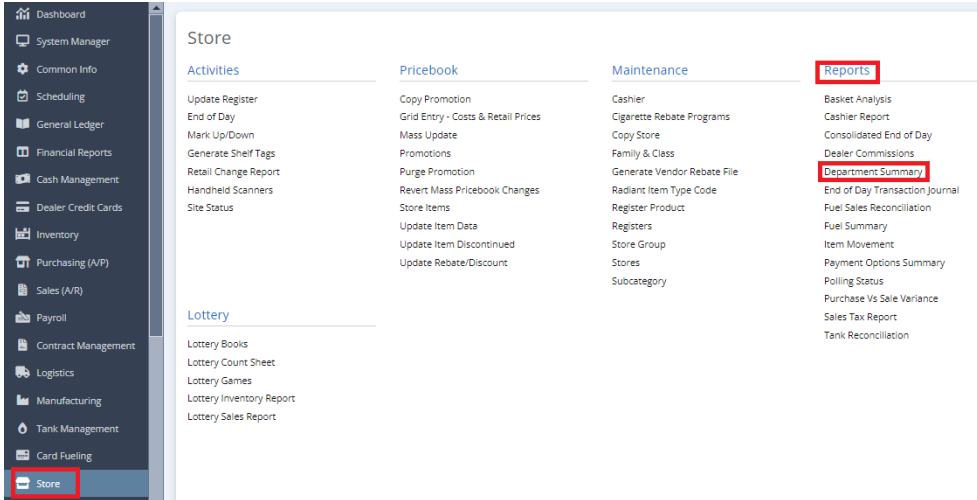


Department Summary

- 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**



2. This screen will be prompted next:

A screenshot of a 'Department Summary Report' dialog box. At the top, there are 'Generate' and 'Close' buttons. Below is a 'Details' tab. The form contains several dropdown menus for 'Store Group', 'Store', 'Region', 'District', and 'Department'. Below these are radio buttons for 'Transaction Type' with options 'All' (selected), 'Posted', and 'Unposted'. There are date pickers for 'End of Day Date From' and 'To'. There are checkboxes for 'Show Profit' and 'Comparatives'. Finally, there are date pickers for 'Compare Range From' and 'To'.

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

Store

15

Region

15

District

015

Department

99-00-00

123

11111

3333

2222

Capital Asset Purchase

90-00-00

Transaction Type:

All

Posted

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: