



HARBORTOUCH

# HARBORTOUCH RETAIL REPORTS OVERVIEW

## COMPREHENSIVE REPORTING

Harbortouch Retail offers a wide range of interactive reports, decreasing bookkeeping and accounting expenses while providing a top level picture of the business.

- **Cash in**
  - Track cash put into the cash drawer
- **Cash out**
  - Track cash removed from the cash drawer
- **Z Cash Count**
  - Provides a full report of daily transaction activities
  - Used when manually closing a batch at the end of the day
- **X Cash Count**
  - Used to view a snapshot of that day's transactions at the time the report is run
- **Sales**
  - View by day, week, month, year or custom filter
  - Sort by item, item family or employee
- **Payment Means**
  - Breakdown of different payment types (Credit, debit, cash, checks and gift cards)
  - View by day, week, month, year or custom filter
- **Returns**
  - Breakdown of returns by employee
  - Sort by item or return reason
  - View by day, week, month, year or custom filter
- **Discounts**
  - Breakdown of discounts by employee
  - Sort by item or discount reason
  - View by day, week, month, year or custom filter
- **Time Sheet**
  - View hours clocked by each employee
  - View by day, week, month, year or custom filter
- **Comps**
  - Breakdown of comps by employee
  - Sort by item or comp reason
  - View by day, week, month, year or custom filter
- **Compare**
  - View a graphical representation to compare two periods of time
  - Compare sales amount or items sold
  - Sort by "average by day" or "totals"
- **Taxes**
  - View detail of taxes collected
  - View by day, week, month, year or custom filter
- **Stock**
  - View current inventory
  - Sort by item or item family