

# Department Summary Report

### Hints and Tips

- ✓ This report is excellent in showing you sales activity by department for a given time period.
- ✓ When running this report for the first time, it may take a while to load.
- ✓ Click the [+] to expand the report down to sub-department level.
- ✓ The **Grand Total** is the actual store total. This amount should balance to the **Total Tendered** amount on the Accountability reports.
- ✓ **Discounts** show as \$0.00, because discounts are now reflected in the amounts reported. The field remains for legacy reporting (it used to display the total transaction discount amount).

The Department Summary report shows a breakdown of sales for a specified date. Sales are broken into normal sales and promotional sales for each department in the store.

1. From the BOS **Reporting Services** menu, select **Stock**, then **Department Summary**.
2. Select the required parameters:
 

Parameter	Selection	Result
<b>Start Date</b>		The start date you wish to review from; select a date option or type a date as dd/mm/yyyy.
<b>End Date</b>		The end date you wish to review till (inclusive); select a date option or type a date as dd/mm/yyyy.
<b>Store Number</b>	Blank	Data returns for all stores (if reporting from the HOS), or the store linked to the BOS.
	A store number	Will only return data for this store.
<b>Show Sales as GST Exclusive?</b>	True	The <b>Sales \$</b> values and the <b>Store Totals</b> for <b>Sales \$</b> will show sales excluding GST. You'll need to add the <b>GST Total</b> amount to the <b>Sales \$</b> to get the store totals.
	False	Displays sales values inclusive of GST.
3. Click .