

Why is Sales Data Useful for a Business?

- **To Evaluate your store's Performance and Productivity**
- **Analyze sales for a specific Vendor, Employee, or Product Line**
- **Forecast Future Sales – Knowing when to buy and how much to buy to meet Future Demand**
- **Sales are needed to produce a Profit. Profit Margins can be determined and analyzed by looking at POS sales figures**
- **Analyze Selling Trends for your products and Buying Trends of your customers**



School Store POS Systems

877-271-3730

www.Schoolpos.com

What is Sales Data? How is it Produced and Summarized in Reports?

Sales are based on your Store's Performance over a period of time.

You can sort your report for:

- **A shift or hour**
- **A day**
- **A week**
- **A month, quarter, or year**

The sales data can also be qualified to measure specific data by a vendor, employee, or grouping of merchandise.

Most sales reports will reveal a profit picture for your business from whatever sales are reported. Generally in \$ profit and related profit margin %.

We recommend leaving the "print detail" box unchecked, as if left checked, specific transaction data (generally unnecessary) may make the sales report very cumbersome and difficult to read.

**** It's always a good idea to preview any report before printing.**

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Where is the Sales Reports Located?

Various Functions in POSitive software can generally be accessed from multiple screens or locations. This holds true when obtaining sales data. Three possible access points will include the following:

- A. From the Report Center [^F9]**
- B. From the Management Center [F3]**
- C. From the top line menu - Accounting**

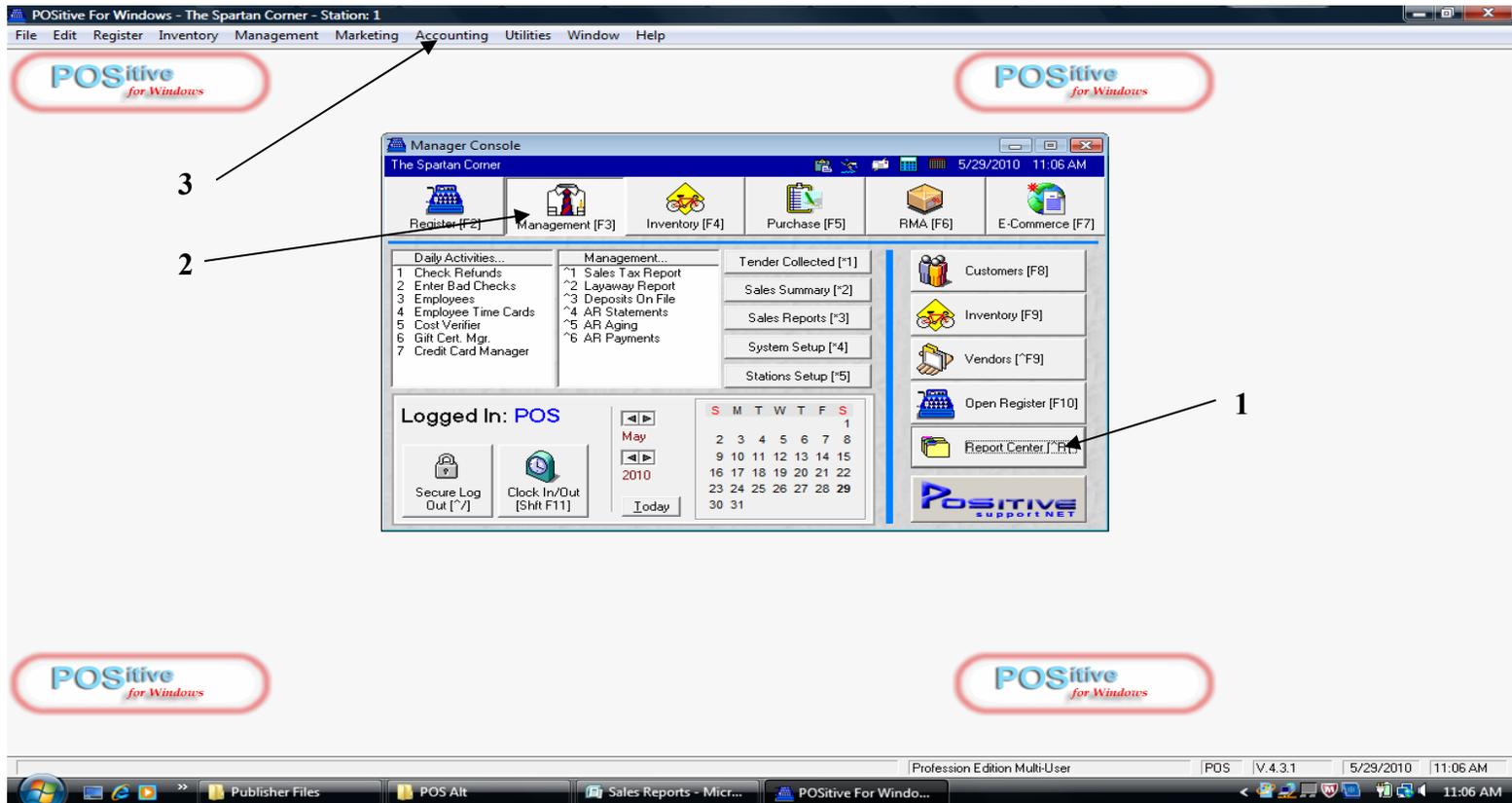
**The next 5 screens will demonstrate these Report access points.
Use whichever location you find most convenient.**

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Sales Reports

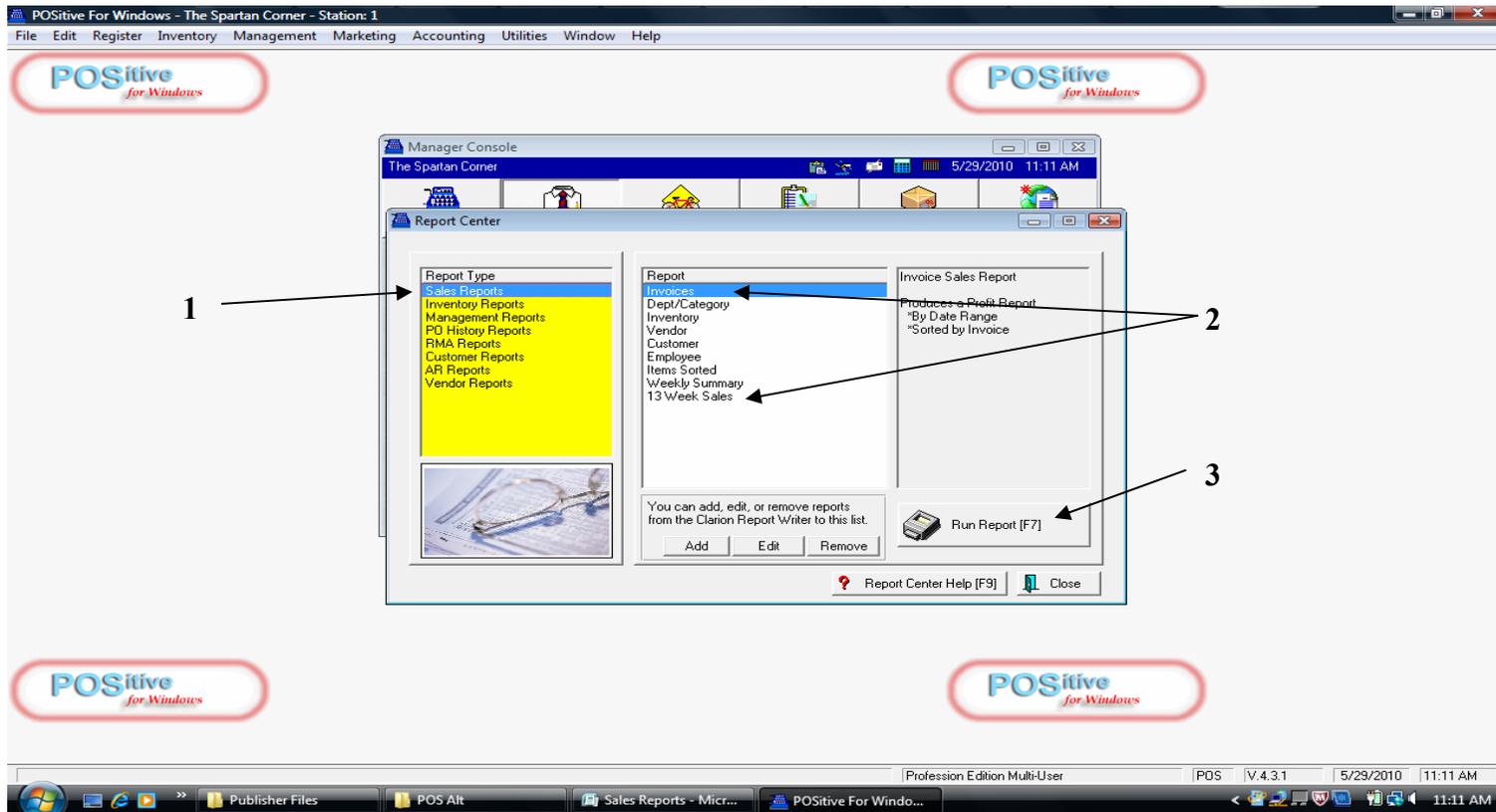


From the Manager Console, you can Access reports in **3** areas:

1. Report Center [F9]
2. Management Center [F3]
3. Accounting menu item

Sales Reports

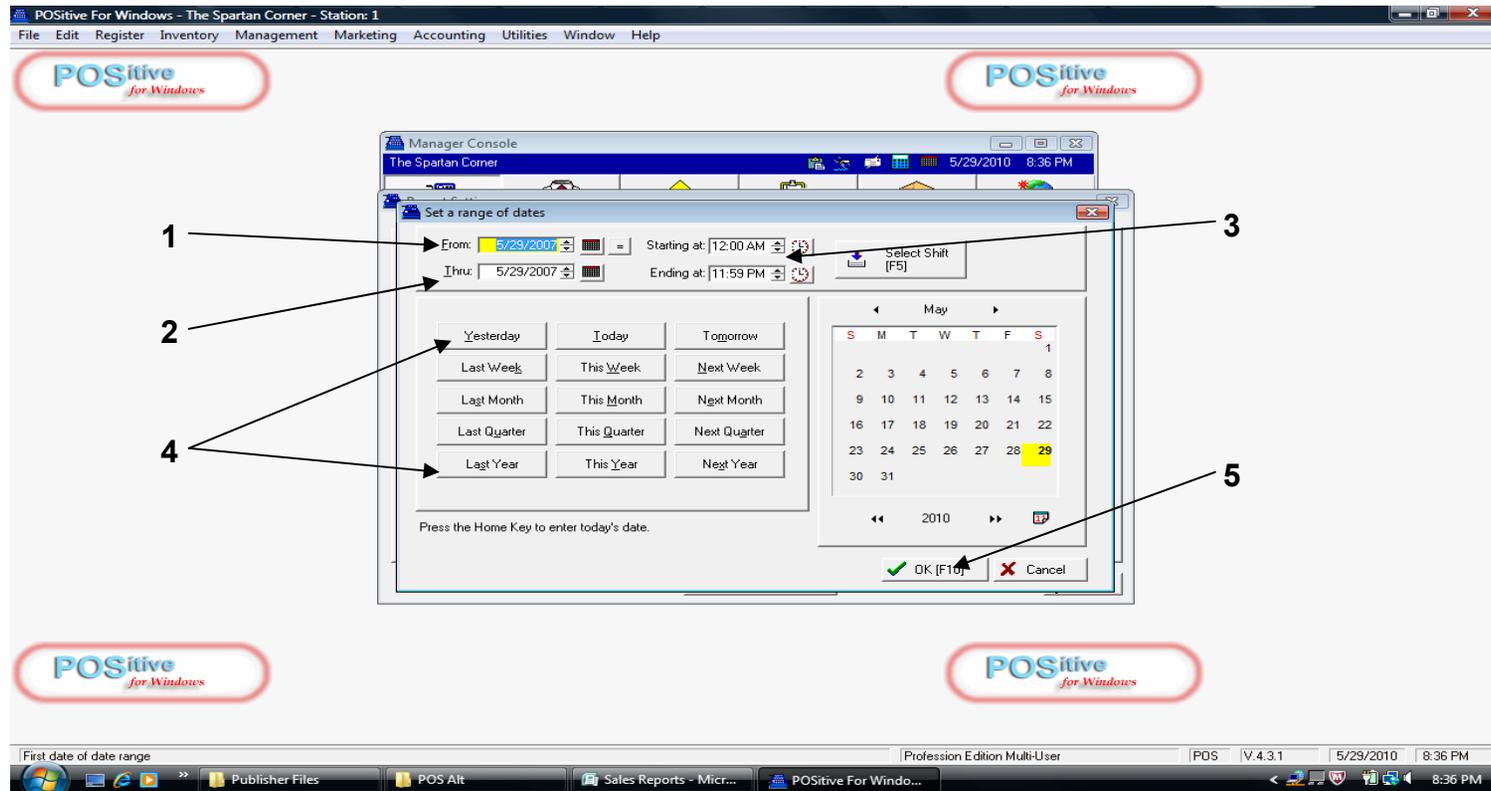
5



To access Sales Reports from the Report Center

1. Click **Sales Reports** (Report Type)
2. Click **Specific Report** (choose from Reports listed)
3. Click **Print Report [F7]** to process your selection

Sales Reports

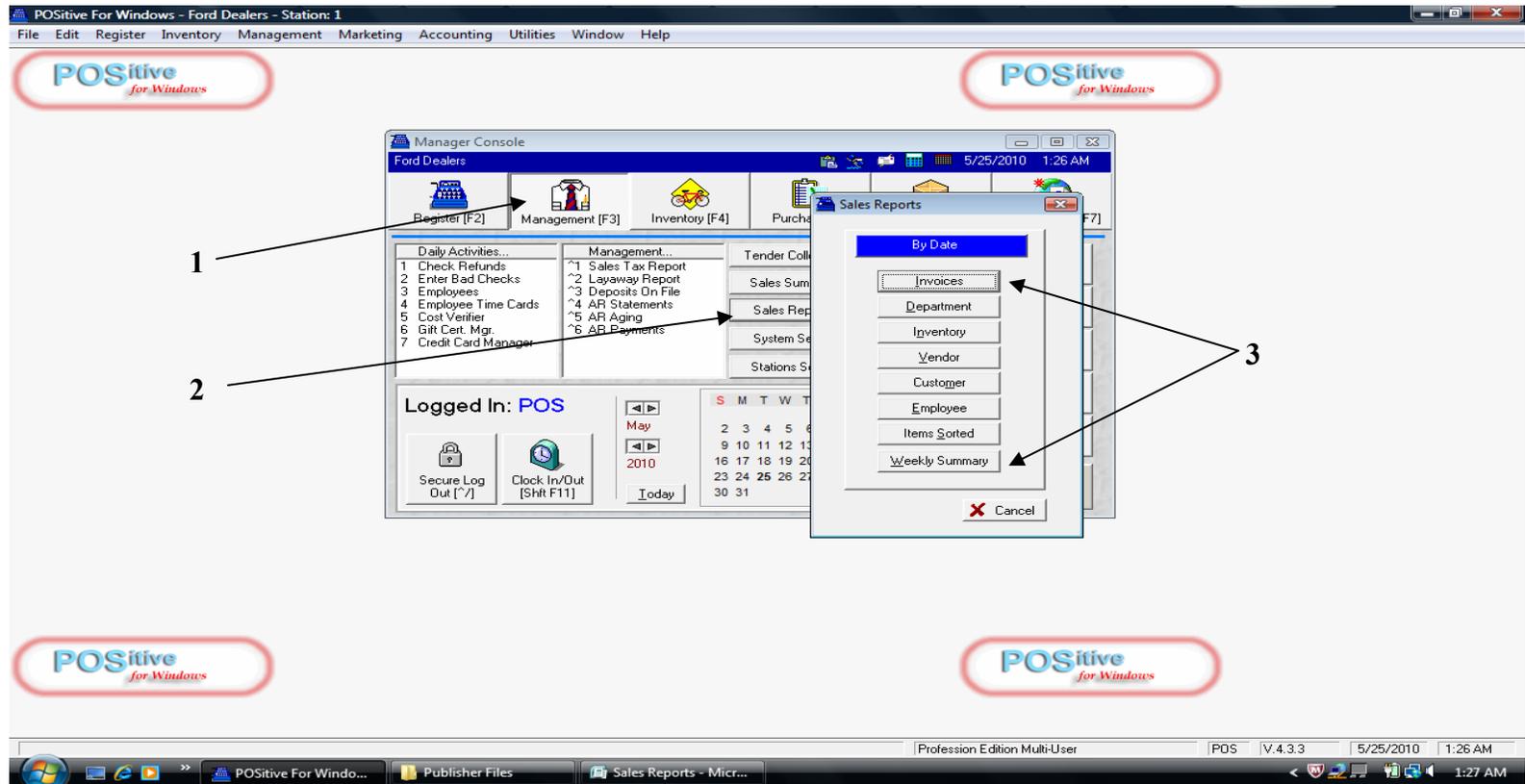


Once a Report is selected, you must define the Performance you want to measured.

1. To define a period of time, Click **From** (type in or define from the calendar tab) .
2. Then click **To** (type in or calendar).
3. Define a **Time of day** if appropriate.
4. Use the handy **Date Tabs** (Today, Yesterday, This Week, This Month, etc.) if appropriate.
5. Click **OK [F10]** to Select performance period defined.

Sales Reports

7

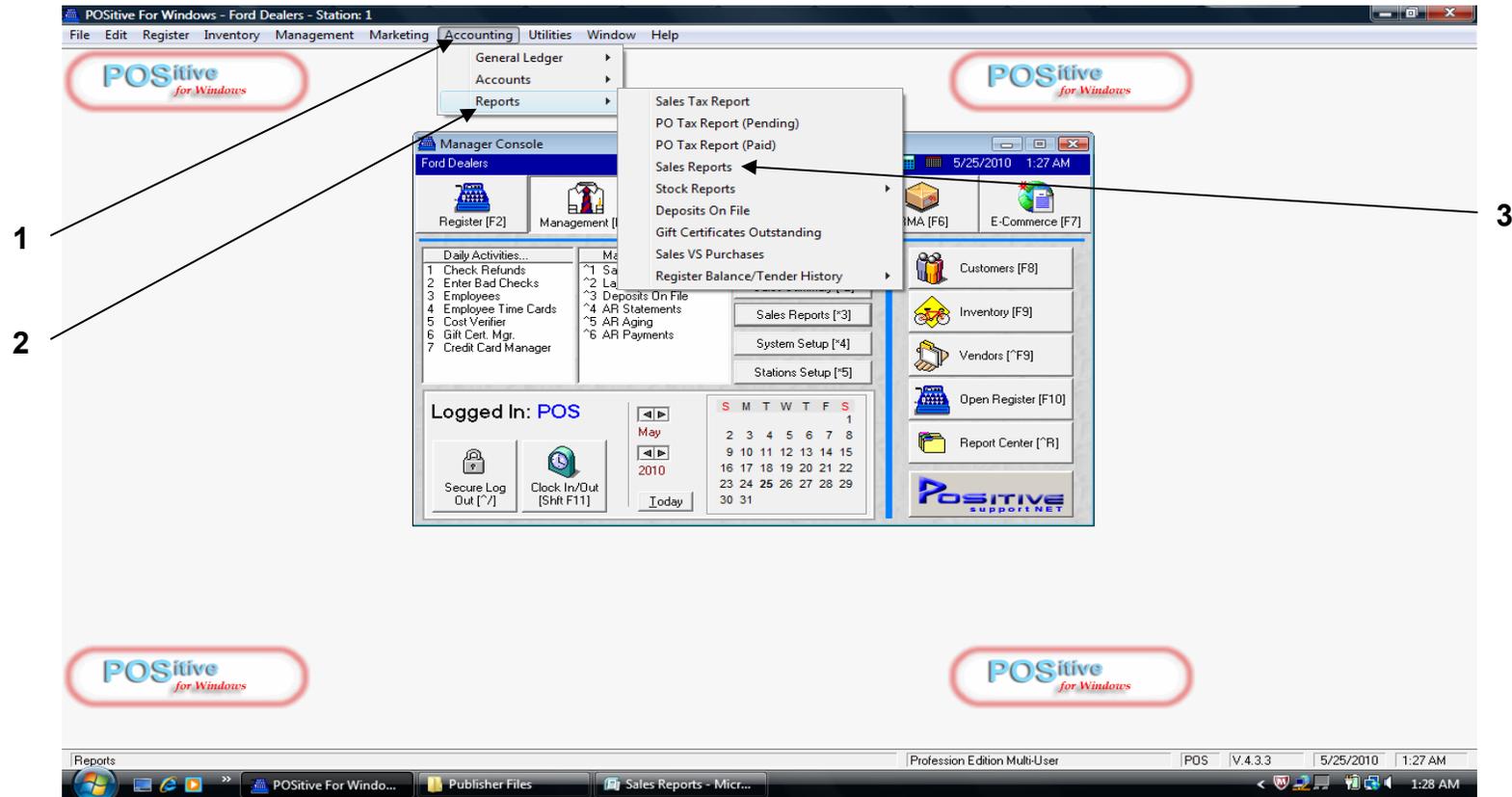


To access Sales Reports from the Management Center

1. Click the **Management Center Tab** [F3]
2. Click **Sales Reports** (3rd tab down)
3. Choose from Reports listed and process.

Sales Reports

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To access Sales Reports from the Accounting Menu

1. Click **Accounting** (top of screen menu item)
2. Click **Reports** (3rd item listed on drop down menu)
3. Click **Sales Reports** (4th item on drop down)
Choose from Reports Listed and process.

Specific Sales Reports to Review

- 1. Sales by Invoices**
- 2. Sales by Department/Category**
- 3. Sales by Vendor**
- 4. Sales by Employee**
- 5. Sales by Items Sorted – Quantity Sold**
- 6. Register Balance Report**
- 7. Register Balance Summary Report**
- 8. Sales Tax Report**
- 9. Sales by Employee w/graph**
- 10. Hourly Sales Summary w/graph**
- 11. Monthly Sales Summary w/graph**
- 12. Daily Sales Report**
- 13. Profit by Week**

For a preview of each of these reports, we will be accessing them from the **Report Center [^F9]** option. Assume you are in that function.

Sales by Invoices Report

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The Spartan Corner

Invoice Sales Report
Confidential

From 5/29/2007 12:00 AM
To 5/29/2007 11:59 PM

	Total	Cost	Profit	Margin	Freight	Total + Freight
1 → Totals:	152.25	110.33	41.92	27.53	0.00	152.25

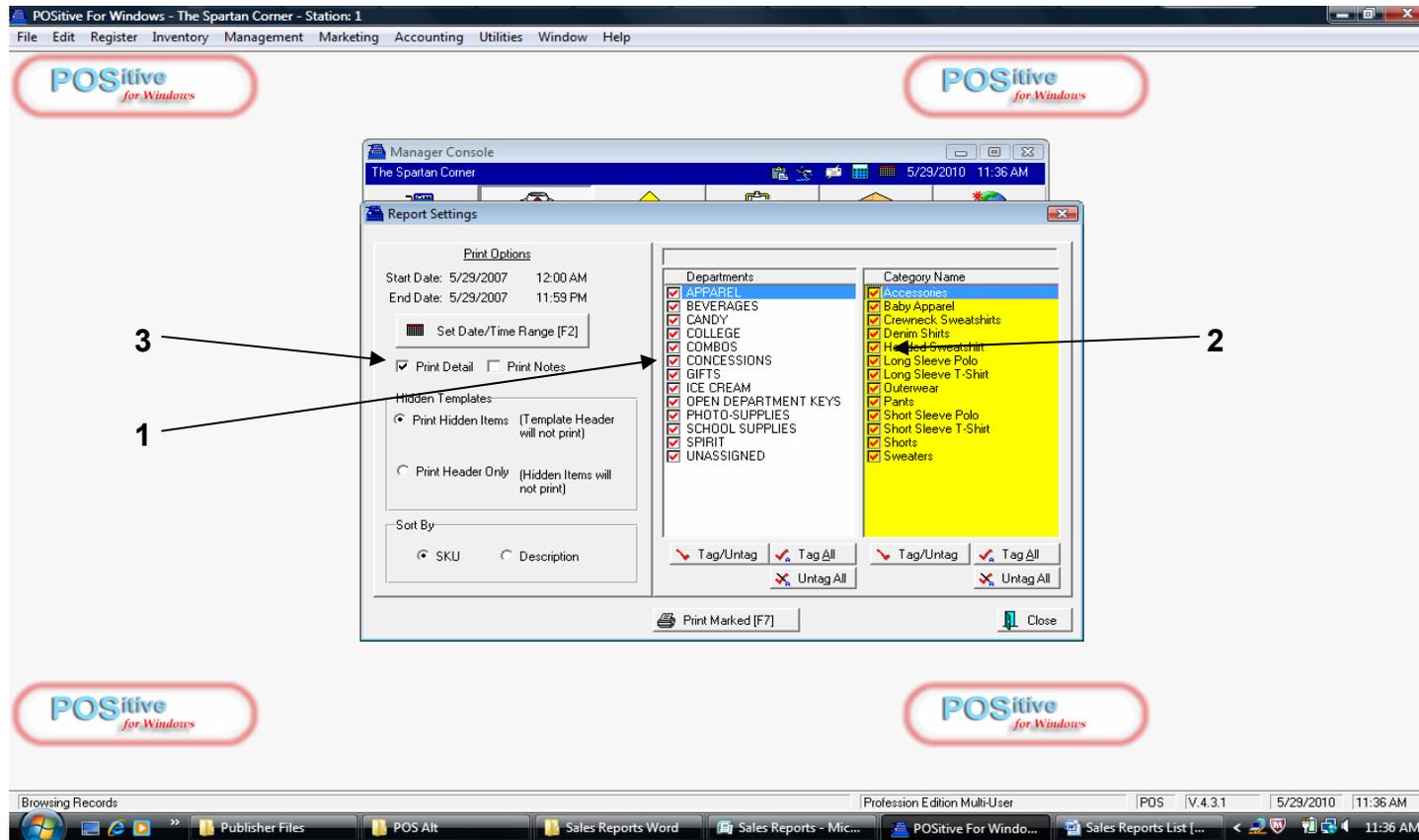
Print ALL pages | KONICA MINOLTA PagePro 1350w on USB002 | Pg: 1 of 1 | 154% | 11:30 AM

The **Sales by Invoices Report** is a very basic report, listing gross sales over a period of time.

1. On the one line reported will appear **Total Sales**, **Cost of Goods Sold**, **\$ Profit**, and **Profit Margin %**.

Sales by Department/Category Report

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The Sales by Department/Category Report is another basic report, listing gross sales, but now analyzed by the specific departments and categories of merchandise that were sold.

1. You can select what **Departments** will appear. (just check one, some, or all)
2. You can also select what **Categories** to include or remove.
3. You should uncheck **Print Detail**.

Sales by Department/Category Report

Preview: CategoryProfitReport

The Spartan Corner

Sales Report By Department
Confidential

From 5/29/2007 12:00 AM
To 5/29/2007 11:59 PM

Department Summary		Department	Category	Total Cost	Total Price	Total Disc.	Net Total Price	% Of Sales
1		APPAREL		6.00	10.00	2.00	8.00	6.40%
			Short Sleeve T Shir	6.00	8.00	2.00	10.00	25.00%
		CANDY		62.81	76.00	0.00	76.00	48.64%
			1.00 Candy	25.82	32.00	0.00	32.00	19.31%
			25 Cent Candy	3.65	6.25	0.00	6.25	41.60%
			50 Cent Candy	4.16	8.50	0.00	8.50	51.06%
			75 Cent Candy	29.18	29.25	0.00	29.25	0.24%
		CONCESSIONS		16.50	22.00	0.00	22.00	14.08%
			Slushies	16.50	22.00	0.00	22.00	25.00%
	2		ICE CREAM		15.03	23.00	0.00	23.00
			1.00 Ice Cream	0.46	1.00	0.00	1.00	54.00%
			1.25 Ice Cream	11.01	16.00	0.00	16.00	31.19%
			1.50 Ice Cream	3.56	6.00	0.00	6.00	40.67%
		OPEN DEPARTMENT KEYS		0.00	13.25	0.00	13.25	8.48%
		Open Candy*****	0.00	12.25	0.00	12.25	100.00%	
		Open Ice Cream*****	0.00	1.00	0.00	1.00	100.00%	
	PHOTO-SUPPLIES		9.99	12.00	0.00	12.00	7.68%	
		Photo Pape:	9.99	12.00	0.00	12.00	16.75%	
		Totals:	110.33	156.25	2.00	154.25		
		Less Line Discounts:	-	-	-	-2.00		
		Less Trade-ins:	-	-	-	0.00		

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The [Sales by Department/Category Report](#) will list gross sales, breaking down the sales into specific departments and categories that were preselected.

1. Sales for selected **Departments** will appear. (including Quantity & \$ Sales)
2. Sales for selected **Categories** will also appear.
3. **% Breakdowns** will appear for \$ Sales of the Totals Reported for Departments and Categories.

Sales by Vendor Report

The screenshot shows the 'Vendor Selection List' dialog box in the POSitive For Windows software. The dialog box is titled 'Vendor Selection List' and contains a table of vendors with columns for Vendor ID, Name, and Account. The 'JAN' vendor is selected. The dialog box also has 'Print Options' (From: 1/1/2009, To: 12/31/2009), 'Sort By' (SKU, Description), and 'Print Detail' options. The background shows the 'Manager Console' window with the 'Report Center' tab selected.

Vendor ID	Name	Account
<input type="checkbox"/>	DSF Detroit Store Fixtures	515
<input type="checkbox"/>	DON Donation	
<input type="checkbox"/>	EBY Eby Express	1286
<input type="checkbox"/>	ELI Elite Embroidery	877
<input type="checkbox"/>	FRI Frito Lay	2197
<input type="checkbox"/>	HEA Heartland Distributors	213
<input type="checkbox"/>	JDG J.D. Graphic	217
<input checked="" type="checkbox"/>	JAN Jansport	41328
<input type="checkbox"/>	MMV M M Vending	215
<input type="checkbox"/>	MID Mid America	
<input type="checkbox"/>	MIS Miscellaneous Vendors	
<input type="checkbox"/>	MVS MV Sport Apparel	715

Annotations in the image:

- 1: Points to the 'Sort By' options (SKU, Description).
- 2: Points to the 'JAN' vendor in the list.
- 3: Points to the 'Print Options' (From, To, Date Range).
- 4: Points to the 'Print Detail' checkbox.

The [Sales by Vendor Report](#) is another basic report, but now analyzed by the sales of merchandise from a specific vendor.

1. You can select what **Vendor** will be reported.
2. Just uncheck all vendors, then check the one you want to analyze.
3. You need to select a **Date Range** to summarize. (week, month, year, etc.)

Sales by Vendor Report

Preview: CategoryProfitReport

Sales Report By Vendor
Confidential

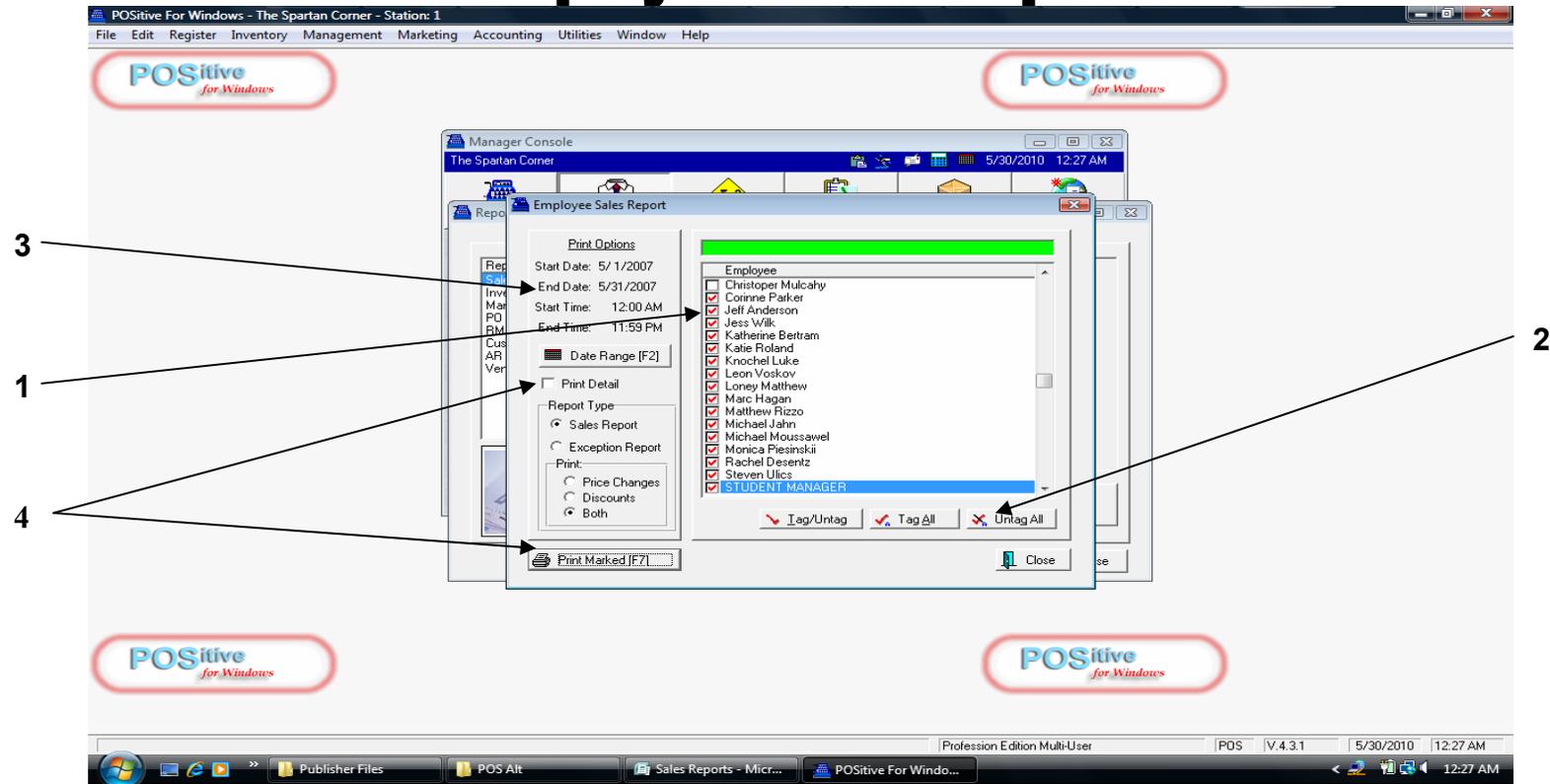
Ford Dealers
From 1/1/2009 To 12/31/2009

		Quantity	Average Cost	Average Price	Profit	Margin
Jansport						
10811RME	PATRIOT HOODIE RED MEDIUM	5.00	25.00	35.00	50.00	28.57
157604	CLARKSTON T-SHIRT GRAY XLG	1.00	8.00	14.00	6.00	42.86
157704	CLARKSTON T-SHIRT GRAY SM	4.00	8.00	13.30	21.20	39.85
157804	CLARKSTON T-SHIRT GRAY MED	4.00	8.00	14.00	24.00	42.86
262606	LS T SENIOR SMALL	1.00	10.00	14.25	4.25	29.82
10811RSM	PATRIOT HOODIE RED SMALL	7.00	25.00	35.00	70.00	28.57
359306	CREW CLARKSTON NAVY SMALL	1.00	17.00	25.00	8.00	32.00
359408	CREW CLARKSTON NAVY MED	1.00	16.00	25.00	9.00	36.00
359608	CREW CLARKSTON NAVY X LARGE	2.00	16.00	25.00	18.00	36.00
380406	OXFORD EMB STAFF SM	1.00	22.00	30.00	8.00	26.67
380506	OXFORD EMB STAFF MED	7.00	22.00	27.00	35.00	18.52
380606	OXFORD EMB STAFF LG	1.00	22.00	30.00	8.00	26.67
380706	OXFORD EMB STAFF XL	1.00	22.00	27.00	5.00	18.52
824648023555	BASE LEVEL PANT NAVY X LARGE	2.00	30.00	39.95	19.90	24.91
104022ME	MINOT RINGER T MED	2.00	7.00	7.50	1.00	6.67
CALTNL	CAVALIER ATHL LS T NAVY LARGE	1.00	9.00	15.00	6.00	40.00

The **Sales by Vendor Report** will report all items assigned (purchased from) a specific vendor.

1. SKUs, full descriptions, and quantity sold will appear,.
2. Avg. cost, avg. price, \$ profit and margin %.
3. Go to the last page of the report to obtain vendor totals.

Employee Sales Report



The Employee Sales Report will summarize sales generated by specific employees over a selling period (such as a grade card marking).

1. You can select what **Employees** will be reported.
2. Just uncheck all employees, then check the one, a few, or all to analyze.
3. You need to select a **Date Range** to summarize. (week, month, card, year, etc.)
4. Uncheck your **Print Detail**, then **Print Selected [F7]**.

Employee Sales Report

Preview: InvoiceProfitReport

Employee Sales Report
Confidential

The Spartan Corner
From 5/1/2007 To 5/31/2007

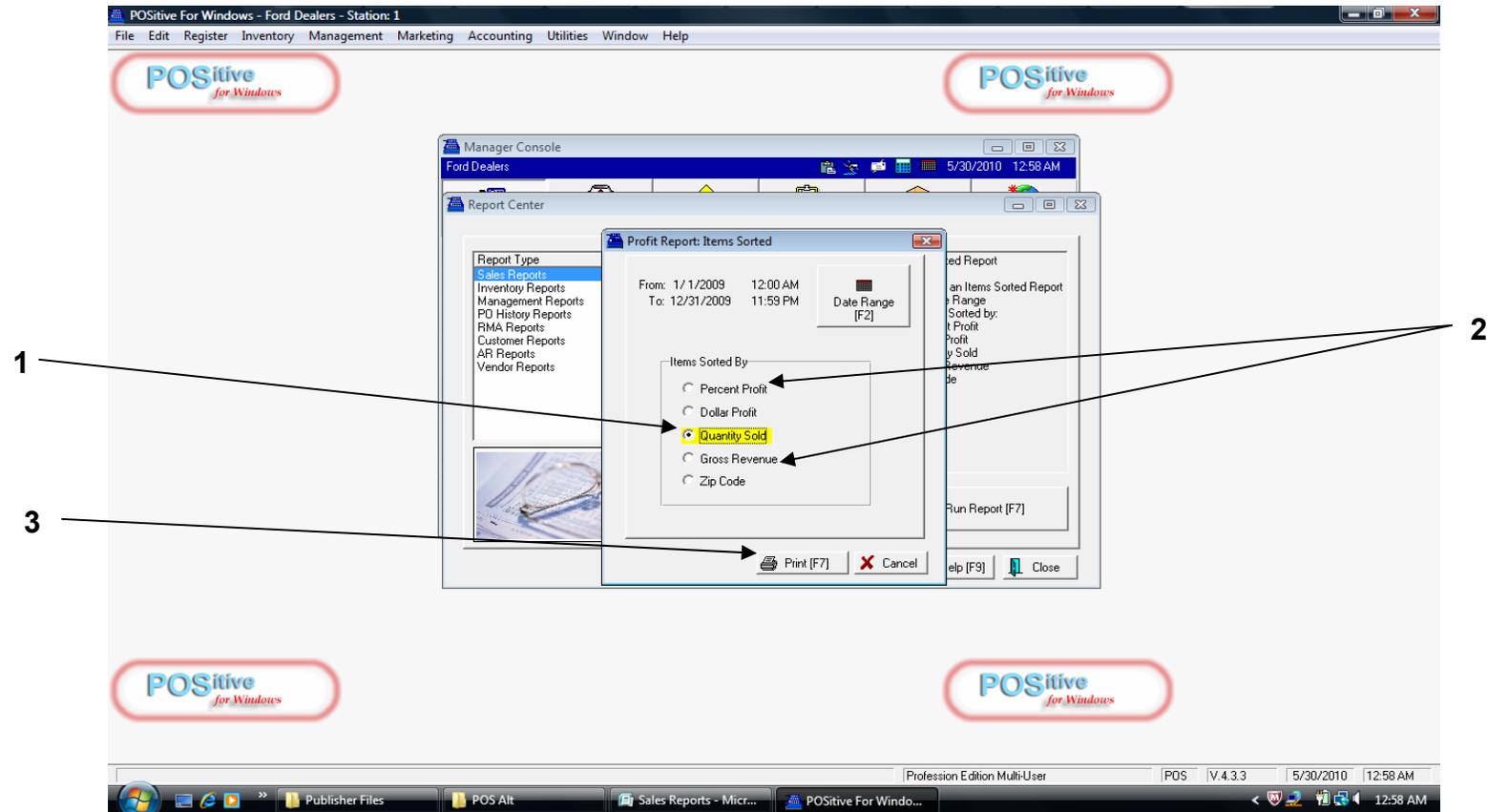
	Price	Cost	Profit	Margin	Freight
Amanda Morris	46.50	31.85	14.65	31.51	0.00
Anthony Jensen	121.85	65.64	56.21	46.13	0.00
Antonio Scarsdale	125.50	91.01	34.49	27.48	0.00
Ben Brinkerhoff	128.43	68.15	60.28	46.94	0.00
Corinne Parker	1,637.90	973.51	664.39	40.56	0.00
Katie Roland	1,184.26	674.28	509.98	43.06	0.00
Matthew Rizzo	170.25	95.44	74.81	43.94	0.00
Monica Piesinski	54.00	26.80	27.20	50.37	0.00
Theodore Davis	92.75	55.95	36.80	39.68	0.00
Tony Richards	7.00	4.00	3.00	42.86	0.00
Totals:	3,568.44	2,086.63	1,481.81	41.53	0.00

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The **Employee Sales Report** allows you to compare employee's sales performance over a selling period (such as a grade card marking).

1. Each employee's **Price** (Sales) and **Costs** will be reported.
2. Their bottom line **\$ Profit** and resulting **Profit Margin %**.
3. **Totals** for each factor are also included for the sales period.

Sales by Items Sorted - Quantity Sold



The Sales by Items Sorted—Qty. Sold Report will provide a report of your best selling items listed from the highest quantity sold to the lowest.

1. Select **Quantity Sold** from the list.
2. Other areas can be analyzed also—Percentage Profit, Gross Sales,
3. Click **Print [F7]**.

Sales by Items Sorted - Quantity Sold

Preview: ItemsSortedReport

Items Sorted By: Quantity Sold
Confidential

3 Ford Dealers
From 1/01/09 To 12/31/09

SKU	Description	Quantity	Cost	Price	Profit	Margin
MM	OTIS CHOCOLATE CHIP COOKIE	123.00	83.30	112.25	28.95	25.79
028400070560	DORITOS NACHO CHEESE BIG GRAB	115.00	71.00	115.00	44.00	38.26
521506	FOLDER ASSORTED	40.00	31.60	24.00	-7.60	-31.67
028400001489	CHEETOS FLAMIN HOT	39.00	23.40	39.00	15.60	40.00
AA	APPAREL MISC*****	33.00	25.00	632.00	607.00	96.04
028400071888	LAYS BAKED ORIGINAL	30.00	18.00	30.00	12.00	40.00
11	NUMBER 2 PENCIL	30.00	1.50	3.75	2.25	60.00
012346789976554	MENTOS FRUIT	29.00	15.37	43.02	27.65	64.27
499770	DASINI WATER 20 OZ	27.00	9.45	27.00	17.55	65.00
028400004954	CHEETOS CRUNCHY BIG GRAB	26.00	15.60	26.00	10.40	40.00
024100191345	CHEEZE ITS 3 OZ	26.00	17.94	25.90	7.96	30.73
028400014595	LAYS CLASSIC CHIPS	22.00	9.70	17.75	8.05	45.35
CS	CAPRI SUN	21.00	3.72	9.50	5.78	60.84
II	PIZZA SLICE	21.00	10.50	30.16	19.66	65.19
028000011598	BUTTERFINGER	20.00	6.14	13.50	7.36	54.52
02248701	ORBIT CITRUSMINT	20.00	14.40	19.90	5.50	27.64
028400030229	DORITOS BAKED COOLER RANCH	19.00	11.40	19.00	7.60	40.00
028400001748	LAYS SOUR CREAM & ONION	19.00	11.40	19.00	7.60	40.00

1

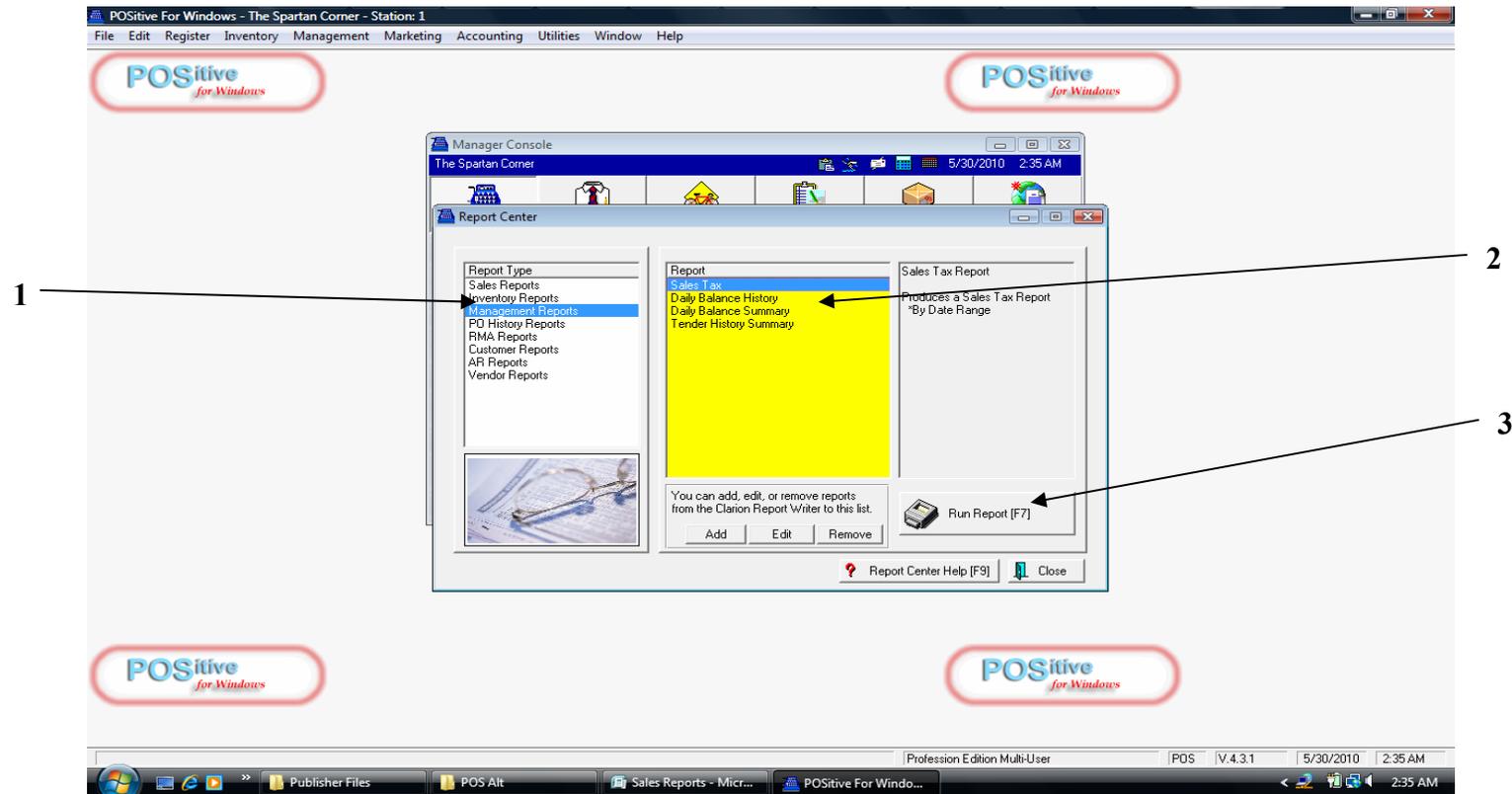
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The **Sales by Items Sorted—Qty. Sold Report** will provide a report of your best selling items listed from the highest quantity sold to the lowest.

1. **Best selling** items appear first (by Quantity and \$ Sales).
2. Also Profitability (**\$ Profit** and **Profit Margin %**) appear for each item.
3. Click **Print [F7]** to print.

Management Level Sales Reports

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For the following series of Reports, we will access them from the **Report Center**:

1. Click **Management Reports** (Report Type)
2. Click a **Specific Report** (choose from Reports listed)
3. Click **Print Report [F7]** to process your selection

Sales from the Register Balance Report

Preview: EndOfDayReport

Register Balance Report

Register: 1
By: POS
Date: 5/14/2010

Ford Dealers
Confidential

Summary

	Cash	Checks	Charges	Coupons	Gift	Food Stamps
Your Count:	122.00	88.80	0.00	0.50	17.50	0.00
Less Starting Balance:	40.00					
Actual Cash Received:	82.00					
Computer Reported:	82.95	88.80	0.00	0.50	17.50	0.00
OVER:	0.00	0.00	0.00	0.00	0.00	0.00
SHORT:	-0.95	0.00	0.00	0.00	0.00	0.00
Change Left In Register:	40.00					

Total Sales w/out Tax	114.75
Tax Collected	0.00
Tax 1 Collected	0.00
Tax 2 Collected	0.00
Total Sales:	114.75
-Gift Certificate Applied	17.50
-Coupons Applied:	0.50
-Ending Balance:	40.00
-Starting Balance:	40.00
-Gift Cert. Sold:	75.00
-Over/Short:	-0.95
Total	170.80

Cash:	82.00
Check:	88.80
Subtotal:	170.80
Your Deposit:	170.80

1, 2, 3

The [Register Balance Report](#) will provide a sales figure for items sold during a given register selling period (before school, lunch, all day, etc.). *This report should already have been produced when balancing the drawer each shift, but can be reproduced at any time if needed.

1. **Sales** for the shift will appear. ()
2. Various **Tender** received for the shift will also appear.
3. A **shortage or overage figure** will be included.

Sales from the Register Balance Summary

Preview: EndOfDayReport

Register Balance Summary Report From: 5/22/2007 12:00 AM
Confidential To: 5/22/2007 11:59 PM

The Spartan Corner

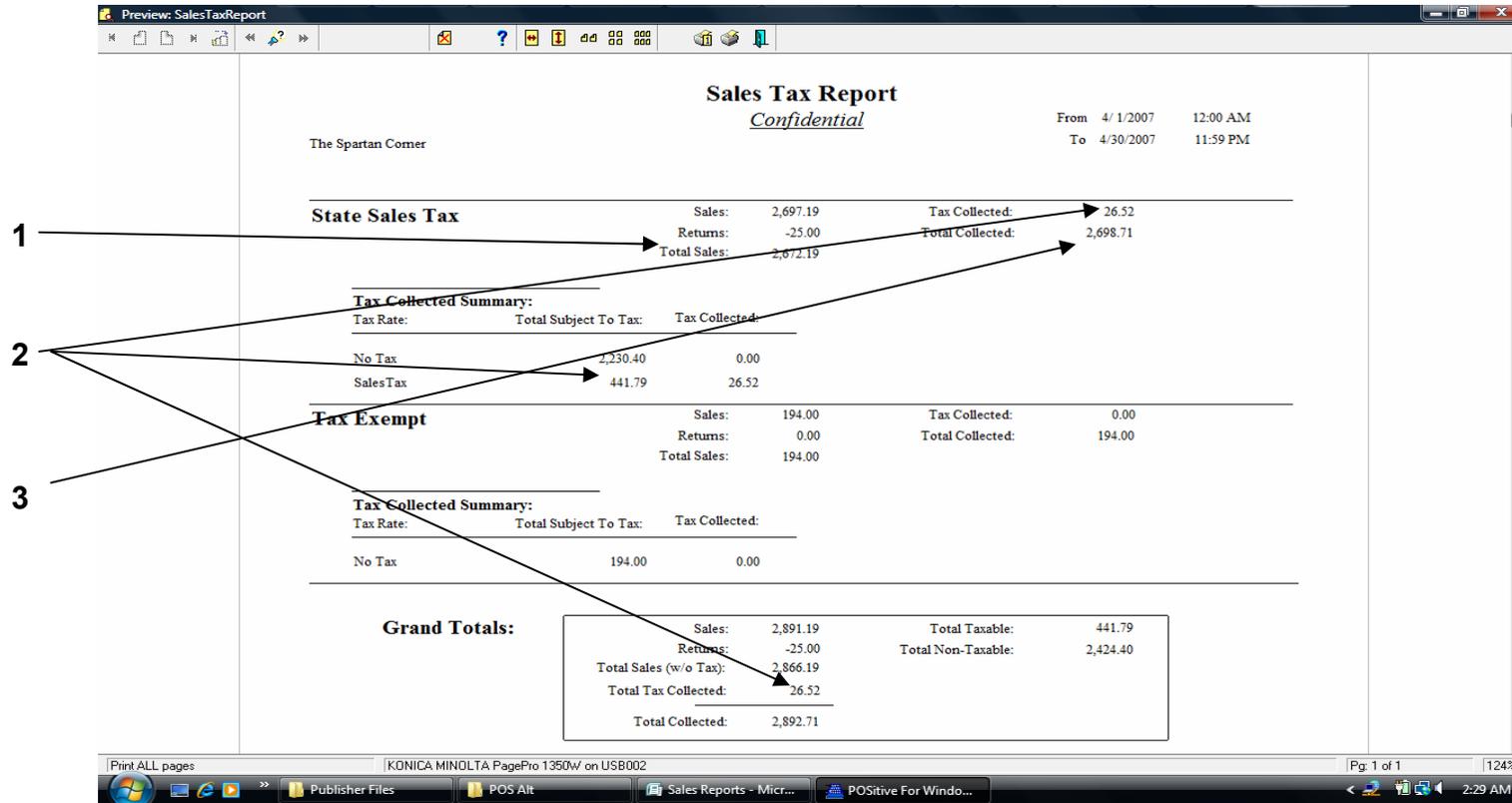
Date	Register	By	Cash	Checks	Charge Cards	Coupons	Gift	Food Stamps
			Total Sales w/out Tax:		233.50			
			Tax Collected:		2.16			
			Tax 1 Collected:		2.16			
			Tax 2 Collected:		0.00			
			Total Sales:		235.66			
			-Sales On Account:		39.91			
			-Ending Balance:		120.00			
			+Starting Balance:		120.00			
			+Accts Recv. Collected:		57.92			
			+Over/Short:		0.50			
Cash:			196.25					
Check:			57.92					
Subtotal:			254.17					
Your Deposit:			254.17					
			Total:		254.17			

Windows taskbar: Publisher Files, POS Alt, Sales Reports - Mic..., POSitive For Windo..., 2:12 AM

The **Register Balance Summary Report** will provide a sales figure for items sold for **all register and shifts** for a given selling period (all day, all week, etc.).

1. For our example only the last page (total Summary) of the report is shown.
2. **Summary Sales** for the shifts will appear.
3. Various **Tender** received for the shifts will also appear.
4. A shortage or overage figure will be included.

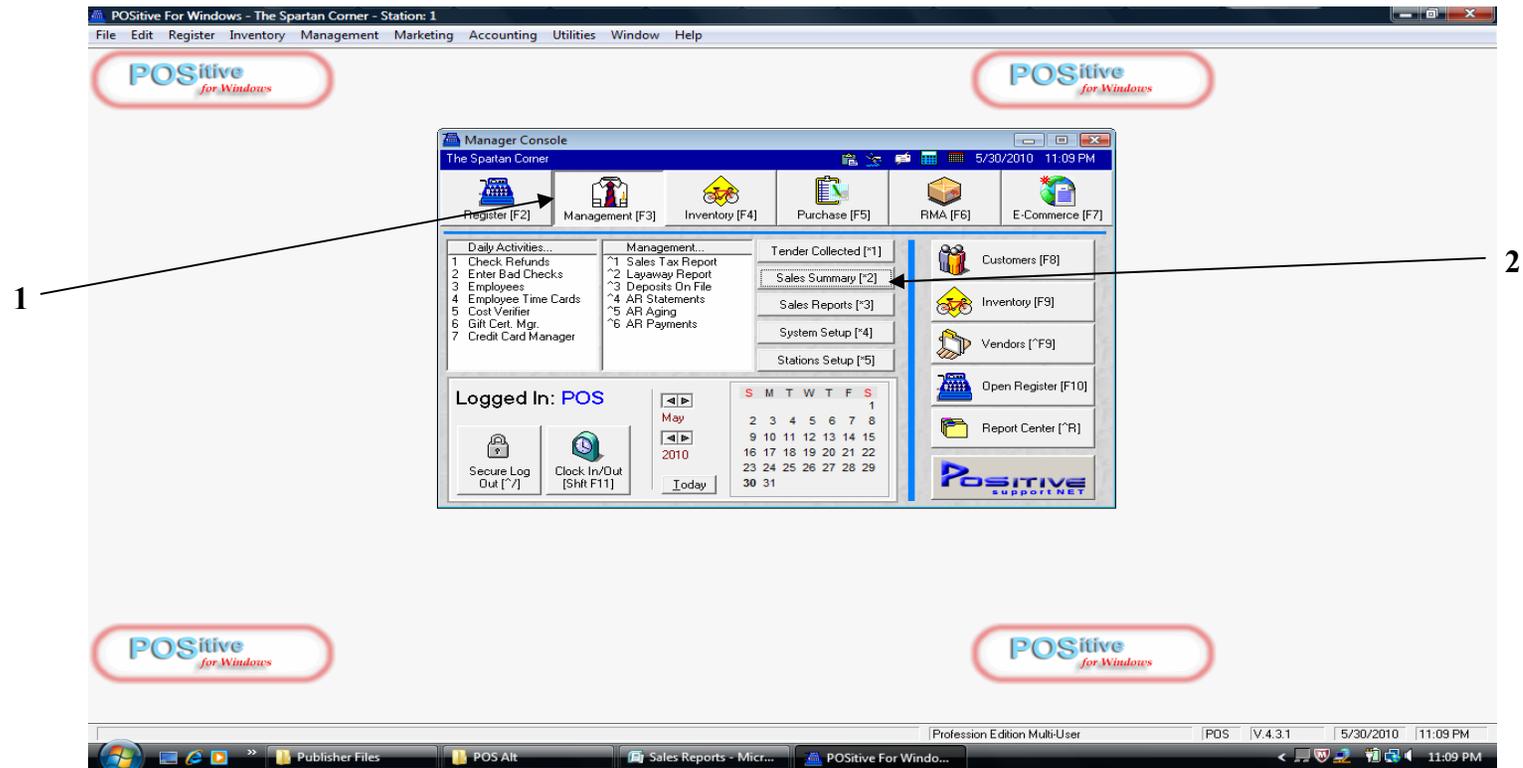
Sales Tax Report



The **Sales Tax Report** will provide a figure for **Tax Collected** from customers for a given selling period (generally a month or quarter) that will be reported to a government agency. ** This is only appropriate for stores being required to charge sale tax.

1. The **Net Sales** before tax is shown.
2. The total **Tax collected** for the period will also appear.
3. The **Gross Sales** after tax has been collected is also shown.

Management Accessed Sales Reports



For the following series of Reports, we will access them from the **Management Center [F3]**, by accessing **Summary Reports**.

1. Click **Management Center [F3]** (Admin. level Report access)
2. Click **Sales Summary [2]** tab (to choose from Reports listed on next screen)

Management Accessed Sales Reports

The screenshot displays the POSitive For Windows Manager Console. The main window is titled 'Daily Sales Summary' and contains a table of sales data. The table has columns for Date, Qty, Sales, Cost, Profit, Margin, Returns, Sales>Returns, and Month To Date. The data is as follows:

Date	Qty	Sales	Cost	Profit	Margin	Returns	Sales>Returns	Month To Date
5/18/2007	167	195.75	119.42	76.33	38.99	0.00	195.75	2,520.15
5/17/2007	172	268.30	179.39	88.91	33.14	0.00	268.30	2,334.40
5/16/2007	190	171.00	95.45	71.55	41.84	-1.00	170.00	2,075.60
5/15/2007	200	324.00	188.45	129.55	40.15	0.00	324.00	1,514.65
5/14/2007	155	208.00	128.21	79.79	38.36	0.00	208.00	1,597.45
5/11/2007	29	29.75	16.53	13.22	44.44	0.00	29.75	1,389.45
5/10/2007	165	163.50	92.69	70.81	43.31	0.00	163.50	1,377.70
5/9/2007	184	167.45	95.82	71.63	42.78	0.00	167.45	1,221.95

Below the table, there are three summary sections: 'Daily Tender', 'Pending', and 'Summary'. The 'Daily Tender' section shows: Invoices: 274.52, Layaways: 0.00, Orders: 0.00, Internet: 0.00, Accounts Receivable: 0.00, Refunds: 0.00, Total Tender: 274.52, Invoices On Account: 55.87, Refunds On Account: 0.00. The 'Pending' section shows: Total Pending: 10.24, Layaways: 10.24, Orders: 1.00, Internet: 0.00, Total: 11.24. The 'Summary' section shows: Month To Date: 2007: 1,914.35, 2006: 1,572.68, 2005: 574.71, 2004: 1,331.20; Year To Date: 2007: 15,572.17, 2006: 16,503.87, 2005: 7,023.05, 2004: 16,585.78. A note at the bottom states '*Sales Figures shown are without Tax'.

Three numbered arrows point to report options in the Manager Console: 1 points to 'Sales By Employee [F2]', 2 points to 'Hourly Sales [F3]', and 3 points to '13 Month [F4]'.

Various Summary Reports can be accessed. We will look specifically at three of these, each with a graphic presentation.

1. The **Sales by Employee w/graph [F2]**
2. The **Hourly Sales Report w/graph [F3]**
3. The **13 Month Sales Report w/graph [F4]**

Management Accessed Sales Reports

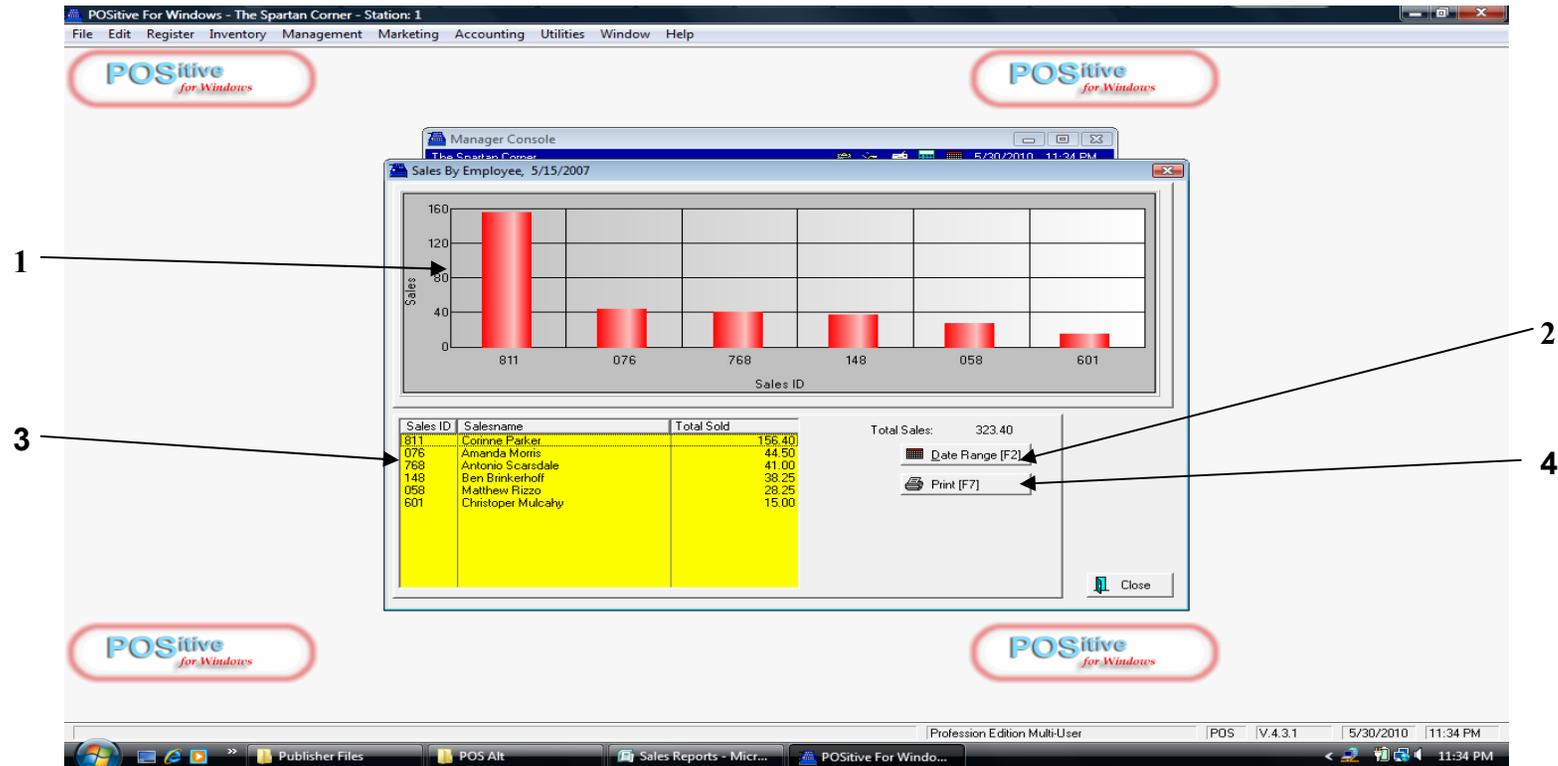
The screenshot shows the 'Manager Console' window for 'The Spartan Corner' on 5/30/2010 at 11:14 PM. The 'Summary Sales Summary' report is displayed, showing a table of sales data. The table has columns for Date, Qty, Sales, Cost, Profit, Margin, Returns, Sales>Returns, and Month To Date. The date '5/15/2007' is highlighted in blue. Below the table are sections for 'Daily Tender', 'Pending', and 'Summary'. The 'Daily Tender' section shows 'Invoices: 274.52' and 'Total Tender: 274.52'. The 'Pending' section shows 'Total Pending: 10.24'. The 'Summary' section shows 'Month To Date' and 'Year To Date' data for 2007, 2006, 2005, and 2004. Three numbered arrows point to specific elements: 1 points to the date '5/15/2007' in the table, 2 points to the 'Daily Tender' summary section, and 3 points to the 'Sales By Employee [F2]' tab.

Date	Qty	Sales	Cost	Profit	Margin	Returns	Sales>Returns	Month To Date
5/18/2007	167	195.75	119.42	76.33	38.99	0.00	195.75	2,520.15
5/17/2007	172	268.30	179.39	88.91	33.14	0.00	268.30	2,334.40
5/16/2007	190	171.00	95.45	71.55	41.84	-1.00	170.00	2,075.60
5/15/2007	200	324.00	138.45	185.55	57.27	0.00	324.00	1,514.65
5/14/2007	155	208.00	128.21	79.79	38.36	0.00	208.00	1,597.45
5/11/2007	29	29.75	16.53	13.22	44.44	0.00	29.75	1,389.45
5/10/2007	165	163.50	92.69	70.81	43.31	0.00	163.50	1,377.70
5/ 9/2007	184	167.45	95.82	71.63	42.78	0.00	167.45	1,221.95

Various **Summary Reports** can be accessed. We will look specifically at three of these, each with a graphic presentation.

1. Select a specific date to summarize (**highlight in blue**)
2. For some summary reports, the date will be extended out from this point in time.
3. Click the appropriate tab **[F2], [F3], or [F4]** to process the summary report selected.

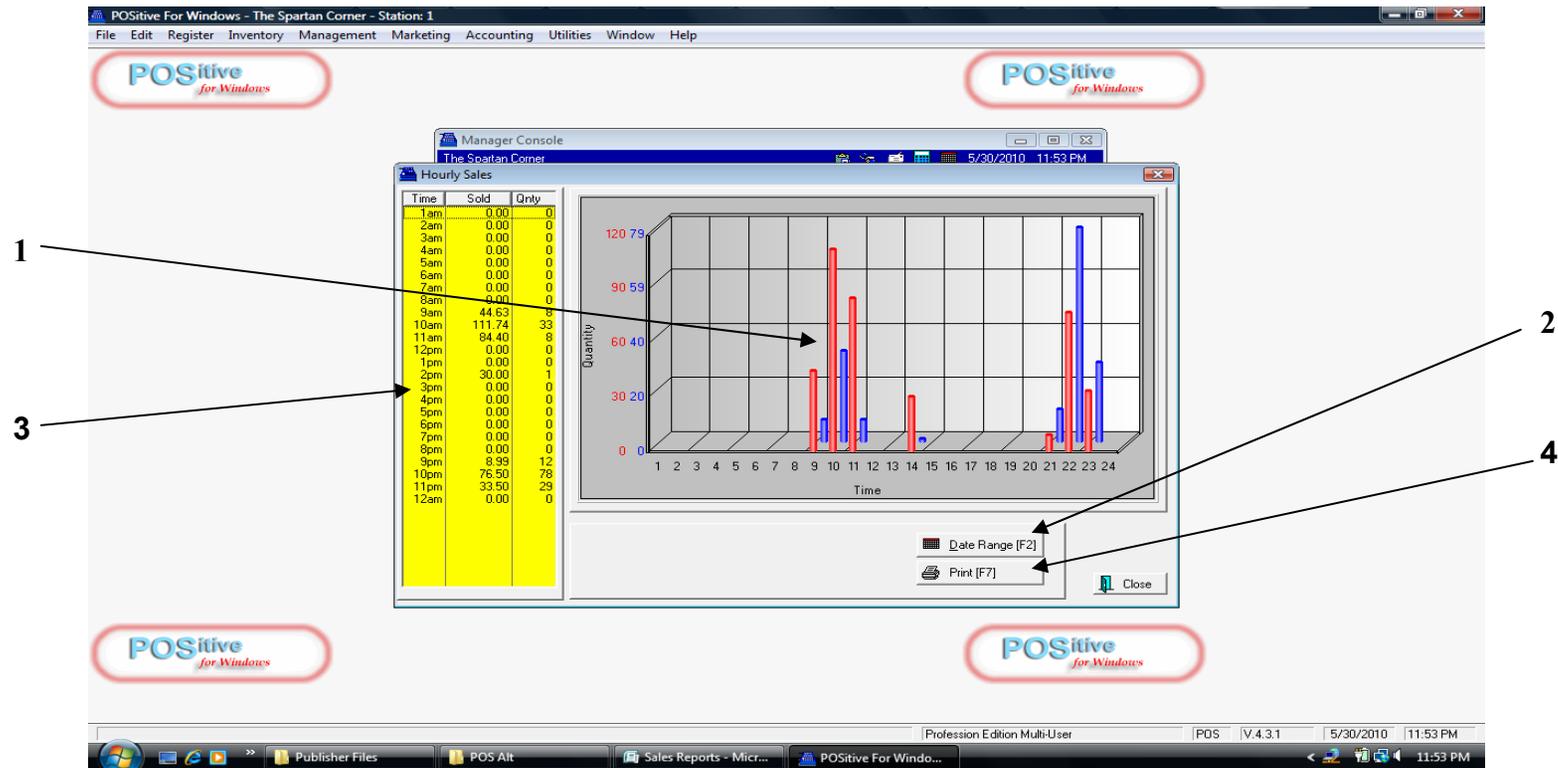
Sales by Employee w/graph



The **Sales by Employee w/graph Report** will visually present sales by various employees for a given period of time that you select.

1. The graph will present employees visually from highest sales to lowest.
2. For this report, a **Date Range** can be accessed to summarize any period of time.
3. All employees data is listed alpha and numerically also,
4. The **Print [F7]** to process.

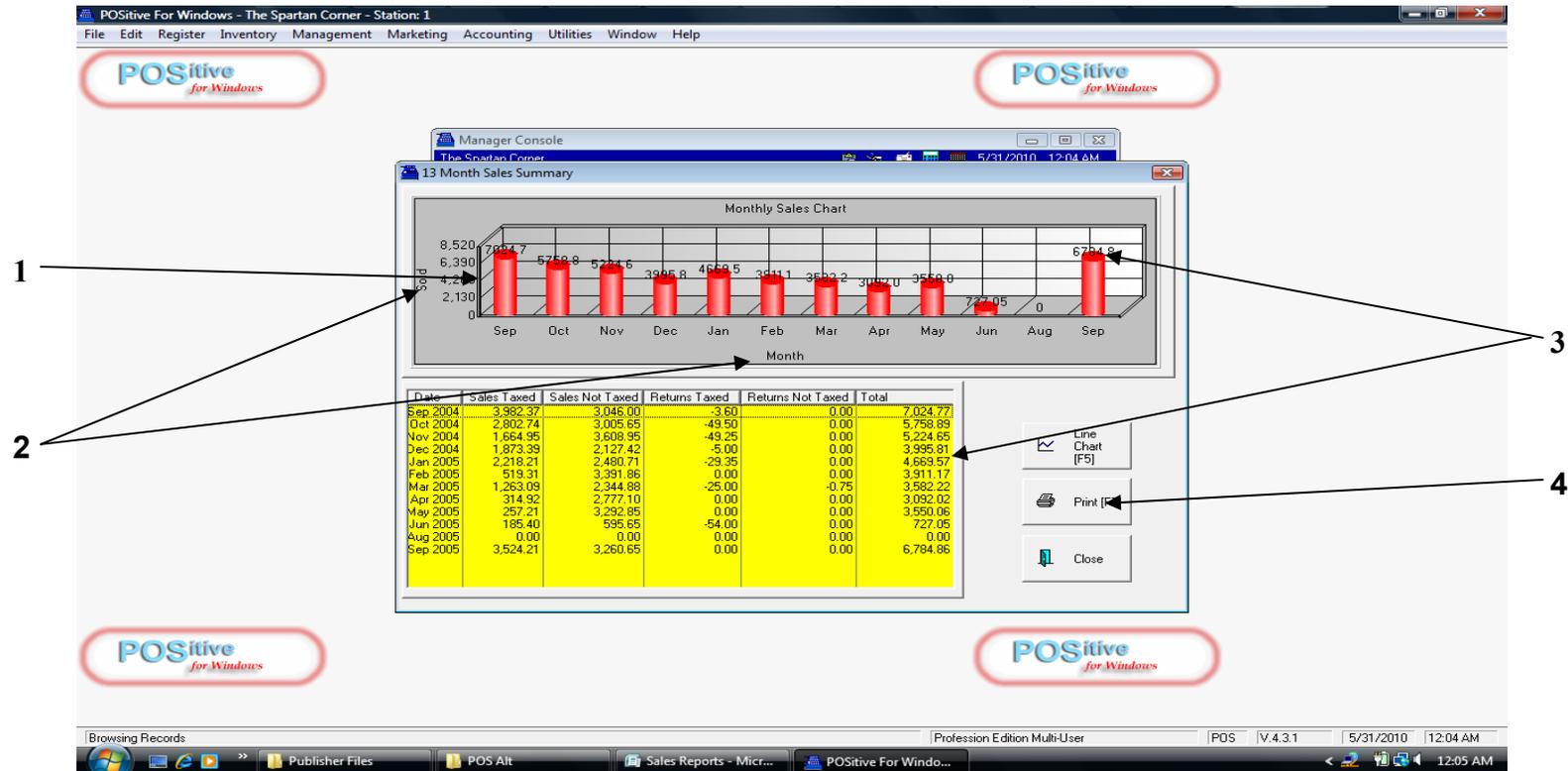
Hourly Sales Summary w/graph



The **Hourly Sales Summary w/graph** will visually present sales recorded for each hour in the day for a given period of time that you select (day, week, month, etc.)

1. The graph will present visually \$ sales (red) and quantity (blue) for each hour of the day.
2. For this report, a **Date Range** can be accessed to summarize any period of time.
3. All hourly data is listed alpha and numerically also,
4. The **Print [F7]** to process.

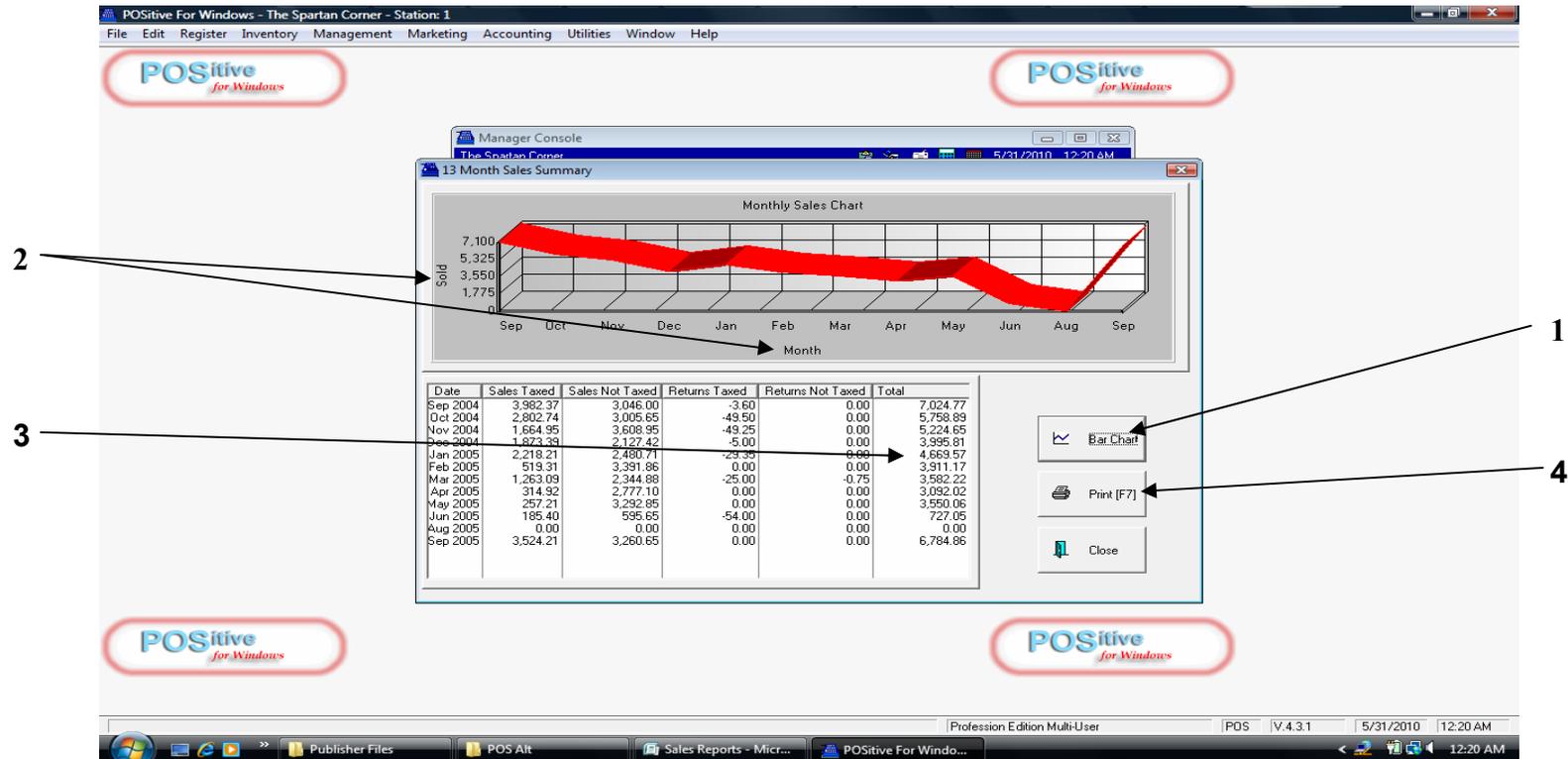
Monthly Sales Summary w/graph



The **Monthly Sales Summary w/graph** will visually present in a **Bar Chart**, sales recorded for each month of the year for a **13 Month Period** of time you have chosen.

1. The graph will present visually **\$ sales (red)** for each month of the year.
2. The Dollar sales are listed vertically and the Months are listed horizontally.
3. Sales \$ figures are listed numerically in two locations.
4. Click the **Print [F7]** tab to process.

Monthly Sales Summary w/graph



The **Monthly Sales Summary w/graph** can also be presented in a **Line Chart** form for a different visual comparison look.

1. The graph can be changed visually by clicking the **Line Chart** tab.
2. The Dollar sales remain listed vertically and the Months are listed horizontally.
3. Sales \$ figures are listed numerically in just the table in the lower left.
4. Click the **Print [F7]** tab to process.

Daily Sales Reports

POSitive For Windows - The Spartan Corner - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

POSitive for Windows

Manager Console
The Spartan Corner
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Daily Sales Summary

Sales By Employee [F2] Hourly Sales [F3] 13 Month [F4] View Invoices [F5] View Orders [F6] Print [F7]

Date	Qty	Sales	Cost	Profit	Margin	Returns	Sales>Returns	Month To Date*
5/18/2007	167	195.75	119.42	76.33	38.99	0.00	195.75	2,520.15
5/17/2007	172	256.30	99.39	88.91	33.14	0.00	268.30	2,334.44
5/16/2007	190	271.00	99.45	71.55	41.84	-1.00	170.00	2,075.60
5/15/2007	187	322.40	193.46	129.94	40.18	0.00	323.40	1,914.35
5/14/2007	195	208.00	128.21	79.79	38.36	0.00	208.00	1,597.45
5/11/2007	29	29.75	16.53	13.22	44.44	0.00	29.75	1,389.45
5/10/2007	165	163.50	92.69	70.81	43.31	0.00	163.50	1,377.70
5/9/2007	184	167.45	95.82	71.63	42.78	0.00	167.45	1,221.95

Daily Tender

Invoices:	274.52
Layaways:	0.00
Orders:	0.00
Internet:	0.00
Accounts Receivable:	0.00
Refunds:	0.00
Total Tender:	274.52
Invoices On Account:	55.87
Refunds On Account:	0.00

Pending

Total Pending:	10.24
Layaways:	1.00
Orders:	1.00
Internet:	0.00
Total:	11.24

Summary

Month To Date	
2007:	1,914.35
2006:	1,572.68
2005:	574.71
2004:	1,331.20
Year To Date	
2007:	15,572.17
2006:	16,503.87
2005:	7,023.05
2004:	16,585.78

*Sales Figures shown are without Tax

Summary Chart [F8]

Close

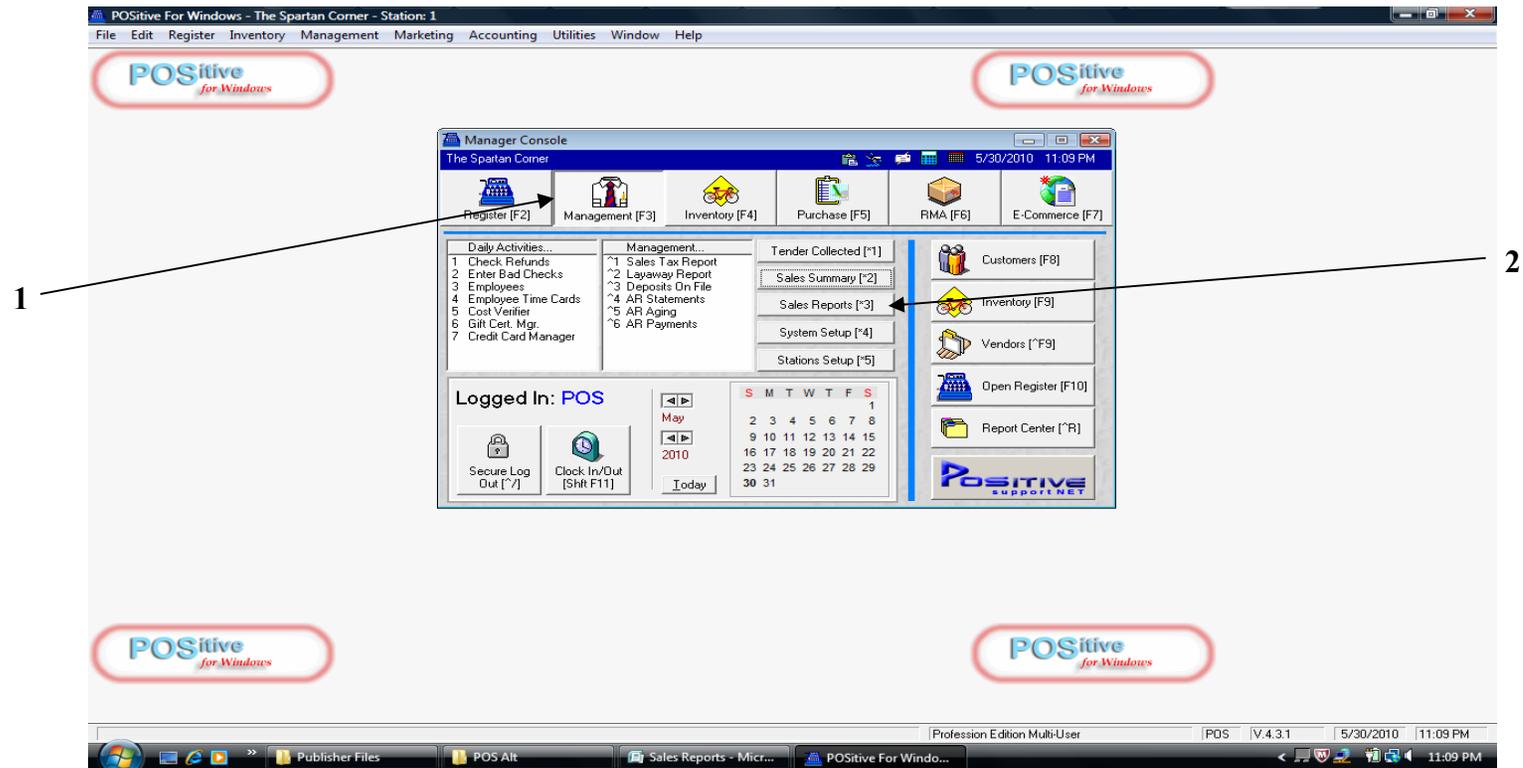
Browsing Records | Publisher Files | POS Alt | Sales Reports - Micr... | POSitive For Windo... | Profession Edition Multi-User | POS | V. 4.3.1 | 5/30/2010 | 11:14 PM

Another Summary Report is produced daily that lists basic business performance data. The **Daily Sales Report** has already been reviewed to allow access to other summary reports we have previously looked at.

1. All dates where sales have been generated will be listed chronologically.
2. Select a specific date to review and compare (**highlighted in blue**)
3. For each day the **Sales and Cost of Goods Sold** will be shown.
4. In addition, the **\$ Profit and Profit Margin %** will also be included for the day.
5. You will be able to scroll up or down to any date to review the above data.

Management Accessed Sales Reports

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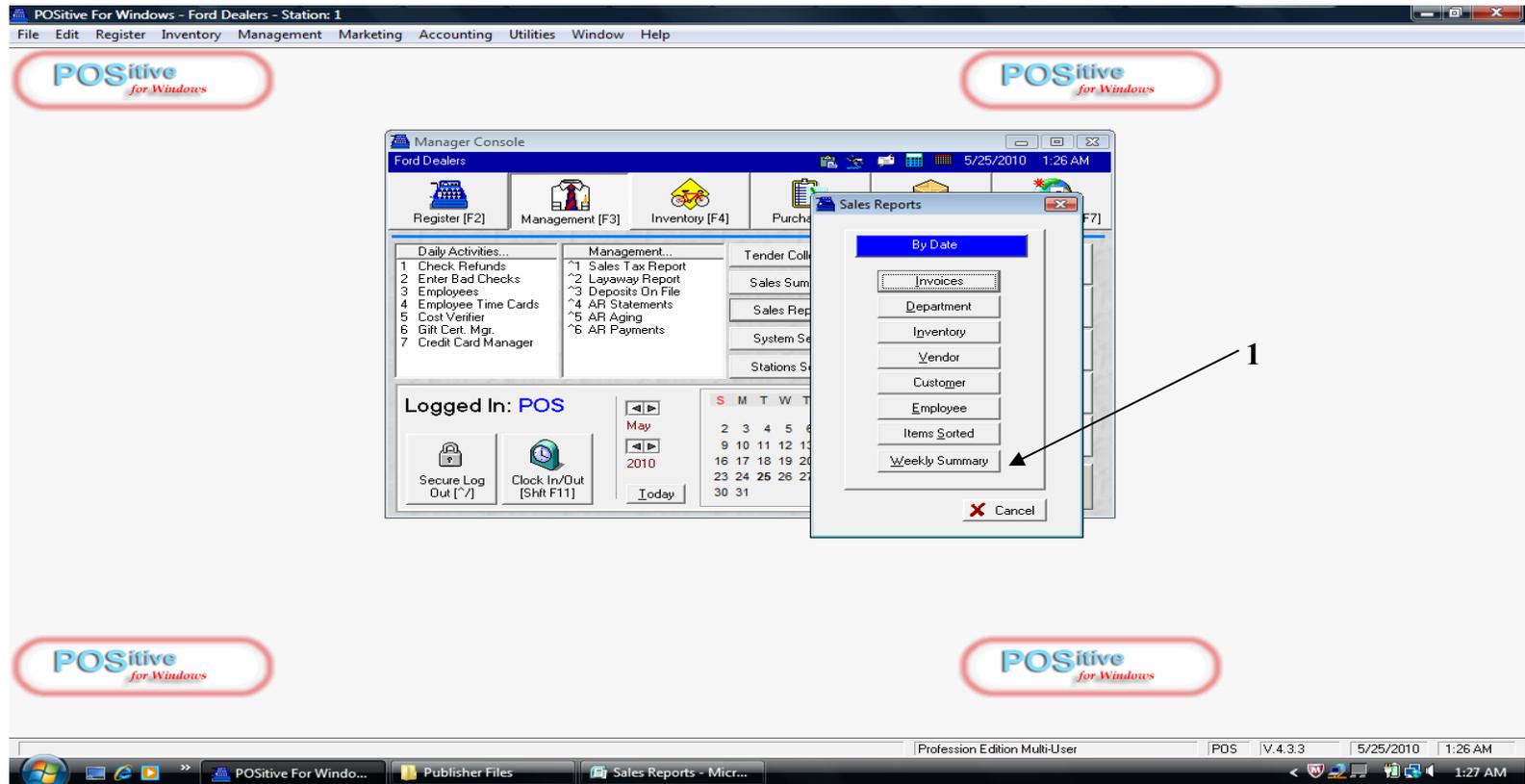


For the following series of Reports, we will access them from the **Management Center [F3]**, by accessing various **Sales Reports**.

1. Click **Management Center [F3]** (Admin. level Report access)
2. Click **Sales Reports [3]** tab (to choose from Reports listed on next screen)

Management Accessed Reports

32

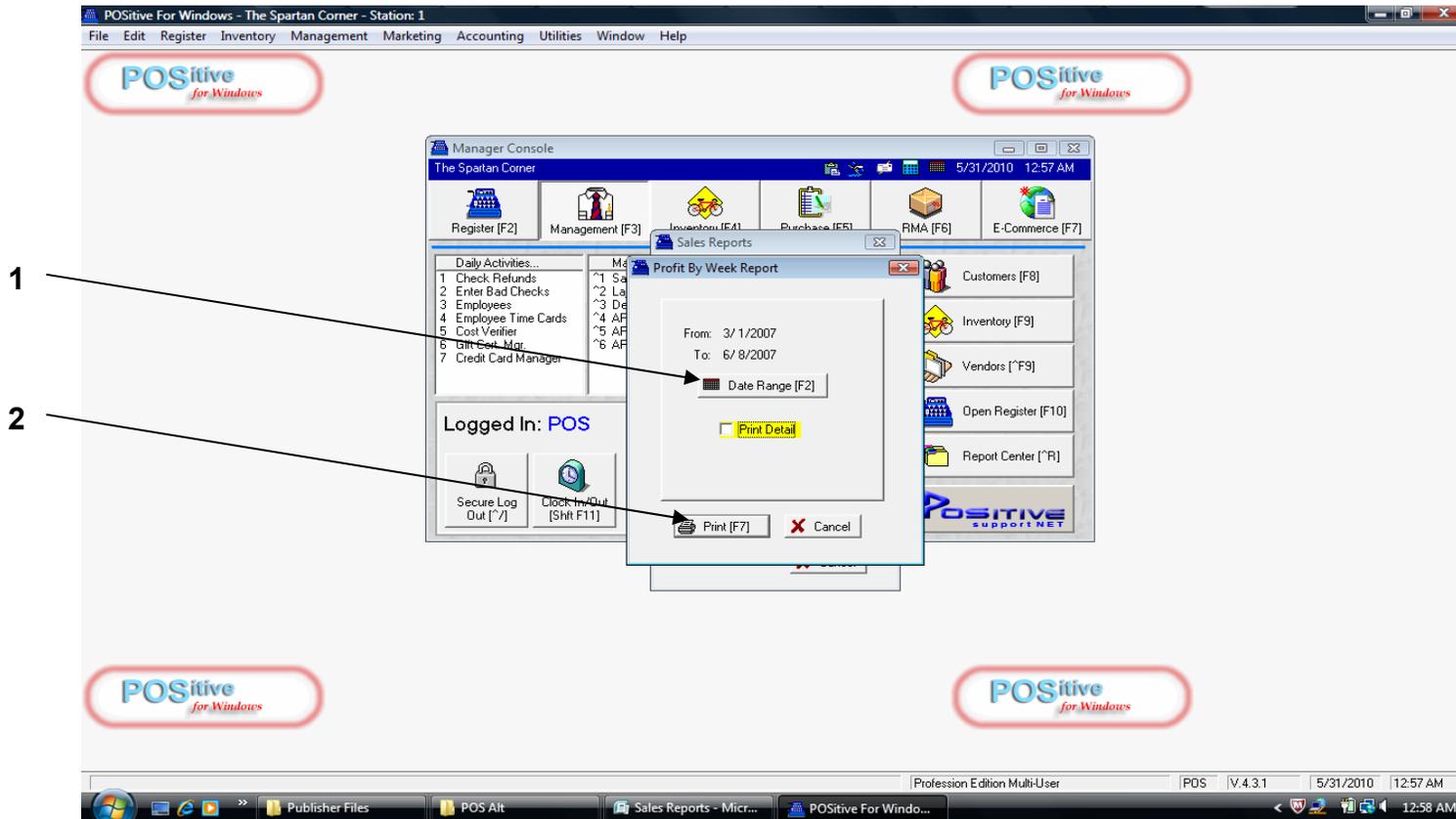


When the **Sales Reports** list appears, you will be looking to produce a **Profit by Week** sales and profit report for a multi-weekly period of time.

1. Click the **Weekly Summary** tab

Profit by Week Report

33



When the **Profit by Week** screen appears, you will define a period of time for your **Profit by Week Report**.

1. Click the **Date Range [F2]** tab and set a multi-week period of time to summarize (card marking, quarter, semester, year, etc.)
2. Click **Print [F7]**

Profit by Week Report

Preview: ProfitByWeekReport

Profit By Week
Confidential

Ford Dealers
From 10/01/09 To 12/31/09

	Total Sold	Total Cost	Total Profit	Margin
10/07/09 To 10/10/09	561.05	349.75	211.30	37.66
10/11/09 To 10/17/09	36.55	27.53	9.02	24.68
10/18/09 To 10/24/09	148.15	71.94	76.21	51.44
10/25/09 To 10/31/09	50.60	21.46	29.14	57.59
11/01/09 To 11/07/09	25.75	0.01	25.74	99.96
11/08/09 To 11/14/09	125.50	71.18	54.32	43.28
11/15/09 To 11/21/09	176.50	109.80	66.70	37.79
11/22/09 To 11/28/09	46.31	16.97	29.34	63.36
11/29/09 To 12/05/09	99.95	61.60	38.35	38.37
12/06/09 To 12/12/09	27.00	22.00	5.00	18.52
12/13/09 To 12/19/09	29.25	16.59	12.66	43.28
Grand Totals:	1,326.61	768.83	557.78	42.05

When the **Profit by Week Report** appears, you can compare a series of weeks on 4 measurements of business activity.

1. The report will show all the weeks chronologically in your selected time period.
2. For each week, totals will appear for **Sales**, **Cost of Goods Sold**, **\$ Profit**, and **% Margin**
3. Click **Print icon** (top menu line) to print.