

Report Options/Selection Criteria

VinNOW Reports will have some or all of the below selection criteria, depending on the report. There are two report menus:

Reports-1 contains most of the commonly used financial reports

Reports-2 contains other management reports

Report Options:

Report Type-Detail will show individual transactions. Summary will show total information.

Report Interval- for what period do you want to see data? Daily, Weekly, Monthly, Quarterly, Annually, or a Date Range? Double click on field to display a calendar then click on a date, Click on the left or right arrows to scroll backward or forward through the months. On Quarterly, click the radial button to indicate which quarter

Q1= January 1 thru March 31

Q2= April 1 thru June 30

Q3= July1 thru September 30

Q4= October 1 thru December 31

Report Mode - Current or Historical- The default mode is Historical. Historical mode reports transactions in the status they were on a date(s), Current reports on what state the transactions are in when you run the report (see below for more information).

NOTE: On any report that you "drill down" into to see specific details, that detail report will be in Current Mode only, even if you originally ran the report in Historical Mode.

Print Report: Will print the report to the printer set as the back office default.

Export Source Details to CSV: Will export the source details of the report to CSV even if the report is a summary report.

Export to PDF: Will export the report to a PDF file that will be placed in your computer "my documents" unless you point it to save elsewhere.

Selection Criteria

Use the Selection Criteria tab to narrow your report to the selections you choose. Many of the selections are the same for reports. The selection criteria will allow you to select for only information that you would like to see on the report, for example, a particular customer, product, product type, product category, etc.

Note: If selecting criteria by typing in information in a field on the selection Criteria screen, such as the Product ID, you must then select the product on the drop down and tab out of the field after completing the entry. If the field is a date field, you can enter the date or double click on it for a calendar to pick the date from.

VinNOW Report Option: Historical versus Current

Many of the reports in VinNOW have the option to run in either Historical or Current mode, with the default being Historical mode.

Historical mode reports show the data as it was at the end of the reporting period that you select for the report. A historical report excludes all invoices that were voided within the reporting period. However any invoices that were created within the reporting period, but were voided after the reporting period are included in the totals, because at the end of the reporting period those invoices had not yet been voided. A historical report also only includes payments received within the reporting period, excluding any payments made after the reporting period. Historical reports are static.

Current mode reports show the totals for the specified reporting period as they currently exist at the time the report is run. Current reports exclude all voided invoices and reversed payments regardless of when the void occurred. Therefore the report totals for a given reporting period are not static, and can change based when the report is run. In other words, a Current mode report is just a look at the data for the specified time period as it currently exists when you take that look.

For Example:

March 15

Let's say on March 15, I have a wine club order sale for a case of wine for \$150, but the credit card is rejected. I am waiting for payment and did not void the invoice. At the end of the day I run some reports:

- A) Daily Historical mode for March 15 shows the sale for \$150.
- B) Daily Current mode for March 15 also shows the sale for \$150.

March 20

On March 20, I contact the customer about the rejected credit card and they ask me to cancel the order from March 15, so I void the invoice for \$150. At the end of the day I run some reports:

- A) Daily Historical mode for March 15 shows the sale for \$150.
- B) Daily Current mode for March 15 does not show the sale.

April 1

I run some reports as follows:

- A) **Monthly** Historical for March does not show the sale for \$150 because the "reporting period" I selected was the entire month and the invoice was both created and then voided within that same period.
- B) **Monthly** Current for March also does not show the sale for \$150 because the invoice was voided during the period.
- C) **Daily** Historical mode for March 15 does show the sale for \$150 because at the end of the day on the 15th the invoice still existed.

Saved Reports:

There is a "Saved Reports:" tab for reports which allows you to set the selection filters for a report, give it a unique name, and save the report selection filters and date profile for re-use the next time you wish to run that report using the same filter selection criteria:

Viewing a Report

Print: Prints the report to the printer you chose.

Binoculars: This will bring up a window to prompt for text to find. This can be very useful to find invoices on long reports.

Single Pane: Displays a report 1 page at a time.

Double Pane: Displays a report by more than one page at a time.

Negative Microscope: Display the report smaller.

Positive Microscope: Display the report larger.

100% drop down box: Allows you to select the percentage that you would like to view the report. Whole Page and Page Width are options.

Up Arrow and Down Arrow: Go up or down a page at a time. This can be accomplished with the PageUp and PageDown keys on the keyboard as well.

1/1: This is the page # out of all the page #'s in this report. If 5/15, then you are on page 5 of 15. Entering a page number in this box, then Enter is a fast way to get to the last page.

Forward and Backward: Takes you to prior viewed pages. Scroll bars are along the sides and bottom of the screen to view more of the report. You can click on Whole Page in the 100% drop down box to view full page.