

## Sales Reporting in SPOT

The following reports need to be understood when gathering sales information from SPOT:

- **Incoming Summary** - Shows the total incoming (accrual) sales, by department, for the date range specified, broken into base, upcharges, alterations, adjustments, discounts, coupons, voids, tax, and enviro. The report will reflect any changes made to invoices during the date range as incremental variations. Thus, if an invoice totaling \$10.00 is detailed on Monday, then an **Incoming Summary** report that includes Monday in the specified date range will have \$10.00 included in the total for that invoice. If you add a coupon on Wednesday that causes the value of the invoice to be \$8.00, then Wednesday's **Incoming Summary** report will show -\$2.00 in the Coupons column. The totals in this report should match the incoming inventory number shown on the Inventory Balancing screen.
- **Incoming Detail** - Same as above report, except the report shows a line for each change to an invoice.
- **Outgoing Summary** - Shows the total outgoing (cash) sales, by department, for the date range specified, broken into tender type. The report will reflect any payments made on invoices during the date range as incremental variations. Thus, if an invoice totaling \$10.00 is detailed on Monday and prepaid by check, then an **Outgoing Summary** report that includes Monday in the specified date range will have \$10.00 included in the check column, even though the order hasn't yet been picked up. The Orders and Pieces columns are not incremented until the date the order is picked up. The totals in this report should match the outgoing inventory number shown on the Inventory Balancing screen, as well as the Outgoing Totals number on the **Cashout Summary (By Date)** report. Tax and enviro columns are included for reference purposes.
- **Outgoing Detail** - Same as above report, except the report shows a line for each payment on an invoice, or when an order is picked up.
- **Transaction Detail (By Date)** - This report shows detail of all tender transactions during the given date range, including pickups, prepays, payins/payouts, credit card adjustments, and payments on account. The totals of this report should match the Transacted Total in the **Cashout Summary (By Date)**. The "Account" column should also match the "Invoices Posted" section of **Cashout Summary (By Date)**.
- **Transaction Detail (By Drawer)** - This report shows detail of tender transactions that occurred during cash drawer sessions *that were checked out* during the given date range (*no matter what day the transactions actually occurred*). Hence, if a cash drawer session is checked in on Saturday and not checked out until Monday, and **Transaction Detail (By Drawer)** is run for Monday, the session in question will show up in the list of sessions for which the report may be run. If you select that session to report on, transactions from Saturday will be included in the totals. Be aware that it is possible to configure SPOT such that certain tender transactions, such as payment on account and posting of route orders, do not require a cash drawer session at all; obviously, these transactions could never show up in a **Transaction Detail (By Drawer)** report, but only in a **Transaction Detail (By Date)** report. The totals from this report should match the numbers on the **Cashout Summary (By Drawer)** report for the same cash drawer session.

- **Cashout Summary (By Date)** - Perhaps the best snapshot of all pertinent sales data in SPOT. Because this report is date-specific and not drawer-specific, all numbers that are specific to drawer sessions (beginning balance, cash count detail) are empty.
- **Cashout Summary (By Drawer)** - Similar to the **Cashout Summary (By Date)** report, except only totals from the selected cash drawer sessions are included. Transactions from days other than those specified for the report may be included if drawers were not checked out on the day they were checked in (see **Transaction Detail (By Drawer)** report, above). This report does include beginning balance and cashier counts at checkout, and its totals should match the sum of the totals of all individual Z-reports for the sessions involved.

The following reports are outdated, and in some cases obsolete, “legacy” reports, but have been left in SPOT to accommodate those customers that have become accustomed to using them. We do not recommend that these reports be used as the main source for sales data in SPOT.

- **Net Sales – Dropoff** - Shows the *current value* (broken into base, adjustments, discounts, coupons, tax, etc.) of all invoices detailed within the date range specified. Thus, if an invoice totaling \$10.00 is detailed on Monday, and you run the **Net Sales – Dropoff** report the next day to see Monday’s numbers, \$10.00 will be included in the total. If you add a coupon on Wednesday that causes the value of the invoice to be \$8.00, and then you run **Net Sales – Dropoff** for Monday, only \$8.00 will be included in the total.
- **Net Sales By Invoice – Dropoff** - Same as above report, except the individual orders are shown.
- **Net Sales By Item – Dropoff** - Shows the quantity, amount, and piece count of items that belong to orders detailed within the specified date range. Upcharges totals are also included, but adjustments, coupons, discounts, tax, and environmental charges are not; hence, the totals of this report will not balance to those of the other “Dropoff” reports.
- **Net Sales – Pickup** - Shows the *current value* of all invoices picked up/sold within the date range specified.
- **Net Sales – Pickup (Hourly)** - Same as **Net Sales - Pickup** report, except the totals are shown broken out by the hours in the day.
- **Net Sales – Pickup (Non-Tax)** - Same as **Net Sales - Pickup** report, except only non-tax orders are included in the totals. Obviously this report may not balance to any of the others.
- **Net Sales By Item – Pickup** - Shows the quantity, amount, and piece count of items that belong to orders picked up/sold within the specified date range. Upcharges totals are also included, but adjustments, coupons, discounts, tax, and environmental charges are not; hence, the totals of this report will not balance to those of the other “Pickup” reports.
- **Net Sales – Cash Collected** - Shows the breakdown by department of payments taken for invoices during the specified date range. This includes payments on account that close invoices (but not the part of the payment that closes adjustments). Hence, totals for invoices that were picked up and posted to A/R long before will show up on this report if a payment on account was taken that closed them within the specified date range. This report does not include credit card adjustments or payins/payouts. The totals on this report will probably not balance to numbers on other reports.