

Portal User Guide



Copyright © 2017 AMC Convergent IT This work is copyright and may not be reproduced except in accordance with the provisions of the Copyright Act Published: Monday, 27 February 2017

Contents

Managing sales reports	5
Journal List report	9
Missing Journal report	15
Site Banking report	
Site Cashups report	21
Site Balances report	
Site Tenders Summary report	27
Low Item Sales report	
Low Value Sales report	
Low Value Transaction report	
Single Item Sales report	44
Clerk Loyalty Sales report	49
Clerk Sales report	54
Clerk Transactions report	60
Site By Sales Discounts report	66
Discount report	71
POS No Sales report	74
Petty Cash Purchases report	77
Sales By Tender report	80
Suice Dy Tender report	
Sales Returns report	
Sales Returns report Void Sales report	
Sales Returns report Void Sales report Wages / Turnover report	
Sales Returns report Void Sales report Wages / Turnover report Customer Counts report	
Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report Post Code Detail report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report Post Code Detail report Post Code report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report Post Code Detail report Post Code report Transactions per Hour report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report Post Code Detail report Post Code Detail report Transactions per Hour report Franchise Department Sales report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report Post Code Detail report Post Code Detail report Transactions per Hour report Franchise Department Sales report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report Post Code Detail report Post Code Detail report Transactions per Hour report Franchise Department Sales report Franchise Site Sales report Goal Sheet report.	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Department Tenders report Postal Region report Post Code Detail report Post Code Detail report Transactions per Hour report Franchise Department Sales report Franchise Site Sales report Goal Sheet report. Consignment Summary Sales report	
Sales Dy Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report Post Code Detail report Post Code Detail report Post Code report Transactions per Hour report Franchise Department Sales report Franchise Site Sales report Goal Sheet report. Consignment Summary Sales report Consignment Sales By Supplier report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report Post Code Detail report Post Code Detail report Post Code report Transactions per Hour report Franchise Department Sales report Franchise Site Sales report Goal Sheet report. Consignment Summary Sales report Data Extraction report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Department Tenders report Postal Region report Post Code Detail report Post Code Detail report Post Code report Transactions per Hour report Franchise Department Sales report Franchise Site Sales report Goal Sheet report Consignment Summary Sales report Data Extraction report Data Extraction report	
Sales By Tender report Sales Returns report Void Sales report Wages / Turnover report Customer Counts report Department Tenders report Postal Region report Post Code Detail report Post Code Detail report Post Code report Transactions per Hour report Franchise Department Sales report Franchise Site Sales report Goal Sheet report Consignment Summary Sales report Data Extraction report Data Extraction report GST Balance Position report	

GST Department Sales report1	152
GST Site Sales report1	156
Top 10 GST Sales report1	60
Customer Counts report1	64
Department and Site Sales report1	170
State Sales report	174
Top 10 Industry Items report1	177
Transactions per Hour report1	81
Brand Sales report1	186
Cost of Goods report1	91
Item Profit report	95
Account report1	199
Cashbook Statement report	202
Ledger Balance report	206
Ledger Balance Detail report	209
Ledger report	212
Terminal report	215
Department Sales by Period report	221
Department Summary report	225
Division Sales by Period report	230
Site Sales by Period report	234
State Sales by Period report	238
Top 10 Item Sales report	242
Associated Items report	246
Advertising Group report	251
Comparison of Advertising Sales report2	254
Comparison of Advertising Sales report	258
Advertising List report	262
Sales by Department and Terminal report	266
Flash Sheet report	272
Group Sheet report	274
Smash Sheet report	276
Comparison / Pivot Table Sales report	281
Tender Balances report	285
Top 10 Department Sales By Terminal report2	292
Transactions Containing Item report2	299
Brand Sales report	306
Sales Grid report	311
Department Sales report	317
Department Tenders report	322
Division Sales report	326
21, islow 2 with the point	

Site Sales report	
State Sales report	
Top 10 Item Sales report	
Top 10 Item Style Sales report	
Top 10 Item Type Sales report	
Top 10 Supplier Item Sales report	
Specials Department Sales report	
Specials Site Sales report	
Top 10 Special Sales report	
Glossary	

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

Sales reports

The sales reports are grouped into the following areas.

Ledger and cashbook reports:

Use these reports to examine your ledger and cashbook activities.

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

Balance reports:

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

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

Sales reports:

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

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

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

Reports by period:

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

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

Specials and item reports:

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

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

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

Franchise reports:

Use these reports to examine the activity of franchises.

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

GST reports:

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

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

Point of Sale reports:

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

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

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

Statistics and audit reports:

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

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

Industry reports:

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

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

Journal List report

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

Opening the Journal List report

To open the Journal List report:

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



The Journal List report is displayed.

Journal List Report Between '21 Sep 2016' And '2016-09-28'

Journ	Trans Journ	Termi	Opera	Tende	Amou	Trans Time	Shift	Credit Card	Autho	Cash Out	Hando / Advar	Reder	Void	Traini
2-23	2-14	2	POS1	Cash	\$1.00	07:33	1							
2-24	2-15	2	POS1	Cash	\$1.00	10:48	1							
52- 18		52	POS1	Chang	\$0.00	17:09	1							
52- 18		52	POSI	CASH	\$22.9	17:09	1							
52- 19		52	POS1	CASH	\$0.55	17:18	1							
Total					\$25.5					\$0.00				

		:
Site		
AMC		>
Date From		
21/09/2016	5	
Date To		
28/09/2016	5	
Ву		
Date Rang	e	>
Terminal		
All		>
Operator		
All		>
Tender		
All		>
Туре		
All		>
Voids		
All		>
	Add to Favourites	

(🖈

Journal List report key fields

Filters area

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

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

Report area

This area displays report information.

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

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

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

Field		Description			
Training		Whether this transaction was in training mode.			

Missing Journal report

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

Opening the Missing Journal report

To open the Missing Journal report:

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



The Missing Journal report is displayed.

Missing Jou	rnal Report			*		:
Date	First Journal	Last Journal	Missing Journal	Site		
Date	That you have	Last ocurran	missing ocuma	AMC		>
				Date		
				26/08/20	116	
				Terminal		
				All		>
					Add to Favourites	

Missing Journal report key fields

Filters area

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

Report area

This area displays report information.

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

Site Banking report

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

Opening the Site Banking report

To open the Site Banking report:

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



The Site Banking report is displayed.

Site	s Ban	king F	Report	t Sum	mary	,		0	<i>A</i>	
									States	
Site	Sunday 10-Aug	Monday 11-Aug	Tuesday 12-Aug	Wednesda 13-Auro-	Thursday	Friday	Saturday 16-Aug	Total	All	>
	2008	2008 20	2008	2008	2008	2008	2008			
Total:								\$0.00	Type	
									Banked	>
									Date	
									13/08/2008	
									Display As	
									Table	>
									Add to Favourity	es

Site Banking report key fields

Filters area

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

Report area

This area displays report information.

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

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

Site Cashups report

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

Opening the Site Cashups report

To open the Site Cashups report:

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



The Site Cashups report is displayed.

Sites	Cash	nup R	eport	Sum	mary	Tend	lers	Q
Site	Month End 29-Feb- 2008	Month End 31-Mar- 2008	Month End 30-Apr- 2008	Month End 31-May- 2008	Month End 30-Jun- 2008	Month End 31-Jul- 2008	Month End 31-Aug- 2008	Total:
AMC			\$21,526.0					\$21,526.0
Apple Demo			\$146,884.					\$146,884.
Pets			\$86,099.6					\$86,099.6
Test Site 3		\$391.35	\$13,597.1	\$280.50				\$14,268.9
Total:		\$391.35	\$268,107.	\$280.50				\$268,779.

*		
	States	
	All	>
	Ву	
26.0	Month	>
884.	Туре	
99.6	Tenders	>
68.9	Date	
779.:	13/08/2008	
	Display As	
	Table	>
	Add to Favourites	

Site Cashups report key fields

Filters area

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

Report area

This area displays report information.

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

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

Site Balances report

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

Opening the Site Balances report

To open the Site Balances report:

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



The Site Balances report is displayed.

Sites Tenders Report Summary

Site	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total
AMC					\$77.10			\$77.1
Future Logic					\$800.00			\$800.0
Swift 1			\$71.00	\$4.50				\$75.5
Total:			\$71.00	\$4.50	\$877.10			\$952.6

All		
Date		
17/08/20)16	
Display A	s	
Table		

L50 \$877.10 \$952.60

Site Balances report key fields

Filters area

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

Report area

This area displays report information.

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

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

Site Tenders Summary report

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

Opening the Site Tenders Summary report

To open the Site Tenders Summary report:

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



The Site Tenders Summary report is displayed.

Tend	lers S	Sumr	mary	betv	veen	'01-3	Jan-2	2008'	an 🖉	
'31-[Dec-2	2008	1							Site
										All
Site	CASH	2	EFT	4	5	Amex	Cheque	8	Total	
Toms	65		13			3			81	Date
Demonst										13/08/2008
Test Site 3	744		26	39	6	6			821	Option
Swift 1	1	1					1		3	Counts
Pets	879	1	1,133		2	4			2,019	
Master	21			4	1	2			28	Ву
Site (Site 14)										Current Year >
Makati	11		1						12	
Apple Demo	4,303	1	595	744	178	1		4	5,826	Add to Favourites
AMC	477		300	4					781	
Total:	6,501	3	2,068	791	187	16	1	4	9,571	

Site Tenders Summary report key fields

Filters area

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

Report area

This area displays report information.

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

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

Low Item Sales report

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

Opening the Low Item Sales report

To open the Low Item Sales report:

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



The Find Item screen is displayed.

Find Item		
Searching For Items At:	Chadstone •	Department: All
	NOPQBSIUVWX	XZ
	Please choose a field to searc	h on
Description:		
Item Code:		
Barcode:		
Cross Reference:		
	Search	

3. Find the item you want to search on.

See Finding an item using the search screen

The Low Item Sales report is displayed.

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

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

		:
Site		
Chadston	e	2
Ву		
Month		2
Option		
> \$20.00		>
Departmen	t	
All		>
Date		
	16	

Low Item Sales report key fields

Filters area

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

Report area

This area displays report information.

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

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

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

Low Value Sales report

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

Opening the Low Value Sales report

To open the Low Value Sales report:

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



The Low Value Sales report is displayed.

								AMC	3
Date	Description	Clerk	Journal	Terminal	Sales	Quantity	Discount		
2016-09-15 09:45:44	No Sugar	POS1	13	62	\$0.00	1.00	\$0.00	Month	3
2016-09-10	No Sugar (A)	POS1	4	52	\$0.00	1.00	\$0.00	Option	
2016-09-10 10:21:04	Open Text Modifier	POS1	3	52	\$0.00	1.00	\$0.00	Zero (1 Cent)	3
2016-09-10	Open Text Modifier	POS1	2	52	\$0.00	1.00	\$0.00	Department	
Total:					\$0.00	4.00	\$0.00	All	3
								Date	
								26/09/2016	

Low Value Sales report key fields

Filters area

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

This area displays report information.

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

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

Low Value Transaction report

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

Opening the Low Value Transaction report

To open the Low Value Transaction report:

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



The Low Value Transaction report is displayed.

Low value Transactions Sales for Site AMC : 2010-02-03 to 2016-09-26 inclusive

										-
Date	Clerk	Journal	Terminal	Sales	Items	Sales Discount	Item Discount	Loyalty Discount	Loyalty	
2016- 09-10 10:39:52	POS1	4	52	\$0.00	1	\$0.00	\$0.00			Í
2016- 05-18 15:28:46	Susan	128	3	\$0.00	0	\$0.00	\$0.00			
2016- 04-16 15:05:36	Susan	104	5	-\$1.00	-1	\$0.00	\$0.00			
2016- 04-16 15:05:09	Susan	103	5	-\$1.00	-1	\$0.00	\$0.00			
2016- 04-16 14:38:56	Susan	102	5	-\$1.00	-1	\$0.00	\$0.00			
2016- 02-08 17:18:35	Susan	75	5	-\$0.90	-1	\$0.00	\$0.00			
2015- 04-30 16:17:15	Susan	29	9	\$0.00	1	\$0.00	\$0.00			
2015- 03-05 17:36:04	Susan	478	3	-\$1.00	-1	\$0.00	\$0.00			

	:
Site	
AMC	>
Ву	
Date Range	>
From Date	
3/02/2010	
To Date	
26/09/2016	
Department	
All	>
Filter	
All Sales	>
Option	
< 5 Cents	>
Add to Favour	ites

Low Value Transaction report key fields

Filters area

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

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

Report area

This area displays report information.

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

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

Single Item Sales report

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

Opening the Single Item Sales report

To open the Single Item Sales report:

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



The Find Item screen is displayed.

Find Item		
Searching For Items At:	Chadstone V	Department: All
	NOPQBSTUYW	XZ
	Please choose a field to sear	ch on
Description:		
Item Code:		
Barcode:		
Cross Reference:		
	Search	

3. Find the item you want to search on.

See Finding an item using the search screen

The Single Item Sales report is displayed.

Item Sales for AMC : Item 300 [Banana Muffi [Each]]

Date	Description	Clerk	Journal	Terminal	Sales	Quantity	Discount	
2014-10- 28 15:48:16	Banana Muffin	Jacqui B	347	18	\$259.90	10.00	\$0.00	Î
2014-07- 21 12:55:01	Banana Muffin	Supervisor	14	20	\$129.95	5.00	\$0.00	
2014-07- 21 12:34:07	Banana Muffin	Supervisor	13	20	\$25.99	1.00	\$0.00	
2014-07- 21 12:04:21	Banana Muffin	Supervisor	1709	10	\$25.99	1.00	\$0.00	

	i
Site	>
Date From	-
25/08/2012	
Date To	
25/08/2016	

Add to Favourites

AMC Convergent IT Portal Documentation

Single Item Sales report key fields

Filters area

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

Report area

This area displays report information.

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

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

Clerk Loyalty Sales report

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

Opening the Clerk Loyalty Sales report

To open the Clerk Loyalty Sales report:

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



The Clerk Loyalty Sales report is displayed.

Clerk Sales for AMC Between 25 Sep 2016 an i 01 Oct 2016 Inclusive Site AMC > Clerl Tran Quai Sale Aver Sale Tran Quai Sale Aver Tran Quai Sale Aver New Tran Quai Sale Aver % Nom Nom Nom Nom Loya Loya Loya Loya Loya Sche Sche Sche Sche Date From Card 25/09/2016 1 1.00 \$1.0 \$1.0 100. 1 1.00 \$1.0 \$1.0 Supe 1 1.00 \$1.0 \$1.0 1 1.00 \$1.0 Date To 1/10/2016 Add to Favourites

Clerk Loyalty Sales report key fields

Filters area

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

Report area

This area displays report information.

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

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

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

Clerk Sales report

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

Opening the Clerk Sales report

To open the Clerk Sales report:

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



The Clerk Sales report is displayed.

_

Sales For AMC Between 25 Sep 2016 and 01 🖄 Oct 2016 Inclusive

Clerk	Transactions	Quantity	Discount	Net Sales	Average	Sales %
Supervisor	1	1.00	\$0.00	\$1.00	\$1.00	100.00%
Total:	1	1.00	\$0.00	\$1.00	\$1.00	

		8
Site		
AMC		>
Ву		
Sales By	/ Clerk	>
Date Fron	n	
25/09/20	016	
Date To		
1/10/201	16	
Clerk		
All		>
Division		
All		>
Departme	nt	
All		>
	Add to Eavourites	

Clerk Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

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

Clerk Transactions report

Use this report to view the transactions by each operator.

Opening the Clerk Transactions report

To open the Clerk Transactions report:

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



The Clerk Transactions report is displayed.

Sites Clerk Report Summary - Transactions 🖉

Clerk	Sunday 17-Jul- 2016	Monday 18-Jul- 2016	Tuesday 19-Jul- 2016	Wednesda 20-Jul- 2016	Thursday 21-Jul- 2016	Friday 22-Jul- 2016	Saturday 23-Jul- 2016	Total	
POS1		1				1			2
Bob							1		1
Total:		1				1	1		3

		:
States		
VIC		>
Site		
AMC		>
Туре		
Transaction	5	>
Date		
21/07/2016		
Ву		
Day		>
Loyalty Filter	r	
No Filter		>
Debtor Filter		
No Filter		>
Cash Filter		

Clerk Transactions report key fields

Filters area

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

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

Field	Description				
Transaction Type	Select to report on:				
	Transactions	Report the number of transactions for the period.			
	Transactions %	Report the percentage of total transactions over the period.			
	Sales	Report the total sales amount for the period.			
	Sales %	Report the percentage of total sales amount for the period.			
	Average Sale	Report the average sales amount for the period.			
	Weights	Report the weight of items sold for the period.			
	Weights %	Report the percentage of all weighed items sold during the period.			
	Sale Discounts	Report the sales discounts applied during this period.			
	Item Discounts	Report the item discounts applied during this period.			
	\$ Void Sales	Report the dollar total of voided sales during this period.			
	\$ Void Items	Report the dollar total of voided items during this period.			
64	\$ All Voids AM	Report the total dollar amount of c all voids during this period C Convergent TP Portal Documentation			
	% \$ Void Salas	Report the percentage of voided			

Report area

This area displays report information.

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

Site By Sales Discounts report

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

Opening the Site By Sales Discounts report

To open the Site By Sales Discounts report:

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



The Site By Sales Discounts report is displayed.

2010 2011 2012 2013 2014 2015 2016 AMC \$\$1.75 \$45.30 \$9,001.63 \$2,844.66 \$577.51 \$80.19 \$365.13 \$12,960 Total: \$\$51.75 \$45.30 \$9,001.63 \$2,844.66 \$577.51 \$80.19 \$365.13 \$12,960		31-Dec-	31-Dec-	31-Dec-	31-Dec-	Year End 31-Dec-	Year End 31-Dec-	Year End 31-Dec-	Total	V
AMC \$51.75 \$45.30 \$9,001.63 \$2,844.66 \$577.51 \$80.19 \$365.13 \$12,960 Total: \$51.75 \$45.30 \$9,001.63 \$2,844.66 \$577.51 \$80.19 \$365.13 \$12,960		2010	2011	2012	2013	2014	2015	2016		Cite
\$51.75 \$45.30 \$9,001.63 \$2,844.66 \$577.51 \$80.19 \$365.13 \$12,960	MC	\$51.75	\$45.30	\$9,001.63	\$2,844.66	\$577.51	\$80.19	\$365.13	\$12,966.15	Site
	otal:	\$51.75	\$45.30	\$9,001.63	\$2,844.66	\$577.51	\$80.19	\$365.13	\$12,966.15	A
										Ву

		:
States		
VIC		>
Site		
AMC		>
Ву		
Year		>
Date		
21/07/2016	5	
Display As		
Table		>
Filter		
All Sales		>
Туре		

Site By Sales Discounts report key fields

Filters area

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

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

Report area

This area displays report information.

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

Discount report

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

Opening the Discount report

To open the Discount report:

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



The Discount report is displayed.

Discount Report for Between '02 Feb 2010' and '21 Jul 2016'

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



Discount report key fields

Filters area

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

This area displays report information.

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

POS No Sales report

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

Opening the POS No Sales report

To open the POS No Sales report:

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



The POS No Sales report is displayed.

POS No Sale Report

Clerk	Terminal	Date
Susan	1	6/04/2013, 14:35:34
Susan	6	22/05/2013, 08:56:09
Susan	1	11/05/2012, 01:00:30
Susan	1	2/04/2013, 13:39:15
Susan	3	26/11/2012, 22:17:28
Susan	1	27/01/2016, 15:16:51
Susan	1	27/08/2014, 16:32:55
Susan	7	4/06/2013, 14:55:33
Supervisor	1	26/01/2016, 17:29:47
Supervisor	7	22/04/2013, 14:55:48
Supervisor	10	28/06/2013, 16:40:22
Supervisor	1	10/10/2011, 14:40:00
Supervisor	10	3/06/2013, 12:07:33

VIC		3
Site		
AMC		3
Date From		
2/02/2010)	
Date To		
21/07/201	16	

À

POS No Sales report key fields

Filters area

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

Report area

This area displays report information.

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

Petty Cash Purchases report

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

Opening the Petty Cash Purchases report

To open the Petty Cash Purchases report:

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



The Petty Cash Purchases report is displayed.

Petty Cas	h Purchases	by Day
-----------	-------------	--------

Site	Sunday 17-Jul- 2016	Monday 18-Jul- 2016	Tuesday 19-Jul- 2016	Wednesda 20-Jul- 2016	Thursday 21-Jul- 2016	Friday 22-Jul- 2016	Saturday 23-Jul- 2016	Total
Chadstone				\$15.49				\$15.49
Total:				\$15.49				\$15.49

States	
All	
Site	
All	
Ву	
Day	
Date	
21/07/2016	

Petty Cash Purchases report key fields

Filters area

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

Report area

This area displays report information.

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

Sales By Tender report

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

Opening the Sales By Tender report

To open the Sales By Tender report:

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



The Clerk Sales report is displayed.

:

Sales For	AMC Between 2	25 Sep	2016	and 01	A
Oct 2016	Inclusive				

Supervisor	1	4.00				
		1.00	\$0.00	\$1.00	\$1.00	100.00%
Total:	1	1.00	\$0.00	\$1.00	\$1.00	

Site AMC > Ву Sales By Clerk > Date From 25/09/2016 Date To 1/10/2016 Clerk > All Division All > Department > All Add to Favourites

3. Press the Clerk you want to view.

The Sales by Tender report is displayed.

2010	5 and	15 Oc	t 201	l6 Inc	lusive	е				Site	
								_		AMC	
Clerk	Transactio	Count	Sales Discount	Item Discount	Rounding	Net Sales	New Cards		CASH	Date From	
POS1	1	1.00	\$0.00	\$0.00	\$0.00	\$2.00		0	\$2.00	9/10/2016	
otal:	1	1.00	\$0.00	\$0.00	\$0.00	\$2.00		0	\$2.00	Date To	
										15/10/2016	
										Clerk	
										POS1	

Sales By Tender report key fields

Filters area

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

Report area

This area displays report information.

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

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

Sales Returns report

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

Opening the Sales Returns report

To open the Sales Returns report:

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



The Sales Returns report is displayed.

									States	
Item	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total	VIC	
Hennessy V.S.O.P				\$3,509.00				\$3,509.00 ^	Site AMC	
Beef Item			\$2,700.00	\$630.00				\$3,330.00	Туре	
Cup cake - Green				\$1,435.50				\$1,435.50	Sales	
Vintage 1460					\$1,350.00			\$1,350.00	Year	
Banana Muffin			\$525.00	\$401.98				\$926.98	Date	
Open Pack		\$720.00						\$720.00	21/07/2016	
Vintage 1460					\$650.00			\$650.00	Display	
Martini rosso				\$634.60				\$634.60	lop to	
Cherry heering				\$634.60				\$634.60	Add to Favourites	
Refund Balance					\$620.00			\$620.00		

Sales Returns report key fields

Filters area

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

Report area

This area displays report information.

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

Void Sales report

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

Opening the Void Sales report

To open the Void Sales report:

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



The Void Sales report is displayed.



Void Sales report key fields

Filters area

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

Report area

This area displays report information.

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

Wages / Turnover report

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

Opening the Wages / Turnover report

To open the Wages / Turnover report:

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



The Wages / Turnover report is displayed.

Wages / Turnover For AMC

Clerk	Sunday 17-Jul- 2016	Monday 18-Jul- 2016	Tuesday 19-Jul- 2016	Wednesda 20-Jul- 2016	Thursday 21-Jul- 2016	Friday 22-Jul- 2016	Saturday 23-Jul- 2016	Total	
Tumover		\$500.00				\$7.00	\$3.00	\$510.00	Î
Rach								\$0.00	
Pos 3								\$0.00	
Sandra								\$0.00	

×		÷
_	Site	
	AMC	>
	Date	
1	21/07/2016	
	Add to Favourites	

Wages / Turnover report key fields

Filters area

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

Report area

This area displays report information.

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

Customer Counts report

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

Opening the Customer Counts report

To open the Customer Counts report:

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



The Customer Counts report is displayed.

									States	
Site	Month End 29-Feb-	Month End 31-Mar-	Month End 30-Apr-	Month End 31-May-	Month End 30-Jun-	Month End 31-Jul-	Month End 31-Aug-	Total	All	
	2016	2016	2016	2016	2016	2016	2016		aite	
AMC	37	6	4	100	46	43	8	244	All	
Future Logic		19		24	68	54	53	218	Ву	
City Cafe	159	49						208	Month	
Philippine		8		37	59			104		
Swift 1					12		84	96	Туре	
Site 1 (JF)	19	34	5		6	15		79	Customer Counts	
Monterey Butcher	46	2						48	Date	
French Cafe		29						29	24/08/2016	
Retail Store A			21	1				22	Table	
Chadston	6					16		16		
Fashion Store	6							6	Add to Favourites	
Dandenon	3							3		
Total Custome	270	147	30	162	191	128	145	1,073		

Customer Counts report key fields

Filters area

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

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

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

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

Report area

This area displays report information.

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

Department Tenders report

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

Opening the Department Tenders report

To open the Department Tenders report:

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



The Department Tenders report is displayed.

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

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



Department Tenders report key fields

Filters area

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

Report area

This area displays report information.

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

Postal Region report

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

Opening the Postal Region report

To open the Postal Region report:

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



The Postal Region report is displayed.

31-Dec	-2016					States	
						VIC	>
Postal Region	Postal Region #	Country	Customers	Sales %	Sales	Site	
Pnknown	Unknown	Unknown	295	99.56%	\$20,565.98	AMC	>
Pnknown	1	Australia	6	0.44%	\$90.98		
Total:			301	100.00%	\$20,656.96	Date	
						24/08/2016	
						Date Selection	
						Year	>
						Filter	
						1 Starte	

Add to Favourites

Postal Region report key fields

Filters area

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

	Field	Description
Filter	S	elect to filter the postal areas by:
		 All postal areas.
		 Local postal areas only.
		• External postal areas only.
		 Unknown postal areas only.

Report area

This area displays report information.

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

Post Code Detail report

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

Opening the Post Code Detail report

To open the Post Code report:

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



The Post Code report is displayed.

Jet-2	016						States		
							VIC	>	
ost Code	Suburb	State	Country	Customers	Sales %	Sales			
Inknown			Unknown	295	99.56%	\$20,565.98	Site		
150	Wheelers Hill	VIC	Australia	6	0.44%	\$90.98	AMC	>	
otal:				301	100.00%	\$20,656.96	Date		
							Year > Postal Region		
							All	5	
								·	
							Filter	~	

3. Press the post code you want to view.

The Post Code Detail report is displayed.
Post Code Report From 01-Jan-2016 To 31- 🕐 Dec-2016 [3150]

Journal	Terminal	Clerk	Sales	Items
159	5	Bob	\$1.00	2
160	5	Bob	\$0.50	1
161	5	Bob	\$35.98	2
162	5	Bob	\$0.50	1
190	2	POS1	\$1.00	1
191	2	POS1	\$52.00	101
Total:			\$90.98	108

States VIC Site AMC Date 24/08/2016 Date Selection Year

Add to Favourites

Post Code report key fields

Filters area

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

Report area

This area displays report information.

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

Post Code report

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

Opening the Post Code report

To open the Post Code report:

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



The Post Code report is displayed.

Jec-2	016						States	
							VIC	>
Post Code	Suburb	State	Country	Customers	Sales %	Sales		
Jnknown			Unknown	295	99.56%	\$20,565.98	Site	
3150	Wheelers Hill	VIC	Australia	6	0.44%	\$90.98	AMC	>
lotal:				301	100.00%	\$20,656.96	Date	
							Year Postal Region	>
							All	>
							Filter	
							All	

Post Code report key fields

Filters area

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

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

Report area

This area displays report information.

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

Transactions per Hour report

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

Opening the Transactions per Hour report

To open the Transactions per Hour report:

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



The Transactions per Hour report is displayed.

*

Transactions per Hour by Month: Chadstone : Loyalty Only

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

States		
VIC		>
Site		
Chadsto	ne	>
Ву		
Month		>
Date		
10/12/20)15	
Display A	5	
Table		>
Filter		
Only Loy	alty Sales	>
Division		
All		>
Departme	nt	
All		>
Туре		
Counts		>
	Add to	

Transactions per Hour report key fields

Filters area

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

Field		Description	
Туре	Select to display:	:	
	Counts	The number of transactions for the period.	
	Quantities	The quantity of items sold during the period.	
	Sales	The total sales figures for the period.	
	Average Sales	The average sales for the period.	
	Average Quantities	The average quantity of items sold during the period. The sales total for the period compared to sales targets. The previous total of sales plus sales during this period.	
	Target Sales		
	Accumulative Counts		
Department	Select to filter th	e report by department.	
Display As	Select to display or in a graphical	the information as a standard table, format such as a bar or pie chart.	
Filter /	Select to display:	:	
Loyalty Filter	 All transact 	ctions.	
	 Loyalty me 	ember transactions only.	
	 Transactio loyalty me 	ns from customers who are not mbers only.	

Report area

This area displays report information.

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

Franchise Department Sales report

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

Opening the Franchise Department Sales report

To open the Franchise Department Sales report:

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



The Franchise Department Sales report is displayed.

			_			_			States	
Departmer	Sunday 14-Aug-	Monday 15-Aug-	Tuesday 16-Aug-	Wednesda 17-Aug-	Thursday 18-Aug-	Friday 19-Aug-	Saturday 20-Aug-	Total	AB	1
	2016	2016	2016	2016	2016	2016	2016		Site	
Unknown [19]					\$800.00			\$800.00	All	3
Meats			\$81.00	\$4.50	\$1.00			\$86.50		
Dept 27					\$62.55			\$62.55	Ву	
Beef					\$7.00			\$7.00	Day	3
Dept 3			\$3.50					\$3.50	1200	
Sale					\$0.00			\$0.00	Date	
Discounts									18/08/2016	
Total:			\$84.50	\$4.50	\$870.55			\$959.55		
									Display As	
									Table	3

Add to Favourites

Franchise Department Sales report key fields

Filters area

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

Report area

This area displays report information.

Description
Description of the department.
Display the summary total for the selected period.
Note: The information displayed depends on the report filters selected.

Franchise Site Sales report

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

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

Opening the Franchise Site Sales report

To open the Franchise Site Sales report:

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



The Franchise Site Sales report is displayed.

States									
All	Total	Saturday 20-Aug-	Friday 19-Aug-	Thursday 18-Aug-	Wednesda 17-Aug-	Tuesday 16-Aug-	Monday 15-Aug-	Sunday 14-Aug-	Site
Bu		2016	2016	2016	2016	2016	2016	2016	
ву	\$800.00			\$800.00					Future
Day									Logic
	\$89.00				\$4.50	\$84.50			Swift 1
Date	\$70.55			\$70.55					AMC
18/08/2016	\$959.55			\$870.55	\$4.50	\$84,50			Total:



:

Franchise Site Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Goal Sheet report

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

Opening the Goal Sheet report

To open the Goal Sheet report:

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



The Goal Sheet report is displayed.

Daily Goal Sheet for 2016-10-12 - Daily Budget \$2,000.00 - AMC : Amounts are net of Excluded Departments and Sales Discounts

At	Goal	Target Met	Accumula Sales	Accumula Customer	Accumula Average	Sales for Hour	Customers for Hour	Average for Hour
10 AM	\$0.00	~						
11 AM	\$0.00	~						
NOON	\$0.00	~						
1 PM	\$0.00	~						
2 PM	\$0.00	~						
3 PM	\$0.00	~						
4 PM	\$0.00	~						
5 PM	\$0.00	~						
6 PM	\$0.00	~						
7 PM	\$0.00	~						
8 PM	\$0.00	~						
9 PM	\$0.00	~						

VIC		>
Site		
AMC		>
Option		
Retail Sale	es	>
Date		
12/10/201	6	
	Add to Eavourities	

Goal Sheet report key fields

Filters area

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

Report area

This area displays report information.

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

Consignment Summary Sales report

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

Opening the Consignment Summary Sales report

To open the Consignment Summary Sales report:

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



The Consignment Summary Sales report is displayed.

Cons	ignme	ent Si	umma	ary Sa	ales R	eport	Betw	veer 🔌			:
05 O	ct 20	16 an	d 201	6-10	-12 Iı	nclusiv	/e		Date From		
									5/10/2016		
Supplier	Sales	GST	Cost	GP %	Volume	Consignm Sales	Consignme	Shelf Fee	Date To		
Bob Bird	\$1.79	\$0.21	\$1.00	44.01%	1	\$1.61	\$0.18	\$0.27	12/10/201	6	
Total	\$1.79	\$0.21	\$1.00	44.01%	1	\$1.61	\$0.18	\$0.27			
									Site		
									AMC		>
									Department	t	
									AI		>
										Add to Eavourites	

Consignment Summary Sales report key fields

Filters area

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

Report area

This area displays report information.

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

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

Consignment Sales By Supplier report

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

Opening the Consignment Sales By Supplier report

To open the Consignment Sales By Supplier report:

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



The Consignment Sales By Supplier report is displayed.

Cons	ignme	ent Si	umma	ary Sa	ales R	eport	Betw	/eer 🔌		:
05 O	ct 201	16 an	d 201	6-10	-12 Iı	nclusi	ve		Date From	
									5/10/2016	
Supplier	Sales	GST	Cost	GP %	Volume	Consignm Sales	Consignm	Shelf Fee	Date To	
Bob Bird	\$1.79	\$0.21	\$1.00	44.01%	1	\$1.61	\$0.18	\$0.27	12/10/2016	
Total	\$1.79	\$0.21	\$1.00	44.01%	1	\$1.61	\$0.18	\$0.27		
									Site	
									AMC	>
									Department	
									All	>
									Add to F	avourites

3. Press the Supplier you want to view.

The Consignment Item by Supplier report is displayed.

Consignment Sales Report Between 03 Oct (* 2016 and 2016-10-10 Inclusive

Item	Site	Suppli	Depart	Sales	GST	Cost	GP %	Volum	Consig Sales	Consig	Consig %	Shelf Fee	Shelf %
\$2 Item	AMC	Bob Bird	Meats	\$1.79	\$0.21	\$1.00	44.019	1	\$1.61	\$0.18	10.009	\$0.27	15.001
Total				\$1.79	\$0.21	\$1.00	44.015	1	\$1.61	\$0.18		\$0.27	

		:
Supplier		
Bob Bird		>
Date From	1	
3/10/201	6	
Date To		
10/10/20	16	
Site		
AMC		>
Departme	nt	
All		>
Item Type	•	
All		>
	Add to Favourites	

Consignment Sales By Supplier report key fields

Filters area

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

Report area

This area displays report information.

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

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

Data Extraction report

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

Opening the Data Extraction report

To open the Data Extraction report:

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



The Data Extraction report is displayed.

Data Extraction - S 40	ales From 03 O	ct 2016 To 🎤			
A 1		W	eek		>
Site	Site#	Year	r		
Future Logic		20	16		\$
					*
		Wee	k		
		W	eek 40		>
		Туре	e		
		Sa	ales		>
			Add	to Favourites	

Data Extraction report key fields

Filters area

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

Report area

This area displays report information.

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

Data Extraction report

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

Opening the Data Extraction report

To open the Data Extraction report:

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



The Data Extraction report is displayed.

Data Extraction - Sales From 03 Oct 2016 To 🖈			:
40		Ву	
		Week	>
Site	Site#	Y	
Future Logic		tear	
		2016	>
		Week	
		Week 40	>
		Туре	
		Sales	>
		Add to Favourites	
Data Extraction report key fields

Filters area

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

Field	d Description
Туре	Select to report on:
	 Philippines Bureau of Internal Revenue data (BIR).
	• Sales.
	 Barcodes.

Report area

This area displays report information.

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

GST Balance Position report

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

Opening the GST Balance Position report

To open the GST Balance Position report:

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



The GST Balance Position report is displayed.

										Site	
Site	Refund / Pay	Ind / Year Total End End	Total	AMC	1						
			- 31-Dec- 31 2011 20	31-Dec- 31- 2012 201	31-Dec- 2013	31-Dec- 2014	1-Dec- 31-Dec- 014 2015	31-Dec- 2016	31-Dec- 2016	Date	
AMC	Refund - Creditor								\$1,100.00	23/08/2016	
AMC Pay	Pay -	\$6,315.9	\$6,315.9 \$124.27 \$	\$4,559.74 \$761,373	\$161,929 \$6,212.2	\$1,620.66	20.6(\$942,135	Ву			
	POS (Non GST)									Year	3
AMC	Pay -	\$7,662.4	\$4,589.7	\$135,305	\$2,740,0	\$238,061	\$44,430.	\$20,324	\$3,190,37	Report	
	POS (GST)									Value	3
Total:		-		-	-	-	-		-		
(Refund		\$13,978.	\$4,714.0	\$139,865	\$3,501,3	\$399,990	\$50,642.	\$21,945.	\$4,131,4	Add to Favour	tes

GST Balance Position report key fields

Filters area

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

Report area

This area displays report information.

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

GST Department Sales report

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

Opening the GST Department Sales report

To open the GST Department Sales report:

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



The GST Department Sales report is displayed.

GST -	Dep	bartm	ent B	y Sale	es Inc	: AMC	2	(
Departmer	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total
Dept 27					\$62.55			\$62.55
Beef					\$7.00			\$7.0
Meats					\$1.00			\$1.00
Promotion					-\$0.05			-\$0.05
Total:					\$70.50			\$70.50



GST Department Sales report key fields

Filters area

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

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

Report area

This area displays report information.

Description				
Description of the department.				
Display the summary total for the selected period.				
Note: The information displayed depends on the report filters selected.				

GST Site Sales report

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

Opening the GST Site Sales report

To open the GST Site Sales report:

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



The GST Site Sales report is displayed.

GST	- Site	es By	Sales	Inc				A CAR		:
									States	
Site	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total	VIC	>
Total:								\$0.00	Ву	
									Day	>
									Date	
									18/08/2016	
									Display As	
									Table	>
									Туре	
									Sales Inc	>
									Add to Favourites	

GST Site Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Top 10 GST Sales report

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

Opening the Top 10 GST Sales report

To open the Top 10 GST Sales report:

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



The Top 10 GST Sales report is displayed.

									States	
tem	Year End 31-Dec-	Total	VIC	3						
Taka.	2010	2011	2012	2013	2014	2015	2016	£4.405.00°	Site	
250ml			30,000.00	\$1,109,10	\$40.00			\$1,135,001	AMC	2
Beef Item			\$24,020.0	\$192,418.	\$21,183.5	\$1,289.19	\$526.48	\$239,437.1	Ву	
nuit Jam			\$3,060.40	\$165,458	\$1,298.45	\$93.44		\$169,910.0	Year	3
Vtilo Food Drink				\$161,969.	\$770.00		\$450.00	\$163,189.1	Date	
100g									23/08/2016	
lennessy /.S.O.P				\$61,599,3		\$319.00		\$61,918.3;	Display As	
Coke Zero Can				\$12,137.1	\$277.50	\$14,911.0	\$14,550.0	\$41,875.6!	Table	1
25MI									Туре	
est Man Gt			\$40,791.8.					\$40,791.8.	Sales Inc	2
Banana Auffin			\$16,975.0	\$8,879.69	\$545.79			\$26,400.41	Department	
Cup cake Green				\$21,160.0	\$308.56			\$21,468.60	All	3
est101				\$20,300.0	(\$20,300.00	Display	
lop 10 lotal:			\$91,447.2	\$1,833,09	\$24,423.8	\$16,612.6	\$15,526.4	\$1,981,10	Top 10	3
fotal:	\$1,828.26	\$4,540.59	\$145,231.	\$1,982,29	\$82,398.4	\$39,462.7	\$19,169.4	\$2,274,92		

Top 10 GST Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Customer Counts report

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

Opening the Customer Counts report

To open the Customer Counts report:

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



The Customer Counts report is displayed.

Custo	omer	Coun	ts by	Site		of Dis	scoun	ts) (States	-
Site	Month End 29-Feb- 2016	Month End 31-Mar- 2016	Month End 30-Apr- 2016	Month End 31-May- 2016	Month End 30-Jun- 2016	Month End 31-Jul- 2016	Month End 31-Aug- 2016	Total	All	>
AMC	37	6	4	100	46	43	8	244	All	>
Future Logic		19		24	68	54	53	218	ву	
City Cafe	159	49						208	Month	>
Philippine		8		37	59			104		
Swift 1					12		84	96	Туре	
Site 1 (JF)	19	34	5		6	15		79	Customer Counts	>
Monterey Butcher	46	2						48	Date	
French Cafe		29						29	24/08/2016	
Retail Store A			21	1				22	Table	>
Chadstone						16		16		
Fashion Store	6							6	Add to Favourites	
Dandenon	3							3		
Total Customer	270	147	30	162	191	128	145	1,073		

Customer Counts report key fields

Filters area

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

Field		Description
Type Selec	t to display a re	eport on:
Cust Cour	tomer nts	The number of customers served during the reporting period.
Cust Purc	tomer \$ chase	The total dollar value of customer purchases for the reporting period.
Aver Cust Purc	rage tomer \$ chase	The dollar value of the average customer purchase for the reporting period.
Loya Cust Cour	alty tomer nts	The number of loyalty customers served during the reporting period.

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

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

Report area

This area displays report information.

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

Department and Site Sales report

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

Opening the Department and Site Sales report

To open the Department and Site Sales report:

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



The Department and Site Sales report is displayed.

Report O	ptions								State All
Departme	Sunday 21-Aug-	Monday 22-Aug-	Tuesday 23-Aug-	Wednesda 24-Aug-	Thursday 25-Aug-	Friday 26-Aug-	Saturday 27-Aug-	Total	Ву
	2016	2016	2016	2016	2016	2016	2016		Day
Unassigne		4.0 kg	15.0 kg	4.0 kg	1.0 kg	1		24.0 kg	
Dept 23			2.0 kg	1.0 kg				3.0 kg	Date
Cold Drinks				1.0 kg				1.0 kg	25/08/2016
Total:		4.0 kg	17.0 kg	6.0 kg	1.0 kg	1		28.0 kg	Display As
									Table
Site Cour	nt								Pres.
Reference	Sunday 21-Aug- 2016	Monday 22-Aug 2016	- Tueso 23-Au 2016	lay Wed g- 24-A 2016	nesday Th ug- 25 5 20	iursday -Aug- 116	Friday 26-Aug- 2016	Saturday 27-Aug- 2016	Кд
Total Sites:									

ŝ

>

>

>

>

Department Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

State Sales report

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

Opening the State Sales report

To open the State Sales report:

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



The State Sales report is displayed.



Add to Favourites

Kg

:

>

>

>

State Sales report key fields

Filters area

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

Report area

This area displays report information.

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

Top 10 Industry Items report

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

Opening the Top 10 Industry Items report

To open the Top 10 Industry Items report:

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



The Top 10 Industry Items report is displayed.

Top 10 Industry Items by Kg

Item	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total
Total:								

State		
All		
Ву		
Year		
Date		
25/08/201	16	
Display As	:	
Table		
Туре		
Kg		
Display		

Top 10 Industry Items report key fields

Filters area

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

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

Report area

This area displays report information.

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

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

Opening the Transactions per Hour report

To open the Transactions per Hour report:

- 1. Press Zales from the main menu.
- 1. Press Industry > Time Hour.



The Transactions per Hour report is displayed.

Transactions per Hour by Month: Chadstone : Loyalty Only

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

: States VIC > Site Chadstone > Ву > Month Date 10/12/2015 Display As Table > Filter > Only Loyalty Sales Division All > Department All > Туре Counts > Add to Favourites

*

Transactions per Hour report key fields

Filters area

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

Field		Description	
Туре	Select to display:	:	
	Counts	The number of transactions for the period.	
	Quantities	The quantity of items sold during the period.	
	Sales	The total sales figures for the period.	
	Average Sales	The average sales for the period.	
	Average Quantities	The average quantity of items sold during the period.	
	Target Sales	The sales total for the period compared to sales targets.	
	Accumulative Counts	The previous total of sales plus sales during this period.	
Department	Select to filter th	e report by department.	
Display As	Select to display or in a graphical	the information as a standard table, format such as a bar or pie chart.	
Filter /	Select to display:		
Loyalty Filter	 All transact 	ctions.	
	 Loyalty me 	ember transactions only.	
	 Transactio loyalty me 	ns from customers who are not mbers only.	

Report area

This area displays report information.

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

Brand Sales report

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

Opening the Brand Sales report

To open the Brand Sales report:

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



The Brand Sales report is displayed.

Brand Sales : by Sales: AMC

Brand	Year End 31-Dec- 2008	Year End 31-Dec- 2009	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Total
<u>This is a</u> Brand A	\$12.95		\$106.02	\$59.47	\$241.75	\$1,065.06	\$2,323.51	\$3,808.76
Top 10 Total:	\$12.95		\$106.02	\$59.47	\$241.75	\$1,065.06	\$2,323.51	\$3,808.76
Total:	\$12.95		\$106.02	\$59.47	\$241.75	\$1,065.06	\$2,323.51	\$3,808.76

×		:
_	Site	
	AMC	>
8.76	Ву	
0.10	Year	>
8.76	Date	
8.76	18/06/2014	
	Display As	
	Table	>
	Туре	
	Sales Inc	>
	Department	
	All	>
	Display	
	Top 10	>
	Add to Favourites	

Brand Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Cost of Goods report

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

Opening the Cost of Goods report

To open the Cost of Goods report:

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



The Cost of Goods report is displayed.

201	o an	u 25	Aug	201	10 111	ciusi	ve				Date From	
											18/08/2016	
Descript	titem	Retail	Cost	GP %	Sales %	Opening Stock	Purchas	Transfer	Sales	Closing Stock	Date To	
Coffee	530	\$3.50	\$1.00	68.55%	50.00%	\$0.00	\$0.00	\$0.00	\$3.18	\$0.91	25/08/2016	
ea	540	\$3.50	\$1.00	68.55%	50.00%	\$0.00	\$0.00	\$0.00	\$3.18	\$0.91		
otal			\$2.00	68.55%	100.00%	\$0.00	\$0.00	\$0.00	\$6.36	\$1.82	Site	
											AMC	>
											Option	
											Value	>
											Department	
											Beef	>

Cost of Goods report key fields

Filters area

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

Report area

This area displays report information.

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

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

Item Profit report

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

Opening the Item Profit report

To open the Item Profit report:

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



The Item Profit report is displayed.

\$6.36

Total

\$2.00

Item Betw Inclu	Prof een sive	its R 18 A	eport ug 20	t - Lo 016 a	and 2	on Ty 25 Au	pe [/ g 20	AII] [8 16	Bee 🌶
Descripti	tem	Retail	Sales	Cost	Quantity	GST	GP %	Margin	Sales %
Tea	540	\$3.50	\$3.18	\$1.00	1	\$0.32	68.55%	\$2.18	0.00%
Coffee	530	\$3.50	\$3.18	\$1.00	1	\$0.32	68.55%	\$2.18	0.00%

\$0.64 68.55% \$4.36 0.00%

18/08/2016	
Date To	
25/08/2016	
Site	
AMC	>
Department	
Beef	>
Location Type	
All	>

Item Profit report key fields

Filters area

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

Report area

This area displays report information.

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

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

Account report

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

Opening the Account report

To open the Account report:

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



The Account report is displayed.

Accou	nt Repo	ort				×	Castion	I
Description	Account #	Туре	Information	Last Balance	Balance Date	Statement #	All	>
Cheque Book	1234	Trading	Main Cheque Book	\$36.95	16/09/2008	6	Add to Favo	ountes
Over Draft	1235	Trading	Over Draft	-\$60,000.00				

Account report key fields

Filters area

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

Report area

This area displays report information.

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

Cashbook Statement report

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

Opening the Cashbook Statement report

To open the Cashbook Statement report:

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



The Cashbook Statement report is displayed.

Cash Jan-2	Book 2008 -	Stater > 31-[nent R Dec-20	Report 008]	: By `	Year [01- (Account
Account Name	Account	Opening Balance	Closing Balance	Statement	Statement Date	Balance Date	User	All >>
Cheque Book	1234	\$2,000.00	\$2,016.65	2	17/09/2008	17/09/2008	Ben	17/06/2008
Cheque Book	1234	\$2,016.65	\$568.66	4	17/09/2008	17/09/2008	Ben	By
Cheque Book	1234	\$58.99	\$36.95	6	16/09/2008	17/09/2008	Ben	Year >
Cheque Book	1234	\$568.66	\$58.99	7	17/09/2008	17/09/2008	Ben	Add to Favourites

Cashbook Statement report key fields

Filters area

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

Report area

This area displays report information.

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

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

Ledger Balance report

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

Opening the Ledger Balance report

To open the Ledger Balance report:

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



The Ledger Balance report is displayed.

Trial B	aland	ce Rep	port - E	Betwee	en '01	Aug	2016	•		
and '3	1 Aug	g 201	6'					States		
								VIC		>
Report Op	tions							Site		
								AMC		\$
Debits				Credits				Anno		*
Description	Ledger #	Туре	Amount	Description	Ledger #	Туре	Amount	Date		
Sales	1000	Income	\$185.20	Profit			\$191.69	29/08/20	16	
Sales Discount	1001	Income	-\$1.00					Bv		
Redemption	1002	Income	-\$0.50					Month		•
Other Sales	1100	Income	\$7.99					Monut		*
									Add to Favourites	

Ledger Balance report key fields

Filters area

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

Report area

This area displays report information.

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

Ledger Balance Detail report

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

Opening the Ledger Balance Detail report

To open the Ledger Balance Detail report:

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



The Ledger Balance Detail report is displayed.

Trial B	Baland	e Rep	oort - E	Betwee	en '01	Aug	2016			:
and '3	1 Aug	g 201	6'					States		
								VIC		>
Report Op	tions							Site		
								AMC		>
Debits				Credits						
Description	Ledger #	Туре	Amount	Description	Ledger #	Туре	Amount	Date		
Sales	1000	Income	\$185.20	Profit			\$191.69	29/08/20	16	
Sales Discount	1001	Income	-\$1.00					By		
Redemption	1002	Income	-\$0.50					Month		•
Other Sales	1100	Income	\$7.99					Monut		~
				1					Add to Favourites	

.

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

The Ledger Detail Balance report is displayed.

Ledger De	etail Report		Q
Description	Ledger #	Date	Amount
Sales	1000	18/08/2016	\$70.55
Sales	1000	12/08/2016	\$113.59
Sales	1000	11/08/2016	\$1.00
Total			\$185.14

ŝ

Add to Favourites

Ledger Balance Detail report key fields

Filters area

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

Report area

This area displays report information.

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

Ledger report

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

Opening the Ledger report

To open the Ledger report:

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



The Ledger report is displayed.

Ledger R	er Report Section									
Description	Ledger #	Type	Information	Default		Section				
Sales	1000	Income	Ledger to hold sales data	Yes	^	All		>		
New	10000	Expenses	New Ledger	No			Add to Equatitat			
Sales Discount	1001	Income	Ledger to hold sales Discount data	Yes			Add to Pavountes			
Redemption	1002	Income	Ledger to hold Loyalty redemption	Yes						

Ledger report key fields

Filters area

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

Report area

This area displays report information.

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

Terminal report

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

Opening the Terminal report

To open the Terminal report:

- 1. Press *sales* from the main menu.
- 2. Press Balance Reports >Site Journals.



The Terminal report is displayed.

ou	rna	al L	ist	Rep	port	: Be	tw	een	'21	L S	ep 2	201	6'	(Ar			8
n	1.2	01	6-0	9-2	8										Site		
															AMC		1
um	Trans Journ	Termi	Opera	Tende	Amou	Trans Time	Shift	Credit Card	Autho	Cash Out	Hando /	Reder	Void	Trainir	Date From	1	
23	2.14	2	POST	Cash	\$1.00	07:33	1				Advar				21/09/20	16	
24	2-15	2	POST	Cash	\$1.00	10:48	1								Date To		
		52	POSt	Chang	\$0.00	17:09	1								28/09/20	16	
-		52	POS	CASH	\$22.9	17:09	1								Ву		
-		52	POS	CASH	\$0.55	17:18	1								Date Rar	ige	
tal					\$25.5					\$0.00					Terminal		
															All		1
															Operator		
															All		
															Tender		
															All		1
															Туре		
															All		1
															Voids		
															All		

Add to Favourites

3. Press the Journal you want to view.

The Terminal report is displayed.

Transaction Header		Terminal 52, Journal 18: AMC				
Reference	Information	Description	Sales	Quantity	Item	Tender
Site	AMC				Discount	
Terminal	52	1000 Hour	\$20.85	1.000	\$0.00	
Journal	18	dark Brn				
Transaction		Rounding				-\$2.10
Journal		CASH				\$22.95
Shift	1	Total:	\$20.85	1.000	\$0.00	\$20.85
Date	2016-09-26					
Time	17:09:40					
Duration	16 Seconds					
Clerk Name	POS1					
Clerk Number	1					
Covers	1					
Post Code	3150					

Add to Favourites

:
Terminal report key fields

Filters area

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

Transaction Header

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

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

Transaction area

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

Department Sales by Period report

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

Opening the Department Sales by Period report

To open the Department Sales by Period report:

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



The Department Sales by Period report is displayed.

							_								 States		
Depa	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	Total	Ail		3
	Jan- 2015	2015	Mar- 2015	Apr- 2015	May- 2015	2015	2015	Aug- 2015	Sep- 2015	2015	2015	2015	Jan- 2016		Site		
Chick				\$37,4	\$78.8	\$49.7	\$86,6	\$119,	\$87.0				-	\$459,	All		3
Beef	\$834	\$596.	\$408	\$38,1	\$71,7	\$46,7	\$70,0	\$93,9	\$66,3		\$202.	\$652	\$23,9	\$413,	Maprile .		
Dept		\$135	\$3.00	\$61,0	\$40,4	\$28,9	\$30,1	\$36,9	\$35,6			\$306.	\$460.	\$234,	Year		
15 Lamb		\$22.5		\$15.5	\$20.4	\$21.2	628.2	630.0	632.5	\$60.0	\$1.11	£15.0		\$167	2015		2
Cupe		\$9.42		\$50.4	\$153.	\$1.73	\$639	\$963	\$512	400.0	\$458	\$12.9		\$157.	Display As		
Unkn [80]				\$16,2	\$18,4	\$15,0	\$17,7	\$12,5	\$17,6				\$0.00	\$97,6	Table		3
Worn				\$9,96	\$14,2	\$9,69	\$11.2	\$13,4	\$9,63					\$68,2	Туре		
Sale Items															Sales Inc		3
Wom				\$6,77	\$11,4	\$7,51	\$9,40	\$11,3	\$10,3					\$56,8	Division		
Unkn [86]					\$5,28	\$1.91	\$6,76	\$11,5	\$7,58					\$33,1	All		3
Meat:					\$27.4	\$285.	\$86.0	\$186.	\$1,65		\$11.5		\$7.99	\$29,6			
Cool Drink					\$55.5							\$14,8	\$14,4	\$29,3		Add to Favourites	

Department Sales by Period report key fields

Filters area

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

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

Report area

This area displays report information.

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

Department Summary report

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

Opening the Department Summary report

To open the Department Summary report:

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



The Department Summary report is displayed.

Site Department Summary Report : From 201

Site	Qty Sold	Discount	Value Sold	Original Value	Delta
AMC	11,409	\$337.37	\$95,352.33	\$95,740.79	-\$388.46
Total:	11,409	\$337.37	\$95,352.33	\$95,740.79	-\$388.46

		:
Site		
AMC		>
Option		
All		>
Date From		
17/06/2014	l i	
Date To		
6/10/2016		
Brand		
All		>
Department		
All		>
Creditor		
All		>
АП		2
	Add to Favourites	

Department Summary report key fields

Filters area

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

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

Report area

This area displays report information.

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

Division Sales by Period report

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

Opening the Division Sales by Period report

To open the Division Sales by Period report:

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



The Division Sales by Period report is displayed.

															States	
Divisi	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	Total	All	>
	Jan- 2015	Feb- 2015	Mar- 2015	Apr- 2015	May- 2015	Jun- 2015	Jul- 2015	Aug- 2015	Sep- 2015	Oct- 2015	Nov- 2015	Dec- 2015	Jan- 2016		Site	
Retail	\$1,18	\$3,70	\$3,15	\$177.	\$304,	\$176,	\$248.	\$330.	\$252	\$3,48	\$3,51	\$1,71	\$25,4	\$1,53	All	>
Defau	\$418.9	\$449.	\$89.9	\$487	\$157,	\$3,93	\$4,95	\$8,15	\$4,79	\$233.	\$3,73	\$14,8	\$15,3	\$214,		
Defau		\$200.	\$600	\$17,3	\$25,8	\$19,0	\$30,7	\$33,3	\$30.9	\$556.	\$23.9		\$0.00	\$158,	Year	
Divisi															2015	>
Sales Disco		\$19.0	\$0.80	\$220.	\$3.58	\$437.	\$874	\$1,41	\$939.		\$2.04	\$0.30	\$367	\$7,85	Display As	
Total:	\$1,60	\$4,33	\$3,84	\$194,	\$483,	\$198,	\$282,	\$370,	\$287,	\$4,27	\$7,26	\$16,5	\$40,4	\$1,89	Table	>
															Туре	
															Sales Inc	>

Add to Favourites

Division Sales by Period report key fields

Filters area

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

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

Report area

This area displays report information.

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

Site Sales by Period report

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

Opening the Site Sales by Period report

To open the Site Sales by Period report:

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



The Site Sales by Period report is displayed.

Site	es :	S	ales	s In	IC (NE	T of	Di	sco	un	ts)			0	e		1
															States		
Site	Perio End	Perio End	Period	Peno	Perio End	Perio End	End	Period	Perior End	Perio End	End	Perio End	Peno: End	Total	All		3
	31- Jan-	28- Feb-	31- Mar-	30- Apr-	31- May-	30- Jun-	31- Jul-	31- Aug-	30- Sep-	31- Oct-	30- Nov-	31- Dec-	31- Jan-		Year		
	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2016		2015		3
Butch Site				\$173,	\$167.	\$137,	\$130,	\$96,6	\$119,					\$825, ~	Display	As	
Butch					\$103.	\$45,4	\$119.	\$236,	\$142.					\$647,	Table		3
Site 3															Туре		
Philip					\$195	\$6,16	\$620							\$202,	Sales I	nc	3
Butch Site				\$12,5	\$5,97	\$7,36	\$28,1	\$25,9	\$16,8					\$96,8	Division		
AMC	\$1.27	\$2.10	\$791	80.00	8C 14	\$512	\$310	\$2.76	\$1.62	\$1.03	85.97	\$15.7	\$10.4	\$61.0	All		3
male i	41,21	94, 10	4/01.	49,00	40,44	4012	\$210.	92,13	01,02	41,05	40,01	410,7	400.4	301,3			
Dande													\$23.9	\$23,9			
North Aven		\$1,13	\$3,04	\$290	\$1,00	\$1,79	\$3,58	\$2,29						\$13,1		Add to Favourites	

Site Sales by Period report key fields

Filters area

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

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

Report area

This area displays report information.

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

State Sales by Period report

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

Opening the State Sales by Period report

To open the State Sales by Period report:

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



The State Sales by Period report is displayed.

JIS	COL	Ints	5)												Year								
															2015	>							
State	Perior End	Perior End	Perior End	Period End	Perio End	End	Period End	Perior End	Period End	Period End	Period End	Period End	Perior End	Total	Туре								
	31- Jan-	28- Feb-	31- Mar-	30- Apr-	31- May-	30- Jun-	31- Jul-	31- Aug-	30- Sep-	31- Oct-	30- Nov-	31- Dec-	- 31- ic- Jan-	- 31- c- Jan-	- 31- c- Jan-	31- 31- Dec- Jan-	1- 31- Nec- Jan-	- Jan-	- 31- c- Jan-	31- 31- Dec- Jan-		Normal	
	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2016		Display As								
ACT				\$186,	\$277.	\$190.	\$277.	\$369.	\$279,				\$49.9	\$1,57	Display As								
HP		\$1,13	\$3,04	\$290.	\$196.	\$7,95	\$4,20	\$2.29	\$2,34	\$2,80				\$220,-	Table	>							
/IC	\$1,58	\$3,19	\$781	\$8,75	\$9,49	\$512	\$886	\$8,84	\$5,55	\$1,46	\$7,16	\$16,5	\$40.3	\$105,:	Type								
4SW											\$99.9			\$99.9	ijbe								
fotal:	\$1,58	\$4,32	\$3,83	\$194,	\$483,	\$198,	\$282,	\$370,	\$287,	\$4,27	\$7,26	\$16,5	\$40,4	\$1,89	Sales Inc	>							

State Sales by Period report key fields

Filters area

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

	Field	Description
Туре	Selec	ct to report on:
	•	The number of stores.
	•	Sales inclusive of tax
	•	Sales exclusive of tax
	•	Sales as a percentage of total sales.
	•	Dollars per unit sold.
	•	Number of units sold.
	•	Number of units sold as a percentage of total sales.

Report area

This area displays report information.

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

Top 10 Item Sales report

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

Opening the Top 10 Item Sales report

To open the Top 10 Item Sales report:

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



The Top 10 Item Sales report is displayed.

Тор	b 1() Al	1:	Sal	es]	[nc	: AI	٩С						X		:
															States	
tem	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	01-	Total	VIC	>
	Jan- 2015	Feb- 2015	Mar- 2015	Apr- 2015	May- 2015	Jun- 2015	Jul- 2015	Aug- 2015	Sep- 2015	Oct- 2015	Nov- 2015	Dec- 2015	Jan- 2016		Site	
Coke					\$55.5							\$14,8	\$14,4	\$29,3	AMC	>
Can 325M															Year	
51	\$165.	\$92.4	\$107.	\$34.0	\$5,18	\$11.0	\$19.0	\$78.8	\$1.00	\$2.00	\$15.0	\$114.0	\$105.	\$5,93	2015	>
tem SCO1	\$505	\$490	\$345	\$3 27	\$155			\$77.9			\$25.9	\$155		\$5.03	Display As	
ILLE															Table	>
Phon 1											\$2,99			\$2,99	Туре	
Mhite Skirt				\$1,35				\$1,21	\$135.					\$2,70	Sales Inc	>
Beef tem	\$400.	\$25.6	\$89.9		\$443.0	\$119.	¢.				\$210.		\$458.	\$1,74	Department	
Open		\$600.							\$600.					\$1,20	All	>
Pack Chiva		\$168.		\$1.00										\$1,17	Display	
Regal 12 /ears															Top 10	>
52 tem	\$130.	\$73.6	\$46.7	\$27.0	\$49.0			\$412.	\$4.00		\$2.00	\$32.0	\$4.00	\$781.	Add to Favourites	

Top 10 Item Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Associated Items report

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

Opening the Associated Items report

To open the Associated Items report:

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



The Find Item screen is displayed.

Find Item			
Searching For Items At:	Chadstone •	Department:	Al
	NOPQRSTUVW	XXZ	
	Please choose a field to se	arch on	
Description:			
Item Code:			
Barcode:	[]		
Cross Reference:			
	Search		

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

See Finding an item using the search screen.

The Associated Items report is displayed.

Item	Sunday 02-Oct- 2016	Monday 03-Oct- 2016	Tuesday 04-Oct- 2016	Wednesda 05-Oct- 2016	Thursday 06-Oct- 2016	Friday 07-Oct- 2016	Saturday 08-Oct- 2016	Total
ltems total:								

VIC		
Site		
AMC		
Date		
6/10/2016		
Display As Table		
Туре		
Sales		
Display		
Top 10		

Associated Items report key fields

Filters area

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

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

Report area

This area displays report information.

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

Advertising Group report

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

Opening the Advertising Group report

To op Group report: g.

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



The Advertising Group report is displayed.





anng	ule	Auve		ing v	Group	1
ben the	Adver	tising	Group	repor	rt:	

ŝ

Advertising Group report key fields

Filters area

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

This area displays report information.

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

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

Comparison of Advertising Sales report

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

Opening the Comparison of Advertising Sales report

To open the Comparison of Advertising Sales report:

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



The Comparison of Advertising Sales report is displayed.

Advertisin	g Group	s List	Q	Add to Favourites
Description	Group	Start Date	End Date	Add to 1 arounted
Test Add Group	100	26/02/2012	26/03/2012	
A popup me	escription enu is dis	i of the group you w played.	ant to view.	
Advertisin	ig Group	os List	(*	Add to Favourites
Description	Group	Start Date	End Date	
Test Add Group Group Sa View Adv	100 les ertising Detail	26/02/2012	26/03/2012	

3.

4. Press Group Salesl.

The Comparison of Advertising Sales report is displayed.

Comparison Of Advertising Sales - Test Add (* Group [100] : 26-Feb-2012 -> 26-Mar-2012

Name	ID	Start Date	End Date	Before	During	After
test bob	3	13-Aug-2016	13-Sep-2016		\$0.00	
Total:				\$0.00	\$0.00	\$0.00

Test Add Group [100] : 2	26-Feb-2012 -> 28
States	
All	3
Site	
Ali	3
Туре	
Sales (EX)	3
Location Type	
	3

Comparison of Advertising Sales report key fields

Filters area

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

Report area

This area displays report information.

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

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

Comparison of Advertising Sales report

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

Opening the Comparison of Advertising Sales report

To open the Comparison of Advertising Sales report:

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



The Comparison of Advertising Sales report is displayed.

Advertisin	g Group	s List	()		:
				Add to Favourites	
Description	Group	Start Date	End Date		
Test Add Group	100	26/02/2012	26/03/2012		
A popup m	enu is dis	played.	ant to view.		
Advertisir	ng Group	os List	(A	Add to Equipirate	:
Description	Group	Start Date	End Date	Add to Payounces	
Test Add Group Group Sa View Adv	ales vertising Detail	26/02/2012	26/03/2012		

3.

4. Press Group Salesl.

The Comparison of Advertising Sales report is displayed.

up [100] : 26-Feb-2012 ->	Test Add Group [100					100. 10000 (pairs)	-	1992-1993 (AU)
		fter	uring	Before	End Date	Start Date	ID	Name
	States		\$0.00		13-Sep-2016	13-Aug-2016	3	test bob
	All	\$0.00	\$0.00	\$0.00				Total:
	Ал Туре							
	Sales (Ex)							
e.	Location Type							

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

The Comparison of Advertising Item Sales report is displayed.

Compa	rison Of Advertis	sing Sales [t	est bob] 📿	r	-
				Group	
tem	Before Advertising Period	Advertising Period Between '13 Aug 2016'	After Advertising Period	Test Add Group [100]	
	Between '12 Jul 2016' And '12 Aug 2016'	And '13 Sep 2016'	Between '14 Sep 2016' And '15 Oct 2016'	Advertising	
	\$0.00	\$0.00	\$0.00	test bob [3]	
				States	
				All	
				Site	
				All	
				Туре	
				Sales (Ex)	
				Location Type	
				Add to Favourites	

Comparison of Advertising Sales report key fields

Filters area

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

Report area

This area displays report information.

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

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

Advertising List report

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

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

Opening the Advertising List report

To open the Advertising List report:

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



The Advertising List report is displayed.

Advertising	Groups List		Ģ	*	
				Add to Favourites	
Description	Group	Start Date	End Date		
Test Add Group	100	26/02/2012	26/03/2012		

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

A popup menu is displayed.

Advertising	Groups Li	ist	×	
Description	Group	Start Date	End Date	Add to Favourites
Test Add Group Group Sales View Advert	100 s tising Detail	26/02/2	012 26/03/2012	

4. Press View Advertising Detail.

The Advertising List report is displayed.

Advertis	sing List			×	
					Group
Description	Site	Group	Start Date	End Date	Test Add Group [100] : 26-Feb-2012 -> 26
test bob	All	100	13/08/2016	13/09/2016	

Advertising List report key fields

Filters area

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

Report area

This area displays report information.

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

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

Sales by Department and Terminal report

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

Opening the Sales by Department and Terminal report

To open the Sales by Department and Terminal report:

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



The State Sales report is displayed.

Stat	es : S	ales I	inc (N	ET of	Disc	ounts	5)	Ģ
State	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total
SA			\$84.50	\$4.50				\$89.00
Total:			\$84.50	\$4.50				\$89.00

Ву	
Day	1
Date	
17/08/2016	
Туре	
Normal	1
Display As	
Table	1
Туре	
Contract loss	

3. Press the State you want to view.

The Site Sales report is displayed.

Sites	s : Sa	les In	c (NE	T of [Discou	unts)		0
Site	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total
Euture Logic					\$800.00			\$800.00
Swift 1			\$84.50	\$4.50				\$89.00
AMC					\$70.05			\$70.05
Total:			\$84.50	\$4.50	\$870.05			\$959.05

		:
States		
All		>
Ву		
Day		>
Date		
18/08/201	6	
Display As		
Table		>
Туре		
Sales Inc		>
Division		
All		>
	Add to Favourites	

(A

4. Press the Site you want to view.

A popup menu is displayed.

									States	
te	Sunday 09-Oct-	Monday 10-Oct-	Tuesday 11-Oct-	Wednesda 12-Oct-	Thursday 13-Oct-	Friday 14-Oct-	Saturday 15-Oct-	Total	VIC	1
	2016	2016	2016	2016	2016	2016	2016	62.00	Ву	
)ivisio)epart	n Sales Rep tment Sales	ort Report						\$2.00	Day	
ermir	nal Sales Re	port							Date	
									10/10/2016	
									Display As	
									Table	
									Туре	
									Sales Inc	
									Division	
									All	

5. Press Terminal Sales Report.

The Terminal By Sales report is displayed.

									States	
Site	Terminal	Year End	fear Year Year Year Year Year Year Tota End End End End End End End End 31-Dec- 31-Dec- 31-Dec- 31-Dec- 31-Dec- 31-Dec-	Year Year T End End	Year Total End 31-Dec- 2016	Year Total End Jec- 31-Dec- 5 2016	Year Total End 31-Dec- 2016	Total	РНР	>
		2010 2011 2012 2013 2014 2015 2016	2015	2016				2016	2016	
Future Logic	Terminal 1					\$2,345.0	\$11,644.0	\$13,989.€	Future Logic	>
Future	Terminal						\$948.57	\$948.57	Ву	
Logic	2				-\$4.46			-\$4,46	Year	>
							-\$92.63	-\$92.63	Date	
							-\$209.09	-\$209.09	10/10/2016	
							-\$672.32	\$672.32		
				-\$377.95			-\$44.64	-	Display As	
						\$2,585.5		\$3,008.10	Table	>
					\$52,826.0	-\$200,80		\$53,026.8	Type	
Total:				-\$377.95	\$52,830.	-\$441.31	\$11,574.5	\$42,075.2	Sales	>

*

:

>

>

>

>

>

>

>

6. Press the Terminal you want to view.

The Sales By Department And Terminal report is displayed.

Sales Disco	Inc unts	By De) - By	epart / Terr	ment ninal	AMC [NUC	(NET	of	(*	States
										VIC
Departme	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total		Site
Dept 14	2010	2011	2012	\$161,414	2014	2010	2010	\$161,414		AMC
Beverage				\$29.667.0				\$29.667.0	н.	Bv.
Unknown [19]				\$26,262.8				\$26,262.8	li	Year
Womans				\$20,154.2				\$20,154.2		Date
Martens Liberty										10/10/2016
Cool Drinks				\$19,715.5	\$222.00			\$19,937.5		Display As
Dept 16				\$19,702,7	\$98.95			\$19.801.6		Table
Cake Decoratio				\$14,923.9	\$1,500.00			\$16,423.9		Гуре
Dept 17				\$10,501.2				\$10,501.2		Sales Inc
Dept 6				\$4,405.73				\$4,405.73		Terminal
Dept 15				\$4,041.29				\$4,041.29		NUC
Lamb				\$2,836.40				\$2,836.40		NUC
Meats				\$1,928.70				\$1,928.70		Division
Dept 2				\$1,404.00				\$1,404.00		All
VEGETA				\$1,234.20				\$1,234.20	11	
Womens Boots				\$1,114.25				\$1,114.25		
Beef				\$879.38	\$140.00			\$1,019.38		

Add to Favourites

Sales by Department and Terminal report key fields

Filters area

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

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

Report area

This area displays report information.

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

Description
Description of the department.
Display the summary total for the selected period.
Note: The information displayed depends on the report filters selected.

Flash Sheet report

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

Opening the Flash Sheet report

To open the Flash Sheet report:

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



The Flash Sheet report is displayed.

Flash Sheet						
By:	Day	*	Date:	6/10/2016	٣	Run

Flash Sheet report key fields

Filters area

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

Group Sheet report

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

Opening the Group Sheet report

To open the Group Sheet report:

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



The Group Sheet report is displayed.



Group Sheet report key fields

Filters area

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

Smash Sheet report

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

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

Opening the Smash Sheet report

To open the Smash Sheet report:

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



The Smash Sheet report is displayed.

Smash Sheet

Name	Offer	Job	Created	Changed
Test 1	None	1,2,3,4,5	21/07/2012	21/07/2012
Test 2	None	1	21/07/2012	21/07/2012
Test 3	None	3	21/07/2012	22/07/2012

X		
_	States	
242	VIC	>
2012	Site	
2012	AMC	>
	Ву	
	Day	>
	Date	
	6/10/2016	
	Option	
	Summary	>
	Filter	
	Only Loyalty Sales	>
	Add to Favourites	

Smash Sheet report key fields

Filters area

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

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

Comparison / Pivot Table Sales report

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

Opening the Comparison / Pivot Table Sales report

To open the Comparison / Pivot Table Sales report:

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



The Selections screen is displayed.

Selections		
Region:	All	*
Site:	All	-
Option:	Sites	¥
By:	By Month	-
Compare:	No Comparison	-
Date:	12/10/2016	Ŧ
Display:	Sales (Ex)	-
Pivot Table:	Yes	Ψ

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

The Comparisons report is displayed.

Report Options						
Selections Filters Options						
State: All	*	Region: All	*	Site: All	-	Option
4						•

Pivot Table Sales - Sites : By Month : No Comparison : Filter [None]						
Sat 01 Oct 2016 To Mon 31 Oct 2016						
Export to Excel						
Drag the filter field here.						
Sales (Ex) '¥'	Department † Y Items † Y					
Sites † Y Suppliers † Y	> Meats ⊕	Grand Total 🕆				
► AMC +	\$1.79					
Grand Total 🕆	Grand Total 🕆 \$1.79					
4						
H 4 1 + H						
Done						

Comparison / Pivot Table Sales report key fields

Filters area

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

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

Tender Balances report

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

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

Opening the Tender Balances report

To open the Tender Balances report:

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



The Tender Balances report is displayed.

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

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



÷

>

>

>

>

3. Press the Department you want to view.

A popup menu is displayed.

Department Tenders Report : Amounts From 🔗 01-Jul-2016 To 30-Jun-2017 Site AMC Department CASH Accounts Xmas Club Total Туре Undefined \$0.00 \$0.00 Amounts Department 19 \$1,000.00 \$1,000.00 Mentr 20 003 \$2.00 \$2.00 \$86.85 EB View Tender Details Report View Balance Report by Clerk \$31.90 False Be View Department Sales Report \$50.22 \$59.37 \$489.33 Totai. \$1,424.43 \$52.22 \$61.37 \$1,608.08 By Financial Year Date 12/10/2016

4. Press View Balance Report.

The Tender Balances report is displayed.

Add to Favourites

Balance Report for the 2016-10-12:

Sales				Tenders								
Referenc	Custom	e Disc	ount Net Sales		Debit Total	Takings	Amount		Sub Total		Total Credit	
Undefine		2			\$0.00		CASH	\$1	,228.80			
Meats	6	1 \$3	3.40	\$86.85			Accounts		\$52.22			
Beef	2	3 \$5	5.20	20 \$489.33			Xmas	\$61.37		\$1,342.39		
FRUIT		1		\$15.95			Club					
Unknown Dept		1		\$500.00			Redemption		\$48.86			
Dept 27		3		\$1	34.95		Service		-\$51.35			
Discount		3			\$6.95		Pending	4	\$123.51			
Promotio	1	9			\$4.00	\$1,216.1	Rounding		-\$0.26	-\$126	5.26	\$1,216.13
Information			Banking / Takings									
Referenc	e C	ustom	ers		Amou	int	Reference		Sub To	tal Tota		al
Store Custome	rs	87			Money Banked - Not							
Purchase Custome	r per				\$13.98	Declared						
Discount		3			-\$6.95	Declared						
Promotio	ns	9			-\$4.00	Tender						
Item Discount	e				-\$8.60	CASH			\$0.00			
Sale Voir	a le			14	\$10.0	00 360 30	Accounts			\$0.00		
Item Void	ie.	14 510		010,0	\$3.00	Xmas Club			\$0.00		\$0.00	
Returns						40.00						
	_			_			Item /					\$1,216.13
Budget Report			Department Sales	t								
Budget Details Amount		Net Sales					\$1,216.39					
Budget \$861,000.0		0.00		(Sales + Rounding)								
Sales (Goal Sheet) \$1,227.08			Nat Takings		\$1,216,39							
Under / Over Budget \$859,772.92			(Net Sales + Surplus)		-1,210.00							
							Rounding					-\$0.26

	:
Site	
AMC	>
/	
Financial Year	>

Date

в

AMC 🖈

12/10/2016

Add to Favourites

Tender Balances report key fields

Filters area

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

Field	Description
Reference	Name of the department
Customers	Number of customers the department served during the period.
Discounts	Total discounts provided by this department during the period.
Net Sales	Net sales by this department during the period.
Debit Total	Total of all debits in the balance.
Tenders area	
Field	Description
Takings	The name of the tender type.
Amount	The amount received of this tender type for the period.
Sub Total	Subtotal of tender credits.
Total Credit	Total of all credits in the balance.

Information area

Field	Description							
Reference	Type of transaction.							
Customers	Number of customers with this transaction type.							
Amount	Total sales amount through this transaction type.							
Banking / Takin	gs area							
Field	Description							
Reference	Line of the banking totals.							
Sub Total	Subtotal of the banking line.							
Total	Total of the banking information.							

Budget Report area

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

Top 10 Department Sales By Terminal report

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

Opening the Top 10 Department Sales By Terminal report

To open the Top 10 Department Sales By Terminal report:

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



The State Sales report is displayed.

States : Sales Inc (NET of Discounts)											
State	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total			
SA			\$84.50	\$4.50				\$89.00			
Total:			\$84.50	\$4.50				\$89.00			

Day	
Date	
17/08/2016	
Туре	
Normal	
Display As	
Table	
Туре	
Sales Inc	

3. Press the State you want to view.

The Site Sales report is displayed.

Sites : Sales Inc (NET of Discounts)											
Site	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total			
Euture Logic					\$800.00			\$800.00			
Swift 1			\$84.50	\$4.50				\$89.00			
AMC					\$70.05			\$70.05			
Total:			\$84.50	\$4.50	\$870.05			\$959.05			

		:
States		
All		>
Ву		
Day		>
Date		
18/08/201	6	
Display As		
Table		>
Туре		
Sales Inc		>
Division		
All		>
	Add to Favourites	

(A

4. Press the Site you want to view.

A popup menu is displayed.

									States		
te	Sunday 09-Oct-	Monday 10-Oct-	Tuesday 11-Oct-	Wednesda 12-Oct-	Thursday 13-Oct-	Friday 14-Oct-	Saturday 15-Oct-	Total	VIC		
	2016	2016	2016	2016	2016	2016	2016	62.00	Ву		
ivisio epart	n Sales Rep ment Sales	ort Report)					\$2.00	Day		
ermin	al Sales Re	port							Date		
									10/10/201	6	
									Display As		
									Table		
									Туре		
									Sales Inc		
									Division		
									All		

5. Press Terminal Sales Report.

The Terminal By Sales report is displayed.

										States	
Site	Terminal	Year End	Year End	Year End	Year End	Year End	Year End	Year End	Total	РНР	>
		31-Dec- 2010	1-Dec- 31-Dec- 010 2011	2012	31-Dec- 2013	31-Dec- 2014	31-Dec- 2015	2016		Site	
Future Logic	Terminal 1						\$2,345.0	\$11,644.0	\$13,989.€	Future Logic	>
Future	Terminal							\$948.57	\$948.57	ву	
Logic	2					-54.46			-\$4,46	Year	>
								-\$92.63	-\$92.63	Date	
								-\$209.09	-\$209.09	10/10/2016	
								-\$672.32	\$672.32		
					-\$377.95		\$2 585 F	-\$44.64	\$3.008.10	Display As	
							\$200.80		50,000. FC	Table	>
						\$52,826.0			\$53,026.8	Type	
Total:					-\$377.95	\$52,830.	-\$441.31	\$11,574.5	\$42,075.2	Sales	>

6. Press the Terminal you want to view.

The Top 10 Department Sales By Terminal report is displayed.

Disco	unts) - By	Terr	ninal	[NUC	1			States	
		, ,			-	-			VIC	
Departme	Year End 31-Dec-	Total	Site							
Dept 14	2010	2011	2012	\$161.414	2014	2015	2016	\$161,414. ^	AMC	
Beverage				\$29,667.0				\$29,667.0	By	
Unknown [19]				\$26,262.8				\$26,262.8	Year	
Womans Dr. Martens Liberty				\$20,154.2				\$20,154.2	Date 10/10/2016	
Cool Drinks				\$19,715.5	\$222.00			\$19,937.5	Display As	
Dept 16				\$19,702.7	\$98.95			\$19,801.6	Table	
Cake Decoratio				\$14,923.9	\$1,500.00			\$16,423.9	Туре	
Dept 17				\$10,501.2				\$10,501.2	Sales Inc	
Dept 6				\$4,405.73				\$4,405.73	Terminal	
Dept 15				\$4,041.29				\$4,041.29	NUC	
Lamb				\$2,836.40				\$2,836.40		
Meats				\$1,928.70				\$1,928.70	Division	
Dept 2				\$1,404.00				\$1,404.00	All	
VEGETA				\$1,234.20				\$1,234.20		
Womens Boots				\$1,114.25				\$1,114.25	Add to Esvourites	
Beef				\$879.38	\$140.00			\$1,019.38	Pag to Payountes	

7. Press the Department you want to view.

The Top 10 Department Sales By Terminal report is displayed.

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

Item	Size	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total	
Blow Wave Long	1				\$20,000.				\$20,000.0	
Foils Medium Full Head	1			\$310.50					\$310.50	
Tricho In Salon Service	1		\$280.00	\$70.00	\$121.65	\$9.00			\$237.35	
Tint Regrowth	1			\$55.00			\$165.00		\$220.00	
Foils Short Each	1				\$210.00				\$210.00	
Mens Cut	1	\$10.00		\$10.00	\$132.00		\$10.00		\$162.00	
Ladies Cut - Short	1	\$60.00		\$64.00			\$10.00		\$134.00	
Blow Wave Medium	1			\$60.00	\$30.00			\$30.00	\$120.00	
Blow Wave Short	1			\$118.00					\$118.00	
Foils	1				\$110.00				\$110.00	

		:
States		
VIC		>
Site		
AMC		>
Ву		
Year		>
Date		
10/10/201	16	
Display As		
Table		>
Туре		
Sales Inc		>
Terminal		
		>
Departme	nt	
Womans	Dr. Martens Liberty	>
Display		
Top 10		>
	Add to Favourites	

Top 10 Department Sales By Terminal report key fields

Filters area

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

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

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

Report area

This area displays report information.

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

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

Transactions Containing Item report

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

Opening the Transactions Containing Item report

To open the Transactions Containing Item report:

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



The State Sales report is displayed.

× States : Sales Inc (NET of Discounts) State Sunday Monday Tuesday Wednesda Thursday Friday Saturday Total 14-Aug-15-Aug-16-Aug- 17-Aug- 18-Aug-19-Aug-20-Aug-2016 2016 2016 2016 2016 2016 2016 SA \$84.50 \$4.50 \$89.00 Total: \$84.50 \$4.50 \$89.00

		:
Ву		
Day		>
Date		
17/08/201	6	
Туре		
Normal		>
Display As		
Table		>
Table Type		>

3. Press the State you want to view.

The Site Sales report is displayed.

Sites	Sites : Sales Inc (NET of Discounts)									
Site	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total		
Future Logic					\$800.00			\$800.00		
Swift 1			\$84.50	\$4.50				\$89.00		
AMC					\$70.05			\$70.05		
Total:			\$84.50	\$4.50	\$870.05			\$959.05		

States All By Day Day Date 18/08/2016 Display As Table Type Sales Inc Division	:
All By Day Day Date 18/08/2016 Display As Table Type Sales Inc Division	
00 Day Day Date 18/08/2016 Display As Table Type Sales Inc Division	3
Day Date Date Display As Table Type Sales Inc Division	
Date Date 18/08/2016 Display As Table Type Sales Inc Division	3
18/08/2016 Display As Table Type Sales Inc Division	
Display As Table Type Sales Inc Division	
Table Type Sales Inc Division	
Type Sales Inc Division	3
Sales Inc Division	
Division	3
All	3

4. Press the Site you want to view.

A poup menu is displayed.

									States	
ite	Sunday 09-Oct-	Monday 10-Oct-	Tuesday 11-Oct-	Wednesda 12-Oct-	Thursday 13-Oct-	Friday 14-Oct-	Saturday 15-Oct-	Total	VIC	1
	2016	2016	2016	2016	2016	2016	2016	62.00	Ву	
Divisior Departi	n Sales Rep ment Sales	ort Report 0						\$2.00	Day	
Termin	al Sales Re	port							Date	
									10/10/2016	
									Display As	
									Table	
									Туре	
									Sales Inc	
									Division	
									All	

5. Press Department Sales Report.

The Department Sales report is displayed.

Sales Inc By Department (NET of Discounts) 🖉

Departmer	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total
Unknown [19]					\$800.00			\$800.00
Meats			\$81.00	\$4.50	\$1.00			\$86.50
Dept 27					\$62.55			\$62.55
Beef					\$7.00			\$7.00
Dept 3			\$3.50					\$3.50
Promotion					-\$0.50			-\$0.50
Total:			\$84.50	\$4.50	\$870.05			\$959.05



6. Press the Department you want to view.

The Top 10 Department sales report is displayed.

Top 10 Dept 18 : Sales Inc: Future Logic : Filtered By

Item	Size	Sunday 09-Oct- 2016	Monday 10-Oct- 2016	Tuesday 11-Oct- 2016	Wednesd 12-Oct- 2016	Thursday 13-Oct- 2016	Friday 14-Oct- 2016	Saturday 15-Oct- 2016	Total
<u>OLD</u> FASHION VAN m	1			\$230.00	\$230.00				\$460.00
Top 10 Total:				\$230.00	\$230.00				\$460.00
Departm Total:				\$230.00	\$230.00				\$460.00

×		:
	States	
_	PHP	>
	Site	
00	Future Logic	>
00	Ву	
00	Day	>
00	Date	
	10/10/2016	
	Display As	
	Table	>
	Туре	
	Sales Inc	>
	Department	
	Dept 18	>
	Display	
	Top 10	>
	Add to Favourites	

7. Press the Item you want to view.

A popup menu is displayed.

8. Press Show transactions containing this Item.

Top Filte	10 E red I	Dept 1 By	8:5	Sales	Inc:	Futu	re Lo	ogic :	×	States
Item	Size	Sunday 09-Oct- 2016	Monday 10-Oct- 2016	Tuesday 11-Oct- 2016	Wednesd 12-Oct- 2016	Thursday 13-Oct- 2016	Friday 14-Oct- 2016	Saturday 15-Oct- 2016	Total	Site
OLD FASHIC	1 21:			\$230.00	\$230.00				\$460.00	By
To Sho	t Item w Items w transa	sold with t	his Item	sitem	\$230.00				\$460.00	Day
Departr	n			\$230.00	\$230.00				\$460.00	Date
Total:										10/1



The Transactions Containing Item report is displayed.

υp	TO [D	y Sale	es]:A	AMC					States	
									VIC	
n	Sunday 02-Oct- 2016	Monday 03-Oct-	Tuesday 04-Oct-	Wednesda 05-Oct- 2016	Thursday 06-Oct-	Friday 07-Oct-	Saturday 08-Oct-	Total	Site	
	2010	2010	2010	2010	2010	2010	2016		AMC	
:									Date	
									6/10/2016	
									Display As	
									Table	
									Туре	
									Sales	
									Display	
									Top 10	

Transactions Containing Item report key fields

Filters area

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

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

Report area

This area displays report information.

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

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

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

Brand Sales report

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

Opening the Brand Sales report

To open the Brand Sales report:

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



The Brand Sales report is displayed.

Brand Sales : by Sales: AMC

Brand	Year End 31-Dec- 2008	Year End 31-Dec- 2009	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Total
<u>This is a</u> Brand A	\$12.95		\$106.02	\$59.47	\$241.75	\$1,065.06	\$2,323.51	\$3,808.76
Top 10 Total:	\$12.95		\$106.02	\$59.47	\$241.75	\$1,065.06	\$2,323.51	\$3,808.76
Total:	\$12.95		\$106.02	\$59.47	\$241.75	\$1,065.06	\$2,323.51	\$3,808.76

×		:
_	Site	
	AMC	>
8.76	Ву	
0.10	Year	>
8.76	Date	
8.76	18/06/2014	
	Display As	
	Table	>
	Туре	
	Sales Inc	>
	Department	
	All	>
	Display	
	Top 10	>
	Add to Favourites	

Brand Sales report key fields

Filters area

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

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

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

Report area

This area displays report information.

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

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

Sales Grid report

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

Opening the Sales Grid report

To open the Sales Grid report:

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



The Sales Grid report is displayed.

Brand	Year End 31-Dec- 2008	Year End 31-Dec- 2009	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Total	AMC
This is a Brand A	\$12.95	2003	\$106.02	\$59.47	\$241.75	\$1,065.06	\$2,323.51	\$3,808.76	By Year
Top 10 Total:	\$12.95		\$106.02	\$59.47	\$241.75	\$1,065.06	\$2,323.51	\$3,808.76	Date
Total:	\$12.95		\$106.02	\$59.47	\$241.75	\$1,065.06	\$2,323.51	\$3,808.76	18/06/2014
									Display As Table
									Туре
									Sales Inc
									Department

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

A popup menu is displayed.

									Site	
Brand	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total	AMC	>
Unknown Brand []	\$8,016.29	\$4,540.01	\$87,101.2	\$1,164,73	\$209,316.	\$34,130.4	\$18,499.7	\$1,526,341	By Year	>
	Stock On H	land Grid fo	or this Bran	d 065.06	\$2,323.51	\$6,606.53	\$1,437.95	\$11,840.28	Date	
Top re Total:	54res Grid	or this ora		165,80	\$211,639.9	\$40,737.0	\$19,937.7	\$1,538,181	6/10/2016	
Total:	\$8,122.31	\$4,599.48	\$87,343.03	\$1,165,80	\$211,639.5	\$40,737.0	\$19,937.7	\$1,538,181	Display As	
									Table	>
									Туре	
									Sales Inc	>
									Department	
									All	>
									Display	
									Top 10	>

4. Press Show Sales Grid For This Brand.

The Sales Grid report is displayed.

:

>

>

>

>

>

>

Display

Top 10

Add to Favourites

Bra	nd	Sal	es -	> T	his	is a	Br	and	Α[4]:	be	twe	er	•		:
'01	-Jar	1-2(016	' an	d '3	31-C)ec-	201	16'					Ву		
														Year		>
Descri	Size	Pack	Item	Suppli	Item Type	Depart	(Ex)	Cost (Inc)	Retail	Cost Of	Volum	(Ex)	Sales	Date		
										Goods Sold				6/10/201	5	
Total														Site		
														AMC		>
														Brand		
														This is a	Brand A	>
															Add to Favourites	

Sales Grid report key fields

Filters area

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

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

Report area

This area displays report information.

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

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

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

Department Sales report

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

Opening the Department Sales report

To open the Department Sales report:

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



The Department Sales report is displayed.

Sales Inc By Department (NET of Discounts) 🖉

Departmer	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total
Unknown [19]					\$800.00			\$800.00
Meats			\$81.00	\$4.50	\$1.00			\$86.50
Dept 27					\$62.55			\$62.55
Beef					\$7.00			\$7.00
Dept 3			\$3.50					\$3.50
Promotion					-\$0.50			-\$0.50
Total:			\$84.50	\$4.50	\$870.05			\$959.05

		:
States		
All		>
Site		
All		>
Ву		
Day		>
Date		
18/08/201	6	
Display As		
Table		>
Туре		
Sales Inc		>
Division		

Department Sales report key fields

Filters area

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

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

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

Report area

This area displays report information.

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

Description		
Description of the department.		
Display the summary total for the selected period.		
Note: The information displayed depends on the report filters selected.		

Department Tenders report

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

Opening the Department Tenders report

To open the Department Tenders report:

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



The Department Tenders report is displayed.

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

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

>
>
>
>
>
>

Department Tenders report key fields

Filters area

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

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

This area displays report information.

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

Division Sales report

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

Opening the Division Sales report

To open the Division Sales report:

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



The Division Sales report is displayed.

Sales Inc By Division (NET of Discounts)

Division	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total
Default Division					\$800.00			\$800.00
Retail			\$84.50	\$4.50	\$70.55			\$159.55
Promotion	1				-\$0.50			-\$0.50
Total:			\$84.50	\$4.50	\$870.05			\$959.05

$(\ast$		
	States	
	All	>
0.00	Site	
	All	>
9.55	By	
0.50	- Davi	
9.05	Day	
	Date	
	18/08/2016	
	Display As	
	Table	>
	Туре	
	Sales Inc	>
	Add to Favourites	

Division Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Prediction report

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

Opening the Prediction report

To open the Prediction report:

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



The Prediction report is displayed.

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



A		
_	Site	
on	AMC	>
0.6	Method	
0.4	Weighted Mean	>
0.4	Date	
	7/10/2016	
0.3		
0.3		
0.2	Add to Favourites	
0.2		

Prediction report key fields

Filters area

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

Report area

This area displays report information.

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

Site Sales report

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

Opening the Site Sales report

To open the Site Sales report:

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



The Site Sales report is displayed.

Sites : Sales Inc (NET of Discounts)

Site	Sunday 14-Aug- 2016	Monday 15-Aug- 2016	Tuesday 16-Aug- 2016	Wednesda 17-Aug- 2016	Thursday 18-Aug- 2016	Friday 19-Aug- 2016	Saturday 20-Aug- 2016	Total
Euture Logic					\$800.00			\$800.00
Swift 1			\$84.50	\$4.50				\$89.00
AMC					\$70.05			\$70.05
Total:			\$84.50	\$4.50	\$870.05			\$959.05

States		
All		
Ву		
Day		
Date		
18/08/20	116	
Display A	5	
Table		
Туре		
Sales Inc	2	
Division		
All		

Site Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

State Sales report

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

Opening the State Sales report

To open the State Sales report:

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



The State Sales report is displayed.

× States : Sales Inc (NET of Discounts) State Sunday Monday Tuesday Wednesda Thursday Friday Saturday Total 17-Aug-2016 2016 14-Aug-15-Aug-19-Aug-20-Aug-16-Aug-2016 2016 2016 2016 2016 2016 SA \$84.50 \$4.50 \$89.00 Total: \$84.50 \$4.50 \$89.00

	:
Ву	
Day)
Date	
17/08/2016	
Туре	
Normal	3
Display As	
Table	5
Туре	
Sales Inc	5
Add to Favourites	

State Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Top 10 Item Sales report

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

Opening the Top 10 Item Sales report

To open the Top 10 Item Sales report:

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



The Top 10 Item Sales report is displayed.

Top 10 Item By Sales Inc: AMC

Muffin		\$32.24	\$26.24	601 934 1	\$3 534 T	\$174.047	\$46 633 ·	645 555	\$3 933 P
Banana	Each			\$16,975.0	\$8,879.6	\$545.79			\$26,400.4
Test Man Kit	12			\$40,791.8					\$40,791.1
Coke Zero Can 325MI	1				\$12,137.1	\$277.50	\$14,911.0	\$14,550.0	\$41,875.(
Chicken Chops	1	\$11.26	\$6.26	\$17.38	\$50,667.0	\$29.94	\$12.68		\$50,744.!
Henness V.S.O.P	1				\$61,599.1		\$319.00		\$61,918.:
Milo Food Drink 300g	Each				\$161,969	\$770.00		\$450.00	\$163,189
Fruit Jam	1			\$3,060.40	\$165,458	\$1,298.4	\$93.44		\$169,910
Beef Item	1			\$24,020.0	\$192,418	\$21,183.5	\$1,289.1	\$526.48	\$239,437
BBQ STEAK	1	\$11.98	\$29.95	\$360.27	\$682,449	\$149,872	\$6.99	\$29.92	\$832,761
Coke 250ml	1			\$6,600.00	\$1,189,16	\$40.00			\$1,195,80
Item	Size	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total

States	
VIC	>
Site	
AMC	>
Ву	
Year	>
Date	
23/08/2016	
Display As	
Table	>
Display As Table Type	>
Table Type Sales Inc	>
Display As Table Type Sales Inc Department	>
Table Type Sales Inc Department All	>
Display As Table Type Sales Inc Department All Display	>

×

Add to Favourites

Top 10 Item Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Top 10 Item Style Sales report

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

Opening the Top 10 Item Style Sales report

To open the Top 10 Item Style Sales report:

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



The Top 10 Item Style Sales report is displayed.

Style Sales : Top 10 Items - Sales: AMC

Style	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total
Mens Boots			\$47,351.8	\$1.99	\$24,678.0	\$200.00		\$72,231.8
Ladies Skirts	\$135.00	\$140.01	\$19,191.0	\$30,430.1	\$3,379.40	\$3,595.60	\$865.00	\$57,736.1
Shirts			\$5,866.50	\$2,566.20	\$175.00	\$175.00		\$8,782.70
Womens Boots			\$1,550.00	\$1,100.00				\$2,650.00
Top 10 Total:	\$135.00	\$140.01	\$73,959.3	\$34,098.3	\$28,232.4	\$3,970.60	\$865.00	\$141,400.0
Total:	\$135.00	\$140.01	\$73,959.3	\$34,098.3	\$28,232.4	\$3,970.60	\$865.00	\$141,400.0

	-
Site	
AMC	>
Ву	
Year	2
Date	
22/08/2016	
Display As	
Table	>
Туре	
Sales	>
Department	
All	>
Display	
Top 10	>

*

Top 10 Item Style Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Top 10 Item Type Sales report

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

Opening the Top 10 Item Type Sales report

To open the Top 10 Item Type Sales report:

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



The Top 10 Item Type Sales report is displayed.

									Site	
m pe	Sunday 21-Aug- 2016	Monday 22-Aug- 2016	Tuesday 23-Aug- 2016	Wednesda 24-Aug- 2016	25-Aug-	Friday 26-Aug- 2016	Saturday 27-Aug- 2016	Total	AMC	3
tal:	2010	2010	2010	2010	2010	2010	2010		Ву	
									Day	1
									Date	
									22/08/2016	
									Display As	
									Table	
									Туре	
									Sales	
									Department	
									All	
									Display	
									Top 10	

Top 10 Item Type Sales report key fields

Filters area

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

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

Report area

This area displays report information.

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

Top 10 Supplier Item Sales report

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

Opening the Top 10 Supplier Item Sales report

To open the Top 10 Supplier Item Sales report:

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



The Supplier sales report is displayed.

Supplier	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total
Not Allocated	\$4,977.24	\$4,550.91	\$95,254.8	\$2,562,19	\$215,061.	\$17,939.9	\$4,030.50	\$2,904,01
Finmark				\$161,969.	\$770.00		\$450.00	\$163,189.
Tom Foolery			\$42,751.8		\$23,908.0			\$66,659.8
Bob Bird	\$158.00	\$111.45	\$228.80	\$15,800.2	\$3,223.62	\$26,813.3	\$16,309.6	\$62,645.0
Adorne	\$3,008.97	\$2.50	\$4,585.81	\$798.40	\$99.80	\$281.75		\$8,777.23
Bonnet Imports Pty Limited			\$6,769.50	\$1,219.80	\$270.00			\$8,259.30
Magik Moonlite Candles					\$960.00	\$240.00		\$1,200.00
Gracious Greetings				\$1,112.00				\$1,112.00
Hallmark			\$200.00	\$336.00	\$168.00	\$200.00		\$904.00
Bullseye Imports				\$235.80	-\$132.90	\$200.00		\$302.90
Total:	\$8,144.21	\$4,664.86	\$149,790.	\$2,743,66	\$244.327.	\$45,675.0	\$20,790.13	\$3,217,06

		:
Site		
AMC		3
Ву		
Year		3
Date		
23/08/20	16	
Display As		
Table		3
Туре		
Type Sales		3
Type Sales Supplier T	ype	1
Type Sales Supplier T All	ype	3
Type Sales Supplier T All Departmer	ype	3

3. Press the Supplier you want to view.

Top 10 Supplier Item Sales report is displayed.

Top 10 Items by Sales: AMC : Supplier Not Allocated

Item	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total
Coke 250ml			\$6,600.00	\$1,189,16	\$40.00			\$1,195,80
BBQ STEAK	\$11.98	\$29.95	\$360.27	\$682,449.3	\$149,872.	\$6.99	\$29.92	\$832,761.
Beef Item			\$24,020.0	\$192,418.	\$21,183.5	\$1,289.19	\$526.48	\$239,437.
Fruit Jam			\$3,060.40	\$165,458.3	\$1,298.45	\$93.44		\$169,910.
Hennessy V.S.O.P				\$61,599.3		\$319.00		\$61,918.3
Chicken Chops	\$11.26	\$6.26	\$17.38	\$50,667.0	\$29.94	\$12.68		\$50,744.5
Banana Muffin			\$16,975.0	\$8,879.69	\$545.79			\$26,400.4
Cup cake - Green				\$21,160.0	\$308.56			\$21,468.6
test101				\$20,300.0				\$20,300.0
Blow Wave Long				\$20,000.0				\$20,000.0
Top 10 Total:	\$23.24	\$36.21	\$51,033.0	\$2,412,09	\$173,278.	\$1,721.30	\$556.40	\$2,638,74
Total:	\$4,977.24	\$4,550.91	\$95,254.8	\$2,562,19	\$215,061.	\$17,939.9	\$4,030.50	\$2,904,01

	5
Site	
AMC	>
Ву	
Year	>
Date	
23/08/2016	
Display As	
Table	>
Туре	
Sales	>
Supplier	
Not Allocated	>
Item Type	
All	>
Department	
All	>
Display	
Top 10	>

Add to Favourites

AMC Convergent IT Portal Documentation
Top 10 Supplier Item Sales report key fields

Filters area

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

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

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

Report area

This area displays report information.

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

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

Managing sales reports

Specials Department Sales report

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

Opening the Specials Department Sales report

To open the Specials Department Sales report:

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



The Specials Department Sales report is displayed.

									States	
Departmer	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total	All	
Dept 15	2010	2011	\$6,755.00	2010	2014	2010	2010	\$6,755.00	Site	
Beef		\$66.18		\$496.00	\$359.70			\$921.88	All	
Dept 2			\$447.85		\$10.50			\$458.35	Pri-	
Cold Drinks					\$416.35			\$416.35	Year	
Chicken			\$298.15					\$298.15		
Meats	\$15.00			\$85.00			\$86.20	\$186.20	Date	
VEGETAE	\$166.77							\$166.77	18/08/2016	
Phones						\$156.81		\$156.81	Display As	
Cool Drinks							\$150.00	\$150.00	Table	
Dept 16			-\$26.04					-\$26.04		
Total:	\$181.77	\$66.18	\$7,474.96	\$581.00	\$786.55	\$156.81	\$236.20	\$9,483.47	туре	

Add to Favourites

Specials Department Sales report key fields

Filters area

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

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

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

Report area

This area displays report information.

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

Description	
Description of the department.	
/ Year end Display the summary total for the selected period.	
Note: The information displayed depends on the report filters selected.	

Managing sales reports

Specials Site Sales report

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

Opening the Specials Site Sales report

To open the Specials Site Sales report:

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



The Specials Site Sales report is displayed.

									States	
Site	Year End 31-Dec- 2010	Year End 31-Dec- 2011	Year End 31-Dec- 2012	Year End 31-Dec- 2013	Year End 31-Dec- 2014	Year End 31-Dec- 2015	Year End 31-Dec- 2016	Total	All	3
AMC	\$15.00		\$7,501.00	\$581.00	\$10.50		\$236.20	\$8,343.70	Ву	
Fusion					\$776.05			\$776.05	Year)
Toms Demonsta	\$166.77							\$166.77	Date	
Butcher Site 3						\$156.81		\$156.81	18/08/2016	
Test Site		\$66.18						\$66.18	Display As	
3									Table	
Master Site (Site 14)			-\$26.04					-\$26.04	Туре	
Total:	\$181.77	\$66.18	\$7,474.96	\$581.00	\$786.55	\$156.81	\$236.20	\$9,483.47	Sales Inc	2

Specials Site Sales report key fields

Filters area

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

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

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

Managing sales reports

Report area

This area displays report information.

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

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

Managing sales reports

Top 10 Special Sales report

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

Opening the Top 10 Special Sales report

To open the Top 10 Special Sales report:

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



The Top 10 Special Sales report is displayed.

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

	E
States	
VIC	>
Site	
AMC	>
Ву	
Year	>
Date	
23/08/2016	
Display As	
Table	>
Туре	
Sales Inc	>
Department	
All	>
Display	
Top 10	>

Top 10 Special Sales report key fields

Filters area

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

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

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

Report area

This area displays report information.

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

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

Glossary

Account

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

Advertising label

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

Appointment (Scheduler)

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

Aged balance

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

Balance

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

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

Barcode

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

Batch (kit manufacture)

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

Batch (stock take)

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

Brand

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

Bonus loyalty points

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

Bulk discount

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

Company

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

Complete Order

A customer order is complete when:

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

Contract

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

Controlled purchase order / Controlled requisition

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

Cost matrix / price matrix

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

A price matrix can be:

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

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

Credit adjustment

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

Credit limit

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

Credit note

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

Creditor

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

Creditor contract

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

Creditor payment

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

Cross-reference

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

Colour

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

Customer

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

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

Debtor

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

Debtor balance

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

Debtor contract

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

Debit adjustment

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

Delivery docket

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

Department

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

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

Department cost level

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

Department promotion

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

Discount

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

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

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

Per-unit discounts can:

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

Per-line discounts can:

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

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

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

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

Division

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

DSD

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

Employee

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

Fashion

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

Family card

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

Fixture

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

Frequent shopper item

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

Gambling machine

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

Gambling session

A gambling session is a period of continuous gambling.

Gambling spin

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

Gambling venue

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

Global price change

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

Group promotion

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

Group purchase order

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

GSA card

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

Home delivery

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

Interest rate

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

Inventory

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

Invoice

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

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

Inter-branch transfers (IBT)

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

Item

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

Barcode.

Note: An item can have more than one barcode.

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

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

Item group

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

Item label

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

Item options

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

Item type

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

Item variation

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

Jackpot

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



Journal

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

Kit

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

Label

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

Layby

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

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

Loyalty

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

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

Loyalty is configured for your organisation on the Portal.

Loyalty card

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

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

Loyalty card type

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



Loyalty department

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

Loyalty group

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



Loyalty points

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

Loyalty voucher

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

Ledger

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

Ledger type

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

Line minimum

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

Mail out

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

Manufactured Kit

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

Marketing member

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

Matching

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

Menu area

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

Modifier item

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

Offer

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

Open transaction

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

Operator

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

Pack

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

Pallet

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

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

Payment terms

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

PDT

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

PLU group

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

PLU Loyalty group

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

Portal Data Interchange (PDI)

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

Permission

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

Portal operator

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

Point of Sale operator

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

Point of Sale supervisor

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

Point of Sale Transaction

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

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

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

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

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

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

Price change

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

Price level

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

Prime item

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

Prize

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



Procurement

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

Promotion

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

Promotion group

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

Purchase order

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

Quote

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

Rebate

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

Rebate group

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

Rebate item group

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

Receipt

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

Referral

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

Referred item

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

Requisition

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

Roster

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

Sale minimum

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

Scale label

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

Selling item

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

Size

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

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

Shelf label

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

Snap count

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

Special

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

Statement

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

Stock adjustment / write-off

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

Stock item

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

Stock on hand

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

Stock receipt

A stock receipt is the process of recording stock incoming from a supplier to a site. Stock receipts record the supplier, date, item and quantities, including any items that were received but not ordered, or items that were listed but not delivered. Stock receipts may use a delivery docket, which is a plain record of incoming stock, or an invoice, which creates a corresponding creditor invoice in the Portal to link with the stock receipt.

Stock return

A stock return is the process of returning stock to a supplier because it is faulty or otherwise unsuitable for sale. Stock returns record the date, item and quantity being returned and the reason for each item being returned.

Stock take

A stock take is the process of counting all units of stock at a particular site to obtain an accurate stock-on-hand level. Stock takes can either be continuous, where stock is counted while the site is still open for trading, or manual, where all stock is counted in a single session while the site is closed for trading.

Style

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

Supplier

A supplier is a creditor from whom you purchase items in your inventory.

Supplier promotion

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

Survey

A survey is a series of questions posed to customers through marketing mail outs. You can use surveys to create filters for other mailouts or surveys.

Table booking

A table booking is a customer request to be served at a particular table at a specified time, with a specified number of guests.

Table section

A table section is a category of tables, used to differentiate areas of your restaurant on the PDT, and for reporting purposes.

Table service

Table service is the act of serving food or beverages to your customers, either as a takeaway service or dine-in service.

Terminal (iZen Point of Sale)

A terminal is the tablet or other device that runs the Point of Sale. Each terminal is connected to the site via the base station, and is identified by a unique terminal number, which is recorded in every transaction made by the terminal.

Tipping

Tipping is a means of engaging your customers by awarding points if they correctly predict which team will win in a series of games.

Tipping game

A tipping game is a single game played between two teams at a tipping venue during a tipping round.

Tipping group

A tipping group is an organisation or sport that supports tipping, such as Australian Rules Football (AFL).

Tipping kiosk

A tipping kiosk is the terminal where tipping members select their game tips.

Tipping round

A tipping round is a group of games that occur over the same period, such as all the games in a single weekend. Tipping rounds are defined by the organisation body that manages the sport.

Tipping team

A tipping team is a player or group of players that perform as a single unit, such as a football team.

Team venue

A tipping venue is a venue or area that a game is played at, such as a stadium.

Transaction line (iZen Point of Sale)

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

Rewards card Brian Smith	Í
3.992kg N x \$7.99/kg	\$31.90
Gift Voucher recharge	\$50.00
Banana Muffin	-\$2.57
Coffee, Latte	\$3.42
Extra sugar	
Skinny Milk	
Rewards card discount	-\$3.27
Total:	\$79.48
Cash	\$50.00
Credit Card	\$34.10
Rounding	\$0.02
Change	\$4.60

User account

A user account is an account that allows a Portal or Point of Sale operator to log in and access features of the Portal or Point of Sale.
Voucher

A voucher is a card or ticket preloaded with an amount that can be used to pay for purchases or services. Vouchers may or may not be rechargable, redeemable or require a fee or deposit, depending on the rules detailed in the voucher type.

Voucher mask

A voucher mask defines the pattern that a voucher code must fit to be accepted as that voucher type. You can define the initial digits of the code, and the acceptable length. For example, you can define that gift vouchers must start with 213 and be 13 digits long. Any gift voucher that does not match this pattern is then rejected by the Portal.

Voucher type

A voucher type is a set of rules that control how a voucher operates within your company, including the voucher mask, whether the voucher can be recharged, or requires a deposit amount. Voucher types can have sub-types that follow the same rules, but are differentiated for reporting reasons.

Warehouse

A warehouse is a supplier that represents your company's central warehouse, used when sites order some or all of their inventory from Head Office rather than directly from external suppliers. You may configure different rules and restrictions for warehouse suppliers than are used for direct suppliers. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.