

# CHAPTER 7

---

## **End of Day/Month**

---

COMPTRON® tracks all financial transactions throughout the day. At the end of each day, COMPTRON® creates a variety of financial reports, including those necessary to reconcile your cash drawer. These reports are designed for your accounting department. As you review these reports, you can see the flexibility of COMPTRON®.

One of the many features of **End of Day** processing is the report you receive that summarizes the Special Orders requested by customers for that day. COMPTRON® will not let you forget to place these orders; it will remind you daily until a purchase order is created. Your customers will appreciate COMPTRON®, too!

Below is a list of the different types of reports that are on the End of Day:

- > Transactions Listing
- > Operator Totals
- > Account Activity
- > Vendor Totals
- > Labor Totals
- > Category Totals
- > Detail Listing
- > Reconciliation Report
- > Daily Cash Report
- > Operator Cash Summary
- > Special Order Activity
- > Special Order Reminder
- > Received Parts Report
- > Operator Return Totals
- > Category Adjustment Report
- > Inventory Worksheet Reminder

## End of Day Processing 7-1

The **End of Day** function is a very important part of COMPTRON®. With this printout you can see what has happened in your store for the day, including information on each operator, each ticket transaction, totals in each department, taxable/nontaxable transactions, etc. It also gives you a list of Special Orders not processed, and received orders.



**NOTE:** Since **End of Day** processing changes files, you cannot have others adding or changing data when you try to run this function. COMPTRON® will not allow you to run the **End of Day** if others are still logged in to the system.

From the **Parts Menu**, select **7**, then **1**. COMPTRON® asks Is this the End of Day? <Y or N>. If it is, answer Y.

Depending on the defaults set up in Chapter 11, Management, you may be prompted to back up your data; also you may be asked if you want to print orders received. If you want your End of Day printout to include a list of all orders received, type Y and press *Enter*. This list is added to your End of Day printout, and the file is deleted.

The following pages provide a complete explanation of each type of printout from the **End of Day** processing. Each report may be turned on or off at your option by the settings in your End of Day Defaults file (*see Chapter 11*).

### Transaction File Printout

The first printout is a complete list of all transactions that have taken place from all counter and service operations since the last End of Day report. The following is an example of a Transaction file printout:

End of Day Transactions													Page	1
Date	Ticket	Dept	Type Transaction	Op	Vn/ Tch	Part Number/ Description	Code/ Wk Code	Qty/ Hrs	Amount	Cost	Profit Pct	Tax	Discount Type (%)	
1/14/2005	8548	Service	Sale	13	002	90727-90VF		1	\$133.34	\$75.37	43	Y		
			Order Pickup	13		From Ticket	90							
			Tax Collected	13					\$8.67					
			Check	13		Check No 32362541			\$142.01					

#### Field Descriptions:

**Dept** - The department for which the ticket was designated by the parts operator in **Parts Counter Operations**, such as Parts, Service, Internal, Warranty and Wholesale.

**Op** - The operator who handled the transaction.

**Vn/Tch** - The vendor (in the case of Parts counter sales) or the technician doing the work (in the case of Service department transactions).

**Code/Wk Code** - The part code (for Parts counter transactions) or the work code (for Repair Orders).

**Qty/Hrs** - The quantity sold of a part, or the number of labor hours for a Service department job.

**Cost** - The **Average Cost** field from the Stock file.

**Profit pct** - Percent of profit on each item (excluding the handling charge). Calculation: Profit divided by amount.

**Tax** - This shows **N** if the item was nontaxable, or **Y** if taxable.

**Discount Type** - A blank indicates Retail; otherwise the field shows **D** (Discount), **P** (Price Adjustment), **c** (Profit %), or **d** (Markup %).

**(%)** - The percentage of Discount, Price Adjustment, etc., chosen for the previous column.

## End of Day Operator Totals

This report provides management with information on the productivity of each operator. It can be used as a tool for calculating the commission/bonus payments due operators. This report answers several questions, such as: Does the same operator always have the greatest or lowest sales volume? Does one operator always give more discounts than others? Which operator is giving parts away?

This is an example of the End of Day Operator Totals report:

End of Day Operator Totals									
10/25/2004									
									Page 1
Operator	Name		Number of Items	Cost of Items	Amount of Items	Difference	% Profit	#Lines	#Tickets
3	MIKE	Sales	14	\$263.54	\$503.56	\$240.02	48	14	6
3		Average	2	\$43.92	\$83.92	\$40.00	48	2	
4	RYAN	Sales	30	\$690.24	\$1,047.89	\$357.65	34	28	12
4		Average	2	\$57.52	\$87.32	\$29.80	34	2	
5	TRAVIS	Sales	62	\$180.65	\$341.06	\$160.41	47	23	14
5		Average	4	\$12.90	\$24.36	\$11.46	47	1	
GRAND TOTALS		Sales	106	\$1,134.43	\$1,892.51	\$758.08	40	65	32
		Average	2	\$35.45	\$195.60	\$160.15	40	2	

### ***Field Descriptions:***

**Number of Items** - Total number of items this operator sold today.



**NOTE:** You have the option of telling the system to subtract returned items from operator totals, using the settings in your End of Day Defaults file (see Chapter 11).

**Difference** - The difference between the **Cost of Items** and the **Amount of Items** columns (gross profit).

**% Profit** - Total percentage of gross profit for this day represented by this operator's transactions.

**#Lines** - Total number of lines on all of this operator's tickets this day.

**#Tickets** - Total number of tickets generated by this operator today.

**End of Day Account Activity**

This is a recap of all transactions charged, credited, or paid to an account. You can easily identify account activity without searching through the entire Transaction listing printout.

End of Day Account Activity							Page 1
10/06/2004							
Ticket Name	Account	Credit Limit	Credit Remaining	Amount Paid	Amount Credited	Amount Charged	
27371 SHOP(JIMMIE)	S-1107	\$500.00	\$188.06	\$0.00	\$0.00	\$0.48	
27372 YAMAHA WARRANTY	YW-1109	\$25,000.00	\$4,590.84	\$0.00	\$0.00	\$18.57	
27375 TERRY, BASH	1933	\$100.00	\$95.00	\$37.05	\$0.00	\$0.00	
27376 SHOP(JIM)	S-1106	\$2,000.00	\$737.80	\$0.00	\$0.00	\$4.21	
27383 FEED HAULERS	871226	\$700.00	\$575.71	\$0.00	\$0.00	\$124.29	
27385 INDIANA CYCLE	4055	\$250.00	\$212.21	\$0.00	\$0.00	\$16.79	
27391 USED UNITS	U-1102	\$100,000.00	\$35,204.46	\$0.00	\$0.00	\$99.69	
27392 USED UNITS	U-1102	\$100,000.00	\$35,204.46	\$0.00	\$0.00	\$74.00	
27393 SHOP(ROBIN)	111103	\$500.00	\$295.66	\$0.00	\$0.00	\$6.36	

**Field Descriptions:**

**Amount Credited** - Any combination of returned items, refunds, or negative sales.

**Amount Charged** - Total charges made against this account.



**NOTE:** This report prints only if there has been activity on the Account file.

**End of Day Vendor Totals**

This report provides totals for each vendor within each department. This information is useful for profit center accounting, especially when using PCSAS accounting.

End of Day Vendor Totals (Includes Ticket 8548 Through Ticket 8548)								Page 1
1/14/2005								
Type	Dept	Tax	Vendor	Vendor Name	Total Cost	Total Amount	Total Profit	% Profit
Sale	Service	Y	002	HARLEY-DAVIDSON	\$75.37	\$133.34	\$57.97	43
				Sub Total	\$75.37	\$133.34	\$57.97	43
				Grand Total	\$75.37	\$133.34	\$57.97	43

**Field Descriptions:**

**Dept** - A list of all departments from the day's transactions. If there are no transactions for a department, no entry will print for that department. Only departments with activity will print.

The department groups are as follows:

N = Non Taxable  
Y = Taxable

Parts  
Parts  
Service  
Service  
Wholesale N\*  
Internal N\*  
Warranty N\*  
Return parts  
Return parts  
Return Service  
Return Service N  
Return Wholesale N\*  
Return Internal N\*  
Return Warranty N\*

**Total Cost** - The total cost of sales (as defined in the **Average Cost** field of the Stock file) for each vendor in each department group.



\* **NOTE:** The system does not allow taxable items in this department.

### End of Day Labor Totals

This report summarizes the cost, retail, and profit amounts, as well as the percent profit, for labor performed in the Service department. It identifies the type of service, technician ID, and taxable status for each labor entry.

End of Day Labor Totals						
11/17/2004			Page 1			
Type Serv	Tax	Tech ID	Total Cost	Total Amount	Total Profit	% Profit
Retail	Y	DAN	\$16.20	\$62.18	\$45.98	20
Retail	N	JOE		\$160.00	\$160.00	69
Retail	Y	TOM	\$10.76	\$34.21	\$24.55	11
		Sub Total	\$26.96	\$256.21	\$230.53	100
		Grand Total	\$26.96	\$256.21	\$230.53	100

### Field Descriptions:

**% Profit** - Total percentage of this day's gross profit represented by this entry.

## End of Day Category Totals

This report can be employed as a management tool. It can be used to find the category that produces the greatest gross profit or the category that produces the greatest amount of sales.

End of Day Category Totals								Page 1
10/06/2004								
Cat	Name	Quantity	Total Cost	Total Amount	Total Profit	% Profit	% of Profit	% of Sales
0		50	\$307.06	\$547.29	\$240.23	44	60.58	47.62
1	TIRE STREET	2	\$85.83	\$103.31	\$17.48	17	4.41	8.99
7	DIRT ACC.	1	\$1.78	\$3.96	\$2.18	55	.55	.34
10	CHEMICALS	7	\$30.49	\$44.33	\$13.84	31	3.49	3.86
11	OIL	23	\$35.06	\$44.56	\$9.50	21	2.40	3.88
13	BRAKE PADS AND SHOES	2	\$16.30	\$33.24	\$16.94	51	4.27	2.89
14	SPRAY EQUIPMENT	1	\$.48	\$.48	\$.00			.04
19	CHAINS	1	\$8.91	\$15.69	\$6.78	43	1.71	1.37
27	ELECTRICAL	11	\$12.38	\$25.78	\$13.40	52	3.38	2.24
35	FASTENERS	1	\$.28	\$.28	\$.00			.02
42	SERVICE MANUAL	1	\$26.19	\$43.08	\$16.89	39	4.26	3.75
47	HELMET OPEN FACE	3	\$79.83	\$139.17	\$59.34	43	14.96	12.11
55	LOADING RAMPS	2	\$148.00	\$148.00	\$.00			12.88

### Field Descriptions:

**% Profit** - Gross profit percentage. Calculation: Total profit divided by total amount.

**% of Profit** - Each category's profit as a percentage of the total profit.

**% of Sales** - Each category's sales as a percentage of total sales.

## End of Day Detail Listing

This report recaps all transactions except for those in the Warranty and Internal departments. The report is especially useful for the information provided on Special Orders, Hold tickets, and Repair Orders.

The End of Day Detail Listing focuses on five different areas: sales tax, Special Orders, Hold tickets, sales, and payment types. An example follows.

End of Day Detail Listing

1/14/2005

Page 1

	Parts Taxable	Parts Non Taxable	Service Taxable	Service Non Taxable	Wholesale Non Taxable	Total
Sales Tax Collected				\$8.67		\$8.67
Sales Tax Refunded						
Sub Total	-----	-----	-----	\$8.67	-----	\$8.67
Deposits on Special Orders						
Refunds on Special Orders						
Special Orders Picked Up						
Sub Total	-----	-----	-----	-----	-----	-----
Deposits on Hold Tickets						
Refunds on Hold Tickets						
Hold Tickets Ended						
Sub Total	-----	-----	-----	-----	-----	-----
Deposits on Repair Orders						
Refunds on Repair Orders						
Repair Orders Ended						
Sub Total	-----	-----	-----	-----	-----	-----
Sales			\$133.34			\$133.34
Returns						
Special Orders						
Account Payments/Refunds						
Paid Outs						
Miscellaneous Sales						
Ticket Labor						
RO Labor						
Sub Total	-----	-----	\$133.34	-----	-----	\$133.34
On Account						
Money						
Check				\$142.01		\$142.01
Visa						
Master Card						
Other						
Sub Total	-----	-----	-----	\$142.01	-----	\$142.01

**Field Descriptions:****-----**  
**Sales Tax Section:**  
**-----**

**Sales Tax Collected** - This is the amount of sales tax collected from the day's transactions. The amount only appears in Column 2 (**Parts Non-Taxable**) and Column 4 (**Service Non-Taxable**) because sales tax is never a taxable item.

**Sales Tax Refunded** - The amount of sales tax refunded on returned items.

**Special Order / Hold Ticket / Repair Order Sections:**

**Deposits** - Amount of deposits applied to Special Order tickets, Hold tickets, or Repair Orders.

**Refunds** - Amount of refunds received from Special Order tickets, Hold tickets, and Repair Orders.

**Orders Picked Up/Ended** - The total amount of prior deposits on Special Order tickets, Hold tickets, and Repair Orders.



**NOTE:** *The above items are never taxable; therefore the values print in nontaxable columns.*

**Sales Section:**

**Sales** - The recap of parts sales, divided into their respective departments.

**Returns** - The recap of returns, distributed by departments.

**Special Orders** - Sale amount of Special Order items, distributed by departments.

**Account Payments/Refunds** - All account payments or refund transactions, distributed by departments. This is a nontaxable item.

**Paid Outs** - Money paid out of the cash drawer, by departments, for miscellaneous purchases (Vendor 97). This item is never taxable.

**Miscellaneous Sales** - Sales from Special Vendor 98.

**Labor** - Total ticket labor sales from Special Vendor 99.

**Payment Type Section:**

**On Account** - Total ticket transactions charged to an account.

**Money** - Total ticket transactions paid by cash.

**Check** - Total ticket transactions paid by check.

**Visa** - Total ticket transactions paid by Visa.

**Master Card** - Total ticket transactions paid by MasterCard.

**Other** - Total ticket transactions paid by a different method than the above five. *Example:* Gift Certificates, Travelers Checks, etc.



**NOTE:** *Items in this section are never taxable.*



## End-of-Day Reconciliation

The End-of-Day Reconciliation printout is divided into five sections, each of which prints as a separate page. The first section is illustrated below, followed by descriptions of each field. The remaining sections are shown on pages 11 through 14, with their field descriptions.

Parts & Service End-of-Day Reconciliation			
1/15/2002		Page 1	
Account	Transaction Type	Debit	Credit
			Total
Account Payments/Refunds			
Sales Tax Collected			
Sales Tax Refunded			
Sales	(Taxable)		
Sales	(Non Taxable)		
Returns	(Taxable)		
Returns	(Non Taxable)		
Parts Misc	(Taxable)		
Parts Misc	(Non Taxable)		
R/O Misc	(Taxable)		
R/O Misc	(Non Taxable)		
Parts Labor	(Taxable)		
Parts Labor	(Non Taxable)		
R/O Labor	(Taxable)		
R/O Labor	(Non Taxable)		
Total Transactions			\$ .00
Total Credits & Charges			\$ .00

### ***Field Descriptions:***

#### **Section 1: Account Transaction Type**

Section 1, titled Account Transaction Type, provides information on the total transactions charged to accounts (other than Warranty and Internal). The **Credit** and **Debit** columns are filled in appropriately also, based on the total charge transactions for this End of Day. This information can be used by your accounting department.

**Account Payments/Refunds** - The total of tickets that encompass any payments or refunds on an account. This total also appears in the Cash Transaction Type section.

**Sales Tax Collected** - The total amount of sales tax collected today on charge transactions.

**Sales Tax Refunded** - The total of sales tax refunded on credit transactions.

**Sales (Taxable)** - The total amount of sales made today on charge transactions subject to sales tax.

**Sales (Non-Taxable)** - The total amount of charge transactions made today that were not subject to sales tax.

**Returns (Taxable)** - The total amount of charged items returned today that were subject to sales tax.

**Returns (Non-Taxable)** - The total amount of charged items returned today that were not subject to sales tax.

**Parts Misc (Taxable)** - The total amount of miscellaneous (Vendor 98) sales made on account today from the Parts counter that were subject to sales tax.

**Parts Misc (Non-Taxable)** - The total amount of miscellaneous (Vendor 98) charge sales made from the Parts counter today that were not subject to sales tax.

**R/O Misc (Taxable)** - The total amount of miscellaneous parts sales made today on credit from the Service department that were subject to sales tax.

**R/O Misc (Non-Taxable)** - The total amount of miscellaneous parts sales charged from the Service department today that were not subject to sales tax.

**Parts Labor (Taxable)** - The total amount of Parts counter labor (Vendor 99) sales made on credit today that were subject to sales tax.

**Parts Labor (Non-Taxable)** - The total amount of today's Parts counter labor sales on credit that were not subject to sales tax.

**R/O Labor (Taxable)** - The total amount of Service department labor transactions charged today that were subject to sales tax.

**R/O Labor (Non-Taxable)** - The total amount of today's Service department labor transactions on credit that were not subject to sales tax.

**Total Transactions** - The total of the **Credit** and **Debit** columns. (Be sure to use the proper math sign.)

**Total Credits & Charges** - The net effect to charge accounts (A/R) for the day's transactions. (*See End of Day Account Activity for individual listings.*)

Parts & Service End-of-Day Reconciliation			
1/15/2002		Page 2	
Cash Transaction Type	Debit	Credit	Total
Account Payments/Refunds			
Sales Tax Collected		\$8.67	\$8.67
Sales Tax Refunded			
Special Order Deposits/Refunds			
Special Orders Picked Up			
Hold Ticket Deposits/Refunds			
Hold Tickets Ended			
Repair Order Deposits/Refunds			
Repair Orders Ended			
Sales (Taxable)		\$133.34	\$133.34
Sales (Non Taxable)			
Returns (Taxable)			
Returns (Non Taxable)			
Parts Misc (Taxable)			
Parts Misc (Non Taxable)			
R/O Misc (Taxable)			
R/O Misc (Non Taxable)			
Parts Labor (Taxable)			
Parts Labor (Non Taxable)			
R/O Labor (Taxable)			
R/O Labor (Non Taxable)			
Paid Outs			
Cash			
Check		\$142.01	\$142.01
Visa			
Master Card			
Other			
	Total Transactions		\$142.01
Over/Short _____	Total In Cash Drawer		\$142.01

### ***Field Descriptions:***

#### **Section 2: Cash Transaction Type**

Section 2, Cash Transaction Type, is shown above. It provides information on the total non-account transactions. This report is very useful for balancing the cash drawer. Also helpful for reconciling the cash drawer is the Daily Cash Report, illustrated after the End-of-Day Reconciliation printout.

**Account Payments/Refunds** - The total of tickets that encompass any cash payments or refunds on an account.

**Sales Tax Collected** - The total amount of sales tax collected today on cash transactions.

**Sales Tax Refunded** - The total amount of sales tax refunded on cash transactions.

**Special Order Deposits/Refunds** - The amount of cash deposits collected or refunded on Special Order tickets.

**Special Orders Picked Up** - The total prior cash deposits on Special Order tickets picked up.

**Hold Ticket Deposits/Refunds** - The amount of cash deposits collected or refunded on Hold tickets.

**Hold Tickets Ended** - The total prior cash deposits on Hold tickets ended.

**Repair Order Deposits/Refunds** - The amount of cash deposits collected or refunded on Repair Orders.

**Repair Orders Ended** - The total prior cash deposits on Repair Orders ended.

**Sales (Taxable)** - The total amount of cash transactions subject to sales tax.

**Sales (Non-Taxable)** - The total amount of today's cash transactions that were not subject to sales tax.

**Returns (Taxable)** - The total amount of returned items subject to sales tax.

**Returns (Non-Taxable)** - The total amount of today's returned items that were not subject to sales tax.

**Parts Misc (Taxable)** - The total amount of miscellaneous (Vendor 98) cash sales made today from the Parts counter that were subject to sales tax.

**Parts Misc (Non-Taxable)** - The total amount of miscellaneous (Vendor 98) cash sales made from the Parts counter today that were not subject to sales tax.

**R/O Misc (Taxable)** - The total amount of miscellaneous (Vendor 98) parts sales made today in cash from the Service department that were subject to sales tax.

**R/O Misc (Non-Taxable)** - The total amount of miscellaneous (Vendor 98) parts sales made in cash from the Service department today that were not subject to sales tax.

**Parts Labor (Taxable)** - The total amount of ticket labor (Vendor 99) cash sales completed today that were subject to sales tax.

**Parts Labor (Non-Taxable)** - The total amount of ticket labor cash sales made today that were not subject to sales tax.

**R/O Labor (Taxable)** - The total amount of Repair Order (service) labor cash sales completed today that were subject to sales tax.

**R/O Labor (Non-Taxable)** - The total amount of Repair Order labor cash sales done today that were not subject to sales tax.

**Paid Outs** - Money paid out of the cash drawer today (Vendor 97).

**Cash** - Total ticket transactions paid for by cash.

**Check** - Total ticket transactions paid for by check.

**Visa** - Total ticket transactions paid for by Visa.

**Master Card** - Total ticket transactions paid for by MasterCard.

**Other** - Total ticket transactions paid for by a different method than the above five. *Example:* Gift Certificates, Travelers Checks, etc.

**Total Transactions** - The total of **Credit** and **Debit** columns. (Be sure to use the proper math sign.)



***Field Descriptions:***

**Section 4: Warranty Transaction Type**

---

Section 4, illustrated on the previous page, is titled Warranty Transaction Type, and provides information on the total parts sales and returns, miscellaneous sales, and labor sales processed on all warranty transactions.

**Sales (Taxable)** - The total amount of warranty parts sales today that were subject to sales tax.

**Sales (Non-Taxable)** - The total amount of today's warranty parts sales that were not subject to sales tax.

**Returns (Taxable)** - The total amount of warranty parts returned today that were subject to sales tax.

**Returns (Non-Taxable)** - The total amount of today's returned warranty parts that were not subject to sales tax.

**Parts Misc (Taxable)** - The total amount of today's miscellaneous (Vendor 98) warranty parts sales from the Parts counter that were subject to sales tax.

**Parts Misc (Non-Taxable)** - The total amount of miscellaneous (Vendor 98) warranty sales today from the Parts counter that were not subject to sales tax.

**R/O Misc (Taxable)** - The total of miscellaneous warranty parts sales made today from the Service department that were subject to sales tax.

**R/O Misc (Non-Taxable)** - The total of today's miscellaneous warranty sales from the Service department that were not subject to sales tax.

**Parts Labor (Taxable)** - The total amount of Parts counter labor (Vendor 99) sales under warranty today that were subject to sales tax.

**Parts Labor (Non-Taxable)** - The total of Parts counter labor (Vendor 99) sales made under warranty today that were not subject to sales tax.

**R/O Labor (Taxable)** - The total amount of today's Service department warranty labor transactions that were subject to sales tax.

**R/O Labor (Non-Taxable)** - The total amount of today's Service department warranty labor transactions that were not subject to sales tax.

Parts & Service End-of-Day Reconciliation			
1/15/2002		Page 5	
Internal Transaction Type	Credit	Debit	Total
Sales (Taxable)			
Sales (Non Taxable)			
Returns (Taxable)			
Returns (Non Taxable)			
Parts Misc (Taxable)			
Parts Misc (Non Taxable)			
R/O Misc (Taxable)			
R/O Misc (Non Taxable)			
Parts Labor (Taxable)			
Parts Labor (Non Taxable)			
R/O Labor (Taxable)			
R/O Labor (Non Taxable)			
Total Transactions			\$ .00
Total Credits & Charges			\$ .00

### ***Field Descriptions:***

#### **Section 5: Internal Transaction Type**

Section 5, Internal Transaction Type, is shown above and provides information on the total parts sales and returns, miscellaneous sales, and labor sales for all internal transactions.

**Sales (Taxable)** - The total amount of internal parts sales made today that were subject to sales tax.

**Sales (Non-Taxable)** - The total amount of today's internal parts sales that were not subject to sales tax.

**Returns (Taxable)** - The total amount of internal parts returned today that were subject to sales tax.

**Returns (Non-Taxable)** - The total amount of today's internal returned parts that were not subject to sales tax.

**Parts Misc (Taxable)** - The total amount of miscellaneous internal sales made today from the Parts counter that were subject to sales tax.

**Parts Misc (Non-Taxable)** - The total of today's miscellaneous internal sales from the Parts counter that were not subject to sales tax.

**R/O Misc (Taxable)** - The total of miscellaneous (Vendor 98) internal parts sales today from the Service department that were subject to sales tax.

**R/O Misc (Non-Taxable)** - The total of today's miscellaneous (Vendor 98) internal sales from the Service department that were not subject to sales tax.

**Parts Labor (Taxable)** - The total amount of Parts counter labor (Vendor 99) internal sales made today that were subject to sales tax.

**Parts Labor (Non-Taxable)** - The total of today's Parts counter labor (Vendor 99) internal sales that were not subject to sales tax.

**R/O Labor (Taxable)** - The total amount of Service department internal labor transactions today that were subject to sales tax.

**R/O Labor (Non-Taxable)** - The total amount of today's Service department internal labor transactions that were not subject to sales tax.

### Daily Cash Report

The Daily Cash Report is an optional aid for balancing the cash drawer. Also referred to as the Cash Out Work Sheet (on the **End of Day Defaults** screen in **Management**), it is used along with the End of Day Reconciliation. Here is an example of the Daily Cash Report:

DAILY CASH REPORT For Ticket 15832 To Ticket 15267		9/20/2004
CASH COUNT		SALES SUMMARY
=====		=====
_____ X100=\$_____		CASH SALES...\$ 2152.11
		CHECKS.....\$ 4843.57
_____ X 50=\$_____		VISA/MC.....\$ 9735.79
		OTHER CARDS...\$ .00
_____ X 20=\$_____		=====
		SUBTOTAL.....\$ 16731.47
_____ X 10=\$_____		DEDUCT CASH PAID OUT..\$ .00
		=====
_____ X 5=\$_____		CASH DRAWER TOTAL..\$ 16731.47 (2)
_____ X 1=\$_____		CASH OVER OR CASH SHORT
		LINE (1) LARGER THAN LINE (2)
ROLLED COINS \$_____		\$_____ (1)
HALF DOLLARS \$_____		-\$_____ (2)
		=====
QUARTERS \$_____		\$_____ CASH OVER
DIMES \$_____		
NICKELS \$_____		
PENNIES \$_____		LINE (2) LARGER THAN LINE (1)
=====		\$_____ (2)
SUBTOTAL CASH \$_____ (A)		-\$_____ (1)
		=====
CHECKS \$_____ (B)		\$(_____ ) CASH SHORT
=====		
SUBTOTAL CASH \$_____ (A+B=C)		
VISA/MC \$_____ (D)		BANK DEPOSITS
OTHER CARDS \$_____ (E)		CASH & CHECKS \$ 6995.68
\$_____ \$_____		VISA/MC \$ 9735.79
\$_____ \$_____		OTHER CARDS \$ .00
=====		
TOTAL ACTUAL CASH ON HAND \$_____ (C+D+E=F)		_____ \$_____
LESS PRIOR DAY CHANGE FUND \$_____ (G)		CHANGE FUND \$_____
=====		=====
TOTAL CASH \$_____ (F-G=1)		CASH ON HAND \$_____ (F)
PREPARED BY _____		

### Operator Cash Summary

The Operator Cash Summary report allows separate cash drawers to "cash out" at any time of the day without running an **End of Day** at that point.



## OPERATOR CASH SUMMARY

05/03/2004

Op	Cash	Check	Visa M/C	Other	Subtotal	Paid Out	Total
RANDY SCOTT 08	164.69	57.44	77.00	16.00	315.13	.00	315.13
BRETT BENNETT 11	97.11	40.00	135.00	35.00	307.11	.00	307.11
TOTALS	261.80	97.44	212.00	51.00	622.24	.00	622.24

**Daily Special Order Activity (Check, Cash, Visa, Mastercard & Other)**

This report is a recap of the day's Special Order activity. The information is helpful in tracking Special Orders. This report only prints when Special Order activity occurs during the reporting day. The following is an example of the Daily Special Order Activity report:

Daily Special Order Activity (Check, Cash, Visa, Mastercard &amp; Other)

1/14/2005

Page 1

Ticket	PO	Name	Total Ordered	Amount Paid	Balance	Pending Deposit	Pending Refunds	On Order	Picked Up	Cancelled
90	7027	SERGE DUVEAUX	\$142.00	\$142.00	\$.00	\$.00	\$.00	\$.00	\$142.00	\$.00

**Field Descriptions:**

**Total Ordered** - The total sale amount of parts special ordered (plus any applicable sales tax).

**Amount Paid** - The total amount of money (deposits) paid by the customer toward the Special Order.

**Balance** - The total value of parts special ordered, less any deposits.

**Pending Deposit** - The total deposit that must be made before Special Order parts can be picked up (in most cases the same value as **Balance**).

**Pending Refunds** - Money due back to the customer if a deposit was received and the Special Order was canceled.

**On Order** - Total amount of Special Order parts remaining on order, backordered, or cross-shipped.

**Picked Up** - Total amount of picked up Special Order items.

**Canceled** - Total amount of canceled Special Order items.

## Daily Special Order Activity (On Account)

After the Daily Special Order Activity (Check, Cash) report prints, you may get another printout of the Special Order account activity. This second report prints only when there is Special Order activity on account. Here is an example of this printout:

Daily Special Order Activity (On Account)										
10/06/2004										Page 1
Ticket	PO	Name	Account	Credit Limit	Credit Remaining	Total Ordered	Amount Charged	On Order	Picked Up	Cancelled
27370	3298	HADDLEY, MAURICE	00000H452168	\$250.00	\$109.39	\$31.19	\$ .00	\$31.19	\$ .00	\$ .00
27399	3295	BRIDGES REPAIR SERVI	0000000B3635	\$5,000.00	\$5,290.88	\$211.45	\$ .00	\$211.45	\$ .00	\$ .00
27401	3298	POLK, BOB	000000P11119	\$15,000.00	\$14,437.44	\$3.40	\$ .00	\$3.40	\$ .00	\$ .00

### Field Descriptions:

**Ticket** - The ticket number of the Special Order transaction.

**PO** - The purchase order number, which shows that the part has been ordered.

**Name** - Name of the account customer who requested the Special Order.

**Account** - Account number of the customer who requested the Special Order.

**Credit Limit** - Credit limit of the account customer.

**Credit Remaining** - Credit remaining for customer after today's transaction(s).

**Total Ordered** - Total amount on this Special Order ticket.

**Amount Charged** - Total value charged for this ticket.

**On Order** - Total amount of Special Order items remaining on order, backordered, or cross-shipped.

**Picked Up** - Total amount of picked up Special Order items.

**Canceled** - Total amount of canceled Special Order items.

### Daily Special Order Reminder

This report is a reminder of the Special Order parts requested by customers. This information is useful to the Parts department in making sure that all Special Orders are placed. This way, you can increase your ordering promptness, which will impress and please your customers. Until the requested part is actually on a purchase order, it will continue to be included on the Daily Special Order Reminder. An example of this report follows on the next page:

Daily Special Order Reminder

01/14/2005

Page 1

Ven	Part Number	Code	Quantity	Description	Type	Name	Phone Number	Date
000	11311-216-010	0021543	1	COVER R CASE	CTR	SMITH, JON L	788-9292	09/21/1998
000	87020-070-010	0209874	1	EMBLEM SET TANK	CTR	SMITH, JON L	788-9292	09/21/1998
000	89010-268-010	0052324	2	TOOL SET	CTR	STARK, BOB M	325-5831	01/15/1998
000	91454-ML8-740	2154623	2	TUBE, CANISTER DRAIN	CTR	SMITH, JON L	788-9292	09/21/1998
002	22477-74P		4	17826 BEARING	CTR	ANDERSON, RON L	505-275-4013	01/15/1999

***Field Descriptions:***

**Vendor** - The vendor number of the part that needs to be ordered.

**Part Number** - The part number and code for the item.

**Quantity** - Total number of items to order.

**Description** - The description of the part to be ordered.

**Name** - The name of the customer requesting the part.

**Phone Number** - The customer's telephone number.

**Date Ordered** - Date the CUSTOMER requested the item(s).

## Received Parts Report

This report is useful in determining which parts have been received today. Compare it to your distributors' invoices to make sure that parts were received, backordered, or otherwise handled correctly and accurately. This report is printed for each vendor from which parts were received today, including stock and Special Orders. The following is an example of this report:

Received Parts Report for Vendor 002											
1/14/2005											
Page 1											
PO	Ven	Op	Part Number	Description	Total Cost	Ordered Qty	Received Qty	Backorder Qty	Cancelled Qty	X-Shipped Qty	Reordered Qty
7844	002	03	41112-79	CAP	\$ .45	1	1				
7844	002	03	61427-92VZ	F/TNK L,TURQUOISE/WHITE W/P	\$213.76	1	1				
7960	002	06	16770-66B	GASKET, CYLINDER HEAD @	\$20.40	1			1		
7960	002	06	25391-90T	GOLD EAGLE DERBY COV	\$15.98	2			2		
7960	002	06	32421-85A	IGNITION MODULE(8000 RPM)	\$59.97	2		2			
7960	002	06	32585-90T	GOLD EAGLE TIMER COV	\$8.98	1					1
7960	002	06	35151-74	OIL SEAL	\$2.05	4			4		
7960	002	06	49105-83	XL REAR FOOTPEG KIT	\$20.10	2	1				1
7960	002	06	58018-86	KING-SIZE LEXAN WINDSHIELD	\$131.17	1					1
7960	002	06	60568-91T	CVR,CHAIN INSP,CHROM	\$7.98	1					1
7960	002	06	60569-91T	CVR,CHAIN INSP,GOLD	\$13.15	1					1
7960	002	06	68011-91T	COVER T/LGHT G/LOGO	\$10.48	1			1		
7960	002	06	11101	O-RING @	\$1.50	1	1				
7960	002	06	12050	OIL SEAL	\$2.28	4	4				
7960	002	06	25416-84	O-RING	\$5.15	2	2				
7960	002	06	29005-84T	AIR FILTER ELEMENT	\$3.48	1	1				
7960	002	06	32301-80	SPARK PLUG @	\$18.00	2	2				
7960	002	06	33446-89	BUSHING, STARTER	\$1.12	1	1				
7960	002	06	34901-85	GASKET, PRIMARY HOUSING	\$34.85	2	2				
7960	002	06	40221-85A	FINAL DRIVE SPROCKET	\$88.47	1	1				
7960	002	06	40565-91	TIRE-D401,16*R,BLK	\$76.11	2	2				
7960	002	06	44005-78A	BRAKE PAD SET	\$22.17	4	4				
7960	002	06	45789-92	PADLOCK LEATHER POUCH	\$10.35	1	1				
7960	002	06	52532-90	LOW BACKREST PAD KIT	\$37.05	1	1				
7960	002	06	52735-85	LOW UPRHT,MED STYLE,FXST;FX	\$35.30	2	2				
7960	002	06	52791-86A	CHROME SIDE PLATE KIT	\$37.40	2	2				
7960	002	06	53547-91	CHROME SPORT LUGGAGE RACK	\$37.17	1	1				
7960	002	06	60539-89	GASKET, PRIMARY COVER, SOFT	\$36.25	2	2				
7960	002	06	60567-90	GASKET,PRIM.CUR,FXDS,FXST,F	\$5.75	2	2				
7960	002	06	62577-77B	CHRM HORIZONTAL OIL COOLER	\$81.25	3	3				
7960	002	06	6410	WASHER @	\$1.10	1	1				
7960	002	06	67796-91T	VISOR P/L GOLD PR	\$12.48	2	2				
7960	002	06	91743-87T	TOOL BAG,LARGE	\$13.15	2	2				
7960	002	06	91748-88	DERBY CVR W/LIVE-TO-RIDE ME	\$15.04	1	1				
Totals:					\$1,320.02	58	43	3	7		5

When receiving parts in **Order Receiving**, the parts operator either received, backordered, canceled, cross-shipped, or reordered the parts. The status of these parts is shown on this report.

After running the **End of Day** program, this report is automatically deleted from COMPTRON®. To include this report on your End of Day printout, set the option in the defaults file (*refer to Chapter 11, Management*).

## End of Day Operator Return Totals

For this report, returned items are subtracted from the operator totals on the End of Day Operator Totals Report, and printed in a similar format. This provides management with a summary of the number of returns each operator has handled.

## Category Adjustment Report

If the **Category Adjustment Report** flag is set to **Y** on the **End of Day Defaults** screen, and the **Enable Categories** flag is also set to **Y** on the **Parts Defaults** screen, then the Category Adjustment Report will print as part of the End of Day. It describes every stock record created on the current date with a default “ZZ” part category. This report is intended to function as a worksheet to aid management in resolving these default categories in the Stock file to meaningful values.

When the **Enable Categories** flag is set to **Y** on the **Parts Defaults** screen, then any time a part number is entered on a Parts counter ticket, Hold ticket, or RO Parts ticket, as a Sale, Return, Special Order, or Lost Sale transaction, but that part is not listed in the Stock file, COMPTRON® will create a new stock record at that point; the operator can either provide a valid category for the item then, or elect the default category value of “ZZ” for later resolution.

Here is an example of a Category Adjustment Report:

Category Adjustment Report for 05/21/2002, operator SO								
5/21/2002								Page 1
Ven	Part Number	Description	Op	Cost	Retail	Created	O	Age
2	33814-98A	KIT, SHIFTER LINKAGE, ROUND	SO	\$52.25	\$86.95	05/21/2002	0	0
2	34469-90A	TRANSMISSION TOP COVER, CHROM	SO	\$54.69	\$111.00	05/21/2002	0	0
2	34609-52	RUBBER	SO	\$5.70	\$12.00	05/21/2002	0	0
2	34762-95	CHROME BILLET TRANS END COVER	SO	\$49.56	\$79.95	05/21/2002	0	0
2	35060-00	BEARING, RETENTION PLATE	SO	\$ .33	\$ .65	05/21/2002	0	0
2	3639	SCREW, 10 X 1.12, PAN SELTAP-	SO	\$1.40	\$3.15	05/21/2002	0	0
2	37846-99A	CLUTCH SHELL AND SPROCKET W/R	SO	\$191.88	\$320.00	05/21/2002	0	0
2	38657-01	MASTER CYLINDER ASSY, CLUTCH	SO	\$74.10	\$124.00	05/21/2002	0	0
2	40029-15E	REAR CHAIN	SO	\$31.26	\$52.50	05/21/2002	0	0
2	40237-88A	FINAL DRIVE SPROCKET	SO	\$85.17	\$171.00	05/21/2002	0	0
2	40252-91	FINAL DRIVE SPRCKT, PTD, 55T	SO	\$81.46	\$164.00	05/21/2002	0	0
2	40331-02	KIT, PRIMARY DRIVE FXD/FXST	SO	\$87.00	\$134.95	05/21/2002	0	0
2	41755-86	REAR MASTER CYLINDER	SO	\$104.83	\$191.00	05/21/2002	0	0
2	41814-76A	FRONT BRAKE DISC PLATE	SO	\$1.73	\$3.89	05/21/2002	0	0
2	42597-00A	LEVER ASSY, FOOTBRAKE	SO	\$57.49	\$115.00	05/21/2002	0	0
2	43085-97	16" TIRE RIM, CHROME	SO	\$65.28	\$131.00	05/21/2002	0	0
2	43591-96	FRONT 19" LACED WHEEL	SO	\$218.01	\$336.00	05/21/2002	0	0
2	44012-81	BUSHING/SLEEVE KIT	SO	\$5.49	\$11.50	05/21/2002	0	0
2	44132-72	WASHER	SO	\$1.59	\$3.58	05/21/2002	0	0
2	44134-72A	SCREW	SO	\$4.29	\$10.73	05/21/2002	0	0
2	44166-73	DISC BRAKE MOUNTING BRACKET	SO	\$56.24	\$114.00	05/21/2002	0	0
2	44198-87	INSERT, CALIPER	SO	\$ .70	\$1.93	05/21/2002	0	0
2	44309-98	CHROME REAR CALIPER BRACKET -	SO	\$112.00	\$159.95	05/21/2002	0	0
2	44365-00	KIT, BRAKE DISC, T-STAR, FRON	SO	\$97.50	\$149.95	05/21/2002	0	0
2	44367-00	KIT, BRAKE DISC, TEARDROP, FR	SO	\$85.00	\$134.95	05/21/2002	0	0
2	44803-99B	KIT, BRAIDED BRAKE LINE - SOF	SO	\$34.55	\$53.95	05/21/2002	0	0
2	45016-72T	BRAKE LEVER-POLISHED	SO	\$4.07	\$8.14	05/21/2002	0	0
2	45080-83T	HANDLEVER-CHROME	SO	\$5.99	\$12.00	05/21/2002	0	0
2	45082-83T	BRAKE LEVER-CHROME	SO	\$5.99	\$12.00	05/21/2002	0	0
2	45264-98B	BRAIDED BRAKE LINE KIT - FXST	SO	\$39.82	\$61.26	05/21/2002	0	0
2	45376-87	SPRING, FXLR	SO	\$12.95	\$26.50	05/21/2002	0	0
2	45435-95	UPPER FORK BRACKET	SO	\$58.29	\$118.00	05/21/2002	0	0
2	45446-87A	FRONT FORK STEM BRACKET (HDI)	SO	\$106.55	\$214.00	05/21/2002	0	0
2	45750-87	UPPER TRIPLE CLAMP COVER	SO	\$9.46	\$19.00	05/21/2002	0	0
2	45797-99	TOOLBOX LOCK REPLACEMENT	SO	\$3.25	\$8.13	05/21/2002	0	0
2	45898-98	KIT, FILLER STRIP, SADDLEBAG,	SO	\$58.86	\$94.95	05/21/2002	0	0
2	45925-94	PIPE COMP. BOTTOM	SO	\$16.74	\$34.00	05/21/2002	0	0
2	45930-96	TUBE COMP	SO	\$36.04	\$72.50	05/21/2002	0	0
2	45931-86	SPRING	SO	\$12.95	\$26.50	05/21/2002	0	0
2	45934-86	BUSHING	SO	\$2.32	\$5.80	05/21/2002	0	0
2	45953-91B	LIGHTED FRONT FORK SLIDER CVR	SO	\$115.38	\$179.95	05/21/2002	0	0
2	47449-97	FRONT S/BAG MTG BRACKET	SO	\$2.01	\$5.03	05/21/2002	0	0
2	47900-99B	FRAME, FLT'S	SO	\$785.00	\$1,225.00	05/21/2002	0	0
2	49193-93	SADDLEBAG GUARD RAIL	SO	\$15.54	\$31.50	05/21/2002	0	0

## Inventory Worksheet Reminder

This report lists any physical inventory worksheets that currently exist. It identifies each according to when it was created/printed and by whom, and shows the range of vendors covered. The list indicates progress made on counts, by showing the total number of parts lines on each list, and the number of lines for which counts have been entered so far.

List No.	Date Created	Oper	Printed By	Start Vendor	Ending Vendor	Total Lines	Lines Counted
0002	3/11/1999	4	Part Number	005	008	437	123



**NOTE:** *The End of Day reports will also include a printout of any inventory changes that have not been printed already. For an explanation and example of the Inventory Changes Report, refer to Chapter 8, Physical Inventory.*

---

## Month End Processing 7-2

Month End processing moves all sales for the month to the History file, and prints a series of reports that shows your store's sales and overall productivity. It is therefore a very important part of COMPTRON®. The regular **End of Day** processing should be completed as usual before running the **End of Month** program. Month End processing must be done on a regular monthly schedule for COMPTRON® to work properly.



**NOTE:** *Since Month End processing changes files, you cannot have others adding or changing data while you try to end the month period. COMPTRON® will not allow you to run the End of Month function if others are still logged in to the system.*

On the last day of the month, **BEFORE** running **End of Day** processing, you should print the Negative Quantity Report (*refer to the **Stock Reports** section of Chapter 9, System Reports*), and make any necessary corrections to negative quantities. To do this, have someone check each part number in question for the actual quantity; after these have been counted, check the right-hand column of the Negative Quantity Report for any parts on order that were not properly received when they arrived—receiving the purchase order for these parts should correct the on-hand quantity (*see the **Order Receiving** section of Chapter 6, Order Processing*). If it does not, then correct these quantities, along with those for any parts which did not have an outstanding order, by going to **Option 5** of the **Parts Menu: Parts/Inventory**, selecting the **Add or Change Parts** option, and searching for each part number in turn to change its quantity.

After correcting negative quantities, print the Special Order Duplication Information report (*refer to the **Special Order Printouts** section of Chapter 9*) so that later you can compare it against the Lost Sales Report (*see the **Management Reports** section of Chapter 11*), to determine how often you have lost sales on specially ordered parts.

Next, run the **End of Day**, and if your system defaults are not set to back up data automatically when running this program, be sure to back up your data. (*See Chapter 10, System Maintenance, for backup information.*) Also print the Total Inventory Report, arranged by vendor (*refer again to **Management Reports** in Chapter 11*). If you do not print this report before running the **End of Month**, the **Month to Date** column will be empty.

Now you are ready to begin Month End processing. From the **Parts Menu**, select **7**, then **2**. COMPTRON® will ask:

Is this the End of Month? <Y or N> < >

If you answer **N**, you will return to the **End of Day/Month** menu. Do not type **Y** unless it is the end of the month and you are ready to process reports to close out the month; otherwise your history data and other files will be updated erroneously.

If you select **Y**, COMPTRON® will then ask whether an **End of Month** has been run already for this month. If you answer **Y**, it will add the following warning:

**End of Month Report**

Has the End of Month already been run for this month? <Y or N> < >

**CAUTION!** You have indicated the End of Month has already been run for this month. Printing the End of Month Report more than **ONCE** in a month will result in a **FALSE** Parts History File!

Do you still wish to continue? <Y or N> < >

If you answer **Y**, you will be asked several questions, beginning with “Delete Inventory Work Sheets? <Y> or <N>.” You may have several physical inventory worksheets that you don’t need anymore. To keep your files clean, type **Y** and all existing worksheets will be deleted. If you type **N**, the worksheets will remain. COMPTRON® will automatically delete any inventory change records that are over 30 days old.

You will also be asked whether to delete the Received Parts Report. This is a separate file that COMPTRON® retains in memory regarding all the parts received since the file was last deleted. Note that Special Orders on a Hold ticket which have been picked up will not be deleted if the Hold ticket has not been ended.

The next screen will display this question:

Do you want to Print All Transactions For the Month? <Y or N> < >

(This Could Take **HOURS** and **MANY** Pages!)

With **End of Day** processing you get a report showing all the transactions for the day. If you want this report for the **ENTIRE MONTH**, answer **Y** and COMPTRON® will print a list showing all the transactions (with each line item shown on every ticket) for the entire month. (This could take **HOURS** and **MANY** pages!) Depending on the volume of your month’s business, you may not want to print all these transactions.

After the printer begins to print all of your End of Month reports, you may want to leave it to run unattended for a while, because unless you are a new user, your reports will be long. All the reports that print for Month End processing are similar in format to those printed at the end of the day, except that the totals are for the month rather than for the day.



**NOTE:** Any End of Day reports turned off in the End of Day Defaults file (see Chapter 11) will also be turned off for the End of Month Report.

On the first day after month end, print at least the first six management reports, checking after each one to be sure it is complete and correct before purging it. (Refer to the Management Reports section of Chapter 11.)



---

## Summary

In this chapter we have learned how to understand the following End of Day printouts:

- > Transactions File
- > End of Day Operator Totals
- > End of Day Account Activity
- > End of Day Vendor Totals
- > End of Day Labor Totals
- > End of Day Category Totals
- > End of Day Detail Listing
- > End of Day Reconciliation Sheets
- > Daily Cash Report
- > Operator Cash Summary
- > Daily Special Order Activity (Check, Cash, Visa, MasterCard & Other)
- > Daily Special Order Activity (On Account)
- > Daily Special Order Reminder
- > Received Parts Report
- > End of Day Operator Return Totals
- > Category Adjustment Report
- > Inventory Worksheet Reminder
- > Month End Reports