Business Summary

The Business Summary report is a summary overview of the business and includes information from both back office sales and cashier sales for all VinNOW workstations. For more detailed information refer to the specific reports located in the reporting menu.

Email the Business Summary report. You can schedule the daily Business Summary report to generate a PDF to be sent as an email attachment to a list of email addresses. This functionality also allows you to send the PDF file to your personal Dropbox account so the report can be viewed on your IPAD, Kindle Fire, or Android tablet. To facilitate this feature there is a new background VinNOW service program runs on the database server machine.

Select the Report Interval you wish to view and click OK. If you choose Date Range, you can enter in any period, such as last year to current date, last year, a particular quarter of last year, current quarter, etc.

Drill Down: Any place the "hand" turns into a "finger" you can drill down into those figures and find out where they were compiled from. These figures will be in blue. All drill down reports will be in Current mode only. If you ran the report in historical, the figures will still be historical, however the status of the invoices will be seen in Current mode. i.e., invoices you have voided since that period will be marked as "VOID".

Changes made to an invoice dated from a previous day will be reflected on the Business Summary report as a Previous sale, and the payment will be listed on the Business Summary under Applied Payments for the day the invoice was paid.

Note: the Financial Daily Details Report is a historical report vs the Business Summary Report which can be run in current mode so the numbers may not match unless both are run in historical mode.

Note: you can filter the Business Summary Report to display only a specific Store Location ID.

Sales
The sales area separates sales into:

Gross wine sales- The sale of any product that is set up as a wine item will be reflected here. This is the base price prior to any discounts. If you click on this amount the Product Sales Accounting Summary will display, in the mode you generated the report in, with the criteria of Wine Only.

Tasting Fees- generated from non-wine products that are designated as "tasting fees" in their set up. If you click on this amount the Product Sales Accounting Summary, generated with the criteria of Tasting Fee will display.

Gross non-wine sales-The sale of any product that is set up as a non-wine item will be reflected here. This is the base price prior to any discounts. If you click on this amount the Product Sales Accounting Summary, with the criteria of Non-Wine only will display.

Wine discounts-total discounts applied to wine items sold. This figure is calculated off the retail price of the wine minus the amount it was sold so it includes any discounts, sales prices, and wholesale sales. If you click on this amount the Discounts Report generated with the criteria of Wine will display.

Non-wine discounts-total discounts applied to non-wine items sold. If you click on this amount the Discounts Report generated with the criteria of Non-Wine Discounts will display.

Invoice discounts- total ticket discounts applied to invoices and not to specific items. If you click on this amount the Discounts Report generated with the criteria of Invoice Discounts will display.

Sales tax-total sales tax charged on all invoices. If you click on this amount the State Sales Tax Report, will display.

Shipping charges- total shipping charges charged on all invoices.

Total Sales -based on the above numbers. (Sales, tax, plus shipping charges minus the discounts). If you click on this amount a report will display with details of the invoices that this number is based on.

Note: These listings are shown in current mode even if the Daily Business Summary was generated in Historical mode.

Net Non-Taxable sales- The net non-taxable sales do not include sales tax and shipping charges.

Net Taxable sales- The net taxable sales do not include sales tax and shipping charges.

Sales Tax- Total Sales Tax.

Taxable Shipping: Total shipping charged that was taxable.

Non-Taxable Shipping: Total shipping charged that was non-taxable.

Total Sales -based on the above numbers. If you click on this amount a report will display with details of the invoices that this number is based on.

Note: These listings are shown in current mode even if the Daily Business Summary was generated in Historical mode.

Sales by Customer Type: Total dollars in sales by customer types. If there is a blank in the customer type area associated with a dollar amount, it means that there are customer records that are not set up with a customer type.

Note: if you change customer types in the customer records, or attach a cash sale to a customer record (changing that invoice to a customer type of retail vs cash) the sales by customer type will reflect the changes.

Note: If there are sales under "cash" this will be the total of sales that were developed without a customer attached (default Customer #1 sales).

Total Sales -based on the above numbers If you click on this amount a report will display with details of the invoices that this number is based on. Note: These listings are shown in current mode even if the Daily Business Summary was generated in Historical mode.

Payment information
Applied Payments: All money collected during the Requested period. (Sunday to Saturday or Monday to Sunday for Weekly Report). Details by payment type - cash, check, Gift Card, type of credit card. If you click on these totals the Payment Detail Report generated in Historical mode with the criteria of the payment type selected will display.

Note on Checks: The physical number of checks will be listed first and then the amount of payments applied from checks (i.e. Checks: 6[100.00]. The second amount displayed will be the total amount of checks collected for the day. It is possible to have two different numbers if you took in checks for one amount by only applied a different amount to invoices.

Total payments: This is a total of all applied payments. If you click on this amount a Payment Detail Report in Historical Mode will display.

Payments Current Sales and Payments Previous Sales will provide totals of current sales and payments made on previous sales. This is actual dollars received regardless of original date of the order or if you backdate payment dates.
Note: To see what payments make up these numbers, check on the Payment Detail Report for the same range and look for line items where the invoice date and payment date are different.

Payments-Unapplied- If there were any payments that were collected and not applied to an invoice during the reporting period, the total will display here. If there are no unapplied payments the field will not show at all.

Pre-Paid payments recorded on the Business Summary do not necessarily mean the payments are Pre-Paid wine club payments, the payment information on upper-right side of the Business Summary displays payments made and/or applied in the reporting period. Therefore, the definition of "Pre-Paid" means payments made prior to the reporting period, but applied during the current reporting period. For this reason, Pre-Paid payments on the Business Summary will **not** show on the corresponding Payment Detail report for the same period because the Payment Detail shows only payments made during the reporting period.

Total Receivables -This will not be all Receivables - only those created during the requested period.

Note: If you click on this amount a report will display with details of the invoices that this number is based on.

Note: these listings are shown in current mode even if the Daily Business Summary was generated in Historical mode.

Receivables Sales Tax This will not be all Receivables Sales Tax - only those created during the requested period.

Other useful information is summarized in the lower right corner of the report:

· Number of orders in requested period.

· Average Sale Dollars per Order.

· Number of Tasters in the requested period.

· Average Sale Dollars per Taster.

· Total Discounts given in the requested period. If you click on this amount the Discounts report will display in Historical mode with a criteria of all discounts.

· Number of non-wine units sold.

· Cases of wine sold.

· Cases of wine - non-sales.

· Cost of Non-Sales: pouring, donations, samples, spoils. If you click on these reports and click 'Yes' you will be taken to the Non-Sales

Summary and if you click 'No' you will be taken to the Non-Sales Chronological Detail Report with the selection criteria of the Non-Sales item you are clicking on.

Pouring, Donations, Samples and Spoils are reported at cost. A cost must be set up in product setup for the item or the reports will be zero.

· Total Non-Sales Cost.

· Merchandise Returns: If you click on this amount the Merchandise Return Report will display for the selected time period.

· Total Voids: If you click on this amount the Voided Invoices Report will display for the selected time period. This report will include invoices that have been changed prior to payment accepted.

Caution: Multiplying Net Taxable Sales by your tax rate may not match your tax on this report, as tax is calculated on an individual transaction basis.

Example:
· If you are in a 7.25 percent tax rate.
· One sale for $10.00 will have a tax of .73
· Another sale for $10.00 will have a tax of .73
· The total tax for these two sales will be $1.46
· Now if you have a sale for $20.00 the tax charged is $1.45
This penny difference may amount to many dollars as sales increase.

Business Summary and Payment detail report will show payments on the date that you enter them into the system no matter what date you "assigned" to them when you entered them.

California Users looking for information for your sales and use tax return:

Total gross sales- the Business Summary Report for total sales.

Sales to other retailers for resale- If you have your customer types correctly identified, adding up the appropriate types should equal the amount you are looking for.

Out of State Non-Taxable sales figures. If you take the Net Non -Taxable Sales and subtract the other retailers for resale, you should obtain the total Out of State Taxable- See the State Sales Tax report, take the total taxable amount and subtract out California.

Sales in interstate or foreign commerce-Add the Out of state Non-taxable sales and Out of State Taxable and you should have your total.

All the above totals are dependent on the base invoice information being correctly entered and identified in VinNOW.