

MM=Manager Menu I
CSR= CSR Menu

BLOCKBUSTER

Computer Functions and Reports

Quick Reference Guide

REPORT/FUNCTION

CODE TO GENERATE

Accounts Payable

Active Invoice Display
Input Invoice Information

MM-C-A-B
MM-C-A-A

Account Maintenance

Accounts Receivable Summary Report (A/R)
Auto Check-in Confirmation
Bad Debt Write-off Customer History
Call List
Collection Letters Disabled
Credit Card Authorization Report
DBal Reports
FOS Checkin Detail By Employee
FOS Report
Letter Generator
Print Customer Mailing Labels

MM-C-B-I
Daily or MM-D-A-Choose Report
Daily or MM-D-A-Choose Report
CSR-F
MM-D-E-B-E
CSR-I-E
CSR-I-C or Daily
Daily or MM-D-A-Choose Report
CSR-E
CSR-G
CSR-H

Customer/Employee Accounts

Active Customer List
Add Customers from "sister store" Backup Tape
Bad Film Accounts (Listings)
Customer Hold Report
Customer Stats
Customers with Incomplete Data Report
Delete Warning
Employee Balance Report (R7E)
Inactive Customer List
List Presale by Customer
List Presale Tapes
Lost Card Report
Point of Sale
Print a Membership Card
Print/Read Mail
Quick Add Customer With Incomplete Data
Report a Lost Card
School Accounts
Tapes Returned To Wrong Store
VIP Accounts

CSR-I-I-A-Choose Option
MM-H-A-I
MM-D-E-B-D-A-B
MM-D-E-B-B
CSR-C
CSR-I
CSR-C
MM-D-E-B-A
CSR-I-I-B-Choose Option
MM-B-I-E-B
MM-B-I-E-A
MM-D-E-B-C
CSR-B
CSR-C
MM-A-A
CSR-I-H
CSR-C
MM-D-E-B-D-A-S
Daily or MM-D-A-Choose Report
MM-D-E-B-D-A-V

Financial

Amounts and Adjustments
Cash Audit
Correct Previous Day's Amounts and Adjustments
Credit Detail By Credit Type
Credit Detail By Employee

Daily or MM-D-A-Choose Report
Daily or MM-D-A-Choose Report
MM-E-E
Daily or MM-D-A-Choose Report
Daily or MM-D-A-Choose Report

MM=Manager Menu 1

CSR= CSR Menu

Daily Receipts
Daily Sales Journal
Not Cashed Out Report
Not Checked Out
Prepaid Report
Print EOD Worksheet
Print Yesterday's Daily Report
PTD Accounting Summary
PTD Revenue Summary
Refund Detail By Employee
Reprint Daily and Inventory Reports
Reprint Logger
Run Bank Report
Run Daily
Store Daily Report
Store Weekly Report
Tax Class Code Override

Inventory

Conduct a Physical Inventory
Inventory Adjustments
Inventory Analysis
Inventory PVT Status Report
Inventory Quantities by Rev Code Report
Inventory Rental Status Report with Rental Status
Inventory Rental Status Report without Rental Status
Inventory Sale Status Report
Missing Item Audit
Monthly Inventory Pull Down Report
Negative Quantities Inventory Report
New Release Evaluation
Physical Inventory Exceptions
Physical Inventory Summary
PTD Inventory Adjustment Report
Receive Lost Found Sell-Thru
Receive Lost Found Rental Tape
Summary Inventory Quantities By Revenue Department

Product/Marketing

Change a Part Number
Coupon Activity
Current Rent Code Prices
Customer Visit Frequency
Customer Visit Patterns (SR2M)
Customers Active/Inactive by Zip Code Summary
Film Status
Inactive New Release Evaluation
Maintain Temporary Category
New Cost Override
New Sale Price Override
Override Rent Codes and Early Return Credit Codes
Print a Barcode
Print Game Instructions
Print New Sales Labels
Print PVT Labels from Transfer Rental to PVT
Print PVT Sales Labels

Daily or MM-D-A-Choose Report
MM-E-H
Daily or MM-D-A-Choose Report
Daily or MM-E-J
CSR-I-D
MM-E-D
MM-E-F
MM-E-G
MM-E-G
Daily or MM-D-A-Choose Report
MM-D-A
MM-E-C
MM-E-B
MM-E-A
Daily or MM-D-A-Choose Report
Daily (Sunday) or MM-D-A-Choose Report
MM-B-J-A-E

MM-B-J-G
Generates After Inventory
Daily (Sunday) or MM-D-A-Choose Report
MM-B-I-C-C
MM-B-I-B
MM-B-I-C-A
MM-B-I-C-B
MM-B-I-C-D
Generates After Inventory
MM-D-E-D-B
MM-B-I-D
MM-D-E-D-F
Generates After Inventory
Generates After Inventory
MM-B-I-A-C
MM-B-B-E
MM-B-B-D
MM-B-H-B

MM-B-C-G
Daily or MM-D-A-Choose Report
MM-E-K-C
MM-D-E-C-C
MM-D-E-C-B
MM-D-E-C-A
CSR-A
MM-D-E-D-H
MM-B-J-H-A
MM-B-J-A-B
MM-B-J-A-A
MM-D-E-D-G
MM-H-A-E
MM-B-J-K-A
MM-B-D-A
MM-B-D-D
MM-B-D-B

MM=Manager Menu I

CSR= CSR Menu

Print Rental Sales Labels
Promotional Detail
Promotional Summary (By Coupon/Date)
PTD Rev Code Stats
PVT Cost Override
PVT Sale Price Override
Rental Price Code Override
Request Game Instructions
Revenue by Category or by Rent Code
Sell Thru Activity
Sell Thru Analysis
Show Old Code Meaning
Suggested Additional Copies Report
Suggested Missing Titles
Update PVT Price
Update UPC File
Week to Date Revenue Code Stats
Weekly Inventory Pull Down Report

MM-B-D-C
MM-D-E-C-D
MM-D-E-C-E
MM-E-K-A
MM-B-J-A-D
MM-B-J-A-C
MM-B-J-A-F
MM-B-J-K-B
MM-E-K-B
Daily or MM-D-A-Choose Report
MM-D-E-D-E
MM-H-A-D
MM-D-E-D-C
MM-D-E-D-A
MM-B-J-F
MM-B-J-E
MM-E-K-A
MM-D-E-D-D

Payroll

Clock In/Clock Out
Edit Time Clock
Enter Annual Salary Expenses
Enter Standard CSR Hourly Wage
Labor Usage By Hour
Maintain Employee Information
Pay Period End
Print a Previous Time Card
Print a Time Card
Print All Time Cards
PTD Performance Summary
Set Standard Wage
Show Employees on the Clock
Time Clock Summary Report

CSR-D
MM-F-A-A
MM-F-G-B
MM-F-G-A
Daily or MM-D-A-Choose Report
MM-F-A-B
MM-F-E
CSR-D-PF3
CSR-D-PF2
MM-F-F
MM-E-G
MM-F-G
MM-F-B
MM-F-D

Receiving/Transfers

Change Form Stock to Insert
Change Form Stock to Letter
Correct a Receiving or Transfer Error
Create a PO
Maintain Vendor and Distribution
Open ASN Report
Open Purchase Summary Report
Place an ESO order
Print Inserts for Another Store
Print Inserts for Received Merchandise
Print Inserts for Your Own Store
Print Inserts from a Film Update Change
Print Vendor List
PTD Inventory Receiving Report
PTD Inventory Transfer Report
PTD Short Ship Vendor Credit Report
Receive from Another Store
Receive from the DC
Receive from Vendor
Report Confirmed ESO Items

MM-H-A-H
MM-H-A-H
MM-B-C-H
MM-B-F-A
MM-B-J-C-A
MM-B-F-C
MM-B-F-B
MM-B-F-D
MM-B-E-B
MM-B-B-I
MM-B-E-A
MM-B-J-D-B
MM-B-J-C-B
MM-B-I-A-A
MM-B-I-A-B
MM-B-I-A-D
MM-B-B-C
MM-B-B-A
MM-B-B-B
MM-B-F-E-B

MM=Manager Menu 1

CSR= CSR Menu

Report Pending Confirmation ESO Items
Report Rejected ESO Items
Report Untransmitted ESO Items
Short Ship ASN Vendor Credit
Short Ship PO Vendor Credit
Special Order Status
Transfer Defective Merchandise to the DC
Transfer Defective Tapes to Vendor
Transfer Good Merchandise to the DC
Transfer Merchandise to Field Destroy
Transfer New or PVT to Rental
Transfer Overstocked Tapes to Vendor
Transfer Rental to New
Transfer Rental to PVT
Transfer to Another Store
Vendor List

Technical/Support

Apply Update Tape
Change Language Options
Change Time for Daylight Savings Time
Conduct a Printer Test
Create a Backup Tape (Application)
Create a Backup Tape (Data)
Label a New Tape
Reset a Printer
Reset Modem
Reset Terminal
Restart a Terminal
Set Day of the Week
Set Up Terminal Configuration
Show Day of the Week
Show Software Version
Show the Time/Date
Start a Report Printing Station
Test Cash Drawers

MM-B-F-E-D
MM-B-F-E-C
MM-B-F-E-A
MM-B-H
MM-B-G
MM-B-H-E-B
MM-B-C-A-B
MM-B-C-B-B
MM-B-C-A-A
MM-B-C-A-C
MM-B-C-D
MM-B-C-B-A
MM-B-C-F
MM-B-C-E
MM-B-C-C
MM-B-I-C-B-B

MM-H-A-J
MM-H-E-Select Language
MM-H-C-B
MM-D-D
MM-H-A-A-B
MM-H-A-A-A
MM-H-A-B
MM-H-A-H
MM-H-C-F
MM-H-C-E
MM-H-A-F
MM-H-A-C-Choose Day
MM-H-C-D
MM-H-A-C-A
MM-H-C-G
MM-H-C-A
MM-D-B
MM-H-C-C