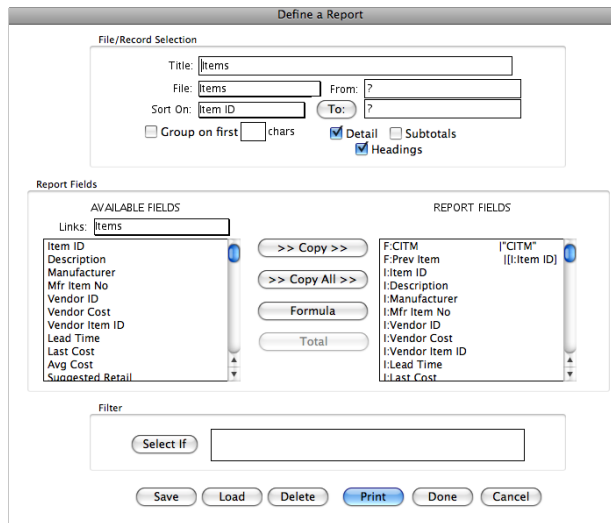


Operation Educate October 2009
Exporting from Define a Report

Define a Report is a report generator that allows you to access the POS•IM database and generate customized reports in a specific format. One of the main functions of Define a Report is the ability to export information from POS•IM.

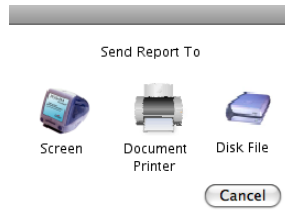
Some examples of how exporting could be used, would be to create a report of customers with an email address listed on the customer card, or you could generate a report based on a specific item purchased during a certain period of time, etc. Once you have chosen and specified the parameters of your report, you can export the information so you can open it using an Excel spreadsheet.

The following example shows the Change Item report found in the report definitions of POS•IM. I could use this report definition to export items in the database and make changes. Then after my changes are made, I would import them back into the database.



Once you have chosen the parameters of your report, or loaded a report definition, you will want to preview the information to make sure that it is the correct information you want to be exported.

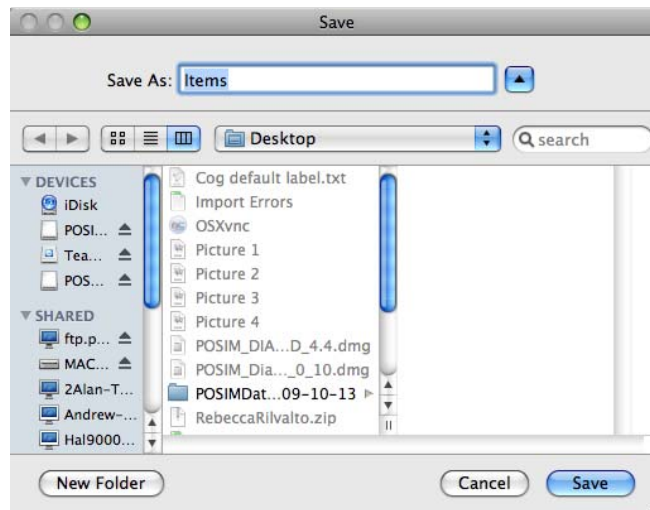
Select **Print** from the bottom of the Define a Report window, then choose **Screen**.



Verify that the information you see here is the information you want exported. If any changes need to be made, close out of the preview and make the desired changes. Once changes have been made, then open print preview again and review the information.

CITEM	Prev Item	Item ID	Description	Manufacturer	Mfr Item No	Vendor ID	Cost
CITM	10011	10011	Oakley Snow AF18.L Blue	Oakley	111111	Oakley	30.00
CITM	10012	10012	Oakley Snow AF1VR28	Oakley	111111	Oakley	65.32
CITM	10013	10013	Oakley Snow AF1VR50	Oakley	111111	Oakley	65.32
CITM	10021	10021	Oakley Snow AF1Persi	Oakley	22222	Oakley	18.00
CITM	10031	10031	Oakley Snow Bid18.L	Oakley	33333	Oakley	65.49
CITM	10033	10033	Oakley Snow Bid1VR50	Oakley	33333	Oakley	65.49
CITM	10034	10034	Oakley Snow Bid1VR28	Oakley	33333	Oakley	65.49
CITM	10041	10041	Oakley Snow Bid1Persi	Oakley	44444	Oakley	65.45
CITM	10051	10051	Oakley Snow Blue18.L	Oakley	55555	Oakley	65.00
CITM	10061	10061	Oakley Snow Blue1Persi	Oakley	66666	Oakley	64.95
CITM	10071	10071	Oakley Snow Blue1VR28	Oakley	77777	Oakley	64.50
CITM	10081	10081	Oakley Snow Blue1VR50	Oakley	88888	Oakley	64.95
CITM	10091	10091	Oakley Snow CF18.L	Oakley	99999	Oakley	64.95
CITM	10101	10101	Oakley Snow CF1Persi	Oakley	11112	Oakley	64.50
CITM	10111	10111	Oakley Snow CF1VR28	Oakley	11113	Oakley	64.50
CITM	10121	10121	Oakley Snow CF1VR50	Oakley	11114	Oakley	62.50
CITM	1015	1015	Intermediate Accounting-3rd Ed	JONES	1234	Johnny	11.65
CITM	1016	1016	Accountant's Desk Handbook	Prentice-Hall	2358	Textprint	23.32
CITM	1017	1017	Business Law	McGraw Hill	6465	ClearView	25.97
CITM	1018	1018	College Dictionary	Harper	1234	Bookmobile	25.85
CITM	1019	1019	Advanced Accounting	Irwin	1669	Textprint	37.59
CITM	10211	10211	Oakley H2O JB1VR50	Oakley	22225	Oakley	18.28
CITM	10221	10221	Oakley H2O JB1Persi	Oakley	22226	Oakley	18.28
CITM	10222	10222	Oakley H2O Pwd1VR28	Oakley	33332	Oakley	34.50
CITM	10223	10223	Oakley H2O Pwd1VR50	Oakley	33332	Oakley	34.50
CITM	10231	10231	Oakley H2O P118.L	Oakley	22227	Oakley	42.50
CITM	10241	10241	Oakley H2O P11Persi	Oakley	22228	Oakley	38.28
CITM	10251	10251	Oakley H2O P11VR28	Oakley	22229	Oakley	38.28
CITM	10261	10261	Oakley H2O P11VR50	Oakley	33331	Oakley	38.28

After you have verified the information shown is correct, close print preview and go back to the Reports menu of Define a Report. Select **Print**, then choose **Disk File**. This will open a new window where you will choose where to send save the document and also give the document a name.

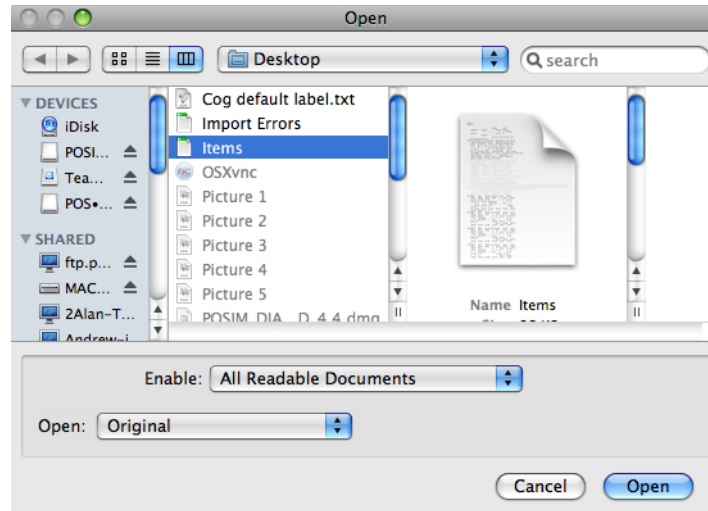


Once you have chosen a path for the information to be stored to, click **Save**.

NOTE: NEVER open the report from a shortcut, it will open using a general format and the numeric fields in the report will be transposed.

Now that you have exported the information from POSIM, now you can open Microsoft Excel to view/edit the report.

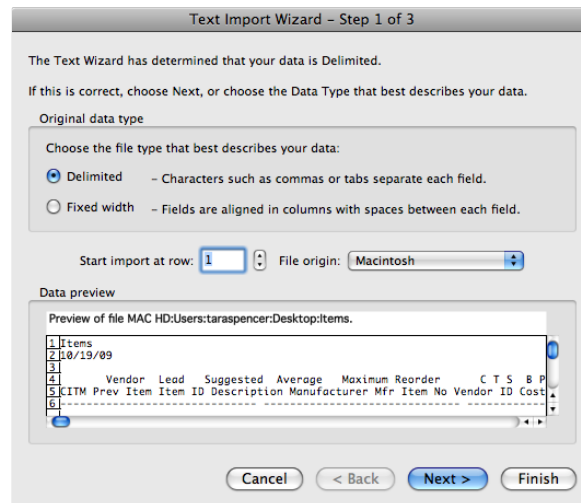
From the Microsoft Excel toolbar select **File**, then choose **Open**. A window will appear where you will browser will open and allow you to select the file you want to open.



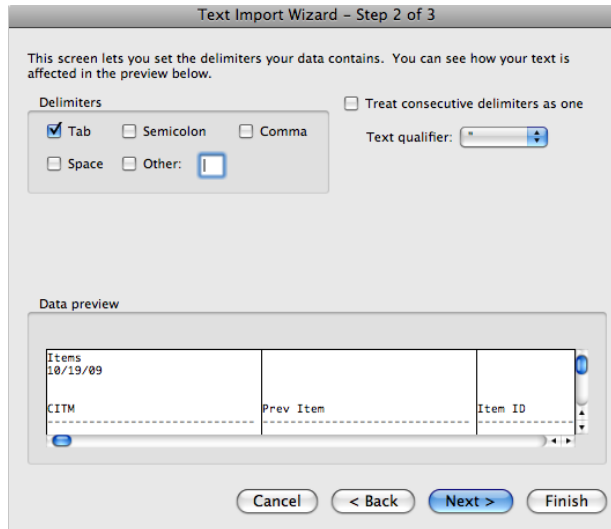
When you find your document, select on the file and press **Open**.

A text wizard will appear. You must follow these steps to keep the information in a text format:

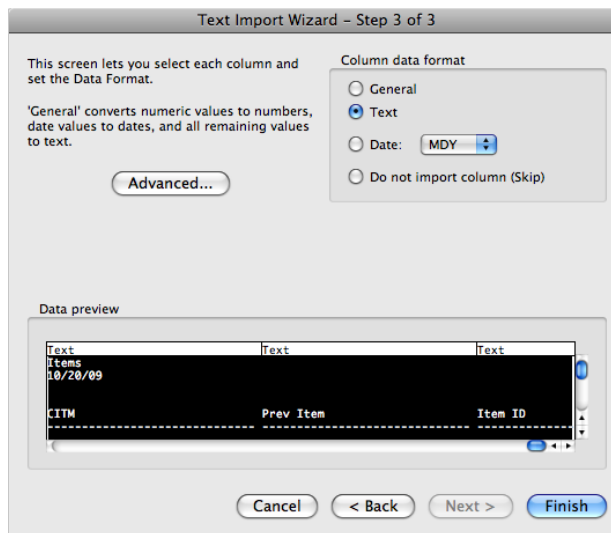
Step 1 of 3. Click **Next**



Step 2 of 3. Click **Next**



Step 3 of 3. Change the bullet point under 'Column Data Format' to **Text** and make sure that each column is marked in black. This indicates that all columns will be opened using Text Format. If only the first column is highlighted, you must hold down your Shift key on the keyboard, scroll right with your mouse, and click your mouse in the last column to make sure all columns read as Text at the top.



****Before you select Finish, make sure that the bullet point is still on Text. Sometimes when you highlight the spreadsheet columns the bullet point will disappear. ****

Once the bullet point is selected on Text and the whole spreadsheet is marked in black (as shown in the example above), press **Finish**.

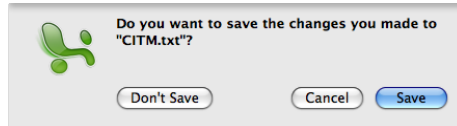
You will now see the information opened in an Excel spreadsheet. Here you can make changes to the different fields and import the information back into POS•IM.

Item ID	Description	Manufacturer	Vendor	Cost	Retail
10011	Oakley Snow / Oakley	111111	Oakley	30	125
10012	Oakley Snow / Oakley	111111	Oakley	65.32	120
10013	Oakley Snow / Oakley	111111	Oakley	65.32	120
10031	Oakley Snow / Oakley	33333	Oakley	65.49	120
10033	Oakley Snow / Oakley	33333	Oakley	65.49	120
10034	Oakley Snow / Oakley	33333	Oakley	65.49	120
10041	Oakley Snow / Oakley	66666	Oakley	65.45	120
10091	Oakley Snow / Oakley	55555	Oakley	65	120
10081	Oakley Snow / Oakley	88888	Oakley	64.95	120
10092	Oakley Snow / Oakley	99999	Oakley	64.95	120
10101	Oakley Snow / Oakley	11112	Oakley	64.5	119
10111	Oakley Snow / Oakley	11113	Oakley	64.5	119
10121	Oakley Snow / Oakley	11114	Oakley	62.5	119
1016	Accountant's (Phonoc-Hall)	2558	Textprint	23.32	92.95
1017	Business Law (Midway Hill)	1669	Textprint	25.97	85.95
1018	College Doctor (Harper)	1234	Bookmobile	25.85	44.95
1019	Advanced Auto (Irwin)	1669	Textprint	37.59	79.5
10211	Oakley M20 / Oakley	22222	Oakley	38.28	87.95
10221	Oakley M20 / Oakley	22222	Oakley	38.28	87.95
10231	Oakley M20 / Oakley	33332	Oakley	34.5	85
10241	Oakley M20 / Oakley	22222	Oakley	38.28	87.95
10251	Oakley M20 / Oakley	22222	Oakley	38.28	87.95
10261	Oakley M20 / Oakley	33333	Oakley	38.28	87.95
10271	Oakley M20 / Oakley	33333	Oakley	38.28	87.95
10281	Oakley M20 / Oakley	11115	Oakley	34.5	85
10291	Oakley M20 / Oakley	11116	Oakley	38.28	87.95
10681	Oakley M20 / Oakley	11117	Oakley	38.28	87.95
10701	Oakley M20 / Oakley	11118	Oakley	38.28	87.95
10711	Oakley M20 / Oakley	11119	Oakley	49.95	99
10721	Oakley M20 / Oakley	22222	Oakley	38.28	87.95
21-Black-24	Hoodie Hanes Hanes	Snow	Snow	10.5	21.2
21-Black-24	Hoodie Hanes Hanes	Snow	Snow	10.5	21.2
21-Black-L	Hoodie Hanes Hanes	Snow	Snow	10.5	21.2
21-Black-M	Hoodie Hanes Hanes	Snow	Snow	10.5	21.2
21-Black-S	Hoodie Hanes Hanes	Snow	Snow	10.5	21.2

After you make changes to the spreadsheet, you must save it the following way:

Go to your Excel toolbar and choose **File**, then select **Save as**. The document name will appear. Make sure the file type is shown as 'Tab Delimited Text.' Then choose **Save**.

When you close the spreadsheet, the following message will appear:



Select **'Don't Save.'** If you choose 'Save', it will revert to general format and numeric information will be transposed.

The following are some guidelines if you are importing information back in to POS•IM.

- Your Excel spreadsheet must be closed to import it into POS•IM.
- It is critical that you open and close spreadsheets properly to retain the text format.
- When you are ready to import your files:
 1. Take a backup of your database.
 2. Open Inventory Client.
 3. Go to the **Misc menu > Import file.**
 4. Save an import errors file. This will make a record of any information that does not import and will give a description and error code indicating why that information did not import.
 5. When importing is finished you can go into your records and see the changes.