

# Report: Class Summary by Class

Below is an overview of the Class Detail by Date by Class report. General information on what fields are available, what they do and what data is presented in the report.

Path: POS-RP-1-3-3

Purpose: This report is used to display high level information of class dollar amounts per day.

Output: Store, Report Group (optional), Description, Sales, Returns, Markdowns, Discounts, Class Net, Cost Quantity.

Over a one day date range this report looks very similar to other class reports. Just like those reports though, the multiple days is what makes the report unique.

This screenshot shows a single day with the "Sort by Report Code" field set to a Y. The Y for this field triggers the optional Report Group column. If this field is a N then the column is removed.

REPORT CLASS		ST	GROUP	CLASS DESCRIPTION.....	SALES	RETURNS	MARKDOWNS	DISCOUNTS	CLASS NET	COST	QTY
	100 Custom Materials (Co			295.75	-18.25	0.00	0.00	277.50	217.90	14	
	101 New Textbooks			6,323.74	-777.24	0.00	0.00	5,546.50	3,317.60	85	
	102 Used Textbooks			331.25	-34.00	0.00	0.00	297.25	178.02	6	
	300 Art Tech			108.37	0.00	0.00	0.00	108.37	56.05	29	
	301 Kit: Art, COSMO, etc			27.97	0.00	0.00	0.00	27.97	14.32	3	
	302 Office Supplies			90.94	0.00	0.00	0.00	90.94	48.37	36	
	303 Paper, Notebooks, Bi			162.49	-5.19	0.00	-7.50	149.80	86.77	30	
	304 Test Forms			441.67	0.00	0.00	0.00	441.67	223.14	383	
	305 Writing Instruments			120.77	0.00	0.00	0.00	120.77	64.67	78	
	400 Clothing			401.87	-10.00	0.00	-2.40	389.47	178.99	17	
	401 Backpacks, Bags			114.98	0.00	0.00	0.00	114.98	67.60	2	
	502 Emblamatic			14.96	0.00	0.00	0.00	14.96	6.95	4	
	503 General Gifts			132.78	0.00	0.00	0.00	132.78	66.48	8	
	600 Consumer Electronics			414.85	0.00	0.00	0.00	414.85	282.68	15	
	603 Digital / Computer S			1.99	0.00	0.00	0.00	1.99	0.90	1	
	700 Health & Beauty			23.06	0.00	0.00	0.00	23.06	13.30	14	
	701 Snacks			338.30	0.00	0.00	-4.63	333.67	196.41	214	
	702 Taxable Snacks			58.90	0.00	0.00	-1.17	57.73	33.58	30	
	802 CAMPUS PRINT			75.00	0.00	0.00	0.00	75.00	0.00	75	
	804 Counseling CARDS			590.00	0.00	0.00	0.00	590.00	0.00	20	
	805 FEE CARDS			118.00	0.00	0.00	0.00	118.00	0.00	4	
	808 MISCELLANEOUS			0.00	29.02	0.00	0.00	29.02	0.00	3	
	809 CRV Codes			3.55	0.00	0.00	0.00	3.55	0.00	69	
	ERROR			39.98	0.00	0.00	0.00	39.98	21.00	2	
GROUP				10,231.17	-815.66	0.00	-15.70	9,399.81	5,074.73	1142	
1				10,231.17	-815.66	0.00	-15.70	9,399.81	5,074.73	1142	
GR				10,231.17	-815.66	0.00	-15.70	9,399.81	5,074.73	1142	

24 records listed.

In this example we have six days worth of data. The format of this report remains the same, the numbers simply include more days.

REPORT CLASS	ST	GROUP	CLASS DESCRIPTION	SALES	RETURNS	MARKDOWNS	DISCOUNTS	CLASS NET	COST	QTY
		100	Custom Materials (Co	4,149.75	-143.50	0.00	0.00	4,006.25	3,358.14	202
		101	New Textbooks	85,305.11	-3,732.05	0.00	-23.06	81,550.00	61,298.47	980
		102	Used Textbooks	11,540.50	-905.50	20.75	0.00	10,655.75	6,181.35	270
		202	QUICK STUDY GUIDES	20.85	0.00	0.00	0.00	20.85	10.93	3
		300	Art Tech	1,266.92	-12.98	0.00	0.00	1,253.94	666.40	270
		301	Kit: Art, COSMO, etc	241.81	0.00	0.00	0.00	241.81	126.33	19
		302	Office Supplies	1,071.73	3.28	0.00	-1.69	1,073.32	560.96	407
		303	Paper, Notebooks, Bi	1,300.95	-15.17	0.00	-9.60	1,276.18	710.68	302
		304	Test Forms	2,682.62	-0.46	0.00	-1.53	2,680.63	1,361.69	2318
		305	Writing Instruments	1,333.22	0.99	0.00	-0.30	1,333.91	727.71	720
		400	Clothing	2,618.02	-105.00	0.00	-51.40	2,461.62	1,156.39	98
		401	Backpacks, Bags	409.39	0.00	0.00	0.00	409.39	223.10	11
		500	Alumni	8.99	0.00	0.00	0.00	8.99	4.15	1
		501	Greeting Cards	35.70	0.00	0.00	0.00	35.70	17.88	6
		502	Emblamatic	216.84	0.00	-11.80	-3.39	201.65	104.87	48
		503	General Gifts	1,380.46	0.00	0.00	-12.43	1,368.03	680.94	57
		600	Consumer Electronics	3,050.54	-41.98	0.00	0.00	3,008.56	2,037.91	140
		603	Digital / Computer S	38.94	0.00	0.00	0.00	38.94	25.69	6
		700	Health & Beauty	204.37	0.00	0.00	-2.00	202.37	115.06	103
		701	Snacks	2,853.84	0.00	0.00	-40.93	2,812.91	1,668.91	1702
		702	Taxable Snacks	359.94	0.00	0.00	-12.49	387.45	225.51	199
		802	CAMPUS PRINT	762.00	-24.00	0.00	0.00	738.00	0.00	738
		803	GIFT CARD	1,359.37	0.00	0.00	0.00	1,359.37	0.00	4
		804	Counseling CARDS	2,845.00	35.00	-15.00	0.00	2,865.00	0.00	98
		805	FEE CARDS	1,623.00	16.00	0.00	0.00	1,639.00	0.00	77
		808	MISCELLANEOUS	45.00	120.60	0.00	0.00	165.60	0.00	10
		809	CRV Codes	30.25	0.00	0.00	0.00	30.25	0.00	566
		810	SCHEDULES	20.00	-2.00	0.00	0.00	18.00	0.00	9
		812	SHIPPING & HANDLING	0.00	0.00	0.00	0.00	0.00	0.00	0
		814	STAMPS	4.00	0.00	0.00	0.00	4.00	3.94	2
		ERROR		59.97	0.00	0.00	0.00	59.97	31.50	3
GROUP				126,879.08	-4,806.77	-6.05	-158.82	121,907.44	81,298.51	9369
1				126,879.08	-4,806.77	-6.05	-158.82	121,907.44	81,298.51	9369
GR				126,879.08	-4,806.77	-6.05	-158.82	121,907.44	81,298.51	9369

## Unique Field Options

**Sort by Report Code:** Allows you to override the numerical listing of class codes into their class report group. This is essentially an override of the default numerical sorting of class codes.

Creating a class Report Category is found in POS-22-3-5. Once a category has been created you can assign it to the classes belonging to that report category in POS-22-3-2.

**Note:** the most common fields are covered in the Reports: Best Practices and Procedures article. Only special usage scenarios or options are covered in this article.

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# **Report: Class Detail by Class by Date**

Below is an overview of the Detail by Transaction Number report. General information on what fields are available, what they do and what data is presented in the report.

Path: POS-RP-1-3-2

Purpose: This report is used to display high level class dollar amounts per class.

Output: Class, Class Description, Sales, Returns, Net Sales, Markdowns, Discounts, Class Net, Cost, Quantity and Margin.

At first glance the data is very similar to the Class Detail by Date by Class report if you only run it for one date.

## POS-RP-DCS-DETAIL.BY.CLASS

CLASS		CLASS. DESCRIPTION.....	SALES	RETURNS	NET SALES	MARKDWN\$	DISCNT\$	CLASS	NET	COST	QTY	MARGIN
ERROR	ERROR		39.98	0.00	39.98	0.00	0.00	39.98	21.00	2	47.473	
***			39.98	0.00	39.98	0.00	0.00	39.98	21.00	2	47.474	
100	Custom Materials (C	295.75	-18.25	277.50	0.00	0.00	277.50	217.90	14	21.477		
101	New Textbooks	5,837.74	-777.24	5,060.50	0.00	0.00	5,060.50	2,945.19	81	41.800		
102	Used Textbooks	331.25	-34.00	297.25	0.00	0.00	297.25	178.02	6	40.111		
300	Art Tech	108.37	0.00	108.37	0.00	0.00	108.37	56.05	29	48.279		
301	Kit: Art, COSMO, et	27.97	0.00	27.97	0.00	0.00	27.97	14.32	3	48.802		
302	Office Supplies	89.45	0.00	89.45	0.00	0.00	89.45	47.62	35	46.763		
303	Paper, Notebooks, B	162.49	-5.19	157.30	0.00	-7.50	149.80	86.77	30	42.076		
304	Test Forms	428.28	0.00	428.28	0.00	0.00	428.28	216.43	369	49.465		
305	Writing Instruments	114.19	0.00	114.19	0.00	0.00	114.19	61.03	76	46.553		
400	Clothing	401.87	-10.00	391.87	0.00	-2.40	389.47	178.99	17	54.042		
401	Backpacks, Bags	114.98	0.00	114.98	0.00	0.00	114.98	67.60	2	41.207		
502	Emblamatic	14.96	0.00	14.96	0.00	0.00	14.96	6.95	4	53.542		
503	General Gifts	112.83	0.00	112.83	0.00	0.00	112.83	56.51	7	49.915		
600	Consumer Electronics	382.87	0.00	382.87	0.00	0.00	382.87	263.54	13	31.167		
603	Digital / Computer	1.99	0.00	1.99	0.00	0.00	1.99	0.90	1	54.773		
700	Health & Beauty	21.07	0.00	21.07	0.00	0.00	21.07	12.10	13	42.572		
701	Snacks	315.70	0.00	315.70	0.00	-4.39	311.31	183.56	191	41.036		
702	Taxable Snacks	55.07	0.00	55.07	0.00	-1.04	54.03	31.62	28	41.476		
***		8,816.83	-844.68	7,972.15	0.00	-15.33	7,956.82	4,625.10	919	41.872		
802	CAMPUS PRINT	73.00	0.00	73.00	0.00	0.00	73.00	0.00	73	100.000		
804	Counseling CARDS	590.00	0.00	590.00	0.00	0.00	590.00	0.00	20	100.000		
805	FEE CARDS	18.00	0.00	18.00	0.00	0.00	18.00	0.00	2	100.000		
808	MISCELLANEOUS	0.00	29.02	29.02	0.00	0.00	29.02	0.00	3	100.000		
809	CRV Codes	3.40	0.00	3.40	0.00	0.00	3.40	0.00	66	100.000		
***		684.40	29.02	713.42	0.00	0.00	713.42	0.00	164	100.000		
Store 1		9,541.21	-815.66	8,725.55	0.00	-15.33	8,710.22	4,646.10	1085	46.659		
		9,541.21	-815.66	8,725.55	0.00	-15.33	8,710.22	4,646.10	1085	46.659		

24 records listed.

However, the format changes when you run it for multiple dates. The focus is on the class data, then by date. So class 100 is all grouped together across the date range, totaled for the date range, and then class 101 is reported for the date range, etc.

This example is for a six day span.

CLASS										
CLASS	DESCRIPTION	SALES	RETURNS	NET SALES	MARKDWNS	DISCNTS	CLASS NET	COST	QTY	MARGIN
100	Custom Materials (C)	1,383.00	-39.00	1,344.00	0.00	0.00	1,344.00	1,193.28	66	11.214
100	Custom Materials (C)	976.25	-20.50	955.75	0.00	0.00	955.75	777.94	45	18.604
100	Custom Materials (C)	576.00	0.00	576.00	0.00	0.00	576.00	503.79	26	12.536
100	Custom Materials (C)	189.75	-51.75	138.00	0.00	0.00	138.00	104.02	14	24.623
100	Custom Materials (C)	712.50	-14.00	698.50	0.00	0.00	698.50	546.23	36	21.799
100	Custom Materials (C)	295.75	-18.25	277.50	0.00	0.00	277.50	217.90	14	21.477
Total		4,133.25	-143.50	3,989.75	0.00	0.00	3,989.75	3,343.16	201	16.206
for 10										
0										
101	New Textbooks	26,206.74	-1,204.07	25,002.67	0.00	-9.15	24,993.52	19,128.15	285	23.467
101	New Textbooks	20,970.96	-549.25	20,421.71	0.00	-13.91	20,407.80	15,618.77	252	23.466
101	New Textbooks	12,473.45	-705.49	11,767.96	0.00	0.00	11,767.96	9,005.40	146	23.475
101	New Textbooks	5,891.25	-367.00	5,524.25	0.00	0.00	5,524.25	4,227.35	62	23.476
101	New Textbooks	13,346.22	-129.00	13,217.22	0.00	0.00	13,217.22	9,931.28	149	24.860
101	New Textbooks	5,930.49	-777.24	5,153.25	0.00	0.00	5,153.25	3,015.10	82	41.491
Total		84,819.11	-3,732.05	81,087.06	0.00	-23.06	81,064.00	60,926.06	976	24.842
for 10										
1										
102	Used Textbooks	3,610.00	-225.00	3,385.00	20.75	0.00	3,405.75	1,973.43	92	42.055
102	Used Textbooks	3,447.75	-536.50	2,911.25	0.00	0.00	2,911.25	1,581.99	76	45.659
102	Used Textbooks	1,622.25	-110.00	1,512.25	0.00	0.00	1,512.25	884.80	43	41.491
102	Used Textbooks	1,080.50	0.00	1,080.50	0.00	0.00	1,080.50	681.17	22	36.957
102	Used Textbooks	1,448.75	0.00	1,448.75	0.00	0.00	1,448.75	881.94	31	39.124
102	Used Textbooks	331.25	-34.00	297.25	0.00	0.00	297.25	178.02	6	40.111
Total		11,540.50	-905.50	10,635.00	20.75	0.00	10,655.75	6,181.35	270	41.990
for 10										
2										
202	QUICK STUDY GUIDES	20.85	0.00	20.85	0.00	0.00	20.85	10.93	3	47.577
300	Art Tech	345.58	0.00	345.58	0.00	0.00	345.58	188.45	68	45.468
300	Art Tech	159.85	0.00	159.85	0.00	0.00	159.85	84.82	41	46.937
300	Art Tech	334.30	-12.98	321.32	0.00	0.00	321.32	174.57	58	45.670
300	Art Tech	106.46	0.00	106.46	0.00	0.00	106.46	55.44	30	47.924
300	Art Tech	212.36	0.00	212.36	0.00	0.00	212.36	107.07	44	49.580
300	Art Tech	108.37	0.00	108.37	0.00	0.00	108.37	56.05	29	48.279
Total		1,266.92	-12.98	1,253.94	0.00	0.00	1,253.94	666.40	270	46.856
for 30										
0										

## Unique Field Options

There are no unique fields in this report.

Note: the most common fields are covered in the Reports: Best Practices and Procedures article. Only special usage scenarios or options are covered in this article.

# Report: Class Detail by Date by Class

Below is an overview of the Class Detail by Date by Class report. General information on what fields are available, what they do and what data is presented in the report.

Path: POS-RP-1-3-1

Purpose: This report is used to display high level information of class dollar amounts per day.

Output: Class, Class Description, Sales, Returns, Net Sales, Markdowns, Discounts, Class Net, Cost, Quantity and Margin.

What makes it unique from the other class reports is the formatting when it spans multiple days. The focus is on the date, then the class totals. So the report displays the first date with all class totals, then the next day with its class totals, etc.

The screenshot below shows data on two days.

POS-RP-DCS-DETAIL.BY.DATE

CLASS	CLASS. DESCRIPTION	SALES	RETURNS	.NET SALES	MARKDWN\$	DISCNT\$	CLASS NET	COST	QTY	MARGIN
100	Custom Materials (Co	1,383.00	-39.00	1,344.00	0.00	0.00	1,344.00	1,193.28	66	11.214
101	New Textbooks	26,206.74	-1,204.07	25,002.67	0.00	-9.15	24,993.52	19,128.15	285	23.467
102	Used Textbooks	3,610.00	-225.00	3,385.00	20.75	0.00	3,405.75	1,973.43	92	42.055
300	Art Tech	345.58	0.00	345.58	0.00	0.00	345.58	188.45	68	45.468
301	Kit: Art, COSMO, etc	21.48	0.00	21.48	0.00	0.00	21.48	11.37	2	47.067
302	Office Supplies	258.34	0.00	258.34	0.00	0.00	258.34	134.31	94	48.010
303	Paper, Notebooks, Bi	254.49	5.99	260.48	0.00	0.00	260.48	142.40	62	45.331
304	Test Forms	462.10	0.92	463.02	0.00	0.00	463.02	235.74	415	49.086
305	Writing Instruments	343.05	0.99	344.04	0.00	0.00	344.04	188.80	170	45.249
400	Clothing	433.85	0.00	433.85	0.00	0.00	433.85	200.95	16	53.682
401	Backpacks, Bags	83.98	0.00	83.98	0.00	0.00	83.98	49.75	2	40.759
501	Greeting Cards	5.95	0.00	5.95	0.00	0.00	5.95	2.98	1	49.915
502	Emblamatic	56.15	0.00	56.15	-5.40	0.00	50.75	29.57	8	40.945
503	General Gifts	243.11	0.00	243.11	0.00	0.00	243.11	117.31	12	51.746
600	Consumer Electronics	399.62	0.00	399.62	0.00	0.00	399.62	226.41	38	43.343
700	Health & Beauty	38.87	0.00	38.87	0.00	-0.69	38.18	20.61	23	46.018
701	Snacks	580.79	0.00	580.79	0.00	-7.91	572.88	343.38	334	40.060
702	Taxable Snacks	66.88	0.00	66.88	0.00	-2.55	64.33	36.80	38	42.794
802	CAMPUS PRINT	197.00	0.00	197.00	0.00	0.00	197.00	0.00	197	100.000
803	GIFT CARD	109.37	0.00	109.37	0.00	0.00	109.37	0.00	1	100.000
804	Counseling CARDS	565.00	0.00	565.00	-15.00	0.00	550.00	0.00	15	100.000
805	FEE CARDS	447.00	0.00	447.00	0.00	0.00	447.00	0.00	26	100.000
808	MISCELLANEOUS	0.00	12.04	12.04	0.00	0.00	12.04	0.00	-2	100.000
809	CRV Codes	5.35	0.00	5.35	0.00	0.00	5.35	0.00	101	100.000
810	SCHEDULES	2.00	0.00	2.00	0.00	0.00	2.00	0.00	1	100.000
Total for 09/04/18		36,120.50	-1,448.13	34,672.37	0.35	-20.30	34,652.42	24,224.09	2065	0.000
100	Custom Materials (Co	976.25	-20.50	955.75	0.00	0.00	955.75	777.94	45	18.604
101	New Textbooks	20,970.96	-549.25	20,421.71	0.00	-13.91	20,407.80	15,618.77	252	23.466
102	Used Textbooks	3,447.75	-536.50	2,911.25	0.00	0.00	2,911.25	1,581.99	76	45.659
202	QUICK STUDY GUIDES	20.85	0.00	20.85	0.00	0.00	20.85	10.93	3	47.577
300	Art Tech	159.85	0.00	159.85	0.00	0.00	159.85	84.82	41	46.937
301	Kit: Art, COSMO, etc	14.99	0.00	14.99	0.00	0.00	14.99	7.97	1	46.031
302	Office Supplies	221.36	-3.99	217.37	0.00	0.00	217.37	113.25	70	47.899
303	Paper, Notebooks, Bi	308.40	0.00	308.40	0.00	-1.32	307.08	171.60	70	44.118
304	Test Forms	442.42	0.00	442.42	0.00	0.00	442.42	224.43	384	49.272
305	Writing Instruments	278.54	0.00	278.54	0.00	-0.30	278.24	152.05	147	45.352
400	Clothing	416.82	0.00	416.82	0.00	-12.50	404.32	191.29	19	52.688
401	Backpacks, Bags	63.48	0.00	63.48	0.00	0.00	63.48	39.25	2	38.169
502	Emblamatic	35.95	0.00	35.95	0.00	0.00	35.95	16.41	10	54.353
503	General Gifts	309.04	0.00	309.04	0.00	-5.99	303.05	152.37	14	49.721
600	Consumer Electronics	927.72	-41.98	885.74	0.00	0.00	885.74	642.07	26	27.510
603	Digital / Computer S	4.99	0.00	4.99	0.00	0.00	4.99	3.04	1	39.078
700	Health & Beauty	33.83	0.00	33.83	0.00	0.00	33.83	18.61	17	44.989
701	Snacks	556.26	0.00	556.26	0.00	-10.80	545.46	322.60	346	40.857
702	Taxable Snacks	75.82	0.00	75.82	0.00	-2.30	73.52	42.00	39	42.872
802	CAMPUS PRINT	163.00	-12.00	151.00	0.00	0.00	151.00	0.00	151	100.000
804	Counseling CARDS	595.00	35.00	630.00	0.00	0.00	630.00	0.00	26	100.000
805	FEE CARDS	522.00	4.00	526.00	0.00	0.00	526.00	0.00	20	100.000
808	MISCELLANEOUS	30.00	21.64	51.64	0.00	0.00	51.64	0.00	5	100.000
809	CRV Codes	6.25	0.00	6.25	0.00	0.00	6.25	0.00	114	100.000
810	SCHEDULES	6.00	-2.00	4.00	0.00	0.00	4.00	0.00	2	100.000
814	STAMPS	2.00	0.00	2.00	0.00	0.00	2.00	1.97	1	1.500
Total for 09/05/18		30,589.53	-1,105.58	29,483.95	0.00	-47.12	29,436.83	20,173.36	1882	0.000

## **Unique Field Options**

There are no unique fields in this report.

Note: the most common fields are covered in the Reports: Best Practices and Procedures article. Only special usage scenarios or options are covered in this article.

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**Report: Consolidated by**

# Register

Below is an overview of the Consolidated by Register report. General information on what fields are available, what they do and what data is presented in the report.

Path: POS-RP-1-2

Purpose: This report is used to display a high level summary of the transactions done on each register. The total amount of money done, total markdowns, cost of goods sold, gross margin of goods sold, etc. for the date range specified.

Output: Register, Quantity, Sell Price Extended, Item Discount Total, Item Markdown Total, Transaction Discount Markdowns, Net Sales, Tax Total, Trans Total, Tender Total, Net Cost Extended and Gross Margin.

## **Unique Field Options**

**A/R Invoice:** Allows you to specify an AR Invoice number to view the other transaction details.

**Note:** the most common fields are covered in the Reports: Best Practices and Procedures article. Only special usage scenarios or options are covered in this article.

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## **Reports: Best Practices and Procedures**

A general overview of how to use the report options in TCS. Includes explanations of the most common fields, scenarios and best practices when running reports.

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## **Report: Detail by Transaction Number**

Below is an overview of the Detail by Transaction Number report. General information on what fields are available, what they do and what data is presented in the report.

**Path:** POS-RP-1-1

**Purpose:** This report is used to display detailed information on every transaction that meets the selection criteria.

**Output:** Register, Transaction #, Date, Time, Cashier Code,

Transaction Type, Post Void status, Scanned Items, Item Descriptions, Quantity, Sell Price Extended (qty \* price), Item Discounts, Transaction Discounts, Tax Total, Transaction Total and Tender Code.

REG TRAN	DATE	TIME	CASHR	TRANS P	KEYED	SELLPRICE	ITM DIS	TRN DIS	TAX	TRANS	TNDR
			CODE	TYPE	V SCANNED	SKU....	TITLE/DESCRIPTION...	QTY	EXTENDED	MARKDNS	MARKDNS
104	6275	09/11/18	06:35	104	OP				0.00	0.00	100.00
104	6276	09/11/18	07:45	604	SA	012000151262	CRYSTAL PEPSI	1	1.79	0.00	0.14
104	6277	09/11/18	07:45	604	SA	31489557020864	ART BOARD 16X20 STYG	1	4.95	0.00	1.01
						026487805051	5" KID SCISSORS POIN	1	1.99		13.92
						071641054905	METALLIC GOLD SHARPI	1	1.99		
						071641390133	METALLIC SILVER SHAR	1	1.99		
						1142178	GRIP ROLLER PEN BIC	1	1.99		
104	6278	09/11/18	07:47	604	SA	9781453401118	PROJECT WAYFINDER TO	1	50.00	0.00	3.88
										53.88	CA
											CCR
104	6279	09/11/18	07:49	604	SA	810054000082	LOVAS 882-E SINGLE S	1	0.46	0.00	0.00
						810054000082	LOVAS 882-E SINGLE S	1	0.46		0.08
104	6280	09/11/18	07:49	604	SA	810054000051	882-E SINGLE SCANTRO	1	0.46	0.00	1.12
						033317029990	TI-30XA SCIENTIFIC C	1	13.99		15.57
											CCR

## Unique Field Options

A/R Invoice: Allows you to specify an AR Invoice number to view the other transaction details.

Note: the most common fields are covered in the Reports: Best Practices and Procedures article. Only special usage scenarios or options are covered in this article.

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## POS Menu List

A list of all menu options inside of the POS Module by menu order.

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# POS Report Menu List

This is a list of all of the reports available, by menu order, in the POS module. This does not include reports outside of the RP menu option.

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## Custom Reports Through Query Builder

The TCS Query Builder is a very powerful tool for users of SmartSuite to customize or create new reports that more specifically meet their needs.

### The Basics

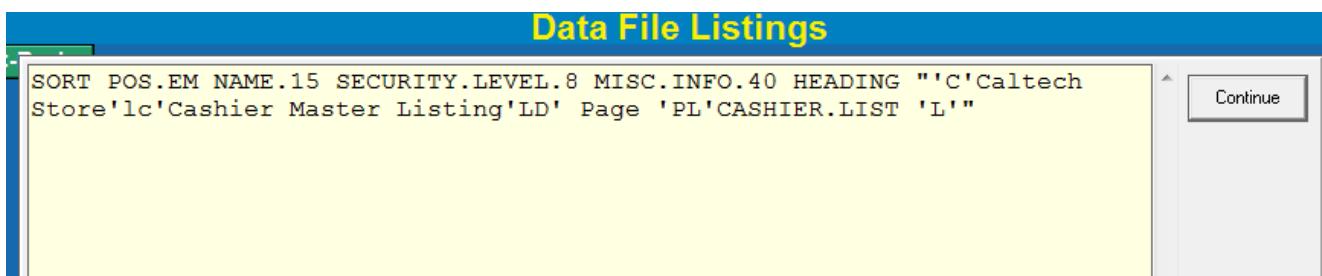
<b>Verbs</b>	Can be either SORT or LIST. List is random and SORT is ordered.
<b>Filename</b>	The SmartSuite system is comprised of several data files unique to each module.
<b>Dictionaries</b>	Each data file has its own unique set of dictionaries that define how data fields are represented.
<b>Selection Criteria</b>	The rules you define to limit the volume of data to be included on a report.
<b>Sort Criteria</b>	The rules you set to define how the data will be sorted.
<b>Output Criteria</b>	The columns that will be included on a report.

Nearly 100% of the reports in SmartSuite utilize the same rules that the Query Builder does. We just add a more complex screen for your parameters and do a few more technical things.

The best way to create a query is to start from an existing one. If you don't have an existing one then choose one of the system reports and see how we did it. Try to run a report that contains similar data to what you would like to create. For example, if you are going to create a report to display sale information, then use a Sales report as a reference. This way you can see what filename we are pulling sales data from and can use that same filename in your query.

You can see our query string by running the report but instead of selecting terminal, or printer, etc. choose the option to show the Command String.

Here's a simple command from POS-RP-04-21 (Cashier Listing).



The screenshot shows a terminal window with a blue header bar containing the text 'Data File Listings'. The main body of the window is a text area with a yellow background, displaying the following command string:

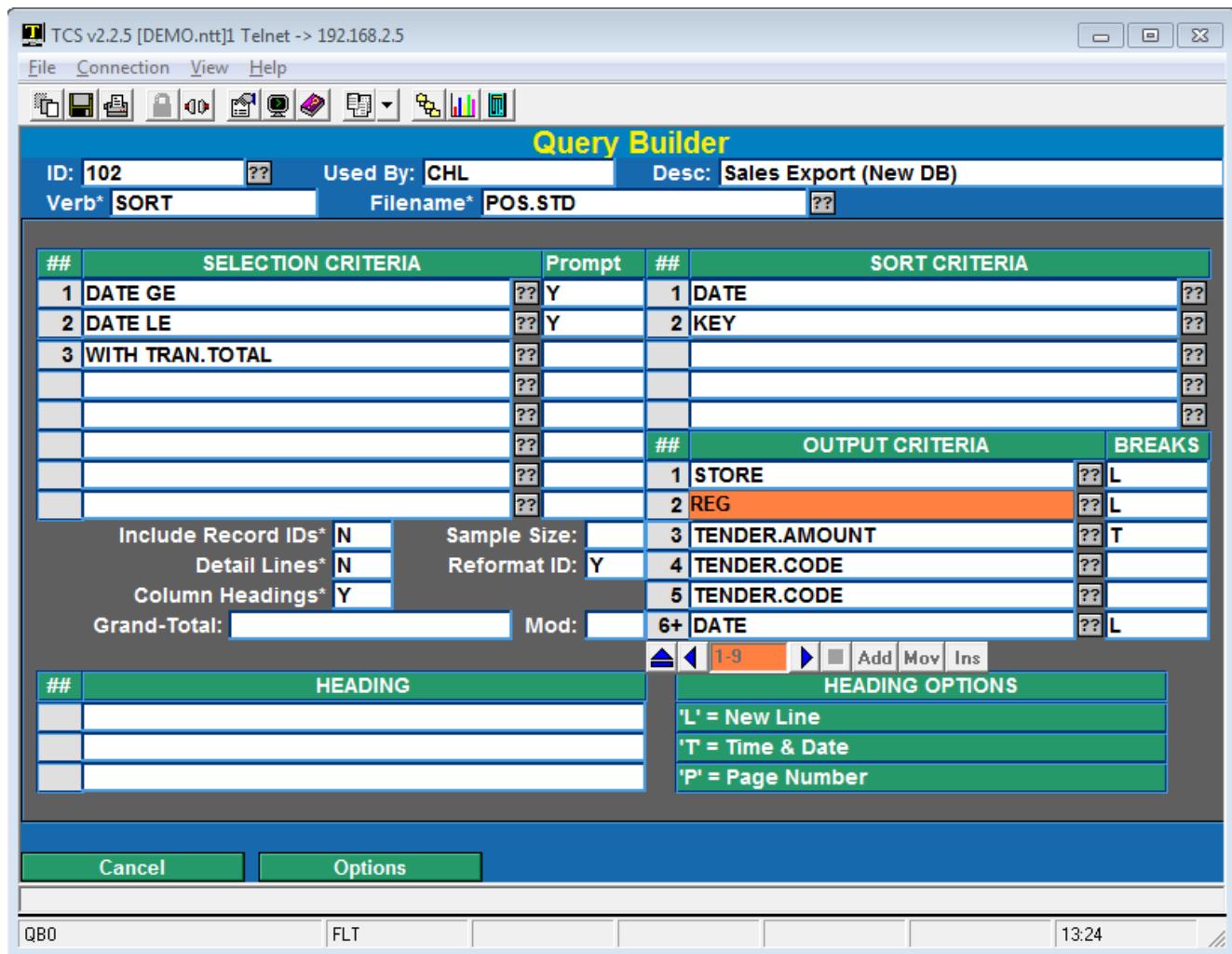
```
SORT POS.EM NAME.15 SECURITY.LEVEL.8 MISC.INFO.40 HEADING "'C'Caltech
Store'lc'Cashier Master Listing'LD' Page 'PL'CASHIER.LIST 'L'"
```

On the right side of the window, there is a small rectangular button labeled 'Continue'.

This has a Verb (SORT), a Filename (POS.EM), and Output Criteria (NAME.15 SECURITY.LEVEL.8 MISC.INFO.40). There is also a HEADING.

## Screen Elements

Here's an example of a query created by an end-user for doing a sales export.



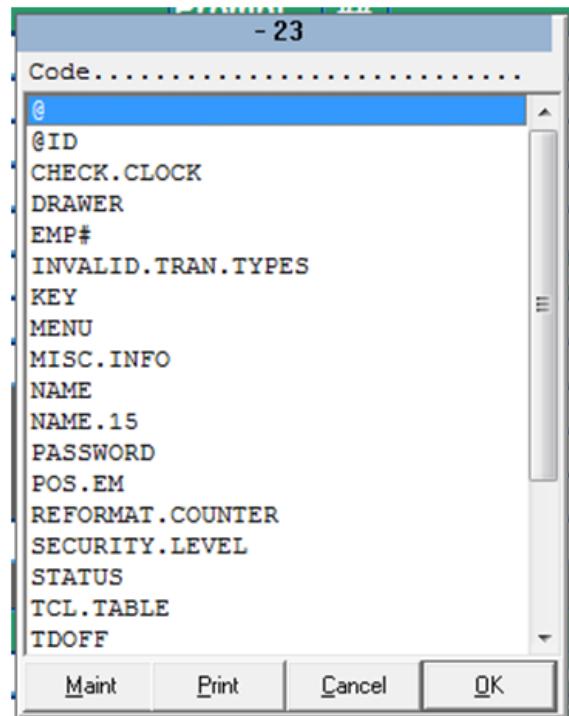
<b>ID</b>	This can be alpha or numeric. It is just the name you want associated with the report and is assigned by the user.
<b>Used By</b>	Can be left blank or filled in with the name of the person who will be the primary user of the report. (When you enter “??” in the ID field the list is sorted by Used By and then by Desc.)
<b>Verb</b>	Use either SORT or LIST

<b>Filename</b>	Enter “??” to view a list of all of the files for the database you are logged into (POS, TEXT, GM, etc.) This is where it is easier to use the Command String to see what file to use. After some experience you become familiar with our naming convention and the file names will make sense.
<b>Selection Criteria</b>	Enter valid dictionary items. If you click on “??” you will see a complete list of the dictionaries for the file selected. Here is a list of the POS.EM file (employee master).

Notice the Maint option bottom left corner. By clicking on this button you can look into the detail of each dictionary.

You can also use this feature to create your own dictionaries by copying one of ours and then modifying it.

*Note: Never change the dictionaries that we proved, we would hate to overwrite your changes on the next upgrade. Simply add your school abbreviation to the end and it becomes your unique item.*



If you enter “Y” in the **Prompt** column then when you run the report you will be prompted for the value you want to use. Dates can be entered just like in our screens.

**The “??” works the same in each area, so the explanation will not be repeated.**

**The “?” provides most of the information provided in this document.**

**Sort Criteria** The report above is going to be sorted by DATE

and then by KEY. Since it is using the SalesTransactionDetail file (POS.STD) the key is store\*date\*register\*transaction.

**Output Criteria** This varies in that the 2<sup>nd</sup> column is for BREAKS. A Break is usually used to provide subtotals. It can also be used to create a logical break on the report. Break options include:

**T** Total the column

**Y** Break with no total

**P** When breaking start a new Page

**D** Only show the detail lines

**U** Underline the total

**L** Suppress and blank lines following a total or other break

Breaks can be combined to cause multiple effects.

**Include Record IDs** Frequently the ID to a file is cryptic and the data you are viewing is redundant to the ID (just formatted better); in this case enter an "N". If you want to see the record IDs, then enter a "Y".

**Detail Lines** If your primary interest is summary data then enter "N" for detail lines. The 1<sup>st</sup> time you run the report, or as you are developing it, leave this a "Y" to have a better feel for the data.

**Column Headings** This is almost always a "Y" but they can be turned off for exporting/importing.

**Sample Size** When developing the report, you may not want to wait very long for you to see what you will get. Enter number here and as soon as that number of detail records is reached the report will print (or display). We usually start with 10 and move up to 100 if necessary.

**Grand Total** Enter any wording you want to appear on a grand total line. The Mod: field is used to Underline any totals.

**Heading** This optional field will cause a heading to print at the top of the report.

There are 3 primary modifiers that can be used in defining a heading. They include:

**L** Create a Line Break

**T** Insert the Time & Date

**P** Insert the Page Number

Here's a sample:

##	HEADING	HEADING OPTIONS
1	Employee Listing by Name'L'	'L' = New Line
2	Printed 'TL'	'T' = Time & Date
3	Page 'PL'	'P' = Page Number

When you choose the Run option you will be prompted for any of the inputs you specified and then you will select where to print the report using the same options as all other SmartSuite reports.

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# Negative Accounts (Bad Checks)

Instructions on how to setup a Negative Account in the system, typically used for blocking bad checks.