Daily Reports - Print End of Day Reports

Name of Report	Contents of Report
Media Report	A register sales summary that includes gross sales (before discount), total sales, discounts, tenders, register totals, and store totals (can be subdivided by Group).
Total Sales by Department	A list of the sales totals for each Department (can be subdivided by Group and itemized).
Cashier Media Report	A register sales summary for each cashier, if the Sales Clerk option is set to "Is Cashier" under the cash register settings and "Allow 'C' Operations" is selected for each cashier.
Sale by Items by Hour	A list of all items sold each hour (can be subdivided by Group, Quarter Hour, or Department, if Items List is selected).
Exception Report	A list of exceptions, such as voids, discounts, refunds/returns, and No Sales, which tracks atypical register activity (can also list Manual Sales).
Daily A/R Transactions	A list of Payroll Deduction transactions organized by Employee.
PTD OOS PLU Sales	A list of the OOS PLU item sales totals for the Week-to-Date, Month-to-Date, and Year-to-Date.
Daily Sales for Individual Meal Periods	A list of the sales totals for each meal period, if meal periods are set up under cash register settings (can be subdivided by Group and itemized).
PTD Sales by Hour by Register	A list of the hourly sales totals for each register for the Week-to-Date, Month-to-Date, and Year-to-Date.
PTD Sales by Hour by Day of Week	A lit of the hourly sales totals for each day of the week for each month in the Year-to-Date.
PTD Employee Sales by Department	A list of each cashier's sales totals for the Week-to-Date, Month-to-Date, and Year-to-Date organized by Department.
Sales by Hour by Register	A list of the hourly sales totals for each register.
Sales for Item on Sale	A list of the items sold that were placed On Sale in ARBAPRO.
Daily Sales by Hour	A list of the hourly sales totals (can be subdivided by Group).

Daily Reports - Print End of Day Reports Continued

Name of Report	Contents of Report
PTD Sales by Department	A list of the Week-to-Date, Month-to-Date, and Year-to-Date sales totals for each Department (can be subdivided by Group).
OOS PLU Sales by Department	A list of the Out of Sale PLU items sales organized by Department. Manual Sales Department purchases will not show up in the list.
Zero on Hand Items	A list of the items of which there are zero quantity On Hand.
Total BOM Sales	A list of Bill of Materials item sales.
PTD Hourly Sales	A list of hourly sales totals for the Week-to-Date, Month-to-Date, and Year-to-Date (can be subdivided by Group).
Preferred Group A	A list of the items with Preferred Group A pricing that were sold to members of Preferred Group A.
Preferred Group B	A list of the items with Preferred Group B pricing that were sold to members of Preferred Group B.
Preferred Group C	A list of the items with Preferred Group C pricing that were sold to members of Preferred Group C.
Item Sales by Tax	A list of the items sold including the quantity sold, price, amount of tax charged, and the total amount charged for each item (can be organized by Group).
Daily Discounted Amount	A list of the discounts given at each register.
Employee Sales by Department	A list of each cashier's sales totals organized by Department (can be itemized).
Employee Pay Period Sales/Hour	A list of the items sold by each cashier during the selected pay period, if cashiers clock in and out on the register. It includes the total sales, hours worked, and average hourly sales for each cashier.
PTD Media	A register sales summary for the Week-to-Date, Month-to-Date, and Year-to-Date.
Daily Sales Non Taxable Items	A list of the non-taxable items sold organized by Department.

Daily Reports - Read Cash Register Log Files

Name of Report	Contents of Report
Cash Register Log Files	The cash register receipts for a specific date and register number, organized by receipt number.

Daily Reports - Media Report (Date Range)

Name of Report	Contents of Report
Media Report (Date Range)	A register sales summary that includes gross sales (before discount), total sales, discounts, tenders, register totals, and store totals for a selected range of dates.

Daily Reports - Exception Report (Date Range/Selection-Sort)

Name of Report	Contents of Report
Exception Report (Date Range/Selection-Sort)	A list of exceptions, such as voids, discounts, refunds/returns, No Sales, and Manual Sales (if checked), for a selected range of dates.

Customers - Reports & Labels

Name of Report	Contents of Report
Layaway Status	A list of all layaways organized by customer number or layaway number, including payment information.
Layaway Details	An itemized list of each open layaway transaction, including layaway #, customer name, date opened, and payments made.
Customer Short List	An abbreviated list of each customer, including customer number, name, address, city/state/zip, phone number, and fax number.
Customer Long List	A detailed list of each customer, including customer number, information, phone and fax numbers, first and last purchase dates, items purchased in the year to date, sales, and average sales.
Credit Club Report	A list of credit club members, including current club sales, total sales, current credit, total credit, sales to attain a credit, credit when met, and the expiration date.
Customer Clubs Expired/Expiring (30 Days)	A list of customers whose credit club is expiring in the next 30 days.
Mailing Labels	A mailing label list of all customers.
Customers by Store Defined Labels	A list of each customer under each customer label, including customer number, first and last name, transactions, sales, and average sales.

Customers - Reports & Labels - Layaway Reports

Name of Report	Contents of Report
Layaway Aging Report	A list of all open layaways, including layaway number, date opened, last payment, and age of the layaway with current balance.
Layaway Inventory Report	A list of all items currently on layaway, including quantity, cost, the price at which the item was sold, and the difference between the cost and the price.
Layaway Payment Report	A list of the payments made on open layaways.

Customers - Reports & Labels - Customer Sales Reports

Name of Report	Contents of Report
Customer Sales Report	A list of customer purchase information, including customer number, name, phone and fax numbers, first and last purchase dates, items, transactions, sales, average sales, and A/R balance information.
Customer Sales by PLU	A list of which customer purchased each PLU, including customer number, name, date purchased, receipt number, quantity purchased, and the amount of the purchase.
Customer Items Sales by Date	A list of which customer purchased a selected list of PLUs for a selected date range, including date purchased; customer number; name; the total number of transactions, items sold, and sales for each item.

Customers - Accounts Receivable/Payroll Deduction - A/R Payment Export

Name of Report	Contents of Report
Payroll Deductions (Report Only)	A list of the payroll deduction information for each customer, including the customer name, number, employee ID, deduction, and full balance.
Employees Terminated with Balance Report	A list of all customers who were terminated with a balance for the selected date range, including the balance due.
A/R Postoff Discrepancy Report	A list of all customers for whom the amount of money requested from payroll in the export file was different than the amount of money deducted by payroll according to the postoff file.

Customers - Accounts Receivable/Payroll Deduction - A/R Reports

Name of Report	Contents of Report
Customer Aging Report	A list of each customer's outstanding invoices, including the age of the balance on each invoice.
Customer List	A list of each customer's payroll deduction information, including the credit limit, the date and amount of the last payment, and the current balance.
Customer Detail Report	A detailed list of A/R information for each customer, including contact information; credit limit; last payment date and amount; and date, invoice number, reference number, amount, and balance for each transaction.
Small Balance Report	A list of customers with a small A/R balance, including the amount of the balance.
Open Credit Memo List	A list of customers with an open credit, including the amount of the credit.
A/R Transaction Report	A list of all A/R transactions for a selected date range, including the date, customer number, name, invoice and reference number, amount, and description.
A/R Analysis	The A/R aging information, including a list of the balances for each day range, total aged receivables, small balance, credit balance, and net receivables.
Past Due Report	A list of customers with a past due A/R balance, including customer number, name, last payment date and amount, last statement date, number of unanswered statements, and current balance.

Customers - Accounts Receivable/Payroll Deduction - Maintenance/Setup

Name of Report	Contents of Report
Payments Received	A list of manual A/R payments received, organized by customer number, including the invoice number and date, amount, and type of payment.

Purchasing

Name of Report	Contents of Report
Open Purchase Orders by Vendor Report	A summarized list of Open Purchase Orders organized by Vendor.
Summarized Open Purchase Order Report	A list of open Purchase Orders organized by Purchase Order Number, including the Vendor's address; phone and fax information; the date created, revised, and required; the total PO cost for each Purchase Order; and the grand total PO cost for all open Purchase Orders.

Purchasing - Transfer Orders (Multi-Store Only)

Name of Report	Contents of Report
Transfer Order Report	A list of transfer orders, including the stores transferred to and from, the status of the order, and the item and quantity transferred (can be filtered for a select date range, to only include transfers in a certain status group, and to include item details).

Receiving - Receiving Reports

Name of Report	Contents of Report
Daily	A list of the items received on a selected day, organized by Purchase Order Number.
Monthly	A selection of items received during a selected month, organized by Purchase Order Number.
Yearly	A selection of items received during the fiscal year up to a selected date, organized by Purchase Order Number.

Inventory - Global Changes

Name of Report	Contents of Report
Global Changes Report	A list of all Global Changes made to inventory since the last time a Global Changes report was run.

Reports

Name of Report	Contents of Report
Inventory Analysis	A list of the On Hand quantity, Price, Extended Price, Cost, Extended Cost, Profit Margin/Markup and Last Date Sold for the selected inventory items.
Linked PLU Report	A list of Parent/Child items, including cost, price, On Hand, and Year-to-Date sold information for each item.
Bill of Materials Status	A list of Bill of Materials items, including a list of all items contained within each BOM. The list provides cost and pricing information for the BOM and the items contained therein, as well as On Hand quantities for the items in the BOM.
Department	A list of all of the Departments in ARBAPRO, including Department number.
User Sort	A list of all User Sorts in ARBAPRO, including the User Sort description.
Gift Card Outstanding	A list of the gift cards that have been purchased in the store, including information on the date purchased, original balance, current balance, date(s) used, and the amount of each purchase made on the card.
Gift Card Redemptions	A list of the gift card purchases in the store.
Zero On Hand History Report	A list of items that fell to zero or fewer items On Hand and/or that rose above zero On Hand during the selected time period.
Layaway Detail Report	An itemized list of each open layaway transaction, including Layaway #, Layaway Customer Name, Date Opened, and payments made.

Reports - Period to Date Reports

Name of Report	Contents of Report
Period to Date Department Sales	A list of the Week-to-Date, Month-to-Date, and Year-to-Date sales totals for each Department.
Period to Date Employee Sales	A list of each cashier's sales totals for the Week-to-Date, Month-to-Date, and Year-to-Date.
Period to Date Hourly Sales	A list of the hourly sales totals for the Week-to-Date, Month-to-Date, and Year-to-Date.

Reports - Stock Status Reports

Name of Report	Contents of Report
Stock Status	A list of the Year-to-Date received and Year-to-Date sold, Extended Cost and Vendor Cost, and the On Order and On Hand quantities for each inventory item.
Stock Status - Zero On Hand	A list of the Year-to-Date received and Year-to-Date sold, Extended Cost and Vendor Cost, and the On Order and On Hand quantities for each inventory item with no On Hand quantities.
Stock Status - Less than Zero On Hand	A list of the Year-to-Date received and Year-to-Date sold, Extended Cost and Vendor Cost, and the On Order and On Hand quantities for each inventory item with a negative On Hand quantity.
Stock Status - More than Zero On Hand	A list of the Year-to-Date received and Year-to-Date sold, Extended Cost and Vendor Cost, and the On Order and On Hand quantities for each inventory item with a positive On Hand quantity.

Reports - Master Parts Listing Reports

Name of Report	Contents of Report
All Fields	A list of all of the information about the selection of inventory items, including PLU, Department, Description, Vendor, complete price and cost information, first and last date of sale, first and last date received, order information, and inventory options.
Cost and Price	A list of the pricing method and Mix and Match breakdown for the selection of inventory items.
Retail Version	An abbreviated list of information about the selection of inventory items, including the Unit Price, Sale Price, Quantity On Hand, On Order Quantity, Tax Status, and, if selected, Discountable status for each item.
Single Line Version	An abbreviated list of information about the selection of inventory items, including the Unit Price, Last Cost, On Hand Quantity, On Order Quantity, Order Point, Order Multiple, Year to Date sold, Last Sold, and Tax Status for each item.
Ordering Version	An abbreviated list of information about the selection of inventory items, including the Quantity On Hand, Pack Quantity, Packs On Hand, Order Point, Order Multiple, On Order, Quantity Sold Since Last Received, and Order Method for each item.

Reports - On Sale & Preferred Reports

Name of Report	Contents of Report
Items on Sale	A selection of the inventory items that are on sale for the selected date range, including the Start Date and End Date, Regular Price and Sale Price, Regular Margin/Markup and Sale Margin/Markup, Quantity On Hand, Quantity Sold, Deal Quantity, Total Cost, Deal Price, Total Sold, Cost, and Discountable status for each item.
Preferred Price Group A	A selection of the inventory items that are part of Preferred Price Group A for the selected date range, including the Start Date and End Date, Regular Price and Sale Price, Regular Margin/Markup and Sale Margin/Markup, Quantity On Hand, Quantity Sold, Deal Quantity, Total Cost, Deal Price, Total Sold, Cost, and Discountable status for each item.
Preferred Price Group B	A selection of the inventory items that are part of Preferred Price Group B for the selected date range, including the Start Date and End Date, Regular Price and Sale Price, Regular Margin/Markup and Sale Margin/Markup, Quantity On Hand, Quantity Sold, Deal Quantity, Total Cost, Deal Price, Total Sold, Cost, and Discountable status for each item.
Preferred Price Group C	A selection of the inventory items that are part of Preferred Price Group C for the selected date range, including the Start Date and End Date, Regular Price and Sale Price, Regular Margin/Markup and Sale Margin/Markup, Quantity On Hand, Quantity Sold, Deal Quantity, Total Cost, Deal Price, Total Sold, Cost, and Discountable status for each item.

Reports - Sales History Reports

Name of Report	Contents of Report
Short Report	An abbreviated sales activity report for selected inventory items over a selected time period, including the quantity sold, sales, and gross profit for each item.
Detailed Report	A detailed sales activity report for selected inventory items over a selected time period, including the quantity sold, sales, cost, gross profit, and gross profit percentage for selected items.
Sales & Receipts	A sales activity report that provides a list of the quantity sold, On Hand quantity, Year-to-Date sales, Year-to-Date received, dates first and last sold, and dates first and last received for each inventory item.
Department Sales (Selected Dates)	A sales activity report organized by Department over a selected time period, including the quantity sold, sales, contribution, cost, profit, and any discounts for each Department (can be itemized to include item details).
Employee Sales (Selected Dates)	A sales activity report for each cashier organized by Department over a selected time period, including the quantity sold, sales, contribution, cost, profit, and any discounts for each Department (can be itemized to include item details).
Meal Period Sales (Selected Dates)	An itemized list of items sold for each meal period for each date over a selected time period, including the quantity sold, sales, contribution, cost, profit dollar and percentage, discount dollar and percentage, and tax status.
Item Sales by Tax (Selected Dates)	A list of each item sold over a selected time period, including the quantity sold, price, taxed amount, and total amount charged for each item.

Reports - Vendor Listing

Name of Report	Contents of Report
Detailed Listing	A complete listing for each Vendor, including Vendor code, Vendor name, address, and full contact information.
Short Listing	An abbreviated listing for each Vendor, including Vendor code, Vendor name, primary contact person, phone number, fax number, and email address.

Reports - Mix Match Reports

Name of Report	Contents of Report
Short Report	A list of the Mix and Match groups, including the Group number, Description, Price Method, Unit Price, Deal Quantity, and Deal Price.
Detailed Report	A list of the Mix and Match groups, including the Group number, Description, Price Method, Unit Price, Deal Quantity, and Deal Price, as well as the inventory items included in each group.