

Reports Reference Manual

Finestra Health Centre POS

Version: 1.0.88

*Please contact POSitec Customer Support regarding Customer Support, Training
and all POS related issues.*



FINESTRA



POSitec Customer Support:

Lower Mainland 604.882.3882

Toll Free 1.800.667.4605

Email Finestra@POSitec.com

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ICON DEFINITIONS



Information



Warning



Critical



Reference



Shortcut

REPORT TIPS & TRICKS

RUN A REPORT

Almost all System Reports are run through the Reports module.

1. Select **[Reports]**
2. Choose the Report you wish to run
3. If Report Options are available, you may select the options you wish to use
4. Select **[Run Report]**



*The report will display on the screen first. You may choose to View, Drill Down, Print, or Export the Report from here. When complete, use the **[X]** to exit the Report Viewer.*

SELECTING A DATE RANGE

The Date Range option is found on most reports. The drop-down list consists of Pre-Set Date Ranges, or you may use a Custom Date Range by selecting the arrow keys to move ahead or behind by a day at a time.

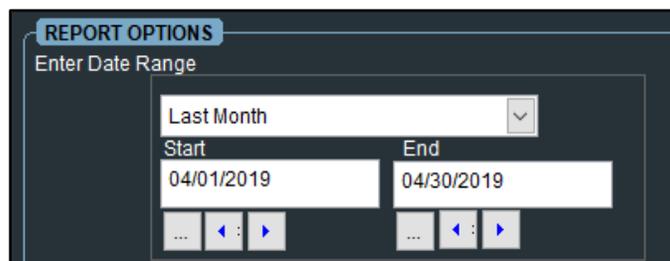


Figure 1 - Date Range Report Option

A Date Picker Calendar option is also available by selecting the **[...]** button. To choose a Custom Date Range, click on the current month to retrieve the Month Selection List and the current year to display the Year Selection Arrow Keys.

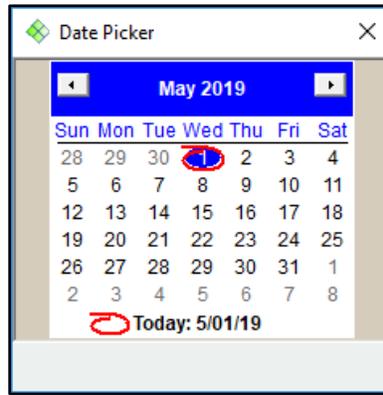


Figure 2 - Date Picker Calendar

REPORT VIEWER MENU BAR

The Report Viewer offers a variety of options for viewing and printing system reports.

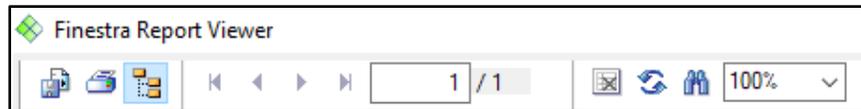


Figure 3 - Report Viewer Menu Bar

EXPORT A REPORT

Exporting Reports into a PDF or Excel File will allow you to save the electronic copy on your PC or USB Flash Drive for quick and easy access, as well as giving you the ability to email a copy.

1. Select [ - **Export Report**]
2. Choose a **[File Format]**, then select **[OK]**
3. Ensure the *Page Range* is set to **[All]**, then select **[OK]**
4. In the *Choose Export File* screen, browse to the location you wish to save the Report to
5. In the *File Name* field, enter a **[Report Name]** that is easily recognized, then select **[Save]**

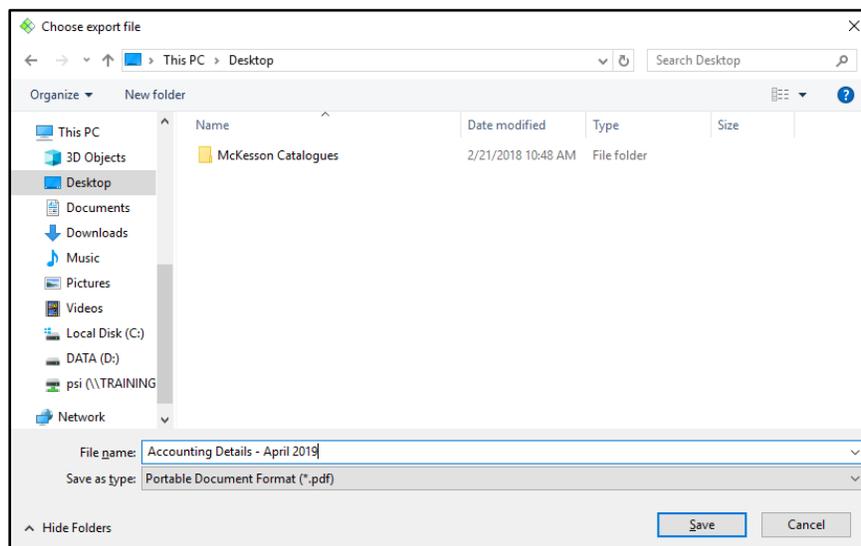


Figure 4 - Choose Export File Screen

PRINT A REPORT

Use the [ - **Print Report**] option to Print a Hard Copy of the selected report.

PREVIEW TREE

A Report Preview Tree is available on selected reports. When the Report Viewer is displayed, if a Preview Tree is available it will display on the left side of the screen. Use the [ - **Report Tree**] option to toggle the Preview Tree on/off.

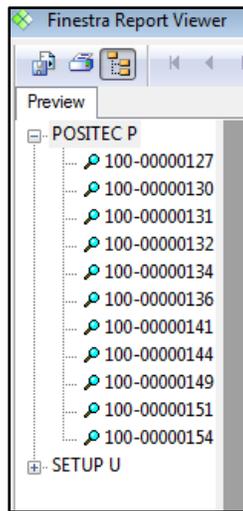


Figure 5 - Report Viewer Preview Tree

SEARCH FOR TEXT

Use the [ - **Search Text**] option to search for the specified information within the report. This can be useful when looking for a specific Product UPC.

DRILLING DOWN IN REPORTS

Many system reports have the ability to Drill Down for more detailed information. The Drill Down option is available for use if the cursor turns into a magnifying glass when hovered over a section of the report. To Drill Down, [Double-Click] on the report section where this feature is available. This will generate a separate report with a detailed heading specifically for the drilled down information. A Drill Down Report may be printed, exported or if available drilled down on further.

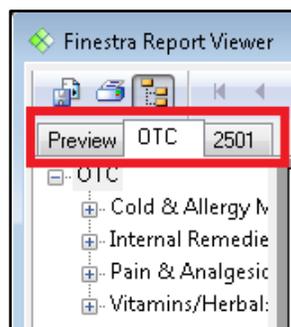


Figure 6 - Drill Down Report Headings

CHAPTER 1 – ACCOUNTING REPORTS

OVERVIEW

The Accounting Reports are primarily used by the bookkeeper for creating the necessary postings within your 3rd Party Accounting Software.

ACCOUNTING DETAILS REPORT

The Accounting Details Report lists the General Ledger Account information, Payment Types, Paid Outs, Taxes and a Total Over/Short for the selected date range. The Sales, Cost and Inventory GL details are included by default; however, the Receiving and Inventory Adjustment details may be added as well. This report should only be run when the Cashouts for the selected date range are complete.



If the General Ledger Account information is incorrect, modify the GL Accounts within the Finline Editor program and reprint the Accounting Details Report. The changes will take effect immediately.



The Accounting Details Report should always balance. If an Out of Balance occurs, please contact POSitec Customer Support.

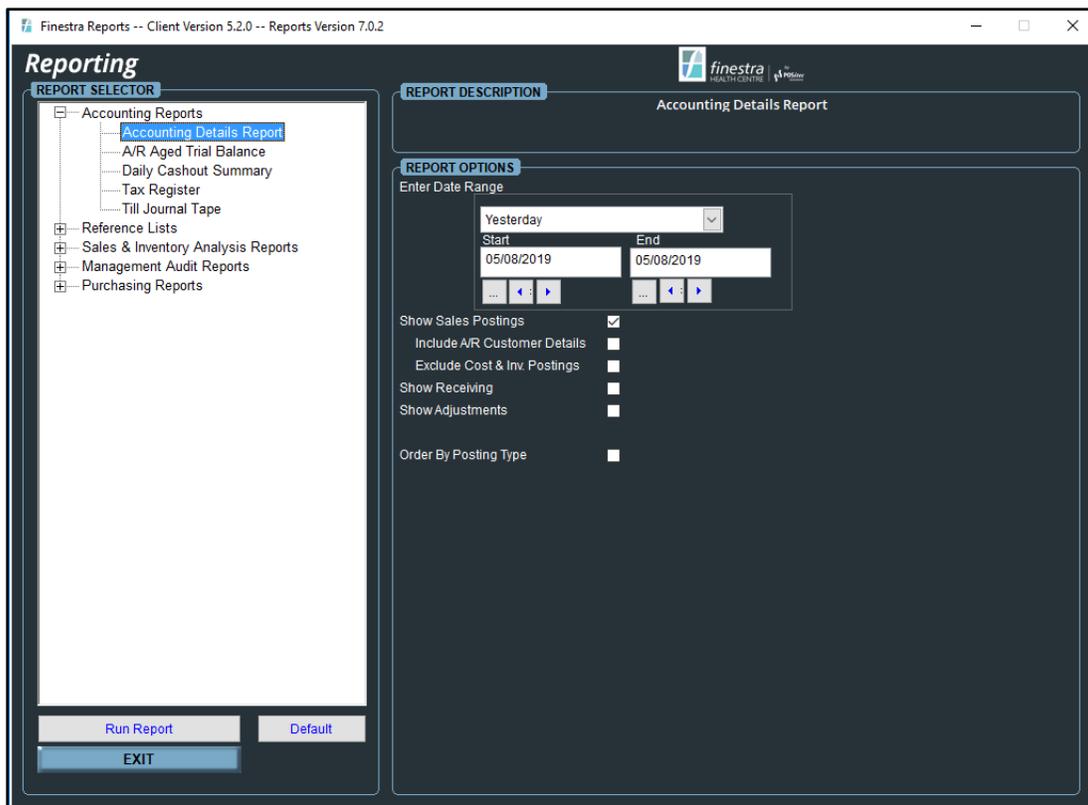


Figure 7 - Accounting Details Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Show Sales Postings	Includes the General Ledger Account information for Sales processed within the specified date range. It also displays the Payment Types, Taxes, Paid Outs, etc... collected. <i>Note: this option is selected by default.</i>
Include A/R Customer Details	Used to view a detailed list of all the Accounts Receivable Charges that occurred during the specified date range. If using Kroll Rx Integration, this will include Kroll 3 rd Party Auto Post Transactions.
Exclude Cost & Inv. Postings	Use if you wish to remove the Cost and Inventory General Ledger Account Postings from this report.
Show Receiving	Use to view the General Ledger Account Postings for all Receiving Documents posted within the selected date range. This includes a Total Per Vendor.
Show Adjustments	Use to view the General Ledger Account postings for all Inventory Adjustments processed during the specified date range.
Order by Posting Type	Use the Order by Posting Type option to group all the Debit Postings together and the Credit Postings together. <i>Note: by default, posting types display by account type.</i>

Sample Accounting Details Report

Apr 24, 2014 10:43:28AM		POSITEC SOLUTIONS Accounting Details Report				Page 1 of 1
Start Date	: Apr 23, 2014	Show Sales Postings	: Yes			
End Date	: Apr 23, 2014	Include A/R Customer Details	: No			
		Exclude Cost & Inv. Postings	: No			
		Show Receiving	: No			
		Show Adjustments	: No			
		Order By Posting Type	: No			
Sales & A/R Section						
Doc. #	Date	G/L Account	Debit	Credit	Cst/Vnd	Description
		CASH	57.90	0.00		
		INTERAC	353.22	0.00		
		VISA	239.84	0.00		
		MASTERCARD	126.49	0.00		
		PAIDOUTS	10.93	0.00		
		LOTTO REDEMPTIONS	15.00	0.00		
		GST	0.00	16.84		
		PST	0.00	6.26		
		\$ALES FS	0.00	374.87		
		\$ALES RX	0.00	406.01		
		\$ALES \$_DEPOSIT	0.00	0.05		
		\$ALES \$_ENVIRO FEE	0.00	0.03		
		COGS C_DEPOSIT	0.05	0.00		
		COGS C_ENVIRO FEE	0.03	0.00		
		COGS FS	261.52	0.00		
		COGS RX	272.03	0.00		
		INV FS	0.00	261.52		
		INV I_DEPOSIT	0.00	0.05		
		INV I_ENVIRO FEE	0.00	0.03		
		INV RX	0.00	272.03		

Figure 8 - Accounting Details Report

Apr 24, 2014 08:29:29AM		POSITEC SOLUTIONS Accounting Details Report				Page 2 of 3
Receiving Section						
Doc. #	Date	G/L Account	Debit	Credit	Cst/Vnd	Description
999-00001104	Apr 23, 2014	ACCOUNTS PAYABLE	0.00	66.74	MCK	MCKESSON
999-00001103	Apr 23, 2014	ACCOUNTS PAYABLE	0.00	148.84	100456	SIGVARIS CORP
		INV FS	215.58	0.00		
Report Total			215.58	215.58		

Figure 9 - Accounting Details Receiving Report

Apr 24, 2014 09:01:13AM		POSITEC SOLUTIONS Accounting Details Report			Page 2 of 2
Adjustments Section					
Reference	Date	G/L Account	Debit	Credit	
POSITEC P	Apr 23, 2014	ADJUSTMENT TYPE INVENTORY ADJUS	0.00	5.25	
POSITEC P	Apr 23, 2014	ADJUSTMENT TYPE RX USAGE	14.64	0.00	
POSITEC P	Apr 23, 2014	ADJUSTMENT TYPE STORE USAGE	2.28	0.00	
		INV FS	0.00	16.92	
		INV FS	5.25	0.00	
Report Total			22.17	22.17	

Figure 10 - Accounting Details Adjustments Report

A/R AGED TRIAL BALANCE

The A/R Aged Trial Balance Report is used to display Outstanding Account Balances and Past Due Aging Days for Accounts Receivable Customers. It may be printed for All Customers or a specific Customer Type. This report includes a total at the end.

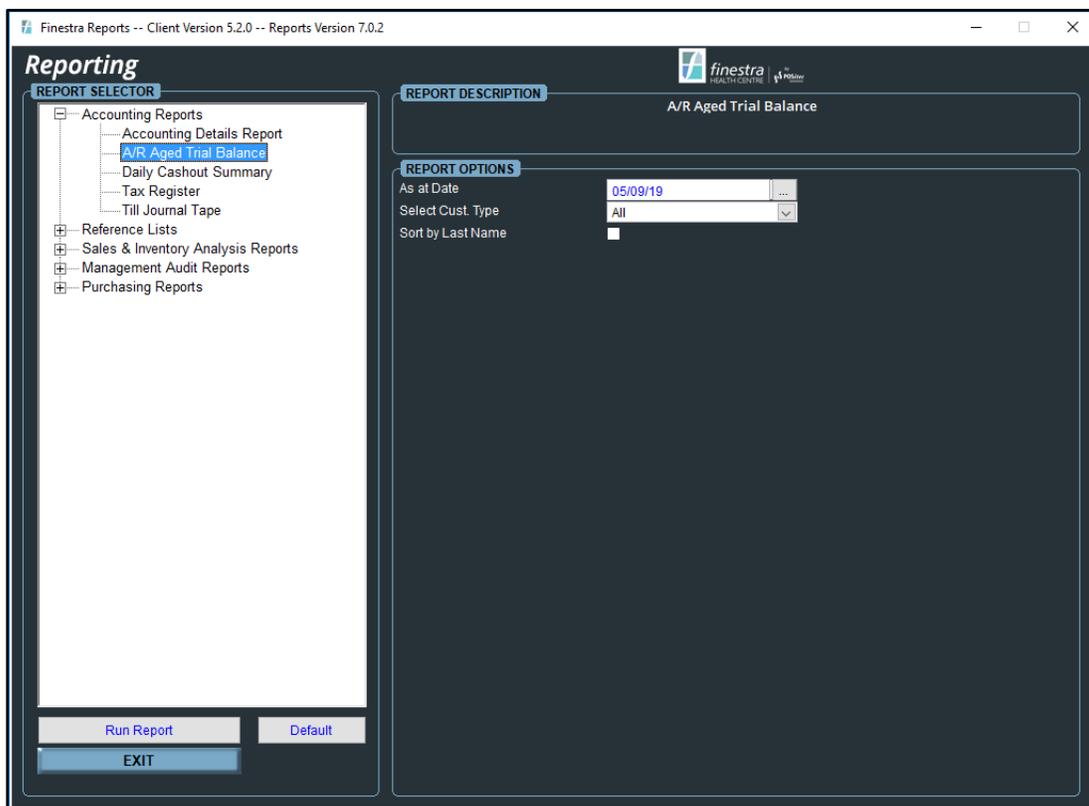


Figure 11 - A/R Aged Trial Balance Report Options

Report Options

As at Date	Select the Date you wish to run the report for. <i>Note: this will usually match the statement date.</i>
Select Cust Type	Use to print the report for the specified Customer Type.
Sort by Last Name	Use to display the report alphabetically by the Customers Last Name. If not selected, the report will sort by Customer Number.

Sample A/R Aged Trial Balance Report

Apr 24, 2014 10:46:56AM	POSITEC SOLUTIONS					Page 1 of 1
A/R Aged Trial Balance						
As at Date : Apr 24, 2014						
Sort by Last Name : No						
Customer Type : NORMAL						
Cust #	Customer Name	Balance	0 - 30	31-60	61-90	90+
100008	JANE SMITH	105.96	105.96	0.00	0.00	0.00
100009	JOHN DOE	18.88	18.88	0.00	0.00	0.00
Report Total		124.84	124.84	0.00	0.00	0.00

Figure 12 - A/R Aged Trial Balance Report

DAILY CASHOUT SUMMARY

The Daily Cashout Summary Report is used to print a list of each Payment Type, including the Over/Short Amounts for the specified date range. Multiple Cash Registers will be added together to display as one grouped total per day. This report may also be summarized for an entire period.

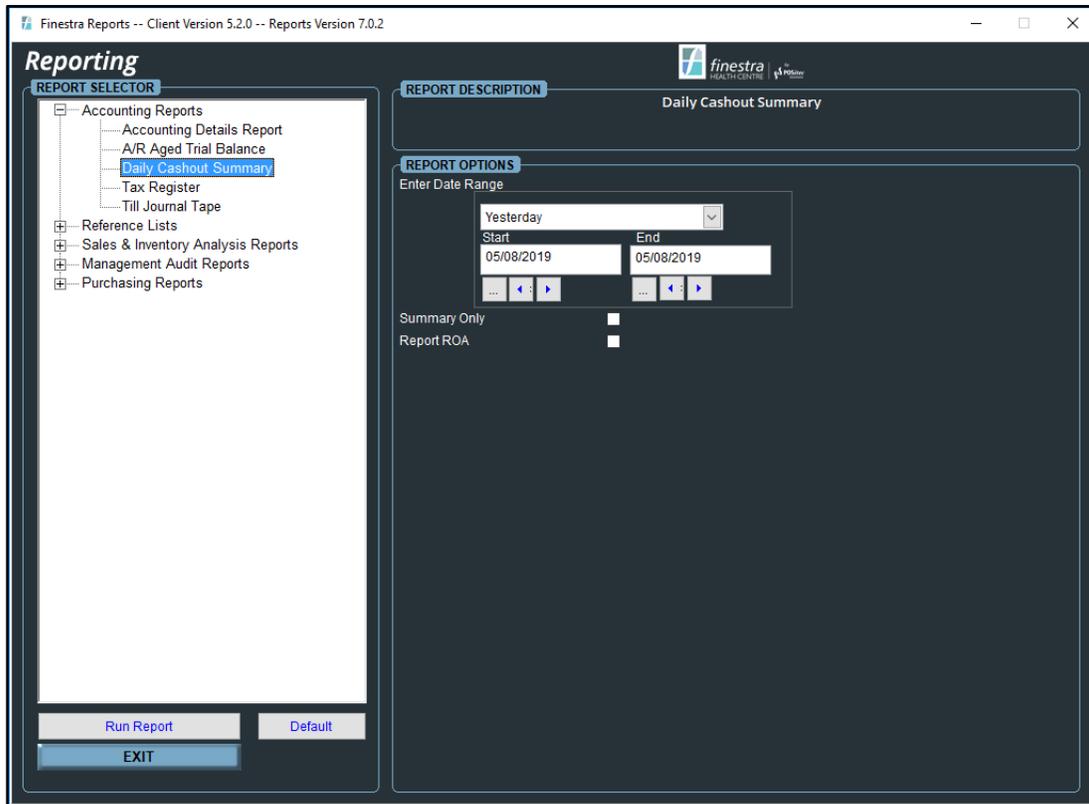


Figure 13 - Daily Cashout Summary Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Summary Only	Use if you wish to see a Summarized Total of all Payment Types within the specified date range.
Report ROA	Use to show all Received on Account details.

Sample Daily Cashout Summary Report

Apr 24, 2014 10:09:38AM		POSITEC SOLUTIONS Daily Cashout Summary		Page 1 of 1
Start Date	: Apr 23, 2014	Summary Only	: No	
End Date	: Apr 23, 2014	Roa	: No	
Cashout Summary Total :				
Tender Type		Reported	Actual	Difference
AR		0.00		0.00
Cash		58.57	57.90	0.67-
Cheque		0.00	0.00	0.00
Interac		353.22	353.22	0.00
Visa		239.84	239.84	0.00
MC		126.49	126.49	0.00
US_Cash		0.00	0.00	0.00
GifrCert		0.00	0.00	0.00
AUTODEBIT		0.00	0.00	0.00
TRANSFER		0.00	0.00	0.00
REWARD		0.00	0.00	0.00
AMEX		0.00	0.00	0.00
Total		778.12	777.45	0.67-
Note: Actual US Dollar count is \$0.00				

Figure 14 - Daily Cashout Summary Report

TAX REGISTER

The Tax Register Report lists the total Taxable Dollars Sold Per Day, as well as the Tax Collected for the specified date range. If selected, you may view the Manual Tax Modifications done at the Cash Register. This report includes a total at the end.

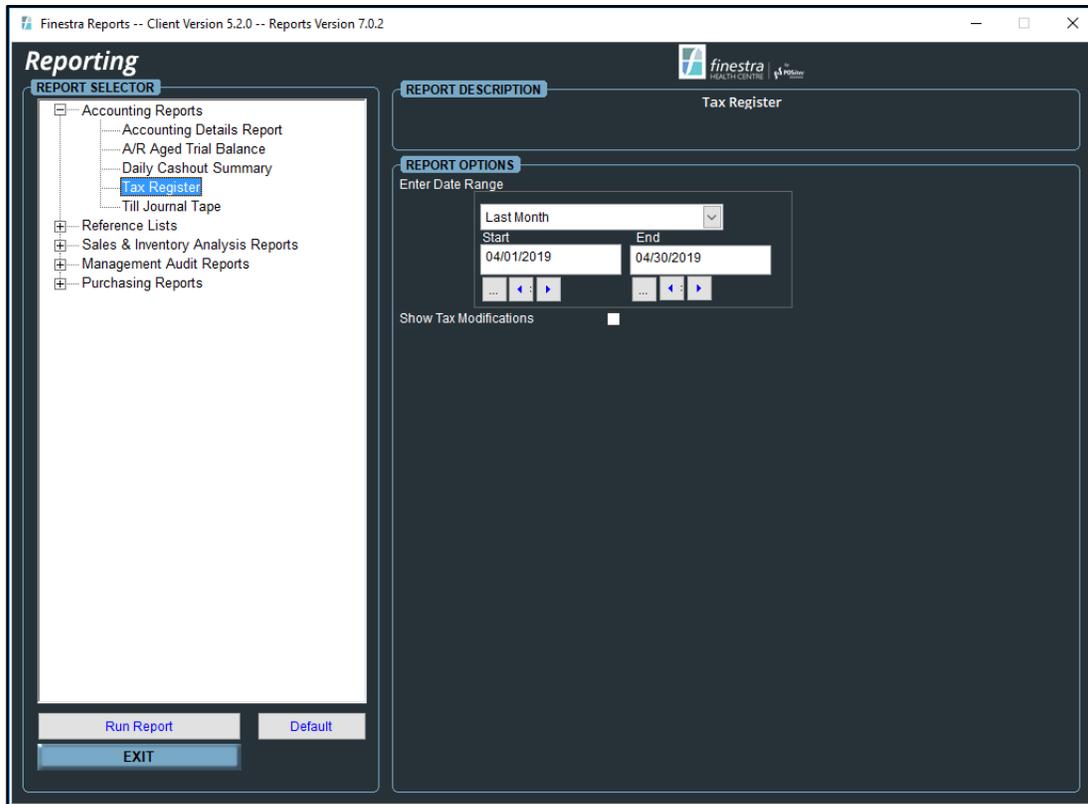


Figure 15 - Tax Register Report Options

Sample Tax Register Report

Apr 24, 2014 09:25:15AM		POSITEC SOLUTIONS						Page 1 of 1
Tax Register								
Start Date	:	Apr 20, 2014						
End Date	:	Apr 26, 2014						
Show Tax Modifications	:	No						
Date	Tax 1 - GST				Tax 2 - PST			
	Taxable	Collectable	Rebate	Collected	Taxable	Collected		
Apr 20, 2014	296.01	14.79	0.00	14.79	88.68	6.19		
Apr 21, 2014	642.91	32.10	0.00	32.10	246.24	24.21		
Apr 22, 2014	382.87	19.11	0.00	19.11	141.31	9.89		
Apr 23, 2014	237.10	11.85	0.00	11.85	89.43	6.26		
Apr 24, 2014	17.98	0.90	0.00	0.90	0.00	0.00		
Report Total:	1,676.87	78.75	0.00	78.75	665.66	46.55		

Figure 16 - Tax Register Report

Apr 24, 2014 09:33:55AM		POSITEC SOLUTIONS Tax Register					Page 1 of 1				
Start Date	:	Apr 20, 2014									
End Date	:	Apr 26, 2014									
Show Tax Modifications	:	Yes									
Cashier	Date Time	Session ID	Invoice	UPC	Description	Item Tax	Sold Tax	Qty #	Total GST	Total Reason	
POSITEC P	Apr 24, 2014 9:32	20140424-101	101-00000054	06464205196	JAMIESON VIT C WV VIT D CH	GP	0.0%	1	0.45	0.00 INCORRECT TAX SETTING	
POSITEC P Sub Total:									1	0.45	0.00
Report Total:									1	0.45	0.00

Figure 17 - Tax Register Modifications Report

TILL JOURNAL TAPE

The Till Journal Tape Report lists an Employee Summary Total of all transactions that occurred during the selected date range. This report has the ability to drill down for more Detailed Transaction Information and is useful when searching for Cashout Discrepancies.



The Drill Down function is available on this report.

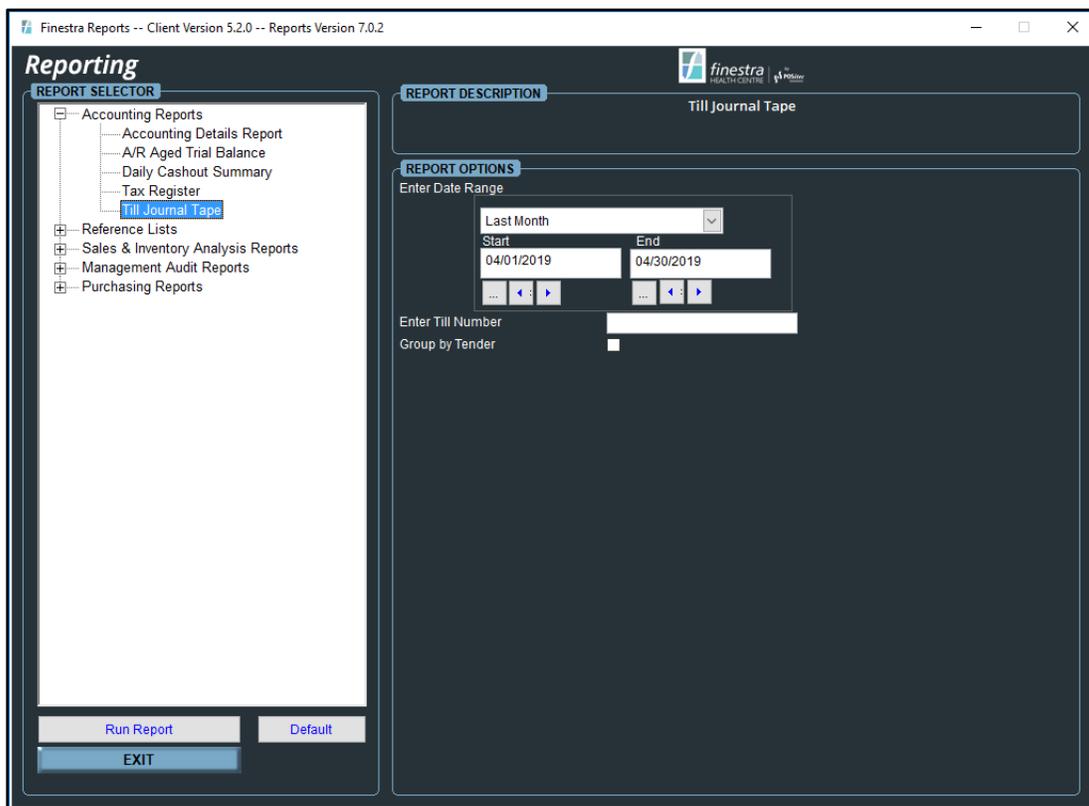


Figure 18 - Till Journal Tape Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Enter Till Number	Enter the Till Number you wish to view all transactions for.
Group by Tender	Use to sort the report by Payment Type. <i>Note: this can be useful for figuring out discrepancies within the Cashout.</i>

Sample Till Journal Tape Report

Till Journal Report POSITEC SOLUTIONS				
Till ID: Date Range: 4/23/2014 to 4/23/2014				
JANE D				
	Total Retail	Tax 1	Tax 2	Total Sale
Totals	99.80	4.99	0.00	104.79
POSITEC P				
	Total Retail	Tax 1	Tax 2	Total Sale
Totals	666.16	11.85	6.26	684.27

Figure 19 - Till Journal Tape Summary Report

Till Journal Report POSITEC SOLUTIONS				
Till ID: Date Range: 4/23/2014 to 4/23/2014				
POSITEC P				
Invoice #: 101-00000022	Date: 4/23/2014	Customer: 992	Sesson: 20140423-101	
			<u>Retail</u>	<u>Tax 1</u> <u>Tax 2</u> <u>Invoice Total</u>
			23.98	1.20 1.68 <u>26.86</u>
00810000860	COVER GIRL LIP PERFECTION	1	10.99	10.99
02270057907	COVER GIRL SKIN PERFECTOR	1	12.99	12.99
			Interac	26.86
			Payment Total	<u>26.86</u>
<hr/>				
Invoice #: 101-00000023	Date: 4/23/2014	Customer: 993	Sesson: 20140423-101	
			<u>Retail</u>	<u>Tax 1</u> <u>Tax 2</u> <u>Invoice Total</u>
			46.61	1.20 0.00 <u>47.81</u>
O-PHARM1X	TX 123456	1	4.00	4.00
O-PHARM2X	TX 234567	1	18.63	18.63
06210700421	ADVIL COLD & SINUS PLUS C	2	11.99	23.98
			Interac	47.81
			Payment Total	<u>47.81</u>

Figure 20 - Till Journal Tape Detailed Transaction Report

CHAPTER #2 – REFERENCE LISTS

OVERVIEW

The Reference List Reports provide a list of the requested data within the Finestra Health Centre POS System and are primarily used as a reference tool.

A/R CUSTOMER LISTING

The A/R Customer Listing Report provides a list of Known Customers within the specified range.

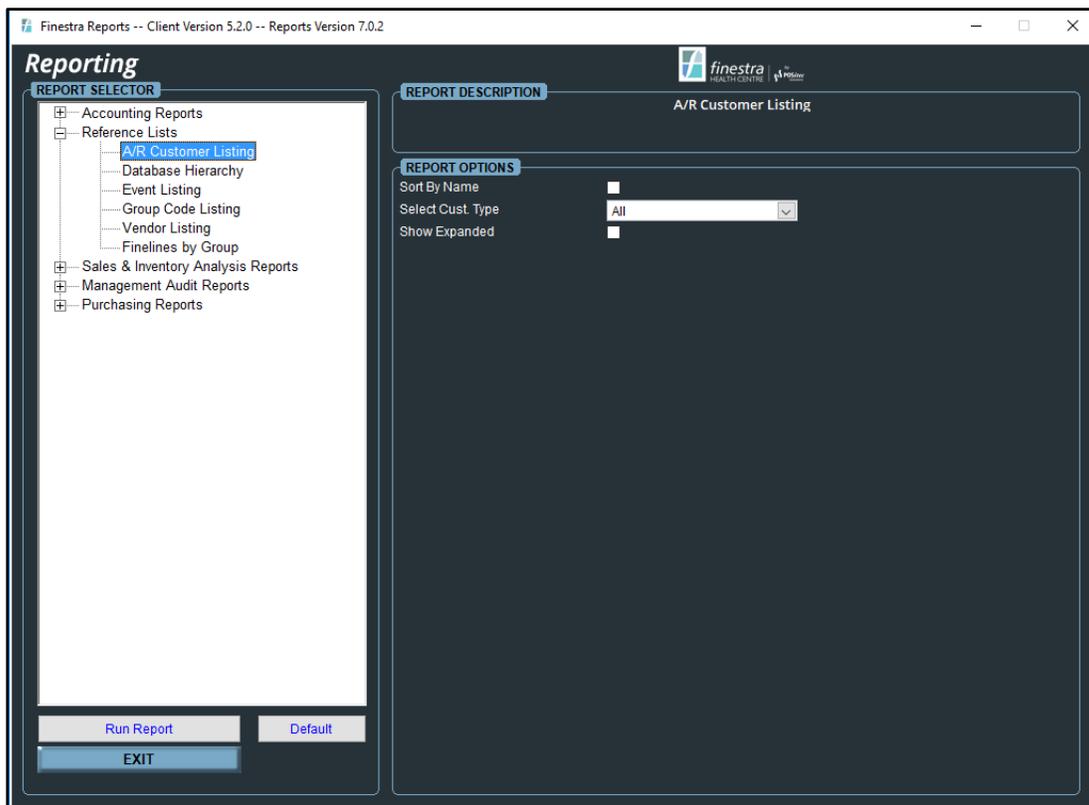


Figure 21 - A/R Customer Listing Report Options

Report Options

Sort By Name	Use to sort the report by Customer Name.
Select Cust. Type	Use to view only the Customer Profiles within the specified Customer Type.
Show Expanded	Use to display the Customer Contact and Account Information that has been entered into their Customer Profile.

Sample A/R Customer Listing Report

Apr 24, 2014 11:20:44AM		POSITEC SOLUTIONS A/R Customer Listing			Page 1 of 1
Sort By	: Customer No				
Customer Type	: All				
Show Expanded	: No				
Cust #	Customer Name	Home Phone #	Work Phone #	Cell Phone #	Fax #
100008	JANE SMITH	(555) 555-5555			
100009	JOHN DOE	(555) 111-2222			
99	CASH CASH				
992	FEMALE TEEN				
993	FEMALE ADULT				
994	FEMALE SENIOR				
995	MALE TEEN				
996	MALE ADULT				
997	MALE SENIOR				
K00102	PLAN 001 EMERGIS				
K00104	PLAN 003 ESI CANADA				
K00106	PLAN 004 GREEN SHEILD				

Figure 22 - A/R Customer Listing Report

DATABASE HIERARCHY

The Database Hierarchy Report shows the Section, Department, Category and Fineline structure within the Finestra Health Centre POS System. It also displays the Fineline Settings which include the General Ledger Codes, Best Practice Gross Margins, the Tracking FIFO Inventory Flag, the Discountable Flag and the Tax Settings. This report can also be used for Inventory purposes.

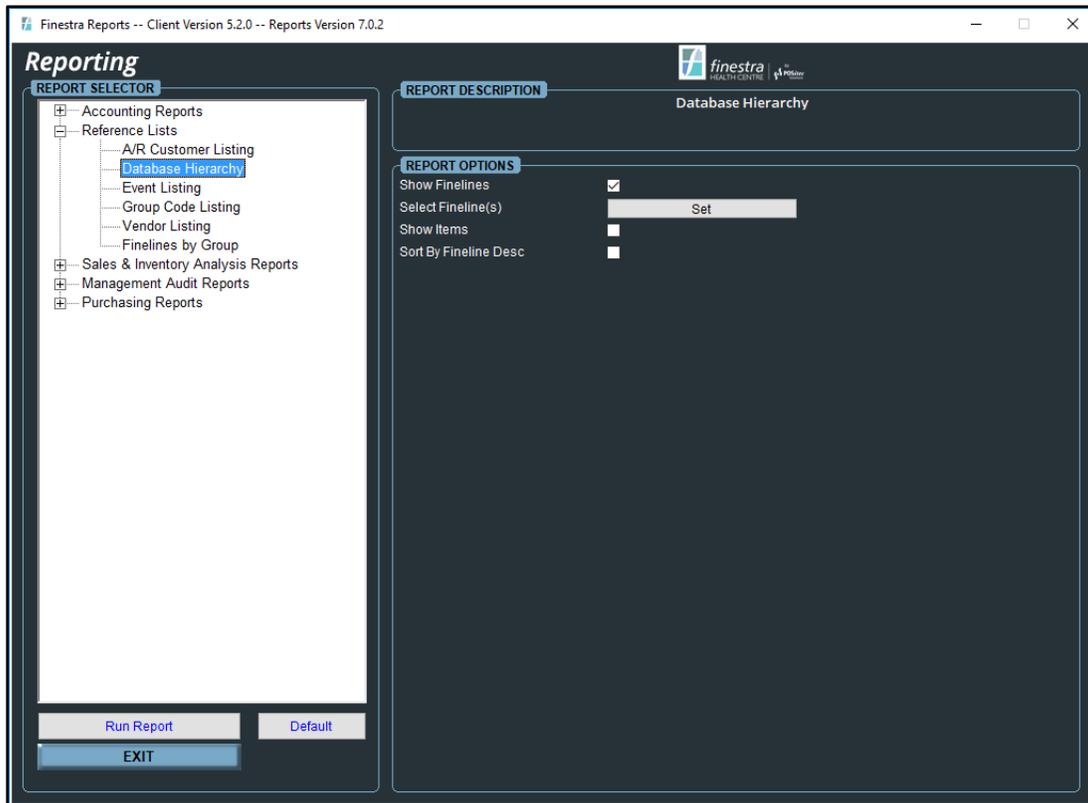


Figure 23 - Database Hierarchy Report Options

Report Options

Show Finelines	Use to display a list of all system Finelines. If not selected, a Category list will display. <i>Note: this option is selected by default.</i>
Select Fineline(s)	Use to view only the items that are within the selected Fineline(s).
Show Items	Use to display all Items within the specified Fineline(s).
Sort by Fineline Desc	Use to sort the report by Fineline Description.

Sample Database Hierarchy Report

Apr 24, 2014 11:22:25AM POSITEC SOLUTIONS Page 1 of 16
Database Hierarchy

Show Finelines : Yes
 Fineline Range : All
 Show Items : No
 Sort Finelines By : Fineline ID

Section	Department	Category / Fineline ID	Fineline Description	GL Info			Margin Info				Fineline Settings				
				Sales	Cos	Inv	< 5	< 10	< 25	> 25	Trk. Fifo	Discnt.	GST	PST	
FS		COSMETICS													
		Color Cosmetics													
		3051 Eye Makeup	FS	FS	FS	40	40	40	40	Y	Y	Y	Y		
		3052 Face Makeup	FS	FS	FS	40	40	40	40	Y	Y	Y	Y		
		3053 Lip Makeup	FS	FS	FS	40	40	40	40	Y	Y	Y	Y		
		3054 Makeup Kits	FS	FS	FS	40	40	40	40	Y	Y	Y	Y		
		3055 Nail Colour	FS	FS	FS	40	40	40	40	Y	Y	Y	Y		
		3099 Other Color Cosmetics	FS	FS	FS	40	40	40	40	Y	Y	Y	Y		
		Cosmetic Appliances													
		3101 Body Treatments Appliances	FS	FS	FS	40	40	40	40	Y	Y	Y	Y		
		3102 Hair Care Appliances	FS	FS	FS	45	45	45	45	Y	Y	Y	Y		
		3149 Other Cosmetic Appliances	FS	FS	FS	45	45	45	45	Y	Y	Y	Y		
		Cosmetic Bath													
		3151 Cosmetic Bath Additives	FS	FS	FS	45	45	45	45	Y	Y	Y	Y		
		3199 Other Cosmetic Bath	FS	FS	FS	45	45	45	45	Y	Y	Y	Y		

Figure 24 - Database Hierarchy Report

EVENT LISTING

Use the Event Listing Report to show all items that are On Sale within the specified Event. This includes the Start and End Dates, Balance On Hand Value, On Order, Retail Price and Sale Price information. You may also choose to expand the Groups to view the items within.

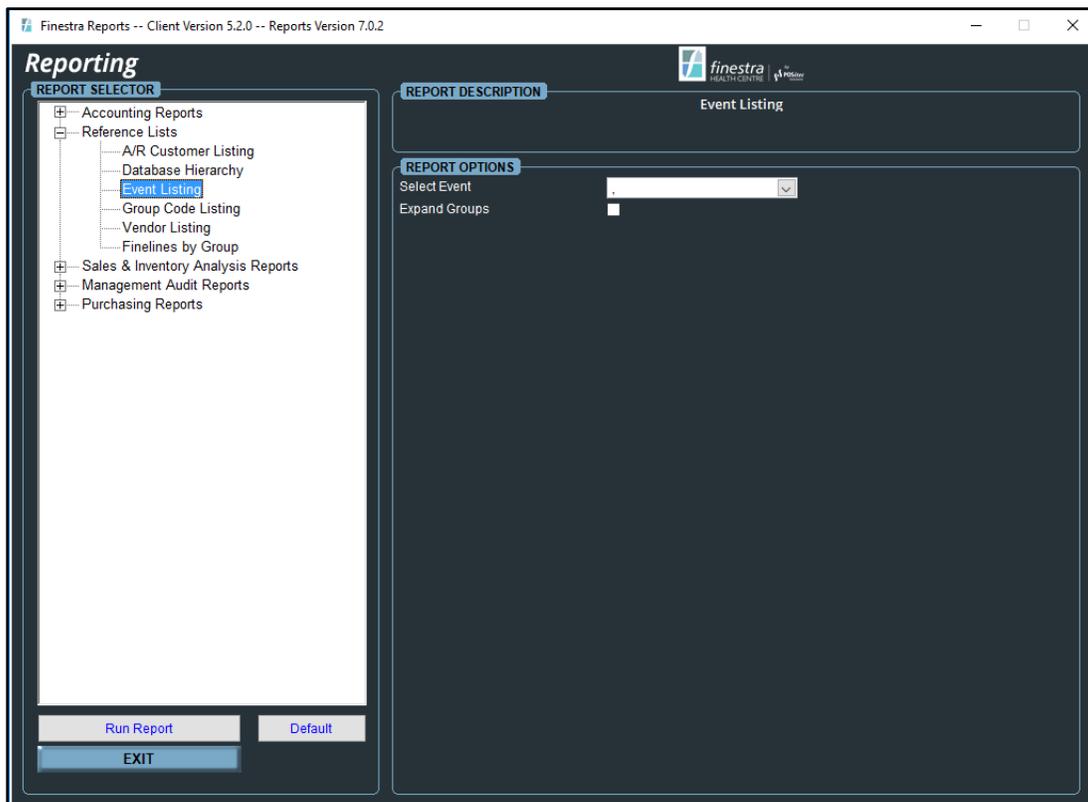


Figure 25 - Event Listing Report Options

Sample Event Listing Report

Apr 24, 2014 11:32:31AM		POSITEC SOLUTIONS		Page 1 of 1	
Event Listing					
Event	: 100-0000112				
Expand Groups	: No				
UPC / Group	Description	On BOH #	Order #	Retail \$	Sales Price
Event : 100-0000112					
Description : VALENTINES 2014					
Active : Feb 01, 2014 6:00 to Feb 14, 2014 23:30					
66257256059	COMET VALENTINE CHOCOLATE HEARTS - MESH 130GR	0	0	4.29	ON SALE \$3.49
06202000198	FERRERO ROCHER VALENTINE HEART T16 200GR	0	0	16.99	ON SALE \$13.99
05660001351	HERSHEY VALENTINE HUGS & KISSES - HEART 165GR	0	0	9.99	ON SALE \$7.99
05660047824	HERSHEY VALENTINE REESE - HEART 161GR	0	0	5.99	ON SALE \$4.49
06730081851	LAURA SECORD VALENTINE GUMMY KAB OBS 85GR	0	0	6.99	ON SALE \$5.49
03746601633	LINDOR AMOUR VALENTINE HEART - MILK 108GR	0	0	15.99	ON SALE \$11.99
03746601742	LINDOR VALENTINE FRIENDSHIP HEART - MILK 60GR	0	0	7.49	ON SALE \$5.49
03746605524	LINDT GOLD BEAR MILK 100GR	0	0	9.99	ON SALE \$6.99
03746606418	LINDT VALENTINE BEAR PACK 30GR	0	0	4.99	ON SALE \$3.99
03746605917	LINDT VALENTINE HEARTS BAG 103GR	0	0	6.99	ON SALE \$4.99

Figure 26 - Event Listing Report

GROUP CODE LISTING

The Group Code Listing Report displays a list of All Groups or a Range of Groups. It can also be broken down to show the Items within the selected Groups.

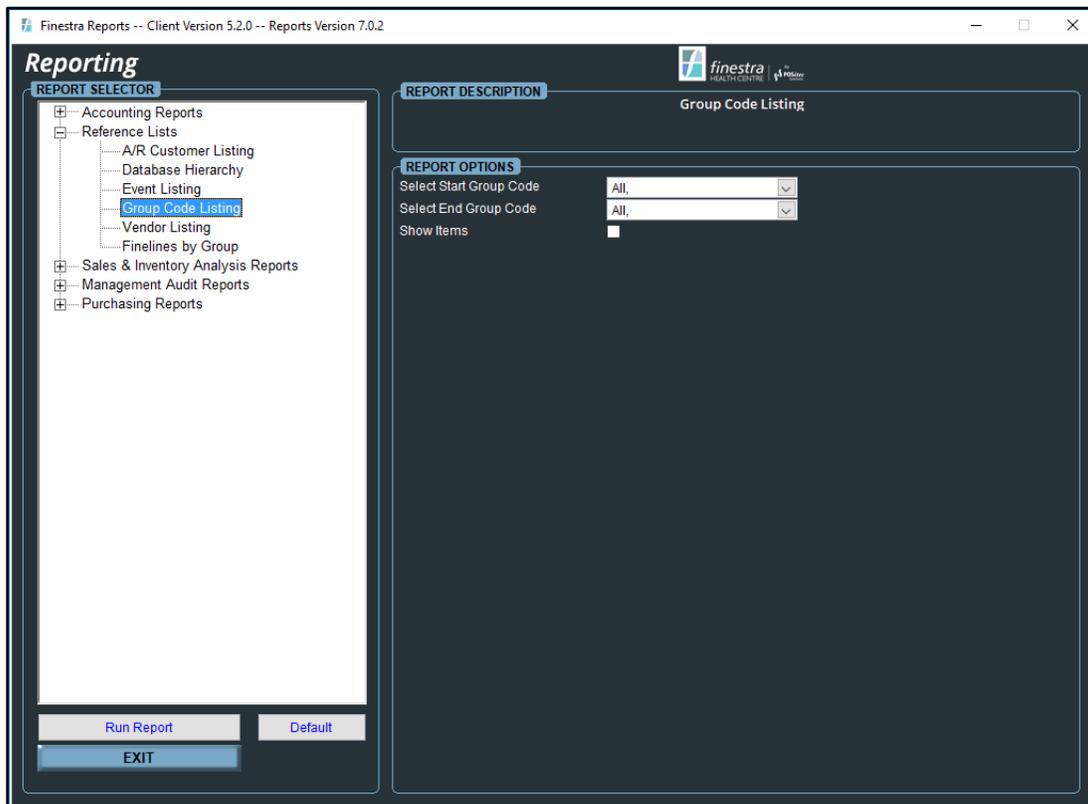


Figure 27 - Group Code Listing Report Options

Report Options

Select Start Group Code	Select the First Group you wish to view within the range. <i>Note: by default, the system will print all Groups.</i>
Select End Group Code	Select the Last Group you wish to view within the range. If you wish to view only one Group, set the End Group Code to the same as the Start Group Code. <i>Note: by default, the system will print all Groups.</i>
Show Items	Use to display all Items within the specified Group(s).

Sample Group Code Listing Report

Apr 24, 2014 12:00:22PM	POSITEC SOLUTIONS Group Code Listing	Page 1 of 1
<hr/> Group Code Range : 999-0000157 TO 999-0000157 Show Items : Yes		
<hr/>		
Group Code	Description / UPC	Description
999-0000157	JAMIES ON VITAMIN C	
	06464202050	JAMIES ON VIT C 1000MG 100+20S CAPLET
	06464202078	JAMIES ON VIT C 1000MG 100S CAPLET
	06464202029	JAMIES ON VIT C 500MG 100+20S CAPLET
	06464202026	JAMIES ON VIT C 500MG 100S CAPLET
	06464202458	JAMIES ON VIT C CITRUS CHEW BONUS TABLET 500MG 100+20S
	06464205201	JAMIES ON VIT C GRAPE CHEW BONUS TABLET 500MG 100+20S
	06464202676	JAMIES ON VIT C GRAPE CHEW BONUS TABLET 500MG 120S
	06464205200	JAMIES ON VIT C GRAPE CHEW TABLET 500MG 100S
	06464202883	JAMIES ON VIT C MIXED FLAVOURS CHEW BONUS TABLET 120S

Figure 28 - Group Code Item Listing Report

VENDOR LISTING

The Vendor Listing Report provides a list of all Vendor Profiles. If selected, it can also be used to show the Vendor Contact Information.

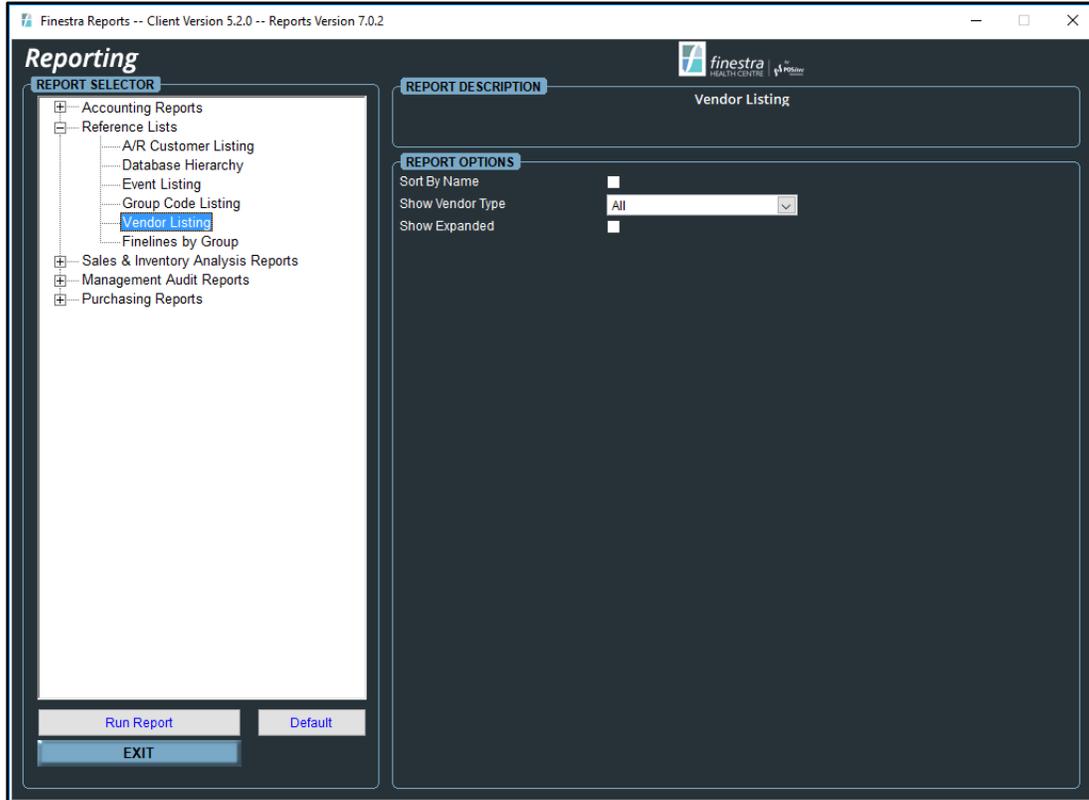


Figure 29 - Vendor Listing Report Options

Report Options

Sort By Name	Use to sort the report by Vendor Name.
Select Vendor Type	Use to view all Vendors, the National Default Vendors or the Local Vendors.
Show Expanded	Use to display the Vendor Contact Information that has been entered into the Vendor Profile.

Sample Vendor Listing Report

Apr 24, 2014 12:04:24PM	POSITEC SOLUTIONS	Page 1 of 36			
Vendor Listing					
<hr/>					
Sort By	:	Vendor ID			
Show Vendor Type	:	All			
Show Expanded	:	No			
<hr/>					
Vendor ID	Vendor Name	Contact Name	Phone #	Fax #	Email
100000	3M CANADA	BILLY JOE	5555555555		
100001	BURLINGTON TOILETRIES				
100002	AMG MEDICAL INC				
100003	ABBOTT LABORATORIES				

Figure 30 - Vendor Listing Report

FINELINES BY GROUP

Use the Finelines by Group Report to produce a list of all the Finelines that are attached to the items within the selected Group.

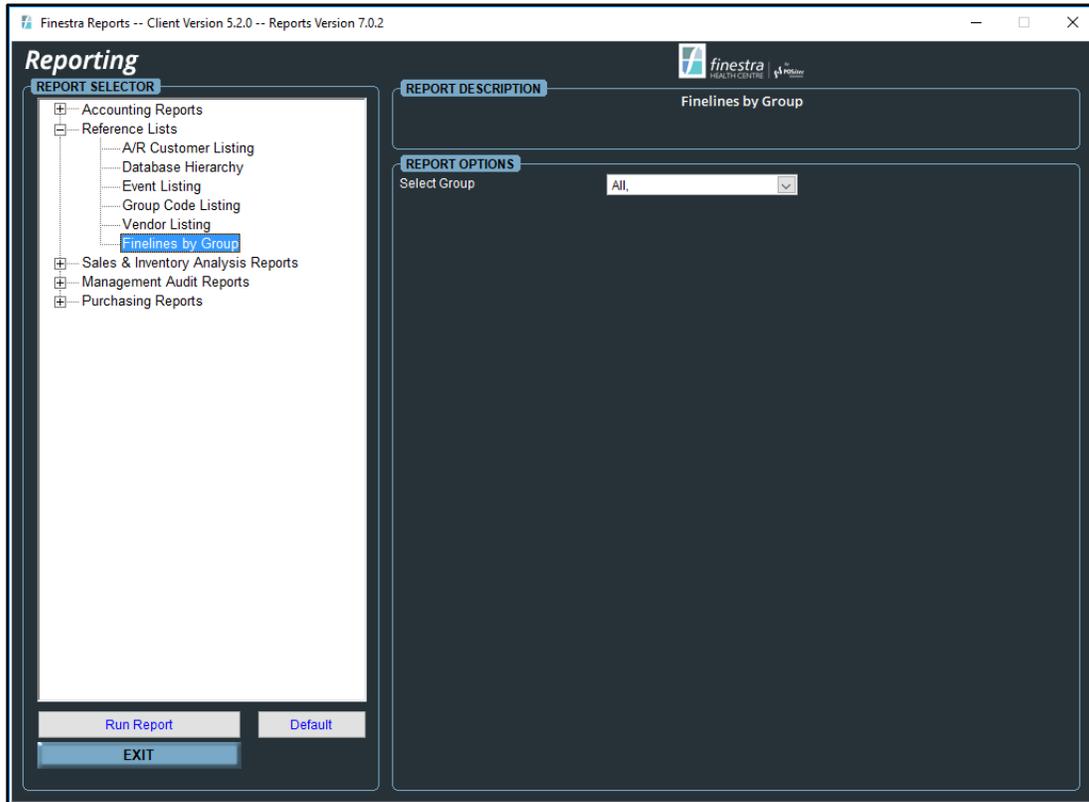


Figure 31 - Finelines by Group Report Options

Sample Finelines by Group Report

Apr 24, 2014 12:06:43PM	POSITEC SOLUTIONS	Page 1 of 1
Finelines by Group		
<hr/>		
Group	:	999-0000157
<hr/>		
Group	Group Description	
	Fineline	Fineline Description
<hr/>	<hr/>	<hr/>
999-0000157	JAMIESON VITAMIN C	
	2605	Vitamins
<hr/>	<hr/>	<hr/>

Figure 32 - Finelines by Group Report

CHAPTER 3 – SALES & INVENTORY ANALYSIS REPORTS

OVERVIEW

The Sales & Inventory Analysis Reports are used to produce the necessary Sales Activity and Analysis Reports, as well as the necessary Inventory Activity and Analysis Reports for review.

EVENT SALES REPORT

Use the Event Sales Report to review the success of an Event. If selected, it will display how many of each Item was Sold, as well as the Cost, Retail, Sale Price and applicable Rebates. This report includes a total at the end.

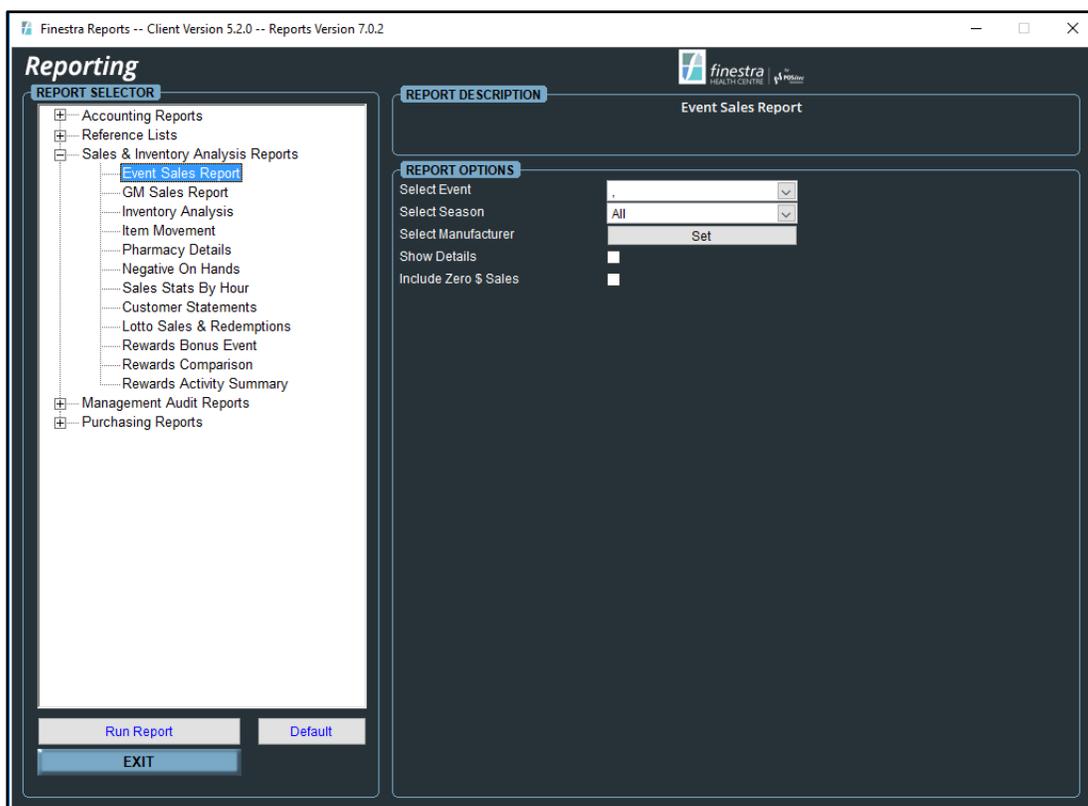


Figure 33 - Event Sales Report Options

Report Options

Select Event	Use to select the Event you wish to view.
Select Season	<i>Not Applicable – this option is not in use.</i>
Select Manufacturer	<i>Not Applicable – this option is not in use.</i>
Show Details	Use to print a Detailed List of the items that were sold within the Event. If not selected, a summary total for each Fineline will display.
Include Zero \$ Sales	Use to view all items within the Event. If not selected, only items that were sold will display.

Sample Event Sales Report

Apr 24, 2014 02:50:43PM		POSITEC SOLUTIONS					Page 1 of 1	
Event Sales Report								
Event : 100-0000112 VALENTINES 2014 Active : Feb 01, 2014 6:00 to Feb 14, 2014 23:30 Season : All Manufacturer : All Show Details : No Include Zero Sales : No								
Report Summary								
Fineline	Description	Qty Sold	Ext. Cost	Ext. Sale \$	Vendor Rebates	G.P. \$ w/Rebate	G.M. % w/Rebate	
4301	Candy	3	6.78	12.47	0.00	5.69	45.6	
4302	Chocolate	37	92.66	144.73	0.00	52.07	36.0	
Report Total :		40	99.44	157.20	0.00	57.76	36.7	

Figure 34 - Event Sales Report

Apr 24, 2014 02:53:00PM		POSITEC SOLUTIONS					Page 1 of 2				
Event Sales Report											
Event : 100-0000112 VALENTINES 2014 Active : Feb 01, 2014 6:00 to Feb 14, 2014 23:30 Season : All Manufacturer : All Show Details : Yes Include Zero Sales : No											
UPC	Description	Price Desc.	Current BOH	Reg. Retail	Avg. Cost	Qty Sold	Ext. Cost	Ext. Sale \$	Vendor Rebates	G.P. \$ w/Rebate	G.M. % w/Rebate
E:04730081851	LAURA SECORD VALENTINE GU	ON SALE \$5.49	0	6.99	3.60	1	3.60	5.49	0.00	1.99	34.4
E:06753339549	MCCORMICKS CINNAMON HEART	ON SALE \$3.49	0	3.99	1.59	2	3.18	6.98	0.00	3.80	54.4
E:03746601633	LINDOR AMOUR VALENTINE HE	ON SALE \$11.99	0	15.99	8.31	3	24.93	35.97	0.00	11.04	30.7
E:03746601742	LINDOR VALENTINE FRIENDHS	ON SALE \$5.49	0	7.49	3.58	1	3.58	5.49	0.00	1.91	34.8
E:03746603218	LINDT VALENTINE LINDOR -	ON SALE \$2.99	0	3.99	1.89	2	3.78	5.98	0.00	2.20	36.8

Figure 35 - Event Sales Item Details Report

GM SALES REPORT

The GM Sales Report is used for many reasons. It can be used to view Gross Margins, Sales Totals and Customer Counts by Section. This report is useful as a daily, monthly, quarterly and even an annual sales report because it can be printed for any date range and has the ability to drill down for more detailed information. This report includes a total for each section.



The Drill Down function is available on this report.

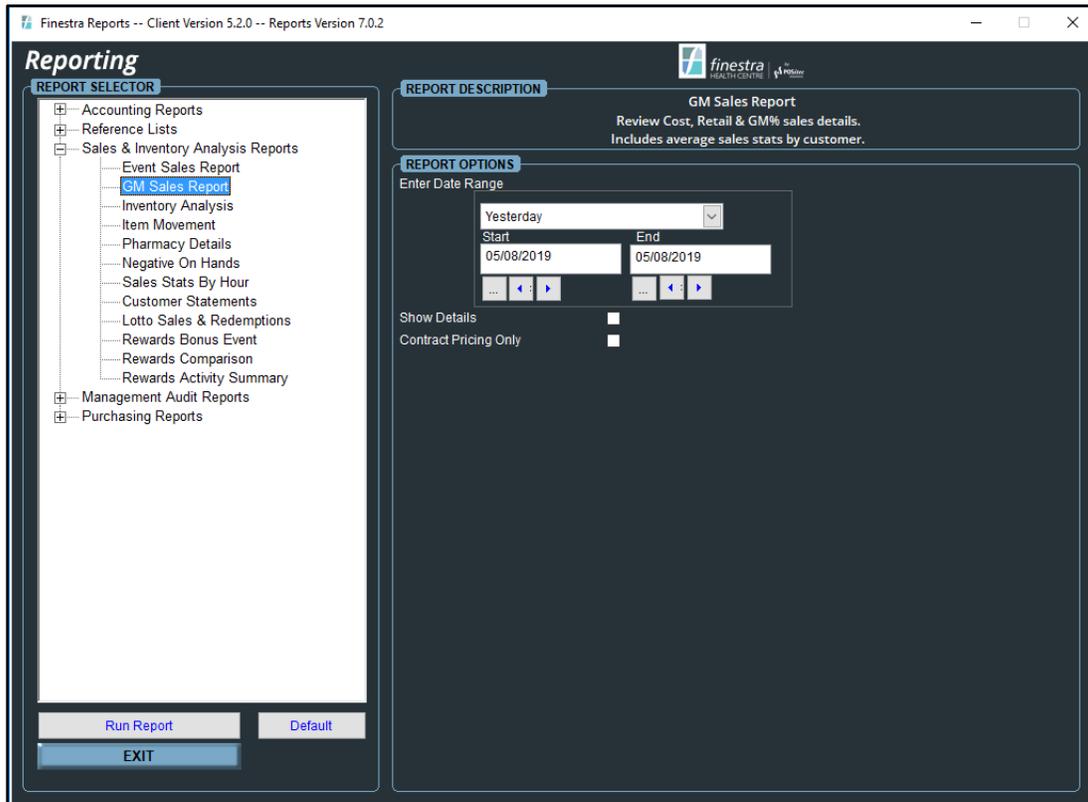


Figure 36 - GM Sales Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Show Details	Use to view the Category/Fineline breakdown. If not selected, the Department List will display. <i>Note: drilling down on a Fineline will list the items that were sold.</i>
Contract Pricing Only	<i>Not Applicable – this option is no longer in use.</i>

Sample GM Sales Report

Apr 24, 2014 03:00:27PM		POSITEC SOLUTIONS				Page 1 of 1
GM Sales Report						
Start Date	:	Apr 23, 2014				
End Date	:	Apr 23, 2014				
Show Details	:	No				
Department	Qty	Retail \$	Cost \$	G.P. \$	G.M.%	
COSMETICS	3	33.97	21.20	12.77	37.6	
FOOD	6	11.26	8.29	2.97	26.3	
GIFT	2	44.98	26.09	18.89	42.0	
HABA	2	10.48	7.25	3.23	30.8	
HHC	1	34.99	22.74	12.25	35.0	
NON-FOOD	22	109.78	87.82	21.96	20.0	
OTC	9	91.41	52.02	39.39	43.1	
RX	10	406.01	272.03	133.98	33.0	
SERVICES	6	38.00	36.10	1.90	5.0	
Report Total :	61	780.88	533.54	247.34	31.7	
<u>Non Total Product Sales (Lotto Redemptions Etc.) :</u>						
UPC	Description	Qty	Retail \$			
CLOTTERY1	SCRATCH LOTTO REDEMPTION	1	10.00-			
CLOTTERY2	ONLINE LOTTO REDEMPTION	1	5.00-			
Report Total :		2	15.00-			
<u>Section Sales Summary :</u>						
Section	Qty	Retail \$	Cost \$	G.P. \$	G.M. %	
FS	51	374.87	261.52	113.35	30.2	
RX	10	406.01	272.03	133.98	33.0	
Report Total :	61	780.88	533.54	247.34	31.7	
<u>Sales By Customer :</u>						
Section	Retail \$	# Customers	Qty/Cust	\$/Cust		
FS	374.87	14	4	26.78		
RX	406.01	9	1	45.11		
TOTAL	780.88	19	3	41.10		

Figure 37 - GM Sales Report

Apr 24, 2014 03:03:37PM		POSITEC SOLUTIONS				Page 1 of 3
GM Sales Report						
Start Date	:	Apr 23, 2014				
End Date	:	Apr 23, 2014				
Show Details	:	Yes				
Fineline	Description	Qty	Retail \$	Cost \$	G.P. \$	G.M.%
COSMETICS						
Color Cosmetics						
3052	Face Makeup	1	12.99	7.95	5.04	38.8
3053	Lip Makeup	1	10.99	6.10	4.89	44.5
Color Cosmetics Sub Total:		2	23.98	14.05	9.93	41.4
Cosmetic Hair						
3202	Hair Colour/Perms	1	9.99	7.15	2.84	28.4
Cosmetic Hair Sub Total:		1	9.99	7.15	2.84	28.4
COSMETICS Sub Total:		3	33.97	21.20	12.77	37.6

Figure 38 - GM Sales Finline Details Report

Apr 24, 2014 03:07:47PM		POSITEC SOLUTIONS					Page 1 of 1
GM Sales Report							
Start Date	:	Apr 23, 2014					
End Date	:	Apr 23, 2014					
Show Details	:	Yes					
Fineline	Description	Qty	Retail \$	Cost \$	G.P. \$	G.M.%	
OTC							
Vitamins/Herbals/Natural Supplement:							
2605	Vitamins						
06464202200	JAMIES ON VIT D TABLET 1000IU	1	6.49	3.93	2.56	39.4	
06464202883	JAMIES ON VIT C MIXED FLAVOU	1	8.99	5.16	3.83	42.6	
06464205196	JAMIES ON VIT C W/ VIT D CHERF	1	8.99	5.25	3.74	41.6	
06464205201	JAMIES ON VIT C GRAPE CHEW B	2	17.98	10.96	7.02	39.0	
2605	Vitamins Sub Total:	5	42.45	25.30	17.15	40.4	
Vitamins/Herbals/Natural Supplements Sub Total:		6	53.44	30.34	23.10	43.2	
OTC Sub Total:		9	91.41	52.02	39.39	43.1	
Report Total :		61	780.88	533.64	247.34	31.7	

Figure 39 - GM Sales Item Details Report

INVENTORY ANALYSIS

The Inventory Analysis Report provides a list of Balance On Hand Inventory, Gross Margins, Cost and Retail Values for the items within the selected ranges. A Summary by Category or Department are available, as well as detailed item information.



The Drill Down function is available on this report.

Finestra Reports -- Client Version 5.2.0 -- Reports Version 7.0.2

Reporting

REPORT SELECTOR

- Accounting Reports
- Reference Lists
- Sales & Inventory Analysis Reports
 - Event Sales Report
 - GM Sales Report
 - Inventory Analysis**
 - Item Movement
 - Pharmacy Details
 - Negative On Hands
 - Sales Stats By Hour
 - Customer Statements
 - Lotto Sales & Redemptions
 - Rewards Bonus Event
 - Rewards Comparison
 - Rewards Activity Summary
- Management Audit Reports
- Purchasing Reports

Run Report Default

EXIT

REPORT DESCRIPTION

Inventory Analysis

List current on hand values for individual items or show summary only.
Includes option to print items with negative BOH only.

REPORT OPTIONS

Inventory Date: 05/09/19

Select Fineline(s): Set

Select Manufacturer: Set

Select Vendor: Set

Select Brand: Set

Select Season: All

Select Balance O/H Types: All

Include Phase Out:

Show Summary:

Show Items:

Figure 40 - Inventory Analysis Report Options

Report Options

Inventory Date	Enter the Date you wish to view Inventory Values for. <i>Note: the file is generated based on the inventory values at the end of the selected date.</i>
Select Finline(s)	Use to view only the items that are within the specified Finline(s).
Select Manufacturer	<i>Not Applicable – this option is not in use.</i>
Select Vendor	Use to view only the items that are within the specified Vendor(s).
Select Brand	<i>Not Applicable – this option is not in use.</i>
Select Season	<i>Not Applicable – this option is not in use.</i>
Select Balance O/H Types	Select the Balance On Hand Type you wish to view. If not selected, the system will default to show all. Show + (Positive) – displays items that currently have an On Hand value greater than zero. Show 0 (Zero) – displays items that currently have an On Hand value of zero. Show - (Negative) – displays items that currently have an On Hand value less than zero.
Include Phase Out	Use to include all items with the Order Control PHASE OUT.
Show Summary	Use to display the report as a Summary Total by Department.
Show Items	Use to display all Items within the specified ranges.

Sample Inventory Analysis Report

Apr 24, 2014 03:28:10PM	POSITEC SOLUTIONS				Page 1 of 1
Inventory Analysis					
Inventory Date	: Apr 24, 2014	Season	: All		
Finline Range	: All	Select Balance O/H Types	: All		
Manufacturer	: All	Show Summary Only	: Yes		
Vendor	: All	Show Items	: No		
Brand	: All	Include Phase Out	: Yes		
Department	Description	BOH #	GM %	Ext. Cost \$	Ext. Retail \$
COSMETICS		9,211	42.9	64,548.17	113,073.27
FOOD		3,337	43.9	4,801.94	8,564.69
GIFT		1,700	52.9	3,332.17	7,075.00
HABA		6,292	40.4	28,420.29	47,645.43
HHC		426	45.7	4,922.58	9,062.34
NON-FOOD		7,362	50.4	20,352.65	41,033.25
OTC		7,637		353.91	84,849.43
RX		12	47.1	28.26	53.38
SERVICES		1,088	1.8	3,655.85	3,721.89
TOBACCO		0	0.0	0.00	0.00
UNCLASSIFIED		6	42.3	48.44	83.94
Report Total:		37,071	44.6	174,464.26	315,162.62

Figure 41 - Inventory Analysis Summary Report

Apr 24, 2014 03:34:11PM		POSITEC SOLUTIONS		Page 1 of 2	
Inventory Analysis					
Inventory Date	: Apr 24, 2014	Season	: All		
FineLine Range	: 2051, 2052, 2053, 2054,	Select Balance O/H Types	: All		
Manufacturer	: All	Show Summary Only	: No		
Vendor	: All	Show Items	: No		
Brand	: All	Include Phase Out	: Yes		

FineLine	Description	BOH #	GM %	Ext. Cost \$	Ext. Retail \$
Department: OTC					
2051	Allergy Relief	345	50.2	2,854.02	5,733.05
2502	Analgesic Rub/Patch	108	44.6	746.27	1,346.92
2501	Analgesic/Headache	701	56.3	3,344.73	7,656.99
2301	Anti Fungal Products	30	51.1	160.92	329.20
2401	Anti Parasite	15	39.4	230.92	380.85
2651	Bandages	226	46.7	713.00	1,337.84
2601	Calcium/Mineral Sup.	205	51.8	1,033.86	2,146.45
2052	Cold & Cough Remedy	775	46.8	4,474.07	8,415.75
2053	Cold Rubs	16	45.3	89.00	162.84
2251	Condoms	59	45.7	390.01	718.41
2201	Contact Lens Prep	71	39.6	609.77	1,008.79
2302	Corn/ Callous/Bunion	48	51.4	118.37	243.52
2101	Diabetic Accessories	38	41.9	162.25	279.32
2102	Diabetic Meters	7	38.8	210.73	344.33
2103	Diabetic Strips	11	33.6	677.83	1,020.29
2402	Diarrhoea Remedies	36	52.7	286.62	605.64
2151	Diet Meals and Aids	49	45.1	161.11	293.41

Figure 42 - Inventory Analysis FineLine Report

Apr 28, 2014 09:11:53AM		POSITEC SOLUTIONS		Page 1 of 3	
Inventory Analysis					
Inventory Date	: Apr 24, 2014	Season	: All		
FineLine Range	: 2051	Select Balance O/H Types	: All		
Manufacturer	: All	Show Summary Only	: No		
Vendor	: All	Show Items	: Yes		
Brand	: All	Include Phase Out	: Yes		

UPC	Description	BOH #	Cost \$	Retail \$	GM %	Ext. Cost \$	Ext. Retail \$
FineLine: 2051 - Allergy Relief							
05621933210	AERIUS - DUAL ACTION TABLET 10S	6	9.05	14.99	39.6	54.30	89.94
05621933230	AERIUS - DUAL ACTION TABLET 30S	5	24.76	38.99	36.5	123.80	194.95
05621932420	AERIUS TABLET 5MG 20S	5	18.56	24.99	25.7	92.80	124.95
05621932430	AERIUS ALLERGY NON-DROWSY TABLET 52	5	25.99	33.99	23.5	129.95	169.95
05621932052	AERIUS ALLERGY TABLET 50S	0	33.80	54.99	38.5	0.00	0.00
05621931216	AERIUS KIDS BUBBLEGUM 100ML	5	7.28	12.99	44.0	36.40	64.95
05621932410	AERIUS TABLET 5MG 10S	7	9.78	14.99	34.7	68.48	104.93
06591410001	ALLEGRA 12 HOUR 12S	0	4.74	9.99	52.6	0.00	0.00
06591410002	ALLEGRA 12 HOUR TABLET 60MG 24S	0	8.32	14.99	43.4	0.00	0.00
06591410003	ALLEGRA 12 HOUR TABLET 60MG 36S	4	11.44	19.99	42.8	45.76	79.96
06591410438	ALLEGRA 24 HOUR 6S	0	4.63	8.99	48.5	0.00	0.00
06591410439	ALLEGRA 24 HOUR TABLET 120MG 12S	0	7.18	14.99	52.1	0.00	0.00

Figure 43 - Inventory Analysis Item Details Report

ITEM MOVEMENT

The Item Movement Report can be used as another type of sales report. This report may be printed with many different ranges and can be set to include Cost, Retail and Gross Margin information. This report includes a total at the end.

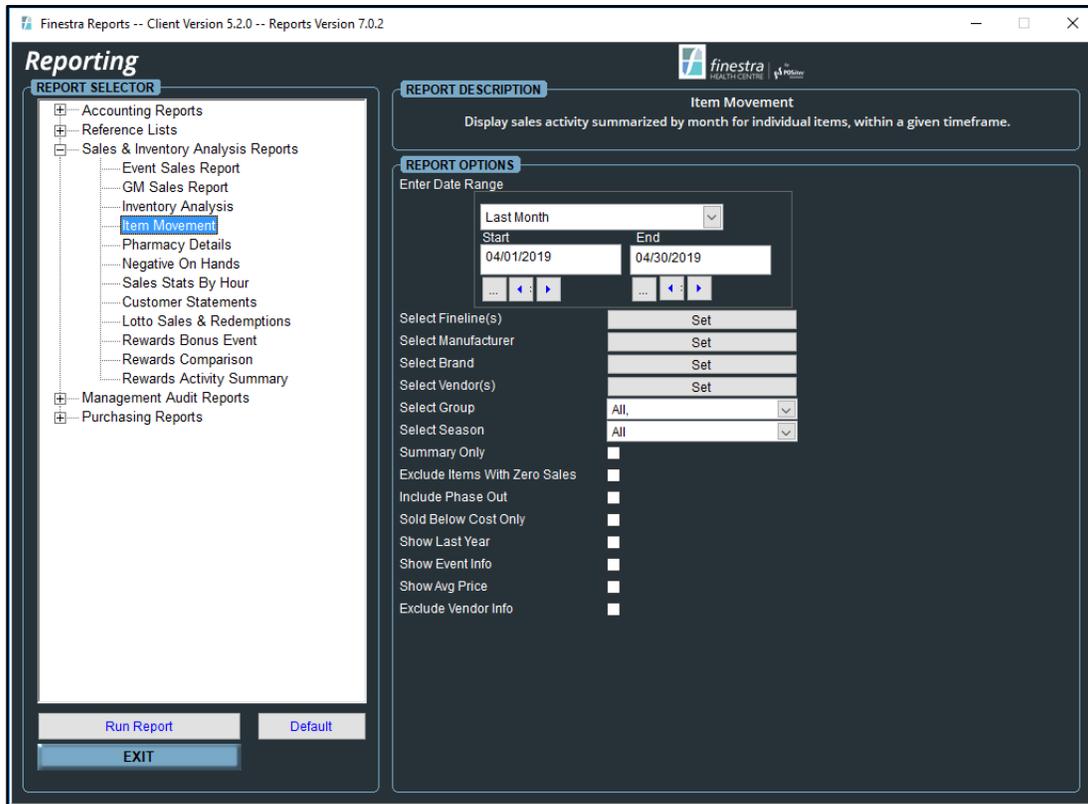


Figure 44 - Item Movement Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Select Finline(s)	Use to view only the items that are within the selected Finline(s).
Select Manufacturer	<i>Not Applicable – this option is not in use.</i>
Select Brand	<i>Not Applicable – this option is not in use.</i>
Select Vendor(s)	Use to view only the items that are within the specified Vendor(s).
Select Group	Use to view only the items that are within the selected Group(s).
Select Season	<i>Not Applicable – this option is not in use.</i>
Summary Only	Use to Summarize a Total Sold within the selected date range.
Exclude Items With Zero Sales	Use if you wish to Exclude the Items that were Not Sold during the selected date range.
Include Phase Out	Use to include all items with the Order Control PHASE OUT.

Sold Below Cost Only	Use to view only the items that were Sold Below Cost.
Show Last Year	Use to display Last Year’s Sales information for each item. <i>Note: this option will use an additional line per item.</i>
Show Event Info	Use to display the Event Sales information for each item. <i>Note: this option will use an additional line per item.</i>
Show Avg Price	Use to display the items Average Retail Price for the selected date range. <i>Note: this option will use an additional line per item.</i>
Exclude Vendor Info	Use if you wish to Exclude the Order Control information for each item.

Sample Item Movement Report

Apr 24, 2014 03:41:06PM		POSITEC SOLUTIONS Item Movement						Page 1 of 2	
Start Date	: Apr 23, 2014	Vendor	: All	Exclude Items With Zero Sales	: Yes				
End Date	: Apr 23, 2014	Brand	: All	Show Only Below Cost	: No				
Group	: N/A	Season	: All	Summary Only	: No				
Search By	: Search By Manufacturer	Show Last Year	: No	Include Phase Out	: No				
Search 1	: N/A	Show Event Info	: No	Exclude Vendor Info	: No				
		Show Avg Price	: No						
UPC / Vend. Code	Description / Status Order Ctrl.	BOH	On Order	Cost	Retail	Total	Apr* 2014		
Fineline: 2052 - Cold & Cough Remedy									
06210700421	ADVIL COLD & SINUS PLUS CAPLET CORE AUTOMATIC	5	0	7.19	11.99	2	2		
Fineline: 2251 - Condoms									
06170091300	TROJAN CHARGED POWER CONDOM LOCAL AUTOMATIC	2	0	7.43	13.99	1	1		
Fineline: 2601 - Calcium/Mineral Sup.									
06464202693	JAMIESON CALCIUM CHEWS TABLET CORE AUTOMATIC	2	0	5.32	10.99	1	1		
Fineline: 2605 - Vitamins									
06464205201	JAMIESON VIT C GRAPE CHEWBON CORE AUTOMATIC	5	1	5.39	9.99	2	2		
06464202883	JAMIESON VIT C MIXED FLAVOURS CORE AUTOMATIC	4	1	5.25	9.99	1	1		
06464205196	JAMIESON VIT C W/ VIT D CHERRY CORE AUTOMATIC	2	1	5.48	9.99	1	1		
06464202200	JAMIESON VIT D TABLET 1000IU 100 CORE AUTOMATIC	6	0	3.93	6.49	1	1		

Figure 45 - Item Movement Report

Apr 24, 2014 03:44:19PM		POSITEC SOLUTIONS Item Movement						Page 1 of 18			
Start Date	: Apr 1, 2014	Vendor	: All	Exclude Items With Zero Sales	: Yes						
End Date	: Apr 30, 2014	Brand	: All	Show Only Below Cost	: No						
Group	: N/A	Season	: All	Summary Only	: Yes						
Fineline	: 2051, 2052, 2053, 2054, 2055	Show Last Year	: No	Include Phase Out	: No						
Manufacturer	: All	Show Event Info	: No	Exclude Vendor Info	: Yes						
		Show Avg Price	: No								
UPC	Description	BOH	On Order	Cost	Retail	Total	Ext. Cost \$	Ext. Retail \$	G.M %	G.P \$	
Fineline: 2051 - Allergy Relief											
05621932420	AERIUS TABLET 5MG 205	5	0	18.56	24.99	1	18.56	24.99	25.7	6.43	
05621932430	AERIUS ALLERGY NON-DROWSY TABLET 5	5	0	25.99	33.99	1	25.99	33.99	23.5	8.00	
05621931216	AERIUS KIDS BUBBLEGUM 100ML	5	0	7.28	12.99	1	7.28	8.99	19.0	1.71	
05621932410	AERIUS TABLET 5MG 105	7	0	9.78	14.99	1	9.95	14.99	33.6	5.04	
06591410003	ALLEGRA 12 HOUR TABLET 60MG 365	4	0	11.44	19.99	1	11.44	19.99	42.8	8.55	
06024595689	BENADRYL ALLERGY - REGULAR STRENGT	5	0	7.95	13.99	1	7.95	9.99	20.4	2.04	
06009326570	BENADRYL CAPLET 25MG 125	2	0	4.80	6.99	2	9.60	13.98	31.3	4.38	
06009326571	BENADRYL CAPLET 25MG 245	9	0	6.81	10.99	2	13.94	20.98	33.6	7.04	
06009326527	BENADRYL CAPLET 25MG 505	6	0	10.04	16.99	3	30.09	44.97	33.1	14.88	
06009326580	BENADRYL CHILDREN'S BUBBLEGUM 100M	4	0	5.60	9.99	1	5.60	6.99	19.9	1.39	

Figure 46 - Item Movement Summary Report

PHARMACY DETAILS

The Pharmacy Details Report is used to review a list of the Prescriptions Sold during the selected date range. This report may be used for pharmacy reconciliation purposes.



If you are using the Kroll Rx Integration program, do not use this report for reconciling. You may use the reconciliation reporting that is available within the ScriptLink program.

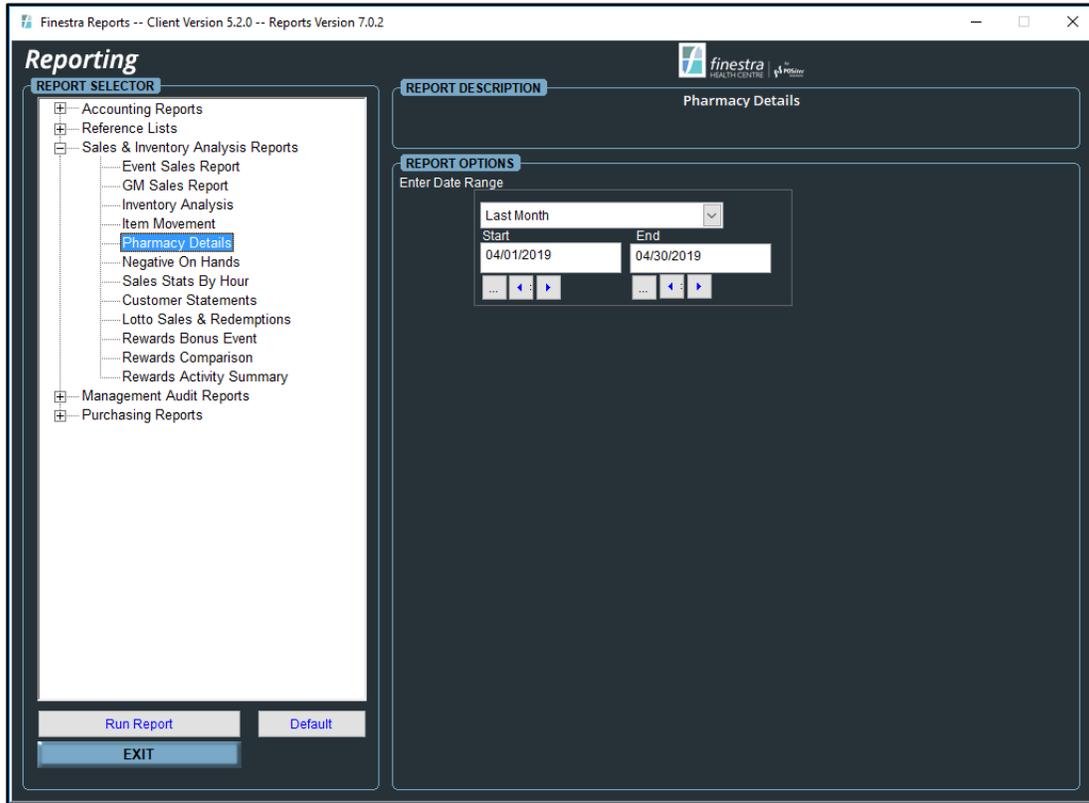


Figure 47 - Pharmacy Details Report Options

Sample Pharmacy Details Report

Apr 24, 2014 04:04:15PM		POSITEC SOLUTIONS		Page 1 of 1
Pharmacy Details				
Start Date	:	Apr 23, 2014		
End Date	:	Apr 23, 2014		
Date	Invoice #	RX Number	Amount	
Apr 23, 2014	101-00000023	TX 123456	4.00	
	101-00000023	TX 234567	18.63	
	101-00000024	TX 345678	83.86	
	101-00000027	TX 456789	58.20	
	101-00000028	TX 567891	2.00	
	101-00000036	TX 678912	20.00	
	101-00000037	TX 789123	42.63	
	101-00000038	TX 891234	142.90	
	101-00000044	TX 912345	10.13	
	101-00000045	TX 963852	23.66	
Apr 23, 2014 Sub Total :			406.01	
Pharmacy Items on report : 10				
Report Total :			406.01	
Pharmacy Items on report : 10				

Figure 48 - Pharmacy Details Report

NEGATIVE ON HANDS

The Negative On Hands Report will display all items that have a Negative Balance On Hand value. You may choose to print this report for the entire database or choose a specific Finline(s). the items displayed should be reviewed to determine why their counts are incorrect and then adjusted to correct the balance on hand value.

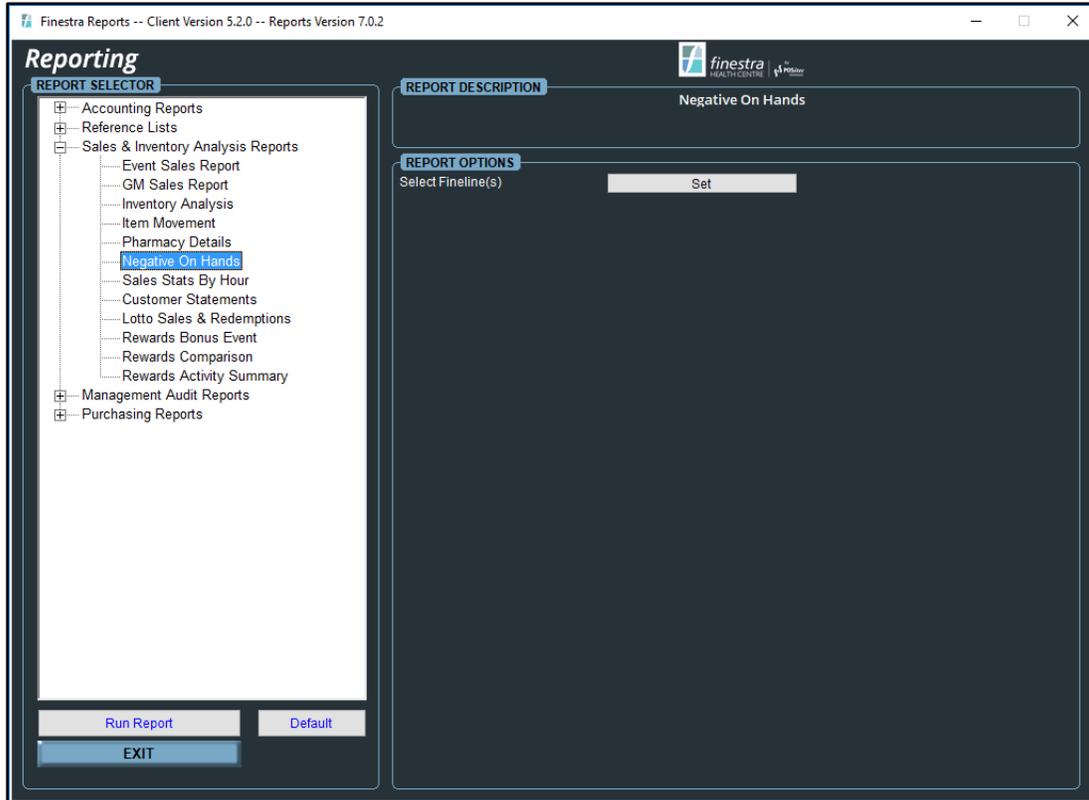


Figure 49 - Negative On Hands Report Options

Sample Negative On Hands Report

May 13, 2014	POSITEC SOLUTIONS	Page 1 of 1
10:31:04AM	Negative On Hands	
<hr/>		
Finline	:	All
<hr/>		
<u>Upc</u>	<u>Description</u>	<u>On Hands</u>
03600025837	KLEENEX FACIAL TISSUE AN	-1
04155404134	MAYBELLINE INSTANT AGE RE	-1
05650035947	ASPIRIN 81MG QUICK CHEW T	-2
05751309051	SANDOZ VITAMIN B12 1000UG	-2
05800000840	SOFTSOAP COCO BUTTER BODY	-7
06041007313	LAYS CLASSIC 55G	-1
06210700725	ADVIL ARTHRITIS PAIN CAPS	-1
06464202832	JAMIESON ACIDOPHILUS CAPS	-1
06464202847	JAMIESON CALCIUM CITRATE	-1
06464205169	JAM EXXTRA-C 500MG 75CAPS	-1
06464205196	JAMIESON VIT C W/ VIT D C	-2
06640001660	HERBAL ESSENCES HAIR COLO	-1
06866100553	TIME ZONE WATCH EXPANSION	-2
07726000361	RUSSELL STOVER STARWBERRY	-1
62747311046	TOE NAIL CLIPPER	-3
<hr/>		

Figure 50 - Negative On Hands Report

SALES STATS BY HOUR

The Sales Stats by Hour Report will display Sales Statistics for the specified date range. These include Days of the Week, Hours in a Day, Cash Registers and Cashiers. This report includes a summary total and average for each detailed day.

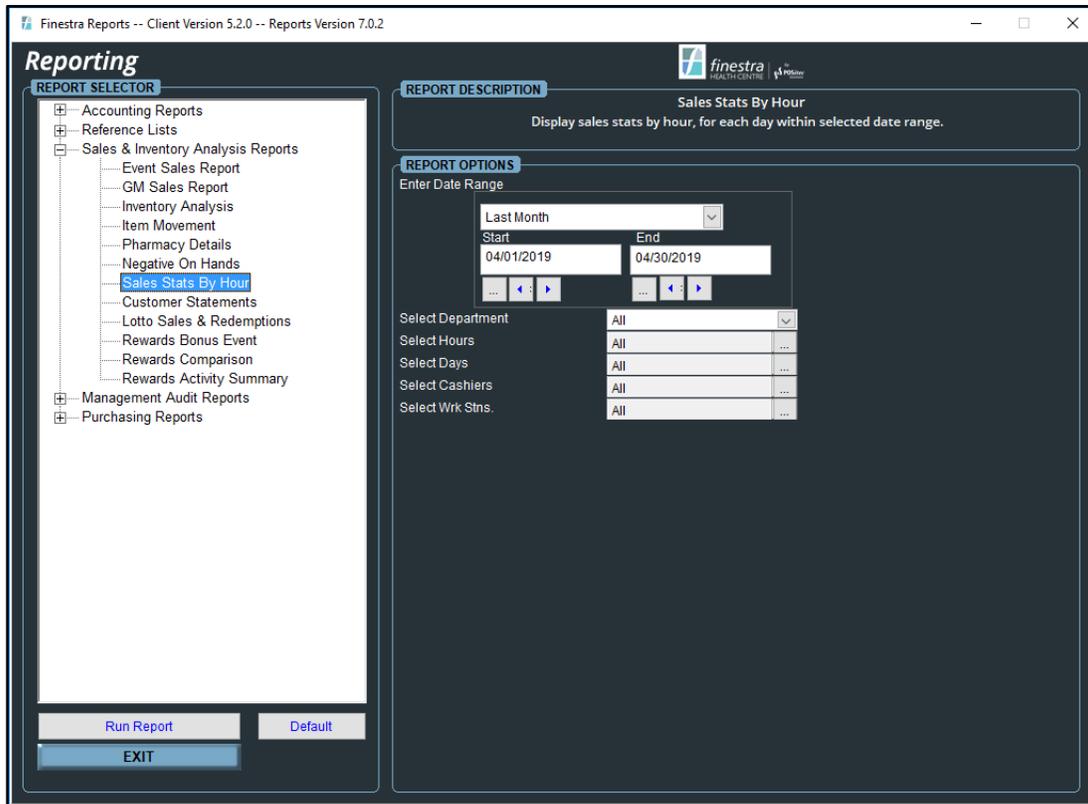


Figure 51 - Sales Stats by Hour Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Select Department	Use to view only the items that are within the selected Department.
Select Hours	Use the view only the items that were sold within the selected Hour(s).
Select Days	Use to view only the items that were sold within the selected Day(s).
Select Cashier	Use to view only the items that were sold by the selected Cashier.
Select Wrk Stns.	Use to view only the items that were sold at the selected Cash Register.

Sample Sales Stats by Hour Report

Apr 24, 2014 04:07:29PM		POSITEC SOLUTIONS Sales Stats By Hour				Page 1 of 1			
Start Date	: Apr 23, 2014								
End Date	: Apr 23, 2014								
Department	: All								
Cashiers	: All								
Workstations	: All								
Time Period	Total Sales \$	#Items	#Cust	\$/Cust	Items/Cust	# Rtn	\$Rtn	#Sale	\$\$Sale
Wed, Apr 23, 2014									
09:00 AM - 09:59 AM	99.80	1	1	99.80	1	0	0.00	0	0.00
03:00 PM - 03:59 PM	681.08	35	18	37.84	2	0	0.00	2	7.99
Total for Apr 23, 2014	780.88	36	19	41.10	2	0	0.00	2	7.99
Report Total	780.88	36	19	41.10	2	0	0.00	2	7.99
Non Total Product Sales (Lotto Redemptions Etc.) :									
UPC	Description	Qty	Total Sales \$						
CLOTTERY1	SCRATCH LOTTO REDEMPTION	1	10.00-						
CLOTTERY2	ONLINE LOTTO REDEMPTION	1	5.00-						
Report Total :		2	15.00-						

Figure 52 - Sales Stats by Hour Report

CUSTOMER STATEMENTS

Use the Customer Statements program to prepare a Statement of Account for all Accounts Receivable Customers.

The screenshot shows the 'Customer Statements 6.1.0' application window. The title bar includes the Finestra logo and 'by POSitec Solutions'. The main header reads 'Customer Statements'. Below the header, there is a 'Customer Type' dropdown menu. A date range selector is set to 'Last Month', with 'Start' and 'End' date fields showing '04/01/2019' and '04/30/2019' respectively. There are navigation arrows for the date range. Below the date fields are three groups of radio button options:

- Group 1: Do Not Print 0 Balances, Print 0 Balances with Activity, Print All 0 Balances
- Group 2: Do Not Print Credit Balances, Print Credit Balances with Activity, Print All Credit Balances
- Group 3: Detail on Separate Page, Inline Detail, No Detail

 There is also a 'Sort by' section with Sort by customer# and Sort by last name. At the bottom left is a 'Run' button, and at the bottom right is a vertical scroll bar.

Figure 53 - Customer Statement Report Options

Report Options

Customer Type	Use to view a statement for only the Customer Profiles within the specified Customer Type.
Enter Date Range	Select the Date Range you wish to run the report for.
Zero Balance Options	Select whether you would like to print All Zero Balance Statements, No Zero Balance Statements, or just the statements where Accounts Receivable Activity occurred during the specified date range.
Credit Balance Options	Select whether you would like to print All Credit Balance Statements, No Credit Balance Statements, or just the statements where Accounts Receivable Activity occurred during the specified date range.
Statement Type	Select the Customer Statement Type you wish to use. Detail on a Separate Page – will display a Summary Page of each Transaction as well as the Detailed Transaction Information on a separate page. Inline Detail – will display the Detailed Transaction Information on the same page. No Detail – displays a Summary Total of each Transaction. No detailed information is provided.

Sample Customer Statements

POSITEC SOLUTIONS
 260-19358 96TH AVE
 SURREY, BC V4N 4C1
 PHONE: (800) 667-4605

GST #: 123456789
 PST #: 987654321

JANE SMITH
 ANY STREET

 ANY TOWN BC A1A 2B2

Date: 4/30/2014
 Cust No: 100008

Date	Invoice No	Charge	Payment/Ret	Balance
04/24/2014	101-00000048	105.96		105.96
04/24/2014	101-00000061	17.83		123.79
04/24/2014	101-00000065		50.00	73.79
Totals for Account		123.79	50.00	
			Balance Ow ing	73.79

0 - 30	31 - 60	61 - 90	90+
73.79	0.00	0.00	0.00

GST Paid	0.85
PST Paid	0.00

Figure 54 - Customer Statement - Detail on a Separate Page, pg #1

POSITEC SOLUTIONS		GST #: 123456789					
260-19358 96TH AVE		PST #: 987654321					
SURREY, BC V4N 4C1							
PHONE: (800) 667-4605							
Sales Detail Report for : JANE SMITH							
Invoice No:	Item	Qty	Retail	Ext	GST	PST	Total
101-00000048	O-PHARMIX TX 523652	1	105.96	105.96			105.96
Total For Invoice No : 101-00000048				105.96			105.96
101-00000061	05650035947 ASPIRIN 81MG QUICK CF	1	6.99	6.99	Y		7.84
	06464205201 JAMIESON VIT C GRAPE	1	9.99	9.99	Y		10.84
Total For Invoice No : 101-00000061				16.98			18.68

Figure 55 - Customer Statement - Detail on a Separate Page, pg #2

POSITEC SOLUTIONS		GST #: 123456789		
260-19358 96TH AVE		PST #: 987654321		
SURREY, BC V4N 4C1				
PHONE: (800) 667-4605				
Cust No: 100008				
JANE SMITH ANY STREET ANY TOWN BC A1A 2B2		Date: 4/30/2014 Cust No: 100008		
Date	Invoice No	Charge	Payment/Ret	Balance
	UPC Description Sub-Total GST PST			
24-Apr-14	Invoice # 101-00000048	105.96		105.96
	Prescription TX 523652 1 105.96			
24-Apr-14	Invoice # 101-00000061	17.83		123.79
	05650035947 ASPIRIN 81MG QUICK C 1 6.99 Y			
	06464205201 JAMIESON VIT C GRAP 1 9.99 Y			
24-Apr-14	Payment 101-00000065		50.00	73.79
Totals for Account		123.79	50.00	
		Balance Ow ing		73.79
0 - 30	31 - 60	61 - 90	90+	
73.79	0.00	0.00	0.00	

Figure 56 - Customer Statement - Inline Detail

POSITEC SOLUTIONS 260-19358 96TH AVE SURREY, BC V4N 4C1 PHONE: (800) 667-4605		GST #: 123456789 PST #: 987654321		
JANE SMITH ANY STREET ANY TOWN BC A1A 2B2		Date: 4/30/2014 Cust No: 100008		
Date	Invoice No	Charge	Payment/Ret	Balance
04/24/2014	101-00000048	105.96		105.96
04/24/2014	101-00000061	17.83		123.79
04/24/2014	101-00000065		50.00	73.79
Totals for Account		123.79	50.00	
			Balance Owing	73.79
0 - 30	31 - 60	61 - 90	GST Paid 0.85	
73.79	0.00	0.00	PST Paid 0.00	

Figure 57 - Customer Statement - No Detail

LOTTO SALES & REDEMPTIONS

Use the Lotto Sales & Redemptions Report to review the Lottery activity processed at the Cash Register using the **[F6]** – **Lotto** button during the specified date range. This report includes a total at the end.



To see a more detailed list of lottery sales, you may print the GM Sales Report and drill down on the Lottery Finline.

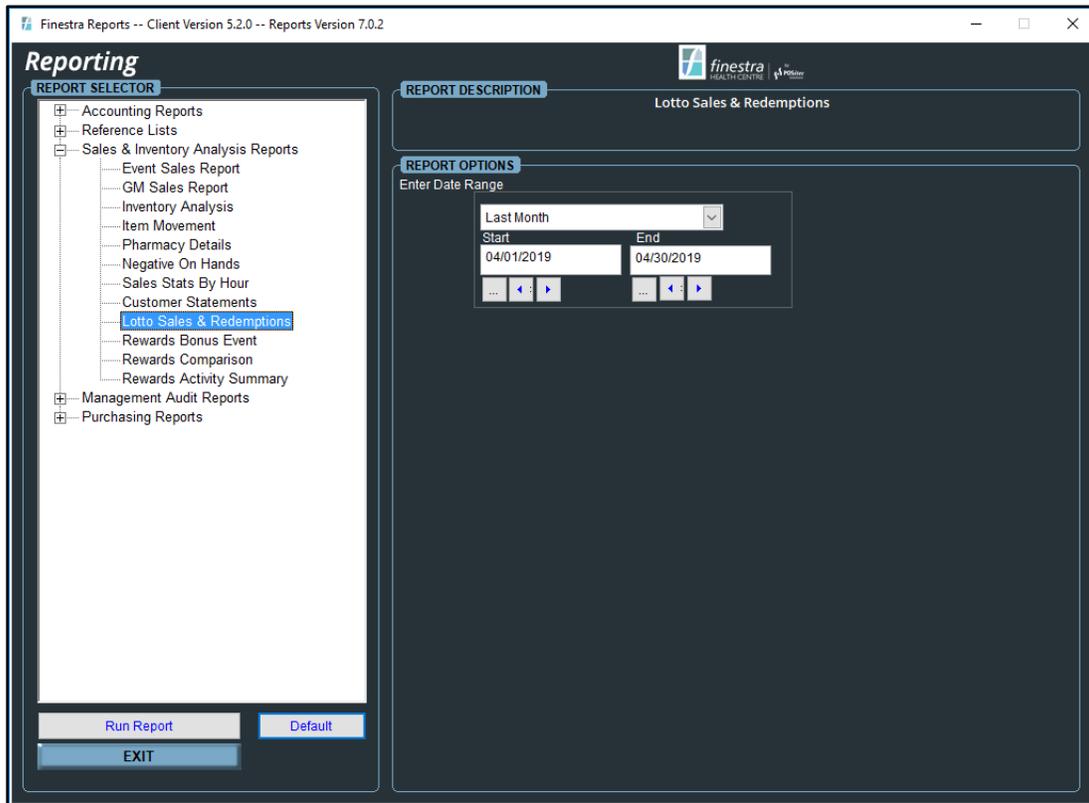


Figure 58 - Lotto Sales & Redemptions Report Options

Sample Lotto Sales & Redemptions Report

Apr 24, 2014	POSITEC SOLUTIONS		Page 1 of 1
04:11:31PM	Lotto Sales & Redemptions		
<u>Date</u>	<u>Sold</u>	<u>Paid Out</u>	
4/23/2014	38.00	-15.00	
	38.00	-15.00	

Figure 59 - Lotto Sales & Redemptions Report

REWARDS BONUS EVENT

Use the Rewards Bonus Event Report to review the success of Bonus Point Events. When item-specific points are assigned, you may review the Number of Bonus Points awarded during the event for each item. A Total of Event Bonus Points is included at the end of the report.



This report is used by Loyalty Reward Stores only. If you wish to learn more about our Loyalty Rewards Program, please contact POSitec Customer Support.

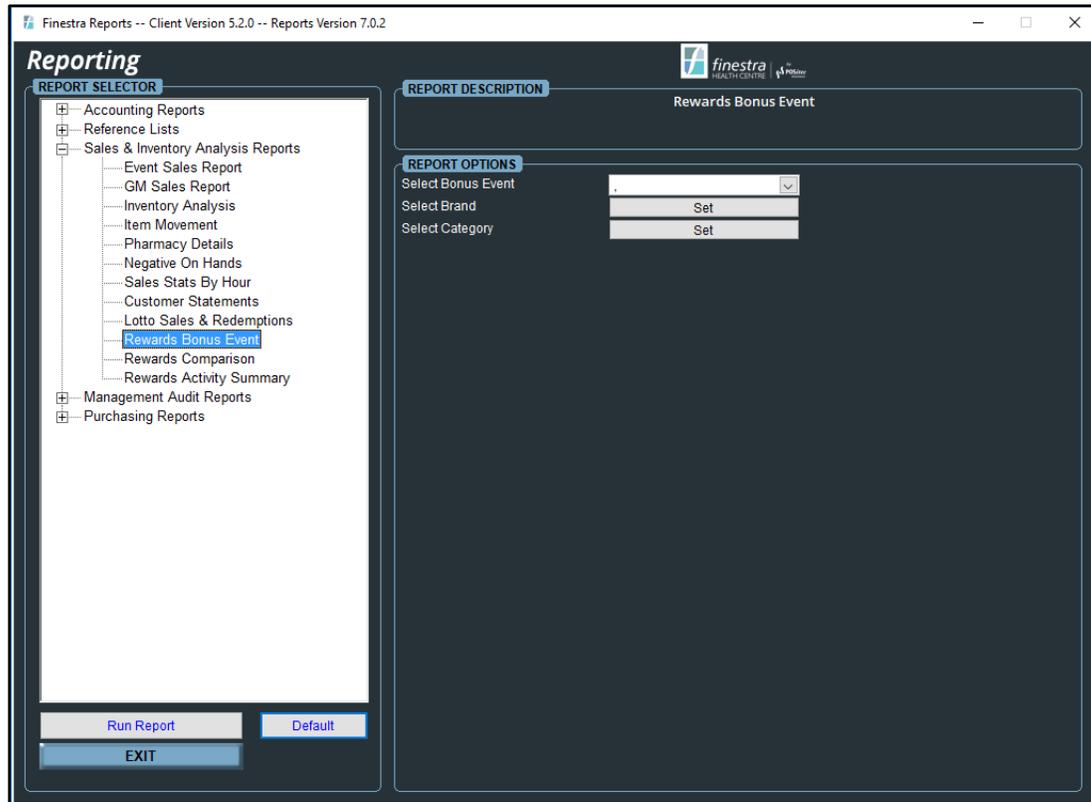


Figure 60 - Rewards Bonus Event Report Options

Report Options

Select Bonus Event	Use to select the Bonus Points Event you wish to view.
Select Brand	<i>Not Applicable – this option is not in use.</i>
Select Category	Use to view only the items that are within the specified Category(s).

Sample Rewards Bonus Event

Apr 25, 2019 11:27:37AM	POSITEC SOLUTIONS INC				Page 1 of 1	
Rewards Bonus Event						
<hr/>						
Event	: 123-0000104					
Category	: All					
Brand	: All					
<hr/>						
Upc	Description	Cost	Retail	Quantity	Points	
05803000021	PHS AC&C TAB 8MG 200S	\$3.64	\$13.99	1	125	
05803001439	WQ GLUC/COND SULP CPLT 1	\$10.43	\$17.99	1	161	
05803001707	PHS ACID REDUCER MAX TAI	\$2.63	\$12.49	1	112	
05803001819	PHS ACET XTRA EZ OPN CAP	\$2.52	\$13.99	1	125	
05803001822	PHS ACET XTRA STR TAB 500	\$3.34	\$16.99	1	152	
05803001993	PHS WQ OMEGA 3 WOMENS C	\$6.78	\$15.99	1	143	
05803002028	PHS WQ VIT D3 TAB 1000IU	\$2.71	\$7.99	1	71	
05803002614	PHS 24HR NASAL ALLERGY R:	\$8.96	\$24.99	1	224	
Total		\$41.01	\$124.42	8	1,113	

Figure 61 - Rewards Bonus Event Report

REWARDS COMPARISON

Use the Rewards Comparison Report to compare Sales for Rewards Customers versus Sales for Non-Rewards Customers. This report includes the Number of Customers, Items Purchased and the Average Basket Size.



This report is used by Loyalty Reward Stores only. If you wish to learn more about our Loyalty Rewards Program, please contact POSitec Customer Support.

Figure 62 - Rewards Comparison Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Select Section / Department	Use to view only the items that are within the selected Section or Department(s), or leave blank to select All.

Sample Rewards Comparison Report

Apr 25, 2019 11:11:37AM		POSITEC SOLUTIONS INC Rewards Comparison								Page 1 of 1		
Date Range : Apr 1, 2019 to Apr 30, 2019												
Section / Department : All												
Section / Department	Card Scanned				Card Not Scanned				Variance			
	Sales	Cost	Profit	G.M.	Sales	Cost	Profit	G.M.	Sales	Cost	Profit	G.M.
FS / NON-FOOD	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$1.01	\$-1.01	0.00	\$0.00	\$-1.01	\$1.01	0.00
FS / OTC	\$296.34	\$129.09	\$167.25	56.44	\$35.47	\$18.84	\$16.63	46.88	\$260.87	\$110.25	\$150.62	9.55
Totals	296.34	129.09	167.25	56.44	35.47	19.85	15.62	44.04	260.87	109.24	151.63	12.40
Avg Basket			\$37.04				\$11.82				\$25.22	
Number of Customers			8				3				5	

Figure 63 - Rewards Comparison Report

REWARDS ACTIVITY SUMMARY

Use the Rewards Activity Summary Report to show a brief one-page Summary of the Points Awarded and Redeemed within the selected date range, or use the *Show Current* option to display the Summary to Date.



This report is used by Loyalty Reward Stores only. If you wish to learn more about our Loyalty Rewards Program, please contact POSitec Customer Support.

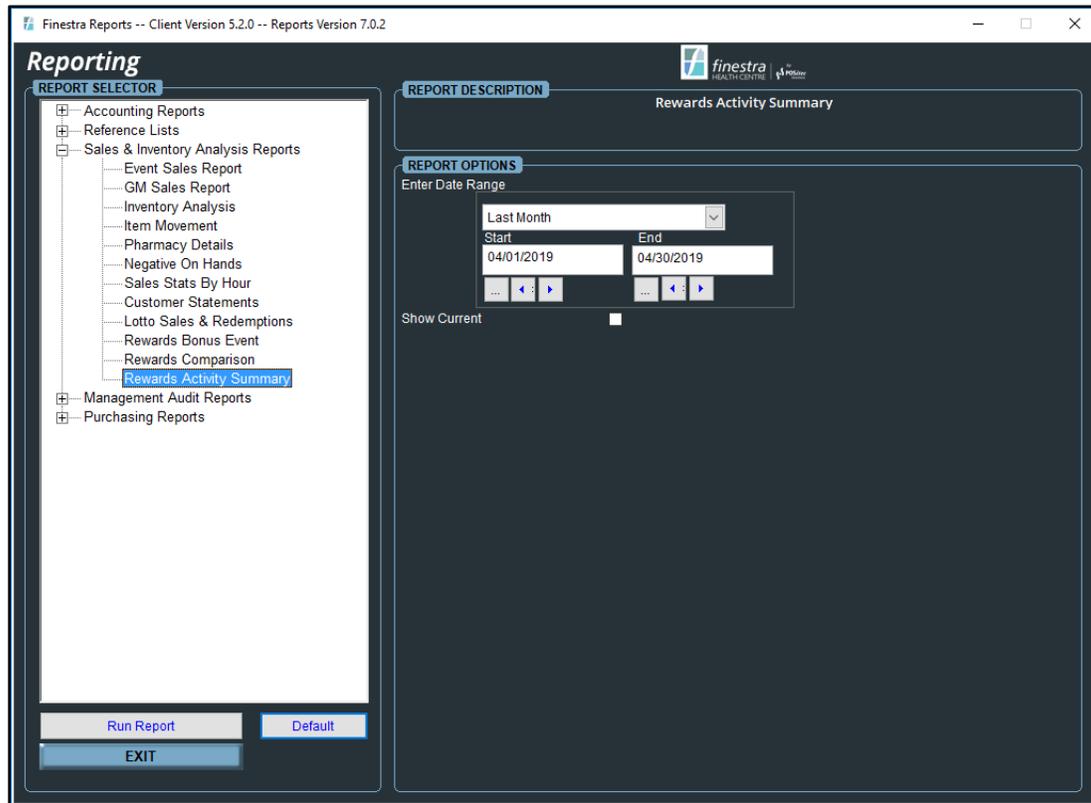


Figure 64 - Rewards Activity Summary Report Options

Sample Rewards Activity Summary Report

Apr 25, 2019 11:04:34AM	POSITEC SOLUTIONS INC	Page 1 of 1		
Rewards Activity Summary				
Date Range	: Apr 1, 2019 to Apr 30, 2019			
Current Points	: No			
CustNo	Card Number	Customer Name	Collected	Redeemed
100003	PS12300001	JANE DOE	2,002	1,800
100004	PS12300002	JOHN DOE	400	0
100005	PS12300003	JANE SMITHERS	400	0
Totals			2,802	1,800

Figure 65 - Rewards Activity Summary Report

CHAPTER 4 – MANAGEMENT AUDIT REPORTS

OVERVIEW

The Management Audit Reports are used to monitor various activities through the Finestra Health Centre POS System. These reports will usually be used by managers and supervisors.

INVENTORY ADJUSTMENTS REPORT

The Inventory Adjustments Report will display a list of items where an Inventory Adjustment occurred for the selected Adjustment Type within the specified date range.

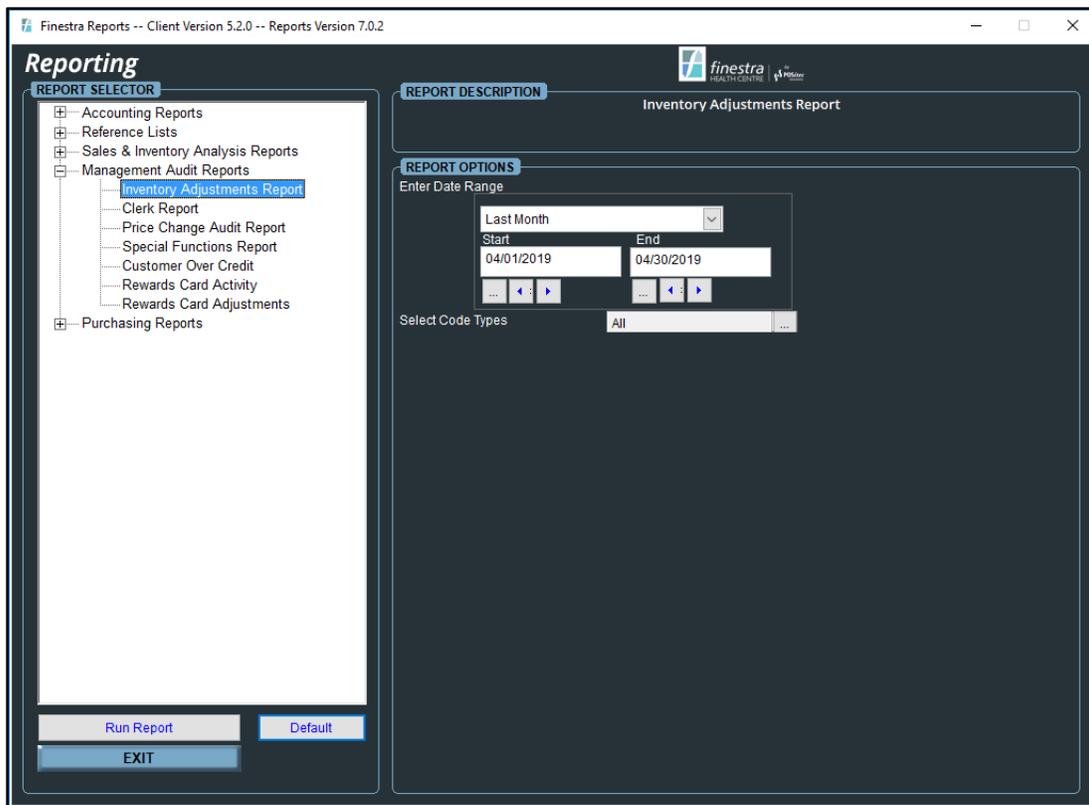


Figure 66 - Inventory Adjustments Report Options

Sample Inventory Adjustments Reports

Apr 24, 2014 04:16:31PM		POSITEC SOLUTIONS Inventory Adjustments Report							Page 1 of 1	
Start Date	:	Apr 23, 2014								
End Date	:	Apr 23, 2014								
Adjustment Types	:	All								
UPC	Description	Old BOH	Adj Qty	New BOH	Date Time	Cashier	Adj. Type	Ext. Cost	Ext. Retail	
Start of Batch : NO BATCH										
03600025837	KLEENEX ANTI-VIRAL FACIAL TISSUE 6	0	1-	1-	Apr 23, 2014 15:39	POSITEC P	STORE USAGE	2.28-	2.49-	
05650000052	ASPIRIN CHILD 80MG 24	0	1-	1-	Apr 23, 2014 15:37	POSITEC P	RX USAGE	2.84-	4.99-	
05650000120	ASPIRIN DAILY LOW DOSE TABLET 81MG	7	1-	6	Apr 23, 2014 15:37	POSITEC P	RX USAGE	11.80-	14.99-	
06464205196	JAMIESON VIT C W/ VIT D CHERRY CHE'	3	1	4	Apr 23, 2014 15:40	POSITEC P	INVENTORY ADJUSTMENT	5.25	9.99	
End of Batch : NO BATCH										
Report Total:			2-						11.67-	12.48-
Adjustments Summary :										
Adj. Code	Adjustment Type	Qty		Ext. Cost	Ext. Retail					
A	INVENTORY ADJUSTMENT	1		5.25	9.99					
O	RX USAGE	2-		14.64-	19.98-					
U	STORE USAGE	1-		2.28-	2.49-					
Report Total:			2-	11.67-	12.48-					
Note: Negative "Adj Qty" indicates reduction of inventory.										

Figure 67 - Inventory Adjustments Report

CLERK REPORT

The Clerk Report provides a summary of Cash Register Activity for each employee within the specified date range. This report includes Sales information, Returns information, Number of Customers and the Number of Cash Drawer No Sales.

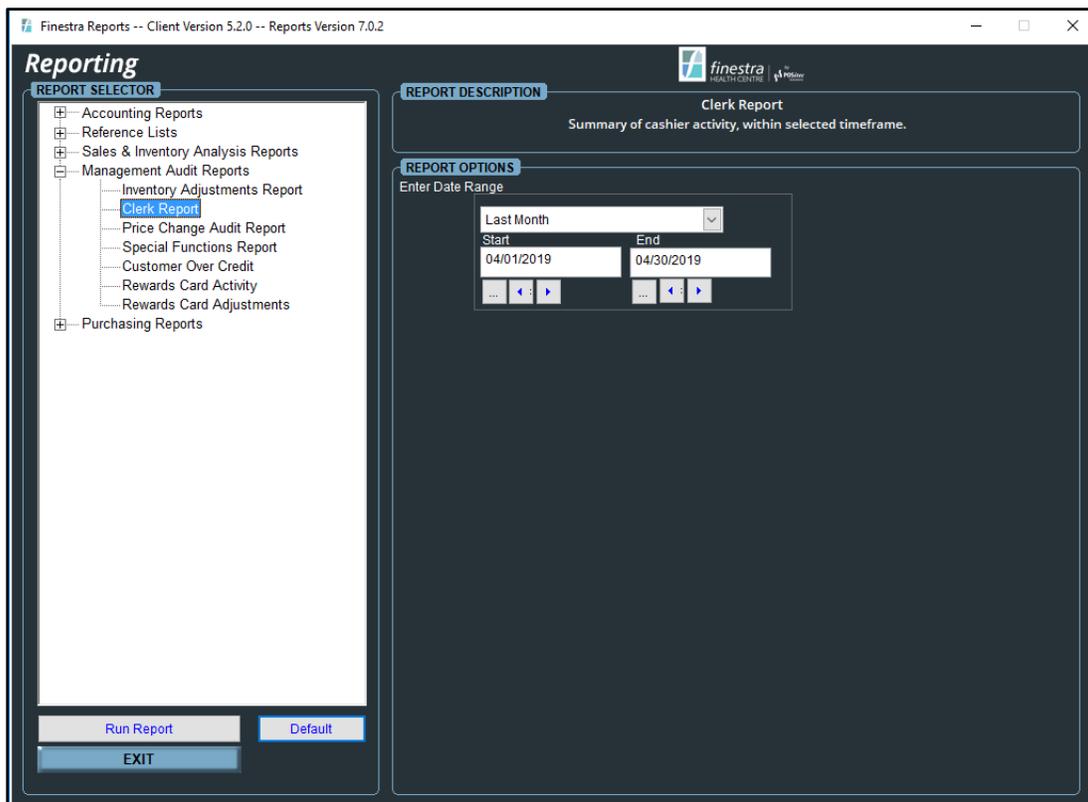


Figure 68 - Clerk Report Options

Sample Clerk Report

Apr 24, 2014 04:18:07PM	POSITEC SOLUTIONS						Page 1 of 1				
Clerk Report											
<hr/> Start Date : Apr 23, 2014 End Date : Apr 23, 2014											
Clerk	# Custs	\$ Sales	% Sales	GP \$	% GP	# Items Returned	\$ Returns	% Returns	# NoSales	% NoSales	
JANE D	1	99.80	12.8	19.96	8.1	0	0.00	0.00	0	0.0	
POSITEC P	18	681.08	87.2	227.38	91.9	0	0.00	0.00	0	0.0	
Report Total:	19	780.88	100.00	247.34	100.00	0	0.00	0.00	0	0.0	
<hr/>											
Non Total Product Sales (Lotto Redemptions Etc.) :											
UPC	Description					Qty	\$ Sales				
CLOTTERY1	SCRATCH LOTTO REDEMPTION					1	10.00-				
CLOTTERY2	ONLINE LOTTO REDEMPTION					1	5.00-				
Report Total :						2	15.00-				
<hr/> # Custs = Number of Customers \$ Sales = Net Sales Dollars % Sales = Cashier's Percent of Total Sales Dollars GP \$ = Gross Profit Dollars % GP = Cashiers Percent of Gross Profit Dollars # Items Returned = Number of Items Returned \$ Returns = Return Dollars % Returns = Cashier Percent of Total Returns # No Sales = Number of No Sales % No Sales = % of No Sales											

Figure 69 - Clerk Report

PRICE CHANGE AUDIT REPORT

The Price Change Audit Report displays a list of items where the Retail Price has been modified. This report includes the Employee Name, Date, Old and New Retail Price, Cost and the Old and New Gross Margin Percent. By default, this report will sort by Date/Time.

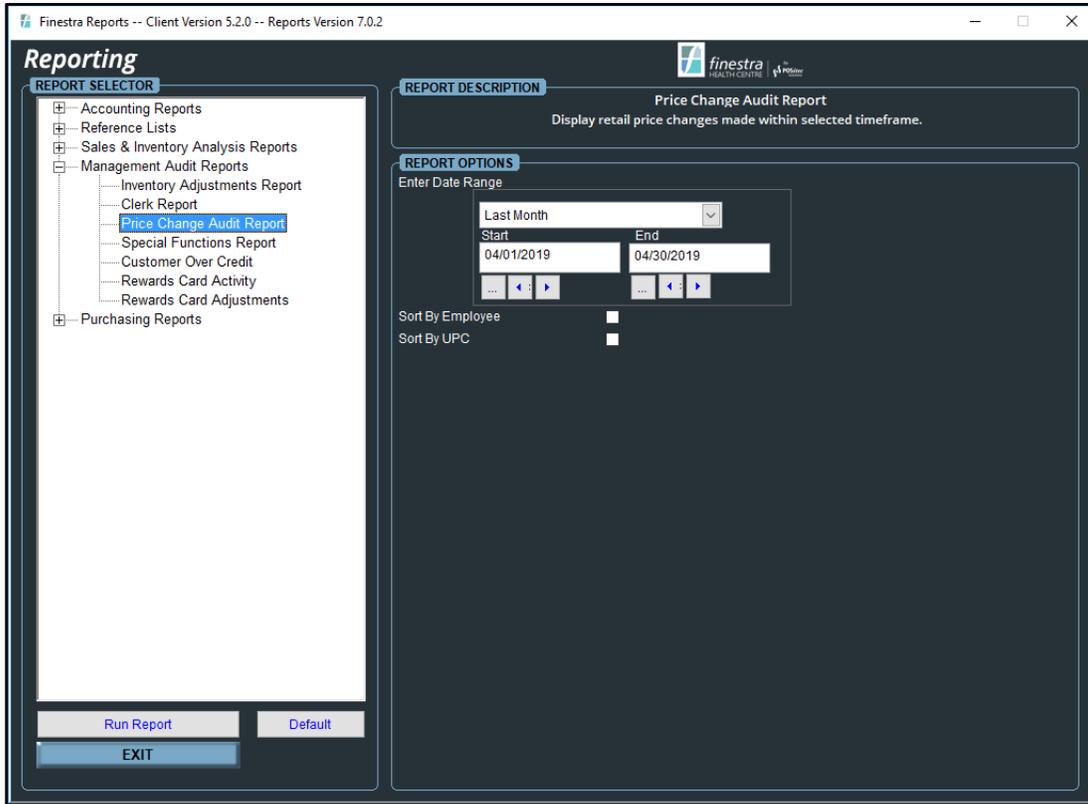


Figure 70 - Price Change Audit Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Sort by Employee	Use to sort the report by Employee ID.
Sort by UPC	Use to sort the report by UPC.

Sample Price Change Audit Report

Apr 24, 2014 03:44:56PM		POSITEC SOLUTIONS				Page 1 of 1				
Price Change Audit Report										
Start Date	:	Apr 23, 2014								
End Date	:	Apr 23, 2014								
Sort By	:	Date Time								
Date Time	UPC	Description	Emp ID	Employee	Old Value \$	New Value \$	Current Cost \$	Current Retail \$	Current GM %	Suggested GM %
Apr 23, 2014 3:41 PM	06464205169	JAM EXXTRA-C 500MG 75CAPS	16	POSITEC P	16.99	17.99	11.52	17.99	35.96	45.00
Apr 23, 2014 3:41 PM	06464205926	JAMIESON VITAMIN D3 SUBLINGUA	16	POSITEC P	9.99	10.99	6.38	10.99	41.65	38.00
Apr 23, 2014 3:41 PM	06464202066	JAMIESON ACIDOPHILUS CAPSULE	16	POSITEC P	14.99	15.99	8.81	15.99	44.90	43.00
Apr 23, 2014 3:41 PM	06464207261	JAMIESON BODY GUARD SPORT 60S	16	POSITEC P	32.99	34.99	17.50	34.99	49.99	42.00
Apr 23, 2014 3:42 PM	06464202073	JAMIESON CALCIUM & MAGNESIUM	16	POSITEC P	10.49	11.99	6.78	11.99	43.45	42.00
Apr 23, 2014 3:43 PM	06464206106	JAMIESON VIT D SOFT GEL 1000IU B	16	POSITEC P	10.99	9.99	6.19	9.99	38.04	38.00

Report Complete

Figure 71 - Price Change Audit Report

SPECIAL FUNCTIONS REPORT

The Special Functions Report is used to Audit Cashier Activity for the specified options. Each option will print on a separate page.

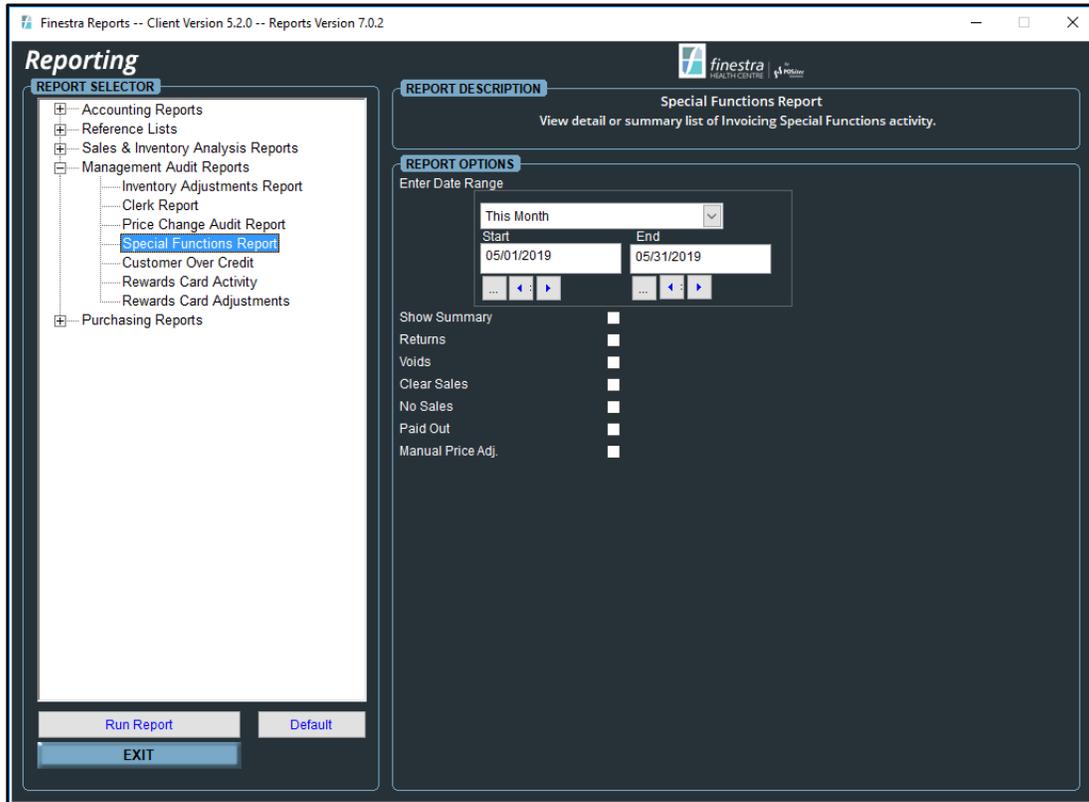


Figure 72 - Special Functions Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Show Summary	Use to view the report as a Summary Total Per Cashier.
Returns	Use to view items that have been Returned.
Voids	Use to view Voided Transactions.
Clear Sales	Use to view Clear Sale Transactions.
No Sales	Use to view Cash Drawer No Sale Transactions.
Paid Out	Use to view Paid Out Transactions.
Manual Price Adj.	Use to view items where a Manual Price Adjustment was processed. <i>Note: if applicable, Senior Demographic discounts will display.</i>

Sample Special Functions Report

May 10, 2019 10:37:29AM		POSITEC SOLUTIONS Special Functions Report						Page 1 of 4
Start Date	: May 1, 2019	Returns	:	Yes				
End Date	: May 31, 2019	Voids	:	Yes				
Show Summary	: No	Clear Sales	:	No				
		No Sales	:	No				
		Paid Out	:	Yes				
		Manual Price Adj	:	Yes				
Returns								
Cashier	Date Time	Session ID	Invoice	UPC	Description	Qty #	Retail \$ Reason	
POSITEC								
	May 10, 2019 10:29	20190510-001	001-00008707	06210700423	ADVL COLD SINUS PI	1-	34.99- _No reason selected	
	May 10, 2019 10:29	20190510-001	001-00008708	06024594191	BENTLIN 1 COLDAFLI	1-	18.99- _No reason selected	
	May 10, 2019 10:30	20190510-001	001-00008709	06464205196	JAM VIT C VIT D CHEE	1-	11.49- _No reason selected	
POSITEC	Sub Total:					3-	65.47-	
Report Total:						<u>3-</u>	<u>65.47-</u>	

Figure 73 - Special Functions Report - Returns

May 10, 2019 10:37:29AM		POSITEC SOLUTIONS Special Functions Report						Page 2 of 4
Voids								
Cashier	Date	Session ID	Invoice		Retail \$	Reason		
SETUPS								
	May 10, 2019	20190510-001	001-00008698		12.99			
	May 10, 2019	20190510-001	001-00008701		14.98			
SETUPS	Sub Total:				27.97			
Report Total:					<u>27.97</u>			

Figure 74 - Special Functions Report - Voids

May 10, 2019 10:37:29AM		POSITEC SOLUTIONS Special Functions Report						Page 3 of 4
Paid Out								
Cashier	Date	Session ID	Invoice	Description		Paid Out \$	Reason	
POSITEC								
	May 10, 2019	20190510-001	001-00008704	PAIDOUT:		23.95	_No reason selected	
	May 10, 2019	20190510-001	001-00008706	PAIDOUT:		5.00	_No reason selected	
POSITEC	Sub Total:					28.95		
Report Total:						<u>28.95</u>		

Figure 75 - Special Functions Report - Paid Outs

May 10, 2019 10:37:29AM		POSITEC SOLUTIONS Special Functions Report						Page 4 of 4		
Manual Price Adjustments										
Cashier	Date Time	Invoice	UPC	Description	Qty #	Reg Pr \$	Override Pr \$	Chng \$	Price Adj. Type	ND Reason
POSITEC										
	May 10, 2019 10:26	001-00008705	06464205196	JAM VIT C VIT :	1	11.49	10.34	1.15-	Customer Discount	
	May 10, 2019 10:27	001-00008705	06464205201	JAMIESON VIT	1	11.49	10.34	1.15-	Customer Discount	
POSITEC	Sub Total:				2	22.98	20.68	2.30-		
Report Total:					<u>2</u>	<u>22.98</u>	<u>20.68</u>	<u>2.30-</u>		

Figure 76 - Special Functions Report - Manual Price Adjustments

CUSTOMER OVER CREDIT

The Customer Over Credit Report displays any Accounts Receivable Customer whose current AR Balance exceeds the designated Credit Limit within their Customer Profile.

Sample Customer Over Credit Report

Apr 28, 2014 04:14:29PM		POSITEC SOLUTIONS Customer Over Credit		Page 1 of 1
Customer No	Name	Limit	Balance	
100008	JANE SMITH	\$100.00	\$103.79	
100009	JOHN DOE	\$100.00	\$116.41	
100010	MARK SMITH	\$100.00	\$123.55	
Total \$ over limit:		\$43.75		
Average \$ over limit:		\$14.58		

Figure 77 - Customer Over Credit Report

REWARDS CARD ACTIVITY

The Rewards Card Activity Report displays a summary of every transaction that affects a customers Reward Point Balance. This report includes the customers Current Point Balance as well.



This report is used by Loyalty Reward Stores only. If you wish to learn more about our Loyalty Rewards Program, please contact POSitec Customer Support.

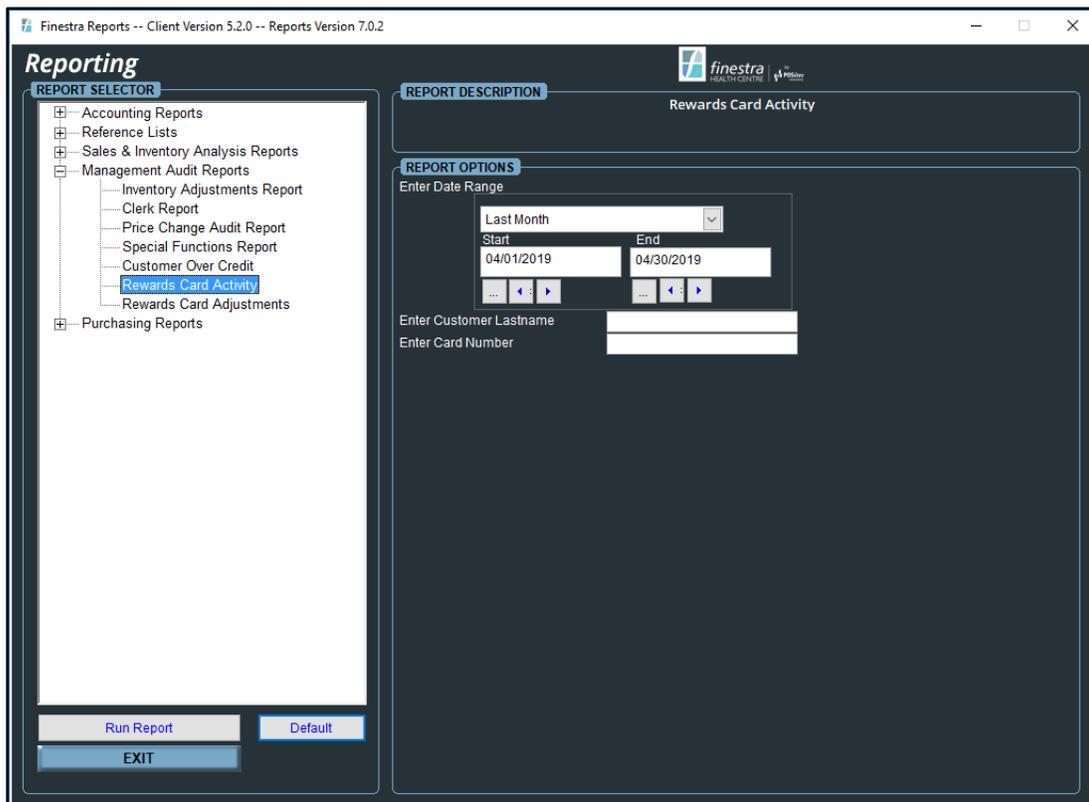


Figure 78 - Rewards Card Activity Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Enter Customer Last Name	Use to enter a specific Customer Name, or leave blank to select All.
Enter Card Number	Use to select a specific Rewards Card Number, or leave blank to select All.

Sample Rewards Card Activity Report

Apr 25, 2019 10:54:16AM	POSITEC SOLUTIONS INC				Page 1 of 1	
Rewards Card Activity						
Start Date : Apr 1, 2019	Customer Lastname : All					
End Date : Apr 30, 2019	Card Number : All					
Lastname, Firstname, Card Number						
Date	Invoice/Cashier	Sale	Code	Pts Collected	Pts Redeemed	
DOE, JANE, PS12300001						
23-Apr-2019	POSITEC	\$0.00	NEW CARD	400	0	
23-Apr-2019	POSITEC	\$0.00	PS CLUB	100	0	
24-Apr-2019	001-00000020	\$34.99	STANDARD	34	0	
24-Apr-2019	POSITEC	\$0.00	FLYER PR	300	0	
24-Apr-2019	001-00000022	\$34.99	STANDARD	34	0	
24-Apr-2019	001-00000023	\$34.99	STANDARD	34	0	
24-Apr-2019	001-00000024	\$8.99	STANDARD	8	0	
24-Apr-2019	001-00000024	\$8.99	PS BRAND	8	0	
24-Apr-2019	001-00000033	\$12.49	STANDARD	12	0	
24-Apr-2019	001-00000033	\$12.49	BNSCPN50	50	0	
25-Apr-2019	001-00000037	\$15.99	STANDARD	15	0	
25-Apr-2019	001-00000037	\$15.99	PS BRAND	15	0	
25-Apr-2019	001-00000037	\$15.99	DISCOUNT	-250	0	
25-Apr-2019	001-00000038	\$0.00	DISCOUNT	-2	0	
25-Apr-2019	001-00000040	\$124.42	STANDARD	124	0	
25-Apr-2019	001-00000040	\$124.42	PHS10X	1,116	0	
25-Apr-2019	001-00000043	\$29.48	STANDARD	4	0	
25-Apr-2019	001-00000043	\$29.48	REDEEMED	0	1,800	
					Current Points:	202
DOE, JOHN, PS12300002						
23-Apr-2019	POSITEC	\$0.00	NEW CARD	400	0	
					Current Points:	400
SMITHERS, JANE, PS12300003						
23-Apr-2019	POSITEC	\$0.00	NEW CARD	400	0	
					Current Points:	400

Figure 79 - Rewards Card Activity Report

REWARDS CARD ADJUSTMENTS

Use the Rewards Card Adjustments Report to review Manual Point Adjustments. The Date/Time is logged for each Manual Loyalty Point Adjustment, as well as the Cashier ID that performed the adjustment.



This report is used by Loyalty Reward Stores only. If you wish to learn more about our Loyalty Rewards Program, please contact POSitec Customer Support.

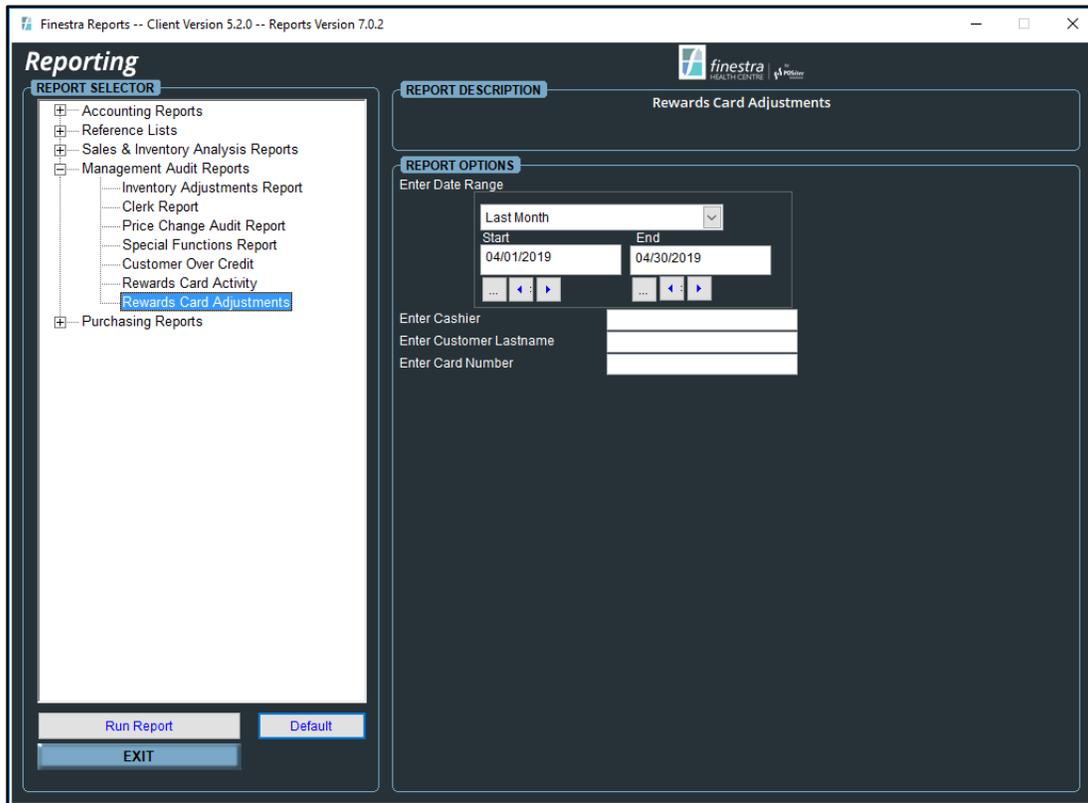


Figure 80 - Rewards Card Adjustments Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Enter Cashier	Use to select a specific Cashier, or leave blank to select All.
Enter Customer Last Name	Use to enter a specific Customer Name, or leave blank to select All.
Enter Card Number	Use to select a specific Rewards Card Number, or leave blank to select All.

Sample Rewards Card Adjustments Report

Apr 25, 2019 11:21:10AM		POSITEC SOLUTIONS INC Rewards Card Adjustments			Page 1 of 1
Start Date	: Apr 1, 2019	Cashier	: All	End Date	: Apr 30, 2019
Card Number	: All	Customer	: All		
Date	Cashier	Lastname, Firstname	Card Number	Reason	Points Collected
April 23, 2019					
	POSITEC P	DOE, JANE	PS12300001	NEWCARD	400
		DOE, JANE	PS12300001	PS CLUB	100
		DOE, JOHN	PS12300002	NEWCARD	400
		SMITHERS, JANE	PS12300003	NEWCARD	400
April 24, 2019					
	POSITEC P	DOE, JANE	PS12300001	FLYER PR	300
April 25, 2019					
	001-00000038	DOE, JANE	PS12300001	DISCOUNT	-2

Figure 81 - Rewards Card Adjustments Report

CHAPTER 5 – PURCHASING REPORTS

OVERVIEW

The Purchasing Reports are primarily used to provide information about Customer Purchases and Vendor Receiving.

PURCHASES BY CUSTOMER

The Purchases by Customer Report provides a list of Items Purchased by Known Customers. If applicable, Customer Discounts will display. This report is most often used for monitoring Staff Purchases.

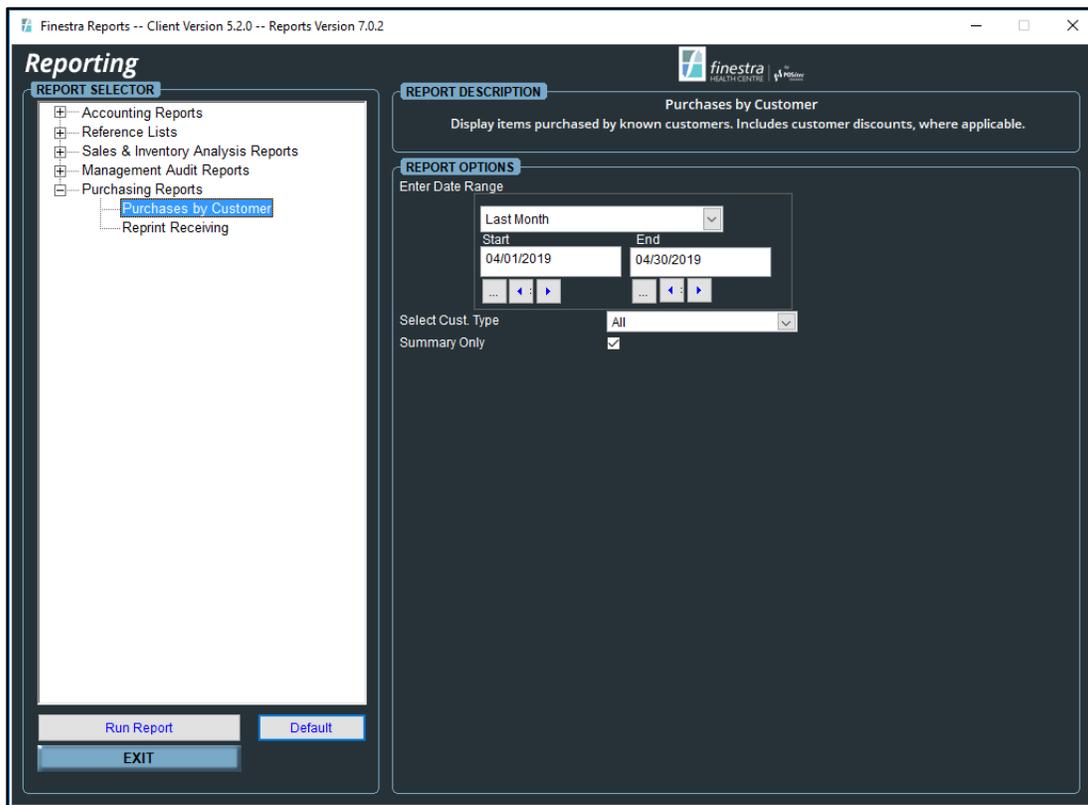


Figure 82 - Purchases by Customer Report Options

Report Options

Enter Date Range	Select the Date Range you wish to run the report for.
Select Cust. Type	Use to view only the Customer Profiles within the specified Customer Type.
Summary Only	Use to view a Summarized Total Per Customer.

Sample Purchases by Customer Report

Apr 29, 2014 09:55:37AM		POSITEC SOLUTIONS Purchases by Customer				Page 1 of 1
Start Date	: Apr 1, 2014					
End Date	: Apr 30, 2014					
Customer Type	: NORMAL					
Summary Only	: Yes					
Customer	Qty	Ext Cost \$	Ext Reg Retail \$	Ext Cust. Retail \$	Ext Disc \$	
Type: NORMAL						
100008 JANE SMITH	33	248.82	426.64	426.64	0.00	
100009 JOHN DOE	7	123.29	190.49	190.49	0.00	
100010 MARK SMITH	4	18.10	31.46	28.31	3.15	
Type: NORMAL Total	44	390.20	648.59	645.44	3.15	
Report Total:	44	390.20	648.59	645.44	3.15	
Sections by Customer Summary						
Customer Type	Section	Qty	Cost \$	Reg Retail \$	Cust Retail \$	
NORMAL	FS	40	220.37	395.10	391.95	
	RX	4	169.84	253.49	253.49	
Report Total:		44	390.20	648.59	645.44	

Figure 83 - Purchases by Customer Summary Report

Apr 29, 2014 09:59:54AM		POSITEC SOLUTIONS Purchases by Customer				Page 1 of 1		
Start Date	: Apr 1, 2014							
End Date	: Apr 30, 2014							
Customer Type	: STAFF							
Summary Only	: No							
Customer	Date	UPC	Description	Qty	Ext Cost \$	Ext Reg Retail \$	Ext Cust. Retail \$	Ext Disc \$
Type: STAFF								
100009 JOHN DOE	Apr 24, 2014	06464205196	JAMIES ON VIT C W/VID D CH	2	10.50	17.98	17.98	0.00
	Apr 24, 2014	O-PHARM1X	TX 842659	1	33.69	50.29	50.29	0.00
	Apr 24, 2014	O-PHARM2X	TX 321336	1	5.25	7.83	7.83	0.00
	Apr 24, 2014	O-PHARM3X	TX 742681	1	59.90	89.41	89.41	0.00
	Apr 28, 2014	06454131986	TYLENOL ACETBACK PAIN CP	1	8.79	14.99	14.99	0.00
	Apr 28, 2014	06464205201	JAMIES ON VIT C GRAPE CHEW	1	5.16	9.99	9.99	0.00
100009 JOHN DOE Total				7	123.29	190.49	190.49	0.00
100010 MARK SMITH	Apr 29, 2014	03600025829	KLEENEX W/ LOTION FACIAL	1	2.28	3.99	3.59	0.40
	Apr 29, 2014	05610007386	VICKS NYQUIL CHILDREN 3YR	1	5.85	10.99	9.89	1.10
	Apr 29, 2014	05621933210	AERIUS DUAL ACTION 10 TAB	1	9.05	14.99	13.49	1.50
	Apr 29, 2014	06700000174	DASANI WATER 591ML	1	0.92	1.49	1.34	0.15
100010 MARK SMITH Total				4	18.10	31.46	28.31	3.15
Type: STAFF Total				11	141.39	221.95	218.80	3.15
Report Total:				11	141.39	221.95	218.80	3.15

Figure 84 - Purchases by Customer Transaction Detail Report

Report Options

Select Receiving Document	Use to search for the Receiving Document you wish to reprint. You may choose to search by the Receiving ID, Invoice Number, Date or Vendor.
Hide Store Values	Use to remove the Retail Price and Gross Margin Percent values from this report.

Sample Reprint Receiving Document

Apr 29, 2014 11:17:41AM		POSITEC SOLUTIONS				Page 1 of 1				
Reprint Receiving										
Receiving ID : 999-00001103		P.O. :								
Date Received : Apr 23, 2014		Packing Slip :								
Vendor : SIGVARIS CORP (100456)		Invoice # : 616548								
UPC	Description	Fineline	Qty	Sugg. Margin%	Actual Margin%	Sugg. Retail	Retail	Cost	Ext.	
7451291 8256	SIGVARIS CASUAL SOCKS COTTON NAVY SIZE C	2367	1	40.0	42.1	29.99	29.99	17.35	17.35 G	
7451292 0869	SIGVARIS BUSINESS CASUAL 189 BLACK SIZE A	2367	1	40.0	47.6	34.99	34.99	18.32	18.32 G	
7451292 0872	SIGVARIS BUSINESS CASUAL 189 BLACK SIZE B	2367	1	40.0	47.6	34.99	34.99	18.32	18.32 G	
7451292 0875	SIGVARIS BUSINESS CASUAL 189 BLACK SIZE C	2367	1	40.0	47.6	34.99	34.99	18.32	18.32 G	
7451291 8253	SIGVARIS CASUAL SOCKS COTTON NAVY SIZE E	2367	1	40.0	42.1	29.99	29.99	17.35	17.35 G	
7451291 8064	SIGVARIS FASHION PANTY NATURAL SIZE D	2367	1	40.0	40.8	49.99	49.99	29.59	29.59 G	
7451291 8048	SIGVARIS FASHION PANTY NATURAL SIZE B	2367	1	40.0	40.8	49.99	49.99	29.59	29.59 G	
								Subtotal:	148.84	
								GST (G):	7.44	
								PST (P):	0.00	
								Grand Total:	<u>156.28</u>	

Figure 87 - Reprint Receiving Document

CHAPTER 6 – FRANCHISE SUMMARY REPORT

OVERVIEW

The Franchise Summary Report is used as a starting template for compiling your Franchise Summary information for stores who participate in a Banner.



This report is specifically designed by Banner and by Region. If your Franchise Summary Report does not include the information required by your regional office, please contact POSitec Customer Support to ensure you have the correct report version for your region. A configuration fee will apply if adjustments to this report are required to satisfy your Banner.

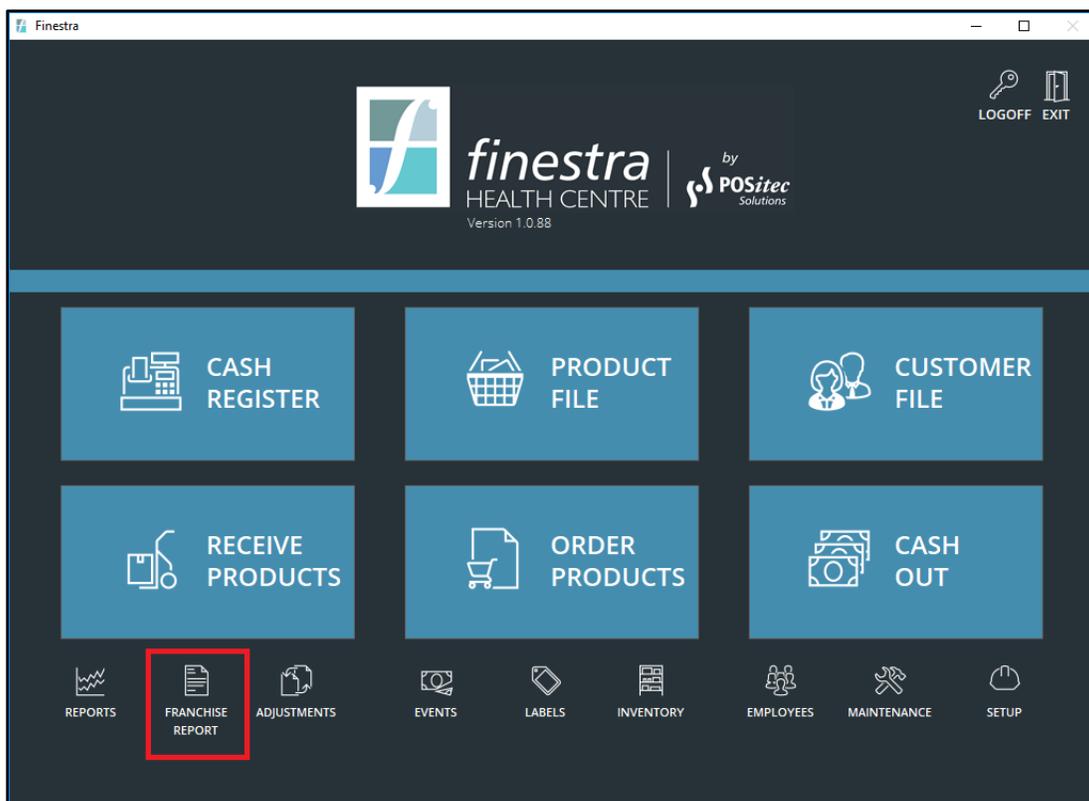


Figure 88 - Franchise Summary Report Function

Report Options

The Franchise Summary Report is designed specifically for each Banner and Region so it does not allow an option selection. Because of this, the report may look slightly different for each store depending on the specific region rules that may be implemented; however, the main template will remain the same.

The Franchise Summary Report exports into an Excel Spreadsheet. Depending on your Banner requirements, you may also have a second worksheet available called Instructions. Check the Instructions worksheet for more details about the Franchise Summary rules and how the different totals are calculated.

Run a Franchise Report

1. Select **[Franchise Report]**



The Franchise Summary Report module may open in behind Finestra. If this happens, minimize Finestra to access this Module.

2. Select the **[Month]** and **[Year]** you wish to run the report

3. Select **[Print]**



Once the Franchise Summary Report is open, review the Front Store Sales section and verify the numbers listed are correct. If not, make any additional changes that may be required.



The Pharmacy Sales section is generally maintained within Kroll. Use the Kroll Daily/Monthly Totals Report to enter the pharmacy information into the Franchise Summary Report manually. Alternately you may use the Estimate Kroll option and then verify that the numbers listed are correct. If not, make any additional changes that may be required.

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