

enCounter Reports

Transactions – Sales & Staff

Shift Totals (Z Read)

Staff Sales Summary

Held Transactions

Stock by Department

Select <Record Selection> output options

0. Include No Charge Items
1. Exclude No Charge Items
2. No Charge Items only
3. Fastest Selling Items
4. Slowest Selling Items

Hourly Totals

Tenders

Select <Report On> output options

- A. All Tenders
- B. All Bankable
- N. All Non Bankable
- 0-9 Each Tender type separately i.e. Cash, Cheques, EFTpos
- T. Tender type 10

Transaction List

- Dockets Only
- Dockets Including Docket Line Items
- All Sales
- Cash and/or VIP Sales
- Account Sales
- Tenders by Docket

Voided/Cancelled Dockets

Aborted Sales

No Sales

Money Paid into and Out of Drawer i.e. Petty Cash

Returns/Refunds

Sales Person Stock By Department

Select <Record Selection> output options

0. Include No Charge Items
1. Exclude No Charge Items
2. No Charge Items only
3. Fastest Selling Items
4. Slowest Selling Items

First Cash Drawer Count

Supplier - Purchase Orders, Supplier Returns & Store Transfers

Transaction List

Select <Show> output options

1. All Orders
2. New Orders
3. Current Orders
4. Received Orders
5. Back Orders
6. Supplier Returns
7. Store Transfers

Transaction Line Items

Select <Show> output options

1. All Orders
2. New Orders
3. Current Orders
4. Received Orders
5. Back Orders
6. Supplier Returns
7. Store Transfers

Orders By Supplier

Select <Show> output options

1. All Orders
2. New Orders
3. Current Orders
4. Received Orders
5. Back Orders
6. Supplier Returns

Orders By Stock Code

Select <Show> output options

1. All Orders
2. New Orders
3. Current Orders
4. Received Orders
5. Back Orders
6. Supplier Returns

Invoices By Supplier

Invoice By Stock Code

Stock By Department By Supplier

Suggested Stock Re-order

Stock Audit By Stock Code

Select <Show> output options

- A. All Movements
- B. Sales & Purchases
- C. Purchases and Returns
- P. Purchases
- R. Supplier Returns
- S. Sales
- T. Store Transfers

Stock Audit By Supplier

Select <Show> output options

- B. Sales & Purchases
- C. Purchases and Returns
- P. Purchases
- R. Supplier Returns
- S. Sales

Stock Audit Store Transfers

enCounter Reports

Stock Control

Stock List (* 1 – 7)

Stock Summary
Re-order Level - Minimum/Maximum Quantities
Tax Rates
Full

Price List (* 1, 4, 7)

Single Sell Prices (each of 6 prices)
All Selling Prices
Cost and Margin

Stock Value (* 1 – 7)

All Items By Department
Department Summary

Sales History (* 1 – 6)

Detailed or Summary
MTD/YTD
Period Comparison (25 periods held)

Recipe/Gift Basket/Bill of Materials (* 1 – 6)

Stocktake Form (* 1 – 7)
Stock Variances (* 1 – 7)
Stocktake Count

* Sorted By

1. Stock Code
2. Key Code
3. Supplier Stock Code
4. Description
5. Bin/Shelf Location
6. Supplier
7. Extended Stock Code

Tax - Sales

Tax Summary

Sales Transaction List

Item Transaction List

All Codes
By Code

Stock By Department

Item Exemption Report

Tax - Purchases

Tax Summary

Purchase Order List

Purchase Order Item List

All Codes
By Code

Stock By Department

VIP & Account Customer

Account Transaction Summary

Statement Reprint

Debtor Trial Balance

As At Last Statement
As At Current Date

Account Transaction List

VIP Customer Transaction List

Transaction List – Account Payments

Stock By Department – Account Sales

Stock By Department – VIP Customer Sales

Stock By Department By Customer

Stock By Department By VIP Customer

Customer Master List

Layby

Overdue Payments

Transaction List - Sales

All
Outstanding Only

Transaction List – Tenders/Payments

All
Outstanding Only

Stock By Department

All
Outstanding Only

Customer List

Line Item Audit List

Current Laybys

History Report

Datafile Reporting

Create a custom report from any enCounter data file, these include stock, customer, sales, gift vouchers etc. These reports can be viewed to screen, printed or exported to other programs such as Microsoft Excel and Word.