Heartland

pcAmerica

Reporting

CRE/RPE can generate a multitude of reports which can be used to make important decisions and increase transparency. This document will provide so that you can decide which reports best serve your needs.

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Revision History

Document Version	Date	Author	Description of Changes
2.0	November 22, 2017	Mathew Piccinich	Updated Pending Orders report.

Accessing and Using the Reporting Screen

All reports are generated from the reporting screen. To access this screen, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

1. Select **Reporting**.
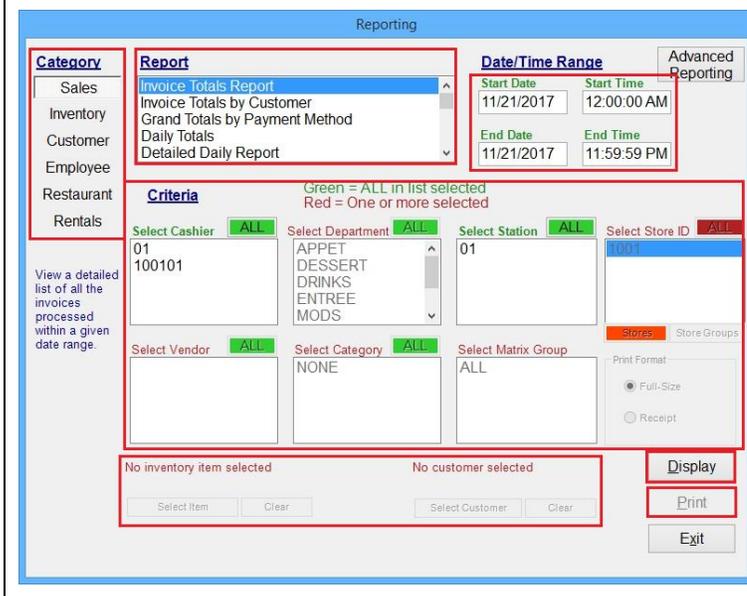
2. Select a category.
3. Select a report.
4. Select a date and time range for the report.
   - Most reports use this range.
5. Select a cashier, department, station, store ID, vendor, category, matrix group, item and/or customer.
   - The selection that you are offered in this step depends on the report that was selected in step 3.
6. Select **Display** or **Print**, as needed and available.

Sales Category

Invoice Totals Report
1001 : PcAmerica Inc.
3/29/2012

Date/Time	Store_ID	Inv #	Cust #	Cashier ID	PM	Total Cost	Total Price	Tax1	Tax2	Tax3	GTotal	Gross
3/29/2012												
3/29/2012 11:11AM	1001	1	101	100101	CA	0.00	5.00	0.42	0.00	0.00	5.42	5.00
3/29/2012						0.00	5.00	0.42	0.00	0.00	5.42	5.00
Grand Totals:						0.00	5.00	0.42	0.00	0.00	5.42	5.00

The **Invoice Totals Report** contains a list of invoices, all either completed, on hold, or voided (you choose this prior to generation), with the date and time, store ID, invoice number, customer number, cashier ID, payment method, total cost, total price, taxes applied, grand total, and gross profit provided for each one. The list of invoices is broken down by date.

You can limit the contents of the report to invoices created at particular stations or by particular cashiers, any selection made here will display the same columns on the report.

Invoice Totals By Customer
3/29/2012

Last Name	Customer #	Invoice #	Store_ID	First Name	Date	Total Price	Grand Total
Customer	101						
Customer	101	1	1001	Cash	3/29/2012 11:11AM	$5.00	$5.42
						$5.00	$5.42
Grand Total:						$5.00	$5.42

The **Invoice Totals By Customer** report contains a list of invoices, with the last name of the customer, customer number, invoice number, store ID, first name of the customer, date and time, total price, and grand total provided for each one.

You can limit the contents of the report to invoices created for a particular customer. If no customer is selected, the report will contain information about all invoices, but this information will be broken down by customer.

Invoice Totals Daily Summary
1001 : PcAmerica Inc.

Date	Store ID	Total Cost	Total Price	Total GC	Grand Total	Gross Profit	Tax	#Tickets	Avg Ticket
3/29/2012	1001	$0.00	$7.00	$0.00	$7.59	$7.00	$0.59	2	$3.80
Grand Total:		0.00	7.00	0.00	7.59	7.00	0.59	2	3.80

The **Invoice Totals – Daily Summary** report contains the total cost, total price, total value of gift cards that were purchased, grand total, gross profit, and taxes on all invoices sold on all days within the date and time range of the report. This information is broken down by date and store ID. Additionally, the number of invoices and the average grand total per invoice is provided.

Invoice totals Daily summary takes totals of cost, price GC, Grand totals and gross profit of all invoices in date range, it also gives you an average "ticket" (Invoice total).

Grand Totals By Payment Method -- All Cashiers
1001 : PcAmerica Inc.
3/29/2012

DateTime	Payment_Method	Totals
3/29/2012	Cash	$5.42
3/29/2012	Credit Card	$2.17
	Daily Total	$7.59
	Grand Total:	$7.59

The **Grand Totals By Payment Method** report contains the grand totals paid with cash, credit cards, checks, debit cards, gift cards, multiple payment methods, and all payment methods. These totals are broken down by date and, optionally, cashier ID. Daily totals are also provided.

```
Daily Totals Report

    3/29/2012 - 3/29/2012
   1001 : PcAmerica Inc.

INV #  PM     Time            Total
====================================
1      CA     11:11 AM        $5.42
2      CC     11:18 AM        $2.17
====================================
Comp. Invoice Grand_Total:    $7.59
```

The **Daily Totals** report contains the invoice number, payment method, time, and total of invoices closed within the time range of the report. Additionally, the grand total of all invoices is provided.

You can limit the contents of this report to invoices closed at particular stations.

Detailed Daily Report

Start Date 10/19/2016
End Date 10/19/2016
Start Time 7:00:00 AM
End Time 11:59:59 PM

Cashier	Station
ALL	
01	
100101	
100102	
100103	
100104	
100105	
100106	
100107	
100108	
100109	

☑ Breakdown by Payment Type
☑ Breakdown by AR Payment Type
☑ Breakdown by Category
☑ Breakdown by Department
☐ Breakdown by Items Sold
☐ Include Costs (80 col printers)
☐ List Vendor Payouts
☐ List Line Discount Totals
☑ Use Z-Out features
☐ List Total of Trades/BuyBacks
☐ Performance Statistics
☐ Include discounts in total item price
☑ Use Secondary Currency Tendered

Print
Exit

The **Detailed Daily Report** contains the net sales, net taxes, grand total, total value of gift cards that were purchased, and the sum of the grand total, gift cards sold, and tips.

Before the report is generated, you can choose whether it will contain the following options:

- The totals paid using different payment methods (*Breakdown by Payment Type*)
- The total payments on customer account balances (*Breakdown by AR Payment Type*)
- The totals from each category (*Breakdown by Category*)
- The totals from each department (*Breakdown by Department*)
- A listing of items sold (*Breakdown by Items Sold*)
- The costs of the listed items (*Include Costs*)
  - With this option checked the report will print on a Full Size Printer.
  - With this option un-checked the report will print on a Receipt Printer.
- A listing a vendor payouts (*List Vendor Payouts*)
- The line discount totals (*List Line Discount Totals*)
- The trade/buyback totals (*List Totals of Trades\Buybacks*)
- The number of invoices and average grand total per invoice (*Performance Statistics*).
- Shows the Secondary Currency Amount in USD under Breakdown by Payment Type(*Use Secondary Currency Tendered*)

DETAILED DAILY REPORT

5/9/2012

Printed: 5/9/2012 5:40:48 PM

Cashier: ALL

RPE - CRE
1 Blue Hill Plaza
Pearl River NY 10965
800-722-6374

==
SALES TOTALS
==

Net Sales...............	$43.98
Net Tax..................	$4.40
Net Tax 2.................	$0.00
Net Tax 3.................	$0.00

Grand Total Sales........	$48.38

Net Taxed Sales..........	$43.98
Net Non-Taxed Sales......	$0.00
Net Tax Exempt Sales.....	$0.00

==

Detailed Department Sales : 3/29/2012 - 3/29/2012
1001 : PcAmerica Inc.
3/29/2012

Dept_ID Item Number	Description	Part #	Location	Quantity	Total
Department: NONE -- NONE					
Non_Inventory	***** your description *****			1.000	$5.000
Test	Test			1.000	$2.000
NONE -- NONE Total:				2.000	$7.000
Grand Total:				2.000	$7.000

The **Detailed Department Sales** report contains a listing of items from each department that were either sold or returned (you choose this prior to generation).   The number, description, vendor part number, quantity sold, and total (price multiplied by quantity sold) of each item is provided. Additionally, total sales from each department and from all departments are included.

You can limit the contents of this report to sales by particular cashiers, from particular departments, at particular stations, and/or to a particular customer. Detailed Department Sales Shows Same Columns for the Returned version.

```
              General Hourly Report
               3/29/2012 - 3/29/2012
             12:00:00 AM - 11:59:59 PM


   Department                  Amount        #
   ----------------------------------------------
   002 - 002 :                 $1.00         1
   NONE - NONE :               $9.00         3
   ----------------------------------------------
   Total:                      $10.00        4


   Time              Amount    #ITEMS  #TRANS
   ----------------------------------------------
   11AM - 12PM       $8.00         3       3
   12PM - 1PM        $2.00         1       1
   ----------------------------------------------
```

The **General Hourly Report** contains the number and total price of items sold from every department as well as the amount of money collected during each hour.

When selecting to display this report you will be asked to select the order type (to stay, to go, Delivery, or Drive-Thru).

After selecting which types of orders to display the report will then be shown on screen where it can be printed (to your receipt printer), or it can be exported to a .csv file (Comma-delimited\Excel file).

You can limit the contents of this report to sales from particular departments and/or at particular stations.

The **Sales by Vendor** report contains information about items that were sold and breaks these items down by the vendor providing them. If a single vendor is selected, only the sales of items provided by that vendor will be included in the report.

Vendor Sales
5/9/2012

Vendor Part Num	Item #	Item Name	Quantity	Ext Price
123456789 -- Test Vendor				
5/9/2012				
456789	test	Vendor Item	1.00	$5.00
456789	test	Vendor Item	1.00	$5.00
456789	test	Vendor Item	1.00	$5.00
456789	test	Vendor Item	1.00	$5.00
		5/9/2012	4.00	$20.00
		123456789 -- Test Vendor	4.00	$20.00
		Grand Totals:	4.00	$20.00

Vendors Sales Summary
5/9/2012

Item #	Item Name		Quantity	Ext Price
123456789 -- Test Vendor				
5/9/2012				
test	Vendor Item		1.00	5.00
test	Vendor Item		1.00	5.00
test	Vendor Item		1.00	5.00
test	Vendor Item		1.00	5.00
		5/9/2012	4.00	20.00
Rent Due: 0.00	Commission: 0.00		4.00	20.00
Grand Total:			4.00	20.00

Vendor Sales Detailed Report

Item#	Item Name	Quantity	Extended Price
123456789 -- Test Vendor			
5/9/2012			
test	Vendor Item	1.00	$5.00
test	Vendor Item	1.00	$5.00
test	Vendor Item	1.00	$5.00
test	Vendor Item	1.00	$5.00
	5/9/2012	**4.00**	**$20.00**
		4.00	**$20.00**

Rent Due: 0.00   **Commission: 0.00**   **Balance Due: 20.00**

Sales By Vendor Profits

5/9/2012

Item#	ItemName	Quantity	ExtCost	ExtPrice	Profit
123456789 -- Test Vendor					
5/9/2012					
test	Vendor Item	1.00	$2.00	$5.00	$3.00
test	Vendor Item	1.00	$2.00	$5.00	$3.00
test	Vendor Item	1.00	$2.00	$5.00	$3.00
test	Vendor Item	1.00	$2.00	$5.00	$3.00
	5/9/2012	**4.00**	**$8.00**	**$20.00**	**$12.00**
		4.00	**$8.00**	**$20.00**	**$12.00**

Rent Due: 0.00   **Commission: 0.00**   **Balance Due: 20.00**

| | **Grand Total:** | 4.00 | 8.00 | 20.00 | 12.00 |

Grand Total by Date

Grand Total for 03/29/2012 00:00:00 - 03/29/2012 23:59:59: $10.84

OK
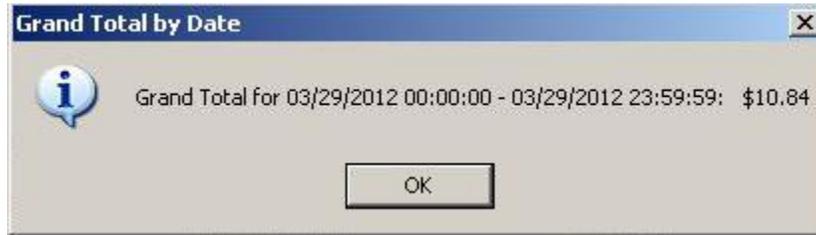
The **Grand Totals by Date** report is an on-screen prompt which contains the grand totals for the date specified.

```
           Report by Salesperson
           3/30/2012 - 3/30/2012
ID              Inv#      Date              Total
=============================================
100102          15        3/30/2012          $2.00
=============================================
                Total Sales:                 $2.00
```
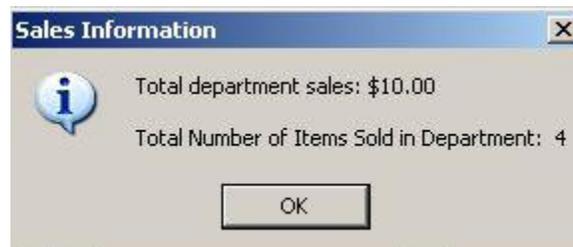

The **Grand Totals by Salesperson** report contains the IDs of salespersons, the numbers of the invoices containing items they sold, the dates of the invoices, and the prices of the items sold by the salespersons. Tax is not included in the totals.

Prompt Salesperson must be checked within the **Invoice Settings** tab of **Setup Screen** for this report to be useful.

Sales Information

Total department sales: $10.00

Total Number of Items Sold in Department: 4

OK

The **Grand Totals by Department** is a prompt which contains the total sales and number of items sold from a particular department or group of departments.   These values will differ (increase or decrease) depending on what department(s) are selected when running the report.

Sales Information

Total item sales: $4.00

Total Number of Item Sold: 2

OK

The **Grand Totals by Item** is a prompt which contains the total sales of an item and the quantity sold. You will be prompted for the item number prior to generation.

You can limit the contents of this report to sales made by particular cashiers.

Sales Information

Total of Taxed Sales: $2.00

Total of Non-Taxed Sales: $4.00

Total of Tax Exempt Sales: $1.00

Total Sales: $7.00

OK

The **Grand Total of Tax Exempt Sales** is a prompt which contains the total of taxed sales, non-taxed sales, tax exempt sales, and all sales.

Gross Profits

Total Sales : $10.00
Total Cost : $0.25
Gross Profit : $9.75

OK

The **Daily Gross Profits** report is a prompt which contains the total sales, total cost, and total profit made.

You can limit the contents of this report to sales made by particular cashiers.

Check Listing

Date/Time	Store	Cashier	Customer #	Check #	Trans #	Amount
3/29/2012 1:01:42 PM	1001	100101	101	123456	5-I	$3.25

Total checks: $3.25

The **Check Listing** report contains, for all checks that were written, the date and time of the invoice, the store ID, the cashier ID, the customer number, the number of the check, and the amount the check was written for.

You can limit the contents of this report to checks given to particular cashiers and/or at particular stations.

Trans Number will only populate information as per the processor, not all processors require this field.

Whether including checks that were on voided invoices or not the same info (columns) will be shown.

Sales By Zip Code Between 3/29/2012 and 3/29/2012 11:59:59 PM
3/29/2012

Zip Code	# Of Customers	Total Price
12345	1	$1.00
Grand Total:		$1.00

The **Sales by Zip Code** report contains a listing of zip codes and, for each zip code, the number of customers from that zip code and the total sales to those customers.

The option **Prompt Zip Code** must be checked within the **Invoice Settings** tab of **Setup Screen** for this report to be useful.

Gift Card Store Credit Balance
3/29/2012

Card Number	Creation	Expiration	Balance
Gift Cards			
123	3/29/2012		$20.00
			$20.00
Store Credit Slips			
1001-3	3/29/2012		$33.02
1001-4	3/29/2012		$27.36
1001-5	3/29/2012		$33.02
			$93.40
		Grand Total:	$113.40

The **Gift Card Balances** report contains a listing of gift cards. Each gift card's number, creation and expiration dates, and balance is provided.

Receipt Listing
1001 : PcAmerica Inc.
3/29/2012

The **Receipt Listing** report contains the information on every receipt for every completed or voided invoice (you choose this prior to generation).

You can limit the contents of this report to invoices created by particular cashiers and/or at particular stations.

Zero Movement Report for Sales Between 3/29/2012 and 3/29/2012 11:59:59 PM
3/29/2012

The **Zero Movement Report** contains a listing of items that were not sold. Each listing contains the item's number, description, vendor part number, stock level, and value (cost multiplied by the quantity in stock).

You can limit the contents of this report to items in particular departments and/or from particular vendors.
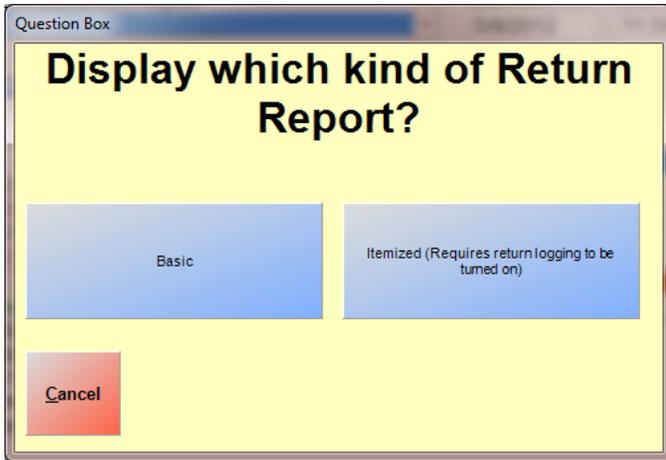
The **Returns** report contains information about all returns.

The "Basic" report lists the item's number, description, vendor part number, cost, and price, the invoice on which the item was returned, the quantity of the item returned, and the amount paid to the customer.

The "Itemized" report contains the store ID, the department of the item, the original invoice number, the name and number of the vendor, the cashier ID, and the reason for the return. For this report to be useful, return logging must be turned on. See the **Invoice Settings** tab of **Setup Screen**.

You can limit the contents of this report to returns of items in particular departments, from particular vendors, and/or by particular customers.

Basic

Itemized

Shift Summaries Between 3/29/2012 and 3/29/2012 11:59:59 PM
1001 : PcAmerica Inc.
3/29/2012

Cashier ID Store ID	Opening Drawer	Total Sales	Total Voids	Total Cash Sales	Total Paper Checks	Total EChecks	Total Credit Sales	Total Debit Sales	Total FS\EBT Sales	Total GC Payments	Total Cash AR Payments	Drawer Closing	Drawer Over Or Short	Actual Cash Deposited
3/29/2012														
100102														
1001	0.00	2.17	0.00	2.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.17
	0.00	2.17	0.00	2.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.17
100102														
Totals:	0.00	2.17	0.00	2.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.17

The **Shift Summary** report contains information about employees' shifts, namely the store they worked at, the opening drawer amount, the total sales they made (also broken down by payment type), the total voids they made, the total account payments that were made during their shift, the amount in the drawer at closing (as reported by the employee), and the discrepancy (if any). This report is only useful if shift tracking is turned on (**Time Clock** tab of **System Access** tab of **Setup Screen**) and an employee's job code has **Cash Bank** enabled.

Employees must clock in and out for any information to be displayed on this report.
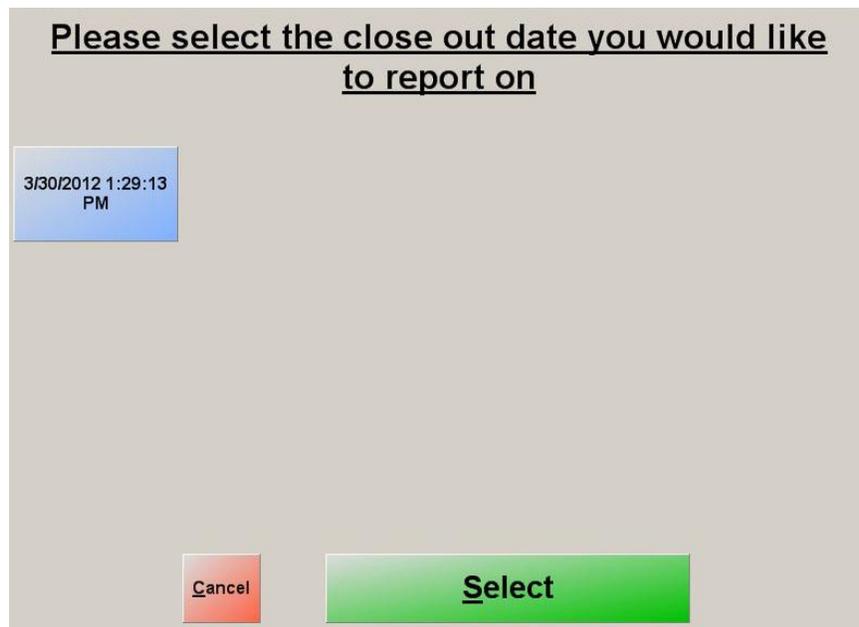
The **Daily Close – Reprint** report is selected in order to reprint close out reports. See the document entitled "Performing End of Day" on http://faq.pcamerica.com for more information.

PAYMENT TYPE BREAKDOWN

Cashier: 01

3/29/2012
Cash: $0.00
Check: $0.00
Debit $0.00
Credit: $0.00
Food Stamp\EBT: $0.00
On Account: $0.00
Gift Card: $0.00
Layaway: $0.00

Cashier: 100101

3/29/2012
Cash: $30.83
Check: $0.00
Debit $0.00
Credit: $2.17
Food Stamp\EBT: $0.00
On Account: $0.00
Gift Card: $0.00
Layaway: $0.00

GRAND TOTALS
Cash: $30.83
Check: $0.00
Debit $0.00
Credit: $2.17
Food Stamp: $0.00
On Account: $0.00
Gift Card: $0.00
Layaway: $0.00

Specific Cashier (01)

PAYMENT TYPE BREAKDOWN

ALL CASHIERS

3/29/2012
Cash: $30.83
Check: $0.00
Debit $0.00
Credit: $2.17
Food Stamp\EBT: $0.00
On Account: $0.00
Gift Card: $0.00
Layaway: $0.00

GRAND TOTALS
Cash: $30.83
Check: $0.00
Debit $0.00
Credit: $2.17
Food Stamp: $0.00
On Account: $0.00
Gift Card: $0.00
Layaway: $0.00

All Cashiers

The **Payment Type Breakdown** report contains daily sales totals, broken down by payment type and, optionally, cashier ID.

Payouts
3/29/2012

Cashier	Payment Method	Description	Vendor#	Company	Amount
Store ID: 1001					
3/29/2012					
100101	CA	Vendor Payout Reason	Vendor Num	Test Vendor	$10.00
				Totals for 3/29/2012:	$10.00
				Totals for Store ID: 1001	$10.00
				Grand Total:	$10.00

The **Payout Report** contains information about vendor payouts. For every payout, the cashier ID, payment method, description of the payout, vendor number and name, and amount is listed.

You can limit the contents of this report to payouts by particular cashiers and/or to particular vendors.

Returns By Tender
1001 : PcAmerica Inc.
3/29/2012

Invoice#	Cash	Check	Credit Card	On Account	Gift Cards	Total Returned
100101						
11.00	$-2.17	$0.00	$0.00	$0.00	$0.00	$-2.17
	$-2.17	$0.00	$0.00	$0.00	$0.00	$-2.17
Grand Totals:	$-2.17	$0.00	$0.00	$0.00	$0.00	$-2.17

The **Returns by Tender Type** report lists all return media being paid to the customers (Cash, Check Credit card, etc…). The list is broken down by cashier ID.

You can limit the contents of this report to returns by particular cashiers and/or at particular stations.

Area Sales Tax Summary Between 3/29/2012 and 3/29/2012 11:59:59 PM
3/29/2012

Tax Rate ID	Area	Tax	Taxable Sub Total
0	NONE	$1.00	$12.00
	Totals:	$1.00	$12.00

The **Area Sales Tax Summary** report lists all area tax rates and for each, the total amount of tax collected (Tax) and the amount of sales that was taxable (Taxable Sub Total) for the date range.

> **Tax**: Shows the total amount of tax collected in the date range.

> **Taxable Sub Total**: Is the total amount of sales in the date range minus the tax collected.

DESCRIPTION	AVG $	QTY	AMOUNT
Sales Totals			
Net Sales			$12.00
Net Tax			$1.00
Net Tax 2			$0.00
Net Tax 3			$0.00
Net Fixed Tax			$0.00
Grand Total			**$13.00**
Gift Cards Sold			$20.00
Store Credits Issued			$0.00
Grand Total + Gift Cards/Tips			**$33.00**
Invoice Discount For GC			$0.00
GT - Inv DISC for GC			**$33.00**
Total Payouts			$10.00
Total Pickups			$0.00
Remaining			**$23.00**
Sale Types			
Total Voided Sales			$3.25
Net Taxed Sales			$12.00
Net Non-Taxed Sales			$0.00
Net Tax Exempt Sales			$0.00
Payment Types			
Cash			$30.83
Check			$0.00
Total Cash + Checks			$30.83
On Account			$0.00
Total Debit Cards			$0.00
Total Credit Cards:0			$2.17
Found Money			$1.00
Gift Cards Issued			$20.00
Expected Deposit Breakdown			
Total Cash Sales			$30.83
Total Debit/EBT Cashback			$0.00
Total AR Cash Payments			$0.00
Total Cash Payouts			($10.00)
Total Found Money			$1.00
Total Expected Cash			$21.83
Total Check Sales			$0.00
Total AR Check Payments			$0.00
Total Expected Checks			$0.00
Total Expected Deposit			$21.83
Payout Details			

DESCRIPTION	AVG $	QTY	AMOUNT
Payout Type Breakdown			
Total Cash Payouts			$10.00
Vendor Number			
Vendor Num:Test Vendor -- Test Vendor			
Vendor Payout Reason			$10.00
Coupons Redeemed			
NONE			
Sales Breakdown			
Cat: NONE			
Dept: 002			
Test 2	$1.00	3	$3.00
002 Subtotal:		3	$3.00
Dept % of Total Sales:			25.000%
Dept: NONE			
***** your de	$5.00	1	$5.00
Test	$2.00	2	$4.00
NONE Subtotal:		3	$9.00
Dept % of Total Sales:			75.000%
NONE Subtotal:		6	$12.00
Cat % of Total Sales:			100.000%
CATEGORIES TOTAL:		**6**	**$12.00**

Page 1

The **Financial Summary** contains the net sales, net taxes, grand total, total value of gift cards that were purchased and store credits that were issued, and the sum of the grand total, sold gift cards, and tips. Sales are broken down into voided, taxed, non-taxed, and tax-exempt sales, as well as by payment type, category, and department. Expected deposits are calculated and broken down by payment type. Lastly, vendor payouts are accounted for.

Question Box

Run this report for tax-exempt customers that are

| Walk-Ins | Pre-Configured | Both |

Cancel

The **Tax Exempt Customer Summary** contains a list of invoices which were made tax exempt. The customer number, license number, state license number, expiration date, and the amount that was tax exempt are listed. You can include or exclude preconfigured tax-exempt customers or walk-ins from the report.

You can limit the contents of this report to a particular customer.

Tax Exempt Summary for Walk-In Customers
1001 : PcAmerica Inc. Between 3/30/2012 and 3/30/2012 11:59:59 PM
3/30/2012

Customer #	Company	Invoice Number	Walk-In	License #	License State Code	License Exp Date	Tax Exempt Sales
Walk-In Customers							
101		16	Y	102030405060708090	NY	03/30/2012	$1.00
					Walk-In Customer Totals:		$1.00
					Grand Total:		$1.00

Tax Exempt Summary for Pre-Configured Customers
1001 : PcAmerica Inc. Between 3/30/2012 and 3/30/2012 11:59:59 PM
3/30/2012

Customer #	Company	Invoice Number	Walk-In	License #	License State Code	License Exp Date	Tax Exempt Sales
Pre-Configured Customers							
3		18	N				$1.00
					Pre-Configured Customer Totals:		$1.00
					Grand Total:		$1.00

Tax Exempt Summary for All Customer Types
1001 : PcAmerica Inc. Between 3/30/2012 and 3/30/2012 11:59:59 PM
3/30/2012

Customer #	Company	Invoice Number	Walk-In	License #	License State Code	License Exp Date	Tax Exempt Sales
Pre-Configured Customers							
3		18	N				$1.00
					Pre-Configured Customer Totals:		$1.00
Walk-In Customers							
101		16	Y	102030405060708090	NY	03/30/2012	$1.00
					Walk-In Customer Totals:		$1.00
					Grand Total:		$2.00

Invoice Exceptions Between 3/30/2012 and 3/30/2012 11:59:59 PM

3/30/2012

Invoice # Cashier	Item #	Amount	Quantity Reason Code

Store ID: 1001

3/30/2012

Line Item Void

| 23 | Test
100101 | $2.00 | 1.00
Void Reason |
| 24 | Test
100101 | $2.00 | 1.00
Void Reason |

Line Item Comp

| 24 | Test2
100101 | $1.00 | 1.00
Comp Reason |

Line Item Discount

| 22 | Non_Inventory
100102   PCA Employee | $8.00 | 1.00
Discount Reason |

3/30/2012

Store ID: 1001

The **Invoice Exceptions** report contains a list of actions that triggered exceptions as well as the invoice number, item number, cashier ID, amount, and quantity associated with that action. The list is broken down by store ID and date.

You can limit the contents of this report to actions by particular cashiers.

Invoice exceptions can be configured in the **Invoice Settings** tab of **Setup Screen**.

Operational Exceptions Between 3/30/2012 and 3/30/2012 11:59:59 PM

3/30/2012

Date/Time	Cashier Override Cashier	Reason Code

Store ID: 1001

03/30/2012

Company Info

3/30/2012 12:13:14PM	100102 PCA Employee 100102	
3/30/2012 12:18:25PM	100102 PCA Employee 100102	
3/30/2012 12:22:00PM	100102 PCA Employee 100102	
3/30/2012 12:28:25PM	100102 PCA Employee 100102	

Add Inventory/Kits

3/30/2012 12:11:55PM	100102 PCA Employee	
3/30/2012 12:11:58PM	100102 PCA Employee	
3/30/2012 12:11:59PM	100102 PCA Employee	
3/30/2012 12:11:59PM	100102 PCA Employee 100102	

Edit Inventory/Kits

| 3/30/2012 12:11:55PM | 100102   PCA Employee | |

The **Operational Exceptions** report contains a list of forbidden actions attempted by employees along with the date and time that the actions were attempted. Exception logging must be turned on in **Employee Maintenance** or **Job Code Setup** (see Permissions).

You can limit the contents of this report to actions by particular cashiers.

```
                 FLASH REPORT

Store : 1001

3/29/2012 12:00:00 AM
3/29/2012 11:59:59 PM

========================================
                 SALES TOTALS
========================================
Net Sales                         $12.00
Net Sales - Taxed                 $12.00
Net Sales - NOT Taxed              $0.00
Exempt Sales                       $0.00
Taxes                              $1.00
Gross Sales                       $13.00
========================================
                 MEDIA TOTALS
========================================
Cash                              $30.83
Checks                             $0.00
Credit/Debit                       $2.17
EBT                                $0.00
On Account                         $0.00
Gift Card/Store Credit Sold       $20.00
========================================
            PERFORMANCE STATISTICS
========================================
# Transactions                         7
Avg Transaction $                  $1.86
========================================
                 PAID OUTS
========================================
Test Vendor
    Vendor Payout Reason          $10.00
========================================
```

The **Flash Report** contains sales totals, broken down by whether or not tax was applied and by payment method. It also contains the number of transactions that were made and the average grand total per transaction. Lastly, vendor payouts are listed.

Vendor Sales Between 3/29/2012 and 3/29/2012 11:59:59 PM

3/29/2012

Item Number	Description	Quantity	Revenue	Cost	Margin	Markup	Gross Profit
VENDOR: Vendor Num -- Test Vendor							
Test	Test	2.00	$4.00	$0.00	100.00%	0.00%	$4.00
Test2	Test 2	3.00	$3.00	$0.75	75.00%	400.00%	$2.25
TOTAL FOR VENDOR:		**5.00**	**$7.00**	**$0.75**	**89.29%**	**933.33%**	**$6.25**
Grand Total:		5.00	$7.00	$0.75	89.29%	933.33%	$6.25

The **Vendor Sales** report lists all items that were sold, breaking them down by vendor. For each, the quantity sold, revenue, cost, margin, markup, and gross profit is provided.

You can limit to the contents of this report to items purchased from particular departments and/or vendors.

Credit Card Detail Report For the period 3/29/2012 through 3/29/2012

Date	Transtype	Payment Method	Card Type	Card	CardEntry Method	TroutD	Auth	Trans Ref	Amount	Tip Amount	Cash Back	Total Amount
3/29/2012 2:33:31PM	Sale	CC	Visa		Unknown		123456	123456	$2.17	$0.00	$0.00	$2.17

						Total	$2.17
Sales:	$2.17						
Credit:							
Force:							
Pre-Auths:							
Post-Auth:							
VoidSale:							
VoidCredit:							
TransactionTotal:	$2.17						

The **CreditCard Detail Report** lists all credit card, debit card, and/or EBT transactions. For each transaction the following is displayed, the date and time, transaction type (Sale, Credit, Force, Pre-Auth, Post-Auth, VoidSale, or VoidCredit), payment method, card type, card number (partially concealed), card entry method, payment processor-specific codes, the amount, the tip, and cash back (for debit cards). Transaction totals are also provided and broken down by type.

You can limit the contents of this report to transactions completed at particular stations.

Batch Detail Report 1001 : PcAmerica inc. For the period 4/4/2001 through 4/5/2012

4/4/2012

DateTime	Station ID	Batch Number	Approval Number	Batch Transaction Count	Batch Transaction Amount
10/30/2010 03:26:33AM	02	0		0	$0.00
10/21/2010 01:00:34AM	01	0	OK101101101101C	2	$62.11

The **CreditCard Batch Detail Report** lists all credit cards that are waiting to be batched. Each listing contains a date and time, a station ID, a batch number, approval number, batch transaction count, and batch transaction amount. Not all payment processors require batching.

You can limit the contents of this report to transactions completed at particular stations.

4/10/2012

Date	Terminal Number	TranType	Check Number	Batch Number	Transaction Number	Auth	Trace ID	Settlement Status	Amount	Settlement Amount
4/10/2012 1:19:29PM	0055	ELECTRONIC	1122	1	1	6126	2130600430603060040094	Not Settled	$12.50	$0.00
4/10/2012 1:24:35PM	0055	ELECTRONIC	2233	1	2	1014	2130600430603060040095	Not Settled	$1.00	$0.00
4/10/2012 1:25:48PM	0055	ELECTRONIC	222	1	3	6639	2130600430603060040096	Not Settled	$13.50	$0.00

Total ECAApproved Amount: $ 27.00
Total ECASettelement Amount: $ 0.00

The **Check Detail Report** lists all check transactions. For each transaction the following is displayed, the date and time, terminal number, transaction type, check number, batch number, transaction number, payment processor-specific codes, the trace ID, settlement status, amount, and settlement amount. Transaction totals are also provided.

You can limit the contents of this report to transactions completed at particular stations.

Check Batch Summary Report 1001 : PcAmerica Inc. For the period 4/10/2012 through 4/10/2012

Number of ECA Transactions: 3
Total ECA Approved Amount $ 27.00
Number of NonECA Transaction   0
Total NonECA Approved Amoun

The **Check Batch Detail Report** lists all check transactions that are waiting to be batched. Each listing contains the number of ECA transactions, the total ECA approved amount, the number of Non ECA transactions, and the total Non ECA approved amount.

You can limit the contents of this report to transactions completed at particular stations.

Inventory Category

Inventory (Alphabetical Order)
4/12/2012

Item Name	Item Number	Store ID Dept	Cost	In Stock	Value	Price
Department: NONE -- NONE						
***** your description ******	Non_Inventory	1001 NONE	0.00	0.00	0.00	0.00
Gift Card	GIFT_C	1001 NONE	0.00	0.00	0.00	0.00
Department: NONE -- NONE					0.00	0.00
Total Inventory Value:					0.00	0.00

The **List Alphabetical** report lists all items in alphabetical order (by item description). The items are broken down by department.

You can limit the contents of this report to items in particular departments, matrix groups, and/or from particular vendors.

Inventory (Numerical Order)
4/12/2012

Item Number	Item Name	Store ID Dept	Cost	In Stock	Value	Price
Department: NONE -- NONE						
GIFT_C	Gift Card	1001 NONE	0.00	0.00	0.00	0.00
Non_Inventory	***** your description ******	1001 NONE	0.00	0.00	0.00	0.00
Department: NONE -- NONE					0.00	0.00
Total Inventory Value:					0.00	0.00

The **List Numerical** report lists all items in numerical order (by item number). The items are broken down by department.

You can limit the contents of this report to items in particular departments, matrix groups, and/or from particular vendors.

Inventory List (Reorder)
1/29/2013

Item #	Item Name	Dept Store ID	Cost Vendor	In Stock	Value	Price Part #	Reord Level	Reord Quan
Department: NONE -- NONE								
Test2	Test 2	NONE 1001	$0.25 Vendor Num - Test Vendor	-5.00	$-1.25	$1.00 2	1.00	10.00
Department: NONE -- NONE Totals:			0.25	-5.00	$-1.25			
Totals:			0.25	-5.00	$-1.25			

The **Reorder Report** lists all items with stock levels less than or equal to their reorder level, as set in the **Ordering Info** tab of **Inventory Maintenance**. For every item that is listed, the item's number, name, department, store ID, cost, stock level, value (stock level multiplied by cost), price, vendor part number, reorder level, and reorder quantity is provided. The items are broken down by department.

You can limit the contents of this report to items in particular departments, categories, and/or from particular vendors.

Matrix In Stock Report for Group Style Test

4/12/2012

	Blue	Red	White	Total
Lg	0.00	1.00	5.00	6.00
Med	0.00	0.00	1.00	1.00
Sm	1.00	3.00	0.00	4.00
Total	1.00	4.00	6.00	11.00

The **Matrix Quantity** report contains the stock levels of items within a matrix group. For information on creating a matrix group, see the document entitled "Creating a Styles Matrix" on http://faq.pcamerica.com. You are required to select a matrix group before generating this report.

Item # Itemtest

Total Sold: 2

OK

The **Daily Itemized Sales** report is a prompt containing the quantity of an item that was sold. You will be prompted for the item number prior to generation.

Dept #

Total Sold on :   2

OK

The **Daily Sales by Department** report is a prompt containing the number of items in a department that were sold. You are required to select a department ID before generating this report.

The **Inventory Sales Summary** report allows you to view the total monthly sales of a particular item during a particular year. The table generated on screen is what would be printed. The 1-12 on the left side are months. An Item number needs to be specified.

The **Serial\Batch Sales by Item #** report displays the **Serial Number** and underneath it; **Date** of the invoice, the **Invoice Number**, the **Customer Number** who purchased the item and the **Item Number**.

Refer to the document entitled "Using Serial Numbers" on http://faq.pcamerica.com for information about the **Item Sales by Serial\Batch #** and **Serial\Batch Sales by Item #** reports.

Department Listing

4/12/2012

Dept ID	Description	Store ID	Type	Category ID	Cat Desc	Print Notes	Require Perm	Require Serial #
Depart	Department	1001	Regular	NONE	NONE	False	False	False
NONE	NONE	1001	Regular	NONE	NONE	False	False	False

The **Department Listing** report lists all departments and their associated ID, description, store ID, type, category ID, and category description.

Inventory (Alphabetical Order)

4/12/2012

Item Name	Item Number	Store ID Dept	Cost	In Stock	Value	Price
Department: 2ndDEPT -- 2nd Department						
Item Test	ItemTest	1001 2ndDEPT	1.00	4.00	4.00	2.00
Department: 2ndDEPT -- 2nd Department				4.00	4.00	
Department: NONE -- NONE						
***** your description ******	Non_Inventory	1001 NONE	0.00	0.00	0.00	0.00
Gift Card	GIFT_C	1001 NONE	0.00	0.00	0.00	0.00
Department: NONE -- NONE				0.00	0.00	
Total Inventory Value:				4.00	4.00	

The **Items by Department** report lists all items within departments that you select prior to generation. For each listing, the item name, item number, store ID, department, cost, stock level, value (cost multiplied by stock level), and price are provided.

Vendor List

4/12/2012

| Vendor # City	Contact Name State Zip	Company Name Phone Fax #
123	PcAmerica Inc.	PCA Vendor
	NY 01234	555-1212 555-5555

The **Vendor List** report lists all vendors. For each listing, the vendor number, city, state, zip code, company name, telephone number, and fax number are provided.

Items for Vendor:
123 -- PCA Vendor
4/12/2012

Vendor Part #	Item Number	Item Name	Cost	In Stock	Value	Price
Category: NONE -- NONE						
Department: 2ndDEPT -- 2nd Department						
01	ItemTest	Item Test	$1.00	4.00	$4.00	$2.00
Department: 2ndDEPT -- 2nd Department			$1.00	4.00	$4.00	$2.00
Category: NONE -- NONE			$1.00	4.00	$4.00	$2.00
Grand Total:			$1.00	4.00	$4.00	$2.00

The **Items by Vendor** report lists all the items provided by vendors that you select prior to generation. Each listing contains the vendor part number, item number, item name, cost, stock level, value (cost multiplied by stock level), and price. The items are broken down by category and department.

You can limit the contents of this report to items in particular categories and/or departments.

CRE2004

Inventory Value
Store ID   Value

1001 $105.77

Total Value: $105.77

OK
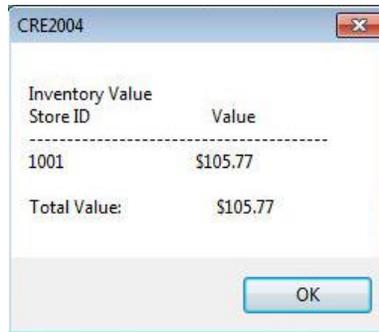
The **Current Value** report is a prompt which contains the total value of inventory, or the sum of the cost of each item multiplied by the quantity of that item in stock. The value of inventory at each store is provided along with the total value among all stores.
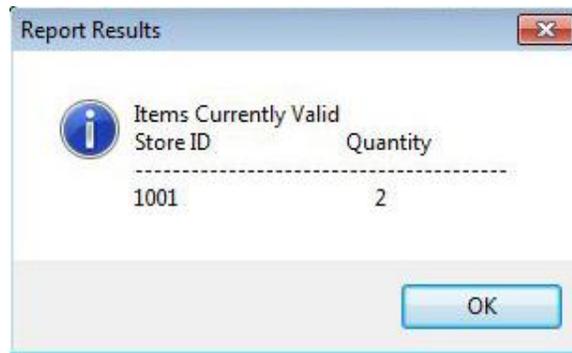
The **Current Items** report is a prompt which contains the total number of items in each store that were sold during the time period of the report and have a number entered (other than zero) in the **Days Valid** field (see the **Additional Info** tab of the **Optional Info** tab of **Inventory Maintenance**).

The **Received Items** report contains records of changes in stock levels of individual items, broken down by date, category, and department. Changes in stock level are either due to invoice sales or purchase orders. The date, time, item number, item description, quantity received or sold, cost, vendor name, and destination store ID are provided in each listing.

You can limit the contents of this report to items in particular categories, departments and/or from particular vendors.

Top Selling Items Between 4/12/2012 and 4/12/2012 11:59:59 PM

4/12/2012

Item Number	Quantity Sold	Item Name
Store ID: 1001		
ItemTest	1.00	Item Test
	1.00	
Grand Total:	**1.00**	

The **Top Sellers** report lists the top sellers, broken down by store ID. Each listing contains the item number and description as well as the quantity sold.

You can limit the contents of this report to items in particular categories and/or departments.

Quantity Comparison Report for sales between 6/5/2012 and 12/29/2012

1/29/2013

Item #	Vendor Part #	Description	Cost	Price	Percent	In_Stock	# Sold
Store ID: 1001							
ItemTest		ItemTest	$2.00	$5.00	0.00%	1.00	2.00
Non_Inventory		***** your description ******	$0.00	$0.00	0.00%	-15.00	1.00
NotSold	3	Not Sold	$0.67	$1.00	0.00%	4.00	2.00
Test	1	Test	$0.00	$2.00	0.00%	-9.00	2.00
							7.00
					Grand Total:		**7.00**

The **Quantity Comparison Report** lists items that have been sold, broken down by Store ID. Each listing contains the item number and description, vendor part number, cost, price, quantity in stock, and the number sold. This report is used to compare stock levels to the quantity sold.

You can limit the contents of this report to items in particular categories and/or departments.

Discrepancy Report

4/12/2012

Item Number	Item Name	Store_ID	Actual In Stock	Recorded In Stock	Discrepancy
Department : 2ndDEPT -- Second Department					
ItemTest	Item Test	1001	2	0	2
			2	0	2
Department : NONE -- NONE					
GIFT_C	Gift Card	1001	0	0	0
Non_Inventory	***** your description ******	1001	0	0	0
Test	Test	1001	-13	0	-13
			-13	0	-13
		Grand Totals:	-11	0	-11

The **Discrepancy Report** compares the projected stock levels of items to the actual stock levels (counted using the "Count" feature of Pocket Inventory – refer to the "Pocket Inventory Quick Start Guide" document on http://faq.pcamerica.com for more information). Each listing contains the item number and name, the store ID, the actual stock level, the projected stock level, and the discrepancy. This report is used to detect loss of inventory.

You can limit the contents of this report to items in particular departments.

New Items -- Created Between 4/12/2012 and 4/12/2012 11:59:59 PM

4/12/2012

Date Created	Department	Category	Item Number	Description	Price
4/12/2012	NONE	NONE	Test	Test	5.00
4/12/2012	2ndDEPT	NONE	ItemTest	Item Test	2.00

The **New Items** report lists items created during the date and time range of the report. Each listing contains the date of creation, department, category, item number and description, and price of the item.

You can limit the contents of this report to items in particular departments and/or categories.

Item Activity Report between 4/12/2012 and 4/12/2012

4/12/2012

ItemNum	ItemName	Store ID	Current Stock	Opening Stock	Quantity Rcvd	Quantity Adj	Quantity Sold	Closing Stock
Department ID:2ndDEPT								
ItemTest	Item Test	1001	2.00	0.00	2.00	2.00	2.00	2.00
Dept ID: 2ndDEPT Totals			**2.00**	**0.00**	**2.00**	**2.00**	**2.00**	**2.00**
Department ID:NONE								
GIFT_C	Gift Card	1001	0.00	0.00	0.00	0.00	0.00	0.00
Non_Inventory	***** your description ******	1001	0.00	0.00	0.00	0.00	0.00	0.00
Test	Test	1001	-13.00	0.00	0.00	0.00	13.00	-13.00
Dept ID: NONE Totals			**-13.00**	**0.00**	**0.00**	**0.00**	**13.00**	**-13.00**

The **Item Activity Report** lists all items, broken down by department. Each listing contains the item number and name, store ID, current stock, opening stock, closing stock, and accounts for the activities that resulted in the change in stock level. The "Basic" version of the report combines PO received and transfer information, whereas the "Extended" version of the report does not. Both versions contain the number of adjustments and quantity sold.

You can limit the contents of this report to items in particular departments and/or from particular vendors.

Inventory Transfers In Between 4/12/2012 and 4/12/2012 11:59:59 PM

4/12/2012

Item Number	Transfer To	Item Description Transfer ID	Quantity SerialNum	Cost Per	Ext Cost	Date Reason	Vendor Number	Description	Cashier ID
Destination Store 1002									
ItemTest	1002	Item Test 1001-1-1	1.00	$1.00	$1.00	04/12/2012 14:24 Transfer Reason	123	Transfer From 1001	100201
		Store 1002 Total Extended Cost:			**1.00**				
		Grand Total of Extended Costs For All Stores:			**1.00**				

The **Item Transfers In** report lists all transfers of inventory into the current store. Each listing contains the item number and description, destination store, transfer ID, quantity transferred, serial number, cost per item, date of transfer, reason for transfer, vendor number, a description of the transfer, and the cashier ID associated with the transfer.

You can limit the contents of this report to items from particular vendors.

Inventory Transfers Out Between 4/12/2012 and 4/12/2012 11:59:59 PM

4/12/2012

Item Number	Transfer To	Item Description Transfer ID	Quantity SerialNum	Cost Per	Ext Cost	Date Reason	Vendor Number	Description	Cashier ID
Origin Store 1001									
ItemTest	1001	Item Test 1001-1-1	1.00	$1.00	$1.00	04/12/2012 14:21 Transfer Reason	123	Transfer to 1002	100101

Store 1001 Total Extended Cost: $1.00

Grand Total of Extended Costs For All Stores: $1.00

The **Item Transfers Out** report is the same as the above report, except for that the transfers of inventory *out of* the current store are listed.

Top Sellers - Overall Top 10 Between 4/12/2012 and 4/12/2012 11:59:59 PM

4/12/2012

Item Number	Quantity Sold	Item Name
Store ID: 1001		
Test	13.00	Test
ItemTest	2.00	Item Test

Grand Total: 15.00

Top Sellers - Top 10 By Department Between 4/12/2012 and 4/12/2012 11:59:59 PM

4/12/2012

Item Number	Quantity Sold	Item Name
Store ID: 1001		
Department: 2ndDEPT -- Second Department		
ItemTest	2.00	Item Test
Department: NONE -- NONE		
Test	13.00	Test

The **Top 10 Sellers** report is the same as the **Top Sellers** report, except you are given the choice of overall top 10 or top 10 per department. Also, the contents of the report cannot be limited to items from particular categories.

PcAmerica Inc.	FROM: 1002	**PcAmerica Inc.**
1-800-722-6374		Transfer Statement
		Dates: 1/29/2013 - 1/29/2013
		Account #: 1001
		Transfer Value: $6.00

PcAmerica Inc.	TO: 1001	
1-800-722-6374		

Date	Details	Amount	Running
1/29/2013	1002-1-1	$6.00	- - -

The **Transfer Statement** report is used to generate a billable statement for a store receiving items through a transfer. You specify the destination store ID and the number of copies to print.

Item Activity Details Report
Between 6/5/2012 - 6/5/2012 11:59:59 PM

Item Number	Description	Store ID	Current Stock
ItemTest	Item Test	1001	13

Date	PO#	Qty In	Vendor	Qty Sold	Invoice #	Customer ID	Running Total
6/5/2012				1	32	101	-1
6/5/2012	IPO	3	123				2
6/5/2012	1	9	123				11

Print   Exit

COMPANY	Item Activity Details Report
PcAmerica www.PCAmerica.com 1-800-722-6374	Between 6/5/2012 - 6/5/2012 11:59:59 PM Printed: 6/5/2012 3:00:40 PM

ITEM INFORMATION	STORE ID
# ItemTest Item Test Current Stock: 13	1001

Date	PO #	Qty In	Vendor	Qty Sold	Inv #	Customer #	Running
6/5/2012				1	32	101	-1
6/5/2012	IPO	3	123				2
6/5/2012	1	9	123				11

The **Specific Item Activity Report** accounts for the changes of an item's stock level, whether due to an invoice sale or a purchase order. In the event of an invoice sale, the quantity sold, invoice number, and customer ID are provided. In the event of a purchase order, the quantity received and the vendor number are provided. You must choose the item prior to generation of the report.

Serial Batch Listing
4/13/2012

Serial Number	Date Received
# ItemTest -- Item Test	
0123	4/13/2012 9:59:27AM

Refer to the document entitled "Using Serial Numbers" on http://faq.pcamerica.com for information about the **Serial\Batch # Listing**.

The **Pending Orders** report lists the items in each department that are scheduled to be picked up during the date and time range of the report. The due date, invoice number, and customer information are provided.

"Pending orders" are created when items with "Prompt Completion Date" checked within Inventory Maintenance are sold. They are also created when the Pay For Future Pickup button is used.

The report can sort the items that are apart of pickup invoices by the Customers that placed the order(Example report on the **left**)by using the **Select Customer** button or selecting **Yes** to the "**List sorted by Customer?**" prompt appears after selecting display.

Or you can sort by the Departments (example report on the **right**) associated with the items by selecting **No** to the "**List sorted by Customer?**" You can also choose to have **One Page Per Department** when prompted before the report displays on screen.

Items Pending Details

4/13/2012

Department:	Due Date:	Status:	Pick Up Type:
NONE	4/16/2012 12:00:00AM	Incomplete	Pickup

Invoice #   8   Notes: Order No:
                                                                        Some Notes
Item Name: Prompt Date Item

Item #:   PromptDate

Quantity: 1.00

Customer Information:
01   Ph1   18007226374
PcAmerica , Inc.   Ph2

The **Pending Orders Item Details** report contains all information contained in the **Pending Orders** report, except the item number is provided, a customer cannot be selected, and the report can be generated for individual items.

Abundance Report

Item Number	Item Name	Cost	Price	In Stock	Max Inventory	Abundance	Cost of Abundant Items
2ndDEPT							
ItemTest	Item Test	1.00	2.00	3.00	2.00	1.00	1.00
2ndDEPT		1.00	2.00	3.00	2.00	1.00	1.00
Grand Total:		1.00	2.00	3.00	2.00	1.00	1.00

The **Abundance Report** displays the item number, item name, cost, price, # in stock, max inventory (reorder quantity + reorder level), abundance (# over max inventory) and the cost of the abundant items. This report will only display information for specific items when the Reorder Quantity and the Reorder Level have been setup for inventory. When changes to the stock level are made (via purchase orders or instant purchase orders) and the # in stock is greater than the max inventory (reorder quantity + reorder level), then an abundance will then be recorded for that item.

	BILL TO				PURCHASE ORDER				

PcAmerica Inc.
www.PcAmerica.com
1-800-722-6374

Print Date 1/29/2013

Po# 1 **Terms**

Ship Via **Due Date** 09/08/2012

Ref#

INSTRUCTIONS

VENDOR		SHIP TO	

Test Vendor
pcAmerica Lane

NY
(P) (F)

PcAmerica Inc.
www.PcAmerica.com
1-800-722-6374

#	StoreId	Part Number	Item Number	Description	Quantity Ordered	#/Case	Cases Ordered	Cost Per	Extended Cost
1	1001	1	Test	Test	1	0		$1.00	$1.00

Total Cost $1.00

The **Purchase Order** report enables you to reprint a purchase order after providing its number.

```
----------------------------------------
Daily Inventory Assessment
----------------------------------------

----------------------------------------
INVENTORY STATUS:
----------------------------------------

Total # of items:
With invalid Inv Qty:3
With activity in Last 7 Days:4
Known inaccurate inventory Rate:75%

Your known inaccurate inventory rate is
greater then the Standard allowed
therefore, you must perform
a Physical Inventory.
```

```
----------------------------------------
Daily Inventory Assessment
----------------------------------------

----------------------------------------
INVENTORY STATUS:
----------------------------------------

Total # of items:
With invalid Inv Qty:5
With activity in Last 7 Days:11
Known inaccurate inventory Rate:45%

Count all the Items listed below.

----------------------------------------
INVENTORY LIST TO COUNT
----------------------------------------
----------------------------------------
Item Number        Current Stock
Item Name
----------------------------------------
BonusPT           -18
Bonus Points
GIFT_C            -4
Gift Card
Item2             -2
Item 2
Non_Inventory     -9
***** your description ******
PromptDate        -1
Prompt Date Item
```

The **Daily Inventory Assessment** report will reflect only items that have "count this item" checked.

There are two setting that effect this report:

-SETUP>SETUP SCREEN>INVENTORY>"Standard Inventory Percent Allowed = X"

-Inventory Maintenance>"Count This Item"

For the example we will say the "standard inventory percent allowed" is set to 10%. The report will let you know if your inventory count is inaccurate. If only certain items are inaccurate but the percentage is below what you set, 10% in our case, the report will list the individual items that are inaccurate. If the inventory inaccuracy is greater than 10% the report will let you know that and require you to do a full inventory count.

Customer Category

The **A/R Summary** report lists all customers (last name, first name, customer number, and company) along with their respective account balances.

The **A/R Statement** report enables you to print a statement for a customer. The statement contains all payments and purchases on their account.

The **Aging by Company** report contains a list of customers along with their balances and how long the balances have been outstanding (the ranges they fall into).

Customer Members

4/17/2012

Customer Number	Name	Expiration Date
01	PcAmerica Inc.	04/01/2051
101	Cash Customer	

The **Membership** report lists all customers (name and number) along with the expiration date of their membership (configured in **Customer Maintenance**).

Customer Item Sales for Item# : Item2

Date	Invoice #	Customer #	Name	Quantity	Total Price
4/17/2012 12:34:47PM	13	01	PcAmericaInc.	1.00	$3.50
4/17/2012 12:35:31PM	15	101	CashCustomer	1.00	$3.50
					$7.00

The **Purchasers of Item** report lists all customers (name and number) that purchased the item you select. Each listing contains the date and time of purchase, the invoice number, the quantity purchased, and the price they were charged.

Customer Sales History

987 -- pca customer
Discount Level: A

Date	Store ID	Invoice#	Item#	Item Name	Quantity	Price Per	Discount	Total	Bonus Points
1/28/2013	1001	3	9998	8x10 Black & White I	1.00	$5.00	0%	5.00	
1/28/2013	1001	3	1121541228	Candy Buttons	1.00	$1.95	0%	1.95	
1/28/2013	1001	3	7296511020	Cup-O-Gold	1.00	$1.95	0%	1.95	
Total					**3.00**			**8.90**	**0**

The **Sales History** report lists the items purchased by each customer. Each listing contains the date of purchase, the store ID, the invoice number, the item number and name, the quantity purchased, the price of each, the total price, and the bonus points earned. This report can be limited to a single customer by selecting one prior to generation.

The **Most Frequent Buyers** report is a prompt listing the top 10 most frequent buyers among all your customers.

The **Phone and E-Mail Listing** report lists all customers, filtered by either last name or customer number. Each listing contains the customer's number, first and last name, company, and phone numbers and e-mail.

The **Ship To Info** report contains the shipping information and phone numbers of all customers. See the **Shipping/Billing** tab of **Customer Maintenance**.

The **Customer Referral** report is a prompt containing the total number of customers referred by each referral source. Referral sources are configured in the **Account Control** tab of **Setup Screen** and chosen in the **Extended Info** tab of **Customer Maintenance**.

The **Customer Purchases by Department** report contains a list of items purchased from each department. The item number, customer number, and price of the item are provided.

The **Gift Registry Summary** report lists all items that are in at least one customer's gift registry. The item number, item name, price, quantity in stock, quantity requested, and quantity to order (if the number of requests are not covered by stock) are provided.

The **Customer Purchase Request** report lists all items (number, description, department, stock level, and the price that the customer will be charged at their price level) for sale. The customer can make purchases by providing quantities to order. A customer must be chosen prior to generation.

The **Open A/R Invoices** report lists invoices, broken down by date, which were closed on account and not paid. The invoice number, customer number and name, and balance due are provided.

Customer Sales Summary
Between 5/9/2012 and 5/11/2012 11:59:59 PM
5/11/2012

Customer #	Last Name	First Name	Total Price	Total Tax1	Total Tax2	Total Tax3	Total Tip	Gross Total
101	Customer	Cash	3.00	0.16	0.00	0.00	0.00	3.16
01	Inc.	PcAmerica	-2.25	0.06	0.00	0.00	0.00	-2.19
			0.75	**0.22**	**0.00**	**0.00**	**0.00**	**0.97**

The **Customer Sales Summary** report lists all customers (number, first name, last name) along with the price of all items sold to them, the total taxes paid by them, and the price of all items sold to them after tax.

You can limit the contents of this report to a particular customer.

Customer Accounts Finance Charges
5/11/2012

Customer Number	Customer Name	Finance Charge Date	Percent	Amount	Employee ID
01	PcAmerica Inc.	5/11/2012 11:25:49AM	50.00	0.34	100101

The **Finance Charges** report lists all customers (number, first name, last name) along with the last date finance charges were applied to the customer, the percentage of finance charges applied to each customer, the total amount charged (based on the percentage that was entered), and the employee id who applied the finance charges.

You can limit the contents of this report to a particular customer.

Customer AR Details
5/11/2012

Transaction Date	Transaction Type	Invoice Number	AR Trans Number	Payment Method	Transaction Amount
Customer Number:	**01**				
Customer Name:	**Inc., PcAmerica**				
05/11/12 11:25 am	Invoice	29	6	N/A	0.34
05/11/12 11:32 am	Payment	N/A	7	CA	-0.10
			01	**Total:**	0.24
				Grand Total:	0.24

The **Customer AR Details** report lists all AR (accounts receivable) transactions for a customer.

If the invoice is being paid to On Account from the invoice screen then this report will display the Customer Number, Customer Name, the transaction date and time, the transaction type (invoice), the invoice number, the transaction amount, and the balance affected.

If a payment is being applied to an account the report will then display the Customer Number, Customer Name, the transaction date and time, the transaction type (payment), the invoice number, the AR transaction number, the payment method, the transaction amount, and the balance affected.

This report will give a total per customer as well as a grand total for all customers.

You can limit the contents of this report to a particular customer.

Employee Category

Employee Hours & Wages -- 4/26/2012 - 4/26/2012

Start Time End Time	Total Worked	Paid Break Unpaid Break	Emergency OverrideID	Wage	Overtime Wage	Total Sales	Cash Tips	Credit Tips	Overtime Wages	Wages Earned
Cashier ID: 100102		**PCA Employee**								
Job Code: 1001Job code										
4/26/2012 10:22:01AM 4/26/2012 7:29:34PM	8 h 8 m	0 h 0 m 1 h 0 m		20.00	35.00	32.40	0.00	0.00	4.67	160.00
Totals for 100102:		8.00 h 8 m				$32.40	$0.00	$0.00	$4.67	$160.00
Grand Total:						$32.40	$0.00	$0.00	$4.67	$160.00

```
-------------------------------------------
DETAIL PAYROLL REPORT
-------------------------------------------
Report Date Run:4/26/2012
Start Date:4/26/2012
End Date:4/26/2012

STORE:1001 PcAmerica Inc.
www.PCAmerica.com
1-800-722-6374
-------------------------------------------
Cashier ID:  100102
Employee Name: PCA Employee
-------------------------------------------
START DATE          END DATE     TOT HOURS
04/26/2012 10:22:01 04/26/2012 19:29:34
                                    8h 08m
100102-PCA Employee                 8h 08m
-------------------------------------------
GRAND TOTAL                         8h 08m
```

The **Hours and Wages** report lists information about the shifts worked by each employee, including the length of paid and unpaid breaks. For each employee, their regular and overtime wages, sales, tips, and wages earned are provided. Total Sales includes the sales tax collected.

You can limit the contents of this report to particular cashiers.

If Emergency OverrideID is displayed on the report it is the ID of the cashier performing the emergency clockout.

Wage and overtime wage is configured in the cashier's job code.

Employee Tips
4/26/2012

Cashier ID		Date/Time	Invoice #	Tip Amount
100102	PCA Employee			
	100102	4/26/2012 4/26/2012 10:45AM	42	25.00
		4/26/2012		25.00
	100102			25.00
		Grand Total:		25.00

For information about the **Server Tips** report, refer to the document entitled "Tips (RPE)" on http://faq.pcamerica.com.

Employee Commissions

4/26/2012

Salesperson	DateTime	Invoice Number	Total Price	Commission
100102				
	04/26/2012	34	$20.00	$3.00
	04/26/2012		$20.00	$3.00
100102			$20.00	$3.00
	Grand Total:		**$20.00**	**$3.00**

The **Commissions** report lists the commissions earned by each salesperson. Each listing contains the date and time, invoice number, price, and commission, the grand total for each salesperson is also calculated.

No Tax is displayed on the report.

You can limit the contents of this report to particular cashiers.

Commissions can be configured in Inventory Maintenance and **Prompt Salesperson** must be checked in the **Invoice Settings** tab of **Setup Screen**.

Employee	Total Worked	Paid Break	Unpaid Break	Wage	Tips	Overtime Wages Earned	Wages Earned
100102 PCA Employee	11.00 h 10 m	0.00 h 0 m	1.00 h 0 m	20.00	36.50	110.84	160.00
			Grand Total:		36.50	$110.84	$160.00

The **Hours and Wages – Summary** report is the same as the **Hours and Wages** report, except it does not contain the employee's Start and End times, Total Sales, Overtime Wage.

Employee Listing

4/26/2012

Cashier ID	Name	SSN	Address	City	State	Zip	Phone
01							
100101							
100102	PCA Employee	123-23-1234	Address 1	City	State	12345	1-800-722-6374

The **Employee Listing** report lists the ID, name, social security number, address, city, state, zip code, and telephone number of every employee.

Cash Pickups -- Selected Cashiers All Stations

4/26/2012

DateTime	Amount	Station_ID	Override_ID

Store: 1001

04/26/2012

Cashier: 100102   PcAmericaInc.

4/26/2012 12:18:10PM	$2.00	01	100101
Cashier Total	$2.00		
Day Total	$2.00		
Store Total	$2.00		

Grand Total: $2.00

The **Cash Pickups** report lists all cash pickups, broken down by store, date, and cashier. Each listing contains the date and time, amount picked up, and station ID. Cashier, daily, store, and grand totals of all pickups are calculated.

You can limit the contents of this report to particular cashiers and/or stations.

Sales by Rep Summary (Totals) Between 4/26/2012 and 4/26/2012 11:59:59 PM

4/26/2012

Salesperson		Commission	Total Sales
Totals for Store: 1001			
100102	PcAmerica Inc.	$3.00	$22.00
Totals for Store: 1001		$3.00	$22.00
Grand Total for ALL Stores:		$3.00	$22.00

Sales by Rep Summary (By Month) Between 4/26/2012 and 4/26/2012 11:59:59 P

4/26/2012

Salesperson		Commission	Total Sales
Totals for Store: 1001			
April 2012			
100102	PcAmerica Inc.	$3.00	$22.00
April 2012		$3.00	$22.00
Totals for Store: 1001		$3.00	$22.00
Grand Total for ALL Stores:		$3.00	$22.00

The **Sales By Rep Summary** report lists the salespersons in each store along with their total sales and commissions. No tax is shown on this report.

Labor Cost Percentage
Between 4/26/2012 and 4/26/2012 11:59:59 PM

4/26/2012

Date	Net Sales	Labor Hours	Labor Wages	Labor Percentage
04/26/2012	$207.00	12 h 45 m	$282.55	136.50

The **Labor Cost Percentage** report lists, for each day, the total sales, labor hours, labor wages, and the "labor cost percentage," which is the labor wages divided by the total sales, multiplied by 100. Net sales Does not include tax collected.

You can limit the contents of this report to sales and labor by particular salespersons.

Employee History

4/26/2012

CashierID	First Name	Last Name	Date Created	Date Disabled
01			1/18/2012 1:33:46PM	
100101			7/16/2010 12:43:30PM	
100102	PcAmerica	Inc.	3/29/2012 4:16:59PM	4/26/2012 12:45:46PM

The **Employee History** report lists each employee including the following information; the CashierID, the Employees First Name, the Employees Last Name, The Date the Employee was created, and the Date the Employee was disabled (if applicable).

Restaurant Category

The **# of People Served** report is a prompt containing the number of people served.

For information about the **Server Tips** report, refer to the document entitled "Tips (RPE)" on http://faq.pcamerica.com.

The **Ingredients – Theoretical Usage** report lists ingredients that should have been used (and the appropriate quantities) based on sales that occurred. This list can be compared to actual usage to detect losses.

You can limit the contents of this report to items in particular departments.

This report is used in conjunction with the **Ingredient Tracking** feature, which is described in detail in the document entitled "Ingredient Tracking" on http://faq.pcamerica.com.

The **Delivery Tracking Statistics** report lists the times taken to prepare orders, to assign them to drivers, for the drivers to leave, and for the drivers to return. These statistics can be used to identify where bottlenecks in the delivery process are occurring.

You can limit the contents of this report to deliveries managed by particular cashiers.

Rental Category

The **Late Rentals** report lists rented items that are past their due date. The item's name and number, customer's name and number, customer's phone number, due date, and number of days late are provided.

The **Items Currently Rented** report lists rented items. Each listing contains an item's number and name and a customer's number, name, and phone number.

The **In Store** report lists rental items that are in the store. Each listing contains the item number and name, the number and name of the last customer to rent the item, and the quantity of the item in stock.

The **History** report lists the rental history of an item (date, invoice number, customer number, price they paid) as well as the total number of and money earned from rentals of the item. The number of the rental item is provided prior to generation.