Oracle® Retail Sales Audit

Reports User Guide

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ORACLE®

Oracle® Retail Sales Audit Reports User Guide, Release 19.1.000

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Oracle® Retail Sales Audit Reports User Guide, Release 19.1.000.

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Preface

The *Oracle® Retail Sales Audit Reports User Guide* describes the reports available through the Oracle Retail Sales Audit Reports functions.

Audience

This Reports User Guide is for users and administrators of Oracle Retail Sales Audit. This includes merchandisers, buyers, business analysts, and administrative personnel.

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- Exact error message received
- Window shots of each step you take

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

Oracle Retail Documentation on the Oracle Help Center (docs.oracle.com)

Oracle Retail product documentation is also available on the following Web site:

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(Data Model documents can be obtained through My Oracle Support.)

Conventions

The following text conventions are used in this document:

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

1

Sales Audit Reports

Sales Audit has several types of reports - dashboard reports, contextual reports, and BI Publisher reports.

Dashboard reports are role-based and intended to highlight actionable or frequently monitored activities in order to help the auditor prioritize their work for the day. Actions taken from dashboard reports launch into Sales Audit screens, passing parameters in a specific format.

Contextual reports are displayed in selected Sales Audit pages and allow for an extension of information available in the associated screen, providing further details about a transaction or entity that is not present on the screen. It dynamically refreshes when certain actions (called contextual events) are performed.

BI Publisher reports are also available to provide summaries of key data areas that can be delivered in a more static report format.

2

Dashboard Reports

The Sales Auditor dashboard surfaces information in a manner that will help auditors prioritize their day-to-day activities as well as quickly identify areas of concern. The dashboard allows a user to look at a consolidated view of their 'to-dos' and then directly and contextually launch into the corresponding Sales Audit workflows to take an action. The reports in the dashboard show data across assigned stores for an auditor.

The dashboard reports can be viewed by navigating to Reports menu > ReSA Dashboard in Sales Audit.

Figure 2–1 Sales Audit Dashboard

Open Store Days Report

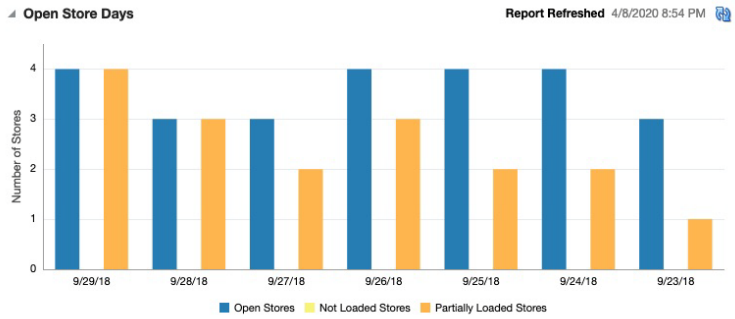
The Open Store Days report indicates a sales auditor's open store days and whether they have been audited, and whether sales have been loaded or partially loaded for the last seven days. There are three different actions that can be taken from this report:

Click 'Open Stores' bar in the report and the report contextually launches into Store Day Search, with it auto-populated for all store-days with a status of **Sales Audit In-Progress**.

You will also be able to click 'Not Loaded Stores' bar in the report and the report contextually launches into Store Day Search, with it auto-populated for all store-days with a status of **Ready for Import**.

Click 'Partially Loaded Stores' bar in the report and the report contextually launches into the Store Day Search, with it auto-populated for all store-days with a status of **Partially Loaded**.

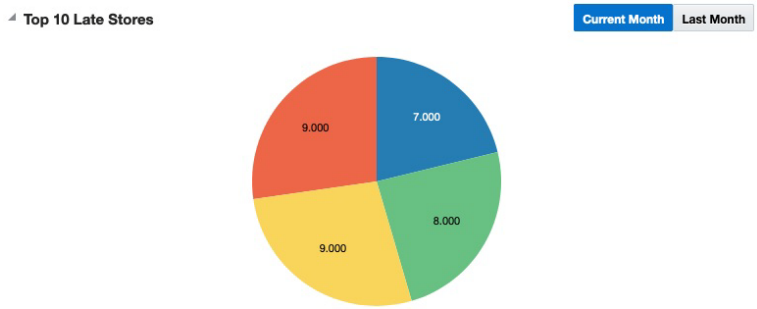
Figure 2–2 Open Store Days Report



Top Ten Late Stores Report

The Top 10 Late Stores report gives the auditor a view of the 10 stores that have the highest number of late polling days in the current or last month. This report shows the count of store days in status **Ready to Import** or **Partially Loaded** per store for the Current Month or Last Month based on the view selected. Based on this analysis the Auditor can contact these stores or escalate them as high issue stores to management.

Figure 2–3 Top Ten Late Stores Report



Open Transaction Errors Report

The Open Transaction Errors report displays the number of open transactional errors across all stores color coded by error code over the last seven days.

You can hover over a section of the stacked bar to see the count of errors for a given error code on a given business date.

Click the stacked bar for a specific business day to refresh the tabular detail report on the right. The tabular report shows the store, item and transaction number details of all errors existing for the given business date.

Click the data in the Store column in the Open Transaction Error detail table and the auditor is contextually launched into Transaction Search. The page is auto-populated

with all transactions for the given store and business date where transaction level errors exist.

Click the data in the Sales Audit Transaction column in the Open Transaction Error detail table and the auditor is contextually launched into the Transaction Maintenance page for the given transaction. The page is launched either in the **View** mode or **Edit** mode based on the auditor's privileges.

Figure 2–4 Open Transaction Errors Report

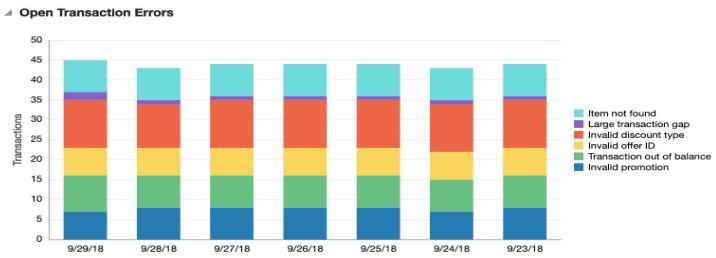
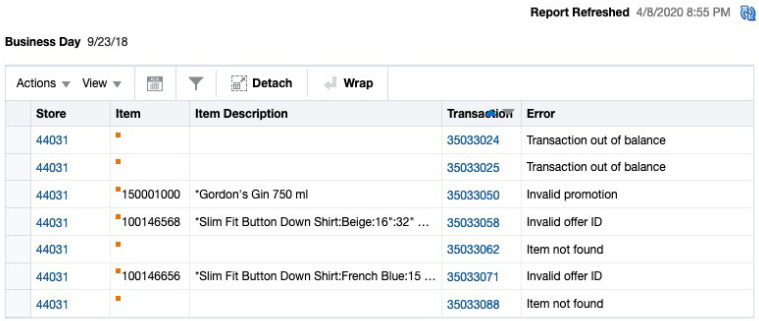


Figure 2–5 Open Transaction Errors Table



Store	Item	Item Description	Transaction	Error
44031			35033024	Transaction out of balance
44031			35033025	Transaction out of balance
44031	150001000	*Gordon's Gin 750 ml	35033050	Invalid promotion
44031	100146568	*Slim Fit Button Down Shirt:Beige:16":32" ...	35033058	Invalid offer ID
44031			35033062	Item not found
44031	100146656	*Slim Fit Button Down Shirt:French Blue:15 ...	35033071	Invalid offer ID
44031			35033088	Item not found

Over/Short Summary Report

The Over/Short Summary report displays the sum of overage amounts for all stores that have an over amount and the sum of shortage amounts for all stores that have a short amount per business day for the last seven days.

Click the over or short bar for a given business day which refreshes the tabular detail report on the right. The tabular report shows the store and the corresponding over amount or short amount for the store and given business day.

If the over amount or short amount at a store exceeds the configured threshold amount, a warning symbol is displayed against the given row.

> **Note:** The threshold for over amount and short amount can be configured through setting of system options.

If the stores have varied local currencies, the amounts are displayed in primary currency only. If all stores have the same common local currency, the amounts are displayed in local currency.

Click the data in the Store column in the Over/Short Detail report and the auditor is contextually launched into Store Day Summary with the Over/Short Totals tab highlighted for the selected store and business day. The page is launched either in View mode or Edit Mode based on the privileges of the auditor.

Figure 2–6 Over/Short Summary Report

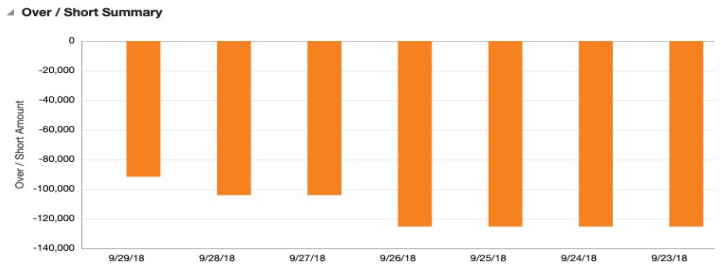
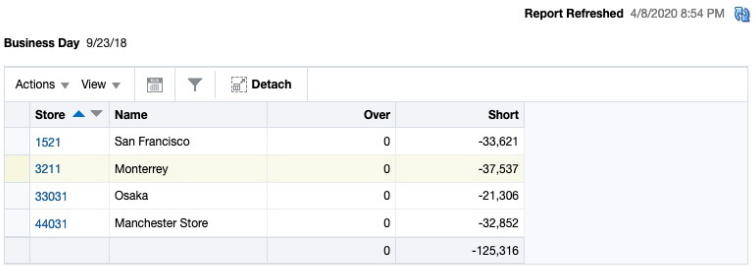


Figure 2–7 Over/Short Summary Table



Store	Name	Over	Short
1521	San Francisco	0	-33,621
3211	Monterrey	0	-37,537
33031	Osaka	0	-21,306
44031	Manchester Store	0	-32,852
		0	-125,316

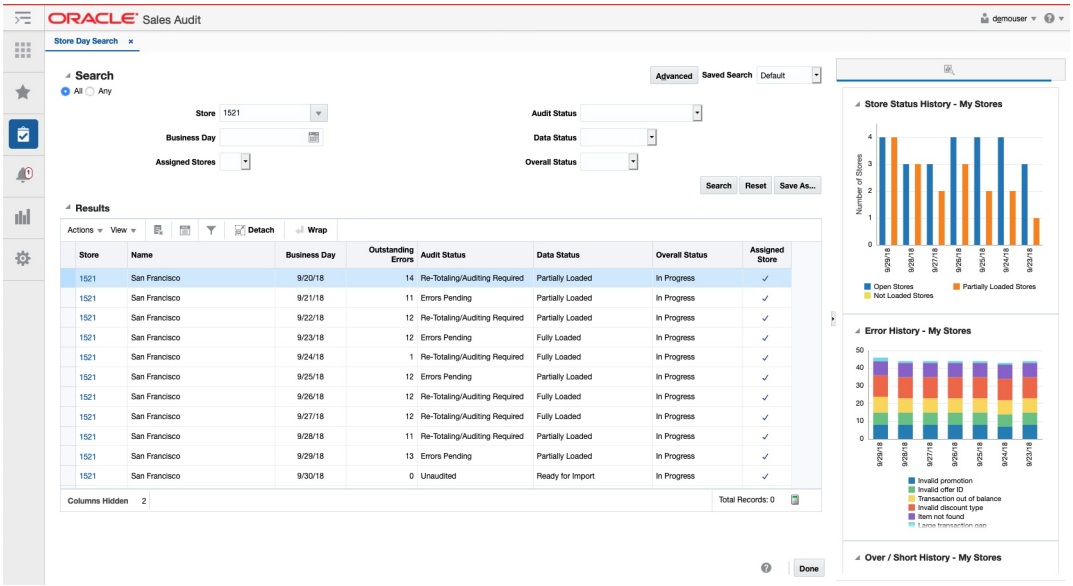
3

Contextual Reports

Contextual Reports are displayed in a collapsible pane of some Sales Audit pages to provide additional information to the auditor in the context of a particular workflow, to aid in decision making. The reports are considered contextual, as the data displayed in the page influences what is displayed in the report.

The contextual pane also offers opportunities for customization of the solution. See the *Merchandising Customization and Extension Guide* for more details on modifying the base reports displayed in the Sales Audit contextual panes or adding custom reports.

Figure 3–1 Store Day Search Page



Store Status History Report

The Store Status History report is displayed by default in the Store Day Search and Store Day Summary pages. It shows the sales auditor's open store days and whether they have been audited, not been loaded, or only partially loaded for the last seven days. There are two views for this report - one in Store Day Search, which shows information for all of the auditor's stores and another in Store Day Summary, for the store being viewed.

Figure 3–2 Store Day Summary Report View

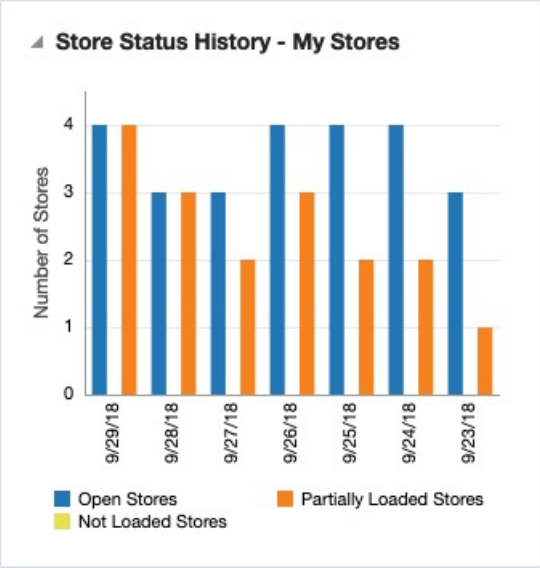


Figure 3–3 Store Day Summary View

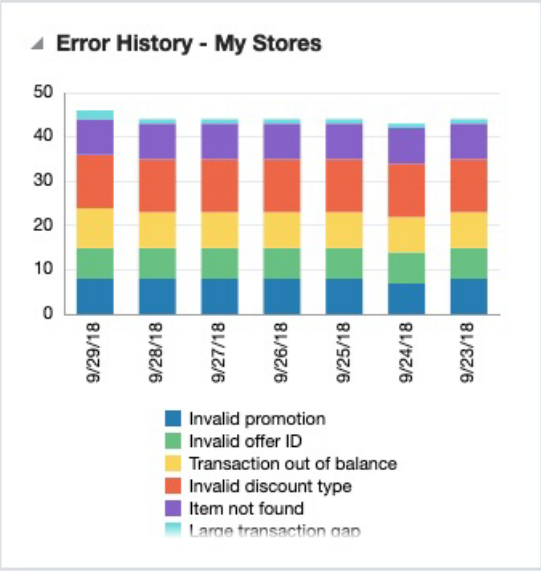
Store Status History

Day	Store Open	Store Not Loaded	Store Partially Loaded
9/29/18	✓		✓
9/28/18	✓		✓
9/27/18	✓		
9/26/18	✓		
9/25/18	✓		✓
9/24/18	✓		
9/23/18	✓		

Error History Report

The Error History report is displayed on Store Day Search , Store Day Summary, and Transaction Maintenance. It indicates the total number of errors per business day for the last seven days. In the Store Day Search page, the errors are shown for all of the auditor's stores. In the Store Day Summary page, the errors are shown for the store being viewed. In the Transaction Search page, it shows the history of the errors in the current transaction over the last seven days. The error count includes current open errors and errors that were resolved. This would give the auditor insight into the occurrence of similar kinds of errors in the past that were resolved or that are still open. The errors are color coded by error code.

Figure 3–4 Error History Report



Over/Short History Report

The Over/Short Summary report is displayed in the Store Day Summary and Store Day Search pages. It has two different views. The view when seen in the Store Day Search screen shows a summary of shortages and/or overages for the last seven days across all of the auditor's stores. The view when seen in the Store Day Summary screen shows the report for a single store summarized by either cashier or register, depending on the balancing level system option. The values are all shown in the primary currency if the currencies differ by store; otherwise in the local currency.

Figure 3–5 Store Day Search View

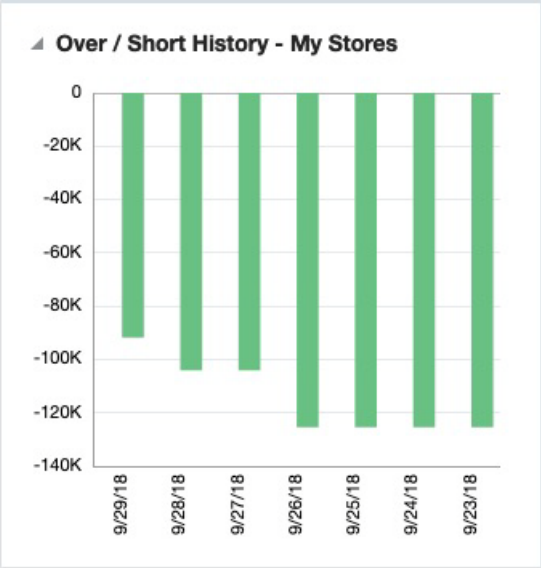


Figure 3–6 Store Day Summary View

Item Errors Report

The Item Errors report is displayed on Transaction Maintenance and indicates the pattern of the errors existing for the item selected on the page for the given store over the last seven business days. The report indicates the number of occurrences of errors similar to the errors open for the selected item for the given store over the last seven days.

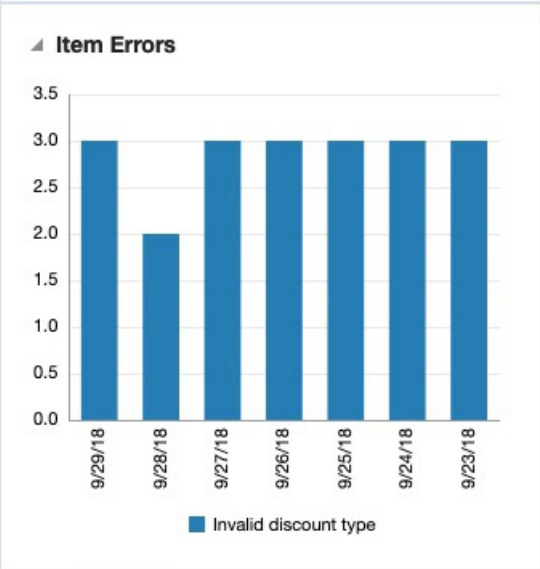
The error count includes both open errors and errors that were resolved. The errors are grouped and color coded by error code.

You can hover over a section of the chart to view the error count for the given error code and business day for the selected item.

Note: Only item level errors are considered in this report.

The report appears only when an item is selected in the Items panel of the Transaction Maintenance window.

Figure 3–7 Item Errors Report



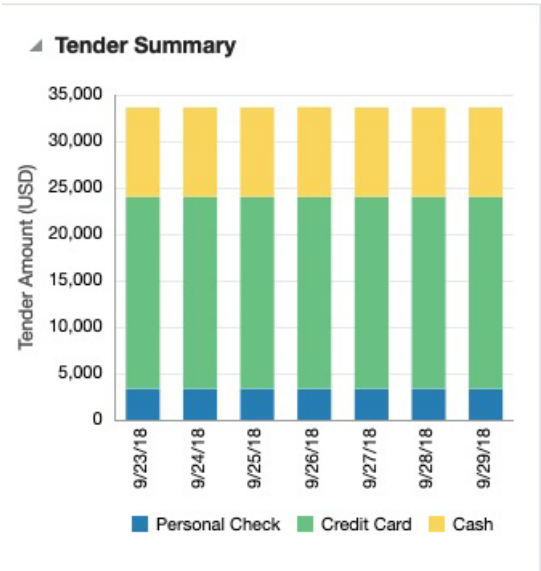
Tender Summary Report

The Tender Summary report is displayed on the Tender Summary and displays the net tender amount by tender types per business day over the last seven days for the store selected in Tender Summary window.

The amounts in the report are displayed in the primary currency or the store's local currency based on the currency toggle in the Tender Summary window.

Note: The report appears only after the search has been executed.

Figure 3–8 Tender Summary Report



4

BI Publisher Reports

This chapter describes the steps to view the Sales Audit Business Intelligence (BI) Publisher reports by accessing Reports from the task bar in Sales Audit.

1. Depending on the report, you can use prompts to select report parameters.
   - Some prompts allow you to filter the report contents and limit the information in the report. For example, you can filter on Store or Credit Cart Type in the Credit Card Summary report.
   - Some reports require a parameter.
   - Some reports require no parameters, and no prompts are displayed.
   - Select values as needed from the list for the prompts displayed.
2. Select the report output you may want to view.
   - HTML (default, Web page format)
   - PDF (Adobe Acrobat Portable Document Format)
   - RTF (Rich Text Format, used by Microsoft Word and other programs)
   - Excel (Microsoft Excel format)
   - PowerPoint (Microsoft PowerPoint format)
   - CSV (comma-separated values file)
   - Data (XML)
3. Click **View**. The report is displayed in Oracle BI Publisher.

   (If you select another output format, you have the option to save the report. You can also open the report with another program, such as Microsoft Excel).
4. Close the browser window when you are finish viewing, printing, or saving the report.

Credit Card Summary Report

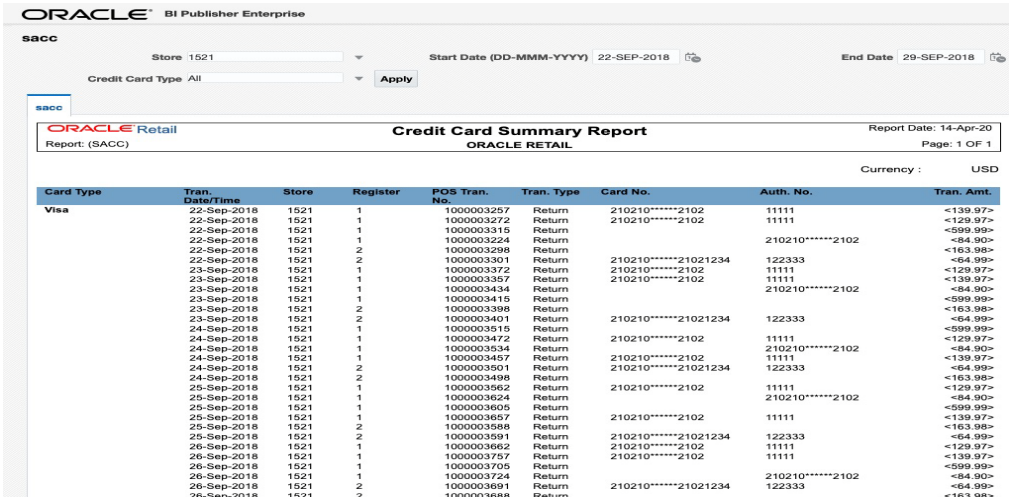
The Credit Card Summary report lists the credit card transactions for a specified type of credit card over a range of dates.

Note: The masking character for data in the Card No. column depends on the setting of the Credit Card Masking Character system option.

Parameters:

- Start date (this is a mandatory field)
- End date
- Store
- Credit card type (this is a mandatory field)

Figure 4–1 Credit Card Summary Report


ORACLE BI Publisher Enterprise

sacc

Store 1521 Start Date (DD-MMM-YYYY) 22-SEP-2018 End Date 29-SEP-2018

Credit Card Type All Apply

sacc

ORACLE Retail — Credit Card Summary Report — ORACLE RETAIL

Report: (SACC) Report Date: 14-Apr-20 Page: 1 OF 1

Currency : USD

Card Type	Tran. Date/Time	Store	Register	POS Tran. No.	Tran. Type	Card No.	Auth. No.	Tran. Amt.
Visa	22-Sep-2018	1521	1	1000003257	Return	210210******2102	11111	<139.97>
	22-Sep-2018	1521	1	1000003272	Return	210210******2102	11111	<129.97>
	22-Sep-2018	1521	1	1000003315	Return			<599.99>
	22-Sep-2018	1521	1	1000003224	Return		210210******2102	<84.90>
	22-Sep-2018	1521	2	1000003298	Return			<163.98>
	22-Sep-2018	1521	2	1000003301	Return	210210******21021234	122333	<64.99>
	23-Sep-2018	1521	1	1000003372	Return	210210******2102	11111	<129.97>
	23-Sep-2018	1521	1	1000003357	Return	210210******2102	11111	<139.97>
	23-Sep-2018	1521	1	1000003434	Return		210210******2102	<84.90>
	23-Sep-2018	1521	1	1000003415	Return			<599.99>
	23-Sep-2018	1521	2	1000003398	Return			<163.98>
	23-Sep-2018	1521	2	1000003401	Return	210210******21021234	122333	<64.99>
	24-Sep-2018	1521	1	1000003515	Return			<599.99>
	24-Sep-2018	1521	1	1000003472	Return	210210******2102	11111	<129.97>
	24-Sep-2018	1521	1	1000003534	Return		210210******2102	<84.90>
	24-Sep-2018	1521	1	1000003457	Return	210210******2102	11111	<139.97>
	24-Sep-2018	1521	2	1000003501	Return	210210******21021234	122333	<64.99>
	24-Sep-2018	1521	2	1000003498	Return			<163.98>
	25-Sep-2018	1521	1	1000003562	Return	210210******2102	11111	<129.97>
	25-Sep-2018	1521	1	1000003624	Return		210210******2102	<84.90>
	25-Sep-2018	1521	1	1000003605	Return			<599.99>
	25-Sep-2018	1521	1	1000003657	Return	210210******2102	11111	<139.97>
	25-Sep-2018	1521	2	1000003588	Return			<163.98>
	25-Sep-2018	1521	2	1000003591	Return	210210******21021234	122333	<64.99>
	26-Sep-2018	1521	1	1000003662	Return	210210******2102	11111	<129.97>
	26-Sep-2018	1521	1	1000003757	Return	210210******2102	11111	<139.97>
	26-Sep-2018	1521	1	1000003705	Return			<599.99>
	26-Sep-2018	1521	1	1000003724	Return		210210******2102	<84.90>
	26-Sep-2018	1521	2	1000003691	Return	210210******21021234	122333	<64.99>

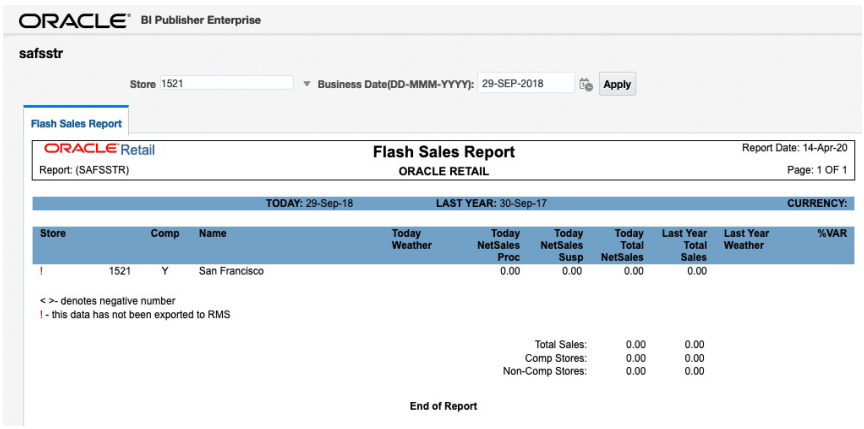
Flash Sales Report

The Flash Sales report provides a quick overview of the sales for a designated business day. The report includes passed transactions as well as failed transactions that are in the auditor's queue for interactive auditing.

Parameters:

- Business date (this is a mandatory field)
- Store

Figure 4–2 Flash Sales Report


ORACLE BI Publisher Enterprise

safsstr

Store 1521 Business Date(DD-MMM-YYYY): 29-SEP-2018 Apply

Flash Sales Report

ORACLE Retail — Flash Sales Report — ORACLE RETAIL

Report: (SAFSSTR) Report Date: 14-Apr-20 Page: 1 OF 1

TODAY: 29-Sep-18 LAST YEAR: 30-Sep-17 CURRENCY:

Store	Comp	Name	Today Weather	Today NetSales Proc	Today NetSales Susp	Today Total NetSales	Last Year Total Sales	Last Year Weather	%VAR
! 1521	Y	San Francisco		0.00	0.00	0.00	0.00		

< >- denotes negative number

! - this data has not been exported to RMS

Total Sales:	0.00	0.00
Comp Stores:	0.00	0.00
Non-Comp Stores:	0.00	0.00

End of Report

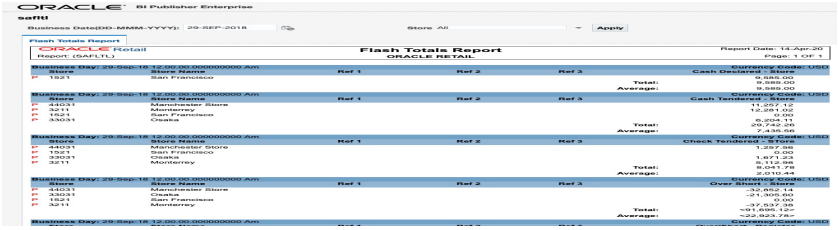
Flash Totals Report

The Flash Totals report displays any predefined totals of the type FTR (flash total reporting) for a designated business day.

Parameters:

- Business date (this is a mandatory field)
- Store

Figure 4–3 Flash Totals Report



Voucher Activity Report

The Voucher Activity report provides issue and redemption information for vouchers of a designated type and for a designated business day. The voucher type may be credit voucher, manual credit, manual imprint, or gift certificate.

Parameters:

- Voucher type
- Voucher number
- Issue store (store where the voucher was issued)
- Start date (this is a mandatory field)
- End date
- Redeemed store (store where the voucher was redeemed)

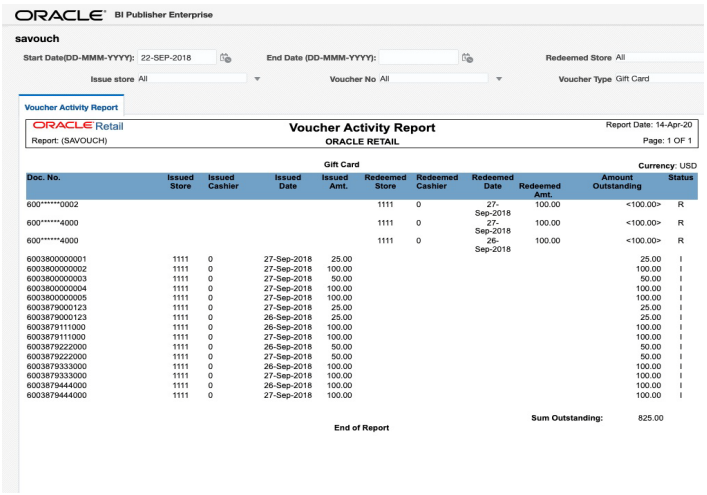



Figure 4–4 Voucher Activity Report