

**Oracle® Retail Xstore Point of
Service**
Reports Guide
Release 7.0
E63207-03

May 2018

Copyright © 2018, Oracle and/or its affiliates. All rights reserved.

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 software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, 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 on 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. 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.

CONTENTS



Chapter 1: Introduction to Base Xstore Reports	1
Overview	1
Report Menu Configuration and Security	1
List of Base Xstore Reports	2
How to Access Reports	4
About Net Sale Calculations	5
About Gross Sale Calculations	6
Chapter 2: Report Options	7
Report Date Options	7
Understanding the Date Range Field	7
About Reporting Dates	8
Saving a Report with Date Criteria	9
Saving a Report with Fixed Dates	9
Saving a Report with Relative Dates	9
Selecting Non-Date Report Criteria	10
Running a Report	11
On-Screen Report Navigation Options	12
Report Run Rules	13
Making Your Saved Reports Reusable	13
Saving a Report	13
View Saved Reports	14
Report Printing Options	15
Chapter 3: Daily Sales Reports	17
In this Chapter...	17
Flash Sales Reports: Overview	17
Flash Sales Summary Report	18
Flash Sales By Department Report	20

Flash Sales By Hour Report	21
Flash Sales By Employee Report	23
Daily Sales Report	24
Daily Sales and Cash Report	25
Daily Sales Total Report	26
Chapter 4: Sales Analysis Reports	29
In this Chapter... ..	29
Employee Productivity Report	30
Sales By Hour Report	31
Sales By Department Report	33
Sales By Department and Employee Report	34
Sales By Hour Analysis Report	37
Tax Exemption Report	38
Journal Report	39
Line Void Report	41
Post Void Reports	42
Transaction Cancel Reports	44
Price Override Report	46
Suspended Transaction Reports	48
Sales Goals Report	49
Merchandise Sales Analysis Report	50
Chapter 5: Store Accounting Reports	55
In this Chapter... ..	55
Cash Drawer Reconciliation Report	56
Associate Reconciliation Report	57
Cash Drawers Audit Report	58
Cash Drawer Report	59
Paid In/Paid Out Report	61
No Sale Report	62
Credit Card Report	63
Gift Certificate Report	64
Chapter 6: Product-Oriented Reports	67
In this Chapter... ..	67
Best Sellers Report/Worst Sellers Report	67
Returned Merchandise Report	70

Price Change Report	71
Chapter 7: Order Tracking Reports	73
In this Chapter... ..	73
Special Orders Report	74
Order Status Report	75
Unfulfillable Report	79
Chapter 8: Layaway Reports	83
In this Chapter... ..	83
Layaway Aging Reports	83
Layaway Account Activity Reports	86
Chapter 9: Labor Management Reports	89
In this Chapter... ..	89
Payroll Reports	90
Payroll Summary Report	90
Payroll Detail By Employee Report	91
Posted Timecard Report	92
Open TimeCard Report	94
Employee Performance Report	95
Employee Schedule Detail Report	96
Employee Time Off Summary Report	97
Employee Tasks Report	97
Chapter 10: Inventory Reports	99
In this Chapter... ..	99
Inventory Movement Report	100
Inventory Stock Cost	101
Inventory Exception Reports	102
Shipping Manifest Report	104
Receiving Report	105
Restock Report	107
Item List Report	108
Inventory Movement Pending Report	109
Inventory Movement History Report	111
Inventory Adjustment Report	112
Open Product Request Summary Report	113

Product Request Detail Status Report	114
Replenishment Order Worksheet	116
Chapter 11: Customer Reports	119
In this Chapter... ..	119
Customer List Report	119
Loyalty Account History Report	126
Customer Account Activity Summary Report	127
Chapter 12: Store Locations Report	131
In this Chapter... ..	131
Store Locations Report	131
Chapter 13: Gift Registry Report	133
In this Chapter... ..	133
Gift Registry Report	133
Chapter 14: Wish List Report	135
In this Chapter... ..	135
Wish List Report	135
Chapter 15: Pick List Report	137
In this Chapter... ..	137
Pick List Report	137
Chapter 16: Airport Report	139
In this Chapter... ..	139
Airport Sales Tax Report	140
Appendix A: Xadmin Reports	143
Stock Valuation Overview	143
Period Weighted Average Cost (PWAC)	144
Weighted Average Cost (WAC).....	144
WAC and PWAC Reports	144
Roll-up Stock Valuation	148
Airport Authority Report	150

Introduction to Base Xstore Reports



The rebranding for the latest version of this documentation set is in development as part of post MICROS acquisition activities. References to former MICROS product names may exist throughout this existing documentation set.

Overview

Xstore 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 Xstore 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 Xstore addresses that requirement through system security privileges. Access to reports can be controlled at an individual employee level or at a group level.

List of Base Xstore Reports

The table that follows lists the standard reports currently available in Xstore. Since the reporting categories and reports vary based on a specific customer's business requirements, the reports in this guide have been organized by functional area and do not necessarily represent the organization of the reporting menu options. Descriptions of the reports and reporting criteria are found in separate chapters for each report category.

Table 1-1: *Standard Xstore Reports*

Report Category	Report Name
Store Accounting Reports	"Cash Drawer Reconciliation Report" on page 56 "Associate Reconciliation Report" on page 57 "Cash Drawers Audit Report" on page 58 "Cash Drawer Report" on page 59 "Paid In/Paid Out Report" on page 61 "No Sale Report" on page 62 "Credit Card Report" on page 63 "Gift Certificate Report" on page 64
Sales Analysis Reports	"Employee Productivity Report" on page 30 "Sales By Hour Report" on page 31 "Sales By Department Report" on page 33 "Sales By Department and Employee Report" on page 34 "Sales By Hour Analysis Report" on page 37 "Tax Exemption Report" on page 38 "Journal Report" on page 39 "Line Void Report" on page 41 "Post Void Reports" on page 42 "Transaction Cancel Reports" on page 44 "Price Override Report" on page 46 "Suspended Transaction Reports" on page 48 "Sales Goals Report" on page 49 "Merchandise Sales Analysis Report" on page 50
Layaway Reports	"Layaway Aging Reports" on page 83 "Layaway Account Activity Reports" on page 86

Table 1-1: *Standard Xstore Reports (continued)*

Report Category	Report Name
Daily Sales Reports	"Flash Sales Reports: Overview" on page 17 "Daily Sales Report" on page 24 "Daily Sales and Cash Report" on page 25 "Daily Sales Total Report" on page 26
Product-Oriented Reports	"Best Sellers Report/Worst Sellers Report" on page 67 "Returned Merchandise Report" on page 70 "Price Change Report" on page 71
Inventory Reports	"Inventory Movement Report" on page 100 "Inventory Stock Cost" on page 101 "Inventory Exception Reports" on page 102 "Shipping Manifest Report" on page 104 "Receiving Report" on page 105 "Restock Report" on page 107 "Item List Report" on page 108 "Inventory Movement Pending Report" on page 109 "Inventory Movement History Report" on page 111 "Inventory Adjustment Report" on page 112 "Open Product Request Summary Report" on page 113 "Product Request Detail Status Report" on page 114 "Replenishment Order Worksheet" on page 116
Order Tracking Reports	"Special Orders Report" on page 74 "Order Status Report" on page 75 "Unfulfillable Report" on page 79
Labor Management Reports	"Payroll Reports" on page 90 "Posted Timecard Report" on page 92 "Open TimeCard Report" on page 94 "Employee Performance Report" on page 95 "Employee Schedule Detail Report" on page 96 "Employee Time Off Summary Report" on page 97 "Employee Tasks Report" on page 97

Table 1-1: *Standard Xstore Reports (continued)*

Report Category	Report Name
Customer Reports	"Customer List Report" on page 119 "Loyalty Account History Report" on page 126 "Customer Account Activity Summary Report" on page 127
Store Locations Reports	"Store Locations Report" on page 131
Gift Registry Reports	"Gift Registry Report" on page 133
Wish List Reports	"Wish List Report" on page 135
Pick List	"Pick List Report" on page 137
Airport Reports	"Airport Sales Tax Report" on page 140
Xadmin Reports	"Stock Valuation Overview" on page 143 "WAC and PWAC Reports" on page 144 "Roll-up Stock Valuation" on page 148 "Airport Authority Report" on page 150

How to Access Reports

You must have security privileges in Xstore 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]¹.



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

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



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

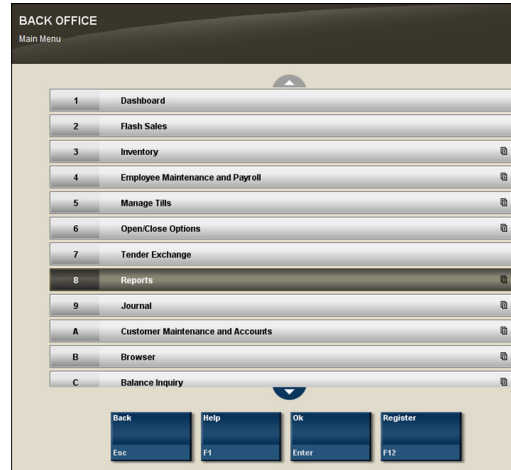


Figure 1-3: Back Office Main Menu

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

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

About Net Sale Calculations

In reports, net sales are calculated as follows:

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

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

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

When true, VAT is excluded from Net Sales.

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

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

The following database flag is checked for net sale calculations:

- ❑ `itm_non_phys_item.exclude_from_net_sales_flag`

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

About Gross Sale Calculations

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

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

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

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

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

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

Report Options

Report Date Options

The information on a report is filtered to include only the data from a specific date or from a range of dates. Xstore 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.

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.



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 (Business Date)	Current system date (Business Date)
Yesterday	Previous system date	Previous system date
Current Week	First business day of the current week up to and including the current business day	First day of the current business period up to and including the current business date
Current Month	First date in the current calendar month up to and including the current business date	First date in the first week of the fiscal month up to and including the current business date
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 business date and includes all following dates up to and including the current business date	First date in the current fiscal quarter up to and including the current business date
Current Year	January 1 of the current year up to and including the current business date	First date in the first week of the current fiscal year up to and including the current business date
Previous Week	First through last business dates of the business week preceding the current business date	First date through and including the last date of the fiscal week preceding the current one

Table 2-1: *Relative Date Options (continued)*

Relative Date	Calendar Year	Fiscal Calendar
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 business date
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" on page 13](#) and ["Saving a Report" on page 13](#).

Saving a Report with Fixed Dates

If you enter the fixed date 5/12/2012, 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, 2012. Likewise, if you enter the range of dates from 7/1/2012 to 7/31/2012, the data for the month of July, 2009, is always shown on the saved report.

See also: ["Making Your Saved Reports Reusable" on page 13](#) and ["Saving a Report" on page 13](#).

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.



A saved report also uses any other non-date criteria that you specify. See ["Selecting Non-Date Report Criteria" on page 10](#).

For example, you originally save a report on December 10, 2009, using the relative date option Previous Month.

- If you run the report on December 31, the report shows data for November, 2009.
- However, if you run the same saved report on March 31 of the following year (2010), it shows data for the month of February, 2010.

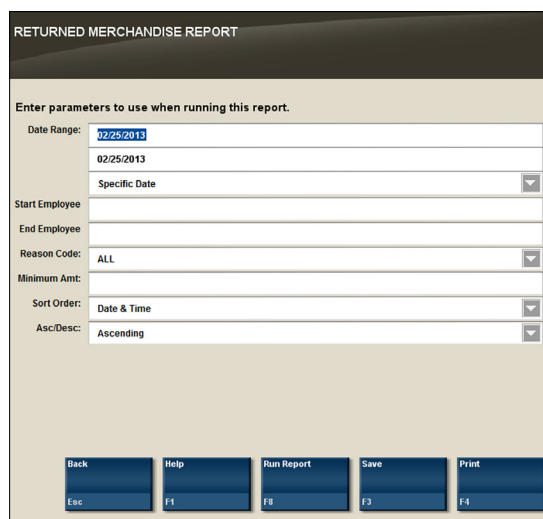
See also: [“Making Your Saved Reports Reusable” on page 13](#) and [“Saving a Report” on page 13](#).

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.



The screenshot shows a web-based form titled "RETURNED MERCHANDISE REPORT". Below the title is a section labeled "Enter parameters to use when running this report." containing several input fields and dropdown menus. The fields are: "Date Range:" with a date picker set to "02/25/2013", "Specific Date" with a dropdown menu, "Start Employee", "End Employee", "Reason Code:" with a dropdown menu set to "ALL", "Minimum Amt:", "Sort Order:" with a dropdown menu set to "Date & Time", and "Asc/Desc:" with a dropdown menu set to "Ascending". At the bottom of the form are five buttons: "Back" (labeled "Esc"), "Help" (labeled "F1"), "Run Report" (labeled "F8"), "Save" (labeled "F3"), and "Print" (labeled "F4").

Figure 2-1: Returned Merchandise Report Criteria



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

Running a Report

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

RETURNED MERCHANDISE REPORT

Enter parameters to use when running this report.

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

Start Employee
End Employee

Reason Code: ALL

Minimum Amt

Sort Order: Date & Time
Asc/Desc: Ascending

Buttons: Back (Esc), Help (F1), Run Report (F8), Save (F3), Print (F4)

Figure 2-2: Criteria Selection Form



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.

Returned Merchandise Report

Date Range: 04/13/2013 - 04/13/2013						Employee:ALL			
Minimum Amt: \$0.00		Reason:ALL		Sort Order:Date & Time Ascending					
Trans #	Reg #	Date & Time	Comm. Assoc.	Cashier	Item # & Description	Qty	Amt	Ext Amt	Reason Desc
255	1	04/13/13 08:07 AM		100	1007 - ANIMAL PRINT CAP SLEEVE DRESS	1	\$64.99	\$64.99	Did Not Like
REPORT TOTAL:						1	\$64.99	\$64.99	

Figure 2-3: Report Header Information

On-Screen Report Navigation Options

Xstore 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.

The screenshot shows a software window titled "Daily Sales Total Report" with a subtitle "Run Date: 4/8/13 10:59 AM". The main content area displays a report for "Report Date: 04/02/2013". The report is structured as follows:

Description	Amt / Count
Sales Summary	
Sales	\$4,047.17
Returns	(\$350.00)
Markdowns	(\$1,062.14)
TOTAL:	\$2,635.03
Sale Taxability	
Taxable Sales	\$2,327.75
Non-Taxable Sales	\$505.79
Non-Taxable (Tax Exemption) Sales	\$116.49
Sales Tax	\$159.70
Fees	
Layaway Setup Fee	\$0.00
Restocking Fee	\$3.00
Special Order Service Fee	\$9.34
TOTAL:	\$12.34
Tender	
Cash	\$2,495.57
Visa Credit Card	\$470.74
TOTAL:	\$2,966.31

Below the report table, it says "Page 1 of 2". At the bottom of the window is a navigation bar with the following buttons: Back, Help, Print Report, Save Report, Previous Page, Next Page, Top of Page, Bottom of Page, First Page, Last Page, Zoom In, Zoom Out, and Register. Each button has a corresponding function key (F1-F12) or a special key (Esc) listed below it.

Figure 2-4: Report Navigation Options

Back: Return to previous screen.

Help: Opens context-sensitive help, if available.

Print Report: Send current report to the printer for a hard copy (see ["Report Printing Options" on page 15](#)).

Save Report: Keep a report you want to rerun and view later (see ["Saving a Report" on page 13](#)).

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” on page 9](#) 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.



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 (see [Figure 2-4 on page 12](#)).

Figure 2-5: Criteria Selection Form

The system displays the Save Form for the report.

2. **Edit** or **accept** the report name in the **Save Report As** field.
3. 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" on page 13](#).
4. Select **Ok** to save the report.
5. The Report Criteria Saved or Running in Background prompt displays, select **Ok**.

Figure 2-6: Saved Report Confirmation Prompts

View Saved Reports

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

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

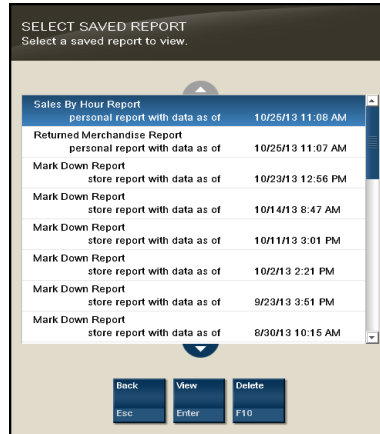


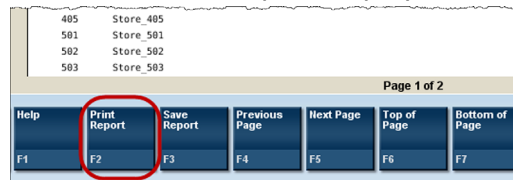
Figure 2-7: List of Your Saved Reports

- ☐ 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.



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.

Daily Sales Reports

In this Chapter...

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

- ["Flash Sales Reports: Overview" on page 17](#)
- ["Daily Sales Report" on page 24](#)
- ["Daily Sales and Cash Report" on page 25](#)
- ["Daily Sales Total Report" on page 26](#)

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
- ☐ Flash Sales By Hour
- ☐ Flash Sales By Employee

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 dollar amount in the following categories: gross sales, net sales, returns, discounts and total tax.

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

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

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

Parameter	Description
Description, Count, and Amount for the following:	
Sales	
Gross Sales	Total count and amount of items sold.
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:

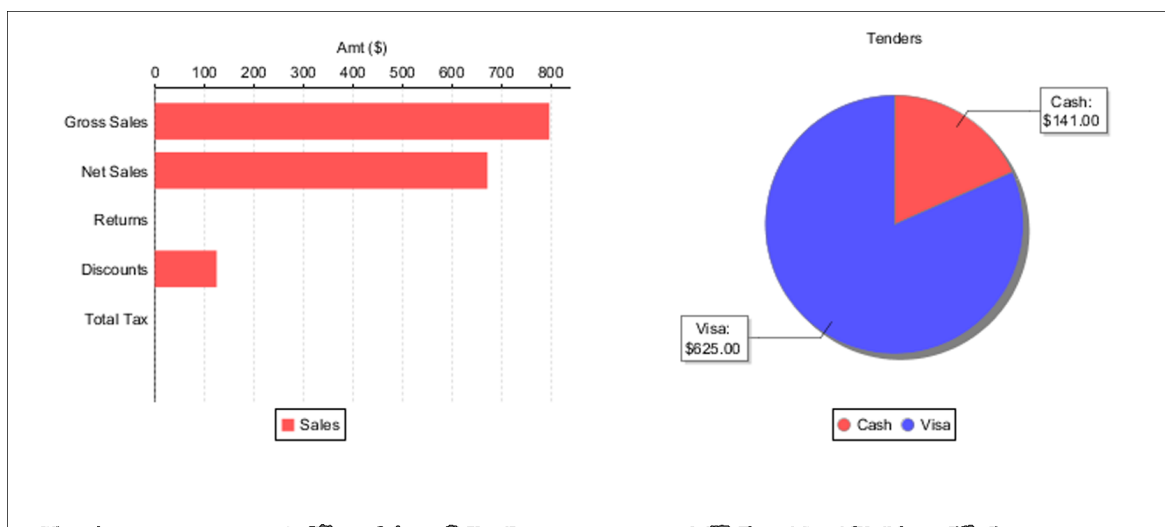
- **Start Date:** Enter a single fixed date or select a relative date option from the drop-down list.
- **Suppress Zeros:** Select **Y** (Yes) or **N** (No) to determine whether values of zero display.
- **Show Chart:** Select **Y** (Yes) or **N** (No) to determine whether a graph(s) of the data displays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

Sample: Flash Sales Summary Report

Flash Sales

Report Date: 04/06/2013

Description	Count	Amt
Sales		
Gross Sales	3	\$797.00
Net Sales	3	\$672.00
Discounts	1	(\$125.00)
Tenders		
Cash	2	\$141.00
Visa	1	\$625.00



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 dollar 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 dollar values per department, providing you with a quick graphical overview of the flash sales by department data.

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

Parameter	Description
Description	The name and identifier for each department in your store.
Count	The item count for each department.
Amount	The dollar amount sold (net) for each department.
Total	Report count and net sales amount total for all departments.

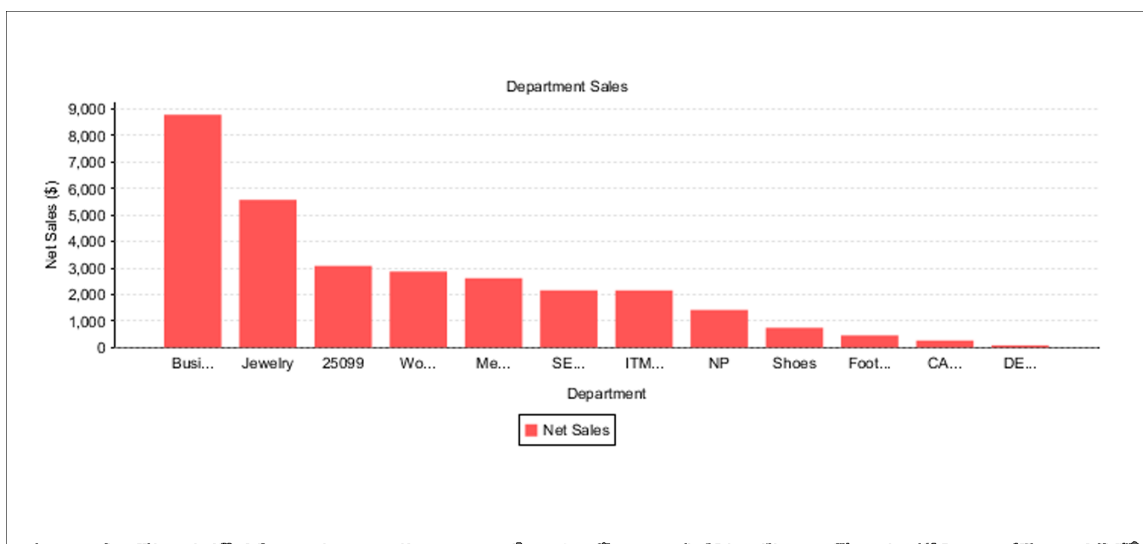
Criteria Selections for Flash Sales By Department Report

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.

Sample: Flash Sales By Department Report

Flash Sales By Department			
Report Date: 03/06/2013			
Description		Count	Amt
25004 Business Clothing		32	\$8,784.74
25003 Jewelry		21	\$5,572.03
25099		1,040	\$3,078.52
25005 Womens		35	\$2,866.01
730 Mens Apparel		100	\$2,614.69
25001 SEASONAL		23	\$2,156.61
25006 ITM_ATTR_DEALS		29	\$2,154.50
NP		58	\$1,416.35
740 Shoes		9	\$741.90
300 Footwear		6	\$454.45
25000 CAREER DRESS		4	\$261.76
DEFAULT		1	\$80.00
Department Total		1,358	\$30,181.56



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 dollars, item count, and transaction count per hour.

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

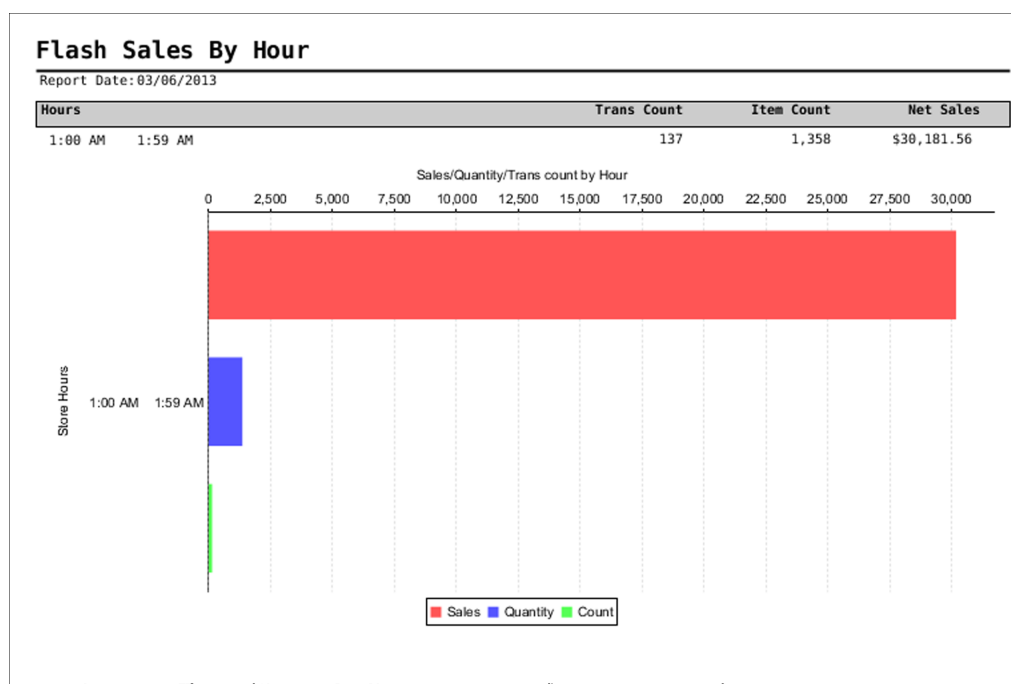
Parameter	Description
Hours	The hourly increment.
Transaction Count	The transaction count.
Item Count	The item count.
Net Sales	Net Sales = Gross Sales minus Tax, minus Discounts, minus Returns.

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.

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 dollar value of those transactions.

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

Parameter	Description
Employee	The employee ID and name.
Count	The item count.
Amount	The net sales dollar amount.
Total	The total net sales dollar amount 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.

Sample: Flash Sales By Employee Report

Flash Sales By Employee		
Report Date: 04/01/2013		
Employee	Count	Amt
0643001000002 - Linda Ford	6	\$155.11
100 - John Brown	7	\$1,409.73
101 - Sherry Wolf	3	\$113.48
Total:		\$1,678.32

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 Parameters*

Parameter	Description
Transaction Date	The date the transaction took place.
Transaction #	The transaction identifier.
Reg #	The register number.
Employee #	The employee identifier.
Item # & Description	The item number and description.
Qty.	The item quantity.
Item Unit Price	The item's price per unit.
Override Price	The override price on the item.
Discounts	The discount dollar amount.
Net Sales	The net sale amount for the item.
Total For [Transaction #]	The total net sale amount for the transaction.
Total For [Date]	The total net sales amount for all transactions on the date.
Report Total	The total net sales amount for all transactions and dates on the report.

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

Sample: Daily Sales Report

Daily Sales Report									
Date Range: 10/01/2013 - 10/11/2013								Employee: ALL	
Trans Date	Trans #	Reg #	Employee #	Item # & Description	Qty	Item Unit Price	Override Price	Discounts	Net Sales
BUSINESS 10/02/2013									
10/02/2013	849	1	100	6003 Oakley Antix	1	\$100.00	\$0.00	\$19.50	\$80.50
10/02/2013	849	1	100	6005 Oakley Polarized	1	\$170.00	\$0.00	\$19.50	\$150.50
TOTAL FOR 849#:									\$231.00
TOTAL FOR 10/02/2013:									\$231.00
BUSINESS 10/11/2013									
10/11/2013	877	1	100	564 Special Order Service	1	\$7.62	\$0.00	\$0.00	\$7.62
10/11/2013	877	1	100	565 Special Order Deposit	0	\$15.24	\$0.00	\$0.00	\$0.00
10/11/2013	877	1	100	6005 Oakley Polarized	0	\$150.50	\$0.00	\$0.00	\$0.00
TOTAL FOR 877#:									\$7.62
TOTAL FOR 10/11/2013:									\$7.62
REPORT TOTAL:									\$238.62

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 you specify. You can generate the report for the current date, the previous day, or for a date that you specify.

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

Table 3-6: *Daily Sales and Cash Report Parameters*

Parameter	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

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.

Sample: Daily Sales and Cash Report

Daily Sales & Cash Report	
Report Date: 03/06/2013	
Description	Amt
Sales Summary At A Glance	
Summary Details	
Sales	\$44,895.25
Returns	(\$4,296.94)
Markdowns	
Total Tax	\$2,123.93
	SALES TOTAL: \$32,305.49
Tender Summary At A Glance	
Summary Details	
Sales	\$37,973.08
Refunds	(\$4,750.20)
Paid In	\$104.50
Paid Out	(\$24.90)
	TENDER TOTAL: \$33,302.48
Sales	
Merchandise	
Taxable	\$32,761.33
Non-Taxable	\$179.10
Non Merchandise	
Taxable	\$0.00
Non-Taxable	\$1,306.35
Markdowns	

Daily Sales Total Report

For a user-selected date, this report gives total dollar amounts for the following categories and sub-categories:

Table 3-7: Daily Sales Total Report Parameters

Parameter	Description
Sales Summary Category	Sales, Returns, Markdowns
Sale Taxability Category	Taxable Sales, Non-Taxable Sales, Tax Exemption Sales, Sales Tax Sales
Fees Category	Service Fees, Setup Fees, Restocking Fees, etc.
Tender Category	All tender types used by your store.
Other Category	Paid-In, Paid-Out

Table 3-7: Daily Sales Total Report Parameters

Parameter	Description
The report also gives Total Counts for the types of register transactions and activities in the Count Summary Category (see below).	
Count Summary Category	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 Total 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.

Sample: Daily Sales Total Report

Daily Sales Total Report	
Report Date: 02/25/2013	
Description	Amt / Count
Sales Summary	
Sales	\$4,910.90
Returns	\$0.00
Markdowns	(\$1,032.17)
TOTAL:	\$3,878.73
Sale Taxability	
Taxable Sales	\$3,878.73
Non-Taxable Sales	\$0.00
Non-Taxable (Tax Exemption) Sales	\$0.00
Sales Tax	\$887.26
Fees	
Layaway Setup Fee	\$0.00
TOTAL:	\$0.00
Tender	
American Express Credit Card	\$122.31
Cash	\$11,219.63
Discover Credit Card	\$975.53
XPAY GIFT CARD	\$63.79
TOTAL:	\$12,381.26
Other	

Sales Analysis Reports

In this Chapter...

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

- ["Employee Productivity Report" on page 30](#)
- ["Sales By Hour Report" on page 31](#)
- ["Sales By Department Report" on page 33](#)
- ["Sales By Department and Employee Report" on page 34](#)
- ["Sales By Hour Analysis Report" on page 37](#)
- ["Tax Exemption Report" on page 38](#)
- ["Journal Report" on page 39](#)
- ["Line Void Report" on page 41](#)
- ["Post Void Reports" on page 42](#)
- ["Transaction Cancel Reports" on page 44](#)
- ["Price Override Report" on page 46](#)
- ["Suspended Transaction Reports" on page 48](#)
- ["Sales Goals Report" on page 49](#)
- ["Merchandise Sales Analysis Report" on page 50](#)

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 **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
Employee Name	The employee's name.
Employee ID	The employee's ID number.
Tot. Trans#	The total number of sales transactions for the employee.
Average Items per Sale	The average number of items included in a sale transaction for the employee.
Average Amount per Sale	The average dollar amount of the sale including all items in the transaction for the employee.
Net Return Amount	The total net dollar amount of all return transactions for the employee.
Returns % to Total	The percentage of the employee's net sales amount that was returned to the store for the employee.
Markdowns % to Total	The percentage of the employee's net sales amount that was discounted for the employee.
Net Sales Amount	The total net dollar amount of all sales transactions for the employee.

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

Criteria Selections for Employee Productivity Summary Report

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

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

Sample: Employee Productivity Report

Employee Productivity Report								
Date Range: 04/01/2013 - 04/05/2013						Employee: ALL		
Employee Name	Employee ID	Tot. Trans #	Avg. Items	Avg. Amt per Sale	Net Return Amt	Returns % to Total	Markdowns % to Total	Net Sales Amt
DEFAULT SYSTEM USER		1	1.00	(315.00)	(315.00)	0.00	0.11	(315.00)
Linda, Ford	06430010000	15	1.67	170.20	0.00	0.00	0.58	2,552.98
John, Brown	100	5	1.60	282.55	0.00	0.00	0.16	1,412.73
Sherry, Smith	101	9	2.67	271.62	0.00	0.00	0.17	2,444.62
TOTAL:		30	1.93	203.18	(315.00)	0.05	0.34	6,095.33

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 a business date for a specified associate, or for all associates by register. If multiple days are specified, a summary by day is also provided. Calculations are performed for the number of transactions per hour, item count per hour, net sales amount per hour, average transaction amount per hour, and the percentage of the day's net sales earned during the hour. At the end of the report, after all records have been processed, the same calculations are performed for all dates included in the report.

The information includes the following:

Table 4-2: Sales By Hour Report Parameters

Parameter	Description
Trans. 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 Transaction	The value of the net sales in an hourly period is divided by the number of transactions during the same period.
% of Total	The dollar 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.

Table 4-2: Sales By Hour Report Parameters

Parameter	Description
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 dollar amounts are totaled.

Criteria Selections for Sales By Hour Report

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

- **Associate:** Enter an associate'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.



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

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

Sample: Sales By Hour Report

Sales By Hour Report

Date Range: 01/01/2013 - 04/05/2013

Register: ALL

Associates: ALL

Business Date: 04/01/2013						Register: 1
Hours	Trans Count	Item Count	Average Transaction	% of Total	Net Sales	
11:00 AM 11:59 AM	2	5	\$206.24	24.42	\$412.47	
3:00 PM 3:59 PM	1	1	\$11.00	0.65	\$11.00	
4:00 PM 4:59 PM	4	10	\$316.46	74.93	\$1,265.85	
TOTAL:	7	16	\$241.33	100.00	\$1,689.32	

Business Date: 04/02/2013						Register: 1
Hours	Trans Count	Item Count	Average Transaction	% of Total	Net Sales	
8:00 AM 8:59 AM	5	13	\$127.75	24.20	\$638.76	
10:00 AM 10:59 AM	3	7	\$513.36	58.34	\$1,540.09	
11:00 AM 11:59 AM	2	5	\$192.36	14.57	\$384.72	
12:00 PM 12:59 PM	1	1	\$11.00	0.42	\$11.00	
1:00 PM 1:59 PM	3	3	(\$68.17)	(7.75)	(\$204.51)	
2:00 PM 2:59 PM	1	3	\$269.97	10.23	\$269.97	
TOTAL:	15	32	\$176.00	100.00	\$2,640.03	

Business Date: 04/05/2013						Register: 1
Hours	Trans Count	Item Count	Average Transaction	% of Total	Net Sales	
8:00 AM 8:59 AM	6	8	\$297.00	39.42	\$1,781.98	
9:00 AM 9:59 AM	2	5	\$154.49	6.84	\$308.98	

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	<p>#Items - Total number of items by department.</p> <p>Amount - Total sales amount of items by department.</p> <p>Report Totals - Final count of all items sold and the final gross sales amount for all departments, printed at the end of the report.</p>
Returns	<p>#Items - Total number of items returned by department.</p> <p>Amount - Total dollar amount of all items returned by department.</p> <p>Report Totals - Final count of all items returned and the return amount for all departments, printed at the end of the report.</p>
Discounts	<p>#Items - Total number of items discounted by department.</p> <p>Amount - Total dollar amount of all items discounted by department.</p> <p>Report Totals - Final count of all discounted items and the discounted amount for all departments, printed at the end of the report.</p>
Net Sales	<p>#Items - Total number of items by department excluding returned items.</p> <p>Amount - Total dollar amount of all sales by department after markdown (discounted) value is subtracted.</p> <p>Report Totals - Final count of all items sold and the net amount for all departments, printed at the end of the report.</p>
Dept % (Net)	<p>Percentage contributed by each department of the store's total net sales, expressed in decimal format (1.00).</p> <p>Report Totals - This number is always 1.00 and is the sum of all individual departments percentages.</p>

Criteria Selections for Sales By Department Report

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

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

Sample: Sales By Department Report

Sales By Department Report									
Date Range: 02/25/2013 - 02/25/2013									
Dept.# - Department	Gross Sales		Returns		Discounts		Net Sales		Dept %
	# Items	Amt	# Items	Amt	# Items	Amt	# Items	Amt	
25000 - CAREER DRESS	1	\$68.71	0	\$0.00	1	(\$10.20)	1	\$57.79	0.01
25001 - SEASONAL	2	\$333.28	0	\$0.00	2	(\$67.27)	2	\$262.73	0.07
25002 - BEDDING	1	\$14.64	0	\$0.00	1	(\$2.91)	1	\$11.59	0.00
25003 - Jewelry	3	\$1,371.14	0	\$0.00	2	(\$410.82)	3	\$889.18	0.23
25004 - Business	2	\$575.94	0	\$0.00	2	(\$212.25)	2	\$336.75	0.09
25005 - Womens	13	\$1,355.57	0	\$0.00	13	(\$267.62)	13	\$1,087.34	0.26
25099 - none	19	\$1,478.06	0	\$0.00	9	(\$59.60)	19	\$1,313.35	0.34
NP - Non Physical	3	\$0.00	0	\$0.00	2	(\$1.50)	3	\$0.00	0.00
TOTAL:	44	\$5,197.34	0	\$0.00	32	(\$1,032.17)	44	\$3,878.73	1.00

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	<p>In each department where an employee had a transaction, the number of items sold is totaled and the gross dollar amount is calculated.</p> <p>A total item count for all departments and the total gross amount for all departments are also calculated for each employee.</p> <p>#Items - Total number of items by department.</p> <p>Amount - Total sales amount of items by department.</p> <p>Report Totals - Final count of all items sold and the final gross sales amount for all departments, printed at the end of the report.</p>

Table 4-4: *Sales By Department and Employee Report Parameters (continued)*

Parameter	Description
Returns	<p>In each department where an employee had a return, the number of items returned is totaled and the gross dollar amount of the returns is calculated.</p> <p>A total returns count for all departments and the total gross amount for all returns in all departments are also calculated for each employee.</p> <p>Tot. - Total number of items returned by department.</p> <p>Amount - Total dollar amount of all items returned by department.</p> <p>Report Totals - Final count of all items returned and the return amount for all departments, printed at the end of the report.</p>
Discounts	<p>In each department where an employee had a markdown, the number of items discounted is totaled and the gross dollar amount for the markdowns is calculated.</p> <p>A total markdown count for all departments and the total gross amount for all markdowns in all departments are also calculated for each employee.</p> <p>Tot. - Total number of items discounted by department.</p> <p>Amount - Total dollar amount of all items discounted by department.</p> <p>Report Totals - Final count of all discounted items and the discounted amount for all departments, printed at the end of the report.</p>
Net Sales	<p>In each department where an employee had a transaction, the net sales amount is calculated by adjusting for returns and markdowns.</p> <p>A net item count for all departments is also calculated by adjusting for items that were returned.</p> <p>Tot. - Total number of items by department excluding returned items.</p> <p>Amount - Total dollar amount of all sales by department after markdown (discounted) value is subtracted.</p> <p>Report Totals - Final count of all items sold and the net amount for all departments, printed at the end of the report.</p>

Table 4-4: Sales By Department and Employee Report Parameters (continued)

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, etc.) from the drop-down list.

Sample: Sales By Department and Employee Report

Sales By Department And Employee Report

Date Range: 04/01/2013 - 04/01/2013

Employee: ALL

Employee: 0643001000002 - Linda Ford

Dept.# - Department	Gross Sales		Returns		Discounts		Net Sales		%
	Tot.	Amt	Tot.	Amt	Tot.	Amt	Tot.	Amt	
25000 - CAREER	1	\$68.84	0	\$0.00	0	\$0.00	1	\$67.99	0.44
25003 - Jewelry	1	\$350.00	0	\$0.00	1	(\$350.00)	1	\$0.00	0.00
730 - Mens Apparel	1	\$12.50	0	\$0.00	1	(\$1.87)	1	\$10.63	0.07
740 - Shoes	1	\$79.99	0	\$0.00	1	(\$12.00)	1	\$67.99	0.44
810 - Pet Services	1	\$10.00	0	\$0.00	1	(\$1.50)	1	\$8.50	0.05
NP - none	1	\$0.00	0	\$0.00	0	\$0.00	1	\$0.00	0.00
Total	6	\$521.33	0	\$0.00	4	(\$365.37)	6	\$155.11	1.00

Employee: 100 - John Brown

Dept.# - Department	Gross Sales		Returns		Discounts		Net Sales		%
	Tot.	Amt	Tot.	Amt	Tot.	Amt	Tot.	Amt	
25002 - BEDDING	1	\$14.55	0	\$0.00	1	(\$10.50)	1	\$4.00	0.00
25003 - Jewelry	3	\$1,450.00	0	\$0.00	3	(\$192.25)	3	\$1,257.75	0.89
25004 - Business	2	\$100.94	0	\$0.00	2	(\$30.01)	2	\$67.99	0.05
740 - Shoes	1	\$86.39	0	\$0.00	0	\$0.00	1	\$79.99	0.06
Total	7	\$1,651.88	0	\$0.00	6	(\$232.76)	7	\$1,409.73	1.00

Employee: 101 - Sherry Wolf

Dept.# - Department	Gross Sales		Returns		Discounts		Net Sales		%
	Tot.	Amt	Tot.	Amt	Tot.	Amt	Tot.	Amt	
300 - Footwear	1	\$107.99	0	\$0.00	0	\$0.00	1	\$99.99	0.88

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

Criteria Selections for Sales By Hour Analysis Report

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

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

Sample: Sales By Hour Analysis Report

Sales by Hour Analysis Report										
Date Range: 08/25/2013 - 08/31/2013				Register: ALL			Till: ALL		Employee: ALL	
Hours	Tot.	Net Sales	%	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00 AM 8:59 AM	9	(\$106.49)	(0.16)	\$0.00	(\$503.99)	\$0.00	\$0.00	\$0.00	\$397.50	\$0.00
9:00 AM 9:59 AM	3	\$359.12	0.53	\$0.00	\$303.62	\$0.00	\$0.00	\$0.00	\$55.50	\$0.00
10:00 AM 10:59 AM	2	\$550.00	0.82	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00
11:00 AM 11:59 AM	1	(\$239.50)	(0.36)	\$0.00	(\$239.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1:00 PM 1:59 PM	1	(\$120.00)	(0.18)	\$0.00	(\$120.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2:00 PM 2:59 PM	1	\$231.00	0.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$231.00	\$0.00
REPORT TOTAL:	17	\$674.13	1.00	\$0.00	(\$259.87)	\$0.00	\$0.00	\$0.00	\$934.00	\$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.

Table 4-6: Tax Exemption Report Parameters

Parameter	Description
Reg. #	The register where the transaction took place.
Trans #	The identifier for the transaction.
Trans. Date	The date the transaction took place.
Tax Exempt #	The tax exempt identifier number.
Certificate	The Tax exempt certificate owner.
Exp Date	The date the tax exemption expires.
Reason	The reason code for the tax exemption.
Customer	The customer name and address information.
Assoc. ID	The sale associate's identifier.
Item ID	The item identifier.
Qty.	The item quantity.
Price	The item price.
Exempted Amt.	The dollar amount exempted for the item.

Criteria Selections for Tax Exemption Report

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

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

Sample: Tax Exemption Report

Tax Exemption Report							
Date Range: 01/01/2013 - 04/06/2013						Register: All	
Reg #	Trans #	Trans Date	Tax Exempt #	Certificate	Exp Date	Reason	Customer
1	83	04/02/2013	123458	Timothy London		Other	Timothy London 56633 Mayfield Road Mayfield, OH 44120
Assoc. ID	Item ID	Qty	Price	Exempted Amt			
064300100000	6008	1	\$99.99	\$8.00			
064300100000	330205	1	\$12.50	\$1.00			
064300100000	6006	1	\$4.00	\$0.05			
		TOTAL:	3	\$116.49	\$9.05		
		REPORT TOTAL:	3	\$116.49	\$9.05		

Journal Report

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

Categories

- Account Lookup
- Balance Inquiry
- Bank Deposit
- Batch Close
- Credit Application
- Escrow
- Exchange Rate Maintenance
- Inventory Control
- Inventory Summary Count
- Movement Pending
- 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

Categories

- No Sale
- Order
- Post Void
- 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:

- **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.
- **Date Range:** Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Employee:** Enter an employee ID to restrict the report to a single employee. Leave blank to run the report for all employees.
- **Transactions:** Enter a transaction ID to restrict the report a single transaction. Leave blank to run the report for all transactions.
- **Customer ID:** Enter a customer ID (as recorded in Customer Maintenance) to restrict the report to a single customer. Leave blank to run the report for all customers.
- **Tender Type:** Select a tender type from the list.

Sample: Journal Report

Journal Report			
Date Range:	04/05/2013 - 04/05/2013	Register:	ALL
Trans Type:	ALL	Customer:	ALL
		Associates:	ALL
		Transactions:	ALL
Tender	Cash	200.00	
Change	Cash	(35.59)	
Trans Type:	Post Void	Register:	1
Total:	0.00	Cashier:	100
Customer		Business Date:	04/05/2013
		Trans Id:	146
		Status:	COMPLETE
Organization ID:	1000	Location ID:	643
Register ID:	1	Business Date:	04/05/2013
Transaction ID:	145	Transaction Type:	RETAIL_SALE 68.84
Reason for	Cashier Error		
Trans Type:	Retail Sale	Register:	1
Total:	68.84	Cashier:	100
Customer	Smith, Nancy	Business Date:	04/05/2013
		Trans Id:	145
		Status:	COMPLETE

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 sequence 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
Tran. #	The identifier for the transaction.
Cashier #	The cashier's identifier.
Reg.#	The register where the transaction took place.
Date/Time	The date and time the transaction took place.
Amt. (Transaction)	The total net amount for all voided items on the transaction.
Item ID	The item identifier.
Item Desc.	The item description.
Unit Price	The item price per unit.
Qty.	The item quantity.

Table 4-7: Line Void Report Parameters

Parameter	Description
Net Amt. (Item)	The total net dollar amount for the voided item.
Total	The total dollar amount for the voided item.

Criteria Selection Options for Line Void Report

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

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

Sample: Line Void Report

Line Void Report					
Date Range: 01/01/2013 - 04/05/2013					
Trans #	Cashier #	Reg #	Date/Time	Amt	
139	100	1	04/05/2013 8:30:17 AM	\$650.00	
Item ID	Item Desc.		Unit Price	Qty	Net Amt
6012	Star Diamond Earrings		\$650.00	1.0000	\$650.00
TOTAL:					\$650.00
Trans #	Cashier #	Reg #	Date/Time	Amt	
141	100	1	04/05/2013 8:33:54 AM	\$4.00	
Item ID	Item Desc.		Unit Price	Qty	Net Amt
6006	Goose Down Pillow		\$4.00	1.0000	\$4.00
TOTAL:					\$4.00

Post Void Reports

The Post Void Reports include transactions that were completed at the register but were later voided (these reports do not include cancelled sales transactions; for information about cancelled transactions see ["Transaction Cancel Reports" on page 44](#)).

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 dollar 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	
Trans. #	The identifier for the transaction.
PostVoid Reason	The reason code for the post void transaction.
Cashier #	The cashier's identifier.
Reg. #	The register where the voiding transaction took place.
Date/Time	The date and time the transaction took place.
Amt.	The total net amount for all voided items on the transaction.
Detail	
Item ID	The item identifier.
Item Desc.	The item description.
Unit Price	The item price per unit.
Qty.	The item quantity.
Net Amt.	The net dollar amount for the voided item.

Criteria Selections for Post Void Reports

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

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

Sample: Post Void Summary Report

Post Void Summary Report					
Date Range: 01/01/2013 - 04/05/2013					
Trans #	PostVoid Reason	Cashier #	Reg #	Date/Time	Amt
145	Cashier Error	100	1	04/05/2013 8:40:37	\$68.84
147	Supervisors Discretion	101	1	04/05/2013 8:43:41	\$164.41
TOTAL:					\$233.25

Sample: Post Void Detail Report

Post Void Detail Report

Date Range: 01/01/2013 - 04/05/2013

Trans #	PostVoid Reason	Cashier #	Reg #	Date/Time	Amt
145	Cashier Error	100	1	04/05/2013 8:40:37 AM	\$68.84
Item ID	Item Desc.	Unit Price		Qty	Net Amt
6000	Career Dress Moleskin	67.990000		1.0000	\$67.99
TOTAL:					\$67.99

Trans #	PostVoid Reason	Cashier #	Reg #	Date/Time	Amt
147	Supervisors	101	1	04/05/2013 8:43:41 AM	\$164.41
Item ID	Item Desc.	Unit Price		Qty	Net Amt
6009	Onyx/Gold Earrings	152.230000		1.0000	\$152.23
TOTAL:					\$152.23

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" on page 42](#).

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 dollar 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	
Trans. #	The identifier for the transaction.
Cancel Reason	The reason code for the canceled transaction.
Cashier #	The cashier's identifier.
Reg. #	The register where the transaction took place.

Table 4-9: *Transaction Cancel Reports Parameters*

Parameter	Description
Date/Time	The date and time the transaction took place.
Amt.	The total net amount for all canceled items on the transaction.
Detail	
Item ID	The item identifier.
Item Desc.	The item description.
Unit Price	The item price per unit.
Qty.	The item quantity.
Net Amt.	The net dollar amount for the canceled item.

Criteria Selections for Transaction Cancel Reports

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

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

Sample: Transaction Cancel Summary Report

Transaction Cancel Summary Report					
Date Range: 04/05/2013 - 04/05/2013					
Trans #	Cancel Reason	Cashier #	Reg #	Date/Time	Amt
150		100	1	04/05/2013 9:12:26 AM	\$30.00
151		100	1	04/05/2013 9:13:09 AM	\$267.75
TOTAL:					\$297.75

Sample: Transaction Cancel Detail Report

Transaction Cancel Detail Report

Date Range: 04/05/2013 - 04/05/2013

Trans #	Cancel Reason	Cashier #	Reg #	Date/Time	Amt
150		100	1	04/05/2013 9:12:26 AM	\$30.00
Item ID	Item Desc.	Unit Price		Qty	Net Amt
7004	Pet Care Training	\$30.00		1	\$30.00
TOTAL:					\$30.00

Trans #	Cancel Reason	Cashier #	Reg #	Date/Time	Amt
151		100	1	04/05/2013 9:13:09 AM	\$350.00
Item ID	Item Desc.	Unit Price		Qty	Net Amt
6011	Timeless Black Leather Watch	\$267.75		1	\$350.00
TOTAL:					\$350.00

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.
Tran #	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.

Table 4-10: Price Override Report Parameters

Parameter	Description
Reg Price	The dollar value of the item before the price override was applied.
Sold Price	The dollar value of the item after the price override was applied.
Difference	The calculated dollar amount change between the regular price and the sold price.

Criteria Selections for Price Override Report

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

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

Sample: Price Override Report

Price Override Report

Date Range: 04/05/2013 - 04/05/2013

Associate Range: ALL

Employee: 100 - John Brown

Date	Time	Trans #	SKU	Description	Reason	Qty	Reg Price	Sold Price	Difference
04/05/201	11:10	153	6000	Career Dress Moleskin	Damage	1	\$67.99	\$50.00	(\$17.99)
TOTAL:						1	\$67.99	\$50.00	(\$17.99)

Employee: 101 - Sherry Smith

Date	Time	Trans #	SKU	Description	Reason	Qty	Reg Price	Sold Price	Difference
04/05/201	11:08	152	6011	Timeless Black Leather Watch	Incorrect Label	1	\$315.00	\$300.00	(\$15.00)
TOTAL:						1	\$315.00	\$300.00	(\$15.00)
REPORT TOTAL:						2	\$382.99	\$350.00	(\$32.99)

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 dollar 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	
Trans. #	The identifier for the transaction.
Cashier #	The cashier's identifier.
Reg. #	The register where the transaction took place.
Date/Time	The date and time the transaction took place.
Amt.	The total net amount for all suspended items on the transaction.
Detail	
Item ID	The item identifier.
Item Desc.	The item description.
Unit Price	The item price per unit.
Qty.	The item quantity.
Net Amt.	The net dollar amount for the suspended item.

Criteria Selections for Suspended Transaction Reports

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

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

Sample: Suspended Transaction Summary Report

Suspended Transaction Summary Report				
Date Range: 04/05/2013 - 04/05/2013				
Trans #	Cashier #	Reg #	Date/Time	Amt
149	100	1	04/05/2013 9:11:49 AM	\$10.00
TOTAL:				\$10.00

Sample: Suspended Transaction Detail Report

Suspended Transaction Detail Report				
Date Range: 04/05/2013 - 04/05/2013				
Trans #	Cashier #	Reg #	Date/Time	Amt
149	100	1	4/8/13 9:11 AM	\$10.00
Item ID	Item Desc.	Unit Price	Qty	Net Amt
7005	Pet Adoption	\$10.00	1.0000	\$10.00
SUBTOTAL:				\$10.00
TAX:				\$0.00
TOTAL:				\$10.00

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.
Effective Date	The date the goal begins.
End Date	The date the goal ends.
Goal	The sales goal value.
Sales To Date	Sales goal progress is calculated using net sales data for the period. Note: Future goals display "N/A".
% 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, etc.) from the drop-down list.

Sample: Sales Goals Report

Description	Effective Date	End Date	Goal	Sales To Date	% To Goal
Week ending 3/16	03/10/2013	03/16/2013	\$2,000.00	\$22,809.85	1140.49%
St Patricks Day	03/17/2013	03/23/2013	\$5,000.00	\$31,036.98	620.74%
Week ending 3/31	03/24/2013	03/31/2013	\$3,000.00	\$15,464.48	515.48%

Merchandise Sales Analysis Report

The Merchandise Sales Analysis report displays item merchandise hierarchy sales information. You may chose 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.

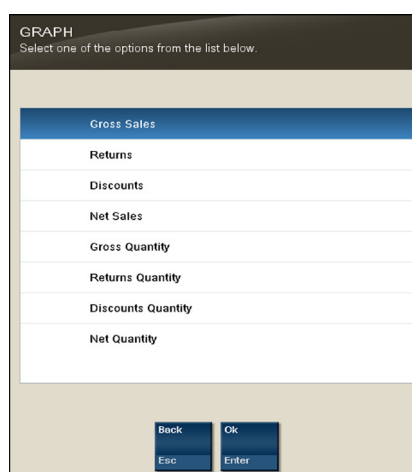


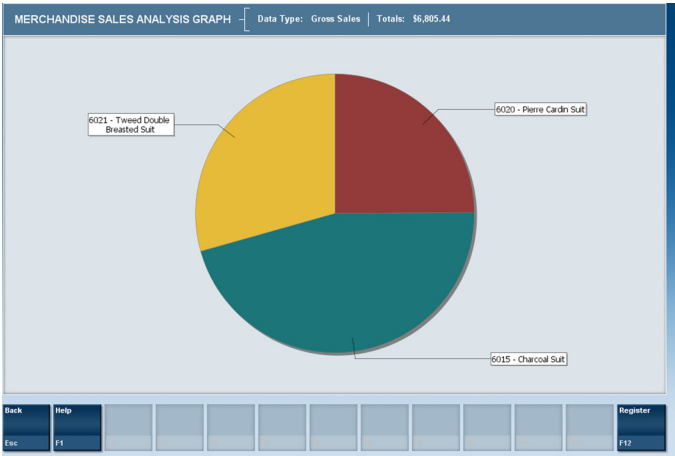
Figure 4-1: Graph Options



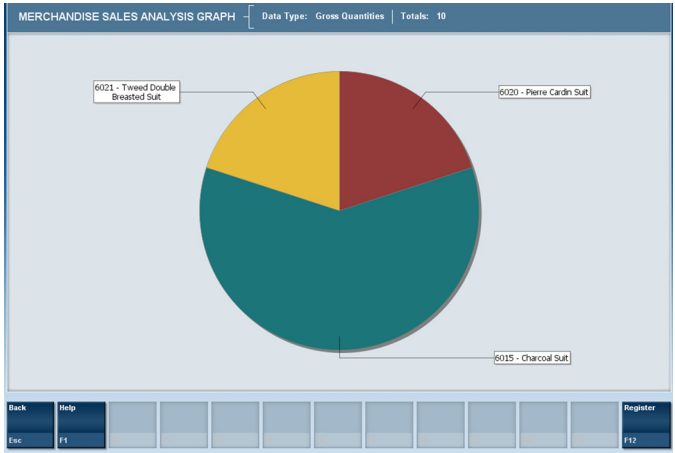
Touch-screen users tap the row or column to drill down or

TYPE
Item 1004
Department 300
sort: Department 25001

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.

Gross Totals: \$17,981.63 [101]

Table 4-13: *Merchandise Sales Analysis Parameters*

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

Criteria Selections for Merchandise Sales Analysis Report

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

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

Sample: Merchandise Sales Analysis Report

MERCHANDISE SALES ANALYSIS					
Current Month (04/01/2013 - 04/30/2013) Selected: None Item Type: None					
Gross Totals: \$17,981.63 [101]		Return Totals: \$315.00 [1]		Discount Tot... \$4,545.39 [62]	
				Net Totals: \$12,665.56 [100]	
DESCRIPTION	TYPE	GROSS SALES	RETURNS	DISCOUNTS	NET SALES
CAREER DRESS	Department 25000	\$394.83 [6]	\$0.00 [0]	\$0.00 [0]	\$389.95 [6]
SEASONAL	Department 25001	\$1,443.44 [11]	\$0.00 [0]	\$356.67 [11]	\$1,073.33 [11]
BEDDING	Department 25002	\$58.15 [4]	\$0.00 [0]	\$42.00 [4]	\$16.00 [4]
Jewelry	Department 25003	\$10,329.14 [22]	\$315.00 [1]	\$2,369.61 [23]	\$7,396.39 [21]
Business Clothing	Department 25004	\$3,604.85 [10]	\$0.00 [0]	\$1,618.12 [10]	\$1,841.88 [10]
Womens	Department 25005	\$155.33 [5]	\$0.00 [0]	\$19.50 [5]	\$130.40 [5]
Footwear	Department 300	\$207.98 [2]	\$0.00 [0]	\$0.00 [0]	\$199.98 [2]
Womens Moderate	Department 510	\$41.58 [2]	\$0.00 [0]	\$19.99 [1]	\$19.99 [2]
Food	Department 630	\$2.14 [2]	\$0.00 [0]	\$0.00 [0]	\$1.98 [2]
Mens Apparel	Department 730	\$812.35 [14]	\$0.00 [0]	\$7.75 [2]	\$787.17 [14]
Shoes	Department 740	\$646.32 [8]	\$0.00 [0]	\$97.29 [3]	\$542.63 [8]
Pet Services	Department 810	\$50.00 [3]	\$0.00 [0]	\$1.50 [1]	\$48.50 [3]
3 Initial	Item 5005	\$0.00 [2]	\$0.00 [0]	\$0.00 [0]	\$0.00 [2]
ANIMAL PRINT CAP SLEEVE ...	Item 1007	\$70.19 [1]	\$0.00 [0]	\$0.00 [0]	\$64.99 [1]
Back	Help	Drill Up	Drill Down		Refresh Current
Esc	F1	F2	F3		F6



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

Sample: Drill-Down

MERCHANDISE SALES ANALYSIS					
Current Month (04/01/2013 - 04/30/2013) Selected: Jewelry Item Type: DEPARTMENT					
Gross Totals: \$10,329.14 [22]		Return Totals: \$315.00 [1]		Discount Tot... \$2,369.61 [23]	
				Net Totals: \$7,396.39 [21]	
DESCRIPTION	TYPE	GROSS SALES	RETURNS	DISCOUNTS	NET SALES
Earrings	Subdepartment 10...	\$4,973.75 [8]	\$0.00 [0]	\$1,389.98 [8]	\$3,508.02 [8]
Watches	Subdepartment 10...	\$3,525.60 [10]	\$315.00 [1]	\$700.10 [11]	\$2,399.90 [9]
Beaded Hoop Earrings	Item 6023	\$71.84 [2]	\$0.00 [0]	\$19.98 [2]	\$48.02 [2]
Jewelry Collection	Item KIT2	\$1,757.95 [2]	\$0.00 [0]	\$259.55 [2]	\$1,440.45 [2]

Store Accounting Reports

In this Chapter...

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

- ["Cash Drawer Reconciliation Report" on page 56](#)
- ["Associate Reconciliation Report" on page 57](#)
- ["Cash Drawers Audit Report" on page 58](#)
- ["Cash Drawer Report" on page 59](#)
- ["Paid In/Paid Out Report" on page 61](#)
- ["No Sale Report" on page 62](#)
- ["Credit Card Report" on page 63](#)
- ["Gift Certificate Report" on page 64](#)

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. To access the report in base, from the Back Office select **Till Reports --> Cash Drawer Reconciliation Report**.

Criteria Selections for Cash Drawer Reconciliation Report

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

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

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

- **Start Date:** Select **Today** (current business date) or **Yesterday** (previous day's business date) 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.



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

Sample: Cash Drawer Reconciliation Report

Cash Drawer Reconciliation Report				
Date: 04/03/2013			Register ID: 1	
Reg #: 1				
Tender	Qty	Register Count	System Count	Over / Short
Till: STOREBANK				
Tender Summary				
Canada Cash	2.00	194.07	194.07	0.00
Cash	2.00	4,579.82	4,579.82	0.00
Check	2.00	6,518.35	6,518.35	0.00
Euro Cash	2.00	70.00	70.00	0.00
US Traveler Check	2.00	50.00	50.00	0.00
Register 1	TOTAL:	11,412.24	11,412.24	0.00
Till: TestTill1				
Tender Summary				
Canada Cash	1.00	194.07	194.07	0.00
Cash	1.00	3,378.17	3,378.17	0.00
Check	1.00	6,495.01	6,495.01	0.00
Euro Cash	1.00	70.00	70.00	0.00
Gift Certificate	1.00	150.00	150.00	0.00
Group Master Coupon	1.00	100,000.00	100,000.00	0.00
Home Office Check	1.00	(128.50)	(128.50)	0.00
House Account	1.00	0.00	0.00	0.00
Issue Merchandise	1.00	0.00	0.00	0.00
Issue Store Credit	1.00	(105.84)	(105.84)	0.00
Mall Certificate	1.00	50.00	50.00	0.00

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. To access the report in base, from the Back Office select **Till Reports --> Associate Reconciliation Report**.

Table 5-2: Associate Reconciliation Report Parameters

Parameter	Description
Tender	The tender type.
Qty.	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 dollar amount difference between the declared amount and the expected amount, and the total over/short amount for all tenders.

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 business date) or Yesterday (previous day's business date) 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.



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

Sample: Associate Reconciliation Report

Associate Reconciliation Report

Date:04/03/2013

Associate Id 100

Associate 100

Tender	Qty	Associate Count	System Count	Over/Short
Tender Summary				
Canada Cash	0	194.07	194.07	0.00
Cash	0	3,378.17	3,378.17	0.00
Check	1	6,495.01	6,495.01	0.00
Euro Cash	0	70.00	70.00	0.00
Gift Certificate	0	150.00	150.00	0.00
Group Master Coupon	0	100,000.00	100,000.00	0.00
Home Office Check	0	(128.50)	(128.50)	0.00
House Account	0	0.00	0.00	0.00
Issue Merchandise	0	0.00	0.00	0.00
Issue Store Credit	0	(105.84)	(105.84)	0.00
Mall Certificate	0	50.00	50.00	0.00
Merchandise Credit Card	0	0.00	0.00	0.00
Private Label Credit	0	0.00	0.00	0.00
Reload Merchandise	0	0.00	0.00	0.00
Store Credit	0	105.84	105.84	0.00
US Traveler Check	0	50.00	50.00	0.00
XPAY GIFT CARD	0	92.00	92.00	0.00
Associate 100	TOTAL:	110,350.75	110,350.75	0.00
Associate Signature		Manager Signature		

Cash Drawers 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. To access the report in base, from the Back Office select **Till Reports --> Cash Drawers Audit Report**.

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

Table 5-3: Cash Drawers Audit Report Parameters

Parameter	Description
Reg ID	The register identifier.
Till ID	The till identifier.
Drawer ID	The cash drawer identifier.
Register Status	The current status of the register.
Associate Name	The associate's name assigned to the register/drawer/till.
Associate ID	The associate's identifier assigned to the register/drawer/till.
Cash Balance	The current cash balance in the register/drawer/till.
Amt. Over Threshold	The amount that exceeds the allowed threshold.

Criteria Selections for Cash Drawers Audit Report

No criteria selections are available for this report.

Sample: Cash Drawers Audit Report

Cash Drawers Audit Report							
Date Requested: 03/13/2013							
Reg ID	Till ID	Drawer ID	Register Status	Associate Name	Associate ID	Cash Balance	Amt Over Threshold
1	TestTill1	1	OPEN			388.20	
2			CLOSED				

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 **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.

Table 5-4: *Cash Drawer Report Parameters*

Parameter	Description
Petty Cash	Shows the petty cash amounts such as cash pickup amount, paid out amount, etc. and the total petty cash amount, if applicable.

Criteria Selections for Cash Drawer Report

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

- **Register:** Enter the first register ID to be included in the report.
- **End Register:** If more than one register will be included, enter the last register ID you want to include. To include only one register, enter the same register ID on both lines.
- **Start Date:** Enter a specific date or select **Today** or **Yesterday** from the drop-down list.

Sample: Cash Drawer Report

Cash Drawer Report	
Register: All	
FOR 1	
For session 2013-02-25 14:43:59.127	Till No.: TestTill
OPENING BALANCE	TOTAL
Opening Balance	1,370.00
TENDER SUMMARY	TOTAL
House Account	0.00
American Express Credit Card	122.31
Canada Cash	0.00
Check	0.00
Group Master Coupon	0.00
Debit Card	0.00
Diners Club Credit Card	0.00
Discover Credit Card	975.53
Euro Cash	0.00
Gift Certificate	0.00
Home Office Check	0.00
Issue Merchandise Credit Card	0.00
Issue Store Credit	0.00
JCB Credit Card	0.00
Mall Certificate	0.00
MasterCard Credit Card	0.00
Merchandise Credit Card	0.00

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 your 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. To access the report in base, from the Back Office select **Till Reports --> Paid In/Paid Out Report**.

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

Parameter	Description
Tran. #	The transaction number.
Date	Date the transaction took place.
Time	Time the transaction took place.
Emp.ID - Name	The associate's identifier number and name.
Reg.#	The register identifier.
Till	The till identifier.
Type	Transaction type; paid in or paid out.
Reason Code - Description	The paid in or paid out reason code and text description.
Amt.	The dollar amount for each paid in/paid out transaction.
Net Paid In and Out	The total calculated net dollar amount for all paid in/paid out transactions.
Total Paid In	The total dollar amount for all paid in transactions.
Total Paid Out	The total dollar amount for all paid out transactions.

Criteria Selections for Paid In/Paid Out Report

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

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

Sample: Paid In/Paid Out Report

Paid In / Paid Out Report								
Date Range: 04/05/2013 - 04/05/2013			Transaction Type: ALL			Employee: ALL		
Sort Order: Register/Tran ID			Register ID: ALL			Reason Code: ALL		
Trans #	Date	Time	Emp. ID - Name	Reg #	Till	Type	Reason Code - Description	Amt
159	04/05/2013	2:07:01 PM	100 - Brown, John	1	TestTi	PAID_IN	P12 Found Money	20.00
160	04/05/2013	2:07:39 PM	100 - Brown, John	1	TestTi	PAID_OUT	P03 Postage	(20.00)
161	04/05/2013	2:08:33 PM	100 - Brown, John	1	TestTi	PAID_IN	P13 Drawer Loan 1	5.00
Net Paid In and Out:								5.00
Total Paid In:								25.00
Total Paid Out:								(20.00)

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 that you specify. 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. To access the report in base, from the Back Office select **Sales Reports --> No Sale Report**.

Table 5-6: No Sale Report Parameters

Parameter	Description
Assoc. #	The associate's identifier number.
Assoc. Name	The associate's name.
Reg. #	The register identifier.
Trans. #	The transaction number.
Date	Date the transaction took place.
Time	Time the transaction took place.
Reason Code - Description	The No Sale reason code and text description.

Criteria Selections for No Sale Report

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

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

Sample: No Sale Report

No Sale Report						
Date Range: 04/01/2013 - 04/05/2013						
Assoc #	Assoc Name	Reg #	Trans #	Date	Time	Reason Code - Description
	DEFAULT SYSTEM USER	1	124	04/02/2013	8:08:08 AM	NSManual
100	Brown, John	1	125	04/02/2013	8:08:22 AM	NSManual
100	Brown, John	1	127	04/02/2013	8:10:01 AM	NSManual

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	Date the transaction took place.
Time	Time the transaction took place.
Reg. #	The register identifier.
Cashier #	The cashier's identifier number.
Trans. #	The transaction number.
Credit Card #	The masked credit card number.
Card Type	The type of credit card.
Auth. #	The authorization number received from the processor.
Tender Amt.	The dollar amount charged to the credit card in the transaction.
Total Amt.	The total dollar amount of the transaction including the credit card and any other tenders used.

Criteria Selections for Credit Card Report

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

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

Sample: Credit Card Report

Credit Card Report									
Date Range: 01/01/2013 - 04/05/2013									
Date	Time	Reg #	Cashier #	Trans #	Credit Card #	Card Type	Auth #	Tender Amt	Total Amt
04/02/20	08:44:16	1	100	83	*****333	Visa Credit	223	\$116.49	\$116.49
04/02/20	08:47:22	1	100	84	*****678	Visa Credit	67555	\$354.25	\$354.25

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 masked gift certificate identifier number.
Sold	
Trans. #	The selling transaction number.
Emp. ID	The selling cashier's identifier.
Date Sold	The date the gift certificate was purchased.
Denom.	The denomination amount for the gift certificate.
Redeemed	
Tran ID	The redeem transaction number.
Emp ID	The redeeming associate's identifier.
Date Redeemed	The date the gift certificate was redeemed.
Amt.	The dollar amount applied to the gift certificate in the transaction.
Totals	
Qty. Sold	The number of gift certificates sold within the date range specified and for the employee selected.
Sold Value	The dollar amount of all gift certificates sold within the date range specified and for the employee selected.

Table 5-8: Gift Certificate Report Parameters

Parameter	Description
Redeemed Qty.	The number of gift certificates used within the date range specified and for the employee selected.
Redeemed Value	The dollar amount of all gift certificates sold within the date range specified and for the employee selected.

Criteria Selections for Gift Certificate Report

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

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

Sample: Gift Certificate Report

Gift Certificate Report							
Date Range: 04/01/2013 - 04/11/2013				Employee: All			
Serial #	Sold				Redeemed		
	Trans # Emp ID	Date Sold	Denom		Trans # Emp ID	Date Redeemed	Amt
*****0125	110929 100	04/01/2013	50.00		100		0.00
*****0126	110949 100	04/01/2013	50.00		100		0.00
Totals	Qty Sold	Sold Value			Redeemed Qty	Redeemed Value	
	2	100.00			0	0.00	

Product-Oriented Reports

In this Chapter...

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

- ["Best Sellers Report/Worst Sellers Report" on page 67](#)
- ["Returned Merchandise Report" on page 70](#)
- ["Price Change Report" on page 71](#)

Best Sellers Report/Worst Sellers Report

These two reports offer the same criteria selection options and both reports include the identical format and columns. Other than the actual data, only the name of the report at the top of the first page is different. The Best Sellers Report lists the top-selling items or styles and the Worst Sellers Report lists the lowest-selling items or styles. Each report totals the quantity sold and dollar value of the best selling items or the worst selling items, depending on which report is selected.

Both the Best Sellers and Worst Sellers Reports may be filtered by quantity sold or dollars sold. You can also restrict the data to a specific department.

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

Parameter	Description
Item or Style	The item or style identifier.
Description	The item or style description.
Qty. Sold	The number sold.
Dollars Sold	The dollar amount sold.

Criteria Selections for Best Sellers/Worst Sellers Report

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

- **Date Range:** Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Start Reg(ister):** Enter the first register ID if you want to restrict the report to a single register or a range of registers.
- **End Reg(ister):** 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.
- **Based on:** Select **Dollars Sold** or **Quantity Sold**. The data will be sorted by the selection you make.
- **Department:** Select a specific department from the drop-down list, or accept the default ALL to include every department.

Sample: Best Sellers Report By Style

Best Sellers By Style Report			
Date Range: 03/08/2013 - 03/08/2013		Register: ALL	Department: ALL
Based On: Dollars Sold			
Style	Description	Qty Sold	Dollars Sold
330000	Tee Shirt	18	\$110.44
430000	Peyton Hillis Jersey	3	\$53.54
230000	Shoe	3	\$0.01
REPORT TOTALS:		24	\$163.99

Sample: Best Sellers Report By Item

Best Sellers By Item Report			
Date Range: 02/25/2013 - 02/25/2013		Register: ALL	Department: ALL
Based On: Dollars Sold			
Item	Description	Qty Sold	Dollars Sold
6021	Tweed Double Breasted Suit	10	7,492.25
1002	COTTON JERSEY TIERED DRESS	7	717.44
6011	Timeless Black Leather	1	350.00
1003	TIE WAIST SHIRT DRESS	5	344.02
1004	BLK WHITE CAP SLEEVE DRESS	5	333.59
KIT1	Business Dress Kit	1	300.00
1005	PEASANT TOP JERSEY DRESS	3	235.97
1006	ROLL SLEEVE SWEATER DRESS	2	155.98
6005	Oakley Polarized Twenty	1	150.50
9000021	Warranty - Fixed 10% >=	1	27.50
3005	Animal Print Carwash Dress	1	23.73
3004	Sleeveless Triple Tier	1	18.98
9100	Warranted Jewelry A	1	0.00
REPORT TOTAL:		39	\$10,149.96

Sample: Worst Sellers Report By Style

Worst Sellers By Style Report			
Date Range: 01/02/2013 - 02/25/2013		Register: ALL	Department: ALL
Based On: Dollars Sold			
Style	Description	Qty Sold	Dollars Sold
330000	Tee Shirt	1	\$0.00
514000	Summer Cotton Shorts	6	\$120.96
230000	Shoe	6	\$239.97
REPORT TOTALS:		13	\$360.93

Sample: Worst Sellers Report By Item

Worst Sellers By Item Report			
Date Range: 02/25/2013 - 02/25/2013		Register: ALL	Department: ALL
Based On: Dollars Sold			
Item	Description	Qty Sold	Dollars Sold
5005	3 Initial	2	0.00
6008	Birkenstock Sheridan	1	0.00
230002	Brown Shoe 10	1	0.00
230003	Brown Shoe 11	1	0.00
514002	Cotton Draw-string Khaki	1	0.00
330203	Green L Tee Shirt	1	0.00
560	Layaway Setup Fee	4	0.00
5003	Repair Clasp	1	0.00
9100	Warrantied Jewelry A	1	0.00
562	Layaway Payment	1	5.00
6006	Goose Down Pillow	2	11.59
3004	Sleeveless Triple Tier	2	18.98
3005	Animal Print Carwash Dress	1	23.73
9000021	Warranty - Fixed 10% >=	1	27.50
6019	Blue Button-Down Shirt	1	36.75
3002	Black Dress w/ Scallop	1	45.00
6000	Career Dress Moleskin	1	57.79
561	Layaway Deposit	4	90.54
6001	Oakley Radar Range	1	112.23
6005	Oakley Polarized Twenty	2	150.50
1006	ROLL SLEEVE SWEATER DRESS	2	155.98
1005	PEASANT TOP JERSEY DRESS	3	235.97
KIT1	Business Dress Kit	1	300.00
6011	Timeless Black Leather	1	350.00

Returned Merchandise Report

The Returned Merchandise Report lists all merchandise items that match your specifications. The items may be sorted by the column that you select. Report totals include quantity of returned items, total dollar amount of all returned items, and total dollar amount for the extended price of all returned items.

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 # & Description	The item identifier and description.
Qty.	The item count.
Amt.	The dollar amount for the item.
Ext. Amt.	The price of each individual returned item is multiplied by the quantity of items to calculate the extended price for the item.
Reason Description	The return reason associated with the item.
Report Totals	
Qty.	A Report Total count of all items returned is calculated.
Amt.	A Report Total sum of all the individual items returned is calculated.
Ext. Amt.	A Report Total of the sum of all extended prices is calculated.

Criteria Selections for Returned Merchandise Report

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

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

Sample: Returned Merchandise Report

Returned Merchandise Report									
Date Range: 01/01/2013 - 04/05/2013					Employee: ALL				
Minimum Amt: \$0.00			Reason: ALL			Sort Order: Date & Time Ascending			
Trans #	Reg #	Date & Time	Comm. Assoc.	Cashier	Item # & Description	Qty	Amt	Ext Amt	Reason Desc
119	1	04/02/13 01:33 PM		100	6011 - Timeless Black Leather Watch	1	\$315.00	\$315.00	Poor Quality
REPORT TOTAL:						1	\$315.00	\$315.00	

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
Dept.	The department identifier.
Price Change Type	Promotional price change or regular price change.
Item ID	The item identifier.

Table 6-3: Price Change Report Parameters

Parameter	Description
Description	The item description.
Style ID	The style identifier.
Effective date	The date the current price is in use.
Expiration date	The date the current price expires.
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, etc.) from the drop-down list.
- **Price Change Type:** Select ALL, Regular Price, or Promotional Price.
- **Department:** Select a valid department from the list.

Sample: Price Change Report

Price Change Report

Date Range: 01/01/2012 - 04/11/2013			Price Change Type: ALL		Dept: ALL	
Dept: 25001		Price Change Type: Regular Price				
Item ID	Item Description	Style ID	Effective Date	Expiration Date	Old Price	Current Price
0820122	Test item		8/20/12 12:00 AM		\$0.00	\$25.00
Dept: 25000		Price Change Type: Regular Price				
Item ID	Item Description	Style ID	Effective Date	Expiration Date	Old Price	Current Price
082012-1	Test Item		8/13/12 12:00 AM		\$0.00	\$29.88
Dept: 25001		Price Change Type: Regular Price				
Item ID	Item Description	Style ID	Effective Date	Expiration Date	Old Price	Current Price
07261	Item 07261		7/26/12 12:00 AM		\$0.00	\$20.00
Dept: 25003		Price Change Type: Regular Price				
Item ID	Item Description	Style ID	Effective Date	Expiration Date	Old Price	Current Price
122	test item 122 test item 122 test	89009	7/24/12 12:00 AM		\$0.00	\$9,999.09
Dept: null		Price Change Type: Promotional Price				
Item ID	Item Description	Style ID	Effective Date	Expiration Date	Old Price	Current Price
#0724-1	#0724-1		7/23/12 12:00 AM		\$0.00	\$80.00
Dept: 25001		Price Change Type: Promotional Price				
Item ID	Item Description	Style ID	Effective Date	Expiration Date	Old Price	Current Price
7121	Shirt	88909	7/12/12 12:00 AM		\$0.00	\$20.00
Dept: 300		Price Change Type: Regular Price				

Order Tracking Reports

In this Chapter...

Information about the following reports are found in this chapter:

- ["Special Orders Report" on page 74](#)
- ["Order Status Report" on page 75](#)
- ["Unfulfillable Report" on page 79](#)

Special Orders Report

The Special Orders Report provides a summary of Special Order accounts that match the user-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 dollar amount of the special order.

Table 7-1: *Special Orders Report Parameters*

Parameter	Description
Customer Name	The customer's name.
Setup Date	The date the special order was set up.
Tran ID	The transaction identifier.
Line #	The line number within the special order transaction.
Description	The special order item description.
Account ID	The special order account identifier.
Status	The line item status.
Amt.	The special order item dollar amount.
Total Amount	The sum total dollar amount for all special order items on the report.
Total Special Orders Count	The total count of all special order items on the report.

Criteria Selections for Special Orders Report

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

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

Sample: Special Orders Report

Special Orders Report							
Setup Date 04/02/2013 - 04/05/2013				Sort By: Transaction ID		Status: ALL	
Customer Name	Setup Date	Tran ID	Line #	Description	Account ID	Status	Amt
Smith, Nancy	04/02/2013	126	1	Navy 2 Button Blazer	S0643001000002	OPEN	\$186.75
Total Amount:							\$186.75
Total Special Orders Count:							1

Order Status Report

The Order Status Report provides detailed information about Locate Order accounts based on user-selected criteria. The report includes details about the Locate 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).

To access the report in base, from the Back Office select **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: <ul style="list-style-type: none"> ■ 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.

Table 7-2: *Order Status Report Parameters*

ORDER section	
Parameter	Description
Order Status	<p>The status for the order:</p> <ul style="list-style-type: none"> ■ 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 Locate™.
Balance Due	The amount due on the order.
Payments	The deposit payment amount on the order.

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 7-3: Order Status Report Parameters

ITEMS section	
Parameter	Description
Status	<p>The item status:</p> <ul style="list-style-type: none"> ■ 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.
Item ID	The item identifier.
Description	The item description.
Unit Price	The item price per unit.
Qty.	The item quantity.
Ext. Price	<p>The item extended price.</p> <p>(The <i>item quantity</i> x the <i>item unit price</i> - <i>discounts</i>.)</p>
Source	The sourcing location for the item.
Pickup at	For pickup orders, the location where the items can be picked up.
Delivery to	For delivery orders, the delivery address.
Requested Ship Via	For delivery orders, the shipping method specified at setup.

Table 7-3: Order Status Report Parameters

ITEMS section (continued)	
Parameter	Description
Actual Ship Via	For delivery orders, the shipping method actually used to deliver the item.
Tracking Number	For delivery orders, the shipping tracking number.

Criteria Selections for Order Status Report

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

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

Sample: Order Status Report

Order Status Report					
Date Range: 04/01/2013 - 04/03/2013		Order Type: ALL		Order Status: ALL	
ORDER			Order ID: 0438001001973		
Order Type: Delivery		Subtotal: \$0.00		Order Status: Cancelled	
Order Date: 04/01/2013		Freight: \$13.90		Balance Due: \$0.00	
Order Origin: 438 Potomac Mills		Tax: \$0.00		Payments: \$180.22	
Reference #:		Total: \$0.00			
Comments:					
CUSTOMER			Order ID: 0438001001973		
Sold To: Steven Solon		Company:			
Phone: 215-683-7710		215-683-7710			
		Email: mkavan@micros-retail.com			
ITEMS			Order ID: 0438001001973		
ITEM STATUS	Item ID	Description	Unit Price	Quantity	EXT PRICE
Cancelled	1003	TIE WAIST SHIRT DRESS	\$69.50	2	\$139.00
Source: 1736 Datavantage Home Office					
Delivery to: Steven Solon - 3335 JONES AVENUE, SOLON, OH 44139					
Requested Ship Via: USPS Parcel Post					
Cancelled	1005	PEASANT TOP JERSEY DRESS	\$15.00	1	\$15.00
Source: 1736 Datavantage Home Office					
Delivery to: Steven Solon - 3335 JONES AVENUE, SOLON, OH 44139					
Requested Ship Via: USPS Parcel Post					

Unfulfillable Report

The Unfulfillable Report provides detailed information about Locate Orders with an order status or item status of unfulfillable or cancelled. The report includes details about the Locate 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).

To access the report in base, from the Back Office select **Customer Maintenance and Accounts --> Order Options--> Unfulfillable Order Status Report**.

Table 7-4: *Unfulfillable Order Status Report Parameters*

ORDER section	
Parameter	Description
Order Type	The type of order: <ul style="list-style-type: none"> ■ 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.

Table 7-4: *Unfulfillable Order Status Report Parameters*

ORDER section	
Parameter	Description
Order Status	<p>The status for the order:</p> <ul style="list-style-type: none"> ■ 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 Locate™.
Balance Due	The amount due on the order.
Payments	The deposit payment amount on the order.

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 7-5: *Unfulfillable Order Status Report Parameters*

ITEMS section	
Parameter	Description
Status	<p>The item status:</p> <ul style="list-style-type: none"> ■ 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	<p>The item extended price.</p> <p>(The <i>item quantity</i> x the <i>item unit price</i> - <i>discounts</i>.)</p>
Source	The sourcing location for the item.
Pickup at	For pickup orders, the location where the items can be picked up.

Criteria Selections for Unfulfillable Order Status Report

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

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

Sample: Unfulfillable Order Status Report

Unfulfillable Order Status Report					
Date Range: Current Quarter (04/01/2013 - 06/30/2013)					
ORDER			Order ID: 0101001001093		
Order Type: Transfer Pickup		Subtotal: \$158.13	Order Status: Unfulfillable		
Order Date: 04/23/2013		Freight: \$0.00	Balance Due: \$153.70		
Order Origin: 101 Datavantage Home		Tax: \$12.65	Payments: \$17.08		
Reference #:		Total: \$170.78			
Comments:					
CUSTOMER			Order ID: 0101001001093		
Sold To: John D Eidson			Company:		
Phone: 972-403-3432			Email: sheilakthayer@mailinator.com		
ITEMS			Order ID: 0101001001093		
Item Status	Item ID	Description	Unit Price	Qty	Ext Price
Unfulfillable	1002	COTTON JERSEY TIERED DRESS	\$118.00	1	\$95.58
Source: 102 Seaside Outlet					
Pickup at: 101 Datavantage Home Office - 30500 Bruce Industrial Pkwy, Solon, OH 44139					
Unfulfillable	1003	TIE WAIST SHIRT DRESS	\$69.50	1	\$62.55
Source: 105 Biltmore East					
Pickup at: 101 Datavantage Home Office - 30500 Bruce Industrial Pkwy, Solon, OH 44139					

Layaway Reports

In this Chapter...

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

- [“Layaway Aging Reports” on page 83](#)
- [“Layaway Account Activity Reports” on page 86](#)

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.

Table 8-1: *Layaway Aging Reports Parameters (continued)*

Parameter	Description
Phone #	The customer's telephone number.
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.
Age (Days)	The age of the account since setup.
Total	The total dollar amount currently charged to an individual layaway account.
Payments	The total dollar amount that has been paid against the account total.
Balance	The total remaining dollar amount due on the layaway account.
Report Total	The total of all outstanding balances due for all layaway accounts included in the report.
Detail Report	
Tran ID	The transaction number.
Date	The transaction date.
Item ID	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.
Unit Price	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.

Sample: Layaway Aging Summary Report

Layaway Aging Summary Report									
Base Age On: Setup			Aging Criteria: ALL				Sort Order: Customer Last Name		
Layaway ID	Customer Name	Phone #	Setup Date	Last Activity	Last Payment	Age	Total	Payments	Balance
L0643001010037	Fox, Andy	216-255-5555	02/12/2013	02/12/2013	02/12/2013	13	\$539.24	\$53.92	\$485.32
L0643001010036	Fox, Lisa		02/06/2013	02/06/2013	02/12/2013	19	\$142.47	\$29.25	\$113.22
L0643001000014	Smith, Nancy	330-330-3333	01/25/2013	01/25/2013	01/25/2013	31	\$257.28	\$25.73	\$231.55
L0643001010035	Smith, Nancy	330-330-3333	02/06/2013	02/06/2013	02/06/2013	19	\$26.70	\$2.67	\$24.03
								REPORT TOTAL:	\$854.12

Sample: Layaway Aging Detail Report

Layaway Aging Detail Report									
Base Age On: Setup			Aging Criteria: ALL			Sort Order: Customer Last Name			
Item Status: ALL									
Layaway ID	Customer Name	Phone #	Setup Date	Last Activity	Last Payment	Age	Total	Payments	Balance
L0643001010037	Fox, Andy	216-255-5555	02/12/2013	02/12/2013	02/12/2013	13	\$539.24	\$53.92	\$485.32
Tran ID	Date	Item ID	Description	Assoc.	Status	Qty	Unit	Ext Price	
103765	02/12/2013	1002	COTTON JERSEY	100	SETUP	1	\$95.84	\$95.84	
103765	02/12/2013	1005	PEASANT TOP JERSEY	100	SETUP	1	\$72.18	\$72.18	
103765	02/12/2013	6005	Oakley Polarized	100	SETUP	1	\$135.81	\$135.81	
103765	02/12/2013	1002	COTTON JERSEY	100	SETUP	1	\$95.84	\$95.84	
103765	02/12/2013	1003	TIE WAIST SHIRT	100	SETUP	1	\$62.72	\$62.72	
103765	02/12/2013	560	Layaway Setup Fee	100	SETUP	1	\$49.02	\$49.02	
103765	02/12/2013		Layaway Deposit	100	SETUP		(\$53.92)	(\$53.92)	
Layaway ID	Customer Name	Phone #	Setup Date	Last Activity	Last Payment	Age	Total	Payments	Balance
L0643001010036	Fox, Lisa		02/06/2013	02/06/2013	02/12/2013	19	\$142.47	\$29.25	\$113.22
Tran ID	Date	Item ID	Description	Assoc.	Status	Qty	Unit	Ext Price	
103740	02/06/2013	6005	Oakley Polarized	100	SETUP	1	\$127.92	\$127.92	
103740	02/06/2013	560	Layaway Setup Fee	100	SETUP	1	\$12.95	\$12.95	
103740	02/06/2013		Layaway Deposit	100	SETUP		(\$14.25)	(\$14.25)	
103741	02/06/2013		Layaway Payment	100	PAYMENT		(\$10.00)	(\$10.00)	
103754	02/12/2013		Layaway Payment	100	PAYMENT		(\$5.00)	(\$5.00)	
Layaway ID	Customer Name	Phone #	Setup Date	Last Activity	Last Payment	Age	Total	Payments	Balance
L0643001000014	Smith, Nancy	330-330-3333	01/25/2013	01/25/2013	01/25/2013	31	\$257.28	\$25.73	\$231.55
Tran ID	Date	Item ID	Description	Assoc.	Status	Qty	Unit	Ext Price	
864	01/25/2013	6005	Oakley Polarized	100	SETUP	1	\$150.50	\$150.50	
864	01/25/2013	6003	Oakley Antix	100	SETUP	1	\$80.50	\$80.50	
864	01/25/2013	560	Layaway Setup Fee	100	SETUP	1	\$23.39	\$23.39	
864	01/25/2013		Layaway Deposit	100	SETUP		(\$25.73)	(\$25.73)	

Layaway Account Activity Reports

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

The **Layaway Account Activity Summary Report** 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 Report** displays summary information about a layaway account in a header line (this is the same information found in the Account Activity Summary Report). Below the header line is 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, quantity purchased, and item description 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.
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 dollar amount currently charged to an individual layaway account.
Payments	The total dollar amount that has been paid against the account total.
Balance	The total remaining dollar amount due on the layaway account.
Detail Report	
Tran ID	The transaction number.
Date	The transaction date.
Item ID	The item identifier.
Description	The item description.

Table 8-2: *Layaway Account Activity Reports Parameters (continued)*

Parameter	Description
Assoc.	The sales associate identifier.
Status	The status of the line item.
Qty.	The quantity of the line item.
Unit Price	The item price per unit.
Ext. Price	The price of each individual layaway item is multiplied by the quantity of items to calculate the extended price for the item. Extended price will also include tax when applicable.

Criteria Selections for Account Activity Reports

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

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

Sample: Layaway Account Activity Summary Report

Layaway Account Activity Summary Report									
Base Age On: Setup					Layaway Account Status: ALL				
Date Range: 02/25/2013 - 02/25/2013					Sort Order: Customer Last Name				
Layaway ID	Customer Name	Phone #	Setup	Last	Last	Status	Total	Payments	Balance
L0643001010039	Brown, Charles	330-123-4567	02/25/2013	02/25/2013	02/25/2013	OPEN	\$194.37	\$19.44	\$174.93
L0643001010040	Fox, Larry	863-678-6712	02/25/2013	02/25/2013	02/25/2013	OPEN	\$291.30	\$29.13	\$262.17
L0643001010041	Smith, Adam	415-264-5940	02/25/2013	02/25/2013	02/25/2013	OPEN	\$284.82	\$28.48	\$256.34
L0643001010038	Smith, James		02/25/2013	02/25/2013	02/25/2013	OPEN	\$134.88	\$13.49	\$121.39

Sample: Layaway Account Activity Detail Report

Layaway Account Activity Detail Report									
Base Age On: Setup					Layaway Account Status: ALL				
Date Range: 02/25/2013 - 02/25/2013					Item Status: ALL				
Sort Order: Customer Last Name									
Layaway ID	Customer Name	Phone #	Setup	Last Activity	Last Payment	Status	Total	Payments	Balance
L0643001010039	Brown, Charles	330-123-4567	x.02/25/2013	02/25/2013	02/25/2013	OPEN	\$194.37	\$19.44	\$174.93
Tran ID	Date	Item ID	Description	Assoc.	Status	Qty	Unit Price	Ext Price	
103825	02/25/2013	6008	Birkenstock	100	SETUP	1	\$84.99	\$84.99	
103825	02/25/2013	330203	Green L Tee Shirt	100	SETUP	1	\$10.63	\$10.63	
103825	02/25/2013	230002	Brown Shoe 10	100	SETUP	1	\$67.99	\$67.99	
103825	02/25/2013	560	Layaway Setup Fee	100	SETUP	1	\$17.67	\$17.67	
103825	02/25/2013		Layaway Deposit	100	SETUP			(\$19.44)	(\$19.44)
Layaway ID	Customer Name	Phone #	Setup	Last Activity	Last Payment	Status	Total	Payments	Balance
L0643001010040	Fox, Larry	863-678-6712	02/25/2013	02/25/2013	02/25/2013	OPEN	\$291.30	\$29.13	\$262.17
Tran ID	Date	Item ID	Description	Assoc.	Status	Qty	Unit Price	Ext Price	
103826	02/25/2013	1002	COTTON JERSEY	101	SETUP	1	\$106.20	\$106.20	
103826	02/25/2013	1003	TIE WAIST SHIRT	101	SETUP	1	\$69.50	\$69.50	
103826	02/25/2013	1004	BLK WHITE CAP	101	SETUP	1	\$69.50	\$69.50	
103826	02/25/2013	560	Layaway Setup Fee	101	SETUP	1	\$26.48	\$26.48	
103826	02/25/2013		Layaway Deposit	101	SETUP			(\$29.13)	(\$29.13)

Labor Management Reports

In this Chapter...

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

- ["Payroll Reports" on page 90](#)
- ["Posted Timecard Report" on page 92](#)
- ["Open TimeCard Report" on page 94](#)
- ["Employee Performance Report" on page 95](#)
- ["Employee Schedule Detail Report" on page 96](#)
- ["Employee Time Off Summary Report" on page 97](#)
- ["Employee Tasks Report" on page 97](#)

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 **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	The date and day of the week.
Regular	Regular working hours.
OverTime	Overtime working hours.
DoubleTime	Double-time working hours.
Non-Working	Hours categorized as non-working; vacation, sick time, etc.
Total	Sum total for the date and categories for the employee. <and> Sum total for all dates per category for the employee.
REPORT TOTAL	Sum total for all dates per category for all employees.

Criteria Selections for Payroll Summary Report

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

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

Sample: Payroll Summary Report

Payroll Summary Report					
Date Range: 03/24/2013 - 03/30/2013					
(100) Brown, John					
Date	Regular	OverTime	DoubleTime	Non-Working	Total
March 25, 2013 (Monday)	10.5	0	0	0	10.5
March 26, 2013 (Tuesday)	10	0	0	0	10
March 27, 2013 (Wednesday)	6	0	0	0	6
March 28, 2013 (Thursday)	0	0	0	8	8
Total	26.5	0	0	8	34.5
(101) Wolf, Sherry					
Date	Regular	OverTime	DoubleTime	Non-Working	Total
March 24, 2013 (Sunday)	9.75	0	0	0	9.75
March 29, 2013 (Friday)	0	0	0	4	4
Total	9.75	0	0	4	13.75
REPORT TOTAL:	36.25	0	0	12	48.25

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.
Regular Hours	Regular working hours.
OverTime Hours	Overtime working hours.
DoubleTime Hours	Double-time working hours.
Vacation Hours	Non-working vacation time-off hours.
Personal Hours	Non-working personal time-off hours.
Sick Hours	Non-working sick-time hours.
Funeral Hours	Non-working bereavement-funeral hours.
Other Hours	Non-working other hours.
Total Hours	Sum total for the date and categories for the employee.
EMPLOYEE STORE TOTALS:	Sum total for all dates per category for the employee.

Criteria Selections for Payroll Detail By Employee Report

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

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

Sample: Payroll Detail By Employee Report

Payroll Detail By Employee Report									
Date Range: Previous Week (03/24/2013 - 03/30/2013)					(100) Brown, John				
Payroll Period:	Regular Hours	OverTime Hours	DoubleTime Hours	Vacation Hours	Personal Hours	Sick Hours	Funeral Hours	Other Hours	Total Hours
March 25, 2013 (Monday)	10.5	0	0	0	0	0	0	0	10.5
March 26, 2013 (Tuesday)	10	0	0	0	0	0	0	0	10
March 27, 2013 (Wednesday)	6	0	0	0	0	0	0	0	6
March 28, 2013 (Thursday)	0	0	0	0	0	8	0	0	8
EMPLOYEE STORE	26.5	0	0	0	0	8	0	0	34.5
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. To access this report in base, from the Back Office select **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.

Table 9-3: Posted Timecard Report Parameters

Parameter	Description
Week Total	Total hours for the week.
DAILY TOTAL	Total hours for all work categories per day.
WEEKLY TOTAL	Total hours for the week.

Criteria Selections for Posted Timecard Report

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

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

Sample: Posted Timecard Report

Posted Timecard						
Pay Period Start Date: 03/24/2013				Employee: ALL		
(100) Brown, John						
Date	In	Out	Category	Hours	Day Total	Week Total:
03/25/2013	7:00 AM	5:30 PM	Commission Sales	10.5		
					DAILY TOTAL:	10.5
03/26/2013	7:00 AM	5:00 PM	Inventory/Stock	10		
					DAILY TOTAL:	10
03/27/2013	7:00 AM	12:00 PM	Commission Sales	5		
	12:05 PM	1:00 PM	Break for Lunch	1		
					DAILY TOTAL:	6
					WEEKLY TOTAL:	26.5
Sick & Vacation hours are subject to verification of eligibility. Holiday hours are automatically paid to all eligible associates; therefore, do not enter holiday hours.						
ASSOCIATE SIGNATURE			MANAGER SIGNATURE			
Your signature indicates your representation that the above stated times and hours are correct.				Your signature indicates your review and approval of the associate's times and hours.		
(101) Smith, Sherry						
Date	In	Out	Category	Hours	Day Total	Week Total:
03/24/2013	7:00 AM	11:50 AM	Commission Sales	4.75		
	12:00 PM	1:00 PM	Break for Lunch	1		

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 **Employee Maintenance and Payroll --> Time and Attendance --> Open TimeCard Report**.

Table 9-4: *Open TimeCard Report Parameters*

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

Criteria Selections for Open TimeCard Report

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

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

Sample: Open TimeCard Report

Open Timecard Report				
Report Date: 04/01/2013				
Employee ID	Name	Clock In Time	Reg #	Work Code
100	Brown, John	04/15/2013 9:15 AM	1	General Sales
101	Wolf, Sherry	04/15/2013 9:15 AM	1	Commission Sales

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 dollars for the period, average sale amount, and average sales dollars per hour.

Table 9-5: *Employee Performance Report Parameters*

Parameter	Description
Employee Name/ID	The employee's name and ID number.
Total Hrs. Scheduled	The number of scheduled hours.
Actual Hrs. Worked	The number of hours the employee worked.
Difference	The difference between the scheduled hours compared to the actual hours worked.
# of Sales	The transaction count.
Avg. Sale	The average sales dollars per transaction (Net Sales divided by # of Sales).
Avg. Per Hour	The average sales dollars per hour (Net Sales divided by Actual Hours Worked).
Net Sales	The net sales amount.

Criteria Selections for the Employee Performance Report

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

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

Sample: Employee Performance Report

Employee Performance Report							
Date Range: 04/02/2013 - 04/02/2013				Work Code: ALL		Employee: ALL	
Employee Name/ID	Total Hrs Scheduled	Actual Hrs Worked	Difference	# of Sales	Avg Sale	Avg Per Hour	Net Sales
Brown, John 100	0	0.52	-0.52	1	\$0.00	\$0.00	\$0.00
Wolf, Sherry 101	0	0.52	-0.52	2	\$253.97	\$976.81	\$507.94
Ford, Linda 0643001000002	0	0.51	-0.51	2	\$60.74	\$238.20	\$121.48

Employee Schedule Detail Report

The Employee Schedule Detail 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 Detail Report Parameters*

Parameter	Description
Date	The day of the schedule week.
Employee	The employee name and identifier.
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 Detail Report

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

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

Sample: Employee Schedule Detail Report

Employee Schedule Detail Report					
Schedule Date Range: 03/31/2013 - 04/06/2013					
Date	Employee	Work Code	Start Time	End Time	Hrs
04/02/2013	Brown, John 100	ADMIN	09:00:AM	05:00:PM	8.00
	Ford, Linda 0643001000002	SALES	09:00:AM	05:00:PM	8.00
	Sakthi, Shree 101	CASHIER	09:00:AM	01:00:PM	4.00
04/03/2013	Brown, John 100	SALES	09:00:AM	05:00:PM	8.00
	Ford, Linda 0643001000002	SALES	09:00:AM	05:00:PM	8.00
	Sakthi, Shree 101	CASHIER	09:00:AM	01:00:PM	4.00
04/04/2013	Brown, John 100	ADMIN	05:00:PM	09:00:PM	4.00
	Ford, Linda 0643001000002	SALES	05:00:PM	09:00:PM	4.00
	Sakthi, Shree 101	CASHIER	09:00:AM	01:00:PM	4.00
04/05/2013	Brown, John 100	ADMIN	05:00:PM	09:00:PM	4.00
	Sakthi, Shree 101	CASHIER	09:00:AM	01:00:PM	4.00
TOTAL:					60.00

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
Employee Name/ID	The employee's name and ID number.
Date	The time-off date.
Time	The duration of the time-off event. (Full Day, Half Day, or hours requested off)
Reason	The reason code associated with the time-off event.

Criteria Selections for Employee Time Off Summary Report

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

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

Sample: Employee Time Off Summary Report

Employee Time Off Summary Report			
Schedule Date Range: 03/31/2013 - 04/06/2013			
Employee Name/ID	Date	Time	Reason
Brown, John (100)	04/05/2013 -	Full Day	T01 - Medical
Ford, Linda (0643001000002)	04/04/2013 -	Full Day	T03 - Personal Time Off

Employee Tasks Report

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

Table 9-8: *Employee Tasks Report Parameters*

Parameter	Description
Store	The store number ID associated with the task.
Start Date	The date the task is scheduled to begin.
Due Date	The date the task is supposed to be completed.
Assignee	The assignment type: Store, Employee Group, or Employee.
Type	The task category type.

Table 9-8: *Employee Tasks Report Parameters*

Parameter	Description
Title	The short description for the task.
Message	The message text.
Priority	The priority for the task: High, Medium, or Low.
Status	The task status: Open or Complete

Criteria Selections for the Employee Tasks Report

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

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

Sample Employee Tasks Report

Employee Tasks Report									
Date Range: 01/02/2013 - 04/05/2013					Status: All		Type: All		
Store	Start Date	Due Date	Assignee	Type	Title	Message	Priority	Status	
643	04/02/2013	04/03/201	EMPLOYEE	DISPLAY	Change Display	Change the window display to reflect sale items and season.	HIGH	OPEN	
643	04/02/2013	04/03/201	EMPLOYEE	MAILING	Mail to Elite Customers	Pull all of the elite customer addresses for mailing. Give to Sue to process.	HIGH	OPEN	
643	04/02/2013	04/05/201	STORE	COUNT	Cycle Count	Special count, accessory area.	MEDIUM	OPEN	

Inventory Reports

In this Chapter...

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

- ["Inventory Movement Report" on page 100](#)
- ["Inventory Stock Cost" on page 101](#)
- ["Inventory Exception Reports" on page 102](#)
- ["Shipping Manifest Report" on page 104](#)
- ["Receiving Report" on page 105](#)
- ["Restock Report" on page 107](#)
- ["Item List Report" on page 108](#)
- ["Inventory Movement Pending Report" on page 109](#)
- ["Inventory Movement History Report" on page 111](#)
- ["Inventory Adjustment Report" on page 112](#)
- ["Open Product Request Summary Report" on page 113](#)
- ["Product Request Detail Status Report" on page 114](#)
- ["Replenishment Order Worksheet" on page 116](#)

Inventory Movement Report

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

Table 10-1: *Inventory Movement Report Parameters*

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

Criteria Selections for Inventory Movement Report

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

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

Sample: Inventory Movement Report

Inventory Movement Report

Date Range: 03/08/2013 - 03/08/2013

Item Range: ALL

Movement Type: ALL

Date	Item ID	Serial #	Qty	Action Code	Source Location	Source Bucket	Destination Location	Destination Bucket
03/08/2013	1002		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1003		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1003		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1003		1	ITEM_RETURN			Default	On Hand
03/08/2013	1004		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1006		1	ITEM_ONHOLD	Default	On Hand	Default	On Hold
03/08/2013	1006		1	ITEM_ONHOLD	Default	On Hold	Default	Sold
03/08/2013	1006		1	ITEM_PRESALE	Default	On Hand	Default	Pre-Sale
03/08/2013	1007		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1007		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1015		1	ITEM_ONHOLD	Default	On Hand	Default	On Hold
03/08/2013	1015		1	LAYAWAY_CANCEL	Default	On Hold	Default	On Hand
03/08/2013	1015		1	ITEM_ONHOLD	Default	On Hand	Default	On Hold
03/08/2013	1015		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1017		1	ITEM_PRESALE	Default	On Hand	Default	Pre-Sale
03/08/2013	1017		1	ITEM_PRESALE	Default	Pre-Sale	Default	Sold
03/08/2013	1018		1	ITEM_ONHOLD	Default	On Hand	Default	On Hold
03/08/2013	1018		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1018		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1111		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1114		1	ITEM_ONHOLD	Default	On Hand	Default	On Hold
03/08/2013	1114		1	ITEM_ONHOLD	Default	On Hand	Default	On Hold
03/08/2013	1114		1	ITEM_PRESALE	Default	On Hand	Default	Pre-Sale
03/08/2013	1115		1	ITEM_PRESALE	Default	On Hand	Default	Pre-Sale
03/08/2013	1115		1	ITEM_SALE	Default	On Hand	Default	Sold
03/08/2013	1116		1	ITEM_PRESALE	Default	On Hand	Default	Pre-Sale

Inventory Stock Cost

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 Parameters

Parameters	Description
Item ID	The item identifier.
Department ID	The Department identifier.

Inventory Stock Cost Report				
Report Date: 03/01/2013 1:00 PM				
Item ID	Description	Current Inventory On-Hand	Unit Cost	Total Cost
25005: Womens				
1002	COTTON JERSEY TIERED DRESS	-29,446	\$ 0.00	\$ 0.00

Figure 10-1: Inventory Stock Cost Report

Inventory Exception Reports

The Inventory 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 #.

Table 10-3: *Inventory Exception Reports Parameters*

Parameter	Description
Date	The activity date.
Item Id	The item identifier.
Serial #	The item's serial number.
Description	The item's 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	
CARTON #	Total Expected, Shipped or Received, and Difference for the Carton #.
DOCUMENT #	Total Expected, Shipped or Received, and Difference for the Inventory Document #.

Criteria Selections for Shipping/Receiving Exception Reports

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



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.
- **Document #:** Enter a specific shipping or receiving document number.
- **Carton #:** Enter a specific carton number. Not supported in the Shipping Exception Report.
- **(Shipping) Doc. Type:** Select the kind of shipping inventory document you want to include in the report. The following list shows examples of shipping inventory document types. Your list may be different based on your business requirements.
 - ☐ All
 - ☐ Return to Vendor
 - ☐ Call Back
 - ☐ Work Order
 - ☐ Sale
 - ☐ Repair
 - ☐ Store Transfer
 - ☐ Defective Return
 - ☐ Order
- **(Receiving) Doc. Type:** Select the kind of receiving inventory document you want to include in the report. The following list shows examples of receiving inventory document types. Your list may be different based on your business requirements.
 - ☐ All
 - ☐ ASN
 - ☐ Transfer
 - ☐ Work Order
 - ☐ Special Order
 - ☐ Order

Sample: Receiving Exception Report

Receiving Exception Report						
Report Date: 04/06/2013				Document Type: ALL		
Date	Item ID	Serial #	Description	Expected	Received	Difference
DOCUMENT #: ASN11XP113111114						
CARTON #: S0643001000002						
04/06/2013	6014		Navy 2 Button Blazer	1	3	2
(CARTON #: S0643001000002) Total :				1	3	2
(DOCUMENT #: ASN11XP113111114) Total				1	3	2

Sample: Shipping Exception Report

Shipping Exception Report						
Report Date: 04/06/2013				Document Type: ALL		
Date	Item ID	Serial #	Description	Expected	Shipped	Difference
DOCUMENT #: TF11XP113111114						
04/06/2013	6011		Timeless Black Leather Watch	0	3	3
(DOCUMENT #: TF11XP113111114) Total				0	3	3

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 ID	The item identifier.
Item Description	The item description.
Item Quantity	The item quantity.

Criteria Selections for Shipping Manifest Report

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

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

Sample: Shipping Manifest Report

Shipping Manifest Report		
Date Range: 04/13/2013 - 04/13/2013		
Ship To: Debbie Frost 6573 Cochran Rd Solon, OH 44139 US		Ship Date: 04/13/2013 Carrier: DHL Ship Via: Tracking #: 556
Item Id	Item Description	Qty
6011	Timeless Black Leather Watch	4

Receiving Report

This report includes receiving details so that you can validate proper receiving procedures and maintain inventory levels. To access the report in base, from the Back Office select **Reports --> Inventory Reports-->Receiving Report**.

Table 10-5: *Receiving Report*

Parameter	Description
Receiver (emp) ID	The id of the person who received the carton.
Store	The store where the inventory was received.
Date	The date of receipt.
Document ID	The document identifier.
Item ID	The item identifier.
Carton ID	The carton identifier.
Description	The item description.
Dimension 1	The item color.
Dimension 2	The item size.
Quantity Expected	The number of items expected in the shipment based on the Inventory Document.

Table 10-5: *Receiving Report*

Parameter	Description
Quantity Received	The received quantity of the item.
Quantity Verified	The verified quantity of the item.
Totals	The sum of the received quantity.

Criteria Selections for Receiving Report

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

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

Sample: Receiving Report

Receiving Report						
Receiver (emp) ID: 100		Store: 1736		Date: 01/02/2013		
Document ID: ASN14JQ113111JXT						
Item ID	Description	Dimension 1	Dimension 2	Quantity Expected	Quantity Received	Quantity Verified
Carton ID: 11145						
1004	BLK WHITE CAP SLEEVE DRESS			0	1	
25099: UNKNOWN						
1003	TIE WAIST SHIRT DRESS			0	1	
1005	PEASANT TOP JERSEY DRESS			0	1	
1006	ROLL SLEEVE SWEATER DRESS			0	1	
25005: Womens						
1002	COTTON JERSEY TIERED DRESS			0	1	
(Carton ID: 11145) Totals:				0	5	
Totals:				0	5	

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

Criteria Selections for Restock Report

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

- **Date Range:** Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Start Time:** Enter the first time that you want to include in the report. The system will automatically enter ":" between the hours and minutes. The first one or two digits you enter indicate the hours and the digits after the colon are minutes. You must then enter "a" for morning hours (a.m.) or "p" for afternoon hours (p.m.)
- **End Time:** Enter the last time that you want to include in the report using the same format indicated for the Start Time entry.

Sample: Restock Report

Restock Report		
Date Range: 02/25/2013 - 02/25/2013		Start Time: 12:00 AM End Time: 11:59 PM
Department: 25000 - CAREER DRESS		
Item ID	Description	Qty Sold
6000	Career Dress Moleskin	1
Total		1
Department: 25001 - SEASONAL		
Item ID	Description	Qty Sold
6001	Oakley Radar Range Sunglasses	1
6005	Oakley Polarized Twenty Sunglasses	1
Total		2
Department: 25002 - BEDDING		
Item ID	Description	Qty Sold
6006	Goose Down Pillow	1
Total		1
Department: 25003 - Jewelry		
Item ID	Description	Qty Sold
6011	Timeless Black Leather Watch	1
6012	Star Diamond Earrings	1
9100	Warrantied Jewelry A	1
Total		3
Department: 25004 - Business Clothing		
Item ID	Description	Qty Sold
6019	Blue Button-Down Shirt	1
KIT1	Business Dress Kit	1
Total		2

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 Id	The item identifier.
Description	The item's description.
Location Id	The inventory location for the item.
Bucket Id	The inventory bucket for the item.
Qty.	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 Id:** Select one of the defined inventory locations from the drop-down list.
- **Bucket ID:** Select one of the defined inventory buckets from the drop-down list.

Sample: Item List Report

Item List Report				
Location Id: ALL		Bucket Id: ALL		
Item ID	Description	Location Id	Bucket Id	Qty
1002	COTTON JERSEY TIERED DRESS	Default	On Hand	999
1003	TIE WAIST SHIRT DRESS	Default	On Hand	999
1004	BLK WHITE CAP SLEEVE DRESS	Default	On Hand	999
1005	PEASANT TOP JERSEY DRESS	Default	On Hand	1,000
1006	ROLL SLEEVE SWEATER DRESS	Default	On Hand	998
1006	ROLL SLEEVE SWEATER DRESS	Default	Pre-Sale	1
1007	ANIMAL PRINT CAP SLEEVE DRESS	Default	On Hand	998
1008	DRAWSTRING PEASANT DRESS	Default	On Hand	1,000
1009	MAXI LENGTH TANK DRESS	Default	On Hand	1,000
1010	EMPIRE WAIST TANK DRESS	Default	On Hand	1,000
1015	Signature Blue Jersey	Default	On Hand	(2)
1015	Signature Blue Jersey	Default	On Hold	1
1017	Signature Cleats	Default	On Hand	(1)
1018	Signature Towel	Default	On Hand	(3)
1018	Signature Towel	Default	On Hold	1
1111	MALE DRESS	Default	On Hand	(1)
1114	MADE IN 2009	Default	On Hand	(3)
1114	MADE IN 2009	Default	On Hold	2
1114	MADE IN 2009	Default	Pre-Sale	1
1115	10 yrs old	Default	On Hand	(2)
1115	10 yrs old	Default	Pre-Sale	1
1118	FREE FOR ALL	Default	On Hand	(2)
230003	Brown Shoe 11	Default	On Hand	(1)
3002	Black Dress w/ Scallop Neck	Default	On Hand	1,000
3003	Taupe/Rose Sleeveless Dress	Default	On Hand	1,000

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.



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. To access the report in base, from the Back Office select **Inventory --> Location Based Inventory --> Inventory Movement Pending Report**.

Table 10-8: Inventory Movement Pending Report Parameters

Parameter	Description
Date	The activity date.
Trans #	The transaction number.
Item Id	The item identifier.
Description	The item's description.

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

Parameter	Description
Serial #	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
Qty.	The item count for the action.

Criteria Selections for Inventory Movement Pending Report

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

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

Sample: Inventory Movement Pending Report

Inventory Movement Pending Report						
Date Range: 01/01/2011 - 03/08/2013						
Date	Trans #	Item ID	Description	Serial #	Action Code	Qty
09/07/2011	8730	560	Layaway Setup Fee		LAYAWAY SOLD	1
08/23/2011	18959	1004	BLK WHITE CAP SLEEVE		ON_HAND SOLD	1
08/23/2011	18957	1002	COTTON JERSEY TIERED		ON_HAND SOLD	1
08/17/2011	8304	560	Layaway Setup Fee		LAYAWAY SOLD	1
07/27/2011	7697	560	Layaway Setup Fee		LAYAWAY SOLD	1
07/13/2011	7349	560	Layaway Setup Fee		LAYAWAY SOLD	1
06/22/2011	7086	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/20/2011	6906	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/20/2011	6896	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/20/2011	6896	KIT2	Jewelry Collection		LAYAWAY SOLD	1
05/20/2011	6894	KIT1	Business Dress Kit		LAYAWAY SOLD	2
05/20/2011	6692	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/20/2011	6691	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/20/2011	6685	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/10/2011	6594	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/10/2011	6593	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/10/2011	6592	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/10/2011	6587	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/10/2011	6538	9999999	Item Not On File		ON_HAND SOLD	1
05/10/2011	6522	560	Layaway Setup Fee		LAYAWAY SOLD	1
05/10/2011	6516	560	Layaway Setup Fee		LAYAWAY SOLD	1
03/31/2011	6030	560	Layaway Setup Fee		LAYAWAY SOLD	1

Inventory Movement History Report

The Inventory Movement History Report is useful if you are 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 Id:	
Date/Stock	Stock = The items recorded in the current stock ledger. Date =The activity date of the transaction.
Trans #	The transaction identifier.
Source Location	The inventory location from which the item was moved.
Source Bucket	The inventory bucket from which the item was moved.
Destination Location	The inventory location the item was moved into.
Destination Bucket	The inventory bucket the item was moved into.
Action Code	The code for the activity performed on the item.
Qty.	The item count for the action.

Criteria Selections for Inventory Movement History Report

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

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

Sample: Inventory Movement History Report

Inventory Movement History Report						
Date Range: 03/08/2013 - 03/08/2013						
Item ID: ALL						
Date/Stock Trans #	Source Location	Source Bucket	Destination Location	Destination Bucket	Action Code	Qty
Item ID: 1002 COTTON JERSEY TIERED DRESS						
ON STOCK	Default	On Hand				999
03/08/2013 42	Default	On Hand	Default	Sold	ITEM_SALE	1
Item ID: 1003 TIE WAIST SHIRT DRESS						
ON STOCK	Default	On Hand				999
03/08/2013 29			Default	On Hand	ITEM_RETURN	1
03/08/2013 28	Default	On Hand	Default	Sold	ITEM_SALE	1
03/08/2013 42	Default	On Hand	Default	Sold	ITEM_SALE	1
Item ID: 1004 BLK WHITE CAP SLEEVE DRESS						
ON STOCK	Default	On Hand				999
03/08/2013 42	Default	On Hand	Default	Sold	ITEM_SALE	1
Item ID: 1005 PEASANT TOP JERSEY DRESS						
ON STOCK	Default	On Hand				1,000
Item ID: 1006 ROLL SLEEVE SWEATER DRESS						
ON STOCK	Default	On Hand				998
ON STOCK	Default	Pre-Sale				1
03/08/2013 10	Default	On Hand	Default	On Hold	ITEM_ONHOLD	1
03/08/2013 16	Default	On Hand	Default	Pre-Sale	ITEM_PRESALE	1
03/08/2013 11	Default	On Hold	Default	Sold	ITEM_ONHOLD	1
Item ID: 1007 ANIMAL PRINT CAP SLEEVE DRESS						
ON STOCK	Default	On Hand				998
03/08/2013 27	Default	On Hand	Default	Sold	ITEM_SALE	1
03/08/2013 28	Default	On Hand	Default	Sold	ITEM_SALE	1
Item ID: 1008 DRAWSTRING PEASANT DRESS						

Inventory Adjustment Report

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

Table 10-10: *Inventory Adjustment Report Parameters*

Parameter	Description
For each Document # and Reason Code:	
Date	The activity date of the adjustment.
Item Id	The item identifier.
Description	The item's description.
Qty.	The item quantity.
Source Bucket	The inventory bucket from which the item was moved.

Table 10-10: *Inventory Adjustment Report Parameters*

Parameter	Description
Source Location	The inventory location from which the item was moved.
Destination Bucket	The inventory bucket the item was moved into.
Destination Location	The inventory location the item was moved into.

Criteria Selections for Inventory Adjustment Report

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

Sample: Inventory Adjustment Report

Inventory Adjustment Report							
DOCUMENT #: 0643001000003 Reason Code: Theft (Found Empty Package)							
Date	Item ID	Description	Qty	Source Bucket	Source Location	Destination Bucket	Destination Location
04/05/2013	1006	ROLL SLEEVE SWEATER	(1)			ORDER	DEFAULT
Employee Signature: _____							

Open Product Request Summary Report

The Open Product Request Summary Report lists the open replenishment request documents. Only request documents containing a line item that is not closed or cancelled will be shown on this report. To access the report in base, from the Back Office select **Reports -> Inventory Reports --> Replenishment Open Product Request Report**.

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

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

Criteria Selections for Open Product Request Summary Report

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

Sample: Open Product Request Summary Report

Open Product Request Summary		
DATE: 04/23/2013		
Document #	Date Submitted	Source Entity Name
M000063	04/23/2013	Bruce Industrial Supplies

Product Request Detail Status Report

The Product Request Detail Status Report shows replenishment order details grouped by request Document # and Source Id. To access the report in base, from the Back Office select **Reports --> Inventory Reports --> Replenishment Product Request Report**.

Table 10-12: *Product Request Detail Status Report Parameters*

Parameter	Description
<u>Report Header</u>	
Document #	Document identifier.
Request Date	Replenishment order request date.
Requestor	Requesting system or user.
Sourcing Entity	Source entity that will be fulfilling the replenishment request for this document/item.
Shipper	Shipper identifier.
Comments	Comments entered by the user when creating the document.
Ship To	Ship-to details for the destination store address e.g. street, city, state and zip.
<u>Report Detail</u>	
Item	Item identifier.
Description	Item description.
Qty. Requested	Requested quantity for this item.
Confirmed: Date	Date quantity for this item was confirmed.
Confirmed: Qty.	Confirmed quantity for this item.
Confirmed: Number	The PO number, DC shipment number, or any other number generated by the home office to fulfill the store's request.

Table 10-12: *Product Request Detail Status Report Parameters*

Parameter	Description
Received: Date	Date item was received for this request.
Received: Qty.	Quantity of this item received for this request.
Status	Status of this item.
Line Comments	Comments associated with the line item.
Report Summary	
Total Weight	Total shipping weight of all items for the request.

Criteria Selections for Product Request Detail Status Report

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

- **Order Status:** Select the status from the drop-down list; All, Open, Submitted, Confirmed, Partially Received, Closed, or Cancelled.
- **Request Date Range:** Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Requestor ID:** Enter the user ID or system ID that placed the replenishment order.
- **Item ID:** Enter an item ID to include on the report.
- **Sourcing Entity:** Enter the identifier for the location that sourced the replenishment order.

Sample: Product Request Detail Status Report

Product Request Detail Status Report

Date Range: 04/02/2013 - 04/02/2013
Sourcing: ALL

Requestor: ALL
Status: ALL

SKU: ALL

Document # Request Date Requestor Sourcing

R0064300100000 04/02/2013 J. Brown

Ship to: Datavantage Home
Address1: 30500 Bruce Industrial
Address2:
City,ST,ZIP: Solon, OH 44139

Shipper:

Comments:

Item	Description	Qty Requested	Confirmed		Receive		Status
			Date	Qty	Date	Qty	
6011	Timeless Black Leather Watch 3			0			SUBMITTED
Line Comments:							
Total Weight:							

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.

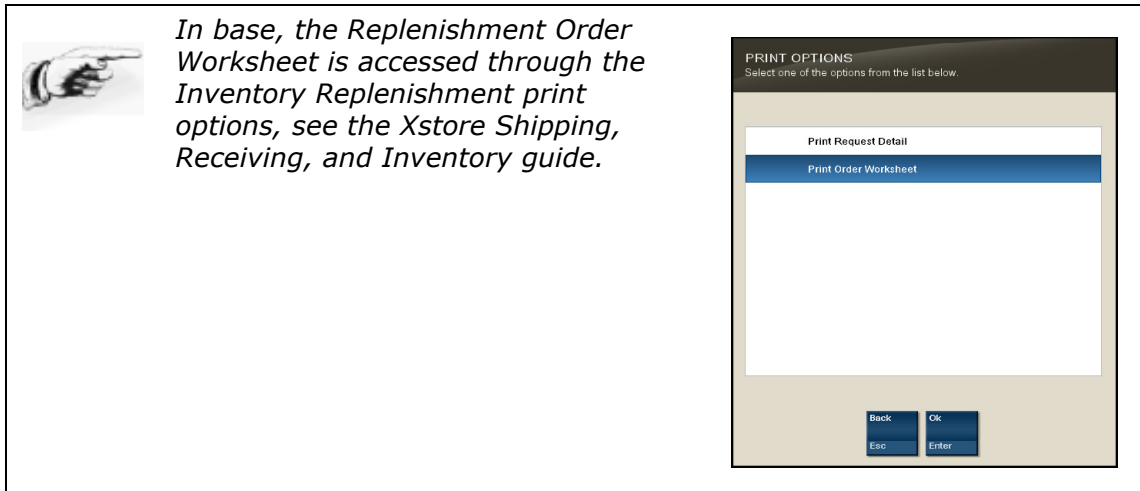


Table 10-13: *Replenishment Order Worksheet Parameters*

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

Criteria Selections for Replenishment Order Worksheet

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

Sample: Replenishment Order Worksheet

Store #: 643									
Requisition Date: 04/05/2013									
Requisition Number: R00643001000004									
Source Id	Item ID	Item Description	Order	Pack Size	On Hand	Suggested	Confirmed	Shipped	Received
	6005	Oakley Polarized	5	0	1000	0	0	0	0
	6007	Jewelry Cleaner	3	0	1000	0	0	0	0
	6011	Timeless Black	2	0	997	0	0	0	0

Customer Reports

In this Chapter...

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

- ["Customer List Report" on page 119](#)
- ["Loyalty Account History Report" on page 126](#)
- ["Customer Account Activity Summary Report" on page 127](#)

Customer List Report

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

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

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

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

addition, other linked reports (indicated by blue text) are generated which provide more detailed information in a **drill-down** format.

Table 11-1: *Customer List Report Parameters*

Parameter	Description
Summary Purchase History	
Last Purchase Date	The most-recent date the customer purchased items.
Purchases Amount	The total dollar value of all purchases made by the customer within the date range selected.
Number of Transactions	The number of sale transactions made by the customer within the date range selected.
Returns Amount	The total dollar value of all items returned by the customer within the date range selected.
Number of Return Trans	The number of return transactions made by the customer within the date range selected.
Detail Reports by Merchandise Level	by: Department by: Class ID by: Item ID (See "Merchandise Level Parameters" on page 123)

Criteria Selections for Customer List Report

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

- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Assigned Associate:** If your system is configured to associate an employee ID with a customer, this field may be used to enter the Associate's ID (the employee ID).
- **Postal Code:** Enter a postal (zip) code.
- **City:** Enter the city name.
- **State:** Enter a **two-character** state abbreviation.
- **Store #:** Enter a specific store number if you want to restrict the report to only one store.
- **Merchandise Level:** Select Department, Class or Item from the drop-down list.
- **Starting/Ending Amount:** Enter a range of values for the purchase amount. Type the starting purchase amount on the top line and the ending purchase amount on the line below.
- **Starting/Ending Return Amount:** Define a range of values for merchandise that was returned to the store. Type the starting return value on the first line and the ending return value on the line below.

- **Report Level:** Select **Summary** or **Detail**. Any on-screen report data that is blue indicates a link that will display more details about that item such as specific transaction information and details about the item purchased.
- **Sort Order:** Select an option to sort the report by:
 - Customer Last Name
 - Postal Code, Customer Last Name

Sample: Customer List Report (Summary)

Customer List Report (Summary)			
Assigned Associate:	ALL	Sort Order:	Customer Last Name
City :	ALL	Postal Code:	0
Merchandise Level:	Department	Report Level:	Summary
Purchase Range:	\$0.00 - \$9,999,999,999.00	Returned Range:	\$0.00 - \$9,999,999,999.00
Date Range:	04/05/2013 - 04/05/2013		
Purchase History			
Last Purchase Date: 04/05/2013			
Purchases Amount: 588.01		Number of Transactions: 1	
Returns Amount: 0.00		Number of Return Trans: 0	
Assigned Associate: ALL			
Fox, Lisa			
Home Phone: 222-222-2222		Cust ID: C0643001000004	
Email:		Work Phone:	
Birthdate: 04/15/1980		Mail Flag: Yes	
Addresses:			
Primary	HOME	445 Ford Drive Twinsburg, OH 44087	
Purchase History			
Last Purchase Date: 04/05/2013			
Purchases Amount: 315.00		Number of Transactions: 1	
Returns Amount: 0.00		Number of Return Trans: 0	



All summary information in this report is also shown on the detail reports.

Sample: Customer List Reports (Detail)

To access the Customer List Detail Report, select Detail from the Report Level drop-down menu.

Once the report displays, depending on your Merchandise Level selection, blue links are available to view additional reports. See ["Merchandise Level Parameters" on page 123](#).

Customer List Report (Detail)

Assigned Associate: ALL Sort Order: Customer Last Name
 City : ALL State : ALL Postal Code: 0
 Merchandise Level: Department Report Level: Detail
 Purchase Range: \$0.00 - \$9,999,999,999.00 Returned Range: \$0.00 - \$9,999,999,999.00
 Date Range: 04/05/2013 - 04/05/2013

Campbell, Greyly **Cust ID: C0999002**

Home Phone: Work Phone:
 Email: lfox@mircos-retail.com Mail Flag: No
 Birthdate:
 Addresses:
 Primary 4422 Stony Parkway Bldg F
 Solon, OH 44139

Purchase History

Last Purchase Date: 04/05/2013
 Purchases Amount: 618.97 Number of Transactions: 5
 Returns Amount: 0.00 Number of Return Trans: 0
 Assigned Associate: ALL

Dept ID	Dept	Units	Amount
25000	CAREER DRESS	1	50.00
25002	BEDDING	2	8.00
25003	Jewelrv	1	315.00

Page 1 of 5

Figure 11-1: Customer List Detail Report Example

Table 11-2: *Merchandise Level Parameters*

Merchandise Level	Report Parameters	Link To Additional Reports
Department	<p>Dept ID=Department identifier.</p> <p>Dept=The name of the department.</p> <p>Units=The number of units sold/returned in the department.</p> <p>Amount=The dollar amount for the units sold/returned in the department.</p>	<p>Select the Department ID link to view:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transaction Date=Date the transaction took place. <input type="checkbox"/> Transaction ID=Transaction number. <input type="checkbox"/> Associate ID=Associate number. <input type="checkbox"/> Number of Items=The number of items in the transaction. <input type="checkbox"/> Transaction Total Amt=The total dollar amount of the transaction. <p>Select the Transaction ID link to view:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transaction Date=Date the transaction took place. <input type="checkbox"/> Item ID=The item identifier. <input type="checkbox"/> Description=The item description. <input type="checkbox"/> Amount=The dollar amount of the item.

Table 11-2: *Merchandise Level Parameters*

Merchandise Level	Report Parameters	Link To Additional Reports
Class	<p>Class ID=Class identifier</p> <p>Class=The name of the class</p> <p>Units=The number of units sold/returned in the class.</p> <p>Amount=The dollar amount for the units sold/returned in the class.</p>	<p>Select the Class ID to view:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transaction Date=Date the transaction took place. <input type="checkbox"/> Transaction ID=Transaction number. <input type="checkbox"/> Associate ID=Associate number. <input type="checkbox"/> Number of Items=The number of items in the transaction. <input type="checkbox"/> Transaction Total Amt=The total dollar amount of the transaction. <p>Select the Transaction ID link to view:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transaction Date=Date the transaction took place. <input type="checkbox"/> Item ID=The item identifier. <input type="checkbox"/> Description=The item description. <input type="checkbox"/> Amount=The dollar amount of the item.

Table 11-2: *Merchandise Level Parameters*

Merchandise Level	Report Parameters	Link To Additional Reports
Item	<p>Item ID=The item identifier.</p> <p>Description=The item description.</p> <p>Units=The number of units sold/returned.</p> <p>Amount=The dollar amount of the item</p>	<p>Select the Item ID to view:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transaction Date=Date the transaction took place. <input type="checkbox"/> Transaction ID=Transaction number. <input type="checkbox"/> Associate ID=Associate number. <input type="checkbox"/> Number of Items=The item quantity. <input type="checkbox"/> Transaction Total Amt=The total dollar amount of the transaction. <p>Select the Transaction ID link to view:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transaction Date=Date the transaction took place. <input type="checkbox"/> Item ID=The item identifier. <input type="checkbox"/> Description=The item description. <input type="checkbox"/> Amount=The dollar amount of the item.

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.

Table 11-3: *Loyalty Account History Report Parameters*

Parameter	Description
Date	The date and time when the transaction took place.
Account	The last four numbers of the card on which the loyalty account exists, followed by the name of the loyalty account.
Activity	<p>The type of activity. This can be one of the following:</p> <ul style="list-style-type: none"> ■ 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 dollar affect on the account.
Point Effect	The effect of the points in terms of the number of points changed.

Table 11-3: *Loyalty Account History Report Parameters (continued)*

Parameter	Description
Pending?	Shows a checkmark if the loyalty points are still pending.
Store#	The store number where the transaction took place.
Trans#	The Xstore transaction number for the activity.

Criteria Selections for Loyalty Account History Report

There are no criteria selections available for this report.

Sample: Loyalty Account History Report

Sally Aaron - Loyalty Account History							
Date	Account	Activity	Award Effect	Point Effect	Pending?	Store #	Trans #
4/9/13 3:00 AM	5053Loyalty Program	Issue Points		9 Points		99999	
4/9/13 3:00 AM	5053Loyalty Program	Issue Points				99999	
4/9/13 3:00 AM	5053Loyalty Program	Issue Award				886	
4/9/13 3:00 AM	5053Loyalty Program	Activated				99999	00000000
4/9/13 3:00 AM	5053Loyalty Program	Issue Points		140 Points		101	00028353
4/9/13 3:00 AM	5053Loyalty Program	Issue Points		237 Points		101	00028352



Any activity rows returned from Relate™ that are marked as voided show a line through the row.

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. See [Criteria Selections for CCA Reports](#), *Customer Account Type* below for a list of the supported account types.

The report headers and labels are dynamically updated based on the selected account. If "All" is selected for all supported account types, then a generic header is used.

Table 11-4: *Customer Account Activity Summary Report Parameters*

Parameter	Description
Cust Account ID	The customer account identifier.
Customer Name	The customer's first and last name.
Phone #	The customer's phone number.

Table 11-4: *Customer Account Activity Summary Report Parameters (continued)*

Parameter	Description
Account Type	The type of customer account. See Criteria Selections for CCA Reports , <i>Customer Account Type</i> below for the supported account types.
Setup Date	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.
Status	The status of the account.
Total	The account total.
Payments	The payment amount on the account.
Balance	The balance due on the account.

Criteria Selections for CCA Reports

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

- **Base Age On:** Select an option from the list including Setup Date, Last Activity Date, Last Payment Date.
- **Date Range:** Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, etc.) from the drop-down list.
- **Customer Account Type:** Select an account type from the list: ALL, House Account Payment, Escrow, Work Order, Special Order, Layaway, Credit Payment, Sale to Ship, Pre-Sale, On Hold
- **CCA Account Status:** Select an account status from the list: Open, In Progress, New, Closed, Abandoned, Voided, Delinquent, Pending, Ready to Pickup, Closed Escrow, Inactive, Refundable, Overdue
- **Sort Order:** Select Customer Last Name or Setup Date from the list.

Sample: Customer Account Activity Summary Reports

If **ALL** is selected as the Customer Account Type, then the report is generated for all account types, and the name of the report is *Customer Account Activity Summary Report*.

Customer Account Activity Summary Report										
Base Age On: Setup Date					Customer Account Status: ALL					
Date Range: 04/01/2013 - 04/05/2013					Sort Order: Customer Last					
Cust Account ID	Customer Name	Phone #	Account Type	Setup Date	Last Activity	Last Payment	Status	Total	Payments	Balance
L06430010000	Smith, Nancy	330-333-3333	Layaway	04/02/2013	04/02/20	04/02/201	Open	\$1,529.00	\$152.90	\$1,376.10
S06430010000	Smith, Nancy	330-333-3333	Special Order	04/02/2013	04/02/20	04/02/201	Open	\$186.75	\$18.68	\$168.07
W06430010000	Smith, Nancy	330-333-3333	Work Order	04/01/2013	04/01/20		Closed	\$11.00	\$11.00	\$0.00
W06430010000	Williams, Sue	555-555-5555	Work Order	04/02/2013	04/02/20		Open	\$5.00	\$0.00	\$5.00

The report title and column names are determined by the selected account type in the report criteria form.

For example:

If **Work Order** is selected as the Customer Account Type, then the report title is *Work Order Account Activity Summary Report* as shown in the sample below.

Work Order Account Activity Summary Report										
Base Age On: Setup Date					Work Order Account Status:ALL					
Date Range: 04/01/2013 - 04/05/2013					Sort Order:Customer Last					
Work Order ID	Customer Name	Phone #	Account Type	Setup Date	Last Activity	Last Payment	Status	Total	Payments	Balance
W06430010000	Smith, Nancy	330-333-3333	Work Order	04/01/2013	04/01/20		Closed	\$11.00	\$11.00	\$0.00
W06430010000	Williams, Sue	555-555-5555	Work Order	04/02/2013	04/02/20		Open	\$5.00	\$0.00	\$5.00

Store Locations Report

In this Chapter...

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

- [Store Locations Report](#)

Store Locations Report

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

Table 12-1: *Store Locations Report Parameters*

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

Criteria Selections for Store Locations Report

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

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

Sample: Store Locations Report

Store Locations Report									
State: OH					City: ALL				
Store ID	Store Name	Address	City	State	Zip	Country	Phone Number	Store Manager	
101	Datavantage Home	30500 Bruce Industrial Pkwy	Solon	OH	44139	US	440-498-4414	John Martin	
103	Cleveland Outlet	6573 Cochran Rd	Solon	OH	44139	US	440-498-4419	Milton Fisher	
643	Datavantage Home	30500 Bruce Industrial Pkwy	Solon	OH	44139	US	440-498-4414	Mark Fox	

Gift Registry Report

In this Chapter...

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

- [Gift Registry Report](#)

Gift Registry Report

The Gift Registry is available if you are using Relate™ CRM. From the Gift Registry screen, select **Print Registry** to print the report (see the Xstore User Guide).


Table 13-1: *Gift Registry Report Parameters*

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

Criteria Selections for Gift Registry Report

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

Sample: Gift Registry Report

Gift Registry - Smith-Ford
Event Date: 06/17/2014

Registry ID: 51

Line Count: 8
Total Registry Items: 17

Item ID	Description	Price	Purchased	Desired
1002	COTTON JERSEY TIERED DRESS	\$118.00	0	1
6001	Oakley Radar Range Sunglasses	\$160.00	1	3
6002	Oakley M Frame Strike	\$120.00	0	1
6003	Oakley Antix Sunglasses	\$100.00	0	2
6005	Oakley Polarized Twenty Sunglasses	\$170.00	0	3
6006	Goose Down Pillow	\$14.50	0	4
6007	Jewelry Cleaner	\$6.99	0	1
7001	Cabernet 750ml	\$0.99	0	2

Wish List Report

In this Chapter...

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

- [Wish List Report](#)

Wish List Report

The Wish List option is available if you are using Relate™ CRM. From the Wish List tab of the Customer Maintenance screen, select **Print List** to print the report (see the Xstore User Guide).

Table 14-1: *Wish List Report Parameters*

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

Criteria Selections for Wish List Report

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

Sample: Wish List Report

Customer Wish List Report		
Customer Name: Smith, Nancy		
Item ID	Description	Date Added
330004	Blue XL Tee Shirt	05/01/2013
330104	Red XL Tee Shirt	04/26/2013

Pick List Report

In this Chapter...

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

- [Pick List Report](#)

Pick List Report

The Pick Slip report allows the user to print a single pick list for all accepted orders. Orders are grouped by Order Type and Ship Method. To access the report in base, from the Back Office select **Customer Maintenance -->Order Options-->Order Worklist**. After searching for the work order, select **Print Pick List**.

Table 15-1: *Pick Slip Report Parameters*

Parameter	Description
Item #	The item identifier.
Description	The item description.
Dept. #	A unique identifier for the POS selling location within the store.
Sub Dept.	Unique identifier within a department.
Class	A unique identifier to denote a class of items as a product of a single supplier or manufacturer.
Style	The style identifier.
Color	The color identifier.

Table 15-1: *Pick Slip Report Parameters*

Parameter	Description
Size	Defines the size of an item.
Order Qty.	Defines order quantity when submitted by the store.
Received Date	Defines the received date of a CONFIRMED order that was received.
Order #	The order identifier.

Criteria Selections for Pick List Report

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

Sample: Pick List Report

PICK LIST - ALL ACCEPTED ITEMS							
Item #	Description	Order #	Qty	Style	Dimension	Dept	Received Date
ORDER TYPE - Transfer Pickup							
Shipping Method - USPS Parcel Post							
1002	COTTON JERSEY TIERED DRESS	0101002000814	1			25005	05/15/2013
Pick Count			1				
ORDER TYPE - Delivery							
Shipping Method - Store Truck							
1004	BLK WHITE CAP SLEEVE DRESS	0101002000809	1			25099	05/15/2013
Pick Count			1				
Shipping Method - USPS Parcel Post							
1002	COTTON JERSEY TIERED DRESS	0101002000815	1			25005	05/15/2013
1004	BLK WHITE CAP SLEEVE DRESS	0101002000815	1			25099	05/15/2013
410000037263	Crinkle Skinny Jeans	0101002000816	1	150250	Color:Med Blue Wash Size:0 Length:Reg	084	05/20/2013
Pick Count			3				
Run Date: 7/22/13 3:34 PM Page 1 of 1 Datavantage Home Office Store:438							

Airport Report

In this Chapter...

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

- ["Airport Sales Tax Report" on page 140](#)



If you need to export the Airport Sales Tax Report to CSV, see ["Airport Authority Report" on page 150](#).

Airport Sales Tax Report

The Airport Sales Tax Report provides information for Airport Authority reporting.



Transactions with destination zones of Domestic will not display on the report.

Table 16-1: Airport Parameters

Parameter	Description
Date	The Date is the time of the sale including year, month, day, hour, minute and second.
Shop ID	ID reference to master list of shops provided by Airport Authorities.
Date/Time	The date and time the transaction took place.
Item id	The item identifier.
Item Desc.	The item description.
Transaction #	The transaction identifier.
Flight	The flight number is the IATA flight number.
Flight Dest.	Three digit code of the passenger's destination airport (eg: CLE).
Qty.	The item quantity.
Unit Price	The item price per unit.
Amount	The dollar amount sold (net).
Subtotal	The order subtotal.
European Union Sub Total	Special price subtotal.0
Non-European Union Sub total	Tax-free subtotal.
Total	The total net sales dollar amount

Criteria Selections for Airport Sales Tax Report

Select the start date:

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

Sample:

Airport Sales Tax Report								
Date: 03/04/2014			Shop: 123					
Date / Time	Item Id	Item Desc	Trans #	Flight	Final Dest	Qty	Unit Price	Amount
EU - European Union								
3/6/14 10:02 AM	1002	COTTON JERSEY TIERED DRESS	1176	AFR5354	SEA	1	\$106.20	\$106.20
3/6/14 10:02 AM	1003	TIE WAIST SHIRT DRESS	1176	AFR5354	SEA	1	\$69.50	\$69.50
Subtotal For #1176						2	\$175.70	\$175.70
3/5/14 8:50 AM	1002	COTTON JERSEY TIERED DRESS	1165	AFR5354	SEA	1	\$106.20	\$106.20
3/5/14 8:50 AM	1003	TIE WAIST SHIRT DRESS	1165	AFR5354	SEA	1	\$69.50	\$69.50
3/5/14 8:50 AM	1004	BLK WHITE CAP SLEEVE DRESS	1165	AFR5354	SEA	1	\$69.50	\$69.50
Subtotal For #1165						3	\$245.20	\$245.20
3/4/14 1:10 PM	1002	COTTON JERSEY TIERED DRESS	1161	AFR5354	SEA	1	\$106.20	\$106.20
3/4/14 1:10 PM	1003	TIE WAIST SHIRT DRESS	1161	AFR5354	SEA	1	\$69.50	\$69.50
Subtotal For #1161						2	\$175.70	\$175.70
European Union Subtotal						7	\$596.60	\$596.60

Xadmin Reports

The reports in this Appendix are only available in Xadmin, not Xstore.

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.



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.

Notes: Prerequisites and Assumptions

- The `inv_cst_item_yearend` table must be populated with data for the previous year. For new retailers with no previous years' data, a record must be added for the previous year with quantity zero (0). This information is required to run the Year End Rollup.
- Reports are available from Xadmin only.

-
- For reporting, the Arial Unicode MS font must be installed on the system.
-

Two methods of stock valuation are supported:

- PWAC - **P**eriod **W**eighted **A**verage **C**ost
- WAC - **W**eighted **A**verage **C**ost

Period Weighted Average Cost (PWAC)

PWAC is calculated using the fiscal year-end summary from the prior fiscal year, plus receivings from this fiscal year.

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

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

Weighted Average Cost (WAC)

WAC is calculated using the fiscal year-end summary from prior fiscal years (multiple), plus receivings from this fiscal year, up to the specified stock valuation date. Values from the `item_cost_movements` table are used to perform the calculations.

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

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

WAC and PWAC Reports

WAC and PWAC Stock Valuation Reports can be run from Xadmin. To create the report:

1. From the Xadmin Home screen, select **Reports --> All Reports**.

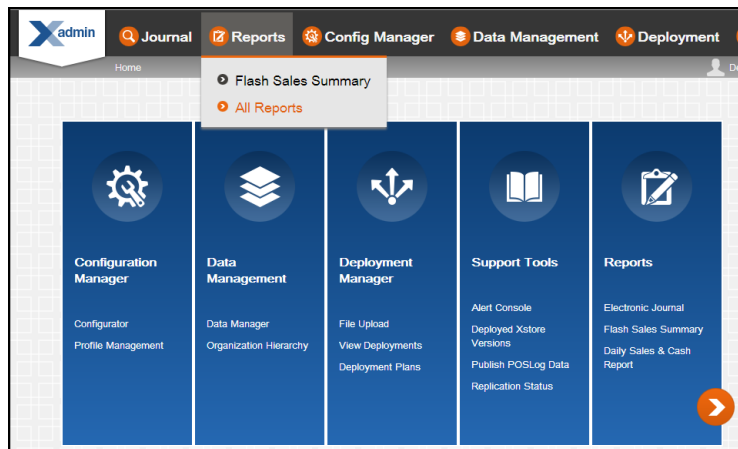


Figure A-1: Xadmin Home Page - Reports

2. From the Reports screen navigation panel, select **Stock Valuation Reports**.

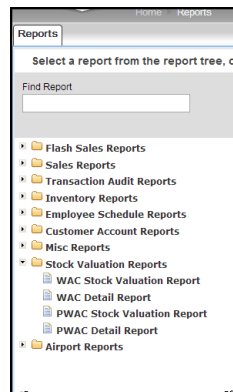


Figure A-2: Reports Menu Option

3. Select a Stock Valuation Report from the list.

WAC Reports:

- ☐ WAC Stock Valuation Report
- ☐ WAC Detail report

PWAC Reports:

- ☐ PWAC Stock Valuation Report
- ☐ PWAC Detail report

4. Enter report criteria:

The screenshot shows the Xadmin Reports interface. The top navigation bar includes links for Journal, Reports, Config Manager, Data Management, Deployment, Support Tools, and System. The left sidebar shows a tree of reports, with 'WAC Stock Valuation Report' selected. The main content area displays the 'WAC Stock Valuation Report' parameters. A 'Find Report' search bar is at the top left. Below it, a list of report categories is shown, with 'WAC Stock Valuation Report' highlighted. The 'Report Parameters' section includes the following fields:

- Location Hierarchy: (empty text box)
- Valuation Date: May 1, 2014
- Department: ALL
- SubDepartment: ALL
- Class: ALL
- SubClass: ALL
- By Item / By Style: (radio buttons)
- Output Format: PDF (Portable Document Format)

A 'Run Report' button is located in the top right corner of the report parameters section.

Figure A-3: WAC Stock Validation Report Parameters

Report Parameters

- ☐ **Location Hierarchy:** If applicable, select a location hierarchy from the list **[REQUIRED]**



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 **[OPTIONAL]**
- ☐ **SubDepartment:** Select a subdepartment Id from the list **[OPTIONAL]**
- ☐ **Class:** Select a class Id from the list **[OPTIONAL]**
- ☐ **SubClass:** Select a subclass Id from the list **[OPTIONAL]**
- ☐ **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. **[REQUIRED]**
- ☐ **Output Format:** Select PDF, HTML, or CSV

- Click **Run Report**. The report displays in a new tab. The report will be grouped and ordered by Location, Item: totals per location and grand total.

Example: WAC Stock Valuation Summary Report

WAC Stock Valuation Report			
Valuation Date: 03/14/2012		Department: ALL	Class: ALL
		SubDepartment: ALL	SubClass: ALL
Item	Final Stock Quantity	Final Stock Valuation	Unit Cost
Run From: 101 Datavantage Home			
1002 - B LK DRESS W/SCALLOP NECK	1,000.00	\$15,000.00	\$15.00
	1,000.00	\$15,000.00	\$15.00
Run From: 520 Galleria at Erieview			
1002 - B LK DRESS W/SCALLOP NECK	1,002.00	\$15,030.00	\$15.00
	1,002.00	\$15,030.00	\$15.00
	2,002.00	\$30,030.00	\$15.00

Example: WAC Stock Valuation Detail Report

Weighted Average Cost Detail				
Valuation Date: 03/14/2012		Department: ALL	Class: ALL	
		SubDepartment: ALL	SubClass: ALL	
Item	Document of Charge	Final Stock Quantity	Final Stock Valuation	Unit Cost
Run From: null				
1002 - B LK DRESS W/SCALLOP				
	03/14/2012 520 - ASN1101113111116 - 1	10.00	\$150.00	\$15.00
		10.00	\$150.00	\$15.00

Example: PWAC Stock Valuation Summary Report

PWAC Stock Valuation Report			
Valuation Date: 03/14/2012		Department: ALL	Class: ALL
		SubDepartment: ALL	SubClass: ALL
Item	Final Stock Quantity	Final Stock Valuation	Unit Cost
Run From: 101 Datavantage Home			
1002 - B LK DRESS W/SCALLOP NECK	1,000.00	\$15,000.00	\$15.00
	1,000.00	\$15,000.00	\$15.00
Run From: 520 Galleria at Erieview			
1002 - B LK DRESS W/SCALLOP NECK	1,002.00	\$15,030.00	\$15.00
	1,002.00	\$15,030.00	\$15.00
	2,002.00	\$30,030.00	\$15.00

Example: PWAC Stock Valuation Detail Report

Period Weighted Average Cost Detail				
Valuation Date: 03/14/2012		Department: ALL	Class: ALL	
		SubDepartment: ALL	SubClass: ALL	
Item	Document of Charge	Final Stock Quantity	Final Stock Valuation	Unit Cost
Run From: null				
1002 - B LK DRESS W/SCALLOP				
	03/14/2012 520 - ASN11Q1113111116 - 1	10.00	\$150.00	\$15.00
		10.00	\$150.00	\$15.00

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.

1. From the Xadmin Home screen, select **Data Management --> Roll-up Stock Valuation**.



Figure A-4: Home Screen - Data Management Menu Options

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.

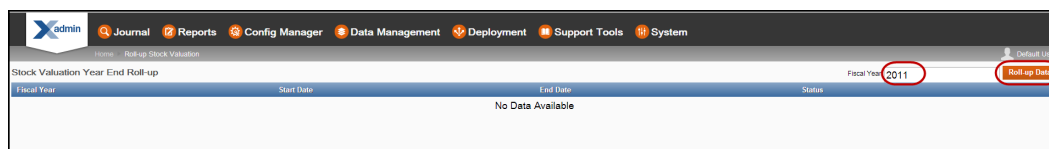


Figure A-5: Year End Roll-up Page - Fiscal Year

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).

AN EXAMPLE: Current year=2012

- ☐ Documents exist in the database for 2007, 2008, 2009, 2010, and 2011
- ☐ No consolidations have been done to date
- ☐ If 2010 is selected as the closing year, the system will prompt to close previous years (2007, 2008, 2009) first before continuing.

4. Confirm that the inventory for all locations has been posted to Xadmin.



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

Airport Authority Report

1. From the Xadmin Home screen, select **Reports** --> **All Reports**.



Figure A-6: Xadmin Home Page - Reports

2. From the Reports screen navigation panel, select **Airport Reports** --> **Airport Authority Report**.

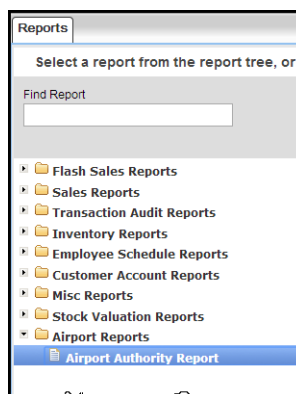
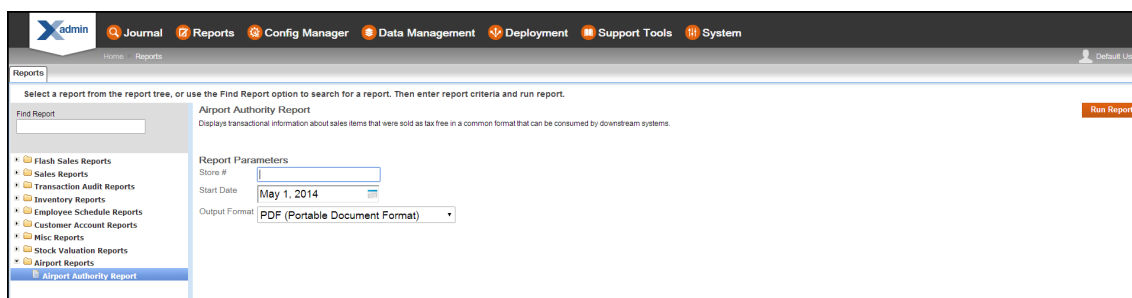


Figure A-7: Reports Navigation Panel

3. Enter the Report Parameters:
 - a. Store Number (Nbr)
 - b. Start Date
 - c. Output Format

4. Select the **Run Report** button.



5. The Report Tab displays. Depending on your output format, you may have to select the hyperlink: **Click to Download Report**.

Date	Flight	Item Id	SKU	Product Description	Final Dest	Qty	Out EU
05/01/14 10:53 AM	AA2222	1002		COTTON JERSEY TIERED DRESS	CLE	1.00	\$106.20
05/01/14 10:53 AM	AA2222	1003		TIE WAIST SHIRT DRESS	CLE	1.00	\$69.50
05/01/14 10:53 AM	AA2222	1004		BLK WHITE CAP SLEEVE DRESS	CLE	1.00	\$69.50
05/01/14 10:54 AM	AA2222	1002		COTTON JERSEY TIERED DRESS	CLE	1.00	\$106.20
05/01/14 10:54 AM	AA2222	1003		TIE WAIST SHIRT DRESS	CLE	1.00	\$69.50
05/01/14 10:54 AM	AA2222	1005		PEASANT TOP JERSEY DRESS	CLE	1.00	\$79.99
05/01/14 11:00 AM	AA2222	1002		COTTON JERSEY TIERED DRESS	CLE	1.00	\$106.20
05/01/14 11:00 AM	AA2222	1003		TIE WAIST SHIRT DRESS	CLE	1.00	\$69.50
05/01/14 11:00 AM	AA2222	1004		BLK WHITE CAP SLEEVE DRESS	CLE	1.00	\$69.50

Figure A-8: Airport Authority Report - PDF

	A	B	C	D	E	F	G	H	I
	Date	Flight	Item Id	SKU	Product Description	Final Dest	Qty	Out EU	
1	3/17/2014 15:09	AA2222	1002		COTTON JERSEY TIERED DRESS	CLE	1	106.20\$	
2	3/17/2014 15:09	AA2222	1003		TIE WAIST SHIRT DRESS	CLE	1	69.50\$	
3	3/17/2014 15:10	AA2222	1002		COTTON JERSEY TIERED DRESS	CLE	1	106.20\$	
4	3/17/2014 15:10	AA2222	1003		TIE WAIST SHIRT DRESS	CLE	1	69.50\$	
5	3/17/2014 15:11	AA2222	1002		COTTON JERSEY TIERED DRESS	CLE	1	106.20\$	
6									
7									
8									

Figure A-9: Airport Authority Report-CSV Output

