

Register Accountability Report

Hints and Tips

- ✓ When running this report for the first time, it may take a while to load.

The Register Accountability – All Registers report shows a breakdown of sales figures for a specified date for all registers. The report breaks down the sales figures into the following: store, sale date and register number.

1.	From the BOS Reporting Services menu, select Stock , then Department Summary .																									
2.	Select the required parameters:																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Parameter</th> <th style="text-align: left;">Selection</th> <th style="text-align: left;">Result</th> </tr> </thead> <tbody> <tr> <td>End Date</td> <td>The end date you wish to review till (inclusive); select a date option or type a date as dd/mm/yyyy.</td> <td></td> </tr> <tr> <td>Start Date</td> <td>The start date you wish to review from; select a date option or type a date as dd/mm/yyyy.</td> <td></td> </tr> <tr> <td rowspan="2">Store Number</td> <td>Blank</td> <td>Data returns for all stores (if reporting from the HOS), or the store linked to the BOS.</td> </tr> <tr> <td>A store number</td> <td>Will only return data for this store.</td> </tr> <tr> <td rowspan="3">Register</td> <td>All</td> <td>The values on the report represent the sum of all the registers selected.</td> </tr> <tr> <td>Register 1</td> <td></td> </tr> <tr> <td>Register 2</td> <td></td> </tr> <tr> <td></td> <td>Register.... etc</td> <td>Note: there is no breakdown by register.</td> </tr> </tbody> </table>	Parameter	Selection	Result	End Date	The end date you wish to review till (inclusive); select a date option or type a date as dd/mm/yyyy.		Start Date	The start date you wish to review from; select a date option or type a date as dd/mm/yyyy.		Store Number	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.	Register	All	The values on the report represent the sum of all the registers selected.	Register 1		Register 2			Register.... etc	Note: there is no breakdown by register.	
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Hints and Tips

- ✓ **Total Tendered** is the total of all tender types. This amount will balance with the **Grand Total** amount displayed on the Department reports.
- ✓ **Account Payments** is the total of account payments received through the POS or BOS which is subtracted from the total tendered amount.
 - Note: payments processed through the BOS are recorded against register [0].
- ✓ **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).
- ✓ **Adjusted Sales Total** is the actual total sales amount. This amount will balance to the Store Totals amount on the Department reports
- ✓ **Number of Transactions** shows the number of unique transactions; i.e. a Cash transaction with change is one cash transaction, and a multi-tender transaction consisting of cheque and cash is one cheque transaction and one cash transaction.
- ✓ **Average value** shows the average sale value spent by each customer for the date specified; this is calculated by dividing the Number of Transactions by the Adjusted Sales Total.

Register Accountability			
Report Date: 19/08/2014		Report Time: 9:27:38 AM	
Store Number: 0001	Start Date: 18/08/2014	End Date: 18/08/2014	
Registers: All			
	Payment Type	# of Tenders	Amount
Store Totals	Cash	29	\$1,432.45
Store: 0001	Cheque	0	\$0.00
SuperStore	EFTPOS	65	\$4,491.17
Start Date: 18/08/2014	Account	0	\$0.00
End Date: 18/08/2014	Gift Certificate	0	\$0.00
	Gift Card	0	\$0.00
	Total Tendered		\$5,923.62
	(Minus) Accounts Paid:		\$0.00
	(Minus) Rounding:		\$0.06
	(Plus) Discounts:		\$0.00
	(Plus) Sales Rebate:		\$0.00
	Adjusted Sales Total		\$5,923.56
Number of Transactions: 94		Average Value	\$63.02
** Petty Cash In and Out do not impact total tendered			Petty Cash In **
			Petty Cash Out **
*"# of Tenders" shows the number of transaction having that payment type. ("Cash" total is nett of change and EFTPOS Cashouts) These Values May add up to more than the total number of transactions due to multiple tender types in a transaction.			