



## How to Locate Legacy & Pre-existing Reports

Learn where to locate legacy and preexisting reports in your new Union Reporting Hub. We're going to start in the Reporting Hub section and walk through these different folders.

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### 1. My Venue's Documents

In the "My Venue's Documents" folder, you will find any reports that you or anyone in your organization has created and shared amongst the organization.

### 2. Accounting

Let's now focus on the preexisting other folders such as "Accounting", where you'll find the General Ledger report.

### 3. Legacy

In the Legacy folder, you'll find several reports that you used to access in the old interface, such as:

- Employee, Employee Performance
- Inventory Depletion and Product Mix
- Open Checks, Payments, Recoveries & Declines
- Sales Reports: Sales used to be under one heading in the old Union reporting, and they've now been broken out to each be their own separate report, such as sales by category, by check, by floor, and by item, to name a few.
- Transactions

### 4. Operations

In your operations folder, you will access the most commonly used Union reports, such as:

- Adjustments, Checkouts and End of Day
- Daily Snapshot
- House Accounts
- Labor vs. Sales
- Transactions reports
- etc.

### 5. The Sales Summary (Formerly Financial Statement)

One of the most commonly used Union reports is the Sales Summary. Previously known as the Financial Statement, it provides a comprehensive view of your business and includes all the same information as the previous financial statement. You can find it in the Operations folder.