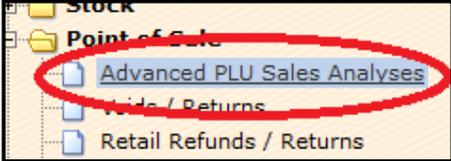
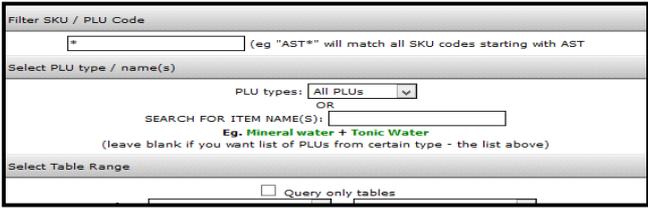
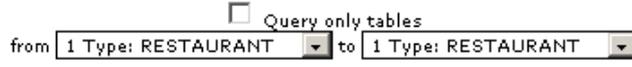
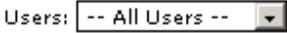
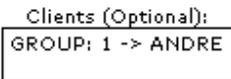
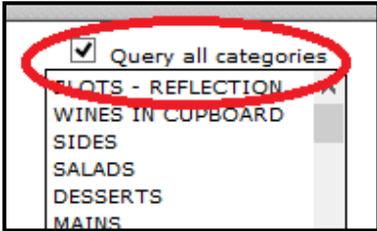
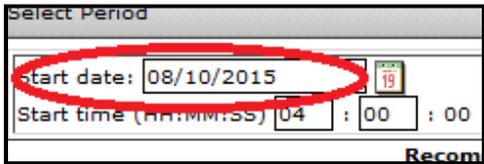
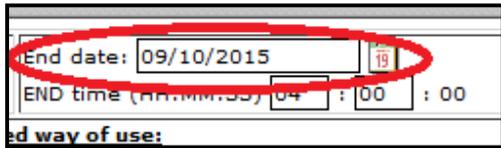
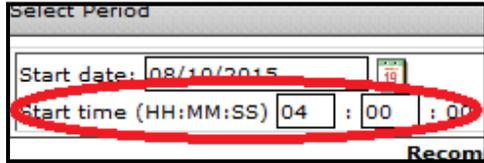
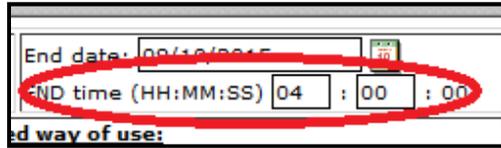


ADVANCED PLU SALES & GP REPORT

- Reports on sales of all PLU items for a selected period.
- Report on all sales or filtered sales per;
 - SKU/PLU Code
 - PLU Types / Cost center
 - Individual PLU sales items
 - Table / Cash Point
 - POS User
 - Client
 - Sales category
 - Time of day

<u>STEPS TO FOLLOW</u>	<u>VISUAL REFERENCE</u>
1) Open SPACEbiz back office.	
2) Navigate to REPORTS.	
3) Click on POINT OF SALE.	
4) From drop-down menu, select ADVANCED PLU SALES ANALYSIS.	

<p>5) ADVANCED PLU SALES ANALYSIS screen will open.</p>	
<p>6) Filter reporting options as below or for a full report showing all sales – continue with point 7;</p>	
<p>a) Select PLU TYPES to view sales per Cost Center</p>	
<p>b) Tick QUERY ONLY TABLES and select tables/cash points to report sales per point</p>	
<p>c) To view sales by a specific User, select their name from the drop down menu</p>	
<p>d) Select Client to view Sales per Debtor</p>	
<p>e) View sales for a specific period of time in the day</p>	
<p>7) For all sales - Tick QUERY ALL CATEGORIES box or select specific categories for filtered reporting.</p>	
<p>8) In ADDITIONAL REPORTS OPTIONS block, tick ALL the boxes</p> <ul style="list-style-type: none"> a) GP REPORT – shows PLU theoretical GP% b) DISCOUNT – shows value of discount applied to PLU sales items c) GROSS U. PRICE – shows sales values incl. VAT d) NET TOTAL – shows values excl. VAT & discounts e) STOCK TYPE – shows to which Cost Center to 	

<p>which the sales Item is allocated.</p>	
<p>9) In START DATE block, enter from which date to start the report.</p>	
<p>10) In END DATE block, enter the date to which the report must display</p>	
<p>11) START TIME block will display 04:00 by default. <i>This time is User defined and can be changed to adjust to the time of the query.</i></p>	
<p>12) END TIME block will display 04:00 by default. <i>Can be changed if required.</i></p>	
<p>13) Click on REPORT.</p>	
<p>14) PLU SALE SUMMARY screen for selected period will appear.</p>	

15) Index of Columns:

- i) **SKU/PLU Code** - The code associate to the relevant Sales Item
- ii) **DESCRIPTION** - The name of the item sold
- iii) **TYPE** - The cost center to which the income of the sale is allocated
- iv) **QTY** – The number of the specific PLU items that were sold
- v) **SELLING PRICE (incl)** - Standard selling price of the individual PLU item incl. VAT
- vi) **DISCOUNT** - Value of the discount given against the standard selling price
- vii) **NET SALES INCL AFTER DISCOUNT** - Total cash value of sales including VAT after discount for the line item
- viii) **NET SALES – NET EXCL** - Total cash value of sales excluding VAT after discount for the line item.
- ix) **UNIT COST (EXCL)** - Total net cost value of the individual sales item.
 - (1) *Requires an Inventory link to be configured*
 - (2) *A GRV purchase must be made against the inventory items used in producing the sales item*
- x) **TOTAL COST (EXCL)** – Cost value of the total number of Units sold
- xi) **GROSS PROFIT** - The theoretical GP% value of the sale
- xii) **TOTAL SALES (INCL)** – Total sales value including Discounts & VAT

16) GROSS PROFIT generated from PLU SALES will display as a percentage value.

- i) *A GP% of 100% indicates there is either no link configured between Inventory & Sales items or;*
- ii) *No purchase has been made against the inventory items used in the sales item.*

	Gross Profit	Total (Incl)
0.00	47.14 %	
0.00	62.68 %	
0.00	62.95 %	
0.00	66.75 %	
0.00	63.07 %	

17) If irregular GROSS PROFIT percentages are displayed, Shift Manager needs to ensure that ALL purchases (supplier invoices / GRV's) for the specified period have been captured correctly.

62.68 %
39.00 %
29.17 %
21.41 %
63.07 %

18) Scroll down to the bottom of the page. GRAND TOTAL for all PLU sales will display.

NOTE: The GRAND TOTAL GP% is a THEORETICAL AMOUNT!

1,307.93	89.72 %	14,658.40
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