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.

POS-TRANS-05

ST	REPORT 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 Electroncs	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.

POS-TRANS-05

ST	REPORT 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 Electroncs	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	399.94	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.

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	MARKDWNS	.DISCNTS	....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 Electroncs	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.

POS-RP-DCS-DETAIL.BY.CLASS

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 for 100		4,133.25	-143.50	3,989.75	0.00	0.00	3,989.75	3,343.16	201	16.206
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 for 101		84,819.11	-3,732.05	81,087.06	0.00	-23.06	81,064.00	60,926.06	976	24.842
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 for 102		11,540.50	-905.50	10,635.00	20.75	0.00	10,655.75	6,181.35	270	41.990
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 for 300		1,266.92	-12.98	1,253.94	0.00	0.00	1,253.94	666.40	270	46.856

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.

POS-RP-DCS-DETAIL.BY.DATE

CLASS.	CLASS DESCRIPTION.....	.....SALES	.....RETURNS	...NET SALES	MARKDWNS	.DISCNTS	....CLASS NET	......COST	.....QTY	....MARGIN
100	Custom Materials (Co	295.75	-18.25	277.50	0.00	0.00	277.50	217.90	14	21.477
101	New Textbooks	5,657.99	-786.24	4,871.75	0.00	0.00	4,871.75	2,815.52	78	42.207
102	Used Textbooks	319.25	0.00	319.25	0.00	0.00	319.25	188.34	6	41.005
300	Art Tech	95.89	0.00	95.89	0.00	0.00	95.89	49.65	27	48.221
301	Kit: Art, COSMO, etc	27.97	0.00	27.97	0.00	0.00	27.97	14.32	3	48.802
302	Office Supplies	87.47	0.00	87.47	0.00	0.00	87.47	46.72	33	46.587
303	Paper, Notebooks, Bi	156.50	-5.19	151.31	0.00	-7.50	143.81	83.13	29	42.194
304	Test Forms	405.64	0.00	405.64	0.00	0.00	405.64	204.53	350	49.578
305	Writing Instruments	101.65	0.00	101.65	0.00	0.00	101.65	54.63	70	46.256
400	Clothing	321.89	-10.00	311.89	0.00	-2.40	309.49	147.09	13	52.473
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 Electroncs	368.88	0.00	368.88	0.00	0.00	368.88	255.23	12	30.809
603	Digital / Computer S	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	289.17	0.00	289.17	0.00	-3.98	285.19	168.33	174	40.976
702	Taxable Snacks	50.69	0.00	50.69	0.00	-1.04	49.65	29.32	26	40.946
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	3.10	0.00	3.10	0.00	0.00	3.10	0.00	61	100.000
ERROR	ERROR	39.98	0.00	39.98	0.00	0.00	39.98	21.00	2	47.473
101	New Textbooks	3,029.00	0.00	3,029.00	0.00	0.00	3,029.00	2,324.09	79	23.272
102	Used Textbooks	93.75	0.00	93.75	0.00	0.00	93.75	62.50	1	33.333
304	Test Forms	77.70	-7.40	70.30	0.00	0.00	70.30	42.03	38	40.213
305	Writing Instruments	3.63	0.00	3.63	0.00	0.00	3.63	1.87	6	48.484
Total for 09/11/18		12,372.73	-798.06	11,574.67	0.00	-14.92	11,559.75	6,870.26	1147	0.000
		12,372.73	-798.06	11,574.67	0.00	-14.92	11,559.75	6,870.26	1147	0.000

28 records listed.

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	MARKDWNS	.DISCNTS	....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	343.85	0.99	344.84	0.00	0.00	344.84	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	29.97	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 Electroncs	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	46.831
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 Electroncs	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.

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.

RP-TRANS-DETAIL-02

REG	QTY	SELL PRICE EXTENDED	ITEM DISC TOTAL	ITEM MKDN TOTAL	TRN DIS MARKDNS	NET SALES	TAX TOTAL	TRANS TOTAL	TENDER TOTAL	NET COST EXTENDED	GROSS MARGIN
104	335	2,627.65	0.00	0.00	-16.09	2,611.56	184.08	2,995.64	2,795.64	1,374.70	1420.87
105	412	3,197.01	0.00	0.00	-7.93	3,189.08	222.52	3,611.60	3,411.60	1,864.77	1546.77
107	239	2,124.90	0.00	0.00	-4.16	2,120.74	136.16	2,356.90	2,256.90	932.84	1323.99
201	0	0.00	0.00	0.00	0.00	0.00	0.00	492.75	0.00	0.00	0.00
1	986	7,949.56	0.00	0.00	-28.18	7,921.38	542.76	9,456.89	8,464.14	4,172.31	4291.63
	986	7,949.56	0.00	0.00	-28.18	7,921.38	542.76	9,456.89	8,464.14	4,172.31	4291.63

542 records listed.

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.

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.

Report: Detail by Trans 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 .CODE	TRANS TYPE.	P V	KEYED SCANNED SKU....	TITLE/DESCRIPTION...	QTY	SELLPRICE ..EXTENDED	ITM DIS MARKDNS	TRN DIS MARKDNS	TAX ..TOTAL	TRANS .....TOTAL	TNDR CODE
104	6275	09/11/18	06:35	104	OP						0.00	0.00		100.00	CA
104	6276	09/11/18	07:45	604	SA		012000151262	CRYSTAL PEPSI	1	1.79	0.00	0.00	0.14	1.93	CA
104	6277	09/11/18	07:45	604	SA		3148955702864	ART BOARD 16X20 STYG	1	4.95	0.00	0.00	1.01	13.92	CA
							026487805051	5" KID SCISSORS POIN	1	1.99					
							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	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	0.08	1.00	CA
							810054000082	LOVAS 882-E SINGLE S	1	0.46					
104	6280	09/11/18	07:49	604	SA		810054000051	882-E SINGLE SCANTRO	1	0.46	0.00	0.00	1.12	15.57	CCR
							033317029990	TI-30XA SCIENTIFIC C	1	13.99					

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.

POS Menu List

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

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.

GM Price Changes

Instructions on how to set up temporary pricing as well as changing prices en mass.

Adoption Import File Specification

Format Layouts for Various Import/Export Files (Banner, Course Adoption, etc.)

From Campus to TCS:

File Name: Adpt-Imp.txt
File Type: DOS ASCII Text – Tab Delimited
Line Terminator: Carriage Return/Line Feed [decimal 13:10]

There is one line per adoption. If there is more than one book

per adoption, you must provide a new line for each with the department, course, and section duplicated.

The fields with an “*” in the front are required.

If you are exporting for use with the on-line faculty adoptions then you also need fields 5 (Instructor) and 18 (Instructor Email).

If you are only reporting Actual Enrollment then fields 1, 2, 3, and 19 are required.

The fields MUST be provided in the order listed. This means that if position 8, Required (Y/N), is going to be imported then positions 5-7 must be populated or entered as an empty position. An empty position in Excel would display as an empty column. An empty position in text format would be denoted with an empty tab delimiter.

* Denotes Required Fields
~ Denotes Non-Book Fields
(ABC) Denotes Excel column label if editing in Excel prior to saving as tab delimited

*~1 (A). Department
*~2 (B). Course
*~3 (C). Section
~4 (D). Estimated Enrollment
~5 (E). Instructor
6 (F). ISBN-13
7 (G). Quantity to Cover
8 (H). Required (Y/N)
~9 (I). Course Description
10 (J). Author
11 (K). Title
12 (L). Edition
13 (M). Copyright Year
14 (N). New Price
15 (O). Used Price

16 (P). QOH New
17 (Q). QOH Used
~18 (R). Instructor Email
~19 (S). Actual Enrollment
~20 (T). Campus Class Number (unique per store/term/dept/crs/sect)
~21 (U). Store Number (if the file contains detail for multiple stores)
~22 (V). reserved for admin use
~23 (W). Virtual Crs Flag (“VC” = Campus Class Number is for all stores)
~24 (X). Section Web Comments (pain text only.)

A/R Customer File Export to TCS

From Campus to TCS:
File Name: BKSTCHRG_yyyymmdd_hhmnss.TXT
File Type: DOS ASCII Text
Line Terminator: Carriage Return/Line Feed [decimal 13:10]
Line Layout as follows:

This file can either be fixed column as shown below or Tab delimited in the order below.
The Customer must indicate their preference when the interface is initially configured.

Columns:

1 – 10	Customer Identification Number Up to 10 numeric characters left justified – space filled
11 – 40	Customer Name Up to 30 alpha characters left justified – space filled (Last name, First name)

41 – 50	Credit limit dollar amount 10 numeric characters right justified – space filled No decimal (2 point assumed) Remit ‘9999999999’ if Credit Limit is NOT Limited Remit ‘0’ (zero) if Credit Limit is NONE
51 – 65	Customer type/termyear (e.g. PELLGRNT/201310) Customer type is limited to 8 alpha numeric characters Termyear is limited to ‘/’ and 6 alpha numeric characters These two fields should be concatenated and then left justified in 15 characters – space filled.
66 – 100	E-mail address (optional) Up to 35 characters left justified – space filled
101 – 110	Expiration Date (optional) Up to 10 characters left justified – space filled Format: mmddyy or mm/dd/yy or mm/dd/yyyy

A/R Customer File Export to Campus

From TCS to Campus:

File Name: BKSTINVO_yyyymmdd_hhmnss.TXT
File Type: DOS ASCII Text
Line Terminator: Carriage return/line feed [decimal 13:10]

Line layout as follows:
This file can either be fixed column as shown below or Tab delimited in the order below.
The Customer must indicate their preference when the interface is initially configured.

Columns

1 – 10	Customer Identification Number Up to 10 numeric characters left justified – space filled
11 – 40	Customer Name Up to 30 alpha characters left justified – space filled (Last name, First name)
41 – 55	Customer type/termyear (e.g. PELLGRNT/201310) Up to 15 alpha numeric characters left justified – space filled This field is same as what is sent in the BKSTCHRG file. (Customer type is limited to 8 alpha numeric characters Termyear is limited to '/' and 6 alpha numeric characters These two fields should be concatenated and then left justified in 15 characters – space filled.)
56 – 65	Transaction Reference Up to 10 numeric characters 5 digit register number + 5 digit receipt number
66 – 75	Transaction amount 10 numeric characters right justified – space filled Positive value (e.g. '_____1423' = $14.23 charge) Negative value (e.g. '____–1423' = $14.23 credit)

76 – 83	Transaction date 8 numeric characters YYYYMMDD format (e.g. 20130620 = June 20, 2013)