

**Oracle® Retail Xstore Point of Service**  
Reports Guide  
Release 16.0.0.1  
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Oracle Retail Xstore Point of Service Reports Guide, Release 16.0.0.1

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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.

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## Related Documents

For more information, see the following documents in the Oracle Retail Xstore Suite 16.0.0.1 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, Lane Checkout User Interface User Guide*
- *Oracle Retail Xstore Suite Implementation and Security Guide*
- *Oracle Retail Xstore Suite Deal Pricing Guide*

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- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

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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.

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<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
<b>Navigate:</b>	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."
<b>Note:</b>	This information is provided to improve your understanding, simplify a task, or point out special circumstances.
<b>Important:</b>	This information is important for the user to be aware of. For example, information that can help prevent the loss of data.
<code>code</code>	This is a code sample. It is used to display examples of code.



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# 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]**.



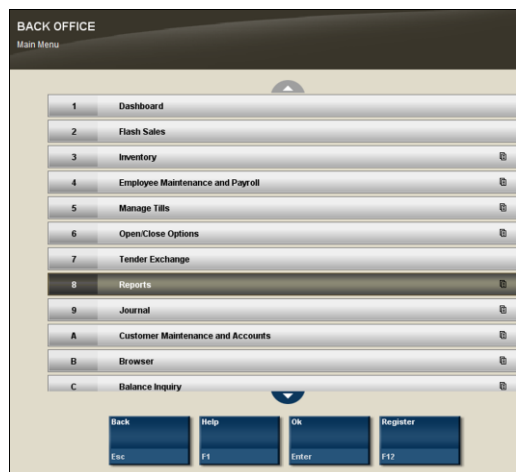
### Back Office Password Login Screen

---

**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.



# 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.

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## 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.

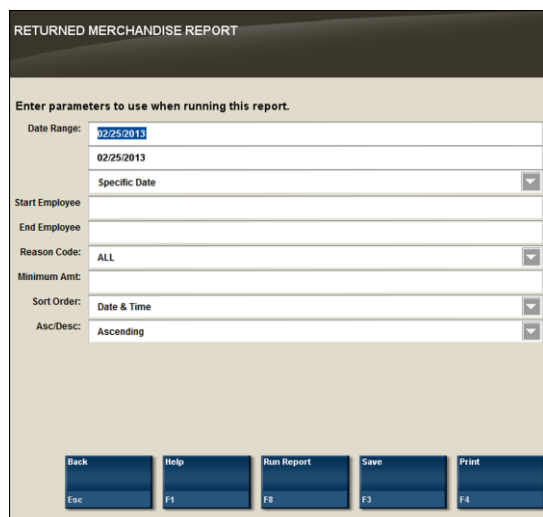
See also: [“Making Your Saved Reports Reusable”](#) and [“Saving a Report”](#).

## 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**

Enter parameters to use when running this report.

Date Range: 02/25/2013  
02/25/2013  
Specific Date ▼

Start Employee  
End Employee

Reason Code: ALL ▼

Minimum Amt:

Sort Order: Date & Time ▼

Asc/Dsc: Ascending ▼

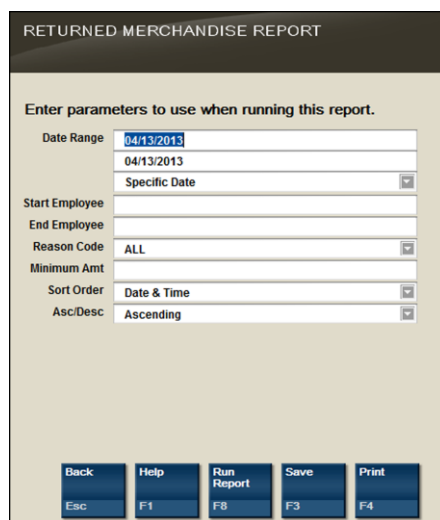
Back Help Run Report Save Print  
Esc F1 F8 F3 F4

### Returned Merchandise Report Criteria

**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.

## Running a Report

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



**RETURNED MERCHANDISE REPORT**

Enter parameters to use when running this report.

Date Range: 04/13/2013  
04/13/2013  
Specific Date ▼

Start Employee  
End Employee

Reason Code: ALL ▼

Minimum Amt:

Sort Order: Date & Time ▼

Asc/Dsc: Ascending ▼

Back Help Run Report Save Print  
Esc F1 F8 F3 F4

### 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.

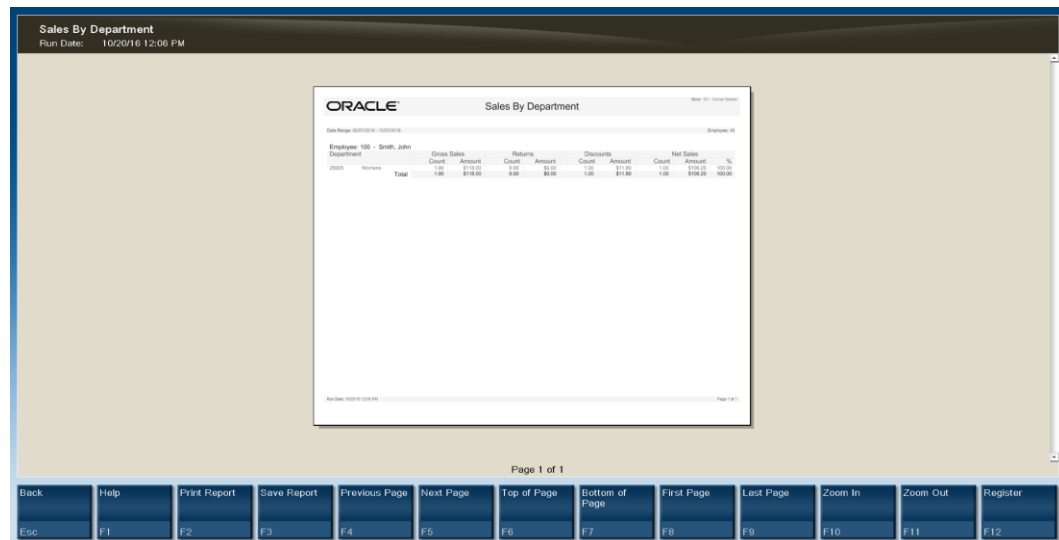
- The criteria you selected will be displayed as header information on the report.

ORACLE®		Best Sellers Report		Store: 101 - Corner Market
Date Range: 04/22/2016 - 04/22/2016		Report By: Style		Department: ALL
Sort Order: Net Sales				Register: ALL
Style	Description	Quantity	Net Sales	
430000	Devon Hillis Jersey	3	\$769.97	

#### 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:

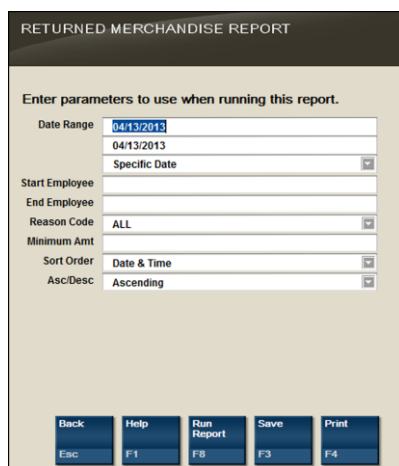
- Save your report with relative dates (for example, Yesterday or Previous Week or Previous Month) instead of using fixed dates.
- Save the report using the original parameters option so the same parameters are reused when you run the saved report the next time. This ensures that the report is updated 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.

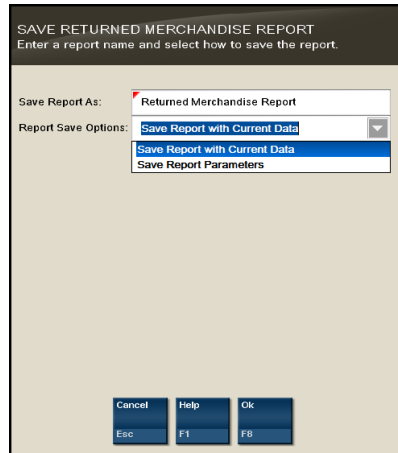
**Note:** Only you can view the reports you have saved. No one else has access to your saved reports.

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.



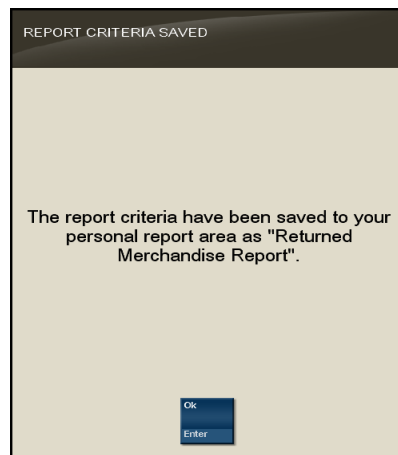
**Criteria Selection Form**

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



### Save Form Window

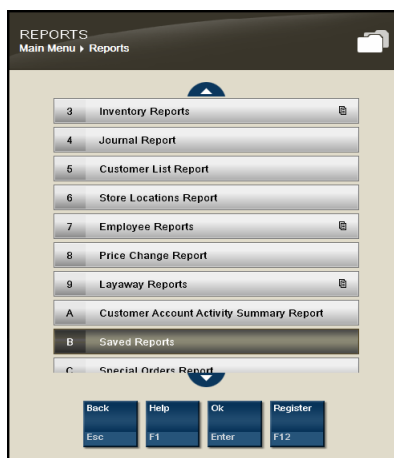
3. **Edit** or **accept** the report name in the **Save Report As** field.
4. Select one of the two options in the **Report Save Options** field:
  - **Save Report With Current Data:** The next time you view this report, it will be exactly the same as it was when originally generated.
  - **Save Report 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

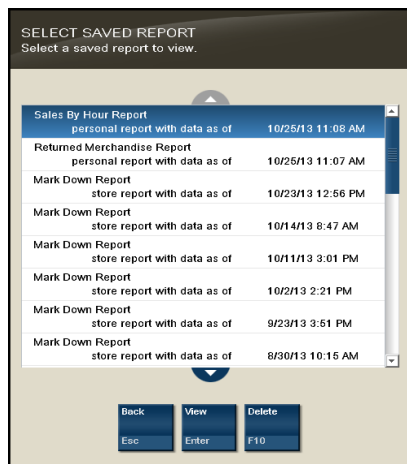
## View Saved Reports

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.





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## 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.

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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**

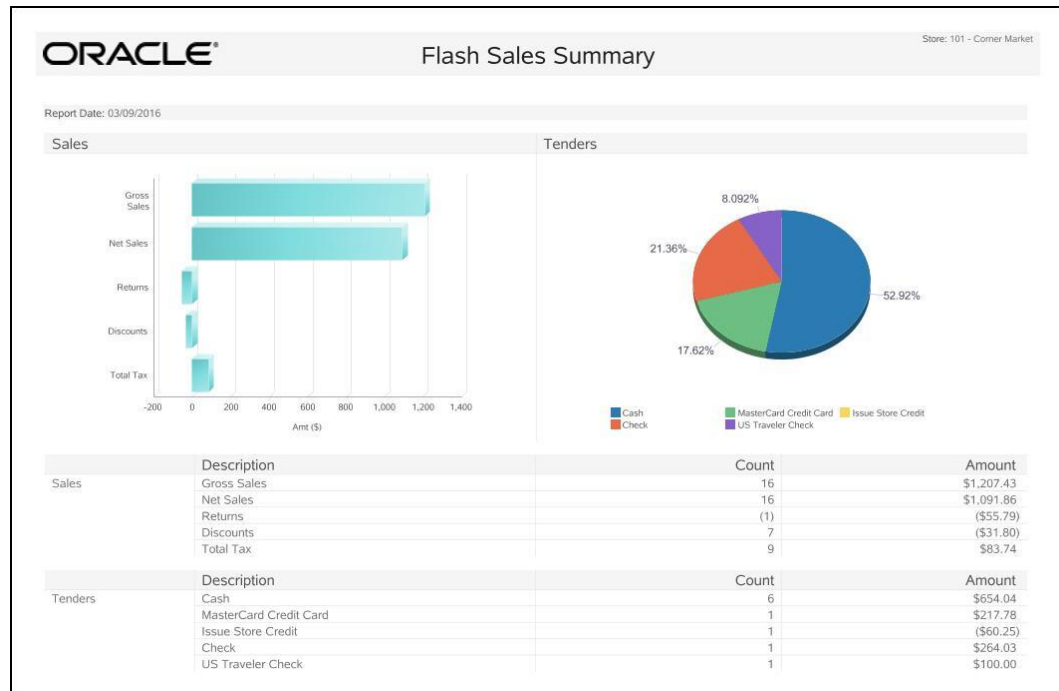
Parameter	Description
Description, Count, and Amount for the following:	
<b>Sales</b>	
Gross Sales	Total count and amount of items sold. <b>Note:</b> Due to the way some tax amounts are rounded, there are circumstances where the gross sales amount will not equal the total of all tender amounts collected.
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.
<b>Tenders</b>	
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



### 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.

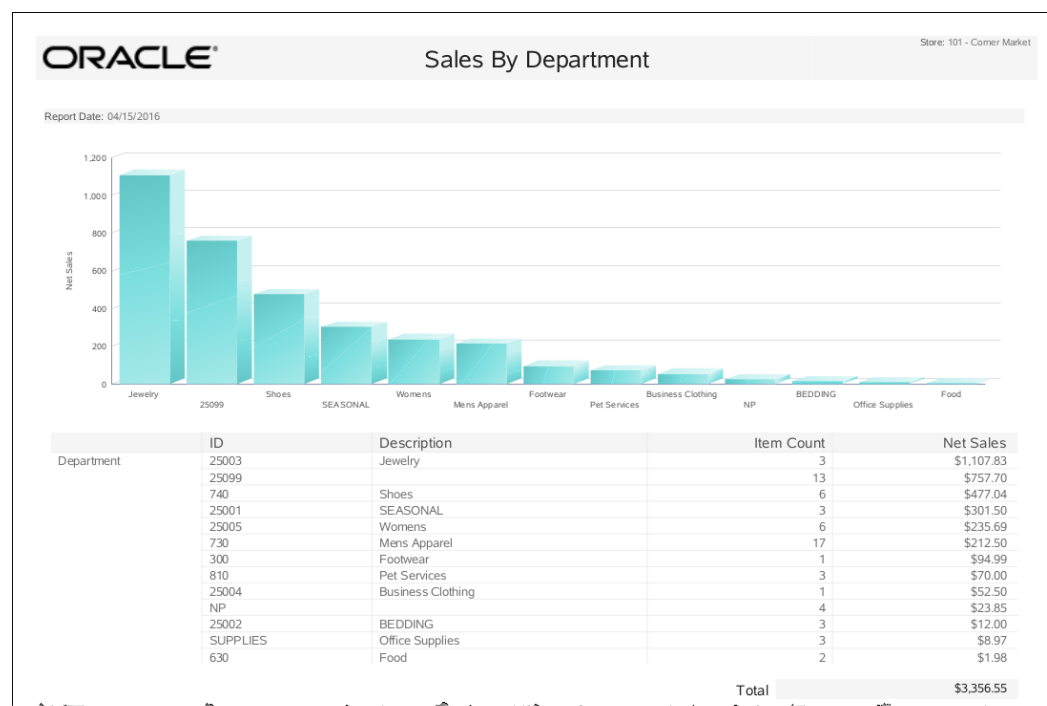
## Criteria Selections for Flash Sales by Department Report

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



**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**

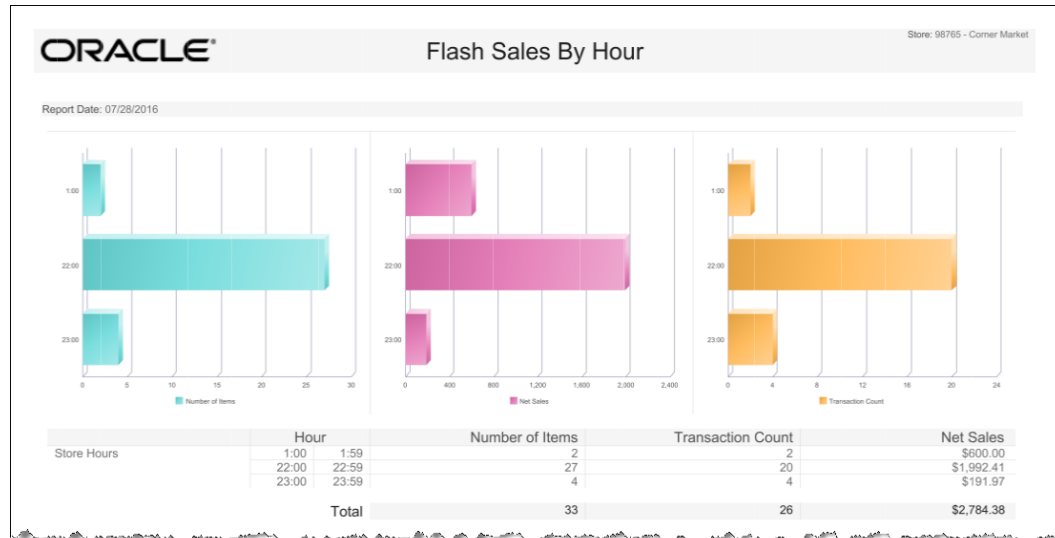
Parameter	Description
Period	The hourly increment.
Item Count	The item count.
Transaction Count	The transaction count.
Net Sales	Net Sales = Gross Sales minus Tax, minus Discounts, minus Returns.
Total	Total net sales for the day.

## 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.

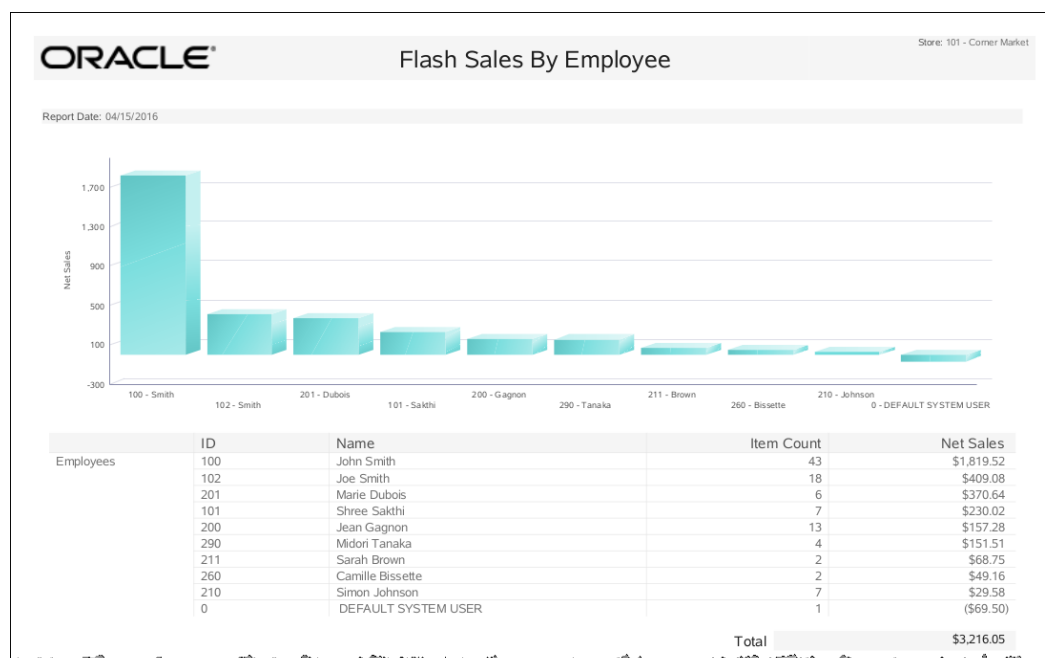
Table 3-4: Flash Sales by Employee Report Parameters

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



**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	1	\$160.00	\$0.00	\$77.52	\$82.48
				102					
		6002	Oakley M Frame Strike	100	1	\$120.00	\$0.00	\$37.52	\$82.48
				102					
		6003	Oakley Antix Sunglasses	100	1	\$100.00	\$0.00	\$10.91	\$89.09
				102					
		6004	Oakley Pit Bull Sunglasses	100	1	\$100.00	\$0.00	\$10.91	\$89.09
				102					
		6005	Oakley Polarized Twenty Sunglasses	100	1	\$170.00	\$0.00	\$87.52	\$82.48
				102					
		6006	Goose Down Pillow	100	1	\$14.50	\$0.00	\$10.54	\$3.96
				102					
6007	Jewelry Cleaner	100	1	\$6.99	\$0.00	\$0.76	\$6.23		
		102							
6008	Birkenstock Sheridan	100	1	\$99.99	\$0.00	\$1.01	\$98.98		
		102							
6009	Onyx/Gold Earrings	100	1	\$199.00	\$0.00	\$21.72	\$177.28		
		102							
6010	14K Diamond Ring	100	1	\$799.00	\$0.00	\$87.19	\$711.81		
		102							
6011	Timeless Black Leather Watch	100	1	\$350.00	\$0.00	\$38.20	\$311.80		

Run Date: 6/1/16 4:03 PM

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## 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 <b>Note:</b> 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 <b>Note:</b> 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



# Sales Analysis Reports

## In this Chapter...

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

- [“Employee Productivity Report”](#)
- [“Sales by Hour Report”](#)
- [“Sales by Department Report”](#)
- [“Sales by Department and Employee Report”](#)
- [“Sales by Hour Analysis Report”](#)
- [“Tax Exemption Report”](#)
- [“Journal Report”](#)
- [“Line Void Report”](#)
- [“Post Void Reports”](#)
- [“Transaction Cancel Reports”](#)
- [“Price Override Report”](#)
- [“Suspended Transaction Reports”](#)
- [“Sales Goals Report”](#)
- [“Merchandise Sales Analysis Report”](#)

## 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. Amount - Total sales amount of items by department. <b>Note:</b> 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. Amount - Total amount of all items returned by department. 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. Amount - Total amount of all items discounted by department. 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. Amount - Total amount of all sales by department after markdown (discounted) value is subtracted. 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). 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	<p>In each department where an employee had a transaction, the number of items sold is totaled and the gross amount is calculated.</p> <p>A total item count for all departments and the total gross amount for all departments are also calculated for each employee.</p> <p>Count - Total number of items by department.</p> <p>Amount - Gross sales amount of items by department.</p> <p>Report Totals - Final count of all items sold and the final gross sales amount for all departments, printed at the end of the report.</p> <p><b>Note:</b> 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.</p>
Returns	<p>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.</p> <p>A total returns count for all departments and the total gross amount for all returns in all departments are also calculated for each employee.</p> <p>Count - Total number of items returned by department.</p> <p>Amount - Total amount of all items returned by department.</p> <p>Report Totals - Final count of all items returned and the return amount for all departments, printed at the end of the report.</p>
Discounts	<p>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.</p> <p>A total markdown count for all departments and the total gross amount for all markdowns in all departments are also calculated for each employee.</p> <p>Count - Total number of items discounted by department. Amount - Total amount of all items discounted by department.</p> <p>Amount - Total amount of all discounts applied to items in the department.</p> <p>Report Totals - Final count of all discounted items and the discounted amount for all departments, printed at the end of the report.</p>

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

## 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

ORACLE® Sales by Hour Analysis													Store: 101 - Corner Market
Date Range: Current Year (01/01/2016 - 12/31/2016)					Till: ALL					Employee: ALL			
Register: 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
<b>Totals</b>	
Counts	<ul style="list-style-type: none"><li>▪ Transaction</li><li>▪ Tax Exemption Number</li><li>▪ Customer</li></ul>
Amounts	<ul style="list-style-type: none"><li>▪ Item Quantity</li><li>▪ Selling Price</li><li>▪ Exempted Amount</li></ul>
<b>Transaction</b>	
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.
<b>Each Item Per Transaction</b>	
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						
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### 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

ORACLE®

Line Void

Store: 101 - Corner Market

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	Oryx/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

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## 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 include 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
<b>Summary</b>	
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.
<b>Detail</b>	
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

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## 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.
<b>Detail</b>	
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

ORACLE®

Cancelled Transaction

Store: 101 - Corner Market

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

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## 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
<b>By Employee ID</b>	
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	<ul style="list-style-type: none"><li>Regular Price: The price of the item before the price override was applied.</li><li>Sold Price: The price of the item after the price override was applied.</li></ul>
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		Difference
							Regular	Sold	
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		Difference
							Regular	Sold	
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
<b>Summary</b>	
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.
<b>Detail</b>	
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

ORACLE®

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

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

Tax: \$7.20

Total: \$97.20

## 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. End: The date the goal ends.
Sales	Sales goal progress. This is calculated using net sales data for the period. <b>Note:</b> Future goals display "N/A".
Goals	The sales goal value.
% To Goal	The goal status as a percentage to the target. <b>Note:</b> 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

ORACLE®

Sales Goals

Store: 96765 - Corner Market

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

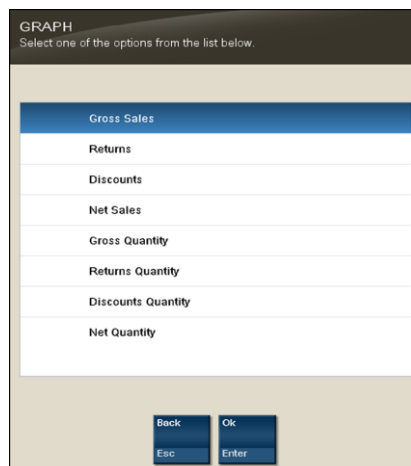
Status: All

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
Test5	8/6/16 2:37 AM	8/25/16 2:37 AM	\$8,716.57	\$600.00
Test1	9/14/16 4:42 AM	9/26/16 4:42 AM	\$5,574.29	\$8,000.00
Test4	9/24/16 4:43 AM	9/26/16 4:43 AM	\$90.00	\$1,000.00
	9/26/16 4:41 AM	9/30/16 4:42 AM	\$159.50	\$2,000.00
Test2	9/27/16 4:42 AM	9/30/16 4:43 AM	\$0.00	\$3,000.00
				</

### Sales Goals Report

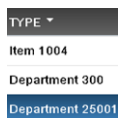
## Merchandise Sales Analysis Report

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.



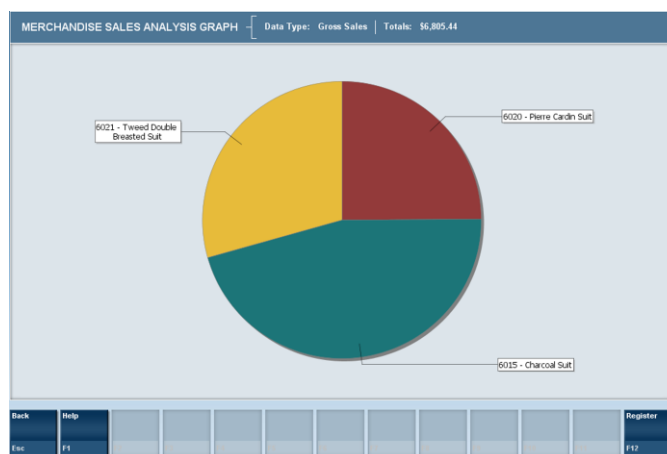
### Graph Options

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

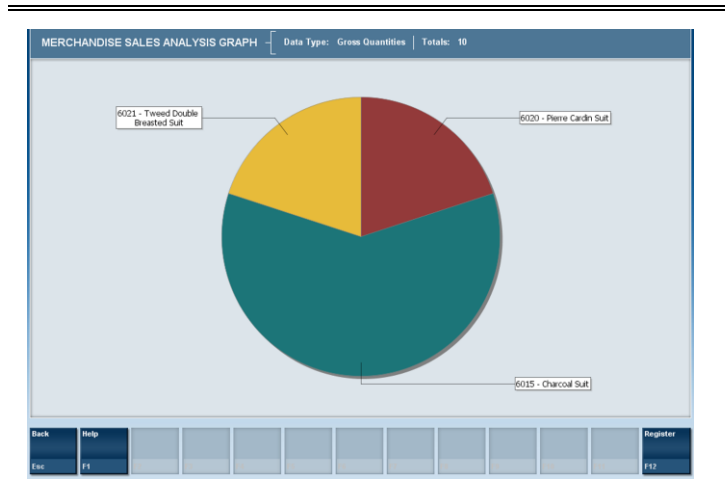


down or sort.

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.

**Gross Totals: \$17,981.63 [101]**

**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]	
Back	Help	Drill Up	Drill Down		Refresh Current	Register
Esc	F1	F2	F3		F6	F12

## Merchandise Sales Analysis Report

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

## 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



## 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
Date	Date of the reconciliation.
Till	Name of the till.
Tender	The tender type.
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: 246 - Corner Market

Date: 02/06/2017

Register All

Register: 1

Date	Till	Tender	Register Count	System Count	Over/Short
02/06/2017 10:57:28 AM	STOREBANK	Cash	1,109.70	1,109.70	0.00
		Canada Cash	0.00	0.00	0.00
		Euro Cash	0.00	0.00	0.00
		British Pound	0.00	0.00	0.00
		US Traveler Check	0.00	0.00	0.00
		Australian Cash	0.00	0.00	0.00
		Mexico Cash	0.00	0.00	0.00
		Sweden Cash	0.00	0.00	0.00
		Brazilian Cash	0.00	0.00	0.00
		<b>Total</b>	<b>1,109.70</b>	<b>1,109.70</b>	<b>0.00</b>
02/06/2017 11:14:06 AM	STOREBANK	Cash	1,047.07	1,072.07	(25.00)
		Canada Cash	0.00	0.00	0.00
		Euro Cash	0.00	0.00	0.00
		British Pound	0.00	0.00	0.00
		US Traveler Check	0.00	0.00	0.00
		Australian Cash	0.00	0.00	0.00
		Mexico Cash	0.00	0.00	0.00
		Sweden Cash	0.00	0.00	0.00
		Brazilian Cash	0.00	0.00	0.00
		<b>Total</b>	<b>1,047.07</b>	<b>1,072.07</b>	<b>(25.00)</b>
02/06/2017 10:47:45 AM	TILL1	Cash	134.70	134.70	0.00
		Canada Cash	0.00	0.00	0.00
		Euro Cash	0.00	0.00	0.00
		British Pound	0.00	0.00	0.00
		Issue Store Credit	0.00	0.00	0.00
		Group Master Coupon	0.00	0.00	0.00
		Gift Certificate	0.00	0.00	0.00
		Home Office Check	0.00	0.00	0.00
		House Account	0.00	0.00	0.00
		Issue Merchandise Credit Card	0.00	0.00	0.00
		Issue Gift Card	0.00	0.00	0.00
		Mail Certificate	0.00	0.00	0.00
		Merchandise Credit Card	0.00	0.00	0.00
		Private Label Credit Card	0.00	0.00	0.00

Run Date: 2/7/17 8:32 AM

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### 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

**ORACLE®** Associate Reconciliation Store: 999 - Corner Market

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
Mail 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
<b>Total</b>		<b>0</b>	<b>269.43</b>	

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. Status: Status of the register.
Drawer	The cash drawer identifier.

Parameter	Description
Till	The till identifier.
Register Status	The current status of the register.
Associate	ID: The associate's identifier assigned to the register/drawer/till. Name: The associate's name assigned to the register/drawer/till.
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

ORACLE® Cash Drawer Audit <span style="float: right;">Store: 6 - Corner Market</span>								
ID	Register Status	Drawer	Till	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)
2	Open		TILL2			Burmudan Dollar	0.00	
						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

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### 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

Parameter	Description
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.
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)			Transaction Type: All			Employee: All			
Sort Order: Register/Tran ID			Register ID: 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

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 - Spill/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

ORACLE®

Credit Card

Store: 999 - Corner Market

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.
<b>Sold</b>	
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.
<b>Redeemed</b>	
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.
<b>Totals</b>	
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

ORACLE®

Gift Certificate

Store: 999 - Corner Market

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

## 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 to 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		Report By: Style		Department: ALL
Sort Order: Net Sales				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		Report By: Item		Department: ALL
Sort Order: Net Sales				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.
<b>Report Totals</b>	
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									
Date Range: 10/04/2016 - 10/04/2016 Minimum Amount: \$0.00					Reason: All		Store: 101 - Corner Market 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	<ul style="list-style-type: none"> <li>Effective Date: The date the current price is in use.</li> <li>Expiration Date: The date the current price expires.</li> </ul>
Price	<ul style="list-style-type: none"> <li>Old Price: The item's price before the price change.</li> <li>Current Price: The item's new price after the price change.</li> </ul>

## 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

<div> <div>ORACLE®</div> <div>Price Change</div> <div>Store: 101 - Corner Market</div> </div>							
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





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# Order Tracking Reports

## In this Chapter...

Information about the following reports are found in this chapter:

- [“Special Orders Report”](#)
- [“Order Status Report”](#)
- [“Unfulfillable Order Status Report”](#)

## 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: Delivery - Customer delivery. Transfer Pickup - Pick up this store. 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	<p>The status for the order:</p> <p>Open - If one of the items is in the following status: new order, polled, accepted, or in transit.</p> <p>Cancelled - All items are cancelled.</p> <p>Ready for Pick Up - All items are in reserved or received status (can also include cancelled item).</p> <p>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.</p> <p>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.</p>
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	<p>The item status:</p> <ul style="list-style-type: none"> <li>▪ New - Indicates the item has been added to the order.</li> <li>▪ Polled - Indicates the source/fulfilling location got the item request.</li> <li>▪ Accepted - Indicates the source location has confirmed it can satisfy the order request.</li> <li>▪ Reserved - Indicates the item has been put aside for the customer at the source/fulfilling location.</li> <li>▪ In Transit - Indicates the item has been shipped.</li> <li>▪ Received - Indicates the item has been received in the store.</li> <li>▪ Fulfilled - Indicates the item has been picked up/delivered.</li> <li>▪ Cancelled - Indicates the item has been cancelled.</li> <li>▪ Rejected - Indicates the source location has rejected the order and the item is sourced from another location. The status of the order becomes unfulfillable.</li> </ul>
ID	The item identifier.

Parameter	Description
Description	<p>The item description.</p> <ul style="list-style-type: none"> <li>Source: The sourcing location for the item.</li> <li>Pickup At: For pickup orders, the location where the items can be picked up.</li> <li>Delivery to: For delivery orders, the delivery address.</li> <li>Requested Ship Via: For delivery orders, the shipping method specified at ship.</li> <li>Actual Ship Via: For delivery orders, the shipping method actually used to deliver the item.</li> <li>Tracking: For delivery orders, the tracking shipping numbers.</li> </ul>
Unit Price	The item price per unit.
Quantity	The item quantity.
Ext Price	The item extended price. (The <i>item quantity</i> x the <i>item unit price</i> - <i>discounts</i> .)

## 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 Source: Available for Shipment Pickup at: 999 Corner Market 30500 Bruce Pkwy Solon, OH 44139	\$118.00	1	\$106.20
New	1002	COTTON JERSEY TIERED DRESS Source: Available for Shipment Pickup at: 999 Corner Market 30500 Bruce Pkwy Solon, OH 44139	\$118.00	1	\$106.20
New	1003	TIE WAIST SHIRT DRESS Source: 104 Yanling test store 104 Pickup at: 104 Yanling test store 104 343 Bexley Dr 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: Delivery - Customer delivery. Transfer Pickup - Pick up this store. 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.
Order Status	The status for the order: Open - If one of the items is in the following status: New Order, Polled, Accepted, or In Transit. Ready for Pick Up - All items are in Reserved or Received status (can also include cancelled item). 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. Complete - All items are Fulfilled. Some may be Cancelled. Cancelled - All items are cancelled. 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	<p>The item status:</p> <p>New - Indicates the item has been added to the order.</p> <p>Polled - Indicates the source/fulfilling location got the item request.</p> <p>Accepted - Indicates the source location has confirmed it can satisfy the order request.</p> <p>Reserved - Indicates the item has been put aside for the customer at the source/fulfilling location.</p> <p>In Transit - Indicates the item has been shipped.</p> <p>Received - Indicates the item has been received in the store.</p> <p>Fulfilled - Indicates the item has been picked up/delivered.</p> <p>Cancelled - Indicates the item has been cancelled.</p> <p>Rejected - Indicates the source location has rejected the order and the item is sourced from another location.</p> <p>Unfulfillable - Indicates the item has been rejected and an alternative location could not be determined.</p>
Item ID	The item identifier.
Description	The item description.
Unit Price	The item price per unit.
Qty.	The item quantity.
Ext. Price	<p>The item extended price.</p> <p>(The <i>item quantity</i> x the <i>item unit price</i> - <i>discounts</i>.)</p>
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					
<b>Order</b>			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:	
<b>Customer</b>					
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 Source: 104 Available for Shipment Delivery to: Sandy Gu 12345 Scofield Farms Solon, OH 44139 Requested Ship Via: USPS Parcel Post	\$79.99	1	\$79.99
Polled	1004	BLK WHITE CAP SLEEVE DRESS Source: 104 Available for Shipment Delivery to: Sandy Gu 12345 Scofield Farms Solon, OH 44139 Requested Ship Via: USPS Parcel Post	\$69.50	1	\$69.50

### Unfulfillable Order Status Report





# 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
<b>Summary Report</b>	
Layaway ID	The layaway number.
Customer Name	The customer's name.
Phone Number	The customer's telephone number.
Date	<ul style="list-style-type: none"> <li>▪ Setup: The date the layaway was set up.</li> <li>▪ Last Activity: The most recent date for any activity on the account.</li> <li>▪ Last Payment: The most recent date for any payment on the account.</li> </ul>
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.
<b>Detail Report</b>	
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	Phone	Date			Age	Total	Payment	Balance
	Name	Number	Setup	Last Activity	Last Payment	(Days)			
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

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## 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
<b>Summary Report</b>	
Layaway ID	The layaway number.
Customer Name	The customer's name.
Phone	The customer's telephone number.
Date	<ul style="list-style-type: none"> <li>Setup Date: The date the layaway was set up.</li> <li>Last Activity: The most recent date for any activity on the account.</li> <li>Last Payment: The most recent date for any payment on the account.</li> </ul>
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.
<b>Detail Report</b>	
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

Layaway ID	Customer Name	Phone Number	Date			Status	Total	Total Balance: \$549.06	
			Setup	Last Activity	Last Payment			Payment	Balance
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
10002562	7/9/16 12:00 AM	561 - Layaway Deposit		Close	1	\$17.76	\$17.76
		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

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## Layaway Account Activity Report

# Labor Management Reports

## In this Chapter...

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

- [“Payroll Reports”](#)
- [“Posted Timecard Report”](#)
- [“Open Timecard Report”](#)
- [“Employee Performance Report”](#)
- [“Employee Schedule Report”](#)
- [“Employee Time Off Summary Report”](#)
- [“Employee Tasks Report”](#)

## 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. <and> 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

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### 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

**ORACLE®**

**Posted Timecard**
Store: 235 - Corner Market

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

100 Smith, John

Date	In	Out	Category	Total	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
			<b>Total</b>		<b>8.00</b>
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
			<b>Total</b>		<b>7.00</b>
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
			<b>Total</b>		<b>6.00</b>
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
			<b>Total</b>		<b>7.00</b>
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
			<b>Total</b>		<b>7.00</b>
07/01/2016	09:00:00 AM	11:32:00 AM	General Sales		2.00
			<b>Total</b>		<b>2.00</b>
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
			<b>Total</b>		<b>9.00</b>
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
			<b>Total</b>		<b>7.00</b>

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

Manager Signature

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

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

ORACLE®

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. 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). 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

ORACLE®

Employee Performance

Store: 101 - Corner Market

Date Range: 10/19/2016 - 10/19/2016

Work Code: All

Employee: 100

ID	Employee Name	Hours Scheduled	Hours Worked	Difference	Number of Sales	Average Sale Per Trans	Average Sale Per Hour	Net Sales
No data to display								

### 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

ORACLE® 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	
06/28/2016	100	Smith, John	Administrative/Back office	09:00:00 AM	05:00:00 PM	8.00	
	101	Sakthi, Shree	Administrative/Back office	05:00:00 PM	09:00:00 PM	4.00	
06/29/2016	100	Smith, John	Administrative/Back office	09:00:00 AM	05:00:00 PM	8.00	
	300	Alves, Tomas	General Sales	09:00:00 AM	01:00:00 PM	4.00	
06/30/2016	100	Smith, John	Administrative/Back office	09:00:00 AM	05:00:00 PM	8.00	
	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 warehouse 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



# Inventory Reports

## In this Chapter...

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

- [“Inventory Movement Report”](#)
- [“Inventory Stock Cost Report”](#)
- [“Shipping/Receiving Exception Reports”](#)
- [“Shipping Manifest Report”](#)
- [“Receiving Report”](#)
- [“Restock Report”](#)
- [“Item List Report”](#)
- [“Inventory Movement Pending Report”](#)
- [“Inventory Movement History Report”](#)
- [“Inventory Adjustment Report”](#)
- [“Open Product Request Summary Report”](#)
- [“Replenishment Product Request Report”](#)
- [“Replenishment Order Worksheet”](#)

## 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 <span style="float: right;">Store: 999 - Corner Market</span>									
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

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### 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
<b>Summary</b>	
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.
	<b>Note:</b> 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.
<b>Detail</b>	
Carton	The carton number.
Date	The activity date.
Item	The item identifier.
Serial Number	The item serial number.
Description	The item description.
Expected	<p>The number of items expected in the shipment based on the Inventory Document.</p> <p><b>Note:</b> 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.</p>
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

ORACLE®

Receiving Exception Report

Store: 201 - Weiss Furs

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
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

Run Date: 7/11/16 2:36 PM

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## Receiving Exception Report

## Sample: Shipping Exception Report

ORACLE®

Shipping Exception Report

Store: 201 - Weiss Furs

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)

Run Date: 6/28/16 1:54 PM

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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

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. Description: The department description.
Item ID	The item identifier.
Item Description	The item description.
Quantity Sold	The number of items sold.

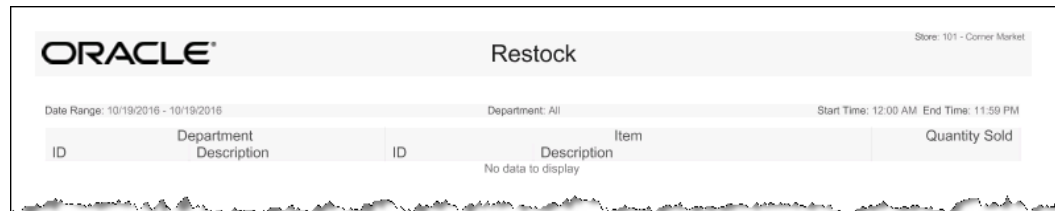
## Criteria Selections for Restock Report

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



ID	Department Description	ID	Description	Item	Quantity Sold
No data to display					

**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)	

Run Date: 6/24/16 10:46 AM

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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: ON_HAND-SOLD ON_HAND-SHIPPED ON_HAND-LAYAWAY LAYAWAY-SOLD 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 <sup>®</sup> 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
06/09/2016	2357	6005	Oakley Polarized Twenty Sunglasses	123141234	Inventory Adjustment	1
	2356	1007	ANIMAL PRINT CAP SLEEVE DRESS	123141234	Inventory Adjustment	1
	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
<b>For each Item</b>	
Date/Stock	Stock = The items recorded in the current stock ledger. 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							
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
Run Date: 7/19/16 4:59 PM							Page 1 of 7

### 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
<b>For each Document # and Reason Code</b>	
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 advertisement 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	
Run Date: 9/16/16 4:25 PM				Page 1 of 2	

## 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



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
<b>Report Header</b>	
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.
<b>Report Detail</b>	
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:

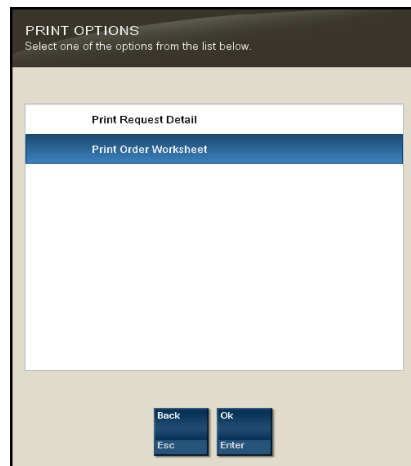
Item	Description	Quantity	Confirmed Date	Confirmed Quantity	Confirmed Number	Received Date	Received Quantity	Status	Total Weight
1002	COTTON JERSEY TIERED DRESS	1		0				Closed	
1003	TIE WAIST SHIRT DRESS	10		0				Closed	
1005	PEASANT TOP JERSEY DRESS	19		0				Closed	
1009	MAXI LENGTH TANK DRESS	17		0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

ORACLE®		Replenishment Order Worksheet							
Requisition Date: 26/08/2016		Requisition Number: RO999001000029							
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*.



## Consumer Reports

### In this Chapter...

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

- [“Customer List Report”](#)
- [“Loyalty Account History Report”](#)
- [“Customer Account Activity Summary Report”](#)

### 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
<b>Customer Information</b>	
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.
<b>Address</b>	
Primary	If Yes, indicates the customer's primary address.

Parameter	Description
Type	Type of address (for example, Home or Work).
Address	Full address.
<b>Purchase History</b>	
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.
<b>Merchandise</b>	
Merchandise Level ( for example, Department, SubDepartment, or Item)	The identifier 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

**ORACLE®**

**Customer List**

Store: 101 - Corner Market

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
<b>Total</b>		<b>4</b>	<b>\$149.49</b>

**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	<p>The type of activity. This can be one of the following:</p> <ul style="list-style-type: none"> <li>▪ Activated (Loyalty &amp; Awards)</li> <li>▪ Inquiry</li> <li>▪ Deactivated (Loyalty &amp; Awards)</li> <li>▪ Account Merge</li> <li>▪ Issue Points (Loyalty)</li> <li>▪ Change Earn Date</li> <li>▪ Return Points (Loyalty)</li> <li>▪ Void Award Transaction (Award)</li> <li>▪ Void Points (Loyalty)</li> <li>▪ Automatic Redeem Award (Award)</li> <li>▪ Issue Award (Loyalty)</li> <li>▪ Redeem Award (Award)</li> <li>▪ Points Recovery (Loyalty)</li> <li>▪ Issue Coupon (Award)</li> <li>▪ Earn Points (Loyalty)</li> <li>▪ Issue Birthday Coupon (Award)</li> <li>▪ Points Balance Transfer (Loyalty)</li> <li>▪ Issue Signup Coupon (Award)</li> <li>▪ Change Level (Loyalty)</li> <li>▪ Award Expiration (Award)</li> </ul>
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

ORACLE®		Loyalty Account History					
Jennifer Lopez		Store: 235 - Corner Market					
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. Status: The status of the customer account.
Date	Setup: The date the account was set up. Last Activity: The most recent date for any activity on the account. 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										
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 Type	Status	Setup	Date Last Activity	Last Payment	Total	Payments	Balance
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 Gravy	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

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## Customer Account Activity Summary Report

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# 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	Nadir'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

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## Store Locations Report



# 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

Gift Registry

Store: 999 - Corner Market

Event Name: Birthday

Venue: address1 address2  
bangalore, karnataka 573144

Event Date: 09/06/2016

Line Count: 3

Registry ID: 38

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



# 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.

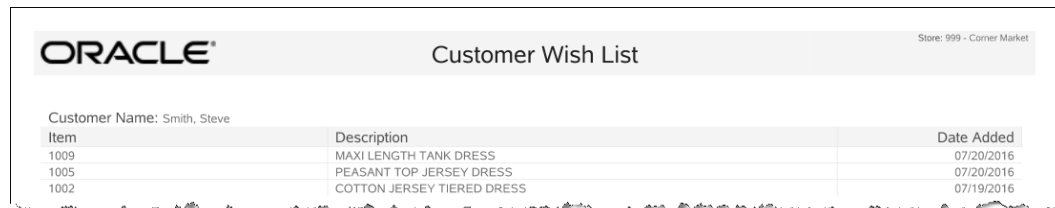
**Table 14-1: Wish List Report Parameters**

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



## 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.
<b>Order Type</b>	
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 identifier 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

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## Pick List Report

# 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
<b>Summary</b>	
Destination Zone	ID: The destination zone identifier. 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.
<b>Detail</b>	
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. 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

ID	Destination Zone	Quantity	Unit Price	Amount
Description				
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	ID	Item	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



## 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. 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. <b>Note:</b> 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. <b>Note:</b> 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. <b>Note:</b> 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. <b>Note:</b> 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. <b>Note:</b> 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. 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 total value of the paid in.
Paid Out	The total 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

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
	<b>Total</b>	<b>6</b>	<b>4</b>	<b>700.25</b>	<b>700.25</b>
Non Taxable	Account Credit	1	0	(125.00)	(125.00)
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>(125.00)</b>	<b>(125.00)</b>

Total Net Amount: 1,838.20

Fiscal Printer Summary

Register	Notes	Income	Return	Manual Income	Manual Return	Manual Voided Income	Manual Voided Return	Return Discrepancy Income	Return Discrepancy 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
	<b>Total</b>	<b>100,066.24</b>	<b>1,201.09</b>	<b>100,018.60</b>	<b>655,008.80</b>	<b>1,580.76</b>	<b>3.56</b>	<b>78,212.02</b>	<b>156,688.40</b>

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)
<b>Total</b>		<b>473.24</b>	<b>3.40</b>	<b>476.64</b>

Tender Discrepancy Summary

Type	Currency	Average Exchange Rate	Expected Values Currency	Expected Values Local Currency	Counted Values Currency	Counted Values Local Currency	Discrepancy Currency	Discrepancy 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

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## 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 Currency	Expected Values Local Currency	Counted Values Currency	Counted Values Local Currency	Discrepancy Currency	Discrepancy 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
<b>Total</b>			<b>2,036.75</b>	<b>2,036.75</b>	<b>2,009.48</b>	<b>2,009.48</b>	<b>(27.27)</b>	<b>(27.27)</b>

Tender Summary

Type	Currency	Average Exchange Rate	Expected Values Currency	Expected Values 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

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## 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: _____							
<b>Tender Summary</b>											
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)						
			<b>Total</b>		<b>1,775.37</b>						
<b>Till Cash Summary</b>											
Currency	Daily Opening	Cash	Paid		Tender Exchange		Cash		Till	Till to Safe	Float
			In	Out	In	Out	Pickup	Transfer	Discrepancy	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
<b>Safe Cash Summary</b>											
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			

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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: _____				
<b>Discount Summary</b>								
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						
<b>Total</b>					<b>348.35</b>			
<b>Extended Transaction Summary</b>								
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
<b>Cash Movement Summary</b>								
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		

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## Daily Report Page 4

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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: \_\_\_\_\_

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

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## 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.
<b>Item List Section</b>	
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**



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## 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.

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**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.

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- 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 - Period Weighted Average Cost
- WAC - Weighted Average Cost

### 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.

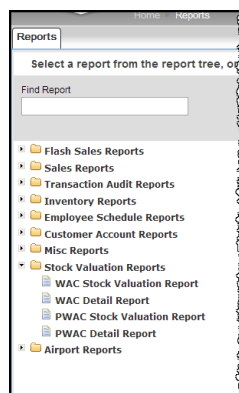
When calculating WAC for a previous year, the system uses the years prior to the requested year, plus the receivables from the requested year up to the requested date. You cannot simply use the posted values for the requested year since that includes the entire year.

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

ORACLE®		WAC Stock Valuation		
Valuation Date: 09/09/2016		Department: All	Class: All	
		SubDepartment: 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	999	\$1,917.69	\$1.92	
Style: 514000 - Summer Cotton Shorts				
1003 - TIE WAIST SHIRT DRESS	999	\$2,521.16	\$2.52	
Style: 514000 - Summer Cotton Shorts				
1004 - BLK WHITE CAP SLEEVE DRESS	1000	\$2,805.00	\$2.80	
Style: 514000 - Summer Cotton Shorts				
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

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### 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.

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**Note:** Select **Roll-up Stock Valuation** to re-run the data for a closed year.

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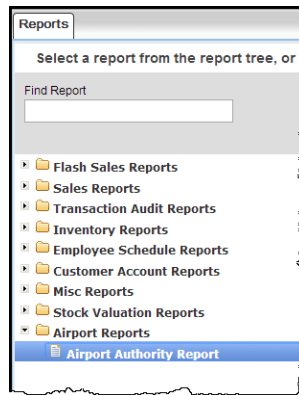
## Airport Authority Report

### 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

	A	B	C	D	E	F	G	H	I	J
	Date	Flight	Item ID	SKU	Item Description	Final Destination	Quantity	Net Sales		
1										
2	9/8/16 16:30	AA1234	1003		TIE WAIST SHIRT DRESS	CLE	1	\$69.50		
3	9/8/16 16:30	AA1234	1006		ROLL SLEEVE SWEATER DRESS	CLE	1	\$79.99		
4	9/8/16 16:32	AA456	1007		ANIMAL PRINT CAP SLEEVE DRESS	CLE	1	\$55.24		
5	9/8/16 16:32	AA456	1008		DRAWSTRING PEASANT DRESS	CLE	1	\$76.08		
6										
7										
8										
9										

### Airport Authority Report