

How to convert an existing Report to an Excel Report?



HDPOS smart Tutorials

Reports are an integral part of any business. In HDPOS smart we provide you a list of reports supported by both laser and dot-matrix printers.

You can also convert any of the existing reports to a report that can be exported into excel.

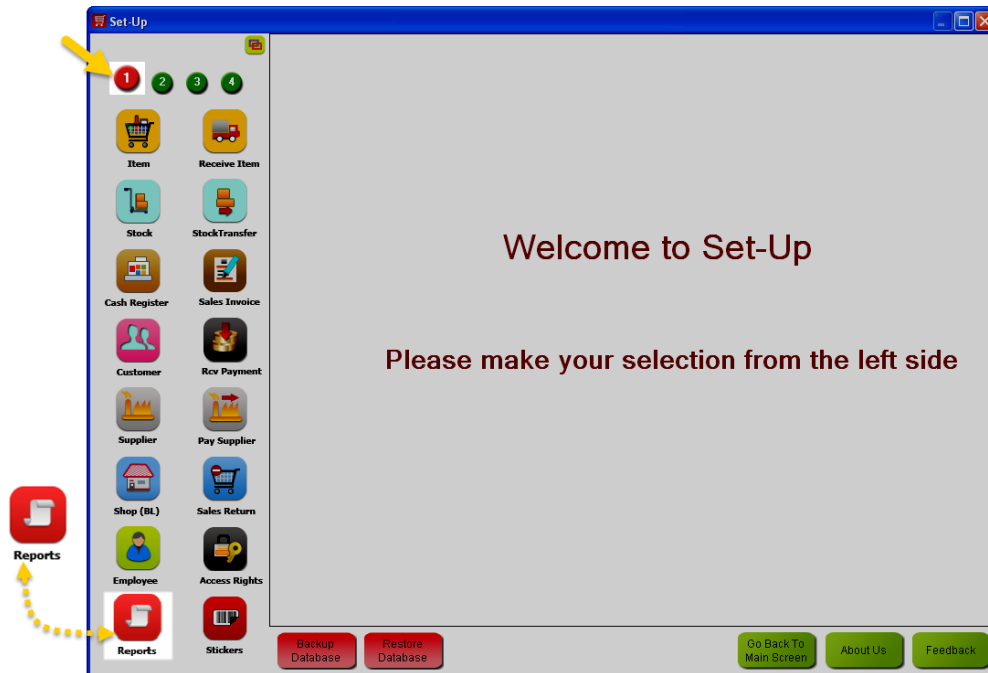
Below are steps that you can follow to convert any of your existing report to Excel.


1. Run **HDPOS smart**.
2. Click on **Set-Up** button in the **Main Screen**.

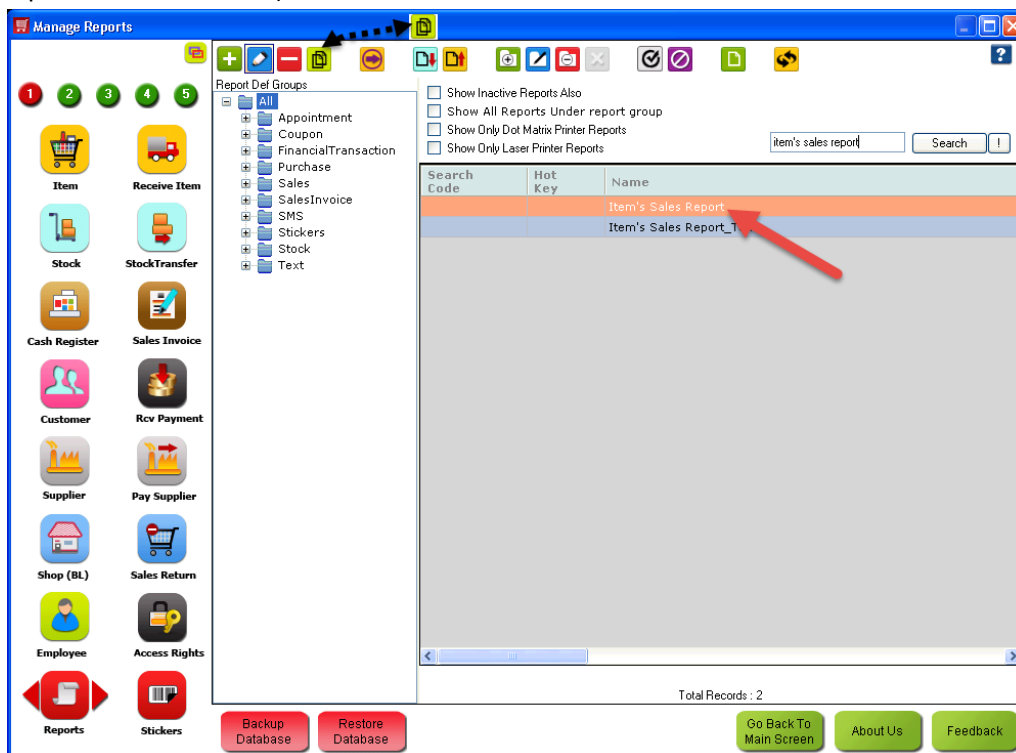
S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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3. Select **Report** option from the **1st** page of **Set-Up**.



4. Select a report that you want to see in excel (E.g. Let's look for the report **Item's sales report** and convert the same to excel) Select the 1st report **Item's Sales Report** and from the tool Strip **Reports menu** select **Clone**  option (This is to make a copy of the report so the original report can still be used) .





5. You should see a copy of the report as shown below. Select the same and click on **Modify Report** option from the tool strip.

Manage Reports

Report Def Groups

- All
- Appointment
- Coupon
- FinancialTransaction
- Purchase
- Sales
- SalesInvoice
- SMS
- Stickers
- Stock
- Text

Search Code	Hot Key	Name
		Copy of Item's Sales Report
		Item's Sales Report
		Item's Sales Report_Text

Search Code: item's sales report Search

Backup Database Restore Database

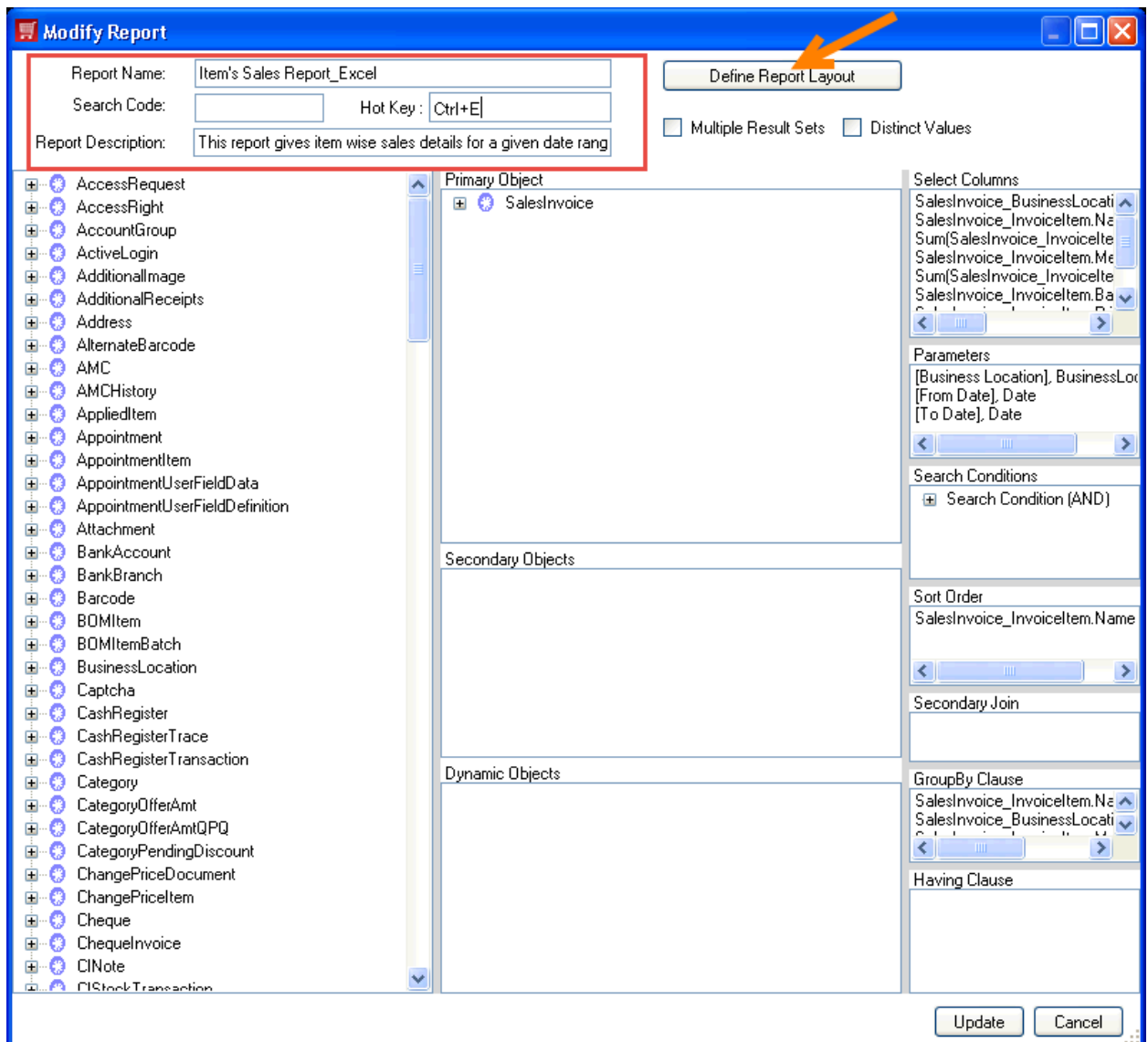
Go Back To Main Screen About Us Feedback

Total Records : 3



6. You will see **Modify Report Screen**. In this screen,

- Rename the report to **Item's Sales Report_Excel**
- Enter hot key as **Ctrl + E** (For this you have to click on Ctrl and E buttons.)
- Click on **Define Report Layout** button.





7. This will bring up the **Report Layout Designer Form** where you need to click on **Remove Layout** option.

r.No	Item Code	Item Name	Rate	Quantity
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Business Location: [LocationName]
From Date : [From Date]

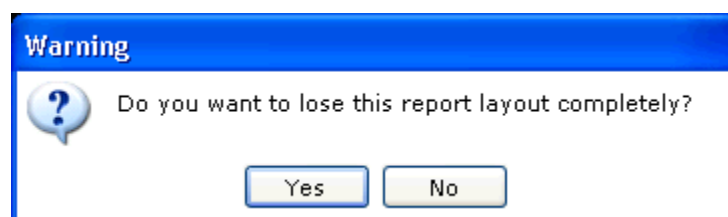
r.No	Item Code	Item Name	Rate	Quantity
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Item	[ItemCode]	ItemName	[Price]	[Quantity]
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Name	Value
Name	Item's Sale...
TextMode	False
NeedTotalN...	True
Align	Left
VAlign	Middle
Font	Verdana, 8...
FontColor	Black
LineThickn...	1
LineColor	Black

Unit of Measurement: Pixel

- Click on **Remove Layout** will display a **warning message** as shown below. Click on **Yes** & click on **Save in Report Layout Designer Form** to save the changes.





8. Click on **Update** in **Modify Report screen**.
9. Press **Ctrl + E** to run the report or **double click** on the report name to run it.
10. In the screen that opens select the **date range** and click on **Preview Report** button.

Set Parameter Values

Business Location : HDIT Variety Store

From Date : 27/03/2015

To Date : 27/03/2015

Printer : PDFCreator

Buttons: Preview Report, Print Report, Cancel

11. You should see a report as shown below with a **Save** button. Click on **Save** to **save the report in Excel**.

Report Result

Save

Location Name	Item Name	Total	Measuring Unit	Quantity	Item Code	Price	GTotal
HDIT Varitey Store	3 Roses-100g	39.90	packets	1	8901030438257	39.90	39.90
HDIT Varitey Store	3 Roses-195/-	185.25	packets	1	8901030194160	185.25	185.25
HDIT Varitey Store	5 Star Crunchy-20/-	36.00	piece	2	8901233011127	18.00	36.00
HDIT Varitey Store	AA Chilli Powder 200gm	30.40	packets	1	8901725125165	30.40	30.40
HDIT Varitey Store	AACHI CORIANDER POWDER	2.70	packets	1	8906021120654	2.70	2.70
HDIT Varitey Store	D ALMOND H OIL 50/-	712.50	Bottle	15	89005903	47.50	712.50
HDIT Varitey Store	D VATICA H & O S 180ML	1,650.00	Bottle	3	8901207012518	550.00	1,650.00
HDIT Varitey Store	Dab Honey 250gm	1,710.00	Bottle	20	8901207035364	85.50	1,710.00
HDIT Varitey Store	Eastern Chilly Pow	76.50	packets	1	8901440023067	76.50	76.50
HDIT Varitey Store	EASTERN TURMERIC POWDER	83.60	packets	2	8901440023227	41.80	83.60
HDIT Varitey Store	Elight Cake Choco-140g	24.30	packets	1	8906009990712	24.30	24.30
HDIT Varitey Store	fair & lovely Winter fairnsee	81.70	box	1	8901030424298	81.70	81.70
HDIT Varitey Store	H Aloo Bhujia-195/-	185.25	packets	1	8904004400755	185.25	185.25
HDIT Varitey Store	Pack o' Cheeze-Bisk Farm	33.25	packets	1	8901928182507	33.25	33.25



12. In the **Save As** dialog box that opens **select the location** to save the excel report.

13. This will display a success message to confirm that the file has been saved and will open the report in excel as shown below.

	A	B	C	D	E	F	G	H	I
1	LOCATIONNAME	ITEMNAME	TOTAL	MEASURE	QUANTITY	ITEMCODE	PRICE	GTOTAL	
2	HDIT Varitey Store	3 Roses-100g	39.9	packets	1	89010304	39.9	39.9	
3	HDIT Varitey Store	3 Roses-195/-	185.25	packets	1	89010301	185.25	185.25	
4	HDIT Varitey Store	5 Star Crunchy-20/-	36	piece	2	89012330	18	36	
5	HDIT Varitey Store	AA Chilli Powder 200gm	30.4	packets	1	89017251	30.4	30.4	
6	HDIT Varitey Store	AACHI CORIANDER POWDER	2.7	packets	1	89060211	2.7	2.7	
7	HDIT Varitey Store	D ALMOND H OIL 50/-	712.5	Bottle	15	89005903	47.5	712.5	
8	HDIT Varitey Store	D VATICA H & O S 180ML	1650	Bottle	3	89012070	550	1650	
9	HDIT Varitey Store	Dab Honey 250gm	1710	Bottle	20	89012070	85.5	1710	
10	HDIT Varitey Store	Eastern Chilly Pow	76.5	packets	1	89014400	76.5	76.5	
11	HDIT Varitey Store	EASTERN TURMERIC POWDER	83.6	packets	2	89014400	41.8	83.6	
12	HDIT Varitey Store	Elight Cake Choco-140g	24.3	packets	1	89060099	24.3	24.3	
13	HDIT Varitey Store	fair & lovely Winter fairmsee	81.7	box	1	89010304	81.7	81.7	
14	HDIT Varitey Store	H Aloo Bhujia-195/-	185.25	packets	1	89040044	185.25	185.25	
15	HDIT Varitey Store	Pack o' Cheeze-Bisk Farm	33.25	packets	1	89019281	33.25	33.25	
16									
17									
18									
19									
20									
21									