



Printing Day-End Reports Manually

What It Does

If you have a proc file that automatically performs your day-end procedures, your day-end reports are usually printed by the proc. However, this automatic printing may fail on occasion: the printer may jam, or it may run out of paper.

After the day-end procedure is complete, most reports cannot be manually printed unless you restore the files. However, you can print two reports without restoring files:

- P.O.S. Tendered Totals Report
- Daily Invoice Register.

We'll explain how to print these reports here.

Printing the P.O.S. Tendered Totals Report

To print this report, follow these steps:

- 1 Go to the (T) screen.
- 2 Select the P.O.S. Tendered Totals Report by typing the corresponding number. (This number will be 14, unless someone has moved the report to a different number.)

- 3 At Do You Wish to Change All, Change Printer or Execute, type **A**
- 4 At Change Sorts, type **N**
- 5 At Change Limits, type **Y**
- 6 Tab to the Date field, and specify the date your day-end failed, as shown here.
- 7 Press **ENTER**.

```

14:38:27          (T) Order Entry Selectors rev. (05/05/00)          05/09/01
Number      Report: TNDTOT          selector: TNDTOT
===== TENDER SELECTION =====
TERMINAL ID :??          ORDER TAKER :????
INVOICE #   :????????????          LOC :??
DATE        :05/09/01          TIME :????????
CHANGE BACK $????????????
TENDER CODE :?          TYPE :?
TENDER AMT. $????????????          SIGN :?
ACCOUNT     :????????????????????
NUMBER      :????????????
NAME        :????????????????????????????
PHONE       :??-??-??
D.L. NUMBER :????????????????????
BIRTH DATE  :??/??/??
EXP. DATE   :??/??/??
DESCRIPTION :????????????????????????
AUTH. CODE  :??????
REFERENCE # :??????
CC COMPANY  :????????
SORTS 1=NOBREAK ASC 2=NOBREAK ASC 3=NOBREAK ASC 4=          5=
Cost P/A :P Loc GL/Inv :G Pick File :          Vol. : Short Buy :
[14] Selector Totals Only :N Loc : 1 Prt :P1 copies : 1 Recs :          Chain :N
ENTERING LIMITS ==== F R O M ==== FILL FIELD WITH DATA FOR LIMITS

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- The system displays the same fields again, so you can specify the end of the limiting range. Specify the same date as the end of the range by pressing ENTER.
- At Add on Detail Fields, type N
- At Enter Header Text, press ENTER.
- At Totals Only, press TAB until the cursor moves to the Pick File field.
- At Pick File, type **JO-TENDER** and press ENTER.
- At Do You Wish to Save Your Sorts and Limits, type N
- At Are You Sure, type Y

Printing the Daily Invoice Register

To print a Daily Invoice Register, follow these steps:

- Go to the (T) screen.
- Select the Daily Invoice Register by typing the corresponding number (number 7, unless someone has moved the report elsewhere).
- At Do You Wish to Change All, Change Printer or Execute, type A
- At Change Sorts, type N
- At Change Limits, type Y

- Tab to the Inv field, and specify the date your day-end failed, as shown here.

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07:54:38 (T) Order Entry Selectors rev. (05/05/00) 05/10/01
Number Report: INVREG Selector: INVREG
===== P-MASTER SELECTION ===== CUSTOMER SELECTION =====
PICK #????????-? SORT :??? GROUP :???? ACCT #????????? DEPT :????
ITEM #????????????????? COMPANY :????????? NAME :????????????????????????????????
DESC :????????????????????????????????????? SUITE :????????????????????????????
CUST #????????????? DEPT :???? STATE :?? ADDR. :????????????????????????????
SLSM:???? O.T. :???? O.V.:???? O.P.:???? CITY :????????????????????????
ORDER ??/??/?? INV 05/09/01 DUE ??/??/?? STATE :?? ZIP #????? [????]
ROUTE:???? P/O ORD ??/??/?? DUE ??/??/?? PHONE #???-???-???? SIC :????
CUST. P/O #????????????? P/O #????????????? STATUS O/E :? SLSM #????? ROUTE :????
PAY CODE :? DISC. :? ???% HOLD :? CREDIT LIMIT $????? STAT. EXEMPT [?]
CONTRACT :?? TAXABLE :? DISTRICT :????
G.L. LOC :?? INV. LOC :?? STATUS :B TAXABLE Y/N :? DIST :???? REMOTE ID:??
CLASS :? DEPT :? UNIT :?? ASSORT :???? STATUS OE :? TM1 :? TM2 :? CP :? BP :?
A.COST $????????????? P.COST $????????????? DISC TYPE :? ???% HOLD TYPE :? #??
PRICE $????????????? LIST $????????????? CONTRACTS [??] [??] [??] [??]
O.QTY #????? B.QTY #????? S.QTY #????? P/O REQ ?? B/O ?? SUBS ??
TERM.ID ?? COMM. :? ASMB :? TRASH :? PICK :?? INV. :?? HOLD ?? COPIES :?
P/O #????????????????????????????????????????????????????????????????
SORTS 1=NOBREAK ASC 2= 3= 4= 5=
Cost P/A :P Loc GL/Inv :G Pick File : Vol. : Short Buy :
[7 ] Selector Totals Only :N Loc : 1 Prt :P1 Copies : 1 Recs : Chain :N
ENTERING LIMITS ==== F R O M ==== FILL FIELD WITH DATA FOR LIMITS
```

- Press ENTER until the cursor returns to the Pick # field.
- You can now specify the end of the limiting range. Tab to the Inv field again, and specify the same date.
- Press ENTER until the system displays the Add on Detail Fields prompt.
- At Add on Detail Fields, type N

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- 11 At Enter Header Text, press ENTER.
- 12 At Totals Only, press TAB until the cursor moves to the Pick File field.
- 13 At Pick File, type **JOUR-S**, as shown here, and press ENTER.
- 14 At Do You Wish to Save Your Sorts and Limits, type **N**
- 15 At Are You Sure, type **Y**

```
07:54:38          (T) Order Entry Selectors rev. (05/05/00)          05/10/01
Number      Report: INVREG                      Selector: INVREG
===== P-MASTER SELECTION ===== CUSTOMER SELECTION =====
PICK #??????-?  SORT :??  GROUP :???  ACCT #?????????  DEPT :???
ITEM #????????????? COMPANY :???????  NAME :????????????????????????????
DESC :?????????????????????????????  SUITE :????????????????????????
CUST #?????????  DEPT :???  STATE :?  ADDR. :????????????????????????
SLSM:????  O.T. :???  O.V.:???  O.P.:???  CITY :????????????????????
ORDER ??/??/??  INV 05/09/01  DUE ??/??/??  STATE :?  ZIP #????? [????]
ROUTE:????  P/O ORD ??/??/??  DUE ??/??/??  PHONE #???-???-????  SIC :????
CUST. P/O #?????????  P/O #?????????  STATUS O/E :?  SLSM #????  ROUTE :????
PAY CODE :?  DISC. :?  ???%  HOLD :?  CREDIT LIMIT $?????  STAT. EXEMPT [?]
CONTRACT :??  TAXABLE :?  DISTRICT :????
G.L. LOC :??  INV. LOC :??  STATUS :B  TAXABLE Y/N :?  DIST :????  REMOTE ID:??
CLASS :?  DEPT :?  UNIT :??  ASSORT :????  STATUS OE :?  TML :?  TM2 :?  CP :?  BP :?
A.COST $?????????  P.COST $?????????  DISC TYPE :?  ???%  HOLD TYPE :?  #??
  PRICE $?????????  LIST $?????????  CONTRACTS [??] [??] [??] [??]
O.QTY #?????  B.QTY #?????  S.QTY #?????  P/O REQ ??  B/O ??  SUBS ??
TERM.ID :??  COMM. :?  ASMB :?  TRASH :?  PICK :??  INV. :??  HOLD ??  COPIES :?
P/o #????????????????????????????????
SORTS 1=NOBREAK  ASC 2=          3=          4=          5=
Cost P/A :P  Loc GL/Inv :G  Pick File :JOUR-S  Vol. :  Short Buy :
[7 ] Selector Totals Only :N  Loc : 1  Prt :PI  Copies : 1  Recs :          Chain :N
ENTER PRINTER/COPIES/RECORDS
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