



## Utility Cloud Reports

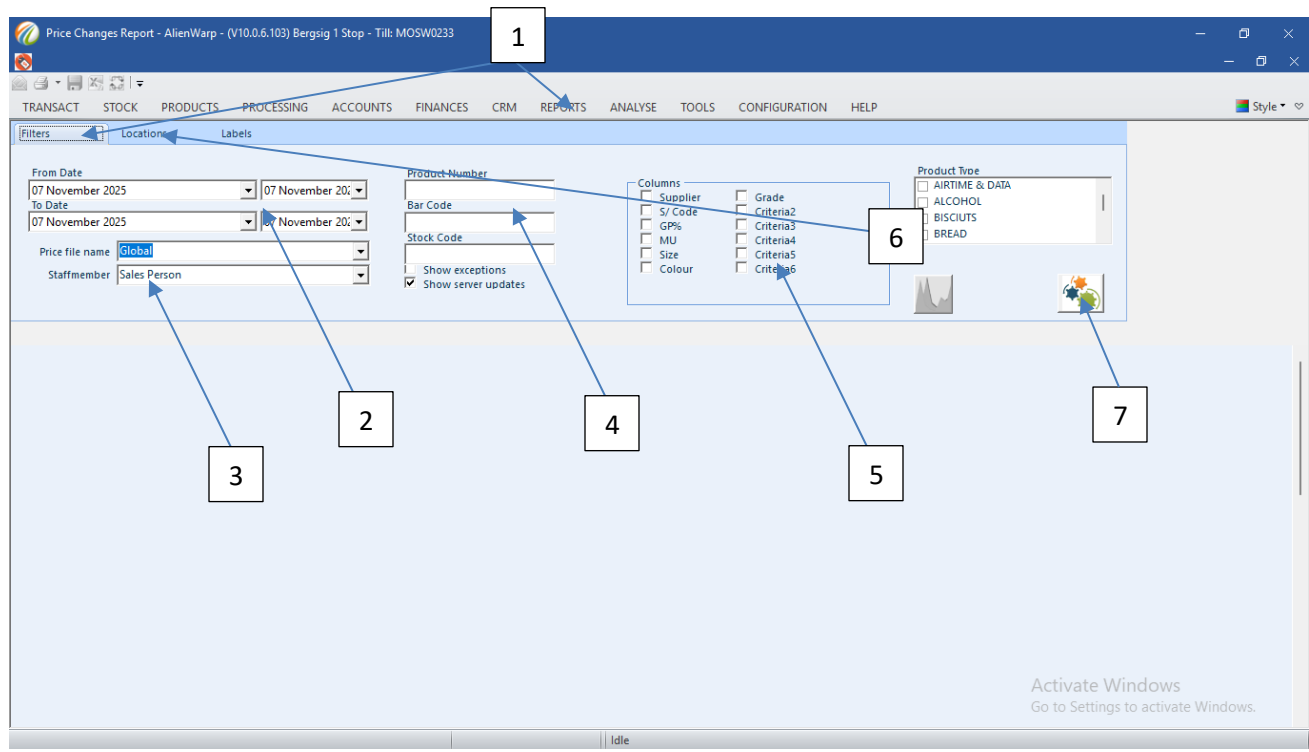
- Global Price History (All prices for all shops in the chain)
- Lay buys
- Cash-up
- Hiring
- Audit

### Global Price History

#### 1. How to populate a utility cloud price history filters report

- 1) Click on the reports tab, then click on the price history tab in the utility cloud field, then click the filters tab.
- 2) Select the to and from report dates.
- 3) Select the price file name and the staff member.
- 4) Enter the product number, bar code and stock code to display on your report.

- 5) Select the columns you want to include in your report.
- 6) Click on the locations tab to set the regions and locations.
- 7) Click on the filters tab to click the run button to populate your report.



The criteria issue the found information to collect on data that comprehensively contributes to the technological development in business, the selection can automate certain processes and deliver calculated information accordingly.

### Suppliers

Data collection of the price history of the supply chain.

### S/Code

Data collection of the price history of the supply chain defined by a supplier code.

### GP%

The gross profit margin of the price values as part of the price history.

### MU

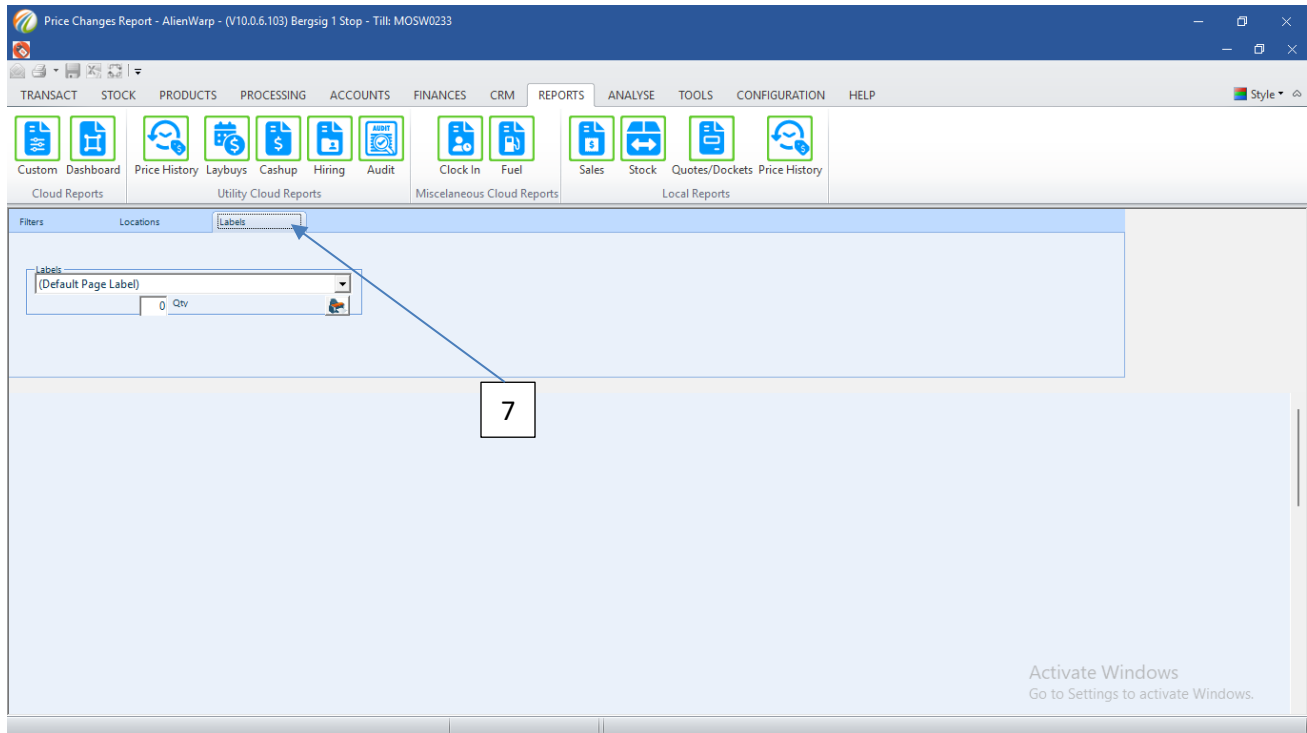
The mark-up on the pricing structure valued as part of the price history.

### Size

The size attributes separate the variables as part of the price history.

## Colour

The colour attributes separate the variables as part of price history.

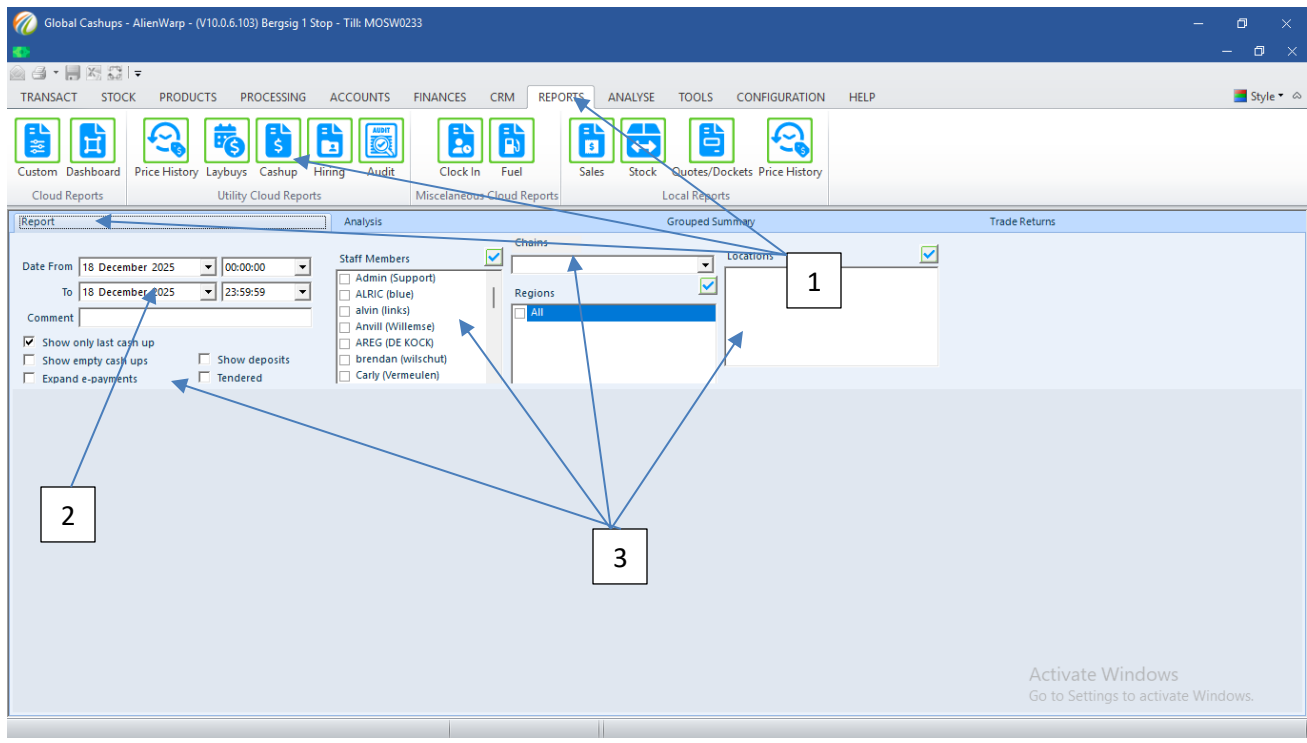


8) Click on the labels tab to select a label and enter the quantity of labels you want to print, then click on the print button to print the labels.

## Cash Up

### 1. How to populate a utility cloud cash up export report

- 1.) Click on the reports tab, then click on the cash up tab in the utility cloud field, then click the export tab.
- 2.) Select the to and from report dates.
- 3.) Select the criteria, the staff members, chain, regions and location.



Show only last cash up

Include only the last cash up of staff members.

Show empty cash ups

Show only the cash ups where no data was included during the capturing of the cash up and the cash value is zero.

Expand E-payments

Includes all types of electronic payments marginally.

Show Deposits

Include all deposits issued in the report.

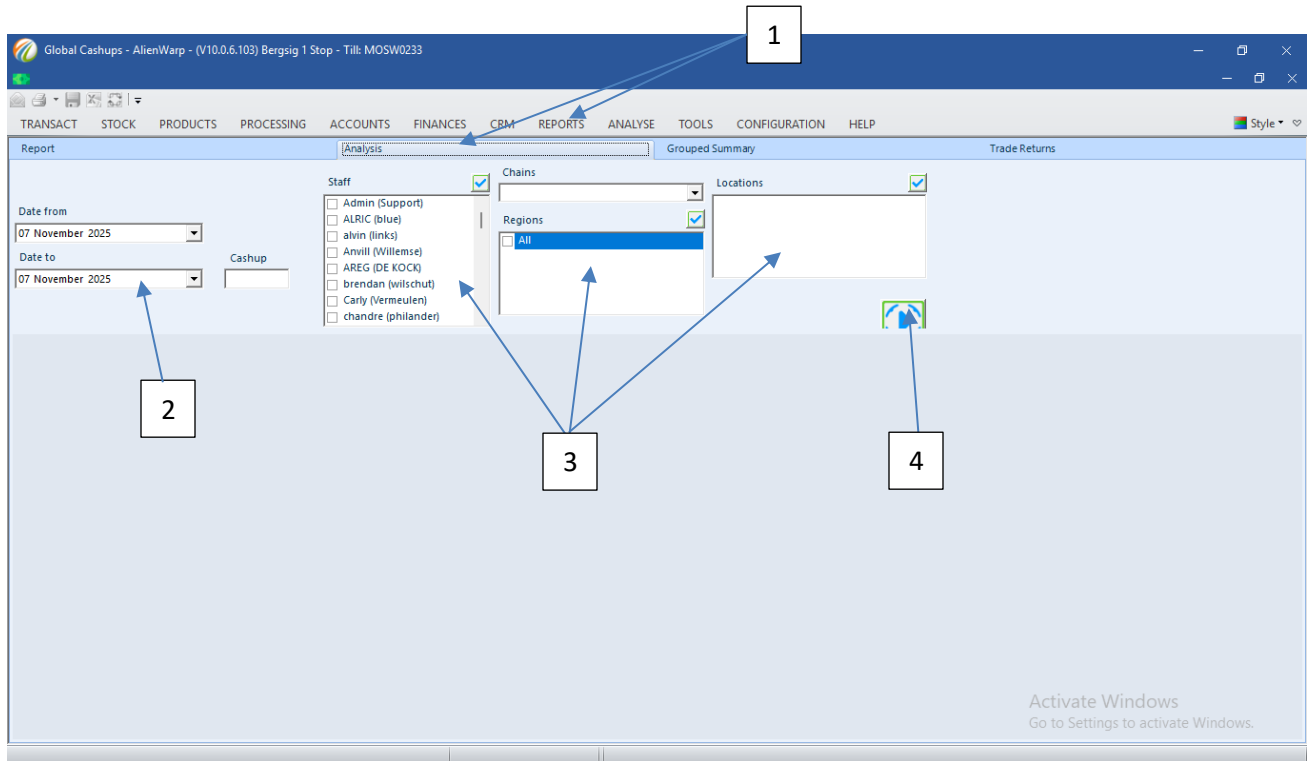
Tendered

Includes all tendered transactions.

## 2. How to populate a utility cloud cash up analysis report

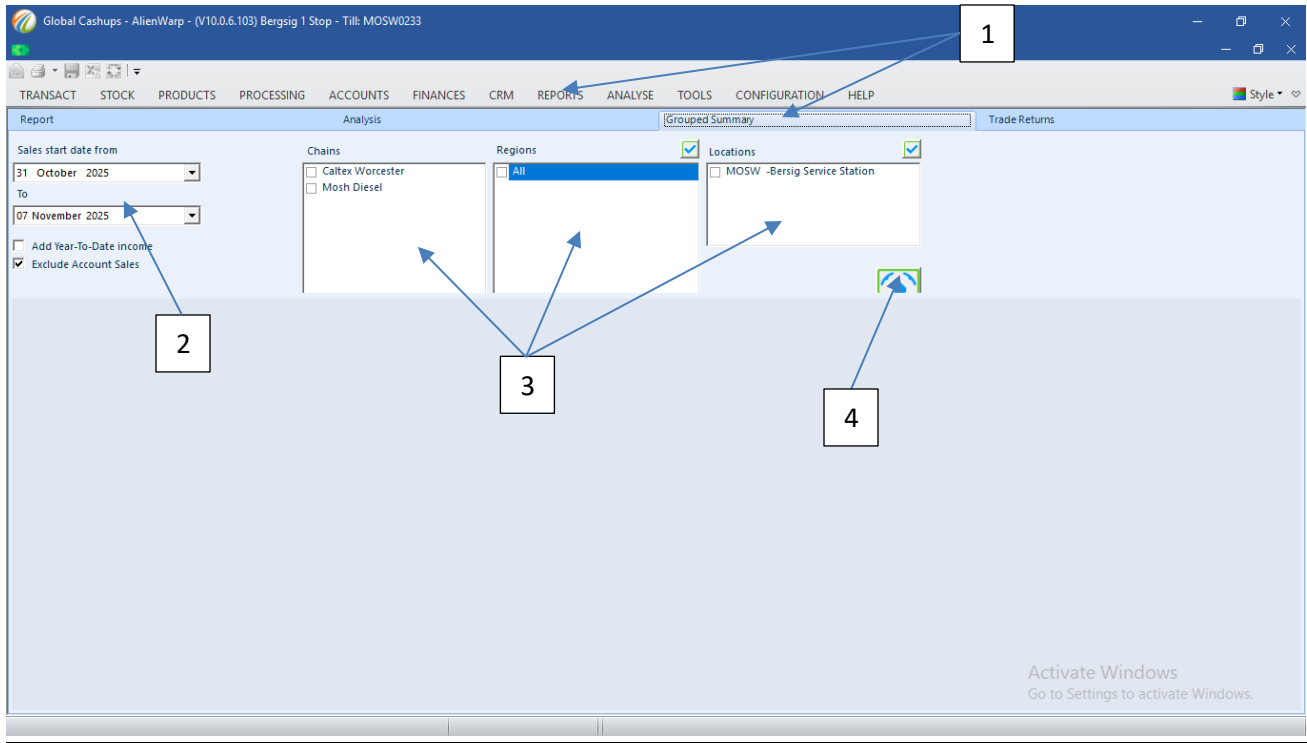
- 1.) Click on the reports tab, then click on the cash up tab in the utility cloud field, then click the trade returns tab.
- 2.) Select the to and from report dates.

- 3.) Select the staff members, chains, regions and locations.
- 4.) Click the run button to populate the report.

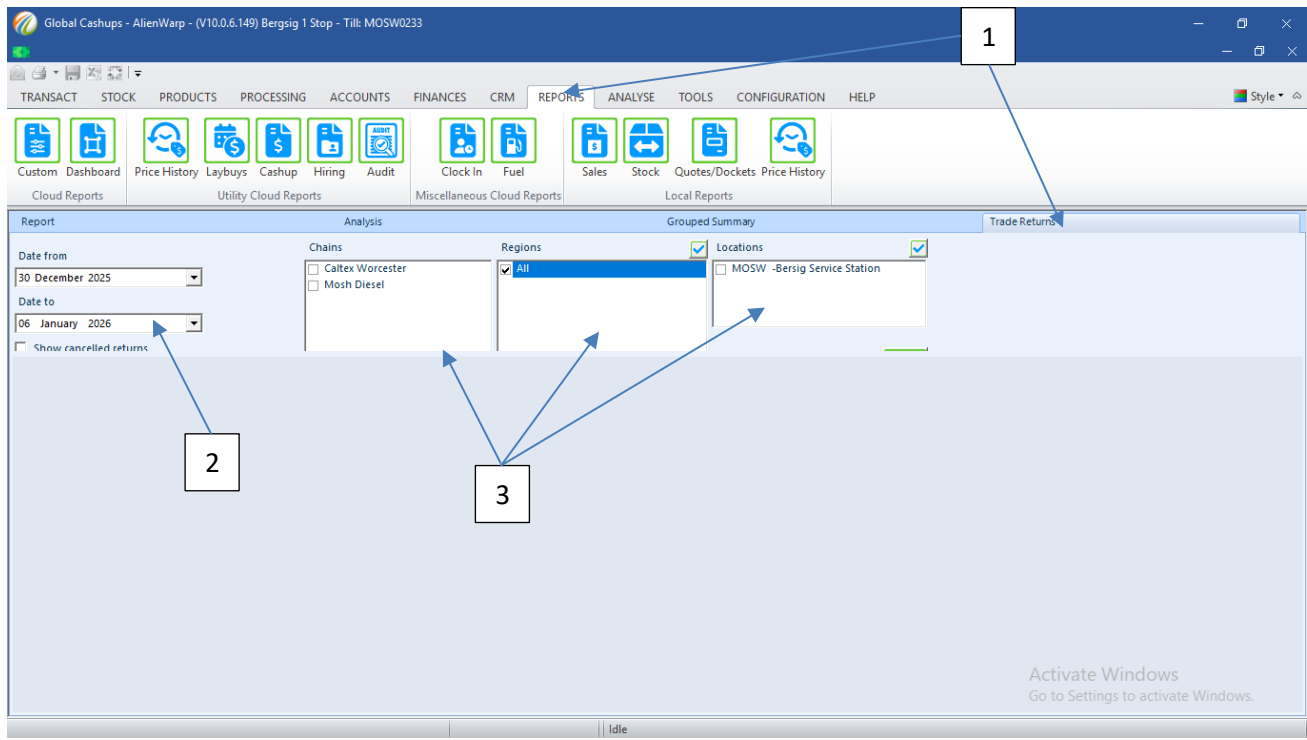


### 3. How to populate a utility cloud cash up group summary report

- 5.) Click on the reports tab, then click on the cash up tab in the utility cloud field, then click the group summary tab.
- 6.) Select the to and from report dates.
- 7.) Select the criteria: chains, regions, and locations to include in the report.
- 8.) Click the run button to populate the report.



## 1. How to populate trade return cash up reports.



### Show Cancelled Returns

Display cancelled returns of the selected period.

- 9.) Click on the reports tab, then click on the cash up tab in the utility cloud field, then click the trade return tab.
- 10.) Select the to and from report dates.
- 11.) Select the criteria: chains, regions, and locations to include in the report.
- 12.) Click the run button to populate the report.

## 2. How to populate audit reports

Alien Software includes a comprehensive Audit report (Audit trail) to track any specific task or process executed by staff. This allows for management to determine what actions were executed in any module by any of the user of the system.

- 1) Select the Reports tab and click on the Audit button in the Utility reports field.

- 2) Set the dates for the period you want the report and start selecting the options / parameters from the “Result” and “Level” dropdown lists
- 3) Tick the boxes of all the items you want the report to be compiled on.
- 4) Click on the run button to populate the report.

