

Oracle® Retail Back Office

User Guide

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Oracle Retail Back Office User Guide, Release 14.0

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Preface

This guide describes the Oracle Retail Back Office user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is intended for store managers and system administrators who need to manage beginning and end-of-day procedures, employee status, roles, cash, items, pricing, and time management.

Documentation Accessibility

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Related Documents

For more information, see the following documents in the Oracle Retail Back Office Release 14.0 documentation set:

- *Oracle Retail Back Office Installation Guide*
- *Oracle Retail Back Office Release Notes*
- *Oracle Retail POS Suite Configuration Guide*
- *Oracle Retail POS Suite Data Dictionary*
- *Oracle Retail POS Suite Data Model Differences*
- *Oracle Retail POS Suite Data Model ERWIN File*
- *Oracle Retail POS Suite Data Model Mapping File*
- *Oracle Retail POS Suite Entity Relationship Diagrams, Volume 1 - Subject Areas*

- *Oracle Retail POS Suite Entity Relationship Diagrams, Volume 2 - Overviews*
- *Oracle Retail POS Suite Implementation Guide, Volume 1 - Implementation Solutions*
- *Oracle Retail POS Suite Implementation Guide, Volume 2 - Extension Solutions*
- *Oracle Retail POS Suite Implementation Guide, Volume 4 - Point-of-Service External Order*
- *Oracle Retail POS Suite Implementation Guide, Volume 5 - Mobile Point-of-Service*
- *Oracle Retail POS Suite Operations Guide*
- *Oracle Retail POS Suite Security Guide*
- *Oracle Retail POS Suite 14.0/Merchandising Operations Management 14.0 Implementation Guide*

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

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 14.0) or a later patch release (for example, 14.0.1). If you are installing the base release or additional patches, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

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If a more recent version of the document is available, that version supersedes all previous versions.

Oracle Retail Documentation on the Oracle Technology Network

Documentation is packaged with each Oracle Retail product release. Oracle Retail product documentation is also available on the following web site:

<http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html>

(Data Model documents are not available through Oracle Technology Network. These documents are packaged with released code, or you can obtain them through My Oracle Support.)

Documentation should be available on this web site within a month after a product release.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Overview

Oracle Retail Back Office provides a means of accessing, maintaining, and monitoring store business. The general Oracle Retail Back Office user is a store manager, assistant manager, or system administrator. Occasionally, store employees may have access to time maintenance functions. From a single server in the store, you can access and manage employee status and roles, items, pricing, and store transactions. You can also perform basic store operations such as opening and reconciling tills, adding items, and applying price promotions.

This chapter provides an introduction to Oracle Retail Back Office, including navigational tools, screen region functions, and an overview of the Oracle Retail Back Office features, which enables you to successfully access and manage store operations.

The following topics are discussed:

- ["Getting Started"](#)
- ["User Interface"](#)
- ["Security and Errors"](#)

Getting Started

This section explains how to start Oracle Retail Back Office, log in, and log out.

Starting the Application

To access Oracle Retail Back Office, open a browser by double clicking the browser icon on your desktop. To access the login screen, enter the URL for your Oracle Retail Back Office web page into the browser address bar:

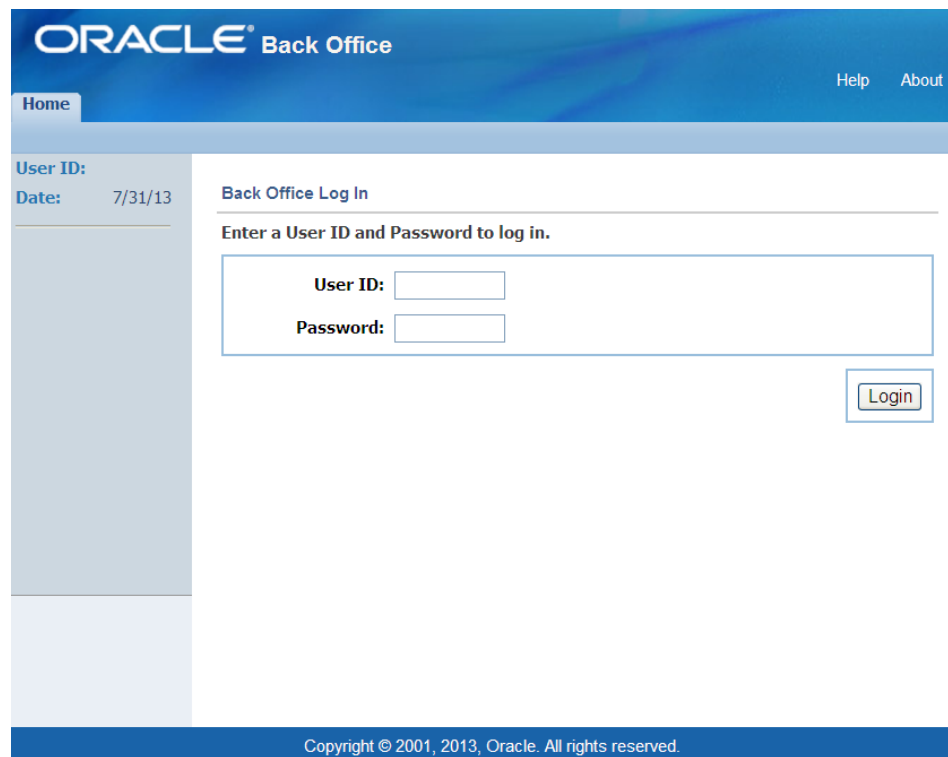
`https://<hostname>:<portnumber>/backoffice`

Logging In

You must log in to Oracle Retail Back Office before any of the functions can be accessed. Logging in is done from the login screen that appears when Oracle Retail Back Office is launched.

Enter your user ID and password on the login screen and click **Login**.

For information on how passwords are handled by Oracle Retail Back Office, see ["Passwords"](#).

Figure 1–1 Login Screen

If you entered a temporary password or a password that has expired, the Change Password screen is displayed. You must change your password before you can access the application.

After entering a valid user ID and password, the Dashboard is displayed.

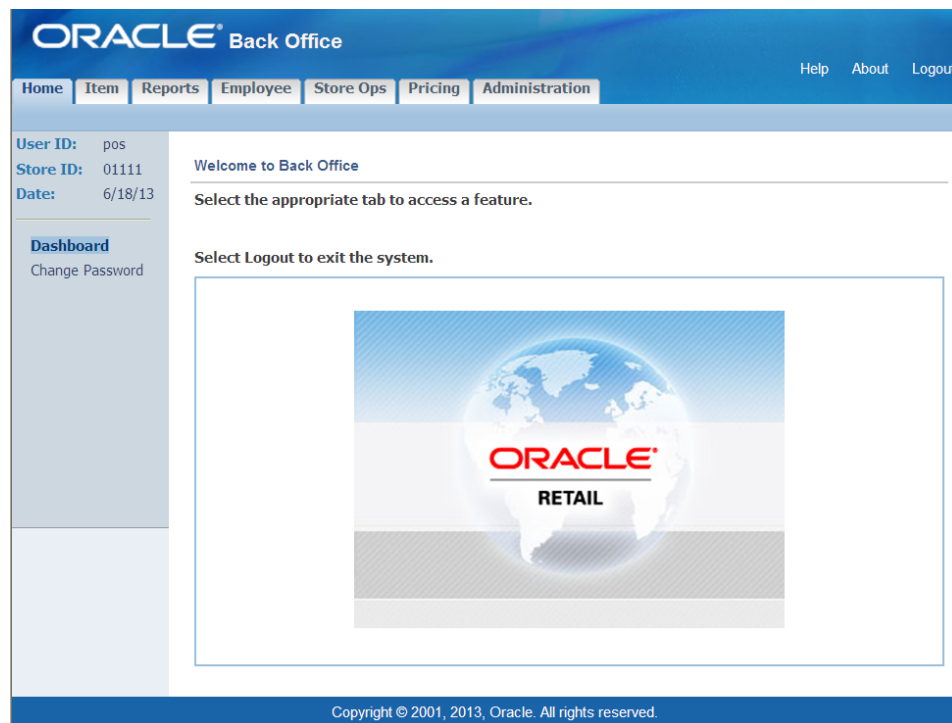
Logging Out

To log out from the application:

1. Click **Logout** at the top right of the application screen. The Logout Confirmation screen is displayed.
2. To log in to Back Office, click **Login**.

Dashboard

The Dashboard is displayed after logging in or when you click the Home tab. The screen enables you to access the features of Oracle Retail Back Office to which you have security access and to change your password.

Figure 1–2 Dashboard Screen

Change Password

To change your password:

1. On the Dashboard, click the **Change Password** left navigation link. The Change Password screen is displayed.

Figure 1–3 Change Password Screen

Change Password

Enter your current Password, then enter your New Password and select Update.

User ID: pos

Current Password: *

Enter New Password: *

Confirm New Password: *

* = Required Field

2. Enter your current password.
3. Enter your new password.
4. Enter your new password again to confirm the change.
5. Click **Update**. The Password Change Successful screen is displayed.

- Click **Enter**.

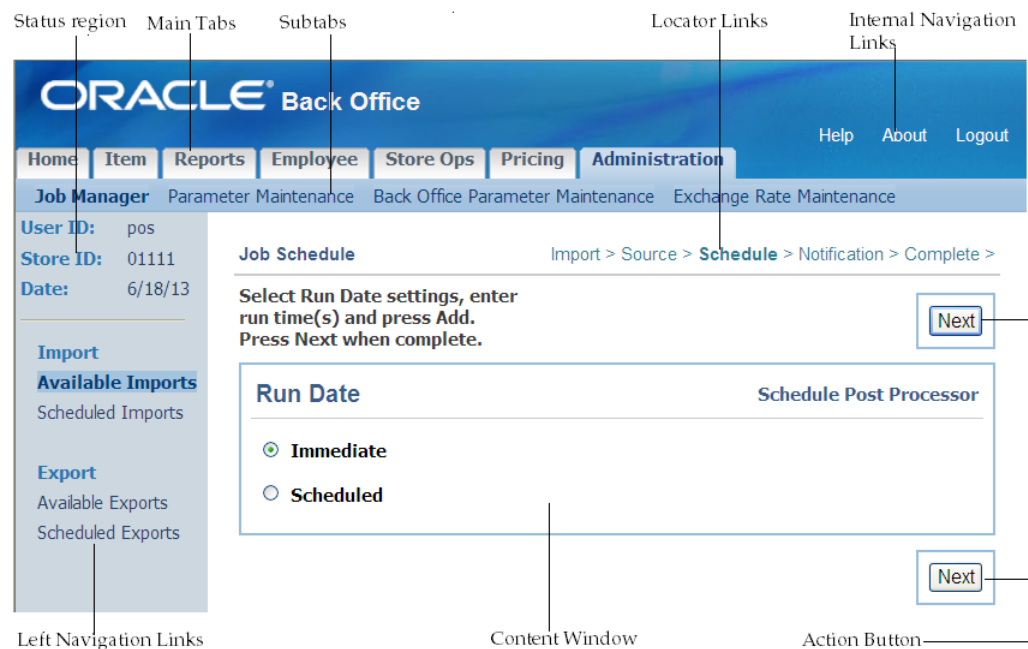
User Interface

This section provides an introduction to the application screen.

Screen Regions

The following figure shows the parts of the application screen.

Figure 1–4 Example Showing Parts of the Application Screen



Main Tabs

The main tabs show the main functions of Oracle Retail Back Office.

Subtabs

The subtabs appear below the main tabs when a main tab is clicked. The subtabs that appear correspond to the chosen tab. For example, clicking the **Employee** tab displays employee-related subtabs.

Left Navigation Links

The left navigation links appear or change when a subtab is clicked. The left navigation links enables you to choose a specific function within that subtab. For example, clicking the **Time Maintenance** subtab under the **Employee** tab displays a new screen and the left navigation links specific to that subtab. You can click one of the left navigation links to perform that specific function.

Content Window

You can view or perform tasks in the content window; for example, add employees, create price promotions, or running a report. You can perform these tasks by entering

information into a field, choosing an item from a menu, or selecting a check box. These functions allow for easy updates or changes to information.

Action Buttons and Links

The action buttons and links in the content window aid you in performing tasks in the content window. The action buttons and links, if available, provide you with multiple options for each screen.

Internal Navigation Links

These links are available on every screen. The links provide access to the following functionality:

- Use the **Help** link to get information about the screen being displayed. When you click **Help**, a separate window opens to display the information.
- Use the **About** link to view copyright and version information for Oracle Retail Back Office. When you click **About**, a separate window opens to display the information.
- Use the **Logout** link to log out from Oracle Retail Back Office.

Locator Links

Some functions involve a sequence of steps. When this occurs, the locator links show the steps in the process to complete that function. The step that you are currently on is highlighted in bold. The locator links are text and do not enable you to access any screens.

For example, in [Figure 1-4](#), this screen is the third step of the process to create an import job. You can see that the next step in the process would be to choose the users to be notified of the import job success or failure.

Navigation

Knowing the screen regions and how to access them makes Oracle Retail Back Office easy to navigate. To select a tab, link, or button, click the object. Selecting one of these objects accesses its functionality.

Main Tabs

The main tabs provide the main functions of Oracle Retail Back Office. [Table 1-1](#) lists the tabs and describes the features accessible from each tab.

Table 1-1 *Main Tabs*

Tab	Functions
Home	The Home tab enables you to view the Dashboard and change your password.
Item	The Item tab enables you to search for and add items and kits.
Reports	The Reports tab enables you to view reports on store sales, financial status, and exceptions. You can also export reports, save reports, print reports, and view report schedules in this feature.

Table 1–1 (Cont.) Main Tabs

Tab	Functions
Employee	The Employee tab enables you to search for employees and add employees, temporary employees, and roles. You can reset employee passwords. You can also clock employees in and out as well as enter and adjust time entries made at Oracle Retail Point-of-Service or Oracle Retail Back Office and enter special hours. You can view employee time reports.
Store Ops	The Store Ops tab enables you to open and close the store, open and close registers, open and reconcile tills, and create a bank deposit. You can also access store, register, and till reports.
Pricing	The Pricing tab enables you to search, create, and add price promotions, price changes, and discount rules.
Administration	The Administration tab enables maintenance of store and Oracle Retail Back Office parameters, as well as provides available imports and exports for the job manager. You can also set and maintain foreign currency exchange rates.

Language and Locale Support

Oracle Retail Back Office supports multiple languages and a default locale for the application.

Note: All figures and examples in this guide use English language and the English - United States locale.

Language Support

Oracle Retail Back Office has a default language based on the default locale chosen for the application. In addition, each user has a preferred language which can be selected from the languages supported for the application.

Information on each screen is displayed in the default language for the application. If a user has a different preferred language selected, the screen is displayed in that preferred language.

Locale Support

Locale support means tailoring the information displayed on a screen and accepting user entered data in a format that meets the conventions of the locale, or geographic region, where the application is being used. In Oracle Retail Back Office, locale support is provided to enable the date, time, currency, calendar, address, and phone number to be displayed in the default locale chosen for the application.

Security and Errors

This section provides an overview of how security and errors are handled in Oracle Retail Back Office.

Passwords

Passwords are used to restrict access to Oracle Retail Back Office. The requirements for passwords are defined by the retailer. Requirements can include the definition of password length and content. For example, you may need to enter a password that is at least five but not more than ten characters and includes at least one numeric

character. For information on your password requirements, consult your system administrator.

Passwords can be set to expire within a specific number of days after being set. During login, if you are warned that your password is about to expire, you can choose to change your password at that time. If you do not change your password before it expires, you may be locked out from logging into the application. You may also be locked out after a specific number of invalid login attempts. If you are locked out, a system administrator must reset your password. When your password is reset, you are assigned a temporary password that you must change immediately following your next login.

For information on changing your password, see "[Change Password](#)".

User Messages

A message is displayed to notify you of an error or task completion. Common error messages include not entering specified fields or an incorrect user ID or password. You must correct the specified error before continuing.

Timeout Interval

If there has been no activity at your application screen for a specified period of time, you must log in again before you can perform any functions. This prevents an unauthorized person from getting access to your work. The period of time before you have to log in again is set by your system administrator.

Item Maintenance

Item Maintenance provides the functionality to maintain the store database of items and kits that are available in the store. A kit is a collection of items grouped under one price. You can search for and modify existing items or kits as well as add items or kits to the database. You can also add or modify the items included in a kit.

Note: If item information is being downloaded through the Data Import (DIMP) subsystem, any changes made through the Back Office Item tab may be overridden the next time item information is downloaded.

If a retailer is integrated with a merchandising system application, it is assumed that the retailer is using the merchandising system application, and not the features of Back Office, to set up items. Oracle Retail does not support using Back Office to manage items when integrated with a merchandising system application.

The following topics are discussed:

- ["Searching for an Item or Kit"](#)
- ["Managing Items"](#)
- ["Managing Kits"](#)

Searching for an Item or Kit

On the Item Search screen, you can search for items or kits and optionally select to add a new item or kit to the database if it is not found. To avoid duplication, a search must be made before you can add an item or kit to the database.

The Item Search fields are described in [Table 2-1](#). The item number and item description fields are always available. The other search fields are only available when that search criteria has been enabled.

All or part of the item number, item description, or manufacturer can be entered. An asterisk can be used as a wildcard. The following formats are accepted. Item description is used for the examples:

- If part of the description is entered, such as **dishes**, Back Office searches for item descriptions that have **dishes** in any part of the description. For example, *dinner dishes*, *dishes for kids*, and *seasonal dishes to order* would be matches.
- If an asterisk is used as a suffix, such as **dishes***, Back Office searches for item descriptions that start with **dishes**. For example, *dishes for kids* would be a match.

- If an asterisk is used as a prefix, such as ***dishes**, Back Office searches for item descriptions that end with **dishes**. For example, *dinner dishes* would be a match.
- The asterisk can also be placed anywhere in the description. For example, *dinner dishes* and *dishes for kids* would be matches for **di*s**.
- To see all items, you enter just an asterisk.

To search for an item:

1. Click the **Item** tab. The Item Search screen is displayed.

Figure 2–1 Item Search Screen

Item Search

Enter Search criteria and select search to continue.

Item Number:

Description:

Manufacturer:

Search Type : Item
Kit

Department: None ▼

Item Type: None ▼

Unit of Measure: None ▼

Color: None ▼

Size: None ▼

Style: None ▼

Table 2–1 Item Search Fields

Field	Description
Item Number	Unique identifying number or SKU number used to identify the item. All or part of the item number can be entered or an asterisk can be used as a wildcard as described above.
Item Description	Description of the item. All or part of the item description can be entered or an asterisk can be used as a wildcard as described above.
Manufacturer	Name of the manufacturer of the item. This field is only displayed if searching for an item by manufacturer is enabled. All or part of the manufacturer can be entered or an asterisk can be used as a wildcard as described above.
Department	Department where the item is defined. This field is only displayed if searching for an item by department is enabled.
Item Type	The type of item which may be stock item, service item, store coupon, or unknown. An example of a service item is delivery. This field is only displayed if searching for an item by item type is enabled.
Unit of Measure	How the item is measured, for example, pounds or liters. This field is only displayed if searching for an item by unit of measure is enabled.

Table 2–1 (Cont.) Item Search Fields

Field	Description
Style	Style of the item, generally used for apparel. This field is only displayed if searching for an item by style is enabled.
Color	Color of the item, generally used for apparel. This field is only displayed if searching for an item by color is enabled.
Size	Size of the item, generally used for apparel. This field is only displayed if searching for an item by size is enabled.

2. Enter an item number, description, or manufacturer.
3. Select the search type from the menu. To only search for items that match the criteria, select **Item**. To only search for kits, select **Kit**. To search for both items and kits, select both **Item** and **Kit** in the menu.
4. Select the remaining search criteria.
5. Click **Search**. Depending on the result, do one of the following:
 - If a matching item is not found, enter new criteria and retry the search.
 - If an item or kit number is not found, the **Item Not Found** screen is displayed. You can add the item or item or retry the search. To add the item or kit to the database, click **Yes**. To return to the search screen, click **No**.
 - If a matching item or kit is found, the **Item Maintenance** or **Kit Maintenance** screen is displayed. See "[Managing Items](#)" or "[Managing Kits](#)".
 - If multiple kits or items are found, a search results screen is displayed. See "[Selecting an Item or Kit](#)".

Selecting an Item or Kit

On the Search Results screen, you select an item or kit and view or modify details about it. You can also refine the search criteria and search again.

Figure 2–2 Search Results Screen

Item Search

Enter Search criteria and select search to continue.

Item Number:

Description:

Search Type : Item
Kit

Department:

Item Type:

Unit of Measure:

Color:

Size:

Item Search Results

Select the appropriate link to continue.

Item ID	Point of Service ID	Item Lists	Description	Regular Price
705	10000000000705		Thorium Arrows	5.00
7662	10000000007662		Fluid+	279.99
7664	10000000007664		Mag	199.99
7866	10000000007866		Pro Mod Chain Tensioner	8.99
7566	10000000007566		Pro TI MTN Bike	2,999.00
7701	10000000007701		PC-48 8 speed Power Chain	8.75
70070000	10000070070000		Gift Card \$10	10.00
70070002	10000070070002		Gift Card \$50	50.00
70070003	10000070070003		Gift Card \$100	100.00
722	10000000000722		Warranty1 - 1 year	0.00
727	10000000000727		Delivery3 - Next Week	0.00
719	10000000000719		Hawaiian Shirt	30.00
709	10000000000709		Bag of Marbles	2.00
710	10000000000710		Clay Marble	0.50
716	10000000000716		Bow Case	0.00
7801	10000000007801		Super Charger BMX Bike	199.99
7872	10000000007872		XS Pro BMX Handlebars	22.99
73845894	10000073845894		Double-Breasted Pea Coat - Charles Klein	79.99
701	10000000000701		Oil Filter	4.99
724	10000000000724		Warranty3 - 3 year	0.00

Results 1-20 of 58 [[<< Prev](#)] [1](#) [2](#) [3](#) [[Next >>](#)]

Table 2–2 describes the information on this screen.

Table 2–2 Search Results Columns

Column	Description
Item ID	Unique identifying number or SKU number used to identify the item or kit.
Point of Service ID	Unique item or kit SKU number referenced by Oracle Retail Point-of-Service.
Item Lists	Item lists in which this item is included. An item list is a grouping of items for applying discounts and promotions.
Description	Description of the item or kit.
Regular Price	Regular or permanent price assigned to the item or kit.

Click the item or kit number to view its details. See ["Managing Items"](#) or ["Managing Kits"](#).

Managing Items

On the Item Maintenance screen, you can add a new item or modify an existing item.

Note: If you are not allowed to edit items, the Item Maintenance screen is displayed as read only.

Figure 2–3 Item Maintenance Screen

Item Maintenance

Update item information and select Save.

Related Items Save

Item ID: 709

Description: Bag of Marbles *

Long Description: Bag of Marbles *

Department: Toys

Item Type: Stock Item

Unit of Measure: it8n-UN

Style: None

Color: None

Size: None

Regular Price: 2.00

Selling Price: 2.00

On Clearance: No

Cost: 0.00 *

Taxable: Yes No

Tax Group: Advanced Pricing Tax GroupB

Merchandise Hierarchy Group: Toys

Minimum Age for Purchase: 0

Discountable: Yes No

Serialized: Yes No

Restocking Fee: Yes No

Price Modifiable: Yes No

Quantity Modifiable: Yes No

Activation Required: Yes No

Authorized for Sale: Yes No

Price Entry Required: Yes No

Registry Eligible: Yes No

Special Order Eligible: Yes No

Employee Discount Eligible: Yes No

Prompt for Pickup: Yes No

Damage Discount Eligible: Yes No

Size Entry Required: Yes No

Serial Capture Time: Sale

Serial Number Creatable: Yes No

Serial Number Type:

Serial Number Label:

Available Item Lists

- Apparel Bottoms
- Apparel Ties
- Apparel Tops
- Balls
- Bike stuff
- Board games
- Car in en_us
- Chess Accessories

Add->

<-Remove

Assigned Item Lists



* = Required Field

Related Items Save

Table 2–3 describes the information on this screen.

Table 2–3 Item Maintenance Fields

Input Field	Description
Item Number	SKU number assigned to the item.
Description	Short description of the item.
Long Description	Long description of the item. This description is displayed in Oracle Retail Point-of-Service.

Table 2–3 (Cont.) Item Maintenance Fields

Input Field	Description
Department	Department where the item is defined, generally used for reporting.
Item Type	The type of item which may be stock item, service item, store coupon, or unknown. An example of a service item is delivery.
Unit of Measure	How the item is measured, for example, pounds or liters.
Style	Style of the item, generally used for apparel.
Color	Color of the item, generally used for apparel.
Size	Size of the item, generally used for apparel.
Regular Price	Regular or permanent price of the item.
Selling Price	Price currently displayed in Oracle Retail Point-of-Service. When a new item is being created, this field is disabled.
On Clearance	If set to Yes, the item is being sold on clearance. The displayed selling price is the clearance price.
Cost	Cost of the item. Used for reporting.
Taxable	If the item is taxable, click Yes . If the item is not taxable, click No .
Tax Group	Group that determines how tax is calculated.
Planogram ID	Identifier of where the item is located in the store.
Manufacturer	Manufacture of the item. If search by manufacturer is enabled and the manufacturer information is available for the item, it is shown here.
Merchandise Hierarchy Group	Group in the merchandise hierarchy where the item is defined. This is used for reporting.
Minimum Age for Purchase	The minimum age required in order to purchase the item.
Available Item Lists	Item lists to which this item could be added. An item list is a grouping of items used for reporting and assignment of discount rules or items.
Assigned Item Lists	Item lists in which this item is included.
Features	Features that control how the item is used in Oracle Retail Point-of-Service. For a description of each feature, see Table 2–4 .
Serial Capture Time	When the serial number is captured, which may be sale or store receiving. Note: This field can only be set using a merchandising application. It cannot be changed when either adding or editing item information.
Serial Number Creatable	If the serial number for the item can be created in Oracle Retail Point-of-Service, the field is set to Yes. If the serial number cannot be created, the field is set to No. Note: This field can only be set using a merchandising application. It cannot be changed when either adding or editing item information.
Serial Number Type	Type, such as, serial number, IMEI, or a value defined by the retailer. Note: This field can only be set using a merchandising application. It cannot be changed when either adding or editing item information.

Table 2–3 (Cont.) Item Maintenance Fields

Input Field	Description
Serial Number Label	Label displayed in Oracle Retail Point-of-Service, such as, Serial Number, IMEI, or a value defined by the retailer. Note: This field can only be set using a merchandising application. It cannot be changed when either adding or editing item information.
Item Image	The image is only displayed when an image for the item has been imported into Back Office using the Data Import (DIMP) Subsystem. For more information, see the <i>Oracle Retail POS Suite/Merchandising Operations Management Implementation Guide</i> .

To modify or add an item:

1. Enter or update the item information.
 - Enter the item description and cost. Description, Long Description, and Cost are required fields and may not be left blank. When adding an item, Regular Price is also required.
 - Select options from the available menus.
 - Click **Yes** or **No** for each provided item feature. An administrator can customize these features. The available features are shown in [Table 2–4](#).

Table 2–4 Item Maintenance Features

Feature Name	Description
Discountable	When set to No, the markdown and discount buttons are not be available.
Serialized	When set to Yes, you are prompted to enter the serial number for the item.
Restocking Fee	When set to Yes, and the item is returned, a percentage of the item price is included as a fee.
Price Modifiable	When set to No, the Price Override button is not available.
Quantity Modifiable	When set to No, the Quantity button is not available. This is set to No on all gift cards.
Activation Required	When set to Yes, activation of the item, such as a gift card, is required.
Authorized for Sale	When set to No, the item is not allowed to be sold at Point-of-Service.
Price Entry Required	When set to Yes, you are prompted to enter a price for the item.
Registry Eligible	When set to No, the Item Registry button is not available.
Special Order Eligible	When set to No, the Order button is not available.
Employee Discount Eligible	When set to No, the item may not have an employee discount applied.
Prompt for Pickup	When set to Yes, the item is eligible for pick up. When the item is sold, the cashier is prompted to set up the item for pickup.
Damage Discount Eligible	When set to No, the item may not have a damage discount applied.
Size Entry Required	When set to Yes, you are prompted to enter a size for the item.

2. Select one or more lists from the Available Item Lists menu.
To add the items to the Assigned Item Lists, click **Add**. To remove items from the Assigned Item Lists, click the list name, and click **Remove**.
3. To display any related items, click **Related Items**. The screen is updated to display the related items.

Figure 2–4 Related Items Screen

Item Maintenance

Related Items for item 709, Bag of Marbles

Auto Items	Upsell Items	Cross Sell Items	Substitutions
	710 Clay Marble 711 Butterfly Marble 712 Cats Eye Marble 715 Mica Marble	713 Onionskin Marble 714 Bennington Marble	

The related items can be Cross Sell items, Upsell items, Automatic items, or Substitution items. To return to the Item Maintenance screen, click **Back**.

4. To save the updated information, click **Save**. The item information is saved and the Item Search screen is displayed. See "[Searching for an Item or Kit](#)".

Managing Kits

A kit is a set of items grouped under one promotional price. On the Kit Maintenance screen, you can modify existing kits or define a new kit.

Note: If you are not allowed to edit kits, the Kit Maintenance screen is displayed as read-only.

Figure 2–5 Kit Maintenance Screen

Kit Maintenance

Select to Add Items to the list of components, modify the component quantity, or Remove existing components, and select Save.

Save Remove

Kit Item Number : 9873

Kit Description : Bikers Ensemble *

Department: Outdoor ▼

Components: Add Item

Select to Remove	Item Number	Description	Quantity
☐	4280	Serotta Pro Short	1
☐	4285	Mondial Nation Jersey M	1
☐	4851	2000 ATAC Carbon Pedals	1
☐	8187	CX 100W Road Bike Shoe	1

* = Required Field

Save Remove

Table 2–5 describes the information on this screen.

Table 2–5 Kit Maintenance Fields and Columns

Data Field or Column	Description
Kit Item Number	SKU number assigned to the kit.
Kit Description	Description of the kit displayed in Oracle Retail Point-of-Service.
Department	Department where the kit is defined, generally used for reporting.
Select to Remove	A checked box means the item is selected to be removed from the kit.
Item Number	SKU number assigned to the item.
Description	Short description of the item.
Quantity	The number of this item that is included in the kit.

To modify or add a kit:

- Enter or modify kit information.
 - To set the kit description, enter a new description into the field.
 - To set the department, select a new department from the menu.
 - To set the quantity of items, delete the number in the Quantity box and enter a new number.
 - To remove an item, select the check box next to the item number, and click **Remove**.
- To save the kit information, click **Save**. The Item Search screen is displayed.

Adding Items to a Kit

On the Kit Component Maintenance screen, you can add items to an existing or new kit. The items must exist before they can be added to a kit.

To add items to a kit:

1. Run a kit search using Steps 1-5 in "[Searching for an Item or Kit](#)". Choose to modify an existing kit or add a new kit to the database. The Kit Maintenance screen is displayed.
2. Click **Add Item**. The Kit Component Maintenance screen is displayed.

Figure 2–6 Kit Component Maintenance Screen

Kit Component Maintenance

Modify the component information and select Add, or select Done to return to Kit Maintenance.

Kit Item Number : 9873
Kit Description : Bikers Ensemble
Department: Outdoor

Item Number: 3214567 *

Component Quantity: 1 *

* = Required Field

3. Enter the item number in the given field.
4. Enter the quantity in the component Quantity field.
5. To add the item, click **Add**. The Kit Maintenance screen is displayed. The new item appears at the bottom of the screen.

The Reports tab enables you to view, export, and print reports. The reports provide summaries of store activity and performance. The report output can be tailored based on ad hoc report settings. Reports viewed frequently can be added to a list of Favorite Reports. Favorite reports can be scheduled on a repeating basis.

For more information, see the following sections:

- ["Overview"](#)
- ["Accessing Reports"](#)
- ["My Favorite Reports"](#)
- ["Report Schedules"](#)
- ["Descriptions of Available Reports"](#)

Overview

From the Reports tab, you can access summary reports on the status of sales and financial data collected through Oracle Retail Point-of-Service.

The Transaction Post Processor is a task available under the Data Management tab. It takes the transactions coming in through the POSLog and summarizes the transaction data so that the data can be used for reports. The task should be run on a repeating basis so that the latest available transaction data in the POSLog is included. For information on running the Transaction Post Processor, see ["Importing Data"](#) in [Chapter 7](#).

Report Subtabs

Under the Reports tab, a report is accessed by choosing the appropriate subtab and left navigation link. [Table 3–1](#) lists the available reports. For a description of each report, see ["Descriptions of Available Reports"](#).

Table 3–1 Available Reports

Reports Subtab	Reports
Sales	■ Flash Sales ■ Sales Summary by Register ■ Hourly Productivity

Table 3–1 (Cont.) Available Reports

Reports Subtab	Reports
Financial	- Over and Short by Cashier - Over and Short by Register - Bank Deposit - Till Status
Exceptions	- Suspended Transactions - Cancelled and Post Voided Transactions - No Sales Transactions

Report Action Buttons

The action buttons in a report screen provide you with a variety of options specific to that screen. [Table 3–2](#) lists the action buttons and describes what they do.

Table 3–2 Report Buttons

Button	Function
Add	Adds a report schedule.
Add to Favorites	Adds a report to My Favorite Reports.
Adhoc	Enables you to select criteria for viewing a report.
Done	When viewing an ad hoc report, returns you to the displayed report screen where the Adhoc button was selected.
Export	Exports a report to an external file.
Print	Prints a report.
Remove	Removes a favorite report.
Save	Saves a report schedule definition.
Schedule Report(s)	Adds reports to a report schedule.
View	Displays a report based on the ad hoc report settings selected.

Ad Hoc Report Settings

The Report Settings screen is used to tailor the report content. The start and end dates covered by the report and the report information that is included can be chosen.

The start and end dates for the report are chosen by selecting a reporting period or entering start and end dates. The following reporting periods can be selected from a menu:

- Today
- Week to Date
- Month to Date
- Year to Date
- Previous Day
- Previous Week
- Previous Month
- Previous Year

Report information sets which data is included in the ad hoc report. A store number can be entered and other options can be selected from menus. Each report with ad hoc capability has a subset of the following options enabled for selection:

- Store
- Merchandise Hierarchy
- Cashier
- Register
- Time Increment

A report information option may include the selection of All and None. None selects a summary of the data. For example, if you select All for Register, one row of data for each register is displayed in the report. If you select None, only one row is displayed with the data totalled for all registers.

For an example of a report settings screen, see ["Viewing a Report"](#). To see the list of settings available for each report, see ["Descriptions of Available Reports"](#).

Drill Down Reports

If you select a hyperlink within the report data, the drill down report is displayed with data for the selected hyperlink. For example, in a report that shows the store, you can drill down to see data for a specific merchandise hierarchy group. In most instances, the columns do not change when the drill down report is displayed. Drill down reports do not have the ad hoc capability.

Unavailable Data

Unavailable data in a report is handled in the following ways:

- If no data is available for a report, "No Data Available" is displayed.
- If specific data in a report is not available, dashes are displayed.

Report Header

The header portion of a report contains the following information:

- Title of the report
- The business start and end dates covered by the report or the current date for those reports which cover only the current business day
- The system date and time when the report was generated

Additional information is also included in the report when applicable:

- Store number, register number, and till number
- Name of the cashier responsible for the data covered in the report
- Report settings selected

Accessing Reports

You can view, export, and print reports. You can also save reports as favorite reports.

Viewing a Report

You can view any of the reports listed under the Reports tab. You can also select criteria for the report content.

To view a report:

1. Click the **Reports** tab.
2. Click the subtab of the report category you want to view.
3. Click a specific left navigation link to display that report.

Figure 3–1 Example of Displayed Report Screen

Today's Flash Sales Report Reports > Sales > Today's Flash Sales Report

Select to Ad hoc the report, Print the report, Export the report, Add to Favorites. Adhoc Print Export Add to Favorites

Report Period: Today

Today's Flash Sales Report							
Start Date:	01/12/2010			Run Date:	01/12/2010		
End Date:	01/12/2010				10:56 AM		
Store Name	Number of Transactions	Number of Units	Average Units Per Transaction	Average Transaction	Total Sales	Total Returns	Sales Less Returns
Lakeview Mall	2	8.00	4.00	676.96	1353.91	0.00	1353.91
Total	2	8.00	4.00	676.96	1353.91	0.00	1353.91

Adhoc Print Export Add to Favorites

4. To see data for a different reporting period, select a report period from the menu.
5. To select criteria for the report content, click **Adhoc**. The Report Settings screen is displayed.

Figure 3–2 Example of Report Settings Screen

Report Settings - Flash Sales Reports > Sales > Flash Sales

Enter criteria and select View. View Add to Favorites

Date Range:

☒ Run report by Reporting Period: Today

☐ Run report by date range:

Start Date: End Date:

Report Options:

Store:

Merchandise Hierarchy: Hardware>Tools

View Add to Favorites

Changes to criteria can be made by entering new information into the fields or choosing different options from the menus.

6. To display the ad hoc report, click **View**.

Figure 3–3 Example of Ad hoc Report Screen

Today's Flash Sales Ad hoc Report Reports > Sales > Today's Flash Sales Ad hoc Report

Select to Print the report, Export the report, Add to Favorites, or Done to continue. Print Export Add to Favorites Done

Today's Flash Sales Ad hoc Report

Start Date: 01/12/2010	Run Date: 01/12/2010
End Date: 01/12/2010	11:01 AM
Store: 04241- Lakeline Mall	
Merchandise Hierarchy: Tools	

Merchandise Hierarchy	Number of Transactions	Number of Units	Average Units Per Transaction	Average Transaction	Total Sales	Total Returns	Sales Less Returns
Tools	1	2.00	2.00	30.98	30.98	0.00	30.98

Print Export Add to Favorites Done

7. To add the report to your favorites, click **Add to Favorites**. The report is added to the My Favorite Reports list. See "[Viewing Favorite Reports](#)".
8. When you are done viewing the report, click **Done**.

Exporting a Report

The Export Report screen is used to export a displayed report. Exporting a report creates a new external file of the report that can be viewed outside of Oracle Retail Back Office.

To export a report:

1. Click **Export**. The Export Report screen is displayed.
2. Change the name of the exported file.
3. Select an output format from the menu. [Table 3–3](#) describes the available formats.

Table 3–3 Output File Formats

Format Type	Definition
HTML	A file with HTML tags that can be viewed as a web page.
PDF	Portable Document Format, a read-only file that can be read using Adobe Reader.
RTF	Rich text format, viewable in an application such as Microsoft Word.
XLS	Tabular format file that can be read using Microsoft Excel. Note: This exported file is not created in Microsoft Excel binary format, but in HTML format.

4. To export the report, click **Save**. When you are done exporting the report, click **Done**.

Printing a Report

To print the report being displayed, click **Print**. Your web browser displays a print setup dialog box.

My Favorite Reports

Reports can be saved for easy access. These reports are saved under My Favorite Reports. The list of favorites is created by choosing the **Add to Favorites** button when viewing a report. You can schedule or view favorite reports, or remove the reports from the favorites list.

Viewing Favorite Reports

On the My Favorite Reports screen, you can view your favorite reports:

1. Click the **Reports** main tab.
2. Click the **My Favorite Reports** subtab. The My Favorite Reports screen is displayed.

Figure 3–4 My Favorite Reports Screen

Select to Schedule or Remove	Favorite Name	Settings
☐	Flash Sales	Today, Hierarchy:Corporate >> Oracle >> South >> Texas >> Austin
☐	Bank Deposit	Week To Date, Hierarchy:Corporate >> Oracle >> South >> Texas >> Austin

Table 3–4 describes the information shown for each favorite report.

Table 3–4 My Favorite Reports Columns

Column	Description
Select to Schedule or Remove	A selected checked box indicates the report is selected to be added to a report schedule or removed from this list.
Favorite Name	Name assigned to the report.
Settings	Report period and hierarchy chosen for the report.

3. To display a report, click the link for the report in the Favorite Name column.
4. To add a report to a schedule, select the check box in the Select to Schedule or Remove column and click **Schedule Report(s)**. The Report Schedule Definition screen is displayed. See "[Report Schedules](#)".

Editing Report Settings

On the Favorite Report screen, you can edit the settings for a favorite report. To edit the report settings:

1. Click the **My Favorite Reports** subtab.
2. Click the settings link across from the report name. The Favorite Report screen is displayed.
3. You can change the name of the favorite report and the date range. When you have made your changes, click **Save**.

Removing Favorite Reports

On the My Favorite Reports screen, you can remove any of the reports. To remove reports:

1. Click the **My Favorite Reports** subtab.
2. Select the check boxes in the Select to Schedule or Remove column next to the reports to remove.
3. Click **Remove**. The reports are removed from the schedule.

Report Schedules

The Report Schedules screen displays a list of the define report schedules and enables you to add and remove report schedules.

A report schedule is used to execute favorite reports on a repeating basis. A report must be defined as a favorite report before it can be added to a report schedule.

To work with scheduled reports:

1. Click the **Report Schedules** subtab. The Report Schedules screen is displayed.

Figure 3–5 Report Schedules Screen

Report Schedules

Select an existing schedule, or select to Add or Remove a schedule.

Select to Remove	Report Schedule Name	Favorites Included	Outputs
☐	Weekly Austin Bank Deposits Repeating: Weekly Friday	Bank Deposit	Dashboard: Email: pos@oracle.com
☐	Daily Austin Flash Sales Repeating: Daily Start Time	Flash Sales	Dashboard: Email: pos@oracle.com

Table 3–5 Report Schedules Columns

Column	Description
Select to Schedule or Remove	A selected checked box indicates the report schedule has been selected to be scheduled or removed.
Report Schedule Name	The name of the report schedule and the run date and time.
Favorites Included	List of favorite reports included in the report schedule.
Outputs	List of recipients and the type of output received when the report schedule executes.

2. To edit an existing report schedule, click the name of the report schedule. The Report Schedule Definition screen is displayed. See ["Defining the Report Schedule"](#).
3. To add a new report schedule, click **Add**. The Report Schedule Definition screen is displayed. See ["Defining the Report Schedule"](#).
4. To remove a report schedule, select the check box for the Report Schedule in the Select to Remove column. Click **Remove**.

Defining the Report Schedule

On the Report Schedule Definition screen, you select the settings for a report schedule.

Figure 3–6 Report Schedule Definition Screen

Report Schedule Definition

Enter Schedule Name, Favorites Included, Run Date, Run Time, and Output information, and press Save. Save

Schedule Name

Name: *

Favorites Included

Choose Add to add a new favorite to this schedule, or to remove a favorite select the checkbox and choose Remove.

Favorites: * Add Remove

Select to Remove	Favorite Name
☐	Flash Sales

Run Date

Select a Begin Date and set Repeating options as needed

Begin Date:

☒ **Repeating**

End Date: ☐ Last Run Date:

☐ Duration: Days

☐ No end

Repeat:

Run Date

Select a Begin Date and set Repeating options as needed

Begin Date:

☒ **Repeating**

End Date: ☐ Last Run Date:

☐ Duration: Days

☐ No end

Repeat:

Run Time

Choose Add to add a new scheduled time, or to remove a scheduled time select the checkbox and choose Remove.

Time: Add Remove

Select to Remove	Scheduled Times
☐	10:00 PM
☐	1:00 PM

Outputs

Choose Add to add a new output, or to remove an existing output select the checkbox and choose Remove.

Send via: * To: * File Type: Add Remove

Select to Remove	Send to	Recipient	File Type
☐	EMAIL	pos@oracle.com	PDF

* = Required field

Save

To set the report schedule:

1. Enter the schedule name.
2. To add a new favorite report to the schedule, select a report from the Favorites menu and click **Add**. To remove a report from the schedule, select the check box in the Select to Remove column and click **Remove**.
3. Choose the run date and time.
 - a. Enter the begin date.
 - b. If you want to run the report on a repeating basis, click **Repeating**. Choose the end date and how often you want the report to be executed.
 - c. Enter the run time. If you choose the report to be executed daily at an interval, enter the interval. For example, to execute the report every 30 minutes, enter 00:30. Otherwise, enter a time between 00:00 and 23:59 when you want the report to run. Click **Add**. The time is added to the list. Multiple times can be chosen. If you want to remove a time from the list, select the check box in the Select to Remove column for the time and click **Remove**.
4. To send reports to an e-mail account, choose Email from the menu. Enter the e-mail address and choose the file type. Click **Add**.
5. Click **Save**. The report schedule is saved.

Removing Report Schedules

On the Report Schedules screen, you can remove any of the report schedules. To remove report schedules:

1. Click the **Report Schedules** subtab. The Report Schedules screen is displayed. See ["Report Schedules"](#).
2. Select the check boxes in the Select to Remove column next to the report schedules you wish to remove.
3. To remove the selected schedules, click **Remove**.

Descriptions of Available Reports

These following types of reports are available through the Reports tab:

- ["Sales"](#)
- ["Financial"](#)
- ["Exceptions"](#)

Sales

Sales reports present data on store sales. To access the reports, select the Sales subtab. The following reports are available by selecting a left navigation link:

- ["Flash Sales"](#)
- ["Sales Summary by Register"](#)
- ["Hourly Productivity"](#)

Flash Sales

The Flash Sales report displays information regarding store sales performance.

Figure 3–7 Flash Sales Report

Today's Flash Sales Report Reports > Sales > Today's Flash Sales Report

Select to Ad hoc the report, Print the report, Export the report, Add to Favorites. Adhoc Print Export Add to Favorites

Report Period: Today

Today's Flash Sales Report							
Start Date: 01/12/2010				Run Date: 01/12/2010			
End Date: 01/12/2010				10:56 AM			
Store Name	Number of Transactions	Number of Units	Average Units Per Transaction	Average Transaction	Total Sales	Total Returns	Sales Less Returns
Lakeline Mall	2	8.00	4.00	676.96	1353.91	0.00	1353.91
Total	2	8.00	4.00	676.96	1353.91	0.00	1353.91

Adhoc Print Export Add to Favorites

Table 3–6 describes the columns in flash sales reports.

Table 3–6 Flash Sales Report Columns

Column	Description
Store Name	Identifier of the store whose flash sales are shown.
Merchandise Hierarchy	Level in the merchandise hierarchy whose flash sales are shown.
Number of Transactions	Total of the sales transactions sold plus the picked up layaway transactions plus the completed order transactions minus any post-void transactions.
Number of Units	Total of the sale units sold plus the picked up layaway units plus the completed order units minus any post-void units.
Average Units Per Transaction	Number of Units divided by the Number of Transactions.
Average Transaction	Total Sales divided by the Number of Transactions.
Total Sales	Total of the taxable sales plus the non-taxable sales. Taxable Sales equals the total of taxable items sold minus voids (tax not included). Includes the extended price of the item when a layaway or order is picked up. Non-taxable Sales equals the nontaxable items sold minus voids. Includes the extended price of the item when a layaway or order is picked up.
Total Returns	Total of the non-taxable returns plus the taxable returns minus tax.
Sales Less Returns	Total Sales minus Total Returns.

Non-merchandise items, gift card sales, and gift card reloads are not included in the reports. Sales are reflected at the kit component level.

The order of the rows in any of the Flash Sales reports is based on the Sales Less Returns column. The entries are listed in descending order starting with the highest amount. For example, if the report shows the merchandise hierarchy, the list starts with the merchandise hierarchy group with the highest sales less returns amount. This makes it easy to identify the groups producing the most sales.

The following ad hoc criteria is available for this report:

- Reporting period or date range

- Store
- Merchandise hierarchy (All, None, or merchandise hierarchy level)

Flash Sales Merchandise Hierarchy Drill Down Selecting a store name link in the Flash Sales report displays the specific sales performance for the merchandise hierarchy groups with sales activity for that store.

Figure 3–8 Flash Sales Merchandise Hierarchy Drill Down Report

Today's Merchandise Hierarchy Drilldown Report Reports > Detail > Today's Merchandise Hierarchy Drilldown Report

Select to Print the report, Export the report, Add to Favorites. Print Export Add to Favorites

Flash Sales Merchandise Hierarchy Drilldown Report							
Start Date: 01/12/2010		End Date: 01/12/2010		Store: 04241- Lakeline Mall		Run Date: 01/12/2010 10:58 AM	
Merchandise Hierarchy	Number of Transactions	Number of Units	Average Units Per Transaction	Average Transaction	Total Sales	Total Returns	Sales Less Returns
Equipment	1	1.00	1.00	899.95	899.95	0.00	899.95
Baby Strollers	1	1.00	1.00	390.99	390.99	0.00	390.99
Tools	1	2.00	2.00	30.98	30.98	0.00	30.98
Camping	1	3.00	3.00	30.00	30.00	0.00	30.00
Gardening	1	1.00	1.00	1.99	1.99	0.00	1.99
Total	5	8.00	1.60	270.78	1353.91	0.00	1353.91

Print Export Add to Favorites

For a description of the columns in this report, see [Table 3–6](#).

Sales Summary by Register

The Sales Summary by Register report shows a summary of store sales by register for the current store. Register sales are based on gross sales and do not include sales tax.

Figure 3–9 Sales Summary by Register Report

Today's Sales Summary by Register Report Reports > Sales > Today's Sales Summary by Register Report

Select to Ad hoc the report, Print the report, Export the report, Add to Favorites. Adhoc Print Export Add to Favorites

Report Period: Today

Today's Sales Summary by Register Report							
Start Date: 01/12/2010		End Date: 01/12/2010		Run Date: 01/12/2010 11:05 AM			
Register	Number of Transactions	Average Transaction	Number of Units	Average Units per Transaction	Total Sales	Total Returns	Sales Less Returns
Register 129	3	306.65	3.00	1.00	919.95	9.00	910.95
Total	3	306.65	3.00	1.00	919.95	9.00	910.95

Adhoc Print Export Add to Favorites

[Table 3–7](#) describes the columns in this report.

Table 3–7 Sales Summary by Register Report Columns

Column	Description
Register	Register whose sales are shown.
Number of Transactions	Total of the sales transactions sold plus the picked up layaway transactions plus the completed order transactions minus any post-void transactions.
Number of Units	Total of the sale units sold plus the picked up layaway units plus the completed order units minus any post-void units.
Average Units Per Transaction	Number of Units divided by the Number of Transactions.
Average Transaction	Total Sales divided by the Number of Transactions.
Total Sales	Total of the taxable sales plus the non-taxable sales. Taxable Sales equals the total of taxable items sold minus voids (tax not included). Includes the extended price of the item when a layaway or order is picked up. Non-taxable Sales equals the nontaxable items sold minus voids. Includes the extended price of the item when a layaway or order is picked up.
Total Returns	Total of the non-taxable returns plus the taxable returns minus tax.
Sales Less Returns	Total Sales minus Total Returns.

Non-merchandise items, gift card sales, and gift card reloads are not included in the reports. Sales are reflected at the kit component level.

The order of the rows in any of the Flash Sales reports and the Sales Summary by Register report is based on the Sales Less Returns column. The entries are listed in descending order starting with the highest amount.

The following ad hoc criteria is available for this report:

- Reporting period or date range
- Store
- Register (All or register number)

Hourly Productivity

The Hourly Productivity report shows flash sales broken down by time increments, such as hours. Each row, or time increment, shows the cumulative total of each column since the start of the reporting period. To calculate the sale's performance for a specific time increment such as an hour, you need to manually subtract the hour's sales information from the next hour's sales information.

Figure 3–10 Hourly Productivity Report

Today's Hourly Productivity Report Reports > Sales > Today's Hourly Productivity Report

Select to Ad hoc the report, Print the report, Export the report, Add to Favorites. Adhoc Print Export Add to Favorites

Report Period: Today

Today's Hourly Productivity Report								
Start Date: 01/12/2010 End Date: 01/12/2010					Run Date: 01/12/2010 12:48 PM			
Time	Number Of Transactions	Average Transaction	Number Of Units	Average Units Per Transaction	Total Sales	Total Returns	Sales Less Returns	Percent of Sales
12:00 - 12:59 AM	-	-	-	-	-	-	-	-
01:00 - 01:59 AM	-	-	-	-	-	-	-	-
02:00 - 02:59 AM	-	-	-	-	-	-	-	-
03:00 - 03:59 AM	-	-	-	-	-	-	-	-
04:00 - 04:59 AM	-	-	-	-	-	-	-	-
05:00 - 05:59 AM	-	-	-	-	-	-	-	-
06:00 - 06:59 AM	-	-	-	-	-	-	-	-
07:00 - 07:59 AM	-	-	-	-	-	-	-	-
08:00 - 08:59 AM	-	-	-	-	-	-	-	-
09:00 - 09:59 AM	-	-	-	-	-	-	-	-
10:00 - 10:59 AM	3	306.65	3.00	1.00	919.95	9.00	910.95	40.27%
11:00 - 11:59 AM	5	442.18	5.00	1.00	2210.89	9.00	2201.89	97.35%
12:00 - 12:59 PM	6	378.48	11.00	1.83	2270.89	9.00	2261.89	100.00%
01:00 - 01:59 PM	-	-	-	-	-	-	-	-
02:00 - 02:59 PM	-	-	-	-	-	-	-	-
03:00 - 03:59 PM	-	-	-	-	-	-	-	-
04:00 - 04:59 PM	-	-	-	-	-	-	-	-
05:00 - 05:59 PM	-	-	-	-	-	-	-	-
06:00 - 06:59 PM	-	-	-	-	-	-	-	-
07:00 - 07:59 PM	-	-	-	-	-	-	-	-
08:00 - 08:59 PM	-	-	-	-	-	-	-	-
09:00 - 09:59 PM	-	-	-	-	-	-	-	-
10:00 - 10:59 PM	-	-	-	-	-	-	-	-
11:00 - 11:59 PM	-	-	-	-	-	-	-	-

Adhoc Print Export Add to Favorites

Table 3–8 describes the columns in this report.

Table 3–8 Hourly Productivity Report Columns

Column	Description
Time	Time period for which sales are shown.
Number of Transactions	Total of the sales transactions sold plus the picked up layaway transactions plus the completed order transactions minus any post-void transactions.
Number of Units	Total of the sale units sold plus the picked up layaway units plus the completed order units minus any post-void units.
Average Units Per Transaction	Number of Units divided by the Number of Transactions.
Average Transaction	Total Sales divided by the Number of Transactions.
Total Sales	Total of the taxable sales plus the non-taxable sales. Taxable Sales equals the total of taxable items sold minus voids (tax not included). Includes the extended price of the item when a layaway or order is picked up. Non-taxable Sales equals the nontaxable items sold minus voids. Includes the extended price of the item when a layaway or order is picked up.
Total Returns	Total of the non-taxable returns plus the taxable returns minus tax.
Sales Less Returns	Total Sales minus Total Returns.

Table 3–8 (Cont.) Hourly Productivity Report Columns

Column	Description
Percent of Sales	Sales less Returns for the time period divided by total Sales Less Returns for the business day.

Non-merchandise items, gift card sales, and gift card reloads are not included in the reports. Sales are reflected at the kit component level.

Note: The default report displays every hour increment of the calendar day from 12:00 AM to 11:59 PM for all cashiers and all registers. Whenever a retailer has business hours other than the default 12:00 AM to 11:59 PM, the ad hoc report should be used.

The following ad hoc criteria is available for this report:

- Reporting period or date range (Year to Date and Previous Year are not available for this report)
- Store
- Time increment of 15, 30, or 60 minutes
- Register (All or register number)
- Cashier (All or cashier name)

If you select a reporting period other than Today, the time increments reflect productivity across the selected reporting period. For example, if you select the Month to Date reporting period, sales information for the month up through the current date is displayed broken out by the time increment. This enables you to identify special characteristics about the sales time periods across the reporting period.

Financial

Financial reports cover financial information. To access the reports, select the Financial subtab. The following reports are available by selecting a left navigation link:

- ["Over and Short by Cashier"](#)
- ["Over and Short by Register"](#)
- ["Bank Deposit"](#)
- ["Till Status"](#)

Bank Deposit

Throughout the course of a day, a retailer may need to deposit funds in a bank in order to reduce the amount of cash kept in the store. To track these deposits quickly and easily, the Bank Deposit Report is used.

The information about a deposit is entered in Back Office. The order of the deposits shown in the report is based on the creation date and time and starts with the most recent deposit for a given time period.

Figure 3–11 Bank Deposit Report

Today's Bank Deposit Report Reports > Financial > Today's Bank Deposit Report

Select to Ad hoc the report, Print the report, Export the report, Add to Favorites.

Report Period: Today ▼

Today's Bank Deposit Report

Start Date: 07/24/2013
End Date: 07/24/2013

Run Date: 07/24/2013
05:20 AM

Creation Date	Creation Time	Cashier	Deposit Amount	Bank	Deposit Number
07/24/2013	05:12 AM	Application Administrator	350.00 (CASH)	xyz	001200300400
07/24/2013	05:12 AM	Application Administrator	200.00 (MNYO)	xyz	001200300400
07/24/2013	05:12 AM	Application Administrator	500.00 (TRAV)	xyz	001200300400
07/24/2013	05:12 AM	Application Administrator	1000.00 (CHCK)	xyz	001200300400

Total Deposit Amount

2050.00

Table 3–9 describes the columns in the report.

Table 3–9 Bank Deposit Report Columns

Column	Description
Creation Date	The date on which the deposit was made.
Creation Time	The time the deposit was made.
Cashier	The first and last name of the cashier who made the deposit.
Deposit Amount	The total amount of the deposit for the tender type. ■ Cash ■ Check ■ MoneyOrder ■ TravelCheck
Total Deposit Amount	The sum of all the deposit amounts.
Bank	The name of the bank where the deposit was made.
Deposit Number	The number assigned by the bank for this deposit.

The following ad hoc criteria is available for this report:

- Reporting period or date range

Over and Short by Cashier

The Over and Short by Cashier Report is a record of reconciliations which resulted in a tender count over or under the expected amount. The main purpose for the report is to detect fraudulent behavior.

This report is useful for retailers who have a business practice of cashier responsibility. In some stores, a cashier is assigned a till with a certain amount of money. The till must have an appropriate amount of money in it at the end of the cashier's shift. This report

enables the retailer to view the exact amounts the cashier is over or short on the assigned till for a given time period.

This list of cashiers shown in the report is listed alphabetically by name.

Note: The Accountability parameter in the Point-of-Service Reconciliation parameter group must be set to "Cashier". Otherwise, this report displays the "No Data Available" message.

Figure 3–12 Over and Short by Cashier Report

Today's Over and Short by Cashier Report Reports > Financial > Today's Over and Short by Cashier Report

Select to Ad hoc the report, Print the report, Export the report, Add to Favorites. Adhoc Print Export Add to Favorites

Report Period: Today ▼

Today's Over and Short by Cashier Report		
Start Date: 01/12/2010		Run Date: 01/13/2010
End Date: 01/12/2010		06:54 AM
Cashier	Tender Type	Over/Short Amount
Application Administrator	Cash	(226.70)
	Check	+50.00

Adhoc Print Export Add to Favorites

Table 3–10 describes the columns in the report.

Table 3–10 Over and Short by Cashier Report Columns

Column	Description
Cashier	The first and last name of the cashier who was responsible for the count.
Tender Type	The type of tender in the register. The tenders are displayed in the same order as defined in the Tenders to Count at Till Reconcile parameter. See the <i>Oracle Retail POS Suite Configuration Guide</i> for information on parameters.
Over/Short Amount	The amount the register is over or short. If the amount is over, a plus sign (+) is displayed next to the value. If the amount is under, the amount is enclosed in parentheses.

The following ad hoc criteria is available for this report:

- Reporting period or date range
- Store
- Cashier (All or cashier name)

Over and Short by Register

The Over and Short by Register Report is a record of the reconciliation for a register.

The report provides a set of data that can be compared with the expected tender amount in the Point-of-Service. Typically, this report works in conjunction with the Over and Short by Cashier Report. If the retailer sees a persistent inconsistency in the Over and Short by Register Report, the retailer can access the Over and Short by

Cashier Report and compare the register and the cashier who have worked on that register. The main purpose of this report is to detect fraudulent behavior.

This report is useful for retailers who have a business practice of register accountability. In some stores, several different employees may use the same register. The Over and Short by register report enables the retailer to view the exact amounts any registers are over or short for a given time period.

Registers are displayed in the report whether the registers are open or closed. The registers are listed in order by register ID.

Note: The Accountability parameter in the Point-of-Service Reconciliation parameter group must be set to "Register". Otherwise, this report displays the "No Data Available" message.

Figure 3–13 Over and Short by Register Report

Today's Over and Short by Register Report Reports > Financial > Today's Over and Short by Register Report

Select to Ad hoc the report, Print the report, Export the report, Add to Favorites.

Report Period: Today ▼ Adhoc Print Export Add to Favorites

Today's Over and Short by Register Report			
Start Date: 01/12/2010		Run Date: 01/13/2010	
End Date: 01/12/2010		06:55 AM	
Date	Register ID	Tender Type	Over/Short Amount
01/12/2010	129	Cash	(226.70)
		Check	+50.00

Adhoc Print Export Add to Favorites

Table 3–11 describes the columns in the report.

Table 3–11 Over and Short by Register Report Columns

Column	Description
Date	The date on which the over or short occurred.
Register ID	The identifier of the register where the over or short occurred.
Tender Type	The type of tender in the register. The tenders are displayed in the same order as defined in the Tenders to Count at Till Reconcile parameter. See the <i>Oracle Retail POS Suite Configuration Guide</i> for information on parameters.
Over/Short Amount	The amount the register is over or short. If the amount is over, a plus sign (+) is displayed next to the value. If the amount is under, the amount is enclosed in parentheses.

The following ad hoc criteria is available for this report:

- Reporting period or date range
- Store
- Register (All or register number)

Till Status

The Till Status report provides information on the status of the Point-of-Service tills. This report can only be displayed for the current business day.

Viewing the status of tills helps the retailer to keep the appropriate amount of cash in the tills. Retailers generally define a specific amount of cash that should be in the till at all times during the business day. Having the correct amount of cash in the till is important for reducing risk and performing transactions quickly. If too much cash is in the till for an extended period of time, the retailer may be susceptible to loss via theft or fraud. If there is not enough cash in the till, completing transactions in a timely manner can be affected.

The tills are listed in order by till ID.

Figure 3–14 Till Status Report

Today's Till Status Report Reports > Financial > Today's Till Status Report

Select to Print the report, Export the report, Add to Favorites. Print Export Add to Favorites

Today's Till Status Report						
Start Date:	1/12/2010	Run Date:	1/12/2010			
End Date:	1/12/2010		7:24 AM			
Till ID	Till Status	Till Amount	Register ID	Register Status	Register Accountability	Cashiers
129	Open	281.58	129	Open	Cashier	Application Administrator
130	Reconciled	263.15	129	Open	Cashier	Application Administrator

Print Export Add to Favorites

Table 3–12 describes the columns in the report.

Table 3–12 Till Status Report Columns

Column	Description
Till ID	The identifier of the till.
Till Status	The status can be open, closed, reconciled, or suspended.
Till Amount	The till amount is calculated by taking the current amount of cash in the till and subtracting the float amount defined at the time the report was run.
Register ID	The identifier of the register where the till was assigned.
Register Status	The status can be open, closed, or suspended.
Register Accountability	Accountability is either register or cashier. Cashier means only one cashier can be assigned to a till. Register means one or more cashiers can be assigned to a till.
Cashiers	The cashiers who were assigned to the till.

Exceptions

Exceptions reports provide information on transactions not covered by the sales reports. To access the reports, select the Exceptions subtab. The following reports are available by selecting a left navigation link:

- "Suspended Transactions"

- "Cancelled and Post Voided Transactions"
- "No Sales Transactions"

Suspended Transactions

The Suspended Transactions report provides a record of suspended transactions. A cashier may want to suspend a transaction, for example, if a customer has started to check-out, but forgot an item and needs to step away for a moment to obtain it. Suspending the transaction enables the cashier to keep a record of the items already entered, but then begin the transaction for the next customer.

The report is sorted sequentially in descending order by Register, Till, and then Cashier.

Figure 3–15 *Suspended Transactions Report*

Today's Suspended Transactions Report Reports > Exceptions > Today's Suspended Transactions Report

Select to Print the report, Export the report, Add to Favorites. Print Export Add to Favorites

Today's Suspended Transactions Report					
Start Date: 3/12/2010		Run Date: 3/12/2010			
End Date: 3/12/2010		8:02 AM			
Cashier	Register	Till	Amount	Reason Code	Transaction ID
0	129	129	10.00	Operator Request	042411290059
0	129	129	390.99	Customer Request	042411290058
Total Suspended Transactions:			2		

Print Export Add to Favorites

Table 3–13 describes the columns in the report.

Table 3–13 *Suspended Transactions Report Columns*

Column	Description
Cashier	The cashier who suspended the transaction.
Register	The identifier of the register where the transaction was suspended.
Till	The identifier of the till assigned to the register.
Amount	The amount of the transaction when it was suspended.
Reason Code	The reason why the transaction was suspended.
Transaction ID	The identifier of the transaction that was suspended.
Total Suspended Transactions	The total number of suspended transactions that occurred during the current business day.

Cancelled and Post Voided Transactions

The Cancelled and Post Voided Transactions report provides a record of the transactions that have been cancelled or post-voided.

The report is sorted in descending order by Date.

Figure 3–16 Cancelled and Post Voided Transactions Report

Today's Cancelled and Post Voided Transactions Report Reports > Exceptions > Today's Cancelled and Post Voided Transactions Report

Select to Ad hoc the report, Print the report, Export the report, Add to Favorites. Adhoc Print Export Add to Favorites

Report Period: Today

Today's Cancelled and Post Voided Transactions Report

Start Date: 3/12/2010	Run Date: 3/12/2010
End Date: 3/12/2010	8:17 AM

Date	Cashier	Register	Type	Reason Code	Transaction ID
3/12/2010	0	129	Cancel	-	042411290063
3/12/2010	0	129	Post Void	Incorrect Price	042411290065
Total Cancels:		1	Total Post Voids:		1

Adhoc Print Export Add to Favorites

Table 3–14 describes the columns in the report.

Table 3–14 Cancelled and Post Voided Transactions Report Columns

Column	Description
Date	The date when the transaction was cancelled or post-voided.
Cashier	The cashier who cancelled or post-voided the transaction.
Register	The identifier of the register where the transaction was cancelled or post-voided.
Type	The type indicates if the transaction was cancelled or post-voided.
Reason Code	The reason why the transaction was post-voided.
Transaction ID	The identifier of the transaction that was cancelled or post-voided.
Total Cancels	The total number of cancelled transactions.
Total Post Voids	The total number of post-voided transactions.

The following ad hoc criteria is available for this report:

- Reporting period or date range
- Store
- Register (All or register number)
- Cashier (All or cashier name)

No Sales Transactions

The No Sales Transactions report provides a record of when the cash drawer was opened for non-financial transactions, such as making change for a customer or another register. This report can help the retailer detect fraudulent behavior.

The report is sorted in descending order by Date.

Figure 3–17 No Sales Transactions Report

Today's No Sales Transactions Report Reports > Exceptions > Today's No Sales Transactions Report

Select to Ad hoc the report, Print the report, Export the report, Add to Favorites. Adhoc Print Export Add to Favorites

Report Period: Today ▼

Today's No Sales Transactions Report					
Start Date: 3/12/2010		Run Date: 3/12/2010			
End Date: 3/12/2010		8:08 AM			
Date	Cashier	Register	Type	Reason Code	Transaction ID
3/12/2010	0	129	No Sale	Change For Register	042411290062
3/12/2010	0	129	No Sale	Customer Change	042411290061
Total No Sales:					2

Adhoc Print Export Add to Favorites

Table 3–14 describes the columns in the report.

Table 3–15 No Sales Transactions Report Columns

Column	Description
Date	The date when the transaction occurred.
Cashier	The cashier who performed the transaction.
Register	The identifier of the register where the transaction occurred.
Type	This column will always contain No Sales.
Reason Code	The reason for the transaction.
Transaction ID	The identifier of the transaction.
Total No Sales	The total number of no sales transactions.

The following ad hoc criteria is available for this report:

- Reporting period or date range
- Store
- Register (All or register number)
- Cashier (All or cashier name)

Employee

The Employee tab enables you to manage employee information. You can search for employees, add new and temporary employees, and edit employee security roles. Employees can clock in and out and view their collected time for the week, while managers can adjust time, confirm hours, and view employee time reports.

The following topics are discussed:

- ["Employee Management"](#)
- ["Clocking In/Out"](#)
- ["Time Maintenance"](#)

Employee Management

You can search for employees and modify an employee's name, role, or status. You can also add permanent and temporary employees to the database. However, employees may not be removed from the database.

Searching for Employees

On the Employee Search screen, users can search for employees based on employee's first and last name, ID, or role as well as modify employee information. Employee information consists of the employee name, employee ID, login ID, password, role, and status.

To search for an employee:

1. Click the **Employee** tab.
2. Click the **Employee** subtab if it is not chosen.
3. Click the **Search** left navigation link. The Employee Search screen is displayed.

Figure 4–1 Employee Search Screen

Employee Search

Enter employee search criteria or select an employee.

Employee ID:

--OR--

First Name:

Last Name:

--OR--

Role:

4. Enter the search criteria. You can search by employee's ID, first and last name, or role.

When searching by first and last name, you can enter the employee's full name or at least the first character of the first and last names.

5. Click **Search**.

- If the employee is found, the details of the employee are displayed on the Employee Master screen.

If the employee is temporary, the Temporary Employee Master screen is displayed. This screen has the same fields as the Employee Master screen, except that the Remaining Days Valid field is displayed instead of the Days Valid field.

- If more than one employee is found, the list of matching employees is shown in the Results section.

Figure 4–2 Employee Search Screen with Results**Employee Search**

Enter employee search criteria or select an employee.

Search

Employee ID:

--OR--

First Name:

Last Name:

--OR--

Role:

Results

Possible Matches				
	Name	Status	ID	Role
First Name: guest Last Name: user	User, Guest	Active	20027	Administrator
	User01291, Guest	Active	20084	Administrator
	User04242, Guest	Active	20083	Administrator

Results 1-3 of 3

Search

Click the employee name link of the employee to view that employee's information.

Adding a Permanent Employee

The Add Employee screen is used to add new permanent employees to the database. You enter employee information and assign a security role to the employee. An employee ID is automatically assigned for a permanent employee.

To add an employee:

1. Click the **Employee** tab.
2. Click the **Employee** subtab.
3. Click **Add**. The Add Employee screen is displayed.

Figure 4–3 Add Employee Screen

Add Employee

Enter employee information and select Save.

First Name: *

Middle Name:

Last Name: *

Employee ID: 10000

Employee Login ID: *

Role: ▼

Status: ▼

Preferred Language: ▼

* = Required

4. Enter the employee's first and last name. The employee's middle name is optional.
5. Enter the employee login ID. A temporary password is automatically assigned to the employee.
6. Select a role from the menu. A role defines the access the employee has to specific Oracle Retail Back Office and Point-of-Service functions.

Note: Roles can be specified by the manager. Refer to "[Security Roles](#)" for information on editing security roles.

7. Select an employee status from the menu. If the employee is actively working, click **Active**. If the employee is not currently working, click **Inactive**.
8. Select a preferred language for the employee from the menu.
9. To save the information, click **Save**.
 - If the information matches an existing employee, the Duplicate Employee screen is displayed.
 - The temporary password is displayed. It should be written down and given to the new employee. This is the only time the password is displayed.

Adding a Temporary Employee

The Add Temporary Employee screen is used to add new temporary employees to the database. You can enter employee information and assign a security role to the employee. An employee ID is automatically assigned for a temporary employee.

To add an employee:

1. Click the **Employee** tab.
2. Click the **Employee** subtab.
3. Click **Add Temp**. The Add Temporary Employee screen is displayed.

Figure 4–4 Add Temporary Employee Screen**Add Temporary Employee**

Enter employee information and select Save.

Save

First Name:	Davidson	*
Middle Name:	Steven	
Last Name:	Guest	*
Employee ID:	1	
Employee Login ID:	dguest	*
Role:	Minimal	▼
Days Valid:	14	▼
Status:	Active	▼
Preferred Language:	English	▼

* = Required

Save

4. Enter the employee's first and last name in the given fields. The employee's middle name is optional.
5. Enter the employee login ID. A temporary password is automatically assigned to the employee.
6. Select a role from the menu. A role defines the access the employee has to specific Oracle Retail Back Office and Point-of-Service functions.

Note: Roles can be specified by the manager. Refer to ["Security Roles"](#) for information on editing security roles.

7. Select the number of days the employee will be working.
8. Select an employee status from the menu. If the employee is actively working, click **Active**. If the employee is not currently working, click **Inactive**.
9. Select the preferred language for the employee from the menu.
10. To save the information, click **Save**.
 - If the information matches an existing employee, the Duplicate Employee screen is displayed.
 - The temporary password is displayed. It should be written down and given to the new employee. This is the only time the password is displayed.

Changing Employee Information

The Employee Master screen is used to make changes for permanent employees. The Temporary Master screen is used to make changes for temporary employees.

To change employee information:

1. Change the employee's name or login ID.
2. Select a new role from the menu.

3. Select a new status from the menu. The Confirm Status Change dialog is displayed.
 - To confirm the change, click **Yes**.
 - To not change the status, click **No**.
-
- Note:** There is a lag time on some application servers for the change in status to take effect.
-
4. Select a new preferred language from the menu.
 5. To reset the password, click **Reset Password**. The Reset Password dialog is displayed.
 - To confirm the password reset, click **Yes**. The temporary password is displayed. It should be written down and given to the employee. This is the only time the password is displayed.
 - To not reset the password, click **No**.
 6. Click **Save**. The Employee Search screen is displayed. See "[Searching for Employees](#)".

Duplicate Employee

If the permanent or temporary employee entered has the same information as an existing employee, the Duplicate Employee screen is displayed. The current employee and any possible matches are displayed.

Figure 4–5 Duplicate Employee Screen

Duplicate Employee

The employee entered is a duplicate. Select an existing employee to view information or select Save to keep the information for the added or modified employee.

Current Employee			
Name	Status	ID	Role
user, guest	Active	10013	Full Access
Results 1-1 of 1			
Possible Matches			
Name	Status	ID	Role
User, Guest	Active	20027	
User01291, Guest	Active	20084	
User04242, Guest	Active	20083	
Results 1-3 of 3			

You can choose to select an existing employee or save the information for the newly added employee.

- To view the information for the existing employee, click the employee's name link.

- To save the new employee's information, click **Save**.
- To return to the Add Employee or Add Temporary Employee screen, click **Back**.

Security Roles

The role assigned to an employee enables that employee access to specific functions in Oracle Retail Back Office and Point-of-Service. The administrator can define and modify security roles and may allow employees access to all or certain applications or modules (parts of an application). The access points set for a role determine what functionality is available to the user. If the functionality is not available to the user, the button or link that executes the function is not displayed.

To access roles:

1. Click the **Employee** tab.
2. Click the **Employee** subtab.
3. Click the **Roles** left navigation link. The Roles screen is displayed.

Figure 4–6 Roles Screen

Select to Remove	Role
☐	Cashier
☐	Manager
☐	Administrator

4. To view the settings for a role, click the name in the list. The Role Settings screen is displayed for that security role. See ["Changing the Settings for a Role"](#).
5. Select an application from the menu to include in the chosen role. To include all applications, click **All**. Applications are the software applications used by the store, including Oracle Retail Back Office and Point-of-Service.
6. Select a module from the menu. A module is one part of an application. For example, the Employee tab is one module of Oracle Retail Back Office.
7. Select specific features to include in the role setting. Select the check boxes next to the feature names or select the **Select All** check box to select all features in the list.
8. Click **Save**. The Roles screen is displayed.
9. Click another role in order to view or change the settings.

Changing a Role

To change the features selected for a role on the Roles screen:

1. Click the name in the Role column. The Role Settings screen is displayed. See ["Changing the Settings for a Role"](#).
2. Choose the features to be added or removed for this role.

3. Click **Save**. The changes are saved.

Removing a Role

To remove a role on the Roles screen:

1. Select the check box in the Select to Remove column for the role you want to remove.
2. Click **Remove**. The Confirm Role(s) Removal screen is displayed.
 - If you want to remove all the selected groups, click **Yes**. The roles are removed.
 - If you do not want to remove all the selected groups, click **No**. The role is not removed and the Select to Remove check box remains selected.

Adding a New Role

To add a new role on the Roles screen:

1. Click **Add**. The Role Name screen is displayed.

Figure 4–7 *Role Name Screen*

Role Name

Enter a Role Name and press Next.

Role Name: *

* = Required Field

Next

2. Enter the name for the role. Click **Next**. The Role Settings screen is displayed. See ["Changing the Settings for a Role"](#).

Changing the Settings for a Role

The Role Settings screen enables you to define the allowed access for the role.

Figure 4–8 Role Settings Screen

Role Settings for Weekend Manager

Select All to grant access to all features, or select specific features for access and press Save. Select an Application and Module to work with a subset of the features. Save

Select All ☐	Application	Module	Feature
☐	Back Office	Employee	add_employee
☐	Back Office	Employee	add_temp_employee
☒	Back Office	Employee	clock_in/clock_out
☒	Back Office	Employee	employee_time_maintenance
☐	Back Office	Employee	modify_employee
☒	Back Office	Employee	reset_employee_password
☐	Back Office	Employee	roles_permissions
☐	Back Office	Employee	roles_permissions_add
☐	Back Office	Employee	roles_permissions_remove
☐	Back Office	Employee	roles_permissions_update
☒	Back Office	Employee	view_my_time

Save

Table 4–1 describes the information shown for each feature.

Table 4–1 Role Settings Column

Column	Description
Select All	A selected checked box indicates that this role is granted access to the feature. If the check box is not selected, access to the feature is denied and a user ID assigned this role will not be able to use that feature.
Application	Available applications from which the functions can be selected.
Module	Sets of functions available for an application. For the Oracle Retail Back Office, this corresponds to the available subtabs.
Feature	Features available for the application and module. For the Oracle Retail Back Office, this corresponds to the left navigation links and action buttons available for each subtab. In some cases, additional fields can be secured such as the viewing of credit card numbers.

To change the settings for the role:

1. Choose the features that can be accessed:
 - a. Click **Application**. Click the application whose features you want to choose.
 - b. Click **Module**. Click the module whose features you want to choose. The features available for that function are shown.

To grant access to all the features, select the **Select All** check box. To grant access to a specific feature, select the check box in the Select All column.

To deny access to a feature already selected, deselect the check box in the Select All column.

2. When you have made choices for all the applications and modules that you want, click **Save**. The role settings are saved.

Clocking In/Out

The Employee Time Capture screen is used by employees to clock in and out. Employees must clock in and out at the beginning and end of a shift, break, or meal. Capturing employee time is necessary in maintaining payroll, attendance, and time-related benefits. Clocking in and out in Oracle Retail Back Office eliminates the use of manual timesheets as the time capture saves the employee clock in and out times and compiles them into a report.

To clock in or out:

1. Log in to Oracle Retail Back Office using your employee user ID and password. For information on logging in, see ["Logging In" in Chapter 1](#).
2. Click the **Employee** tab.
3. Click the **Clock In/Out** subtab. The Employee Time Capture screen is displayed.

Figure 4–9 Employee Time Capture Screen

Employee Time Capture

Select an entry type and reason code, then select Next.

Last Time Entry: 7/20/07 7:16 AM
 Entry Type: In
 Current Time Entry: 7/20/07 7:19 AM

Entry Type: ▼
 Reason: ▼

Next

4. Select an entry type from the menu. The entry type is either In or Out.
5. Select a reason from the menu. Reason options are: Break, lunch, Start of day, and End of day.
6. Click **Next**. The Successful Time Entry screen is displayed.
7. To return to the Employee Search screen, click **Enter**.

Time Maintenance

The Time Maintenance function enables you to view employee time summaries and time reports. You can confirm employee hours as well as view and edit employee hours. Authorized managers can enter and edit time entries made at Oracle Retail Back Office or Point-of-Service. You can also export a list of employees and their collected hours.

Viewing or Changing the Employee Time Summary

On the Employee Time Summary screen, a manager can view the hours for any employee and print a report of a single or multiple employees.

To view employee time:

1. Click the **Employee** tab.
2. Click the **Time Maintenance** subtab.
3. Click the **Employee Time Maintenance** left navigation link. The Employee Time Summary screen is displayed.

Figure 4–10 Employee Time Summary Screen

Employee Time Summary

Select an employee's ID to review their hours, or select **Confirm Hours** to accept the hours entered.

Work Week: 7/8/07 - 7/14/07 **Regular Hours:** 0.00
Other Hours: 0.00

Employee ID	Last Name, First Name M	Hours	Print
10001	Carny, Robert	0.00	☐
20027	User, Guest	0.00	☐
20083	User04242, Guest	0.00	☐
20084	User01291, Guest	0.00	☐
5	Guest, Davidson Steven	0.00	☐

? = Missing Time Entry

From this screen, you can do the following:

- View the time for an employee by clicking the employee's ID. See ["Viewing or Editing Employee Hours by Date"](#).
- Confirm hours by clicking **Confirm Hours**. Refer to ["Confirming Employee Hours"](#) for more information on confirming hours.
- Print the employee data. Select the check box in the Print column for the employee data you want to print. Click **Print Report**.

Viewing or Editing Employee Hours by Date

The Employee Hours by Date screen is used by managers to view or edit employee hours for the current week. For example, editing employee hours may be necessary when an employee forgets to clock in or out.

To edit an employee's time:

1. Click the **Employee** tab.
2. Click the **Time Maintenance** subtab.
3. Click the **Employee Time Maintenance** left navigation link. The Employee Time Summary screen is displayed. See ["Viewing or Changing the Employee Time Summary"](#).

- To review an employee's hours, click the employee ID link of the specific employee. The Employee Hours by Date screen is displayed.

Figure 4–11 Employee Hours by Date Screen

Employee Hours by Date

Select a date to view the employee's hours.

Employee ID: 20027 Name: User, Guest		Total Week's Hours: 40.00 Week Ending: 7/14/07
Day	Date	Total Hours
Sunday	7/8/07	0.00
Monday	7/9/07	8.00
Tuesday	7/10/07	8.00
Wednesday	7/11/07	8.00
Thursday	7/12/07	8.00
Friday	7/13/07	8.00
Saturday	7/14/07	0.00

? = Missing Time Entry

- Click the date link of the hours you wish to view. The Edit Employee Hours screen is displayed.

Editing Employee Hours

On the Edit Employee Hours screen, you can view and change the time entries for a specific day.

Figure 4–12 Edit Employee Hours Screen

Edit Employee Hours

Save Add Remove

Employee ID: 20027 Name: User, Guest		Total Week's Hours: 0.00 Week Ending: 7/14/07			
Day of Week: Saturday		Total Hours for Day: 0.00			
In	Out	Type	Reason for Edit	Hours	Check to Remove
12:00 PM	5:00 PM	Regular	Correction		☐
5:00 PM	8:00 PM	Personal	Correction		☐

? = Missing Time Entry

Save Add Remove

Note: Question marks (???) indicate a missing time entry.

To edit the employee hours:

1. Edit the time information.
 - To edit time, enter a new time as HH:MM and select AM or PM from the menus.
 - To add a type and reason for edit, select from the provided menus.
 - To remove a time entry, select the check box next to the entry and click **Remove**.
 - To add a time entry, click **Add**. Another time entry option is added.
2. To save the changes, click **Save**. The information on the Edit Employee Hours screen is updated.

Confirming Employee Hours

The Confirm Employee Hours screen enables a manager to validate an employee's hours for the given week. The hours can only be confirmed at the end of a work week.

To confirm an employee's hours:

1. Click the **Employee** tab.
2. Click the **Time Management** subtab.
3. Click the **Confirm Employee Hours** left navigation link.

Note: The Confirm Employee Hours screen can also be accessed from the Employee Time Summary screen.

4. To edit the employee's hours, click **Edit**. The Employee Time Summary screen is displayed. To edit the hours, see "[Viewing or Editing Employee Hours by Date](#)".
5. To return to the confirmation screen, click **Confirm Employee Hours**.

Viewing Employee Time Reports

The Time Report Options screen is used to select the type of time report you want to view, export, or print. You can work with a summary or detailed report. For information on printing and exporting reports, see [Chapter 3](#).

Note: Reports are not displayed in the default locale for the application. Dates are displayed in MM/DD/YYYY format. Time is displayed in HH:MM format.

To view employee time reports:

1. Click the **Employee** tab.
2. Click the **Time Maintenance** subtab.
3. Click the **Employee Time Reports** left navigation link. The Time Report Options screen is displayed.

Figure 4–13 Time Report Options Screen**Time Report Options**

Enter report options, then select Next.

Employee: All

Start Date: 7/20/07 *

End Date: 7/20/07 *

Report Type: ☒ Summary ☐ Detail

* = Required field

Next

4. Select an employee from the menu. To select all employees, click **All**.
5. Enter starting and ending dates.
6. Select a Report type, either Summary or Detail.
7. Click **Next**. The time report is displayed. See ["Employee Time Reports"](#).

Employee Time Reports

Employee time reports are displayed from the Employee Time Summary screen and through the Employee Time Reports left navigation link.

On the Time Report Options screen, you can select the report type. If Summary is selected, the Summary Employee Time Report is displayed. See ["Summary Employee Time Report"](#). If Detail is selected, the Detail Employee Time Report is displayed. See ["Detail Employee Time Report"](#).

When you are done viewing the report, click **Done**. To export the report, click **Export**. To print the report, click **Print**.

Summary Employee Time Report This report shows a list of employees and the total time entered in each category for each employee during the selected dates.

Figure 4–14 Summary Employee Time Report**Summary Employee Time Report**

Select to Print or Export the report. Select Done to continue.

Print

Export

Done

Summary Employee Time Report										
Start Date: 07/10/2007							Run Date: 07/20/2007			
End Date: 07/20/2007							08:42 AM			
Store: 04241- Lakeline Mall										
ID	Employee	Sick	Vacation	Comp Day	Jury Duty	Personal	Bereave	Regular Hours	Other Hours	Total Hours
20027	Guest User	0.00	8.00	0.00	16.00	8.00	0.00	??.??	24.00	??.??
Total Hours:		0.00	8.00	0.00	16.00	8.00	0.00	??.??	24.00	??.??

Print

Export

Done

The following information is displayed in the report:

- Report header:
 - Start and end dates and times covered in the report
 - Date and time the report was run
 - Store number and name
- For each employee:
 - Employee ID
 - Employee first and last name
 - Total hours for each time entry type
 - Totals for regular hours, other hours, and total hours
- Total hours for each time entry type for all employees in the report

Detail Employee Time Report This report shows a list of employees and the time entries made for each employee during the selected dates.

Figure 4–15 Detail Employee Time Report**Detail Employee Time Report**

Select to Print or Export the report. Select Done to continue.

Print

Export

Done

ID	Employee	Date	DOW	Type	In	Out	Edited	Regular Hours	Other Hours	Total Hours
20027	Guest User									
		07/10/2007	Tuesday							
				Regular	9:00 AM	5:00 PM	*	8.00	0.00	8.00
		07/11/2007	Wednesday							
				Jury Duty	9:00 AM	5:00 PM	*	0.00	8.00	8.00
		07/12/2007	Thursday							
				Jury Duty	9:00 AM	5:00 PM	*	0.00	8.00	8.00
		07/13/2007	Friday							
				Vacation	9:00 AM	5:00 PM	*	0.00	8.00	8.00
		07/20/2007	Friday							
				Regular	07:16 AM			??.??	0.00	??.??
Total Hours:								??.??	24.00	??.??
Sick:			Vacation:			Comp Day:				
Jury Duty:			Personal:			Bereave:				

Print

Export

Done

The following information is displayed in the report:

- Report header:
 - Start and end dates and times for the report
 - Date and time the report was run
 - Store number
- For each employee:
 - Employee ID
 - Employee name
 - For each date in the report range that had a time entry:
 - * Day of the week
 - * Type of entry with the in and out times, reason if hours were edited, and total hours for that entry type
 - The totals for regular hours, other hours, and total hours

- Total hours for each time entry type for all employees in the report

Exporting Employee Data

The Export Employee Data screen is used to export the data displayed on the Summary Employee Time Report or Detail Employee Time Report screen. To export the employee data:

1. Click **Export**. The Export Employee Data screen is displayed.

Figure 4–16 Export Employee Data Screen

Export Report

Enter File Name and type of Output, and press Save.

File Name: EmployeeTimeMaintenanceReport_07202007 *

Output: PDF

* = Required field

Save Done

2. Enter a file name in the field.
3. Select the type of output from the menu. You can select RTE, CSV, HTML, or PDF as the output format.
4. To save the data as an external file, click **Save**. When you are done exporting the file, click **Done**.

Viewing My Time

The View My Time feature is only available to the employee logged into Oracle Retail Back Office. The employee can use this option to view time entries and any adjusted time for the current work week.

To view my time:

1. Log in to Oracle Retail Back Office using your employee user ID and password. For information on logging in, see ["Logging In"](#) in [Chapter 1](#).
2. Click the **Employee** tab.
3. Click the **Time Maintenance** subtab.
4. Click the **View My Time** left navigation link. The Employee Hours by Date screen is displayed. Refer to ["Viewing or Editing Employee Hours by Date"](#).
5. To view or edit hours for a particular day, select that date from the list. The Edit Employee Hours screen is displayed. Refer to ["Editing Employee Hours"](#).
6. Edit the time information if needed. For help editing the information, refer to ["Viewing or Editing Employee Hours by Date"](#).
 - To edit time, enter a new time as HH:MM and select AM or PM from the menu.
 - Select type and reason for edit from the provided menus.

- To remove a time entry, select the check box next to the entry and click **Remove**.
 - To add a time entry, click **Add**. Another time entry option is added.
7. To save the changes, click **Save**.

Store Operations

Store Operations provides communication and activity between Oracle Retail Back Office and Point-of-Service and enables you to perform daily functions associated with store opening and closing and register and till maintenance. The operations performed in Back Office affect the status of the store as well as the registers and tills at Point-of-Service. For more information on daily operations at Point-of-Service, see the *Oracle Retail Point-of-Service User Guide*.

The following topics are discussed in this chapter:

- ["Opening the Store"](#)
- ["Closing the Store"](#)
- ["Bank Deposits"](#)

Some of the functions performed during opening and closing stores is determined by the values assigned to parameters and system settings. For information on setting parameters, see ["Parameter Maintenance"](#) in [Chapter 7](#). For information on the available parameters and system settings, see the *Oracle Retail POS Suite Configuration Guide*.

Opening the Store

Opening the store includes defining the business date, setting the opening cash fund for the day, opening registers, and opening tills. The store must be open in order for the store employees to perform transactions.

Note: Registers and tills may be opened at any point during the day.

Starting the Business Day

The Start of Day function must be performed before registers and tills can be opened.

To run Start of Day:

1. Click the **Store Ops** tab.
2. Click the **Store** subtab.
3. Click the **Start of Day** left navigation link.

Note: If the store is already open, you are not allowed to run the start of day operation.

4. Enter the new business date and click **Next**. The Operating Fund Count screen is displayed. See "[Counting Operating Funds](#)". Once the system accepts the amount, the store is successfully opened and you can continue with other store operations.

Counting Operating Funds

On the Operating Fund Count screen, you enter the amount of the store operating fund for the start or end of the business day. To enter the count:

1. Enter the cash amount of the store operating fund.
 - To enter the amount for the start of the business day:
 - If the Count Operating Funds at Start of Day parameter is set to No, you are not asked to enter an amount.
 - If the Count Operating Funds at Start of Day parameter is set to Summary, enter an amount.
 - If the Count Operating Funds at Start of Day parameter is set to Detail, enter an amount for each type of currency and click **Refresh Total**.
 - To enter the amount for the end of the business day:
 - If the Count Operating Funds at End of Day parameter is set to No, you are not asked to enter an amount.
 - If the Count Operating Funds at End of Day parameter is set to Summary, enter an amount.
 - If the Count Operating Funds at End of Day parameter is set to Detail, enter an amount for each type of currency and click **Refresh Total**.
2. Click **Next**.
 - If the cash amount is not what the system expects, a Count Error Notice is displayed. To accept the amount, click **Yes**. To enter the count again, click **No**.
 - Otherwise, opening or closing the store can continue.

Opening Registers

A register must be opened before a till can be assigned to it. Registers can be opened at any time during the day.

To open registers:

1. Click the **Store Ops** tab.
2. Click the **Register** subtab.
3. Click the **Open Registers** left navigation link. The Register Open screen is displayed. For each register, the register number and current status of the register are displayed.

Figure 5–1 Register Open Screen**Register Open**

Select Register(s) to open, then select Open.

Select to Open	Register Number	Register Status
☐	001	Closed
☐	002	Closed
☐	003	Closed
☐	004	Closed
☐	005	Closed
☐	006	Closed
☐	007	Closed
☒	008	Closed
☒	009	Closed
☐	010	Closed

Results 1-10 of 255 [<< Prev] 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 [Next >>]

Open Select All

4. Select the registers to open by selecting the check box next to each register number or click **Select All** to select all the registers shown on the screen.

Note: When you click **Open**, only the registers that are selected on the currently displayed page are opened. If you select registers on the screen and then click a page number to display another set of registers, any selections on the previously displayed page are cleared.

5. To open the selected registers, click **Open**. The register status changes to Open.
6. To view more registers, click a page number link at the bottom of the screen. Then to open more registers, repeat Steps 4 and 5.

Opening Tills

A register must be open before the till can be opened. Tills can be opened in Oracle Retail Back Office or Point-of-Service.

To open a till in Oracle Retail Back Office:

1. Click the **Store Ops** tab.
2. Click the **Till** subtab.
3. Click the **Open Till** left navigation link. The Till Open Screen is displayed.

Figure 5–2 Till Open Screen

Till Open

Enter till information and press Next

Register ID: *

Till ID: *

Operator ID: *

* = Required field

4. Enter the register ID, till ID, and operator ID for the till to be opened.
5. Click **Next**. Depending on the Count Float at Open parameter, a currency count may be required.
 - If the setting is No, you are not asked for a currency count.
 - If the setting is Summary, the Summary Float Count screen is displayed. Enter the float amount and click **Next**.
 - If the setting is Detail, the Detail Currency Count screen is displayed. Enter the amount for each currency and click **Next**. For more information, see ["Setting the Detail Currency Count"](#).
6. If the count was done and the amount is not what the system expects, a Count Error Message is displayed. To accept the amount, click **Yes**. To re-enter the amount, click **No**.
7. The Till Function Successful screen is displayed. Click **Enter**. The till is opened.

Closing the Store

The store should be closed at the end of every workday. Store financials are closed for the day and are then reset when the store is next opened. To close the store, all registers must be closed and all tills reconciled.

At the completion of reconciling tills, closing registers, and end of day processing, reports are displayed that document the counts made at each of those points. The reports can be printed or exported. For more information on printing and exporting reports, see [Chapter 3](#).

Reconciling Tills

Reconciling a till means counting the funds in a specific till and comparing the count with the expected amount. A till can be reconciled at any time during the day. By default, a till can only be reconciled in Oracle Retail Back Office. For information on reconciling tills in Oracle Retail Point-of-Service, see the *Oracle Retail Point-of-Service User Guide*.

Tills must be closed in Oracle Retail Point-of-Service before they can be reconciled. Refer to the *Oracle Retail Point-of-Service User Guide* for information on closing tills.

To reconcile a till:

1. Click the **Store Ops** tab.
2. Click the **Till** subtab.

3. Click the **Reconcile Till** left navigation link. The Till Reconcile Information screen is displayed.

Figure 5–3 Till Reconcile Information Screen

Till Reconcile Information

Enter till information and select Next.

Register ID: *

Till ID: *

* = Required field

4. Enter the register ID and till ID in the given fields.

Note: You are prompted if the till is not yet closed or if the till has already been reconciled.

5. Click **Next**. Depending on the setting for the Count Float at Reconcile parameter, do one of the following:
 - If the setting is No, you are not asked for a currency count.
 - If the setting is Summary, the Summary Float Count screen is displayed. Enter the float amount and click **Next**.
 - If the setting is Detail, the Detail Currency Count screen is displayed. Enter the amount for each currency and click **Next**. See "[Setting the Detail Currency Count](#)".
6. If the count was done and the amount is not what the system expects, a Count Error Notice message is displayed. To accept the amount, click **Yes**. To re-enter the amount, click **No**.
7. Click **Next**. Depending on the setting for the Count Till at Reconcile parameter, do one of the following:
 - If the setting is No, you are not asked for a currency count.
 - If the setting is Summary, the Count Reconcile Summary screen is displayed.
 - If the setting is Detail, the Count Reconcile Detail screen is displayed.

For more information on these screens, see "[Setting the Detail Till Count](#)".
8. If the count was done and the amount is not what the system expects, a Count Error Notice message is displayed. To accept the amount, click **Yes**. To re-enter the amount, click **No**.
9. If the system is configured for foreign currency, the Foreign Currency Count screen is displayed. See "[Setting the Foreign Currency Count](#)".
10. If the system accepts the till count, the Till Reconcile Successful message is displayed. A transaction number is assigned to the till reconcile and the till data is saved.
11. Reports are displayed that can be printed or exported:

- a. For the reports dependent on the Count Float at Reconcile and Count Till at Reconcile parameters, see ["Till Reports"](#).
- b. The Till Summary Report is also displayed. For an example, see [Appendix A](#).

Setting the Summary Float Count

The Summary Float Count screen is used to enter the float amount under the following conditions:

- When a till is being opened and the Count Float at Open parameter is set to Summary.
- When a till is being reconciled and the Count Float At Reconcile parameter is set to Summary.

You enter the float amount and click **Next**.

Setting the Foreign Currency Count

The Foreign Currency Count screen is used to enter a count of foreign currency during a bank deposit or till reconcile. It is only displayed if any transactions were tendered using foreign currency.

Figure 5–4 Foreign Currency Count

Foreign Currency Count

Select foreign currency to count or select Next.

Japanese Yen	: 0.00
Canadian Dollars	: 0.00
Euros	: 0.00
United Kingdom Pounds	: 0.00
Mexican Pesos	: 0.00

To set the foreign currency count:

1. Click the link for the foreign currency to be counted.
2. The Count Reconcile Detail screen for the selected currency is displayed. See ["Setting the Detail Till Count"](#).
3. When you are done counting foreign currency, click **Next**.

Setting the Summary Till Count

The Count Reconcile Summary screen is used to enter the count for each tender when the Count Till at Reconcile parameter is set to Summary.

Figure 5–5 Count Reconcile Summary Screen**Count Reconcile Summary**

Enter the amount of each tender. Press Refresh Total to view the total amount entered.

Next

Cash	785.57	Debit Card	0.00
Deposited Check	0.00	Gift Card	0.00
E-Check	0.00	Gift Certificate	0.00
Visa	0.00	Mall Certificate	0.00
MasterCard	0.00	Traveler's Check	0.00
AMEX	7.95	Coupon	0.00
Discover	0.00	Store Credit	0.00
Diners	0.00	Purchase Order	0.00
House Card	0.00	Money Order	0.00
JCB	0.00		
Total: 793.52		Refresh Total	

Next

Enter an amount for each type of tender. To see an updated total, click **Refresh Total**. When you have finished entering amounts, click **Next**.

Setting the Detail Till Count

The Count Reconcile Detail screen is used to enter a detailed count for each tender when the Count Till at Reconcile parameter is set to Detail.

Figure 5–6 Count Reconcile Detail Screen**Count Reconcile Detail**

Select a tender to count. When finished select Next.

Cash	0.00	Debit Card	0.00
Deposited Check	0.00	Gift Card	0.00
E-Check	0.00	Gift Certificate	0.00
Visa	0.00	Mall Certificate	0.00
MasterCard	0.00	Traveler's Check	0.00
AMEX	0.00	Coupon	0.00
Discover	0.00	Store Credit	0.00
Diners	0.00	Purchase Order	0.00
House Card	0.00	Money Order	0.00
JCB	0.00		
Total: 0.00			

Next

To count a tender, click the link for the tender. If cash is selected, the Detail Currency Count screen is displayed. See ["Setting the Detail Currency Count"](#). For any other type of tender, a detail screen is displayed. See ["Setting the Tender Detail"](#). When you have entered all the counts, click **Next**.

Closing Registers

Closing a register means setting that register status to Closed when the register is not in use. All tills at a register must be reconciled before that register can be closed. Registers must be closed one at a time.

To close registers:

1. Click the **Store Ops** tab.
2. Click the **Register** subtab.
3. Click the **Close Registers** left navigation link. The Register Close screen is displayed.

Figure 5–7 Register Close Screen

Register Close

Select a register to close.

Register Number	Register Status
129	Open
Results 1 of 1	

Note: If all registers are closed, the Register Close screen displays Results 0-0 of 0.

4. To close the register, click the register number link. The Register Status screen is displayed. See "[Checking the Register Status](#)".

Checking the Register Status

The Register Status screen shows the list of registers selected to be closed and the status of each register.

Figure 5–8 Register Status Screen**Register Status**

Select **Print** to print the Register Summary Report or **Close More** to close more registers.

Register Number	Register Status
121	Closed
122	Closed
123	Closed
124	Closed
125	Closed
126	Closed
127	Closed
128	Closed
129	Closed
130	Closed

Results 121-130 of 255 [[<< Prev](#)] [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) [23](#) [24](#) [25](#) [26](#) [[Next >>](#)]

To print this Register Summary report, click **Print**. To close another register, click **Close More**.

End of Day

The End of Day function closes the store for the day and sets the store's financial status for the current business date. After End of Day is run, no more financial transactions can be performed for that business date. All registers must be closed before you can run the End of Day function and close the store. If one or more registers are open, a message prompts you to close all registers before End of Day can run successfully.

To run End of Day:

1. Click the **Store Ops** tab.
2. Click the **Store** subtab.
3. Click the **End of Day** left navigation link.
4. If suspended transactions exist, you can cancel or complete those transactions. The Suspended Transaction report is displayed. See "[Suspended Transactions Report](#)".
5. The Operating Fund Count screen is displayed. See "[Counting Operating Funds](#)".
6. The system displays the Store financial totals summary collected from Oracle Retail Point-of-Service. The summary includes amounts for starting float, ending float, till loans, and till pickups.
7. To accept the end of day summary, click **Next**. The store is successfully closed.
8. To view the Store Summary report, click **Enter**. For an example, see [Appendix A](#). The report can be printed or exported. To return to the Start of Day screen, click **Done**.

Reports

The following type of reports are available when closing the store:

- Summary Reports

For information on summary reports, see [Appendix A](#).

- ["Till Reports"](#)
- ["Suspended Transactions Report"](#)

Reports can be printed or exported. For information on printing and exporting reports, see [Chapter 3](#).

Note: Reports are not displayed in the default locale for the application. Dates are displayed in MM/DD/YYYY format. Time is displayed in HH:MM format.

Till Reports

The till reports display financial information about a till at till reconcile. The Count Till at Reconcile and Count Float at Reconcile parameters determine which reports are displayed. For more information on the parameters, see the *Oracle Retail POS Suite Configuration Guide*.

Summary reports show counts and totals for each denomination. Detail reports show the count and total for each type of tender defined for a denomination. For example, a summary report shows totals for all credit cards. A detail report shows the count and amount for each type of credit card.

- When Count Till at Reconcile is set to Summary and Count Float at Reconcile is set to No, the summary version of the Reconcile Till Count Report is displayed.
- When Count Till at Reconcile is set to Detail and Count Float at Reconcile is set to No, the detail version of the Reconcile Till Count Report is displayed.
- When Count Float at Reconcile is set to Summary, the summary version of the Reconcile Till Float Count Report is displayed.
- When Count Float at Reconcile is set to Detail, the detail version of the Reconcile Till Float Count Report is displayed.
- If Count Till at Reconcile is set to No, the Reconcile Till Count Report is not displayed.
- If Count Float at Reconcile is set to No, the Reconcile Till Float Count Report is not displayed.

The following Figures show examples of the detail versions of the Reconcile Till Float Count Report and Reconcile Till Count Report. The summary versions of each of these reports show only the totals for each denomination.

Figure 5–9 Reconcile Till Float Count Report**Reconcile Till Float Count Report**

Select to Print or Export the report. Select Done to continue.

[Print](#) [Export](#) [Done](#)**Reconcile Till Float Count Report**
Store 04241/Register #129

01/12/2010

02:01 PM

Cashier: Administrator, Application**Till ID:** 134

Denomination	Cash Count	Amount
Pennies	-25	(0.25)
Nickels	-5	(0.25)
Dimes	-5	(0.50)
Quarters	-20	(5.00)
Half-Dollars	0	0.00
1 Dollar Coins	0	0.00
1 Dollar Bills	-9	(9.00)
2 Dollar Bills	0	0.00
5 Dollar Bills	-25	(125.00)
10 Dollar Bills	-4	(40.00)
20 Dollar Bills	-2	(40.00)
50 Dollar Bills	0	0.00
100 Dollar Bills	0	0.00
Totals		(220.00)

[Print](#) [Export](#) [Done](#)

Figure 5–10 Reconcile Till Count Report - First Part

Reconcile Till Count Report

Select to Print or Export the report. Select Done to continue.

Print

Export

Done

Reconcile Till Count Report
Store 04241/Register #129

01/12/2010

02:03 PM

Cashier: Administrator, Application

Till ID: 134

Denomination	Cash Count	Amount
Pennies	-25	(0.25)
Nickels	-5	(0.25)
Dimes	-5	(0.50)
Quarters	-20	(5.00)
Half-Dollars	0	0.00
1 Dollar Coins	0	0.00
1 Dollar Bills	-9	(9.00)
2 Dollar Bills	0	0.00
5 Dollar Bills	-25	(125.00)
10 Dollar Bills	-4	(40.00)
20 Dollar Bills	-2	(40.00)
50 Dollar Bills	0	0.00
100 Dollar Bills	0	0.00
Totals		0.00

Denomination	Deposited Check Count	Amount
Totals	1	423.25

Denomination	E-Check Count	Amount
Totals	0	0.00

Denomination	Credit Count	Amount
Visa	1	947.20
MasterCard	0	0.00
American Express	0	0.00
Discover	0	0.00
Diners	0	0.00
House Card	0	0.00
JCB	0	0.00
Totals	1	947.20

Denomination	Coupon Count	Amount
Totals	0	0.00

Denomination	Gift Certificate Count	Amount
Totals	0	0.00

Denomination	Mall Certificate Count	Amount
Totals	0	0.00

Denomination	Gift Card Count	Amount
Totals	0	0.00

Denomination	Traveler's Check	Amount
Totals	1	20.00

Denomination	Debit Count	Amount
Totals	0	0.00

Denomination	Store Credit Count	Amount
Totals	0	0.00

Figure 5–11 Reconcile Till Count Report - Second Part

Denomination	Purchase Order Count	Amount
Totals	0	0.00

Denomination	Money Order Count	Amount
Totals	0	0.00

Totals		1,538.06
---------------	--	-----------------

Suspended Transactions Report

This report is displayed when end of day processing is performed for a store and suspended transactions exist. All transactions that are currently suspended are included in the report. For a detailed description of the report, see ["Suspended Transactions"](#) in [Chapter 3](#).

Bank Deposits

The Bank Deposit function creates a bank deposit and displays a report detailing individual totals that make up the deposit. The store must be open in order to perform a bank deposit, but it may be performed at any time during the day. The type of count performed depends on the setting for the Count Deposit Tender parameter. The parameter can either be set to Summary or Detail. Follow the set of steps for the appropriate setting:

- For a Summary count, see ["Creating a Summary Bank Deposit"](#).
- For a Detail count, see ["Creating a Detail Bank Deposit"](#).

Creating a Summary Bank Deposit

When the Count Deposit Tender parameter is set to Summary, the Select Bank Deposit Tender screen is used to enter the total amounts for deposit for each tender type.

To create a summary bank deposit:

1. Click the **Store Ops** tab.
2. Click the **Store** subtab.
3. Click the **Bank Deposit** left navigation link. The Select Bank Deposit Tender screen is displayed.

Figure 5–12 Summary Bank Deposit Tender Screen**Select Bank Deposit Tender**

Enter Bank Name, Deposit Number and enter the deposit amount for each tender type and select Save.

Refresh Total

Save

Bank Name: Bank Deposit Number:

Tender Type	Expected Total	Entered Total
Cash	0.00	0.00
Deposited Check	0.00	0.00
Traveler's Check	0.00	0.00
USD Cash	0.00	0.00
USD Check	0.00	0.00
USD Traveler's Check	0.00	0.00
USD Money Order	0.00	0.00
Total	0.00	0.00
USD Total	0.00	0.00

Refresh Total

Save

4. Enter the name of the bank and deposit number.
5. In the Bank Deposit Tender screen, enter the total for each type of currency in the given fields.
6. Click **Refresh Total**.
7. To save the total, click **Save**. A report is displayed. See ["Store Bank Deposit Report"](#).

Creating a Detail Bank Deposit

When the Count Deposit Tender parameter is set to Detail, the Select Bank Deposit Tender screen is used to select a tender type and then enter detailed information for the deposit. Only one tender type may be selected at a time. On this screen, you also calculate the amount for deposit.

To create a detail bank deposit:

1. Click the **Store Ops** tab.
2. Click the **Store** subtab.
3. Click the **Bank Deposit** left navigation link. The Select Bank Deposit Tender screen is displayed.

Figure 5–13 Select Bank Deposit Tender Screen**Select Bank Deposit Tender**

Enter Bank Name, Deposit Number and select a tender type for deposit or select Save.

Save

Bank Name: Bank Deposit Number:

Tender Type	Expected Total	Entered Total
Cash	0.00	0.00
Deposited Check	0.00	0.00
Traveler's Check	0.00	0.00
USD Cash	0.00	0.00
USD Check	0.00	0.00
USD Traveler's Check	0.00	0.00
USD Money Order	0.00	0.00
Total	0.00	0.00
USD Total	0.00	0.00

Save

4. Enter the name of the bank and deposit number.
5. To select a tender type for deposit, click the tender type name. The Detail Currency Count screen is displayed.
6. Enter the quantity of each type of tender.
 - To count cash, see ["Setting the Detail Currency Count"](#).
 - To count checks, see ["Setting the Tender Detail"](#).
7. Select another tender type or save the bank deposit. To save the bank deposit, click **Save**. A report is displayed. See ["Store Bank Deposit Report"](#).

Setting the Detail Currency Count

The Detail Currency Count screen is used to count cash for a bank deposit, till reconcile, and till open. For each type of currency, enter the count. To view the total amount entered, click **Refresh Total**. When you are done entering counts, click **Next**.

Figure 5–14 Detail Currency Count Screen**Detail Currency Count**

Enter the quantity of each type of currency. Select Refresh Total to view the total amount entered.

Pennies:	45	1 Dollar Bills:	100
Nickels:	20	2 Dollar Bills:	
Dimes:	55	5 Dollar Bills:	20
Quarters:	150	10 Dollar Bills:	20
Half-Dollars:		20 Dollar Bills:	15
1 Dollar Coins:		50 Dollar Bills:	
		100 Dollar Bills:	

Total: 744.45

Setting the Tender Detail

The Detail screen is used to count tender for a bank deposit or till reconcile. All entries and the total amount of all the entries are displayed.

Enter an amount for the tender and click **Add**. To remove an entry, select the check box in the Select to Remove column next to the amount and click **Remove**. When you are done entering amounts, click **Next**.

Figure 5–15 Deposited Check Detail Screen**Deposited Check Detail**

Enter the amount of each Deposited Check and select Add. When finished select Next.

Deposited Check:

Select to Remove	Deposited Check	Amount
☐	1	100.00
☐	2	200.00

Total: 300.00

Results 1-2 of 2

Store Bank Deposit Report

When a bank deposit is saved, the Store Bank Deposit report is displayed.

Figure 5–16 Store Bank Deposit Report

Bank Deposit Report

Select to Print or Export the report. Select Done to continue. Print Export Done

07/24/2013
Store: 04241
Cashier: Application Administrator
Business Date: 07/24/2013

Store Bank Deposit Report
05:12 AM

Bank Name	Bank Deposit Number
xyz	001200300400

Cash Total	
350.00	

Check Total	
Count	Amount
1	1000.00

Traveler's Check Total	
Count	Amount
1	500.00

Money Order Total	
Count	Amount
1	200.00

Canadian Cash Total	
0.00	

Canadian Check Total	
Count	Amount
0	0.00

Canadian Traveler's Check Total	
Count	Amount
0	0.00

Total Deposit	
2050.00	

Total Canadian Deposit	
0.00	

Print Export Done

This report contains the following information:

- Date and time the bank deposit was created.
- Store where the bank deposit was created.
- User ID of the cashier who created the bank deposit.
- Name of the bank and the deposit number.
- Total amount for each type of tender and a count of the tender.
- Total amount of the deposit.

To export the report, click **Export**. To print the report, click **Print**. To return to the Select Bank Deposit Tender screen, click **Done**.

The Pricing tab enables you to create or edit prices through Price Promotions, Price Changes, and Discount Rule options. Price promotions are temporary price reductions for a set period of time while price changes are permanent changes in the price of an item or group of items. Discount rules are used to apply price promotions to combinations of items or multiple items for a temporary time period.

Note: If pricing information is downloaded through the Data Import (DIMP) subsystem, any changes made through the Back Office Pricing tab will be overridden the next time pricing information is downloaded.

If a retailer is integrated with a price management application, it is assumed that the retailer is using the price management application, and not the features of Back Office, to set up items and manage pricing. Oracle Retail does not support using Back Office to manage items and pricing when integrated with a price management application.

If a retailer is integrated with Siebel, it is assumed that the retailer is using Siebel, and not the features of Back Office, to manage pricing for order line items. Oracle Retail does not support using Back Office to manage pricing for order line items when integrated with Siebel.

The following topics are discussed:

- ["Pricing Groups"](#)
- ["Price Promotions"](#)
- ["Price Changes"](#)
- ["Discount Rules"](#)

Pricing Groups

Pricing groups enable a retailer to define groups of customers who receive selected discounts and price promotions. When a customer is assigned a pricing group, the customer is entitled to receive the price promotions and discounts currently in effect for that pricing group. A customer can only be assigned one pricing group.

A pricing group can be associated with multiple price promotions and discount rules. But a price promotion or discount rule can only be associated with one pricing group. Pricing groups are downloaded through the DIMP subsystem.

Price Promotions

Price promotions are temporary price reductions for a set period of time. You can search for, create, and edit price promotions. When creating a price promotion, you enter the name and description of the promotion, the associated pricing group, the starting and ending dates, the type of price reduction, and the amount of the reduction. You can then add items included in the price promotion. You can also search for a price promotion, edit summary information, change promotional prices, and add or remove items from the promotion.

Searching for Price Promotions

The Price Promotion Search screen enables you to search for and edit pending price promotions.

To search for price promotions:

1. Click the **Pricing** tab.
2. Click the **Price Promotion** subtab.
3. Click the **Search** left navigation link. The Price Promotion Search screen is displayed.
4. Enter the search criteria and click **Search**. If no criteria is entered, the search is done for all pending promotions. The list of promotions that match the search criteria is displayed in the Results section of the screen.

Figure 6–1 Price Promotion Search Screen

Price Promotion Search

Enter Search Criteria

Promotion ID:				
Promotion Name:				
Start Date Later Than(M/d/yy):		Before(M/d/yy):		
End Date Later Than(M/d/yy):		Before(M/d/yy):		

Results

Promotion ID	Promotion Name	Start Date	End Date	Status
042410001000	Spring Vacation Special	2/24/09 9:00 AM	3/28/09 8:00 PM	PENDING

Results 1-1 of 1

5. To display details of a promotion, select the promotion ID from the displayed list. The Price Promotion Detail screen is displayed. See ["Adding or Editing a Price Promotion"](#).

Adding a Price Promotion

The add promotion function enables you to create a new price promotion.

To add a price promotion:

1. Click the **Pricing** tab.
2. Click the **Price Promotion** subtab.
3. Click the **Add** left navigation link. The Price Promotion Detail screen is displayed. See "[Adding or Editing a Price Promotion](#)".

Adding or Editing a Price Promotion

You can edit an existing price promotion or a newly created price promotion on the Price Promotion Detail screen.

Figure 6–2 Price Promotion Detail Screen

Price Promotion Detail

Edit Promotion Details, or Add and Remove items from the Price Promotion Detail. Select Done to return to Price Promotion Search

Promotion ID: 042410001000
Promotion Name: *
Description:
Pricing Group: ▾
Start Date(M/d/yy): * **Start Time(h:mm a):** ▾
End Date(M/d/yy): * **End Time(h:mm a):** ▾
Promotion Type: ▾ *
Priority: * **Amount:** *
Promotion Template Type: ▾
Item Number: *

* = Required Field

Select to Remove	Item Number	Description	Template Type	Regular Price	Promotion Price
☐	1234	CoolBox	*DEFAULT ▾	10.00	<u>9.00</u>

Results 1-1 of 1

To edit or add a price promotion:

1. Enter the required fields. Required fields include promotion name, start date, end date, promotion type, priority, item number, start time, end time, and amount.

Note: Enter a numerical value for promotion priority. The higher the number, the higher the priority. For example, 99 is a higher priority than 1.

2. Enter any optional fields. Description and pricing group are optional fields. To not associate the discount rule with a pricing group, select **None**.

3. To add an item to the promotion, enter the item number and click **Add**. The added item is displayed on the screen. A promotional price is calculated for the item.
 - Select the template type.
 - To change the promotional price, click the price. The Price Promotion Item Detail screen is displayed. See ["Editing the Item Price for a Price Promotion"](#).
4. To save the promotion, click **Save**. The Price Promotion Save Confirmation screen is displayed. The price promotion ID is shown on this screen.
5. Click **Enter**. The Price Promotion Search screen is displayed.

Editing the Item Price for a Price Promotion

On the Price Promotion Item Detail screen, you can change the new regular price of an item within a price promotion.

To change the price of an item:

1. Click the current price of the item you wish to change. The Price Promotion Item Detail screen is displayed.

Figure 6–3 Price Promotion Item Detail Screen

Price Promotion Item Detail

Edit the Promotional Price Amount

Item Number: 1234

Description: CoolBox

Selling Price: 10.00

Promotional Price: *

Save

Save

2. Enter a new selling price.
3. To save the new price, click **Save**. The Price Promotion Detail screen is displayed. See [Figure 6–2](#). You can select another price to change.

To save the new price, click **Save**. The Price Promotion Item Detail screen is displayed. You may select another price to change.

Price Changes

The price change function enables you to create and edit a permanent price change for a group of items or to search for a pending price change based on specific criteria. You can search for price changes, add a price change, or edit the details of an existing or new price change.

Searching for Price Changes

On the Price Change Search screen, you can search for pending price changes.

To search for a price change:

1. Click the **Pricing** tab.

2. Click the **Price Change** subtab.
3. Click the **Search** left navigation link. The Price Change Search screen is displayed.
4. Enter the search criteria. If no criteria is entered, the search is done for all pending price changes.
5. Click **Search**. The list of price changes that match the search criteria is displayed in the Results section of the screen.

Figure 6–4 Price Change Search Screen

Price Change Search

Enter Search Criteria, or select Price Change ID.

Search Clear Search

Price Change ID:

Description:

Effective Date Later Than: (M/d/yy) Before: (M/d/yy)

Item Number:

Results

Price Change ID	Description	Effective Date	Status
042410001001	Clearance on older merchandise	3/1/09	PENDING

Results 1 of 1

Search Clear Search

6. To display details of a price change, select the price change ID from the displayed list. The Price Change Detail screen is displayed. See ["Adding or Editing a Price Change"](#).

Adding or Editing a Price Change

The Price Change Detail screen enables you to edit price change details, add a new item to a price change, or change the price of an item within a price change.

Figure 6–5 Price Change Detail Screen

Price Change Detail

Add price change details, then Add items to the Price Change.

Remove Save Done

Price Change ID: 042410001001

Price Change Type: ☒ Future
☐ Immediate

Description: Clearance on older merchandise

Effective Date (M/d/yy): 3/1/09 *

Price Change Template Type: *DEFAULT

Item Number: Add *

* = Required field

Select to Remove	Item Number	Description	Template Type	Existing Regular Price	New Regular Price
☐	7800	Delirium BMX Bike	*DEFAULT	279.99	219.99
☐	7801	Super Charger BMX Bike	*DEFAULT	199.99	169.99

Results 1-2 of 2

Remove Save Done

To edit or add a price change:

- Edit or enter the details for the price change:
 - Select a price change type. For a price change that takes effect at a later date, click **Future**. For a price change that takes effect immediately, click **Immediate**.
 - Type in a new price change description.
 - Enter a new effective date.
 - Remove an item from the price change. Select the check box next to the item and click **Remove**.
 - Add an item to the price change. Enter an item number and click **Add**. The new item appears at the bottom of the screen.
 - Change the price of an existing item. See ["Editing the Item Price for a Price Change"](#).
 - Change the template type for the item.
- To save the price change, click **Save**. The Price Change Save Confirmation screen is displayed. The price change ID is shown on this screen.
- Click **Enter**. The Price Change Search screen is displayed.

Editing the Item Price for a Price Change

On the Price Change Item Detail screen, you can change the new regular price of an item within a price change.

To change the price of an item:

1. Click the current price of the item you wish to change. The Price Change Item Detail screen is displayed.

Figure 6–6 Price Change Item Detail Screen

Price Change Item Detail

Modify the Price Change and select Next, or select Done to return to Price Change Detail.

Save

Item Number: 7800

Description: Delirium BMX Bike

Old Selling Price: 279.99

New Selling Price: *

* = Required field

Save

2. Enter a new selling price.
3. To save the new price, click **Save**. The Price Change Detail screen is displayed. You can select another price to change.

Adding a Price Change

To add a price change:

1. Click the **Pricing** tab.
2. Click the **Price Change** subtab.
3. Click the **Add** left navigation link. The Price Change Detail screen is displayed.
4. Enter the price change information. Refer to "[Adding or Editing a Price Change](#)".

Discount Rules

Discount rules are created to temporarily reduce the price of an item or group of items. The discount rules apply to multiples or combinations of items. You can search for, create, edit, or end discount rules.

Discount Rules Terminology

[Table 6–1](#) provides a list of terms used in the discount rules subtab.

Table 6–1 Terminology

Term	Definition
Source	Product that must be purchased before the target is eligible for a discount
Target	Product that is eligible for a discount once the source is met
Item	A specific product (for example, Levi's 501 Jeans)
Class	A group of items whose members share an attribute (for example, jeans item list)

Table 6–1 (Cont.) Terminology

Term	Definition
Department	A large collection of items that share a common denominator (for example, Women's Apparel)

Searching for Discount Rules

On the Discount Rule Search screen, you can search for existing discount rules by discount rule ID, name, type, start and end dates, source, or target.

1. Click the **Pricing** tab.
2. Click the **Discount Rule** subtab.
3. Click the **Search** left navigation link. The Discount Rule Search screen is displayed.
4. Enter the search criteria. The rule type displayed in the Discount Rule Type menu is used for the search.

To search for all discount rule types, select the blank entry in the menu.

5. You can choose how to sort search results. If you do not choose to sort results, the results are sorted by the default criteria.
 - Select which criteria to sort by from the menu.
 - To include expired discount rules, click **Yes**. Otherwise, click **No**.
6. To search for a discount rule, click **Search**. To clear the search criteria, click **Clear Search**. The list of discount rules that match the search criteria is displayed in the Results section of the screen.

Figure 6–7 Discount Rule Search Screen

Discount Rule Search

Enter search criteria, or select Discount Rule ID. Search Clear Search

Discount Rule ID:

Discount Rule Name:

Discount Rule Type:

Start Date Later Than: (M/d/yy)

End Date Later Than: (M/d/yy)

Source:

Sort By:

Before: (M/d/yy)

Before: (M/d/yy)

Target:

Include Expired Discount Rules: ☐ Yes ☒ No

Results

Discount Rule ID	Discount Rule Name	Start Date	End Date
CORP0003010	Buy 2 pairs of jeans (item 924) at regular price, get a sweater (item 909) at 50% off	1/1/01	12/31/09
CORP0004000	Buy 1 Item, get any 1 of 2 items 50% off	1/1/99	12/31/09
CORP0004001	Buy Any 1 of 2 Items, get 1 item free	1/1/99	12/31/09
CORP0004092	Buy 1 item from the WALT merchandise classification and get % 50 off item 990	1/1/01	12/31/09
CORP0005110	Buy 1 Coco Channel, get one free	1/1/99	12/31/09
CORP0009998	Buy 1 Item, get one 10% off	1/1/99	12/31/09
CORP0009999	Buy 1 Item, get one 10% off	1/1/99	12/31/09

Results 1-7 of 7

- To display details of a discount rule, select the discount rule ID from the displayed list. The Discount Rule Detail screen is displayed. See ["Editing a Discount Rule"](#).

Adding Discount Rules

On the Discount Rule Add screen, you can add new discount rules to the database.

To add a discount rule:

- Click the **Pricing** tab.
- Click the **Discount Rule** subtab.
- Click the **Add** left navigation link. The Discount Rule Add screen is displayed.

Figure 6–8 Discount Rule Add Screen

Discount Rule Add

Enter discount rule information and select Next.

Discount Rule Name: *

Discount Rule Type:

Transaction Level: ☒ Yes ☐ No

Store Level: ☒ Yes ☐ No

Pricing Group:

Start Date:

End Date:

Start Time:

End Time:

n=quantity or \$n=amount :

x=source :

y=target :

z=price or discount :

* = Required Field

Next

4. Enter the discount rule name. This is a free text field to describe the discount rule.
5. Select the discount rule type from the menu. See ["Discount Rule Types"](#) for examples and definitions of the different discount rules.
6. Select the source and target from the menus. You can select item, class, or department for the source and target.

Note: The availability of the source and target fields depends on the type of rule you are adding.

7. Select the transaction level and store level:
 - The store level indicates if the discount rule applies to all the items in the store. To apply the rule to all items in the store, select **Yes**.
 - The transaction level indicates if the rule is applicable at the transaction level or item level. To apply the rule at the transaction level, select **Yes**.

Note: These fields are displayed only for the type of rules that are applicable at the transaction level.

8. Select a pricing group. To not associate the discount rule with a pricing group, select **None**.
9. Enter start and end dates or select from the calendar next to the field box.
10. Enter starting and ending times.
11. Click **Next**. The Discount Rule Detail screen is displayed. See ["Editing a Discount Rule"](#).

Note: If not all fields are entered, you receive an error message asking you to complete all fields before continuing.

Editing a Discount Rule

On the Discount Rule Detail screen, you can view, edit, or end an existing discount rule. If the discount rule is pending or expired, you can edit the name of the rule, the start and end dates, the start and end times, the limit and threshold amounts, quantity, items, classes, and departments eligible for specific group discounts. If the rule is active, you can only edit the end date and time.

To edit a discount rule:

1. On the Discount Rule Search screen, click the Discount Rule ID. The Discount Rule Detail screen is displayed.

Figure 6–9 Discount Rule Detail Screen

Discount Rule Detail

Edit discount rule information or select Done to return to the previous screen.

RemoveSaveDoneEnd Rule

Discount Rule ID: 042410024000

Discount Rule Name: Travel Package *

Discount Rule Type: BuyNoFXgetYatZ% off

Pricing Group: None

Start Date: 2/24/09 *

Start Time: 9:00 (h:mm a) AM *

End Date: 2/28/09 *

End Time: 5:00 (h:mm a) PM *

Source Threshold:

Source Limit:

Target Threshold:

Target Limit:

Percent Off: 15 *

Number of times per transaction: 1 *

Accounting Method: ☒ Discount ☐ Markdown

Allow Source to Repeat: ☒ Yes ☐ No

Deal Distribution: ☐ Target ☒ Source and Target

Add Source and Target

Source Item:

Quantity:

Add

Target Item:

Quantity: 2

Add

Sources ☐ Include ANY

Source(s)

☒ Include ALL Sources

Select to Remove	Description	Quantity	Price
☐	7463 - Lg Trvlr Dfl Bag	1	99.99

Results 1 of 1

Targets ☐ Include ANY

Target(s)

☒ Include ALL Targets

Select to Remove	Description	Quantity	Price
☐	1234 - CoolBox	2	10.00

Results 1 of 1

* = Required Field

RemoveSaveDoneEnd Rule

Table 6–2 describes the fields on this screen.

Table 6–2 Discount Rule Detail Screen Fields

Field	Description
Discount Rule ID	Identifier of this discount rule.
Discount Rule Name	Name for this discount rule.

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Table 6–2 (Cont.) Discount Rule Detail Screen Fields

Field	Description
Discount Rule Type	Type of discount for this rule. The variables used the discount rule type are described in Table 6–3 .
Transaction Level	Indicates if the discount rule is applied at the transaction level or item level. If this field is set to Yes , the discount is applied at the transaction level. Note: This field is only displayed for discount rules that are applicable at the transaction level.
Store Level	Indicates if the discount rule applies to all the items in the store. If this field is set to Yes , the discount rule applies to all items in the store. Note: This field is only displayed for discount rules that are applicable at the transaction level.
Pricing Group	The discount rule is associated with this pricing group. If this field is None , the discount rule is not associated with any pricing group.
Start Date and Start Time	The date and time when this discount rule goes into effect.
End Date and End Time	The date and time when this discount rule expires.
Source Threshold	Minimum price allowed for a source to be part of this rule.
Source Limit	Maximum price allowed for a source to be part of this rule.
Target Threshold	Minimum price allowed for a target to be part of this rule.
Target Limit	Maximum price allowed for a target to be part of this rule.
Percent Off, Dollar Off, Fixed Price	Discount percentage or amount applied to the target.
Number of Times per Transaction	Maximum number of times this rule can be applied in a transaction.
Accounting Method	Determines if this rule is described as a discount or markdown for accounting purposes.
Allow Source to Repeat	When set to Yes, this rule is triggered if either of the following conditions are met: - For ALL qualifier type rules, when the same item is repeated. - For ANY qualifier type rules, when there are multiple sources, any item from any source is repeated, and the total quantity criteria is met. When set to No, this rule is not triggered when the same item is repeated.
Deal Distribution	If set to Source, the discount amount is applied only to the target. If set to Source Target, the discount amount is divided between the source and target.
Add Source and Target fields	
Source Item Number	SKU number assigned to the source.
Quantity	Quantity of the source that must be purchased to get the discount on the target.
Target Item Number	SKU number assigned to the target.
Quantity	Quantity of the target that must be purchased to get the discount.
Sources fields	

Table 6–2 (Cont.) Discount Rule Detail Screen Fields

Field	Description
Include ANY Source(s)	If selected, the customer must purchase the minimum number of the source items to qualify for the discount on the target items. Choose the minimum number that must be purchased from the menu.
Include ALL Sources	If selected, the customer must purchase all of the source items to qualify for the discount on the target items.
Select to Remove	A selected checked box indicates the source has been selected to be removed from the rule.
Item Number	SKU number assigned to the source.
Description	Description of the source item.
Quantity	Quantity of this item that must be purchased to qualify for the discount on the target.
Price	Price of the item.
Targets fields	
Include ANY Target(s)	If selected, the customer must purchase the minimum number of the target items to qualify for the discount. Choose the minimum number that must be purchased from the menu.
Include ALL Targets	If selected, the customer must purchase all of the target items to qualify for the discount.
Select to Remove	A selected checked box indicates the target has been selected to be removed from the rule.
Item Number	SKU number assigned to the target.
Description	Description of the target item.
Quantity	Quantity of this item that must be purchased to get the discount.
Price	Price of the item without the discount applied.

Table 6–3 describes the variables used in the discount rules.

Table 6–3 Discount Rule Definitions

Letter	Name	Description
X	Source	Product that must be purchased before the target is eligible for a discount.
Y	Target	Product eligible for a discount once source is met.
Z	Price or Discount	Discount amount or percentage applied to the target.
N	Quantity or Amount	Number or amount of source that must be purchased to receive a discount.

Note: X(source) and Y(target) can be the same item.

2. Change the rule information.
3. Add source and target items to the rule.
 - To add a source, enter the item number and quantity and click **Add**. The item is added to the Sources list.

- To add a target, enter the item number and quantity and click **Add**. The item is added to the Targets list.
- 4. Change the list of source and target items. For information on the ANY and ALL options, see "[ANY and ALL Options for Sources and Targets](#)".
 - Change the number of source items that must be purchased to qualify for the discount on the target items.
 - If a minimum number of the source items must be purchased, select **Include ANY Source(s)** and select the minimum number of items from the menu.
 - If all source items must be purchased, select **Include ALL Sources**.
 - Change the number of target items that must be purchased to qualify for the discount.
 - If a minimum number of the target items must be purchased, select **Include ANY Target(s)** and select the minimum number of items from the menu.
 - If all target items must be purchased, select **Include ALL Targets**.
 - To remove a source or target, select the check box in the Select to Remove column. Click **Remove**.
- 5. To end a discount rule, edit the end date and time to the current date and time.
- 6. To save the discount rule, click **Save**. The Discount Rule Save Confirmation screen is displayed. The discount rule ID is shown on this screen.
- 7. Click **Enter**. The Discount Rule Search screen is displayed.

ANY and ALL Options for Sources and Targets

For the Source and Target items defined for a discount rule, the minimum number of items that must be purchased for the source and the target can be selected on the Discount Rule Detail screen. In addition, you can choose if ANY or ALL sources and targets must be included to invoke the discount rule. This feature is applicable to items, classes, and departments.

The following examples illustrate two discount rules.

Example 1

A class is used for the source and target. There is more than one source.

- Discount Rule: Buy any two pair of women's jeans or women's shorts, get a pair of socks for \$1 off.

To implement this discount rule:

1. For the sources, enter the item numbers for the class of women's jeans and the class of women's shorts. Enter 2 for the quantity of each.
2. Select the **Include ANY Source(s)** option and choose 1 from the menu. The 1 indicates that the customer needs to buy only one of the two classes (jeans or shorts).
3. For the target, enter the item number for the class for pairs of socks. Enter 1 for the quantity.
4. Select the **Include ALL Targets** option.

Example 2

An item is used for the source and target. There is more than one source.

- Discount Rule: Buy a camera and a case, get a roll of film for \$0.

To implement this discount rule:

1. For the sources, enter the item number for the camera and the item number for the case. Enter 1 for the quantity for each.
2. Select the **Include ALL Sources** option to indicate the customer must purchase the camera and the case before the discount rule will be invoked.
3. For the target, enter the item number for the roll of film. Enter 1 for the quantity.
4. Select the **Include ALL Targets** option.

Sorting Algorithm

When a discount rule contains the ANY option and the number of available sources and targets exceed the ANY quantity, the system must determine how to sort the items in order to know which items will participate in the discount rule. The sorting algorithm varies based on the discount rule and whether or not the items participate as both sources and targets within that rule, that is, whether the sources are discounted.

The following sorting algorithm is used:

1. If using one of the following rules, the system will always sort least expensive to most expensive:
 - Buy N of X, get lowest priced X at Z% off
 - Buy N of X, get Y at Z% off
 - Buy N of X, get Y at Z\$
 - Buy \$N or more of X, get Y at Z% off
 - Buy \$N or more of X, get Y at Z\$
2. When the same items participate as both sources and targets, that is, whether the sources will receive the discount, the system will sort the items from most expensive to least expensive to determine which should participate in the discount rule.
3. When the same items do not participate as both sources and targets, the system will sort the items from least expensive to most expensive and choose the first options until the ANY quantity is met.

How a Discount Rule is Applied to Items Included in a Kit

The application of a discount rule to an item is determined by the following:

- When an item is added to a transaction, the Discountable feature of the item is checked. If Discountable is set to Yes, the item is eligible for the discount.
- When a kit is added to a transaction, the discount rule is not applied to any items in the kit regardless of how the Discountable feature is set.

The following examples illustrate these two requirements.

- Items 907, 908, and 910 have Discountable set to Yes, are included in a discount rule, and are included in a kit. The kit has Discountable set to Yes. If these items are added individually to a transaction, the discount rule is applied.

- Items 907, 908, and 910 have Discountable set to Yes, are included in a discount rule, and are included in a kit. The kit has Discountable set to No. If these items are added individually to a transaction, the discount rule is applied.
- Items 907, 908, and 910 have Discountable set to Yes, are included in a discount rule, and are included in a kit. The kit has Discountable set to Yes. If the kit is added to a transaction, the discount rule is not applied.
- Items 907, 908, and 910 have Discountable set to Yes, are included in a discount rule, and are included in a kit. The kit has Discountable set to No. If the kit is added to a transaction, the discount rule is not applied.
- Items 907, 908, and 910 have Discountable set to No, are included in a discount rule, and are included in a kit. The kit has Discountable set to Yes. If these items are added individually to a transaction, the discount rule is not applied.
- Items 907, 908, and 910 have Discountable set to No, are included in a discount rule, and are included in a kit. The kit has Discountable set to Yes. If the kit is added to a transaction, the discount rule is not applied.

Discount Rule Types

Table 6–4 lists examples of discount rules.

Table 6–4 Discount Rule Examples

Discount Rule	Example
Buy N of X, get Y at Z% off	Buy 2 (=N) pair of jeans (=X), get a sweater (=Y) at 50% (=Z) off.
Buy N of X, get Y at Z\$ off	Buy 1 (=N) suit coat (=X), get a dress shirt (=Y) for \$10 (=Z) off.
Buy N of X, get Y for Z\$	Buy 2 (=N) shirts (=X), get a pair of pants (=Y) for \$10 (=Z).
Buy N of X, get highest priced X at Z% off	Buy 3 (=N) items (=X), get 10% (=Z) off the highest priced item. X can be N of the same or different items. Item A is \$19.99, item B is 15.99, item C is 10.00. Since item A is the highest priced item, \$1.99 (10% of \$19.99) is taken off the total.
Buy N of X, get lowest priced X at Z% off	Buy 3 (=N) items (=X), get 10% (=Z) off the lowest priced item. X can be N of the same or different items. Item A is \$19.99, item B is \$15.99, item C is \$10.00. Since item C is the lowest priced item, \$1.00 (10% off \$10.00) is taken off the total.
Buy \$N or more of X, get item Y at Z\$ off	Buy \$20 (=N) of Sporting Goods (=X), get \$10 (=Z) off a basketball item (=Y).
Buy \$N or more of X, get Y at Z% off	Buy \$20 (=N) or more of Sporting goods (=X), get 10% (=Z) off a baseball cap (=Y).
Buy \$N or more of X, get Y for Z\$	Buy \$500 (=N) or more of jewelry (=X), get a pair of earrings (=Y) for \$25 (=Z).
Buy N of X for Z% off	Buy 2 (=N) pair of jeans (=X) for 10% (=Z) off.
Buy N of X for a specified amount off	Buy 2 (=N) pair of jeans (=X), get \$10 (=Z) off.
Buy N of X, get that purchase for a specified price	Buy 2 (=N) pair of jeans (=X), get purchase at \$10 (=Z).

Table 6–4 (Cont.) Discount Rule Examples

Discount Rule	Example
Buy N or more of X for Z% off	Buy 5 (=N) or more of Sporting goods (=X) for 10% (=Z) off.
Buy N or more of X for (Z) a specified amount each	Buy 5 (=N) or more of Sporting goods (=X), get each item at \$10 (=Z).
Buy a specified total amount (N) or more of X, for a specified amount off	Buy \$50 (=N) or more of Sporting goods (=X), get \$10 (=Z) off.
Buy a specified total amount (N) or more of X, get Z% off	Buy \$50 (=N) or more of Sporting goods (=X), get 10% (=Z) off.

Group Discounts

Group discounts allow the customer to purchase a specified quantity of a particular item (X) to receive a discount on that item.

Table 6–5 describes the variables used in the group discount examples in Table 6–6.

Table 6–5 Group Discount Definitions

Letter	Name	Description
N	Quantity	Number or amount of X purchased to be eligible for discount.
X	Source/Target	Item or group of items that must be purchased to receive discount on that item or group of items.
Z	Discount	Discount applied to X.

Note: Prices for X can be different.

Table 6–6 lists examples of group discounts.

Table 6–6 Group Discount Examples

Group Discount	Examples
Buy N of X for Z\$	Buy 2 (=N) pair of jeans (=X), get them for \$50 (=Z).
Buy N of X for Z% off	Buy 3 (=N) pair of jeans (=X), get 35% (=Z) off the total.
Buy N of X for Z\$ off	Buy 3 (=N) pair of jeans (=X), get \$25 (=Z) off the total.
Buy N or more of X for Z% off	Buy 3 (=N) or more pairs of jeans (=X), get 35% (=Z) off the total.
Buy N or more of X for Z\$ each	Buy 3 (=N) or more pairs of jeans (=X), get them for \$25 (=Z).

Table 6–7 lists examples of transaction level discounts.

Table 6–7 Transaction Level Discount Examples

Transaction Level Discount	Examples
Buy N of X for Z% off	Buy 3 (=N) pair of jeans (=X), get 35% (=Z) off the transaction total.

Table 6–7 (Cont.) Transaction Level Discount Examples

Transaction Level Discount	Examples
Buy N of X for Z\$ off	Buy 3 (=N) pair of jeans (=X), get \$25 (=Z) off the transaction total.
Buy \$N or more of X get Z\$ off	Buy \$50 (=N) or more of Sporting goods (=X), get \$10 (=Z) off the transaction total.
Buy \$N or more of X get Z% off	Buy \$100 (=N) or more of Sporting goods (=X), get 10% (=Z) off the transaction total.

Table 6–8 lists examples of store level discounts.

Table 6–8 Store Level Discount Examples

Store Level Discount	Examples
Buy N of X for Z% off	Buy 3 (=N) of any item in the store (=X), get 35% (=Z) off the transaction total.
Buy N of X for Z\$ off	Buy 3 (=N) of any item in the store (=X), get \$25 (=Z) off the transaction total.
Buy \$N or more of X get Z\$ off	Buy \$50 (=N) or more of any items in the store (=X), get \$10 (=Z) off the transaction total.
Buy \$N or more of X get Z% off	Buy \$100 (=N) or more of any items in the store (=X), get 10% (=Z) off the transaction total.

Administrative Functions

The Administration tab provides access to job schedules and parameters. The job manager functionality enables you, if authorized, to create and schedule jobs, edit currently scheduled jobs, or remove jobs. You can also edit parameters that affect various application functions and maintain foreign exchange rates.

The following topics are discussed:

- ["Job Manager"](#)
- ["Parameter Maintenance"](#)
- ["Back Office Parameter Maintenance"](#)
- ["Maintaining Exchange Rates"](#)

Job Manager

The Job Manager function enables you to create and schedule data movement jobs such as parameter distributions, file transfers, and the run of reports. A job is a system process that can be scheduled to perform an operation in Oracle Retail Back Office. When a job runs, the system writes the data from an imported file to the database in the system. For example, the Job Manager can choose to import a file of parameter updates and then schedule the system to execute those updates at a specific time. The job manager function enables you to add jobs, edit existing jobs, select registers as recipients of jobs, enter notifications of failure and success of jobs, and view and edit job settings.

Importing and Exporting Files

XML files are created on another system to be imported into Oracle Retail Back Office. Files can also be exported from Back Office to other systems.

Importing Data

On the Available Imports screen, you can select XML files that are created on another system to be imported into Oracle Retail Back Office.

Note: The Data Import (DIMP) Subsystem enables the importing of additional types of data. For information on the types of data that can be imported using DIMP, see the *Oracle Retail POS Suite/Merchandising Products Implementation Guide*.

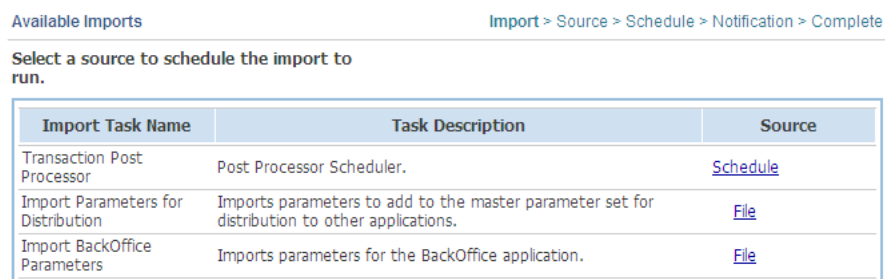
[Table 7–1](#) describes the available import tasks.

Table 7–1 Description of Import Tasks

Task	Description
Transaction Post Processor	- Creates summary data for use in reporting. - Should be scheduled to run on a repeating basis, after system installation, so that the transactions coming in via the POSLog are summarized for reporting.
Import Parameters for Distribution	- Used whenever new parameters must be added to the master set. - Must be performed initially when the application is installed. - Imports XML divided into parameter groups. Defaults to include the distributable and master set, both XML and database-stored parameters for the Oracle Retail Back Office and Point-of-Service applications.
Import BackOffice Parameters	- Used whenever new parameters must be added to the Oracle Retail Back Office set. - Must be performed initially when the application is installed. - Imports XML divided into parameter groups. Includes the parameters used to control behavior in the Oracle Retail Back Office application. - For more information on specific parameters, see the <i>Oracle Retail POS Suite Configuration Guide</i>.

To import files:

1. Click the **Administration** tab.
2. Click the **Job Manager** subtab.
3. Click the **Available Imports** left navigation link. The Available Imports screen is displayed.

Figure 7–1 Available Imports Screen


Available Imports		
Import > Source > Schedule > Notification > Complete		
Select a source to schedule the import to run.		
Import Task Name	Task Description	Source
Transaction Post Processor	Post Processor Scheduler.	Schedule
Import Parameters for Distribution	Imports parameters to add to the master parameter set for distribution to other applications.	File
Import BackOffice Parameters	Imports parameters for the BackOffice application.	File

Table 7–2 describes the information shown for each available import.

Table 7–2 Available Imports Columns

Column	Description
Import Task Name	The task that is performed.
Task Description	The type of data that will be imported.

Table 7–2 (Cont.) Available Imports Columns

Column	Description
Source	File means you first choose the source file to be used for the import and then set the schedule for the distribution. Schedule means you do not choose a source file, you only need to set the schedule.

- Click the source link of the task to import. The Select Source-File screen is displayed.

Note: If the link is a schedule, the Job Manager screen is automatically displayed and you do not need to select a file.

Selecting the Source File

On the Select Source - File screen, you can select the file to be imported.

Figure 7–2 Select Source - File Screen

To select the import file:

- Enter the path name of the file to be imported or click **Browse** to choose a file.
- Click **Next**. If the job is not yet scheduled, the Job Schedule screen is displayed.

Scheduling a Job

The Job Schedule screen enables you to select the run frequency of an import or export job. You can schedule a job to run at a specific time or interval.

To schedule a job, click **Immediate** or **Scheduled** on the Job Schedule screen.

Figure 7–3 Job Schedule Screen

Job Schedule Import > Source > **Schedule** > Notification > Complete >

Select Run Date settings, enter run time(s) and press Add. Press Next when complete. Next

Run Date Import Parameters

☒ Immediate

☐ Scheduled

Next

- To run the job immediately, click **Immediate**. The Notification screen is displayed and you do not enter scheduling information.
- To run the job at a future date and time, click **Scheduled**. The Job Schedule screen is expanded. You must enter scheduling information.

Figure 7–4 Expanded Job Schedule Screen

Job Schedule Import > Source > **Schedule** > Notification > Complete >

Select Run Date settings, enter run time(s) and press Add. Press Next when complete. Next

Run Date Import Parameters

☐ Immediate

☒ Scheduled

Begin Date: (M/d/yy) 

☒ Repeating

End Date: ☐ Last Run Date: (M/d/yy) 

☐ Duration: Days

☒ No End

Repeat:  

Run Time

Time: 

Choose Add to add a new scheduled time, or to remove a scheduled time select the checkbox and choose Remove.

Scheduled Times	
☐	11:00 AM

Next

If scheduling a job to run at a future time, you enter scheduling information on the expanded Job Schedule screen.

To schedule a job:

1. Enter or select a begin date.

2. If you want the job to run on a repeating basis, click **Repeating**.

Additional fields appear on the screen.

- a. Set the End date.

The default is No End.

- b. Set when you want the job to repeat.

The default is to repeat Daily at a specific Start Time.

You can set the import to repeat Daily at a specific Start Time or Interval, Weekly on a specific day, or Monthly on a specific week and day.

3. Set the Run Time for the job.

Run time can be entered in either 12-hour format or 24-hour format. To use 12-hour format, enter the time in hour:minutes am or pm, for example, 5:15 am. For 24-hour format, or military time, the allowed time is in the range of 0:00 to 23:59.

- a. Add or remove scheduled times from the list.

If you specified the job to run on a daily interval, enter the interval and click **Add**. For example, if you want the job to run every five minutes, enter 0:05.

Otherwise, enter the time you want the job to run and click **Add**. You can specify multiple times.

If you want to remove a time from the list, select the check box by the time and click **Remove**.

- b. Click **Next**. The Notification screen is displayed.

Adding a Notification

On the Notification screen, you can set the system to notify recipients of the failure or success of jobs. You may want to notify yourself and other store managers if a job runs successfully.

Figure 7–5 Notification Screen

Notification Import > Source > Schedule > **Notification** > Complete >

Enter settings and press Add to add to the notification list. Next

Add Notification Import Parameters

Notify of: Success Method: Email Recipient: Add

Existing Notifications

Remove

Select to Remove	Notify of	Method	Recipient
☐	Success	Email	pos@oracle.com

Next

To add a notification:

1. Select to notify of Success, Failure, or All from the menu.
2. Select a delivery method from the menu. The default delivery method is Email.
3. Enter a recipient's email address and click **Add**. To remove a recipient, select the check box next to the name and click **Remove**.
4. Click **Next**.

Completing the Job Distribution

After setting a notification, the Distribution Summary screen may be displayed. This provides a summary of information about the job to be scheduled. The Distribution Summary enables you to edit the job name and approve the job schedule.

Figure 7–6 Distribution Summary Screen

Distribution Summary Import > Source > Schedule > **Notification** > Complete

Select Submit Job to schedule the job.

Task Information

Task Name: File Transfer

Job Name:

Job Description: A set of files for transport or importing

Next Scheduled Run: N/A

Schedule: N/A

Recipients: Import:1:Central Office:04241

Notifications: Email: pos@oracle.com

To distribute the job:

1. Enter or edit the job name or accept the default.
2. Click **Submit Job**. The Distribution Confirmation screen is displayed.

Confirming the Job Distribution

The Distribution Confirmation screen shows the job ID and name of the job to be scheduled.

Figure 7–7 Distribution Confirmation Screen

Distribution Confirmation Import > Source > Schedule > Notification > **Complete**

[Done](#)

The following is the JOB ID for the A set of files for transport or importing:

5

Select to view job status and details.

[Done](#)

Click **Done** to return to the Available Imports or Available Exports screen where the process started.

Exporting Data

On the Available Exports screen, you can select data to be exported to other stores. [Table 7–3](#) describes the available exports.

Table 7–3 Description of Available Export Tasks

Task	Description
File Transfer	- Used to distribute any type of file for which a custom listener has been created at the receiving application. - One or more of any type of file can be attached for distribution.
Audit Log	- Used to distribute the employee time maintenance audit log. - Exports an XML formatted journal of the time maintenance operations.

To export data:

1. Click the **Administration** tab.
2. Click the **Job Manager** subtab.
3. Click the **Available Exports** left navigation link. The Available Exports screen is displayed. This screen lists the available exports and a description of each export.

Figure 7–8 Available Exports Screen

Available Exports Export > Properties > Recipient > Schedule > Notification > **Complete**

Available Exports

Export Task Name	Task Description
File Transfer	Transfer a file or set of files.
Audit Log	Export audit logs

4. Click the link in the Export Task Name column for the task to export. The File Selection screen is displayed.

Selecting the File to Export

On the File Selection screen, you select the files to be exported.

Figure 7–9 File Selection Screen

File Selection Export > **Properties** > Recipient > Schedule > Notification > Complete

Enter a file name and press Add File to add it to the list. Once all of the files have been added to the list, Select Next.

Export File Set

File path/name:

Selected Files

Select to remove	File Name	File Type	Size
☐	backoffice.xml	text/xml	20164 bytes

1. Enter the path name of the file or click **Browse** to choose a file. To add the file to the list, click **Add**.
2. When you have added all the files for the export, click **Next**. The Job Schedule screen is displayed. To complete the export, see "[Scheduling a Job](#)".

Viewing Scheduled Jobs

On the Scheduled Job Summary, you view a list of currently scheduled jobs as well as the summary for any specific job that scheduled.

To view scheduled jobs:

1. Click the **Administration** tab.
2. Click the **Job Manager** subtab if it is not selected.
3. Click the **Scheduled Imports** or **Scheduled Exports** left navigation link. The list of scheduled imports or exports is displayed. The screen contains the job description, scheduled run, recipient (if any), action date, and job status.
4. Click the job description link to view the summary for that job. The Scheduled Job Summary screen is displayed.

Figure 7–10 Scheduled Job Summary

Scheduled Job Summary

Select Done when finished viewing or editing. Done

Information

Task Name: File Transfer
 Job Name: IMPORT_PARAMETERS
 Job Description: Import new parameters
 Schedule:
 Recipients: Import:1:Central Office:04241
 Notifications: Email: pos@oracle.com,

History

Date	
7/20/07 7:04 AM	Status changed from Created to Submitted.
7/20/07 7:04 AM	Status changed from Submitted to Executing.
7/20/07 7:04 AM	Status changed from Executing to Succeeded.
7/20/07 7:10 AM	Status changed from Succeeded to Submitted.
7/20/07 7:10 AM	Status changed from Submitted to Executing.
7/20/07 7:10 AM	Status changed from Executing to Succeeded.

Acknowledgements

Destination ID	Status	Status Date
----------------	--------	-------------

Done

Table 7–4 describes the information shown in the Scheduled Job Summary screen.

Table 7–4 Scheduled Job Summary Details

Detail	Description
Information	Type of task performed. Name and description of the job. If the job is scheduled on a repeating basis, the next scheduled runtime is shown. Recipients of the data distribution or file transfer. Type of notification and the user IDs that receive notification of the job's progress.
History	Log of the status changes that occurred and the data and time of each change.
Acknowledgements	For a data distribution job, Oracle Retail Back Office can receive an acknowledgement back from each store that the data distribution was received. The acknowledgement includes a text field that can be completed by the store with any type of status information applicable to the job. The store ID number, status, and the date and time the status occurred are shown on this screen. Acknowledgements are only available for data distribution jobs.

5. Click **Done**. Click another job description link to view the summary for that job.

Editing Scheduled Imports and Exports

You can edit any of the jobs that appear on the Scheduled Imports or Scheduled Exports screens. You can remove a job, select to run a job immediately, edit the job schedule, or change and add notifications for the job. Both of these screens have the same format. The Scheduled Imports screen is shown here as an example.

Figure 7–11 Scheduled Imports Screen

Scheduled Imports

Select the appropriate link or action button to continue.

Select to Run Immediately or Remove	Description	Scheduled Run	Recipient	Action Date	Job Status
☐	Import new parameters Schedule: Custom: One Time Notifications: pos@oracle.com Required Approval:		Import:1:Central Office:04241	July 20, 2007 7/20/07 7:04 AM	Succeeded
☐	A set of files for transport or importing Schedule: Custom: One Time Notifications: pos@oracle.com Required Approval:		Import:1:Central Office:04241	July 19, 2007 7/19/07 8:55 AM	Created
☐	Import Back Office parameters Schedule: Custom: One Time Notifications: pos@oracle.com Required Approval:		Import:1:Central Office:04241	July 20, 2007 7/20/07 7:04 AM	Succeeded

Table 7–5 describes the information shown for each available import on the Scheduled Import screen and for each available export on the Scheduled Export screen.

Table 7–5 Scheduled Imports and Scheduled Exports Columns

Column	Description
Select to Run Immediately or Remove	A selected checked box indicates the import can be selected to run immediately or removed.
Description	Description of the import or export.
Scheduled Run	Date and time when the job will next run.
Recipient	Method of notification of job success or failure.
Action Date	Date and time is determined by the status.
Job Status	Status of the job.

- To remove or run a scheduled job, select the check box next to the job description.
 - To remove the schedule from the list, click **Remove**. You are asked to confirm the task removal. To remove the job, click **Yes**. To return to the previous screen, click **No**.
 - To run the import or export, click **Run Immediately**. The job status changes depending on the success of the action.

- To edit the job schedule, click the **Schedule** link under the job description. The Job Schedule screen is displayed. Refer to "[Scheduling a Job](#)" to edit the job schedule.
- To edit the notifications, click the **Notifications** link under the job description. The Notification screen is displayed. Refer to "[Adding a Notification](#)" to edit the notifications.

Parameter Maintenance

The parameter maintenance function enables you, if authorized, to create, manage, or remove parameter lists. The parameter values set to a parameter list override the current values that the store uses. You can edit, delete, or modify the parameters within a list or edit the values of specific parameters.

For more information on parameters, see the *Oracle Retail POS Suite Configuration Guide*.

Maintaining Parameter Lists

On the Parameter Lists screen, you can create a parameter list containing parameters to be applied to Oracle Retail Back Office or Point-of-Service, view an existing list of parameters, or remove a parameter list.

To create or view a parameter list:

1. Click the **Administration** tab.
2. Click the **Parameter Maintenance** subtab.
3. Click the **Parameter Lists** left navigation link. The Parameter Lists screen is displayed.

Figure 7–12 Parameter Lists Screen

Parameter Lists

Select the appropriate action button or link to continue.

Select to Remove	Parameter List Name	Created	by
☐	New Store	7/20/07 7:07 AM	pos

For each parameter list, the following information is displayed:

- A selected checked box in the Select to Remove column indicates the list is to be removed
 - Parameter list name
 - When the list was created
 - User ID that created the list
4. You may remove, add, or edit a parameter list.
 - To remove the list, select the check box next to a parameter name and click **Remove**.

- To create the list, click **Add**. The List Details screen is displayed. See ["Adding or Changing Parameter List Details"](#).
- To view an existing list, click the link of the parameter name. The List Details screen is displayed. See ["Adding or Changing Parameter List Details"](#).

Adding or Changing Parameter List Details

You can edit the parameters of a newly created or previously existing list on the List Details screen. You may add or change the list name and description, add parameters to the list, or remove parameters from a list.

Figure 7–13 List Details Screen

List Details

Select the appropriate action button or link to continue.

Save Save & Distribute

New Store

List Name: List Description:

Last Modified: 7/20/07 7:07 AM by pos

Parameters in List

Select to add parameters to the list, or select parameters and Remove them from the list. Select the Parameter name to update its value in the list.

Add Remove

Select to Remove	Group	Parameter Name	Value
☐	Base	StoresVATNumber	572 8421 28

Save Save & Distribute

To edit the list:

1. Enter or edit the list name and list description.
2. Add parameters to or remove parameters from the list.
 - To remove a parameter from a list, select the check box next to the parameter name and click **Remove**.
 - To add a parameter to a list, click **Add**. Follow the steps in ["Adding Parameters to a List"](#).
3. To save the list, click **Save**. To distribute the parameters to the registers, click **Save and Distribute**.

Adding Parameters to a List

On the Select Parameter screen, you can add parameters to a new or existing list.

To add parameters to a list:

1. To add parameters to the list, click **Add**. The Select Parameter screen is displayed. For an example of the screen, see ["Back Office Parameter Maintenance"](#).
2. Select a group name from the menu and click **Refresh**. The screen displays the parameters for the chosen group.

3. To choose the parameters to add, select the check box next to the parameter name and click **Update List**. To add more parameters, select a new group and click **Refresh** to display new parameters.
4. Click **Return to List**. The List Details screen is displayed containing the newly added parameters.

Distributing a Parameter List

Once you have saved a list and chosen to distribute it, the Select Recipient-Registers screen is displayed. You can distribute the list to all the registers or to specific registers.

To send the list to all registers:

1. Click **All Registers**.
2. Click **Next**. The Job Schedule screen is displayed. To follow the steps to schedule the parameter distribution, see ["Scheduling a Job"](#).

To send the list to specific registers:

1. Click **Individual Registers**.
2. Select a register number from the menu.
3. Click **Add**. The register number appears under "Registers included in distribution." To remove a register, select the check box next to the register number and click **Remove**.
4. Click **Next**. The Job Schedule screen is displayed. To follow the steps to schedule the parameter distribution, see ["Scheduling a Job"](#).

Viewing Parameter Distributions

You can view parameters scheduled to be distributed to the registers.

To view parameters:

1. Click the **Administration** tab.
2. Select the **Parameter Maintenance** subtab.
3. Click the **Distributions** left navigation link. The Scheduled Exports screen is displayed. This screen shows a list of the export jobs that have been scheduled to run.
4. Edit any of the scheduled distributions. To edit the distribution schedules, see ["Editing Scheduled Imports and Exports"](#).

Distributions

The distributions function enables you to work with the currently scheduled parameter distribution jobs.

Note: The parameter list that is distributed contains the parameters and their values that existed in the list on the date and time the distribution job was saved. If the data distribution includes any store groups, the stores included in a group are determined when the distribution job actually runs.

Click **Distributions**. The Scheduled Exports screen is displayed. Only parameter distribution jobs that have been scheduled are shown. From this screen, you can set a job to run immediately, remove a job from the schedule, and change the run date and notifications. See ["Editing Scheduled Imports and Exports"](#) for more information.

Back Office Parameter Maintenance

On the Select Parameters screen, you can view and change parameter values. You may set the parameters that affect both Oracle Retail Back Office and Point-of-Service. To set a parameter, change or enter a new value for that parameter. This consists of choosing a value for each parameter.

To set parameters:

1. Click the **Administration** tab.
2. Click the **Back Office Parameter Maintenance** subtab. The Select Parameters screen is displayed.
3. Select a group from the menu to view the parameters within that group.

Figure 7–14 Select Parameters Screen

Select Parameters

Select a group to view its parameters and their values.

Groups: Reconciliation Refresh	
Parameter Name	Value
Blind Close	N
Count Deposit Tender	Detail
Count Operating Funds At End Of Day	Summary
Count Operating Funds At Start Of Day	Summary
Operate With Safe	Y
Operating Fund Expected Amount	1,000.00
Pickup Tenders	Cash , Alternate Cash , Check , Alternate Check
Tenders To Count At Till Reconcile	Cash , Check , E-Check , Credit , Debit , Travel Check , Gift Cert , Coupon , Gift Card , Store Credit , Mall Cert , Purchase Order , Money Order , Canadian Cash , Canadian Traveler's Check , Canadian Check , Canadian Gift Certificate , Canadian Store Credit , Mexican Gift Certificate , Mexican Store Credit , U.K. Gift Cert , U.K. Store Credit , European Gift Certificate , European Store Credit , Japanese Gift Certificate , Japanese Store Credit
Transaction ID Sequence Number Maximum	9999
Transaction ID Sequence Number Skip Zero	Y

4. Click the parameter name link of the parameter you wish to view. The Edit Parameter screen is displayed. See ["Editing a Parameter"](#).
5. Select another link to view the details of that parameter.

Editing a Parameter

On the Edit Parameter screen, a new value can be selected for the parameter.

Figure 7–15 Edit Parameter Screen

Edit Parameter

Enter a New Value and press Save. Save

Application Parameters	
Parameter Group:	Reconciliation
Parameter Name:	Blind Close
Value:	N
New Value:	N ▼

Save

- Enter or select a new value for the parameter. The edit screen displayed depends on the parameter:
 - If the parameter uses a value field, enter the new value. The minimum and maximum allowed values are displayed on the edit screen.
 - If the parameter uses one value chosen from a list of possible values, select the new value from the list.
 - If the parameter allows more than one value from a list, select a value from the list and click **Add**. Repeat this for each value you want to choose.
 - If the parameter uses a created list, enter the new values separated by commas.
- Click **Save**. The Select Parameters screen is displayed.

Maintaining Exchange Rates

On the Foreign Currency Exchange Rates screen, each type of currency is listed with the currency name, ISO, exchange rate, and the date last updated. You may adjust exchange rates for foreign currency.

To adjust exchange rates:

- Click the **Administration** tab.
- Click the **Exchange Rate Maintenance** subtab. The Foreign Currency Exchange Rates screen is displayed.

Figure 7–16 Foreign Currency Exchange Rate Screen

Foreign Currency Exchange Rates

Select the appropriate ISO to set foreign currency's exchange rate

Currency	ISO	Exchange Rate	Last Updated
Canadian Dollars	CAD	0.650580	1/1/90
Mexican Pesos	MXN	0.001063	1/1/90
United Kingdom Pounds	GBP	1.777600	12/1/01
Euros	EUR	0.854700	1/1/90
Japanese Yen	JPY	0.009030	12/1/01

- To change an exchange rate, click the ISO link of the exchange rate. The Set Exchange Rate screen is displayed.

Setting the Exchange Rate

On the Set Exchange Rate screen, the exchange rate for the currency selected on the Foreign Currency Exchange Rate screen can be changed.

Figure 7-17 Set Exchange Rate Screen

Set Exchange Rate
 Enter exchange rate for Canadian Dollars.

Exchange Rate : *

Save

To set the exchange rate:

1. Enter a new exchange rate as a numerical value.
2. To save the new exchange rate, click **Save**. The new value and the current date are displayed on the Foreign Currency Exchange Rates screen.

Appendix: Summary Reports

Summary reports are used to determine financial information pertaining to a till, register, or store.

Overview

The summary report that is displayed is dependent on the processing that was completed:

- At the completion of reconciling a till, the Till Summary Report is displayed.
- At the completion of closing a register, the Register Summary Report is displayed. This report only includes till information for those transactions that were rung up on the register.
- At the completion of end of day processing, the Store Summary Report is displayed. This report shows summary information for the entire store for the business day.

Information presented in a summary report is categorized into the following sections. These sections are the same for all summary reports.

- The Store Safe and Float section shows information on the store safe and till floats. The opening amount, closing amount, and over or short amount are shown for each. The store safe is only shown on the Store Summary Report.
- The Tender Summary section shows information on the tenders used during the business day. For each tender, the expected amounts taken in and out, the actual amount counted at reconciliation, and any count that is over or under the expected amount are shown.
- The Transaction Summary section shows the taxable and non-taxable transaction totals. It also displays information on transactions associated with tills, house accounts, layaways, orders, and bill payments. The total amount for each type of transaction is shown.
- The House Account Enrollment Summary section shows information on applications for house accounts. The counts of the approved applications and declined applications are shown.
- The Statistical Summary section shows statistics for Gift Cards, Gift Certificates, and Store Credits. It also includes information on discounts and fees applied during the business day. For each entry, the total amount is shown.
- The Count Summary section shows the number of transactions that had price changes or price overrides applied and transactions that were cancelled, post-voided, or no-sale.

- The Tax Summary section shows information on taxable and non-taxable sales. The total amount of sales tax for each tax jurisdiction and the total amount for all jurisdictions are shown.

In a VAT environment, the total VAT for each tax jurisdiction and the total VAT for the business day are shown instead of the sales tax.

Note: Some of the information in the reports depends on the values set for parameters and system settings. For information on the parameters and system settings, see the *Oracle Retail POS Suite Configuration Guide*.

Value Added Tax

Value added tax (VAT) is a tax added at various stages of production based on the value added to the product at that stage.

When VAT is enabled, there is no sales tax. The Sales Tax line in the Transaction Summary section is blank. In the Tax Summary section, a summary of the VAT is shown instead of sales tax. The following figure shows an example.

Figure A–1 Tax Summary Section with VAT Enabled

Tax Summary	Amount
Sales Taxable	147.50
Sales Nontaxable	0.00
Tax Authority	
VAT A	50.00
Total VAT	50.00

Report Header

The report header contains the following information:

- Title of the report
- Store number
- Register number for the Register and Till Summary Reports
- Date and time the report was generated
- Identifier of the cashier who closed the store, register, or till
- Business date when the store was opened
- The store, register, or till number covered in the report

Report Example

The following two figures show an example of a summary report. The Till Summary Report is used as the example.

Figure A-2 Till Summary Report - First Part

Till Summary Report

Select to Print or Export the report. Select Done to continue.

Print Export Done

Till Summary Report

Store 04241/Register #129

07/25/2013

Cashier: Administrator, Application

Business Date: 07/24/2013

3:37:17 AM

Till Summary for #: 001

Open Float					1,200.00
Closing Float					200.00
Over/Short					(1,000.00)

Tender Summary	In	Out	Net	Counted	Over/Short
Cash	0.00	0.00	0.00	120.00	120.00
e-Check	0.00	0.00	0.00	0	0.00
Deposited	0.00	0.00	0.00	400.00	400.00
Mail Bank	N/A	0.00	0.00	N/A	N/A
Visa	0.00	0.00	0.00	900.00	900.00
MasterCard	0.00	0.00	0.00	0	0.00
AMEX	0.00	0.00	0.00	0	0.00
Discover	0.00	0.00	0.00	0	0.00
Diners	0.00	0.00	0.00	0	0.00
JCB	0.00	0.00	0.00	0	0.00
House Card	0.00	0.00	0.00	0	0.00
Debit	0.00	0.00	0.00	0	0.00
Gift Card	0.00	0.00	0.00	0	0.00
Gift	0.00	0.00	0.00	0	0.00
Travelers	0.00	0.00	0.00	20.00	20.00
Non-Store	0.00	0.00	0.00	0	0.00
Store Credit	0.00	0.00	0.00	0	0.00
Mail Gift	0.00	0.00	0.00	0	0.00
PO Tender	0.00	0.00	0.00	0	0.00
Money	0.00	0.00	0.00	0	0.00
Totals	0.00	0.00	0.00	1,440.00	1,440.00

Figure A-3 Till Summary Report - Second Part

Transaction Summary	Amount
Net Transaction Taxable	0.00
Net Transaction Non-Taxable	0.00
Sales Tax	0.00
Till Pickup	0.00
Till Pickup (CAD)	0.00
Till Loan	0.00
Till Pay In	0.00
Till Pay Out	0.00
House Account Payment	0.00
Layaway New	0.00
Layaway Pickup	0.00
Layaway Payment	0.00
Layaway Delete	0.00
Order New	0.00
Order Complete	0.00
Order Cancel	0.00
Order Partial	0.00
Bill Payment	0.00

House Account Enrollment Summary	Count
Approved	0
Declined	0

Statistical Summary	Amount
Gift Cards Issued	0.00
Gift Cards Reloaded	0.00
Gift Cards Credit	0.00
Gift Cards Redeemed	0.00
Gift Certs. Issued	0.00
Gift Certs. Redeemed	0.00
Store Credits Issued	0.00
Store Credits Redeemed	0.00
Item Employee Disc.	0.00
Trans. Employee Disc.	0.00
Transaction Discount	0.00
Item Discount	0.00
Item Markdown	0.00
Post Void Transaction	0.00
Non-Merchandise	0.00
Line Item Delete	0.00
Layaway Fee	0.00
Layaway Delete Fee	0.00
Restocking Fee	0.00
Restocking Fee Non Taxable	0.00
Shipping Charges	0.00
Cash Rounding Adjustment	0.00

Count Summary	Count
Price Overrides	0
Price Adjustments	0
Cancelled Trans.	0
No Sales	0
Post Voids	0

Tax Summary	Amount
Sales Taxable	0.00
Sales Nontaxable	0.00
Total Sales Tax	0.00

[Print](#)
[Export](#)
[Done](#)

Report Content

Summary reports show information for the base currency plus one alternate currency. In addition to one base currency and one alternate currency, Oracle Retail Point-of-Service can also take in Store Credits and Gift Certificates from additional supported currencies. If any of these Store Credits or Gift Certificates are taken in during a business day, they are displayed in the Tender Summary section.

When displayed in the report, an alternate currency includes an alternate currency label. For example, if Canadian currency is the alternate currency, a till pickup in Canadian currency would be displayed as Till Pickup (CAD).

Table A-1 lists the currencies supported for the base and alternate currencies:

Table A-1 Supported Currencies

Currency	Alternate Currency Label
Canadian Dollars	CAD
European Union Euros	EUR
Japanese Yen	JPY
Mexican Pesos	MXN
United Kingdom Pounds	GBP
United States Dollars	USD

Note the following about summary reports:

- Traveler's checks are counted by the quantity of traveler's checks taken in. The total amount is the total face value of the traveler's checks.
- Queued transaction information is not reported when a till is reconciled or a register or store is closed.
- The totals in the Till Summary Report are reported on the register where the till was closed.
- Kits are counted at the component item level for all reporting.
- Any of the amounts in the reports can be negative numbers. If an amount is negative, it is displayed and printed in parentheses.
- The exchange rate used for reports is the rate in place at the time each transaction was performed.
- E-checks are counted separately from deposited checks during till reconciliation.
- When register accountability is used, the same information is displayed in the Register Summary and Till Summary reports.
- All currency values equal to zero are displayed as 0.00.
- All counts equal to zero are displayed as 0.

Each section of the summary report is described in a table. For each report line, a description is provided of how each value is calculated. If N/A appears in the description of a line, N/A will be displayed for the amount for that line when the summary report is generated.

Store Safe and Float Summary

The first section of the report covers the store safe and till float. Note the following about this section:

- The safe and float amounts are always in base currency.
- The store safe information only appears in the Store Summary Report.
- If the Count Float at Open or Count Float at Close system setting is set to No, the reported amount is determined by the value set for the Float Amount system setting.

Table A-2 describes the information.

Table A-2 Store Safe and Float Summary

Report Line	Description
Open Safe	Store safe amount entered when the store was opened. This line only appears on the Store Summary report.
Closing Safe	Store safe amount entered when the store was closed. This line only appears on the Store Summary report.
Over/Short	Closing Safe minus Open Safe. This line only appears on the Store Summary report.
Open Float	Float amount entered when the till was opened. If the Till Count Float at Open system setting is set to No, the amount in the Float Amount system setting is used. For the Store Summary report, this is the sum of the Open Float counts for all tills opened in the store. For the Register Summary report, this is the sum of the Open Float counts for all tills opened at the register.
Closing Float	Float amount entered when the till was closed. For the Store Summary report, this is the sum of the Close Float counts for all tills closed in the store. For the Register Summary report, this is the sum of all Close Float amounts for all tills closed at the register.
Over/Short	Closing Float minus Open Float.

Tender Summary

Note the following about this section:

- All the possible tenders are displayed regardless of whether the tender was actually used during the business day.
- The amounts in this section are based on gross tender amounts and include tax.
- The tenders are listed in the following order:
 - Tenders for the base currency
 - Tenders for the alternate currency
 - Any Gift Certificates or Store Credits for currencies other than the base and alternate currencies

If any of these Gift Certificates or Store Credits are taken in during a business day, they are displayed in the following order—USD, CAD, MXN, GBP, EUR, and JPY.

- Totals for the base currency and then any alternate currencies
- When the Count Till at Reconcile system setting is set to No, the net amount and counted amount will be the same. The Counted amount is displayed as N/A and the Over/Short amount is zero.

[Table A-3](#) describes the content of the Tender Summary section.

Table A-3 Tender Summary

Tender	Report Line	Description
Cash	In	Total of the following amounts: ■ Gross cash ■ Till loans ■ Till pay-ins
	Out	Total of the following amounts: ■ Gross cash out ■ Change ■ Till pickups ■ Till payouts ■ Debit cards post-voided to cash (Void Debit to Cash parameter is set to Yes) ■ e-Checks post-voided ■ Money orders post-voided ■ Cash refunds ■ e-Checks returned
	Net	Cash In minus Cash Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
e-Check	In	Total amount of e-Checks.
	Out	Total amount of e-Checks post-voided.
	Net	e-Check In minus e-Check Out.
	Counted	N/A
	Over/Short	Always 0.00

Table A–3 (Cont.) Tender Summary

Tender	Report Line	Description
Deposited Check	In	Total of the following amounts: ■ Deposited checks ■ Mall Gift Certificates used as checks collected for payment
	Out	Total of the following amounts: ■ Deposited checks post-voided ■ Refunds ■ Till pickups Mail Bank Checks and Money Orders are not included.
	Net	Deposited Check In minus Deposited Check Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Mail Bank Check	In	Always 0.00
	Out	Total amount of Mail Bank Checks issued.
	Net	Equal to Mail Bank Check Out.
	Counted	N/A
	Over/Short	Always 0.00
Visa	In	Total amount of Visa tender.
	Out	Total amount of Visa tender credited on returns and post-voids.
	Net	Visa In minus Visa Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
MasterCard	In	Total amount of MasterCard tender.
	Out	Total amount of MasterCard tender credited on returns and post-voids.
	Net	MasterCard In minus MasterCard Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
AMEX	In	Total amount of AMEX tender.
	Out	Total amount of AMEX tender credited on returns and post-voids.
	Net	AMEX In minus AMEX Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.

Table A–3 (Cont.) Tender Summary

Tender	Report Line	Description
Discover	In	Total amount of Discover tender.
	Out	Total amount of Discover tender credited on returns and post-voids.
	Net	Discover In minus Discover Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Diners	In	Total amount of Diners tender.
	Out	Total amount of Diners tender credited on returns and post-voids.
	Net	Diners In minus Diners Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
JCB	In	Total amount of JCB tender.
	Out	Total amount of JCB tender credited on returns and post-voids.
	Net	JCB In minus JCB Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
House Card	In	Total amount of House Card tender.
	Out	Total amount of House Card tender credited on returns and post-voids.
	Net	House Card In minus House Card Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Debit	In	Total amount of Debit tender.
	Out	Total amount of Debit reversed on post-voids (Void Debit to Cash parameter is set to No)
	Net	Debit In minus Debit Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Gift Card	In	Total amount of Gift Cards tendered or redeemed.
	Out	Total of the following amounts: ■ Gift Cards post-voided ■ Gift Cards issued as change ■ Gift Cards issued as refunds ■ Post-voided Gift Card redeems
	Net	Gift Card In minus Gift Card Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.

Table A–3 (Cont.) Tender Summary

Tender	Report Line	Description
Gift Certificate	In	Total amount of Gift Certificates tendered or redeemed.
	Out	Total of the following amounts: ■ Gift Certificates post-voided ■ Gift Certificates issued as change ■ Post-voided Gift Certificate redeems
	Net	Gift Certificate In minus Gift Certificate Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Traveler's Checks	In	Total amount of Traveler's Checks tendered.
	Out	Total amount of Traveler's Checks post-voided.
	Net	Traveler's Checks In minus Traveler's Checks Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Non-Store Coupon	In	Total face value of Non-Store Coupons tendered.
	Out	Total face value of Non-Store Coupons post-voided.
	Net	Non-Store Coupons In minus Non-Store Coupons Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Store Credit	In	Total face value of Store Credits tendered or redeemed.
	Out	Total face value of the following amounts: ■ Store Credits issued as change ■ Store Credits issued as refunds ■ Store Credits post-voided ■ Post-voided Store Credits redeemed
	Net	Store Credit In minus Store Credit Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Mall Gift Certificate	In	Total amount of Mall Gift Certificates tendered or redeemed.
	Out	Total amount of the following amounts: ■ Mall Gift Certificates post-voided ■ Mall Gift Certificates redeemed and then post-voided
	Net	Mall Gift Certificate In minus Mall Gift Certificate Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.

Table A-3 (Cont.) Tender Summary

Tender	Report Line	Description
PO Tender	In	Total amount of purchase order tenders and Mall Gift Certificates, used as purchase order tenders, collected for payment.
	Out	Total amount of purchase order tenders post-voided and Mall Gift Certificates, used as purchase order tenders, post-voided.
	Net	PO Tender In minus PO Tender Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Money Order	In	Total amount of Money Orders collected for payment.
	Out	Total amount of Money Orders post-voided.
	Net	Money Order In minus Money Order Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Cash (alternate currency label)	In	Total amount of the alternate currency cash tendered.
	Out	Total amount of the alternate currency cash picked up and post-voided.
	Net	Cash (alternate currency label) In minus Cash (alternate currency label) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
e-Check (alternate currency label)	In	Total amount of the alternate currency e-Checks.
	Out	Total amount of alternate currency e-Checks post-voided and picked up.
	Net	e-Check (alternate currency label) In minus e-Check (alternate currency label) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Check (alternate currency label)	In	Total amount of the alternate currency check tender.
	Out	Total amount of alternate currency checks post-voided and picked up.
	Net	Check (alternate currency label) In minus Check (alternate currency label) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.

Table A–3 (Cont.) Tender Summary

Tender	Report Line	Description
Gift Certificate (alternate currency label)	In	Total amount of alternate currency Gift Certificates tendered or redeemed.
	Out	This amount is always 0.00 because post-voided alternate currency Gift Certificates cannot be reflected financially.
	Net	Gift Certificate (alternate currency label) In minus Gift Certificate (alternate currency label) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Store Credit (alternate currency label)	In	Total face value of alternate currency Store Credits tendered or redeemed.
	Out	This amount is always 0.00 because post-voided alternate currency Store Credits cannot be reflected financially.
	Net	Store Credit (alternate currency label) In minus Store Credit (alternate currency label) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Traveler's Checks (alternate currency label)	In	Total amount of alternate currency Traveler's Checks tendered.
	Out	This amount is always 0.00 because post-voided alternate currency Traveler's Checks cannot be reflected financially.
	Net	Traveler's Checks (alternate currency label) In minus Traveler's Checks (alternate currency label) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Gift Certificate (USD)	In	Total amount of Gift Certificates in United States Dollars tendered or redeemed when United States Dollars is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Gift Certificates, which are not in the base currency, cannot be reflected financially.
	Net	Gift Certificate (USD) In minus Gift Certificate (USD) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Store Credit (USD)	In	Total face value of Store Credits in United States Dollars tendered or redeemed when United States Dollars is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Store Credits, which are not in the base currency, cannot be reflected financially.
	Net	Store Credit (USD) In minus Store Credit (USD) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.

Table A-3 (Cont.) Tender Summary

Tender	Report Line	Description
Gift Certificate (CAD)	In	Total amount of Gift Certificates in Canadian Dollars tendered or redeemed when Canadian dollars is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Gift Certificates, which are not in the base currency, cannot be reflected financially.
	Net	Gift Certificate (CAD) In minus Gift Certificate (CAD) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Store Credit (CAD)	In	Total face value of Store Credits in Canadian Dollars tendered or redeemed when Canadian Dollars is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Store Credits, which are not in the base currency, cannot be reflected financially.
	Net	Store Credit (CAD) In minus Store Credit (CAD) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Gift Certificate (MXN)	In	Total amount of Gift Certificates in Mexican Pesos tendered or redeemed when Mexican Pesos is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Gift Certificates, which are not in the base currency, cannot be reflected financially.
	Net	Gift Certificate (MXN) In minus Gift Certificate (MXN) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Store Credit (MXN)	In	Total face value of Store Credits in Mexican Pesos tendered or redeemed when Mexican Pesos is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Store Credits, which are not in the base currency, cannot be reflected financially.
	Net	Store Credit (MXN) In minus Store Credit (MXN) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.

Table A-3 (Cont.) Tender Summary

Tender	Report Line	Description
Gift Certificate (GBP)	In	Total amount of Gift Certificates in United Kingdom Pounds tendered or redeemed when United Kingdom Pounds is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Gift Certificates, which are not in the base currency, cannot be reflected financially.
	Net	Gift Certificate (GBP) In minus Gift Certificate (GBP) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Store Credit (GBP)	In	Total face value of Store Credits in United Kingdom Pounds tendered or redeemed when United Kingdom Pounds is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Store Credits, which are not in the base currency, cannot be reflected financially.
	Net	Store Credit (GBP) In minus Store Credit (GBP) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Gift Certificate (EUR)	In	Total amount of Gift Certificates in Euros tendered or redeemed when Euros is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Gift Certificates, which are not in the base currency, cannot be reflected financially.
	Net	Gift Certificate (EUR) In minus Gift Certificate (EUR) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Store Credit (EUR)	In	Total face value of Store Credits in Euros tendered or redeemed when Euros is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Store Credits, which are not in the base currency, cannot be reflected financially.
	Net	Store Credit (EUR) In minus Store Credit (EUR) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.

Table A-3 (Cont.) Tender Summary

Tender	Report Line	Description
Gift Certificate (JPY)	In	Total amount of Gift Certificates in Japanese Yen tendered or redeemed when Japanese Yen is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Gift Certificates, which are not in the base currency, cannot be reflected financially.
	Net	Gift Certificate (JPY) In minus Gift Certificate (JPY) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Store Credit (JPY)	In	Total face value of Store Credits in Japanese Yen tendered or redeemed when Japanese Yen is not the base or alternate currency.
	Out	This amount is always 0.00 because post-voided Store Credits, which are not in the base currency, cannot be reflected financially.
	Net	Store Credit (JPY) In minus Store Credit (JPY) Out.
	Counted	Count entered by the cashier.
	Over/Short	Counted minus Net.
Totals	In	Total of all tenders in the base currency for this column.
	Out	Total of all tenders in the base currency for this column.
	Net	Totals In minus Totals Out.
	Counted	Total count of all tenders in the base currency entered by the cashier.
	Over/Short	Counted minus Net.
Totals (alternate currency label) Note: A Totals line is included for each alternate currency collected.	In	Total of all tenders in the alternate currency for this column.
	Out	Total of all tenders in the alternate currency for this column.
	Net	Totals (alternate currency label) In minus Totals (alternate currency label) Out.
	Counted	Total count of all tenders in the alternate currency entered by the cashier.
	Over/Short	Counted minus Net.

Transaction Summary

Note the following about this section:

- The amounts in this section are based on transaction information and not item information.
- With the exception of the Sales Tax line, the amounts are based on the net amount and do not include tax.
- Float is not included in any amounts.

- Sales Tax is not included in the Net Transaction Taxable or Net Transaction Non-Taxable lines.
- Taxable transactions with non-taxable items are included in the Net Transaction Taxable line. Items with tax overridden to zero are considered non-taxable items.
- Tax-exempt transactions are considered non-taxable transactions and are included in the Net Transaction Non-Taxable line.
- The till pickup of an alternate currency includes any of the following tenders that are accepted for that alternate currency — Cash, Check, and Traveler's Check. For example, for Canadian currency, Canadian cash, Canadian checks, and Canadian Traveler's Checks are included in a till pickup.
- Net Transaction Taxable does not include money from an order pickup unless the payment is made during the order pickup. The money is accounted for when the payment is made. If the order is paid in full during order creation, it is included as a sale during that transaction and not counted when the order is picked up and completed.

[Table A-4](#) describes the content of the Transaction Summary section.

Table A-4 Transaction Summary

Report Line	Description
Net Transaction Taxable	Amount of sale taxable transactions minus returns and post-voids. Includes taxable layaway completions. Order pickups are included only if the balance is paid with the order pickup. Note: In a VAT environment, this calculation includes VAT, but does not include shipping charges and shipping charge VAT.
Net Transaction Non-Taxable	Amount of sale non-taxable transactions minus returns and post-voids. Includes non-taxable layaway completions. Order pickups are included only if the balance is paid with the order pickup. Note: In a VAT environment, this calculation does not include shipping charges and shipping charge VAT.
Sales Tax Note: In a VAT environment, this line is blank.	Total tax collected minus returns and post-voids.
Till Pickup	Total amount of till pickups in the base currency.
Till Pickup (alternate currency label)	Total amount of till pickups for each alternate currency where till pickups occurred.
Till Loan	Total amount of till loans.
Till Pay In	Total amount of till pay ins.
Till Pay Out	Total amount of till pay outs.
House Account Payment	Total amount of house account payments.
Layaway New	Total amount of new layaway deposits and new layaway fees minus post-voids.
Layaway Pickup	Total amount of layaway completions minus post-voids.
Layaway Payment	Total amount of layaway payments minus post-voids.

Table A-4 (Cont.) Transaction Summary

Report Line	Description
Layaway Delete	Total amount of layaway deletes minus post-voids. This amount displays as a negative value. Layaway Delete includes layaway payments that are refunded minus the creation and deletion fees.
Special Order New	Total amount of order deposits minus order cancels and post-voids.
Special Order Complete	Total amount of order completions minus order cancels and post-voids.
Special Order Cancel	Total amount of order cancels minus post-voids.
Special Order Partial	Total amount of order partials minus order cancels and post-voids.
Bill Payment	Total amount of bill payments collected minus post-voids.

House Account Enrollment Summary

This section contains the count of house account enrollments. [Table A-5](#) describes the content.

Table A-5 House Account Enrollment Summary

Report Line	Description
Approved	Number of house account applications that were approved.
Declined	Number of house account applications that were declined.

Statistical Summary

Note the following about this section:

- With the exception of the post-voids, the amounts are based on item information and not transaction information.
- With the exception of the Post Void Transaction line, the amounts are based on net dollars and do not include tax.
- Returns include Mail Bank Check data.
- Only the Line Item Delete and Item Discount lines include returns.
- On all amounts, post-voids net out but returns might not if the transaction is a partial return or if there is a fee associated with the item being returned.
- Alterations are included in the Non-merchandise amount.

[Table A-6](#) describes the content of the Statistical Summary section.

Table A-6 Statistical Summary

Report Line	Description
Gift Cards Issued	Total amount of Gift Cards issued minus post-voids.
Gift Cards Reloaded	Total amount of Gift Cards reloaded minus post-voids.
Gift Cards Credit	Total amount of Gift Cards credited minus post-voids.
Gift Cards Redeemed	Total amount of Gift Cards redeemed minus post-voids.
Gift Certs. Issued	Total amount of Gift Certificates issued minus post-voids.

Table A-6 (Cont.) Statistical Summary

Report Line	Description
Gift Certs. Redeemed	Total amount of Gift Certificates redeemed minus post-voids.
Store Credits Issued	Total amount of Store Credits issued minus post-voids.
Store Credits Redeemed	Total amount of Store Credits redeemed minus post-voids.
Item Employee Disc.	Total amount of item-level employee discounts applied to sale items minus discounted employee returned items and post-voids.
Trans. Employee Disc.	Total amount of transaction-level employee discounts.
Transaction Discount	Total amount of transaction-level discounts applied to sale items minus discounted return items and post-voids. Note: Employee discounts are not included in this amount.
Item Discount	Total amount of item-level discounts. Note: Employee discounts are not included in this amount.
Item Markdown	Total amount of markdowns minus post-voids.
Post Void Transaction	Total amount of post-voided transactions.
Non-Merchandise	Total amount of non-merchandise items minus post-voids.
Line Item Delete	Total amount of deleted items. The amount does not include items deleted from a cancelled transaction.
Layaway Fee	Total amount of layaway fees minus post-voids.
Layaway Delete Fee	Total amount of layaway delete fees minus post-voids.
Restocking Fee	Total amount of restocking fees minus post-voids. This amount includes special order cancels with items that include restocking fees.
Restocking Fee Non-Taxable	Total amount of restocking fees on non-taxable items minus post-voids.
Shipping Charges	Total amount of shipping charges minus post-voids. Note: In a VAT environment, this amount includes VAT.
Cash Rounding Adjustment	Total amount of rounding adjustments made for transactions involving cash given for change and refunds.

Count Summary

Note the following about this section:

- This section contains only counts. It is based on transaction and item counts.
- The counts are always positive.
- On all counts, post-voids net out but returns might not if a transaction is a partial return or if there is a fee associated with the item being returned.

[Table A-7](#) describes the content of the Count Summary section.

Table A-7 Count Summary

Report Line	Description
Price Overrides	Total number of items with price overrides.

Table A-7 (Cont.) Count Summary

Report Line	Description
Price Adjustments	Total number of items with price adjustments. This is a return and sale of the same item.
Cancelled Trans.	Total number of cancelled transactions.
No Sales	Total number of no-sale transactions.
Post Voids	Total number of post-void transactions.

Tax Summary

Note the following about this section:

- Several tax jurisdictions and tax rates under those jurisdictions may apply to a store, but only those jurisdictions and rates that have been applied during the dates covered in the report appear in this section.
- The amounts in this section are based on item information and not transaction information.
- For the taxable and nontaxable sales amounts, post-voids net out but returns might not if the transaction is a partial return or if there is a fee associated with the item being returned.
- All tax information is for the current till, register, or store for the current business day.
- The sale of a Gift Card or Gift Certificate is not a sale, but is an exchange of tender. Therefore, these transactions are not included in the non-sales taxable amount.

[Table A-8](#) describes the content of the Tax Summary section. [Table A-9](#) describes the content in a VAT environment. The jurisdictions and tax names shown in these tables within the <> signs are replaced with the actual jurisdiction and tax names when the report is generated.

Table A-8 Tax Summary

Report Line	Description
Sales Taxable	Total amount of taxable items sold minus post-voids, restocking fees, and returns (tax not included). The amount includes the extended prices of items only when a layaway or order is picked up and any money is paid.
Sales Nontaxable	Total amount of nontaxable items sold minus returns, restocking fees, and post-voids. The amount includes the extended prices of items only when a layaway or order is picked up and any money is paid. Items sold does not include the sale of Gift Cards and Gift Certificates.
<Jurisdiction 1>	Name of the first local tax jurisdiction.
<Tax 1>	Total amount of locale currency <Tax 1> under locale <Jurisdiction 1>. <Tax 1> is the name of the tax.
<Tax 2>	Total amount of locale currency <Tax 2> under locale <Jurisdiction 1>. <Tax 2> is the name of the tax.
<Jurisdiction 2>	Name of the second local tax jurisdiction.
<Tax 1>	Total amount of locale currency <Tax 1> under locale <Jurisdiction 2>. <Tax 1> is the name of the tax.

Table A–8 (Cont.) Tax Summary

Report Line	Description
<Tax 2>	Total amount of locale currency <Tax 2> under locale <Jurisdiction 2>. <Tax 2> is the name of the tax.
<Tax 3>	Total amount of locale currency <Tax 3> under locale <Jurisdiction 2>. <Tax 3> is the name of the tax.
Total Sales Tax	Total amount of locale tax collected minus returns and post-voids.
Total Shipping Tax	Total amount of locale shipping tax collected minus returns and post-voids. If this value is zero, this line does not appear in the report.

Table A–9 Tax Summary in a VAT Environment

Report Line	Description
Sales Taxable	Total amount of taxable items sold minus post-voids, restocking fees, and returns (tax not included). The amount includes the extended prices of items when a layaway or order is picked up. This calculation includes VAT.
Sales Nontaxable	Total amount of nontaxable items sold minus returns, restocking fees, and post-voids. The amount includes the extended prices of items when a layaway or order is picked up. Items sold does not include the sale of Gift Cards and Gift Certificates.
<Jurisdiction 1>	Name of the first local tax jurisdiction.
<VAT A>	Total amount of locale currency <VAT A> under locale <Jurisdiction 1>. <VAT A> is the name of the VAT. The amount includes Shipping Charge VAT, if applicable.
<VAT B>	Total amount of locale currency <VAT B> under locale <Jurisdiction 1>. <VAT B> is the name of the VAT. The amount includes Shipping Charge VAT, if applicable.
<Jurisdiction 2>	Name of the second local tax jurisdiction.
<VAT A>	Total amount of locale currency <VAT A> under locale <Jurisdiction 2>. <VAT A> is the name of the VAT. The amount includes Shipping Charge VAT, if applicable.
<VAT B>	Total amount of locale currency <VAT B> under locale <Jurisdiction 2>. <VAT B> is the name of the VAT. The amount includes Shipping Charge VAT, if applicable.
<VAT C>	Total amount of locale currency <VAT C> under locale <Jurisdiction 2>. <VAT C> is the name of the VAT. The amount includes Shipping Charge VAT, if applicable.
Total VAT	Total amount of VAT collected minus returns and post-voids. The amount includes Shipping Charge VAT.

Note: The Total Shipping Tax line is not included in a VAT environment. This tax is included in the amount for the Shipping Charges line in the Statistical Summary section.

Glossary

ad hoc

Ability to set parameters to tailor the output of a report.

business date

Duration between the opening of a store and the subsequent closing of the store.

class

Group of items that share a common attribute.

employee ID

ID an employee enters when logging in.

grace period

Number of days after a password expires before the user is locked out from logging in.

limit

Maximum price allowed for a source or target item to be part of a discount.

operating fund

Amount of money kept on hand in the store during a business day. The operating fund includes till float amounts.

EJournal

Journal used to record the steps that created a transaction or an entry at the time it occurred.

electronic journal (EJournal)

See [EJournal](#).

parameter

Name value pairs used to control flow in an application and set allowed values for data.

parameter group

Set of parameters grouped together by category.

parameter list

Set of parameters selected by an operator and saved in a stored list for distribution to stores and registers

password policy

Set of criteria used to prevent unauthorized user access to the application.

preferred language

Language that is associated with a user or customer and is used when the user logs in or the customer is linked to a transaction.

pricing group

Group associated to specific price promotions and discount rules. The group can be assigned to customers to enable the customers to take advantage of the special pricing.

priority

Determination of the priority of promotions when multiple promotions overlap for the same items.

regular employee

Permanent employee.

return

Transaction that transfers control or possession of goods from a customer to a retailer, in exchange for a monetary refund or credit for those goods.

role

A named collection of functions. When an employee is assigned a role, that employee has access to the functions associated with the role.

source item

Item that must be purchased in order for the target item to be eligible for the discount.

suspended transaction

Transaction that is saved for later completion before being tendered.

target item

Item that is eligible for the discount if the source item is purchased.

temporary employee

Employee whose status is determined by the number of days valid.

temporary password

Password randomly generated by the system for new employees, new temporary employees or when an operator selects to reset a password.

threshold

Minimum price allowed for a source or target item to be part of a discount.

till

Physical storage box containing money with separate places for each currency type, and which can be put into or taken out of a physical register drawer.

transaction ID

Composite key of multiple individual attributes, such as store ID, register ID, and transaction number, that create a unique identifier for a transaction.

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