Oracle® Retail Xstore Point of Service

Reports Guide

Release 19.0

F21535-03

February 2024

ORACLE

Oracle® Retail Xstore Point of Service Reports Guide , Release 19.0

F21535-03

Copyright © 2024, Oracle and/or its affiliates. All rights reserved.

Primary Author: Gerlinde Rust

Contributing Author:

Contributor:

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Value-Added Reseller (VAR) Language

Oracle Retail VAR Applications

The following restrictions and provisions only apply to the programs referred to in this section and licensed to you. You acknowledge that the programs may contain third party software (VAR applications) licensed to Oracle. Depending upon your product and its version number, the VAR applications may include:

(i) the **MicroStrategy** Components developed and licensed by MicroStrategy Services Corporation (MicroStrategy) of McLean, Virginia to Oracle and imbedded in the MicroStrategy for Oracle Retail Data Warehouse and MicroStrategy for Oracle Retail Planning & Optimization applications.

(ii) the **Wavelink** component developed and licensed by Wavelink Corporation (Wavelink) of Kirkland, Washington, to Oracle and imbedded in Oracle Retail Mobile Store Inventory Management.

(iii) the software component known as **Access Via™** licensed by Access Via of Seattle, Washington, and imbedded in Oracle Retail Signs and Oracle Retail Labels and Tags.

(iv) the software component known as **Adobe Flex™** licensed by Adobe Systems Incorporated of San Jose, California, and imbedded in Oracle Retail Promotion Planning & Optimization application.

You acknowledge and confirm that Oracle grants you use of only the object code of the VAR Applications.

Oracle will not deliver source code to the VAR Applications to you. Notwithstanding any other term or condition of the agreement and this ordering document, you shall not cause or permit alteration of any VAR Applications. For purposes of this section, "alteration" refers to all alterations, translations, upgrades, enhancements, customizations or modifications of all or any portion of the VAR Applications including all reconfigurations, reassembly or reverse assembly, re-engineering or reverse engineering and recompilations or reverse compilations of the VAR Applications or any derivatives of the VAR Applications. You acknowledge that it shall be a breach of the agreement to utilize the relationship, and/or confidential information of the VAR Applications for purposes of competitive discovery.

The VAR Applications contain trade secrets of Oracle and Oracle's licensors and Customer shall not attempt, cause, or permit the alteration, decompilation, reverse engineering, disassembly or other reduction of the VAR Applications to a human perceivable form. Oracle reserves the right to replace, with functional equivalent software, any of the VAR Applications in future releases of the applicable program.

Contents

Send Us Your Comments xi

Preface xiii

Audience xiii
Documentation Accessibility xiii
Related Documents xiii
Customer Support xiv
Review Patch Documentation xiv
Improved Process for Oracle Retail Documentation Corrections xiv
Oracle Retail Documentation on the Oracle Technology Network xv
Conventions xv

1 Introduction to Base Oracle Retail Xstore Point of Service Reports

Report Menu Configuration and Security 1-1
How to Access Reports 1-1
How to Access Reports on Xstore Mobile 1-3
About Net Sale Calculations 1-5
About Gross Sale Calculations 1-6

2 Report Options

Report Date Options 2-1
Understanding the Date Range Field 2-1
About Reporting Dates 2-2
Saving a Report with Date Criteria 2-3
Saving a Report with Fixed Dates 2-3
Saving a Report with Relative Dates 2-3
Selecting Non-Date Report Criteria 2-3
Running a Report 2-4
On-Screen Report Navigation Options 2-5
Report Run Rules 2-6
Making Your Saved Reports Reusable 2-6
Saving a Report 2-7
View Saved Reports 2-9
Report Printing Options 2-11

3 Daily Sales Reports

Flash Sales Reports: Overview 3-1
Flash Sales Summary Report 3-2
Criteria Selections for the Flash Sales Summary Report 3-2
Flash Sales by Department Report 3-3
Criteria Selections for Flash Sales by Department Report 3-3

Flash Sales by Hour Report ... 3-4
Criteria Selections for Flash Sales by Hour Report ... 3-4
Flash Sales by Employee Report ... 3-5
Criteria Selections for Flash Sales by Employee Report ... 3-5
Daily Sales Report ... 3-6
Criteria Selection for Daily Sales Report ... 3-7
Daily Sales and Cash Report ... 3-8
Criteria Selections for Daily Sales and Cash Report ... 3-8

4 Sales Analysis Reports

Employee Productivity Report ... 4-1
Criteria Selections for Employee Productivity Summary Report ... 4-2
Sales by Hour Report ... 4-2
Criteria Selections for Sales by Hour Report ... 4-3
Sales by Department Report ... 4-4
Criteria Selections for Sales by Department Report ... 4-5
Sales by Department and Employee Report ... 4-5
Criteria Selections for Sales by Department and Employee Report ... 4-7
Sales by Hour Analysis Report ... 4-7
Criteria Selections for Sales by Hour Analysis Report ... 4-8
Tax Exemption Report ... 4-8
Criteria Selections for Tax Exemption Report ... 4-9
Journal Report ... 4-10
Criteria Selections for Journal Report ... 4-11
Line Void Report ... 4-12
Criteria Selection Options for Line Void Report ... 4-12
Post Void Reports ... 4-13
Criteria Selections for Post Void Reports ... 4-14
Transaction Cancel Reports ... 4-15
Criteria Selections for Transaction Cancel Reports ... 4-15
Price Override Report ... 4-16
Criteria Selections for Price Override Report ... 4-17
Suspended Transaction Reports ... 4-17
Criteria Selections for Suspended Transaction Reports ... 4-18
Sales Goals Report ... 4-19
Criteria Selections for Sales Goals Report ... 4-19
Merchandise Sales Analysis Report ... 4-20
Criteria Selections for Merchandise Sales Analysis Report ... 4-21

5 Store Accounting Reports

Cash Drawer Reconciliation Report ... 5-1
Criteria Selections for Cash Drawer Reconciliation Report ... 5-1
Associate Reconciliation Report ... 5-2
Criteria Selections for Associate Reconciliation Report ... 5-3
Cash Drawer Audit Report ... 5-4
Criteria Selections for Cash Drawer Audit Report ... 5-4
Cash Drawer Report ... 5-4

Criteria Selections for Cash Drawer Report 5-5
Paid In/Paid Out Report 5-6
Criteria Selections for Paid In/Paid Out Report 5-6
No Sale Report 5-7
Criteria Selections for No Sale Report 5-7
Credit Card Report 5-8
Criteria Selections for Credit Card Report 5-8
Gift Certificate Report 5-8
Criteria Selections for Gift Certificate Report 5-9

6 Product-Oriented Report

Best Sellers Report 6-1
Criteria Selections for Best Sellers Report 6-1
Returned Merchandise Report 6-2
Criteria Selections for Returned Merchandise Report 6-3
Price Change Report 6-4
Criteria Selections for the Price Change Report 6-4

7 Order Tracking Reports

Special Orders Report 7-1
Criteria Selections for Special Orders Report 7-1
Order Status Report 7-2
Criteria Selections for Order Status Report 7-4
Unfulfillable Order Status Report 7-4
Criteria Selections for Unfulfillable Order Status Report 7-6

8 Layaway Reports

Layaway Aging Reports 8-1
Criteria Selections for Layaway Aging Reports 8-2
Layaway Account Activity Reports 8-3
Criteria Selections for Account Activity Reports 8-4

9 Labor Management Reports

Payroll Reports 9-1
Payroll Summary Report 9-1
Criteria Selections for Payroll Summary Report 9-2
Payroll Detail by Employee Report 9-2
Criteria Selections for Payroll Detail by Employee Report 9-3
Posted Timecard Report 9-3
Criteria Selections for Posted Timecard Report 9-4
Open Timecard Report 9-5
Criteria Selections for Open Timecard Report 9-5
Employee Performance Report 9-5
Criteria Selections for the Employee Performance Report 9-6
Employee Schedule Report 9-6

Criteria Selections for Employee Schedule Report 9-7
Employee Time Off Summary Report 9-7
Criteria Selections for Employee Time Off Summary Report 9-7
Employee Tasks Report 9-8
Criteria Selections for the Employee Tasks Report 9-8

10 Inventory Reports

Inventory Movement Report 10-1
Criteria Selections for Inventory Movement Report 10-2
Inventory Stock Cost Report 10-2
Criteria Selections for Inventory Stock Cost Report 10-3
Shipping/Receiving Exception Reports 10-3
Criteria Selections for Shipping/Receiving Exception Reports 10-4
Shipping Manifest Report 10-6
Criteria Selections for Shipping Manifest Report 10-7
Receiving Report 10-7
Selections for Receiving Report 10-8
Restock Report 10-8
Criteria Selections for Restock Report 10-9
Item List Report 10-9
Criteria Selections for Item List Report 10-10
Inventory Movement Pending Report 10-10
Criteria Selections for Inventory Movement Pending Report 10-11
Inventory Movement History Report 10-11
Criteria Selections for Inventory Movement History Report 10-12
Inventory Adjustment Report 10-13
Criteria Selections for Inventory Adjustment Report 10-13
Open Product Request Summary Report 10-14
Criteria Selections for Open Product Request Summary Report 10-14
Replenishment Product Request Report 10-15
Criteria Selections for Replenishment Product Request Report 10-15
Replenishment Order Worksheet 10-16
Criteria Selections for Replenishment Order Worksheet 10-17
Shelf Labels 10-17
Store Layout 10-17
Inventory Count Sheet 10-17
Inventory Count Variance Reports 10-17

11 Consumer Reports

Customer List Report 11-1
Criteria Selections for Customer List Report 11-2
Loyalty Account History Report 11-3
Criteria Selections for Loyalty Account History Report 11-4
Customer Account Activity Summary Report 11-5
Criteria Selections for CCA Reports 11-5

12 Store Locations Reports

Store Locations Report 12-1
Criteria Selections for Store Locations Report 12-1

13 Gift Registry Report

Gift Registry Report 13-1
Criteria Selections for Gift Registry Report 13-1

14 Wish List Report

Wish List Report 14-1
Criteria Selections for Wish List Report 14-1

15 Pick List Report

Pick List Report 15-1
Criteria Selections for Pick List Report 15-1

16 Airport Report

Airport Sales Tax Report 16-1
Criteria Selections for Airport Sales Tax Report 16-2

A Appendix: Oracle Retail Xstore Office Reports

Stock Valuation Overview A-1
Period Weighted Average Cost (PWAC) A-2
Weighted Average Cost (WAC) A-2
WAC and PWAC Reports A-2
Example: WAC Stock Valuation Summary Report A-3
Example: WAC Stock Valuation Detail Report A-4
Example: PWAC Stock Valuation Summary Report A-4
Example: PWAC Stock Valuation Detail Report A-5
Roll-up Stock Valuation A-5
Airport Authority Report A-6
Dashboard A-7
Dashboard Report Example A-9

Send Us Your Comments

Oracle® Retail Xstore Point of Service Reports Guide, 19.0

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document.

Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

> **Note:** Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the Online Documentation available on the Oracle Technology Network Web site. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: retail-doc_us@oracle.com

Please give your name, address, electronic mail address, and telephone number (optional).

If you need assistance with Oracle software, then please contact your support representative or Oracle Support Services.

If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at `http://www.oracle.com`.

Preface

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

Audience

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

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Related Documents

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

- *Oracle Retail Xstore Suite Release Notes*
- *Oracle Retail Xstore Suite Oracle Retail Xstore Suite 19.0/Merchandising 16.0.2 Implementation Guide*
- *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 Suite Implementation and Security Guide*
- *Oracle Retail Xstore Suite Deal Pricing Guide*

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

https://support.oracle.com

When contacting Customer Support, please provide the following:

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

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 19.0) or a later patch release (for example, 19.0.1). If you are installing the base release or additional patches, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

Improved Process for Oracle Retail Documentation Corrections

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

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

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

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

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

Oracle Retail Documentation on the Oracle Technology Network

Oracle Retail product documentation is available on the following web site:

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

(Data Model documents are not available through Oracle Technology Network. You can obtain them through My Oracle Support.)

Conventions

The following text conventions are used in this document:

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

1

Introduction to Base Oracle Retail Xstore Point of Service Reports

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]**.

Figure 1–1 Back Office ID Login Screen

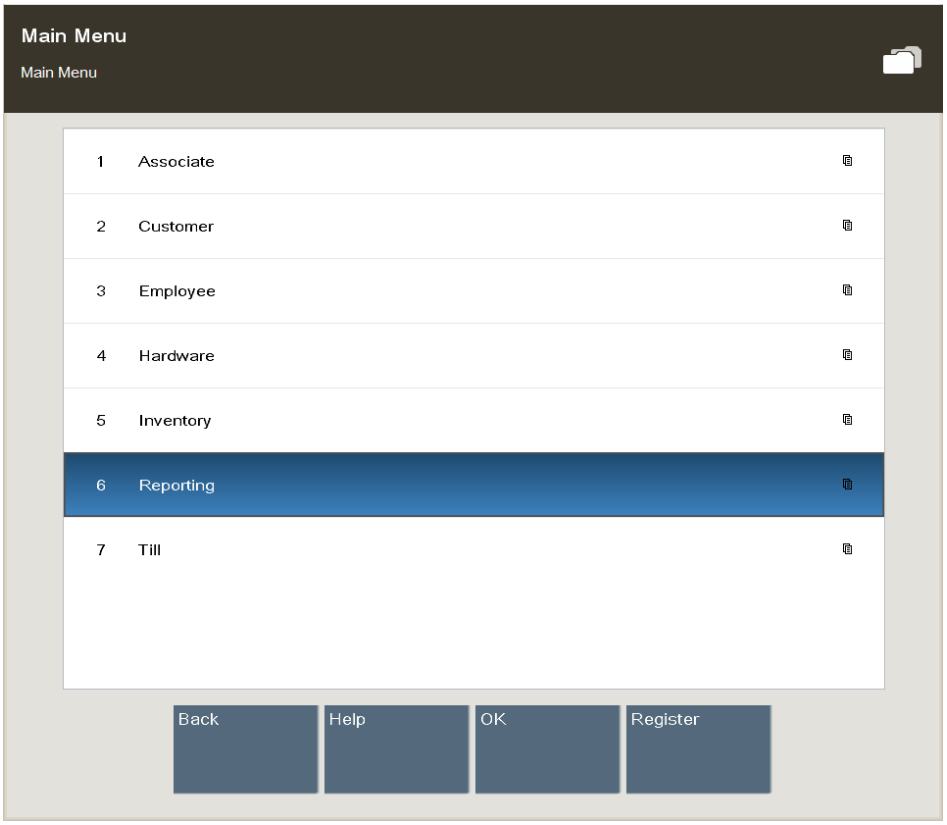
3. Enter your password at the Login Password prompt and press **[Enter]**.

Figure 1–2 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 click **Ok**.

Figure 1–3 Back Office Main Menu



The system may display a list of reports for the function you selected (Sales, Inventory, Manager Reports, and so on), 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.

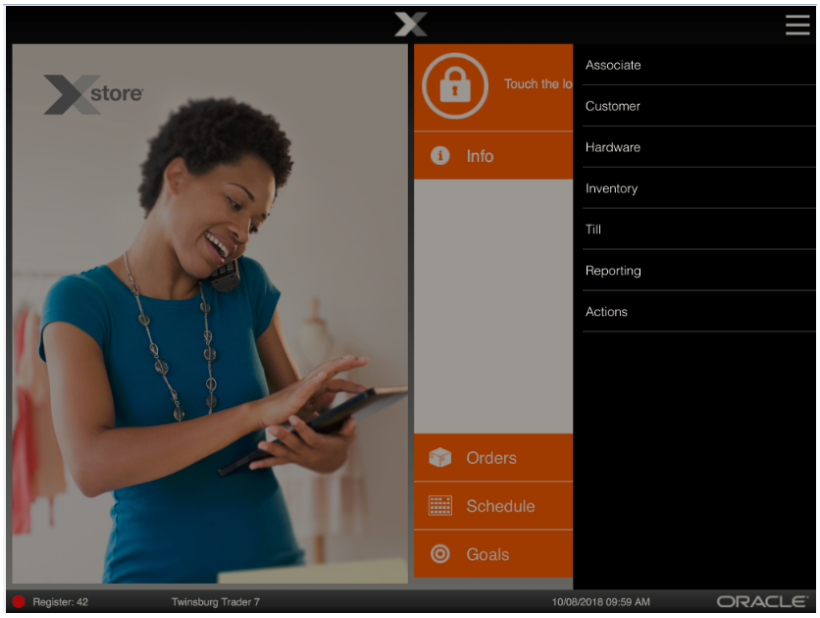
How to Access Reports on Xstore Mobile

Note: All Oracle Retail Xstore Point of Service desktop reports are also available on the Xstore Mobile Tablet.

To access Xstore reports on the Xstore Mobile Tablet, follow the steps below.

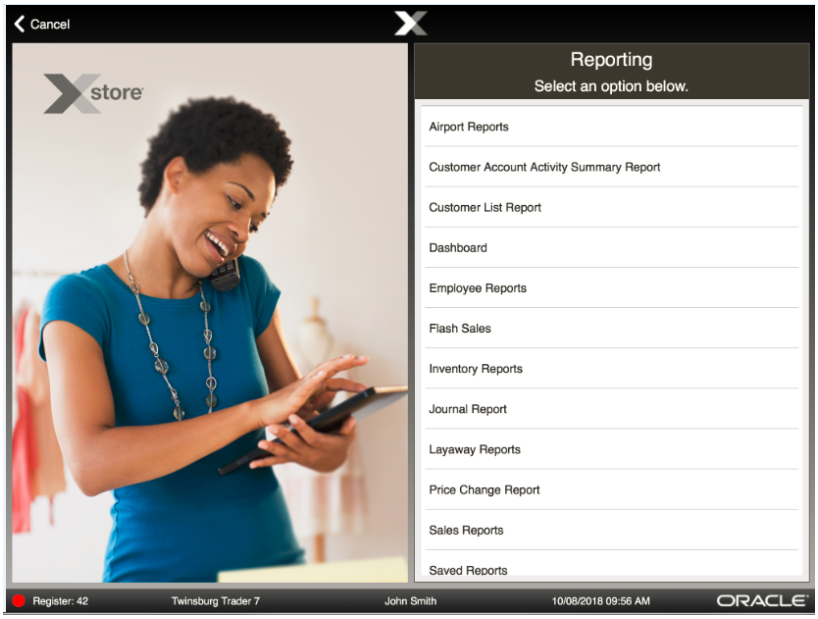
1. At the Login screen, enter your credentials to log on to Xstore Mobile.
2. At the main menu, select the **Context Menu** button in the upper-right hand corner of the screen.
3. At the Context Menu, select **Actions** and then **Reporting**.

Figure 1–4 Xstore Mobile Tablet Context Menu - Reporting



4. Depending on you system's configuration, the Report Categories are displayed.

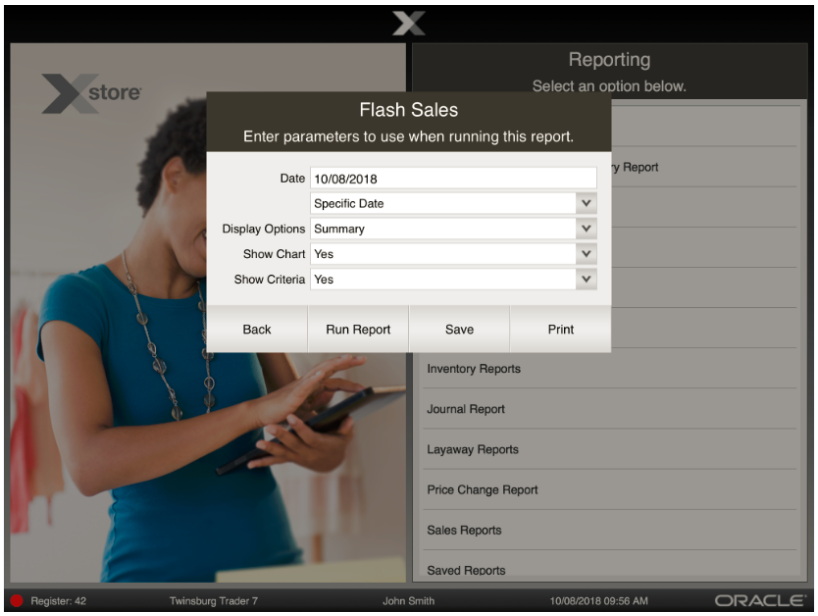
Figure 1–5 Xstore Mobile Tablet - Report Categories



- Select **Cancel** to return to the Login screen.

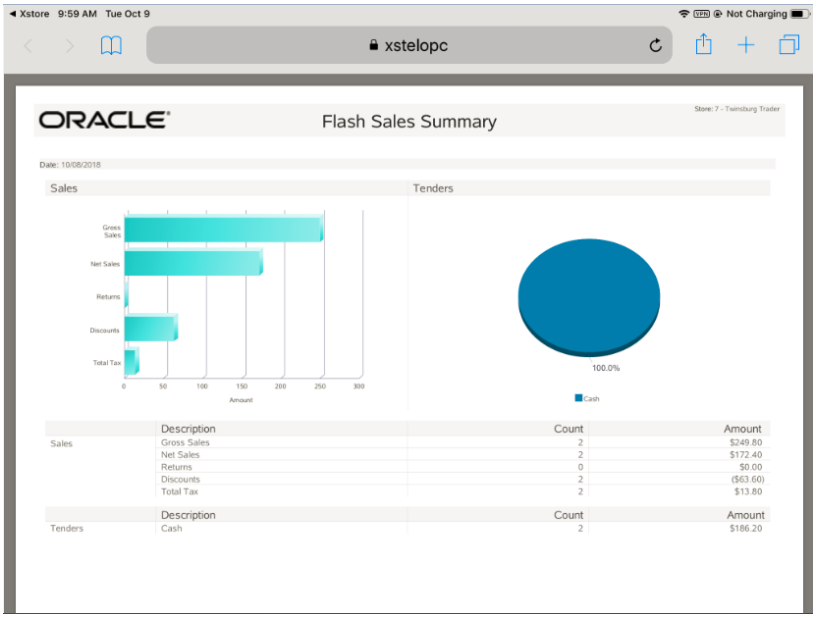
5. Select a Report Category. Xstore Mobile displays a list of available reports.
   - Select **Cancel** to return to Reporting.
6. Select a report from the list. The system displays the Report Search screen. Enter the search criteria.

Figure 1–6 Xstore Mobile Tablet - Report Search Screen



7. Select **Run Report.** The report is displayed in the PDF viewer of your device.

Figure 1–7 Xstore Mobile Tablet - Report Example



- Select Xstore in the top left corner to exit the report.

Note: For more report navigation options, see On-Screen Report Navigation Options.

About Net Sale Calculations

In reports, net sales are calculated as follows:

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

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

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

  When true, VAT is excluded from Net Sales.

- `<BookAsSaleOnSetup dtype="Boolean">false</BookAsSaleOnSetup>`

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

The following database flag is checked for net sale calculations:

- itm_item_options.exclude_from_net_sales_flag

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

About Gross Sale Calculations

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

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

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

- `<GrossSalesOptions dtype="Default">`

  1) `<EnforceExcludeFromNetSalesFlag dtype="Boolean">false</EnforceExcludeFromNetSalesFlag>`

  2) <ExcludeReturns dtype="Boolean">false</ExcludeReturns>

  `</GrossSalesOptions>`

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

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

2

Report Options

This chapter describes the report options of Xstore Point of Service.

Report Date Options

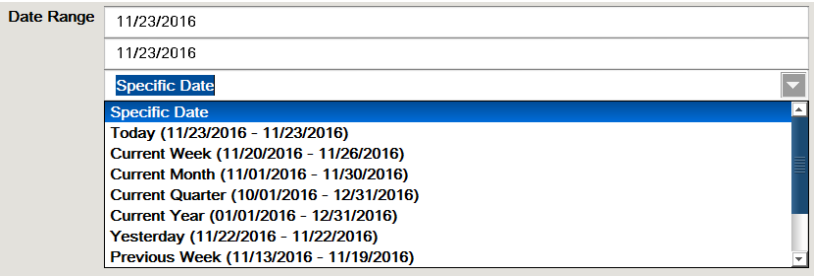
The information on a report is filtered to include only the data from a specific date or from a range of dates. Oracle Retail Xstore Point of Service offers you the flexibility to specify dates in several different ways:

- 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.

Figure 2–1 Date Range Options



Fixed date fields for begin and end dates:

- If you want to specify one fixed date, enter the same date in both of the date entry fields. For example, to indicate the single date

  02/25/2013, you must type that date in both of the date entry fields.

  <OR>

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

Drop-down list for relative date options:

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

Note: The System Date is the Business Date.

About Reporting Dates

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

Table 2–1 Relative Date Options

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

Table 2–1 (Cont.) Relative Date Options

Relative Date	Calendar Year	Fiscal Calendar
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.

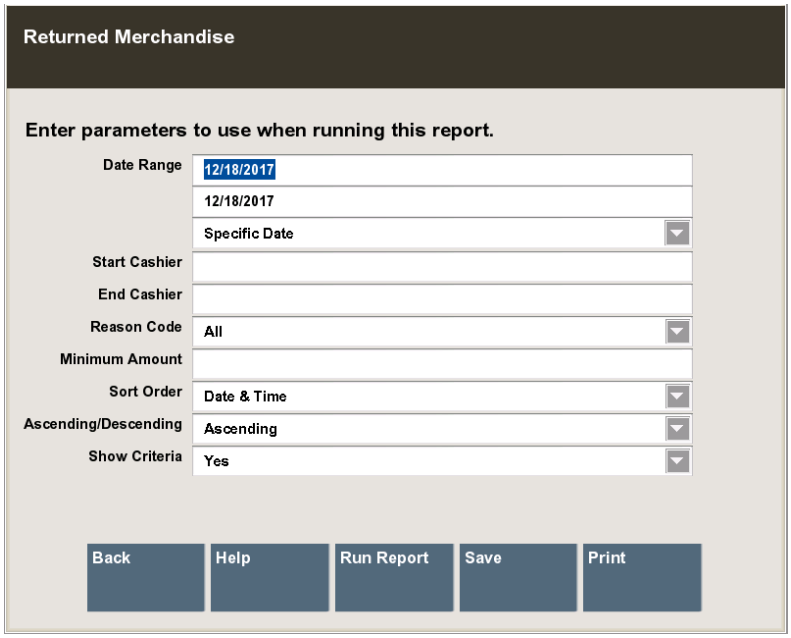
Selecting Non-Date Report Criteria

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.

Figure 2–2 Returned Merchandise Report Criteria

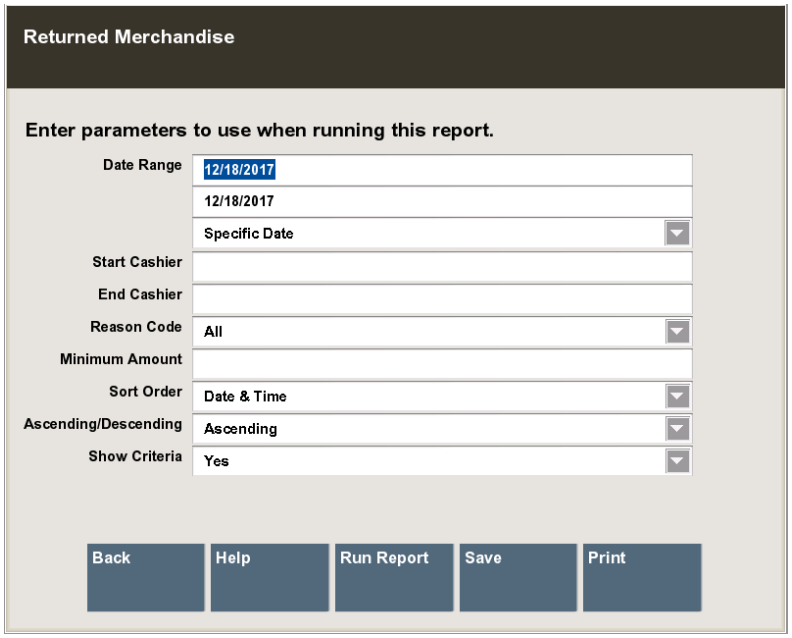


Note: Enter more criteria on the form to produce a report that contains more focused information. If you reduce the number of criteria, the resulting volume of information on the report may increase, and analysis may become more difficult.

Running a Report

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

Figure 2–3 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.

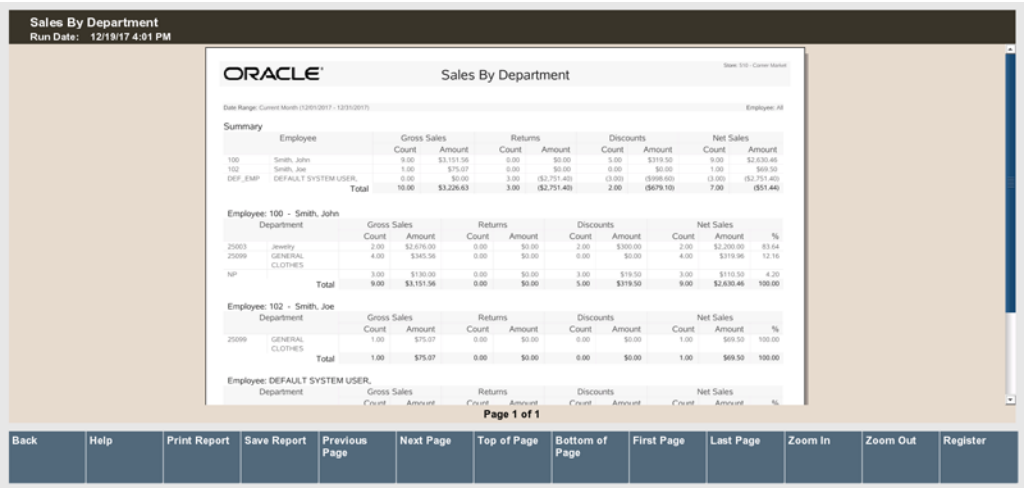
- The criteria you selected will be displayed as header information on the report.

Figure 2–4 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.

Figure 2–5 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

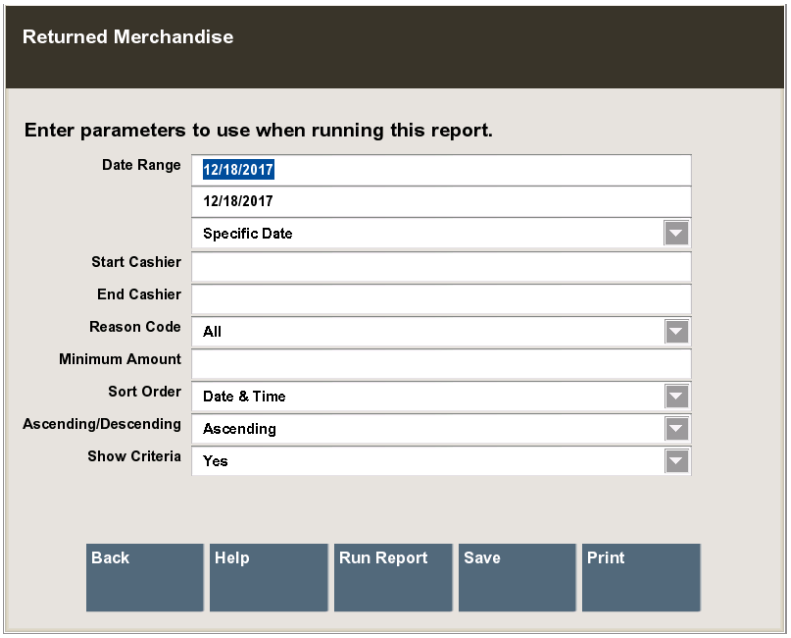
After running a report, it can be saved so that the data can be reviewed later. The system automatically stores your saved report in a location based on the system's configuration and your login ID.

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.

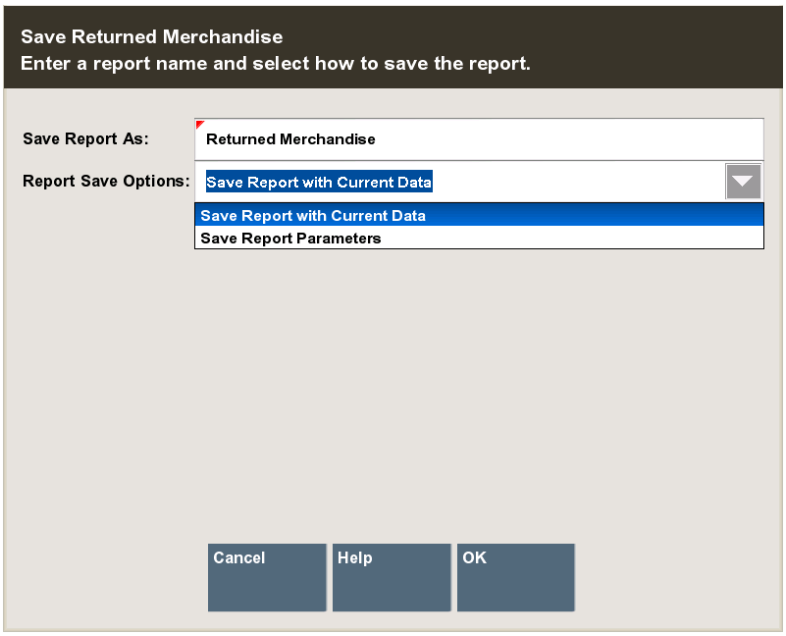
   This option is also available when viewing a report using the Save menu option.

Figure 2–6 Criteria Selection Form



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

Figure 2–7 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**.

Figure 2–8 Saved Report Confirmation Prompt - Criteria Saved

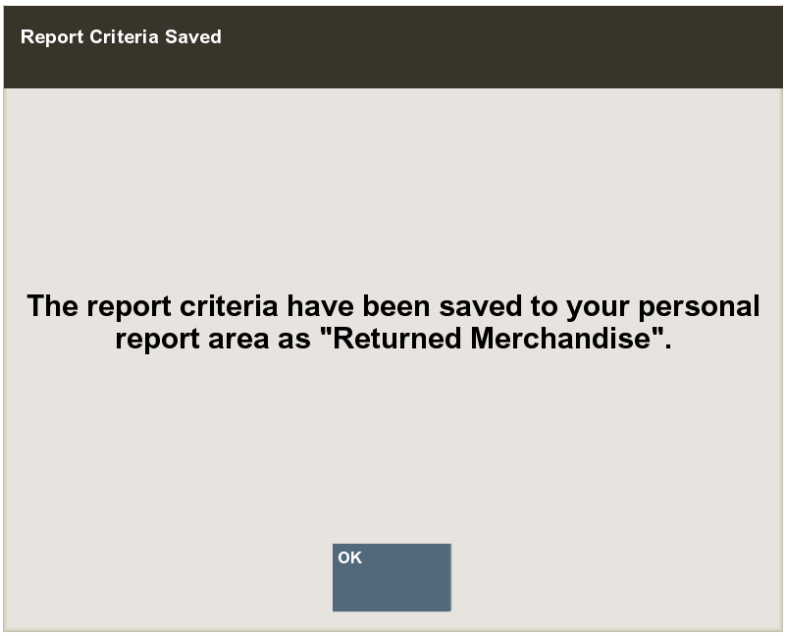
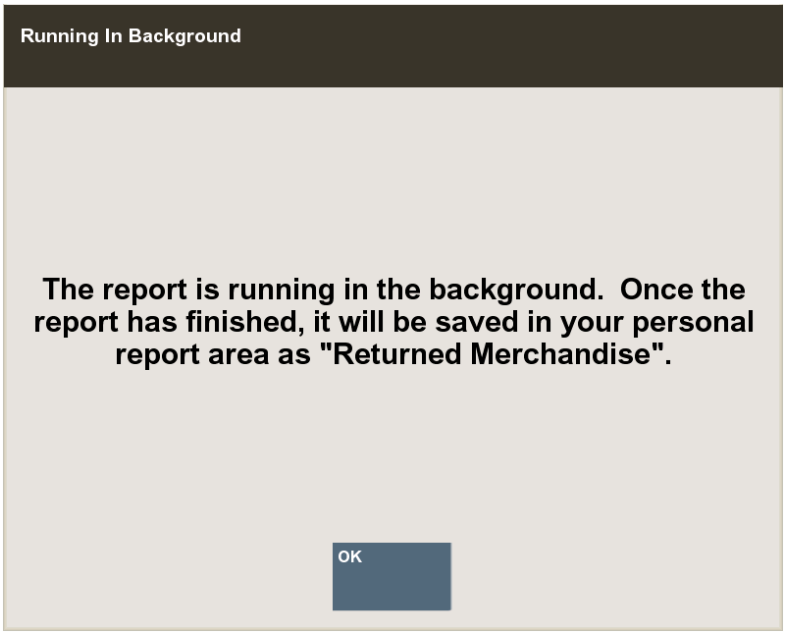


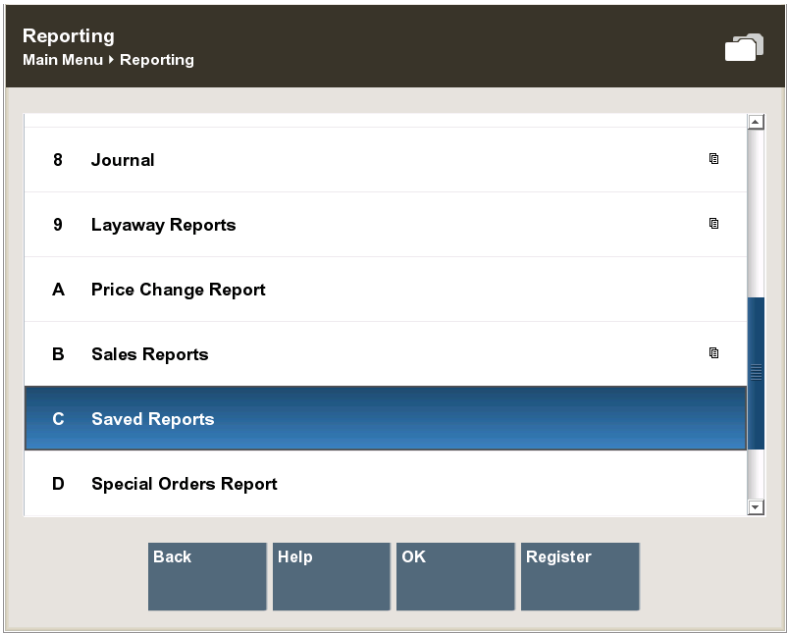
Figure 2–9 Saved Report Confirmation Report - Report Running



View Saved Reports

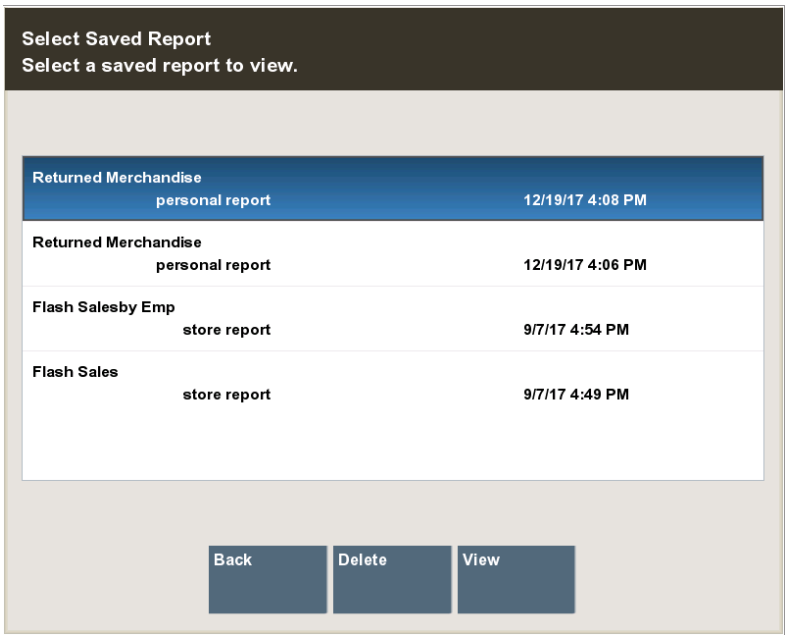
1. After logging in to the Back Office, select Reports and then choose the Saved Reports option on the Back Office Main Menu, and select **Ok**.

Figure 2–10 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.

Figure 2–11 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.

Figure 2–12 Print Report

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

3

Daily Sales Reports

This chapter contains information about the following reports:

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

Flash Sales Reports: Overview

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

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

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

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

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

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

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

Flash Sales Summary Report

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

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

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

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 Reports Parameters

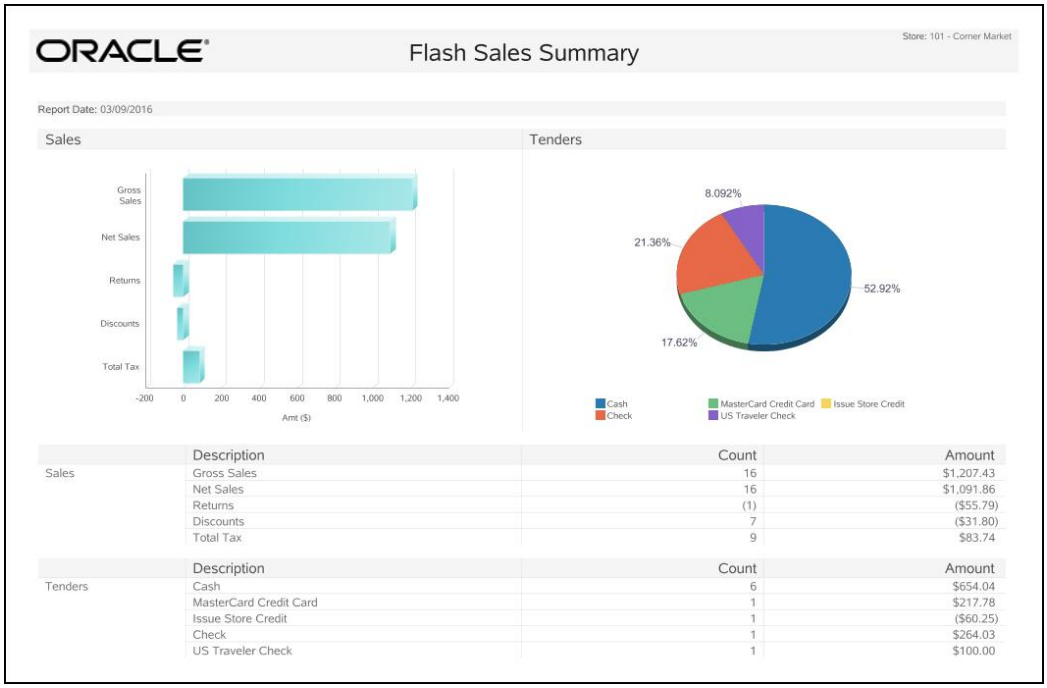
Parameter	Description
Description, Count, and Amount for the following:	
Sales	
Gross Sales	Total count and amount of items sold. Note: Due to the way some tax amounts are rounded, there are circumstances where the gross sales amount will not equal the total of all tender amounts collected.
Net Sales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

Criteria Selections for the Flash Sales Summary Report

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

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

Figure 3–1 Sample: Flash Sales Summary Report



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

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

Flash Sales 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

Parameters	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.

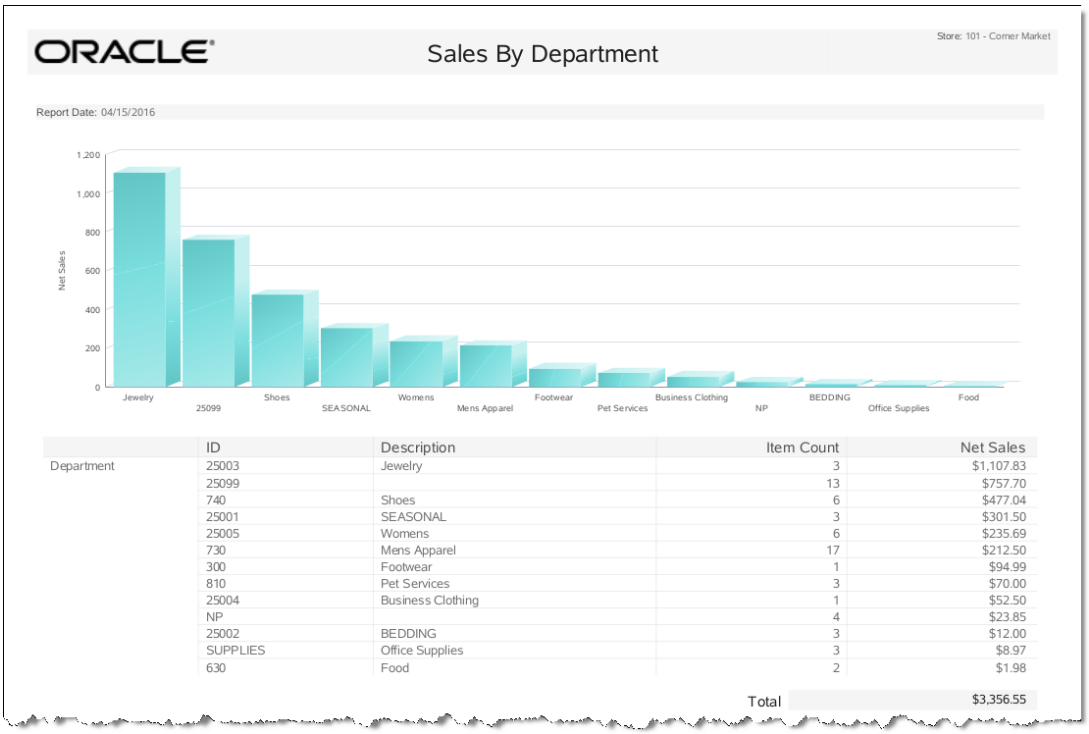
Criteria Selections for Flash Sales by Department Report

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.

Figure 3–2 Sample: Flash Sales by Department Report



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

Flash Sales by 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

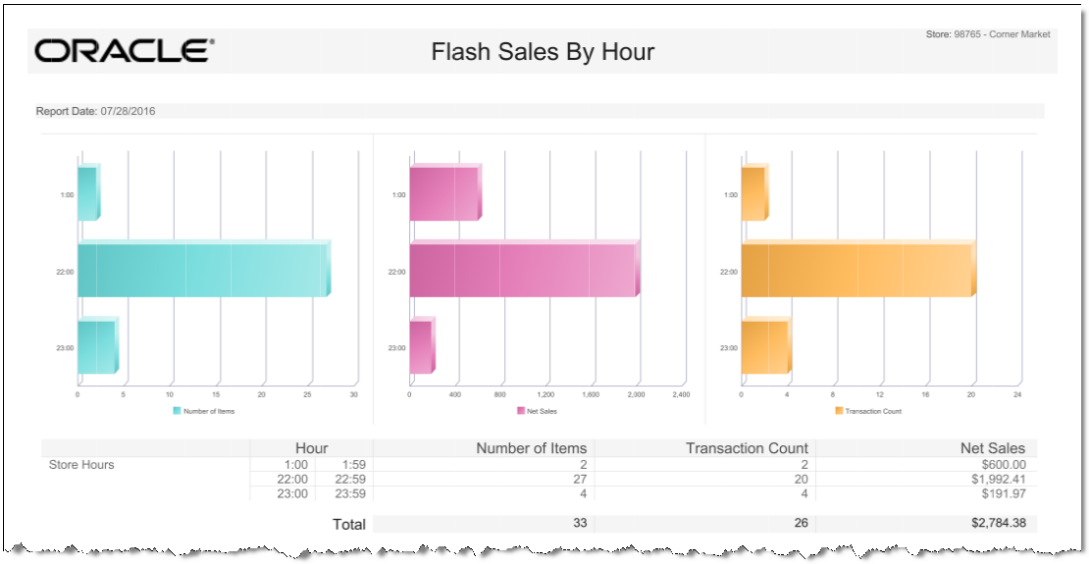
Parameter	Description
Period	The hourly increment.
Item Count	The item count.
Transaction Count	The transaction count.
Net Sales	Net Sales = Gross Sales minus tax, minus discounts, minus return.
Total	Total net sales for the day.

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.

Figure 3–3 Sample: 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.

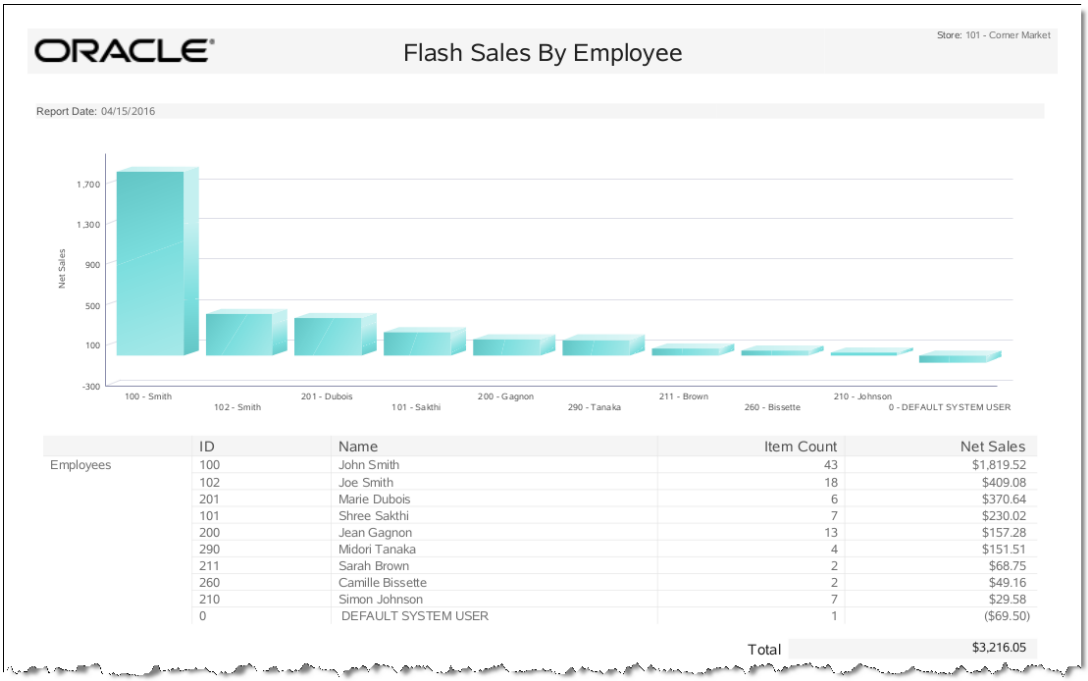
Table 3–4 Flash Sales by Employee Report Parameters

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.

Figure 3–4 Sample: Flash Sales by Employee Report



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

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

Parameters	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

Parameters	Description
Business Date	The business date the transaction took place.
Trans	The transaction identifier.
Req	The register number.
Employee	The employee identifier.
Item	The item number.
Description	A description of the item.
Qty	The item quantity.
Unit	The item's price per unit.

Table 3–6 (Cont.) Daily Sales Report Detail Parameters

Parameters	Description
Override	The override price on the item.
Discount	The discount amount.
Net Sales	The net sale amount for the transaction.
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.

Figure 3–5 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 Unit	Price Override	Discount	Net Sales
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

Page 1 of 3

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 Cash Report Parameters

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

Criteria Selections for Daily Sales and Cash Report

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

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

Figure 3–6 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

4

Sales Analysis Reports

This chapter contains information about the following reports:

- 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.

Table 4–1 (Cont.) Employee Productivity Report Parameters

Parameter	Description
Average data	Items: The average number of items included in a sale transaction for the employee. Amount: The average amount of the sale including all items in a transaction for the employee.
Percent data	Markdown: The percentage of the employee's net sales amount that was discounted for the employee. Returns: The percentage of the employee's net sales amount that was returned to the store for the employee.
Net value:	Returns: The total net amount of all return transactions for the employee. 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, and so on) from the drop-down list.

Figure 4–1 Sample: Employee Productivity Report

ORACLE Employee Productivity

Store: 101 - Corner Market

Date Range: 09/10/2018 - 09/10/2018

Employee: ALL

ID	Name	Transactions	Average data		Percent data		Net value	
			Items	Amount	Markdown	Returns	Returns	Sales
100	Smith, John	6	2.00	60.66	0.00	0.00	0.00	363.98
101	Sakthi, Shree	2	1.50	31.12	0.00	0.00	0.00	62.24
102	Smith, Joe	1	3.00	255.69	4.41	0.00	0.00	255.69
200	Gagnon, Jean	1	4.00	117.24	0.00	0.00	0.00	117.24
						Total	0.00	799.16

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

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.
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, and so on) from the drop-down list.

Figure 4–2 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 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. Note: Due to the way some tax amounts are rounded, there are circumstances where the gross sales amount will not equal the total of all tender amounts collected.
Returns data	#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 data	#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, and so on) from the drop-down list.
- Employee: Check box to include employee data.

Figure 4–3 Sample: Sales by Department Report

ORACLE Sales By Department

Store: 101 – Corner Market

Summary

Employee		Gross Sales		Returns data		Discounts data		Net Sales	
		Count	Amount	Count	Amount	Count	Amount	Count	Amount
100	Smith, John	8.50	$381.72	0.00	$0.00	0.00	$0.00	8.50	$363.98
101	Sakthi, Shree	1.50	$66.83	0.00	$0.00	0.00	$0.00	1.50	$62.24
102	Smith, Joe	3.00	$287.96	0.00	$0.00	1.00	$11.80	3.00	$255.69
200	Gagnon, Jean	2.00	$126.42	0.00	$0.00	0.00	$0.00	2.00	$117.24
	Total	15.00	$862.94	0.00	$0.00	1.00	$11.80	15.00	$799.16

Employee: 100 – Smith, John

Department		Gross Sales		Returns data		Discounts data		Net Sales		
		Count	Amount	Count	Amount	Count	Amount	Count	Amount	%
25099	GENERAL CLOTHES	3.50	$239.22	0.00	$0.00	0.00	$0.00	3.50	$221.48	60.85
NP		5.00	$142.50	0.00	$0.00	0.00	$0.00	5.00	$142.50	39.15
	Total	8.50	$381.72	0.00	$0.00	0.00	$0.00	8.50	$363.98	100.00

Employee: 101 – Sakthi, Shree

Department		Gross Sales		Returns data		Discounts data		Net Sales		
		Count	Amount	Count	Amount	Count	Amount	Count	Amount	%
25099	GENERAL CLOTHES	1.00	$61.83	0.00	$0.00	0.00	$0.00	1.00	$57.24	91.97
NP		0.50	$5.00	0.00	$0.00	0.00	$0.00	0.50	$5.00	8.03
	Total	1.50	$66.83	0.00	$0.00	0.00	$0.00	1.50	$62.24	100.00

Employee: 102 – Smith, Joe

Department		Gross Sales		Returns data		Discounts data		Net Sales		
		Count	Amount	Count	Amount	Count	Amount	Count	Amount	%
25005	Womens	1.00	$126.50	0.00	$0.00	1.00	$11.80	1.00	$106.20	41.53
25099	GENERAL CLOTHES	2.00	$161.46	0.00	$0.00	0.00	$0.00	2.00	$149.49	58.47
	Total	3.00	$287.96	0.00	$0.00	1.00	$11.80	3.00	$255.69	100.00

Sales by Department and Employee Report

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

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

Table 4–4 Sales by Department and Employee Report Parameters

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

Table 4–4 (Cont.) Sales by Department and Employee Report Parameters

Parameter	Description
% (Net)	A percentage of the department/employee'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 department percentages.

Criteria Selections for Sales by Department and Employee Report

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

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

Figure 4–4 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 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.

Table 4–5 (Cont.) Sales by Hour Analysis Report Parameters

Parameter	Description
%	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.

Figure 4–5 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)
Register: ALL
Till: ALL
Employee: ALL

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

Tax Exemption Report

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

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

Table 4–6 Tax Exemption Report Parameters

Parameter	Description
Totals	

Table 4–6 (Cont.) Tax Exemption Report Parameters

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

Criteria Selections for Tax Exemption Report

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

- Date Range: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, and so on) 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.

Figure 4–6 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

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:

- Account Lookup
- Balance Inquiry
- Bank Deposit
- Batch Close
- Credit Application
- Escrow
- Exchange Rate Maintenance
- Inventory Control
- Inventory Summary Count
- Movement Pending
- No Sale
- Order
- Post Void
- 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

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

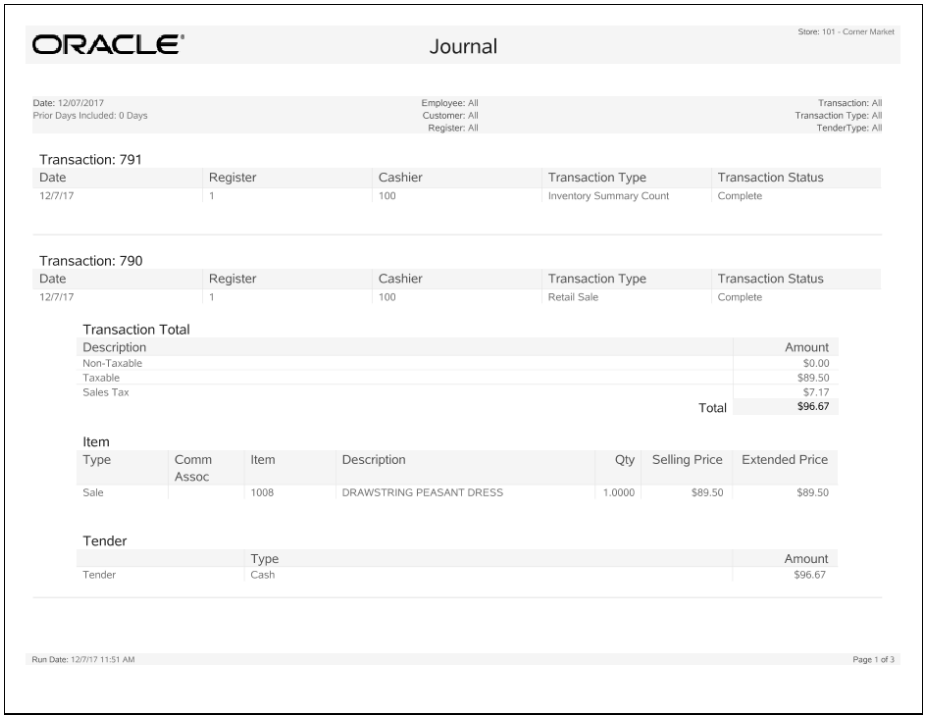
The data returned for the report will vary with the Category selected. Report information includes the Trans Type, Total, Customer ID, Register, Cashier, BusinessDate, TransId, Status, item detail, and tender detail, as applicable.

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.

Figure 4–7 Sample: Journal Report



ORACLE

Journal

Store: 101 - Corner Market

Date: 12/07/2017
Prior Days Included: 0 Days

Employee: All
Customer: All
Register: All

Transaction: All
Transaction Type: All
TenderType: All

Transaction: 791

Date	Register	Cashier	Transaction Type	Transaction Status
12/7/17	1	100	Inventory Summary Count	Complete

Transaction: 790

Date	Register	Cashier	Transaction Type	Transaction Status
12/7/17	1	100	Retail Sale	Complete

Transaction Total

Description	Amount
Non-Taxable	$0.00
Taxable	$89.50
Sales Tax	$7.17
Total	$96.67

Item

Type	Comm Assoc	Item	Description	Qty	Selling Price	Extended Price
Sale		1008	DRAWSTRING PEASANT DRESS	1.0000	$89.50	$89.50

Tender

	Type	Amount
Tender	Cash	$96.67

Run Date: 12/7/17 11:51 AM

Page 1 of 3

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, and so on) from the drop-down list.

Figure 4–8 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	Onyx/Gold Earrings	1	$199.00	$0.00
				608	Shipping Fee $	1	$20.39	$20.39
							Total	$20.39
10002045	1	06/03/2016 09:19:52 AM	100	330003	Blue L Tee Shirt	1	($12.50)	($12.50)
							Total	($12.50)
10002055	1	06/03/2016 09:22:00 AM	100	564	Special Order Service Fee	1	$9.51	$0.00
							Total	$0.00
10002178	1	06/06/2016 01:56:25 PM	100	560	Layaway Setup Fee	1	$9.72	$0.00
							Total	$0.00
10002196	1	06/06/2016 02:00:22 PM	100	330204	Green XL Tee Shirt	1	$12.50	$0.00
							Total	$0.00
10002225	1	06/06/2016 02:06:39 PM	100	560	Layaway Setup Fee	1	$8.64	$0.00
							Total	$0.00
10002238	1	06/06/2016 02:09:01 PM	100	100150057	Archu_SMKCHK_item_1	1	$122.22	$0.00
							Total	$0.00
10002240	1	06/06/2016 02:09:32 PM	100	1112	FEMALE DRESS	1	$50.00	$0.00
							Total	$0.00
10002267	1	06/06/2016 02:13:10 PM	100	608	Shipping Fee $	1	$3.95	$3.95
				1022	Signature Jeans	1	$0.99	$0.00
							Total	$3.95
10002283	1	06/06/2016 02:15:05 PM	100	608	Shipping Fee $	1	$15.95	$15.95
				1028	Signature VAT T-Shirt	1	$38.00	$0.00
							Total	$15.95

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

Page 1 of 2

Post Void Reports

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

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

Table 4–8 Post Void Reports Parameters

Parameter	Description
Summary	
Transaction	The identifier for the transaction.
Cashier	The cashier's identifier.
Register	The register where the voiding transaction took place.
Reason Code	The reason code for the post void transaction.
Transaction Time	Date and time the transaction took place.
Sub Total	The subtotal of the transaction.

Table 4–8 (Cont.) Post Void Reports Parameters

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

Criteria Selections for Post Void Reports

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

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

Figure 4–9 Sample: Post Void Transaction Report

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	98765010000 15	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	98765010000 15	1	Cashier Error	1002- COTTON JERSEY TIERED DRESS	$106.20	1	$106.20
					Total	1	$106.20

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

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

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

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

Run Date: 7/11/16 10:49 AM

Page 1 of 2

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

Criteria Selections for Transaction Cancel Reports

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

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

Figure 4–10 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

Page 1 of 4

Price Override Report

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

Table 4–10 Price Override Report Parameters

Parameter	Description
By Employee ID	
Date	The date the transaction took place.
Time	The time the transaction took place.
Trans	The identifier for the transaction.
SKU	The item identifier.
Description	The item description.
Reason	The reason for the item price override.
Qty	The number of items that have a price override.
Price	Regular Price: The price of the item before the price override was applied. Sold Price: The price of the item after the price override was applied.

Table 4–10 (Cont.) Price Override Report Parameters

Parameter	Description
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, and so on) 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.

Figure 4–11 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

Suspended Transaction Reports

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

The summary-level report identifies the transaction numbers that were suspended, when the suspension occurred and the amount on the transaction. A Total amount is

calculated at the end of the report. No item-level information is provided on this report.

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

Table 4–11 Suspended Transaction Reports Parameters

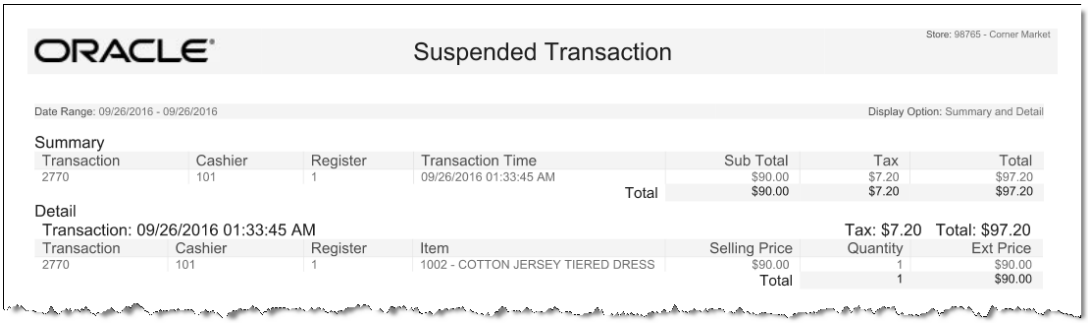
Parameter	Description
Summary	
Transaction	The identifier for the transaction.
Cashier	The cashier's identifier.
Register	The register where the transaction took place.
Transaction Time	The date and time the transaction took place.
Sub Total	Subtotal for the transaction.
Tax	Tax applied to the transaction.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

Criteria Selections for Suspended Transaction Reports

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

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

Figure 4–12 Sample: Suspended Transaction Report



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 Tax: $7.20 Total: $97.20

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

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. Note: Future goals display "N/A".
Goals	The sales goal value.
% To Goal	The goal status as a percentage to the target. Note: Future goals display "N/A".

Criteria Selections for Sales Goals Report

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

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

Figure 4–13 Sample: Sales Goals Reports

ORACLE

Sales Goals

Store: 98765 - Corner Market

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

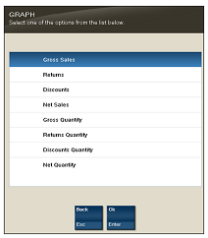
Status: All

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	2194.38
Test5	8/6/16 2:37 AM	8/25/16 2:37 AM	$8,716.57	$600.00	1452.76
Test1	9/14/16 4:42 AM	9/26/16 4:42 AM	$5,574.29	$8,000.00	69.68
Test4	9/24/16 4:43 AM	9/26/16 4:43 AM	$90.00	$1,000.00	9.00
Test	9/26/16 4:41 AM	9/30/16 4:42 AM	$159.50	$2,000.00	7.98
Test2	9/27/16 4:42 AM	9/30/16 4:43 AM	$0.00	$3,000.00	N/A

Merchandise Sales Analysis Report

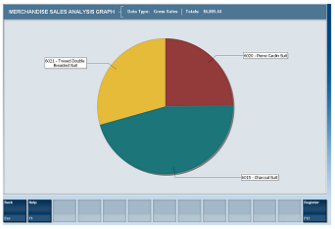
The Merchandise Sales Analysis report displays item merchandise hierarchy sales information. You may choose to drill-down into merchandise hierarchy levels to the item level by selecting a row and then selecting Drill Down. To return to the list select Drill Up. You can also sort by selecting a column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

Figure 4–14 Graph Options

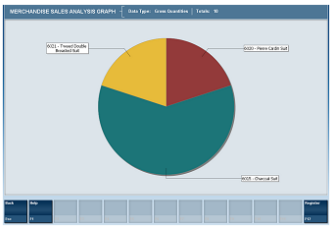


Note: Touch-screen users tap the row or column to drill down or sort.

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.



The parenthesis contains the number of items.

Table 4–13 Merchandise Sales Analysis Parameters

Parameters	Description
Gross Totals	Amount of all items sold.
Return Totals	Amount of all returns.
Discount Totals	Amount of all discounts.

Table 4–13 (Cont.) Merchandise Sales Analysis Parameters

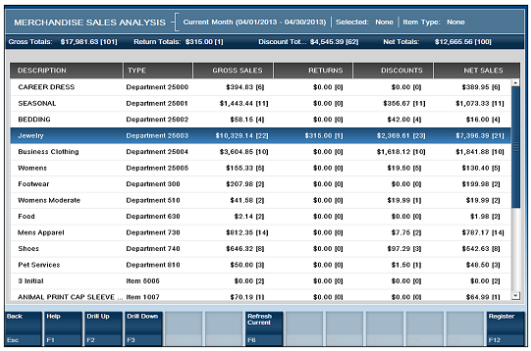
Parameters	Description
Net Totals	Net amount of all sales.
Description	The item description.
Type	The department or item number.
Gross Sales	Total sales amount by item.
Returns	Total amount of the item returned.
Discounts	Total amount of the item discounted.
Net Sales	The total net amount of all sales 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:

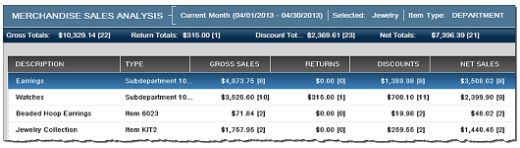
- Date Range: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, and so on) from the drop-down list.

Figure 4–15 Merchandise Sales Analysis Report



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

Figure 4–16 Sample: Drill-Down



5

Store Accounting Reports

This chapter contains information about the following reports:

- Cash Drawer Reconciliation Report
- Associate Reconciliation Report
- Cash Drawer Audit Report
- Cash Drawer Report
- Paid In/Paid Out Report
- No Sale 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.

Figure 5–1 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 Traveller 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
		Total	1,109.70	1,109.70	0.00
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 Traveller 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
		Total	1,047.07	1,072.07	(25.00)
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
		Mall 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

Page 1 of 2

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.

Table 5–2 (Cont.) Associate Reconciliation Report Parameters

Parameter	Description
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.

Figure 5–2 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
Mall Certificate	0	0	0	0
Merchandise Credit Card	0	0	0	0
Mexico Cash	0	0	0	0
Private Label Credit Card	0	0	0	0
Reload Gift Card	0	0	0	0
Reload Merchandise Credit Card	0	0	0	0
Store Credit	0	0	0	0
Sweden Cash	0	0	0	0
US Traveler Check	0	0	0	0
	Total	0	269.43	

Associate Signature

Manager Signature

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

Parameter	Description
Register data	ID: The register identifier. Status: Status of the register.
Drawer	The cash drawer identifier.
Till	The till identifier.
Register Status	The current status of the register.
Associate data	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.

Figure 5–3 Sample: Cash Drawer Audit Report

ORACLE Cash Drawer Audit

Store: 101 - Corner Market

Register data		Drawer	Till	Associate data		Currency	Cash Balance	Amount Over Threshold
ID	Status			ID	Name			
1	Open		TILL1			Australian Cash	0.00	(1,000.00)
						Brazilian Cash	0.00	(1,000.00)
						Canada Cash	0.00	(1,000.00)
						Euro Cash	300.00	(700.00)
						British Pound	0.00	(1,000.00)
						Mexico Cash	0.00	(1,000.00)
						Polish Cash	0.00	(1,000.00)
						Sweden Cash	0.00	(1,000.00)
						Cash	812.61	(9,187.39)

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, and so on, as well as 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.

Figure 5–4 Sample: Cash Drawer Report

ORACLE

Cash Drawer

Store: 246 - Corner Market

Date: 10/25/2016

Register: 0 - 10

Register: 1

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

Run Date: 10/26/16 10:08 AM

Page 1 of 3

Paid In/Paid Out Report

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

Navigate: Till Reports > Paid In/Paid Out Report.

Table 5–5 Paid In/Paid Out Report Parameters

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

Figure 5–5 Sample: Paid In/Paid Out Report

ORACLE

Paid In / Paid Out

Store: 999 - Corner Market

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

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

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

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, and so on) from the drop-down list.

Figure 5–6 Sample: No Sale Report

ORACLE

No Sale

Store: 101 - Corner Market

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

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

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

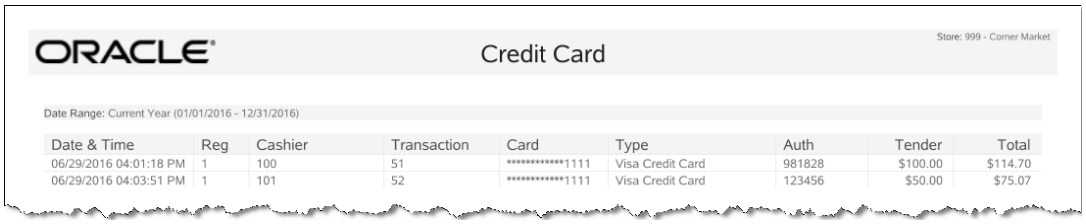
Parameter	Description
Date & Time	Date and time the transaction took place.
Reg	The register identifier.
Cashier	The cashier's identifier number.
Transaction	The transaction number.
Card	The masked credit card number.
Type	The type of credit card.
Auth	The authorization number received from the processor.
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, and so on) from the drop-down list.

Figure 5–7 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

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.

Table 5–8 (Cont.) Gift Certificate Report Parameters

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

Criteria Selections for Gift Certificate Report

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

- Date Range: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, and so on) 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.

Figure 5–8 Sample: Gift Certificate Report

ORACLE

Gift Certificate

Store: 101 - Corner Market

Date Range: 09/10/2018 - 09/10/2018

Employee: ALL

	Sold data (Count: 4)				Redeemed data (Count: 0)			
Serial Number	Transaction	ID	Date	Denomination	Transaction	ID	Date	Amount
GC010100100****	19	100	09/10/2018	$5.00				$0.00
GC010100100****	19	100	09/10/2018	$50.00				$0.00
GC010100100****	20	100	09/10/2018	$75.00				$0.00
GC010100100****	21	100	09/10/2018	$10.00				$0.00
			Total	$140.00			Total	$0.00

6

Product-Oriented Report

This chapter contains information about the following reports:

- 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, and so on) from the drop-down list.
- Start Reg: Enter the first register ID if you want to restrict the report to a single register or a range of registers.
- End Reg: Enter the last register ID if you want to specify a range of registers, or enter the same register as the start register ID if you want to include only one specific register.
- Report By: Select whether the organize the report by Item or by Style.
- Department: Select a specific department from the drop-down list, or accept the default ALL to include every department.

- Best Sellers Selected By: Select Net Sales or Quantity. The data will be sorted by the selection you make.
- Ascending/Descending: Select whether to sort the report in ascending or descending order.

Figure 6–1 Sample: Best Sellers Report by Style

ORACLE

Best Sellers Report

Store: 101 - Corner Market

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

Report By: Style

Department: ALL
Register: ALL

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

Figure 6–2 Sample: Best Sellers Report by Item

ORACLE

Best Sellers Report

Store: 101 - Corner Market

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

Report By: Item

Department: ALL
Register: ALL

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

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

Page 1 of 2

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.
Report Totals	
Return Price	The total amount for each individual item.
Extended Price	The total of all extended prices for all items.

Criteria Selections for Returned Merchandise Report

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

- Date Range: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, and so on) 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.

Figure 6–3 Sample: Returned Merchandise Report

ORACLE

Returned Merchandise

Store: 101 - Corner Market

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

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

Price Change Report

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

Table 6–3 Price Change Report Parameters

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

Criteria Selections for the Price Change Report

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

- Date Range: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, and so on) 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.

Figure 6–4 Sample: Price Change Report

ORACLE

Price Change

Store: 101 - Corner Market

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

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

7

Order Tracking Reports

This chapter contains information about the following reports:

- 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: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, and so on) 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.

Figure 7–1 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

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.
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.

Table 7–2 (Cont.) Order Status Report Parameters - Order Section

Parameter	Description
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. Cancelled - All items are cancelled. 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 or 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.
Comments	The comments associated with the order.

Table 7–3 Order Status Report Parameters - Customer Section

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

Table 7–4 Order Status Report Parameters - Items Section

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

Table 7–4 (Cont.) Order Status Report Parameters - Items Section

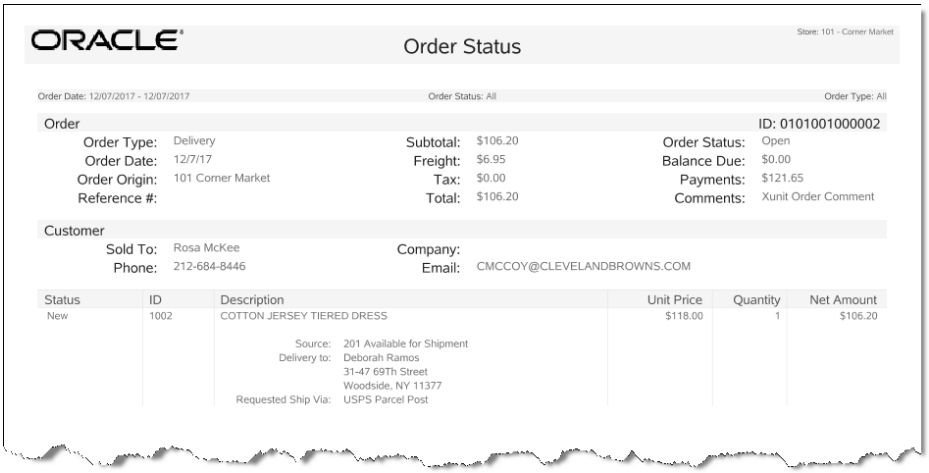
Parameter	Description
Description	The item description. Source: The sourcing location for the item. Pickup At: For pickup orders, the location where the items can be picked up. Delivery to: For delivery orders, the delivery address. Requested Ship Via: For delivery orders, the shipping method specified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

Criteria Selections for Order Status Report

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

- Order Date: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Previous Week, and so on) 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).

Figure 7–2 Sample: 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	The item status: New - Indicates the item has been added to the order. Polled - Indicates the source/fulfilling location got the item request. Accepted - Indicates the source location has confirmed it can satisfy the order request. Reserved - Indicates the item has been put aside for the customer at the source/fulfilling location. In Transit - Indicates the item has been shipped. Received - Indicates the item has been received in the store. Fulfilled - Indicates the item has been picked up/delivered. Cancelled - Indicates the item has been cancelled. Rejected - Indicates the source location has rejected the order and the item is sourced from another location. Unfulfillable -Indicates the item has been rejected and an alternative location could not be determined.
Item ID	The item identifier.
Description	The item description.
Unit Price	The item price per unit.
Qty.	The item quantity.
Ext. Price	The item extended price. (The item quantity x the item unit price - discounts.)
Source	The sourcing location for the item.
Pickup at	For pickup orders, the location where the items can be picked up.

Criteria Selections for Unfulfillable Order Status Report

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

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

Figure 7–3 Sample: Unfulfillable Order Status

ORACLE

Unfulfillable Order Status

Store: 201 - Weiss Furs

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

Order — ID: 0201001001274

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

Customer

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

Status	ID	Description	Unit Price	Quantity	Net Amount
Unfulfillable	1006	ROLL SLEEVE SWEATER DRESS 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

8

Layaway Reports

This chapter contains information about the following reports:

- Layaway Aging Reports
- Layaway Account Activity Reports

Layaway Aging Reports

There are two Layaway Aging reports: summary and detail:

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

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

Table 8–1 Layaway Aging Reports Parameters

Parameter	Description
Summary Report	
Layaway ID	The layaway number.
Customer Name	The customer's name.
Phone Number	The customer's telephone number.
Date	Setup: The date the layaway was set up. Last Activity: The most recent date for any activity on the account. Last Payment: The most recent date for any payment on the account.
Age (Days)	The age of the account since setup.
Total	The total amount currently charged to an individual layaway account.
Payment	The total amount that has been paid against the account total.
Balance	The total remaining amount due on the layaway account.
Detail Report	

Table 8–1 (Cont.) Layaway Aging Reports Parameters

Parameter	Description
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.
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

Figure 8–1 Sample: Layaway Aging Reports

ORACLE

Layaway Aging

Store: 101 - Corner Market

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

Base Age On: Setup Date

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

Summary

Total Balance: $617.86

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

Detail

Layaway ID: L0101001000110

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

Layaway ID: L0101001000112

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

Layaway ID: L0101001000113

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

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

Page 1 of 2

Layaway Account Activity Reports

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

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

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

Table 8–2 Layaway Account Activity Reports Parameters

Parameter	Description
Summary Report	
Layaway ID	The layaway number.
Customer Name	The customer's name.
Phone	The customer's telephone number.

Table 8–2 (Cont.) Layaway Account Activity Reports Parameters

Parameter	Description
Date	Setup Date: The date the layaway 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.
Status	The layaway account status.
Total	The total amount currently charged to an individual layaway account.
Payment	The total amount that has been paid against the account total.
Balance	The total remaining amount due on the layaway account.
Detail Report	
Tran ID	The transaction number.
Date	The transaction date.
Item	The item identifier.
Description	The item description.
Assoc	The sales associate identifier.
Status	The status of the line item.
Qty	The quantity of the line item.
Total	The item price per unit.
Ext Price	The price of each individual layaway item is multiplied by the quantity of items to calculate the extended price for the item. Extended price will also include tax when applicable

Criteria Selections for Account Activity Reports

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

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

Figure 8–2 Sample: Layaway Account Activity Report

ORACLE

Layaway Account Activity

Store: 101 - Corner Market

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

Summary

Total Balance: $549.06

Layaway ID	Customer Name	Phone Number	Date			Status	Total	Payment	Balance
			Setup	Last Activity	Last Payment				
L0101001000110	Campbell, Greyly	512-333-4444	7/12/16	7/13/16	7/9/16	Open	$156.21	$25.62	$130.59
L0101001000112	Campbell, Greyly	512-333-4444	7/13/16	7/13/16	7/9/16	Open	$260.16	$26.02	$234.14
L0101001000113	London, Timothy		7/14/16	7/14/16	7/9/16	Open	$204.81	$20.48	$184.33
L0101001000111	Smurtan, James		7/13/16	7/13/16	7/9/16	Closed	$177.58	$177.58	$0.00

Detail

Layaway ID: L0101001000110

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

Layaway ID: L0101001000111

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

Run Date: 7/15/16 11:50 AM

Page 1 of 2

9

Labor Management Reports

This chapter contains information about the following reports:

- Payroll Reports
- Posted Timecard Report
- Open Timecard Report
- Employee Performance Report
- Employee Schedule Report
- Employee Time Off Summary Report
- Employee Tasks Report

Payroll Reports

This section describes the 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, and so on

Table 9–1 (Cont.) Payroll Summary Report Parameters

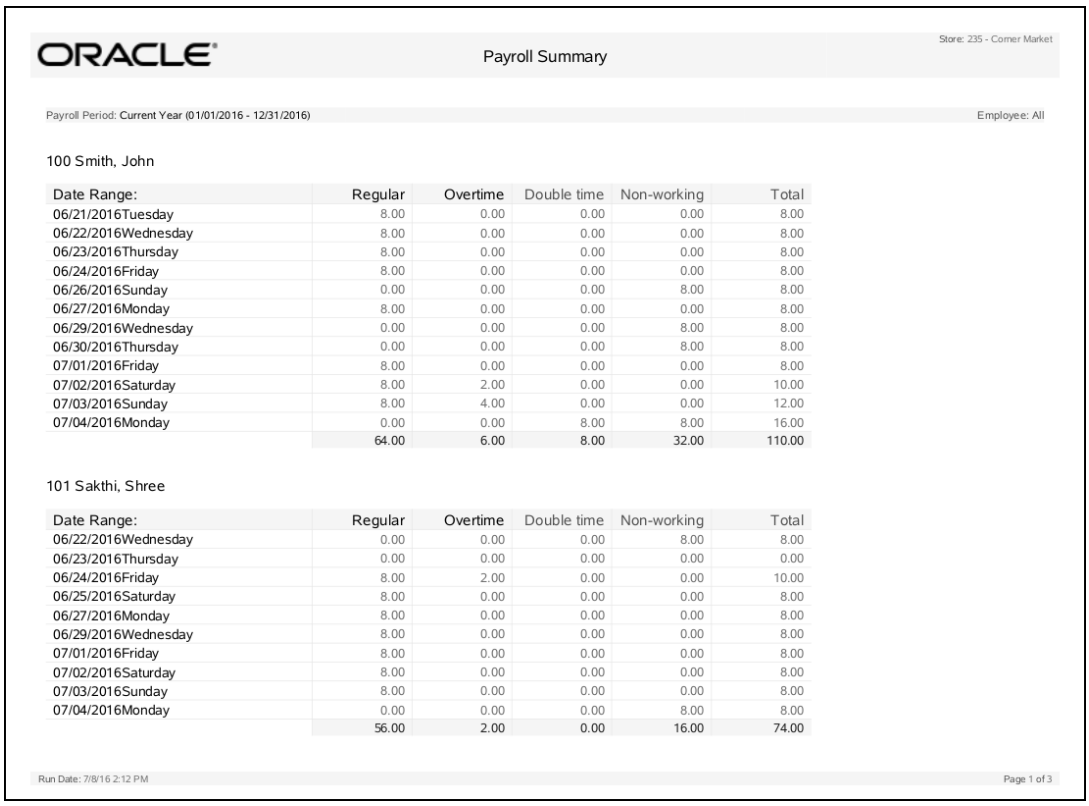
Parameter	Description
Total	Sum total for the date and categories for the employee. <and> Sum total for all dates per category for the employee.
Report Total (unlabeled)	Sum total for all dates per category for all employees.

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.

Figure 9–1 Sample: Payroll Summary Report



ORACLE

Payroll Summary

Store: 235 - Corner Market

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

Employee: All

100 Smith, John

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

101 Sakthi, Shree

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

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

Page 1 of 3

Payroll 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 Parameters

Parameter	Description
Employee Name/ID	The employee's name and ID number.
Payroll Period	The date and day of the week.

Table 9–2 (Cont.) Payroll Detail by Employee Report Parameters

Parameter	Description
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.
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, and so on) from the drop-down list.
- Employee ID: Enter an individual employee ID (leave the field blank to run the report for all employees).

Figure 9–2 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: _____

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.
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.

Figure 9–3 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

Total: 53.00

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

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

Associate Signature

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

Manager Signature

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

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

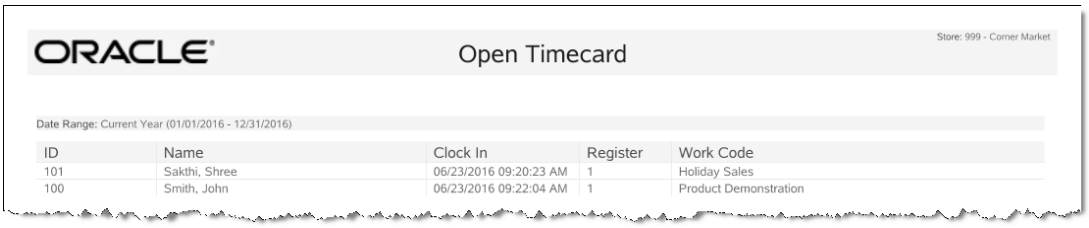
Parameter	Description
ID	The employee's identifier number.
Name	The employee's name.
Clock In	The date and time the employee clocked in.
Register	The register the employee used to clock in.
Work Code	The work code selected when the employee clocked in.

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, and so on) from the drop-down list.

Figure 9–4 Sample: 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
Employee data	ID: The identifier for the employee. Name: The employee's name.
Hours	Scheduled: The number of scheduled hours. Worked: The number of hours the employee worked.

Table 9–5 (Cont.) Employee Performance Report Parameters

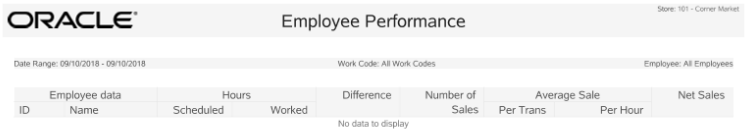
Parameter	Description
Difference	The difference between the scheduled hours compared to the actual hours worked.
Number of Sales	The transaction count.
Average Sale	Per Trans: The average sales amount per transaction (Net Sales divided by # of Sales). Per Hour: The average sales amount per hour (Net 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, and so on) 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, and so on).
- Employee ID: Enter an employee ID to restrict the report data to one employee.

Figure 9–5 Sample: 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.

Figure 9–6 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
	100	Smith, John	Administrative/Back office	09:00:00 AM	05:00:00 PM	8.00
06/28/2016	101	Sakthi, Shree	Administrative/Back office	05:00:00 PM	09:00:00 PM	4.00
	100	Smith, John	Administrative/Back office	09:00:00 AM	05:00:00 PM	8.00
06/29/2016	300	Alves, Tomas	General Sales	09:00:00 AM	01:00:00 PM	4.00
	100	Smith, John	Administrative/Back office	09:00:00 AM	05:00:00 PM	8.00
06/30/2016	101	Sakthi, Shree	Administrative/Back office	09:00:00 AM	05:00:00 PM	8.00
07/01/2016	300	Alves, Tomas	General Sales	05:00:00 PM	09:00:00 PM	4.00
	100	Smith, John	Administrative/Back office	09:00:00 AM	05:00:00 PM	8.00
07/02/2016	101	Sakthi, Shree	Administrative/Back office	05:00:00 PM	09:00:00 PM	4.00
	100	Smith, John	Administrative/Back office	09:00:00 AM	05:00:00 PM	8.00
					Total	80.00

Employee 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.

Figure 9–7 Sample: Employee Time Off Summary Report

Employee Tasks Report

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

Note: 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

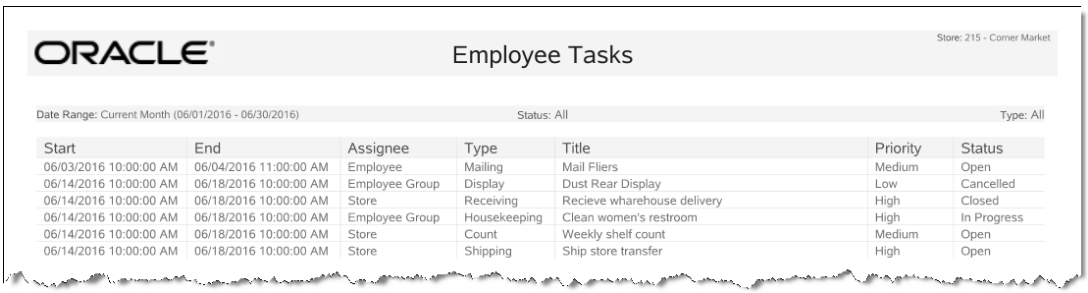
Parameter	Description
Start	The date the task is scheduled to begin.
End	The date the task is supposed to be completed.
Assignee	The assignment type: Store, Employee Group, or Employee.
Type	The task category type.
Title	The short description for the task.
Priority	The priority for the task: High, Medium, 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, and so on) 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.

Figure 9–8 Sample: Employee Tasks Report



10

Inventory Reports

This chapter contains information about the following reports:

- 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
- Shelf Labels
- Store Layout
- Inventory Count Sheet
- Inventory Count Variance Reports

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.

Table 10–1 (Cont.) Inventory Movement Report Parameters

Parameter	Description
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 data	Location: The inventory location from which the item was moved. Bucket: The inventory bucket from which the item was moved.
Destination data	Location: The inventory location the item was moved into. 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, and so on) 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.

Figure 10–1 Sample: Inventory Movement Report

ORACLE Inventory Movement

Store: 101 - Corner Market

Date Range: 09/10/2018 - 09/10/2018 Item Range: All Items Movement Type: All Movement Types

Date	Item	Serial Number	Quantity	Action	Source data		Destination data	
					Location	Bucket	Location	Bucket
09/10/2018	10		1.0000	Receiving			Default	On Hand
09/10/2018	1002		23.0000	Shipping	Default	On Hand	Default	Shipped
09/10/2018	1002		1.0000	Sale Item	Default	On Hand	Default	Sold
09/10/2018	1003		1.0000	Sale Item	Default	On Hand	Default	Sold
09/10/2018	1003		1.0000	Transfer Item	Default	At Vendor	Default	Pre-Sale
09/10/2018	1004		1.0000	Sale Item	Default	On Hand	Default	Sold
09/10/2018	1005		1.0000	Sale Item	Default	On Hand	Default	Sold
09/10/2018	1006		1.0000	Sale Item	Default	On Hand	Default	Sold
09/10/2018	1006		1.0000	Sale Item	Default	On Hand	Default	Sold
09/10/2018	1006		1.0000	Receiving			Default	On Hand
09/10/2018	1006		1.0000	Receiving			Default	On Hand
09/10/2018	1007		1.0000	Sale Item	Default	On Hand	Default	Sold
09/10/2018	1010		1.0000	Sale Item	Default	On Hand	Default	Sold
09/10/2018	1010		1.0000	Shipping	Default	On Hand	Default	Shipped
09/10/2018	1010		2.0000	Receiving			Default	On Hand
09/10/2018	1010		1.0000	Receiving			Default	On Hand
09/10/2018	1010		1.0000	Sale Item	Default	On Hand	Default	Sold

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

Parameter	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.

Figure 10–2 Sample: Inventory Stock Cost Report

ORACLE

Inventory Stock Cost

Store: 999 - Corner Market

Item: All

Department:: All

25000 CAREER DRESS

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

25001 SEASONAL

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

25002 BEDDING

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

25003 Jewelry

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

25005 Womens

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

Run Date: 10/5/16 10:23 PM

Page 1 of 2

Shipping/Receiving Exception Reports

The Shipping/Receiving Exception Reports include two separate reports, one for Shipping Exceptions and one for Receiving Exceptions. Both reports show the

differences between the amounts expected to be shipped or received and the actual amounts for each Inventory Document number.

Table 10–3 Shipping/Receiving Exception Reports Parameters

Parameter	Description
Summary	
Document	The document identifier.
Date	The activity date.
Carton Count	The number of cartons. **Note:** Not available on the Shipping Exception Report.
Line Count	The number of lines.
Expected	The number of items expected in the shipment based on the Inventory Document. Note: All store-created shipping documents have an expected item count of zero. Only documents downloaded from the home office have a value for the expected item count
Shipped	The actual number of items shipped.
Difference	The count discrepancy between the expected and the item count actually shipped.
Totals	Totals for Carton Count, Line Count, Expected, Shipped, and Difference.
Detail	
Carton	The carton number. **Note:** Not available on the Shipping Exception Report.
Date	The activity date.
Item	The item identifier
Serial Number	The item serial number.
Description	The item description.
Expected	The number of items expected in the shipment based on the Inventory Document. Note: All store-created shipping and receiving documents have an expected item count of zero. Only documents downloaded from the home office have a value for the expected item count.
Shipped or Received	The actual number of items shipped or received.
Difference	The count discrepancy between expected and the item count actually shipped or received.
Totals	Totals for Expected, Shipped, and Difference.

Criteria Selections for Shipping/Receiving Exception Reports

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

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

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

Note: The 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

Figure 10–3 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

Page 1 of 2

Figure 10–4 Sample: Shipping Exception Report

ORACLE

Shipping Exception

Store: 101 - Corner Market

Date: 09/10/2018
Document: All Documents
Display Option: Summary and Detail
Document Type: All Doc. Types

Summary

Document	Date	Line Count	Expected	Shipped	Difference
RTV116W113111114	09/10/2018	1	0	1	1
RTV116W113111117	09/10/2018	1	0	23	23
	Total	2	0	24	24

Detail

Document: RTV116W113111114

Date	Item	Serial Number	Description	Expected	Shipped	Difference
09/10/2018	1010		EMPIRE WAIST TANK DRESS	0	1	1
			Total	0	1	1

Document: RTV116W113111117

Date	Item	Serial Number	Description	Expected	Shipped	Difference
09/10/2018	1002		COTTON JERSEY TIERED DRESS	0	23	23
			Total	0	23	23

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

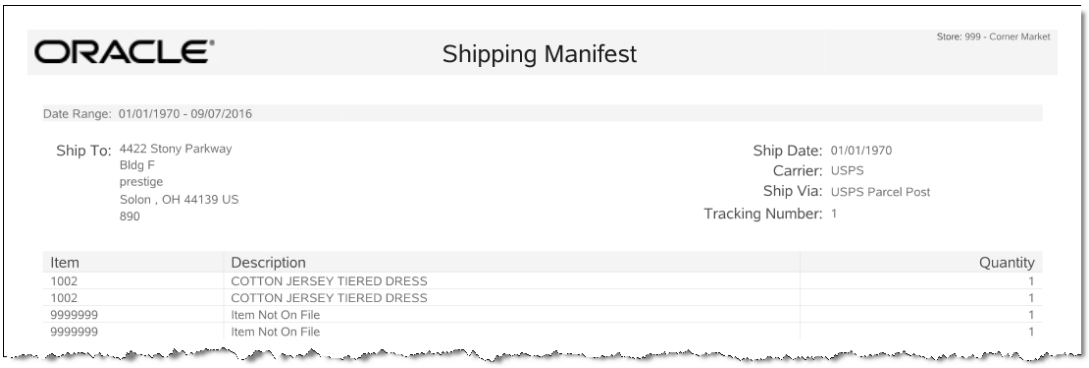
Parameter	Description
Ship to address information	Name, Address, City, State, Country, Zip and Phone
Ship Date	The date the shipment was shipped.
Carrier	The shipper presenting the bill of lading for transferring the item.
Ship Via	The shipper method.
Tracking	The number assigned by the carrier. This 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, and so on) from the drop-down list (Ship Date).

Figure 10–5 Sample: Shipping Manifest Report


ORACLE

Shipping Manifest

Store: 999 - Corner Market

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

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

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

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

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 Parameters

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.

Table 10–5 (Cont.) Receiving Report Parameters

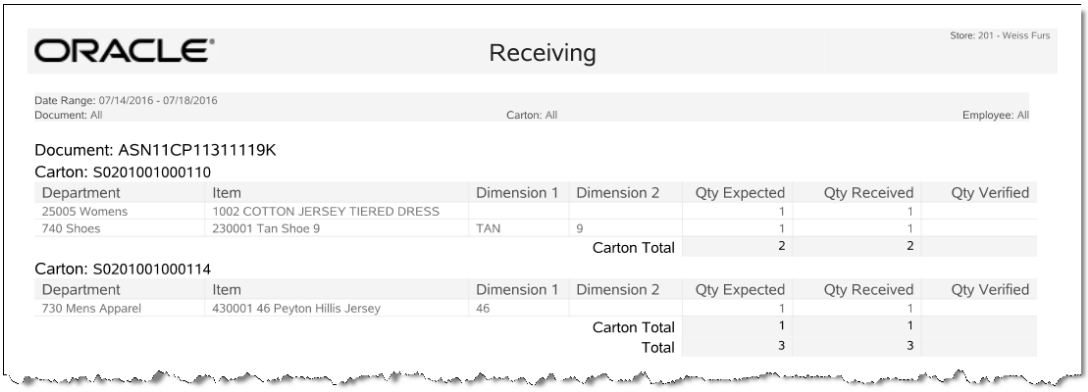
Parameter	Description
Dimension 2	The item size.
Qty. Expected	The number of items expected in the shipment based on the Inventory Document.
Qty. Received	The received quantity of the item.
Qty. Verified	The verified quantity of the item.
Carton Total	Sum of the quantity expected, quantity received, 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, and so on) 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.

Figure 10–6 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	

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 data	ID: The department identifier. Description: The department description.
Item data	ID: The item identifier. 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, and so on) 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.

Figure 10–7 Sample: Restock Report

ORACLE Restock

Store: 101 - Corner Market

Date Range: 09/10/2018 - 09/10/2018 Department: All Departments

Total: 9

Department data		Item data		Quantity Sold
ID	Description	ID	Description	
25005	Womens	1002	COTTON JERSEY TIERED DRESS	1
			Total	1
25099	GENERAL CLOTHES	1003	TIE WAIST SHIRT DRESS	1
		1004	BLK WHITE CAP SLEEVE DRESS	1
		1005	PEASANT TOP JERSEY DRESS	1
		1006	ROLL SLEEVE SWEATER DRESS	2
		1007	ANIMAL PRINT CAP SLEEVE DRESS	1
		1010	EMPIRE WAIST TANK DRESS	2
			Total	8

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.

Table 10–7 (Cont.) Item List Report Parameters

Parameter	Description
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.

Figure 10–8 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

Page 1 of 2

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.
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, and so on) from the drop-down list.

Figure 10–9 Sample: Inventory Movement Pending Report

ORACLE

Inventory Movement Pending

Store: 202 - Culp's Collectibles

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

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

Inventory Movement History Report

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

Table 10–9 Inventory Movement History Report Parameters

Parameter	Description
For each Item	
Date/Stock	Stock = The items recorded in the current stock ledger. 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 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, and so on) from the drop-down list.

Figure 10–10 Sample: Inventory Movement History Report

ORACLE Inventory Movement History Report

Store: 235 - Corner Market

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

1002 COTTON JERSEY TIERED DRESS

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

1003 TIE WAIST SHIRT DRESS

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

1004 BLK WHITE CAP SLEEVE DRESS

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

1005 PEASANT TOP JERSEY DRESS

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

1006 ROLL SLEEVE SWEATER DRESS

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

Run Date: 7/19/16 4:59 PM Page 1 of 7

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

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

Criteria Selections for Inventory Adjustment Report

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

Figure 10–11 Sample: Inventory Adjustment Report

ORACLE

Inventory Adjustment

Store: 999 - Corner Market

Document: 0999001000403

Reason Code: Damaged

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

Run Date: 9/16/16 4:25 PM

Page 1 of 2

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.

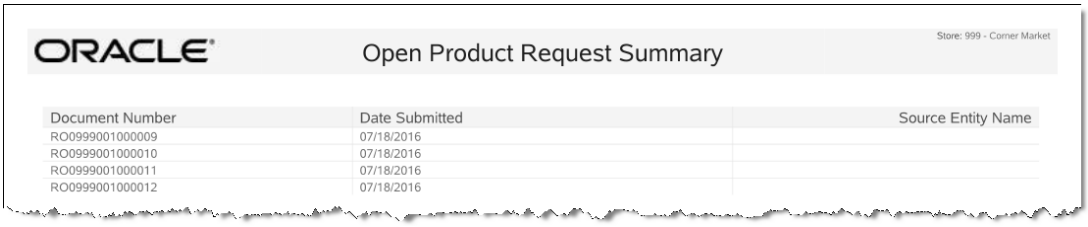
Table 10–11 Open Product Request Summary Report Parameters

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.

Figure 10–12 Sample: Open Product Request Summary Report



ORACLE Open Product Request Summary

Store: 999 - Corner Market

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

Replenishment Product Request Report

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

Navigate: Reports > Inventory Reports > Replenishment Product Request Report.

Table 10–12 Replenishment Product Request Report Parameters

Parameter	Description
Report Header	
Document Number	Document identifier
Request Date	Replenishment order request date.
Requestor	Requesting system or user.
Sourcing	Source entity that will be fulfilling the replenishment request for this document/item.
Ship To	Ship-to details for the destination store address e.g. street, city, state and zip.
Shipper	Shipper identifier.
Comments	Comments entered by the user when creating the document.
Report Detail	
Item	Item identifier.
Description	Item description.
Quantity	Requested quantity for this item
Confirmed data	Date. Date quantity for this item was confirmed. Quantity: Confirmed quantity for this item. 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. 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, and so on) 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.

Figure 10–13 Sample: Product Request Detail Status

ORACLE Product Request Detail Status

Store: 101 - Corner Market

Document Number: RO0101001000003

Request Date: 09/10/2018 Requestor: J. Smith Sourcing: Ship to: Corner Market
30500 Bruce Industrial Pkwy
Solon, OH 44139

Shipper:
Comments:

Item	Description	Quantity Requested	Confirmed data			Received		Status	Total Weight
			Date	Quantity	Number	Date	Quantity		
1002	COTTON JERSEY TIERED DRESS	1.0000		0.0000				Open	
1006	ROLL SLEEVE SWEATER DRESS	3.0000		0.0000				Open	
1010	EMPIRE WAIST TANK DRESS	5.0000		0.0000				Open	

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.

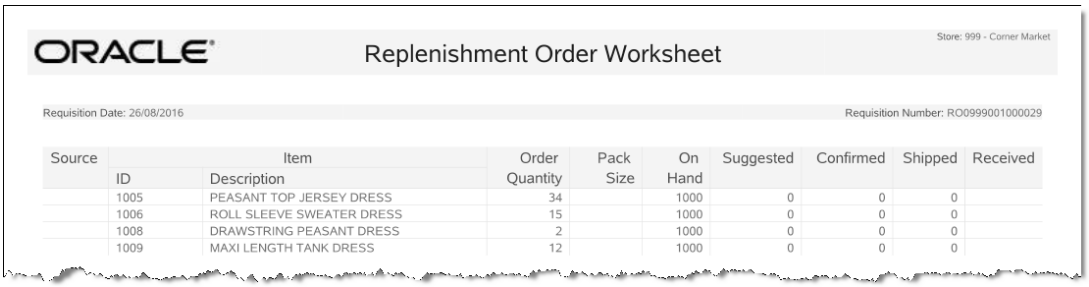
Table 10–13 (Cont.) Replenishment Order Worksheet Parameters

Parameter	Description
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.

Figure 10–14 Sample: Replenishment Order Worksheet



ORACLE Replenishment Order Worksheet

Store: 999 - Corner Market

Requisition Date: 26/08/2016

Requisition Number: RO0999001000029

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

Shelf Labels

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

Store Layout

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

Inventory Count Sheet

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

Inventory Count Variance Reports

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

11

Consumer Reports

This chapter contains information about the following reports:

- 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, and so on

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

Parameter	Description
Customer Information	
Name	Customer last name and first name.
ID	Customer identifier.
Home	Home phone number.

Table 11–1 (Cont.) Customer List Report Parameters

Parameter	Description
Work	Work phone number.
Email	Primary email address.
Birthdate	Customer birthdate.
Mail Flag	If Yes, indicates customer agrees to receive store promotion information.
Address	
Primary	If Yes, indicates the customer's primary address.
Type	Type of address (for example, Home or Work).
Address	Full address.
Purchase History	
Last Activity Date	The most-recent date the customer purchased items.
Sale Amount	The total value of all purchases made by the customer within the date range selected.
Number of Sales	The number of sale transactions made by the customer within the date range selected.
Return Amount	The total value of all items returned by the customer within the date range selected.
Number of Returns	The number of return transactions made by the customer within the date range selected.
Merchandise	
Merchandise Level (for example, Department, SubDepartment, or Item)	The 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, and so on) 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

Figure 11–1 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
	Total	4	$149.49

Name: Smurtan, James

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

Address

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

Loyalty Account History Report

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

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

Table 11–2 Loyalty Account History Report Parameters

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

Criteria Selections for Loyalty Account History Report

There are no criteria selections available for this report.

Figure 11–2 Sample: Loyalty Account History Report

ORACLE

Loyalty Account History

Store: 235 - Corner Market

Jennifer Lopez

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

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 data	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, and so on) 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.

Figure 11–3 Customer Account Activity Summary

ORACLE

Customer Account Activity Summary

Store: 786 - Store_PL_786

Base Age On: Setup Date
Date Range: 27.09.2018 - 27.09.2018

Customer Account Status: All Customer Account Statuses

Customer Account Type: All Customer Account Types
Sort Order: Last Name

Account Number	Customer Name	Phone Number	Account data		Date			Total	Payments	Balance
			Type	Status	Setup	Last Activity	Last Payment			
L0786001000003	James Smurtan		Layaway	Void	27.09.2018	27.09.2018	27.09.2018	zł0,00	zł0,00	zł0,00
L0786001000004	James Smurtan		Layaway	Open	27.09.2018	27.09.2018	27.09.2018	zł87,99	zł8,80	zł79,19

12

Store Locations Reports

This chapter contains information about the following reports:

- 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.

Figure 12–1 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	Milton Fisher
301	Weiss Furs					US		Store Manager301
302	Culp's Collectibles					US		Store Manager302
303	Terry's Toy Town					US		Store Manager303
304	Jeff's Junk					US		Store Manager304
305	Matt's Mats					US		Store Manager305
306	Eric's Essentials					US		Store Manager306
307	Eclectic Emily					US		Store Manager307
308	Nick's Novelties					US		Store Manager308
309	Todd's Trash					US		Store Manager309
310	Aardvarks by Aimee					US		Store Manager310
311	Sergey's Sundries					US		Store Manager311
312	Jenu's Jollie					US		Store Manager312
313	Nodir's Necessities					US		Store Manager313
314	Nuwan's Rusted Engines					US		Store Manager314
401	Store_401					US		Store Manager401
402	Store_402					US		Store Manager402
403	Store_403					US		Store Manager403
404	Store_404					US		Store Manager404
405	Store_405					US		Store Manager405
501	Store_501					US		Store Manager501
502	Store_502					US		Store Manager502
503	Store_503					US		Store Manager503
504	Store_504					US		Store Manager504
505	Store_505					US		Store Manager505
601	Store_601					US		Store Manager601
602	Store_602					US		Store Manager602
603	Store_603					US		Store Manager603
604	Store_604					US		Store Manager604
605	Store_605					CA		Store Manager605
606	Store_606		TORONTO	ON	M4B 1B8	CA		Store Manager606
607	Store_607		TORONTO	ON	M4B 1B8	CA		Store Manager606
701	Store_DE_701					DE		Store Manager701
702	Store_DE_702					DE		Store Manager702
703	Store_DE_703					DE		Store Manager703
704	Store_DE_704					DE		Store Manager704
705	Store_DE_705					DE		Store Manager705

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

Page 1 of 3

13

Gift Registry Report

This chapter contains information about the following reports:

- 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*).

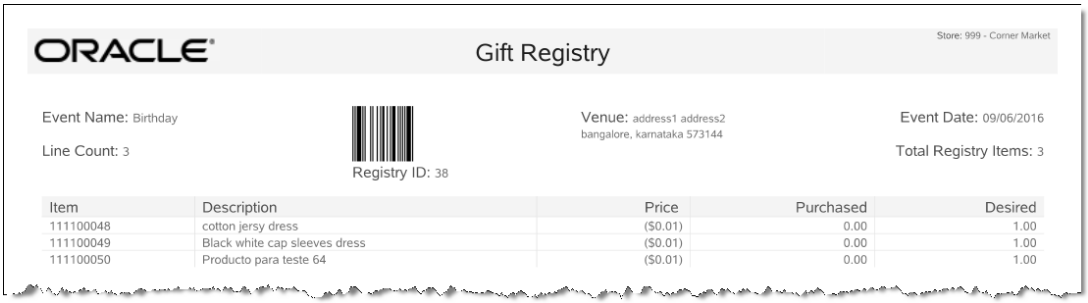
Table 13–1 Gift Registry Reports Parameters

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.

Figure 13–1 Sample: Gift Registry Report


ORACLE

Gift Registry

Store: 999 - Corner Market

Event Name: Birthday

Line Count: 3

Registry ID: 38

Venue: address1 address2
bangalore, karnataka 573144

Event Date: 09/06/2016

Total Registry Items: 3

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

14

Wish List Report

This chapter contains information about the following reports:

- 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

Parameters	Description
Customer Name	Name of the customer.
Wish List ID	ID and name of the wish list.
Item	The item identifier.
Description	The item description.

Criteria Selections for Wish List Report

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

Figure 14–1 Sample: Customer Wish List Report

15

Pick List Report

This chapter contains information about the following reports:

- 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 List Report Parameters

Parameter	Description
Order Type	The type of order.
Order Type	
Shipping Method	The method used to ship items.
Item ID	The item identifier.
Description	The item description.
Style	The style identifier.
Dimension	The dimensions of the item
Department	The identifier for the item's department.
Order ID	The 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.

Figure 15–1 Sample: Pick List Report

ORACLE

Pick List - All Accepted Items

Store: 201 - Weiss Furs

Order Type: Delivery

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

Order Type: Transfer Pickup

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

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

Page 1 of 2

16

Airport Report

This chapter contains information about the following reports:

- Airport Sales Tax Report

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

Airport Sales Tax Report

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

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

Table 16–1 Airport Sales Tax Report Parameters

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

Table 16–1 (Cont.) Airport Sales Tax Report Parameters

Parameter	Description
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.

Figure 16–1 Sample: Airport Sales Tax Report

ORACLE Airport Sales Tax

Date: 10/03/2018

Summary

Destination Zone		Quantity	Unit Price
ID	Description		
DOMESTIC	Domestic	3.0000	$215.69
	Total	3.0000	$215.69

Detail

DOMESTIC Domestic Quantity: 3.0000 Unit Price: $215.69 Am

Transaction Number	Date / Time	Flight	Final Dest	Item data		Quantity	Unit Price
				ID	Description		
4848	10/5/18 8:08 AM	9LLKJL	CLE	1002	COTTON JERSEY TIERED DRESS	1.0000	$86.20
					Total	1.0000	$86.20
4849	10/5/18 8:09 AM	96OP2	CLE	1003	TIE WAIST SHIRT DRESS	1.0000	$60.20
	10/5/18 8:09 AM	96OP2	CLE	1005	PEASANT TOP JERSEY DRESS	1.0000	$69.29
					Total	2.0000	$129.49

A

Appendix: Oracle Retail Xstore Office Reports

The reports in this Appendix are only available in Oracle Retail Xstore Office, not Oracle Retail Xstore Point of Service.

Stock Valuation Overview

Stock Valuation is a process that allows you to track the item stock value for receivables at the store for both corporate-created receiving documents and store-created receiving documents. This inventory valuation allows you to determine a monetary value for items that make up your inventory, and is dependent on a "year-end" process for the company. Stock valuation is based on the fiscal calendar.

All receiving documents must contain the items' cost to be used to calculate the stock valuation. (The cost is the amount charged to the franchisee/store.) When merchandise is received from the warehouse, the cost on the ASN/receiving document must be accepted or adjusted by the store in order to receive merchandise into inventory.

Note: Store to store transfers must be implemented through the corporate office. The corporate office will be responsible for crediting the shipping stores' cost for the stock, and for applying the proper cost value for each item on the receiving document for the receiving store.

Some retailers may elect to carry the cost for corporate stores from the shipping store to the receiving store, but a corporate system will still be responsible for providing the cost per item to the receiving store.

Prerequisites and Assumptions

- The inv_cst_item_yearend table must be populated with data for the previous year. For new retailers with no previous years' data, a record must be added for the previous year with quantity zero 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)

WAC 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.

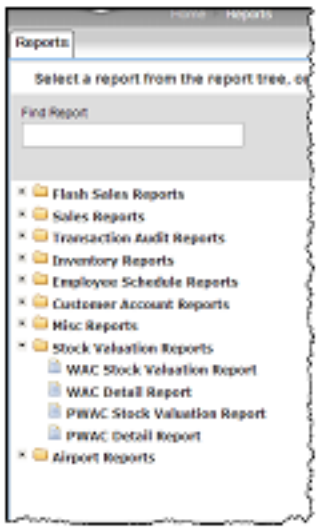
ASN documents are used in the calculations. The status of the ASN document (CLOSED, OPEN or IN PROCESS) is disregarded.

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.

Figure A–1 Xstore Office - Report Menu Options



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

Figure A–2 Sample: WAC Stock Valuation Summary Report

ORACLE

WAC Stock Valuation

Valuation Date: 09/09/2016

Department: All
SubDepartment: All

Class: All
SubClass: All

Quantity: 3998 Valuation: $8,725.67 Unit Cost: $2.18

101 - Corner Market

Item	Quantity	Valuation	Unit Cost
1002 - COTTON JERSEY TIERED DRESS Style: 514000 - Summer Cotton Shorts	999	$1,917.69	$1.92
1003 - TIE WAIST SHIRT DRESS Style: 514000 - Summer Cotton Shorts	999	$2,521.16	$2.52
1004 - BLK WHITE CAP SLEEVE DRESS	1000	$2,805.00	$2.80
1005 - PEASANT TOP JERSEY DRESS	1000	$1,481.82	$1.48
Total	3998	$8,725.67	$2.18

Example: WAC Stock Valuation Detail Report

Figure A–3 Sample: 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

Example: PWAC Stock Valuation Summary Report

Figure A–4 Sample: PWAC Stock Valuation Summary Report

ORACLE

WAC Stock Valuation

Valuation Date: 09/09/2016 | Department: All | SubDepartment: All | Class: All | SubClass: All

Quantity: 3998 | Valuation: $8,725.67 | Unit Cost: $2.18

101 - Corner Market

Item	Quantity	Valuation	Unit Cost
1002 - COTTON JERSEY TIERED DRESS Style: 514000 - Summer Cotton Shorts	999	$1,917.69	$1.92
1003 - TIE WAIST SHIRT DRESS Style: 514000 - Summer Cotton Shorts	999	$2,521.16	$2.52
1004 - BLK WHITE CAP SLEEVE DRESS	1000	$2,805.00	$2.80
1005 - PEASANT TOP JERSEY DRESS	1000	$1,481.82	$1.48
Total	3998	$8,725.67	$2.18

Example: PWAC Stock Valuation Detail Report

Figure A–5 Sample: PWAC Stock Valuation Detail Report

ORACLE Period Weighted Average Cost Detail

Store: -

1002 COTTON JERSEY TIERED DRESS — Quantity: 33 — Valuation: 73.95 — Unit Cost: 2.24

235 Corner Market

	Document of Charge	Quantity	Valuation	Unit Cost
	Initial Value	7	17.50	2.50
31/08/2016	ASN10100101A 1	10	20.00	2.00
31/08/2016	ASN10100101B 1	5	8.75	1.75
31/08/2016	ASN10100101C 1	2	6.00	3.00
31/08/2016	ASN10100101H 1	4	9.20	2.30
31/08/2016	ASN10100101I 1	5	12.50	2.50
	Totals	33	73.95	2.24

1003 TIE WAIST SHIRT DRESS — Quantity: 34 — Valuation: 103.45 — Unit Cost: 3.04

235 Corner Market

	Document of Charge	Quantity	Valuation	Unit Cost
	Initial Value	7	19.25	2.75
31/08/2016	ASN10100101A 2	5	15.00	3.00
31/08/2016	ASN10100101B 2	5	14.00	2.80
31/08/2016	ASN10100101C 2	3	9.00	3.00
31/08/2016	ASN10100101H 2	8	25.20	3.15
31/08/2016	ASN10100101I 2	6	21.00	3.50
	Totals	34	103.45	3.04

1004 BLK WHITE CAP SLEEVE DRESS — Quantity: 12 — Valuation: 45.50 — Unit Cost: 3.79

235 Corner Market

	Document of Charge	Quantity	Valuation	Unit Cost
	Initial Value	7	19.25	2.75
31/08/2016	ASN10100101D 1	5	26.25	5.25
	Totals	12	45.50	3.79

1005 PEASANT TOP JERSEY DRESS — Quantity: 21 — Valuation: 49.25 — Unit Cost: 2.35

235 Corner Market

Run Date: 2/9/16 13:58 — Page 1 of 2

Roll-up Stock Valuation

The end-of-year process is used to post the required roll-up data for stock valuation for all items and stores. This closes the item's quantity and value for the specified fiscal year. This data is used when running reports. To carry out the Roll-up Stock Valuation follow the steps below:

1. Navigate: From the Oracle Retail Xstore Office Home screen > Data Management > Roll-up Stock Valuation.
2. If needed, change the Fiscal Year field.
3. Click Roll-up Data in the Stock Valuation Roll-up section of the Year End Roll-up page.

   The system will perform the following validation checks on the Fiscal Year entered:

   - Must be less than the current fiscal year.
   - Cannot be greater than the last consolidated year + 1. (The sequence must be respected; if 2009 has been consolidated, you can only consolidate 2010).
   - Cannot be less than the last consolidated year. (If 2010 has been consolidated you cannot select 2009, but you can select 2010).

- If there are no previous consolidations, the system can accept any value less than the current year. (In this case, if there are any documents in the database for the year before the selected year, all documents will be consolidated in the selected year).

  Example: Current year=2015

  - Documents exist in the database for 2010, 2011, 2012, 2013, and 2014
  - No consolidations have been done to date
  - If 2013 is selected as the closing year, the system will prompt to close previous years (2010, 2011, 2012) first before continuing.

4. Confirm that the inventory for all locations has been posted to Oracle Retail Xstore Office.

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

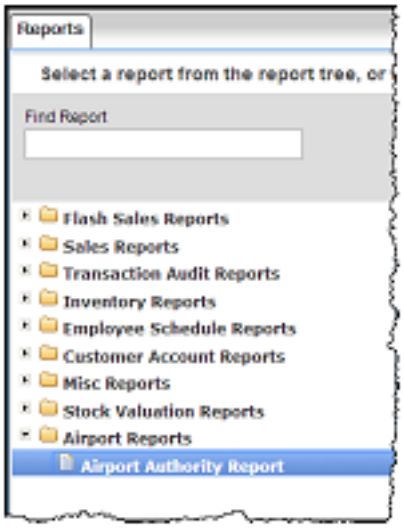
Airport Authority Report

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.

Figure A–6 Report Navigation Panel



5. Enter the Report Parameters:

   - Store Number (Nbr) – The store numbers to include in the report. Leave blank to include all stores.

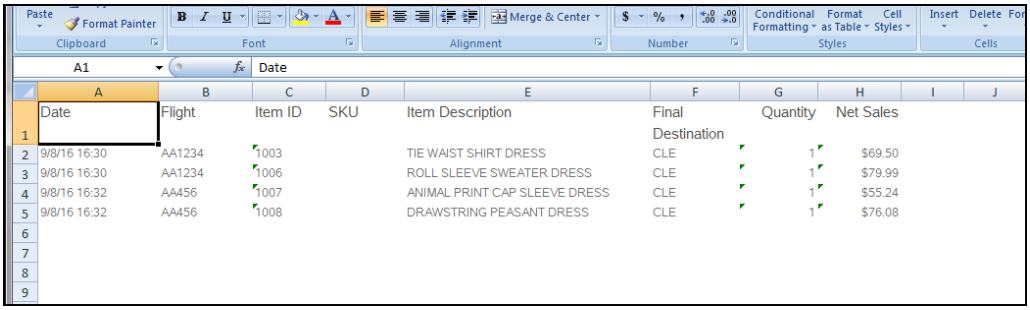
- Start Date – Earliest date for activity to include in the report.
- Output Format – The format in which the report will be created.

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.

Figure A–7 Airport Authority Report



Date	Flight	Item ID	SKU	Item Description	Final Destination	Quantity	Net Sales
9/8/16 16:30	AA1234	1003		TIE WAIST SHIRT DRESS	CLE	1	$69.50
9/8/16 16:30	AA1234	1006		ROLL SLEEVE SWEATER DRESS	CLE	1	$79.99
9/8/16 16:32	AA456	1007		ANIMAL PRINT CAP SLEEVE DRESS	CLE	1	$55.24
9/8/16 16:32	AA456	1008		DRAWSTRING PEASANT DRESS	CLE	1	$76.08

Dashboard

Use the dashboard report to view sale data for individual stores. The dashboard shows enterprise data for a single store, as a static page. If you want to refresh the data, you need to re-run the report.

The header displays the store number, the store name as well as the current business date.

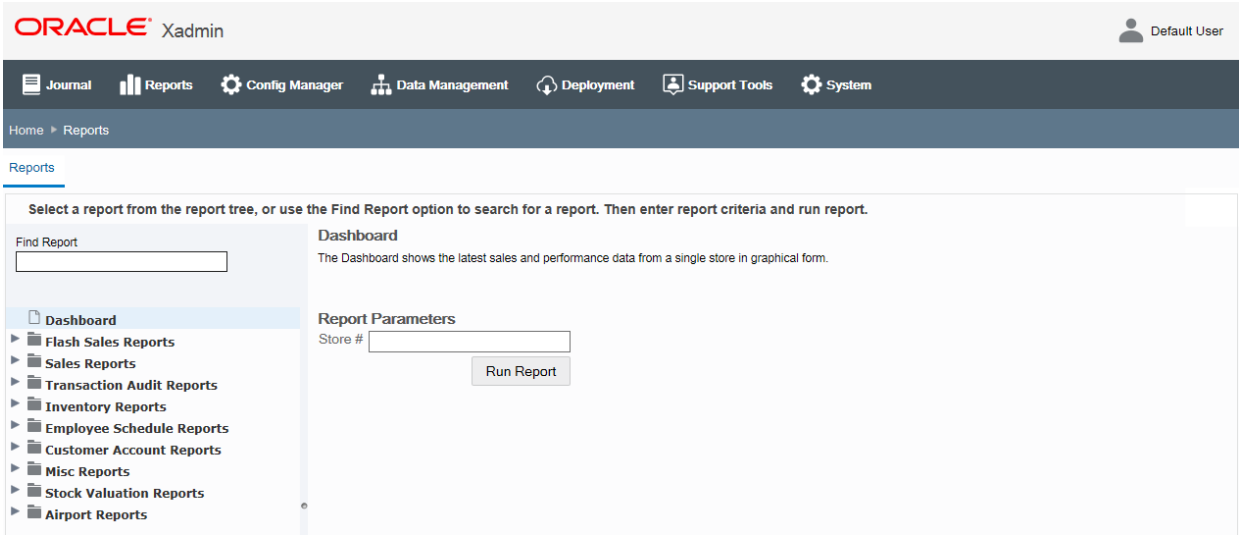
The following data is displayed for the selected store:

- Total Sales (Gross Sales, Net Sales, Returns, Discounts, Total Tax)
- Sales by Department (top 10)
- Sales by Hour
- Number of Items (by hour)
- Number of Transactions (by hour)

To create the Dashboard report follow the steps below:

1. In the Oracle Retail Xstore Office, select **Reports** and then select **Dashboard**.

Figure A–8 Reports - Dashboard



2. In the Store # field, enter the number of the store you want to create the report for.
3. Then click **Run Report**.

Dashboard Report Example

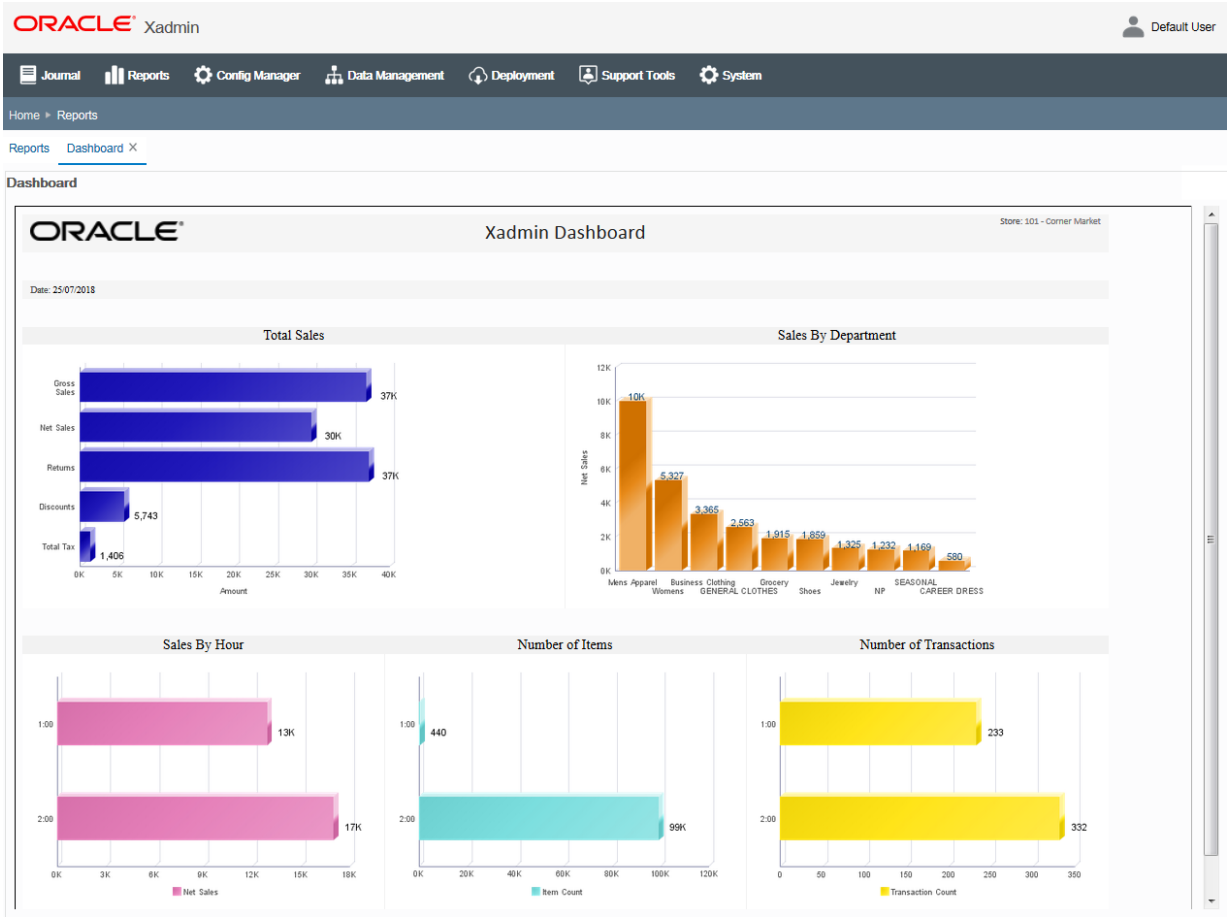



Figure A–9 Dashboard Report Example