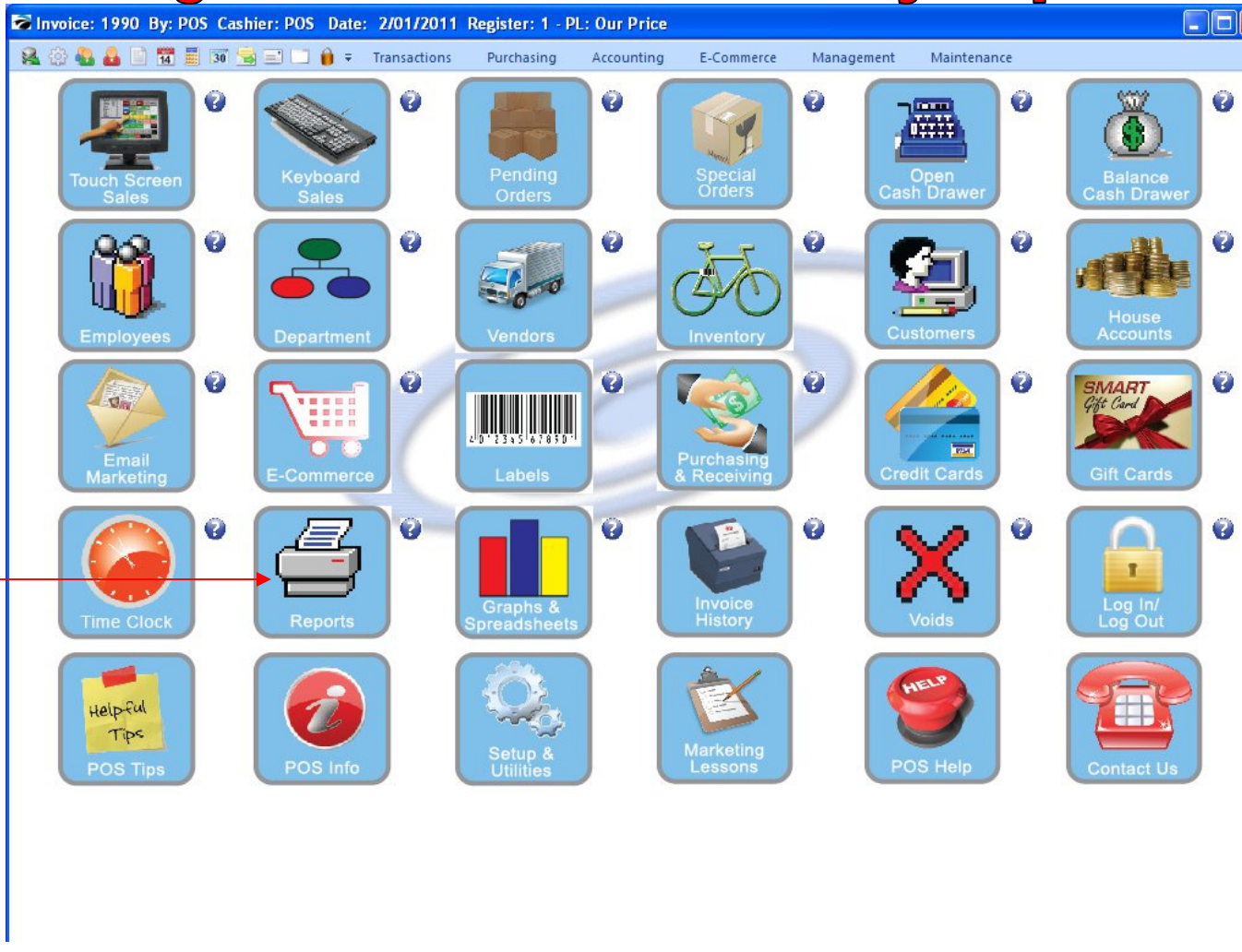


Sales Reports

1

Register Balance Summary Report



IN MANAGER MODE:

To add up 2 Stations or More for a Bank Deposit Report

Go to Reports

1. Select Reports Button

Sales Reports

3

Register Balance Summary Report

The screenshot shows the POSitive Retail Manager interface. The main window is titled "Report Center" and has a menu bar with "File", "Edit", "Window", and "Help". Below the menu bar is a toolbar with icons for Transactions, Purchasing, Accounting, E-Commerce, Management, and Maintenance. The Report Center window has a "View" section with "Reports" selected and an "Actions" section with options like "Receipt Layouts", "Invoice/Reports Lay...", "Inventory Labels", "Customer Labels", and "User-Definable Repo...". A "Set a range of dates" dialog box is open, showing date selection options. A red arrow labeled "1" points to the "Reports" option in the Report Center. Another red arrow labeled "2" points to the "OK [F10]" button in the dialog box.

From: 3/07/2011 Starting at: 12:00 AM
Thru: 3/07/2011 Ending at: 11:59 PM
Select Shift [F5]

Buttons: Yesterday, Today, Tomorrow, Last Week, This Week, Next Week, Last Month, This Month, Next Month, Last Quarter, This Quarter, Next Quarter, Last Year, This Year, Next Year

Press the Home Key to enter today's date.

March, 2011							April, 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

May, 2011							June, 2011							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7					1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	
29	30	31					26	27	28	29	30	1	2	
							3	4	5	6	7	8	9	

Buttons: Add, Edit, Delete, OK [F10], Cancel



REPORT CENTER:

1. Select the date/time range
2. Select OK (F10)

Sales Reports

4

Register Balance Summary Report

Report Preview

File

Page: 1 of 2 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
✓ 1	22,708
✓ 2	13,390

Register Balance Summary Report From: 12/22/2010 12:00 AM
Confidential To: 12/22/2010 11:59 PM

Date	Register	By	Cash	Checks	Charge/Debit	Coupons	Gift	Food Stamps
12/22/2010	1	POS	Actual Cash Received: 35.65	18.00	0.00	0.00	0.00	0.00
			Computer Reported: 35.67	18.00	0.00	0.00	0.00	0.00
			OVER: 0.00	0.00	0.00	0.00	0.00	0.00
			SHORT: -0.02	0.00	0.00	0.00	0.00	0.00
			Cash Left in Drawer: 35.00					
12/22/2010	2	POS	Actual Cash Received: 81.44	2.00	21.00	0.00	0.00	0.00
			Computer Reported: 81.48	2.00	21.00	0.00	0.00	0.00
			OVER: 0.00	0.00	0.00	0.00	0.00	0.00
			SHORT: -0.04	0.00	0.00	0.00	0.00	0.00
			Cash Left in Drawer: 35.00					
12/22/2010	3	POS	Actual Cash Received: 68.60	34.38	38.49	0.00	41.67	0.00
			Computer Reported: 68.50	34.38	38.49	0.00	41.67	0.00
			OVER: 0.10	0.00	0.00	0.00	0.00	0.00
			SHORT: 0.00	0.00	0.00	0.00	0.00	0.00
			Cash Left in Drawer: 35.00					

Zoom: 80% 2 pages, 35.3Kb

1



REPORT CENTER:

1. The report will show all stations Register Balance Summary Report

Sales Reports

5

Register Balance Summary Report

The screenshot shows a 'Report Preview' window with a toolbar and a table of report pages. The main content is a 'Register Balance Summary Report' for the period 12/22/2010. The report includes a table of financial data and a summary table.

Page	Size
1	22,708
2	13,390

Register Balance Summary Report
Confidential
From: 12/22/2010 12:00 AM
To: 12/22/2010 11:59 PM

Date	Register	By	Cash	Checks	Charge/Debit	Coupons	Gift	Food Stamps
			Total Sales w/out Tx			336.99		
			Tax Collected			12.54		
			Tax 1 Collected			12.54		
			Tax 2 Collected			0.00		
			Total Sales			349.53		
			-Gift Certificate Applie			41.67		
			-Sales On Account			62.01		
			-Ending Balance			105.00		
			+Starting Balance			105.00		
			+Accts Recv. Collecte			53.67		
			+Over/Short			0.04		
			Total			299.56		
Cash:			185.69					
Check:			54.38					
Subtotal:			240.07					
Charge:			59.49					
Your Deposit:			299.56					

1



REPORT CENTER:

1. The last page will the Summary of all registers or for a time period