

Oracle® Retail Import Management Cloud Service

Actual Landed Cost User Guide

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Oracle Retail Import Management Cloud Service Actual Landed Cost User Guide,
Release 16.0.030

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

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

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

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Preface

This document describes the Oracle Retail Import Management Cloud Service user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is for users and administrators of Oracle Retail Import Management Cloud Service. This includes merchandisers, buyers, business analysts, and administrative personnel.

Documentation Accessibility

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Related Documents

For more information, see the following documents in the Oracle Other Product One Release 16.0.030 documentation set:

- *Oracle Retail Import Management Cloud Service Release Notes*
- *Oracle Retail Import Management Cloud Service Customs Entry User Guide*
- *Oracle Retail Import Management Cloud Service Do the Basics User Guide*
- *Oracle Retail Import Management Cloud Service Foundation Data User Guide*
- *Oracle Retail Import Management Cloud Service Letters of Credit User Guide*
- *Oracle Retail Import Management Cloud Service Obligation User Guide*
- *Oracle Retail Import Management Cloud Service Transportation User Guide*

Customer Support

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

<https://support.oracle.com>

When contacting Customer Support, please provide the following:

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

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 13.1) or a later patch release (for example, 13.1.2). If you are installing the base release and additional patch releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

Improved Process for Oracle Retail Documentation Corrections

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

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

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

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

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

Oracle Retail Documentation on the Oracle Technology Network

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

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

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

Conventions

The following text conventions are used in this document:

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

Actual Landed Cost Overview

The actual landed cost module provides a view of the expenses and assessments that are accumulated as goods move from origin country, through customs, to their final destination. Estimated and actual landed costs are summarized for analysis.

The amounts can be viewed at the entry, shipment, purchase order level or at the purchase order/item level. After analysis, you can finalize the actual landed costs. As a result the stock ledger and open to buy are updated. You also have the option to update weighted average costs.

Review Actual Landed Cost

The Review ALC option opens the ALC Search window. In the ALC Search window you can search for an order or item to view the ALC values for a single item on a purchase order.

You can access the ALC Search window from the Task menu, select **Import Management > Review ALC**. The ALC Search window appears.

The ALC Search window contains the following sections.

- Search

For more information about how to search for orders or items to view ALC values, see the [Search for Orders/Items](#) section.

- Results

Figure 2–1 ALC Search Window

The screenshot shows the 'ALC Search' window with a search section and a results section.

Search Section:

- Match:** ☒ All ☐ Any
- Order No.:** [Dropdown]
- Item:** [Text input with search icon]
- Obligation:** [Dropdown]
- Entry No.:** [Dropdown]
- Status:** Pending [Dropdown]
- Vessel:** [Dropdown]
- Voyage / Flight:** [Dropdown]
- Estimated Depart. Date:** [Calendar icon]
- Buttons:** Search, Reset, Save...

Results Section:

Actions: View, [Icons], Detach

Order No.	Item	Item Description	Obligation	Entry No.	Vessel	Voyage / Flight	Estimated Depart. Date	Quantity
7965	104003118	CBP Component Item 2	901					350.0000
8178	104103645	CBP Component Item 3	1102					230.0000
9511	104200103	REG COMP ITEM 1		CE9511	VE9511	VO9511	3/8/16	500.0000
9511	104200103	REG COMP ITEM 1	1502		VE9511	VO9511	3/8/16	500.0000
8304	104200103	REG COMP ITEM 1		E8304	V8304	V8304	12/12/14	100.0000
9511	104200111	REG COMP2 ITEM		CE9511	VE9511	VO9511	3/8/16	600.0000
9511	104200111	REG COMP2 ITEM	1502		VE9511	VO9511	3/8/16	600.0000
8304	104200111	REG COMP2 ITEM		E8304	V8304	V8304	12/12/14	100.0000
13502	107500064	IMPORT REGULAR		E13502	V13502	V13502	12/12/14	90.0000

Buttons: [Help icon], Done

Search for Orders/Items

To search for orders/items:

1. From the Task menu, select **Import Management > Review ALC**. The ALC Search window appears.
2. You can search for orders/items by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
 - Click **Advanced** to access the search section in advanced mode.
 - Click **Basic** to return to the basic mode.

Search for Orders/Items Through the Basic Search Criteria

To search for orders/items using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

Table 2–1 ALC Search - Basic Search Criteria and Description

Fields	Description
Match option	Check radio button All or Any. All - only orders matching all entered search criteria are shown. Any - orders matching any of the entered search criteria are shown.
Order No.	Enter, select or search for the order number.
Item	Enter the item number or use the Search icon to search for the particular item
Obligation	Enter, select or search for an obligation.
Entry No.	Enter, select or search for an entry number.
Status	Select the ALC status from the list. Possible status are: <ul style="list-style-type: none"> ■ Estimated ■ No Finalization ■ Pending ■ Processed
Vessel	Enter, select or search for the vessel number.
Voyage/Flight	Enter, select or search for the voyage/flight number.
Estimated Depart. Date	Enter or use the Calendar icon to select the estimated departure date of the transport.

2. Click **Search**. The orders/items that match the search criteria are displayed in the Results section.
3. Click **Reset** to clear the search section and results.
4. Click **Done** to close the window.

Search for Orders/Items Through Advanced Search Criteria

To search for orders/items using advanced search criteria:

1. To search by using advanced search criteria, enter or select one or all of the advanced search criteria.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click **Search**. The orders/items that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
6. Click **Done** to close the window.

Results

The Results section lists the retrieved orders/items. The Results table shows the following columns by default.

- Order Number
- Item and Item Description
- Obligation
- Entry Number
- Vessel
- Voyage/Flight
- Estimated Departure Date
- Quantity

Compare Estimates to Actuals

ALC Window

In the ALC window you can view the actual landed cost details of an item on a purchase order. The costs are limited to the expenses and assessments that are non-merchandise charges. The comparison between the estimated landed cost and the actual landed cost are listed in the primary currency of the company.

The cost can be viewed for each of the following unique combinations.

- Purchase order, item, pack item, and transportation shipment (vessel/voyage/estimated departure date)
- Purchase order, item, pack item, and obligation
- Purchase order, item, pack item, and customs entry

The ALC window contains the following sections.

- [ALC Header](#)
- [Estimates with no Actuals](#)
- [Values Included in ALC by Direct Nomination](#)
- [Transportation Shipments](#)
- [Transportation Related Obligations/Entries](#)

■ Non-Transportation Related Obligations

Figure 2–2 ALC Window

ALC ✕							
▲ Order No. 464002 Item 100150065 test				Standard UOM EA			
Unit Cost	12.8900	Ordered	100.00	Unit ELC	12.8900	Unit ALC	12.8900
Unit Retail	16.67	Shipped	0.00	Total ELC	1289.0000	Total ALC	1289.0000
Markup %	14.9428	Received	0.00	Currency	USD	% Variance	0.00
▶ Transportation Shipments							
▶ Transportation Related Obligations / Entries							
▶ Non-Transportation Related Obligations							
							Done

Transportation Shipments

The Transportation Shipments table displays the following columns by default:

- Vessel
- Voyage/ Flight
- Estimated Departure Date
- Quantity
- Unit and Total ELC
- Unit and Total ALC
- % Variance

Transportation Shipments - Actions Menu, Icons and Button Use the Actions Menu, icons and button apply actions to the table. You can perform the actions listed below, as well as actions in “Action Menu and Icons” in the *Oracle Retail Import Management Cloud Service Do the Basics User Guide*.

Table 2–2 Transportation Shipments - Actions Menu/Icons/Button and Description

Actions Menu/Icons/Button	Description
View Shipment	Opens the Shipment Detail window to view the shipment details of an item on a purchase order. For more information about this window, see the Shipment Detail section.
Component List and Component List button	Opens the ALC Component window. For more information about this window, see the ALC Components section.

View ALC Details of an Item

To view the ALC Details of an item on an order follow the steps below.

1. From the Tasks menu, select **Import Management > Review ALS**. The ALC Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Order No. column, click on the order number link, or mark a record and select **Actions > View** or use the View icon. The ALC window appears.
6. View the actual landed cost details of an item on an order.
7. Click **Done** to exit the ALC window.

ALC Header

The ALC Header displays the following information:

- Order No.
- Pack
Pack is only displayed, if the item on the purchase order is a buyer pack with an order type of pack.
- Item
- Standard UOM
- Next and Previous button

The Next and Previous buttons are only displayed, if a pack item exists.

Furthermore, the ALC header displays the unit cost, unit retail, markup, quantities such as ordered, shipped and received, the unit and total ELC, the currency, the unit and total ALC as well as the variance in percent.

Estimates with no Actuals

The Estimates with no Actuals section displays estimates that are available, but where the retailer has not yet been billed for the actuals, either via obligations or customs entries. When a PO is approved, a record is written to ALC for each estimated cost component. The total of each estimated cost component is shown in this section.

The following fields are displayed:

- **Unit**
Displays the per unit value of all estimated expenses and assessments without an actual.
- **Total**
Displays the total value of all estimated expenses and assessments without an actual.

Note: If there are no estimated components for which actuals have not been entered, this section is not displayed.

Use **Component List** button to open the ALC Component window. The component list shows each component without an actual. For more information about the ALC Component window, see the [ALC Components](#) section.

Values Included in ALC by Direct Nomination

This section displays the actual values directly nominated on the PO for inclusion in the ALC, for which the retailer does not expect to pay either via obligations or customs entries.

The following fields are displayed:

- **Unit**
Displays the unit value. If this value is zero the section is not displayed.
- **Total**
Displays the total value.

Use the **Component List** button to open the ALC Component window. The component list shows each component with an actual, where it is a direct nomination.

Transportation Shipments

In the Transportation Shipments window you can manage associations of shipments with a PO or a transportation record.

The Transportation Shipments window contains the following sections.

- [Transportation Shipments Header](#)
- [Transportation Shipments Table](#)

Transportation Shipments Header

The Transportation Shipments header contains the following transportation information.

- Vessel ID
- Voyage/Flight number
- Estimated Departure Date
- Container
- Bill of Lading/Airway Bill
- Commercial Invoice
- Order Number
- Item

Transportation Shipments Table

The Transportation Shipments table contains information such as shipment, advanced shipping notice (ASN), and shipped as well as received date, the to location and the location name.

Add a Shipment

To add a shipment to a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Shipments**. The Transportation Shipments window appears.
7. In the table, select **Actions > Add** or use the Add icon. The Add Shipment window appears.

Figure 2–3 Add Shipments Window

This table holds shipments that are not yet associated with a PO/Transportation record.

Shipment	ASN	Shipped Date	Received Date	To Location	Location Name
19	A21	6/23/2015	12/24/2015	5555	EP1-ST
18503	89098	2/8/2016		5555	EP1-ST

OK Cancel

- a. The Add Shipments table displays shipments that are not associated with the PO/transportation record.
- b. In the table select all the shipments you want to associate with the current transportation.
- c. Then choose one of the following options.
 - * Click **OK** to add the shipments and close the Add Shipments window. The system returns to the Transportation Shipments window. The new shipments are added to the Transportation Shipments table.
 - * Click **Cancel** to reject all entries and close the Add Shipments window. The system returns to the Transportation Shipments window.
8. After you have added all necessary shipments, choose one of the following options.
 - Click **Save** to save your changes.
 - Click **Save and Close** to save your changes and close the Transportation Shipments window.
 - Click **Cancel** to reject all changes and close the Transportation Shipments window.

Delete a Shipment

To delete a shipment from a transportation follow the steps listed below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select **Shipments**. The Transportation Shipments window appears.
7. In the Transportation Shipments table, select a shipment.
8. Click **Actions > Delete** or use the Delete icon to delete the selected shipment.
9. You are prompted if you want to delete the selected shipment from the Transportation Shipments table. Confirm with **Yes**.
10. The shipment is removed from the Transportation Shipments table.
11. After you have deleted all necessary records, choose one of the following options.
 - Click **Save** to save your changes.
 - Click **Save and Close** to save your changes and close the Transportation Shipments window.
 - Click **Cancel** to reject all changes and close the Transportation Shipments window.

Shipment Detail

The Shipment Detail window displays shipment information.

Figure 2–4 Shipment Detail Window

The screenshot shows the 'Shipment Detail' window. At the top, it displays 'Vessel V10830', 'Voyage / Flight V10830', and 'Estimated Depart. Date 12/12/2014'. Below this is a table with columns: 'Actions', 'View', 'Detach', 'BOL / AWD', 'Container', 'Landing Port', 'Landing Port Description', 'Discharge Port', 'Discharge Port Description', and 'Shipment Method'. The first row of data shows 'B10830', 'C10830', '1', 'Lading Port', '1', and '10'. There is an 'OK' button at the bottom right.

Vessel V10830			Voyage / Flight V10830		Estimated Depart. Date 12/12/2014				
Actions	View	Detach	BOL / AWD	Container	Landing Port	Landing Port Description	Discharge Port	Discharge Port Description	Shipment Method
			B10830	C10830	1	Lading Port	1		10

The Shipment Detail window contains the following sections.

- Shipment Detail Header

The Shipment Details header displays shipping information such as vessel, voyage/flight as well as the estimated departure date.

- [Shipment Detail Table](#)

Shipment Detail Table

The Shipment Detail Table displays the following columns by default.

- BOL/AWB
- Container
- Landing Port and Landing Port Description
- Discharge Port and Discharge Port Description
- Shipment Method

View Shipment Details

To view shipment details follow the steps listed below.

1. From the Tasks menu, select **Import Management > Review ALC**. The ALC Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Order No. column, click on the order number link, or mark a record and select **Actions > View** or use the View icon. The ALC window appears.
6. In the Transportation Shipment section, select **Actions > Shipment Detail** or go to the vessel column and click on the vessel number link. The Shipment Detail window appears.
7. View the shipment details of an item on an order.
8. Click **OK** to exit the Shipment Detail window.

Transportation Related Obligations/Entries

The Transportation Related Obligations/Entries table contains the following columns:

- Obligation
- Entry Number
- Shipment
- Vendor Name
- Invoice
- Quantity
- Unit ELC and Total ELC
- Unit ALC and Total ALC
- %Variance

- Status

An Error icon will be shown for each row at the row header if there are errors. If you click on the Error icon, the Interface Errors window appears.

For more information about the Interface Errors window, see the [Review Allocation Errors](#) section.

Transportation Related Obligations/Entries - Actions Menu, Icons and Button

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below.

Table 2–3 Transportation Related Obligations/Entries - Actions Menu/Icons/Button and Description

Actions Menu/Icons/Button	Description
View Obligation	Opens the Obligation window to view the obligation. For more information about this window, see the <i>Oracle Retail Import Management Cloud Service Obligation User Guide</i> .
View Customs Entry	Opens the Customs Entry window to view the customs entry. For more information about this window, see the <i>Oracle Retail Import Management Cloud Service Customs Entry User Guide</i> .
Component List and Component List button	Opens the ALC Component window. For more information about this window, see the ALC Components section.
Export to Excel and Export to Excel icon	You can copy the records in the table to a Microsoft Excel spreadsheet by selecting Actions > Export to Excel or by using the Export to Excel icon.

Non-Transportation Related Obligations

The Non-Transportation Related Obligations table displays the following columns by default:

- Obligation
- Shipment
- Vendor Name
- Invoice and Invoice Date
- Quantity
- Unit ELC and Total ELC
- Unit ALC and Total ALC
- % Variance
- Status

An Error icon will be shown for each row at the row header if there are errors. If you click on the Error icon, the Interface Errors window appears.

For more information about the Interface Errors window, see the [Review Allocation Errors](#) section.

Non-Transportation Related Obligations - Actions Menu, Icons and Button

Use the Actions Menu, icons and button apply actions to the table. You can perform the actions listed below, as well as actions in “Action Menu and Icons” in the *Oracle Retail Import Management Cloud Service Do the Basics User Guide*.

Table 2–4 Non-Transportation Related Obligations - Actions Menu/Icons/Button and Description

Actions Menu/Icons/Button	Description
View Obligation	Opens the Obligations window. For more information about this window, see the <i>Oracle Retail Import Management Cloud Service Obligation User Guide</i> .
Component List and Component List button	Opens the ALC Component window. For more information about this window, see the ALC Components section.

ALC Components

In ALC Component window you can view the cost components of an item on a purchase order. The cost components are limited to the expenses and assessments that are non-merchandise charges. The comparison between the estimated and the actual landed cost components are listed in the primary currency of the company.

The cost components can be viewed for each of the following unique combinations.

- Purchase order, item, pack item, and transportation shipment (vessel/voyage/estimated departure date)
- Purchase order, item, pack item, and obligation
- Purchase order, item, pack item, and customs entry

The ALC Components window contains the following sections.

- [ALC Components Header](#)
- [Components Table](#)
- [Locations Table](#)

Figure 2–5 ALC Components

ALC Components

Order No.20605VesselV8

Item101800390 | FED:SIZE 9:HUNTERGREEVoyage / FlightV8

Estimated Depart Date1/17/16

Components

ActionsViewPrintExportDetach

Component	Description	Last Calculated	Quantity (EA)	Unit Estimate	Total Estimated	Unit Actual	Total Actual	% Variance
AGCOMM	Agent Commission	1/17/16	20.0	0.6000	12.0000	1.0000	20.0000	40.0
BUYCOMM	Buyer Commission	1/17/16	20.0	0.1800	3.6000	1.0000	20.0000	82.0

Locations

ActionsViewPrintExportDetach

Location Type	Location	Location Name	Last Calculated	Quantity (EA)	Unit Estimate	Total Estimated	Unit Actual	Total Actual	% Variance
Store	1111	EP1-Rochester	1/17/16	20.0	0.6000	12.0000	1.0000	20.0000	40.0

?

Done

ALC Components Header

The ALC Components Header varies depending on from which table you select the Component List function. The pack information is only displayed when the item on the order is a buyer pack with the order type Pack.

Components Table

The Components table contains the following columns by default.

- Component and Description
- Last Calculated
- Quantity (UOM)
- Estimated and Actual Unit Value
- Estimated and Actual Total Value
- % Variance

The first record in the table is selected by default and the respective cost component by location is displayed in the Locations table.

Locations Table

This table lists the cost by locations, based on the cost component selected in the Components table. The Location table displays the following columns by default.

- Location Type, Location and Location Name
- Last Calculated
- Quantity (UOM)

- Estimated and Actual Unit Value
- Estimated and Actual Total Value
- % Variance

View ALC Components

To view ALC components follow the steps listed below.

1. From the Tasks menu, select **Import Management > Review ALC**. The ALC Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The orders that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Order No. column, click on the order number link, or mark a record and select **Actions > View** or use the View icon. The ALC window appears.
6. In the ALC window choose one of the following options.
 - In the Transportation Shipments section, select **Actions > Component List**. The ALC Components window appears.
 - In the Transportation Related Obligations/Entries section, select **Actions > Component List**. The ALC Components window appears.
 - In the Non-Transportation Related Obligations section, select **Actions > Component List**. The ALC Components window appears.

Note: Depending on from which section you entered the Component List, the information in the header of the ALC Components window varies.

7. In the Components table the first record is selected by default and the respective cost component by location is displayed in the Locations table below.
8. Click **Done** to close the ALC Components window.

Review Allocation Errors

The Interface Error window allows you to view the details of any errors that occurred during the allocating of obligations and customs entries to actual landed cost.

The table displays the program name, date, unit of work and the error.

Finalize Actual Landed Cost

The Finalize ALC option opens the ALC Finalization window. In the ALC Finalization window you can search for an order or order/shipments to review the variance between the estimated landed cost and actual landed cost and determine whether or not to finalize the ALC resulting in the update of the stock ledger and weighted average cost of all item/locations on the associated order/shipment.

You can access the ALC Finalization window from the Task menu, select **Import Management > Finalize ALC**. The ALC Finalization window appears.

The ALC Finalization window contains the following sections.

- Search

For more information about how to search for orders or order/shipments, see the [Search for Orders or Order/Shipments](#) section.

- Results

Figure 3–1 ALC Finalization Window

The screenshot shows the 'ALC Finalization' window. It has a title bar with 'ALC Finalization' and a close button. The window is divided into two main sections: 'Search' and 'Results'.

Search Section: This section contains various search criteria. On the left, there are dropdowns for 'Order No.', 'Order Status', 'Item', 'Pack', 'Obligation', and 'Entry No.'. On the right, there are dropdowns for 'ALC Status', 'Vessel', 'Voyage / Flight', 'Estimated Departure Date', 'ASN', and a range input for '% Variance'. A 'Saved Search' dropdown is set to 'Default'. At the bottom right of the search section are 'Search', 'Reset', and 'Save...' buttons.

Results Section: This section displays a table of results. Above the table is a toolbar with buttons: 'Actions', 'View', 'Detach', 'Wrap', 'Finalize', and 'ALC Detail'. The table has the following columns: 'Order No.', 'Order Status', 'Shipment', 'ASN', 'Total ELC', 'Total ALC', '% Variance', 'ALC Status', and 'Comments'. Below the table, it says 'No data to display:'.

At the bottom right of the window, there are buttons for '?', 'Save and Close', and 'Cancel'.

Search for Orders or Order/Shipments

To search for orders or order/shipments:

1. From the Task menu, select **Import Management > Finalize ALC**. The ALC Finalization window appears.
2. Enter, select or search for one or all of the following search criteria.

Table 3–1 ALC Finalization Search - Search Criteria and Description

Fields	Description
Order No.	Enter, select or search for the order number.
Order Status	Select the order status from the list. Possible statuses are: <ul style="list-style-type: none"> ■ Worksheet ■ Submitted ■ Approved ■ Closed
Item	Enter the item number or use the Search icon to search for the particular item.
Pack	Enter the pack item or use the Search icon to search for the pack item.
Obligation	Enter, select or search for an obligation.
Entry No.	Enter, select or search for an entry number.
ALC Status	Select the ALC status from the list. Possible statuses are: <ul style="list-style-type: none"> ■ Estimated ■ No Finalization ■ Pending ■ Processed ■ Processed - Records Pending
Vessel	Enter, select or search for the vessel number.
Voyage/Flight	Enter, select or search for the voyage/flight number.
Estimated Departure Date	Enter, select or search for the estimated departure date.
ASN	Enter, select or search for the Advanced Shipping Notice (ASN).
Variance %	In this field you can search on a range of % variance values. Enter the first and second Variance % value in the corresponding field.

3. Click **Search**. The orders or order/shipments that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.

Results

The Results section lists the retrieved orders. The Results table shows the following columns by default.

- Order Number and Order Status
- Shipment

- ASN
- Total ELC
- Total ALC
- % Variance
- ALC Status
- Comments

Results - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the Results table. You can perform the actions listed below, as well as actions in “Action Menu and Icons” in the *Oracle Retail Import Management Cloud Service Do the Basics User Guide*.

Table 3–2 Results - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Finalize button	<p>Opens the Finalize ALC window.</p> <p>For more information about how to finalize the actual landed costs, see the Finalize the Actual Landed Costs section.</p>
ALC Detail button	<p>Opens the ALC Search window.</p> <ul style="list-style-type: none"> ■ Select a record in the Results section. ■ Click ALC Detail. ■ The ALC Search window appears with the values from the highlighted record populated as search criteria. ■ You can search and review the detailed ALC information. <p>For more information about how to review detailed ALC information, see Review Actual Landed Cost.</p>

Finalize the Actual Landed Costs

To finalize the actual landed costs, follow the steps below:

1. In the Results section, select one or more records.
2. Then press the **Finalize** button. The Finalize ALC window appears.

Figure 3–2 Finalize ALC Window

3. In the **Method of Finalization** field, select the method from the list.
4. In the **Comments** field, edit or enter comments as necessary.
5. Then choose one of the following options.
 - Click **OK** to finalize the ALC and close the window.

- Click **Cancel** to reject all entries and close the window.