

RICS REPORTING 101

INTRODUCTION

Your RICS data has stories to tell: which styles are flying off the wall, which tenders your customers reach for, and whether the deposit that hit the bank matches what you rang up. RICS Reporting 101 walks you through the seven reports retailers lean on most, covering everything from balancing the books to deciding what to reorder.

This document is a resource for retailers to understand how to run the following reports:

- [Store Analysis](#)
- [Sales Tax Recap](#)
- [Sales Journal](#)
- [Sales Analysis \(Supplier Summary\)](#)
- [Sales Analysis \(SKU Detail\)](#)
- [Stock Status](#)
- [RICS>Pay Funding Report](#)

HOW RICS REPORTS WORK (THE 60-SECOND VERSION)

- **Report Creator builds it, Report Manager holds it.** When you click Run, RICS puts your report in a queue and builds it in the background. You are free to keep working; no staring at a spinning wheel.
- **Watch the Status column.** In Report Manager a report moves from Pending to Queued to Running to Completed. Once it says Completed, double-click to open it.
- **Your registers never feel it.** Reports run against a separate reporting copy of your data, so a big report on a Saturday afternoon will not slow down checkout.
- **Pick your format.** Most reports can come out as a PDF for printing and sharing, or as Excel/CSV for sorting and filtering in a spreadsheet. Available formats vary by report.
- **Set it and forget it.** Run the same report every week? Save it as a subscription in Report Manager to have it run weekly, monthly or annually and delivered by email. Relative date choices like "Month to Yesterday" recalculate on every run, so a scheduled report always covers the right dates.

FUN FACT RICS has nearly 200 reports in its library (which ones you see depends on your setup and user permissions). The seven in this guide are the ones that do the heavy lifting day in and day out.

STORE ANALYSIS

The Store Analysis report is your store's one-page report card. It totals sales, tenders, transaction types, sales tax, gift cards, discounts and coupons for a selected time period, with a separate page for each store. Follow the steps below to run a Store Analysis report:

Why would I run this?

- **Close out the day or the month.** Did cash, credit card and gift card totals land where you expected? Over/short and payouts are right there too.
- **Hand your bookkeeper one page.** Net sales, cost of goods sold, tax collected and tender totals make posting to the books quick.
- **Spot discount creep.** The Discount Summary and Coupon Summary show how much you gave away and why. If one discount reason keeps topping the list, that is a conversation worth having.
- **Compare locations.** Multi-store owners get a page per store, so it is easy to see which location is pulling its weight.



How do I run it?

1. In the RICS Back Office, navigate to Reporting :: Report Creator :: POS :: Store Analysis
2. In the Report Options section, select a Sales Period you would like to analyze

Report Options

Which period would you like to Analyze?

Sales Period: Previous Month

From 9/1/2026 to 9/30/2026

3. Click Run
4. To access this report, navigate to Reporting :: Report Manager, then double click the report from the list

FUN FACT "Retail Sales" on this report is figured at the higher of the selling price or the item's retail price. That way markdowns show up as their own line instead of quietly shrinking your sales, and you can see exactly how much full-price revenue you left on the table.

PRO TIP Cost of Goods Sold only appears for users who have permission to view costs. If that line is blank, check the user's permissions before calling support.

SALES TAX RECAP

The Sales Tax Recap report shows the sales tax you collected for a selected time period, broken out by store, state and tax type, along with your taxed and untaxed sales. It is the report you want open when the tax return is due. Follow the steps below to run a Sales Tax Recap report:

Why would I run this?

- **File your sales tax return.** Taxed sales, untaxed sales and tax collected by state and tax type are the numbers most state returns ask for.
- **Be ready for an audit.** A clean recap by period shows exactly what you collected and where.
- **Catch setup mistakes early.** An unexpected rate or a sale that should have been taxed is much easier to fix this month than at year-end.
- **Ship to other states?** Shipped sales are reported under the ship-to state, so you can see what you owe where.

How do I run it?

1. In the RICS Back Office, navigate to Reporting :: Report Creator :: POS :: Sales Tax Recap
2. In the Report Options section, select a Sales Period you would like to analyze



Report Options

How do you want to Group your data?

Group By: Stores

Which period would you like to Analyze?

Sales Period: Previous Month

From 9/1/2026 to 9/30/2026

Additional Tax options

☐ Use Customer State

☐ Include Tax Rate

What sale types would you like to include?

☒ Store Sale

☐ Web Sale

☐ Catalog Sale (Telephone)

☐ Wholesale

☐ Invoice

☐ Mobile

3. Click Run

4. To access this report, navigate to Reporting :: Report Manager, then double click the report from the list

FUN FACT On this report, "untaxed" means \$0.00 in tax was actually collected on the sale, not just that the item carried a 0% rate. And when you include tax rates on the report, any sale where a cashier overrode the tax shows "Overrides" in the rate column, so those sales are easy to find.

PRO TIP RICS gives you the numbers; your accountant tells you what to do with them. Tax rules vary by state, so share this report with whoever prepares your return.

SALES JOURNAL

The Sales Journal report is the play-by-play of your sales floor. It lists every ticket for the selected period, including line items, prices, discounts, tenders and returns, with totals by batch, day and store. Follow the steps below to run a Sales Journal report:

Why would I run this?

- **Answer "what happened with this sale?"** A customer says they were overcharged, or a return looks off. The Sales Journal shows the ticket line by line.
- **Balance the drawer.** Tender Totals show cash received, change given, payouts, over/short and the total deposit.
- **Keep an eye on loss prevention.** Use the filters to show only returns, voids, refunds, or items sold at something other than their current price.
- **Know your averages.** Averages per Ticket shows number of tickets, sales per ticket and items per ticket, the classic measure of how well your team is adding on.

How do I run it?

1. In the RICS Back Office, navigate to Reporting :: Report Creator :: POS :: Sales Journal
2. In the Report Options section, select a Sales Period you would like to analyze

Report Options

What period would you like to view?

Sales Period: Yesterday

From 10/12/2026 to 10/12/2026

How do you want to control page breaks?

☐ Page break after Batch

Additional Sales Journal options

☐ Include unfulfilled Web Order Tenders

☐ Include Class Summary

☐ Include Discount Summary

☐ Include Coupon Summary

☐ Include Return Code Summary

☐ Include Payout Details

☐ Include Sales Tax Summary

Do you want to limit the tickets to...?

☐ Tickets with Unmatched Prices

☐ Tickets with Returns

☐ Refunded Tickets

☐ Voided Tickets

☐ Tickets with Shipping

☐ Tickets with more than # Purchased

Items Purchased Cutoff:

What sale types would you like to include?

☒ Store Sale

☐ Web Sale

☐ Catalog Sale (Telephone)

☐ Wholesale

☐ Invoice

☐ Mobile

NOTE: Additional selections will allow you to limit or add to the report based on the criteria selected

3. Click Run

4. To access this report, navigate to Reporting :: Report Manager, then double click the report from the list

FUN FACT The Sales Journal is the biggest report design of the seven in this guide. It can print tax, discount, coupon, class, return, void and payout summaries all in one run. And web orders imported from your e-commerce site show up as their own batch with no cashier, because nobody rang them up. The internet did.

PRO TIP Running a long date range? Turn on only the summary sections you need. A focused Sales Journal is faster to run and much easier to read.

SALES ANALYSIS (BY SUPPLIER)

The Sales Analysis report by Supplier rolls up your on-hand inventory and up to two sales periods for each supplier, so you can see which vendors are earning their spot on your shelves. Follow the steps below to run a Sales Analysis report:

Why would I run this?

- **Prep for a buying appointment.** Walk into your rep meeting knowing how their line sold, the margin you made and how much is still on the shelf.
- **Compare this year to last year.** Put "Year to Yesterday" in the first column and "Same Period Previous Year" in the second for an instant side-by-side.
- **Decide where your open-to-buy goes.** Suppliers with strong sell-through and turns deserve more dollars; slow lines may need a markdown plan.
- **Negotiate with data.** Original GP% shows the margin you would have earned with no markdowns. The gap between that and GP% is what markdowns cost you on that line.

How do I run it?

1. In the RICS Back Office, navigate to Reporting :: Report Creator :: Sales :: Sales Analysis

- In the Report Options section, select Supplier Summary for the Report Type, select Average Cost under How to value on-hand inventory and select up to 2 different Sales Periods to view
NOTE: Average Cost will provide you with your true on-hand inventory cost

Report Options

How do you want to sort the results?
 In Order of: **SKU / Selected Report Type**

What to analyze by?
 Analyze by: **Supplier**

How to display Coupons?
 Coupons: **None**

What type of report do you want to run?
 Report Type: **Supplier Summary**

How to value on-hand inventory?
 Value Inventory at: **Average Cost**
 (Ctrl+click to multi-select)
 Active Selling Price
 Average Cost
 Current Cost
 Markdown Cost

Date: **Today** **10/14/2026**

☐ Value In-Transit inventory as On-Hand at the receiving store

How to treat stores?
 Store Option: **Separate Stores**

Date Conditions
 Age By: **Date Last Received**
 Date Last Received: from **10/14/2026** to **10/14/2026**
 Date First Received: from **10/14/2026** to **10/14/2026**

What sale types would you like to include?
☒ Store Sale
☐ Web Sale
☐ Catalog Sale (Telephone)
☐ Wholesale
☐ Invoice
☐ Mobile

Filter by these dates
 Date Available Until from **10/14/2026** to **10/14/2026**

Report Column 1
 None: ☐
 Sales Period: **Previous Month**
 From **9/1/2026** to **9/30/2026**

Report Column 2
 None: ☐
 Sales Period: **Same Dates Previous Year**
 From **9/1/2025** to **9/30/2025**

How would you like to show percentages?
 Show Percentages by: **Percent of Store**

- In the Report Criteria section, leave all fields blank if you want to report on your entire inventory. Only enter criteria if you want to limit the report to certain suppliers, classes, etc
- Click Run
- To access this report, navigate to Reporting :: Report Manager, then double click the report from the list

FUN FACT The ROI column is GMROI (gross margin return on inventory): how many dollars of profit you earned for every dollar tied up in inventory. RICS calculates it the hard (and accurate) way, by adding up what you actually had on hand every single day of the period instead of just averaging a starting and ending count.

PRO TIP You can value on-hand inventory two ways at once. Pair Average Cost with Active Selling Price to see both the cost and the retail value of what is sitting in the back room.

SALES ANALYSIS (BY SKU)

The Sales Analysis report by SKU gets down to the individual item, showing on-hand inventory and up to two sales periods for each SKU. This is where you find your heroes and your zeroes. Follow the steps below to run a Sales Analysis report:

Why would I run this?

- **Find your best sellers.** Sort by Quantity Sold or Net Sales to see what is flying out the door, and make sure you never run out of it.
- **Find what is not selling.** Low sell-through plus high on-hand is a markdown candidate.
- **Plan reorders.** Compare last month to the same month last year before placing your next order.
- **See what is coming.** Either column can be set to On Order instead of a sales period, so you can see incoming inventory right next to what is selling.

How do I run it?

1. In the RICS Back Office, navigate to Reporting :: Report Creator :: Sales :: Sales Analysis
2. In the Report Options section, select SKU Detail for the Report Type, select Average Cost under How to value on-hand inventory and select up to 2 different Sales Periods to view
NOTE: Average Cost will provide you with your true on-hand inventory cost

3. In the Report Criteria section, leave all fields blank if you want to report on your entire inventory. Only enter criteria if you want to limit the report to certain suppliers, classes, etc
4. Click Run
5. To access this report, navigate to Reporting :: Report Manager, then double click the report from the list

FUN FACT Sell-Thru % is units sold divided by units sold plus units still on hand. Sold 30 pairs and have 10 left? That is 75% sell-through. Projected GP% goes a step further and assumes the rest of your stock sells at today's price, a sneak peek at where your margin is headed.

PRO TIP Running this for your whole store can produce a lot of pages. Run it as Excel/CSV and use filters, or narrow the Report Criteria to one supplier or class at a time.

STOCK STATUS

The Stock Status report is your inventory reality check. It shows what you have on hand, what has sold, what is on order and what is in transit, based on the criteria you select. Follow the steps below to run a Stock Status report:

Why would I run this?

- **Build your reorder list.** Show only short or critical items to see exactly where you are below your model stock.
- **Fill size runs.** Spot styles that are missing sizes before a customer walks out because you did not have their size 10.5.
- **Check the pipeline.** On-Order is split into At Once and Future, so you know what is arriving soon versus later in the season.
- **Clean up inventory.** Show only items with negative on-hand to track down receiving or counting mistakes.
- **See the trend.** Add up to four sales periods, or 13 months of Sales History by Month, right alongside on-hand.

How do I run it?

1. In the RICS Back Office, navigate to Reporting :: Report Creator :: Inventory/Purchase Orders :: Stock Status
2. In the Report Options section, leave all fields to the default selection if you want to report on everything.
NOTE: If you want to limit this report to only showing SKUs with sales during a certain period, enter that selection below in the Show Only SKUs With Sales In section.

3. In the Report Criteria section, leave all fields blank if you want to report on your entire inventory. Only enter criteria if you want to limit the report to certain suppliers, classes, etc

NOTE: Most retailers enter criteria here to only report on a small set of inventory

Report Criteria

By Store: ☐ Exc

By Store State: ☐ Exc

By Supplier: ☐ Exc

By Class: ☐ Exc

By Color: ☐ Exc

By Location: ☐ Exc

By SKU: ☐ Exc

By Col:

By Row:

By PO #: ☐ Exc

Pricing

☐ Include Only SKUs At Retail Price (as of today)

☐ Include Only SKUs At Markdown Price (as of today)

☐ Include Only SKUs With Badges (as of today)

Product Custom Entries

- In the Printing Options section, you can add additional information to the report along with up to 4 different sales periods

Printing Options

Print Which Quantities

☐ Model
 ☒ On-Hand
 ☐ Short
 ☐ Critical
 ☐ Max
 ☐ Reorder
 ☐ On-Order (At Once)
 ☐ On-Order (Future)
 ☐ On-Order (Total)
 ☐ In Transit

☐ Show Negative On-Hand

Also Print

☐ Costs
 ☐ ROI and Turns
 ☐ Age
 ☐ Sales History by Month
 ☐ Location
 ☐ Perks
 ☐ Column totals

Group By Row

☐ Print selected quantities grouped by row

Show Sales

Sales Period: Previous Month

From 9/1/2026 to 9/30/2026

Show Sales

Sales Period: None

From to

Show Sales

Sales Period: None

From to

Show Sales

Sales Period: None

From to

5. Click Run

6. To access this report, navigate to Reporting :: Report Manager, then double click the report from the list

FUN FACT "Short" and "Critical" are not the same thing. Short means you are below your model stock. Critical means you are short and nothing is on order. Those are the items that need your attention today.

PRO TIP Need to move stock between stores? Choose Compare Stores to see every location side by side. If one store is short on an item another store has plenty of, that is a transfer, not a reorder.

RICS>PAY FUNDING REPORT

The RICS>Pay Funding Report shows the deposits RICS>Pay sent to your bank, broken down by batch and transaction, including sales, refunds, fees and chargebacks. Bookkeepers use it to balance funding deposits over a specified time period, and it can be broken out to show credit and debit batches separately. Follow the steps below to run a RICS>Pay Funding Report:

Why would I run this?

- **Match deposits to your bank statement.** Each deposit shows its funding date, sales, refunds, fees, chargebacks and net deposit, the number you should see land in the bank.
- **Know your true cost of taking cards.** Total Fees show what processing actually cost you for the period.
- **Track down a missing deposit.** Funding Detail lists every transaction in a deposit, with the card's last 4 digits, payment network and amount.
- **Separate credit from debit.** Choose to include Debit/Credit detail to see each on its own.

How do I run it?

1. In the RICS Back Office, navigate to Reporting :: Report Creator :: POS :: RICS>Pay Funding Report
2. In the Report Options section, select a Sales Period you would like to analyze

3. Click Run
4. To access this report, navigate to Reporting :: Report Manager, then double click the report from the list

FUN FACT A RICS>Pay "day" does not start at midnight. It starts at your store's RICS>Pay batch start time (1:05 AM if one has not been set), so a late-night sale lands in the day you expect. HSA/FSA payments and RICS>Checkout payments are included in this report too.

PRO TIP In Store Settings, the Funding Report Date Range option decides whether the report's dates mean when the card was run (Transaction Date) or when the money was deposited (Funding Date). If you are reconciling against a bank statement, Funding Date is usually the one you want.



CHEAT SHEET: WHICH REPORT SHOULD I RUN?

If you are asking...	Run this report
"Did today's sales and tenders add up?"	Store Analysis
"How much sales tax do I owe, and to which state?"	Sales Tax Recap
"What happened on this ticket?" or "How many returns and voids did we have?"	Sales Journal
"Which vendors are actually making me money?"	Sales Analysis (Supplier Summary)
"What are my best and worst sellers?"	Sales Analysis (SKU Detail)
"What do I need to reorder?"	Stock Status
"Does my bank deposit match my card sales?"	RICS>Pay Funding Report

RETAIL LINGO DECODER

- **GP% (Gross Profit %):** Profit divided by net sales. The share of every sales dollar you get to keep after paying for the product.
- **Original GP%:** The margin you would have earned with no markdowns. Compare it to GP% to see what markdowns cost you.
- **ROI / GMROI:** Profit earned for every dollar invested in inventory. A GMROI of 3.0 means \$3 in gross profit for every \$1 of average inventory.
- **Turns:** How many times per year you sell through your average inventory. Higher turns mean your inventory dollars are working harder.
- **Sell-Thru %:** Units sold divided by units sold plus units on hand. The quickest way to tell a hit from a dud.
- **Short / Critical:** Short is below model stock. Critical is short with nothing on order.
- **At Once / Future:** On-order inventory due to ship soon (At Once) versus later (Future).

Happy reporting! Remember, the best report is the one you actually read.