



-  *ISS45 Version 7140-050*
-  *Reports User Reference*
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## ISS45 V7 Reports User Reference

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## Reports

*The Reports option provides access to ISS45's report programs. This chapter describes each of these report programs and in some cases, includes report samples. Note that the chapter contents below lists most, but not all reports. All reports are, however, detailed in this chapter.*

### *In this chapter:*

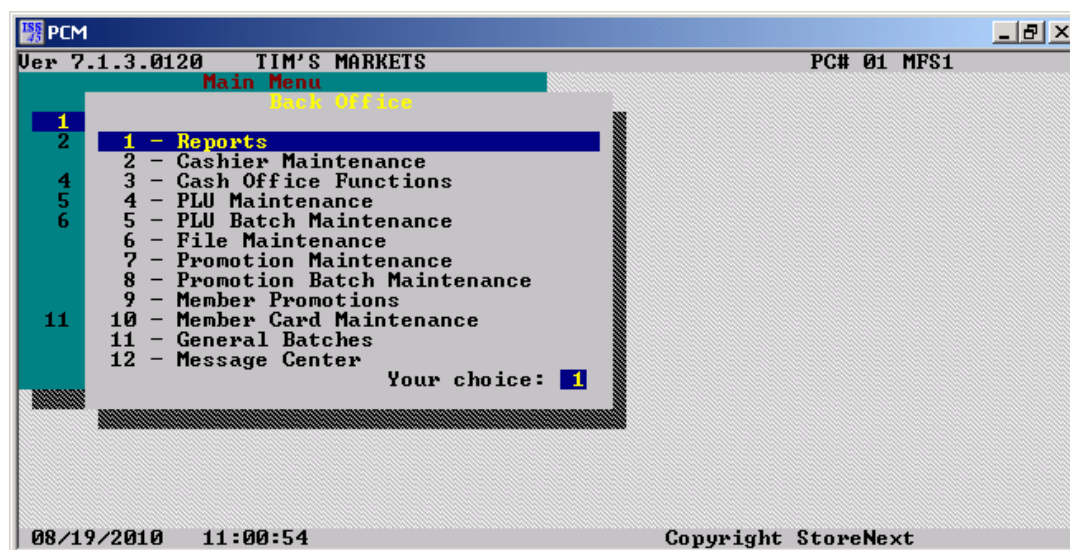
- **Department Reports, page 4**
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## Accessing Report Options

The Reports menu lists the main report options.

- **To access the Reports menu**
- 1 From the main menu, select Back Office.
- 2 From the Back Office menu, select Reports. The Reports menu displays.



- 3 From the Reports menu, select the required option. The report options on this menu are described in the following sections.

## Department Reports

The Department Reports option allows you to produce various reports containing information on total sales, sales by departments, by type of payment and by subdepartment, weekly business reports and flash sales.

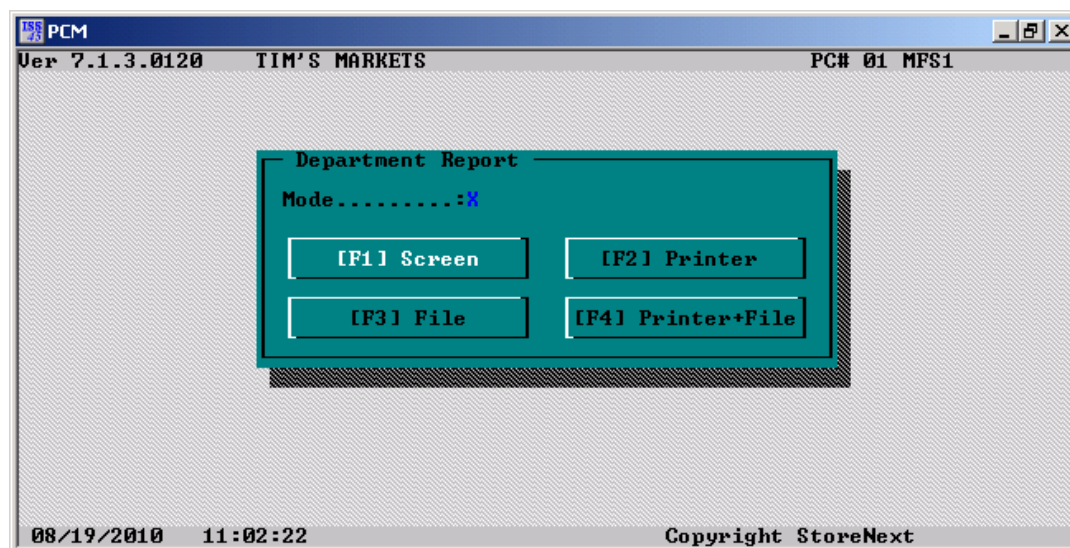
To access this option, select Department Reports from the Reports menu. The Department Reports menu displays a list of the available reports.



## Department Report

The Department Report lists net and gross sales for all departments and net sales by department groups (as defined in the departments file).

To access this option, select Department Report from the Department Reports menu. The Department Report selection screen displays.



### Report Selection

A department report can be routed to different destinations: to the screen, to a printer, to a file or to a printer and a file.

#### ➤ To specify the report destination

- Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or
- Press the key indicated on the function button; for example, *F2* for *Printer*.

The available functions are:

**Screen (F1)** - This function displays the report on the screen. In the report screen, you can press *F10* to produce a printed report.

**Printer (F2)** - This function sends the report to the printer. While printing, you can press *Alt+P* to cancel the operation.

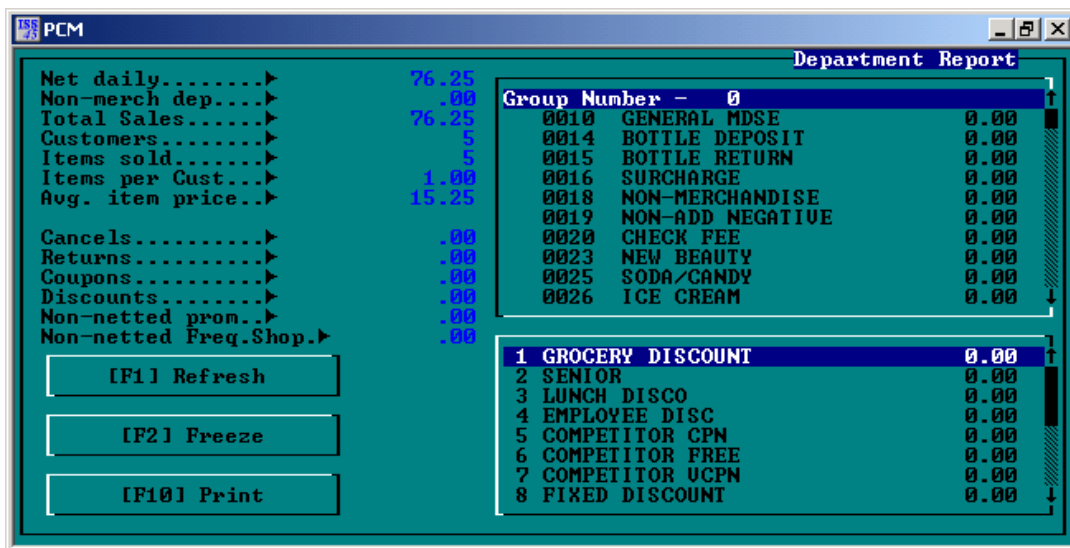
**File (F3)** - This function creates a file on your disk. The name of the file containing the contents of the report is *Rpt01-X-.PRN*. This file is created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later

in this manual). Using Windows Explorer, you can see the file under the \PCMASTER directory.

**Printer + File (F4)** - This function performs both the *Printer* and *File* functions: the report is printed and also sent to a file, as described above.

### The Department Report Screen

As you activate the *Screen* function, the Department Report screen displays.



The amounts displayed in this screen are automatically updated every minute, or you can manually update the display by pressing the *F1* (Refresh) button. Activate the *Freeze* function by pressing *F2* if you do not want the system to automatically update the displayed values.

The left side of the screen displays totals and statistics for all departments combined.

The right side of the screen lists the net sales per department in the top window, and discount types in the lower window. The departments are listed by group (as defined in the departments file;

see 'Departments File', in the chapter 'File Maintenance'). A group total displays for each group. Use the *PgUp* and *PgDn* keys to page through the list. A total sales for all the groups combined display at the bottom of the department groups list. This amount must be the same as the Net Daily amount that appears on the top left of the screen.

The following information is displayed for all department totals.

Field	Description
Net Daily	Net daily sales: all positive sales minus discounts, returns and coupons. Coupons are included, if the coupon parameter Dept Net is checked (see 'Coupon Parameters 1', in the manual 'System Maintenance & Utilities'). Taxes and non-merchandise sales, as well as orders in progress are not included.
Non-Merch Dep	Net daily non-merchandise positive sales minus discounts and returns. Does not include tax.
Total Sales	Net Daily + Non-Merch Dep.
Customers	Number of customers.
Items Sold	Total number of items sold.
Items per Cust.	Average items sold per customer.
Dollars per Item	Average value of items sold.
Cancel	Amount of canceled and subtracted sales.
Returns	Amount of returned sales.
Coupons	Amount of coupons received (store, vendor and bonus).
Discount	Total amount of all discounts allowed.

Field	Description
Discount list (bottom right window)	The following fields correspond to the user-defined discount types (see 'Discount Types', in the chapter 'File Maintenance'). Each valid discount type description appears as a field. Each field displays the total amount of discounts of that type. Your report may have different fields depending on what discount types are set up in the Discount Types file.
SUBT \$ FIXED	Fixed amount discount on total sale.
SUBT % FIXED	Fixed percentage discount total
ITM \$ FIXED	Fixed amount discount on an item.
PRICE OVERRIDE	Total discounts from price overrides.

**Report features:**

1 Totals for all departments combined:

Field	Description
Net Daily Sales-Discnt	All positive sales minus discounts, returns and coupons. Coupons are included, if the coupon parameter Dept Net is checked (see 'Coupon Parameters 1', in the manual 'System Maintenance & Utilities'). Taxes and non-merchandise sales are not included.
Non-Merchandise Dep	Value of non-merchandise positive sales minus discounts and returns. Does not include tax.
Total Sales	Net Daily Sales-Discnt + Non-Merchandise Dep.
Number of Customers	Number of customers.
Dollars per Customer	Total Sales divided by Number of Customers.
Number of Items Sold	Total number of items sold.
Av-Item per Customer	Number of Items Sold divided by Number of Customers.

Field	Description
Dollars per Item	Total Sales divided by Number of Items Sold.

- 2 Amount of discount per valid user-defined discount type (see 'Discount Types', in the chapter 'File Maintenance'), for all departments.
- 3 Modifier amounts for all departments:

Field	Description
Cancels	Amount of canceled and subtracted sales.
Return	Amount of returned sales minus discounts (net returns).
Coupons	Amount of coupons received (store, vendor and bonus).
Discount	Total amount of all discounts.

- 4 Sales information per department. The departments are listed by groups (as defined in the departments file; see 'Departments File', in the chapter 'File Maintenance'). The following data columns are included per department:

Field	Description
Dep #	Department number.
Department	Department name.
Gross Sales	Total positive sales before discounts, coupons or returns are subtracted. Tax is not included.
Net Sales	All positive sales (Gross Sales) minus discounts, returns, and coupons. Coupons are included, if the coupon parameter Dept Net is checked (see 'Coupon Parameters 1', in the manual 'System Maintenance & Utilities').
%Net-Sales	Percentage of net sales the department holds against all net sales.

<b>Field</b>	<b>Description</b>
%Gross-Dep	Percentage of gross sales the department holds against all gross sales.

- 5 Group totals for all data columns.
- 6 Report totals for all data columns.

## Control Report

The Control Report provides the grand total sales (including tax), total sales (net; not including tax), gross sales, as well as the taxable sale totals per tax type. It also displays the number of customers, the number of items sold, and dollars per customer.

To access this option, select Control Report from the Department Reports menu. The report selection screen displays.

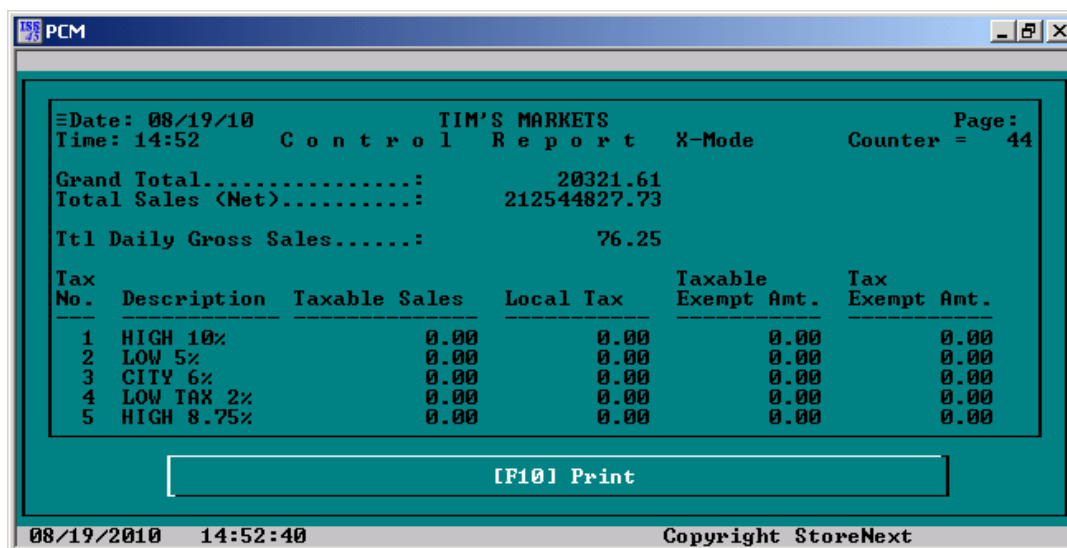
### Report Selection

The Control Report is activated in the same way as the Department Report. For explanations, see 'Department Report', earlier in this chapter.

If you select *File* or *Printer+File* as the report destination, the contents of the report is saved to a file named Rpt02-X-.PRN. This file is created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.

### The Control Report Screen

As you activate the *Screen* function, the Control Report screen displays.



The following information is provided:

Field	Description
Grand Total	Net Sales + Tax. This figure matches the media taken in from each register. It is reset to zero only when ALL registers have been cold-started (fully reloaded).
Total Sales (Net)	All positive sales (gross sales) minus discounts, returns and coupons. Coupons are included, if the coupon parameter Dept Net is checked (see 'Coupon Parameters 1', in the manual 'System Maintenance & Utilities'). No tax is included.
Ttl Daily Gross Sales	All positive sales. No discounts, returns, coupons, or tax.

The following table shows information for each of the active tax rates:

Tax Number and Description	Tax rates are defined in the Taxation Rates file. Up to eight rates are allowed. (See the chapter 'File Maintenance').
Taxable Sales	Amount of sales which accumulate tax.
Local Tax	Amount of local tax charged.
Taxable Exempt Amount	Amount of sales exempt from tax.

Field	Description
Tax Exempt Amount	Amount of exempt tax.
Here are more tax and sales statistics:	
Refunded Tax	Amount of tax refunded.
Net Daily Sales - Discnt	All positive sales minus discounts, returns, coupons (if the 'depnet' flag in coupon parameters is set to 'Y'; see 'System Maintenance & Utilities'). Does not include tax and non-merchandise sales.
Non-Merchandise Dep(artment)	Same as 'Net Daily Sales - Discnt', but only for non-merchandise sales.
Number of Items Sold	Total number of items sold.
Total Sales	Amount of net Total Sales + Non-Merchandise Dep sales.
Number of Customers	Number of separate purchases (each return transaction adds 1 to this counter).
Sales per Customer	Average sales amount per customer. (Sales amount divided by customer total.)

## Media & Payment Totals Report

The Media & Payment Totals Report identifies transaction totals by type of payment: cash, check, credit card, and the like.

To access this option, select Media & Payment Totals Report from the Department Reports menu. The report selection screen displays.

### Report Selection

The Media & Payment Totals Report is activated in the same way as the Department Report. For explanations, see 'Department Report', earlier in this chapter.

If you select *File* or *Printer+File* as the report destination, the contents of the report is saved to a file named Rpt03-X-.PRN. This file is created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later

in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.

### The Media & Payment Totals Report Screen

As you activate the *Screen* function, the Media & Payment Totals Report screen displays.

Tender Class	Count	Value	Media	Count	Net Value
Cash.....		0.00	CASH		0.00
Check.....	0	0.00	CHECKS	0	0.00
			MANUAL CHECK	0	0.00
Credit Card	0	0.00	CREDIT CARD	0	0.00
			DISCOVER CARD	0	0.00
			CREDIT NO EFT	0	0.00
			GIFT CARD	0	0.00
Other Types	5	76.25	GIFT CERTIFICATE	0	0.00

[F10] Print

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The left side of the screen displays sale amounts by tender classes: cash, check, credit card and other types. For each tender class, the following data is included:

- **Tender Count:** this column displays the number of payments received. For example, the number of cash payments.
- **Tender Value:** total amount of sales for this tender type. For example, the amount of cash payments received.
- **Totals:** total amount of payments from all tender classes.

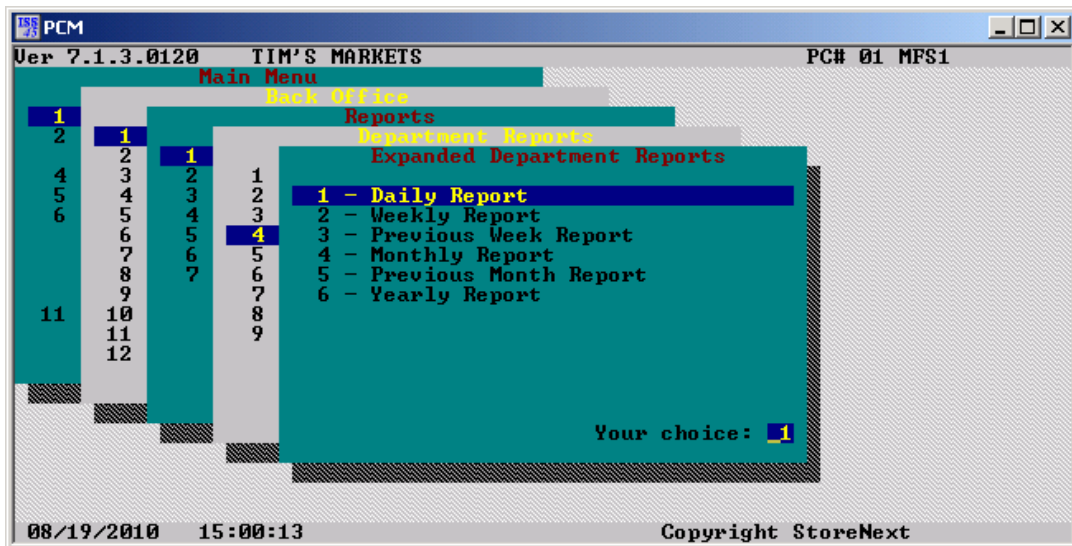
The right side of the screen shows a break-down of each tender type. Your report has the tender types as set up in your tender types file (see the chapter 'File Maintenance').

## Expanded Department Report

The Expanded Department Report consolidates department data from all terminals. The report is compiled from transaction data retained by ISS45. 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 for daily sales, weekly sales, previous week sales, monthly sales, previous month sales and yearly sales.

To access this option, select Expanded Department Report from the Department Reports menu. The Expanded Department Reports menu displays.



Select the required report option. The report selection screen displays.

### Report Selection

All Expanded Department reports are activated in the same manner. For explanations, see 'Department Report', earlier in this chapter.

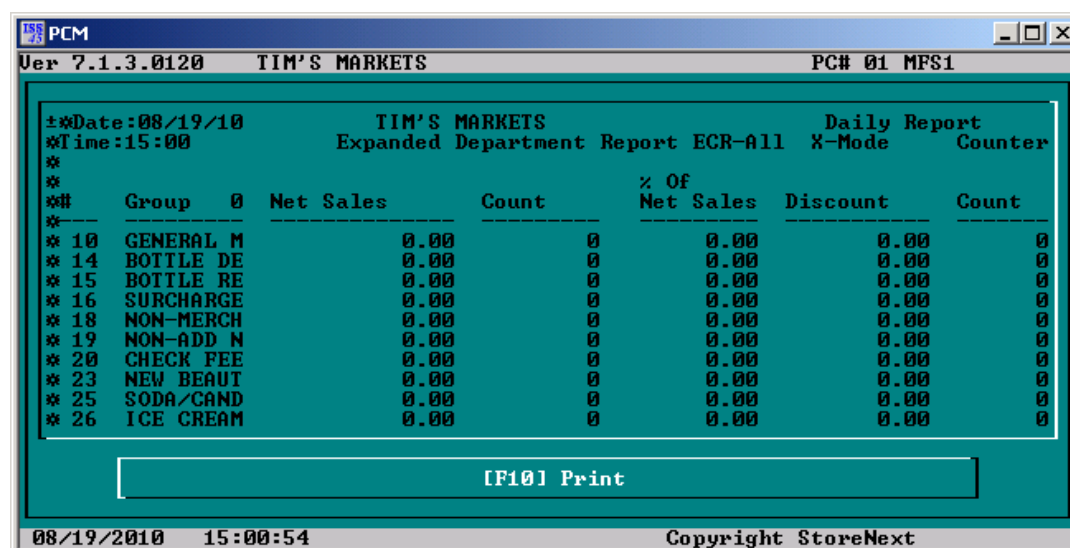
If you select *File* or *Printer+File* as the report destination, the contents of the report are saved to a file named Rpt04ALL.PRN. This file is

created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.

### The Report Screen

As you activate the *Screen* function for any of the Expanded Report options, the report screen displays. All Expanded Department reports contain the same type of data.

The following figure illustrates a sample Monthly Report.



To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

The following data columns are displayed per department in each department group.

<b>Field</b>	<b>Description</b>
#	Department number.
Group	Next to the title 'Group' is the group number to which the departments underneath belong. The names of the departments are displayed in this column.
Net Sales	Total positive sales (gross sales) minus discounts, returns and coupons (if the 'depnet' flag in coupon parameters is set to 'Y'; see 'System Maintenance & Utilities').
Count	Number of transactions.
% of Net Sales	Percentage of net sales that department holds against total net sales.
Discount	Amount of discount.
Count	Number of discounts.
Net of Discount	Net Sales + Discounts.
Return	Amount returned.
Count	Number of returns.
Cancel + Subtract	Amount of items canceled or subtracted.
Count	Number of items canceled or subtracted.
Gross Sales	All positive sales. No returns, discounts or coupons are included. This gross sales figure is different from the gross figures on other reports in that it includes cancels and subtracted items. It is the sum of the Net Sales + Discount + Return + Cancel + Subtract + Netted Coupons (if the 'depnet' flag in coupon parameters is set to 'Y'; see 'System Maintenance & Utilities') columns.
% of Gross Sales	Percentage of gross sales that department holds against all gross sales.
Non-Netted Coupons	The total dollar amount of coupons that did not reduce the total gross sales amount.
Netted Coupons	The total dollar amount of coupons that reduced the total gross sales amount.
Coupons Count	The total number of coupons accepted.

---

For each department group, the report displays the number of departments in that group (under the # column), and totals for each of the report columns.

Report totals are given at the end of the report: the total number of departments and totals for each of the report columns.

## 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, and the average number of items per customer.

### Note

You can choose to print this report using tax exclusive sales or tax inclusive sales. See the manual 'System Parameters'.

To access this option, select Weekly Business Report from the Department Reports menu.

### Report Selection

As you select the Weekly Business Report option, a window displays for you to specify the required week.



- 1 Type in the Start Day. Press *Enter*.
- 2 Type in the End Day. Press *Enter*.
- 3 Press *Enter* or *F2*. (or *Esc* to quit). The report prints.

**Report features:**

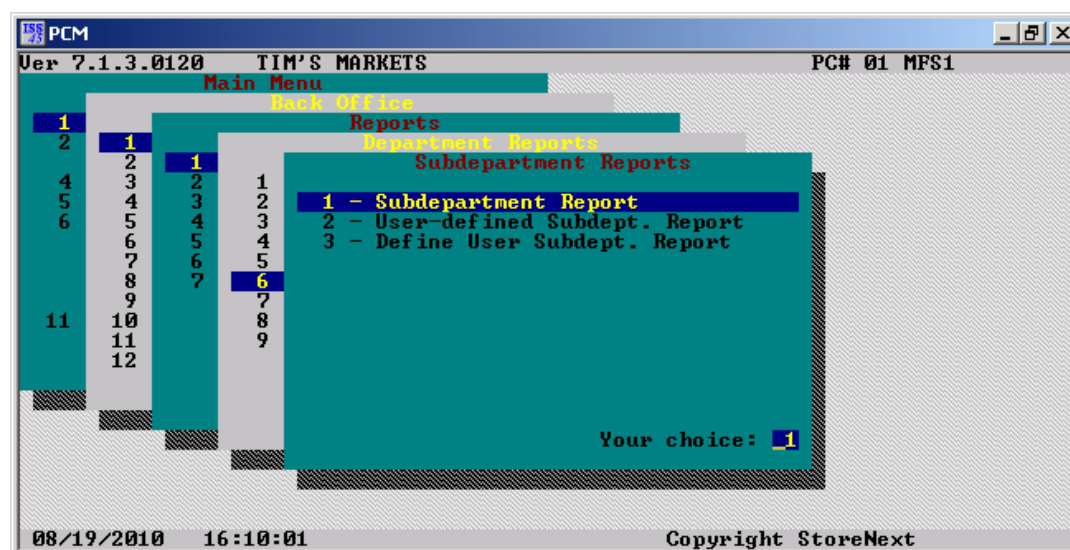
The report provides sales information for each day of the week (one column per day) and week totals (last column).

- Net sales and sales percentage (out of total net sales), per department.
- Total net sales for all departments.
- Total net sales including tax.
- Total amount of discounts, returns and voids.
- Gross sales (Net Sales minus Discounts, Return and Void)
- Amount received per tender type (cash, check, etc.)
- Total media received (sum of all tender type amounts).
- Daily and weekly statistics: number of customers, average amount sold per customer, number of items sold and average number of items per customer.

## Subdepartment Reports

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 option, select Subdepartment Report from the Department Reports menu. The Subdepartment Report menu displays.



## Standard Subdepartment Report

This report provides the net sales and the number of units sold, by subdepartments, for the following periods:

- Since last zeroing
- Previous day
- Current week
- Previous week
- Current month
- Previous month
- Current year

To access this option, select Subdepartment Report from the Subdepartment Report menu.

### Report Selection

As you select the Subdepartment Report option, the report selection screen displays.

No	Conditions	From	To
1	Sub-dept.#	1	99999999999999
2	Department	1	9999
3	Group	0	255
4	Descriptor		ZZZZZZZZZZZZZZZZ

Report Name: Standard Subdepartment report .....

Report Mode.... X  
 Destination.... Printer [↓]  
 Actv Subdep.only [ ]  
 Sort by SubDepartment [↓]  
 Sort..... Ascending [↓]  
 Max items..... 999999  
 Output..... Append [↓]  
 Chain to report 0

Ok [F3] Cancel

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- The upper part of the screen contains the following range fields for defining selection criteria.
  - Subdepartments (subdepartment numbers)
  - Departments
  - Department groups
  - Descriptors (subdepartment names/descriptions)

The report includes the subdepartments that match the specified criteria. For example, if you specified subdepartment numbers 1 to 10, the report includes the subdepartments in the 1-10 range.

To define a range, type the From value (beginning of range) and press *Enter*. Then type the To value (end of range). To use the displayed default value, just press *Enter* on the relevant field.

### Note

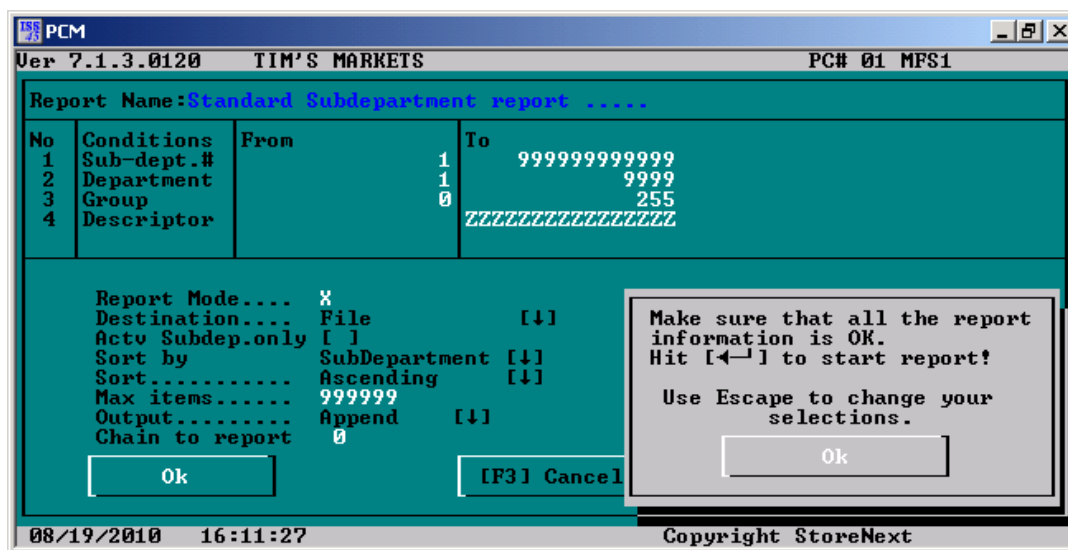
The To value must be greater than the From value.

- 2 Press *Enter* to continue. Type in the required information in the following fields.

<b>Field</b>	<b>Description</b>
Report Mode	Press <i>Enter</i> for X mode (default): totals are not zeroed. Type <b>Z</b> to zero the totals after printing.
Destination	Press <i>Enter</i> to route the report to the printer (default), or press the <i>Right Arrow</i> to display the drop-down list. Select one of the alternatives:
File	The report contents is saved to a file named RPT07ALL.PRN. This file is created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.
Printer+File	The report is printed and also saved to a file named RPT07ALL.PRN, as described above.
No Output	Allowed only for Z mode. In this case, totals are only zeroed and no output is printed.
Act(ive) Subdep(artment)	Check this field (press the <i>Space Bar</i> ) to print data only from active subdepartments. Leave blank to print data from all (active and inactive) subdepartments.
Sort By	Press <i>Enter</i> to sort the report by subdepartments, or press the <i>Right Arrow</i> to select another sort field.

Field	Description
Sort	<p>Press <i>Enter</i> for Ascending (default) sort: from low to high. For example, if you selected subdepartments as the sort field, subdepartments are listed from lowest number to highest number.</p> <p>For Descending sort (from high to low), press the <i>Down Arrow</i>.</p>
Max Items	<p>Press <i>Enter</i> to include in the report all items that match your selection criteria, or enter any number from 1 to 999,999 to limit the number of items.</p>
Output	<p>If the Destination is File or Printer+File, press <i>Enter</i> to append this report to an existing report file. To start a new report file, select Start (by pressing the <i>Down Arrow</i>). This deletes an existing report file.</p>
Chain to Report	<p>Chaining means that after this report prints, another subdepartment report will print. This field serves to chain user-defined subdepartment reports, so that they can be printed consecutively, one after the other. For each report, you need to specify the report that will be printed after it. For example, if you chain Report 1 to Report 2, and if Report 2 is chained to Report 3, then reports 1, 2 and 3 will be printed one after the other.</p> <p>Press <i>Enter</i> (for accepting default) if you do not wish to chain to another subdepartment report after completing this report, or type in the number of a user-defined subdepartment report to which you want to chain (see 'Defining User Subdepartment Report', later in this chapter).</p>

- 3 Select *OK* to execute the report.
- 4 A confirmation box displays.



- 5 Press *Enter* to continue, or *Esc* to return to the report selection screen.

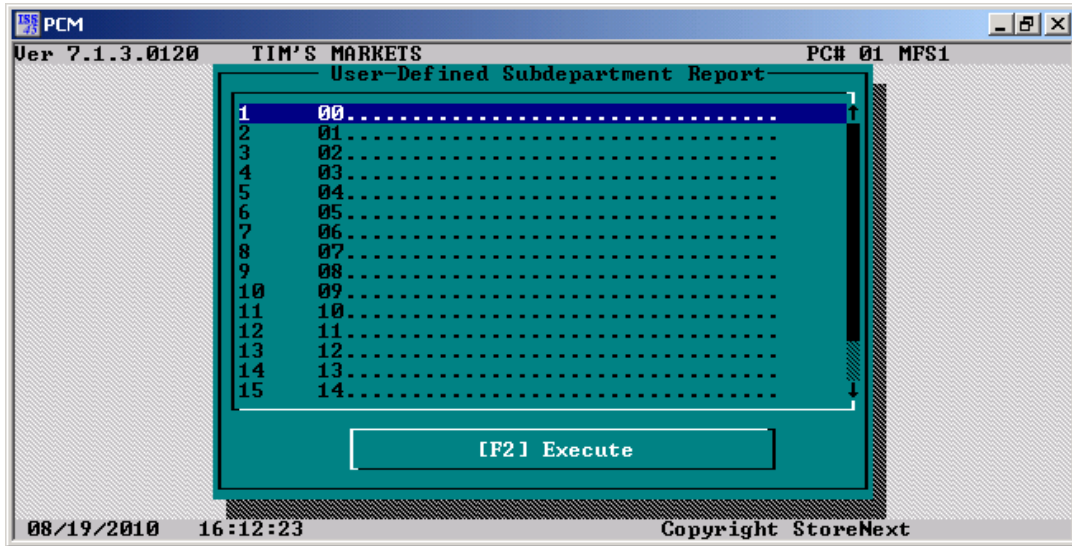
**Report features:**

- The selection criteria specified in the report selection screen.
- Number of items sold and net sales since last zeroing, per subdepartment, and totals for all subdepartments.
- The same information as in (2) for the following periods:
  - Previous day
  - Current week
  - Previous week
  - Current month
  - Previous month
  - Current year

## User Defined Subdepartment Report

This option allows you to select a previously defined subdepartment report. To define a subdepartment report, see 'Defining a User Subdepartment Report', later in this chapter.

To access this option, select User Defined Subdepartment Report from the Subdepartment Report menu. The User Defined Subdepartment Reports menu displays.

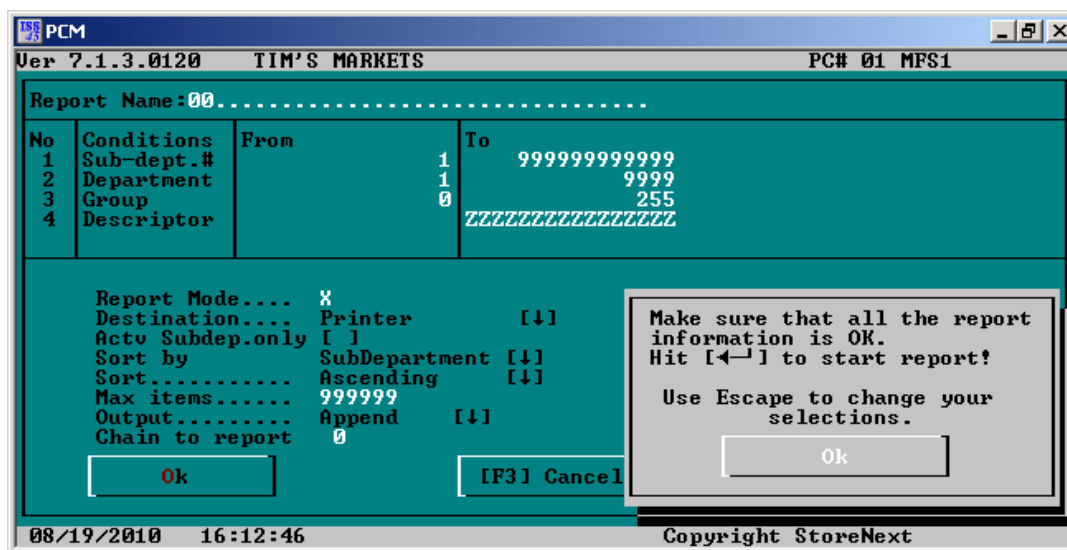


This menu displays all the user-defined subdepartment reports. Use *PgUp* and *PgDn* to page through the list.

To select a report, highlight the relevant line and press *Enter* or *F2*.

### Report Selection

As you select a user-defined report option, the report selection screen displays.



If you do not need to change the selection criteria and report parameters, press *Enter* to execute the report.

To change the selections, press *Esc*. The cursor moves to Report Name. You can modify the name of the report or any of the other selection fields as described in 'Standard Subdepartment Report', earlier in this chapter. After inserting the necessary changes, select *OK (Alt+O)* and press *Enter* to execute the report.

**Note**

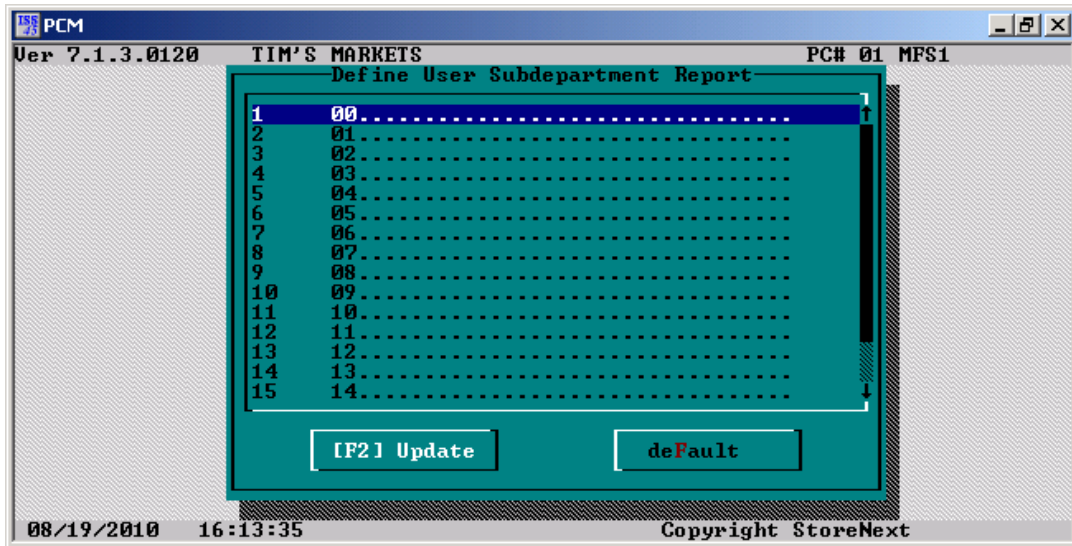
These changes are in effect only for the current printing. They do not apply to the report definition.

The report prints in the same format as the standard subdepartment report.

**Defining a User Subdepartment Report**

This function allows you to define and save a subdepartment report selection. Once defined, a user report can be directly executed via the User Defined Subdepartment Report option, without having to enter selection criteria and report parameters.

To access this option, select Define User Subdepartment Report from the Subdepartment Report menu. The Define User Subdepartment Report screen displays.



### Defining a New Report

- 1 Highlight one of the blank lines on the Define User Subdepartment Report screen, and select *Update* (F2). The Subdepartment Report selection screen displays, as illustrated earlier in this section.
- 2 The cursor is positioned on the Report Name field. Type in the name/description of the report. Press *Enter*.
- 3 Type in the required values in the selection fields, as described in 'Standard Subdepartment Report'.
- 4 Select *OK* to save the definition. The Define User Subdepartment Report screen returns with the name of the report you have defined.

### Updating a User Defined Report

- 1 In the Define User Subdepartment Report screen, highlight the required report. Select *Update* (F2). The selection screen displays with the existing definitions. You can modify any of the selection fields.
- 2 Select *OK* to record the changes.

### Canceling a Report Definition

The *deFault* function (*Alt+F*) serves to cancel a report definition and return the fields to default values.

- 1 Highlight the definition you want to cancel. Select *deFault*.
- 2 In the confirmation box, select *Yes*. The report's description is deleted. If you now select *Update*, the selection screen displays with default values.

## 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 option, select Exclusive/Inclusive Sales Report from the Department Reports menu. The report screen appears, as illustrated below.

Dept No.	Department Name	VAT %	Daily Sales EXCLUSIVE	VAT on Daily Sales	Daily Sales INCLUSIVE
10	GENERAL MDSE		0.00	0.00	0.00
14	BOTTLE DEPOSIT		0.00	0.00	0.00
15	BOTTLE RETURN		0.00	0.00	0.00
16	SURCHARGE		0.00	0.00	0.00
18	NON-MERCHANDISE		0.00	0.00	0.00
19	NON-ADD NEGATIVE		0.00	0.00	0.00
20	CHECK FEE		0.00	0.00	0.00
23	NEW BEAUTY		0.00	0.00	0.00
25	SODA/CANDY		0.00	0.00	0.00
26	ICE CREAM		0.00	0.00	0.00

[F10] Print

In the report screen, you can press *F10* to produce the printed report.

**Report features:**

This report provides the daily sales (excluding tax), the VAT amount on daily sales, and the daily sales (including tax), for every department, for the current day.

- Total sales information for departments within a group, for Daily Sales Exclusive, VAT on Daily Sales and Daily Sales Exclusive.
- Group totals, for Daily Sales Exclusive, VAT on Daily Sales and Daily Sales Inclusive.
- The Grand Totals for the three columns of information.

**Sales data:**

Field	Description
Dept No	All department numbers are listed in the first column.
Department Name	All department names are listed.
VAT %	The VAT rate percentage.
Daily Sales Exclusive	Sales per department, excluding VAT
VAT on Daily Sales	The amount of VAT accumulated by each department, according to the VAT percentage.
Daily Sales Inclusive	Sales per department, including the VAT amount above.

## Flash Sales & Sales Mix Reports

This option allows you to print a real-time sales report. The report contains current daily sales by department, for 'Today' and 'Week to Now'. Report information is for the whole store.

To access this option, select Flash Sales & Sales Mix Report from the Department Reports menu. The report screen appears, as illustrated below.

Uer 7.1.3.0120 TIM'S MARKETS PC# 01 MFS1

±\*Date:08/19/10  
\*Time:16:17

TIM'S MARKETS  
Flash Sales & Sales

Today

*Dept *No.	Department Description	Item Count	Total Ualue	Av.Item Price	%By Itm	%By Ual	I C
* 1	GROCERY	5	76.25	15.25	100.000	100.000	
* 2	TAXABLE GROCERY	0	0.00	0.00	0.000	0.000	
* 3	PRODUCE	0	0.00	0.00	0.000	0.000	
* 4	DAIRY	0	0.00	0.00	0.000	0.000	
* 5	DELI	0	0.00	0.00	0.000	0.000	
* 6	MEAT	0	0.00	0.00	0.000	0.000	
* 7	BAKERY	0	0.00	0.00	0.000	0.000	
* 8	NON/TAX DELI	0	0.00	0.00	0.000	0.000	

[F10] Print

08/19/2010 16:17:00 Copyright StoreNext

Below, is a break-down of the available information for both periods.

- Department number
- Department description
- Item count
- Total value
- Average item price
- Percentage by item
- Percentage by value

In addition, the following information is given for Week to Now:

- Percentage of items scanned
- Percentage of items keyed
- Percentage by department

To print the report, press *F10*.

## Net Department Sales Flash

This option allows you to print a report containing net sales per department, for Today and the Week to Date. Report information is for the whole store.

To access this option, select Net Department Sales Flash from the Department Reports menu. A menu displays, with the options to print Flash Sales or Sales mix Reports.

Below, is a break-down of the information columns for both periods.

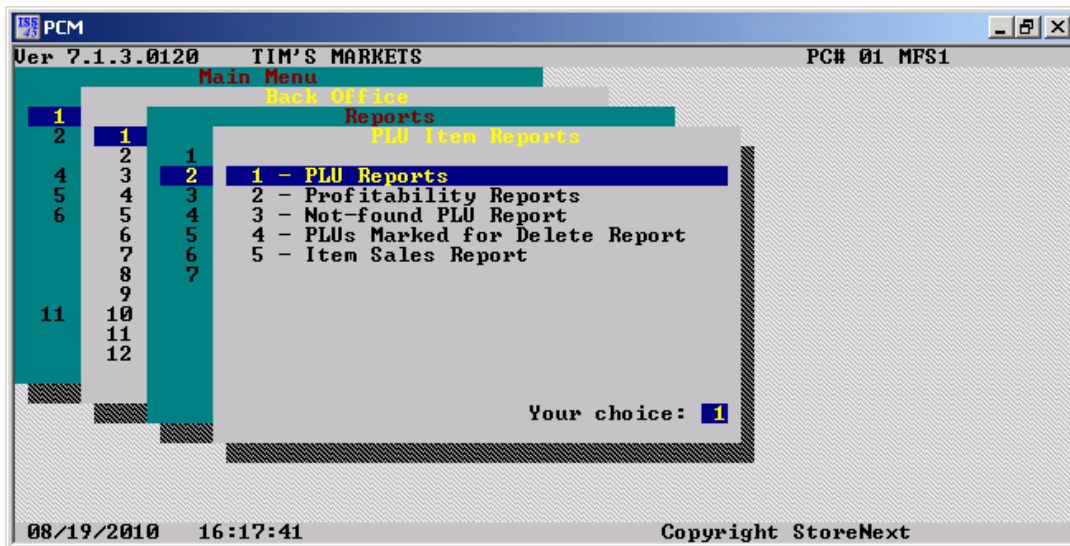
- Total sales
- Returns
- Net Sales

To print the report, press *F10*.

## PLU Item Reports

The PLU Item Reports option enables you to produce several reports containing sales information by PLU items.

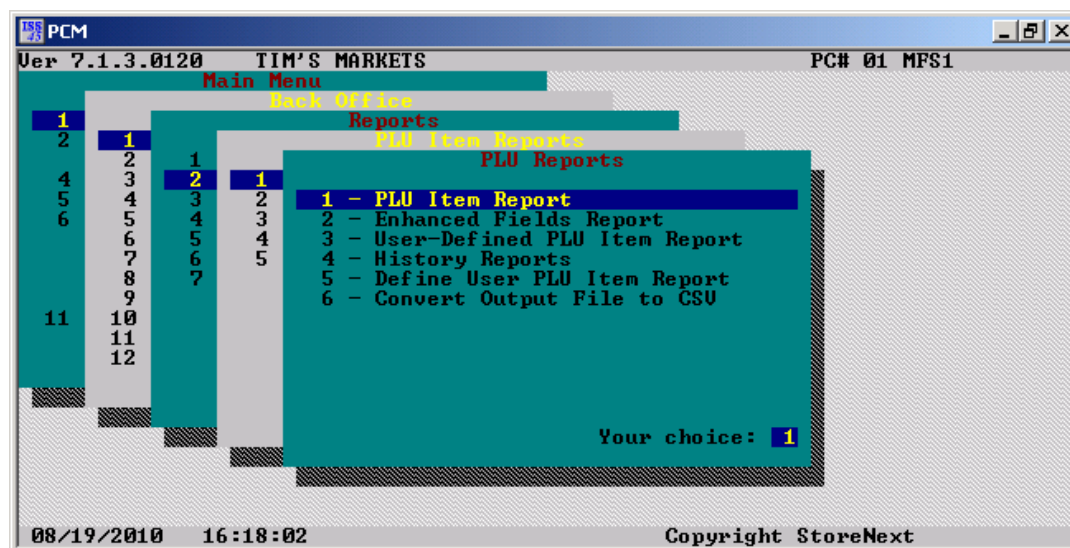
To access this option, select PLU Item Reports from the Reports menu. The PLU Item Reports menu displays.



## PLU Reports

The PLU Reports option allows you to produce standard and user-defined PLU reports, as well as daily, weekly, monthly and yearly history reports.

To access this option, select PLU Reports from the PLU Item Reports menu. The PLU Reports menu lists the available report options.



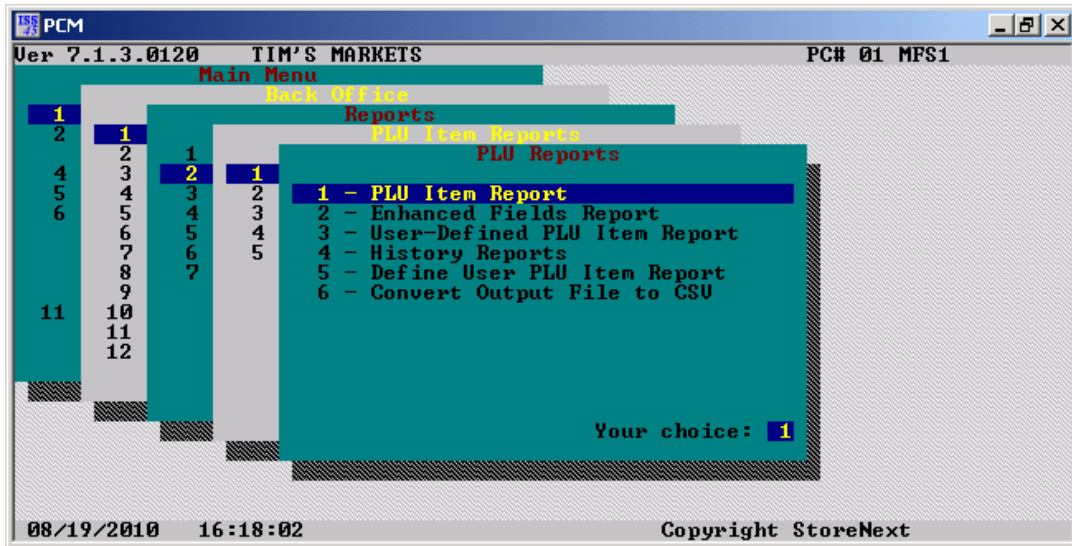
## Standard PLU Item Report

This option prints a standard PLU report, showing net sales and units sold per item, as well as general item information. This report includes data accumulated since the last Z (Z mode printing).

To access this option, select PLU Item Report from the PLU Reports menu.

### Report Selection

As you select PLU Item Report, the report selection screen displays.



- 1 The left side of the screen contains range fields for defining selection criteria.

To define a range, type the Minimum Value (beginning of range). Press *Enter*. Then, type the Maximum Value (end of range). To use the displayed default value, just press *Enter* on the relevant field.

Only PLU items that match the criteria specified in these fields are included in the report. For example, if you enter 100 (minimum) and 200 (maximum) in the Code range fields, the report includes only items 100 to 200. Likewise, if you want to include in the report, the items of a specific department - Department 1, enter 1 in the Department range fields.

#### Note

The To value must be greater than the From value.

Enter the required minimum and maximum values in the range fields, as described below.

Field	Description
Code	PLU number.
Descriptor	PLU description.

---

<b>Field</b>	<b>Description</b>
Department	Department number.
Price	Item price. Use these fields if you want the report to relate to items with a specific price (type the same price in both range fields) or a range of prices.
Price Date	Date of last price change. Use these fields if you want the report to relate to items whose prices were changed on a specific date (type the same date) or in a certain period (type the start and end dates of the period).
Qty Sold	Number of items sold. For example, if you want the report to include only those items that have sold above a given quantity, type that quantity in the Minimum Value field, and press <i>Enter</i> in the Maximum Value field.
Revenue	Item revenue. For example, if you want the report to include only those items that have generated above a certain amount of revenue, type that amount in the Minimum Value field, and press <i>Enter</i> in the Maximum Value field.
Split Qty	Multiple selling units per price field. For example, to include only items that are sold 2 units for the same price, type 2 in both fields.

Field	Description
Item Flags	<p>Press <i>F8</i> to open the PLU flags window. This window lists the PLU item parameter fields:</p> <ul style="list-style-type: none"> <li>▪ Manual price</li> <li>▪ Sale prohibited</li> <li>▪ Non-merchandise sale</li> <li>▪ Negative entry</li> <li>▪ Inhibit qty/repeat</li> <li>▪ Force quantity</li> <li>▪ Item on sale</li> <li>▪ Weighed item</li> <li>▪ Pmt by F. Stamps</li> <li>▪ Pmt by WIC</li> <li>▪ Discount prohibited</li> <li>▪ Promotion</li> <li>▪ Vendor coupon</li> <li>▪ Store coupon</li> <li>▪ Pmt by WIC CVV</li> </ul> <p>Type <i>Y</i> in the appropriate parameter boxes. Select <i>Update (F2)</i>. Only items that have these parameters checked, are included in the report.</p>

```

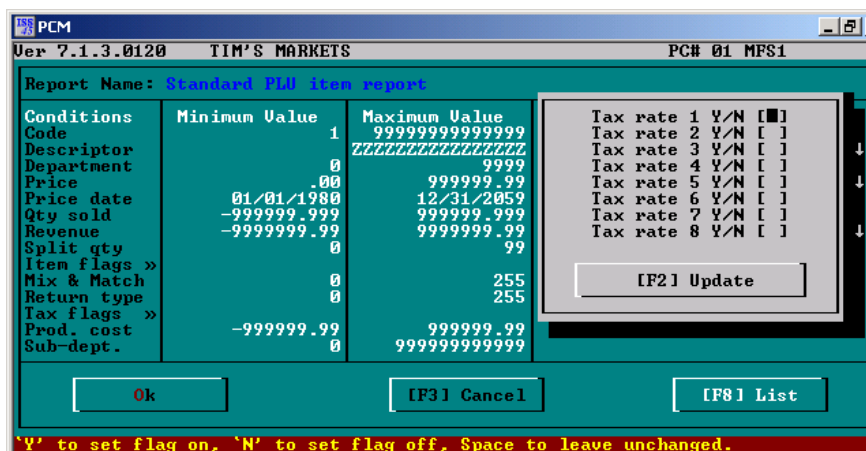
PLU Flags
[■] Manual price      [ ] Force quantity  [ ] Discount prohibited
[ ] Sale prohibited  [ ] Item on sale    [ ] Promotion
[ ] Non-merchandise sale [ ] Weighed item   [ ] Vendor coupon
[ ] Negative entry   [ ] Pmt by F.Stamps [ ] Store coupon
[ ] Inhibit qty/repeat [ ] Pmt by WIC     [ ] Pmt by WIC CVV

[F2] Update          [F3] Cancel

```

Mix & Match	Mix & match codes. The report includes only the items that have the mix & match codes in the specified range.
Return Type	Return type codes attached to PLU (e.g. bottle deposit). The report includes only items that have the return codes in the specified range.

Field	Description
Tax Flags	Press <i>F8</i> to display the tax rates window.



	Type <b>Y</b> for the relevant tax rates. Select <i>Update</i> ( <i>F2</i> ). Only items that are taxed according to the specified tax rates are included in the report. If none of the rates are checked, the report includes only non-taxable items.
Prod. Cost	Cost of product. The report includes only items whose cost falls within the specified range.
Subdept	Subdepartment number. The report includes only items that have been attached to the specified range of subdepartments.

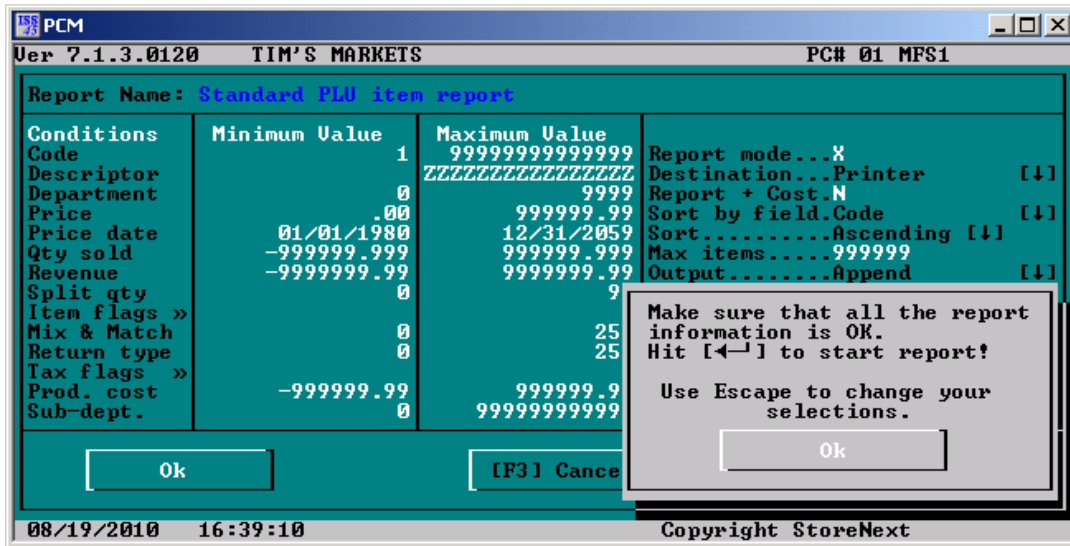
- 2 On the right side of the screen, type in the required information as follows.

Field	Description
Report Mode	Press <i>Enter</i> for X mode (default): totals are not zeroed.  Type <b>Z</b> to zero the totals. The report clears only when printed in Z mode. The End of Day procedure does not clear this report. If a Z is performed, profitability reports (see 'Standard

Field	Description
Destination	<p>Profitability Report', later in this chapter) also get cleared, and vice versa.</p> <p>Press <i>Enter</i> to route the report to the printer (default), or press the <i>Right Arrow</i> to display the drop-down list. Select one of the alternatives:</p> <p><b>File:</b> The report contents are saved to two separate files.</p> <p>A file named PLURPT.SEQ. Using Windows Explorer, you can see this file under the \PCMASTER\SEQ directory. Note that you can change the name of this file, via the system parameters (see the manual 'System Maintenance &amp; Utilities').</p> <p>A file named RPT05ALL.PRN. This file is in CSV (Comma Separated Value) for use with other applications such as a spreadsheet program. Using Windows Explorer, you can see the file under the \PCMASTER directory. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter).</p> <p><b>Printer+File:</b> The report is printed and also saved to the files described in the File function above.</p> <p><b>No Output:</b> Allowed only for Z mode. In this case, totals will only be zeroed and no output is printed.</p>
Report + Cost	<p>Type <b>Y</b> if the Cost fields should be included in the report, or press <i>Enter</i> (for default N), if it should be excluded.</p>
Sort By	<p>Press <i>Enter</i> to sort the report by item number (default = Code), or use the <i>Down Arrow</i> and <i>Up Arrow</i> to select another sort field.</p>
Sort	<p>Press <i>Enter</i> for Ascending (default) sort: from low to high. For example, if you</p>

Field	Description
Max Items	selected Code as the sort field, items are listed from lowest number to highest number. For Descending sort (from high to low), press the <i>Down Arrow</i> and <i>Enter</i> .  Press <i>Enter</i> to include in the report all items that match your selection criteria, or enter any number from 1 to 999,999 to limit the number of items.
Output	If the destination is File or Printer+File, press <i>Enter</i> to append this report to an existing report file. To start a new report file, select Start (by pressing the <i>Down Arrow</i> ). This deletes the existing report file.
Chain to Report	Chaining indicates that after this report prints another PLU report will print. This field serves to chain user-defined PLU item reports, so that they can be printed consecutively, one after the other. For each report, you need to specify the report that will be printed after it. For example, if you chain Report 1 to Report 2, and if Report 2 is chained to Report 3, then reports 1, 2 and 3 will be printed one after the other. Press <i>Enter</i> (for accepting default) if you do not wish to chain to another PLU report after completing this report, or type in the number of a user-defined PLU item report to which you want to chain

- 3 Select *OK* to execute the report. A confirmation box displays.



- 4 Press *Enter* to continue, or *Esc* to return to the report selection screen.

After you press *Enter*, a window displays, showing the item records being scanned. You can press *Alt+P* to abort the process. In this case, a confirmation box asks whether to Abort or Continue. Select the required operation.

At the end of the process, the report prints to the selected destination.

#### Report features:

- The selection criteria defined in the report screen. The report includes the PLU items that meet all of these conditions.
- One line of information per PLU item. The following data columns are printed:

Field	Description
Code	PLU item number.
Descriptor	PLU item description.
Dep	The department to which the item belongs.

<b>Field</b>	<b>Description</b>
Subdep #	The number of the subdepartment to which the item is attached.
Price	Item price.
Price Date	The date on which the price was fixed or last updated.
Manual Price	Indicates whether item requires manually entered price.
Not for Sale	If checked, indicates item is not for sale.
Non Merch	If checked, indicates item is non-merchandise.
Neg Entry	If checked, indicates the item has a negative value.
Inhbt Qty	If checked, indicates that the cashier is not allowed to use the <Qty> key.
Force Qty	If checked, indicates that the cashier must enter the quantity of items sold when ringing up the item. If not checked, the QTY prompt is displayed on the register.
Sale Item	If checked, indicates the item is a sale item.
Wgh Item	If checked, indicates item is sold by weight.
Pmt by Food	If checked, indicates item can be purchased by food stamps or credit card.
Pmt by WIC	If checked, indicates item can be purchased by WIC.
Discnt Prohbt	If checked, indicates that no discounts can be applied to the item.
Promot	If checked, indicates that a promotion exists for this item.
Vendor Coupon	If checked, this item is a vendor coupon.
Store Coupon	If checked, this item is a store coupon.

Field	Description
Pmt by WIC CVV	If checked, this item can be purchased with a WIC CVV voucher.
Units Sold	Number of items sold since last Z read.
Net Sales	Total amount of sales since last Z read.
S. Qty	If greater than 1, indicates item is sold in multiple quantities.
Mix & Match	Mix & match code assigned to this item.
Rtrn Type	If this is a return item, indicates the type of return.
Tax Rate	The tax rates (1 to 8) that are applicable to this item are marked by Y.
Product Cost	Cost of item.

1 Report totals for the following categories:

- **Total:** all items.
- **Unit price:** items that are not sold in multiple quantities (item quantity for price = 1).
- **Split price:** items that are sold in multiple quantities (item quantity for price is greater than 1).
- **Weighed items:** items that are sold by weight.
- **Coupon items:** items that are vendor and store coupons.

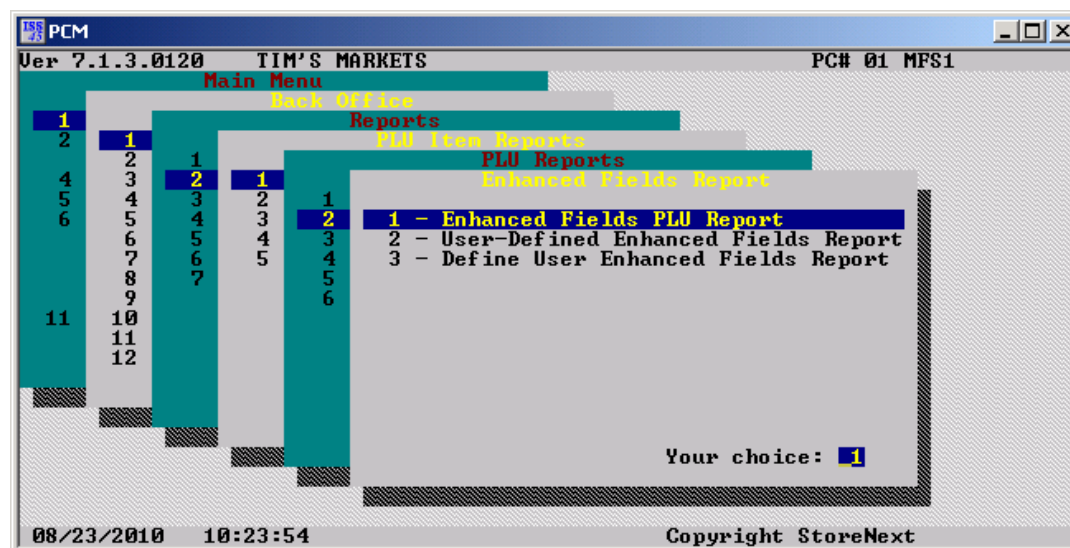
Field	Description
Item Sold	Total number of PLU items sold.
Total Units Sold	Total number of item units sold.
Total Sales	Amount of sales.
Average Units Sold	Average number of items sold.
Average Retail per Units Sold	Total Sales divided by Total Units Sold.
Average Product Cost	Average cost of item (cost per case divided by number of units sold).
Average Markup	Average markup $\left(\left[\frac{\text{Price}}{\text{Cost}} - 1\right] * 100\right)$ percent.

Field	Description
Average Margin	Average margin $\left(\frac{\text{Price} - \text{Cost}}{\text{Price}} \times 100.\right)$ percent

## Enhanced Fields Report

This option allows you to produce standard and user-defined PLU Enhanced Field reports. These reports are almost identical to the PLU item reports, with the addition of up to five fields you can define. See 'Enhanced Item Record' in PLU Maintenance.

To access this option, select Enhanced Fields Report from the PLU Reports menu. The Enhanced Fields Report menu displays.



## Standard Enhanced Fields Report

This report lets you define a standard report. The definitions you make here are not saved. You must define all the desired criteria each time you use this option.

To access this option, select Enhanced Fields PLU Report from the Enhanced Fields Report menu.

## Report Selection

As you select the Enhanced Fields PLU Report option, the report selection screen displays.

Conditions	Minimum Value	Maximum Value	
Code	1	999999999999999	Destination...Printer [↓]
Descriptor		ZZZZZZZZZZZZZZZZZZ	Sort by field.Code [↓]
Department	0	9999	Sort.....Ascending [↓]
Price	.00	999999.99	Max items....999999
Qty sold	-999999.999	999999.999	Output.....Append [↓]
Revenue	-9999999.99	9999999.99	Chain to rep.. 0

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The left side of the screen contains range fields for defining selection criteria.

- 1 To define a range, type the Minimum Value (beginning of range). Press Enter. Then, type the Maximum Value (end of range). To use the displayed default value, just press Enter on the relevant field.

Only PLU items that match the criteria specified in these fields are included in the report. For example, if you enter 100 (minimum) and 200 (maximum) in the Code range fields, the report includes only items 100 to 200. Likewise, if you want to include in the report, the items of a specific department - Department 1, enter 1 in the Department range fields.

- 2 Enter the required minimum and maximum values in the range fields, as described below.

### Note

The Maximum value must be greater than the Minimum value.

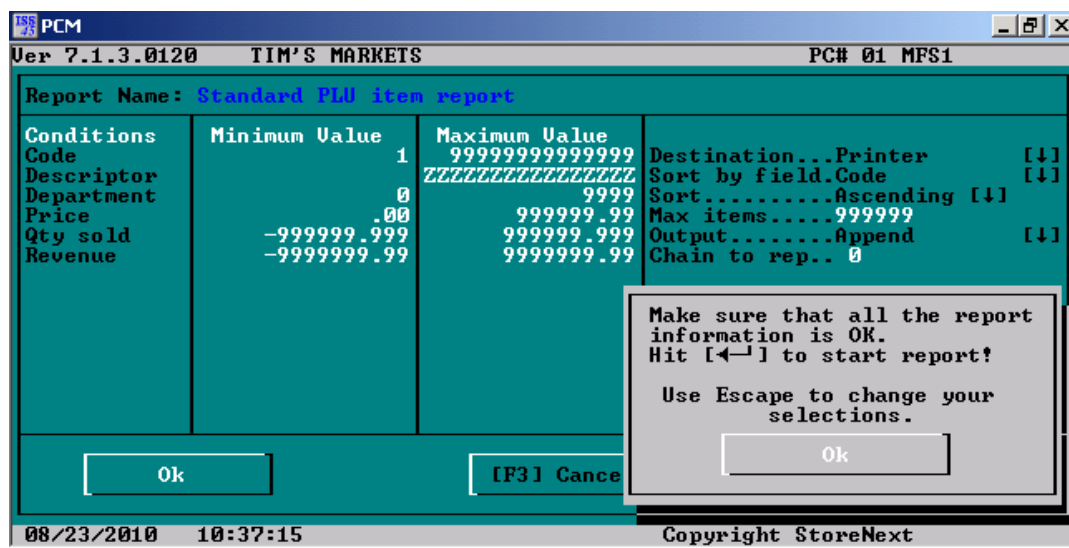
Field	Description
Code	PLU number.
Descriptor	PLU description.
Department	Department number.
Price	Item price. Use these fields if you want the report to relate to items with a specific price (type the same price in both range fields) or a range of prices.
Qty Sold	Number of items sold. For example, if you want the report to include only those items that have sold above a given quantity, type that quantity in the Minimum Value field, and press <i>Enter</i> in the Maximum Value field.
Revenue	Calculated revenue.

- 3 On the right side of the screen, type in the required information as follows.

Field	Description
Destination	<p>Press <i>Enter</i> to route the report to the printer (default), or press the <i>Right Arrow</i> to display the drop-down list. Select one of the alternatives:</p> <p><b>File:</b> The report contents is saved to a file named RPT05ITM.PRN. Using Windows Explorer, you can see this file under the \PCMASTER directory. This file is in CSV format (Comma Separated Value) for use with other applications such as a spreadsheet program. Using Windows Explorer, you can see the file under the \PCMASTER directory.</p> <p><b>Printer+File:</b> The report is printed and also saved to the file described in the File function above.</p> <p><b>No Output:</b> Allowed only for Z-mode. In this case, totals are only zeroed and no output is printed.</p>

Field	Description
Sort By	Press <i>Enter</i> to sort the report by item number (default = Code), or use the <i>Down Arrow</i> and <i>Up Arrow</i> to select another sort field.
Sort	Press <i>Enter</i> for Ascending (default) sort: from low to high. For example, if you selected Code as the sort field, items are listed from lowest number to highest number.  For Descending sort (from high to low), press the <i>Down Arrow</i> and <i>Enter</i> .
Max Items	Press <i>Enter</i> to include in the report all items that match your selection criteria, or enter any number from 1 to 999,999 to limit the number of items.
Output	If the destination is File or Printer+File, press <i>Enter</i> to append this report to an existing report file. To start a new report file, select Start (by pressing the <i>Down Arrow</i> ). This deletes the existing report file.
Chain to Report	Chaining means that after this report prints, another report will print. This field serves to chain user-defined reports, so that they can be printed consecutively, one after the other. For each report, you need to specify the report that will be printed after it. For example, if you chain Report 1 to Report 2, and if Report 2 is chained to Report 3, then reports 1, 2 and 3 will be printed one after the other.  Press <i>Enter</i> (for accepting default) if you do not wish to chain to another report after completing this report, or type in the number of a user-defined report to which you want to chain.

- 4 Select *OK* to execute the report.
- 5 A confirmation box displays.

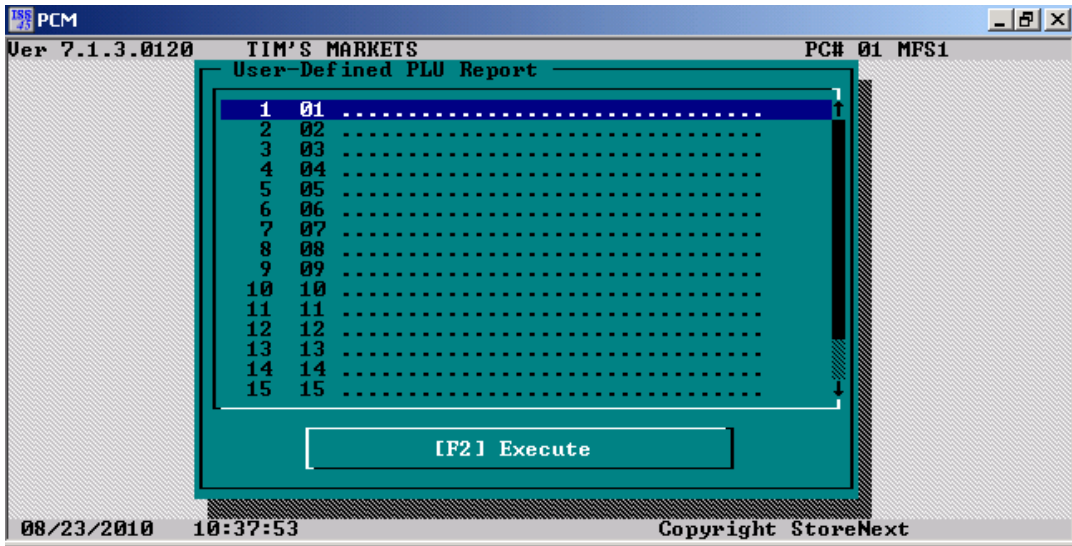


- 6 Press *Enter* to continue, or *Esc* to return to the report selection screen.
- 7 After pressing *Enter*, a window displays, showing the item records being scanned. You can press *Alt+P* to abort the process. In this case, a confirmation box asks whether to Abort or Continue. Select the required operation.
- 8 At the end of the process, the report prints to the selected destination.

## User-Defined Enhanced Fields Report

This option allows you to print a previously defined report. To define a report, see 'Defining a Standard Enhanced Fields Report', later in this chapter.

To access this option, select User-Defined Enhanced Fields Report from the Enhanced Fields Report menu. The User-Defined Enhanced Fields Report menu displays.



This menu displays all the user-defined Enhanced Fields reports. Use *PgUp* and *PgDn* to page through the list.

To select a report, highlight the relevant line and press *Enter* or *F2*.

### Report Selection

As you select a user-defined report option, the report selection screen displays.



If you do not need to change the selection criteria and report parameters, press *Enter* to execute the report.

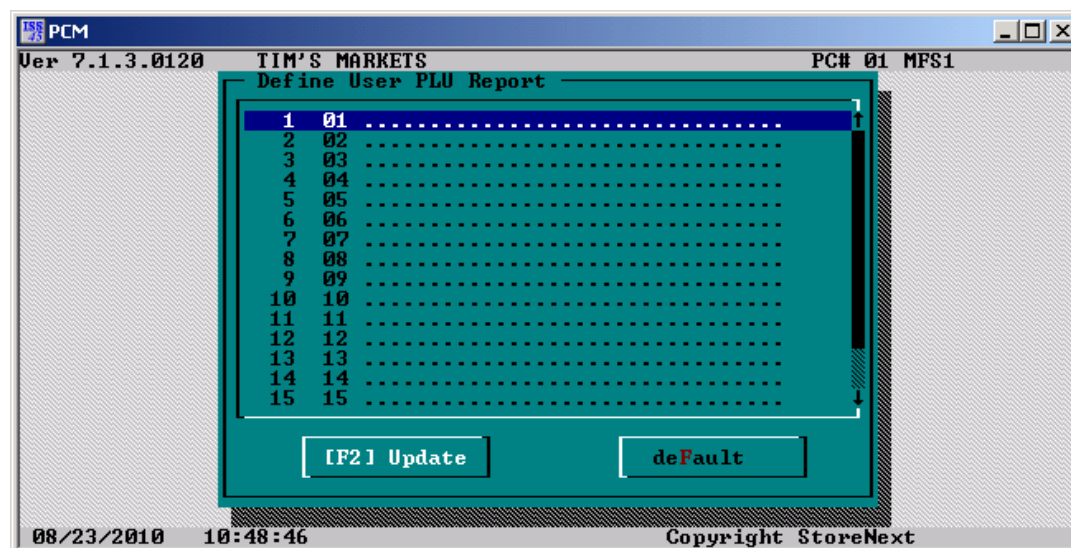
To change the selections, press *Esc*. The cursor moves to Report Name. You can modify the name of the report or any of the other selection fields as described in 'Standard Enhanced Fields Report' earlier in this chapter. After inserting the necessary changes, select *OK (Alt+O)* and press *Enter* to execute the report.

The report prints in the same format as the standard Enhanced Fields PLU Report.

### Defining a User-Defined Enhanced Fields Report

This function allows you to define and save an Enhanced Fields report. Once defined, a user report can be directly executed via the User Defined Enhanced Fields Report option, without having to enter selection criteria and report parameters.

To access this option, select Define User Enhanced Fields Report from the Enhanced Fields Report menu. The Define User PLU Report screen displays.



### Defining a New Report

- 1 Highlight one of the blank lines on the Define User PLU Report screen, and select *Update (F2)*. The report selection screen displays, as illustrated earlier in this section.
- 2 The cursor is positioned on the Report Name field. Type in the name/description of the report. Press *Enter*.
- 3 Type in the required values in the selection fields, as described in 'Standard Enhanced Fields Report'.
- 4 Select *OK* to save the definition. The Define User PLU Report screen returns with the name of the report you have defined.

### Updating a User Defined Report

- 1 In the Define User PLU Report screen, highlight the required report. Select *Update (F2)*. The selection screen displays with the existing definitions. You can modify any of the selection fields.
- 2 Select *OK* to record the changes.

### Canceling a Report Definition

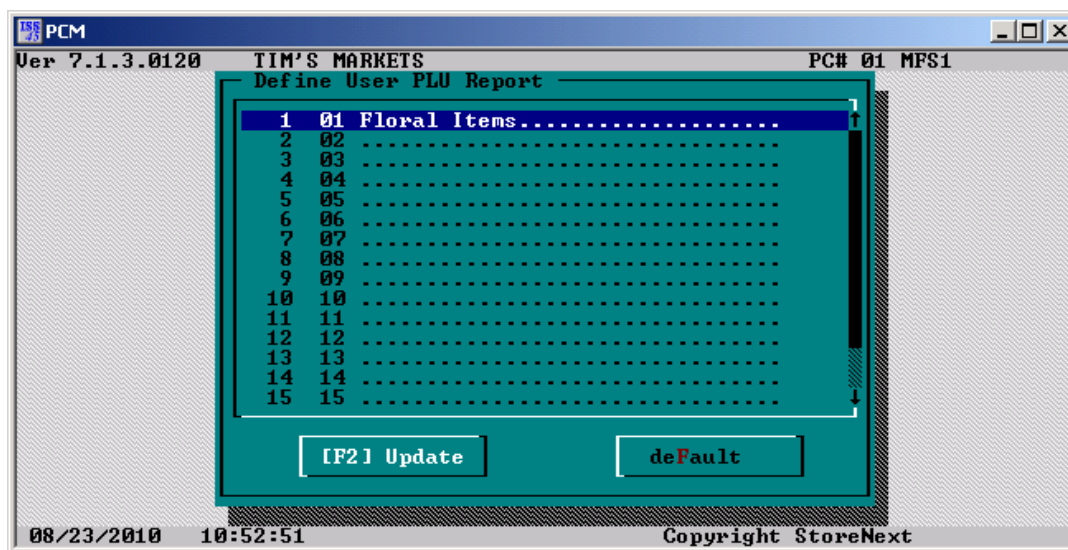
The *deFault* function (*Alt+F*) serves to cancel a report definition and return the fields to default values.

- 1 Highlight the definition you want to cancel. Select *deFault*.
- 2 In the confirmation box, select *Yes*. The report's description is deleted. If you now select *Update*, the selection screen displays with default values.

## User Defined PLU Item Report

This option allows you to print a previously defined PLU report. To define a PLU report, see 'Defining a User PLU Item Report' (on page 51).

To access this option, select User Defined PLU Item Report from the PLU Reports menu. The User Defined PLU Reports menu displays.

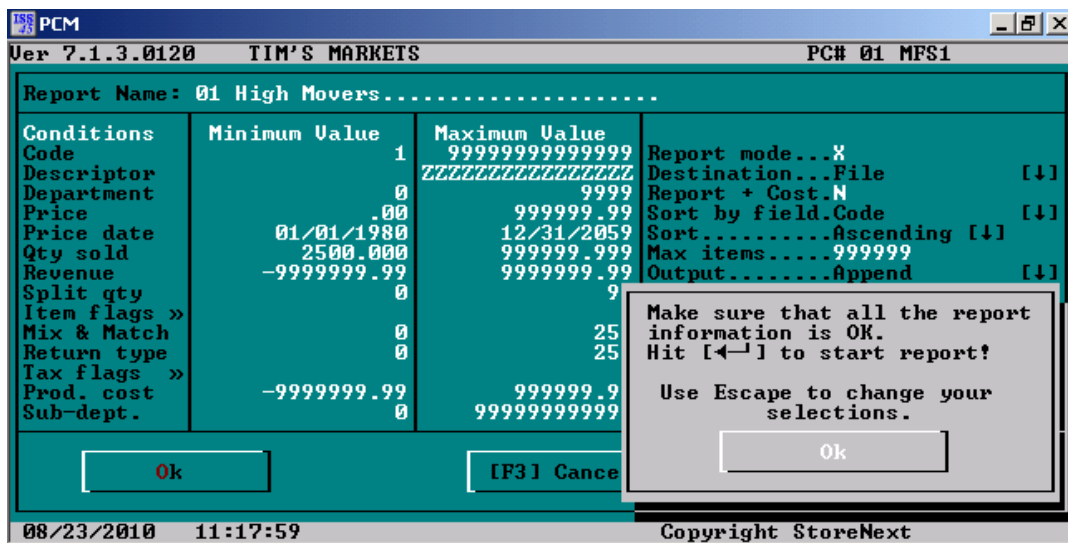


This menu displays all the user-defined PLU reports. Use *PgUp* and *PgDn* to page through the list.

To select a report, highlight the relevant line and press *Enter* or *F2*.

### Report Selection

As you select a user-defined report option, the report selection screen displays.



If you do not need to change the selection criteria and report parameters, press *Enter* to execute the report.

To change the selections, press *Esc*. The cursor moves to Report Name. You can modify the name of the report or any of the other selection fields as described in 'Standard PLU Item Report', earlier in this chapter. After inserting the necessary changes, select *OK* (*Alt+O*) and press *Enter* to execute the report.

**Note**

These changes are in effect only for the current printing. They do not apply to the report definition.

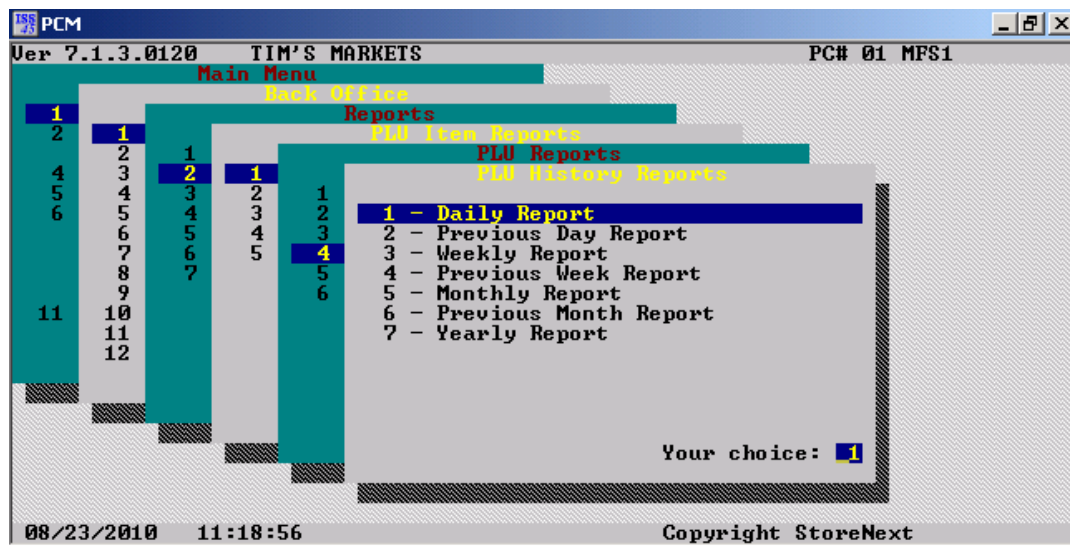
The report prints in the same format as the standard PLU item report.

## History Reports

This option allows you to produce standard PLU item reports for the following periods:

- Current day
- Previous day
- Current week
- Previous week
- Current month
- Previous month
- Current year

To access this option, select PLU History Reports from the PLU Reports menu. The PLU History Reports menu displays.

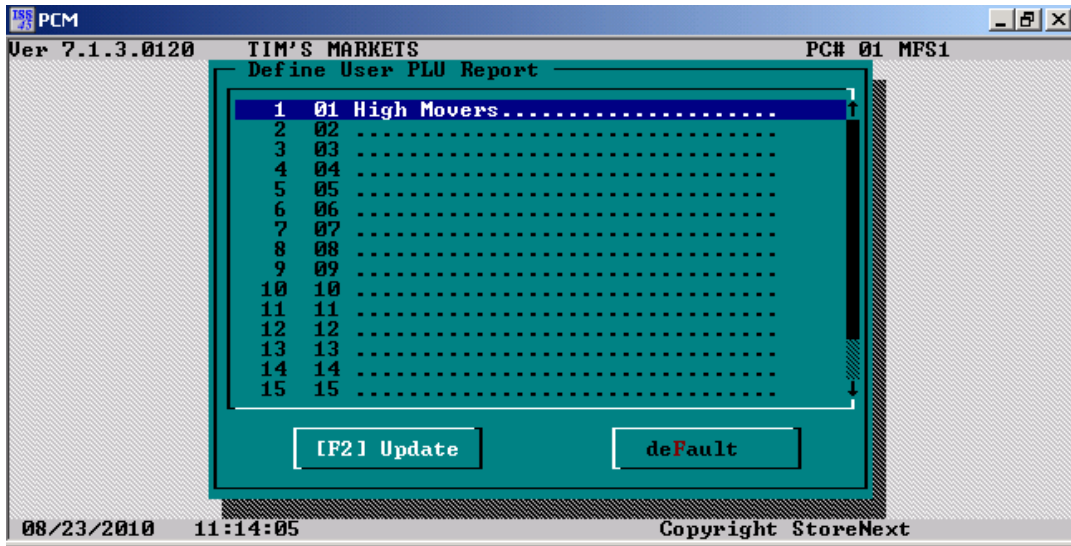


Select the required option. The report selection screen displays as illustrated in 'Standard PLU Item Report', earlier in this chapter. You can use any of the selection fields as in the standard PLU report, except the Report Mode. History reports can be printed only in X mode, so that they can not be accidentally zeroed (Z mode).

**Defining a User PLU Item Report**

This function allows you to define and save a PLU item report selection. Once defined, a user report can be directly executed via the User Defined PLU Item Report option, without having to enter selection criteria and parameters.

To access this option, select Define User PLU Item Report from the PLU Reports menu. The Define User PLU Report screen displays.



### Defining a New Report

- 1 Highlight one of the blank lines on the Define User PLU Report screen, and select *Update* (F2). The PLU Item Report selection screen displays, as illustrated earlier in this section.
- 2 The cursor is positioned on the Report Name field. Type in the name/description of the report. Press *Enter*.
- 3 Type in the required values in the selection fields, as described in 'Standard PLU Item Report'.
- 4 Select *OK* to save the definition. The Define User PLU Report screen returns with the name of the report you have defined.

### Updating a User Defined Report

- 1 In the Define User PLU Report screen, highlight the required report. Select *Update* (F2). The selection screen displays with the existing definitions. You can modify any of the selection fields.
- 2 Select *OK* to record the changes.

### Canceling a Report Definition

The *deFault* function (*Alt+F*) serves to cancel a report definition and return the fields to default values.

- 1 Highlight the definition you want to cancel. Select *deFault*.

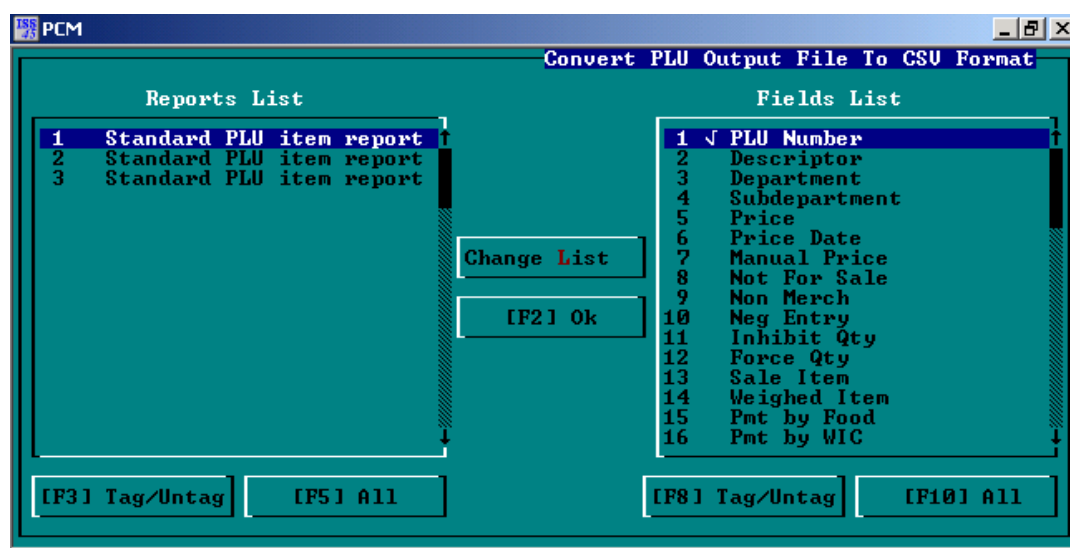
- 2 In the confirmation box, select *Yes*. The report's description is deleted. If you now select *Update*, the selection screen displays with default values.

## Convert Output File to CSV

This option allows you to convert User-Defined PLU Item reports to CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.

Before you can convert the file to CSV, you must execute the User-Defined PLU Item report.

To access this option, select Convert Output file to CSV from the PLU Reports menu. The Convert Output file to CSV Format screen displays.



On the left of the screen is the Reports List. Reports only appear here if they have already been executed.

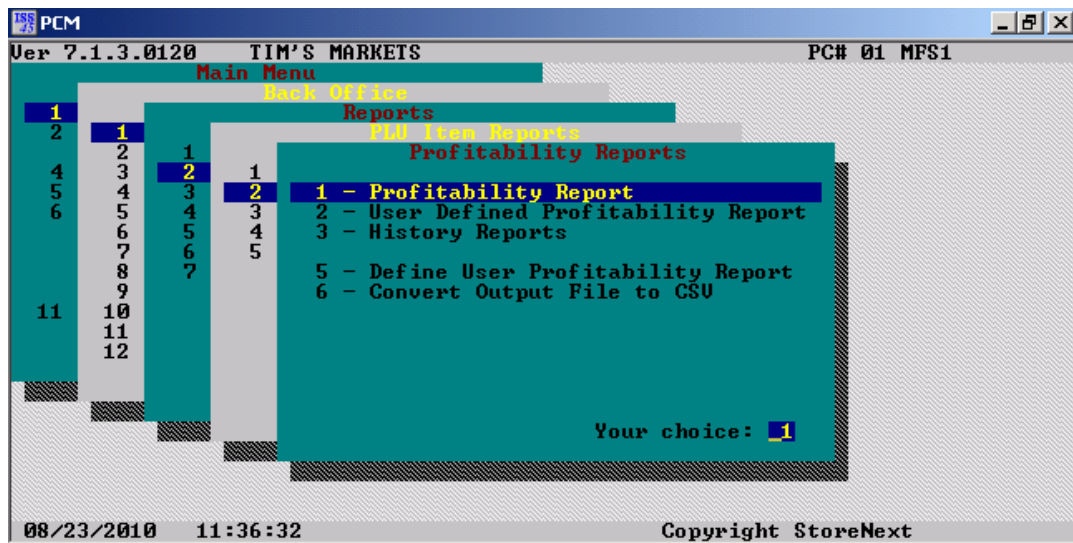
On the right side, is the Fields List. This is where you can select specific fields for the CSV format report.

- 1 In the Convert PLU Output to CSV Format screen, highlight the required report or reports.
- 2 To choose a report for conversion, press *F3* to tag it, or *F5* to tag all the reports listed. *F3* and *F5* are toggle buttons, you can press them a second time to untag.
- 3 Press *ALT+L* or *Tab* to move to the Fields List.
- 4 Highlight individual fields one at a time and press *F8 Tag/Untag* to tag them, or to tag all the fields, press *F10 All*.
- 5 When ready to convert, press *F2*. The system displays the message `Are you sure?` Select *Yes* to continue, or *No* to abort.
- 6 The report is converted.

## Profitability Reports

This option produces reports similar to the PLU reports, but allows additional selections based on mark-up and gross margin calculations. In addition to standard profitability reports, this option allows you to define and save user-defined reports. Daily, weekly, monthly and yearly history reports can also be produced.

To access this option, select Profitability Reports from the PLU Item Reports menu. The Profitability Reports menu displays.



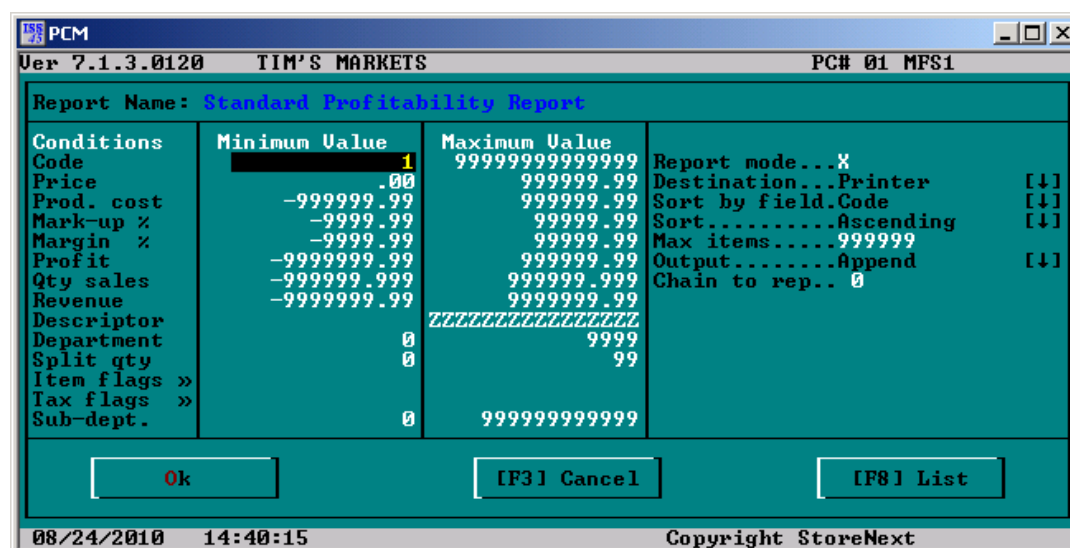
## Standard Profitability Report

This option prints a standard profitability report, showing sales, profit, price, mark-up, gross margin and general information per PLU item. This report includes data accumulated since the last Z (Z mode printing).

To access this option, select Profitability Report from the Profitability Reports menu.

### Report Selection

As you select Profitability Report, the report selection screen displays.



- 1 The left side of the screen contains range fields for defining selection criteria.
- 2 To define a range, type the Minimum Value (beginning of range). Press *Enter*. Then, type the Maximum Value (end of range). To use the displayed default value, just press *Enter* on the relevant field.
- 3 Only PLU items that match the criteria specified in these fields are included in the report. For example, if you enter 100 (minimum) and 200 (maximum) in the Code range fields, the report includes only items 100 to 200. Likewise, if you want to

include in the report, the items of a specific department - Department 1, enter 1 in the Department range fields.

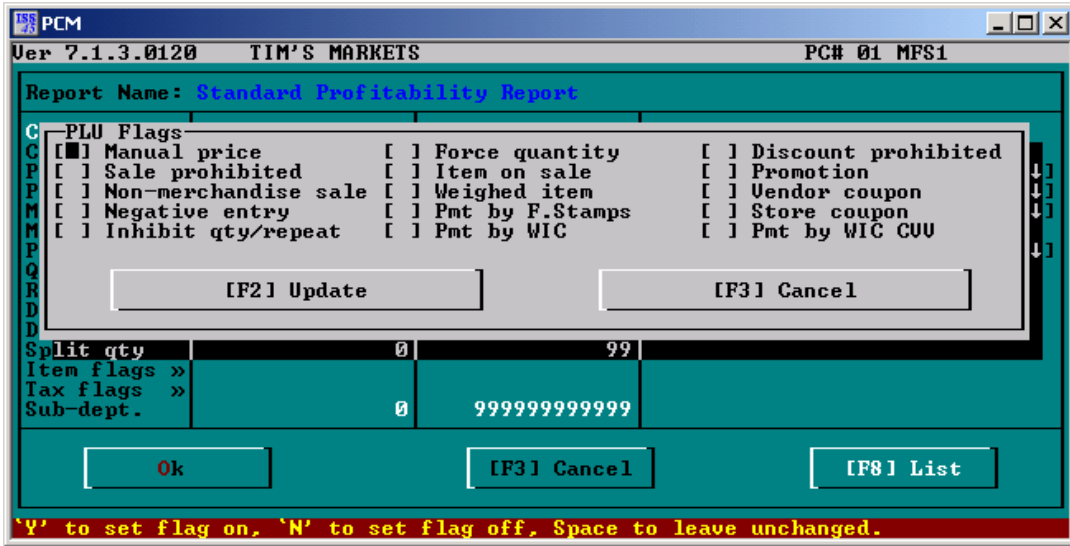
Enter the required minimum and maximum values in the range fields, as described below.

**Note**

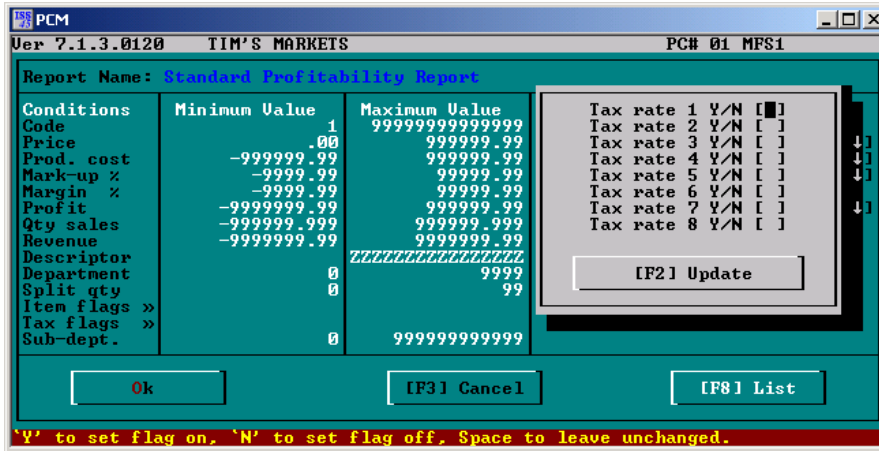
The To value must be greater than the From value.

Field	Description
Code	PLU number.
Price	Item price. Use these fields if you want the report to relate to items with a specific price (type the same price in both range fields) or a range of prices.
Prod. cost	Cost of product. The report includes only items whose cost falls within the specified range.
Mark-up %	Percentage of mark-up. The report includes only items whose mark-up percentage falls within the specified range.
Margin %	Percentage of margin. The report includes only items whose margin percentage falls within the specified range.
Profit	Profit amount for an item. The report includes only items that have generated profit within the specified range.
Qty Sales	Number of items sold. For example, if you want the report to include only those items that have sold above a given quantity, type that quantity in the Minimum Value field, and press <i>Enter</i> in the Maximum Value field.
Revenue	Item revenue (price minus cost). For example, if you want the report to include only those items that have generated above a certain amount of revenue, type that amount in the Minimum Value field, and press <i>Enter</i> in the Maximum Value field.

<b>Field</b>	<b>Description</b>
Descriptor	PLU description.
Department	Department number.
Split Qty	Multiple selling units per price field. For example, to include only items that are sold 2 units for the same price, type 2 in both fields.
Item Flags	<p>Press <i>F8</i> to open the PLU flags window. This window lists the PLU item parameter fields:</p> <ul style="list-style-type: none"><li>▪ Sale prohibited</li><li>▪ Non-merchandise sale</li><li>▪ Negative entry</li><li>▪ Manual price</li><li>▪ Inhibit qty/repeat</li><li>▪ Force quantity</li><li>▪ Item on sale</li><li>▪ Weighed item</li><li>▪ Pmt by F. stamps</li><li>▪ Pmt by WIC</li><li>▪ Discount prohibited</li><li>▪ Promotion</li><li>▪ Vendor coupon</li><li>▪ Store coupon</li><li>▪ Pmt by WIC CVV</li></ul> <p>Type <b>Y</b> in the relevant parameter boxes. Select <i>Update (F2)</i>. Only items that have these parameters checked are included in the report.</p>



Field	Description
Tax Flags	Press <i>F8</i> to display the tax rates window.



Type *Y* for the relevant tax rates. Select *Update (F2)*. Only items that are taxed according to the specified tax rates are included in the report. If none of the rates are checked, the report includes only non-taxable items.

Subdept	Subdepartment number. The report
---------	----------------------------------

Field	Description
	includes only items that have been attached to the specified range of subdepartments.

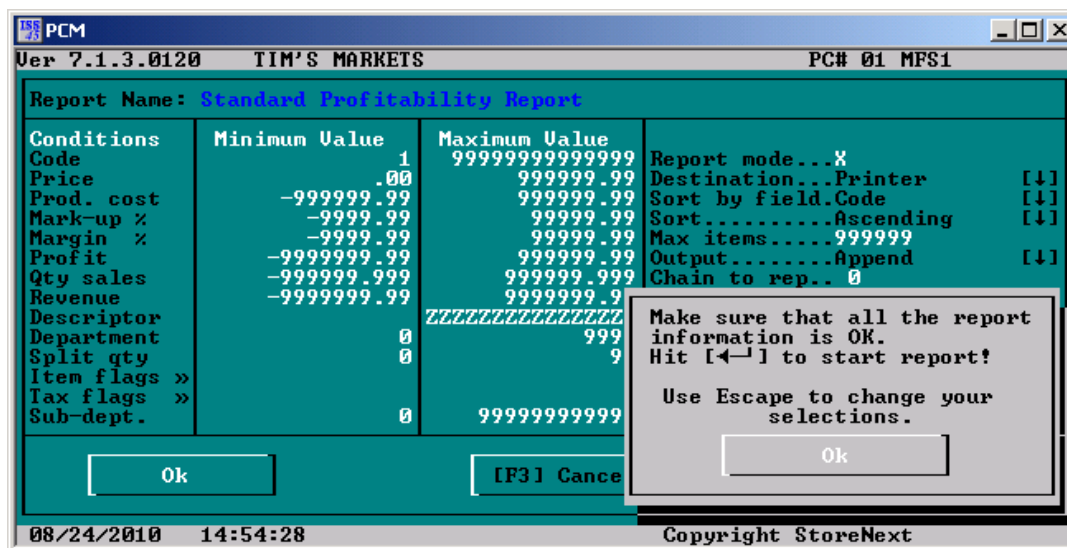
- 4 On the right side of the screen, type in the required information as follows.

Field	Description
Report Mode	<p>Press <i>Enter</i> for X mode (default): totals are not zeroed.</p> <p>Type <b>Z</b> to zero the totals. The report clears only when printed in Z mode. The End of Day procedure does not clear this report. If a Z is performed, PLU item reports (see 'Standard PLU Item Report', earlier in this chapter) also get cleared, and vice versa.</p>
Destination	<p>Press <i>Enter</i> to route the report to the printer (default), or press the <i>Right Arrow</i> to display the drop-down list. Select one of the alternatives:</p> <p><b>File:</b> The report contents are saved to two separate files.</p> <ul style="list-style-type: none"> <li>▪ A file named PRFRPT.SEQ. Using Windows Explorer, you can see this file under the \PCMASTER\SEQ directory. Note that you can change the name of this file, via the system parameters (see the manual 'System Maintenance &amp; Utilities').</li> <li>▪ A file named RPT06ALL.PRN. This file is in CSV (Comma Separated Value) for use with other applications such as a spreadsheet program. Using Windows Explorer, you can see the file under the \PCMASTER directory. You can view and print this report via the History Reports option (see 'History</li> </ul>

Field	Description
	Reports', later in this chapter).
	<b>Printer+File:</b> The report is printed and also saved to the files described in the File function above.
	<b>No Output:</b> Allowed only for Z-mode. In this case, totals are only zeroed and no output is printed.
Sort By	Press <i>Enter</i> to sort the report by item number (default = Code), or use the <i>Down Arrow</i> and <i>Up Arrow</i> to select another sort field.
Sort	Press <i>Enter</i> for Ascending (default) sort: from low to high. For example, if you selected Code as the sort field, items are listed from lowest number to highest number.  For Descending sort (from high to low), press the <i>Down Arrow</i> and <i>Enter</i> .
Max Items	Press <i>Enter</i> to include in the report all items that match your selection criteria, or enter any number from 1 to 999,999 to limit the number of items.
Output	If the destination is File or Printer+File, press <i>Enter</i> to append this report to an existing report file. To start a new report file, select Start (by pressing the <i>Down Arrow</i> ). This deletes the existing report file.

Field	Description
Chain to Report	<p>Chaining means that after this report prints, another profitability report will print. This field serves to chain user-defined profitability reports, so that they can be printed consecutively, one after the other. For each report, you need to specify the report that will be printed after it. For example, if you chain Report 1 to Report 2, and if Report 2 is chained to Report 3, then reports 1, 2 and 3 will be printed one after the other.</p> <p>Press <i>Enter</i> (for accepting default) if you do not wish to chain to another profitability report after completing this report, or type in the number of a user-defined profitability report to which you want to chain (see 'Defining a User Profitability Report', later in this chapter).</p>

- 5 Select *OK* to execute the report.
- 6 A confirmation box displays.



- 7 Press *Enter* to continue, or *Esc* to return to the report selection screen.

- 8 After pressing *Enter*, a window displays, showing the item records being scanned. You can press *Alt+P* to abort the process. In this case, a confirmation box asks whether to Abort or Continue. Select the required operation.
- 9 At the end of the process, the report prints to the selected destination.

**Report features:**

- The selection criteria defined in the report screen. The report includes the PLU items that meet all of these conditions.
- One line of information per PLU item. The following data columns are printed:

Field	Description
Code	PLU item number.
Descriptor	PLU item description.
Dep	The department to which the item belongs.
Subdep #	The number of the subdepartment to which the item is attached.
Price	Item price.
Cost per Case	Dollar cost of full shipping container.
Unit Case	Number of items per shipping container.
Product Cost	Amount paid by store for each item.
Mark-up	$[(\text{Price} / \text{Cost}) - 1] * 100$ .
Margin	$[(\text{Price} - \text{Cost}) / \text{Price}] * 100$ .
Dollar Profit	Profit value (Price - Cost).
Sales	Number of items sold.
Net Revenue	Dollar amount of sales.
Manual Price	Indicates whether item requires manually entered price.
Not for Sale	If checked, indicates item is not for sale.
Non Merch	If checked, indicates item is non-merchandise.

Field	Description
Neg Entry	If checked, indicates the item has a negative value.
Inhbt Qty	If checked, indicates that the cashier is not allowed to use the <Qty> key.
Force Qty	If checked, indicates that the cashier must enter the quantity of items sold when ringing up the item. If not checked, the QTY prompt is displayed on the register.
Wgt Item	If checked, indicates item is sold by weight.
Food stmp	If checked, indicates item can be purchased by food stamps or credit card.
Discnt Prohbt	If checked, indicates that no discounts can be applied to the item.
Promo	If checked, indicates that a promotion exists for this item.
S. Qy	If greater than 1, indicates item is sold in multiple quantities.
Tax Rate	The tax rates (1 to 8) that are applicable to this item are marked by Y.

1 Report totals for the following categories:

- **Total:** all items.
- **Unit price:** items that are not sold in multiple quantities (item quantity for price = 1).
- **Split price:** items that are sold in multiple quantities (item quantity for price is greater than 1).
- **Weighed items:** items that are sold by weight.
- **Coupon items:** items that are vendor and store coupons.

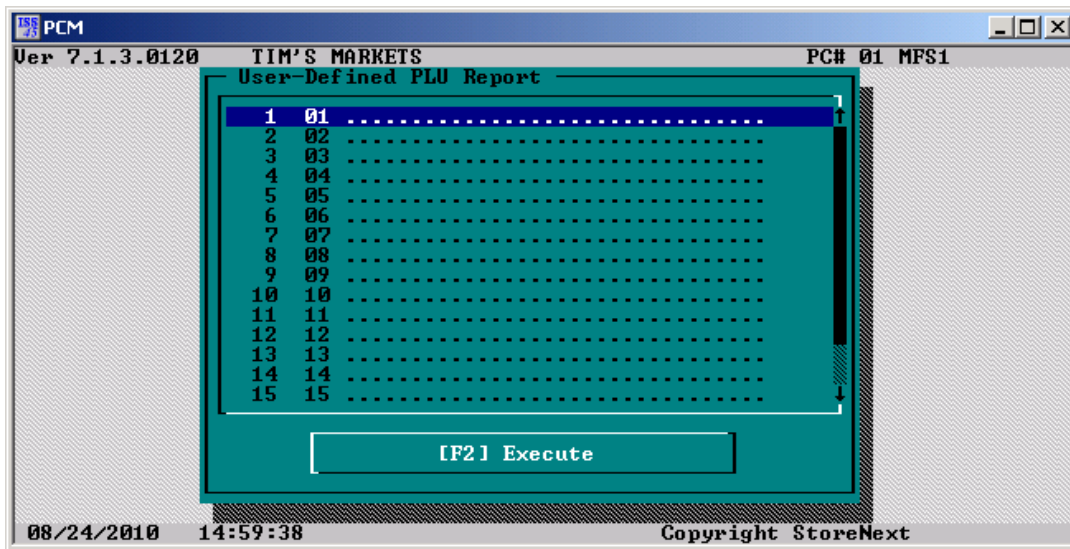
Field	Description
Item Sold	Total number of PLU items sold.
Total Units Sold	Total number of item units sold.

Field	Description
Total Sales	Amount of sales.
Average Units Sold	Average number of items sold.
Average Retail per Units Sold	Total Sales divided by Total Units Sold.

## User Defined Profitability Report

This option allows you to print a previously defined profitability report. To define a profitability report, see 'Defining a User Profitability Report', later in this chapter.

To access this option, select User Defined Profitability Report from the Profitability Reports menu. The User Defined Profitability Reports menu displays.

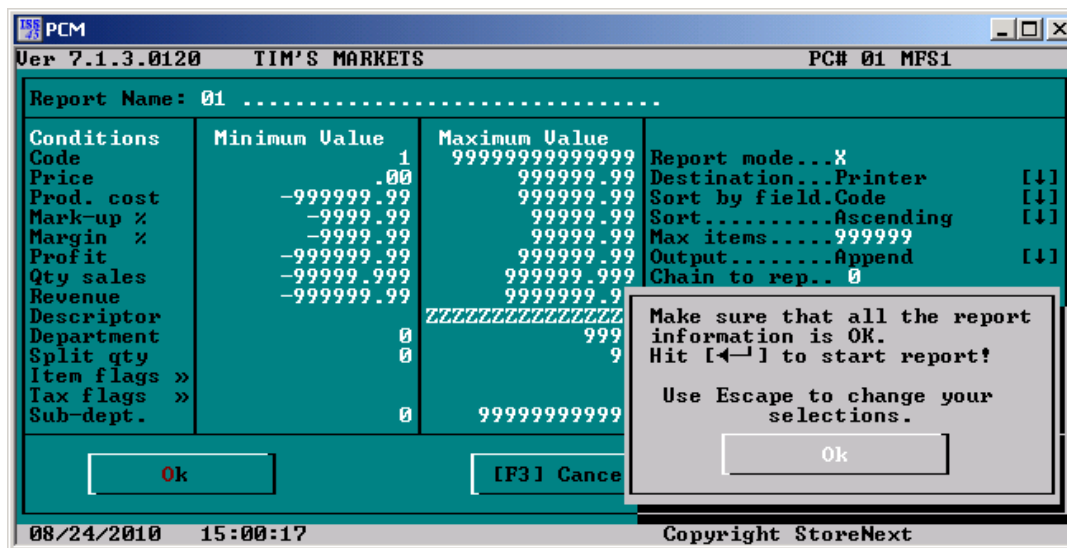


This menu displays all the user-defined profitability reports. Use *PgUp* and *PgDn* to page through the list.

To select a report, highlight the relevant line and press *Enter* or *F2*.

### Report Selection

As you select a user-defined report option, the report selection screen displays.



If you do not need to change the selection criteria and report parameters, press *Enter* to execute the report.

To change the selections, press *Esc*. The cursor moves to Report Name. You can modify the name of the report or any of the other selection fields as described in 'Profitability Report', earlier in this chapter. After inserting the necessary changes, select *OK (Alt+O)* and press *Enter* to execute the report.

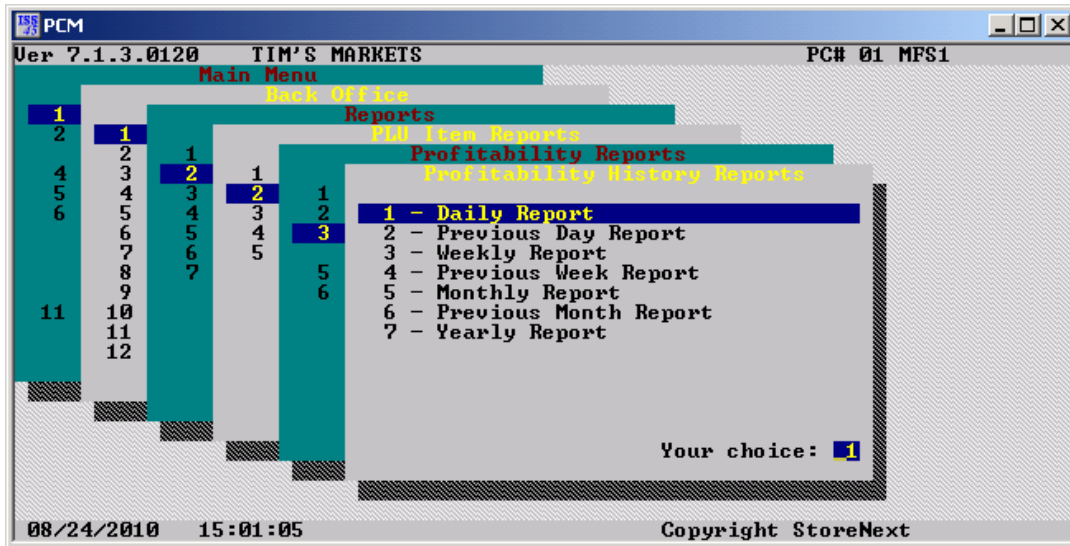
The report prints in the same format as the standard profitability report.

### History Reports

This option allows you to produce standard profitability reports for the following periods:

- Current day
- Previous day
- Current week
- Previous week
- Current month
- Previous month
- Current year

To access this option, select History Reports from the Profitability Reports menu. The Profitability History Reports menu displays.

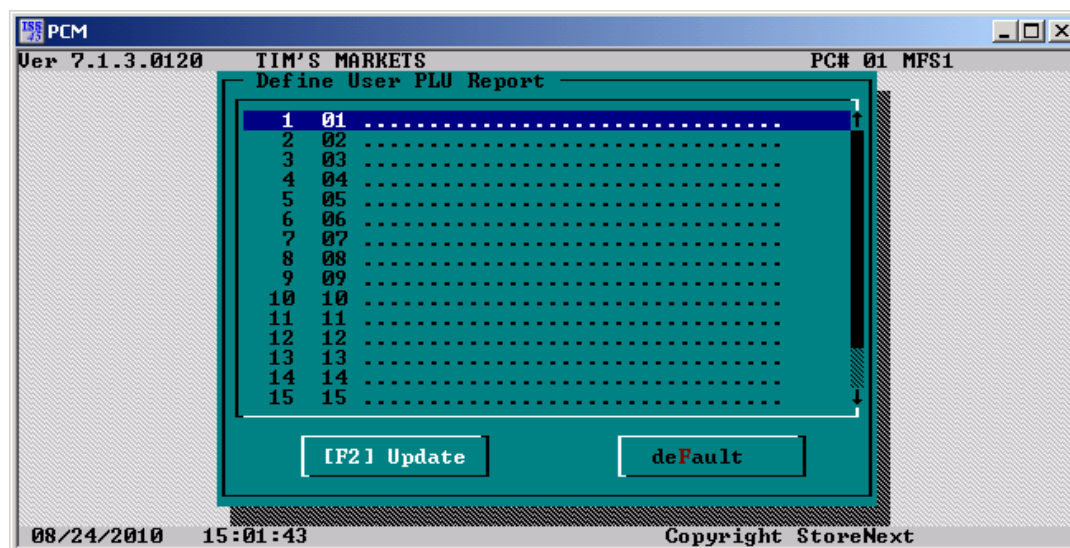


Select the required option. The report selection screen displays as illustrated in 'Standard Profitability Report', earlier in this chapter. You can use any of the selection fields as in the standard profitability report, except the Report Mode. History reports can be printed only in X mode, so that they can not be accidentally zeroed (Z mode).

#### Defining a User Profitability Report

This function allows you to define and save a profitability report selection. Once defined, a user report can be directly executed via the User Defined Profitability Report option, without having to enter selection criteria.

To access this option, select Define User Profitability Report from the Profitability Reports menu. The Define User Profitability Report screen displays.



### Defining a New Report

- 1 Highlight one of the blank lines on the Define User Profitability Report screen, and select *Update (F2)*. The Profitability Report selection screen displays, as illustrated earlier in this section.
- 2 The cursor is positioned on the Report Name field. Type in the name/description of the report. Press *Enter*.
- 3 Type in the required values in the selection fields, as described in 'Standard Profitability Report'.
- 4 Select *OK* to save the definition. The Define User Profitability Report screen returns with the name of the report you have defined.

### Updating a User Defined Report

- 1 In the Define User Profitability Report screen, highlight the required report. Select *Update (F2)*. The selection screen displays with the existing definitions. You can modify any of the selection fields.
- 2 Select *OK* to record the changes.

### Canceling a Report Definition

The *deFault* function (*Alt+F*) serves to cancel a report definition and return the fields to default values.

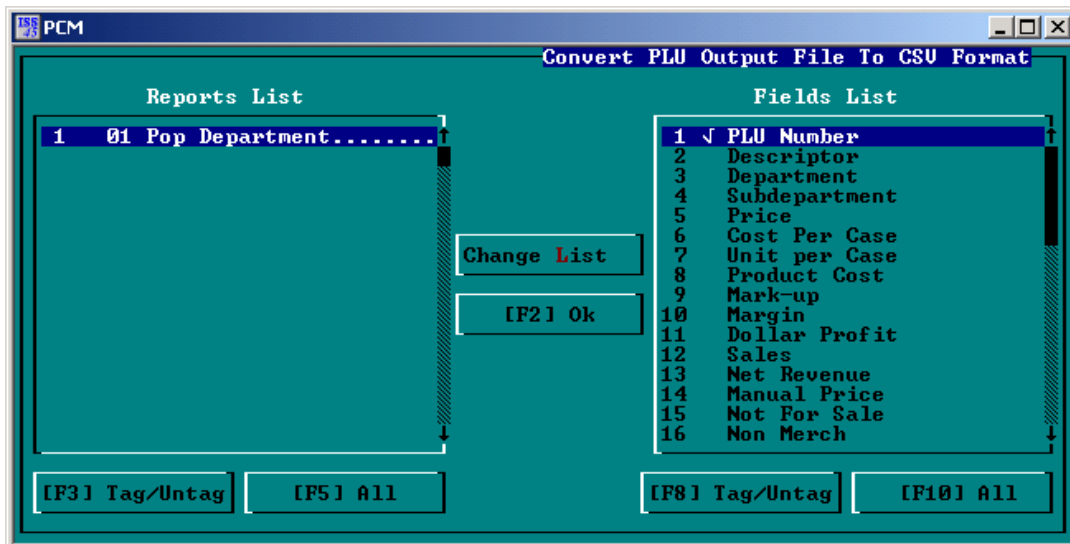
- 1 Highlight the definition you want to cancel. Select *deFault* .
- 2 In the confirmation box, select *Yes*. The report's description is deleted. If you now select *Update*, the selection screen displays with default values.

## Convert Output File to CSV

This option allows you to convert User-Defined Profitability reports to CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.

Before you can convert the file to CSV, you must execute the User-Defined Profitability report.

To access this option, select Convert Output file to CSV from the Profitability Reports menu. The Convert Output file to CSV Format screen displays.



On the left of the screen is the Reports List. Reports only appear here if they have already been executed.

On the right side, is the Fields List. This is where you can select specific fields for the CSV format report.

- 1
- 2 required report or reports.
- 3 To choose a report for conversion, press *F3* to tag it, or *F5* to tag all the reports listed. *F3* and *F5* are toggle buttons, you can press them a second time to untag.
- 4 Press *ALT+L* or *Tab* to move to the Fields List.
- 5 Highlight individual fields one at a time and press *F8 Tag/Untag* to tag them, or to tag all the fields, press *F10 All*.
- 6 When ready to convert, press *F2*. The system displays the message *Are you sure?* Select *Yes* to continue, or *No* to abort.
- 7 The report is converted.

## PLU Not-Found Report

The Not-Found PLU Report option lists not-found items. Items that were requested by the POS terminal but were not in ISS45's PLU Item file.

To access this option, select Not-Found PLU Report from the PLU Item Reports menu. The Not-Found Report selection screen displays.



This report is now printed during EOD. The report may be set as a generate or print option in EOD Job Stream Reports. If 'generate' is selected, reports are created during EOD but are not printed.

The QDX file (9) holding the not-found statistics is cleared during EOD.

### Report Selection

- 1 In the From Not-Found and To Not-Found fields, specify the range of PLU numbers to be scanned. In the From field, type in the beginning of the range. In the To field, type in the end of the range. The report includes the not-found items within this range.
- 2 In the Mode field,
  - Press *Enter* to print the report in X mode (default). The report data is not zeroed; or
  - Type **Z** to print in Z mode. The report data is zeroed after printing.
- 3 Select the report destination:
  - **Screen (F1)** - This function displays the report on the screen. In the report screen, you can press *F10* to produce a printed report.
  - **Printer (F2)** - This function sends the report to the printer. While printing, you can press *Alt+P* to cancel the operation.
  - **File (F3)** - This function creates a file on your disk. The name of the file containing the contents of the report is RPT08ALL.PRN. This file is created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.
  - **Printer + File (F4)** - This function performs both the *Printer* and *File* functions: the report is printed and also sent to a file, as described above.

In Z mode, you can only select *Printer* or *Printer+File*.

### To specify the report destination

- Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or
- Press the key indicated on the function button; for example, *F2* for *Printer*.

### The Not-Found Report Screen

As you activate the *Screen* function, the Not-Found Report screen displays. This screen lists the not-found items. Use the *PgUp* and *PgDn* keys to page through the list. The total number of items is provided at the end of the report.

The following information is displayed per not-found item.

Field	Description
PLU No.	The PLU number of the not-found item.
Keyd	Number of times the PLU number was keyed into the POS terminals.
Last Date	Last date this PLU number was keyed in a POS terminal.

## PLUs Marked for Delete Report

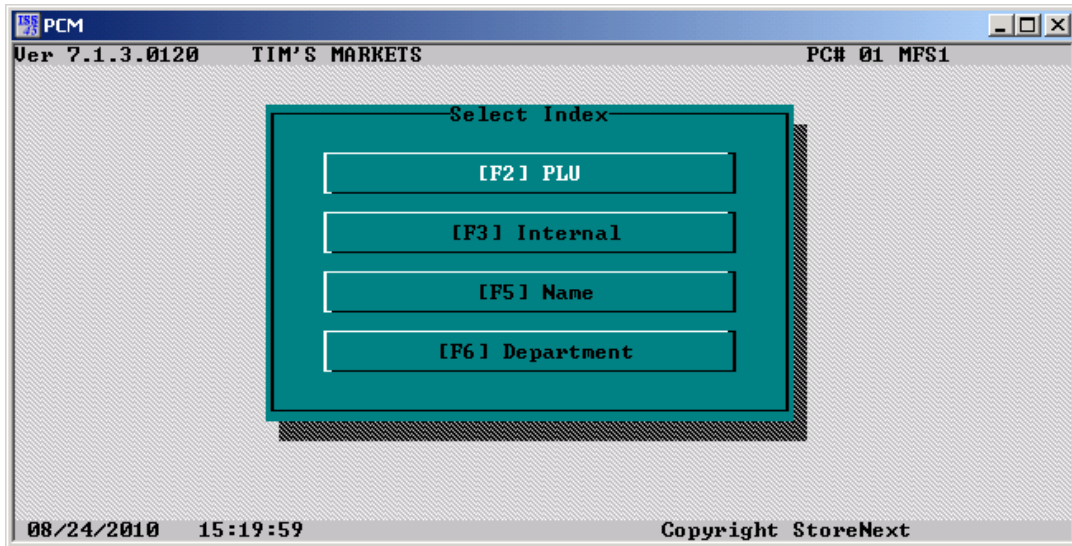
Create customized reports with this option to report on PLUs which the system automatically deletes. PLUs are deleted according to two parameters in the back office; Zero sales weeks before actual PLU *local* deletion and Zero sales weeks before actual PLU *host* deletion. If, for example, you set these parameters to 13 weeks, then PLUs without sales for a 13 week period are deleted at the end of 13 weeks.

### Note

When you delete PLUs from PLU Maintenance, they are listed until the end of 13 weeks. If you are not using this feature, PLUs are deleted immediately.

The PLUs Marked for Delete Report summarizes details of all PLUs marked for delete, according to parameter settings.

To access this option, select PLUs Marked for Delete Report from the PLU Item Reports menu. The Select Index screen displays.

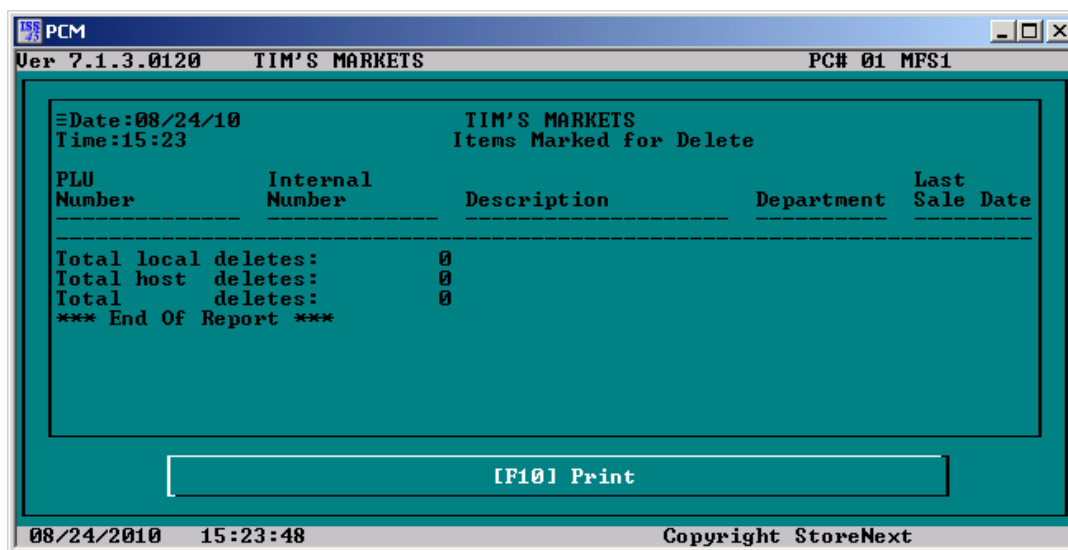


### Report Selection

There are four ways you can request this report by:

- PLU number
- Internal number
- Name
- Department

- 1 From the Select Index screen, select the required method. A *Range* prompt displays.
- 2 Enter the starting and ending PLU numbers to define the required range. If you want to accept the defaults, press *Enter* on each field. This action scans the entire PLU file.
- 3 Select *Continue (Enter)* to create the report. After a short wait, the report screen displays.



The following information is displayed per PLU.

Field	Description
Internal Number	The internal number (if any), linked to the item.
Description	PLU description.
Department	Department number.
Last Sale Date	Date the item was last sold.
Local Delete	A check mark indicates if this is a local (store) delete.
Host Delete	A check mark indicates if this is a host (remote or head office) delete.
At the end of the report are totals for:	
Total Local Deletes	Total number of PLUs marked for deletion by the store computer.
Total Host Deletes	Total number of PLUs marked for deletion by the host (head office) computer.
Total Deletes	Total of all PLUs marked for deletion.

## Item Sales Report

Use this option to query sales information for specific items. You can define up to 100 customized reports, detailing information like the number of items sold (and value) for today and week to now.

To access this option, select Item Sales Report from the PLU Item Reports menu. The report list screen displays.

### Report Building

- 1 Highlight a blank report number and select *Update*. The Item Sales Report Definition screen displays.

Item Sales Report Definition

Report name...> [REDACTED]

Report by...> PLU Number [↓]

1.	0	0
2.	0	0
3.	0	0
4.	0	0
5.	0	0
6.	0	0
7.	0	0
8.	0	0
9.	0	0
10.	0	0

[F2] Update    [F4] Delete    [F8] List

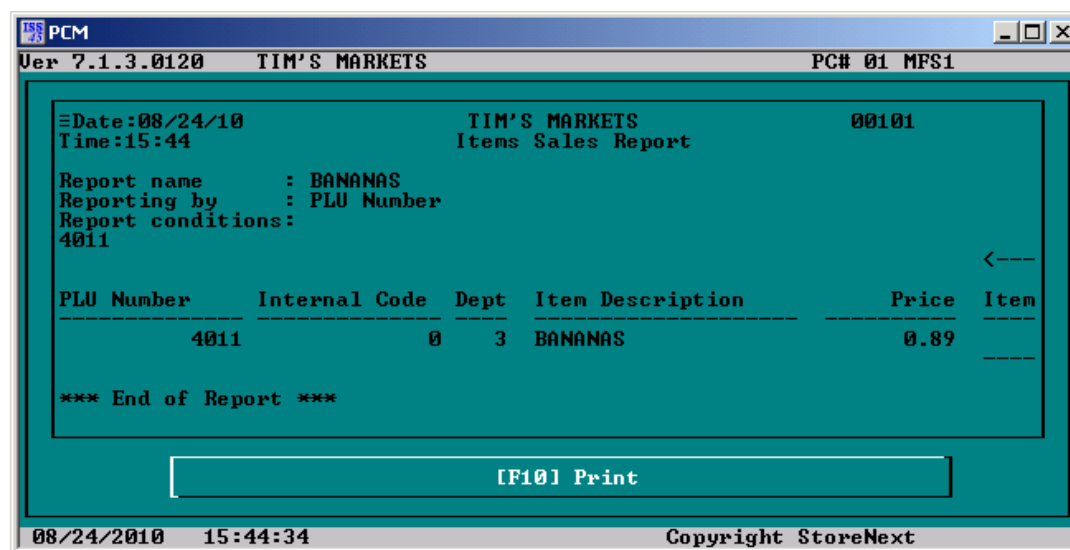
08/24/2010 15:24:46 Copyright StoreNext

- 2 Enter an appropriate report name.
- 3 Select a report by option from the drop-down list, either PLU number or Internal code.
- 4 In each row, enter the required PLU or internal code number, or select *F8 List* to display the items list.
- 5 Highlight an item and press *Enter* to select it. You can request up to 50 items in each report.

### Note

You may define a range of items in each row. In the first column enter the start number, press *Tab* to move to the second column and enter the end number. The report will show sales for the selected range of items.

- 1 To display the report press *Esc* to return to the previous screen.
- 2 Select *Print*. The report screen displays.

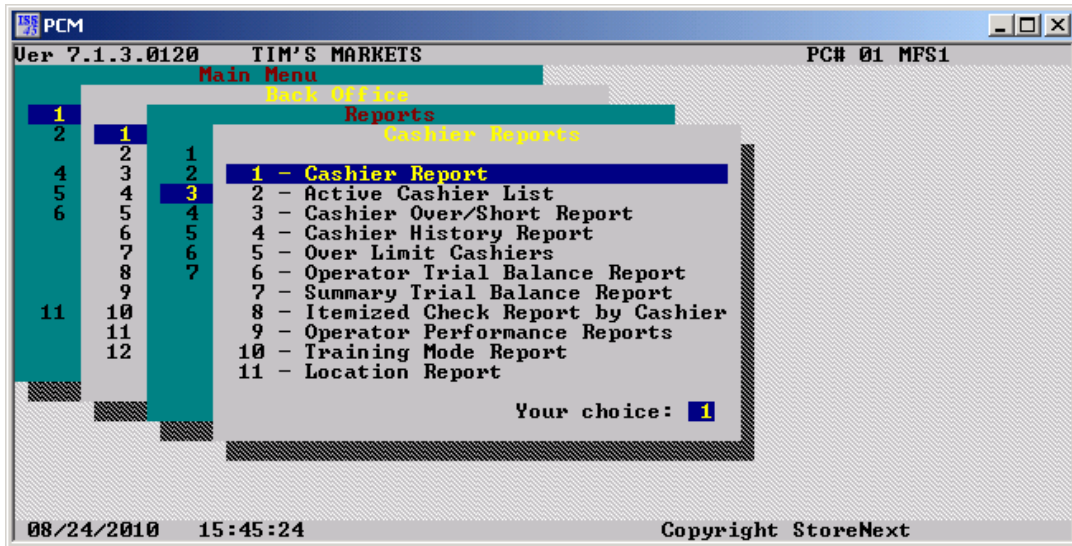


To print the report, press *F10*.

## Cashier Reports

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

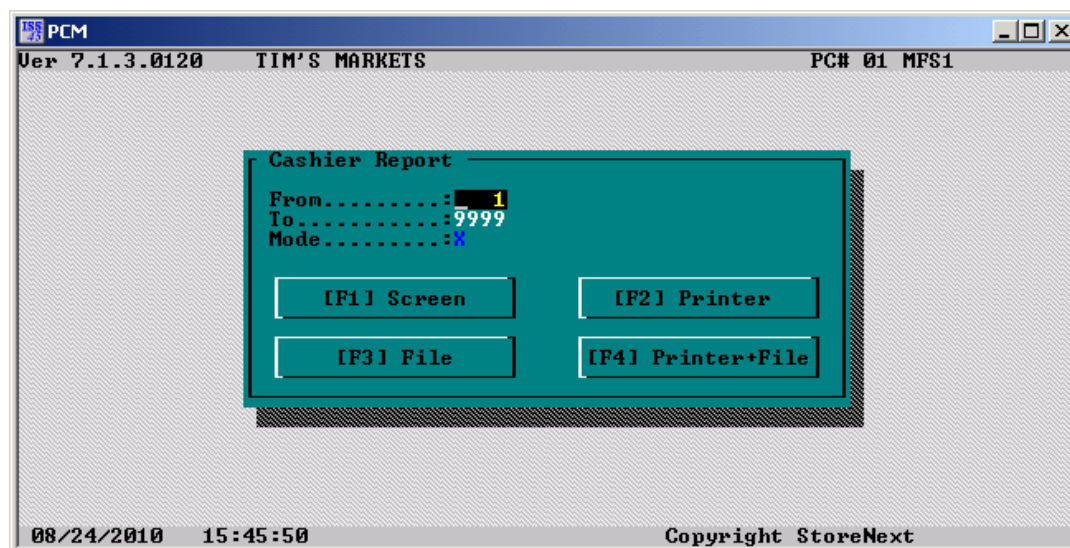
To access this option, select Cashier Reports from the Reports menu. The Cashier Reports menu displays.



## 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 (see 'System Parameters' in the manual 'System Maintenance & Utilities'), the cashier report can be zeroed only during the End of Day process.

To access this option, select Cashier Report from the Cashier Reports menu. Choose the period: *F1* Current, or *F2* Previous. The report selection screen displays.



### Report Selection

- 1 In the From and To fields, specify the range of cashiers whose activities you want to include in the report. In the From field, type in the beginning of the range. In the To field, type in the end of the range. The report includes the cashiers within this range.
- 2 In the Mode field,
  - Press *Enter* to print the report in X mode (default). The report data is not zeroed; or
  - Type **Z** to print in Z mode. The report data is zeroed after printing.

In most cases, the mode must be X. Z mode is allowed if your system is not using the Enhanced Cashier/Store Balancing feature (see 'System Parameters', in the manual 'System Maintenance & Utilities').

- 3 Select the report destination:
  - **Screen (F1)** - This function displays the report on the screen. In the report screen, you can press *F10* to produce a printed report.
  - **Printer (F2)** - This function sends the report to the printer. While printing, you can press *Alt+P* to cancel the operation.

- **File (F3)** - This function creates a file on your disk. The name of the file containing the contents of the report is RPT09ALL.PRN. This file is created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.
- **Printer + File (F4)** - This function performs both the *Printer* and *File* functions: the report is printed and also sent to a file, as described above.

In Z mode, you can only select *Printer* or *Printer+File*.

To specify the report destination

- Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or
- Press the key indicated on the function button; for example, *F2* for *Printer*.

### The Report Screen

As you activate the *Screen* function, the Cashier Report screen displays, as illustrated in the following figure.

Cashier Data		Media Totals			Cashier Report	
Current period						
Cashier number	101				Uoids	.00 0
Cashier name	CASHIER 10	CASH	427.70	13	Cancel	.00 0
No-Sales count	0	CHECKS	0.00	0	Subtract	.00 0
Customer count	13	GIFT CE	0.00	0	Refunds	.00 0
Total Sales	131.00	FOODSTA	200.00	0	Override	.00 0
Returns	.00	EBT CAS	0.00	0		
Discounts	-.60	FOREIGN	0.00	0		
Non-merch Sale	.00	BARCODE	100.00	0		
Neg. Dept Sales	.00	Sum....	738.90			
Receipts	.00					
Payouts	.00	CASH				
Tax	.50	Open	300.00	0		
Gross Takings	130.90	Sales	127.70	13		
Charge payment	.00	Add L.	0.00	0		
R. Charge pmt	.00	P/Ups	0.00	0		
		Paid-ou	0.00	0		
		Receipt	0.00	0		
Logged-on time	14:35	CHECKS				
Active time	14:05	Open	0.00	0		
Idle time	00:29					
Item count	31					
Cust. per hr.	.92					
Sale volume hr.	9.35					
Items per hr.	2.21					

Control Buttons:

- [F4] Print
- [F5] Print All
- [F9] Prev
- [F10] Next

Use TAB to move to/from lists and buttons.

The screen displays the activities of the first cashier in the selected range.

The left side of the screen contains the following information:

<b>Field</b>	<b>Description</b>
Cashier Number	The number of the cashier.
Cashier Name	The name of the cashier.
No Sales Count	The number of times the No Sales key was pressed.
Customer Count	Number of customers handled by the cashier.
Total Sales	Amount of total sales (not including non-merchandise items or returns).
Returns	Amount of returns.
Discounts	Amount of discounts.
Non-merch sale	Amount of non-merchandise sales.
Neg. Dept. Sales	Amount of negative department or item sales.
Receipts	Amount of receipts issued.
Payouts	Amount of payouts issued.
Tax	Amount of tax.
Gross Takings	Total of all figures displayed above this field: Total Sales minus Returns minus Discounts plus Non-Merchandise Sales minus Negative Department Sales plus Receipts minus Payouts plus Tax.
Charge Payment	Charge payment total.
Reverse Charge Payment	Reverse charge payment totals.
Logged-on Time	Duration of logged on time at POS terminal.
Active Time	Duration of active time at POS terminal.
Idle Time	Duration of idle time (Logged-on minus Active).
Item Count	Number of items handled.
Cstmr per Hr	Number of customers per hour (Customer Count divided by Hours).

Field	Description
Sale Volume Hr	Sale amount per hour (Total Sales divided by Hour).
Items per Hr	Number of items per hour (Item Count divided by Hours).
Active at POS	The POS terminal from which the data is collected.

The middle part of the screen contains:

- A window listing totals by media (payment type).
- The Sum field showing the total media amount in cash drawer (sum of all amounts listed in the media window).
- A window listing cash in drawer summary.

#### Top window

For each type of payment (cash, check, visa, etc.), displays:

- Total amount (positive or negative)
- Total number of payments by this media.

Page through the list with *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

#### Bottom window

To move to this window, use the *Tab* key. For each type of payment, the following information is displayed:

Field	Description
Open	Amount in register at startup (e.g. cash amount) and the amount of media (e.g. number of checks).
Sales	Amount of sales by that media and the number of sales.
Add L	Add loan: added media amount after startup, and number of loans added.
P/UPs	Amount of media picked up from register, and the number of pick ups.

<b>Field</b>	<b>Description</b>
Paidout	Amount of payouts (only in cash payments) and the number of payouts.
Receipt	Amount of receipts (only in cash payments) and the number of receipts.

To move to this window, use the *Tab* key. To page through the list, use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

The right side of the screen displays the total amount and total count for the following operations:

- Voids
- Cancels
- Subtracts
- Refunds
- Overrides

#### **Function buttons**

To activate any of the function buttons on the right side of the screen:

- Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or
- Press the key indicated on the function button; for example, *F4* for *Print*.

#### **Displaying the next cashier**

Select *Next*. To display the previous cashier, select *Prev*.

#### **Printing a report**

To print a report for the displayed cashier, select *Print (F4)*.  
To print a report for all selected cashiers, select *Print All (F5)*.

#### **Report features:**

- Cashier information including number, name and POS terminal at which cashier is active.

- Total number of no-sales and customers. Total amount of sales (not including discounts, returns, non-merchandise sales, negative sales, tax, receipts or payouts).
- Total amount and total number of returns, discounts, non-merchandise sales, negative department sales, receipts, payouts and taxes.
- Gross takings: A total of all figures printed above this total (Total Sales minus Returns minus Discounts plus Non-Merchandise Sales minus Negative Department Sales plus Receipts minus Payouts plus Tax).
- Total amount of sales, pick ups, open loans, add loans, payouts and ROA per payment type: cash, check, credit cards, etc.
- Cash in drawer summary: total amount of payments per payment type and total number of payments by that media
- Total amount and total number of voids, cancels, subtracts, refunds and price overrides.
- Statistics data:

<b>Field</b>	<b>Description</b>
Item per Customer	Number of items sold divided by number of customers.
Item Count	Number of items handled.
Logged-On Time	Percentage and amount of logged-on time.
Active Time	Percentage and amount of active time.
Customer Time	Percentage and amount of time per customer (ringing time plus tendering time).
Ringing Time	Percentage and amount of ringing time (customer time minus tendering time).
Tendering Time	Percentage and amount of tendering time (customer time minus ringing time).
Idle Time	Percentage and amount of idle time (logged-on time minus active time).
Customers per Hour	Number of customers handled per hour.
Sales Volume per Hour	Amount of sales per hour.

Field	Description
Items per Hour	Number of items sold per hour.

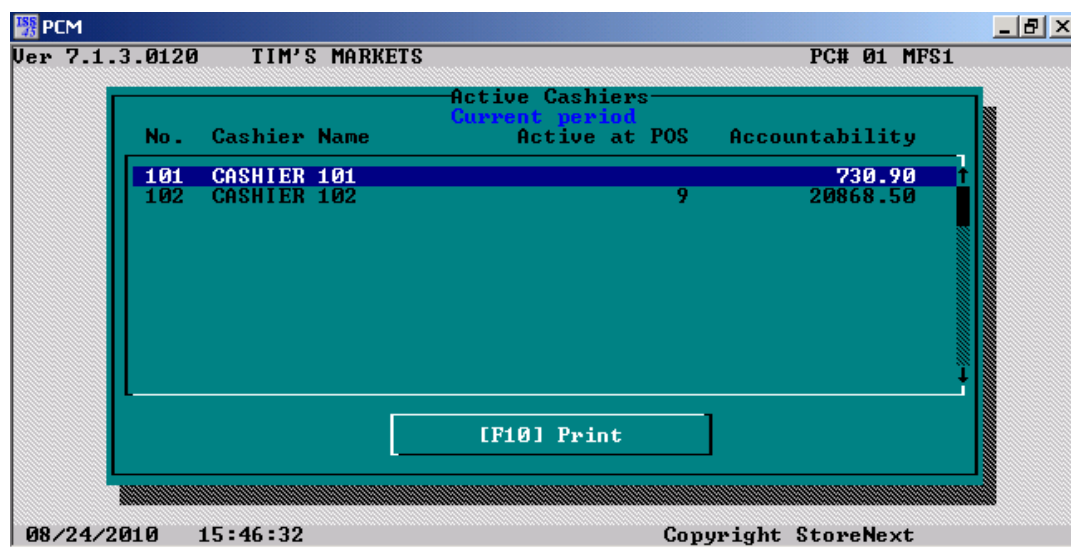
## Active Cashier List

This option displays a list of all cashiers that have had activity since the Cashier Report was last zeroed. Cashiers who have not had activity since the Cashier Report was last zeroed, are not listed.

To access this option, select Active Cashier List from the Cashier Report menu. Choose the period: *F1* Current, or *F2* Previous.

### The Report Screen

While the report is being prepared, the following message displays: Wait while scanning cashier file. Then, the report screen appears, as illustrated below.



The report screen lists the following information per cashier.

Field	Description
Cashier Number	The number of the cashier.
Cashier Name	The name of the cashier.

<b>Field</b>	<b>Description</b>
Active at POS	Number of POS terminal where the cashier is currently active.
Accountability	The amount in the cashier's cash drawer. This field includes cash pick ups and loans. After a cashier report is produced in Z mode, a cashier is locked or Z'd, and the accountability is 0.

Press *F10* to print the report.

## Cashier Over/Short Report

The Cashier Over/Short report provides over/short information for the selected cashiers. Over and short totals are printed, per cashier, for the following periods:

- Current day
- Previous day
- Current week
- Previous week
- Current month
- Previous month
- Current year

To access this option, select Cashier Over/Short Report from the Cashier Reports menu. The report selection screen displays.

PCM  
Ver 7.1.3.0120 TIM'S MARKETS PC# 01 MPS1

Cashier Over/Short

From cashier: 0  
To cashier :9999

Ok

08/24/2010 15:47:13 Copyright StoreNext

### Report Selection

In the From and To fields, specify the range of cashiers to be included in the report. In the From field, type in the beginning of the range. In the To field, type in the end of the range. Select **OK**.

### The Report Screen

The report screen displays as illustrated in the following figure.

*Date:08/24/10		TIM'S MARKETS		
*Time:15:47		Cashier Over-Short report		
*Cashier Number	Cashier Name	Daily	Previous	
1	DAUE	-614.80	-775.	
2	MELISSA	-600.00	-736.	
3	VAIR	-605.54	-842.	
4	TOMER	-642.60	0.	
5	CLIFF	-642.43	0.	
6	JESSICA	0.00	0.	
7	CHRIS	0.00	0.	
8	PEN	0.00	0.	
9	TOBY	0.00	0.	
10	JENNY	0.00	0.	
11	OAHN	0.00	0.	

[F10] Print

08/24/2010 15:47:31 Copyright StoreNext

To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The following information is displayed per cashier:

- The number and name of the cashier.
- The cashier's over or short total for:
  - the reported day
  - previous day
  - the reported week
  - previous week

- reported month
- previous month
- reported year

## Cashier History Report

The Cashier History Report provides cashier history information which is captured during the printing of the Cashier Locking Report (see the chapter 'Cashier Maintenance'). This report includes two parts. The first part of the report is identical to the Cashier Report described earlier in this chapter. The second part of the report is identical to the cashier Declaration Report described in the 'Cashier Maintenance' chapter.

To access this option, select Cashier History Report from the Cashier Reports menu. The report selection screen displays.

The screenshot shows a terminal window titled 'PCM' with the following text:

```
Ver 7.1.3.0120    TIM'S MARKETS    PC# 01 MFS1
```

The main content is a box titled 'Cashier History Reports' with the following fields:

```
From cashier.>>    0
To cashier...>>    0
Start day...>>    00/00/1980
End day.....>>    00/00/1980
```

At the bottom of the box are two buttons: '[F2] Ok' and '[F8] List'.

At the bottom of the terminal window, the date and time are '08/24/2010 16:02:42' and the copyright notice is 'Copyright StoreNext'.

### Report Selection

- 1 In the From Cashier and To Cashier fields, specify the range of cashiers whose activities you want to include in the report. In the From field, type in the beginning of the range. In the To field, type in the end of the range. In both fields, you can use *F8* to display the Cashiers List and select the required cashier.

- 2 In the Start Day and End Day fields, specify the required period (up to one month), by typing the beginning and end dates.
- 3 Select *OK (F2)* to print.

## Over Limit Cashiers Report

The Over Limit Cashiers Report shows which cashiers have more cash (media) in their drawer than the amount specified in the Cash in Drawer Limit parameter, (see 'POST Parameters' in this manual). The report shows the actual amount in the cash drawer, indicates whether or not the cashier is signed-on, and the active POS number.

The report is displayed on the screen, and contains a print option.

To access this option, select Over Limit Cashiers from the Cashier Reports menu.

### The Report Screen

The report screen displays as illustrated in the following figure.

Ver 7.1.0      YOUR STORE NAME.....      PC# 01 MFS1

†Date: 23/08/1995      YOUR STORE NAME.....      Page:001  
 Time: 13:34      OVER LIMIT CASHIERS

Cash in drawer limit: 500.00

Cashier Number	Name	Total	Signed On	Active at POS
1	STAN	1544.66		0
2	ROB	960.81	√	70
101	JOPJO	5020.01		0

Ⓢ

[F3] Cancel      [F10] Print

23/08/1995 13:34:50

To view all parts of the report use the following:

- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The following information is displayed per cashier:

- The number and name of the cashier.

- The total amount currently in the cash draw.
- Whether the cashier is currently signed-on.
- The POS number where the cashier is active.

## 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 total.

To access this option, select Operator Trial Balance Report from the Cashier Reports menu. Choose the period: *F1* Current, or *F2* Previous. The report selection screen displays.

### Report Selection

- In the From Cashier and To Cashier fields, specify the range of cashiers you want to include in the report. In the From field, type in the beginning of the range. In the To field, type in the end of the range. The report includes the cashiers within this range.

### The Report Screen

The report screen displays as illustrated in the following figure.

Ver 7.1.3.0120 TIM'S MARKETS PC# 01 MFS1  
 Date: 08/24/10 Time: 16:07  
 TIM'S MARKETS Operator Trial Balance Report Current period

Num	Name	Acct Period	Declarations Count
101	CASHIER 101	Current period	0

Tender Type	Declared Qty	Declared Amount	Expected Qty	Expected Amount	Over/Short Qty
CASH		0.00		427.70	
FOODSTAMPS		0.00		200.00	
BARCODED TNR 7		0.00		100.00	
UPC 5	0	0.00	2	3.20	

[F10] Print  
 08/24/2010 16:07:57 Copyright StoreNext

The following data columns are included per cashier:

- Name
- Accounting Period (current or previous)
- Declarations Count (total declarations for the period)

Below, are columns for each tender type as well as totals:

- Declared Quantity and Amount
- Expected Quantity and Amount
- Over/Short Quantity and Amount
- Percentage Over/Short

To print the report, press *F10*.

## Summary Trial Balance Report

This report is identical to the Operator Trial Balance Report, but contains information totals for the entire store. No operator information is displayed.

To access this option, select Summary Trial Balance Report from the Cashier Reports menu. Choose the period: *F1* Current, or *F2* Previous. The report screen displays.

Uer 7.1.3.0120 TIM'S MARKETS PC# 01 MFS1

≡Date:08/24/10  
Time:16:09

TIM'S MARKETS  
Operator Trial Balance - Store, Current period

Tender Type	Declared Qty	Declared Amount	Expected Qty	Expected Amount	Qty
CASH		0.00		20800.17	
FOODSTAMPS		0.00		400.00	
FOREIGN CURRENCY	0	0.00	14	198.28	
BARCODED INDR 7		0.00		198.50	
BARCODED INDR 12		0.00		-0.75	
UPC 5	0	0.00	2	3.20	
<b>Total:</b>		<b>0.00</b>		<b>21599.40</b>	

\*\*\* End Of Report \*\*\*

[F10] Print

08/24/2010 16:09:46 Copyright StoreNext

To print the report, press *F10*.

## 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 option, select Itemized Check Report by Cashier from the Cashier Reports menu.

### Report features:

The following information is printed for each check received.

Field	Description
Check Amount	Written amount of check.
Order Total	Total amount of the order for which the check was written.
Change Given	The change given back to the customer.
POS Number	The number of the POS where the order was rung.
Ticket Num	The ticket number issued with the order.
Date	The date the order was rung.
Time	The time the order was rung.

Field	Description
ID Number	The ID number entered for the order.
Frequent Shopper Num.	The frequent shopper number (if any) of the customer, entered with the order

The total check amount per cashier is printed.

## Operator Performance Report

Use this report to monitor cashier time and performance at the terminal. 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 option, select Operator Performance Report from the Cashier Reports menu. The report displays.

Ver 7.3.0      YOUR STORE NAME .....      PC# 01 MPS1

```

***Date:07/30/96
***Time:09:24
*
*          <----- Performance ----->
*          Sign On   Item   Tend   Idle   Total
*          Time     /Min   /Cust /Cust  Secure
*-----
* 1  ROB           0:04:46  1552.00  0:00:00  0:00:04  0:00:00
* 2  BARBARA      0:16:09   10.00  0:00:02  0:16:06  0:00:00
*-----
*          Total:           0:20:55  1562.00  0:00:00  0:00:22  0:00:00
*
*** End Of Report ***
♀

```

[F3] Cancel      [F10] Print

07/30/1996    09:24:46

The following data columns are included per operator:

Performance:

- Sign On Time
- Items per Minute
- Tender Time per Customer
- Idle Time per Customer

- Total Secure Time
- Customers per Hour
- Percentage of Items scanned

Counts:

- Cancels
- Subtracts
- Voids
- No Sales
- Price Overrides
- Customers
- Items
- Value
- Average Price
- Items per Customer

Percentage Time (percentage of time on specific tasks)

- Item Registration (ringing up)
- Tender
- Idle
- Secure

To print the report, press *F10*.

**Note:**

The time expired before the automatic sign off is performed accumulates as Idle Time.

**Note:**

Scanned or key-entered items that have a bottle deposit attached increment Items, Rings and Keyed counts by 1 (rather than 2).

## Training Mode Report

Use this report to monitor *training mode* cashier time and performance at the terminal. 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 option, select Training Mode Report from the Cashier Reports menu. The report displays.

Ver 7.3.0      YOUR STORE NAME .....      PC# 01 MFS1

```

**Date:07/30/96
**Time:09:25
*
*
*      <----- Performance -----
* Num  Name      Sign On  Item    Tend    Idle    Total
*      <----- Time    /Min    /Cust   /Cust   Secure
*-----
*   1  ROB      52:22:30  6.00   4:31:19  8:34:21  0:00:00
*
*      Total:      52:22:30  6.00   4:31:19  8:34:21  0:00:00
*
**** End Of Report ****
♀

```

[F3] Cancel      [F10] Print

07/30/1996    09:25:20

The following data columns are included per operator:

Performance:

- Sign On Time
- Items per Minute
- Tender Time per Customer
- Idle Time per Customer
- Total Secure Time
- Customers per Hour
- Percentage of Items scanned

Counts:

- Cancels
- Subtracts
- Voids
- No Sales
- Price Overrides
- Customers
- Items

- Value
- Average Price
- Items per Customer

Percentage Time (percentage of time on specific tasks)

- Item Registration (ringing up)
- Tender Time
- Idle Time
- Secure Time

To print the report, press *F10*.

## Location Report

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

To access this option, select Location Mode Report from the Cashier Reports menu.

The following data columns are included per location:

- Location Number
- Cashier Number (More than one cashier could work at a location during the day)
- Cashier Name
- Start Time (Sign on time)
- End Time (Sign off time)
- Transaction Numbers (Range of transaction numbers used between start and end times)
- Sign-off Type (Sign off can be from regular sales mode or training mode)
- New Password (If cashier signed off with a password change, the indicator displays 'Y')

To print the report, press *F10*.

## 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 options are available:

### POS Report

This option allows you to create a report on recent POS terminal activity, since last POS lock or Z. If the system is set up to use enhanced cashier/store balancing (see 'System Parameters' in the manual 'System Maintenance & Utilities'), the POS report can be zeroed only during the End of Day process.

To access this option, select POS Report from the POS Reports menu. Choose the period: *F1* Current, or *F2* Previous. The report selection screen displays.

#### Report Selection

- 1 In the From and To fields, specify the range of POS terminals you want to include in the report. In the From field, type in the beginning of the range. In the To field, type in the end of the range. The report includes the POS terminals within this range.
- 2 In the Mode field,
  - Press *Enter* to print the report in X mode (default). The report data is not zeroed; or
  - Type **Z** to print in Z mode. The report data is zeroed after printing.

In most cases, the mode must be X. Z mode is allowed if your system is not using the Enhanced Cashier/Store Balancing feature (see 'System Parameters', in the manual 'System Maintenance & Utilities').

- 3 Select the report destination:
  - **Screen (F1)** - This function displays the report on the screen. In the report screen, you can press *F10* to produce a printed report.

- **Printer (F2)** - This function sends the report to the printer. While printing, you can press *Alt+P* to cancel the operation.
- **File (F3)** - This function creates a file on your disk. The name of the file containing the contents of the report is RPT10ALL.PRN. This file is created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.
- **Printer + File (F4)** - This function performs both the *Printer* and *File* functions: the report is printed and also sent to a file, as described above.

In Z mode, you can only select *Printer* or *Printer+File*.

To specify the report destination

- Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or
- Press the key indicated on the function button; for example, *F2* for *Printer*.

### The Report Screen

As you activate the *Screen* function, the POS Report screen displays, as illustrated in the following figure.

The screen displays the activities of the first POS terminal in the selected range.

The left side of the screen contains the following information:

Field	Description
POS Number	The number of the POS terminal.
POS Name	The name of the POS terminal.
No Sales Count	The number of times the No Sales key was pressed.

<b>Field</b>	<b>Description</b>
Customer Count	Number of customers handled by the POS terminal.
Total Sales	Amount of total sales (not including non-merchandise items or returns).
Returns	Amount of returns.
Discounts	Amount of discounts.
Non-merch sale	Amount of non-merchandise sales.
Neg. Dept. Sales	Amount of negative department or item sales.
Receipts	Amount of receipts issued.

<b>Field</b>	<b>Description</b>
Payouts	Amount of payouts issued.
Tax	Amount of tax.
Gross Takings	Total of all figures displayed above this field: Total Sales minus Returns minus Discounts plus Non-Merchandise Sales minus Negative Department Sales plus Receipts minus Payouts plus Tax.
Charge Payment	Total charge payments.
Reverse Charge Payment	Total reversed charge payments.
Item Count	Number of items handled.

The middle part of the screen contains:

- A window listing totals by media (payment type).
- The Sum field showing the total media amount in cash drawer (sum of all amounts listed in the media window).
- A window listing cash in drawer summary.

#### **Top window**

For each type of payment (cash, check, visa, etc.), displays:

- total amount (positive or negative)
- total number of payments by this media.

Page through the list with *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

### Bottom window

To move to this window, use the *Tab* key. For each type of payment, the following information is displayed:

Field	Description
Open	Amount in register at startup (e.g. cash amount) and the amount of media (e.g. number of checks).
Sales	Amount of sales by that media and the number of sales.
Add L	Add loan: added media amount after startup, and number of loans added.
P/UPs	Amount of media picked up from register, and the number of pick ups.
Paidout	Amount of payouts (only in cash payments) and the number of payouts.
Receipt	Amount of receipts (only in cash payments) and the number of receipts.

To move to this window, use the *Tab* key. To page through the list, use the *PgUp*, *PgDn*, *Up Arrow* and *Down Arrow* keys.

The right side of the screen displays the total amount and total count for the following operations:

- Voids
- Cancels
- Subtracts
- Refunds
- Overrides

### Function buttons

To activate any of the function buttons on the right side of the screen:

- Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or

- Press the key indicated on the function button; for example, *F4* for *Print*.

#### **Displaying the next POS terminal**

Select *Next*. To display the previous cashier, select *Prev*.

#### **Printing a report**

To print a report for the displayed POS terminal, select *Print (F4)*.

To print a report for all selected POS terminal, select *Print All (F5)*.

#### **Report features:**

- POS terminal number.
- Total number of no-sales and customers. Total amount of sales (not including discounts, returns, non-merchandise sales, negative sales, tax, receipts or payouts).
- Total amount and total number of returns, discounts, non-merchandise sales, negative department sales, receipts, payouts and taxes.
- Gross takings: A total of all figures printed above this total (Total Sales minus Returns minus Discounts plus Non-Merchandise Sales minus Negative Department Sales plus Receipts minus Payouts plus Tax).
- Total amount of sales, pick ups, open loans, add loans, payouts and ROA per payment type: cash, check, credit cards, etc.
- Cash in drawer summary: total amount of payments per payment type and total number of payments by that media
- Total amount and total number of voids, cancels, subtracts, refunds and price overrides.

## **Net Sales**

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

To access this option, select *Net Sales* from the *POS Reports* menu. A message is displayed while the system checks communications with the POS terminals.

The report screen displays as illustrated below.

The following information is listed per POS terminal:

- Status: Open (active), Closed (not active) or No-Resp (not on line).
- Daily Sales.

The total number of currently on-line POS terminals and total daily sales are displayed at the bottom of the screen.

Use the *PgUp* and *PgDn* keys to page through the terminals.

Press *F10* to print the report.

## 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 option, select POS Sales Report from the POS Reports menu. The report selection screen displays.

### Report Selection

In the From and To fields, specify the range of POS terminals to be included in the report. In the From field, type in the beginning of the range. In the To field, type in the end of the range. Select *Continue*.

### The Report Screen

The report screen displays as illustrated in the following figure.

To view all parts of the displayed report use the following:

- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The following information is displayed, first per POS terminal, and then for the store:

- Department sales
- Net sales

- Total tax
- Net sales with tax
- Discount
- Returns
- Gross sales
- Media totals for each tender
- Total media received
- Charge payments
- Charge reversals
- Net sales
- Number of customers
- Sales per customer
- Number of items sold
- Items per customer

## Active Cashier/POS Report

This option displays a list of all cashiers and POS terminals that have had activity since the POS Report was last zeroed. POS terminals that have not had activity since the POS Report was last zeroed, are not listed.

To access this option, select Active Cashier/POS Report from the POS Reports menu. Choose the period: *F1* Current, or *F2* Previous.

### The Report Screen

While the report is being prepared, the following message displays: `wait while scanning cashier file`. Then, the report screen appears, as illustrated below.

The report screen lists the following information per POS terminal.

<b>Field</b>	<b>Description</b>
POS Number	Terminal number.
Cashier Number	The number of the cashier.
Cashier Name	The name of the cashier.

<b>Field</b>	<b>Description</b>
Active at POS	Number of POS terminal where the cashier is currently active.
Accountability	The amount in the cashier's cash drawer. This field includes cash pick ups and loans. After a cashier report is produced in Z mode, a cashier is locked or Z'd, and the accountability is 0.

Press *F10* to print the report.

## POS Over/Short Report

The POS Over/Short report provides over/short information for the selected POS terminals. Over and short totals are printed, per terminal, for the following periods:

- Current day
- Previous day
- Current week
- Previous week
- Current month
- Previous month
- Current year

To access this option, select POS Over/Short Report from the POS Reports menu. The report selection screen displays.

### Report Selection

In the From and To fields, specify the range of POS terminals to be included in the report. In the From field, type in the beginning of the range. In the To field, type in the end of the range. Select *OK*.

### The Report Screen

The report screen displays as illustrated in the following figure.

To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.

- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The following information is displayed per cashier:

- The POS terminal number.
- The amounts over or short total for:
- The reported day
- previous day
- the reported week
- previous week
- reported month
- previous month
- reported year

## **Over Limit Cashiers/POSTs Report**

The Over Limit Cashiers/POSTs Report shows which POS terminals have more cash (media) in their drawer than the amount specified in the Cash in Drawer Limit parameter, (see 'POST Parameters' in this manual). The report shows the actual amount in the cash drawer, indicates whether or not a cashier is signed-on, and the active POS number.

The report is displayed on the screen, and contains a print option.

To access this option, select Over Limit Cashiers/POSTs from the Cashier Reports menu.

### **The Report Screen**

The report screen displays as illustrated in the following figure.

To view all parts of the report use the following:

- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The following information is displayed per cashier:

- The POS terminal number
- The total amount currently in the cash draw.
- Whether a cashier is currently signed on.

## POS Trial Balance Report

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

To access this option, select POS Trial Balance Report from the POS Reports menu. Choose the period: *F1* Current, or *F2* Previous. The report selection screen displays.

### Report Selection

- In the From POS and To POS fields, specify the range of POS terminals you want to include in the report. In the From field, type in the beginning of the range. The report includes the POS terminals within this range.

### The Report Screen

The report screen displays as illustrated in the following figure.

The following data columns are included per POS terminal:

- Name
- Accounting Period (current or previous)
- Declarations Count (total declarations for the period)
- Below, are columns for each tender type as well as totals:
- Declared Quantity and Amount

- Expected Quantity and Amount
- Over/Short Quantity and Amount
- Percentage Over/Short

To print the report, press *F10*.

## **POS Trial Balance Report - Store**

This report is identical to the POS Trial Balance Report, but contains information totals for the entire store. No individual POS information is displayed.

To access this option, select POS Trial Balance - Store from the POS Reports menu. Choose the period: *F1* Current, or *F2* Previous. The report selection screen displays.

To print the report, press *F10*.

## **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 option, select POS Performance Report from the POS Reports menu. The report displays.

The following data columns are included per POS terminal:

Performance:

- Sign On Time
- Items per Minute
- Tender Time per Customer
- Idle Time per Customer
- Total Secure Time
- Customers per Hour
- Percentage of Items scanned

Counts:

- Cancels
- Subtracts
- Voids
- No Sales
- Price Overrides
- Customers
- Items
- Value
- Average Price
- Items per Customer

Percentage Time (percentage of time on specific tasks)

- Item Registration (ringing up)
- Tender
- Idle
- Secure

To print the report, press *F10*.

## 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. It shows POS terminal information for today, for signed-on cashiers as well as cashiers who worked and then signed off.

To access this option, select Training Mode Report from the POS Reports menu. The report displays.

The following data columns are included per POS terminal:

Performance:

- Sign On Time
- Items per Minute
- Tender Time per Customer
- Idle Time per Customer
- Total Secure Time

- Customers per Hour
- Percentage of Items scanned

Counts:

- Cancels
- Subtracts
- Voids
- No Sales
- Price Overrides
- Customers
- Items
- Value
- Average Price
- Items per Customer

Percentage Time (percentage of time on specific tasks)

- Item Registration (ringing up)
- Tender Time
- Idle Time
- Secure Time

To print the report, press *F10*.

## **EFT Authorized Transactions Report**

This report summarizes EFT transactions, by POS, for the day. To access this option, select EFT Authorized Transactions Report from the POS Reports menu. The report displays.

## **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. To access this option, select Itemized Check Report by POST from the POS Reports menu.

**Report features:**

The following information is printed for each check received.

<b>Field</b>	<b>Description</b>
Check Amount	Written amount of check.
Order Total	Total amount of the order for which the check was written.
Change Given	The change given back to the customer.
POS Number	The number of the POS where the order was rung.
Ticket Num	The ticket number issued with the order.
Date	The date the order was rung.
Time	The time the order was rung.
ID Number	The ID number entered for the order.
Frequent Shopper Num.	The frequent shopper number (if any) of the customer, entered with the order

The total check amount per POS is printed.

## PoS Terminal Itemized Check Report (X/Z modes)

An itemized check report is a printed list of checks accepted by the cashier during the day. Itemized check reports are printed at the till and lists details for the current trading day.

### Note

The Itemized Check Report is Keyboard Function 843.

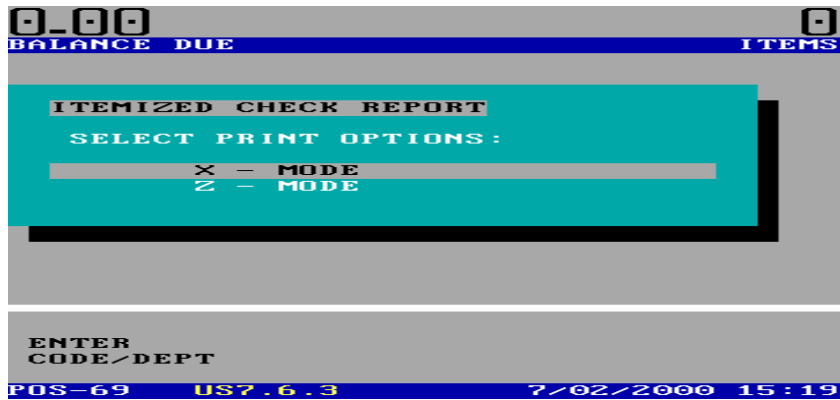
Every check report printed will also appear in the Electronic Journal. The itemized check report will print details (per cashier or PoS terminal) according to the 'Accountability' set in the Back Office.

When Pos Accountability is set in the system, the report may be printed while in signed-on or signed-off mode.

When Cashier Accountability is set, the report may only be printed while in signed-on mode.

Using X-mode to print the report ensures that all checks accepted after printing the report will be added to the existing report.

Using Z-mode prints the report and clears the data. Checks accepted after printing in Z-mode will be shown in the next report.

**Note**

Printing the itemized check report at the PoS terminal is not considered as a 'pick up' or 'declaration'.

Checks canceled during a transaction do not appear on the report.

Checks canceled using 'Post Void' do appear on the report.

## Example of an Itemized Check Report:

<b>WELCOME TO ISS45</b>	
-----	
<b>ITEMIZED CHECK REPORT X - MODE</b>	
TERMINAL #069	
STORE #00001	
OPERATOR #0004 MARY	
<b>CUSTOMER ACCOUNT#</b>	<b>AMOUNT</b>
-----	
2589647	\$100.00
7567865	\$155.00
8767876	\$190.00
=====	
<b>TOTAL</b>	<b>3</b>
	<b>\$445.00</b>
CASHIER NAME: MARY SMITH	
C0004 #0007	12:39:07 12APR2010
S0001	R087
-----	
<b>THANKS FOR SHOPPING AT ISS45</b>	

## **E-O-D, Log and History Reports**

The options in this menu allow you to view and print virtually all End of Day reports, logs and errors.

### **Print Yesterday's E-O-D Reports**

This option allows you to view a continuous display of all yesterday's End of Day reports.

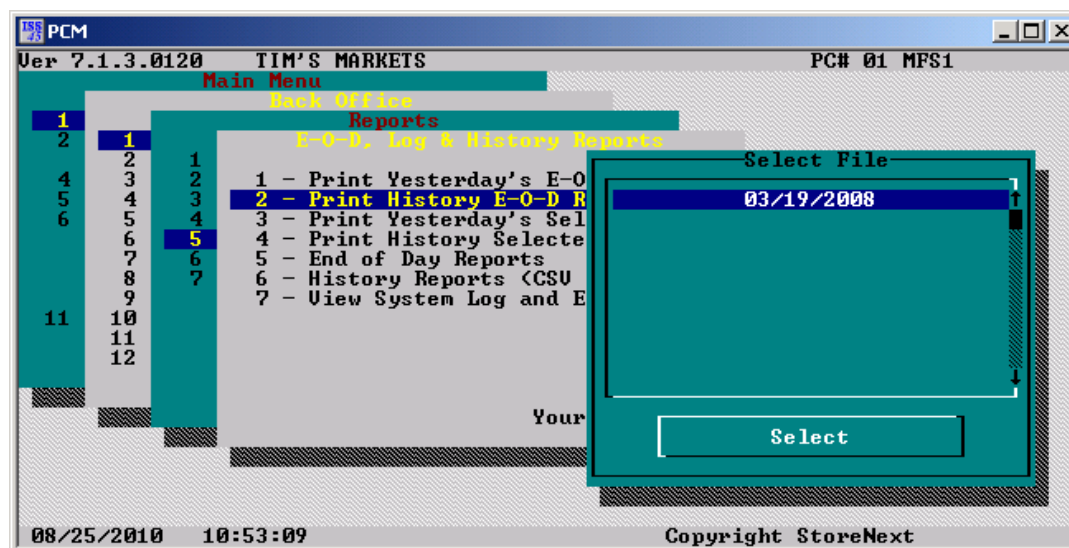
To access this option, select Print Yesterday's E-O-D Reports from the E-O-D, Log & History Reports menu. All reports marked for End of Day production begin to print.

These reports are generated during the End of Day procedure only if the relevant report options are checked in Back Office EOD Job Stream Reports. If you do not want to generate specific reports, simply uncheck the appropriate reports. For more details, see the section 'EOD Job Stream Reports' in the manual 'System Maintenance & Utilities'.

### **Print History E-O-D Reports**

Use this option to print End of Day reports for a specific date. The available reports are identical to those described in 'Print Yesterday's E-O-D Reports'.

To access this option, select Print History E-O-D Reports from the E-O-D, Log & History Reports menu. The Select File screen displays.



Select the appropriate date for the required end of day reports and press *Enter* to select. The report begins to print.

## End of Day Reports

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

To access this option, select End of Day Reports from the E-O-D, Log & History menu. The End of Day Reports list screen displays.

The reports listed here depend on what is checked as 'generate' 'print' in End of Day Job Stream Reports.

You can display and print the following End of Day reports:

The Department, Control, Media, Hourly Productivity, and the various Expanded Department reports print in the same format as the corresponding report options described earlier in this chapter. The remaining reports are described later in this chapter.

Use *PgUp*, *PgDn*, or up arrow and down arrow keys to find the required reports. Press *Enter* to select the required report type. A screen pops up with a list of available dates for the relevant report.

Highlight the appropriate report and press *Enter* to select it. The report screen displays.

To print the report, press *F10*.

### **Post Report (Grand Total)**

This report provides grand totals and additional sales information per POS terminal.

The report includes the following information per POS.

<b>Field</b>	<b>Description</b>
POST Number	The number of the POS terminal being reported.
Z Number	The number of end of day procedures performed.
Yesterday's Grand Total	Yesterday's grand total.
Grand Total	Total sales.
Total Sales	Daily sales.
Daily Sales	Daily sales.
Number of Customers	The number of customers served at the POS terminal.
Number of Items	The number of items rung at the POS terminal.
Last Ticket Number	The last ticket/transaction number used at the terminal.

---

## Department by Cashier Report

This report provides the store manager with sales figures for each cashier, broken down on a department-by-department basis. Department sales figures are provided both by dollar value and as a percentage of the cashier's total sales. The data fields in this report are zeroed during the End of Day procedure.

### Report features:

- The first column contains the names of the departments.
- Two columns are printed per cashier: The first column gives the value of sales recorded by the cashier for items in each department. The second column shows department sales as a percentage of sales from all departments as sold by the cashier.
- At the end of the report, cashier totals are provided. These show total sales per cashier.

## Department by Terminal Report

This report provides the store manager with an accounting of sales completed on all terminals. Sales amounts are listed on a department-by-department basis. Department sales figures are provided both by dollar value and as a percentage of the total sales at the terminal. This report makes it easy to spot sales trends related to the location of terminals relative to merchandise displays.

The data fields in this report are zeroed during the End of Day procedure.

### Report features:

- The first column contains the names of the departments.
- Two columns are printed per POS terminal: The first column gives the value of sales recorded at the POS terminal for items in each department. The second column shows department sales as a percentage of sales from all departments as sold at the POS terminal.
- At the end of the report, terminal totals are provided. These show total sales per POS terminal.

## Department by Hour Report

This report provides the store manager with an accounting of all sales on a department-by-department and hour-by-hour basis. Department sales figures are provided both by dollar value and as a percentage of the total sales for the day.

The data fields in this report are zeroed during the End of Day procedure.

### Report features:

- The first column contains the hours of the day. Each day is divided into 24 one-hour reporting periods starting at 00 a.m.
- Two columns are printed per department: The first column gives the hourly sales amount. The second column shows the percent of daily sales: the hourly sale total is calculated as a percentage of the daily sales for the department.
- At the end of the report, total sales are provided for each department, for the entire day.

## Department by Customer Report

This report provides a customer count per department.

### Report features:

The report includes the following data columns.

- Department number.
- Department name.
- Number of customers that purchased items in this department.
- Percentage of customers that purchased items in this department against total number of customers.

The total number of customers is provided at the end of the report.

## Department Information Report

This report provides information concerning the numbers of items handled per department.

### Report features:

The report includes the following data columns for each department.

Field	Description
Dep Number	The number of the department.
Dep Name	The name of the department.
Items scanned	The total number of items scanned into the system.
% Scanned	The percentage of items scanned of all items entered.
Items Keyed	The number of items keyed in by PLU/UPC code.
% Keyed	The percentage of PLU/UPC keyed items of all items entered.
Dept Keyed	The number of items keyed in by department.
% Keyed	The percentage of department keyed items of all items entered.
Total Items	The total number of items entered for the department.

## Cashier Performance Report

This report provides information concerning the numbers of items handled per cashier.

### Report features:

The report includes the following data columns for each cashier.

Field	Description
Cashier Number	The number of the cashier.
Cashier Name	The name of the cashier.

Field	Description
Items scanned	The total number of items scanned into the system.
% Scanned	The percentage of items scanned of all items entered.
Items Keyed	The number of items keyed in by PLU/UPC code.
% Keyed	The percentage of PLU/UPC keyed items of all items entered.
Dept Keyed	The number of items keyed in by department.
% Keyed	The percentage of department keyed items of all items entered.
Total Items	The total number of items entered by the cashier.

## Promotion Add/Loss Report

This report prints a list of current promotions by departments, including sales and markdown information, for the reported day and for the entire promotion period. The markdown value is computed based on the cost of the promotional items and their normally assigned prices.

The following is a sample Promotion Add/Loss report.

### Report features:

The report includes the following data columns for each promotion.

Field	Description
Department	The name of the department.
Code	PLU number of promotional item.
Promotion Descriptor	Description of promotion which is printed on customer receipt.
ID	Code identifying the promotion.
Offer No.	Number used to differentiate an offer from a reduction or promotion.

Field	Description
Sales Count	The number of this item sold during the reporting period.
Sales Value	Sales amount at regular price (non-promotion discount).
Markdown Count	Number of items sold at promotion price.
Markdown Value	Value 'lost' due to promotion discount.
Sales Count	The number of this item sold during the promotion period
Sales Value	Sales amount at regular price (non-promotion discount) during the promotion.
Markdown Count	Number of items sold at promotion price, during the promotion period.
Markdown Value	Value 'lost' due to promotion discount, during the promotion period.
Start	Promotion start date.
End	Promotion end date.
Type	Promotion, reduction or offer.

Totals are provided per department and for the entire report.

## Sale Items Add/Loss Report

This report prints a list of sale items by departments, including sales and markdown information, for the reported day and for the entire sale period. The markdown value is computed based on the cost of the sale items and their normally assigned prices.

### Report features:

The report includes the following data columns for each sale item.

Field	Description
Department	The name of the department.
Code	PLU number of sale item.
Item Descriptor	Description of sale item which is printed on customer receipt.

<b>Field</b>	<b>Description</b>
Sales Count	The number of this item sold during the reporting period.
Sales Value	Sales amount at regular price (non-sale discount).
Markdown Count	Number of items sold at sale price.
Markdown Value	Value 'lost' due to markdown discount for today.
Sales Count	The number of this item sold for the total period.
Sales Value	Sales amount at regular price (non-sale discount) for the total period.
Markdown Count	Number of items sold at sale price, for the total period.
Markdown Value	Value 'lost' due to discount, during the sale period.

Report totals are provided at the end.

## Paidout/ROA Reports

These reports list Payouts and ROAs performed during the reporting period.

### Report features:

These reports include the following information per payout/ROA.

<b>Field</b>	<b>Description</b>
POS #	The number of the terminal or PC where the payout/ROA was performed.
Amount	The payout/ROA amount.
Tender	The tender type paid/received.
Expense Code	The payout/ROA code.
Reference	The reference number.

## Traders Sales Report

This report shows a breakdown of sales by department, for this year, last year, and the percentage variance on last year. The item count, customer count and amount of the average sale of each department is also given. Information is displayed both daily and monthly.

### Report features:

This report includes the following information, by department and by group total.

Field	Description
Dept. No.	Department number.
Department Name	Name of the department.
Sales T/Y (Daily)	Today's sales in the department.
Sales L/Y (Daily)	Sales for the equivalent date, last year. Amounts only appear after the system has been in use for a full year.
% VAR on L/Y	Percentage variance between this year (T/Y) and last year (L/Y).
Item Count	Number of items sold in the department.
Cust Count	Number of customers that bought in the department.
Avg Sale	The average amount per sale in the department.
Sales T/Y (Monthly)	Month-to-date sales in the department.
Sales L/Y (Monthly)	Month-to-date sales, for the equivalent date, last year. Amounts only appear after the system has been in use for a full year.
% VAR on L/Y	Percentage variance between this year (T/Y) and last year (L/Y) for the month.
Cust Count	Number of customers that bought in the department for the month.
Avg Sale	The average amount per sale in the department for the month.
Budget Amount	The amount budgeted for this month, (from the Department Budget Planning program).

Field	Description
% VAR on Budget	Percentage variance, for this month, between the Budget Amount and actual sales (Sales T/Y).

## Department Exclusive/Inclusive Sales Report

This reports shows sales by department and by group, for daily and monthly sales, including VAT and excluding VAT. This report is only useful to stores using a VAT inclusive tax system.

Sales information is listed by department, within groups.

### Report features:

This report includes the following information, per department and group.

Field	Description
Dept No.	Department number.
Department Name	Name of the department.
VAT %	The VAT rate percentage in use.
Daily Sales Exclusive	Sales by department, excluding VAT.
VAT on Daily Sales	Amount of VAT applicable to each department listed.
Daily Sales Inclusive	The total of Daily Sales Exclusive plus the VAT amount.
Month to Date Sales Exclusive	Sales by department, excluding VAT, for the month to date.

The total sales for the store is provided at the end of the report.

## Groups Sales Report

This reports shows sales per group and super group.

Report features:

- Sales per group, within its super group.

- 
- Total sales per super group. (Contains sales for the groups listed above it.)
  - Total sales for *your* store. This amount could include sales for groups not belonging to your store. For example, your store may be selling merchandise on behalf of another company, within your store.
  - Total sales for the store including the amount above.

## **Cashier Productivity by Hour Report**

This report shows cashier productivity statistics.

**Report features:**

This report includes the following information, per hour.

<b>Field</b>	<b>Description</b>
Fr-To	The hour (time) from and to.
Sales	Sales for each hour.
Cust Count	Number of customers.
Items	Number of items.
Sales/Cust	The average sale per customer amount.
Item/cust	Average items per customer.
Logged Time	The amount of time the cashiers were logged on (from sign-on to sign-off), for each hour reported.
Active Time	Logged time less Idle time.
Customer Time	Total of Ringing time plus Tender time.
Ring Time	The amount of time actually taken by ringing up items.
Tender Time	Time taken for the tendering part of each transaction.
Idle Time	The time in between customers, when there is no activity on the POS terminal.
Cust Minute	Customers handled per minute.
Minute Cust	Minutes per customer.
Item Minute	Number of items rung up per minute.
Scanned Items	Total number of scanned items.
Store total statistics for the day are printed at the bottom of the report, for the following:	
Total Sales	The total sales amount.
Total Customer	Total number of customers.
Total items Sold	Total number of items sold.
Avg.Sale/Customer	The average sale amount per customer.
Avg.Sale/Item (avg.price)	Average price per item.
Avg.Item/customer	Average items sold per customer.

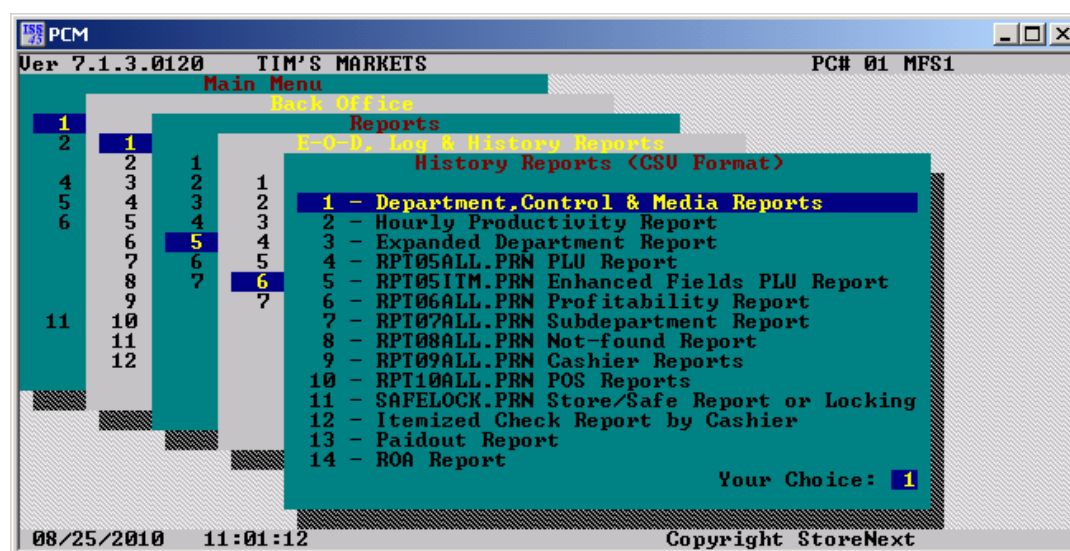
The hour with the highest sales amount is marked with the word <Peak>, on the right hand side of the report.

## History Reports (CSV format)

This option allows you to print two types of history reports:

- Reports that have been generated during an End of Day process (for each day during a month).
- Reports that have been routed to a file, using the *File* or *Printer+File* functions. Where these functions are available, they have been described in the relevant sections of this chapter.

To access this option, select History Reports (CSV Format) from the E-O-D, Log & History Reports menu. The History Reports (CSV Format) menu displays.



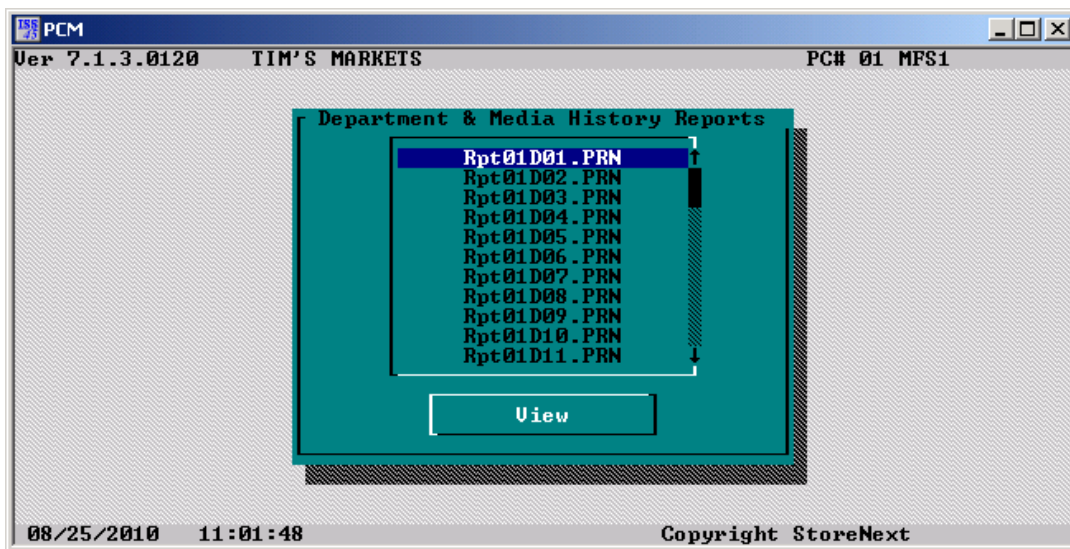
This menu lists the available history report options. Select the required option.

## End of Day History Reports

The following history reports are generated during an End of Day process:

- Department, Control and Media reports (DEP.MEN)
- Hourly Productivity report (H-P.MEN)
- Expanded Department report (EDR.MEN)
- Itemized Check report (CHECK.MEN)
- Payout report (PAIDOUT.MEN)
- ROA report (ROA.MEN)

When you select any one of these history report options, a menu displays as illustrated below.



This menu lists the names of the history report files that have been created for each day of the month. For example, if you select the Department, Control and Media Reports option, you see a menu with the files Rpt01D01.PRN, Rpt01D02.PRN, .... up to Rpt01D31.PRN.

One history file is created for each day of the month. For example, to view the history Department, Control and Media Report generated on the 10th of the month, select Rpt01D10.PRN.

The format of the report file name is: RptxxDyy.PRN, where xx is the report number, D denotes Day, and yy is the day of the month.

The file names for the End of Day history reports are:

---

<b>File name</b>	<b>Report</b>
Rpt01D01.PRN - Rpt01D31.PRN	Department, Control and Media reports
Rpt14D01.PRN - Rpt14D31.PRN	Hourly Productivity report
Rpt04D01.PRN - Rpt04D31.PRN	Expanded Department report
RptCHD01.PRN - RptCHD31.PRN	Itemized Check report
RptPOD01.PRN - RptPOD31.PRN	Paidout report
RptROD01.PRN - RptROD31.PRN	ROA report.

To page through the files, use the *PgDn*, *PgUp*, *Down Arrow* and *Up Arrow* keys.

To view a report, highlight the appropriate file, and press *Enter*.

### **The Report Screen**

The End of Day history reports display in the same format as the standard reports.

### **Note**

The Department, Control and Media Reports option displays all three reports: department report, control report and media and payment totals report, one after the other.

```

PCM
Ver 7.1.3.0120    TIM'S MARKETS    PC# 01 MFS1

"05/19/03  ", "14:30  ", "D e p a r t m e n t - R e p o r t"
"Net Daily Sales-Discnt..",      1366.53
"Non-Merchandise Dep....",      0.00
"Total Sales.....",            1366.53
"Number of Customers.....",     32
"Sales per Customer.....",     42.70
"Number of Items sold.....",    203
"Aug. Items per Customer..",    6.34
"Sales per Item.....",         6.73
"Discount - 1 GROCERY DI ",     0.00
"Discount - 2 SENIOR ",       0.00
"Discount - 3 LUNCH DISC ",   0.00
"Discount - 4 EMPLOYEE D ",   0.00
"Discount - 5 COMPETITOR ",   0.00
"Discount - 6 COMPETITOR ",   0.00
"Discount - 7 COMPETITOR ",   0.00

[F10] Print

08/25/2010  11:02:40    Copyright StoreNext

```

To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

### Reports Printed to Files

Reports that have been routed to a file, using the *File* or *Print+File* functions, where available, can be viewed and printed via the History Reports options.

#### Note

When you create a new report, it overwrites the old (previous) report. This is true for options 1, 2, 3 and 11, 12, 13.

The following report files can be viewed and printed:

To view/print history report	From file	Do the following:
------------------------------	-----------	-------------------

To view/print history report	From file	Do the following:
Department Report	Rpt01-X-.PRN	<ul style="list-style-type: none"> <li>▪ Select option 1 (DEP.MEN) from the History Reports menu.</li> <li>▪ Page to the end of the menu.</li> </ul>
Control Report	Rpt02-X-.PRN	<ul style="list-style-type: none"> <li>▪ Select Rpt01-X-.PRN.</li> <li>▪ Select option 1 (DEP.MEN) from the History Reports menu.</li> <li>▪ Page to the end of the menu.</li> <li>▪ Select Rpt02-X-.PRN.</li> </ul>
Media and Payment Totals Report	Rpt03-X-.PRN	<ul style="list-style-type: none"> <li>▪ Select option 1 (DEP.MEN) from the History Reports menu.</li> <li>▪ Page to the end of the menu.</li> <li>▪ Select Rpt03-X-.PRN.</li> </ul>
Hourly Productivity	Rpt14-X-.PRN	<ul style="list-style-type: none"> <li>▪ Select option 2 (H-P.MEN) from the History Reports menu.</li> <li>▪ Page to the end of the menu.</li> <li>▪ Select Rpt14-X-.PRN.</li> </ul>
Expanded Department Report	Rpt04ALL.PRN	<ul style="list-style-type: none"> <li>▪ Select option 3 (EDR.MEN) from the History Reports menu.</li> <li>▪ Page to the end of the menu.</li> <li>▪ Select Rpt04-X-.PRN.</li> </ul>
PLU Report	RPT05ALL.PRN	Select option 4 from the History Reports menu.
Enhanced Fields PLU Report	RPT05ITM.PRN	Select option 5 from the History Reports menu.

<b>To view/print history report</b>	<b>From file</b>	<b>Do the following:</b>
Profitability Report	RPT06ALL.PRN	Select option 6 from the History Reports menu.
Subdepartment Report	RPT07ALL.PRN	Select option 7 from the History Reports menu.
Not-Found PLU Report	RPT08ALL.PRN	Select option 8 from the History Reports menu.
Cashier Reports	RPT09ALL.PRN	Select option 9 from the History Reports menu.
Store/Safe Report or Locking	SAFELOCK.PRN	Select option 10 from the History Reports menu.
Itemized Check Report	CHECK.PRN	Select option 11 from the History Reports menu.
Paidout Report	PAIDOUT.PRN	Select option 12 from the History Reports menu.
ROA Report	ROA.PRN	Select option 13 from the History Reports menu.

The report screen displays data in the same format as when these reports are viewed or printed via the standard report options.

Note that if the Append option has been used (where available) when printing to a file, the report is appended to an existing file. This indicates that the history report file will contain all the reports of the same type that have been appended to the file. If the Start option is used, an existing file is deleted, and a new file is created containing that report.

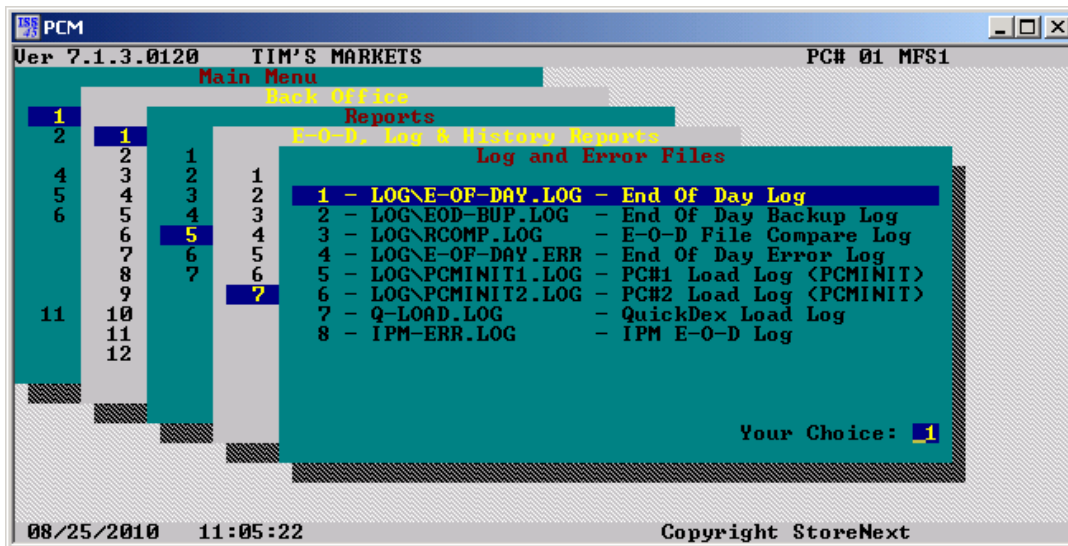
In the report screen, use the following functions:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.
- *F10* to print the report.

## View System Log and Errors

In ISS45, log and error files are standard ASCII QuickDex FIFO (First In First Out) files. The View System Log and Error Files option can be used to view and print these files.

To access this option, select View System Log and Errors from the E-O-D, Log & Reports menu. The Log and Error Files menu displays.



### 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 option, select End of Day Log from the Log and Error Files menu. The log screen displays.

To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

### 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 option, select End of Day Backup Log from the Log and Error Files menu. The log screen displays.

For function descriptions, see 'End of Day Log'.

#### **E-O-D File Compare Log**

During the End of Day procedure, the transaction file of the MFS1 is compared to the MFS2. If there is a difference between the files, transaction records are copied from MFS1 to MFS2. These activities are listed in the compare log file (RCOMP.LOG).

To access this option, select E-O-D File Compare Log from the Log and Error Files menu. The log screen displays.

For function descriptions, see 'End of Day Log'.

#### **End of Day Error Log**

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

To access this option, select End of Day Error Log from the Log and Error Files menu. The error log screen displays.

For function descriptions, see 'End of Day Log'.

#### **PC#1 Load Log**

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

To access this option, select PC#1 Load Log from the Log and Error Files menu. The log screen displays as illustrated in the following figure.

```

PCM
Copr. 1989-1993 PKWARE Inc. All Rights Reserved. Registered Version
PKZIP Reg. U.S. Pat. and Im. Off. Patent No. 5,051,745

■ 80486 CPU detected.
■ XMS version 2.00 detected.
■ DPMI version 0.90 detected.
■ Using Normal Compression.

Creating ZIP: BAK/TR080319.ZIP
Adding: TRANSACT.QDX Deflating % ██████████ (78%), done.
[04-11-08,17:45:37] Remote PC number set to 2
[04-11-08,17:45:37] Crash during E-O-DAY
loading record 0 , 1024 total recordsFlooding record 0Flo
[02-26-09,14:22:30] Remote PC number set to 2
[04-23-09,16:16:13] Remote PC number set to 2
[04-30-09,15:32:40] Remote PC number set to 2

[F10] Print

08/25/2010 11:07:18 Copyright StoreNext

```

For function descriptions, see 'End of Day Log'.

#### PC#2 Load Log

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

To access this option, select PC#2 Load Log from the Log and Error Files menu.

For function descriptions, see 'End of Day Log'.

#### QuickDex Load Log

The QuickDex load log file (Q-LOAD.LOG) contains the activities performed during the loading of the QuickDex files.

To access this option, select QuickDx Load Log from the Log and Error Files menu. The log screen displays.

For function descriptions, see 'End of Day Log'.

#### IPM E-O-D Log

The IPM.ERR log file contains the errors that have occurred in the IPM program during the End of Day process.

---

To access this option, select IPM E-O-D Log from the Log and Error Files menu. The error log screen displays.

For function descriptions, see 'End of Day Log'.

## **EOD Post Report by Checkout Bank**

This new report has been added to the system. The report may be set as a generate or print option in EOD Job Stream Reports.

## **Productivity Reports**

This option provides a variety of productivity reports. The type of information contained within the reports includes customer statistics, item sales, average prices, number of checkouts open at different times and peak sales periods.

### **Online Hourly Report**

The Online Hourly Productivity Report provides online, real-time productivity data for each hour of the day and summary totals. The report is zeroed out and the history files updated when the End of Day process is run.

To access this option, select Online Hourly Report from the Productivity Reports menu.

#### **Report Selection**

The screen prompts you to select a report destination. If you select *File* or *Printer+File* as the report destination, the contents of the report is saved to a file named Rpt14-X-.PRN. This file is created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.

#### **The Hourly Productivity Report Screen**

As you activate the *Screen* function, the first Hourly Productivity Report screen displays, as illustrated in the following figure.

This screen displays the following data, for each hour of the day:

<b>Field</b>	<b>Description</b>
Fr-To	Hours of the day. For example, 10-11 is the hour between 10:00 and 11:00.
Sales	Net sales during the reported hour.
%	Percent of daily sales during the reported hour.
Custmr	Number of customers handled during the reported hour.
Ac	Number of active POS terminals.
Av-ECR-Sales	Average sales per POS terminal. Sales divided by Active (number of POS terminals).
Cst/Ec	Customers per POS terminal: Customers divided by Active (number of POS terminals).
D/Cust	Dollars per customer.
Items	Number of items sold during the reported hour.
Itm/ECR	Number of items sold per POS terminal.

Note that the hour with the highest net sales amount is highlighted.

Press *Esc* to display the next screen.

This screen includes the following summary information for the day:

<b>Field</b>	<b>Description</b>
Total Sales	Total net sales for day.
Total Customers	Total number of customers.
Total ECR Hours (active)	Number of active POS terminal hours.
Avg.Sale/ECR/Hour	Average sales per POS terminal per hour.
Avg.Sale/Customer	Average sales per customer.
Customer/Active Hour	Average number of customers per active hour.
Total Items Sold	Total number of items sold.

Field	Description
Items per Customer	Average number of items per customer.

**Report features:**

- Productivity data for each hour of the day. The following data columns are included:

Field	Description
Fr-To	From -To: Hour of the day. For example, 10-11 is the hour between 10:00 and 11:00.
Sales	Net sales during the reported hour.
Sales %	Percent of daily sales.
Custmrs	Number of customers handled during the reported hour.
Cst-%	Percent of daily number of customers.
Items	Number of items sold during the reported hour.
Item-%	Percent of daily number of items sold.
Active	Number of active POS terminals during that hour.
Av-ECR-Sales	Average sales per POS terminal: Sales divided by Active (number of POS terminals).
Cst/ECR	Customers per POS terminal: Customers divided by Active (number of POS terminals).
Itm/ECR	Number of items sold per POS terminal.
Av-Cst-Sale	Sales divided by number of customers.
Av-ECR-Price	Total Sales divided by Total Items Sold.
Itm/Cst	Items divided by Customers.
Cst/Mnt	Customers per minute.
Mnt/Cst	Minutes per customer.
Itm/Mnt	Items sold per minute.
Scnd/Itm	Seconds per item.

- Summary information for the day:

Field	Description
Total Sales	Total net sales for day.
Total Customers	Total number of customers for day.
Total Items Sold	Total number of items sold for day.
Total ECR Hours (active)	Number of active POS terminal hours for day.
Avg.Sale/ECR/Hour	Average sales per POS terminal per hour: Total Sales divided by Hours, divided by ECR for whole day.
Avg-Sale/Customer	Average sales per customer: Total Sales divided by Total Customer.
Avg.Sale/Item (avg price)	Average price per item: Total Sales divided by Total Items Sold.
Avg.Item/Customer	Average number of items per customer: Total Items Sold divided by Total Customers.
Avg.Customer/Active Hour	Average number of customers during active hours: Total Customers divided by Total Active ECR Hours.
Avg.Items/Active Hour	Average number of items per active hour: Total Items Sold divided by Total Active ECR Hours.

The hour with the highest net sales amount is marked with the word <Peak>.

## Fifteen Minutes Report

This report displays productivity information for every 15-minute segment, referred to in the report as *quarters*.

To access this option, select Fifteen Minutes Report from the Productivity Reports menu.

## Report Selection

The screen prompts you to select a report destination. If you select *File* or *Printer+File* as the report destination, the contents of the report is saved to a file named Rpt15-X-.PRN. This file is created in CSV (Comma Separated Value) format for use with other applications such as a spreadsheet program. You can view and print this report via the History Reports option (see 'History Reports', later in this chapter). Using Windows Explorer, you can see the file under the \PCMASTER directory.

## The Fifteen Minute Productivity Report Screen

As you activate the *Screen* function, the Report screen displays.

This screen displays the same data as the Online Hourly Report, broken down into 15 minute segments, for the whole day. For details, see Online Hourly Report.

To print the report, press *F10*.

## POST Excluded Daily Report

Use this option to create an hourly productivity report for specific POS terminals. The format of this report is the same as the Online Hourly Report.

To access this option, select POST Excluded Report from the Productivity Reports menu. A window containing a list of the terminals in your store displays. To exclude a terminal from the report, uncheck the relevant POST number's indicator.

Press *F2*. The report screen displays.

### Note

The POS terminals included in the report are listed at the end of the report.

## History Productivity Reports

This option leads to a menu containing 7 reports.

- Last Day Report (yesterday)
- Weekly Report
- Last Week's Report
- Monthly Report
- Last Month's Report
- Yearly Report
- Last Year's Report

The format and content of these reports are identical to the Online Hourly Report. You can view these reports on screen or print them.

To access these options, select History Productivity Reports from the Productivity Reports menu. Select the required report from the History Productivity Reports menu. The selected report screen displays.

To print a report, press *F10*.

## Branch Performance Report

This report shows store performance statistics for every half hour the store is open.

To access this option, select Branch Performance Report from the Productivity Reports menu.

The report screen lists the following information per transaction. All statistics refer to the relevant half-hour segment, or as store totals.

<b>Field</b>	<b>Description</b>
Time	Half hour segment.
Checkouts open	Number of checkouts open.
Signed on Time	Combined signed on time of all cashiers.
Sales:	
Total Value	Total sales.

Field	Description
Average Sales per Customer	Average sale amount per customer.
Performance:	
Items Registered per Minute	Number of items registered per minute.
Tender Time per Customer	Amount of time spent in tender mode with each customer.
Idle Time per Customer	Idle time within each customer transaction.
Counts:	
Total Secure Time	Total amount of secure time for the store.
Customers	Total number of customers.
Items	Total number of items.
Average Item Price	The average item price.
Average Items per Customer	Average number of items per customer.
Percentage Time:	
Registering (ringing up)	Percentage of all time spent on ringing up items.
Tendering	Percentage of all time spent on tendering.
Idle	Percentage of all time in idle mode.
Secure	Percentage of all time in secure mode.

To print the report, press *F10*.

## Miscellaneous Reports

Various miscellaneous reports are grouped in this menu.

To access these options, select Miscellaneous Reports from the Reports menu.

## Saved Transactions Report

The Saved Transactions Reports option allows you to produce a report containing saved transaction information. The Saved Transactions 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 option, select Saved Transactions Report from the Miscellaneous Reports menu. The Reports screen displays.

### The Report Screen

The report screen displays as illustrated in the following figure.

Ver 7.2.0		YOUR STORE NAME.....		PC# 01 MFS1	
Date:09/19/95		YOUR STORE NAME.....		Page:0	
Time:16:57		Saved Transactions Report			
Record Number	POST Number	Transaction Number	Transaction Total	Saved T	
1	70	1149	13.16	16	
2	70	1150	10.74	16	
Total-		2	23.90		
♀					
[F3] Cancel			[F10] Print		
09/19/1995		16:57:57			

To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The report screen lists the following information per transaction.

Field	Description
Record Number	Number of record within the report.
POST Number	Point of sale terminal number where the transaction was performed.
Transaction Number	The number of the transaction.
Transaction Total	Value of transaction.



To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The following information is displayed per account number:

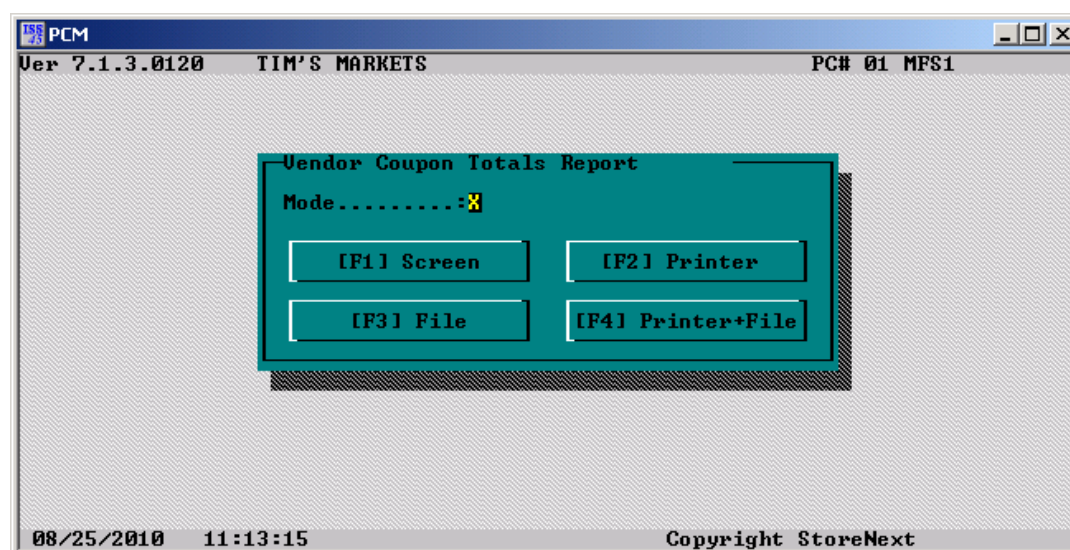
- The account number and name of the customer
- The customer's phone number
- Daily, Weekly and Period limits and statistics for the following:
  - limit amount
  - amount (actual)
  - limit count
  - count (actual)
  - limit cash back
  - cash back (actual)

## Vendor Coupon Totals Report

This option provides historic information on quantities and values of vendor coupons redeemed by customers in the store, for specific reporting periods.

To access this option, select Vendor Coupon Totals Report from the Miscellaneous Reports menu.

The Vendor Coupon Totals Report selection screen displays.



### Report Selection

The Vendor Coupon Totals report can be routed to two different destinations: to the screen and to a printer.

- **To specify the report mode and destination**
  - Use the *Tab* key to select the relevant function button and press *Enter* to activate it; or
  - Press the key indicated on the function button; for example, *F2* for *Printer*.

The available functions are:

**Mode** - Press Enter for **X** mode (default); the report data is not zeroed, or type **Z** to print in Z mode. The report data is zeroed after printing.

**Screen (F1)** - This function displays the report on the screen. In the report screen, you can press *F10* to produce a printed report.

**Printer (F2)** - This function sends the report to the printer. While printing, you can press *Alt+P* to cancel the operation.

### The Vendor Coupon Totals Report Screen

As you activate the *Screen* function, the Vendor Coupon Totals Report screen displays, as illustrated in the following figure.

Date: 08/25/10 Time: 11:13		TIM'S MARKETS Vendor Coupon Totals				00101	
Manufacturer Number	<--Since Last Z--> Qty	Amount	<---Daily---> Qty	Amount	<---Weekly---> Qty	Amount	<--Q
12000	4	3.70	0	0.00	0	0.00	
	4	3.70	0	0.00	0	0.00	
*** End Of Report ***							

[F10] Print

08/25/2010 11:13:41 Copyright StoreNext

To view all parts of the displayed report use the following:

- *Right Arrow* and *Left Arrow* to shift the screen in the arrow direction.
- *Ctrl+Right Arrow* and *Ctrl+Left Arrow* to shift to the last column and first column.
- *PgUp* and *PgDn* to page through the lines of the report.

To print the report, press *F10*.

The following information is displayed per manufacturer number:

- Quantity and amount of coupons redeemed since the last Z reading.
- Daily, weekly, monthly and yearly quantities and amounts.
- Totals for the above periods.

## Refunds Report

This report prints the details of all refund transactions. Transactions are listed by date, operator number and location. The following information is printed for each refund:

- Refund Type
- Transaction Number
- Amount
- Supervisor Number

The store total amount is printed at the bottom of the Amount column.

## Basket Analysis Reports

Use this option to obtain statistics on the number of sales per definable *basket* value. Think of a basket as a range of values. One of the options here allows you to program the basket values. For example: If a basket value is \$5, the reports show the number of sales from zero to \$5.

This information helps you to analyze your customer profile. If, for example, your store has a large number of sales in the \$5 range, you would probably like to see more sales (customers) in a higher range, like \$20. You can use this information as input to your sales and marketing strategy planning.

To access this option, select Basket Analysis Reports from the Miscellaneous Reports menu.

### Defining Basket Limits

Before you can produce reports, you must define the basket ranges.

- 1 Select Table Programming from the Basket Analysis Reports menu.

#### Note

Each time you select this option, you see the warning message: Updating will destroy basket file. You should set up the required ranges and try not to change them too often. Every time you make changes, basket information is lost.



- 2 In each row, enter the required value.
- 3 Press *F2* to update.

### Reports

The following historic reports are available:

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

### ■ Previous Year

To access one of these options, select the required report from the Basket Analysis Reports menu. the appropriate report screen displays. As the reports are all virtually the same, only one example is described.

#### **The Report Screen**

The screen displays the following data:

<b>Field</b>	<b>Description</b>
Number	Basket number.
Limit	Upper range, or amount, of the basket.
Count	Number of sales within the basket.

To print the report, press *F10*.

## **Sale Items Add/Loss Report**

This report shows a list of current sales and markdowns, for the current day and the period.

## **Trading Stamps Distribution Report**

This report is created during End Of Day.

The report lists the number of stamps issued by cashier, by POS terminal, and a total for the day.

## **POSTs Signed-On At Store Close Report**

This report is created during EOD only if POS accountability is set in the system and EOD is set to automatic.

The report is a summary (a 'snapshot') of the expected media amounts within the POS Terminals signed-on during End Of Day in a 24 hour trading store.

## Audit Report PLU changes

This report is created during EOD and reflects all PLU changes done either by PLU maintenance or PLU Batches during the day.

### Note

This report may take up a large amount of disk space if many PLU changes have been done for the day.

## EOD Error Status Report

The automatic EOD system checks the POS terminal status. Any problems encountered will not prevent automatic EOD from running. Errors are logged to the EOD Status Report

This report can be generated during Automatic EOD only.  
An example of errors that may occur during automatic EOD:

- POS offline
- Printer problems

If no errors occurred during EOD then the message:  
'No errors occurred during EOD' appears.

## Member Promotion Sales Report

This report shows daily and accumulative sales statistics for all Member Promotion Sales.

Included in the report is:

- Promotion number
- Description
- Start Date
- End Date
- Markdown Department
- Daily Quantity: Units, weight, sales
- Daily : Markdown amount, Rewarded points
- Up To Date: Units, weight, sales (accumulate sales)

- Up To Date: Markdown amount, Rewarded points (accumulate sales)

**Note:**

A Member Promotion Report is generated in an XML format during end-of-day processing. The report is labeled as **MPmmdd.XML** (where MP = Member Promotion, mm = 2-digit month and dd = 2-digit day) and is archived as **MEMDXML.zip** in the C:\PCMASTER\HISTORY folder.

The XML Report Header Data includes:

- Report Date
- Report Time
- Store Number
- Store Name

The XML Promotion Header Data includes:

- Promotion Number
- Promotion Name
- Promotion Start Date
- Promotion End Date
- Mark Down Department

The XML Report Detail includes:

- Daily Sales Information
- Quantity of Rewards
- Units
- Weight
- Undiscounted Sales
- Difference/Markdown
- Discounted Sales
- Rewarded Points
- Sales Up To Current Date
- Quantity of Rewards
- Units
- Weight
- Undiscounted Sales
- Difference/Markdown

- Discounted Sales
- Rewarded Points

## Daily POS/Cashier Transactions Report

This report is available as an online report in Cash Office Functions, Cashier Balancing, as Daily POS/Cashier Transactions Report.

The report shows pickups and loans performed by cashiers and per POS Terminal. A column indicating which supervisor authorized the pickup/loan also appears in the report.

The data in the report is sorted first by cashier number and then by date and time.

### Note

POS/Cashier Accountability must be set in the system.

The columns in this report are:

- Date
- Time
- Cashier
- POST
- Pickup Count
- Pickup Amount
- Loan Count
- Loan Amount
- Media
- Supervisor

## Weekly POS/Cashier Transactions Report

This report is available as an online report in Cash Office Functions, Cashier Balancing, as Weekly POS/Cashier Transactions Report.

The report shows pickups and loans performed by cashiers and per POS Terminal. A column indicating which supervisor authorized the pickup/loan also appears in the report.

The data in the report is sorted first by cashier number and then by date and time.

**Note**

POS/Cashier Accountability must be set in the system.

The columns in this report are:

- Date
- Time
- Cashier
- POST
- Pickup Count
- Pickup Amount
- Loan Count
- Loan Amount
- Media
- Supervisor

## Subtract and Cancel Report

This report provides detailed information on all items that were cancelled, subtracted or voided.

The following information is presented, sorted in date and time order:

- **Transaction Type** Cancel, Subtract and Void
- **Cashier Name**
- **Item Description** description of the relevant item
- **Amount** item or ticket value, or item quantity
- **Ticket Number**
- **Date**
- **Time**
- **Authorized By** name of person that authorized, or keylock type, or 'No authority'

There is also space to write in the signature of the person checking the report.

## Daily Reward Check Report

The Daily Reward Check Report displays all reward checks issued for a specific trading day.

The following information per cashier is shown:

- Cashier Number
- Ticket Number
- Reward Check Amount
- PLU description
- Total Cashier
- Store Total

This report may be set as a generate or print option in EOD Job Stream Reports.

## Media Income

This report is found under Miscellaneous Reports. In the Media Income Report, you are able to see any media type amounts used by customers for payment on any date range within a year. The report is similar to Media Payment and Total Report. Report data is sorted by media type and then by number whereby each media type has a total.

The following information is shown on the report:

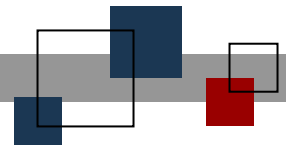
### **Period Sales -**

- Tender Class Value
- Media
- Net Value

### **Today Sales -**

- Tender Class Value
- Media
- Net Value

This report may be set as a generate or print option in EOD Job Stream Reports. If 'generate' is selected, reports are created during EOD but are not printed.



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