



Reports Guide

February 2016

The **AcuSport® Retail Technology Group** (RTG) recommends running and reviewing the **AcuSport V6** system reports in this guide to gain a better understanding of sales trends and to utilize that information to improve sales performance, inventory turnover rates, and department-level inventory management.

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These reports represent a standard baseline of useful, business-critical information and several key metrics. The **AcuSport V6** system includes more than 80 other reports that may provide additional data.

For assistance with technical issues and questions, contact the **RTG Support Line** at 1-800-547-7120 or RTGSupport@AcuSport.com.

Notices

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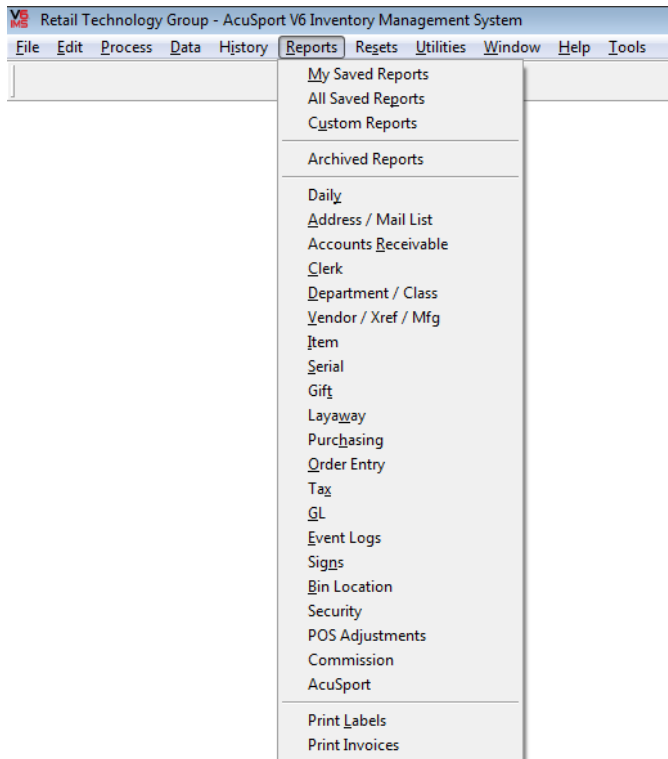
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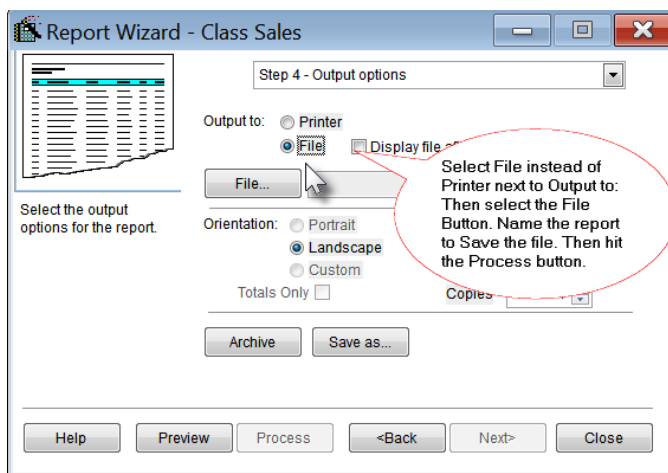
Save a Report to a File

Complete the following procedure to save a report to a file:

1. Click the **Reports** button in the menu bar to display a drop-down menu of report options.



2. Click a report option in the drop-down menu to display the **Report Wizard** window.
3. Select the desired report and filter/sort records as needed to display the **Output Options** window.



4. In the **Output to** section, click the **File** option (radio button) to select it.

5. Click the **File** button to display an **Output to file** window.
6. Navigate to the desired location.

► To ensure easy access to EOM and EOY Reports in the future, set up a folder specifically for these reports on a USB drive, on the desktop, or in a dedicated directory (but NOT within the IMS directory).

7. Enter a distinctive name for the report file in the **Output** field.
8. Select the desired file format from the **Files of type** drop-down field.

► The PDF format is the most readable format.

9. Click the **Open** button to close the **Output to file** window.
10. Click the **Process** button

► When output is sent to a file instead of the printer, the **Process** button replaces the **Print** button.

Sales Item Report

Audience Purchasing Managers and Store Managers may find this report useful.

Purpose The Sales Item Report allows the user to review and filter information similar to that shown on the Daily Item Report.

Benefits With this data, the user can review a variety of values (QOH, Ext Cost, GP %, SaleQty, etc.) in a single report.

Reporting Cycle This report can be run daily, weekly, monthly, and yearly.

Sales Item Report		9/16/2014 - 9/16/2015												9/16/2015 2:29:01 PM Page 1			
Description 1	Avg Cost	Price 1	Description 2	GP %	SaleQty	Ext Cost	Class Desc	Ext Disc	Sales	Gross Profit	Item #	GP %	Min Qty	Manufacturer	Size	Style	Color
Panther Martin 9PMR-G Regulars	2.98	4.69	3/8oz Gld	-1	-2.98		SPINNERS-IN LINE	0.00	-4.69	-1.71	02393401021	36.5	0	HARRISON-HOGE	EA	9PMR-G	
Taurus 917SS-20 M917 Pistol	401.34	500.00	9mm S/S 20rd	0	0.00		HAND GUNS-PISTOL SEMI-AUTO	0.00	-50.00	-50.00	72532780307	100.0	1	TAURUS INT. INC.	EA	1-917049-2	
Federal GM308M Gold Medal Mato	21.39	31.95	Rifle 308 Win 168 Gr 20 Rnd Sier	-1	-21.39		AMMO-CENTERFIRE RIFLE	0.00	-47.95	-26.57	GM308M	55.4	0	ATK/FEDERAL	BX	GM308M	
CCI 0024 Rimfire Ammo	9.11	13.95	22 WMR HP 50Rd Max Mag	-3	-27.33		AMMO-RIMFIRE	0.00	-122246.18	-122218.85	07868300024	100.0	0	ATK/CCI SPEER	BX	0024	
Bhw 013416204 Ciber O/U	1199.00	500.00	12 GA 28" 3.5" Satin Lightning	-1	-1199.00		SHOTGUNS-OVER/UNDER	0.00	-1419.99	-220.99	02381425974	15.6	0	BROWNING	EA	013416204	
CZU 452 FS 22WMR 20.7 WLN BL	429.77	399.99		-7.4	0	0.00	Test ok	0.00	0.00	0.00	80670302006	0.0	0	Hunters Specialties	0	02006	
CZU 452 FS 22LR 20.7 WLN BL	421.09	500.00		15.8	1	421.09	Test ok	0.00	500.00	78.91	80670302005	15.8	0	Hunters Specialties	0	02005	
SERVICE	0.00	1.00		100.0	7	0.00	SERVICE	0.00	106.00	106.00	30	100.0	0		0	19	11
CARTON	100.00	219.99		54.5	1	100.00	Test ok	0.00	219.99	119.99	32	54.5	0	ACMETACKLE CO.	0	5	0

Complete the following procedure to run this report:

1. Select **Reports > Daily** from the menu bar.
2. Click the **Sales Item** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Click the **Next** button to display the **Sort Records** window.
5. Click the **Next** button to display the **Report Options** window.
6. Enter the date range (starting and ending dates) in the fields.
7. Click the **Next** button to display the **Output Options** window.
8. Complete the following procedures as needed:
 - Click the **Preview** button to preview the report.
 - Click the **Print** button to print the report.
 - Complete the [Save a Report to a File](#) procedure to save the report to a file.

QOH Report

Audience Store Owners, Buyers, Inventory Managers, and Merchandising staff may find this report useful.

Purpose The Quantity on Hand Report allows the user to easily review an inventory overview showing current carrying costs by item and Quantity on Hand.

Benefits With this data, the user can make educated decisions about Min/Max levels based on the overages and inconsistencies found in inventory. To resolve these issues, focus efforts on clearing out these items to reduce carrying costs and make room for more profitable items in the store.

Reporting Cycle This report should be run monthly.

Quantity on Hand Report								
9/16/2015 2:13:07 PM								
Page 1								
Description 1 Description 2	Item # Cross Ref#	Ext Cost Avg Cost	Ext L Cost Last Cost	Ext Price Price 1	GP %	Kit Qty Tmfr Qty	On Order Min Qty	QoH
Shakespeare SPS-1186-2MH Ugly Lite Rod MH Slmn/Stlhd	04338811936	1064.20 53.21	1064.20 53.21	1419.80 70.99	25.0	0 0	0 0	20
Shakespeare CAS-1190-2MH Ugly Lite Rod 9' MH 2Pc Slmn/Stlhd	04338812637	1078.80 53.94	1078.80 53.94	1519.80 75.99	29.0	0 0	0 0	20
Shimano CU300E Curado Cast Ree 7 Brg 6.2:1 240/12Lb 190/14Lb	02225511024	3599.40 179.97	3599.40 179.97	4599.80 229.99	21.7	0 0	0 0	20
Panther Martin 9PMR-G Regulars 3/8oz Gld	02363401021	5.96 2.98	5.96 2.98	9.38 4.69	36.5	0 0	0 0	2
Atlas 66017 Magic Thread Serial Cht	04317166012	29.60 1.48	29.60 1.48	59.80 2.99	50.5	0 0	0 0	20
Taurus 917SS-20 M917 Pistol 9mm S/S 20rd	72532760307	2408.04 401.34	2408.04 401.34	3000.00 500.00	19.7	0 0	0 1	6
Taurus 1-247091G2-17 24/7 G2 P 9 mm Blue 17 Rd 4.2 BBL	1-247091G2-17 1-247091G2-17	0.00 266.58	0.00 266.58	0.00 528.15	49.5	0 0	0 0	0

Complete the following procedure to run this report:

1. Select **Reports > Item** from the menu bar.
2. Click the **Quantity on Hand** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Click the **Next** button to display the **Sort Records** window.
5. Click the **Next** button to display the **Output Options** window.

► To run a one-line report, check the **Totals Only** check box. (To run a complete report, do not check this box.)

6. Complete the following procedures as needed:
 - Click the **Preview** button to preview the report.
 - Click the **Print** button to print the report.
 - Complete the [Save a Report to a File](#) procedure to save the report to a file.

Sales Info Report

Audience Store Owners, Store Managers, and accountants.

Purpose The Sales Info Report allows the user to easily review basic transaction information for specified date range.

Benefits The user can view media, tax, and general sales totals.

Reporting Cycle This report can be run daily, weekly, monthly, and yearly.

Sales Info Report		6/1/2015 - 9/16/2015		9/16/2015 2:50:05 PM	
		CUSTOMER COUNT: 22		Page 1	
		<hr/>			
		TYPE	COUNT	AMOUNT	
		<hr/>			
Totals					
		Net Subtotal		712.72	
		Tax 1		33.76	
		Total Sales		746.48	
Tax Info					
		Taxable 1		539.00	
		Non-Taxable 1		173.72	
Tax Exempt					
		Gov't Taxable 1		0.00	
		Out of State Taxable 1		48.00	
		Resale Taxable 1		0.00	
		test2 Taxable 1		0.00	
		test4 Taxable 1		0.00	
Paid Out by Media					
		PO TOTAL	0	0.00	
Gift Certificates					
Received by Account					
		R/A Account	1	-2.00	
		R/A Special	4	62.00	
		RA TOTAL	5	60.00	

Complete the following procedure to run this report:

1. Select **Reports > Daily** from the menu bar.
2. Click the **Sales Info** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Click the **Next** button to display the **Report Options** window.
5. Enter the date range (starting and ending dates) in the fields.
6. Click the **Next** button to display the **Output Options** window.
7. Complete the following procedures as needed:
 - Click the **Preview** button to preview the report.
 - Click the **Print** button to print the report.
 - Complete the [Save a Report to a File](#) procedure to save the report to a file.

Receipt History Report

Audience Store Owners, Store Managers, and accountants.

Purpose The Receipt History Report allows the user to reprint an invoice or review receiving history for item.

Benefits The user can view vendor specific totals for receiving history.

Reporting Cycle This report can be run daily, weekly, monthly, and yearly.

Receipts History										
1/1/2015 - 9/16/2015										
9/16/2015 3:24:10 PM										
Page 1										
Posted PO #	Vendor Cross Ref#	Order# Order Type	Item # Reference #	Description 1 Description 2	Cost Only	Order Qty Recv Qty	Pkg Qty UnitsQty	Unit Cost Ship Cost	Disc %	Extended
1/13/2015 2:35:32 PM	ACUSPORT 40		40 179	TESTabc123L 123abc	<input type="checkbox"/>	1 1	1 1	0.00 0.00	0.00	0.00
2/19/2015 11:40:31 AM	ACUSPORT JS92F300M		JS92F300M 183	BER 92FS 9MM 4.9 3DOT ITAL 15	<input type="checkbox"/>	1 1	1 1	497.70 0.00	0.00	497.70
2/19/2015 11:43:32 AM	ACUSPORT JS92F300M		JS92F300M 186	BER 92FS 9MM 4.9 3DOT ITAL 15	<input type="checkbox"/>	1 1	1 1	499.99 0.00	0.00	499.99
3/4/2015 9:50:16 AM	ACUSPORT 40		40 187	TESTabc123L 123abc	<input type="checkbox"/>	1 1	1 1	0.65 0.00	0.00	0.65
4/14/2015 3:30:47 PM	ACUSPORT 40		40 188	TESTabc123L 123abc	<input type="checkbox"/>	1 1	1 1	0.65 0.05	0.00	0.70
4/14/2015 3:32:26 PM	ACUSPORT 40		40 189	TESTabc123L 123abc	<input type="checkbox"/>	1 1	1 1	0.65 0.05	0.00	0.70
4/14/2015 3:33:03 PM	ACUSPORT 40		40 190	TESTabc123L 123abc	<input type="checkbox"/>	1 1	1 1	0.65 -0.05	0.00	0.60
4/20/2015 4:08:57 PM	ACUSPORT		08244281991 191	BER CX4 STORM 92SER 9MM 15	<input type="checkbox"/>	1 1	1 1	679.86 0.00	0.00	679.86
4/20/2015 4:08:57 PM	ACUSPORT		08244281991 191	BER CX4 STORM 92SER 9MM 15	<input type="checkbox"/>	1 1	1 1	679.86 0.00	0.00	679.86
4/20/2015 4:08:57 PM	ACUSPORT		08244281991 191	BER CX4 STORM 92SER 9MM 15	<input type="checkbox"/>	1 1	1 1	679.86 0.00	0.00	679.86

Complete the following procedure to run this report:

1. Select **Reports > Purchasing** from the menu bar.
2. Click the **Receipt History** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Add filter(s) for the desired PO number, item number, reference number, etc.
5. Click the **Next** button to display the **Sort Records** window.
6. Add sort(s) as desired.
7. Click the **Next** button to display the **Report Options** window.
8. Enter the date range (starting and ending dates) in the fields.
9. Click the **Next** button to display the **Output Options** window.
10. Complete the following procedures as needed:
 - Click the **Preview** button to preview the report.
 - Click the **Print** button to print the report.
 - Complete the [Save a Report to a File](#) procedure to save the report to a file.

Serial A&D Report

Audience Everyone.

Purpose The Serial A&D Report allows the user to review bound book information.

Benefits The user can print the bound book or save it as a PDF document.

Reporting Cycle This report can be run when requested by the ATF..

Firearms Acquisition And Disposition Record CFR 478.125(e) (FFL: 0000000000001)										
Description of firearm						Receipt		Disposition		
Number	Manufacturer and/or Importer	Model	Serial No.	Type	Caliber or gauge	Date	Name and address or name and license No.	Date	Name	Address or license No. if licensee, or Form 4473 Serial No. if Forms 4473 filed numerically
1003 .000	Hunters Specialties	02005	123456	REVOLVE R	1	10/12/2011	ACUSPORT 800-643-3150	7/19/2013	Elric, Alphonse	11 Amestits Ave Reasm0001, AM 56755 555-555-5555 123 FFL/4473: Sold FFL/4473
1003 .001	Hunters Specialties	02005	123456	REVOLVE R	1	10/12/2011	ACUSPORT 800-643-3150	7/19/2013	Elric, Alphonse	11 Amestits Ave Reasm0001, AM 56755 555-555-5555 123 FFL/4473: Sold FFL/4473
1004 .000	Hunters Specialties	02005	54348	PISTOL	22	10/12/2011	800-643-3150	7/25/2013	Elric, Alphonse	11 Amestits Ave Reasm0001, AM 56755 555-555-5555 123
1004 .001	Hunters Specialties	02005	54348	PISTOL	22	10/12/2011	800-643-3150	7/25/2013	Elric, Alphonse	11 Amestits Ave Reasm0001, AM 56755 555-555-5555 123 FFL/4473: 1234

Complete the following procedure to run this report:

- Complete the following procedure as needed to configure the report:
 - Select **File>Properties** from the menu bar to display the **IMS Properties** window.
 - Click the **Reports** tab to select it.
 - Select (click) one of the following options to configure the report as desired:
 - Click the **Print with archived records and with system notes and bound book numbers** option to run a report that includes archived records, system notes, and bound book numbers.
 - Click the **Print without archived records or bound book numbers, but include the corrected fields in the notes** option to run a report that does not include archived records and bound book numbers.
 - Click the **OK** button to close the window.
- Select **Reports > Serial** from the menu bar.
- Click the **Serial A&D CFR 478.125(e)** report to select it.

4. Click the **Next** button to display the **Filter Records** window.
5. Click the **Next** button to display the **Sort Records** window.
6. Click the **Next** button to display the **Output Options** window.
7. Complete the following procedures as needed:
 - Click the **Preview** button to preview the report.
 - Click the **Print** button to print the report.
 - Complete the [Save a Report to a File](#) procedure to save the report to a file.