



## One Button Reports at POS Feature of the Month May, 2010

Have you ever wanted to know what your sales for the day were, without having to back out of POS? Retail Pro has the ability to set up a report button on your side menu at POS. The report has to be set up so that no one needs to enter dates, filter criteria, etc. Below are the instructions to set this up this one button report.

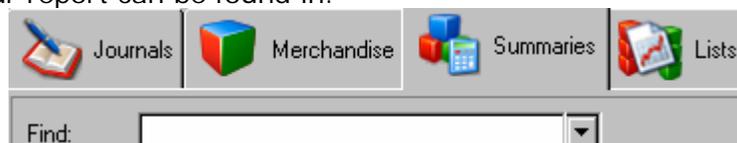
1. First you have to make the report that you want to see at POS. Make sure you have set up a "dynamic" date (i.e. YTD, MTD, Today). This will ensure that the report date rolls over as the computer date rolls over. The most common dynamic date to use for this type of button is "Today".
2. Once the report has been set up, you will need to put it in a report group.



3. Once you are in report groups, click on the new button and give the group a name, such as Daily Sales.



4. You will notice four tabs that represent the four types of reports. Click on the tab that your report can be found in.



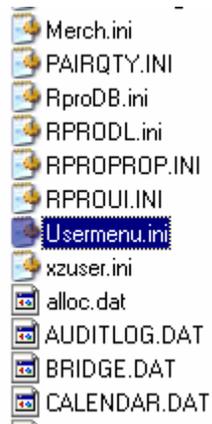
5. Look for the report you want at POS and double click it. This will put it above the line and make it part of your group.
6. Save and then back out one level.
7. You should see the report group name, access level and file name. The file name will be very important in a later step.

Report Groups > View			
Group Name	Access Level	Modified	File name
 Daily Sales	Sysadmin Ac...	7/12/2010 8...	00000000.R...

8. Once the report group is made, you are now ready to create the button you will use at POS.
9. Close out of Retail Pro and double click on "my computer" on your desktop.



10. Double click on the drive letter that your Retail Pro is loaded. Most typically is will be the "R" drive or the "D" drive. Then double click on the Retail8 folder. Then double click on the Rpro folder. Once there you will need to find the "Usermenu.ini" file.



11. Open up that file and find where it says "POS – ACTIVE RECEIPT". Click at the end of that line and press enter.

```
[POS]
X/Z OUT=""xz.EXE""
Credit Card Batch=""Batch.exe""

[POS - FORMER RECEIPT]
[POS - ACTIVE RECEIPT]
[POS - SALES ORDER LIST]
[POS - SALES ORDER FORM]
[POS - ARCHIVED SALES ORDER LIST]
[POS - ARCHIVED SALES ORDER FORM]
[POS - CUSTOMERS]

[MERCHANDISE]
Price/Cost Mgr=""pricemng.exe""
Recalc SRO=""sro.exe""
Auto Min/Max=""Auto.exe" "/AUTOMINMAX""

[MERCHANDISE - INVENTORY]
```

12. Enter in the following statement;

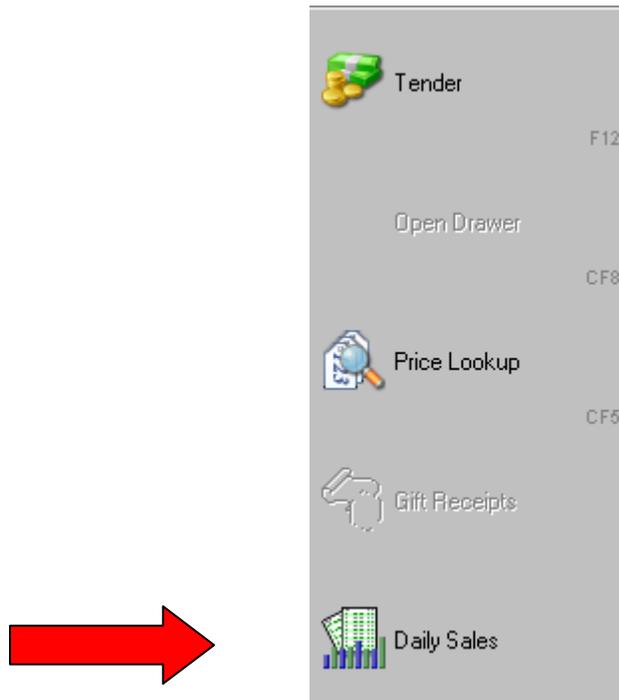
```
[POS - ACTIVE RECEIPT]
Daily Sales=""Reports.exe" "/PGS" "00000000.rgp""
```

Title of POS button      Reports executable      File Name from Report Group

13. Go to the "File" option and choose to Save.

14. Open up Rpro and go to POS>Receipt screen. Right click on side menu and choose Menu Designer. Find the option of "Daily Sales" (or whatever you called your button). Put a check mark by it and click OK.

15. You will now see you report button on the side menu.



16. You will need to repeat step 14 on each workstation to have this button show at each workstation.