

DISCOUNTS REPORT

• Report and view details of discounts given for any selected period.

	STEPS TO FOLLOW	VISUAL REFERENCE				
1.	Open SPACEbiz back office.					
2.	Navigate to REPORTS.	System Functions Point of Sale Cost Center Reports Too osers Stock Point of Sale Accounts				
3.	Click on POINT OF SALE.	POS Users				
4.	From drop-down menu, select DISCOUNTS	Point of Sale Advanced PLU Sales Ana Voids / Returns Retail Refunds / Returns Itanagement Promos Discounts Cash wages Payouts				
5.	Date selection screen will open.	Note: "*est" will find everything that ends with "est", alternatively "te*" will find everything that starts with "te", both can be used at the same time Select Period Start DateEnd Date Report				

SPACEbiz Reporting Procedures – Discounts

	Spacebiz Enterprise Business Management version							
6.	In START DATE block, enter date from which the report is required.	Start Date 01/10/2015						
7.	In END DATE block, enter date up to and including the report is required for.	End Date 08/10/2015						
8.	Click on REPORT.	Report						
9	PROMOTION SUMMARY REPORT for selected	Promotions summary for Reflections						
5.	noried will open							
	period will open.		for the period: 01/10/2015 - 08/10/2015					
		Date	Client	Invoice	Description	Promotions	Authorized by	
		1 October 2015		14855	PLU PROMOTIONS	R10.00	SPECIAL	
		1 October 2015	HEAD OFFICE PROMOTIONAL ACCOUNT	14856	PLU PROMOTIONS	R12.00	SPECIAL	
		1 October 2015		14876	PLU PROMOTIONS	R31.00	SPECIAL	
		1 October 2015		14862	PLU PROMOTIONS	R30.00	SPECIAL	
		1 October 2015		14877	PLU PROMOTIONS	R19.00	SPECIAL	
		1 October 2015		14863	PLU PROMOTIONS	R4.00	SPECIAL	
		1 October 2015		14870	PLU PROMOTIONS	R7.00	SPECIAL	
		1 October 2015		14879	STAFF FOOD	R25.00	SUPERVISOR: Shannon	
		1 October 2015		14872	STAFF MEAL KERRAN	R37.50	SUPERVISOR: Shannon	