## **Department Summary**

• This screen is used for generating a report for department item available in a store.

Steps for generating Department Summary Report:

1. Go to Store Report Department Summary

III Dashboard				
🖵 System Manager	Store			
💠 Common Info	Activities	Pricebook	Maintenance	Reports
Scheduling	Update Register	Copy Promotion	Cashier	Basket Analysis
General Ledger	End of Day	Grid Entry - Costs & Retail Prices	Cigarette Rebate Programs	Cashier Report
General Leager	Mark Up/Down	Mass Update	Maintenance Reports   Cashier Basket Analysis   Cigarette Rebare Programs Cashier Report   Copy Store Consolidated End of Day   Family & Class Dealer Commissions   Generate Vendor Rebate File Department Summary   Radiant Item Type Code End of Day Transaction Jou   Register Product Fuel Sales Reconciliation   Registers Fuel Sales Reconciliation   Store Group Item Movement   Stores Payment Options Summary   Subcategory Polling Status   Purchase Vs Sale Variance Sales Tax Report   Tank Reconciliation Sales Tax Report	Consolidated End of Day
Financial Reports	Generate Shelf Tags	Promotions	Family & Class	Dealer Commissions
Carl Management	Retail Change Report	Purge Promotion	Generate Vendor Rebate File	Department Summary
Cash Management	Handheld Scanners	Revert Mass Pricebook Changes	Radiant Item Type Code	End of Day Transaction Journal
📰 Dealer Credit Cards	Site Status	Store Items	Register Product	Fuel Sales Reconciliation
L.N		Update Item Data	Registers	Fuel Summary
inventory		Update Item Discontinued	Store Group	Item Movement
T Purchasing (A/P)		Update Rebate/Discount	Stores	Payment Options Summary
			Subcategory	Polling Status
Sales (AVR)				Purchase Vs Sale Variance
🚵 Payroll	Lottery			Sales Tax Report
Contract Management	Lottery Books			Tank Reconciliation
	Lottery Count Sheet			
logistics	Lottery Games			
Manufacturing	Lottery Inventory Report			
manalactaring	Lottery Sales Report			
Tank Management				
Card Fueling				
🚽 Store				

2. This screen will be prompted next:

Department Summary Report -					
Generate Close					
Details					
Store Group				~	
Store				~	
Region				~	
District				~	
Department				~	
Transaction Type:	<ul><li>All</li></ul>	O Posted	O Unposted		
End of Day Date From		🔟 То			
Show Profit					
Comparatives					
Compare Range From		🔟 То			

3. Select Either Store Group or Store and Supply information by clicking the dropdown button.

4. Select the District and Region you want to see in the report by clicking the dropdown button.

- 5. Select the Department you want to see in the report by clicking the dropdown button.
- 6. Select the Transaction Type (All, Posted & Unposted) you want to see in the report.
- 7. Select the End of Day Date From and To you want to see in the report.
- 8. Check box if its Show Profit or Comparatives.
- 9. Select the Compare Range From and To you want to see in the report.
- 10. Select Generate button to proceed.

Department Summary	Report		-	×
Generate Close				
Details				
Store Group				v
Store	15 ×			×
Region	15 ×			v
District	015 ×			v
Department	99-00-00 > Capital Ass	et Purchase × 90H	( 3333 × 2222 × 00-00 ×	ř
Transaction Type:	All	O Posted	O Unposted	
End of Day Date From	1/1/2023	🖽 To	6/30/2023	
Show Profit				
Comparatives	\$			
Compare Range From	1/1/2023	🖽 To	6/30/2023	

Result: