



POSitive Tips

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POSitive Reports

POSitive has over 300 different reports built into the program. Some of these reports have been categorized by types: Sales, Inventory, Management, etc. and are readily accessible by choosing the Report Center button on the Manager Console.

TIP OF THE MONTH

“POSitive Reports”

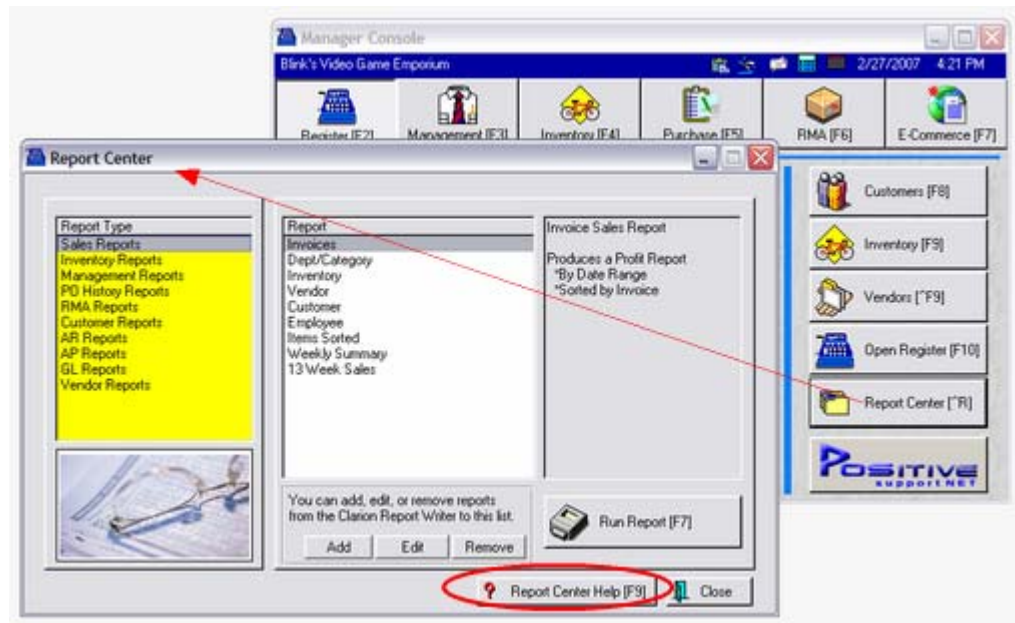
A special “Help” file gives you:

Sample Printouts

Teaches How To Create Queries

Lists “Related” Reports which may be useful

Documents How To Create Custom Reports



But the real TIP is the Report Center Help Button at the bottom of the Report Center screen.

SAMPLES AND SETUPS

Rather than having to try out each listed report, the Report Help screen gives you a detailed analysis of each report with sample screen shots and instructions for applying various formatting options to get the desired results. Just click on the links or open the specific report title.

GENERAL INFORMATION (see illustration A)

In addition, there are instructions for creating Queries which filter the information in the report based upon criteria you have selected.

EASY TO FIND A SPECIFIC REPORT (see illustration B, C, & D)

These reports are organized by types and are also listed alphabetically for ease in finding how a specific report was created. In addition to the "Listed" reports there are some similar or "Related" reports which you will want to review.

Since the Report Center itself does not give you access to all 300+ reports in PFW, this help document will guide you to the many reports which can only be accessed through the pull-down menus.

The screenshot shows the 'PFW Reports' interface. On the left is a 'Contents' sidebar with a tree view. Three items are circled in red: 'A' next to 'Management Reports', 'B' next to 'Management Reports', and 'C' next to 'Accounts Receivable'. The main content area is titled 'Management Reports' and contains sections for 'LISTED REPORTS' and 'RELATED REPORTS'. Red arrows point from the circled items in the menu to the corresponding report descriptions in the main content area.

Management Reports
Managers access varied information depending upon what they use for all these reports necessarily important to all managers.

LISTED REPORTS

Sales Tax - [Sales Tax Report](#)
Lists sales taxes collected for a given date range. The summary report amount of tax collected, and total collected per tax group with a grand collected and grand total collected. Two additional fields are total tax sold which never charge tax. The detailed report also groups by tax gr taxed and not taxed, total invoice amount, tax collected based on appli grand total at the end of the report.

Daily Balance History - [Register Balance Report](#)
Upon balancing the cash drawer a detailed report of transactions are gr etc. Included in the report is the date of the transaction, the reference coupons, gift certificates, store credits used, on account charges, and totaled at the end. Each transaction also shows the sales clerk ID and

Daily Balance Summary - [Register Balance Summary Report](#)
Using a date range, all workstation totals are combined into one report, includes, d... aster was balanced, register number, sales ID of emp charge cards, coupons, gift certificates, and food stamps, compared wi reported for each tender type, and cash left in drawer is reported. This time period.

Tender History Summary - [Summary Of Tender Report](#)
Lists one or more tender types for any date range. Available tender typ store account, store credits used, and gift certificates redeemed. A su and percentage of grand total collected. The detailed report shows tran amount, transaction type.

RELATED REPORTS

Accounts Receivable Aging Report: [Link](#)
Accounting: Accounts: AR Aging Reports: : : Options Query
Prints all customers on accounts receivable with open charges. The list

POSitive Software
Company

www.gopositive.com

Sales
800-735-6860
Support
866-368-2266

If for some reason you cannot access the Report Center Help document you should contact your dealer or POSitive Software Company for help in downloading the file.

SQL Anyone?

Experience the NEW POSitive Retail Manager 5.0
Join us on the web for a FREE introductory class.

More information can be obtained from your dealer or by contacting
shasta@gopositive.com