

#36 - Revised - POS "Communiqué"

REPORTS – SEND TO NPF (Daily, weekly, monthly)

The following are your reports that you will send to NPF

Daily reports:

1. DND DSR – (Management signs)
2. Voids report – (Manager must investigate and sign).
3. AR Sales by Category and Revenue Center (receivables report for members and privileged cards, Function 1-4)
4. Daily Permanent sales
5. Sales Consolidated per item and mode by division (breakdown by departments)

Weekly reports:

6. Inventory Items waste history
7. Purchase report / Merchandise Requisition (this will show all purchases and transfer that you have completed for the month, printed when you action your purchase order)
8. No Sales Report consolidated – (Manager investigate and sign)

Monthly reports:

Inventory:

9. Inventory Worksheet
10. Inventory adjustment
11. Inventory report
12. Price over ride report