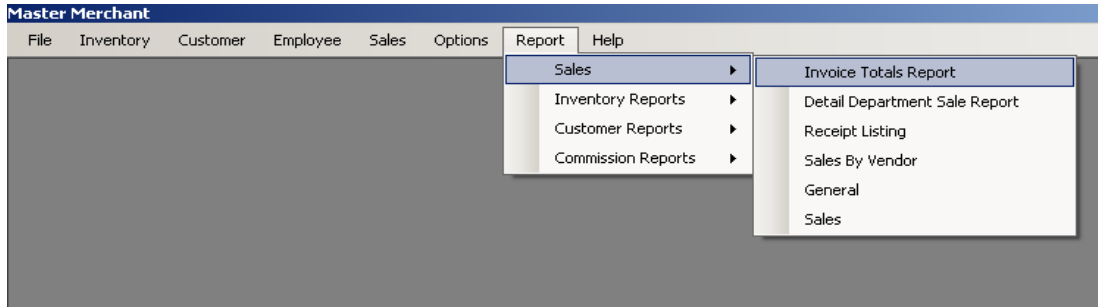


## Reports

Master Merchant 2008 offers you the ability to generate a wide variety of reports. Reports can only be printed to general letter size printers. To access this screen, select “Report” from the MM2008 administrative menu. You can see some of the reports below.



Picture 26

### Sales Reports (Invoice Totals Report)

This report prints detailed information from invoice processing. You can select any date range you wish. To view a single day, use the same start and end date. The report displays the following information about an invoice: Date/Time, Invoice Number, Customer Number, Cashier ID, Total Cost, Total Price, Taxes, Grand Total, and Grand Gain. It also displays the grand totals. To view this report, select Invoice Total Report from the “Sales” part from Report Section (Picture 27).

### Invoice Total Report

08/27/2008 04:50:48

Date\Time	Inv #	Cust #	ID	Total Cost	Total Price	Tax1	Tax2	Tax3	Grand Total	Grand Gain
<b>08/27/2008</b>										
04:10:12	8	555	2	\$24.00	\$40.00	\$3.20	\$0.40	\$0.00	\$43.60	\$16.00
04:10:29	9	555	2	\$7.50	\$13.00	\$1.04	\$0.00	\$0.00	\$14.04	\$5.50
04:10:47	10	01	2	\$1,000.00	\$1,300.00	\$104.00	\$0.00	\$0.00	\$1,404.00	\$300.00
04:11:10	11	01	1	\$326.50	\$463.00	\$37.04	\$0.00	\$0.00	\$500.04	\$136.50
04:46:37	12	01	1	\$899.00	\$1,100.00	\$88.00	\$0.00	\$0.00	\$1,188.00	\$201.00
04:46:45	13	01	1	\$289.00	\$349.00	\$27.92	\$0.00	\$0.00	\$376.92	\$60.00
04:47:14	14	555	1	\$7,485.00	\$10,485.00	\$838.80	\$0.00	\$0.00	\$11,323.80	\$3,000.00
04:47:38	15	01	1	\$1,497.00	\$2,097.00	\$167.76	\$0.00	\$0.00	\$2,264.76	\$600.00
04:48:08	16	01	2	\$1,538.00	\$1,948.00	\$155.84	\$0.00	\$0.00	\$2,103.84	\$410.00
<b>Grand Total:</b>				\$13,066.00	\$17,795.00	\$1,423.60	\$0.40	\$0.00	\$19,219.00	\$4,729.00

Picture 27

### Sales Reports (Detail Department Sale Report)

The Detail Department Sale Report (DDSR) lists the sales totals for the day on a receipt printer. You can also get a breakdown by payment type, accounts receivable payment type, department, category, or item. You can choose to print for all cashiers or for a particular cashier, as well as for all stations or for a particular station. You can also choose Include Costs if you have an 80 column printer. This will print the cost, extended cost, gross margin, and gross margin %. If the Line Discount Totals feature is selected, the DDSR will list the total dollar amount of line discounts given for each department and overall (Picture 28).

**Detailed Department Sales**

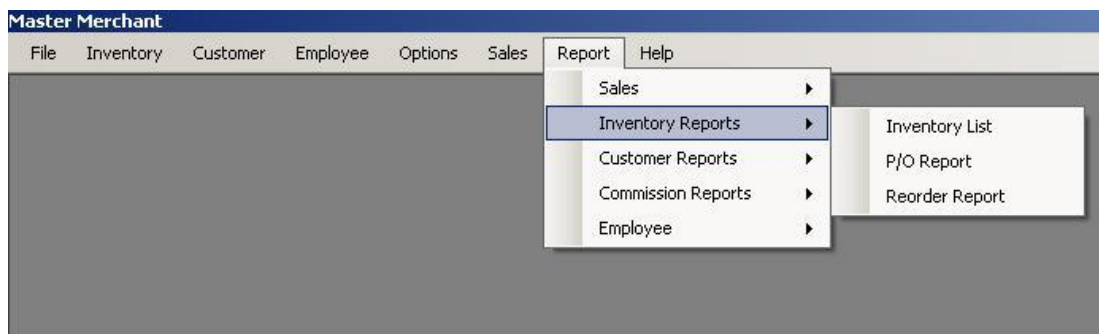
08/27/2008 04:52:12

ItemNum	ItemName	Part #	Location	Quantity	Total
<b>1002</b>					
559832	Gold Watch			1	\$1,300.00
Department Sub-Total:				<b>1</b>	<b>\$1,300.00</b>
<b>1005</b>					
554439	Men Suit			1	\$450.00
Department Sub-Total:				<b>1</b>	<b>\$450.00</b>
<b>1009</b>					
551196	Sony LCD Monitor			18	\$12,582.00
Department Sub-Total:				<b>18</b>	<b>\$12,582.00</b>
<b>1010</b>					
551124	Nokia N-72g			2	\$2,200.00
552269	I-Pod Nano			2	\$698.00
553798	I-Pod 64Gb			1	\$499.00
Department Sub-Total:				<b>5</b>	<b>\$3,397.00</b>
<b>1012</b>					
542632	Frozen Salmon Fish			2	\$26.00
Department Sub-Total:				<b>2</b>	<b>\$26.00</b>
<b>1013</b>					
11105401025	Corona Beer			1	\$40.00
Department Sub-Total:				<b>1</b>	<b>\$40.00</b>

Picture 28

### Inventory Reports

This report displays a list of all the items in the inventory in alphabetical order by item name. The report contains the following information about each item: Item Name, Item Number, Department, Cost, In Stock, Value, and Price. The items on the report are divided by Department. To view this report, select List Alphabetical from the Reporting Screen.



Picture 29

### Detailed Department Inventory List

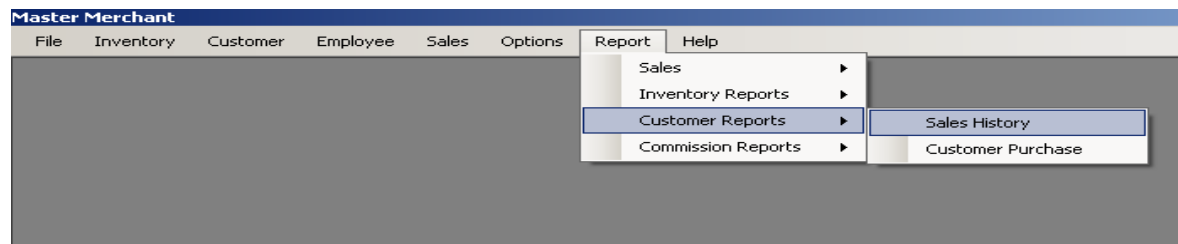
08/27/2008 04:48:47

ItemName	ItemNum	Cost	In Stock	Price	TotValue
<b>Cellular Phones &amp; I-Po</b>					
I-Pod 64Gb	553798	\$350.00	47	\$499.00	\$16,450.00
Nokia N-72g	551124	\$899.00	44	\$1,100.00	\$39,556.00
I-Pod Nano	552269	\$289.00	42	\$349.00	\$12,138.00
<b>TOTALS:</b>			<b>133</b>		<b>\$68,144.00</b>
<b>Computer Games</b>					
Play Station 3	558896	\$289.00	49	\$349.00	\$14,161.00
Arcade Game Console	555896	\$299.00	50	\$399.00	\$14,950.00
<b>TOTALS:</b>			<b>99</b>		<b>\$29,111.00</b>
<b>Computer Hardware</b>					
Sony LCD Monitor	551196	\$499.00	49	\$699.00	\$24,451.00
NewGenre Keyboard	552496	\$50.00	98	\$75.00	\$4,900.00
DVD Room	554481	\$100.00	48	\$189.00	\$4,800.00
<b>TOTALS:</b>			<b>195</b>		<b>\$34,151.00</b>
<b>Food Department</b>					
Tropicana Orange Juice	1233	\$2.00	88	\$4.00	\$176.00
American Cheese	987586	\$2.50	98	\$4.99	\$245.00
Frozen Salmon Fish	542632	\$7.50	88	\$13.00	\$660.00
<b>TOTALS:</b>			<b>274</b>		<b>\$1,081.00</b>

Picture 30

### Customer Reports

This report displays a summary of all customers and their current balances. The following information is displayed in the report: Customer Number, Last Name, First Name, Company Name, and On Account Balance Due. To view this report, click 'Reports' Select 'Customer Reports' from the Reporting Screen (Picture 31).



Picture 31