

## Reports

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### Reports

Reports are used when you want to know something. The reports are categorized based upon the individual using the computer. The system has Receptionist, Manager, and Owner Reports which allow access to the system on a need-to-know basis.

#### Receptionist

List Customers Checked In	Report showing who is in the salon that has not been checked out. Used as a head count to make sure everyone has been accounted for. If you are using the appointment book, the customer's name would appear in yellow to show they are Checked In, but not out.
List Register Amounts	Register Amounts allow the receptionist to check salon totals before entering the Close Day procedure. By checking the totals throughout the day, the receptionist knows the checks and charges match and close outs are not like playing the lottery. Register amounts should be verified each morning to make sure you are starting with the proper starting cash.
List Daily Sheets	Daily Sheets provide a detailed listing of each customer that has been checked out of the system. The system allows for the report to be sorted by name or the natural order that the customers were checked out of the system. The Daily Sheet allows for just the Check transactions to be listed to determine why the checks do not match the register amounts.
List Employee Sales	Employee Sales provide a report for the employee to double check that they have received credit for each client. A breakdown is provided showing the number of services and dollars generated by each service.
List Employee Daily Totals	Employee Daily Totals shows the service, retail and total by date along with the percentage increase from the week before.
	Employee Prices list the customer's charge for each employee for each

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List Employee Prices	Employee Prices list the customary charge for each employee for each service.
Search Daily Sheet	Search Daily Sheet is used to determine if a customer has been checked out. This allows the receptionist to verify a sale with the services and retail items purchased.
The most common reports to use are the List Checked In, List Register Amounts, List Daily Sheet and for the employees, the List Employee Sales.	

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