WEBINARS

Free Advanced Training

The Most Effective Reports to Manage Your Business

Michael Horn

Data is the fuel behind business success

Data is the new oil in the world economy. Mining it, managing it, and putting it to work is vital to the success of any business

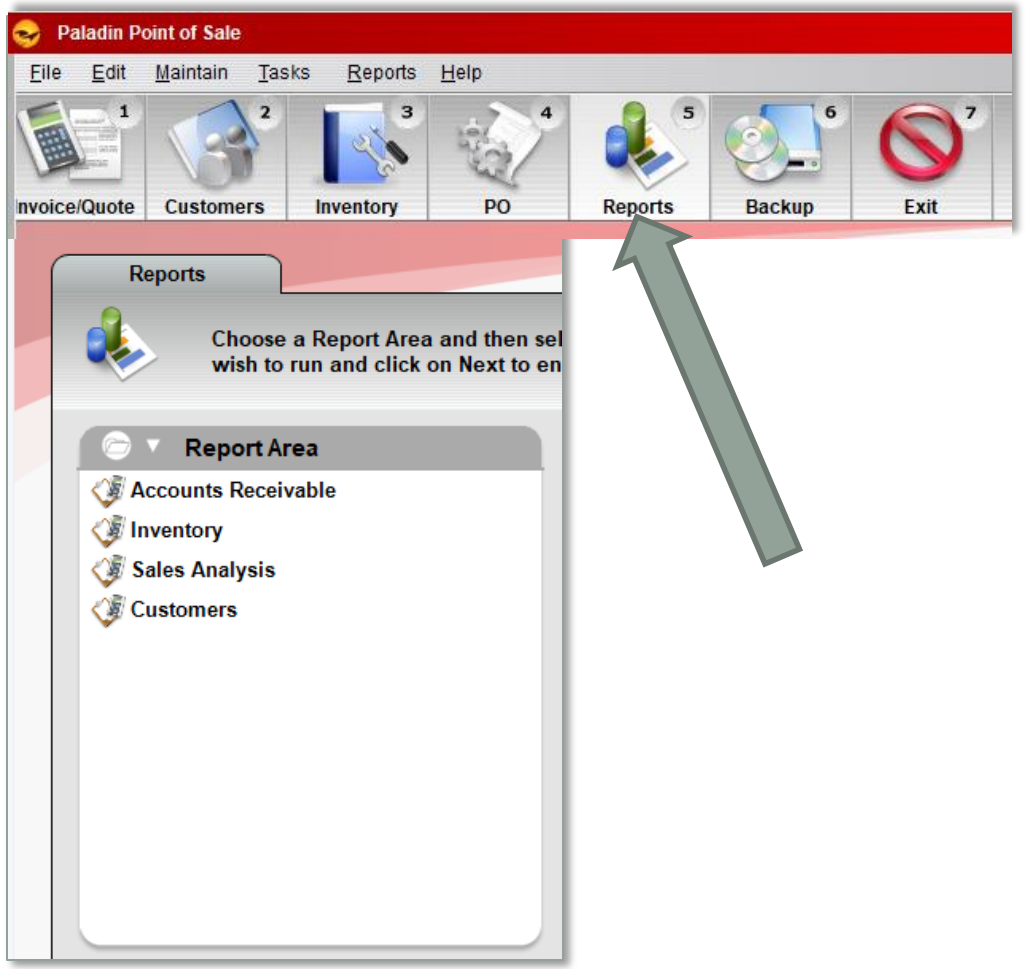
WHAT YOU'LL LEARN

- The various reporting methods in Paladin
- Reports to manage your business
- Inventory reporting & management
- What's ODBC and why should I care?
- Learn more

The various reporting methods in Paladin

1. Paladin Reports module
   - Standard reports with a myriad of criteria selections
2. Advanced Lookup and magnifying glass reports
   - Export data to Excel for further slicing & dicing
3. Paladin Reports menu
   - SQL Report Builder (a programmer's delight)
   - MS Access Templates (custom labels, signs & reports)
6. Free text searches using the Transaction Report
7. ODBC (open database connectivity) advanced reporting

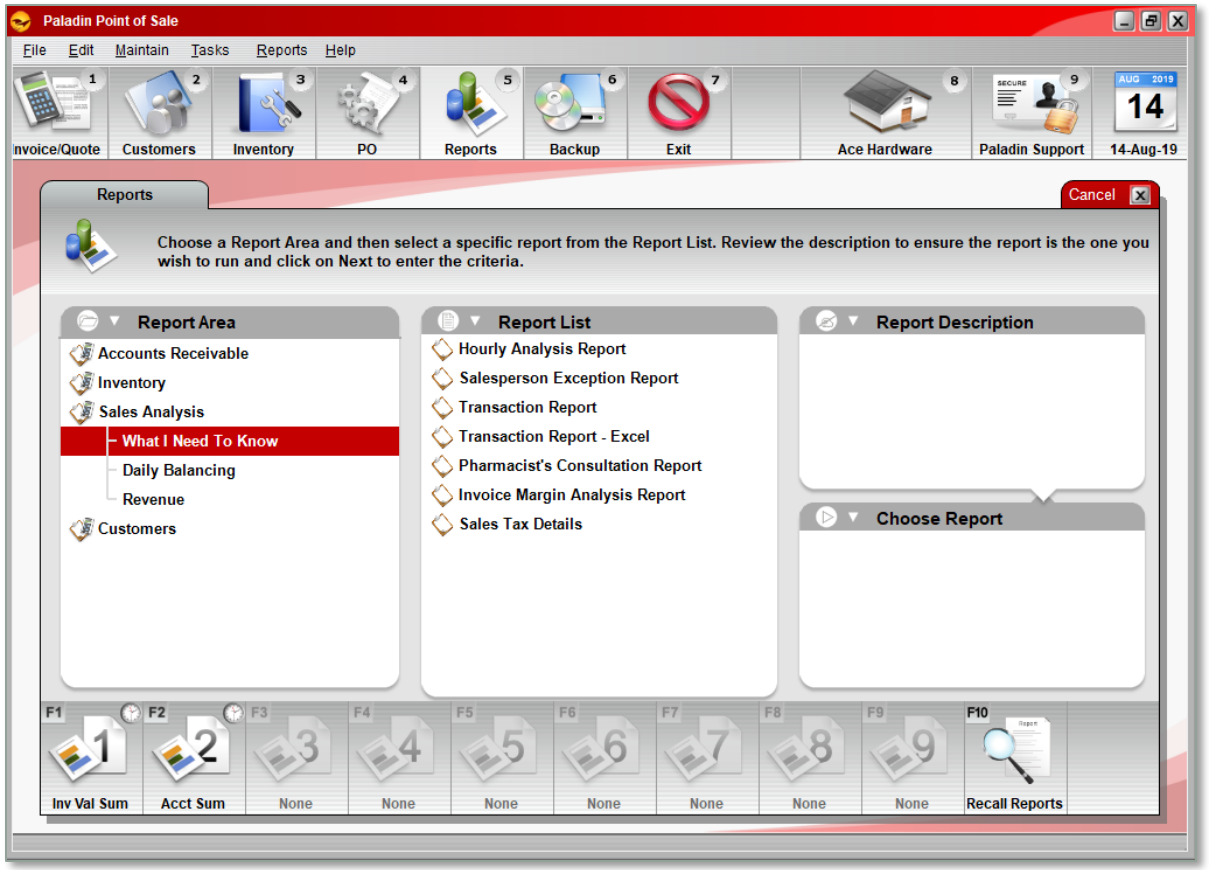
Reports to manage your business



In the Reports module, select:

- Sales Analysis >
  - What I need to know
  - Daily balancing
  - Revenue
- Accounts Receivable > Accounting Reports > Accounting Summary Report
- Customers > Ranking > Customer Sales Ranking

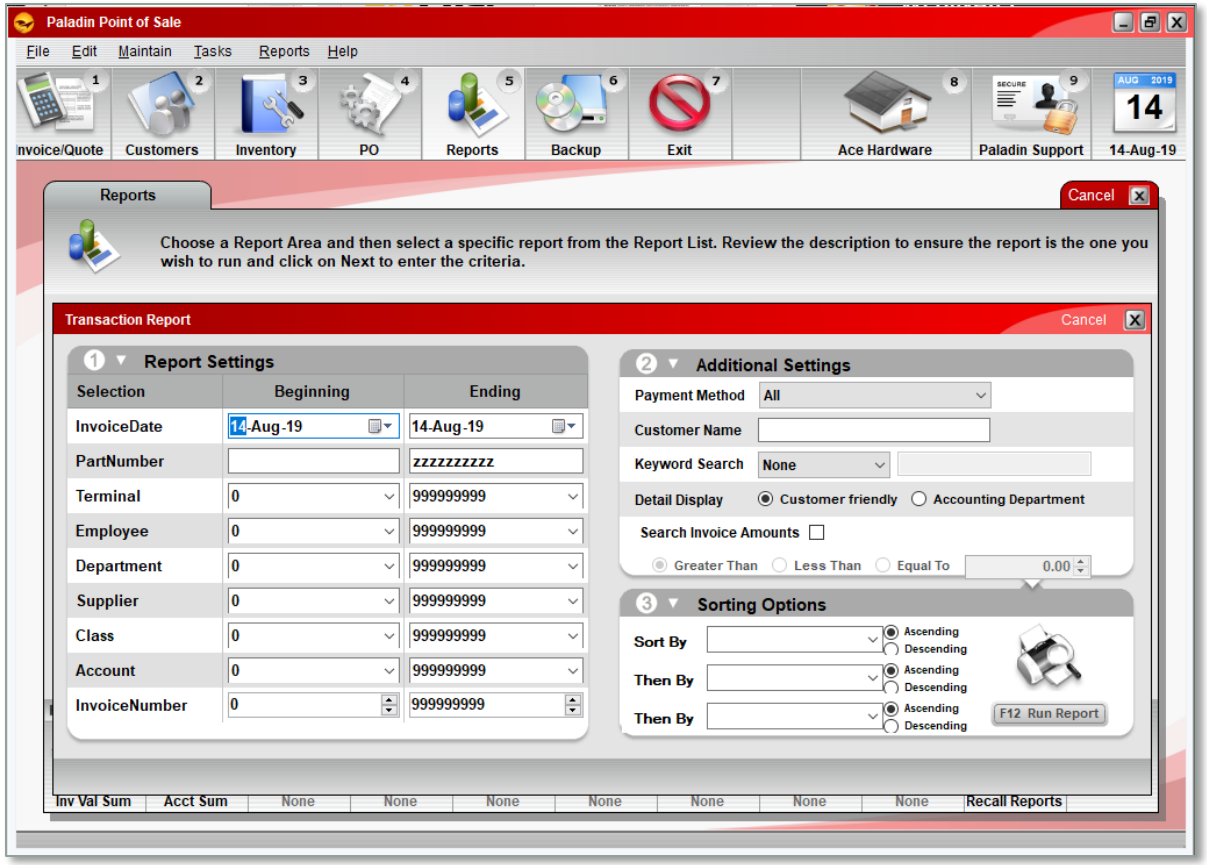
What I need to know reports



Sales Analysis > What I need to know >

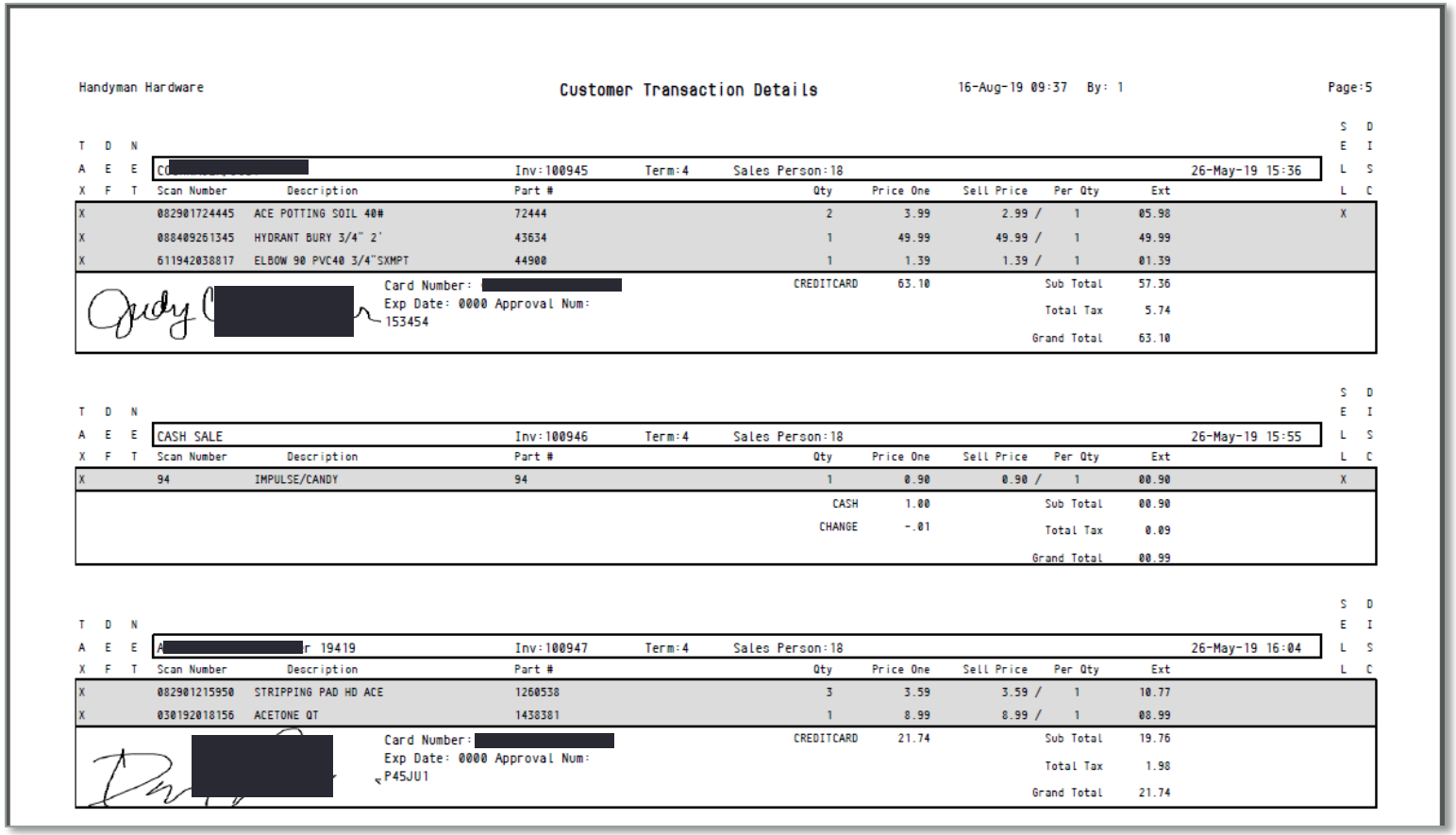
- Hourly Analysis Report
- Salesperson Exception Report
- Transaction Report (PDF option)
- Transaction Report (Excel option)
- Pharmacist's Consultation Report
  - with patient and dispensing R.Ph. signatures
- Invoice Margin Analysis Report
- Sales Tax Detail Report

Transaction Report settings



- Select by (range): Invoice Date, Part Number, Terminal, Employee, Department, Supplier, Class, Account, Invoice Number
- Payment method (29 different types)
- Customer Name (captured from payment)
- Keyword search by: Project, Customer Type, Description, Note Field, Payment Data, PO Number
- Invoice amounts & range
- Sort by: Terminal, Employee, Account, or Date

Transaction Report example



Handyman Hardware — Customer Transaction Details — 16-Aug-19 09:37 By: 1 — Page:5

T A X | D E T | N E E

[redacted] Inv:100945 Term:4 Sales Person:18 26-May-19 15:36

Scan Number	Description	Part #	Qty	Price One	Sell Price	Per Qty	Ext	S L	D I S C
082901724445	ACE POTTING SOIL 40#	72444	2	3.99	2.99 /	1	05.98	X	
088409261345	HYDRANT BURY 3/4" 2'	43634	1	49.99	49.99 /	1	49.99		
611942038817	ELBOW 90 PVC40 3/4"SXMPT	44900	1	1.39	1.39 /	1	01.39		

Card Number: [redacted]
Exp Date: 0000 Approval Num: 153454

CREDITCARD 63.10 — Sub Total 57.36 — Total Tax 5.74 — Grand Total 63.10

T A X | D E T | N E E

CASH SALE Inv:100946 Term:4 Sales Person:18 26-May-19 15:55

Scan Number	Description	Part #	Qty	Price One	Sell Price	Per Qty	Ext	S L	D I S C
94	IMPULSE/CANDY	94	1	0.90	0.90 /	1	00.90	X	

CASH 1.00 — CHANGE -.01 — Sub Total 00.90 — Total Tax 0.09 — Grand Total 00.99

T A X | D E T | N E E

[redacted]r 19419 Inv:100947 Term:4 Sales Person:18 26-May-19 16:04

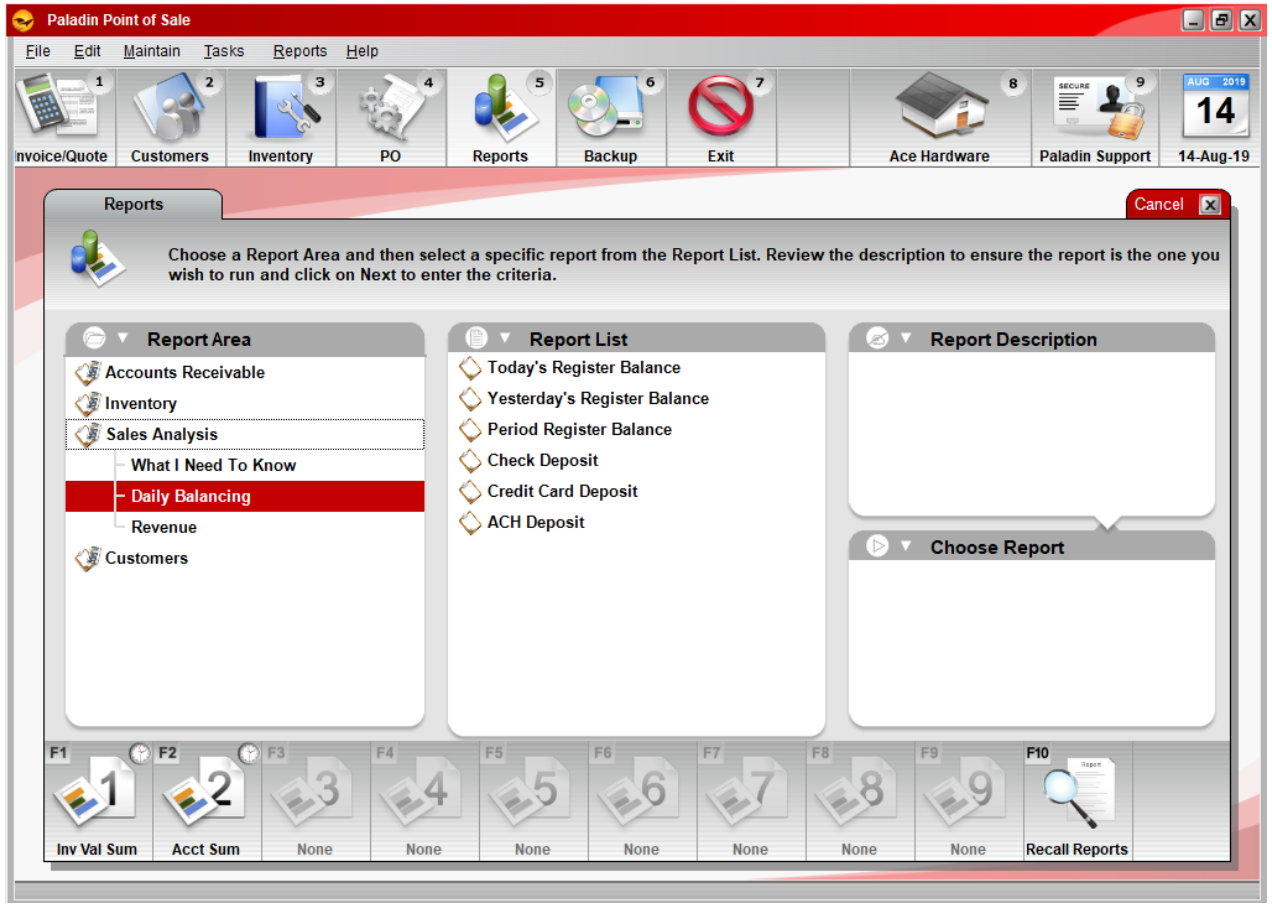
Scan Number	Description	Part #	Qty	Price One	Sell Price	Per Qty	Ext	S L	D I S C
082901215950	STRIPPING PAD HD ACE	1260538	3	3.59	3.59 /	1	10.77		
030192018156	ACETONE QT	1438381	1	8.99	8.99 /	1	08.99		

Card Number: [redacted]
Exp Date: 0000 Approval Num: P45JU1

CREDITCARD 21.74 — Sub Total 19.76 — Total Tax 1.98 — Grand Total 21.74

- Includes:
  - Signature
  - Customer name or “cash”
  - Product name & sku
  - Sale price
  - Price paid
  - Quantity
  - Tax amount paid

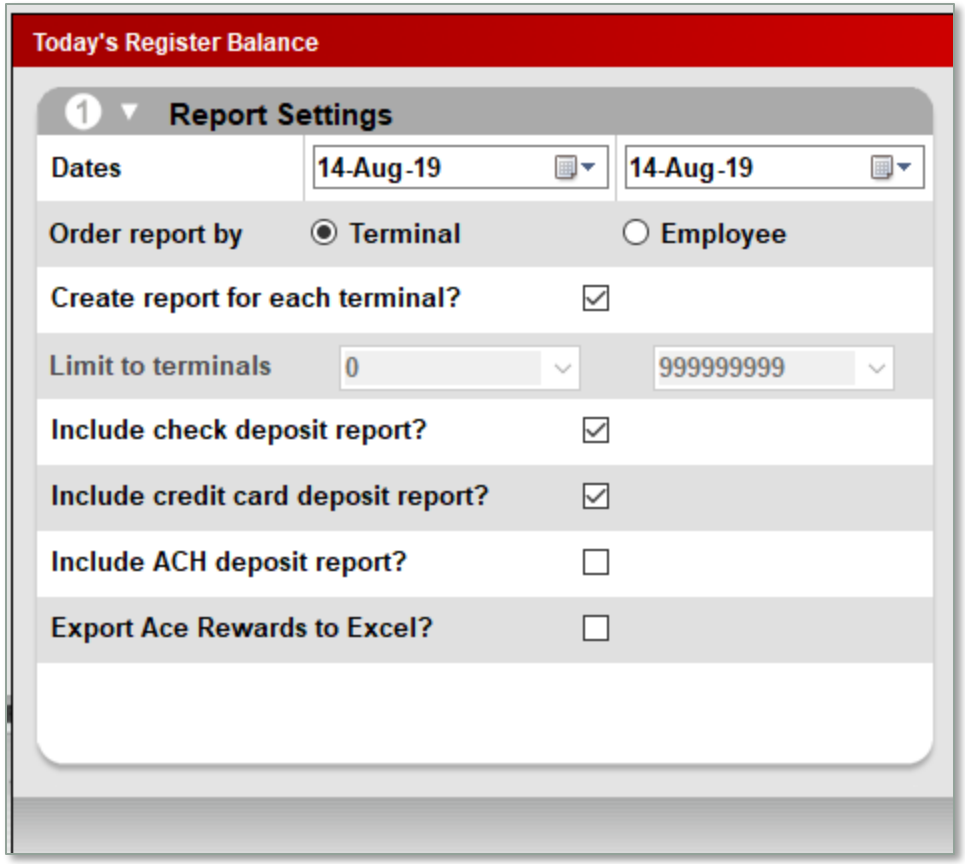
Daily Balancing reports



Sales Analysis > Daily Balancing >

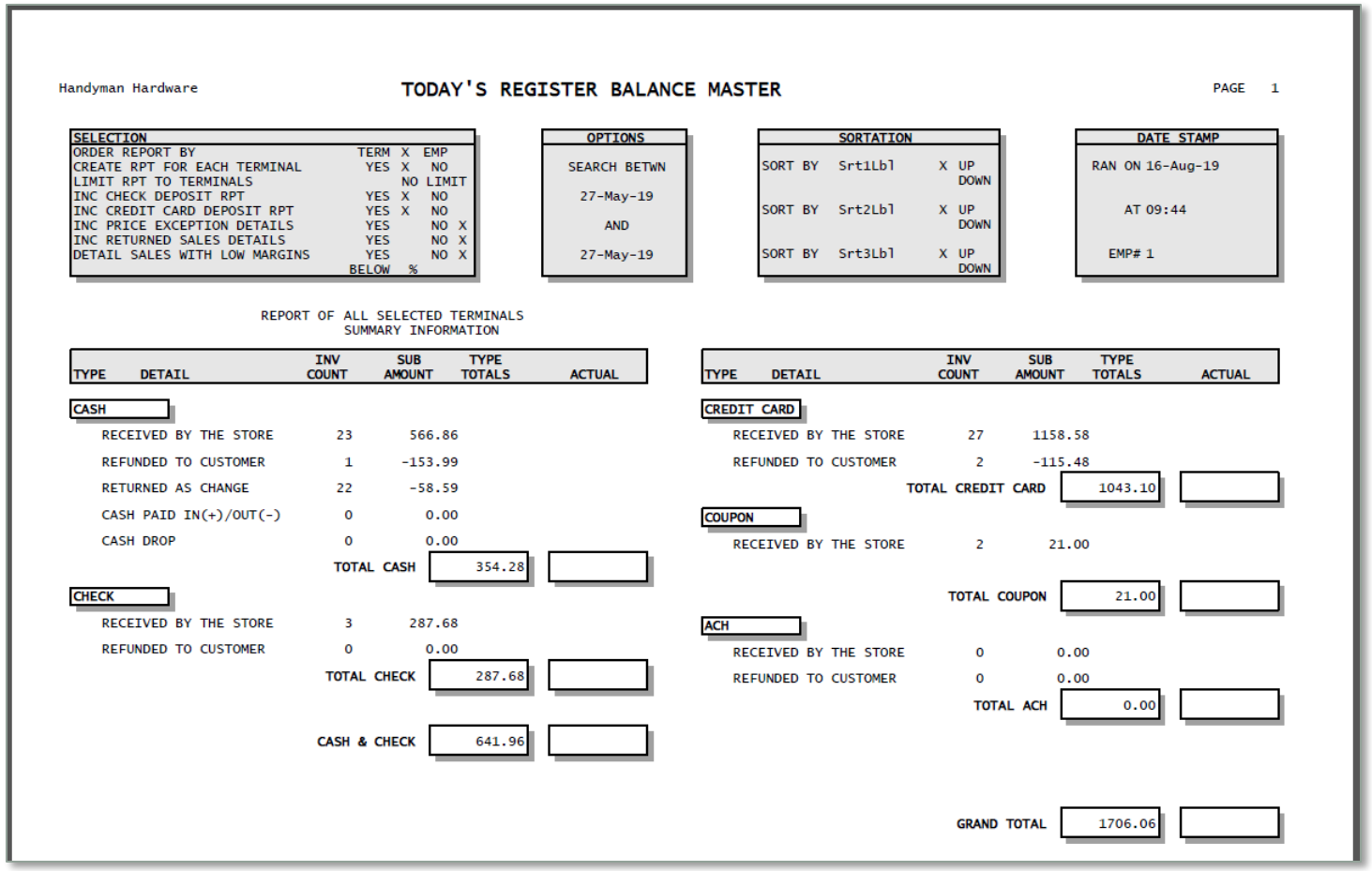
- Today's Register Balance
- Yesterday's Register Balance
- Period Register Balance
- Check Deposit
- Credit Card Deposit
- ACH Deposit

Daily Balancing report settings



- Date range
- Terminal or Employee
- Create a report for each term. or emp.?
- Include check deposit report?
- Include ACH deposit report?
- For Ace – Export Ace Rewards data to Excel

Daily Balancing example



Handyman Hardware — TODAY'S REGISTER BALANCE MASTER — PAGE 1

SELECTION					OPTIONS	SORTATION			DATE STAMP
ORDER REPORT BY	TERM	X	EMP		SEARCH BETWN	SORT BY Srt1Lbl	X	UP	RAN ON 16-Aug-19
CREATE RPT FOR EACH TERMINAL	YES	X	NO					DOWN	
LIMIT RPT TO TERMINALS		NO	LIMIT		27-May-19	SORT BY Srt2Lbl	X	UP	AT 09:44
INC CHECK DEPOSIT RPT	YES	X	NO					DOWN	
INC CREDIT CARD DEPOSIT RPT	YES	X	NO		AND	SORT BY Srt3Lbl	X	UP	EMP# 1
INC PRICE EXCEPTION DETAILS	YES		NO	X				DOWN	
INC RETURNED SALES DETAILS	YES		NO	X	27-May-19				
DETAIL SALES WITH LOW MARGINS	YES		NO	X					
	BELOW	%							

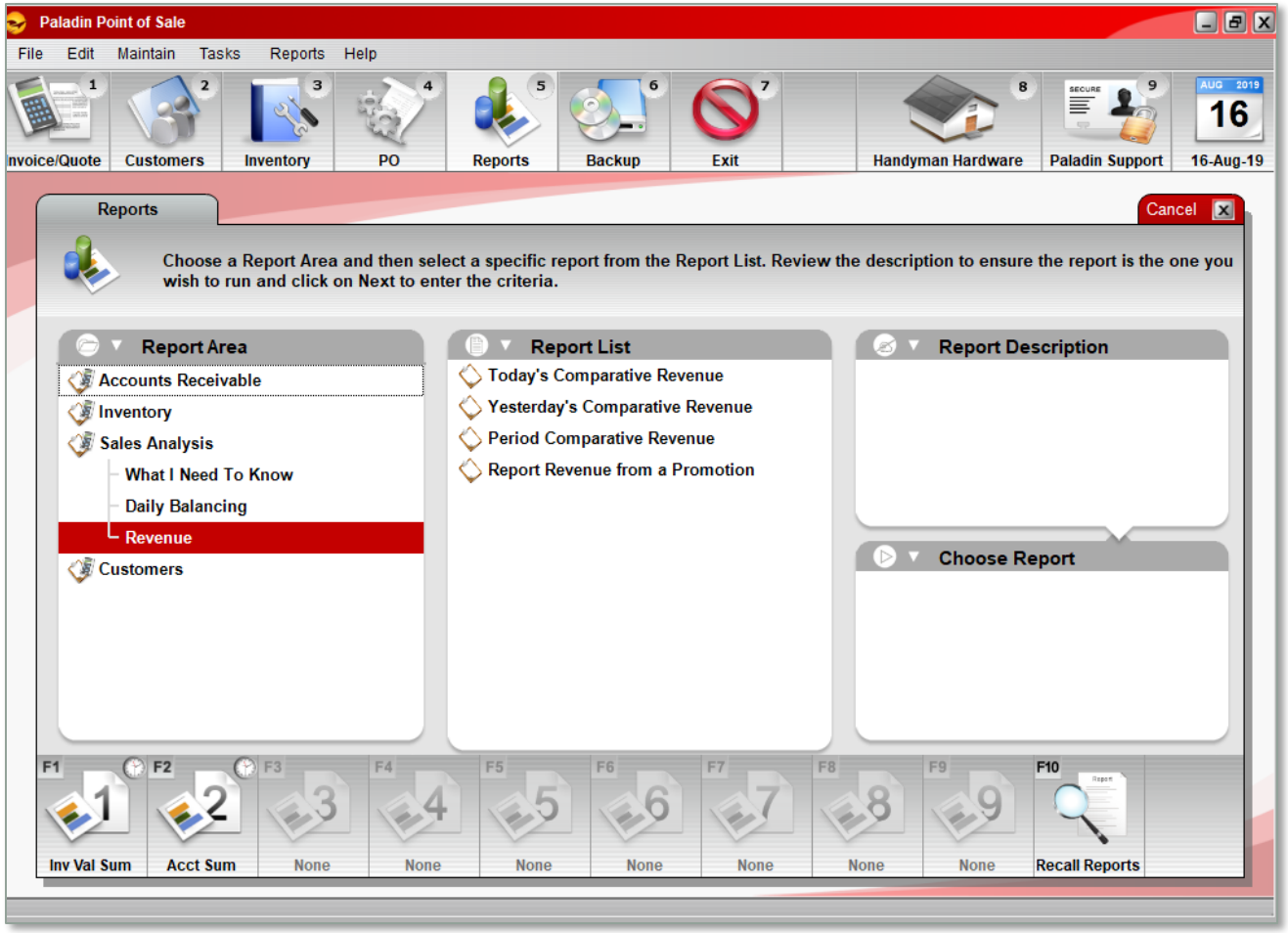
REPORT OF ALL SELECTED TERMINALS
SUMMARY INFORMATION

TYPE / DETAIL	INV COUNT	SUB AMOUNT	TYPE TOTALS	ACTUAL
CASH				
RECEIVED BY THE STORE	23	566.86		
REFUNDED TO CUSTOMER	1	-153.99		
RETURNED AS CHANGE	22	-58.59		
CASH PAID IN(+)/OUT(-)	0	0.00		
CASH DROP	0	0.00		
TOTAL CASH			354.28	
CHECK				
RECEIVED BY THE STORE	3	287.68		
REFUNDED TO CUSTOMER	0	0.00		
TOTAL CHECK			287.68	
CASH & CHECK			641.96	

TYPE / DETAIL	INV COUNT	SUB AMOUNT	TYPE TOTALS	ACTUAL
CREDIT CARD				
RECEIVED BY THE STORE	27	1158.58		
REFUNDED TO CUSTOMER	2	-115.48		
TOTAL CREDIT CARD			1043.10	
COUPON				
RECEIVED BY THE STORE	2	21.00		
TOTAL COUPON			21.00	
ACH				
RECEIVED BY THE STORE	0	0.00		
REFUNDED TO CUSTOMER	0	0.00		
TOTAL ACH			0.00	
GRAND TOTAL			1706.06	

- Includes cash sales, check sales, credit card, coupons redeemed, ACH (optional).
- A breakdown of credit cards and totals may be included.
- A breakdown of checks with name, total and check number may also be included.

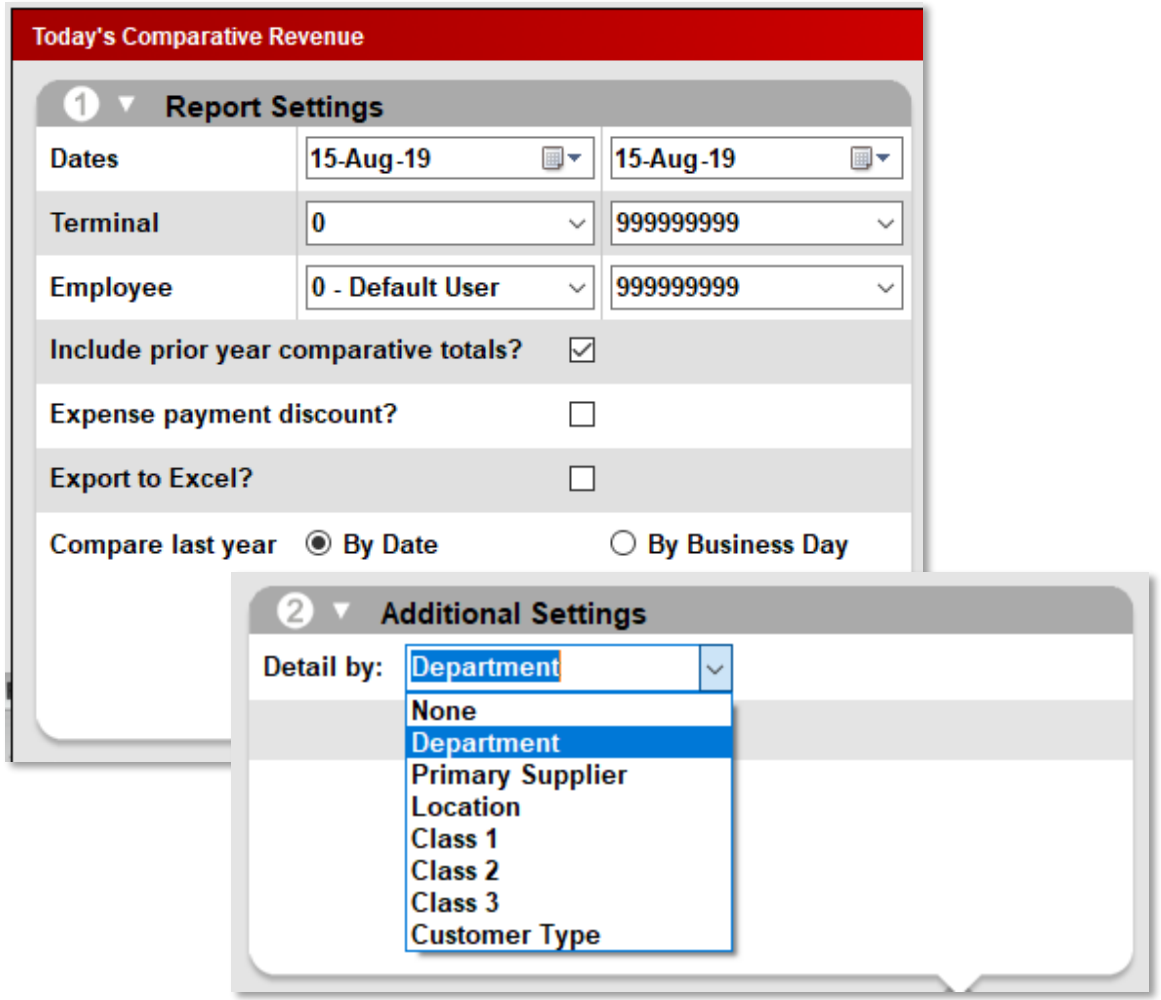
Revenue reports



Sales Analysis > Revenue >

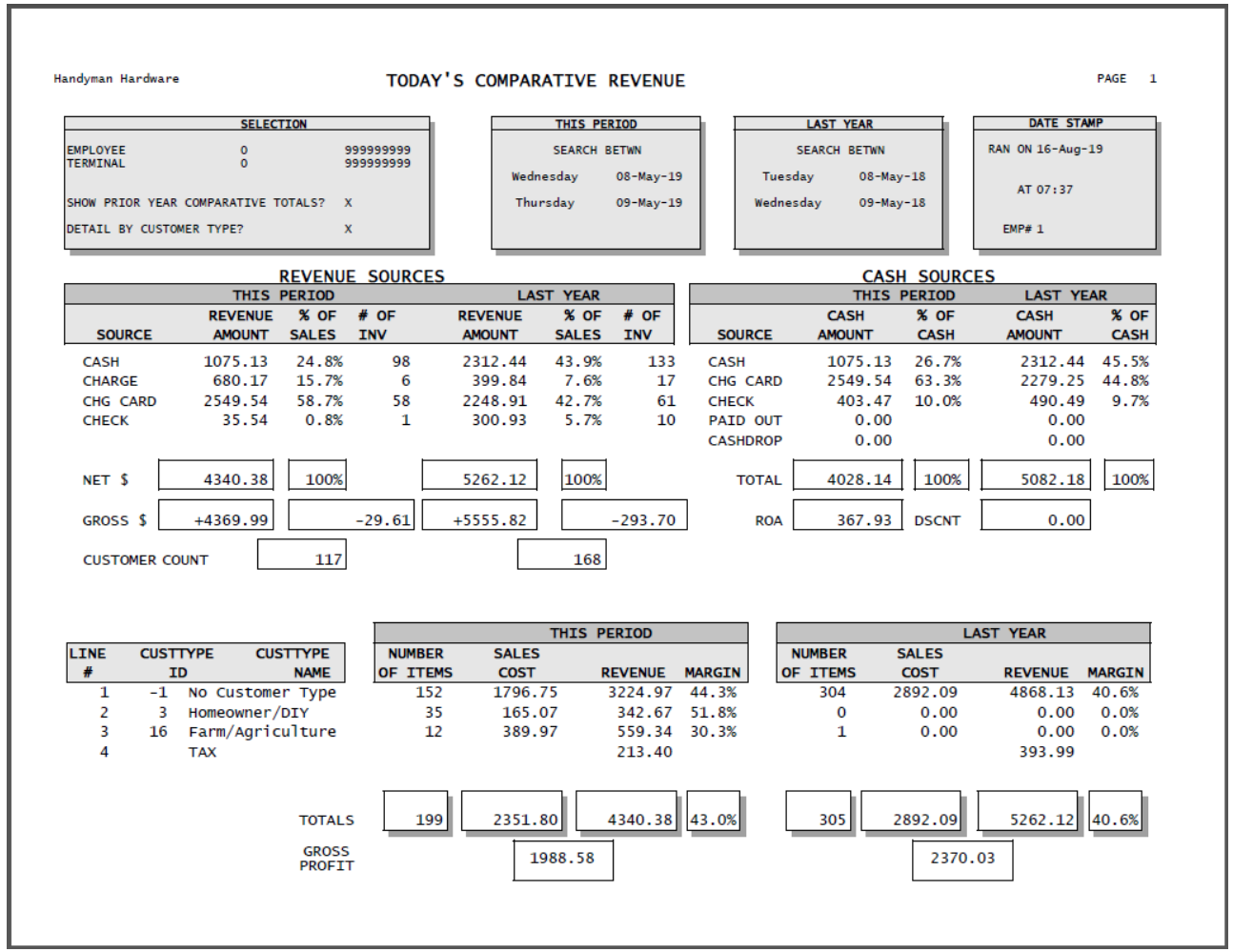
- Today's Comparative Revenue
- Yesterday's Comparative Revenue
- Period Comparative Revenue
- Report Revenue from a Promotion

Revenue report settings



- Date range
- Terminal or Employee
- Include prior year comparative totals?
- Expense payment discount?
- Detail by: Department, Supplier, Location, Class, or Customer Type.

Revenue report example: Detail by Customer Type



Handyman Hardware — TODAY'S COMPARATIVE REVENUE — PAGE 1

SELECTION		
EMPLOYEE	0	999999999
TERMINAL	0	999999999
SHOW PRIOR YEAR COMPARATIVE TOTALS?	X	
DETAIL BY CUSTOMER TYPE?	X	

THIS PERIOD	
SEARCH BETWN	
Wednesday	08-May-19
Thursday	09-May-19

LAST YEAR	
SEARCH BETWN	
Tuesday	08-May-18
Wednesday	09-May-18

DATE STAMP
RAN ON 16-Aug-19
AT 07:37
EMP# 1

REVENUE SOURCES

	THIS PERIOD			LAST YEAR		
SOURCE	REVENUE AMOUNT	% OF SALES	# OF INV	REVENUE AMOUNT	% OF SALES	# OF INV
CASH	1075.13	24.8%	98	2312.44	43.9%	133
CHARGE	680.17	15.7%	6	399.84	7.6%	17
CHG CARD	2549.54	58.7%	58	2248.91	42.7%	61
CHECK	35.54	0.8%	1	300.93	5.7%	10
NET $	4340.38	100%		5262.12	100%	
GROSS $	+4369.99	-29.61		+5555.82	-293.70	
CUSTOMER COUNT	117			168		

CASH SOURCES

	THIS PERIOD		LAST YEAR	
SOURCE	CASH AMOUNT	% OF CASH	CASH AMOUNT	% OF CASH
CASH	1075.13	26.7%	2312.44	45.5%
CHG CARD	2549.54	63.3%	2279.25	44.8%
CHECK	403.47	10.0%	490.49	9.7%
PAID OUT	0.00		0.00	
CASHDROP	0.00		0.00	
TOTAL	4028.14	100%	5082.18	100%
ROA	367.93	DSCNT	0.00	

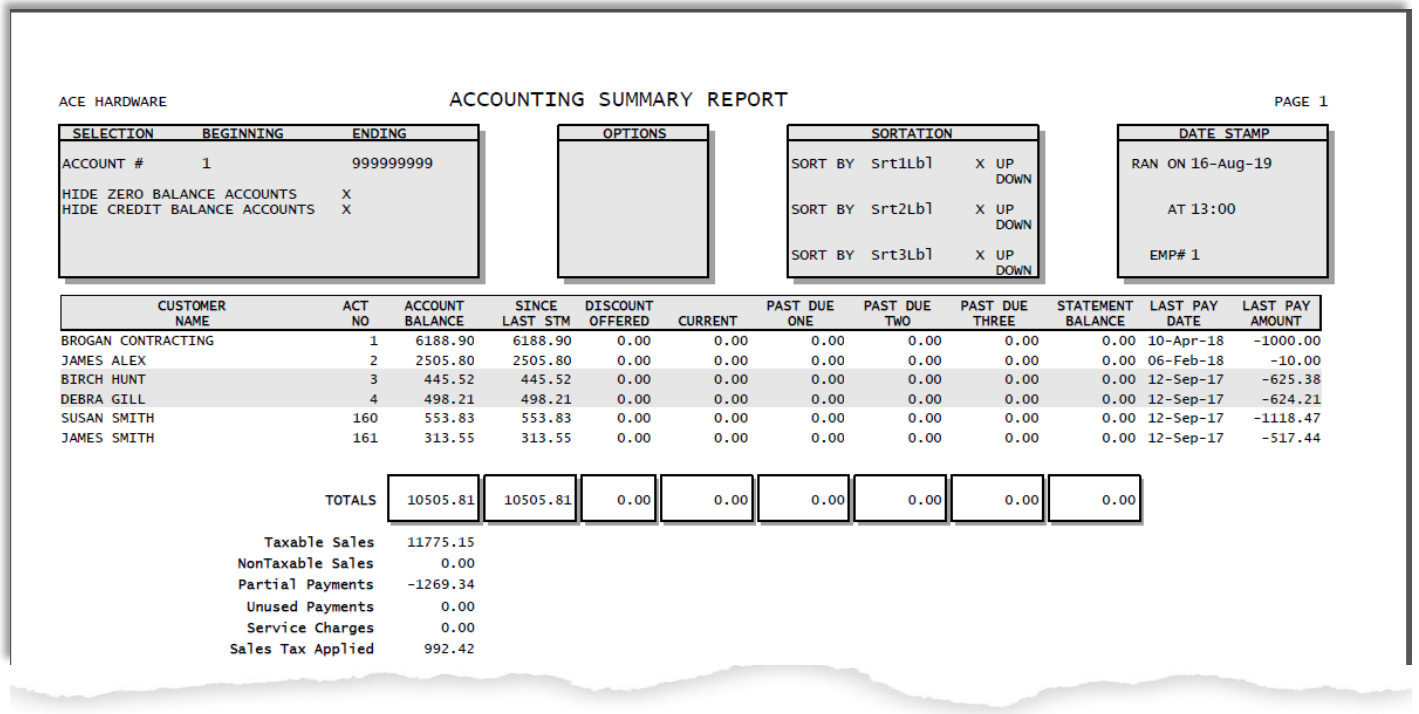
LINE #	CUSTTYPE ID	CUSTTYPE NAME	THIS PERIOD NUMBER OF ITEMS	THIS PERIOD SALES COST	THIS PERIOD REVENUE	THIS PERIOD MARGIN	LAST YEAR NUMBER OF ITEMS	LAST YEAR SALES COST	LAST YEAR REVENUE	LAST YEAR MARGIN
1	-1	No Customer Type	152	1796.75	3224.97	44.3%	304	2892.09	4868.13	40.6%
2	3	Homeowner/DIY	35	165.07	342.67	51.8%	0	0.00	0.00	0.0%
3	16	Farm/Agriculture	12	389.97	559.34	30.3%	1	0.00	0.00	0.0%
4		TAX			213.40				393.99	
TOTALS			199	2351.80	4340.38	43.0%	305	2892.09	5262.12	40.6%
GROSS PROFIT				1988.58				2370.03		

- Revenue sources
- Number of transactions
- Net & Gross
- Customer count
- Tax breakdown and tax liability on next page
- Can show revenue, customer count, profit, etc. per employee

Accounting Summary Report example

Accounts Receivable > Accounting Reports > Accounting Summary Report

Includes account balance, aging balances, last amount paid, and more.



ACE HARDWARE

ACCOUNTING SUMMARY REPORT

PAGE 1

SELECTION	BEGINNING	ENDING
ACCOUNT #	1	999999999
HIDE ZERO BALANCE ACCOUNTS	X	
HIDE CREDIT BALANCE ACCOUNTS	X	

OPTIONS

SORTATION			
SORT BY	Srt1Lbl	X	UP / DOWN
SORT BY	Srt2Lbl	X	UP / DOWN
SORT BY	Srt3Lbl	X	UP / DOWN

DATE STAMP
RAN ON 16-Aug-19
AT 13:00
EMP# 1

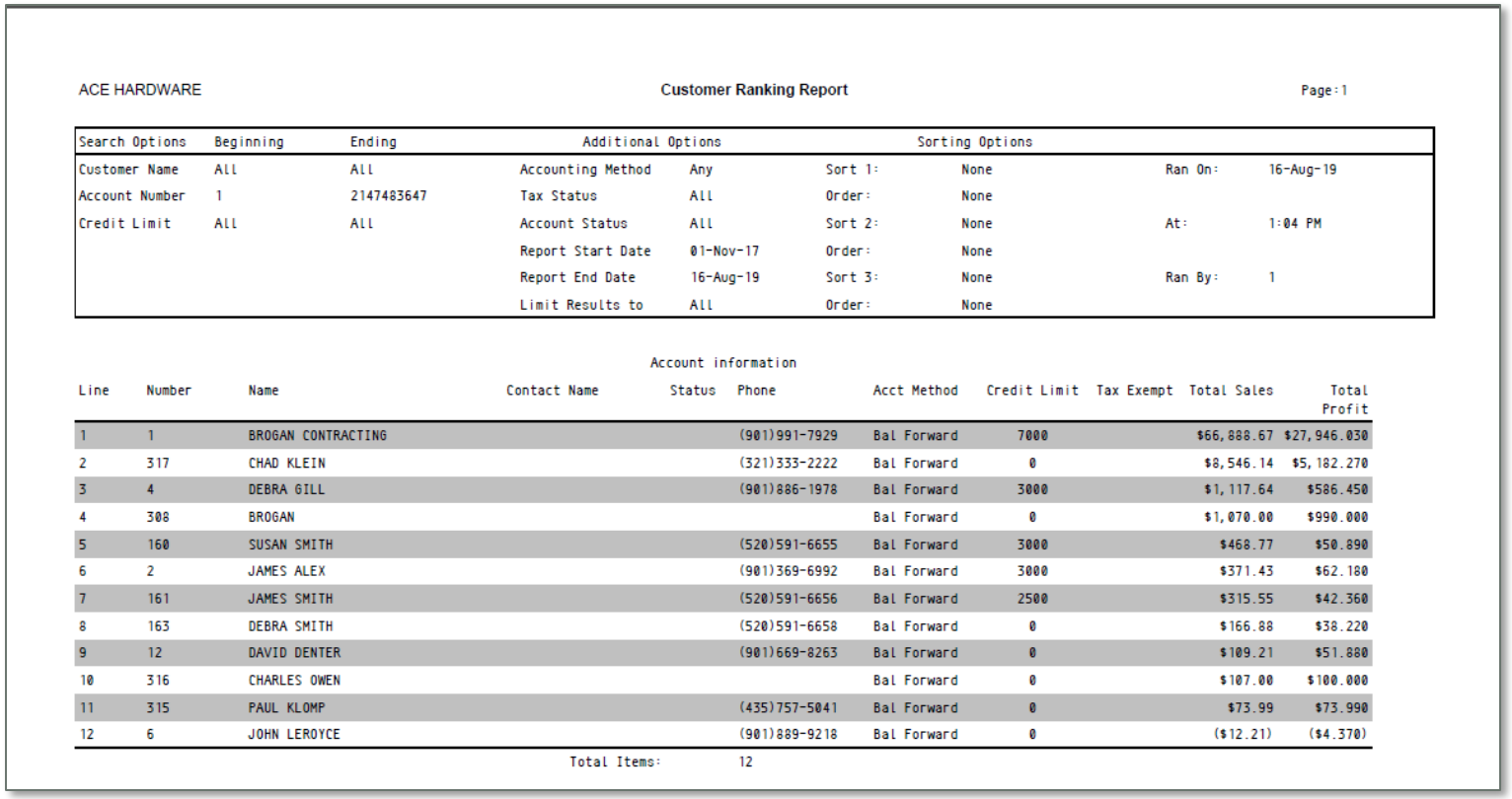
CUSTOMER NAME	ACT NO	ACCOUNT BALANCE	SINCE LAST STM	DISCOUNT OFFERED	CURRENT	PAST DUE ONE	PAST DUE TWO	PAST DUE THREE	STATEMENT BALANCE	LAST PAY DATE	LAST PAY AMOUNT
BROGAN CONTRACTING	1	6188.90	6188.90	0.00	0.00	0.00	0.00	0.00	0.00	10-Apr-18	-1000.00
JAMES ALEX	2	2505.80	2505.80	0.00	0.00	0.00	0.00	0.00	0.00	06-Feb-18	-10.00
BIRCH HUNT	3	445.52	445.52	0.00	0.00	0.00	0.00	0.00	0.00	12-Sep-17	-625.38
DEBRA GILL	4	498.21	498.21	0.00	0.00	0.00	0.00	0.00	0.00	12-Sep-17	-624.21
SUSAN SMITH	160	553.83	553.83	0.00	0.00	0.00	0.00	0.00	0.00	12-Sep-17	-1118.47
JAMES SMITH	161	313.55	313.55	0.00	0.00	0.00	0.00	0.00	0.00	12-Sep-17	-517.44
TOTALS		10505.81	10505.81	0.00	0.00	0.00	0.00	0.00	0.00		

Taxable Sales	11775.15
NonTaxable Sales	0.00
Partial Payments	-1269.34
Unused Payments	0.00
Service Charges	0.00
Sales Tax Applied	992.42

Customer Sales Ranking report example

Customers > Ranking > Customer Sales Ranking

Shows which customers are spending the most money in your store.



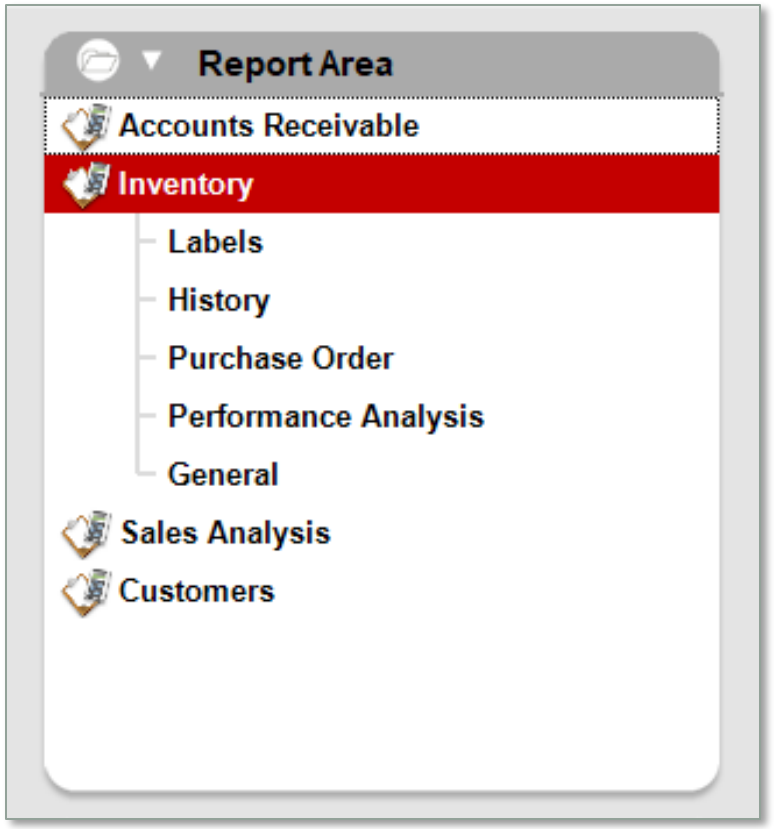
ACE HARDWARE — **Customer Ranking Report** — Page: 1

Search Options	Beginning	Ending	Additional Options		Sorting Options			
Customer Name	All	All	Accounting Method	Any	Sort 1:	None	Ran On:	16-Aug-19
Account Number	1	2147483647	Tax Status	All	Order:	None		
Credit Limit	All	All	Account Status	All	Sort 2:	None	At:	1:04 PM
			Report Start Date	01-Nov-17	Order:	None		
			Report End Date	16-Aug-19	Sort 3:	None	Ran By:	1
			Limit Results to	All	Order:	None		

Account information

Line	Number	Name	Contact Name	Status	Phone	Acct Method	Credit Limit	Tax Exempt	Total Sales	Total Profit
1	1	BROGAN CONTRACTING			(901)991-7929	Bal Forward	7000		$66,888.67	$27,946.030
2	317	CHAD KLEIN			(321)333-2222	Bal Forward	0		$8,546.14	$5,182.270
3	4	DEBRA GILL			(901)886-1978	Bal Forward	3000		$1,117.64	$586.450
4	308	BROGAN				Bal Forward	0		$1,070.00	$990.000
5	160	SUSAN SMITH			(520)591-6655	Bal Forward	3000		$468.77	$50.890
6	2	JAMES ALEX			(901)369-6992	Bal Forward	3000		$371.43	$62.180
7	161	JAMES SMITH			(520)591-6656	Bal Forward	2500		$315.55	$42.360
8	163	DEBRA SMITH			(520)591-6658	Bal Forward	0		$166.88	$38.220
9	12	DAVID DENTER			(901)669-8263	Bal Forward	0		$109.21	$51.880
10	316	CHARLES OWEN				Bal Forward	0		$107.00	$100.000
11	315	PAUL KLOMP			(435)757-5041	Bal Forward	0		$73.99	$73.990
12	6	JOHN LEROYCE			(901)889-9218	Bal Forward	0		($12.21)	($4.370)
			Total Items:		12					

Inventory reports & management

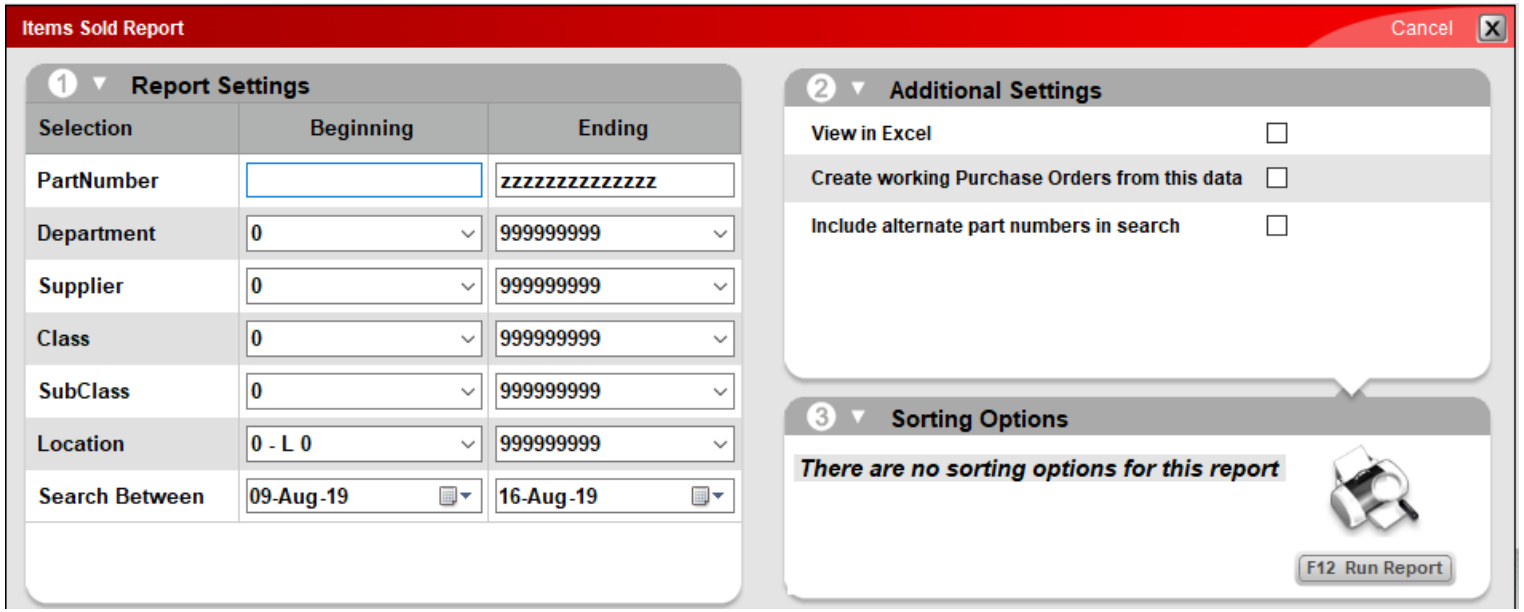


Inventory >

- History > Items Sold Report
- Purchase Order > Suggested Order Report
- General > Master Report
- General > Inventory Valuation Summary
- General > Inventory Count List

Items Sold Report settings

- Specify a date range, part number, dept, supplier, class, and/or location.
- Opportunity to view and work with the data in Excel.
- Create a working purchase order from the data (straight reorder, no calculations).



Items Sold Report example

HANDYMAN HARDWARE — INVENTORY ITEMS SOLD REPORT — PAGE 1

SELECTION	BEGINNING	ENDING
PART NUMBER		zzzzzzzzzzzzzz
DEPARTMENT	0	999999999
SUPPLIER	0	999999999
CLASS	0	999999999
SUBCLASS	0	999999999
LOCATION	0	999999999
SEARCH BETWN	26-May-19	27-May-19

LIMIT REPORT TO:	BEGIN	END
TERMINAL	12	12
EMPLOYEE	123	123

SORTATION		
SORT BY	Srt1Lbl	X UP / DOWN
SORT BY	Srt2Lbl	X UP / DOWN
SORT BY	Srt3Lbl	X UP / DOWN

DATE STAMP: RAN ON 16-Aug-19 AT 09:50 EMP# 1

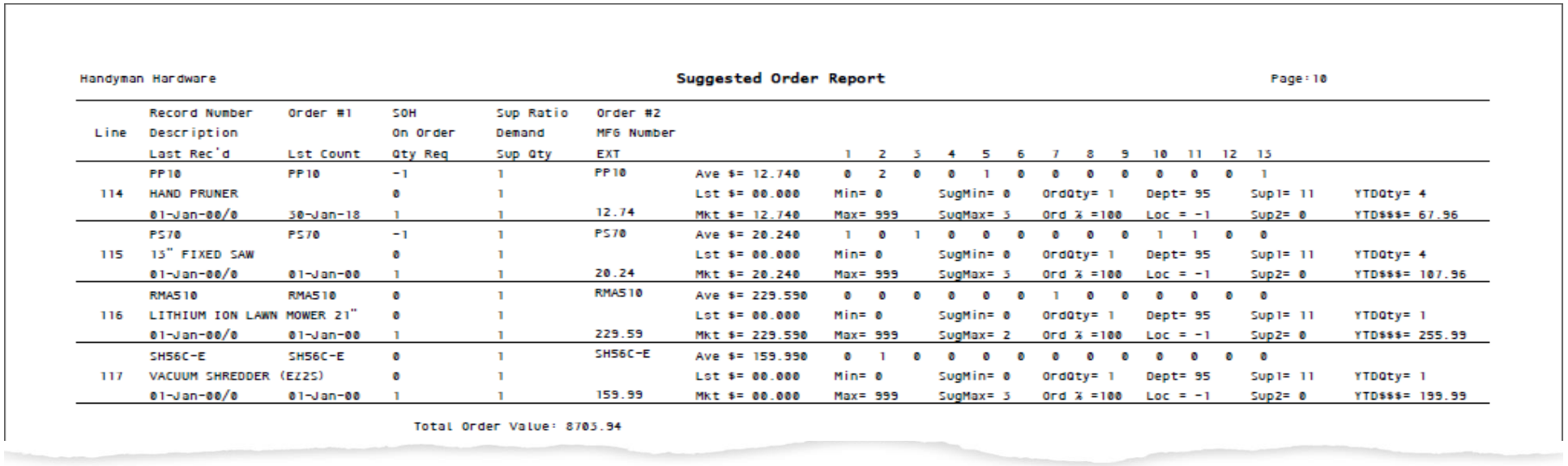
LINE #	PART NUMBER / PRIMARY ALT	DESCRIPTION 1 / DESCRIPTION 2	LIST $ / ACTUAL	MARGIN / ACTUAL	SOH / ON ORD	MIN / MAX	AVG COST / LST COST	SUP RATIO	YTD / 6 WEEK	# SOLD / ORDQTY	ORDER
1	07813138004	2.6 OZ ULTRA 6 PK	2.67	36.3%	-58.00	0	1.70	0.02	439	12	
	795711346300					999			177	48	
2	1001718	GLUE 77ADHV 7OZ SPRY	9.99	52.4%	1.00	0	4.76	1.00	4	1	
	021200760983					999			1	1	
3	1017565	MARKING PAINT SB FL ORNG	6.59	56.5%	7.00	0	2.87	1.00	8	1	
	020066112653	ITEM CANCELLED BY ACE				0	2.77		0	0	
4	1053255	GLASS SCRAPER 4" BLD	5.99	75.1%	8.00	0	1.49	1.00	1	1	
	082901060772					999			0	10	
5	11453	GLUE CARPET OUTDOOR QT	8.59	53.4%	4.00	0	4.00	1.00	5	2	
	081833663303					999			0	1	
6	1147461	PLSTC BUCKET 5G WHT ACE	4.59	42.6%	9.00	0	2.64	1.00	45	1	
	082901088363					999	2.65		2	10	
7	120069	6 OZ AEROSOL BALLISTOL MULTI	9.99	42.4%	10.00	0	5.75	1.00	27	1	
	760858120069					24			4	6	
8	120076	16 OZ. BALLISTOL W/SPRAY	19.99	46.2%	3.00	6	10.75	1.00	7	1	
	760858120076					16			2	12	
9	12201	LIQUID NAILS PROJECT10OZ	3.59	50.2%	13.00	0	1.79	1.00	31	2	
	022078601729					999	1.80		0	12	
10	12305	BUCKET GRID METAL 5G	6.99	84.5%	12.00	0	1.08	1.00	8	1	
	077089416121					999			1	12	
11	1260538	STRIPPING PAD HD ACE	3.59	74.1%	2.00	0	0.93	1.00	3	3	
	082901215950					999	0.00		0	5	
12	1337658	GLASS SCRAPER MINI ACE	2.39	83.0%	12.00	0	0.41	1.00	7	1	
	082901237860					999	0.41		0	10	
13	1338375	PAINTR MITT	5.99	73.5%	0.00	0	1.59	1.00	11	1	
	082901238591					999			3	1	
14	1392604	PASTE UNIVERSAL QT	8.59	54.6%	1.00	0	3.90	1.00	9	1	
	047719028741					999			1	1	
15	14	PAINT AND PAINT SUPPLIES	0.00	XXXX%	0.00	0	0.00	1.00	172	1	
			18.18	100.0%		999			51	0	
16	1419381	GLUE ALL GALLON ELMERS	19.99	41.8%	3.00	0	11.63	1.00	1	1	
	026000038607					999			0	2	
17	1429828	C+K INT PP1 FLT ULTRA GL	31.99	39.5%	9.00	0	19.36	1.00	7	2	
	082901255628					999	19.82		5	4	

unicator

- Displays items' sold quantity, YTD sales (last 365 days), past 6 weeks of sales, minimum order quantity, stock on hand amount, on order quantity, last & average cost, list price and sale price, and more.
- A purchase order can be created from this report.
- You can export this report to Excel.

Suggested Order Report

- Calculates required order amounts based on historical sales and patterns.
- Reduces product outs and overstock.
- Creates a purchase order based on your desired selection criteria.
- Presents the greatest return on investment (ROI).
- Depend on this report solely for ordering or use it to validate your manual orders.



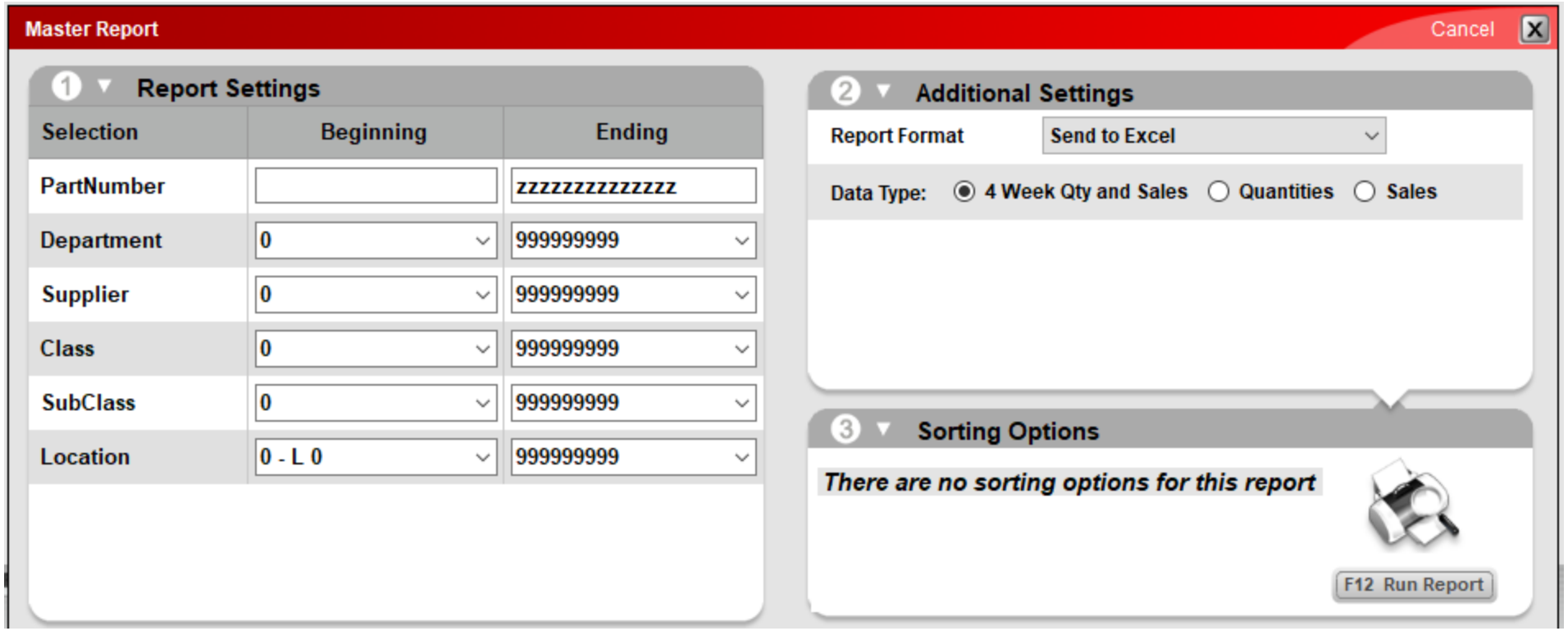
Handyman Hardware — **Suggested Order Report** — Page: 10

Line	Record Number / Description / Last Rec'd	Order #1 / Lst Count	SOH / On Order / Qty Req	Sup Ratio / Demand / Sup Qty	Order #2 / MFG Number / EXT		1	2	3	4	5	6	7	8	9	10	11	12	15		
	PP10	PP10	-1	1	PP10	Ave $= 12.740	0	2	0	0	1	0	0	0	0	0	0	0	1		
114	HAND PRUNER		0	1		Lst $= 00.000	Min= 0			SugMin= 0			OrdQty= 1			Dept= 95			Sup1= 11		YTDQty= 4
	01-Jan-00/0	30-Jan-18	1	1	12.74	Mkt $= 12.740	Max= 999			SugMax= 3			Ord % =100			Loc = -1			Sup2= 0		YTD$$$= 67.96
	PS70	PS70	-1	1	PS70	Ave $= 20.240	1	0	1	0	0	0	0	0	0	1	1	0	0		
115	15" FIXED SAW		0	1		Lst $= 00.000	Min= 0			SugMin= 0			OrdQty= 1			Dept= 95			Sup1= 11		YTDQty= 4
	01-Jan-00/0	01-Jan-00	1	1	20.24	Mkt $= 20.240	Max= 999			SugMax= 3			Ord % =100			Loc = -1			Sup2= 0		YTD$$$= 107.96
	RMA510	RMA510	0	1	RMA510	Ave $= 229.590	0	0	0	0	0	0	1	0	0	0	0	0	0		
116	LITHIUM ION LAWN MOWER 21"		0	1		Lst $= 00.000	Min= 0			SugMin= 0			OrdQty= 1			Dept= 95			Sup1= 11		YTDQty= 1
	01-Jan-00/0	01-Jan-00	1	1	229.59	Mkt $= 229.590	Max= 999			SugMax= 2			Ord % =100			Loc = -1			Sup2= 0		YTD$$$= 255.99
	SH56C-E	SH56C-E	0	1	SH56C-E	Ave $= 159.990	0	1	0	0	0	0	0	0	0	0	0	0	0		
117	VACUUM SHREDDER (EZ2S)		0	1		Lst $= 00.000	Min= 0			SugMin= 0			OrdQty= 1			Dept= 95			Sup1= 11		YTDQty= 1
	01-Jan-00/0	01-Jan-00	1	1	159.99	Mkt $= 00.000	Max= 999			SugMax= 3			Ord % =100			Loc = -1			Sup2= 0		YTD$$$= 199.99

Total Order Value: 8705.94

Master Report settings

- Export inventory data to Excel or show in PDF.
- Show sales history by sales or quantity.

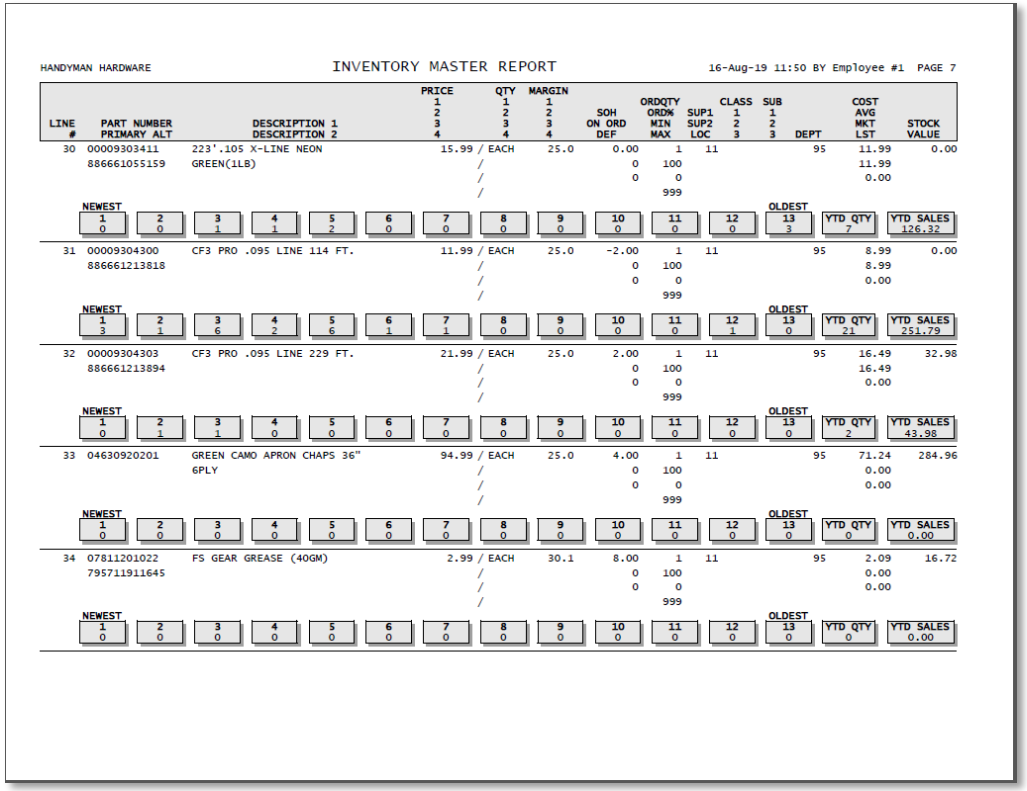


Master Report example

Excel version

	PART NUMBER	PRIMARY ALT	MFG PARTNUMBER	DESCRIPTION 1	DESCRIPTION 2	PRICE 1	QTY 1	MARGIN 1	PR
2	4431953	021709014860	ZUTTU20	ZEP TOILET CARE GRANULAR		9.99	1	32.9	
3	1538669	021709018257	ZUQCD32	QUICK CLEAN DISNF 32OZ		4.59	1	39.7	
4	1560689	021709019254	ZUPFTT32	ZEP TUB&TILE FM CLNR32OZ		4.59	1	44.4	
5	4596516	021709018325	ZULH19	DRN OPENER LIQ HEAT 19OZ		6.99	1	47.1	
6	1460955	021709009002	ZUCIT32	CLEANER CITRUS 32OZ		4.99	1	32.3	
7	12054	650760236548	ZS75A	OILER ZOOM SPOUT 4OZ		3.99	1	71.2	
8	4188645	050121022092	Z-PACK	BATTERY ACID 6 QUART		25.99	1	61.9	
9	7114341	755625004826	ZP-6FD-C	PICK CLAY 6# W/FG HANDLE		36.99	1	53.7	
10	4011805	021709003796	ZLDC648	ZEP DRAIN OPNR 64LQ		12.99	1	49.9	
11	4011797	021709011326	ZHCR64NG6	ZEP 10 MIN HAIR REMVR 64		8.99	1	44.5	
12	79818	021709500165	ZDC16	ZEP COMMERCIAL DRAIN OPN		9.99	1	34.2	
13	2209633	720361006250	ZB8	BIT ZIP OUTLET 1/8" PK8		9.99	1	47.6	
14	7103757	099393109094	YTSTD	TARP YARD 8' X 8' GREEN		12.99	1	46.7	
15	74521	042853720179	YJTR-DT12	TRAP YELLOW JACKET JT-1		12.99	1	45.2	
16	7266497	042853776039	YJTD-DB12-E	DISPOSABLE YJ TRAP EAST		7.99	1	63.7	
17	7266505	042853740177	YJTA-DB36	YELLWJACKET ATTRCTNT PK2		6.59	1	67.5	
18	4304325	008391008025	YH-2LF	HYDRANT BURY LEAD FREE 2		74.99	1	30.6	
19	4510483	088409028993	YH-1LF	HYDRANT FP BURY 1' LF		69.99	1	27.1	
20	7194137	706069134112	YG	ELECTRONIC PEST CONTROL		44.99	1	47.7	
21	8952988	045564642389	YT002000	AIR IMPACT WRENCH 1/2"		109.99	1	36.7	

PDF version



HANDYMAN HARDWARE — INVENTORY MASTER REPORT — 16-Aug-19 11:50 BY Employee #1 PAGE 7

LINE #	PART NUMBER / PRIMARY ALT	DESCRIPTION 1 / DESCRIPTION 2	PRICE 1 2 3 4	QTY 1 2 3 4	MARGIN 1 2 3 4	SOH / ON ORD / DEF	ORDQTY / ORD% / MIN / MAX	SUP1 / SUP2 / LOC	CLASS 1 2 3	SUB 1 2 3	DEPT	COST AVG / MKT / LST	STOCK VALUE
30	00009303411 / 886661055159	223'.105 X-LINE NEON / GREEN(1LB)	15.99 / / / /	EACH / / / /	25.0	0.00 / 0 / 0	1 / 100 / 0 / 999	11			95	11.99 / 11.99 / 0.00	0.00
	NEWEST 1 0	2 0	3 1	4 1	5 2	6 0	7 0	8 0	9 0	10 0	11 0	12 0	OLDEST 13 3	YTD QTY 7	YTD SALES 126.32
31	00009304300 / 886661213818	CF3 PRO .095 LINE 114 FT.	11.99 / / / /	EACH / / / /	25.0	-2.00 / 0 / 0	1 / 100 / 0 / 999	11			95	8.99 / 8.99 / 0.00	0.00
	NEWEST 1 3	2 1	3 6	4 2	5 6	6 1	7 1	8 0	9 0	10 0	11 0	12 1	OLDEST 13 0	YTD QTY 21	YTD SALES 251.79
32	00009304303 / 886661213894	CF3 PRO .095 LINE 229 FT.	21.99 / / / /	EACH / / / /	25.0	2.00 / 0 / 0	1 / 100 / 0 / 999	11			95	16.49 / 16.49 / 0.00	32.98
	NEWEST 1 0	2 1	3 1	4 0	5 0	6 0	7 0	8 0	9 0	10 0	11 0	12 0	OLDEST 13 0	YTD QTY 2	YTD SALES 43.98
33	04630920201	GREEN CAMO APRON CHAPS 36" 6PLY	94.99 / / / /	EACH / / / /	25.0	4.00 / 0 / 0	1 / 100 / 0 / 999	11			95	71.24 / 0.00 / 0.00	284.96
	NEWEST 1 0	2 0	3 0	4 0	5 0	6 0	7 0	8 0	9 0	10 0	11 0	12 0	OLDEST 13 0	YTD QTY 0	YTD SALES 0.00
34	07811201022 / 795711911645	FS GEAR GREASE (40GM)	2.99 / / / /	EACH / / / /	30.1	8.00 / 0 / 0	1 / 100 / 0 / 999	11			95	2.09 / 0.00 / 0.00	16.72
	NEWEST 1 0	2 0	3 0	4 0	5 0	6 0	7 0	8 0	9 0	10 0	11 0	12 0	OLDEST 13 0	YTD QTY 0	YTD SALES 0.00

Inventory Valuation Summary report

Handyman Hardware — INVENTORY VALUATION SUMMARY BY DEPT — PAGE 1

SELECTION	BEGINNING	ENDING
PART NUMBER		zzzzzzzzzzzzzz
DEPARTMENT	10	998
SUPPLIER	0	999999999
CLASS	0	999999999
SUBCLASS	0	999999999
LOCATION	0	999999999
COUNTED BTWN	16-Aug-18	16-Aug-19

OPTIONS

SORTATION		
SORT BY Srt1Lbl	X	UP / DOWN
SORT BY Srt2Lbl	X	UP / DOWN
SORT BY Srt3Lbl	X	UP / DOWN

DATE STAMP
RAN ON 16-Aug-19
AT 07:13
EMP# 1

LINE #	DEPT ID	DEPT NAME	NUMBER OF ITEMS	STOCK VALUE	RETAIL VALUE	YTD SALES	YTD PROFIT	MARGIN ON SALES	DEPT GMROI
1	10	CLEANING SUPPLIE	549	10325.92	20097.29	6764.53	3134.66	46%	30%
2	14	PAINT AND PAINT	2379	71294.00	128660.52	64681.51	28026.60	43%	39%
3	20	HAND TOOLS AND T	3065	42856.23	87139.44	51135.94	23043.52	45%	54%
4	28	POWER TOOLS	169	10930.55	14336.66	15001.15	2962.04	20%	27%
5	30	FLASHLIGHTS / BA	987	16226.87	34564.78	15186.23	7352.53	48%	45%
6	34	ELECTRICAL SUPPL	2080	35761.32	87157.79	62981.60	30337.30	48%	85%
7	40	PLUMBING SUPPLIE	4358	73879.32	178698.05	191408.70	91931.99	48%	124%
8	46	HEATING AND COOL	332	11745.79	22089.23	17514.24	8055.25	46%	69%
9	50	HARDWARE	2684	44062.23	122504.71	31098.46	17063.35	55%	39%
10	55	KEYS	1	0.00	0.00	492.61	0.00	0%	0%
11	56	FASTENERS	1035	4685.09	15416.11	25564.33	14498.04	57%	309%
12	58	BUILDING MATERIA	150	9052.26	17737.38	2433.57	1078.63	44%	12%
13	60	APPLIANCES AND H	70	1624.14	2878.13	1823.09	629.61	35%	39%
14	64	HOUSEWARES AND G	389	10148.79	19078.11	6029.99	2286.85	38%	23%
15	70	LAWN / GARDEN /	1674	35806.31	72864.21	40960.20	17931.79	44%	50%
16	76	OUTDOOR EQUIPMEN	363	9082.11	16437.53	17337.14	4655.04	27%	51%
17	79	CASE KNIVES	1	0.00	0.00	1104.20	0.00	0%	0%
18	80	SPORTING GOODS	357	6492.73	12576.33	10405.49	2533.05	24%	39%
19	84	AUTOMOTIVE	554	9038.09	18033.48	8319.76	3681.25	44%	41%
20	88	OUTDOOR LIVING A	281	10779.61	17270.93	16213.94	4271.25	26%	40%
21	90	STATIONARY SUPPL	309	33627.59	3368.21	960.81	507.55	53%	2%
22	92	Department 92	2	0.00	0.00	78.90	0.00	0%	0%
23	94	IMPULSE/CANDY	479	14888.32	28117.57	11033.65	3391.24	31%	23%
24	95	STIHL	313	22168.97	28853.19	130090.32	34096.85	26%	154%
TOTALS			22581	484476.23	947879.65	728620.36	301468.40	41%	62%

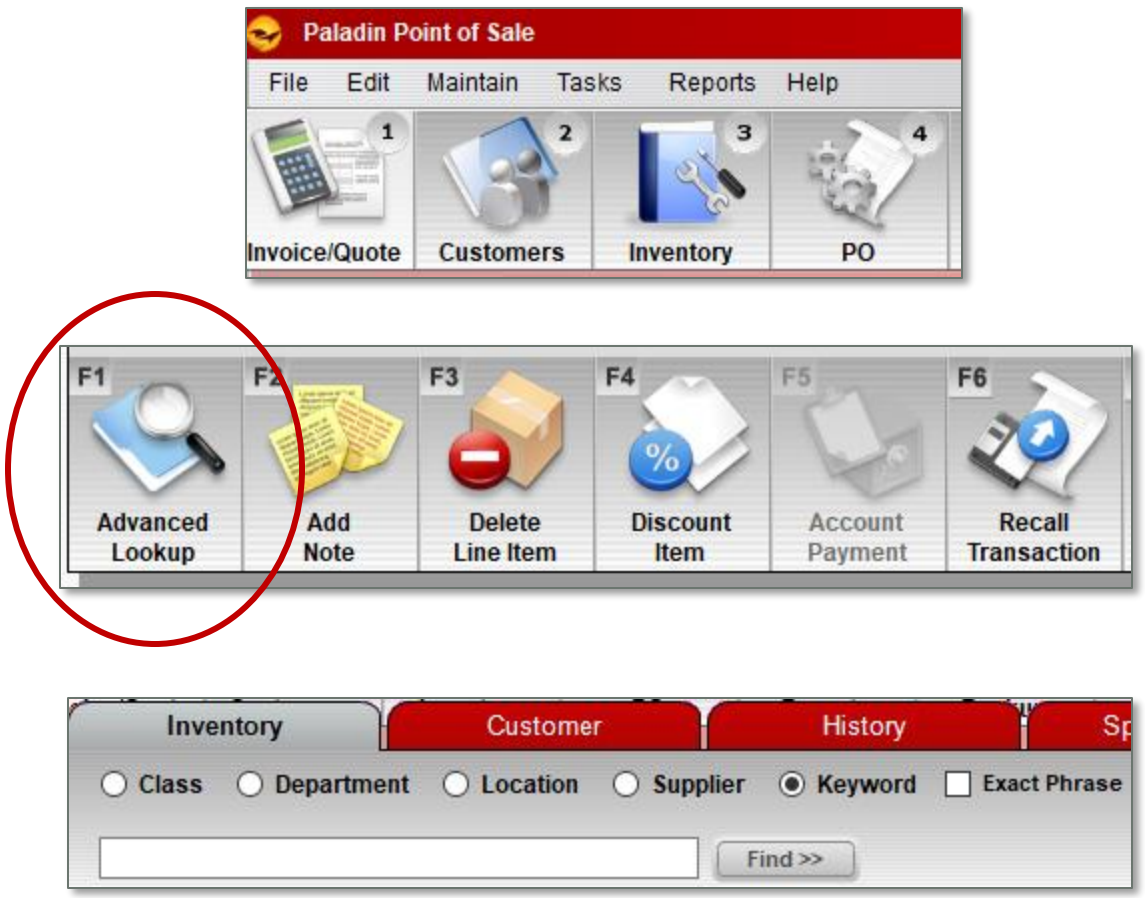
- Sorts items by department number
- Includes:
  - Department name
  - Number of unique items in the department
  - Stock value
  - Retail value
  - YTD sales (last 365 days)
  - YTD profit (last 365 days)
  - Margin
  - GMROI (Gross margin return on investment)

Inventory Count List report example

- Many uses: Check margins, stock on hand, YTD sales, cycle counting, and more
- One of our Paladin consultants' go-to reports for assessing inventory health

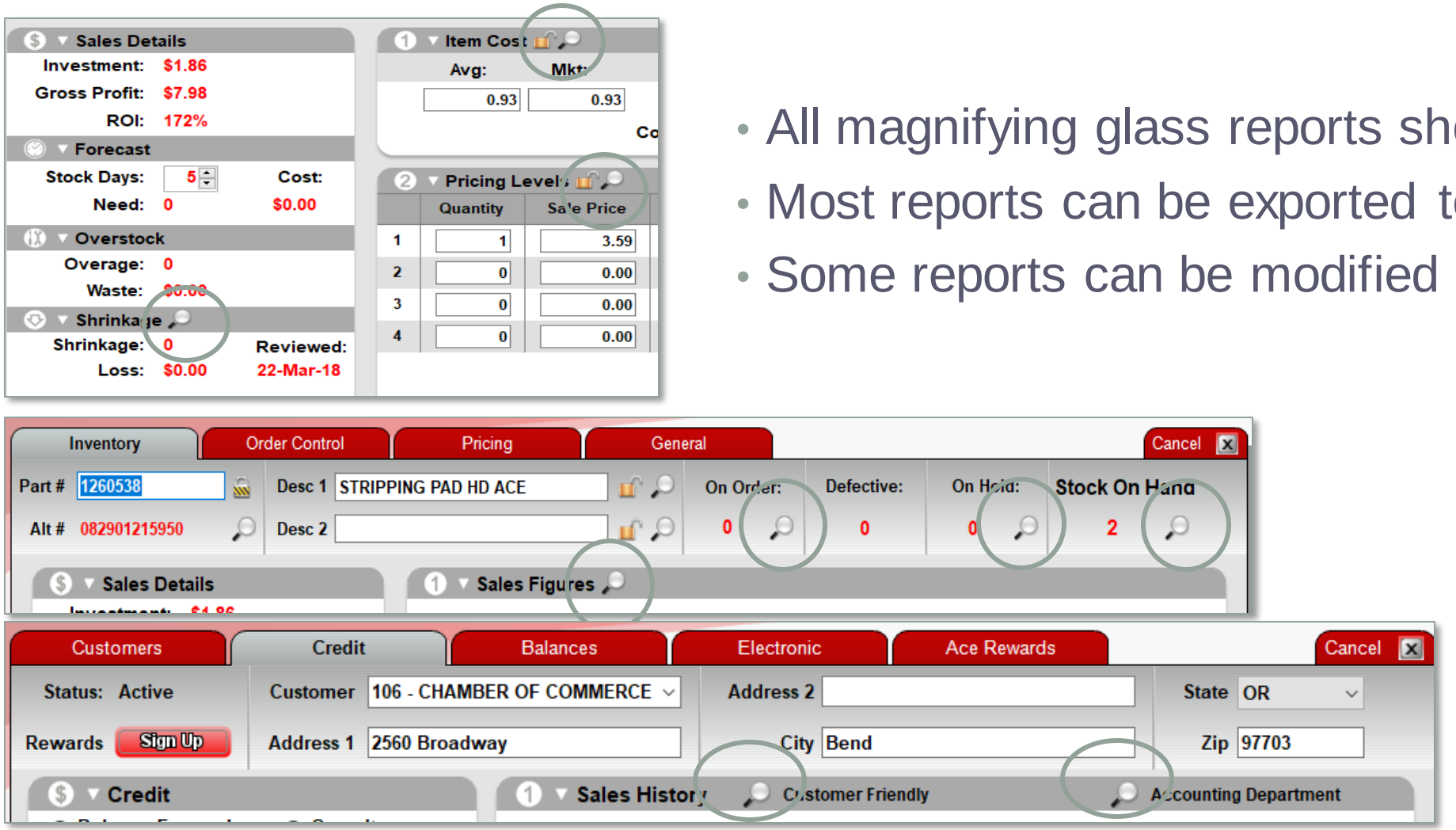
PART NUMBER	PRIMARY ALTE	DESCRIPTION 1	PRICE 1	MARGIN	ORDER QTY	MIN	MAX	YTD	6 WEEK	AVG COST	LAST COST	SUPP RATIO	SOH	COUNTED QTY	ON ORDER	LAST COUNTED	LAST RECEIVED
9330606	021038999227	REPLACEMENT BLADE BASKET	0.00	0	1	0	999	0	0	8.92	0.00	1	1		0	1/2/1900	1/2/1900
9330150	602652170560	KIND PB DRK CHC 1.4OZ	2.29	35.4	12	0	999	0	0	1.48	1.48	1	9		0	4/17/2018	1/1/1980
9330143	602652170119	KIND CRAN ALMOND 1.4OZ	2.29	35.4	12	0	999	0	0	1.48	1.48	1	0		0	3/29/2018	6/12/2017
9329913	856434015628	COB LED NGHTLGT W SWITCH	7.99	65.6	18	0	999	12	3	2.75	2.75	1	6		0	2/21/2017	6/13/2017
9329897	722510029004	WORKING HANDS 3OZ	8.99	51.8	5	0	999	4	0	4.34	4.34	1	6		0	2/21/2017	3/26/2019
9329889	722510028007	HEALTHY FEET CREAM 3OZ	8.99	51.9	5	0	999	2	0	4.32	4.32	1	2		0	4/30/2018	6/12/2017
9329830	052427606501	GORILLA MOUNTG TAPE CLR	7.99	58.2	6	0	0	9	7	3.34	3.28	1	2		0	3/23/2018	3/26/2019
9329822	052427604507	GORILLA SHIPNG TAPE 35YD	9.99	41.2	1	0	999	0	0	5.87	0.00	1	3		0	7/2/2018	1/2/1900
9329541	856434015178	COB LED CAP LIGHT ASSORT	6.99	57.2	20	0	999	13	1	2.99	2.99	1	5		0	11/5/2018	6/12/2017
9329079	082354300869	BULK SANDPAPER DSPLY4X4	0.00	0	1	0	999	0	0	0.01	0.00	1	1		0	1/2/1900	1/2/1900
9326745	082901278245	CLEANING GLORIFIER POP	0.00	0	0	0	0	0	0	20.86	0.00	1	1		0	1/2/1900	1/2/1900
9326216	032886847592	LG BULK WIRE DSPLAY SHLF	0.00	0	0	0	0	0	0	64.09	0.00	1	2		0	1/2/1900	1/2/1900
9326208	032886847608	SM BULK WIRE DSPLAY SHLF	0.00	0	0	0	0	0	0	55.50	0.00	1	3		0	1/2/1900	1/2/1900
9326190	032886847615	WIRE HOLDING CLIPS BX/10	0.00	0	0	0	0	0	0	30.07	0.00	1	4		0	1/2/1900	1/2/1900
9326158	082901278214	PWR EQUP CON/COR SIGN KT	0.00	0	0	1	0	0	0	474.81	474.81	1	1		0	2/23/2017	6/12/2017
9326133	082901278207	POWER TOOL HOOK	0.00	0	0	0	0	0	0	8.21	8.21	1	16		0	2/21/2017	6/12/2017
9326125	082901278191	BLOWER RACK	0.00	0	0	0	0	0	0	52.57	52.57	1	1		0	2/21/2017	6/12/2017
9326042	082901278160	MOWER RACK	0.00	0	0	0	0	0	0	113.03	113.03	1	4		0	2/21/2017	6/12/2017
9325853	047275348864	ROPE LGHT RED/BLU/WHT18'	9.99	22	0	0	0	0	0	7.79	7.79	1	4		0	2/21/2017	7/10/2018
9325788	073042802109	MOUNTAIN MIX 8OZ	4.49	46.1	12	0	999	4	1	2.42	2.42	1	8		0	2/21/2017	5/7/2019
9322454	043268736342	CMN MILK CHOC BAR	1.00	2	60	1	999	0	0	0.98	0.98	1	0		0	5/21/2018	5/21/2018
9322223	082901277903	LIGHTING CENTER KIT	0.00	0	0	0	0	0	0	364.37	0.00	1	1		0	1/2/1900	1/2/1900
9322207	082901277897	ACE GLORFIER	0.00	0	1	0	999	0	0	17.76	0.00	1	2		0	1/2/1900	1/2/1900
9322041	045242363315	BULK SAWZALL BLADE BIN	0.00	0	1	0	999	0	0	0.01	0.01	1	1		0	2/21/2017	5/25/2017
9319963	082901277217	LED ENDCAP LIGHT PANEL	0.00	0	0	0	0	0	0	0.01	0.00	1	1		0	1/2/1900	1/2/1900

Advanced Lookup reports



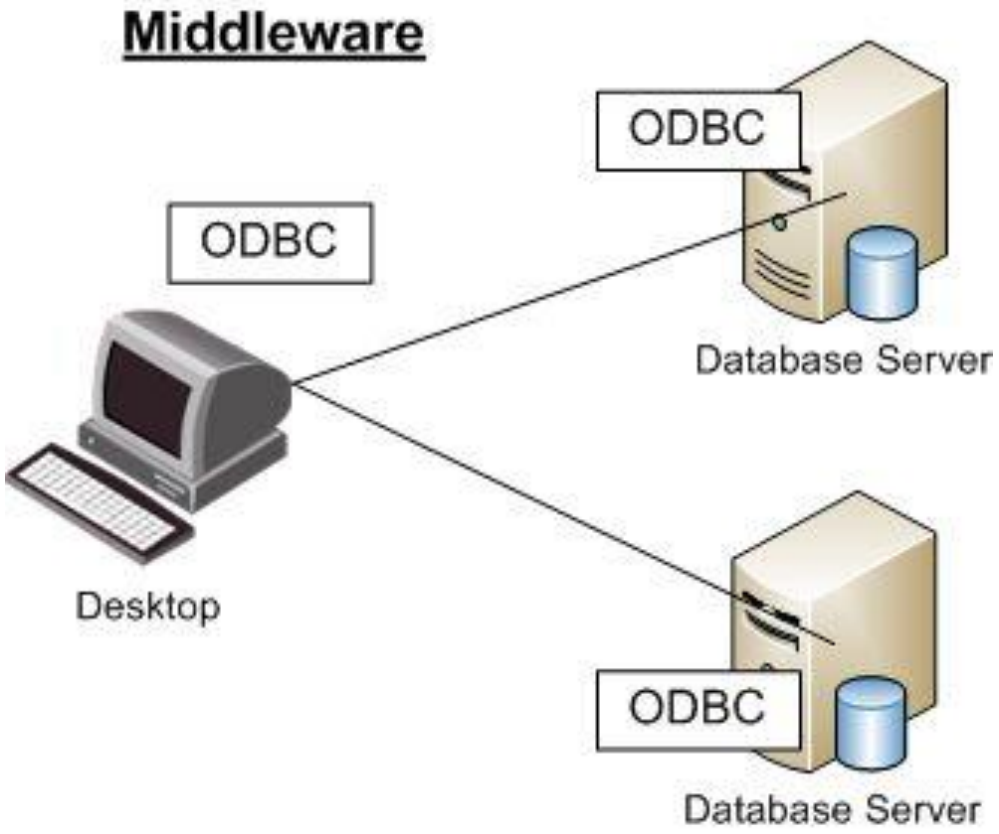
- Available in Paladin modules:
  - Invoice/Quote
  - Customers
  - Inventory
  - PO (Purchase Orders)
- Use to lookup:
  - Inventory
  - Customers
  - Invoice history
  - And more

Magnifying glass reports



- All magnifying glass reports show more data.
- Most reports can be exported to Excel.
- Some reports can be modified and/or sorted.

What's ODBC and why should I care?



- ODBC allows access to most tables and fields in the Paladin database.
- Microsoft Excel & Microsoft Access are both ODBC compliant applications.
- Wizard-based reporting in Excel and Access make it a lot easier for the non-tech person.
- ODBC can mine your data and turn your data into actionable information.
- DIY – Do it yourself or hire a programmer.

Learn more

To learn more about this topic, see the following resources in our Help Portal:

- **About reports**
- **How to set up a Scheduled Reports Start Time**
- **How to create the All Items Report**
- **How to create the Accounting Summary Report**
- **About the Items Sold Report**
- **How to open the SOH History viewer**
- **How to view customer invoices by project in the Transactions Report**
- **About Suggested Order Reports**
- **How to create the Itemized Tax Exempt Transaction Report**

Webinars:

- **Custom reports using Excel & ODBC**
- **Custom reports using Microsoft Access**

WEBINARS

Free Advanced Training

Recording available at:

portal.paladinpos.com/webinars

Check out our

Spring 2019 Release Guide

on the Help Portal