

How to run the purchase recap by Profit Center (cost center)
Got to reports>purchase recap by profit center.



Select "all profit centers" then next

Purchase Recap by Profit Center Report - FOOD-TRAK® Reports



You may print this report showing data for all profit centers or for a selected profit center.

All Profit Centers

A Selected Profit Center

12691 Fitness Progammng

Help Cancel < Back Next > Submit

Select your date range then click next

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Enter the beginning and ending invoice dates you would like to have included on this report

From to

Help Cancel < Back **Next >** Submit

Select "all invoices" then next

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This report can include all invoices, those which have been exported, or those that have yet to be exported.

All Invoices

Exported Invoices

Non Exported Invoices

Help Cancel < Back Next > Submit

Select “vendor and invoice number” for sort options and click next

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The items on this report may be listed in one of the following sort orders.

- Report Group
- Vendor
- Vendor and Report Group
- Invoice Number
- Vendor and Invoice Number
- Transaction Report with Vendor Summary

Help Cancel < Back **Next >** Submit

Select "include all items on the report" and click next

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All eligible items may be included on the report or one or more individual items may be selected for the report.

Include all items on the report.

Include only selected items on the report.

[Detail](#) Click here to select individual items for the report.

Help Cancel **< Back** Next > Submit

Select "both detailed and summary information" and click submit

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This report can contain detailed information, a summary, or both.

- Detailed information only.
- Summary information only.
- Both detailed and summary information.

Help Cancel < Back Next > **Submit**

Select your report format click submit and follow through the output options

Waste Activity Report - FOOD-TRAK Task Sch... X

Task Frequency:

- Execute Only Once
- Repeat Every
 - 1 Hours
 - 1 Days
 - 1 Week(s) on Monday
 - 1 Month(s) on Last Day

Task Execution:

Start on 08/31/2009 at 09:15 AM

Help OK Cancel

Select your output options

Waste Activity Report - Output Options [X]

Send Output To:

Screen
 Automatically Display When Ready

Printer
Client/D939NVC1#/Bullzip PDF Printer [Select...]

Export

Save to Disk Send via E-Mail

[] [Browse...]

[] [E-Mail...]

Format: [Adobe Acrobat Format ▼]

[Help] [OK] [Cancel]