

# Special Orders

Instructions on how to setup and perform special orders in the POS module.

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## 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		SALES	RETURNS	MARKDOWNS	DISCOUNTS	CLASS NET	COST	QTY
ST	GROUP CLASS DESCRIPTION							
	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	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.

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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	DESCRIPTION	SALES	RETURNS	NET SALES	MARKDWN	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
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***		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
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***		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
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***		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	MARKDWS	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
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 for 101		84,819.11	-3,732.05	81,087.06	0.00	-23.06	81,064.00	60,926.06	976	24.842
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 for 102		11,540.50	-905.50	10,635.00	20.75	0.00	10,655.75	6,181.35	270	41.990
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 for 300		1,266.92	-12.98	1,253.94	0.00	0.00	1,253.94	666.40	270	46.856
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.

POS-RP-DCS-DETAIL.BY.DATE

CLASS	DESCRIPTION	SALES	RETURNS	NET SALES	MARKDWS	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 Electronics	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	DESCRIPTION	SALES	RETURNS	NET SALES	MARKDWN	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 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	46.831
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 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.

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.

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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 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,



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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

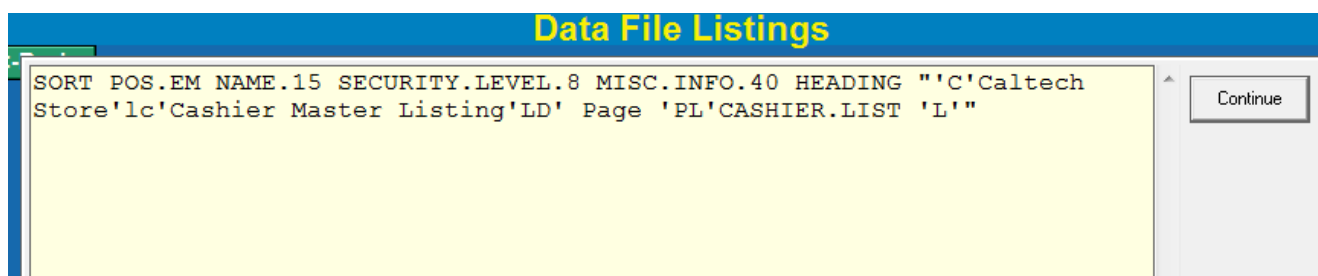
<b>Verbs</b>	Can be either SORT or LIST. List is random and SORT is ordered.
<b>Filename</b>	The SmartSuite system is comprised of several data files unique to each module.
<b>Dictionaries</b>	Each data file has its own unique set of dictionaries that define how data fields are represented.
<b>Selection 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.

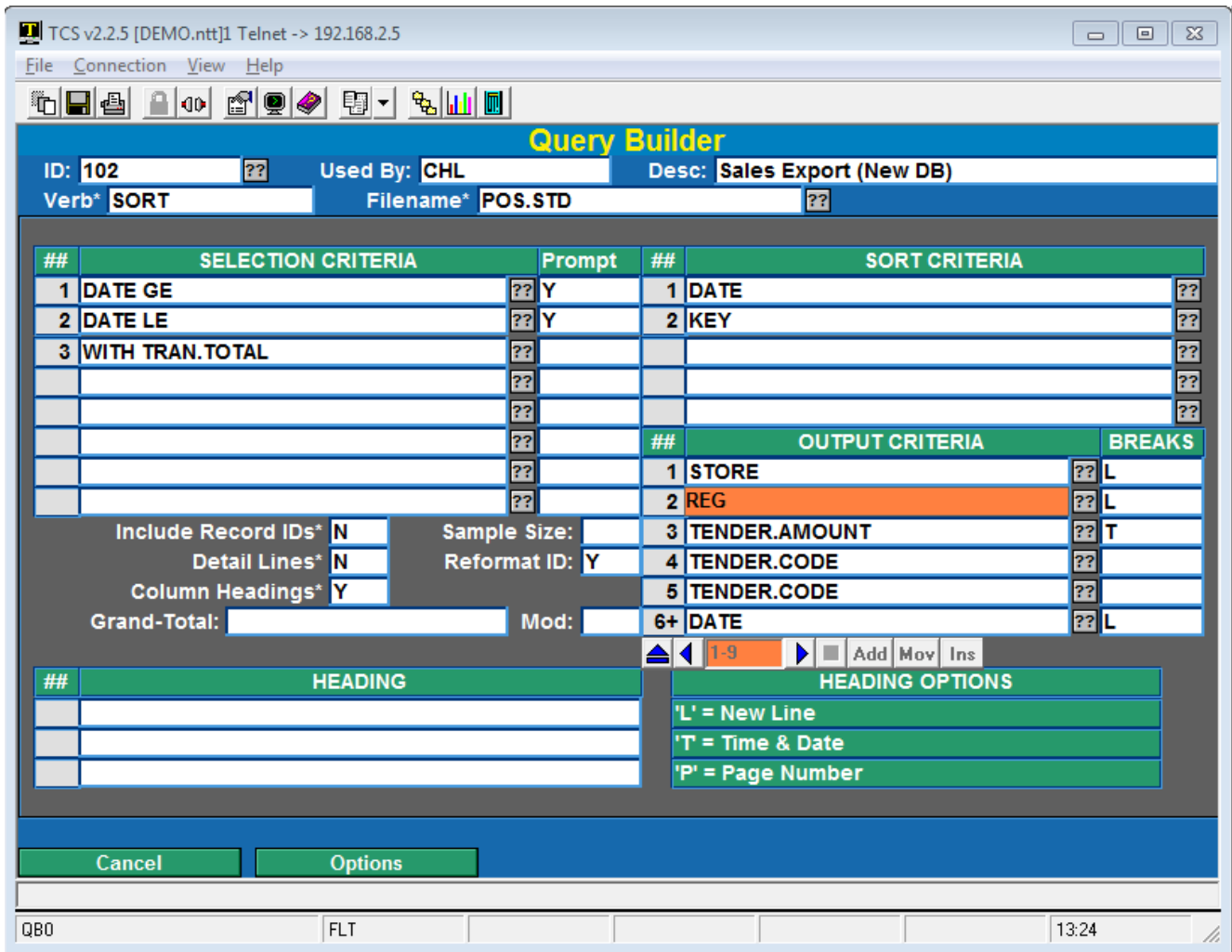
Here's a simple command from POS-RP-04-21 (Cashier Listing).



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.



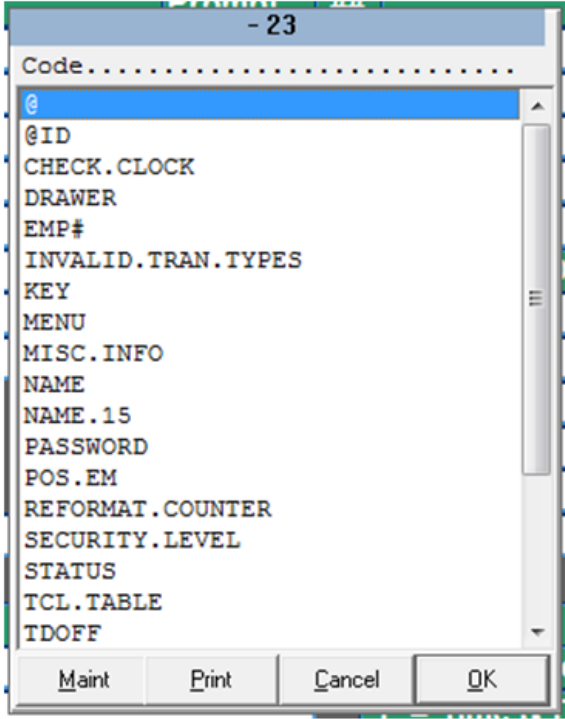
<b>ID</b>	This can be alpha or numeric. It is just the name you want associated with the report and is assigned by the user.
<b>Used By</b>	Can be left blank or filled in with the name of the person who will be the primary user of the report. (When you enter “??” in the ID field the list is sorted by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

<p><b>Filename</b></p>	<p>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.</p>
<p><b>Selection Criteria</b></p>	<p>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).</p>

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.