Generating Reports

FTD Mercury allows you to print several different reports to assist you in the daily operations of your shop. In addition to financial reporting functionality, reports are designed as business management tools, allowing you to get a pulse on your business operations. Each report is generated and printed in Microsoft Excel.

To generate a report in FTD Mercury:

1. On the **FTD Mercury Main Menu**, click **Business Reports**. The **Office Templates** window opens in **Windows Explorer**.
2. Double-click the **Mercury Forms** folder.
3. Double-click the report you want to generate. **Microsoft Excel** opens.
4. If a security warning appears:
    » If you are using **Office 2007**, next to the warning, click the **Options** button. When the **Microsoft Office Security Options** window opens, click Enable this content and click **OK**.
    » If you are using **Office 2003**, click **Enable Macros**.
5. In the window that opens, enter appropriate criteria for the report.
6. Click **Finish**. The report generates and opens in **Microsoft Excel**.

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You can access reports by clicking Business Reports on the FTD Mercury Main Menu.

FTD Mercury - Sales Summary Report

Select Store   Doc's Blooms

Sale Date Range

Start Date   3 /11/2007

End Date   4 /11/2007

Date Type

◉ Delivery Date   ○ Sale Date

[Finish]   [Cancel]

After you double-click the report you want to generate, you need to configure it from the window that opens. Each report requires different information.

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