# Oracle® Retail Xstore Point of Service

Reports Guide

Release 16.0

**E80763-03**

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Oracle® Retail Xstore Point of Service Reports Guide, Release 16.0

**E80763-03**



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## Value-Added Reseller (VAR) Language

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# Contents

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# Preface

This is a documentation of available Oracle Retail Xstore Point of Service reports.

## Audience

This Reports Guide is for users and administrators of Oracle Retail Xstore Point of Service. This includes merchandisers, buyers, business analysts, and administrative personnel.

## Documentation Accessibility

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### Access to Oracle Support

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## Related Documents

For more information, see the following documents in the Oracle Retail Xstore Suite 16.0 documentation set:

- *Oracle Retail Xstore Suite Release Notes*
- *Oracle Retail Xstore Point of Service User Guide*
- *Oracle Retail Xstore Point of Service Mobile User Guide*
- *Oracle Retail Xstore Point of Service Manager's Guide*
- *Oracle Retail Xstore Point of Service Shipping, Receiving, and Inventory Guide*
- *Oracle Retail Xstore Office User Guide*
- *Oracle Retail Xstore Point of Service for Grocery User Guide*
- *Oracle Retail Xstore Suite Implementation and Security Guide*
- *Oracle Retail Xstore Suite Deal Pricing Guide*

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https://support.oracle.com

When contacting Customer Support, please provide the following:

- 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, 16.0) or a later patch release (for example, 16.0.1). If you are installing the base release or additional patch releases, 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.

## Improved Process for Oracle Retail Documentation Corrections

To more quickly address critical corrections to Oracle Retail documentation content, Oracle Retail documentation may be republished whenever a critical correction is needed. For critical corrections, the republication of an Oracle Retail document may at times **not** be attached to a numbered software release; instead, the Oracle Retail document will simply be replaced on the Oracle Technology Network Web site, or, in the case of Data Models, to the applicable My Oracle Support Documentation container where they reside.

This process will prevent delays in making critical corrections available to customers. For the customer, it means that before you begin installation, you must verify that you have the most recent version of the Oracle Retail documentation set. Oracle Retail documentation is available on the Oracle Technology Network at the following URL:

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

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-**02** is an updated version of a document with part number E123456-**01**.

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## Oracle Retail Documentation on the Oracle Technology Network

Oracle Retail product documentation is 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. You can obtain them through My Oracle Support.)

## Conventions

The following text conventions are used in this document:

| Convention | Meaning |
|---|---|
| **Navigate:** | This is a navigate statement. It tells you how to get to the start of the procedure and ends with a screen shot of the starting point and the statement "the Window Name window opens." |
| **Note:** | This information is provided to improve your understanding, simplify a task, or point out special circumstances. |
| **Important:** | This information is important for the user to be aware of. For example, information that can help prevent the loss of data. |
| `code` | `This is a code sample. It is used to display examples of code.` |

# 1

# Introduction to Base Oracle Retail Xstore Point of Service Reports

## Overview

Oracle Retail Xstore Point of Service provides a wide variety of reports to help you monitor and analyze your store's operations and sales. All reports are available in the Back Office module and are grouped by function. The information in this guide will help you understand what reports are available, how to access the reports you need, how to select the correct report criteria, and what output and save options you can use.

## Report Menu Configuration and Security

The reports available on the Back Office menu are based on your business needs. The order in which the reports are displayed may also be customized. Because each Oracle Retail Xstore Point of Service menu is configurable, the menu options and locations shown on your system may be different than the options shown throughout this guide.

Controlling access to company information on reports is a significant issue and Oracle Retail Xstore Point of Service addresses that requirement through system security privileges. Access to reports can be controlled at an individual employee level or at a group level.

## How to Access Reports

You must have security privileges in Xstore Point of Service that allow you to log in to the Back Office module in order to run reports.

1. At the register screen, select the **Back Office** option.
2. Enter your ID at the Login ID prompt and press **[Enter]**.

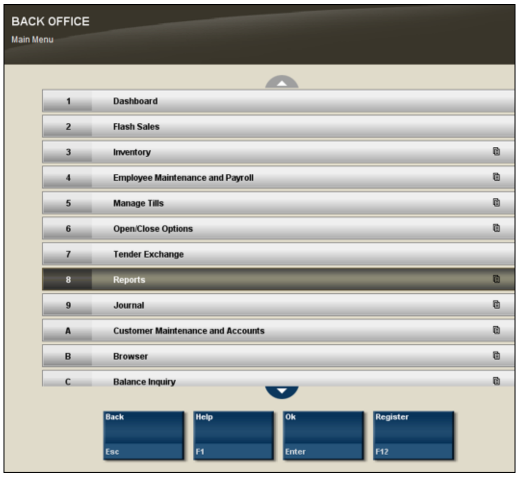

**Back Office ID Login Screen**

3. Enter your password at the Login Password prompt and press **[Enter]**.


**Back Office Password Login Screen**

> **Note:** If your system is set up to use a Biometric Fingerprint device, this Employee ID Login prompt displays. Use the device to scan your fingerprint rather than entering your user ID and password (typing your user ID and password is also supported at this prompt).

4. On the back office Main Menu, use the up and down arrows to highlight the menu option you want to use and select **Ok**.




**Back Office Main Menu**

The system may display a list of reports for the function you selected (Sales, Inventory, Manager Reports, etc.), or if only one report is available, you will see the criteria selections for defining your output.

5. Refer to the chapter in this guide that explains how to run the report you selected.

## About Net Sale Calculations

In reports, net sales are calculated as follows:

- **Count** for net sales is the number of items sold, minus the number of items returned.
- **Amount** calculation is Gross Sales minus Tax, and minus Returns. Any Markdowns (discounts) are also excluded.

There are several SystemConfiguration.xml parameters that determine how Net Sales are calculated:

- <ExcludeVatFromNetSales dtype="Boolean">true</ExcludeVatFromNetSales>

  When true, VAT is excluded from Net Sales.
- <BookAsSaleOnSetup dtype="Boolean">false</BookAsSaleOnSetup>

  There are two flags, one for Layaway and one for Special Order. This is used to determine if a sale of this type is booked as a Sale during Setup or Pickup. When false, the sale is booked at pickup.

The following database flag is checked for net sale calculations:

- itm_item_options.exclude_from_net_sales_flag

  When true, Non-Merchandise items are excluded from Net Sales calculations.

## About Gross Sale Calculations

There are other SystemConfiguration.xml parameters that affect Gross Sale calculations:

- <IncludeSalesTaxInGrossSales dtype="Boolean">true</IncludeSalesTaxInGrossSales>

  When true, the sales tax amount is included as part of the total Gross Sales amount.

- ```
  <GrossSalesOptions dtype="Default">
  1<EnforceExcludeFromNetSalesFlag dtype="Boolean">false</
      EnforceExcludeFromNetSalesFlag>
   2<ExcludeReturns dtype="Boolean">false</ExcludeReturns>
  </GrossSalesOptions>
  ```

  1 If the itm_non_phys_item.exclude_from_net_sales_flag value is set to true for certain non-physical items, this configuration value determines whether or not the system enforces the exclusion of the sales amount of this item from the total gross sale amount as well.

  2 When true, return amounts are not included in the total gross sale amount.
  ```

# 2

# Report Options

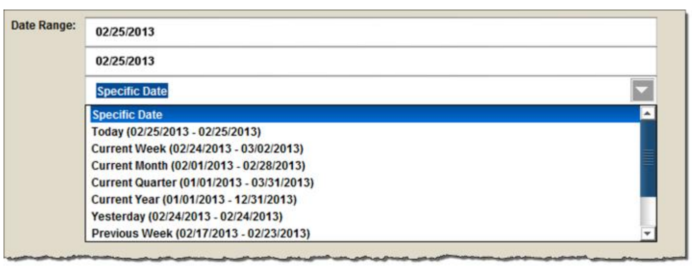
## Report Date Options

The information on a report is filtered to include only the data from a specific date or from a range of dates. Oracle Retail Xstore Point of Service offers you the flexibility to specify dates in several different ways:

- **A single, fixed date** - Limit the report to a single fixed date that never changes by entering the same date in both date entry fields.
- **A range of dates using fixed dates** - Limit the report to a date range by entering different start and end dates in the date entry fields.
- **Relative dates** - Limit the report to a date or date range defined with respect to the current system date.

## Understanding the Date Range Field

The Date Range field includes two date entry fields for fixed dates. It also includes a drop-down list of relative date options.




#### Date Range Options

Fixed date fields for begin and end dates:

- If you want to specify one fixed date, enter the same date in both of the date entry fields. For example, to indicate the single date 02/25/2013, you must type that date in both of the date entry fields.

  <OR>
- If you want to specify a range of dates having different starting and ending dates, type the start date in the top date entry field. Likewise, type the end date in the second date entry field.

Drop-down list for relative date options:

- To use a relative date, select the down arrow to display a drop-down list of relative date options. You may need to scroll down the list to see all of the options. The list of relative date options varies with different reports.
- When a relative date is selected from the list, the system automatically enters a begin date and the end date. These dates are displayed as grayed-out since they are calculated automatically based on the current date and cannot be changed.

> **Note:** The System Date is the Business Date.

### About Reporting Dates

Reporting dates are based on the kind of calendar your system uses - a regular calendar year running from January through December, or a fiscal calendar as defined in your system's configuration.

**Table 2-1: Relative Date Options**

| Relative Date | Calendar Year | Fiscal Calendar |
|---|---|---|
| Today | Current system date | Current system date |
| Yesterday | Previous system date | Previous system date |
| Current Week | First business day of the current week up to and including the current day | First day of the current business period up to and including the current day |
| Current Month | First date in the current calendar month up to and including the current day | First date in the first week of the fiscal month up to and including the current day |
| Current Quarter | Uses quarter starting dates of January 1, April 1, July 1 and October 1; Begins on the quarter start date immediately preceding the current day and includes all following dates up to and including the current day | First date in the current fiscal quarter up to and including the current day |
| Current Year | January 1 of the current year up to and including the current day | First date in the first week of the current fiscal year up to and including the current day |
| Previous Week | First through last dates of the business week preceding the current day | First date through and including the last date of the fiscal week preceding the current one |
| Previous Month | First date through and including the last date of the previous month | First date through and including the last date of the preceding fiscal month |
| Previous Quarter | First date through and including the last date of the calendar quarter immediately preceding the current calendar quarter | First date through and including the last date of the fiscal quarter immediately preceding the current day |
| Previous Year | January 1 through December 31 of the year preceding the current year | All business periods in the fiscal year immediately preceding the current one |

### Saving a Report with Date Criteria

You can save a report to view or print again later. However, the data that appears on the report at a later viewing depends on whether you entered fixed dates or whether you selected one of the relative date options.

See also: "Making Your Saved Reports Reusable" and "Saving a Report".

### Saving a Report with Fixed Dates

If you enter the fixed date 5/12/2015, in both of the date entry fields, the information on the report always shows the historical record of the data that existed on May 12, 2015. Likewise, if you enter the range of dates from 7/1/2015 to 7/31/2015, the data for the month of July, 2015, is always shown on the saved report.

See also: "Making Your Saved Reports Reusable" and "Saving a Report".

### Saving a Report with Relative Dates

If you save a report that uses one of the relative date options, the data on the report is always relative to the current system date.

> **Note:** A saved report also uses any other non-date criteria that you specify. See "Selecting Non-Date Report Criteria".

For example, you originally save a report on December 10, 2014, using the relative date option Previous Month.

- If you run the report on December 31, the report shows data for November, 2014.
- However, if you run the same saved report on March 31 of the following year (2015), it shows data for the month of February, 2015.

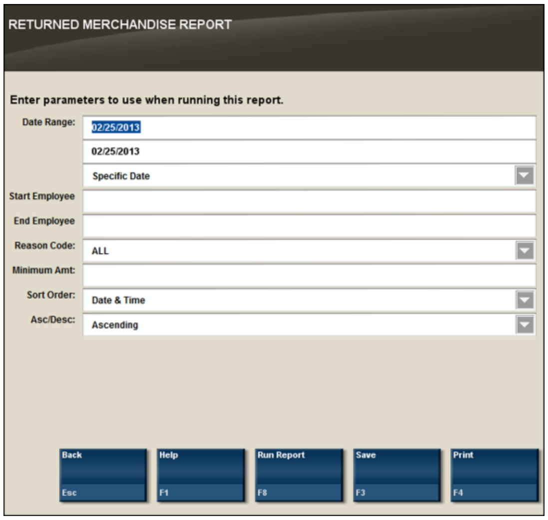
See also: "Making Your Saved Reports Reusable" and "Saving a Report".

## Selecting Non-Date Report Criteria

The criteria selection form for reports also provides a wide variety of non-date fields so you can define the information included on the report.

If you do not change any of the default criteria, you may get a report with more information than you actually need. It is wise to make more entries rather than less so the retrieved information is focused on what you really need to see.

The options that appear on the criteria selection screen depend upon which report you select. Some reports offer a few options and others have many selection criteria. Refer to the chapter on the report you want for a list of the actual criteria selection options.




**Returned Merchandise Report Criteria**

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**Note:** Enter more criteria on the form to produce a report that contains more focused information. If you reduce the number of criteria, the resulting volume of information on the report may increase, and analysis may become more difficult.

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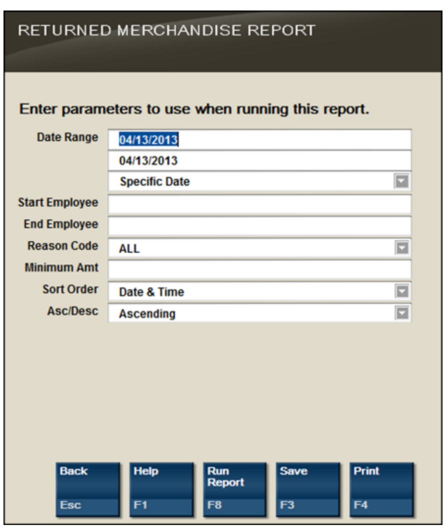
# Running a Report

- After you have entered all of your report criteria, select the **Run Report** option on the Criteria Selection form.




**Criteria Selection Form**

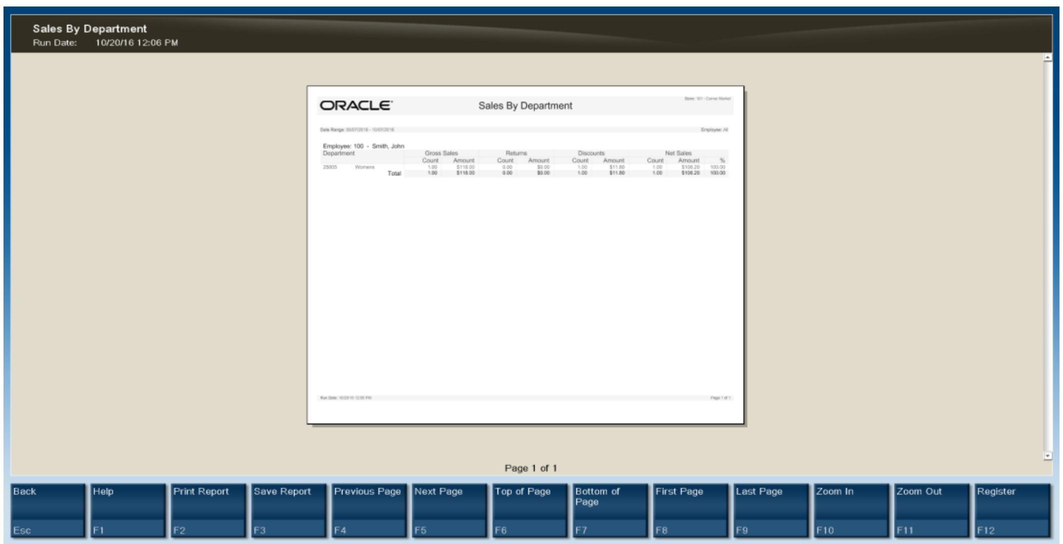
**Note:** The amount of data that must be retrieved to generate the report determines how long you must wait before it displays or prints. The system displays a message that indicates it is running the report.

- The criteria you selected will be displayed as header information on the report.


**Report Header Information**

# On-Screen Report Navigation Options

Oracle Retail Xstore Point of Service provides a standard set of options that allow you to move through the pages of a report and quickly navigate to the sections you want to see.




**Report Navigation Options**

The available Report Navigation Options are:

- **Back**: Return to previous screen.
- **Help**: Opens context-sensitive help, if available.
- **Print Report**: Send current report to the printer (see "Report Printing Options").
- **Save Report**: Keep a report you want to rerun and view later (see "Saving a Report").
- **Previous Page**: Display the preceding report page.
- **Next Page**: Display the following report page.
- **Top of Page**: Display start of current page.
- **Bottom of Page**: Display end of current page.
- **First Page**: Display page 1.
- **Last Page**: Display last report page.
- **Zoom In**: Increase size of report image; you may need to scroll to see the entire page.
- **Zoom Out**: Reduce size of the report image.

# Report Run Rules

One or more reports may be configured to run automatically — without manual intervention. When the conditions specified in the report configuration files are met, reports can be produced on a scheduled basis. For example, you may want reports at the end of the business day, or at the end of a week (contact your Corporate Office for more information about the specific auto-generated reports for your store).

# Making Your Saved Reports Reusable

There are two things you can do to make your saved reports reusable:

- Save your report with relative dates (for example, Yesterday or Previous Week or Previous Month) instead of using fixed dates.
- Save the report using the original parameters option so the same parameters are reused when you run the saved report the next time. This ensures that the report is updated because the current information is retrieved. Refer to "Saving a Report with Date Criteria" for more information about relative and specific dates.

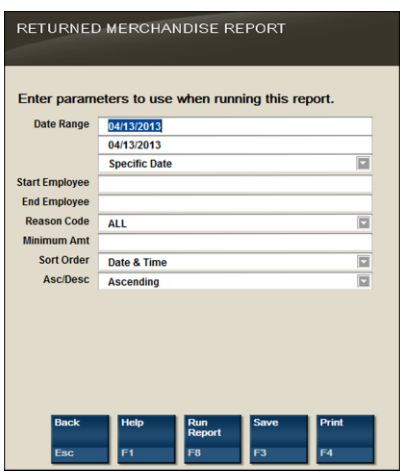
# Saving a Report

After running a report, it can be saved so that the data can be reviewed later. The system automatically stores your saved report in a location based on the system's configuration and your login ID.

> **Note:** Only you can view the reports you have saved. No one else has access to your saved reports.

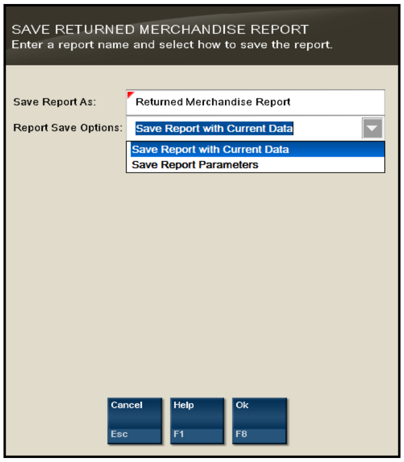
1. Select the **Save** option on the criteria selection form to rerun or view a report later.

   This option is also available when viewing a report using the **Save** menu option.



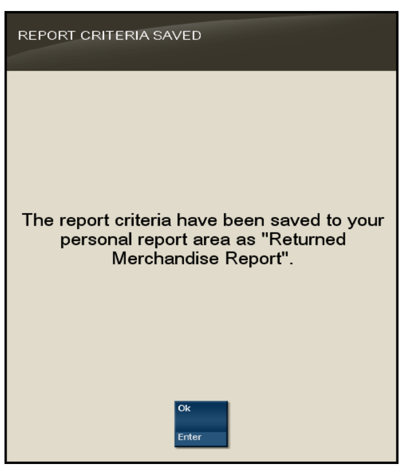

**Criteria Selection Form**

2. The system displays the Save Form for the report.




**Save Form Window**

3. **Edit** or **accept** the report name in the **Save Report As** field.
4. Select one of the two options in the **Report Save Options** field:
   - **Save Report With Current Data**: The next time you view this report, it will be exactly the same as it was when originally generated.
   - **Save Report Parameters**: The next time you view this report, it will be based on the same selection criteria (parameters). If you use a relative date parameter, the actual data retrieved is updated using current information. See Making Your Saved Reports Reusable.
5. Select **Ok** to save the report.
6. The Report Criteria Saved or Running in Background prompt displays, select **Ok**.

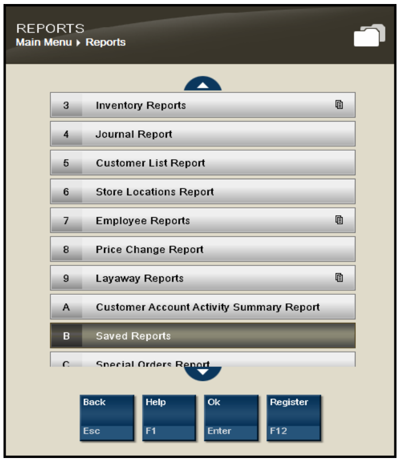




**Saved Report Confirmation Prompts**

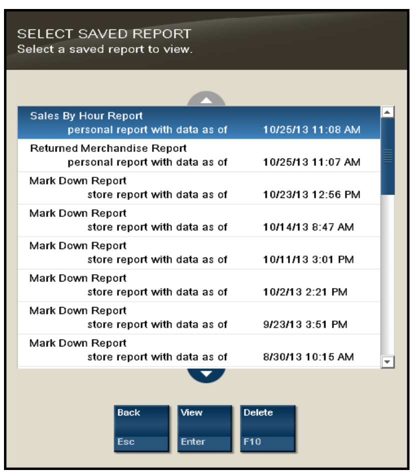
## View Saved Reports

1. After logging in to the Back Office, select **Reports** and then choose the **Saved Reports** option on the Back Office Main Menu, and select **Ok**.




**Reports Window**

2. Select the report you want to see. If necessary, use the up and down arrows to scroll and see additional saved reports.




**List of Your Saved Reports**

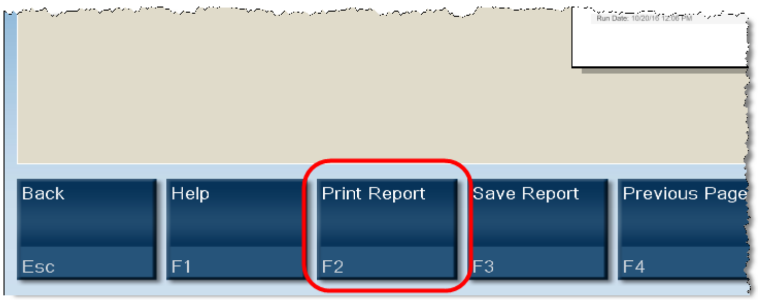
- To view a saved report, select the **View** option to display the report on the screen.
- To delete a saved report, select the **Delete** option on the list of saved reports and select **Yes** to confirm that you want to delete the selected report.

3. After you are finished viewing or deleting the report, select the **Back** option to return to the saved reports list.

## Report Printing Options

An option to print a page range may be available for some reports. The reports that support this feature are determined by the Home Office. If a report supports printing a specified page range, you will be prompted to enter the page(s).

1. After generating a report, and with the report displayed, select the **Print Report** option.




**Print Report**

2. If prompted, type the page, pages, or page range to be printed. For example, at the prompt, type 1-3,6,7-9,12 to print only those pages and press **[Enter]** to print the report.

# 3

# Daily Sales Reports

## In this Chapter...

Information about the following reports can be found in this chapter:

- "Flash Sales Summary Report"
- "Flash Sales by Department Report"
- "Flash Sales by Hour Report"
- "Flash Sales by Employee Report"
- "Daily Sales Report"
- "Daily Sales and Cash Report"

## Flash Sales Reports: Overview

The Flash Sales reports provide an instant **snapshot** of sales at the moment that you select one of the reports. Three of the four reports display data in a column format and also in graphic format as bar charts and pie charts. The exception is the Flash Sales by Employee Report which does not include charts.

The Flash Sales Reports include four different reports, each of which may be displayed on the screen or printed:

- "Flash Sales Summary Report"
- "Flash Sales by Department Report"
- "Flash Sales by Hour Report"
- "Flash Sales by Employee Report"

> **Note:** The different Flash Sales Reports are selected by using the **Display Options** drop-down selection menu after selecting **Flash Sales** in the Reports menu.

Each of the reports provides a criteria selection screen where you can set the parameters that are used to select the data included in the report.

All of the reports may be viewed online and printed immediately, or saved so that they may be viewed later. Saved reports may be preserved with the original selection parameters or with the original data.

The Flash Sales reports are accessible from the Back Office Reports Menu and from the Employee Login screen.

# Flash Sales Summary Report

The Flash Sales Summary Report provides current sales results for the entire store. It includes a look at sales results from two perspectives:

**Sales** - The count of items and the total amounts in the following categories: gross sales, net sales, returns, discounts and total tax.

**Tenders** - The count of tenders and the total amounts for each tender type that was used such as cash, various credit cards, store credit, gift certificates, etc.

If the **Show Chart** option is selected, the last page of the Flash Sales Summary report includes a pie chart of the tenders used and a bar chart of the sales results. These bar charts and pie charts provide you with a quick graphical overview of the flash sales data.

**Table 3-1: Flash Sales Summary Report Parameters**

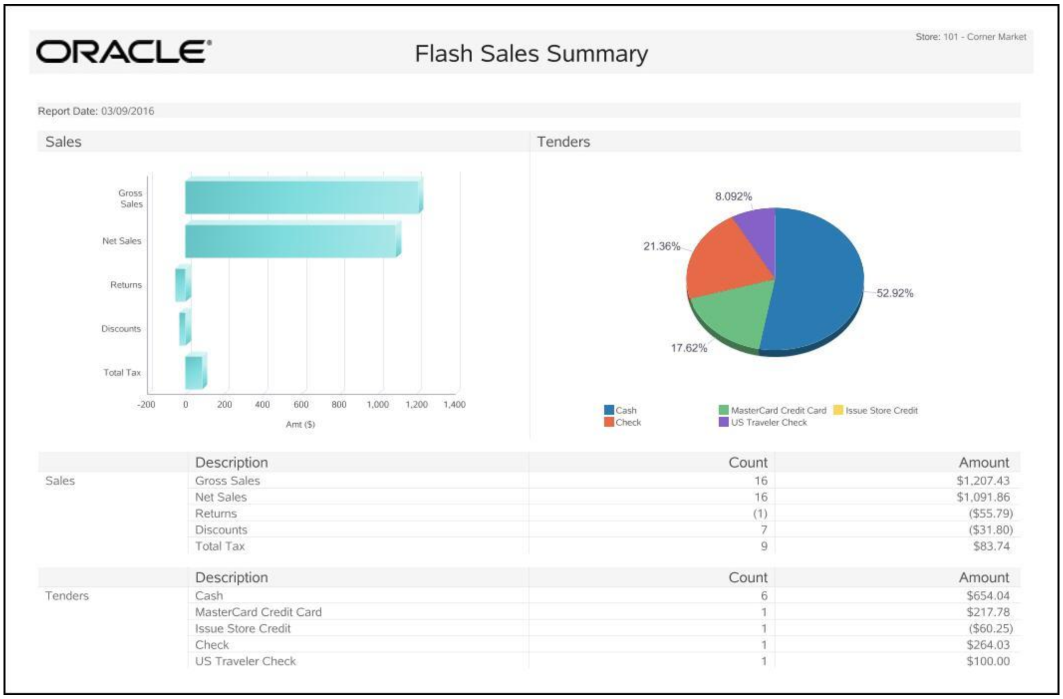
| Parameter | Description |
|---|---|
| **Description, Count, and Amount for the following:** | |
| **Sales** | |
| Gross Sales | Total count and amount of items sold.<br>**Note:** Due to the way some tax amounts are rounded, there are circumstances where the gross sales amount will not equal the total of all tender amounts collected. |
| Net Sales | Count for net sales is the number of items sold minus the number of items returned. Amount calculation is Gross Sales minus Tax, minus Discounts, minus Returns. |
| Returns | Total count and amount of returned items including any markdowns. |
| Discounts | Total amount of discounts applied to items sold and the discounted item count. |
| Total Tax | Total tax count and amount for all items sold. |
| **Tenders** | |
| All tender types accepted at your store will be listed here. | |

## Criteria Selections for the Flash Sales Summary Report

Select an option or make entries in any of the following fields to determine report output:

- **Start Date:** Enter a single fixed date or select a relative date option from the drop-down list.
- **Suppress Zeros**: Select **Y** (Yes) or **N** (No) to determine whether values of zero display.
- **Show Chart**: Select **Y** (Yes) or **N** (No) to determine whether a graph(s) of the data displays on the last page of the report.
- **Type of Flash Sales Report**: Select **Summary** for the Flash Sales Summary Report.

## Sample: Flash Sales Summary Report




| | Description | Count | Amount |
|---|---|---|---|
| Sales | Gross Sales | 16 | $1,207.43 |
| | Net Sales | 16 | $1,091.86 |
| | Returns | (1) | ($55.79) |
| | Discounts | 7 | ($31.80) |
| | Total Tax | 9 | $83.74 |

| | Description | Count | Amount |
|---|---|---|---|
| Tenders | Cash | 6 | $654.04 |
| | MasterCard Credit Card | 1 | $217.78 |
| | Issue Store Credit | 1 | ($60.25) |
| | Check | 1 | $264.03 |
| | US Traveler Check | 1 | $100.00 |

**Flash Sales Summary Report**

# Flash Sales by Department Report

The Flash Sales by Department Report provides current sales results for each department. It includes the department name and number, count of items in each department, and the total amount of the sales per department.

If the Show Chart option is selected, the last page of the Flash Sales by Department Report includes a vertical bar chart showing monetary values per department, providing you with a quick graphical overview of the flash sales by department data.

**Table 3-2: Flash Sales by Department Report Parameters**

| Parameter | Description |
|---|---|
| ID | Department ID. |
| Description | The name and identifier for each department in your store. |
| Count | The item count for each department. |
| Amt. | The total amount sold (net) for each department. |
| Total | Report count and net sales amount total for all departments. |

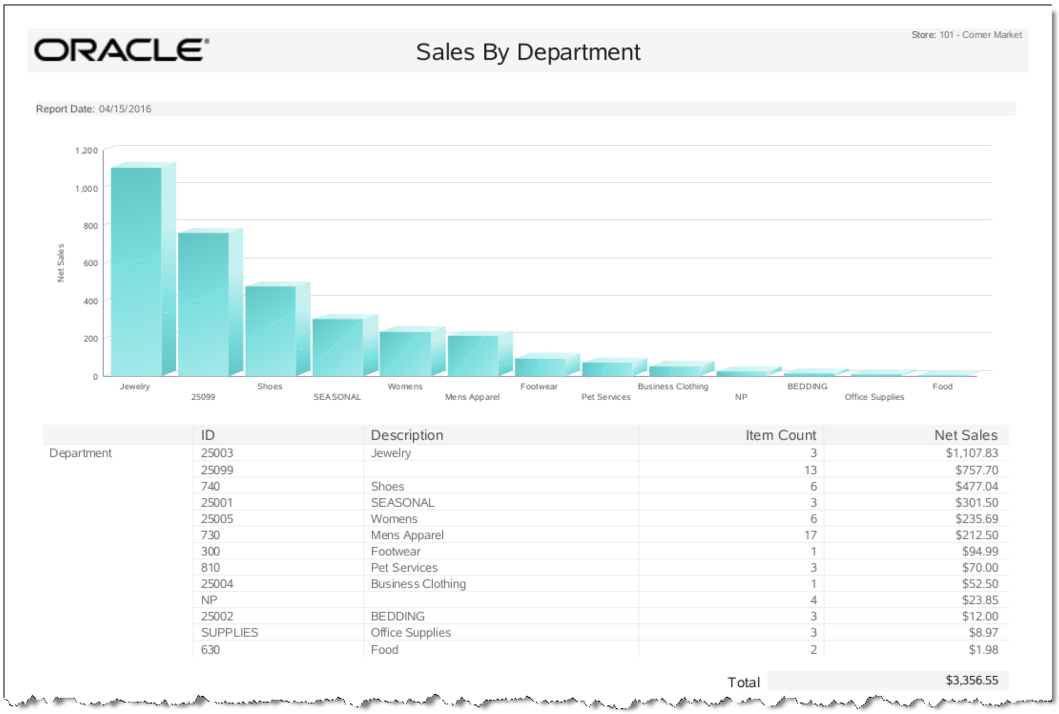
## Criteria Selections for Flash Sales by Department Report

Select an option or make entries in any of the following fields to determine report output:

- **Start Date**: Enter a single fixed date or select a relative date option from the drop-down list.

- **Show Chart**: Select **Y** (Yes) or **N** (No) to determine whether a graph(s) of the data displays on the last page of the report.
- **Type of Flash Sales Report**: Select **Department** for the Flash Sales by Department Report.

## Sample: Flash Sales by Department Report




| | ID | Description | Item Count | Net Sales |
|---|---|---|---|---|
| Department | 25003 | Jewelry | 3 | $1,107.83 |
| | 25099 | | 13 | $757.70 |
| | 740 | Shoes | 6 | $477.04 |
| | 25001 | SEASONAL | 3 | $301.50 |
| | 25005 | Womens | 6 | $235.69 |
| | 730 | Mens Apparel | 17 | $212.50 |
| | 300 | Footwear | 1 | $94.99 |
| | 810 | Pet Services | 3 | $70.00 |
| | 25004 | Business Clothing | 1 | $52.50 |
| | NP | | 4 | $23.85 |
| | 25002 | BEDDING | 3 | $12.00 |
| | SUPPLIES | Office Supplies | 3 | $8.97 |
| | 630 | Food | 2 | $1.98 |
| | | | Total | $3,356.55 |

**Flash Sales by Department Report**

# Flash Sales by Hour Report

The Flash Sales by Hour Report provides current sales results for the entire store in hourly increments. It includes an hour-by-hour breakdown of sales, and shows the transaction count per hour, item count per hour, and net sales per hour.

If the Show Chart option is selected, the last page of the Flash Sales by Hour Report includes a horizontal bar chart showing sales amounts, item count, and transaction count per hour.

**Table 3-3: Flash Sales by Hour Report Parameters**

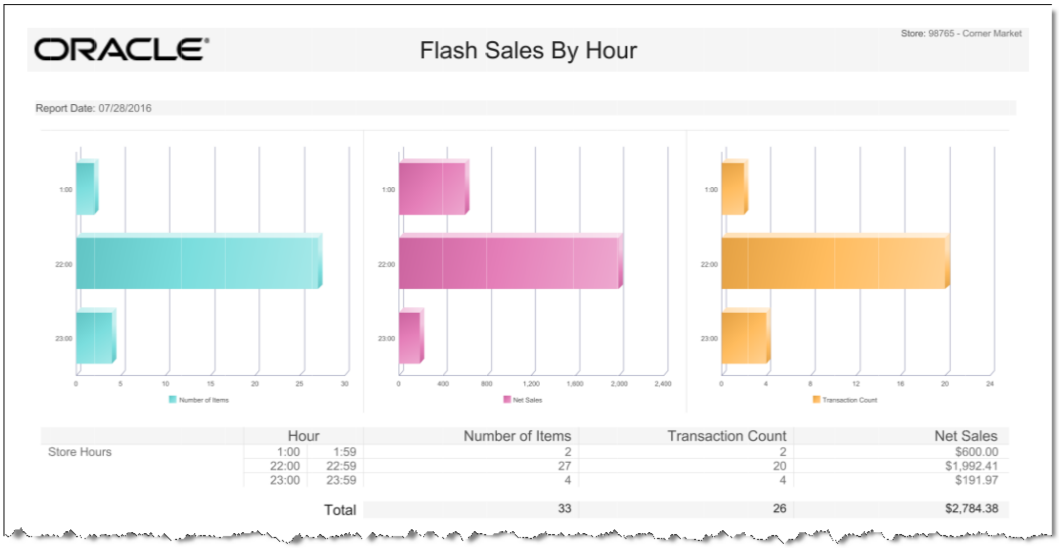
| Parameter | Description |
|---|---|
| Period | The hourly increment. |
| Item Count | The item count. |
| Transaction Count | The transaction count. |
| Net Sales | Net Sales = Gross Sales minus Tax, minus Discounts, minus Returns. |
| Total | Total net sales for the day. |

### Criteria Selections for Flash Sales by Hour Report

Select an option or make entries in any of the following fields to determine report output:

- **Start Date**: Enter a single fixed date or select a relative date option from the drop-down list.
- **Show Chart**: Select **Y** (Yes) or **N** (No) to determine whether a graph(s) of the data displays on the last page of the report.
- **Type of Flash Sales Report:** Select **Hour** for the Flash Sales by Hour Report.

### Sample: Flash Sales by Hour Report




**Flash Sales by Hour Report**

## Flash Sales by Employee Report

The Flash Sales by Employee Report provides up-to-the-moment sales results on a specified date for every employee. It includes the employee name and ID, number of transactions, and the total monetary value of those transactions.

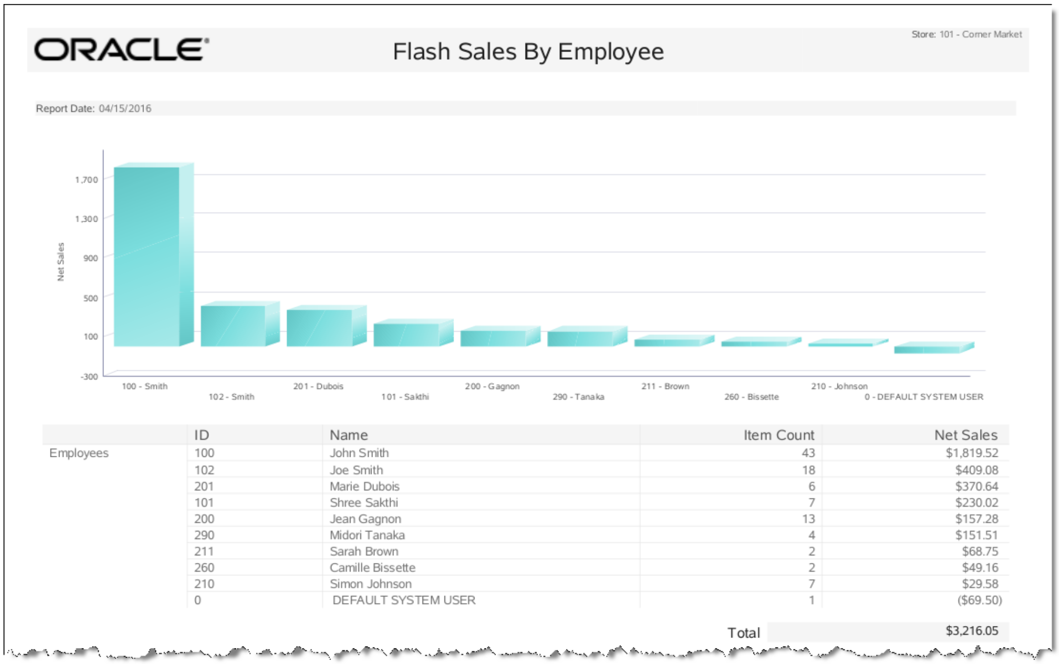
**Table 3-4: Flash Sales by Employee Report Parameters**

| Parameter | Description |
|---|---|
| ID | The employee ID. |
| Name | The employee name. |
| Item Count | The item count. |
| Net Sales | The net sales amount. |
| Total | The total net sales amount, in the store's currency, for all listed employees. |

### Criteria Selections for Flash Sales by Employee Report

- **Start Date**: Enter a single fixed date or select a relative date option from the drop-down list.
- **Type of Flash Sales Report**: Select **Employee** for the Flash Sales by Employee report.

## Sample: Flash Sales by Employee Report




| | ID | Name | Item Count | Net Sales |
|---|---|---|---|---|
| Employees | 100 | John Smith | 43 | $1,819.52 |
| | 102 | Joe Smith | 18 | $409.08 |
| | 201 | Marie Dubois | 6 | $370.64 |
| | 101 | Shree Sakthi | 7 | $230.02 |
| | 200 | Jean Gagnon | 13 | $157.28 |
| | 290 | Midori Tanaka | 4 | $151.51 |
| | 211 | Sarah Brown | 2 | $68.75 |
| | 260 | Camille Bissette | 2 | $49.16 |
| | 210 | Simon Johnson | 7 | $29.58 |
| | 0 | DEFAULT SYSTEM USER | 1 | ($69.50) |
| | | | Total | $3,216.05 |

**Flash Sales by Employee**

# Daily Sales Report

The Daily Sales Report provides a list of transactions by date, and the items sold in each transaction for an employee. For each item, the information includes the item price, override price, item quantity, any markdown applied, and the net sale amount for the item. Total net sales for all of the items on each transaction is given. At the end of the report, a total net sales amount for the date range is shown.

**Table 3-5: Daily Sales Report Summary Parameters**

| Parameter | Description |
|---|---|
| Business Date | The business date the transaction took place. |
| Transaction | The transaction identifier. |
| Net Sales | The net sale amount for the transaction. |

**Table 3-6: Daily Sales Report Detail Parameters**

| Parameter | Description |
|---|---|
| Business Date | The business date the transaction took place. |
| Trans | The transaction identifier. |
| Reg | The register number. |
| Employee | The employee identifier. |
| Item | The item number. |

| Parameter | Description |
|---|---|
| Description | A description of the item. |
| Qty | The item quantity. |
| Unit | The item's price per unit. |
| Override | The override price on the item. |
| Discount | The discount amount. |
| Net Sales | The net sale amount for the item. |
| Total For [Transaction #] | The total net sale amount for the transaction. |

## Criteria Selection for Daily Sales Report

Select an option or make entries in any of the following fields to determine report output:

- **Start Date**: Enter a single fixed date from which to run the report.
- **Prior Days Included**: This limits the number of days to include in the report, working back from the Start Date.
- **Employee**: Enter an Employee ID to restrict the information to one employee.
- **Show Daily Totals**: This indicates whether or not to include the daily sales totals.
- **Show Criteria**: This determines whether or not to show the criteria header.

## Sample: Daily Sales Report

ORACLE Daily Sales Store: 101 - Corner Market

Days Included: 3 Days Employee: ALL

| Business Date | Transactions | Net Sales |
|---|---|---|
| 05/31/2016 | 61 | $6,033.09 |
| 06/01/2016 | 12 | $647.72 |
| 06/02/2016 | 2 | $80.98 |
| Total | 75 | $6,761.79 |

Business Date: 05/31/2016 Total: $6,033.09

| Trans | Reg | Item | Description | Employee | Qty | Price | | Discount | Net Sales |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Unit | Override | | |
| 395 | 1 | 1002 | COTTON JERSEY TIERED DRESS | 100 | 1 | $118.00 | $0.00 | $5.90 | $112.10 |
| | | 1003 | TIE WAIST SHIRT DRESS | 100 | 1 | $69.50 | $0.00 | $3.48 | $66.02 |
| | | 1004 | BLK WHITE CAP SLEEVE DRESS | 100 | 1 | $69.50 | $0.00 | $3.48 | $66.02 |
| | | 1005 | PEASANT TOP JERSEY DRESS | 100 | 1 | $79.99 | $0.00 | $4.00 | $75.99 |
| | | 1006 | ROLL SLEEVE SWEATER DRESS | 100 | 1 | $79.99 | $0.00 | $4.00 | $75.99 |
| | | | | | | | | Total | $396.12 |
| 396 | 1 | 6001 | Oakley Radar Range Sunglasses | 100<br>102 | 1 | $160.00 | $0.00 | $77.52 | $82.48 |
| | | 6002 | Oakley M Frame Strike | 100<br>102 | 1 | $120.00 | $0.00 | $37.52 | $82.48 |
| | | 6003 | Oakley Antix Sunglasses | 100<br>102 | 1 | $100.00 | $0.00 | $10.91 | $89.09 |
| | | 6004 | Oakley Pit Bull Sunglasses | 100<br>102 | 1 | $100.00 | $0.00 | $10.91 | $89.09 |
| | | 6005 | Oakley Polarized Twenty Sunglasses | 100<br>102 | 1 | $170.00 | $0.00 | $87.52 | $82.48 |
| | | 6006 | Goose Down Pillow | 100<br>102 | 1 | $14.50 | $0.00 | $10.54 | $3.96 |
| | | 6007 | Jewelry Cleaner | 100<br>102 | 1 | $6.99 | $0.00 | $0.76 | $6.23 |
| | | 6008 | Birkenstock Sheridan | 100<br>102 | 1 | $99.99 | $0.00 | $1.01 | $98.98 |
| | | 6009 | Onyx/Gold Earrings | 100<br>102 | 1 | $199.00 | $0.00 | $21.72 | $177.28 |
| | | 6010 | 14K Diamond Ring | 100<br>102 | 1 | $799.00 | $0.00 | $87.19 | $711.81 |
| | | 6011 | Timeless Black Leather Watch | 100 | 1 | $350.00 | $0.00 | $38.20 | $311.80 |

Run Date: 6/1/16 4:03 PM Page 1 of 3

**Daily Sales Report**

# Daily Sales and Cash Report

The Daily Sales and Cash Report provides information about sales and adjustments for both merchandise and non-merchandise items sold within the date range specified. This date range can be for the current date, the previous day, or for a specific date.

The report includes the following categories and sub-categories with totals:

**Table 3-7: Daily Sales and Crash Report Parameters**

| Parameter | Description |
|---|---|
| Sales Summary Details | Sales, Returns, Markdowns, Total Tax<br>**Note:** The Markdowns section in this area of the report includes both Deals and manually-entered discounts. |
| Tender Summary Details | Sales, Refunds, Paid In, Paid Out |
| Sales Category | Merchandise (Taxable/Non-Taxable), Non-Merchandise (Taxable/Non-Taxable), Markdowns, Tax<br>**Note:** The Markdowns section in this area of the report only includes manually-entered discounts and does not include deals. |
| Returns Category | Merchandise (Taxable/Non-Taxable), Non-Merchandise (Taxable/Non-Taxable), Markdowns, Tax |
| Tax Category | Tax breakdown data. |
| Tenders Category | Sales, Refunds, Petty Cash |
| Unreported Cash Summary | Charitable donation |
| Count Summary Count | Sales Transaction Customer Count, Post Void Retail Transaction Count, Post Void other Transaction Count, Line Void Item Count, Line Void Tax Count, Line Void Tender Count |

## Criteria Selections for Daily Sales and Cash Report

Select an option or make entries in any of the following fields to determine report output:

- **Start Date**: Enter a single fixed date or select a relative date option from the drop-down list.
- **Show Criteria:** Indicates whether to include the criteria selection information in the header.

## Sample: Daily Sales and Cash Report

ORACLE

Daily Sales & Cash

Store: 101 - Corner Market

Sales

| | Description | | Amount |
|---|---|---|---|
| Merchandise | Taxable | | $1,449.46 |
| | Non-taxable | | $0.00 |
| Non-merchandise | Taxable | | $0.00 |
| | Non-taxable | | $0.00 |
| Tax | Summit Sales Tax | | $60.22 |
| | Health & Beauty Tax | | $1.88 |
| | OH Sales Tax | | $36.13 |
| | | Total | $1,547.69 |

Returns

| | Description | | Amount |
|---|---|---|---|
| Merchandise | Taxable | | ($259.50) |
| | Non-taxable | | $0.00 |
| Non-merchandise | Taxable | | $0.00 |
| | Non-taxable | | $0.00 |
| Tax | Summit Sales Tax | | ($4.48) |
| | Health & Beauty Tax | | ($2.13) |
| | OH Sales Tax | | ($2.69) |
| | | Total | ($268.80) |

Tax

| | Description | | Amount |
|---|---|---|---|
| Tax | Summit Sales Tax | | $55.74 |
| | Health & Beauty Tax | | ($0.25) |
| | OH Sales Tax | | $33.44 |
| | OH Non Taxable | | $0.00 |
| | | Total | $88.93 |

Tenders

| | Description | | Amount |
|---|---|---|---|
| Sales | Cash | | $1,399.74 |
| | Euro Cash | | $152.38 |
| | Australian Cash | | $1.07 |
| | | Total | $1,553.19 |

Run Date: 6/8/16 12:33 PM

Page 2 of 3

**Daily Sales and Cash Report**

# 4

# Sales Analysis Reports

## In this Chapter...

Information about the following reports can be found in this chapter:



## Employee Productivity Report

The Employee Productivity Report provides an analysis of each employee's sales results. To access the report in base, from the Back Office select the following menu buttons:

**Navigate:** Employee Maintenance and Payroll → Employee Maintenance → Employee Productivity Report.

For employees who are included in the report, the data includes the following:

**Table 4-1: Employee Productivity Report Parameters**

| Parameter | Description |
|---|---|
| ID | The employee's ID number. |
| Name | The employee's name. |
| Transactions | The total number of sales transactions for the employee. |
| Average: Items | The average number of items included in a sale transaction for the employee. |
| Average: Amount | The average amount of the sale including all items in the transaction for the employee. |
| Percent: Markdown | The percentage of the employee's net sales amount that was discounted for the employee. |
| Percent: Returns | The percentage of the employee's net sales amount that was returned to the store for the employee. |

| Parameter | Description |
|---|---|
| Net: Returns | The total net amount of all return transactions for the employee. |
| Net Sales | The total net amount of all sales transactions for the employee. |

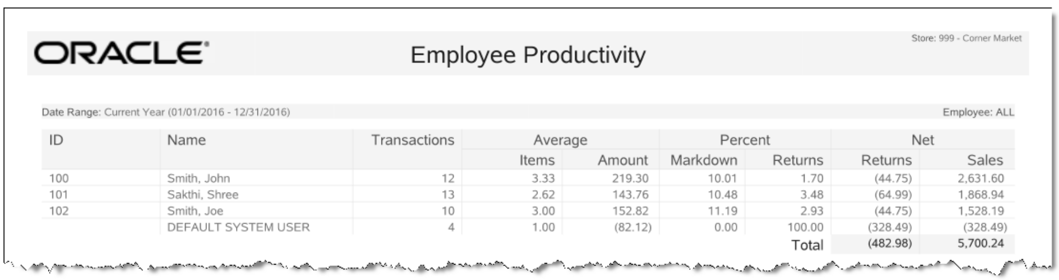
The report may be restricted to a single employee or include all employees within the date range selected. A report total for all listed employees is also calculated.

### Criteria Selections for Employee Productivity Summary Report

Select an option or make entries in any of the following fields to determine report output:

- **Employee ID**: Enter an employee ID to restrict the report data to a single employee. Otherwise all employees within the date range selected will be included.
- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

### Sample: Employee Productivity Report


ORACLE Employee Productivity

Store: 999 - Corner Market

Date Range: Current Year (01/01/2016 - 12/31/2016)

Employee: ALL

| ID | Name | Transactions | Average | | Percent | | Net | |
|---|---|---|---|---|---|---|---|---|
| | | | Items | Amount | Markdown | Returns | Returns | Sales |
| 100 | Smith, John | 12 | 3.33 | 219.30 | 10.01 | 1.70 | (44.75) | 2,631.60 |
| 101 | Sakthi, Shree | 13 | 2.62 | 143.76 | 10.48 | 3.48 | (64.99) | 1,868.94 |
| 102 | Smith, Joe | 10 | 3.00 | 152.82 | 11.19 | 2.93 | (44.75) | 1,528.19 |
| | DEFAULT SYSTEM USER | 4 | 1.00 | (82.12) | 0.00 | 100.00 | (328.49) | (328.49) |
| | | | | | | Total | (482.98) | 5,700.24 |

**Employee Productivity Report**

## Sales by Hour Report

The Sales by Hour Report provides an hour-by-hour sales summary for the date range, registers, and sales associates specified. This is a summary report that produces one report line per hour of one day for a specified associate, or for all associates by register. If multiple days are specified, a summary by day is also provided. Calculations are performed for the number of transactions per hour, item count per hour, net sales amount per hour, average transaction amount per hour, and the percentage of the day's net sales earned during the hour. At the end of the report, after all records have been processed, the same calculations are performed for all dates included in the report.

The information includes the following:

**Table 4-2: Sales by Hour Report Parameters**

| Parameter | Description |
|---|---|
| Hours | The hours of the day with transactions. |
| Transaction Count | The number of transactions that occurred in each hourly group. |
| Item Count | The number of items sold in all qualifying transactions during each hourly group. |

| Parameter | Description |
|---|---|
| Average | The value of the net sales in an hourly period is divided by the number of transactions during the same period. |
| Net Sales | The quantity of each line item on a completed sales transaction is multiplied by the unit price of the item. This is done for every item that is sold during an hourly period. All of those amounts are totaled. |
| % | The monetary value of net sales in an hourly period is divided by the final total net sales for the entire report to calculate the percentage of the day's sales. |

### Criteria Selections for Sales by Hour Report

Select an option or make entries in any of the following fields to determine report output:

- **Employee**: Enter an employee's ID if you want to restrict the report to only one associate. Otherwise, all associates will be included.
- **Start Reg(ister)**: Enter the first register ID you want to include in the report.
- **End Reg(ister)**: Enter the last register ID you want to include in the report or enter the first register ID again if only one register will be included.

> **Note:** The Start Reg and End Reg fields can be left empty to include all registers in the report.

- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

### Sample: Sales by Hour Report

ORACLE

Sales by Hour

Store: 101 - Corner Market

Date Range: 05/16/2016 - 05/16/2016 Register: ALL Employee: ALL

Business Date: 5/16/16 Register: 1

| Hours | | Transaction Count | Item Count | Average | Net Sales | % |
|---|---|---|---|---|---|---|
| 9:00 | 9:59 | 2 | 4 | $227.38 | $454.76 | - |
| 10:00 | 10:59 | 2 | 4 | $141.24 | $282.47 | - |
| 14:00 | 14:59 | 1 | 1 | $179.10 | $179.10 | - |
| 16:00 | 16:59 | 1 | (1) | ($118.00) | ($118.00) | - |
| | Total | 6 | 8 | $133.06 | $798.33 | - |

Business Date: 5/16/16 Register: 2

| Hours | | Transaction Count | Item Count | Average | Net Sales | % |
|---|---|---|---|---|---|---|
| 10:00 | 10:59 | 1 | 1 | $79.99 | $79.99 | 4.18 |
| 11:00 | 11:59 | 2 | 4 | $194.05 | $388.10 | 20.28 |
| 12:00 | 12:59 | 3 | 7 | $309.98 | $929.95 | 48.59 |
| 14:00 | 14:59 | 2 | 6 | $245.50 | $490.99 | 25.65 |
| 15:00 | 15:59 | 1 | 2 | $25.00 | $25.00 | 1.31 |
| | Total | 9 | 20 | $212.67 | $1,914.03 | 100.00 |
| | Total | 15 | 28 | $96.87 | $2,712.36 | 100.00 |

**Sales by Hour Report**

## Sales by Department Report

The Sales by Department Report summarizes sales-related information by department and includes both the quantity and amount for sales, returns, discounts and net sales. Each department's percentage of total sales is also provided.

**Table 4-3: Sales by Department Report Parameters**

| Parameter | Description |
|---|---|
| Gross Sales | Count - Total number of items by department.<br>Amount - Total sales amount of items by department.<br>**Note:** Due to the way some tax amounts are rounded, there are circumstances where the gross sales amount will not equal the total of all tender amounts collected. |
| Returns | #Items - Total number of items returned by department.<br>Amount - Total amount of all items returned by department.<br>Report Totals - Final count of all items returned and the return amount for all departments, printed at the end of the report. |
| Discounts | #Items - Total number of items discounted by department.<br>Amount - Total amount of all items discounted by department.<br>Report Totals - Final count of all discounted items and the discounted amount for all departments, printed at the end of the report. |
| Net Sales | #Items - Total number of items by department excluding returned items.<br>Amount - Total amount of all sales by department after markdown (discounted) value is subtracted.<br>Report Totals - Final count of all items sold and the net amount for all departments, printed at the end of the report. |
| Dept % (Net) | Percentage contributed by each department of the store's total net sales, expressed in decimal format (1.00).<br>Report Totals - This number is always 1.00 and is the sum of all individual departments' percentages. |

## Criteria Selections for Sales by Department Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Employee**: Check box to include employee data.

## Sample: Sales by Department Report

ORACLE

Sales By Department

Store: 101 - Corner Market

Date Range: 05/03/2016 - 05/03/2016

Employee: ALL

| | | Gross Sales | | Returns | | Discounts | | Net Sales | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Count | Amount | Count | Amount | Count | Amount | Count | Amount | % |
| 25000 | CAREER DRESS | 1 | $68.84 | 0 | $0.00 | 0 | $0.00 | 1 | $67.99 | - |
| 25001 | SEASONAL | 6 | $869.19 | 0 | $0.00 | 6 | $126.12 | 6 | $733.88 | - |
| 25002 | BEDDING | 3 | $43.65 | 0 | $0.00 | 3 | $31.50 | 3 | $12.00 | - |
| 25003 | Jewelry | 3 | $1,021.55 | 0 | $0.00 | 3 | $136.48 | 3 | $819.51 | - |
| 25005 | Womens | 3 | $185.41 | 0 | $0.00 | 3 | $17.30 | 3 | $155.66 | - |
| 25099 | | 4 | $268.91 | 2 | ($161.46) | 0 | $0.00 | 2 | $99.48 | - |
| 300 | Footwear | 1 | $107.99 | 0 | $0.00 | 0 | $0.00 | 1 | $99.99 | - |
| 510 | Womens Moderate | 5 | $161.80 | 0 | $0.00 | 5 | $55.66 | 5 | $98.29 | - |
| 730 | Mens Apparel | 9 | $454.72 | 1 | ($13.51) | 4 | $19.69 | 8 | $390.27 | - |
| 740 | Shoes | 4 | $306.20 | 0 | $0.00 | 3 | $24.90 | 4 | $260.46 | - |
| 810 | Pet Services | 2 | $62.40 | 0 | $0.00 | 1 | $30.00 | 2 | $30.00 | - |
| DEFAULT | | 3 | $45.91 | 0 | $0.00 | 0 | $0.00 | 3 | $42.50 | - |
| SUPPLIES | Office Supplies | 1 | $3.23 | 1 | ($10.25) | 0 | $0.00 | 0 | ($7.26) | - |
| | Total | 45 | $3,599.80 | 4 | ($185.22) | 28 | $441.65 | 41 | $2,802.77 | - |

**Sales by Department Report**

## Sales by Department and Employee Report

This report is similar to the Sales By Department Report, but it organizes the sales breakdown information per employee in every department in which the employee made a sale. For every employee selected for the report, the employee's gross sales, returns, markdowns and net sales are calculated and grouped by the department in which they occurred.

For example, if employee Tom Jones made sales in departments 100, 200 and 300, then Tom's amounts and quantities would be listed for sales, returns, discounts and net sales in only those three departments.

**Table 4-4: Sales by Department and Employee Report Parameters**

| Parameter | Description |
|---|---|
| Gross Sales | In each department where an employee had a transaction, the number of items sold is totaled and the gross amount is calculated.<br>A total item count for all departments and the total gross amount for all departments are also calculated for each employee.<br>Count - Total number of items by department.<br>Amount - Gross sales amount of items by department.<br>Report Totals - Final count of all items sold and the final gross sales amount for all departments, printed at the end of the report.<br>**Note:** Due to the way some tax amounts are rounded, there are circumstances where the gross sales amount will not equal the total of all tender amounts collected. |
| Returns | In each department where an employee had a return, the number of items returned is totaled and the gross amount of the returns is calculated.<br>A total returns count for all departments and the total gross amount for all returns in all departments are also calculated for each employee.<br>Count - Total number of items returned by department.<br>Amount - Total amount of all items returned by department.<br>Report Totals - Final count of all items returned and the return amount for all departments, printed at the end of the report. |
| Discounts | In each department where an employee had a markdown, the number of items discounted is totaled and the gross amount for the markdowns is calculated.<br>A total markdown count for all departments and the total gross amount for all markdowns in all departments are also calculated for each employee.<br>Count - Total number of items discounted by department. Amount - Total amount of all items discounted by department.<br>Amount – Total amount of all discounts applied to items in the department.<br>Report Totals - Final count of all discounted items and the discounted amount for all departments, printed at the end of the report. |

| Parameter | Description |
|---|---|
| Net Sales | In each department where an employee had a transaction, the net sales amount is calculated by adjusting for returns and markdowns.<br>A net item count for all departments is also calculated by adjusting for items that were returned.<br>Count - Total number of items by department excluding returned items.<br>Amount - Total amount of all sales by department after markdown (discounted) value is subtracted.<br>Report Totals - Final count of all items sold and the net amount for all departments, printed at the end of the report. |
| % (Net) | A percentage of the department/employee's total net sales, expressed in decimal format (1.00).<br>Report Totals - This number is always 1.00 and is the sum of all individual department percentages. |

## Criteria Selections for Sales by Department and Employee Report

Select an option or make entries in any of the following fields to determine report output:

- **Employee**: Enter an Employee ID to restrict the information to a single employee.
- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Sales by Department and Employee Report

ORACLE®

Sales By Department

Store: 101 - Corner Market

| | | Gross Sales | | Returns | | Discounts | | Net Sales | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Count | Amount | Count | Amount | Count | Amount | Count | Amount | % |
| 25005 | Womens | 2 | $58.91 | 0 | $0.00 | 2 | $5.50 | 2 | $49.46 | - |
| 25099 | | 0 | $0.00 | 1 | ($86.39) | 0 | $0.00 | -1 | ($79.99) | - |
| | Total | 2 | $58.91 | 1 | ($86.39) | 2 | $5.50 | 1 | ($30.53) | - |

Employee: 201 - Marie Dubois

| | | Gross Sales | | Returns | | Discounts | | Net Sales | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Count | Amount | Count | Amount | Count | Amount | Count | Amount | % |
| 25002 | BEDDING | 1 | $14.55 | 0 | $0.00 | 1 | $10.50 | 1 | $4.00 | 1.03 |
| 25003 | Jewelry | 2 | $220.82 | 0 | $0.00 | 2 | $20.60 | 2 | $185.39 | 47.68 |
| 25099 | | 2 | $107.45 | 0 | $0.00 | 0 | $0.00 | 2 | $99.48 | 25.58 |
| 300 | Footwear | 1 | $107.99 | 0 | $0.00 | 0 | $0.00 | 1 | $99.99 | 25.71 |
| | Total | 6 | $450.81 | 0 | $0.00 | 3 | $31.10 | 6 | $388.86 | 100.00 |

Employee: DEFAULT SYSTEM USER

| | | Gross Sales | | Returns | | Discounts | | Net Sales | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Count | Amount | Count | Amount | Count | Amount | Count | Amount | % |
| 25099 | | 0 | $0.00 | 1 | ($75.07) | 0 | $0.00 | -1 | ($69.50) | - |
| 730 | Mens Apparel | 0 | $0.00 | 1 | ($13.51) | 0 | $0.00 | -1 | ($12.50) | - |
| SUPPLIES | Office Supplies | 0 | $0.00 | 1 | ($10.25) | 0 | $0.00 | -1 | ($10.25) | - |
| | Total | 0 | $0.00 | 3 | ($98.83) | 0 | $0.00 | -3 | ($92.25) | - |
| | Total | 45 | $3,599.80 | 4 | ($185.22) | 28 | $441.65 | 41 | $2,802.77 | 100.00 |

**Sales by Department and Employee Report**

# Sales by Hour Analysis Report

The Sales by Hour Analysis Report shows an hour-by-hour sales amount for every day in the date range specified. The report can be restricted by employee, till, and register. The report also provides a net sales value and percentage of the week value for each hourly segment of each day.

**Table 4-5: Sales by Hour Analysis Report Parameters**

| Parameter | Description |
|---|---|
| Hours | The hourly period. |
| Total | Each qualified transaction that occurs with an hourly period. |
| Net Sales | For each transaction that occurs in an hourly period, the quantity of each item in the transaction is multiplied by its unit cost to calculate the net sales amount. |
| % | The net sales amount for the hourly period is divided by the report total net sales amount to calculate the percentage of the day's sales that occurred in each hour, expressed in decimal format. |
| Sun, Mon, Tue, Wed, Thu, Fri, Sat | For each day of the week, tracks the net sales amount that is sold in that day. |

## Criteria Selections for Sales by Hour Analysis Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Select a date range from the drop-down list.
- **Employee**: Restrict the report to sales for a specific employee by entering an employee ID in this field.
- **Till**: Select a specific till from the list of tills on the drop-down list in this field.
- **Register**: Restrict the report to sales for the employees who used a specific register.

## Sample: Sales by Hour Analysis Report

Sales by Hour Analysis

Store: 101 - Corner Market

Date Range: Current Year (01/01/2016 - 12/31/2016)
Register: ALL
Till: ALL
Employee: ALL

| Hours | | Total | Net Sales | % | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 9:00 | 9:59 | 2 | $454.76 | 11.65 | $0.00 | $454.76 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 10:00 | 10:59 | 3 | $362.46 | 9.28 | $0.00 | $362.46 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 11:00 | 11:59 | 8 | $566.27 | 14.50 | $178.17 | $388.10 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 12:00 | 12:59 | 4 | $993.95 | 25.45 | $64.00 | $929.95 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 14:00 | 14:59 | 3 | $670.09 | 17.16 | $0.00 | $670.09 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 15:00 | 15:59 | 1 | $25.00 | 0.64 | $0.00 | $25.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 16:00 | 16:59 | 8 | $404.47 | 10.36 | $0.00 | $209.43 | $0.00 | $195.04 | $0.00 | $0.00 | $0.00 |
| 17:00 | 17:59 | 4 | $427.99 | 10.96 | $0.00 | $180.49 | $0.00 | $247.50 | $0.00 | $0.00 | $0.00 |
| | Total | 33 | $3,904.99 | 100.00 | $242.17 | $3,220.28 | $0.00 | $442.54 | $0.00 | $0.00 | $0.00 |

**Sales by Hour Analysis Report**

# Tax Exemption Report

The Tax Exemption Report gives a customer-by-customer breakdown on transactions where a tax exemption was applied to a sale. For each transaction the report shows the date, exemption number, holder name, expiration date, reason code, and customer information. The report summarizes the total number of exemptions applied, total price of all items, and the total exempted amount for all tax exemptions on the report.

The data is grouped by transaction. If there is more than one tax exemption in a transaction, they will be grouped together. The outer table is transaction level, the inner table is exemption level. For the same exemption ID, Xstore allow users to have different certificate holders, reasons and expiration dates. They will be displayed when they are different.

**Table 4-6: Tax Exemption Report Parameters**

| Parameter | Description |
|---|---|
| **Totals** | |
| Counts | ▪ Transaction<br>▪ Tax Exemption Number<br>▪ Customer |
| Amounts | ▪ Item Quantity<br>▪ Selling Price<br>▪ Exempted Amount |
| **Transaction** | |
| Transaction Date | Date the transaction took place. |
| Register | Register where the transaction took place. |
| Cashier | Cashier who performed the transaction. |
| Customer ID | ID of the customer. |
| Customer | Customer name. |
| Organization | The customer's organization. |
| Address | Customer address. |
| **Each Item Per Transaction** | |
| Tax Exemption Number | Customer's tax exemption number. |
| Certificate Holder | Owner of the tax exempt certificate. |
| Reason | Reason code for the tax exemption. |
| Expiration Date | Date the tax exemption expires. |
| Item | The item identifier. |
| Quantity | Item quantity. |
| Selling Price | Item's selling price. |
| Exempted Amount | The item's exempted amount. |

## Criteria Selections for Tax Exemption Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Start Register**: Enter the first register ID you want to include in the report
- **End Register**: Enter the last register ID you want to include for a range of registers or the same ID as the start register ID to restrict the report to a single register.

## Sample: Tax Exemption Report

ORACLE — Tax Exemption

Store: 101 - Corner Market

Date Range: Current Quarter (07/01/2016 - 09/30/2016)

Register: 100 to 110

Totals

| Counts | | | Amounts | | |
|---|---|---|---|---|---|
| Transaction | Tax Exemption Number | Customer | Item Quantity | Selling Price | Exempted Amount |
| 5 | 4 | 2 | 13 | $1,019.86 | $77.59 |

Transaction: 233

| Business Date | Register | Cashier | Customer ID | Customer | Organization | Address |
|---|---|---|---|---|---|---|
| 7/9/16 | 1 | 100 | | Sakthi, Shree | Oracle | 30500 Bruce Industrial Pkwy Solon, OH 44139 US |

| Tax Exemption Number | Certificate Holder | Reason | Expiration Date | Item | Quantity | Selling Price | Exempted Amount |
|---|---|---|---|---|---|---|---|
| 12345678A | Test 2 | Agricultural | 10/30/16 | 1005 | 1 | $67.99 | $5.44 |
| | Test 1 | Livestock Production | 12/12/16 | 1002 | 2 | $180.55 | $14.44 |
| | | | | Total | 3 | $248.54 | $19.88 |

Transaction: 10002545

| Business Date | Register | Cashier | Customer ID | Customer | Organization | Address |
|---|---|---|---|---|---|---|
| 7/9/16 | 1 | 100 | C0999002 | Campbell, Greyly | ASAP Tailoring | 4422 Stony Parkway Solon, OH 44139 US |

| Tax Exemption Number | Certificate Holder | Reason | Expiration Date | Item | Quantity | Selling Price | Exempted Amount |
|---|---|---|---|---|---|---|---|
| ABCD12345 | Abcd Holder | Utility | | 1006 | 1 | $79.99 | $6.40 |
| | | | | 1007 | 1 | $64.99 | $5.20 |
| | | | | Total | 2 | $144.98 | $11.60 |

**Tax Exemption Report**

# Journal Report

The Journal Report lists all register transactions that match the criteria you specify. The report includes all transaction categories and is not limited to retail sales transactions. The categories are shown below:

**Categories**

- Account Lookup
- Balance Inquiry
- Bank Deposit
- Batch Close
- Credit Application
- Escrow
- Exchange Rate Maintenance
- Inventory Control
- Inventory Summary Count
- Movement Pending
- No Sale
- Order
- Retail Sale
- Sale Price Adjustments
- Session Control
- System Open/Close
- Tender Control
- Tender Exchange
- Till Control
- Time Clock
- Training Mode Entry/Exit
- Workstation Complete Remote Close
- Workstation Open/Close
- Workstation Start Remote Close

- Post Void

The report may be restricted by range of register IDs, transaction types, date range, employee ID, transaction number, customer ID, and tender type.

The data returned for the report will vary with the Category selected. Report information includes the Trans Type, Total, Customer ID, Register, Cashier, BusinessDate, TransId, Status, item detail, and tender detail, as applicable.

## Criteria Selections for Journal Report

Select an option or make entries in the following fields to determine report output:

- **Date**: Date on which to start the report. This field is only active when the selected **Date Type** is **Specific Date**.
- **Date Type (unlabeled)**: Select whether to use a **Specific Date**, **Today**, or **Yesterday**.
- **Prior Days Included**: Select the number of days (0-6) to include in the report.
- **Start Reg**: Enter a specific register ID, or the first register ID if you want to specify a range of registers. Leave blank to run the report for all registers.
- **End Reg**: Enter the last register ID in the range of registers you want to specify or enter the start register ID again if the report will include only a single register.
- **Transaction Type**: Select a transaction type from the drop-down list.
- **Employee ID**: Enter an employee ID to restrict the report to a single employee. Leave blank to run the report for all employees.
- **Transaction**: Enter a transaction ID to restrict the report a single transaction. Leave blank to run the report for all transactions.
- **Customer ID**: Enter a customer ID (as recorded in Customer Maintenance) to restrict the report to a single customer. Leave blank to run the report for all customers.
- **Tender Type:** Select a tender type from the list.

## Sample: Journal Report


ORACLE | Journal | Store: 101 - Corner Market

Report Date: 06/09/2016
Prior Days Included: 6 Days

Employee: All
Customer: All
Register: All

Transaction: All
Transaction Type: All
TenderType: All

Transaction: 538

| Business Date | Register | Cashier | Transaction Type | Transaction Status |
|---|---|---|---|---|
| 6/9/16 | 1 | 102 | Retail Sale | Complete |

Transaction Total

| Description | Amount |
|---|---|
| Non-Taxable | $0.00 |
| Taxable | $4.00 |
| Sales Tax | $0.05 |
| Total | $4.05 |

Item

| Type | Comm Assoc | Item | Description | Qty | Unit Price | Extended Price |
|---|---|---|---|---|---|---|
| | | 6006 | Goose Down Pillow | 1 | $4.00 | $4.00 |

Tender

| | Type | Amount |
|---|---|---|
| Tender | Cash | $4.05 |

Transaction: 537

| Business Date | Register | Cashier | Transaction Type | Transaction Status |
|---|---|---|---|---|
| 6/9/16 | 1 | 100 | Retail Sale | Complete |

Transaction Total

| Description | Amount |
|---|---|
| Non-Taxable | $0.00 |
| Taxable | $339.50 |
| Sales Tax | $10.30 |

Run Date: 6/24/16 8:03 AM
Page 1 of 38

**Journal Report**

# Line Void Report

The Line Void Report lists transactions in which a line item was voided at the register. The transactions are listed in order by the transaction number, and the voided items are identified. The item ID, its description, price, and quantity are given. A total amount for all voided items on each transaction is also calculated.

**Table 4-7: Line Void Report Parameters**

| Parameter | Description |
|---|---|
| Trans | The identifier for the transaction. |
| Reg | The register where the transaction took place. |
| Date/Time | The date and time the transaction took place. |
| Associate | The cashier's identifier. |
| Item | The item identifier. |
| Description | The item description. |
| Qty | The item quantity. |
| Unit Price | The item price per unit. |
| Net Amount | The total net amount for the voided item. |

## Criteria Selection Options for Line Void Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Line Void Report

Store: 101 - Corner Market

Line Void

Date Range: Current Year (01/01/2016 - 12/31/2016)

| Trans | Reg | Date/Time | Associate | Item | Description | Qty | Unit Price | Net Amount |
|---|---|---|---|---|---|---|---|---|
| 10002026 | 1 | 06/03/2016 09:18:30 AM | 100 | 608 | Shipping Fee $ | 1 | $12.95 | $12.95 |
| | | | | 1017 | Signature Cleats | 1 | $69.50 | $0.00 |
| | | | | | | | Total | $12.95 |
| 10002042 | 1 | 06/03/2016 09:19:39 AM | 100 | 6009 | Onyx/Gold Earrings | 1 | $199.00 | $0.00 |
| | | | | 608 | Shipping Fee $ | 1 | $20.39 | $20.39 |
| | | | | | | | Total | $20.39 |
| 10002045 | 1 | 06/03/2016 09:19:52 AM | 100 | 330003 | Blue L Tee Shirt | 1 | ($12.50) | ($12.50) |
| | | | | | | | Total | ($12.50) |
| 10002055 | 1 | 06/03/2016 09:22:00 AM | 100 | 564 | Special Order Service Fee | 1 | $9.51 | $0.00 |
| | | | | | | | Total | $0.00 |
| 10002178 | 1 | 06/06/2016 01:56:25 PM | 100 | 560 | Layaway Setup Fee | 1 | $9.72 | $0.00 |
| | | | | | | | Total | $0.00 |
| 10002196 | 1 | 06/06/2016 02:00:22 PM | 100 | 330204 | Green XL Tee Shirt | 1 | $12.50 | $0.00 |
| | | | | | | | Total | $0.00 |
| 10002225 | 1 | 06/06/2016 02:06:39 PM | 100 | 560 | Layaway Setup Fee | 1 | $8.64 | $0.00 |
| | | | | | | | Total | $0.00 |
| 10002238 | 1 | 06/06/2016 02:09:01 PM | 100 | 100150057 | Archu_SMKCHK_item_1 | 1 | $122.22 | $0.00 |
| | | | | | | | Total | $0.00 |
| 10002240 | 1 | 06/06/2016 02:09:32 PM | 100 | 1112 | FEMALE DRESS | 1 | $50.00 | $0.00 |
| | | | | | | | Total | $0.00 |
| 10002267 | 1 | 06/06/2016 02:13:10 PM | 100 | 608 | Shipping Fee $ | 1 | $3.95 | $3.95 |
| | | | | 1022 | Signature Jeans | 1 | $0.99 | $0.00 |
| | | | | | | | Total | $3.95 |
| 10002283 | 1 | 06/06/2016 02:15:05 PM | 100 | 608 | Shipping Fee $ | 1 | $15.95 | $15.95 |
| | | | | 1028 | Signature VAT T-Shirt | 1 | $38.00 | $0.00 |
| | | | | | | | Total | $15.95 |

Run Date: 6/9/16 5:18 PM

Page 1 of 2

**Line Void Report**

# Post Void Reports

The Post Void Reports include transactions that were completed at the register but were later voided. These reports do not included cancelled sales transactions. For more information about cancelled transactions, see "Transaction Cancel Reports".

- The **Summary Report** lists voided transactions by transaction number, identifies the associate who performed the transaction and the register where it occurred, the date and time, the reason each transaction was voided, and gives the voided amount. A Total amount is also calculated at the end of report.
- The **Detail Report** has additional information about the voided item, the quantity voided, unit cost and net amount voided. The Total amount is also calculated for each transaction.

**Table 4-8: Post Void Reports Parameters**

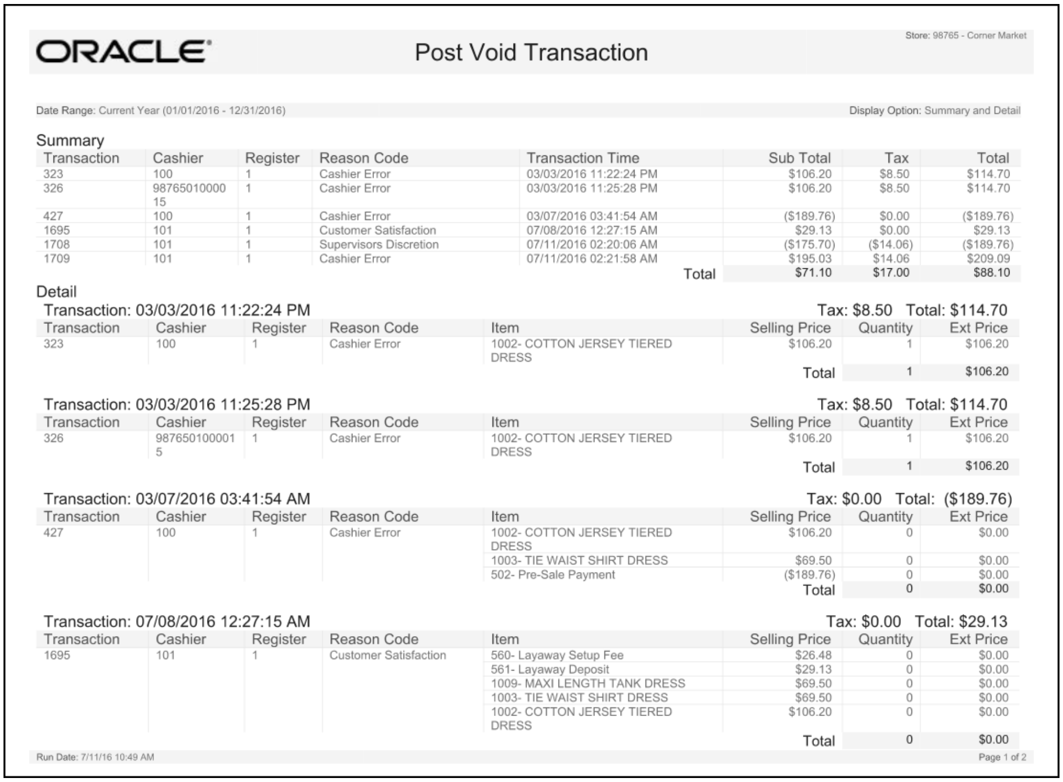
| Parameter | Description |
|---|---|
| **Summary** | |
| Transaction | The identifier for the transaction. |
| Cashier | The cashier's identifier. |
| Register | The register where the voiding transaction took place. |
| Reason Code | The reason code for the post void transaction. |
| Transaction Time | Date and time the transaction took place. |
| Sub Total | The subtotal of the transaction. |
| Tax | The tax amount of the transaction. |
| Total | The transaction total. |
| **Detail** | |
| Transaction | The transaction identifier. |
| Cashier | The cashier's identifier. |
| Register | The register where the voiding transaction took place. |
| Reason Code | The reason code for the post void transaction. |
| Item | The item identifier. |
| Selling Price | The item price per unit. |
| Quantity | The item quantity. |
| Ext Price | The net amount for the voided item. |

## Criteria Selections for Post Void Reports

Enter an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Post Void Reports



ORACLE — Post Void Transaction — Store: 98765 - Corner Market

Date Range: Current Year (01/01/2016 - 12/31/2016) — Display Option: Summary and Detail

Summary

| Transaction | Cashier | Register | Reason Code | Transaction Time | Sub Total | Tax | Total |
|---|---|---|---|---|---|---|---|
| 323 | 100 | 1 | Cashier Error | 03/03/2016 11:22:24 PM | $106.20 | $8.50 | $114.70 |
| 326 | 9876501000015 | 1 | Cashier Error | 03/03/2016 11:25:28 PM | $106.20 | $8.50 | $114.70 |
| 427 | 100 | 1 | Cashier Error | 03/07/2016 03:41:54 AM | ($189.76) | $0.00 | ($189.76) |
| 1695 | 101 | 1 | Customer Satisfaction | 07/08/2016 12:27:15 AM | $29.13 | $0.00 | $29.13 |
| 1708 | 101 | 1 | Supervisors Discretion | 07/11/2016 02:20:06 AM | ($175.70) | ($14.06) | ($189.76) |
| 1709 | 101 | 1 | Cashier Error | 07/11/2016 02:21:58 AM | $195.03 | $14.06 | $209.09 |
| | | | | Total | $71.10 | $17.00 | $88.10 |

Detail

Transaction: 03/03/2016 11:22:24 PM — Tax: $8.50 Total: $114.70

| Transaction | Cashier | Register | Reason Code | Item | Selling Price | Quantity | Ext Price |
|---|---|---|---|---|---|---|---|
| 323 | 100 | 1 | Cashier Error | 1002- COTTON JERSEY TIERED DRESS | $106.20 | 1 | $106.20 |
| | | | | | Total | 1 | $106.20 |

Transaction: 03/03/2016 11:25:28 PM — Tax: $8.50 Total: $114.70

| Transaction | Cashier | Register | Reason Code | Item | Selling Price | Quantity | Ext Price |
|---|---|---|---|---|---|---|---|
| 326 | 9876501000015 | 1 | Cashier Error | 1002- COTTON JERSEY TIERED DRESS | $106.20 | 1 | $106.20 |
| | | | | | Total | 1 | $106.20 |

Transaction: 03/07/2016 03:41:54 AM — Tax: $0.00 Total: ($189.76)

| Transaction | Cashier | Register | Reason Code | Item | Selling Price | Quantity | Ext Price |
|---|---|---|---|---|---|---|---|
| 427 | 100 | 1 | Cashier Error | 1002- COTTON JERSEY TIERED DRESS | $106.20 | 0 | $0.00 |
| | | | | 1003- TIE WAIST SHIRT DRESS | $69.50 | 0 | $0.00 |
| | | | | 502- Pre-Sale Payment | ($189.76) | 0 | $0.00 |
| | | | | | Total | 0 | $0.00 |

Transaction: 07/08/2016 12:27:15 AM — Tax: $0.00 Total: $29.13

| Transaction | Cashier | Register | Reason Code | Item | Selling Price | Quantity | Ext Price |
|---|---|---|---|---|---|---|---|
| 1695 | 101 | 1 | Customer Satisfaction | 560- Layaway Setup Fee | $26.48 | 0 | $0.00 |
| | | | | 561- Layaway Deposit | $29.13 | 0 | $0.00 |
| | | | | 1009- MAXI LENGTH TANK DRESS | $69.50 | 0 | $0.00 |
| | | | | 1003- TIE WAIST SHIRT DRESS | $69.50 | 0 | $0.00 |
| | | | | 1002- COTTON JERSEY TIERED DRESS | $106.20 | 0 | $0.00 |
| | | | | | Total | 0 | $0.00 |

Run Date: 7/11/16 10:49 AM — Page 1 of 2

**Post Void Reports**

# Transaction Cancel Reports

The Transaction Cancel Reports include transactions that were cancelled before completion at the register. These reports do not include post-voided transactions. For information on post- voided transactions see "Post Void Reports".

- The **Transaction Cancel Summary Report** lists transactions that were cancelled after entering at least one item. The report shows the reason for the cancellation (if available), the register number and associate's ID, the date and time that the cancellation occurred, and the amount on the ticket at the time it was cancelled.
- The **Transaction Cancel Detail Report** provides the information that appears on the Summary Report, plus additional information about the items on the ticket such as the item description, unit price, quantity and net amount.

**Table 4-9: Transaction Cancel Reports Parameters**

| Parameter | Description |
|---|---|
| **Summary** | |
| Transaction | The identifier for the transaction. |
| Cashier | The cashier's identifier. |
| Register | The register where the transaction took place. |
| Reason Code | The reason code for the canceled transaction. |
| Transaction Time | The date and time the transaction took place. |

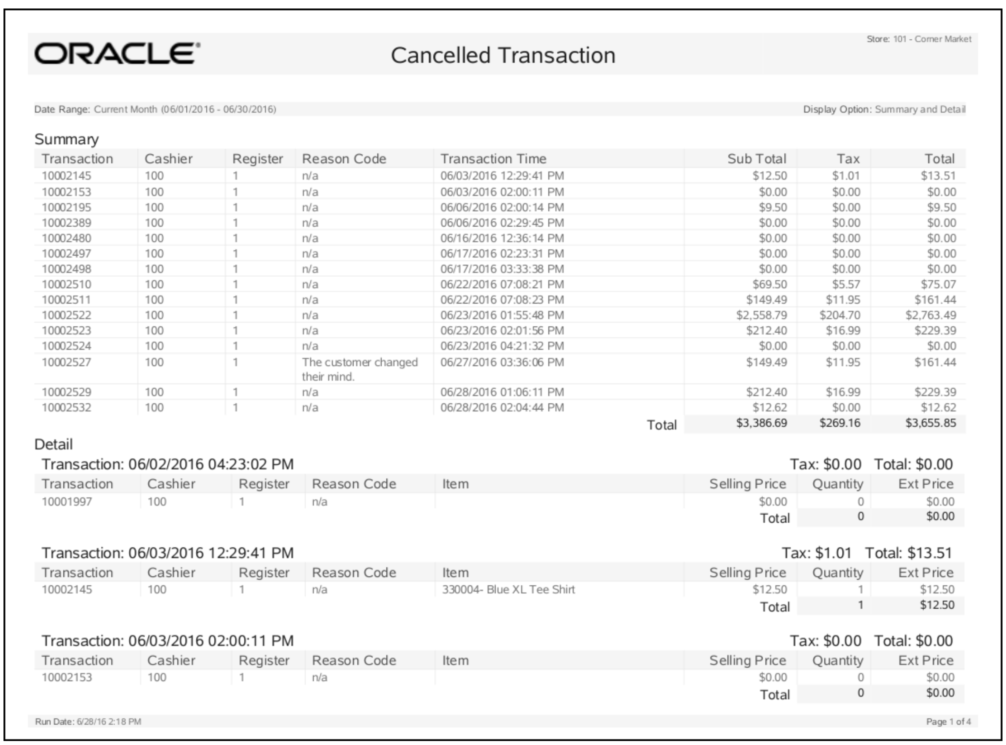
| Parameter | Description |
|---|---|
| Sub Total | The subtotal amount for all cancelled items on the transaction. |
| Tax | The taxa mount for all cancelled items on the transaction. |
| Total | The total amount for all canceled items on the transaction. |
| **Detail** | |
| Transaction | The identifier for the transaction. |
| Cashier | The cashier's identifier. |
| Register | The register where the transaction took place. |
| Reason Code | The reason code for the canceled transaction. |
| Item | The item identifier. |
| Selling Price | The item price per unit. |
| Quantity | The item quantity. |
| Ext Price | The extended price for the cancelled item. |

## Criteria Selections for Transaction Cancel Reports

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Transaction Cancel Reports


Store: 101 - Corner Market

Cancelled Transaction

Date Range: Current Month (06/01/2016 - 06/30/2016)

Display Option: Summary and Detail

Summary

| Transaction | Cashier | Register | Reason Code | Transaction Time | Sub Total | Tax | Total |
|---|---|---|---|---|---|---|---|
| 10002145 | 100 | 1 | n/a | 06/03/2016 12:29:41 PM | $12.50 | $1.01 | $13.51 |
| 10002153 | 100 | 1 | n/a | 06/03/2016 02:00:11 PM | $0.00 | $0.00 | $0.00 |
| 10002195 | 100 | 1 | n/a | 06/06/2016 02:00:14 PM | $9.50 | $0.00 | $9.50 |
| 10002389 | 100 | 1 | n/a | 06/06/2016 02:29:45 PM | $0.00 | $0.00 | $0.00 |
| 10002480 | 100 | 1 | n/a | 06/16/2016 12:36:14 PM | $0.00 | $0.00 | $0.00 |
| 10002497 | 100 | 1 | n/a | 06/17/2016 02:23:31 PM | $0.00 | $0.00 | $0.00 |
| 10002498 | 100 | 1 | n/a | 06/17/2016 03:33:38 PM | $0.00 | $0.00 | $0.00 |
| 10002510 | 100 | 1 | n/a | 06/22/2016 07:08:21 PM | $69.50 | $5.57 | $75.07 |
| 10002511 | 100 | 1 | n/a | 06/22/2016 07:08:23 PM | $149.49 | $11.95 | $161.44 |
| 10002522 | 100 | 1 | n/a | 06/23/2016 01:55:48 PM | $2,558.79 | $204.70 | $2,763.49 |
| 10002523 | 100 | 1 | n/a | 06/23/2016 02:01:56 PM | $212.40 | $16.99 | $229.39 |
| 10002524 | 100 | 1 | n/a | 06/23/2016 04:21:32 PM | $0.00 | $0.00 | $0.00 |
| 10002527 | 100 | 1 | The customer changed their mind. | 06/27/2016 03:36:06 PM | $149.49 | $11.95 | $161.44 |
| 10002529 | 100 | 1 | n/a | 06/28/2016 01:06:11 PM | $212.40 | $16.99 | $229.39 |
| 10002532 | 100 | 1 | n/a | 06/28/2016 02:04:44 PM | $12.62 | $0.00 | $12.62 |
| | | | | Total | $3,386.69 | $269.16 | $3,655.85 |

Detail

Transaction: 06/02/2016 04:23:02 PM    Tax: $0.00  Total: $0.00

| Transaction | Cashier | Register | Reason Code | Item | Selling Price | Quantity | Ext Price |
|---|---|---|---|---|---|---|---|
| 10001997 | 100 | 1 | n/a | | $0.00 | 0 | $0.00 |
| | | | | | Total | 0 | $0.00 |

Transaction: 06/03/2016 12:29:41 PM    Tax: $1.01  Total: $13.51

| Transaction | Cashier | Register | Reason Code | Item | Selling Price | Quantity | Ext Price |
|---|---|---|---|---|---|---|---|
| 10002145 | 100 | 1 | n/a | 330004- Blue XL Tee Shirt | $12.50 | 1 | $12.50 |
| | | | | | Total | 1 | $12.50 |

Transaction: 06/03/2016 02:00:11 PM    Tax: $0.00  Total: $0.00

| Transaction | Cashier | Register | Reason Code | Item | Selling Price | Quantity | Ext Price |
|---|---|---|---|---|---|---|---|
| 10002153 | 100 | 1 | n/a | | $0.00 | 0 | $0.00 |
| | | | | | Total | 0 | $0.00 |

Run Date: 6/28/16 2:18 PM    Page 1 of 4

**Transaction Cancel Reports**

# Price Override Report

The Price Override Report includes register sale transactions on which the price of one or more items was changed at the register. The report information is grouped by employee ID. Each line shows the transaction ID in which the price change occurred, the date and time of the transaction, the item ID with its description, and the reason for the price change. In addition, the original price and the changed price are shown and the difference is calculated.

**Table 4-10: Price Override Report Parameters**

| Parameter | Description |
|---|---|
| **By Employee ID** | |
| Date | The date the transaction took place. |
| Time | The time the transaction took place. |
| Trans | The identifier for the transaction. |
| SKU | The item identifier. |
| Description | The item description. |
| Reason | The reason for the item price override. |
| Qty | The number of items that have a price override. |
| Price | ▪ Regular Price: The price of the item before the price override was applied.<br>▪ Sold Price: The price of the item after the price override was applied. |
| Difference | The calculated price change between the regular price and the sold price. |

## Criteria Selections for Price Override Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Start Employee:** Enter the first employee ID to include in the report; if no employee ID is entered, all employees will be included.
- **End Employee:** Enter the last employee ID to be included in the report if you want to specify a range of employees.

## Sample: Price Override Report

ORACLE

Price Override

Store: 101 - Corner Market

Date Range:Current Year (01/01/2016 - 12/31/2016)

Employee Range: ALL

Employee: 100 - John Smith

| Date | Time | Trans | SKU | Description | Reason | Qty | Price Regular | Price Sold | Difference |
|---|---|---|---|---|---|---|---|---|---|
| 6/6/16 | 2:34 PM | 10002415 | 6026 | Twisted Rope Camisole | Incorrect Label | 1 | $49.00 | $25.00 | ($24.00) |
| 6/6/16 | 2:31 PM | 10002397 | 1007 | ANIMAL PRINT CAP SLEEVE DRESS | Incorrect Label | 1 | $64.99 | $25.00 | ($39.99) |
| 6/6/16 | 2:28 PM | 10002381 | 430001 | 46 Peyton Hillis Jersey | Incorrect Label | 1 | $89.99 | $25.00 | ($64.99) |
| 6/6/16 | 2:22 PM | 10002328 | 1017 | Signature Cleats | Incorrect Label | 1 | $69.50 | $100.00 | $30.50 |
| 6/6/16 | 2:22 PM | 10002328 | 1018 | Signature Towel | Incorrect Label | 1 | $79.99 | $150.00 | $70.01 |
| 6/6/16 | 2:18 PM | 10002298 | 6023 | Beaded Hoop Earrings | Incorrect Label | 1 | $34.00 | $100.00 | $66.00 |
| 6/6/16 | 2:00 PM | 10002197 | 330105 | Red XXL Tee Shirt | Incorrect Label | 1 | $12.50 | $50.00 | $37.50 |
| 6/6/16 | 12:11 PM | 10002166 | 1004 | BLK WHITE CAP SLEEVE DRESS | Incorrect Label | 1 | $69.50 | $50.00 | ($19.50) |
| 6/2/16 | 12:30 PM | 10002148 | 1010 | EMPIRE WAIST TANK DRESS | Incorrect Label | 1 | $49.50 | $180.00 | $130.50 |
| 6/2/16 | 12:29 PM | 10002146 | 1010 | EMPIRE WAIST TANK DRESS | Incorrect Label | 1 | $49.50 | $180.00 | $130.50 |
| 6/2/16 | 12:26 PM | 10002129 | 6017 | Black Slack | Incorrect Label | 1 | $89.00 | $150.00 | $61.00 |
| 6/2/16 | 12:26 PM | 10002128 | 330301 | Grey S Tee Shirt | Incorrect Label | 1 | $12.50 | $80.00 | $67.50 |
| 6/2/16 | 12:26 PM | 10002125 | 1022 | Signature Jeans | Incorrect Label | 1 | $0.99 | $50.02 | $49.03 |
| 6/2/16 | 12:26 PM | 10002124 | 1027 | Signature VAT Shorts | Incorrect Label | 1 | $27.00 | $50.01 | $23.01 |
| 6/2/16 | 12:25 PM | 10002123 | 1017 | Signature Cleats | Incorrect Label | 1 | $69.50 | $50.00 | ($19.50) |
| 6/2/16 | 12:25 PM | 10002119 | 1028 | Signature VAT T-Shirt | Incorrect Label | 1 | $38.00 | $100.00 | $62.00 |
| 6/2/16 | 12:25 PM | 10002118 | 1018 | Signature Towel | Incorrect Label | 1 | $79.99 | $100.00 | $20.01 |
| 6/2/16 | 12:23 PM | 10002106 | 1019 | Signature Pants | Incorrect Label | 1 | $79.99 | $85.00 | $5.01 |
| 6/2/16 | 12:23 PM | 10002106 | 1016 | Signature Socks | Incorrect Label | 1 | $69.50 | $85.00 | $15.50 |
| 6/2/16 | 12:22 PM | 10002101 | 1115 | 10 yrs old | Incorrect Label | 1 | $80.00 | $25.00 | ($55.00) |
| 6/2/16 | 9:27 AM | 10002086 | 1018 | Signature Towel | Incorrect Label | 1 | $79.99 | $100.00 | $20.01 |
| 6/2/16 | 9:27 AM | 10002086 | 1019 | Signature Pants | Incorrect Label | 1 | $79.99 | $150.00 | $70.01 |
| 6/2/16 | 9:22 AM | 10002057 | 100150065 | Nimmi_Reg_Item | Incorrect Label | 1 | $18.34 | $100.00 | $81.66 |
| | | | | | Total | 23 | $1,293.26 | $2,010.03 | $716.77 |

Employee: 101 - Shree Sakthi

| Date | Time | Trans | SKU | Description | Reason | Qty | Price Regular | Price Sold | Difference |
|---|---|---|---|---|---|---|---|---|---|
| 6/6/16 | 5:56 PM | 10002435 | 1006 | ROLL SLEEVE SWEATER DRESS | Damage Adjustment | 1 | $79.99 | $56.00 | ($23.99) |
| 6/6/16 | 5:49 PM | 10002434 | 1004 | BLK WHITE CAP SLEEVE DRESS | Competitive Price Match | 2 | $69.50 | $50.00 | ($19.50) |
| 6/6/16 | 5:49 PM | 10002433 | 1002 | COTTON JERSEY TIERED DRESS | Damage | 1 | $118.00 | $100.11 | ($17.89) |

Run Date: 6/7/16 4:37 PM

Page 1 of 2

**Price Override Report**

# Suspended Transaction Reports

The Suspended Transaction Reports list transactions that have been temporarily placed on hold, including those that have been resumed and assigned a new transaction number. There are two Suspended Transaction Reports: a summary-level report and a detail-level report.

The **summary-level report** identifies the transaction numbers that were suspended, when the suspension occurred and the amount on the transaction. A Total amount is calculated at the end of the report. No item-level information is provided on this report.

The **detail-level report** provides all of the information found on the summary report. It also lists suspended transactions in transaction number order. Each item ID within the transaction is listed with its description, unit price, quantity and net amount.

**Table 4-11: Suspended Transaction Reports Parameters**

| Parameter | Description |
|---|---|
| **Summary** | |
| Transaction | The identifier for the transaction. |
| Cashier | The cashier’s identifier. |
| Register | The register where the transaction took place. |
| Transaction Time | The date and time the transaction took place. |
| Sub Total | Subtotal for the transaction. |

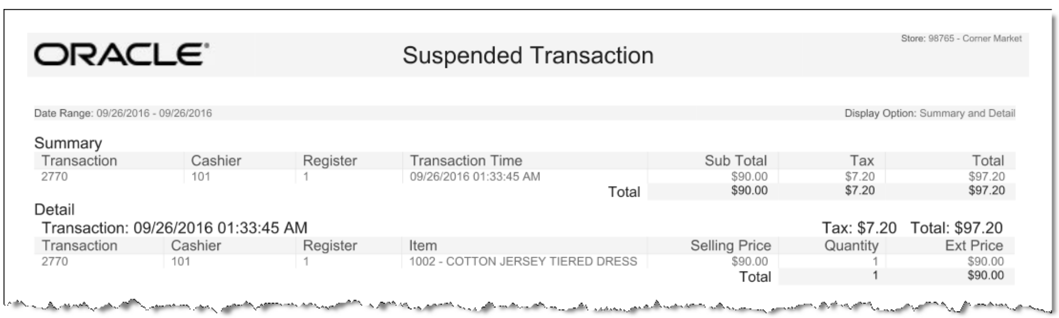
| Parameter | Description |
|---|---|
| Tax | Tax applied to the transaction. |
| Total | Total amount of the transaction. |
| **Detail** | |
| Transaction | The identifier for the transaction. |
| Cashier | The cashier's identifier. |
| Register | The register where the transaction took place. |
| Item | The item identifier and description. |
| Selling Price | The item price per unit. |
| Quantity | The item quantity. |
| Ext. Price | The extended price for the suspended item. |

## Criteria Selections for Suspended Transaction Reports

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Type:** Summary or detail.

## Sample: Suspended Transaction Reports



Suspended Transaction

Store: 98765 - Corner Market

Date Range: 09/26/2016 - 09/26/2016

Display Option: Summary and Detail

Summary

| Transaction | Cashier | Register | Transaction Time | Sub Total | Tax | Total |
|---|---|---|---|---|---|---|
| 2770 | 101 | 1 | 09/26/2016 01:33:45 AM | $90.00 | $7.20 | $97.20 |
| | | | Total | $90.00 | $7.20 | $97.20 |

Detail

Transaction: 09/26/2016 01:33:45 AM — Tax: $7.20 Total: $97.20

| Transaction | Cashier | Register | Item | Selling Price | Quantity | Ext Price |
|---|---|---|---|---|---|---|
| 2770 | 101 | 1 | 1002 - COTTON JERSEY TIERED DRESS | $90.00 | 1 | $90.00 |
| | | | | Total | 1 | $90.00 |

**Suspended Transaction Reports**

# Sales Goals Report

The Sales Goals report lists the sales goals for the store and the overall progress toward each goal. All calculations for the sales goals are based on net sales. If the status of **All** is selected, the sales goals will be grouped by status as follows: Completed, Active, then Future. Within each status, the goals are sorted by Ascending End Date, Ascending Effective Date, and then Description.

**Table 4-12: Sales Goals Report Parameters**

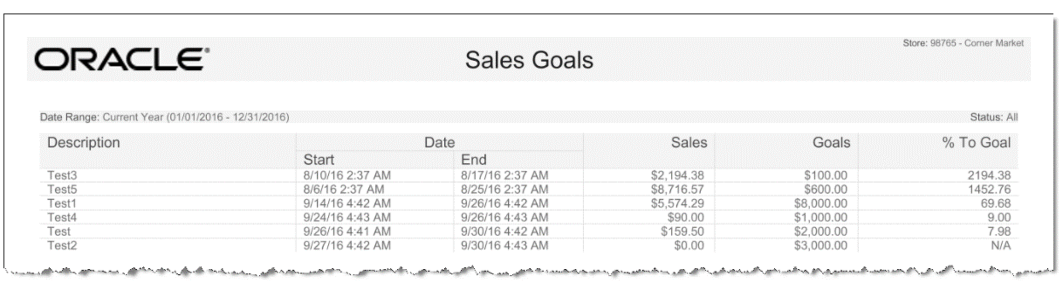
| Parameter | Description |
|---|---|
| Description | The sales goal description. |
| Date | Start: The date the goal begins.<br>End: The date the goal ends. |
| Sales | Sales goal progress. This is calculated using net sales data for the period.<br>**Note:** Future goals display “N/A”. |
| Goals | The sales goal value. |
| % To Goal | The goal status as a percentage to the target.<br>**Note:** Future goals display “N/A”. |

## Criteria Selections for Sales Goals Report

Select an option or make entries in any of the following fields to determine report output:

- **Status**: Select a sales goal status from the list to limit the report data returned, or keep the default status of **All**, to list all status types.
  – **Active**: Today’s date is within the Effective Date and End Date range.
  – **Completed**: Today’s date is greater than the End Date.
  – **Completed-Met**: Today’s date is greater than the End Date AND % to Goal is greater than or equal to 100.
  – **Completed-Not Met**: Today’s date is greater than the End Date AND % to Goal is less than 100.
  – **Future**: Today’s date is less than the Effective Date.
- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Sales Goals Report


Store: 98765 - Corner Market

Sales Goals

Date Range: Current Year (01/01/2016 - 12/31/2016)

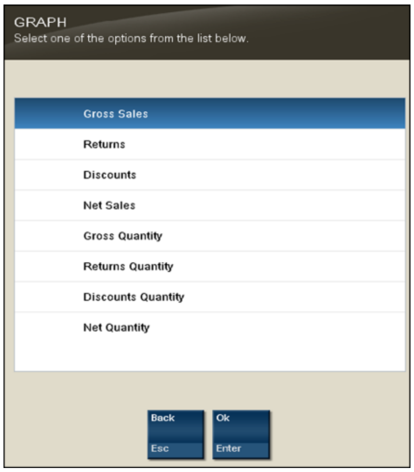
Status: All

| Description | Date | | Sales | Goals | % To Goal |
|---|---|---|---|---|---|
| | Start | End | | | |
| Test3 | 8/10/16 2:37 AM | 8/17/16 2:37 AM | $2,194.38 | $100.00 | 2194.38 |
| Test5 | 8/6/16 2:37 AM | 8/25/16 2:37 AM | $8,716.57 | $600.00 | 1452.76 |
| Test1 | 9/14/16 4:42 AM | 9/26/16 4:42 AM | $5,574.29 | $8,000.00 | 69.68 |
| Test4 | 9/24/16 4:43 AM | 9/26/16 4:43 AM | $90.00 | $1,000.00 | 9.00 |
| Test | 9/26/16 4:41 AM | 9/30/16 4:42 AM | $159.50 | $2,000.00 | 7.98 |
| Test2 | 9/27/16 4:42 AM | 9/30/16 4:43 AM | $0.00 | $3,000.00 | N/A |

**Sales Goals Report**

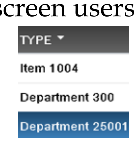
# Merchandise Sales Analysis Report

The Merchandise Sales Analysis report displays item merchandise hierarchy sales information. You may choose to drill-down into merchandise hierarchy levels to the item level by selecting a row and then selecting **Drill Down**. To return to the list select **Drill Up**. You can also sort by selecting a column name. Select **Graph** to create a pie chart.



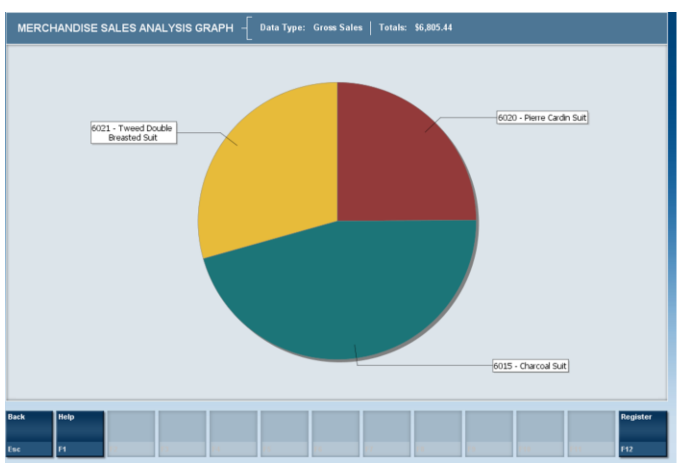

**Graph Options**

**Note:** Touch-screen users tap the row or column to drill

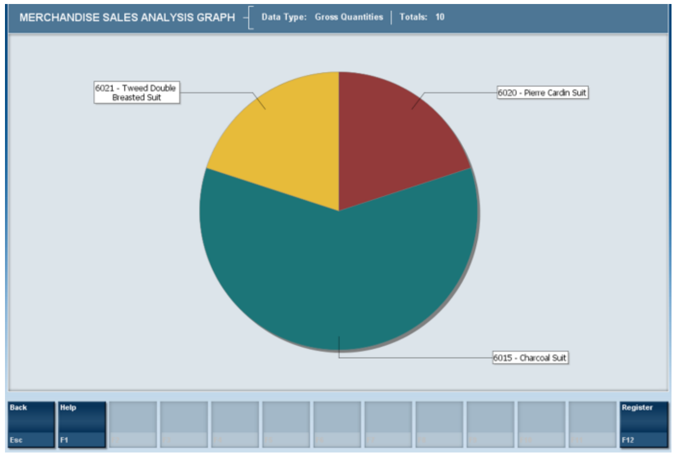



down or sort.

Swipe down anywhere on a column (for example, Returns) to display a pie chart of totals (instead of selecting the **Graph** menu button).




Swipe up anywhere on a column to display a pie chart of quantities.




**Note:** The parenthesis contains the number of items.


**Table 4-13: Merchandise Sales Analysis Parameters**

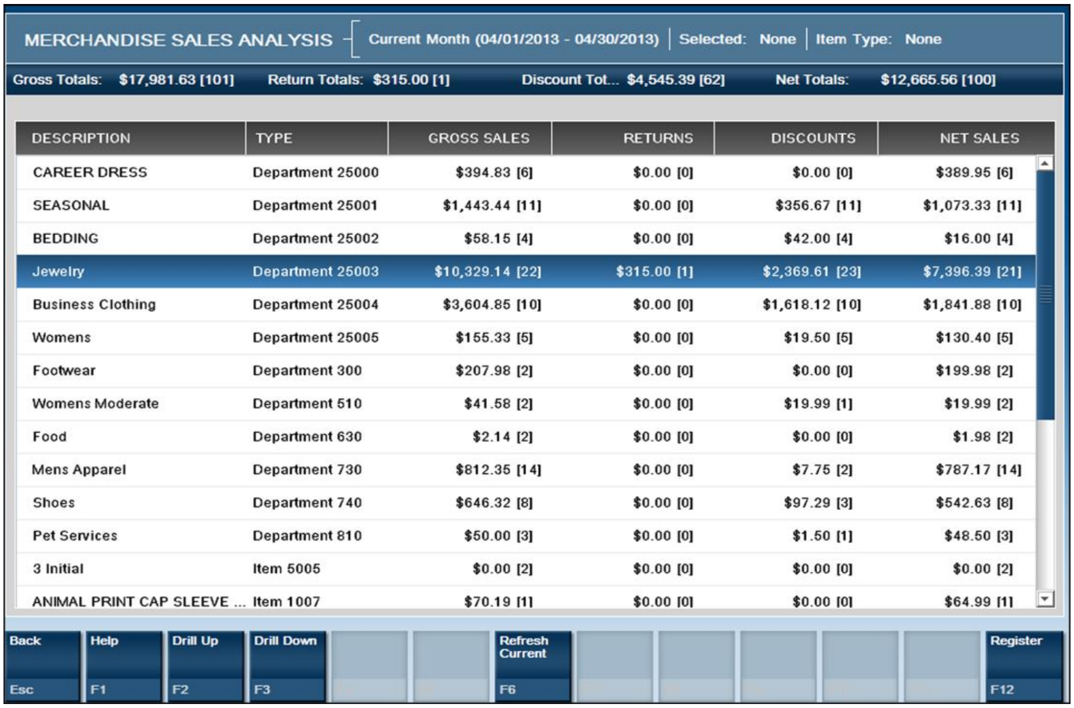
| Parameter | Description |
|---|---|
| Gross Totals | Amount of all items sold. |
| Return Totals | Amount of all returns. |
| Discount Totals | Amount of all discounts. |
| Net Totals | Net amount of all sales. |
| Description | The item description. |
| Type | The department or item number. |
| Gross Sales | Total sales amount by item. |
| Returns | Total amount of the item returned. |
| Discounts | Total amount of the item discounted. |
| Net Sales | The total net amount of all sales transactions for the item. |

## Criteria Selections for Merchandise Sales Analysis Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Merchandise Sales Analysis Report


MERCHANDISE SALES ANALYSIS | Current Month (04/01/2013 - 04/30/2013) | Selected: None | Item Type: None

Gross Totals: $17,981.63 [101] Return Totals: $315.00 [1] Discount Tot... $4,545.39 [62] Net Totals: $12,665.56 [100]

| DESCRIPTION | TYPE | GROSS SALES | RETURNS | DISCOUNTS | NET SALES |
|---|---|---|---|---|---|
| CAREER DRESS | Department 25000 | $394.83 [6] | $0.00 [0] | $0.00 [0] | $389.95 [6] |
| SEASONAL | Department 25001 | $1,443.44 [11] | $0.00 [0] | $356.67 [11] | $1,073.33 [11] |
| BEDDING | Department 25002 | $58.15 [4] | $0.00 [0] | $42.00 [4] | $16.00 [4] |
| Jewelry | Department 25003 | $10,329.14 [22] | $315.00 [1] | $2,369.61 [23] | $7,396.39 [21] |
| Business Clothing | Department 25004 | $3,604.85 [10] | $0.00 [0] | $1,618.12 [10] | $1,841.88 [10] |
| Womens | Department 25005 | $155.33 [5] | $0.00 [0] | $19.50 [5] | $130.40 [5] |
| Footwear | Department 300 | $207.98 [2] | $0.00 [0] | $0.00 [0] | $199.98 [2] |
| Womens Moderate | Department 510 | $41.58 [2] | $0.00 [0] | $19.99 [1] | $19.99 [2] |
| Food | Department 630 | $2.14 [2] | $0.00 [0] | $0.00 [0] | $1.98 [2] |
| Mens Apparel | Department 730 | $812.35 [14] | $0.00 [0] | $7.75 [2] | $787.17 [14] |
| Shoes | Department 740 | $646.32 [8] | $0.00 [0] | $97.29 [3] | $542.63 [8] |
| Pet Services | Department 810 | $50.00 [3] | $0.00 [0] | $1.50 [1] | $48.50 [3] |
| 3 Initial | Item 5005 | $0.00 [2] | $0.00 [0] | $0.00 [0] | $0.00 [2] |
| ANIMAL PRINT CAP SLEEVE ... | Item 1007 | $70.19 [1] | $0.00 [0] | $0.00 [0] | $64.99 [1] |



**Merchandise Sales Analysis Report**

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**Note:** Select the **Refresh Current** button to update the report with current data.

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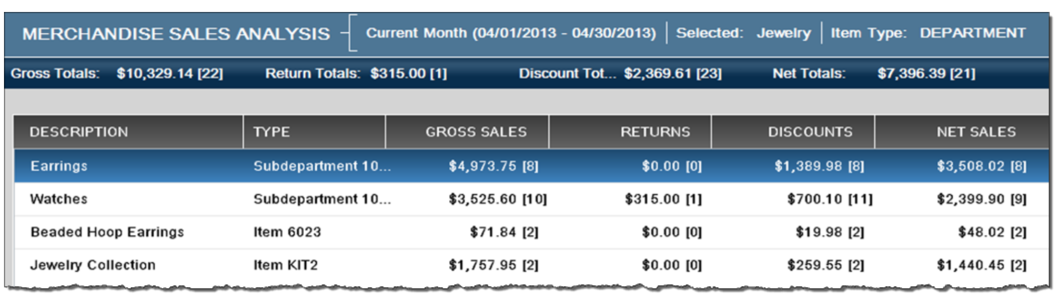
## Sample: Drill-Down


MERCHANDISE SALES ANALYSIS | Current Month (04/01/2013 - 04/30/2013) | Selected: Jewelry | Item Type: DEPARTMENT

Gross Totals: $10,329.14 [22] Return Totals: $315.00 [1] Discount Tot... $2,369.61 [23] Net Totals: $7,396.39 [21]

| DESCRIPTION | TYPE | GROSS SALES | RETURNS | DISCOUNTS | NET SALES |
|---|---|---|---|---|---|
| Earrings | Subdepartment 10... | $4,973.75 [8] | $0.00 [0] | $1,389.98 [8] | $3,508.02 [8] |
| Watches | Subdepartment 10... | $3,525.60 [10] | $315.00 [1] | $700.10 [11] | $2,399.90 [9] |
| Beaded Hoop Earrings | Item 6023 | $71.84 [2] | $0.00 [0] | $19.98 [2] | $48.02 [2] |
| Jewelry Collection | Item KIT2 | $1,757.95 [2] | $0.00 [0] | $259.55 [2] | $1,440.45 [2] |

**Drill-Down**

# 5

# Store Accounting Reports

## In this Chapter...

Information about the following reports can be found in this chapter:

- "Cash Drawer Reconciliation Report"
- "Associate Reconciliation Report"
- "Cash Drawer Audit Report"
- "Cash Drawer Report"
- "Paid In/Paid Out Report"
- "No Sale Report"
- "Credit Card Report"
- "Gift Certificate Report"

## Cash Drawer Reconciliation Report

This report shows the amount declared by the cashier for each tender at the time of reconciliation, the amount expected by the system at the time of reconciliation, the over/short amounts in a cash drawer/till for each tender, and a signature line for the associate and the manager. The report data contains the most recent register close count.

**Navigate**: Till Reports → Cash Drawer Reconciliation Report.

**Table 5-1: Cash Drawer Reconciliation Report Parameters**

| Parameter | Description |
|---|---|
| Tender | The tender type. |
| Quantity | The number of reconciliation counts per session and day.<br>**Note:** Only reconciliation counts for the Store Bank can have a quantity greater than 1. For a till, a new session is created each time the till is issued and ends with the reconciliation count. Therefore, a till can only have a single reconciliation count per session. |
| Register Count | The amount declared by the cashier for each tender. |
| System Count | The amount expected by the system for each tender. |
| Over / Short | The calculated difference between the declared amount and the expected amount. |

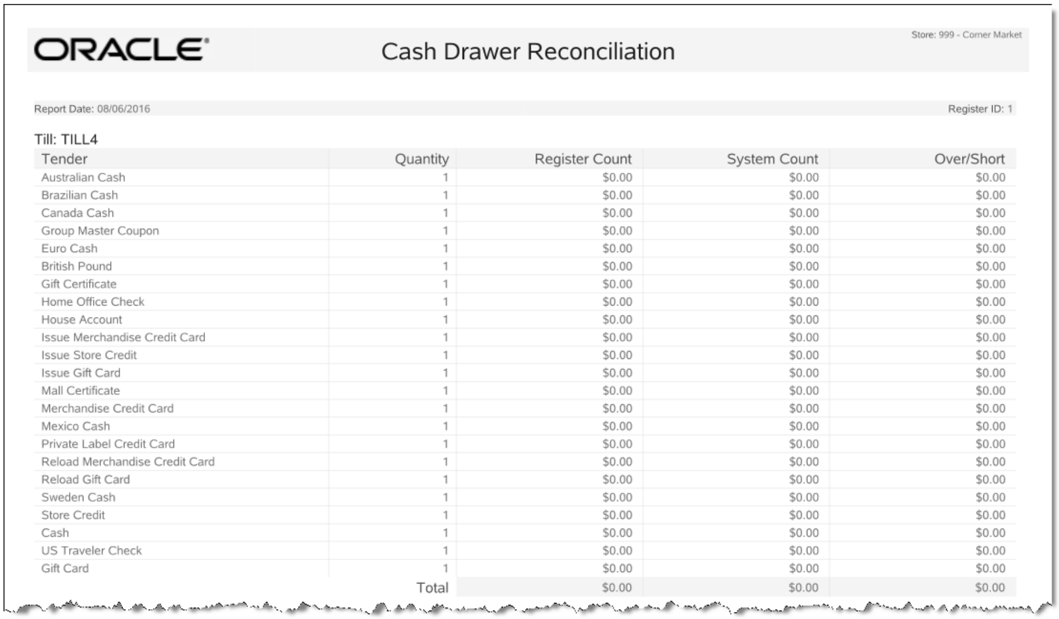
### Criteria Selections for Cash Drawer Reconciliation Report

Select an option or make entries in any of the following fields to determine report output:

- **Start Date**: Select **Today** (current day) or **Yesterday** (previous day) from the drop-down list or enter a start date.
- **Register Number**: Enter the register number for the cash drawer whose reconciliation report will be generated.

> **Note:** Leave the **Register Number** field blank to run the report for all cash drawers.

### Sample: Cash Drawer Reconciliation Report



ORACLE Cash Drawer Reconciliation

Store: 999 - Corner Market

Report Date: 08/06/2016

Register ID: 1

Till: TILL4

| Tender | Quantity | Register Count | System Count | Over/Short |
|---|---|---|---|---|
| Australian Cash | 1 | $0.00 | $0.00 | $0.00 |
| Brazilian Cash | 1 | $0.00 | $0.00 | $0.00 |
| Canada Cash | 1 | $0.00 | $0.00 | $0.00 |
| Group Master Coupon | 1 | $0.00 | $0.00 | $0.00 |
| Euro Cash | 1 | $0.00 | $0.00 | $0.00 |
| British Pound | 1 | $0.00 | $0.00 | $0.00 |
| Gift Certificate | 1 | $0.00 | $0.00 | $0.00 |
| Home Office Check | 1 | $0.00 | $0.00 | $0.00 |
| House Account | 1 | $0.00 | $0.00 | $0.00 |
| Issue Merchandise Credit Card | 1 | $0.00 | $0.00 | $0.00 |
| Issue Store Credit | 1 | $0.00 | $0.00 | $0.00 |
| Issue Gift Card | 1 | $0.00 | $0.00 | $0.00 |
| Mall Certificate | 1 | $0.00 | $0.00 | $0.00 |
| Merchandise Credit Card | 1 | $0.00 | $0.00 | $0.00 |
| Mexico Cash | 1 | $0.00 | $0.00 | $0.00 |
| Private Label Credit Card | 1 | $0.00 | $0.00 | $0.00 |
| Reload Merchandise Credit Card | 1 | $0.00 | $0.00 | $0.00 |
| Reload Gift Card | 1 | $0.00 | $0.00 | $0.00 |
| Sweden Cash | 1 | $0.00 | $0.00 | $0.00 |
| Store Credit | 1 | $0.00 | $0.00 | $0.00 |
| Cash | 1 | $0.00 | $0.00 | $0.00 |
| US Traveler Check | 1 | $0.00 | $0.00 | $0.00 |
| Gift Card | 1 | $0.00 | $0.00 | $0.00 |
| | Total | $0.00 | $0.00 | $0.00 |

**Cash Drawer Reconciliation Report**

## Associate Reconciliation Report

This report is based on the date range and associate ID (or range of associate IDs) that are selected. For each tender type in the drawer, it shows the associate's count, the system count, and the over/short amount in the drawer. It also includes a signature line for the associate and the manager. The report data is based on the most recent register close count.

**Navigate:** Till Reports → Associate Reconciliation Report.

**Table 5-2: Associate Reconciliation Report Parameters**

| Parameter | Description |
|---|---|
| Tender Summary | The tender type. |
| Quantity | The tender quantity, when applicable. |
| Associate Count | The amount declared by the cashier for each tender, and the total amount for all tenders. |
| System Count | The amount expected by the system for each tender, and the total amount for all tenders. |
| Over / Short | The calculated amount difference between the declared amount and the expected amount, and the total over/short amount for all tenders. |
| Total | Associate and System Count totals. |

### Criteria Selections for Associate Reconciliation Report

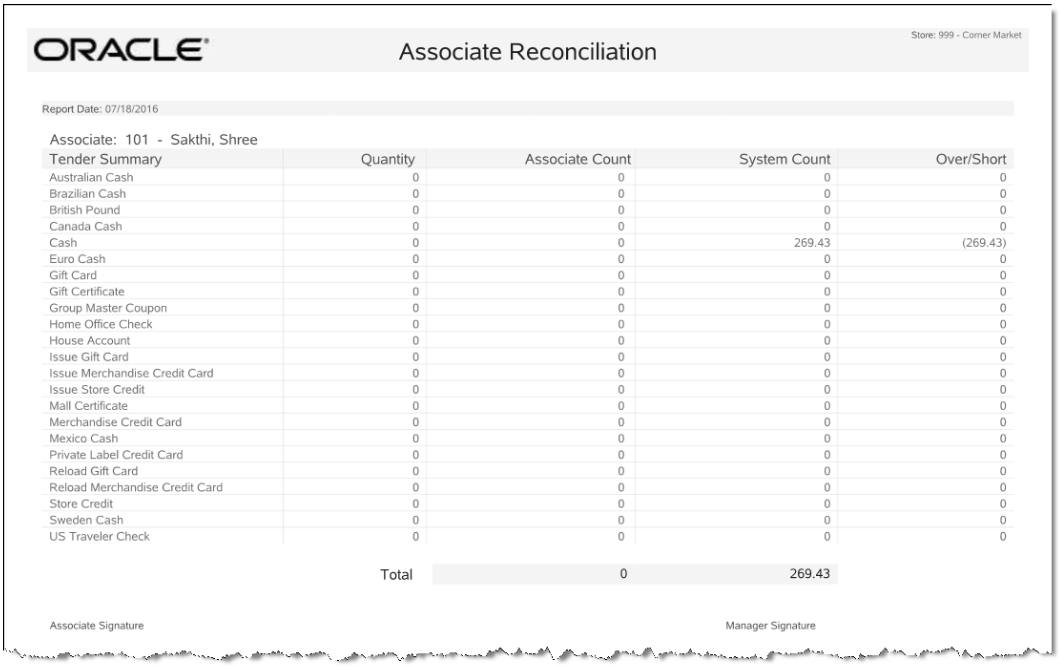
Select an option or make entries in any of the following fields to determine report output:

- **Start Date**: Enter a specific date, or select Today (current day) or Yesterday (previous day) from the drop-down list.

- **Start Associate ID**: Enter the first associate ID that you want to include.
- **End Associate ID**: Enter the last associate ID that you want to include.

> **Note:** Leave the **Start Associate ID** and **End Associate ID** fields blank to run the report for all associates.

## Sample: Associate Reconciliation Report


Store: 999 - Corner Market

Associate Reconciliation

Report Date: 07/18/2016

Associate: 101 - Sakthi, Shree

| Tender Summary | Quantity | Associate Count | System Count | Over/Short |
|---|---|---|---|---|
| Australian Cash | 0 | 0 | 0 | 0 |
| Brazilian Cash | 0 | 0 | 0 | 0 |
| British Pound | 0 | 0 | 0 | 0 |
| Canada Cash | 0 | 0 | 0 | 0 |
| Cash | 0 | 0 | 269.43 | (269.43) |
| Euro Cash | 0 | 0 | 0 | 0 |
| Gift Card | 0 | 0 | 0 | 0 |
| Gift Certificate | 0 | 0 | 0 | 0 |
| Group Master Coupon | 0 | 0 | 0 | 0 |
| Home Office Check | 0 | 0 | 0 | 0 |
| House Account | 0 | 0 | 0 | 0 |
| Issue Gift Card | 0 | 0 | 0 | 0 |
| Issue Merchandise Credit Card | 0 | 0 | 0 | 0 |
| Issue Store Credit | 0 | 0 | 0 | 0 |
| Mall Certificate | 0 | 0 | 0 | 0 |
| Merchandise Credit Card | 0 | 0 | 0 | 0 |
| Mexico Cash | 0 | 0 | 0 | 0 |
| Private Label Credit Card | 0 | 0 | 0 | 0 |
| Reload Gift Card | 0 | 0 | 0 | 0 |
| Reload Merchandise Credit Card | 0 | 0 | 0 | 0 |
| Store Credit | 0 | 0 | 0 | 0 |
| Sweden Cash | 0 | 0 | 0 | 0 |
| US Traveler Check | 0 | 0 | 0 | 0 |
| | Total | 0 | 269.43 | |

Associate Signature

Manager Signature

**Associate Reconciliation Report**

# Cash Drawer Audit Report

This report provides the current status of all registers, drawers, and tills. It indicates whether a register is open or closed, the associate at the register, the current cash balance and any amount that may exceed the maximum cash amount allowed in the cash drawer/till.

**Navigate:** Till Reports → Cash Drawers Audit Report.

There are no selection criteria for this report because all registers are included.

**Table 5-3: Cash Drawer Audit Report Parameters**

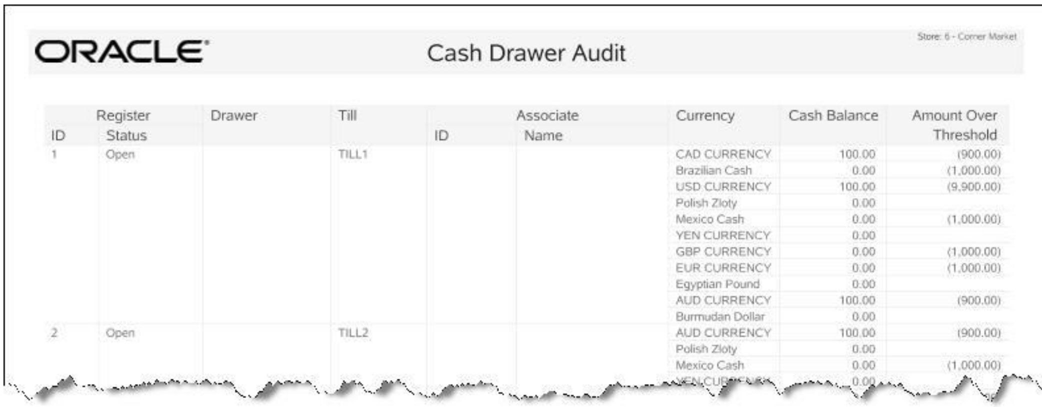
| Parameter | Description |
|---|---|
| Register ID | ID: The register identifier.<br>Status: Status of the register. |
| Drawer | The cash drawer identifier. |
| Till | The till identifier. |
| Register Status | The current status of the register. |
| Associate | ID: The associate's identifier assigned to the register/drawer/till.<br>Name: The associate's name assigned to the register/drawer/till. |

| Parameter | Description |
|---|---|
| Currency | Name of the currency. |
| Cash Balance | The current cash balance in the register/drawer/till. |
| Amount Over Threshold | The amount that exceeds the allowed threshold. |

### Criteria Selections for Cash Drawer Audit Report

No criteria selections are available for this report.

### Sample: Cash Drawer Audit Report



Cash Drawer Audit

Store: 6 - Corner Market

| Register ID | Register Status | Drawer | Till | Associate ID | Associate Name | Currency | Cash Balance | Amount Over Threshold |
|---|---|---|---|---|---|---|---|---|
| 1 | Open | | TILL1 | | | CAD CURRENCY | 100.00 | (900.00) |
| | | | | | | Brazilian Cash | 0.00 | (1,000.00) |
| | | | | | | USD CURRENCY | 100.00 | (9,900.00) |
| | | | | | | Polish Zloty | 0.00 | |
| | | | | | | Mexico Cash | 0.00 | (1,000.00) |
| | | | | | | YEN CURRENCY | 0.00 | |
| | | | | | | GBP CURRENCY | 0.00 | (1,000.00) |
| | | | | | | EUR CURRENCY | 0.00 | (1,000.00) |
| | | | | | | Egyptian Pound | 0.00 | |
| | | | | | | AUD CURRENCY | 100.00 | (900.00) |
| | | | | | | Burmudan Dollar | 0.00 | |
| 2 | Open | | TILL2 | | | AUD CURRENCY | 100.00 | (900.00) |
| | | | | | | Polish Zloty | 0.00 | |
| | | | | | | Mexico Cash | 0.00 | (1,000.00) |

**Cash Drawer Audit Report**

## Cash Drawer Report

The Cash Drawer Report shows the current value of every tender in the cash drawer and the total value of all tenders for each register, till, and session. This report may include one register, or a range of register IDs.

To access the report in base, from the Back Office select the following menu buttons:

**Navigate:** Till Reports → Cash Drawer Report.

**Table 5-4: Cash Drawer Report Parameters**

| Parameter | Description |
|---|---|
| Opening Balance | The total opening balance. |
| Tender Summary | The current value of every tender in the cash drawer/till and the total tender amount. |
| Petty Cash | Shows the petty cash amounts such as cash pickup amount, paid out amount, etc. and the total petty cash amount, if applicable. |

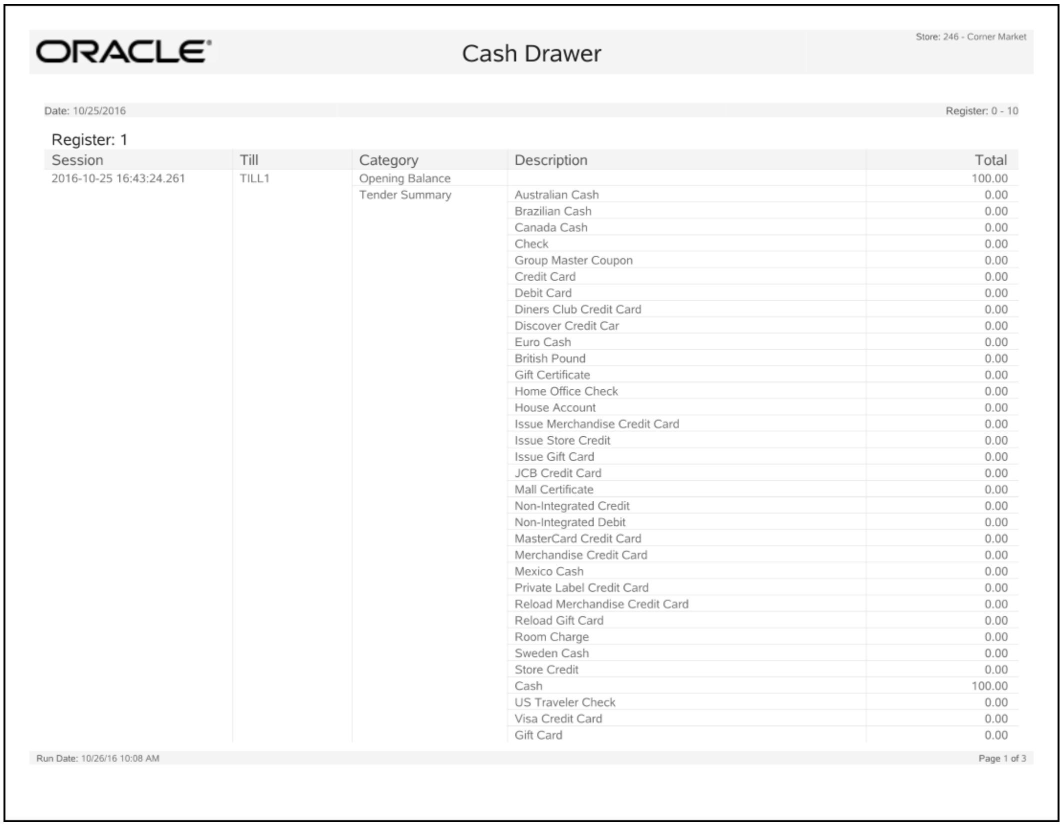
### Criteria Selections for Cash Drawer Report

Select an option or make entries in any of the following fields to determine report output:

- **Register**: Enter the register ID to be included in the report. If this is blank, and **End Register** has a register number then it is assumed this is a zero and a range will be used.

- **End Register**: If more than one register will be included, enter the last register ID you want to include with the starting register ID in **Register**.
- **Start Date**: Enter a specific date or select **Today** or **Yesterday** from the drop-down list.

### Sample: Cash Drawer Report



ORACLE Cash Drawer

Store: 246 - Corner Market

Date: 10/25/2016 Register: 0 - 10

Register: 1

| Session | Till | Category | Description | Total |
|---|---|---|---|---|
| 2016-10-25 16:43:24.261 | TILL1 | Opening Balance | | 100.00 |
| | | Tender Summary | Australian Cash | 0.00 |
| | | | Brazilian Cash | 0.00 |
| | | | Canada Cash | 0.00 |
| | | | Check | 0.00 |
| | | | Group Master Coupon | 0.00 |
| | | | Credit Card | 0.00 |
| | | | Debit Card | 0.00 |
| | | | Diners Club Credit Card | 0.00 |
| | | | Discover Credit Car | 0.00 |
| | | | Euro Cash | 0.00 |
| | | | British Pound | 0.00 |
| | | | Gift Certificate | 0.00 |
| | | | Home Office Check | 0.00 |
| | | | House Account | 0.00 |
| | | | Issue Merchandise Credit Card | 0.00 |
| | | | Issue Store Credit | 0.00 |
| | | | Issue Gift Card | 0.00 |
| | | | JCB Credit Card | 0.00 |
| | | | Mall Certificate | 0.00 |
| | | | Non-Integrated Credit | 0.00 |
| | | | Non-Integrated Debit | 0.00 |
| | | | MasterCard Credit Card | 0.00 |
| | | | Merchandise Credit Card | 0.00 |
| | | | Mexico Cash | 0.00 |
| | | | Private Label Credit Card | 0.00 |
| | | | Reload Merchandise Credit Card | 0.00 |
| | | | Reload Gift Card | 0.00 |
| | | | Room Charge | 0.00 |
| | | | Sweden Cash | 0.00 |
| | | | Store Credit | 0.00 |
| | | | Cash | 100.00 |
| | | | US Traveler Check | 0.00 |
| | | | Visa Credit Card | 0.00 |
| | | | Gift Card | 0.00 |

Run Date: 10/26/16 10:08 AM Page 1 of 3

**Cash Drawer Report**

## Paid In/Paid Out Report

The Paid In/Paid Out Report shows all of the details related to Paid In and Paid Out transactions that meet the selection criteria. The report may be restricted to a specific register, employee, date, or reason code, or it may include all data for those fields.

**Navigate:** Till Reports → Paid In/Paid Out Report.

**Table 5-5: Paid In/Paid Out Report Parameters**

| Parameter | Description |
|---|---|
| Totals | Paid In, Paid Out, Net Amount |
| Total Paid In | The total amount for all paid in transactions. |
| Total Paid Out | The total amount for all paid out transactions. |
| Transaction | The transaction number. |
| Date & Time | Date and time the transaction took place. |

| Parameter | Description |
|---|---|
| ID | The associate's identifier number. |
| Name | The associate's name. |
| Reg | The register identifier. |
| Till | The till identifier. |
| Type | Transaction type; Paid In or Paid Out. |
| Reason | The paid in or paid out reason code and text description. |
| Description | The reason description. |
| Amount | The amount for each paid in/paid out transaction. |

## Criteria Selections for Paid In/Paid Out Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Register**: Enter a specific register ID that will be included on the report. All registers will be included on the report if no entry is made in the Register field.
- **Reason Code**: Select a reason code from the drop-down list.
- **Transaction Type**: Select Paid In, Paid Out, or All transactions.
- **Employee ID**: Enter a specific employee ID to be included on the report. If no employee ID is entered, all employees will be included on the report.
- **Sort Order**: Select the order in which the data will be arranged on the report. Sort by Register, Transaction, or Employee.

## Sample: Paid In/Paid Out Report

ORACLE

Paid In / Paid Out

Store: 999 - Corner Market

Date Range: Current Year (01/01/2016 - 12/31/2016)
Sort Order: Register/Tran ID
Transaction Type: All
Register ID: All
Employee: All
Reason Code: All

| Totals | Paid In | $5.00 | Paid Out | ($14.00) | Net Amount | ($9.00) |
|---|---|---|---|---|---|---|

| Transaction | Date & Time | ID | Name | Reg | Till | Type | Reason | Description | Amount |
|---|---|---|---|---|---|---|---|---|---|
| 12 | 07/08/2016 10:46:21 AM | 100 | Smith, John | 1 | TILL1 | Paid In | PI2 | Found Money | $5.00 |
| 13 | 07/08/2016 10:46:53 AM | 100 | Smith, John | 1 | TILL1 | Paid Out | PO3 | Postage | ($4.00) |
| 14 | 07/08/2016 02:51:12 PM | 101 | Sakthi, Shree | 1 | TILL1 | Paid Out | PO2 | Delivery | ($10.00) |

**Paid In/Paid Out Report**

# No Sale Report

The No Sale Report lists all of the No Sale transactions (opening the cash drawer outside a sale transaction) that occurred within the date range specified. The report also includes the name of the employee who performed the No Sale transaction, the reason for the transaction, the date and time, and the register on which it occurred.

This report includes transactions that were triggered by manually opening a cash drawer with a key as well as No Sale transactions that were initiated using the No Sale transaction menu option.

**Navigate:** Sales Reports → No Sale Report.

**Table 5-6: No Sale Report Parameters**

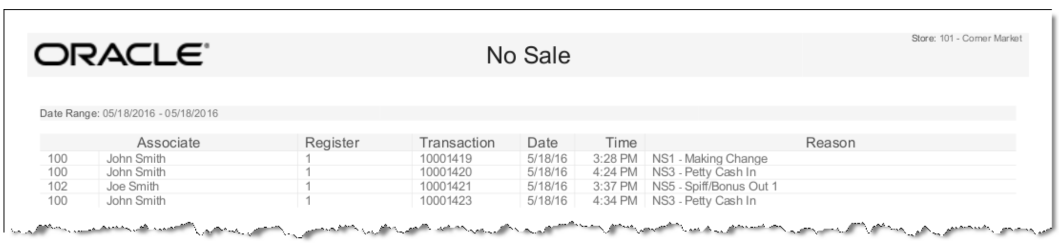
| Parameter | Description |
|---|---|
| Associate | The associate's identifier and name. |
| Register | The register identifier. |
| Transaction | The transaction number. |
| Date | Date the transaction took place. |
| Time | Time the transaction took place. |
| Reason | The No Sale reason code and text description. |

## Criteria Selections for No Sale Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: No Sale Report


Store: 101 - Corner Market

No Sale

Date Range: 05/18/2016 - 05/18/2016

| Associate | | Register | Transaction | Date | Time | Reason |
|---|---|---|---|---|---|---|
| 100 | John Smith | 1 | 10001419 | 5/18/16 | 3:28 PM | NS1 - Making Change |
| 100 | John Smith | 1 | 10001420 | 5/18/16 | 4:24 PM | NS3 - Petty Cash In |
| 102 | Joe Smith | 1 | 10001421 | 5/18/16 | 3:37 PM | NS5 - Spiff/Bonus Out 1 |
| 100 | John Smith | 1 | 10001423 | 5/18/16 | 4:34 PM | NS3 - Petty Cash In |

**No Sale Report**

# Credit Card Report

The Credit Card Report lists all credit card transactions that occurred within the range of dates supplied by the user. The report shows the date and time the transaction occurred, credit card type, authorization number, and the amount.

**Table 5-7: Credit Card Report Parameters**

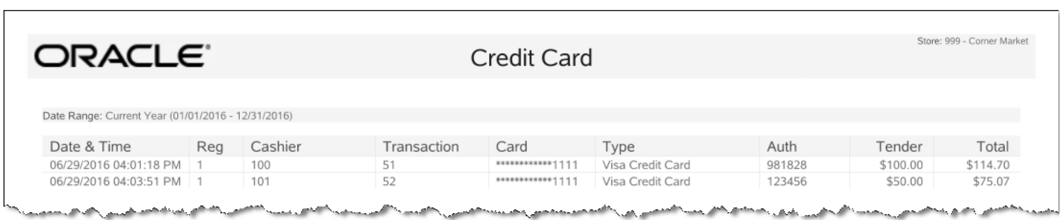
| Parameter | Description |
|---|---|
| Date & Time | Date and time the transaction took place. |
| Reg | The register identifier. |
| Cashier | The cashier's identifier number. |
| Transaction | The transaction number. |
| Card | The masked credit card number. |
| Type | The type of credit card. |
| Auth | The authorization number received from the processor. |
| Tender | The amount charged to the credit card in the transaction. |
| Total | The total amount of the transaction including the credit card and any other tenders used. |

## Criteria Selections for Credit Card Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Credit Card Report



Store: 999 - Corner Market

Credit Card

Date Range: Current Year (01/01/2016 - 12/31/2016)

| Date & Time | Reg | Cashier | Transaction | Card | Type | Auth | Tender | Total |
|---|---|---|---|---|---|---|---|---|
| 06/29/2016 04:01:18 PM | 1 | 100 | 51 | ************1111 | Visa Credit Card | 981828 | $100.00 | $114.70 |
| 06/29/2016 04:03:51 PM | 1 | 101 | 52 | ************1111 | Visa Credit Card | 123456 | $50.00 | $75.07 |

**Credit Card Report**

# Gift Certificate Report

The Gift Certificate Report lists all gift certificates sold and redeemed within the date range specified. Each certificate listed includes its serial number, the transaction number of the sale and employee ID who sold it, the date on which it was sold, and the denomination of the certificate.

A summary line indicates the total number of certificates sold and their cumulative value. A signature line for authorizing the report also appears at the bottom of the last page.

**Table 5-8: Gift Certificate Report Parameters**

| Parameter | Description |
|---|---|
| Serial | The gift certificate identifier number. |
| **Sold** | |
| Transaction | The selling transaction number. |
| ID | The selling cashier's identifier. |
| Date | The date the gift certificate was purchased. |
| Denomination | The denomination amount for the gift certificate. |
| **Redeemed** | |
| Transaction | The redeem transaction number. |
| ID | The redeeming associate's identifier. |
| Date | The date the gift certificate was redeemed. |
| Amount | The amount applied to the gift certificate in the transaction. |
| **Totals** | |
| Denomination Sold | Total amount of all gift certificates sold within the date range specified and for the employee selected. |
| Amount Redeemed | Total amount of all gift certificates redeemed within the date range specified and for the employee selected. |

## Criteria Selections for Gift Certificate Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Start Employee**: Enter an employee ID if you want to restrict the report to a single employee, or a range of employee IDs.
- **End Employee**: Enter the last employee ID in the range of employees or enter the same employee ID as the Start Employee if you want to restrict the report to only one employee.

## Sample: Gift Certificate Report

Store: 999 - Corner Market

Gift Certificate

Date Range: Current Year (01/01/2016 - 12/31/2016)

Employee: ALL

| | Sold (Count: 7) | | | | Redeemed (Count: 5) | | | |
|---|---|---|---|---|---|---|---|---|
| Serial Number | Transaction | ID | Date | Denomination | Transaction | ID | Date | Amount |
| GC0999001000002 | 2 | 100 | 07/05/2016 | $50.00 | 9 | 100 | 07/20/2016 | $50.00 |
| GC0999001000003 | 8 | 100 | 07/20/2016 | $50.00 | 10 | 101 | 07/20/2016 | $50.00 |
| GC0999001000004 | 11 | 100 | 07/20/2016 | $25.00 | 16 | 102 | 07/20/2016 | $25.00 |
| GC0999001000007 | 14 | 102 | 07/20/2016 | $25.00 | 15 | 100 | 07/20/2016 | $25.00 |
| GC0999001000008 | 17 | 101 | 07/20/2016 | $10.00 | 18 | 102 | 07/20/2016 | $10.00 |
| GC0999001000005 | 12 | 100 | 07/20/2016 | $75.00 | | | | $0.00 |
| GC0999001000006 | 13 | 100 | 07/20/2016 | $25.00 | | | | $0.00 |
| | | | Total | $260.00 | | | Total | $160.00 |

**Gift Certificate Report**

# 6

# Product-Oriented Reports

## In this Chapter...

Information about the following reports can be found in this chapter:

- "Best Sellers Report"
- "Returned Merchandise Report"
- "Price Change Report"

## Best Sellers Report

The Best Sellers Report lists the top-selling items or styles and totals the quantity sold and net sales in the store's currency. The Best Sellers Report may be filtered by quantity sold or net sales. The data may be restricted to a specific department.

**Note:** Non-merchandise items are not included in this report.

**Table 6-1: Best Sellers Report Parameters**

| Parameter | Description |
|---|---|
| Item or Style | The item or style identifier. |
| Description | The item or style description. |
| Quantity | The number sold. |
| Net Sales | The total amount of sales. |

### Criteria Selections for Best Sellers Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Start Reg**: Enter the first register ID if you want to restrict the report to a single register or a range of registers.
- **End Reg**: Enter the last register ID if you want to specify a range of registers, or enter the same register as the start register ID if you want to include only one specific register.
- **Report By**: Select whether the organize the report by **Item** or by **Style**.
- **Department:** Select a specific department from the drop-down list, or accept the default ALL to include every department.
- **Best Sellers Selected By**: Select **Net Sales** or **Quantity**. The data will be sorted by the selection you make.
- **Ascending/Descending:** Select whether to sort the report in ascending or descending order.

## Sample: Best Sellers Report by Style

ORACLE — Best Sellers Report

Store: 101 - Corner Market

Date Range: 04/22/2016 - 04/22/2016
Sort Order: Net Sales

Report By: Style

Department: ALL
Register: ALL

| Style | Description | Quantity | Net Sales |
|---|---|---|---|
| 430000 | Peyton Hillis Jersey | 3 | $269.97 |
| 230000 | Shoe | 1 | $79.99 |
| 514000 | Summer Cotton Shorts | 4 | $44.96 |
| 330000 | Tee Shirt | 3 | $37.50 |
| | Total | 11 | $432.42 |

**Best Sellers Report by Style**

## Sample: Best Sellers Report by Item

ORACLE — Best Sellers Report

Store: 101 - Corner Market

Date Range: 04/22/2016 - 04/22/2016
Sort Order: Net Sales

Report By: Item

Department: ALL
Register: ALL

| Item | Description | Quantity | Net Sales |
|---|---|---|---|
| 6010 | 14K Diamond Ring | 3 | $2,107.30 |
| 6021 | Tweed Double Breasted Suit | 1 | $749.25 |
| 6020 | Pierre Cardin Suit | 1 | $599.00 |
| 6009 | Onyx/Gold Earrings | 2 | $358.20 |
| 6015 | Charcoal Suit | 1 | $347.14 |
| 3005 | Animal Print Carwash Dress | 11 | $232.23 |
| 6027 | Side Belted Pant | 2 | $196.20 |
| 430006 | 56 Peyton Hillis Jersey | 2 | $179.98 |
| 3010 | Black/White Sleeveless Dress | 1 | $162.75 |
| 6024 | Linen Slacks | 1 | $125.10 |
| 100150057 | Archu_SMKCHK_item_1 | 1 | $122.22 |
| 6014 | Navy 2 Button Blazer | 1 | $120.45 |
| 6002 | Oakley M Frame Strike | 1 | $100.50 |
| 6028 | Floral Faux Wrap Dress | 1 | $98.10 |
| 430002 | 48 Peyton Hillis Jersey | 1 | $89.99 |
| 6013 | Houndstooth Sport Coat | 1 | $81.76 |
| 230002 | Brown Shoe 10 | 1 | $79.99 |
| 3007 | Purple Envelope Dress | 3 | $78.00 |
| 6017 | Black Slack | 1 | $73.29 |
| 6000 | Career Dress Moleskin | 1 | $67.99 |
| 6022 | Silk Tie | 1 | $60.01 |
| 3009 | NorthFace Venture Jacket/Serial | 2 | $51.38 |
| 3006 | Wine Text Duster Dress | 2 | $51.38 |
| 6019 | Blue Button-Down Shirt | 1 | $39.01 |
| 6026 | Twisted Rope Camisole | 1 | $39.01 |
| 6025 | Floral Asymmetrical Tunic | 1 | $39.01 |
| 3008 | Black/Green Floral Dress | 3 | $37.86 |
| 6006 | Goose Down Pillow | 8 | $32.00 |
| 6007 | Jewelry Cleaner | 5 | $31.45 |
| 514003 | Cotton Draw-string Aqua Short | 2 | $25.82 |
| 6023 | Beaded Hoop Earrings | 1 | $24.01 |
| 514001 | Cotton Draw-string Coral Short | 2 | $19.14 |
| 7003 | Crylon Red Gloss Spray Paint | 1 | $2.99 |
| 7002 | Ranch Snack | 1 | $0.99 |
| | Total | 73 | $6,494.89 |

Run Date: 5/2/16 3:35 PM

Page 1 of 2

**Best Sellers Report by Item**

# Returned Merchandise Report

The Returned Merchandise Report lists all merchandise items that match the specified criteria. Report totals include quantity of returned items, total unit price of all returned items, and total extended price of all returned items.

**Note:** This report does not include non-merchandise items like services and warranties.

**Table 6-2: Returned Merchandise Report Parameters**

| Parameter | Description |
|---|---|
| Trans | The transaction number. |
| Reg | The register number. |
| Date & Time | The date and time of the return transaction. |
| Comm Assoc | The commissioned associate credited with selling the item. |
| Cashier | The associate who performed the return transaction. |
| Item | The item identifier and description. |
| Quantity | The item count. |
| Return Price | The unit price for the item. |
| Extended Price | The total price paid for the quantity of the item. |
| Reason | The return reason associated with the item. |
| **Report Totals** | |
| Return Price | The total amount for each individual item. |
| Extended Price | The total of all extended prices for all items. |

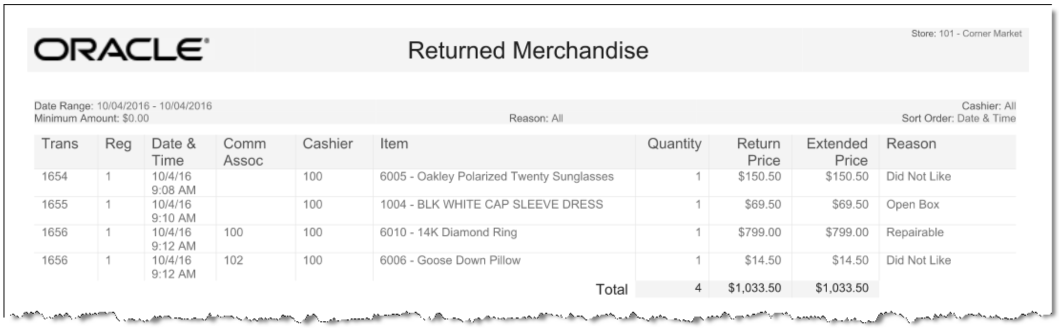
## Criteria Selections for Returned Merchandise Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Start Cashier**: Enter an employee ID if you want to restrict the report to a single employee, or enter the first employee ID in the starting range of employee IDs.
- **End Cashier**: Enter the last employee ID in the range of employees, or enter the same employee ID as the Start Employee if you want to restrict the report to only one employee.
- **Reason Code**: Select a reason for the merchandise return from the drop down list.
- **Minimum Amount**: Enter the value of the lowest item price that you want to include in the report.
- **Sort Order**: Select the order in which the returned items will be arranged on the report. Options include Date & Time, Transaction Number, Associate, Item ID, Quantity, Extended Price, and Return Reason.
- **Ascending/Descending (Sort Order)**: Select **ascending** to arrange from smallest to largest value or to alphabetize the sorting column from A-Z. Select **descending** to

arrange from largest to smallest value or to alphabetize the sorting column in **Z-A** order.

### Sample: Returned Merchandise Report



ORACLE Returned Merchandise

Store: 101 - Corner Market

Date Range: 10/04/2016 - 10/04/2016
Minimum Amount: $0.00
Reason: All
Cashier: All
Sort Order: Date & Time

| Trans | Reg | Date & Time | Comm Assoc | Cashier | Item | Quantity | Return Price | Extended Price | Reason |
|---|---|---|---|---|---|---|---|---|---|
| 1654 | 1 | 10/4/16 9:08 AM | | 100 | 6005 - Oakley Polarized Twenty Sunglasses | 1 | $150.50 | $150.50 | Did Not Like |
| 1655 | 1 | 10/4/16 9:10 AM | | 100 | 1004 - BLK WHITE CAP SLEEVE DRESS | 1 | $69.50 | $69.50 | Open Box |
| 1656 | 1 | 10/4/16 9:12 AM | 100 | 100 | 6010 - 14K Diamond Ring | 1 | $799.00 | $799.00 | Repairable |
| 1656 | 1 | 10/4/16 9:12 AM | 102 | 100 | 6006 - Goose Down Pillow | 1 | $14.50 | $14.50 | Did Not Like |
| | | | | | Total | 4 | $1,033.50 | $1,033.50 | |

**Returned Merchandise Report**

## Price Change Report

The Price Change Report includes item prices that have been changed by the home office and match the user-selected criteria. This report does not include any item prices changed at the POS register. The report groups price changes by department and type of price change. Each price change record shows the item ID that was changed, its description, style ID, effective date and expiration date for the change, as well as the old price and the current price.

**Table 6-3: Price Change Report Parameters**

| Parameter | Description |
|---|---|
| Department | The department identifier. |
| Type | Promotional price change, regular price change or clearance price change. |
| Item | The item identifier and description. |
| Style ID | The style identifier. |
| Date | ▪ Effective Date: The date the current price is in use.<br>▪ Expiration Date: The date the current price expires. |
| Price | ▪ Old Price: The item's price before the price change.<br>▪ Current Price: The item's new price after the price change. |

### Criteria Selections for the Price Change Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Price Change Type:** Select ALL, Regular Price, Promotional Price or Clearance Price.
- **Department:** Select a valid department from the list.

## Sample: Price Change Report

ORACLE

Price Change

Store: 101 - Corner Market

Date Range: Current Year (01/01/2016 - 12/31/2016) Type: Regular Price Department: 740-Shoes

| Department | Type | Item | Style ID | Date | | Price | |
|---|---|---|---|---|---|---|---|
| | | | | Effective | Expiration | Old | Current |
| 740 | Regular Price | 100101124- EIT_FASHION_GP_WORKBOOT: BROWN:SIZE 6 | N/A | 6/30/16 12:00 AM | N/A | N/A | $89.99 |
| 740 | Regular Price | 100150057- Archu_SMKCHK_item_1 | N/A | 6/30/16 12:00 AM | N/A | N/A | $122.22 |
| 740 | Regular Price | 100150065- Nimmi_Reg_Item | N/A | 6/30/16 12:00 AM | N/A | N/A | $18.34 |
| 740 | Regular Price | 100300019- Sharmi_L1_26/9 | N/A | 6/30/16 12:00 AM | N/A | N/A | $22.99 |
| 740 | Regular Price | 100400028- Rah_EIT_141_290914 | N/A | 6/30/16 12:00 AM | N/A | N/A | $6.12 |
| 740 | Regular Price | 100400044- Sharmi_Item_29/9 | N/A | 6/30/16 12:00 AM | N/A | N/A | $36.66 |
| 740 | Regular Price | 100400079- Archu_CR446_item_1 | N/A | 6/30/16 12:00 AM | N/A | N/A | $183.34 |
| 740 | Regular Price | 101050082- Arc_RA_Oct6_SP_L1_1 | N/A | 6/30/16 12:00 AM | N/A | N/A | $256.66 |
| 740 | Regular Price | 102700104- NImmi_L2_10/10 | N/A | 6/30/16 12:00 AM | N/A | N/A | $25.39 |
| 740 | Regular Price | 105000154- Ramya_Reg_Nov03 | N/A | 6/30/16 12:00 AM | N/A | N/A | $12.22 |
| 740 | Regular Price | 105350277- Test_SM_Vat_IC_TSF | N/A | 6/30/16 12:00 AM | N/A | N/A | $11.33 |
| 740 | Regular Price | 230000- Shoe | N/A | 6/30/16 12:00 AM | N/A | N/A | $79.99 |

**Price Change Report**

# 7

# Order Tracking Reports

## In this Chapter...

Information about the following reports are found in this chapter:



## Special Orders Report

The Special Orders Report provides a summary of Special Order accounts that match the selected date range and account status. The report includes the setup date, transaction number in which the account was created, the account ID, description of the special order item, account status, and amount of the special order.

**Table 7-1: Special Orders Report Parameters**

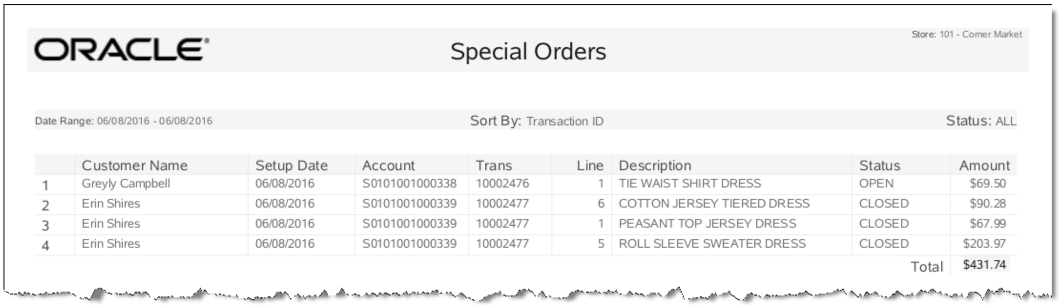
| Parameter | Description |
|---|---|
| Line Number (header not shown) | Shows the number of special order items. |
| Customer Name | The customer's name. |
| Setup Date | The date the special order was set up. |
| Account | The special order account identifier. |
| Trans | The transaction identifier. |
| Line | The line number within the special order transaction. |
| Description | The special order item description. |
| Status | The line item status. |
| Amount | The special order item amount. |
| Total Amount | The sum total amount for all special order items on the report. |

### Criteria Selections for Special Orders Report

Select an option or make entries in any of the following fields to control report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Status:** Select an account status from the drop-down list.
- **Sort Order:** Select the order in which you would like the selected records to be sorted on the report by choosing an option from the drop-down list. Options include Transaction ID, Customer Name, and the Account Setup Date.

### Sample: Special Orders Report


ORACLE

Special Orders

Store: 101 - Corner Market

Date Range: 06/08/2016 - 06/08/2016

Sort By: Transaction ID

Status: ALL

| | Customer Name | Setup Date | Account | Trans | Line | Description | Status | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | Greyly Campbell | 06/08/2016 | S0101001000338 | 10002476 | 1 | TIE WAIST SHIRT DRESS | OPEN | $69.50 |
| 2 | Erin Shires | 06/08/2016 | S0101001000339 | 10002477 | 6 | COTTON JERSEY TIERED DRESS | CLOSED | $90.28 |
| 3 | Erin Shires | 06/08/2016 | S0101001000339 | 10002477 | 1 | PEASANT TOP JERSEY DRESS | CLOSED | $67.99 |
| 4 | Erin Shires | 06/08/2016 | S0101001000339 | 10002477 | 5 | ROLL SLEEVE SWEATER DRESS | CLOSED | $203.97 |
| | | | | | | | Total | $431.74 |

**Special Orders Report**

## Order Status Report

The Order Status Report provides detailed information about Oracle Retail Order Broker Cloud Services Order accounts based on user-selected criteria. The report includes details about the Oracle Retail Order Broker Cloud Services Order account itself (ORDER section), the purchasing customer information (CUSTOMER section), as well as details about the items that are on the order (ITEMS section).

**Navigate:** Customer Maintenance and Accounts → Order Options → Order Status Report.

**Table 7-2: Order Status Report Parameters – Order Section**

| Parameter | Description |
|---|---|
| Order Type | The type of order:<br>Delivery - Customer delivery.<br>Transfer Pickup - Pick up this store.<br>Web Pickup - Order placed on the Web for store pickup. Pickup - Pick up other store. |
| Order Date | The date the order was created. |
| Order Origin | The order setup location. |
| Reference | The reference number of the order. |
| Comments | The comments associated with the order. |
| Subtotal | The order subtotal. |
| Freight | The freight amount (shipping fee) for the order. |
| Tax | The tax amount on the order. |
| Total | The total amount for the order. |

| Parameter | Description |
|---|---|
| Order Status | The status for the order:<br>Open - If one of the items is in the following status: new order, polled, accepted, or in transit.<br>Cancelled - All items are cancelled.<br>Ready for Pick Up – All items are in reserved or received status (can also include cancelled item).<br>Ready to Ship - This is applicable only for customer delivery or delayed pickup (aka pickup from this store). All items must be reserved or cancelled.<br>Unfulfillable – All items are unfulfillable or a mix of unfulfillable and cancelled. Unfulfillable items are those that have been rejected either manually by the receiving store or automatically by Oracle Retail Order Broker Cloud Services. |
| Balance Due | The amount due on the order. |
| Payments | The deposit payment amount on the order. |

**Table 7-3: Order Status Report Parameters – Customer Section**

| Parameter | Description |
|---|---|
| Sold To | The purchasing customer's name. |
| Phone | The purchasing customer's phone number. |
| Company | The purchasing customer's company. |
| Email | The purchasing customer's email address. |

**Table 7-4: Order Status Report Parameters – Items Section**

| Parameter | Description |
|---|---|
| Status | The item status:<br>▪ New - Indicates the item has been added to the order.<br>▪ Polled - Indicates the source/fulfilling location got the item request.<br>▪ Accepted - Indicates the source location has confirmed it can satisfy the order request.<br>▪ Reserved - Indicates the item has been put aside for the customer at the source/fulfilling location.<br>▪ In Transit - Indicates the item has been shipped.<br>▪ Received - Indicates the item has been received in the store.<br>▪ Fulfilled - Indicates the item has been picked up/delivered.<br>▪ Cancelled - Indicates the item has been cancelled.<br>▪ Rejected - Indicates the source location has rejected the order and the item is sourced from another location. The status of the order becomes unfulfillable. |
| ID | The item identifier. |

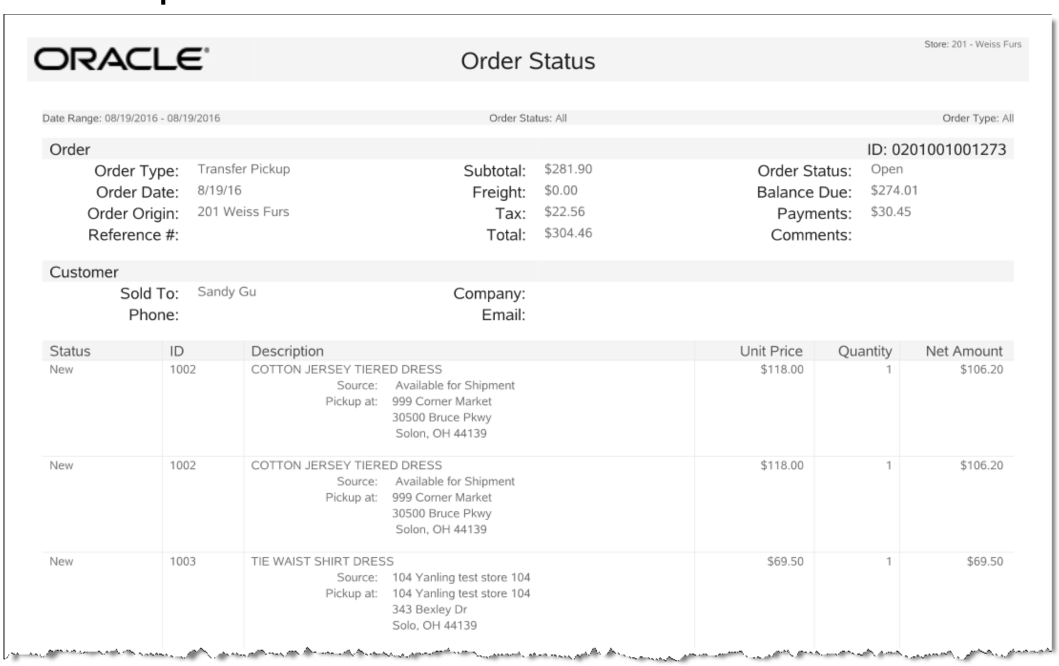
| Parameter | Description |
|---|---|
| Description | The item description.<br>▪ Source: The sourcing location for the item.<br>▪ Pickup At: For pickup orders, the location where the items can be picked up.<br>▪ Delivery to: For delivery orders, the delivery address.<br>▪ Requested Ship Via: For delivery orders, the shipping method specified at ship.<br>▪ Actual Ship Via: For delivery orders, the shipping method actually used to deliver the item.<br>▪ Tracking: For delivery orders, the tracking shipping numbers. |
| Unit Price | The item price per unit. |
| Quantity | The item quantity. |
| Ext Price | The item extended price. (The *item quantity* x the *item unit price - discounts.*) |

## Criteria Selections for Order Status Report

Select an option or make entries in any of the following fields to control report output:

- **Order Date**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Previous Week, etc.) from the drop-down list.
- **Order Status**: Select an order status from the drop-down list.
- **Order Type**: Select an order type from the drop-down list. Options include All, Delivery, Transfer Pickup (Pickup This Store), Web Pickup (Order placed on the Web for store pickup), Pickup (Pickup Other Store).

## Sample: Order Status Report



ORACLE Order Status

Store: 201 - Weiss Furs

Date Range: 08/19/2016 - 08/19/2016 Order Status: All Order Type: All

Order ID: 0201001001273

| | | | | | |
|---|---|---|---|---|---|
| Order Type: | Transfer Pickup | Subtotal: | $281.90 | Order Status: | Open |
| Order Date: | 8/19/16 | Freight: | $0.00 | Balance Due: | $274.01 |
| Order Origin: | 201 Weiss Furs | Tax: | $22.56 | Payments: | $30.45 |
| Reference #: | | Total: | $304.46 | Comments: | |

Customer

| | | | |
|---|---|---|---|
| Sold To: | Sandy Gu | Company: | |
| Phone: | | Email: | |

| Status | ID | Description | Unit Price | Quantity | Net Amount |
|---|---|---|---|---|---|
| New | 1002 | COTTON JERSEY TIERED DRESS<br>Source: Available for Shipment<br>Pickup at: 999 Corner Market<br>30500 Bruce Pkwy<br>Solon, OH 44139 | $118.00 | 1 | $106.20 |
| New | 1002 | COTTON JERSEY TIERED DRESS<br>Source: Available for Shipment<br>Pickup at: 999 Corner Market<br>30500 Bruce Pkwy<br>Solon, OH 44139 | $118.00 | 1 | $106.20 |
| New | 1003 | TIE WAIST SHIRT DRESS<br>Source: 104 Yanling test store 104<br>Pickup at: 104 Yanling test store 104<br>343 Bexley Dr<br>Solo, OH 44139 | $69.50 | 1 | $69.50 |

**Order Status Report**

## Unfulfillable Order Status Report

The Unfulfillable Report provides detailed information about Oracle Retail Order Broker Cloud Services Orders with an order status or item status of unfulfillable or cancelled. The report includes details about the Oracle Retail Order Broker Cloud Services Order account itself (ORDER section), the purchasing customer information (CUSTOMER section), as well as details about the items that are on the order (ITEMS section).

**Navigate:** Customer Maintenance and Accounts → Order Options→ Unfulfillable Order Status Report.

**Table 7-5: Unfulfillable Order Status Report Parameters – Order Section**

| Parameter | Description |
|---|---|
| Order Type | The type of order:<br>Delivery - Customer delivery.<br>Transfer Pickup - Pick up this store.<br>Web Pickup - Order placed on the Web for store pickup.<br>Pickup - Pick up other store. |
| Order Date | The date the order was created. |
| Order Origin | The order setup location. |
| Reference | The reference number of the order. |
| Comments | The comments associated with the order. |
| Subtotal | The order subtotal. |
| Freight | The freight amount (shipping fee) for the order. |
| Tax | The tax amount on the order. |
| Total | The total amount for the order. |
| Order Status | The status for the order:<br>Open - If one of the items is in the following status: New Order, Polled, Accepted, or In Transit.<br>Ready for Pick Up – All items are in Reserved or Received status (can also include cancelled item).<br>Ready to Ship - This is applicable only for customer delivery or delayed pickup (aka pickup from this store). All items must be Reserved. Can also include cancelled items.<br>Complete - All items are Fulfilled. Some may be Cancelled.<br>Cancelled - All items are cancelled.<br>Unfulfillable – All items are unfulfillable or a mix of unfulfillable and cancelled. Unfulfillable items are those that have been rejected either manually by the receiving store or automatically by Oracle Retail Order Broker Cloud Services. |
| Balance Due | The amount due on the order. |
| Payments | The deposit payment amount on the order. |

**Table 7-6: Unfulfillable Order Status Report Parameters – Customer Section**

| Parameter | Description |
|---|---|
| Sold To | The purchasing customer's name. |
| Phone | The purchasing customer's phone number. |
| Company | The purchasing customer's company. |
| Email | The purchasing customer's email address. |

**Table 7-7: Unfulfillable Order Status Report Parameters – Items Section**

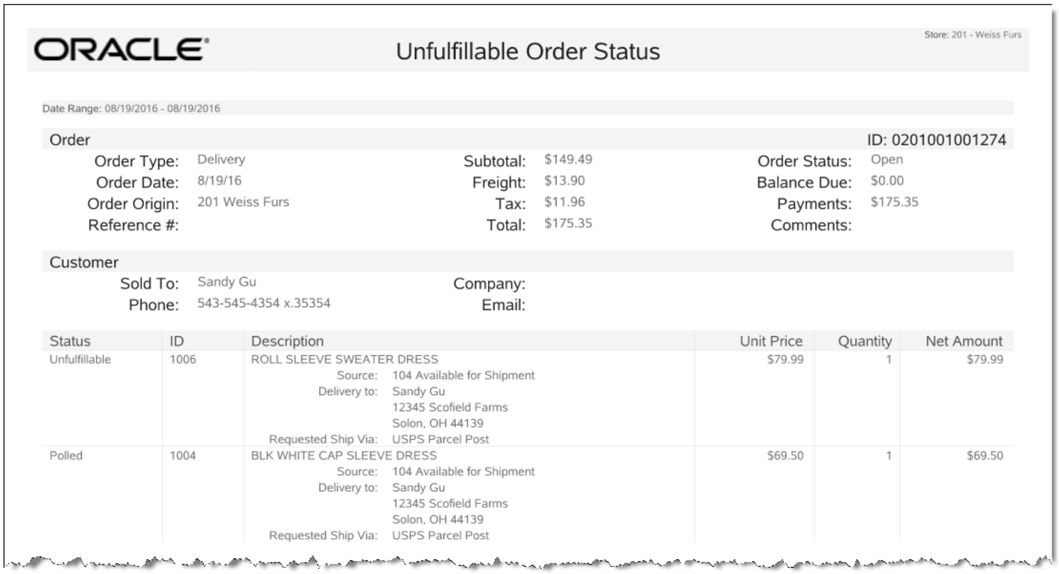
| Parameter | Description |
|---|---|
| Status | The item status:<br>New - Indicates the item has been added to the order.<br>Polled - Indicates the source/fulfilling location got the item request.<br>Accepted - Indicates the source location has confirmed it can satisfy the order request.<br>Reserved - Indicates the item has been put aside for the customer at the source/fulfilling location.<br>In Transit - Indicates the item has been shipped.<br>Received - Indicates the item has been received in the store.<br>Fulfilled - Indicates the item has been picked up/delivered.<br>Cancelled - Indicates the item has been cancelled.<br>Rejected - Indicates the source location has rejected the order and the item is sourced from another location.<br>Unfulfillable -Indicates the item has been rejected and an alternative location could not be determined. |
| Item ID | The item identifier. |
| Description | The item description. |
| Unit Price | The item price per unit. |
| Qty. | The item quantity. |
| Ext. Price | The item extended price.<br>(The *item quantity* x the *item unit price - discounts.*) |
| Source | The sourcing location for the item. |
| Pickup at | For pickup orders, the location where the items can be picked up. |

## Criteria Selections for Unfulfillable Order Status Report

Select an option or make entries in any of the following fields to control report output:

- **Order Date**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Previous Week, etc.) from the drop-down list.

## Sample: Unfulfillable Order Status Report



ORACLE

Unfulfillable Order Status

Store: 201 - Weiss Furs

Date Range: 08/19/2016 - 08/19/2016

Order — ID: 0201001001274

| | | | | | |
|---|---|---|---|---|---|
| Order Type: | Delivery | Subtotal: | $149.49 | Order Status: | Open |
| Order Date: | 8/19/16 | Freight: | $13.90 | Balance Due: | $0.00 |
| Order Origin: | 201 Weiss Furs | Tax: | $11.96 | Payments: | $175.35 |
| Reference #: | | Total: | $175.35 | Comments: | |

Customer

| | | | |
|---|---|---|---|
| Sold To: | Sandy Gu | Company: | |
| Phone: | 543-545-4354 x.35354 | Email: | |

| Status | ID | Description | Unit Price | Quantity | Net Amount |
|---|---|---|---|---|---|
| Unfulfillable | 1006 | ROLL SLEEVE SWEATER DRESS<br>Source: 104 Available for Shipment<br>Delivery to: Sandy Gu<br>12345 Scofield Farms<br>Solon, OH 44139<br>Requested Ship Via: USPS Parcel Post | $79.99 | 1 | $79.99 |
| Polled | 1004 | BLK WHITE CAP SLEEVE DRESS<br>Source: 104 Available for Shipment<br>Delivery to: Sandy Gu<br>12345 Scofield Farms<br>Solon, OH 44139<br>Requested Ship Via: USPS Parcel Post | $69.50 | 1 | $69.50 |

**Unfulfillable Order Status Report**

# 8

# Layaway Reports

## In this Chapter...

Information about the following reports can be found in this chapter:

- "Layaway Aging Reports"
- "Layaway Account Activity Reports"

## Layaway Aging Reports

There are two Layaway Aging reports: summary and detail:

The **Layaway Aging Summary Report** lists all of the Layaway Accounts and their respective ages that fall within the aging period (a range of days) selected by the user. Each account record indicates the original setup date, last activity date, last payment date, original amount at setup, account age, total payments made, and balance due. A report total of all balances due is given at the end of the report.

The **Layaway Aging Detail Report** provides the information that appears on the Summary Report plus additional information about the items on the layaway. For each activity against a specific account, the transaction ID, date, and item information are provided. Payments and deposits made to the account are listed as well as the transaction number in which the activity occurred.

**Table 8-1: Layaway Aging Reports Parameters**

| Parameter | Description |
|---|---|
| **Summary Report** | |
| Layaway ID | The layaway number. |
| Customer Name | The customer's name. |
| Phone Number | The customer's telephone number. |
| Date | ▪ Setup: The date the layaway was set up.<br>▪ Last Activity: The most recent date for any activity on the account.<br>▪ Last Payment: The most recent date for any payment on the account. |
| Age (Days) | The age of the account since setup. |
| Total | The total amount currently charged to an individual layaway account. |
| Payment | The total amount that has been paid against the account total. |
| Balance | The total remaining amount due on the layaway account. |
| **Detail Report** | |
| Transaction | The transaction number. |
| Date | The transaction date. |
| Item | The item identifier and description. |
| Assoc | The sales associate identifier. |
| Status | The status of the line item. |

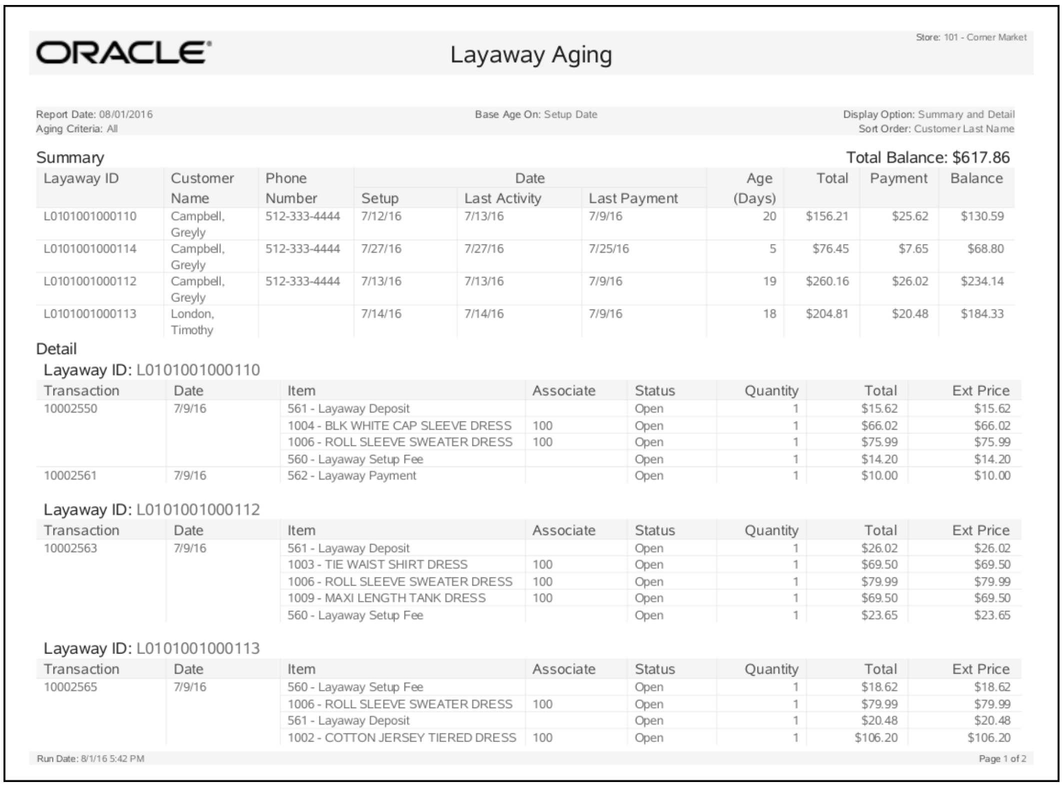
| Parameter | Description |
|---|---|
| Quantity | The quantity of the line item. |
| Total | The item price per unit. |
| Ext. Price | The price of each individual layaway item is multiplied by the quantity of items to calculate the extended price for the item. Extended price will also include tax when applicable. |

## Criteria Selections for Layaway Aging Reports

Select an option or make entries in any of the following fields to determine report output:

- **Base Age On:** Select an option from the list including Setup Date, Last Activity Date, Last Payment Date.
- **Aging Criteria:** Select one of the ranges from the list including 0-7 days, 8-14 days, 15-21 days, 22-28 days.
- **Sort Order:** Select Customer Last Name or Setup Date from the list.
- **Display:** Summary, Detail, Both

## Sample: Layaway Aging Reports



ORACLE

Layaway Aging

Store: 101 - Corner Market

Report Date: 08/01/2016
Aging Criteria: All

Base Age On: Setup Date

Display Option: Summary and Detail
Sort Order: Customer Last Name

Summary

Total Balance: $617.86

| Layaway ID | Customer Name | Phone Number | Date: Setup | Date: Last Activity | Date: Last Payment | Age (Days) | Total | Payment | Balance |
|---|---|---|---|---|---|---|---|---|---|
| L0101001000110 | Campbell, Greyly | 512-333-4444 | 7/12/16 | 7/13/16 | 7/9/16 | 20 | $156.21 | $25.62 | $130.59 |
| L0101001000114 | Campbell, Greyly | 512-333-4444 | 7/27/16 | 7/27/16 | 7/25/16 | 5 | $76.45 | $7.65 | $68.80 |
| L0101001000112 | Campbell, Greyly | 512-333-4444 | 7/13/16 | 7/13/16 | 7/9/16 | 19 | $260.16 | $26.02 | $234.14 |
| L0101001000113 | London, Timothy | | 7/14/16 | 7/14/16 | 7/9/16 | 18 | $204.81 | $20.48 | $184.33 |

Detail

Layaway ID: L0101001000110

| Transaction | Date | Item | Associate | Status | Quantity | Total | Ext Price |
|---|---|---|---|---|---|---|---|
| 10002550 | 7/9/16 | 561 - Layaway Deposit | | Open | 1 | $15.62 | $15.62 |
| | | 1004 - BLK WHITE CAP SLEEVE DRESS | 100 | Open | 1 | $66.02 | $66.02 |
| | | 1006 - ROLL SLEEVE SWEATER DRESS | 100 | Open | 1 | $75.99 | $75.99 |
| | | 560 - Layaway Setup Fee | | Open | 1 | $14.20 | $14.20 |
| 10002561 | 7/9/16 | 562 - Layaway Payment | | Open | 1 | $10.00 | $10.00 |

Layaway ID: L0101001000112

| Transaction | Date | Item | Associate | Status | Quantity | Total | Ext Price |
|---|---|---|---|---|---|---|---|
| 10002563 | 7/9/16 | 561 - Layaway Deposit | | Open | 1 | $26.02 | $26.02 |
| | | 1003 - TIE WAIST SHIRT DRESS | 100 | Open | 1 | $69.50 | $69.50 |
| | | 1006 - ROLL SLEEVE SWEATER DRESS | 100 | Open | 1 | $79.99 | $79.99 |
| | | 1009 - MAXI LENGTH TANK DRESS | 100 | Open | 1 | $69.50 | $69.50 |
| | | 560 - Layaway Setup Fee | | Open | 1 | $23.65 | $23.65 |

Layaway ID: L0101001000113

| Transaction | Date | Item | Associate | Status | Quantity | Total | Ext Price |
|---|---|---|---|---|---|---|---|
| 10002565 | 7/9/16 | 560 - Layaway Setup Fee | | Open | 1 | $18.62 | $18.62 |
| | | 1006 - ROLL SLEEVE SWEATER DRESS | 100 | Open | 1 | $79.99 | $79.99 |
| | | 561 - Layaway Deposit | | Open | 1 | $20.48 | $20.48 |
| | | 1002 - COTTON JERSEY TIERED DRESS | 100 | Open | 1 | $106.20 | $106.20 |

Run Date: 8/1/16 5:42 PM

Page 1 of 2

**Layaway Aging Reports**

# Layaway Account Activity Reports

There are two Layaway Account Activity reports; summary and detail:

The **Layaway Account Activity Summary** section lists all of the accounts selected by the user and shows activity processed against the account. For each layaway account, the account ID, customer name, and phone number are given. In addition, the setup date, last activity date, last payment date, and account status are shown. Financial information about the account includes the total amount when the layaway account was opened, total payments made, and current balance due.

The **Layaway Account Activity Detail** section displays the detailed information about the actual purchases made with a line for each transaction ID processed against the account. For each transaction ID, the date, item ID's and Descriptions, associate, status, quantity, item total, and extended price are given.

**Table 8-2: Layaway Account Activity Reports Parameters**

| Parameter | Description |
|---|---|
| **Summary Report** | |
| Layaway ID | The layaway number. |
| Customer Name | The customer's name. |
| Phone | The customer's telephone number. |
| Date | ▪ Setup Date: The date the layaway was set up.<br>▪ Last Activity: The most recent date for any activity on the account.<br>▪ Last Payment: The most recent date for any payment on the account. |
| Status | The layaway account status. |
| Total | The total amount currently charged to an individual layaway account. |
| Payment | The total amount that has been paid against the account total. |
| Balance | The total remaining amount due on the layaway account. |
| **Detail Report** | |
| Tran ID | The transaction number. |
| Date | The transaction date. |
| Item | The item identifier. |
| Description | The item description. |
| Assoc | The sales associate identifier. |
| Status | The status of the line item. |
| Qty | The quantity of the line item. |
| Total | The item price per unit. |
| Ext Price | The price of each individual layaway item is multiplied by the quantity of items to calculate the extended price for the item. Extended price will also include tax when applicable. |

## Criteria Selections for Account Activity Reports

Select an option or make entries in any of the following fields to determine report output:

- **Base Age On:** Select an option from the list including Setup Date, Last Activity Date, Last Payment Date.

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Layaway Account Status:** Select one of the valid account statuses from the drop-down list.
- **Sort Order:** Select Customer Last Name or Setup Date.

## Sample: Layaway Account Activity Report

ORACLE — Layaway Account Activity — Store: 101 - Corner Market

Base Age On: Last Payment Date
Date Range: Current Month (07/01/2016 - 07/31/2016)
Account Status All
Display Option: Summary and Detail
Sort Order: Customer Last Name

Summary — Total Balance: $549.06

| Layaway ID | Customer Name | Phone Number | Date | | | Status | Total | Payment | Balance |
|---|---|---|---|---|---|---|---|---|---|
| | | | Setup | Last Activity | Last Payment | | | | |
| L0101001000110 | Campbell, Greyly | 5123334444 | 7/12/16 5:38 PM | 7/13/16 12:00 AM | 7/9/16 12:00 AM | Open | $156.21 | $25.62 | $130.59 |
| L0101001000112 | Campbell, Greyly | 5123334444 | 7/13/16 7:56 PM | 7/13/16 12:00 AM | 7/9/16 12:00 AM | Open | $260.16 | $26.02 | $234.14 |
| L0101001000113 | London, Timothy | | 7/14/16 7:57 AM | 7/14/16 12:00 AM | 7/9/16 12:00 AM | Open | $204.81 | $20.48 | $184.33 |
| L0101001000111 | Smurtan, James | | 7/13/16 7:37 PM | 7/13/16 12:00 AM | 7/9/16 12:00 AM | Closed | $177.58 | $177.58 | $0.00 |

Detail

Layaway ID: L0101001000110

| Transaction | Date | Item | Associate | Status | Quantity | Total | Ext Price |
|---|---|---|---|---|---|---|---|
| 10002550 | 7/9/16 12:00 AM | 1004 - BLK WHITE CAP SLEEVE DRESS | 100 | Open | 1 | $66.02 | $66.02 |
| | | 1006 - ROLL SLEEVE SWEATER DRESS | 100 | Open | 1 | $75.99 | $75.99 |
| | | 560 - Layaway Setup Fee | | Open | 1 | $14.20 | $14.20 |
| | | 561 - Layaway Deposit | | Open | 1 | $15.62 | $15.62 |
| 10002561 | 7/9/16 12:00 AM | 562 - Layaway Payment | | Open | 1 | $10.00 | $10.00 |

Layaway ID: L0101001000111

| Transaction | Date | Item | Associate | Status | Quantity | Total | Ext Price |
|---|---|---|---|---|---|---|---|
| 10002560 | 7/9/16 12:00 AM | 1003 - TIE WAIST SHIRT DRESS | 100 | Open | 1 | $69.50 | $69.50 |
| | | 1005 - PEASANT TOP JERSEY DRESS | 100 | Open | 1 | $79.99 | $79.99 |
| | | 560 - Layaway Setup Fee | | Open | 1 | $16.14 | $16.14 |
| | | 561 - Layaway Deposit | | Open | 1 | $17.76 | $17.76 |
| | | 561 - Layaway Deposit | | Close | 1 | $17.76 | $17.76 |
| 10002562 | 7/9/16 12:00 AM | 562 - Layaway Payment | | Open | 1 | $66.92 | $66.92 |
| | | 1003 - TIE WAIST SHIRT DRESS | 100 | Open | 1 | $69.50 | $69.50 |
| | | 562 - Layaway Payment | | Close | 1 | $66.92 | $66.92 |
| 10002564 | 7/9/16 12:00 AM | 562 - Layaway Payment | | Close | 1 | $92.92 | $92.92 |
| | | 1005 - PEASANT TOP JERSEY DRESS | 100 | Open | 1 | $79.99 | $79.99 |
| | | 560 - Layaway Setup Fee | | Open | 1 | $16.14 | $16.14 |

Run Date: 7/15/16 11:50 AM — Page 1 of 2

**Layaway Account Activity Report**

# 9

# Labor Management Reports

## In this Chapter...

Information about the following reports can be found in this chapter:



## Payroll Reports

### Payroll Summary Report

The Payroll Summary Report summarizes payroll information for the reporting period that you select. To access the report in base, from the Back Office select the following menu buttons:

**Navigate:** Employee Maintenance and Payroll → Time and Attendance → Payroll Summary Report.

The summary includes regular, overtime, and total hours per employee.

**Table 9-1: Payroll Summary Report Parameters**

| Parameter | Description |
|---|---|
| Employee Name/ID | The employee's name and ID number. |
| Date Range | The date and day of the week. |
| Regular | Regular working hours. |
| Overtime | Overtime working hours. |
| Double-time | Double-time working hours. |
| Non-Working | Hours categorized as non-working; vacation, sick time, etc. |
| Total | Sum total for the date and categories for the employee.<br><and><br>Sum total for all dates per category for the employee. |
| Report Total (unlabeled) | Sum total for all dates per category for all employees. |

#### Criteria Selections for Payroll Summary Report

Select a week from the Date Range list to determine report output:

- **Date Range**: Select one of the weekly pay periods from the drop-down list.

### Sample: Payroll Summary Report

ORACLE

Payroll Summary

Store: 235 - Corner Market

Payroll Period: Current Year (01/01/2016 - 12/31/2016)

Employee: All

100 Smith, John

| Date Range: | Regular | Overtime | Double time | Non-working | Total |
|---|---|---|---|---|---|
| 06/21/2016Tuesday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/22/2016Wednesday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/23/2016Thursday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/24/2016Friday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/26/2016Sunday | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| 06/27/2016Monday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/29/2016Wednesday | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| 06/30/2016Thursday | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| 07/01/2016Friday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 07/02/2016Saturday | 8.00 | 2.00 | 0.00 | 0.00 | 10.00 |
| 07/03/2016Sunday | 8.00 | 4.00 | 0.00 | 0.00 | 12.00 |
| 07/04/2016Monday | 0.00 | 0.00 | 8.00 | 8.00 | 16.00 |
| | 64.00 | 6.00 | 8.00 | 32.00 | 110.00 |

101 Sakthi, Shree

| Date Range: | Regular | Overtime | Double time | Non-working | Total |
|---|---|---|---|---|---|
| 06/22/2016Wednesday | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| 06/23/2016Thursday | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 06/24/2016Friday | 8.00 | 2.00 | 0.00 | 0.00 | 10.00 |
| 06/25/2016Saturday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/27/2016Monday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/29/2016Wednesday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 07/01/2016Friday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 07/02/2016Saturday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 07/03/2016Sunday | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 07/04/2016Monday | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| | 56.00 | 2.00 | 0.00 | 16.00 | 74.00 |

Run Date: 7/8/16 2:12 PM

Page 1 of 3

**Payroll Summary Report**

## Payroll Detail by Employee Report

The Payroll Detail by Employee Report provides a day-by-day record of the same information provided in the summary report as well as non-working hour detail such as vacation, personal, and sick hours. This report prints one employee per page and also includes an employee signature line.

**Table 9-2: Payroll Detail by Employee Report Parameter**

| Parameter | Description |
|---|---|
| Employee Name/ID | The employee's name and ID number. |
| Payroll Period | The date and day of the week. |
| Regular | Regular working hours. |
| Overtime | Overtime working hours. |
| Double-Time | Double-time working hours. |
| Vacation | Non-working vacation time-off hours. |
| Personal | Non-working personal time-off hours. |
| Sick | Non-working sick-time hours. |
| Funeral | Non-working bereavement-funeral hours. |
| Other | Non-working other hours. |

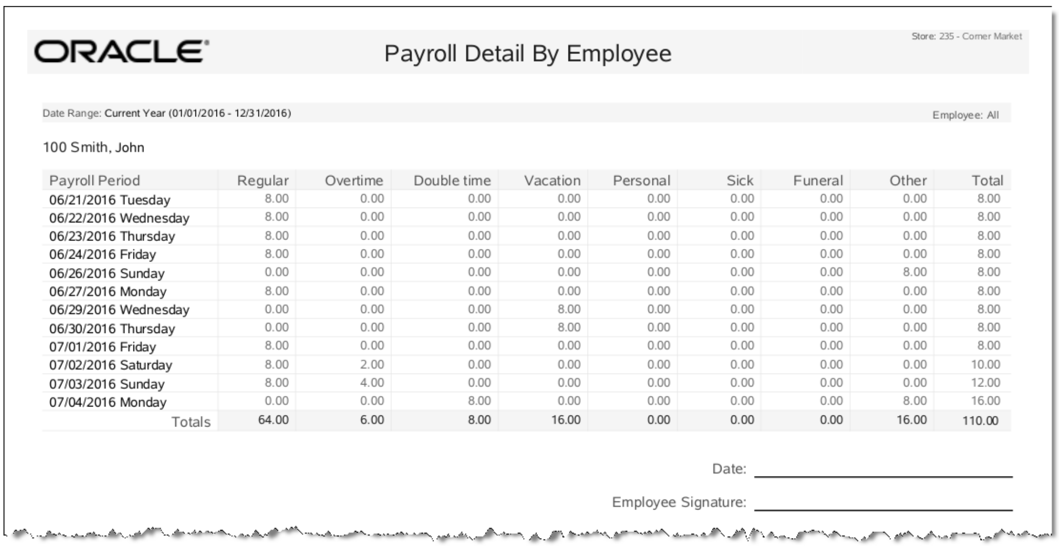
| Parameter | Description |
|---|---|
| Total | Sum total for the date and categories for the employee. |
| Totals: | Sum total for all dates per category for the employee. |

### Criteria Selections for Payroll Detail by Employee Report

Select a date range or enter an employee ID to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Employee ID:** Enter an individual employee ID (leave the field blank to run the report for all employees).

### Sample: Payroll Detail by Employee Report



ORACLE Payroll Detail By Employee

Store: 235 - Corner Market

Date Range: Current Year (01/01/2016 - 12/31/2016) Employee: All

100 Smith, John

| Payroll Period | Regular | Overtime | Double time | Vacation | Personal | Sick | Funeral | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| 06/21/2016 Tuesday | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/22/2016 Wednesday | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/23/2016 Thursday | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/24/2016 Friday | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/26/2016 Sunday | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| 06/27/2016 Monday | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/29/2016 Wednesday | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 06/30/2016 Thursday | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 07/01/2016 Friday | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| 07/02/2016 Saturday | 8.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10.00 |
| 07/03/2016 Sunday | 8.00 | 4.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12.00 |
| 07/04/2016 Monday | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 16.00 |
| Totals | 64.00 | 6.00 | 8.00 | 16.00 | 0.00 | 0.00 | 0.00 | 16.00 | 110.00 |

Date: ______________________

Employee Signature: ______________________

**Payroll Detail by Employee Report**

# Posted Timecard Report

The Posted Timecard Report provides a day-by-day breakdown of an employee's clock-in and clock-out times, type of work performed and number of hours per work category, total hours for the day, and total hours for the weekly reporting period selected. This report also includes signature lines for the manager and employee.

**Navigate:** Employee Maintenance and Payroll → Time and Attendance → Posted Timecard Report.

**Table 9-3: Posted Timecard Report Parameters**

| Parameter | Description |
|---|---|
| Date | The date (day of the week). |
| In | Clock-in time. |
| Out | Clock-out time. |
| Category | Work category. |

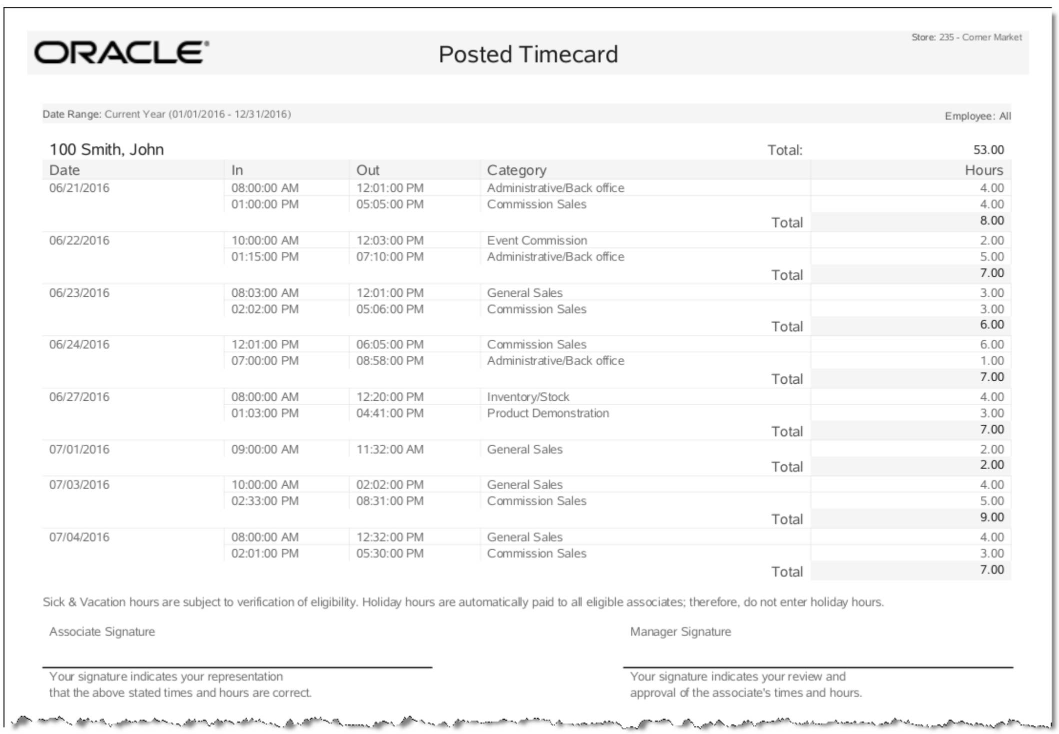
| Parameter | Description |
|---|---|
| Hours | Number of hours per work category. |
| Day Total | Total hours for the day. |
| Week Total | Total hours for the week. |
| Daily Total | Total hours for all work categories per day. |
| Weekly Total | Total hours for the week. |

## Criteria Selections for Posted Timecard Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Select a weekly pay period from the drop-down list.
- **Employee**: Enter an Employee ID to specify which employee's report will be run.

## Sample: Posted Timecard Report


Store: 235 - Corner Market

Posted Timecard

Date Range: Current Year (01/01/2016 - 12/31/2016)

Employee: All

100 Smith, John — Total: 53.00

| Date | In | Out | Category | Hours |
|---|---|---|---|---|
| 06/21/2016 | 08:00:00 AM | 12:01:00 PM | Administrative/Back office | 4.00 |
| | 01:00:00 PM | 05:05:00 PM | Commission Sales | 4.00 |
| | | | Total | 8.00 |
| 06/22/2016 | 10:00:00 AM | 12:03:00 PM | Event Commission | 2.00 |
| | 01:15:00 PM | 07:10:00 PM | Administrative/Back office | 5.00 |
| | | | Total | 7.00 |
| 06/23/2016 | 08:03:00 AM | 12:01:00 PM | General Sales | 3.00 |
| | 02:02:00 PM | 05:06:00 PM | Commission Sales | 3.00 |
| | | | Total | 6.00 |
| 06/24/2016 | 12:01:00 PM | 06:05:00 PM | Commission Sales | 6.00 |
| | 07:00:00 PM | 08:58:00 PM | Administrative/Back office | 1.00 |
| | | | Total | 7.00 |
| 06/27/2016 | 08:00:00 AM | 12:20:00 PM | Inventory/Stock | 4.00 |
| | 01:03:00 PM | 04:41:00 PM | Product Demonstration | 3.00 |
| | | | Total | 7.00 |
| 07/01/2016 | 09:00:00 AM | 11:32:00 AM | General Sales | 2.00 |
| | | | Total | 2.00 |
| 07/03/2016 | 10:00:00 AM | 02:02:00 PM | General Sales | 4.00 |
| | 02:33:00 PM | 08:31:00 PM | Commission Sales | 5.00 |
| | | | Total | 9.00 |
| 07/04/2016 | 08:00:00 AM | 12:32:00 PM | General Sales | 4.00 |
| | 02:01:00 PM | 05:30:00 PM | Commission Sales | 3.00 |
| | | | Total | 7.00 |

Sick & Vacation hours are subject to verification of eligibility. Holiday hours are automatically paid to all eligible associates; therefore, do not enter holiday hours.

Associate Signature

Your signature indicates your representation that the above stated times and hours are correct.

Manager Signature

Your signature indicates your review and approval of the associate's times and hours.

**Posted Timecard Report**

# Open Timecard Report

The Open Time Card Report provides a listing of employees who have time cards with Clock-In times but who have not yet clocked out from work. The report lists the employee name and ID, the clock-in time and the work code selected at clock-in time.

To access this report in base, from the Back Office select the following menu buttons:

**Navigate:** Employee Maintenance and Payroll → Time and Attendance → Open Timecard Report.

**Table 9-4: Open Timecard Report Parameters**

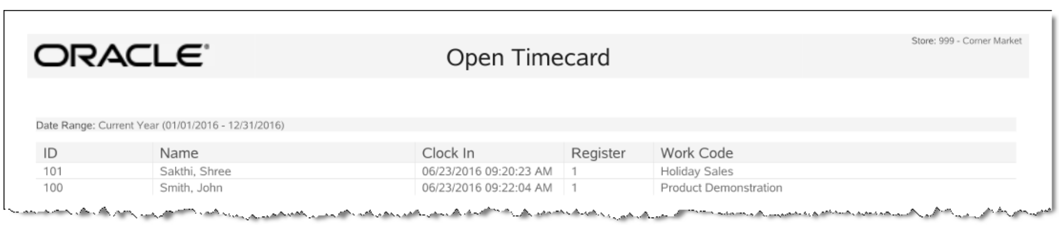
| Parameter | Description |
|---|---|
| ID | The employee's identifier number. |
| Name | The employee's name. |
| Clock In | The date and time the employee clocked in. |
| Register | The register the employee used to clock in. |
| Work Code | The work code selected when the employee clocked in. |

## Criteria Selections for Open Timecard Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Open Timecard Report



Open Timecard

Store: 999 - Corner Market

Date Range: Current Year (01/01/2016 - 12/31/2016)

| ID | Name | Clock In | Register | Work Code |
|---|---|---|---|---|
| 101 | Sakthi, Shree | 06/23/2016 09:20:23 AM | 1 | Holiday Sales |
| 100 | Smith, John | 06/23/2016 09:22:04 AM | 1 | Product Demonstration |

**Open Timecard Report**

# Employee Performance Report

The Employee Performance Report provides a sales analysis for each employee by workcode for the selected date range. Scheduled hours are compared to actual hours worked and the difference is shown. The employee's sales performance is described in terms of total sales amount for the period, average sale amount, and average sales amount per hour.

**Table 9-5: Employee Performance Report Parameters**

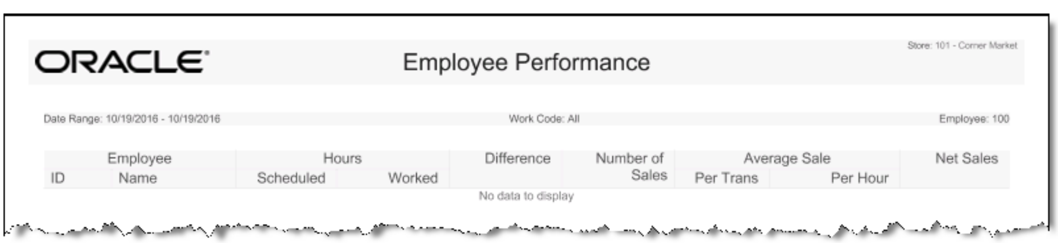
| Parameter | Description |
|---|---|
| ID | The identifier for the employee. |
| Employee Name | The employee's name. |
| Hours | Scheduled: The number of scheduled hours.<br>Worked: The number of hours the employee worked. |
| Difference | The difference between the scheduled hours compared to the actual hours worked. |
| Number of Sales | The transaction count. |
| Average Sale | Per Trans: The average sales amount per transaction (Net Sales divided by # of Sales).<br>Per Hour: The average sales amount per hour (Net Sales divided by Actual Hours Worked). |
| Net Sales | The net sales amount. |

## Criteria Selections for the Employee Performance Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Work Code:** Enter a valid work code to restrict report data to a specific type of work (cashiering, inventory, administration, etc.).
- **Employee ID:** Enter an employee ID to restrict the report data to one employee.

## Sample: Employee Performance Report




**Employee Performance Report**

# Employee Schedule Report

The Employee Schedule Report provides detailed information about an employee's scheduled work hours for the date range selected. Scheduled hours may be different from the actual hours worked. The report shows the work code and number of hours scheduled for each date that the employee had scheduled hours. A total of all hours scheduled for the week is provided at the end of the report.

**Table 9-6: Employee Schedule Report Parameters**

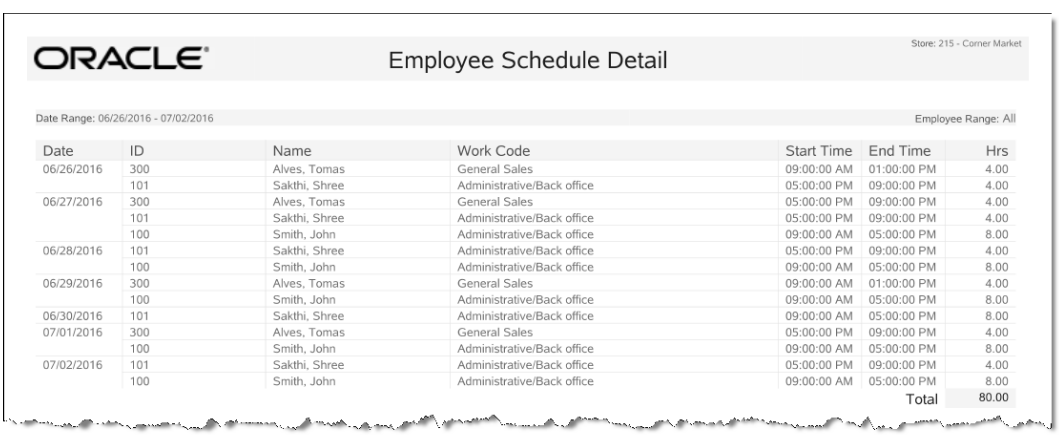
| Parameter | Description |
|---|---|
| Date | The day of the schedule week. |
| ID | The employee identifier. |
| Name | The employee name. |
| Work Code | The work code associated with the task. |
| Start Time | The scheduled shift starting time. |
| End Time | The scheduled shift ending time. |
| Hrs. | The number of hours scheduled. |

## Criteria Selections for Employee Schedule Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Select a weekly period from the available weeks on the drop-down list.
- **Start Employee:** To restrict the output to one employee, enter the employee ID. To report on a range of employees, enter the employee ID for the first employee to be included.
- **End Employee:** To restrict the output to one employee, enter the same employee ID used in the Start Employee field. To report on a range of employees, enter the employee ID for the last employee to be included.

## Sample: Employee Schedule Report


Employee Schedule Detail

Store: 215 - Corner Market

Date Range: 06/26/2016 - 07/02/2016

Employee Range: All

| Date | ID | Name | Work Code | Start Time | End Time | Hrs |
|---|---|---|---|---|---|---|
| 06/26/2016 | 300 | Alves, Tomas | General Sales | 09:00:00 AM | 01:00:00 PM | 4.00 |
| | 101 | Sakthi, Shree | Administrative/Back office | 05:00:00 PM | 09:00:00 PM | 4.00 |
| 06/27/2016 | 300 | Alves, Tomas | General Sales | 05:00:00 PM | 09:00:00 PM | 4.00 |
| | 101 | Sakthi, Shree | Administrative/Back office | 05:00:00 PM | 09:00:00 PM | 4.00 |
| | 100 | Smith, John | Administrative/Back office | 09:00:00 AM | 05:00:00 PM | 8.00 |
| 06/28/2016 | 101 | Sakthi, Shree | Administrative/Back office | 05:00:00 PM | 09:00:00 PM | 4.00 |
| | 100 | Smith, John | Administrative/Back office | 09:00:00 AM | 05:00:00 PM | 8.00 |
| 06/29/2016 | 300 | Alves, Tomas | General Sales | 09:00:00 AM | 01:00:00 PM | 4.00 |
| | 100 | Smith, John | Administrative/Back office | 09:00:00 AM | 05:00:00 PM | 8.00 |
| 06/30/2016 | 101 | Sakthi, Shree | Administrative/Back office | 09:00:00 AM | 05:00:00 PM | 8.00 |
| 07/01/2016 | 300 | Alves, Tomas | General Sales | 05:00:00 PM | 09:00:00 PM | 4.00 |
| | 100 | Smith, John | Administrative/Back office | 09:00:00 AM | 05:00:00 PM | 8.00 |
| 07/02/2016 | 101 | Sakthi, Shree | Administrative/Back office | 05:00:00 PM | 09:00:00 PM | 4.00 |
| | 100 | Smith, John | Administrative/Back office | 09:00:00 AM | 05:00:00 PM | 8.00 |
| | | | | | Total | 80.00 |

**Employee Schedule Report**

# Employee Time Off Summary Report

The Employee Time Off Summary Report provides a listing of employees who have scheduled time off during the weekly period selected for the report. For every employee selected, the report shows the date, amount of time off, and the reason for the time off.

**Table 9-7: Employee Time Off Summary Report Parameters**

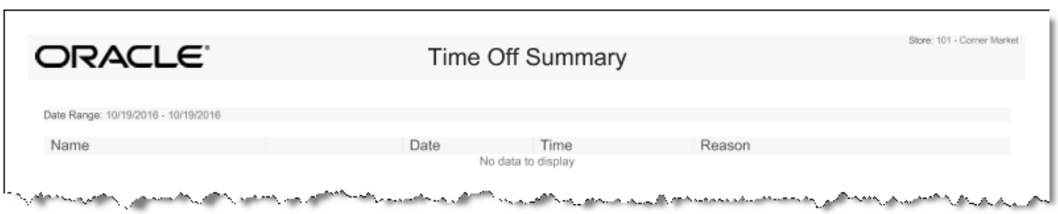
| Parameter | Description |
|---|---|
| Name | The employee's name. |
| Date | The time-off date. |
| Time | The duration of the time-off event. (Full Day, Half Day, or hours requested off) |
| Reason | The reason code associated with the time-off event. |

## Criteria Selections for Employee Time Off Summary Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range:** Select a weekly period from the available weeks on the drop-down list.

## Sample: Employee Time Off Summary Report




**Employee Time Off Summary Report**

# Employee Tasks Report

The Employee Tasks Report shows the employee tasks for the date range selected.

> **Important:** This report only displays tasks that were added in Oracle Retail Xstore Point of Service or Oracle Retail Xstore Office.

**Table 9-8: Employee Tasks Report Parameters Table**

| Parameter | Description |
|---|---|
| Start | The date the task is scheduled to begin. |
| End | The date the task is supposed to be completed. |
| Assignee | The assignment type: Store, Employee Group, or Employee. |
| Type | The task category type. |
| Title | The short description for the task. |
| Priority | The priority for the task: High, Medium, or Low. |
| Status | The task status: Open, Process, Completed, and Cancelled |

## Criteria Selections for the Employee Tasks Report

Select an option or make entries in any of the following fields to determine report output:

- **Due Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Status:** Select the task status from the list: Open, Process, Completed, or Cancelled
- **Type:** Select the task category type from the list.

## Sample Employee Tasks Report

ORACLE

Employee Tasks

Store: 215 - Corner Market

Date Range: Current Month (06/01/2016 - 06/30/2016) Status: All Type: All

| Start | End | Assignee | Type | Title | Priority | Status |
|---|---|---|---|---|---|---|
| 06/03/2016 10:00:00 AM | 06/04/2016 11:00:00 AM | Employee | Mailing | Mail Fliers | Medium | Open |
| 06/14/2016 10:00:00 AM | 06/18/2016 10:00:00 AM | Employee Group | Display | Dust Rear Display | Low | Cancelled |
| 06/14/2016 10:00:00 AM | 06/18/2016 10:00:00 AM | Store | Receiving | Recieve wharehouse delivery | High | Closed |
| 06/14/2016 10:00:00 AM | 06/18/2016 10:00:00 AM | Employee Group | Housekeeping | Clean women's restroom | High | In Progress |
| 06/14/2016 10:00:00 AM | 06/18/2016 10:00:00 AM | Store | Count | Weekly shelf count | Medium | Open |
| 06/14/2016 10:00:00 AM | 06/18/2016 10:00:00 AM | Store | Shipping | Ship store transfer | High | Open |

**Employee Tasks Report**

# 10

# Inventory Reports

## In this Chapter...

Information about the following reports can be found in this chapter:



## Inventory Movement Report

The Inventory Movement Report lists items that were involved in a transaction and a code indicating the type of inventory movement. The report also shows the inventory location that each item came from, and where it was moved to (destination location). You can control the information on the report by specifying a range of item IDs, a date range when the movement occurred, and the type of inventory movement you want to list.

**Table 10-1: Inventory Movement Report Parameters**

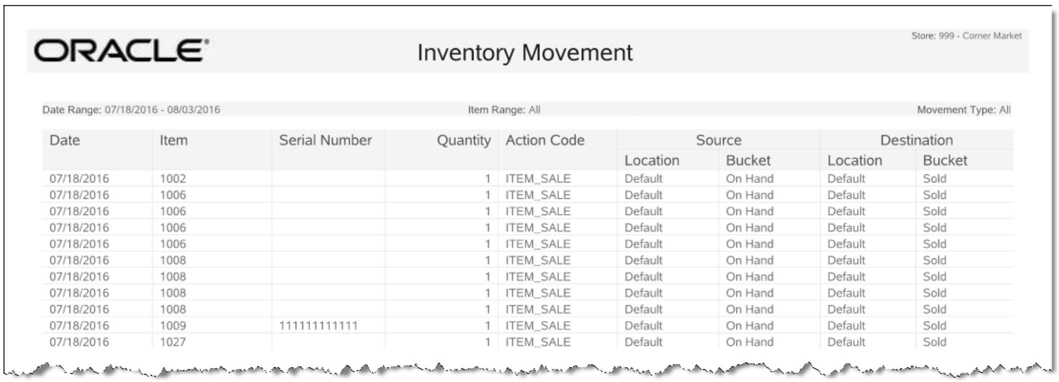
| Parameter | Description |
|---|---|
| Date | The activity date. |
| Item | The item identifier. |
| Serial Number | The item's serial number. |
| Quantity | The line item quantity. |
| Action Code | The code for the item movement activity. For example, ITEM_RETURN is a code for a returned item and an ITEM_SALE code indicates the item was sold. |
| Source Location | The inventory location from which the item was moved. |
| Source Bucket | The inventory bucket from which the item was moved. |
| Destination Location | The inventory location the item was moved into. |
| Destination Bucket | The inventory bucket the item was moved into. |

### Criteria Selections for Inventory Movement Report

Select an option or make entries in any of the following fields to control report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Start Item ID**: Enter the first item ID you want to include on the report.
- **End Item ID**: Enter the last item ID you want to include on the report.
- **Movement Type**: Select a movement type from the list of movement codes.

### Sample: Inventory Movement Report



ORACLE Inventory Movement — Store: 999 - Corner Market

Date Range: 07/18/2016 - 08/03/2016 — Item Range: All — Movement Type: All

| Date | Item | Serial Number | Quantity | Action Code | Source | | Destination | |
|---|---|---|---|---|---|---|---|---|
| | | | | | Location | Bucket | Location | Bucket |
| 07/18/2016 | 1002 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1006 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1006 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1006 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1006 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1008 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1008 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1008 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1008 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1009 | 111111111111 | 1 | ITEM_SALE | Default | On Hand | Default | Sold |
| 07/18/2016 | 1027 | | 1 | ITEM_SALE | Default | On Hand | Default | Sold |

**Inventory Movement Report**

## Inventory Stock Cost Report

This report looks at current on-hand inventory with the consideration of the item cost. These values together represent current cost of goods (on-hand). Use this report to understand your inventory.

**Table 10-2: Inventory Stock Cost Report Parameters**

| Parameters | Description |
|---|---|
| Item | The item identifier. |
| Description | The item description. |
| On-Hand | On-hand inventory quantity. |
| Unit Cost | Item unit cost. |
| Total Cost | On-hand quantity x Item Unit Cost |

### Criteria Selections for Inventory Stock Cost Report

Select an option or make entries in any of the following fields to control report output:

- **Item ID**: Enter an item ID to view the stock cost for that item.
- **Department**: Enter a department ID to view the stock cost for items in a department.
- **Show Criteria**: Determines whether the report will show the criteria used to create it.

## Sample: Inventory Stock Cost Report

ORACLE — Inventory Stock Cost — Store: 999 - Corner Market

Item: All — Department:: All

25000 CAREER DRESS

| Item | Description | On-Hand | Unit Cost | Total Cost |
|---|---|---|---|---|
| 6000 | Career Dress Moleskin | 1,000 | $0.00 | $0.00 |

25001 SEASONAL

| Item | Description | On-Hand | Unit Cost | Total Cost |
|---|---|---|---|---|
| 6001 | Oakley Radar Range Sunglasses | 1,000 | $0.00 | $0.00 |
| 6003 | Oakley Antix Sunglasses | 1,000 | $0.00 | $0.00 |
| 6002 | Oakley M Frame Strike | 1,000 | $0.00 | $0.00 |
| 6005 | Oakley Polarized Twenty Sunglasses | 1,000 | $0.00 | $0.00 |
| 6004 | Oakley Pit Bull Sunglasses | 1,000 | $0.00 | $0.00 |

25002 BEDDING

| Item | Description | On-Hand | Unit Cost | Total Cost |
|---|---|---|---|---|
| 6006 | Goose Down Pillow | 1,000 | $0.00 | $0.00 |

25003 Jewelry

| Item | Description | On-Hand | Unit Cost | Total Cost |
|---|---|---|---|---|
| 6010 | 14K Diamond Ring | 999 | $0.00 | $0.00 |
| 6012 | Star Diamond Earrings | 997 | $0.00 | $0.00 |
| 6011 | Timeless Black Leather Watch | 999 | $0.00 | $0.00 |
| 6007 | Jewelry Cleaner | 994 | $0.00 | $0.00 |
| 6009 | Onyx/Gold Earrings | 999 | $0.00 | $0.00 |
| 6023 | Beaded Hoop Earrings | (3) | $0.00 | $0.00 |

25005 Womens

| Item | Description | On-Hand | Unit Cost | Total Cost |
|---|---|---|---|---|
| mp500012 | STR-2025 Headlamp | 1,000 | $0.00 | $0.00 |
| mp700006 | FOL-7003 Radiators | 1,000 | $0.00 | $0.00 |
| mp700022 | FOL-150 Hoses | 1,000 | $0.00 | $0.00 |
| mpprod100080 | Blue M Tee Shirt | 1,000 | $0.00 | $0.00 |
| 3002 | Black Dress w/ Scallop Neck | 1,000 | $0.00 | $0.00 |
| mp600159 | STR-4561 Multipurpose Antifreeze | 1,000 | $0.00 | $0.00 |
| 3009 | NorthFace Venture Jacket/Serial | 1,000 | $0.00 | $0.00 |
| 3008 | Black/Green Floral Dress | 1,000 | $0.00 | $0.00 |
| 3007 | Purple Envelope Dress | 1,000 | $0.00 | $0.00 |
| 3006 | Wine Text Duster Dress | 1,000 | $0.00 | $0.00 |
| 3005 | Animal Print Carwash Dress | 1,000 | $0.00 | $0.00 |
| mp400027 | Levi Men 505 Jean | 1,000 | $0.00 | $0.00 |

Run Date: 10/5/16 10:23 PM — Page 1 of 2

**Inventory Stock Cost Report**

# Shipping/Receiving Exception Reports

The Shipping/Receiving Exception Reports include two separate reports, one for Shipping Exceptions and one for Receiving Exceptions. Both reports show the differences between the amounts expected to be shipped or received and the actual amounts for each Inventory Document number.

**Table 10-3: Shipping/Receiving Exception Reports Parameters**

| Parameter | Description |
|---|---|
| **Summary** | |
| Document | The document identifier. |
| Date | The activity date. |
| Carton Count | The number of cartons. |
| Line Count | The number of lines. |
| Expected | The number of items expected in the shipment based on the Inventory Document.<br>**Note:** All store-created shipping documents have an expected item count of zero. Only documents downloaded from the home office have a value for the expected item count. |
| Shipped | The actual number of items shipped. |

| Parameter | Description |
|---|---|
| Difference | The count discrepancy between the expected and the item count actually shipped. |
| Totals | Totals for Carton Count, Line Count, Expected, Shipped, and Difference. |
| **Detail** | |
| Carton | The carton number. |
| Date | The activity date. |
| Item | The item identifier. |
| Serial Number | The item serial number. |
| Description | The item description. |
| Expected | The number of items expected in the shipment based on the Inventory Document.<br>**Note:** All store-created shipping and receiving documents have an expected item count of zero. Only documents downloaded from the home office have a value for the expected item count. |
| Shipped or Received | The actual number of items shipped or received. |
| Difference | The count discrepancy between expected and the item count actually shipped or received. |
| Totals | Totals for Expected, Shipped, and Difference. |

## Criteria Selections for Shipping/Receiving Exception Reports

Select an option or make entries in any of the following fields to determine report output:

> **Note:** The criteria selection forms for both shipping and receiving offer the same criteria options, except for the document type list. The types of documents available for shipping and receiving are listed separately below.

- **Report Date**: Enter a single fixed date or select a relative date option (Today or Yesterday) from the drop-down list.
- **Report Type**: Summary, Detail, Summary and Detail.
- **Document Number**: Enter a specific shipping or receiving document number.
- **Carton Number**: Enter a specific carton number.

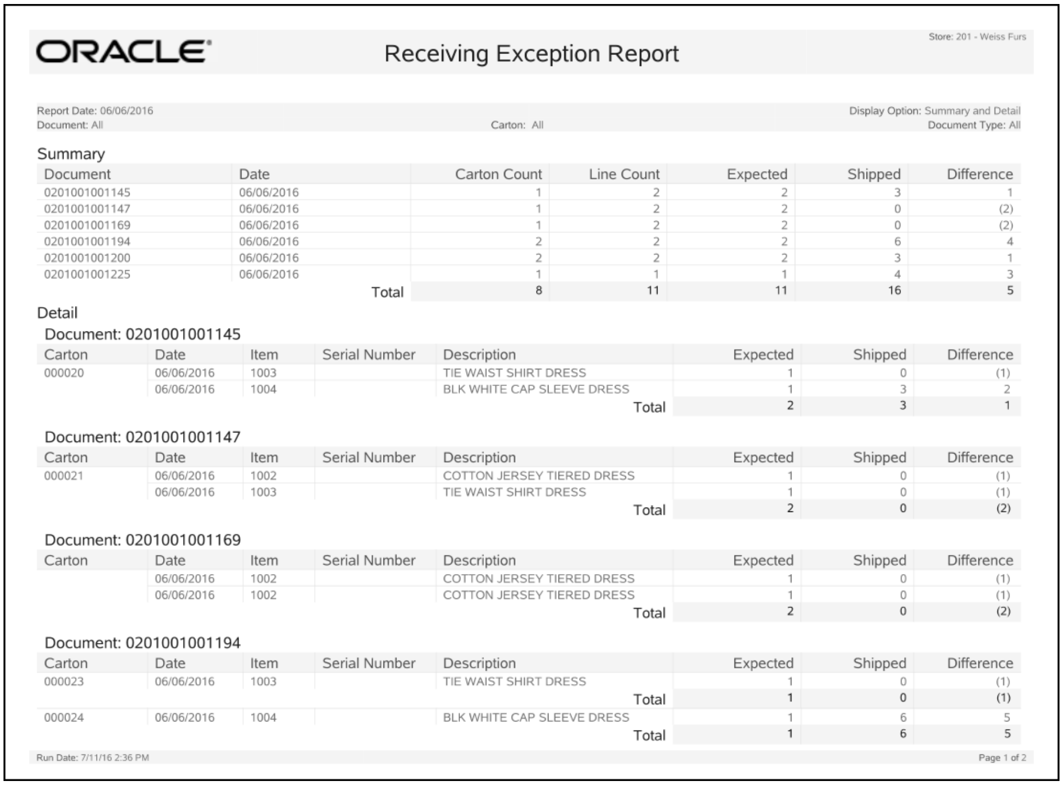
> **Note:** Carton Number is not supported in the Shipping Exception Report.

- **(Shipping) Doc. Type**: Select the kind of shipping inventory document you want to include in the report. The following list shows examples of shipping inventory document types. Your list may be different based on your business requirements.
  - All
  - Return to Vendor
  - Call Back
  - Work Order
  - Sale

  – Repair
  – Store Transfer
  – Defective Return
  – Order

- **(Receiving) Doc. Type**: Select the kind of receiving inventory document you want to include in the report. The following list shows examples of receiving inventory document types. Your list may be different based on your business requirements.
  – All
  – ASN
  – Transfer
  – Work Order
  – Special Order
  – Order

## Sample: Receiving Exception Report



Receiving Exception Report

Store: 201 - Weiss Furs

Report Date: 06/06/2016    Display Option: Summary and Detail
Document: All    Carton: All    Document Type: All

Summary

| Document | Date | Carton Count | Line Count | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|
| 0201001001145 | 06/06/2016 | 1 | 2 | 2 | 3 | 1 |
| 0201001001147 | 06/06/2016 | 1 | 2 | 2 | 0 | (2) |
| 0201001001169 | 06/06/2016 | 1 | 2 | 2 | 0 | (2) |
| 0201001001194 | 06/06/2016 | 2 | 2 | 2 | 6 | 4 |
| 0201001001200 | 06/06/2016 | 2 | 2 | 2 | 3 | 1 |
| 0201001001225 | 06/06/2016 | 1 | 1 | 1 | 4 | 3 |
| | Total | 8 | 11 | 11 | 16 | 5 |

Detail

Document: 0201001001145

| Carton | Date | Item | Serial Number | Description | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|---|
| 000020 | 06/06/2016 | 1003 | | TIE WAIST SHIRT DRESS | 1 | 0 | (1) |
| | 06/06/2016 | 1004 | | BLK WHITE CAP SLEEVE DRESS | 1 | 3 | 2 |
| | | | | Total | 2 | 3 | 1 |

Document: 0201001001147

| Carton | Date | Item | Serial Number | Description | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|---|
| 000021 | 06/06/2016 | 1002 | | COTTON JERSEY TIERED DRESS | 1 | 0 | (1) |
| | 06/06/2016 | 1003 | | TIE WAIST SHIRT DRESS | 1 | 0 | (1) |
| | | | | Total | 2 | 0 | (2) |

Document: 0201001001169

| Carton | Date | Item | Serial Number | Description | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|---|
| | 06/06/2016 | 1002 | | COTTON JERSEY TIERED DRESS | 1 | 0 | (1) |
| | 06/06/2016 | 1002 | | COTTON JERSEY TIERED DRESS | 1 | 0 | (1) |
| | | | | Total | 2 | 0 | (2) |

Document: 0201001001194

| Carton | Date | Item | Serial Number | Description | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|---|
| 000023 | 06/06/2016 | 1003 | | TIE WAIST SHIRT DRESS | 1 | 0 | (1) |
| | | | | Total | 1 | 0 | (1) |
| 000024 | 06/06/2016 | 1004 | | BLK WHITE CAP SLEEVE DRESS | 1 | 6 | 5 |
| | | | | Total | 1 | 6 | 5 |

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**Receiving Exception Report**

## Sample: Shipping Exception Report

Store: 201 - Weiss Furs

ORACLE Shipping Exception Report

Report Date: 06/06/2016
Document: All
Carton: All
Display Option: Summary and Detail
Document Type: All

Summary

| Document | Date | Carton Count | Line Count | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|
| SH11CP11311119K | 06/06/2016 | 1 | 1 | 6 | 0 | (6) |
| SH11CP11311119L | 06/06/2016 | 1 | 1 | 4 | 2 | (2) |
| SH11CP11311119M | 06/06/2016 | 2 | 2 | 6 | 4 | (2) |
| SH11CP11311119N | 06/06/2016 | 2 | 3 | 7 | 0 | (7) |
| SH11CP11311119P | 06/06/2016 | 2 | 2 | 2 | 4 | 2 |
| SH11CP11311119Q | 06/06/2016 | 1 | 2 | 2 | 0 | (2) |
| | Total | 9 | 11 | 27 | 10 | (17) |

Detail

Document: SH11CP11311119K

| Carton | Date | Item | Serial Number | Description | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|---|
| 123456 | 06/06/2016 | 1005 | 1234567 | PEASANT TOP JERSEY DRESS | 6 | 0 | (6) |
| | | | | Total | 6 | 0 | (6) |

Document: SH11CP11311119L

| Carton | Date | Item | Serial Number | Description | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|---|
| 123456 | 06/06/2016 | 1004 | | BLK WHITE CAP SLEEVE DRESS | 4 | 2 | (2) |
| | | | | Total | 4 | 2 | (2) |

Document: SH11CP11311119M

| Carton | Date | Item | Serial Number | Description | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|---|
| 123456 | 06/06/2016 | 1004 | | BLK WHITE CAP SLEEVE DRESS | 5 | 2 | (3) |
| | | | | Total | 5 | 2 | (3) |
| 654321 | 06/06/2016 | 1005 | | PEASANT TOP JERSEY DRESS | 1 | 2 | 1 |
| | | | | Total | 1 | 2 | 1 |

Document: SH11CP11311119N

| Carton | Date | Item | Serial Number | Description | Expected | Shipped | Difference |
|---|---|---|---|---|---|---|---|
| 123456 | 06/06/2016 | 1004 | | BLK WHITE CAP SLEEVE DRESS | 3 | 0 | (3) |
| | 06/06/2016 | 1005 | | PEASANT TOP JERSEY DRESS | 3 | 0 | (3) |
| | | | | Total | 6 | 0 | (6) |
| 654321 | 06/06/2016 | 1006 | | ROLL SLEEVE SWEATER DRESS | 1 | 0 | (1) |
| | | | | Total | 1 | 0 | (1) |

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**Shipping Exception Report**

# Shipping Manifest Report

The Shipping Manifest Report provides shipping manifest information including the shipment recipient, the carrier and shipping method, the date shipped, and the item information for the shipment.

**Table 10-4: Shipping Manifest Report Parameters**

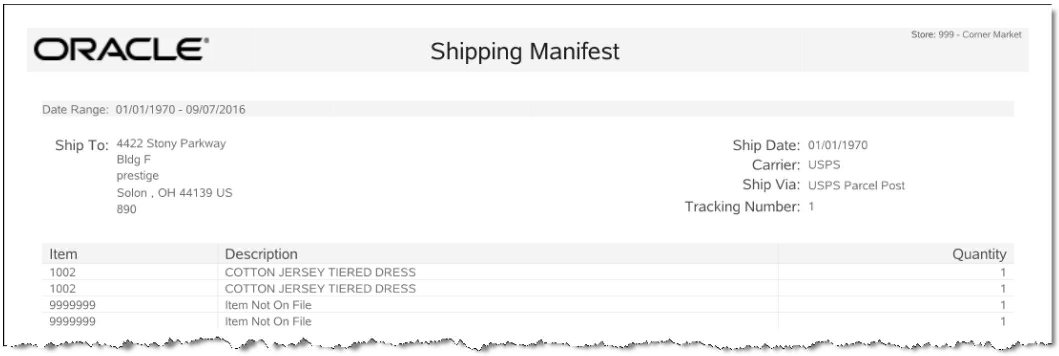
| Parameter | Description |
|---|---|
| Ship to address information | Name, Address, City, State, Country, Zip and Phone |
| Ship Date | The date the shipment was shipped. |
| Carrier | The shipper presenting the bill of lading for transferring the item. |
| Ship Via | The shipper method. |
| Tracking | The number assigned by the carrier. This number is used to track the progress of this shipment with the carrier. |
| Item | The item identifier. |
| Description | The item description. |
| Quantity | The item quantity. |

## Criteria Selections for Shipping Manifest Report

Select an option or make entries in any of the following fields to control report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list (Ship Date).

## Sample: Shipping Manifest Report



Store: 999 - Corner Market

Shipping Manifest

Date Range: 01/01/1970 - 09/07/2016

Ship To: 4422 Stony Parkway
Bldg F
prestige
Solon , OH 44139 US
890

Ship Date: 01/01/1970
Carrier: USPS
Ship Via: USPS Parcel Post
Tracking Number: 1

| Item | Description | Quantity |
|---|---|---|
| 1002 | COTTON JERSEY TIERED DRESS | 1 |
| 1002 | COTTON JERSEY TIERED DRESS | 1 |
| 9999999 | Item Not On File | 1 |
| 9999999 | Item Not On File | 1 |

**Shipping Manifest Report**

# Receiving Report

This report includes receiving details so that you can validate proper receiving procedures and maintain inventory levels. Each Document is on its own page.

**Navigate:** Reports →Inventory Reports-→Receiving Report.

**Table 10-5: Receiving Report**

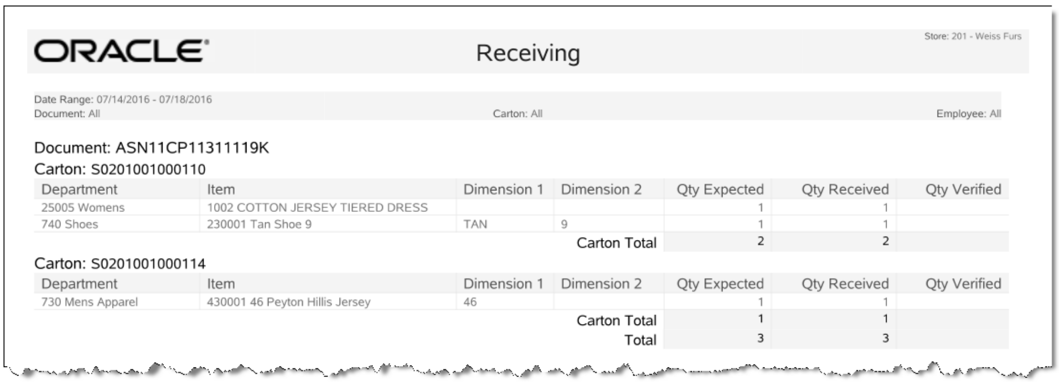
| Parameter | Description |
|---|---|
| Document | The document identifier. |
| Carton | The carton identifier. |
| Department | The department for the subset of items. |
| Item | The item identifier and description. |
| Dimension 1 | The item color. |
| Dimension 2 | The item size. |
| Qty. Expected | The number of items expected in the shipment based on the Inventory Document. |
| Qty. Received | The received quantity of the item. |
| Qty. Verified | The verified quantity of the item. |
| Carton Total | Sum of the quantity expected, quantity received, and quantity verified for the carton. |
| Total | Sum of the quantity expected, quantity received, and quantity verified for the document. |

### Selections for Receiving Report

Select an option or make entries in any of the following fields to control report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Specific Date**: Choose a drop-down option.
- **Document**: Enter the document identifier.
- **Carton**: Enter the carton identifier.
- **Employee**: Enter the ID of the person who received the carton.

### Sample: Receiving Report


ORACLE Receiving

Store: 201 - Weiss Furs

Date Range: 07/14/2016 - 07/18/2016
Document: All Carton: All Employee: All

Document: ASN11CP11311119K

Carton: S0201001000110

| Department | Item | Dimension 1 | Dimension 2 | Qty Expected | Qty Received | Qty Verified |
|---|---|---|---|---|---|---|
| 25005 Womens | 1002 COTTON JERSEY TIERED DRESS | | | 1 | 1 | |
| 740 Shoes | 230001 Tan Shoe 9 | TAN | 9 | 1 | 1 | |
| | | | Carton Total | 2 | 2 | |

Carton: S0201001000114

| Department | Item | Dimension 1 | Dimension 2 | Qty Expected | Qty Received | Qty Verified |
|---|---|---|---|---|---|---|
| 730 Mens Apparel | 430001 46 Peyton Hillis Jersey | 46 | | 1 | 1 | |
| | | | Carton Total | 1 | 1 | |
| | | | Total | 3 | 3 | |

**Receiving Report**

## Restock Report

The Restock Report reflects all items that have been sold at the register and must be replaced on the shelves in order to maintain a consistent quantity.

Information on the report is grouped by department and shows the item ID, item description, and quantities for the items within each department. A total number of items sold within the department is calculated, and a report total shows a count of all items from all departments listed.

**Table 10-6: Restock Report Parameters**

| Parameter | Description |
|---|---|
| Department | ID: The department identifier.<br>Description: The department description. |
| Item ID | The item identifier. |
| Item Description | The item description. |
| Quantity Sold | The number of items sold. |

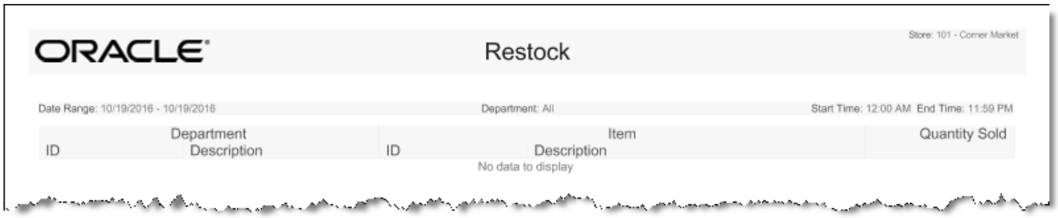
### Criteria Selections for Restock Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

- **Start Time**: Enter the first time that you want to include in the report. The system will automatically enter ":" between the hours and minutes. The first one or two digits you enter indicate the hours and the digits after the colon are minutes. You must then enter "a" for morning hours (a.m.) or "p" for afternoon hours (p.m.)
- **End Time**: Enter the last time that you want to include in the report using the same format indicated for the Start Time entry.
- **Department**: Enter a department identifier.

### Sample: Restock Report




**Restock Report**

## Item List Report

The Item List Report shows inventory items, their current location ID, the inventory bucket within the location, and the quantity of items at that location.

**Table 10-7: Item List Report Parameters**

| Parameter | Description |
|---|---|
| Item | The item identifier. |
| Description | The item description. |
| Location | The inventory location for the item. |
| Bucket | The inventory bucket for the item. |
| Quantity | The number of items in this location and bucket. |

### Criteria Selections for Item List Report

Select an option or make entries in any of the following fields to control report output:

- **Location:** Select one of the defined inventory locations from the drop-down list.
- **Bucket:** Select one of the defined inventory buckets from the drop-down list.

## Sample: Item List Report

ORACLE — Item List — Store: 202 - Culp's Collectibles

Location: All — Bucket: All

| Item | Description | Location | Bucket | Quantity |
|---|---|---|---|---|
| 1002 | COTTON JERSEY TIERED DRESS | Default | On Hand | 1,000 |
| 1003 | TIE WAIST SHIRT DRESS | Default | On Hand | 1,000 |
| 1004 | BLK WHITE CAP SLEEVE DRESS | Default | On Hand | 1,000 |
| 1005 | PEASANT TOP JERSEY DRESS | Default | On Hand | 1,000 |
| 1006 | ROLL SLEEVE SWEATER DRESS | Default | On Hold | 1 |
| 1006 | ROLL SLEEVE SWEATER DRESS | Default | On Hand | 995 |
| 1006 | ROLL SLEEVE SWEATER DRESS | Default | Special Order | 1 |
| 1006 | ROLL SLEEVE SWEATER DRESS | Default | Damaged | (1) |
| 1007 | ANIMAL PRINT CAP SLEEVE DRESS | Default | On Hand | 999 |
| 1008 | DRAWSTRING PEASANT DRESS | Default | On Hand | 1,000 |
| 1009 | MAXI LENGTH TANK DRESS | Default | On Hand | 980 |
| 1010 | EMPIRE WAIST TANK DRESS | Default | On Hand | 1,000 |
| 101000018 | Regular_UIN(Serial)_Item | Default | On Hand | (4) |
| 3002 | Black Dress w/ Scallop Neck | Default | On Hand | 1,000 |
| 3003 | Taupe/Rose Sleeveless Dress | Default | On Hand | 1,000 |
| 3004 | Sleeveless Triple Tier Dress | Default | On Hand | 1,000 |
| 3005 | Animal Print Carwash Dress | Default | On Hand | 1,000 |
| 3006 | Wine Text Duster Dress | Default | On Hand | 1,000 |
| 3007 | Purple Envelope Dress | Default | On Hand | 1,000 |
| 3008 | Black/Green Floral Dress | Default | On Hand | 1,000 |
| 3009 | NorthFace Venture Jacket/Serial | Default | On Hand | 1,000 |
| 3010 | Black/White Sleeveless Dress | Default | On Hand | 1,000 |
| 6000 | Career Dress Moleskin | Default | On Hand | 1,000 |
| 6001 | Oakley Radar Range Sunglasses | Default | On Hand | 1,000 |
| 6002 | Oakley M Frame Strike | Default | On Hand | 1,000 |
| 6003 | Oakley Antix Sunglasses | Default | On Hand | 1,000 |
| 6004 | Oakley Pit Bull Sunglasses | Default | On Hand | 1,000 |
| 6005 | Oakley Polarized Twenty Sunglasses | Default | On Hand | 1,000 |
| 6006 | Goose Down Pillow | Default | On Hand | 1,000 |
| 6007 | Jewelry Cleaner | Default | On Hand | 962 |
| 6008 | Birkenstock Sheridan | Default | On Hand | 1,000 |
| 6009 | Onyx/Gold Earrings | Default | On Hand | 998 |
| 6010 | 14K Diamond Ring | Default | On Hand | 998 |
| 6011 | Timeless Black Leather Watch | Default | On Hand | 998 |
| 6012 | Star Diamond Earrings | Default | On Hand | 981 |
| 6023 | Beaded Hoop Earrings | Default | On Hand | (19) |

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**Item List Report**

# Inventory Movement Pending Report

The Inventory Movement Pending Report shows items from transactions in which an inventory location has not yet been specified when Location Based Inventory is being used.

> **Note:** The **Inventory Movement Pending Reconciliation** option allows an item to be assigned to a location so it is no longer in a pending status.

The report shows the transaction number, transaction date, item ID and quantity, and the inventory action code that is currently assigned.

**Navigate:** Inventory → Location Based Inventory → Inventory Movement Pending Report.

**Table 10-8: Inventory Movement Pending Report Parameters**

| Parameter | Description |
|---|---|
| Date | The activity date. |
| Transaction | The transaction number. |
| Item | The item identifier. |
| Description | The item's description. |

| Parameter | Description |
|---|---|
| Serial Number | The item's serial number. |
| Action Code | The code for the activity performed on the item. For example:<br>ON_HAND-SOLD<br>ON_HAND-SHIPPED<br>ON_HAND-LAYAWAY<br>LAYAWAY-SOLD<br>SPECIAL_ORDER-SOLD |
| Quantity | The item count for the action. |

## Criteria Selections for Inventory Movement Pending Report

Select an option or make entries in any of the following fields to control report output:

- **Date Range:** Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Inventory Movement Pending Report


ORACLE

Inventory Movement Pending

Store: 202 - Culp's Collectibles

Date Range: 06/09/2016 - 06/10/2016

| Date | Transaction | Item | Description | Serial Number | Action Code | Quantity |
|---|---|---|---|---|---|---|
| 06/10/2016 | 2357 | 6005 | Oakley Polarized Twenty Sunglasses | 123141234 | Inventory Adjustment | 1 |
| | 2356 | 1007 | ANIMAL PRINT CAP SLEEVE DRESS | 123141234 | Inventory Adjustment | 1 |
| 06/09/2016 | 2362 | 6008 | Birkenstock Sheridan | 123141234 | Inventory Adjustment | 1 |
| | 2361 | 6007 | Jewelry Cleaner | 123141234 | Inventory Adjustment | 1 |
| | 2360 | 6003 | Oakley Antix Sunglasses | 123141234 | Inventory Adjustment | 1 |
| | 2359 | 6002 | Oakley M Frame Strike | 123141234 | Inventory Adjustment | 1 |
| | 2358 | 1500 | $100 Gift Card | 123141234 | Inventory Adjustment | 1 |
| | 2355 | 1006 | ROLL SLEEVE SWEATER DRESS | 123141234 | Inventory Adjustment | 1 |
| | 2345 | 1009 | MAXI LENGTH TANK DRESS | 123141234 | Inventory Adjustment | 1 |
| | 2239 | 6010 | 14K Diamond Ring | 123141234 | Inventory Adjustment | 1 |
| | 2236 | 6009 | Onyx/Gold Earrings | 123141234 | Inventory Adjustment | 1 |

**Inventory Movement Pending Report**

# Inventory Movement History Report

The Inventory Movement History Report is useful when using Location Based Inventory. Line items in the report include the current stock ledger count. Additional line items in the report show information about items in specific transactions. This report shows where the item came from (the item's source location and inventory bucket) and where it went to (the item's destination location and destination inventory bucket). The quantity of items that were moved is also shown.

**Table 10-9: Inventory Movement History Report Parameters**

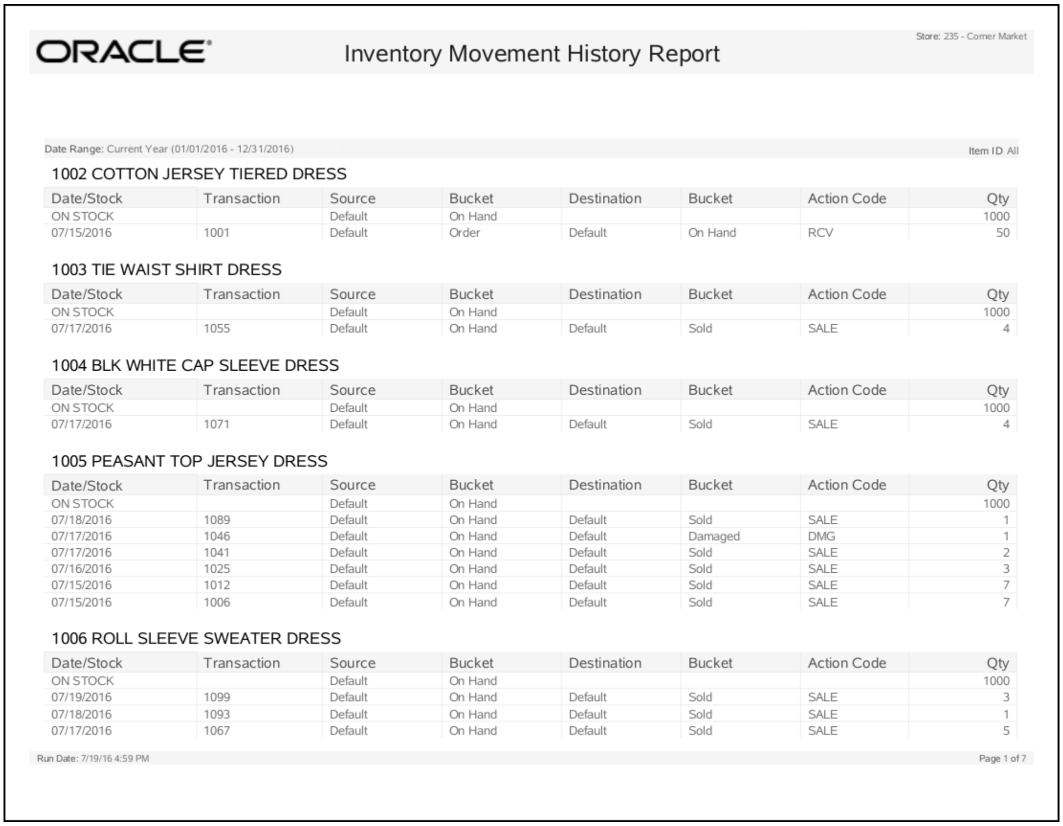
| Parameter | Description |
|---|---|
| **For each Item** | |
| Date/Stock | Stock = The items recorded in the current stock ledger.<br>Date = The activity date of the transaction. |
| Trans | The transaction identifier. |
| Source | The inventory location from which the item was moved. |
| Bucket | The inventory bucket from which the item was moved. |
| Destination | The inventory location the item was moved into. |
| Bucket | The inventory bucket the item was moved into. |
| Action Code | The code for the activity performed on the item. |
| Qty | The item count for the action. |

## Criteria Selections for Inventory Movement History Report

Select an option or make entries in any of the following fields to control report output:

- **Item ID:** Enter an item ID to include on the report.
- **Date Range:** Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

## Sample: Inventory Movement History Report



ORACLE Inventory Movement History Report

Store: 235 - Corner Market

Date Range: Current Year (01/01/2016 - 12/31/2016) Item ID All

1002 COTTON JERSEY TIERED DRESS

| Date/Stock | Transaction | Source | Bucket | Destination | Bucket | Action Code | Qty |
|---|---|---|---|---|---|---|---|
| ON STOCK | | Default | On Hand | | | | 1000 |
| 07/15/2016 | 1001 | Default | Order | Default | On Hand | RCV | 50 |

1003 TIE WAIST SHIRT DRESS

| Date/Stock | Transaction | Source | Bucket | Destination | Bucket | Action Code | Qty |
|---|---|---|---|---|---|---|---|
| ON STOCK | | Default | On Hand | | | | 1000 |
| 07/17/2016 | 1055 | Default | On Hand | Default | Sold | SALE | 4 |

1004 BLK WHITE CAP SLEEVE DRESS

| Date/Stock | Transaction | Source | Bucket | Destination | Bucket | Action Code | Qty |
|---|---|---|---|---|---|---|---|
| ON STOCK | | Default | On Hand | | | | 1000 |
| 07/17/2016 | 1071 | Default | On Hand | Default | Sold | SALE | 4 |

1005 PEASANT TOP JERSEY DRESS

| Date/Stock | Transaction | Source | Bucket | Destination | Bucket | Action Code | Qty |
|---|---|---|---|---|---|---|---|
| ON STOCK | | Default | On Hand | | | | 1000 |
| 07/18/2016 | 1089 | Default | On Hand | Default | Sold | SALE | 1 |
| 07/17/2016 | 1046 | Default | On Hand | Default | Damaged | DMG | 1 |
| 07/17/2016 | 1041 | Default | On Hand | Default | Sold | SALE | 2 |
| 07/16/2016 | 1025 | Default | On Hand | Default | Sold | SALE | 3 |
| 07/15/2016 | 1012 | Default | On Hand | Default | Sold | SALE | 7 |
| 07/15/2016 | 1006 | Default | On Hand | Default | Sold | SALE | 7 |

1006 ROLL SLEEVE SWEATER DRESS

| Date/Stock | Transaction | Source | Bucket | Destination | Bucket | Action Code | Qty |
|---|---|---|---|---|---|---|---|
| ON STOCK | | Default | On Hand | | | | 1000 |
| 07/19/2016 | 1099 | Default | On Hand | Default | Sold | SALE | 3 |
| 07/18/2016 | 1093 | Default | On Hand | Default | Sold | SALE | 1 |
| 07/17/2016 | 1067 | Default | On Hand | Default | Sold | SALE | 5 |

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**Inventory Movement History Report**

# Inventory Adjustment Report

The Inventory Adjustment Report prints automatically when you manually adjust item inventory outside a sale transaction. Inventory adjustments are performed using the **Inventory Adjustment** option on the Back Office Inventory menu. Adjustments are often used to track damaged items discovered on the selling floor or items donated to a charitable organization, and are associated with a reason code for the adjustment. An employee signature line is also printed at the bottom of the report.

**Table 10-10: Inventory Adjustment Report Parameters**

| Parameter | Description |
|---|---|
| **For each Document # and Reason Code** | |
| Date | The activity date of the adjustment. |
| Item and Description | The item identifier and description. |
| Quantity | The item quantity. |
| Bucket | The inventory bucket the item was moved into. |
| Location | The inventory location the item was moved into. |

## Criteria Selections for Inventory Adjustment Report

This report prints automatically when you select **Save & Exit** from the inventory adjustment screen. There are no report parameters available.

## Sample: Inventory Adjustment Report

ORACLE Inventory Adjustment Store: 999 - Corner Market

Document: 0999001000403 Reason Code: Damaged

| Date | Item and Description | Quantity | Bucket | Location |
|---|---|---|---|---|
| 9/16/16 | 1002 - COTTON JERSEY TIERED DRESS | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1003 - TIE WAIST SHIRT DRESS | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1004 - BLK WHITE CAP SLEEVE DRESS | (10,000) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1005 - PEASANT TOP JERSEY DRESS | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1006 - ROLL SLEEVE SWEATER DRESS | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1007 - ANIMAL PRINT CAP SLEEVE DRESS | (2) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1008 - DRAWSTRING PEASANT DRESS | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1009 - MAXI LENGTH TANK DRESS | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2010 - House Account Reversal | (2) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2003 - $5 Xstore Gift Certificate | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2004 - Send Sale Shipping Fee | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2005 - Restocking Fee | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2006 - Gift Wrapping | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2007 - Item Alteration | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2008 - Item Repair | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2009 - House Account Payment | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2011 - Core Charge | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 2013 - Prepaid advertisment 1 description | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1111 - MALE DRESS | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1112 - FEMALE DRESS | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1114 - MADE IN 2009 | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1115 - 10 yrs old | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1116 - 20 yrs old | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1117 - CHILDREN_ONLY | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 1118 - FREE FOR ALL | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 9260 - PF Quantity/Min Sale Qo2 | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 9270 - Max Sale Qo4 | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 9280 - PFC Required | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 9290 - PFC Optional | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 9301 - Minimum Age | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 9995 - On Hold Account Credit | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 601 - Shipping Fee @ $3.95 | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 602 - Shipping Fee @ $6.95 | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 603 - Shipping Fee @ $7.95 | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 604 - Shipping Fee @ $9.95 | (1) | AT_VENDOR | DEFAULT |
| 9/16/16 | 605 - Shipping Fee @ $12.95 | (1) | AT_VENDOR | DEFAULT |

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**Inventory Adjustment Report**

# Open Product Request Summary Report

The Replenishment Open Product Requests Report displays replenishment orders that are Open, Submitted, or Confirmed. The report can be viewed on the screen and printed.

**Navigate:** Reports → Inventory Reports → Replenishment Open Product Request Report.

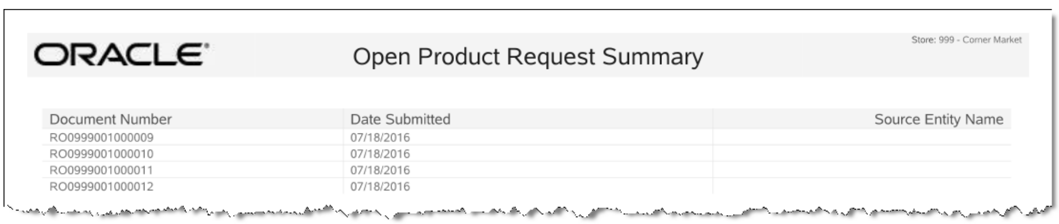
**Table 10-11: Open Product Request Summary Report Parameters**

| Parameter | Description |
|---|---|
| Document Number | Replenishment request document ID number. |
| Date Submitted | The date the request was submitted. (The Date Submitted field will be blank if the order has not yet been submitted). |
| Source Entity Name | The fulfillment source for the document. |

## Criteria Selections for Open Product Request Summary Report

This report prints automatically when chosen, so there are no criteria selections available.

## Sample: Open Product Request Summary Report


Open Product Request Summary

Store: 999 - Corner Market

| Document Number | Date Submitted | Source Entity Name |
|---|---|---|
| RO0999001000009 | 07/18/2016 | |
| RO0999001000010 | 07/18/2016 | |
| RO0999001000011 | 07/18/2016 | |
| RO0999001000012 | 07/18/2016 | |

**Open Product Request Summary Report**

# Replenishment Product Request Report

The Replenishment Product Request Report allows you to query by Order Status, Date Range or Specific Date, Requestor ID, Item ID, and Sourcing Entity. The report can be viewed on the screen and printed.

**Navigate:** Reports → Inventory Reports → Replenishment Product Request Report.

**Table 10-12: Replenishment Product Request Report Parameters**

| Parameter | Description |
|---|---|
| **Report Header** | |
| Document Number | Document identifier. |
| Request Date | Replenishment order request date. |
| Requestor | Requesting system or user. |
| Sourcing | Source entity that will be fulfilling the replenishment request for this document/item. |
| Ship To | Ship-to details for the destination store address e.g. street, city, state and zip. |

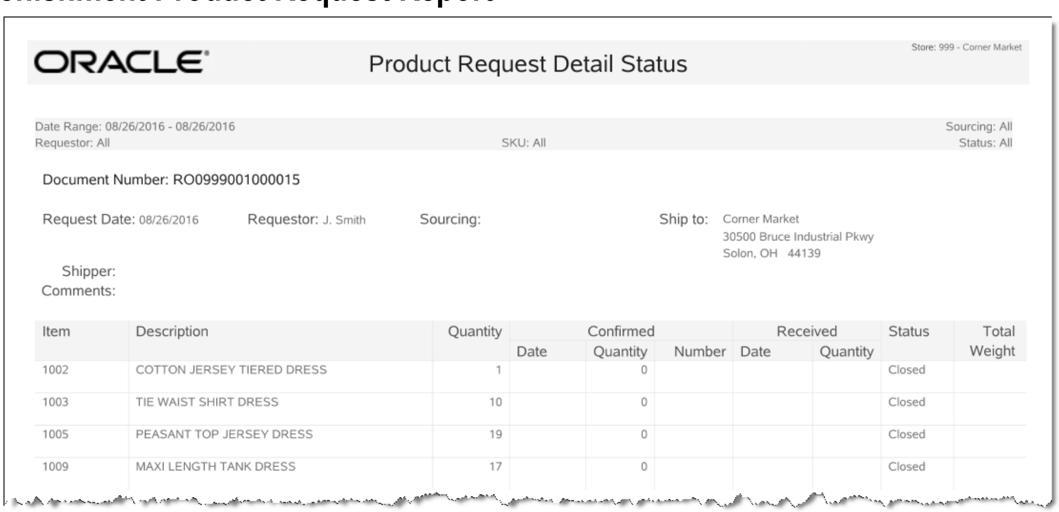
| Parameter | Description |
|---|---|
| Shipper | Shipper identifier. |
| Comments | Comments entered by the user when creating the document. |
| **Report Detail** | |
| Item | Item identifier. |
| Description | Item description. |
| Quantity | Requested quantity for this item. |
| Confirmed: Date | Date quantity for this item was confirmed. |
| Confirmed: Quantity | Confirmed quantity for this item. |
| Confirmed: Number | The PO number, DC shipment number, or any other number generated by the home office to fulfill the store's request. |
| Received: Date | Date item was received for this request. |
| Received: Quantity | Quantity of this item received for this request. |
| Status | Status of this item. |
| Total Weight | Total shipping weight of all items for the request. |

## Criteria Selections for Replenishment Product Request Report

Select an option or make entries in any of the following fields to control report output:

- **Order Status:** Select the status from the drop-down list; All, Open, Submitted, Confirmed, Partially Received, Closed, or Cancelled.
- **Request Date Range:** Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Requestor ID:** Enter the user ID or system ID that placed the replenishment order.
- **Item ID:** Enter an item ID to include on the report.
- **Sourcing Entity:** Enter the identifier for the location that sourced the replenishment order.
- **Show Criteria:** Select **Yes** to show the criteria in the report, or **No** to not show them.

## Sample: Replenishment Product Request Report


ORACLE Product Request Detail Status

Store: 999 - Corner Market

Date Range: 08/26/2016 - 08/26/2016
Requestor: All
SKU: All
Sourcing: All
Status: All

Document Number: RO0999001000015

Request Date: 08/26/2016 Requestor: J. Smith Sourcing: Ship to: Corner Market, 30500 Bruce Industrial Pkwy, Solon, OH 44139

Shipper:
Comments:

| Item | Description | Quantity | Confirmed Date | Confirmed Quantity | Confirmed Number | Received Date | Received Quantity | Status | Total Weight |
|---|---|---|---|---|---|---|---|---|---|
| 1002 | COTTON JERSEY TIERED DRESS | 1 | | 0 | | | | Closed | |
| 1003 | TIE WAIST SHIRT DRESS | 10 | | 0 | | | | Closed | |
| 1005 | PEASANT TOP JERSEY DRESS | 19 | | 0 | | | | Closed | |
| 1009 | MAXI LENGTH TANK DRESS | 17 | | 0 | | | | Closed | |

**Replenishment Product Request Report**

# Replenishment Order Worksheet

The Replenishment Order Worksheet is a summary by item ID and shows one line for each item Id on the current order.

**Note:** In base, the Replenishment Order Worksheet is accessed through the Inventory Replenishment print options.

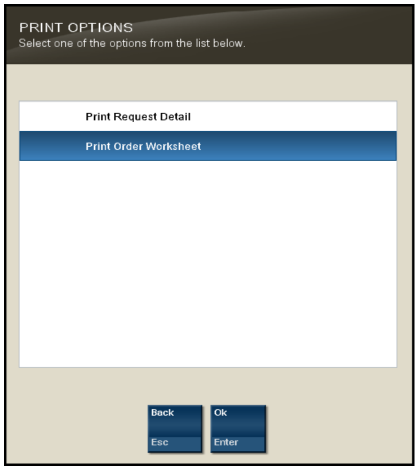


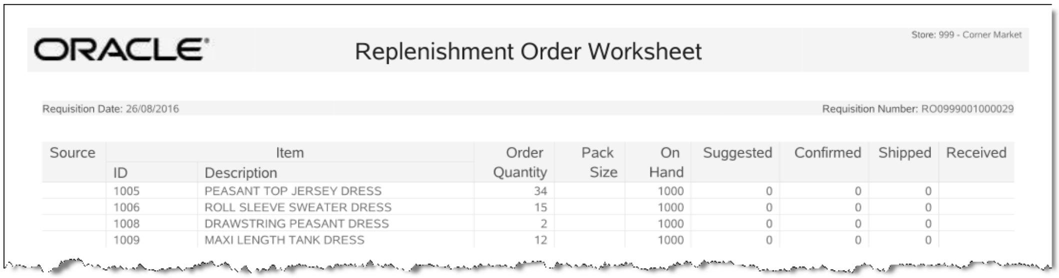

**Table 10-13: Replenishment Order Worksheet Parameters**

| Parameter | Description |
|---|---|
| Source | The default source id for the item. |
| Item | ID: The item identifier.<br>Description: The item description. |
| Order | The total number of items that have been ordered but not confirmed by the home office yet. |
| Pack Size | The item pack size. |
| On Hand | The on-hand quantity of the item. |
| Suggested | The suggested quantity of the item. |
| Confirmed | The confirmed quantity of the item. |
| Shipped | The shipped quantity of the item. |
| Received | The received quantity of the item. |

## Criteria Selections for Replenishment Order Worksheet

This report prints automatically when chosen so there are no criteria selections available.

### Sample: Replenishment Order Worksheet



Store: 999 - Corner Market

Replenishment Order Worksheet

Requisition Date: 26/08/2016

Requisition Number: RO0999001000029

| Source | Item | | Order | Pack | On | Suggested | Confirmed | Shipped | Received |
|---|---|---|---|---|---|---|---|---|---|
| | ID | Description | Quantity | Size | Hand | | | | |
| | 1005 | PEASANT TOP JERSEY DRESS | 34 | | 1000 | 0 | 0 | 0 | |
| | 1006 | ROLL SLEEVE SWEATER DRESS | 15 | | 1000 | 0 | 0 | 0 | |
| | 1008 | DRAWSTRING PEASANT DRESS | 2 | | 1000 | 0 | 0 | 0 | |
| | 1009 | MAXI LENGTH TANK DRESS | 12 | | 1000 | 0 | 0 | 0 | |

**Replenishment Order Worksheet**

## Shelf Labels

For information about creating Shelf Labels, see the *Xstore Point of Service Manager's Guide*.

## Store Layout

For information about the Store Layout, see the *Xstore Point of Service Shipping, Receiving & Inventory Guide*.

## Inventory Count Sheet

For information about the Inventory Count Sheet, see the *Xstore Point of Service Shipping, Receiving & Inventory Guide*.

## Inventory Count Variance Reports

For information about the Inventory Count Variance Reports, see the *Xstore Point of Service Shipping, Receiving & Inventory Guide*.

# 11

# Consumer Reports

## In this Chapter...

Information about the following reports can be found in this chapter:



## Customer List Report

This report contains a list of customers in the database that match your selection criteria. The basic customer information includes:

- Last and First Name
- Home Phone, Work Phone
- Email address
- Mail Flag (If yes, indicates customer agrees to receive store promotion information).
- Birth Date
- Addresses: (City, State, Postal Code)
  - Primary (default is HOME, only one address may be defined as the primary)
  - Other addresses such as WORK, VACATION, etc.

A summary version and a detail version of this report are available. The detail report includes all the summary information as well as additional information that analyzes physical and non-physical purchases by department, class, or item, and units purchased and amount.

If you select a detailed report at the Department merchandise level, Class merchandise level, or the Item merchandise level, a subreport is available below the *Purchase History* section.

**Table 11-1: Customer List Report Parameters Table**

| Parameter | Description |
|---|---|
| **Customer Information** | |
| Name | Customer last name and first name. |
| ID | Customer identifier. |
| Home | Home phone number. |
| Work | Work phone number. |
| Email | Primary email address. |
| Birthdate | Customer birthdate. |
| Mail Flag | If Yes, indicates customer agrees to receive store promotion information. |
| **Address** | |
| Primary | If Yes, indicates the customer's primary address. |

| Parameter | Description |
|---|---|
| Type | Type of address (for example, Home or Work). |
| Address | Full address. |
| **Purchase History** | |
| Last Activity Date | The most-recent date the customer purchased items. |
| Sale Amount | The total value of all purchases made by the customer within the date range selected. |
| Number of Sales | The number of sale transactions made by the customer within the date range selected. |
| Return Amount | The total value of all items returned by the customer within the date range selected. |
| Number of Returns | The number of return transactions made by the customer within the date range selected. |
| **Merchandise** | |
| Merchandise Level ( for example, Department, SubDepartment, or Item) | The idenfifier for the indicated merchandise level. |
| Description | The description of the merchandise level. |
| Count | Number of items purchased within that merchandise level. |
| Amount | Total amount spent on all items in the merchandise level. |

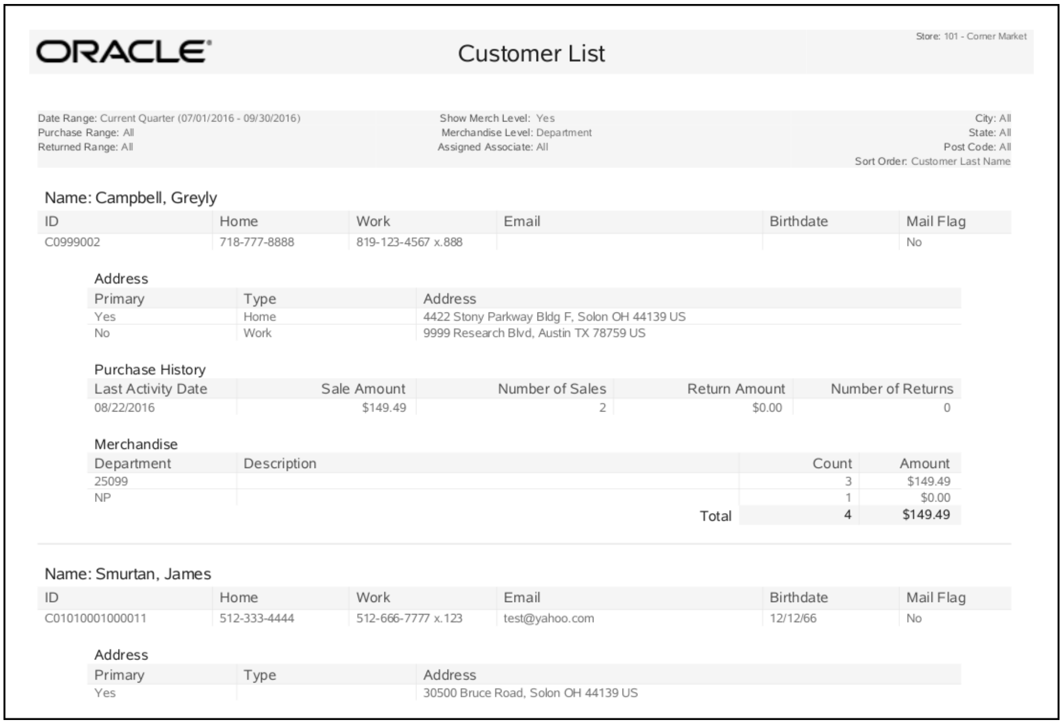
## Criteria Selections for Customer List Report

Select an option or make entries in any of the following fields to determine report output:

- **Date Range**: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Assigned Associate**: If your system is configured to associate an employee ID with a customer, this field may be used to enter the Associate's ID (the employee ID).
- **Postal Code**: Enter a postal (zip) code.
- **City**: Enter the city name.
- **State**: Enter a ***two-character*** state abbreviation.
- **Store #**: Enter a specific store number if you want to restrict the report to only one store.
- **Merchandise Level**: Select Department, Class or Item from the drop-down list.
- **Starting/Ending Amount**: Enter a range of values for the purchase amount. Type the starting purchase amount on the top line and the ending purchase amount on the line below.
- **Starting/Ending Return Amount**: Define a range of values for merchandise that was returned to the store. Type the starting return value on the first line and the ending return value on the line below.
- **Show Merchandise Level**: Yes or No to display the item level details.

- **Sort Order**: Select an option to sort the report by:
  - Customer Last Name
  - Postal Code, Customer Last Name

## Sample: Customer List Report



Store: 101 - Corner Market

Customer List

Date Range: Current Quarter (07/01/2016 - 09/30/2016)
Purchase Range: All
Returned Range: All
Show Merch Level: Yes
Merchandise Level: Department
Assigned Associate: All
City: All
State: All
Post Code: All
Sort Order: Customer Last Name

Name: Campbell, Greyly

| ID | Home | Work | Email | Birthdate | Mail Flag |
|---|---|---|---|---|---|
| C0999002 | 718-777-8888 | 819-123-4567 x.888 | | | No |

Address

| Primary | Type | Address |
|---|---|---|
| Yes | Home | 4422 Stony Parkway Bldg F, Solon OH 44139 US |
| No | Work | 9999 Research Blvd, Austin TX 78759 US |

Purchase History

| Last Activity Date | Sale Amount | Number of Sales | Return Amount | Number of Returns |
|---|---|---|---|---|
| 08/22/2016 | $149.49 | 2 | $0.00 | 0 |

Merchandise

| Department | Description | Count | Amount |
|---|---|---|---|
| 25099 | | 3 | $149.49 |
| NP | | 1 | $0.00 |
| | Total | 4 | $149.49 |

Name: Smurtan, James

| ID | Home | Work | Email | Birthdate | Mail Flag |
|---|---|---|---|---|---|
| C01010001000011 | 512-333-4444 | 512-666-7777 x.123 | test@yahoo.com | 12/12/66 | No |

Address

| Primary | Type | Address |
|---|---|---|
| Yes | | 30500 Bruce Road, Solon OH 44139 US |

**Customer List Report**

# Loyalty Account History Report

This report provides current and historical information about a customer's loyalty accounts. This report is printed from the **Customer Account** tab in **Customer Maintenance** screen. This report shows each transaction which affected a customer loyalty or award account.

> **Note:** Any activity rows returned from the Oracle Retail Customer Engagement Cloud Services that are marked as voided show a line through the row.

**Table 11-2: Loyalty Account History Report Parameters**

| Parameter | Description |
|---|---|
| Date | The date and time when the transaction took place. |
| Account | The last four numbers of the card on which the loyalty account exists, followed by the name of the loyalty account. |
| Activity | The type of activity. This can be one of the following:<br>▪ Activated (Loyalty & Awards)<br>▪ Inquiry<br>▪ Deactivated (Loyalty & Awards)<br>▪ Account Merge<br>▪ Issue Points (Loyalty)<br>▪ Change Earn Date<br>▪ Return Points (Loyalty)<br>▪ Void Award Transaction (Award)<br>▪ Void Points (Loyalty)<br>▪ Automatic Redeem Award (Award)<br>▪ Issue Award (Loyalty)<br>▪ Redeem Award (Award)<br>▪ Points Recovery (Loyalty)<br>▪ Issue Coupon (Award)<br>▪ Earn Points (Loyalty)<br>▪ Issue Birthday Coupon (Award)<br>▪ Points Balance Transfer (Loyalty)<br>▪ Issue Signup Coupon (Award)<br>▪ Change Level (Loyalty)<br>▪ Award Expiration (Award) |
| Award Effect | The effect of the award in terms of monetary effect on the account. |
| Point Effect | The effect of the points in terms of the number of points changed. |
| Pending? | Shows a checkmark if the loyalty points are still pending. |
| Store | The store number where the transaction took place. |
| Trans # | The Xstore Point of Service transaction number for the activity. |

### Criteria Selections for Loyalty Account History Report

There are no criteria selections available for this report.

### Sample: Loyalty Account History Report

Loyalty Account History

Store: 235 - Corner Market

Jennifer Lopez

| Date | Account | Activity | Award Effect | Point Effect | Pending? | Store | Trans # |
|---|---|---|---|---|---|---|---|
| 08/12/2016 | Customer Appreciation Acct | Issue Points | | 5000 | | 235 | 20160812002350550123 |
| 08/12/2016 | Customer Appreciation Acct | Activation | | 10000 | | 235 | 20160812002350010256 |
| 08/25/2016 | Customer Appreciation Acct | Issue Points | | 5348 | | 489 | 20160825004890220789 |
| ~~08/25/2016~~ | ~~Customer Appreciation Acct~~ | ~~Void Points~~ | | ~~-5348~~ | | ~~489~~ | ~~20160825004890220790~~ |
| 09/01/2016 | Customer Appreciation Acct | Issue Points | | 12357 | | 222 | 20160901002220030258 |
| 09/03/2016 | Customer Appreciation Acct | Issue Points | | 2300 | | 235 | 20160903002350071156 |
| 09/04/2016 | Customer Appreciation Acct | Issue Points | | 6789 | Yes | 125 | 20160904001250137890 |
| 09/09/2015 | Customer Appreciation Acct | Issue Points | | 4567 | | 235 | 20150909002350081122 |
| 09/11/2016 | Customer Appreciation Acct | Issue Points | | 8872 | | 897 | 20160911008970044455 |
| 09/13/2016 | Customer Appreciation Acct | Issue Points | | 9932 | Yes | 235 | 20160913002350026689 |
| 09/15/2016 | Customer Appreciation Acct | Issue Points | | 3378 | Yes | 451 | 20160915004510010776 |
| 09/15/2016 | Gold Club | Award | $20 Certificate | | | 451 | 20160915004510010777 |

**Loyalty Account History**

## Customer Account Activity Summary Report

This report provides summary information about configurable customer accounts (CCAs) such as Pre-Sale accounts and On Hold accounts, as well as other customer accounts such as Layaways and Special Orders.

**Table 11-3: Customer Account Activity Summary Report Parameters**

| Parameter | Description |
|---|---|
| Account Number | The customer account identifier. |
| Customer Name | The customer’s first and last name. |
| Phone Number | The customer’s phone number. |
| Account | Type: The type of customer account.<br>Status: The status of the customer account. |
| Date | Setup: The date the account was set up.<br>Last Activity: The most recent date for any activity on the account.<br>Last Payment: The most recent date for any payment on the account. |
| Total | The account total. |
| Payments | The payment amount on the account. |
| Balance | The balance due on the account. |

### Criteria Selections for CCA Reports

Select an option or make entries in any of the following fields to determine report output:

- **Base Age On:** Select an option from the list including Setup Date, Last Activity Date, Last Payment Date.
- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.

- **Customer Account Type:** Select an account type from the list: ALL, House Account Payment, Escrow, Work Order, Special Order, Layaway, Credit Payment, Sale to Ship, Pre-Sale, On Hold
- **CCA Account Status:** Select an account status from the list: Open, In Progress, New, Closed, Abandoned, Voided, Delinquent, Pending, Ready to Pickup, Closed Escrow, Inactive, Refundable, Overdue
- **Sort Order:** Select Customer Last Name or Setup Date from the list.

## Sample: Customer Account Activity Summary Report

ORACLE Customer Account Activity Summary

Store: 101 - Corner Market

Base Age On: Setup Date
Date Range: Current Year (01/01/2016 - 12/31/2016)

Customer Account Status: ALL

Customer Account Type: Layaway
Sort Order: Last Name

| Account Number | Customer Name | Phone Number | Account | | Date | | | Total | Payments | Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Type | Status | Setup | Last Activity | Last Payment | | | |
| L0101001000078 | Elsa-Lill Amento | 407-276-6533 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $95.03 | $95.03 | $0.00 |
| L0101001000080 | Akihito Brand | 973-450-1043 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $217.81 | $217.81 | $0.00 |
| L0101001000089 | Akihito Brand | 973-450-1043 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $105.26 | $105.26 | $0.00 |
| L0101001000095 | Greyly Campbell | | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $212.77 | $212.77 | $0.00 |
| L0101001000098 | Jane Doe | | Layaway | Open | 06/06/2016 | 06/06/2016 | 06/06/2016 | $95.03 | $9.50 | $85.53 |
| L0101001000090 | Yuko Gravany | 973-450-1043 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $98.99 | $98.99 | $0.00 |
| L0101001000087 | Peyton Gutierrez | 786-290-1300 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $82.58 | $82.58 | $0.00 |
| L0101001000082 | Sandra Haden | 216-420-9900 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $14.86 | $14.86 | $0.00 |
| L0101001000104 | Joanne Haggart | 973-523-4850 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $75.72 | $75.72 | $0.00 |
| L0101001000107 | Yuko Laroda | 917-757-1132 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $172.85 | $172.85 | $0.00 |
| L0101001000093 | Joe Manzo De Guerra | 703-400-7593 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $856.89 | $856.89 | $0.00 |
| L0101001000099 | Arsenia Manzo De Guerra | 703-400-7593 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $95.03 | $95.03 | $0.00 |
| L0101001000084 | Arsenia Manzo De Guerra | 703-400-7593 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $14.86 | $14.86 | $0.00 |
| L0101001000097 | Joe Manzo De Guerra | 703-400-7593 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $102.59 | $102.59 | $0.00 |
| L0101001000091 | Joanne | 212-684-8446 | Layaway | Closed | 06/06/2016 | 06/06/2016 | 06/06/2016 | $126.32 | $126.32 | $0.00 |

Run Date: 6/17/16 2:52 PM

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**Customer Account Activity Summary Report**

# 12
# Store Locations Report

## In this Chapter...

Information about the following report can be found in this chapter:

- “Store Locations Report”

## Store Locations Report

The Store Locations Report lists all of the stores within your organization that match your specifications. You can select one state or all states. You can also indicate a specific city.

**Table 12-1: Store Locations Report Parameters**

| Parameter | Description |
|---|---|
| Store ID | The store number. |
| Store Name | The store name. |
| Address | The store address. |
| City | The city. |
| State | The state or territory. |
| Zip | The postal (zip) code. |
| Country | The country abbreviation code. |
| Phone | The store phone number. |
| Store Manager | The manager’s name. |

### Criteria Selections for Store Locations Report

Select an option or make entries in any of the following fields to determine report output:

- **State**: Select one state from the list or select **ALL** to include every store.
- **City**: Enter a specific city name.

## Sample: Store Locations Report

ORACLE

Store Locations

Store: 101 - Corner Market

State: All

City: All

| Store ID | Store Name | Address | City | State | Zip | Country | Phone Number | Store Manager |
|---|---|---|---|---|---|---|---|---|
| 101 | Corner Market | 30500 Bruce Industrial Pkwy | Solon | OH | 44139 | US | 440-498-4414 | Mary Manager |
| 102 | Oriole Park | 333 W Camden St. | Baltimore | MD | 21201 | US | 410-123-4567 | Susan Archer |
| 103 | Cleveland Outlet | 34310 Aurora Rd. | Solon | OH | 44139 | US | 440-498-4419 | Milson Fisher |
| 301 | Weiss Furs | | | | | US | | Store Manager301 |
| 302 | Culp's Collectibles | | | | | US | | Store Manager302 |
| 303 | Terry's Toy Town | | | | | US | | Store Manager303 |
| 304 | Jeff's Junk | | | | | US | | Store Manager304 |
| 305 | Matt's Mats | | | | | US | | Store Manager305 |
| 306 | Eric's Essentials | | | | | US | | Store Manager306 |
| 307 | Eclectic Emily | | | | | US | | Store Manager307 |
| 308 | Nick's Novelties | | | | | US | | Store Manager308 |
| 309 | Todd's Trash | | | | | US | | Store Manager309 |
| 310 | Aardvarks by Aimee | | | | | US | | Store Manager310 |
| 311 | Sergey's Sundries | | | | | US | | Store Manager311 |
| 312 | Jenu's Jollie | | | | | US | | Store Manager312 |
| 313 | Nodir's Necessities | | | | | US | | Store Manager313 |
| 314 | Nuwan's Rusted Engines | | | | | US | | Store Manager314 |
| 401 | Store_401 | | | | | US | | Store Manager401 |
| 402 | Store_402 | | | | | US | | Store Manager402 |
| 403 | Store_403 | | | | | US | | Store Manager403 |
| 404 | Store_404 | | | | | US | | Store Manager404 |
| 405 | Store_405 | | | | | US | | Store Manager405 |
| 501 | Store_501 | | | | | US | | Store Manager501 |
| 502 | Store_502 | | | | | US | | Store Manager502 |
| 503 | Store_503 | | | | | US | | Store Manager503 |
| 504 | Store_504 | | | | | US | | Store Manager504 |
| 505 | Store_505 | | | | | US | | Store Manager505 |
| 601 | Store_601 | | | | | US | | Store Manager601 |
| 602 | Store_602 | | | | | US | | Store Manager602 |
| 603 | Store_603 | | | | | US | | Store Manager603 |
| 604 | Store_604 | | | | | US | | Store Manager604 |
| 605 | Store_605 | | | | | CA | | Store Manager605 |
| 606 | Store_606 | | TORONTO | ON | M4B 1B8 | CA | | Store Manager606 |
| 607 | Store_607 | | TORONTO | ON | M4B 1B8 | CA | | Store Manager606 |
| 701 | Store_DE_701 | | | | | DE | | Store Manager701 |
| 702 | Store_DE_702 | | | | | DE | | Store Manager702 |
| 703 | Store_DE_703 | | | | | DE | | Store Manager703 |
| 704 | Store_DE_704 | | | | | DE | | Store Manager704 |
| 705 | Store_DE_705 | | | | | DE | | Store Manager705 |

Run Date: 10/20/16 3:11 PM

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**Store Locations Report**

# 13
# Gift Registry Report

## In this Chapter...

Information about the following report can be found in this chapter:

- "Gift Registry Report"

## Gift Registry Report

The Gift Registry is available if you are using Oracle Retail Customer Engagement Cloud Services CRM. From the Gift Registry screen, select **Print Registry** to print the report (see - *Oracle Retail Xstore Point of Service User Guide*).

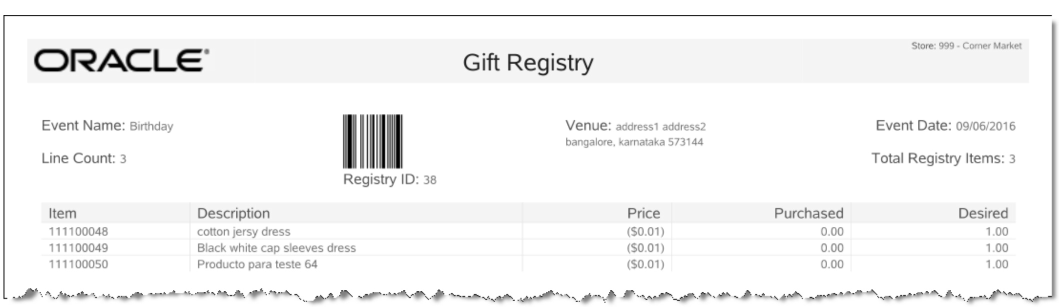
**Table 13-1: Gift Registry Report Parameters**

| Parameter | Description |
|---|---|
| Registry Name | Description of event. |
| Event Date | Date of the event. |
| Bar Code | Bar Code. |
| Registry ID | A unique identifier for the gift registry. |
| Item | The item identifier. |
| Description | Description of item. |
| Price | The item price. |
| Purchased | The quantity purchased so far for this item. |
| Desired | The desired quantity of the gift registry item. |

### Criteria Selections for Gift Registry Report

Since this report prints automatically from the print option, there are no search criteria.

## Sample: Gift Registry Report


Store: 999 - Corner Market

Gift Registry

Event Name: Birthday

Line Count: 3

Registry ID: 38

Venue: address1 address2
bangalore, karnataka 573144

Event Date: 09/06/2016

Total Registry Items: 3

| Item | Description | Price | Purchased | Desired |
|---|---|---|---|---|
| 111100048 | cotton jersy dress | ($0.01) | 0.00 | 1.00 |
| 111100049 | Black white cap sleeves dress | ($0.01) | 0.00 | 1.00 |
| 111100050 | Producto para teste 64 | ($0.01) | 0.00 | 1.00 |

**Gift Registry Report**

# 14

# Wish List Report

## In this Chapter...

Information about the following report can be found in this chapter:

- "Wish List Report"

## Wish List Report

The Wish List option is available if you are using Oracle Retail Customer Engagement Cloud Services CRM.

**Table 14-1: Wish List Report Parameters**

| Parameter | Description |
|---|---|
| Item | The item identifier. |
| Description | The item description. |
| Date Added | Date the item was added to the wish list. |

### Criteria Selections for Wish List Report

Since this report prints automatically from the print option, there are no search criteria.

### Sample: Wish List Report


ORACLE Customer Wish List Store: 999 - Corner Market

Customer Name: Smith, Steve

| Item | Description | Date Added |
|---|---|---|
| 1009 | MAXI LENGTH TANK DRESS | 07/20/2016 |
| 1005 | PEASANT TOP JERSEY DRESS | 07/20/2016 |
| 1002 | COTTON JERSEY TIERED DRESS | 07/19/2016 |

**Wish List Report**

# 15

# Pick List Report

## In this Chapter...

Information about the following report can be found in this chapter:

- "Pick List Report"

## Pick List Report

The Pick Slip report allows the user to print a single pick list for all accepted orders. Orders are grouped by Order Type and Ship Method.

**Navigate:** Customer Maintenance → Order Options → Order Worklist.

After searching for the work order, select **Print Pick List**.

**Table 15-1: Pick Slip Report Parameters**

| Parameter | Description |
|---|---|
| Order Type | The type of order. |
| **Order Type** | |
| Shipping Method | The method used to ship items. |
| Item ID | The item identifier. |
| Description | The item description. |
| Style | The style identifier. |
| Dimension | The dimensions of the item. |
| Department | The identifier for the item's department. |
| Order ID | The idenfiier for the order. |
| Received Date | Defines the received date of a confirmed order that was received. |
| Quantity | Defines order quantity when submitted by the store. |
| Total | Total quantity for the shipping method. |

### Criteria Selections for Pick List Report

- Once you select Print Pick List, a prompt displays indicating this will print a Pick List for all orders in ACCEPTED status.
  - Select **Yes** to continue. A prompt displays indicating that the report will run in the background and print when complete. Press [Enter].
  - Select **No** if you do not want to print the pick list, the Order Worklist displays.

## Sample: Pick List Report

ORACLE

Pick List - All Accepted Items

Store: 201 - Weiss Furs

Order Type: Delivery

| Shipping Method | Item ID | Description | Style | Dimension | Department | Order ID | Received Date | Quantity |
|---|---|---|---|---|---|---|---|---|
| UPS Second Day Air | 1004 | BLK WHITE CAP SLEEVE DRESS | | | 25099 | 0999001001227 | 8/24/16 | 1 |
| | 1005 | PEASANT TOP JERSEY DRESS | | | 25099 | 0999001001227 | 8/24/16 | 1 |
| | | | | | | | Total | 2 |
| USPS Express Mail | 330401 | Black S Tee Shirt | 330000 | Color:BLACK Size:S | 730 | 0999001001221 | 8/23/16 | 1 |
| | | | | | | | Total | 1 |
| USPS Parcel Post | 1004 | BLK WHITE CAP SLEEVE DRESS | | | 25099 | 0999001001212 | 8/22/16 | 1 |
| | 1004 | BLK WHITE CAP SLEEVE DRESS | | | 25099 | 0999001001212 | 8/22/16 | 1 |
| | | | | | | | Total | 2 |
| USPS Priority Mail | 1004 | BLK WHITE CAP SLEEVE DRESS | | | 25099 | 0999001001214 | 8/22/16 | 1 |
| | 1005 | PEASANT TOP JERSEY DRESS | | | 25099 | 0999001001214 | 8/22/16 | 1 |
| | 1006 | ROLL SLEEVE SWEATER DRESS | | | 25099 | 0999001001215 | 8/23/16 | 1 |
| | 1006 | ROLL SLEEVE SWEATER DRESS | | | 25099 | 0999001001215 | 8/23/16 | 1 |
| | | | | | | | Total | 4 |

Order Type: Transfer Pickup

| Shipping Method | Item ID | Description | Style | Dimension | Department | Order ID | Received Date | Quantity |
|---|---|---|---|---|---|---|---|---|
| | 1002 | COTTON JERSEY TIERED DRESS | | | 25005 | 0999001001211 | 8/22/16 | 1 |
| | 1002 | COTTON JERSEY TIERED DRESS | | | 25005 | 0999001001211 | 8/22/16 | 1 |
| | 1004 | BLK WHITE CAP SLEEVE DRESS | | | 25099 | 0999001001213 | 8/22/16 | 1 |
| | 330401 | Black S Tee Shirt | 330000 | Color:BLACK Size:S | 730 | 0999001001219 | 8/23/16 | 1 |
| | 1004 | BLK WHITE CAP SLEEVE DRESS | | | 25099 | 0999001001222 | 8/24/16 | 1 |
| | 1005 | PEASANT TOP JERSEY DRESS | | | 25099 | 0999001001222 | 8/24/16 | 1 |
| | 1002 | COTTON JERSEY TIERED DRESS | | | 25005 | 0999001001222 | 8/24/16 | 1 |
| | 330401 | Black S Tee Shirt | 330000 | Color:BLACK Size:S | 730 | 0999001001222 | 8/24/16 | 1 |
| | 1003 | TIE WAIST SHIRT DRESS | | | 25099 | 0999001001223 | 8/24/16 | 1 |
| | 1005 | PEASANT TOP JERSEY DRESS | | | 25099 | 0999001001223 | 8/24/16 | 1 |
| | 1004 | BLK WHITE CAP SLEEVE DRESS | | | 25099 | 0999001001223 | 8/24/16 | 1 |
| | 1004 | BLK WHITE CAP SLEEVE DRESS | | | 25099 | 0999001001228 | 8/24/16 | 1 |
| | | | | | | | Total | 12 |
| UPS Next Day Air | 1002 | COTTON JERSEY TIERED DRESS | | | 25005 | 0999001001225 | 8/24/16 | 1 |
| | 1003 | TIE WAIST SHIRT DRESS | | | 25099 | 0999001001225 | 8/24/16 | 1 |
| | | | | | | | Total | 2 |
| USPS Parcel Post | 1004 | BLK WHITE CAP SLEEVE DRESS | | | 25099 | 0999001001226 | 8/24/16 | 1 |

Run Date: 8/25/16 3:01 PM

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**Pick List Report**

# 16
# Airport Report

## In this Chapter...

Information about the following report can be found in this chapter:

- “Airport Sales Tax Report”

> **Note:** If you need to export the Airport Sales Tax Report to CSV, see “Airport Authority Report”.

## Airport Sales Tax Report

The Airport Sales Tax Report provides information about sales tax received at airport locations.

> **Note:** Transactions with destination zones of Domestic will not display on the report.

**Table 16-1: Airport Sales Tax Report Parameters**

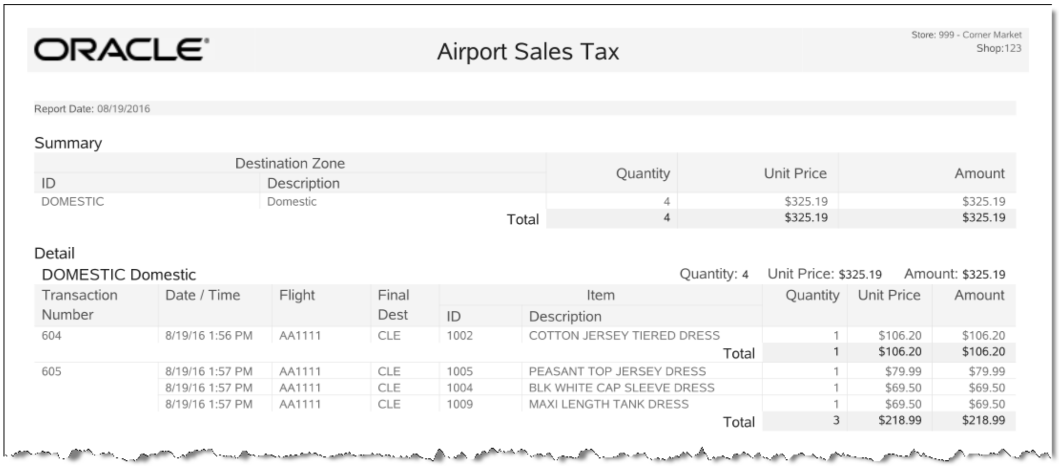
| Parameter | Description |
|---|---|
| **Summary** | |
| Destination Zone | ID: The destination zone identifier.<br>Description: The description of the destination zone. |
| Quantity | The item quantity. |
| Unit Price | The item price per unit. |
| Amount | The net sale. |
| Total | The total of the quantities, unit prices, and net sales. |
| **Detail** | |
| Transaction Number | The transaction identifier. |
| Date/Time | The date and time the transaction took place. |
| Flight | The flight number is the IATA flight number. |
| Flight Dest | Three digit code of the passenger's destination airport. |
| Item | ID: The item identifier.<br>Description: The item description. |
| Quantity | The item quantity. |
| Unit Price | The item price per unit. |
| Amount | The net sale. |
| Total | The total of the quantities, unit prices, and net sales. |

## Criteria Selections for Airport Sales Tax Report

Select the start date:

- **Start Date**: Enter a specific date, or select Today (current day) or Yesterday (previous day) from the drop-down list.

## Sample: Airport Sales Tax Report



ORACLE Airport Sales Tax

Store: 999 - Corner Market
Shop:123

Report Date: 08/19/2016

Summary

| Destination Zone ID | Destination Zone Description | Quantity | Unit Price | Amount |
|---|---|---|---|---|
| DOMESTIC | Domestic | 4 | $325.19 | $325.19 |
| | Total | 4 | $325.19 | $325.19 |

Detail

DOMESTIC Domestic Quantity: 4 Unit Price: $325.19 Amount: $325.19

| Transaction Number | Date / Time | Flight | Final Dest | Item ID | Item Description | Quantity | Unit Price | Amount |
|---|---|---|---|---|---|---|---|---|
| 604 | 8/19/16 1:56 PM | AA1111 | CLE | 1002 | COTTON JERSEY TIERED DRESS | 1 | $106.20 | $106.20 |
| | | | | | Total | 1 | $106.20 | $106.20 |
| 605 | 8/19/16 1:57 PM | AA1111 | CLE | 1005 | PEASANT TOP JERSEY DRESS | 1 | $79.99 | $79.99 |
| | 8/19/16 1:57 PM | AA1111 | CLE | 1004 | BLK WHITE CAP SLEEVE DRESS | 1 | $69.50 | $69.50 |
| | 8/19/16 1:57 PM | AA1111 | CLE | 1009 | MAXI LENGTH TANK DRESS | 1 | $69.50 | $69.50 |
| | | | | | Total | 3 | $218.99 | $218.99 |

**Airport Sales Tax Report**

# 17

# Country Pack Reports

## In This Chapter...

Information about the following reports can be found in this chapter:

- "Daily Report"
- "Invoice Report"

## Daily Report

The Daily Report is a summary of the day for the front office. This report is a feature available for all the European countries, and is enabled by default for the countries in the European country pack list.

The Daily Report is created as part of the store close process. The Daily Report gives an overview of what happened in the current day, and is often used to show approval from the store manager.

This report has the following sections:

- "Header"
- "Document Summary"
- "Fiscal Printer Summary"
- "Tender Discrepancy Summary"
- "Tender Summary"
- "Till Cash Summary"
- "Safe Cash Summary"
- "Invoice/Credit Note Summary"
- "Extended Transaction Summary"
- "Cash Movement Summary"

### Header

The header provides the main information to identify the Daily Report. Each Daily Report is numbered with a specific sequence. The number is unique for each store and is never reset. A space for the signature is provided.

### Document Summary

In this sub-report, all the transactions against which the shop cashed or paid money are included. Those documents are divided into groups such as Taxable Documents and NonTaxable Documents relevant to the income.

**Table 17-1: Document Summary Parameters**

| Parameter | Description |
|---|---|
| Doc. Count | The number of documents generated. |
| Qty | The count of items involved. Returns are considered negative. |

| Parameter | Description |
|---|---|
| Net Amount | The value of the documents without discounts, including tax. Returns are considered negative. |
| Gross Amount | The value of the documents, including the discounts and the tax. Returns are considered negative. |

### Taxable Document Rows

For the Taxable sub-report, all the other rows appear even those with zero values; the rows related to Invoices and Credit Notes do not appear if the store is not using them.

**Table 17-2: Taxable Document Rows**

| Row | Description |
|---|---|
| Sales | Includes the receipts with no invoices associated; returns included in sale receipts are excluded. For example, if a receipt has two sales and one return, the value of 2 is shown here. |
| Sales with Invoices | Includes the receipts with invoices associated; note that it is not possible to have invoices against receipts with mixed sales and returns. |
| Returns with Sales | Includes all the returns rung in sales. For example, if a receipt has two sales and one return, the value of 1 is shown here.<br>For this type of document, the document count is not aligned with the others, because they must not be summed to the others and compared with the total (the receipts in which such returns are included, are the same in the Sales). |
| Only Returns | Includes only the receipts with returns that are not associated with a credit note. |
| Only Returns with Credit Note | Includes only the receipts with returns that are associated with a credit note. |
| Total | Shows the total of the columns, except for the Doc. Count of the Returns with sales in the countries where fiscal printer is used. This value should match the values from the fiscal printer (with the manual adjustments, if needed). |

### Non-taxable Document Rows

Includes all the documents that generate cash or payments related to the customers for the shop, but do not result in income for the shop (that is, Gift Cards, Deposit, and so on).

For the Non-taxable sub-report, only the types actually used appear. If no non-taxable items were found in a defined date, the whole non-taxable sub-report is hidden.

## Fiscal Printer Summary

The Fiscal Printer Summary sub-report only appears if fiscal printers are used in the store.

**Note:** The Income and Return values are retrieved from the fiscal printer. The other values are input manually.

**Table 17-3: Fiscal Printer Summary Parameters**

| Field | Definition |
|---|---|
| Wkstn# | The identifier for the workstation. |
| Income | The value of the normal sale receipts. In the countries where sales and returns can be combined, this value includes the returns (if the receipt amount is not less than zero). |
| Return | The value of the returns. That is, only the receipts with an amount less than zero. |
| Manual Income | The value of the normal sale receipts generated in Xstore Point of Service, but that could not be sent to the fiscal printer.<br>**Note:** This is normally due to a fiscal printer being out of order. |
| Manual Return | The value of the normal return receipts generated in Xstore Point of Service, but that could not be sent to the fiscal printer.<br>**Note:** In some countries, it is not possible to print returns. So, in the case of returns, only manual documents are given to the customer. This field is provided for such a situation. |
| Manual Voided Income | The value of the normal sale receipts voided.<br>**Note:** As it is not possible to void a receipt on the fiscal printer, the user has typically voided the receipt in Xstore Point of Service. |
| Manual Voided Return | The value of the normal return receipts voided.<br>**Note:** As it is not possible to void a receipt on the fiscal printer, the user has typically voided the receipt in Xstore Point of Service. |
| Income Discrepancy | The difference between the income and total value of the sale receipts for the current workstation. |
| Return Discrepancy | The difference between the return and total value of the return receipts for the current workstation. |
| Notes | Notes to accompany a discrepancy.<br>**Note:** If the closure has both a manual note and a discrepancy note, they are concatenated with a line break. |

**Note:** If more than one Z-Report was executed on a specific workstation, all the transactions are listed here. No totals are provided at workstation level (as multiple closures happen rarely).

## Tax Summary

The Tax Summary sub-report lists all the VAT codes used in the taxable documents.

**Table 17-4: Tax Summary Parameters**

| Parameter | Description |
|---|---|
| Rate | The description of the applied tax rate. |
| Taxable Amount | The value on which the tax is calculated. |
| Taxa Amount | The value of the tax amount. |
| Totals | The total value. This value should match the Net Amount total for the taxable documents in the Documents Summary sub-report. |

**Note:** If only one tax is applied to sales in a defined store, the totals should match the net value in the Taxable Document. If more than one tax is applied, those values have no correlation.

## Tender Discrepancy Summary

The Tender Discrepancy Summary sub-report lists all the tenders configured for the shop, with the values from the taxable document, the non-taxable document, and from the internal cash movements. The values are the sums of all the tills.

**Table 17-5: Tender Discrepancy Summary Parameters**

| **Parameter** | **Description** |
|---|---|
| Tender Type | The type of tender. |
| Currency | The currency of the payment. |
| Avg Exc Rate | The average of the exchange rate calculated from the report (expected value in original currency divided by expected value in local currency). |
| Expected Values | The value calculated from the system; this is the sum of the expected values for each workstation. |
| Counted Values | The value counted from the cashier in the workstation closure process; this is the sum of the counted values for each workstation. |
| Discrepancy | The discrepancy between the expected and the counted values. |

## Tender Summary

The Tender Summary sub-report lists all the tenders configured for the store, with the values from both the taxable and non-taxable documents, but without the other cash movements (for example, paid in, paid out, or cash pickup).

The values are the sums of all the tills. The total value should match the Final Total value in the Document Summary sub-report.

**Table 17-6: Tender Summary Parameters**

| **Parameter** | **Description** |
|---|---|
| Type | The type of tender. |

| Parameter | Description |
|---|---|
| Currency | The currency of the payment. |
| Avg Exc Rate | The average of the exchange rate calculated from the report (expected value in original currency divided by expected value in local currency). |
| Expected Values | Currency: The expected amount of the currency.<br>Local Currency: The exchange value of the currency amount in the local currency. |

## Till Cash Summary

The Till Cash Summary sub-report lists the total values of money movements in the tills (such as cash, paid in, paid out, cash pickup, and till to safe deposit). The values are the sums of all the tills configured for the shop, shown by currency.

**Table 17-7: Till Cash Summary Parameters**

| Parameter | Description |
|---|---|
| Currency | The currency of the payment. |
| Daily Opening | The amount deposited in the tills at the first opening of the till on the current day. |
| Additional Openings | The amount deposited in the tills at the opening after the first opening for the current day. |
| Cash | The total cash payments. |
| Paid In | The toal value of the paid in. |
| Paid Out | The toal value of the paid out. |
| Tender Exchange In | The value of the tender exchange received. |
| Tender Exchange Out | The value of the tender exchange given. |
| Cash Pickup | The value of the cash movement from till to safe. |
| Cash Transfer | The value of the cash movements from safe to till. |
| Till Discrepancy | The value of the discrepancy found at till closing time. |
| Till to Safe Deposit | The value of money moved from the till to the safe (mid-day deposit and close till deposit). |
| Float Amount | The value of the money virtually in the till (should be the next opening Start Cash Amount). |

## Safe Cash Summary

The Safe Cash Summary sub-report lists the total values—by currency—of the money movements transferred to the safe. For example, daily safe deposits, cash pickup, and bank deposits.

**Table 17-8: Safe Cash Summary Parameters**

| Parameter | Description |
|---|---|
| Currency | The currency of the payment. |
| Previous Safe Balance | The amount of the previous closure (the Safe balance of the previous day). |
| Daily Safe Deposit | The total value moved to the safe from the tills with the mid-day deposit and till closure; should match the sum of Till to safe deposit from the Till Cash Summary. |
| Cash Pickup | The total value of the cash pickups from the safe to the tills; should match the sum of Cash Pickup from the Till Cash Summary. |
| Cash Transfer | The total value of the cash transfers from the tills to the safe; should match the sum of Cash Transfer from the Till Cash Summary. |
| Store Bank Cash Transfer | The value deposited directly in the safe. |
| Bank Deposit | The total value moved from the safe to the bank. |
| Float Amount | The value reserved as float amount for the till. |
| Safe Balance | The day safe balance (currency in the safe).The Safe Balance is the value of the money left in the store safe. |

## Invoice/Credit Note Summary

The Invoice/Credit Note Summary sub-report lists all the generated invoices and credit notes.

**Table 17-9: Invoice/Credit Note Summary Parameters**

| Parameter | Description |
|---|---|
| Type | The type of document: Invoice or Credit Note. |
| Number | The number of the document. |
| Receipt Reference | The workstation and transaction number of the transaction. |
| Status | Status of the transaction. This field is blank if the transaction is still valid. VOID if the transaction was voided. |
| Party | Name of the customer. |
| Total | The net value of the document, including taxes. This number is always positive. |

## Extended Transaction Summary

The Extended Transaction Summary sub-report lists all the extended transactions for the day.

**Table 17-10: Extended Transaction Summary Parameters**

| Parameter | Description |
|---|---|
| Type | The type of document. |
| ID | The identifier for the document. |
| Receipt Ref | The workstation and transaction number of the transaction. |
| Status | The status of the transaction. |
| Party | The name of the customer. |
| Value | The value of the transaction. |
| Today Deposit | The net value deposited in the currency for the day. |
| Balance to Date | Account amount. |

## Cash Movement Summary

The Cash Movement Summary sub-report lists all the cash movements for the day (for example, paid in, paid out, transfers, deposits, and exchanges out.

**Table 17-11: Cash Movement Summary Parameters**

| Parameter | Description |
|---|---|
| Wkstn# | The identifier for the workstation from which the movement was generated. |
| Type | The type of document. |
| Trans# | The transaction number of the movement. |
| Description | The description assigned to the movement by the cashier. |
| Amount | The amount of the movement. |
| Currency | The currency used for the movement. |

# Sample: Daily Report

ORACLE

## Daily Report

Store: 101 - Corner Market

101 - Corner Market
30500 Bruce Industrial Pkwy
Solon, OH 44139

Document Number: 8
Document Date: 08/08/2016
Cashier: 100 - Smith, John

Signature: ______________________

Document Summary — Total Net Amount: 1,838.20

| Type | Description | Document Count | Quantity | Net Amount | Gross Amount |
|---|---|---|---|---|---|
| Taxable | Sales | 5 | 5 | 899.25 | 899.25 |
| | Sales with Invoice | 0 | 0 | 0.00 | 0.00 |
| | Returns with Sales | 0 | 0 | 0.00 | 0.00 |
| | Only Returns | 1 | (1) | (199.00) | (199.00) |
| | Only Returns with Credit Note | 0 | 0 | 0.00 | 0.00 |
| | Total | 6 | 4 | 700.25 | 700.25 |
| Non Taxable | Account Credit | 1 | 0 | (125.00) | (125.00) |
| | Total | 1 | 0 | (125.00) | (125.00) |

Fiscal Printer Summary

| Register | Notes | Income | Return | Manual | | Manual Voided | | Return Discrepancy | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Income | Return | Income | Return | Income | Return |
| 1 | This is an example of a note | 100,056.23 | 200.50 | 18.50 | 21.60 | 1,565.56 | 3.56 | 100.52 | 155,665.20 |
| 1 | This is another example of a note | 10.01 | 1,000.59 | 100,000.10 | 654,987.20 | 15.20 | 0.00 | 78,111.50 | 1,023.20 |
| | Total | 100,066.24 | 1,201.09 | 100,018.60 | 655,008.80 | 1,580.76 | 3.56 | 78,212.02 | 156,688.40 |

Tax Summary

| Type | Rate | Taxable Amount | Tax Amount | Total |
|---|---|---|---|---|
| No Tax | 0.00% | 116.34 | 0.00 | 116.34 |
| Health & Beauty Tax | 1.25% | 395.49 | 5.01 | 400.50 |
| State/County Tax | 3.00% | (19.50) | (0.60) | (20.10) |
| State/County Tax | 5.00% | (19.10) | (1.00) | (20.10) |
| | Total | 473.24 | 3.40 | 476.64 |

Tender Discrepancy Summary

| Type | Currency | Average Exchange Rate | Expected Values | | Counted Values | | Discrepancy | |
|---|---|---|---|---|---|---|---|---|
| | | | Currency | Local Currency | Currency | Local Currency | Currency | Local Currency |
| House Account | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Group Master Coupon | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Private Label Credit Card | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Run Date: 8/8/16 3:39 PM — Page 1 of 5

**Daily Report Page 1**

ORACLE

## Daily Report

Store: 101 - Corner Market

101 - Corner Market
30500 Bruce Industrial Pkwy
Solon, OH 44139

Document Number: 8
Document Date: 08/08/2016
Cashier: 100 - Smith, John

Signature: ______________________

Tender Discrepancy Summary

| Type | Currency | Average Exchange Rate | Expected Values | | Counted Values | | Discrepancy | |
|---|---|---|---|---|---|---|---|---|
| | | | Currency | Local Currency | Currency | Local Currency | Currency | Local Currency |
| Australian Cash | AUD | 1.12 | 200.02 | 178.96 | 199.02 | 178.07 | (1.00) | (0.89) |
| Brazilian Cash | BRL | 0.05 | 0.02 | 0.39 | 0.02 | 0.39 | 0.00 | 0.00 |
| Canada Cash | CAD | 1.45 | 200.02 | 138.32 | 200.02 | 138.32 | 0.00 | 0.00 |
| Euro Cash | EUR | 0.05 | 0.02 | 0.39 | 0.02 | 0.39 | 0.00 | 0.00 |
| British Pound | GBP | 0.05 | 0.02 | 0.39 | 0.02 | 0.39 | 0.00 | 0.00 |
| Mexico Cash | MXN | 0.05 | 0.02 | 0.39 | 0.02 | 0.39 | 0.00 | 0.00 |
| Sweden Cash | SEK | 0.05 | 0.02 | 0.39 | 0.02 | 0.39 | 0.00 | 0.00 |
| Cash | USD | 1.00 | 1,692.22 | 1,692.59 | 1,590.02 | 1,590.39 | (102.20) | (102.20) |
| Home Office Check | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| US Traveler Check | USD | 1.00 | 100.00 | 100.00 | 100.00 | 100.00 | 0.00 | 0.00 |
| Gift Certificate | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Issue Merchandise Credit Card | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Issue Store Credit | | 1.00 | (75.07) | (75.07) | 0.75 | 0.75 | 75.82 | 75.82 |
| Issue Gift Card | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Mall Certificate | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Merchandise Credit Card | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Reload Merchandise Credit Card | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Reload Gift Card | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Store Credit | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Gift Card | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | Total | 2,036.75 | | 2,009.48 | | (27.27) |

Tender Summary

| Type | Currency | Average Exchange Rate | Expected Values | |
|---|---|---|---|---|
| | | | Currency | Local Currency |
| Australian Cash | AUD | 1.12 | 100.00 | 89.28 |
| Canada Cash | CAD | 1.45 | 100.00 | 68.96 |
| Cash | USD | 1.00 | 1,592.20 | 1,592.20 |

Run Date: 8/8/16 3:39 PM — Page 2 of 5

**Daily Report Page 2**

ORACLE

# Daily Report

Store: 101 - Corner Market

101 - Corner Market
30500 Bruce Industrial Pkwy
Solon, OH 44139

Document Number: 8
Document Date: 08/08/2016
Cashier: 100 - Smith, John

Signature: ______________________

Tender Summary

| Type | Currency | Average Exchange Rate | Expected Values | |
|---|---|---|---|---|
| | | | Currency | Local Currency |
| US Traveler Check | USD | 1.00 | 100.00 | 100.00 |
| Issue Store Credit | * | 1.00 | (75.07) | (75.07) |
| | | | Total | 1,775.37 |

Till Cash Summary

| Currency | Daily | Cash | Paid | | Tender Exchange | | Cash | | Till | Till to Safe | Float |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Opening | | In | Out | In | Out | Pickup | Transfer | Descrepancy | Deposit | Amount |
| AUD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| BRL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAD | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (25.00) | 0.00 | 0.00 |
| EUR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GBP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MXN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SEK | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| USD | 0.00 | 127.49 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (127.49) | 0.00 | 0.00 |

Safe Cash Summary

| Currency | Safe | | | Cash | | Store Bank Cash | Bank Deposit | Float |
|---|---|---|---|---|---|---|---|---|
| | Previous Balance | Daily Deposit | Balance | Pickup | Transfer | Transfer | | Amount |
| AUD | 211.05 | 0.00 | 211.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| BRL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAD | 200.00 | 0.00 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| EUR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GBP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MXN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SEK | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| USD | 600.00 | 0.00 | 600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Run Date: 8/8/16 3:39 PM

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**Daily Report Page 3**

ORACLE

# Daily Report

Store: 101 - Corner Market

101 - Corner Market
30500 Bruce Industrial Pkwy
Solon, OH 44139

Document Number: 8
Document Date: 08/08/2016
Cashier: 100 - Smith, John

Signature: ______________________

Discount Summary

| Type | Description | Value |
|---|---|---|
| ITEM_AMT | Item Discount: $15 Off | 7.00 |
| ITEM_CLASS_AMT | Buy 3 from Class 5001 Get All for $250.00 | 130.00 |
| ITEM_DEPT_NO_CLEARANCE_PCT | 10% Off Any non-Clearance from Dept. 25003 | (19.90) |
| ITEM_DEPT_NO_DISCOUNT_PCT | 10% Off Any non-Discounted from Dept. 25001 | 10.00 |
| ITEM_DEPT_PCT | 25% Off 1 From Dept. 25004 | 19.75 |
| ITEM_SKU_AMT | $14.50 Off Any Item 6001-6005 | 19.50 |
| THRESHOLD_AMT | Spend >= $500 Get $50 Off | 100.00 |
| THRESHOLD_CURRENCY_OFF | Spend 300$ Get 200$ Off In Department 25004 | 200.00 |
| | Total | 348.35 |

Extended Transaction Summary

| Type | Register | Transaction | Status | ID | Name | Value | Deposit | Balance |
|---|---|---|---|---|---|---|---|---|
| Layaway | 1 | 1166 | Closed | L0101001000005 | Doe, Jane | 167.62 | 167.62 | 0.00 |
| Layaway | 1 | 1162 | Open | L0101001000008 | Doe, Jane | 355.21 | 50.00 | 305.21 |
| Layaway | 1 | 1163 | Open | L0101001000008 | Doe, Jane | 355.21 | 75.00 | 280.21 |
| Special Order | 1 | 1165 | Open | S0101001000007 | Doe, Jane | 63.99 | 25.00 | 38.99 |
| Work Order | 1 | 1161 | Open | W0101001000006 | Forst, James | 114.99 | 0.00 | 114.99 |
| Hold | 1 | 1184 | Ready To Pickup | OH0101001000002 | Campbell, Greyly | 201.69 | 0.00 | 201.69 |
| Pre-Sale | 1 | 1183 | Ready To Pickup | P0101001000003 | Forst, James | 1,175.54 | 1,175.54 | 0.00 |
| Send Sale | 1 | 1182 | Closed | H0101001000007 | Doe, Jane | 264.12 | 0.00 | 264.12 |

Cash Movement Summary

| Type | Register | Transaction | Description | Reason | Currency | Amount |
|---|---|---|---|---|---|---|
| Paid In | 1 | 1169 | Cash | PI1 | USD | 25.00 |
| Paid In | 1 | 1171 | Cash | PI2 | USD | 50.00 |
| Paid Out | 1 | 1172 | Cash | PO3 | USD | 0.25 |
| Bank Deposit | 1 | 1239 | Cash | | USD | 0.25 |
| Cash Pickup | 1 | 1237 | Cash | | USD | 25.00 |

Run Date: 8/8/16 3:39 PM

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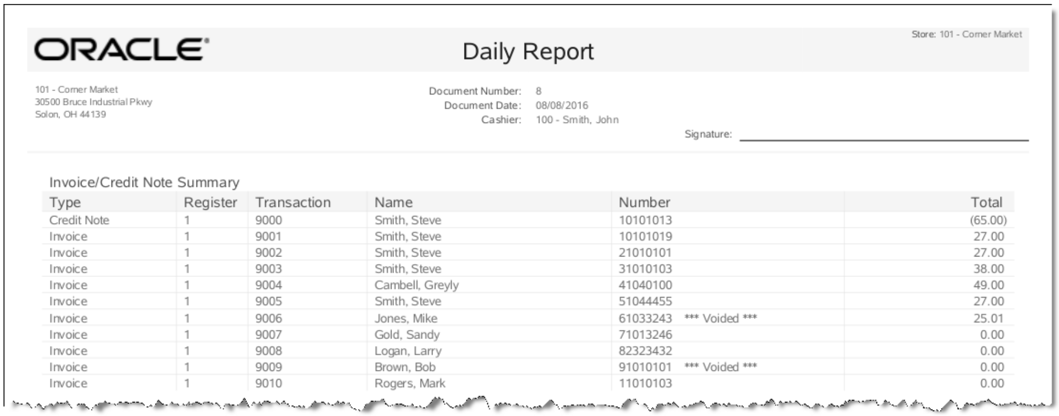
**Daily Report Page 4**



Store: 101 - Corner Market

Daily Report

101 - Corner Market
30500 Bruce Industrial Pkwy
Solon, OH 44139

Document Number: 8
Document Date: 08/08/2016
Cashier: 100 - Smith, John

Signature:

Invoice/Credit Note Summary

| Type | Register | Transaction | Name | Number | Total |
|---|---|---|---|---|---|
| Credit Note | 1 | 9000 | Smith, Steve | 10101013 | (65.00) |
| Invoice | 1 | 9001 | Smith, Steve | 10101019 | 27.00 |
| Invoice | 1 | 9002 | Smith, Steve | 21010101 | 27.00 |
| Invoice | 1 | 9003 | Smith, Steve | 31010103 | 38.00 |
| Invoice | 1 | 9004 | Cambell, Greyly | 41040100 | 49.00 |
| Invoice | 1 | 9005 | Smith, Steve | 51044455 | 27.00 |
| Invoice | 1 | 9006 | Jones, Mike | 61033243 *** Voided *** | 25.01 |
| Invoice | 1 | 9007 | Gold, Sandy | 71013246 | 0.00 |
| Invoice | 1 | 9008 | Logan, Larry | 82323432 | 0.00 |
| Invoice | 1 | 9009 | Brown, Bob | 91010101 *** Voided *** | 0.00 |
| Invoice | 1 | 9010 | Rogers, Mark | 11010103 | 0.00 |

**Daily Report Page 5**

# Invoice Report

In some countries, it is common to allow stores to issue fiscal invoices in addition to the normal fiscal receipts. In these countries, when a consumer wants to put a purchase in the accounting system of their company (individual or not), the normal receipt is not enough. Instead, they need to provide an invoice.

A credit note is a document issued for a return related to a sale that produced an invoice. A credit note must only include return lines.

The invoicing report is available for the following country packs:

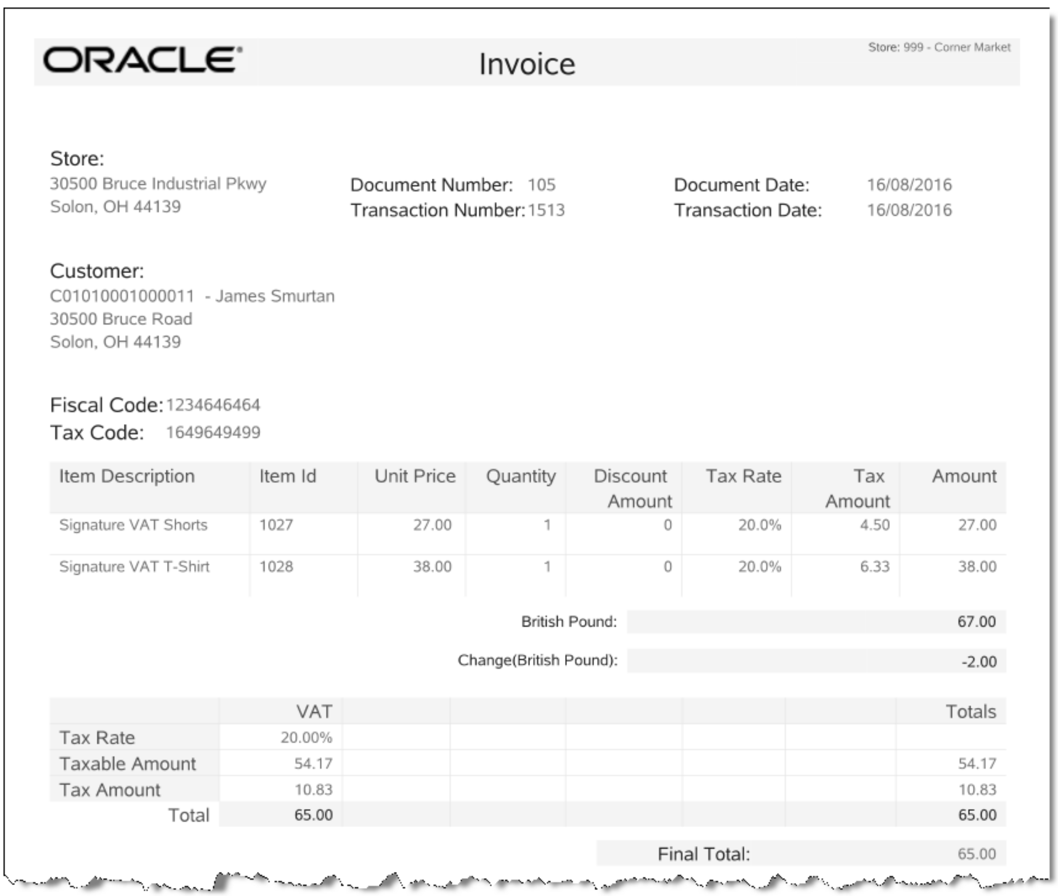
- United Kingdom
- France
- Netherlands
- Italy

**Table 17-12: Invoice Report Parameters**

| Parameter | Description |
|---|---|
| Store | The store address. |
| Document Number | Identifier for the document. |
| Transaction Number | Identifier for the transaction. |
| Document Date | Date the document was created. |
| Transaction Date | Date the transaction was performed. |
| Customer | The customer identifier, name, and primary address. |
| Fiscal Code | Identifier for the fiscal code for the transaction. |
| Tax Code | Identifier for the tax code for the transaction. |
| **Item List Section** | |
| Item Description | Description for the item. |
| Item Id | Identifier for the item. |
| Unit Price | Unit price for the item. |
| Quantity | Quantity of the item. |

| Parameter | Description |
|---|---|
| Discount Amount | Amount of any discount applied to the item. |
| Tax Rate | Tax rate applied to the item. |
| Tax Amount | Amount of the item price that is tax. |
| Amount | Total amount paid for the item. |
| Currency Name | The amount paid by the customer. The label on this field indicates the currency used by the customer. |
| Change | Change returned to the customer. The label on this field indicates the currency used for the change. |
| **Tax Section** | |
| Tax Rate | Value-added tax rate applied to the items. |
| Taxable Amount | Amount of the item price that is not tax. |
| Tax Amount | Amount of the item price that is tax. |
| Total | Shows the total amounts for each column. |
| Final Total | Total amount of the transaction. |

## Sample: Invoice Report



ORACLE Invoice

Store: 999 - Corner Market

Store:
30500 Bruce Industrial Pkwy
Solon, OH 44139

Document Number: 105
Transaction Number: 1513

Document Date: 16/08/2016
Transaction Date: 16/08/2016

Customer:
C01010001000011 - James Smurtan
30500 Bruce Road
Solon, OH 44139

Fiscal Code: 1234646464
Tax Code: 1649649499

| Item Description | Item Id | Unit Price | Quantity | Discount Amount | Tax Rate | Tax Amount | Amount |
|---|---|---|---|---|---|---|---|
| Signature VAT Shorts | 1027 | 27.00 | 1 | 0 | 20.0% | 4.50 | 27.00 |
| Signature VAT T-Shirt | 1028 | 38.00 | 1 | 0 | 20.0% | 6.33 | 38.00 |

British Pound: 67.00

Change(British Pound): -2.00

| | VAT | Totals |
|---|---|---|
| Tax Rate | 20.00% | |
| Taxable Amount | 54.17 | 54.17 |
| Tax Amount | 10.83 | 10.83 |
| Total | 65.00 | 65.00 |

Final Total: 65.00

**Invoice Report**

# A

# Appendix: Oracle Retail Xstore Office Reports

The reports in this Appendix are only available in Oracle Retail Xstore Office, not Oracle Retail Xstore Point of Service.

## Stock Valuation Overview

Stock Valuation is a process that allows you to track the item stock value for receivables at the store for both corporate-created receiving documents and store-created receiving documents. This inventory valuation allows you to determine a monetary value for items that make up your inventory, and is dependent on a "year-end" process for the company. Stock valuation is based on the fiscal calendar.

All receiving documents must contain the items' cost to be used to calculate the stock valuation. (The cost is the amount charged to the franchisee/store.) When merchandise is received from the warehouse, the cost on the ASN/receiving document must be accepted or adjusted by the store in order to receive merchandise into inventory.

> **Note:** Store to store transfers must be implemented through the corporate office. The corporate office will be responsible for crediting the shipping stores' cost for the stock, and for applying the proper cost value for each item on the receiving document for the receiving store.
>
> Some retailers may elect to carry the cost for corporate stores from the shipping store to the receiving store, but a corporate system will still be responsible for providing the cost per item to the receiving store.

- Prerequisites and Assumptions
  - The inv_cst_item_yearend table must be populated with data for the previous year. For new retailers with no previous years' data, a record must be added for the previous year with quantity zero (0). This information is required to run the Year End Rollup.
  - Reports are available from Oracle Retail Xstore Office only.
  - For reporting, the Arial Unicode MS font must be installed on the system.

Two methods of stock valuation are supported:

- PWAC - **P**eriod **W**eighted **A**verage **C**ost
- WAC - **W**eighted **A**verage **C**ost

## Period Weighted Average Cost (PWAC)

PWAC is calculated using the fiscal year-end summary from the prior fiscal year, plus receivings from this fiscal year.

When calculating PWAC for a previous year, the system uses the fiscal year prior to the requested fiscal year, plus the receivables from the requested fiscal year up to the requested date. You cannot simply use the posted values for the requested year since that includes the entire year.

ASN documents are used in the calculations. The status of the ASN document (CLOSED, OPEN, or IN PROCESS) is disregarded.

## Weighted Average Cost (WAC)

WAC is calculated using the fiscal year-end summary from prior fiscal years (multiple), plus receivings from this fiscal year, up to the specified stock valuation date. Values from the item_cost_movements table are used to perform the calculations.

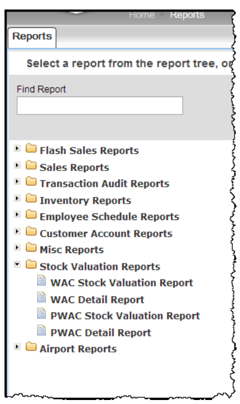
When calculating WAC for a previous year, the system uses the years prior to the requested year, plus the receivables from the requested year up to the requested date. You cannot simply use the posted values for the requested year since that includes the entire year.

ASN documents are used in the calculations. The status of the ASN document (CLOSED, OPEN or IN PROCESS) is disregarded.

# WAC and PWAC Reports

WAC and PWAC Stock Valuation Reports can be run from Oracle Retail Xstore Office. To create the report follow the steps below:

1. **Navigate:** Oracle Retail Xstore Office  Home screen → **Reports** → **All Reports**.
2. From the Reports screen navigation panel, select **Stock Valuation Reports**.




**Reports Menu Option**

3. Select a Stock Valuation Report from the list.

   WAC Reports:

   – WAC Stock Valuation Report

   – WAC Detail report

   PWAC Reports:

   – PWAC Stock Valuation Report

   – PWAC Detail report

4. Enter report criteria.

   The available Report Parameters are:

   – **Location Hierarchy**: If applicable, select a location hierarchy from the list.

     > **Note:** Location Hierarchy is not available for WAC and PWAC Detail Stock Valuation Reports. Values are calculated across the company.

   – **Valuation Date:** Enter or select the date of the stock valuation

   – **Department:** Select a department Id from the list.

   – **SubDepartment:** Select a subdepartment Id from the list.

   – **Class:** Select a class Id from the list.

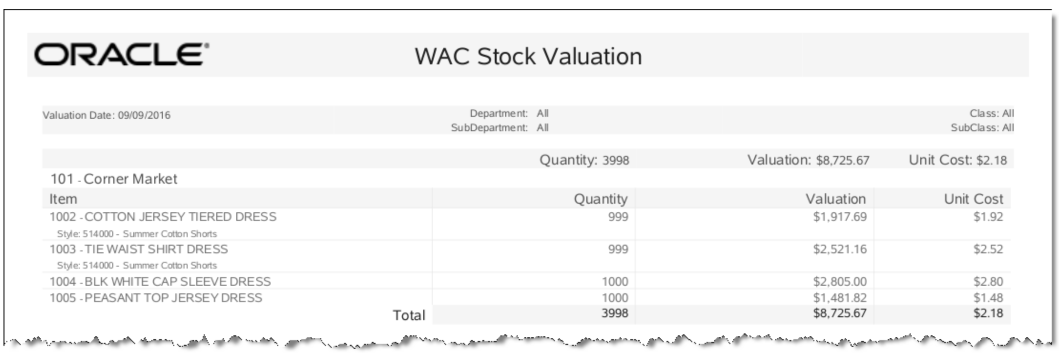
   – **SubClass:** Select a subclass Id from the list.

   – **By Item**, **By Style**, or select the **All** check box to run the report for all items. If running a report for an item or a style, you must specify the Item Id or Style Id in the text box.

   – **Output Format:** Select PDF, HTML, or CSV

5. Click **Run Report**. The report displays in a new tab. The report will be grouped and ordered by Location, Item: totals per location and grand total.

## Example: WAC Stock Valuation Summary Report



WAC Stock Valuation

Valuation Date: 09/09/2016
Department: All
SubDepartment: All
Class: All
SubClass: All

Quantity: 3998 Valuation: $8,725.67 Unit Cost: $2.18

101 - Corner Market

| Item | Quantity | Valuation | Unit Cost |
|---|---|---|---|
| 1002 - COTTON JERSEY TIERED DRESS<br>Style: 514000 - Summer Cotton Shorts | 999 | $1,917.69 | $1.92 |
| 1003 - TIE WAIST SHIRT DRESS<br>Style: 514000 - Summer Cotton Shorts | 999 | $2,521.16 | $2.52 |
| 1004 - BLK WHITE CAP SLEEVE DRESS | 1000 | $2,805.00 | $2.80 |
| 1005 - PEASANT TOP JERSEY DRESS | 1000 | $1,481.82 | $1.48 |
| Total | 3998 | $8,725.67 | $2.18 |

**WAC Stock Valuation Summary Report**

## Example: WAC Stock Valuation Detail Report

ORACLE WAC Detail

Valuation Date: 09/09/2016 | Department: All, SubDepartment: All | Class: All, SubClass: All

**1002 - COTTON JERSEY TIERED DRESS**

Style: 514000 - Summer Cotton Shorts

| | Date | Document of Charge | Quantity | Valuation | Unit Cost |
|---|---|---|---|---|---|
| Initial Value | | | 10.00 | $2.75 | $0.28 |
| | 8/9/16 | ASN10100101A - 1 | 10.00 | $20.00 | $2.00 |
| | 8/9/16 | ASN10100101B - 1 | 5.00 | $8.75 | $1.75 |
| | 8/9/16 | ASN10100101C - 1 | 2.00 | $6.00 | $3.00 |
| | 8/9/16 | ASN10100101H - 1 | 4.00 | $9.20 | $2.30 |
| | 8/9/16 | ASN10100101I - 1 | 5.00 | $12.50 | $2.50 |
| | 8/9/16 | ASN10200102A - 1 | 3.00 | $9.00 | $3.00 |
| | 8/9/16 | ASN10200102D - 1 | 6.00 | $15.90 | $2.65 |
| | 8/9/16 | ASN10200102E - 1 | 6.00 | $13.80 | $2.30 |
| | | Total | 51.00 | $97.90 | $1.92 |

**1003 - TIE WAIST SHIRT DRESS**

Style: 514000 - Summer Cotton Shorts

| | Date | Document of Charge | Quantity | Valuation | Unit Cost |
|---|---|---|---|---|---|
| Initial Value | | | 15.00 | $3.25 | $0.22 |
| | 8/9/16 | ASN10100101A - 2 | 5.00 | $15.00 | $3.00 |
| | 8/9/16 | ASN10100101B - 2 | 5.00 | $14.00 | $2.80 |
| | 8/9/16 | ASN10100101C - 2 | 3.00 | $9.00 | $3.00 |
| | 8/9/16 | ASN10100101H - 2 | 8.00 | $25.20 | $3.15 |
| | 8/9/16 | ASN10100101I - 2 | 6.00 | $21.00 | $3.50 |
| | 8/9/16 | ASN10200102B - 1 | 4.00 | $16.00 | $4.00 |
| | 8/9/16 | ASN10200102D - 2 | 4.00 | $13.80 | $3.45 |
| | 8/9/16 | ASN10200102E - 2 | 7.00 | $26.60 | $3.80 |
| | | Total | 57.00 | $143.85 | $2.52 |

**1004 - BLK WHITE CAP SLEEVE DRESS**

| | Date | Document of Charge | Quantity | Valuation | Unit Cost |
|---|---|---|---|---|---|
| Initial Value | | | 10.00 | $4.85 | $0.48 |
| | 8/9/16 | ASN10100101D - 1 | 5.00 | $26.25 | $5.25 |
| | 8/9/16 | ASN10200102C - 1 | 5.00 | $25.00 | $5.00 |
| | | Total | 20.00 | $56.10 | $2.80 |

**WAC Stock Valuation Detail Report**

## Example: PWAC Stock Valuation Summary Report

ORACLE PWAC Stock Valuation Summary

Store: -

Valuation Date: 02/09/2016 | Department: All, SubDepartment: All | Class: All, SubClass: All

235 Corner Market | Quantity: 4,000 | Valuation: 12,101.42 | Unit Cost: 3.03

| | Quantity | Valuation | Unit Cost |
|---|---|---|---|
| 1002 COTTON JERSEY TIERED DRESS | 1,000 | 2,346.88 | 2.35 |
| 1003 TIE WAIST SHIRT DRESS | 1,000 | 3,262.24 | 3.26 |
| 1004 BLK WHITE CAP SLEEVE DRESS | 1,000 | 4,147.06 | 4.15 |
| 1005 PEASANT TOP JERSEY DRESS | 1,000 | 2,345.24 | 2.35 |
| Totals | 4,000 | 12,101.42 | 3.03 |

**PWAC Stock Valuation Summary Report**

## Example: PWAC Stock Valuation Detail Report

ORACLE — Period Weighted Average Cost Detail — Store: -

**1002 COTTON JERSEY TIERED DRESS** — Quantity: 33 — Valuation: 73.95 — Unit Cost: 2.24

235 Corner Market

| | Document of Charge | Quantity | Valuation | Unit Cost |
|---|---|---|---|---|
| | Initial Value | 7 | 17.50 | 2.50 |
| 31/08/2016 | ASN10100101A 1 | 10 | 20.00 | 2.00 |
| 31/08/2016 | ASN10100101B 1 | 5 | 8.75 | 1.75 |
| 31/08/2016 | ASN10100101C 1 | 2 | 6.00 | 3.00 |
| 31/08/2016 | ASN10100101H 1 | 4 | 9.20 | 2.30 |
| 31/08/2016 | ASN10100101I 1 | 5 | 12.50 | 2.50 |
| | Totals | 33 | 73.95 | 2.24 |

**1003 TIE WAIST SHIRT DRESS** — Quantity: 34 — Valuation: 103.45 — Unit Cost: 3.04

235 Corner Market

| | Document of Charge | Quantity | Valuation | Unit Cost |
|---|---|---|---|---|
| | Initial Value | 7 | 19.25 | 2.75 |
| 31/08/2016 | ASN10100101A 2 | 5 | 15.00 | 3.00 |
| 31/08/2016 | ASN10100101B 2 | 5 | 14.00 | 2.80 |
| 31/08/2016 | ASN10100101C 2 | 3 | 9.00 | 3.00 |
| 31/08/2016 | ASN10100101H 2 | 8 | 25.20 | 3.15 |
| 31/08/2016 | ASN10100101I 2 | 6 | 21.00 | 3.50 |
| | Totals | 34 | 103.45 | 3.04 |

**1004 BLK WHITE CAP SLEEVE DRESS** — Quantity: 12 — Valuation: 45.50 — Unit Cost: 3.79

235 Corner Market

| | Document of Charge | Quantity | Valuation | Unit Cost |
|---|---|---|---|---|
| | Initial Value | 7 | 19.25 | 2.75 |
| 31/08/2016 | ASN10100101D 1 | 5 | 26.25 | 5.25 |
| | Totals | 12 | 45.50 | 3.79 |

**1005 PEASANT TOP JERSEY DRESS** — Quantity: 21 — Valuation: 49.25 — Unit Cost: 2.35

235 Corner Market

Run Date: 2/9/16 13:58 — Page 1 of 2

**PWAC Stock Valuation Detail Report**

# Roll-up Stock Valuation

The end-of-year process is used to post the required roll-up data for stock valuation for all items and stores. This closes the item's quantity and value for the specified fiscal year. This data is used when running reports. To carry out the Roll-up Stock Valuation follow the steps below:

1. **Navigate**: From the Oracle Retail Xstore Office Home screen → **Data Management** → **Roll-up Stock Valuation**.
2. If needed, change the **Fiscal Year** field.
3. Click **Roll-up Data** in the Stock Valuation Roll-up section of the Year End Roll-up page.

The system will perform the following validation checks on the Fiscal Year entered:

- Must be less than the current fiscal year.
- Cannot be greater than the last consolidated year + 1. (The sequence must be respected; if 2009 has been consolidated, you can only consolidate 2010).
- Cannot be less than the last consolidated year. (If 2010 has been consolidated you cannot select 2009, but you can select 2010).
- If there are no previous consolidations, the system can accept any value less than the current year. (In this case, if there are any documents in the database for the year before the selected year, all documents will be consolidated in the selected year).

**Example:** Current year=2015

- Documents exist in the database for 2010, 2011, 2012, 2013, and 2014
- No consolidations have been done to date
- If 2013 is selected as the closing year, the system will prompt to close previous years (2010, 2011, 2012) first before continuing.

4. Confirm that the inventory for all locations has been posted to Oracle Retail Xstore Office.

**Note:** Select **Roll-up Stock Valuation** to re-run the data for a closed year.

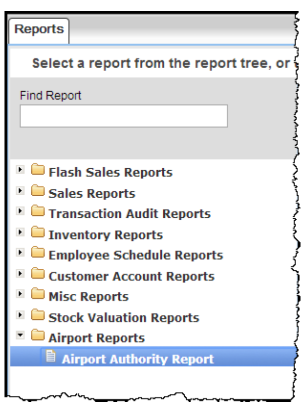
# Airport Authority Report

# Airport Authority Report

The Airport Authority Report shows information about airport store sales.

To create an Airport Authority Report follow the steps below:

1. Click **Reports** in the Oracle Retail Xstore Office Home screen.
2. Click **All Reports**.
3. Open the **Airport Reports** folder.
4. Click **Airport Authority Report**.




**Reports Navigation Panel**

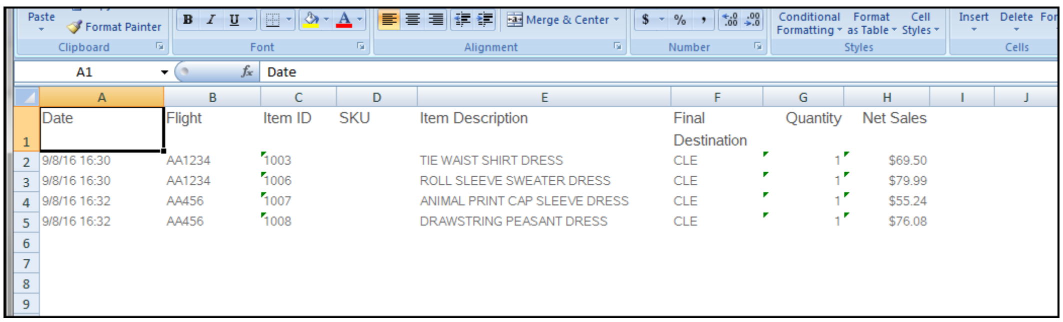
5. Enter the Report Parameters:
   - Store Number (Nbr) – The store numbers to include in the report. Leave blank to include all stores.
   - Start Date – Earliest date for activity to include in the report.
   - Output Format – The format in which the report will be created.
6. Click the **Run Report** button.

7. The Report Tab displays. Depending on your output format, you may have to select the hyperlink: **Click to Download Report**.

**Table A-1: Airport Authority Report Parameters**

| Parameter | Description |
|---|---|
| Date | The date the item was sold. |
| Flight | The customer's flight number. |
| Item ID | The item identifier. |
| SKU | The item SKU. |
| Item Description | The item description. |
| Final Destination | The final destination of the customer's flight. |
| Quantity | The item quantity. |
| Net Sales | The item net sales. |

## Sample: Airport Authority Report



| Date | Flight | Item ID | SKU | Item Description | Final Destination | Quantity | Net Sales |
|---|---|---|---|---|---|---|---|
| 9/8/16 16:30 | AA1234 | 1003 | | TIE WAIST SHIRT DRESS | CLE | 1 | $69.50 |
| 9/8/16 16:30 | AA1234 | 1006 | | ROLL SLEEVE SWEATER DRESS | CLE | 1 | $79.99 |
| 9/8/16 16:32 | AA456 | 1007 | | ANIMAL PRINT CAP SLEEVE DRESS | CLE | 1 | $55.24 |
| 9/8/16 16:32 | AA456 | 1008 | | DRAWSTRING PEASANT DRESS | CLE | 1 | $76.08 |

**Airport Authority Report**