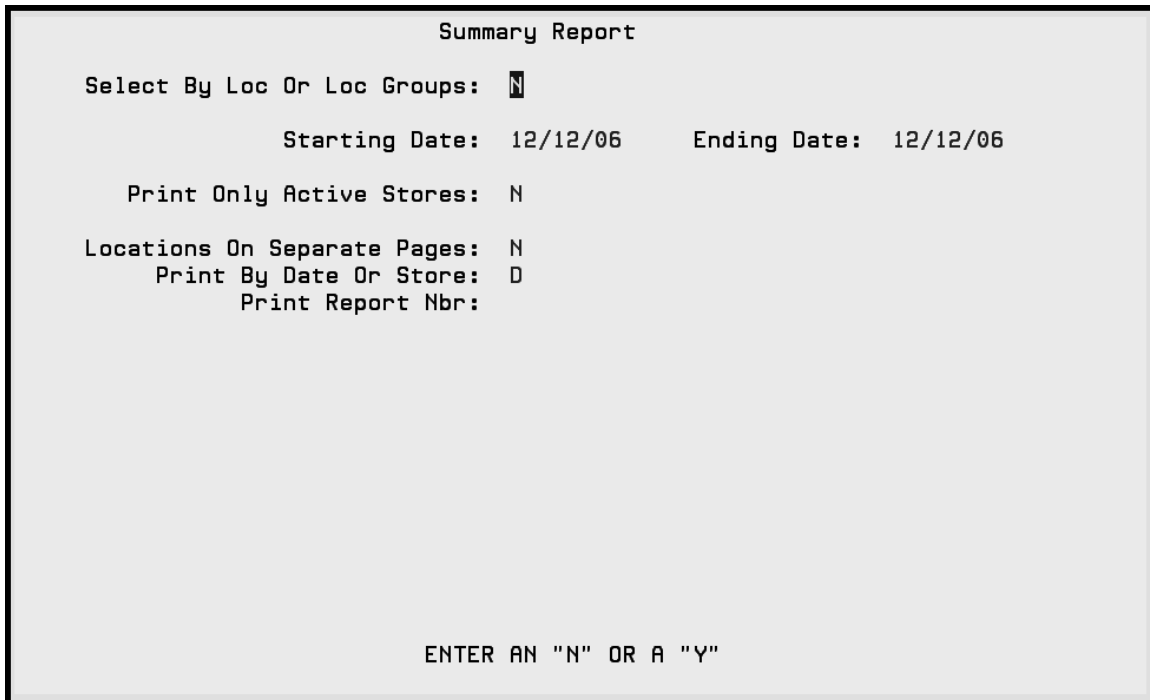


## Chapter 26 – Business Performance Summary Reports - SUMRPT1

To run any Business Performance Summary Reports, select the option "Business Performance Summary Reports – SUMRPT1" off of the Sales Reports option on the Sales Menu. or from any menu press the F10 key and type in "SUMRPT1" and press the ENTER key. You will be prompted for the printer or file pathname. Press the ENTER key to accept the default printer or type in the proper printer number or pathname. See [Chapter 10 Introduction to Reports](#) for additional information about the printer/file pathname screen. You will now be prompted for "Separate Locations". Press the ENTER key and accept the default of N for no, see Figure 26-1.



```
Summary Report

Select By Loc Or Loc Groups: N

Starting Date: 12/12/06      Ending Date: 12/12/06

Print Only Active Stores: N

Locations On Separate Pages: N
Print By Date Or Store: D
Print Report Nbr:

ENTER AN "N" OR A "Y"
```

**Figure 26- 1 Summary Report Screen**

### **Explanation of Fields on Summary Report Screen**

**SELECT BY LOC OR LOC GROUPS** If you want to select by location(s) or location group(s), type "Y" for yes and enter the respective number here to **1) SELECT BY LOCATIONS or 2) SELECT BY LOCATION GROUPS**. Then choose the option to **1) SELECT BY 10 LOCS/GROUPS 2) SELECT RANGE OF LOCS/GROUPS**. The report will only print information about the requested location(s) or location group(s). Enter up to ten store numbers. If all stores are needed, press ENTER to accept the default of N for no.

**STARTING DATE/ENDING DATE** Enter the dates for data you want printed on the report.

**PRINT ONLY ACTIVE STORES**     Entering a Y for yes will print only locations that received Rental income during dates selected.

**LOCATIONS ON SEPARATE PAGES**     If you want each store on a separate page, enter a Y for yes.

**PRINT BY DATE OR STORE**     Enter D to print by Date or S to print by Store.

**PRINT REPORT NBR**     Select the report number you want to run and press the ENTER key, see Figure 26-2 and Figure 26-3.

We will cover three reports in this section that you can run off this option. The first one is the Daily Manager's Report (Summary Report #8), the Summary Receivables Analysis Report (Summary Report #13), and the Sales Cash Balancing Report (Summary Report #16).

### ***Daily Manager's Report - Summary Report #8***

This cash balance report will make balancing each day's business much easier for your office managers. It will also indicate any posting errors. The amount of disbursements becomes a known figure every day so management will know if added controls are needed. Each store can get a report like this each day. This is a report that management can look at in a glance, every morning, and know exactly what occurred at that store on the day or time range selected.

Select #8 Daily Managers Report option for the PRINT REPORT NBR prompt seen in Figure 26-2. Then press the F9 key to get the prompt "Any More Changes: N", see Figure 26-3. If there are no more changes, press the ENTER key to accept the default of N for no. If changes need to be made before running this report, enter Y for yes and make your changes. Then press the F9 key and when you are ready to run this report, take the default of N for no for "Any More Changes:" and run your report. An example report is shown in Figure 26-4.

It is recommended that this report be run as a part of the daily spooler for the store and Home Office locations. The information can be limited to the store only.

Summary Report	
Select By Loc Or Loc Groups: N	
Starting Date: 1/03/05	Ending Date: 1/03/05
Print Only Active Stores: N	
Locations On Separate Pages: N	
Print By Date Or Store: D	
Print Report Nbr: █	
# 1--Agreement Activity & Credit	# 2--Cust/Agreement/Unit Nbrs & Unit Movement
# 3--RTO Cash Balancing	# 4--Movie/Sales Cash Balancing
# 5--Misc Incomes and Fees	# 6--Unit Activity
# 7--Agreement Activity	# 8--Daily Managers Report
# 9--Petty Cash Reports	#10--Mtd Activity And Projections
#11--Summary BOR Audit Rpt	#12--Mtd Activity With Store Name
#13--Summary Receivables Analysis	#14--Misc Fees Analysis #25-Late Fee Rpt
#15--Movie Cash Balancing	#16--Sales Cash Balancing #26-Service
#17--Daily & Mtd Cash/Totals	#18--Club Fee Analysis #27-Club Proj
#19--ESP Fee Analysis	#20--Airtime Analysis #28-New Money
#21--Store Deposit Report	#22--Mtd Activity W/Customer Counts
#23--Total Cash Balance	#24--Pending Analysis

Figure 26- 2 Summary Report Screen Report Number 8

Summary Report	
Select By Loc Or Loc Groups: N	
Starting Date: 1/03/05	Ending Date: 1/03/05
Print Only Active Stores: N	
Locations On Separate Pages: N	
Print By Date Or Store: D	
Print Report Nbr: 8	
# 1--Agreement Activity & Credit	# 2--Cust/Agreement/Unit Nbrs & Unit Movement
# 3--RTO Cash Balancing	# 4--Movie/Sales Cash Balancing
# 5--Misc Incomes and Fees	# 6--Unit Activity
# 7--Agreement Activity	# 8--Daily Managers Report
# 9--Petty Cash Reports	#10--Mtd Activity And Projections
#11--Summary BOR Audit Rpt	#12--Mtd Activity With Store Name
#13--Summary Receivables Analysis	#14--Misc Fees Analysis #25-Late Fee Rpt
#15--Movie Cash Balancing	#16--Sales Cash Balancing #26-Service
#17--Daily & Mtd Cash/Totals	#18--Club Fee Analysis #27-Club Proj
#19--ESP Fee Analysis	#20--Airtime Analysis #28-New Money
#21--Store Deposit Report	#22--Mtd Activity W/Customer Counts
Any More Changes: N	

Figure 26- 3 Summary Report Screen Report #8 Daily Managers Report

RUN DATE: 12/12/06 TIME:10:53:39		RSSS APPLIANCES Summary Report By Date--Report # 8 Transaction Date: 1/03/05											PAGE: 5					
C A S H B A L A N C E																		
Net Rental	Security Tax	Late Dep	Del Chg	RTO Rec	Grp	Misc	NonCash Esp	Over Refund	Petty Cash	Adjust	Bank Deposit	Calc Diff						
													0.00					
M O V I E / S A L E C A S H B A L A N C E																		
Store	Petty Cash	Movie Pmts	Tax	Misc	Mv Rec	Over Short	Sale Deposit	Sale Amt	TradeIn Tax	AR /Disc	Cash Recvd	Over Short	Deposit					
5																		
U N I T A C T I V I T Y																		
Store	Deliveries New	Pick RR	Paid Ups	Charge Outs	Gain Offs	End On +/-	Net Rent	New Trans	RR Idle	Idle %	Total Units	Yield Mtd	Late% Wkly	Late% Mthly	Late% Total			
5		3				3-	352		1	0.28	353		63.37	26.53	58.23			
A G R E E M E N T A C T I V I T Y																		
Store	Deliv eries	Pick Ups	Paid Outs	Charge Offs	Gain +/-	Ending	Yield Mtd	Pend Chg	Late Off	Late 1-4	Late 5-7	Late 8-15	Late 16-30	Late 31+	Late 8+	Late 16+	Late Total	Late% Total
5		2				2-	259		86	1	17	15	31	63	46	150	57.92	
P E T T Y C A S H I T E M S 1 T H R U 12																		
Store	Adver tising	Gas/ Oil	Auto/ Repairs	Van/ Inspect	License/ Expense	Cleaning Expense	Computer Supply	Contract Labor	Copier Expense	Freight Recovery	Legal Supplies	Office Services	Outside Services				1-12 Total	
5																		
P E T T Y C A S H I T E M S 13 T H R U 24																		
Store	Postage	Print Expense	Refunds Referral	Rental Equip	Repair Units	Service Bldg	Supplies Parts	Maint	Phone	Travel Entertain	Unit Access	Other	Group2 Total	Grand Total				
5																		
TIME FINISHED:10:53:39																		

Figure 26- 4 Summary Resulting Report #8 – End of Day Snapshot

### Summary Receivables Analysis Report - Summary Report #13

This report shows the amount of receivables added and collected for the transaction dates. This report is an indication of the credit status of each location.

Select #13 Summary Receivables Analysis Report option for the PRINT REPORT NBR prompt seen in Figure 26-5. Then press the F9 key to get the prompt "Any More Changes: N", see Figure 26-6. If there are no more changes, press the ENTER key to accept the default of N for no. If changes need to be made before running this report, enter Y for yes and make your changes. Then press the F9 key and when you are ready to run this report, take the default of N for no for "Any More Changes:" and run your report. An example report is shown in Figure 26-7.

It is recommended that this report be run as a part of the daily spooler for the store and Home Office locations. The information can be limited to the store only.

Summary Report	
Select By Loc Or Loc Groups: N	
Starting Date: 11/20/06	Ending Date: 11/20/06
Print Only Active Stores: N	
Locations On Separate Pages: N	
Print By Date Or Store: D	
Print Report Nbr: █	
# 1--Agreement Activity & Credit	# 2--Cust/Agreement/Unit Nbrs & Unit Movement
# 3--RTO Cash Balancing	# 4--Movie/Sales Cash Balancing
# 5--Misc Incomes and Fees	# 6--Unit Activity
# 7--Agreement Activity	# 8--Daily Managers Report
# 9--Petty Cash Reports	#10--Mtd Activity And Projections
#11--Summary BOR Audit Rpt	#12--Mtd Activity With Store Name
#13--Summary Receivables Analysis	#14--Misc Fees Analysis #25--Late Fee Rpt
#15--Movie Cash Balancing	#16--Sales Cash Balancing #26--Service
#17--Daily & Mtd Cash/Totals	#18--Club Fee Analysis #27--Club Proj
#19--ESP Fee Analysis	#20--Airtime Analysis #28--New Money
#21--Store Deposit Report	#22--Mtd Activity W/Customer Counts
#23--Total Cash Balance	#24--Pending Analysis

Figure 26- 5 Summary Report Screen Report Number 13

Summary Report	
Select By Loc Or Loc Groups: N	
Starting Date: 1/03/05	Ending Date: 1/03/05
Print Only Active Stores: N	
Locations On Separate Pages: N	
Print By Date Or Store: D	
Print Report Nbr: 13	
Any More Changes: N	
ENTER AN "N" OR A "Y"	

Figure 26- 6 Summary Report Screen Report #13 Summary Receivables Analysis Report

RUN DATE: 12/18/06		RSSS APPLIANCES							PAGE: 1	
TIME:13:37:43		Summary Report By Date--Report #13								
		Transaction Date: 1/03/05								
R E C E I V A B L E S A N A L Y S I S										
Store	Net MV Rec Received	New AR Rec Added	AR Rec Received	AR Rec Balance	Nbr AR Agreemnts	Net RT0 Rec Received	RT0 Rec Balance	Nbr RT0 Rec Customers	Total Net Rec Received	
1				68,980.48	6	4.86	19.16-	58	4.86	
2		160.50	160.50		1	29.23-	254.38-	50	291.77	
3						41.47	448.95-	38	41.47	
4						15.46-	121.38-	78	15.46-	
5							365.07-	89		
Total			160.50		7		1,208.94-		322.64	
		160.50		68,980.48		1.64		313		
TIME FINISHED:13:37:44										

Figure 26- 7 Summary Resulting Report #13 – End of Day Snapshot

### Sales Cash Balancing Report - Summary Report #16

This report shows the amount of money collected from cash sales in the store(s) for the transaction date.

Select #16 Sales Cash Balancing Report option for the PRINT REPORT NBR prompt seen in Figure 26-8. Then press the F9 key to get the prompt "Any More Changes: N", see Figure 26-9. If there are no more changes, press the ENTER key to accept the default of N for no. If changes need to be made before running this report, enter Y for yes and make your changes. Then press the F9 key and when you are ready to run this report, take the default of N for no for "Any More Changes:" and run your report. An example report is shown in Figure 26-10.

It is recommended that this report be run as a part of the daily spooler for the store and Home Office locations. The information can be limited to the store only.

Summary Report	
Select By Loc Or Loc Groups:	N
Starting Date:	12/18/06
Ending Date:	12/18/06
Print Only Active Stores:	N
Locations On Separate Pages:	N
Print By Date Or Store:	D
Print Report Nbr:	
# 1--Agreemnt Activity & Credit	# 2--Cust/Agreemnt/Unit Nbrs & Unit Movement
# 3--RT0 Cash Balancing	# 4--Movie/Sales Cash Balancing
# 5--Misc Incomes and Fees	# 6--Unit Activity
# 7--Agreemnt Activity	# 8--Daily Managers Report
# 9--Petty Cash Reports	# 10--Mtd Activity And Projections
# 11--Summary BOR Audit Rpt	# 12--Mtd Activity With Store Name
# 13--Summary Receivables Analysis	# 14--Misc Fees Analysis
# 15--Movie Cash Balancing	# 16--Sales Cash Balancing
# 17--Daily & Mtd Cash/Totals	# 18--Club Fee Analysis
# 19--ESP Fee Analysis	# 20--Airtime Analysis
# 21--Store Deposit Report	# 22--Mtd Activity W/Customr Counts
# 23--Total Cash Balance	# 24--Pending Analysis
	# 25--Late Fee Rpt
	# 26--Service
	# 27--Club Proj
	# 28--New Money

Figure 26- 8 Summary Report Screen Report Number 16

**Summary Report**

Select By Loc Or Loc Groups: N

Starting Date: 1/03/05 Ending Date: 1/03/05

Print Only Active Stores: N

Locations On Separate Pages: N

Print By Date Or Store: D

Print Report Nbr: 16

Any More Changes: N

ENTER AN "N" OR A "Y"

**Figure 26- 9 Summary Report Screen Report #16 Sales Cash Balancing Report**

RUN DATE: 12/18/06				RSSS APPLIANCES								PAGE: 1	
TIME:13:42:38				Summary Report By Date--Report #16									
				Transaction Date: 1/03/05									
S A L E C A S H B A L A N C E													
Store	Sale Amt	Tax	TradeIn /Disc	AR Insurance	Interest	AR Misc Amt	New AR Rec	AR Rec Paid	Petty Cash	Over Short	Deposit	Calc Diff	Credit Amts
1													
2	150.00	10.50					160.50-	160.50			160.50		
3													
4													
5													
Totals	150.00						160.50-				160.50		
		10.50						160.50					
TIME FINISHED:13:42:38													

**Figure 26-10 Summary Resulting Report #16 – End of Day Snapshot**