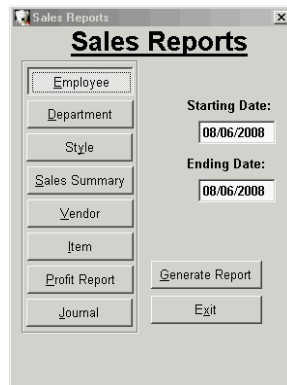


MicroBiz Sales Reports

Because of the upcoming holiday season, it will become increasingly important to know how to view all of the information stored in MicroBiz regarding your sales. MicroBiz has many different kinds of sales reports that offer useful information about your sales and profits. The main menu for your sales reports can be found from the menu bar under "Reports" – "Sales." From this screen, you have the following options for reports: "Employee," "Department," "Style," "Sales Summary," "Vendor," "Item," "Profit Report," and "Journal." All of the following reports (with the exception of the "Profit Report") allow the user to enter a specified date range before clicking on the "Generate Report" button to view.



Employee Report

The "Employee" report will group your transactions by clerk. This report will display the following fields: "SKU," "Description," "Revenue," "Cost," "Quantity," and "Clerk ID." It also displays the subtotal by Clerk ID and the grand total for each of the "Revenue," "Cost," and "Quantity" fields.

Department Sales Report

The "Department Sales" report will group your sales by department. You can also filter your results by "Department Codes." The report will display the following fields: "SKU," "Description," "Quantity," "Revenue," "Percent of Revenue," "Cost," "Margin," "Markup," "Gross Profit," and "Department." It also displays the subtotal by "Department" and grand total of each numeric field.

Style Sales Report

The "Style Sales" report will group your transactions by style. The report will display the following fields: "SKU," "Description," "Quantity," "Revenue," "Percent of Revenue," "Cost," "Margin," "Markup," and "Gross Profit." It also displays the subtotal by style and the grand total for each of the numeric fields.

Sales Summary Report

The "Sales Summary" report is based off of your closeout data. The report will display the following fields: "Date," "Site," "Sales," "Tax," "Tax2," "Total," "Cost of Goods Sold," "Office Payouts," "Other Payouts," "Number of Receipts," "Gross Profits," and "Gross Profit Percentage." It also displays the grand totals, invoice counts, and invoice averages.

Item Sales Report

The "Item Sales" report will group your sales by item. You can also filter for a single SKU by date range or all SKUs by department. The report will display the following fields: "Site," "Date," "Invoice Number," "Customer," "Description," "Price," "Quantity," "Discount," and "Totals." It also displays the averages for each of the numeric fields.

Vendor Sales Report

The Vendor Sales Report will show all sales for the date range, grouped by vendor. It will also allow you to filter by specific vendor code. The report will display the following fields: "SKU," "Description," "Quantity," "Revenue," "Percent of Revenue," "Cost," "Margin," "Markup," "Gross Profit," and "Vendor."

Profit Report

The "Profit Report" will list all sales by SKU and group them by month. This will allow you to sort by SKU and description. The report will display the following fields: "SKU," "Description," "Units Sold by Month," "Total Units Sold," "Sales," "Profit," and "Percent of Margin." It also displays the grand totals of "Quantity," "Sales," "Profit," and "Percent of Margin."

Sales Journal Report

The "Sales Journal" report will show all transactions on the specified date, grouped by invoice number. The report will display the following fields: "Date," "Invoice Number," "Customer," "Amount," "Tax," "Total," and "How Paid." It also displays the grand totals for "Amount," "Tax," and "Total."

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