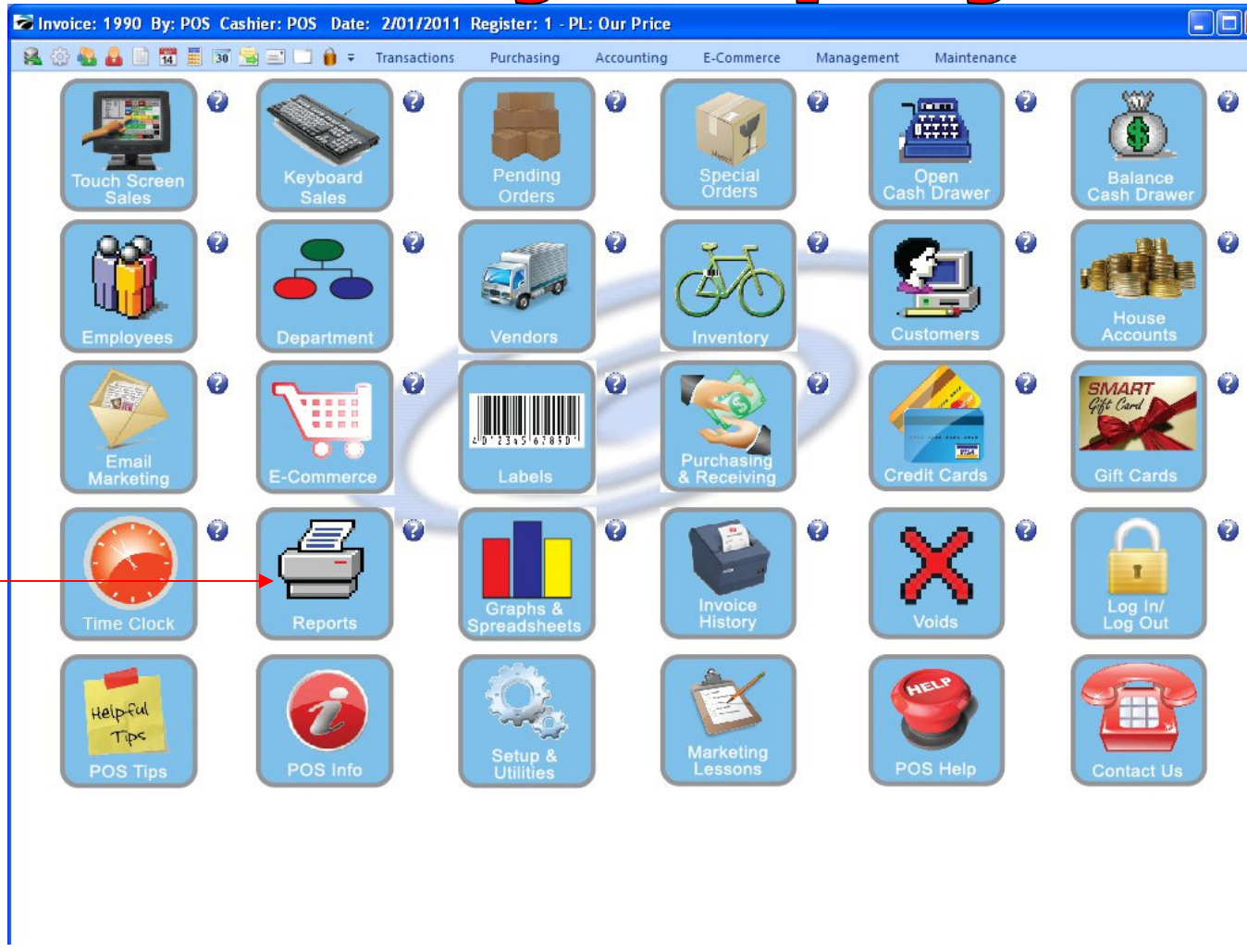


Sales Reports

Sales by Employee

1



IN MANAGER MODE:

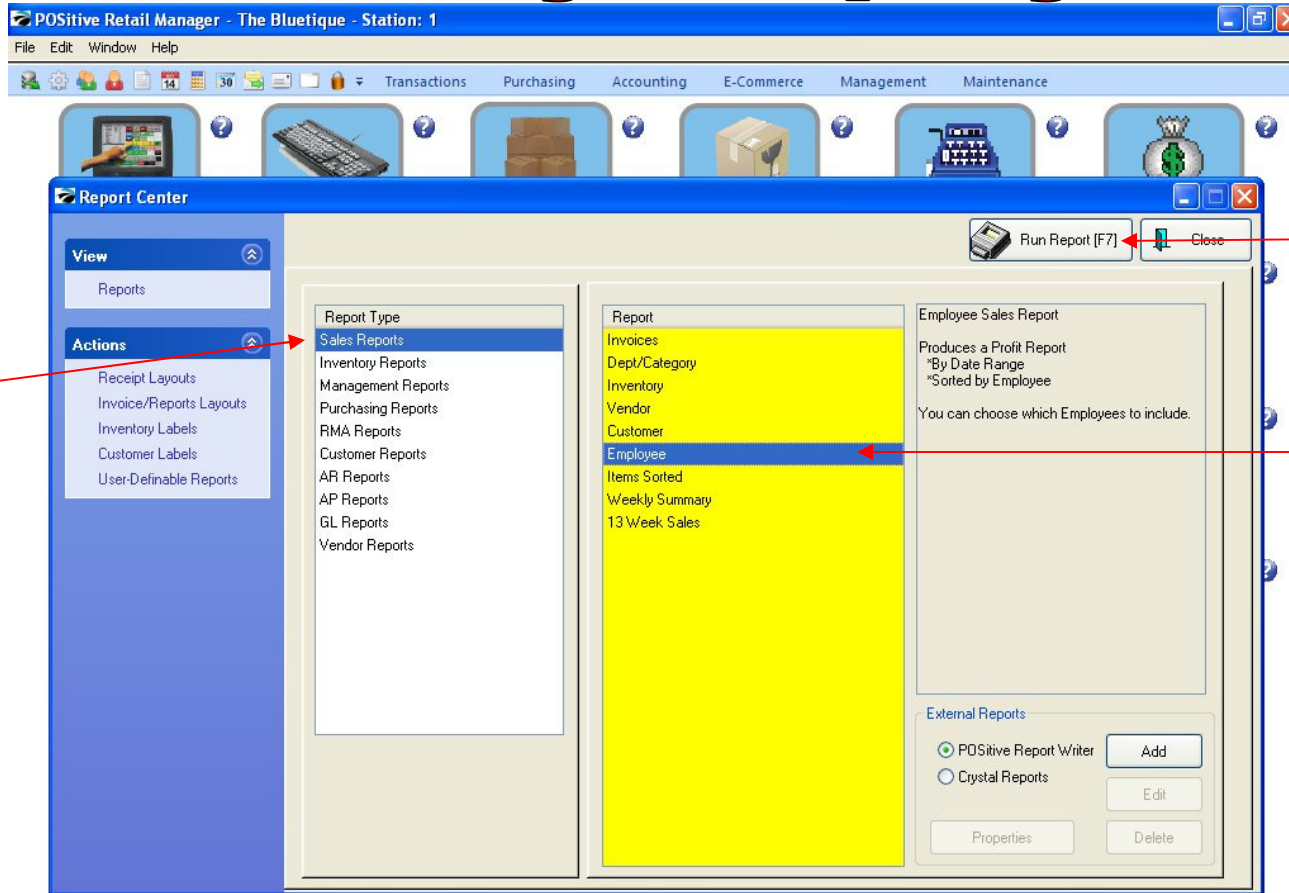
Go to Reports

1. Select Reports Button

Sales Reports

Sales by Employee

2



1

2

3



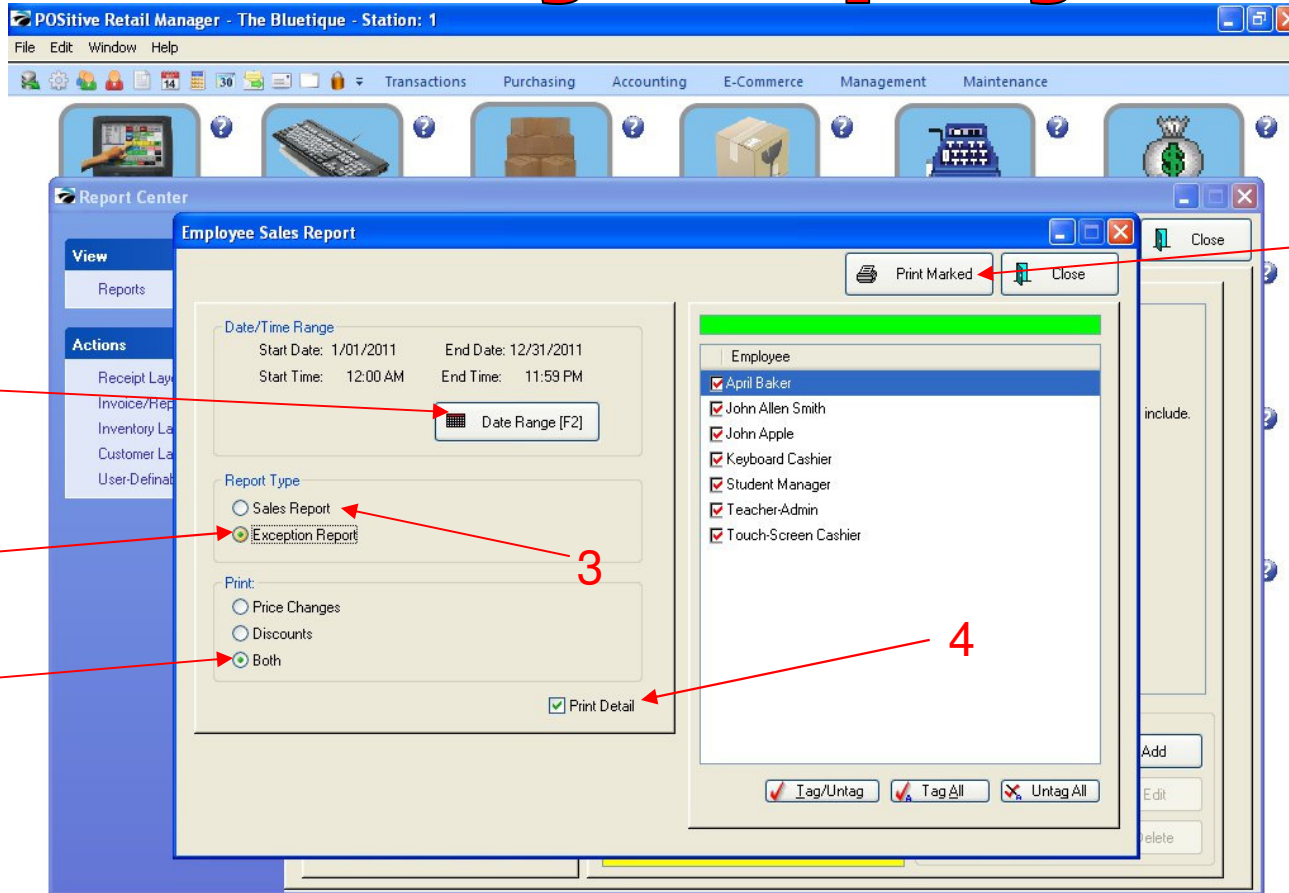
REPORT CENTER:

1. Under Report Type, Select Sales Report
2. Under Report, Select Employees
3. Select Run Report (F7)

Sales Reports

Sales by Employee

3



REPORT CENTER:

1. Set Date Range (F2), Report will default to today
2. Select Exception Report (to show discounts or price changes)
3. Select Sales Report (to show total sales)
4. Select Both under print
5. Select Print Detail
6. Select Print Marked

Sales Reports

Sales by Employee

4

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	47,124

1

Employee Exception Report
Confidential

From: 1/1/2011 12:00 AM
To: 12/31/2011 11:59 PM

Date	Time	Reference	SKU	Description	Quantity	Unit Price	Total Line Price	Total Original Price	Total Difference	Disc%
Teacher-Admin										
Price Adjustment										
1/1/2011	11:11 AM	1493	SMALL	Smart Coupon Appeal	-1.00	-9.00	9.00	45.00	-34.00	-50.00
1/1/2011	4:13 PM	1717	GIFTCARD	GIFT CARD-----	1.00	50.00	50.00	0.00	50.00	100.00
1/4/2011	11:43 AM	1775	GIFTCARD	GIFT CARD	1.00	1749	1749	0.00	1749	100.00
1/4/2011	2:23 PM	1781	GIFTCARD	GIFT CARD	1.00	1749	1749	0.00	1749	100.00
1/7/2011	5:14 PM	1812	GIFTCARD	GIFT CARD	1.00	50.00	50.00	0.00	50.00	100.00
1/11/2011	12:14 PM	1816	SMALL	Smart Coupon Appeal	-1.00	-3.50	3.50	19.50	-15.40	-50.00
1/19/2011	11:43 AM	1841	GIFTCARD	GIFT CARD	1.00	50.00	50.00	0.00	50.00	100.00
1/20/2011	12:43 PM	1879	GIFTCARD	GIFT CARD	1.00	25.00	25.00	0.00	25.00	100.00
1/20/2011	12:43 PM	1880	GIFTCARD	GIFT CARD	-1.00	10.00	-10.00	0.00	-10.00	100.00
1/20/2011	12:44 PM	1882	GIFTCARD	GIFT CARD	1.00	100.00	100.00	0.00	100.00	100.00
1/20/2011	12:47 PM	1883	GIFTCARD	GIFT CARD	-1.00	5.00	-5.00	0.00	-5.00	100.00
1/20/2011	12:51 PM	1888	GIFTCARD	GIFT CARD	-1.00	95.00	-95.00	0.00	-95.00	100.00
1/25/2011	3:35 PM	1910	GIFTCARD	GIFT CARD	1.00	100.00	100.00	0.00	100.00	100.00
1/25/2011	3:35 PM	1921	GIFTCARD	GIFT CARD	-1.00	20.00	-20.00	0.00	-20.00	100.00
Price Adjustment							390.00	44.50	228.30	74.20
Teacher-Admin							390.00	44.50	228.30	74.20
Grand Total:							390.00	44.50	228.30	100.00

Page: 1

Em: 1/1/2011 4:59 PM

Zoom: 75% 1 pages, 46.0Kb



REPORT CENTER:

- Employee Exception Report will print

Sales Reports

Sales by Employee

5

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Date	Time	Number	Cashier	Station	Price	Cost	Profit	Margin	Freight
Teacher-Admin									
2/01/2011	11:14AM	1993	POS	1	42.00	29.00	13.00	30.95	0.00
2/07/2011	11:18AM	2025	POS	1	1.50	0.85	0.65	43.33	0.00
2/08/2011	10:18AM	2042	POS	1	42.00	29.00	13.00	30.95	0.00
2/14/2011	11:40AM	2064	POS	1	1.00	0.00	1.00	100.00	0.00
2/17/2011	4:42PM	2073	POS	1	1.00	0.00	1.00	100.00	0.00
2/17/2011	4:45PM	2075	POS	1	1.00	0.00	1.00	100.00	0.00
Employee Subtotal:					88.50	58.85	29.65	33.50	0.00
Grand Totals:					88.50	58.85	29.65	33.50	0.00

Zoom: 100% 1 pages, 22.1Kb

1



REPORT CENTER:

1. Employee Sales Report will print