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Reports Reference

This reference lists and briefly describes all the reports in the system.

The section 'Working with Reports' explains how to build reports according to your specific store requirements.

In addition, the Report Scheduler allows you to specify which reports you want printed or archived and on what frequency.

The Report Schedule Archive lets you preview or print previous history reports which have been stored.

- **Introduction, page 3**
- **Working with Reports, page 4**
- **Report Schedule Definition, page 52**
- **Report Schedule Archive, page 54**

Introduction

We recommend you read this section to familiarize yourself with the reporting structure and basic report functions.

Every time you request a report, Crystal Report extracts and filters data from the SQL database according to criteria you enter, then displays a preview (or prints) the appropriate report.

When you request a report, the system prompts for report criteria. Usually, this is only a range of dates. Some reports offer additional criteria, like item selection.

Working with Reports and Graphs

This section describes the basics of report selection and creation.

All system reports are generated from the ISS45's SQL database by Crystal Reports, a run-time version report-writer program included and integrated with ISS45.

Every time you request a report, Crystal Reports extracts and filters data from the SQL database according to criteria you enter, then displays a preview (or prints) the appropriate report.

Creating Reports

When you request a report, the system prompts for report criteria. Usually, this is only a range of dates. Some reports offer additional criteria, like item selection.

Certain reports may be selected as a generate or print option in Front Office Parameters, EOD Parameters Reports. If generate is selected, reports are created during EOD but are not printed.

Reports are categorized under different menu options, you may select to see information according to the following search criteria:

- By Range (From a date to a date)
- Specific Date (From a date to a date)
- Online (a "snapshot" of the current situation)

If the Report is an online report, the 'by range' and 'by specific date' search may not be used. The online report will allow you to view information online, as it currently exists.

Note

Some report previews still display in the DOS format. To exit the report preview press Esc.

➤ To create a report

- 1 Select the required report option from the menu.
A criteria dialog appears.

The criteria vary from one report to another. Complex reports may include more criteria than others, like the Cashier Report dialog, below.

Mark "what" to report

Choose period

Choose Report By

Click Preview or Print

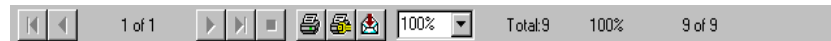
No.	Name	Report
1	Steven Mix	<input type="checkbox"/>
2	Ingrid Fenix	<input type="checkbox"/>
3	Dana Silberman	<input type="checkbox"/>
4	Paul Sheehan	<input type="checkbox"/>
5	Roger Brooks	<input type="checkbox"/>
6	Betty Ford	<input type="checkbox"/>
7	Alina Portselian	<input type="checkbox"/>
8	Richard Marks	<input type="checkbox"/>
9	Victor Still	<input type="checkbox"/>
101	Susie Que	<input type="checkbox"/>
102	Fred Madix	<input type="checkbox"/>
103	Dan Macdonald	<input type="checkbox"/>
106	Brett Flint	<input type="checkbox"/>
108	Fiona Miller	<input type="checkbox"/>
120	Tessa Lander	<input type="checkbox"/>
121	Pat Alexander	<input type="checkbox"/>

- 2 Set the options, dates and so on, as required.
- 3 Click Preview to display the report, or Print to send it directly to the printer.



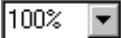
Print Preview Toolbar

Use toolbar options to zoom in, page forward or backward, and print or export reports.

- Click the *Preview* button to view the report.
- Click *Print* to send the report directly to a printer.
- Click *Close* to exit the Criteria Window.



The toolbar options available in report screens are:

Click	To
	Print the report
	Edit Print Setup
	Export to a Word for Windows document
	Zoom in and out of the report

Creating Graphs

Many reports may be viewed in the form of a graph. Click the *Graph* button or tab to graphically display report details.








Note

Where the option exists for a report to be viewed graphically, a section on 'Graph Options' may be edited so that the graph is displayed according to the Graph Options chosen.

Graph Toolbar

Use the toolbar options to edit your chart and view it in different ways.



Click	To
	Copy the clipboard as a bitmap
	Print the chart
	Change Gallery Type
	Change Color
	Switch between 3D and 2D views
	Add vertical bars
	Add horizontal bars

➤ To resize a graph

- Place the arrow cursor on the borders of the graph. The cursor changes to a double arrow, keep the mouse button pressed while dragging. Release the mouse button at the required size.

Department Reports

This section allows you to produce various reports containing information on sales for all departments, net sales by departments and subdepartments.

The following Department Reports are available:

- Department Report
- Department Analysis Detail Reports
- Expanded Department Report
- Weekly Business Report
- Department Summary Report
- Department Sales Report
- Exclusive/Inclusive Sales Report

Department Report

The Department Report lists net and gross sales for all departments and net sales by department groups.

➤ **To access this report**

- From the Reports option, select Department Reports | Department Report.

Expanded Department Report

The Expanded Department Report consolidates department data from all PoS Terminals. The report is compiled from transaction data retained by POSware. It includes a breakdown of sales by department groups and departments within each group. For each department, net sales, discounts, returns, cancellations, and coupon totals are provided, as well as department group totals.

An Expanded Department Report can be printed to show sales for these periods:

- Daily
- Weekly
- Monthly
- Yearly

➤ To access this report

- From the Reports option, select Department Reports | Expanded Department Report.

Weekly Business Report

The Weekly Business Report provides sales information by departments, for the week(s) you specify when selecting the report. The week's sales and sale percentages are provided by days, including day and week totals. Net sales figures are listed by department, followed by net sales with tax. Gross sales figures are also provided which include discounts, returns, and voids. Finally, tender totals for each tender type are listed, along with:

- Number of customers

- Dollars per customer
- number of items sold
- Average number of items per customer.

➤ **To access this report**

- From the Reports option, select
Department Reports | Weekly Business Report.

Department Sales Summary Report

The Department Sales Summary Report provides store summarized information by departments, for the week(s) you specify when selecting the report.

➤ **To access this report**

- From the Reports option, select
Department Reports | Department Sales Summary Report.

Department Sales by Cashier Report

The Department Sales by Cashier Report provides department information per cashier, for the week(s) you specify when selecting the report.

This report shows the following details:

- Sales (amount and percent)
- Items (number and percent)
- Average item price
- Merchandise Total

➤ **To access this report**

- From the Reports option, select Department Reports | Department Sales by Cashier Report.

Exclusive/Inclusive Sales Report

This option allows you to print the Department Exclusive/Inclusive Sales Report. The report shows current daily sales by department. This report is useful if your tax system is VAT inclusive.

➤ **To access this report**

- From the Reports option, select Department Reports | Exclusive/Inclusive Sales Report.

Subdepartment Reports

The following Subdepartment Reports are available:

- Subdepartment Report
- User Defined Subdepartment Report
- Define User Subdepartment Report

Subdepartment Report

This option allows you to produce standard and user-defined subdepartment reports. The totals for the day do not appear on the subdepartment reports until after the end of day procedure is run.

➤ **To access this report**

- From the Reports option, select Subdepartment Reports | Subdepartment Report.

User Defined Subdepartment Report

This option allows you to select a previously defined subdepartment report.

➤ **To access this report**

- From the Reports option, select Subdepartment Reports | User Defined Subdepartment Report.

Define User Subdepartment Reports

This function allows you to define and save a subdepartment report selection.

Once defined, a report can be directly executed via the User Defined Subdepartment Report option, without having to enter selection criteria and report parameters.

➤ **To access this report**

- From the Reports option, select Subdepartment Reports | Define User Subdepartment Reports.

Store Reports

The following Store Reports are available:

- Store Sales Report
- Media Report
- Control Report
- Miscellaneous Transaction Recap Report

Store Sales Report

This report shows figures for the following periods:

- Daily
- weekly
- monthly
- yearly

The figures represent all money coming into the store and money going out of the store. The count and value is shown for all tender types, coupons, refunds, deposits, taxes plus more.

The Store Sales Report may be viewed as an online report or by specific range of dates.

➤ To access this report

- From the Reports option, select Store Reports | Store Sales Report.

Media Report

This report shows media totals for the following periods:

- Daily
- Weekly
- Monthly
- Yearly

Each tender type used at the PoS Terminal will appear in this report, as well as the total count and value for each tender type.

➤ **To access this report**

- From the Reports option, select Store Reports | Media Report.

Control Report

This report shows the store's grand total for the following periods:

- Daily
- Weekly
- Monthly
- Yearly

Figures are shown both including and excluding VAT. It also displays the number of customers, the number of items sold and dollars per customer.

➤ **To access this report**

- From the Reports option, select Store Reports | Control Report.

Miscellaneous Transaction Recap Report

This report contains an entry for each sub-department. The departments listed are non-add departments used for Miscellaneous Reports. Both the department name and net sales amount are listed.

The Miscellaneous Receipts line is a total of all the departments listed. Miscellaneous Paid Out entries appear under the Miscellaneous Receipts line, as well as the total Miscellaneous Paid amount.

➤ To access this report

- From the Reports option, select Store Reports | Miscellaneous Transaction Recap Report.

PLU Item Reports

The following PLU Item Reports are available:

- PLU Sales Report
- PLU Profitability Report
- PLU Information Detailed Report
- PLU By Hour Report
- PLU Not Found Report
- Scan Problem Report (online report)
- Consolidated Add/Loss Sale Items Report

PLU Sales Report

The PLU Sales Report option enables you to produce several reports containing sales information by PLU items. The PLU Sales Report option allows you to produce standard and user-defined PLU reports, as well as daily, weekly, monthly and yearly history reports.

➤ To access this report

- From the Reports option, select
PLU Item Reports | PLU Sales Report.

PLU Profitability Report

PLU Profitability Report option enables you to produce reports containing the following details:

- PLU Number
- Description
- Department
- Subdepartment
- Unit Price
- Unit Cost
- Sales Quantity and Amount
- Markup and Margin percentages

The report may be sorted by some of the following field types:

- PLU Number

- Description
- Department

The report shows details for the following periods:

- Today
- Yesterday
- Previous Week
- Month to Yesterday
- Previous Month
- Year to Yesterday
- User Defined Period

➤ **To access this report**

- From the Reports option, select
PLU Item Reports | PLU Profitability Report.

PLU Information Detailed Report

PLU Information Detailed Report option enables you to produce a report with all the basic setup details. The report produced shows information in the following areas, as appears in PLU Maintenance:

- Basic Setup
- Tax Flags
- General
- Coupon Setting
- Quantity
- Allow payment by
- Restrictions
- Additional Links
- Price comparison
- Frequent Shopper
- Shelf Labels

The report may be sorted by some of the following field types:

- PLU Number
- Description
- Department

Details are displayed depending on the selection made in the criteria dialog.

➤ **To access this report**

- From the Reports option, select
PLU Item Reports | PLU Information Detailed Report.

PLU By Hour Report

PLU By Hour Report option enables you to produce a report showing the time, date, units sold and revenue earned for all or specific PLUs.

You can specify the start hour in which to start reporting as well as the number of hours which must be shown on the report.

➤ **To access this report**

- From the Reports option, select
PLU Item Reports | PLU By Hour Report.

PLU Not Found Report

This report lists all items not found in the system. Items that were entered by the cashier at the PoS Terminal but were not in the system's PLU Item file.

➤ **To access this report**

- From the Reports option, select
PLU Item Reports | PLU Not Found Report.

Scan Problem Report

Whenever scanning problems occur at the PoS Terminal, the system logs all the occurrences and produces a scan problem report. The report shows daily, weekly, monthly or yearly details, depending on the selection made on the criteria window.

Some of the details shown in the report are:

- UPC/PLU number
- User
- Name
- Location
- Date/Time

➤ To access this report

- From the Reports option, select
PLU Item Reports | Scan Problem Report.

Consolidated Add/Loss Sale Items Report

This option enables you to produce a report containing the following details:

- Item code
- Item description
- Sales count
- Sales value
- Markdown value

The report may be sorted by some of the following field types:

- PLU Number
- Description
- Department

Depending on the selection made, the report shows details for the following periods:

- Today
- Yesterday
- Previous Week
- Month to Yesterday
- Previous Month
- Year to Yesterday
- User Defined Period

➤ **To access this report**

- From the Reports option, select
PLU Item Reports | Consolidated Add/Loss Sale Items Report.

Cashier Reports

The Cashier Reports option allows you to produce reports on recent cashier activities.

The following Reports are available:

- Cashier Report
- Cashier Tender Report
- Cashier Tender Summary Report
- Over Limit Cashier Report
- Operator Trial Balance
- Cashier Pickup and Loan Report
- Cashier Over/Short Report
- Cashier Coupons Report
- Cashier Returns/Refunds Report
- Cashier Voids and Error Correction Report
- Itemized Check Report By Cashier
- Cashier Security Report
- Cashier Sales/Item Report
- Cashier Performance Report
- Cashier Performance Profile

- Cashier Effectiveness Report
- Training Mode Report
- Location Report

Cashier Report

This option allows you to create a report on recent cashier activity, since last cashier lock or Z. If the system is set up to use enhanced cashier/store balancing, the cashier report can be zeroed only during the End of Day process.

➤ To access this report

- From the Reports option, select Cashier Reports | Cashier Report.

Cashier Tender Report

This report allows you to view the total amount of money expected by each cashier during a specified period. Other criteria shown are number of customers, number of items, number of coupons processed, the tax exempt total and sales per cashier. For each tender type the following is listed:

- Sales
- Total Loans
- Pickups
- Total
- Declared

- Over Short
- Percentage

➤ **To access this report**

- From the Reports option, select
Cashier Reports | Cashier Tender Report.

Over Limit Cashier Report

The Over Limit Cashier Report shows which cashiers have more cash (media) in their drawer than the amount specified in the Cash in Drawer Limit parameter. The report shows the actual amount in the cash drawer, indicates whether or not the cashier is signed-on, and the active PoS number.

➤ **To access this report**

- From the Reports option, select
Cashier Reports | Over Limit Cashiers Report.

Operator Trial Balance

Use this option to create a report for a range of cashiers, and for either the current or previous period. Print this report after cashier declarations to see a summary of declared amounts and quantities versus expected amounts and quantities. In addition, the report details cashier over and short amounts and percentages. All information is displayed by tender type and total.

➤ **To access this report**

- From the Reports option, select
Cashier Reports | Operator Trial Balance Report.

Cashier Pickup and Loan Report

This option allows you to view or print a report listing all pickup and loan transactions from the cash drawer of a specified cashier. When no pickup and loan transactions have been recorded, the report shows the message 'No Transactions for Pickup and Loan'.

➤ **To access this report**

- From the Reports option, select
Cashier Reports | Cashier Detailed Pickup and Loan Report.

Cashier Over/Short Report

This option allows you to view cashier over and short amounts for the following periods:

- Current Day
- Previous Day
- Weekly
- Previous Week
- Monthly
- Previous Month
- Yearly

➤ **To access this report**

- From the Reports option, select
Cashier Reports | Cashier Over/Short Report.

Cashier Coupons Report

Use this report to view the total value and number of vendor, store and bonus coupons taken during a period by each cashier. You may select to view the report by range of dates or by a specific date for the following periods:

- Daily
- Weekly
- Monthly
- Yearly

The Cashier Coupons Report is also available as an online report.

➤ **To access this report**

- From the Reports option, select
Cashier Reports | Cashier Coupons Report.

Cashier Returns / Refunds Report

Use this report to view information on the total number and value of returns/refunds done by all cashiers. This report also displays the number of times cashier's perform a No Sale transaction on the PoS Terminal.

In the report criteria window you may choose to view the report by a range of dates for the following periods

- Daily
- Weekly
- Monthly
- Yearly

The Cashier Returns/Refunds Report is also available as an online report.

➤ To access this report

- From the reports options, select Cashier Reports | Cashier Returns/Refunds Report.

Cashier Voids and Error Correction Report

Use this report to obtain information regarding cashier voids. The report will show you the following:

- Number of voids
- Total of all voids done during the period
- Subtracts
- Cancels
- Void last
- Void item
- Void transaction
- Percentage of voids per cashier.

The Error Correction calculations are made using all cancel lasts and voided tickets per cashier.

The Cashier Voids and Error Correction Report may be viewed as an online report or by specific range of dates

➤ To access this report

- From the Reports option, select Cashier Reports | Cashier Voids and Error Correction Report.

Itemized Check Report By Cashier

This report prints the details of payments received by check, on a check-by-check basis. This information is reported per cashier.

➤ **To access this report**

- From the Reports option, select Cashier Reports | Itemized Check Report By Cashier.

Cashier Security Report

This report enables you to view the time each cashier signed on, as well as the count and value for refunds, voids and coupons.

The Cashier Security Report may be viewed as an online report or by specific range of dates.

➤ **To access this report**

- From the Reports option, select Cashier Reports | Cashier Security Report.

Cashier Sales / Item Report

This report enables you to view item sales information for all cashiers.

You may view this report online or by specific range of dates. It also shows the following periods, depending on the selection made in the criteria window:

- Daily
- Weekly
- Monthly
- Yearly

➤ To access this report

- From the Reports option, select Cashier Reports | Cashier Sales/Item Report.

Cashier Performance Report

Use this report to monitor cashier time and performance at the terminal. It also provides information concerning the numbers of items handled per cashier. You can request this report at any time. It shows cashier information for today, for signed-on cashiers as well as cashiers who worked and then signed off.

➤ To access this report

- From the Reports option, select Cashier Reports | Cashier Performance Report.

Cashier Performance Profile

This report allows you to monitor cashier sales as well as the number of times a cashier signs off, the total number of sign-on hours etc. Store statistics such as percentage of orders (express and regular) appear in this report.

In the Criteria section of this report, you may select to view the report online or by specific date for one of the following periods:

- Daily
- Weekly
- Monthly
- Yearly

➤ **To access this report**

- From the Reports option, select Cashier Reports | Cashier Performance Profile.

Cashier Effectiveness Report

This report allows you to view how effective and productive each cashier is in a trading day. The report calculates such information as the number of customers each cashier served, how many items per minute went through at the checkout, percentage of customers who paid by check and many more details.

In the Criteria section of this report, you may select to view the report online or by specific date for one of the following periods:

- Daily
- Weekly
- Monthly
- Yearly

➤ **To access this report**

- From the Reports option, select
Cashier Reports | Cashier Effectiveness Report.

Training Mode Report

Use this report to monitor Training Mode cashier time and performance at the PoS Terminal. You can request this report at any time.

➤ **To access this report**

- From the Reports option, select
Cashier Reports | Training Mode Report.

Location Report

Use this report as an audit trail for cashier and location (POST) details.

➤ **To access this report**

- From the Reports option, select Cashier Reports | Location Report.

POS Reports

The options in this menu allow you to produce reports relevant to the PoS Terminal.

Cashier specific information is not displayed on these reports.

The following POS Reports are available:

- POS Report
- Over Limit POS Report
- POS Trial Balance
- POS Pickup and Loan Report
- POS Over/Short Report
- POS Performance Profile Report
- POS Effectiveness Report
- Net Sales
- POS Sales Report
- Itemized Check Report by POS

- POS Performance Report
- Training Mode Report
- Customer by Location Report

POS Report

This option allows you to view or print a report on recent PoS Terminal activity, since the last PoS lock or Z. If the system is set up to use enhanced cashier/store balancing, the PoS report can be zeroed only during the End of Day process.

➤ To access this report

- From the Reports option, select POS Reports | POS Report.

Over Limit PoS Report

This report shows which PoS Terminals have more cash (media) in their drawer than the amount specified in the Cash in Drawer Limit parameter. The report shows the actual amount in the cash drawer, indicates whether or not a cashier is signed-on, and the active PoS Terminal number.

➤ To access this report

- From the Reports option, select
POS Reports | Over Limit PoS Report.

Operator Trial Balance Report

Use this option to create a report for a range of cashiers, and for either the current or previous period. Print this report after cashier declarations to see a summary of declared amounts and quantities versus expected amounts and quantities. In addition the report details cashier over and short amounts and percentages. All information is displayed by tender type and name.

➤ **To access this report**

- From the Reports option, select
POS Reports | Operator Trial Balance Report.

POS Detailed Pickup and Loan Report

This option allows you to view or print a report listing all pickup and loan transactions from the cash drawer of a specified PoS terminal. When no pickup and loan transactions have been recorded, the report shows the message "No Transactions for Pickup and Loan".

➤ **To access this report**

- From the Reports option, select
POS Reports | POS Detailed Pickup and Loan Report.

POS Over/Short Report

This option allows you to view PoS terminal over and short amounts for the following periods:

- Current Day
- Previous Day
- Weekly
- Previous Week
- Monthly
- Previous Month
- Yearly

➤ **To access this report**

- From the Reports option, select
POS Reports | POS Over/Short Report.

POS Performance Profile Report

This report allows you to monitor sales per PoS terminal as well as the number of times a cashier signs off, the total number of signed-on hours etc. Store statistics such as percentage of orders (express and regular) appear in this report. The cashier's performance at the terminal is called 'Effectiveness Rating' which is calculated by dividing the store's average number of seconds per order by the cashier's average number of seconds per order.

In the Criteria section of this report, you may select to view the report online or by specific date for one of the following periods:

- Daily
- Weekly
- Monthly
- Yearly

➤ To access this report

- From the Reports option, select
POS Reports | POS Performance Profile Report.

POS Effectiveness Report

This report allows you to view how effective and productive a PoS terminal is in a trading day. The report calculates such information as the number of customers served at each PoS terminal, how many items per minute were scanned or entered at the checkout, percentage of customers who paid by check and many more details.

In the Criteria section of this report, you may select to view the report online or by specific date for one of the following periods:

- Daily
- Weekly
- Monthly
- Yearly

➤ **To access this report**

- From the Reports option, select POS Reports | POS Effectiveness Report.

Net Sales

This option displays the daily (current) net sales and the status (open or closed) of each PoS Terminal.

➤ **To access this report**

- From the Reports option, select POS Reports | Net Sales.

POS Sales Report

The POS Sales report provides information for the selected PoS Terminals. Department and media totals are for the selected terminals as well as for the store.

➤ **To access this report**

- From the Reports option, select POS Reports | POS Sales Report.

Itemized Check Report by POS

This report prints the details of payments received by check, on a check-by-check basis. This information is reported per PoS Terminal.

➤ **To access this report**

- From the Reports option, select Cashier Reports | Itemized Check Report By Cashier.

POS Performance Report

Use this report to monitor PoS Terminal times and performance. You can request this report at any time. It shows PoS Terminal information for today, for signed-on cashiers, as well as cashiers who worked and then signed off.

➤ **To access this report**

- From the Reports option, select POS Reports | POS Performance Report.

Training Mode Report

Use this report to monitor Training Mode PoS Terminal time and performance at the terminal. You can request this report at any time.

➤ **To access this report**

- From the Reports option, select POS Reports | Training Mode Report.

Customer By Location Report

Report shows the following details:

- Location
- Merchandise Sales Customer
- Miscellaneous Income Customer
- Paid Out Customer
- Total Customers

➤ **To access this report**

- From the Reports option, select POS Reports | Customer By Location Report.

Productivity Reports

The following Reports are available:

- Online Hourly Productivity
- Customer Activity Report
- POST Exclude Daily Report
- Branch Performance

Online Hourly Productivity

This section allows you to produce a report containing online, real-time productivity data for each hour of the day and summary totals.

The type of information contained within the reports includes:

- Customer statistics
- Item sales
- Average prices
- Number of checkouts open at different times
- Peak sales periods

➤ To access this report

- From the Reports option, select Productivity Reports | Online Hourly Productivity.

Customer Activity Report

The Customer Activity Report provides percentage details on total net sales, total item count and average item count for the periods specified in the criteria dialog.

Details are shown for front end registers and non-front end registers (registers located in all other areas excluding the front end).

➤ **To access this report**

- From the Reports option, select Productivity Reports | Customer Activity Report.

POST Exclude Daily Report

Use this option to view an hourly productivity report for specific PoS Terminals. The format of this report is the same as the Online Hourly Report.

➤ **To access this report**

- From the Reports option, select Productivity Reports | POST Excluded Report.

Branch Performance

This report shows store performance statistics in half hour segments.

➤ **To access this report**

- From the Reports option, select Productivity Reports | Branch Performance.

Scanning Reports

The system contains the following Scanning Reports:

- Cashier Scan Report
- Department Scan Report
- POS Scan Report
- Department Scan Report By Terminal
- Cashier Scan Report By Terminal
- Department Scan Report By Cashier

The fields listed below appear in all scan reports:

- Department Keyed #
- Department Keyed %
- PLU Keyed %
- UPC Keyed %
- Scanned #
- Scanned %
- Total Items
- % Store Total

Note

Percentage values are calculated by dividing the number of department, PLU, or UPC entries by the total number of item entries, expressed as a percent - xx.x%.

Cashier Scan Report

The Cashier Scan Report provides information for cashiers with data, for the week(s) you specify when selecting the report.

➤ **To access this report**

- From the Reports option, select Scanning Reports | Cashier Scan Report.

Department Scan Report

The Department Summary Scan Report provides information for departments with activity, for the week(s) you specify when selecting the report.

➤ **To access this report**

- From the Reports option, select Scanning Reports | Department Scan Report.

POS Scan Report

The PoS Scan Report provides information for those terminals with activity, for the week(s) you specify when selecting the report.

➤ **To access this report**

- From the Reports option, select Scanning Reports | POS Scan Report.

Department Scan Report By Terminal

The Department Scan Report By PoS Terminal provides department information for each PoS Terminal with activity, for the week(s) you specify when selecting the report.

➤ **To access this report**

- From the Reports option, select Scanning Reports | Department Scan Report By POS Terminal

Cashier Scan Report By Terminal

The Cashier Scan Report By Terminal provides cashier information for each PoS terminal with activity, for the week(s) you specify when selecting the report.

➤ **To access this report**

- From the Reports option, select Scanning Reports | Cashier Scan Report By Terminal.

Department Scan Report By Cashier

The Department Scan Report By Cashier provides department information for each Cashier with activity, for the week(s) you specify when selecting the report.

➤ **To access this report**

- From the Reports option, select Scanning Reports | Department Scan Report By Cashier.

Miscellaneous Reports

The following Reports are available:

- Saved Transactions
- Card Daily
- Refunds Report

Saved Transactions

The Saved Transactions Reports option allows you to produce a report containing saved transaction information. The Report lists transactions which are interrupted and saved at the PoS Terminals. If a transaction has been 'recalled', it does not show on this report. This report lists transactions for the current day only.

➤ **To access this report**

- From the Reports option, select Miscellaneous Reports | Saved Transactions.

Card Daily

The Card Daily Report option allows you to produce a report comparing actual customer purchasing statistics (by account number), with the various limits set on their accounts.

➤ **To access this report**

- From the Reports option, select Miscellaneous Reports | Card Daily.

Refunds Report

This report prints all refund transactions details. Transactions are listed by date, operator number and location.

➤ **To access this report**

- From the Reports option, select Miscellaneous Reports | Refunds Report.

End of Day Log and History Reports

The following Reports are available:

- Print History EOD Reports
- End of Day Reports

Print History EOD Reports

Use this option to print End of Day reports for a specific date. The reports printed in this option are those selected in EOD Report Parameters in the Front Office Parameters menu.

➤ **To access this report**

- From the Reports option, select End of Day Log and History Reports | Print History EOD Reports.

End of Day Reports

This option allows you to view and print a selected report for a specific day.

Select which report you want to view and print by typing the report name in the 'Go To' field, select a category from the category drop down list.

Choose the trading date (working date) on which the EOD report was run.

➤ To access these reports

- From the Reports option, select End of Day Log and History Reports | End of Day Reports.

System Logs

The system contains the following Logs:

- End of Day Log
- End of Day Backup Log
- End of Day Error Log
- PC#1 Load Log
- PC#2 Load Log

End of Day Log

The End of Day Log file (E-OF-DAY.LOG) contains descriptions of all the activities performed during end of day procedures. These activities are listed by date and time.

➤ **To access this report**

- From the Reports option, select System Logs | End of Day Log.

End of Day Backup Log

The end of day backup log file (EOD-BUP.LOG) contains information about all the backup activities performed from the MFS1 to the MFS2, during the end of day procedure. This information includes the path and name of the origin file, the path and name of the backup file, the date and time of the copy operation.

➤ **To access this report**

- From the Reports option, select System Logs | End of Day Backup Log.

End of Day Error Log

The end of day error log file (E-OF-DAY.ERR) contains errors that have occurred during the End of Day process.

➤ **To access this report**

- From the Reports option, select System Logs | End of Day Error Log.

PC#1 Load Log

The PC#1 load log file (PCMINIT.LOG) contains activities performed during the loading of the MFS1 computer. This information is listed by date and time.

➤ **To access this report**

- From the Reports option, select System Logs | PC#1 Load Log.

PC#2 Load Log

The PC#2 load log file (PCMINIT.LOG) contains activities performed during the loading of the MFS2 computer. This information is listed by date and time.

➤ **To access this report**

- From the System Logs option, select PC#2 Load Log.

Report Schedule Definition

The Report Schedule Definition option enables you to choose which reports you want printed, and how often or on specific days. You have access to all the reports in the system and can define various parameters for each report individually.

➤ **To define report schedules**

- 1 From the Reports option, select Report Schedule Definition. The Report Schedule Maintenance Window appears.
- 2 Click *New* to add a new report schedule. The Report Schedule Detail dialog box is displayed.

Report Schedule Detail

ID: 3

Description:

General | Report Parameters | Schedule Parameters

Report Name: Cashier Effectiveness Report

Reporting Period

- Schedule
- End Of Day
- End Of Week
- End Of Month
- End Of Year

Destination

- Print at MFS1
- Print at MFS2
- Send to Archive

Navigation: [Home] [Left] [Right] [End]

Buttons: OK, Cancel, Apply

- 3 Enter a report schedule description.
- 4 From the Report Name dropdown list, choose the required report (all the system reports are available in the list).
- 5 Choose a reporting period. If you select the schedule option, you must use the schedule parameters tab to set the frequency of reporting.

No	Description	Value
1	Report Type = 0	
2	Period	
3	Date From	
4	Date To	
5	All Cashiers	
6	Cashier List	
7	Optional Date	

- 6 Choose a destination for the report. You can print either at MFS1, MFS2, or send the report to the archive.
- 7 In the Report Parameters tab, click the set parameters button to choose a date range.

Report Schedule Detail

ID: 3

Description:

General Report Parameters Schedule Parameters

One time On Date: 02/10/2000 At time: 00:00

Recurring Start Date: 02/10/2000 End Date: 12/31/2000

Every Hour Starting at: 00:00 Ending at: 23:59

Occurs once at 00:00

Generate at:

Mon Tue Wed Thu Fri Sat Sun

Select All Unselect All

OK Cancel Apply

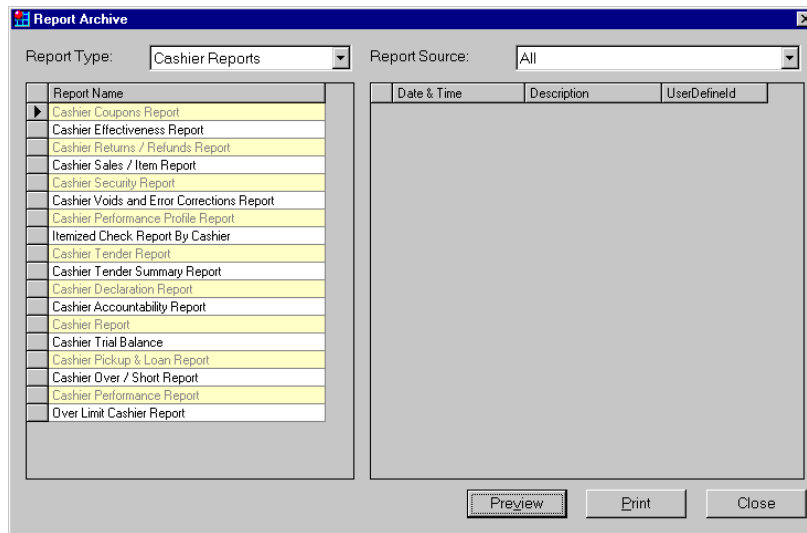
- 8 Click *OK* or *Apply* to save.

Report Schedule Archive

The Report Schedule Archive option enables you to preview or print any report that has been stored in the archive.

➤ **To preview or print a report from the archive**

- 1 From the Reports option, select Report Schedule Archive. The Report Archive Window appears.



- 2 From the Report Type dropdown list, select the required report.
- 3 From the Report Source dropdown list, select either:
 - All
 - End Of Day
 - Cash Office
 - Report Schedule
- 4 From the list on the left, select the required report and then click *Preview*.

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