

Automatic reports

Afraid that your employees will forget to make a report before closing out the register for the night and then resetting the data? It is possible to set up "automatic reports" that will execute whenever the register is closed with option "2 Close register /print / erase / exit." You can even have the auto reports printed or saved to a file on the computer or transmitted by email or FTP over the internet to another computer.

To do this, from the main menu of the Cash Register program go to the "Reports" feature and press [F1] to read the instructions for this feature. If you have entered and activated a "master" password you will be required to enter it before you can see the instruction screen. If you then press [F1] again the program will return you to the Reports menu and you can start creating your automatic reports. As you create one report after another, including printing and saving the reports into a computer file, the program will save each key press into a "keystroke" file. When the Cash Register program is closed out it will look for this keystroke file and if it is found, it will return to the "Reports" feature and execute the keystroke file recreating the reports you are programming now, and then finish closing out the register.

While you are programming the automatic reports the program will not actually print or save the reports although it will allow you to set them up to do so. When you reach a point when you have told the program to print or save it will do nothing.

Automatic employee reports will make a report for every employee that has data, not any specific employee. This allows you to only program one employee report (for each type of employee report) instead of having to do so for each employee. The program does this by putting the "employee report" keystrokes into a loop. The maximum number of keystrokes in a loop is 100.

If you save automatic reports to a file they will use the following type of filename, example BT122306.TXT, where the first letter is the report type as selected in the "Reports" menu, the second letter tells you if the report is (T)ext or (D)ata, and the following 6 digits are the date in MMDDYY format. Automatic report files are appended to any existing report file with the same file name so if you close out the register several times in the same day the saved report will contain all of the reports from each close-out for that day.

Automatic reports saved to a file will be saved to a sub-folder with the same name as your register file. For example if your POS files are in the folder C:\POS and your register file name is KEYSHOP then the automatic report files will be saved in the folder C:\POS\KEYSHOP. If you are saving the file to another drive, like A:, then the files will be saved to the folder A:\KEYSHOP

When you have finished programming the creating/printing/saving of all the reports you want, and you are at the main "Reports" menu, press [F1] to save the keystroke file and return to the instruction screen. At this point you can press [ESC] to return to the main menu, [F4] to delete the keystroke file you just created, or [F3] to test your new reports.

If you choose to test your reports the keystroke file will be opened and one keystroke at a time will be read and executed. Press any key to read the next

keystroke or hold a key down to auto-read keystrokes. When testing the file the program will actually print out and save your reports. When the last keystroke in the file has been executed you will be returned to the instruction screen.

When testing or actually using the automatic reports feature you will be warned to have plenty of paper in your printer and have the disk drives and other storage devices ready, i.e. stick a disk in them, plug in the RAM drive, etc.

On networked computers the only report that can be made automatic on a LOCAL register is the "A. Total Sales" report. All other automatic reports must be programmed on the GLOBAL register. The keystroke file is LOCAL and must be programmed on each register.

The automatic "A. Total Sales" report is limited to the current values only, which will make it identical to the closing receipt. However unlike the closing receipt an "A. Total Sales" report can be saved as a file.

Any report saved by "Automatic Reports" (except Gift Cards) can be transmitted by email or FTP when the register is closed. This will require that your computer runs a version of Windows. You may select which reports to send and you may select to delete a report after it has been transmitted. If your registers are networked you can only transmit files from the GLOBAL register.

After you have setup the Automatic Reports you will be asked if you want to setup the program to transmit the reports. If you do, press [TAB]. On the following screen you must enter the data needed to transmit the files. (If you wish to later change your transmit settings enter Automatic Reports by pressing [F1] then exit by pressing [ESC].)

Enter the shop ID, which must be different for each shop sending data. If you want to email the files enter the email information. If you want to FTP the files enter the FTP information. Here is the list of parameters you will need.

SHOP ID
SENDER EMAIL
EMAIL PASSWORD
RECEIVER EMAIL
FTP SERVER NAME
FTP PORT
FTP USERNAME
FTP PASSWORD
FTP DIRECTORY
FTP SMTP SERVER

The SENDER EMAIL address and the EMAIL PASSWORD are needed to log on to the email software from the sending computer. The RECEIVER EMAIL address is where you want to send the email. Likewise the FTP parameters are needed to send the files to the receiving computer by FTP. Since in each case the data required is dependent on the software on your computer and the receiving computer I cannot give you that information.

On the next screen select which files you want to transmit. Remember that if you did not setup Automatic Reports to create the file then do not select to transmit it. Note that a "D. Gift Card" report cannot be transmitted.

	TEXT FILE		DATA FILE	
	SEND	DEL		SEND DEL
SALES REPORTS				
A. Total Sales	[X]	[]		[] []
B. Employee Sales	[]	[]		[] []
C. Hourly Readings	[]	[]		[] []
D. Gift Card				
MERCHANDISE REPORTS				
E. Total by Stock #	[]	[]		[] []
F. Total by Category	[]	[]		[] []
G. Total by Vendor	[]	[]		[] []
H. Employee by Stock #	[]	[]		[] []
I. Employee by Category	[]	[]		[] []
J. Employee by Vendor	[]	[]		[] []
K. History by Stock #	[]	[]		[] []
L. History by Category	[]	[]		[] []
M. History by Vendor	[]	[]		[] []
N. Inventory by Stock #	[]	[]		[X] [X]
O. Inventory by Category	[]	[]		[] []
P. Inventory by Vendor	[]	[]		[] []
Q. Profit	[]	[]		[] []
[TAB] = Toggle [X]				[ESC] = Finished

In the above example the "A. Total Sales" text report will be transmitted but not deleted and the "N. Inventory by Stock #" data report will be transmitted then deleted.

Remember that reports are stored in a subfolder from the POS program folder. For example if your program folder is C:\POS and your register filename is KEYSHOP then the reports are stored in the C:\POS\KEYSHOP folder. Files to be transmitted will be copied to a C:\POS\SEND folder and anything in that folder will be transmitted. (So if you have a file of your own that you want transmitted for your own nefarious needs stuff it in there before you close the register and it will make the trip.) After transmission the C:\POS\SEND folder is emptied. If that is so then does that mean all the reports are deleted? Nope, they are still in the C:\POS\KEYSHOP folder. However if you use the above screen to mark the file for deletion then it will be deleted from the C:\POS\KEYSHOP folder also.

Even though the reports are appended every time you close the register on the same day the files will be transmitted each time the register is closed. However if you select to delete a report after it is transmitted the report will then not be appended if the register is closed out on the same day. For example if you close out the register 3 times in a day you will transmit the report 3 times. (The sequence number in the file name will be different but the rest of the filename will be the same.) If you did not delete the file after transmitting, the 1st report transmitted will only contain information from the 1st close out, the 2nd report will

contain information from 1st and 2nd close outs, and the 3rd report will contain information from all 3 close outs. NOTE: The data is not added together, you will get 3 reports in the same file. However if you choose to delete the file then each report will contain information from only that close out. So the easiest solution is to close out the register only once a day or if you are running on a network close out the GLOBAL register only once a day. Remember that the GLOBAL register must be closed out last.

Of course a file can only be sent if you have setup "Automatic Reports" to create it and if your computer is connected to the internet.

If you enter email information the files will be emailed. If you enter FTP information the files will be sent by FTP. If you enter both email information and FTP information the files will be sent both ways. If you do not enter anything no files will be sent. (Actually the program only checks the RECEIVER EMAIL and the FTP SERVER NAME to determine if the files are to be transmitted.)

The file name of the transmitted files will have an added prefix consisting of a shop ID and a sequence number. For example if the shop ID is "21125" and the last file sent was "256" then the automatic report "DT052309.TXT" will be sent as "00021125257DT052309.TXT" Leading zeros are added to make the shop ID eight characters long. Make sure all characters in the shop ID can be part of a filename. For example, no slashes. It is best to stick to letters and numbers in a store ID if you are not sure which characters cannot be used. Each file type will have it's own sequence. The sequence number will roll over from 999 to 000.

What you do when you receive the file is up to you. You can load the files into either a word processing or spread sheet program and print it out if you wish. Or you can create your own software that will read from the files to automatically input into your accounting software or merchandise handling software. For example you can use an inventory report to generate shipments to restock your stores.

And where do you get this software? You will have to hire someone to do it. I have no idea what software you are using at your main office. Even if I did I have no access to it. To create the software to read the transmitted files and load the data into your accounting / merchandising / payroll / other software a programmer will have to study several transmitted files to learn how to get his software to read them. Then he will have to convert the data into a form that can be read by your accounting / merchandising / payroll / other software. To do this he will have to be familiar with your systems and have access to them. I cannot do from it here, sorry.

Here is some information about transmitted file names that your programmer can use.

```

                                11111111112222
                                12345678901234567890123
                                | | | |
SAMPLE FILE NAME 00128635274FD020409.TXT
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Characters 1 - 8 = Shop ID

Characters 9 – 11 = Sequence number. Every file has a different sequence.
Character 12 = Report type (See report list above.)
Character 13 = File type T= Text D = Data (.CSV)
Characters 14 – 19 = Date in MMDDYY order.
Characters 20 – 23 = Always “.TXT”