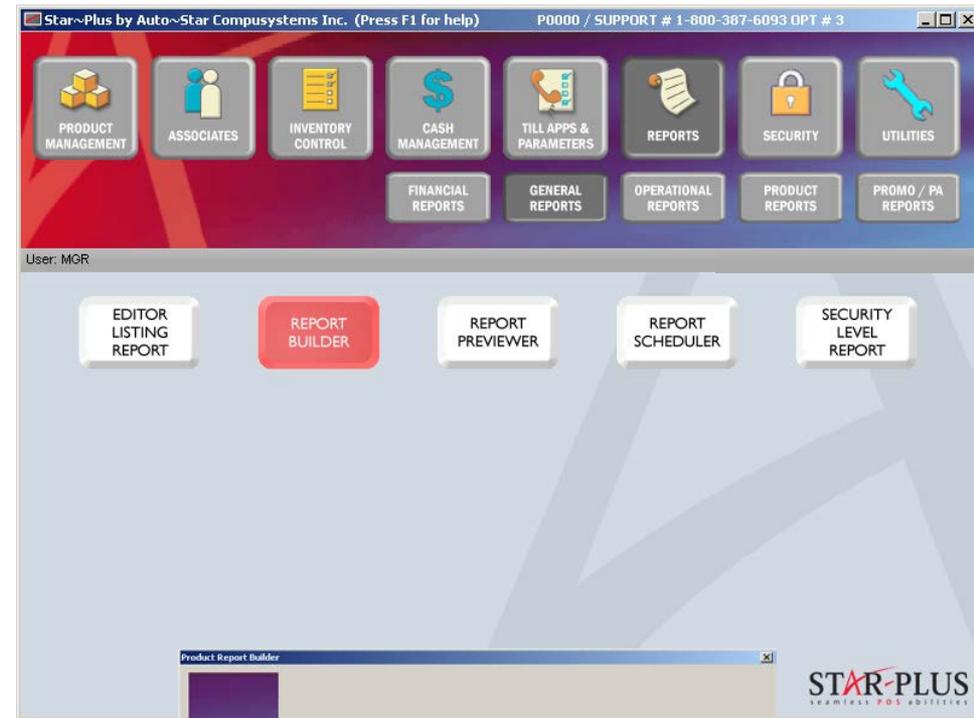

Daily Sales Analysis Report

Pharmacy Technology Solutions — Issued May 2013

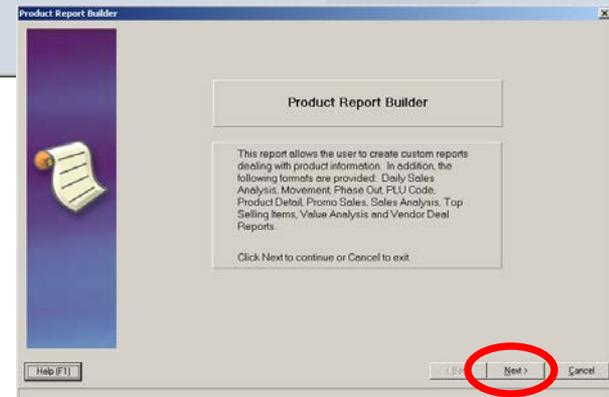
Report Builder: Daily Sales Analysis Report

The Daily Sales Analysis report displays Dollar Sales, Cost of Goods Sold, Dollar Profit and Margin Percentages information by date range

1. Click the **Reports** icon
2. Click the **General Reports** icon
3. Double-click the **Report Builder** function button

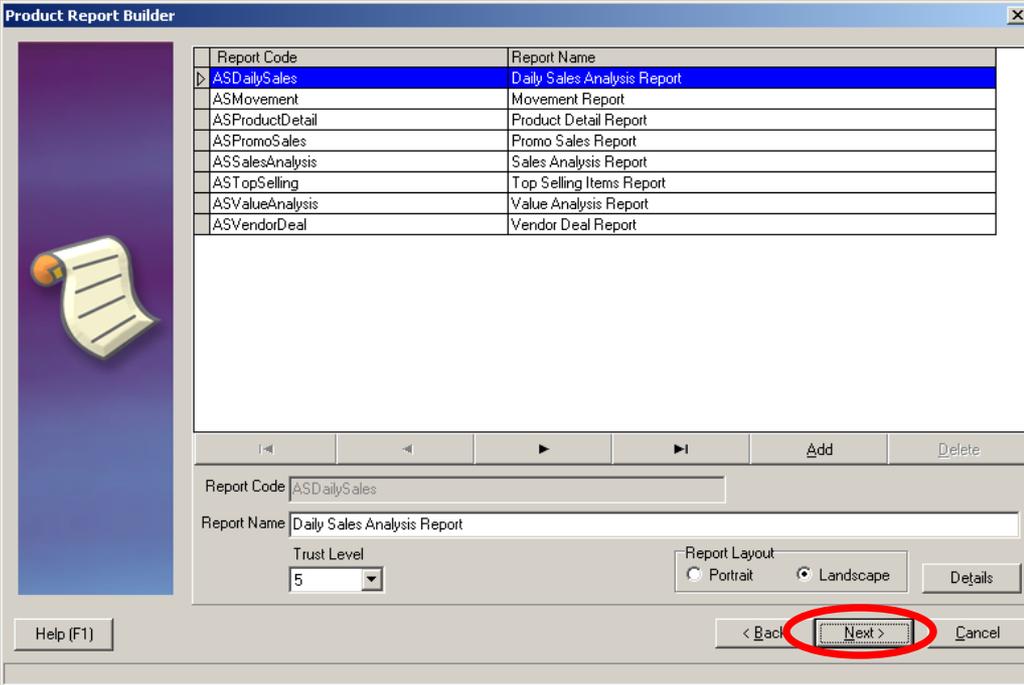


4. Click the **Next** button to continue



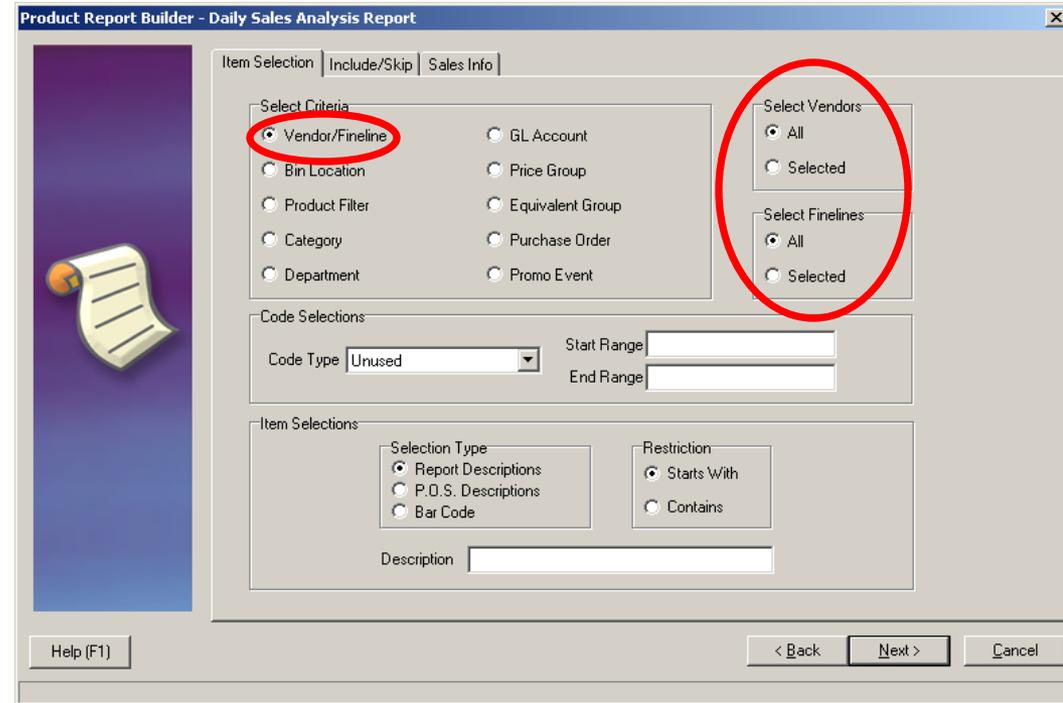
Report Builder: Daily Sales Analysis Report (cont'd)

- 5. Click the **Daily Sales Analysis Report**
- 6. Click the **Next** button



Report Builder: Daily Sales Analysis Report (cont'd)

- Click the appropriate radio button in the **Select Criteria** section
 - It is best practice to select either **Vendor/Fineline** or **Category**
 - When **Vendor/Fineline** is selected, the **Selected Vendor** and **Selected Fineline** options become available
- Click the radio button in the **Selected Vendor** section
 - It is best practice to select **All Vendors**
- Click the **radio button** in the **Selected Fineline** section
 - All Finelines:** Includes a information for all vendors
 - Selected Finelines:** Allows you to select from a list of Finelines (list is available after you click the **Next** button)



The screenshot shows the 'Product Report Builder - Daily Sales Analysis Report' dialog box. The 'Item Selection' tab is active. In the 'Select Criteria' section, the 'Vendor/Fineline' radio button is selected and circled in red. Other options include Bin Location, Product Filter, Category, Department, GL Account, Price Group, Equivalent Group, Purchase Order, and Promo Event. In the 'Select Vendors' section, the 'All' radio button is selected and circled in red. In the 'Select Finelines' section, the 'All' radio button is selected and circled in red. The 'Code Selections' section has 'Code Type' set to 'Unused' and empty 'Start Range' and 'End Range' fields. The 'Item Selections' section has 'Report Descriptions' selected under 'Selection Type' and 'Starts With' selected under 'Restriction'. A 'Description' field is also present. At the bottom, there are 'Help (F1)', '< Back', 'Next >', and 'Cancel' buttons.



To make the report more manageable, run the report by **Selected Finelines** and only choose the finelines you want to report on.

10. Click the **Include/Skip** tab
11. Click the check box(es) in the **Skip Items** section for items you want excluded
 - *Skipping items will filter out information that you do not want displayed on the report, and allow the report to generate faster*



It is best practice to select Zero Sale. This will make the report generate faster by excluding this option from the calculation.

Product Report Builder - Daily Sales Analysis Report

Item Selection | **Include/Skip** | Sales Info

Skip Items

<input type="checkbox"/> WIC	<input type="checkbox"/> Zero On Hand
<input type="checkbox"/> WIC CVV	<input type="checkbox"/> Core Item
<input type="checkbox"/> Food Stamp	<input type="checkbox"/> Negative On Hand
<input type="checkbox"/> FSA Items	<input type="checkbox"/> PLU Code
<input type="checkbox"/> Phase Out Items	<input type="checkbox"/> Open Departments
<input type="checkbox"/> Inactive Items	<input type="checkbox"/> Expiry Date
<input type="checkbox"/> House Brand Items	<input checked="" type="checkbox"/> Zero Sale

Report Only

<input type="checkbox"/> WIC	<input type="checkbox"/> Zero On Hand
<input type="checkbox"/> WIC CVV	<input type="checkbox"/> Core Item
<input type="checkbox"/> Food Stamp	<input type="checkbox"/> Negative On Hand
<input type="checkbox"/> FSA Items	<input type="checkbox"/> PLU Code
<input type="checkbox"/> Phase Out Items	<input type="checkbox"/> Open Departments
<input type="checkbox"/> Inactive Items	<input type="checkbox"/> Expiry Date
<input type="checkbox"/> House Brand Items	

Help (F1) < Back Next > Cancel

Report Builder: Daily Sales Analysis Report (cont'd)

12. Click the **Sales Info** tab
13. Change the **For the Last Months** field to **Zero**
 - *The report will only collect data for the current month*
 - *If the report was for the previous month, '1' would be entered in this field*
14. Click the **Next** button

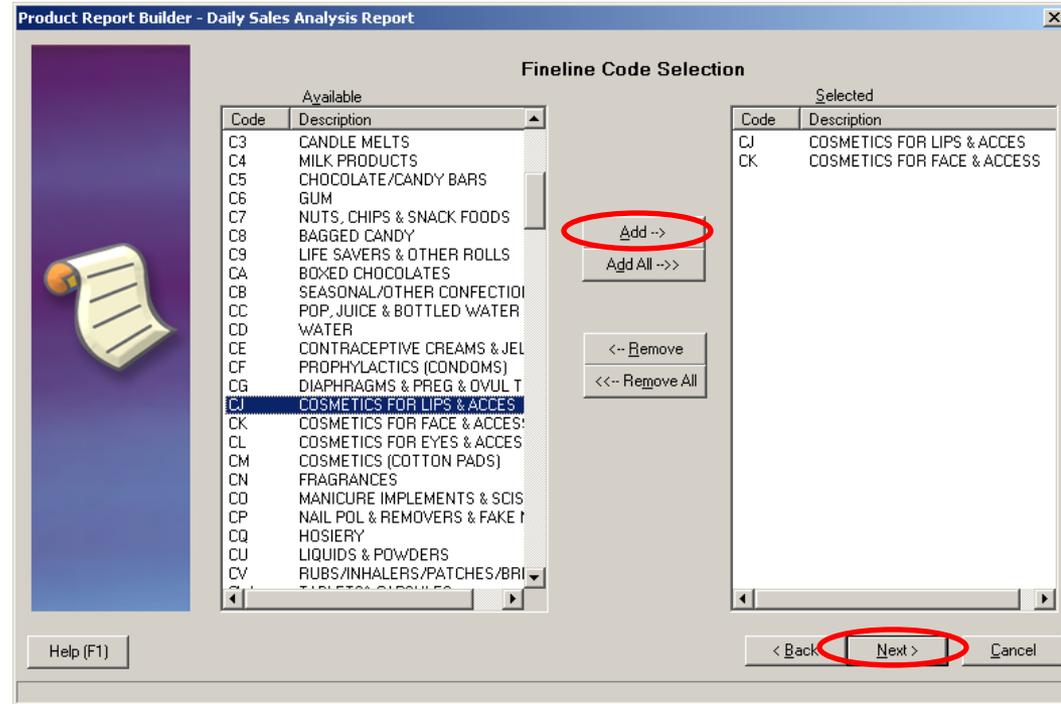
The screenshot shows the 'Product Report Builder - Daily Sales Analysis Report' window. The 'Sales Info' tab is selected and highlighted with a red circle. The 'Sales Info' section contains the following options:

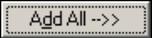
- Sales/Movement Selection:**
 - Unused Bottom Top
 - Top/Bottom: 10 items
- Comparison:**
 - Unused Equal To Qty Sold Profit
 - Less Than More Than Sales
- Value: 0.000
- For the last 0 months** (highlighted with a red circle)
- Margin Variance %:**
 - Above Below Both
 - 0.00

At the bottom of the window, the '< Back' button is disabled, and the 'Next >' button is highlighted with a red circle. The 'Cancel' button is also visible.

Report Builder: Daily Sales Analysis Report (cont'd)

15. In the **Available** column, **highlight** a code/description to be included in the report
16. Click the **Add** button
17. Repeat Steps 15 and 16 for all items to be included in the report
18. Once all items have been added, **click the Next** button



Click the  button to move all **Available** criteria to the **Selected** section

Report Builder: Daily Sales Analysis Report (cont'd)

19. Select the **Start** and **Stop** dates of the report

- Only the sales within the range will be included in the report
- The range selected must be within the number of months selected on the **Sales Info** tab
- For example, if the current month is November and you selected **For the last zero months** on the **Sales Info** tab, the date range entered here must be November. If the **For the last 1 month** was entered, the range can be within October and/or November

20. Click the **Next** button

The screenshot shows the 'Product Report Builder - Daily Sales Analysis Report' dialog box. The 'Selected Sales Columns' section contains a list with 'Sales History' selected. The 'Start' date is set to '[Wed] Sep 28/2011' and the 'Stop' date is '[Thu] Sep 27/2012'. The 'Combine Equivalent Sales History' checkbox is unchecked. The 'Variable Cost Column Options' section has a 'Cost Type' section with 'Regular' selected and 'Average' unselected. The 'Skip Sales Options' section has 'Skip Promo Sales' and 'Skip Regular Sales' checkboxes, both of which are unchecked. At the bottom, the 'Next >' button is circled in red, along with the 'Start' and 'Stop' date fields.

Report Builder: Daily Sales Analysis Report (cont'd)

21. Click the **Fineline** radio button
22. Click the **Bar Code** radio button
 - *You may prefer to sort by **Sales** or **Quantity** so the reports print in descending order from highest to lowest*
23. Click the **Detail** radio button
 - *This will print detailed analysis by individual bar codes*
24. Click the **Preview** radio button
 - *It is best practice to preview all reports to ensure they contain the information you need before printing*

Product Report Builder - Daily Sales Analysis Report

Primary Sort Options

- None
- Vendor
- Fineline
- Bin Location
- Product Filter
- Category
- Department
- GL Account
- Price Group
- Equivalent Group
- Purchase Order

Secondary Sort Options

- Bar Code
- V.I.N.
- Description
- Bin Location
- CODE 1
- CODE 2
- DIN
- Price Group
- Equivalent Group
- Expected Profit
- Sales
- Quantity
- Extended Retail
- Extended Cost

Report Selection

- Report
- Export To Delimited File

Report Type

- Detail
- Summary

Report Options

Report Presentation

Output Options

- 1 Preview
- 2 Print

Preview

Printer Setup

Help (F1) Save Settings Standard End Of Day Save As Save Settings Reset Settings < Back Next Report > Cancel

Report Builder: Daily Sales Analysis Report (cont'd)

- The preview screen allows you to view the report without/prior to printing
- The preview below shows an example of the Daily Sales Analysis Report

25. Click the **preview icons** to view the report:



Zoom In and Zoom Out



Previous Page and Next Page

26. Click the **Exit**  to close the preview without printing

OR

27. Click the **Print**  button to print a copy of the report

28. Click the **OK** button in the **Print** options window



29. Click the **Exit**  button when complete

Zoom %
Page #
Page 1 of 2

(Fxi) Sep 25/2012 10:49:29 Daily Sales Analysis Report Page:
 From: DOWNEY PHARMACY

Select Criteria: By All Vendor Codes and Selected Finline Codes
 Sort By: Finline/Bar Code
 Skip: Zero Sale
 History Range:
 Sales History - Date Range: From (Tue) Sep 25/2012 To (Tue) Sep 25/2012
 Cost - Date Range: From (Tue) Sep 25/2012 To (Tue) Sep 25/2012

						Sales History			
Bar Code	Description	VIN	On Hand	Target Margin	Retail Pricing	Sales	Cost	Profit	Margin
Finline [BA] BABY CARE									
77105802120	REX BABY SHP	147058	-23	0.00	#1 - 3.99	91.77	49.680	42.09	45.86
Total			-23.000			91.77	49.680	42.09	45.86
Finline [CM] COSMETICS OTHER									
77105805125	REX BLUE 4PC MINI DU	565879	-22	0.00	#1 - 12.99	285.70	100.760	185.02	64.74
77105805143	REX BLUE 5PC MINI BR	605816	-15	0.00	#1 - 16.99	254.85	103.650	151.20	59.33
Total			-37.000			540.63	204.410	336.22	62.19
Finline [FK] BANDAGE STRIPS									
77105802563	REX BANDAGE FAST HEA	069948	-12	0.00	#1 - 5.99	71.88	36.720	35.16	48.91
77105806401	REX BANDAGE FABRIC K	000123	-3	0.00	#1 - 3.99	11.97	6.180	5.79	48.37
Total			-15.000			83.85	42.900	40.95	48.84
Finline [HA] ANALGESICS ORAL									
77105804437	REX ACETAMINOPHEN AR	260208	-6	0.00	#1 - 11.99	71.94	36.780	35.16	48.87
Total			-6.000			71.94	36.780	35.16	48.87
Finline [PA] FACIAL/SERVI/BRTH TISSUE/TOWEL									
77105805401	REX BATHROOM TISSUE	670455	-4	0.00	#1 - 6.99	27.96	16.280	11.68	41.77
77105805402	REX BATHROOM TISSUE	657973	-16	0.00	#1 - 3.29	52.64	37.280	15.36	29.18
Total			-20.000			80.60	53.560	27.04	33.55
Finline [SL] FACE & BODY LOTIONS & CREAMS									
77105805439	REX ED WSH COCONUT L	932103	-17	0.00	#1 - 4.99	84.83	38.590	46.24	54.51
Total			-17.000			84.83	38.590	46.24	54.51
Grand Total			-118.000			953.62	425.920	527.70	55.34