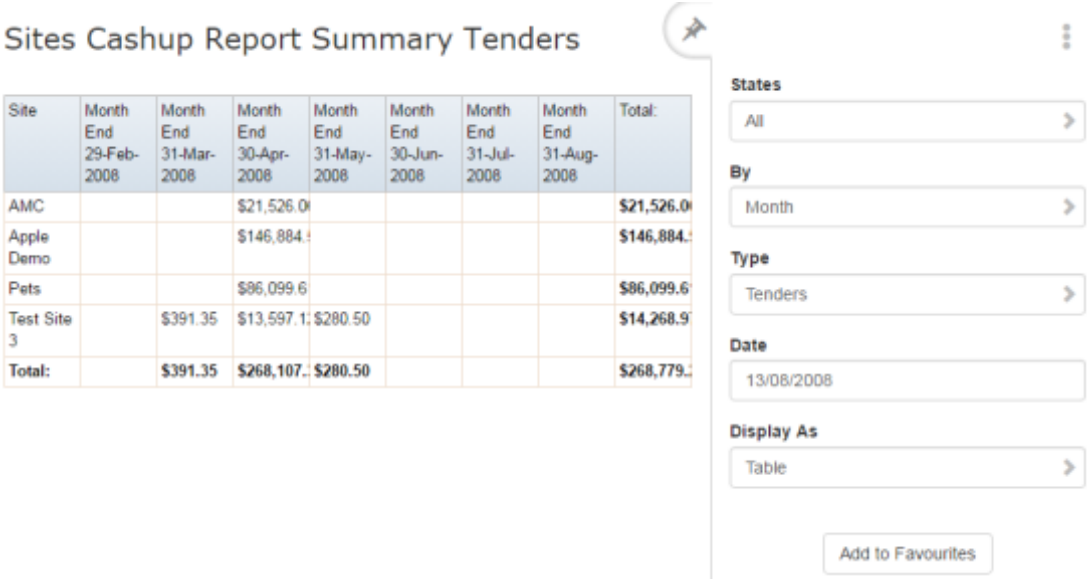
Opening the Site Cashups report

To open the Site Cashups report:

1. Press Sales from the main menu.
2. Press Balance Reports > Site Cashups.



The Site Cashups report is displayed.



Site Cashups report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, week or month.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Type	Select to view: ▪ Tenders ▪ Under / Overs.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

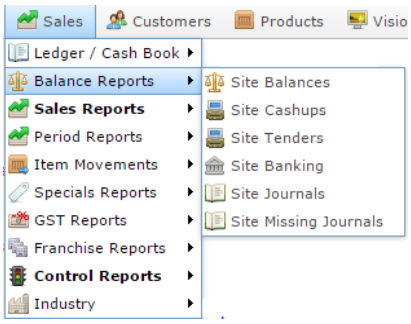
Site Balances report

Use the Site Balances report to view balances for each site for the selected date.

Opening the Site Balances report

To open the Site Balances report:

1. Press Sales from the main menu.
2. Press Balance Reports > Site Balances.



The Site Balances report is displayed.

Site Balances report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

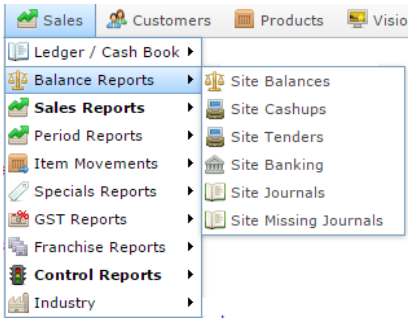
Site Tenders Summary report

Use the Site Tenders Summary report to view the amounts received for each tender type by site for the selected period.

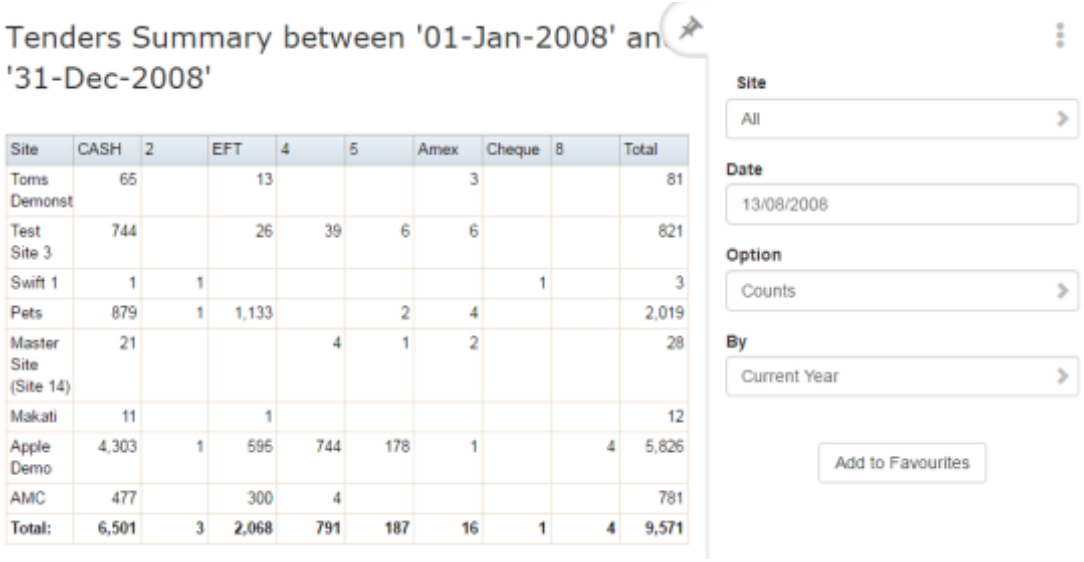
Opening the Site Tenders Summary report

To open the Site Tenders Summary report:

1. Press Sales from the main menu.
2. Press Balance Reports >Site Tenders.



The Site Tenders Summary report is displayed.



Tenders Summary between '01-Jan-2008' an '31-Dec-2008'

Site	CASH	2	EFT	4	5	Amex	Cheque	8	Total
Toms Demonst	65		13			3			81
Test Site 3	744		26	39	6	6			821
Swift 1	1	1					1		3
Pets	879	1	1,133		2	4			2,019
Master Site (Site 14)	21			4	1	2			28
Makati	11		1						12
Apple Demo	4,303	1	595	744	178	1		4	5,826
AMC	477		300	4					781
Total:	**6,501**	**3**	**2,068**	**791**	**187**	**16**	**1**	**4**	**9,571**

Site Tenders Summary report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Option	Select to display the report information as: ▪ Total transaction amounts. ▪ Counts of transactions.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Tender	The amount received of this tender type. **Note:** The exact tenders listed in these columns depends on your Portal configuration.

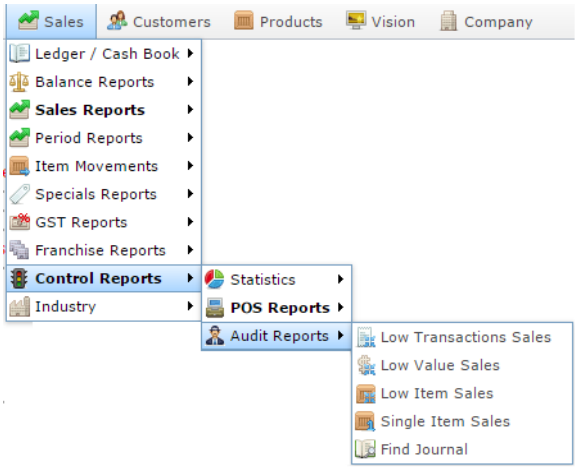
Low Item Sales report

Use the Low Item Sales report to view low value sales that included a selected item over a set period.

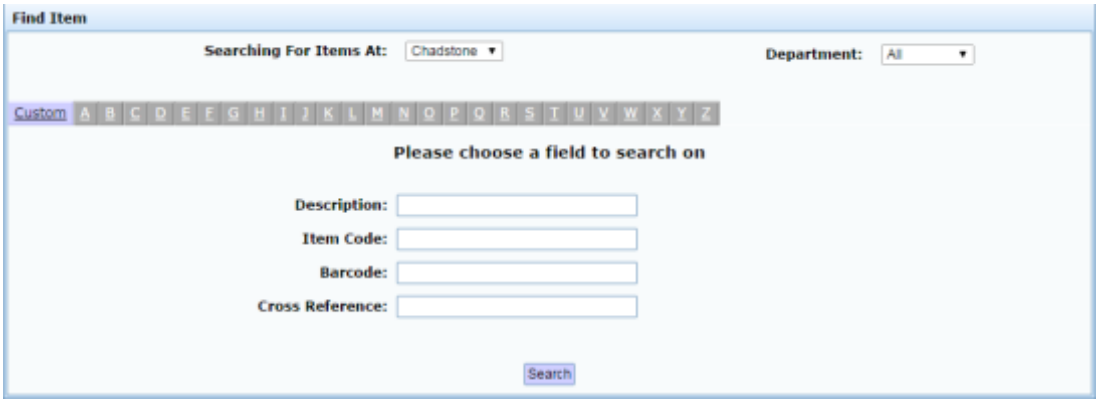
Opening the Low Item Sales report

To open the Low Item Sales report:

1. Press Sales from the main menu.
2. Press Control Reports > Audit Reports >Low Item Sales.



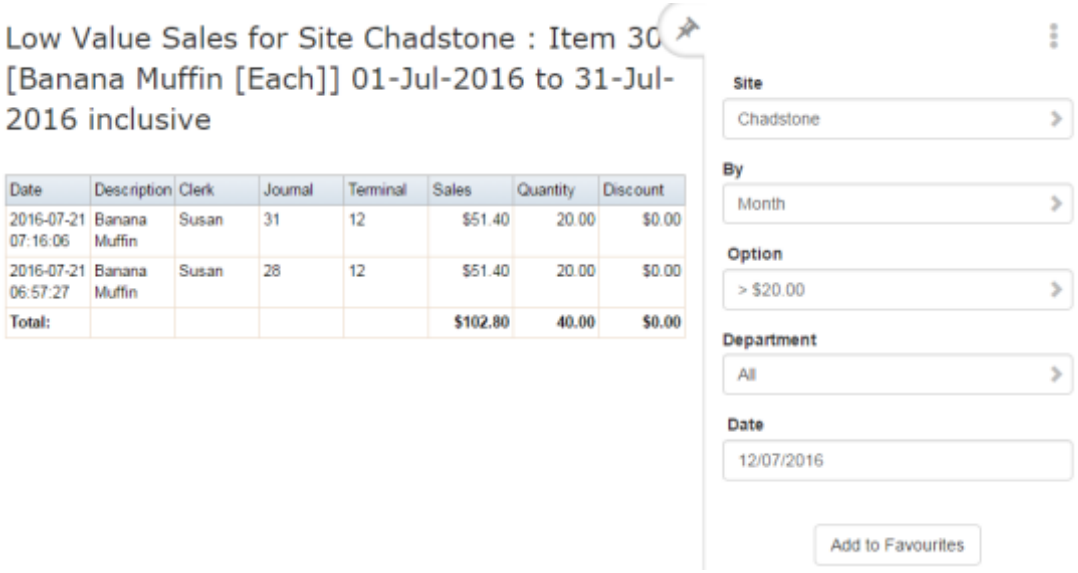
The Find Item screen is displayed.



3. Find the item you want to search on.

   See *Finding an item using the search screen*

   The Low Item Sales report is displayed.



Low Value Sales for Site Chadstone : Item 30 [Banana Muffin [Each]] 01-Jul-2016 to 31-Jul-2016 inclusive

Date	Description	Clerk	Journal	Terminal	Sales	Quantity	Discount
2016-07-21 07:16:06	Banana Muffin	Susan	31	12	$51.40	20.00	$0.00
2016-07-21 06:57:27	Banana Muffin	Susan	28	12	$51.40	20.00	$0.00
Total:					**$102.80**	**40.00**	**$0.00**

Low Item Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Department	Select to filter the report by department.
Option	Select to filter the report by amount.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Amount / **Sales**	The sales total of the transaction.
Trans Date	The date the transaction was finalised.
Item / **Description**	Description of the item. **Note:** Click on the description to access other options in a popup menu.
First Name / **Name /** **Clerk**	The user's first or given name.
Journal	Unique code identifying the transaction.
Terminal	The terminal that processed the transaction.

Field	Description
Quantity	Number of items sold in this transaction, if any.
Discount	Discounts applied during the transaction.

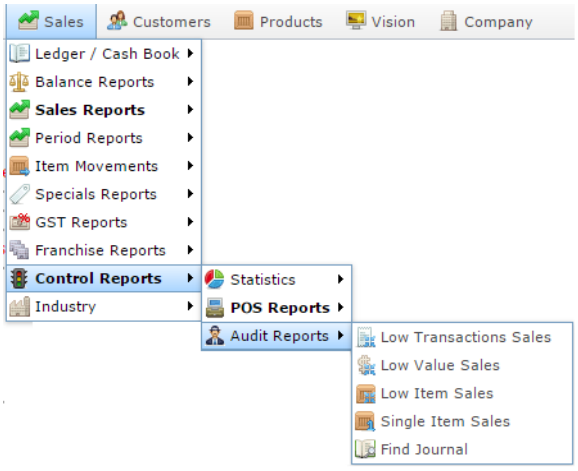
Low Value Sales report

Use the Low Value Sales report to view sales with totals under a specific value for a set period.

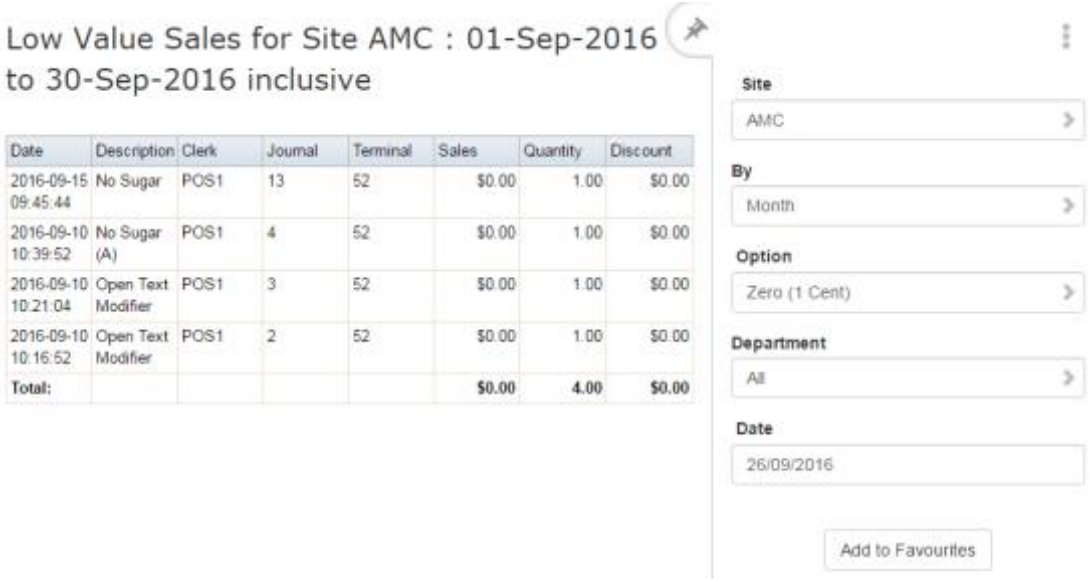
Opening the Low Value Sales report

To open the Low Value Sales report:

1. Press Sales from the main menu.
2. Press Control Reports > Audit Reports >Low Value Sales.



The Low Value Sales report is displayed.



Low Value Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Option	Select to filter the report by amount.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Amount / **Sales**	The sales total of the transaction.
Trans Date	The date the transaction was finalised.
Item / **Description**	Description of the item. **Note:** Click on the description to access other options in a popup menu.
First Name / **Name /** **Clerk**	The user's first or given name.
Journal	Unique code identifying the transaction.
Terminal	The terminal that processed the transaction.

Field	Description
Quantity	Number of items sold in this transaction, if any.
Discount	Discounts applied during the transaction.

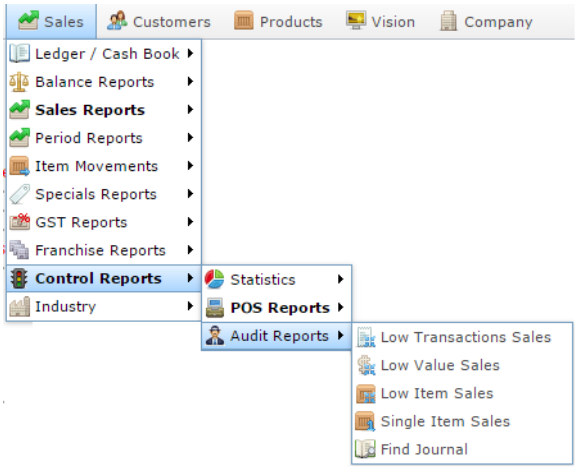
Low Value Transaction report

Use the Low Value Transaction report to view sales with totals under a specific value for a set period.

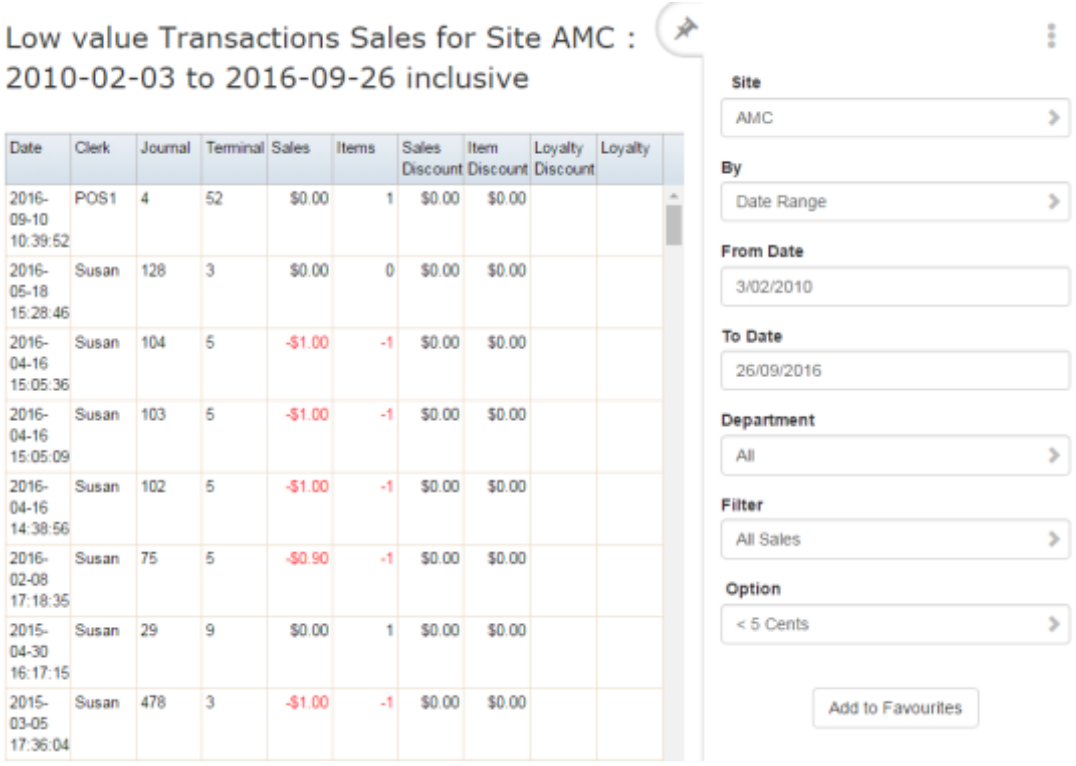
Opening the Low Value Transaction report

To open the Low Value Transaction report:

1. Press Sales from the main menu.
2. Press Control Reports > Audit Reports >Low Transactions Sales.



The Low Value Transaction report is displayed.



Low Value Transaction report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Option	Select to filter the report by amount.

Field	Description
Filter / Loyalty Filter	Select to display: ▪ All transactions. ▪ Loyalty member transactions only. ▪ Transactions from customers who are not loyalty members only.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Amount / Sales	The sales total of the transaction.
Trans Date	The date the transaction was finalised.
Journal	Unique code identifying the transaction.
Terminal	The terminal that processed the transaction.
Clerk	The clerk responsible for this transaction.
Items	The number of items involved in this transaction.
Sales Discount	Total discount amount applied to the whole transaction.
Item Discount	Total discount amount applied to items in this transaction.

Field	Description
Loyalty Discount	Total loyalty discount applied to this transaction.
Loyalty	Whether this transaction was a loyalty transaction.

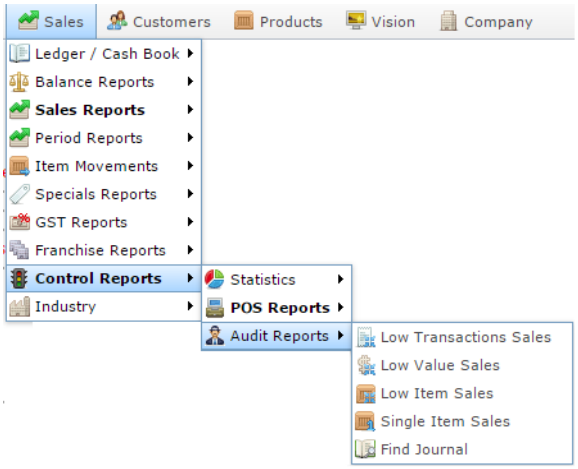
Single Item Sales report

Use the Single Item Sales report to view sales that included only one of a selected item over a set period.

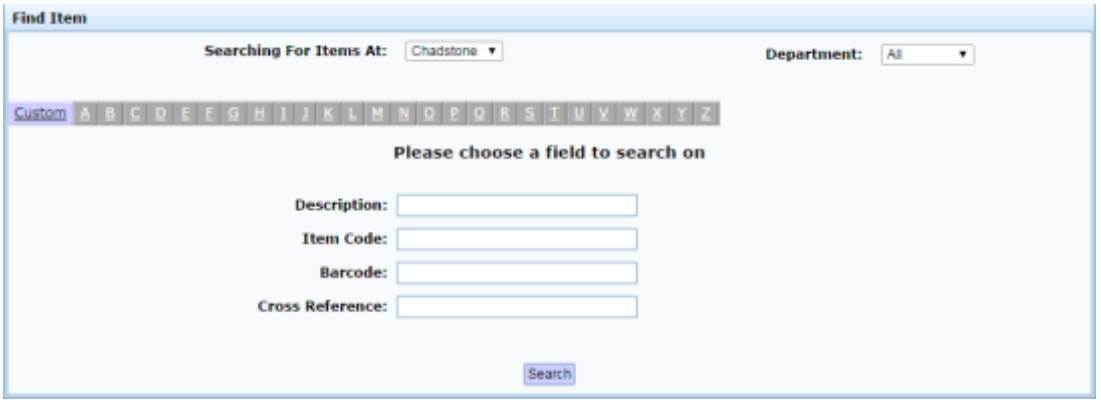
Opening the Single Item Sales report

To open the Single Item Sales report:

1. Press Sales from the main menu.
2. Press Control Reports > Audit Reports > Single Item Sales.



The Find Item screen is displayed.



3. Find the item you want to search on.

   See *Finding an item using the search screen*

   The Single Item Sales report is displayed.

Item Sales for AMC : Item 300 [Banana Muffi
[Each]]
Date
Description
Clerk
Journal
Terminal
Sales
Quantity
Discount
2014-10-28 15:48:16
Banana Muffin
Jacqui B
347
18
$259.90
10.00
$0.00
2014-07-21 12:55:01
Banana Muffin
Supervisor
14
20
$129.95
5.00
$0.00
2014-07-21 12:34:07
Banana Muffin
Supervisor
13
20
$25.99
1.00
$0.00
2014-07-21 12:04:21
Banana Muffin
Supervisor
1709
10
$25.99
1.00
$0.00
Site
Date From
25/08/2012
Date To
25/08/2016
Add to Favourites

Single Item Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Amount / **Sales**	The sales total of the transaction.
Trans Date	The date the transaction was finalised.
Item / **Description**	Description of the item. **Note:** Click on the description to access other options in a popup menu.
First Name / **Name /** **Clerk**	The user's first or given name.
Journal	Unique code identifying the transaction.
Terminal	The terminal that processed the transaction.

Field	Description
Quantity	Number of items sold in this transaction, if any.
Discount	Discounts applied during the transaction.

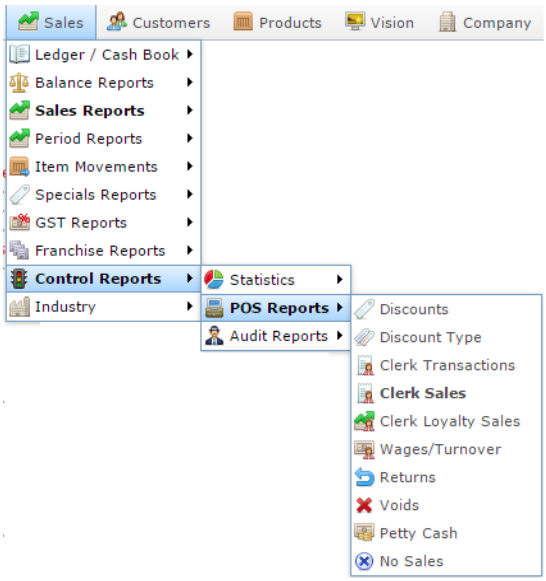
Clerk Loyalty Sales report

Use this report to view the sales and loyalty statistics by each operator.

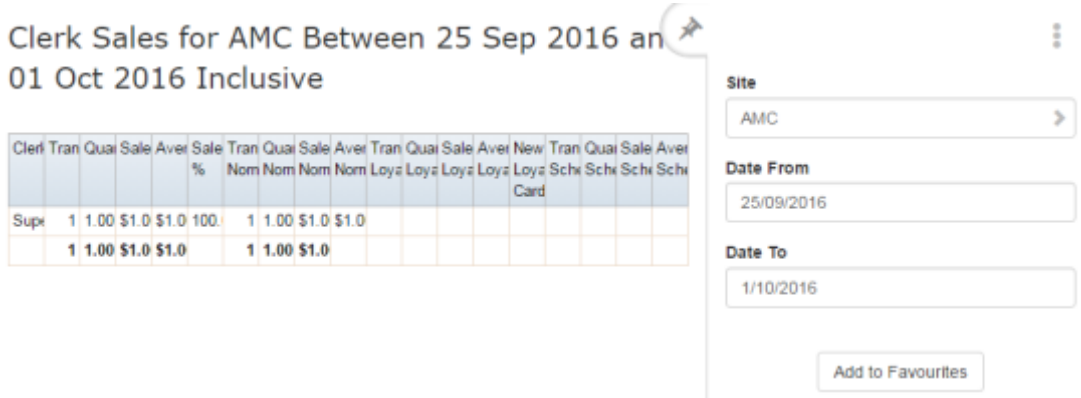
Opening the Clerk Loyalty Sales report

To open the Clerk Loyalty Sales report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Clerk Loyalty Sales.



The Clerk Loyalty Sales report is displayed.



Clerk Loyalty Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Clerk	The clerk responsible for this transaction.
Transaction	The total number of transactions the clerk processed during this period.
Quantity / **Item Count**	The quantity of items sold by the clerk during this period.
Net Sales / **Sales**	The net sales received by the clerk during this period.
Average	The average sale total of transactions for the clerk during this period.
Sales %	The percentage of sales dollars this clerk contributed during this period.
Transaction Normal	The total number of non-scheduler transactions the clerk processed during this period.

Field	Description
Quantity Normal	The quantity of items sold by the clerk during this period.
Sales Normal	The net sales received by the clerk during this period.
Average Normal	The average sale total of transactions for the clerk during this period.
Transaction Loyalty	The total number of loyalty transactions the clerk processed during this period.
Quantity Loyalty	The quantity of items sold in loyalty transactions by the clerk during this period.
Sales Loyalty	The net sales in loyalty transactions received by the clerk during this period.
Average Loyalty	The average sale total of loyalty transactions for the clerk during this period.
New Loyalty Cards	Number of new loyalty members hte clerk signed up during this period.

Field	Description
Transaction Schedule	The total number of scheduler-instigated transactions the clerk processed during this period.
Quantity Schedule	The quantity of items sold by the clerk during this period.
Sales Schedule	The net sales received by the clerk during this period.
Average Schedule	The average sale total of transactions for the clerk during this period.

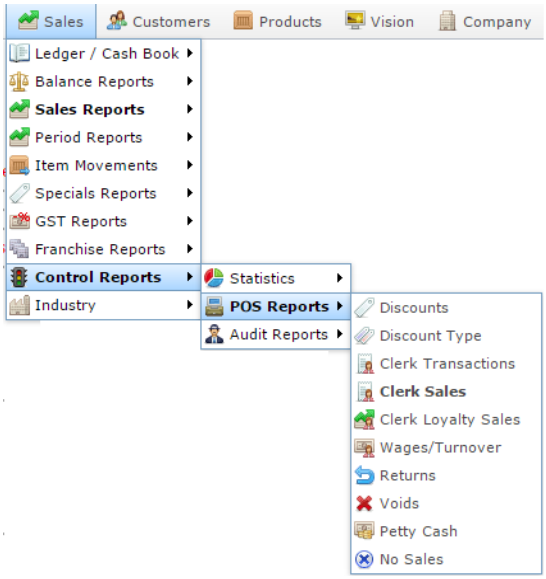
Clerk Sales report

Use this report to view the sales statistics by each operator, or drill down to department and item for each operator.

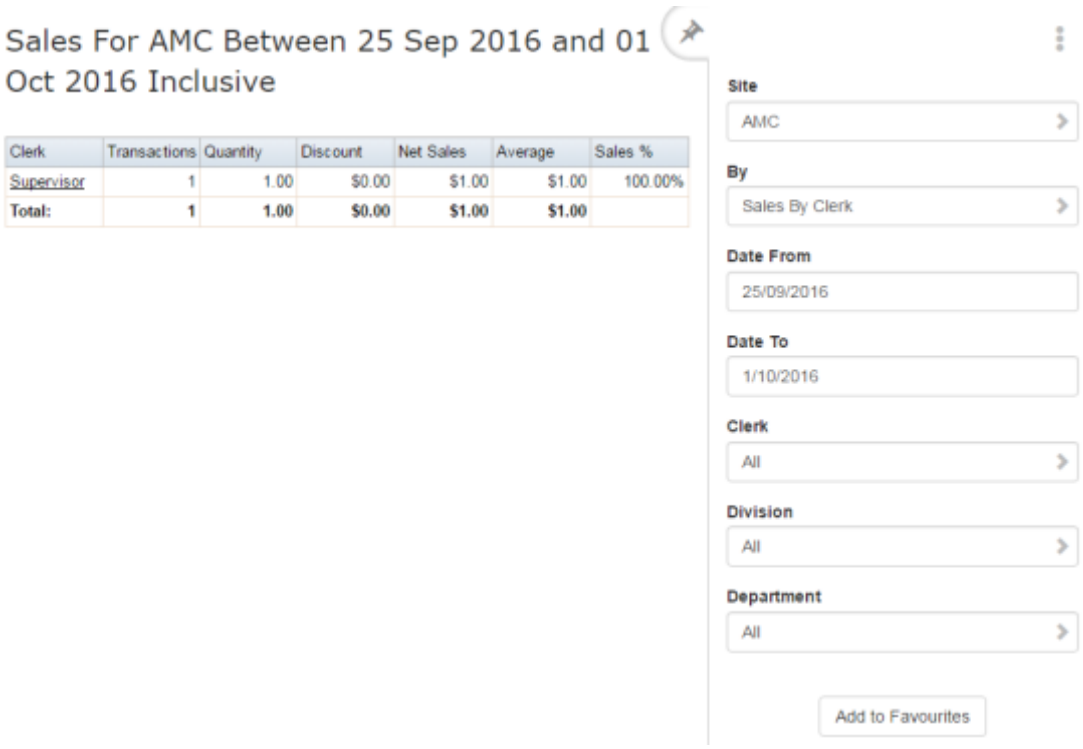
Opening the Clerk Sales report

To open the Clerk Sales report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Clerk Sales.



The Clerk Sales report is displayed.


Sales For AMC Between 25 Sep 2016 and 01 Oct 2016 Inclusive
Clerk
Transactions
Quantity
Discount
Net Sales
Average
Sales %
Supervisor
1
1.00
$0.00
$1.00
$1.00
100.00%
Total:
1
1.00
$0.00
$1.00
$1.00
Site
AMC
By
Sales By Clerk
Date From
25/09/2016
Date To
1/10/2016
Clerk
All
Division
All
Department
All
Add to Favourites

Clerk Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Division	Select the division to report on.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Department	Select to filter the report by department.
by Clerk / **Operator**	Select to display the report information by Point of Sale operator.

Field	Description
By	Select to view the clerk sales: ▪ Summarised by clerk. ▪ Summarised by clerk and department. ▪ Summarised by clerk, department and item. **Note:** Viewing the report by clerk, department and item allows you to access the Items Sold and Transactions Containing This Item reports.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Clerk	The clerk responsible for this transaction.
Transaction	The total number of transactions the clerk processed during this period.
Quantity / **Item Count**	The quantity of items sold by the clerk during this period.
Discount / **Sales Discount**	The total discount amount provided by the clerk during this period.
Net Sales / **Sales**	The net sales received by the clerk during this period.
Average	The average sale total of transactions for the clerk during this period.
Sales %	The percentage of sales dollars this clerk contributed during this period.

Field	Description
Wage / Sales	The ratio of sales dollars contributed per dollars spent on this clerk's wage.

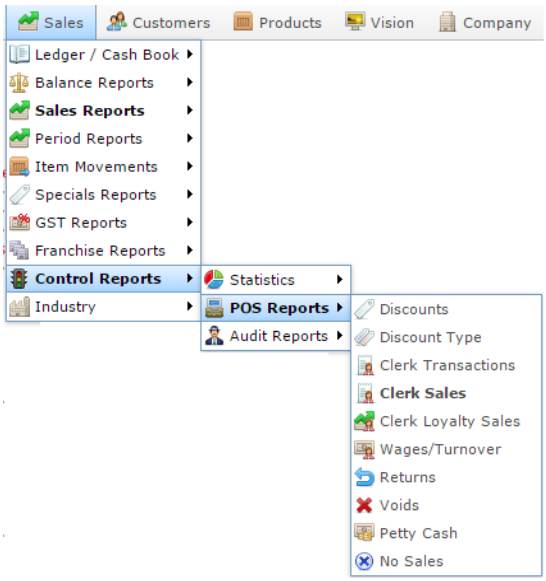
Clerk Transactions report

Use this report to view the transactions by each operator.

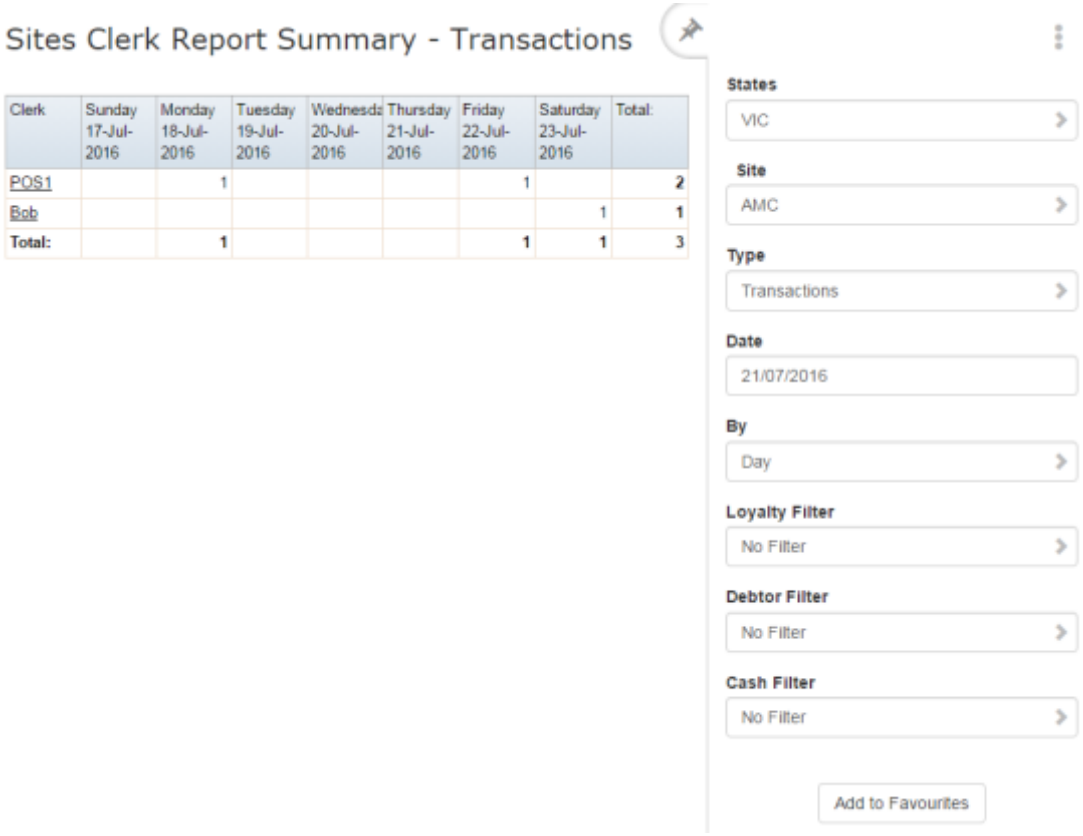
Opening the Clerk Transactions report

To open the Clerk Transactions report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Clerk Transactions.



The Clerk Transactions report is displayed.


Sites Clerk Report Summary - Transactions
Clerk
Sunday 17-Jul-2016
Monday 18-Jul-2016
Tuesday 19-Jul-2016
Wednesda 20-Jul-2016
Thursday 21-Jul-2016
Friday 22-Jul-2016
Saturday 23-Jul-2016
Total:
POS1 1 1 2
Bob 1 1
Total: 1 1 1 3
States
VIC
Site
AMC
Type
Transactions
Date
21/07/2016
By
Day
Loyalty Filter
No Filter
Debtor Filter
No Filter
Cash Filter
No Filter
Add to Favourites

Clerk Transactions report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Filter / **Loyalty Filter**	Select to display: ▪ All transactions. ▪ Loyalty member transactions only. ▪ Transactions from customers who are not loyalty members only.
Cash Filter	Select to filter the report to cash sales, or non-cash sales.

Field	Description
Debtor Filter	Select to filter the report to debtor account sales, or non-debtor account sales.

Field	Description
Transaction Type	Select to report on:

Transactions	Report the number of transactions for the period.
Transactions %	Report the percentage of total transactions over the period.
Sales	Report the total sales amount for the period.
Sales %	Report the percentage of total sales amount for the period.
Average Sale	Report the average sales amount for the period.
Weights	Report the weight of items sold for the period.
Weights %	Report the percentage of all weighed items sold during the period.
Sale Discounts	Report the sales discounts applied during this period.
Item Discounts	Report the item discounts applied during this period.
$ Void Sales	Report the dollar total of voided sales during this period.
$ Void Items	Report the dollar total of voided items during this period.
$ All Voids	Report the total dollar amount of all voids during this period.
% $ Void Sales	Report the percentage of voided sales by dollar amount over this

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.
Clerk	The clerk responsible for this transaction.

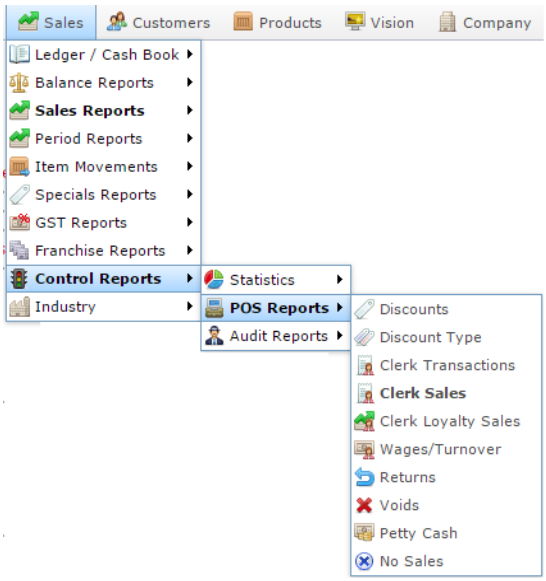
Site By Sales Discounts report

Use this report to view the discounts given to customers at each site.

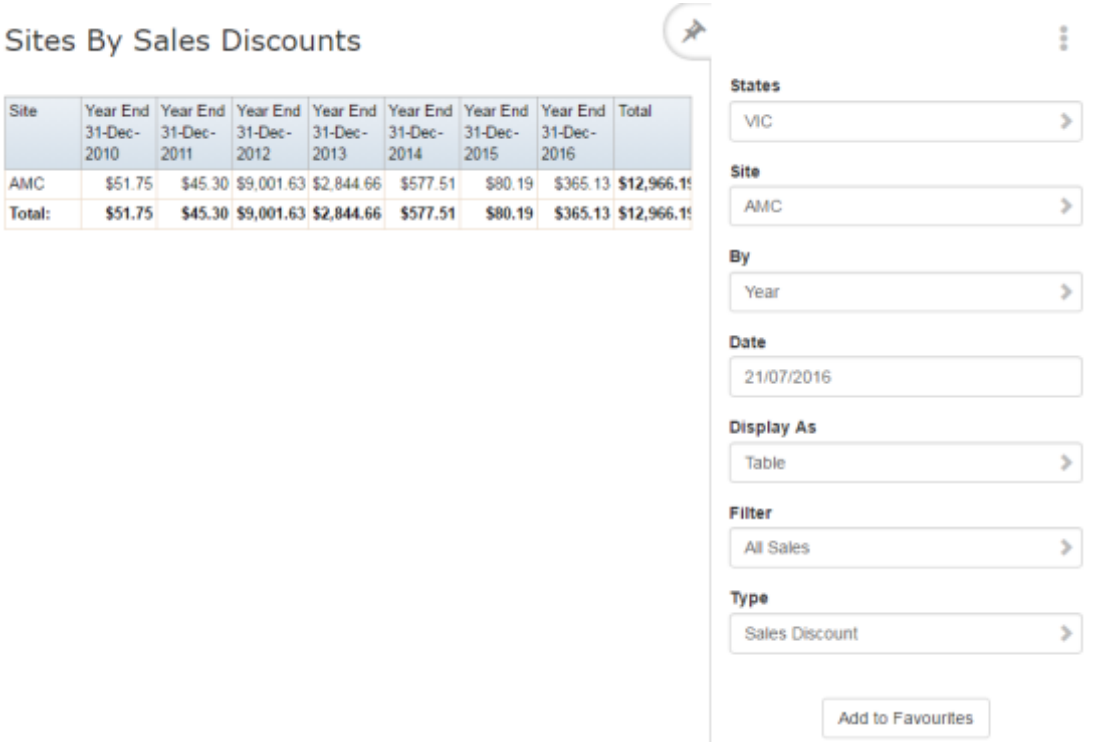
Opening the Site By Sales Discounts report

To open the Site By Sales Discounts report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Discounts.



The Site By Sales Discounts report is displayed.


Sites By Sales Discounts
Site
Year End 31-Dec-2010
Year End 31-Dec-2011
Year End 31-Dec-2012
Year End 31-Dec-2013
Year End 31-Dec-2014
Year End 31-Dec-2015
Year End 31-Dec-2016
Total
AMC
$51.75
$45.30
$9,001.63
$2,844.66
$577.51
$80.19
$365.13
$12,966.19
Total:
$51.75
$45.30
$9,001.63
$2,844.66
$577.51
$80.19
$365.13
$12,966.19
States
VIC
Site
AMC
By
Year
Date
21/07/2016
Display As
Table
Filter
All Sales
Type
Sales Discount
Add to Favourites

Site By Sales Discounts report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Filter / **Loyalty Filter**	Select to display: ▪ All transactions. ▪ Loyalty member transactions only. ▪ Transactions from customers who are not loyalty members only.

Field	Description
Type	Select the type of discount to view: ▪ Sales discounts. ▪ Item discounts. ▪ Promotional discounts. ▪ Offer discounts.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

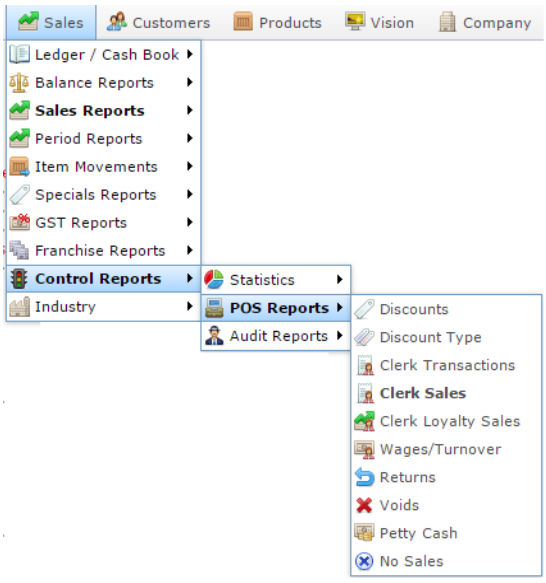
Discount report

Use this report to view the amounts of each discount that have been applied to transactions.

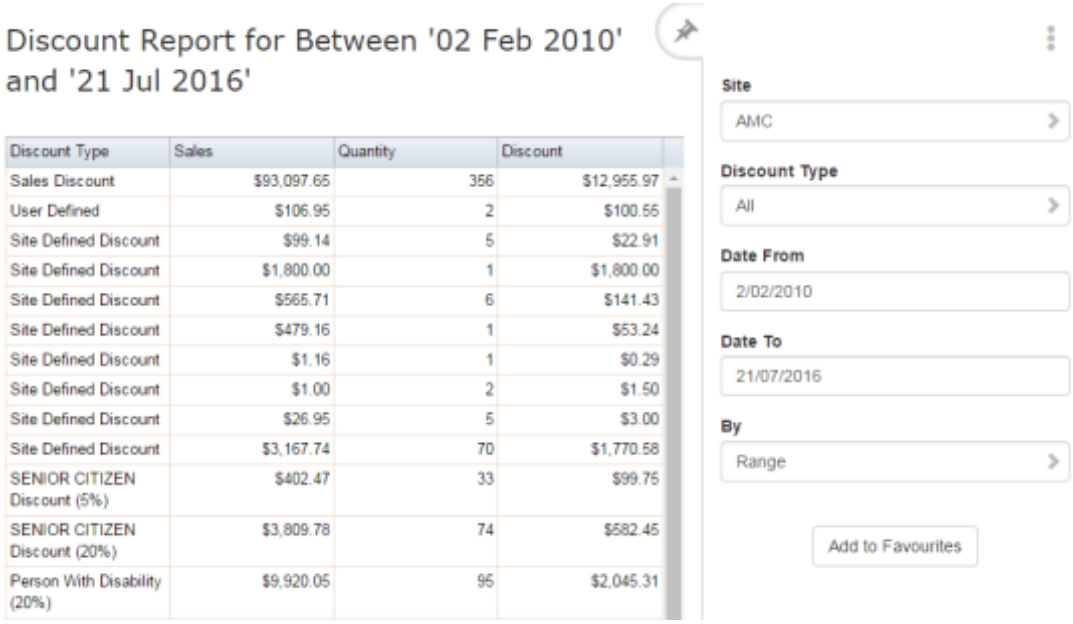
Opening the Discount report

To open the Discount report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Discount Type.



The Discount report is displayed.



Discount Type	Sales	Quantity	Discount
Sales Discount	$93,097.65	356	$12,955.97
User Defined	$106.95	2	$100.55
Site Defined Discount	$99.14	5	$22.91
Site Defined Discount	$1,800.00	1	$1,800.00
Site Defined Discount	$565.71	6	$141.43
Site Defined Discount	$479.16	1	$53.24
Site Defined Discount	$1.16	1	$0.29
Site Defined Discount	$1.00	2	$1.50
Site Defined Discount	$26.95	5	$3.00
Site Defined Discount	$3,167.74	70	$1,770.58
SENIOR CITIZEN Discount (5%)	$402.47	33	$99.75
SENIOR CITIZEN Discount (20%)	$3,809.78	74	$582.45
Person With Disability (20%)	$9,920.05	95	$2,045.31

Discount report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Discount Type	Select the type of discount to report on. The discounts available will depend on your Portal configuration.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Discount Type	The name of the discount applied.
Sales	The sales total of the transactions.
Quantity	The quantity of items purchased.
Discount	The total discount amount.

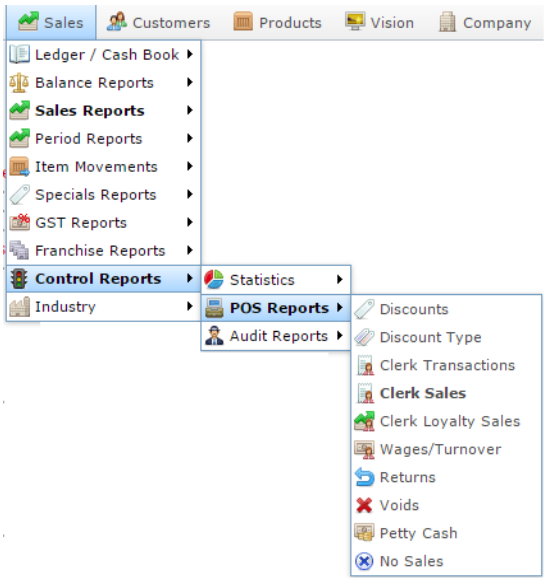
POS No Sales report

Use this report to view the no-sale transactions by each operator.

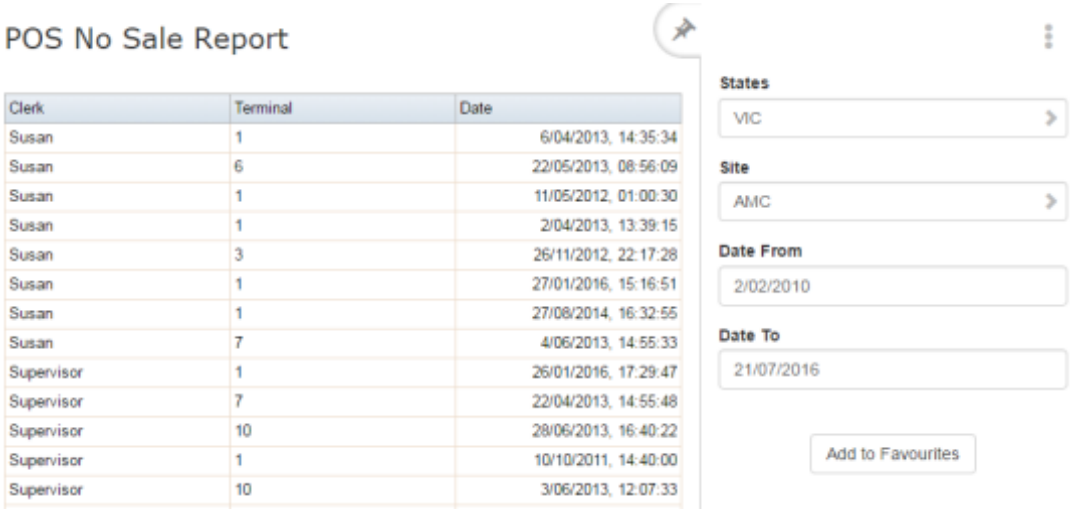
Opening the POS No Sales report

To open the POS No Sales report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports No Sales.



The POS No Sales report is displayed.



POS No Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Trans Date	The date the transaction was finalised.
Terminal	The terminal that processed the transaction.
Clerk	The clerk responsible for this transaction.

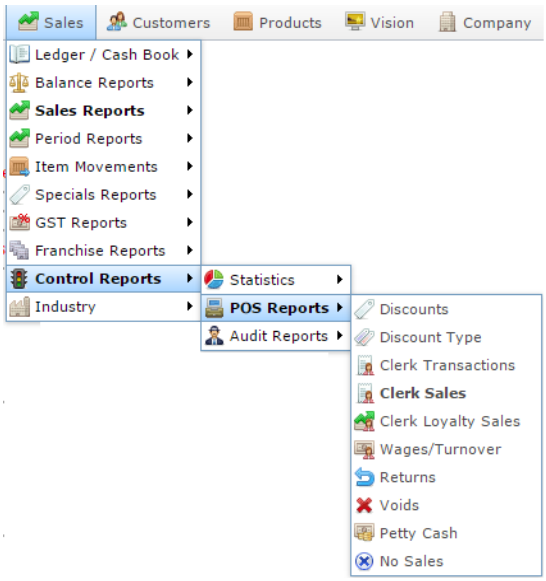
Petty Cash Purchases report

Use this report to view the petty cash purchases by site.

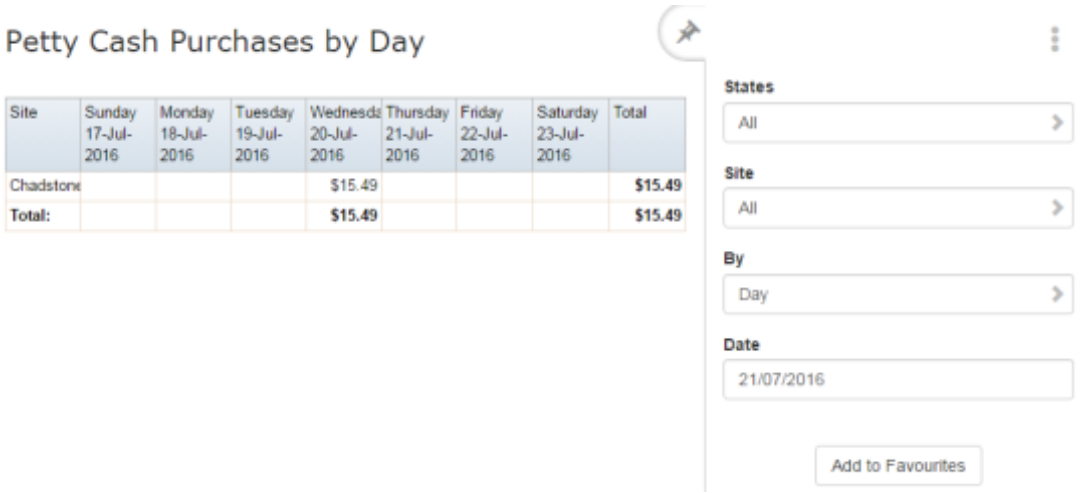
Opening the Petty Cash Purchases report

To open the Petty Cash Purchases report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Petty Cash.



The Petty Cash Purchases report is displayed.



Petty Cash Purchases report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

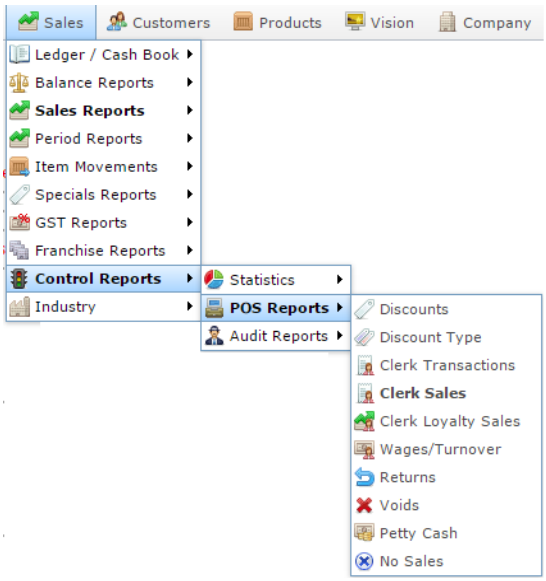
Sales By Tender report

Use this report to view the sales and tender statistics by each operator.

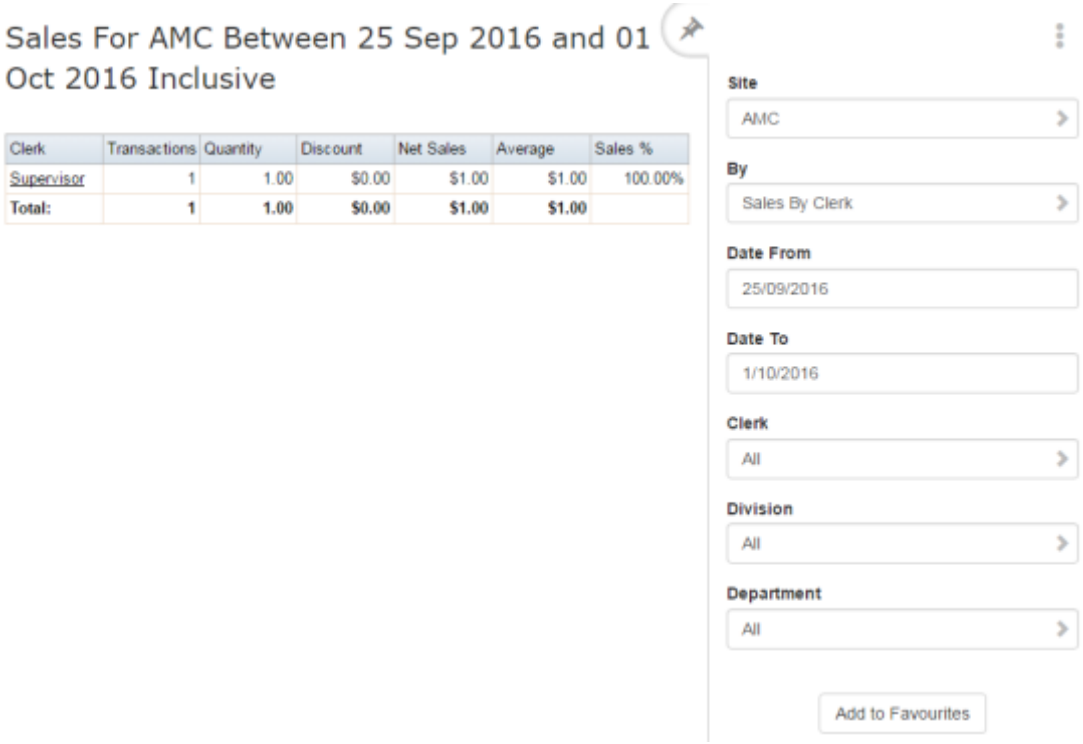
Opening the Sales By Tender report

To open the Sales By Tender report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Clerk Sales.

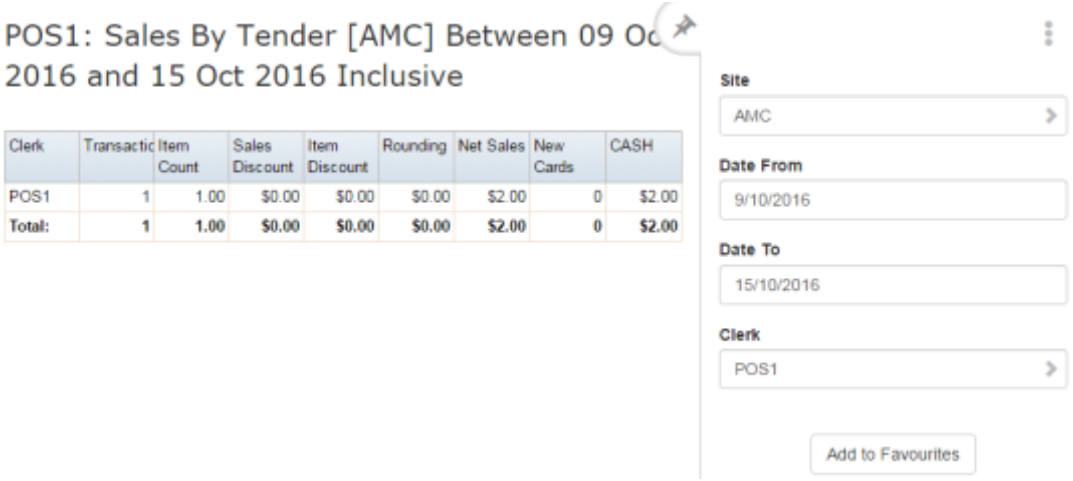


The Clerk Sales report is displayed.



3. Press the Clerk you want to view.

   The Sales by Tender report is displayed.



Sales By Tender report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
by Clerk / **Operator**	Select to display the report information by Point of Sale operator.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Clerk	The clerk responsible for this transaction.
Transaction	The total number of transactions the clerk processed during this period.
Quantity / Item Count	The quantity of items sold by the clerk during this period.
Discount / Sales Discount	The total discount amount provided by the clerk during this period.
Item Discount	The total item discounts provided by the clerk during this period.
Rounding	Total amount rounded during transactions by this clerk for this period.
Net Sales / Sales	The net sales received by the clerk during this period.

Field	Description
New Loyalty Cards	Number of new loyalty members hte clerk signed up during this period.
Tender Type	Total amount of tender of this type collected by this clerk during this period.

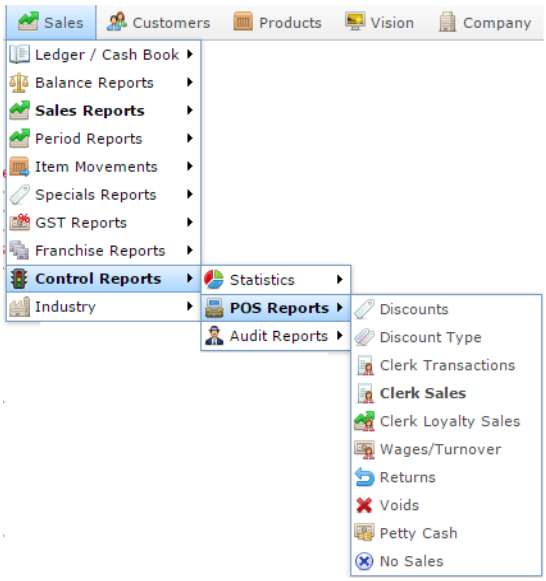
Sales Returns report

Use this report to view the items that have been returned over the period.

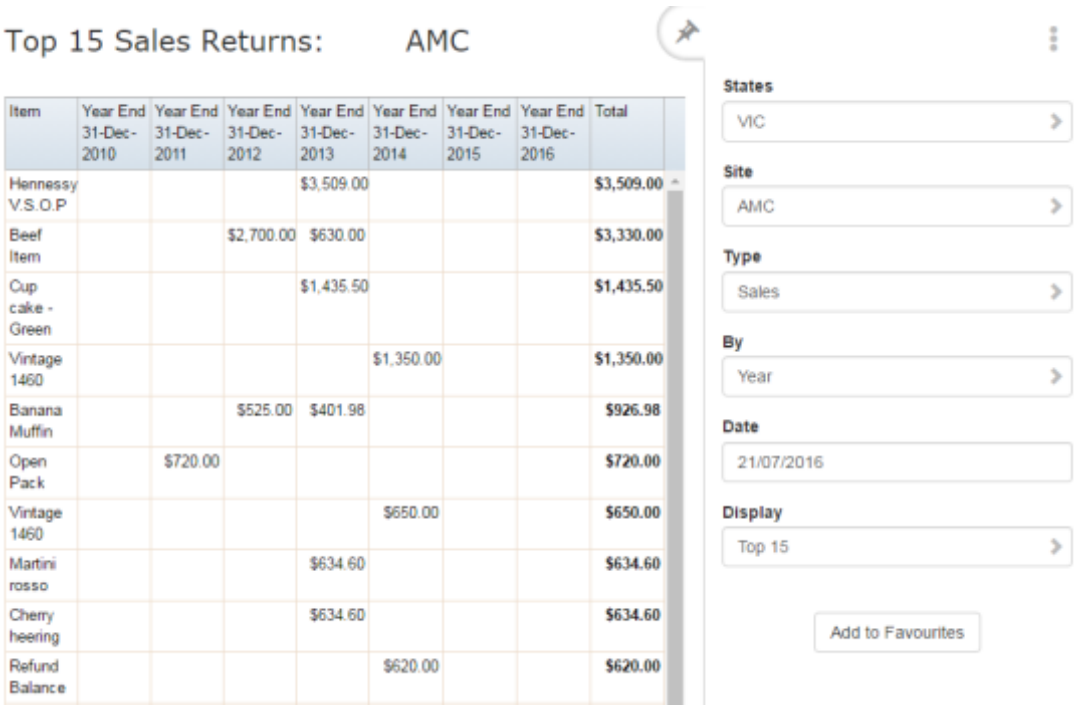
Opening the Sales Returns report

To open the Sales Returns report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Returns.



The Sales Returns report is displayed.



Top 15 Sales Returns: AMC

Item	Year End 31-Dec-2010	Year End 31-Dec-2011	Year End 31-Dec-2012	Year End 31-Dec-2013	Year End 31-Dec-2014	Year End 31-Dec-2015	Year End 31-Dec-2016	Total
Hennessy V.S.O.P				$3,509.00				**$3,509.00**
Beef Item			$2,700.00	$630.00				**$3,330.00**
Cup cake - Green				$1,435.50				**$1,435.50**
Vintage 1460					$1,350.00			**$1,350.00**
Banana Muffin			$525.00	$401.98				**$926.98**
Open Pack		$720.00						**$720.00**
Vintage 1460					$650.00			**$650.00**
Martini rosso				$634.60				**$634.60**
Cherry heering				$634.60				**$634.60**
Refund Balance					$620.00			**$620.00**

States: VIC

Site: AMC

Type: Sales

By: Year

Date: 21/07/2016

Display: Top 15

Add to Favourites

Sales Returns report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display	Select the number of records to display.
Option / **Type**	Select to show the report information as: ▪ Dollar value. ▪ Volume or weight.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

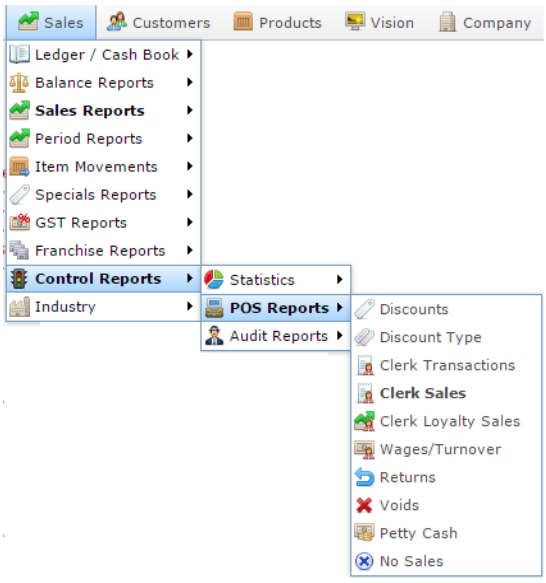
Void Sales report

Use this report to view the voided transactions and items by each operator.

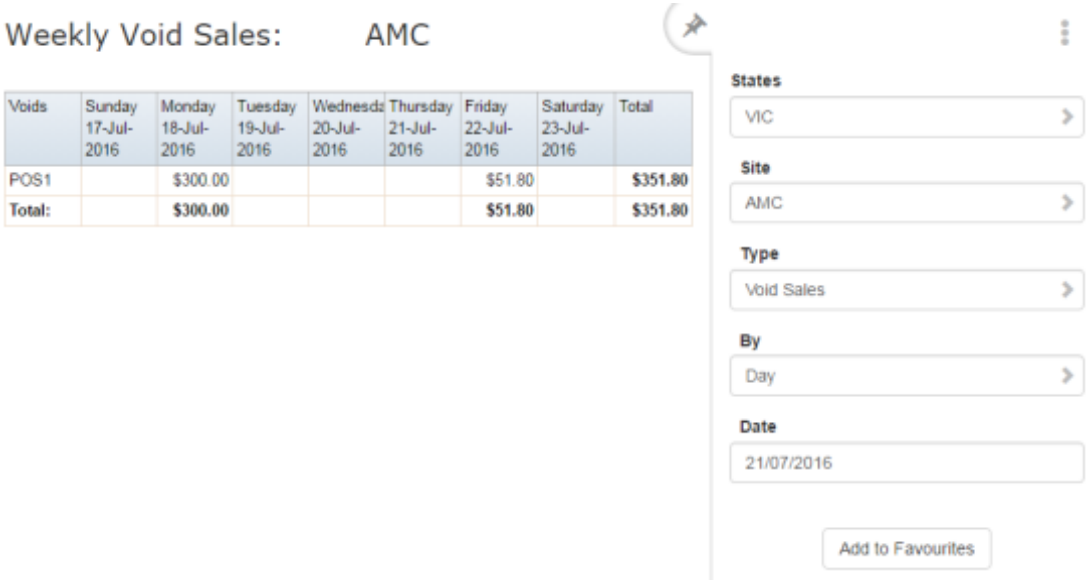
Opening the Void Sales report

To open the Void Sales report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Void Sales.



The Void Sales report is displayed.



Void Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Type	Select to display: ▪ Voided sales. ▪ Voided Items. ▪ Reversed sales.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.
Clerk	The clerk responsible for this transaction.

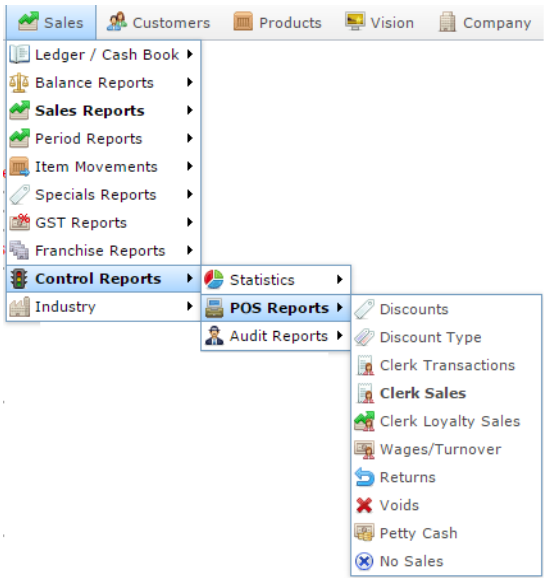
Wages / Turnover report

Use this report to view the wages paid to each operator.

Opening the Wages / Turnover report

To open the Wages / Turnover report:

1. Press Sales from the main menu.
2. Press Control Reports > POS Reports Wages / Turnover.



The Wages / Turnover report is displayed.

Wages / Turnover report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.
Clerk	The clerk responsible for this transaction.

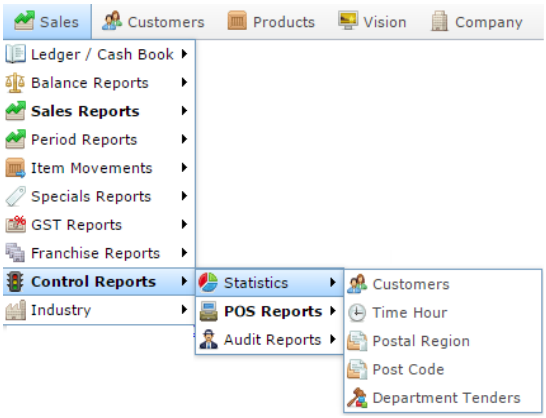
Customer Counts report

Use this report to view statistics on customers visiting each site.

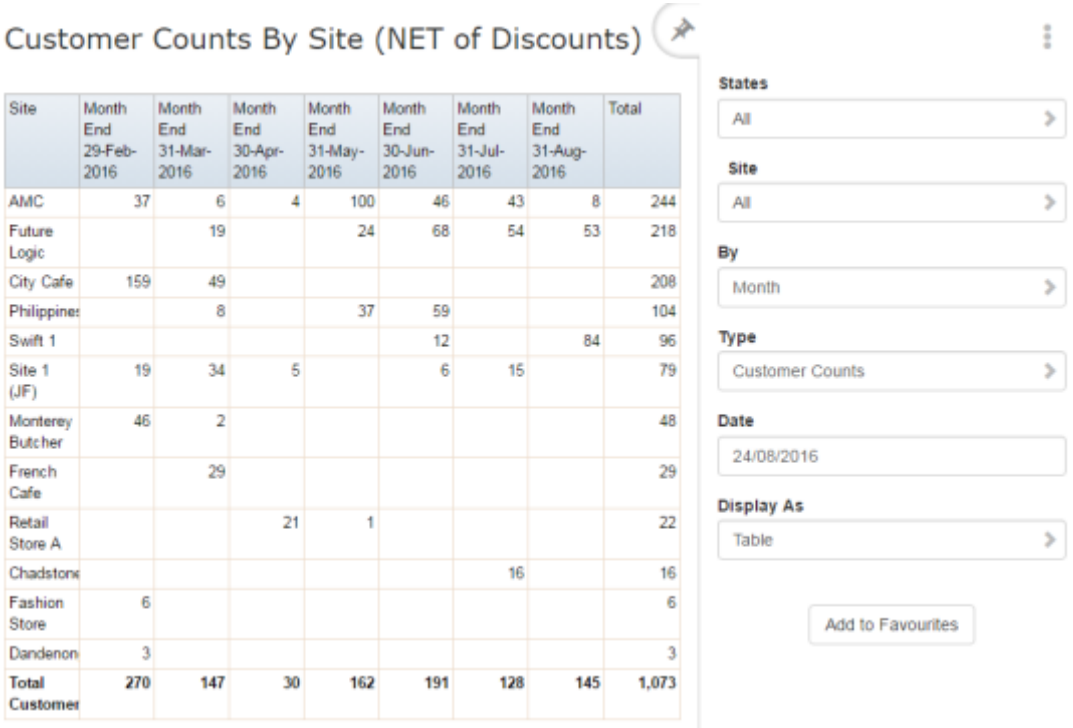
Opening the Customer Counts report

To open the Customer Counts report:

1. Press Sales from the main menu.
2. Press Control Reports > Statistics Customers .



The Customer Counts report is displayed.



Customer Counts report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.

Field	Description	
Type	Select to display a report on:	
	Customer Counts	The number of customers served during the reporting period.
	Customer $ Purchase	The total dollar value of customer purchases for the reporting period.
	Average Customer $ Purchase	The dollar value of the average customer purchase for the reporting period.
	Loyalty Customer Counts	The number of loyalty customers served during the reporting period.

Field	Description
Loyalty Purchases	The total dollar value of loyalty customer purchases for the reporting period.
Average Loyalty $ Purchase	The dollar value of the average loyalty customer purchase for the reporting period.
% Loyalty (Counts)	The percentage of customers served who were loyalty customers during the reporting period.
% Loyalty ($ Purchases)	The percentage of sales in dollar value that were made by loyalty customers during the reporting period.
Account Customer Counts	The number of debtor customers served during the reporting period.
Account Purchases	The total dollar value of debtor customer purchases for the reporting period.

Field	Description	
	Average Account Purchases	The dollar value of the average debtor customer purchase for the reporting period.
	% Accounts (Counts)	The percentage of customers served who were debtor customers during the reporting period.
	% Accounts ($ Purchases)	The percentage of sales in dollar value that were made by debtor customers during the reporting period.
	Customer by Post Code	The number of customers who came from each post code during the reporting period.
	Sales By Post Code	The dollar value of sales made by customers in each post code during the reporting period.
States	Select a state or county to filter the report by.	
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.	

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Size	Size of the item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

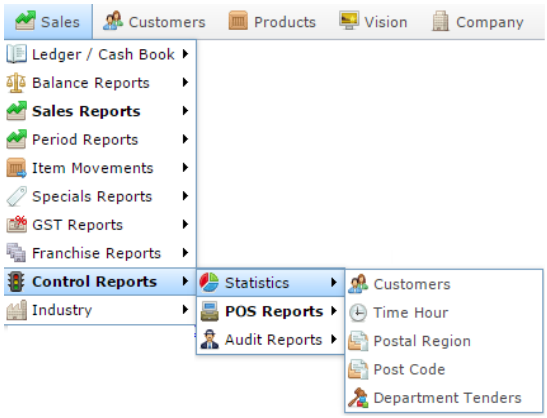
Department Tenders report

Use the Department Tenders report to view the amounts received for each tender type by department for the selected period and drill down into the tender details, balance or department sales.

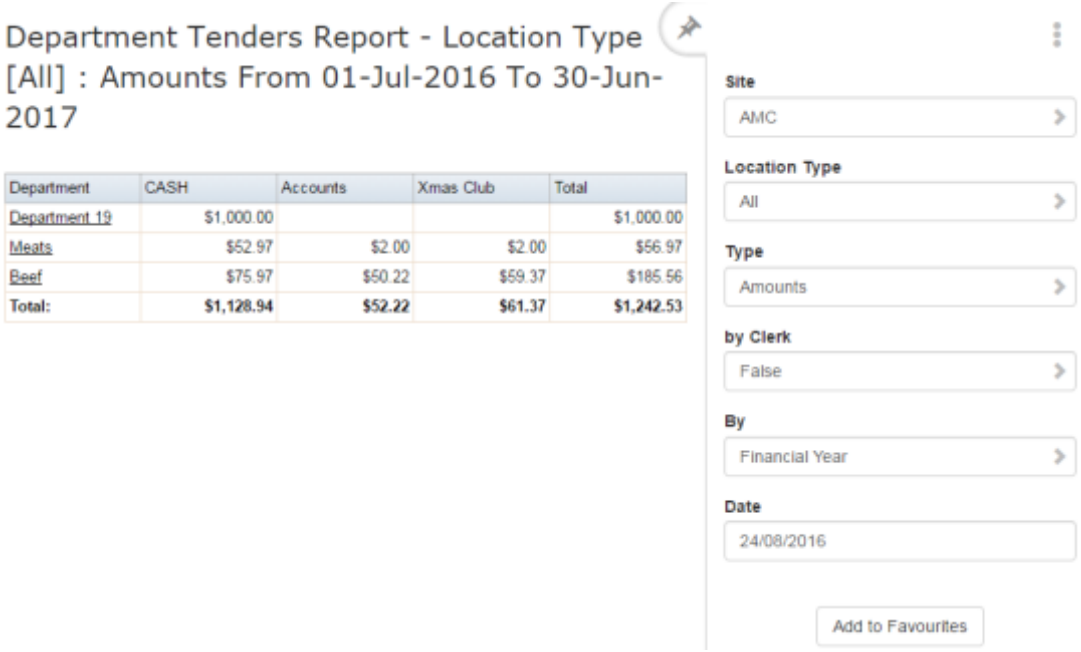
Opening the Department Tenders report

To open the Department Tenders report:

1. Press Sales from the main menu.
2. Press Control Reports > StatisticsDepartment Tenders.



The Department Tenders report is displayed.



Department Tenders report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Type	Select to display the report information as: ▪ Total transaction amounts. ▪ Counts of transactions. ▪ Average amounts of transactions. ▪ Percentages of the total.
by Clerk / **Operator**	Select to display the report information by Point of Sale operator.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / **Department Description**	Description of the department.
Tender	The amount received of this tender type. **Note:** The exact tenders listed in these columns depends on your Portal configuration.

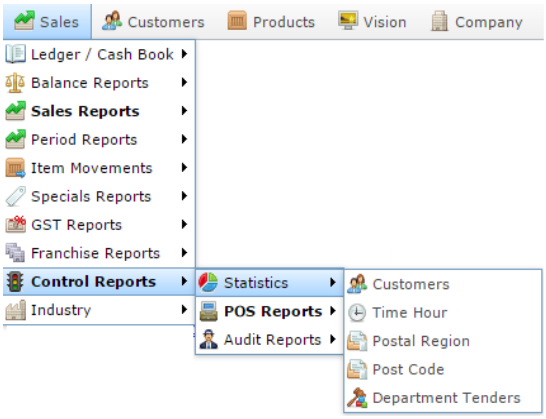
Postal Region report

Use this report to view statistics on customers' postal regions to plan marketing and development strategies.

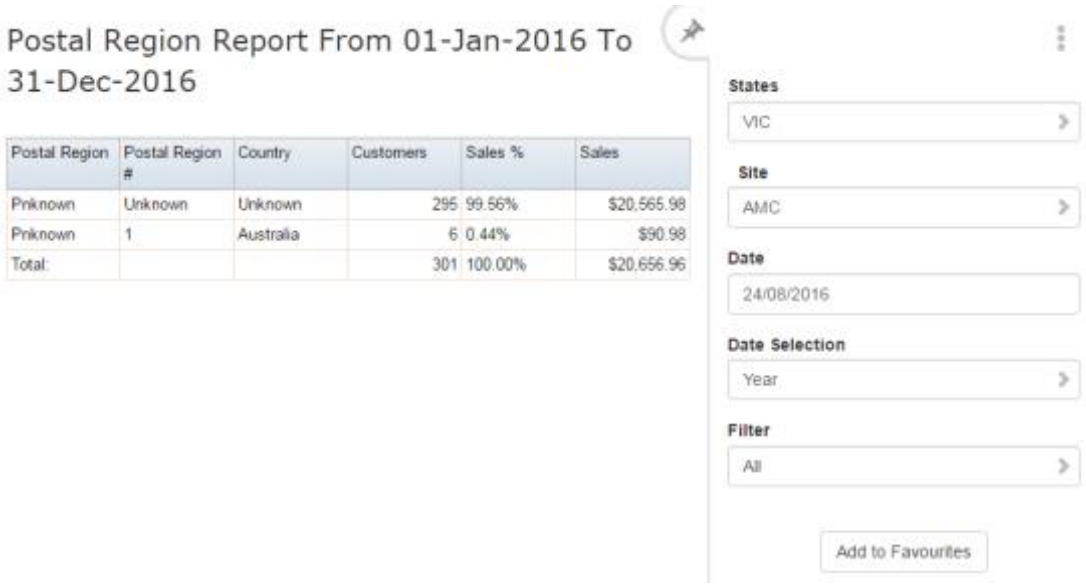
Opening the Postal Region report

To open the Postal Region report:

1. Press Sales from the main menu.
2. Press Control Reports > Statistics Postal Region.



The Postal Region report is displayed.



Postal Region report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.

Field	Description
Filter	Select to filter the postal areas by: ▪ All postal areas. ▪ Local postal areas only. ▪ External postal areas only. ▪ Unknown postal areas only.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Postal Region	Name of the postal region.
Postal Region #	Unique code identifying the postal region.
Country	Country the postal region or post code belongs to.
Customers	Number of customers who live in this area.
Sales %	Percentage of sales received from customers from this area.
Sales	Sales dollars received from customers in this area.

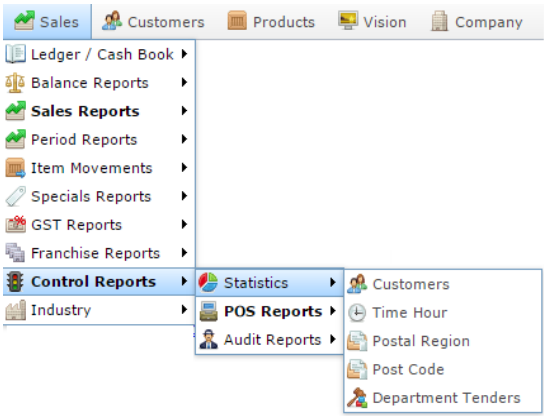
Post Code Detail report

Use this report to view the transactions that occurred at a specific post code during a selected period.

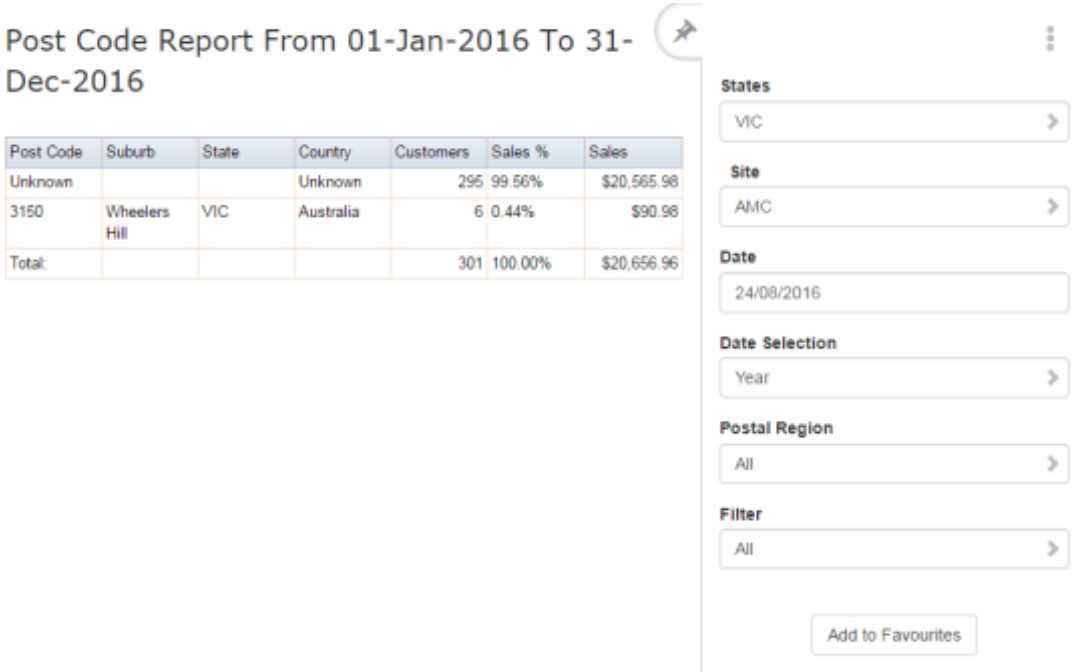
Opening the Post Code Detail report

To open the Post Code report:

1. Press Sales from the main menu.
2. Press Control Reports > Statistics Post Code.

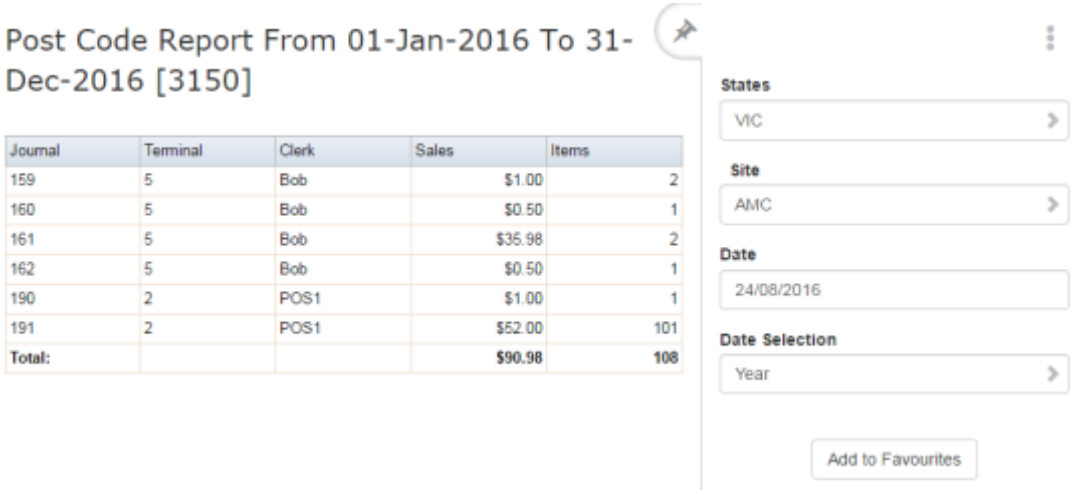


The Post Code report is displayed.



3. Press the post code you want to view.

   The Post Code Detail report is displayed.


Post Code Report From 01-Jan-2016 To 31-Dec-2016 [3150]
Journal Terminal Clerk Sales Items
159 5 Bob $1.00 2
160 5 Bob $0.50 1
161 5 Bob $35.98 2
162 5 Bob $0.50 1
190 2 POS1 $1.00 1
191 2 POS1 $52.00 101
Total: $90.98 108
States
VIC
Site
AMC
Date
24/08/2016
Date Selection
Year
Add to Favourites

Post Code report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Journal	Unique code identifying the transaction.
Terminal	The terminal that processed the transaction.
Clerk	The clerk responsible for this transaction.
Sales	The total sales amount of this transaction.
Items	The number of items involved in this transaction.

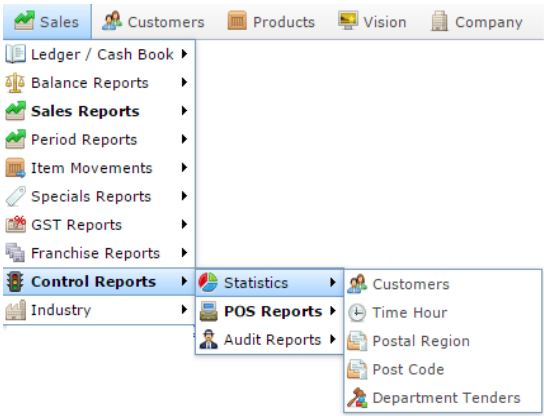
Post Code report

Use this report to view statistics on customers' postal codes to plan marketing and development strategies.

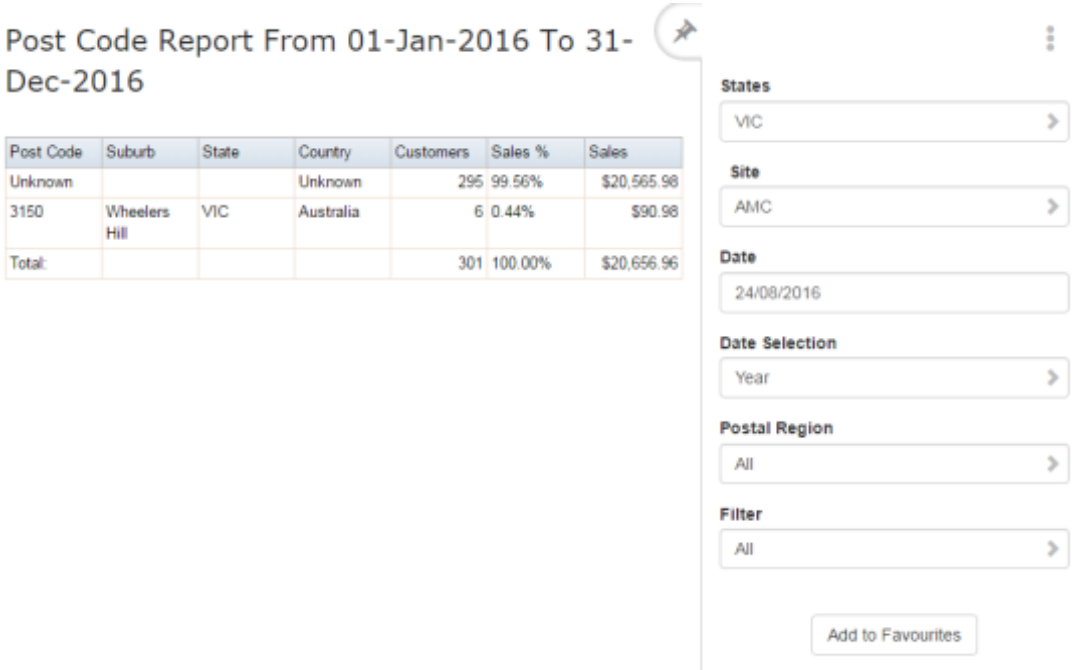
Opening the Post Code report

To open the Post Code report:

1. Press Sales from the main menu.
2. Press Control Reports > Statistics Post Code.



The Post Code report is displayed.



Post Code report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.

Field	Description
Filter	Select to filter the postal areas by: ▪ All postal areas. ▪ Local postal areas only. ▪ External postal areas only. ▪ Unknown postal areas only.
Postal Region	Select the postal region to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Post Code	Post code to report on.
Suburb	Suburb the post code represents.
State	State the post code belongs to.
Country	Country the postal region or post code belongs to.
Customers	Number of customers who live in this area.
Sales %	Percentage of sales received from customers from this area.
Sales	Sales dollars received from customers in this area.

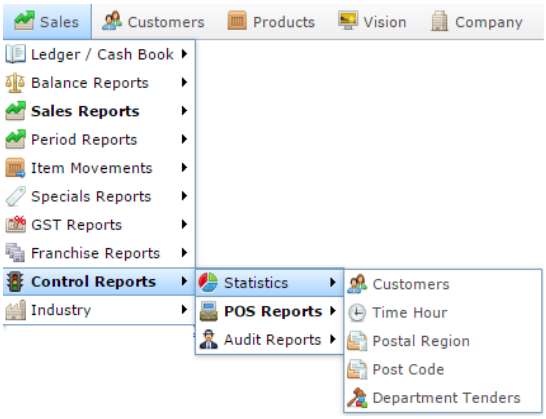
Transactions per Hour report

Use the Transactions per Hour report to view a summary of transactions over time to view trends that occur during the day.

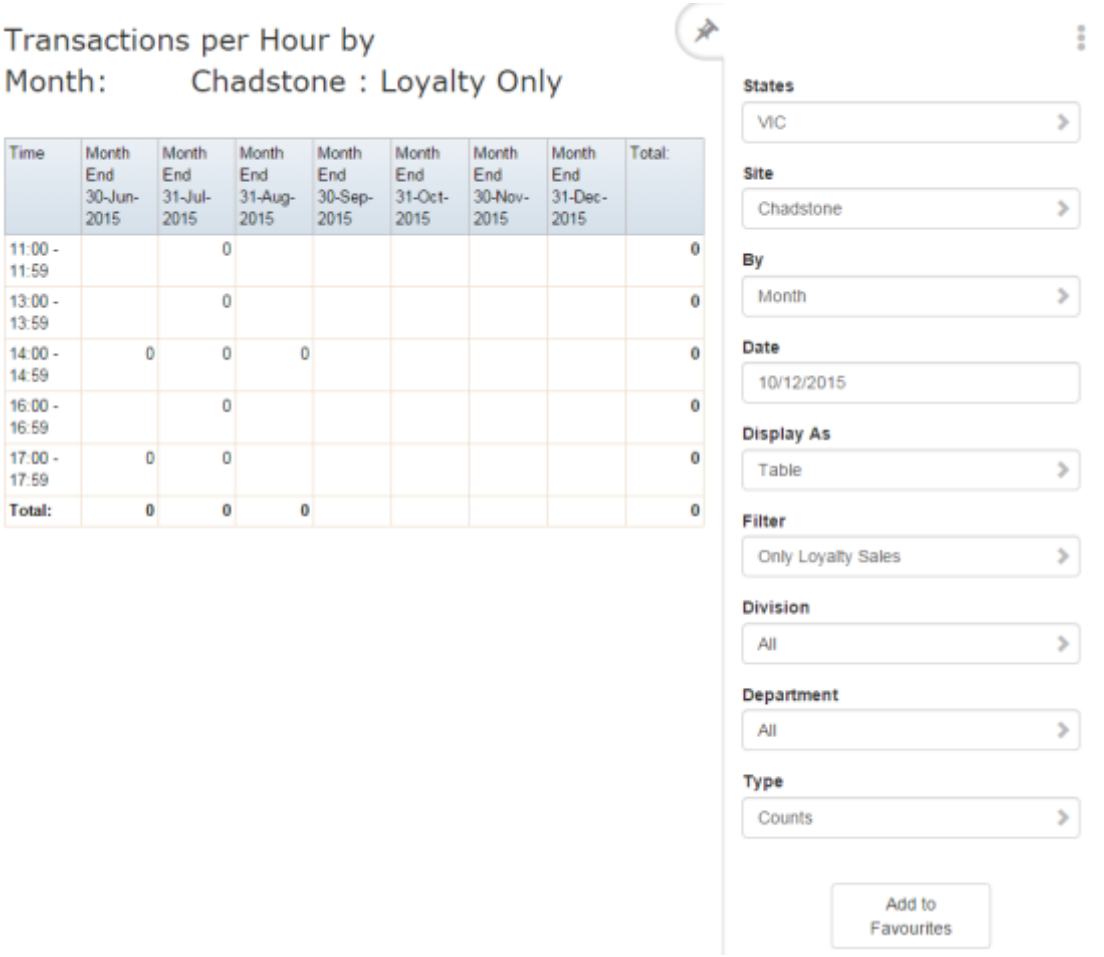
Opening the Transactions per Hour report

To open the Transactions per Hour report:

1. Press Sales from the main menu.
1. Press Control Reports > Statistics Time Hour.



The Transactions per Hour report is displayed.



Transactions per Hour by Month: Chadstone : Loyalty Only

Time	Month End 30-Jun-2015	Month End 31-Jul-2015	Month End 31-Aug-2015	Month End 30-Sep-2015	Month End 31-Oct-2015	Month End 30-Nov-2015	Month End 31-Dec-2015	Total:
11:00 - 11:59		0						0
13:00 - 13:59		0						0
14:00 - 14:59	0	0	0					0
16:00 - 16:59		0						0
17:00 - 17:59	0	0						0
Total:	**0**	**0**	**0**					**0**

Transactions per Hour report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Division	Select the division to report on.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, week or month.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.

Field	Description
Type	Select to display: **Counts** — The number of transactions for the period. **Quantities** — The quantity of items sold during the period. **Sales** — The total sales figures for the period. **Average Sales** — The average sales for the period. **Average Quantities** — The average quantity of items sold during the period. **Target Sales** — The sales total for the period compared to sales targets. **Accumulative Counts** — The previous total of sales plus sales during this period.
Department	Select to filter the report by department.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Filter / **Loyalty Filter**	Select to display: ▪ All transactions. ▪ Loyalty member transactions only. ▪ Transactions from customers who are not loyalty members only.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Hours / Time	The hour of the day.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

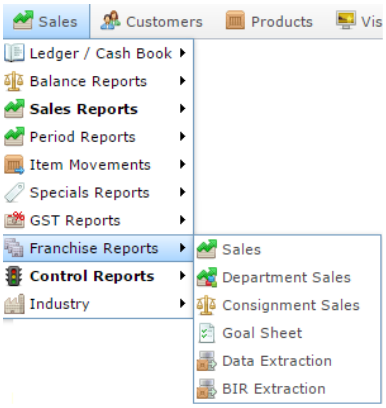
Franchise Department Sales report

Use the Franchise Department Sales report to view franchise sales by department for the selected period.

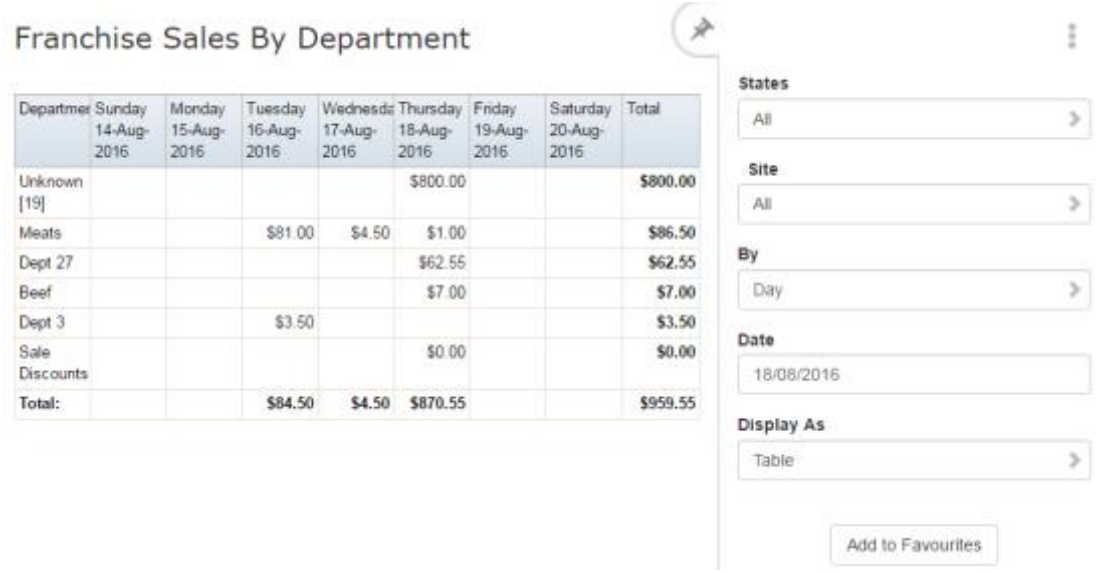
Opening the Franchise Department Sales report

To open the Franchise Department Sales report:

1. Press Sales from the main menu.
2. Press Franchise Reports > Department Sales.



The Franchise Department Sales report is displayed.



Franchise Department Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / **Department Description**	Description of the department.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Franchise Site Sales report

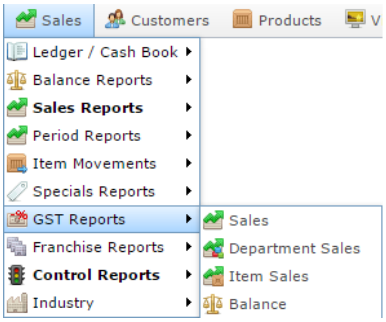
Use the Franchise Site Sales report to view sales at franchises by site for the selected period and drill down into department sales for that site.

Note: Franchisees are companies within the Portal that send a regular fee (flat fee or portion of their sales) to the Franchisor company. If you are not operating a franchise system within the Portal, this report is not relevant to you.

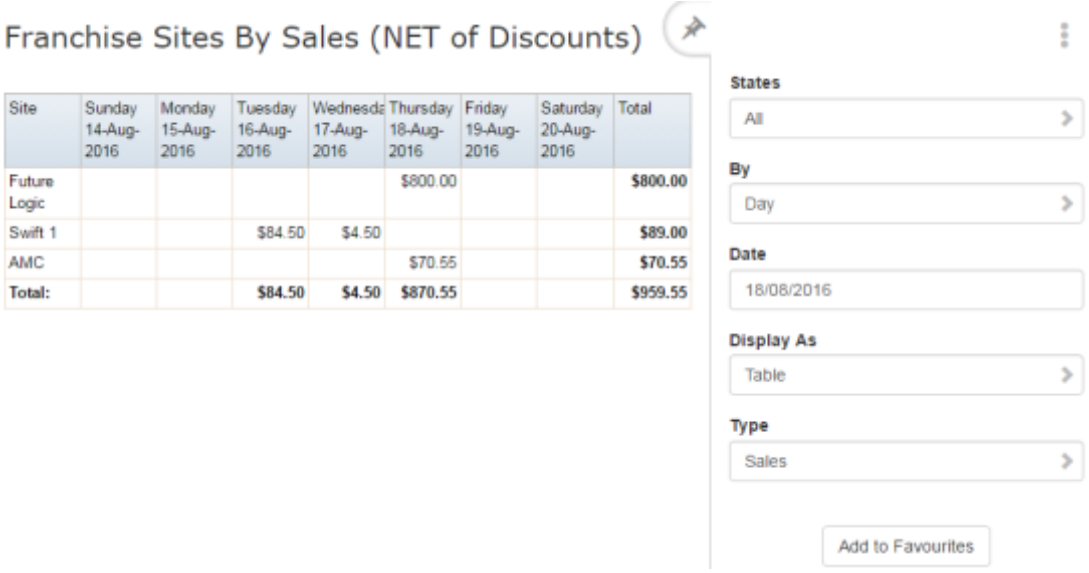
Opening the Franchise Site Sales report

To open the Franchise Site Sales report:

1. Press Sales from the main menu.
2. Press GST Reports > Sales.



The Franchise Site Sales report is displayed.



Franchise Site Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

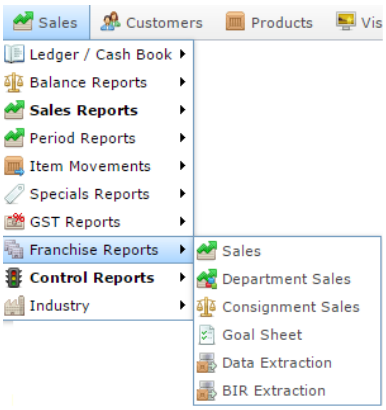
Goal Sheet report

Use the Goal Sheet report to view franchise sales targets per hour.

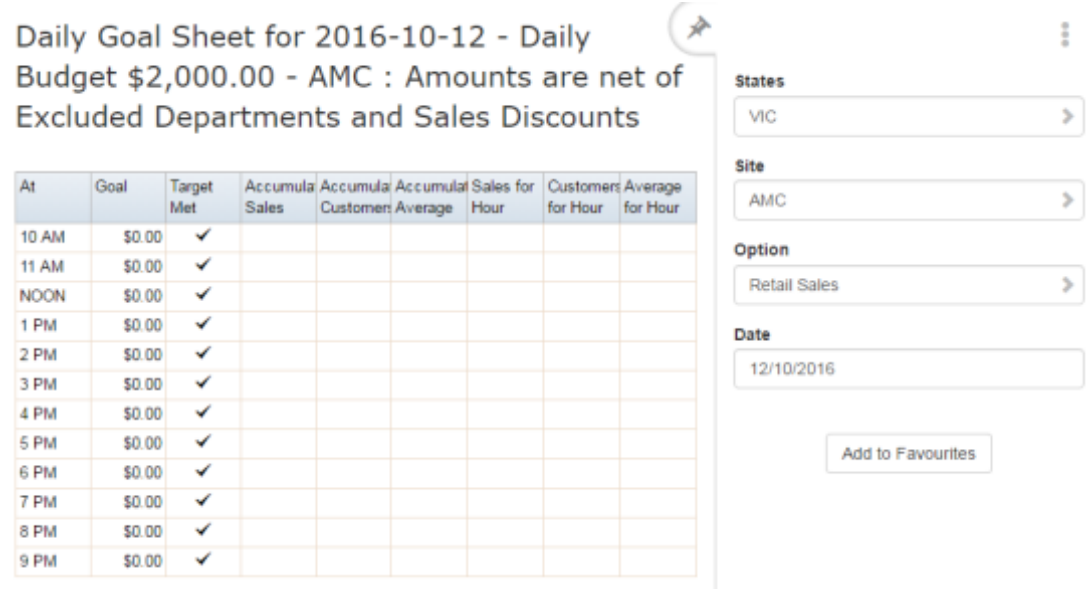
Opening the Goal Sheet report

To open the Goal Sheet report:

1. Press Sales from the main menu.
2. Press Franchise Reports > Goal Sheet.



The Goal Sheet report is displayed.



Goal Sheet report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Option	Select to report on: ▪ Retail sales. ▪ Non-retail sales. ▪ All sales.

Report area

This area displays report information.

Field	Description
At	The hour of the day.
Goal	Sales goal for this hour.
Target Met	Indicates whether the goal was met on this date.
Accumulate Sales	Accumulated sales up to this hour.
Accumulative Customers	Accumulated customer count up to this hour.
Accumulative Average	Accumulated average sales up to this hour.
Sales for Hour	Total sales for this hour.
Customers for Hour	Customer count for this hour.
Average for Hour	Average sale amount for this hour.

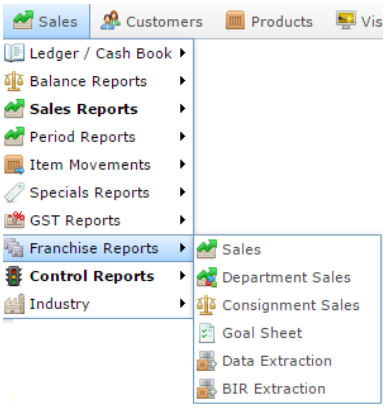
Consignment Summary Sales report

Use the Consignment Summary Sales report to view consignment sales and the associated fees and dues.

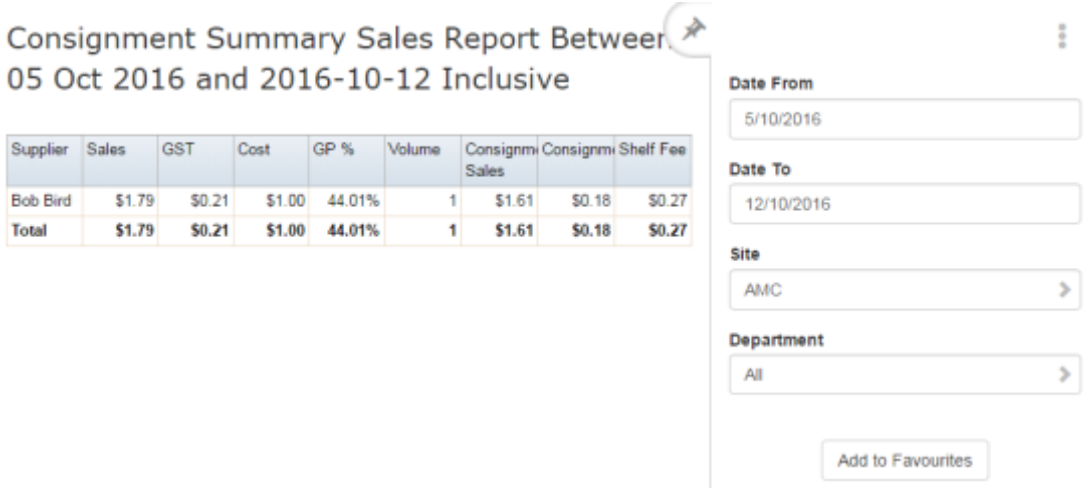
Opening the Consignment Summary Sales report

To open the Consignment Summary Sales report:

1. Press Sales from the main menu.
2. Press Franchise Reports > Consignment Sales.



The Consignment Summary Sales report is displayed.



Consignment Summary Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Department	Select to filter the report by department.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name / **Creditor /** **Supplier /** **Supplier Name**	Name of the creditor or supplier.
Sales	Total dollar amount of units sold during the specified period.
Cost / **Cost of Goods Sold**	Total cost of units sold during the specified period.
Quantity / **Volume**	Number of units or weight sold.
GST	GST or other sales tax collected on these sales.
GP%	Gross profit of the sales for the selected period.
Consignment Sales	Total sales of items sold on consignment.

Field	Description
Consignment	Consignment amount due to supplier.
Shelf Fee	Fee incurred for selling the item.

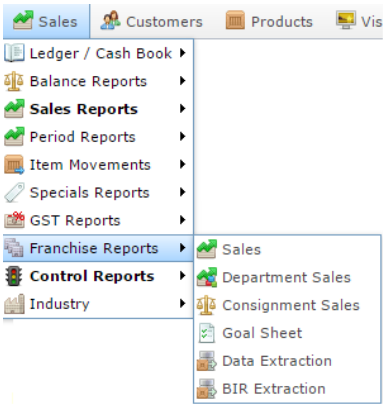
Consignment Sales By Supplier report

Use the Consignment Sales By Supplier report to view consignment sales from a selected supplier and the associated fees and dues.

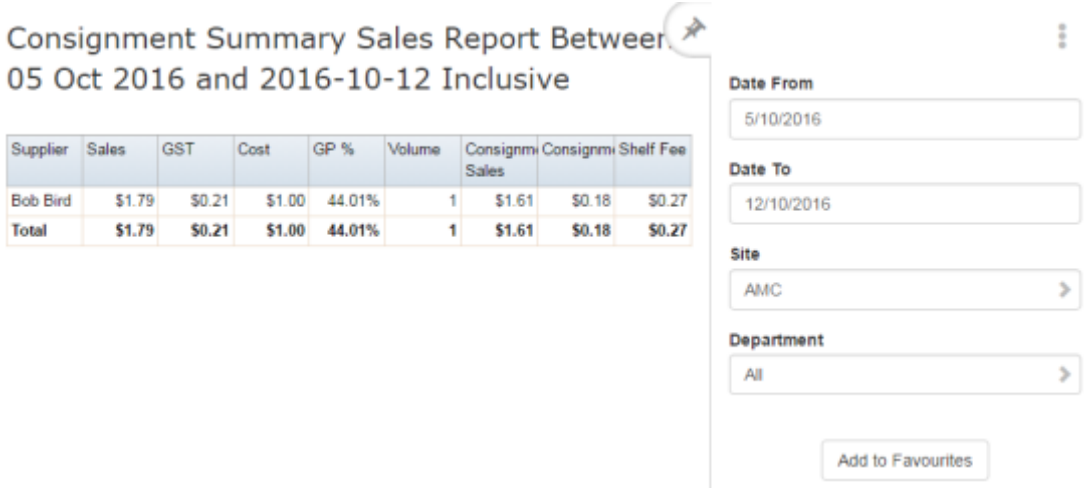
Opening the Consignment Sales By Supplier report

To open the Consignment Sales By Supplier report:

1. Press Sales from the main menu.
2. Press Franchise Reports > Consignment Sales.

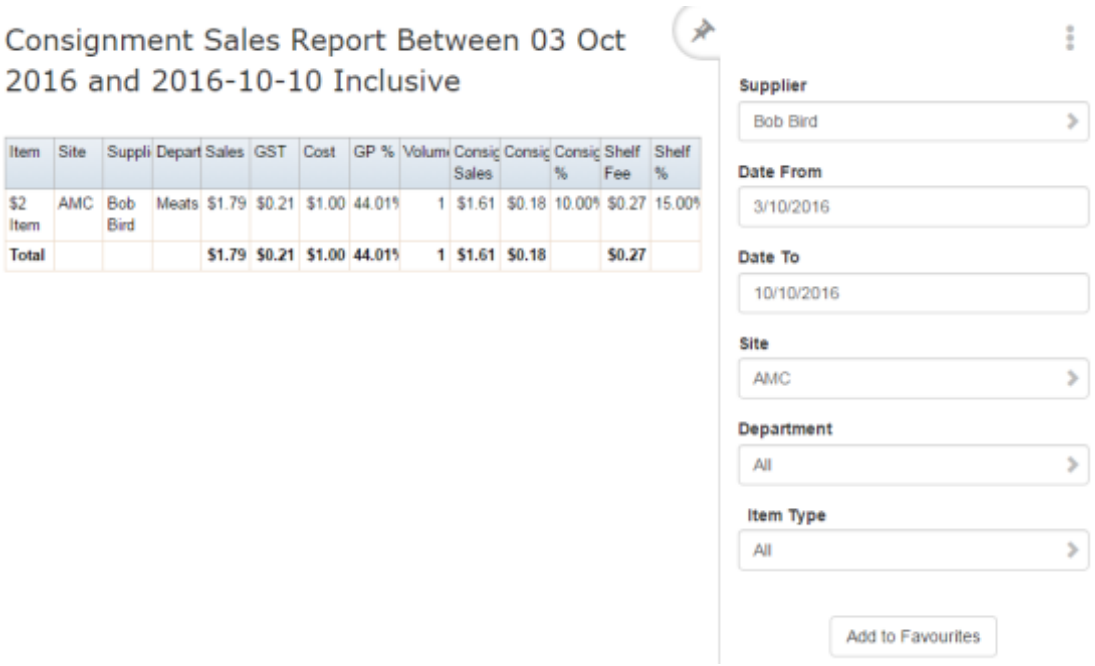


The Consignment Sales By Supplier report is displayed.



3. Press the Supplier you want to view.

   The Consignment Item by Supplier report is displayed.


Consignment Sales Report Between 03 Oct 2016 and 2016-10-10 Inclusive
Item
Site
Suppli
Depart
Sales
GST
Cost
GP %
Volum
Consig Sales
Consig
Consig %
Shelf Fee
Shelf %
$2 Item
AMC
Bob Bird
Meats
$1.79
$0.21
$1.00
44.01%
1
$1.61
$0.18
10.00%
$0.27
15.00%
Total
$1.79
$0.21
$1.00
44.01%
1
$1.61
$0.18
$0.27
Supplier
Bob Bird
Date From
3/10/2016
Date To
10/10/2016
Site
AMC
Department
All
Item Type
All
Add to Favourites

Consignment Sales By Supplier report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Supplier / **Creditor**	Select to restrict the report to a particular supplier, or to items where the supplier has not been selected.
Department	Select to filter the report by department.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Site	Site the item belongs to.
Department	Description of the department the item belongs to.
Supplier	Supplier of the item.
Sales	Total dollar amount of units sold during the specified period.
Cost / Cost of Goods Sold	Total cost of units sold during the specified period.
Quantity / Volume	Number of units or weight sold.

Field	Description
GST	GST or other sales tax collected on these sales.
GP%	Gross profit of the sales for the selected period.
Consignment Sales	Total sales of items sold on consignment.
Consignment	Consignment amount due to supplier.
Consignment %	Percentage of the price allocated for the consignment fee.
Shelf Fee	Fee incurred for selling the item.
Shelf %	Percentage of hte price allocated for the shelf fee.

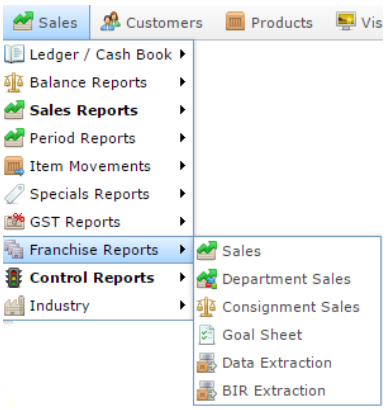
Data Extraction report

Use the Data Extraction report to extract franchise data for each site.

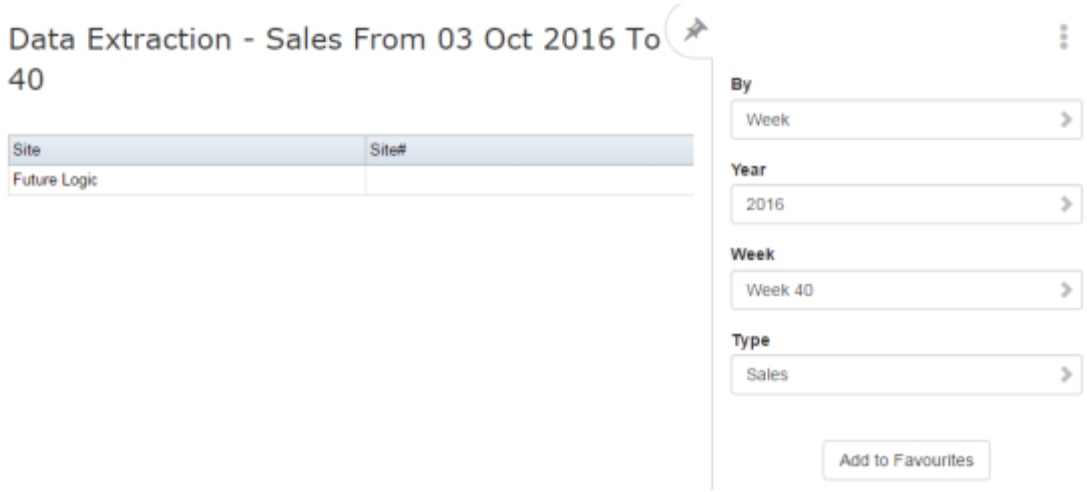
Opening the Data Extraction report

To open the Data Extraction report:

1. Press Sales from the main menu.
2. Press Franchise Reports >Data Extraction.



The Data Extraction report is displayed.



Data Extraction report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Year	Select the year to report on.
Type	Select to report on: ▪ Philippines Bureau of Internal Revenue data (BIR). ▪ Sales. ▪ Barcodes.
Week / **Week Containing Date**	Select the week to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Site # / **Site**	The site code of the relevant site.

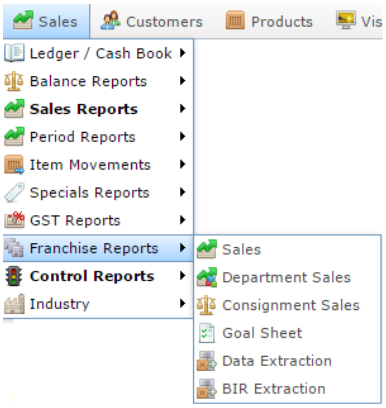
Data Extraction report

Use the Data Extraction report to extract data for each site for the Philippine BIR (Bureau of Internal Revenue).

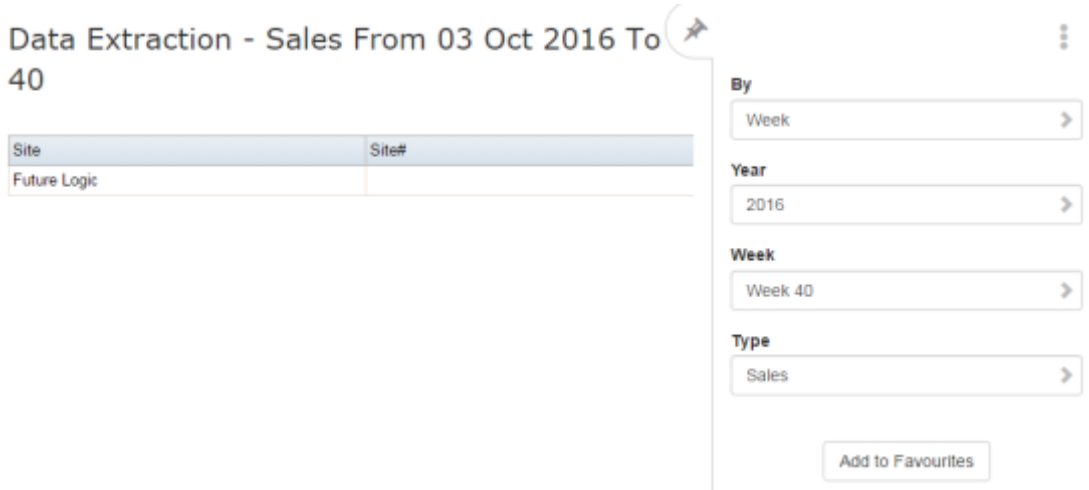
Opening the Data Extraction report

To open the Data Extraction report:

1. Press Sales from the main menu.
2. Press Franchise Reports >BIR Extraction.



The Data Extraction report is displayed.



Data Extraction report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Terminal	Filter the report to a specific Point of Sale terminal.

Field	Description
Type	Select to report on: ▪ Philippines Bureau of Internal Revenue data (BIR). ▪ Sales. ▪ Barcodes.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Site # / **Site**	The site code of the relevant site.
Terminal	The terminal that processed the transaction.
Files	Press the file to download the report after generation.
Customers	Total customers included in this extraction.
Tenders	Total amount tendered in this extraction.

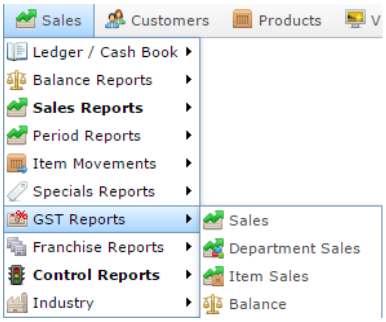
GST Balance Position report

Use the GST Balance Position report to view the balance of GST owed and collected across sites.

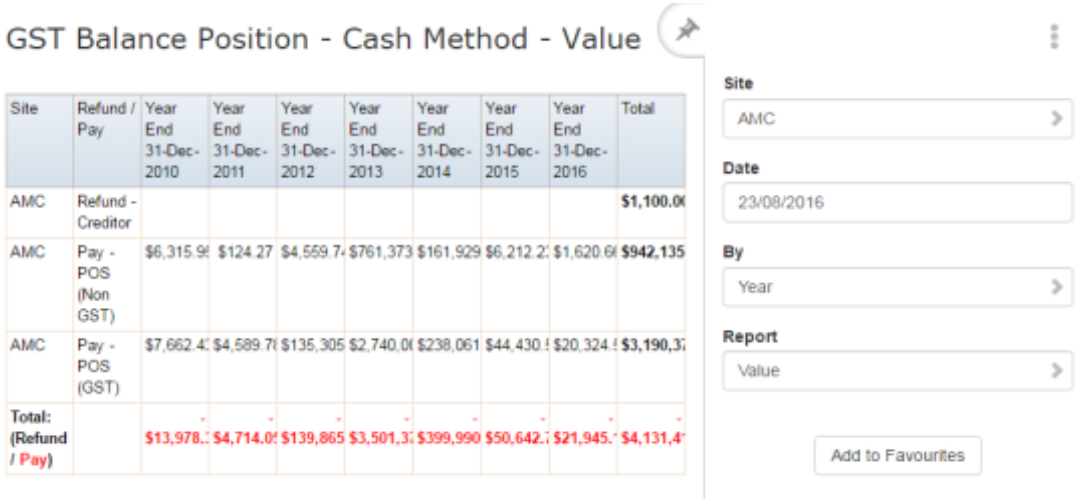
Opening the GST Balance Position report

To open the GST Balance Position report:

1. Press Sales from the main menu.
2. Press GST Reports > Balance .



The GST Balance Position report is displayed.



GST Balance Position report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Report	Select whether to display the total value, or just the GST amounts.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Refund / Pay	Whether this report line refers to money that was paid or refunded, and the account it was paid or refunded to.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

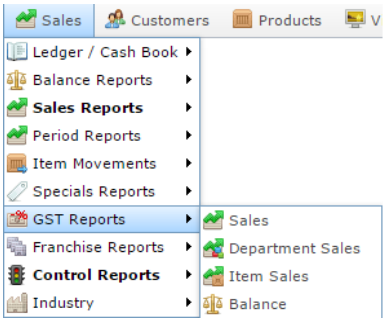
GST Department Sales report

Use the GST Department Sales report to view GST sales by department for the selected period and drill down into GST item sales for that department.

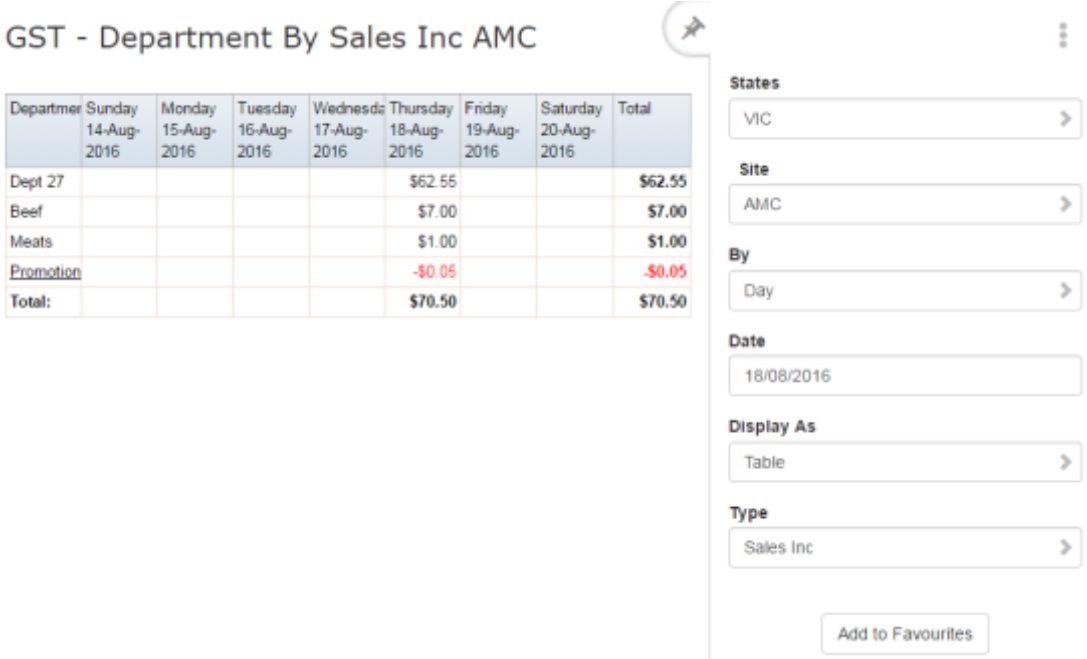
Opening the GST Department Sales report

To open the GST Department Sales report:

1. Press Sales from the main menu.
2. Press GST Reports > Department Sales.



The GST Department Sales report is displayed.



GST Department Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / **Department Description**	Description of the department.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

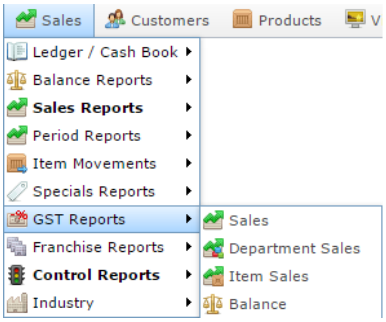
GST Site Sales report

Use the GST Site Sales report to view GST-eligible sales by site for the selected period and drill down into department sales for that site.

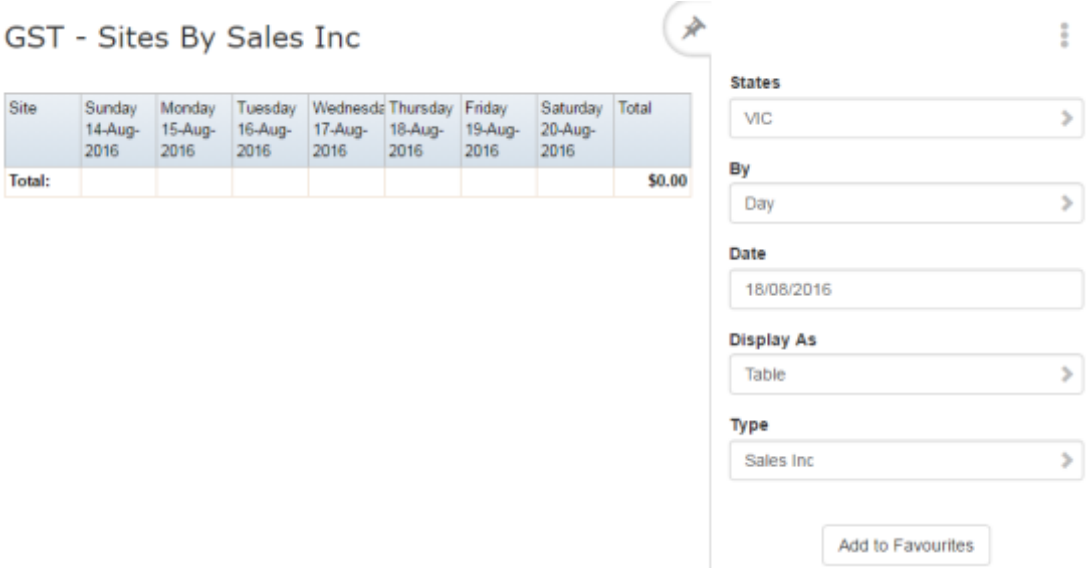
Opening the GST Site Sales report

To open the GST Site Sales report:

1. Press Sales from the main menu.
2. Press GST Reports > Sales.



The GST Site Sales report is displayed.



GST Site Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

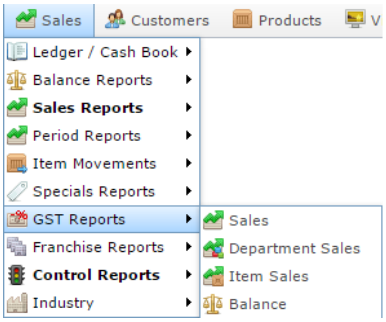
Top 10 GST Sales report

Use the Top 10 GST Sales report to view GST-eligible item sales ranked by the highest selling item for the period.

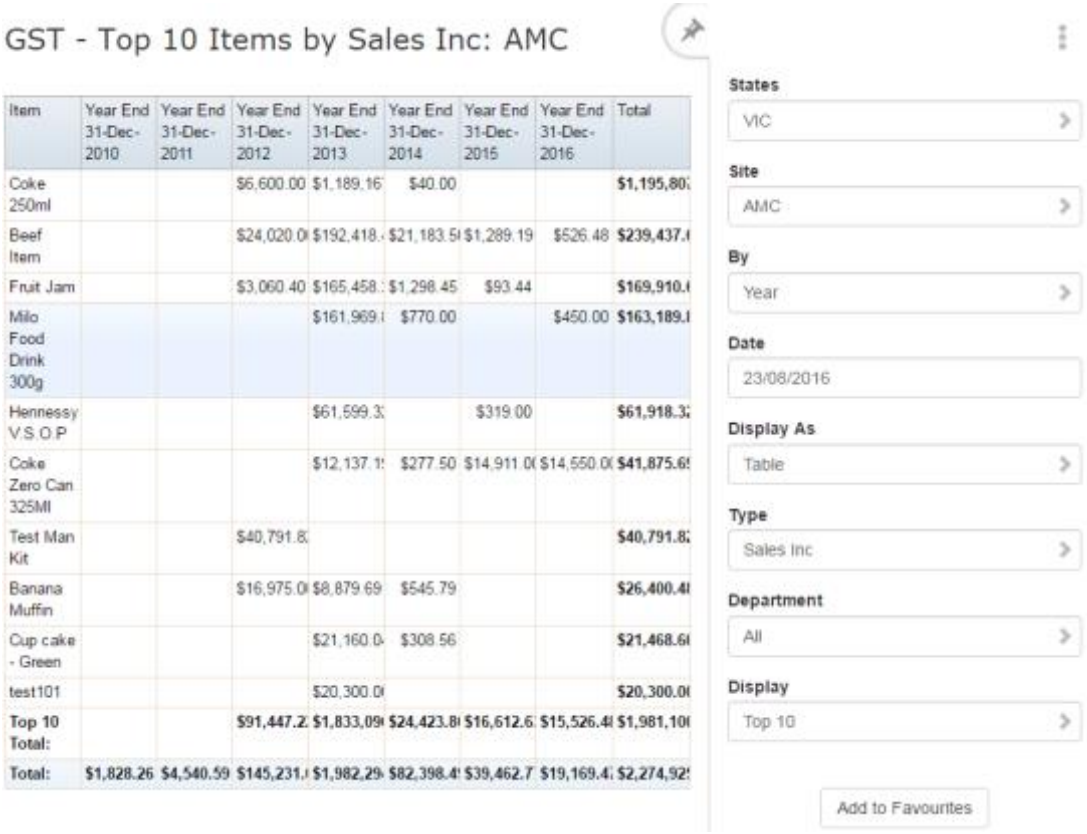
Opening the Top 10 GST Sales report

To open the Top 10 GST Sales report:

1. Press Sales from the main menu.
2. Press GST Reports > Item Sales .



The Top 10 GST Sales report is displayed.



Top 10 GST Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Department	Select to filter the report by department.
Display	Select the number of records to display.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Size	Size of the item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

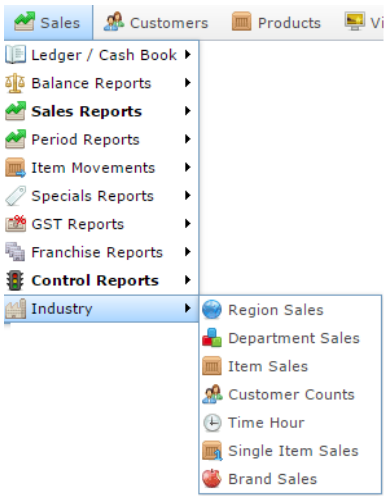
Customer Counts report

Use this report to view statistics on customers visiting each site.

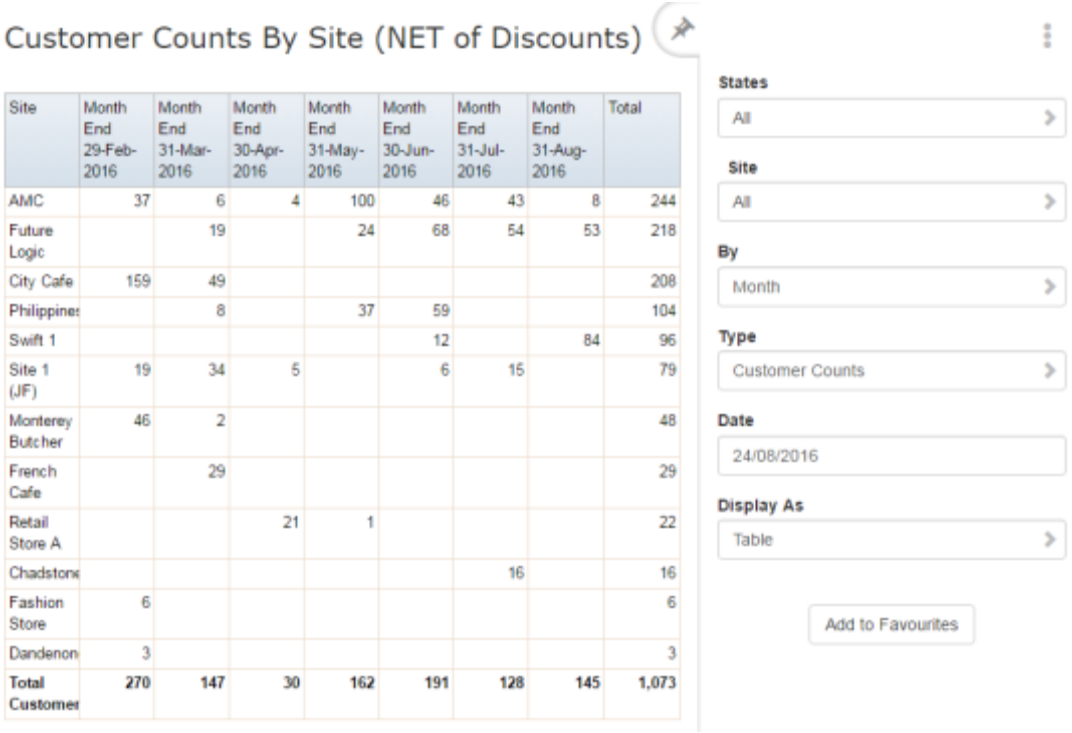
Opening the Customer Counts report

To open the Customer Counts report:

1. Press Sales from the main menu.
2. Press Industry > Customers .



The Customer Counts report is displayed.



Site	Month End 29-Feb-2016	Month End 31-Mar-2016	Month End 30-Apr-2016	Month End 31-May-2016	Month End 30-Jun-2016	Month End 31-Jul-2016	Month End 31-Aug-2016	Total
AMC	37	6	4	100	46	43	8	244
Future Logic		19		24	68	54	53	218
City Cafe	159	49						208
Philippines		8		37	59			104
Swift 1					12		84	96
Site 1 (JF)	19	34	5		6	15		79
Monterey Butcher	46	2						48
French Cafe		29						29
Retail Store A			21	1				22
Chadstone						16		16
Fashion Store	6							6
Dandenon	3							3
Total Customer	**270**	**147**	**30**	**162**	**191**	**128**	**145**	**1,073**

Customer Counts report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.

Field	Description	
Type	Select to display a report on:	
	Customer Counts	The number of customers served during the reporting period.
	Customer $ Purchase	The total dollar value of customer purchases for the reporting period.
	Average Customer $ Purchase	The dollar value of the average customer purchase for the reporting period.
	Loyalty Customer Counts	The number of loyalty customers served during the reporting period.

Field	Description
Loyalty Purchases	The total dollar value of loyalty customer purchases for the reporting period.
Average Loyalty $ Purchase	The dollar value of the average loyalty customer purchase for the reporting period.
% Loyalty (Counts)	The percentage of customers served who were loyalty customers during the reporting period.
% Loyalty ($ Purchases)	The percentage of sales in dollar value that were made by loyalty customers during the reporting period.
Account Customer Counts	The number of debtor customers served during the reporting period.
Account Purchases	The total dollar value of debtor customer purchases for the reporting period.

Field		Description
	Average Account Purchases	The dollar value of the average debtor customer purchase for the reporting period.
	% Accounts (Counts)	The percentage of customers served who were debtor customers during the reporting period.
	% Accounts ($ Purchases)	The percentage of sales in dollar value that were made by debtor customers during the reporting period.
	Customer by Post Code	The number of customers who came from each post code during the reporting period.
	Sales By Post Code	The dollar value of sales made by customers in each post code during the reporting period.
States		Select a state or county to filter the report by.
Display As		Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Size	Size of the item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

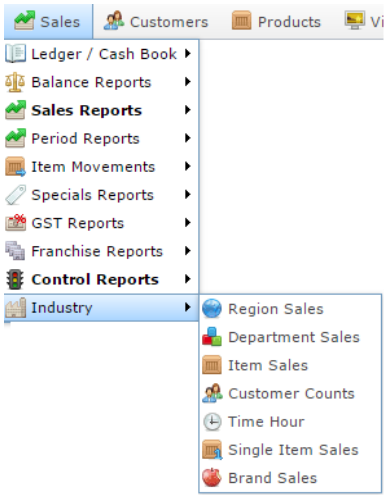
Department and Site Sales report

Use the Department Sales report to view sales by department for the selected period and drill down into item sales for that department.

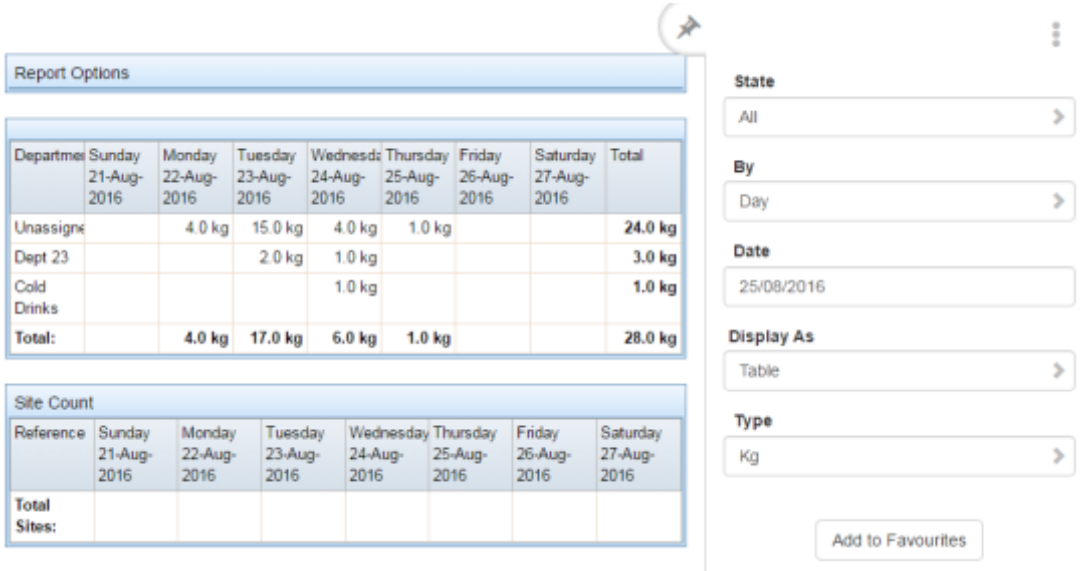
Opening the Department and Site Sales report

To open the Department and Site Sales report:

1. Press Sales from the main menu.
2. Press Industry > Department Sales.



The Department and Site Sales report is displayed.



Department Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Description / **Department Description**	Description of the department.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

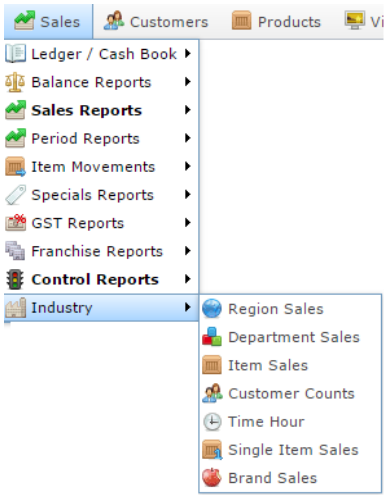
State Sales report

Use the State Sales report to view sales by state for the selected period and drill down into site sales for that state.

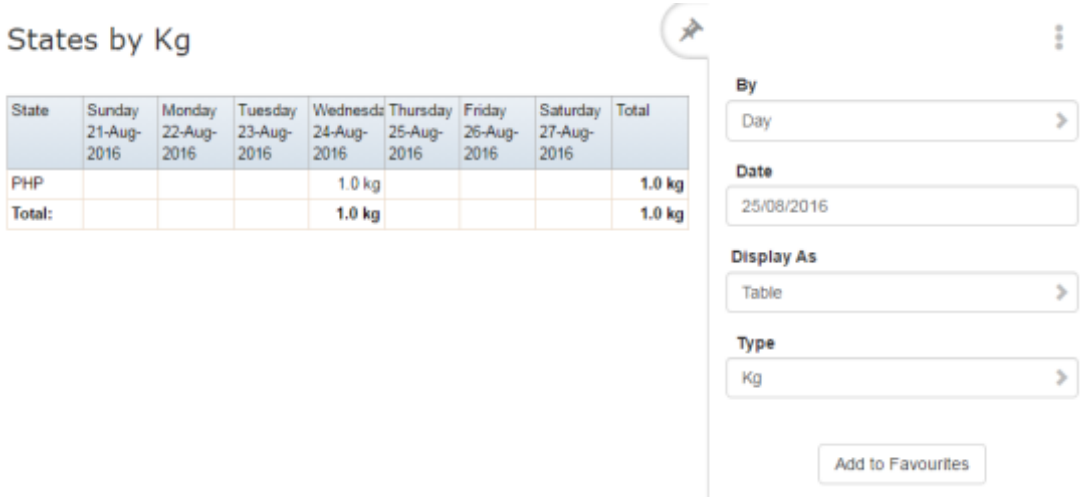
Opening the State Sales report

To open the State Sales report:

1. Press Sales from the main menu.
2. Press Industry > State Sales.



The State Sales report is displayed.



State Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Type	Select to display the report information as: ▪ Kilograms or weight units sold. ▪ Weight as a percentage of all sales. ▪ Sales total of transactions. ▪ Percentage of sales totals. ▪ Dollars per weight unit. ▪ Dollars per sold unit. ▪ Units sold. ▪ Percentage of all units sold.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
State	The name of the state or territory.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

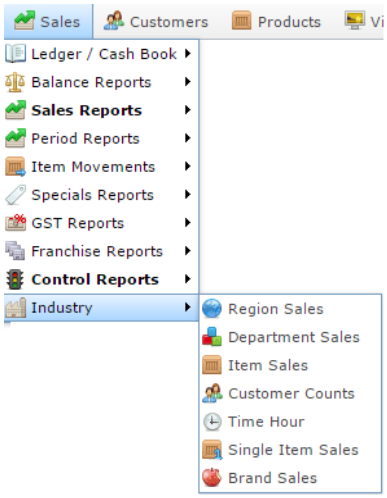
Top 10 Industry Items report

Use the Top 10 Industry Items report to view item sales ranked by the highest selling industry item for the period.

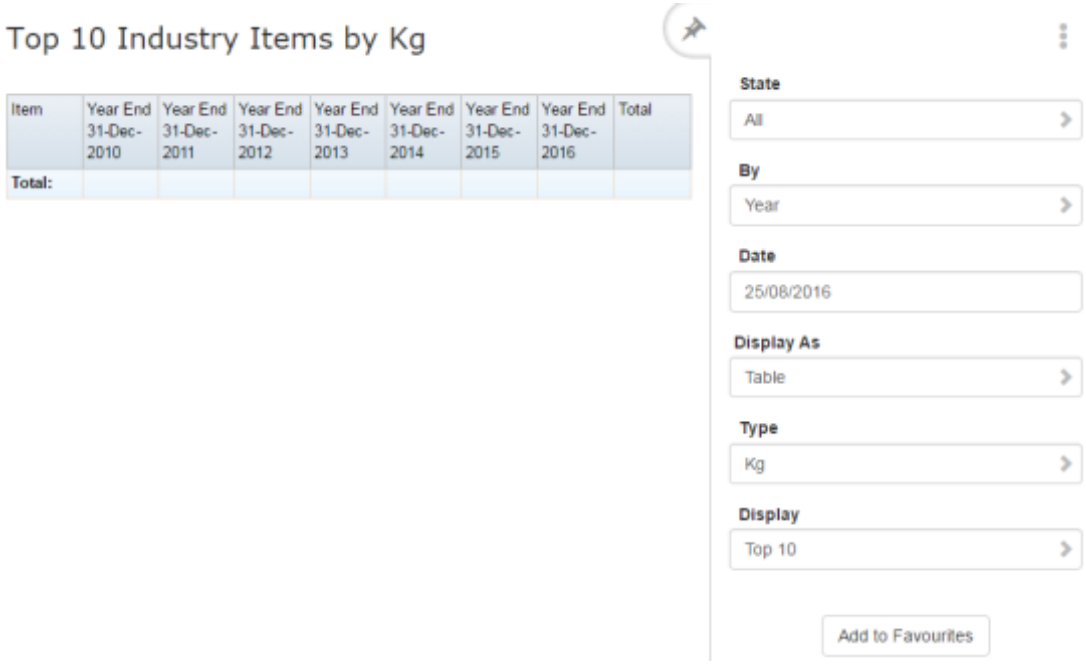
Opening the Top 10 Industry Items report

To open the Top 10 Industry Items report:

1. Press Sales from the main menu.
2. Press Industry > Item Sales .



The Top 10 Industry Items report is displayed.



Top 10 Industry Items report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display	Select the number of records to display.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to display the report information as: ▪ Kilograms or weight units sold. ▪ Weight as a percentage of all sales. ▪ Sales total of transactions. ▪ Percentage of sales totals. ▪ Dollars per weight unit. ▪ Dollars per sold unit. ▪ Units sold. ▪ Percentage of all units sold.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Size	Size of the item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

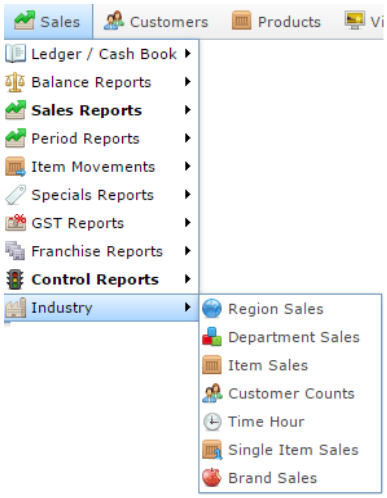
Transactions per Hour report

Use the Transactions per Hour report to view a summary of transactions over time to view trends that occur during the day.

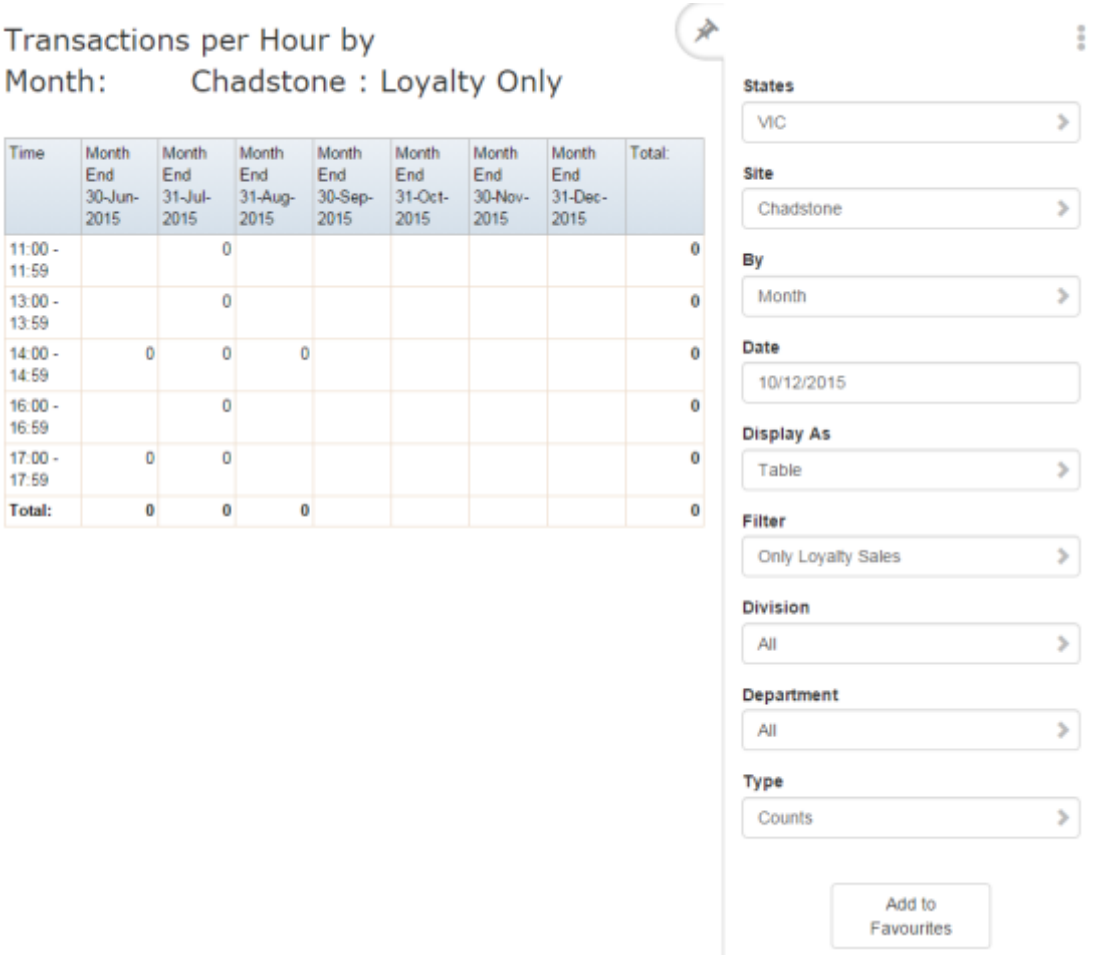
Opening the Transactions per Hour report

To open the Transactions per Hour report:

1. Press Sales from the main menu.
1. Press Industry > Time Hour.



The Transactions per Hour report is displayed.



Transactions per Hour by Month: Chadstone : Loyalty Only

Time	Month End 30-Jun-2015	Month End 31-Jul-2015	Month End 31-Aug-2015	Month End 30-Sep-2015	Month End 31-Oct-2015	Month End 30-Nov-2015	Month End 31-Dec-2015	Total:
11:00 - 11:59		0						0
13:00 - 13:59		0						0
14:00 - 14:59	0	0	0					0
16:00 - 16:59		0						0
17:00 - 17:59	0	0						0
Total:	**0**	**0**	**0**					**0**

Transactions per Hour report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Division	Select the division to report on.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, week or month.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.

Field	Description
Type	Select to display: **Counts** — The number of transactions for the period. **Quantities** — The quantity of items sold during the period. **Sales** — The total sales figures for the period. **Average Sales** — The average sales for the period. **Average Quantities** — The average quantity of items sold during the period. **Target Sales** — The sales total for the period compared to sales targets. **Accumulative Counts** — The previous total of sales plus sales during this period.
Department	Select to filter the report by department.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Filter / **Loyalty Filter**	Select to display: ▪ All transactions. ▪ Loyalty member transactions only. ▪ Transactions from customers who are not loyalty members only.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Hours / Time	The hour of the day.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

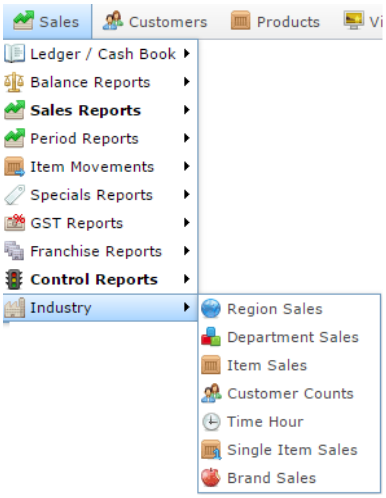
Brand Sales report

Use the Brand Sales report to view sales by brand for the selected period and drill down into the sales grid or stock on hand for that brand.

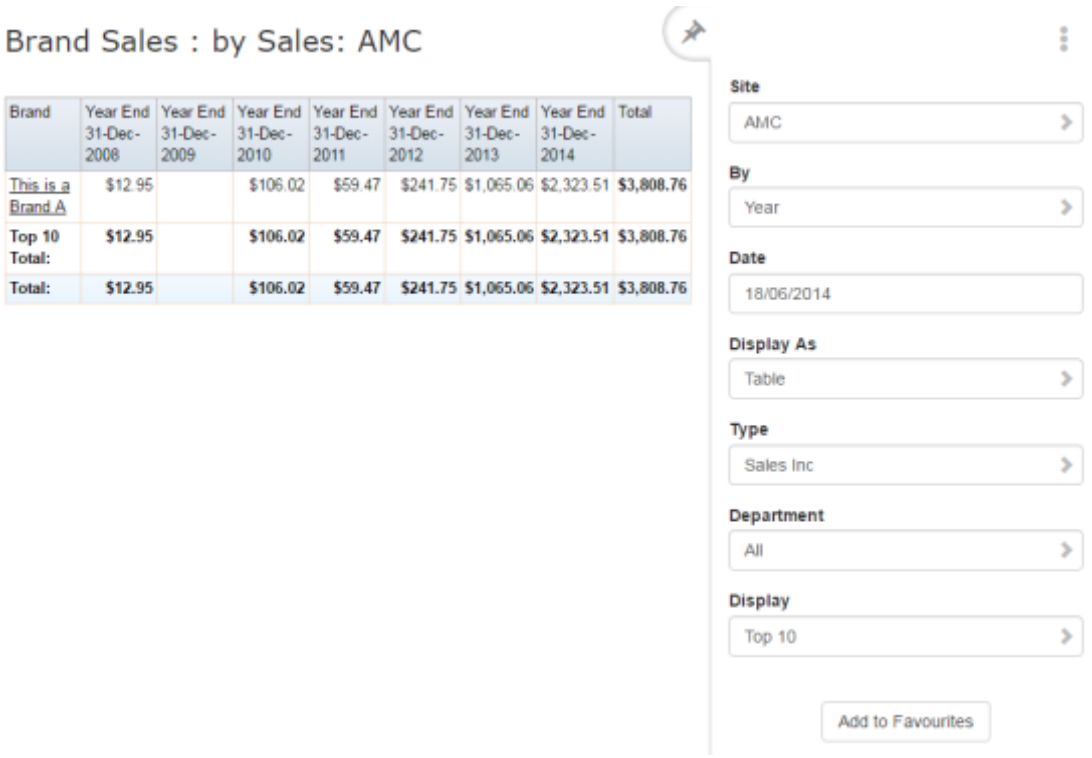
Opening the Brand Sales report

To open the Brand Sales report:

1. Press Sales from the main menu.
2. Press Industry > Brand Sales.



The Brand Sales report is displayed.


Brand Sales : by Sales: AMC
Brand
Year End 31-Dec-2008
Year End 31-Dec-2009
Year End 31-Dec-2010
Year End 31-Dec-2011
Year End 31-Dec-2012
Year End 31-Dec-2013
Year End 31-Dec-2014
Total
This is a Brand A
$12.95
$106.02
$59.47
$241.75
$1,065.06
$2,323.51
$3,808.76
Top 10 Total:
$12.95
$106.02
$59.47
$241.75
$1,065.06
$2,323.51
$3,808.76
Total:
$12.95
$106.02
$59.47
$241.75
$1,065.06
$2,323.51
$3,808.76
Site
AMC
By
Year
Date
18/06/2014
Display As
Table
Type
Sales Inc
Department
All
Display
Top 10
Add to Favourites

Brand Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Department	Select to filter the report by department.
Display	Select the number of records to display.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Brand / Description	Description of the brand. Press to open the Brand Grid report. See *Brand Grid report*.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

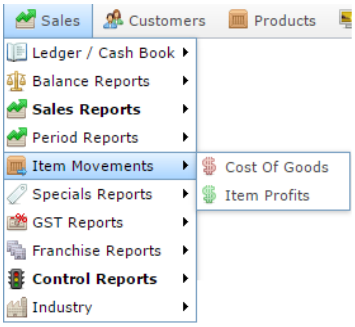
Cost of Goods report

Use the Cost of Goods report to view the cost and movement information of your stock by department and site over the specified period.

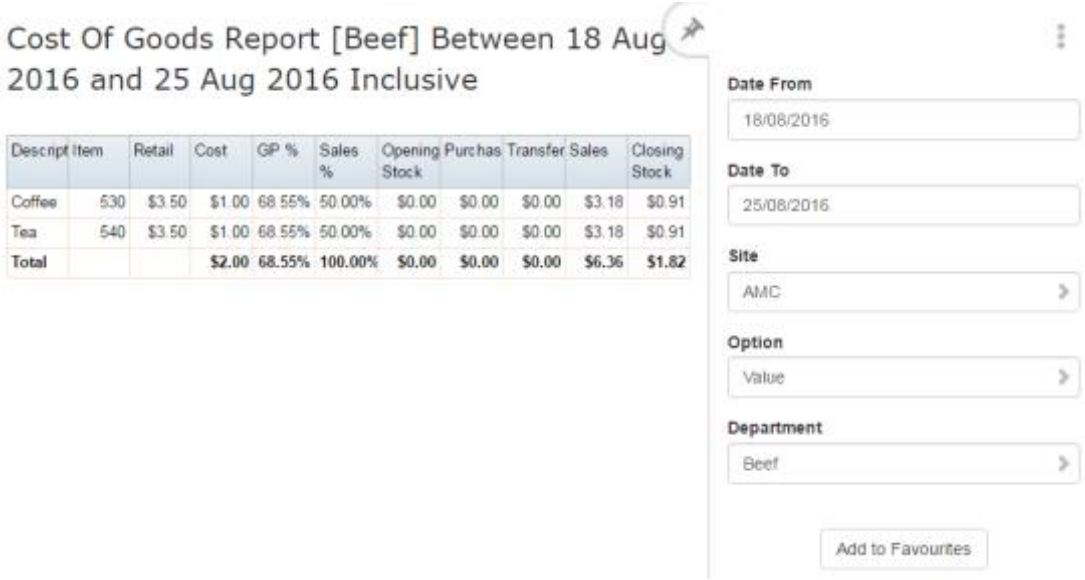
Opening the Cost of Goods report

To open the Cost of Goods report:

1. Press Sales from the main menu.
2. Press Item Movements > Cost of Goods.



The Cost of Goods report is displayed.



Descript	Item	Retail	Cost	GP %	Sales %	Opening Stock	Purchas	Transfer	Sales	Closing Stock
Coffee	530	$3.50	$1.00	68.55%	50.00%	$0.00	$0.00	$0.00	$3.18	$0.91
Tea	540	$3.50	$1.00	68.55%	50.00%	$0.00	$0.00	$0.00	$3.18	$0.91
Total			**$2.00**	**68.55%**	**100.00%**	**$0.00**	**$0.00**	**$0.00**	**$6.36**	**$1.82**

Cost of Goods report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Department	Select to filter the report by department.
Option / **Type**	Select to show the report information as: ▪ Dollar value. ▪ Volume or weight.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / **Description**	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Item Number / **Item**	The item code of the item.
Retail **Retail Price**	The retail price of the item. See *Inventory Management - Pricing tab*.
Sales	Total dollar amount of units sold during the specified period.
Cost / **Cost of Goods Sold**	Total cost of units sold during the specified period.
GP%	Gross profit of the sales for the selected period.

Field	Description
Sales %	Percentage of sales this item represents over the selected period.
Opening Stock	Stock-on-hand at the start of the selected period.
Received / Purchased	Number of units received during the selected period.
Transferred	Number of units transferred to other sites during the selected period.
Closing Stock	Stock-on-hand levels at the end of the selected period.

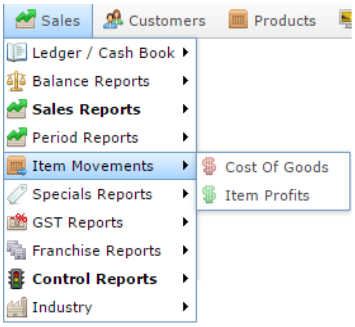
Item Profit report

Use the Item Profit report to view the profit information of your stock by department and site over the specified period.

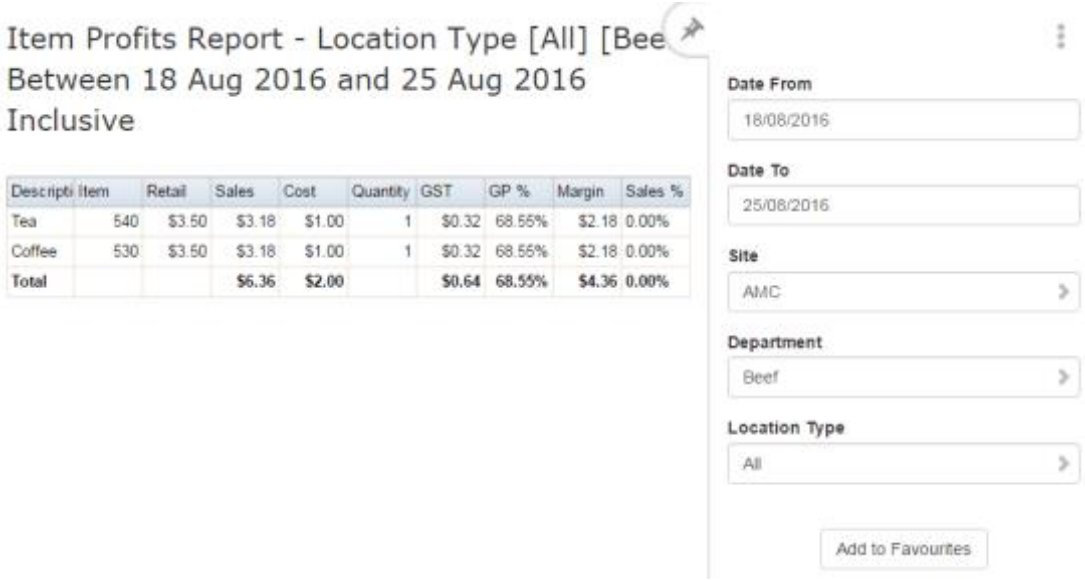
Opening the Item Profit report

To open the Item Profit report:

1. Press Sales from the main menu.
2. Press Item Movements > Item Profits.



The Item Profit report is displayed.



Item Profit report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Department	Select to filter the report by department.
Location Type	Select a location within the site, if you company uses locations.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / **Description**	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Retail **Retail Price**	The retail price of the item. See *Inventory Management - Pricing tab*.
Sales	Total dollar amount of units sold during the specified period.
Cost / **Cost of Goods Sold**	Total cost of units sold during the specified period.
Quantity / **Volume**	Number of units or weight sold.
GST	GST or other sales tax collected on these sales.

Field	Description
GP%	Gross profit of the sales for the selected period.
Margin	Profit margin for this item for the selected period.
Sales %	Percentage of sales this item represents over the selected period.

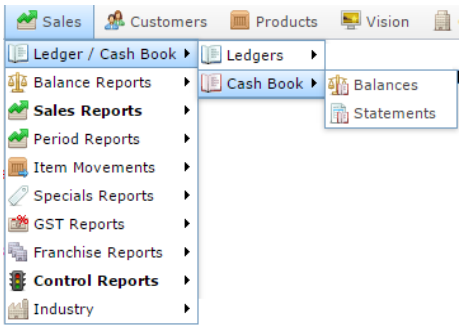
Account report

Use the Account report to view movement of cash through your cashbook accounts.

Opening the Account report

To open the Account report:

1. Press Sales from the main menu.
2. Press Ledger / Cash Book > Cash BookBalances.



The Account report is displayed.

Account report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Section	Select the account section to report on: ▪ Trading. ▪ EFT. ▪ High Interest. ▪ Suspended. ▪ Bonds. ▪ All accounts.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / **Account Name**	Description of the cashbook account.
Account #	Unique code identifying the account.
Type	Type of account.
Last Balance	Amount in this account at the last statement date.
Balance Date	Date of the last balance.
Statement # / **Statement**	This field is no longer used. Statements are generated as required by the Portal.

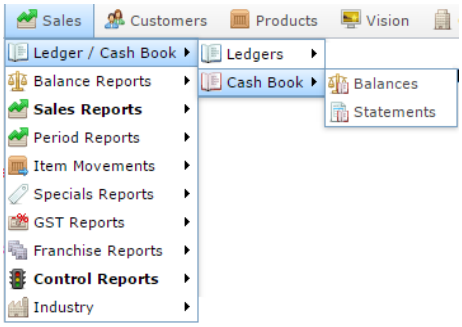
Cashbook Statement report

Use the Cashbook Statement report to view the statement summary of your cashbook accounts.

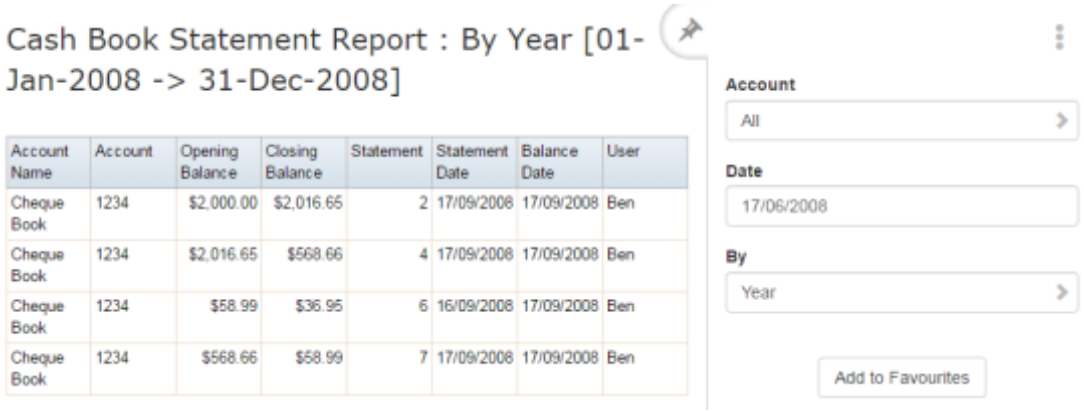
Opening the Cashbook Statement report

To open the Cashbook Statement report:

1. Press Sales from the main menu.
2. Press Ledger / Cash Book > Cash BookStatements.



The Cashbook Statement report is displayed.



Cashbook Statement report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Account	Select the type of account to view: ▪ Cheque Book accounts. ▪ Overdraft accounts. ▪ All accounts.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
First Name / **Name /** **Clerk**	The user's first or given name.
Description / **Account Name**	Description of the cashbook account.
Account #	Unique code identifying the account.
Opening Balance	The amount in this account when the statement period started.
Closing Balance	The amount in this account when the statement period ended.
Statement Date	Date of the last statement.
Balance Date	Date of the last balance.

Field	Description
Statement # / **Statement**	This field is no longer used. Statements are generated as required by the Portal.
User	Name of the Portal operator who last processed money with this account.

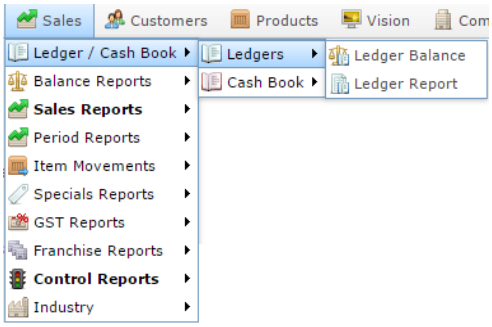
Ledger Balance report

Use the Ledger Balance report to view incoming and outgoing amounts in various ledgers, and a total of your company's profits for a period.

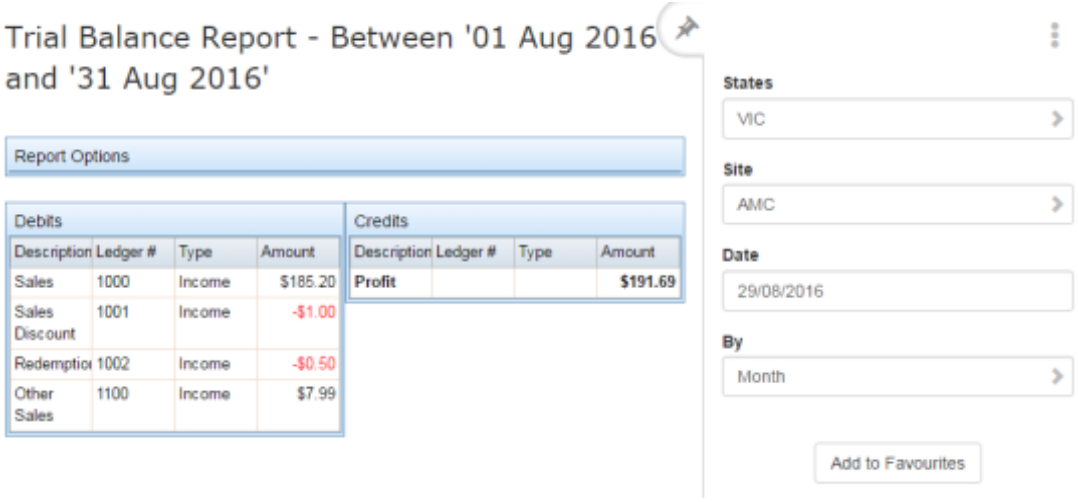
Opening the Ledger Balance report

To open the Ledger Balance report:

1. Press Sales from the main menu.
2. Press Ledger / Cash Book > LedgersLedger Balance.



The Ledger Balance report is displayed.



Ledger Balance report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the ledger.
Ledger #	Unique code identifying the ledger.
Type	Type of ledger.
Amount	Amount in this ledger for this period.

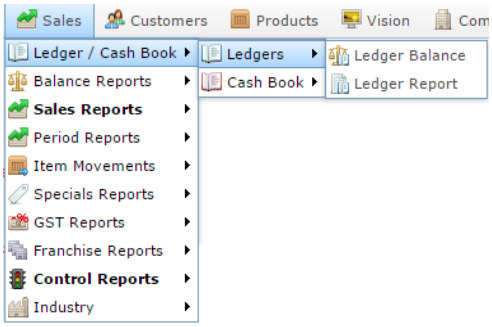
Ledger Balance Detail report

Use the Ledger Balance Detail report to examine the transactions in a specific ledger for a period.

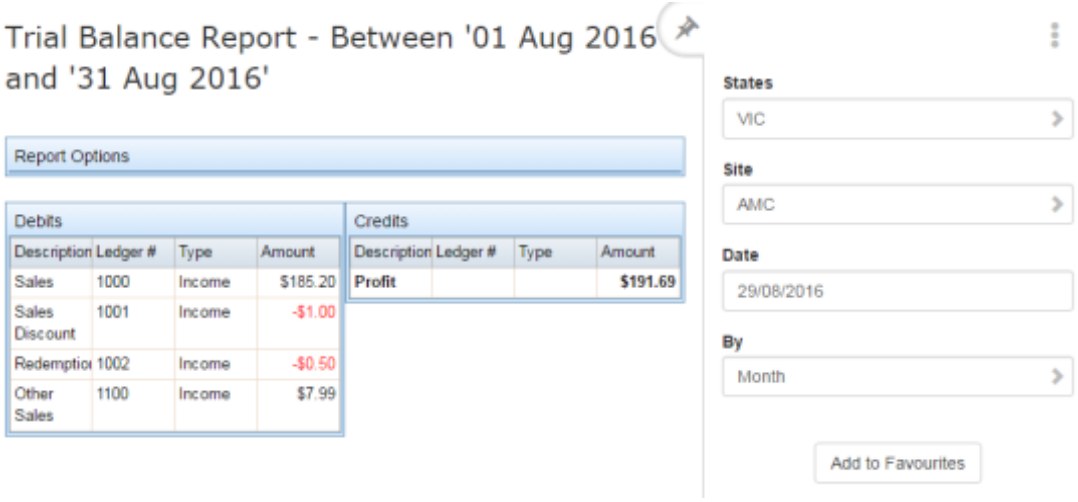
Opening the Ledger Balance Detail report

To open the Ledger Balance Detail report:

1. Press Sales from the main menu.
2. Press Ledger / Cash Book > LedgersLedger Balance.

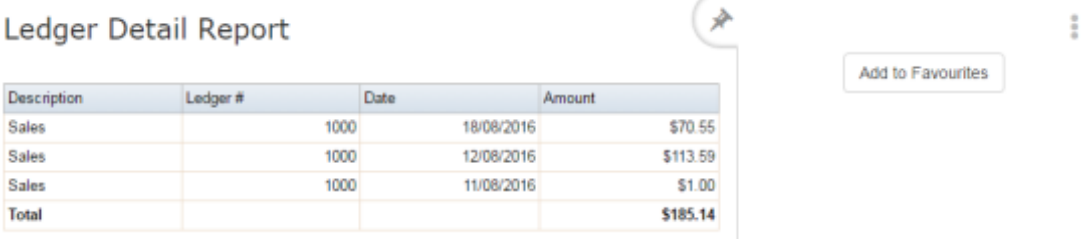


The Ledger Balance Detail report is displayed.



3. Press the Description of the ledger you want to view.

   The Ledger Detail Balance report is displayed.



Ledger Balance Detail report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the ledger.
Ledger #	Unique code identifying the ledger.
Date	Date of the transactions in this ledger.
Amount	Amount in this ledger for this period.

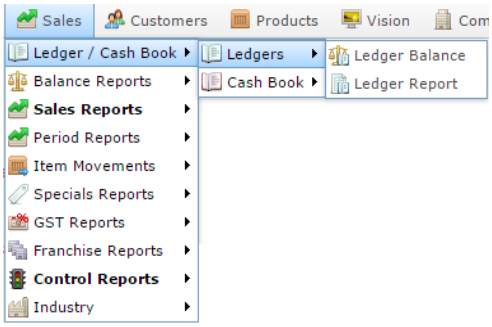
Ledger report

Use the Ledger report to view the ledgers in use by your company and any additional information on them.

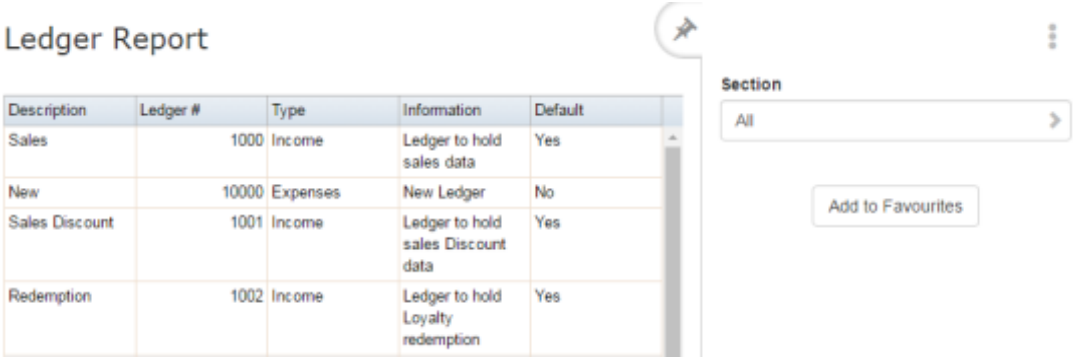
Opening the Ledger report

To open the Ledger report:

1. Press Sales from the main menu.
2. Press Ledger / Cash Book > LedgersLedger Report.



The Ledger report is displayed.



Description	Ledger #	Type	Information	Default
Sales	1000	Income	Ledger to hold sales data	Yes
New	10000	Expenses	New Ledger	No
Sales Discount	1001	Income	Ledger to hold sales Discount data	Yes
Redemption	1002	Income	Ledger to hold Loyalty redemption	Yes

Ledger report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Section	Select the ledger section to report on: ▪ Income. ▪ Purchases. ▪ Freight. ▪ Expenses ▪ Bank Fees ▪ Interest Received. ▪ All sections.
Type	Select to display: ▪ Voided sales. ▪ Voided Items. ▪ Reversed sales.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the ledger.
Ledger #	Unique code identifying the ledger.
Type	Type of ledger.
Information	Additional information on this ledger.
Default	Indicates whether this ledger is a default ledger. **Note:** Default ledges allow the Portal to process sales before ledgers are fully configured.

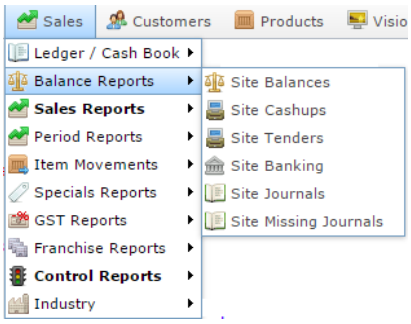
Terminal report

Use the Terminal report to view the details of a specific transaction.

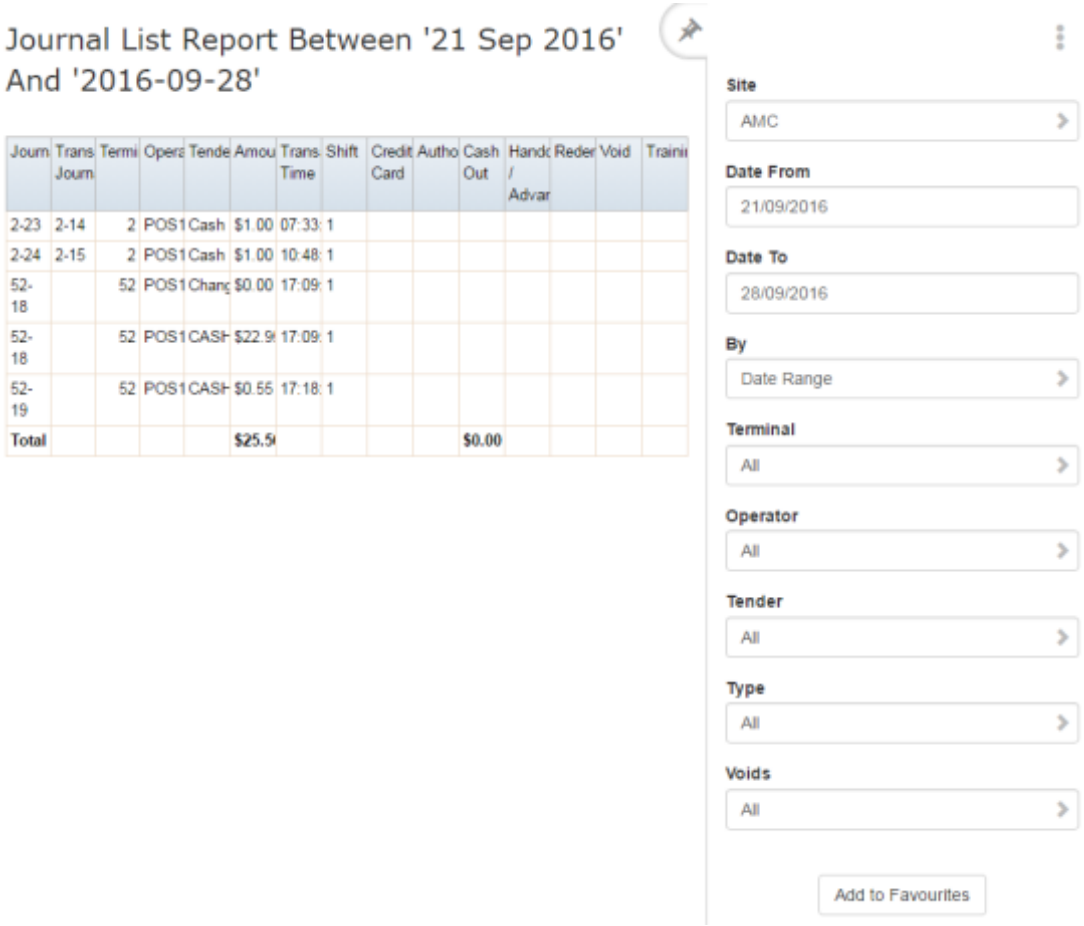
Opening the Terminal report

To open the Terminal report:

1. Press Sales from the main menu.
2. Press Balance Reports >Site Journals.

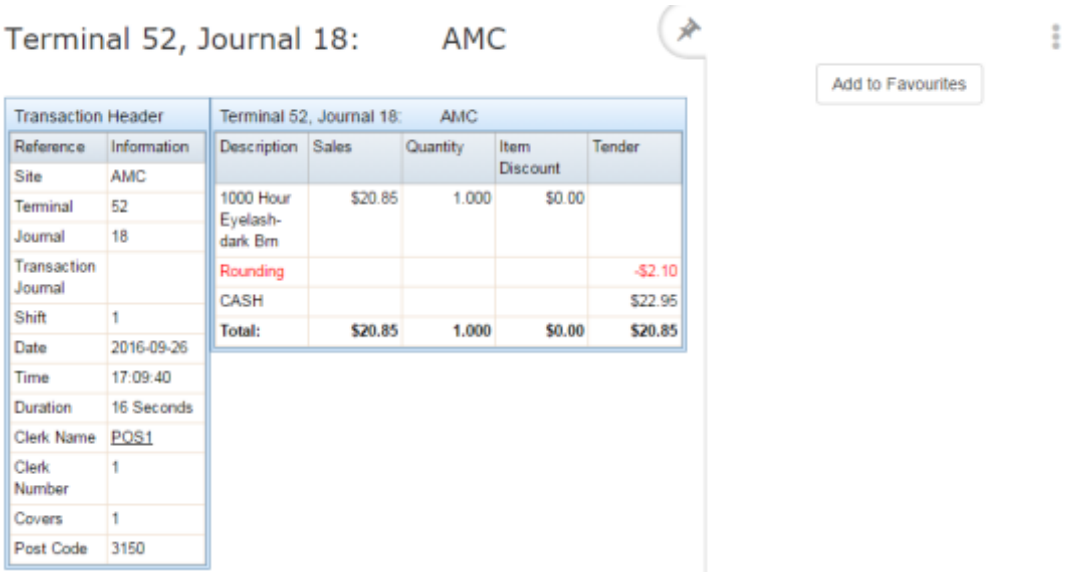


The Terminal report is displayed.



3. Press the Journal you want to view.

   The Terminal report is displayed.



Terminal 52, Journal 18: AMC

Add to Favourites

Transaction Header	
Reference	Information
Site	AMC
Terminal	52
Journal	18
Transaction Journal	
Shift	1
Date	2016-09-26
Time	17:09:40
Duration	16 Seconds
Clerk Name	POS1
Clerk Number	1
Covers	1
Post Code	3150

Terminal 52, Journal 18: AMC

Description	Sales	Quantity	Item Discount	Tender
1000 Hour Eyelash-dark Brn	$20.85	1.000	$0.00	
Rounding				-$2.10
CASH				$22.95
Total:	**$20.85**	**1.000**	**$0.00**	**$20.85**

Terminal report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.

Transaction Header

Field	Description
Site / **Description**	The name of the relevant site.
Terminal	The terminal that processed the transaction.
Journal	Unique code identifying the transaction.
Transaction Journal	Unique code identifying a transaction that affects the customer, such as sales, returns or loyalty redemptions. **Note:** Transactions such as handovers, advances, training transactions, petty cash or void sales are not assigned a transaction journal number.
Shift	The shift the transaction occurred during.
Date	The date this transaction occurred.
Time	The time the transaction occurred.
Duration	The length of time the transaction took.

Field	Description
Clerk	The clerk responsible for this transaction.
Clerk Number	The code identifying the clerk.
Covers	The number of customers involved in this transaction.

Transaction area

Field	Description
Description	Description of the items involved with this transaction.
Sales	Total dollar amount for this item.
Quantity	Number of items sold in this transaction, if any.
Item Discount	Item discount provided for this item.
Tender	Amount tendered for this transaction.

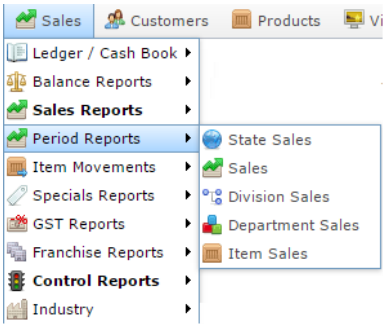
Department Sales by Period report

Use the Department Sales by Period report to view sales by department for the selected year and drill down into item sales for that department.

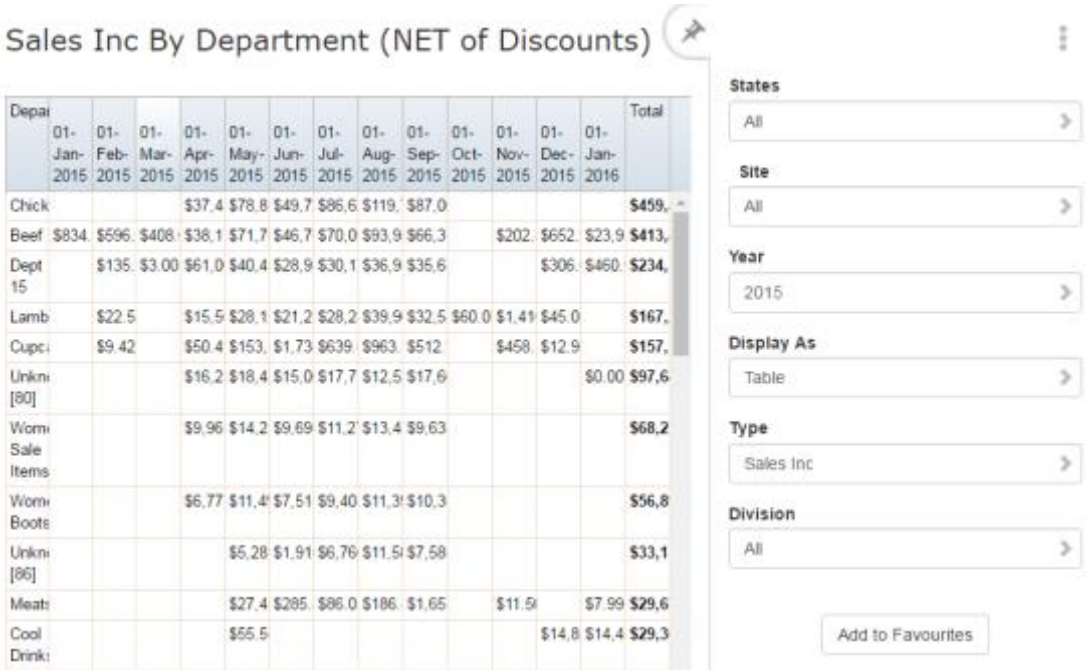
Opening the Department Sales by Period report

To open the Department Sales by Period report:

1. Press Sales from the main menu.
2. Press Period Reports >Department Sales by Period.



The Department Sales by Period report is displayed.



Department Sales by Period report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Division	Select the division to report on.
Site / Sites	Select the site or sites to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Year	Select the year to report on.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / **Department Description**	Description of the department.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Department Summary report

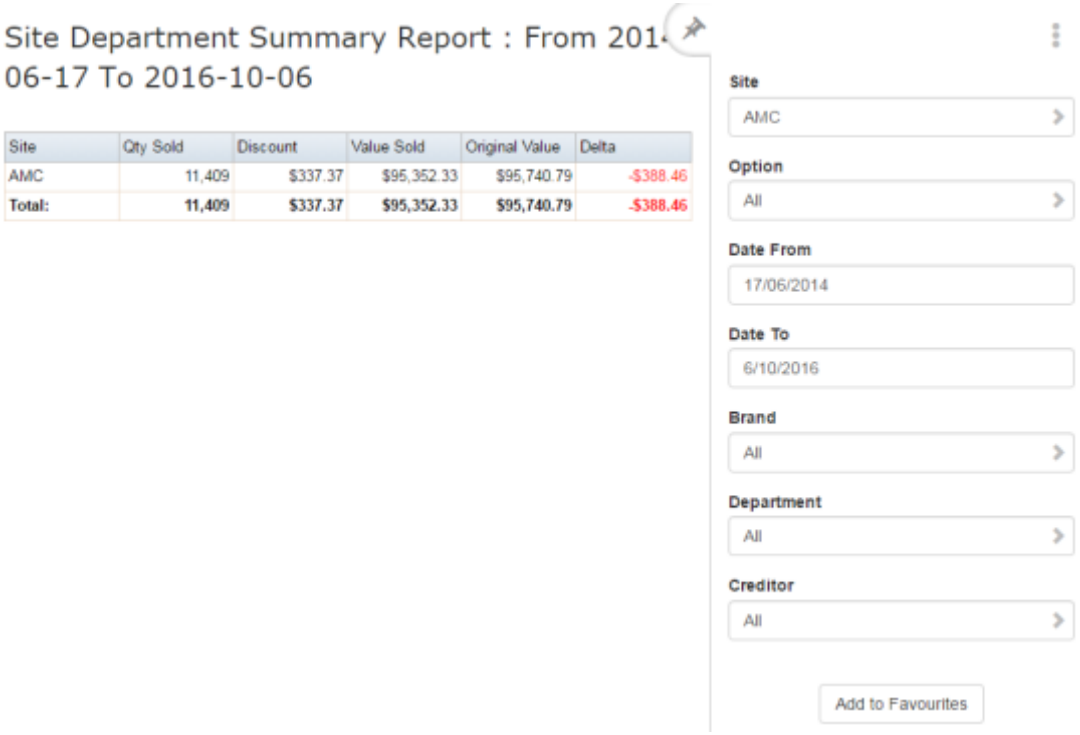
Use the Department Summary report to view quantities and values of items sold by site and department for the selected period and drill down into department item sales for that site.

Opening the Department Summary report

To open the Department Summary report:

1. Press Sales from the main menu.
2. Press Sales Reports >Department Summary.

The Department Summary report is displayed.


Site Department Summary Report : From 201
06-17 To 2016-10-06
Site
Qty Sold
Discount
Value Sold
Original Value
Delta
AMC
11,409
$337.37
$95,352.33
$95,740.79
-$388.46
Total:
11,409
$337.37
$95,352.33
$95,740.79
-$388.46
Site
AMC
Option
All
Date From
17/06/2014
Date To
6/10/2016
Brand
All
Department
All
Creditor
All
Add to Favourites

Department Summary report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Supplier / **Creditor**	Select the creditor or supplier to report on.
Department	Select to filter the report by department.
Brand / **Group Ident**	Filter the report to the selected brand.

Field	Description
Option	Select to report on: ▪ Zero-priced items. ▪ Price-reduced items. ▪ Item discounts. ▪ All.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Qty Sold on Date / **Qty Sold**	The total amount sold during this period.
Discount	The total dollar amount in discounts provided during this period.
Value Sold	The value of goods sold during this period.
Original Value	The retail value of the item before the advertised price.
Delta	The total change in value between the original and sold.

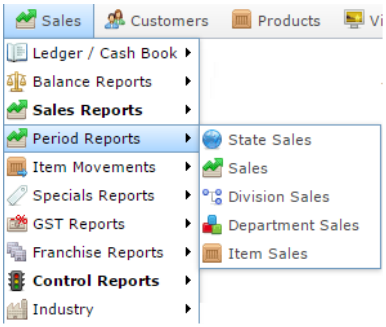
Division Sales by Period report

Use the Division Sales by Period report to view sales by division for the selected year and drill down into department and item sales for that division during the selected year.

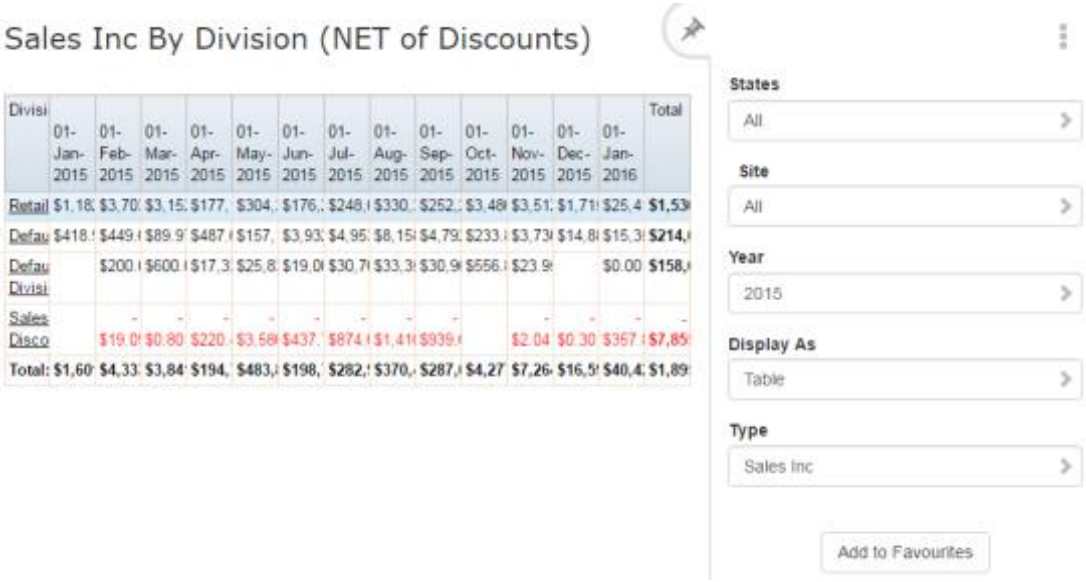
Opening the Division Sales by Period report

To open the Division Sales by Period report:

1. Press Sales from the main menu.
2. Press Period Reports > Division Sales.



The Division Sales by Period report is displayed.



Division Sales by Period report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Year	Select the year to report on.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / Division	Description of the division.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

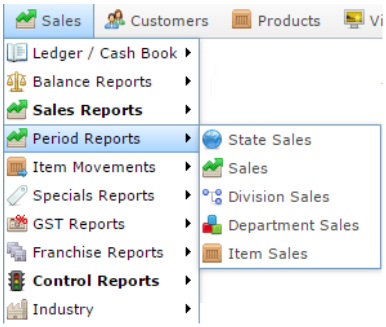
Site Sales by Period report

Use the Site Sales by Period report to view sales by site for the selected year and drill down into department and division sales for that site during the selected year.

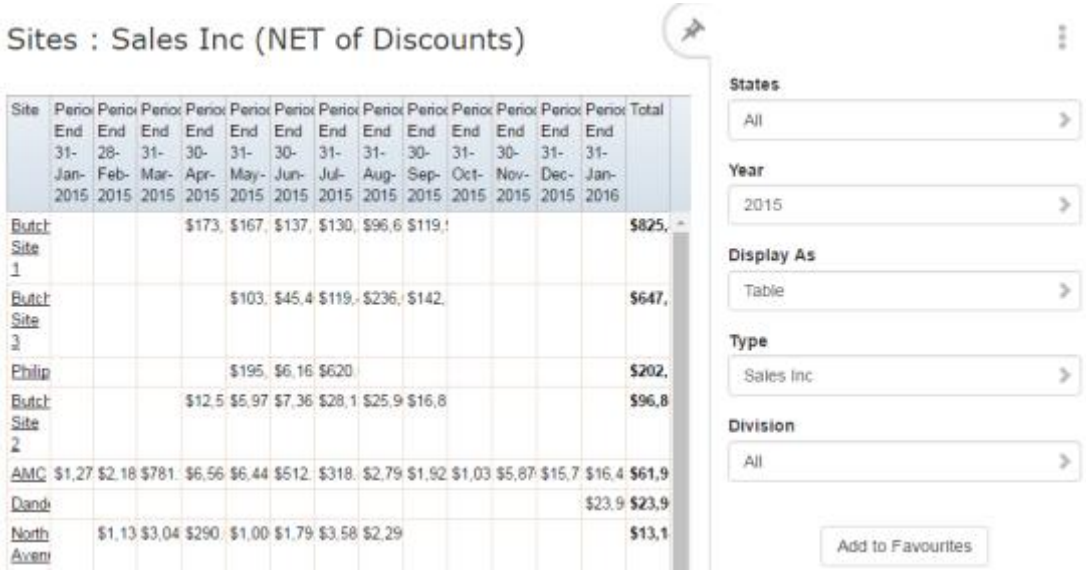
Opening the Site Sales by Period report

To open the Site Sales by Period report:

1. Press Sales from the main menu.
2. Press Period Reports > Sales.



The Site Sales by Period report is displayed.



Site Sales by Period report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Division	Select the division to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Year	Select the year to report on.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

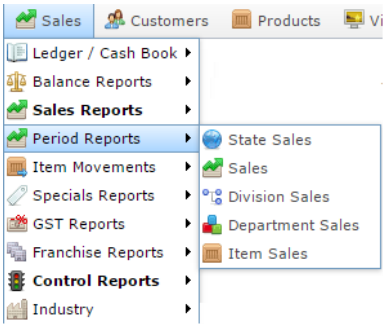
State Sales by Period report

Use the State Sales by Period report to view sales by state for the selected year and drill down into site sales for that state during the selected year.

Opening the State Sales by Period report

To open the State Sales by Period report:

1. Press Sales from the main menu.
2. Press Period Reports > State Sales.



The State Sales by Period report is displayed.

State Sales by Period report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Year	Select the year to report on.
Type	Select whether to report: ▪ Year On Year: The same information for the same date range, one year apart. ▪ Like for Like: The same information for the same date range, one year apart, but only if the site has traded in both periods being reported. **Note:** If no new sites have started or stopped trading during this period, the two options produce identical reports.

Field	Description
Type	Select to report on: ▪ The number of stores. ▪ Sales inclusive of tax ▪ Sales exclusive of tax ▪ Sales as a percentage of total sales. ▪ Dollars per unit sold. ▪ Number of units sold. ▪ Number of units sold as a percentage of total sales.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
State	The name of the state or territory.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

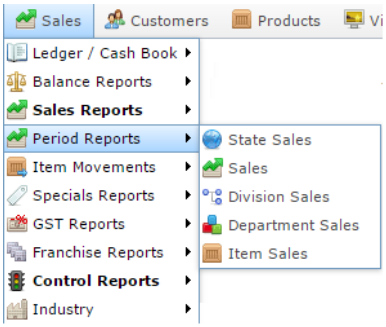
Top 10 Item Sales report

Use the Top 10 Item Sales report to view item sales ranked by the highest selling item for the year.

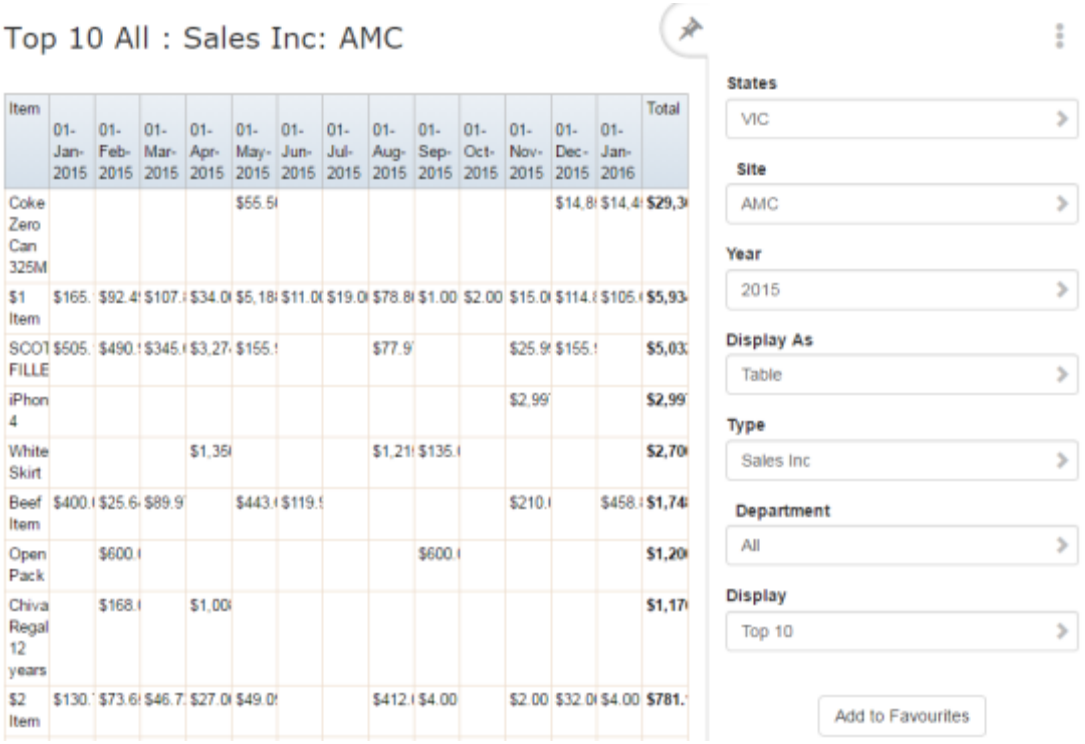
Opening the Top 10 Item Sales report

To open the Top 10 Item Sales report:

1. Press Sales from the main menu.
2. Press Period Reports > Item Sales .



The Top 10 Item Sales report is displayed.



Top 10 Item Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / Sites	Select the site or sites to report on.
States	Select a state or county to filter the report by.
Department	Select to filter the report by department.
Display	Select the number of records to display.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Year	Select the year to report on.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Size	Size of the item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Associated Items report

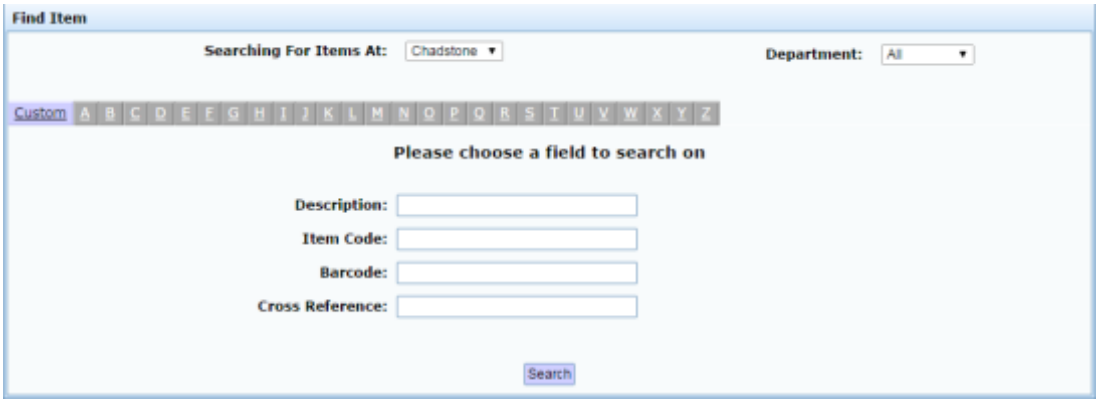
Use the Associated Items report to view items that have been sold with a specified item in the selected period.

Opening the Associated Items report

To open the Associated Items report:

1. Press Sales from the main menu.
2. Press Sales Reports >Associated Items.

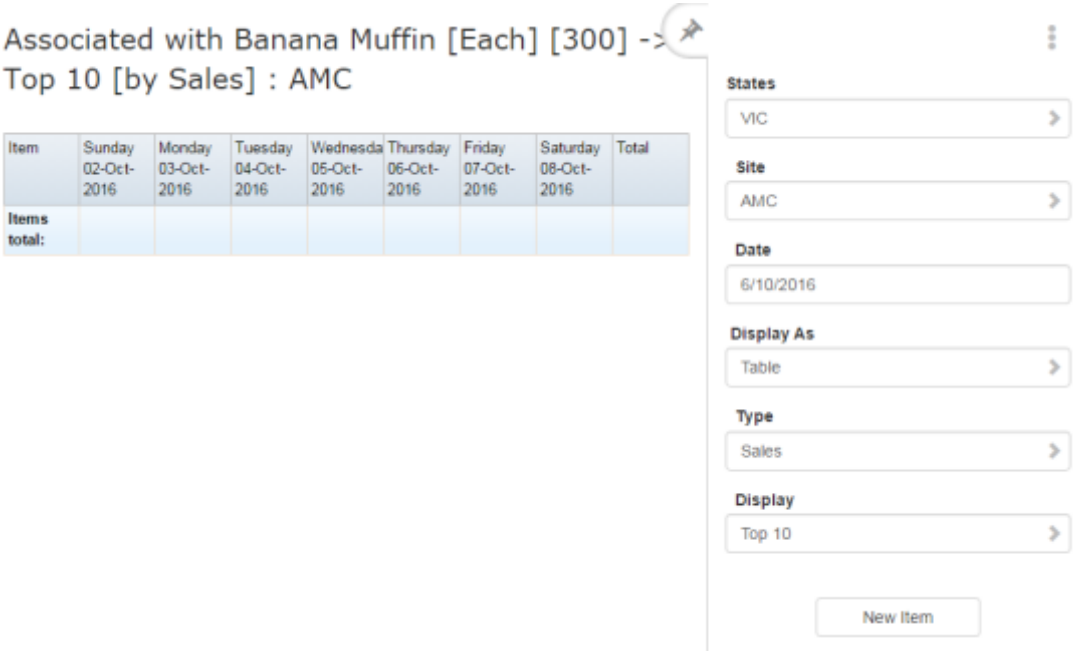
The Find Item screen is displayed.



3. Search for the item you want to display associated items for.

   See *Finding an item using the search screen*.

   The Associated Items report is displayed.


Associated with Banana Muffin [Each] [300] -> Top 10 [by Sales] : AMC
Item
Sunday 02-Oct-2016
Monday 03-Oct-2016
Tuesday 04-Oct-2016
Wednesda 05-Oct-2016
Thursday 06-Oct-2016
Friday 07-Oct-2016
Saturday 08-Oct-2016
Total
Items total:
States
VIC
Site
AMC
Date
6/10/2016
Display As
Table
Type
Sales
Display
Top 10
New Item

Associated Items report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select the type of transaction information to report: ▪ Sales. ▪ Sales excluding tax. ▪ Percentage of total sales. ▪ Dollars per unit sold. ▪ Total units sold. ▪ Percentage of units sold. ▪ Total cost of items sold. ▪ Percentage of cost. ▪ Percentage of profit made. ▪ Total profit made.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Advertising Group report

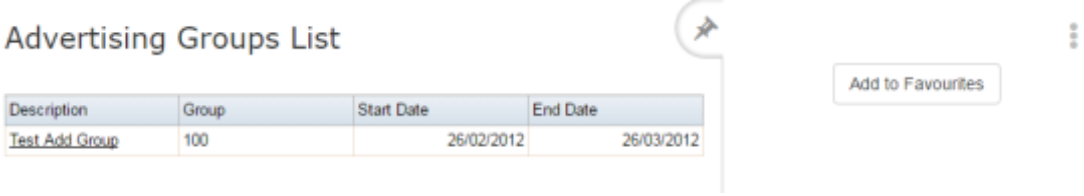
Use the Advertising Group report to view advertising groups that have been configured for your Portal. Advertising groups allow you to group advertisements together for easy reporting.

Opening the Advertising Group report

To open the Advertising Group report:

1. Press Sales from the main menu.
2. Press Sales Reports > Advertising Sales.

The Advertising Group report is displayed.



Advertising Group report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the advertising group.
Group	Unique code identifying the advertising group.
Start Date	Date the advertising group runs from.
End Date	Date the advertising group runs until.

Comparison of Advertising Sales report

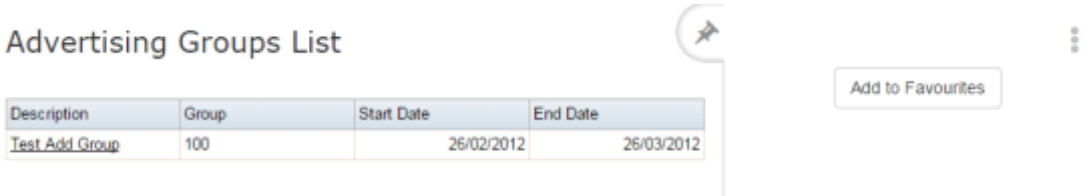
Use the Comparison of Advertising Sales report to view the effect of advertising campaigns.

Opening the Comparison of Advertising Sales report

To open the Comparison of Advertising Sales report:

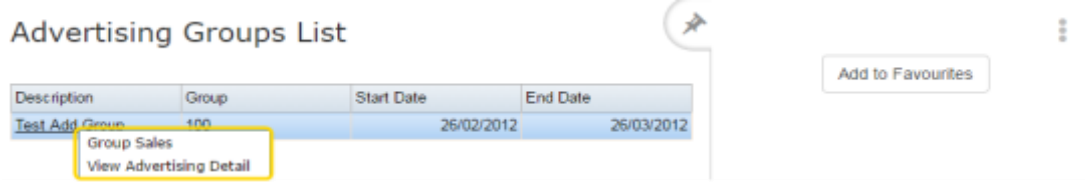
1. Press Sales from the main menu.
2. Press Sales Reports > Advertising Sales.

The Comparison of Advertising Sales report is displayed.



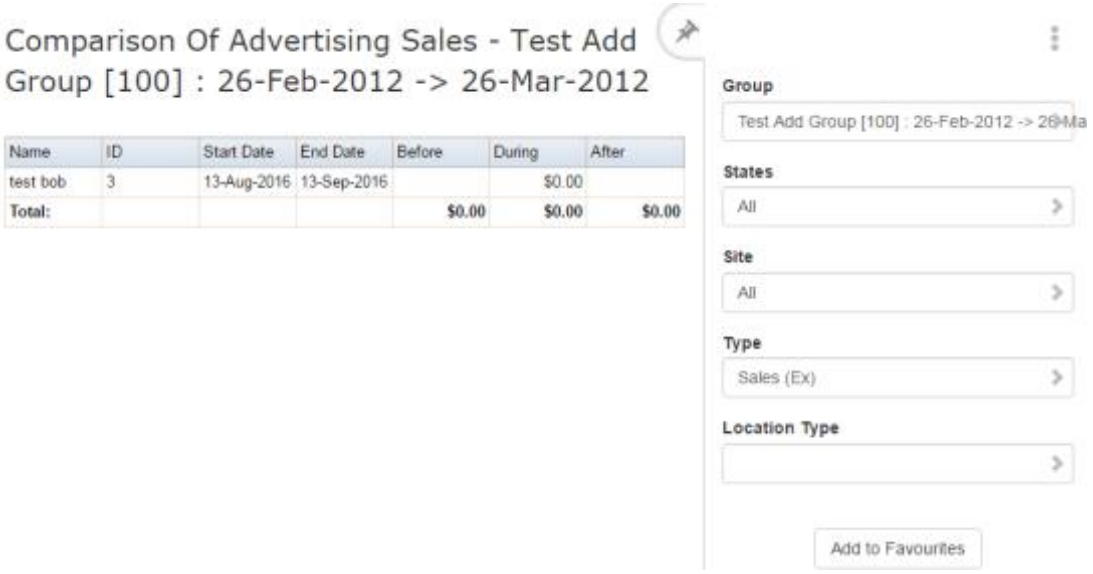
3. Press the Description of the group you want to view.

   A popup menu is displayed.



4. Press Group Salesl.

   The Comparison of Advertising Sales report is displayed.



Comparison of Advertising Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
States	Select a state or county to filter the report by.
Location Type	Select a location within the site, if you company uses locations.
Group	Select the advertising group to report on.
Type	Select to report on: ▪ Sales inclusive of tax. ▪ Sales exclusive of tax. ▪ Quantity sold. ▪ Percentage of change over the period.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name	Name of the advertising list.
ID	Unique code identifying the advertising list.
Start Date	Date the advertising group runs from.
End Date	Date the advertising group runs until.
Before / **Before Advertising Period**	The value sold before the advertising period.
During / **Advertising Period**	The value sold during the advertising period.
After/ **After Advertising Period**	The value sold after the advertising period.

Comparison of Advertising Sales report

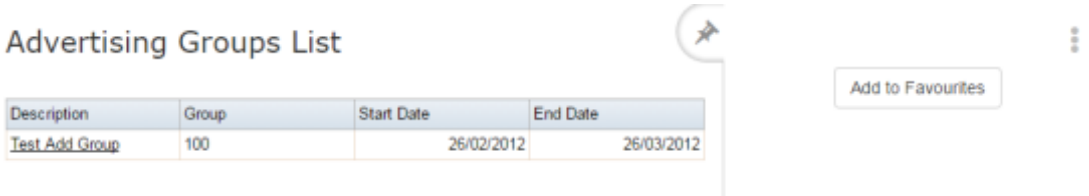
Use the Comparison of Advertising Sales report to view the effect of advertising campaigns on the individual items advertised.

Opening the Comparison of Advertising Sales report

To open the Comparison of Advertising Sales report:

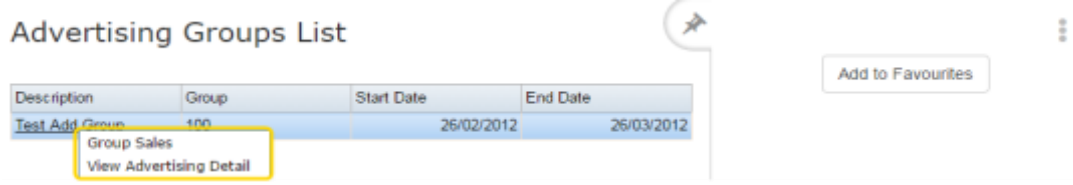
1. Press Sales from the main menu.
2. Press Sales Reports > Advertising Sales.

The Comparison of Advertising Sales report is displayed.



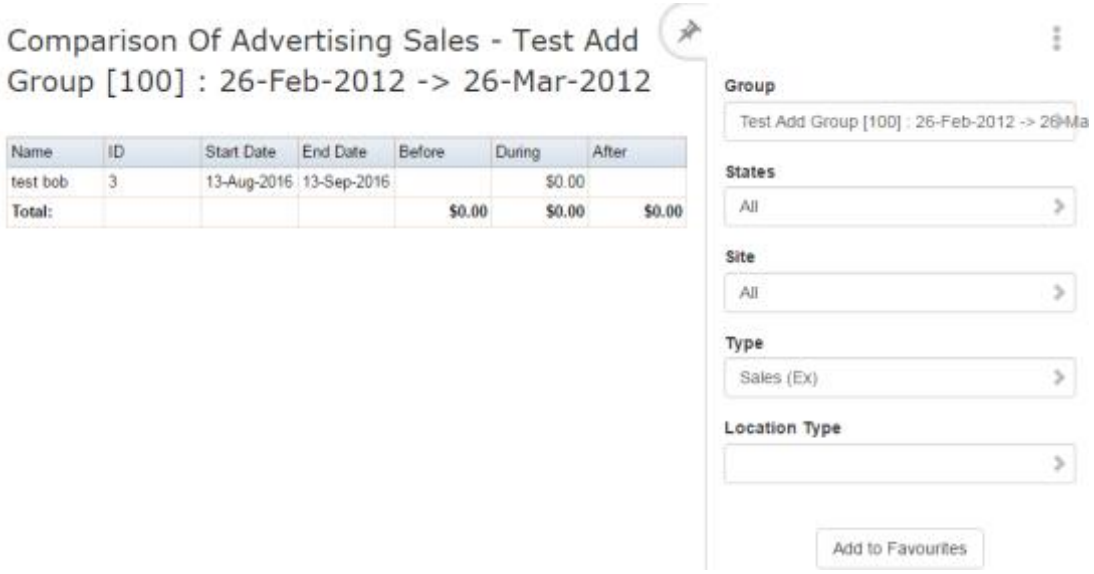
3. Press the Description of the group you want to view.

   A popup menu is displayed.



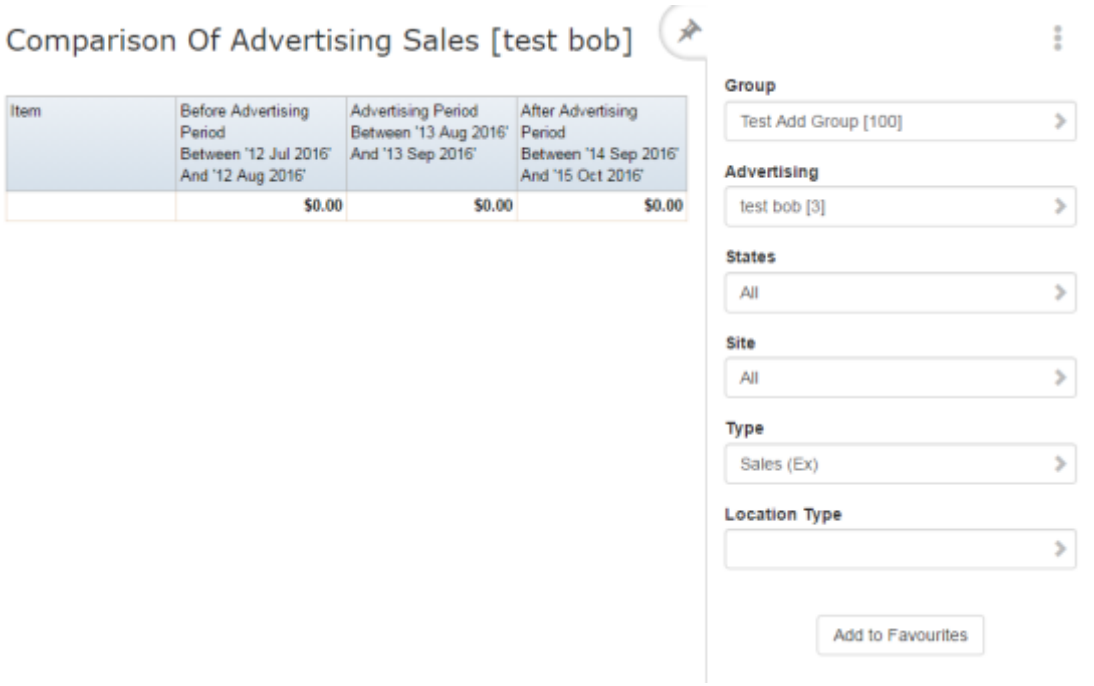
4. Press Group Salesl.

   The Comparison of Advertising Sales report is displayed.



5. Press the Name of the advertising group you want to view.

   The Comparison of Advertising Item Sales report is displayed.



Comparison of Advertising Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
States	Select a state or county to filter the report by.
Location Type	Select a location within the site, if you company uses locations.
Group	Select the advertising group to report on.
Type	Select to report on: ▪ Sales inclusive of tax. ▪ Sales exclusive of tax. ▪ Quantity sold. ▪ Percentage of change over the period.
Advertising	Select the advertising list to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item Number / **Item**	The item code of the item.
Before / **Before Advertising Period**	The value sold before the advertising period.
During / **Advertising Period**	The value sold during the advertising period.
After/ **After Advertising Period**	The value sold after the advertising period.

Advertising List report

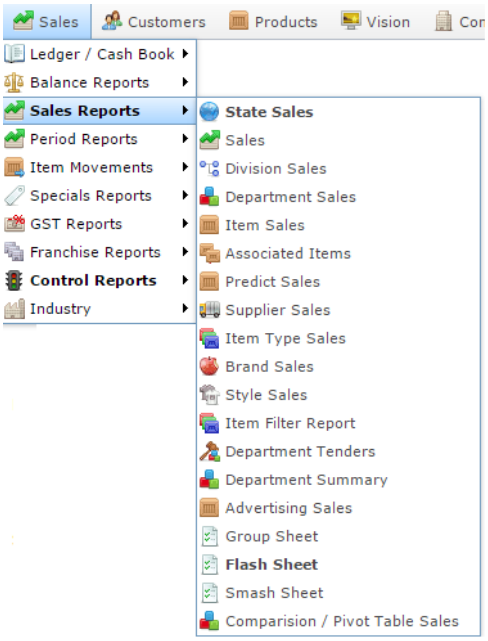
Use the Advertising List report to view advertising lists in a group.

> **Tip:** Advertising lists are the top level of grouping advertisements for reporting and control. Advertising lists can contain groups, which can contain advertisements.

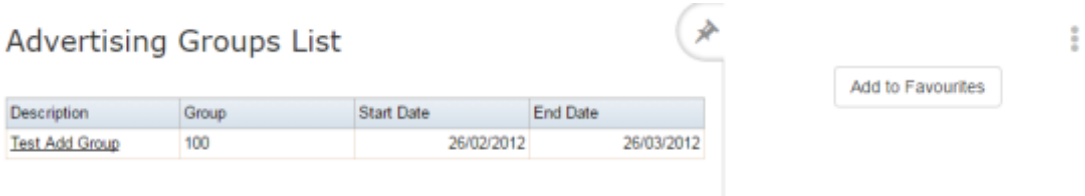
Opening the Advertising List report

To open the Advertising List report:

1. Press Sales from the main menu.
2. Press Sales Reports > Advertising Sales.

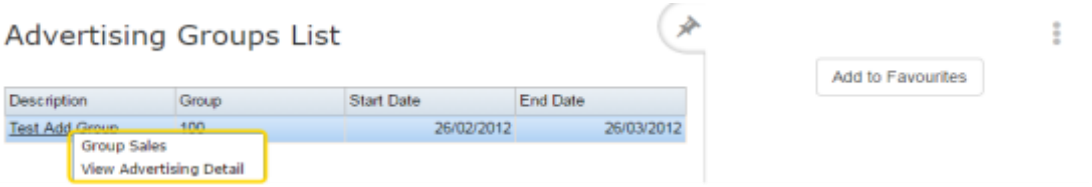


The Advertising List report is displayed.



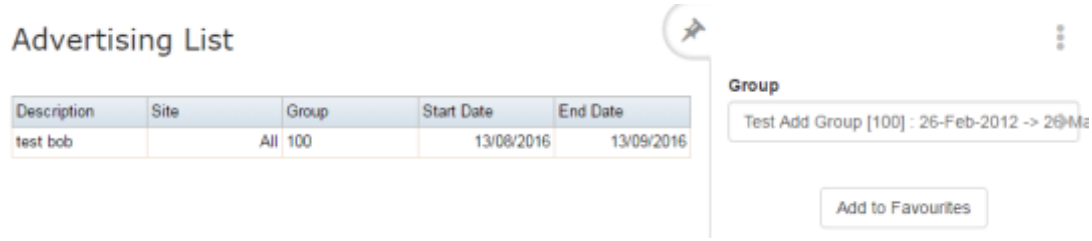
3. Press the Description of the group you want to view.

   A popup menu is displayed.



4. Press View Advertising Detail.

   The Advertising List report is displayed.



Advertising List report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Group	Select the advertising group to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Description	Description of the advertising group.
Group	Unique code identifying the advertising group.
Start Date	Date the advertising group runs from.
End Date	Date the advertising group runs until.

Sales by Department and Terminal report

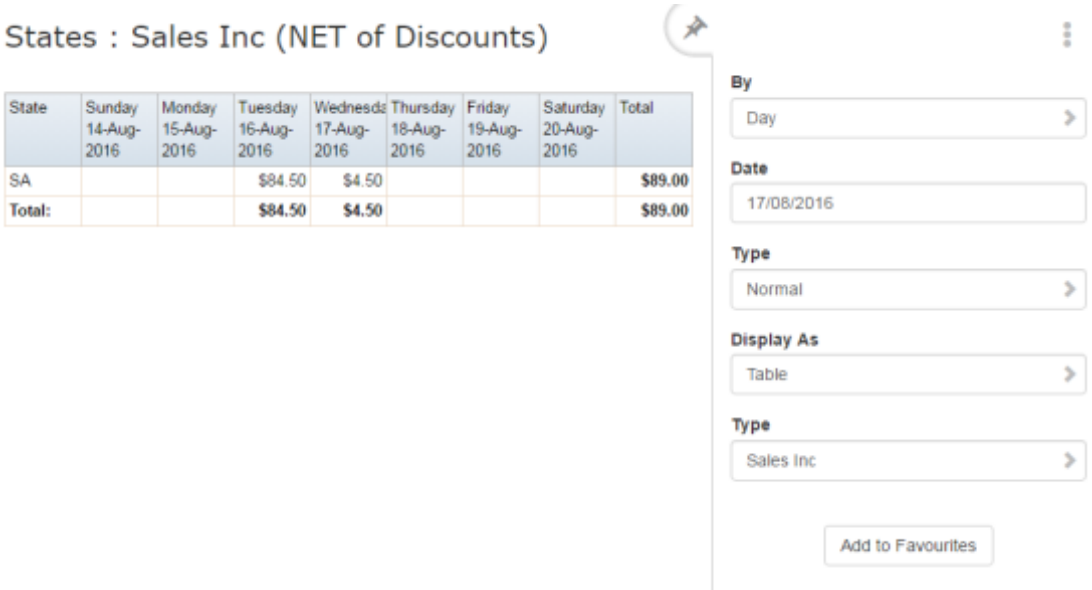
Use the Sales by Department and Terminal report to view sales by department and terminal for the selected period.

Opening the Sales by Department and Terminal report

To open the Sales by Department and Terminal report:

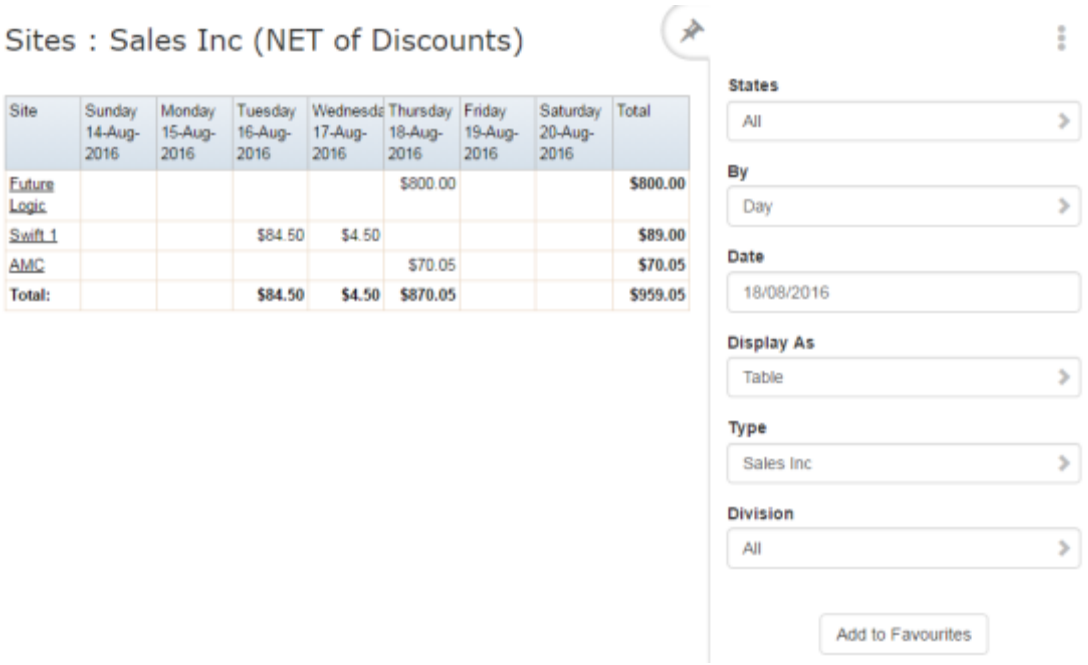
1. Press Sales from the main menu.
2. Press Sales Reports > State Sales.

The State Sales report is displayed.



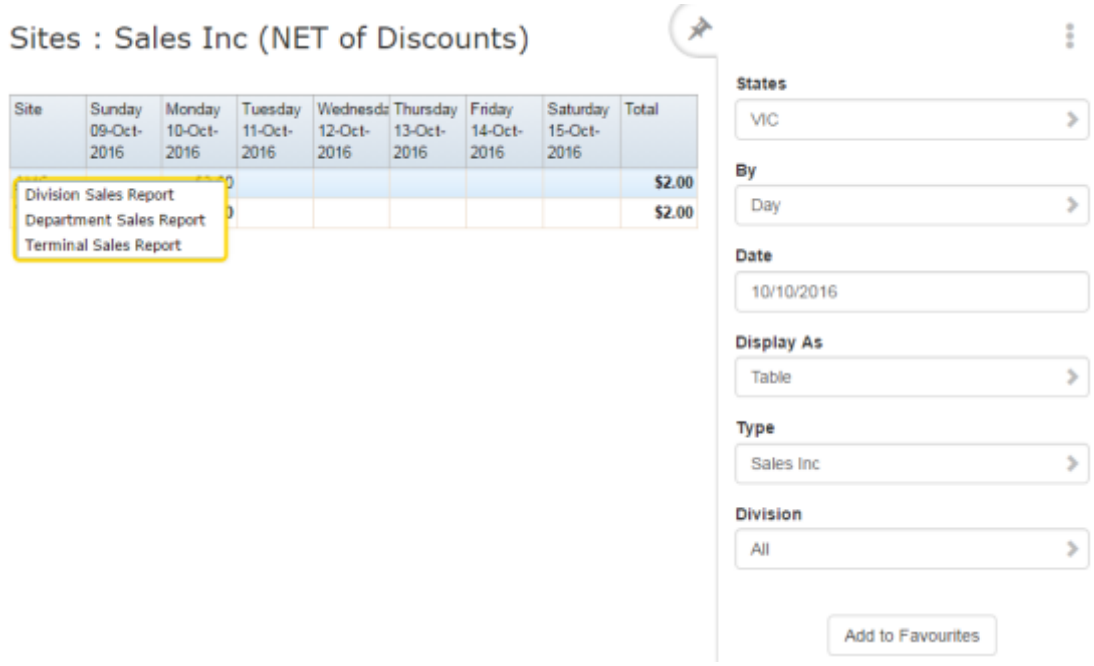
3. Press the State you want to view.

   The Site Sales report is displayed.



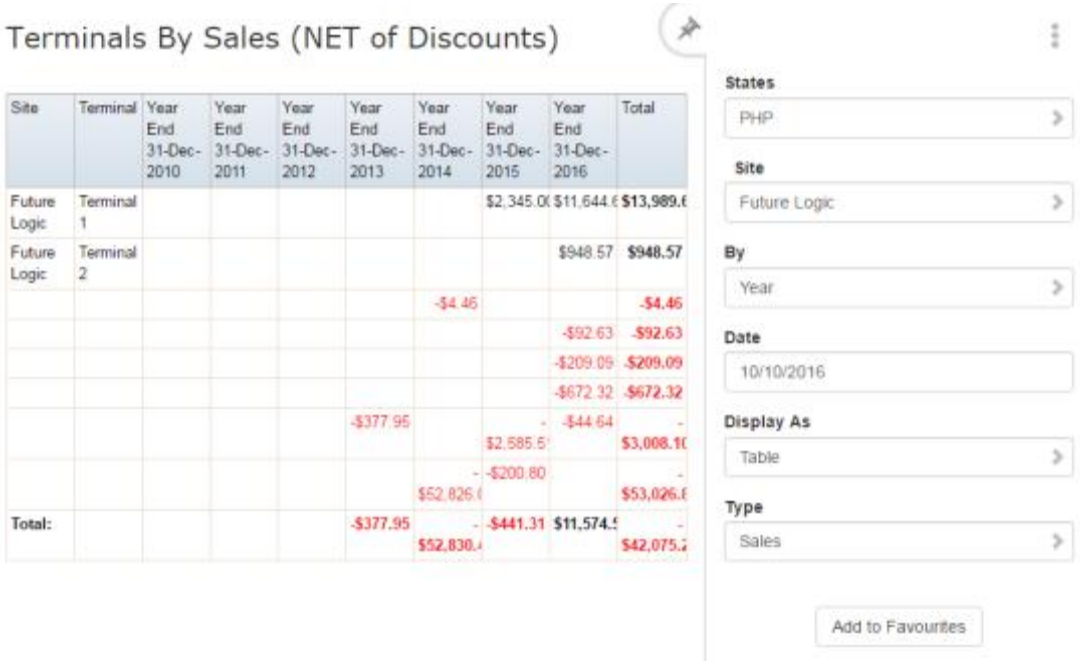
4. Press the Site you want to view.

   A popup menu is displayed.



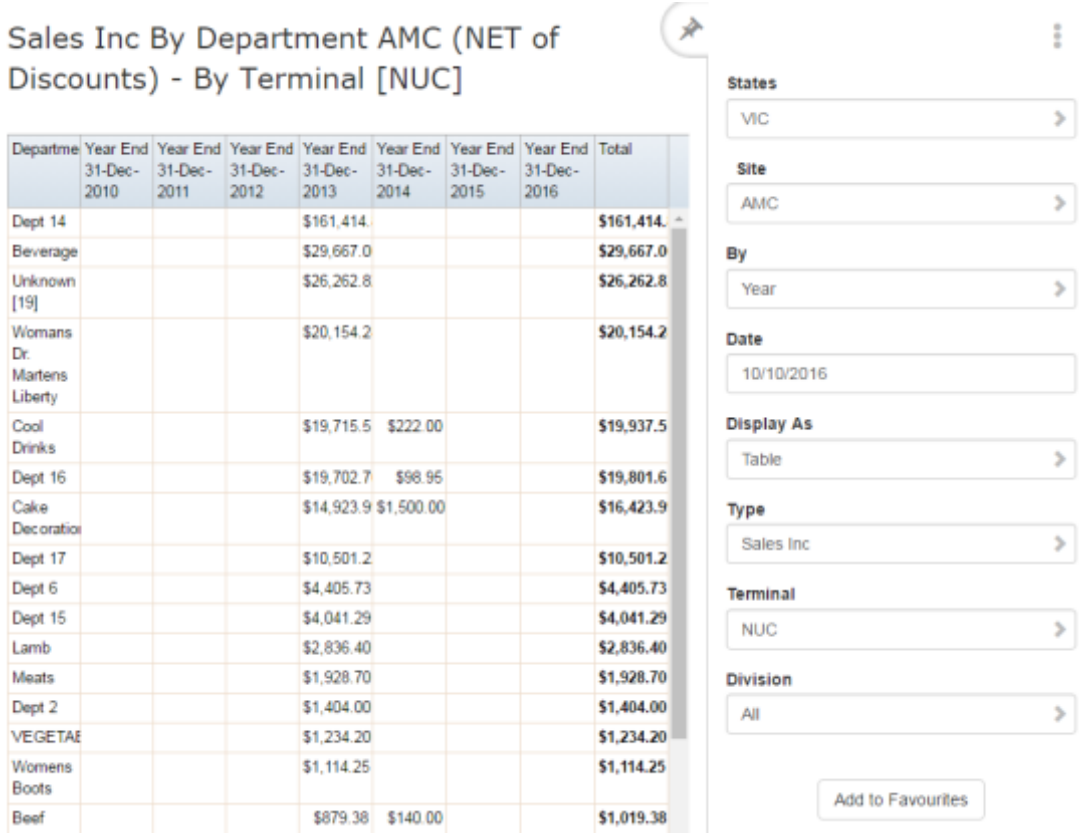
5. Press Terminal Sales Report.

   The Terminal By Sales report is displayed.



6. Press the Terminal you want to view.

   The Sales By Department And Terminal report is displayed.



Sales by Department and Terminal report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Division	Select the division to report on.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Terminal	Filter the report to a specific Point of Sale terminal.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / **Department Description**	Description of the department.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Flash Sheet report

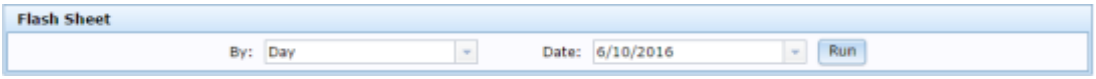
Use the Flash Sheet report to view a custom report. This report uses groupings of sites, departments and items and calculations defined by your company.

Opening the Flash Sheet report

To open the Flash Sheet report:

1. Press Sales from the main menu.
2. Press Sales Reports >Flash Sheet.

The Flash Sheet report is displayed.



Flash Sheet report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.

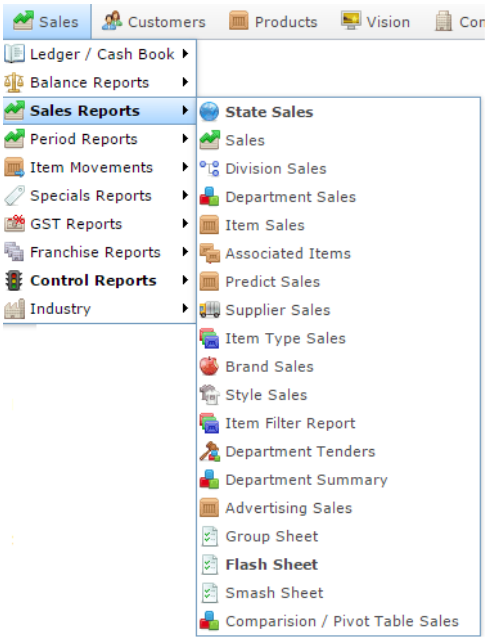
Group Sheet report

Use the Group Sheet report to download a custom report. This report uses groupings of sites, departments and items and calculations defined by your company.

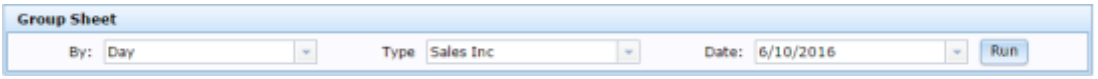
Opening the Group Sheet report

To open the Group Sheet report:

1. Press Sales from the main menu.
2. Press Sales Reports >Group Sheet.



The Group Sheet report is displayed.



Group Sheet report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Type	Select to report: ▪ Sales amounts including tax. ▪ Sales amounts excluding tax. ▪ Units sold. ▪ Cost of units sold. ▪ Profit of units sold.

Smash Sheet report

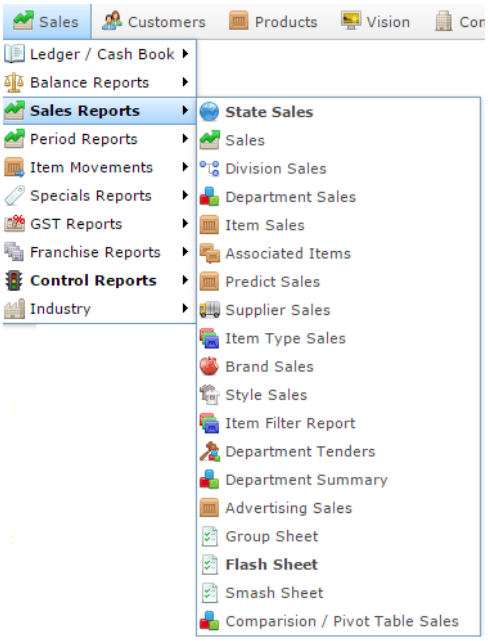
Use the Smash Sheet report to view a custom report. This report uses groupings of sites, departments and items and calculations defined by your company.

Note: The report data depends on the report that has been created for your company.

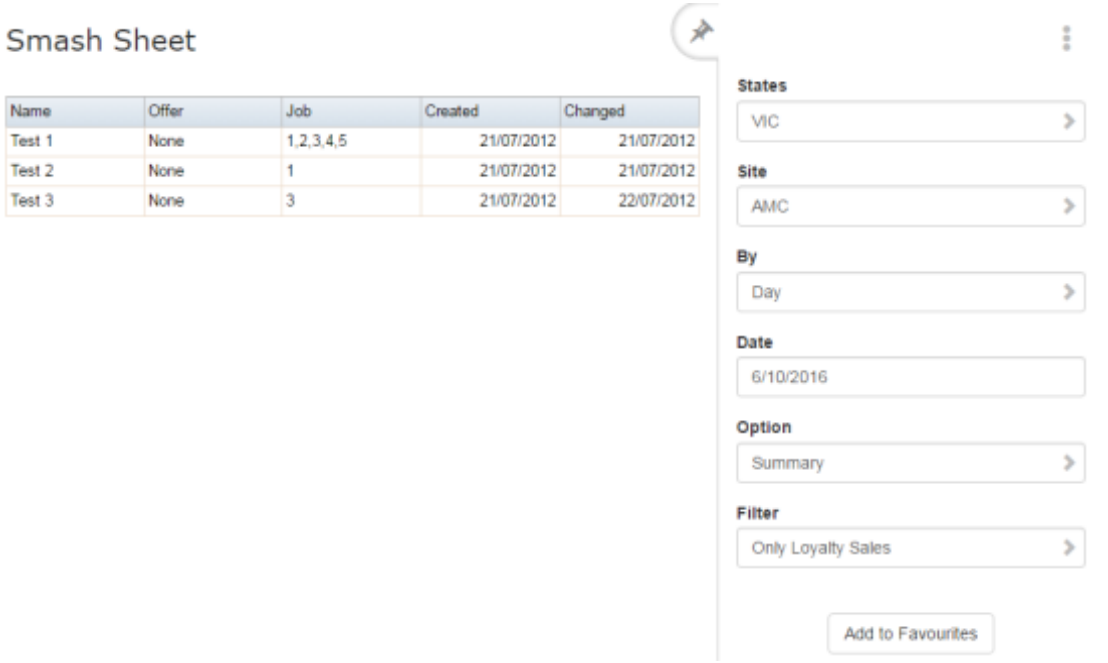
Opening the Smash Sheet report

To open the Smash Sheet report:

1. Press Sales from the main menu.
2. Press Sales Reports > Smash Sheet.



The Smash Sheet report is displayed.


Smash Sheet
Name
Offer
Job
Created
Changed
Test 1
None
1,2,3,4,5
21/07/2012
21/07/2012
Test 2
None
1
21/07/2012
21/07/2012
Test 3
None
3
21/07/2012
22/07/2012
States
VIC
Site
AMC
By
Day
Date
6/10/2016
Option
Summary
Filter
Only Loyalty Sales
Add to Favourites

Smash Sheet report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Option / **Summary /** **Details**	Select to view a full report, or summary details.

Field	Description
Filter / Loyalty Filter	Select to display: ▪ All transactions. ▪ Loyalty member transactions only. ▪ Transactions from customers who are not loyalty members only.

Comparison / Pivot Table Sales report

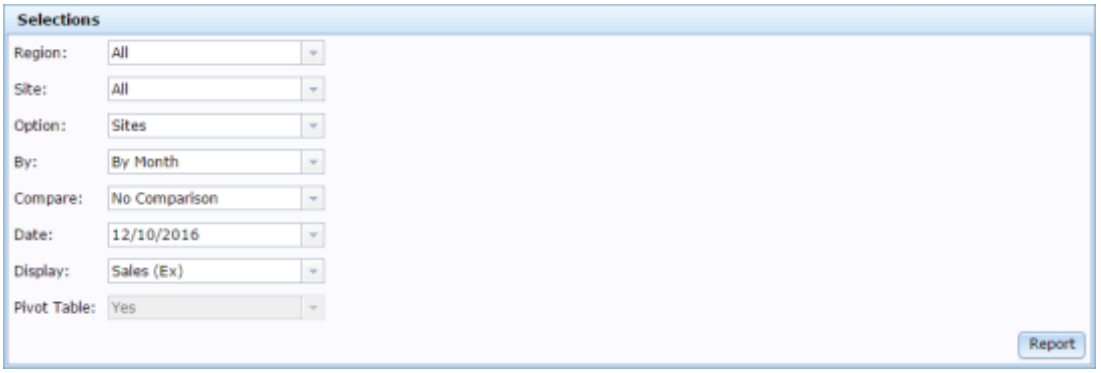
Use the Comparison / Pivot Table Sales report to view sales by your selected criteria and create a pivot table that can be exported to Excel.

Opening the Comparison / Pivot Table Sales report

To open the Comparison / Pivot Table Sales report:

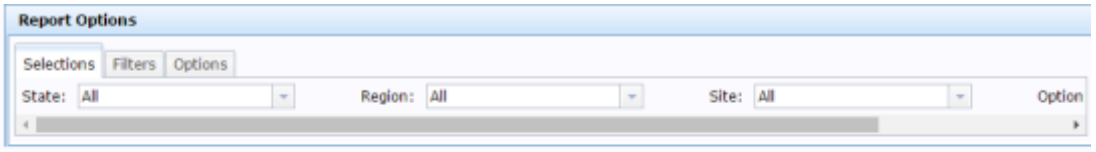
1. Press Sales from the main menu.
2. Press Sales Reports > Comparison / Pivot Table Sales.

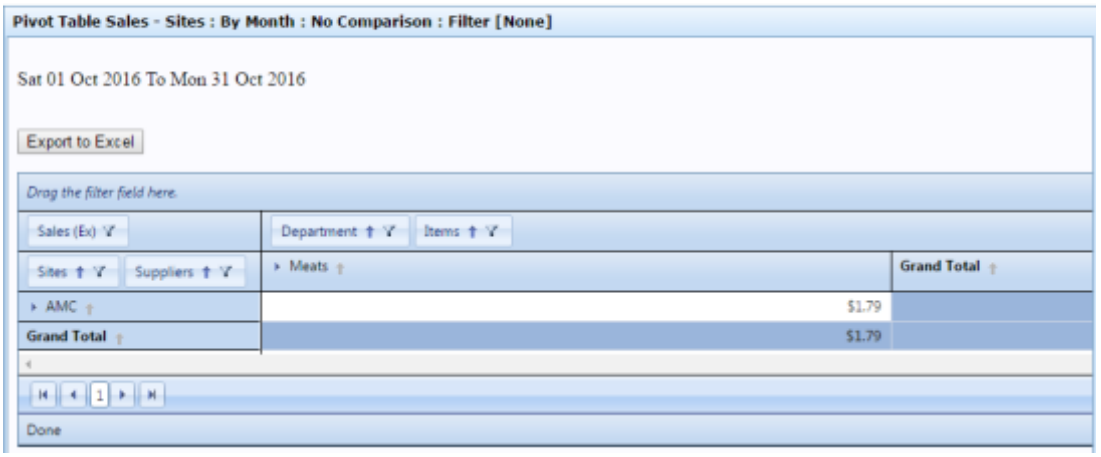
The Selections screen is displayed.



3. Select the information you want to display in the report.
4. Press Report.

The Comparisons report is displayed.


Report Options
Selections
Filters
Options
State:
All
Region:
All
Site:
All
Option


Pivot Table Sales - Sites : By Month : No Comparison : Filter [None]
Sat 01 Oct 2016 To Mon 31 Oct 2016
Export to Excel
Drag the filter field here.
Sales (Ex)
Department
Items
Sites
Suppliers
Meats
Grand Total
AMC
$1.79
Grand Total
$1.79
1
Done

Comparison / Pivot Table Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By / **Date Selection**	Select to display the report for a specific day, week, month or a period specified between two dates. **Note:** Additional fields are displayed to select the specific date period if Between Dates or Date Range is selected.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Region	Select the region (a specified group of sites) to report on.

Field	Description
Option	Select to report by: ▪ States. ▪ Regions. ▪ Sites.
Compare	Select to compare results: ▪ Month to Month. ▪ Quarter to Quarter. ▪ Year to Year. ▪ No comparison.
Display	Select to report: ▪ Sales amounts including tax. ▪ Sales amounts excluding tax. ▪ Units sold. ▪ Cost of units sold.
Pivot Table	Select whether to create a pivot table on the report. **Note:** Year-on-Year reports do not run in the pivot table.
Include Items	Select to include items in the report.
Show Unassigned	Select to show items that have not been assigned to all filters. For example, if an item matches other filter criteria, but does not have a supplier assigned.

Tender Balances report

Use the Tender Balances report to view the balances of tenders and departments for your company. The report balances reported activity against actual activity. For example, reported sales amounts versus the actual tender amounts received.

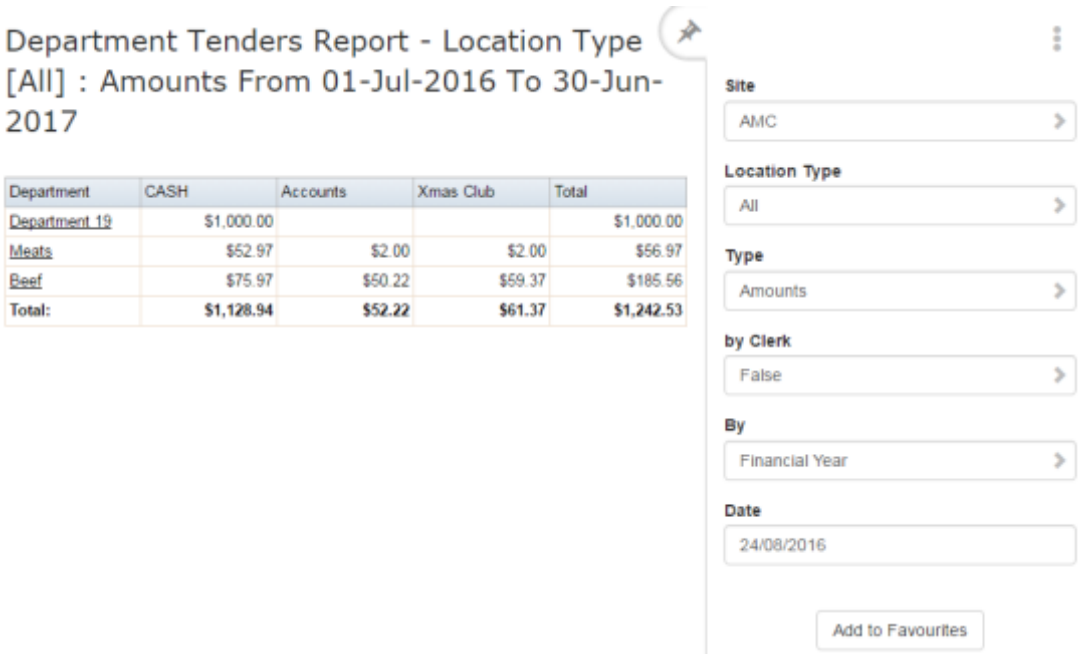
Note: Some transactions appear as positive or negative adjustments to the balance, to reflect their nature against the reported or actual amounts. For example, a deposit for a customer order appears as a negative-credit, to reflect the fact that it is money received without sales. When the deposit is redeemed when the customer order is paid for, this is reversed.

Opening the Tender Balances report

To open the Tender Balances report:

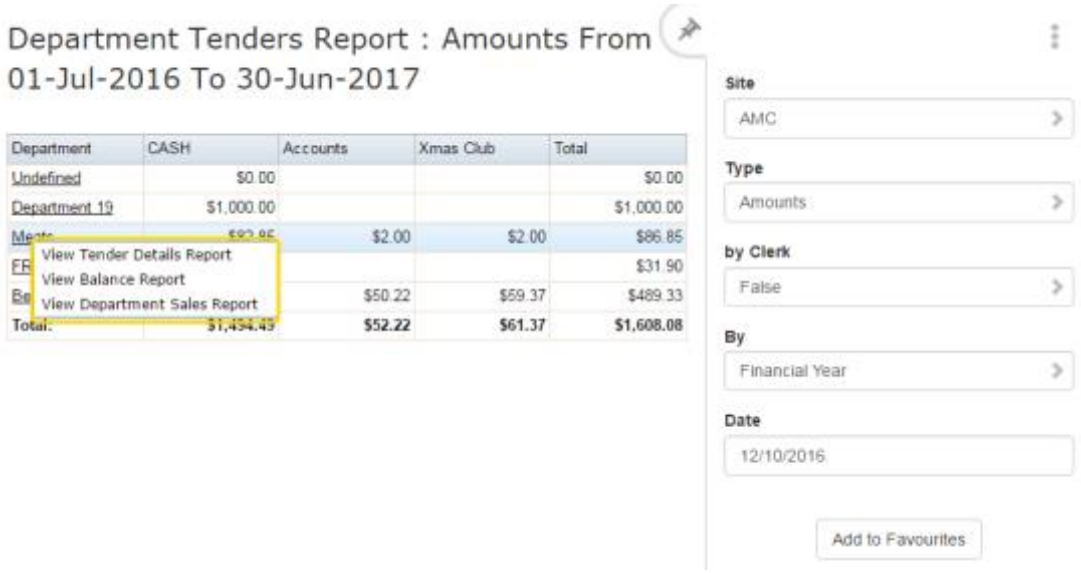
1. Press Sales from the main menu.
2. Press Sales Reports >Department Tenders.

The Tender Balances report is displayed.



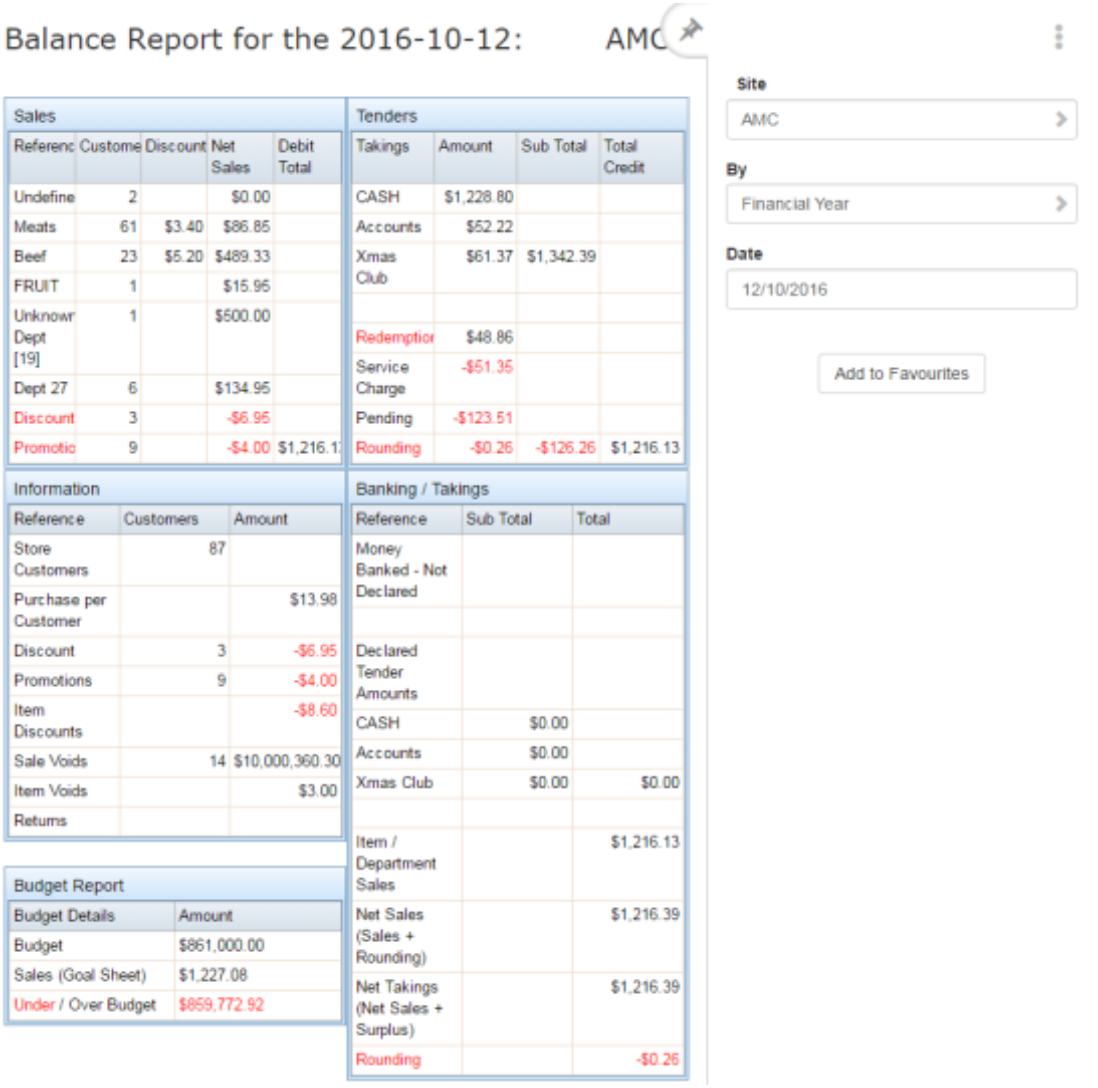
3. Press the Department you want to view.

   A popup menu is displayed.



4. Press View Balance Report.

   The Tender Balances report is displayed.



Balance Report for the 2016-10-12: AMC

Sales

Referenc	Custome	Discount	Net Sales	Debit Total
Undefine	2		$0.00	
Meats	61	$3.40	$86.85	
Beef	23	$5.20	$489.33	
FRUIT	1		$15.95	
Unknowr Dept [19]	1		$500.00	
Dept 27	6		$134.95	
Discount	3		-$6.95	
Promotio	9		-$4.00	$1,216.1

Tenders

Takings	Amount	Sub Total	Total Credit
CASH	$1,228.80		
Accounts	$52.22		
Xmas Club	$61.37	$1,342.39	
Redemptior	$48.86		
Service Charge	-$51.35		
Pending	-$123.51		
Rounding	-$0.26	-$126.26	$1,216.13

Information

Reference	Customers	Amount
Store Customers	87	
Purchase per Customer		$13.98
Discount	3	-$6.95
Promotions	9	-$4.00
Item Discounts		-$8.60
Sale Voids	14	$10,000,360.30
Item Voids		$3.00
Returns		

Banking / Takings

Reference	Sub Total	Total
Money Banked - Not Declared		
Declared Tender Amounts		
CASH	$0.00	
Accounts	$0.00	
Xmas Club	$0.00	$0.00
Item / Department Sales		$1,216.13
Net Sales (Sales + Rounding)		$1,216.39
Net Takings (Net Sales + Surplus)		$1,216.39
Rounding		-$0.26

Budget Report

Budget Details	Amount
Budget	$861,000.00
Sales (Goal Sheet)	$1,227.08
Under / Over Budget	$859,772.92

Site: AMC

By: Financial Year

Date: 12/10/2016

Add to Favourites

Tender Balances report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.

Sales area

Field	Description
Reference	Name of the department
Customers	Number of customers the department served during the period.
Discounts	Total discounts provided by this department during the period.
Net Sales	Net sales by this department during the period.
Debit Total	Total of all debits in the balance.

Tenders area

Field	Description
Takings	The name of the tender type.
Amount	The amount received of this tender type for the period.
Sub Total	Subtotal of tender credits.
Total Credit	Total of all credits in the balance.

Information area

Field	Description
Reference	Type of transaction.
Customers	Number of customers with this transaction type.
Amount	Total sales amount through this transaction type.

Banking / Takings area

Field	Description
Reference	Line of the banking totals.
Sub Total	Subtotal of the banking line.
Total	Total of the banking information.

Budget Report area

Field	Description
Budget Details	Line of the budget report.
Amount	Amount of this budget report line.

Top 10 Department Sales By Terminal report

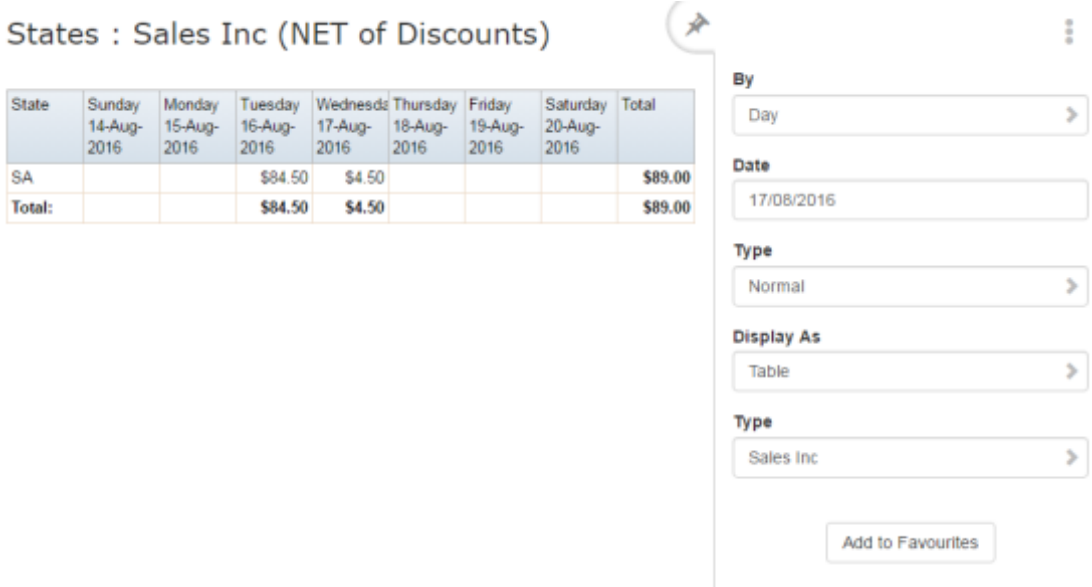
Use the Top 10 Department Sales By Terminal report to view the top sales within a department by terminal.

Opening the Top 10 Department Sales By Terminal report

To open the Top 10 Department Sales By Terminal report:

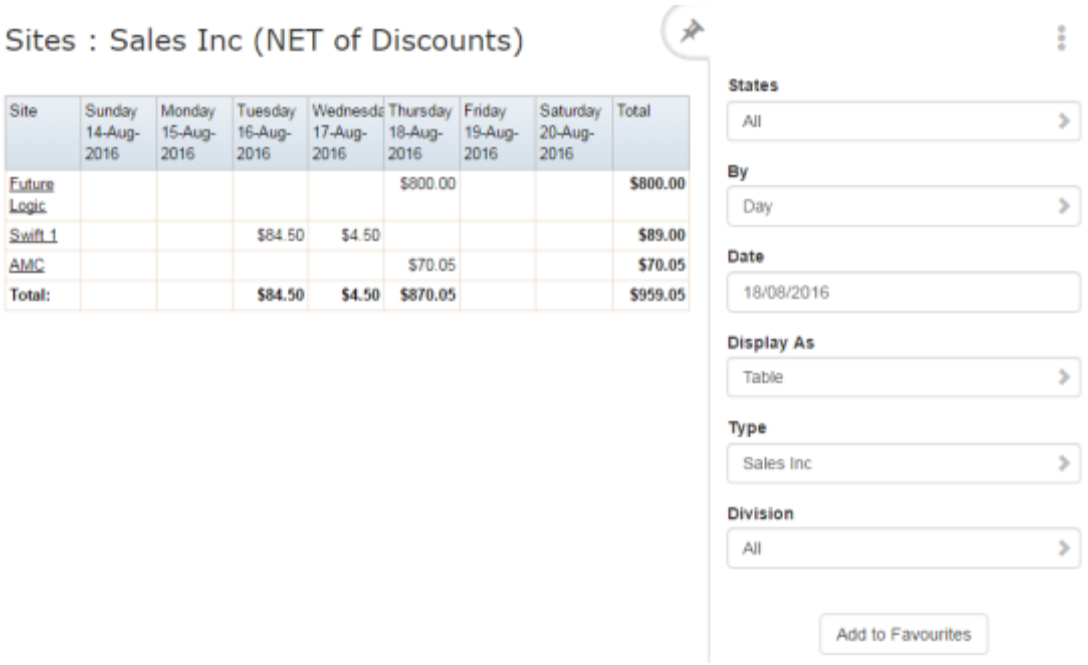
1. Press Sales from the main menu.
2. Press Sales Reports > State Sales.

The State Sales report is displayed.



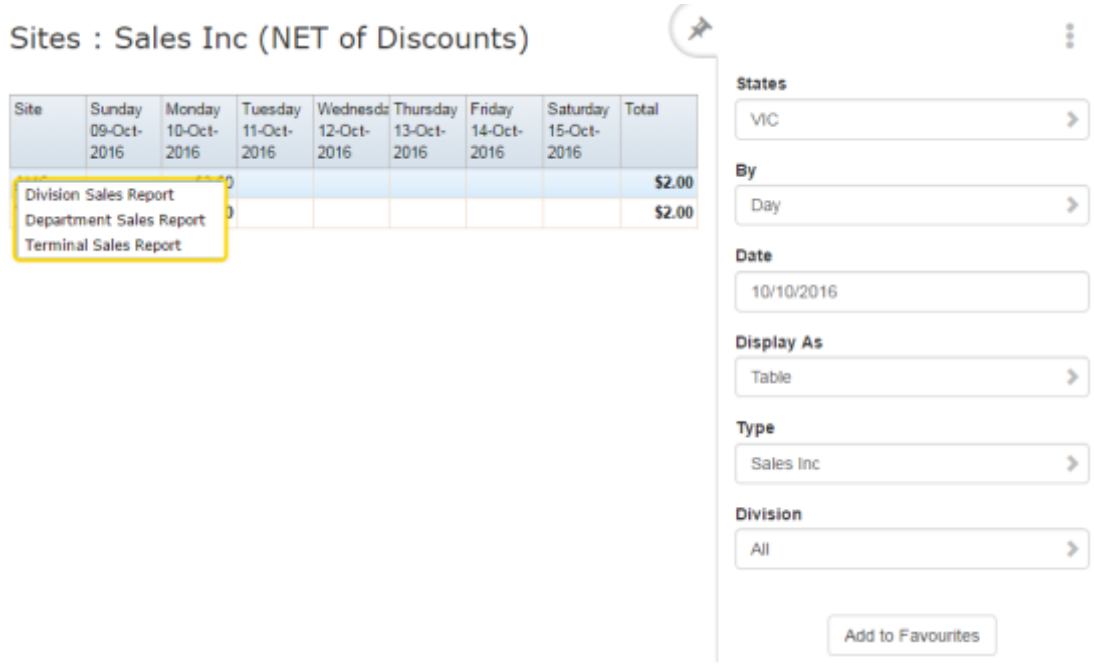
3. Press the State you want to view.

   The Site Sales report is displayed.



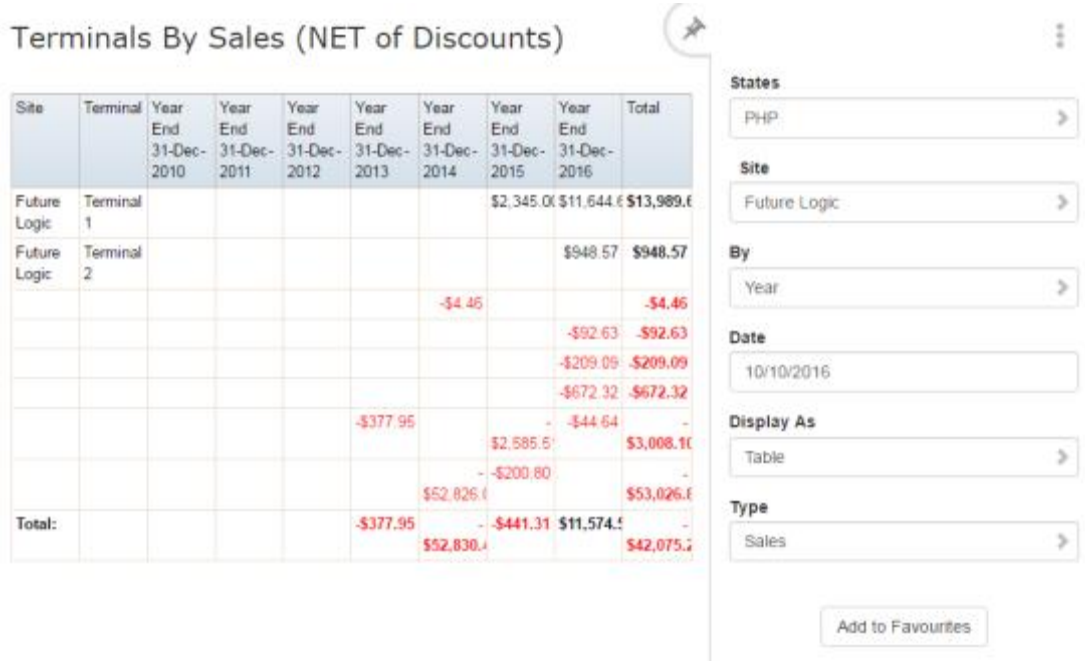
4. Press the Site you want to view.

   A popup menu is displayed.



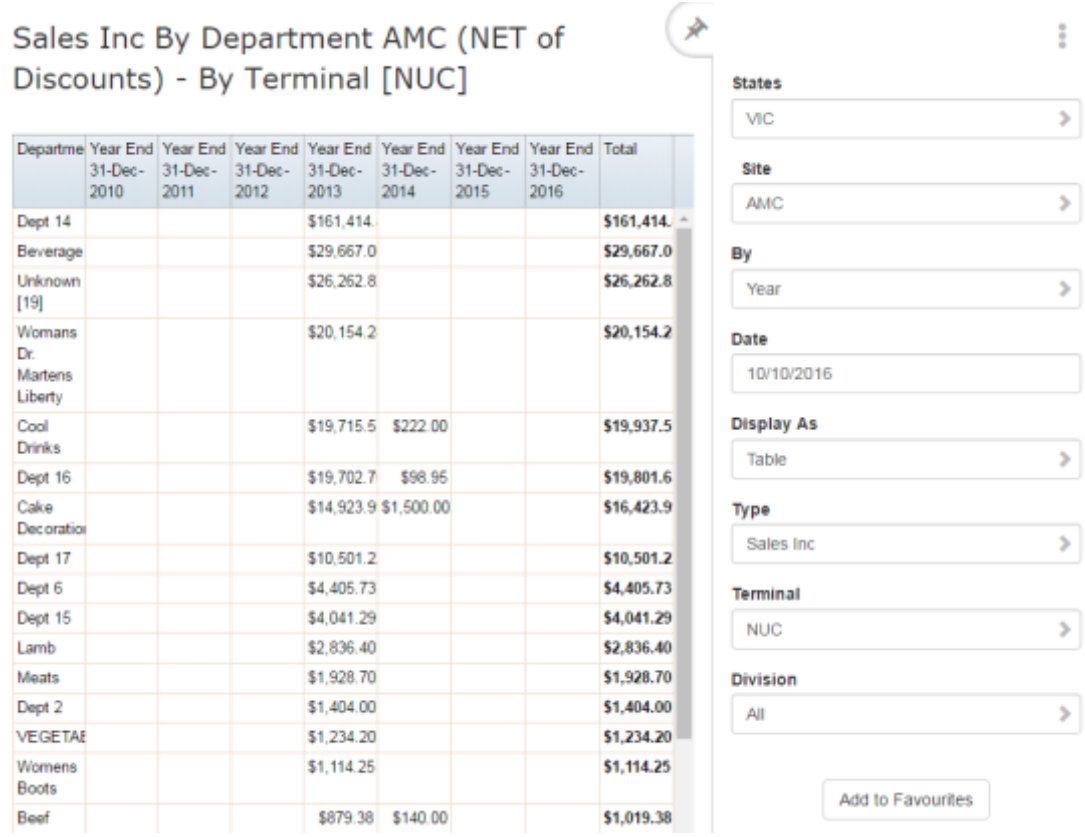
5. Press Terminal Sales Report.

   The Terminal By Sales report is displayed.



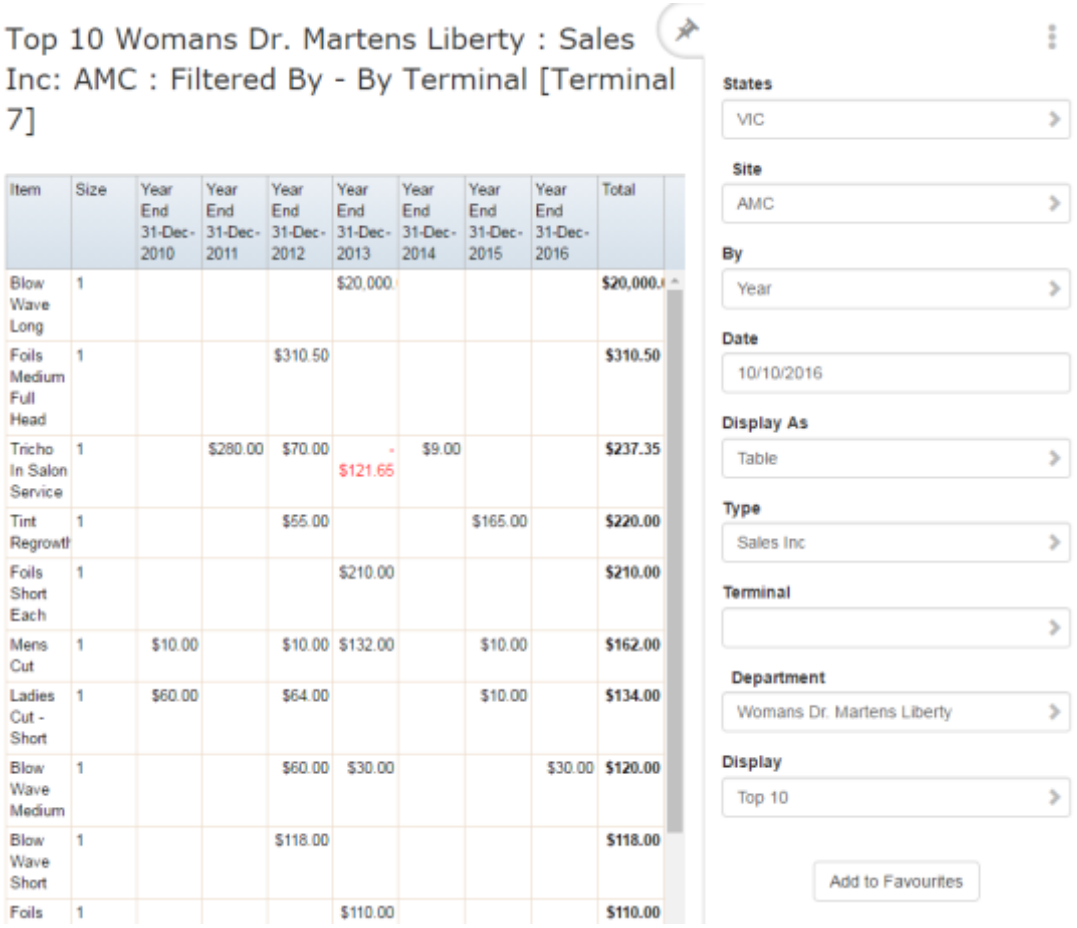
6. Press the Terminal you want to view.

   The Top 10 Department Sales By Terminal report is displayed.



7. Press the Department you want to view.

   The Top 10 Department Sales By Terminal report is displayed.



Top 10 Womans Dr. Martens Liberty : Sales Inc: AMC : Filtered By - By Terminal [Terminal 7]

Item	Size	Year End 31-Dec-2010	Year End 31-Dec-2011	Year End 31-Dec-2012	Year End 31-Dec-2013	Year End 31-Dec-2014	Year End 31-Dec-2015	Year End 31-Dec-2016	Total
Blow Wave Long	1				$20,000				**$20,000.**
Foils Medium Full Head	1			$310.50					**$310.50**
Tricho In Salon Service	1		$280.00	$70.00	- $121.65	$9.00			**$237.35**
Tint Regrowth	1			$55.00			$165.00		**$220.00**
Foils Short Each	1				$210.00				**$210.00**
Mens Cut	1	$10.00		$10.00	$132.00		$10.00		**$162.00**
Ladies Cut - Short	1	$60.00		$64.00			$10.00		**$134.00**
Blow Wave Medium	1			$60.00	$30.00			$30.00	**$120.00**
Blow Wave Short	1			$118.00					**$118.00**
Foils	1				$110.00				**$110.00**

States
VIC

Site
AMC

By
Year

Date
10/10/2016

Display As
Table

Type
Sales Inc

Terminal

Department
Womans Dr. Martens Liberty

Display
Top 10

Add to Favourites

Top 10 Department Sales By Terminal report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Division	Select the division to report on.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Department	Select to filter the report by department.
Terminal	Filter the report to a specific Point of Sale terminal.
Display	Select the number of records to display.

Field	Description
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Size	Size of the item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Transactions Containing Item report

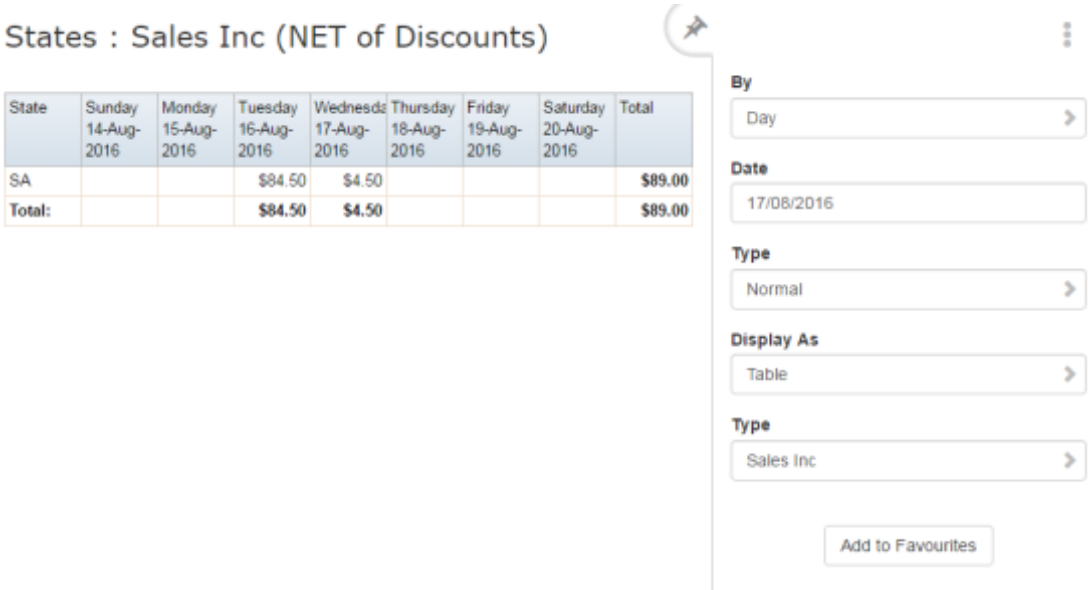
Use the Transactions Containing Item report to view transactions that include the selected item.

Opening the Transactions Containing Item report

To open the Transactions Containing Item report:

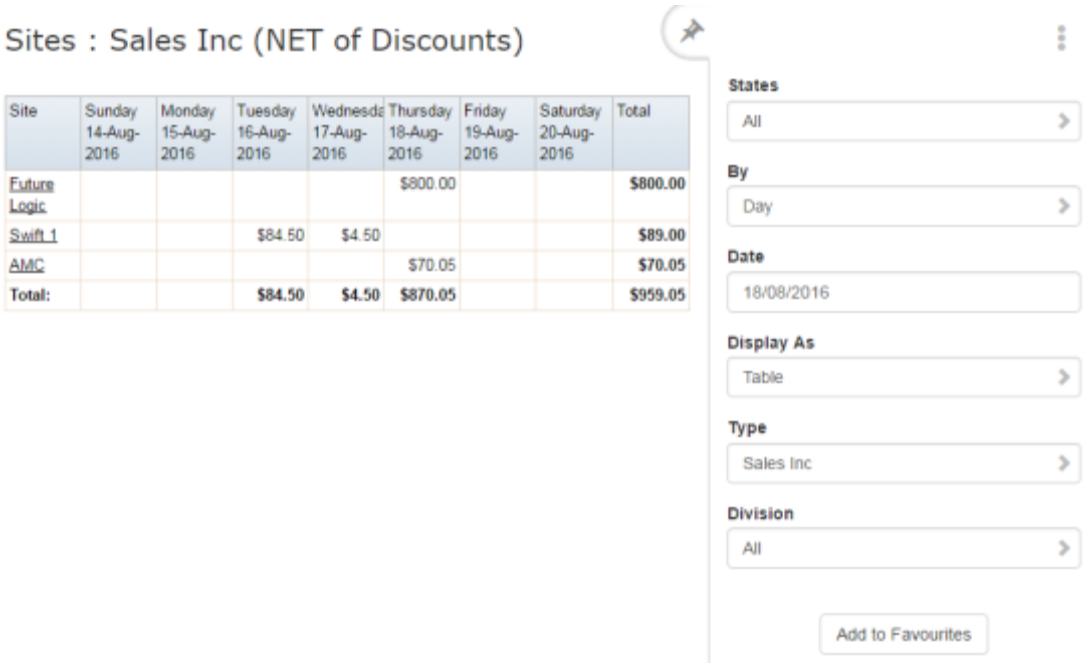
1. Press Sales from the main menu.
2. Press Sales Reports > State Sales .

The State Sales report is displayed.



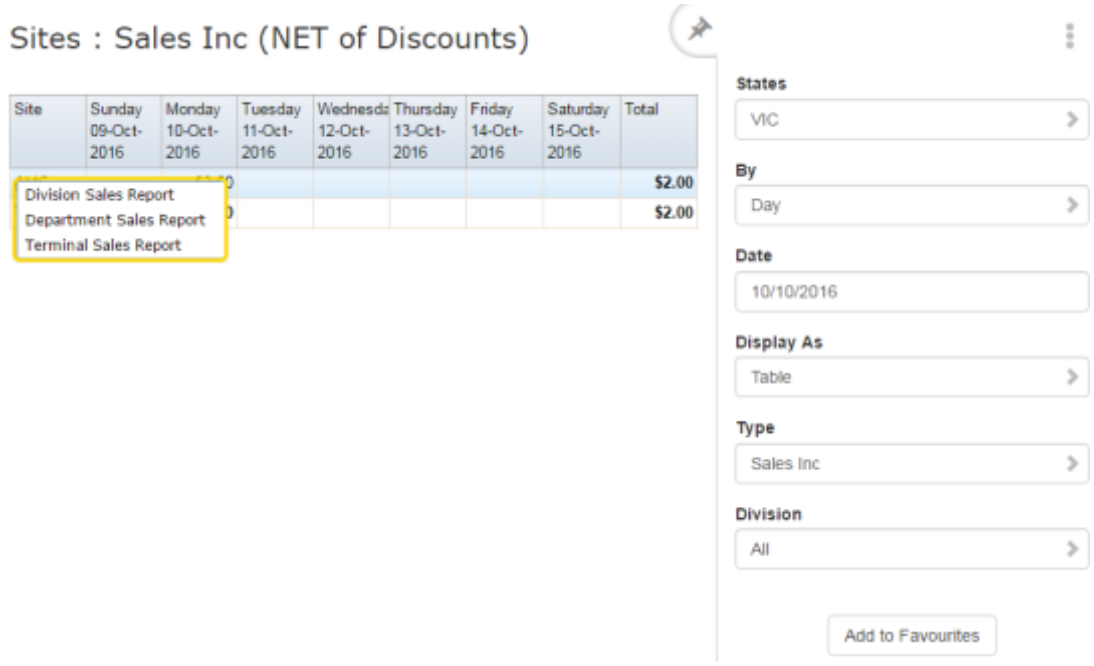
3. Press the State you want to view.

   The Site Sales report is displayed.



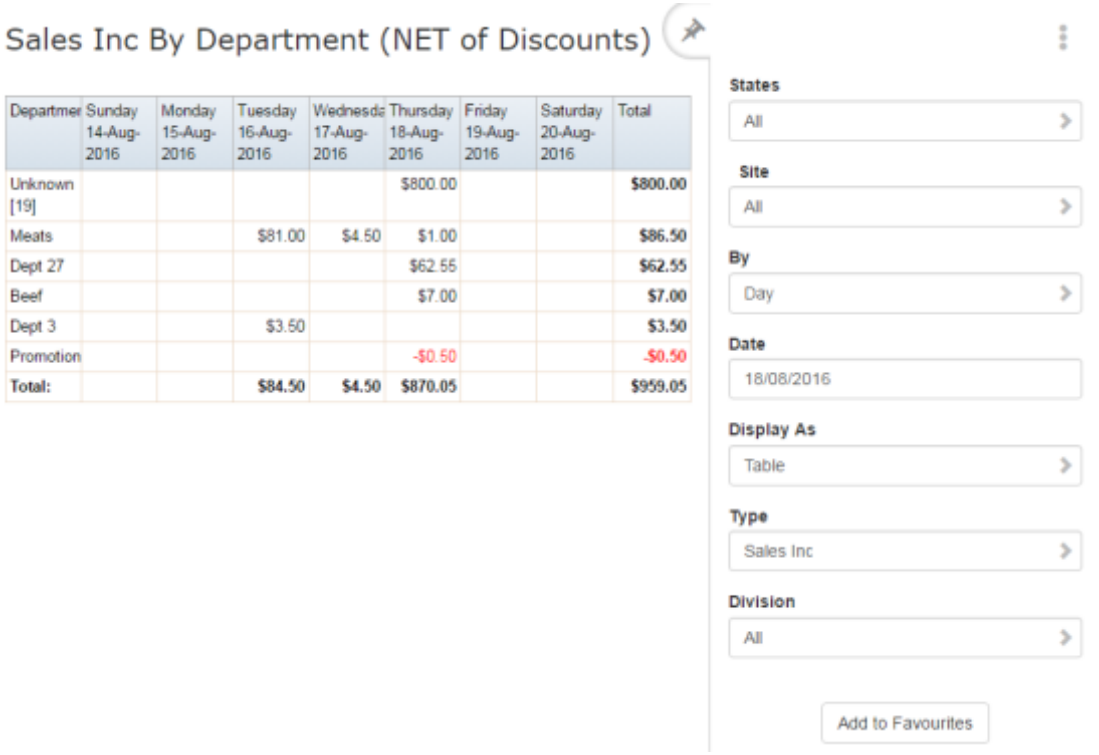
4. Press the Site you want to view.

   A poup menu is displayed.



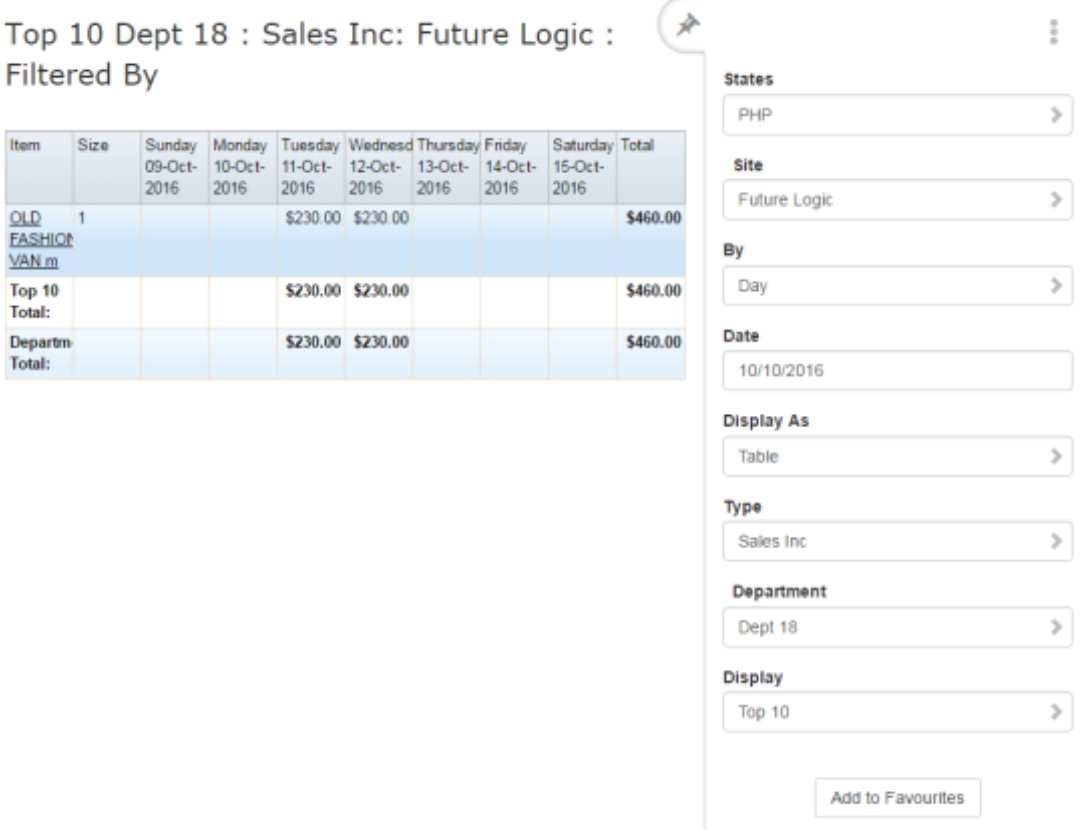
5. Press Department Sales Report.

   The Department Sales report is displayed.



6. Press the Department you want to view.

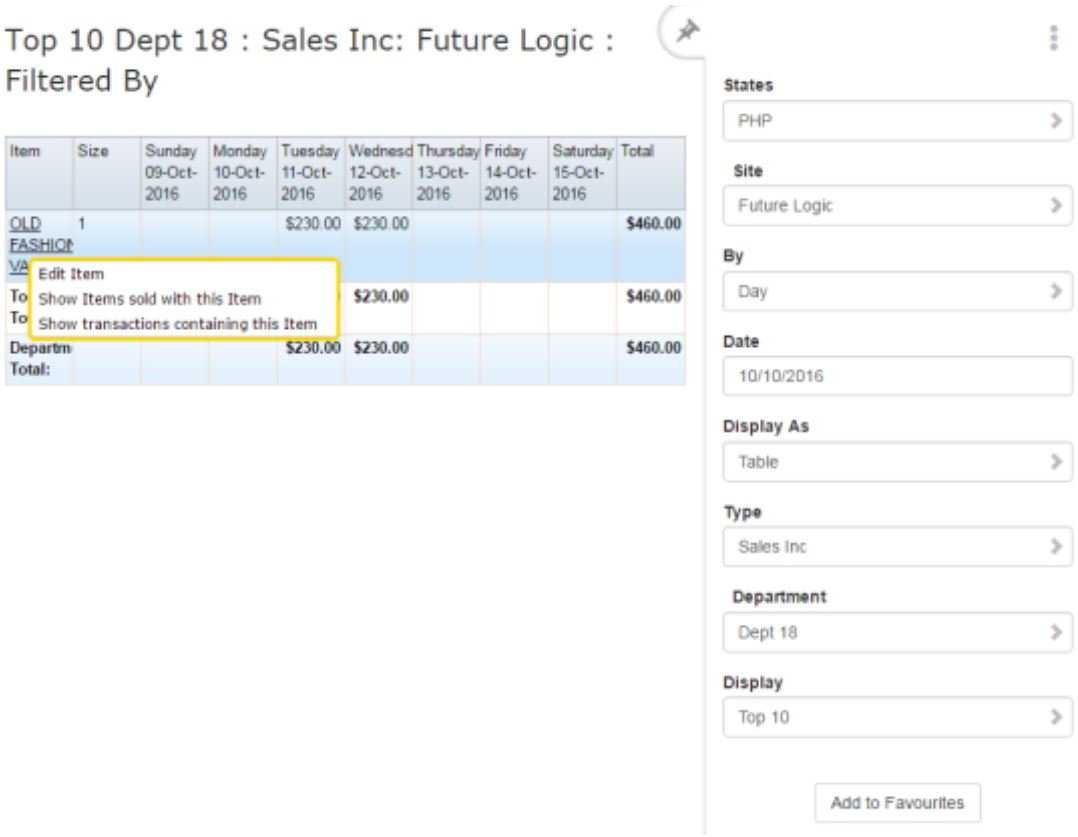
   The Top 10 Department sales report is displayed.



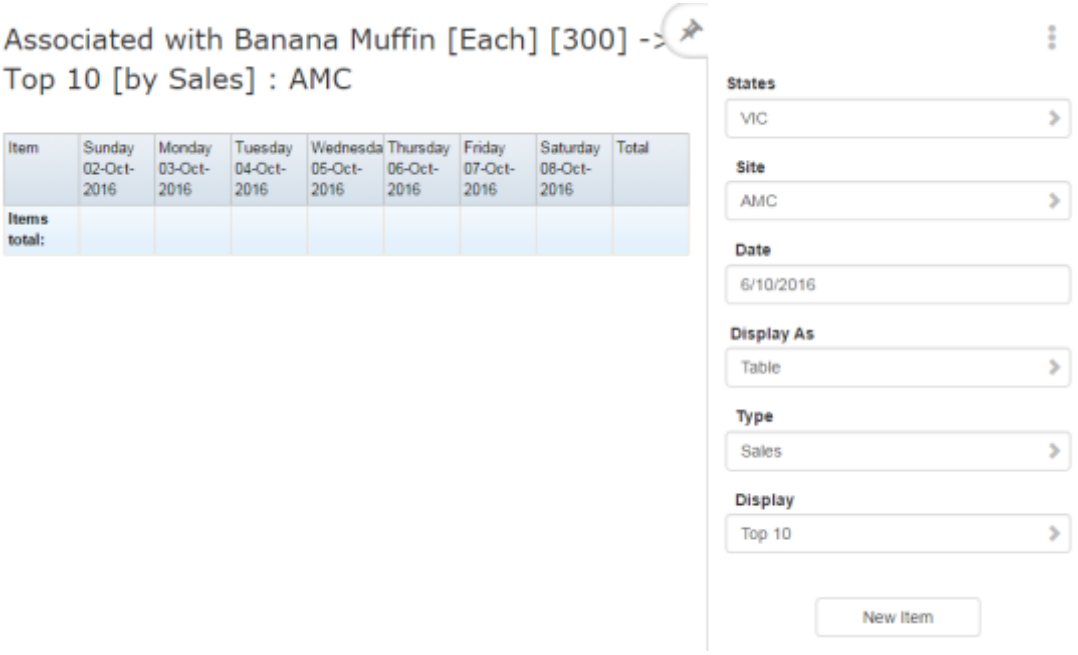
7. Press the Item you want to view.

   A popup menu is displayed.

8. Press Show transactions containing this Item.



The Transactions Containing Item report is displayed.



Transactions Containing Item report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Trans Date	The date the transaction was finalised.
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Description / Division	Description of the division.
Department	Description of the department the item belongs to.
Journal	Unique code identifying the transaction.
Terminal	The terminal that processed the transaction.
Quantity	Number of items sold in this transaction, if any.

Field	Description
Discount	Discounts applied during the transaction.
Sales	The total sales amount of this transaction.

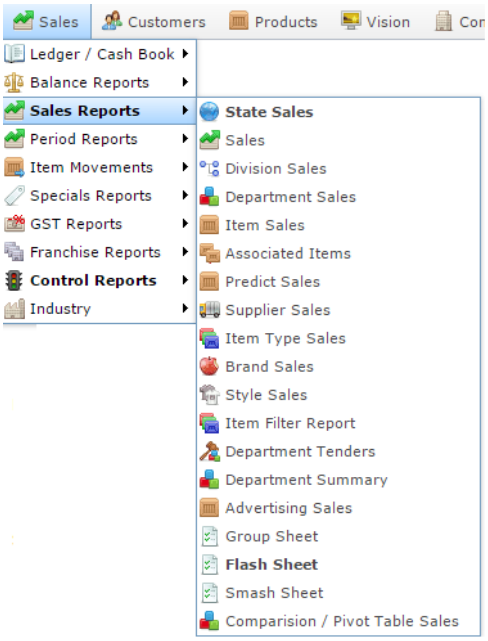
Brand Sales report

Use the Brand Sales report to view sales by brand for the selected period and drill down into the sales grid or stock on hand for that brand.

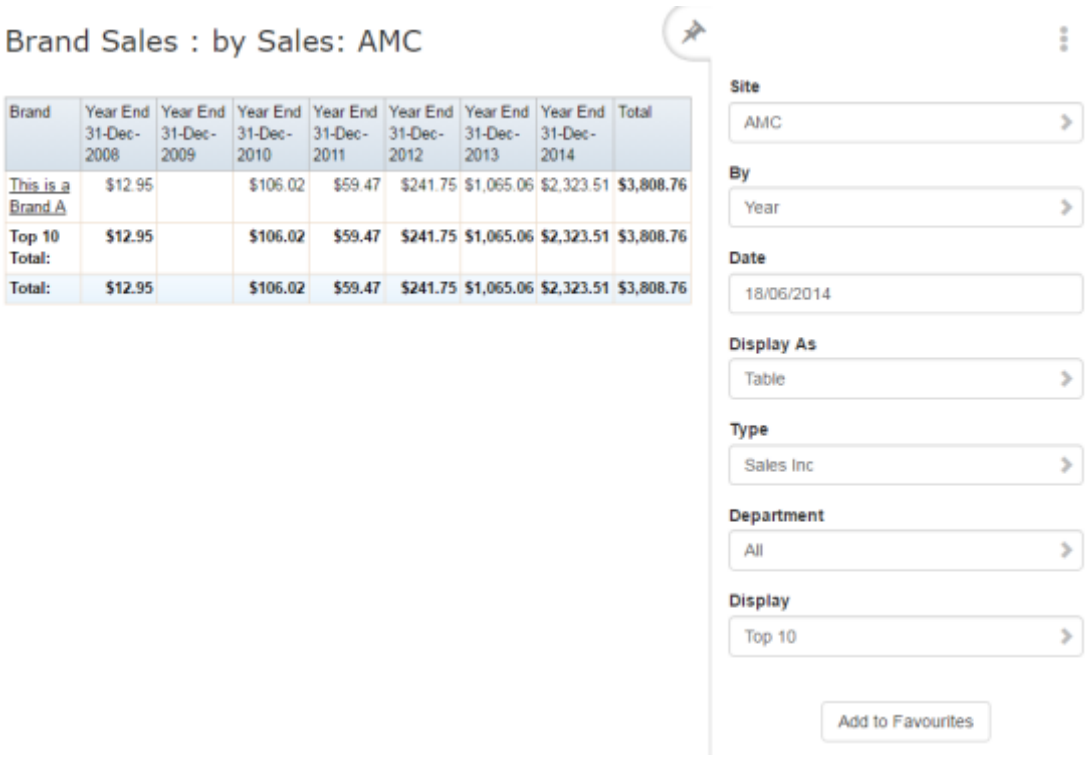
Opening the Brand Sales report

To open the Brand Sales report:

1. Press Sales from the main menu.
2. Press Sales Reports > Brand Sales.



The Brand Sales report is displayed.


Brand Sales : by Sales: AMC
Brand
Year End 31-Dec-2008
Year End 31-Dec-2009
Year End 31-Dec-2010
Year End 31-Dec-2011
Year End 31-Dec-2012
Year End 31-Dec-2013
Year End 31-Dec-2014
Total
This is a Brand A
$12.95
$106.02
$59.47
$241.75
$1,065.06
$2,323.51
$3,808.76
Top 10 Total:
$12.95
$106.02
$59.47
$241.75
$1,065.06
$2,323.51
$3,808.76
Total:
$12.95
$106.02
$59.47
$241.75
$1,065.06
$2,323.51
$3,808.76
Site
AMC
By
Year
Date
18/06/2014
Display As
Table
Type
Sales Inc
Department
All
Display
Top 10
Add to Favourites

Brand Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Department	Select to filter the report by department.
Display	Select the number of records to display.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Brand / Description	Description of the brand. Press to open the Brand Grid report. See *Brand Grid report*.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Sales Grid report

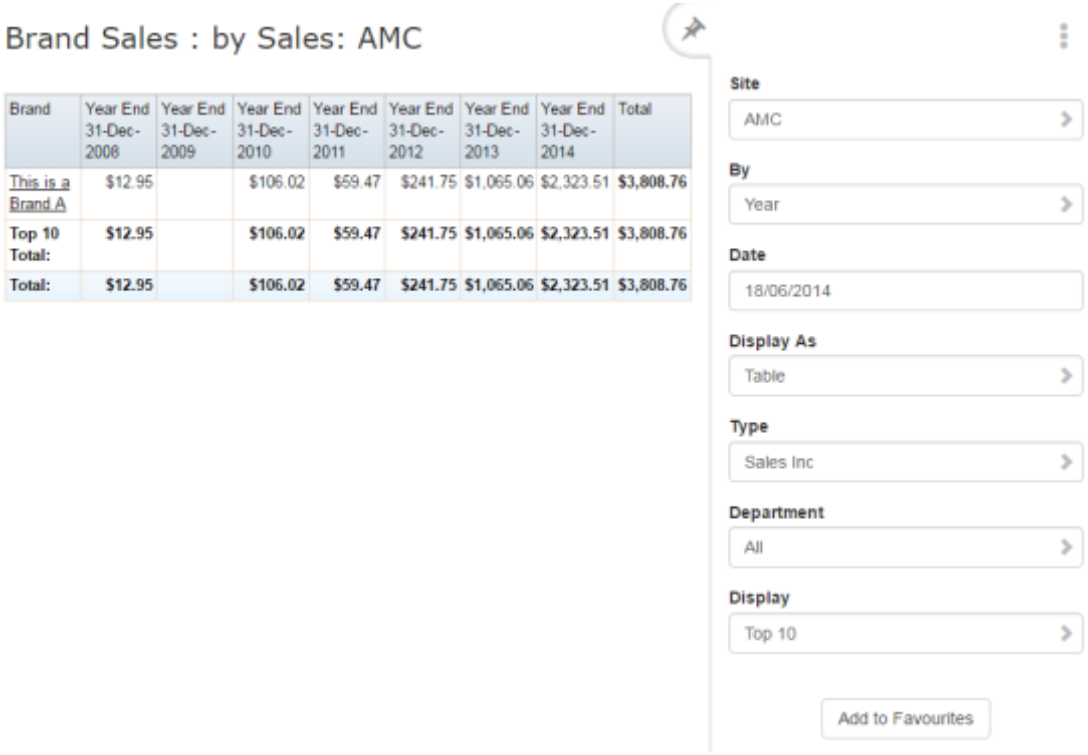
Use the Sales Grid report to view a brand's items in detail.

Opening the Sales Grid report

To open the Sales Grid report:

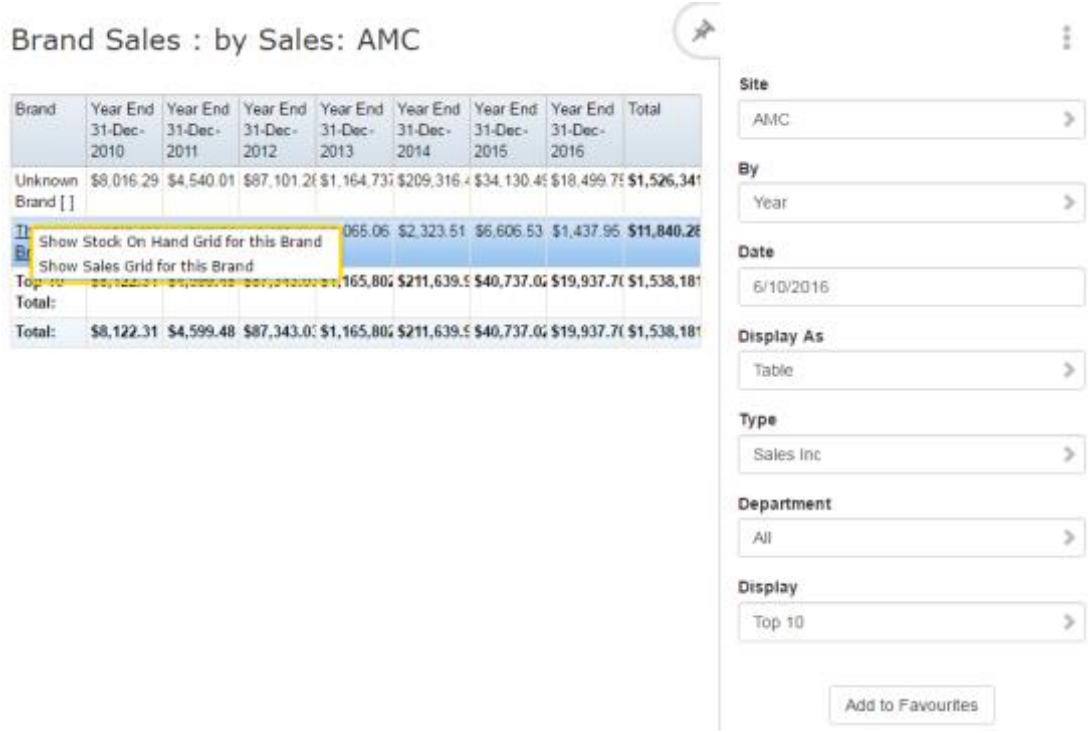
1. Press Sales from the main menu.
2. Press Sales Reports >Sales Grid.

The Sales Grid report is displayed.



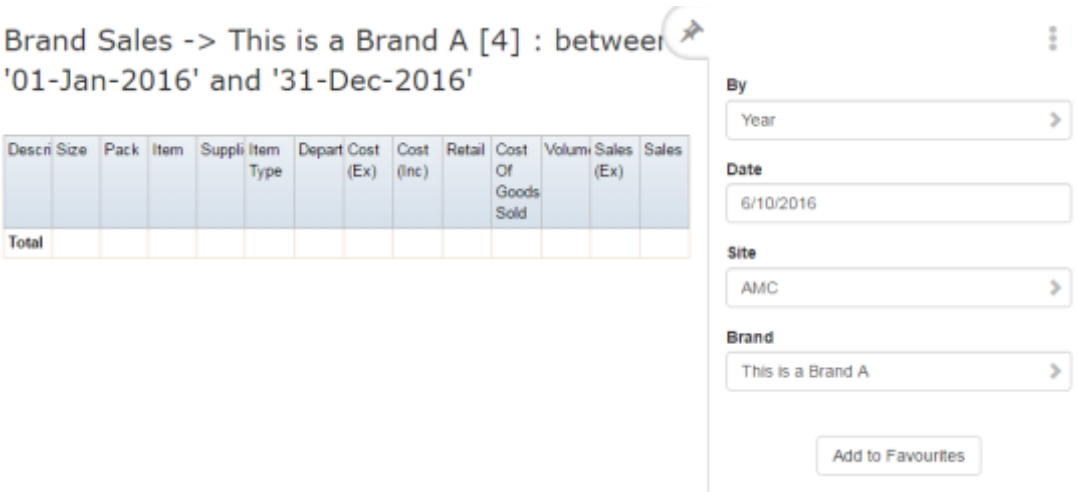
3. Press the Brand you want to view the Sales Grid for.

   A popup menu is displayed.



4. Press Show Sales Grid For This Brand.

   The Sales Grid report is displayed.


Brand Sales -> This is a Brand A [4] : between '01-Jan-2016' and '31-Dec-2016'
Descri
Size
Pack
Item
Suppli
Item Type
Depart
Cost (Ex)
Cost (Inc)
Retail
Cost Of Goods Sold
Volum
Sales (Ex)
Sales
Total
By
Year
Date
6/10/2016
Site
AMC
Brand
This is a Brand A
Add to Favourites

Sales Grid report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Brand / **Group Ident**	Filter the report to the selected brand.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Department	Description of the department the item belongs to.
Size	Size of the item.
Pack	Number of units in a single pack.
Supplier	Supplier of the item.
Item Type	Item type, as defined for your company.
Item Number / Item	The item code of the item.

Field	Description
Cost (Ex) / **Cost Ex**	The item cost, not including tax. See *Inventory Management - Pricing tab*.
Cost (Inc)	The item cost including tax. See *Inventory Management - Pricing tab*.
Retail **Retail Price**	The retail price of the item. See *Inventory Management - Pricing tab*.
Sales	Total dollar amount of units sold during the specified period.
Sales (Ex)	Total dollar amount of units sold of this item during the specified period, excluding tax.
Cost / **Cost of Goods Sold**	Total cost of units sold during the specified period.
Quantity / **Volume**	Number of units or weight sold.

Department Sales report

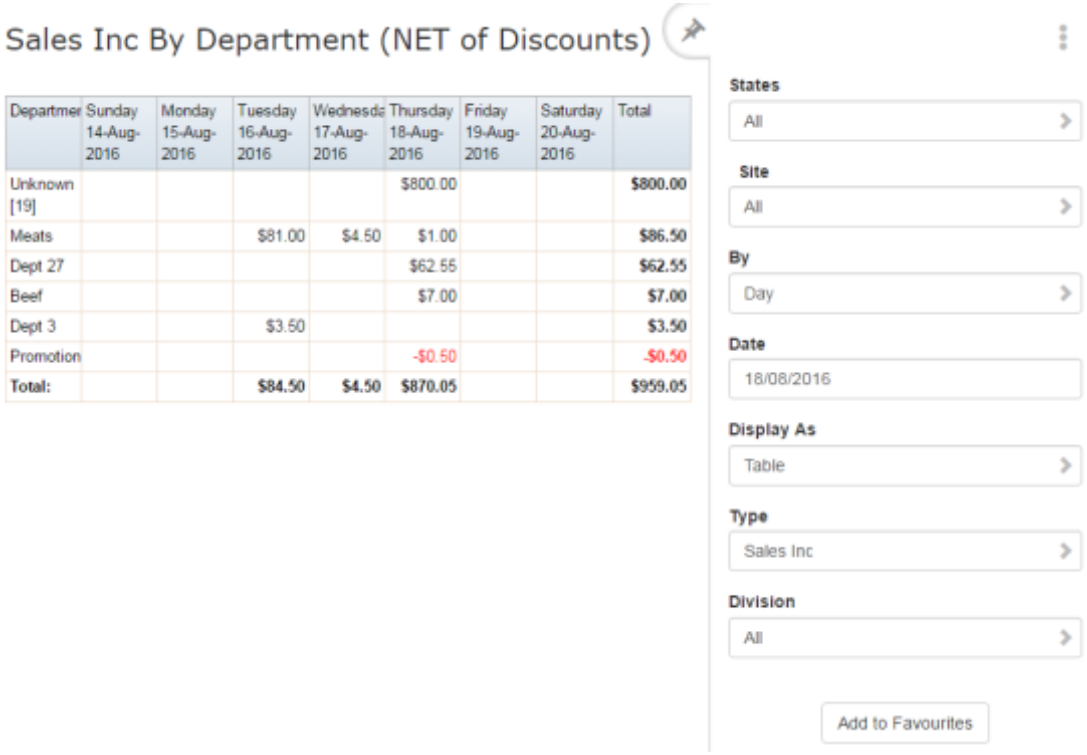
Use the Department Sales report to view sales by department for the selected period and drill down into item sales for that department.

Opening the Department Sales report

To open the Department Sales report:

1. Press Sales from the main menu.
2. Press Sales Reports > Department Sales.

The Department Sales report is displayed.


Sales Inc By Department (NET of Discounts)
Departmer
Sunday 14-Aug-2016
Monday 15-Aug-2016
Tuesday 16-Aug-2016
Wednesda 17-Aug-2016
Thursday 18-Aug-2016
Friday 19-Aug-2016
Saturday 20-Aug-2016
Total
Unknown [19] $800.00 $800.00
Meats $81.00 $4.50 $1.00 $86.50
Dept 27 $62.55 $62.55
Beef $7.00 $7.00
Dept 3 $3.50 $3.50
Promotion -$0.50 -$0.50
Total: $84.50 $4.50 $870.05 $959.05
States
All
Site
All
By
Day
Date
18/08/2016
Display As
Table
Type
Sales Inc
Division
All
Add to Favourites

Department Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Division	Select the division to report on.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / **Department Description**	Description of the department.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Department Tenders report

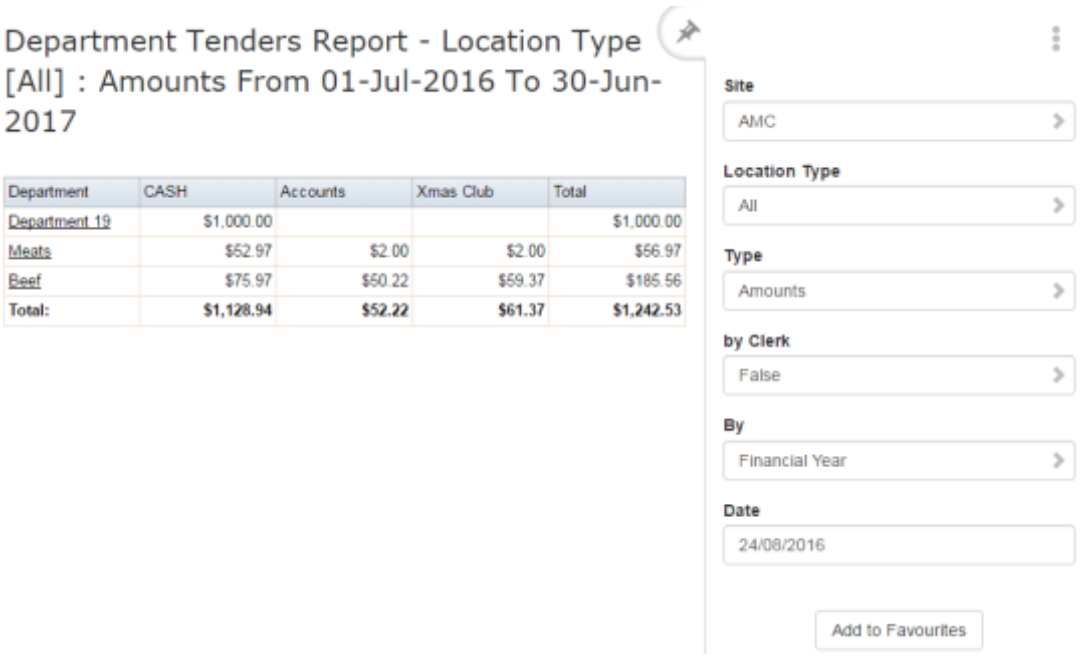
Use the Department Tenders report to view the amounts received for each tender type by department for the selected period and drill down into the tender details, balance or department sales.

Opening the Department Tenders report

To open the Department Tenders report:

1. Press Sales from the main menu.
2. Press Sales Reports >Department Tenders.

The Department Tenders report is displayed.



Department Tenders Report - Location Type [All] : Amounts From 01-Jul-2016 To 30-Jun-2017

Department	CASH	Accounts	Xmas Club	Total
Department 19	$1,000.00			$1,000.00
Meats	$52.97	$2.00	$2.00	$56.97
Beef	$75.97	$50.22	$59.37	$185.56
Total:	**$1,128.94**	**$52.22**	**$61.37**	**$1,242.53**

Department Tenders report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Type	Select to display the report information as: ▪ Total transaction amounts. ▪ Counts of transactions. ▪ Average amounts of transactions. ▪ Percentages of the total.
by Clerk / **Operator**	Select to display the report information by Point of Sale operator.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / **Department Description**	Description of the department.
Tender	The amount received of this tender type. **Note:** The exact tenders listed in these columns depends on your Portal configuration.

Division Sales report

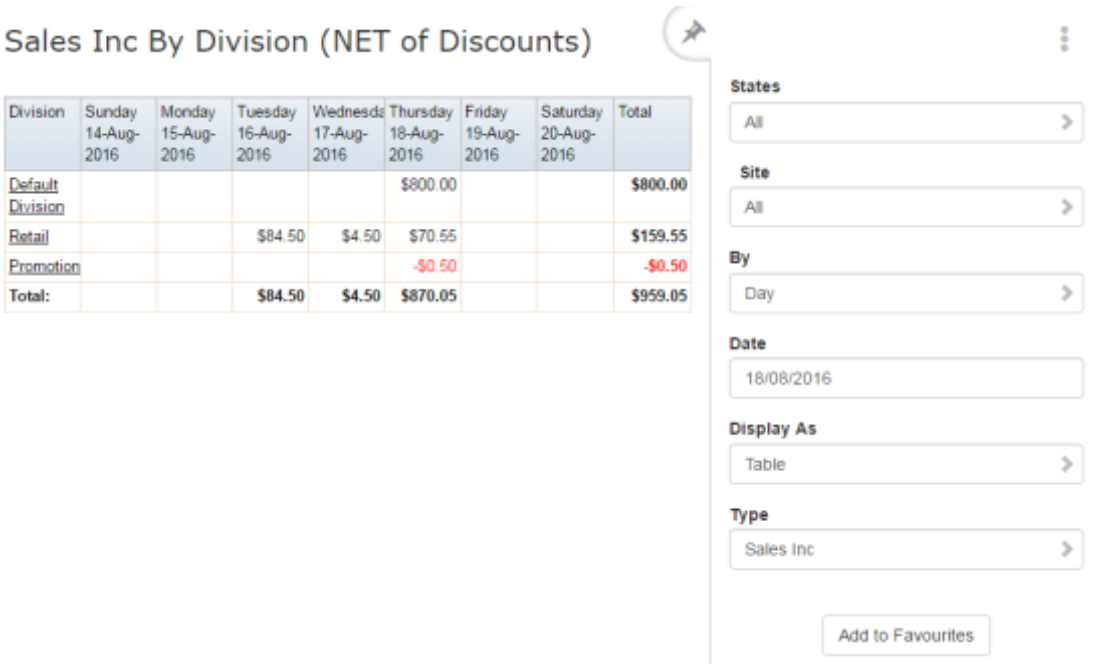
Use the Division Sales report to view sales by division for the selected period and drill down into department and item sales for that division.

Opening the Division Sales report

To open the Division Sales report:

1. Press Sales from the main menu.
2. Press Sales Reports > Division Sales.

The Division Sales report is displayed.


Sales Inc By Division (NET of Discounts)
Division
Sunday 14-Aug-2016
Monday 15-Aug-2016
Tuesday 16-Aug-2016
Wednesda 17-Aug-2016
Thursday 18-Aug-2016
Friday 19-Aug-2016
Saturday 20-Aug-2016
Total
Default Division
$800.00
$800.00
Retail
$84.50
$4.50
$70.55
$159.55
Promotion
-$0.50
-$0.50
Total:
$84.50
$4.50
$870.05
$959.05
States
All
Site
All
By
Day
Date
18/08/2016
Display As
Table
Type
Sales Inc
Add to Favourites

Division Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / Division	Description of the division.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Prediction report

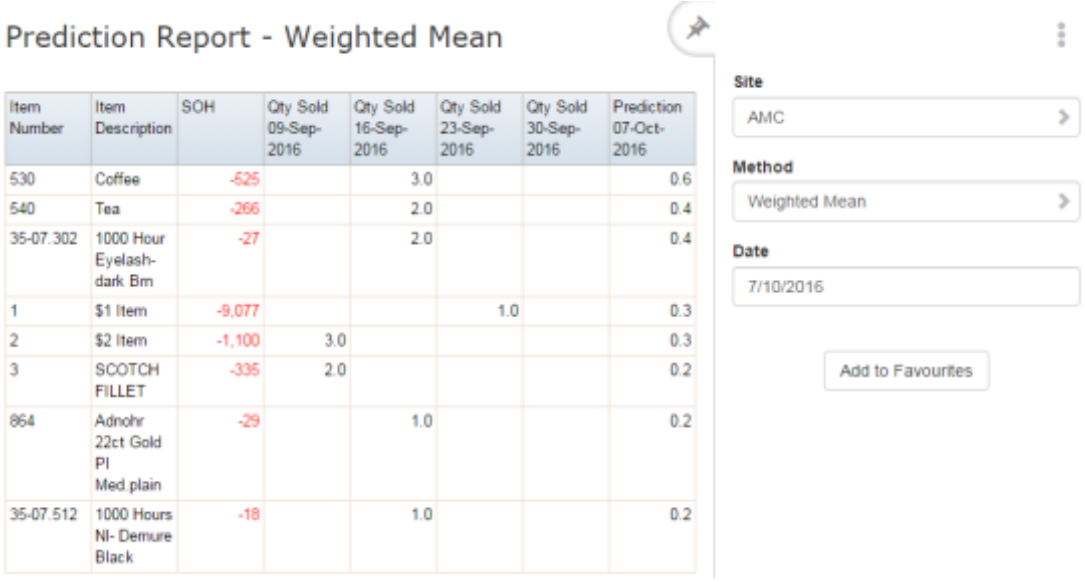
Use the Prediction report to view the history of items and a prediction of their sale over the next period.

Opening the Prediction report

To open the Prediction report:

1. Press Sales from the main menu.
2. Press Sales Reports > Predict Sales .

The Prediction report is displayed.



Item Number	Item Description	SOH	Qty Sold 09-Sep-2016	Qty Sold 16-Sep-2016	Qty Sold 23-Sep-2016	Qty Sold 30-Sep-2016	Prediction 07-Oct-2016
530	Coffee	-525		3.0			0.6
540	Tea	-266		2.0			0.4
35-07.302	1000 Hour Eyelash-dark Brn	-27		2.0			0.4
1	$1 Item	-9,077			1.0		0.3
2	$2 Item	-1,100	3.0				0.3
3	SCOTCH FILLET	-335	2.0				0.2
864	Adnohr 22ct Gold Pl Med plain	-29		1.0			0.2
35-07.512	1000 Hours Nl- Demure Black	-18		1.0			0.2

Prediction report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Method	Select the method to used for predicting sales: ▪ Linear trend. ▪ Multiplicative forecasting. ▪ Weighted means.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / **Description**	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Item Number / **Item**	The item code of the item.
SOH	The stock-on-hand of the item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.
Qty Sold on Date / **Qty Sold**	The total amount sold during this period.
Prediction on Date	The total amount predicted to be sold on this date using the selected method.

Site Sales report

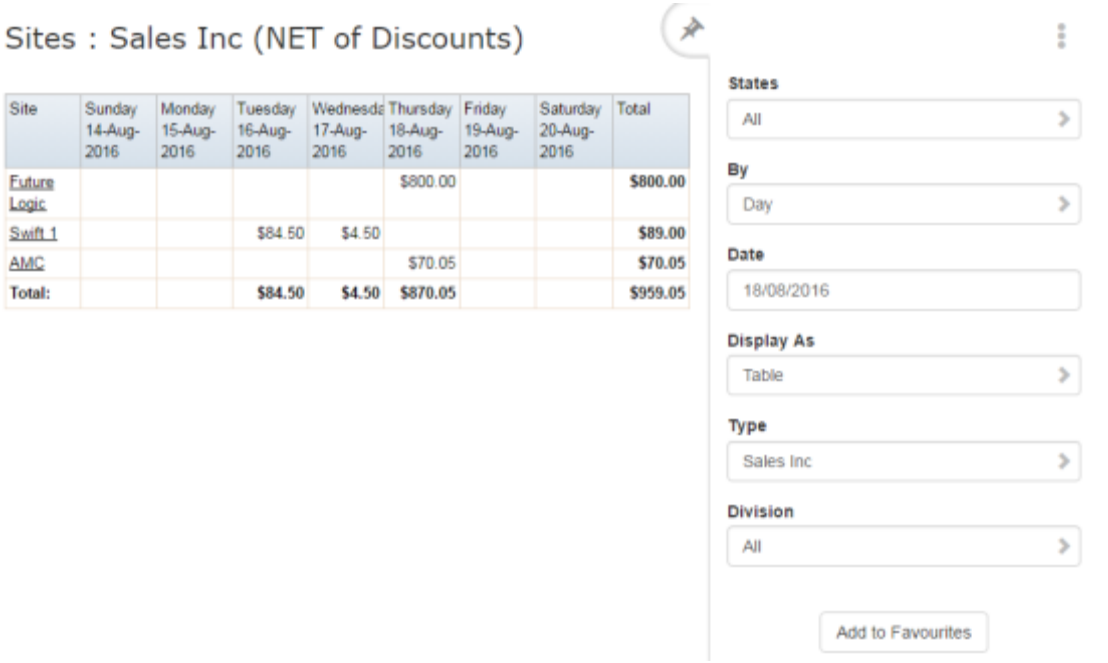
Use the Site Sales report to view sales by site for the selected period and drill down into department and division sales for that site.

Opening the Site Sales report

To open the Site Sales report:

1. Press Sales from the main menu.
2. Press Sales Reports > Sales.

The Site Sales report is displayed.


Sites : Sales Inc (NET of Discounts)
Site
Sunday 14-Aug-2016
Monday 15-Aug-2016
Tuesday 16-Aug-2016
Wednesda 17-Aug-2016
Thursday 18-Aug-2016
Friday 19-Aug-2016
Saturday 20-Aug-2016
Total
Future Logic
$800.00
$800.00
Swift 1
$84.50
$4.50
$89.00
AMC
$70.05
$70.05
Total:
$84.50
$4.50
$870.05
$959.05
States
All
By
Day
Date
18/08/2016
Display As
Table
Type
Sales Inc
Division
All
Add to Favourites

Site Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Division	Select the division to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

State Sales report

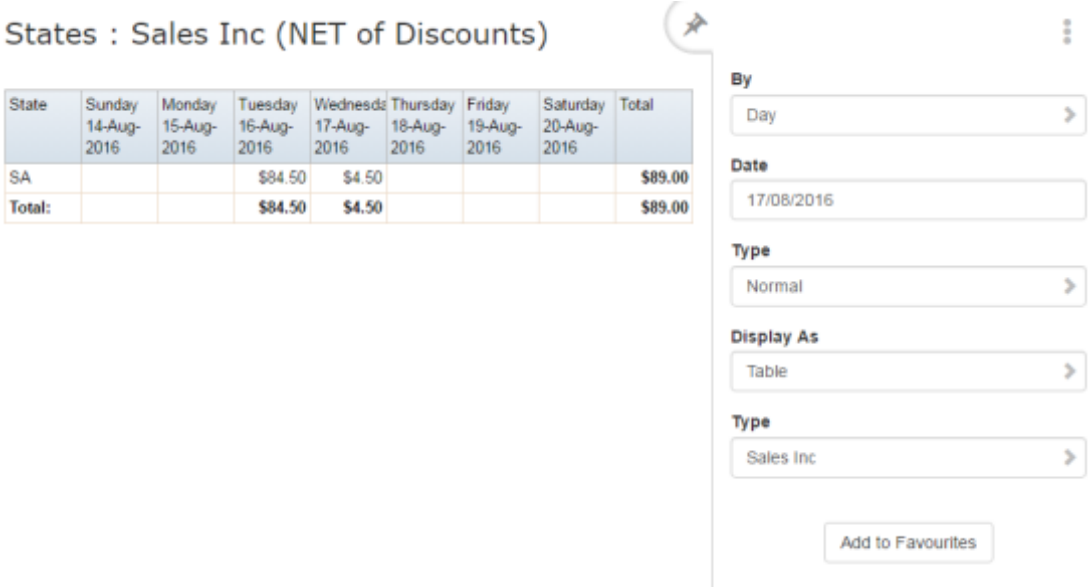
Use the State Sales report to view sales by state for the selected period and drill down into site sales for that state.

Opening the State Sales report

To open the State Sales report:

1. Press Sales from the main menu.
2. Press Sales Reports > State Sales.

The State Sales report is displayed.



State Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Type	Select whether to report: ▪ Year On Year: The same information for the same date range, one year apart. ▪ Like for Like: The same information for the same date range, one year apart, but only if the site has traded in both periods being reported. **Note:** If no new sites have started or stopped trading during this period, the two options produce identical reports.

Field	Description
Type	Select to report on: ▪ The number of stores. ▪ Sales inclusive of tax ▪ Sales exclusive of tax ▪ Sales as a percentage of total sales. ▪ Dollars per unit sold. ▪ Number of units sold. ▪ Number of units sold as a percentage of total sales.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
State	The name of the state or territory.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Top 10 Item Sales report

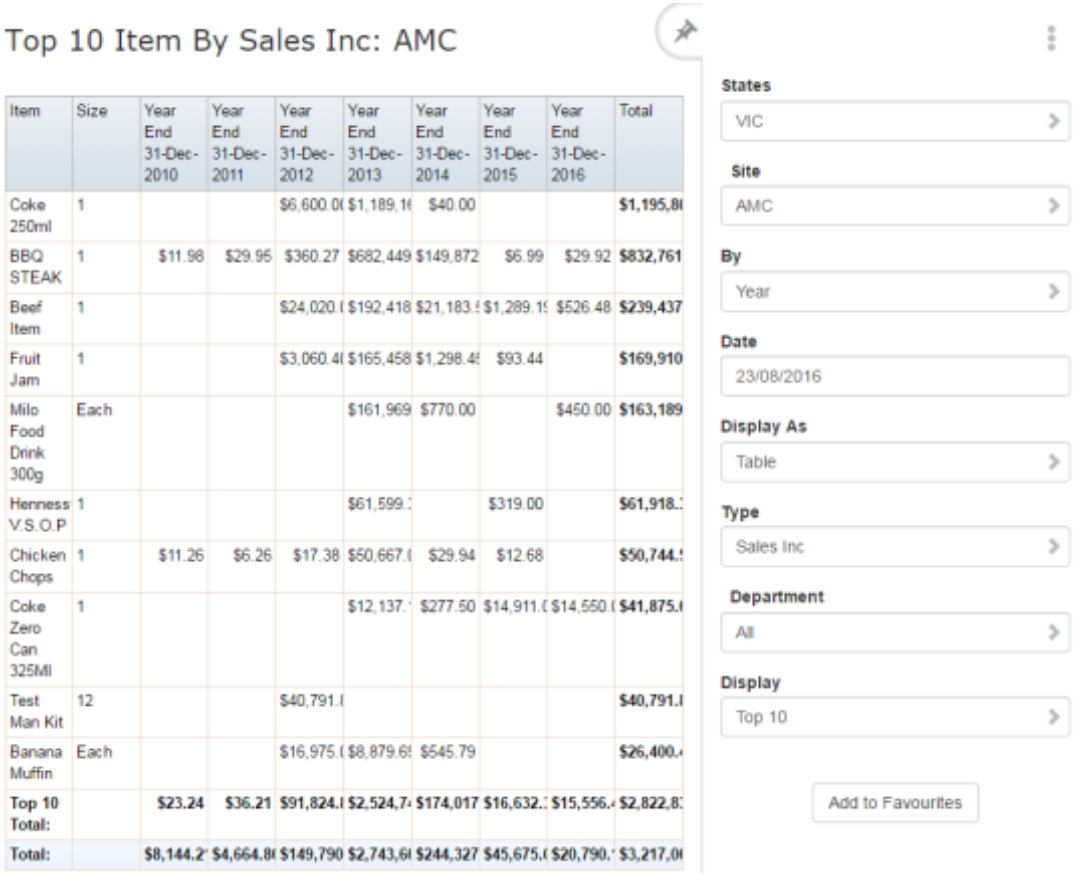
Use the Top 10 Item Sales report to view item sales ranked by the highest selling item for the period.

Opening the Top 10 Item Sales report

To open the Top 10 Item Sales report:

1. Press Sales from the main menu.
2. Press Sales Reports > Item Sales .

The Top 10 Item Sales report is displayed.



Top 10 Item By Sales Inc: AMC

Item	Size	Year End 31-Dec-2010	Year End 31-Dec-2011	Year End 31-Dec-2012	Year End 31-Dec-2013	Year End 31-Dec-2014	Year End 31-Dec-2015	Year End 31-Dec-2016	Total
Coke 250ml	1			$6,600.0(	$1,189,1(	$40.00			**$1,195,8(**
BBQ STEAK	1	$11.98	$29.95	$360.27	$682,449	$149,872	$6.99	$29.92	**$832,761**
Beef Item	1			$24,020.(	$192,418	$21,183.5	$1,289.1(	$526.48	**$239,437**
Fruit Jam	1			$3,060.4(	$165,458	$1,298.4(	$93.44		**$169,910**
Milo Food Drink 300g	Each				$161,969	$770.00		$450.00	**$163,189**
Henness V.S.O.P	1				$61,599.1		$319.00		**$61,918.1**
Chicken Chops	1	$11.26	$6.26	$17.38	$50,667.(	$29.94	$12.68		**$50,744.5**
Coke Zero Can 325Ml	1				$12,137.1	$277.50	$14,911.(	$14,550.(	**$41,875.(**
Test Man Kit	12			$40,791.(					**$40,791.(**
Banana Muffin	Each			$16,975.(	$8,879.65	$545.79			**$26,400.4**
Top 10 Total:		**$23.24**	**$36.21**	**$91,824.(**	**$2,524,74**	**$174,017**	**$16,632.1**	**$15,556.4**	**$2,822,8(**
Total:		**$8,144.2**	**$4,664.8(**	**$149,790**	**$2,743,6(**	**$244,327**	**$45,675.(**	**$20,790.1**	**$3,217,0(**

States
VIC

Site
AMC

By
Year

Date
23/08/2016

Display As
Table

Type
Sales Inc

Department
All

Display
Top 10

Add to Favourites

Top 10 Item Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Department	Select to filter the report by department.
Display	Select the number of records to display.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Size	Size of the item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

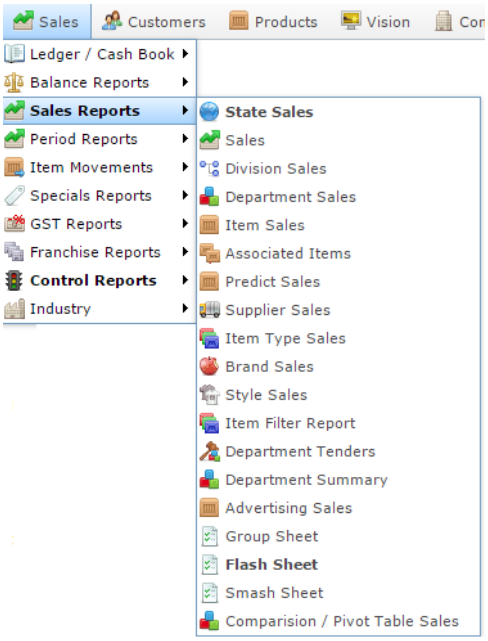
Top 10 Item Style Sales report

Use the Top 10 Item Style Sales report to view item sales ranked by the highest selling item style for the period.

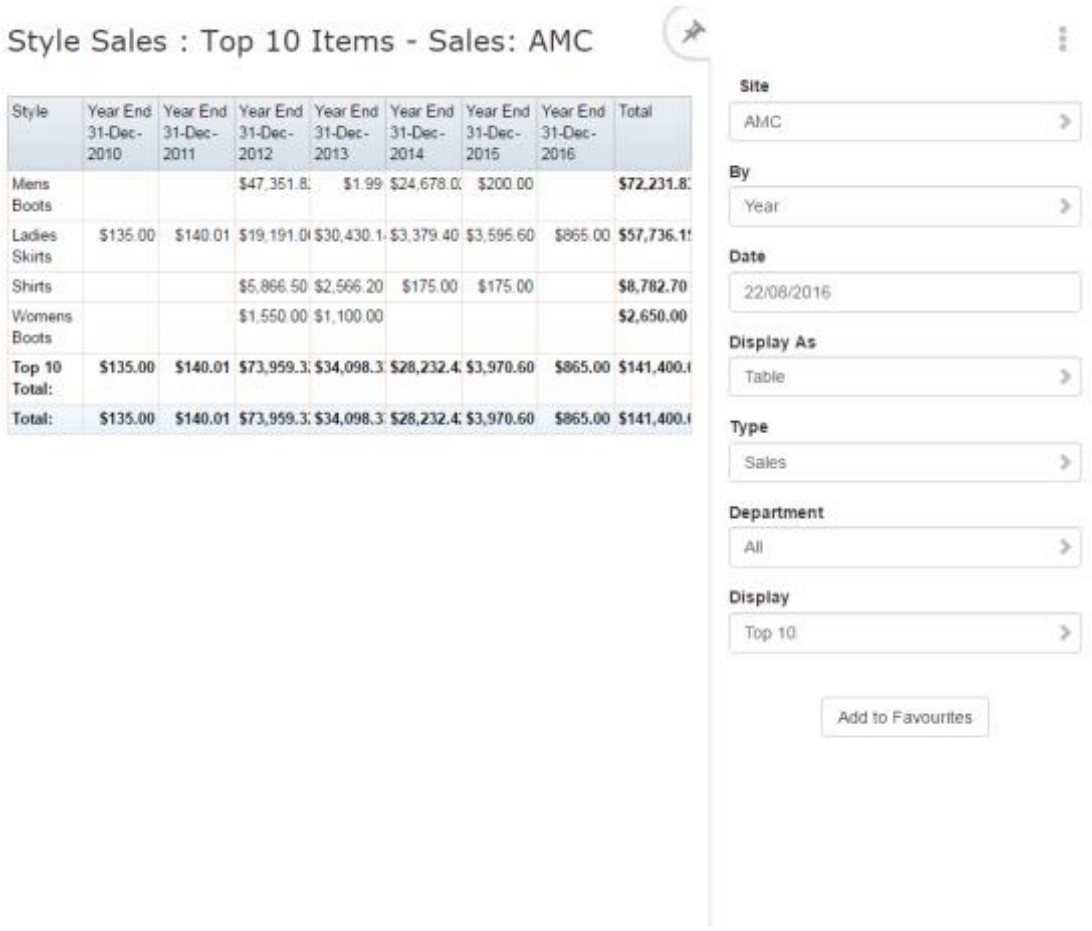
Opening the Top 10 Item Style Sales report

To open the Top 10 Item Style Sales report:

1. Press Sales from the main menu.
2. Press Sales Reports > Style Sales .



The Top 10 Item Style Sales report is displayed.


Style Sales : Top 10 Items - Sales: AMC
Style
Year End 31-Dec-2010
Year End 31-Dec-2011
Year End 31-Dec-2012
Year End 31-Dec-2013
Year End 31-Dec-2014
Year End 31-Dec-2015
Year End 31-Dec-2016
Total
Mens Boots
$47,351.8
$1.99
$24,678.0
$200.00
$72,231.8
Ladies Skirts
$135.00
$140.01
$19,191.0
$30,430.1
$3,379.40
$3,595.60
$865.00
$57,736.1
Shirts
$5,866.50
$2,566.20
$175.00
$175.00
$8,782.70
Womens Boots
$1,550.00
$1,100.00
$2,650.00
Top 10 Total:
$135.00
$140.01
$73,959.3
$34,098.3
$28,232.4
$3,970.60
$865.00
$141,400.
Total:
$135.00
$140.01
$73,959.3
$34,098.3
$28,232.4
$3,970.60
$865.00
$141,400.
Site
AMC
By
Year
Date
22/08/2016
Display As
Table
Type
Sales
Department
All
Display
Top 10
Add to Favourites

Top 10 Item Style Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
Department	Select to filter the report by department.
Display	Select the number of records to display.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Style	The style of item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Top 10 Item Type Sales report

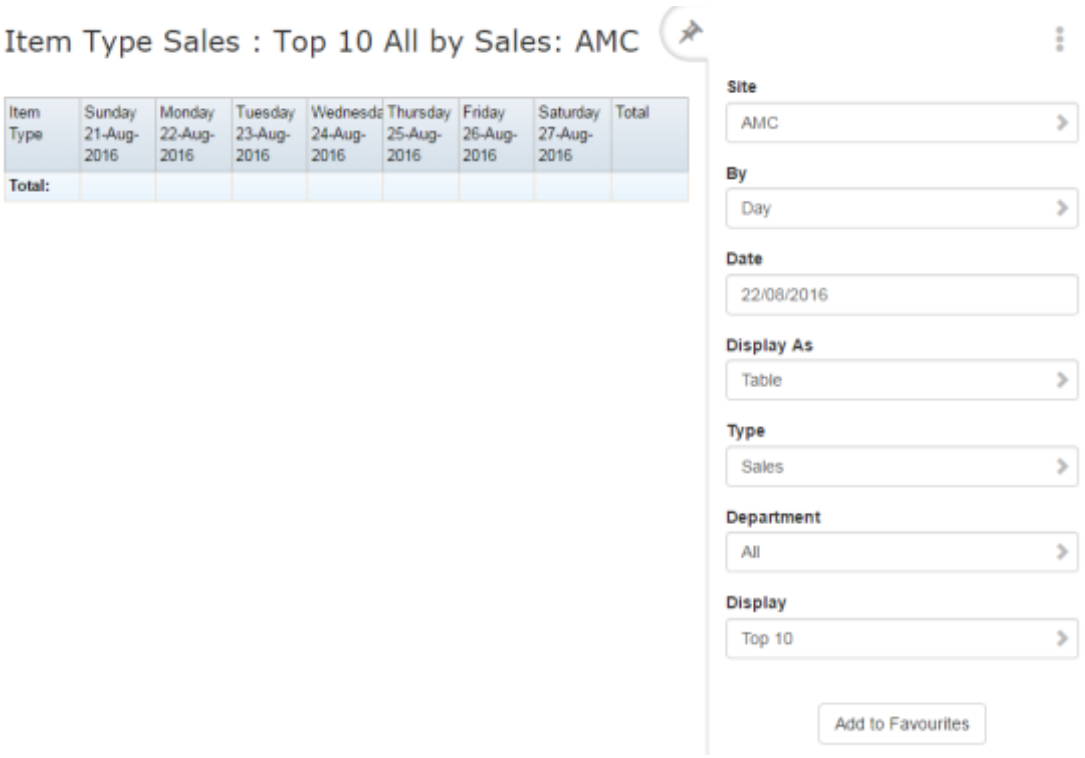
Use the Top 10 Item Type Sales report to view item sales ranked by the highest selling item type for the period.

Opening the Top 10 Item Type Sales report

To open the Top 10 Item Type Sales report:

1. Press Sales from the main menu.
2. Press Sales Reports > Item Type Sales .

The Top 10 Item Type Sales report is displayed.


Item Type Sales : Top 10 All by Sales: AMC
Item Type
Sunday 21-Aug-2016
Monday 22-Aug-2016
Tuesday 23-Aug-2016
Wednesda 24-Aug-2016
Thursday 25-Aug-2016
Friday 26-Aug-2016
Saturday 27-Aug-2016
Total
Total:
Site
AMC
By
Day
Date
22/08/2016
Display As
Table
Type
Sales
Department
All
Display
Top 10
Add to Favourites

Top 10 Item Type Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display	Select the number of records to display.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item Type	Item type, as defined for your company.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Top 10 Supplier Item Sales report

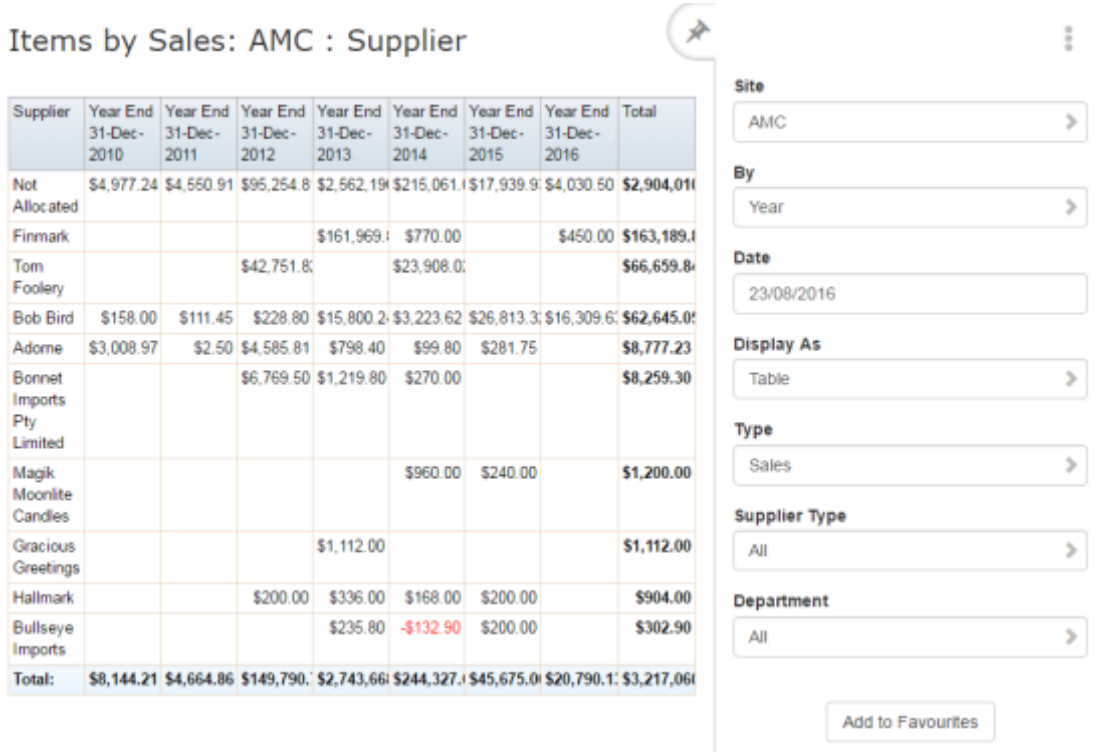
Use the Top 10 Supplier Item Sales report to view a supplier's item sales ranked by the highest selling item for the period.

Opening the Top 10 Supplier Item Sales report

To open the Top 10 Supplier Item Sales report:

1. Press Sales from the main menu.
2. Press Sales Reports > Supplier Sales .

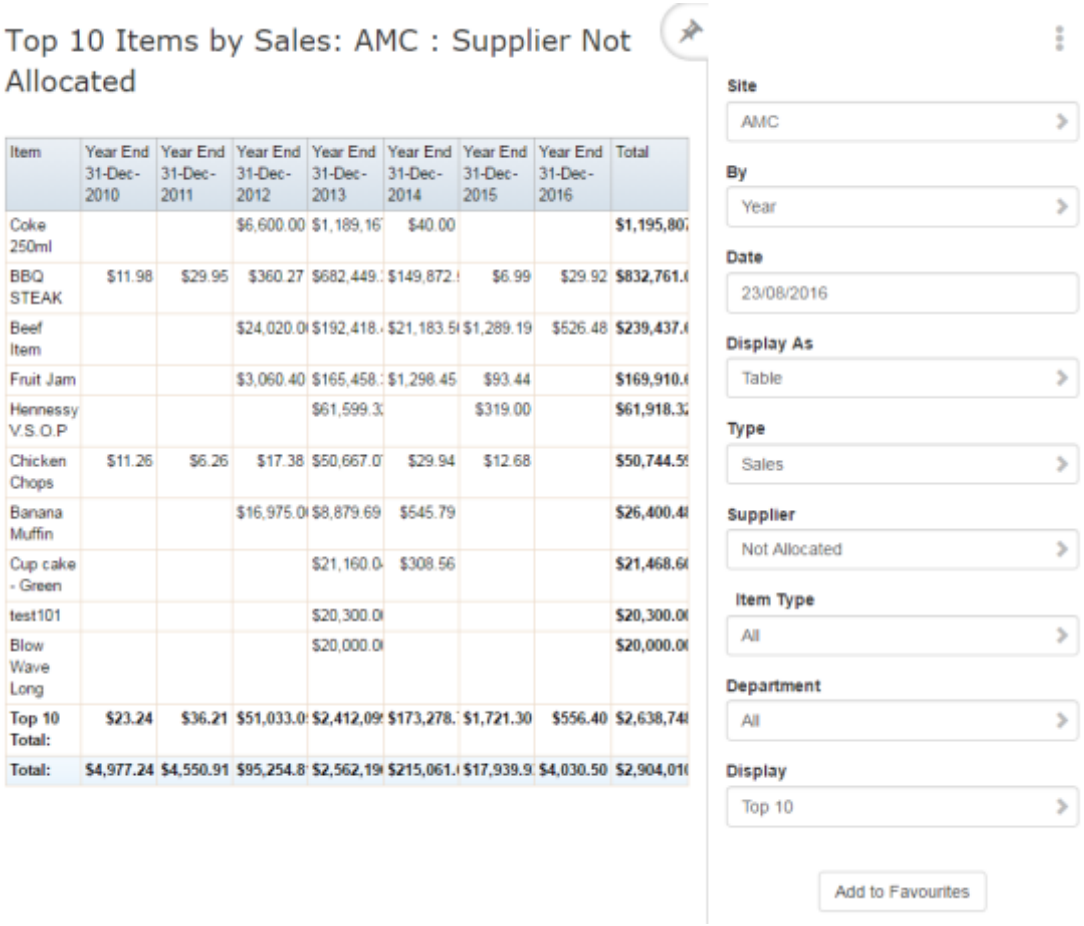
The Supplier sales report is displayed.



Supplier	Year End 31-Dec-2010	Year End 31-Dec-2011	Year End 31-Dec-2012	Year End 31-Dec-2013	Year End 31-Dec-2014	Year End 31-Dec-2015	Year End 31-Dec-2016	Total
Not Allocated	$4,977.24	$4,550.91	$95,254.8	$2,562,19	$215,061.1	$17,939.9	$4,030.50	**$2,904,01**
Finmark				$161,969.1	$770.00		$450.00	**$163,189.1**
Tom Foolery			$42,751.8		$23,908.0			**$66,659.8**
Bob Bird	$158.00	$111.45	$228.80	$15,800.2	$3,223.62	$26,813.3	$16,309.6	**$62,645.0**
Adorne	$3,008.97	$2.50	$4,585.81	$798.40	$99.80	$281.75		**$8,777.23**
Bonnet Imports Pty Limited			$6,769.50	$1,219.80	$270.00			**$8,259.30**
Magik Moonlite Candles					$960.00	$240.00		**$1,200.00**
Gracious Greetings				$1,112.00				**$1,112.00**
Hallmark			$200.00	$336.00	$168.00	$200.00		**$904.00**
Bullseye Imports				$235.80	-$132.90	$200.00		**$302.90**
Total:	**$8,144.21**	**$4,664.86**	**$149,790.**	**$2,743,66**	**$244,327.**	**$45,675.0**	**$20,790.1**	**$3,217,06**

3. Press the Supplier you want to view.

   Top 10 Supplier Item Sales report is displayed.



Top 10 Items by Sales: AMC : Supplier Not Allocated

Item	Year End 31-Dec-2010	Year End 31-Dec-2011	Year End 31-Dec-2012	Year End 31-Dec-2013	Year End 31-Dec-2014	Year End 31-Dec-2015	Year End 31-Dec-2016	Total
Coke 250ml			$6,600.00	$1,189.16	$40.00			**$1,195,80**
BBQ STEAK	$11.98	$29.95	$360.27	$682.449.	$149,872.	$6.99	$29.92	**$832,761.**
Beef Item			$24,020.0	$192,418.	$21,183.5	$1,289.19	$526.48	**$239,437.**
Fruit Jam			$3,060.40	$165,458.	$1,298.45	$93.44		**$169,910.**
Hennessy V.S.O.P				$61,599.3		$319.00		**$61,918.3**
Chicken Chops	$11.26	$6.26	$17.38	$50,667.0	$29.94	$12.68		**$50,744.5**
Banana Muffin			$16,975.0	$8,879.69	$545.79			**$26,400.4**
Cup cake - Green				$21,160.0	$308.56			**$21,468.6**
test101				$20,300.0				**$20,300.0**
Blow Wave Long				$20,000.0				**$20,000.0**
Top 10 Total:	**$23.24**	**$36.21**	**$51,033.0**	**$2,412,09**	**$173,278.**	**$1,721.30**	**$556.40**	**$2,638,74**
Total:	**$4,977.24**	**$4,550.91**	**$95,254.8**	**$2,562,19**	**$215,061.**	**$17,939.9**	**$4,030.50**	**$2,904,01**

Site: AMC

By: Year

Date: 23/08/2016

Display As: Table

Type: Sales

Supplier: Not Allocated

Item Type: All

Department: All

Display: Top 10

Add to Favourites

Top 10 Supplier Item Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Supplier / **Creditor**	Select to restrict the report to a particular supplier, or to items where the supplier has not been selected.
Department	Select to filter the report by department.
Display	Select the number of records to display.

Field	Description
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

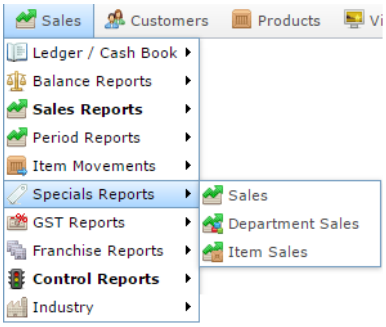
Specials Department Sales report

Use the Specials Specials Department Sales report to view sales with specials by department for the selected period and drill down into item sales for that department

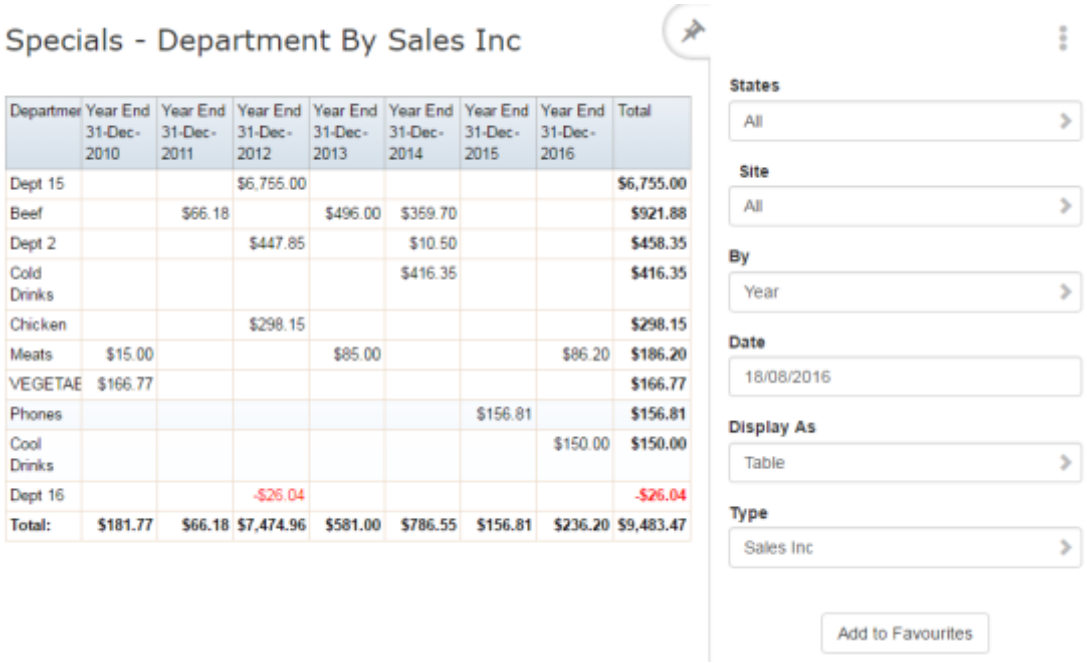
Opening the Specials Department Sales report

To open the Specials Department Sales report:

1. Press Sales from the main menu.
2. Press Specials Reports >Department Sales.



The Specials Department Sales report is displayed.



Specials Department Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / **Department Description**	Description of the department.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

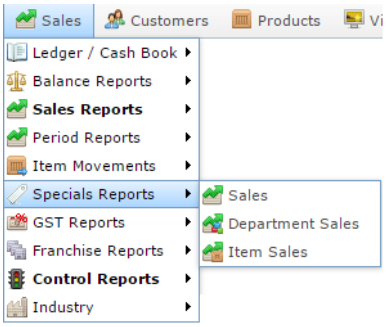
Specials Site Sales report

Use the Specials Site Sales report to view sales with specials by site for the selected period and drill down into department sales for that site.

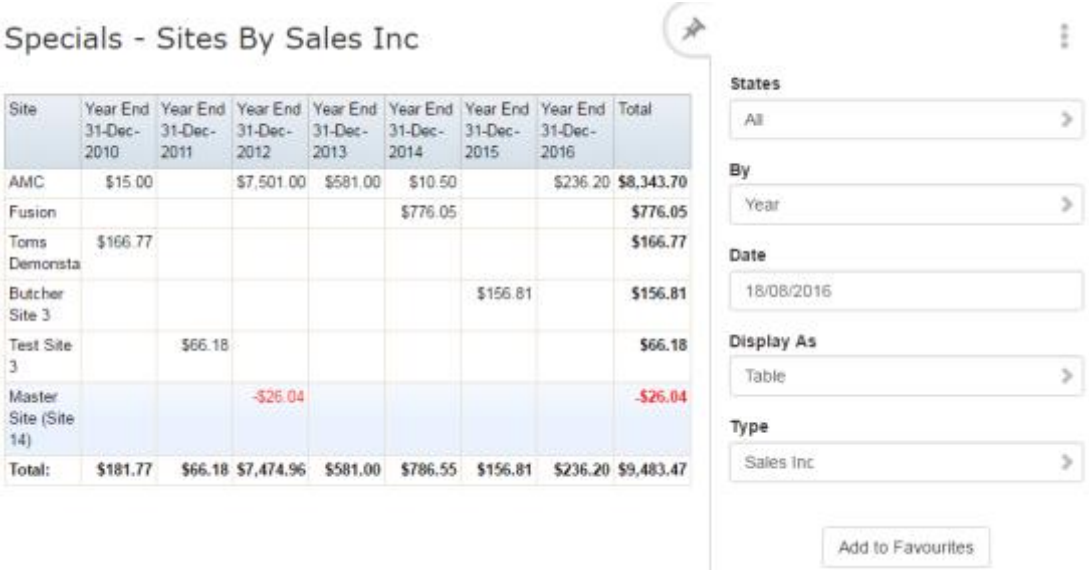
Opening the Specials Site Sales report

To open the Specials Site Sales report:

1. Press Sales from the main menu.
2. Press Specials Reports > Sales.



The Specials Site Sales report is displayed.



Specials Site Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site / **Description /** **Name**	The name of the relevant site.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

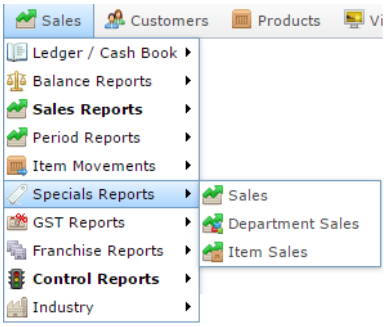
Top 10 Special Sales report

Use the Top 10 Special Sales report to view sales of items with special prices ranked by the highest selling item for the period.

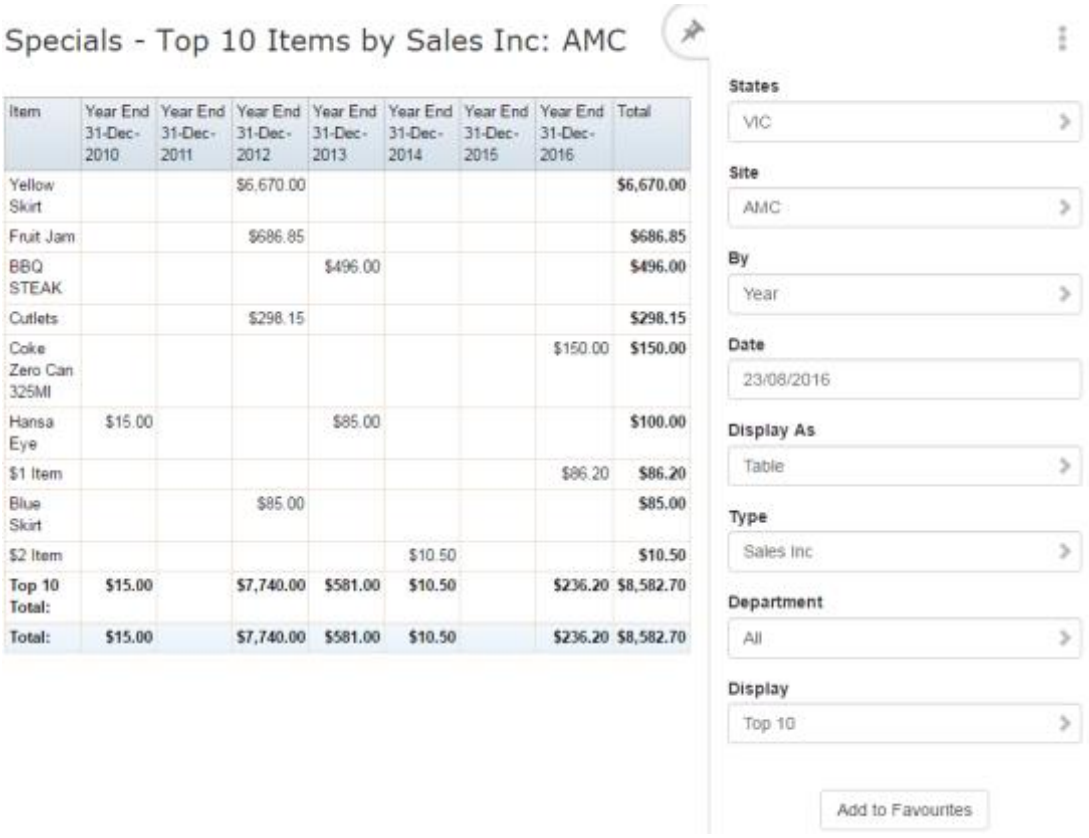
Opening the Top 10 Special Sales report

To open the Top 10 Special Sales report:

1. Press Sales from the main menu.
2. Press Specials Reports > Item Sales .



The Top 10 Special Sales report is displayed.



Item	Year End 31-Dec-2010	Year End 31-Dec-2011	Year End 31-Dec-2012	Year End 31-Dec-2013	Year End 31-Dec-2014	Year End 31-Dec-2015	Year End 31-Dec-2016	Total
Yellow Skirt			$6,670.00					$6,670.00
Fruit Jam			$686.85					$686.85
BBQ STEAK				$496.00				$496.00
Cutlets			$298.15					$298.15
Coke Zero Can 325Ml							$150.00	$150.00
Hansa Eye	$15.00			$85.00				$100.00
$1 Item							$86.20	$86.20
Blue Skirt			$85.00					$85.00
$2 Item					$10.50			$10.50
Top 10 Total:	**$15.00**		**$7,740.00**	**$581.00**	**$10.50**		**$236.20**	**$8,582.70**
Total:	**$15.00**		**$7,740.00**	**$581.00**	**$10.50**		**$236.20**	**$8,582.70**

Top 10 Special Sales report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Site / **Sites**	Select the site or sites to report on.
By	Select to display the report for a specific day, day of the week, week, month or year.
Date / **Date From and Date To /** **As of /** **Start Date and End Date**	Select the date or date period to report on.
States	Select a state or county to filter the report by.
Department	Select to filter the report by department.
Display	Select the number of records to display.
Display As	Select to display the information as a standard table, or in a graphical format such as a bar or pie chart.

Field	Description
Type	Select to report on: ▪ Kilograms sold. ▪ Percentage of all kilograms sold. ▪ Kilograms sold per customer. ▪ Total sales including tax. ▪ Total sales excluding tax. ▪ Percentage of all sales. ▪ Sales per customer. ▪ Sales per kilogram. ▪ Sales per unit. ▪ Units sold. ▪ Percentage of all units sold. ▪ Units sold per customer. ▪ Cost of goods sold. ▪ Percentage of cost of goods sold. ▪ Cost of goods sold per customer. ▪ Profit received. ▪ Percentage of items scanned into the Point of Sale, rather than typed in or added via a one-shot button.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Item / Description	Description of the item. **Note:** Click on the description to access other options in a popup menu.
Size	Size of the item.
Day / Week / Month / Year end	Display the summary total for the selected period. **Note:** The information displayed depends on the report filters selected.

Glossary

Account

An account is a general ledger structure that categorises particular kinds of income or expenditure for financial reports.

Advertising label

An advertising label is a large label designed to advertise the price of an item.

Appointment (Scheduler)

An appointment is an entry for a customer in the Scheduler that represents one or more specific services scheduled at a particular time for the customer. It can be retrieved by the Point of Sale and added to a transaction. Appointments can be rescheduled, cancelled or duplicated.

Aged balance

An aged balance is an amount of money owed that has been adjusted to factor an interest rate applied over time. For example: you owe a creditor $1000, with a 10% interest. You pay $700, leaving $300 still to pay. After the interest period elapses, 10% interest is applied to the remaining $300. Your aged balance is now $330.

Balance

A balance is the total amount of money owed either by yourself to a creditor, or by a debtor to you. A balance may be:

- Positive, indicating money is owed.
- Zero, indicating no money is owed.
- Negative, indicating the party who owed money has over-paid. For example, if you pay a creditor $1000 when you only owed $999, your balance would be -$1.

Barcode

A barcode is a string of numbers that links to an item. Items can have multiple barcodes assigned to them. Some barcodes called Price Embedded Barcodes encode information such as the quantity, weight or price of the item into the barcode. You can configure different types of price embedded barcodes in the Portal.

Batch (kit manufacture)

When manufacturing kits, a batch identifies a single point in time where a specified number of kits were manufactured together.

Batch (stock take)

When performing a continuous stock take, a batch identifies a collection of items scanned at one time by one or more PDTs.

Brand

A brand is a means of identifying items that belong to the same product line. Items can only have one brand, but items from different suppliers may have the same brand.

Bonus loyalty points

Bonus loyalty points are additional loyalty points accrued for certain activities, such as purchasing particular items, or participating in a promotion. Bonus points are accrued in addition to regular loyalty points.

Bulk discount

A bulk discount is a discount on the purchase price that is offered when a certain number of units or weight of an item is purchased in a single transaction. An item can have different discount amounts depending on the number or amount purchased.

Company

A company represents your organisation within the Portal. A company can have one or more sites, representing physical locations of stores, including online stores. Some Portal configurations and features affect the entire company, other configurations can be specified per site.

Complete Order

A customer order is complete when:

- The order has been fulfilled on the Portal.
- The order has been marked as paid in full on the Portal or the customer has paid the remaining amount on the Point of Sale.
- The order has been collected or delivered.

Contract

A contract is a set of rules dictating the price, quantity and incentives offered by a supplier for a specific item, used by the Portal when calculating the best supplier to purchase a particular quantity of that item. Each contract relates to a single supplier and item, and you can have multiple contracts for each supplier and each item.

Controlled purchase order / Controlled requisition

A controlled purchase order or requisition cannot be finalised until it has been authorised by Head Office.

Cost matrix / price matrix

A cost matrix or price matrix is a means by which the Portal can automatically calculate the price of an item at each price level based on the item's supplier cost. You can create multiple cost levels, so that the price levels of an item that cost $5 might be calculated very differently from an item that cost $10.

A price matrix can be:

- Department-based, where all items within a department follow the same cost level rules.
- Supplier-based, where all items from the same supplier follow the same cost level rules.

Only one method can be used. You can also elect to use neither.

Credit adjustment

A credit adjustment adds credit to a balance, decreasing the amount of money owed. For example, if you owed a creditor $100, a $10 credit adjustment would mean you owed $90. Credit adjustments are usually used to correct errors. If you need to decrease money owed due to a refund or return, you should use a credit note instead.

Credit limit

A credit limit is the maximum amount of money a debtor is allowed to owe your organisation at any one time. For example, if a debtor's credit limit is $1000 and they already owe $900, they can only go into debt to the value of another $100.

Credit note

A credit note adds credit to a balance, decreasing the amount of money owed. It is usually created when a balance needs to be adjusted due to a return, refund or rebate.

Creditor

A creditor is an entity to whom your company owes money. They may be a supplier, providing the items your company sells, or they may provide another service, such as a cleaner. The Portal treats suppliers and creditors the same. They have a balance tracking how much you owe them, and a credit limit that determines how much your company is allowed to owe them at a time.

Creditor contract

A creditor contract is an agreement between your company and a creditor or supplier to supply a set quantity of an item at a set price for a set period of time.

Creditor payment

A creditor payment is a Portal record of paying invoices or debit adjustments. More than one invoice or debit adjustment may be paid either partially or in full in a single payment record. Creditor payments are a Portal record only and are not connected to your bank account.

Cross-reference

A cross-reference records the supplier's internal item code for an item to streamline the ordering process. Cross-references can make stock receipting easier, if suppliers use their internal codes on delivery dockets. Cross-references are also required to use the Portal Data Interchange (PDI) feature.

Colour

A colour is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Customer

A customer on the iZen Point of Sale is a person or organisation who purchases items in advance, to be collected or delivered at a later date. Customers may also have debtor accounts, where they are allowed to owe money to your organisation and can pay off that debt via the Point of Sale.

A customer on the Portal is a person who has interacted with your company in some way: they may have signed up for a loyalty member, ordered items from your company, opened a debtor account, requested a quote or has some other kind of interaction that created a customer account with their details in the Portal system. A customer may also be a loyalty member, marketing member or a debtor.

Debtor

A debtor is a customer who has been extended a line of credit by your organisation: they are allowed to owe a certain amount of money (up to their credit limit) to your organisation with the agreement the amount is paid off before a set period of time, which allows them to buy large quantities of goods, or buy items frequently and make payments at a later time. Customer orders that have not yet been collected or completed are not counted as "money owed". Customer accounts are separate from debtor accounts, and not all customers are debtors.

Debtor balance

A debtor balance is the amount a debtor currently owes your organisation. This amount only includes finalised transactions that have been added to the debtor's account for future payment, and does not include orders that have not been completed or collected yet.

Debtor contract

A debtor contract is an agreement between your company and a debtor, where they can purchase a set quantity of an item at a set price for a set period of time.

Debit adjustment

A debit adjustment debits a balance, increasing the amount of money owed. For example, if you owed a creditor $100, a $10 debit adjustment would mean you owed $110. Debit adjustments are usually only used for corrections. If you need to record a charge due to an order of goods or services, you should use an invoice.

Delivery docket

A delivery docket is a type of stock receipt that records the incoming stock without creating a creditor invoice. Delivery dockets cannot record delivery fees or discounts. You can match delivery docket stock receipts to creditor invoices.

Department

A department is a means of categorising items in your inventory. Items can belong to only one department. Depending on your Portal configuration, you may have up to five levels of departments in a hierarchy, by default called Departments, Sub Departments, Categories, Sub Categories and Ranges.

> **Note:** This documentation uses the Portal default names for these levels: Department and Division. Your Portal may be configured to use different names, but the function is the same. You can see the names and levels your Portal uses in the Department Layers tab of Company Maintenance.

Department cost level

A department cost level is a rule used by the Portal to automatically calculate prices for items within a certain cost bracket, according to how much they cost. For example, items below $5 might be priced at 2 x cost. Items between $5 and $10 might be priced at 1.8 x cost.

Department promotion

A department promotion is a promotion that applies to all items within a specific department. A department promotion allows you to provide a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Discount

A discount is a reduction in the price of an item. Discounts can apply to:

- A selected item, calculated either per-unit or per-line.
- The whole transaction, calculated per-unit or per-line for every item in the transaction.

> **Note:** Some items may have discount maximums. If the discount you select is greater than the maximum discount allowed for the item, the item is only discounted up to its maximum level.

Per-unit discounts can:

- Reduce an item's price by a percentage of the original price. For example, 10% off.
- Reduce an item's price by a flat amount. For example, $1 off.
- Set the per-unit price to a set amount. For example, $5 per item.
- Set the price of the item to its cost price plus a set amount.
- Remove the tax of an item.

Per-line discounts can:

- Cap the total price for an item line to a predetermined amount. For example, the line total may be anything up to a maximum of $10.
- Set the total price for an item line to a predetermined amount. For example, the line total is $10.

A discount may also prompt the operator for a discount amount.

Note: The item and transaction discounts available and the item discount maximums are configured in the Portal.

Note: Special discounts such as some senior citizens' or disability discounts make an item tax exempt. If a tax exempt discount is applied, the customer must supply their Senior Citizen or Tax Exempt ID during the tender process in order to receive the discount. The Point of Sale displays the discount as if from the normal tax-inclusive price.

Division

Divisions are top-level classifications for departments in your company. The Portal offers two kinds of divisions to support the Oracle financial interfaces: Reporting and Financial. Each department belongs to a single reporting division and a single financial division.

DSD

A DSD is an external supplier that is not part of your company. You may configure different rules and restrictions for direct suppliers than are used for the company warehouse. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.

Employee

An employee is a member of your company staff that you want to roster on to your staff schedule. Employees may or may not have access to Portal and Point of Sale systems, depending on their privileges and account status.

Fashion

Fashion is the Portal feature that allows you to create variation of items, such as different colours, sizes and styles of the same item. The default labels of colour, size and style can be changed to something that suits your inventory.

Family card

A family card is a loyalty card that is linked to the loyalty cards of other customers who are immediate family members. Family cards may share loyalty points.

Fixture

A fixture is a physical structure or defined area within your site that contains stock. This may include gondolas, counters, refrigerators, back-room receipt trolleys, tables, wall sections or any other area that regularly contains stock on your site. Fixtures are used primarily during stock take.

Frequent shopper item

A frequent shopping item is an item that gives loyalty members additional loyalty rewards for purchasing it.

Gambling machine

A gambling machine is a single, specific machine at a gambling venue, such as a slot machine.

Gambling session

A gambling session is a period of continuous gambling.

Gambling spin

A gambling spin is a single instance of betting, for example betting on one round of a slot machine.

Gambling venue

A gambling venue is a place that provides gambling machines for customers to use. A venue may have multiple gambling machines.

Global price change

A global price change is an instruction to change the price of an item in the future, either at a single site, or across several sites at the same time.

Group promotion

A group promotion is a promotion that applies to all items within a group that you define. A group promotion allows you to provide a free item or a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Group purchase order

A group purchase order is a purchase order that combines the requisitions from several sites into one purchase order. Stock levels can be allocated to each site during the creation of the order.

GSA card

A GSA (Gambler's Subtle Assist) card is a card that anonymously identifies a gambling customer to the Portal, and helps prevent problem gambling by allowing a customer to set limits to their gambling time, periods and amounts.

Home delivery

Home delivery is a feature that allows customers to order their items online, over a phone or by mail, and have them delivered to their house.

Interest rate

An interest rate dictates the amount of interest that is charged on overdue debts by your company.

Inventory

The inventory is the Portal feature of maintaining all items that you offer for sale in your company.

Invoice

An invoice details an amount owed by an entity such as your company or a debtor, and the goods or services that incurred that cost. An invoice usually details the period of time by which it must be paid.

You can also receipt stock using an invoice. An invoice stock receipt automatically creates an invoice for that creditor in your Portal records, and allows you to record additional information such as delivery fees and discounts.

Inter-branch transfers (IBT)

An inter-branch transfer is a transfer of stock from one site within a company to another.

Item

An item represents a good or service provided by your organisation. Items are added to transactions in order to sell or return them. An item will include information about its:

- Barcode.

  Note: An item can have more than one barcode.

- Description.
- Unit of measurement, for example an item may be sold by weight or as individual units.
- Price per unit of measurement.

Items also have additional information stored on the Portal, such as stock on hand, promotions and discount maximums.

Item group

An item group is a group of items created for reporting purposes. For example, items that are frequently sold in an impulse purchase fixture. Items can belong to multiple groups.

Item label

An item label is a label with price and barcode information for that item. It is usually attached to each unit of the item, whereas a shelf label provides a single label to describe all units of that item on the shelf.

Item options

Items can be modified with options to detail the customer's specific request. For example, a coffee order may contain soy milk or extra sugar. The options available for each item must be configured in the Portal.

Item type

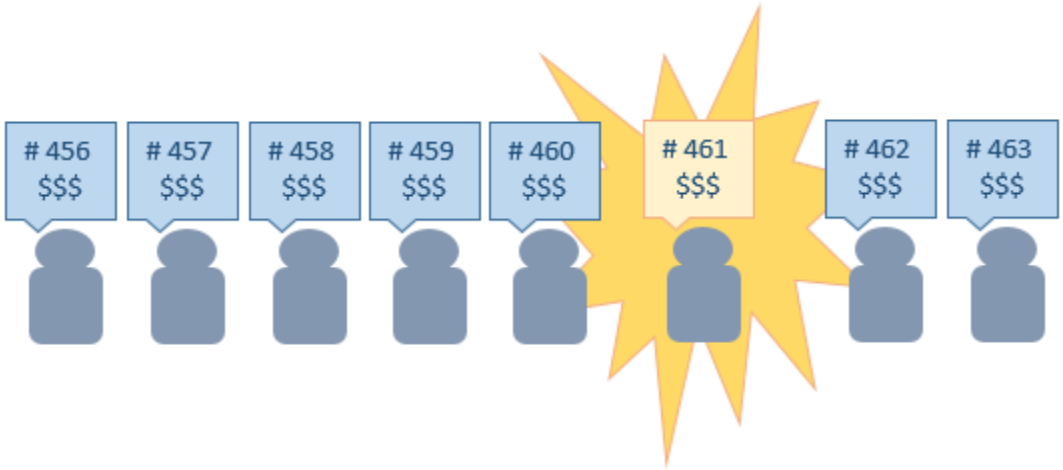
An item type is a way of categorising items for reporting purposes. Items can have only one type.

Item variation

An item variation is an item that uses Fashion variations of colour, size and style. The default labels of colour, size and style may be renamed for your Portal configuration.

Jackpot

A jackpot is a prize of loyalty points that accrue over a period from eligible transactions that are awarded to a randomly-selected transaction.



Journal

A journal is a unique code identifying a date, site and terminal for a transaction within the Portal.

Kit

A kit is an item that is made up of several other items in your inventory. The kit item itself does not have a stock-on-hand. Instead, when a kit item is sold, the stock-on-hand of the component items is decreased accordingly.

Label

A label is attached to an item or a nearby fixture and displays information about that item, such as the item's price, best before date and quantity, cooking or nutritional information, or a barcode. Labels can be printed via the Point of Sale.

Layby

A layby is a transaction where a customer commits to purchase a selection of items at a future date. The customer must pay the full balance by the due date or forfeit the items. The site commits to set the items aside for the customer, so they can be collected when the layby is paid in full. Depending on the company policy, laybys may incur additional setup fees, or require the customer to pay a minimum deposit when opening the layby.

Laybys can only be created and paid for through the Point of Sale, and can only be edited or cancelled on the Portal. Layby collection is not recorded.

Loyalty

Loyalty is a system to encourage customers to return to your organisation. For example, by:

- Offering discounts on purchases.
- Offering exclusive promotions.
- Allocating points for each purchase that can be redeemed on future purchases.

Loyalty is configured for your organisation on the Portal.

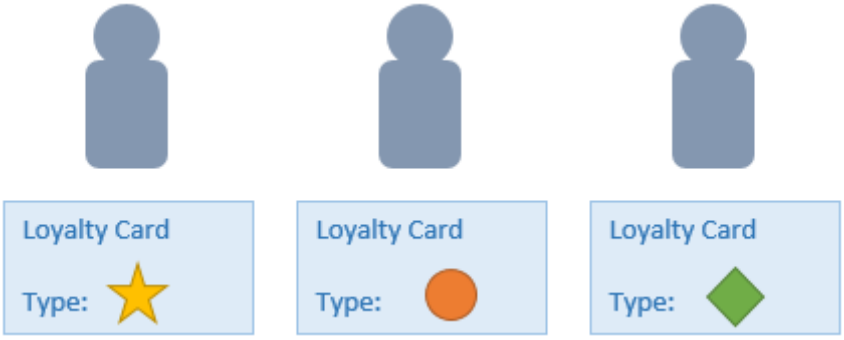
Loyalty card

A loyalty card is a physical or electronic card that uniquely identifies a customer's loyalty account, and records:

- Contact information.
- Whether the customer wants to be notified of promotions, and which contact method to use.
- The customer's purchases on that card.
- The points balance, if your loyalty is configured to award points.

Loyalty card type

A loyalty card type defines the rules of the loyalty card, such as how they accrue loyalty points, how points can be redeemed, and whether cards can be upgraded or downgraded to other types.

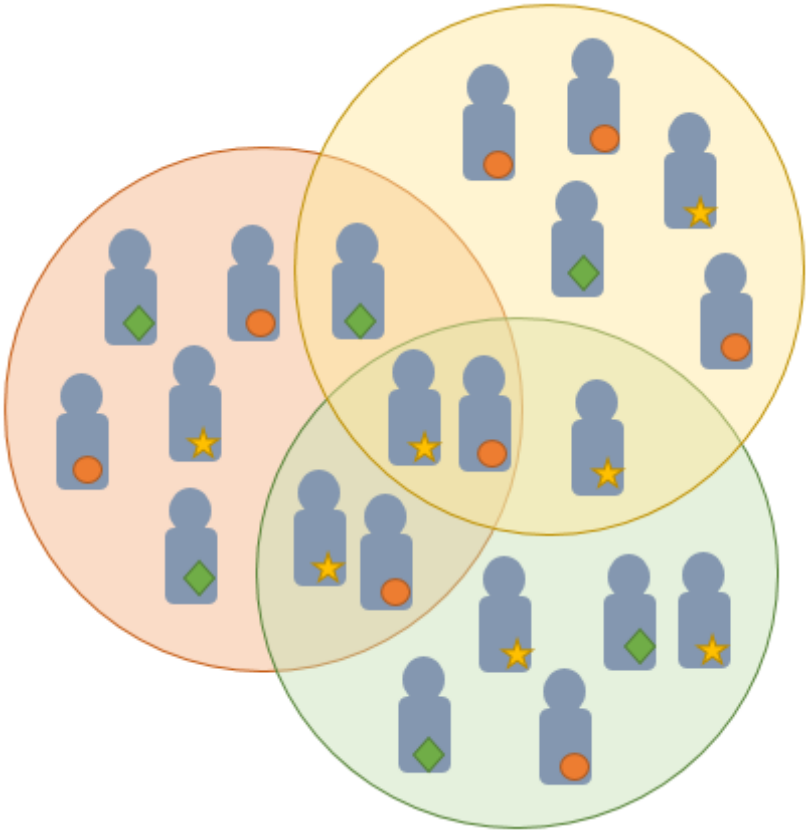


Loyalty department

A loyalty department allows you to control how a department's items accrue loyalty points for customers who purchase them, and how points are redeemed on items in that department.

Loyalty group

A loyalty group is a tool for categorising loyalty members to provide jackpots or rewards, or for reporting purposes. Loyalty members can belong to more than one group, and loyalty groups can contain loyalty members with different card types.



Loyalty points

Loyalty points are accrued by loyalty members for purchasing your company's goods or services. The number of loyalty points a loyalty member receives from a purchase is controlled by the item, the loyalty card, loyalty departments and other settings. Loyalty points can be redeemed to purchase goods, or exchanged for vouchers.

Loyalty voucher

A loyalty voucher is a voucher that can be used to purchase goods or services at your company. It is created by redeeming loyalty points for a specific value.

Ledger

A ledger is a financial category or general ledger grouping that a transaction corresponds to for accounting purposes. For example, Expenses, Staff Salary, etc. The Portal uses a ledger for the Trail Balance Profit report. Your Portal may be configured not to use other ledgers.

Ledger type

A ledger type is a category or grouping of ledgers for accounting and reporting purposes, such as Income or Expenses. Your Portal may be configured not to use ledgers.

Line minimum

A line minimum is the minimum number of different items that must be in a transaction to trigger an effect, such as a promotion. Each unique item in a transaction creates its own line. Multiple units of the same item are recorded on the same line. A line minimum of 3 requires 3 unique items to be purchased.

Mail out

A mail out is a communication sent to your customers via email, SMS or postal mail, with marketing, survey, promotion or other information attached.

Manufactured Kit

A manufactured kit is an item that is made up of several other items in your inventory. The kit item must be manufactured on site before it can be sold, and the stock-on-hand of the kit item is tracked by the Portal. When you manufacture a kit, the stock-on-hand of the component items is decreased and the stock-on-hand of the kit item is increased accordingly.

Marketing member

A marketing member is a customer who has joined your marketing program to receive marketing information. They may or may not be a loyalty member or other customer: the marketing list is maintained separately from the loyalty and customer lists.

Matching

Matching is the process of linking a delivery docket receipt with a creditor invoice you have created in the Portal. Invoice-type stock receipts automatically create a creditor invoice and do not need to be matched.

Menu area

A menu area is a category of items designed to group items into meal types during table service. For example, coffees, mains, desserts. Menu areas control which modifier items can be applied to which prime items.

Modifier item

A modifier item is an item in your inventory that is used to add a modification to another item, such as adding 'soy milk' to a coffee. While modifier items can have costs and add to the price of the item they are modifying, they cannot be sold directly on the Point of Sale.

Offer

An offer is a type of promotion that requires a coupon or code to be presented, and can be configured with a limit on the number redemptions allowed during a certain period. For example, instead of allowing 50% off to every customer, 50% off is only given to the customers who present the offer coupon, or only the first fifty customers who present the offer coupon each day.

Open transaction

An open transaction is a transaction that has not yet been finalised. For example, a creditor invoice that has not been paid.

Operator

An operator is a staff member who uses the Point of Sale to process transactions or manage the cash drawer. Each operator is identified by a unique operator code and password that they use to log into the Point of Sale. Operator codes are unique to each site, but do not have to be unique within a company.

Pack

A pack represents the number of units that an item is supplied in. For example, you may sell cans of soft drink individually, but they are be ordered in packs of 24 from the supplier. This is different to a referral, where both the single can and the pack of cans are tracked in the inventory.

Pallet

A pallet is a set of cartons containing items that are grouped together as a specific collection so they can be tracked from supplier through to sale via barcodes. A pallet usually has a special barcode that encodes the number of cartons it contains, while each carton has a special barcode detailing the quantity of items it contains and their expiry dates.

Pallet barcodes may also be linked electronically to the carton barcodes.

Payment terms

Payment terms is the number of days after issuing an invoice that a creditor expects to be paid. Common payment terms are 21, 30, 60 or 90.

PDT

A PDT, or portable data terminal, is a small hand-held device with a touchscreen and an in-built scanner that can interact with the Portal to sell, order or count stock via the PDT software interface. PDTs are registered as terminals for a site, just as full Point of Sale terminals are, and require operators to log in to use them.

PLU group

A Price Look Up (PLU) group is a way of categorising items for reporting.

PLU Loyalty group

A loyalty Price Look Up (PLU) group provides special loyalty rewards to loyalty members when they purchase items in this PLU group.

Portal Data Interchange (PDI)

The Portal Data Interchange (PDI) is a Portal feature that allows two separate companies that both use the AMC Convergent IT Portal to streamline their procurement process by automating the creation of customer orders and stock receipts between the companies.

Permission

A permission is a configuration that determines whether an operator is allowed to perform a specific task. For example, the ability to authorise purchase orders or change employee records may be restricted to certain individuals.

Portal operator

A Portal operator is someone with login credentials to your company's Portal. What a Portal operator can do depends on their permissions. A Portal operator cannot use their Portal login to log into the Point of Sale.

Point of Sale operator

A Point of Sale operator is someone with login credentials to your site's Point of Sale and PDTs. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Point of Sale supervisor

A Point of Sale supervisor is a Point of Sale operator with some additional permissions to do things like authorise changes to the Point of Sale terminal, authorise gift voucher returns, or anything else that your Point of Sale configuration requires a supervisor's authorisation for. Their supervisor status is separate from any Portal permissions they may have. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Point of Sale Transaction

A Point of Sale transaction is an exchange of items, which represent goods or services provided by your organisation, for payment. Transactions include all the relevant information about the exchange, such as:

- The date, time, site and location of the transaction.
- The operator who performed the transaction, and which terminal they used.
- The items purchased or returned and in what quantities.
- The amounts and types of payments provided, including any change or reimbursement provided to the customer or redeemed loyalty points.

  Note: Transactions cannot be finalised until they balance. That is, the amount owed by the customer is zero, and any amount that has been overtendered has been issued as change.

- The loyalty number linked to the transaction, if applicable.

You can view what is currently included in the transaction in the Transaction list of the Point of Sale.

Note: In the Portal, a transaction also refers to an exchange of money, such as the payment of a creditor, or a debit adjustment.

Price change

A price change updates the Portal with new prices for each price level of an item. Price changes can only be performed by operators with sufficient Portal privileges.

Price level

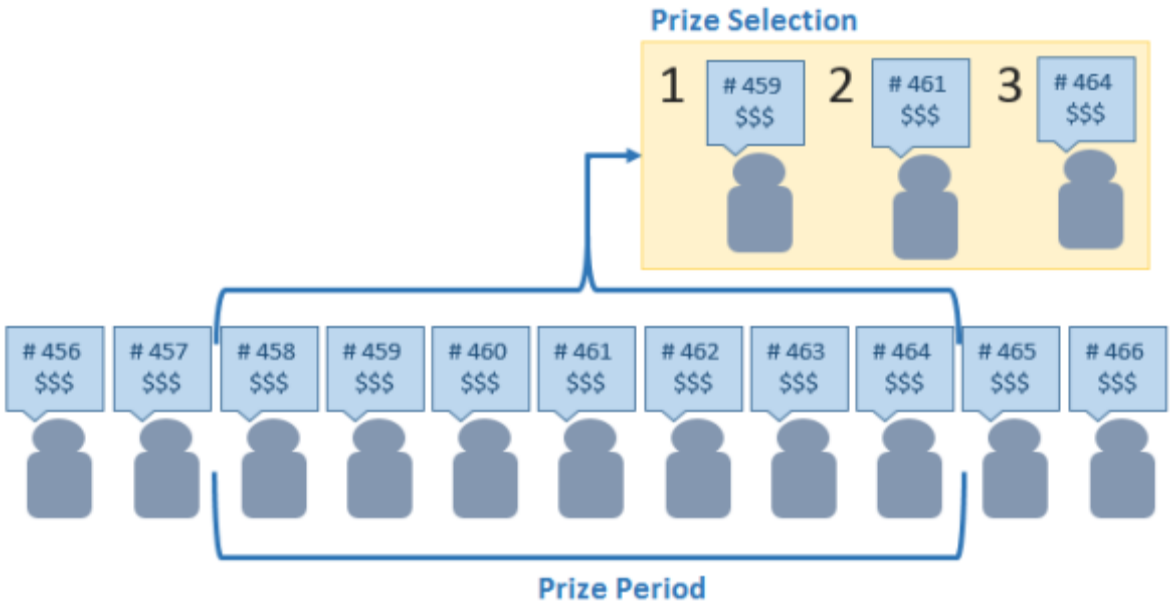
The Portal inventory system can store multiple price levels. For example, you may have one price level for retail customers and another for corporate or wholesale customers. The Point of Sale can be configured to use the appropriate price level when a debtor or customer is added to the transaction.

Prime item

A prime item is an item that can be sold normally through your Point of Sale. Most of the items in your inventory are likely to be prime items.

Prize

A prize is an award of loyalty points to one or more random transactions selected from all transactions in a specified period. For example, a prize may be awarded to three transactions every day.



Procurement

The procurement system is the set of Portal features that manage and maintain the act of replenishing your stock levels, including managing creditors, contracts, requisitions, purchase orders, stock receipts, returns, adjustments and stock take.

Promotion

A promotion is a Portal feature which lets you create sophisticated rules to offer discounts, free items or rebates when the customer purchases a particular set of or combination of items. The Portal allows you to create promotions based on departments, suppliers, or your own custom item groups.

Promotion group

A promotion group is a group of items you define that either is used to trigger a promotion, or has the effects of the promotion applied to it. You can use the same group for multiple promotions.

Purchase order

A purchase order is a request to an individual supplier to purchase a set quantity of specific items. Purchase orders can be created manually, automatically created from finalised requisitions, or generated using procurement configurations.

Quote

A quote is an offer for your company to provide a specified good or service to a potential customer for a specified price. A quote is usually only valid for a set period, after which it expires.

Rebate

A rebate is an amount of money offered back to the customer by a supplier as an incentive to purchase. As opposed to a discount, special or promotion, where your company covers the lost profit from the price reduction, the supplier is responsible for reimbursing your company.

Rebate group

A rebate group is a collection of rebate item groups, used to easily control start and end dates of rebates.

Rebate item group

A rebate item group is a collection of rebate items, where each item has its rebate rules defined.

Receipt

A receipt is the printed record of a transaction, including the items, quantities and prices, any loyalty information, the tenders submitted and the operator, the terminal and date the transaction took place at.

Referral

A referral is a connection between two items in your inventory, where one is considered part of the other. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans, you can use a referral so that purchasing a single can (Selling item) depletes your stock of crates (Stock item) by 1/24th. This is different to using packs, as both individual cans and whole crates of items are tracked in your inventory.

Referred item

A referred item is an item that is depleted by the sale of another item. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans and sells the cans individually, the referred item is the crate of cans, which is depleted every time an individual can is sold. Referred items are also called Stock items in this documentation.

Requisition

A requisition is a list of items requested by a particular site. Each item is given a requested supplier, and all items are included in a single requisition, even if they are from different suppliers. Finalising a requisition can automatically open a purchase order for the appropriate suppliers. Requisitions from multiple sites may be combined into a group purchase order for a supplier, if your Portal is configured to permit group purchase orders.

Roster

A roster is a schedule of when specific staff members are supposed to work.

Sale minimum

A sale minimum is a minimum transaction amount used to trigger a promotion or other effect. For example, a sale minimum of $10 requires that at least $10 of items are purchased in a single transaction.

Scale label

A scale label is an item label for a packaged item sold by weight. It includes the item's weight and the price encoded into the barcode, so the packaged item can be scanned at the Point of Sale without having to be re-weighed.

Selling item

A selling item is an item that uses a referral to track its stock levels on a different item. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the individual can is the selling item.

Size

A size is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

> **Note:** This should not be confused with an item's size as defined in the Details tab of Inventory Maintenance, which details how units of an item should be measured and sold.

Shelf label

A shelf label is an item label designed to site on a shelf denoting the price and other information for the item, rather than attaching a label to each unit of the item.

Snap count

A snap count is a record of the stock-on-hand of an item or set of items at the time of the snap count, as tracked by the Portal. Snap counts are used for calculations and reporting.

Special

A special is a temporary reduced price given to a specific item for a period of time. Where a promotion applies to a group of items, a special applies only to an individual item.

Statement

A statement is a record of a debtor or customer's balance, for which an invoice has already been issued.

Stock adjustment / write-off

A stock adjustment is a record of increasing or decreasing an item's stock-on-hand, with a reason. For example, stock was found after stock take, or stock has been damaged.

Stock item

A stock item is an item that is referred to by another item, to track the stock-on-hand. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the crate of 24 cans is the stock item.

Stock on hand

Stock on hand is the number of units of a particular item a site currently has. It is updated automatically by stock receipting, transfers, adjustments and sales, and compared against stock take numbers to determine shrinkage.

Stock receipt

A stock receipt is the process of recording stock incoming from a supplier to a site. Stock receipts record the supplier, date, item and quantities, including any items that were received but not ordered, or items that were listed but not delivered. Stock receipts may use a delivery docket, which is a plain record of incoming stock, or an invoice, which creates a corresponding creditor invoice in the Portal to link with the stock receipt.

Stock return

A stock return is the process of returning stock to a supplier because it is faulty or otherwise unsuitable for sale. Stock returns record the date, item and quantity being returned and the reason for each item being returned.

Stock take

A stock take is the process of counting all units of stock at a particular site to obtain an accurate stock-on-hand level. Stock takes can either be continuous, where stock is counted while the site is still open for trading, or manual, where all stock is counted in a single session while the site is closed for trading.

Style

A style is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Supplier

A supplier is a creditor from whom you purchase items in your inventory.

Supplier promotion

A supplier promotion is a promotion that applies to all items marked as purchased from a specific supplier. A supplier promotion allows you to provide a discount or supplier rebate for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Survey

A survey is a series of questions posed to customers through marketing mail outs. You can use surveys to create filters for other mailouts or surveys.

Table booking

A table booking is a customer request to be served at a particular table at a specified time, with a specified number of guests.

Table section

A table section is a category of tables, used to differentiate areas of your restaurant on the PDT, and for reporting purposes.

Table service

Table service is the act of serving food or beverages to your customers, either as a take-away service or dine-in service.

Terminal (iZen Point of Sale)

A terminal is the tablet or other device that runs the Point of Sale. Each terminal is connected to the site via the base station, and is identified by a unique terminal number, which is recorded in every transaction made by the terminal.

Tipping

Tipping is a means of engaging your customers by awarding points if they correctly predict which team will win in a series of games.

Tipping game

A tipping game is a single game played between two teams at a tipping venue during a tipping round.

Tipping group

A tipping group is an organisation or sport that supports tipping, such as Australian Rules Football (AFL).

Tipping kiosk

A tipping kiosk is the terminal where tipping members select their game tips.

Tipping round

A tipping round is a group of games that occur over the same period, such as all the games in a single weekend. Tipping rounds are defined by the organisation body that manages the sport.

Tipping team

A tipping team is a player or group of players that perform as a single unit, such as a football team.

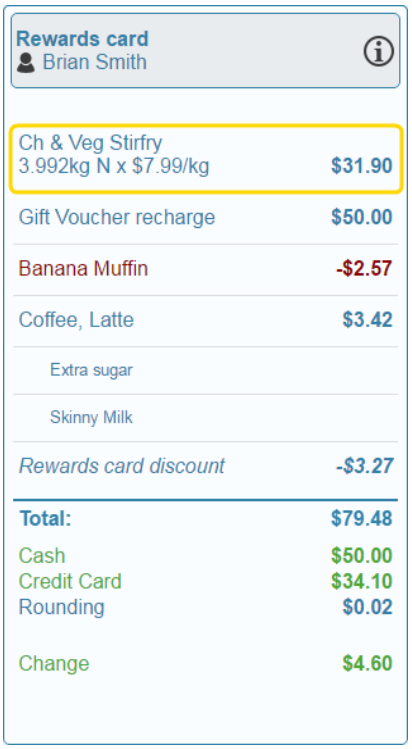
Team venue

A tipping venue is a venue or area that a game is played at, such as a stadium.

Transaction line (iZen Point of Sale)

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.



User account

A user account is an account that allows a Portal or Point of Sale operator to log in and access features of the Portal or Point of Sale.

Voucher

A voucher is a card or ticket preloaded with an amount that can be used to pay for purchases or services. Vouchers may or may not be rechargable, redeemable or require a fee or deposit, depending on the rules detailed in the voucher type.

Voucher mask

A voucher mask defines the pattern that a voucher code must fit to be accepted as that voucher type. You can define the initial digits of the code, and the acceptable length. For example, you can define that gift vouchers must start with 213 and be 13 digits long. Any gift voucher that does not match this pattern is then rejected by the Portal.

Voucher type

A voucher type is a set of rules that control how a voucher operates within your company, including the voucher mask, whether the voucher can be recharged, or requires a deposit amount. Voucher types can have sub-types that follow the same rules, but are differentiated for reporting reasons.

Warehouse

A warehouse is a supplier that represents your company's central warehouse, used when sites order some or all of their inventory from Head Office rather than directly from external suppliers. You may configure different rules and restrictions for warehouse suppliers than are used for direct suppliers. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.