

POS Report Menu List

POS Reports Menu(RP)

Below is the layout of the Reports menu in the POS module in an ordered list. The purpose of this page is to allow for a searchable list of reports. This is a constant work in progress, so some details may not be available at this time.

Clicking on a report name will navigate to a page with an example of what the report looks like, a brief summary of what the report will report on as well as explanations of the fields used to generate the report. Please note that every field definition is not listed for every single report, instead the most common fields are covered in the Reports: Best Practices and Procedures article. Only special usage scenarios or unique field options are covered in the individual report articles.

The numbering of the list reflects the path numbering of the reports. For instance, the Tender/Register Summary Report (RP-2-21) is down in section 2; Tender Reports, option 21 for Tender/Register Summary. At first glance it can be a little jarring to see the list go from 5 to 21 but it was necessary to keep the options true to the screen layout.

1. Sales Reports >

1. Detail by Trans Number
2. Consolidated by Register

3. Class Reports Menu >

1. Class Detail by Date by Class
2. Class Detail by Class by Date
3. Class Summary by Class
4. Class Summary by Register

- 5. Item Disc/Mkdn by Class
- 21. Class Comparison – Net
- 22. Class Comparison – Returns

4. Time Interval Sales Menu >

- 1. Store Sales by Store by Register by Date
- 2. Store Sales by Store by Date by Interval
- 3. Employee Sales by Employee by Time
- 4. Employee Sales by Time by Employee
- 5. Sales \$\$ by Time Interval
- 6. 7-Day Sales Report

5. Special Sales Reports Menu >

- 1. Gross-to-Net Sales
- 2. Departmental Sales
- 3. Sales and Returns by Department
- 4. Sales by SKU/ISBN
- 5. Sales by Transaction Discount Code
- 6. Serial Number Search
- 21. Maintain Flash Dates
- 22. Update and Print
- 23. Print Flash Data
- 24. Akademos Sales Detail

6. A/R Reports Menu >

- 1. Invoices
- 2. Payments
- 21. POSCONNECT Error Report
- 21. Transaction Detail (Inquiry)
- 22. Fee Detail
- 23. Fee Summary

24. Item Disc/Mkdn Detail

25. Movement/Ranking Menu >

1. Build Ranking File
2. Run Ranking Reports
3. Build Movement File
4. Run Movement Report

26. E-Book Trans Detail

2. Tender Reports >

1. Tender Detail by Reg# by Tran#
2. Summarized by Register
3. Summarized by Store
4. Detail with Account Information
5. Summarized by Cashier Code
21. Tender/Register Summary
22. Consolidated Register Summary
23. Sales Tax Summary
24. Register Parameter Screen
25. Credit Card Detail

3. Inventory Reports >

1. Daily Sales Detail
2. With Sales in Last Seven Days
3. Inventory Movement Report
4. Inventory Movement by Time
5. Same SKU in Multiple Modules

4. Data File Listings >

1. Department List By Dept Code
2. Class Reports >
3. Vendor Order Address List
4. Sales Entry Messages
5. Catalog QOH Report
21. Cashier Listing
22. Employee Listing

5. Employee Reports >

1. Transaction Detail by Employee
2. Transaction Summary by Employee
3. Employee Time
4. Employee Sales By Employee By Time Interval
5. Employee Sales By Time Interval By Employee
6. Percent Employee Sales

6. Miscellaneous Reports >

1. Voucher Special Order Report
2. Gift Card Report
3. Cap & Gown Report
4. Miscellaneous Voucher Report
5. Departmental Vouchers
6. Suspended Transactions Report
7. Discount Summary
21. Tax Report From POS.STD
22. Tax Report From POS.TES
23. Supervisor Authorizations
24. Percent of Trans. per Register
25. Neg Accounts Listing
26. A/R Customer Report

21. Buyback Reports >

1. Dollars Spent Report
 2. Buyback Audit Report
 3. Buyback Detail Report
 4. Transaction Inquiry
22. Register Errors
23. User Audit