

## Non-Sales (Pouring, Samples, Donations, Spoils)

Pouring, Donations, Samples and Spoils are reported on the Non-sales report.

If you run the report type of **Chronological Details** it will display:

- Date
- Customer name and number that is associated with the action
- Reference number
- Type of action
- Product ID
- Product Description
- Quantity
- Unit
- Sales ID

The bottom of the report will show the totals in each category. **Note: Totals are not quantity totals, but rather counts of the number of each type of transaction. (e.g. record a bottle of Zinfandel as a sample and the total samples would be 1, then record a case of Chardonnay as a sample and the total samples would be 2).**

If you run the report Summary by Product:

It will only show the summary totals of the product and not the customer information or notes.

The cost of Non-Sales includes these items with the cost displayed as long as a cost has been associated with the item in product maintenance. As the financial reports track the cost of the wine associated with pouring, donations and samples, a cost must be entered in the product setup for the cost of these items to correctly be reflected in the Non-Sales Report, Financial Daily Totals and Business Summary Reports