

Chapter 24 - Printing Sales Audit Report - PSALEAUD

To run the Print Sales Audit Report, select the option "Sales Audit/Exception – PSALEAUD" off the Sales Reports option on the Sales Menu or press the F10 key off any menu and go to the command line and typing in "PSALEAUD". You will be prompted for the printer or file pathname. Press ENTER to accept the default printer or type in another printer number or pathname. See [Chapter 10 Introduction to Reports](#) for additional information about the printer/file pathname screen. You will now be prompted for "Separate Locations". Press ENTER and accept the default of N for no, see Figure 23-1.

This report program allows you to run a sales audit report in many different ways, for many different purposes. Please read through to see the different select and sort options available.

```
PRINT SALES AUDIT REPORT

      REPORT ORDER: 1      PO ON HOLD REPORT: N      PAID BY: B
      PRINT DETAIL LINES: N      TOTALS ONLY REPORT: N
      TYPE INVENTORY: 6
      STARTING SALES DATE:
      ENDING SALES DATE: 12/31/79
      SELECT BY LOC OR LOC GROUPS: N

      SORT BY LOCATION: Y
      SELECT BY ADV CODES: N
      SELECT BY DESCRIPTION: N

      SELECT BY MODEL NUMBER: N

      SPIFF EXCEPTION REPORT: N      USE TAX CODE FOR LOC: N
      GROSS PROFIT EXCEPTION REPORT: N
      PMT FORM WANTED: 0      0      0      0
      PRINT COST: N      REFUNDED SALE INDR: I
      TYPE OF SALES: 5      INDIVIDUALLY PRC INDR: I
      TAX EXEMPT SALE INDR: I      SELECT BY CUST TYPE: N
      1) SALE DATE      2) TICKET NUMBER      3) CUSTOMER NUMBER      4) SALESPERSON NBR
      5) DAILY TRANSACTION REPORT BY CUSTOMER
```

Figure 24- 1 Print Sales Audit Report Screen

Explanation of Fields on Sales Audit Report Screen

REPORT ORDER Select the sort option you would like on this report.
1 = Sale Date
2 = Ticket Number
3 = Customer Number
4 = Salesperson Number
5 = Daily Transaction Report by Customer

PO ON HOLD REPORT Enter a Y for yes if you want this report to show only those sale tickets that have the word HOLD in the PO# field. HOLD prevents statements being generated for these invoices.

PAID BY Select which type of sales you would like on this report.
C = Cash Sales (only sales that were paid in full by cash, check, money order or debit/credit card)
A = AR Sales (only sales that charged all or some of the dollar amount owed)
B = Both (to get all the type of sales)

PRINT DETAIL LINES Enter Y for yes if you want the report to print the detail lines of the sale, including the inventory, otherwise accept the default of N for no by pressing ENTER.

TOTALS ONLY REPORT Enter a Y for yes if you want this report to show a grand total sales amount only, otherwise accept the default of N for no by pressing ENTER.

TYPE INVENTORY **1 = Misc** - will print only non-serialized, accessories inventory sold.
2 = Serialized - will print serialized inventory sold.
3 = Movies - will print movie inventory sold.
4 = MC (Movie Club) Sales - will print sales that were transacted using the <F5-Sell Misc>, <F6-Sell Movie>, or <F7-Sell Serialized> feature found in the "MP" (Movie Payment) program.
5 = All (No Movie Club Sales) - will print any sales that were transacted using the program "SALE".
6 = All - will print all sales, no matter what type of inventory it was or what program was used to transact the sale.
7 = Sales Rental Inventory - will only print type O & R rental inventory sold.
8 = All (No Movie Club Sales or Sales Rental Inventory)
9 = Service

STARTING SALES DATE Enter the earliest sales date you want the computer to use for this report.

ENDING SALES DATE Enter the last sales date you want the computer to use for this report.

SELECT BY LOC OR LOC GROUPS If you want to select by location(s) or location group(s), type "Y" for yes and enter the respective number here to **1) SELECT BY LOCATIONS** or **2) SELECT BY LOCATION GROUPS**. Then choose the option to **1) SELECT BY 10 LOCS/GROUPS** **2) SELECT RANGE OF LOCS/GROUPS**. The report will only print information about the requested location(s) or location group(s). Enter up to ten store numbers. If all stores are needed, press ENTER to accept the default of N for no. If you have selected to run the report for more than one location, you will see the prompt "**SORT BY LOCATION**". This gives you the option to run all stores together or have the report separate them.

SORT BY LOCATION If you have selected to run the report for more than one location, you will see the prompt "**SORT BY LOCATION**". This gives

you the option to run all stores together or have the report separate them. Accept the default of Y for yes to sort by location, otherwise change it to an N for no to NOT sort by location.

SELECT BY ADV CODES If answered Y for yes, you may enter up to six different advertising codes. Select N for no to get all the advertising codes on the report.

SELECT BY DESCRIPTION If answered Y for yes, you may enter up to three different descriptions. If you select Y to enter description(s), enter the description or "*" followed by the description search string. Select N for no to get all the descriptions on the report.

SELECT BY MODEL NUMBER If answered Y for yes, you may enter up to six different model numbers. Note: You may put in partial model numbers. For example, enter FBASH to get all product codes that are Furniture Bedroom and ASHley as the manufacturer. Select N for no to get all model numbers on the report. See Figure 24-2 and Figure 24-4.

SPIFF EXCEPTION REPORT If answered Y for yes you will see a report showing spiff exceptions, otherwise press ENTER to accept the default of N for no.

USE TAX CODE FOR LOC Select Y for yes if want the report to use the tax code for the location instead of store location. This is typically used for sales tax reporting. Select N for no to have it report based on store location.

GROSS PROFIT EXCEPTION REPORT If answered Y for yes you will be prompted "GROSS PROFIT EXCEPTION PERCENT: 0.00". Enter the highest percent you wish to see as an exception for. You will get a report with anything that was sold at that percentage or lower. Select N for no if you want all profit types reported.

PMT FORM WANTED If you want the report to print only particular AR payment forms, enter them here. If you want all AR payment forms, leave the zeroes. You may enter up to four different payment forms. Enter 999 to list the pmt forms you can choose from for the report.

PRINT COST If you want the report to print the cost/book value, enter a Y for yes. If you select N for no, it will report all costs at \$0.00.

REFUNDED SALES INDR I = Include
E = Exclude
O = Only

Do you want the report to include, exclude or only print refunded sales?

TYPE OF SALES 1 = Actual
2 = Pending (Stock Orders, Special Orders and Layaways)
3 = Delivered Pending
4 = 1 & 3 (Actual & Delivered Pending)

5 = 1, 2 & 3 (Actual, Pending & Delivered Pending)
6 = Pending Partially Delivered (any sales where some items were delivered and others are still pending).

INDIVIDUALLY PRC INDR **I** = Include

E = Exclude

O = Only

These are items that had a price entered in the individual serial number in Inventory Maintenance (INVMNT) instead of using the model number price in Item Maintenance (ITEMMNTS).

TAX EXEMPT SALE INDR **I** = Include

E = Exclude

O = Only

This is typically used for sales tax reporting.

SELECT BY CUST TYPE If you want only particular customer types to print on this report, enter a Y for yes. You will have the option to enter up to 10 different customer types. If you want all customer types, enter an N for no.

Once you have selected all options, press the F9 key. You will then be prompted, for "Any More Changes". If you need to make changes, enter a Y for yes and make your changes. When the prompt "Any More Changes" is answered with an N for no, the report will begin counting and print to the printer or file pathname you specified.

See Figures 24-2 through 24-7 for Print Sales Audit (PSALEAUD) setup screens and resulting report examples.

Example PSALEAUD Screens and Resulting Reports

This report will print a detail report for sales date of 02/02/04 for all model numbers beginning with "AK". See Figure 24-2 and Figure 24-3.

```

PRINT SALES AUDIT REPORT

REPORT ORDER: 1      PO ON HOLD REPORT: N      PAID BY: B
PRINT DETAIL LINES: Y      TOTALS ONLY REPORT: N
TYPE INVENTORY: 6
STARTING SALES DATE: 2/02/04
ENDING SALES DATE: 2/02/04
SELECT BY LOC OR LOC GROUPS: N

SORT BY LOCATION: N
SELECT BY ADV CODES: N
SELECT BY DESCRIPTION: N

SELECT BY MODEL NUMBER: Y
AK

SPIFF EXCEPTION REPORT: N      USE TAX CODE FOR LOC: N
GROSS PROFIT EXCEPTION REPORT: N
PMT FORM WANTED: 0 0 0 0
PRINT COST: N      REFUNDED SALE INDR: I
TYPE OF SALES: 5      INDIVIDUALLY PRC INDR: I
TAX EXEMPT SALE INDR: I      SELECT BY CUST TYPE: N
1) SALE DATE 2) TICKET NUMBER 3) CUSTOMER NUMBER 4) SALESPERSON NBR
5) DAILY TRANSACTION REPORT BY CUSTOMER
    
```

Figure 24- 2 Print Sales Audit Report Screen with data changes #1

RUN DATE: 12/11/06		RSSS APPLIANCES		PAGE: 1										
TIME: 14:36:29		SALES OF ALL INVENTORY IN DATE ORDER												
PSALEAUD		SALE DATES OF: 2/02/04 THRU 2/02/04 SALES, PENDING SALES AND PENDING SALES DELIVERED PRINTED												
SELECTED MODEL NERS: AK														
DATE	ACCT NBR	TICK NBR	NAME	LOC	SLSMN	TICKET	TTL	PAYMENT FORMS		TAX				
TRADE IN	DISCOUNT	TICK COST	TICK GP	HOME	PHONE	INT	TYPE	INT	RATE	FINANCE	CHG	PEND	SALE	DATE
2/02/04	10010831	10034709	ETC, BUILDERS	2	33	320.99	320.99	4						21.00
		0.00	100.0	(555)555-5555										2/02/04
MODEL NBR	SERIAL #	DESC	QTY	SALE	COST/BK	VALUE	TAX	TOTAL	GP	A	SPF	R	SPF	
AKWPLDU915FWKQ	FP5283582	DISHWASHER	1.00	299.99			21.00	320.99	100.0					299.99
								PROFIT \$:						
2/02/04	10010832	10034711	FRAZER, JOHN	2	33	353.09	353.09	1						23.10
		0.00	100.0	(555)555-5555										2/02/04
MODEL NBR	SERIAL #	DESC	QTY	SALE	COST/BK	VALUE	TAX	TOTAL	GP	A	SPF	R	SPF	
AKFRIFRT18B4AW	BA40301379	REFRIDGERATOR	1.00	329.99			23.10	353.09	100.0					329.99
								PROFIT \$:						379.82
AKFRIFE352AS	VF31131960	RANGE	1.00	354.97			24.85	379.82	100.0					354.97
								PROFIT \$:						
TOTAL THIS REPORT:	SALE	COST	GP	TAX	TRADE IN	DISCOUNT	ITEMS	TOTAL	RNTL	SALES	\$			
	984.95	0.00	100.0	68.95	0.00	0.00	3.00	1,053.90						984.95
PAYMENT FORMS SUMMARY														
FORM	DESCRIPTION	AMOUNT	FORM	DESCRIPTION	AMOUNT									
1	CASH	353.09	4	CHARGE CARDS	320.99									
CASH TOTAL:	674.08	A/R TOTAL:	0.00											
TIME FINISHED: 14:36:29														

Figure 24- 3 Print Sales Audit Resulting Report #1

This report will print a totals only report for all cash sales for store 1. See Figure 24-4 and Figure 24-5.

```

PRINT SALES AUDIT REPORT

REPORT ORDER: 1      PO ON HOLD REPORT: N      PAID BY: C
PRINT DETAIL LINES: N  TOTALS ONLY REPORT: Y
TYPE INVENTORY: 6
STARTING SALES DATE:
ENDING SALES DATE: 12/31/79
SELECT BY LOC OR LOC GROUPS: Y
LOCATIONS: 1 0 0 0 0 0 0 0 0 0

SELECT BY ADV CODES: N
SELECT BY DESCRIPTION: N

SELECT BY MODEL NUMBER: N

SPIFF EXCEPTION REPORT: N      USE TAX CODE FOR LOC: N
GROSS PROFIT EXCEPTION REPORT: N
PMT FORM WANTED: 1 0 0 0
PRINT COST: N      REFUNDED SALE INDR: I
TYPE OF SALES: 5  INDIVIDUALLY PRC INDR: I
TAX EXEMPT SALE INDR: I      SELECT BY CUST TYPE: N
ENTER AN "N" OR A "Y"
    
```

Figure 24- 4 Print Sales Audit Report Screen with data changes #2

```

RUN DATE: 12/11/06      RSSS APPLIANCES      PAGE: 1
TIME:15:04:34      SALES OF ALL INVENTORY IN DATE ORDER
PSALEAUD      SELECTED BY LOCATIONS: 1
SALE DATES OF:      THRU 12/31/79 SALES,PENDING SALES AND PENDING SALES DELIVERED PRINTED
ONLY CASH SALES PRINTED

DATE      ACCT NBR      TICK NBR NAME      LOC SLSMN TICKET TTL      PAYMENT FORMS      TAX

TOTAL THIS REPORT:      SALE      COST      GP      TAX      TRADE IN      DISCOUNT      ITEMS      TOTAL      RMTL SALES $
102,451.11      0.00      100.0      6,848.16      15.00      15.00      724.00      109,269.27      93,809.58

PAYMENT FORMS SUMMARY
FORM      DESCRIPTION      AMOUNT      FORM      DESCRIPTION      AMOUNT
1      CASH      98,213.63      2      CHECKS      731.98
3      MONEY ORDERS      500.00      8      FREE PAYMENT      0.48

CASH TOTAL:      99,445.61      A/R TOTAL:      0.00

TIME FINISHED:15:04:37
    
```

Figure 24- 5 Print Sales Audit Resulting Report #2

This report will print a detail gross profit exception report for all sales sold with a gross profit of 20% or less for store 1. See Figure 24-6. Figure 24-7 is the last page of the resulting report.

```

PRINT SALES AUDIT REPORT

REPORT ORDER: 1      PO ON HOLD REPORT: N      PAID BY: B
PRINT DETAIL LINES: N      TOTALS ONLY REPORT: N
TYPE INVENTORY: 6
STARTING SALES DATE:
ENDING SALES DATE: 12/31/79
SELECT BY LOC OR LOC GROUPS: Y
LOCATIONS: 1 0 0 0 0 0 0 0 0 0

SELECT BY ADV CODES: N
SELECT BY DESCRIPTION: N

SELECT BY MODEL NUMBER: N

SPIFF EXCEPTION REPORT: N      USE TAX CODE FOR LOC: N
GROSS PROFIT EXCEPTION REPORT: Y      GROSS PROFIT EXCEPTION PERCENT: 20.00
PMT FORM WANTED: 0 0 0 0
PRINT COST: N      REFUNDED SALE INDR: I
TYPE OF SALES: 5      INDIVIDUALLY PRC INDR: I
TAX EXEMPT SALE INDR: I      SELECT BY CUST TYPE: N
1) SALE DATE 2) TICKET NUMBER 3) CUSTOMER NUMBER 4) SALESPERSON NBR
5) DAILY TRANSACTION REPORT BY CUSTOMER
    
```

Figure 24- 6 Print Sales Audit Report Screen with data changes #3

```

RUN DATE: 12/11/06      RSSS APPLIANCES      PAGE: 4
TIME:15:10:14      SALES OF ALL INVENTORY IN DATE ORDER
PSALEAUD      SELECTED BY LOCATIONS: 1
SALE DATES OF: THRU 12/31/79 SALES,PENDING SALES AND PENDING SALES DELIVERED PRINTED
GROSS PROFIT EXCEPTION PERCENT: 20.00
    
```

DATE	ACCT NBR	TICK NBR	NAME	LOC	SLSMN	TICKET	TTL	PAYMENT FORMS			TAX
1/26/05	10000756	10040377	SALE, CASH	1	65	21.30	21.30	1			1.30
1/31/05	10012147	10040457	RADWELL, DIANA	1	18	4192.69	4192.69	4			255.88
2/05/05	10000756	10040559	SALE, CASH	1	65	106.50	106.50	1			6.50
2/08/05	10000756	10040594	SALE, CASH	1	123	122.48	122.48	1			7.48
2/10/05	10000756	10040627	SALE, CASH	1	123	691.19	691.19	1			42.19
2/10/05	10000756	10040629	SALE, CASH	1	65	191.70	191.70	1			11.70
2/11/05	10000756	10040638	SALE, CASH	1	123	246.02	246.02	1			15.02
2/14/05	10000756	10040684	SALE, CASH	1	65	21.30	21.30	1			1.30
11/09/06			NOCUSTOMERREC,				0.00				
TOTAL THIS REPORT:			SALE	COST	GP	TAX	TRADE IN	DISCOUNT	ITEMS	TOTAL	RNTL SALES \$
			38,446.57	0.00	100.0	1,664.08	0.00	0.00	224.00	40,110.65	38,446.57

```

PAYMENT FORMS SUMMARY
FORM DESCRIPTION AMOUNT FORM DESCRIPTION AMOUNT
1 CASH 11,927.72 2 CHECKS 8,010.96
4 CHARGE CARDS 8,828.29 26 SPECIAL ORDER 90,020.62

CASH TOTAL: 28,766.97 A/R TOTAL: 90,020.62

TIME FINISHED:15:10:14
    
```

Figure 24- 7 Print Sales Audit Resulting Report #3