

A RETAILER'S BEST FRIEND.

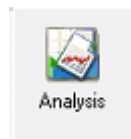


<https://youtu.be/12dwNmd75QYQ>

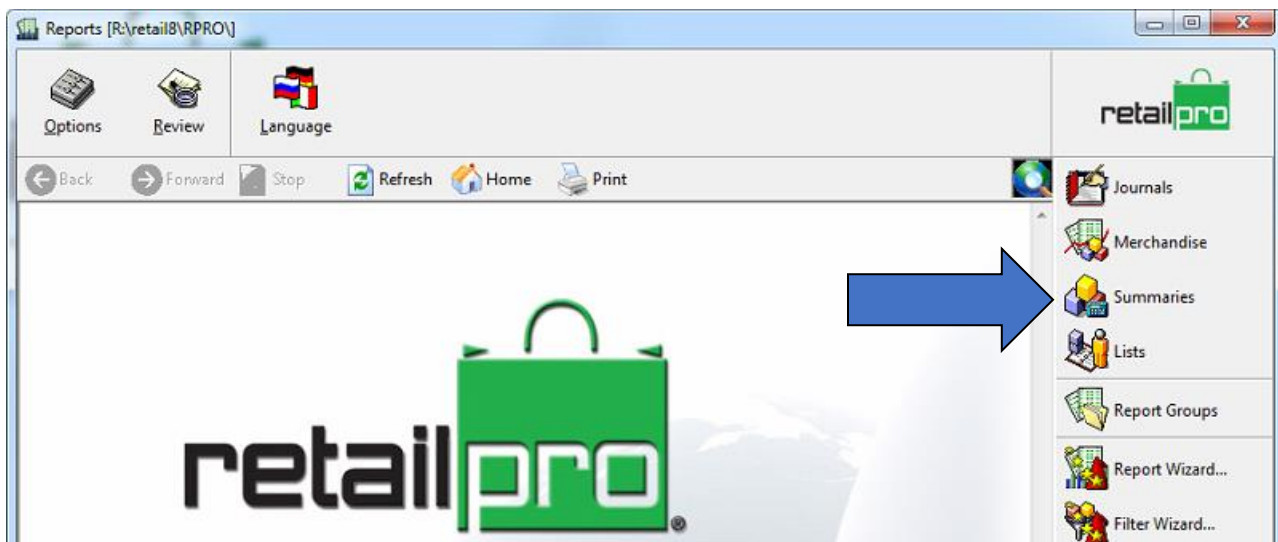
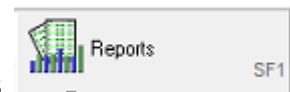
Add a Column to a Report in Retail Pro *Version 8*

Using the V8 Reports we will learn how to add a column of data to an existing report.

1. From main menu Retail Pro, go to Analysis
- This is the screen you should see:



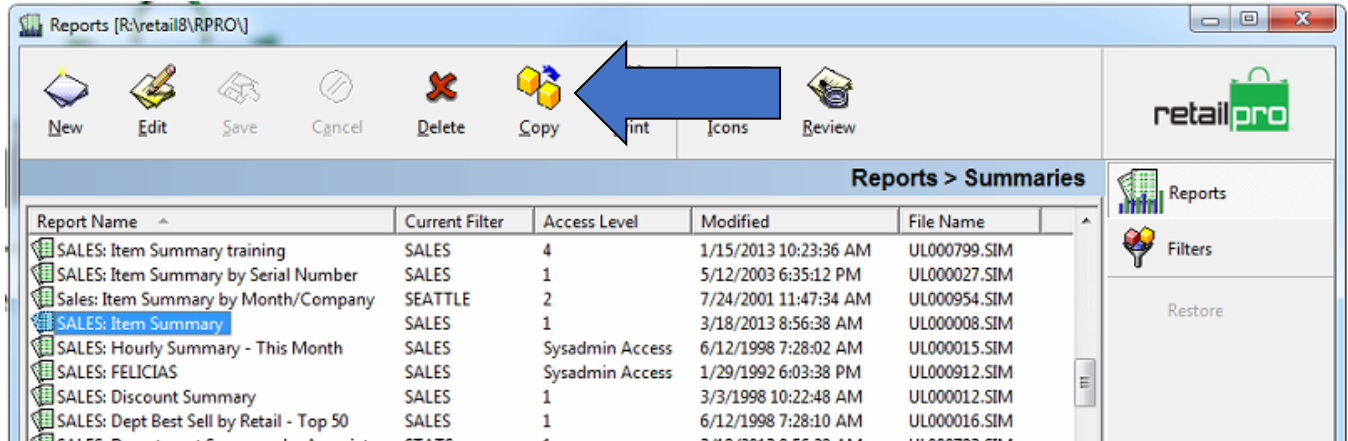
and then Reports



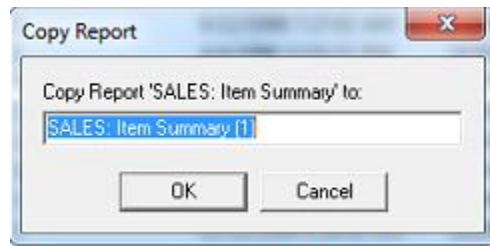
Select the type of report you want to work with, we are going to work with a SUMMARY report for this example. Click on SUMMARIES.

2. We are going to add a column to this report: SALES: Item Summary.
ALWAYS MAKE A COPY OF THE REPORT AND MAKE THE CHANGES ON THE COPY!

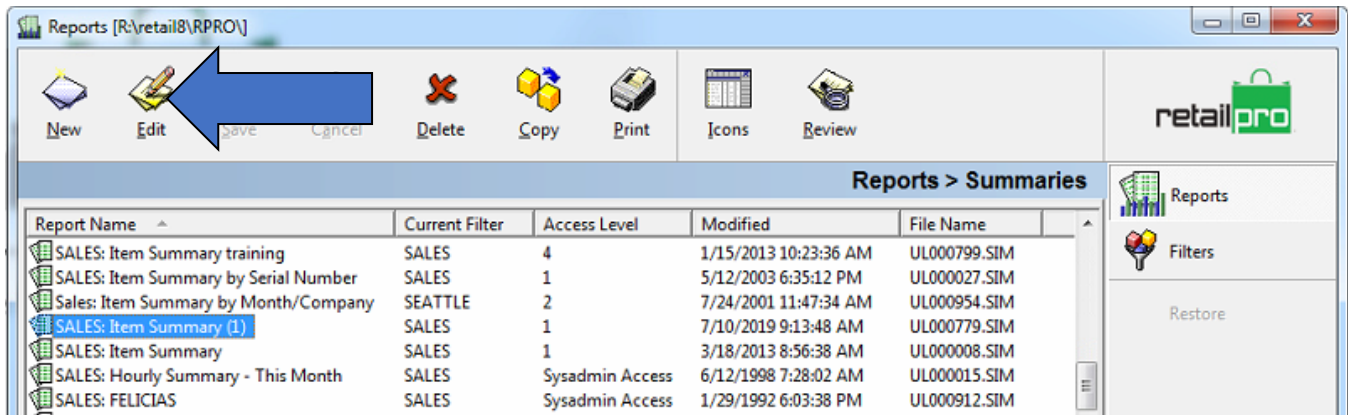
To make a copy of the report, highlight the report, and click COPY.



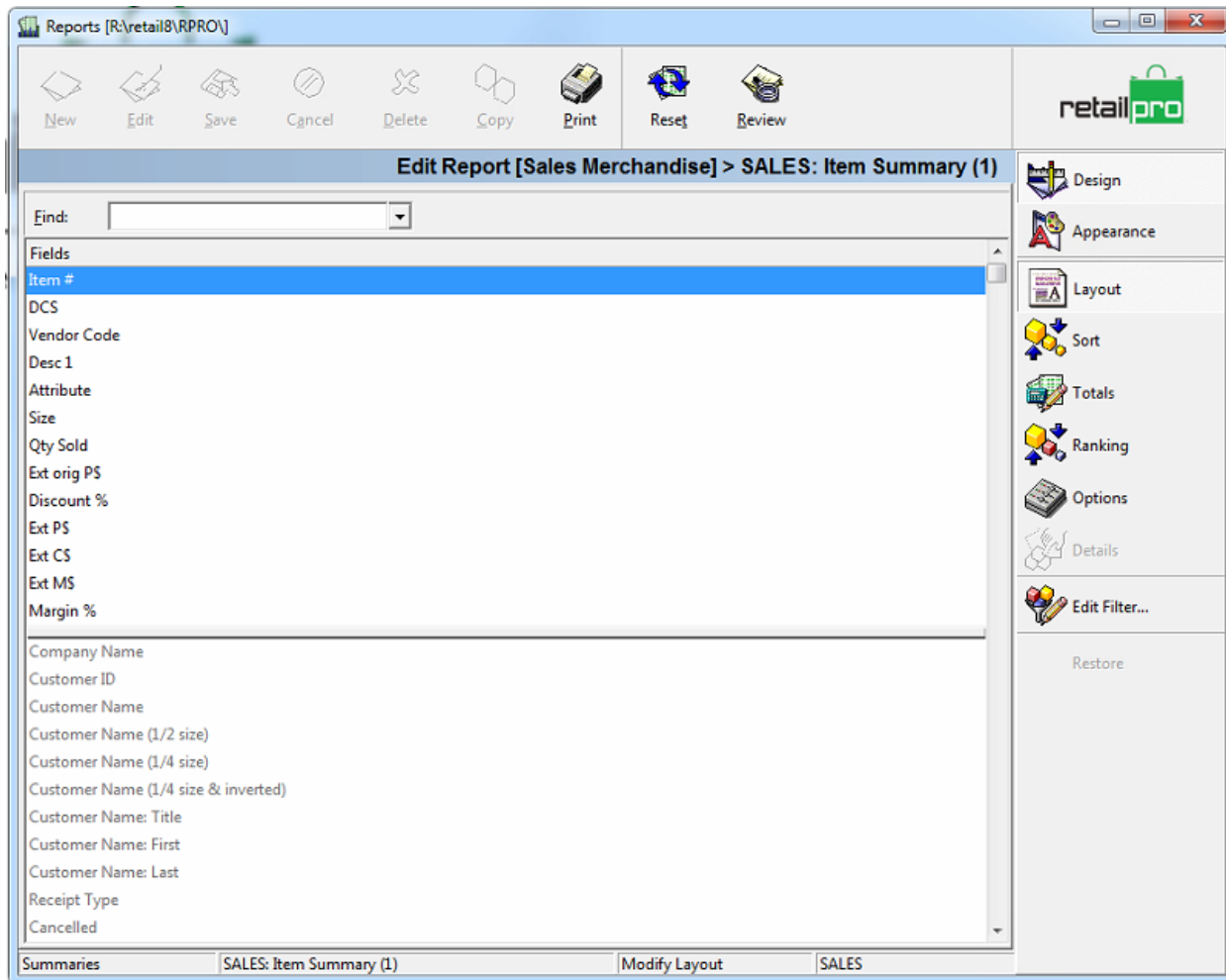
This box will pop up with the title of the report, automatically renamed. You can edit it if you wish, and then click OK.



3. Highlight the copied report and click EDIT.

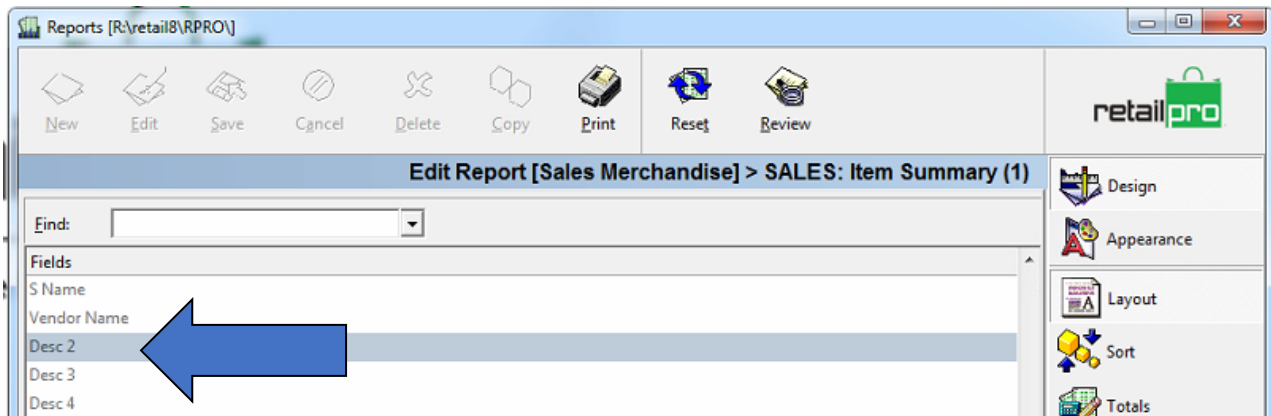


You will now see this screen:

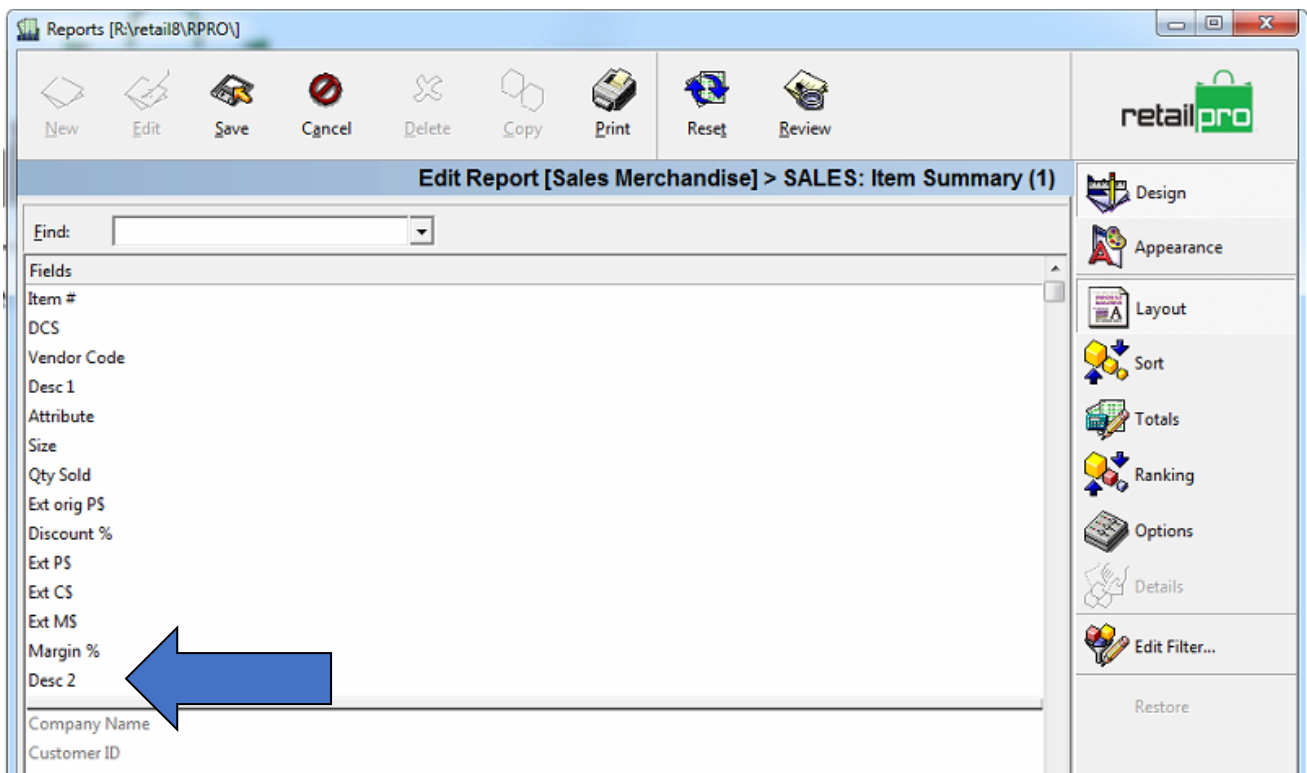


This is the DESIGN view of the report. Fields that currently appear on the report are above the line. Fields that are available to add to the report are below the line in grey type.

4. We are going to add DESCRIPTION2 to this report. Scroll down and find DESC 2 in the bottom half of the screen.

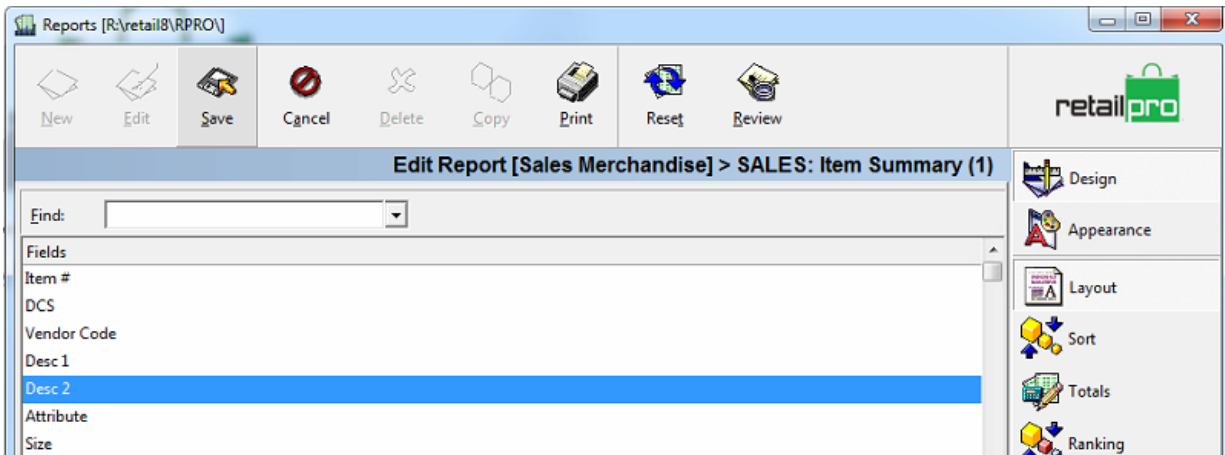


5. Highlight DESC 2 and DOUBLE-CLICK this line. This will move the DESC 2 above the line. Scroll up to the top of the fields box.

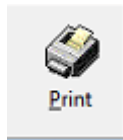
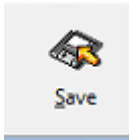


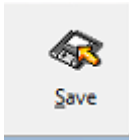
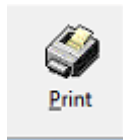
6. You can drag the DESC 2 up next to the DESC 1. Click and hold with the mouse on DESC 2 and drag it up next to the DESC 1.

It should look like this:



7. All that is left is to SAVE, and then test!



Click  and then . This is a sample of the modified report.

SALES: Item Summary (1)
 Sales Info: Full Detail
 Sort: Item#DCS\VCStyle No (AttrSize)
 Filter: Receipt Date: 12/1/2012@12:00a.2/28/2013@11:59a Include

7/10/2019 @ 9:37 AM
Page: 1

Item#	DCS	VC	Style No.	Description	Attr	Size	Sold #	Ext O PS	Disc %
000000							0	0.00	0.00
000002	MIS	MULTI	DISNEY KIDS	DISNEY KIDS			25	0.00	0.00
000003	MIS	MULTI	EMBROIDED TE	EMBROIDED TEES			4	0.00	0.00
000006	PRO	MULTI	PROMO TEES	PROMO TEES \$1.99 ADULT			8,213	16,343.87	0.06
000007	PRO	OCEANA	PROMO TEES 4	PROMO TEES \$4.99 ADULT	ASST	ASST	417	2,080.83	0.62
000008	MIS	MULTI	FLORIDA SOUVI	FLORIDA SOUVENERS			68	2,116.87	84.37
000009	MIS	MULTI	DISNEY PLUSH	DISNEY PLUSH			2	19.98	0.00
000010	MIS	MULTI	OTHER PLUSH	OTHER PLUSH			9	0.00	0.00
000011	TSTSCPBAS	JERRYL	ST11010 Y0014A	HIGH SCHOOL MUSICAL	ICP	1--XS	1	4.99	0.00
000012	TSTSCPBAS	JERRYL	ST11010 Y0014A	HIGH SCHOOL MUSICAL	ICP	2--S	1	5.99	0.00