

A RETAILER'S BEST FRIEND.



REPORT OPTIONS

Retail Pro Version 8

<https://youtu.be/mTBBYXcw33E>

We will show the REPORT OPTIONS selections available to change the output of certain reports in RetailPro Version 8. If there are any recommended settings they are indicated below.

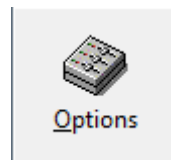
1. Starting from the main screen in Retail Pro, click ANALYSIS button.



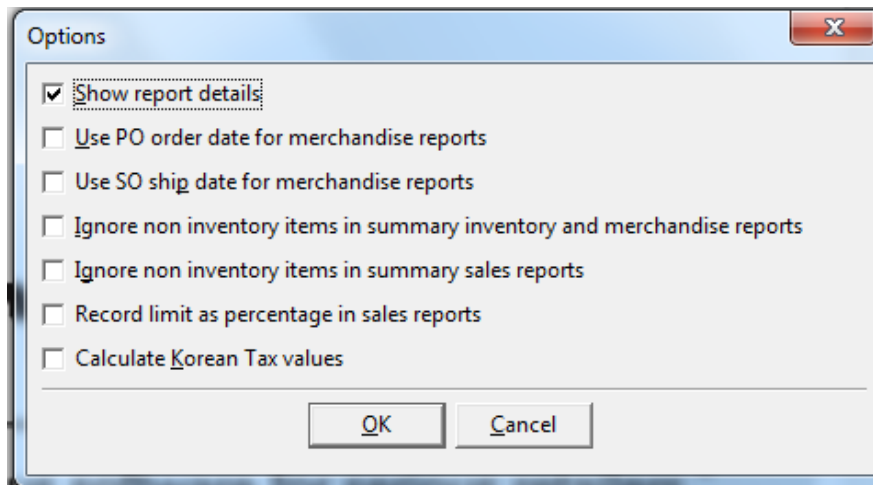
And then the REPORTS option.



2. Then click the OPTIONS button at the top of the window.



3. You will see this screen, listing the current state of the REPORT OPTIONS.



Show Report Details

If selected, filter criteria are shown on the first page of the report. This applies to all reports. **We recommend that this setting be checked.**

Use PO order date for merchandise reports

If selected, the PO Order Date is used when determining which purchase orders to include for a given date range on **merchandise** reports. If this selection is unchecked, the PO Ship Date is used.

Use SO ship date for merchandise reports

If selected, the Ship Date is used when determining which sales orders to include for a given date range on **merchandise** reports. If this selection is unchecked, the SO Order date is used.

Ignore non-inventory items in summary inventory and merchandise reports

If selected, non-inventory items are ignored when calculating values on **summary inventory** and **merchandise** reports. There is no need to filter them out. **IF YOU WANT THE OPTION OF INCLUDING OR EXCLUDING NON-INVENTORY ITEMS, THIS NEEDS TO BE UNCHECKED.**

Ignore non-inventory items in summary sales reports

If selected, non-inventory items are ignored when calculating values on **summary sales** reports. There is no need to filter them out. **IF YOU WANT THE OPTION OF INCLUDING OR EXCLUDING NON-INVENTORY ITEMS, THIS NEEDS TO BE UNCHECKED.**

Record limit as percentage in sales reports

If selected, the record limit in sales reports is a percentage instead of the top 50 or 25 items. When there is record limit in a report i.e. for top seller reports, and this selection is ON, the report will show the top 25% or top 50% of the items.

Calculate Korean Tax values :

If selected, Korean tax values are calculated. (not used in USA)