



# Retek® Merchandising Reports™

## 11.0

### User Guide



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Depending on the Support option chosen by a particular client (Standard, Plus, or Premium), the times that certain services are delivered may be restricted. Severity 1 (Critical) issues are addressed on a 7x24 basis and receive continuous attention until resolved, for all clients on active maintenance. Retek customers on active maintenance agreements may contact a global Customer Support representative in accordance with contract terms in one of the following ways.

Contact Method	Contact Information
<b>E-mail</b>	support@retek.com
<b>Internet (ROCS)</b>	<a href="http://rocs.retek.com">rocs.retek.com</a>
<b>Phone</b>	+1 612 587 5800
<b>Mail</b>	Retek Customer Support Retek on the Mall 950 Nicollet Mall Minneapolis, MN 55403

Toll free alternatives are also available in various regions of the world:

Australia	+1 800 555 923 (AU-Telstra) or +1 800 000 562 (AU-Optus)
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Hong Kong	800 96 4262
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Korea	00 308 13 1342
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United Kingdom	0800 917 2863
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United States	+1 800 61 RETEK or 800 617 3835
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### When contacting Customer Support, please provide:

- Product version and program/module name.
- Functional and technical description of the problem (include business impact).
- Detailed step-by-step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.

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# Chapter 1 – Retek Merchandising System

## Cost Overlap/Conflicts

The Cost Overlap/Conflicts report identifies any conflicting cost changes that have been entered into the system.

**Parameters:** No parameters are required for this report.

Large Retailers Ltd								PAGE: 1 OF 2
COST OVERLAP/CONFLICTS REPORT								
Cost Change: 3501	SLV's check							
	Item	Supplier	Loc Type	Location	Country ID	Bracket Value	Active Date	Unit Cost
	6213	1234560000	S	1000000000	US		10-MAR-01	7.90
	6213	1234560000	S	1000000020	US		10-MAR-01	7.90
Conflicting Cost Change	Item	Supplier	Loc Type	Location	Country ID	Bracket Value	Active Date	Unit Cost
4509	6213	1234560000	S	1000000000	US		10-MAR-01	7.88
4509	6213	1234560000	S	1000000020	US		10-MAR-01	7.88

**Cost Overlap/Conflicts report**

## Daily Purge

A regularly scheduled batch program deletes records that users have marked for deletion. Some records may not be deleted if the system determines that the record is still in use in RMS. The Daily Purge report lists the records which cannot be deleted, from which tables, and why.

**Parameters:** No parameters are required for this report.

Retailers Ltd			PAGE: 1 OF 1
DAILY PURGE REPORT			
Attempted To Delete	From	Reason Record Could Not Be Deleted	

**Daily Purge report**

## Mass Item Change Rejection

Users can enter a request in RMS to make the same change to multiple items. The Mass Item Change Rejection report lists those changes that were rejected by the system and why the request could not be completed.

**Parameter:** The user is prompted to select the type of change. The change type may be item indicator, location-level attributes, merchandise hierarchy, seasons/phases, replenishment, substitute items, user-defined attributes, or VAT indicator.

DATE: 23-JUL-02 (MCREJECT)		Large Retailers Ltd MASS ITEM CHANGE REJECTION REPORT			PAGE: 1 OF 1	
Change Type: Merchandise Hierarchy		Item	Description	Location Type	Location	Reason for Rejection
100002038	Tran code 15 posupld test					This item is currently on stock count. It cannot be reclassified at this time.
100006004	reclass item					This item is currently on stock count. It cannot be reclassified at this time.
100006004	reclass item					This item is currently on stock count. It cannot be reclassified at this time.
100006004	reclass item					This item is currently on stock count. It cannot be reclassified at this time.
100006021	djw reclass item					This item is currently on stock count. It cannot be reclassified at this time.
2345	SLV's test item II					This item is currently on stock count. It cannot be reclassified at this time.

Mass Item Change Rejection report

## Missing Stock Count Result

The Missing Stock Count Result report identifies the locations where a stock count is scheduled for the current week but for which stock count data has not yet been entered into the system.

**Parameters:** No parameters are required for this report.

DATE: 19-JUL-02 (STK_MISS)		Retailers Ltd MISSING STOCK COUNT RESULT REPORT					PAGE: 1 OF 1
		The following stock store/subclass or warehouse/subclass combinations are scheduled for stock count in the current month, but no stock count results have been input. This must be rectified before proceeding with the end of month processing					
Physical Location	Location	Depart	Class	Subcla	Stock Count Number	Date	Stock Count Description

Missing Stock Count Result report

## Off Retail

The Off Retail report lists the items that were sold at an unexpected retail price. The report provides the date, type of discount, expected retail price, and the retail price actually charged at the point of sale.

**Parameters:** No parameters are required for this report.

DATE : 23-JUL-02 (OFF_RET)				Large Retailers Ltd OFF-RETAIL REPORT				PAGE: 1 OF 1		
Store : 1000000000 Fargo								Currency : USD		
Date	Discount Type	Tran Type	Depart	Item	Item Desc	Qty	POS Retail	Selling UOM	Expected Retail	
09-MAR-01	Off Retail	S	1414	100002011	Tank Pack	2	22.00	EA	125.00	
09-MAR-01	Off Retail	S	1414	100002098	Tank tran code 15 posupld test	106	0.93	KG	0.92	
09-MAR-01	Off Retail	S	1414	100004092	Tank Pack - Vat Included	1	40.00	EA	66.00	
09-MAR-01	Off Retail	S	1414	100004105	Cool Tank, used in pack	3	13.83	KG	35.56	
09-MAR-01	Off Retail	S	1414	100018648	Apples, Spring Fresh,Paisley,Dark Blue,Cottc	1	10.00	EA	33.33	
09-MAR-01	Off Retail	S	1414	100060001	retest JL12	2	15.40	EA	24.44	
09-MAR-01	Off Retail	S	1414	100060027	Vat test	2	19.00	EA	24.44	
Store : 1000000001 Minneapolis								Currency : USD		
Date	Discount Type	Tran Type	Depart	Item	Item Desc	Qty	POS Retail	Selling UOM	Expected Retail	
09-MAR-01	Off Retail	S	1414	100002003	Cotton Pack	1	11.00	EA	137.50	
09-MAR-01	Off Retail	S	1414	100004092	Tank Pack - Vat Included	3	30.00	EA	66.00	
09-MAR-01	Off Retail	S	1414	100004105	Cool Tank, used in pack	1	15.00	KG	40.01	
Store : 1000000002 Madison								Currency : USD		
Date	Discount Type	Tran Type	Depart	Item	Item Desc	Qty	POS Retail	Selling UOM	Expected Retail	
09-MAR-01	Off Retail	S	1414	100004105	Cool Tank, used in pack	1	40.00	KG	26.67	

## Off Retail report

## Order Redistribution

Sometimes orders are distributed to a dummy location (also referred to as a redistribution warehouse) because the order is placed before the buyer knows which locations need the ordered items. The Order Redistribution report lists those purchase orders that must be redistributed by a specified buyer. If a buyer is not specified, the report lists such orders for each buyer.

**Parameter:** The user is prompted to enter a buyer (optional).

DATE: 19-JUL-02 (ORDREDST)				Retailers Ltd ORDER REDISTRIBUTION				PAGE: 1 OF 1		
Buyer: 721 Men Classics										
Department: 2102 Men's Classics*										
Order No.	Supplier	Supplier Name		Not Before Date	Not After Date		Currency			
901	2500	Armani		29-MAY-02	29-MAY-02		USD			
1501	2500	Armani		18-JUN-02	18-JUN-02		USD			
Buyer:										
Department:										
Order No.	Supplier	Supplier Name		Not Before Date	Not After Date		Currency			
2806	250	Johnson & Johnson USA		25-JUN-02	25-JUN-02		USD			
3702	500	Philip Morris Tobacco Company		18-JUN-02	18-JUN-02		USD			

## Order Redistribution report

## Pre-issued Order Numbers

A buyer can reserve one or more purchase order numbers for use away from the office. The Pre-issued Order Numbers report lists the system-generated numbers, the selected the supplier, as well as the expiration date. The buyer is expected to enter the details of the purchase orders into RMS when they are known, or the reserved numbers will be purged from the system after the expiration date.

**Parameters:** The user is prompted to enter the number of purchase order numbers needed, the number of days until the numbers expire, and the supplier.

DATE: 23-JUL-02 (ORDPRE)		Large Retailers Ltd PRE-ISSUED ORDER NUMBERS	PAGE: 1 OF 1
ORDER NUMBER	SUPPLIER	The following order numbers have been reserved until: 08-APR-01	
8001	1212120000		
8002	1212120000		
8003	1212120000		
8004	1212120000		
8005	1212120000		
8006	1212120000		
8007	1212120000		
8008	1212120000		
8009	1212120000		
8010	1212120000		
8011	1212120000		
8012	1212120000		

**Pre-issued Order Numbers report**

## Pricing Overlaps

The Pricing Overlaps Report displays the promotion type, promotion start and end dates, and store for those items which are included in overlapping promotions.

**Parameters:** From the Promotional Header Maintenance window, click on the Conflict button.

DATE: 09/04/03 (PRCOVRLP)		The Company Inc. --- PRICING OVERLAPS REPORT				PAGE: 1 OF 1	
Promotion: 4901 test This report contains overlaps for the specified promotion Promotion type = Department Level							
Type	Number	Promotion Type	PCI/Clearance Active Date	Promotion Start Date	Promotion End Date	Status	
Promotion	3901	Item Level		12/06/01	10/05/02	Submit In Progress	
Depart	Class	Subcla	Store	Store Name	Zone Group ID	Zone ID	Description
1000 Berlin							
Item Description							
100159019	35204_ss Black:Large						
100159027	35204_ss Black:Small						
100159035	35204_ss White:Large						
100159043	35204_ss White:Small						

**Pricing Overlaps Report**

## Purchase Order

The Purchase Order report displays the details of a given purchase order.

**Parameter:** The user is prompted to enter a purchase order number.

DATE : 19-JUL-02		Retailers Ltd		PURCHASE ORDER REPORT		PAGE : 1 OF 2	
(ORD_DET)		PO#:		5201			
<b>This is an EDI order</b>							
BUYER: 620	Home Fashn	FAX: 612-777-7000		NOT AFTER DATE:	20-JUN-02		
PHONE: 612-777-3620		8000		NOT BEFORE DATE:	20-JUN-02		
VENDOR: Home Furnishings							
300 Excelsior Blvd							
				TERMS:	2.5% 30 Days		
				DISCOUNT % APPLIED:			
Minneapolis	MN 55415	PO TOTAL COST					
CONTACT: Amy Peterson		NET OF DISCOUNT:	2,500.00				
PHONE: 612 898 6700	FAX: 612 898 6701	ORDER CURRENCY:	USD				
BILL TO: Default Bill to Location		TITLE PASS LOCATION:	0V FOB POINT				
FREIGHT TERMS: 01							
FOB TERMS PAY METHOD:							
TRANS. RESPONSIBILITY:							
COMMENTS:							
SHIP TO: Charlotte *		PO COST PER STORE					
2301 North Tryon Street		NET OF DISCOUNT:	2,500.00				
Charlotte	NC 28226	ORDER CURRENCY:	USD				
MANAGER: Frank Miller							
PHONE: 704-555-2121							
FAX:							
QUANTITY ORDERED	PACK SIZE	UOP	DESCRIPTION	ITEM DEPART	NET UOP COST	VENDOR EXT. COST	NET EXT. COST
50	1 EA		Twin Sheet Set	100053003 3020	50.00	2,500.00	2,500.00
DATE : 19-JUL-02		Retailers Ltd		PURCHASE ORDER REPORT		PAGE : 2 OF 2	
(ORD_DET)		PO#:		5201			
SUMMARY - TOTAL ALL STORES ORDER CURRENCY: USD							
QUANTITY ORDERED	PACK SIZE	UOP	REF ITEM	DESCRIPTION	TOTAL VENDOR EXT. COST	TOTAL NET EXT. COST	
50	1 EA			Twin Sheet Set	2,500.00	2,500.00	
THIS ORDER IS PLACED BY BUYER SUBJECT TO THE TERMS AND CONDITIONS APPEARING HEREON AND ON THE ATTACHED PAGE. AND BY ACCEPTING THIS ORDER SELLER AGREES TO BE BOUND THEREBY. NO ADDITIONS OR MODIFICATIONS WILL BE BINDING UPON BUYER UNLESS EXPRESSLY AGREED TO IN WRITING.							
1. EACH LOCATION RECEIVING MERCHANDISE MUST BE INVOICED SEPARATELY. 2. ORIGINAL INVOICE TO THE OFFICE LISTED ABOVE. 3. COPY OF INVOICE, OR PRICED PACKING SLIP, MUST ACCOMPANY THE SHIPMENT TO THE STORE. 4. OUR P.O. NUMBERS MUST APPEAR ON ALL DOCUMENTS PERTAINING TO THIS ORDER. 5. NO BACK ORDERS OR SUBSTITUTIONS WITHOUT AUTHORIZATION.							
AUTHORIZED SIGNATURE							

## Purchase Order report

## Stock Count Variance

The Stock Count Variance report indicates where physical counts differ from book counts. Only those variances that exceed predefined tolerances are reported.

**Parameters:** The user is prompted to enter the cycle count ID and the stocktake date.

DATE: 24-JUL-02 (STK.VAR)	Large Retailers Ltd STOCK COUNT VARIANCE REPORT	PAGE: 1 OF 1
STOCK COUNT NUMBER: 3	third	FOR 09-MAR-01
Variance Report of items that exceed the unit, cost, or retail stocktake variance system settings.		
<> denotes negative number		

**Stock Count Variance report**

## Stock Count Worksheet

The Stock Count Worksheet report lists the items that are to be counted at a location on a specified date. The user can enter the results of the physical count next to each item on the worksheet.

**Parameter:** The user is prompted to enter the stock count ID.

DATE: 23-JUL-02 (STK.WKSHT)	Large Retailers Ltd STOCK COUNT WORKSHEET REPORT	PAGE: 1 OF 32																																	
STOCK COUNT NO: 701	COUNT DATE: 10-MAR-01	DESCRIPTION: Sandi's Sandals																																	
DEPART: 44	CLASS: 44	WAREHOUSE: 18 Eastern Warehouse																																	
SUBCLA: 44	NAME: Foley/Foley/Foley																																		
<table> <thead> <tr> <th>Item Description</th> <th>Item</th> <th>Stock Count</th> </tr> </thead> <tbody> <tr> <td>Skates:Dark Blue:Large</td> <td>100012383</td> <td></td> </tr> <tr> <td>Skates:Dark Blue:Medium</td> <td>100012391</td> <td></td> </tr> <tr> <td>Skates:Dark Blue:Small</td> <td>100012404</td> <td></td> </tr> <tr> <td>Skates:Dark Brown:Large</td> <td>100012412</td> <td></td> </tr> <tr> <td>Skates:Dark Brown:Medium</td> <td>100012421</td> <td></td> </tr> <tr> <td>Skates:Dark Brown:Small</td> <td>100012439</td> <td></td> </tr> <tr> <td>Skates:Dark Green-Moss-Olive:Large</td> <td>100012447</td> <td></td> </tr> <tr> <td>Skates:Dark Green-Moss-Olive:Medium</td> <td>100012455</td> <td></td> </tr> <tr> <td>Skates:Dark Green-Moss-Olive:Small</td> <td>100012463</td> <td></td> </tr> <tr> <td>Skates:Dark Grey:Large</td> <td>100012471</td> <td></td> </tr> </tbody> </table>			Item Description	Item	Stock Count	Skates:Dark Blue:Large	100012383		Skates:Dark Blue:Medium	100012391		Skates:Dark Blue:Small	100012404		Skates:Dark Brown:Large	100012412		Skates:Dark Brown:Medium	100012421		Skates:Dark Brown:Small	100012439		Skates:Dark Green-Moss-Olive:Large	100012447		Skates:Dark Green-Moss-Olive:Medium	100012455		Skates:Dark Green-Moss-Olive:Small	100012463		Skates:Dark Grey:Large	100012471	
Item Description	Item	Stock Count																																	
Skates:Dark Blue:Large	100012383																																		
Skates:Dark Blue:Medium	100012391																																		
Skates:Dark Blue:Small	100012404																																		
Skates:Dark Brown:Large	100012412																																		
Skates:Dark Brown:Medium	100012421																																		
Skates:Dark Brown:Small	100012439																																		
Skates:Dark Green-Moss-Olive:Large	100012447																																		
Skates:Dark Green-Moss-Olive:Medium	100012455																																		
Skates:Dark Green-Moss-Olive:Small	100012463																																		
Skates:Dark Grey:Large	100012471																																		

**Stock Count Worksheet report**

## Stock Transfer Manifest

The Stock Transfer Manifest report displays the details of a given transfer.

**Parameter:** The user is prompted to enter a transfer ID.

DATE: 19-JUL-02 (TSF_DET)		Retailers Ltd STOCK TRANSFER MANIFEST NO. 30000000200		PAGE: 1 OF 1	
FROM :	10001 Store Supply	TO :	1531 Los Angeles*		
PHYSICAL LOC :	2 No. America Central				
DEPART:		TOTAL COST :	428.96		
DISPATCHED :	18-JUN-02	TOTAL SELL :	743.83		
STATUS :	Shipped	CURRENCY :	USD		
ITEM	ITEM DESCRIPTION	QTY	UOM	QTY	
100002644	Asymmetrical Hem Dress:Black:8	1.00	EA	1.00	EA
100012050	Wall & Trim Enamel:1 Gallon:Satin	1.00	EA	1.00	EA
037000321026	Tide Powder Detergent: 60 Washes	4.00	EA	1.00	Case
100011014	100% Cotton Sheets:Queen:Navy	12.00	EA	12.00	EA

### Stock Transfer report

# Chapter 2 – Retek Sales Audit

## Credit Card Summary

The Credit Card Summary report lists the credit card transactions for a specified type of credit card over a range of dates.

**Parameters:** The user is prompted to enter the range of dates (required), the store (optional), and the type of credit card (required).

Large Retailers Ltd CREDIT CARD SUMMARY REPORT							PAGE: 1 OF 1	
Card Type	Tran. Date/Time	Store	Register	POS Tran. No.	Tran. Type	Card No.	Auth. No.	Currency: EUR
								Tran. Amt.
Visa	03-MAR-01	1000000024	REG02	23	Sale	40000000000000200	1923432455663423	346.23
	03-MAR-01	1000000024	REG01	25	Sale	40000000000000507	1923432455663423	354.78
	03-MAR-01	1000000014	REG02	21	Sale	40000000000001109	1923432455663423	0.00
	03-MAR-01	1000000024	REG02	30	Sale	40000000000000101	1923432455663423	85.09
	03-MAR-01	1000000014	REG03	22	Sale	40000000000000101	1923432455663423	493.026.73
	03-MAR-01	1000000014	REG01	31	Sale	40000000000001208	1923432455663423	2.213.79
	03-MAR-01	1000000024	REG02	61	Sale	40000000000000507	1923432455663423	1.194.26
	03-MAR-01	1000000014	REG00	45	Sale	40000000000000418	1923432455663423	856.96
	03-MAR-01	1000000024	REG01	80	Sale	40000000000000705	1923432455663423	206.46
	03-MAR-01	1000000024	REG01	81	Sale	40000000000000608	1923432455663423	37.78
	03-MAR-01	1000000024	REG01	81	Sale	40000000000000608	1923432455663423	805.19
	03-MAR-01	1000000014	REG00	49	Sale	40000000000000705	1923432455663423	1.241.10
	03-MAR-01	1000000024	REG00	171	Sale	40000000000000200	1923432455663423	7.59
	03-MAR-01	1000000014	REG00	169	Sale	40000000000000507	1923432455663423	83.834.33
	03-MAR-01	1000000024	REG03	179	Sale	40000000000000804	1923432455663423	157.38
	04-MAR-01	1000000024	REG00	11	Sale	4000000000000101	1923432455663423	2.400.14
	04-MAR-01	1000000014	REG03	16	Sale	40000000000000606	1923432455663423	1.811.23
	04-MAR-01	1000000014	REG03	22	Sale	40000000000000804	1923432455663423	*****
	04-MAR-01	1000000024	REG00	30	Sale	40000000000001109	1923432455663423	16.73
	04-MAR-01	1000000014	REG04	30	Sale	40000000000000309	1923432455663423	3.90
	04-MAR-01	1000000024	REG00	42	Sale	40000000000000200	1923432455663423	2.801.25
	04-MAR-01	1000000024	REG03	80	Sale	40000000000001109	1923432455663423	1.853.85
	04-MAR-01	1000000024	REG03	60	Sale	40000000000001109	1923432455663423	1.577.16
	04-MAR-01	1000000024	REG04	184	Sale	4000000000000101	1923432455663423	62.82

Credit Card Summary report

## Flash Sales

The Flash Sales report provides a quick overview of the sales for a designated business day. The report includes passed transactions as well as failed transactions that are in the auditor's queue for interactive auditing.

**Parameter:** The user is prompted to enter the business day.

Large Retailers Ltd FLASH SALES REPORT							PAGE: 2 OF 2	
			TODAY: 03-MAR-01		LAST YEAR: 04-MAR-00		Currency: EUR	
Store	Comp Name	Today Weather	Today NetSales Proc	Today NetSales Susp	Today Total NetSales	Last Year Total Sales	Last Year Weather	%VAR
1000000024 Y	Denver		0.00	0.00	0.00	0.00		%
1000000025 Y	Las Vegas		0.00	0.00	0.00	0.00		%
1000000026 Y	Perth		0.00	0.00	0.00	0.00		%
1000000027 Y	Sydney		0.00	0.00	0.00	0.00		%
1000000028 Y	Melbourne		0.00	0.00	0.00	0.00		%
1000000029 Y	Toronto		0.00	0.00	0.00	0.00		%
1000000030 Y	Yellowknife		0.00	0.00	0.00	0.00		%
1000000031 Y	Halifax		0.00	0.00	0.00	0.00		%

< > denotes negative number  
! - this data has not been exported to RMS

Total Sales:	0.00	0.00	%
Comp Stores:	0.00	0.00	%
Non-Comp Stores:	0.00	0.00	

Flash Sales report

## Flash Totals

The Flash Totals report displays any predefined totals of the type FLR (flash total reporting) for a designated business day.

**Parameters:** The user is prompted to enter the business day (required) and the store (optional).

DATE: 19-JUL-02 (SAFLTL)		Retailers Ltd FLASH TOTALS REPORT		PAGE: 1 OF 1		
Business Day: 30-MAR-02				Currency Code : USD		
Store	Store Name					
Total:						
Average:						
<> denotes negative number						
Data Status:						
R Ready for Import						
L Loading						
P Partially Loaded						
F Fully Loaded						
G Purged						

Flash Totals report

## Voucher Activity

The Voucher Activity report provides issue and redemption information for vouchers of a designated type and for a designated business day. The voucher type may be credit voucher, manual credit, manual imprint, or gift certificate.

**Parameters:** The user is prompted to enter the type of voucher (required), the voucher number (optional), the start date (required), the end date (optional), the store where the voucher was issued (optional), and the store where the voucher was redeemed (optional).

DATE: 19-JUL-02 (SAVOUCH)		Retailers Ltd VOUCHER ACTIVITY REPORT							PAGE: 1 OF 1	
		Credit Voucher							Currency: USD	
Doc. No.	Issued Store	Issued Cashier	Issued Date	Issued Amt.	Redeemed Store	Redeemed Cashier	Redeemed Date	Redeemed Amt.	Amount Outstanding	Status
6125872658	1311 3333333333		24-MAY-02	563.18					563.18	
6125872658	1111 3333333333		25-MAY-02	563.18					563.18	
6125872658	1311 3333333333		25-MAY-02	563.18					563.18	
6125872658	1111 3333333333		27-MAY-02	563.18					563.18	
6125872658	1311 3333333333		27-MAY-02	563.18					563.18	
6125872658	1111 3333333333		28-MAY-02	563.18					563.18	
6125872658	1311 3333333333		28-MAY-02	563.18					563.18	
6125872658	1111 3333333333		15-MAY-02	563.18					563.18	
6125872658	1111 3333333333		16-MAY-02	563.18					563.18	
6125872658	1311 3333333333		16-MAY-02	563.18					563.18	
6125872658	1111 3333333333		17-MAY-02	563.18					563.18	
6125872658	1111 3333333333		21-MAY-02	563.18					563.18	
6125872658	1311 3333333333		21-MAY-02	563.18					563.18	
6125872658	1111 3333333333		22-MAY-02	563.18					563.18	
6125872658	1311 3333333333		22-MAY-02	563.18					563.18	
6125872658	1111 3333333333		15-MAY-02	563.18					563.18	
6125872658	1111 3333333333		18-MAY-02	563.18					563.18	
6125872658	1311 3333333333		18-MAY-02	563.18					563.18	
6125872658	1111 3333333333		19-MAY-02	563.18					563.18	
6125872658	1311 3333333333		19-MAY-02	563.18					563.18	
6125872658	1111 3333333333		24-MAY-02	563.18					563.18	
6125872658	1311 3333333333		24-MAY-02	563.18					563.18	
6125872658	1111 3333333333		17-MAY-02	563.18					563.18	
6125872658	1111 3333333333		20-MAY-02	563.18					563.18	
6125872658	1311 3333333333		20-MAY-02	563.18					563.18	
6125872658	1111 3333333333		23-MAY-02	563.18					563.18	
6125872658	1311 3333333333		23-MAY-02	563.18					563.18	
6125872658	1111 3333333333		26-MAY-02	563.18					563.18	
6125872658	1311 3333333333		26-MAY-02	563.18					563.18	
Sum Outstanding: 15,769.04										

Voucher Activity report

# Chapter 3 – Retek Trade Management

## HTS Mass Update Impact

The HTS Mass Update Impact report lists the items and purchase order/items that were impacted by a change in the harmonized tariff schedule.

**Parameters:** The user is prompted to enter the effective date of the HTS change, and to indicate whether to restrict the report to the affected items or to the affected items on all purchase orders or only unapproved purchase orders.

DATE: 19-JUL-02 (HTSC/HG)		Retailers Ltd HTS MASS UPDATE IMPACT REPORT			PAGE: 1 OF 1	
Order No.	Unappr. Item Ind	Description	HTS	Effective Date: From	Effective Date: To	Import Country

HTS Mass Update Impact report

## Letter of Credit Amendments

The Letter of Credit Amendments report displays the details of amendments made to a given letter of credit.

**Parameter:** The user is prompted to enter the letter of credit ID.

DATE: 19-JUL-02 (LCAMEND)		Retailers Ltd LETTER OF CREDIT AMENDMENTS			PAGE: 1 OF 1	
Dates						
Letter of Credit:	HKS00112	Application:	20-JUN-02	Place of Expiry:	Advising Bank	
LC Ref ID:	10000112	Confirmation:	24-JUN-02	Purchase Type:	Free on Board	
Applicant:	Retailers Ltd.	Early Ship:	05-AUG-02	Presentation Term:	By Acceptance	
Advising Bank:	Hong Kong Shanghai	Late Ship:	04-SEP-02	Issuance:	Telex	
Beneficiary:	World Accessories	Expiration:	04-OCT-02	Drafts At:	30 Days	
Issuing Bank:	Hong Kong Shanghai	Form Type:	Long	Advice Method:	Overnight	
Credit Avail:	Hong Kong Shanghai	LC Type:	Master	With Recourse:	No	
LC Amount:	Approximately 20,500.00 USD twenty thousand five hundred and 0100 USD	Origin Country:	BR	Transferable:	No	
		Neg. Days:		Transhipable:	No	
				Partial Shipments:	No	
Letter Of Credit Amendments:						
Amend No.	Order No.	Item	Original	New	Effect (USD)	Amendment Text
1	2705	100009723	600	680	1,640.00	Order Quantity from 600 to 680 for Item 100009723, resulting effect is 1640 (USD).
	2705	100009731	400	440	820.00	Order Quantity from 400 to 440 for Item 100009731, resulting effect is 820 (USD).
				3		Document added "Commercial Invoice in triplicate. Packing List in original plus one copy. Packing List must state that no solid wood packing material has been used.".
	2705	100009731	400	384	-328.00	Order Quantity from 400 to 384 for Item 100009731, resulting effect is -328 (USD).

Letter of Credit Amendments report

## Letter of Credit Details

The Letter of Credit Details report displays the details of a given letter of credit.

**Parameter:** The user is prompted to enter the letter of credit ID.

DATE: 19-JUL-02		Retailers Ltd		PAGE: 1 OF 1			
(LCDNLD)		LETTER OF CREDIT DETAILS REPORT					
<b>Dates</b>							
Letter of Credit:	HKSO0112	Application:	20-JUN-02	Place of Expiry:	Advising Bank		
LC Ref ID:	10000112	Confirmation:	24-JUN-02	Purchase Type:	Free on Board		
Applicant:	500	Early Ship:	05-AUG-02	Presentation Term:	By Acceptance		
Advising Bank:	Hong Kong Shanghai	Late Ship:	04-SEP-02	Issuance:	Telex		
Beneficiary:	World Accessories	Expiration:	04-OCT-02	Drafts At:	30 Days		
Issuing Bank:	Hong Kong Shanghai	Form Type:	Long	Advice Method:	Oversight		
Credit Avail:	Hong Kong Shanghai	LC Type:	Master	With Recourse:	No		
LC Amount:	Approximately 20,500.00 USD twenty thousand five hundred and 0/100 USD	Origin Country:	BR	Transferable:	No		
		Neg. Days:		Transhipable:	No		
				Partial Shipments:	No		
<b>Order No.</b>							
2705	Item	Description	Origin Country	Cost (USD)	Qty(UOM)		
	100009723	Leather Backpack Handbag,Black	BR	20.50	600.00 (EA)		
	100009731	Leather Backpack Handbag,Chocolate,Color	BR	20.50	400.00 (EA)		
<b>---Ship Date---</b>							
				Earliest	Latest		
Doc ID	Doc Description	Doc Text					
2	Inspection Certificate			05-AUG-02	04-SEP-02		
101	Statement of Origin			05-AUG-02	04-SEP-02		

### Letter of Credit Details report

# Chapter 4 – Retek Invoice Matching

## Activity by User ID

The Activity by User ID report lists the status of all invoices created by a specified user. If a user is not specified, then the report lists the invoices created by each user. The types of invoices include consignment invoices, credit memos, credit notes, credit note requests, debit memos, merchandise invoices, and non-merchandise invoices.

**Parameter:** The user is prompted to enter a user ID (optional).

Retailers Ltd ACTIVITY BY USER ID							PAGE: 1 OF 9
USER ID : ASN_TO_INVC							
INVOICE	INVC TYPE	SUPPLIER	NAME	CREATE DATE	STATUS	CURRENCY	TOTAL COST
196	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:35	Approved	USD	2,270.40
197	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:48	Approved	USD	103.20
198	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:48	Approved	USD	206.40
199	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:48	Approved	USD	309.60
200	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:49	Approved	USD	412.80
201	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:49	Approved	USD	516.00
202	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:49	Approved	USD	619.20
203	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:49	Approved	USD	722.40
204	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:49	Approved	USD	825.60
205	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:49	Approved	USD	928.80
206	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:49	Approved	USD	1,032.00
207	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:49	Approved	USD	1,135.20
208	Merchandise Invoice	1000	International Apparel	26-JUN-02 17:40:49	Approved	USD	1,238.40

Activity by User ID report

## Force Paid Invoices by Supplier

The Force Paid Invoices by Supplier report lists the invoices marked as force paid for a specified supplier. If a supplier is not specified, such invoices are listed for each supplier.

**Parameters:** The user is prompted to enter a supplier (optional), and to indicate whether to display unposted or posted invoices (required).

Retailers Ltd FORCE PAID INVOICES BY SUPPLIER							PAGE: 1 OF 1
Supplier: 2100 Classiques							
Invoice ID	Invoice Type	Total Invoice Cost	Curr	Invoice Date	Status	Create ID	Post Date
402	Merchandise Invoice	932.75	USD	05-JUL-02	Unmatched	RMSDEM10USER	

Force Paid Invoices by Supplier report

## Matched Invoices by Supplier

The Matched Invoices by Supplier report lists the matched invoices for a specified supplier. If a supplier is not specified, the matched invoices are displayed for each supplier.

**Parameter:** The user is prompted to enter a supplier (optional).

DATE: 19-JUL-02 (INVCMBYS)		Retailers Ltd		PAGE: 1 OF 7			
Supplier : 1000 International Apparel		MATCHED INVOICES BY SUPPLIER					
Match Date: 18-JUN-02		Match ID: ASN_TO_INVC					
Invoice ID	Terms	Total	Invoice Date	Create Date	Due Date		
101	Term 2	91.80 USD	18-JUN-02	26-JUN-02	18-JUL-02		
102	Term 2	214.20 USD	18-JUN-02	26-JUN-02	18-JUL-02		
103	Term 2	306.00 USD	18-JUN-02	26-JUN-02	18-JUL-02		
104	Term 2	397.80 USD	18-JUN-02	26-JUN-02	18-JUL-02		
105	Term 2	520.20 USD	18-JUN-02	26-JUN-02	18-JUL-02		
106	Term 2	612.00 USD	18-JUN-02	26-JUN-02	18-JUL-02		
107	Term 2	91.80 USD	18-JUN-02	26-JUN-02	18-JUL-02		
108	Term 2	214.20 USD	18-JUN-02	26-JUN-02	18-JUL-02		
109	Term 2	306.00 USD	18-JUN-02	26-JUN-02	18-JUL-02		
110	Term 2	397.80 USD	18-JUN-02	26-JUN-02	18-JUL-02		
111	Term 2	520.20 USD	18-JUN-02	26-JUN-02	18-JUL-02		
112	Term 2	612.00 USD	18-JUN-02	26-JUN-02	18-JUL-02		
113	Term 2	91.80 USD	18-JUN-02	26-JUN-02	18-JUL-02		
114	Term 2	214.20 USD	18-JUN-02	26-JUN-02	18-JUL-02		
115	Term 2	306.00 USD	18-JUN-02	26-JUN-02	18-JUL-02		
116	Term 2	397.80 USD	18-JUN-02	26-JUN-02	18-JUL-02		

Matched Invoices by Supplier report

## Standard Debit/Credit

The Standard Debit/Credit report displays the details of a specified invoice document. The type of invoice may be credit memo, credit note, credit note request, or debit memo.

**Parameter:** The user is prompted to enter the ID of an invoice document.

DATE: 23-JUL-02 (INVCCRDB)		Large Retailers Ltd DEBIT MEMO		PAGE: 1 OF 1	
INVOICE: 1101	SUPPLIER: 2345670000	David Fashion Creations P/L	CURRENCY: USD		
STATUS: Matched	SUPPLIER: INV DATE: 09-MAR-01	SUPPLIER: INV NO:	EXCHANGE RATE: 1		
REF RTV: 103000			DUE DATE: 09-MAR-01		
REASON: RTV					
INVOICE MERCHANDISE COST DETAILS					
ITEM	DESCRIPTION	REF ITEM	UNIT COST	VAT RATE	INVC QTY
100594011 Navy Classic Fresh Strawberry Large			1.00		100.00
TOTAL MERCHANDISE COST:	100.00				
TOTAL NON-MERCHANDISE COST:	0.00	TOTAL INVOICE QTY:		100.00	
TOTAL INVC MERCHANDISE VAT:	0.00				
TOTAL INVOICE COST:	100.00				
COMMENTS:					

### Debit Memo (Standard Debit/Credit report)

DATE: 23-JUL-02 (INVCCRDB)		Large Retailers Ltd CREDIT NOTE REQUEST		PAGE: 1 OF 1	
INVOICE: 1201	SUPPLIER: 1212120000	Glassware Products Ltd.	CURRENCY: USD		
STATUS: Approved	SUPPLIER: INV DATE: 09-MAR-01	SUPPLIER: INV NO: 1234	EXCHANGE RATE:		
REF RTV: 105005			DUE DATE: 09-MAR-01		
REASON:					
INVOICE MERCHANDISE COST DETAILS					
ITEM	DESCRIPTION	REF ITEM	UNIT COST	VAT RATE	INVC QTY
100624013 eph			100.00		15.00
TOTAL MERCHANDISE COST:	1,500.00				
TOTAL NON-MERCHANDISE COST:	0.00	TOTAL INVOICE QTY:		15.00	
TOTAL INVC MERCHANDISE VAT:	0.00				
TOTAL INVOICE COST:	1,500.00				
COMMENTS:					

### Credit Note Request (Standard Debit/Credit report)

## Unmatched Receipts by Supplier

The Unmatched Receipts by Supplier report lists the unmatched or partially matched receipts for a specified supplier. If a supplier is not specified, the unmatched or partially matched receipts are listed for each supplier.

**Parameter:** The user is prompted to enter a supplier (optional).

Retailers Ltd UNMATCHED RECEIPTS BY SUPPLIER							PAGE: 1 OF 149
Supplier:	Shipment: 503 Receive Date: 27-JUN-02			Ref Item	Qty Expected	Qty Received	Unit Cost Curr
036632010100 Dannon Fruit on the Bottom LF-Apple Cinnamon:8 OZ					0	72	0.58 USD
Supplier:	Shipment: 503 Receive Date: 27-JUN-02			Ref Item	Qty Expected	Qty Received	Unit Cost Curr
036632010100 Dannon Fruit on the Bottom LF-Apple Cinnamon:8 OZ					0	72	0.58 USD
Supplier:	Shipment: 503 Receive Date: 27-JUN-02			Ref Item	Qty Expected	Qty Received	Unit Cost Curr
036632010117 Dannon Fruit on the Bottom LF-Blueberry:8 OZ					0	72	0.58 USD
Supplier:	Shipment: 503 Receive Date: 27-JUN-02			Ref Item	Qty Expected	Qty Received	Unit Cost Curr
036632010117 Dannon Fruit on the Bottom LF-Blueberry:8 OZ					0	72	0.58 USD
Supplier:	Shipment: 503 Receive Date: 27-JUN-02			Ref Item	Qty Expected	Qty Received	Unit Cost Curr
036632010131 Dannon Fruit on the Bottom LF-Cherry:8 OZ					0	24	0.58 USD
Supplier:	Shipment: 503 Receive Date: 27-JUN-02			Ref Item	Qty Expected	Qty Received	Unit Cost Curr
036632010131 Dannon Fruit on the Bottom LF-Cherry:8 OZ					0	24	0.58 USD

### Unmatched Receipts by Supplier report

## Unmatched and Partially Matched Invoices by Supplier

The Unmatched and Partially Matched Invoices by Supplier report lists the unmatched and partially matched invoices for a specified supplier. If a supplier is not specified, the unmatched and partially matched invoices are listed for each supplier. These are invoices that have failed the matching process.

**Parameter:** The user is prompted to enter a supplier (optional).

Retailers Ltd UNMATCHED AND PARTIALLY MATCHED INVOICES BY SUPPLIER							PAGE: 1 OF 1	
Supplier:	Invoice ID	Total Invoice	Curr	Invoice Date	Status	Failed Match	Payment Method	Discrepancy
2100 Classiques	403	3,450.17	USD	01-JUL-02	Unmatched	X	Open Account	Due Date Qty. Cost VAT
Supplier:	2100 Classiques			Invoice ID	Total Invoice	Curr	Invoice Date	Discrepancy
3050 Home Improvements	402	932.75	USD	05-JUL-02	Unmatched	X	Open Account	Due Date Qty. Cost VAT
Supplier:	3050 Home Improvements			Invoice ID	Total Invoice	Curr	Invoice Date	Discrepancy
	401	14,808.00	USD	03-JUL-02	Unmatched		Open Account	Due Date Qty. Cost VAT

### Unmatched/Partially Matched Invoices by Supplier report