

Reports By Title

[Top](#) [Previous](#) [Next](#)

Enter topic text here.

13 Week Quantity Sold Report

[Top](#) [Previous](#) [Next](#)

Reports quantity sold of items per 13 week period with a total sold and ratio number. The report includes category name, SKU, description.

13 Week Quantity Sold Report

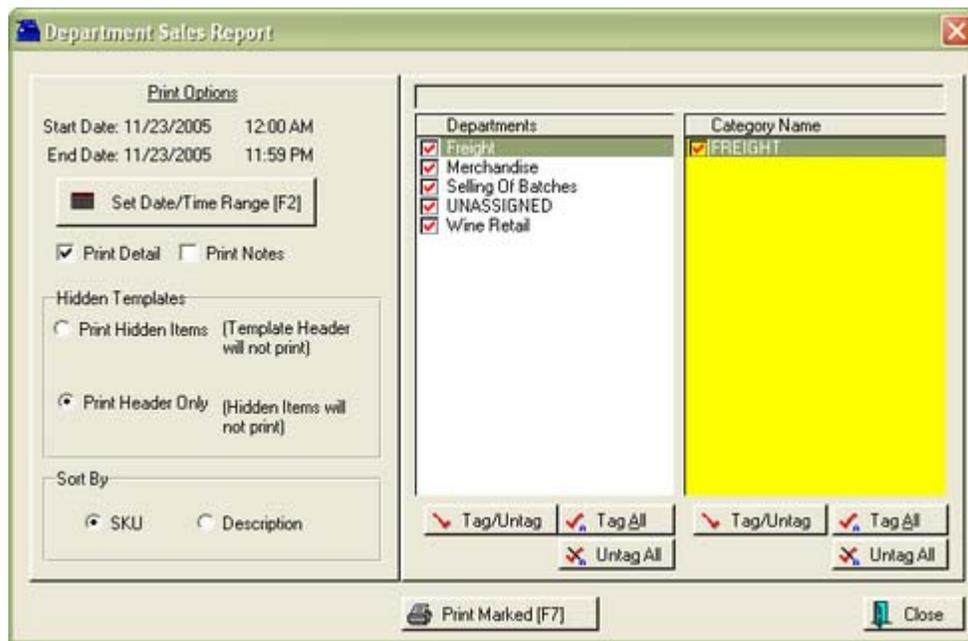
Report Center: Sales: 13 Week Sales: Run Report [F7]

See [\(Date Range\)](#)

Comments

Although the setup screen is the same as that used by Department Sales Reports, the results of the report are profoundly different.

Several options on the setup screen are not applicable. Primarily, you will be selecting Departments and Categories to include on the report. The Date Range is somewhat controllable. Since it is to be a 13 Week report the dates will be relative and you do not need to calculate when the 13 weeks start and end.



13 Week Quantity Sold Report

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Blink's Video Game Emporium

	Ratio*	Total Sold	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week
Category: Memory Cards															
2000	2000														
	0.20	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4000	4000														
	0.20	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Category: Non-Tumble Item															
OUT	PAYOUT														
	0.20	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Category: Tumble Item															
89-C	Bird Houses														
	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
MAR-17-M	MARIO T-SHIRTS-S-Super														
	1.40	12.00	2.00	0.00	0.00	5.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0

Accounts Receivable Activity

[Top](#) [Previous](#) [Next](#)

Lists all Invoices tendered on Store Account for the date range specified with a grand total amount. It will show the customer name and account number, invoice number, and amount of invoice.

This report does not include payments received on AR.

Accounts Receivable Activity:

Report Center: AR Reports: AR Activity By Date
 Accounting: Accounts: AR Activity By Date: : : Date

Accounts Receivable Activity

Confidential

From: 11/8/2005
 To: 11/8/2005

Account	Customer Name	Invoice	Date	Amount
Charges				
92	Sammy's Service	80165	11/8/2005	151.87
11	Small Town Farm	80164	11/8/2005	1103.22
61	Tri-Cities Taxi Service	80172	11/8/2005	580.25
24	Vancouver School District	80169	11/8/2005	186.00
				2021.34

RELATED REPORTS

[Summary Of Tender Report](#) - Choose to view Store Account transactions for the same date range.

Accounts Receivable Aging Report

[Top](#) [Previous](#) [Next](#)

Prints all customers on accounts receivable with open charges. The list is sorted alphabetically by customer name. Charges are totaled by periods of 30 Days, 60 days, 90 days, and Over 90 and a line Total for the customer. The can be filtered to show only past-due accounts. Optionally, one can choose to see invoices. A Query can be applied to filter the results of the report to target specific customers.

Accounts Receivable Aging Report:

Report Center: AR Reports: AR Aging Report: Run Report [F7]
 Accounting: Accounts: AR Aging Reports: : : Options Query



- Show Transaction Details - will list invoice information used in calculating the AR charges
- Past-Due Accounts Only - will include only those customers with AR charges greater than 60 days old



See [How To Use Queries](#)

If YES, The following fields are available for filtering.

- 0-30 Amount Due -
- 31-60 Amount Due -
- 61-90 Amount Due -
- Amount Owed - total amount owed
- Company Name -
- Credit Amount - amount the store owes the customer
- Credit Limit - maximum amount for On Account
- Customer Account - customer account number
- Customer Code - customer lookup code
- Last Name - customer's last name
- Over 90 Amount Due -
- Sales ID - employee ID
- Terms - customer term of payment

Accounts Receivable Aging Report

Blink's Video Game Emporium

Name	Account	Lookup	1 - 30	31 - 60	61 - 90	Over 90
Discounted, FCAS 509 555-7765	NET10	6 6	45.32	0.00	0.00	0.00
Helping Hands 509 555-5344	NET10	8 5095555344	-31.00	0.00	0.00	0.00
Johnson, Jane 509 444-4444	NET10	3 3	-11.30	0.00	0.00	0.00
Miracle Works Company	NET10	4 4	-14.99	200.60	0.00	0.00
Sammy's Service 509 555-2555	NET10	5 5095552555	1434.13	0.00	0.00	0.00
Smith, Sally 509 555-3333	NET10	7 5095553333	-39.00	0.00	0.00	0.00
			1383.16	200.60	0.00	0.00

WITH TRANSACTION DETAILS

Accounts Receivable Aging Report

Blink's Video Game Emporium

Name	Account	Lookup	1 - 30	31 - 60	61 - 90	Over 90	Total
Miracle Works Company	NET10	4 4	-14.99	200.60	0.00	0.00	185.61
Ref#:	5	Invoice: 501	Type: CRD Date: 10/27/2005 Due: 11/6/2005	0.00	-15.00	0.00	0.00
Ref#:	6	Invoice: 1029	Type: CHG Date: 10/31/2005 Due: 11/10/2005	0.00	215.60	0.00	0.00
Ref#:	25	Invoice: 25	Type: FIN Date: 12/25/2005 Due: 1/4/2006	3.01	0.00	0.00	0.00
Ref#:	34	Invoice: 1092	Type: CRD Date: 12/3/2005 Due: 12/13/2005	-12.00	0.00	0.00	0.00
Ref#:	36	Invoice: 1093	Type: CRD Date: 12/3/2005 Due: 12/13/2005	-5.00	0.00	0.00	0.00
Ref#:	41	Invoice: 1096	Type: CRD Date: 12/5/2005 Due: 12/15/2005	-1.00	0.00	0.00	0.00
			-14.99	200.60	0.00	0.00	185.61

Accounts Receivable Payments Report

[Top](#) [Previous](#) [Next](#)

Lists all payments received towards open AR charges within the date range specified. It includes the customer name, account number, and lookup code and the invoice number being paid.

The Amount value and Paid value will always be the same. This report does not show balances still due.

Accounts Receivable Payments Report:

Accounting: Accounts: AR Payments By Date: : : Date

(see [Date Range](#))

Comment: When payment received is in payment for more than one invoice, then each invoice affected is listed in the Paid field and Invoice Number field.

Accounts Receivable Payments Report

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Blink's Video Game Emporium						From: 1/1/200
						To: 12/31/200
Date	Account	Lookup Code	Customer Name	Amount	Paid	Invoice
11/29/2005	2	2	The Johnson Company	21.35	21.35	1061
11/29/2005	3	3	Johnson, Jane	100.00	71.07	1068
					28.93	1070
11/29/2005	7	5095553333	Smith, Sally	19.28	8.00	1069
					11.28	1071
11/10/2005	3	3	Johnson, Jane	44.92	44.92	1019
Total Paid:					185.55	

Actual/Budget/Variance Export

[Top](#) [Previous](#) [Next](#)

Enter topic text here.

AP Aging Report

[Top](#) [Previous](#) [Next](#)

Lists all vendors with open invoices and totals amounts due in groups of Current, Over 30 days, Over 60 days, and Over 90 days with grand totals for each period.

AP Aging Report:

Report Center: AP Reports: AP Aging Report: Run Report [F7]

Accounting: Accounts Payable: AP Reports: AP Aging Report

AP Aging Report

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Kieman Consulting					
Vendor	Account	Current	Over 30	Over 60	Over 90
Advance Tec Industries Inc	53190-01	549.49	0.00	0.00	0.00
Aries Manufacturing, Inc	18234	192.35	0.00	0.00	0.00
Best Buy		79.99	0.00	0.00	0.00
BrightPoint	267267	586.18	0.00	0.00	0.00
Communication Supply Corp	10647	1,643.98	0.00	0.00	0.00
D&H	196470 0000	8,955.42	0.00	0.00	-2,910.07
EBAY Auction		31.48	0.00	0.00	0.00
Fedco	17907	311.19	262.18	-46.50	0.00
IDC		65.10	0.00	0.00	0.00
Ingram Micro	40-799860	23,142.25	582.29	0.00	-386.75
Mundo Corp		79.41	0.00	0.00	0.00
ProClip USA, Inc.	137288	0.00	24.49	0.00	0.00
Tech Data Corporation	364744	1,232.31	0.00	0.00	0.00
Tire Rack Wholesale	515705	78.69	0.00	0.00	0.00
Toshiba Direct	1139816	0.00	0.00	0.00	839.30
Zip Zoom Fly		432.90	8,355.37	0.00	0.00
Totals:		37,380.74	9,224.33	-46.50	-2,457.52

AP Batch Report

[Top](#) [Previous](#) [Next](#)

A listing of all payments to vendors processed in a given batch. Lists the vendor invoice(s), amounts due, discounts taken and amounts paid with subtotals per vendor and grand for the batch.

AP Batch Report:

Accounting: Accounts Payable: AP History: Print Batch List [F7]: :

AP Batch Report

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Blink's Video Game Emporium

Batch Processed On: 11/29/2005

	Invoice	Invoice Date	Amount	Discount	Paid
Abes Book Distributors					
	3214567	1/22/2003	40.00	0.00	40.00
	333	10/26/2005	200.00	0.00	200.00
	444	10/26/2005	200.00	0.00	200.00
	Total Paid:				440.00
Glub Video Distributors					
	6236	10/31/2005	200.00	0.00	200.00
	Total Paid:				200.00
LC Dist					
	345	11/8/2005	39.00	0.00	39.00
	645	11/8/2005	39.00	0.00	39.00
	5234	11/8/2005	39.00	0.00	39.00
	Total Paid:				117.00
Name Brand Products					
	6344	11/25/2005	200.00	0.00	200.00
	6234	11/26/2005	66.00	0.00	66.00
	Total Paid:				266.00

Total Batch: 1023.00

AP Not Paid - Taxes Not Yet Paid Report

[Top](#) [Previous](#) [Next](#)

The summary report shows total of purchase orders, with and without tax, the amount of freight, and freight tax

and tax on the order. The detailed report includes the vendor name, purchase order number, vendor invoice number, and invoice date. The report is date range specific.

AP Not Paid - Taxes Not Yet Paid Report:

Purchase Order Tax Report (Pending):

Accounting: Reports: PO Tax Report (Pending): : : Sum/Det Query

(see [How To Use Queries](#))

The following are Query Options

- Amount Owed
- Date Due
- Invoice Date
- Invoice Number
- Vendor Code

SUMMARY

AP Not Paid - Taxes Not Yet Paid Report

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PO Number	Vendor Invoice	Inv. Date	Vendor	Total w/Tax	Order Total	Freight	Order Tax	Freight Tax
<u>Taxes Pending</u>								
Totals:				400.00	400.00	0.00	0.00	0.00

DETAIL

AP Not Paid - Taxes Not Yet Paid Report

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PO Number	Vendor Invoice	Inv. Date	Vendor	Total w/Tax	Order Total	Freight	Order Tax	Freight Tax
<u>Taxes Pending</u>								
1114-105POS	34523	11/14/2005	LC Dist	80.00	80.00	0.00	0.00	0.00
1205-105POS	5234	12/ 5/2005	Name Brand Products	320.00	320.00	0.00	0.00	0.00
Totals:				400.00	400.00	0.00	0.00	0.00

AP Statement - Payment Report

[Top](#) [Previous](#) [Next](#)

When paying vendors for one or multiple invoices, PFW will print an AP Statement listing the invoices being paid which you can include with the payment. This AP Statement can be reprinted.

AP Statement

Accounting: Accounts Payable: AP History: Reprint Batch [F8]: :

AP History

By Batch [F2] | By Vendor [F3]

Batch	Name	Time	Date	Amount Paid
0				
4	MANAGER	10:46 PM	11/29/2005	1023.00
3	MANAGER	10:03 AM	11/15/2005	140.00
2	MANAGER	4:05 PM	11/14/2005	480.00
1	MANAGER	3:46 PM	10/27/2005	200.00

Print Batch List [F7]
Reprint Batch [F8]
View PO [F6]

Vendor	Invoice	Date Due	Amount	Discount	Amount Paid	Paid On	Check #
Abes Book Distributors	3214567	2/11/2003	40.00	0.00	40.00	11/29/2005	
Abes Book Distributors	333	11/15/2005	200.00	0.00	200.00	11/29/2005	
Abes Book Distributors	444	11/15/2005	200.00	0.00	200.00	11/29/2005	
Glub Video Distributors	6236	11/20/2005	200.00	0.00	200.00	11/29/2005	
LC Dist	345	11/28/2005	39.00	0.00	39.00	11/29/2005	
LC Dist	645	11/28/2005	39.00	0.00	39.00	11/29/2005	
LC Dist	5234	11/28/2005	39.00	0.00	39.00	11/29/2005	
Allison Brown Products	6244	12/15/2005	200.00	0.00	200.00	11/29/2005	

Vendor Invoice: 3214567 Date Arrived: 1/25/2003 Shipping Total: 0.00
 PO Number: 0125-103POS Date Invoiced: 1/22/2003 Tax On Freight: 0.00
 Date Due: 2/11/2003 Tax On Order: 0.00

PO Header [F4] | PO Detail [F5] Close

Blink's Video Game Emporium

Date: 11/29/2005

555 West 5th
Richland, WA 99352

Glub Video Distributors
3333 West 33rd
RICHLAND, WA 99352

Account Number: 77777

ATTN: Accounts Receivable

Type	Invoice Number	Date	Date Due	Amount	Discount	Paid
Invoice	8924	5/24/2002	10/25/2005	240.00	0.00	240.00
Invoice	523	10/ 5/2005	10/25/2005	240.00	0.00	240.00
						480.00

AR Payment Report - Customer Receipt

[Top](#) [Previous](#) [Next](#)

This is a payment receipt for the customer. When taking payment towards Accounts Receivable, you will be prompted to print a receipt for the customer. It includes the customer name and address, account number and lookup code. The invoices on Accounts Receivable being paid are listed with a balance still owing if the invoice is not paid in full.

This receipt cannot be reprinted. However, payment can be verified by running the Customer Accounts Receivable Transactions report. [Link](#)

FULL PAGE FORM

AR Payment Report

Blink's Video Game Emporium
 555 West 5th
 Richland, WA 99352

Register: 1
 By: POS

Phone: 555-555-5555

Fax:

Jane Johnson
 2243 W. Cinnamon Drive

Account: 3
 Code: 3

RICHLAND, WA 99352-1234

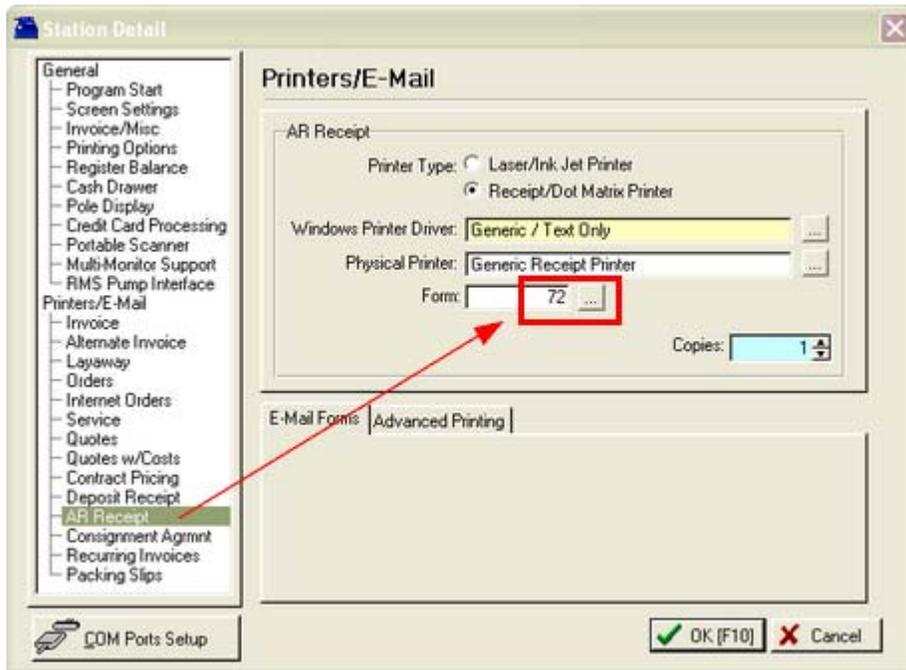
Invoice	Date	Due	Amount	Past Payments	Discounts	This Payment	Balance
1068	11/29/2005	12/ 9/2005	71.07	0.00	0.00	71.07	0.00
1070	11/29/2005	12/ 9/2005	91.63	0.00	0.00	28.93	62.70
Remaining Balance:							62.70

40-COLUMN FORM

If you are using a 40-column receipt printer, you may choose to print this receipt to the 40-column printer instead of a full page printer.

SETUP OPTIONS

The receipt form is selected through Station Settings. A 40-column receipt uses form number 72. A full page receipt is form number 71.



AR Statement

[Top](#) [Previous](#) [Next](#)

More of a form than a report, the primary purpose is to state how much the customer currently owes and to detail why the charges are being assessed. There are two forms: Balance Forward and Transaction Based.

Both forms include customer name, address, phone, and account number, total charges, payment due date, minimum payment due, payment due date, previous and new balance, purchase amount, finance charges, store credits, invoice date and total, payments, discounts, and refunds. The statement can include the SKU, description and other details of the items purchased.

AR Statements

Report Center: AR Reports: AR Statement: Run Report [F7]: Tag: Print Statements
 Customer List: Customer Record: AR Detail: Print Statement
 Accounting: Accounts: AR Statements: Tag: Print Statements

DESIGNABLE (see [User Designable Reports](#))

Both AR Statement forms can be edited and enhanced.

Comments

See File: System: System Setup: Accounts Receivable for setup options and the PFW.CHM help file for a more detailed explanation of AR Statements.

BALANCE FORWARD STYLE

Statement

Blink's Video Game Emporium
 555 West 5th
 Richland, WA 99352

My Company, My Company Name
 234 Main St
 Richland, WA 99352

Statement Date: 11/26/2005

Account:	4
Past Due Amount:	0.00
New Balance:	200.60
Payment Due Date:	11/10/2005
Minimum Payment Due:	20.06
Amount Enclosed: _____	

Return Top Half With Payment

Account Number: 4	Phone:	Credit Limit:	215.60
		Account Code:	4

Account Summary

Previous Balance:	0.00
Purchases:	215.60
Finance Charge:	0.00
Credits:	15.00
Payments:	0.00
Total Due:	200.60

Transaction Detail

Post Date	Reference Number	Description	Amount
10/31/2005	6	Invoice 1029 - PO VERBAL	215.60
10/27/2005	5	Return Credit - 501	-15.00

TRANSACTION BASED STYLE

Statement

Blink's Video Game Emporium
555 West 5th
Richland, WA 99352

Phone: 555-555-5555
 Fax:

Return Top Half With Payment

Amount Owed: 200.60

Paid: _____

Account: 4 Code: 4
 Phone:
 Fax:
 Credit Limit: 215.60

My Company, My Company Name
234 Main St
Richland, WA 99352

Statement From: 9/26/2005 - 11/26/2005

New Charges:	215.60	New Credits:	15.00	Payments:	0.00	Refunds:	0.00
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Charges

Description	Date	Due Date	Charges	Payments	Discount	Balance
Invoice 1029 - PO VERBAL	10/31/05	11/10/05	215.60		0.00	215.60
Subtotal:						215.60
Finance Charge:						0.00
Total Charges:						215.60

Credits

Description	Date	Amount	Applied	Balance
Return Credit - 501	10/27/05	-15.00		-15.00

AR Transaction Exception Report

[Top](#) [Previous](#) [Next](#)

After verifying AR transactions PFW may report that some customer accounts were incorrect. PFW automatically makes corrections and lists the names of the customers and invoice numbers in question. You may print the list.

AR Transaction Exception Report:

File: File Maintenance: Verify Data Routines: Verify AR: Process

Note: This report is generated only in unusual circumstances.

AR Transaction Exception Report

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Run: 11/30/2005
 10:12 AM

Account	Customer Name	Invoice #	Amount
1000027	ALBURY, DOREEN	11887	87.83
1001278	COLINA INSURANCE	37889	59.55
1001278	COLINA INSURANCE	37976	97.05
1001281	BAHAMA HEALTH	37968	36.30
1001281	BAHAMA HEALTH	37969	40.50
1001281	BAHAMA HEALTH	37970	273.21
1001281	BAHAMA HEALTH	37971	30.40
1001281	BAHAMA HEALTH	37972	12.45
1001281	BAHAMA HEALTH	37973	718.95
1001284	IMPERIAL LIFE INSURANCE	11879	10.45
1001284	IMPERIAL LIFE INSURANCE	37586	44.95
1001284	IMPERIAL LIFE INSURANCE	37974	20.85
1001284	IMPERIAL LIFE INSURANCE	37975	35.65

Bad Checks Report

[Top](#) [Previous](#) [Next](#)

Lists bad checks returned and processed during the selected date range. Includes the amount of the check, reas for return, and customer name, account number and customer lookup code.

Bad Checks Report:

Accounting: Accounts: Bad Checks: : :

(see [Date Range](#))

Bad Checks Report

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Blink's Video Game Emporium

Account	Lookup	Name	Date	Amount	Description
5	5095552555	Sammy's Service	11/29/05	1324.36	Customer Stopped Pay

Bin Location Report

[Top](#) [Previous](#) [Next](#)

Alphabetically lists each shelf or bin location and the inventory items assigned to that location. The inventory item's SKU, description and current stock count are included in the report. Use of a Query can filter the report output.

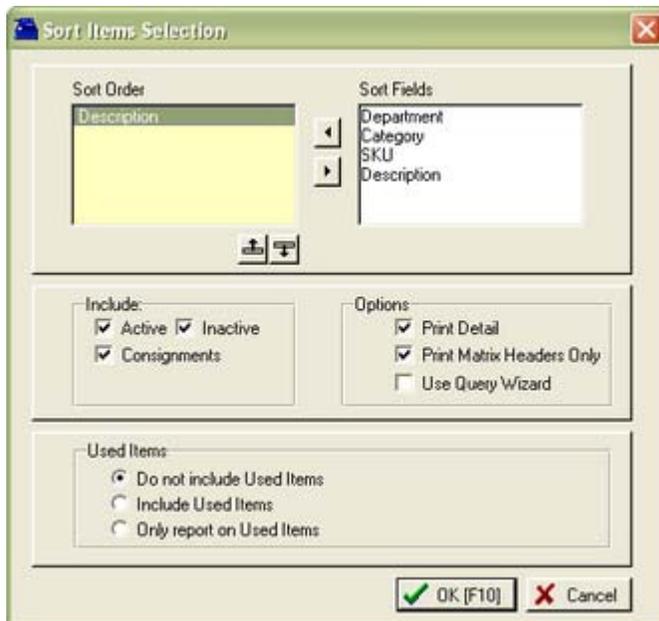
Bin Location Report:

Report Center: Inventory Reports: Bin Report: Run Report [F7]

Inventory: Inventory Reports: Bin Report: : :

(see [Sort Order](#))

It is suggested that the Sort Order options be minimal to avoid undue clutter in the report. Used inventory items can be included or be the whole purpose of the report.



(see [How To Use Queries](#))

(see [Select A Query](#))

The following fields are available for Query

- Bin

Note: Although it may appear so, PFW does not track stock counts per bin location. An inventory item with multiple assigned bin locations will report the same stock count for each location.

Bin Location Report

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SKU	Description	Type	Stock
Aisle 1			
GLUB-1027	BARIO IN WONDERLAND	Actv	26.00
Aisle 2			
2000	MOBILE UNIT 2000	Actv	2.00
4000	MOBILE UNIT 4000	Actv	5.00
Aisle 3			
4000	MOBILE UNIT 4000	Actv	5.00

Checks Tendered Report

[Top](#) [Previous](#) [Next](#)

Lists checks taken in payment and sorted by check number. The list can be focused on a specific customer or match results of a query.

Checks Tendered Report:

Accounting: Accounts: Checks Tendered: : Print: Options: Query

If you choose Print (in lower left corner) you will be prompted to apply a Query (see [How To Use Queries](#))



If YES, The following query fields are available.

- Amount (of check)
- Check Number
- City
- Customer Account Number
- Customer Name
- Date
- Driver's License
- E-Mail Address
- Mailing Address 1
- State
- Voice Phone
- Zip Code

REPORT SORTED BY CHECK NUMBER

Checks Tendered Report

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Check #	Date	Name	License #	Amount	Description
2344	5/24/2002			25.87	Inv: 1002
2344	11/27/2005	Johnson, Jane		20.33	Inv: 1059
2345	10/27/2005	The Johnson Company		30.00	Lwy: 519
2443	11/29/2005	The Johnson Company		21.35	
2455	11/29/2005	Smith, Sally		19.28	
2534	11/25/2005	Johnson, Jane		38.17	Inv: 1057
2534	12/ 1/2005	Sammy's Service		51.50	Inv: 1078

REPORT FILTERED TO SPECIFIC CUSTOMER

Checks Tendered Report

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Check #	Date	Name	License #	Amount	Description
2344	11/27/2005	Johnson, Jane		20.33	Inv: 1059
2534	11/25/2005	Johnson, Jane		38.17	Inv: 1057
5234	11/10/2005	Johnson, Jane		44.95	
5244	11/29/2005	Johnson, Jane		100.00	

Consignment Agreement

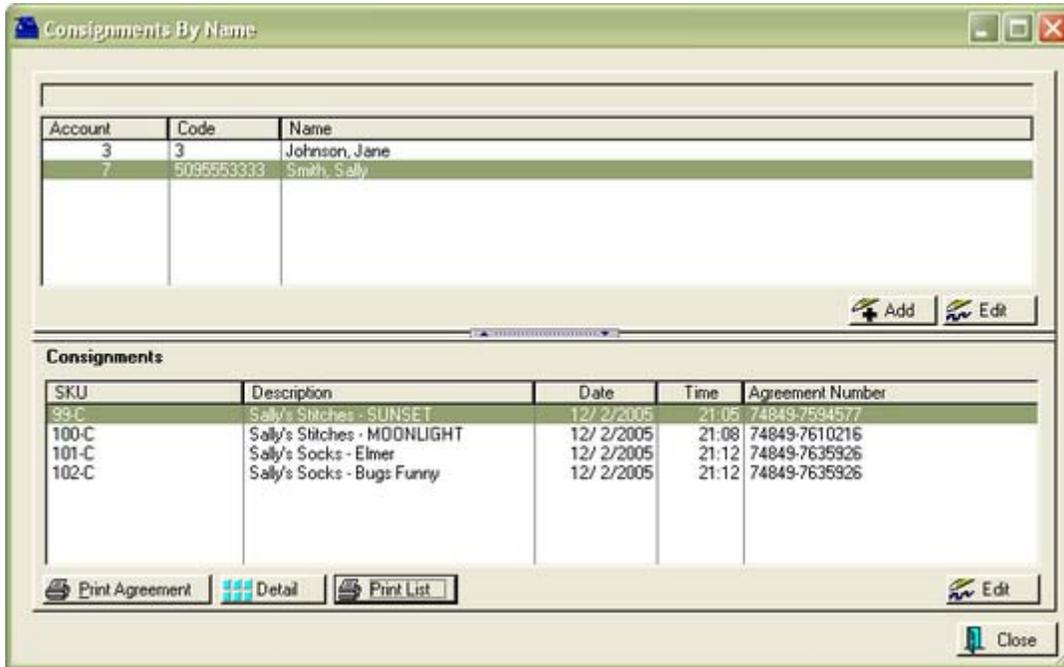
[Top](#) [Previous](#) [Next](#)

As inventory is accepted from a consignor for resale, terms of the sale are defined and an agreement is drawn up for signature. The Consignment Agreement can be reprinted.

Paragraphs of the agreement can be edited. See Editing Consignments

Consignment Agreement

Inventory: Consignments By Name: [Print Agreement](#)



Blink's Video Game Emporium
555 West 5th

Agreement #: 74849-7635926

12/ 2/2005
9:12 PM

Account: 7 Code: 5095553333
Sally Smith
25324 A St
Richland, WA 99352

Home: 509 555-3333 Work:

1. Product. The following product(s) will be delivered by Consignor to Consignee:

Consignment Item: 101-C	Price:	14.00
Description: Sally's Socks - Elmer	Customer Commission:	10.00
Quantity: 8.00	Customer Fixed Amount:	0.00
	Customer Net:	12.60

Consignment Item: 102-C	Price:	15.00
Description: Sally's Socks - Bugs Funny	Customer Commission:	10.00
Quantity: 12.00	Customer Fixed Amount:	0.00
	Customer Net:	13.50

2) Payment to Consignor. Consignee will pay Consignor for the consigned product sold the percentage amount as specified above within fifteen (15) days of selling the above consigned product.

3. Term. This Agreement shall remain in force until either party gives to the other party seven (7) days written notice of its intention to terminate, during which time the Consignee will continue to sell the consigned products in its possession in with this Agreement. Upon the expiration of such seven (7) days, this Agreement will terminate. Notwithstanding the foregoing, the Consignor may terminate this Agreement without prior notice in the event that the Consignee violates any term of this Agreement or in the event that the Consignor becomes dissatisfied with the financial stability of the Consignee, and in either such event the Consignor will have the right to remove all consigned products from the premises of the Consignee. Upon termination of this Agreement by the Consignor, the Consignee will return all consigned products to the Consignor, and will forthwith pay Consignor for all consigned products not accounted for to the Consignor at the agreed upon price set forth in paragraph 1 above.

4. Authority to act for Consignor. The Consignee will conduct the entire business of selling such products in the Consignee's name and at the Consignee's cost and expense. Nothing in this Agreement will authorize or empower the Consignee to assume or

Consignment Inventory

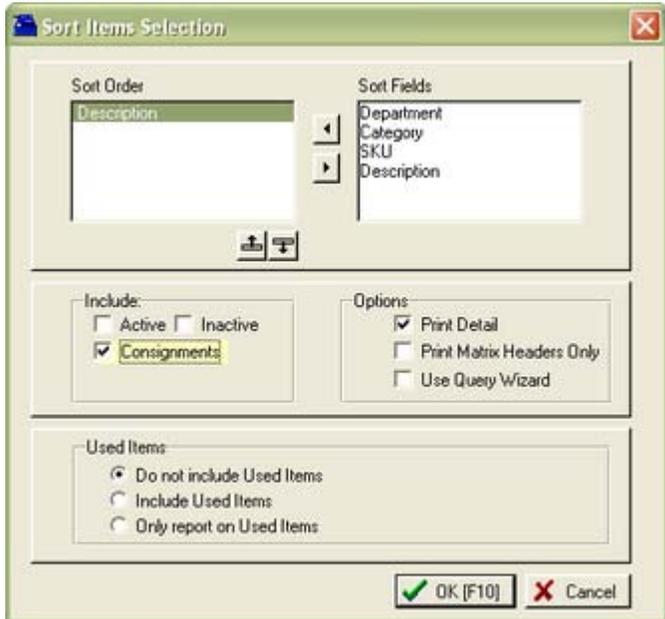
[Top](#) [Previous](#) [Next](#)

To report on all consignment items in inventory by SKU, Description, and stock status. Use of the report options is useful when running other types of reports.

Consignment Inventory

Report Center: Inventory: Inventory List: Run Report [F7]: Options

To print consignment inventory items only, activate just the Consignment type in the setup.



LISTING OF ALL CONSIGNMENT INVENTORY

Inventory Listing

Confidential

SKU	Description	Type	Stock	Committed	Location
89-C	Bird Houses	Cons	3.00	0.00	
102-C	Sally's Socks - Bugs Funny	Cons	11.00	1.00	
101-C	Sally's Socks - Elmer	Cons	8.00	0.00	
100-C	Sally's Stitches - MOONLIGHT	Cons	3.00	0.00	
99-C	Sally's Stitches - SUNSET	Cons	10.00	1.00	

VALUATION OF ALL CONSIGNMENT INVENTORY

Not applicable. Consigned items are automatically excluded from any store valuation reports.

Inventory Valuation Report

Confidential

SKU	Description	Type	Stock	Average Cost	Total Cost
89-C	Bird Houses	Cons	3.00	0.00	0.00
102-C	Sally's Socks - Bugs Funny	Cons	11.00	0.00	0.00
101-C	Sally's Socks - Elmer	Cons	8.00	0.00	0.00
100-C	Sally's Stitches - MOONLIGHT	Cons	3.00	0.00	0.00
99-C	Sally's Stitches - SUNSET	Cons	10.00	0.00	0.00

Grand Totals:	35.0000	0.00
----------------------	----------------	-------------

CONSIGNMENT INVENTORY PRICE LIST

Inventory Price List*Confidential*

Blink's Video Game Emporium

SKU	Description	Retail	Discount	Club
89-C	Bird Houses	30.00	30.00	30.00
102-C	Sally's Socks - Bugs Funny	15.00	15.00	15.00
101-C	Sally's Socks - Elmer	14.00	14.00	14.00
100-C	Sally's Stitches - MOONLIGHT	45.00	45.00	45.00
99-C	Sally's Stitches - SUNSET	35.00	35.00	35.00

Consignment Letter[Top](#) [Previous](#) [Next](#)

When consignment payments are processed, one can choose to print a Consignment Letter to be included with the consignment check. This letter includes the consignor's name and address and the amount of the enclosed check.

Consignment Letter

None

The letter cannot be reprinted.

Contract Pricing List Report[Top](#) [Previous](#) [Next](#)(see [Pending Orders](#))(see [Order List Report](#))**Contract Pricing List Report Link**

Contract Pricing In Process: Print: Contract Pricing Details

Contract Pricing In Process: Print: Contract Pricing Summary

Contract Pricing Details

Prints a multi-page list, sorted by contract pricing number, of every pending order. It includes the customer name, account number, contract pricing number, dates entered and due, amount due and current deposit amount as well as the inventory items on the order with SKU, Description, Quantity ordered and backordered.

At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Contract Pricing Summary

The focus is on the money and due dates, not the inventory involved. It lists the customer name, account number, lookup code, the contract pricing number, dates created and due, the amount of the order and deposits towards the order. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Credit Card Detail[Top](#) [Previous](#) [Next](#)

Grouped by credit card type, the report includes the invoice number, date of invoice, charged amount, refunded amount, credit card identifiers and approval number with totals per card type and grand totals.

Credit Card Detail

Report Center: Management Reports: Daily Balance History: Run Report [F7]

Credit Card Detail

Reconcile Date: 12/10/2005

Station: 1

	Reference	Date	Charge	Credit	Number	Expires	Approval
Type: MC							
Invoice	1103	12/10/2005	51.50	0.00	CardXXXXXXXXXX		5236643
			<u>51.50</u>	<u>0.00</u>			
Type: VISA							
Invoice	1089	12/3/2005	59.74	0.00			
Invoice	1092	12/3/2005	126.36	0.00			
Invoice	1093	12/3/2005	51.50	0.00			
Invoice	1104	12/10/2005	0.00	20.60	CardXXXXXXXXXX		86625534
			<u>237.60</u>	<u>20.60</u>			
Total Charges:			289.10				
Total Credits:				20.60			

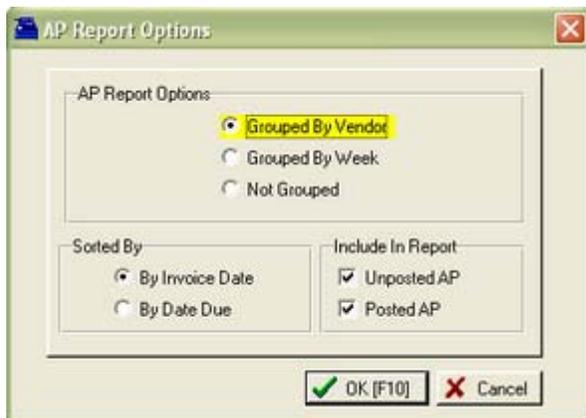
Current AP Report

[Top](#) [Previous](#) [Next](#)

A summary of current accounts payable can be sorted by vendor or by week due. If sorted by vendor the report gives the vendor name, vendor invoice number, invoice date, amount due, and date payment is due. The list is subtotaled by vendor with a grand total at the end. If sorted by week, all vendors with payments due during the week are subtotaled. Report options allows for including items posted for payment or not posted or both.

Current AP Report:

Accounting: Accounts Payable: AP Report: AP Pending Report: : Options



GROUPED BY VENDOR

Current AP Report

Blink's Video Game Emporium

Confidential

AP with a have been posted.

Grouped By: Vendor
Sorted By: Invoice D

Vendor	Type	Invoice	Invoice Date	Date Due	Amount
Ghb Video Distributors					
	Inv	5235	10/25/2005	11/14/2005	171.00 <input type="checkbox"/>
	Inv	8345	10/31/2005	11/20/2005	115.00 <input type="checkbox"/>
	Inv	525523	11/10/2005	11/30/2005	448.48 <input type="checkbox"/>
	Inv	6234	11/27/2005	12/17/2005	310.00 <input type="checkbox"/>
Total:					1044.48
LC Dist					
	Inv	9952	11/8/2005	11/28/2005	39.00 <input type="checkbox"/>
	Inv	253	11/8/2005	11/28/2005	39.00 <input type="checkbox"/>
	Inv	34523	11/14/2005	12/4/2005	80.00 <input checked="" type="checkbox"/>
Total:					158.00
Total Due:					1202.48

GROUPED BY WEEK

Current AP Report

Blink's Video Game Emporium

Confidential

AP with a have been posted.

Grouped By: Week
Sorted By: Invoice D

Date Range	Type	Invoice	Invoice Date	Date Due	Amount
11/12/2005 - 11/19/2005					
	Inv	5235	10/25/2005	11/14/2005	171.00 <input type="checkbox"/> Ghb Video Distributors
Total:					171.00
11/19/2005 - 11/26/2005					
	Inv	8345	10/31/2005	11/20/2005	115.00 <input type="checkbox"/> Ghb Video Distributors
Total:					115.00
11/26/2005 - 12/3/2005					
	Inv	9952	11/8/2005	11/28/2005	39.00 <input type="checkbox"/> LC Dist
	Inv	253	11/8/2005	11/28/2005	39.00 <input type="checkbox"/> LC Dist
	Inv	525523	11/10/2005	11/30/2005	448.48 <input type="checkbox"/> Ghb Video Distributors
Total:					526.48
12/3/2005 - 12/10/2005					
	Inv	34523	11/14/2005	12/4/2005	80.00 <input checked="" type="checkbox"/> LC Dist
Total:					80.00
12/10/2005 - 12/17/2005					
	Inv	6234	11/27/2005	12/17/2005	310.00 <input type="checkbox"/> Ghb Video Distributors
Total:					310.00
Total Due:					1202.48

Customer Accounts Receivable Transactions

[Top](#) [Previous](#) [Next](#)

Every customer with AR history is included in this date range defined report. It shows each customer's Open, Closed, and Processed transactions with date, invoice or transaction number, type of transaction and comment. The difference is calculated between charges and paid amounts with a subtotal. There is a Grand Total at the end of the report.

Customer Accounts Receivable Transactions:

Report Center: AR Reports: AR Transactions By Date: Run Report [F7]

Customer List: Customer Record: AR Detail: Print History: :

(see [Date Range](#))

Customer Accounts Receivable Transactions

Blink's Video Game Emporium

Reference	Transaction	Status	Type	Date	Amount	Discount	Paid	Total	
The Johnson Company									
2		Closed	CRD	11/13/2005	-61.09	0.00	61.09	0.00	Write Off
11	1061	Closed	CHG	11/27/2005	21.35	0.00	21.35	0.00	Invoice 1061
14	14	Closed	PMT	11/29/2005	-21.35	0.00	0.00	0.00	AR PAYMENT
					-61.09			0.00	
Johnson, Jane									
3	1019	Processed	CHG	10/26/2005	53.90	0.00	53.90	0.00	Invoice 1019
4	1020	Closed	CRD	10/26/2005	-8.98	0.00	8.98	0.00	Invoice Credit 1020
7	7	Closed	PMT	11/10/2005	-44.92	0.00	0.00	0.00	AR PAYMENT
8	8	Closed	CRD	11/10/2005	-0.03	0.00	0.03	0.00	CREDIT ISSUED
9	1049	Closed	CRD	11/23/2005	-30.00	0.00	30.00	0.00	Consignant Sale: 89-C, Bird House
10	10	Closed	REF	11/23/2005	30.00	0.00	0.00	0.00	Consignment Check
12	1068	Closed	CHG	11/29/2005	71.07	0.00	71.07	0.00	Invoice 1068
15	1070	Processed	CHG	11/29/2005	0.03	0.00	0.03	0.00	Invoice 1070
16	1070	Open	CHG	11/29/2005	91.63	0.00	28.93	62.70	Invoice 1070
17	17	Closed	PMT	11/29/2005	-100.00	0.00	0.00	0.00	AR PAYMENT
					62.70			62.70	
Miracle Works Company									
5	301	Open	CRD	10/27/2005	-15.00	0.00	0.00	-15.00	Return Credit - 301
6	1029	Open	CHG	10/31/2005	215.60	0.00	0.00	215.60	Invoice 1029 - PO VERBAL
25	25	Open	FIN	12/25/2005	3.01	0.00	0.00	3.01	Finance Charge
					203.61			203.61	
Sarany's Service									
21	BAD CHECK	Open	CHG	11/29/2005	1324.36	0.00	0.00	1324.36	Customer Stopped Pay
22	BAD CHECK#	Open	CHG	11/29/2005	50.00	0.00	0.00	50.00	Bad Check Charge
					1,374.36			1,374.36	

Customer Consignments

[Top](#) [Previous](#) [Next](#)

A stock count of inventory on consignment for an individual consignor. Lists the SKU, Description, number in stock, held, and number available for sale. Includes customer name and address.

Customer Consignments:

Customer List: Consign [F9]: Print: : :

Inventory: Consignments By Name: Print List

Blink's Video Game Emporium

Customer Consignments

Confidential

Smith, Sally
 25324 A St
 Richland, WA 99352

SKU	Description	Total Stock	Held	Available
99-C	Sally's Stitches - SUNSET	10.00	1.00	9.00
100-C	Sally's Stitches - MOONLIGHT	3.00	0.00	3.00
101-C	Sally's Socks - Elmer	8.00	0.00	8.00
102-C	Sally's Socks - Bugs Funny	11.00	1.00	10.00

Customer File

[Top](#) [Previous](#) [Next](#)

A simple printout with statistics, data, and notes about the highlighted customer. Includes customer address dates and numbers of purchases and notes about the customer.

Customer File:

Customer List: Print [F7]: Customer File : :

Customer File

Confidential

Blink's Video Game Emporium

Account: 2 Code: 2
 The Johnson Company
 667 West 15th Ave.
 Richland, WA 99352

First Purchase:	5/24/2002
Last Purchase:	11/27/2005
# Of Purchases:	3
# Of Returns:	0

4/14/2003 9:46 AM POS

Left voice message for Jerry to send a check to us for past due account.

Customer List

[Top](#) [Previous](#) [Next](#)

A list of customers by name, address and phone numbers. Through the use of the query feature, this list can be a tool to identify those customers who meet certain criteria.

Customer List:

Marketing : Print Customer List (Report): Query

Comments

Although this report can be modified by the user (see below), it might be best to export the customer list and design a printout through Microsoft Access, Excel, Word or some other software program. (see [Exporting Data](#))

(see [How To Use Queries](#))

These fields are available for the Query

- Address 1
- Address 2
- Amount Owed

- City
- Credit Limit
- Customer Terms
- Customer Type (B=Business, P=Person)
- First Name
- First Purchase Date
- Invoice Date
- Invoice Number
- Invoice Total
- Item Category
- Item Department
- Item Sold Date
- Last Name
- Last Purchase Date
- Lookup Code
- Name
- Phone 1
- Phone 2
- Price Level
- Sales ID
- State
- Total Purchases (Number)
- Total Purchases (Sales)
- User Defined Field 1
- User Defined Field 2
- User Defined Field 3
- User Defined Field 4
- User Defined Field 5
- User Defined Field 6
- Zip Code

Customer List

Property Of: Blink's Video Game Emporium

CONFIDENTIAL: For Internal Use Only

1	1	CONTINENTAL GENERAL FINANCE 2222 WEST 2ND RICHLAND, WA 99352	222-2222 111-1111
2	2	The Johnson Company 667 West 15th Ave. Richland, WA 99352	677-9999
3	3	Johnson, Jane 2243 W. Cinnamon Drive RICHLAND, WA 99352	509 444-4444 509 444-4445
4	4	My Company Name 234 Main St Richland, WA 99352	
5	5	Sammy's Service 2534 S St Richland, WA 99352	509 555-2555

QUERY - allows one to filter the report output
(see [How To Use Queries](#))

Fields available for Query

Address 1
Address 2
Amount Owed
City
Credit Limit
Customer Terms
Customer Type (Business, Person)
First Name
First Purchase Date
Invoice Date
Invoice Number
Invoice Total
Item Category
Item Department
Item Description
Item SKU
Item Sold Date
Last Name
Last Purchase Date
Lookup Code (Customer Lookup Code)
Name
Phone 1
Phone 2
Price Level
Sales ID
State
Station Number
Total Purchases (Number)
Total Purchases (Sales)
User Defined Field 1
User Defined Field 2
User Defined Field 3
User Defined Field 4
User Defined Field 5
User Defined Field 6
Zip Code

DESIGNABLE (see [User Designable Reports](#))

This Customer List Report can be enhanced with the following fields

Account Number
Address 2
Amount Late
Bill To Address Line 1
City, State, Zip
Company Name
Credit Limit
Current Owed
Customer Code
Customer Company Name
Customer Last Name
Driver's License Number
E-Mail Address

Fax Phone Number
First Name (and Initial)
First Purchase Date
Last Purchase Date
Number of Purchases
Number of Returns
Over 30 Days
Over 60 Days Owed
Over 90 Days Owed
Phone Number
Report Date
Report Time
Terms
Title (Mr. Mrs)
Total Cost Of Purchases
Total Purchases

Customer Profit Report

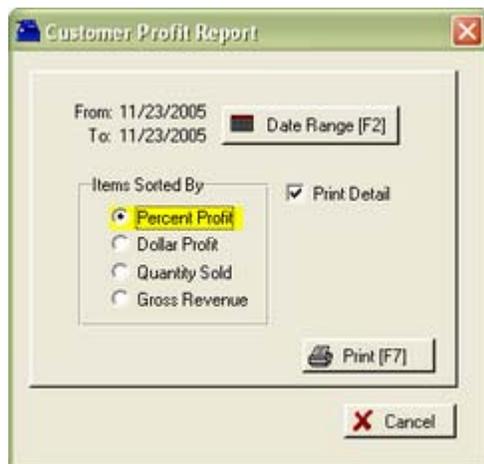
[Top](#) [Previous](#) [Next](#)

The primary focus is on both profit and customers. The report includes customer name, customer account number and lookup code, invoice number and date, total selling price, total cost, total profit and margin. The data is sorted by Percent Profit, Dollar Profit, Quantity Sold, or Gross Revenue, with detail grouped under the customer name and subtotaled on the customer name line. Grand totals are on the last page.

Customer Profit Report:

Report Center: Sales Reports: Customer: Run Report [F7]
 Accounting: Reports: Sales Reports: Customer: : Options

See [\(Date Range\)](#)



PRINT DETAIL

Customer Profit Report *Confidential*

Blink's Video Game Emporium
From 12/01/05 To 12/03/05

Account	Lookup	Customer	Total Sold	Total Cost	Total Profit	Margin	
4	4	Miracle Works Company	122.00	62.52	59.48	48.75	
		<u>Invoice</u>	<u>Date</u>	<u>Total Price</u>	<u>Cost</u>	<u>Profit</u>	<u>Margin</u>
				20.00	10.00	10.00	50.00
				52.00	27.52	24.48	47.08
				50.00	25.00	25.00	50.00
5	5095552555	Sammy's Service	50.00	26.52	23.48	46.96	
		<u>Invoice</u>	<u>Date</u>	<u>Total Price</u>	<u>Cost</u>	<u>Profit</u>	<u>Margin</u>
				50.00	26.52	23.48	46.96
3	3	Johnson, Jane	115.33	76.90	38.43	33.32	
		<u>Invoice</u>	<u>Date</u>	<u>Total Price</u>	<u>Cost</u>	<u>Profit</u>	<u>Margin</u>
				20.00	10.00	10.00	50.00
				45.00	40.50	4.50	10.00
				50.33	26.40	23.93	47.55
2	2	The Johnson Company	65.00	43.50	21.50	33.08	
		<u>Invoice</u>	<u>Date</u>	<u>Total Price</u>	<u>Cost</u>	<u>Profit</u>	<u>Margin</u>
				15.00	13.50	1.50	10.00
				50.00	30.00	20.00	40.00
Grand Totals:			352.33	209.44	142.89	40.56	

SUMMARY REPORT

Customer Profit Report *Confidential*

Blink's Video Game Emporium
From 12/01/05 To 12/03/05

Account	Lookup	Customer	Total Sold	Total Cost	Total Profit	Margin
4	4	Miracle Works Company	122.00	62.52	59.48	48.75
5	5095552555	Sammy's Service	50.00	26.52	23.48	46.96
3	3	Johnson, Jane	115.33	76.90	38.43	33.32
2	2	The Johnson Company	65.00	43.50	21.50	33.08
Grand Totals:			352.33	209.44	142.89	40.56

Customer Purchases List

[Top](#) [Previous](#) [Next](#)

The report is for one customer only and can be redesigned to a degree. It can include SKU, description, invoice number and date of invoice, quantity purchased, price, and extended line total. Other fields available are Category, Department, Time of invoice, and Item Long Description (notation).

Department/Category Report
 Utilities: Departments: Print [F7]

Department/Category Report

Blink's Video Game Emporium

Code	Description	Category
<u>ACC</u>	<u>Accessories</u>	
		Accessories
		Joysticks
		Memory Cards
<u>ADMIN</u>	<u>Admin</u>	
		Coupon
		Freight
		Labor
		Non-Taxable Item
		Taxable Item
		Trade-In
<u>BOOKS</u>	<u>Books</u>	
		Mystery Books

Deposit / Payment Receipt

[Top](#) [Previous](#) [Next](#)

A record of refund payment to be given to the customer when an order or layaway with a deposit is voided and refund monies are issued by cash or check.

Deposit / Payment Receipt
 None

Voiding an order or layaway with a deposit already paid gives one the option to refund the deposit by cash or check. A Deposit / Payment Receipt can be printed.

This report cannot be reprinted.

Deposit/Payment Receipt

B4 The Final
 123 Main

Reference: 502
 Register: 1

Phone: 509-555-4342

Fax:

Andy Anderson
 524 A St

Account: 1
 Code: 1

Richland, WA 99352

Beginning Balance: 117.86
 Total Payments: 0.00
 Balance Remaining: 117.86

Date	Amount	Type
11/30/2005	50.00	Cash
11/30/2005	-50.00	RFUND

Typically, if the amount of refund is to be paid by check, the amount is entered automatically into Accounts

Receivable as a store credit. The monies can be used for future purchases until the refund check has been processed.

Deposits On File

[Top](#) [Previous](#) [Next](#)

Lists active orders, layaways, service orders, and internet orders with full or partial payment applied as a deposit towards the purchase of the items. The report is sorted by transaction (order) number. It includes the date of creation, customer name, type of transaction, total amount of the order, and total deposit amount. As detail, a history of each deposit amount, method of payment, and date of a deposit applied to the pending transaction is reported.

Comment - The term DLVRD and a negative amount indicates that some items on an order or layaway were invoiced and delivered (Partial Delivery), and a portion of the deposit was used as payment.

Deposits On File:

Accounting: Reports: Deposits On File: : :

Deposits On File

Blink's Video Game Emporium

Reference	Date	Customer	Type	Total Due	Deposit
519	10/27/2005	The Johnson Company	Layaway	32.34	15.00
				10/27/2005	10.00 Cash
				11/25/2005	15.00 Cash
				10/27/2005	30.00 Check
				10/27/2005	-40.00 Dlvrd
530	11/16/2005	Sammy's Service	Order	21.40	10.00
				11/16/2005	10.00 Cash
536	11/23/2005	My Company Name	Order	53.50	53.50
				11/23/2005	53.50 Cash
537	11/23/2005	Smith, Sally	Order	53.50	53.50
				11/23/2005	53.50 Cash

Total Deposits:	132.00
------------------------	---------------

Employee Exception Report

[Top](#) [Previous](#) [Next](#)

The Exception Report shows inventory items per employee when employees have made a change to the selling price or entered a discount percentage for the item or both. This is expressed in a field called Total Difference and is Grand Totaled at the end of the report.

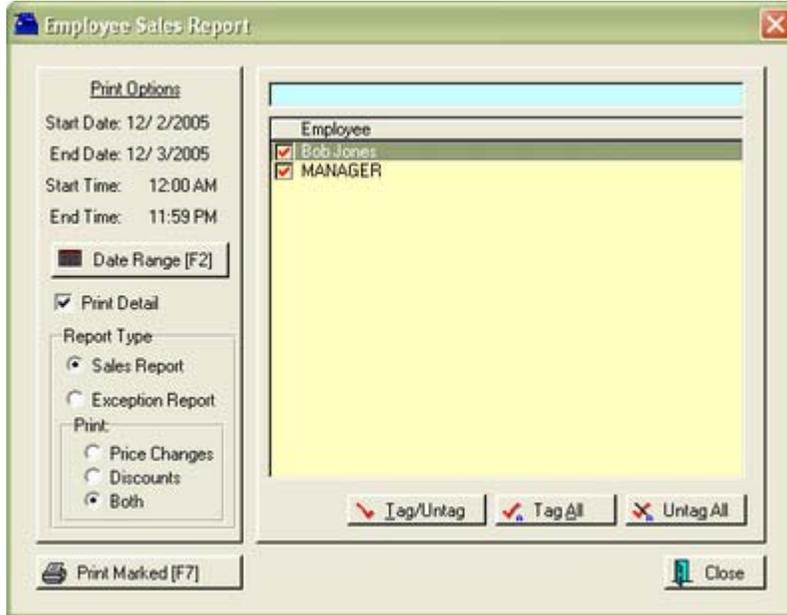
Excluded from this report will be items which are anticipated to have a change in pricing. For example, if the customer has a permanent discount then the item will be automatically discounted and will not be on this report.

Or if the item has a flag "Ask For Price" then the item will be excluded.

Employee Exception Report:

Report Center: Sales Reports: Employee: Options
 Accounting: Reports: Sales Reports: Employee: : Options

See [\(Date Range\)](#)



Employee Exception Report
Confidential

Elink's Video Game Emporium

From 11/1/2005 12:00 AM
 To 11/30/2005 11:59 PM

Date	Time	Reference	SKU	Description	Quantity	Unit Price	Total Line Price	Total Original Price	Total Difference	Disc%	
MANAGER											
<i>Price Adjustment</i>											
11/16/2005	11:43AM	1039	P1	PLANT 1	-1.00	0.00	0.00	-10.00	10.00	-100.00	
11/16/2005	11:43AM	1039	P2	PLANT 2	-2.00	0.00	0.00	-20.00	20.00	-100.00	
11/18/2005	9:21AM	1041	AS1-1013	FCAS TEST 3	1.00	16.36	16.36	18.18	-1.82	-10.00	
11/23/2005	2:56PM	1056	SN1	SUPER BARIO III	1.00	38.50	38.50	50.00	-11.50	-23.00	
							Price Adjustmen	54.86	38.18	16.68	-58.25
							MANAGER	54.86	38.18	16.68	-58.25
Grand Totals							54.86	38.18	16.68	-58.25	

Employee File

[Top](#) [Previous](#) [Next](#)

Prints specific information about an employee including employee name, address, phone number and notes created about the employee. The employee's current Sales ID and password and social security number are included.

Employee File

Management: Employees: Print: Print Highlighted

Employee File

Confidential

Blink's Video Game Emporium

ID: BOB

Name: Bob Jones

415 Southridge
 Richland, WA 99352
 444-6655

000-00-0000
 BOB

Notes:

- POS 11/25/2005 8:27 AM Hired 8/23/04
- POS 11/25/2005 8:27 AM Employee of the Month Award - September 2005

Employee List

[Top](#) [Previous](#) [Next](#)

A name, phone, and address list for all store employees.

Employee List

Management: Employees: Print: Print List

Employee List

Confidential

Blink's Video Game Emporium

ID	Name	Address	City/State/Zip	Phone
BOB	Bob Jones	415 Southridge	Richland, WA 99352	444-6655
POS	MANAGER			

Employee Sales Report

[Top](#) [Previous](#) [Next](#)

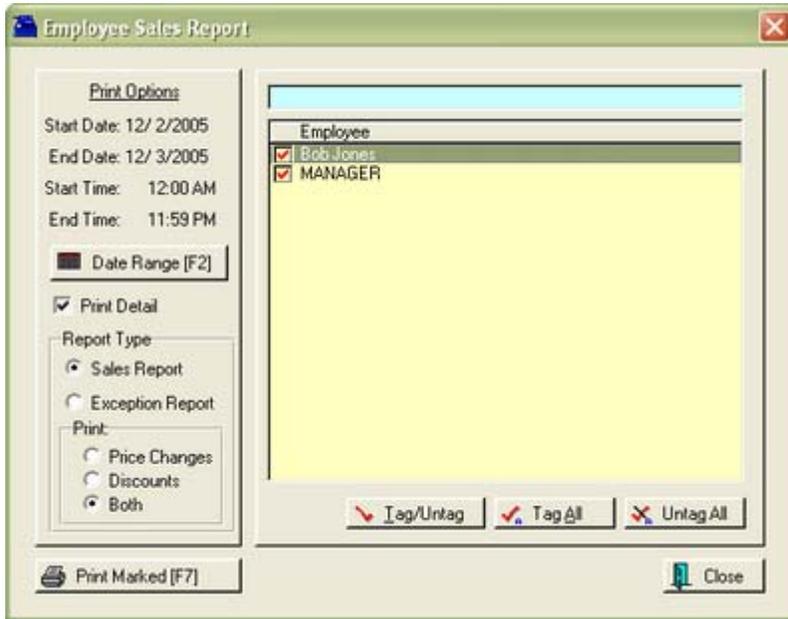
Based on a date range and selection of employees to be included, this report displays invoice number, date and time, cashier, selling price (tax excluded), cost, profit, margin and freight per invoice. Sorted by employee name, subtotals per employee and grand totals are printed.

Comment - The Cashier ID is the person who processed the invoice and can be different from the name of the employee credited with the sale of the invoice. For example, by default the person who creates an order or layaway becomes the sales person and gets credit for the sale. When the order or layaway is converted to an invoice, that sales person and the cashier information are kept separately.

Employee Sales Report:

- Report Center: Sales Reports: Employee: Run Report [F7]
- Accounting: Reports: Sales Reports: Employee: : Options

See ([Date Range](#))



PRINT DETAILS

Employee Sales Report

Confidential

Blink's Video Game Emporium
 From 12/2/2005 To 12/3/2005

Date	Time	Number	Cashier	Station	Price	Cost	Profit	Margin	Freight
Bob Jones									
12/3/2005	10:09AM	1087	POS	1	52.00	27.52	24.48	47.08	0.00
12/3/2005	10:39AM	1089	BOB	1	50.00	25.00	25.00	50.00	8.00
Employee Subtotal:					102.00	52.52	49.48	48.51	8.00
MANAGER									
12/2/2005	4:38PM	1083	POS	1	49.29	30.00	19.29	39.14	0.00
12/2/2005	9:52PM	1084	POS	1	15.00	13.50	1.50	10.00	0.00
12/2/2005	9:53PM	1085	POS	1	45.00	40.50	4.50	10.00	0.00
12/3/2005	8:11AM	1086	POS	1	50.00	30.00	20.00	40.00	0.00
12/3/2005	10:14AM	1088	BOB	1	50.33	26.40	23.93	47.55	0.00
Employee Subtotal:					209.62	140.40	69.22	33.02	0.00
Grand Totals:					311.62	192.92	118.70	38.09	8.00

SUMMARY REPORT

Employee Sales Report

Confidential

Blink's Video Game Emporium

From 12/ 2/2005 To 12/ 3/2005

	Price	Cost	Profit	Margin	Freight
Bob Jones	102.00	52.52	49.48	48.51	8.00
MANAGER	209.62	140.40	69.22	33.02	0.00

Totals:

Price	Cost	Profit	Margin	Freight
311.62	192.92	118.70	38.09	0.00

Employee Service Time Report

[Top](#) [Previous](#) [Next](#)

Service orders can track time spent by technicians on that service order. This report is printed one page per employee and includes the employee name, date of service, service order number, time in and time out and hours worked per service order and totals for the date range selected.

Employee Service Time Report

Management: Service Time Cards: Print Tagged

See [\(Date Range\)](#)

Prints one page per employee.

Employee Service Time Report

Confidential

Blink's Video Game Emporium

From: 11/22/2005

To: 12/ 3/2005

Employee	Date	Time In	Time Out	Hours
Bob Jones				
Service Order#: 516	12/ 3/2005	5:07 PM	5:40 PM	00:33:24
Service Order#: 544	12/ 3/2005	5:40 PM	5:54 PM	00:14:01
				0000:47:26

Employee Time Report

[Top](#) [Previous](#) [Next](#)

This report is printed one page per employee and includes the employee name, date, time in and time out, and hours worked with a grand total for the date range selected.

Employee Time Report

Management: Employee Time Cards: Print Tagged

See [\(Date Range\)](#)

Employee Time Report

Confidential

Blink's Video Game Emporium

From: 11/22/2005

To: 12/ 3/2005

Employee	Date	Time In	Time Out	Hours
Bob Jones				
	11/25/2005	8:43 AM	5:10 PM	08:26:37
	12/ 3/2005	11:00 AM	5:27 PM	06:27:45
	12/ 3/2005	6:00 PM		- Not Clocked Out
				0014:54:23

Freight Summary Report

[Top](#) [Previous](#) [Next](#)

For a selected date range, this report lists all purchase orders received from each vendor. The freight value is totaled per vendor and grand totaled for the date range. The report includes vendor name, vendor invoice date, vendor invoice number and PO Number.

Freight Summary Report:

Report Center: PO History Reports: Freight Summary: Run Report [F7]
 Inventory: Purchase Order History: Reports: Freight Summary:

See ([Date Range](#))

Freight Summary Report

Confidential

Blink's Video Game Emporium

From: 10/25/2005

To: 10/29/2005

Club Video Distributors	Invoice Date	Invoice #	PO Number	Freight
	10/25/2005	5235	1025-105POS	0.00
Subtotal:				0.00
Abes Book Distributors	Invoice Date	Invoice #	PO Number	Freight
	10/26/2005	333	1026-105POS	100.00
	10/26/2005	444	1026-205POS	100.00
	10/26/2005	6235	1026-305POS	100.00
Subtotal:				300.00
San's Food Distribution	Invoice Date	Invoice #	PO Number	Freight
	10/27/2005	2523	1027-105POS	0.00
Subtotal:				0.00
Total:				300.00

Frequent Buyer History Report

[Top](#) [Previous](#) [Next](#)

A summary report per customer listing rewards earned. The report shows the customer name, account number and lookup code, date and time of purchase of qualifying products, the value of the qualifying products, and the amount of the award. A grand total of awards and balance towards next award are at the end of the report.

Frequent Buyer History Report

Management: Frequent Buyer Program: Print History

Customer List: Frequent Buyer tab: Print

Frequent Buyer History Report

7
5095553333
Smith, Sally

Date	Time	Action
10 for 1		
12/ 6/2005	9:13 PM	12/ 6/2005, 9:13 PM - Awarded \$2.00 Credit on Store Account
12/ 6/2005	9:13 PM	Inv. 1105, Purchase Total Applied: 20.00
12/ 5/2005	1:04 PM	12/ 5/2005, 1:04 PM - Awarded \$39.00 Credit on Store Account
12/ 5/2005	1:04 PM	Inv. 1100, Purchase Total Applied: 390.67
		Balance: 0.67
		Rewards: 41.00

Frequent Buyer Report

[Top](#) [Previous](#) [Next](#)

Lists all customers assigned to a specific frequent buyer program. The report includes the customer name, account number and lookup code as well as total to be awarded and balance being applied towards next award.

Frequent Buyer Report

Management: Frequent Buyer Program: Print [F7]

Frequent Buyer Report

Confidential

Blink's Video Game Emporium			Program: 10 for 1	
Account	Code	Name	Current Balance	To Be Awarded
8	509555344	Helping Hands	0.00	5.00
3	3	Johnson, Jane	5.92	877.00
4	4	Miracle Works Company	9.34	18.00
9	5095552844	Pointer, Polly	0.66	14.00
5	5095552555	Sammy's Service	6.63	14.00
7	5095553333	Smith, Sally	0.67	41.00
2	2	The Johnson Company	0.00	0.00

Gift Certificate Sales Report

[Top](#) [Previous](#) [Next](#)

A listing of gift certificates sold during a specified date range. The report includes the date of sale, invoice number, and customer name on the invoice. The amount of the gift certificate is listed and totaled for the date range.

Gift Certificate Sales Report:

Management: Gift Certificate Manager: Sales Report [F8]

See [\(Date Range\)](#)

Gift Certificate Sales Report

Confidential

Start Date: 9/ 1/2005
 Start Time: 12:00 AM
 End Date: 12/ 3/2005
 End Time: 11:59 PM

Blink's Video Game Emporium

Date	Invoice #	Customer Name	Amount
10/27/2005	1021	Quick Sale	30.00
11/28/2005	1067	Sally Smith	25.00
12/ 3/2005	1094	Helping Hands	50.00
			105.00

Gift Certificates Outstanding

[Top](#) [Previous](#) [Next](#)

All gift certificates not fully redeemed are listed by date sold. The report includes the gift certificate number, date sold, sales person, invoice number, customer name, and amount of the gift certificate. If a gift certificate has been redeemed in full, it is removed from the list. If it has only been partially redeemed, the amount spent is displayed and a balance calculated. All balances outstanding are totaled.

Comment - Gift certificates can be generated in advance. They are included in this report and are part of the grand total. The date of generation is listed but there is no sales person nor invoice number shown until the certificate is sold.

Gift Certificates Outstanding:

Management: Gift Certificate Manager: Print [F7]
 Accounting: Reports: Gift Certificates Outstanding: : :

Gift Certificates Outstanding

Confidential

Blink's Video Game Emporium

Number	Date Sold	By	Invoice	Sold To	Amount	Spent	Balance
1000	5/24/2002	POS	1005	Quick Sale	50.00	0.00	50.00
123	4/14/2003	POS	845250	Quick Sale	20.00	0.00	20.00
A1000	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1001	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1002	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1003	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1004	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1005	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1006	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1007	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1008	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1009	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
1010	10/ 5/2005	?	0	Quick Sale	50.00	0.00	50.00
AC52344	11/28/2005	POS	1067	Sally Smith	25.00	0.00	25.00
3400	12/ 3/2005	POS	1094	Helping Hands	50.00	19.57	30.43

Total Outstanding **675.43**

Hourly Sales Summary w/Graph

[Top](#) [Previous](#) [Next](#)

Invoices are time stamped. This report shows total sales per hour for the given date range. The report includes a total number of invoices and sales, and a graph of sales per hour.

Hourly Sales Summary w/Graph:

Management: Sales Summary: Hourly Sales: Print: :

See ([Date Range](#))

Hourly Sales Summary

Confidential

Blink's Video Game Emporium



Time	Total	Quantity
1am	0.00	0.00
2am	0.00	0.00
3am	0.00	0.00
4am	0.00	0.00
5am	0.00	0.00
6am	0.00	0.00
7am	0.00	0.00
8am	427.86	11.00
9am	6,399.21	12.00
10am	45.67	1.00
11am	6,110.67	3.00

Internet Orders List Report

[Top](#) [Previous](#) [Next](#)

(see [Pending Orders](#))
 (see [Order List Report](#))

Internet Orders List Report

Internet Orders In Process: Print: Internet Order Details
 Internet Orders In Process: Print: Internet Order Summary

Internet Order Details

Prints a multi-page list, sorted by internet order number, of every pending order. It includes the customer name, account number, internet order number, dates entered and due, amount due and current deposit amount as well as the inventory items on the order with SKU, Description, Quantity ordered and backordered. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Internet Order Summary

The focus is on the money and due dates, not the inventory involved. It lists the customer name, account number, lookup code, the internet order number, dates created and due, the amount of the order and deposits towards the order. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Inventory Discrepancy Report

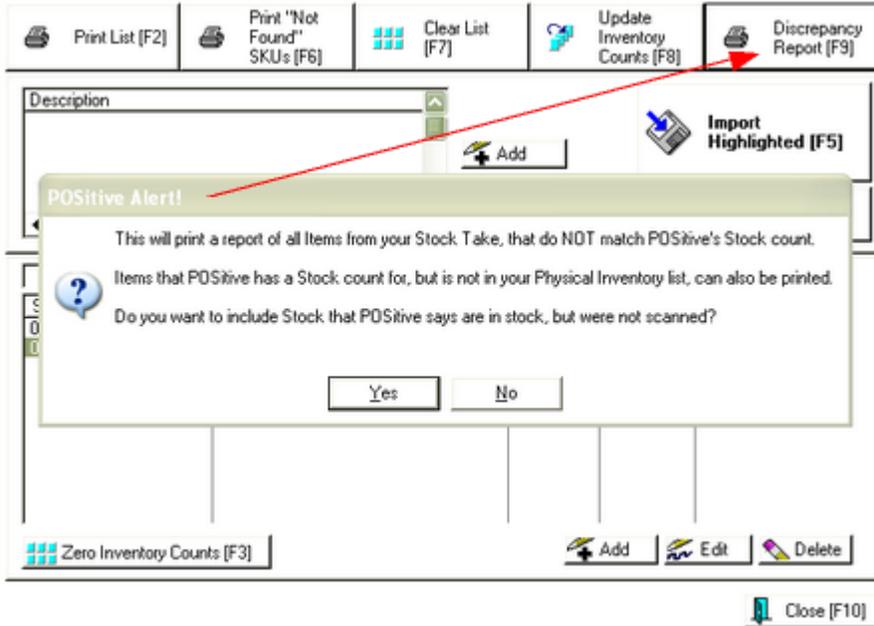
[Top](#) [Previous](#) [Next](#)

Whenever a Physical Inventory count is taken and entered into the "Import Physical Inventory From File"

screen, any differences between the Original and Actual count can be printed by selecting the Discrepancy Report. The report can exclude or include items not counted. The report shows SKU, Description, original and actual counts.

Inventory Discrepancy Report:

Inventory: Physical Inventory: Reconcile From File: Discrepancy Report: Print: :



If you answer NO
EXCLUDE NOT COUNTED

Inventory Discrepancy Report

Confidential

Blink's Video Game Emporium

SKU	Description	Original	Actual
0756873221	WITCHES IN THE CORN FIELDS	4.0000	1.0000
SN1	SUPER BARIO III	4.0000	3.0000
SNA1	DELUXE JOYSTICK	4.0000	7.0000

If you answer YES
INCLUDE NOT COUNTED

Inventory Discrepancy Report

Confidential

Blink's Video Game Emporium

SKU	Description	Original	Actual
0756873221	WITCHES IN THE CORN FIELDS	4.0000	1.0000
15USB	15" SUPER USB	26.0000	0.0000 Not Counted
2000	MOBILE UNIT 2000	2.0000	0.0000 Not Counted

Inventory Exception Report

[Top](#) [Previous](#) [Next](#)

Whenever inventory stock counts are adjusted manually, a log is kept showing the date of the adjustment and

difference between the original or computer count and the new Actual count.

Inventory Exception Report:

Inventory: Physical Inventory: Reconciliation Report: Print: :

Comments: Report Sorted By SKU

Inventory Exception Report

Confidential

Blink's Video Game Emporium

SKU	Description	Date	Computer	Actual	Difference
15USB	15" SUPER USB	10/ 6/2005	0.00	5.00	5.00
2000	2000	11/30/2005	0.00	2.00	2.00
4000	4000	11/30/2005	0.00	5.00	5.00
DC	DELUXE CRIB	12/ 5/2005	0.00	2.00	2.00
GN1	BARIO IN WONDERLAND	12/31/1996	6.00	6.00	0.00

Inventory Listing

[Top](#) [Previous](#) [Next](#)

List of all or selective inventory items based upon sort order and query applications. Report shows SKU, description, inventory type, current stock count, number held, and bin location. Report definition can group inventory by department or category.

Inventory Listing:

Report Center: Inventory Reports: Inventory Listing: Run Report [F7]

Inventory: Inventory Reports: Inventory Listing: Options :Query

(see [Sort Items Selection](#))

(see [Select A Query Option](#))

The following fields are available for the Query

- Average Cost
- Category
- Department
- Description
- In Stock Quantity
- Last Cost
- Last Date Sold
- Last Ordered
- Location
- Long Description
- Manufacturer ID
- Minimum Order
- Minimum Stock On Hand
- Price 1
- Price 2
- Price 3
- Price 4
- Price 5
- Price 6
- Primary Vendor ID
- Quantity On Order
- SKU

- Warranty Code

Inventory Listing

Confidential

SKU	Description	Type	Stock	Committed	Location
CO1512	AC ADAPTER CO1512 HP PAVILION	Actv	0.00	0.00	
PRINTERS - INKJET					
E80392	HP OFFICEJET 7300 ALL IN ONE	SerN	1.00	1.00	
PROCESSORS					
E24721	INTEL XEON 3.2GHZ 1MB PASSIVE	Actv	1.00	1.00	
E95633	3.4GHZ PASSIVE XEON CPU	Actv	0.00	0.00	
F40826	INTEL P4 640 3.2GHZ 2MB 800FS	Actv	20.00	4.00	
F40918	3.0GHZ PASSIVE XEON CPU	Actv	0.00	0.00	
G06625	INTEL 3.2GHZ XEON 2M CACHE	Actv	2.00	2.00	

Inventory Matrix Report

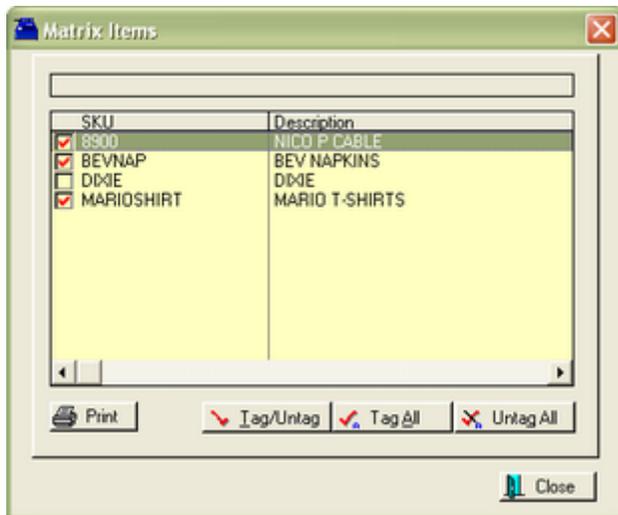
[Top](#) [Previous](#) [Next](#)

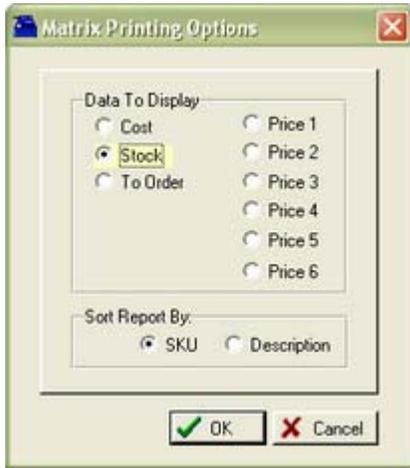
The report keeps the characteristics of the row/column grid showing item information. Data to be displayed in the report can be cost, stock quantity, quantity to order, or selling price. The report can contain one or more matrices.

Inventory Matrix Report:

Report Center: Inventory Reports: Matrix Report: Run Report [F7] Options
 Inventory: Inventory Reports: Matrix Reports: :Options :

SELECT MATRICES TO BE INCLUDED IN REPORT
 (see Tag / Untag)





Data To Display selection is part of the report header

- Matrix Stock Display
- Matrix Cost Display
- Matrix To Order Display
- Matrix Price 1 Display (Price 2, 3, 4, 5, 6)

MATRIX STOCK DISPLAY

Inventory Matrix Report

11/25/2005

Blink's Video Game Emporium
555 West 5th
Richland, WA 99352

Page: 1

555-555-5555

Matrix Stock Display

BEVNAP

BEV NAPKINS

Color /Product	.
Red	0.00
Yellow	0.00
Green	0.00
White	0.00

MARIOSHIRT

MARIO T-SHIRTS

Style /Size	S	M	L	XL	XXL
Super	0.00	0.00	0.00	0.00	0.00
Paper	0.00	0.00	0.00	0.00	0.00
Luigi	0.00	0.00	0.00	0.00	0.00

MATRIX COST DISPLAY

Inventory Matrix Report

11/25/2005

Blink's Video Game Emporium
 555 West 5th
 Richland, WA 99352

Page: 1

555-555-5555

Matrix Cost Display

BEVNAP

BEV NAPKINS

Color /Product	.
Red	1.00
Yellow	0.00
Green	1.00
White	0.00

MARIOSHIRT

MARIO T-SHIRTS

Style /Size	S	M	L	XL	XXL
Super	7.00	7.00	7.00	7.00	7.00
Paper	7.00	7.00	7.00	7.00	7.00
Luigi	7.00	7.00	7.00	7.00	7.00

Inventory Price List

[Top](#) [Previous](#) [Next](#)

The list shows SKU, Description, and pricing for the first three price levels of each item. (The report can be redefined to include more information.)

Inventory Price List:

Report Center: Inventory Reports: Inventory Price List: Run Report [F7]
 Inventory: Inventory Reports: Inventory Price List: : :

(see [Select A Query](#))

The following fields are available for Query

- Average Cost
- Category
- Department
- Description
- In Stock Quantity
- Last Cost
- Last Date Sold
- Last Ordered
- Location
- Long Description
- Manufacturer ID
- Minimum Order
- Minimum Stock On Hand
- Price 1
- Price 2
- Price 3
- Price 4

- Price 5
- Price 6
- Primary Vendor ID
- Quantity On Order
- SKU
- Warranty Code

Comment

If you are using TAX INCLUDED IN PRICE option under File: System: System Setup: Tax Options: International, this report will not show the "included price." Contact your dealer or POSitive Software Company.

Inventory Price List

Confidential

Blank's Video Game Emporium

SKU	Description	Retail	Discount	Club
0756873221	WITCHES IN THE CORN FIELDS	20.00	16.67	14.29
1095	\$10.95 SPECIAL	10.95	10.95	10.95
15USB	15" SUPER USB	9.00	9.00	9.00
2000	2000	2000.00	2000.00	2000.00
20USB	USB CABLE 20'	20.00	20.00	20.00
3139420226008	COLOGNE	19.99	18.99	17.99
345	345 NYLON 1/4 ROPE	0.78	0.65	0.56

DESIGNABLE (see [User Designable Reports](#))

This Inventory Price List form can be edited and enhanced. For example, this report can be expanded to include all price levels as well as last cost of the item. The following fields can be used.

Company Name

Header 1

Header 2

Header 3

Item Cost

Item Description

Item SKU

Price Definition 1

Price Definition 2

Price Definition 3

Price Definition 4

Price Definition 5

Price Definition 6

Price Level 1

Price Level 2

Price Level 3

Price Level 4

Price Level 5

Price Level 6

ReportRunDate

ReportRunTime

Inventory Sales Report With Notes

[Top](#) [Previous](#) [Next](#)

The report can include line notes added to the invoice listed below the inventory item or in place of the customer information.

Using a date range, this reports sales of all inventory items and includes invoice number, date of invoice, customer name, account number and customer lookup code, quantity of items purchased, cost, selling price, average cost :

average price, profit amount, and margin per line item. It can be sorted by SKU or description.

Inventory Sales Report With Notes

Sales Report All Inventory

Report Center: Sales Reports: Inventory: Run Report [F7]: Options

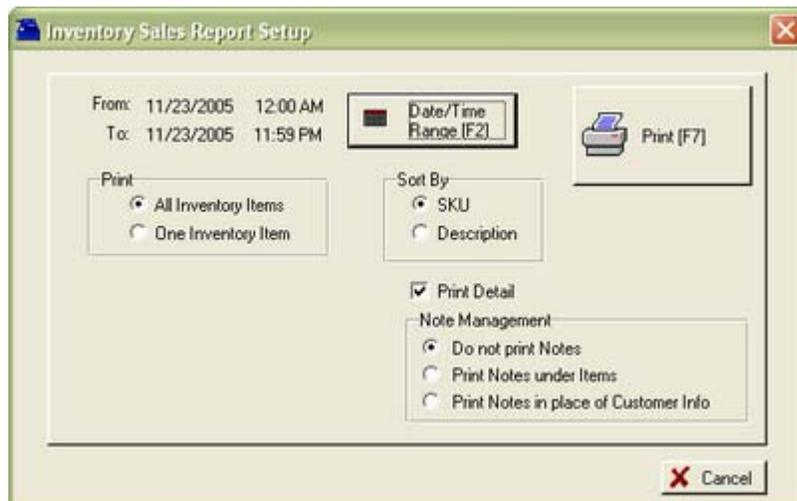
Comment

Any note line below an inventory item on the invoice is included in this report. Examples of such notes are listed in order as displayed in the sample report images. Some notes will be truncated because of space limitations.

- **Transaction Note** - a note defined in advance for the inventory item under the Properties tab: Notes or for consignment items.
- **Equation Components** - items which use an Equation to calculate quantity print the equation factors
- **Manual Entries** - press CTRL-N and type note on invoice
- **Selling Prompts** - items assigned to a category with selling prompts activated print 3 kinds of notes: Text, Date and Large Note
- **Serial Numbers** - a serial number(s) selected for the product being sold

See ([Sales Report All Inventory](#))

See ([Date Range](#))



PRINT NOTES UNDER ITEMS

Sales Report All Inventory
Confidential

Blink's Video Game Emporium
From 12/10/2005 To 12/10/2005

Invoice	Date	Note	Quantity	Cost	Price	Average Cost	Average Price	Profit	M
1095 \$10.95 SPECIAL									
1105	12/10/2005	7 5095553333 Sally Smith	-1.00	0.00	-10.95	0.00	-10.95	-10.95	10.95
1108	12/10/2005	Quick Sale	1.00	0.00	10.95	0.00	10.95	10.95	10.95
Any inventory item can have a TRANSACTION NOTE which is automatically added to the invoice when the item is sold.									
			0.00	0.00	0.00	0.00	0.00	0.00	0.00
DM DIMENSIONAL ITEM									
1108	12/10/2005	Quick Sale	10.00	10.00	20.00	1.00	2.00	10.00	10.00
Length in Feet = 4 Width in Feet = 2.5									
			10.00	10.00	20.00	1.00	2.00	10.00	10.00
SN1 SUPER BARIO III									
1103	12/10/2005	3 3 Jane Johnson	1.00	25.00	50.00	25.00	50.00	25.00	25.00
1106	12/10/2005	Quick Sale	1.00	25.00	50.00	25.00	50.00	25.00	25.00
A free form note can be added to an invoice by pressing CTRL-N									
			2.00	50.00	100.00	25.00	50.00	50.00	50.00
SP SELLING PROMPTS WITH ITEM									
1110	12/10/2005	3 3 Jane Johnson	1.00	10.00	18.18	10.00	18.18	8.18	8.18
Large text selling prompt area for recording more detailed information about the customer selling prompt2 = Test 2 sells									
			1.00	10.00	18.18	10.00	18.18	8.18	8.18
SR SERIAL RET									
1106	12/10/2005	Quick Sale	2.00	20.00	33.34	10.00	16.67	13.34	13.34
SMSR:11 SR:14 --- Serial numbers are a form of note and are included in reports									
			2.00	20.00	33.34	10.00	16.67	13.34	13.34

PRINT NOTES IN PLACE OF CUSTOMER INFO

Sales Report All Inventory
Confidential

Blink's Video Game Emporium
From 12/10/2005 To 12/10/2005

Invoice	Date	Note	Quantity	Cost	Price	Average Cost	Average Price	Profit	M
1095 \$10.95 SPECIAL									
1105	12/10/2005		-1.00	0.00	-10.95	0.00	-10.95	-10.95	10.95
1108	12/10/2005	Any inventory item can have a TRANSACTION NOTE which is automatically added	1.00	0.00	10.95	0.00	10.95	10.95	10.95
			0.00	0.00	0.00	0.00	0.00	0.00	0.00
DM DIMENSIONAL ITEM									
1108	12/10/2005	Length in Feet = 4 Width in Feet = 2.5	10.00	10.00	20.00	1.00	2.00	10.00	10.00
			10.00	10.00	20.00	1.00	2.00	10.00	10.00
SN1 SUPER BARIO III									
1103	12/10/2005		1.00	25.00	50.00	25.00	50.00	25.00	25.00
1106	12/10/2005	A free form note can be added to an invoice by pressing CTRL-N	1.00	25.00	50.00	25.00	50.00	25.00	25.00
			2.00	50.00	100.00	25.00	50.00	50.00	50.00
SP SELLING PROMPTS WITH ITEM									
1110	12/10/2005	Large text selling prompt area for recording more detailed information about the	1.00	10.00	18.18	10.00	18.18	8.18	8.18
			1.00	10.00	18.18	10.00	18.18	8.18	8.18
SR SERIAL RET									
1106	12/10/2005	SMSR:11 SR:14 --- Serial numbers are a form of note and are included in reports	2.00	20.00	33.34	10.00	16.67	13.34	13.34
			2.00	20.00	33.34	10.00	16.67	13.34	13.34

Inventory Valuation Report

[Top](#) [Previous](#) [Next](#)

Lists inventory in stock and calculates the wholesale value of all items. Printing with no detail shows SKU, Description, inventory type, stock count, average cost and total cost. Printing with detail shows purchase order sources which explain the average cost and additionally includes vendor name, purchase date, purchase order number, quantity received and cost. On the last page of the report is a synopsis by department / category with total cost, total stock counts and percentages each department and category fulfill compared to all inventory.

Inventory Valuation Report:

Report Center: Inventory Reports: Inventory Valuation: Run Report [F7]

Inventory: Inventory Reports: Inventory Valuation: :Options :Query

(see [Sort Order](#))

(see [How To Use Queries](#))

The following fields are available for the query

- Category
- Department
- Description
- In Stock Quantity
- Last Cost
- Last Date Sold
- Last Ordered
- Long Description
- Manufacturer ID
- Manufacturer Name
- Minimum Order
- Minimum Stock On Hand
- Price 1
- Price 2
- Price 3
- Price 4
- Price 5
- Price 6
- Quantity On Order
- Quantity Sold
- SKU
- Track Serial Numbers
- Track Stock Quantities

NO DETAIL

Inventory Valuation Report

Confidential

SKU	Description	Type	Stock	Average Cost	Total Cost
Accessories					
SNA1	DELUXE JOYSTICK	Actv	7.00	25.00	175.00
Joysticks	7.00				175.00
			Totals:	7.00	175.00
Books					
0756873221	WITCHES IN THE CORN FIELDS	Actv	4.00	10.00	40.00
Mystery Books	4.00				40.00
			Totals:	4.00	40.00
Games					
GN1	BARIO IN WONDERLAND	Actv	6.00	14.00	84.00
Gamtoy Games	6.00				84.00
SN1	SUPER BARIO III	Actv	6.00	25.00	150.00
			Totals:	6.00	150.00
			Totals:	12.00	234.00
Grand Totals:			23.0000		449.00

DETAIL REPORT

Inventory Valuation Report

Confidential

SKU	Description	Type	Stock	Average Cost	Total Cost
Accessories					
Joysticks					
SNA1	DELUXE JOYSTICK	Actv	7.00	25.00	175.00
4/14/2003	Gtub Video Distributors	PO#: 42344	Recvd: 3.00	Cost: 25.00	
6/14/2005	Manually Entered	PO#: No PO	Recvd: 4.00	Cost: 25.00	
			Totals:	7.00	175.00
			Totals:	7.00	175.00
Books					
Mystery Books					
0756873221	WITCHES IN THE CORN FIELDS	Actv	4.00	10.00	40.00
1/25/2003	Abes Book Distributors	PO#: 0125-103PCS	Recvd: 4.00	Cost: 10.00	
			Totals:	4.00	40.00
			Totals:	4.00	40.00

LAST PAGE SUMMARY

Inventory Valuation Report *Confidential*

SKU	Description	Type	Stock	Average Cost	Total Cost
Department/Category		Total Stock	Percent	Total Cost	Percent
Accessories		7.0000	30.43%	175.00	38.98%
Joysticks		7.0000	100.00%	175.00	100.00%
Books		4.0000	17.39%	40.00	8.91%
Mystery Books		4.0000	100.00%	40.00	100.00%
Games		12.0000	52.17%	234.00	52.12%
Gametoy Games		6.0000	50.00%	84.00	35.90%
Wintendo Games		6.0000	50.00%	150.00	64.10%

Invoice Sales Report

[Top](#) [Previous](#) [Next](#)

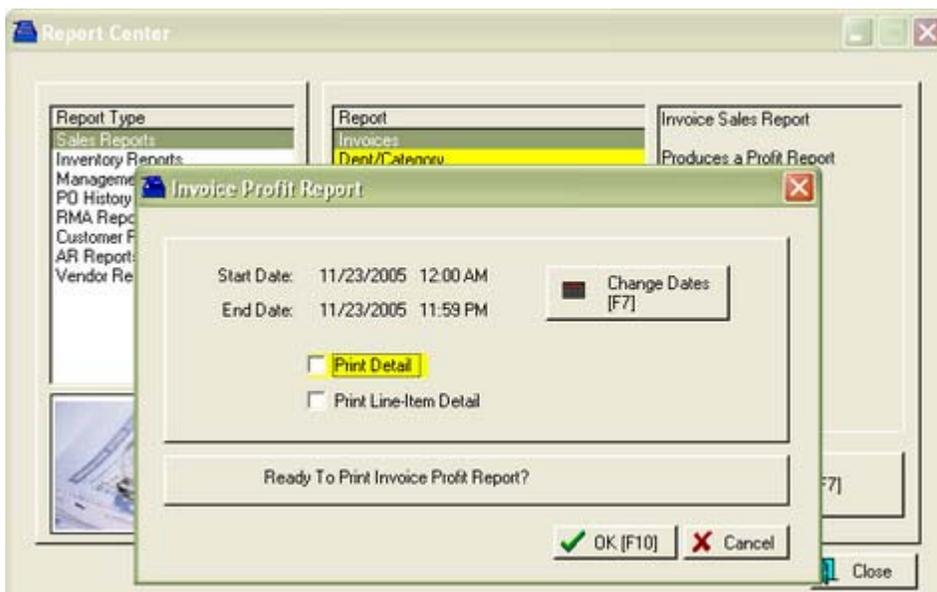
The summary report for the designated date range lists total sales, total cost, total profit, margin, freight totals, and a combined sum of total plus freight. The value of trade-ins is also included. The detailed report lists each invoice number, date of invoice, time of invoice, cashier name, station number total price, cost, profit amount, margin, and freight. The mosted detailed report, includes the customer name and address and the inventory on the invoice; SKU, description, quantity, and sales tax 1 and sales tax 2 amounts. Grand totals are at the end of each report.

There are three forms of this report

- Summary - Grand Totals Only
- Detail - Invoice Numbers and Values
- Line Detail - Invoice Detail and Values

Invoice Sales Report

Report Center: Sales Reports: Invoices: Run Report [F7] Options
Accounting: Reports: Sales Reports: Invoices: Options



(See [Date Range](#))

SUMMARY

Select Details

- Unchecked - Prints just a grand total of all invoices in with the following fields:
 - Sales Total, Cost, Profit, Margin, Freight, and Total plus Freight

Invoice Sales Report

Report Center: Sales Reports: Invoices: Run Report [F7] Options No Checkmarks

Invoice Sales Report

Confidential

Elink's Video Game Emporium

From 10/1/2005 12:00 AM
To 12/31/2005 11:59 PM

	Total	Cost	Profit	Margin	Freight	Total + Freight
Totals:	14,117.59	7,163.00	6,954.59	49.26	0.00	14,117.59

Trade-In Total: -88.00

DETAIL

Select Details

- Print Detail -Prints each invoice number, date, time, cashier, station number and totals for:
 - Sale Price, Cost, Profit, Margin and Freight

Invoice Sales Report

Report Center: Sales Reports: Invoices: Run Report [F7] Options Print Detail

Accounting: Reports: Sales Reports: Invoices: Print Detail

Invoice Sales Report

Confidential

Elink's Video Game Emporium

From 10/1/2005 12:00 AM
To 12/31/2005 11:59 PM

Number	Date	Time	Cashier	Station	Price	Cost	Profit	Margin	Freight
1011	10/5/2005	9:10AM	Manager	1	30.00	14.00	16.00	53.33	0.00
1012	10/5/2005	9:31AM	Manager	1	37.00	21.00	16.00	43.24	0.00
1013	10/5/2005	9:37AM	Manager	1	37.00	21.00	16.00	43.24	0.00
1014	10/13/2005	9:48AM	Manager	1	150.00	100.00	50.00	33.33	0.00
1015	10/25/2005	3:58PM	Manager	1	35.00	17.00	18.00	51.43	0.00
1016	10/25/2005	4:35PM	Manager	1	150.00	100.00	50.00	33.33	0.00
1017	10/25/2005	4:42PM	Manager	1	200.00	75.00	125.00	62.50	0.00
1019	10/26/2005	3:45PM	Manager	1	50.00	25.00	25.00	50.00	0.00
1020	10/26/2005	3:48PM	Manager	1	-8.33	0.00	-8.33	100.00	0.00

LINE DETAIL

Select Details both...

- Print Detail

- Print Line-Item Detail

Invoice Sales Report

Report Center: Sales Reports: Invoices: Run Report [F7] Options Both Print Detail and Print Line Detail
 Accounting: Reports: Sales Reports: Invoices: Both Print Detail and Print Line Detail

Invoice Sales Report
Confidential

Blink's Video Game Emporium

From 10/ 1/2005 12:00 AM
 To 12/31/2005 11:59 PM

Number	Date	Time	Cashier	Station	Price	Cost	Profit	Margin	Freight
1045	11/22/2005	9:39 PM	Manager	1					

SKU	Description	Quantity	Price	Cost	Total Price	Total Line Cost	Profit	Profit%
SN1	SUPER BARIO III	1.00	50.00	25.00	50.00	25.00	25.00	50.00
10D	TEN DOLLARS OFF	-3.00	10.00	0.00	-30.00	0	30.00	100.00
	6% State			1.20	20.00	25.00	5.00	-25.00
	1% City			0.20				

1046	11/22/2005	10:00 PM	Manager	1					
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SKU	Description	Quantity	Price	Cost	Total Price	Total Line Cost	Profit	Profit%
SN1	SUPER BARIO III	1.00	50.00	25.00	50.00	25.00	25.00	50.00
	6% State			3.00	50.00	25.00	25.00	50.00
	1% City			0.50				

1048	11/23/2005	9:06 AM	Manager	1	My Company Name 234 Main St Richland, WA 99352	My Company			
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Items Discarded Report

[Top](#) [Previous](#) [Next](#)

Inventory returns which have been deemed unreturnable to stock or to the vendor is discarded. A report on these discarded items for a specified date range includes the sales ID of employee processing the discards, SKU, description, date of discard, quantity, cost of the item and extended total cost. A grand total cost is listed at the end of the report.

Items Discarded Report:

Inventory: Inventory Reports: Items Discarded: : :

See [\(Date Range\)](#)

Items Discarded Report

Confidential

From: 1/01/05
To: 12/31/05

Blink's Video Game Emporium

SKU	Description	Date	By	Cost	Quantity	Total
<hr/>						
P1	PLANT 1					
		11/16/05	POS	5.00	1.00	5.00
Total:						5.00
<hr/>						
P2	PLANT 2					
		11/16/05	POS	5.00	2.00	10.00
Total:						10.00
<hr/>						
Grand Total:						15.00

Items In Transit List (Resource)

[Top](#) [Previous](#) [Next](#)

This is not a report, but access to items sent back to the vendor for repair or replacement.

Items Not Ordered Since

[Top](#) [Previous](#) [Next](#)

A stock count report of inventory which would be considered old because it has not been purchased from vendors since a designated date. This report shows SKU, description, current stock count, number held for customer orders, number available for sale, and the last date the product was purchased from vendors. The report can be sorted by SKU or description.

Items Not Ordered Since.....:

Accounting: Reports: Stock Reports: Items Not Ordered Since: : Options: Query

See ([Date Range](#))



(see [How To Use Queries](#))

The following fields are available for the query

- Category
- Current Stock
- Department
- Last Received Date
- Vendor Code
- Vendor Name

Items Not Ordered Since 1/ 1/2005

Confidential

Blink's Video Game Emporium

SKU	Description	Stock	Held	Available	Last Ordered
SN1	SUPER BARIO III	0.00	0.00	0.00	5/24/200
GLUB-1027	BARIO IN WONDERLAND	13.00	13.00	0.00	5/27/200
SNA1	DELUXE JOYSTICK	8.00	1.00	0.00	8/12/200
PEEKATCHOO	PEEKATCHOO FOR NINTENDO	7.00	0.00	0.00	8/12/200
GIFTCERT	GIFT CERTIFICATE	0.00	0.00	0.00	/
SHIP	SHIPPING	0.00	0.00	0.00	/
0756873221	WITCHES IN THE CORN FIELDS	4.00	0.00	0.00	1/25/200
CAN7UP	7-UP CAN	0.00	0.00	0.00	/
SCARF	PURPLE SCARF	0.00	0.00	0.00	/

Items Not Sold Since

[Top](#) [Previous](#) [Next](#)

A stock count report of inventory which would be considered old because it has not been sold since a designated date. This report shows SKU, description, current stock count, number held for customer orders, number available for sale, and the last date the product was sold. The report can be sorted by SKU or description.

Items Not Sold Since...:

Accounting: Reports: Stock Reports: Items Not Sold Since: : Options: Query



See [\(Date Range\)](#)

(see [How To Use Queries](#))

The following fields are available for the query

- Category
- Current Stock
- Department
- Last Received Date
- Vendor Code
- Vendor Name

Items Not Sold Since 1/1/2005

Confidential

Blink's Video Game Emporium

SKU	Description	Stock	Held	Available	Last Sold
MARIOSHIRT	MARIO T-SHIRTS	0.00	0.00	0.00	
MT3	MIKE TEST3	10.00	0.00	0.00	
NEW	NEW COUPON	0.00	0.00	0.00	
NIC-37-M	NICO P CABLE-6'-Shielded	0.00	0.00	0.00	
NIC-38-M	NICO P CABLE-6'-Coated	0.00	0.00	0.00	
NIC-39-M	NICO P CABLE-10'-Shielded	0.00	0.00	0.00	
NIC-40-M	NICO P CABLE-10'-Coated	0.00	0.00	0.00	
NIC-41-M	NICO P CABLE-20'-Shielded	0.00	0.00	0.00	
NIC-42-M	NICO P CABLE-20'-Coated	0.00	0.00	0.00	
P3	PLANT 3	5.00	0.00	0.00	
P4	PLANT 4	7.00	0.00	0.00	
PEEKATCHOO	PEEKATCHOO FOR NINTENDO	7.00	0.00	0.00	10/27/20
SCARF	PURPLE SCARF	0.00	0.00	0.00	4/14/20
SHIP	SHIPPING	0.00	0.00	0.00	5/24/20
TAB	TAB COLA	0.00	0.00	0.00	
WIN	LOTTERY WINNINGS	0.00	0.00	0.00	
XYZ	NEW SNUGLLER	0.00	0.00	0.00	

Items On Order

[Top](#) [Previous](#) [Next](#)

Inventory ordered from vendors but not yet received is listed with SKU, description, quantity and cost. The date placed, and the date expected and the purchase order number are also part of the report.

Items On Order

Inventory: Orders In Process: By Item: Print: Query

(see [How To Use Queries](#))

If using a Query, the following fields are available

- Category
- Date Expected
- Department
- Department Code
- Item Description
- Item SKU
- Vendor Code
- Vendor Name

Comments - Only displays item with In Transit status, not Pending status.

Items On Order

Confidential

Blink's Video Game Emporium

SKU	Description	PO Number	Quantity	Cost	Ordered On	Expected
2000	MOBILE UNIT 2000	1205-205POS	1.00	1000.00	4/11/2005	/
GLUB-1017	BARIO IN WONDERLAND	1205-205POS	6.00	14.00	4/11/2005	/
GN1	GREEN BLANKET	1205-105POS	2.00	15.00	12/ 5/2005	12/15/2005
LKJH	LITTLE KJH	0524-102POS	2.00	30.00	8/12/2003	12/13/2005
SNA1	DELUXE JOYSTICK	0524-102POS	3.00	25.00	8/12/2003	12/13/2005

Items On Order VS Stock Count

[Top](#) [Previous](#) [Next](#)

Compares current stock counts and purchase orders in transit with customer orders, layaways, and service orders pending. Shows SKU, description, number in stock, number needed, number ordered, and number still needing to be ordered to fulfill customer orders. Choosing to print detail will show customer name, order number, quantity, and date needed.

Items On Order VS Stock Count:

Report Center: Inventory Reports: Orders Vs Stock: Run Report [F7] Options

Inventory: Inventory Reports: Orders Vs. Stock: : Options



(see [Date Range](#))

REPORT WITHOUT "PRINT DETAIL"

Items On Order VS Stock Count

Confidential

Blink's Video Game Emporium

Orders From: 5/24/2002 12:00AM

SKU	Description	In Stock	Needed	Ordered	To Order
GLUB-1027	BARIO IN WONDERLAND	0.00	14.00	0.00	14.00
MAR-17-M	MARIO T-SHIRTS-S-Super	0.00	1.00	0.00	1.00
SN1	SUPER BARIO III	0.00	2.00	0.00	2.00
SNA1	DELUXE JOYSTICK	7.00	1.00	3.00	0.00
XYZ	NEW SNUGLER	0.00	1.00	0.00	1.00

REPORT WITH "PRINT DETAIL"

Items On Order VS Stock Count

Confidential

Blink's Video Game Emporium

Orders From: 5/24/2002 12:00AM

SKU	Description		In Stock	Needed	Ordered	To Order
GLUB-1027	BARIO IN WONDERLAND		0.00	14.00	0.00	14.00
<u>Type</u>	<u>Ref. #</u>	<u>Customer</u>		<u>Ordered</u>	<u>Date Due</u>	
Order	520	My Company Name		12.00	11/10/2005	
Order	521	Sammy's Service		1.00	11/14/2005	
Order	530	Sammy's Service		1.00	11/16/2005	
MAR-17-M	MARIO T-SHIRTS-S-Super		0.00	1.00	0.00	1.00
<u>Type</u>	<u>Ref. #</u>	<u>Customer</u>		<u>Ordered</u>	<u>Date Due</u>	
Service	516	The Johnson Company		1.00	10/ 5/2005	
SN1	SUPER BARIO III		0.00	2.00	0.00	2.00
<u>Type</u>	<u>Ref. #</u>	<u>Customer</u>		<u>Ordered</u>	<u>Date Due</u>	
Order	536	My Company Name		1.00	11/23/2005	
Order	537	Smith, Sally		1.00	11/23/2005	

Items Purchased Report

[Top](#) [Previous](#) [Next](#)

Lists inventory by SKU and description with detail about purchase order history showing date received, PO number, vendor name and the quantity, cost and extended total. The quantity and value of all purchase orders in the date range are totaled and the cost averaged.

Items Purchased Report:

Report Center: PO History Reports: Purchase Orders By Date: Run Report [F7] Query
 Inventory: Purchase Order History: Reports: Items Purchased By Date: : Query

See ([Date Range](#))

(see [How To Use Queries](#))

If using a Query, the following fields are available

- Category Name
- Date Arrived
- Date Invoiced
- Department Name
- Vendor Name

Items Purchased Report

Confidential

Blink's Video Game Emporium

From: 1/1/2005

To: 12/31/2005

Date Received	PO Number	Vendor Name	Received	Cost	Total
SNA1 DELUXE JOYSTICK					
10/31/2005	1031-105POS	Glub Video Distributors	8.00	25.00	200.00
11/14/2005	1005-105POS	Glub Video Distributors	2.00	25.00	50.00
11/14/2005	0524-102POS	Glub Video Distributors	2.00	25.00	50.00
11/18/2005	0524-102POS	Glub Video Distributors	0.00	25.00	0.00
Totals:			12.00		300.00
Average Cost:			25.00		

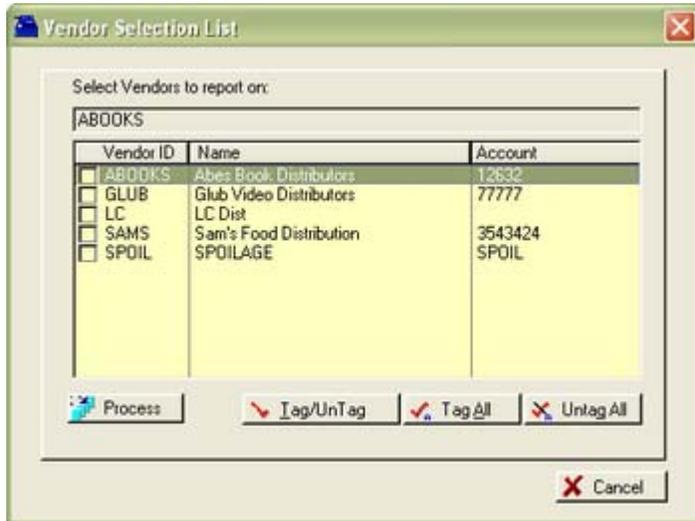
Items Returnable To Vendor

[Top](#) [Previous](#) [Next](#)

Lists inventory which has been purchased from a vendor with an agreement that unsold product can be returned within a specified number of days. The report lists below the vendor name and number of "returnable days" the items which can be returned showing vendor SKU, your SKU, description, the original purchase order number, vendor invoice date and date arrived, quantity, cost and extended total cost. The report setup allows you to select the vendor(s) to be included in the report.

Items Returnable To Vendor:

Accounting: Reports: Stock Reports: Items Returnable To Vendor: : Options



Comments

The only items which will show up on this report are items currently in stock and purchased from and within the return period as defined by the vendor with the Returnable Option activated.

Example Vendor Setting

Name Brand Products Information

Vendor ID: Vendor Name:

Account #: Tax Number:

Address:

Address 2:

City: State: Zip: Country:

Phone: E-Mail Address:

Fax Number: WWW Address:

General [F5] | Contacts [F6] | Shipping Addresses [F7] | Notes [F8] | Financial History [F9]

Credit Information

Terms:

Credit Limit:

Discount Percent:

Discount Days:

GL Payables Account:

GL Expense Account:

Miscellaneous

Vendor SKU = Your SKU

Stock May Be Returned Within: Days

Default Shipping ID:

AutoSKU:

Current AutoSKU Number:

Payables [F11]

Items Returnable To Vendor

Confidential

Blink's Video Game Emporium

Vendor SKU	SKU	Description	Quantity	Cost	Total Cost
Name Brand Products		Returnable Days: 30			
PO#: 1125-105POS		Invoice Date: 11/25/2005	Date Arrived: 11/25/2005		
VL	VL	VENDOR LOGO ITEMS	20.00	10.00	200.00
Totals:			20.00	10.00	200.00

Items Sorted By: xxxxx

[Top](#) [Previous](#) [Next](#)

Lists inventory sold per date range period with SKU, description, quantity, cost, price, profit, and markup. Totals are at the bottom of the report. The report can be sorted by Percent Profit, Dollar Profit, Quantity Sold, Gross Revenue, and Zip Code.

Items Sorted By....:

Report Center: Sales Reports: Items Sorted: Run Report [F7] Options
 Accounting: Reports: Sales Reports: Items Sorted: : Options

See [\(Date Range\)](#)



Comments

It is all the same report with various elements serving as the sort order.

Items Sorted By: Dollar Profit
Confidential

Blink's Video Game Emporium
From 11/01/05 To 11/30/05

SKU	Description	Quantity	Cost	Price	Profit	Markup
4000	4000	2.00	4,000.00	7,995.34	3,995.34	49.97
2000	2000	2.00	2,000.00	3,997.67	1,997.67	49.97
SN1	SUPER BARIO III	11.00	275.00	513.50	238.50	46.45
SNA1	DELUXE JOYSTICK	5.00	125.00	208.35	83.35	40.00
MAR-17-M	MARIO T-SHIRTS-S-Super	5.00	35.00	95.00	60.00	63.16
LKJH	LITTLE KJH	1.00	30.00	60.00	30.00	50.00
89-C	Bird Houses	1.00	30.00	50.00	20.00	40.00
AS1-1013	FCAS TEST 3	2.00	20.00	34.54	14.54	42.10
1095	\$10.95 SPECIAL	1.00	0.00	10.95	10.95	100.00
P2	PLANT 2	-2.00	-10.00	0.00	10.00	100.00
P1	PLANT 1	-1.00	-5.00	0.00	5.00	100.00
15USB	15" SUPER USB	0.00	3.00	-4.01	-7.01	174.81
TRADEIN	BARJO IN WONDERLAND	-1.00	0.00	-8.00	-8.00	100.00
TRADEIN	THING 65432	-1.00	0.00	-20.00	-20.00	100.00
TRADEIN	GAME - BARIO (ORIGINAL)	-1.00	0.00	-25.00	-25.00	100.00
TRADEIN	SUPER BARIO III	-1.00	0.00	-25.00	-25.00	100.00
NEW	NEW COUPON	-3.00	0.00	-45.00	-45.00	100.00
10D	TEN DOLLARS OFF	-5.00	0.00	-50.00	-50.00	100.00
Totals:		15.00	6,503.00	12,788.34	6,285.34	

Profit Report - Sorted By Zip Code

Confidential

Mikes MultiStore 11
From 12/01/05 To 12/31/05

Zip Code	Location	Quantity	Price	Profit	Markup
N/A	Not Available	3.00	670.00	0.00	0.00
99336	Kennewick	3.00	186.83	0.00	0.00
Totals:		6.00	856.83	0.00	

Layaway List Report

[Top](#) [Previous](#) [Next](#)

(See [Pending Orders](#))
(see [Order List Report](#))

Layaway List Report

Layaways In Process: [Print: Layaway Details](#)
Layaways In Process: [Print: Layaway Summary](#)

Layaway Details

Prints a multi-page list, sorted by layaway number, of every pending order. It includes the customer name, account number, layaway number, dates entered and due, amount due and current deposit amount as well as the inventory items on the order with SKU, Description, Quantity ordered and backordered. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Layaway Summary

The focus is on the money and due dates, not the inventory involved. It lists the customer name, account number, lookup code, the layaway number, dates created and due, the amount of the order and deposits towards the order. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Layaway Report

[Top](#) [Previous](#) [Next](#)

Lists all layaways pending. Includes layaway number, customer name, customer account number, total of the layaway, amount paid as deposit, balance still due, and last paid date, and date when layaway is to be delivered.

Layaway Report:

Accounting: Accounts: Layaway Reports: : : Query

(see [How To Use Queries](#))

Fields available for Query...

- Customer Account Number
- Date Due
- Date Placed
- Deposit - dollar value
- Layaway Number
- Name - name of customer
- Sales ID
- Total (w/out Tax) - total of layaway without tax

Layaway Report

Confidential

Blink's Video Game Emporium

Number	Name	Account	Total Due	Paid	Balance Due	Last Paid	Date Du
501	Johnson, Jane	3	27.31	15.00	12.31	5/24/02	8/29/02
514	The Johnson Company	2	62.76	20.00	42.76	12/23/05	3/23/06

Layaway Statement

[Top](#) [Previous](#) [Next](#)

One can choose to mail reminders to customers with products on layaway by printing out statements. The statement includes customer name and address, customer account number, layaway number and expected delivery date. Total due on the layaway and a listing of payments already made with date, amount, and tender type. A grand total collected and the remaining balance are printed at the bottom of the statement.

Layaway Statement:

Accounting: Accounts: Layaway Statements: : :

Blink's Video Game Emporium
555 West 5th
Richland, WA 99352

Layaway Statement

The Johnson Company
667 West 15th Ave.
Richland, WA 99352

Account Number: 2

Layaway:	519	Due: 12/16/05	Total Due:	32.34	
			10/27/2005	10.00	Cash
			11/25/2005	15.00	Cash
			10/27/2005	30.00	Check
			10/27/2005	-40.00	Dlvrd
			Total Collected:		15.00
			Remaining Balance Due:		17.34

List Of Vendors

[Top](#) [Previous](#) [Next](#)

A simple listing of your vendors sorted by vendor name. Shows vendor name, ID code, city, state, zip code, phone and fax phone number.

List of Vendors:

Utilities: Vendors: Print List [F6]

Blink's Video Game Emporium

List Of Vendors

ID	Vendor Name	City, State, Zip	Phone	Fax
ABOOKS	Abes Book Distributors	Portland, OR 98231	555-5555	
TRACY	Better Things From Tracy	Richland, WA 99352	509-555-8824	509-883-2555
C&C	Cash & Carry	Richland, WA 99352	509-555-2533	
GLUB	Glub Video Distributors	RICHLAND, WA 99352	777-7777	888-8888
SAMS	Sam's Food Distribution	Portland, OR 65554	555-555-2222	555-444-2222

List Of Voids

[Top](#) [Previous](#) [Next](#)

Lists the invoice number, date of creation, time of creation, sales ID and name of employee who voided the invoice and a reason for the void. The list can be purged from time to time.

List of Voids

Management: List of Voids: Voided Invoices

List Of Voids

Confidential

Blink's Video Game Emporium

Reference	Date	Time	ID	Name	Reason
1004	5/24/2002	12:32 PM	POS	MANAGER	
1018	10/26/2005	3:44 PM	POS	MANAGER	5234
1047	11/23/2005	8:30 AM	POS	MANAGER	

Monthly Sales Summary w/Graph

[Top](#) [Previous](#) [Next](#)

A 13 month tally of sales and returns per month. Shows totals of taxed items and non-taxed items and a calculated total for the month. A graph is included for easier interpretation.

Monthly Sales Summary w/Graph:

Management: Sales Summary: 13 Months: Print: :

Monthly Sales Summary

Confidential

Note: 13 Month Range



Date	Invoices		Returns		Total
	Taxed	Not Taxed	Taxed	Not Taxed	
Nov 2004	140,448.91	11,807.55	-416.94	0.00	151,839.52
Dec 2004	120,378.65	15,318.52	-821.21	0.00	134,875.96
Jan 2005	131,116.91	44,394.18	-317.81	-1,200.00	173,993.28
Feb 2005	135,220.96	9,365.26	-473.95	0.00	144,112.27
Mar 2005	135,590.97	7,214.03	-895.02	-95.00	141,814.98
Apr 2005	123,030.62	8,113.34	-872.65	0.00	130,271.31
May 2005	138,922.64	5,380.36	-2,526.84	0.00	141,776.16
Jun 2005	142,996.22	5,768.47	-842.28	-363.88	147,558.53
Jul 2005	215,547.96	141,356.95	-937.00	-894.62	355,073.29
Aug 2005	127,825.50	18,822.57	-937.63	160.00	145,870.34
Sep 2005	172,073.51	14,555.30	-898.41	-191.42	185,538.98
Oct 2005	120,782.56	46,597.85	-4,222.55	-257.25	162,900.61
Nov 2005	18,457.00	3,081.08	-521.90	0.00	21,016.18

Order List

[Top](#) [Previous](#) [Next](#)

Lists inventory items needing to be ordered from vendors. Includes SKU, description, quantity on hand, minimum stock and minimum order settings, suggested number needed, calculated quantity to order, cost, and vendor selected.

Order List:

Inventory: [Prepare Order List](#): [Print List](#)

Order List

Confidential

Blink's Video Game Emporium

Sorted By Entry Order

SKU	Description	Quantity On Hand	Minimum Stock	Minimum Order	Needed	To Order	Cost	Vendor
345	345 NYLON 1/4 ROPE	0.00	30.00	0.00	1.00	1.00	39.00	LC Dist
MARIOSHIRT	MARIO T-SHIRTS	0.00	0.00	0.00	2.00	2.00	7.00	Name Brand Products
2000	2000	0.00	0.00	0.00	1.00	1.00	1000.00	Club Video Distributors
AS2-1018	FCAS TEST 1	0.00	3.00	0.00	3.00	3.00	10.00	Sam's Food Distribution
AS1-1022	FCAS TEST 2	0.00	3.00	0.00	3.00	3.00	10.00	
AS1-1023	FCAS TEST 3	0.00	3.00	0.00	3.00	3.00	10.00	
AS2-1021	FCAS TEST 4	0.00	3.00	0.00	3.00	3.00	10.00	

Order List Report

[Top](#) [Previous](#) [Next](#)

(see [Pending Orders](#))

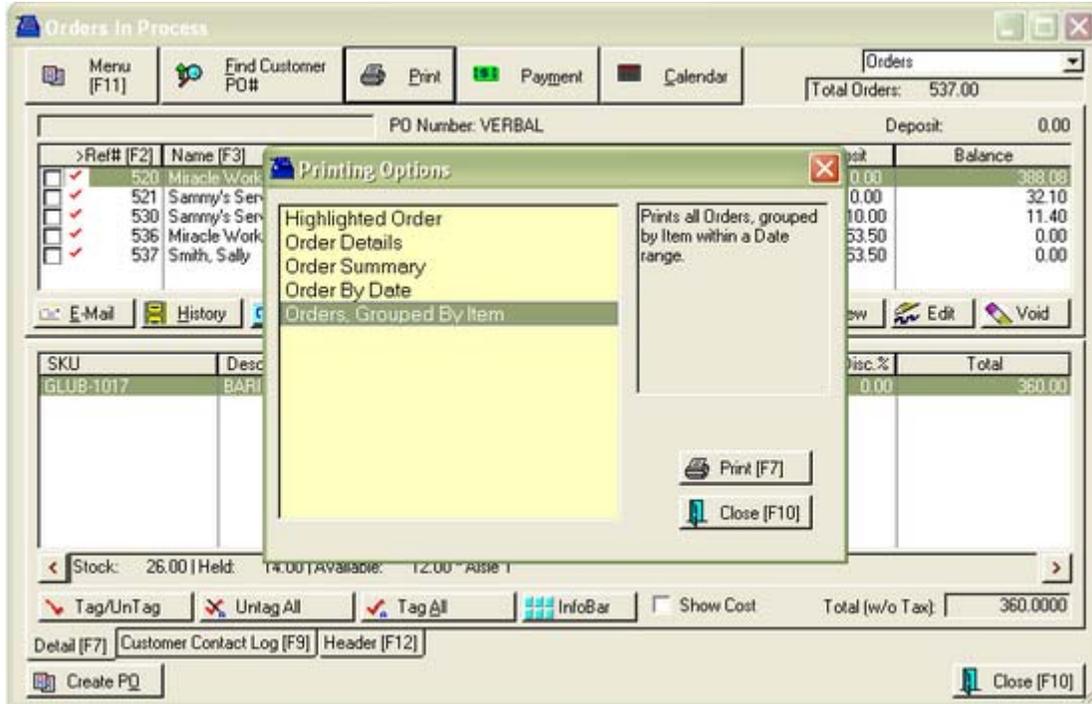
RELATED REPORTS

- [Contract Pricing List Report](#)
- [Internet Order List Report](#)
- [Layaway List Report](#)
- [Order List Report](#)
- [Recurring Invoice List Report](#)

Service Order List Report
 Quote List Report

Order List Report

Orders In Process: Print: Order Details
 Orders In Process: Print: Order Summary



Order Details -

Prints a multi-page list, sorted by order number, of every pending order. It includes the customer name, account number, order number, dates entered and due, amount due and current deposit amount as well as the inventory items on the order with SKU, Description, Quantity ordered and backordered. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Order List Report

Confidential

Blink's Video Game Emporium

Sorted By: Reference Number

Account	Code	Name	Ref. ID.	Entered	Date Due	Amount	Deposit
4	4	Miracle Works Company	520	11/10/2005	11/10/200	388.08	0.00
		SKU	Description			Quantity	Backordered
		GLUB-1017	BARIO IN WONDERLAND			12.00	0.00
5	5095552555	Sammy's Service	521	11/14/2005	11/14/200	43.26	0.00
		SKU	Description			Quantity	Backordered
		GLUB-1017	BARIO IN WONDERLAND			1.00	0.00
		NIC-37-M	NICO P CABLE 6'-Shielded			1.00	1.00
5	5095552555	Sammy's Service	530	11/16/2005	11/16/200	21.40	10.00
		SKU	Description			Quantity	Backordered
		GLUB-1017	BARIO IN WONDERLAND			1.00	0.00
4	4	Miracle Works Company	536	11/23/2005	11/23/200	53.50	53.50
		SKU	Description			Quantity	Backordered
		SN1	SUPER BARIO III			1.00	0.00
7	5095553333	Smith, Sally	537	11/23/2005	11/23/200	53.50	53.50
		SKU	Description			Quantity	Backordered
		SN1	SUPER BARIO III			1.00	0.00

Summary:	Total Count:	5.00
	Total Amount:	559.74
	Total Deposits:	117.00
	Balance:	442.74

Order Summary -

The focus is on the money and due dates, not the inventory involved. It lists the customer name, account number, lookup code, the order number, dates created and due, the amount of the order and deposits towards the order. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Order List Report

Confidential

Blink's Video Game Emporium

Sorted By: Reference Number

Account	Code	Name	Ref. ID.	Entered	Date Due	Amount	Deposit
4	4	Miracle Works Company	520	11/10/2005	11/10/200	388.08	0.00
5	5095552555	Sammy's Service	521	11/14/2005	11/14/200	43.26	0.00
5	5095552555	Sammy's Service	530	11/16/2005	11/16/200	21.40	10.00
4	4	Miracle Works Company	536	11/23/2005	11/23/200	53.50	53.50
7	5095553333	Smith, Sally	537	11/23/2005	11/23/200	53.50	53.50

Summary:	Total Count:	5.00
	Total Amount:	559.74
	Total Deposits:	117.00
	Balance:	442.74

QUERY OPTIONS for both Order Details and Order Summary (see [How To Use Queries](#))

You are prompted to apply a query to filter the report. If you choose Yes, these are the fields available for Query:

- Backorder Quantity
- Date Due

- Deposit Amount
- Item Description
- Item SKU
- Order Date
- Reference Number
- Sales ID
- Status
- Total Amount

Orders Arrived List

[Top](#) [Previous](#) [Next](#)

This report prints only at the time of receiving a PO and includes the inventory item SKU and description, names of customer(s) who have ordered the product, with order number, customer phone numbers, quantity ordered, and quantity "here" for delivery.

Orders Arrived List:

Purchase Order: Receive PO: Process PO: Orders Arrived Table: : Print List:

Comments

A purchase order must be received to access this report.

Orders Arrived List

Blink's Video Game Emporium

SKU: GLUB-1027 BARIO IN WONDERLAND

Reference #	Customer Name	Phone	Ordered	Here
530	Sammy's Service	W: 555-2555 F:	1.00	1.00

SKU: SN1 SUPER BARIO III

Reference #	Customer Name	Phone	Ordered	Here
536	My Company Name	W: F:	1.00	1.00
537	Smith, Sally	H: 555-3333 W:	1.00	1.00

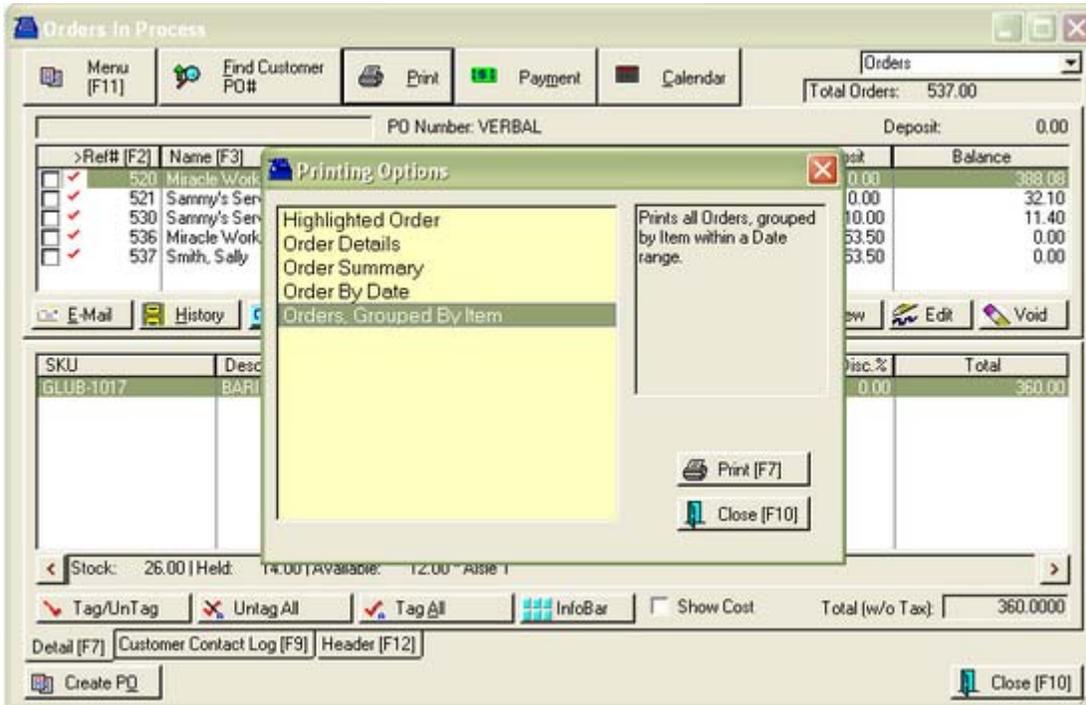
Orders, Grouped By Item

[Top](#) [Previous](#) [Next](#)

The focus is on the inventory items. It shows the SKU, Description, Ordered Quantity, Backordered Quantity and the Bin Location of the item. Additionally, if you choose to Print Detail, the order number and the customer name is displayed under the inventory item. The setup allows for selection of Sort Order, Date Range (based on the Date Created or Date Due), and printing of Detail.

Orders, Grouped By Item

Orders In Process: Print: Orders, Grouped By Item



(See [Date Range](#))



SUMMARY REPORT

Orders, Grouped By Item

Confidential

From: 11/1/2005

To: 11/30/2005

Blink's Video Game Emporium

Sorted By: SKU

SKU	Description	Ordered	Backordered	Bin
<input type="checkbox"/> GLUB-1017	BARIO IN WONDERLAND	1.00	0.00	1
<input type="checkbox"/> NIC-37-M	NICO P CABLE-6'-Shielded	1.00	1.00	1
<input type="checkbox"/> SN1	SUPER BARIO III	1.00	0.00	1

DETAILED REPORT

Orders, Grouped By Item

Confidential

From: 11/ 1/2005

To: 11/30/2005

Blink's Video Game Emporium

Sorted By: SKU

SKU	Description	Ordered	Backordered	Bin
<input type="checkbox"/> GLUB-1017	BARIO IN WONDERLAND	1.00	0.00	1
520	Miracle Works Company	12.00	0.00	
521	Sammy's Service	1.00	0.00	
530	Sammy's Service	1.00	0.00	
<input type="checkbox"/> NIC-37-M	NICO P CABLE-6'-Shielded	1.00	1.00	1
521	Sammy's Service	1.00	1.00	
<input type="checkbox"/> SN1	SUPER BARIO III	1.00	0.00	1
536	Miracle Works Company	1.00	0.00	
537	Smith, Sally	1.00	0.00	

Paid Commissions Report

[Top](#) [Previous](#) [Next](#)

Lists amount of commission to each employee. The report includes employee sales ID, invoice number, customer name, date of invoice, inventory SKU and description, quantity sold, amount of sale, commission percentage, fixed commission, and total amount to pay per line item and grand total paid.

Paid Commissions Report

Management: Commission Processing: Sales Commissions History: Print

Paid Commissions Report

Confidential

For: POS

Invoice	Customer Name	Date	SKU	Description	Qty	Amount	Comm%	Comm.	Fixed Comm.	To Pay
80175	Debbie Agen	11/25/2005	88118-C	Bird House	1.00	17.50	5.00	0.88	5.00	5.88
80176	Adventure ATV	11/25/2005	88118-C	Bird House	1.00	17.50	5.00	0.88	5.00	5.88
									Paid:	11.75

Physical Inventory - All Entries

[Top](#) [Previous](#) [Next](#)

When conducting a physical inventory count, new counts are listed and compared with old inventory counts and the difference between the counts is reported.

Physical Inventory - All Entries:

Inventory: Physical Inventory: Reconcile From File: Print: :

Comment: The respective on-screen column titles are Original and Actual and match the Computer Count and Count titles in this report.

Physical Inventory - All Entries

Confidential

Blink's Video Game Emporium

SKU	Description	Computer Count	Count	Difference
0756873221	WITCHES IN THE CORN FIELDS	4.00	1.00	-3.00
SN1	SUPER BARIO III	4.00	3.00	-1.00
SNA1	DELUXE JOYSTICK	4.00	7.00	3.00

Physical Inventory - Exception Report

[Top](#) [Previous](#) [Next](#)

(see [Inventory Discrepancy Report](#))

Physical Inventory - Exception Report:

Inventory: Physical Inventory: Reconcile From File: Discrepancy Report

Physical Stock Count

[Top](#) [Previous](#) [Next](#)

As an aid to conducting a year end physical stock count, this report lists SKU, description, current stock count, and a place to tally your actual count. If product is serialized, serial numbers will be listed with the item. Print options allow for changing sort order, applying a query, and other output options.

Physical Stock Count:

Inventory: Physical Inventory: Print Inventory List: : :

Inventory: Physical Inventory: Reconcile Inventory: Print: :

(see [How To Use Queries](#))

The following fields are available for query

- Average Cost
- Category
- Department
- Description
- In Stock Quantity
- Last Cost
- Last Date Sold
- Last Ordered
- Location
- Long Description
- Manufacturer ID
- Minimum Order
- Minimum Stock On Hand
- Price 1
- Price 2
- Price 3
- Price 4
- Price 5
- Price 6
- Quantity On Order
- Quantity Sold
- SKU

Physical Stock Count

Confidential

SKU	Description	Stock	Year Count
SCARF	PURPLE SCARF	0.00	_____
SHIP	SHIPPING	0.00	_____
SIMM	SIMM	3.00	_____
<input type="checkbox"/> SIMM-2	<input type="checkbox"/> SIMM-3	<input type="checkbox"/> SIMM-4	
<input type="checkbox"/> SIMM-5	<input type="checkbox"/> SM-1	<input type="checkbox"/> SM-2	
<input type="checkbox"/> SM-3			
S	SIMM	3.00	_____
<input type="checkbox"/> S TEST	<input type="checkbox"/> TEST	<input type="checkbox"/> TEST	
SN1	SUPER BARIO III	5.00	_____
TAB	TAB COLA	0.00	_____
65432	THING 65432	5.00	_____
8765	THING 8765	5.00	_____
20USB	USB CABLE 20'	13.00	_____
VL	VENDOR LOGO ITEMS	20.00	_____
0756873221	WITCHES IN THE CORN FIELDS	4.00	_____

New Items Only

PO Summary (Display)

[Top](#) [Previous](#) [Next](#)

Not a printable report, but an informative display.

A summary of all purchases (including freight), payments, credits, and balance per month for a selected year.

PO Summary

Report Center: PO History: Purchase Order Summary

Month	Purchases	Payments	Credits	Balance
Jan	72.00	0.00	0.00	72.00
Feb	120.00	0.00	0.00	120.00
Mar	0.00	0.00	0.00	0.00
Apr	0.00	0.00	0.00	0.00
May	1,289.90	0.00	0.00	1,289.90
Jun	-1,474.87	0.00	0.00	-1,474.87
Jul	49,183.91	210.00	44.00	48,973.91
Aug	220,110.73	0.00	0.00	220,110.73
Sep	328,705.94	560,469.53	68,141.14	-231,763.59
Oct	257,408.26	322,587.84	730,995.28	-65,179.58
Nov	347,433.62	206,873.72	174,802.82	140,559.90
Dec	188,152.33	65,174.23	54,265.63	122,978.10

Price Change Report

[Top](#) [Previous](#) [Next](#)

The purpose of this report is to preview the effects of a global price change before committing changes. It lists the SKU, description, old cost, new cost, old price 1, 2, 3, 4, 5, and 6 and the new price 1, 2, 3, 4, 5, and 6.

Price Change Report

Inventory: Maintenance: Global Changes: Process: Print

Comment

By default, all inventory items will be affected by global price changes. Inventory can be selected by applying a query on the following fields: category, department, item description, item SKU, item stock quantity, last date sold, long description, number sold, vendor code, vendor name, and vendor SKU.

(see [How To Use Queries](#))

The following fields are available for query

- Category
- Department
- Item Description
- Item SKU
- Item Stock Quantity
- Last Date Sold
- Long Description
- Number Sold
- Vendor Code
- Vendor Name
- Vendor SKU

Price Change Report

Blink's Video Game Emporium

SKU	Old Cost	Old Price 1	Old Price 2	Old Price 3	Old Price 4	Old Price 5	Old Price 6
Description	New Cost	New Price 1	New Price 2	New Price 3	New Price 4	New Price 5	New Price 6
0756873221	10.00	20.00	16.67	14.29	0.00	0.00	0.00
WITCHES IN THE CORN FIELDS	10.00	22.00	18.33	15.71	0.00	0.00	0.00
1095	0.00	10.95	10.95	10.95	0.00	0.00	0.00
\$10.95 SPECIAL	0.00	12.05	12.05	12.05	0.00	0.00	0.00
15USB	5.00	9.00	9.00	9.00	0.00	0.00	0.00
15" SUPER USB	5.00	9.90	9.90	9.90	0.00	0.00	0.00
2000	1,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00
2000	1,000.00	2,200.00	2,200.00	2,200.00	0.00	0.00	0.00

Profit By Week

[Top](#) [Previous](#) [Next](#)

A summary report shows total sales, cost, profit and margin for each weekly period with grand totals at the end. A detailed report shows invoice number, invoice date and line item cost, price, profit and margin for each weekly period.

Profit By Week

Report Center: Sales Reports: Weekly Summary: Run Report [F7] Options

Accounting: Reports: Sales Reports: Weekly Summary: Options

See [\(Date Range\)](#)



PRINT WITHOUT DETAIL

Profit By Week
Confidential

Blink's Video Game Emporium
From 1/01/05 To 12/31/05

	Total Sold	Total Cost	Total Profit	Margin
10/05/05 To 10/08/05	104.00	56.00	48.00	46.15
10/09/05 To 10/15/05	150.00	100.00	50.00	33.33
10/23/05 To 10/29/05	751.68	404.00	347.68	46.25
10/30/05 To 11/05/05	200.00	100.00	100.00	50.00
11/13/05 To 11/19/05	6,384.40	3,169.00	3,215.40	50.36
11/20/05 To 11/26/05	6,439.51	3,334.00	3,105.51	48.23
11/27/05 To 12/03/05	238.86	111.52	127.34	53.31

Grand Totals:	14,268.45	7,274.52	6,993.93	49.02
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PRINT WITH DETAIL

Profit By Week
Confidential

Blink's Video Game Emporium
From 11/20/05 To 11/26/05

	Total Sold	Total Cost	Total Profit	Margin
11/22/05 To 11/26/05	6,439.51	3,334.00	3,105.51	48.23

Invoice	Date	Cost	Price	Profit	Margin
1043	11/22/05	30.00	60.00	30.00	50.00
1044	11/22/05	57.00	110.67	53.67	48.50
1045	11/22/05	25.00	20.00	-5.00	-25.00
1046	11/22/05	25.00	50.00	25.00	50.00
1047	11/23/05	0.00	0.00	0.00	100.00
1048	11/23/05	3,003.00	5,979.00	2,976.00	49.77
1049	11/23/05	30.00	50.00	20.00	40.00
1050	11/23/05	0.00	0.00	0.00	100.00
1051	11/23/05	25.00	50.00	25.00	50.00
1053	11/23/05	57.00	45.67	-11.33	-24.81
1055	11/23/05	25.00	25.00	0.00	0.00
1056	11/23/05	25.00	38.50	13.50	35.06
1057	11/25/05	32.00	35.67	3.67	10.29
1058	11/25/05	0.00	-25.00	-25.00	100.00

Grand Totals:	6,439.51	3,334.00	3,105.51	48.23
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Promo Pricing Report

[Top](#) [Previous](#) [Next](#)

Lists all items on promo by SKU, Description, Start Date and Time, and End Date and Time.

Promo Pricing Report

Inventory: Promo Manager: Items: Print [F7]

Promo Pricing Report

Confidential

Blink's Video Game Emporium

SKU	Description				
0756873221	WITCHES IN THE CORN FIELDS	12/01/05	12:00AM	End: 12/31/2005	11:59PM
65432	THING 65432	12/11/05	12:00AM	End: 12/17/2005	11:59PM
8765	THING 8765	12/11/05	12:00AM	End: 12/17/2005	11:59PM
P1	PLANT 1	12/01/05	12:00AM	End: 12/31/2005	11:59PM

DESIGNABLE (see [User Designable Reports](#))

This Purchase Order form can be enhanced with the following fields

- Amount In Stock
- Company Name
- Header 1
- Header 2
- Header 3
- Item Cost
- Item Description
- Item SKU
- Promo End Date
- Promo End Time
- Promo Start Date
- Promo Start Time
- Price definition 1 (the title of the price level)
- Price definition 2
- Price definition 3
- Price definition 4
- Price definition 5
- Price definition 6
- Price level 1 (the value of the price level)
- Price level 2
- Price level 3
- Price level 4
- Price level 5
- Price level 6
- Report Run Date
- Report Run Time

Purchase Order

[Top](#) [Previous](#) [Next](#)

A purchase order printout shows all the essential information about your company and the vendor as well as the inventory items being purchased. Included in the form are your PO number, account number, terms of payment, shipping method, date of purchase order and purchaser sales ID. This form can be redesigned with the Report

Editor.

Purchase Order:

Purchase Order: Edit: Print: : :

Purchase Order Center: Receive POs [F3]: Print [F7]: Highlighted

Purchase Order

Blink's Video Game Emporium

555 West 5th
 Richland, WA 99352
 Phone: 555-555-5555

<p>Vendor</p> <p>Club Video Distributors 3333 West 33rd RICHLAND, WA 99352</p> <p>777-7777 Fax: 888-8888</p>	<p>Ship To</p> <p>Blink's Video Game Emporium 555 West 5th Richland, WA 99352</p> <p>555-555-5555</p>
--	--

PO Number	Account #	Ship By	Terms	Date	Purchaser
0524-102POS	77777	UPS GROUND	NET20	8/12/2003	POS

Vendor SKU	Our SKU	Description	Units	Quantity	Cost	Total Tax
SNA1	SNA1	DELUXE JOYSTICK	EACH	3.00	25.00	75.00 N
LKJH	LKJH	LITTLE KJH	EACH	2.00	30.00	60.00 N

DESIGNABLE (see [User Designable Reports](#))

This Purchase Order form can be enhanced with the following fields

- Address 2
- City, State, Zip
- Company Address
- Company City, State, Zip
- Company Fax Phone
- Company Name
- Company Phone
- Company Tax Number
- Contact
- Cost
- Due Days
- Item Description
- Item SKU
- Line Total
- PO Confirmation Number
- PO Date
- PO Note
- PO Number
- PO Total
- Price Level 1 With Tax
- Price Level 2 With Tax
- Price Level 3 With Tax
- Price Level 4 With Tax

Price Level 5 With Tax
Price Level 6 With Tax
Price Level 1
Price Level 2
Price Level 3
Price Level 4
Price Level 5
Price Level 6
Purchase By
Quantity
E-Mail Shipping
Phone Shipping
Ship To Address
Ship To City, State, Zip
Ship To Information
Ship To Name
Shipping Total Amount
Tax On Order
Tax On Freight
Terms
Vendor Address
Vendor Address 2
Vendor City, State, Zip
Vendor Fax
Vendor Inventory Number
Vendor Name
Vendor Phone
Vendor Shipping Method
Your Account Number

Purchase Order (Re-Print)

[Top](#) [Previous](#) [Next](#)

Reprints the purchase order form for received inventory. If inventory received is serialized, the serial numbers will be listed below the inventory item.

Purchase Order (Reprint)

Inventory: Purchase Order History: By PO Number / Date

Purchase Order

Blink's Video Game Emporium
 555 West 5th
 Richland, WA 99352
 Phone: 555-555-5555

Received:	1/1
Invoice Date:	1/10/06
Invoice Number:	6377

Vendor
 Abes Book Distributors
 4th Street
 Portland, OR 98231

 555-5555 Fax:

Ship To
 Blink's Video Game Emporium
 555 West 5th
 Richland, WA 99352

PO Number	Account #	Ship By	Terms	Date	Purchaser
0110-306POS	12632	UPS GROUND	NET20	10 JAN 06	MANAGER

Vendor SKU	Our SKU	Description	Quantity	Received	Cost	Total
ORION27	ORION27	ORION TV 27"	5.00	5.00	79.00	395.00
ORION27-123450		ORION27-123451				ORION27-123452
ORION27-123453		ORION27-123454				Five Serial Numbers

Purchase Order By Date

[Top](#) [Previous](#) [Next](#)

The summary report lists all purchase orders by date within the date range and includes the purchase order number, vendor invoice number, date arrived, vendor name, total of the purchase order, freight total, order tax and freight tax and a grand total of each. The detailed report also includes the vendor SKU, your SKU, description, quantity received, cost, and extended total cost.

Purchase Order By Date:

Report Center: PO History Reports: Purchase Orders By Date: Run Report [F7] Options
 Inventory: Purchase Order History: Reports: Purchase Orders By Date: Summary/Detail:

(See [Date Range](#))



SUMMARY LIST

Purchase Orders By Date

Confidential

From: 10/ 1/2005
To: 10/31/2005

Blink's Video Game Emporium

PO Number	Vendor Invoice	Date Arrived	Vendor	Order Total	Freight Total	Order Tax	Freight Tax
1025-105POS	5235	10/25/2005	Glub Video Distributors	171.00	0.00	0.00	0.00
1026-105POS	333	10/26/2005	Abes Book Distributors	100.00	100.00	0.00	0.00
1026-205POS	444	10/26/2005	Abes Book Distributors	100.00	100.00	0.00	0.00
1026-305POS	6235	10/26/2005	Abes Book Distributors	100.00	100.00	0.00	0.00
1027-105POS	2523	10/27/2005	Sam's Food Distribution	15.00	0.00	0.00	0.00
1031-105POS	6236	10/31/2005	Glub Video Distributors	200.00	0.00	0.00	0.00
1031-205POS	8345	10/31/2005	Glub Video Distributors	115.00	0.00	0.00	0.00
Totals:				801.00	300.00	0.00	0.00

DETAIL LIST

Purchase Orders By Date

Confidential

From: 10/ 1/2005
To: 10/31/2005

Blink's Video Game Emporium

PO Number	Vendor Invoice	Date Arrived	Vendor	Order Total	Freight Total	Order Tax	Freight Tax
1025-105POS	5235	10/25/2005	Glub Video Distributors	171.00	0.00	0.00	0.00
	Vendor SKU	Your SKU	Description		Received	Cost	Total
	PEEK	PEEKATCHOO	PEEKATCHOO FOR NINTENDO		3.00	19.00	57.00
	8765	8765	THING 8765		2.00	12.00	24.00
	LKJH	LKJH	LITTLE KJH		3.00	30.00	90.00
1026-105POS	333	10/26/2005	Abes Book Distributors	100.00	100.00	0.00	0.00

Purchase Order Price Changes Report

[Top](#) [Previous](#) [Next](#)

When receiving inventory items with cost changes can be edited and new selling prices assigned. This report includes the SKU, description, vendor SKU, quantity received, original selling prices and new selling prices of items changed. Also included is the vendor, date of purchase order and purchase order number.

Purchase Order Price Changes Report:

Purchase Order: Receive PO: Process PO: PO Receive Summary screen: Print Price Changes :
REPRINT Inventory: Purchase Order History: By PO Number/Date: Highlight PO: Print Price Change Report

Purchase Order Price Changes Report

Confidential

Blink's Video Game Emporium

Glub Video Distributors
Placed: 1/ 5/2006
PO#: 0105-606POS

Vendor SKU	SKU	Description	Received	Original Price	New Price
GLUB-1017	GLUB-1027	BARIO IN WONDERLAND	5.00	Retail: 35.00	38.00
				Discount: 27.00	34.55
				Club: 25.00	31.67

Purchase Order Receiving Report

[Top](#) [Previous](#) [Next](#)

A purchase order form which includes the quantity ordered and quantity received. Items with adjusted pricing have an asterisk following the Line Total value.

Purchase Order Receiving Report:

Purchase Order: Receive PO: Process PO: Receiving Report: :

Comments

Shows number received compared with number ordered.
Asterisk to right of Line Total indicates Price was adjusted

Purchase Order

Blink's Video Game Emporium

555 West 5th
Richland, WA 99352
Phone: 555-555-5555

Received:	11/25/05
Invoice Date:	11/10/05
Invoice Number:	525523

Vendor	
Glub Video Distributors 3333 West 33rd RICHLAND, WA 99352	
777-7777	Fax: 888-8888

Ship To	
Blink's Video Game Emporium 555 West 5th Richland, WA 99352	

PO Number	Account #	Ship By	Terms	Date	Purchaser
1110-205POS	77777	UPS GROUND	NET20	10 NOV 05	MANAGER

Vendor SKU	Our SKU	Description	Quantity	Received	Cost	Total
GNI	GLUB-1027	BARIO IN WONDERLAND	13.00	13.00	14.00	182.00
SN1	SN1	SUPER BARIO III	5.00	5.00	25.00	125.00
CAN7UP	CAN7UP	7-UP CAN	24.00	24.00	0.20	4.80
20USB	20USB	USB CABLE 20'	3.00	3.00	4.00	12.00
3139420226008	3139420226008	COLOGNE	3.00	3.00	10.00	30.00
HTJ	HTJ	HL-TEC JOYSTICK	3.00	3.00	23.00	69.00

DESIGNABLE (see [User Designable Reports](#))

This Purchase Order form can be enhanced with the following fields

File: Editors: Reports Editor: Open Layout: POHISTORY

- Actual Notes
- Barcode (SKU)
- Company City, State, Zip
- Company Mailing Address 1
- Company Name
- Company Phone
- Cost of Item
- Date Arrived
- Date Created
- Description
- Invoice Date
- Item Description
- Company Address 2
- Line Total
- Placed By Sales Name
- Price Level 1 With Tax
- Price Level 2 With Tax
- Price Level 3 With Tax
- Price Level 4 With Tax
- Price Level 5 With Tax

- Price Level 6 With Tax
- Price Level 1
- Price Level 2
- Price Level 3
- Price Level 4
- Price Level 5
- Price Level 6
- Purchase Order Number
- Serial Number
- Quantity
- Quantity Received
- Ship To Address
- Ship To City, State, Zip
- Ship To Information
- Ship To Name
- Shipping Total Amount
- Tax On Order
- Tax On Freight
- Terms
- Vendor Invoice Number
- Total Of PO
- Vendor Address
- Vendor Address 2
- Vendor City, State, Zip
- Vendor Fax Number
- Vendor Inventory Number
- Vendor Name
- Vendor Phone
- Vendor Shipping Method
- Your Account Number

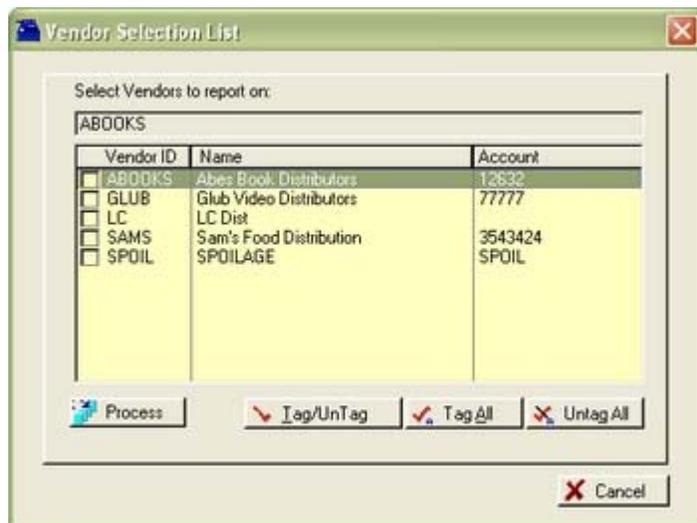
Purchase Order Summary Report

[Top](#) [Previous](#) [Next](#)

Prints pending purchase orders for selected vendors. The report includes vendor name, purchase order number, date placed, date expected and total of purchase orders for the vendor and grand total of all purchase orders.

Purchase Order Summary Report:

Purchase Order Center: Receive POs [F3]: Print [F7]: All Query



(see [How To Use Queries](#))

The following fields are available for Query

- Category Name
- Date Arrived
- Date Invoiced
- Department Name
- Vendor Name

Purchase Order Summary Report

Confidential

Vendor	PO Number	Date Placed	Expected	Total
<hr/>				
<u>Glub Video Distributors</u>				
	0524-102POS	8/12/2003	11	135.00
			Subtotal:	135.00
<hr/>				
<u>Name Brand Products</u>				
	1205-105POS	12/ 5/2005	12/ 5/2005	30.00
			Subtotal:	30.00
<hr/>				
Total Purchase Orders:				165.00

Purchase Order Tax Report

[Top](#) [Previous](#) [Next](#)

The summary report shows total of purchase orders, with and without tax, the amount of freight, and freight tax and tax on the order. The detailed report includes the vendor name, purchase order number, vendor invoice number, and the date taxes were paid. The report is date range specific.

Purchase Order Tax Report (Paid): [Link](#)

Accounting: Reports: PO Tax Report (Paid): : : Sum/Det

(see [Date Range](#))

SUMMARY

Purchase Order Tax Report

Confidential

From: 12/ 4/2005

To: 12/10/2005

Blink's Video Game Emporium

PO Number	Vendor Invoice	Date Paid	Vendor	Total w/Tax	Order Total	Freight	Order Tax	Freight Tax
<hr/>								
Taxes Paid								
<hr/>								
Totals:				150.00	135.00	0.00	15.00	12.00

DETAIL

Purchase Order Tax Report

Confidential

Blink's Video Game Emporium

From: 12/4/2005

To: 12/10/2005

PO Number	Vendor Invoice	Date Paid	Vendor	Total w/Tax	Order Total	Freight	Order Tax	Freight Tax
Taxes Paid								
0524-102POS	6253	12/10/2005	Glub Video Distributors	150.00	135.00	23.00	15.00	12.00
Totals:				150.00	135.00	23.00	15.00	12.00

Quotes List Report

[Top](#) [Previous](#) [Next](#)

(see [Pending Orders](#))
 (see [Order List Report](#))

Quotes List Report Link

Quotes In Process: [Print: Quote Details](#)
 Quotes In Process: [Print: Quote Summary](#)

Quote Details

Prints a multi-page list, sorted by quote number, of every pending order. It includes the customer name, account number, quote number, dates entered and due, amount due and current deposit amount as well as the inventory items on the order with SKU, Description, Quantity ordered and backordered. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Quote Summary

The focus is on the money and due dates, not the inventory involved. It lists the customer name, account number, lookup code, the quote number, dates created and due, the amount of the order and deposits towards the order. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Recurring Invoices List Report

[Top](#) [Previous](#) [Next](#)

(see [Pending Orders](#))
 (see [Order List Report](#))

Recurring Invoice List Report Link

Recurring Invoice In Process: [Print: Recurring Invoice Details](#)
 Recurring Invoice In Process: [Print: Recurring Invoice Summary](#)

Recurring Invoice Details

Prints a multi-page list, sorted by recurring invoice number, of every pending order. It includes the customer name, account number, recurring invoice number, dates entered and due, amount due and current deposit amount as well as the inventory items on the order with SKU, Description, Quantity ordered and backordered. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Recurring Invoice Summary

The focus is on the money and due dates, not the inventory involved. It lists the customer name, account number, lookup code, the recurring invoice number, dates created and due, the amount of the order and deposits towards the order. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.

Refund Check - Cover Letter

[Top](#) [Previous](#) [Next](#)

When processing Refund Checks to customers, one is prompted to print a cover letter to explain the reason for the check.

Refund Check - Cover Letter

None

There is no option to preview the letter, it is simply printed if you choose Yes. There is no method for reprinting the letter.

Your Company Name
 Address
 City State Zip

Andy Anderson
 524 A St
 Richland WA 99352

A Check is enclosed to cover the following items:

Date	Reference	Amount Due	Amount Paid
11/30/2005	0	50.00	50.00
		Total:	----- 50.00

Thank you!

Register Activity Log Report

[Top](#) [Previous](#) [Next](#)

The report includes the register number, date and time of transaction, name of the employee and a description of the transaction. The data can be purged from time to time to keep the list short.

Register Activity Log Report:

Management: Daily Transaction Log: Print: : :

Register Activity Log Report

Confidential

Blink's Video Game Emporium

Register	Date	Time	Employee	Description
1	11/18/05	9:53AM	MANAGER	Price Change - AS3V-LC-1014
1	11/18/05	9:54AM	MANAGER	Price Change - GLUB-1017
1	11/18/05	1:16PM	MANAGER	Complete Invoice #1042
1	11/22/05	8:48PM	MANAGER	Complete Invoice #1043
1	11/22/05	9:30PM	MANAGER	Complete Invoice #1044
1	11/22/05	9:39PM	MANAGER	Complete Invoice #1045
1	11/22/05	10:00PM	MANAGER	Complete Invoice #1046
1	11/23/05	8:50AM	MANAGER	Voided: Invoice 1047
1	11/23/05	8:56AM	MANAGER	Payment On Order 536

Register Balance Report - Detail

[Top](#) [Previous](#) [Next](#)

Upon balancing the cash drawer a detailed report of transactions are grouped into sections such as AR Payments, Invoices, Deposits, etc. Included in the report is the date of the transaction, the reference or invoice number, amount in cash, checks, charge cards, coupons, gift certificates, store credits used, on account charges, and food stamp values. These are all totaled per section and grand totaled at the end. Each transaction also

shows the sales clerk ID and transaction type.

Register Balance Report - Detail:

Report Center: Management Reports: Daily Balance History: Run Report [F7] Options

Accounting: Reports: Register Balance/Tender History: Daily Balance History: Register Balance Report:

Register Balance Report

Register: 1
 By: POS
 Date: 11/10/2005

Blink's Video Game Emporium
Confidential

AR Payment	Number	Cash	Checks	Charge Card	Coupon	Gift Cert.	Credit Used	On Account	Food Stamps	Clerk	Transaction
11/10/2005	7	0.00	44.95	0.00	0.00	0.00	0.00	0.00	0.00	POS	AR Payment
		0.00	44.95	0.00	0.00	0.00	0.00	0.00	0.00		
Invoice	Number	Cash	Checks	Charge Card	Coupon	Gift Cert.	Credit Used	On Account	Food Stamps	Clerk	Transaction
10/31/2005	1029	0.00	0.00	0.00	0.00	0.00	0.00	215.60	0.00	POS	Invoice
		0.00	0.00	0.00	0.00	0.00	0.00	215.60	0.00		
Totals:		0.00	44.95	0.00	0.00	0.00	0.00	215.60	0.00		

Register Balance Report - Summary

[Top](#) [Previous](#) [Next](#)

This summary report is per register or workstation for a given date. It includes total cash, checks, charge cards, coupons, gift certificates, and food stamps tendered for both the computer counts and cashier reported amounts and any differences are displayed as over or short values. The report also shows starting balance of cash and amount of cash left for making change during the next shift. A total "your deposit" amount includes the sum of cash, checks, and charge cards, with a subtotal of just cash and checks. Also included is a fluctuating list of transaction values which appear only if there are relevant transactions for the period. The total of this column and the total "your deposit" column should be equal.

Register Balance Report - Summary:

Report Center: Management Reports: Daily Balance History: Run Report [F7] Options

Accounting: Reports: Register Balance/Tender History: Daily Balance History: Register Balance Report:

Comment - the fluctuating list of values can include the following: Total Sales without Tax, Tax Collected, Tax 1 Collected, Tax 2 Collected, Total Sales, Deposits Applied, Gift Certificates Applied, Sales On Account, Credits Applied, Ending Balance, Starting Balance, Deposits Collected, Accounts Receivables Collected, Freight Collected, Gift Certificates Sold, Total.

Register Balance Report

Register: 1
 By: POS
 Date: 11/10/2005

Blink's Video Game Emporium
Confidential

Summary

	Cash	Checks	Charges	Coupons	Gift	Food Stamps
Your Count:	50.00	44.95	0.00	0.00	0.00	0.00
Less Starting Balance:	50.00					
Actual Cash Received:	0.00					
Computer Reported:	0.00	44.95	0.00	0.00	0.00	0.00
OVER:	0.00	0.00	0.00	0.00	0.00	0.00
SHORT:	0.00	0.00	0.00	0.00	0.00	0.00
Change Left In Register:	50.00					

Total Sales w/out Tax	200.00
Tax Collected	15.60
Tax 1 Collected	15.60
Tax 2 Collected	0.00
Total Sales	215.60
-Sales On Account	215.60
-Ending Balance:	50.00
*Starting Balance:	50.00
+Accts Recv. Collected	44.95
Total	44.95

Check:	44.95
Subtotal:	44.95
Your Deposit:	44.95

Register Balance Summary Report

[Top](#) [Previous](#) [Next](#)

Using a date range, all workstation totals are combined into one report, however, there is no grand totals for the report. The report includes, date register was balanced, register number, sales ID of employee balancing the register, actual counts of cash, checks, charge cards, coupons, gift certificates, and food stamps, compared with computer counts of the same. Over and short calculations are reported for each tender type, and cash left in drawer is reported. This is repeated for each workstation balanced during the specified time period.

Register Balance Summary Report:

Report Center: Management Reports: Daily Balance Summary: Run Report [F7]
 Accounting: Reports: Register Balance/Tender History: Daily Balance Summary: :

See ([Date Range](#))

Register Balance Summary Report
Confidential

From: 10/26/2005 12:00 AM
To: 10/26/2005 11:59 PM

Blink's Video Game Emporium

Date	Register	By		Cash	Checks	Charge Cards	Coupons	Gift	Food Stamps
10/26/2005	1	POS	Actual Cash Received:	666.35	79.78	40.00	0.00	0.00	0.00
			Computer Reported:	666.35	79.78	40.00	0.00	0.00	0.00
			OVER:	0.00	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:	50.00					
10/26/2005	1	POS	Actual Cash Received:	0.00	0.00	0.00	0.00	0.00	0.00
			Computer Reported:	0.00	0.00	0.00	0.00	0.00	0.00
			OVER:	0.00	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:	50.00					

Register Sales Category Summary

[Top](#) [Previous](#) [Next](#)

Sales for the time period and workstation covered by the when the cash drawer is balanced is summarized by category. The report includes the category name, total sale amount, total quantity sold, total return amount and quantity, total discounts and quantity per category with a calculated line total and percent of sales. Subtotals for all sales amounts and quantities of sales, refunds, discounts and a grand total less transaction discounts and less trade-in values.

Register Sales Category Summary:

Report Center: Management Reports: Daily Balance History: Run Report [F7] Options
Accounting: Reports: Register Balance/Tender History: Daily Balance History: Category Report:

Register Sales Category Summary

Register: 1 10/27/2005

Category	Sales / Qnty	Refunds / Qnty	Discounts / Qnty	Total	% Of Sales
GAMETOY GAMES	90.00 3.00	0.00 0.00	-9.00 3.00	81.00	22.83
JOYSTICKS	125.01 3.00	0.00 0.00	0.00 0.00	125.01	31.72
NON-TAXABLE ITEM	30.00 1.00	0.00 0.00	0.00 0.00	30.00	7.61
TAXABLE ITEM	57.47 5.00	0.00 0.00	0.00 0.00	57.47	14.58
WINTENDO GAMES	91.67 2.00	-50.00 -1.00	0.00 0.00	41.67	23.26

Totals:

Sales:	394.15	14.00
Refunds:	-50.00	-1.00
Discounts:	-9.00	3.00
Less Transaction Discounts:	0.00	0.00
Less Trade-Ins:	0.00	0.00
Total:	335.15	

RMA Aging Report

[Top](#) [Previous](#) [Next](#)

Inventory items sent back to vendors on RMA (Return Merchandise Authorization) are reported showing date of return, quantity returned, number of days since being sent back showing dollar values under Current, Over 30, Over 60, and Over 90 Days. Quantities and dollar values are subtotaled per inventory item and grand totaled at

the end of the report. The report is grouped by vendor name and includes SKU and item description.

RMA Aging Report:

Inventory: RMA Reports: RMA Aging Report

RMA Aging Report
Blink's Video Game Emporium

Description	SKU	Date	Quantity	Current	Over 30	Over 60	Over 90
<hr/>							
Glub Video Distribut							
<hr/>							
BARIO IN WONDERLAND	GLUB-1027	4/14/2003	1.00	0.00	0.00	0.00	14.00
		10/31/2005	1.00	14.00	0.00	0.00	0.00
		10/31/2005	1.00	23.00	0.00	0.00	0.00
		10/31/2005	1.00	23.00	0.00	0.00	0.00
		10/31/2005	1.00	25.00	0.00	0.00	0.00
		10/31/2005	1.00	25.00	0.00	0.00	0.00
Totals:			6.00	110.00	0.00	0.00	14.00
<hr/>							
Grand Totals:			6.00	110.00	0.00	0.00	14.00

RMA Letter

[Top](#) [Previous](#) [Next](#)

RMA Letter To Vendor

Inventory: RMA Reports: Items In Transit List: View Highlighted: Print RMA Letter

11/26/2005

Blink's Video Game Emporium
555 West 5th
Richland, WA 99352

RMA: R-12345

Phone: 555-555-5555
Fax:
Account: 77777

Abes Book Distributors
4th Street
Portland, OR 98231

Vendor Fax: 888-8888

Description	Details
BARIO IN WONDERLAND	Part Number: GN1 Serial Number: None
Invoice:	Quantity: 1.00
Date: / /	Reason For Return: Game did not work.
	Action Requested: Repair/Replace Item

Sales By Employee w/Graph

[Top](#) [Previous](#) [Next](#)

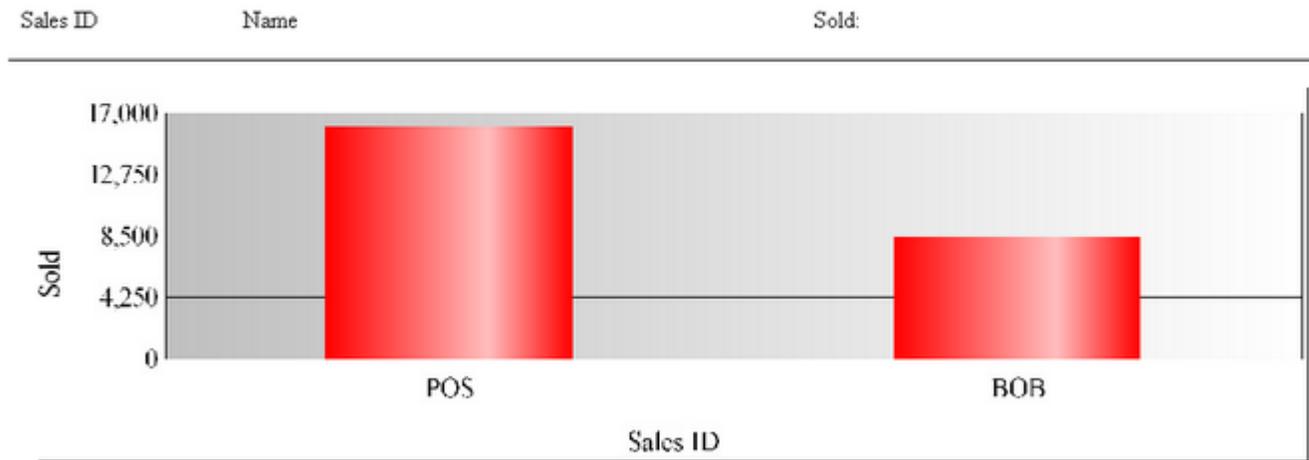
Sales totals by each employee for the specified time period are listed and displayed in a graph.

Sales By Employee w/Graph:

Management: Sales Summary: Sales By Employee: Print: :

(see [Date Range](#))

Blink's Video Game Emporium Sales By Employee, 10/ 1/2005-12/31/2005



POS	MANAGER	16118.58
BOB	Bob Jones	8430.99

Sales Report All Inventory

[Top](#) [Previous](#) [Next](#)

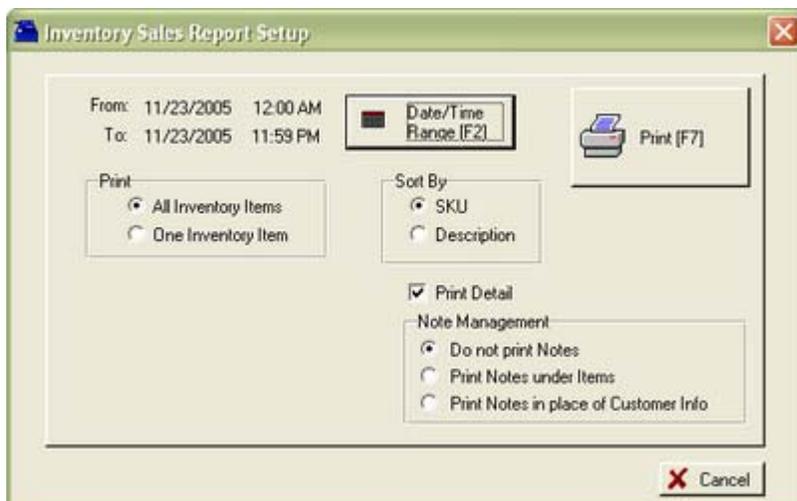
Using a date range, this reports sales of all inventory items and includes invoice number, date of invoice, customer name, account number and customer lookup code, quantity of items purchased, cost, selling price, average cost, average price, profit amount, and margin per line item. The report can be sorted by SKU or description. It can include detail or summary information and can include line notes added to the invoice listed below the inventory item or in place of the customer information.

Inventory Sales Report With Notes

Sales Report All Inventory

Report Center: Sales Reports: Inventory: Run Report [F7]: Options

See ([Date Range](#))



Note Management - see [Inventory Sales Report With Notes](#)

SUMMARY

Sales Report All Inventory

Confidential

Blink's Video Game Emporium
From 12/4/2005 To 12/10/2005

Invoice	Date	Account	Code	Name	Quantity	Cost	Price	Average Cost	Average Price	Profit	M
Total Items Sold					3.00	85.00	135.73	28.33	45.24	50.72	

DETAIL

Sales Report All Inventory

Confidential

Blink's Video Game Emporium
From 12/4/2005 To 12/10/2005

Invoice	Date	Account	Code	Name	Quantity	Cost	Price	Average Cost	Average Price	Profit	M
1095 \$10.95 SPECIAL											
1105	12/10/2005	7	5095553333	Sally Smith	-1.00	0.00	-10.95	0.00	-10.95	-10.95	1
					-1.00	0.00	-10.95	0.00	-10.95	-10.95	1
SN1 SUPER BARIO III											
1103	12/10/2005	3	3	Jane Johnson	1.00	25.00	50.00	25.00	50.00	25.00	
					1.00	25.00	50.00	25.00	50.00	25.00	
SN11 DELUXE JOYSTICK											
1100	12/ 5/2005	7	5095553333	Sally Smith	1.00	25.00	41.67	25.00	41.67	16.67	
1102	12/ 5/2005	5	5095552555	Sunny's Service	1.00	25.00	41.67	25.00	41.67	16.67	
					2.00	50.00	83.34	25.00	41.67	33.34	
SR SERIAL RET											
1097	12/ 5/2005	5	5095552555	Sunny's Service	2.00	20.00	33.34	10.00	16.67	13.34	
					2.00	20.00	33.34	10.00	16.67	13.34	
VL VENDOR LOGO ITEMS											
1104	12/10/2005	7	5095553333	Sally Smith	-1.00	-10.00	-20.00	-10.00	-20.00	-10.00	
					-1.00	-10.00	-20.00	-10.00	-20.00	-10.00	
Total Items Sold					3.00	85.00	135.73	28.33	45.24	50.72	

Sales Report By Category

[Top](#) [Previous](#) [Next](#)

Lists inventory sold grouped by category. This report includes invoice number, invoice date, customer name, SK description, quantity sold, cost, selling price, discount amount, net price, average cost, average price, profit and margin per item and subtotals.

Sales Report By Category

Report Center: Sales Reports: Dept/Category: Run Report [F7]: Options

Comment

This report is only available if you have chosen not to use Departments (File: System: System Setup: Inventory: L Departments" is not active). (see [Sales Report By Department](#))

Sales Report By Category

Confidential

Mike's Store 33

From 11/7/2005 To 11/7/2005

Invoice	Date	Account	Code	Name	Quantity	Cost	Price	Average Cost	Average Price	Profit
NOTEBOOKS										
007892 ACER ASPIRE 3502WL CI NOTEBOOK										
80155	11/7/2005	1803	2624737395	Peggy Kachan	1.00	709.00	899.00	709.00	899.00	190.00
					1.00	709.00	899.00	709.00	899.00	190.00
026034 ACER NOTEBOOK AS3002LCI										
80160	11/7/2005	3114	9205681181	G. Stuart's Men Shop	1.00	619.00	749.00	619.00	749.00	130.00
80160	11/7/2005	3114	9205681181	G. Stuart's Men Shop	1.00	619.00	749.00	619.00	749.00	130.00
					2.00	1,238.00	1,498.00	619.00	749.00	260.00
NOTEBOOKS Category Total:					3.00	1,947.00	2,397.00	649.00	799.00	450.00

Sales Report By Department

[Top](#) [Previous](#) [Next](#)

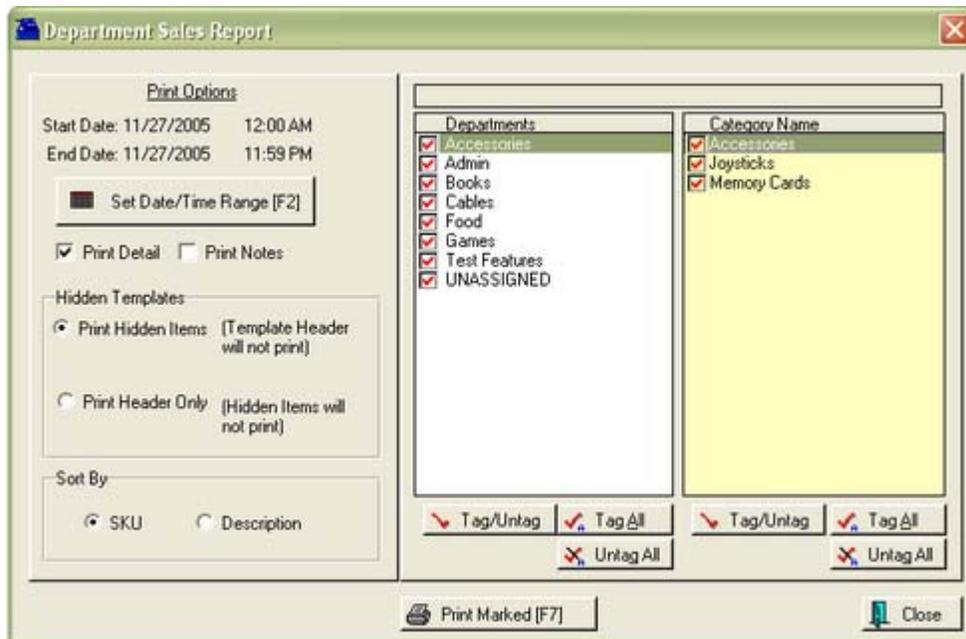
This report includes invoice number, invoice date, customer name, SKU, description, quantity sold, cost, selling price, discount amount, net price, average cost, average price, profit and margin per item and subtotals.

Sales Report By Department

Report Center: Sales Reports: Dept/Category: Run Report [F7]: Options
(see [Template Sales Report](#))

Comment

This report is available if you have chosen use Departments (File: System: System Setup: Inventory: Use Departments" is active).



See [Templates Sales Report](#)

WITHOUT PRINT DETAILS

Sales Report By Department

Confidential

Blink's Video Game Emporium

From 12/10/2005 12:00
To 12/10/2005 11:59

Name	Quantity	Cost	Price	Discount	Net Price	Average Cost	Average Price	Profit	1
Department: Accessories									
Accessories Category Total:	-1.00	-10.00	-20.00	0.00	-20.00	-10.00	-20.00	-10.00	
Joysticks Category Total:	2.00	20.00	33.34	0.00	33.34	10.00	16.67	13.34	
Accessories Department Total:	1.00	10.00	13.34	0.00	13.3	10.00	13.34	3.34	

WITH PRINT DETAILS

Sales Report By Department

Confidential

Mikes Store 33

From 11/7/2005 12:00
To 11/7/2005 11:59

Invoice	Date	Account Code	Name	Quantity	Cost	Price	Discount	Net Price	Average Cost	Average Price	Profit	1
NETWORK CARDS Category Total:												
				1.00	16.10	21.95	0.00	21.95	16.10	21.95	5.85	
Category: NOTEBOOKS												
G07892 ACER ASPIRE 3502WLCI NOTEBOOK												
80155	11/7/2005	1803	2624737395	Peggy Kachan	1.00	709.00	899.00	0.00	899.00	709.00	899.00	190.00
				1.00	709.00	899.00	0.00	899.00	709.00	899.00	190.00	
G26034 ACER NOTEBOOK AS3002LCI												
80160	11/7/2005	3114	9205681181	G. Stuart's Men Shop	1.00	619.00	749.00	0.00	749.00	619.00	749.00	130.00
80160	11/7/2005	3114	9205681181	G. Stuart's Men Shop	1.00	619.00	749.00	0.00	749.00	619.00	749.00	130.00
				2.00	1,238.00	1,498.00	0.00	1,498.00	619.00	749.00	260.00	
NOTEBOOKS Category Total:												
				3.00	1,947.00	2,397.00	0.00	2,397.00	649.00	799.00	450.00	

WITH NOTES - includes line notes on invoice and serial numbers
See ([Inventory Sales Report With Notes](#))

Sales Report By Department

Confidential

Mike's Store 33

From 11/7/2005 12:0
To 11/7/2005 11:5

Invoice	Date	Account Code	Name	Quantity	Cost	Price	Discount	Net Price	Average Cost	Average Price	Profit
NETWORK CARDS Category Total:											
				1.00	16.10	21.95	0.00	21.95	16.10	21.95	5.85
Category: NOTEBOOKS											
G07892 ACER ASPIRE 3502WL CI NOTEBOOK											
80155	11/7/2005	1803 2624737395	Peggy Kuchan	1.00	709.00	899.00	0.00	899.00	709.00	899.00	190.00
			SMLXA500509051901BD7EM00 AS3502WL CI CM-1.40GHZ 512MB 60GB DVD/CDRW 15.4-XGA WL 3XH	1.00	709.00	899.00	0.00	899.00	709.00	899.00	190.00
G26034 ACER NOTEBOOK AS3002LCI											
80160	11/7/2005	3114 9205681181	G. Stuart's Men Shop	1.00	619.00	749.00	0.00	749.00	619.00	749.00	130.00
			SMLXA5905263531016D0EM00	1.00	619.00	749.00	0.00	749.00	619.00	749.00	130.00
80160	11/7/2005	3114 9205681181	G. Stuart's Men Shop	1.00	619.00	749.00	0.00	749.00	619.00	749.00	130.00
			SMLXA5905263531016E3EM00	2.00	1,238.00	1,498.00	0.00	1,498.00	619.00	749.00	260.00
NOTEBOOKS Category Total:											
				3.00	1,947.00	2,397.00	0.00	2,397.00	649.00	799.00	450.00

LAST PAGE SUMMARY

Sales Report By Department

Confidential

Mike's Store 33

From 11/7/2005 12:0
To 11/7/2005 11:5

Invoice	Date	Account Code	Name	Quantity	Cost	Price	Discount	Net Price	Average Cost	Average Price	Profit
Department Summary											
			Department	Total Cost	Total Price	Total Disc.	Net Total Price	% Of Sales			
			Labor	0.00	196.00	0.00	196.00	5.29%			
			Parts	2,210.68	2,676.85	0.00	2,676.85	72.26%			
			UNASSIGNED	198.23	831.54	0.00	831.54	22.45%			
			Totals:	2,408.91	3,704.39	0.00	3,704.39				
			Less Line Discounts:				100.00				
			Less Trade-In:				0.00				
							Total:	3,604.39			

Templates Sales Report

[Top](#) [Previous](#) [Next](#)

The sale of a template will list all components of the template on the customer invoice. The components are reported in their respective departments and categories as described in [Sales Report By Department](#).

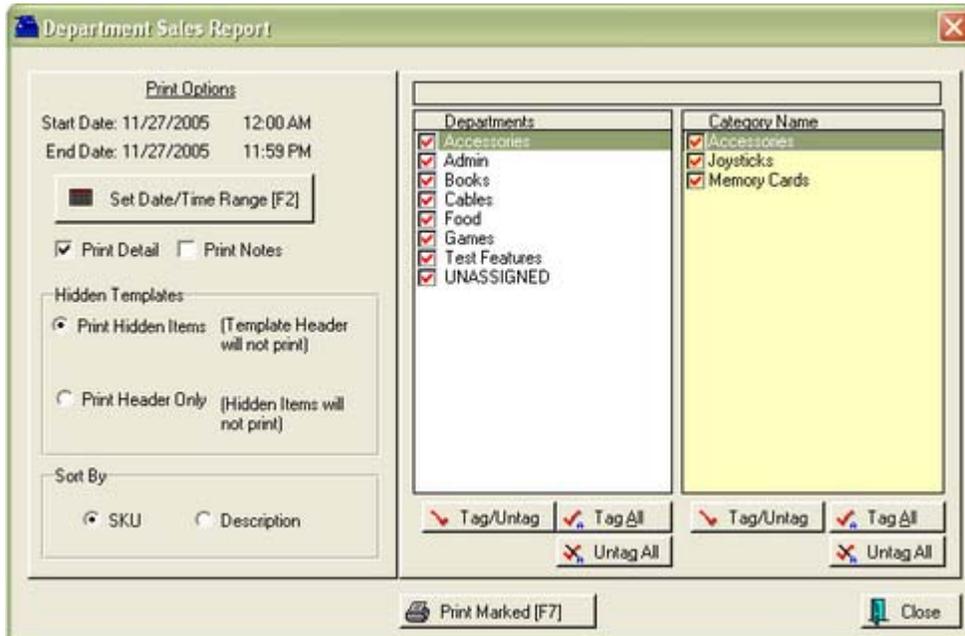
The sale of a "hidden template" or "kit" only lists the template name on the customer invoice, yet it can be reported in one of two ways:

- **each component of the kit is counted** under its appropriate department and category. This report includes invoice number, invoice date, customer name, SKU, description, quantity sold, cost, selling price, discount amount, net price, average cost, average price, profit and margin per item and subtotals. The counts are subtotaled by item, and the subtotals are totaled by category and by department with a department summary on the last page.
- **the kit is counted as a complete unit;** the components are not included in the report but the cost of the kit is total of all items in the kit. This report includes invoice number, invoice date, customer name, Kit SKU, description, quantity sold, cost of

items in the kit, selling price, discount amount, net price, average cost, average price, profit and margin per item and subtotals. The counts are subtotaled by item, and the subtotals are totaled by category and by department with a department summary on the last page.

Templates Sales Report
Sales Report By Department

Report Center: Sales Reports: Dept/Category: Run Report [F7]: Options



SAMPLE INVOICE

Three inventory items (BR, BG, and BW) are part of a hidden template or kit on invoice number 1114. All the customer sees is the SKU, description, and price of the kit; not the three inventory items which make up the kit.

Invoice#	Station	Status	Date	Time	Customer	Invoice Total
✓ 1114	1	Invoice	12/11/2005	10:34 PM	Helping Hands	6.00

SKU	Description	Qty	B'Order	Price	Disc%	Total
✓ KIT-HID	KIT HIDDEN	1.00	0.00	6.00	0.00	6.00

Hidden Templates
 Print Hidden Items (Template Header will not print)

Sales Report By Department

Confidential

Blink's Video Game Emporium

From 12/11/2005 12:1
To 12/11/2005 12:1

Invoice	Date	Account Code	Name	Quantity	Cost	Price	Discount	Net Price	Average Cost	Average Price	Profit
Department: Test Features											
<u>Category: Templates</u>											
BG BEV NAPKIN GREEN											
1114	12/11/2005	8	5095555344 Helping Hands	1.00	1.00	2.00	0.00	2.00	1.00	2.00	1.00
				1.00	1.00	2.00	0.00	2.00	1.00	2.00	1.00
BR BEV NAPKIN RED											
1114	12/11/2005	8	5095555344 Helping Hands	1.00	1.00	2.00	0.00	2.00	1.00	2.00	1.00
				1.00	1.00	2.00	0.00	2.00	1.00	2.00	1.00
BW BEV NAPKIN WHITE											
1114	12/11/2005	8	5095555344 Helping Hands	1.00	1.00	2.00	0.00	2.00	1.00	2.00	1.00
				1.00	1.00	2.00	0.00	2.00	1.00	2.00	1.00
Templates Category Total:				3.00	3.00	6.00	0.00	6.00	1.00	2.00	3.00
Test Features Department Total:				3.00	3.00	6.00	0.00	6.00	1.00	2.00	3.00

Hidden Templates

Print Header Only (Hidden Items will not print)

Note that the SKU and Description of the hidden template (kit)

Sales Report By Department

Confidential

Blink's Video Game Emporium

From 12/11/2005 12:00
To 12/11/2005 12:00

Invoice	Date	Account Code	Name	Quantity	Cost	Price	Discount	Net Price	Average Cost	Average Price	Profit
Department: Test Features											
<u>Category: Templates</u>											
KIT-HID KIT HIDDEN											
1114	12/11/2005	8	5095555344 Helping Hands	1.00	3.00	6.00	0.00	6.00	3.00	6.00	3.00
				1.00	3.00	6.00	0.00	6.00	3.00	6.00	3.00
Templates Category Total:				1.00	3.00	6.00	0.00	6.00	3.00	6.00	3.00
Test Features Department Total:				1.00	3.00	6.00	0.00	6.00	3.00	6.00	3.00

Sales Report By Vendor

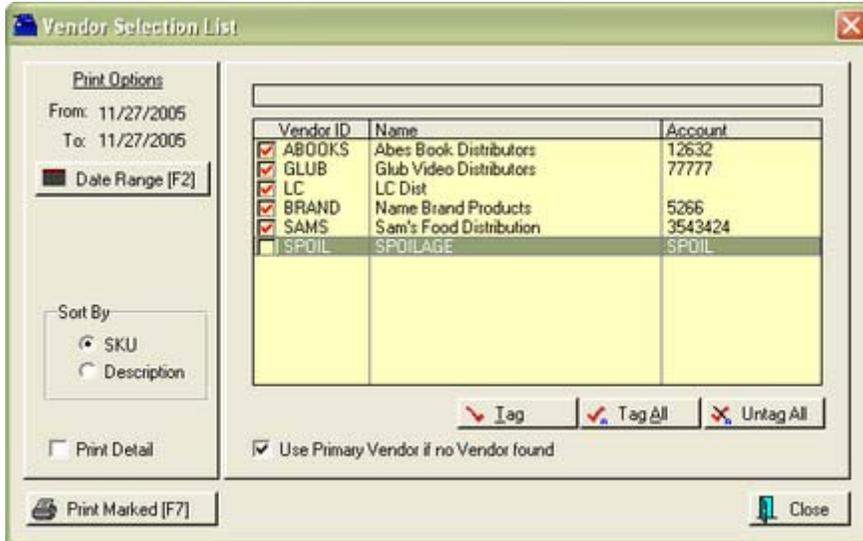
[Top](#) [Previous](#) [Next](#)

Using a specified date range and selection of vendors, the report groups sold inventory items under the vendor name. The summary report includes vendor name, SKU, description, quantity sold, average cost, average price, profit, and margin. All items for a vendor are subtotaled. At the end of the report totals are listed by vendor name total cost, total price, profit, margin and percentage of sales and a grand total for cost, price and profit. The detailed report also includes invoice number, invoice date, customer name and account number and code number with subtotals per inventory item.

Sales Report By Vendor

Report Center: Sales Reports: Dept/Category: Run Report [F7]: Options

See [\(Date Range\)](#)



REPORT WITHOUT DETAIL

Sales Report By Vendor

Confidential

Blink's Video Game Emporium
 From 12/4/2005 To 12/10/2005

		Quantity	Average Cost	Average Price	Profit	Margin
Name Brand Products						
1095						
SN1	SUPER BARIO III	3.00	25.00	42.50	52.50	41.18
SNA1	DELUXE JOYSTICK	1.00	25.00	27.50	2.50	9.09
VL	VENDOR LOGO ITEMS	-1.00	-10.00	-20.00	-10.00	50.00
Name Brand Products Vendor Group Total:		3.00	30.00	45.00	45.00	33.33

Vendor	Total Cost	Total Price	Profit	Margin	% Of Sales
Glub Video Distribut	50.00	83.34	33.34	40.00%	38.17%
Name Brand Products	90.00	135.00	45.00	33.33%	61.83%
Totals:	140.00	218.34	78.34		

PRINT DETAIL

Sales Report By Vendor

Confidential

Blink's Video Game Emporium
 From 12/4/2005 To 12/10/2005

Invoice	Date	Account	Code	Price	Cost	Quantity	Average Cost	Average Price	Profit	Margin
Name Brand Products										
<hr/>										
SN1	SUPER BARIO III									
<hr/>										
1106	12/10/2005									
	Quick Sale			50.00	25.00	1.00	25.00	50.00	25.00	50.00
1103	12/10/2005	3	3							
	Jane Johnson			50.00	25.00	1.00	25.00	50.00	25.00	50.00
1111	12/10/2005	4	4							
	Miracle Works Company			27.50	25.00	1.00	25.00	27.50	2.50	9.09
						3.00	25.00	42.50	52.50	41.18
SNA1	DELUXE JOYSTICK									
<hr/>										
1111	12/10/2005	4	4							
	Miracle Works Company			27.50	25.00	1.00	25.00	27.50	2.50	9.09
						1.00	25.00	27.50	2.50	9.09
VL	VENDOR LOGO ITEMS									
<hr/>										
1104	12/10/2005	7	5095553333							
	Sally Smith			-20.00	-10.00	-1.00	-10.00	-20.00	-10.00	50.00
						-1.00	-10.00	-20.00	-10.00	50.00
Name Brand Products Vendor Group Total:						3.00	30.00	45.00	45.00	33.33

Sales Tax Report

[Top](#) [Previous](#) [Next](#)

Lists sales taxes collected for a given date range. The summary report includes sales tax group name, sales, returns, total sales, amount of tax collected, and total collected per tax group with a grand total section of sales, returns, total sales without tax, total tax collected and grand total collected. Two additional fields are total taxable and total non-taxable to distinguish between inventory items sold which never charge tax. The detailed report also groups by tax group and includes invoice number, date and time of sale, amount taxed and not taxed, total invoice amount, tax collected based on applied to value per tax category. The tax group is summarized and a grand total at the end of the report.

Sales Tax Report:

Report Center: Management Reports: Sales Tax: Run Report [F7]: Options
 Accounting: Reports: Sales Tax Report: : : Date Sum/Det

(See [Date Range](#))



WITH NO DETAIL

Sales Tax Report									
<i>Confidential</i>									
					From 11/25/2005 12:00 AM				
					To 11/25/2005 11:59 PM				
Invoice	Date	Time	Taxed	Not Taxed	Total Amount	Total w/Tax	Tax Category	Applied To	Collected
Sales Tax				Sales:	50.00	Tax Collected:	2.75		
				Returns:	0.00	Total Collected:	52.75		
				Total Sales:	50.00				
Tax Exempt				Sales:	50.00	Tax Collected:	0.00		
				Returns:	0.00	Total Collected:	50.00		
				Total Sales:	50.00				
Grand Totals:					Sales:	100.00	Total Taxable:	50.00	
					Returns:	0.00	Total Non-Taxable:	50.00	
					Total Sales (w/o Tax):	100.00			
					Total Tax Collected:	2.75			
					Total Collected:	102.75			

WITH DETAIL

Sales Tax Report

Confidential

From 11/25/2005 12:00 AM

To 11/25/2005 11:59 PM

Invoice	Date	Time	Taxed	Not Taxed	Total Amount	Total w/Tax	Tax Category	Applied To	Collected
---------	------	------	-------	-----------	--------------	-------------	--------------	------------	-----------

Sales Tax

80175	11/25/2005	6:02 AM	50.00	0.00	50.00	52.75	Merchandise		
							WI Tax	50.00	2.75

Tax Collected Summary:

Tax Rate:	Total Subject To Tax:	Tax Collected:
WI Tax	50.00	2.75

Sales:	50.00	Tax Collected:	2.75
Returns:	0.00	Total Collected:	52.75
Total Sales:	50.00		

Tax Exempt

80176	11/25/2005	6:35 AM	0.00	50.00	50.00	50.00	Merchandise		
							No Tax	50.00	0.00

Tax Collected Summary:

Tax Rate:	Total Subject To Tax:	Tax Collected:
No Tax	50.00	0.00

Sales:	50.00	Tax Collected:	0.00
Returns:	0.00	Total Collected:	50.00
Total Sales:	50.00		

Grand Totals:

Sales:	100.00	Total Taxable:	50.00
Returns:	0.00	Total Non-Taxable:	50.00
Total Sales (w/o Tax):	100.00		
Total Tax Collected:	2.75		
Total Collected:	102.75		

Sales Vs Purchases (Cash Flow)

[Top](#) [Previous](#) [Next](#)

A display only which summarizing month by month sales, purchases, and sales minus purchases. Also includes total amounts collected, paid, and overall cash flow. Grand totals for the year are displayed at the bottom. One can select the year to be displayed.

[Display Only]

Sales vs Purchases (Cash Flow)

Accounting: Reports: Sales Vs Purchases

	Sales	Purchase	Sales - Purchase	Collected	Paid	Cash Flow
Jan	72,008.54	44,764.56	27,243.98	0.00	0.00	0.00
Feb	41,796.31	53,188.06	-11,391.75	0.00	4,360.00	-4,360.00
Mar	54,370.93	78,247.97	-23,877.04	1,193,000.57	1,830.80	1,191,169.77
Apr	65,597.16	133,624.02	-68,026.86	119,935.70	196.00	119,739.70
May	165,565.15	132,601.70	32,963.45	198,955.29	4,258.00	194,697.29
Jun	109,018.62	84,103.43	24,915.19	78,710.50	0.00	78,710.50
Jul	93,430.28	93,127.81	302.47	0.00	5,220.00	-5,220.00
Aug	55,492.24	26,203.87	29,288.37	0.00	6,378.40	-6,378.40
Sep	0.00	0.00	0.00	0.00	0.00	0.00
Oct	0.00	0.00	0.00	0.00	0.00	0.00
Nov	0.00	0.00	0.00	0.00	0.00	0.00
Dec	0.00	0.00	0.00	0.00	0.00	0.00
Total Sales:	657,279.23	Total Collected:	1,590,602.06			
Total Purchases:	645,861.42	Total Paid:	22,243.20			
Total Sales - Purchases:	11,417.81	Total Cash Flow:	1,568,358.86			

Service Order

[Top](#) [Previous](#) [Next](#)

Enter topic text here.

Blink's Video Game Emporium 555 West 5th Richland, WA 99352 Phone: 555-555-5555	Service Order: 542 11/30/2005 6:59PM Date Due: 11/30/2005 Station: 1 Account: 3 Code: 3 By: POS H: 509 444-4444 W: 509 444-4445 Page 1 Terms: NET10 Manager
---	---

Bill To: Jane Johnson 2243 W. Cinnamon Drive RICHLAND, WA 99352-1234	Ship To: Ms. Jane Johnson 2243 W. Cinnamon Drive RICHLAND, WA 99352 United States
--	--

Serial #: 12345 Other Left: Training Video
 Description: PHONE
 Warranty Part
 Warranty Labo
 Work To Do: 11/30/2005 6:59PM POS

Assemble and setup

SKU	Description	Quantity	B'Ordr	Price	Discount	Total	T
HTJ	HI-TEC JOYSTICK	1.00	0.00	38.33	0.00	38.33	Y
NIC-40-M	NICO P CABLE-10'-Coated	1.00	1.00	12.00	0.00	12.00	Y

Service History

[Top](#) [Previous](#) [Next](#)

Prints all notes associated to the highlighted invoice. The report includes the service order number (at the end of the note title), the current invoice number, service order number, date and time of the note, employee sales ID and contents of each note.

Service History

Register: Invoice History: Service folder icon: Print History

Comment

The service module of PFW allows technicians to create Work To Do, Work Done, and Internal Notes for each customer order.

If the same serialized product is service more than once, then all work done on the product is in this report. Notes can be added even after the service order has been converted to an invoice.

Service #: - an internal number designating the serialized product being worked on so that all notes for that item are grouped together.

Service History

Serial Number: PF987654
Description: ROBOTIC 2500

Invoice: 1178	Service #: 63
---------------	---------------

1/19/200 11:41:16AM Work To Do: #570

POS clean and install new circuit board

Invoice: 1179	Service #: 63
---------------	---------------

1/19/200 11:52:23AM Work To Do: #571
1/19/200 12:04:44PM Work To Do: #571

POS Upgrade memory chips

POS A new note for the serialized item made after the service order was completed and converted to an invoice.

Service Pending List Report

[Top](#) [Previous](#) [Next](#)

(see [Pending Orders](#))
(see [Order List Report](#))

Service Pending List Report

Service Orders In Process: Print: Service Order Details
Service Orders In Process: Print: Service Order Summary

Service Order Details

Prints a multi-page list, sorted by service order number, of every pending order. It includes the customer name, account number, service order number, dates entered and due, amount due and current deposit amount as well as the inventory items on the order with SKU, Description, Quantity ordered and backordered. At the end of the report is a Summary of Total Count of Orders, Total Amounts, Total Deposits, and Total Balance Due.



Status Report, Grouped By Customer -

This prints a separate page per Customer and lists all service orders pending for that customer.

Blink's Video Game Emporium
 555 West 5th
 Richland, WA 99352
 555-555-5555

Service Status Report

Customer:
 Johnson, Jane
 2243 W. Cinnamon Drive
 RICHLAND, WA 99352
 H: 444-4444 W: 444-4445

Account: 3
 Code: 3

Service # Reference #	Received	Customer Name Customer Phone	Item Description Serial Number	Total w/o Tax
Waiting For Part				
542	11/30/05	SAME	PHONE 12345	50.33
Work To Do: 11/30/2005 6:59 PM POS Assemble and setup				
Work Is Complete				
544	11/30/05	SAME	PHONE 12345	39.00
Work To Do: 11/30/2005 8:15 PM POS Adjust the gap in the triggering mechanism.				

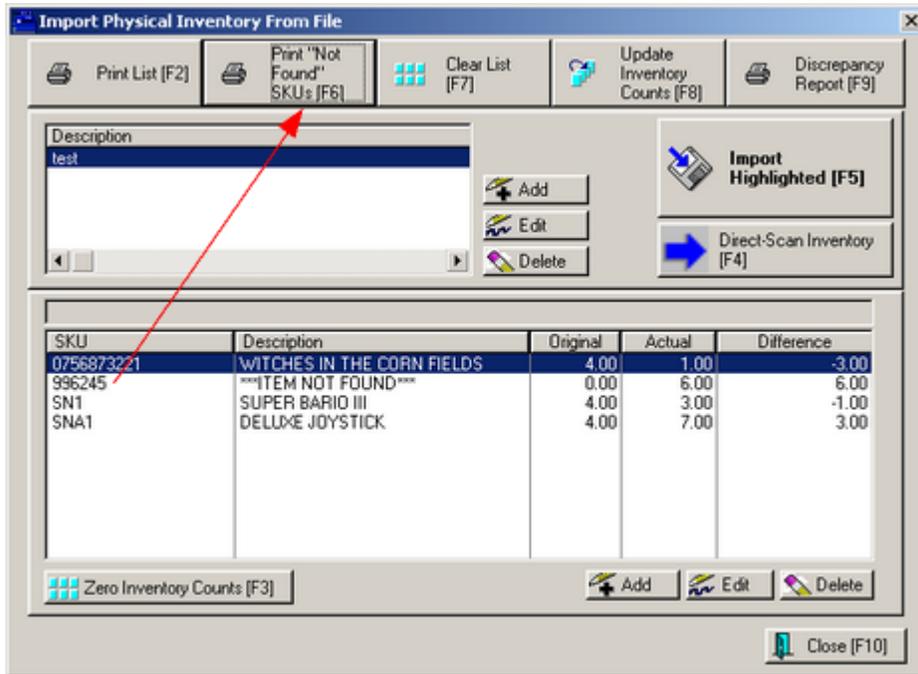
SKUs Not Found Report

[Top](#) [Previous](#) [Next](#)

When reconciling inventory counts, PFW will report items which are not recognizable because the SKU does not exist in the Inventory List.

SKUs Not Found Report:

Inventory: Physical Inventory: Reconcile From File: Print "SKUs Not Found"



SKUs Not Found Report

Confidential

Blink's Video Game Emporium

SKU	Description	Count
996245		6.00

Store Credits List

[Top](#) [Previous](#) [Next](#)

List all store credits still active. The report includes customer name, account number and lookup code and credit amount with a grand total credits outstanding.

Store Credits List

Report Center: AR Reports: Store Credits Report: Run Report [F7]

Accounting: Accounts: Store Credits Report

Store Credits List

Confidential

Blink's Video Game Emporium

Account	Code	Name	Credit
3	3	Johnson, Jane	0.03
4	4	My Company Name	15.00
Total Credits Outstanding:			15.03

Summary Of Tender Report

[Top](#) [Previous](#) [Next](#)

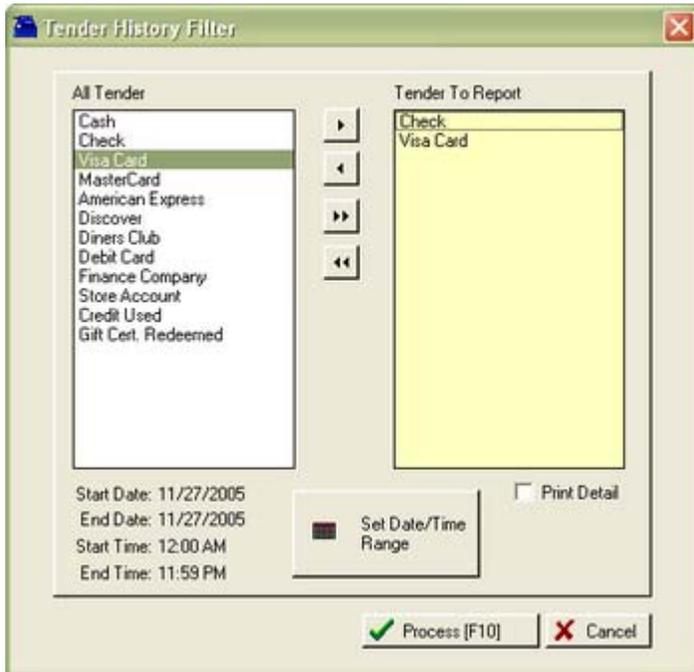
Lists one or more tender types for any date range. Available tender types are cash, check, credit card(s), debit card, finance company, store account, store credits used, and gift certificates redeemed. A summary report

includes each selected tender type, total amount and percentage of grand total collected. The detailed report shows transaction date, invoice or reference number, customer name, amount, transaction type.

Summary Of Tender Report

Report Center: Management Reports: Tender History Summary: Run Report [F7]: Options
 Accounting: Reports: Register Balance/Tender History: Tender History Summary: Options

See ([Date Range](#))



SUMMARY LISTING

Summary Of Tender Report
Confidential

From: 11/27/2005 12:00 AM
 To: 11/27/2005 11:59 PM

Cash	12.79	15.90 %
Check	20.33	25.28 %
Store Account	21.35	26.55 %
Visa Card	12.95	16.10 %

Total Collected:	67.42
-------------------------	--------------

DETAIL LISTING

Summary Of Tender Report

Confidential

Elink's Video Game Emporium

From: 11/27/2005 12:00 AM
To: 11/27/2005 11:59 PM

Date	Reference	Account	Name	Amount	Purpose
Cash					
11/27/05	1062		Quick Sale	12.79	Invoice
				12.79	15.90 %
Check					
11/27/05	1059	3	Jane Johnson	20.33	Invoice
				20.33	25.28 %
Store Account					
11/27/05	1061	2	The Johnson Company	21.35	Invoice
				21.35	26.55 %
Visa Card					
11/27/05	1060	5	Sammy's Service	12.95	Invoice
				12.95	16.10 %

Total Collected: 67.42

Tender Report

[Top](#) [Previous](#) [Next](#)

See ([Summary of Tender Report](#))

Uncollectable Debts Report

[Top](#) [Previous](#) [Next](#)

Accounts receivable for a specified time period which have been flagged as uncollectable are listed with the customer account number, customer name, lookup code, date of purchase and amount of purchase. A total of charges is listed.

Uncollectable Debts Report:

Accounting: Accounts: Uncollectable Debts: : : Date

(see [Date Range](#))

Uncollectable Debts Report

Confidential

From: 1/01/05
To: 12/31/05

Account	Lookup Code	Description	Date	Amount
2909	2909	Sugar Bay	6/06/05	1.07
3014	2622030411	Li, Chao	4/12/05	5.93
3014	2622030411	Li, Chao	4/12/05	6.02
3014	2622030411	Li, Chao	4/12/05	0.46
3014	2622030411	Li, Chao	4/12/05	0.36
3014	2622030411	Li, Chao	4/12/05	6.30
3014	2622030411	Li, Chao	4/12/05	6.20
3014	2622030411	Li, Chao	4/12/05	6.02
3283	2624737163	Cruse, Randy	4/29/05	1.91
3283	2624737163	Cruse, Randy	4/29/05	1.93
Total:				222.28

Unpaid Commissions Report

[Top](#) [Previous](#) [Next](#)

Commissions earned by employees but which have not yet been processed to pay are listed. Included in this report is the employee sales ID, invoice number, customer name, date of sale, SKU, description, quantity sold, amount of sale, commission percentage, commission earned, fixed commission amount and extended total to be paid. Return invoices will deduct commissions. Not all commissions earned will necessarily be paid at this time, so a Total to Pay can be different than the Total Commissions.

Unpaid Commissions Report

Management: Commission Processing: Sales Commission Posting: Print [F7]

UnPaid Commissions Report

Confidential

Blink's Video Game Emporium

For: POS

Invoice	Customer Name	Date	SKU	Description	Qty	Amount	Comm%	Comm.	Fixed Comm.	To Pay
1130	Quick Sale	12/14/2005	SH1	SUPER BARIO III	1.00	25.00	10.00	2.50	0.00	2.50
1130	Quick Sale	12/14/2005	SHA1	DELUXE JOYSTICK	1.00	12.41	10.00	1.24	0.00	1.24
1130	Quick Sale	12/14/2005	MAR-17-M	MARIO T-SHIRTS-S-Super	1.00	12.00	10.00	1.20	0.00	1.20
1131	Quick Sale	12/14/2005	SHA1	DELUXE JOYSTICK	1.00	12.41	10.00	1.24	0.00	1.24
1131	Quick Sale	12/14/2005	MAR-17-M	MARIO T-SHIRTS-S-Super	1.00	12.00	10.00	1.20	0.00	1.20
1131	Quick Sale	12/14/2005	1095	\$10.95 SPECIAL	1.00	10.95	10.00	1.10	0.00	1.10
1132	Jana Johnson	12/14/2005	SHA1	DELUXE JOYSTICK	-1.00	-12.41	10.00	-1.24	0.00	-1.24
Total Commissions:								7.24		
										Total To Pay: 7.24

Unpaid Consignments Report

[Top](#) [Previous](#) [Next](#)

Lists the sale of all consignment items, the consignor's name and amount to be paid to the consignor, with a grand total at the end of the report. Included is the date of sale, invoice number, SKU and description and quantity of the item sold. The paid value will always be zero unless the item is tagged to be paid.

Comment - If the Accounts Receivable module of PFW is installed, the consignor's portion of the sale is automatically added as a store credit in accounts receivable and can be used for purchases without having to write a consignment check.

Unpaid Consignments Report

Management: Process Consignment Sales: Print List [F7]

Unpaid Consignments Report

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Date	Invoice	SKU	Description	Quantity	Amount	Paid
12/03/05	1086	Johnson, Jane 89-C	Bird Houses	1.00	30.00	0.00
12/02/05	1084	Smith, Sally 102-C	Sally's Socks - Bugs Funny	1.00	13.50	13.50
12/02/05	1085	Smith, Sally 100-C	Sally's Stitches - MOONLIGHT	1.00	40.50	40.50
Totals:				3.00	84.00	54.00

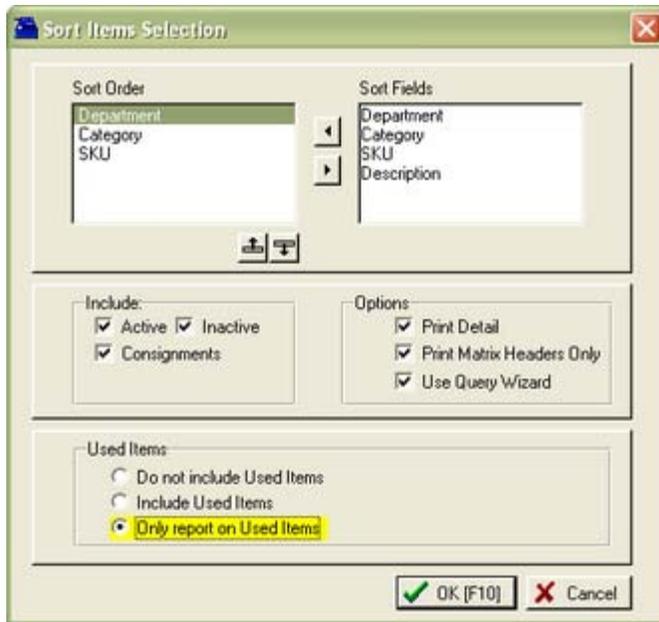
Used Inventory Report

[Top](#) [Previous](#) [Next](#)

By selecting the option to report only on Used Items, the detailed valuation report includes SKU, description, type, quantity in stock, average cost, total cost, date received, time received, customer name, condition of item, and grand totals of stock and cost.

Used Inventory Valuation Report:

Inventory: Inventory Reports: Inventory Valuation: Sort Items Screen: Used Inventory



Inventory Valuation Report

Confidential

SKU	Description	Type	Stock	Average Cost	Total Cost
GLUB-1027	BARIO IN WONDERLAND	USED	2.00	9.00	18.00
11/15/2005	3:53 PM Cash Sale		Good		10.00
11/15/2005	3:54 PM Cash Sale		Good		8.00
Used Totals:			2.0000		18.00

Vendor AP History Report

[Top](#) [Previous](#) [Next](#)

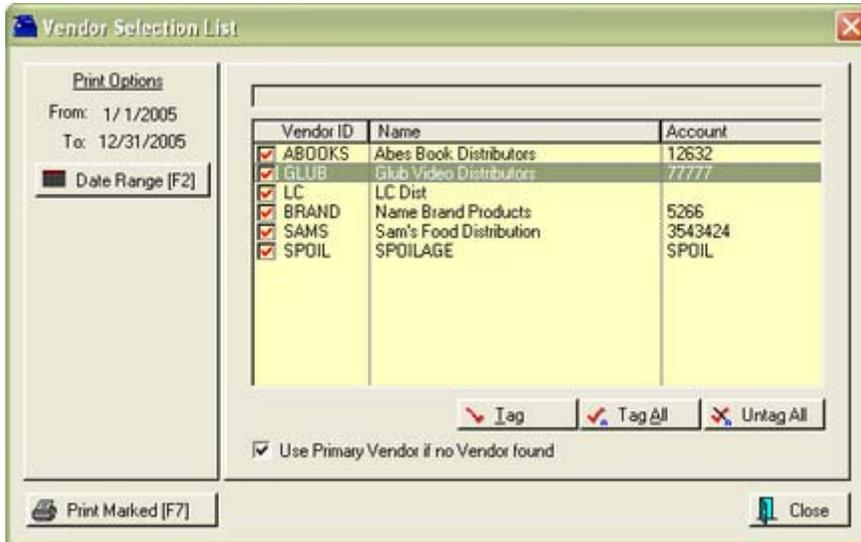
Lists all payments to all or selected vendors for a given time period. Payment amounts are subtotaled per vendor with a page break separating vendors. The report includes vendor name, account number, invoice number, date, date due, amount due, discounted amount, date paid and amount paid.

Vendor AP History Report

Report Center: AP Reports: AP History Report

Accounting: Accounts Payable: AP Reports: AP History Report Options

(see [Date Range](#))



Vendor AP History Report

Confidential

Vendor: Name Brand Products
Account: 5266

From: 1/1/2005
To: 12/31/2005

Vendor Invoice	Invoice Date	Date Due	Amount	Discount	Date Paid	Amount Paid
6344	11/25/2005	12/15/2005	200.00	0.00	11/29/2005	200.00
6234	11/26/2005	12/16/2005	66.00	0.00	11/29/2005	66.00
Total Paid:						266.00

Vendor Detail Report

[Top](#) [Previous](#) [Next](#)

Information about a specific vendor includes vendor name, address, phone numbers, your account number with the vendor, terms or payment, default shipping method, your credit limit with the vendor, Also shows when you first dealt with the vendor, last purchase date, and date of last payment to the vendor.

Vendor Detail:

Utilities: Vendors: Highlight Vendor: Print Selected [F7]

Vendor Detail

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Account: 77777 Glub Video Distributors 3333 West 33rd RICHLAND, WA 99352		
Terms: NET20 Default Shipping: UPS GROUND Credit Limit: 10000.00	Phone: 777-7777 Fax: 888-8888	Became Vendor: 5/19/1994 Last Purchase: 11/27/2005 Last Payment: 11/15/2005

Vendor Inventory List (Your Reports)

[Top](#) [Previous](#) [Next](#)

This report can be designed by you to include and arrange fields according to your needs. Multiple reports can be created and saved for future use.

Vendor Inventory List (Your Reports) **Designable**

Vendor List: Vendor Inventory: Print: Create Your Own Report

SAMPLE REPORT

My report

Confidential

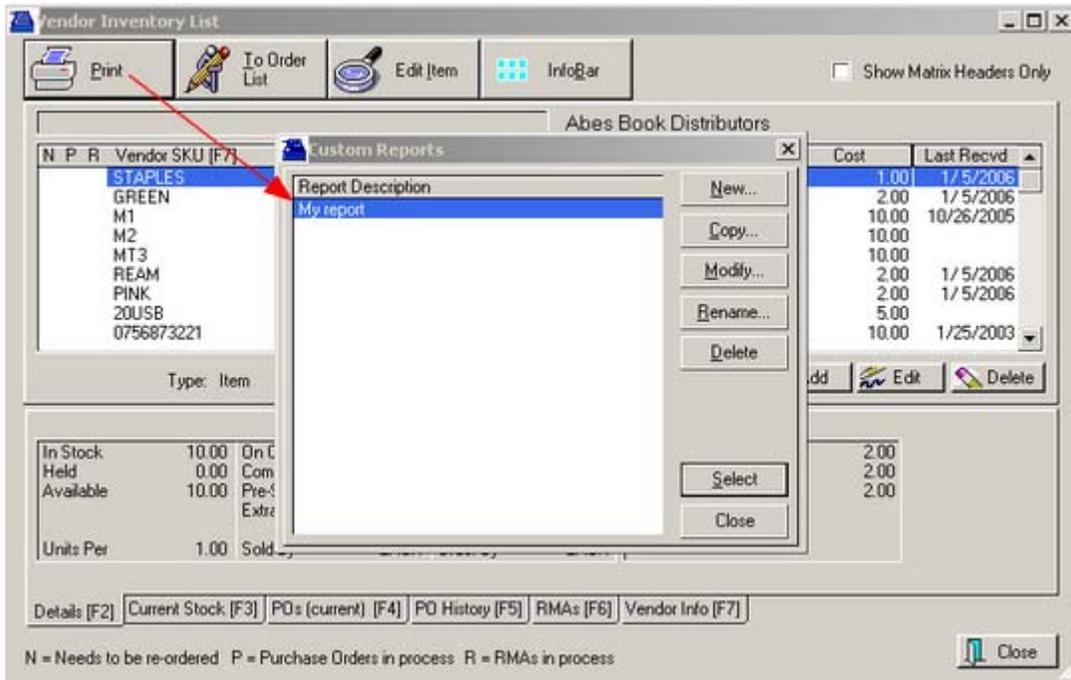
Date: 1/6/2006 12:36 PM

Abes Book Distributors

Vendor SKU	Vendor Stock	Item Description	Cost	Total Stock	Department	Item SKU	Category
0756873221	4.00	WITCHES IN THE CORN FIELDS	10.00	4.00	Accessories	0756873221	Accessories
20USB	0.00	USB CABLE 20'	5.00	13.00	Cables	20USB	USB
GREEN	10.00	GREEN 8 X 11	2.00	10.00	Accessories	GREEN	Office Paper

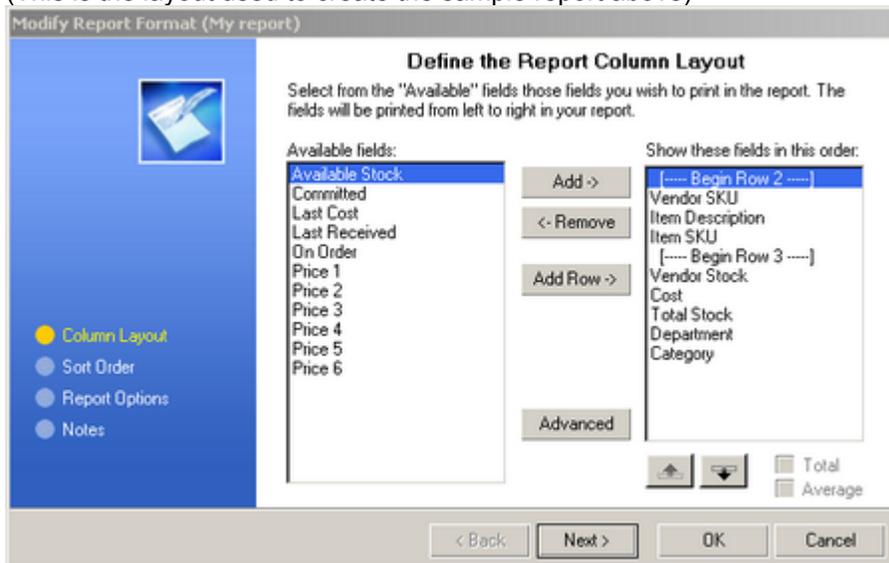
CREATE A REPORT

- 1) go to the Vendor List
- 2) highlight a vendor and choose Vendor Inventory [F3]
- 3) choose Print

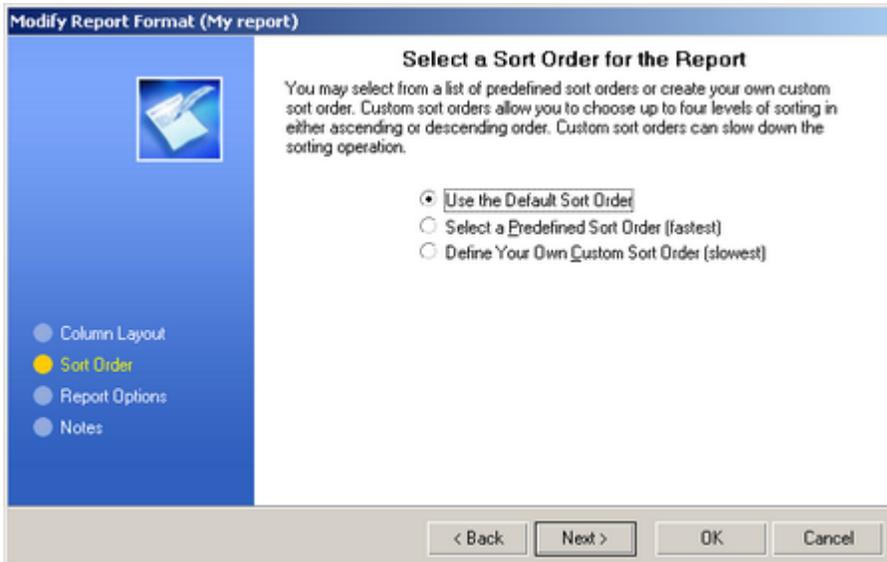


- 4) Choose NEW and give the report a name
 - 5) Define the Report Column Layout
- You will be moving fields from the left to the right and then arranging and modifying as needed.

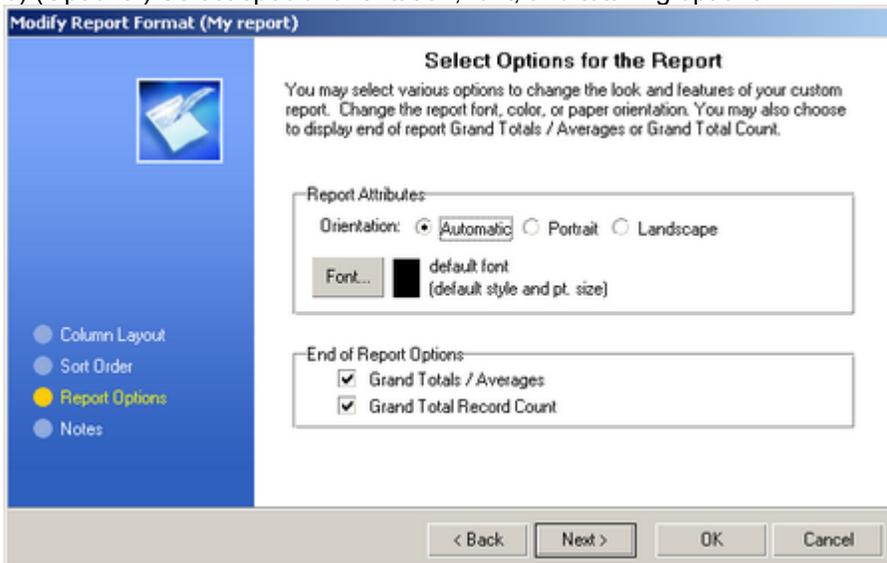
(This is the layout used to create the sample report above)



- 6) Choose a Sort Order

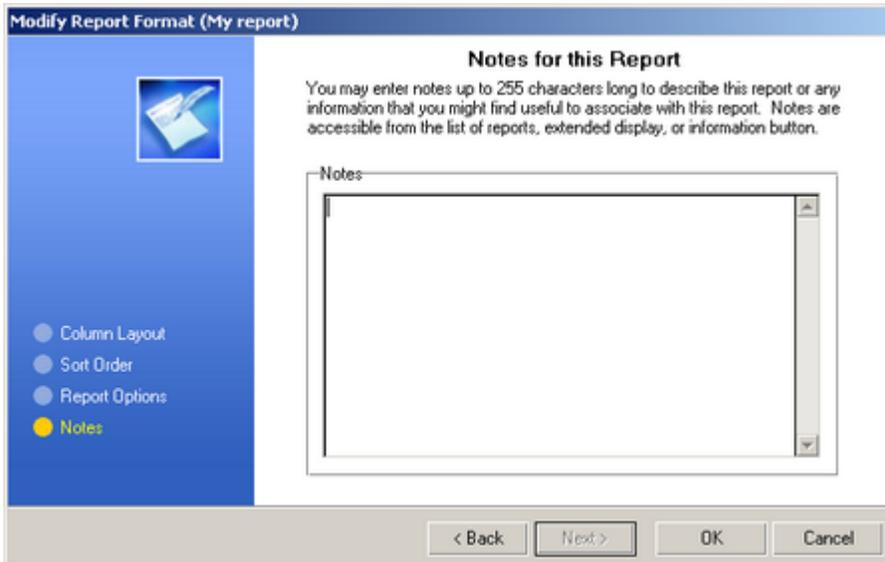


6) (Optional) Select special orientation, font, and totalling options.



7) (Non-Supported) Notes for this Report.

Leave this blank. (As of this writing, any notes entered here will not be retained nor used.)

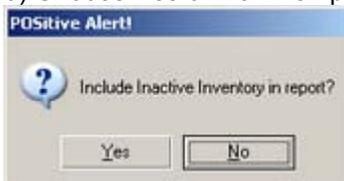


8) Choose OK and you are returned to the list of Custom Reports.

RUNNING THE REPORT

Once the report has been designed, you may run the report at any time.

- 1) go to the Vendor List
- 2) highlight a vendor and choose Vendor Inventory [F3]
- 3) choose Print
- 4) highlight the desired report and choose Select.
- 5) Choose Yes or No when prompted about including Inactive Inventory.



Inactive Inventory is inventory flagged to not appear in the regular inventory list. These items are usually seasonal.

6) Choose to Preview or Print.

Preview - once you see the report on screen you can choose to print the report in full or just print the visible page of the report.

Print - sends the entire report to the printer.

MODIFY THE REPORT

An existing report can be modified

- 1) go to the Vendor List
- 2) highlight a vendor and choose Vendor Inventory [F3]
- 3) choose Print
- 4) highlight the desired report and choose Modify.

New - Creates a new report

Copy - Makes a copy of an existing report and allows for changes and save as a new report

Modify - Edits an existing report

Rename - Changes the name of a report

Delete - Removes the report from the list

SEE ALSO

There are other reports which give you similar freedom of design.

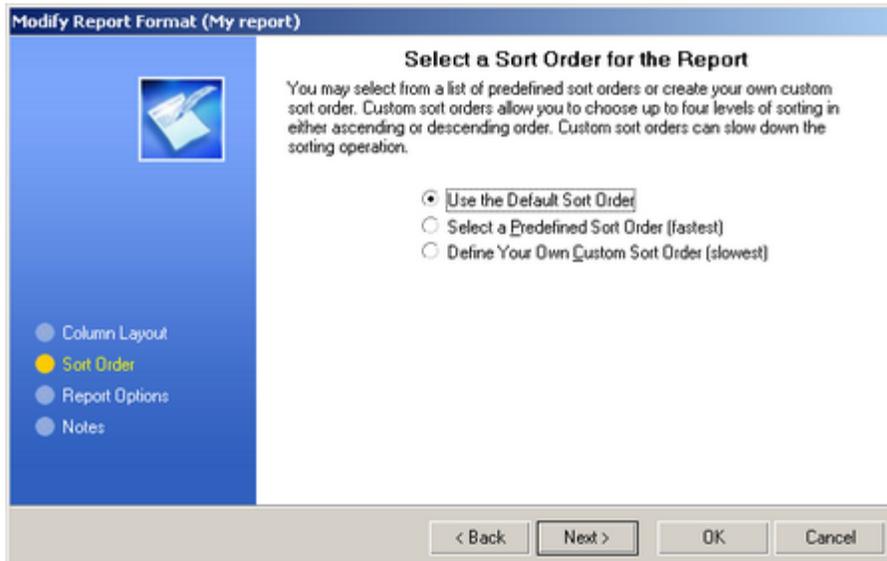
[Specialized Inventory Report](#)

[Specialized Customer Report](#)

Sort Order

[Top](#) [Previous](#) [Next](#)

When creating a report one of the options is to select a Sort Order.

**Use the Default Sort Order**

PFW generally sorts on SKU or Description

Select a Predefined Sort Order (fastest)

Define Your Own Custom Sort Order (slowest)

List of fields for sorting

- (none)
- Cost
- Description
- Item SKU
- Last Sold
- Vendor SKU

Vendor Sales Report By Department

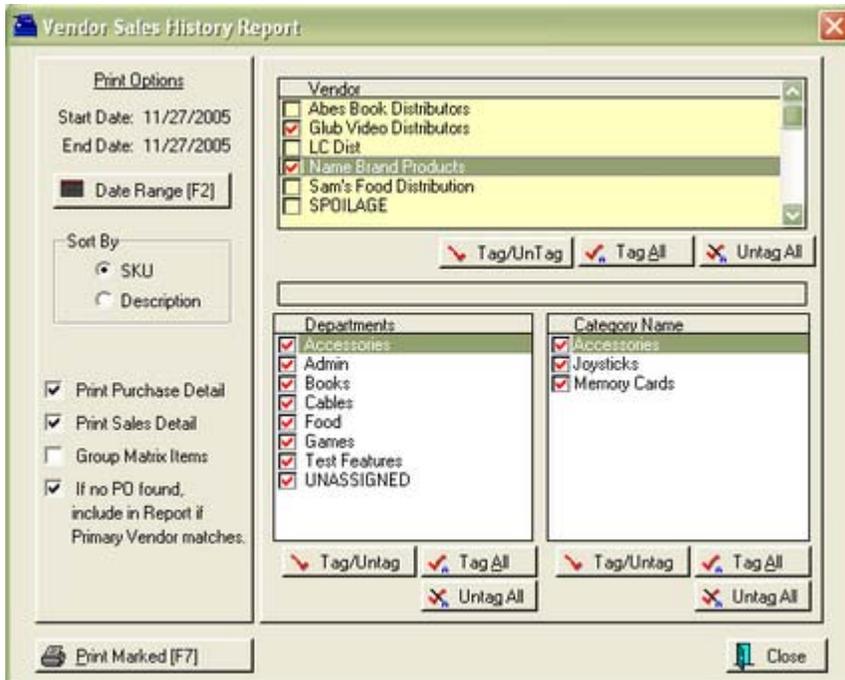
[Top](#) [Previous](#) [Next](#)

After selecting a date range and vendors and departments and categories to be included, the report includes vendor ID, SKU, Description, Quantity: received, sold to date, on hand, over/under, on order, sold per month, Item cost, on hand valuation, total profit for the time period, and a summation of sales per department and category.

Vendor Sales Report By Department

Report Center: Vendors Report: Vendor Sales History: Run Report [F7]: Options

See ([Date Range](#))



SEPARATE PAGE PER DEPARTMENT

Vendor Sales Report By Department

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Blink's Video Game Exportsm

SPOILAGE

From 11/27/2005 To 11/27/2005

Vendor ID	Primary SKU	Description	Total Received	Total Sold To Date	Total On Hand	Over/Under	Sell Thru %	Total On Order	Average Item Cost	On Hand Value	Profit For Period					
Department: Books																
Category: Mystery Books																
ABOOK30756873221		WITCHES IN THE CORN FIELDS	0.00	0.00	4.00	4.00	0.00	0.00	0.00	40.00	0.0					
NSold By Month, Last 13 Months			Nov 0.00	Dec 0.00	Jan 0.00	Feb 0.00	Mar 0.00	Apr 0.00	May 0.00	Jun 0.00	Jul 0.00	Aug 0.00	Sep 0.00	Oct 0.00	Nov 0.00	Total 0.0

SUMMARY ON LAST PAGE

Vendor Sales Report By Department

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SPOILAGE

From 11/27/2005 To 11/27/2005

Vendor ID	Primary SKU	Description	Total Received	Total Sold To Date	Total On Hand	Over/Under	Sell Thru %	Total On Order	Average Item Cost	On Hand Value	Pro For Period
Department Summary											
		Department	Total Inventory Value		Total Profit						
		Accessories	1,527.00		0.00						
		Admin	0.00		12.00						
		Books	40.00		0.00						
		Cables	255.00		6.00						
		Games	665.00		0.00						
		Test Features	36.00		0.00						
		UNASSIGNED	219.60		0.00						
Totals:			2,742.60		18.00						

Vendor Sales Summary Report

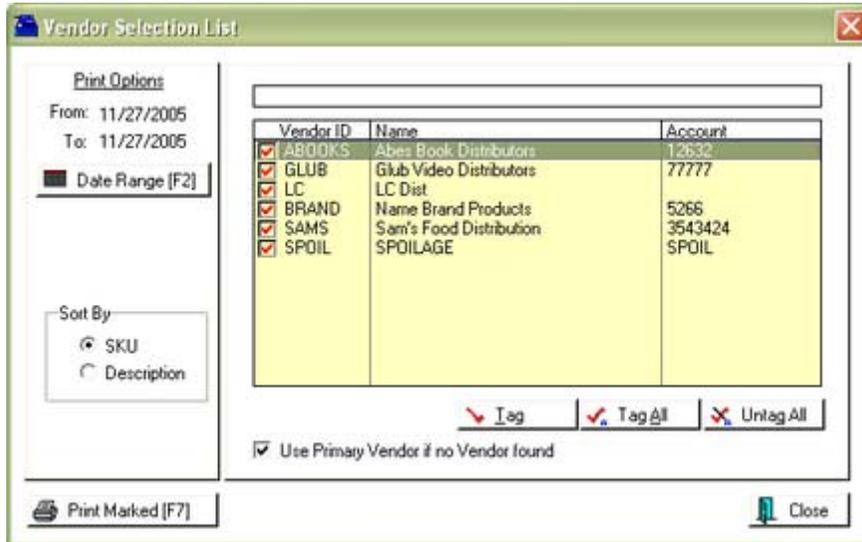
[Top](#) [Previous](#) [Next](#)

After selection of date range and vendors to be included, the report groups inventory sold by vendor name, shows vendor SKU, item SKU, description, quantity sold during the time period, average cost, current stock on hand quantity, selling price (price 1 only), number of units on order, and date last sold.

Vendor Sales Summary Report

Report Center: Vendor Reports: Vendor Inventory Sales Summary: Run Report [F7]: Options

See [\(Date Range\)](#)



Vendor Sales Summary Report

From: 11/27/2005
To: 11/27/2005

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Vendor SKU	Item SKU	Description	Qty Sold	Average Cost	On Hand	Price	On Order	Last Sold
Name Brand Products								
MARIOSHIRT	MARIOSHIRT	MARIO T-SHIRTS	0.0000	0.0000	0.0000	19.0000	0.0000	11/27/2005
VL	VL	VENDOR LOGO ITEMS	0.0000	0.0000	25.0000	20.0000	0.0000	11/27/2005
Sam's Food Distribution								
09820284	15USB	15' SUPER USB	1.0000	3.0000	27.0000	9.0000	0.0000	11/27/2005
20USB	20USB	USB CABLE 20'	0.0000	0.0000	10.0000	20.0000	0.0000	11/27/2005
3139420226008	3139420226008	COLOGNE	0.0000	0.0000	0.0000	19.9900	0.0000	11/27/2005
AS2-1018	AS2-1018	FCAS TEST 1	0.0000	0.0000	0.0000	20.0000	0.0000	11/27/2005
CAN7UP	CAN7UP	7-UP CAN	0.0000	0.0000	0.0000	0.7500	0.0000	11/27/2005
MAR-17-M	MAR-17-M	MARIO T-SHIRTS-S-Super	1.0000	7.0000	0.0000	19.0000	0.0000	11/27/2005

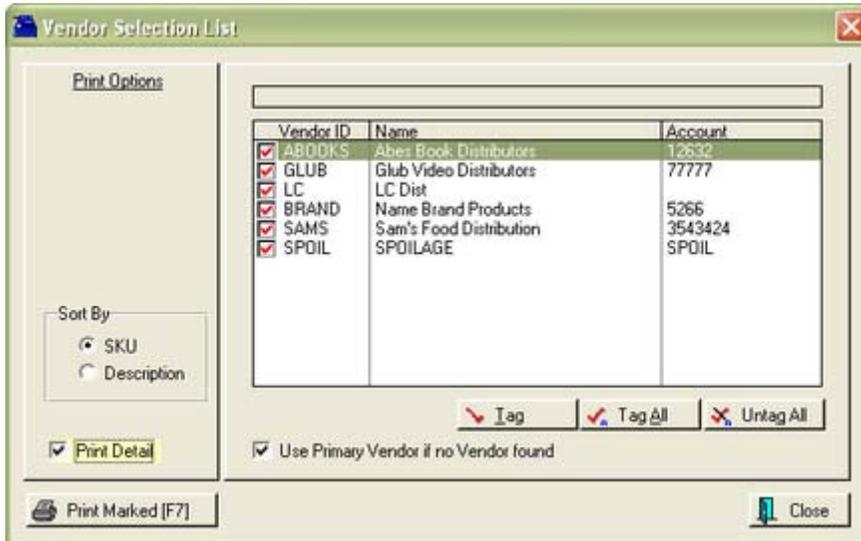
Vendor Stock Valuation Report

[Top](#) [Previous](#) [Next](#)

The report groups inventory by vendor, lists the vendor SKU, item SKU, description, stock count, average cost, and an extended total cost of the item. On the last page is a Vendor Summary which totals all items per vendor. The detailed report includes date the item was received from vendor, quantity received, current stock and cost of line item.

Vendor Stock Valuation Report

Report Center: Vendor Reports: Vendor Stock Valuation Report: Run Report [F7]: Options



WITHOUT DETAIL

Vendor Stock Valuation Report

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Blink's Video Game Emporium

Vendor SKU	Item SKU	Description	Stock	Average Cost	Total Cost
Glub Video Distributors					
2000	2000	MOBILE UNIT 2000	2.0000	1,000.0000	2,000.0000
20USB	20USB	USB CABLE 20'	3.0000	4.0000	12.0000
3139420226008	3139420226008	COLOGNE	3.0000	10.0000	30.0000
345678	345678	PINK THING	5.0000	10.0000	50.0000
65432	65432	THING 65432	5.0000	20.0000	100.0000
8765	8765	THING 8765	5.0000	12.0000	60.0000
CAN7UP	CAN7UP	7-UP CAN	24.0000	0.2000	4.8000
GLUB-1017	GLUB-1017	BARIO IN WONDERLAND	32.0000	14.5625	466.0000
HTJ	HTJ	HI-TEC JOYSTICK	2.0000	23.0000	46.0000
LKJH	LKJH	LITTLE KJH	16.0000	30.6250	490.0000
PEEK	PEEKATCHOO	PEEKATCHOO FOR NINTENDO	7.0000	19.0000	133.0000
SNA1	SNA1	DELUXE JOYSTICK	3.0000	25.0000	75.0000
Name Brand Products					
DC	DC	DELUXE CRIB	2.0000	100.0000	200.0000
GN1	GN1	GREEN BLANKET	8.0000	15.0000	120.0000
SN1	SN1	SUPER BARIO III	2.0000	25.0000	50.0000
SNA1	SNA1	DELUXE JOYSTICK	2.0000	25.0000	50.0000
VL	VL	VENDOR LOGO ITEMS	24.0000	10.0000	240.0000

LAST PAGE SUMMARY

Vendor Stock Valuation Report

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Blink's Video Game Emporium

Vendor SKU	Item SKU	Description	Stock	Average Cost	Total Cost
------------	----------	-------------	-------	--------------	------------

Vendor Summary

Vendor Name	Total Stock	Total Cost	Last Date Purchased
Glub Video Distributors	107.0000	3,466.8000	12/10/2005
Name Brand Products	38.0000	660.0000	11/26/2005

WITH PRINT DETAIL

Vendor Stock Valuation Report

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Vendor SKU	Item SKU	Description	Stock	Average Cost	Total Cost
------------	----------	-------------	-------	--------------	------------

Glub Video Distributors

20USB	20USB	USB CABLE 20'	3.0000	4.0000	12.0000
		Received Qty Recvd. Current Stk. Cost			
		11/25/2005 3.0000 3.0000 4.0000			
3139420226008	3139420226008	COLOGNE	3.0000	10.0000	30.0000
		Received Qty Recvd. Current Stk. Cost			
		11/25/2005 3.0000 3.0000 10.0000			
65432	65432	THING 65432	5.0000	20.0000	100.0000
		Received Qty Recvd. Current Stk. Cost			
		11/14/2005 5.0000 5.0000 20.0000			

Zip Code - Profit Report

[Top](#) [Previous](#) [Next](#)

Lists zip codes and city name with number of invoice per zip code, total sale amounts, profit and markup per date range period. Totals are at the bottom of the report.

Items Sorted By.....:

Report Center: Sales Reports: Items Sorted: Run Report [F7] Options Zip Code

Accounting: Reports: Sales Reports: Items Sorted: : Options Zip Code

(see [Items Sorted By](#))

Profit Report - Sorted By Zip Code

Confidential

Mikes MultiStore 11

From 12/01/05 To 12/31/05

Zip Code	Location	Quantity	Price	Profit	Markup
N/A	Not Available	3.00	670.00	0.00	0.00
99336	Kennewick	3.00	186.83	0.00	0.00
Totals:		6.00	856.83	0.00	