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# Biz Coach Webinars

FREE ADVANCED TRAINING



## Custom reports using Microsoft Access

Chad Klein



TECHNICAL LEVEL:

EASY

INTERMEDIATE

ADVANCED



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WEBINAR PRESENTATION TITLE HERE ON SLIDE MASTER



- Download Microsoft Access templates
- KBA: [How to create reports in Microsoft Access](#)
- Reports



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## Download MS Access templates & LTSR catalog



How to download Microsoft Access templates:

1. On the **Maintain** menu, click **Download**, and then click **MS Access Templates (Signs And labels)**.
2. When the download is complete, a confirmation message will appear.



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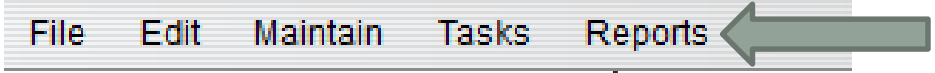
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## How to access custom reports



1. In Paladin Point of Sale, click **Reports**.
2. 
3. In the list, select **Reports**.
4. Select **Single Store** or **Multi Store**, depending on your version of Paladin Point of Sale.
5. View all of the available custom reports.





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### Reports



- Last Counted report
  - See items that have been missed during a location count. You can create a report per location in the date range that you select.
    - For step-by-step instructions, search the knowledge base for this title: [How to create a Last Counted report](#)
- Sales Commission report
  - See the commission owed to a salesperson by all customers or by commission % by department.
    - For step-by-step instructions, search the knowledge base for this title: [About sales commission reports](#)



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## Reports



- Promotion Sales report
  - See sales, margin, and profit/loss from promotion ID by date range.
- SIGIS Items report
  - See all SIGIS items (all inventory with the FLEX option checked).
- Profit Sales report
  - See sales of inventory items, GP margin, profit amount, and sales total for items sold.



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## Reports



- Margin Analysis report
  - See margins on all items by a specific date range and a single department per invoice.
- Supplier Rebate report
  - Export all sales by selected supplier to a Microsoft Excel spreadsheet that can be sent to the supplier.
- Tax by Zip Code report
  - See all taxable and non-taxable sales by ZIP code.



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## Reports



- Sales Average report
  - See total sales by selected part numbers and transaction averages.
- Items Sold Summary report
  - See groups of items purchased by customer and the totals of all sales.
  - See groups of items purchased by customer.
- Sales Export report
  - See all items sold in a user-defined date range.
  - Export the report to Microsoft Excel.



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Recording available at:

[paladinpointofsale.com/webinars](http://paladinpointofsale.com/webinars)

