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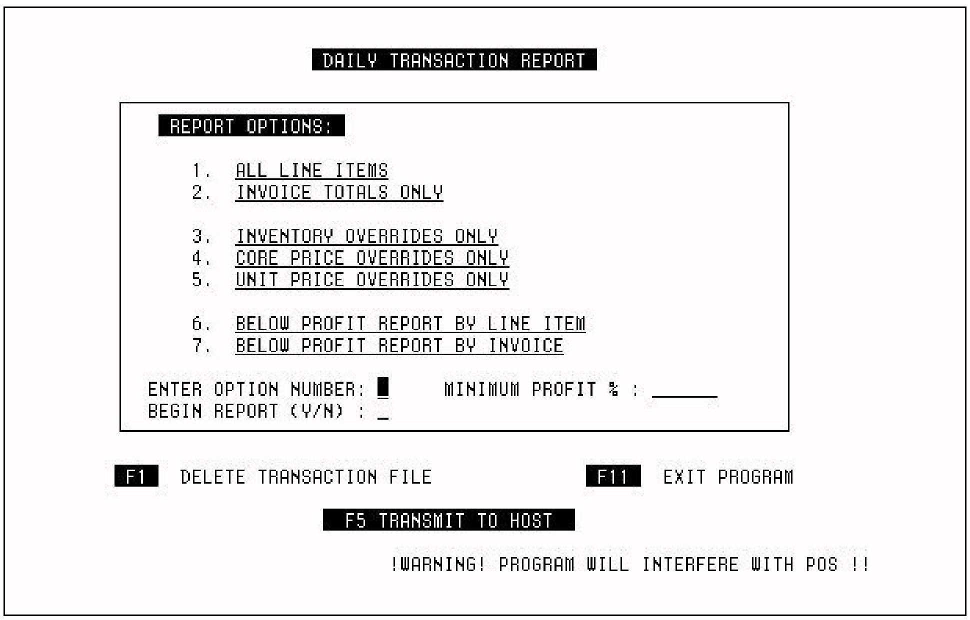
7. Introduction – Transaction Register

The Transaction Register menu option is used to generate a variety of daily reports that show point of sale activity by part number and invoice. Finalizing an invoice as cash or charge sale automatically updates the transaction register. This information can be used to track gross profit by line item and invoice. Corrective action can be taken to increase profits where needed.

In addition to gross profit, the transaction register also tracks any and all price, core and inventory overrides performed during the day. Reports can be printed listing part numbers, customers, countermen and invoices with overrides.

The transaction register is a valuable tool for reviewing store profits and override activities.



This chapter of the User's Manual will aid and instruct in the correct method of creating various transaction reports and when to clear the transaction file.

7.1 Report Options

Seven different reports can be generated based upon the information available in the transaction register file. Each option will produce one report for each day's invoicing activity. If three days of invoicing activity is maintained in the file, three separate reports will be generated and totaled, one for each day.

7.1.1 All Line Items

The All Line Items Transaction Register Report will list all point of sale activity by line item, including gross profit percent by part number and all overrides.

The report produces a complete audit trail of all activity and can be used for locating information on missing invoices.

7.1.1.1 Sample All Line Items Report

```
                                                DAILY TRANSACTION REPORT             PRINTED: Thu Jan 24 12:01:52 19XX

                                                        XX/XX/XX                                                      PAGE 1
  ALL LINE ITEMS

                                                    STD     ACTUAL   STD      ACTUAL   UNIT  STD  ACTUAL
CNT INV # TRAN CUST PART NUMBER     RET   UNITS   CORE$    CORE$    PRICE    PRICE    COST  GM%  GM%   LABOR$    MISC$    DISC$ TX

 B  194   CHRG 1    ACD-R45TS            * 8                                  9.84   10.00      -1.6                             Y

 B  195   CHRG 25   MIS-22                 1                         22.00           13.20 40.0                                  N
    195   CHRG 25   REB-3250               1       10.00     8.00    19.95    22.50    2.00 90.0 91.1                            N
    195   CHRG 25   REB-3250        COR    1      -10.00    -8.00                                                                N
    195   CHRG 25   DIS-10                 1                                                                            -4.45 N
    195   CHRG 25   LAB-1                  1                                                          10.00                      N
    195   CHRG 25   ACD-R44         INV    8                        -32.00   -14.00    8.00                                      N
    195   CHRG 25   MIS-2           WAR    1                         -2.00             1.85                                      N

 B  196   CASH 15   MIS-2                  1                                                                   2.00              Y

 C  197   CHRG 20   REB-3250               1       10.00             19.95             2.00 90.0                                 Y

 B  198   CHRG 15   MIS-2                  1                                                                   2.00              Y

                                                 DAILY TRANSACTION SUMMARY
                                                         XX/XX/XX

FIRST   LAST    LINE    OVERRIDES      CORE      NET        NET    PROFIT   CASH     CHARGE    TAX     LABOR    MISC   DISCOUNT
INVOICE INVOICE ITEMS  INV COR UNIT    SALES     SALES      COST     %      SALES    SALES    COLLECT  SALES    SALES   GIVEN
194     198     11     1   2   4        10.00     53.84     37.05  67.8      2.14    78.52      2.82   10.00     4.00   -4.45

                                                      R E T U R N S
                                            WARRANTY$  INVENTORY$       CORE$
                                                -2.00      -14.00       -8.00
```

7.1.2 Invoice Totals

The Invoice Totals Only Transaction Register Report will list all point of sale activity by invoice number, including gross profit percent by invoice.

The report is a useful tool for reviewing sales and profit activity at the end of each day and should be included in the day end procedures.

7.1.2.1 Sample Invoice Totals Only Report

```
                                              DAILY TRANSACTION REPORT             PRINTED: Thu Jan 24 15:20:45 19XX

                                                     XX/XX/XX                                                PAGE 1
     INVOICE TOTALS ONLY

                    OVERRIDES      CORE      NET       NET    PROFIT    CASH      CHARGE     TAX      LABOR      MISC     DISCOUNTS
CNTM   INV#   CUST   INV   COR   UNIT   SALES     SALES     COST     %      SALES     SALES    COLLECT    SALES      SALES     GIVEN
 B   194    1      1    0     1                  9.84    10.00   -1.6               10.36      0.52
 B   195    25     0    2     3                 24.05    25.05   77.8               34.05                10.00                 -4.45
 B   196    15     0    0     0                                            2.14                0.14                  2.00
 C   197    20     0    0     0       10.00     19.95     2.00   90.0               31.97      2.02
 B   198    15     0    0     0                                                      2.14      0.14                  2.00

                                              DAILY TRANSACTION SUMMARY
                                                     XX/XX/XX

FIRST   LAST    LINE     OVERRIDES       CORE       NET         NET    PROFIT    CASH      CHARGE     TAX      LABOR     MISC    DISCOUNTS
INVOICE INVOICE ITEMS   INV COR UNIT     SALES      SALES       COST      %      SALES     SALES    COLLECT    SALES     SALES    GIVEN
194     198     11      1   2    4        10.00      53.84      37.05  67.8       2.14     78.52      2.82    10.00      4.00    -4.45

                                                     R E T U R N S
                                          WARRANTY$  INVENTORY$        CORE$
                                              -2.00       -14.00        -8.00
```

7.1.3 Inventory Overrides

The Inventory Overrides Only Transaction Register Report will list all inventory overrides performed during the day. The overrides are denoted with an asterisk (*) printed to the left of the units column. The report is a valuable tool for maintaining accurate inventory and purchasing levels.

7.1.3.1 Sample Inventory Overrides Only Report

```
                                                DAILY TRANSACTION REPORT             PRINTED: Thu Jan 24 12:01:52 19XX

                                                       XX/XX/XX                                                PAGE 1
   INVENTORY OVERRIDES ONLY

                                                    STD      ACTUAL    STD       ACTUAL    UNIT   STD   ACTUAL
CNT INV # TRAN CUST PART NUMBER      RET    UNITS   CORE$    CORE$     PRICE     PRICE     COST   GM%   GM%   LABOR$    MISC$     DISC$ TX

 B  194   CHRG 1    ACD-R45TS           * 8                                      9.84    10.00      -1.6                                Y
                                                 DAILY TRANSACTION SUMMARY
                                                        XX/XX/XX

FIRST   LAST    LINE     OVERRIDES       CORE       NET         NET    PROFIT    CASH      CHARGE     TAX      LABOR     MISC    DISCOUNTS
INVOICE INVOICE ITEMS   INV COR UNIT     SALES      SALES       COST      %      SALES     SALES    COLLECT    SALES     SALES    GIVEN
194     198     1       1   0    1                   9.84      10.00  -1.6                10.36      0.52

                                                       R E T U R N S
                                            WARRANTY$  INVENTORY$        CORE$
```

7.1.4 Core Overrides

The Core Overrides Only Transaction Register Report will list all core price overrides performed during the day. Included in the report will be the counterman code performing the price change, the part, and invoice and customer number.

The report is an excellent tool for verifying that all core deposits are properly charged and billed.

7.1.4.1 Sample Core Overrides Only Report

```
                                                DAILY TRANSACTION REPORT             PRINTED: Thu Jan 24 12:01:52 19XX

                                                        XX/XX/XX                                                   PAGE 1
  CORE OVERRIDES ONLY

                                                 STD      ACTUAL   STD       ACTUAL    UNIT  STD  ACTUAL
CNT INV # TRAN CUST PART NUMBER      RET   UNITS  CORE$    CORE$    PRICE     PRICE     COST  GM%  GM%  LABOR$    MISC$    DISC$ TX

 B  195   CHRG 25   REB-3250               1       10.00    8.00    19.95     22.50     2.00 90.0 91.1                           N
    195   CHRG 25   REB-3250         COR   1      -10.00   -8.00                                                                 N

                                                 DAILY TRANSACTION SUMMARY
                                                         XX/XX/XX

FIRST   LAST    LINE    OVERRIDES      CORE      NET        NET   PROFIT   CASH     CHARGE     TAX     LABOR    MISC    DISCOUNTS
INVOICE INVOICE ITEMS  INV COR UNIT    SALES     SALES      COST     %     SALES    SALES    COLLECT   SALES    SALES    GIVEN
194     198     2      0   2   2                  22.50      2.00  91.1              22.50

                                                     R E T U R N S
                                          WARRANTY$  INVENTORY$       CORE$
                                                                      -8.00
```

7.1.5 Unit Price Overrides

The Price Overrides Only Transaction Register Report will list all unit price overrides performed during the day. Included in the report will be the counterman code performing the price change, the part, and invoice and customer number.

The report is an excellent tool for maintaining maximum profit margins.

7.1.5.1 Sample Price Overrides Only Report

```
                                                DAILY TRANSACTION REPORT             PRINTED: Thu Jan 24 12:01:52 19XX

                                                        XX/XX/XX                                                   PAGE 1
  PRICE OVERRIDES ONLY

                                                 STD      ACTUAL   STD       ACTUAL    UNIT  STD  ACTUAL
CNT INV # TRAN CUST PART NUMBER      RET   UNITS  CORE$    CORE$    PRICE     PRICE     COST  GM%  GM%  LABOR$    MISC$    DISC$ TX
 B  194   CHRG 1    ACD-R45TS            * 8                                   9.84    10.00      -1.6                           Y

 B  195   CHRG 25   REB-3250               1       10.00    8.00    19.95     22.50     2.00 90.0 91.1                           N
    195   CHRG 25   REB-3250         COR   1      -10.00   -8.00                                                                 N
    195   CHRG 25   ACD-R44          INV   8                       -32.00    -14.00     8.00                                     N

                                                 DAILY TRANSACTION SUMMARY
                                                         XX/XX/XX

FIRST   LAST    LINE    OVERRIDES      CORE      NET        NET   PROFIT   CASH     CHARGE     TAX     LABOR    MISC    DISCOUNTS
INVOICE INVOICE ITEMS  INV COR UNIT    SALES     SALES      COST     %     SALES    SALES    COLLECT   SALES    SALES    GIVEN
194     198     4      1   2   4                  18.34      4.00  78.2              18.86      0.52

                                                     R E T U R N S
                                          WARRANTY$  INVENTORY$       CORE$
                                                       -14.00         -8.00
```

7.1.6 Below Profit Report By Line Item

The All Parts Below Gross Margin Percentage Transaction Register Report will list all part numbers sold during the day generating a profit percent less than stated. (The user is prompted for the minimum profit percent)

Management can quickly review low gross profit percentage line items and take corrective action if necessary.

7.1.6.1 Sample All Parts Below Gross Margin Percentage Report

```
                                               DAILY TRANSACTION REPORT             PRINTED: Thu Jan 24 12:01:52 19XX

                                                       XX/XX/XX                                                     PAGE 1
  ALL PARTS BELOW GROSS MARGIN %

                                                STD     ACTUAL   STD      ACTUAL   UNIT  STD  ACTUAL
CNT INV # TRAN CUST PART NUMBER     RET   UNITS  CORE$   CORE$    PRICE    PRICE    COST  GM%  GM%  LABOR$   MISC$   DISC$ TX
 B  194   CHRG 1    ACD-R45TS           * 8                                9.84    10.00      -1.6                         Y

 B  195   CHRG 25   MIS-22                1                       22.00             13.20 40.0                             N
    195   CHRG 25   REB-3250        COR   1      -10.00   -8.00                                                            N
    195   CHRG 25   LAB-1                 1                                                        10.00                   N

                                                DAILY TRANSACTION SUMMARY
                                                        XX/XX/XX

FIRST   LAST    LINE    OVERRIDES      CORE      NET        NET   PROFIT   CASH     CHARGE     TAX     LABOR    MISC   DISCOUNT
INVOICE INVOICE ITEMS  INV COR UNIT    SALES     SALES      COST     %     SALES    SALES    COLLECT   SALES    SALES   GIVEN
194     198     4      1   1   2        -8.00     31.84     23.20  27.1              34.36     0.52    10.00

                                                     R E T U R N S
                                          WARRANTY$  INVENTORY$       CORE$
                                                                      -8.00
```

7.1.7 Below Profit Report By Invoice

The All Invoices Below Gross Margin Percentage Transaction Register Report will list all invoices finalized, generating a gross profit percent less than stated. (The user is prompted for the minimum profit percent)

The report is an excellent management tool for reviewing gross profit margins and customer pricing matrix.

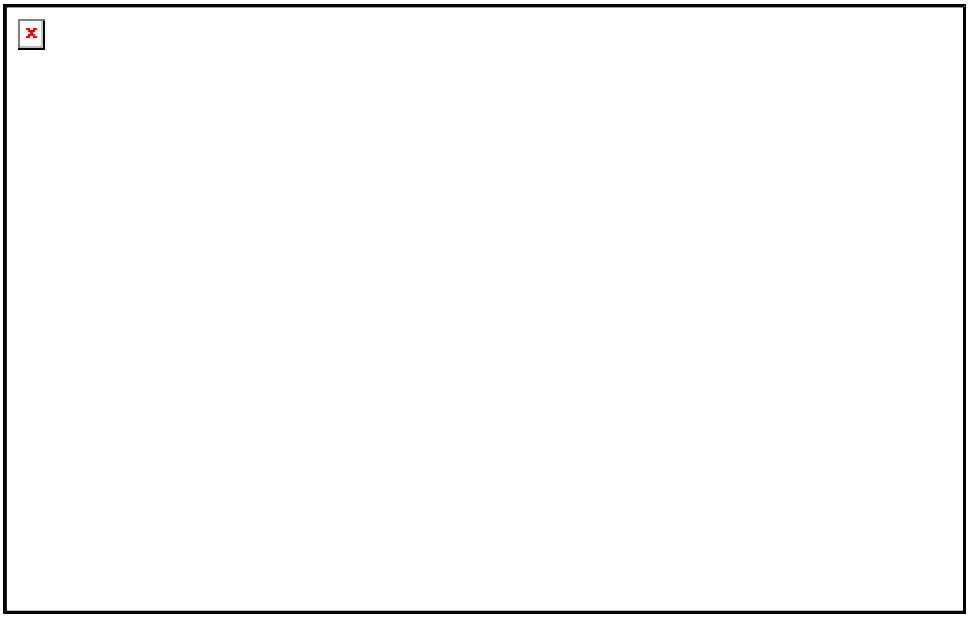
7.1.7.1 Sample All Invoices Below Gross Margin Percentage Report

```
                                             DAILY TRANSACTION REPORT             PRINTED: Thu Jan 24 15:20:45 19XX

                                                    XX/XX/XX                                                     PAGE 1
     ALL INVOICES BELOW GROSS MARGIN %

                    OVERRIDES     CORE      NET      NET   PROFIT    CASH     CHARGE     TAX     LABOR     MISC    DISCOUNTS
CNTM   INV#   CUST   INV   COR   UNIT   SALES     SALES    COST     %      SALES    SALES   COLLECT   SALES     SALES    GIVEN
 B    194     1      1     0     1                  9.84   10.00   -1.6              10.36     0.52
 B    196     15     0     0     0                                          2.14               0.14               2.00
 B    198     15     0     0     0                                                    2.14     0.14               2.00

                                            DAILY TRANSACTION SUMMARY
                                                    XX/XX/XX

FIRST   LAST    LINE    OVERRIDES      CORE      NET        NET   PROFIT   CASH     CHARGE     TAX     LABOR    MISC   DISCOUNTS
INVOICE INVOICE ITEMS  INV COR UNIT    SALES     SALES      COST     %     SALES    SALES    COLLECT   SALES    SALES   GIVEN
194     198     3      1   0   1                  9.84     10.00  -1.6      2.14    12.50     0.80              4.00

                                                   R E T U R N S
                                        WARRANTY$  INVENTORY$       CORE$
```

7.2 Printing A Transaction Register Report

- From the *Autologue Main Menu*, enter **6** (*Transaction Register*) and press **<Return>**.

The *Daily Transaction Report* screen will be displayed as shown:



A *!Warning! Program Will Interfere With POS !!* message will be displayed on the bottom of the screen to warn that all point of sale activity should be stopped while printing a transaction report. The transaction register program should not be used while point of sale activity is being conducted!

- With the cursor positioned at the **ENTER OPTION NUMBER:** prompt, enter the number which corresponds to the desired report option and press **<Return>**.

  If **6** or **7** is entered at the **ENTER OPTION NUMBER:** prompt, the cursor will be positioned at the **MINIMUM PROFIT %:** prompt. Enter the minimum profit percentage and press **<Return>**. Only line items or invoices below the entered gross profit percent will be printed.

  Options **1**, **3**, **4**, **5** or **6** will generate a report by line items. Options **2** or **7** will generate a report by invoice totals.

  Separate reports and totals will be generated for each business days' activity.

- With the cursor positioned at the **BEGIN REPORT (Y/N):** prompt, enter **Y** and press **<Return>**.

  The transaction report will begin printing. When the report is finished, the cursor will return to the **ENTER OPTION NUMBER:** prompt.

- Another report option can be entered if desired, or the transaction register file can be cleared by pressing the **<F1>** (*Delete Transaction File*) key.

  If the **<F1>** (*Delete Transaction File*) key is not pressed, the transaction file will not be cleared and all the previous days information will remain and print until cleared.

- Pressing the **<F11>** (*Exit Program*) key will return the user back to the *Autologue Main Menu*.

7.3 Information Fields

Listed below is an explanation of the transaction report columns:

REPORT COLUMN	EXPLANATION
CNT	Counterman Code of who billed out the invoice
INV #	Invoice Number
TRAN	Type of Sale: CASH or CHRG (Charge)
RET	Return Type: COR - Core, INV - Inventory, WAR – Warranty, CBO – Customer Backorder
UNITS	Quantity Sold (or Returned); An asterisk (*) displayed to the left of the units denotes an inventory override;
STD CORE$	Inventory Core Sell Price x UNITS
ACTUAL CORE$	Core Price Overrides x UNITS
STD PRICE	Unit Price x UNITS
ACTUAL PRICE	Unit Price Overrides x UNITS
UNIT COST	Unit Cost x UNITS
STD GM%	Gross Profit Margin based upon STD PRICE
ACTUAL GM%	Gross Profit Margin based upon ACTUAL PRICE
LABOR$	Labor Sales Amount
MISC$	Miscellaneous Sales Amount
DISC$	Invoice Discounts issued
TX	Taxable Sales field

The Daily Sales Analysis and Daily Transaction Report totals should be identical if the full counterman code range was used when running the DSA. Additional information of the daily report totals is available under the ***Daily Sales Analysis*** and ***Counterman Update*** user manual sections.

7.4 Clearing The Transaction File

After printing the Transaction Register report, the information should be cleared out by pressing **`<F1>`** (*Delete Transaction File*) key. The transaction file should be cleared at least every three days to prevent space problems on the hard disk.

- Clearing of the transaction register file occurs typically in less than twenty seconds. Pressing the **`<F11>`** (*Exit Program*) key will return the user back to the *Autologue Main Menu*.