

Square POS Reports For Data Export

This document outlines how to configure Square POS system so that it can export data in a format compatible with the Retail Orbit import procedure.

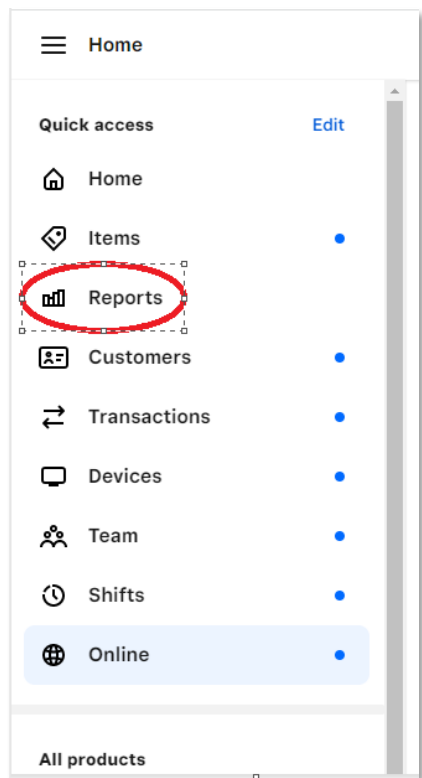
Running your reports

In order to get data into Retail Orbit, you will have to run a variety of reports in order to gather the information needed to fill out our data template. You can find out more about the Excel Template we use in the article found here:

<https://support.retailorbit.com/hc/en-us/articles/360034181454-Data-Entry-using-Excel>

This article is going to focus on the retrieving of Sales, Markdowns, Inventory, Receiving and Purchase Orders from the Square POS system.

Sales/Markdowns

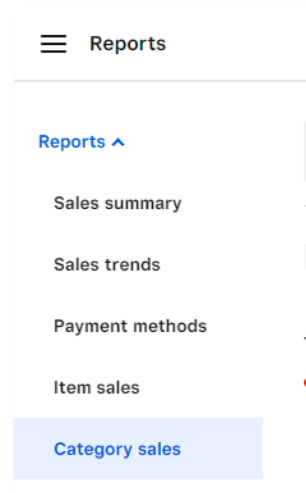


Step 1.

From the left-hand menu, select the Reports option as shown to the left.

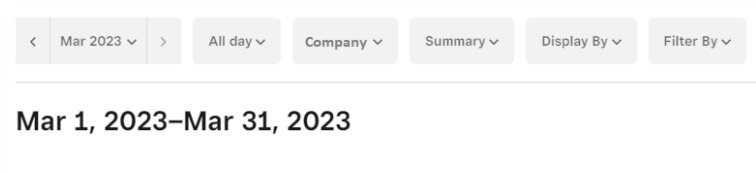
Step 2.

Next (under Reports) select Category Sales from the left hand menu (as shown in the image on the right). This will give you your sales by category for the time period you choose.



Step 3.

Choose a date range for the data file you are creating by selecting a date range from the filter at the top of the report. In the image below you will see that I have selected the month of March for 2023 to be displayed:



Step 4.

By default the report may not show you all the information you may be looking for. To add columns to this report, simply click the plus on the top right-hand corner of the report and it will let you choose the elements to display:

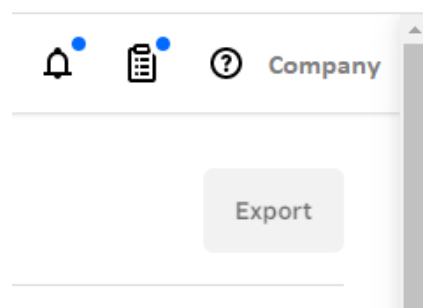
Category	Items Sold	Discounts & Comps	Net Sales +
Uncategorized	2	\$0.00	
Apothecary	252	\$229.15	
Functional Garmen	170	\$5,380.90	
Home	320	\$165.10	
Jewelry	27	\$72.50	
Outdoor	33	\$31.00	
Stationery / Books	24	\$11.00	

☒ Items Sold
☐ Gross Sales
☐ Items Returned
☐ Returns
☒ Discounts & Comps
☒ Net Sales
☐ Taxes

It is important here to remember that we need to select "Net Sales" and not Gross Sales. Net Sales will be used as the sales value for the month, and Discounts & Comps will be used for the Markdowns for the month.

Step 5.

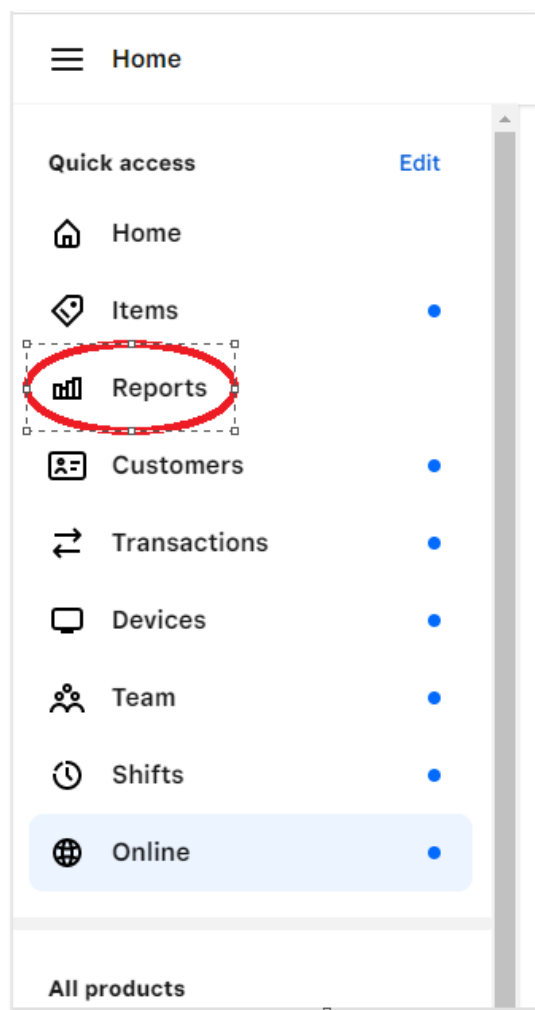
Click the export button in the top right. This will download a .csv report file for you so that you can fill out the Management one data import template.



Inventory

If you do not have the Square Plus reporting, you may not be able to run the inventory reports out of Square POS. Scroll down to the Receiving/Purchase order section of this document to find a link to our article on the Shopventory documentation:

To run the inventory reports out of Square Plus reporting, follow these steps:

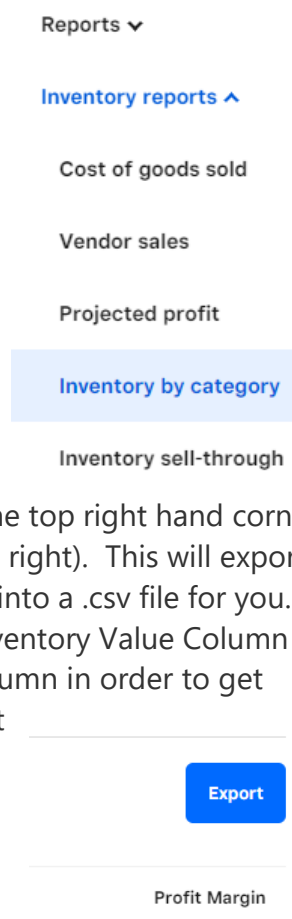


Step 1.

From the left-hand menu, select the Reports option as shown to the left.

Step 2.

Next (under Inventory Reports) select Inventory by category from the left hand menu (as shown in the image on the right). This will give you your inventory value by category as well as the potential profit.



Step 3.

Click the Export Button in the top right hand corner (as seen in the image to the right). This will export your inventory by category into a .csv file for you. You will need to add the Inventory Value Column with the Potential Profit Column in order to get your total inventory value at Retail. This combined value is what you should put into the Inventory column in the Management One Data Template.

Receiving/Purchase Orders

Square POS does not have availability to report on Receiving or Purchase Orders, and will need to be tracked separately, or through a 3rd party application. The article on getting Inventory/Receiving/On Order reports from the Shopventory app for Square can be found here: