



# insight retail software

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# backOffice™ 3.1

“The software and support are just fantastic. We highly endorse their products and service.”

*Louisa, Kaneohe Shell (Kaneohe, HI)*

“Insight Retail Software is a cherished partner. We highly recommend backOffice to any of our customers looking for software for their convenience store. They know how to make software work.”

*Pat, Doyles Sheehan (Missoula, MT)*

“We highly endorse Insight. The software works great and the support staff is a pleasure to work with.”

*Jeff, Yellowstone National Park (Gardiner, MT)*

“We run our 6 large stores using Insight’s complete POS system. We are able to manage the entire operation from our main office. It works for us, and we rely on it every day.”

*Adam, Atlantic City Beauty Supply (Atlantic City, NJ)*

“I use Insight software to manage our 16 stores. I am able to manage all the stores from our central warehouse including full inventory. The software is really reliable.”

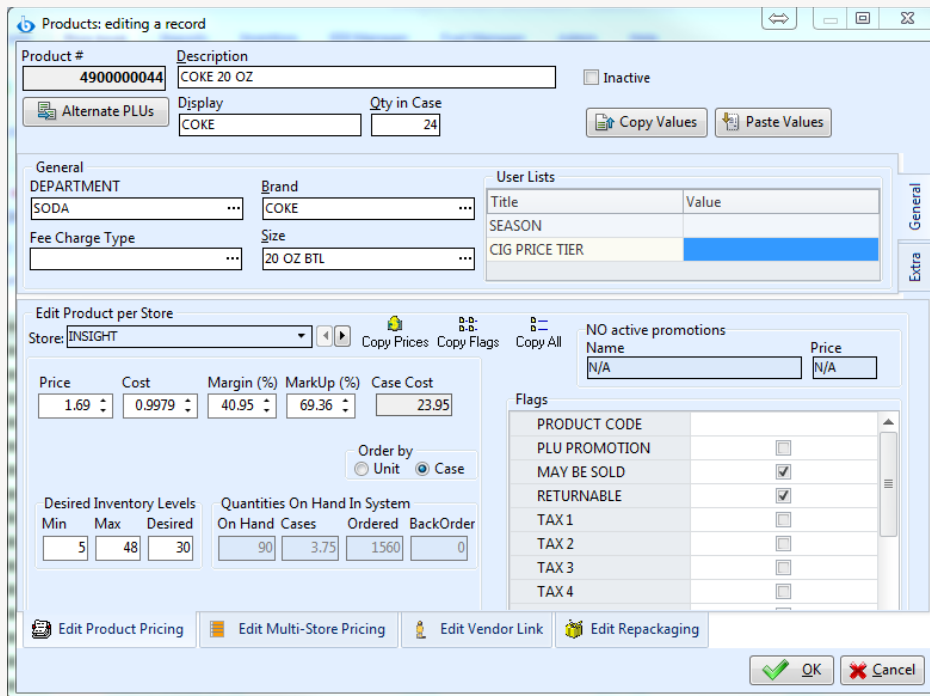
*Rick, Christies Toy Box (Oklahoma City, OK)*

**Over 1,000 installs and over 25 years in retail experience!**

# Pricebook Module

Control of product pricing in retail stores is vital. Studies have shown scanning and price control can lead to a 4% or more increase in profits by reducing mistakes when compared to a manual system. InsightRS's backOffice™ Pricebook, offers an extensive set of features and capabilities and makes management of products easy, accurate and efficient. Do better with the Pricebook module

## Edit products



**Products: editing a record**

Product # 4900000044 Description COKE 20 OZ  Inactive

Alternate PLUs Display Qty in Case COKE 24 Copy Values Paste Values

**General**

DEPARTMENT SODA Brand COKE

Fee Charge Type Size 20 OZ BTL

**User Lists**

Title	Value
SEASON	
CIG PRICE TIER	

**Edit Product per Store**

Store: INSIGHT Copy Prices Copy Flags Copy All

Price 1.69 Cost 0.9979 Margin (%) 40.95 MarkUp (%) 69.36 Case Cost 23.95

Order by  Unit  Case

Desired Inventory Levels: Min 5, Max 48, Desired 30

Quantities On Hand In System: On Hand Cases 90, Ordered 3.75, BackOrder 1560

NO active promotions

Name	Price
N/A	N/A

**Flags**

PRODUCT CODE	<input type="checkbox"/>
PLU PROMOTION	<input type="checkbox"/>
MAY BE SOLD	<input checked="" type="checkbox"/>
RETURNABLE	<input checked="" type="checkbox"/>
TAX 1	<input type="checkbox"/>
TAX 2	<input type="checkbox"/>
TAX 3	<input type="checkbox"/>
TAX 4	<input type="checkbox"/>

Edit Product Pricing Edit Multi-Store Pricing Edit Vendor Link Edit Repackaging

OK Cancel

### Alternate PLU

Unlimited number of secondary PLUs.

### User-Defined Lists

Create up to five of your own lists to enhance product definition. These fields can be used throughout the software while selecting products for orders, adjustments, reports, group change and promotions.

### Promotions

Displays promotion detail if the item is on an active promotion.

### Copy Values/Paste Values

Saves you hours of retyping. Now adding the hot new soda with 10 different flavors takes almost no time. You enter the first item then Copy Values/Paste Values to stamp out the rest.

### Repackaging and Kits

backOffice™ can automatically reduce quantity on hand of one product when another sells. This is ideal for products like cigarettes, beer, soda and gift baskets.

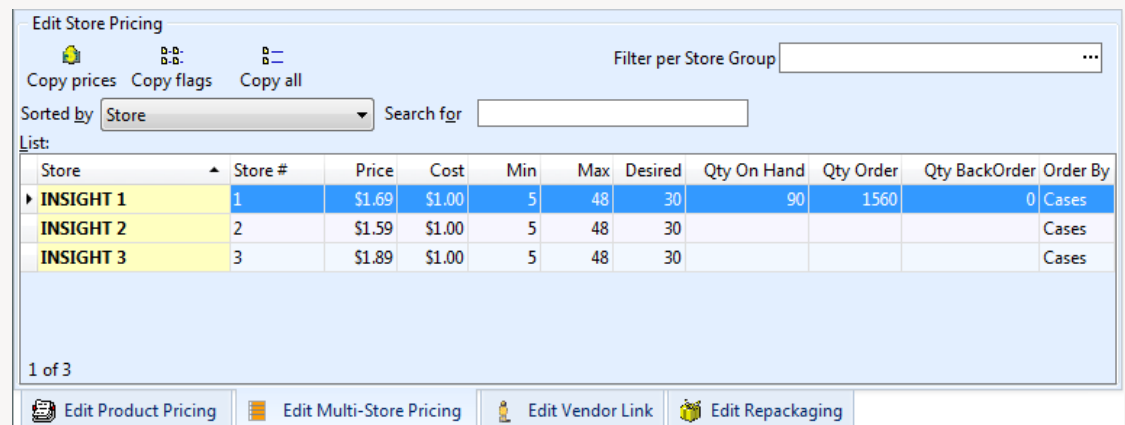
### Vendor information

Allows unlimited number of vendors and each vendors' unique reorder number per item.

## Edit store pricing

### Edit store prices

Includes many features to make changing prices at multiple stores easy and accurate. Data from any field can be copied to all stores or store groups. Store groups can be defined as needed to simplify managing stores with similarities.



**Edit Store Pricing**

Filter per Store Group

Copy prices Copy flags Copy all

Sorted by Store Search for

List:

Store	Store #	Price	Cost	Min	Max	Desired	Qty On Hand	Qty Order	Qty BackOrder	Order By
INSIGHT 1	1	\$1.69	\$1.00	5	48	30	90	1560	0	Cases
INSIGHT 2	2	\$1.59	\$1.00	5	48	30				Cases
INSIGHT 3	3	\$1.89	\$1.00	5	48	30				Cases

1 of 3

Edit Product Pricing Edit Multi-Store Pricing Edit Vendor Link Edit Repackaging

# Promotions

## Stores

Build promotions for single, multiple or groups of stores saving time and increasing accuracy. Each item in the promotion can have a different price for each store.

## Start/End Date and Time

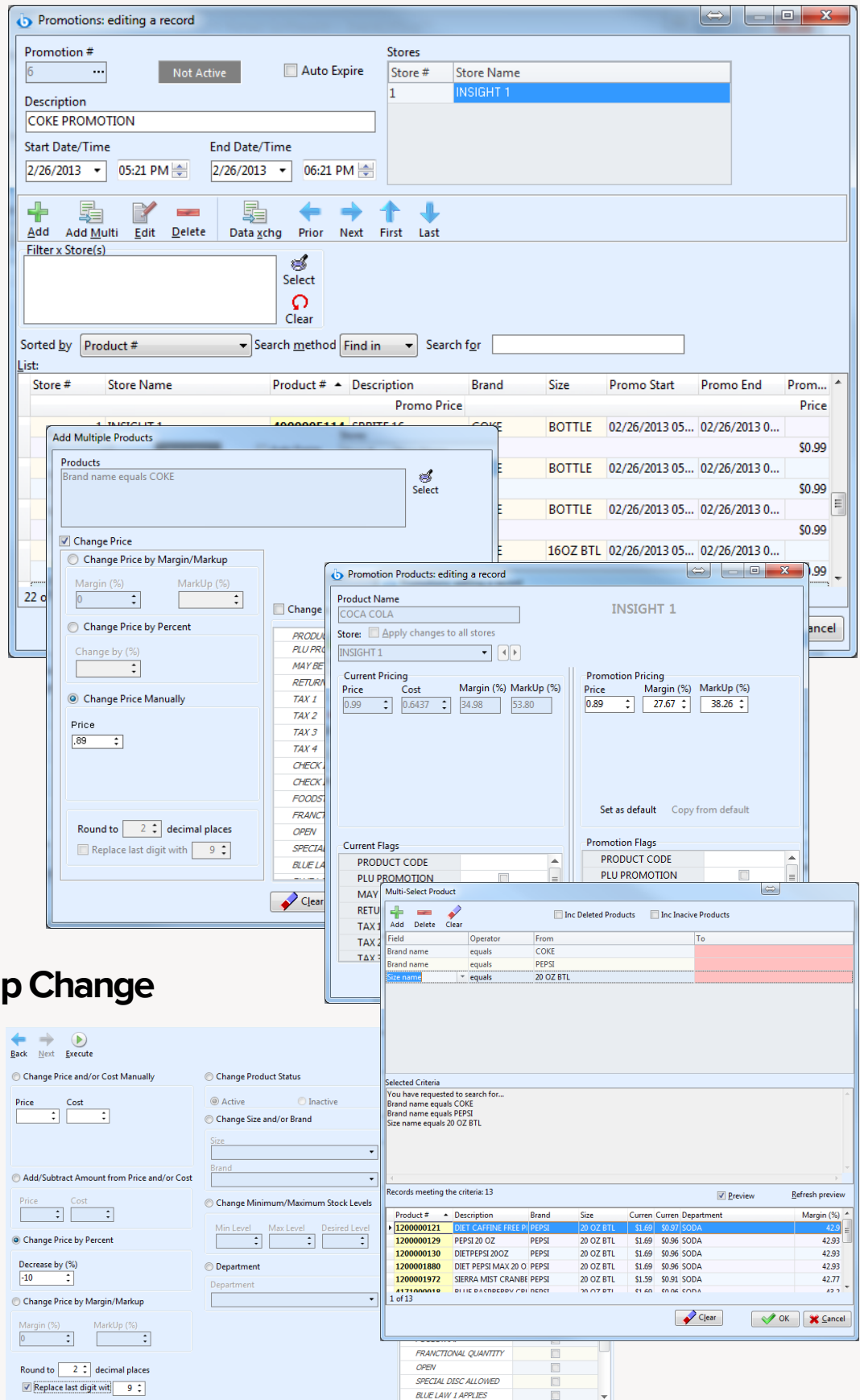
Promotions can automatically begin and end according to date settings. Regular prices can be changed while the promotion is active enhancing flexibility.

## Adding Multiple Items

Groups of items can be added to the promotions at once using our flexible and easy to use multi-select feature.

## Promotion Pricing

Promotion prices and flags can be changed for each item individually or in groups using Multi Select. Prices can be manually entered or calculated based on margin, markup or any percentage. You can also replace the last digit with a "retail number" such as 5 or 9 after the percentage calculation.



# Multi Select & Group Change

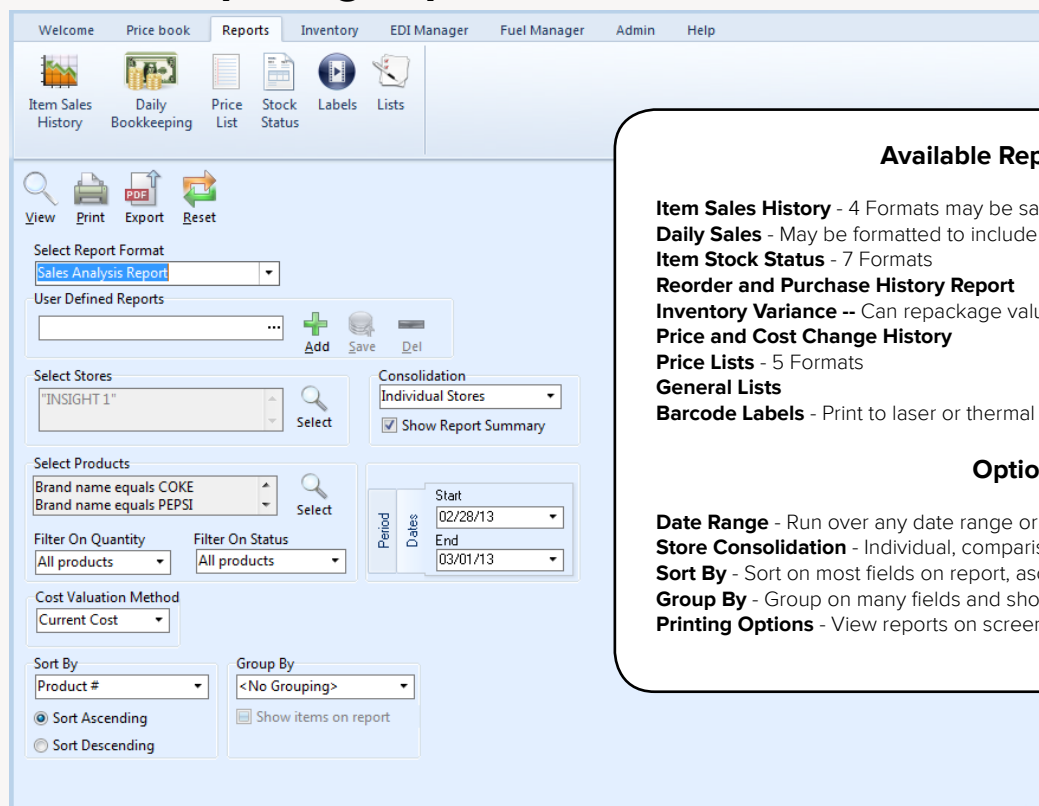
Our incredible easy to use Multi Select is used throughout the software to choose products for inclusion in reports, orders, group change and promotions. This feature is extraordinarily flexible and useful and takes full advantage of all of the available fields in the database such as brand, size, department, vendor, price, cost, and many others.

Group change allows you to set pricing, reorder levels, brand, size and user defined fields for any item or group of items in the database. This is particularly useful for groups of items whose prices frequently change such as cigarettes, candy and soda.

# Reporting Module

Reporting is fundamentally one of the most important features of inventory software. backOffice™ meets this need head-on with an extensive set of features and capabilities providing reports that are informative and incredibly usable. More than 23 years of retail software experience has lead to an unparalleled level of reporting flexibility that will help your business succeed.

## Flexible Reporting Capabilities



The screenshot shows a software interface with a navigation bar (Welcome, Price book, Reports, Inventory, EDI Manager, Fuel Manager, Admin, Help) and a toolbar (Item Sales History, Daily Bookkeeping, Price List, Stock Status, Labels, Lists). Below the toolbar are icons for View, Print, Export, and Reset. The main area contains several configuration sections: 'Select Report Format' (Sales Analysis Report), 'User Defined Reports', 'Select Stores' (INSIGHT 1), 'Consolidation' (Individual Stores), 'Select Products' (Brand name equals COKE, Brand name equals PEPSI), 'Filter On Quantity' and 'Filter On Status' (All products), 'Cost Valuation Method' (Current Cost), 'Sort By' (Product #), 'Group By' (<No Grouping>), and 'Sort Ascending/Descending' options.

**Available Report Types**

- Item Sales History** - 4 Formats may be saved to User Defined Reports
- Daily Sales** - May be formatted to include your necessary accounting data
- Item Stock Status** - 7 Formats
- Reorder and Purchase History Report**
- Inventory Variance** -- Can repackage values up or down
- Price and Cost Change History**
- Price Lists** - 5 Formats
- General Lists**
- Barcode Labels** - Print to laser or thermal barcode printers in many sizes

**Options**

- Date Range** - Run over any date range or using convenient preset periods
- Store Consolidation** - Individual, comparison or consolidated
- Sort By** - Sort on most fields on report, ascending or descending
- Group By** - Group on many fields and show/hide summary and group detail
- Printing Options** - View reports on screen, print to paper or export to Excel

## Complete Profit Analysis

Product #	Brand	Description	Size	Qty/Hand	Qty/Sold	Amt Sold	Cost Sold	Profit	Margin
<b>Sorted By Product # - Ascending</b>									
<b>Store INSIGHT 1</b>									
4900000044	COKE	COKE 20 OZ	20 OZ BTL	90.00	1470.00	\$2,192.78	\$1,466.91	\$725.87	33.10%
<b>Consolidated Summary</b>				90.00	1,470.00	\$2,192.78	\$1,466.91	\$725.87	33.10%

## Period Analysis

Product #	Description	Brand	Size	Quantity			Amount			Profit		
				Period 1	Period 2	% chg	Period 1	Period 2	% chg	Period 1	Period 2	% chg
<b>Sorted By Product # - Ascending</b>												
<b>Store INSIGHT 1</b>												
4900000044	COKE 20 OZ	COKE	20 OZ BTL	107.00	139.00	29.91%	\$154.43	\$200.15	29.61%	\$47.65	\$61.44	28.93%



### 13 Month Comparison

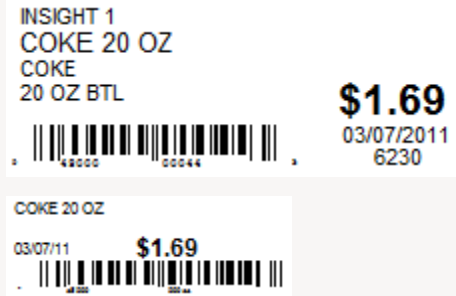
Product #	Description	Qty													Sales Amt	Profit Amt	Margin
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13			
Sorted By Product # - Ascending		Store INSIGHT 1															
490000004	COKE 20 OZ 20 OZ BTL	55.00	89.00	70.00	32.00	87.00	156.00	152.00	162.00	107.00	139.00	112.00	121.00	67.00	\$2,001.71	\$655.54	32.75%

### Daily Sales

All Polls for "INSIGHT 1" from 02-28-2011 to 03-01-2013

Description	Qty	Amount
<b>MEDIAS</b>		
CASH	182,259.00	139,381.67
CHARGE	54,955.00	2,266,081.75
DEBIT	31,021.00	809,365.26
<b>TOTAL MEDIAS</b>	<b>268,235.00</b>	<b>\$3,214,828.68</b>
<b>DEPARTMENT SALES</b>		
CIGARETTES	32,962.00	257,247.28
TOBACCO	16,641.00	57,489.80
SODA	58,691.00	93,525.78

### Barcode Labels



### Complete Inventory Status

Product #	ReOrder #	Description	Brand	Size	On Hand	Current Cost	Total
Sorted By Store Name INSIGHT 1							
4900000044	6230	COKE 20 OZ	COKE	20 OZ BTL	90	1.00	89.81

### Reorder Report

Product #	ReOrder #	Description	Brand	Size	Min Lvl	Max Lvl	Desired Lvl	Qty/Hand	Qty Sold	Reorder Qty
Sorted By Product Number - Ascending										
Store Name INSIGHT 1										
4900000044	6230	COKE 20 OZ	COKE	20 OZ BTL	5	48	30	90	123	
								REORDER	33	

### Price List With Cost

Product #	Vendor #	Description	Brand	Size	Price	Cost	Margin, %	Markup, %
Sorted By Product # - Ascending								
Store Name INSIGHT 1								
4900000044	6230	COKE 20 OZ	COKE	20 OZ BTL	1.69	1.00	40.96%	69.35%

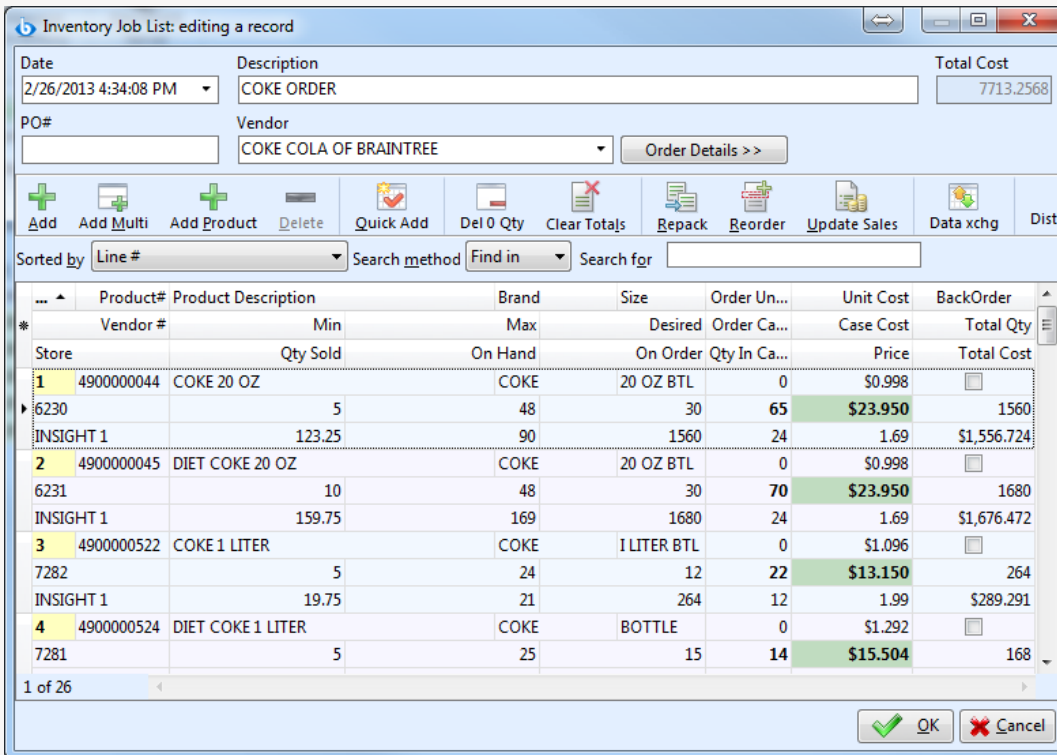
### Price Change History

Product #	Description	Change Type	Old Price	New Price	Cost	Margin, %	Markup, %
Vendor #	Brand	Modified By	When				
Sorted By Product # - Ascending							
Store Name INSIGHT 1							
4900000044	COKE 20 OZ	Edit Products	1.59	1.69	1.00	40.96%	69.35%
6230	COKE	A	3/7/2011 4:41:02 PM				

# Inventory Module

Strategic, efficient and accurate ordering and the careful tracking of inventory levels are vital to a retail store's success. Stocking just the right amount of high-demand, high-margin, high-turnover products while minimizing shrink due to customer and employee theft are easily accomplished with the backOffice™ Inventory Module.

## Edit orders



**Inventory Job List: editing a record**

Date: 2/26/2013 4:34:08 PM | Description: COKE ORDER | Total Cost: 7713.2568

PO#: | Vendor: COKE COLA OF BRAINTREE | Order Details >>

Buttons: Add, Add Multi, Add Product, Delete, Quick Add, Del 0 Qty, Clear Totals, Repack, Reorder, Update Sales, Data xchg, Dist

Sorted by: Line # | Search method: Find in | Search for:

Line #	Product#	Product Description	Brand	Size	Order Un...	Unit Cost	BackOrder
1	4900000044	COKE 20 OZ	COKE	20 OZ BTL	0	\$0.998	
	6230				30	\$23.950	1560
	INSIGHT 1				24	1.69	\$1,556.724
2	4900000045	DIET COKE 20 OZ	COKE	20 OZ BTL	0	\$0.998	
	6231				30	\$23.950	1680
	INSIGHT 1				24	1.69	\$1,676.472
3	4900000522	COKE 1 LITER	COKE	1 LITER BTL	0	\$1.096	
	7282				12	\$13.150	264
	INSIGHT 1				12	1.99	\$289.291
4	4900000524	DIET COKE 1 LITER	COKE	BOTTLE	0	\$1.292	
	7281				15	\$15.504	168

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### Order features

Products may be added to the order one at a time or in groups using the multi-select feature. Delete 0 Qty will remove all items that are not being ordered while Clear Totals erases all qty ordered and cost values entered so that you can "start over."

### Back-order

backOffice™ allows items that were not received to be put on back-ordered. Items that were received may be posted to inventory and the back-ordered items can be received and posted later.

### Informative item detail

Insight provides complete information for each item on the order giving the information you need to make better buying decisions

### Unlimited sorting

Orders may be sorted on any field which makes managing a large order easy.

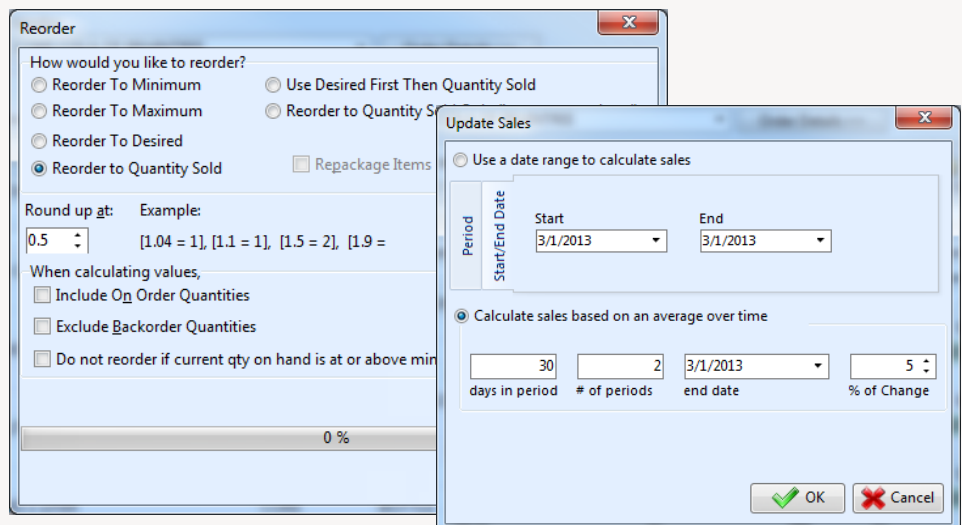
## Automatic reordering

### Consumption based ordering

Orders can be generated comparing average or actual sales values over any date range to the current quantity on hand. Using sales history to order will allow you to keep stock at optimum levels to meet demand.

### Powerful automated ordering capabilities

Quantity to order may be automatically generated using minimum, maximum, desired or quantity sold levels. The repackage feature makes ordering multi-pack items like cigarettes easy. For example, the repack feature will add the on-hand and quantity sold values of packs into the carton values so that the cartons will be automatically ordered including the pack values.



**Reorder**

How would you like to reorder?

Reorder To Minimum  
 Reorder To Maximum  
 Reorder To Desired  
 Reorder to Quantity Sold

Round up at: Example: [1.04 = 1], [1.1 = 1], [1.5 = 2], [1.9 = ]

When calculating values,

Include On Order Quantities  
 Exclude Backorder Quantities  
 Do not reorder if current qty on hand is at or above min

0 %

**Update Sales**

Use a date range to calculate sales

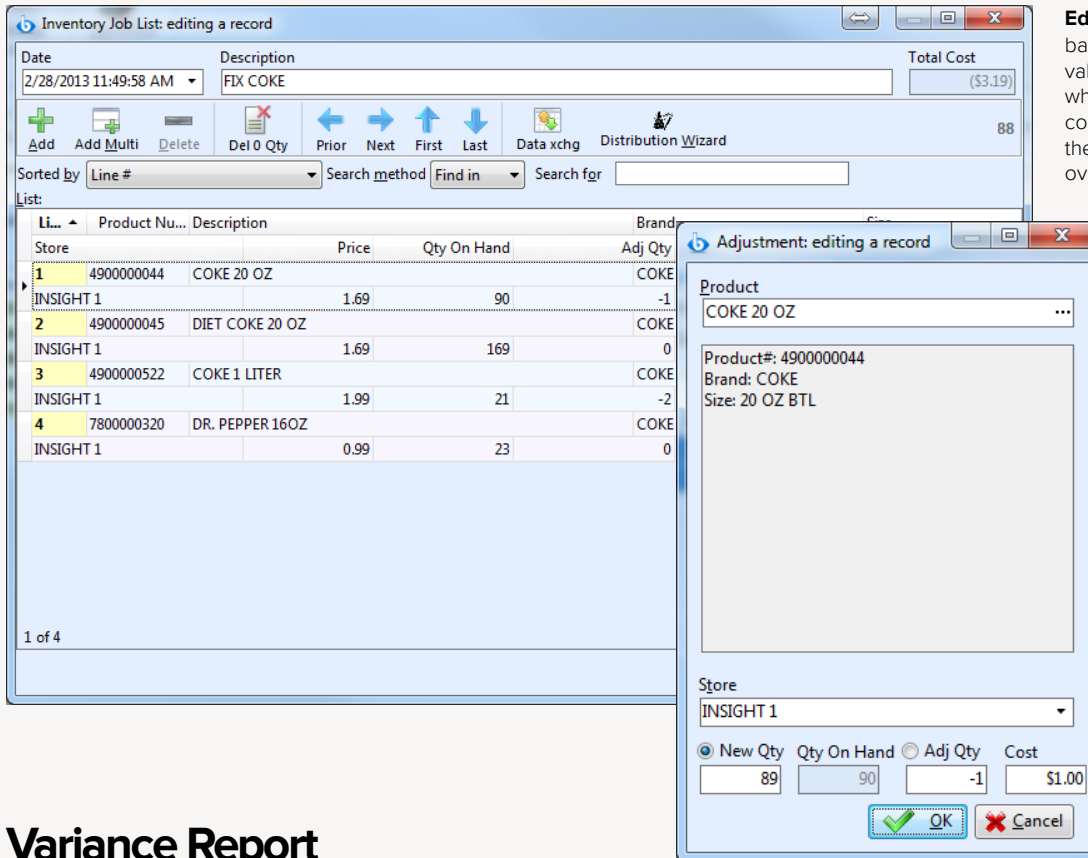
Period Start/End Date: Start: 3/1/2013, End: 3/1/2013

Calculate sales based on an average over time

days in period   
  # of periods   
  end date   
  % of Change

OK | Cancel

## Edit inventory Adjustment



The screenshot shows the 'Inventory Job List: editing a record' window with a table of items and an 'Adjustment: editing a record' dialog box. The table lists items with their product numbers, descriptions, prices, and quantities. The dialog box allows for editing the adjustment for a specific item, showing fields for Product, Store, New Qty, Qty On Hand, Adj Qty, and Cost.

Li...	Product Nu...	Description	Price	Qty On Hand	Brand	Adj Qty
1	4900000044	COKE 20 OZ	1.69	90	COKE	-1
2	4900000045	DIET COKE 20 OZ	1.69	169	COKE	0
3	4900000522	COKE 1 LITER	1.99	21	COKE	-2
4	7800000320	DR. PEPPER 16OZ	0.99	23	COKE	0

### Edit quantity

backOffice™ automatically calculates the value of the adjustment quantity based on which field a value is entered. The current cost from the database is entered into the cost field automatically but may be overwritten if the cost has changed.

### Flexible adjustment features

Products may be added to an adjustment one at a time or in groups using the multi-select feature. 'Delete-0-Qty' will remove all items that are not being adjusted. Set 0 Qty will automatically calculate the value necessary to reset the inventory level for each item in the adjustment to 0. This feature is particularly useful when doing a complete physical where some items may be temporarily out of stock.

### Variance reporting

backOffice™ offers a variance report which calculates the difference between the quantity on-hand in the software and the actual physical count in the store. The report highlights the variances of each item by both quantity and dollar value.

## Variance Report

Product Number	Description	Brand	Size	Cost	Physical	OnHand	Variance	Over	Short
4900000044	COKE 20 OZ	COKE	20 OZ BT	\$1.00	89	90	-1	\$0.00	(\$1.00)
4900000045	DIET COKE 20 OZ	COKE	20 OZ BT	\$1.00	173	169	4	\$3.99	\$0.00

## Handheld Support

### Support for RF and Batch Mode Handhelds

backOffice™ offers complete handheld support by offering price verification, price and cost change and quantity capture for inventory and orders with the WorthData LT7000, price and cost changes take place immediately in the backOffice™ database as they are entered on the handheld.

### RF Unit offers total flexibility

- Add items
- Change price
- Change cost
- Create an order
- Receive an order
- Count inventory in store
- Create variance report

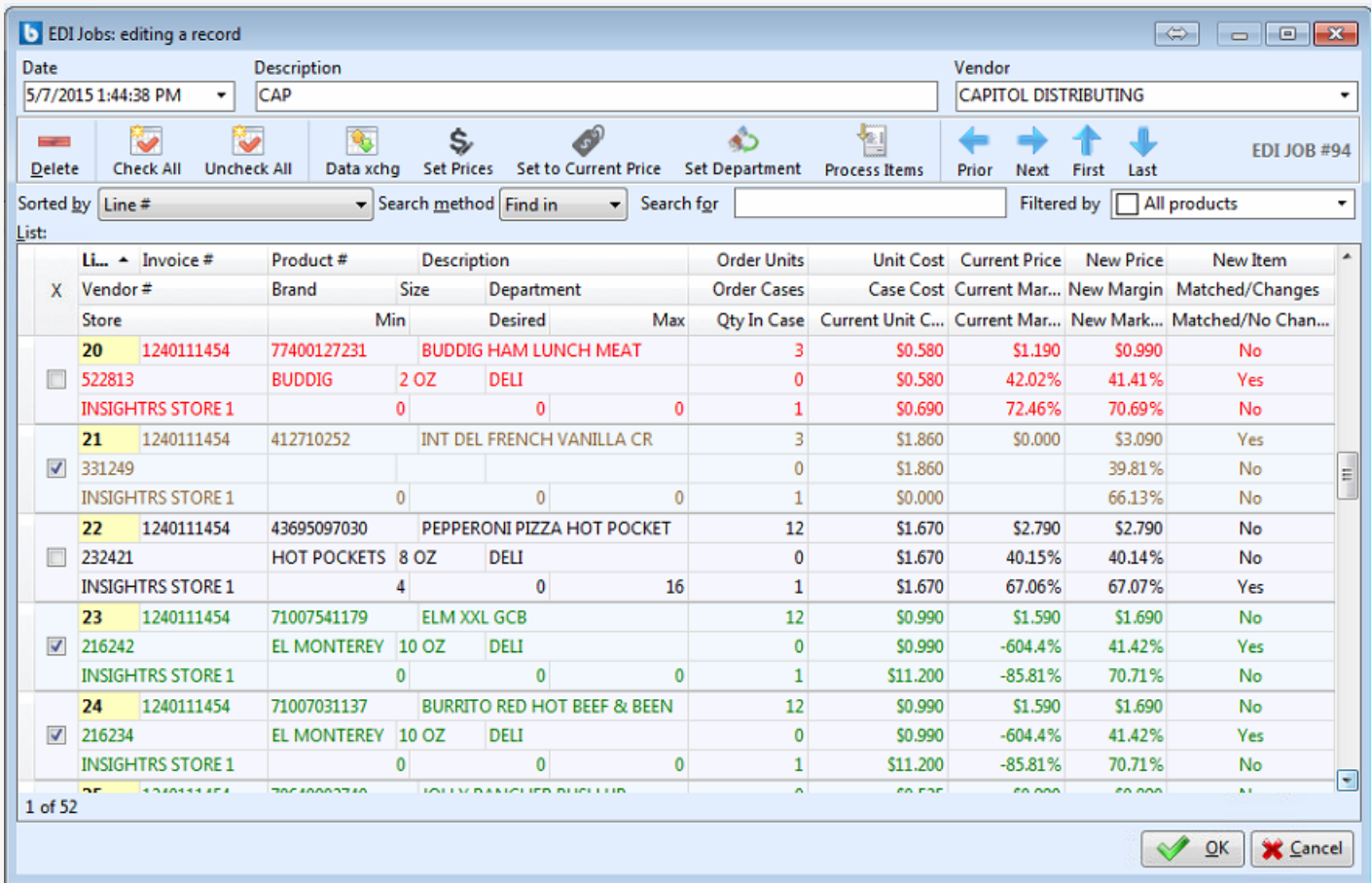
### Batch Units offers

- Create an order
- Receive an order
- Count inventory in store
- Create variance report



# EDI Module

Maintaining margins, controlling costs and saving time are vital to profitability. Our EDI Module helps you meet these demands head-on. Import electronic invoices from your suppliers and let our EDI grid through the use of colors show you immediately where changes have occurred so you can take action. New items are created automatically saving enormous amounts of time. Quantities received can be sent to a purchase order so on-hand levels are updated.



EDI Jobs: editing a record

Date: 5/7/2015 1:44:38 PM | Description: CAP | Vendor: CAPITOL DISTRIBUTING

Buttons: Delete, Check All, Uncheck All, Data xchg, Set Prices, Set to Current Price, Set Department, Process Items, Prior, Next, First, Last

Sorted by: Line # | Search method: Find in | Search for: | Filtered by: All products

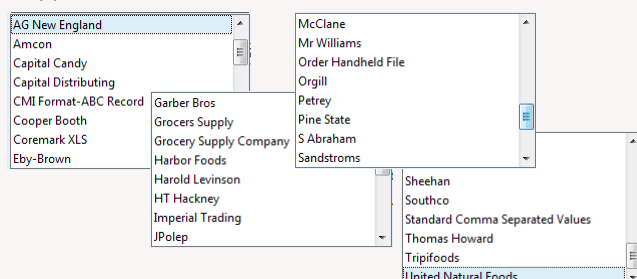
LI...	Invoice #	Product #	Description	Order Units	Unit Cost	Current Price	New Price	New Item	
X	Vendor #	Brand	Size	Department	Order Cases	Case Cost	Current Mar...	New Margin	Matched/Changes
	Store	Min	Desired	Max	Qty In Case	Current Unit C...	Current Mar...	New Mark...	Matched/No Chan...
20	1240111454	77400127231	BUDDIG HAM LUNCH MEAT		3	\$0.580	\$1.190	\$0.990	No
	522813	BUDDIG	2 OZ	DELI	0	\$0.580	42.02%	41.41%	Yes
	INSIGHTRS STORE 1	0	0	0	1	\$0.690	72.46%	70.69%	No
21	1240111454	412710252	INT DEL FRENCH VANILLA CR		3	\$1.860	\$0.000	\$3.090	Yes
	331249				0	\$1.860		39.81%	No
	INSIGHTRS STORE 1	0	0	0	1	\$0.000		66.13%	No
22	1240111454	43695097030	PEPPERONI PIZZA HOT POCKET		12	\$1.670	\$2.790	\$2.790	No
	232421	HOT POCKETS	8 OZ	DELI	0	\$1.670	40.15%	40.14%	No
	INSIGHTRS STORE 1	4	0	16	1	\$1.670	67.06%	67.07%	Yes
23	1240111454	71007541179	ELM XXL GCB		12	\$0.990	\$1.590	\$1.690	No
	216242	EL MONTEREY	10 OZ	DELI	0	\$0.990	-604.4%	41.42%	Yes
	INSIGHTRS STORE 1	0	0	0	1	\$11.200	-85.81%	70.71%	No
24	1240111454	71007031137	BURRITO RED HOT BEEF & BEEN		12	\$0.990	\$1.590	\$1.690	No
	216234	EL MONTEREY	10 OZ	DELI	0	\$0.990	-604.4%	41.42%	Yes
	INSIGHTRS STORE 1	0	0	0	1	\$11.200	-85.81%	70.71%	No

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Buttons: OK, Cancel

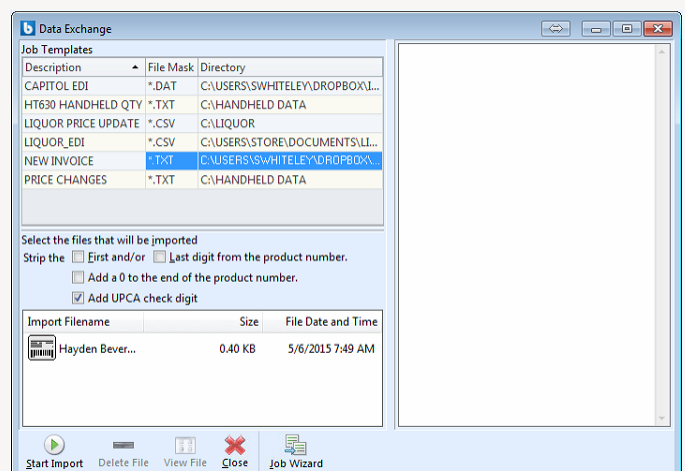
## Data Exchange

The data exchange is used to import electronic invoices from vendors into the EDI grid. Multiple vendors can be setup in the exchange so that virtually any vendor's files can be used. Data from handheld units or other data collection devices can be mapped.



Vendor Selection List:

- AG New England
- Amcon
- Capital Candy
- Capital Distributing
- CMI Format-ABC Record
- Cooper Booth
- Coremark XLS
- Eby-Brown
- Garber Bros
- Grocers Supply
- Grocery Supply Company
- Harbor Foods
- Harold Levinson
- HT Hackney
- Imperial Trading
- JPolep
- McClane
- Mr Williams
- Order Handheld File
- Orgill
- Petrey
- Pine State
- S Abraham
- Sandstroms
- Sheehan
- Southco
- Standard Comma Separated Values
- Thomas Howard
- Tripfoods
- United Natural Foods



Data Exchange

Job Templates:

Description	File Mask	Directory
CAPITOL EDI	*.DAT	C:\USERS\SWHITELEY\DROPBOX\...
HT630 HANDHELD QTY	*.TXT	C:\HANDHELD DATA
LIQUOR PRICE UPDATE	*.CSV	C:\LIQUOR
LIQUOR EDI	*.CSV	C:\USERS\STORE\DOCUMENTS\LL...
NEW INVOICE	*.TXT	C:\USERS\SWHITELEY\DROPBOX\...
PRICE CHANGES	*.TXT	C:\HANDHELD DATA

Select the files that will be imported

Strip the  First and/or  Last digit from the product number.

Add a 0 to the end of the product number.

Add UPCA check digit

Import Filename	Size	File Date and Time
Hayden Bever...	0.40 KB	5/6/2015 7:49 AM

Buttons: Start Import, Delete File, View File, Close, Job Wizard



# Price Book and Inventory Maintenance

- All products
- All products
- New products
- Changed products
- Unchange products
- + Margin
- Margin

### Create New Products

When a vendor's invoice is imported via the data exchange, the EDI grid is populated with both new and matching products. Color codes are used to quickly highlight new items or items whose margin have changed due to a price or cost change. A filter can be applied to populate the grid with only desired changes. Unchanged items can be eliminated from the grid. New items can be isolated so that department and other information can be set at once. Once posted, the new items are added to the database and ready to be sent to the POS.

### No Changes

19	1240111454	2200006677	JUCY FRUIT GUM	0	\$0.751	\$1.590	\$1.590	No			
<input type="checkbox"/>	089110	WRIGLEY'S	15 PIECES CANDY	1	\$7.510	52.77%	52.77%	No			
	INSIGHTRS STORE 1			0	0	0	10	\$0.751	111.71%	111.72%	Yes

### Margin Reduced

15	1240111454	660973114236	3-DEES GUMMIES	0	\$1.460	\$0.000	\$2.190	No			
<input type="checkbox"/>	260380	SUPER MARIO	5.7 OZ CANDY	0	\$1.460	100%	33.33%	Yes			
	INSIGHTRS STORE 1			0	0	0	1	\$1.460	-100%	50%	No

### Margin Increased

13	1240111454	70602469000	ROCKY ROAD CANDY BAR	0	\$0.594	\$1.390	\$1.390	No			
<input checked="" type="checkbox"/>	253922	ANNABELLE'S	REGULAR CANDY	1	\$14.250	53.46%	57.27%	Yes			
	INSIGHTRS STORE 1			0	0	0	24	\$0.647	114.83%	134.01%	No

### New Item

21	1240111454	412710252	INT DEL FRENCH VANILLA CR	3	\$1.860	\$0.000	\$3.090	Yes			
<input checked="" type="checkbox"/>	331249			0	\$1.860		39.81%	No			
	INSIGHTRS STORE 1			0	0	0	1	\$0.000		66.13%	No

Change Price by Margin/Markup

Margin (%)  MarkUp (%)

Round to  decimal places

Replace last digit with

### Change Price/Cost for existing products

If the vendor includes retail prices in their EDI file based on agreed-upon margins, this data can be used to update prices in the pricebook. Tools to calculate prices based on a desired margin are also available. Prior to posting, pricing may be manipulated inside of the EDI grid giving the user complete control. Any items that need to be left unchanged can either be removed from the grid, or if prices need to be untouched but cost updated, a copy prices feature will copy the current price into the new price field. This is very useful for tobacco products where the vendor does not maintain retail prices or pricing is region-based.

### Post changes to Pricebook and Inventory

When work has been completed in the EDI grid, the user can elect to post those changes to the Price book and create a Purchase Order in the Inventory Module. The Purchase Order can be checked against a packing list and then posted, updating cost, quantity on hand and the purchase history.

Process Selected Items

Post Changes to Price Book

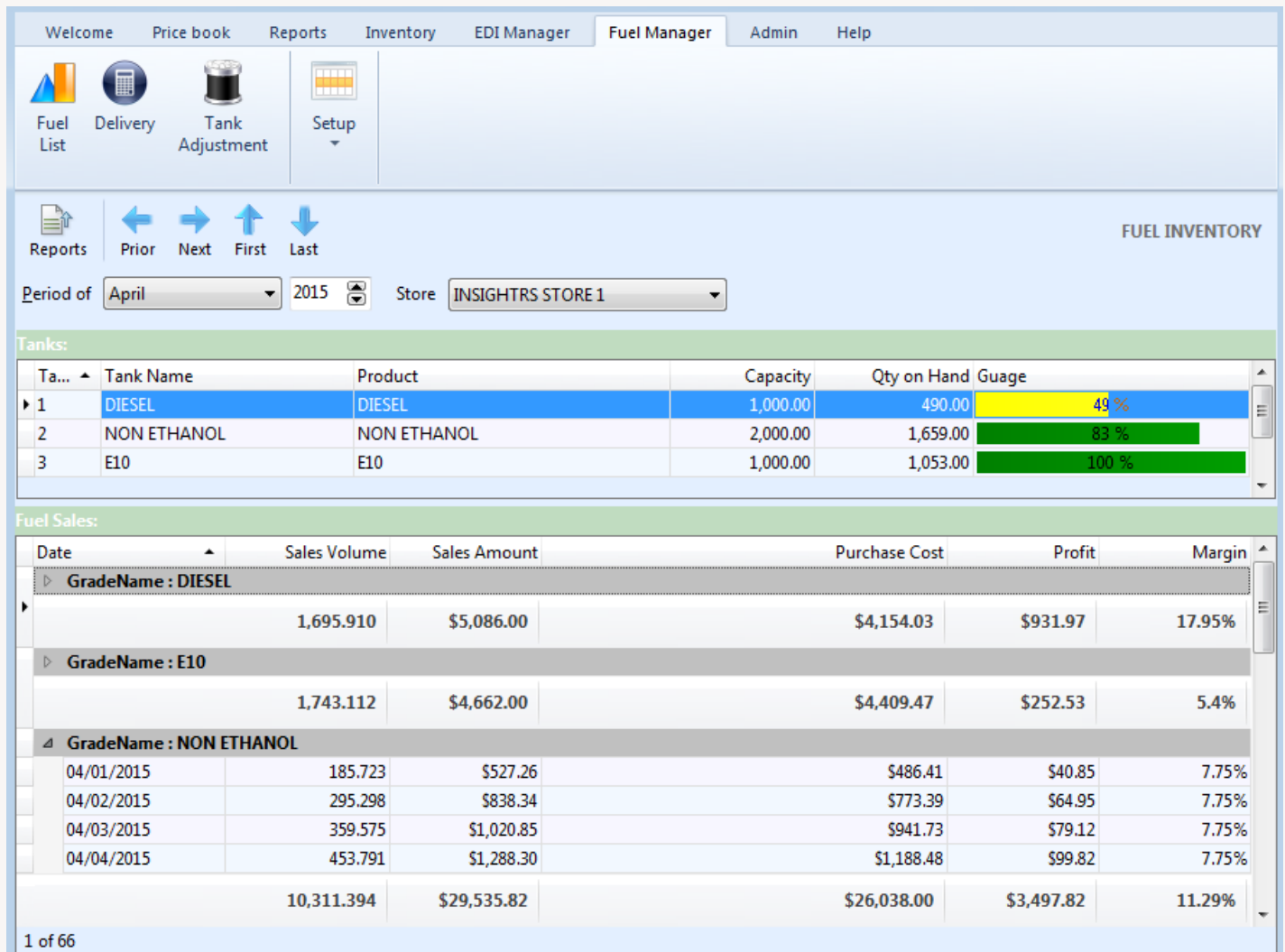
Create Purchase Order

# Fuel Manager

The Fuel Manager is a purpose-built module designed to help you maximize profits from the petroleum side of the operation. A Fuel List window provides sales, margin and profit for fuel grades. Totals are summarized by month or can be viewed by day. The Fuel List eliminates the need to manually track fuel information via a spreadsheet saving time and improving accuracy. Tank volume levels are displayed numerically as well as in gauge form with user-definable color schemes.

Fuel purchases, adjustments and stick readings are entered to provide both inventory and cost control. Fuel sales and activity reports, which can be run over any date range, provide the information you need to improve purchasing and pricing decisions.

## Fuel List



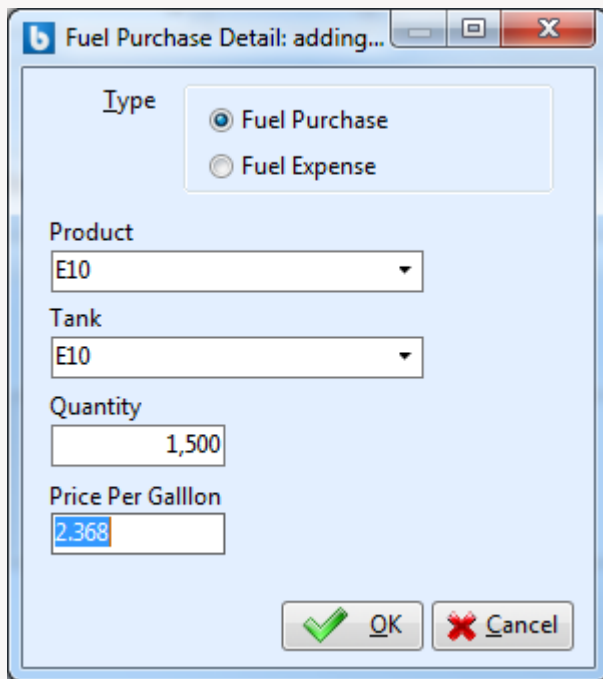
The screenshot shows the Fuel Manager interface with the following components:

- Navigation Tabs:** Welcome, Price book, Reports, Inventory, EDI Manager, **Fuel Manager**, Admin, Help
- Menu Bar:** Fuel List, Delivery, Tank Adjustment, Setup
- Reports Section:** Reports, Prior, Next, First, Last
- Filters:** Period of: April 2015, Store: INSIGHTRS STORE 1
- Tanks Table:**

Ta...	Tank Name	Product	Capacity	Qty on Hand	Gauge
1	DIESEL	DIESEL	1,000.00	490.00	49%
2	NON ETHANOL	NON ETHANOL	2,000.00	1,659.00	83%
3	E10	E10	1,000.00	1,053.00	100%
- Fuel Sales Table:**

Date	Sales Volume	Sales Amount	Purchase Cost	Profit	Margin
<b>GradeName : DIESEL</b>					
	1,695.910	\$5,086.00	\$4,154.03	\$931.97	17.95%
<b>GradeName : E10</b>					
	1,743.112	\$4,662.00	\$4,409.47	\$252.53	5.4%
<b>GradeName : NON ETHANOL</b>					
04/01/2015	185.723	\$527.26	\$486.41	\$40.85	7.75%
04/02/2015	295.298	\$838.34	\$773.39	\$64.95	7.75%
04/03/2015	359.575	\$1,020.85	\$941.73	\$79.12	7.75%
04/04/2015	453.791	\$1,288.30	\$1,188.48	\$99.82	7.75%
	<b>10,311.394</b>	<b>\$29,535.82</b>	<b>\$26,038.00</b>	<b>\$3,497.82</b>	<b>11.29%</b>

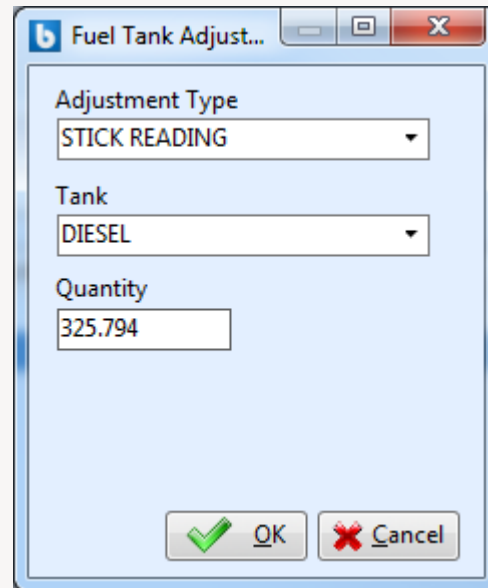
## Fuel Delivery



### Record Deliveries

Fuel deliveries are posted by tank/grade including volume and cost. Cost changes are recorded so that pool margin and profit by grade are automatically calculated. The purchase history is displayed in the Fuel List for immediate retrieval.

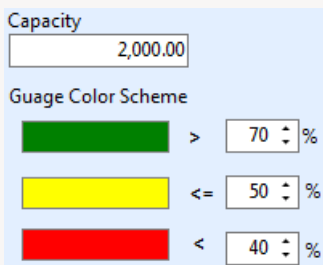
## Stick Readings



## Tank Monitoring

### Quickly monitor tank levels

Tank levels are automatically calculated during the sales import process and are adjusted via deliveries, adjustments and stick readings. Alert levels can be set to help you quickly see if a volume is low in any tank.



### Stick Readings and Adjustments

Stick readings and adjustments can be entered and posted so that inventory levels can be properly maintained.

Product	Capacity	Qty on Hand	Guage
DIESEL	1,000.00	90.00	9 %
NON ETHANOL	2,000.00	909.00	45 %
E10	1,000.00	953.00	95 %

## Fuel Sales Report

Date	Sales Volume	Purchase Cost	Sales Amount	Margin	Profit
Wed 04/01/2015	120.79	\$299.43	\$318.75	6.06%	\$19.32
Thu 04/02/2015	110.29	\$273.41	\$291.06	6.06%	\$17.65
<b>E10 Sub Total</b>	<b>231.08</b>	<b>\$572.84</b>	<b>\$609.81</b>	<b>6.06%</b>	<b>\$36.97</b>

## Fuel Activity Report

Date	Delivery Volume	Delivery Cost	Stick Reading	Sales Volume	Purchase Cost	Sales Amount	Margin	Profit
Wed 04/01/2015	553.00	\$2.48		120.79	\$299.43	\$318.75	6.06%	\$19.32
Thu 04/02/2015				110.29	\$273.41	\$291.06	6.06%	\$17.65
<b>E10 Sub Total</b>				<b>231.08</b>	<b>\$572.84</b>	<b>\$609.81</b>	<b>6.06%</b>	<b>\$36.97</b>

## backOffice™ Pricebook

- **Unlimited PLU capability** - limited only by POS device
- **5 user defined fields** - name the field, put any entries in the field you wish
- **User defined product groups** - name a product group, put any item in it you wish
- **Multiple vendors per item** - allows different vendor for each store on same product
- **Automatically calculate price** - based on margin or markup
- **Kits** - will automatically reduce qty on hand of items in kit when kit is sold - great for gift baskets
- **Packages** - will automatically reduce qty on hand of master item as child items are sold - great for cigarettes, beer and soda.
- **Multi-store pricing** - control prices for each store or store groups independently, or copy values to all automatically
- **User defined store groups** - name a store group, put any store in it you wish, use group later for reports, orders etc.

## backOffice™ Reporting

- **Maintains history daily** - limited only by storage space
- **Generate reports** over any date range
- **Predefined report ranges** - save time in selecting frequently used date ranges
- **Save predefined report settings** - save specific report parameters for later use
- **Export reports** to Excel
- **Daily booking report**
- **Item sales history reports**
- **inventory status reports**
- **inventory variance reports**
- **Price lists**
- **General lists**
- **Purchase history report**
- **Barcode Label Printing**
- 

## backOffice™ Inventory

- **Track stock** with average or current costing
- **Levels can go negative** and be caught up later
- **Computer assisted ordering** - order on min, max, desired, or using calculated sales values (average or periodic)
- **Receive and transmit orders electronically** or with handheld unit - customizable interface for vendors
- **Order/receive stock using handheld unit**
- **Back-order and on-order tracking**
- **Order/receive products using product number** or vendor re-order number

## General features

- **User security** - log-on based, allows/disallows access to all parts of the software
- **Microsoft SQL Server Database** - Microsoft SQL Server database is scalable from one to hundreds of stores.
- **Multi-user capable** - run on a network with peer-to-peer or server-based topology
- **Detailed on-line help**

## Compatible Hardware & Software

- **PC-Based Point-of-Sale**  
NCC Reflection POS (embedded or Microsoft Windows™ version)
- **Electronic Cash Registers**  
Sam4S SPS500, SPS300  
Datasyt EliXR, XR651/650
- **Gas Pump Controllers**  
Verifone Ruby, Ruby CI, Ruby 2  
Sapphire, Commander  
Gilbarco Passport  
NCR Radiant RPOS
- **Handheld Terminals**  
Worthington 7000 Series RF Terminal  
Unitech HT630  
Any Windows/embedded unit using iKey software  
Any batch mode terminal that produces CSV file
- **Barcode Printers**  
GoDex DT4+, 700i  
Eltron/Zebra 4" ELP2 compatible  
Cognitive 4" Blaster or DelSol  
Laser printer with Avery 5160 or 5267 labels

## System requirements

- **Processor:** 2.0 GHz or faster, Dual Core
- **Memory:** Minimum 4 GB, recommended 8 GB
- **Hard Drive:** Minimum 1 GB free space
- **Operating System:** Microsoft Windows Vista SP 2, Windows 7 SP1, Windows 8 SP1, Windows 8.1