

Sears sales reports

Every morning you must verify the previous day's sales with Sears. To do this you must go into the Sears hub office and find a Sears sales report. There are two different reports that you can use for this purpose. Some Sears stores will print both of these reports and you will be able to choose which report to use. Other Sears stores will only print one of these reports and you will have to use the one they print.

NOTE: On either report the date the sales took place is in the upper left corner of the report. (MTD = "SALES DATE : 08/06/09"), (100 = "STORE RECAP THRU 08/06/09") Dates elsewhere on the report will be the date the report was printed, usually the next day. Do not confuse the dates.

"MONTH TO DATE SALES" REPORT

This report is usually 3 – 6 pages long. Look on the right side of each page until you find a listing for 195080 in the "DIV ACCT" column. Just to the left of this number in the "NET LISTED SALES" column is the total sales for your shop for the month so far. To find the sales for the previous day you must take the MTD sales from yesterday and subtract the MTD sales from the day before. For example, on 8-7-09 you get the MTD sales for 8-6-09, to find the sales for only 8-6-09 you must subtract the MTD sales from 8-5-09.

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1372.64 (MTD sales for 8-6-09)
-1182.44 (MTD sales for 8-5-09)
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190.22 (Day's sales for 8-6-09)
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Of course to accomplish this you would have had to write down the MTD sales for two days previously. It is a good idea to write every MTD sales on a piece of paper for a whole month just to keep track of them. Using the MTD sales report will give you the exact sales to the penny.

A sample copy of a MTD report is on the next page.

"STANDARD 100 LINE" REPORT

This report is usually dozens of pages long. Look on the left side of each page until you find "OUTSIDE KEY." Your sales will be just to the left of that in the column ACT STR\$. This will be the actual sales for that day, you will not have to do any math. However you will have to look through 40-60 pages in the report to find the correct page. The 100 line report will only give you the sales rounded out to the nearest dollar.

A sample copy of a "100 line" report is on the second page after this one.

"MONTH TO DATE SALES" REPORT

NFX510 - 00 SEARS		*** MONTH TO DATE SALES ***				PROCESSING DATE : 08/06/09	PAGE 03	
SALES DATE : 08/05/09		*** FORWARD TO STORE # 01380 ***				PROCESSING TIME : 01:27:38		
DIVISION/ ACCOUNT	SALES TO BE ACCOUNTED FOR	SALE ALLOWANCES	TRADE-IN ALLOWANCES	PROMOTIONAL MARKDOWNS	EMPLOYEE DISCOUNTS	GROSS LISTED SALES	NET LISTED SALES	DIV ACCT
2000	4,300.00					4,300.00	4,300.00	2000
11001	886.44					886.44	886.44	11001
71006	2,159.78					2,159.78	2,159.78	71006
76021	896.40					896.40	896.40	76021
76023	2,714.75					2,714.75	2,714.75	76023
82000	25,543.90					25,543.90	23,902.76	82000
92001	37,531.30					37,531.30	37,531.30	92001
92010	144,459.50					144,459.50	144,459.50	92010
92011	104,046.52					104,046.52	104,046.52	92011
92102	20.00					20.00	20.00	92102
92103	10,467.72					10,467.72	10,467.72	92103
116000	2,918.25				12.67	2,905.58	2,645.58	116000
141980	.00					.00	5.12	141980
142980	.00					.00	324.62	142980
150007	.00					.00	24.29	150007
150010	480.00					480.00	480.00	150010
150055	.00					.00	117.40	150055
150182	1,748.51					1,748.51	1,748.51	150182
187009	389.97					389.97	389.97	187009
187022	299.98					299.98	299.98	187022
187042	189.99					189.99	189.99	187042
187057	319.99					319.99	319.99	187057
187099	50.00					50.00	50.00	187099
189006	184.99			27.50		157.49	157.49	189006
189010	50.00				.98	49.02	49.02	189010
189119	43.86				.76	43.10	37.12	189119
189503	89.31					89.31	89.31	189503
189557	12.00					12.00	12.00	189557
189762	20.00					20.00	20.00	189762
192001	80.00					80.00	80.00	192001
195003	229.00				4.50	224.50	224.50	195003
195017	1,072.52					1,072.52	1,072.52	195017
195018	6,346.01					6,346.01	6,121.03	195018
195020	1,647.58					1,647.58	1,647.58	195020
195026	1,368.98			94.19	8.10	1,266.69	1,222.94	195026
195050	1,654.00					1,654.00	1,654.00	195050
195080	1,372.64					1,372.64	1,372.64	195080
195081	10,233.00					10,233.00	10,233.00	195081
195102	9.98					9.98	9.98	195102
195505	.00					.00	29.99	195505
292003	49.99					49.99	49.99	292003
292006	64.99					64.99	64.99	292006
292009	159.95					159.95	159.95	292009
292012	309.98					309.98	309.98	292012
292013	154.93					154.93	154.93	292013
292020	59.94					59.94	59.94	292020
292022	669.96			25.00		644.96	644.96	292022
292026	30.00			16.00		14.00	14.00	292026
292042	29.99					29.99	29.99	292042
292044	79.94					79.94	79.94	292044

"STANDARD 100 LINE" REPORT

SPRS GH - 05 SEARS		STANDARD 100 LINE REPORT FOR STORE 1380												PROCESSING DATE: 08/06/09										
STORE RECAP THRU 08/05/09		CHICAGO-IRVING PARK-A 1L																						
STORE TYPE: A		-----DAY SALES-----				-----MTD SALES-----				-----YTD SALES-----				--YTD SALES MARGIN--		--STR OPP--								
RGN	DTR	STR													\$DIFF		ANAT%							
9233	153	1380	ACT	STR	%STR	%DTR	%NAT	ACT	STR	%STR	%DTR	%NAT	ACT	STR	%STR	%DTR	%NAT	%STR	%DTR	%NAT	MTD	YTD		
MISC TOT		8,824	-5					39,074	13					1,551,944	-13					100.0				
8911	Gift Boxes	6	-33	57	-21					37	-50	-12	-21	3,693	-31	-27	-19	100.0	100.0	100.0	0	-1		
8914	Restocking F	0	0	-100	-43					0	0	-400	-36	102	-91	-65	-37	100.0	100.0	100.0	0	-1		
8919	Donation \$1.	0	0	0	0					0	0	0	-101	1,721	1539	1546	191	100.0	100.0	100.0	0	1		
8919	Donation \$5.	0	0	0	0					0	0	0	0	497	397	843	183	100.0	100.0	100.0	0	0		
8919	Donation \$10	0	0	0	0					0	0	0	0	190	850	7098	122	100.0	100.0	100.0	0	0		
8927	Kmart Gift C	0	0	0	36					0	0	0	84	11	120	807	199	100.0	100.0	100.0	0	0		
8931	Layaway Canc	0	0	0	325					0	0	0	870	30	-75	615	455	100.0	100.0	100.0	0	-1		
8944	Fine Jewelry	0	0	0	-34					0	0	0	-41	664	0	151	-13	100.0	100.0	100.0	0	1		
8950	Restocking F	62	38	32	-1					89	78	53	-31	586	-50	-41	-25	100.0	100.0	100.0	0	0		
8950	Restocking F	0	0	0	-100					0	0	0	-100	0	-100	-85	-87	1.0	100.0	100.0	0	0		
8950	Restocking F	0	0	0	-100					0	0	-100	-99	32	-74	-83	-88	100.0	100.0	100.0	0	0		
8952	Restocking F	0	0	-100	-100					0	0	-100	-96	38	-76	-68	-88	100.0	100.0	100.0	0	0		
8952	Restocking F	0	0	0	-94					0	0	0	-102	0	-100	-94	-87	1.0	100.0	100.0	0	0		
8953	Restocking F	0	0	0	-100					0	0	0	-100	0	-100	-88	-79	1.0	100.0	100.0	0	0		
8953	Restocking F	0	0	0	-100					0	0	0	-100	4	-73	-33	-80	100.0	100.0	100.0	0	0		
8954	Restocking F	0	0	0	-100					0	0	-100	-97	0	-100	-100	-97	1.0	1.0	100.0	0	0		
8954	Restocking F	0	0	0	-100					0	0	-100	-97	-191	-135	-103	-88	1.0	1.0	100.0	0	0		
8955	Restocking F	0	-100	-100	-1					12	-91	-67	-5	1,236	-35	0	-29	100.0	100.0	100.0	0	0		
8957	Restocking F	0	0	0	-100					0	0	0	-98	0	-100	-79	-93	1.0	100.0	100.0	0	0		
8958	Restocking F	0	0	0	-100					0	0	0	23	420	412	595	106	100.0	100.0	100.0	0	0		
8976	Sbt Pre-paid	10	0	0	0					20	0	0	0	110	0	0	0	100.0	100.0	100.0	0	0		
8990	Reusable Bag	0	0	0	0					0	0	0	0	63	0	0	0	100.0	100.0	100.0	0	0		
Service Dept		118	-43	16	30					481	3	12	25	30,927	58	80	37	100.0	100.0	100.0	0	4		
9200	Paid Labor -	40	-50	-13	58					80	-60	-57	50	9,414	2	0	19	100.0	100.0	100.0	0	-2		
9200	Product Prot	4	-91	-51	-17					30	-76	-42	-18	2,110	68	84	67	100.0	100.0	100.0	0	0		
9200	Mra - Div 00	-3	0	0	0					10	0	0	0	116	0	0	0	100.0	100.0	100.0	0	0		
9200	Mra - Div 00	0	0	0	0					62	0	0	0	2,756	0	0	0	100.0	100.0	100.0	0	3		
9200	Product Prot	0	-100	-48	2					87	-9	-10	5	4,604	-12	-12	-3	100.0	100.0	100.0	0	0		
9201	Mra - Div 01	0	0	0	0					0	0	0	0	105	0	0	0	100.0	100.0	100.0	0	0		
9202	Mra - Div 02	2	0	0	0					2	0	0	0	603	0	0	0	100.0	100.0	100.0	0	1		
9203	Ppp's - Air	0	0	0	4					15	200	74	4	385	-31	-17	-14	100.0	100.0	100.0	0	0		
9204	Mra - Div 04	0	0	0	0					8	0	0	0	356	0	0	0	100.0	100.0	100.0	0	0		
9205	Product Prot	50	178	76	-21					118	436	-2	-26	6,117	160	149	106	100.0	100.0	100.0	0	1		
9205	Mra - Div 05	26	0	0	0					66	0	0	0	3,455	0	0	0	100.0	100.0	100.0	0	3		
9207	Product Prot	0	-100	11	-15					4	-73	-39	-9	907	-6	4	1	100.0	100.0	100.0	0	0		
9500	Hair Salon	168	66	-29	6					224	-35	-64	-5	21,930	-30	-31	-9	100.0	100.0	100.0	0	-6		
9501	Income Tax S	0	0	0	0					0	0	0	0	5,872	20	-12	-11	100.0	100.0	100.0	0	2		
9501	Optical-visi	289	-72	-30	-34					1,073	-31	20	-34	34,857	74	-5	9	100.0	100.0	100.0	0	13		
9501	Optical-reta	2,030	10	-12	86					6,121	6	46	84	239,531	-10	0	7	100.0	100.0	100.0	-4	-45		
9502	Portrait Stu	432	24	-11	-18					1,648	-39	9	-22	94,870	-28	-12	-16	100.0	100.0	100.0	0	-15		
9502	Watch Repair	263	-7	-9	-10					1,223	-2	-10	-3	63,999	-11	-10	-5	100.0	100.0	100.0	0	-4		
9505	Dental Clini	1,654	245	45	-10					1,654	152	-15	-3	58,465	-36	-38	-7	100.0	100.0	100.0	1	-26		
9508	Outside Key	190	-34	39	4					1,373	35	51	8	44,955	-16	-8	-5	100.0	100.0	100.0	0	-6		
9508	Hearing Aids	388	0	70	-20					10,233	129	22	-20	206,767	39	2	-13	100.0	100.0	100.0	7	77		
9510	Pcs Phones	0	0	0	-6					10	0	180	-30	259	-52	-34	-35	100.0	100.0	100.0	0	0		
9518	Check Cashin	0	0	0	0					0	0	0	0	781	-22	-17	-10	100.0	100.0	100.0	0	0		
9541	Ds Vision Co	0	-100	-76	-3					0	-100	-32	-7	10,581	-43	1	-3	100.0	100.0	100.0	-1	-7		
9541	Ds Retail Co	0	0	391	-20					0	0	106	-12	2,372	0	4	0	100.0	100.0	100.0	0	2		