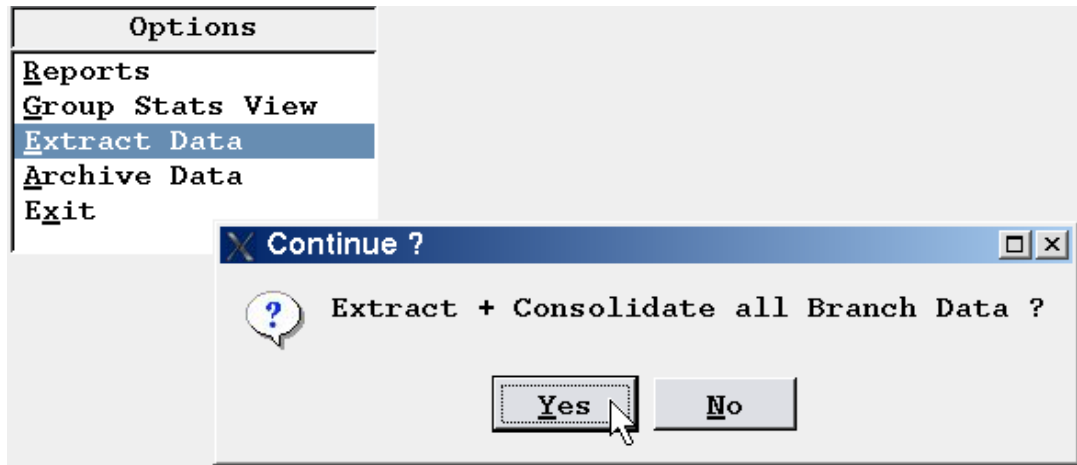


## PROCESS GROUP REPORTING

Select Extract Data



## Select Reports Menu

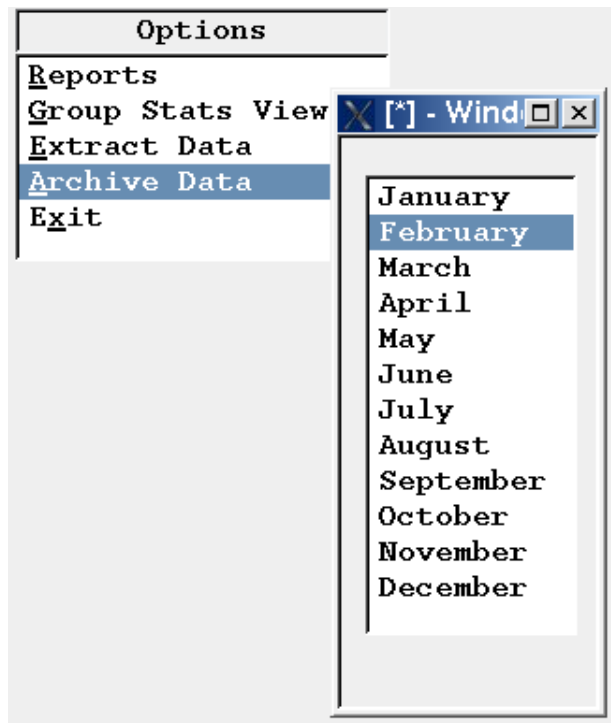
Reports
Top Sellers
Transactions
Slow Movers
Valuation
Sales Trends
Branch Stock
Department Analysis
Transactions [CodeOrder]
Debtors Enquiries
Hourly Analysis
Select Archived data
Return

## Select Group Stats View – same options as Consolidated Stock Menu

Options
Reports
Group Stats View
Extract Data
Archive Data
Exit

Qty On Hand
Qty Sold (MTD)
Qty Sold (YTD)
Qty Purch (MTD)
Qty Purch (YTD)
Qty on Sales Order
Qty on Purch Order
Value Sold (MTD)
Value Sold (YTD)
Gross Profit (MTD)
Gross Profit (YTD)
Date Last Sold
Date Last Purchased
Return

At Month End the group reports data needs to be archived for future access.



To access archived reports, select Archived Data & then the required month.