

Oracle® Retail Order Administration Cloud Service Reports Guide



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Oracle Retail Product documentation is available on the following website <https://docs.oracle.com/en/industries/retail/html>

Comments and Suggestions

Please give us feedback about Oracle Retail Help and Guides. You can send an e-mail to: retail-doc_us@oracle.com

Oracle Retail Cloud Services and Business Agility

Oracle Retail Order Management System is hosted in the Oracle Cloud with the security features inherent to Oracle technology and a robust data center classification, providing significant uptime. The Oracle Cloud team is responsible for installing, monitoring, patching, and upgrading retail software.

Included in the service is continuous technical support, access to software feature enhancements, hardware upgrades, and disaster recovery. The Cloud Service model helps to free customer IT resources from the need to perform these tasks, giving retailers greater business agility to respond to changing technologies and to perform more value-added tasks focused on business processes and innovation.

Oracle Retail Software Cloud Service is acquired exclusively through a subscription service (SaaS) model. This shifts funding from a capital investment in software to an

operational expense. Subscription-based pricing for retail applications offers flexibility and cost effectiveness.

1

System Control Values

System Control Values

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3

Configuration and Administration

Purged Order List

How to print: The system produces this report when you use the [PURGEOR](#) periodic function, provided the Parameter is set to Y; otherwise, this report is not generated. The [Purging Orders \(MPOR\)](#) option does not generate this report.

For more information: See the [sample report](#) in PDF format. Also, see [Purging Orders \(MPOR\)](#) for background.

Contents:

- the Purge days from the [Order Purge Days \(C62\)](#) system control value
- For each purged order:
 - the order number
 - the order status (X = closed and C = canceled)
 - the number of recipients
 - the code identifying the order type
 - the original order date
 - the sold-to customer number
 - the sold-to customer name or company name
 - the source code from the order header
 - the total number of orders
 - the total number of order recipients

4

Accounting Setup

Sales Rep Update Errors Report

Important:

This report is not currently implemented. When you generate this report, the system prints a generic document with the following information:

```
The requested document is not currently implemented:  
SALES_REP_UPDATE_ERROR
```

Purpose: This report lists any records in a [Salesman Associate File](#) that contain errors. You can use this report to determine which salesman associate upload records you need to correct and reprocess.

Note:

Each salesman associate upload record in an error status is associated with only one error (the first error the system finds for the record). Once you correct the error and resubmit the [Salesman Associate Upload Process](#), the system validates the record for additional errors.

This report sorts in salesman number sequence.

How to print: Submit the SLSUPLD Upload Salesman Associates Periodic Function to perform the Salesman Associate Upload Process.

For more information: See the [sample report](#) in PDF format.

Contents:

- Rep #: The Associate ID in the Salesman Associate file.
- Name: The Associate Name in the Salesman Associate file.
- Active: The Associate Status in the Salesman Associate file.
- Home Store: The Home Store in the Salesman Associate file.
- Email Address: The Associate Email in the Salesman Associate file.
- Error Description: The reason why the salesman associate record did not create or update a record in the Salesman table. Possible reasons:
 - Rep # not numeric: The Associate ID must be a number.
 - Rep # is required: The Associate ID must contain a value.

- Name is required: The Associate Name must contain a value.
- Active flag is required: The Associate Status must contain a value.
- Invalid active flag: The Associate Status must be Y or N.
- Invalid email address: The Associate Email must have an @ sign and a period (.) and have some text before the @ sign, between the @ sign and the period, and after the period. For example: SALESMAN@EXAMPLE.COM.
- Invalid store #: The Home Store must exist in the Store Cross Reference table.
- Rep # failed Mod 10: The Associate ID failed the modulus 10 check. The system performs a modulus 10 check against the salesman number if the Modulus 10 Check on Salesrep Number (E88) system control value is selected.

5

Customer Service

Active Procedure Log

Purpose: The system generates this report if you attempt to submit a job when another instance of the job (such as membership generation job) is already active within your company. For example, the system generates this report when you select *Generate Orders* at the *Generate Membership Orders Screen* if a *GEN_ORDERS* job is already running.

For more information: See the [sample report](#) in PDF format.

Contents:

- Co # (Company number): The number identifying the company where the job was running when you attempted to run the same job.
- User: The user who generated the job. This is the User from the *Job Management (My Jobs)* screen.
- Job #: The Job ID from the *Job Management (My Jobs)* screen.
- Date: From the Date on the *Job Management (My Jobs)* screen.
- Time: From the Date on the *Job Management (My Jobs)* screen.

Auto Soldout Register

Select *Accept* at the *Process Auto Sold Outs Screen*. If you select the Update orders field at this screen, the words *NO UPDATE - LIST ONLY* appear in the upper left corner of the report.

For more information: See the [sample report](#) in PDF format.

Contents:

- Item code
- Order number and number of the shipping address
- Line number
- Item quantity
- SKU code(s)
- Item totals: number of order lines and total quantity
- Final totals: number of order lines and total quantity

Auto Sold Out Retained Order Register

You can keep this report as a record of which orders were retained against which items, so that you can sell out the remaining orders when you no longer expect to be able to fulfill them.

Select *Accept* at the *Enter Quantity to Retain Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- Item code
- SKU code
- Order number
- Quantity retained
- Cancel date from the detail line (If you enter a cancel date in Order Entry, it flows through to the detail line automatically. If you enter a cancel date in Order Maintenance, the date flows through to the detail line only for items you add to the order afterward.)

Backorder Cancellation Register

The system generates this list when you process backorder notifications through [Generate Backorder Notices \(GBOC\)](#); it provides information on each item due to be canceled from an order.

Excluded from the backorder cancellation register: Items/SKUs whose Suppress backorder card field is *selected*; see [Performing Initial Item Entry \(MITM\)](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- Order number and number of shipping address
- Sold-to customer name (name of person who placed the order)
- Order line number
- Item code
- SKU codes, if any
- Quantity backordered
- Scheduled cancel date

How to use this report: Use this report as a guide for contacting customers to suggest alternative items, or for canceling the backordered items through Order Maintenance.

For more information: See [Working with Backorders Pending Cancellation \(WBPC\)](#).

Backorder Card

How to print: Enter GBOC in the Fast path field at the top of any menu, or select Generate Backorder Cards from a menu.

The Generate Backorder Cards job produces a backorder card for each order containing one or more backordered items if the order is not eligible for an email notification (see [Working with E-Mail Notification Templates \(WEMT\)](#)) or the *Outbound*

Email XML Message (CWEmailOut). Up to four backorder notifications print on each 8 1/2 x 11" page.

For more information see the Order Administration Web Services Guide on [My Oracle Support](#) (ID 2953017.1)

Working with forms: See [Forms Management \(My Forms\)](#) for information on displaying or printing backorder notification cards and other forms.

Sample backorder notification cards: See the [backorder notification card sample](#) .

**Note:**

This sample represents the notification that prints when the [Backorder Card Print Program \(D04\)](#) system control value is set to BOCARDS. Depending on your setting, your backorder notifications may appear different.

Form naming: File names for backorder notices indicate the user ID of the person who submitted the job and which notices are included in the file. For example, a file named BOCARDSSECOND.SBROWN.20070214.123456.pdf was generated by SBROWN and contains second notices. See [Forms Management \(My Forms\)](#) for a discussion of form naming conventions.

Contents:

- Order number
- Item code
- SKU code (included if the item has SKUs)
- Item quantity
- Expected ship date. See [Purchase Order Layering](#) for a discussion.
- Item description
- Sold To customer name and address (name of person who placed order), including:
 - company name
 - customer prefix code, first name, middle initial, last name, and suffix
 - address line 1
 - apartment or suite
 - address lines 2-4
 - city, state, and postal code
 - country

**Note:**

The cards print in numeric order by order number, regardless of the postal code or country of the customer's mailing address.

Backorder Report by Descending Dollars by Division/Warehouse

Select the By division/whse field and optionally a division code in the Division field at the *Backorder Report by Descending Dollars Screen (PBOD)* and select *Accept*.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. This is the only version of the backorder report by descending dollars that is available in this format. See *Reports Available in Spreadsheet Format* for more information.

Contents: See *Backorder Report by Descending Dollars by Entity/Warehouse* for a description of the contents of this report.

Backorder Report by Descending Dollars by Entity/Warehouse

How to print: Select the By entity/whse field and optionally an entity code in the Entity field at the *Backorder Report by Descending Dollars Screen (PBOD)* and select *Accept*.

For more information: See the [sample report](#) in PDF format.

Contents:

- Selected report: the report you selected at the Backorder Report by Descending Dollars screen. You can select:
 - By entity/warehouse: you selected the [By entity/whse](#) field. This report sorts in entity/warehouse/item/descending dollars sequence and displays backordered order detail lines for each entity.
 - By division/warehouse: you selected the [By division/whse](#) field. This report sorts in division/warehouse/item/descending dollars sequence and displays backordered order detail lines for each division.
 - By offer/warehouse: you selected the [By offer/whse](#) field. This report sorts in offer/warehouse/item/descending dollars sequence and displays backordered order detail lines for each offer.
 - By warehouse: you selected the [By warehouse](#) field. This report sorts in warehouse/item/descending dollars sequence and displays backordered order detail lines for each warehouse.
- Offer for pricing: the offer you entered in the [Select offer for pricing](#) field. This is the offer the system uses to determine the selling price that prints on this report.
 - If the item is non-SKU'd, the system uses the price from the Item Price table.

- If the item has SKUs, the system uses the price from the SKU Price table.
- If a price has not been defined in the SKU Price table for the SKU'd item, the system uses the price in the Item Price table.
- If a price has not been defined for the Item Price table or SKU Price table, for example with components of a set, the system leaves the price blank.
- Selected Entity, Division, or Offer: the entity, division, or offer that has backordered order detail lines. The system uses the source code on the order header to determine the entity, division, or offer where the order detail lines are backordered.
 - Entity included if you selected the [Backorder Report by Descending Dollars by Entity/Warehouse](#).
 - Division included if you selected the Backorder Report by Descending Dollars by Division/Warehouse.
 - Offer included if you selected the Backorder Report by Descending Dollars by Offer/Warehouse.
- Warehouse: the code for the warehouse where order detail lines are backordered. The system looks at the backorder warehouse in the Order Detail table to determine the warehouse where the order detail lines are backordered.
- Item: the code of the item that is on backorder in the entity and warehouse defined.
- SKU: the SKU of the item that is on backorder.
- Description: the first 19 positions of the description of the item that is on backorder.
- Quantity on backorder: the quantity of the item that is on backorder for the selection criteria you defined. The system uses this calculation to determine the backorder quantity:

`quantity ordered - quantity shipped - quantity cancelled - quantity soldout - quantity reserved = quantity on backorder`



Note:

The calculation to determine the quantity on backorder does not include drop ship items or items with a future arrival date.

- Unused quantity on purchase order: the purchase order quantity that has not been applied to order detail lines on backorder. For example, if the purchase order quantity is 10 and you have 2 backordered order detail lines, the unused purchase order quantity is 8.
- Purchase order expected date: the date the next purchase order is expected to be received. The system uses the closest future due date to today that will cover the backorder quantity, based on the information in the PO Layering table. If a future purchase order due date is not available, the system uses the purchase order date in the past that is closest to the current date.
- Quantity on hand: the total on hand quantity for the item in the warehouse defined.
- Quantity on reserve: the total reserved quantity for the item in the warehouse defined.

- Selling price: the total selling price of the backordered items in the offer defined. For example, if the price for the item in the specified offer is 22.00 and 2 order detail lines are backordered, the total selling price is 44.00.

 Note:

The actual selling price used on an order detail line may differ from the selling price defined for the offer, for example the order entry operator may manually change the selling price on the order detail line.

- Cost: The total cost of the backordered items. The system uses the Costing Method (A25) system control value to determine which Cost field (average, standard, or FIFO) to use from the SKU table. For example, if the cost of the item is 15.00 and 2 order detail lines are backordered, the total cost is 30.00.

$\text{cost} \times \text{backorder quantity} = \text{total cost}$

- Total warehouse: the totals for the order detail lines associated with the warehouse.
 - quantity on backorder
 - unused quantity on purchase order
 - quantity on hand
 - quantity on reserve
 - selling price
 - cost
- Total entity: the totals for the order detail lines associated with the entity. Included only for the [Backorder Report by Descending Dollars by Entity/Warehouse](#).
 - quantity on backorder
 - unused quantity on purchase order
 - quantity on hand
 - quantity on reserve
 - selling price
 - cost
- Total division: the totals for the order detail lines associated with the division. This total is included only on the [Backorder Report by Descending Dollars by Division/Warehouse](#).
 - quantity on backorder
 - unused quantity on purchase order
 - quantity on hand
 - quantity on reserve
 - selling price
 - cost

- Total offer: the totals for the order detail lines associated with the offer. This total is included only on the [Backorder Report by Descending Dollars by Offer/Warehouse](#).
 - quantity on backorder
 - unused quantity on purchase order
 - quantity on hand
 - quantity on reserve
 - selling price
 - cost
- Total number of orders on backorder: the total number of orders that have at least one order detail line on backorder for the selection criteria defined.
- Grand total: the totals for the order detail lines across all selection criteria on this report.
 - quantity on backorder
 - unused quantity on purchase order
 - quantity on hand
 - quantity on reserve
 - selling price
 - cost

Backorder Report by Descending Dollars by Offer/Warehouse

Select the By offer/whse field and optionally an offer code in the Offer field at the *Backorder Report by Descending Dollars Screen (PBOD)* and select *Accept*.

For more information: See the [sample report](#) in PDF format.

Contents: See *Backorder Report by Descending Dollars by Entity/Warehouse* for a description of the contents of this report.

Backorder Report by Descending Dollars by Warehouse

Select the By warehouse field and optionally a warehouse code in the Warehouse field at the *Backorder Report by Descending Dollars Screen (PBOD)* and select *Accept*.

For more information: See the [sample report](#) in PDF format.

Contents: See *Backorder Report by Descending Dollars by Entity/Warehouse* for a description of the contents of this report.

Backorder Report by Item

Select the By item field on the *Print Backorder Report Selection Prompt Screen* and select *Accept*. The system submits the program *BOR_ITM*. Backorder totals are provided at the base item level only, not the SKU level.

Backordered items on quotes: The system does not include items on backorder on quotes; see [Entering Pre-Order Quotes](#) for an overview.

For more information: See the [sample report](#) in PDF format.

Contents:

- Item number
- Item description
- Quantity on backorder (cumulative total of all backordered SKUs for the item)
- Quantity on purchase order (cumulative total of all SKUs being ordered from your suppliers)
- Quantity on hand (cumulative total of all SKUs currently available across all warehouses)
- Quantity on reserve (cumulative total of all SKUs already reserved to existing orders)
- Final totals

Backorder Report by Item with SKU Details

Select the By item and Print SKU detail fields on the [Backorder Report by Descending Dollars Screen](#) and select *Accept*. The system submits the program *BOR_ITMS*. Backorder totals are provided for each base item number and each SKU.

Backordered items on quotes: The system does not include items on backorder on quotes; see [Entering Pre-Order Quotes](#) for an overview.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Soldout control (a code indicating when the system should consider the item sold out)



Note:

Soldout control codes are user-defined and are similar to this: 01 = Sell out immediately; 02 = Include on order quantity in sold out calculation; 03 = exclude on order quantity in sold out calculation.

- Item number
- SKU
- Item description
- Quantity on backorder (cumulative total of all backordered SKUs for the item)
- Quantity on purchase order (cumulative total of all SKUs being ordered from your suppliers)

- Quantity on hand (cumulative total of all SKUs currently available across all warehouses)
- Quantity on reserve (cumulative total of all SKUs already reserved to existing orders)
- Subtotals for the base item
- Final totals

Backorder Report by Vendor

Select the By vendor field on the [Print Backorder Report Selection Prompt Screen](#) and select Accept. The system submits the program *BORVND*.



Note:

Important: A backordered item is included on this report only if a primary vendor has been defined for the item.

For more information: See the [sample report](#) in PDF format.

Contents:

- Item number
- Item description
- Vendor number
- Vendor description
- Quantity on backorder (cumulative total of all backordered SKUs for the item)
- Quantity on purchase order (cumulative total of all SKUs being ordered from your suppliers)
- Quantity on hand (cumulative total of all SKUs currently available across all warehouses)
- Quantity on reserve (cumulative total of all SKUs already reserved to existing orders)
- Subtotals for each vendor
- Final totals for all vendors

Backorder Report by Vendor/SKU/PO

Select the By vendor w/PO and Print SKU detail fields on the [Print Backorder Report Selection Prompt Screen](#) and select Accept. The system submits the program *BORVNDPOS*. Backorder totals are provided for each SKU and each vendor.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Soldout control (a code indicating when the system should consider the item sold out)

 Note:

Soldout control codes are user-defined and are similar to this: 01 = Sell out immediately; 02 = Include on order quantity in sold out calculation; = exclude on order quantity in sold out calculation.

- Vendor number
- Vendor description
- Item number
- SKU
- Item description
- Purchase order number
- Purchase order detail line number (on which the SKU was ordered)
- Purchase order due date
- Quantity on backorder (cumulative total of all backordered SKUs for the item)
- Quantity on purchase order (cumulative total of all SKUs being ordered from your suppliers)
- Subtotals for each SKU
- Subtotals for each base item
- Subtotals for each vendor
- Final totals for all vendors

Backorder Report by Vendor w/PO

Select the By vendor w/PO field on the *Print Backorder Report Selection Prompt Screen* and select *Accept*. The system submits the program *BORVNDPO*.

For more information: See the [sample report](#) in PDF format.

Contents:

- Vendor number
- Vendor description
- Item number
- Item description
- Purchase order number
- Purchase order due date
- Quantity on backorder (cumulative total of all backordered SKUs for the item)
- Quantity on order (cumulative total of all SKUs being ordered from your suppliers)

- Quantity on hand (cumulative total of all SKUs currently available across all warehouses)
- Quantity on reserve (cumulative total of all SKUs already reserved to existing orders)
- Subtotals for each vendor
- Final totals for all vendors

Backorder Report by Vendor with SKU Details

Select the By vendor and Print SKU detail fields on the [Print Backorder Report Selection Prompt Screen](#) and select *Accept*. The system submits the program *BORVNDS*. Backorder totals are provided for each SKU and each vendor.

For more information: See the [sample report](#) in PDF format.

Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Soldout control (a code indicating when the system should consider the item sold out)

Note:

Soldout control codes are user-defined and are similar to this: 01 = Sell out immediately; 02 = Include on order quantity in sold out calculation; 03 = exclude on order quantity in sold out calculation.

- Vendor number
- Vendor description
- Item number
- SKU
- Item description
- Quantity on backorder (cumulative total of all backordered SKUs for the item)
- Quantity on purchase order (cumulative total of all SKUs being ordered from your suppliers)
- Quantity on hand (cumulative total of all SKUs currently available across all warehouses)
- Quantity on reserve (cumulative total of all SKUs already reserved to existing orders)
- Subtotals for each base item
- Subtotals for each vendor
- Final totals across all vendors

Backorder Report by Warehouse

Select the By whse/item field on the [Print Backorder Report Selection Prompt Screen](#) and select *Accept*. The system submits the program *BORWHSITM*.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Item number
- Item description
- Warehouse code
- Warehouse description
- Quantity on backorder (cumulative total of all backordered SKUs for the item)
- Quantity on purchase order (cumulative total of all SKUs being ordered from your suppliers)
- Quantity on hand (cumulative total of all SKUs currently available across all warehouses)
- Quantity on reserve (cumulative total of all SKUs already reserved to existing orders)
- Subtotals for each warehouse
- Final totals across all warehouses

Backorder Report by Warehouse with SKU Details

Select the By whse/item and Print SKU detail fields on the *Print Backorder Report Selection Prompt Screen* and select *Accept*. The system submits the program *BORWHSITMS*. Backorder totals are provided for each SKU and each warehouse.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Soldout control (a code indicating when the system should consider the item sold out)

 Note:

Soldout control codes are user-defined and are similar to this: 01 = Sell out immediately; 02 = Include on order quantity in sold out calculation; 03 = exclude on order quantity in sold-out calculation.

- Item number
- SKU
- Item description
- Warehouse code
- Warehouse description
- Quantity on backorder (cumulative total of all backordered SKUs for the item)
- Quantity on purchase order (cumulative total of all SKUs being ordered from your suppliers)
- Quantity on hand (cumulative total of all SKUs currently available across all warehouses)
- Quantity on reserve (cumulative total of all SKUs already reserved to existing orders)
- Subtotals for each base item
- Subtotals for each warehouse
- Final totals across all warehouses

Batch Release Summary Report

This report lists the orders associated with the credits released and the dollar amount of each credit. The Batch Release Summary report sorts by line of business, order number, ship to number, and invoice number.

You can print this report by selecting *Process* at the [Process Credits by Line of Business Screen](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- Line of business code and description (this is the line of business you defined at the Process Credits by Line of Business screen)
- Amount to credit (this is the dollar amount you defined at the Process Credits by Line of Business screen)
- Order number
- Ship to number
- Invoice number
- Credit dollar amount
- Total orders for line of business
- Total dollar amount for line of business

Catalog Mailing Labels (MSR0613 or MSR0614)

Purpose: The system prints labels in the following format if you have the *Label 2-Up Printing Program (C83)* set to MSR0613 or the *Label 3-Up Printing Program (C84)* set to MSR0614. This format does not conform to Post Office requirements, which specify that the last line of the address should consist only of the country.

Complete the [Process Catalog Requests Screen \(PCAT\)](#).

MSR0613: See the [sample labels](#) in PDF format.

MSR0614: See the [sample labels](#) in PDF format.

Contents:

- Customer number
- Source code
- Item number, if any



Note:

If the item has three SKUs and you print the labels 3-up, the third SKU element does not print.

- Customer name (prefix, first name, middle initial, suffix; the last name may be truncated or the suffix omitted if the entire customer name exceeds 43 positions)
- Company name
- Customer address (street address, apartment or suite, address line 2, city, state, postal code, and country; the country code, rather than the full name, prints if the address is in the *Default Country for Customer Address (B17)*)

Changed Customers Report

Purpose: Use this report to review the customer address updates that were performed. This report gives you a snapshot of the customer address before and after the update.

How to print: Select Print at the [Work with Changed Customers Screen \(MBSI\)](#).

For more information: See the [sample report](#) in PDF format.

Contents: See the *Work with Changed Customers Screen (MBSI)*.

Check Reconciliation List

Complete the [Print Reconcile List Prompt Screen](#).

For more information: See the [sample report](#) in PDF format.

Contents: This report lists refund checks for the ranges specified on the [Print Reconcile List Prompt Screen](#).

- the range of check dates for unreconciled and reconciled checks, if any were specified
- bank associated with the source code used on the order.
- check number
- refund amount (in the currency used on the order).
- check print date
- check reconcile date, if any
- check void date, if any
- order number and ship-to address number
- customer number (the sold-to customer number, unless there is a bill-to customer associated with the order; in this case, this is the bill-to customer number)
- sold-to or bill-to customer name
- totals for each bank (if you process orders in multiple currencies) or by report (if you do not process orders in multiple currencies). This information is controlled by the *Multi Currency by Offer (E03)* system control value.

Check Reconciliation List by Bank

Specify a bank code and complete the [Print Reconcile List Prompt Screen](#).

For more information: See the [sample report](#) in PDF format.

Contents: This report lists refund checks for the ranges specified on the [Print Reconcile List Prompt Screen](#).

- the range of check dates for unreconciled and reconciled checks, if any were specified
- bank you selected at the [Print Reconcile List Prompt Screen](#). This is the bank associated with the source code used on the order.
- check number
- refund amount (in the currency used on the order).
- check print date
- check reconcile date, if any
- check void date, if any
- order number and ship-to address number
- customer number (the sold-to customer number appears here unless there is a bill-to customer associated with the order; in this case, the bill-to customer number prints)
- sold-to or bill-to customer name
- totals for the bank

Credit Card Credit Acknowledgment

Purpose: You can print a credit card credit acknowledgment to notify the customer that a credit has been applied to the credit card. The system might generate an email notification instead of a printed acknowledgement, depending on customer preference and your company setup; see [When Does the System Generate an Email Notification?](#)

Complete the [Process Refunds Screen \(MREF\)](#) with the *Generate credit card credits* field selected.

For more information: See the [sample report](#) in PDF format.

The system prints a "dummy" credit card credit acknowledgment before the first actual acknowledgment to help you align credit card credit forms in the printer.

With the exception of the Total Amount Returned, fields are unlabeled.

Contents:

- *order number and ship-to number:* The order number and ship-to number associated with the credit card credit.
- *refund date:* The date the refund was generated.
- *item:* The code identifying the items on the order that were returned or exchanged, resulting in the credit card credit. Only the base item is included even if the item has SKUs.
- *item description:* The description of the item. This is the description of the base item even if the item has SKUs.
- *item refund amount:* The amount refunded for the item.
- *Total Amount Returned:* The total amount refunded for the credit card on the order, across all items. The tax amount included in the refund amount is based on the tax rate that was effective when the item was shipped.
- *sold-to name and address:* The name and address of the sold-to customer on the order, including the name of the country.

Credit Card Credit Register

Complete the *Process Refunds Screen (MREF)* with the *Generate credit card credits* field selected.

For more information: See the [sample report](#) in PDF format.

Contents:

- *Order Number:* The order number and order ship-to number.
- *Customer Number:* The sold-to customer number, unless there is a bill-to customer associated with the order; in this case, this is the bill-to customer number.
- *Name:* The sold-to or bill-to customer name.
- *Refund Amount:* The refund amount in the local currency (the currency defined in the *Local Currency Code (A55)* system control value). The tax amount included in the refund amount is based on the tax rate that was effective when the item was shipped. An asterisk after the refund amount indicates that the refund is flagged for *Credit Card Net Exchange Billing*.
- *Final Totals:* The total amount for the refunds, across all credits, in the local currency.

**Note:**

This report includes credit card credits regardless of whether the acknowledgements are printed or emailed.

Credit Card Order Cancellation List

This report sorts by the hold reason code associated with the vendor response code that caused the order to be flagged for cancellation. If the order was flagged for cancellation because the total number of declines reached the number defined in the *Maximum Number of Retries on Credit Card Orders (E74)* system control value, the order is listed under a hold reason code of AT. You can create a unique hold reason code for each vendor response for descriptive and sorting purposes.

Complete the *Cancel Credit Card Order Cancellation Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- hold reason code associated with the vendor response, description
- cancel date
- order number
- customer name
- total merchandise dollars canceled on the order
- total number of orders canceled for the hold reason code
- total merchandise dollars canceled for the hold reason code

Customer Detail Exposure Report by Reason Code

Complete the *Print Customer Detail Exposure Report Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- the customer action reason code selected for the customer action note
- the description of the customer action reason code
- the date range you entered at the *Print Customer Detail Exposure Report Screen*
- the sold-to customer number
- the bill-to customer number
- the street address for the customer
- the city, state, zip and country for the customer
- the day phone number and extension for the customer
- the evening phone number and extension for the customer
- the fax or mobile number and extension for the customer

Note: the Third Phone Number Type (L53) system control value determines whether the third phone number is labeled the Fax or Mobile number.

- the action note
Note: If there are multiple customer action notes for a customer, the report lists just the first note.
- the reason code totals

Customer Exposure Report by Reason Code

Complete the *Customer Exposure Report Selection Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- the date range you entered at the *Customer Exposure Report Selection Screen*
- the customer action reason code selected for the customer action note. Notes not associated with a reason code are included in the first reason line (notice that the code and description, described below, are blank).
- the description of the customer action reason code
- the number of open action notes entered within the date range for each reason code
- the number of work-in-process customer action notes entered within the date range for each reason code
- the number of resolved action notes entered within the date range for each reason code
- the number of customer action notes entered outside of the date range for each reason code
- total numbers of open, resolved, and remaining action notes (final totals)

Customer Exposure Report by User

Complete the *Customer Exposure Report Selection Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

1. the date range you entered at the *Customer Exposure Report Selection Screen*
2. the name of the user who entered the note (not the user assigned to resolve the note).
3. the customer action reason code selected for the customer action note. Notes not associated with a reason code are included in the first reason line (notice that the code and description, described below, are blank).
4. the description of the customer action reason code
5. the number of open action notes entered within the date range for each reason code for the user
6. the number of work-in-process action notes entered within the date range for each reason code for the user

7. the number of resolved action notes entered within the date range for each reason code for the user
8. the number of customer action notes entered outside of the date range for each reason code (number remaining) for the user
9. subtotals in each category for the user
10. total numbers of open, work in process, resolved, and remaining action notes (final totals)

Daily Business Status Report

Enter *DBST* in the Fast path field at the top of a menu, select [Printing the Daily Business Status Report \(DBST\)](#) from a menu, or run the Daily Business Status Report periodic function (program name *ACR0178*).

For more information: See the [sample report](#) in PDF format.

Contents: Each field below indicates if the value is based on the Processing date you defined at the *Daily Business Status Screen* or the date you generated the report (job date). If the field indicates the value can be from either: the value is based on the Processing date if one exists; otherwise the job date is used to determine the value.

- *Sales today:* The merchandise dollar amount of sales today, based on the processing date or job date. This dollar amount includes shipments confirmed. This is the \$ orders shipped from the Order Control Summary table.
- *Sales MTD:* The merchandise dollar amount of sales month to date, based on the processing date or job date. This is the \$ orders shipped from the Order Control Summary table, based on the accounting period start and stop date.
- *Cash today:* The dollar amount of cash, based on the processing date or job date. This amount is from the Deposit amount field in the Cash Receipts Header table.
- *Cash MTD:* The dollar amount of cash month to date, based on the processing date or job date. This dollar amount comes from the Deposit amount field in the Cash Receipts Header table based on the accounting period start and stop date defined in [Working with Accounting Periods \(WACP\)](#).
- *Inventory primary warehouse:* The system uses this calculation, based on the job date, to determine the inventory for the *Default Warehouse (A04)*: on hand quantity for primary warehouse x item cost = inventory for primary warehouse.
- *Inventory all others:* The system uses this calculation, based on the job date, to determine the inventory for all other warehouses besides the default warehouse: on hand quantity for all non-primary warehouses x item cost = inventory for all other warehouses.
- *Orders entered today #:* The number of orders entered, based on the processing date or job date. This includes the total number of ship-to addresses, orders which include only sold out items or non-inventory items, returns processed by negative quantities in order entry. This total does not include batch orders that have not yet been accepted. This total is not based on the date, but from the last time you cleared the daily totals (Daily Clear Process periodic function, program name *MSR0574*). This is the Orders entered number in the Order Control Summary table.
- *Orders entered today \$:* The merchandise dollar total of orders entered, based on the processing date or job date. This includes merchandise dollar total of sold out items and non-inventory items. This total does not include merchandise dollars for items returned during order entry or merchandise dollars for batch orders that have not yet been

accepted. This total is not based on the date, but from the last time you cleared the daily totals (Daily Clear Process periodic function, program name *MSR0574*). This is the Orders entered dollars in the Order Control Summary table.

- *Orders entered month to date #*: The number of orders entered for the month, based on the processing date or job date. This total is not based on the date, but from the last time you cleared the monthly totals (Monthly Clear Process periodic function, program name *MSR0576*). The system totals the Orders entered number value in the Order Control Summary table for each transaction date in the accounting period to determine the number of orders entered for the accounting period.
- *Orders entered month to date \$*: The merchandise dollar total of orders entered for the month, based on the processing date or job date. This total is not based on the date, but from the last time you cleared the monthly totals (Monthly Clear Process periodic function, program name *MSR0576*). The system totals the Orders entered dollars value in the Order Control Summary table for each transaction date in the accounting period to determine the merchandise dollar total of orders entered for the accounting period.
- *Average per order entered today \$*: The average merchandise dollar amount for the orders entered, based on the processing date or job date. The system uses this calculation to determine the average per order: $\text{orders entered today dollars} / \text{order entered today number} = \text{average per order entered today dollars}$
- *Average per order entered month to date \$*: The average merchandise dollar amount for the orders entered for the month, based on the processing date or job date. The system uses this calculation to determine the average per order: $\text{orders entered month to date dollars} / \text{order entered month to date number} = \text{average per order entered month to date dollars}$
- *Number of units entered today*: The number of units ordered for the day, based on the processing date or job date. This includes the main set item as well as each component item, units of sold out items or non-inventory items. This does not include units returned in order entry, units on batch orders that have not yet been accepted. This is the Quantity ordered in the Order Control Summary table.
- *Number of units entered month to date*: The number of units ordered for the month to date, based on the processing date or job date. The system totals the Quantity ordered value in the Order Control Summary table for each transaction date in the accounting period to determine the number of units ordered for the accounting period.
- *Packages shipped today #*: The total number of shipped orders, based on the processing date or job date. This is the Orders shipped number in the Order Control Summary table. The setting of the *Order Control Summary Shipment Update Method (I55)* system control value determines how the system updates the # Orders shipped field in the Order Control Summary table.
- *Packages shipped today \$*: The merchandise dollar total of shipped items, based on the processing date or job date. This includes shipments confirmed. This total does not include dollars for returns processed in order entry. This is the Orders shipped dollars in the Order Control Summary table.
- *Packages shipped month to date #*: The total number of shipped orders for the month to date, based on processing date or job date. The system adds the Orders shipped number in the Order Control Summary table for each transaction date in

the accounting period to determine the total number of shipped orders for the accounting period.

- *Packages shipped month to date \$:* The merchandise dollar total of shipped items for the month to date, based on processing date or job date. The system totals the Orders shipped dollars value in the Order Control Summary table for each transaction date in the accounting period to determine the merchandise dollar total of shipped items for the accounting period.
- *Average per package shipped today \$:* The average merchandise dollar amount for the orders shipped, based on processing date or job date. The system uses this calculation to determine the average per package shipped: $\text{packages shipped today dollars} / \text{packages shipped today number} = \text{average per package shipped today dollars}$
- *Average per package shipped month to date \$:* The average merchandise dollar amount for the orders shipped for the month, based on processing date or job date. The system uses this calculation to determine the average per package shipped: $\text{packages shipped month to date dollars} / \text{packages shipped month to date number} = \text{average per package shipped month to date dollars}$
- *Number of units shipped today:* The total number of shipped units, based on processing date or job date. This includes shipped units confirmed. This total does not include units for returns processed in order entry. This is Quantity shipped in the Order Control Summary table.
- *Number of units shipped month to date:* The total number of shipped units for the month to date, based on processing date or job date. The system totals the Quantity shipped value in the Order Control Summary table for each transaction date in the accounting period to determine the total number of shipped units for the accounting period.
- *Warehouse value:* The merchandise dollar amount of the inventory located in the specified warehouse, based on job date. The system uses this calculation to determine the dollar amount: $\text{units} \times \text{item cost} = \text{item inventory value}$.
- *Warehouse units:* The number of units of the inventory located in the specified warehouse, based on job date. *PRIMARY* displays to the right of the primary warehouse (from the [Default Warehouse \(A04\)](#)).

Drop Ship Batch Confirmation Report

Purpose: Use this report to review the total cost of items on drop ship pick slips when you confirm by billing batch number.

Confirm drop ship pick slips by billing batch number at the [Batch Confirmation Pop-up Window](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- current system date (*not* the date you entered at the [Interactive Confirmation Screen](#))
- billing batch number for the group of drop ship pick slips
- vendor number for the item(s). The vendor number must be assigned to the item in the Vendor field on the Create and Change Item screens. Also, there must be a vendor/item record for this item and vendor, with a price defined, for the item to be included in this vendor's drop ship confirmation totals.

- name of the vendor
- number of drop ship pick slips confirmed in the billing batch
- total cost for drop shipments from this vendor, calculated by multiplying the unit vendor/item price for each item by the number of units confirmed in the billing batch
- total special handling cost for this vendor, calculated by multiplying the default special handling cost defined for the custom special handling format by the number of units. Special handling costs defined as a percentage rather than a unit amount are not included in this calculation.

For more information:

- Printing drop ship pick slips (fast path = MDSP): [Selecting Vendors for Drop Ship Processing \(MDSP\)](#)
- Assigning vendors to drop ship items (fast path = MITM: *Working with Existing Items (MITM)*)
- Setting up vendor/items (fast path = WVNI): [Working with Vendor Items \(WVNI\)](#)
- Setting up custom special handling formats (fast path = WSHF): [Establishing Custom Special Handling Formats \(WSHF\)](#)

Email Errors Report

Click *Accept* at the *Email Errors Report Screen*.

For more information: See the [sample report](#) in PDF format.

Contents: This report has page breaks between each table that contains an email address field. The report lists each email address in error, based on the criteria described under [When is an Email Address in Error?](#) The information provided to identify the records in each table is:

- Customer Sold To: customer number
- Customer Sold To Email:
 - customer number
 - sequence number
- Customer Ship To:
 - customer number
 - ship to number
- Vendor (both vendor email and remittance email addresses): vendor number
- Vendor Contact:
 - vendor number
 - type
 - sequence number
- Order Ship To Address
 - order number
 - ship to number

- OM Batch Header
- order number
- ship to number
- sequence number
- Soldout Notification
- order number
- ship to number
- sequence number
- Threshold Value: threshold code

Exchange Reason Report

Complete the *Print Exchange Reason Report Screen*.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Different report options: Depending on your selections at the *Print Exchange Reason Report Screen*:

Selections:		Report Generated
Exchange reason code	Include item	Exchange Reason Report by:
yes	yes	Code and Item
yes	no	Code
no	yes	Item
no	no	N/A (produces the Exchange Reason Report)

Contents:

- *Date range.* The Start date and End date entered at the *Print Exchange Reason Report Screen*. The report includes exchanges processed on that date or later, regardless of when the order was originally created. Based on the Date from the exchange transaction in the Order Line History table; see the *Display Order Line History Screen* for more information.

NOTE: If you use [Working with Return Authorizations \(WRTA\)](#), this is the date you receive the exchange, which might differ from the date you create or credit the return authorization, or ship the replacement item.

- *Exchange reason code.* From [Establishing Exchange Reason Codes \(WEXR\)](#).
- *Exchange reason description.* From [Establishing Exchange Reason Codes \(WEXR\)](#).

The following three fields are included only if you selected the Include item flag at the *Print Exchange Reason Report Screen*:

- *Item*.
- *SKU*. Included only if the item has SKUs.
- *Description*. The item description rather than the SKU description, even if the item has SKUs.

Calculated fields: The following fields are calculated for:

- detail entries: by item/SKU or exchange reason code, depending on your selections at the *Print Exchange Reason Report Screen*
- subtotals: by exchange reason code, if you selected the Include item flag at the *Print Exchange Reason Report Screen*
- grand totals
- *Units exchanged*: The total number of units exchanged using the exchange reason code. If you use [Working with Return Authorizations \(WRTA\)](#), this total includes units that you have received, even if you have not yet credited the return and even if the return did not affect inventory. Returns you process by entering a negative quantity on an order are included in and increase this total.
- *Amount exchanged*: The total value of the exchanges, based on the actual selling prices. The selling price of an item might be zero if it was a free gift or a component on a set. The report does not indicate or factor in the prices of the replacement items.

Expected Membership Orders Report

Complete the *Print Expected Membership Orders Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- range of dates you selected at the *Print Expected Membership Orders Screen*
- each date within the range when membership orders are next scheduled to be available for generation
- the total number of orders that will next be available for release on each date
- total number of orders scheduled for release for the date range

Held Order by Pay Type Report

Use the *Print Held Orders by Pay Type Prompt Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- Selected Pay type: The code and name of the pay type for which the report was run.
- Order #: The order number using the pay type.

- **Name:** The name and address of the bill-to customer (who will be invoiced for the order, if different from the person who placed the order); otherwise, the name and address of the sold-to customer (the person who placed the order).
- **Credit Card Last 4:** The last four digits of the credit card number that was used as payment on the order.
- **Amount:** Ordinarily the order total, regardless of pay type. However, if the customer used two different credit cards that belong to the same payment type (such as two different Visa cards), only the first credit card used on the order prints on this report. In this case, the Amount field indicates the amount to charge for that payment method only, and does not include the amount for the catch-all.

Example: If the order total is \$150.00 and there are two payment methods with the same pay type on the order, with one for \$50.00 and the other as the catch-all, the Amount indicated is \$50.00.

- **Final Totals:** The total dollar amount of charges for this payment type that are associated with held orders.

Held Order by Reason Code Report

Purpose: This report list held orders in your company.

Complete the *Print Held Orders Report Screen*. You can also generate this report by selecting *Print Held Orders* at the **Manage Held Orders** page in Modern View.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents: This report page breaks on currency code. Within currency code, the system sorts held orders in ascending order by ship via priority, user hold, pay type hold, SH hold, and order number sequence.

- **Selection Criteria:** The selection criteria you selected at the *Print Held Orders Report Screen*, if any.
 - **Reason Code:** The reason code you selected. *ALL* displays if you did not select a reason code.
 - **Pay Type:** The pay type you selected. *ALL* displays if you did not select a pay type.
 - **Via Priority:** The ship via priority you selected. *ALL* displays if you did not select a ship via priority.
- **Currency:** The report is broken out by currency. Both the currency code and the description are listed.
- **For each hold reason code and ship via priority for the same currency:**
 - **Reason:** The system hold reason on the order. From OHD OHR Sys hold reason in the Order Header table. Blank for user hold reasons, which are grouped together and

listed first, with the user hold reason code indicated in the left-most column for each order on user hold.

**Note:**

The Awaiting Credit Card Auth (CW) hold reason is not included on the report.

- *Ship Via Priority*: The ship via priority for the ship via on the Order Header. From VIA Priority in the Ship Via table.

The following column headings apply to the data below the Reason and Ship Via Priority
 - *User Hold*: The user hold, if any. From OHD OHR Usr hold reason in the Order Header table.
 - *Payment Type Hold*: The pay type hold, if any. From OHR Hold Reason in the Order Payment Method table.
 - *Ship To Hold*: The ship to hold, if any. From OST OHR Hold Reason in the Order Ship To table.
 - *Order Number*: The order number. From the Order # in the Order Header table.
 - *Payment Type Code*: The pay type code; *MLT* displays if more than one pay type was used on the order. From PAY Pay type in the Order Payment Method table.
 - *Ship Via Code*: The ship via code for the Order Ship To. From Ship via in the Order Ship To table.
 - *Customer Number*: The sold-to customer number. From Customer # in the Order Header table.
 - *Name*: The company name for the sold to customer. If a company name is not defined, this is the last name and first name of the sold-to customer. From NAM Company name in the Customer Sold To table or from NAM Last Name and NAM First Name in the Customer Sold To table.
 - *Telephone/Email*: The sold-to customer's day time phone number, followed by the first 29 positions of the sold to customer's primary email address. From CS# Phone in the Customer Sold To Phone # table and CEM Email Address in the Customer Sold To Email table.
 - *Order Total*: The total order value. From OST Add'l charges + OST Freight + OST Handling + OST Add'l freight + OST Tax + OST GST + OST PST + OST Merch in the Order Ship To table. **Note:** This total displays in the order currency, regardless of the setting of the *Multi Currency by Offer (E03)* system control value.
 - *Order Date*: The date the order was placed. From the OHD Order Date in the Order Header table.
 - *Authorization Date*: The most recent date when the credit card on the order was authorized. From the Auth Date in the Authorization History table.
- *Total dollars on hold*: The total order value for the system hold reason, or for all orders on user holds with the same currency. From OST Add'l charges + OST

Freight + OST Handling + OST Add'l freight + OST Tax + OST GST + OST PST + OST Merch in the Order Ship To table for all orders with the specified system hold reason.

- *Grand total [Currency code]:* The total order value for the currency code. From OST Add'l charges + OST Freight + OST Handling + OST Add'l freight + OST Tax + OST GST + OST PST + OST Merch in the Order Ship To table for all orders on the report that use the same currency.

Item Purchase and Sales Aging Report

Use the [Item Purchase and Sales Aging Report \(LIPS\)](#) menu option.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Warehouse
- Vendor number and description
- Item/SKU
- On hand quantity
- Month to date
- Year to date
- Reserved quantity
- Open purchase order quantity
- Weekly receipts aging buckets (updates when you receive the item)
 - 0-7 days
 - 8-14 days
 - 15-21 days
 - 22-28 days
 - 28 and over days
- Last purchase order number
- Weekly sales aging buckets (updates when you confirm the item)
 - 0-7 days
 - 8-14 days
 - 15-21 days
 - 22-28 days
 - 28 and over days

- Last receipt date

Labels Printed by Item Report

This report identifies the number of labels printed for each item. A blank line at the top of the report indicates the number of labels that do not contain an item.

Complete the [Process Catalog Requests Screen \(PCAT\)](#) with the Sort labels field set to *Item*.

For more information: See the [sample report](#) in PDF format.

Labels Printed by Source Report

This report identifies the number of labels printed for each source code.

Complete the [Process Catalog Requests Screen \(PCAT\)](#) with the Sort labels field set to *Source*.

For more information: See the [sample report](#) in PDF format.

Labels Printed by Zip Report

This report identifies the number of labels printed for each zip code.

Complete the [Process Catalog Requests Screen \(PCAT\)](#) with the Sort labels field set to *Zip*.

For more information: See the [sample report](#) in PDF format.

Memberships in Error Report

Purpose: The *GEN_ORDERS* job generates this report if there are any standard customer memberships in error due to:

- pay type information that is missing or incomplete
- there are no items for the current rotation

Any discount-only standard memberships always appear on this report unless you specify membership types at the *Generate Membership Orders Screen* and exclude discount-only types. However, loyalty memberships are not included. See [Loyalty Memberships](#) for an overview.

Any customer memberships in active status, but which have only canceled detail lines, are listed on the report.

The *GEN_ORDERS* job does this level of checking before creating an order for the customer membership. There is an additional level of editing that takes place after order creation, which is documented in the *Print Remote Order Errors Report*.

Complete the *Generate Membership Orders Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- release date used to select the memberships for generation
- selected membership types, if any
- for each membership in error:
- status of the membership (*Note: This will always be A, or active*)
- sold-to customer number
- sold-to customer name
- membership ID
- sequence number of the customer membership (a membership has a sequence number greater than 1 if the same customer has more than one membership with the same membership ID)
- next release date

Open Prepaid Order List

Use the [Printing the Open Prepaid Order List \(POPP\)](#) menu option.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- order number
- order status (whether the order is held)
- number of order recipients
- order date
- customer number
- customer name
- order balance
- prepaid balance: The amount of prepayment received from the customer.
- refund due, if any: If the prepaid balance is greater than the order balance, and if no refunds have been paid yet, this equals the prepaid balance minus the order balance. The amount of the refund also depends, however, on how you have defined the pay type; if the refund check minimum for the pay type is \$2.00, then refunds of less than \$2.00 will appear as zero.
- refund paid, if any: The calculation is similar to refunds due, except that this amount includes refunds that have already been processed.
- open prepaid balance: This is the amount of the customer's prepayment that is applied to the order balance.

- balance due, if any: If the order balance is greater than the prepaid balance, this equals the order balance minus the prepaid balance
- order type
- user ID of the person who entered the order

When the report runs as part of your daily process, it includes all add reason codes for that day.

Operations Control Report

Purpose: Use this report to review the flow of orders from entry through shipment for a period of time. This report provides a high-level overview of the fulfillment process, identifies potential bottlenecks or problem areas, and delivers an audit trail of order activity.

This report is broken into separate areas of information:

- *order control:* beginning order totals and ending order totals
- *shipment summary:* shipped totals, exchanged totals, and credited/returned totals
- *open order summary:* open/held order totals, open/held backordered totals, open/held printed totals, and open/held reserved/unprinted totals
- *general operational summaries:* suspended batches totals, pending picks totals, pending RA receipts totals, pending RA credits totals, and pending refunds totals
- *general merchandising summaries:* backordered items totals, open PO totals, held PO totals, docked PO totals, open past due PO totals, held past due PO totals, docked past due PO totals, suspense receipt totals, pending putaway totals, and staging warehouse totals
- *If the held and open totals are blank:* You need to follow the process described under [Print Order Control Report \(POCT\)](#) to make sure the system records the total order activity.
- *Drop ship items* update the totals on this report as well as items that you ship from your warehouse.
- *Non-inventory items:* The setting of the *Demand Update for Non-Inventoried Items (E59)* system control value does not affect how the system calculates these totals; non-inventory items update each total regardless of this setting.
- *Update demand for order maintenance:* The setting of the *Update Demand for Order Maintenance Transactions (C72)* system control value does not affect how the system calculates these totals.

You can also review these totals in the Operations Control Summary menu option; see [Reviewing Operations Control Summary \(FLSH\)](#).

How to Print

- complete the *Order Control Report Screen*.
- submit the order summary periodic function (*PFR0062*).
- select *Update current totals* at the *First Operations Control Summary Screen*, *Second Operations Control Summary Screen*, or *Display Operations Control Summary Screen* in the Operations Control Summary (*FLSH*) menu option.

For more information: See the [sample report](#) in PDF format.

**Note:**

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- **Date range:** Dates included in the report. If you generated the report at the Order Control Report screen, these are the dates you entered; if you generated the report through the periodic function, both dates should represent the generation date; if you generated the report at one of the Operations Control Summary screens, both dates are the current date.

Order control: The number of orders, number of units, and total merchandise dollar value for open orders. The system breaks down these totals by gross demand, add on demand, cancelled orders, closed/soldout orders, and shipped orders.

- **Beginning open order balance:** The number of orders, number of units, and merchandise dollars for the beginning transaction date of this report.
 - **number of orders:** The total number of open and held orders as of the beginning transaction date. The system uses the following calculation to determine the beginning number of orders; these fields are from the Order Control Summary table:

$$\text{open orders number} + \text{held orders number} + \text{orders cancelled number} + \text{orders soldout/closed number} + \text{orders shipped number} - \text{orders entered number} = \text{beginning number of orders}$$
 - **number of units:** The total number of units on open and held orders as of the beginning transaction date. The system uses this calculation to determine the beginning number of units; these fields are from the Order Control Summary table:

$$\text{open backordered quantity} + \text{open printed quantity} + \text{open unprinted quantity} + \text{held backordered quantity} + \text{held printed quantity} + \text{held unprinted quantity} + \text{add on demand} + \text{quantity cancelled} + \text{quantity soldout} + \text{quantity shipped} - \text{quantity ordered} = \text{beginning number of units}$$
 - **merchandise dollars:** The merchandise dollar total of open and held orders as of the beginning transaction date. The system uses this calculation to determine the beginning merchandise dollars; these fields are from the Order Control Summary table:

$$\text{open backordered dollars} + \text{open printed dollars} + \text{open unprinted dollars} + \text{held backordered dollars} + \text{held printed dollars} + \text{held unprinted dollars} + \text{add on demand dollars} + \text{orders cancelled dollars} + \text{orders soldout dollars} + \text{orders shipped dollars} - \text{orders entered dollars} = \text{beginning merchandise dollars}$$
 - This is the Orders entered dollars from the Order Control Summary table for the beginning transaction date.

The beginning open order balance is then broken out by:

- **Gross demand:** The number of orders, number of units, and merchandise dollars for orders entered for the selected date range. These order totals reflect initial order entry only.
 - **number of orders:** The total number of orders entered for the selected date range, from the Orders entered number in the Order Control Summary table.

- *number of units*: The total number of units on new orders, from the Quantity ordered in the Order Control Summary table.
- *merchandise dollars*: The merchandise dollar total on new orders, from the Orders entered dollars in the Order Control Summary table.
- *Add on demand*: Actual add-on demand; increased each time you add any items in order maintenance, including the replacement items in exchanges. However, these totals are decreased by orders or items canceled with a cancel reason whose *Reduce demand* flag is *selected*.
 - *number of orders*: The total number of orders; increased each time you reopen a closed order by adding item(s) in order maintenance, including exchange (replacement) items and mis-ships; decreased each time you cancel an order using a cancel reason whose *Reduce demand?* flag is *selected*. This is the Orders reopened number from the Order Control Summary table.
 - *number of units*: The total number of units; increased each time you add an item in order maintenance, including a mis-ship or exchange (replacement) item; decreased each time you cancel an item using a cancel reason whose *Reduce demand?* flag is *selected*. This is the Quantity increased from the Order Control Summary table.
 - *merchandise dollars*: The merchandise dollar total; increased each time you add item(s) in order maintenance by the extended price of the added item(s), or enter exchange item(s) in order maintenance by the extended price of the replacement item(s); decreased each time you cancel an item using a cancel reason whose *Reduce demand?* flag is *selected*. This is the Orders increased dollars from the Order Control Summary table.
- *Cancelled*: The number of orders, number of units, and merchandise dollars for orders cancelled for the selected date range. These totals include orders, items, or merchandise dollars only if the *Reduce demand?* flag for the cancel reason is *unselected*.
 - *number of orders*: The number of orders cancelled (orders in *Cancelled* status; all order lines have been cancelled). This is the Orders cancelled number from the Order Control Summary table.
 - *number of units*: The number of units cancelled, from the Quantity cancelled in the Order Control Summary table.
 - *merchandise dollars*: The merchandise dollar total of cancelled items, from the Orders cancelled dollars in the Order Control Summary table.
- *Closed/soldout*: The number of orders, number of units, and merchandise dollars for orders soldout for the selected date range. The system considers an order line sold out if you process soldout order lines in order entry, order maintenance, or the [Processing Auto Soldout Cancellations \(MASO\)](#) menu option, or you cancel order lines with a cancel reason whose *Reduce demand?* flag is *selected*. However, the system updates only soldout orders and does *not* update soldout units, soldout dollars, cancelled orders, cancelled units, or cancelled dollars for these order lines.
 - *number of orders*: The total number of soldout orders, including orders for which all order lines are sold out, or at least one order line is sold out and all other order lines have been cancelled using any cancel reason code. This does not include order lines that are sold out if other order lines exist on the order that are not sold out or cancelled. This is the Orders soldout/closed number from the Order Control Summary table.

- *number of units*: The total number of sold out units, from the Quantity soldout in the Order Control Summary table.
- *merchandise dollars*: The merchandise dollar total of sold out items, from the Orders soldout dollars in the Order Control Summary table.
- *Shipped*: The number of orders, number of units, and merchandise dollars for orders shipped for the selected date and accounting period as of the time you refreshed the screen. These totals are not decreased by returns or exchanges.
 - *number of orders*: The total number of shipped orders, from the Orders shipped number in the Order Control Summary table. The setting of the *Order Control Summary Shipment Update Method (I55)* system control value determines how the system updates the # Orders shipped field in the Order Control Summary table; if this system control value is not set to *ORDERS*, the will not provide an accurate day by day audit of order shipment activity.
 - *number of units*: The total number of shipped units, including shipped units confirmed. Does not include units for returns processed in order entry. This is the Quantity shipped from the Order Control Summary table.
 - *merchandise dollars*: The merchandise dollar total of shipped items, including shipments confirmed. Does not include dollars for returns processed in order entry. This is the Orders shipped dollars from the Order Control Summary table.
- *Ending open order balance*: The number of orders, units, and total merchandise dollar value for the ending transaction date of the date range you selected.
 - *number of orders*: The number of open and held orders as of the ending transaction date. The system uses this calculation to determine the ending number of orders; these fields are from the Order Control Summary table: `open orders number + held orders number = ending number of orders`.
 - *number of units*: The number of units on open and held orders as of the ending transaction date. The system uses this calculation to determine the ending number of units; these fields are from the Order Control Summary table: `Open backordered quantity + Open printed quantity + Open unprinted quantity + Held backordered quantity + Held printed quantity + Held unprinted quantity = ending number of units`.
 - *merchandise dollars*: The merchandise dollar total on open and held orders as of the ending transaction date. The system uses this calculation to determine the ending merchandise dollars; these field are from the Order Control Summary table: `open backordered dollars + open printed dollars + open unprinted dollars + held backordered dollars + held printed dollars + held unprinted dollars = ending merchandise dollars`.

Shipment summary: The number of orders, number of units, and total merchandise dollar value for shipments. The system provides totals by shipped orders, exchanged orders, and credited/returned orders.

- *Shipped*: The number of orders, number of units, and merchandise dollars for orders shipped for the selected date range. These totals are not decreased by returns or exchanges.
 - *number of orders*: The total number of shipped orders, including returns processed by negative quantities in order entry (these returns update the number of shipped orders and the Returns fields, but does not update shipped units or shipped dollars) and shipped orders confirmed. A single order with multiple pick slips (for example, for ship alone items) updates the total by 1. An order with multiple ship-tos updates the

total by the number of ship-tos. For example, an order with 2 ship-to addresses updates the total by 2. This is the Orders shipped number from the Order Control Summary table.

- *number of units*: The total number of shipped units, including shipped units confirmed. This does not include units for returns processed in order entry. This is the Quantity shipped from the Order Control Summary table.
- *merchandise dollars*: The merchandise dollar total of shipped items, including shipments confirmed. Does not include dollars for returns processed in order entry. This is the Orders shipped dollars from the Order Control Summary table
- *Exchanged*: The number of orders, number of units, and merchandise dollars for items returned in exchange transactions for the selected date range. These totals include quantities and merchandise dollar value of the items returned in exchange transactions, *not* units and merchandise dollar value of items ordered in exchange. You can enter an exchange in order maintenance or Work with Return Authorizations (these totals increase only when you process the credit).
 - *number of orders*: The total number of exchange transactions processed, regardless of whether the exchanges are on the same order. For example, an order with 2 exchanged order lines processed separately updates this total by 2; however, if the same 2 exchanged order lines on a single order are processed in the same transaction, the total updates by 1. This is the Exchanges number from the Order Control Summary table.
 - *number of units*: The total number of units returned in exchange transactions, from the Quantity exchanged in the Order Control Summary table.
 - *merchandise dollars*: The merchandise dollar total of returned items in exchange transactions, from the Exchanged dollars in the Order Control Summary table.
- *Credited/returned*: The number of orders, number of units, and merchandise dollars for orders returned for the selected date range. You can enter a return in order entry (via negative quantity ordered), order maintenance, or Work with Return Authorizations (these totals increase only when you process the credit). These totals include simple returns only, as opposed to exchanges.
 - *number of orders*: The total number of return transactions processed and credited, regardless of whether the returns are on the same order. For example, an order with 2 returned order lines processed separately updates this total by 2; however, if the same 2 returned order lines on a single order are processed in the same transaction, the total updates by 1. This is the Invoices credited number from the Order Control Summary table.
 - *number of units*: The total number of returned units, from the Quantity credited in the Order Control Summary table.
 - *merchandise dollars*: The merchandise dollar total of returned items, from the Invoices credited dollars in the Order Control Summary table.

Open order summary: The number of orders, number of units, and total merchandise dollar value for backordered orders, printed orders, and reserved/unprinted orders as of the ending date on the report. The system provides totals by open orders, held orders, and open and held orders.

- *Open*: Open order totals as of the ending date on the report, broken out by:

- *open number of orders*: The total number of open orders; this is the number of orders in an open status. From the Open orders number in the Order Control Summary table for the ending transaction date.
- *open backordered number of units*: The total number of units on backorder that are located on open orders. This is the Quantity backordered from the Order Control Summary table for the ending transaction date.
- *open backordered merchandise dollars*: The total merchandise dollars of units on backorder that are located on open orders. This is the Open backordered dollars the Order Control Summary table for the ending transaction date.
- *open printed on pick slips number of units*: The total number of printed units on open orders. The total number of open printed units is the Open printed quantity in the Order Control Summary table for the ending transaction date.
- *open printed on pick slips merchandise dollar total*: The total merchandise dollars of printed units on open orders, from the Open printed dollars in the Order Control Summary table for the ending transaction date.
- *open reserved/unprinted number of units*: The total number of reserved units on open orders, from the Open unprinted quantity in the Order Control Summary table for the ending transaction date.

Held: Held order totals as of the ending date on the report, broken out by:

- *held number of orders*: The total number of held orders; this is the number of orders in a held status, from the Held orders number in the Order Control Summary table for the ending transaction date.
- *held backordered number of units*: The total number of units on backorder that are located on held orders, from the Quantity held backordered in the Order Control Summary table for the ending transaction date.
- *held backordered merchandise dollar total*: the total merchandise dollars of units on backorder that are located on held orders, from the Held backordered dollars in the Order Control Summary table for the most recent transaction date.
- *held printed on pick slips number of units*: The total number of printed units on held orders. This is the Held printed quantity in the Order Control Summary table for the ending transaction date.
- *held printed on pick slips merchandise dollar total*: The total merchandise dollars of printed units on held orders. This is the Held printed dollars in the Order Control Summary table for the ending transaction date.
- *held reserved/unprinted number of units*: The total number of reserved units on held orders. This is the Held unprinted quantity in the Order Control Summary table for the ending transaction date.
- *held reserved/unprinted merchandise dollar total*: The total merchandise dollars of reserved units on held orders. This is the Held unprinted dollars in the Order Control Summary table for the ending transaction date.

General operational summaries: The number of orders, number of units, and total merchandise dollar value for suspended orders, pending pick slips, pending RA receipts, pending RA credits, and pending refunds. The total number of suspended batches also displays.

- *Suspended batches number*: The total number of order batches that are in a suspended status. This is the Batches suspended number in the Order Control Summary table.

- *Suspended orders*: Total number of suspended orders, suspended units, and total dollar value of suspended orders, regardless if the order is batched.
 - *number*: The total number of suspended orders; this is the number of orders in a suspended status. This is the Orders suspended number in the Order Control Summary table for the ending transaction date.
 - *number of units*: The total number of suspended units, including units on backorder or on a held order lines. This does not include soldout units. This is the Orders suspended quantity in the Order Control Summary table for the ending transaction date.
 - *merchandise dollars*: The merchandise dollar total of suspended orders, including units on backorder or on held order lines. This does not include merchandise dollars for soldout units. This is the Orders suspended dollars in the Order Control Summary table for the ending transaction date.
- *Pending picks*: The number of pending pick slips, number of units on pending pick slips, and merchandise dollars for pending pick slips. Pending pick slips are pick slips that have not yet been billed or voided. The system increases the pending pick slip number, units, and dollars for drop ship orders if the drop ship output defined for the vendor is drop ship pick slip; if the drop ship output defined for the vendor is drop ship purchase order or collaborative shipping, the system only increases the total units and total dollars pending and does not increase the total number pending.
 - *number*: The total number of pick slips pending. This is the Pending picks number in the Order Control Summary table for the ending transaction date.
 - *number of units*: The total number of units on pending pick slips. This is the total of the Open printed quantity and the Held printed quantity in the Order Control Summary table for the ending transaction date.
 - *merchandise dollars*: The merchandise dollar total of items on pending pick slips. This is the total of the Open printed dollars and the Held printed dollars in the Order Control Summary table for the ending transaction date.
- *Pending RA receipts*: The number of pending return authorization receipts, number of units on pending return authorization receipts, and merchandise dollars for pending return authorization receipts. Pending return authorization receipts are return authorizations that have been entered, but not yet received. You can only enter a pending RA receipt using non-streamlined return authorizations (the *Use Streamlined Return Authorizations (F44)* system control value is *selected*). These totals include quantities and merchandise dollar value of the items returned in return transactions and items returned in exchange transactions, *not* units and merchandise dollar value of items ordered in exchange.
 - *number*: The total number of pending return authorization receipts, regardless of whether the returns are on the same order. For example, an order with 2 pending RA receipt order lines processed separately updates this total by 2; however, if the same 2 pending RA receipt order lines on a single order are processed in the same transaction, the total updates by 1. This is the Pending RA receipt number in the Order Control Summary table for the ending transaction date.
 - *number of units*: The total number of units on pending return authorization receipts. This is the Pending RA receipt quantity in the Order Control Summary table for the ending transaction date.

- *merchandise dollars*: The merchandise dollar total of items on pending return authorization receipts. This is the Pending RA receipt dollars in the Order Control Summary table for the ending transaction date.
- *Pending RA credits*: The number of pending return authorization credits, number of units on pending return authorization credits, and merchandise dollars for pending return authorization credits. Pending return authorization credits are return authorizations that have been received, but not yet credited. You can only enter a pending RA credit using non-streamlined return authorizations (the *Use Streamlined Return Authorizations (F44)* system control value is *selected*). These totals include quantities and merchandise dollar value of the items returned in return transactions and items returned in exchange transactions, *not* units and merchandise dollar value of items ordered in exchange.
 - *number*: The total number of pending return authorization credits, regardless of whether the returns are on the same order. For example, an order with 2 pending RA credit order lines processed separately updates this total by 2; however, if the same 2 pending RA credit order lines on a single order are processed in the same transaction, the total increases by 1. This is the Pending RA credit number in the Order Control Summary table for the ending transaction date.
 - *number of units*: The total number of units on pending return authorization credits. This is the Pending RA credit quantity in the Order Control Summary table for the ending transaction date.
 - *merchandise dollars*: The merchandise dollar total of items on pending return authorization credits. This is the Pending RA credit dollars in the Order Control Summary table for the ending transaction date.
- *Pending refunds*: The number of pending refunds, number of units on pending refunds, and merchandise dollars for pending refunds. Pending refunds are refunds in an open or held status that have not yet been processed; these totals do not include refunds that are in a pending cancelled, cancelled, pending write off, write off, or processed status.
 - *number*: The total number of unprocessed refunds. This is the Refunds pending number in the Order Control Summary table for the ending transaction date.
 - *merchandise dollars*: The merchandise dollar total of items on unprocessed refunds. This is the Refunds pending dollars in the Order Control Summary table for the ending transaction date.

General merchandising summaries: The number of orders, number of units, and total merchandise dollar value for backordered items, open POs, held POs, docked POs, open past due POs, held past due POs, docked past due POs, suspense receipts, pending putaway inventory, and staged warehouse inventory.

- *Backordered items*: The number of items on backorder, number of units on backorder, and merchandise dollars of backordered items.
 - *number*: The total number of items on backorder. This is the Backorder items number in the Order Control Summary table for the ending transaction date.
 - *number of units*: The total number of units on backorder, across items. The system adds the Open backordered quantity and the Held backordered quantity in the Order Control Summary table for the ending transaction date to determine the total number of units on backorder.
 - *merchandise dollars*: The merchandise dollar total for items on backorder. The system adds the Open backordered dollars and the Held backordered dollars in the

Order Control Summary table for the ending transaction date to determine the merchandise dollar total of backordered items.

- **Open PO:** The number of open purchase orders, number of units on open purchase orders, and merchandise dollars of items on open purchase orders. Open purchase orders are POs that are in an open (O) status; this does not include drop ship POs.
 - *number:* The total number of open purchase orders from the PO Header table. This is the Open PO number in the Order Control Summary table for the ending transaction date.
 - *number of units:* The total number of units on open purchase orders from the PO Detail table. This is the Open PO quantity in the Order Control Summary table for the ending transaction date.
 - *merchandise dollars:* The merchandise dollar total for open purchase orders from the PO Detail table. This is the Open PO dollars in the Order Control Summary table for the ending transaction date.
- **Held PO:** The number of held purchase orders, number of units on held purchase orders, and merchandise dollars of items on held purchase orders. Held purchase orders are POs that are in a held (H) status; this does not include drop ship POs.
 - *number:* The total number of held purchase orders from the PO Header table. This is the Held PO number in the Order Control Summary table for the ending transaction date.
 - *number of units:* The total number of units on held purchase orders from the PO Detail table. This is the Held PO quantity in the Order Control Summary table for the ending transaction date.
 - *merchandise dollars:* The merchandise dollar total for held purchase orders from the PO Detail table. This is the Held PO dollars in the Order Control Summary table for the ending transaction date.
- **Docked PO:** The number of docked purchase orders, number of units on docked purchase orders, and merchandise dollars of items on docked purchase orders. Docked purchase orders are POs that are in a docked (D) status. The PO line status can be open (O) or held (H) to be included in these totals. If you partially receive a docked PO, the system updates the PO status from docked (D) to open (O).
 - *number:* The total number of docked purchase orders from the PO Header table. This is the Docked PO number in the Order Control Summary table for the ending transaction date.
 - *number of units:* The total number of units on docked purchase orders, from the PO Detail table. This is the Docked PO quantity in the Order Control Summary table for the ending transaction date.
 - *merchandise dollars:* The merchandise dollar total for docked purchase orders from the PO Detail table. This is the Docked PO dollars in the Order Control Summary table for the ending transaction date.
- **Open past due PO:** The number of open purchase orders that contain purchase order lines that are past due, number of units on open purchase orders that are past due, and merchandise dollars of items on open purchase orders that are past due. This does not include drop ship purchase orders. Open past due purchase order lines are PO lines that have not yet been received and are past the expected due date (the Due date defined for the PO line is less than the current date) and

the PO header status is open (O). The PO line status can be open (O) or held (H) to be included in these totals.

- *number*: The total number of open POs that contain PO lines that are past due from the PO Header table. This is the Open past due PO number in the Order Control Summary table for the ending transaction date.
- *number of units*: The total number of units on open POs that are past due from the PO Detail table. This is the Open past due PO liens in the Order Control Summary table for the ending transaction date.
- *merchandise dollars*: The merchandise dollar total for items on open POs that are past due from the PO Detail table. This is the Open past due PO dollars in the Order Control Summary table for the ending transaction date.

Held past due PO: The number of held purchase orders that contain purchase order lines that are past due, number of units on held purchase orders that are past due, and merchandise dollars of items on held purchase orders that are past due. This does not include drop ship purchase orders. Held past due purchase order lines are PO lines that have not yet been received and are past the expected due date (the Due date defined for the PO line is less than the current date) and the PO header status is held (H). The PO line status can be open (O) or held (H) to be included in these totals.

- *number*: The total number of held POs that contain PO lines that are past due from the PO Header table. This is the Held past due PO number in the Order Control Summary table for the ending transaction date.
- *number of units*: The total number of units on held POs that are past due from the PO Detail table. This is the Held past due PO lines in the Order Control Summary table for the ending transaction date.
- *merchandise dollars*: The merchandise dollar total for items on held POs that are past due from the PO Detail table. This is the Held past due PO dollars in the Order Control Summary table for the ending transaction date.

- *Docked past due PO*: The number of docked purchase orders that contain purchase order lines that are past due, number of units on docked purchase orders that are past due, and merchandise dollars of items on docked purchase orders that are past due. This does not include drop ship purchase orders. Docked past due purchase order lines are PO lines that have not yet been received and are past the expected due date (the Due date defined for the PO line is less than the current date) and the PO header status is docked (D). The PO line status can be open (O) or held (H) to be included in these totals.

- *number*: The total number of docked POs that contain PO lines that are past due from the PO Header table. This is the Docked past due PO number in the Order Control Summary table for the ending transaction date.
- *number of units*: The total number of units on docked POs that are past due from the PO Detail table. This is the Docked past due PO lines in the Order Control Summary table for the ending transaction date.
- *merchandise dollars*: The merchandise dollar total for items on docked POs that are past due from the PO Detail table. This is the Docked past due PO dollars in the Order Control Summary table for the ending transaction date.

- *Suspense receipt*: The number of PO lines received into suspense, number of units received into suspense, and merchandise dollars of items received into suspense.
- *number*: The total number of PO lines received into suspense from the PO Suspense table, including PO lines that only have a partial quantity received into suspense. This is the Suspense receipts number in the Order Control Summary table for the ending transaction date.

- *number of units*: The total number of units on PO lines received into suspense from the PO Suspense table. This is the Suspense receipts quantity in the Order Control Summary table for the ending transaction date.
- *merchandise dollars*: The merchandise dollar total for items received into suspense from the PO Suspense table. This is the Suspense receipts dollars in the Order Control Summary table for the ending transaction date.
- *Pending putaway*: The number of PO lines received into a pending putaway warehouse, number of units received into a pending putaway warehouse, and merchandise dollars of items received into a pending putaway warehouse. A pending putaway warehouse is a warehouse where you place inventory that is on its way to its final destination. You can define a warehouse as a pending putaway warehouse by assigning a warehouse location type of *PP* (pending putaway warehouse) to the warehouse in [Working with Default Warehouse Locations \(WWDL\)](#). The system increases these totals when you receive a PO line or a partial quantity on a PO line into a pending putaway warehouse.
 - *number*: The total number of PO lines received into a pending putaway warehouse from the Pending Putaway Detail table, including PO lines that only have a partial quantity received into a pending putaway warehouse. This is the Pending putaway lines in the Order Control Summary table for the ending transaction date.
 - *number of units*: The total number of units received into a pending putaway warehouse from the Pending Putaway Detail table. This is the Pending putaway quantity in the Order Control Summary table for the ending transaction date.
 - *merchandise dollars*: The merchandise dollar total of items received into a pending putaway warehouse from the Pending Putaway Detail table. This is the Pending putaway dollars in the Order Control Summary table for the ending transaction date.
- *Staging warehouse*: The number of PO lines received into a staging warehouse, number of units received into a staging warehouse, and merchandise dollars of items received into a staging warehouse. A staging warehouse is a warehouse that designates an area within your actual warehouse where you keep stock that needs to be put away. You can define a warehouse as a staging warehouse by entering the warehouse code in the *Default Staging Warehouse (E15)* system control value. The system increases these totals when you receive a PO line or a partial quantity on a PO line into a staging warehouse.
 - *number*: The total number of PO lines received into a staging warehouse, including PO lines that only have a partial quantity received into a staging warehouse. This is the Staging inventory number in the Order Control Summary table for the ending transaction date.
 - *number of units*: The total number of units received into a staging warehouse. This is the Staging inventory quantity in the Order Control Summary table for the ending transaction date.
 - *merchandise dollars*: The merchandise dollar total of items received into a staging warehouse. This is the Staging inventory dollars in the Order Control Summary table for the ending transaction date.

Order Addition Audit Report

Use the [Print the Order Addition Report \(PAAR\)](#) menu option. You can also add this report to your periodic processing.

For more information: See the [sample report](#) in PDF format.

Contents:

- date range (from and to dates for the period)
- add reason code
- operator (Rep) who added the item
- order number
- add reason code
- item or alias code
- SKU codes, if any
- description of the item
- unit price
- total number of order lines added by the operator for this add reason
- total number of order lines added by all operators for this add reason
- grand total number of order lines added for the period

Order Cancellation List by Item

This report lists each order flagged for backorder cancellation that is associated with the vendor, buyer, or item you select at the Select Items for Backorder Cancellation Report screen. If you left these fields blank at the prompt screen, each item flagged for cancellation due to backorder will appear on this report.

Select *Accept* at the Select Items for B/O Cancellation Report Screen, or select *Print Report* at the *Work with Backorders Pending Cancellation Screen*.



Note:

Like [Working with Backorders Pending Cancellation \(WBPC\)](#), this report does not include orders that would be eligible for cancellation due to backorder, but are flagged for cancellation due to credit card decline. See [Working with Credit Card Cancellations \(WCCC\)](#), for more information.

For more information: See the [sample report](#) in PDF format.

The contents on this report are broken out by backordered item.

Contents:

- Vendor: The number identifying the vendor for the item. Below the Buyer column heading.

- Buyer: The three-position code identifying the buyer for the item. Below the Item column heading.
- Item: The code identifying the item.
- SKU: The code identifying the unique SKU, if any.
- Description: The description of the item.
- Backorder Quantity: The total quantity of the order line that is backordered.
- Total Amount: The extended price (unit price * quantity) of the order line that is backordered.
- Cancel Date: The date when the order line is eligible for cancellation.
- Order Number
- Customer Number: The number identifying the sold-to customer on the order.

Totals:

- Item Total: The total Backorder Quantity and amount for the item.
- Grand Total: The total Backorder Quantity and amount for all items on the report.

Orders Canceled After Second Notice Report

The system produces this report when you process a cancel request by completing the *Cancel Backordered Lines Window*.

For more information: See the [sample report](#) in PDF format.

Contents:

- order number and ship-to number
- sold-to customer
- order line number
- item code
- SKU code, if applicable
- quantity
- cancel date

Order Hold Detail Report

Complete the *Process Auto Sold Outs Screen*. The system generates this report only if the *Update orders* and *Hold related coordinate group lines* fields are selected.

This report lists any order lines that were held because there was a soldout item that was coordinate grouped with one or more other items on the order.

For more information: See the [sample report](#) in PDF format.

Contents:

- batch number
- date you process auto soldouts

- item code
- SKU code, if any
- order number
- order line number
- status (*S* = soldout item; *H* = held item)
- coordinate group code
- item description
- quantity ordered
- unit price
- customer sold to first and last name
- customer sold to city and state or province
- home phone number of customer sold to

Order Receipt

Purpose: The order receipt provides a single view of the shipments that have taken place for an order ship-to. The receipt does not list any activities that have reduced order totals, such as a return, an item entered with a negative quantity, or a credit applied after shipment; however, the current order totals listed on the receipt reflect these activities if they have occurred.

1. Select *Order Receipt* at the *Display Invoices Screen* in standard order inquiry or,
2. Click the order receipt icon at the *Invoices* section of the *Third Streamlined Order Inquiry Screen (Order Summary)*:



For more information: See the [sample report](#) in PDF format.

The contents described below are based on the *Order Receipt Print Program (L46)* system control value being set to the base graphical print program of *ORDERRECG*. If you use a different program, your receipt will differ.

Contents: The order receipt includes the following areas:

1. logo (if any), title, order information, and current sold-to and ship-to name and address
2. shipped items, ship via, and tracking number for each shipment
3. shipment totals to date for the order
4. payment methods that have been billed

Each of these components is described below. Also, see the [Things to Note about the Order Receipt](#) for additional details.

A. The information at the top of the page is:

1. *Logo:* You can include a company logo or an entity logo. The receipt uses the same logo as the pick slip. See *Setting Up Company Logos for Forms* and the *Print Entity Image (K35)* system control value for background and setup information.

2. *Order #*: The order number is separated from the ship-to number by a hyphen.
3. *Order date*: The Order date entered for the order header. Defaults to the current date when you create an order.
4. *Sold To*: The current name and address of the customer who placed the order, consisting of:
 5. Company name
 6. First name, Middle initial, and Last name
 7. First address line
 8. Apartment or Suite
 9. Second address line

**Note:**

Lines 3 and 4 are not included.

1. City
2. State
3. Postal code
4. Country code
5. *Ship To*: The current name and address of the customer receiving the order. If the shipping address changes between shipments, the current shipping address is at the top of the page. This address is in the same format as the Sold To name and address, as well as the Attention line, if any, and can be:
 6. the sold-to customer
 7. a recipient customer
 8. a permanent shipping address from the Address Book
 9. a one-time ship-to address

**Note:**

This section of the receipt (logo, sold to, and ship to) is included at the top of each page if the receipt is more than one page. If individual shipments were mailed to a different ship-to address, those addresses are listed below.

B. *Below is a summary of the Items that have been shipped for this order.* This section consists of items shipped and related information, including the ship via and tracking number, and may also include the shipping address for the shipment, if it differs from the current address at the top of the page. The items, shipping information, and shipping address are listed separately for each invoice:

1. For each date when a shipment occurred, starting with the most recent shipment:
2. *Items shipped on*: Indicates the date shipped.

3. For each order line shipped on that date and billing on the same invoice, in alphanumeric order by item and SKU codes:
4. *Item/SKU*: the item code; separated by the SKU code, if any, by a slash (/)
5. *Quantity*: the quantity of the item that shipped on the date indicated
6. *Price*: the actual selling price per unit that billed
Note: The price is .00 if, for example, the item was a free gift or a component of a set.
7. *Extended price*: The unit price * the quantity
8. *Description (unlabeled field)*: the item description, followed by the SKU description
9. *Ship To Address*: The shipping address from the Invoice Address table. This name and address is in the same format as the Sold To and Ship To addresses above, and is included only if the *Capture Addresses for Invoice (J24)* system control value is *selected*, and if the name and address for the invoice differs from the Ship To address at the top of the page
10. For each shipment:
11. *Shipping information*: the description of the ship via who made the shipment
12. *Tracking number (unlabeled field)*: included if it is available from the Manifest Upload Audit table. If there are multiple tracking numbers in the table for the same invoice, each tracking number is included

**Note:**

The ship via and tracking number may not be included if you confirmed confirmation manually, for brokered backorders fulfilling through integration with Order Orchestration, or for store pickup orders.

C. Current totals for the order ship-to, consisting of:

1. *Merchandise*: The current merchandise total for the order ship-to. This can differ from the sum of the item extended prices due to subsequent activity, such as returns or discounts applied after shipment. These activities can also affect the shipping, handling, and tax totals.
2. *Shipping and Handling*: The current freight and handling total for the order ship-to, including any special handling, gift wrap, and additional charges
3. *Tax*: The current total tax on the order, excluding any VAT
4. *Total*: The current total merchandise, shipping and handling, and tax

D. Payment methods billed for the order ship-to, consisting of:

1. *Pay Method*: The description of the payment method from the Pay Type table
2. *Last 4 of Credit Card*: The last 4 positions of the credit card. Included only for credit card pay types
3. *Amount*: The amount billed to the payment method. This amount might be zero for a shipment restricted to “no charge” items, such as free gifts or set components

**Note:**

The receipt does not indicate whether the deposit has been processed for the shipment, or whether a deferred or installment billing plan was used.

Things to Note about the Order Receipt

1. *System control value:* The *Order Receipt Print Program (L46)* system control value controls the format of the order receipt. The base print program is *ORDERRECG* (graphical form).
2. *Credits not included:* Only regular (debit) invoices are eligible for inclusion on the order receipt. The dollar amounts listed do not reflect any credits that might apply after billing.
3. *Separate receipt for each order ship-to, but multiple invoices for an order ship-to on a single order receipt:*
4. When you generate the order receipt for a multi-recipient order, the system generates a separate document for each separate ship-to;
5. However, if there were multiple shipments for a single order ship-to, all shipments are included on a single order receipt. The items, ship via, and tracking number (if available) for each shipment are listed separately, with shipped order totals and payment methods combined at the end of the order receipt.
6. *When is the ship-to address listed below the shipped items?* A ship-to name and address is listed below the items only if the *Capture Addresses for Invoice (J24)* system control value is *selected*, and if the name and address for the invoice differs from the Ship To address at the top of the page. The top of the page always indicates the current sold-to and ship-to name and address, even if the selected order did not ship to the customer's current address(es).
7. *Consolidate invoice?* Your system control value settings control whether multiple shipments for an order on the same day are eligible for consolidation. See the *Invoice Consolidation Method (E29)* system control value for a discussion.
Important: In Order Management System 21.0 or higher, you cannot select the Consolidated Invoice system control value if it is not already selected. If the system control value is currently selected (set to Y) and you deselect it (change it to N or blank), you cannot then change it back to selected. The option to consolidate invoices will be removed at a later date.
8. *Setting up the logo to print on the order receipt:* See *Setting Up Company Logos for Forms* for information on configuring the logo to print on the order receipt and other forms.
9. *Invoices in reverse chronological order:* If there have been multiple shipments for the order, they are listed in reverse chronological order (newest to oldest).
10. *Items in alphanumeric order:* All items shipped on the same invoice are listed in alphanumeric order by item and SKU code. As a result, a main set item and its components might not be listed together on the receipt.
11. *When is the tracking number included?* The tracking number is included if it is available from the Manifest Upload Audit table. PC manifesting and the generic pick in API write the tracking number to this table; however, manual confirmation and orders confirmed through integration with Order Orchestration do not write to the Manifest Upload Audit table, so the tracking number does not print for shipments using these methods.

12. *Order receipts in Customer Invoices folder:* Order receipts are included in the Customer Invoices folder. See Forms Management (My Forms)for background.
13. *Currency is not indicated:* The receipt does not indicate the currency used on the order.
14. *No page numbering:* If the receipt runs to multiple pages, the pages are not numbered.
15. *Gift orders:* Prices and totals are included for gift orders as well as non-gift orders.
16. *"No charge" items:* You can still generate an order receipt even if the invoice totals are zero. The zero prices and totals print on the receipt.

Order Reconciliation Report

Complete the *Order Reconciliation Report Screen*. **For more information:** See the [sample report](#) in PDF format.

Contents:

- dates included in the report. These are the dates you entered at the Order Reconciliation Report screen.
- gross demand (not including returns), broken out by:
 - total number of orders: includes the total number of orders, regardless of whether an order is a multiple or single ship-to order
 - total units of merchandise
 - total merchandise value; not including shipping, handling, or other additional order charges
- open, broken out by:
 - total number of open orders, regardless of whether an order is a multiple or single ship-to order
 - total units of merchandise on open orders
 - total merchandise value; not including shipping, handling, or other additional order charges
- held, broken out by:
 - total number of held orders
 - total units of merchandise on held orders; does not include units of merchandise held at the order line level
 - total value of merchandise on held orders; does not include merchandise held at the order line level.
- cancelled, broken out by:
 - total number of cancelled orders
 - total units of merchandise cancelled on all orders
 - total value of merchandise cancelled on all orders
- sold out, broken out by:
 - total units of merchandise sold out on all orders
 - total value of merchandise sold out on all orders
- closed/shipped, broken out by:

- total number of closed orders, including quotes
- total units of merchandise shipped
- total value of merchandise shipped
- returned, broken out by:
 - total number of orders for which at least one item has been returned
 - total units of merchandise returned
 - total value of merchandise returned

Order Shipment Analysis Report

Use the [Printing the Order Shipment Analysis \(POSA\)](#) menu option.

For more information: See the [sample report](#) in PDF format.

Contents:

- Cmp: Company code.
- Ofr: Catalog (offer) code.
- Orders: Number of orders.
- Items ordered: Number of items ordered.
- Order value: Order value.
- Avg Ord Size: Average order size.
- Phone orders: Number of phone orders.
- Phone value: Value of phone orders.
- Avg Ord Size: Average size of phone orders.
- Mail orders: Number of mail orders.
- Mail value: Value of mail orders.
- Avg Ord Size: Average size of mail orders.
- Shpmnts: Number of shipments.
- Items Shipped: Number of items shipped.
- Shipment Value: Shipment value.
- Total
- Final Totals

Order Status and Activity Reports

Purpose: By using the reports listed below, you can research cancellation, backorder, shipment and sales activity.

- [Submit Order Cancellation List Screen \(POCL\)](#)
 - [Order Cancellation List](#)
- [Printing Backorder Reports \(PBOR\)](#)

- *Print Backorder Report Selection Prompt Screen*
- *Backorder Report by Item*
- *Backorder Report by Item with SKU Details*
- *Backorder Report by Warehouse*
- *Backorder Report by Warehouse with SKU Details*
- *Backorder Report by Vendor*
- *Backorder Report by Vendor with SKU Details*
- *Backorder Report by Vendor w/PO*
- *Backorder Report by Vendor/SKU/PO*
- *Printing the Sales Journal (PDSJ)*
 - *Out-of-Balance Invoices*
 - *Reporting by Division*
 - *Standard Sales Journal*
 - *Sales Journal by Division*
- *Printing the Sales Journal by Pay Type (PSJP)*
 - *Sales Journal by Pay Type*
- *Printing the Sales Journal Summary (PSJM)*
 - *Sales Journal Summary by Period*
 - *Sales Journal Summary by Offer*
 - *Sales Journal Summary by Descending Dollars*
 - *Sales Journal Summary by Invoice Date*
 - *Sales Journal Summary by Entity/Offer*
- *Sales Journal Summary by Order Type* (**Note:** You generate this report through a periodic function)
- *Printing Sales Journal Errors (PSJE)*
 - *Print Sales Journal Errors Screen*
 - *Sales Journal Errors Report*
- *Printing the Order Shipment Analysis (POSA)*
 - *Order Shipment Analysis Report*
- *Printing the Open Prepaid Order List (POPP)*
 - *Open Prepaid Order List*
- *Print the Order Addition Report (PAAR)*
 - *Order Addition Audit Report*
- *Printing the Sales Tax Report by State (PSTX)*
 - *State Tax Report*
- *Printing the State Tax Detail Report (PSTD)*
 - *State Tax Detail Report*

- *Printing the Order Demand/Sales Reports (PSSR)*
 - *Salesman Demand Report*
 - *Source Shipped Report*
- *Item Purchase and Sales Aging Report (LIPS)*
 - *Item Purchase and Sales Aging Report*
- *Print Order Control Report (POCT)*
 - *Order Control Report Screen*
 - *Operations Control Report*
- *Printing the Held Order Report (PHOR)*
 - *Held Order by Reason Code Report*
- *Printing the Daily Business Status Report (DBST)*
 - *Daily Business Status Report*
- *Printing the Order Reconciliation Report (PORS)*
- *Order Reconciliation Report*
- *Printing the Sales Journal by Currency Report (PSJC)*
 - *Sales Journal By Currency Report*
- *Printing the Held Orders by Pay Type Report (PHOP)*
- *Held Order by Pay Type Report*
- *Printing the Price Override Reason Report (PROR)*
 - *Identifying the User who Applied the Price Override*
 - *Print Price Override Reason Report Screen*
 - *Price Override Reason Report*
- *Printing the Return Reason Report (PRRR)*
 - *Return Reason Report*
- *Printing the Exchange Reason Report (PERR)*
 - *Exchange Reason Report*

For information on how to research order activity through on-line inquiries, see *Displaying Open Orders by Item (DOOI)*.

Order Status Reports and On-line Inquiries

In this part: This part presents the reports and on-line inquiries you use to monitor order activity for your company according to a variety of criteria.

- *Order Status and Activity Reports* provides examples of the reports related to researching an order through Order Inquiry, including order cancellation reports, backorder reports, sales journals, shipment analyses, and prepaid orders lists.
- *Displaying Open Orders by Item (DOOI)* describes several on-line inquiry functions that can help you evaluate your order activity.
- *Ship Via/Item Inquiry (SVII)* describes how to review the shippable orders for different shippers, broken out by item.

- [Printing Backorder Reports by Descending Dollars \(PBOD\)](#) describes how to generate the Backorder Report by Descending Dollars and provides a sample report
- [Reviewing Operations Control Summary \(FLSH\)](#) allows you to review operations and merchandising summary information.
- [Reviewing Pending Orders \(DOSS\)](#) describes how to review orders requiring further processing or action.
- [Sales Summary \(DSSS\)](#) describes a screen you can use to review sales numbers and amounts for the current date, week, and month, as well as sales for the current date broken out by order type and entity.
- [Printing the Order Type Summary by Delivery Type Report \(PDTs\)](#) describes how to generate the Order Type Summary by Delivery Type Report and provides a sample report.

Order Type Summary by Delivery Type Report

Purpose: This report displays order information summarized by order type and delivery type for orders that were entered within the date range you entered on the *Order Delivery Type Summary Screen*.

Which orders are included? The report includes order information only for orders whose Order status in the Order Header table is blank (Open), *H* (Held), *X* (Closed), or *C* (Cancelled). The date range you entered on the Order Type Summary screen determines which orders are selected for the report.

Enter a date range on the *Order Delivery Type Summary Screen* and select *Submit*.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents: A separate line prints on this report for each order type associated with orders entered within the date range you entered on the Order Delivery Type Summary screen. Within each order type, a separate line prints order information for each delivery type. Order information displays on this report in ascending order type, delivery type sequence.

- **Start date:** The date entered in the *Start date* field on the Order Delivery Type Summary screen. The report includes orders whose Order date in the Order Header table falls within the specified date range.
- **End date:** The date entered in the *End date* field on the Order Delivery Type Summary screen. The report includes orders whose Order date in the Order Header table falls within the specified date range.
- **Order Type:** The code and description of an order type associated with one or more orders that were entered within the specified date range. From Order type in the Order Header table and Description in Order Type table.
- **Delivery Type:** A description of the delivery type assigned to orders entered for the order type specified. From Delivery Type in the Order Ship To table.

- *No Broker Type* = Delivery Type is blank (not defined for the order ship to).
- *Delivery* = Delivery Type D.
- *Store Pickup* = Delivery Type P.
- *Retail Pickup* = Delivery Type R.
- *Ship for Pickup* = Delivery Type S.
- *Number of Orders*: The number of orders entered within the specified date range for the order type and delivery type. This is the sum of the qualifying records in the Order Header and Order Ship To tables that are associated with the specified order type and delivery type for the selected date range. **Note:**
 - Multi-recipient orders count as a single order unless a different delivery type is defined for a ship to. For example, a multi-recipient order counts as a single order if the Delivery Type for each ship to is S. However, if the Delivery Type for one ship to is S and the Delivery Type for the other ship to is blank, the order counts as 2 orders.
 - This number includes cancelled orders, regardless of whether the cancel reason code used reduces demand.
- *Number of Lines*: The total number of order lines on the orders entered within the specified date range for the order type and delivery type. This is the sum of the qualifying records in the Order Detail table that are associated with the specified order type and delivery type for the selected date range. **Note:**
 - This number does not include orders cancelled using a cancel reason code that reduces demand.
 - This number includes main set items as well as each component item.
- *Number of Units*: The total number of units on the orders entered within the specified date range for the order type and delivery type. This is the sum of the Qty ordered in the Order Detail table for the selected orders. **Note:**
 - This total does not include orders cancelled using a cancel reason code that reduces demand.
 - This total includes main set items as well as each component item.
- *Merchandise Amount*: The total merchandise amount on the orders entered within the specified date range for the order type and delivery type. This is the sum of the Qty ordered x Price in the Order Detail table for the selected orders. **Note:** This total does not include orders cancelled using a cancel reason code that reduces demand.
- *Average Amount*: The average merchandise amount on the orders entered within the specified date range for the order type and delivery type. The system uses the following calculation to determine the Average Amount: $\text{Merchandise Amount for the order type and delivery type} / \# \text{ Orders for the order type and delivery type} = \text{Average Amount for the order type and delivery type}$.
- *Average Number of Lines*: The average number of lines on the orders entered within the specified date range for the order type and delivery type. The system uses the following calculation to determine the Average Number of Lines: $\text{Lines for the order type and delivery type} / \# \text{ Orders for the order type and delivery type} = \text{Average Number of Lines for the order type and delivery type}$.

- *Percentage of Orders*: The percentage of all orders entered within the specified date range that are associated with this order type and delivery type. The system uses the following calculation to determine the Percentage of Orders: $\text{Number of Orders for this order type and delivery type} / \text{Total Number of Orders for all order types} \times 100 = \text{Percentage of Orders}$.
- *Percentage of Amount*: The percentage of the total merchandise amount entered within the specified date range that are associated with this order type and delivery type. The system uses the following calculation to determine the Percentage of Amount: $\text{Merchandise Amount for this order type and delivery type} / \text{Total Merchandise Amount for all order types} \times 100 = \text{Percentage of Amount}$.
- *Totals*: Totals across all order types:
 - *Total Number Orders*: The number of orders entered within the specified date range across all order types and delivery types. This is the sum of the Number of Orders across all order types and delivery types.
 - *Total Number of Lines*: The total number of order lines on the orders entered within the specified date range across all order types and delivery types. This is the sum of the Number Lines across all order types and delivery types.
 - *Total Number of Units*: The total number of units on the orders entered within the specified date range across all order types and delivery types. This is the sum of the Number of Units across all order types and delivery types.
 - *Total Merchandise Amount*: The total merchandise amount on the orders entered within the specified date range across all order types and delivery types. This is the sum of the Merchandise Amount across all order types and delivery types.
 - *Total Average Amount*: The average merchandise amount on the orders entered within the specified date range across all order types and delivery types. This is the sum of the Average Amount across all order types and delivery types.
 - *Total Average Number of Lines*: The average number of lines on the orders entered within the specified date range across all order types and delivery types. This is the sum of the Average Number of Lines across all order types and delivery types.

Order Cancellation List

Complete the [Submit Order Cancellation List Screen \(POCL\)](#).

Quotes: The system includes quotes on this report whose cancel date is earlier than the date you ran the report. See *Entering Pre-Order Quotes* for an overview.

For more information: See the [sample report](#) in PDF format.

Contents:

- *Order #*: A unique number the system assigns to identify an order. These are the orders that are due to be canceled.
- *Total \$*: The total dollar value of the order or quote that is due to be canceled. (**Note:** This report does not support multi-currency conversion. The order total appears in the currency on the order, regardless of whether you process orders in multiple currencies.)
- *Customer Name*: The number, last name, first name and middle initial of the customer who placed the order.

- *Daytime phone #*: The customer's daytime phone number. You can define a phone number format for each country; the system uses this format whenever you enter or change a customer's phone number. See [Setting Up the Country Table \(WCTY\)](#).
- *Ship to*: The ship to customer number that has the items with an overdue cancellation date.
- *Line #*: The order line number for the item with an overdue cancellation date.
- *Cancel date*: The date the item is eligible for cancellation, in company date format.
- *Quantity*: The quantity of the item on the order line that is eligible for cancellation.
- *Item*: The item number.
- *SKU*: The SKU code, if the item has SKUs.
- *Description*: The item description.

Price Override Reason Report

Purpose: Use this report to review the price override reason codes used to discount items for a range of dates, and the total discount amounts and percentages applied.

Complete the *Print Price Override Reason Report Screen*.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Different report options: Depending on your selections at the *Print Price Override Reason Report Screen*, the report can include items with price overrides or the users who overrode prices, or be restricted to a single price override reason code:

Selections:			Report Generated
Price override reason code	Include users	Include items	Price Override Reason Report by:
yes	yes	yes	User, Code and Item
yes	yes	no	User and Code
yes	no	yes	Code and Item
yes	no	no	Code
no	yes	yes	User and Item
no	no	yes	Item
no	yes	no	User
no	no	no	N/A (produces the Price Override Reason Report)

Contents:

- *Date Range.* The Start date and End date entered at the *Print Price Override Reason Report Screen*. These are the original order dates, not necessarily the dates when the price override was applied.
- *User ID and Description.* Included only if you selected the Include users flag at the *Print Price Override Reason Report Screen*. The description is from [Working with User Records \(WUSR\)](#). See the *Include users* field for a discussion on how the system determines the user ID who performed the price override.
- *Price Override Code and Description.* The price override reason assigned to the order line. The description is from [Establishing Price Override Reason Codes \(WPOR\)](#). The system excludes any price override reason codes whose *Exclude from price override report* field is selected; see *Default Price Override Reasons* for a list of system-assigned codes specified in system control values. You can also limit the report to a single code by completing the Price override reason field at the *Print Price Override Reason Report Screen*.
- *Item/SKU and Item Description.* Included only if you selected the Include items flag at the *Print Price Override Reason Report Screen*. The item description is displayed even if the item has SKU's.

Calculated fields: The following fields are calculated for:

- detail entries: by item/SKU or price override reason code, depending on your selections at the *Print Price Override Reason Report Screen*
- subtotals: by user, price override reason code, depending on your selections at the *Print Price Override Reason Report Screen*
- grand totals
- *Units with overrides:* The total number of units ordered whose price was overridden using the specified code.

 Note:

This total is not decreased by units that have been canceled if the cancel reason code is not flagged to reduce demand. Also, it is not decreased by units returned against the original order line. This total is increased by returned units if the return was created by entering a negative quantity.

Example: If there were 10 units ordered and 3 units returned by entering a negative quantity, the total number of units is 13.

- *Total discount:* The total discount applied, calculated by subtracting the total selling price of all included units from the total offer price, and multiplying the result by the unit quantity.

 Note:

The total discount includes the price of any returned lines created by entering a negative quantity.

Example: If the total amount discounted on ordered lines was \$20.00 and the total amount discounted on returned lines was \$5.00, this total is \$25.00. If the returned lines had their prices increased \$5.00 instead of decreased, then the total discount would be \$15.00.

- This is a negative number if the price override resulted in a price increase.
- When an item has an offer price that is greater than zero and the item is added to an order at no charge, the Total discount = the offer price, and the Discount % = 100.00.
- When the Override Item Offer Price flag for a price override reason is *selected* and the item is added to an order at no charge, the Total discount and Discount % are both = 0.00.
- *Discount Percent*: The discount percentage, calculated by dividing the sum of the offer prices by the sum of the selling prices on order lines using the price override reason code. This is a negative number if the price override resulted in a price increase. See the notes above under the Total discount for information on when the Discount % might be 100.00 or 0.00. **Note:** The Discount % is not included in the grand totals.

Order lines included in calculations:

- The report includes overridden order lines on orders originally created in the selected date range; however, the prices could have been overridden at a later date.
- Orders that are in error or suspended status are not included on the report.
- Order lines that originated on quotes are included in the totals for the [Price Override Reason for Quotes \(K75\)](#) even after you convert the quote to an order unless you apply another price override reason code.

Print Catalog Request Interface Errors Report

Select *Submit* at the Work with Catalog Request Interface Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- File type
- Entity
- Sequence number for the catalog request record
- Name and address
- Source code
- Offer

To review the errors for each request listed, use the *Change Catalog Request Screen*.

Print Request Interface Report

Select *Submit* at the Work with Catalog Request Interface Screen.

For more information: See the [sample report](#) too in PDF format.

Contents:

- File type
- Entity

- Source
- For each type, entity, and source combination, the total number of catalog request interface records:
 - available to be processed by the CATALOGREQ job (error-free)
 - in error
 - total records in the file at the time the job was run
 - number of catalog requests created
 - number of records whose Create catalog request? flags were *unselected*
- Totals for the file type

Processed Refund Register

Complete the *Processed Refund Register Screen*.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- range of dates entered at the Processed Refund Register screen
- the date the refund was processed, written off, or canceled
- the date that the refund was created through a return, overpayment, cancellation, or soldout cancellation
- bank code and description
- a code that identifies the status of the refund. Valid values are:
 - P = Processed
 - C = Canceled
 - T = Written off
- the type of refund. Valid values are:
 - Check
 - Credit card credit
 - Stored value card
- the current payment category of the refund. Valid values are:
 - 1 = Cash/check
 - 2 = Credit card

- the category of the payment type used on the order. May differ from the current category if there is an alternate refund type or alternate refund category for the pay type used on the order. Valid values are:
- 1 = Cash/check
- 2 = Credit card
- refund amount; a minus sign indicates a credit
- pay type (Represents the specific method of payment used on the order)
- order number
- customer name
- for each refund status by bank:
- subtotal by refund type
- subtotal by status
- subtotal by bank
- final total for selected date range

For more information: See *Introducing the Refund Process* for more information on creating refunds. See [Working with Refunds, Writeoffs and Balances Due \(WREF\)](#) for more information on payment categories.

Purge Customer Subscription List

Complete the *Purge Customer Subscriptions Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- Customer number (Sold To or Ship To, if recipient)
- Customer name (Last, First)
- Subscription item number
- SKU code
- First issue number
- Date of first issue
- Last issue number
- Date of last issue
- Expiration issue number
- Number of intervals (between issues)
- Interval days (number of days between sending each issue)
- Order number (on which subscription item ordered)
- Ship to number (identifies shipping address on the order)
- Line number (the order detail line on which the subscription item was ordered)

Refund Check

Purpose: You might generate a refund check if a customer paid for an order by cash or check and if an item was sold out or backordered.

The *Refund Check Print Program (D23)* system control value identifies the refund check print program to use. The standard non-graphical print program for printing refund checks is *REFCHECK*. The standard graphical print program for printing refund checks is *REFCHECKG*.

Complete the *Process Refunds Screen (MREF)* with the *Generate refund checks* field selected.

Working with forms: See *Forms Management (My Forms)* for information on displaying or printing refund checks and other forms.

Sample refund checks: See the non-graphical [sample refund check](#) and the graphical [sample refund check](#).

Contents:

Check stub: The top portion of the page represents the check stub.

- *Order #:* The order number and ship-to number.
- *Order Message:* Up to three lines of messages (flagged as *Check Cust Msg* at the Work with Order Messages screen; see *Reviewing Order-Level Properties*). If you reprint a check, the same messages will appear on the reprint unless you change them through order messages.
- *Chk #:* Refund check number.
- *Amt:* The amount of the refund. The tax amount included in the refund amount is based on the tax rate that was effective when the item was shipped.

Check: The bottom portion of the page represents the refund check itself. All fields on the check are unlabeled.

- *Refund Date:* The date the refund check was generated.
- *Check Number:* The check number on the check itself is followed by an asterisk (*) if this is a reprint. There is no asterisk next to the check number on the stub.



Note:

The refund amount is spelled out alphanumerically above the customer name and address if the *Print Alpha \$ Amount on Refund Check (E30)* system control value is selected.

- *Refund Amount:* The amount of the refund. The tax amount included in the refund amount is based on the tax rate that was effective when the item was shipped.
- *Customer Name and Address:* The sold-to customer name and address appears here unless there is a bill-to customer associated with the order; in this case, the bill-to customer name and address is indicated. The name and address includes the:
 - prefix, first name, last name

- company
- address line 1
- city, state, postal code

**Note:**

The country does not print on the refund check.

Refund Check Register

Complete the *Process Refunds Screen (MREF)* with the *Generate refund checks* field selected.

For more information: See the [sample report](#) in PDF format.

Contents:

- *Original Check #:* The original check number.
- *Refund Amount:* The refund amount in the local currency (the currency defined in the *Local Currency Code (A55)* system control value). The tax amount included in the refund amount is based on the tax rate that was effective when the item was shipped.
- *Bonus Percent:* Indicates the bonus discount, if any, you are awarding the customer for applying the refund check to another order.
- *Order Number:* The order number and ship-to number associated with the refund check.
- *Customer Number:* The sold-to customer number, unless there is a bill-to customer associated with the order; in this case, this is the bill-to customer number.
- *Name:* the sold-to or bill-to customer name, preceded by the company name, if any. The entry wraps to a second line if needed.
- *Reprint:* Set to Y if this is a reprinted check; otherwise set to N. See the [Reprint Refunds Screen \(MREP\)](#).
- *Final Totals:* The total amount for the refunds, across all refund checks, in the local currency.

Refund Due List

Complete the *Print Refund Due List Screen*.

The following reports are generated, based on the *By refund type* and *By order #* check boxes on the *Print Refund Due List* screen:

- [Refund Due List by Type](#). This report sorts refunds by refund type.
- [Refund Due List by Order #](#). This report sorts refunds by order number.

The *Selection criteria* drop down box on the *Print Refund Due List Screen* controls the type of refunds that display on the report.

- *All* = The report includes all refunds, including balance dues and writeoffs.
- *Refunds Only* = The report includes refunds, excluding balance dues and writeoffs. The text *Refunds Only* displays after the report title.
- *Balance Dues Only* = The report includes balance dues only. The text *Balance Dues Only* displays after the report title.
- *Writeoffs Only* = The report includes writeoffs only. The text *Writeoffs Only* displays after the report title.

Identifying a refund as balance due: The system considers a refund a balance due if the Refund reason field for the refund is set to *B* (Balance due).

Identifying a refund as a write off: The system considers a refund a write off if the Refund status field for the refund is set to *W* (Write off pending).

 Note:

If a refund is flagged as both a balance due and a write off, the write off setting will take precedence over the balance due setting. In this situation, if you select to generate the report for *Balance Dues Only*, the system will not include the refund on the report. If you select to generate the report for *Writeoffs Only*, the system will include the refund on the report.

 Note:

Important: If you generate the *Refund Due List* during a time when refunds are being processed, the totals and amounts on the report may not tie out correctly because the refunds that were being processed at the time the report was generated will not be reflected accurately on the report. You should generate the *Refund Due List* during a time when refunds are not being processed.

Refund Due List by Type

The Refund Due List by Type report sorts refunds by bank and within bank, by refund type, status, order number, and refund sequence number. The report page breaks by bank and refund type. The system generates this report if you select the *By refund type* check box on the *Print Refund Due List Screen*.

For more information: See the [sample report](#) in PDF format.

 Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- *Bank:* The Refund Due List by Type sorts refunds by bank. If you process orders in multiple currencies, the bank code indicates the currency used on the order and to use

for the refund. The bank code is linked to the division of the source code on the order. The default check number for refund checks is also defined in the Bank table.

The report includes subtotals by refund type and report totals for each bank in use on your system. If you do not process orders in multiple currencies, the bank code indicates the division and next check number only.

The dollar amount of each refund is presented on the Refund Due List, and throughout all functions related to refunds, in the currency on the order. The totals for each currency also appear on the report if you process orders in multiple currencies.

The *Multi Currency by Offer (E03)* system control value must be *selected* for you to process orders in multiple currencies.

- *Order #*: The order number and ship to number associated with the refund.
- *Typ (Refund type)*: The Refund Due List by Type sorts refunds by the following refund types:

Refund Type	Description
C	Credit card credit
K	Check
V	Stored value card

A page break separates each refund type on the report.

- *Sts (Pending refund status)*: The report provides totals for each refund type broken out by the refund's pending status (the action to be taken on the order when you process refunds). Valid status types are:

Refund Status	Description
H	Held
N	Cancel pending
O	Open
W	Writeoff pending

- *Amount (Refund amount)*: The dollar amount to be refunded. A negative sign indicates a balance due the customer. An asterisk after the amount indicates the refund has been flagged for *Credit Card Net Exchange Billing*.
- *Ref date (Refund date)*: The date the transaction that resulted in a refund occurred.
- *Man hld (Manual hold)*: Indicates whether the refund is on hold. A refund may be on hold because you placed it on hold through Work with Refunds (WREF), or the system placed the refund on hold because the refund amount exceeds the maximum amount defined for the pay type.
 - Y = The refund is on hold. Refunds on hold will not be processed when you process refunds (MREF).
 - N = The refund is not on hold. The refund will be processed when you process refunds (MREF).
-

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- *Hold until*: The date when the system will release a refund from hold.
- *PT (Pay type)*: The pay type on the order associated with the refund.
- *DI (Deferred/Installment pay plan)*: The payment plan defined on the order. *D* indicates the order includes a deferred payment plan; *I* indicates the order includes an installment payment plan.
- *Customer #*: The number here refers to the sold-to customer unless there is a bill-to customer associated with the order producing the refund; in this case, this is the bill-to customer number.
- *Sold to net W/O\$ (Sold to net write off dollars)*: The net writeoff amount accumulated for the customer. A positive amount represents a balance you owe the customer; a negative amount represents a balance the customer owes you. This is the writeoff amount for the sold-to customer for the order.
- *Phone #*: The sold-to or bill-to customer's phone number.
- *Current action*: The action to be taken when the refund is processed. Possible actions are:
 - Refund will be processed.
 - Refund is on manual hold.
 - Refund will be cancelled.
 - Order Header is on hold.
- *Totals for type*: The total number and dollar amount of refunds for the refund type, broken out by:
 - *Held*: The number and dollar amount of refunds for the refund type that are held.
 - *Open*: The number and dollar amount of refunds for the refund type that are open and will be processed.
 - *Cancel*: The number and dollar amount of refunds for the refund type that will be cancelled.
 - *Writeoff*: The number and dollar amount of refunds for the refund type that will be written off.
- *Final totals*: Final totals by refund type (check, credit card, and stored value card) and status (held, open, cancel, and writeoff) appear for each bank. If you process orders in multiple currencies, the total by bank specifies the currency. The report provides final totals for each refund type and totals across all refund types. The system provides the number and dollar amount of refunds broken out by:
 - *Held*: The number and dollar amount of refunds for the refund type and across all refund types that are held.
 - *Open*: The number and dollar amount of refunds for the refund type and across all refund types that are open and will be processed.
 - *Cancel*: The number and dollar amount of refunds for the refund type and across all refund types that will be cancelled.
 - *Writeoff*: The number and dollar amount of refunds for the refund type and across all refund types that will be written off.

Refund Due List by Order

The Refund Due List by Order # sorts refunds by bank and within bank, by order number and refund type. The report breaks by order, inserting an extra line after each order grouping. The report page breaks by bank. The system generates this report if you select the *By order #* check box on the *Print Refund Due List Screen*.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- **Bank:** The Refund Due List by Order Number sorts refunds by bank only if you process orders in multiple currencies. If you process orders in multiple currencies, the bank code indicates the currency used on the order and to use for the refund. The bank code is linked to the division of the source code on the order. The default check number for refund checks is also defined in the Bank table.

The report includes subtotals by refund type and report totals for each bank in use on your system. If you do not process orders in multiple currencies, the bank code indicates the division and next check number only.

The dollar amount of each refund is presented on the Refund Due List, and throughout all functions related to refunds, in the currency on the order. The totals for each currency also appear on the report if you process orders in multiple currencies.

The *Multi Currency by Offer (E03)* system control value must be *selected* for you to process orders in multiple currencies.

- **Order #:** The order number and ship to number associated with the refund.
- **Typ (Refund type):** The Refund Due List by Type sorts refunds by the following refund types:

Refund Type	Description
C	Credit card credit
K	Check
V	Stored value card

A page break separates each refund type on the report.

- **Sts (Refund status):** The report provides totals for each refund type broken out by the refund's pending status (the action to be taken on the order when you process refunds). Valid status types are:

Refund Status	Description
H	Held

Refund Status	Description
N	Cancel pending
O	Open
W	Writeoff pending

- *Amount (Refund amount)*: The dollar amount to be refunded. A negative sign indicates a balance due the customer. An asterisk after the amount indicates the refund has been flagged for *Credit Card Net Exchange Billing*.
- *Ref date (Refund date)*: The date the transaction that resulted in a refund occurred.
- *Man hld (Manual hold)*: Indicates whether the refund is on hold. A refund may be on hold because you placed it on hold through Work with Refunds (WREF), or the system placed the refund on hold because the refund amount exceeds the maximum amount defined for the pay type.
 - Y = The refund is on hold. Refunds on hold will not be processed when you process refunds (MREF).
 - N = The refund is not on hold. The refund will be processed when you process refunds (MREF).
- *Hold until*: The date when the system will release a refund from hold.
- *PT (Pay type)*: The pay type on the order associated with the refund.
- *DI (Deferred/Installment pay plan)*: The payment plan defined on the order. *D* indicates the order includes a deferred payment plan; *I* indicates the order includes an installment payment plan.
- *Customer #*: The number here refers to the sold-to customer unless there is a bill-to customer associated with the order producing the refund; in this case, this is the bill-to customer number.
- *Sold to net W/O \$ (Sold to net write off dollars)*: The net writeoff amount accumulated for the customer. A positive amount represents a balance you owe the customer; a negative amount represents a balance the customer owes you. This is the writeoff amount for the sold-to customer for the order.
- *Phone #*: The sold-to or bill-to customer's phone number.
- *Current action*: The action to be taken when the refund is processed. Possible actions are:
 - Refund will be processed.
 - Refund is on manual hold.
 - Refund will be cancelled.
 - Order Header is on hold.
- *Final totals*: Final totals by refund type (check, credit card, and stored value card) and status (held, open, cancel, and writeoff) appear for each bank. If you process orders in multiple currencies, the total by bank specifies the currency. The report provides final totals for each refund type and totals across all refund types. The system provides the number and dollar amount of refunds broken out by:
 - *Held*: The number and dollar amount of refunds for the refund type and across all refund types that are held.

- *Open*: The number and dollar amount of refunds for the refund type and across all refund types that are open and will be processed.
- *Cancel*: The number and dollar amount of refunds for the refund type and across all refund types that will be cancelled.
- *Writeoff*: The number and dollar amount of refunds for the refund type and across all refund types that will be written off.

Refund Check

Purpose: You might generate a refund check if a customer paid for an order by cash or check and if an item was sold out or backordered.

The [Refund Check Print Program \(D23\)](#) system control value identifies the refund check print program to use. The standard non-graphical print program for printing refund checks is *REFCHECK*. The standard graphical print program for printing refund checks is *REFCHECKG*.

Complete the [Process Refunds Screen](#) (MREF) with the [Generate refund checks](#) field selected.

Working with forms: See [Forms Management \(My Forms\)](#) for information on displaying or printing refund checks and other forms.

Sample refund checks: See the non-graphical [sample refund check](#) and the graphical [sample refund check](#).

Contents:

Check stub: The top portion of the page represents the check stub.

- *Order #*: The order number and ship-to number.
- *Order Message*: Up to three lines of messages (flagged as *Check Cust Msg* at the Work with Order Messages screen; see [Reviewing Order-Level Properties](#)). If you reprint a check, the same messages will appear on the reprint unless you change them through order messages.
- *Chk #*: Refund check number.
- *Amt*: The amount of the refund. The tax amount included in the refund amount is based on the tax rate that was effective when the item was shipped.

Check: The bottom portion of the page represents the refund check itself. All fields on the check are unlabeled.

- *Refund Date*: The date the refund check was generated.
- *Check Number*: The check number on the check itself is followed by an asterisk (*) if this is a reprint. There is no asterisk next to the check number on the stub.



Note:

The refund amount is spelled out alphanumerically above the customer name and address if the [Print Alpha \\$ Amount on Refund Check \(E30\)](#) system control value is selected.

- *Refund Amount:* The amount of the refund. The tax amount included in the refund amount is based on the tax rate that was effective when the item was shipped.
- *Customer Name and Address:* The sold-to customer name and address appears here unless there is a bill-to customer associated with the order; in this case, the bill-to customer name and address is indicated. The name and address includes the:
 - prefix, first name, last name
 - company
 - address line 1
 - city, state, postal code

**Note:**

The country does not print on the refund check.

Refund Writeoff Register

Purpose: A writeoff can be a balance due that you are not collecting from the customer. For example, this may be a dollar amount that you will not try to collect because it is not worth the expense of contacting the customer, or a larger amount that you have tried but failed to collect. A writeoff can also be an amount that you owe the customer but are not refunding (for example, if the amount is too small for a refund check). Positive or negative writeoff balances accumulate for each customer, and you can apply this balance as a charge or credit on the customer's current order.

The report lists writeoffs in ascending sequence by order number.

Complete the *Process Refunds Screen (MREF)* with the *Process writeoffs* field selected.

For more information: See the [sample report](#) in PDF format.

Contents:

- *Order Number:* Indicates the order number and the number of the shipping address on the order.
- *Customer Number:* The sold-to customer number, unless there is a bill-to customer associated with the order; in this case, this is the bill-to customer number.
- *Name:* The sold-to or bill-to customer name.
- *Amount:* The writeoff amount in the local currency (the currency defined in the *Local Currency Code (A55)* system control value).
- *Final Totals:* The total amount for the writeoffs, across all writeoff records, in the local currency.

Return Reason Report

Complete the *Print Return Reason Report Screen*.

For more information: See the [sample report](#) in PDF format.

**Note:**

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Different report options: Depending on your selections at the *Print Return Reason Report Screen*:

Selections:		Report Generated
Return reason code	Include item	Return Reason Report by:
yes	yes	Code and Item
yes	no	Code
no	yes	Item
no	no	N/A (produces the Return Reason Report)

Contents:

- *Date Range.* The Start date and End date entered at the *Print Return Reason Report Screen*. The report includes returns processed on that date or later, regardless of when the order was originally created. Based on the Date from the return transaction in the Order Line History table; see the *Display Order Line History Screen* for more information.

**Note:**

If you use *Establishing Return Reason Codes (WRTR)*, this is the date you receive the return, which might differ from the date you create or credit the return authorization.

- *Return Reason Code.* From [Establishing Return Reason Codes \(WRTR\)](#).
- *Return Reason Description.* From [Establishing Return Reason Codes \(WRTR\)](#).

The following three fields are included only if you selected the Include item flag at the *Print Return Reason Report Screen*:

- *Item.*
- *SKU.* Included only if the item has SKUs.
- *Item Description.* The item description rather than the SKU description, even if the item has SKUs.

Calculated fields: The following fields are calculated for:

- detail entries: by item/SKU or return reason code, depending on your selections at the *Print Return Reason Report Screen*
- subtotals: by return reason code, if you selected the Include item flag at the *Print Return Reason Report Screen*
- grand totals

- *Units Returned*: The total number of units returned using the return reason code. If you use [Working with Return Authorizations \(WRTA\)](#), this total includes units that you have received, even if you have not yet credited the return and even if the return did not affect inventory. Returns you process by entering a negative quantity on an order are included in and increase this total.
- *Amount Returned*: The total value of the returns, based on the actual selling prices. The selling price of an item might be zero if it was a free gift or a component on a set.

Sales Journal by Currency Report

This report displays invoices and credit invoices based on the invoice date range and optionally, currency, you defined. The amounts on this report display in the local currency and alternate (foreign) currency.

Select *Submit* at the *Print Sales Journal by Currency Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- *invoice dates*: the invoice date range you selected at the *Print Sales Journal by Currency Screen*.
- *currency*: the currency associated with the invoices and credit invoices. The system looks at the currency code defined for the order in the Order Header Extended table to determine the currency associated with the invoices and credit invoices. If the invoices and credit invoices are for the local currency, this field is blank.
- *invoice date*: the date when you shipped and billed the merchandise.
- *pay plan type*: the payment plan type associated with the order. Valid values are regular (no payment plan), deferred, and installment.
- *pay type*: the payment type associated with the invoice or credit invoice.
- *invoice*: invoice number; this is an invoice that falls under the currency, invoice date, pay plan type, pay type combination.
- *customer*: the number of the customer associated with the invoice.
- *order*: the order number associated with the invoice.
- *merchandise*: the merchandise amount on the invoice in the alternate currency. The system multiplies the local merchandise amount by the conversion rate defined for the order in the Order Header Extended table to determine the alternate merchandise amount. If the invoice is for the local currency, the merchandise amount displays in the local currency.
- *freight*: the freight charges for the invoice in the alternate currency. The system multiplies the local freight amount by the conversion rate defined for the order in the Order Header Extended table to determine the alternate freight amount. If the invoice is for the local currency, the freight amount displays in the local currency.
- *additional freight*: the additional freight amount for the invoice in the alternate currency. The system multiplies the local additional freight amount by the conversion rate defined for the order in the Order Header Extended table to determine the alternate additional freight amount. If the invoice is for the local currency, the additional freight amount displays in the local currency.
- *tax*: the tax amount for the invoice in the alternate currency. The system multiplies the local tax amount by the conversion rate defined for the order in the Order Header

Extended table to determine the alternate tax amount. If the invoice is for the local currency, the tax amount displays in the local currency.

- *handling*: the special handling amount for the invoice in the alternate currency. The system multiplies the local handling amount by the conversion rate defined for the order in the Order Header Extended table to determine the alternate handling amount. If the invoice is for the local currency, the handling amount displays in the local currency.
- *additional charge*: the additional charge amount for the invoice in the alternate currency. The system multiplies the local additional charge amount by the conversion rate defined for the order in the Order Header Extended table to determine the alternate additional charge amount. If the invoice is for the local currency, the additional charge amount displays in the local currency.
- *total invoice*: the amount billed for the invoice in the alternate currency. The system multiplies the local invoice total by the conversion rate defined for the order in the Order Header Extended table to determine the alternate invoice total. If the invoice is for the local currency, the total invoice amount displays in the local currency.
- *amount collected*: the amount you have received from the customer in the alternate currency. The system multiplies the local collected amount by the conversion rate defined for the order in the Order Header Extended table to determine the alternate collected amount. If the invoice is for the local currency, the amount collected displays in the local currency.
- *total credits*: the totals in the local currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoice credits grouped under the currency, invoice date, payment plan, pay type combination.
- *XXX total credits (where XXX is the currency code)*: the totals in the alternate currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoice credits grouped under the currency, invoice date, payment plan, pay type combination. This field displays only for invoice credits associated with an alternate currency.
- *total invoices*: the totals in the local currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoices grouped under the currency, invoice date, payment plan, pay type combination.
- *XXX total invoices (where XXX is the currency code)*: the totals in the alternate currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoices grouped under the currency, invoice date, payment plan, pay type combination. This field displays only for invoices associated with an alternate currency.
- *totals for pay type*: the totals in the local currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoices grouped under the currency, invoice date, pay type combination.
- *XXX totals for pay type (where XXX is the currency code)*: the totals in the alternate currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoices grouped under the currency, invoice date, pay type combination. This field displays only for invoices associated with an alternate currency.

- *totals for pay plan type*: the totals in the local currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoices grouped under the currency, invoice date, payment plan combination.
- *XXX total for pay plan type (where XXX is the currency code)*: the totals in the alternate currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoices grouped under the currency, invoice date, payment plan combination. This field displays only for invoices associated with an alternate currency.
- *total for date*: the totals in the local currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoices grouped under the currency, invoice date combination.
- *XXX total for date (where XXX is the currency code)*: the totals in the alternate currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoices grouped under the currency, invoice date combination. This field displays only for invoices associated with an alternate currency.
- *grand total*: the totals in the local currency for merchandise, freight, additional freight, tax, handling, additional charges, invoice total, and amount collected for the invoices across all currencies, invoice dates, payment plans, and pay types. A grand total in the alternate currency does not display on this report.

Sales Journal by Division

This version of the Sales Journal prints if you select the Print by division setting through the [Printing the Sales Journal \(PDSJ\)](#) menu option. Sales transactions on this report are sorted and subtotaled by sales division. Each division starts on a new page. A grand total of all invoices for the company as a whole is presented at the end of the report.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents: See the *Standard Sales Journal* for a description of the contents of this report.

Sales Journal by Pay Type

Use the [Printing the Sales Journal by Pay Type \(PSJP\)](#) menu option.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Invoice date range
- Currency
- Invoice date (the date on which an invoice was created as a result of a shipment. This report shows all shipments for the specified report date range)
- Pay plan type
- Pay type code
- Invoice number
- Customer number
- Order number



Note:

The following totals are from the Invoice Payment Method record(s).

- Merchandise
- Freight
- Additional freight
- Tax (the amount of sales tax calculated on merchandise shipped. If this figure includes any VAT, the word VAT appears to the right.)



Note:

This information appears only if the system control value is *selected*. On orders subject to VAT, tax does not accumulate in the Tax bucket; instead, a “hidden tax” is included in the order detail line and the customer pays a tax-inclusive price for each item. For such orders, the Merchandise total indicated is net of VAT. In other words, if the customer paid \$10.00 for the merchandise, but a \$1.50 hidden tax was included in the order detail line, the merchandise total would be \$8.50 *Tax Included in Price (E70)*

- Handling
- Additional charge
- Total invoice
- Amount collected
- Total credits (the total dollar amount of credits (refunds) for this pay type for items returned today. Credits appear as negative dollar amounts.)
- Total invoices
- Totals for pay type
- Totals for pay plan type
- Totals for (date)

- Grand total



Note:

This report sorts by currency if the [Multi Currency by Offer \(E03\)](#) system control value is *selected*.

Sales Journal Summary by Offer

Select the By offer field on the Print Sales Journal Summary screen; see [Printing the Sales Journal Summary \(PSJM\)](#).

Information on this report sorts by offer (in alphanumeric offer code sequence). A grand total of sales for all offers is provided at the bottom of this report.

For more information: See the [sample report](#) in PDF format.

Contents: See the *Sales Journal Summary by Entity/Offer*.

Sales Journal Errors Report

Complete the *Print Sales Journal Errors Screen* through the [Printing Sales Journal Errors \(PSJE\)](#) menu option.

For more information: See the [sample report](#) in PDF format.

Contents:

- Date range: From and To dates selected at the *Print Sales Journal Errors Screen*
- Invoice date: the date the order shipment or credit billed
- Invoice: invoice number
- Customer: customer number
- Order: order number



Note:

The following totals are from the Invoice Ship To record.

- Merchandise: the total merchandise value billed on the invoice
- Freight: the total freight charges billed on the invoice
- Add'l freight
- Tax
- Handling
- Add'l charge
- Total cash
- Total C/C

- Out of balance amount: the total Merchandise, Freight, Additional freight, Tax, Handling, and Additional charge for all Invoice Pay Method records that do not equal the corresponding totals for the Invoice Ship To record. If the Invoice Pay Method total is higher than the Invoice Ship To total, the out-of-balance amount is negative; otherwise, if the Invoice Pay Method total is lower than the Invoice Ship To total, the out-of-balance amount is negative.

For more information: See *Out-of-Balance Invoices* for a discussion.

Sales Journal Summary by Descending Dollars

Select the By merch\$ descending field on the Print Sales Journal Summary screen; see [Printing the Sales Journal Summary \(PSJM\)](#).

Information on this report is sorted by descending merchandise dollars (highest-to-lowest sales) for each offer during an accounting period. Sales totals are provided for each period. A grand total of sales for all periods is provided at the bottom of this report.

For more information: See the [sample report](#) in PDF format.

Contents: See the *Sales Journal Summary by Entity/Offer*.

Sales Journal Summary by Entity/Offer

Select the By entity/offer field on the Print Sales Journal Summary screen; see [Printing the Sales Journal Summary \(PSJM\)](#).

Information on this report is sorted by offer within each entity. Sales totals are provided for each entity. A grand total of sales for all entities is provided at the bottom of this report.

For more information: See the [sample report](#) in PDF format.

Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- **Start date and End date:** the dates between which sales information is reported
- **Offer:** the code for the catalog, television or space advertisement from which you accept orders

Note:

The following totals are from the Invoice Ship To record.

- **Merchandise dollars:** the sum of all merchandise amounts on the Invoice records for each offer. This is strictly the charge for the item and does not include charges for tax, freight, shipping, etc.
- **Tax:** the sum of the sales tax on the Invoice records for each offer.
- **Freight:** the sum of the freight on the Invoice records for each offer.
- **Additional freight:** the sum of the additional freight on the Invoice records for each offer.
- **Charges:** the sum of the extra charges on the Invoices for each offer. This may include service charges (for the source code or offer), additional shipper/item charges, guaranteed service charges, or additional charges/credits entered during Order Entry or Order Maintenance
- **Handling:** the sum of special handling charges on the Invoice for each offer. Special handling is some type of additional item handling, such as monogramming, hemming, altering, etc.
- **Total:** the sum of all Invoice Pay Method records for pay category Cash/Check for the offer
- **Cost:** the sum of the cost amounts in the Invoice records for each offer.
- **Gross profit:** the dollar amount of profit realized from the sales for each offer. This is calculated by:

Total Merchandise Amount - Total Cost for each offer

- **Gross profit percent:** the percentage of gross profit realized from the sales for each offer. This is calculated by:

$(\text{Total Gross Profit} / \text{Total Merchandise Amount}) * 100$

See *Determining Gross Profit* for a discussion.

- **Deferred liability:** total amount posted to deferred liability for this offer.
- **Credit card:** the sum of all Invoice Pay Method records for pay category Credit Card for the offer
- **Invoice Date:** The date that the invoice was created (This field only occurs when you print the [Sales Journal Summary by Invoice Date](#))
- **Division:** This code represents the division of your business against which you are posting the transaction. (This field only occurs when you print the *Sales Journal Summary by Invoice Date*)

Sales Journal Summary by Invoice Date

Select the By invoice date field on the Print Sales Journal Summary screen; see [Printing the Sales Journal Summary \(PSJM\)](#).

Information on this report is sorted by date and division for each offer during an accounting period. Sales totals are provided for each period. A grand total of sales for all periods is provided at the bottom of this report.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents: See the [Sales Journal Summary by Entity/Offer](#).

Sales Journal Summary by Offer

Select the By offer field on the Print Sales Journal Summary screen; see [Printing the Sales Journal Summary \(PSJM\)](#).

Information on this report sorts by offer (in alphanumeric offer code sequence). A grand total of sales for all offers is provided at the bottom of this report.

For more information: See the [sample report](#) in PDF format.

Contents: See the *Sales Journal Summary by Entity/Offer*.

Sales Journal Summary by Order Type

Run a periodic process that includes the *SLSSMOT* periodic function (program name = *PFSLSUMOT*).

Which date? If the Parameter field for the periodic function specifies a date in MMDDYY format, the report includes sales for that date. Otherwise, the report includes sales for the day before the report is generated (current date - 1). Typically, you would include the periodic function in your daily processing, to review sales for the previous day, but you can also use the Parameter to generate the report for any date.

The report can include data for only a single date.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- **Start date/End date:** the date when the sales activity took place. The start and end dates are always the same. Can be specified in MMDDYY format in the Parameter for the periodic function; otherwise, the previous system date is used (current date - 1). See above for a discussion.

For each order type that had sales activity:

- **OT:** The code identifying the order type. The description of the order type is on the line below the summary totals for the type.



Note:

Unless indicated otherwise, the following totals are from the Invoice Ship To records.

- **TTL:** The total number of shipments or returns for the order type on that date, based on the number of Invoice Ship To records.



Note:

Each of the following totals are decreased by credit invoices, if any.

- **Merch:** the sum of all merchandise amounts on the invoice records for the order type. This total is based on item prices and does not include charges for tax, freight, shipping, etc.
- **Tax:** the sum of the sales tax on the invoice records for each order type.
- **Freight:** the sum of the freight on the invoice records for each order type.
- **Add'l frt:** the sum of the additional freight on the invoice records for each order type.
- **Add'l chg:** the sum of the extra charges on the invoices for each order type. This total may include service charges (for the source code or offer), additional shipper/item charges, guaranteed service charges, or additional charges/credits applied to the order and billed.
- **Hnd:** the sum of special handling charges on the invoices for each order type. Special handling might consist of monogramming, hemming, alternations, etc.
- **Total:** the sum of all Invoice Pay Method records for the order type.
- **Cost:** the sum of the cost amounts in the invoice records for each order type.
- **G/P:** the dollar amount of profit realized from the sales for each order type. This is calculated by:

Total Merchandise Amount - Total Cost for each order type

- **G/P%:** the percentage of gross profit realized from the sales for each order type. This is calculated by:

$(\text{Total Gross Profit} / \text{Total Merchandise Amount}) * 100$

See *Determining Gross Profit* for a discussion.

- **Def liab:** total amount posted to deferred liability for the order type.
- **Credit card:** the sum of all Invoice Pay Method records for pay category Credit Card for the order type.

Sales Journal Summary by Period

Select the By period field at the Print Sales Journal Summary screen; see [Printing the Sales Journal Summary \(PSJM\)](#).

Information on this report is sorted by offer within accounting period. Sales totals are provided for each period. A grand total of sales for all periods is provided at the bottom of this report.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents: See the *Sales Journal Summary by Entity/Offer*.

Salesman Demand Report

Use the [Printing the Order Demand/Sales Reports \(PSSR\)](#) menu option.

Quotes: Quotes entered by the salesman number are included on this report. Q displays in the Order Status field for orders flagged as quotes. The Quantity Returned, Quantity Reserved, and Quantity Shipped totals are always 0 for quotes. See [Entering Pre-Order Quotes](#) for more information.

For more information: See the [sample report](#) in PDF format.

Contents:

- Orders from entered date range
- Salesman number
- Order number
- Order date
- Order status
- Merchandise total
- Tax total
- Freight total
- Gross margin
- Gross margin percent

The gross margin calculations on this report do include estimated freight for the item class. See *Determining Gross Profit* for a discussion.

- Quantity returned
- Quantity ordered
- Quantity reserved
- Quantity shipped
- Salesman totals
- Final totals

Ship Via/Item Detail Report

Use this report to review the total number of shippable orders and units for a particular ship via/item combination broken out by arrival date.

Select *Print List* at the *Third Inquiry by Ship Via/Item Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

- date and time the Ship Via/Item information was last updated, and the user ID of the person who processed the update
- code and description of the ship via
- item code and SKU, if any
- item description
- for each arrival date:
- total number of shippable orders
- total number of shippable units
- total number of shippable orders and units for the ship via/item combination

An order may be counted more than once in the Total orders column if there is an override arrival date for one or more of the same order lines for the selected item.

Ship Via/Item Header Report

Use this report to review the shippable orders for one or all ship vias broken out by item, including total orders, total units, and oldest arrival date.

Select *Print List* at the *First Inquiry by Ship Via/Item Screen* (includes all ship vias in your company) or the *Second Inquiry by Ship Via/Item Screen* (includes only the ship via you had selected at the first screen) These screens are available through the Ship Via/Item Inquiry menu option (SVII).

For more information: See the [sample report](#) in PDF format.

Contents:

- date and time the Ship Via/Item information was last updated, and the user ID of the person who processed the update
- code and description of each ship via, if you generated the report from the first screen, or of the ship via you selected, if you generated the report from the second screen
- for the ship via:
- item code and SKU, if any
- item description
- total number of shippable orders
- total number of shippable units
- earliest arrival date for all shippable units or orders

- total shippable orders and units for the ship via
- total shippable orders and units for all ship vias, if you generated the report by selecting *Print List* at the *First Inquiry by Ship Via/Item Screen*.

**Note:**

An order may be counted more than once in the Total orders column if there is an override ship via for one or more items on the order.

Soldout Notification Card

The system produces a soldout card for each order containing one or more soldout items unless the order is eligible for an email or XML notification instead. Up to four soldout notifications print on each 8 1/2 x 11" page.

Complete the [Print Soldout Notification Screen](#).

Working with forms: See [Forms Management \(My Forms\)](#) for information on displaying or printing soldout notification cards and other forms.

Sample soldout notification cards: See the [soldout notification card sample](#).

**Note:**

This sample represents the notification that prints when the [Soldout Notification Print Program \(E75\)](#) system control value is set to *SOLDOUT*. Depending on your setting, your soldout notifications may appear different.

File naming: If you use the standard soldout notification print program, the system creates a separate document for each country where you are mailing soldout notifications. The documents are named *SOLDOUTUSA.EJOHNSON.20091015.123456.pdf*, where:

- *USA* is the country code from the Country table
- *EJOHNSON* is the user ID who submitted the job
- October 15, 2009 is the date
- 12:45:56 is the time

For more information: See [Forms Management \(My Forms\)](#) for more information on working with forms and form-naming conventions.

**Important:**

Set the Page Scaling option to *Reduce to printer margins* when printing soldout notification cards to make sure that all customer address information prints correctly.

Contents:

- Order number
- Item quantity
- Item code
- SKU code (included if the item has SKUs)
- Item description
- Sold To customer name and address (name of person who placed order), including:
 - company name
 - customer prefix code, first name, middle initial, last name, and suffix
 - address line 1
 - apartment or suite
 - address lines 2-4
 - city, state, and postal code
 - country

Source Shipped Report

Use the [Printing the Order Demand/Sales Reports \(PSSR\)](#) menu option.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Orders from entered date range
- Source code
- Order number
- Order date
- Order status
- Merchandise total
- Tax total
- Freight total

Gross margin percent. The gross margin calculation on this report does include estimated freight for the item class. See *Determining Gross Profit* for a discussion.

- Quantity returned
- Quantity ordered
- Quantity reserved

- Quantity shipped
- Source totals
- Final totals

Standard Sales Journal

This report prints if you accept the default (unselected) setting of the Print by division field through the [Printing the Sales Journal \(PDSJ\)](#) menu option. Sales transactions are listed in ascending order (lowest-to-highest) by date and in ascending order by invoice number order within each date.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See [Reports Available in Spreadsheet Format](#) for more information.

Things to note about the spreadsheet version of the report:

- There may be a rounding discrepancy on the tax total for the last date included on the report, as well as the grand total of tax. This discrepancy should be no more than a few cents.
- Depending on the width of the data, there may be blank columns between some of the columns.

Sort order: The report sorts by:

1. currency, if the [Multi Currency by Offer \(E03\)](#) system control value is selected, with blank currency sorted first.
2. division, if you selected the Print by division flag when generating the report. See [Sales Journal by Division](#).
3. invoice date. Within each date, the report lists invoices in ascending numeric order (lowest to highest).

Contents:

Page headings: Each page of the report includes the following headings:

- *Invoice Dates:* The range of dates you selected when generating the report.
- *Currency:* The currency code and description are included only if the *Multi Currency by Offer (E03)* system control value is selected. The currency indicated is blank if you run the report for shipments that occurred before you started using multi-currency by offer.
- *Division:* The division code and description are included only if you selected the Print by division flag when generating the report. See *Sales Journal by Division* for a discussion and report sample.
- *Invoice Date:* Totals are included for each invoice date.

There is a page break for each new currency, division, or invoice date.

For each invoice: The report lists:

- *Invoice*: The number identifying the invoice.
- *Customer*: The sold-to customer number.
- *Order*: The number identifying the order. The ship-to number is not listed.

**Note:**

The following fields are from the Invoice Ship To records. If there is more than one Invoice Ship To, these fields represent the sums across all ship-tos. The amounts listed for credit invoices are followed by a minus sign.

- *Merchandise*
- *Freight*
- *Additional Freight*
- *Tax*: The amount of sales tax calculated on merchandise shipped. If the *Tax Included in Price (E70)* system control value is selected, this figure includes any value-added tax, and the word VAT is to the right.

About VAT: On orders subject to VAT, tax on merchandise does not accumulate in the Tax bucket; instead, a “hidden tax” is included in the order detail line and the customer pays a tax-inclusive price for each item. For such orders, the Merchandise total indicated is net of VAT. In other words, if the customer paid \$10.00 for the merchandise, but a \$1.50 hidden tax was included in the order detail line, the merchandise total would be \$8.50.

The unit VAT charge is stored in the Second choice SKU item field in the Order Detail table, and the total VAT amount for an invoice is the total of the extended VAT amounts for each order detail line billed for that invoice.

- *Handling*
- *Additional Charge*

**Note:**

The following fields indicate how the invoice was paid, and are from the Invoice Payment Method records. If there are multiple Invoice Payment Method records for the same pay category (for example, two credit cards), the field indicates the sum for that pay category.

- *Total Cash*
- *Total Credit Card*

Calculated fields:

- *Gross Profit*: Calculated as Merchandise amount - cost from invoice ship-to / merchandise amount * 100. Rounded up or down to the nearest hundredth or cent, so that the report lists a gross profit with two decimal positions.

 Note:

- If the [Multi Currency by Offer \(E03\)](#) system control value is selected, the cost is converted to the local currency before calculating the gross profit, using the conversion rate from the Invoice Currency record. For example, if the cost in the order currency is 10.00 and the currency conversion rate is 1.50, then the system uses a cost of 15.00 (10.00 * 1.5) to calculate gross profit. However, if the [Multi Currency by Offer \(E03\)](#) system control value is selected but the report includes shipments billed before you selected the system control value, the Gross profit listed for the invoices is 100.00%.
- An invoice might have a Gross profit of 0.00 if it is for the shipment of a no-charge item, or if the cost and the merchandise total were equal.

See [Determining Gross Profit](#) for a discussion.

- Out-of-balance: the out-of-balance amount is included in a separate line immediately below the out-of-balance invoice. See [Out-of-Balance Invoices](#) for a discussion.

Totals: The report includes a total of each of the above-listed dollar values for:

- each date in the selected date range
- the division, if you selected the Print by division flag when generating the report. See [Sales Journal by Division](#) for a discussion and report sample.
- the currency, if the [Multi Currency by Offer \(E03\)](#) system control value is selected
- the entire selected date range

An out-of-balance total line is included for each of the above totals if any invoices in the selected date range were out-of-balance; see [Out-of-Balance Invoices](#) for a discussion.

- Gross profit totals: The Totals field for Gross profit represents the average gross profit percentage for all shipments on the specified invoice date, calculated by totaling the gross profit percentage for all shipments and dividing the result by the number of shipments, where:
 - the shipment amounts include positive invoices only, not credits
 - the number of shipments includes positive invoices only, not credits, and does not include invoices with a Gross profit of \$0.00. An invoice might have a Gross profit of \$0.00 if it is for the shipment of a no-charge item, or if the cost and the merchandise dollar total were equal.

See [Determining Gross Profit](#) for a discussion.

- VAT Total: the total amount of value-added tax, which is also included in the Tax total. This information appears only if the [Tax Included in Price \(E70\)](#) system control value is selected.

State Tax Detail Report

Use the [Printing the State Tax Detail Report \(PSTD\)](#) menu option.

For more information: See the [sample report](#) in PDF format.

**Note:**

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:*Report selections:*

- State and description
- date range selected
- currency selected and description (if you use *Multi Currency by Offer (E03)*)

Invoice and credit information: (this information is presented first for all invoices, both taxable and tax-exempt, then for all credits, which may also include both taxable and tax-exempt)

- invoice number
- invoice date
- customer number of the person who placed the order

State Tax Report

Purpose: This report displays tax, GST, and PST totals by state for all debit invoices and credit invoices within a given date range.

Use the [Printing the Sales Tax Report by State \(PSTX\)](#) menu option.

For more information: See the [sample report](#) in PDF format.

**Note:**

Report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- *From:* The first date for invoices included on the report.
- *To:* The last date for invoices included on the report.
- *State:* A code for the state associated with the tax.
- *Tax debit:* The total tax associated with sales for the state. The system totals the Tax amount in the Invoice Ship To table for each debit invoice that falls within the specified date range and whose ship to customer resides in the specified state.
- *Tax credit:* The total tax associated with returns for the state. The system totals the Tax amount in the Invoice Ship To table for each credit invoice that falls within the specified date range and whose ship to customer resides in the specified state.

- *GST debit*: The total GST amount associated with sales for the state. The system totals the GST amount in the Invoice Ship To table for each debit invoice that falls within the specified date range and whose ship to customer resides in the specified state.
- *GST credit*: The total GST amount associated with returns for the state. The system totals the GST amount in the Invoice Ship To table for each credit invoice that falls within the specified date range and whose ship to customer resides in the specified state.
- *PST credit*: The total PST amount associated with returns for the state. The system totals the PST amount in the Invoice Ship To table for each credit invoice that falls within the specified date range and whose ship to customer resides in the specified state.
- *PST debit*: The total PST amount associated with sales for the state. The system totals the PST amount in the Invoice Ship To table for each debit invoice that falls within the specified date range and whose ship to customer resides in the specified state.

Stored Value Card Credit Register

Purpose: This report lists the order number, sold to customer, and refund amount associated with each stored value card credit processed. See *Generating Stored Value Card Refunds* for an overview. The report is sorted by order number.

Alternate currency and stored value card refunds: While the system allows you to generate a stored value card refund for an order associated with an alternate currency, the system can process stored value cards in the US currency only. If the order is for a currency other than U.S., you should generate a refund type other than stored value card for the order.

- Complete the *Process Refunds Screen (MREF)* with the *Generate SVC credits* field selected.
- Run the *REFSVCR Process SVC Credit Refunds* periodic function.

For more information: See the [sample report](#) in PDF format.

Contents:

- *Order Number*: The order number and ship-to number associated with the stored value card refund. The system adds a stored value card item to this order at no charge; this item generates a new stored value card for the refund amount to send to the sold to customer.
- *Status*: The status of the order. Blank = the order is open. *H* = The order is held. If the order status was *X* (closed), the system updates the order status to open once the new stored value card item is added to the order.
- *Customer Number*: The bill-to customer number associated with the stored value card refund, if any. If there is no bill-to customer associated with the refund, this is the sold-to customer number. This is the customer that receives the new stored value card for the refund amount.
- *Name*: The name of the bill-to or sold-to customer, starting with the customer's company name, if any.

- *Refund Amount*: The refund amount in the local currency (the currency defined in the *Local Currency Code (A55)* system control value). **Note:** Stored value cards are allowed only in US currency.
- *Final Totals*: The total amount for the stored value card refunds, across all credits, in the local currency.

Substitute Item Processing List

This report includes each order updated when you used the Process Item Substitutions menu option, and the settings applied to each order. This report provides information used in the item substitution, based on your entries at the *Process Substitute Items Screen*.

Select *Accept* at the *Process Substitute Items Screen*.



Note:

Orders which were not eligible for substitution, such as orders with ship to addresses restricted for the substitute item, are not included on this report.

For more information: See the [sample report](#) in PDF format.

Contents:

- Canceled item, SKU, and description
- Substitute item, SKU, and description
- Cancel reason code
- Maximum number of items to cancel
- Ship vias to cancel
- Price override reason code
- Substitute item price
- Recalculate freight (*Selected* or *Unselected*)
- Date you processed the substitution
- Order number
- Sold-to customer name
- Unit quantity substituted for the order
- Total number of items substituted by the batch job

Unchanged Customers Report

Purpose: Use this report to review the customer address updates you want to process or to verify address changes that you want to purge from the work file.

How to print: Select Print at the [Work with Unchanged Customers Screen \(MBSF\)](#).

For more information: See the [sample report](#) in PDF format.

Contents: See the Work with Unchanged Customers Screen (MBSF).

Unmatched Email Status Report



Note:

Important: This report is not currently implemented. When you generate this report, the system prints a generic document with the following information:

The requested document is not currently implemented:
CUSTOMER_EMAIL_STATUS_REPORT

Purpose: Use this report to review the records in the *Customer Email Updates Table* that were not matched to a sold to customer.

Submit the *Customer Email Status Updates Process*.

For more information: See the [sample report](#) in PDF format.

Contents: Information on this report sorts alphabetically by email address.

- **Submit Date:** The date the Customer Email Updates record was added to the Customer Email Updates table from the external system. If the external system provided a date in an incorrect format, the date will not display correctly.
- **Email Address:** The email address of the sold to customer.
- **Profile ID:** A unique code to identify the sold to customer in an external system.
- **First Name:** The first name of the sold to customer.
- **Last Name:** The last name of the sold to customer.
- **Email Status:** Indicates the preferred method of correspondence for the sold to customer's email address. Valid values are:
 - **O1 (Email)** = Email is the preferred method of correspondence.
 - **O2 (Order-only email)** = Use email for order-related correspondence only; generate a document for other correspondence.
 - **O3 (No email)** = Do not use email for any correspondence; generate a document instead.
 - **O4 (Do not ask the customer)** = Do not ask the customer for his/her email address; the customer has already been asked and has declined to provide it. The system does not generate any email correspondence to the customer, even if an email address is specified.

6

Fulfillment

Backorder Summary Report

Purpose: This is an aging report that shows you:

- the number of orders that have not yet had any items shipped
- the number of orders that have already had one or more shipments and are still open
- the corresponding number of days since the order was entered on the system (the number of days that the order has been open)

This information helps you identify the number of days orders remain open waiting for shipment of backordered items. For example, the report shows that you have 383 open orders for which you have already made one shipment, that are still open four to seven days after order entry.

How to print: Select the *B/O Summary Report* field on the Submit Fill Rate Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- Aging buckets: Seven different aging buckets that show the number of days an order has been open on the system (the number of days since the order was entered) and the number of shipments that have been made to date on the order. The aging buckets are pre-defined to the following number of days:
 - 0-3 days
 - 4-7 days
 - 8-14 days
 - 15-21 days
 - 22-30 days
 - 31-45 days
 - 46 or more days

(This information might indicate that you may not have much movement on orders that have been on the system for a period of time, which might point to a problem with your vendor, purchasing department or projecting demand for items sold in the offer.)

- # of shipments: This column breaks out information on the report by the number of shipments that have already been made on each order that is still currently open. Once the order is closed, it is not included in the totals on this report. Ideally, you want to ship an order complete, in one shipment. Otherwise, you start losing money on shipping. The number of shipments reported here are: 1, 2, 3, 4, 5, 6 and 7 or more shipments on an order.

Batch Confirmed Report

Purpose: Use this report to review summary information for a batch of pick slips, such as the per unit meter charge and total pick slips confirmed.

Confirm picks by batch number at the Batch Confirmation Pop-up Window.

For more information: See the [sample report](#) in PDF format.

Contents:

- Billing Date
- Billing Batch Number
- Ship via
- Meter charge
- Meter charge per unit (meter charge / total units in batch = meter charge per unit)
- Total picks confirmed
- Total units

Batch Item Pull Label

How to print: The system prints a batch item pull label when you are Generating and Printing Pick Slips if a print program name has been defined in the Batch Item Pull Label Printing Program (F63) system control value. See Performing Pick Slip Generation for more information on generating pick slips.

A label prints for each item/location in the pick ticket batch, sorted in location/item sequence, so pickers can attach the label to the picking cart. Once the batch item pull labels are attached to the picking cart, the packers can pick from the cart to fulfill each order. If you use a unique print program, the information in the sample will be included on your labels only if your unique print program supports the information.

Bypass printing? If the Bypass Creation of Pick Forms during WSPS Pick Generation (K55) system control value is selected, the streamlined pick slip generation process does not generate these labels. See that system control value for more information.

The base batch item pull label print program is FLR0747.

For more information: See the [sample report](#) in PDF format.

Contents:

- the date the label printed
- the quantity to pick
- location
- first 5 positions of the item number
- first 4 positions of the SKU
- item description
- SKU description

Batch Pull Sheet Item Summary Report

How to print: The system generates this report when you generate pick slips if the Print Batch Pull Sheet Item Summary (C59) system control value is selected. See Performing Pick Slip Generation for more information on generating pick slips.

Bypass printing? If the Bypass Creation of Pick Forms during WSPS Pick Generation (K55) system control value is selected, the streamlined pick slip generation process does not generate this report. See that system control value for more information.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See Reports Available in Spreadsheet Format for more information.

Selected/Unselected field: Select to print the *Batch Pull Sheet Item Summary* report automatically when printing pick slips. This report lists the items, picking locations, total quantity to pick, and item descriptions for each item printed on the pick slips.

This is a convenient way of picking the total quantity required of a single item from a location without first sorting through all pick slips containing this item.

Deselect if you do not wish to print this report when printing pick slips.

Contents:

- Warehouse
- Billing Batch #
- Item # and SKU
- Location
- Quantity to Pick
- Description

Invalid ship via: The system includes pick slips that did not generate due to invalid ship via on this report.

Carryover Report

Purpose: This report displays unconfirmed pick slips whose date is on or before the pick print date you specify at the Print Carryover Report Screen.

The report groups pick slips by warehouse and sorts in batch number, pick control number sequence. A final total is at the end of the report.

How to print: Specify a date and select Submit to submit the CARRYOVER job at the Print Carryover Report Screen.

For more information: See the [sample report](#) in PDF format.

**Note:**

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- **Picks Printed on or before:** The date you specified at the Print Carryover Report Screen.
- **Warehouse:** The warehouse code and description where the picks were printed.

For each unconfirmed pick slip:

- **Batch Number:** The billing batch number for the pick slip.
- **Pick Number:** The pick control number for the pick slip.
- **Status:** The status of the pick slip.
 - The system includes pick slips whose status is blank (open), M (manifest submission), O (carryover), P (packed), or R (reprinted).
 - The system does not include pick slips whose status is A (submitted to async), B (billing pending), C (confirmed), D (declined authorization), E (async processing error), G (generated no authorization), H (generated has authorization), S (suspended), V (void), W (waiting for authorization), or Z (authorized).
- **Type:** The generation type for the pick slips, including R (regular), D (drop ship), S (special handling), and M (master pick slip).
- **Special Handling:** Indicates if the pick slip includes one or more items with special handling. The system looks at the *Additional charge code* field in the Pick Control Detail table to determine if an item has special handling.
 - Y indicates one or more items on the pick slip have special handling.
 - blank indicates no items on the pick slip have special handling.
- **Print Date:** The date when the pick slip was printed, from the *Date printed* field in the Pick Control Header table.
- **Print Time:** The time when the pick slip was printed, from the *Time printed* field in the Pick Control Header table.
- **Order Number:** The order number associated with the pick slip, from the *Order #* field in the Pick Control Header table.
- **Ship To:** The order ship-to number.
- **Via:** The ship via associated with the pick slip, from the *Ship via code* field in the Pick Control Header table.
- **Pick Total:** The total value for the pick slip, from the *Total order amount* field in the Pick Control Header table. Includes merchandise, tax, freight, handling, and all other charges.
- **Cust Number:** The number of the sold to customer on the pick slip, from the *Customer #* field in the Pick Control Header table.

- **Sold To:** The name or company of the sold to customer on the pick slip, from the *First*, *Last*, and *Company* fields in the Pick Control Header table.
- **Date Total:** The total number of unconfirmed pick slips that printed on a specific date and the total value for those pick slips.
- **Type Total:** The total number of unconfirmed pick slips of a specific generation type and the total value for those pick slips.
- **Warehouse Total:** The total number of unconfirmed pick slips for a specific warehouse and the total value for those pick slips.
- **Final Total:** The total number of unconfirmed pick slips, across all print dates, generation types, and warehouses and the total value for those pick slips.

Cart Batch Recap

Purpose: Use this recap to track the cart batches generated during a pick slip run, including the picker, the packer, and the date and time when each batch was completed.

How to print: The system produces this recap listing when you generate pick slips if you are [Using Cart/Bin Picking](#).

Bypass printing? If the Bypass Creation of Pick Forms during WSPS Pick Generation (K55) system control value is selected, the streamlined pick slip generation process does not generate this report. See that system control value for more information.

For more information: See the [sample report](#) in PDF format.

Contents:

- **For each warehouse included in the batch:**
 - **Warehouse:** The number identifying the warehouse where the cart batch should be picked. See [Creating and Maintaining Warehouses \(WWHS\)](#) for information on setting up warehouses.
 - **Batch:** A unique number to identify the billing batch number for the pick slip run.
- **For each cart batch:**
 - **Cart Batch Number:** A unique number to identify the cart batch.
 - **Priority:** The Priority (Ship via priority) for the ship vias selected to ship the pick slips included in the cart batch. The system assigns pick slips to the same cart batch only if they have the same ship via priority. For example, a cart batch might include a pick slip for ship via 33 and a pick slip for ship via 47 if both these ship vias have a ship via priority of 3. The ship via on the pick slip is derived from the order detail line if the item has a ship via override; otherwise, it is derived from the order header. See Ship Via Override Hierarchy for more information on how the system might override a ship via for an order or order detail line.
 - **Picks:** The number of pick slips included in the cart batch.
 - **Quantity:** The total number of units to be picked for the cart batch. For example, if a cart batch includes an order detail line with a quantity of 1 and an order detail line with a quantity of 50, the quantity indicated here is 51. This total includes main set items and non-inventory items; however, it does not include membership items, subscriptions, or virtual gift cards.
 - **Items:** The total number of unique items included in the cart batch. For example, if a cart batch includes a pick slip with 10 units of item AB100, a pick slip with 7 units of

item CD200, and a third pick slip with 1 unit of item AB100, the total number of unique items in the cart batch is 2 (AB100 and CD200).

- Picker: A blank line for you to enter the picker.
- Pick Date: A blank line for you to enter the pick date.
- Pick Time: A blank line for you to enter the pick time.
- Packer: A blank line for you to enter the packer.
- **Total for Warehouse: The report includes subtotals for each warehouse included in the pick slip run:**
 - Picks: The total number of pick slips in all cart batches in the warehouse.
 - Quantity: The total number of units to be picked in the warehouse.
 - Items: The total number of unique item/cart batch combinations. For example, if item AB100 is included in cart batch 100 and in cart batch 105 in the same pick slip run, it counts as 2 total items.
- **Final Totals: The report includes final totals for all warehouses included in the pick slip run:**
 - Picks: The total number of pick slips in all cart batches in all warehouses.
 - Quantity: The total number of units to be picked in all warehouses.
 - Items: The total number of unique item/cart batch combinations for all warehouses. For example, if item AB100 is included in cart batch 100 and in cart batch 105 in the same pick slip run, it counts as 2 total items.

Invalid ship via: The system includes pick slips that did not generate due to invalid ship via on this report.

Cart/Bin Batch Picking Pullsheet

How to print: The system generates this list when you generate pick slips if you are [Using Cart/Bin Picking](#) (the Use Cart/Bin Picking? (B38) system control value is selected) and a print program has been defined in the Cart/Bin Batch Pull Sheet Printing Program (C39) system control value.



Note:

The information presented here is included on your picking pullsheets only if your print program supports it. The Cart/Bin Batch Pull Sheet Printing Program (C39) system control value identifies the picking pullsheet print program to use. The base print program is JFLR0393.

Bypass printing? If the Bypass Creation of Pick Forms during WSPS Pick Generation (K55) system control value is selected, the streamlined pick slip generation process does not generate this report. See that system control value for more information.

For more information: See the [sample report](#) in PDF format.

**Note:**

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents: This report page breaks on cart batch number. Within cart batch number, the report sorts items to pick in zone, pick sequence number, location, item/SKU, pick control number sequence.

Picking Pullsheet Header:

- **Warehouse:** A code for the warehouse where the items are located. From the *Warehouse* field in the Pick Sort GH table.
- **Batch/Cart #:** The billing batch number is a system-generated number assigned to each pick slip run. The cart batch number is a system-generated number assigned to each cart for cart/bin picking. From the *Billing batch #* and *Cart batch #* fields in the Pick Sort GH table.
- **Total Cube:** The cube size of all of the items in the specified cart, calculated based on the per-unit cube factor defined for each item or SKU. The system sums the *Cube of Pick* field for all records in the Pick Sort GH table for the specified *Cart batch #*.
- **Total Picks:** The total number of picks associated with the cart. Based on the number of records in the Pick Sort GH table for the specified *Cart batch #*.
- **Total Lines:** The total number of separate lines associated with the cart, each line for one or more units of an item. Based on the number of records in the Pick Location table for the specified *Cart Batch #*.
- **Total Units:** The total number of units associated with the cart. The system sums the *Qty Allocated* field for all records in the Pick Location table for the specified *Cart Batch #*.
- **Bin Number:** The cart bin number assigned to one or more of the items on the cart. From the *Cart bin #* field in the Pick Location table for the specified *Cart Batch #*.
- **Slots Needed:** The number of slots required to pick the items on the cart. From the *PGH Nbr of Bins* field in the Pick Sort GH table.
- **Control Number:** The pick control number associated with the cart. From the *PCH Control #* field in the Pick Sort GH table for the specified *Cart Batch #*.
- **Order Number:** The order number and ship to number associated with the cart. From the *Order #* and *Ship to #* fields in the Pick Control Header table for the specified *Cart Batch #*.
- **Order Line Message:** Any order line messages that are flagged to print on the pick prints above the report details, preceded by the line number and item and SKU codes. From the *Message* field in the Order Line Message table whose *Print* field is P or B.

Picking Pullsheet Details:

- **Location:** The location in the warehouse where the item should be picked. From the *Location* field in the Pick Location table, or if not defined (for example, a non-inventory item), from the *Location* field in the SKU table.
- **Total For Location:** The total number of units of the item to pick from the location. From the *PDL Qty Allocated* field in the Pick Location table.

 Note:

The system highlights the total if it is greater than 1.

- Order Quantity: The original quantity ordered for the order detail line. From the *PCD Qty Ordered* field in the Pick Control Detail table.

 Note:

The system highlights the quantity if the *Total For Location* is greater than 1.

- Bin Number: The cart bin number assigned to the item. From the *Cart bin #* field in the Pick Location table.

 Note:

The system highlights the bin number if the *Total For Loc* is greater than 1.

- Item: The item and SKU to pick. From the *ITM Number* and *SKU Code* fields in the Pick Location table.
- Item Description: The first 25 characters of the item description. From the *Description* field in the Item table.
- Control Number: The pick control number associated with the cart. From the *PCH Control #* field in the Pick Location table for the specified *Cart Batch #*.
- Order Number: The order number and ship to number associated with the cart. From the *Order #* and *Ship to #* fields in the Pick Location table for the specified *Cart Batch #*.
- Cart Batch Number: The billing batch number is a system-generated number assigned to each pick slip run. The cart batch number is a system-generated number assigned to each cart for cart/bin picking. The cart number is used to sort pull sheets. From the *Billing batch #* and *Cart batch #* fields in the Pick Location table.
- Billing Batch #: The billing batch number assigned to the pick slip run. From the *Billing batch #* field in the Pick Location table.
- **Totals:**
 - Total Cube: The total cube of all of the items associated with the billing batch # that print on this report. The system sums the *Cube of Pick* field for all records in the Pick Sort GH table that print on the report for the specified *Billing batch #*.
 - Total Picks: The total number of picks associated with the billing batch # that print on this report. Based on the number of records in the Pick Sort GH table that print on the report for the specified *Billing batch #*.
 - Total Lines: The total number of lines associated with the billing batch # that print on this report. Based on the number of records in the Pick Location table that print on the report for the specified *Billing Batch #*.

- Total Units: The total number of units associated with the billing batch # that print on this report. The system sums the *Qty Allocated* field for all records in the Pick Location table that print on the report for the specified *Billing Batch #*.
- Special Handling Status: Y prints if the entire batch of pick slips consists of special handling items.

Drop Ship Batch Confirmation Report

Purpose: Use this report to review the total cost of items on drop ship pick slips when you confirm by billing batch number.

Confirm drop ship pick slips by billing batch number at the Batch Confirmation Pop-up Window.

For more information: See the [sample report](#) in PDF format.

Contents:

- current system date (not the date you entered at the Interactive Confirmation Screen)
- billing batch number for the group of drop ship pick slips
- vendor number for the item(s). The vendor number must be assigned to the item in the Vendor field on the Create and Change Item screens. Also, there must be a vendor/item record for this item and vendor, with a price defined, for the item to be included in this vendor's drop ship confirmation totals.
- name of the vendor
- number of drop ship pick slips confirmed in the billing batch
- total cost for drop shipments from this vendor, calculated by multiplying the unit vendor/item price for each item by the number of units confirmed in the billing batch
- total special handling cost for this vendor, calculated by multiplying the default special handling cost defined for the custom special handling format by the number of units. Special handling costs defined as a percentage rather than a unit amount are not included in this calculation.

For more information:

- Printing drop ship pick slips (fast path = MDSP): [Selecting Vendors for Drop Ship Processing \(MDSP\)](#)
- Assigning vendors to drop ship items (fast path = MITM: Working with Existing Items (MITM))
- Setting up vendor/items (fast path = WVNI): [Working with Vendor Items \(WVNI\)](#)
- Setting up custom special handling formats (fast path = WSHF): [Establishing Custom Special Handling Formats \(WSHF\)](#)

Drop Ship Integration Items Confirmed Cancellation Report

Purpose: This report lists all drop ship items which you are fulfilling through integration with Order Orchestration's Supplier Direct Fulfillment module and which have a confirmed cancellation from the vendor.

Each vendor prints on a separate page.

How to print: Select Drop Ship Items Confirmed Cancellation in the Report selection field at the Drop Ship Integration Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- From and To Dates: The date range, if any, you selected when generating the report. This is the date when the vendor accepted the cancellation request. The report displays all cancellations accepted within the date range, if specified, including starting and ending dates.
- Vendor: The number and name of the vendor associated with the drop ship item that is pending cancellation.
- Telephone: The vendor's telephone number.
- Vendor Cancellation Date: The date the vendor accepted the cancellation request for the drop ship item.
- Sales Order: Sales order number and ship-to extension.
- Line: The line number associated with the confirmed cancellation request.
- Sold To: The sold to customer. If both name and company are entered on the order, the report lists the company, with the customer name after the label ATTN. The first twenty positions for combined company and customer name print.
- Item: The item that has been cancelled.
- SKU: The SKU code, if any, of the item.
- Quantity: The quantity of the item associated with the confirmed cancellation request.
- Extended Cost: The extended cost. This is the vendor's price for the item, from the PO Detail, Vendor Item, or SKU table, in that order.
- Extended Price: The extended price. This is the retailer's price for the item (the price charged to the customer).
- PO Number: The purchase order number and PO line number.
- Telephone: The sold-to telephone number (day or evening). If the customer has both day and evening telephone numbers, the evening telephone number prints.
- Item description (unlabeled): The description of the item.
- Status: The status of the order line in Order Orchestration.
- Email: The customer's email address.

Totals:

- Vendor Units: The number of drop ship items that have been cancelled for the vendor.
- Total Units: The number of drop ship items that have been cancelled across all vendors.

Drop Ship Integration Items on Hold from Vendor Report

Purpose: This report lists drop ship items which you are fulfilling through integration with Order Orchestration's Supplier Direct Fulfillment module which have been placed on hold by your vendors.

Each vendor prints on a separate page.

How to print: Select Drop Ship Items on Hold in the *Report selection* field at the Drop Ship Integration Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- From and To dates: The date range, if any, you selected when generating the report. This date range represents the date when the order line was put on hold by the vendor. The report displays all orders placed on hold from starting to ending dates, including starting and ending dates. Note: This is not the expected ship date or the revised expected ship date.
- Vendor: The number and name of the vendor associated with the drop ship item that is on hold.
- Telephone: The vendor's telephone number.
- Vendor Hold Date: The date the order line was placed on hold by the vendor. Note: This date is the date the vendor placed the order line on hold, not the expected ship date or revised expected ship date.
- Sales Order: Sales order number and ship-to extension.
- Line: The line number that has been placed on hold by the vendor.
- Sold To: The sold-to customer on the order. If both the name and company are entered on the order, the report lists the company, with the customer name after the label ATTN. The first twenty positions for combined company and customer name print.
- Item: The item that has been placed on hold by the vendor.
- SKU: The SKU code, if any, of the item.
- Quantity: The quantity of the item placed on hold.
- Extended Cost: The extended cost. This is the vendor's price for the item, from the PO Detail, Vendor Item, or SKU table, in that order.
- Extended Price: The extended price. This is the retailer's price for the item (the price charged to the customer).
- PO Number: The purchase order number and PO line number.
- Telephone: The sold-to telephone number (day or evening). If the customer has both day and evening telephone numbers, the evening telephone number prints.
- Item description (unlabeled): The description of the item.
- Status: The status of the order line in the integrated system.
- Email: The customer's email address.
- Message (unlabeled): Additional information or hold reason entered by the vendor.

Totals:

- Vendor Units: The number of drop ship items on hold for the vendor.
- Total Units: The number of drop ship items on hold across all vendors.

Drop Ship Integration Items Pending Cancellation Report

Purpose: This report lists all drop ship items which you are fulfilling through integration with Order Orchestration's Supplier Direct Fulfillment module for which you have sent cancel requests to the vendor, but have not yet received responses.

Each vendor prints on a separate page.

How to print: Select Drop Ship Items Pending Cancellation in the *Report selection* field at the Drop Ship Integration Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- From and To dates: The date range, if any, you selected when generating the report. The report displays all cancel requests sent within the date range, including starting and ending dates.
- Vendor: The number and name of the vendor associated with the drop ship item that is pending cancellation.
- Telephone: The vendor's telephone number.
- Cancellation Requested Date: The date a cancellation request was generated for the drop ship item.
- Sales Order: Sales order number and ship-to extension.
- Line #: The line number associated with the pending cancellation request.
- Sold To: The sold to customer. If both name and company are entered on the order, the report lists the company, with the customer name after the label ATTN. The first twenty positions for combined company and customer name print.
- Item: The item pending cancellation.
- SKU: The SKU code, if any, of the item.
- Quantity: The quantity of the item associated with the pending cancellation request.
- Extended Cost: The extended cost. This is the vendor's price for the item, from the PO Detail, Vendor Item, or SKU table, in that order.
- Extended Price: The extended price. This is the retailer's price for the item (the price charged to the customer).
- PO Number: The purchase order number and PO line number.
- Telephone: The sold-to telephone number (day or evening). If the customer has both day and evening telephone numbers, the evening telephone number prints.
- Item description (unlabeled): The description of the item.
- Status: The status of the order line in the integrated system.
- Email: The customer's email address.

Totals:

- Vendor Units: The number of drop ship items for the vendor pending cancellation.

- Total Units: The number of drop ship items across all vendors pending cancellation.

Drop Ship Integration Items Pending Shipment Report

Purpose: This report lists all drop ship items which are pending shipment in Order Orchestration's Supplier Direct Fulfillment module.

Each vendor prints on a separate page.

How to print: Select Drop Ship Items Pending Shipment in the *Report selection* field at the Drop Ship Integration Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- From and To Dates: The date range, if any, you selected when generating the report. The report displays all purchase orders sent within the date range, including starting and ending dates.
- Vendor: The number and name of the vendor associated with the drop ship item that is pending shipment in the integrated system.
- Telephone: The vendor's telephone number.
- Order Date (unlabeled): The date when the order was sent to the integrated system.
- Sales Order: Sales order number and ship-to extension.
- Line: The line number that is pending shipment in the integrated system.
- Sold To: The sold to customer. If both name and company are entered on the order, the report lists the company, with the customer name after the label ATTN. The first twenty positions for combined company and customer name print.
- Item: The item that is pending shipment in the integrated system.
- SKU: The SKU code, if any, of the item.
- Quantity: The quantity of the item that is pending shipment in the integrated system.
- Extended Cost: The extended cost. This is the vendor's price for the item, from the PO Detail, Vendor Item, or SKU table, in that order.
- Extended Price: The extended price. This is the retailer's price for the item (the price charged to the customer).
- PO Number: The purchase order number and PO line number.
- Telephone: The sold-to telephone number (day or evening). If the customer has both day and evening telephone numbers, the evening telephone number prints.
- Item description (unlabeled): The description of the item.
- Status: The status of the order line in the integrated system.
- Email: The customer's email address.

Totals:

- Vendor Units: The number of drop ship items that is pending shipment in the integrated system.
- Total Units: The number of drop ship items that is pending shipment in the integrated system.

Drop Ship Integration Items Sent to Integrated System Report

Purpose: This report lists all drop ship items which were sent to Order Orchestration's Supplier Direct Fulfillment module.

Each vendor prints on a separate page.

How to print: Select Drop Ship Items Sent to Integrated System in the *Report selection* field at the Drop Ship Integration Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- From and To Dates: The date range, if any, you selected when generating the report. The report displays all purchase orders sent within the date range, including starting and ending dates.
- Vendor: The number and name of the vendor associated with the drop ship item that was sent to the integrated system.
- Telephone: The vendor's telephone number.
- PO Sent Date: The date the purchase order was sent to the integrated system.
- Sales Order: Sales order number and ship-to extension.
- Line: The line number that was sent to the integrated system.
- Sold To: The sold to customer. If both name and company are entered on the order, the report lists the company, with the customer name after the label ATTN. The first twenty positions for combined company and customer name print.
- Item: The item that was sent to the integrated system.
- SKU: The SKU code, if any, of the item.
- Quantity: The quantity of the item that was sent to the integrated system.
- Extended Cost: The extended cost. This is the vendor's price for the item, from the PO Detail, Vendor Item, or SKU table, in that order.
- Extended Price: The extended price. This is the retailer's price for the item (the price charged to the customer).
- PO Number: The purchase order number and PO line number.
- Telephone: The sold-to telephone number (day or evening). If the customer has both day and evening telephone numbers, the evening telephone number prints.
- Item description (unlabeled): The description of the item.
- Status: The status of the order line in Order Orchestration.
- Email: The customer's email address.

Totals:

- Vendor Units: The number of drop ship items sent to the integrated system for the vendor.

- **Total Units:** The number of drop ship items sent to the integrated system across all vendors.

Drop Ship Integration Items Shipped Report

Purpose: This report lists all drop ship items that have been shipped in Order Orchestration's Supplier Direct Fulfillment module.

Each vendor prints on a separate page.

How to print: Select Drop Ship Items Shipped in the *Report selection* field at the Drop Ship Integration Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- **From and To Dates:** The date range, if any, you selected when generating the report. The report displays all purchase orders shipped within the date range, including starting and ending dates.
- **Vendor:** The number and name of the vendor associated with the drop ship item that has been shipped in the integrated system.
- **Telephone:** The vendor's telephone number.
- **Shipped Date (unlabeled):** The date when the vendor reported the item shipped.
- **Sales Order:** Sales order number and ship-to extension.
- **Line:** The line number that was reported shipped in the integrated system.
- **Sold To:** The sold to customer. If both name and company are entered on the order, the report lists the company, with the customer name after the label ATTN. The first twenty positions for combined company and customer name print.
- **Item:** The item that has been reported shipped in the integrated system.
- **SKU:** The SKU code, if any, of the item.
- **Quantity:** The quantity of the item that was reported shipped in the integrated system.
- **Extended Cost:** The extended cost. This is the vendor's price for the item, from the PO Detail, Vendor Item, or SKU table, in that order.
- **Extended Price:** The extended price. This is the retailer's price for the item (the price charged to the customer).
- **PO Number:** The purchase order number and PO line number.
- **Telephone:** The sold-to telephone number (day or evening). If the customer has both day and evening telephone numbers, the evening telephone number prints.
- **Item description: (unlabeled)** The description of the item.
- **Status:** The status of the order line in the integrated system.
- **Email:** The customer's email address.

Totals:

- **Vendor Units:** The number of drop ship items that have been reported shipped in the integrated system.

- Total Units: The number of drop ship items that have been reported shipped in the integrated system.

Drop Ship Integration Items with Revised Due Date Report

Purpose: This report lists all drop ship items which you are fulfilling through integration with Order Orchestration's Supplier Direct Fulfillment module which have had their due dates revised by the vendor since the report was last generated.

Each vendor prints on a separate page.

How to print: Select Drop Ship Items with Revised Due Date in the *Report selection* field at the Drop Ship Integration Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- From and To dates: The date range, if any, you selected when generating the report. This is the date when the due date revision was entered by the vendor. The report displays all orders with due date revisions entered within the date range, inclusively. Note: This date range represents the date the revision was entered, not the revised expected ship date itself.
- Vendor: The number and name of the vendor associated with the revised due date.
- Telephone: The vendor telephone number.
- Revised: The revised due date.
- Original: The original due date.
- Sales Order: The sales order number and ship-to extension.
- Line: The order line number.
- Sold To: The sold to customer. If both name and company are entered on the order, the report lists the company, with the customer name after the label ATTN. The first twenty positions for combined company and customer name print.
- Item: The item whose due date has been revised by the vendor.
- SKU: The SKU code, if any, for the item.
- Quantity: The quantity of the item whose due date has been revised by the vendor.
- Extended Cost: The extended cost of the item. This is the vendor's price for the item, from the PO Detail, Vendor Item, or SKU table, in that order.
- Extended Price: The extended price of the item. This is the retailer's price for the item (the price charged to the customer).
- PO Number: The purchase order number and PO line number.
- Telephone: The sold-to telephone number (day or evening). If the customer has both day and evening telephone numbers, the evening telephone number prints.
- Item description (unlabeled): The description of the item.
- Status: The status of the order line in the integrated system.
- Email: The customer's email address.

Totals:

- Vendor Units: The number of drop ship items for the vendor with a revised due date.
- Total Units: The number of drop ship items across all vendors with a revised due date.

Drop Ship Pick Slip/Invoice

Purpose: The drop ship pick slip/invoice lists item and retail price information for a drop ship order.

How to print: The system generates the drop ship pick slip/invoice when you process drop ship pick slips or drop ship purchase orders at the Select Vendors for Drop Ship Screen. Purchase order receiving also generates a drop ship pick slip/invoice if the Print Drop Ship Invoice at time of Purchase Order Receiving (F10) system control value is selected.

Working with forms: See Forms Management (My Forms) for information on displaying or printing drop ship pick slips and other forms.



Note:

The information presented here is included on your drop ship pick slip/invoice only if your print program supports it. The Drop Ship Pick Print Program (E92) system control value identifies the pick slip printing program to use for drop ship orders. The standard program for drop ship pick slips is the same as the standard program for regular pick slips (*PICKG* for the graphical pick slip). For more information see the Order Administration Web Services Guide on [My Oracle Support](#) (ID 2953017.1).

Sample pick slip: See the [graphical drop ship pick slip sample](#).

Contents: The INPUT_TYPE setting for your pick slip form in [Working with Customer Properties \(PROP\)](#) indicates the means by which your drop ship pick printing program obtains the data to print on the pick slip form. Each option is available only if your drop ship pick printing program supports it. Valid values are:

- XML = The program uses the Pick Message from Order Management System (CWPickOut) to generate the drop ship pick slip.
- DB = The program queries the database to generate the drop ship pick slip. The INPUT_TYPE setting for the standard printing program PICKG is DB.

For more information see the Order Administration Web Services Guide on [My Oracle Support](#) (ID 2953017.1).

Drop Ship Pick Slip Sold To Label (ORDERED By)	Comments
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Logo	You can include a company logo or an entity logo. See Setting Up Company Logos for Forms and the Print Entity Image (K35) system control value for background and setup information.
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Drop Ship Pick Slip Sold To Label (ORDERED By)	Comments
Order Number and Ship To Number	The order number and the ship-to number, separated by a hyphen. The ship to number is set to 1 if there is only one shipping address. From the order_nbr and order_shipto_nbr attributes in the Pick Message from Order Administration (CWPickOut) or the <i>Order #</i> and <i>Ship to #</i> fields in the Pick Control Header table.
Barcode	Formatted as 012-0003702-02, where 012 is the company number, 0003702 is the pick control number, and 02 is the label number. The <i>BARCODE_IMAGE</i> value for the PICKG and PICKDBG (graphical pick slip) settings in Working with Customer Properties (PROP) controls whether the system prints a barcode on the drop ship pick slip. From the <i>CMP Company</i>, <i>PCH Control #</i>, and <i>PCL Label Number</i> fields in the Pick Control Label table.
Generation Date	The date the drop ship pick slip was generated. From the date_printed attribute in the V or the <i>PCH Date printed</i> field in the Pick Control Header table.

Drop Ship Pick Slip Sold To Label (ORDERED By)

Sold To

sold to name and address

The sold-to name and address has the label ORDERED BY: and is enclosed in a rounded box on the base graphical drop ship pick slip. Includes the following:

- **Company name:** The company name for the address of the sold to customer. From the `sold_to_company` attribute in the Pick Message from Order Management System (CWPickOut) or the *NAM Company name* field in the Customer Sold To table.
- **First name, middle initial, last name:** The first name, middle initial, and last name of the sold to customer. From the `sold_to_fname`, `sold_to_initial`, and `sold_to_lname` attributes in the [Pick Message from Order Management System \(CWPickOut\)](#) or the *NAM First name*, *NAM Initial*, and *NAM Last name* fields in the Customer Sold To table.
- **Address line 1 and Apartment:** The street address and apartment for the address of the sold to customer. From the `sold_to_addr1` and `sold_to_aprt` attributes in the Pick Message from Order Management System (CWPickOut) or the *NAM Street address* and *NAM Apartment* fields in the Customer Sold To table.
- **Address line 2:** The second address line for the address of the sold to customer. From the `sold_to_addr2` attribute in the Pick Message from Order Management System (CWPickOut) or the *NAM Address line 2* field in the Customer Sold To table.

 Note:

Address lines 3 and 4 do not print on the drop ship pick form.

- **City, state, postal code:** The city, state code, and zip code for the address of the sold to customer. From the `sold_to_city`, `sold_to_state`, and `sold_to_postal_code` attributes in the Pick Message from Order Management System (CWPickOut) or the *NAM City*, *NAM State*, and *NAM Zip* fields in the Customer Sold To table.
- **Country description:** The country name for the address of the sold to customer. From the `sold_to_country_name` attribute in the Pick Message from Order Management System (CWPickOut) or the *Country description* field in the Country table.

 Note:

The country name prints only if you are shipping to a country other than the default specified in the Default Country for Customer Address (B17) system control value.

Drop Ship Pick Slip Ship To Label

Logo

A separate drop ship pick slip prints for each ship to customer on the order.

See Setting Up Company Logos for Forms for setup information.

Drop Ship Pick Slip Sold To Label (ORDERED By)	Comments
Barcode	Formatted as 012-0003702-02, where 012 is the company number, 0003702 is the pick control number, and 01 is the label number. The <i>BARCODE_IMAGE</i> value for the PICKG and PICKDBG (graphical pick slip) settings in Working with Customer Properties (PROP) controls whether the system prints a barcode on the pick slip. From the <i>CMP Company</i>, <i>PCH Control #</i>, and <i>PCL Label Number</i> fields in the Pick Control Label table.
Order Number and Ship To Number	The order number and the ship-to number, separated by a hyphen. The ship to number is set to 1 if there is only one shipping address. From the <i>order_nbr</i> and <i>order_shipto_nbr</i> attributes in the Pick Message from Order Management System (CWPickOut) or the <i>Order #</i> and <i>Ship to #</i> fields in the Pick Control Header table.
Billing Batch Number and Cart Batch Number	The billing batch number assigned by the system to a group of pick slips and the cart batch number assigned to the pick slip. See Using Cart/Bin Picking. From the <i>billing_batch_nbr</i> and <i>cart_batch_nbr</i> attributes in the Pick Message from Order Management System (CWPickOut) or the <i>PCH Billing batch #</i> and <i>PCH Cart batch #</i> fields in the Pick Control Header table.

Drop Ship Pick Slip Sold To Comments
Label (ORDERED By)

Ship To

ship to name and address

The ship to name and address can be an order-level shipping address, a permanent customer ship to address, a recipient sold to customer, or the sold to customer on the order. See Assigning an Order Shipping Address, Using a Permanent Shipping Address in Order Entry, Adding a Recipient Order in Order Entry, and Entering Orders for more information. Includes the following:

- **Company:** The company name for the address of the ship to customer. From the `ship_to_company` attribute in the Pick Message from Order Management System (CWPickOut) or the *NAM Company name* in the Pick Control Header table.
- **First name, middle initial, last name:** The first name, middle initial, and last name of the ship to customer. From the `ship_to_fname`, `ship_to_initial`, and `ship_to_lname` attributes in the Pick Message from Order Management System (CWPickOut) or the *NAM First Name*, *NAM Initial*, and *NAM Last Name* fields in the Pick Control Header table.
- **Address line 1 and Apartment:** The street address and apartment for the address of the ship to customer. From the `ship_to_addr1` and `ship_to_apartment` attributes in the Pick Message from Order Management System (CWPickOut) or the *NAM Street Address* and *NAM Apartment* fields in the Pick Control Header table.
- **Address line 2:** The second address line for the address of the ship to customer. From the `ship_to_addr2` attribute in the Pick Message from Order Management System (CWPickOut) or the *NAM Address Line 2* field in the Pick Control Header table.
-  **Note:**
Address lines 3 and 4 do not print on the drop ship pick form.
- **City, state, postal code:** The city, state code, and zip code for the address of the ship to customer. From the `ship_to_city`, `ship_to_state`, and `ship_to_postal_code` attributes in the Pick Message from Order Management System (CWPickOut) or the *NAM City*, *NAM State*, and *NAM Postal Code Scan* fields in the Pick Control Header table.
- **Country description:** The country name for the address of the ship to customer. From the `ship_to_country_name` attribute in the Pick Message from Order Management System (CWPickOut) or the *Country description* field in the Country table.

 Note:

The country description prints only if you are shipping to a country other than the default specified in the Default Country for Customer Address (B17) system control value. If the Default Country for Customer Address (B17) system control value is blank and the country for the ship to

Drop Ship Pick Slip Sold To Label (ORDERED By)	Comments
	address is the United States of America, the system truncates the country to United States of.
Generation Date	The date the pick slip was generated. From the date_printed attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCH Date printed</i> field in the Pick Control Header table.
Customer #	The number assigned by the system to identify the sold-to customer on the order. From the sold_to_customer_nbr attribute in the Pick Message from Order Management System (CWPickOut) or the <i>CST Customer #</i> field in the Pick Control Header table.
Ship Via Description	The first 10 positions of the ship via description, such as UPS or Fed Ex. From the ship_via_desc attribute in the Pick Message from Order Management System (CWPickOut) or the <i>VIA Shipper Name</i> field in the Ship Via table.
Order Level Message	The first four order level messages on the order whose <i>Print</i> flag is set to Print on Both or Print on Picks. See the Work with Order Messages Screen for more information on order level messages. From the msg attribute in the Pick Message from Order Management System (CWPickOut) for msg_type OH or the <i>OMS Message</i> field in the Order Message table.
Drop Ship Pick Slip Header Information	
Date Of Order	The date the order was placed. From the order_date attribute in the Pick Message from Order Management System (CWPickOut) or the <i>OHD Order date</i> field in the Order Header table.
Purchase Order No.	The purchase order number, if any, that was provided by the sold-to customer. You can enter a purchase order number on the Work with Order screen in order entry. From the po_nbr attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCH PO #</i> field in the Pick Control Header table.
Source Code	The source code from the order header. From the source attribute in the Pick Message from Order Management System (CWPickOut) or the <i>OHD SRC Source code</i> field in the Order Header table.
Packer	Not currently implemented.
Shipped Via	The first 10 positions of the ship via description, such as UPS or Fed Ex. From the ship_via_desc attribute in the Pick Message from Order Management System (CWPickOut) or the <i>VIA Shipper Name</i> field in the Ship Via table.

Drop Ship Pick Slip Sold To Label (ORDERED By)	Comments
Customer No.	The number assigned by the system to identify the sold-to customer. From the <code>sold_to_customer_nbr</code> attribute in the Pick Message from Order Management System (CWPickOut) or the <i>CST Customer #</i> field in the Pick Control Header table.
Order No.	The order number associated with the drop ship pick slip. From the <code>order_nbr</code> attribute in the Pick Message from Order Management System (CWPickOut) or the <i>Order #</i> field in the Order Ship To table.
Page No.	The number of this drop ship pick slip page.
Drop Ship Pick Slip Detail Information	The system uses the Pick Location table to determine the sequence in which to display the pick slip details on the pick slip. Pick slip details print on the pick slip in zone, location picking sequence number, location, line number sequence.

 Note:

Each item prints on a separate drop ship pick slip if the Allow Only Single Line on Drop Ship Pick (C82) system control value is selected. Also, if the Print One Drop Ship Invoice per Ship Alone Item (E38) system control value is selected, a separate drop ship pick slip prints for each unit of a ship-alone item.

Line No.	A unique number to identify the pick slip line number for the item. From the <code>pick_line_nbr</code> attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCD Line #</i> field in the Pick Control Detail table.
Items Ordered	The number of units ordered on the order line. From the <code>qty_ordered</code> attribute in the Pick Message from Order Management System (CWPickOut) or the <i>ODT qty ordered</i> field in the Order Detail table.

Drop Ship Pick Slip Sold To Label (ORDERED By) **Comments**

Items Shipped

The quantity of the item to ship on this pick slip.

 Note:

- The system highlights the quantity if it is greater than 1.
- If this is a ship-alone item and the Print One Drop Ship Invoice per Ship Alone Item (E38) system control value is selected, a separate drop ship pick slip prints for each unit.

Backordered

This field is not currently used for drop ship pick slips.

Location Code

The location in the warehouse where the item is picked. Included only for items shipping on this pick slip.

From the whse_location attribute in the Pick Message from Order Management System (CWPickOut) or the *Location* field in the Pick Location table.

Drop Ship Pick Slip Sold To Label (ORDERED By) Comments

Item Number

A code that represents a unit of inventory. A SKU code, such as RED MEDM, prints below the item number if the item contains SKUs.

 Note:

The item may have been ordered using a different item number if it is part of a set, or if it was ordered by alias.

From the item and sku attributes in the Pick Message from Order Management System (CWPickOut) or the *ITM Number* and *SKU Code* in the Pick Control Detail table.

Set items: If the main set item or its component items are flagged as ship alone items, a separate pick slip prints for each item included in the set with the message ****Other Items Shipped Separately****. The system includes the main set item with a component item that is assigned to the same ship via in order to avoid printing the main set item on its own pick slip. If the main set item and its component items are not flagged to ship alone, the main set item and components print on the same pick slip as the other items. The total for the set prints on one pick slip. For more information on set items, see [Entering Set Information \(WSET\)](#).

Gift wrap: The message GIFT WRAP prints on a separate line if the item is flagged for gift wrap. The gift wrap charge is indicated in the *Unit price* and *Extension* columns.

Special handling instructions: A detailed description of any special handling option, such as color, material, monogramming, engraving, style, or size prints underneath any item to receive special handling. The special handling charge is included in the *Shipping & Handling* total on the pick slip. Custom special handling information that prints on the pick slip is the *special handling option*, the *customer response*, and the *special handling charge*. Standard special handling instructions are preceded by the description of the additional charge code you use to identify standard special handling.

Item or SKU comments: Only comments flagged to Print on picks and invoices or Print on picks only print on the pick slip.

Comments can be entered at the base item level or SKU level by selecting Comments for an item at the Work with Items Screen.

Order line message: Order line messages flagged to Print on Both or Print on Picks print on the pick slip. You can enter an order line message by selecting Messages for an item at the Work with Order Lines screen.

Description

A description of the item. A description of the SKU is also included if the item contains SKUs.

From the item_desc and sku_desc attributes in the Pick Message from Order Management System (CWPickOut) or the *Description* field in the Item table and *Description* field in the SKU table.

Drop Ship Pick Slip Sold To Label (ORDERED By)	Comments
Unit Price	The amount the customer pays for each unit of the item. Included only for items on this pick slip. Not included on drop ship pick slips for gift orders, or if the Print Amounts on Drop Ship Picks (C81) system control value is unselected. selling_price
Extension	The item price times the quantity shipped on this pick slip. Not included on drop ship pick slips for gift orders, or if the Print Amounts on Drop Ship Picks (C81) system control value is selected. From the selling_price_extended attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCD Extension</i> field in the Pick Control Detail table.
Shipped Separately Message	The message **Other Items Shipped Separately** prints above the pick slip totals if other items on the order shipped on a separate pick slip. See Splitting an Order Across Multiple Picks for more information on when the system splits an order into more than one pick.
Drop Ship Pick Slip Totals	Totals print on every page of multi-page drop ship pick slips. No totals print on drop ship pick slips for gift orders or if the Print Amounts on Drop Ship Picks (C81) system control value is unselected.
Total Merchandise	The total merchandise value of all items on the drop ship pick slip, after applying any discounts or repricing. This total does not include items shipping from your warehouse, backordered items, canceled or soldout items, items shipped separately, or items with stock allocation errors. From the merch_amt attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCH Merch</i> field in the Pick Control Header table.

Drop Ship Pick Slip Sold To Label (ORDERED By) Comments

Shipping & Handling

The total shipping and handling for this shipment, including any freight, additional freight, duty, additional charges, and special handling.

If the Prorate Freight Charges (D39) system control value is unselected, the system charges all freight charges on an order with the first shipment; in this situation, all freight charges are added to the first pick slip generated for the order. If the Prorate Freight Charges (D39) system control value is selected, the system charges a proportional amount of freight for partial shipments on an order. However, if the *Prorate Freight Charges (D39)* system control value is selected and all of the items on the order are exempt from freight, the system applies any item and weight charges defined for the ship via to the first pick slip generated for the order.

 Note:

If a negative additional charge is applied to the order, the system deducts the amount from the shipping and handling total.

From the freight_amt + addl_freight_amt + addl_charge_amt + hand_charge_amt attributes in the Pick Message from Order Management System (CWPickOut) or the *PCH Freight + PCH Add'l Freight + PCH Add'l Charges + PCH Handling* fields in the Pick Control Header table.

Sales Tax

The total tax for all items shipping on the pick slip. This total may include tax on shipping and handling, additional charges, and GST (Goods and Service tax) and PST (Provincial Service tax) tax rates which are specific to companies that operate in Canada and orders shipped to and within Canadian boundaries. For more information on GST and PST tax rates, see Setting Up Order Entry Values.

 Note:

Sales tax does not include VAT (Value Added Tax), a taxing method that applies in only certain states and countries and includes the tax in the price of the item. For more information on VAT, see the description of the Tax Included in Price (E70) system control value.

From the tax_amt + gst_amt + pst_amt attributes in the Pick Message from Order Management System (CWPickOut) or the *PCH Tax + PCH GST + PCH PST* fields in the Pick Control Header table.

Drop Ship Pick Slip Sold To Label (ORDERED By)	Comments
Order Total	Total merchandise, shipping and handling, additional charges, and tax, for this shipment. From the total_order_amt attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCH Total Order Amount</i> field in the Pick Control Header table.
Total Paid	The amount the customer prepaid. This total is zero if the customer used a credit card. From the amt_paid attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCH Amount Paid</i> field in the Pick Control Header table.
Refund	The amount you owe the customer if the prepaid amount is more than the amount due. From the balance_due_amt attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCH Balance Due</i> field in the Pick Control Header table.
Bal Due	The amount the customer owes you if the prepaid amount is less than the amount due. This amount is zero if the total balance was prepaid or a credit card was applied to the order. From the balance_due_amt attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCH Balance Due</i> field in the Pick Control Header table.
Total	Total merchandise, shipping and handling, tax, and additional charges. From the total_order_amt attribute in the Pick Message from Order Management System (CWPickOut) or the <i>PCH Total Order Amount</i> field in the Pick Control Header table.

Gift order: You can define an order as a gift order by selecting the Gift field on the Work with Order screen in Order Entry. When you generate drop ship pick slips for the order, the system also generates a gift acknowledgement for the sold-to customer, with the message *****GIFT ACKNOWLEDGEMENT***** after all of the items. See the Gift Acknowledgement for more information.

Drop Ship Purchase Order List

Purpose: This report lists vendors for whom you have generated drop ship purchase orders using the [Selecting Vendors for Drop Ship Processing \(MDSP\)](#) menu option, the order number and purchase order number for each drop ship order, and whether the purchase order will be automatically processed through the Order Orchestration Drop Ship Integration.

This report does not include vendors whose *Drop ship output* field is set to Drop ship pick, since you do not produce purchase orders (instead you produce pick slips) for these vendors.

How to print: The system generates this list when you process drop ship purchase orders at the Select Vendors for Drop Ship Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- Purchase order number. The system automatically assigns purchase order numbers when you generate drop ship purchase orders.
- Vendor number
- Due Date. The system calculates this date by adding the number of days in the vendor item table to the order date, except when the arrival date on the order is later than the calculated date; in this case the due date is the arrival date.
- Order number
- Customer number and name
- OROB flag: if you use Order Orchestration's Drop Ship Manager to process drop ship items with this vendor, the OROB flag is set to Y.

Fill Rate Report

Purpose: This report shows you the number and percentage of orders that you have stock for on the first shipment (therefore, shipping the order complete), plus the number and percentage of orders with backordered items.

The column on the left of the report shows you up to 8 weeks in the specified date range for the specified offer or all offers that are effective during these dates.

For example, in week 1, you had the ability to ship 7 orders complete, or 58.33% of all orders shipped in week 1. The calculation is:

$$7 / (7 + 3 + 2 + 0 + 0)$$

How to print: Select the *Fill Rate Report* field on the Submit Fill Rate Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- Date range: The dates for which you want to report on your backorder/fulfillment status. This date range is associated with the effective dates for the offer, as defined in the *Offer date range* fields in the Offer table. Only offers effective during this date range will be included on these reports.
- Offer: The code for the catalog, space or television advertisement you want to report on. The report will reflect the backorder/fulfillment status for this offer only. Offer codes are defined in and validated against the Offer table.

Instock rate:

- 100% In Stock: This column shows the number and percentage of orders that had stock for all items on the first shipment. Because of this, you were able to ship these orders complete.
- #-# lines B/O: lines backordered. These columns show the number and percentage of orders that did not have stock for all items on the order, so that one or more items were backordered and the order required more than one shipment.
- Week # of Date Range: These rows on the report show the fill rate for each week in the offer. This information shows how well you forecasted demand for items in the offer.
- Totals: The totals at the bottom of the report give the number and percentage of orders that were completely in stock or with varying degrees of backordered items.

Gift Acknowledgement

How to print: Generated through:

- [Streamlined Pick Slip Generation \(WSPS\)](#) and [Selecting Vendors for Drop Ship Processing \(MDSP\)](#) (drop ship pick slips) if the Automatic Generation of Gift Acknowledgement (B92) system control value is set to P.
- billing if the Automatic Generation of Gift Acknowledgement (B92) system control value is set to B.

See the Automatic Generation of Gift Acknowledgement (B92) system control value for more information.

Bypass printing? If the [Bypass Creation of Pick Forms during WSPS Pick Generation \(K55\)](#) system control value is selected, no gift acknowledgements are generated through the streamlined pick slip generation process or through billing async. See that system control value for more information.

What if there are multiple pick slips for a gift order? The system generates a separate gift acknowledgement for each generated pick slip, so if some items on the order ship separately, both a separate pick slip and a separate gift acknowledgement are generated. Similarly, if you print drop ship pick slips for any items on the order, the system generates a separate drop ship pick slip for the items on the drop ship pick slip.

File naming: The system uses the print program, the user ID of the person who started the async jobs, the job date and time stamp, and the document sort number to name the gift acknowledgement PDF file. For example, a file named `GIFTACKG.KBROWN.20090828.163639681_002.pdf` indicates this is a gift acknowledgement PDF document generated by user KBROWN on August 28, 2009 and the document is the second document for a specific gift acknowledgement sort.



Note:

The user ID of the person who started the async jobs may not be the user ID of the person who generated pick slips or billed the order associated with the gift acknowledgement.

Sorting gift acknowledgements into separate PDF files: The PICKS_IN_SPOOL_FILE setting in [Working with Customer Properties \(PROP\)](#) indicates the maximum number of gift acknowledgement in a single PDF document. If the number of gift acknowledgements in a PDF document reaches the number defined in the PICKS_IN_SPOOL_FILE setting, the system creates a new PDF document.

Working with forms: See Forms Management (My Forms) for information on displaying gift acknowledgements and other forms.

**Note:**

The information presented here is included on your gift acknowledgement only if your print program supports it. The Gift Order Acknowledgement Print Program (B90) system control value identifies the gift acknowledgement printing program to use. The standard graphical gift acknowledgement printing program is GIFTACKG. You would use this program if you print gift acknowledgement onto plain paper and want the gift acknowledgement printing program to include your logo and supply the text boxes and other graphical elements.

Sample gift acknowledgements: See the [graphical gift acknowledgement sample](#).

Contents: The INPUT_TYPE setting for your gift acknowledgement form in Working with Customer Properties (PROP) indicates the means by which your gift acknowledgement printing program obtains the data to print on the form. Each option is available only if your gift acknowledgement program supports it. Valid values are:

- XML = The program uses the *Pick Message from Order Administration (CWPickOut)* to generate the gift acknowledgement.
- DB = The program queries the database to generate the gift acknowledgement. The INPUT_TYPE setting for the standard printing program GIFTACKG is DB.

**Gift Acknowledgement
Sold To Label (ORDERED
BY)**

Logo	Company logo. See Setting Up Company Logos for Forms for setup information. The gift acknowledgement does not include an entity logo regardless of the setting of the Print Entity Image (K35) system control value.
Order Number and Ship To Number	The order number and the ship-to number, separated by a hyphen. The ship to number is set to 1 if there is only one shipping address. From the order_nbr and order_shipto_nbr attributes in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>Order #</i> and <i>Ship to #</i> fields in the Pick Control Header table.
Billing Batch Number	The billing batch number assigned to the associated pick slip. The system assigns a billing batch number to a pick slip generation run; you can use the billing batch number to confirm all of the pick slips in the batch at one time. From the billing_batch_nbr attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCH Billing batch #</i> field in the Pick Control Header table.
Date	The date the gift acknowledgement was generated. From the date_printed attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCH Date printed</i> field in the Pick Control Header table.

Gift Acknowledgement Sold To Label (ORDERED BY)

Sold To
sold to name and address

The sold-to name and address has the label ORDERED BY: and is enclosed in a rounded box on the base graphical gift acknowledgement. Includes the following:

- **Company name:** The company name for the address of the sold to customer. From the sold_to_company attribute in the the *Pick Message from Order Administration (CWPickOut)* or the *NAM Company name* field in the Customer Sold To table.
- **First name, middle initial, last name:** The first name, middle initial, and last name of the sold to customer. From the sold_to_fname, sold_to_initial, and sold_to_lname attributes in the the *Pick Message from Order Administration (CWPickOut)* or the *NAM First name*, *NAM Initial*, and *NAM Last name* fields in the Customer Sold To table.
- **Address line 1 and Apartment:** The street address and apartment for the address of the sold to customer. From the sold_to_addr1 and sold_to_apartment attributes in the *Pick Message from Order Administration (CWPickOut)* or the *NAM Street address* and *NAM Apartment* fields in the Customer Sold To table.
- **Address line 2:** The second address line for the address of the sold to customer. From the sold_to_addr2 attribute in the the *Pick Message from Order Administration (CWPickOut)* or the *NAM Address line 2* field in the Customer Sold To table.

Note:

Address lines 3 and 4 do not print on the pick form.

- **City, state, postal code:** The city, state code, and zip code for the address of the sold to customer. From the sold_to_city, sold_to_state, and sold_to_postal_code attributes in the the *Pick Message from Order Administration (CWPickOut)* or the *NAM City*, *NAM State*, and *NAM Zip* fields in the Customer Sold To table.
- **Country description:** The country name for the address of the sold to customer. From the sold_to_country_name attribute in the *Pick Message from Order Administration (CWPickOut)* or the *Country description* field in the Country table.

Note:

The country name prints only if you are shipping to a country other than the default specified in the Default Country for Customer Address (B17) system control value.

Gift Acknowledgement Ship To Label

Logo

Company logo. See Setting Up Company Logos for Forms for setup information.

**Gift Acknowledgement
Sold To Label (ORDERED
BY)**

**Order Number and Ship
To Number**

The order number and the ship-to number, separated by a hyphen. The ship to number is set to 1 if there is only one shipping address.

From the `order_nbr` and `order_shipto_nbr` attributes in the *Pick Message from Order Administration (CWPickOut)* or the *Order #* and *Ship to #* fields in the Pick Control Header table.

**Billing Batch Number and
Cart Number**

The billing batch number assigned by the system to a group of pick slips and the cart batch number assigned to the associated pick slip. See [Using Cart/Bin Picking](#).

From the `billing_batch_nbr` and `cart_batch_nbr` attributes in the *Pick Message from Order Administration (CWPickOut)* or the *PCH Billing batch #* and *PCH Cart batch #* fields in the Pick Control Header table.

**Gift Acknowledgement
Sold To Label (ORDERED
BY)**

Ship To

ship to name and address

The ship to name and address can be an order-level shipping address, a permanent customer ship to address, a recipient sold to customer, or the sold to customer on the order. See [DAssigning an Order Shipping Address](#), [Using a Permanent Shipping Address in Order Entry](#), [Adding a Recipient Order in Order Entry](#), and [Entering Orders](#) for more information. Includes the following:

- **Company:** The company name for the address of the ship to customer. From the ship_to_company attribute in the the *Pick Message from Order Administration (CWPickOut)* or the *NAM Company name* in the Pick Control Header table.
- **First name, middle initial, last name:** The first name, middle initial, and last name of the ship to customer. From the ship_to_fname, ship_to_initial, and ship_to_lname attributes in the the *Pick Message from Order Administration (CWPickOut)* or the *NAM First Name*, *NAM Initial*, and *NAM Last Name* fields in the Pick Control Header table.
- **Address line 1 and Apartment:** The street address and apartment for the address of the ship to customer. From the ship_to_addr1 and ship_to_apartment attributes in the the *Pick Message from Order Administration (CWPickOut)* or the *NAM Street Address* and *NAM Apartment* fields in the Pick Control Header table.
- **Address line 2:** The second address line for the address of the ship to customer. From the ship_to_addr2 attribute in the the *Pick Message from Order Administration (CWPickOut)* or the *NAM Address Line 2* field in the Pick Control Header table.

 Note:

Address lines 3 and 4 do not print on the pick form.

- **City, state, postal code:** The city, state code, and zip code for the address of the ship to customer. From the ship_to_city, ship_to_state, and ship_to_postal_code attributes in the *Pick Message from Order Administration (CWPickOut)* or the *NAM City*, *NAM State*, and *NAM Postal Code Scan* fields in the Pick Control Header table.
- **Country description:** The country name for the address of the ship to customer. From the ship_to_country_name attribute in the [Pick Message from Order Administration \(CWPickOut\)](#) or the *Country description* field in the Country table.

 Note:

The country description prints only if you are shipping to a country other than the default specified in the Default Country for Customer Address (B17) system control value. If the Default Country for Customer Address (B17) system control value is blank and the country for the ship to address is the United States of America, the system truncates the country to United States of.

**Gift Acknowledgement
Sold To Label (ORDERED
BY)**

Date	The date the gift acknowledgement was generated. From the <code>date_printed</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCH Date printed</i> field in the Pick Control Header table.
Customer #	The number assigned by the system to identify the sold-to customer on the order. From the <code>sold_to_customer_nbr</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>CST Customer #</i> field in the Pick Control Header table.
Ship via description	The first 10 positions of the ship via description, such as UPS or Fed Ex. From the <code>ship_via_desc</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>VIA Shipper Name</i> field in the Ship Via table.
Order Level Message	The first four order level messages on the order whose <i>Print</i> flag is set to Print on Both or Print on Picks. See the Work with Order Messages Screen for more information on order level messages. From the <code>msg</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> for <code>msg_type OH</code> or the <i>OMS Message</i> field in the Order Message table.
Gift Acknowledgment Header Information	
Date of Order	The date the order was placed. From the <code>order_date</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>OHD Order date</i> field in the Order Header table.
Purchase Order No.	The purchase order number, if any, that was provided by the sold-to customer. You can enter a purchase order number on the Work with Order screen in order entry. From the <code>po_nbr</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCH PO #</i> field in the Pick Control Header table.
Source Code	The source code from the order header. From the <code>source</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>OHD SRC Source code</i> field in the Order Header table.
Packer	Not currently implemented.
Shipped Via	The first 10 positions of the ship via description, such as UPS or Fed Ex. From the <code>ship_via_desc</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>VIA Shipper Name</i> field in the Ship Via table.

**Gift Acknowledgement
Sold To Label (ORDERED
BY)**

Customer No.	The number assigned by the system to identify the sold-to customer. From the <code>sold_to_customer_nbr</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>CST Customer #</i> field in the Pick Control Header table.
Order No.	The order number associated with the gift acknowledgement. From the <code>order_nbr</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>Order #</i> field in the Order Ship To table.
Page No.	The number of this gift acknowledgement page.
Gift Acknowledgement Detail Information	
Line No.	A unique number to identify the pick slip line number for the item. From the <code>pick_line_nbr</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCD Line #</i> field in the Pick Control Detail table.
Items Ordered	The number of units ordered on the order line. From the <code>qty_ordered</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>ODT qty ordered</i> field in the Order Detail table.
Items Shipped	The quantity of the item to ship on this gift acknowledgement. From the <code>qty_printed</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCD Original qty printed</i> field in the Pick Control Detail table.
Back Ordered	The quantity of the item that is currently unavailable. A backorder quantity displays if the item is on backorder, held, a drop ship item, or a future arrival item. From the <code>qty_bo</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCD Qty Backordered</i> field in the Pick Control Detail table. Drop ship items: The gift acknowledgement lists drop ship items as backordered until you generate a drop ship pick slip or purchase order for the drop ship items. However, the gift acknowledgement still lists drop ship items as backordered even after a drop ship pick slip or purchase order has been generated for the drop ship items if the Add Printed Drop Ship Lines as Backordered on Pick (E93) system control value is selected. Held lines: Order lines that are held are listed as backordered. You can put an item on hold by selecting the Hold option at the Work with Order Line Screen (Changing/Adding an Item) or by Putting a Line on Hold through a Special Handling Format.
Location Code	The location in the warehouse where the item is picked. Included only for items shipping on this gift acknowledgement. From the <code>whse_location</code> attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>Location</i> field in the Pick Location table.

**Gift Acknowledgement
Sold To Label (ORDERED
BY)**

Item Number

A code that represents a unit of inventory. A SKU code, such as RED MEDM, prints below the item number if the item contains SKUs.

 Note:

The item may have been ordered using a different item number if it is part of a set, or if it was ordered by alias.

From the [item](#) and [sku](#) attributes in the *Pick Message from Order Administration (CWPickOut)* or the *ITM Number* and *SKU Code* in the *Pick Control Detail* table.

Set items: If the main set item or its component items are flagged as ship alone items, a separate gift acknowledgement prints for each item included in the set with the message ***Other Items Shipped Separately***. The system includes the main set item with a component item that is assigned to the same ship via in order to avoid printing the main set item on its own gift acknowledgement. If the main set item and its component items are not flagged to ship alone, the main set item and components print on the same gift acknowledgement as the other items. The total for the set prints on one gift acknowledgement. For more information on set items, see [Entering Set Information \(WSET\)](#).

Gift wrap: The message *GIFT WRAP* prints on a separate line if the item is flagged for gift wrap. The gift wrap charge is indicated in the *Unit price* and *Extension* columns.

Special handling instructions: A detailed description of any special handling option, such as color, material, monogramming, engraving, style, or size prints underneath any item to receive special handling. The special handling charge is included in the *Shipping & Handling* total on the gift acknowledgement. Custom special handling information that prints on the gift acknowledgement is the *special handling option*, the *customer response*, and the *special handling charge*. Standard special handling instructions are preceded by the description of the additional charge code you use to identify standard special handling.

Item or SKU comments: Only comments flagged to Print on picks and invoices or Print on picks only print on the gift acknowledgement. Comments can be entered at the base item level or SKU level by selecting Comments for an item at the [Work with Items Screen](#).

Order line message: Order line messages flagged to Print on Both or Print on Picks print on the gift acknowledgement. You can enter an order line message by selecting Messages for an item at the *Work with Order Lines* screen.

**Gift Acknowledgement
Sold To Label (ORDERED
BY)**

Description	A description of the item. A description of the SKU is also included if the item contains SKUs. From the item_desc and sku_desc attributes in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>Description</i> field in the Item table and <i>Description</i> field in the SKU table.
Unit Price	The amount the customer pays for each unit of the item. Included only for items on this gift acknowledgement. From the selling_price attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCD Price</i> field in the Pick Control Detail table.
Extension	The item price times the quantity shipped on this gift acknowledgement. From the selling_price_extended attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCD Extension</i> field in the Pick Control Detail table.
Gift Acknowledgment Message	The message **** Gift Acknowledgement **** prints after all of the items on the gift acknowledgement.
Shipped Separately Message	The message **Other Items Shipped Separately** prints above the totals if other items on the order printed on a separate gift acknowledgement. See Splitting an Order Across Multiple Picks for more information on when the system splits an order into more than one pick.
Gift Acknowledgment Totals	Totals print on the last page of a multi-page gift acknowledgement.
Total Merchandise	The total merchandise value of all items shipping on the gift acknowledgement, after applying any discounts or repricing. This total does not include backordered, held, or drop ship items, even if they are printed on the gift acknowledgement, because they are not included in this shipment. Also, this total does not include canceled or soldout items, items shipped separately, or items with allocation stock errors. From the merch_amt attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCH Merch</i> field in the Pick Control Header table.

**Gift Acknowledgement
Sold To Label (ORDERED
BY)**

Shipping/Handling

The total shipping and handling for this shipment, including any freight, additional freight, duty, additional charges, and special handling.

If the Prorate Freight Charges (D39) system control value is unselected, the system charges all freight charges on an order with the first shipment; in this situation, all freight charges are added to the first gift acknowledgement generated for the order. If the Prorate Freight Charges (D39) system control value is selected, the system charges a proportional amount of freight for partial shipments on an order. However, if the *Prorate Freight Charges (D39)* system control value is selected and all of the items on the order are exempt from freight, the system applies any item and weight charges defined for the ship via to the first gift acknowledgement generated for the order.

 Note:

If a negative additional charge is applied to the order, the system deducts the amount from the shipping and handling total.

 Note:

From the freight_amt + addl_freight_amt + addl_charge_amt + hand_charge_amt attributes in the Pick Message from Order Administration (CWPickOut) or the *PCH Freight + PCH Add'l Freight + PCH Add'l Charges + PCH Handling* fields in the Pick Control Header table.

**Gift Acknowledgement
Sold To Label (ORDERED
BY)**

Sales Tax The total tax for all items shipping on the gift acknowledgement. This total may include tax on shipping and handling, additional charges, and GST (Goods and Service tax) and PST (Provincial Service tax) tax rates which are specific to companies that operate in Canada and orders shipped to and within Canadian boundaries. For more information on GST and PST tax rates, see Setting Up Order Entry Values.

 Note:

Sales tax does not include VAT (Value Added Tax), a taxing method that applies in only certain states and countries and includes the tax in the price of the item. For more information on VAT, see the description of the V system control value.

Order Total From the `tax_amt + gst_amt + pst_amt` attributes in the *Pick Message from Order Administration (CWPickOut)* or the *PCH Tax + PCH GST + PCH PST* fields in the Pick Control Header table.

Total merchandise, shipping and handling, additional charges, and tax, for this shipment.

From the `total_order_amt` attribute in the *Pick Message from Order Administration (CWPickOut)* or the *PCH Total Order Amount* field in the Pick Control Header table.

Total Paid The amount the customer prepaid. This total is zero if the customer used a credit card payment method.

From the `amt_paid` attribute in the *Pick Message from Order Administration (CWPickOut)* or the *PCH Amount Paid* field in the Pick Control Header table.

Refund The amount you owe the customer if the prepaid amount is more than the amount due.

From the `balance_due_amt` attribute in the *Pick Message from Order Administration (CWPickOut)* or the *PCH Balance Due* field in the Pick Control Header table.

Bal Due The amount the customer owes you if the prepaid amount is less than the amount due. This amount is zero if the total balance was prepaid or a credit card was applied to the order.

From the `balance_due_amt` attribute in the *Pick Message from Order Administration (CWPickOut)* or the *PCH Balance Due* field in the Pick Control Header table.

Total Total merchandise, shipping and handling, tax, and additional charges.

From the `total_order_amt` attribute in the *Pick Message from Order Administration (CWPickOut)* or the *PCH Total Order Amount* field in the Pick Control Header table.

Item Stock Allocation Error Report

Purpose: This report lists items that were ordered but not picked and the reason why the inventory was not picked. The Item Stock Allocation Error report sorts by warehouse/location/item/error sequence.

Item Stock Allocation Errors

Possible errors on the Item Stock Allocation Error report include:

- `Itm whs rsv frz` (item warehouse reservation freeze)
- `Itm loc rsv frz` (item location reservation freeze)
- `Loc unpickable` (location is not a pickable location; for example a temporary location)
- `Loc frozen` (location freeze)
- `No stock in pck` (no stock in pickable location)
- `No prime loc` (no primary location specified on the item/SKU)
- `Neg pend qty` (negative pending quantity exists)

If an item or order has multiple locations that cannot be selected: If an item or order has multiple locations that cannot be picked, the system includes the item/order multiple times on the report in warehouse/location sequence.

How to print: The system generates this report when you generate pick slips if you have items on the orders which are not printed. See [Performing Pick Slip Generation](#) for more information.

For more information: See the [sample report](#) in PDF format.

Contents:

- Warehouse: The warehouse where the item stock allocation error exists.
- Billing batch number
- Location: The location where the item stock allocation error exists; if the system tried to allocate from more than one location, but could not allocate stock from any of the locations, the system prints each location where the allocation error occurred.
- Item stock allocation error description: See [Item Stock Allocation Errors](#) for a list of possible errors.
- Pick number
- Order number
- Item/SKU
- Order quantity: This is the quantity reserved on the order, not the quantity ordered.
- Available quantity: The total available across all locations for the specific warehouse, item and SKU.

Manifest Audit Report

Sorted by Scan Date/Pick Control Number

Purpose: Use this report to help you determine the shipment status of packages you have sent to the PC manifesting station. The system writes an audit record each time you receive an upload from the PC manifest or you manually confirm a pick slip by pick control number. The Print Manifest Audit Report menu option allows you to choose the format and other selection criteria for printing a report of manifest audit records.

How to print: Select Accept Save Dflt after completing the Manifest Audit Report Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- the date the packages were scanned
- pick control number
- pick label number
- order number
- order ship-to number
- ship via (the carrier or service to deliver the merchandise to your customer)
- merchandise dollar total. Second and subsequent labels for the same pick slip will have a merchandise total of zero.
- billing batch number
- batch date (the date you generated the pick slips)
- scan date
- the time the package was scanned
- invoice number. Second and subsequent labels for the same pick slip will have an invoice number of zero.
- totals for the scan date, including:
 - total number of unique pick control numbers for the billing batch
 - total number of duplicate labels scanned. This number indicates the number of pick slips that shipped in more than one package.
 - total number of records sent to billing. This total should equal the total number of pick slips, as second and subsequent labels would not normally go to billing.
 - total number of records invoiced, or processed by billing. This total should not exceed the total number of pick slips.
 - total merchandise dollars for the billing batch

Sorted by Scan Date/Order Number

How to print: Select Accept Save Dflt after completing the Manifest Audit Report Screen.

For more information: See the [sample report](#) in PDF format.

Contents: See Manifest Audit Report.

Sorted by Batch Date

How to print: Select Accept Save Dflt after completing the Manifest Audit Report Screen.

For more information: See the [sample report](#) in PDF format.

Contents: See Manifest Audit Report Screen.

Pick Authorization Error Report

Purpose: This report indicates that records exist in the CC Authorization Transaction table for the company for which you ran [Streamlined Pick Slip Generation \(WSPS\)](#).

If records exist in the CC Authorization Transaction table, the system does not continue with pick slip generation and instead generates this report and a Order Management System Support Notification. Review the records in the CC Authorization Transaction table to determine if you need to use the [Reprocess Authorizations Screen \(RPAA\)](#) to reprocess authorizations and clear the records from the CC Authorization Transaction table.

How to print: The system generates this report when you perform [Streamlined Pick Slip Generation \(WSPS\)](#) if the `CHECK_AUTHS_IN_PICKS` setting in [Working with Admin Properties \(CPRP\)](#) is Y and records exist in the CC Authorization Transaction table for the company for which you are generating pick slips.

For more information: See the [sample report](#) in PDF format.

Contents: The report displays the following message: `Cannot run picks -- pending authorizations exists.`

Pick Slip

How to print: See [Streamlined Pick Slip Generation \(WSPS\)](#) for instructions.

Bypass printing? If the [Bypass Creation of Pick Forms during WSPS Pick Generation \(K55\)](#) system control value is selected, the streamlined pick slip generation process does not generate pick slips. See that system control value for more information.

Working with forms: See [Forms Management \(My Forms\)](#) for information on displaying or printing pick slips and other forms.



Note:

The information presented here is included on your pick slip only if your print program supports it. The [Pick Printing Program \(C37\)](#) system control value identifies the pick slip printing program to use. The standard graphical pick printing program is PICKG. You would use this program if you print pick slips onto plain paper and want the pick printing program to include your logo and supply the text boxes and other graphical elements.

Sample pick slip: See the [graphical pick slip sample](#).

Contents: The `INPUT_TYPE` setting defined for the PICK property for your pick slip form in [Working with Customer Properties \(PROP\)](#) indicates the means by which your pick slip printing program obtains the data to print on the pick slip form. Each option is available only if your pick slip printing program supports it. Valid values are:

- XML = The program uses the *Pick Message from Order Administration (CWPickOut)* to generate the pick slip.
- DB = The program queries the database to generate the pick slip. The INPUT_TYPE setting for the standard printing program PICKG is DB.

For more information see the Order Administration Web Services Guide on [My Oracle Support](#) (ID 2953017.1).

Pick Slip Sold To Label (Ordered By)

Logo	You can include a company logo or an entity logo. See Setting Up Company Logos for Forms and the Print Entity Image (K35) system control value for background and setup information.
Ship via Indicia Description (unlabeled)	The first line of the indicia description if a ship via indicia applies. From the indicia_desc attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>SVI description 1</i> field in the Ship Via Indicia table. See the Work with Ship Via Indicia Screen for more information.
Ship Via Indicia Number (unlabeled)	The indicia number specified for the ship via indicia, if any. From the indicia attribute in <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>SVI number</i> field in the Ship Via Indicia table. See the Work with Ship Via Indicia Screen for more information.
Order Number and Ship To Number (unlabeled)	The order number and the ship-to number, separated by a hyphen. The ship to number is set to 1 if there is only one shipping address. From the order_nbr and order_shipto_nbr attributes in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>Order #</i> and <i>Ship to #</i> fields in the Pick Control Header table.
Billing Batch Number (unlabeled)	The billing batch number assigned to the pick slip. The system assigns a billing batch number to a pick slip generation run; you can use the billing batch number to confirm all of the pick slips in the batch at one time. From the billing_batch_nbr attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCH Billing batch #</i> field in the Pick Control Header table.
Barcode	Formatted as 012-0003702-02, where 012 is the company number, 0003702 is the pick control number, and 02 is the label number. The BARCODE_IMAGE value for the PICKG (graphical pick slip) setting in Working with Customer Properties (PROP) controls whether the system prints a barcode on the pick slip. From the <i>CMP Company</i>, <i>PCH Control #</i>, and <i>PCL Label Number</i> fields in the Pick Control Label table. For more information see the Order Administration Web Services Guide on My Oracle Support (ID 2953017.1).

**Pick Slip Sold To Label
(Ordered By)**

**Generation Date
(unlabeled)**

The date the pick slip was generated.

From the [date_printed](#) attribute in the *Pick Message from Order Administration (CWPickOut)* or the *PCH Date printed* field in the Pick Control Header table.

Ordered By

The sold-to name and address is enclosed in a rounded box on the base graphical pick slip. Includes the following:

- **Company name:** The company name for the address of the sold to customer. From the [sold_to_company](#) attribute in the *Pick Message from Order Administration (CWPickOut)* or the *NAM Company name* field in the Customer Sold To table.
- **First name, middle initial, last name:** The first name, middle initial, and last name of the sold to customer. From the [sold_to_fname](#), [sold_to_initial](#), and [sold_to_lname](#) attributes in the *Pick Message from Order Administration (CWPickOut)* or the *NAM First name*, *NAM Initial*, and *NAM Last name* fields in the Customer Sold To table.
- **Address line 1 and Apartment:** The street address and apartment for the address of the sold to customer. From the [sold_to_addr1](#) and [sold_to_apt](#) attributes in the *Pick Message from Order Administration (CWPickOut)* or the *NAM Street address* and *NAM Apartment* fields in the Customer Sold To table.
- **Address line 2:** The second address line for the address of the sold to customer. From the [sold_to_addr2](#) attribute in the *Pick Message from Order Administration (CWPickOut)* or the *NAM Address line 2* field in the Customer Sold To table.
- **NOTE:** Address lines 3 and 4 do not print on the pick form.
- **City, state, postal code:** The city, state code, and zip code for the address of the sold to customer. From the [sold_to_city](#), [sold_to_state](#), and [sold_to_postal_code](#) attributes in the *Pick Message from Order Administration (CWPickOut)* or the *NAM City*, *NAM State*, and *NAM Zip* fields in the Customer Sold To table.
- **Country description:** The country name for the address of the sold to customer. From the [sold_to_country_name](#) attribute in the *Pick Message from Order Administration (CWPickOut)* or the *Country description* field in the Country table.

 Note:

The country name prints only if you are shipping to a country other than the default specified in the [Default Country for Customer Address \(B17\)](#) system control value.

**Pick Slip Sold To Label
(Ordered By)**

**Pick slip message
(unlabeled)**

A message that prints on all pick slips in the pick slip generation batch.

You can enter a pick slip message in the Pick message code/text field for a pick slip generation template.

From the [msg](#) attribute in the Pick Message from Order Administration (CWPickOut) for [msg_type](#) PM or the *PSM Message line 1*, *PSM Message line 2*, and *PSM Message line 3* fields in the Pick Slip Message table.

Pick Slip Ship To Label

A separate pick slip prints for each ship to customer on the order.

Logo

See [Setting Up Company Logos for Forms](#) for setup information.

**Ship Via Indicia
Description (unlabeled)**

The first line of the indicia description if a ship via indicia applies.

From the [indicia_desc](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *SVI description 1* field in the Ship Via Indicia table.

See the [Work with Ship Via Indicia Screen](#) for more information.

**Ship Via Indicia Number
(unlabeled)**

The indicia number specified for the ship via indicia, if any.

From the [indicia](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *SVI number* field in the Ship Via Indicia table.

See the [Work with Ship Via Indicia Screen](#) for more information.

Barcode

Formatted as 012-0003702-02 , where 012 is the company number, 0003702 is the pick control number, and 01 is the label number.

The *BARCODE_IMAGE* value for the *PICKG* (graphical pick slip) setting in [Working with Customer Properties \(PROP\)](#) controls whether the system prints a barcode on the pick slip.

From the *CMP Company*, *PCH Control #*, and *PCL Label Number* fields in the Pick Control Label table.

For more information see the Order Administration Web Services Guide on [My Oracle Support](#) (ID 2953017.1).

**Order Number and Ship
To Number (unlabeled)**

The order number and the ship-to number, separated by a hyphen. The ship to number is set to 1 if there is only one shipping address.

From the [order_nbr](#) and [order_shipto_nbr](#) attributes in the *Pick Message from Order Administration* (CWPickOut) or the *Order #* and *Ship to #* fields in the Pick Control Header table.

**B# (Billing Batch
Number and Cart Batch
Number)**

The billing batch number assigned by the system to a group of pick slips and the cart batch number assigned to the pick slip. See [Using Cart/Bin Picking](#).

From the [billing_batch_nbr](#) and [cart_batch_nbr](#) attributes in the *Pick Message from Order Administration* (CWPickOut) or the *PCH Billing batch #* and *PCH Cart batch #* fields in the Pick Control Header table.

**Pick Slip Sold To Label
(Ordered By)**

Ship To

ship to name and address

The ship to name and address can be an order-level shipping address, a permanent customer ship to address, a recipient sold to customer, or the sold to customer on the order. See [Assigning an Order Shipping Address](#), [Using a Permanent Shipping Address in Order Entry](#), [Adding a Recipient Order in Order Entry](#), and [Entering Orders](#) for more information.

Includes the following:

- **Company:** The company name for the address of the ship to customer on the pick. From the [ship_to_company](#) attribute in the *Pick Message from Order Administration (CWPickOut)* or the *NAM Company name* in the Pick Control Header table.
- **First name, middle initial, last name:** The first name, middle initial, and last name of the ship to customer on the pick. From the [ship_to_fname](#), [ship_to_initial](#), and [ship_to_lname](#) attributes in the *Pick Message from Order Administration (CWPickOut)* or the *NAM First Name*, *NAM Initial*, and *NAM Last Name* fields in the Pick Control Header table.
- **Address line 1 and Apartment:** The street address and apartment for the address of the ship to customer on the pick. From the [ship_to_addr1](#) and [ship_to_aprt](#) attributes in the *Pick Message from Order Administration (CWPickOut)* or the *NAM Street Address* and *NAM Apartment* fields in the Pick Control Header table.
- **Address line 2:** The second address line for the address of the ship to customer on the pick. From the [ship_to_addr2](#) attribute in the *Pick Message from Order Administration (CWPickOut)* or the *NAM Address Line 2* field in the Pick Control Header table.
- **NOTE:** Address lines 3 and 4 do not print on the pick form.
- **City, state, postal code:** The city, state code, and zip code for the address of the ship to customer on the pick. From the [ship_to_city](#), [ship_to_state](#), and [ship_to_postal_code](#) attributes in the *Pick Message from Order Administration (CWPickOut)* or the *NAM City*, *NAM State*, and *NAM Postal Code Scan* fields in the Pick Control Header table.
- **Country description:** The country name for the address of the ship to customer on the pick. From the [ship_to_country_name](#) attribute in the *Pick Message from Order Administration (CWPickOut)* or the *Country description* field in the Country table. **NOTE:** The country description prints only if you are shipping to a country other than the default specified in the Default Country for Customer Address (B17) system control value. If the Default Country for Customer Address (B17) system control value is blank and the country for the ship to address is the United States of America, the system truncates the country to United States of.
- **Attention:** The label *Attention* displays followed by the information entered in the *Attention* field on the order header. The *Attention* label does not display if

**Pick Slip Sold To Label
(Ordered By)**

information is not entered in the *Attention* field on the order header.

**Generation Date
(unlabeled)**

The date the pick slip was generated.

From the [date_printed](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *PCH Date printed* field in the Pick Control Header table.

Customer #

The number assigned by the system to identify the sold-to customer on the order.

From the [sold_to_customer_nbr](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *CST Customer #* field in the Pick Control Header table.

**Ship Via Description
(unlabeled)**

The first 10 positions of the ship via description, such as UPS or Fed Ex.

From the [ship_via_desc](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *VIA Shipper Name* field in the Ship Via table.

Order Level Message

The first four order level messages on the order whose *Print* flag is set to Print on Both or Print on Picks.

See the [Work with Order Messages Screen](#) for more information on order level messages.

From the [msg](#) attribute in the Pick Message from Order Administration (CWPickOut) for [msg_type](#) OH or the *OMS Message* field in the Order Message table.

**Pick Slip Header
Information****Date Of Order**

The date the order was placed.

From the [order_date](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *OHD Order date* field in the Order Header table.

Purchase Order No.

The purchase order number, if any, that was provided by the sold-to customer. You can enter a purchase order number on the Work with Order screen in order entry.

From the [po_nbr](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *PCH PO #* field in the Pick Control Header table.

Source Code

The source code from the order header.

From the [source](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *OHD SRC Source code* field in the Order Header table.

Packer

Not currently implemented.

Shipped Via

The first 10 positions of the ship via description, such as UPS or Fed Ex.

From the [ship_via_desc](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *VIA Shipper Name* field in the Ship Via table.

**Pick Slip Sold To Label
(Ordered By)**

Customer No.	The number assigned by the system to identify the sold-to customer. From the sold_to_customer_nbr attribute in the Pick Message from Order Administration (CWPickOut) or the <i>CST Customer #</i> field in the Pick Control Header table.
Order No.	The order number associated with the pick slip. From the order_nbr attribute in the Pick Message from Order Administration (CWPickOut) or the <i>Order #</i> field in the Order Ship To table.
Page No.	The number of this pick slip page.
Pick Slip Detail Information	The system uses the Pick Location table to determine the sequence in which to display the pick slip details on the pick slip. Pick slip details print on the pick slip in zone, location picking sequence number, location, line number sequence.
Line No.	A unique number to identify the pick slip line number for the item. From the pick_line_nbr attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCD Line #</i> field in the Pick Control Detail table.
Items Ordered	The number of units ordered on the order line. From the qty_ordered attribute in the Pick Message from Order Administration (CWPickOut) or the <i>ODT qty ordered</i> field in the Order Detail table.
Items Shipped	The quantity of the item to ship on this pick slip. NOTE: The system highlights the quantity if it is greater than 1. From the qty_printed attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCD Original qty printed</i> field in the Pick Control Detail table.
Back Ordered	The quantity of the item that is currently unavailable. A backorder quantity displays if the item is on backorder, held, a drop ship item, or a future arrival item. From the qty_bo attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCD Qty Backordered</i> field in the Pick Control Detail table. Drop ship items: The pick slip lists drop ship items as backordered until you generate a drop ship pick slip or purchase order for the drop ship items. However, the pick slip still lists drop ship items as backordered even after a drop ship pick slip or purchase order has been generated for the drop ship items if the dAdd Printed Drop Ship Lines as Backordered on Pick (E93) system control value is selected. Held lines: Order lines that are held are listed as backordered. You can put an item on hold by selecting the Hold option at the Work with Order Line Screen (Changing/Adding an Item) or by Putting a Line on Hold through a Special Handling Format.

**Pick Slip Sold To Label
(Ordered By)**

Location Code

The location in the warehouse where the item is picked. Included only for items shipping on this pick slip.

Non-inventory and main set items: The system prints a location for non-inventory and main set items if a primary location is defined for the item.

From the [whse_location](#) attribute in the Pick Message from Order Administration (CWPickOut) or the *Location* field in the Pick Location table.

Item Number

A code that represents a unit of inventory. A SKU code, such as RED MEDM, prints below the item number if the item contains SKUs. **NOTE:** The item may have been ordered using a different item number if it is part of a set, or if it was ordered by alias

From the [item](#) and [sku](#) attributes in the Pick Message from Order Administration (CWPickOut) or the *ITM Number* and *SKU Code* in the Pick Control Detail table.

Set items: If the main set item or its component items are flagged as ship alone items, a separate pick slip prints for each item included in the set with the message ****Other Items Shipped Separately****. The system includes the main set item with a component item that is assigned to the same ship via in order to avoid printing the main set item on its own pick slip. If the main set item and its component items are not flagged to ship alone, the main set item and components print on the same pick slip as the other items. The total for the set prints on one pick slip. For more information on set items, see [Entering Set Information \(WSET\)](#).

Gift wrap: The message **GIFT WRAP** prints on a separate line if the item is flagged for gift wrap. The gift wrap charge is indicated in the *Unit price* and *Extension* columns.

Special handling instructions: A detailed description of any special handling option, such as color, material, monogramming, engraving, style, or size prints underneath any item to receive special handling. The special handling charge is included in the *Shipping & Handling* total on the pick slip. Custom special handling information that prints on the pick slip is the *special handling option*, the *customer response*, and the *special handling charge*. Standard special handling instructions are preceded by the description of the additional charge code you use to identify standard special handling.

Item or SKU comments: Only comments flagged to Print on picks and invoices or Print on picks only print on the pick slip. Comments can be entered at the base item level or SKU level by selecting Comments for an item at the [Work with Items Screen](#).

Order line message: Order line messages flagged to Print on Both or Print on Picks print on the pick slip. You can enter an order line message by selecting Messages for an item at the Work with Order Lines screen.

**Pick Slip Sold To Label
(Ordered By)**

Description	A description of the item. A description of the SKU is also included if the item contains SKUs. From the item_desc and sku_desc attributes in the Pick Message from Order Administration (CWPickOut) or the <i>Description</i> field in the Item table and <i>Description</i> field in the SKU table.
Unit Price	The amount the customer pays for each unit of the item. Included only for items on this pick slip. Not included on pick slips for gift orders. From the selling_price attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCD Price</i> field in the Pick Control Detail table.
Extension	The item price times the quantity shipped on this pick slip. Not included on pick slips for gift orders. From the selling_price_extended attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCD Extension</i> field in the Pick Control Detail table.
Shipped Separately Message	The message <code>**Other Items Shipped Separately**</code> prints above the pick slip totals if other items on the order shipped on a separate pick slip. See Splitting an Order Across Multiple Picks for more information on when the system splits an order into more than one pick.
Pick Slip Totals	Pick slip totals print at the bottom of every page of a multi-page pick slip. No totals print on pick slips for gift orders.
Total Merchandise	The total merchandise value of all items shipping on the pick slip, after applying any discounts or repricing. This total does not include backordered, held, or drop ship items, even if they are printed on the pick slip, because they are not included in this shipment. Also, this total does not include canceled or soldout items, items shipped separately, or items with allocation stock errors. From the merch_amt attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCH Merch</i> field in the Pick Control Header table.

**Pick Slip Sold To Label
(Ordered By)**

Shipping/Handling

The total shipping and handling for this shipment, including any freight, additional freight, duty, additional charges, and special handling.

If the [Prorate Freight Charges \(D39\)](#) system control value is unselected, the system charges all freight charges on an order with the first shipment; in this situation, all freight charges are added to the first pick slip generated for the order. If the [Prorate Freight Charges \(D39\)](#) system control value is selected, the system charges a proportional amount of freight for partial shipments on an order. However, if the *Prorate Freight Charges (D39)* system control value is selected and all of the items on the order are exempt from freight, the system applies any item and weight charges defined for the ship via to the first pick slip generated for the order.

NOTE: If a negative additional charge is applied to the order, the system deducts the amount from the shipping and handling total. From the [freight_amt](#) + [addl_freight_amt](#) + [addl_charge_amt](#) + [hand_charge_amt](#) attributes in the Pick Message from Order Administration (CWPickOut) or the *PCH Freight* + *PCH Add'l Freight* + *PCH Add'l Charges* + *PCH Handling* fields in the Pick Control Header table.

**Pick Slip Sold To Label
(Ordered By)**

Sales Tax	The total tax for all items shipping on the pick slip. This total may include tax on shipping and handling, additional charges, and GST (Goods and Service tax) and PST (Provincial Service tax) tax rates which are specific to companies that operate in Canada and orders shipped to and within Canadian boundaries. For more information on GST and PST tax rates, see Setting Up Order Entry Values. NOTE: Sales tax does not include VAT (Value Added Tax), a taxing method that applies in only certain states and countries and includes the tax in the price of the item. For more information on VAT, see the description of the Tax Included in Price (E70) system control value. Sales tax does not include VAT (Value Added Tax), a taxing method that applies in only certain states and countries and includes the tax in the price of the item. For more information on VAT, see the description of the Tax Included in Price (E70) system control value. Sales tax does not include VAT (Value Added Tax), a taxing method that applies in only certain states and countries and includes the tax in the price of the item. For more information on VAT, see the description of the Tax Included in Price (E70) system control value. Sales tax does not include VAT (Value Added Tax), a taxing method that applies in only certain states and countries and includes the tax in the price of the item. For more information on VAT, see the description of the Tax Included in Price (E70) system control value. Sales tax does not include VAT (Value Added Tax), a taxing method that applies in only certain states and countries and includes the tax in the price of the item. For more information on VAT, see the description of the Tax Included in Price (E70) system control value. Sales tax does not include VAT (Value Added Tax), a taxing method that applies in only certain states and countries and includes the tax in the price of the item. For more information on VAT, see the description of the Tax Included in Price (E70) system control value. From the tax_amt + gst_amt + pst_amt attributes in the Pick Message from Order Administration (CWPickOut) or the <i>PCH Tax</i> + <i>PCH GST</i> + <i>PCH PST</i> fields in the Pick Control Header table.
Order Total	Total merchandise, shipping and handling, additional charges, and tax, for this shipment. From the total_order_amt attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCH Total Order Amount</i> field in the Pick Control Header table.
Total Paid	The amount the customer prepaid. This total is zero if the customer used a credit card payment method. From the amt_paid attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCH Amount Paid</i> field in the Pick Control Header table.

**Pick Slip Sold To Label
(Ordered By)**

Refund	The amount you owe the customer if the prepaid amount is more than the amount due. If this amount is greater than zero, *Refund Due* displays above the field. From the balance_due_amt attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCH Balance Due</i> field in the Pick Control Header table.
Bal. Due	The amount the customer owes you if the prepaid amount is less than the amount due. This amount is zero if the total balance was prepaid or a credit card was applied to the order. If this amount is greater than zero, *Balance Due* displays above the field. From the balance_due_amt attribute in the Pick Message from Order Administration (CWPickOut) or the <i>PCH Balance Due</i> field in the Pick Control Header table.
Total	Total merchandise, shipping and handling, tax, and additional charges. From the total_order_amt attribute in the <i>Pick Message from Order Administration (CWPickOut)</i> or the <i>PCH Total Order Amount</i> field in the Pick Control Header table. For more information see the Order Administration Web Services Guide on My Oracle Support (ID 2953017.1).
Order Barcode	Formatted as 012-00000306-01 , where 012 is the company number, 00000306 is the order number, and 01 is the ship to number. The ORDER_BARCODE_IMAGE value for the <i>PICKG</i> (graphical pick slip) setting in Working with Customer Properties (PROP) controls whether the system prints an order barcode on the pick slip. For more information see the Order Administration Web Services Guide on My Oracle Support (ID 2953017.1).

Gift order: You can define an order as a gift order by selecting the Gift field on the Work with Order screen in Order Entry. When you generate pick slips for the order, the system also generates a gift acknowledgement for the sold-to customer, with the message ****Gift Acknowledgement**** after all of the items. See the [Gift Acknowledgement](#) for more information.

Pick Unit Report

Purpose: This report summarizes the number of pick slips, units, and total dollar value of single-line and multi-line pick slips in a billing batch.

How to print: The system generates this report automatically when you generate pick slips. See Performing Pick Slip Generation for more information on generating pick slips. (

**Note:**

There is no other way to generate this report, or reprint it after you generate pick slips.)

Bypass printing? If the [Bypass Creation of Pick Forms during WSPS Pick Generation \(K55\)](#) system control value is selected, the streamlined pick slip generation process does not generate this report. See that system control value for more information.

For more information: See the [sample report](#) in PDF format.

Contents:

- **Pick Template:** The name of the pick slip generation template used to generate the pick slips.
- **Billing Batch #:** The billing batch number for the pick slip run.
- **Total Picks:** The total number of pick slips printed for the billing batch. This total does not include memberships, non-inventory items and subscriptions, since these types of items bill automatically when you generate pick slips and do not actually appear on printed pick slips. This total does not include virtual stored value card items. See [Performing Initial Item Entry \(MITM\)](#) for more information on these types of items.
- **Units/All Picks:** The total number of units on all items for the printed pick slips.

This total includes:

- regular items
- components of set items
- accompanying items; set up through the Work with Accompanying Item Screen).
- promotional inserts set up through [Package Insert Processing \(WPIP\)](#) if they are inventory items

This total does not include:

- main set items
- non-inventory items

**Note:**

The system includes any dollar value for non-inventory items in the correct *Value* buckets.

- promotional inserts set up through [Package Insert Processing \(WPIP\)](#) if they are non-inventory items
- virtual stored value card items
- memberships
- subscriptions
- **Value/All Picks:** The total dollar value of all the printed pick slips, including all tax, charges, freight, and handling. This total is calculated the same way as the total number of pick slips in the batch.

- **Single Line Picks:** The total number of pick slips consisting of a single order line. This total is calculated the same way as the total number of pick slips in the batch.
- **Units/Single Line Picks:** The total number of units on single-line pick slips. This total is calculated the same way as the total number of units for the batch.
- **Value/Single Line Picks:** The total dollar value of all single-line pick slips. This total is calculated the same way as the total dollar value of the batch.
- **Multi Line Picks:** The total number of pick slips consisting of more than one order line. This total is calculated the same way as the total number of pick slips in the batch.
- **Units/Multi Line Picks:** The total number of units on multi-line pick slips. This total is calculated the same way as the total number of units for the batch.
- **Value/Multi Line Picks:** The total dollar value of multi-line pick slips. This total is calculated the same way as the total dollar value of the batch.

Invalid ship via: The system includes pick slips that did not generate due to invalid ship via on this report.

Picking Pullsheet

How to print: The system generates this list when you generate pick slips if you are NOT [Using Cart/Bin Picking](#) (the Use Cart/Bin Picking? (B38) system control value is unselected) and a print program has been defined in the Batch Pull Sheet Printing Program (C38) system control value.

Note:

The information presented here is included on your picking pullsheet only if your print program supports it. The [Batch Pull Sheet Printing Program \(C38\)](#) system control value identifies the picking pullsheet print program to use. The base print program is JFLR0397.

Bypass printing? If the [Bypass Creation of Pick Forms during WSPS Pick Generation \(K55\)](#) system control value is selected, the streamlined pick slip generation process does not generate this report. See that system control value for more information.

For more information: See the [sample report](#) in PDF format.

Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See [Reports Available in Spreadsheet Format](#) for more information.

Contents: This report sorts items to pick in billing batch number, location, item/SKU sequence.

- **Warehouse:** A code for the warehouse where the items are located. From the *Warehouse* field in the Pick Location table.

- **Billing Batch #:** The billing batch number assigned to the pick slip run. From the *Billing batch #* field in the Pick Location table.
- **Location:** The location in the warehouse where the item should be picked. From the *Location* field in the Pick Location table, or if not defined (for example, a non-inventory item), from the *Location* field in the SKU table.
- **Total For Location:** The total number of units of the item to pick from the location. From the *Qty Allocated* field in the Pick Location table.

 Note:

The system highlights the total if it is greater than 1.

- **Order Quantity:** The original quantity ordered for the order detail line. From the *PCD Qty Ordered* field in the Pick Control Detail table.

 Note:

The system highlights the quantity if the *Total For Loc* is greater than 1.

- **Item:** The item and SKU to pick. From the *ITM Number* and *SKU Code* fields in the Pick Location table.
- **Item Description:** The first 25 characters of the item description. From the *Description* field in the Item table.
- **Control Number:** The pick control number. From the *PCH Control #* field in the Pick Sort GH table.
- **Order Number:** The order number and ship to number associated with the pick slip. From the *Order #* and *Ship to #* fields in the Pick Sort GH table.

Purchase Order

How to print: The system generates the drop ship purchase order when you complete the [Select Vendors for Drop Ship Screen](#) (MDSP) if the vendor's *Drop ship output* flag is set to Drop Ship Purchase Order.

In addition, you can complete the:

- [Print P/O Window](#) in PO maintenance or inquiry
- [Print PO Selection Screen](#) in Print Purchase Orders (MPRP)

Print program: You use the [PO Print Program \(C64\)](#) and the [PO Print Program for PO Print in PO Sequence \(C76\)](#) system control values to indicate the print program to use. The default graphical print program is PURCHORDG. If you use a different print program, your purchase order will differ from the samples.

Working with forms: See [Forms Management \(My Forms\)](#) for information on displaying or printing purchase orders and other forms.

Sample drop ship purchase orders: See the [graphical drop ship purchase order sample](#).

Amount: The system truncates and does not round amounts that are greater than 2 positions to the right of the decimal place.

Contents:

- Logo. See [Setting Up Company Logos for Forms](#) for setup information.
- The words Purchase Order are in the upper right.
- Page number, preceded by the label `Page` in blue.
- Vendor Fax No: From the Vendor record. No phone number formatting applies.
- Purchase order number.
- Revision Number. Set to 0 if the purchase order was generated when you completed the [Select Vendors for Drop Ship Screen](#).
- Date: Purchase order creation date.
- Terms: The first 22 positions of the terms description from the Vendor record. Blank if no terms specified for the vendor.
- Ship Via: The description of the purchase order ship via on the purchase order header. The purchase order ship via defaults from the ship via on the order header. See [Drop Ship Purchase Order Setup for Purchase Order Ship Vias](#) for a discussion.
- F.O.B: The FOB city from the purchase order. Included only if you added this information after drop ship purchase order generation.
- Date Required: The due date from the purchase order. The system calculates this date by adding the number of days in the vendor item table to the order date, except when the arrival date on the order is later than the calculated date; in this case the due date is the arrival date.
- Ship Date: The promise date from the purchase order.
- Cancellation Date: The cancel date from the purchase order. Included only if you added this information after drop ship purchase order generation.
- Vendor information, including:
 - Vendor number, preceded by the label `Vendor #` in blue.
 - Vendor name.
 - Vendor contact name.
 - Vendor address (all entered address lines).
 - Vendor city, state, postal code, and country code.

**Note:**

If you update the vendor record before printing the purchase order, the updated vendor information prints.

- Ship to (customer) name and address, including:
 - Company name.
 - Customer title, first name, middle initial, last name, and suffix.
 - Customer address (all entered address lines).
 - Customer city, state, postal code, and country code.

**Note:**

If you update the customer record before printing the purchase order, the updated customer information prints.

- **Shipping Instructions:** The order number that originated the drop ship purchase order. For example, if the purchase order is required to fulfill order 2875, the shipping instructions read `DRP SHP ORD#00002875`.
- **For each detail line on the purchase order:**
 - **Item Number/Vendor Item Number:** The two item numbers are separated by a slash (/) if a vendor item number has been defined. The item number includes the SKU, if any.
 - **Qty:** The quantity in the vendor's unit of measure, as defined for the vendor item. For example, if the vendor's unit of measure is 12, and you order 48, the quantity is 4 (4 dozen). Otherwise, if there is no vendor item unit of measure, this is the quantity in the item's unit of measure.
 - **UOM:** The unit of measure used by the vendor, if specified. Otherwise, if there is no vendor item unit of measure, this is the item's unit of measure.
 - **Item description/Vendor item description:** The two descriptions are separated by a slash (/) if a vendor item number has been defined. The first 38 positions of the item description display and do not include information at the SKU level.
 - **Date Required:** From the purchase order due date.
 - **Unit Price:** The unit price in the vendor's unit of measure. For example, if the unit of measure is 12, and the unit price is \$120.00, the price for each individual unit is \$10.00 ($\$120.00 / 12$).
 - **Extended Amount:** The extended price in the vendor's unit of measure, calculated by multiplying the vendor's quantity by the vendor's unit price.

**Note:**

Discounts you have set up through the [Work with Vendor Discounts Screen](#) do not apply to drop ship purchase orders.

- Vendor item notes that are flagged to print on the PO.
- Custom special handling instructions. The system truncates the instructions if they cannot fit on one line.

**Note:**

Standard special handling instructions do not print on the drop ship purchase order.

- **Total Units:** The total in the vendor's unit of measure. Included on every page of a multi-page purchase order.
- **Purchase Order Total.** Included on every page of a multi-page purchase order.

- Special Instructions: Purchase order header messages and vendor notes that are flagged to print, if any exist. A maximum of 5 lines of each message type can print. Included on every page of a multi-page purchase order.
- Prepared By: The description of the default buyer for the item.
- Authorized By: The name of the user who authorized the purchase order. Not currently implemented.

Shipment Summary Report

Purpose: This report shows you the number and percentage of orders with single and multiple shipments during a particular date range (during the offer). This information helps you identify where you are losing money on multiple shipments, which may indicate a problem forecasting demand for items advertised in an offer.

For example, if you shipped 92 pick slips in week 1, 73.01% of the orders have had just one shipment. The calculation is:

$$92 / (92 + 12 + 18 + 1 + 1 + 0 + 2)$$



Note:

This report presents totals for all orders with shipments in the selected period, regardless of status. Of the 92 orders for which you made single shipments in the sample report, an unknown percentage may still be open due to backorders.

How to print: Select the *Shipment Summary Report* field on the Submit Fill Rate Reports Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- Date range: The dates for which you want to report on your backorder/fulfillment status. This date range is associated with the effective dates for the offer, as defined in the *Offer date range* fields in the Offer table. Only offers effective during this date range will be included on these reports.
- Offer: The code for the catalog, space or television advertisement you want to report on. The report will reflect the backorder/fulfillment status for this offer only. Offer codes are defined in and validated against the Offer table.
- Shipments: The number and percentage of shipments on orders during the specified date range. This report provides totals for orders that have generated one shipment, plus orders that have required 2, 3, 4, 5, 6, 7 or more shipments. Multiple shipments indicates that the order included items that were not in stock and had to be backordered.

Unmatched Reserved/Remaining Qty Report

Purpose: Use this report to review order lines that did not print on a pick slip because:

- The *Qty remaining* in the Reserved Order Line table is greater than the *Qty reserved* in the Order Detail table - the *Qty printed* in the Order Detail table, and

- The *Qty printed* in the Reserved Order Line table is greater than the *Qty printed* in the Order Detail table.
- The *Qty printed* - the *Qty remaining* in the Reserved Order Line table is greater than the *Qty reserved* in the Order Detail table.

The system also writes an order transaction history message for order lines whose *Qty remaining* or *Qty printed* in the Reserved Order Line table does not tie correctly to the *Qty reserved* or *Qty printed* in the Order Detail table. For example: ROL ERROR Pick not printed
Ln # 001 qty mismatch.

If the order is not flagged to ship complete, the pick slip program generates a pick slip for the remaining order lines; similarly, if the remaining set component items are on an order that is not flagged to ship complete, the pick slip program generates a pick slip for the remaining set components.

How to print: The system generates this report when you perform [Streamlined Pick Slip Generation \(WSPS\)](#) if you have one or more order lines whose *Qty remaining* and *Qty printed* in the Reserved Order Line table does not tie correctly to the *Qty reserved* or *Qty printed* in the Order Detail table.

For more information: See the [sample report](#) in PDF format.

Contents:

- Cmp: The code for the company where pick slips were generated.
- Order #: The order number associated with the order line in error.
- Ship to #: The order ship to number associated with the order line in error.
- Ln #: The order line number that contains the item in error.
- Item Number: A code for the item in error.
- SKU Code: The SKU for the item in error.
- ODT Qty Ordered: The *Qty ordered* in the Order Detail table.
- ODT Qty Printed: The *Qty printed* in the Order Detail table.
- ODT Qty Reserved: The *Qty reserved* in the Order Detail table.
- ROL Qty Printed: The *Qty printed* in the Reserved Order Line table.
- ROL Qty Reserved: The *Qty reserved* in the Reserved Order Line table.
- ROL Qty Remaining: The *Qty remaining* in the Reserved Order Line table.
- Reserved: The date when the order line was reserved, in company date format.
- Ship Via: A code for the ship via assigned to the order line.

Vendor Drop Ship Worksheet

How to print: The system generates this list when you process drop ship purchase orders at the [Select Vendors for Drop Ship Screen](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- Vendor number and description

For each drop ship order:

- Item code and description
- Order number
- Ship-to number
- Order date
- Sold-to customer number
- Sold-to name and address
- Ship-to name and address
- Date printed
- Ship-to phone number
- Drop Ship Output. Valid values are:
 - D/S LOCATE (You process drop ship orders for this vendor using the interface with Order Orchestration's Drop Ship Manager.)
 - D/S PICK (You process drop ship orders for this vendor using drop ship pick slips.)
 - D/S PO (You process drop ship orders for this vendor using drop ship purchase orders generated through Order Management System.)
- Order detail line number
- Item code
- SKU, if any
- Item description
- Quantity
- Price
- Extended price
- Source code for the order
- Total quantity
- Total price

For each vendor item:

- Total quantity
- Total price

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Installation Setup

System Control Value History Report

Purpose: Use this report to review any updates to the System Control table or the Entity System Control Value table, including adding, deleting, or changing a system control value, for a selected date range. The report includes all activity for the company within the date range, regardless of whether you generate the report from Work with System Values/Features (WSYS) or from [Working with Entities \(WENT\)](#).

How to print: Select Submit at the Print System Control Value History Window.

For more information: See the [sample report](#) in PDF format.

Contents:

- Date range (the Starting date and Ending date selected at the Print System Control Value History Window)
- Date when the update occurred
- Time when the update occurred
- Action:
 - A = adding a system control value
 - C = changing a system control value. The system creates a change record each time you select Change for a system control value (or the umbrella value related to the system control value) and select OK, even if you do not change the value. In this situation, the Before and After values are the same.
 - D = deleting a system control value. When you delete a system control value, the Description listed is SCV does not exist. In this situation, the Before and After values are the same.
- Code: The code identifying the system control value
- Description: The name of the system control value
- Before: The setting of the system control value before the update was made
- After: The setting of the system control value after the update was made
- User: The user ID of the person who performed the update
- Entity: The override entity associated with the system control value setting. If the change was made to a system control value at the company level, the entity is zero (0).

When are the Before and After values the same? These values are the same if:

- You select Change for a system control value (or the umbrella value related to the system control value) and select OK, but do not change the value
- The update made was to delete the system control value
- You create a system control value (both values are blank or zero)



Note:

When you create a new system control value through applying a PTF upgrade, the upgrade creates two system control value history records: an Add record and a Change record. The Add record has a Before value of blank or zero and an After value of your selected setting, and the Change record has the selected setting as both the Before and After values.

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Marketing

Campaign Performance Report (PCPR)

Complete the *Campaign Performance Report Screen*.

For more information: See the [sample report](#) in PDF format.

Contents:

Selection criteria:

- *Date range:* The Start date and End date you entered at the *Campaign Performance Report Screen*.
- *Source Category:* The Source category you entered at the *Campaign Performance Report Screen*. If you did not select a category, the report indicates a selection of *ALL*.
- *Drop code:* The Drop code you entered at the *Campaign Performance Report Screen*. If you did not select a drop code, the report indicates a selection of *ALL*.
- *Report:* The selection in the Ordered/Shipped field at the *Campaign Performance Report Screen*

For each source code included on the report: The following are broken out by source category. The report lists source codes that are not assigned to a category first:

- *Source:* Source code
- *Description:* Source code description
- *Gross Input:* The *Proj names (Projected names)* specified for the source code
- *Net Output:* The *Gross circ (Gross circulation)* specified for the source code
- *Net Quantity Mailed (Net quantity mailed):* The *Net circ (Net circulation)* specified for the source code
- *Net % Mailed:* The source code's *Net circ (Net circulation)* divided by the *Gross circ (Gross circulation)*
- *List Cost:* The *List cost* specified for the source code
- *Total Orders:* The total number of orders placed during the selected date range for this source code. **Note:**
 - Includes orders of any status except *Suspended* and *Error*.
 - Canceled or completely sold out orders are not subtracted from this total.
 - A multi-recipient order is counted once, not separately for each shipping address.
 - Returns created by entering a new order with a negative item quantity increase this total.
- *Unique Orders:* The total number of orders placed by different customers during the selected date range for this source code. Calculated the same way as the Total Orders,

except that if the same customer places more than one order during the date range, only the first order for the customer is counted. Incremented only if it is a unique customer placing the order (customer sold to) rather than a unique customer receiving the order.

- *Multiple Factor*: The Total Orders divided by the Unique Orders.
- *Order Response Rate*: The Total Orders divided by the Net Quantity Mailed.
- *Net Merchandise Plus Charges* (Net merchandise plus freight, additional freight, handling, tax, and additional charges): The calculation of this field varies depending on your selection in the Ordered/Shipped field at the *Campaign Performance Report Screen*
 - *Ordered Dollars*: The total amount charged for merchandise, freight, taxes, handling, additional charges, and additional freight for orders created during the selected date range for this source code. The total includes the extended price (plus any related tax, freight, and other charges) of all items ordered, and is reduced by returns creating by entering a negative quantity and cancellations flagged to reduce demand; however, this total is not reduced when you sell out an order detail line, use a cancel reason that is not flagged to reduce demand, or process a return in order maintenance or through the return authorizations module. Also, the total includes the value of any exchange items or items added in order maintenance, regardless of the setting of the *Update Demand for Order Maintenance Transactions (C72)* system control value.
 - *Shipped Dollars*: The total amount billed to date for merchandise, freight, taxes, handling, additional charges, and additional freight for orders created during the selected date range for this source code. This total is net of all returns against these orders, regardless of how you processed the returns.

**Note:**

The total Net Merchandise Plus Charges is negative if you use a special source code for returns you process by entering a new order for a negative quantity.

- *Average Order*: The Net Merchandise Plus Charges divided by Total Orders. The report lists an average order of 0.00 if the average order value was less than zero (for example, if you use a special source code for returns you process by entering a new order for a negative quantity).
- *Amount Per Book*: The Net Merchandise Plus Charges divided by the Net Quantity Mailed. The report lists an Amount Per Book of 0.00 if the actual result was less than zero (for example, if you use a special source code for returns you process by entering a new order for a negative quantity).
- *Unique Response Rate* (Unique response rate): The Unique Orders divided by the Net Quantity Mailed times 100, or (Unique Orders / Net Qty Mailed) + 100. Presented as a percentage. The report lists a Unique Response Rate of 0.0% if the actual result was less than zero (for example, if you use a special source code for returns you process by entering a new order for a negative quantity).
- *Unique Average Order*: The Net Merchandise Plus Charges divided by Unique Orders. The report lists a Unique Average Order of 0.00 if the actual result was

less than zero (for example, if you use a special source code for returns you process by entering a new order for a negative quantity).

- **Catalog Request Total:** The total number of catalog requests printed for the source code during the selected date range. Derived from the Catalog Request History file; see *Catalog Request History Options* for a discussion.
- **Cat Request Response:** The Catalog Request Total divided by the Net Quantity Mailed times 100, or $(\text{Catalog Request Total} / \text{Net Quantity Mailed}) * 100$. Presented as a percentage.
- **Combined Request Plus Orders (Catalog request plus orders):** The Catalog Request Total plus the Total Orders.
- **Combined Response Rate:** The Catalog Request Total divided by the Net Quantity Mailed times 100, or $(\text{Catalog Request Total} / \text{Net Quantity Mailed}) * 100$. Presented as a percentage.

Totals for Source Category: Each of the above totals, calculated for all source codes within a source category, or a source category of blank for source codes not assigned to a category.

Final Totals: Each of the above totals, calculated for all source codes included in the report.

CPG Item/SKU Exclusions Upload Error Records Report

Note:

Important: This report is not currently implemented. When you generate this report, the system prints a generic document with the following information:

The requested document is not currently implemented:
CPG_SKU_EXCLUSION_UPLOAD_ERROR

Purpose: This report lists any records in the *Customer Price Group SKU Exclusion Upload Table* that contain errors. You can use this report to determine which customer price group SKU exclusion upload records you need to correct and reprocess.

Note:

Each customer price group SKU exclusion upload record in an error status is associated with only one error (the first error the system finds for the record). Once you correct the error and resubmit the *Customer Price Group SKU Exclusion Upload Process*, the system validates the record for additional errors.

This report sorts in ascending Sequence number sequence.

Submit the *Customer Price Group SKU Exclusion Upload Process*.

For more information: See the [sample report](#) in PDF format.

Contents:

- **Seq #:** The Seq # in the Customer Price Group SKU Exclusion Upload table.

- *Customer Price Group*: The *Customer Price Group* in the Customer Price Group SKU Exclusion Upload table.
- *Item*: The *Item* in the Customer Price Group SKU Exclusion Upload table.
- *SKU*: The *SKU* in the Customer Price Group SKU Exclusion Upload table.
- *Error Description*: The *Error Description* in the Customer Price Group SKU Exclusion Upload table.
- *Total records not processed*: The number of records in error in the Customer Price Group SKU Exclusion Upload table.

Duplicate Special Pricing by Source Report

If you attempt to create a special price for a quantity of an item by source code that you have already defined through the [Working with Special Pricing by Source Code \(WSPP\)](#) menu option, the system creates this report.

For more information: See the [sample report](#) in PDF format.

Contents:

- Source code
- Item
- Quantity
- Price
- Associate price
- Tax-inclusive price
- Tax-inclusive associate price

The tax-inclusive prices print only if the [Tax Included in Price \(E70\)](#) system control value is *selected*.

The system does not assign the new special price; instead, it retains the special price for the quantity of the item by source code you had previously defined.

Generating Forecasting Reports

Purpose: This topic discusses forecast reports that you can run to evaluate the status of your promotions (offers, source codes, etc.) and inventory

- [Print Product Performance Reports \(PPPR\)](#)
 - Product Performance Reports Screen
 - [Product Performance Report \(Ordered Totals\)](#)
 - [Product Performance Report \(Shipped Totals\)](#)
- [Print Campaign Performance Reports \(PCPR\)](#)
 - [Campaign Performance Report \(PCPR\)](#)
- [Print Order Promotion Analysis Report \(POPA\)](#)
 - [Promotion Analysis Report](#)

Price Code Upload Errors Report

Purpose: This report lists any records in the *Price Code Upload Table (PriceCdUpload)* that contain errors. You can use this report to determine which price code upload records you need to correct and reprocess.



Note:

Each price code upload record in an error status is associated with only one error (the first error the system finds for the record). Once you correct the error and resubmit the [Price Code Upload Process](#), the system validates the record for additional errors.

This report sorts in Record type, Sequence number sequence, starting a new page for each record type.

Submit the *Price Code Upload Process*.

For more information: See the [sample report](#) in PDF format.

Contents:

- *Record Type: Price Code:* The system includes all records in error whose *Record Type* in the Price Code Upload table is *PCO*.
 - *Seq#:* The *Seq #* in the Price Code Upload table.
 - *Record Date:* The *Record Date* in the Price Code Upload table.
 - *PCO Seq#:* The *PCO Sequence* in the Price Code Upload table.
 - *Qty:* The *PCO Qty Required* in the Price Code Upload table.
 - *%Disc:* The *PCO Percent Discount* in the Price Code Upload table.
 - *\$Disc:* The *PCO Dollar Discount* in the Price Code Upload table.
 - *Special Price:* The *PCO Special Price* in the Price Code Upload table.
 - *Tax Spcl Price:* The *PCO Tax Special Price* in the Price Code Upload table.
 - *Group Price:* The *Group Price* in the Price Code Upload table.
 - *Distinct By:* The *Distinct By* in the Price Code Upload table.
 - *Mult:* The *Multiples* setting in the Price Code Upload table.
 - *Start Date:* The *Start Date* in the Price Code Upload table.
 - *End Date:* The *End Date* in the Price Code Upload table.
 - *Error Description:* The *Error Description* in the Price Code Upload table.
 - *Number of unprocessed records:* The number of records in error for *Record Type PCO*.
- *Record Type: Price Code Details:* The system includes all records in error whose *Record Type* in the Price Code Upload table is *PCD*.
 - *Seq#:* The *Seq #* in the Price Code Upload table.
 - *Record Date:* The *Record Date* in the Price Code Upload table.

- *Item*: The *ITM Number* in the Price Code Upload table.
- *SKU*: The *SKU Code* in the Price Code Upload table.
- *Offer*: The *Offer Number* in the Price Code Upload table.
- *Source*: The *SRC Source Code* in the Price Code Upload table.
- *Error Description*: The *Error Description* in the Price Code Upload table.
- *Number of unprocessed records*: The number of records in error for *Record Type PCD*.
- *Record Type: Price Code Customer*: The system includes all records in error whose *Record Type* in the Price Code Upload table is *PCC*.
 - *Seq#*: The *Seq #* in the Price Code Upload table.
 - *Record Date*: The *Record Date* in the Price Code Upload table.
 - *Customer*: The *Customer* in the Price Code Upload table.
 - *Customer Price Group*: The *Customer Price Group* in the Price Code Upload table.
 - *Error Description*: The *Error Description* in the Price Code Upload table.
 - *Number of unprocessed records*: The number of records in error for *Record Type PCC*.

Pricing Upload Error Records Report

Purpose: Use this report to review the errors that occurred during the *Pricing Upload Process*. You can correct the errors using the [Work with Pricing Upload \(WPUP\)](#) menu option.

For more information: See the [sample report](#) in PDF format.

Submit the Pricing Upload Process by selecting *Process* on the *Work with Pricing Upload Screen*.

You can also schedule the Pricing Upload process to run periodically by setting up the *RIPRCUP* periodic function using the *PFRRIPRCUP* program. See *Scheduling Jobs* for background.

This report page breaks on Record Type.

For each record type, error records sort in ascending Request type, Sequence # sequence.

Contents:

- *Record type*: Identifies the type of Pricing Upload record.
- *QPM* = Quantity Price Matrix Detail Upload record; this record creates, updates, or deletes a record in the QPM Detail table.
- *SRC* = Special Pricing by Source Upload record; this record creates, updates, or deletes a record in the Special Pricing by Source table.
- *Request type*: Indicates whether the Pricing Upload record creates, updates, or deletes a record in the Special Pricing by Source table or QPM Detail table. Valid values:

- *U* = Create or update a record. The system determines whether the Pricing Upload record creates or updates an existing record by comparing the information in the Pricing Upload record with the existing records in the Order Management System table. See *Uploading Special Pricing by Source Records* and *Uploading Quantity Price Matrix Detail Records* for more information on how the system determines if the Pricing Upload record creates a new record or updates an existing record.
- *D* = Delete a record. The system uses the information in the Pricing Upload record to determine which record in the Special Pricing by Source table or QPM Detail table to delete.
- *Sequence #*: The unique sequence number assigned to the Pricing Upload record.
- *Record date*: The date the Pricing Upload record was created.

For QPM Record Types:

- *Item*: The item associated with the quantity price matrix detail. You must define an item category or item for a quantity price matrix price, but not both. Item codes are defined in and validated against the Item table.
- *SKU*: A code for the SKU of the item associated with the quantity price matrix detail. SKU codes are defined in and validated against the SKU table.
- If you define a SKU for the item, only the SKU specified qualifies for the quantity price matrix detail.
- If you do not define a SKU for the item, all of the SKUs for the item qualify for the quantity price matrix detail.
- *QPM Code*: The quantity price matrix code associated with the QPM Detail price. QPM codes are defined in and validated against the QPM Header table.
- *Item category*: A code for the item category associated with the quantity price matrix detail. You must define an item category or item for a quantity price matrix price, but not both. Item category codes are defined in and validated against the Item Category table.
- *Quantity*: The quantity of the item that must be ordered to qualify for the quantity price matrix detail. The item qualifies for the quantity price matrix detail if the order line quantity is less than or equal to the quantity price matrix detail. You cannot create more than one quantity price matrix price break for the same item category and quantity, item and quantity, or item and SKU and quantity.
- *Price*: The price at which the item will be sold if the pricing requirements are met.
- *Customer price group*: The customer price group for the sold to customer on the order header in order to qualify for the QPM price. Customer price group codes are defined in and validated against the Customer Price Group table.
- *Customer sold to #*: The sold to customer that must exist on the order header in order to qualify for the QPM price. Customer sold to numbers are defined in and validated against the Customer Sold To table.
- *Discount %*: The percentage off the quantity price matrix detail price when the item ordered is eligible for the quantity price matrix special. For example, *10* means the item qualifies for a 10% discount.
- *Error description*: The reason why the Pricing Upload record is in error. See *Pricing Upload Interface Errors* for a list of errors.
- *Number of processed records for record QPM*: The number of QPM Detail Upload records that are in error.

For SRC Record Types:

- *Item*: The item associated with the special source price. Item codes are defined in and validated against the Item table.
- *Source code*: The source code associated with the Special Pricing by Source record. Source codes are defined in and validated against the Source Code table.
- *Quantity*: The quantity of the item that must be purchased to receive the specified price break.
- *Price*: The price at which the item will be sold if the pricing requirements are met. The price cannot be greater than 7 positions with a 2 place decimal.
- *Associate price*: The price at which the item will be sold to associate customers if the pricing requirements are met. The price cannot be greater than 7 positions with a 2 place decimal.
- *Error description*: The reason why the Pricing Upload record is in error. See *Pricing Upload Interface Errors* for a list of errors.
- *Number of processed records for record SRC*: The number of Special Pricing by Source Upload records that are in error.
- *Total # of records processed*: The total number of Pricing Upload records, across record types, that are in error.

Pricing Upload Processed Records Report

Purpose: Use this report to review the Pricing Upload records that processed successfully during the *Pricing Upload Process*.

- You can review new and changed Special Pricing by Source Upload records that processed successfully on the *Work with Special Source Price Screen* in the [Working with Source Codes \(WSRC\)](#) menu option.
- You can review new and changed Quantity Price Matrix Pricing Upload records that processed successfully on the *Work with Quantity Price Matrix Details Screen* and *Work with Quantity Price Matrix Details Screen* in the [Working with Quantity Price Matrix \(WQPM\)](#) menu option.

For more information: See the [sample report](#) in PDF format.

Submit the Pricing Upload Process by selecting *Process* on the *Work with Pricing Upload Screen*.

You can also schedule the Pricing Upload process to run periodically by setting up the *RIPRCUP* periodic function using the *PFRRIPRCUP* program. See *Scheduling Jobs* for background.

This report page breaks on Record Type.

For each record type, records sort in ascending Request type, Sequence # sequence.

Contents:

- *Record type*: Identifies the type of Pricing Upload record.
- *QPM* = Quantity Price Matrix Detail Upload record; this record creates, updates, or deletes a record in the QPM Detail table.
- *SRC* = Special Pricing by Source Upload record; this record creates, updates, or deletes a record in the Special Pricing by Source table.

- *Request type*: Indicates whether the Pricing Upload record creates, updates, or deletes a record in the Special Pricing by Source table or QPM Detail table. Valid values:
- *U* = Create or update a record. The system determines whether the Pricing Upload record creates or updates an existing record by comparing the information in the Pricing Upload record with the existing records in the Order Management System table. See *Uploading Special Pricing by Source Records* and *Uploading Quantity Price Matrix Detail Records* for more information on how the system determines if the Pricing Upload record creates a new record or updates an existing record.
- *D* = Delete a record. The system uses the information in the Pricing Upload record to determine which record in the Special Pricing by Source table or QPM Detail table to delete.
- *Sequence #*: The unique sequence number assigned to the Pricing Upload record.
- *Record date*: The date the Pricing Upload record was created.

For QPM Record Types:

- *Item*: The item associated with the quantity price matrix detail.
- *SKU*: A code for the SKU of the item associated with the quantity price matrix detail.
- *QPM Code*: The quantity price matrix code associated with the QPM Detail price.
- *Item category*: A code for the item category associated with the quantity price matrix detail.
- *Quantity*: The quantity of the item that must be ordered to qualify for the quantity price matrix detail. The item qualifies for the quantity price matrix detail if the order line quantity is less than or equal to the quantity price matrix detail.
- *Price*: The price at which the item will be sold if the pricing requirements are met.
- *Customer price group*: The customer price group for the sold to customer on the order header in order to qualify for the QPM price.
- *Customer sold to #*: The sold to customer that must exist on the order header in order to qualify for the QPM price.
- *Source code*: The source code that must exist on the order header in order to qualify for the QPM price.
- *Discount %*: The percentage off the quantity price matrix detail price when the item ordered is eligible for the quantity price matrix special. For example, *10* means the item qualifies for a 10% discount.
- *Expire date*: The date the QPM price expires.
- *Number of processed records for record QPM*: The number of QPM Detail Upload records that have processed successfully.

For SRC Record Types:

- *Item*: The item associated with the special source price.
- *Source code*: The source code associated with the Special Pricing by Source record.
- *Quantity*: The quantity of the item that must be purchased to receive the specified price break.
- *Price*: The price at which the item will be sold if the pricing requirements are met.
- *Associate price*: The price at which the item will be sold to associate customers if the pricing requirements are met.

- *Number of processed records for record SRC:* The number of Special Pricing by Source Upload records that processed successfully.
- *Total # of records processed:* The total number of Pricing Upload records, across record types, that processed successfully.

Print Campaign Performance Reports (PCPR)

Purpose: Use these reports to evaluate the success of marketing campaigns based on performance statistics.

Quotes: The campaign performance reports do not include quotes, identified by the Quote flag on the order type on the order. See [Entering Pre-Order Quotes](#) for an overview.

Campaign Performance Report Screen

How to display this screen: Enter *PCPR* in the Fast path field at the top of any menu, or select Print Campaign Performance Report from a menu.

Field	Description
Start date	Specify the first order date to include on the report. The report includes orders with order dates on or after this date, regardless of whether you are generating the <i>Ordered Dollars</i> or the <i>Shipped Dollars</i> version of the report. Numeric, 6 positions (in user date format); required.
End date	Specify the last order date to include on the report. The report includes orders with order dates before or on this date, regardless of whether you are generating the <i>Ordered Dollars</i> or the <i>Shipped Dollars</i> version of the report. The End date cannot be earlier than the Start date. Numeric, 6 positions (in user date format); required.
Source category	Optionally, enter a source category to include on the report, or leave this field blank to include all source codes regardless of category. You can use source code categories to classify your source codes, such as buyers, recipients, or rented names. Source code categories are defined in and validated against the Source Code Category table. See Working with Source Categories (WSCT) . Alphanumeric, 2 positions; optional.
Drop code	Optionally, enter a drop code to include on the report, or leave this field blank to include all source codes regardless of drop. Drop codes identify a catalog mailing to a list of customers. Alphanumeric, 2 positions; optional.
Ordered/Shipped	Select whether the report should indicate the total dollar value ordered or shipped during the selected date range: <i>Ordered</i> = The performance order dollar totals include merchandise ordered. <i>Shipped</i> = The performance order dollar totals include merchandise shipped. Required.

Completing this screen: Complete each field as described above and select *Print Report* to generate the Campaign Performance Report (PCPR).

Product Performance Report (Ordered Totals)

Select *Ordered Product Performance by Ascending Items*, *Ordered Product Performance by Descending Total Dollars*, or *Ordered Product Performance by Order Type* at the *Product Performance Reports Screen*.

For more information: See the [sample report](#) in PDF format.



Note:

When you generate the report by ascending items or by descending total dollars, the report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

Selection criteria:

- *Date Range:* The Start Date and End Date you entered at the *Product Performance Reports Screen*. The report includes items and SKUs that were ordered during this date range, based on the Entered date for the order.
- *Report:* The selected Report Option at the *Product Performance Reports Screen*
 - *Ordered by Items Ascending:* The report lists items and SKU's ordered during the selected date range in alphanumeric order by item code and SKU.
 - *Ordered by Descending Total Dollars:* The report lists items and SKU's ordered during the selected date range beginning with the item/SKU with the highest Merchandise Dollars Ordered for the selected date range and descending to the item/SKU with the lowest Merchandise Dollars Ordered.
 - *Ordered by Order Type:* The report lists items and SKU's ordered during the selected date range sorted first by order type, and then in alphanumeric order by item code and SKU.

Order Type (included only if you selected the Ordered by Order Type report option): Indicates the order type code and the order type description. Order types are defined in and validated against the Order Type table. See [Establishing Order Types \(WOTY\)](#) for more information.

For each item ordered during the date range (and for an order of the indicated order type, if you selected the Ordered Product Performance by Order Type sort option):

- *Item:* The code identifying an item ordered during the selected date range.

 Note:

- In the case of a set item, the item listed on the report is the main set not its component items. Components of sets are included on the report only if you sell them as stand-alone items, and the order totals reflect only those orders where the components were ordered independently. See *Working with Sets* for background on working with set items.
- The *Update Demand for Order Maintenance Transactions (C72)* system control value does not affect the items or totals listed on this report. Items you add to orders after initial item entry, including exchange items added in order maintenance or through Work with Return Authorizations, are included on the report regardless of the setting of the system control value.
- The *Demand Update for Non-Inventoried Items (E59)* system control value does not affect the items or totals listed on this report. Non-inventory items are included on the report regardless of the setting of the system control value.

- *SKU*: The item's unique characteristics, such as its color or size.
- *Item Description*: The description of the item. May be truncated to fewer positions based on the total width of the characters. This is the item description, even for SKU'd items; the SKU description does not print.
- *Order Quantity*: The total quantity of the item/SKU ordered during the selected date range. This total quantity is not reduced by any order lines that were sold out or canceled (unless the cancel reason code is flagged to reduce demand), does not include any Lost sales entered at the *Display Item Availability Screen*, and does not include returns created by entering a negative quantity.
- *Merchandise Amount Ordered*: The total value of all order lines entered for the item/SKU during the selected date range. This total is based on the actually selling price after applying any repricing or other discounts, and does not include the value of order lines that were sold out or canceled with a cancel reason code flagged to reduce demand or returns created by entering a negative quantity.
- *Percent of Total Net Amount*: The Merchandise Amount Ordered for this item or SKU, divided by the total Merchandise Amount Ordered for all items and SKU's included on the report. The resulting percentage is rounded up or down to one decimal position. For example, a value of 12.123 is rounded to 12.1.
- *Merchandise Plus Charges Amount*: Calculated by adding the totals for all orders included on the report:
 - the total merchandise value ordered of the item or SKU for each order that includes the item or SKU
 - the total tax charged for all order lines of the item or SKU for each order that includes the item or SKU
 - the total Freight, Additional freight, Handling, and Additional charges for all orders that include the item or SKU, times the percentage of the total merchandise value of the order that includes the item or SKU.

Example:

The report includes an order of four items with merchandise values of \$100.00 each, so each item represents 25% of the total merchandise value.

The total freight, additional freight, handling, and additional charges are \$50.00:

- Freight = 30.00
- Additional freight = 0
- Handling = 10.00
- Additional charges = 10.00

These total charges of \$50.00 are prorated across the items on the order, resulting in \$12.50 (25% of \$50.00) to each.



Note:

Tax is not prorated across the items; instead, the total tax amount charged for all order detail lines is added to the total for each item:

- Item A: \$10.00 tax
- Item B: \$5.00 tax
- Item C: \$20.00 tax
- Item D: \$0.00 tax



Note:

One item might have more tax than another if, for example, there are special handling or gift wrap charges for order lines, and you tax handling. Alternatively, another item might have less tax if it has been canceled or sold out on orders included on the report.

Result Merchandise Plus Charges Amount:

- Item A: \$122.50 (\$100.00 merch + \$12.50 prorated charges + \$10.00 tax)
- Item B: \$117.50 (\$100.00 merch + \$12.50 prorated charges + \$5.00 tax)
- Item C: \$132.50 (\$100.00 merch + \$12.50 prorated charges + \$20.00 tax)
- Item D: \$112.50 (\$100.00 merch + \$12.50 prorated charges + \$0.00 tax)



Note:

If you tax freight and handling, the total Merchandise Plus Charges Amount on the report will not be consistent with the total value of orders included on the report, since the calculation does not include the total tax for the order ship to; it includes only the tax amount from the order detail lines.

- *Percent of Total Gross Amount (Percentage of Total Gross Dollars):* The Merchandise Plus Charges Amount for this item or SKU, divided by the total Merchandise Plus

Charges Amount for all items and SKU's included on the report. The resulting percentage is rounded up or down to one decimal position. For example, a value of 12.123 is rounded to 12.1.

- *Average Amount Per Item*: The Merchandise Plus Charges Amount for the item or SKU divided by the Order Quantity.
- *Quantity Available*: The current available quantity for the item or SKU as of the date and time when you generated the report (not during the date range selected for the report). This is the quantity of this item or SKU currently available to sell in all allocatable warehouses, and includes only reservable locations, not locations defined as defective or return-to-vendor. Item availability is calculated as follows:
On hand - Protected - Reserved - Reserve Transfer - Backordered = Quantity available
- *Quantity on Backorder*: The current quantity of the item or SKU ordered but not available as of the date and time when you generated the report (not during the date range selected for the report).
- *Quantity on Open Purchase Orders*: The current quantity on open (unreceived) purchase orders for the item or SKU as of the date and time when you generated the report (not during the date range selected for the report).



Note:

The Quantity Available, Quantity on Backorder, and Quantity on Open Purchase Order totals are normally zero for items you do not actually stock in inventory, such as main set items, non-inventory items (including subscription items, or membership items if they are flagged as non-inventory), and drop ship items.

- *Total for order type*: (included only when you select the *Ordered by Order Type* option):
 - *Merch Dollars Ordered*: The total dollar value of all order lines entered for all items and SKU's for the order type, based on the actually selling price after applying any repricing or other discounts.
 - *Merchandise Plus Charges Amount*: The total Merchandise Plus Charges Amount for all items for the order type.
- *Final Totals*:
 - *Merchandise Amount Ordered*: The total value of all order lines entered for all items and SKU's included on the report, based on the actually selling price after applying any repricing or other discounts.
 - *Merchandise Plus Charges Amount*: The total Merchandise Plus Charges Amount for all items included on the report.

Product Performance Report (Shipped Totals)

Select *Shipped Product Performance by Ascending Items* or *Shipped Product Performance by Descending Total Dollars* at the *Product Performance Reports Screen*.

For more information: See the [sample report](#) in PDF format.

 Note:

When you generate the report by ascending items or by descending total dollars, the report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

Selection criteria:

- *Date range:* The Start Date and End Date you entered at the *Product Performance Reports Screen*. The report includes items and SKUs that were shipped during this date range, based on the Entered date for the order.
- *Report:* The selected Report Option at the *Product Performance Reports Screen*
- *Shipped Product Performance by Ascending Items:* The report lists items and SKU's shipped during the selected date range in alphanumeric order by item code and SKU.
- *Shipped by Descending Total Dollars:* The report lists items and SKU's shipped during the selected date range beginning with the item/SKU with the highest Merchandise Dollars Shipped for the selected date range and descending to the item/SKU with the lowest Merchandise Dollars Shipped.
- *Shipped by Order Type =* The report lists items sorted first by the order type on which they were ordered and shipped, and then in descending order by shipped quantity

Order Type (included only if you selected the Ordered by Order Type report option): Indicates the order type code and the order type description. Order types are defined in and validated against the Order Type table. See [Establishing Order Types \(WOTY\)](#) for more information.

For each item shipped during the date range (and for an order of the indicated order type, if you selected the Ordered by Order Type sort option):

- *Item:* The code identifying an item shipped during the selected date range.

 Note:

In the case of a set item, the item listed on the report is the main set item, not its component items. Components of sets are included on the report only if you sell them as stand-alone items, and the shipped totals reflect only those orders where the components were ordered independently. See *Working with Sets* for background on working with set items.

- *SKU:* The item's unique characteristics, such as its color or size.
- *Item Description:* The description of the item. May be truncated to fewer positions based on the total width of the characters. This is the item description, even for SKU'd items; the SKU description does not print.
- *Ship Quantity:* The total quantity of the item/SKU shipped during the selected date range. This total quantity is not reduced by any returns or exchanges.
- *Merchandise Amount Shipped:* The total value of all order lines shipped for the item/SKU during the selected date range. This total is based on the actual selling price after

applying any repricing or other discounts, but is not reduced by any discounts applied after shipment using the *Discount* option in order maintenance.

- *Percent of Total Net Amount:* The Merchandise Amount Shipped for this item or SKU, divided by the total Merchandise Amount Shipped for all items and SKU's included on the report. The resulting percentage is rounded up or down to one decimal position. For example, a value of 12.123 is rounded to 12.1.
- *Merchandise Plus Charges Amount:* Calculated by adding the totals for shipments included on the report:
 - the total merchandise value shipped of the item or SKU on each invoice that includes the item or SKU
 - the total tax billed for all order lines of the item or SKU on each invoice that includes the item or SKU
 - the total Freight, Additional freight, Handling, and Additional charges for all orders that include the item or SKU, times the percentage of the total merchandise value of the invoice that includes the item or SKU

Example:

The report includes a shipment of four items with merchandise values of \$100.00 each, so each item represents 25% of the total merchandise value shipped.

The total freight, additional freight, handling, and additional charges billed are \$50.00:

- Freight = 30.00
- Additional freight = 0
- Handling = 10.00
- Additional charges = 10.00

These total charges of \$50.00 are prorated across the items, resulting in \$12.50 (25% of \$50.00) to each.



Note:

Tax is not prorated across the items; instead, the total tax amount billed for all invoice detail lines is added to the total for each item:

- Item A: \$10.00 tax
- Item B: \$5.00 tax
- Item C: \$20.00 tax
- Item D: \$0.00 tax



Note:

One item might have more tax than another if, for example, there are special handling or gift wrap charges for order lines, and you tax handling.

Result Merch +:

- Item A: \$122.50 (\$100.00 merch + \$12.50 prorated charges + \$10.00 tax)
- Item B: \$117.50 (\$100.00 merch + \$12.50 prorated charges + \$5.00 tax)
- Item C: \$132.50 (\$100.00 merch + \$12.50 prorated charges + \$20.00 tax)
- Item D: \$112.50 (\$100.00 merch + \$12.50 prorated charges + \$0.00 tax)

 Note:

If you tax freight and handling, the total Merchandise Plus Charges Amount on the report will not be consistent with the total value of shipments included on the report, since the calculation does not include the total tax for the invoice ship to; it includes only the tax amount from the invoice detail lines.

- *Percent of Total Gross Amount:* The Merchandise Plus Charges Amount for this item or SKU, divided by the total Merchandise Plus Charges Amount for all items and SKU's included on the report. The resulting percentage is rounded up or down to one decimal position. For example, a value of 12.123 is rounded to 12.1.
- *Average Amount Per Item:* The Merchandise Plus Charges Amount for the item or SKU divided by the Ship Quantity.
- *Quantity Available:* The current available quantity for the item or SKU as of the date and time when you generated the report (not during the date range selected for the report). This is the quantity of this item or SKU currently available to sell in all allocatable warehouses, and includes only reservable locations, not locations defined as defective or return-to-vendor. Item availability is calculated as follows: $\text{On hand} - \text{Protected} - \text{Reserved} - \text{Reserve Transfer} - \text{Backordered} = \text{Quantity available}$
- *Quantity on Backorder:* The current quantity of the item or SKU ordered but not available as of the date and time when you generated the report (not during the date range selected for the report).
- *Quantity on Open Purchase Orders:* The current quantity on open (unreceived) purchase orders for the item or SKU as of the date and time when you generated the report (not during the date range selected for the report).

 Note:

The Quantity Available, Quantity on Backorder, and Quantity on Open Purchase Orders totals are normally zero for items you do not actually stock in inventory, such as main set items, non-inventory items (including subscription items, or membership items if they are flagged as non-inventory), and drop ship items.

- *Final Totals:*
 - *Merchandise Amount Shipped:* The total value of all order lines shipped for all items and SKU's included on the report, based on the actual selling price after applying any repricing or other discounts, but not reduced by any discounts applied after shipment using the *Discount* option in order maintenance.
 - *Merchandise Plus Charges Amount:* The total Merchandise Plus Charges Amount for all items included on the report.

Promotion Analysis Report

Complete the *Print Promotion Analysis Report Screen*.

Based on Order Promotion table: This report is based on the records in the Order Promotion table. The system creates records in this table when a user applies a promotion to an order, or if the CWOOrderIn message specifies the promotion when the order is created through the order API.

When a promotion applies automatically to an order, it does not create a record in the Order Promotion table, and it is not included in this report.

Required entry? A promotion is included in the report when you run the report by date range regardless of whether its Required entry flag is selected; however, you cannot run the report for a single promotion unless the promotion's Required entry flag is selected.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Troubleshooting

Things to check if no report is generated, or if the report does not include all the promotions you expected:

- *Date range:*
 - Promotion start date must be within Start and End dates: When you generate the report for a range of dates, a promotion is included only if its current start date is within the Start date and End date selected at the *Print Promotion Analysis Report Screen*. For example, if the date range for a promotion is 6/30 through 7/31, and you generate the report for 5/15 through 7/31, the promotion is not included.
 - If you change the promotion's date range:
 - * If promotion is not included based on current start date: The report uses the promotion's current start when determining whether to include the report. If you change the promotion's date range, it might not be eligible for inclusion in the report, even if the promotion applied to orders during that period.
 - * If promotion is included based on current start date, but was applied to orders outside of that date range: If you have changed the date range for a promotion and the promotion was applied to orders outside of the current date range specified for the promotion, all orders are included on the report. For example, if the current date range for the report is 7/1 through 7/15, but the promotion was applied to orders during 6/1 through 6/12 before you set the current date range, the orders from 6/1 through 6/12 are included on the report.

Notes on Order Information Included in the Report

Automatically-applied promotions excluded: The report includes promotions only if they were entered manually in order entry or specified in the CWOOrderIn message through the order API. Promotions that apply automatically are not included.

Canceled orders: If you cancel an order using a cancel reason code flagged to reduce demand, the ordered quantity for the order lines is set to zero. As a result, the order is still included in the # Orders and % Ord columns, but the order lines, units, merchandise, and discounts are not included in any of the other columns on the report.

If you cancel an order using a cancel reason code that is not flagged to reduce demand, the order is still included in all the columns on the report.

Canceled lines and units: If the cancel reason code is flagged:

- To reduce demand: Lines and units are not included in the totals.
- Not to reduce demand: Lines and units are included in the totals.

Other order and line statuses:

- Quotes are not included.
- Orders that are in error or suspended status are not included.
- Orders that are in open, held, and closed status are included, unless the order is in closed status because it was canceled with a reason code flagged to reduce demand, as described above.
- Sold out orders and lines are included.

Multi-recipient orders: Each ship-to on an order counts as a separate order on the report.

Message-only promotions: Promotions are included on the report even if they do not apply benefits such as discounts, freight upgrades, or free gifts, provided they meet the criteria described above.

When an order uses more than one promotion: The order is included in the totals for each promotion that applies. As a result, the report totals are increased for each order that uses multiple promotions, as in the following example.

Example:

An order promotion and a freight promotion apply to 3 orders:

- order 100001 uses the order promotion
- order 100002 uses the freight promotion
- order 100003 uses both the order and the freight promotion

Each order includes 1 line for 5 units for a merchandise total of \$100 on each.

Result: The Promotion Analysis report includes the following totals for both the order promotion and the freight promotion, because each includes 2 orders:

- # orders:
- order promotion: 2 (100001 and 100003)
- freight promotion: 2 (100002 and 100003)
- # lines: 2 for each promotion
- # units: 10 for each promotion

- Merch \$: \$200 for each promotion
- % Ord: 50% for each promotion

As a result, you cannot reconcile the report totals with the actual number of orders using the promotions. For example, if these were the only 2 promotions on the report, then the report totals would be:

- # orders: 4
- # lines: 4
- # units: 20
- Merch \$: \$400

Report Contents

1. **Date range:** The Start date and End date you entered at the *Print Promotion Analysis Report Screen* to specify the start dates to include. These fields are blank if you selected a promotion instead of a date range.

For each promotion included on the report:

- **Promotion:** The code identifying the promotion. The description of the promotion is to the right (unlabeled column), and is truncated if it exceeds the allotted space.
- **Promotion Type:** A one-position code identifying the promotion type. Possible types are:
 - A = additional freight
 - B = BOGO
 - C = item category
 - F = freight
 - O = order
 - T = tiered
 - ' ' (blank) = message-only
- **Start Date:** The current Start date specified for the promotion. A promotion is included in the report only if its current Start date is on or after the *Start date from* specified at the *Print Promotion Analysis Report Screen* and not later than the *End date* specified.
- **End Date:** The current End date specified for the promotion.



Note:

If you change the date range for a promotion, the orders included on the report might have been created in a different range than the range selected at the *Print Promotion Analysis Report Screen* or listed on the report for the promotion.

About the remaining fields: The following fields are based on orders that have had the promotion applied, creating a record in the Order Promotion table, provided the order is not a quote or in error or suspended status. See the *Notes on Order Information Included in the Report* for more background.

- *Date of First Order:* The date of the first order to have the promotion applied. Based on the order date (for example, the `order_date` specified in the CWOOrderIn message, or the Order date specified at the Work with Order screen in order entry).
- *Number of Orders:* The total number of orders that have had the promotion applied,. Includes canceled orders, regardless of whether the cancel reason codes were flagged to reduce demand. Excludes quotes and orders in error or suspended status.

**Note:**

If more than one promotion is applied to the same order, the order is included in the Number of Orders, Number of Lines, Number of Units, and Merchandise Amount total for each of the promotions.

- *Number of Lines:* The total number of order lines on orders that have the promotion applied, Includes canceled orders or canceled lines only if the cancel reason codes were not flagged to reduce demand. This information is included even if the promotion does not discount an order line (for example, a freight or additional freight promotion, a discount applied through an additional charge code, or a free gift added through a tiered or BOGO promotion).
- *Number of Units:* The total number of units on orders that have the promotion applied, Includes canceled orders, lines, or units only if the cancel reason codes were not flagged to reduce demand. This information is included even if the promotion does not discount items on order lines (for example, a freight or additional freight promotion, a discount applied through an additional charge code, or a free gift added through a tiered or BOGO promotion).
- *Merchandise Amount:* The merchandise total of orders that have the promotion applied. This is the actual merchandise total after applying any discounts, including promotion discounts. Not restricted to items that were discounted through the promotion. Includes canceled orders, lines, or units only if the cancel reason codes were not flagged to reduce demand.
- *Average Amount:* The average merchandise total of orders that have the promotion applied. Calculated by dividing the Merchandise Amount by the Number of Orders.
- *Average Number of Lines:* The average number of order lines on orders that have the promotion applied. Calculated by dividing the Number of Lines by the Number of Orders.
- *Discount Amount:* The total discount amount applied directly to order lines by the promotion, which typically is the difference between the extended pre-discount price and the selling price of the order lines. If the promotion did not apply any discount amount directly to order lines, the Discount Amount is 0.00. This amount is 0.00 for:
 - free gifts added through a BOGO or tiered promotion
 - freight or additional freight discounts
 - freight upgrades
 - discounts applied through additional charge codes
- *Percentage of Orders:* The percentage of orders whose totals are included on the report that have the promotion applied. **Note:**
 - The percentage is 100.00 if you generated the report for a specified promotion rather than for a range of dates.

- The percentage calculation includes all orders that have the promotion applied, even if multiple promotions apply to a single order. See above under [Notes on Order Information Included in the Report](#) for a discussion and example.
- *Percentage of Amount*: Includes canceled orders only if the cancel reason codes were not flagged to reduce demand. **Note:**
 - The percentage is 100.00 if you generated the report for a specified promotion rather than for a range of dates.
 - The percentage calculation includes all orders that have the promotion applied, even if multiple promotions apply to a single order. See above under [Notes on Order Information Included in the Report](#) for a discussion and example.

Promotion Upload Error Records Report

Purpose: This report lists any records in the Promotion Upload table that are in error.

Select *Upload* at the Work with Promotions screen in [Working with Promotions \(WPRO\)](#) or submit the *PRMOUPL* periodic function.

For more information: See the [sample report](#) in PDF format.

Contents:

- *Cmp*: From the *Company* in the *Promotion Upload Table (PRMUPLD)*. The report only includes records from the company where you ran the upload.
- *Record Type*: From the *Record Type* in the *Promotion Upload Table (PRMUPLD)*. Indicates the name of the table where the upload record should be created.
- *Seq No*: From the *Sequence #* in the [Promotion Upload Table \(PRMUPLD\)](#).
- *Record Date*: From the *Record Date* in the *Promotion Upload Table (PRMUPLD)*.
- *Promotion Code*: From the *Promotion Code* in the *Promotion Upload Table (PRMUPLD)*.
- *Error*: From the *Error Desc* in the *Promotion Upload Table (PRMUPLD)*. The description of the error. See *Promotion Upload Errors* for more information.

Source Code Upload File Exception Report

Purpose: This report displays records in the *Source Upload Table (IXSRCE)* that contain errors. The records remain in the Source Upload table until the errors are corrected or the record is deleted. You can correct the errors on the *Change Source Code Upload File Screen (1 of 2)*.

Select *Process File* at the *Work with Source Code Upload File Screen (WSRW)*.

For more information: See the [sample report](#) in PDF format.

Contents:

- Source code (a code used to identify the source code created from a source upload record. This code is defaulted from the Source code field in the Source Upload table).
- Source code description

- Division (the division code is validated against the Division table).
- Promotion (the promotion code is validated against the Promotion table).
- Offer (the offer code is validated against the Offer table).

Source Code Upload File Processed Listing

Purpose: This report displays records in the *Source Upload Table (IXSRCE)* that did not contain errors. When a source upload record does not contain errors, the system deletes the record from the Source Upload table and creates a Order Management System source code. You can review the source codes in [Working with Source Codes \(WSRC\)](#).

Select *Process File* at the *Work with Source Code Upload File Screen (WSRW)*.

For more information: See the [sample report](#) in PDF format.

Contents:

- Source code (a code used to identify the source code created from a source code work record. This code is defaulted from the Source code field in the Source Upload table).
- Source code description
- Division (the division code is validated against the Division table).
- Promotion (the promotion code is validated against the Promotion table).
- Offer (the offer code is validated against the Offer table).

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Merchandising

Finished Good Items Average or Standard Cost Updated Report

Run a periodic process to update the cost of a finished good. See *Updating the Cost of a Finished Good*.

For more information: See the [sample report](#) in PDF format.

Contents:

- Item number
- SKU code
- Prior cost
- New Average/Standard Cost (You define the pricing method the system uses in the *Costing Method (A25)* system control value. If you define average cost, the system averages the costs over both the current on-hand inventory plus any incoming receipts. If you define standard cost, the system does not update any costing information. See [Purchase Order Receiving Overview](#).)

Item Sales Analysis Report

Complete the *Item Sales Analysis Save Options Screen (Additional Report Selections)*.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. **Note:** Only the sort by Category \$ Sold Ascending and by Item \$ Sold Ascending are available in spreadsheet format, but you can use your spreadsheet application to sort to the data according to your business requirements. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Sort selection
- Report code and description
- Date and time of report generation
- Starting and ending accounting periods included on the report
- Additional selection criteria, including the department, category, class, status, warehouse, vendor, or buyer (the remaining selection options are not currently implemented)

- For each sort option (vendor number in the sample report)
- Item/SKU and description
- Item status; this is the item status from the SKU table if it is defined; otherwise, this is the item status from the Item table.
- [Primary warehouse](#) assigned to the item
- Number of units on-hand in the warehouse
- Cost of the item, derived from the Average, Standard, or FIFO cost in the SKU table, depending on your *Costing Method (A25)*
- Cost extension: total quantity on-hand * cost
- Percentage that this item represents in the overall cost of the items on the report: extended cost of item / total extended cost of all items on the report
- Number of units sold during the selection time period
- Total dollar value of the units sold during the selection period, based on the price to the customer
- Percentage that this item represents in the overall dollars sold on the report: total dollars sold / total dollars sold for all items on the report
- On-order quantity on unreceived purchase orders
- Total units returned by customers
- Total dollar value of customer returns
- Total cost of all items on the report
- Total percentage cost of all items on the report (100.00%)
- Total dollar value sold of all items on the report
- Total percentage sold of all items on the report (100.00%)

Item Stock Status Report

Select the Print Only or Save and Print option at the *Item Stock Status Save Options Screen*. The system generates the report, according to your selections and submits a batch job (*ITM_STKSTS*).

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. Please note that the spreadsheet file includes SKU information in a separate row for each entry, and as a result there is a blank row following each non-SKU'd item. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Item/SKU: A user-defined code that represents a unit of inventory.
- Description: The description of the item/SKU entered in the Item/SKU field.

- Warehouse: A code that represents the warehouse, validated against the Warehouse table.
- Status: A user-defined code that represents the item's status such as obsolete, discontinued, etc.
- On-hand quantity: The number of units in the warehouse at the time the report was run.
- On-hold quantity: The number of units on hold at the time the report was run. This field is not currently implemented.
- Open quantity: The number of units open at the time the report was run.
- On-order quantity: The number of units on order at the time the report was run.
- Reserve quantity: The number of units on reserve at the time the report was run.
- Backorder quantity: The number of units on backorder at the time the report was run.
- Price: The price of the item/SKU. Derived from the Item or SKU table.
- Backorder dollars: The accumulated dollar amount of all units on backorder for the selected time period. Incremented during Billing.

Item Upload Error Report

Purpose: Use this report to review item upload records that did not process correctly because they contain errors. You can correct errors at the *Change Item Upload Screens*.

See *Retail Item Upload Errors* for a list of errors that can occur for an item upload record.

This report sorts in created date/created time/record type sequence.

Select *Process File* at the *Work with Retail Item Upload Screen* to process the [RI Item Upload Table \(RIIUPP\)](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- *Created Date:* The date passed for the item upload record. Blank if an invalid date was passed.
- *Created Time:* The time passed for the item upload record. Blank if an invalid time was passed.
- *Record Type:* The code and description of the type of information processed through the item upload.
 - 01: Item/SKU
 - 03: Item/Offer
 - 04: SKU/Offer
 - 05: Item Price
 - 06: SKU Price
 - 07: Vendor Item
 - 08: Item UPC
 - 09: Item Coordinate

- *Request Type*: A code and description indicating the type of information processed through the item upload.
- *A*: Add
- *C*: Change
- *D*: Delete
- *Key Type*: A code and description indicating how the system identifies the Order Management System item or SKU associated with the item upload record.
- *IT*: Item/SKU
- *LS*: Long SKU values
- *RS*: Retail style number
- *UP*: Item UPC code
- *Item*: The code for the item associated with the item upload record.
- *SKU*: The code for the SKU associated with the item upload record.
- *Error Message*: A description of the error associated with the item upload record; see *Retail Item Upload Errors*.

Open PO's by Vendor Report

Complete the *Print Open PO's By Vendor Screen*.

For more information: See the [sample report](#) in PDF format.

- *Due dates selected from...to*: due dates selected from (date range you selected)
- *Vendor #*: the code and name of the vendor
- *PO No*: purchase order number
- *Line*: PO line number
- *Entry date*
- *Item*: Item number.
- *SKU*: SKU code for the item.
- *Vendor item*: Vendor item number.
- *Item description*: Item description.
- *SKU description*: For SKUed items, the SKU description displays; for non-SKUed items, the item description displays.
- *Promise/due date*: if the promise date is blank, the system uses the due date
- *Net quantity*: quantity that remains open on the purchase order
- *Net cost*: the cost after discounts or surcharge have been applied
- *SKU open orders*: number of open customer orders
- *Quantity on order*: amount that covers all open purchase orders for the item
- *Quantity available*: quantity available plus quantity on order
- *Days required*: the number of days between the entry date and the due date, not including weekend days

- *Days from entry*: the number of days since the purchase was entered; the number of units is represented in each column
- 0-7 days
- 8-14 days
- 15-22 days
- 22 or more days
- *Total cost for vendor*
- Total cost

PO Expected Delivery Report

Purpose: Use this report to review open purchase order lines that are due to be received within a specified date range.

This report sorts in warehouse/vendor #/PO #/Item/SKU code/due date sequence.

Select *Accept* at the *PO Expected Delivery List Prompt Screen*.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- *Date range*: The date range you entered at the *PO Expected Delivery List Prompt Screen*, limiting the report to open purchase order lines whose Due date falls within this date range.
- *Warehouse*: The code and description of the warehouse expected to receive the inventory on the purchase order line. This is the Whs field in the PO Detail table.

For each purchase order line in the PO Detail table whose Status is O (open) and whose Due date falls within the report's *PO due date range*.

- *Vendor #*: The vendor number associated with the open purchase order line. This is the Vendor # field in the PO Detail table.
- *Vendor name*: The name of the vendor associated with the open purchase order line.
- *P/O #*: The purchase order number containing the open purchase order line. This is the P/O # field in the PO Detail table.
- *Item*: The code for the item on the open purchase order line. This is the ITM number field in the PO Detail table.
- *SKU*: The SKU code for the item on the open purchase order line. This is the SKU code field in the PO Detail table. **Note:** Included only if you selected Print SKU details at the *PO Expected Delivery List Prompt Screen*.

- *Item description:* The first 25 positions of the description of the item on the purchase order line. If you selected to Print SKU detail, only the first 15 positions of the item description is included.
- *SKU description:* The first 15 positions of the description of the SKU on the purchase order line. **Note:** Included only if you selected to Print SKU details at the *PO Expected Delivery List Prompt Screen*.
- *Due date:* The date the open purchase order line is due to be received. This is the Due date field in the PO Detail table.
- *Open qty:* The open quantity on the open purchase order line that is expected to be received within the report's date range. The system uses this calculation for open purchase order lines in the PO Detail table whose Date date falls within the report's date range: $\text{order qty} - \text{rec qty} = \text{open qty}$. **Note:** If you did not select to Print SKU details, the Open qty represents the quantity on all open purchase order lines in the PO Detail table for the same P/O #, Vendor #, Due date, and ITM number.
- *Received qty:* The quantity received on the purchase order line. From the Received qty field in the PO Detail table.
- *Cost extension:* The extended cost of the items on the open purchase order line. The system uses this calculation for open purchase order lines in the PO Detail table whose Due date falls within the report's date range: $\text{Price} - (\text{Unit Dsc amount} + \text{PDT unit discount amt 1} + \text{PDT unit discount amt 2} + \text{PDT unit discount amt 3}) \times \text{Open qty} = \text{extension}$. **Note:** If you did not select to Print SKU details, the Extension represents the extended cost on all open purchase order lines in the PO Detail table for the same P/O #, Vendor #, Due date, and ITM number.
- *Warehouse totals:* Open quantity, Received quantity and Extension totals by warehouse.
- *Open quantity:* The total open quantity across all open purchase order lines that are expected to be delivered to the specified warehouse within the report's date range. The system uses this calculation for open purchase order lines in the PO Detail table for the specified Whs whose Date date falls within the report's date range: $\text{order qty} - \text{rec qty} = \text{open qty}$
- *Received quantity:* The total quantity received across all open purchase order lines for the specified warehouse within the report's date range.
- *Extension:* The total extended cost across all open purchase order lines that are expected to be delivered to the specified warehouse within the report's date range. The system uses this calculation for open purchase order lines in the PO Detail table for the specified Whs whose Due date falls within the report's date range: $\text{Price} - (\text{Unit Dsc amount} + \text{PDT unit discount amt 1} + \text{PDT unit discount amt 2} + \text{PDT unit discount amt 3}) \times \text{Warehouse total open qty} = \text{extension}$

Printing Purchase Order Reports

Topics in this part

- [Printing the Open PO Listing By Vendor Report \(MPPPO\)](#) explains how to generate this report.

- [Printing the PO Auto Cancel Report \(MPAC\)](#) explains how to generate the PO Auto Cancel reports.
- [Printing the Purchase Order Expected Delivery Listing \(PEXD\)](#) explains how to generate the PO Expected Delivery report.

Purchase Order Auto Cancel Report

Complete the *PO Auto Cancel Date Selection Pop-Up Window*.

For more information: See the [sample report](#) in PDF format.

Contents:

- PO # (Purchase order number): The number assigned to a purchase order.
- Ref # (Reference number): An internal reference number that may be stored with the purchase order. For example, the reference number may represent an internal purchase order number from a pre-printed purchase order or an internal control for departmental purchase orders.
- Vendor # (Vendor number): The code that identifies the vendor or supplier of an item.
- Vendor name: The name of the vendor or supplier.
- Cancel date: The date that the purchase order should be flagged for cancellation.
- Entry date: The date that the purchase order was entered on the system.
- Due date: The date that the purchase order is due to be received
- Print date: The date that the purchase order was printed.
- Revised date: The date that the purchase order was revised.
- Buyer: A code that identifies a person who is authorized to make purchases for your company.
- Whs (Warehouse): A code that represents the warehouse into which merchandise will be received.
- Sts: The status of the purchase order. When you first create a PO, the status will be Open or Suspended. Status options:
 - C - Cancelled
 - H - Held
 - O - Open
 - S - Suspended
 - X - Closed

Record Deleted from RI Item Upload Report

Purpose: Use this report to review item upload records that were deleted at the *Work with Retail Item Upload Screen*.

This report sorts in request date/request time/sequence number sequence.

Select *Process File* at the *Work with Retail Item Upload Screen* to process the [RI Item Upload Table \(RIIUPP\)](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- *Request date:* The date the item upload record was created.
- *Request time:* The time the item upload record was created.
- *Request type:* a code indicating the type of information processed through the item upload.
- *A:* Add
- *C:* Change
- *D:* Delete
- *Record type:* The code and description of the type of information processed through the item upload.
- *01:* Item/SKU
- *03:* Item/Offer
- *04:* SKU/Offer
- *05:* Item Price
- *06:* SKU Price
- *07:* Vendor Item
- *08:* Item UPC
- *09:* Item Coordinate
- *Sequence number:* The sequence number associated with the item upload record that was deleted.
- *Item:* A code for the item associated with the item upload record.
- *SKU:* A code for the SKU associated with the item upload record.
- *Changed by user:* The user ID of the person who deleted the item upload record.
- *Total number of records deleted:* The total number of item upload records that were deleted.

Vendor Upload Error Report

Purpose: This report lists any records in the Vendor Upload table that contain errors. You can use this report to determine the vendor upload records you need to correct.



Note:

Each vendor upload record in an error status is associated with only one error (the first error the system finds for the record). Once you correct the error and resubmit the vendor upload batch program, the system validates the record for additional errors.

This report sorts in record type, company, vendor number sequence.

Select *Submit* at the *Submit Vendor Upload Screen* to submit the vendor upload batch program.

For more information: See the [sample report](#) in PDF format.

Contents:

- *Record type*: Identifies whether the vendor upload record is an add, modify, or delete, or if the record type is missing or invalid. The total number of records that contain errors for each type of record (add, modify, delete, missing/invalid) is listed underneath each record type.
- *Company number*: Identifies the Order Management System company where you wish to upload the vendor upload record. Company 0 indicates that the company number is missing from the vendor upload record (the Company field is blank).
- *Vendor number*: A code that identifies the vendor you are creating, updating, or deleting, based on the record type defined for the vendor upload record. Vendor number 0 indicates that the vendor number is missing from the vendor upload record (the Vendor # field is blank).
- *Vendor name*: The name of the vendor. The vendor name is blank if the vendor name is missing from the vendor upload record (the Vendor name field is blank).
- *Error Description*: A description of the error associated with the vendor upload record; see *Vendor Upload Errors*
- *Number of records*: The number of vendor upload records for each record type (add, change, delete, missing/invalid) that are in error.

Order Entry

Print Remote Order Errors Report

Purpose: This report identifies the batch orders that contain errors and describes the cause(s) of the error. Use this list as a worksheet to fix the errors through Batch Order Entry.

Select Edit/Accept for an order batch at the Work with Error Orders Batches Screen to run the edit batch program.

For more information: See the [sample report](#) in PDF format.

How to use this report: The pieces of information that are most important on this report are the order number and the error description. The error description identifies what is wrong with the order. This information is helpful if you need to update a table or if you are going to update the order itself. You need to enter the order number in Batch Order Entry to correct the order or to accept the order after updating the table.

Each order printed on the Print Remote Order Errors Report remains in the order batch in an Error status until you correct all errors and select Edit/Accept again to rerun the order edit.

Contents:

- Batch #
- Order #
- Customer #: Identifies the sold-to customer.
- Source Code: From the order header.
- Name: Company, last name, and first name of the sold-to customer.
- Error Description: The description of each error that is related to the order header.
- Ship #: The number identifying the order ship-to.
- Arrival Date
- Customer #: Depending on the type of ship-to:
- Recipient customer: The customer sold-to number of the order recipient.
- Permanent ship-to: The number identifying the permanent ship-to associated with the customer.
- Otherwise, if this is an order-level ship-to, or the order is shipping to the sold-to customer, the Customer # listed is 0.
- Ship to #: Set to 0.
- Ship via: The code identifying the ship via.
- Name: This field is not currently implemented.
- Error Description: The description of each error that is related to the order ship-to.

The following information about an order detail line is included if there is an error related to the order detail line.

- Line #
- Status
- Arrival Date
- Cancel Date: Blank if no cancel date was specified.
- Price: May be 0.00 if an error prevented the system from finding a price for the item, such as an invalid item code.
- Quantity Ordered
- S/H Amount: Special handling charges, if any; otherwise, 0.00.
- Additional Charges: Blank if no additional charges apply.
- Item
- SKU: The SKU code, if the item has SKUs; otherwise, blank.
- Error Description: The description of each error related to the order detail line.

For more information: See Order Creation Errors for a listing of errors that might occur and their descriptions.

Quote Form

Important:

This form is not currently implemented. When you generate this form, the system prints a generic document with the following information: The requested document is not currently implemented: QUOTE

Select the [Print Quote](#) option on the [Print/Email Quote Window](#).

Print program: You use the Quote Printing Program (K73) system control value to indicate the print program to use. The default graphical print program is QUOTEG, and the default non-graphical print program is QUOTE. If you use a different print program, your quote will differ from the samples.

Working with forms: See Forms Management (My Forms) for information on displaying or printing quotes and other forms.

Sample quotes: See the [graphical quote sample](#) and the [quote non-graphical sample](#).

The information included on the graphical and non-graphical quote is the same; however, the graphical version also includes elements such as field labels, the company logo, and text boxes to highlight the printed information.

Include soldout lines? The system does not include soldout lines on quotes if the Exclude S/O on order confirmation field for the order type on the quote is selected.

Gift quotes: If you enter a gift quote (the *Gift* flag on the Work with Order screen is selected), the system prints pricing information on the Quote Form and Quote Confirmation.

Contents:**Note:**

Unless otherwise indicated, field labels are included on the graphical version only.

- Logo (graphical quote only). You can include a company logo or an entity logo. See Setting Up Company Logos for Forms and the Print Entity Image (K35) system control value for background and setup information.
- Customer P.O. NO.: The purchase order number on the quote. From the *OST Purchase order #* field in the Order Ship To table.
- Quote NO.: The quote number. From the *Order #* field in the Order Header table
- Page NO.: The quote page number.
- Sold To: The sold to customer's name and address, consisting of:
 - Company
 - First name, middle initial, and last name
 - Address line 1
 - Apartment (prints next to address line 1)
 - City, State, and Postal Code
 - Country (The country code prints only if you are shipping to a country other than the default specified in the Default Country for Customer Address (B17) system control value)

From the name and address fields in the Customer Sold To table.

- Ship To: The ship to customer's name and address, consisting of:
 - Company
 - First name, middle initial, and last name
 - Address line 1
 - Apartment (prints next to address line 1)
 - City, State, and Postal Code
 - Country (The country code prints only if you are shipping to a country other than the default specified in the Default Country for Customer Address (B17) system control value)

From the name and address fields in the:

- Order Ship To Address table, or
- Customer Ship To table (if the *OST CSH Ship To #* field in the Order Ship To table contains a value), or
- Customer Sold To table (if the *OST CST Customer #* field in the Order Ship To table contains a value).
- Quote Header Messages: The first four order header messages whose *OMS Print* flag is set to Q (Quote). From the *OMS Message* field in the Order Message table.

- **Quote Date:** The date the quote was entered in Order Management System, in company date format. From the *OHD Entered Date* field in the Order Header table.
- **Sales Rep:** The name of the salesman number on the quote. From the *SLS Name* field in the Salesman table. Based on the *SLS Salesman #* field in the Order Header table.
- **Customer NO.:** The sold to customer number on the quote. From the *Customer #* field in the Order Header table.
- **Source Code:** The source code on the quote. From the *OHD SRC Source Code* field in the Order Header table.
- **Expire Date:** The date the quote expires, in company date format. From the *OST Cancel Date* field in the Order Ship To table. The system calculates the expire date based on the date the quote was entered and the number of days defined in the Expiration days field for the order type on the quote. See Assigning an Expiration Date to a Quote.
- **Ship Via:** The first 10 positions of the description of the ship via on the quote. From the *VIA Shipper Name* field in the Ship Via table. Based on the *Ship Via* field in the Order Ship To table.
- **Line NO.:** The order line number on the quote. From the *Line #* field in the Order Detail table.
- **Qty:** The quantity of the item ordered on the quote. From the *ODT Qty Ordered* field in the Order Detail table.
- **Item Number:** The item number on the order line. If the item contains SKUs, the SKU code displays below the item number. From the *ITM Number* field and *SKU Code* field in the Order Detail table.

 Note:

The item may have been ordered using a different item number if it is part of a set or if it was ordered by alias.

- **Description:** The description of the item. If the item contains SKUs, the SKU description displays below the item description. From the *Description* field in the Item table and *Description* field in the SKU table. Based on the *ITM Number* field and *SKU Code* field in the Order Detail table.
- **Special Handling:** If standard or custom special handling has been defined for the item, the special handling information displays below the item and SKU descriptions. Standard special handling: From the *OSH S/H Info* field in the Order Special Handling table. Custom special handling: From the *OSF Label*, *OSF Input*, and *OSF Charge* fields in the Order Special Format table. Up to 99 lines can display.
- **Country Of Origin:** The country of origin assigned to the item. From the *SKU Country of Origin* field in the SKU table.
- **Harmonize Code:** The harmonize code assigned to the item. From the *Harmonize code* field in the SKU table.
- **Unit Price:** The amount the customer pays for each unit of the item. For no-charge items, the unit price indicated is \$0.00. From the *ODT Price* field in the Order Detail table.

- **Extension:** The item price times the quantity ordered on the quote. Based on the *ODT Price* field and *ODT Qty Ordered* field in the Order Detail table. The system uses the following calculation to determine the extended price: $Unit\ Price \times Qty\ Ordered = Extended\ Price$.
- **Total Merchandise:** The total extended price of all items on the quote. From the *OST Merch* field in the Order Ship To table.
- **Shipping & Handling:** The total shipping and handling for the quote, including any freight, additional freight, duty, additional charges, and special handling. From the *OST Freight*, *OST Handling*, *OST Add'l Freight*, *OST Add'l Charges* fields in the Order Ship To table.
- **Sales Tax:** The total tax for all items on the quote. This total may include tax on shipping and handling, additional charges, and GST (Goods and Service tax) and PST (Provincial Service tax).

 Note:

Sales tax does not include VAT (Value Added Tax), a taxing method that applies to only certain states and countries and includes the tax in the price of the item. From the *OST Tax*, *OST GST*, and *OST PST* fields in the Order Ship To table.

- **Order Total:** The total merchandise, shipping and handling, additional charges, and tax for the quote. From the *OST Merch*, *OST Freight*, *OST Handling*, *OST Add'l Freight*, *OST Add'l Charges*, *OST Tax*, *OST GST*, and *OST PST* fields in the Order Ship To table.

Retail Order Cross Reference Report

How to print: Enter POCR in the *Fast path* field at the top of any menu, or select Print Order Cross Reference Report from a menu. The system submits the job OR_CRS_REF, which produces the report. See [Printing the Retail Order Cross Reference Report \(POCR\)](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- the warehouse number associated with the retail outlet or remote site; validated against the Warehouse file
- the retail order number or cross reference number
- the Order Management System order number
- the order date
- the customer who placed the order; validated against the Customer file
- the shipping method on the order; validated against the Ship Via file
- the order total (negative numbers represent returns)

Tax Jurisdiction Report

Purpose: Use this report to identify the amounts collected and credited for each tax jurisdiction for a specified invoice date range.

How to print: Enter an invoice date range and select Print Report at the Print Tax Jurisdiction Report Screen. See Print Tax Jurisdiction Report Screen for an overview.

For more information: See the [sample report](#) in PDF format.

Contents:

- **Date range:** The invoice date range specified at the Print Tax Jurisdiction Report Screen. The system uses the Invoice date defined for the invoice in the Invoice Ship To file to determine which invoices to included on the report.
- **Tax Jurisdiction:** The area for which a special tax structure exists. Tax jurisdictions are defined in the Tax Jurisdiction table. See [Working with Tax Jurisdiction \(WTXJ\)](#).
- **Any tax amounts for invoices whose shipping address is not defined in a tax jurisdiction print on the report under an UNKNOWN category.**
- **Description:** The description associated with the tax jurisdiction. Any tax amounts that are not associated with a tax jurisdiction print on the report under an UNKNOWN category.
- **Amount charged:** The total tax associated with sales in the tax jurisdiction for the specified invoice date range. The system totals the Tax amount in the Invoice Ship To table for each debit invoice that falls within the specified date range and whose ship to customer resides in the specified tax jurisdiction. **Note:** Because VAT tax does not accumulate in the Tax amount in the Invoice Ship To table but instead is part of the Merchandise amount, VAT tax is not included on this report.
- **Amount Credited:** The total tax associated with returns in the tax jurisdiction for the specified invoice date range. The system totals the Tax amount in the Invoice Ship To table for each credit invoice that falls within the specified date range and whose ship to customer resides in the specified state. **Note:** Because VAT tax does not accumulate in the Tax amount in the Invoice Ship To table but instead is part of the Merchandise amount, VAT tax is not included on this report.
- **Final Totals:** The total amount charged and total amount credited across all tax jurisdictions for the specified invoice date range.

System Operations

Address Verification Response List

How to print: This report prints when you receive the Authorization file. See Receiving Authorizations. Refer to this report when you contact the customer to correct the address problem. The system also generates this report as part of drop ship processing; see [Selecting Vendors for Drop Ship Processing \(MDSP\)](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- Authorization service: the service bureau that performed address verification.
- Billing batch number: the billing batch number associated with the credit card authorizations. This field is not included when you generate this report as part of drop ship processing.
- Order number: the order number containing the credit card requesting authorization.
- Transmission date: the date the credit card received a response from the authorization service.
- Customer: the name and address of the bill to customer; if a bill to customer is not defined, this is the sold to customer name and address.
- Authorization number: the authorization number from the authorization service.
- Authorization amount: the amount to authorize for the credit card in the local currency (from the Local Currency Code (A55) system control value).
- AVS response: the address verification response from the authorization service.
- Customer number: the bill to customer number; if there is no bill to customer, this is the sold to customer number.
- Card Last 4: the card number requesting authorization. If you use card tokenization, this number may be a token rather than the actual card number. The credit card number is in the format specified at the Credit Card Number Layout Screen for the associated pay type. If a format is not defined for the pay type, the system uses the default credit card number format. For example, *****1443 will print instead of the entire credit card number. **Note:** If a default credit card number format is not defined, the last 4 digits of the card number will display.
- Credit card expiration date: the date the credit card expires.

Auto Deposit Confirmation Report

How to print: The system produces this report when it receives confirmations of deposits from the deposit service. See Processing Deposits.



Note:

Each foreign currency transaction that uses the separate process will appear on this report; since these transactions are not confirmed interactively through [Processing Auto Deposits \(SDEP\)](#), the system considers each transaction “confirmed” when it writes the record in the Credit Card Deposit Prestige table.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in spreadsheet application such as Microsoft Excel®. See [Reports Available in Spreadsheet Format](#) for more information.

Contents:

- pay type code and description
- for each billing method (regular, deferred, or installment):
 - number of deposits sent and confirmed
 - dollar amount of deposits sent and confirmed
 - number of refunds sent and confirmed
 - dollar amount of refunds sent and confirmed
 - net dollar amount (deposits - refunds) sent and confirmed
- total numbers and amounts for each pay type
- grand total numbers and amounts for the AUTO_DEP job

In addition, this report for separate processing of foreign currency includes the net amount (deposits - refunds) in foreign currency sent and confirmed.

See [Netting Credits for Pay Plan Orders](#) for more information on how credit amounts are calculated for deferred or installment returns.

Credit Card Authorization Listing

How to print: The system prints this report when credit card orders are authorized during pick slip generation (see [Performing Pick Slip Generation](#)), when you reprocess the authorizations at the [Reprocess Authorizations Screen \(RPAA\)](#), or through the REAUTH periodic function (see [REAUTH Processing](#)). Two versions are produced: one lists authorized orders, and one lists declines. The system also generates this report as part of drop ship processing; see [Selecting Vendors for Drop Ship Processing \(MDSP\)](#).

**Note:**

You can print a similar report using the [Printing the Online Credit Card Authorization List \(PATL\)](#) menu option.

For more information: See the [sample report](#) in PDF format.

Contents:

- Authorization Service: The name of the credit card authorization service.
- Billing Batch Number: The billing batch number associated with the authorization transactions. This field is not included when you generate this report as part of drop ship processing.
- Order Number: The order number containing the credit card requesting authorization.
- Via: The code identifying the ship via on the order header.
- Status: The status of the credit card authorization request.
- Customer Number: The bill-to customer defined for the credit card. If a bill-to customer is not defined, this is the sold-to customer number.
- Credit Card Last 4: The last four digits of the credit card number requesting authorization.
- Exp: The month and year when the credit card expires.
- Responses: The response codes from the authorization service.
- Auth Number: The authorization number from the authorization service.
- Auth Date: The day, month, and year when the credit card response was received from the authorization service.
- Pay Type Code: The code identifying the payment type in Order Management System.
- AVS Resp: The address verification response from the authorization service. **Note:** The system does not print the AVS response if you generated the report using the Printing the Online Credit Card Authorization List (PATL) menu option.
- Amount: The amount to authorize for the credit card in the local currency, from the Local Currency Code (A55) system control value.
- Name: The name and address of bill-to customer. If a bill-to customer is not defined, this is the sold-to customer name and address
- Number of transactions: The number of credit card transactions requesting authorization.
- Total amount (unlabeled): The total amount, in the local currency, for the credit card transactions requesting authorization.

Credit Card Deposit Schedule

How to print: Select Submit at the [Credit Card Deposit Schedule Screen](#) to print this report, as well as the [Credit Card Deposit Schedule Summary](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- date range included in the report
- date of the expected deposit
- payment plan type:
 - I = installment
 - D = deferred
 - ' ' (blank) = regular (non-pay plan) deposit
- pay type code
- order number
- invoice number
- deposit amount
- for installments:
 - total number of installments
 - total installments remaining
 - installment interval, if the pay plan was set up to use a set number of days as an interval rather than to use a specific billing date
- for deferred or regular deposits:
 - sold to customer name
- totals, including total debits and credits, for:
 - all installments for a pay type on a given date
 - all deferrals for a pay type on a given date
 - all regular deposits for a pay type on a given date
 - all deposit types (regular, installment, or deferral) for a pay type on a given date
 - all expected deposits on a given date
 - final totals for all dates on the report

Credit Card Deposit Schedule Summary

How to print: Select Submit at the Credit Card Deposit Schedule Screen to print this report and the Credit Card Deposit Schedule report.

For more information: See the [sample report](#) in PDF format.

Contents:

- date range included on the report
- for each date:
 - description of the deposit type (installment, deferred, or regular)
 - description of the credit card pay type
 - totals for the deposit type/credit card pay type combination, broken out into total deposit amount, debits, and credits
 - totals for the pay type, broken out as above

- final totals for the entire report period, broken out as above

Declined Drop Ships

Purpose: Use this report to review orders that contain a credit card payment method that received a declined authorization. Each order contains one or more drop ship items (the Drop ship field for the item is selected).

How to print: This report prints when you perform [Drop Ship Processing](#) or select to receive and process authorizations at the [Reprocess Authorizations Screen \(RPAA\)](#).

For more information: See the [sample report](#) in PDF format.

Contents: Order number

Deposit History Detail Report

Purpose: Use this report to review deposits processed during a specific date range. Within this date range, you can select to include only deposits for a specific authorization service, pay type, and status.

How to print: Select Print Report on the Print Deposit History Detail Screen.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in spreadsheet application such as Microsoft Excel®. See Reports Available in Spreadsheet Format for more information.

Contents: The report page breaks by authorization service. For each authorization service, the system breaks deposits by date and within date by transaction type. The system sorts transaction types within date in ascending pay type, order number, and invoice number sequence.

- **Auth Service:** A code for the authorization service associated with the deposit. From the Authorization service in the CC Deposit History table.
- **Deposit Date:** The date the deposit was processed. From the Deposit date in the CC Deposit History table.
- **Tran Type:** The type of deposit transaction. From the Transaction type in the CC Deposit History table.
 - Purchase indicates a debit deposit transaction.
 - Return indicates a credit deposit transaction.
 - Conditional indicates an authorization and debit deposit transaction.

The following information prints for each authorization service, deposit date, and transaction type combination:

- **Pay Type:** The code and description for the pay type associated with the deposit. From the Pay type in the CC Deposit History table and Description in the Pay Type table.

- Order Number: The order number associated with the deposit. From the Order # in the CC Deposit History table.
- Invoice Number: The invoice number associated with the deposit. From the Invoice # in the CC Deposit History table.
- Credit Card Last 4: The last four digits of the credit card number defined for the pay type on the order. From the CC Last 4 in the Order Payment Method table.
- Expiration Date: The date the credit card expires. From the Credit card exp date in the CC Deposit History table.
- Amount: The deposit amount; positive amounts represent debit deposits; negative amounts represent credit deposits. From the Deposit amount in the CC Deposit History table. See Netting Credits for Pay Plan Orders for more information on how credit amounts are calculated for deferred or installment returns.
- Action Code: The action to take against the deposit. From the Action code in the CC Deposit History table.
 - Deposit = Debit deposit transaction (Action code D in the CC Deposit History table).
 - Auth/Deposit = Authorization and debit deposit transaction (Action code B in the CC Deposit History table).
 - Return = Credit deposit transaction (Action code R in the CC Deposit History table.).
- Authorization Code: The authorization code from the authorization service. From the Authorization code in the CC Deposit History table.
- Method: Indicates whether the deposit is associated with a deferred or installment payment plan. From the Flexible payment type in the CC Deposit History table.
 - Regular = The deposit is not associated with a deferred or installment payment plan (Flexible payment type in the CC Deposit History table is blank).
 - Defer = The deposit is associated with a deferred payment plan (Flexible payment type in the CC Deposit History table is D).
 - Install = The deposit is associated with an installment payment plan (Flexible payment type in the CC Deposit History table is I).
- Status: The status of the deposit. From the Status in the CC Deposit History table.
 - Blank =
 - * The Preload Deposits (L78) system control value is selected, indicating the system created the record in the CC Deposit History table during billing in a blank (Not Yet Sent status). The system updates the status of the record in the CC Deposit History table when you submit deposits and perform Batch Deposit Updates using the [Processing Auto Deposits \(SDEP\)](#) menu option.
 - * There was a problem during transmission to the deposit service.
 - Confirmed = The deposit has been confirmed by the service bureau (Status in the CC Deposit History table is C).
 - Deleted = The deposit has been deleted (Status in the CC Deposit History table is D).
 - Forced = The deposit has been forced (Status in the CC Deposit History table is F).

- Manual Confirm = The deposit has been manually confirmed (Status in the CC Deposit History table is M).
- Prepaid = The deposit has been prepaid (Status in the CC Deposit History table is P).
- Resubmitted = The deposit has been resubmitted to the service bureau (Status in the CC Deposit History table is R).
- Sent = The deposit has been sent to the service bureau, but a response has not been received (Status in the CC Deposit History table is S).
- Unconfirmed = The deposit has been sent to the service bureau, but an approved response was not received (Status in the CC Deposit History table is U).
- Written Off = The deposit has been written off (Status in the CC Deposit History table is W).

Totals:

- Total for specified transaction type, deposit date, and authorization service: The total deposit amount for the specified transaction type, deposit date, and authorization service. This is the sum of the Deposit amount in the CC Deposit History table for the specified transaction type, deposit date, and authorization service.
- Total for specified deposit date and authorization service: The total deposit amount for the specified deposit date and authorization service, across all transaction types. This is the sum of the Deposit amount in the CC Deposit History table for the specified deposit date and authorization service.
- Total for specified authorization service: The total deposit amount for the specified authorization service, across all transaction types and deposit dates within the report date range. This is the sum of the Deposit amount in the CC Deposit History table for the specified authorization service within the specified report date range.
- Final totals: The total deposit amount across all transaction types and authorization services for the report date range. This is the sum of the Deposit amount in the CC Deposit History table for the specified report date range.

Deposit History Summary Report

How to print: Select Submit at the Deposit History Summary Screen.

For more information: See the [sample report](#) in PDF format.

**Note:**

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See V for more information.

Contents:

- date range included on the report
- date when deposits were processed
- pay type
- for each pay type deposited on a given date, total debits, total credits, and net of debits and credits, broken out into:

- regular (non-pay plan) deposits
- deferred
- installment
- totals, all deposit types
- totals for all pay types deposited on a given date, broken out as described above
- totals for the entire range of dates on the report, broken out as described above

E-Commerce Order Cleanup Log

How to print: This report is generated automatically through the ORDER_CLN job when the job purges an “abandoned” order. The reports are available for review through Document Management (My Docs) for the user who started the ORDER_CLN job. See the discussion under the Time Limit for Suspended E-Commerce Orders (G43) for more information on when the job purges these orders.

For more information: See the [sample report](#) in PDF format.

Contents:

- company number and description
- order number
- date and time when order was created
- date and time when order was purged
- the number of minutes that the order was in the system before the ORDER_CLN job deleted it. An order whose order type matches the E-Commerce Order Type (G42) is eligible for purge once the number of minutes specified in the Time Limit for Suspended E-Commerce Orders (G43) has passed, but it might not be purged immediately if, for instance, the ORDER_CLN job was not active or if there were a large number of orders due to be purged at that time.
- sold-to customer number and name or company name
- for each ship-to on the order:
 - each item/SKU
 - the item/SKU's unit price
 - the quantity of the item/SKU ordered
 - the special handling code, if any
 - offer code
 - item alias used, if any
 - coordinate group number, if any

E-Commerce Order Maintenance Errors Report

How to print: Select Error List at the Work with Batch OM Transactions Screen, Display Batch OM Transactions Screen (Header), Display Batch OM Transactions Screen (Detail), or Display Batch OM Errors Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- order number with ship-to number
- sold-to customer
- ship-to customer
- maintenance activity:
 - cancel lines on an order
 - cancel order
- cancel reason, if included in a cancel request
- email address (not currently implemented)
- description of each error at the header level; see Batch Order Cancel Errors

For each requested detail-level transaction that resulted in an error:

- activity (line cancellation)
- order line number
- cancel reason
- quantity to cancel

Marketing Download Change of Address Interface Report

Purpose: This report lists customer address information for the records in the Marketing Download Customer Address Change Table and Extract File.

The system creates a record in the Marketing Download Customer Address Change table for each record in the Marketing Download Trigger table with a trigger type of CA (customer address change) that you download. The system creates CA (customer address change) trigger records when you change a customer sold to or change or create a permanent customer ship to address, including phone numbers and email address.

See Marketing Download Customer Address Change Table and Extract File for more information on how the system populates the fields in a marketing download customer address change record.

How to print: Run the MDADRCG periodic function. See Setting up the Marketing Download Extract for more information.

**Note:**

To make sure the report prints correctly, select an option that reduces the page or fits the content to the printer margins at the Print dialog box.

For more information: See the [sample report](#) in PDF format.

Contents:

- Address type: the address type defined for the sold to customer or ship to customer in the Marketing Download Customer Address Change table for the specified company. The

report lists the number of address changes for each address type by sold to address changes and ship to address changes.

- USA sold to address: the sold to customer address change is a US address. The system uses the Default Country for Customer Address (B17) system control value as the country code used for US addresses.
- Canadian sold to address: the sold to customer address change is a Canadian address. The system uses the country code CA or CAN as the country code used for Canadian addresses and the following state codes: AB (Alberta), BC (British Columbia), MB (Manitoba), NB (New Brunswick), NF (Newfoundland), NT (Northwest Territory), NS (Nova Scotia), ON (Ontario), PE (Price Edward Island), PQ (Quebec), QC (Quebec alternate), SK (Saskatchewan), YT (Yukon Territory).
- International sold to address: the sold to customer address change is an address other than US or Canadian. The system uses any country code other than CA, CAN, or the country code defined in the Default Country for Customer Address (B17) system control value as the country code used for International addresses.
- USA ship to address: the ship to customer address change is a US address.
- Canadian ship to address: the ship to customer address change is a Canadian address.
- International ship to address: the ship to customer address change is an address other than US or Canadian.
- Total: The total number of address changes for each address type, including sold to customer address changes and ship to customer address changes.
- USA: the number of US address changes, including sold to customers and ship to customers.
- Canadian: the number of Canadian address changes, including sold to customers and ship to customers.
- International: the number of address changes other than US or Canadian, including sold to customers and ship to customers.

Marketing Download Customer Inquiry Interface Report

Purpose: This report lists customer inquiry information for records that exist in the Marketing Download Customer Inquiry Table and Extract File.

The system creates a record in the Marketing Download Customer Inquiry table for each record in the Marketing Download Trigger table with a trigger type of CI (customer inquiry) or CN (customer action note) that you download. The system creates CI (customer inquiry) trigger records when you:

- create a catalog request.
- create a new customer in order entry, even if you don't accept the order.
- create a new customer entity record, if the Track Customer History at Entity Level (F89) system control value is selected.

The system creates CN (customer action note) trigger records when you create, work with, or resolve a customer action note.

See Marketing Download Customer Inquiry Table and Extract File for more information on how the system populates each field in a marketing download customer inquiry record.

How to print: Run the MDINQSM periodic function. See Setting up the Marketing Download Extract for more information.

For more information: See the [sample report](#) in PDF format.

Contents:

- Total Marketing Download Inquiry records sent to Marketing Download: the total number of records in the Marketing Download Customer Inquiry table.

Marketing Download Customer Status Change Interface Summary Report

Purpose: This report defines the number of sold to customers whose information has changed; this is the number of records in the Marketing Download Customer Status Change Table and Extract File.

The system creates a record in the Marketing Download Customer Status Change table for each record in the Marketing Download Trigger table with a trigger type of CS (customer status change) that you download. The system creates CS (customer status change) trigger records when you change one or more of these fields for a customer sold to:

- Mail name
- Customer sold to entity mail name
- Rent name
- Deliverable code
- Hold/bypass/fraud
- Customer class
- Mail code
- Call code

See Marketing Download Customer Status Change Table and Extract File for more information on how the system populates each field in a marketing download customer status change record.

How to print: Run the MDCSCHG periodic function. See Setting up the Marketing Download Extract for more information.

For more information: See the [sample report](#) in PDF format.

Contents:

Total Marketing Download customer status change records sent to Marketing Download: the total number of records that exist in the Marketing Download Customer Status Change table for the specified company.

Marketing Download Order Detail Interface Summary Report

Purpose: This report lists order detail summary information for records in the Marketing Download Order Detail Table and Extract File.

The system creates a record in the Marketing Download Order Detail table for each record in the Marketing Download Trigger table with a trigger type of LH (order line history) or OH (order header) that you download.

- The system creates LH (order line history) trigger records when you create order line history (for example, cancelling an item on an order, adding an item, or performing other updates in order maintenance; or billing an order).
- The system creates OH (order header) trigger records when you create a new order in order entry or accept an order in batch order entry.

See Marketing Download Order Detail Table and Extract File for more information on how the system populates each field in a marketing download order detail record.

How to print: Run the MDORDTL periodic function. See Setting up the Marketing Download Extract for more information.

For more information: See the [sample report](#) in PDF format.

Contents:

- Total marketing download order detail records sent to marketing download: the total number of records that exist in the Marketing Download Order Detail table.

Marketing Download Order Header Interface Summary Report

Purpose: This report lists order summary information for records in the Marketing Download Order Header Table and Extract File.

The system creates a record in the Marketing Download Order Header table for each record in the Marketing Download Trigger table with a trigger type of OH (order header) that you download. The system creates OH (order header) trigger records when you:

- create a new order in order entry or accept an order in batch order entry. A separate record is created for each order ship to.
- add a new ship to address (using Accept/Add Rcp) to an order in order maintenance.

See Marketing Download Order Header Table and Extract File for more information on how the system populates each field in a marketing download order header record.

How to print: Run the MDORDHD periodic function. See Setting up the Marketing Download Extract for more information.

For more information: See the [sample report](#) in PDF format.

Contents:

- Total Marketing Download order header records sent to Marketing Download: the total number of orders in the Marketing Download Order Header table for the specified company, and across entities.

Online Credit Card Authorization Listing

Purpose: Use this report to review whether credit cards have been authorized, declined, not yet sent for authorization, or sent for authorization for a specific date range.

This report sorts in:

- Pay type/authorization date/status order if you selected Pay Type/Auth Date/Status in the Report sorts field.
- Status/pay type/last four positions of the credit card number order if you selected Status/Pay Type/Credit Card number in the Report sorts field.

How to print: Select Accept at the Authorization Listing Screen or perform batch authorization using the [Performing Batch Authorization \(SATH\)](#) menu option. When you generate this report through Performing Batch Authorization, it includes only declined authorizations.



Note:

A similar report is generated when you receive authorizations during pick slip generation. See Credit Card Authorization Listing.

For more information: See the [sample report](#) in PDF format.

Contents:

- Order Number: The order number associated with the credit card authorization.
- Billed: Set to Y if the order has been confirmed and processed through the Billing Async; otherwise, N.
- Status: The status of the credit card authorization. Possible statuses are:
 - blank = not yet sent to the authorization service for authorization
 - A = Authorized.
 - D = Declined. This is the only status included when you generate the report through Performing Batch Authorization (SATH).
 - G = Generated.
 - E = Error. Note that the status description is not printed.
 - O = Authorized, but not used.
 - S = Sent for Authorization.
 - V = Voided.
- Customer Number: The number identifying the customer associated with the credit card. This is the bill-to customer if one exists; otherwise this is the sold-to customer.
- Credit Card Last 4: The last four positions of the credit card number.
- Expiry Date: The date when this credit card is no longer valid.
- Credit Card Response: The response code received from the authorization service. The vendor response indicates whether the credit card has been approved or declined.

- **Auth Number:** The number identifying the credit card authorization.
- **Auth Date:** The date when the credit card was authorized.
- **AVS Response:** The AVS response received from the authorization service, if any. This response indicates whether the credit card billing address is legitimate or invalid.
- **Amount:** The amount authorized against the credit card.
- **Customer Name:** The billing name and address for the credit card. This is the bill-to customer name and address if one exists; otherwise, this is the sold-to customer name and address.

Order Billing History Consolidation Report

Purpose: Use this report to review the criteria you selected at the Consolidate Order Billing History screen and the total number of records consolidate.

How to print: The system generates this report when you select Submit at the Consolidate Order Billing History Screen to submit the Consolidate Order Billing History batch job, and then release the job from hold.

For more information: See the [sample report](#) in PDF format.

Contents:

- your selection criteria from the Consolidate Order Billing History screen
- the total number of order billing history records that were consolidated and purged
- the resulting number of new consolidated records

Order Billing History Purge Report

How to print: Complete the Purge Order Billing History Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- cutoff date for purging selected at the Purge Order Billing History Screen
- total number of non-consolidated Order Billing History records purged
- total number of consolidated Order Billing History records purged

Order Orchestration Aging Report

How to print: Select Print at the Work with Order Broker Screen and then complete the Print Aging Report Window.



Note:

The Order Orchestration Aging Report is accessible at the Document Management Screen. It is not available by selecting a submitted job at the Job Management Screen.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See Reports Available in Spreadsheet Format for more information.

Contents:

- Open records older than: The number of days old an Order Orchestration request needed to be in order to be included on the report. The default is 1 day, which means that the report does not include Order Orchestration records created on the current or previous date.
- Fulfilling Location: The code identifying the selected fulfilling location, if any; set to ALL if you did not select a fulfilling location at the Print Aging Report Window.



Note:

The report does not indicate if a particular status was selected at the Print Aging Report Window.

For each separate fulfilling location included on the report:

- The fulfilling location and fulfilling location description for one or more Order Orchestration requests
- For each Order Orchestration request:
 - date created
 - current status code and description
 - order number
 - ship-to number
 - order line sequence number
 - item code
 - SKU code
 - Order Broker request ID
 - requested quantity
- total quantity for the same fulfilling location, status, and date
- total quantity for the same fulfilling location and date
- total quantity for the fulfilling location
- total quantity for the report

Order Count Report

Purpose: This report provides the total number of orders entered in Order Management System broken out by company for a specified date range.

How to print: Use [Order Volume Report \(OVOL\)](#). The Sort by order type field must be unselected.

For more information: See the [sample report](#) in PDF format.

Contents:

- To...From: The date range for which the report was generated. This is the date range you defined at the Order Count Report Screen.
- Co#: Order Management System company code.
- Description: The name of the company.
- # of orders: The number of orders entered for the company within the specified date range.
- Final totals: The total number of orders entered across all companies within the specified date range.

Order Count Report by Order Type

Purpose: This report provides the total number of orders entered in Order Management System broken out by order type within company for a specified date range.

How to print: Use [Order Volume Report \(OVOL\)](#). The *Sort by order type* field must be selected.

For more information: See the [sample report](#) in PDF format.

Contents:

- To...From: The date range for which the report was generated. This is the date range you defined at the Order Count Report Screen.
- Company: Order Management System company code and name.
- Order type: A description of an order type within the company.
- # of orders: The number of orders entered for the order type in the company within the specified date range.
- Company totals: The total number of orders entered for the company across all order types within the specified date range.
- Final totals: The total number of orders entered across all companies within the specified date range.

Orders Released from Time Hold Report

How to print: The system prints this report automatically when you execute the Daily Periodic Process, which includes the Release Orders from Time Hold job.
See Releasing Orders from Time Hold.

**Note:**

The job produces two copies of this report: one for prepaid orders and one for credit card orders. Even if there were no orders eligible for release, the job still produces reports containing no records.

For more information: See the [sample report](#) in PDF format.

Contents:

- Order number
- Date entered
- Sold to customer number
- Sold to customer name
- User hold assigned to the order, if any
- Total number of prepaid or credit card orders released

Password Change Report

How to print: Complete the Print Security Audit Reports Screen with the *Password changes* flag selected.

No data is created for this report when you use IDCS (Oracle Identity Cloud Service) or OCI IAM (Oracle Cloud Infrastructure Identity and Access Management) for password authentication.

For more information: See the [sample report](#) in PDF format.

**Note:**

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See Reports Available in Spreadsheet Format for more information.

Contents:

- Date range: The date range selected at the Print Security Audit Reports Screen
- Password date/time change: The date and time when the password change occurred
- User ID: The user ID whose password changed
- User name: The name for the user, as specified at the User Control screen available through Advanced Commands
- Updated by: The user ID of the person who changed the password
- Updated by name: The name of the user who changed the password, as specified at the User Control screen available through Advanced Commands

Pending Payment Plan Deposits Report

How to print: Select Submit at the Pending Payment Plan Deposit Report Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- range of invoice dates included on the report
- pay plan code
- invoice date (the date when you confirmed shipment)
- pay plan type:
 - I = installment
 - D = deferred
- credit card pay type used on the order
- order number
- invoice number (if there was more than one shipment on the order, each is listed separately)
- total deposit amount (the total billing amount on the shipment for the credit card pay type)
- total amount deposited to date
- remaining amount to be deposited
- the name of the sold to customer
- totals for each date
- totals for the entire range of dates on the report

Pick/Authorization Listing

Purpose: Use this report to review the authorization status of pick slips for a particular billing batch number.

How to print: This report prints when credit card orders are authorized during pick slip generation or when you reprocess the authorizations at the [Reprocess Authorizations Screen \(RPAA\)](#). The system also generates this report when you perform Drop Ship Processing.

For more information: See the [sample report](#) in PDF format.

Contents:

- Billing batch number. This field is not included when you generate this report as part of drop ship processing.
- Picks ready to print.
- Picks awaiting authorization.
- Picks with decline authorization
- Total picks

Print Reset Audit Log

How to print: Complete the Reset Pick Control Screen. The system generates this report if the Inventory Sharing (A69) system control value is selected.

For more information: See the [sample report](#) in PDF format.

Contents:

- Order and ship-to number of the printed order line
- Order line number
- Item and SKU
- Table where the printed quantity was reset
- warehouse code
- original printed quantity in the table
- current quantity after the reset

Purchase Order Purge Listing

How to print: Complete the Purchase Order Purge Selection Screen.

For more information: See the [sample report](#) in PDF format.

Contents: See [Purchase Order Inquiry \(MPOI\)](#) for descriptions of the information on this report.



Note:

Information on the purchase order detail lines is included on the report only if you select Detail at the Purchase Order Purge Selection Screen.

Purged Customer List

Purpose: Use this report to review the sold to customers removed from the application by the PURGECS Purge Customers periodic function (program name PFR0137).

How to print: Run the PURGECS Purge Customers periodic function (program name PFR0137); see [Purging Sold To Customers](#).

For more information: See the [sample report](#) in PDF format.

Contents:

- **Purge days:** The number of days old the sold to customer must be to be eligible for purge. The system uses the last change date to determine the age of the customer sold to record. This is the number of days defined in the Parameter field for the PURGECS periodic function.
- **Customer #:** The customer number for the sold to customer removed from the application.

- Entry Date: The date the customer was created.
- Last Change: The date the customer was last updated.
- Elapsed Days: The number of days since the customer was last updated.
- Total Customers: The total number of sold to customers purged.

Purged Order List

How to print: The system produces this report when you use the PURGEOR periodic function, provided the Parameter is set to Y; otherwise, this report is not generated. The [Purging Orders \(MPOR\)](#) option does not generate this report.

For more information: See the [sample report](#) in PDF format. Also, see Purging Orders (MPOR) for background.

Contents:

- the Purge days from the Order Purge Days (C62) system control value
- For each purged order:
 - the order number
 - the order status (X = closed and C = canceled)
 - the number of recipients
 - the code identifying the order type
 - the original order date
 - the sold-to customer number
 - the sold-to customer name or company name
 - the source code from the order header
- the total number of orders
- the total number of order recipients

Purged SKU List

How to print: This report prints when you select Submit to process the SKU purge using [Purging SKUs \(MPSK\)](#). The report displays all item/SKUs that can be purged based on the selection criteria you entered on the SKU Purge screen.

If you selected the Print only do not update field, the system prints this report and does not purge the item/SKUs that are available to purge. If you unselected this field, the system prints this report and purges all item/SKUs that are available to purge.

For more information: See the [sample report](#) in PDF format.

Contents:

- Update run (indicates whether the item/SKUs have been purged. Selected = all item/SKUs are on this report have been purged; Unselected = all item/SKUs are on this report have not been purged)
- Purge days (the number of days to retain SKUs that are not on any existing order. This number defaults from the SKU Purge Days (F11) system control value)

- Status (item status)
- Item
- SKU
- Item description
- SKU description

Rejected Batch Listing

How to print: The system creates this report when you use the [Purging Suspended Orders \(PSOR\)](#) option or when you reject an order batch; see Accepting or Rejecting the Order Batch.

For more information: See the [sample report](#) in PDF format.

Contents:

- order number
- recipient (ship-to number)
- order date
- entered date
- user ID of person who entered order
- order type
- source code
- sold-to customer number
- sold-to customer name
- order dollar total

Reset Audit Log for Item Warehouse

How to print: nntity Reset with the Inventory Sharing (A69) system control value selected, and without specifying a warehouse and item/SKU.

For more information: See the [sample report](#) in PDF format.

Contents:

- warehouse where the backorder quantity was reset
- for each Item Warehouse whose backorder quantity was reset:
- original quantity before the reset, and current quantity after the reset, for:
- reserved units
- backordered units

Reset Audit Log for Quantity on Backorder

Note:

Important: SThis report is not currently implemented. When you generate this report, the system prints a generic document with the following information:

The requested document is not currently implemented:
RESET_AUDIT_LOG_QTY_BACKORDERED

How to print: Complete the Reset Item/Warehouse B/O Quantity Screen. The system generates this report only if you run the Item Warehouse Backorder Quantity Reset with the Inventory Sharing (A69) system control value unselected, and without specifying a warehouse and item/SKU.

For more information: See the [sample report](#) in PDF format.

Contents:

- warehouse where the backorder quantity was reset
- for each item and SKU that was reset:
- original backorder quantity before the reset
- current quantity after the reset

Reset Audit Log for Quantity On Hand

How to print: Complete the Reset On Hand Quantity Screen.

For more information: See the [sample report](#) in PDF format.

Contents: For each warehouse where a reset occurred:

- The warehouse number
- Item and SKU code
- Current quantity on-hand after the reset
- Original quantity on-hand before the reset

For more information: See [Reset Item Warehouse Quantity On Hand \(MRIW\)](#) for more information on the contents of this report.

Reset Audit Log for Quantity Printed

How to print: Complete the Reset Pick Control Screen. The system generates this report if the [Inventory Sharing \(A69\)](#) system control value is unselected, and there are records that had a printed quantity of zero.

For more information: See the [sample report](#) in PDF format.

Contents: For each warehouse where a reset occurred:

- The warehouse number
- For all item locations within the warehouse that were reset:
- Item and SKU codes
- Location code
- Current printed quantity after the reset
- Original printed quantity before the reset

Reset Audit Log for Quantity Reserved

How to print: Complete the Reset Reserve Quantity Screen. The reset generates this report only if the [Inventory Sharing \(A69\)](#) system control value is unselected.



Note:

If the Inventory Sharing (A69) system control value is selected, the reset does not generate a report.

For more information: See the [sample report](#) in PDF format.

Contents: For each warehouse where a reset occurred:

- The warehouse number
- For the Item Warehouse record for each item and SKU that was reset:
- current quantity reserved after running the reset
- original quantity reserved before running the reset
- current special handling reserved quantity after running the reset
- original special handling reserved quantity before running the reset
- current reserve transfer quantity after running the reset
- original reserve transfer quantity before running the reset



Note:

All three fields (quantity reserved, s handling reserve quantity, and reserve transfer quantity) are listed on the report, even if they have not changed. In this situation, the original and current quantities listed are the same.

For more information: See [Reset Reserve Quantity \(MRQR\)](#) and the Display Item Warehouse Screen for more information on these fields.

Reset Audit Log for SKU Quantities

How to print: Complete the Reset SKU Open Order Quantity Screen.

For more information: See the [sample report](#) in PDF format.

Contents: For each item and SKU whose quantities were reset:

- item and SKU code
- Current Qty Open after running the reset
- Original Qty Open before running the reset
- Current Qty Held after running the reset
- Original Qty Held before running the reset
- Current Qty Drop Ship after running the reset
- Original Qty Drop Ship before running the reset

See [Reset SKU Open Order Quantity \(MRSO\)](#) for more information on the contents of this report.

Reset Audit Log Reports

- [Reset Audit Log for Quantity Printed](#)
- [Print Reset Audit Log](#)
- [Reset Audit Log for Quantity Reserved](#)
- [Reset Audit Log for Quantity on Backorder](#)
- [Reset Audit Log for Item Warehouse](#)
- [Reset Audit Log for Quantity On Hand](#)
- [Reset Audit Log for SKU Quantities](#)

Store Update Errors Report

Note:

Important: This report is not currently implemented. When you generate this report, the system prints a generic document with the following information:

The requested document is not currently implemented: STORE_UPDATE_ERROR

Purpose: This report lists any records in a Store File that contain errors. You can use this report to determine which store upload records you need to correct and reprocess.

Note:

Each store upload record in an error status is associated with only one error (the first error the system finds for the record). Once you correct the error and resubmit the Store Upload Process, the system validates the record for additional errors.

This report sorts in store number sequence.

How to print: Submit the STRUPLD Upload Store Periodic Function to perform the Store Upload Process.

For more information: See the [sample report](#) in PDF format.

Contents:

- Company: A code for the company you entered when you submitted the STRUPLD periodic function.
- Store #: The Store # in the Store file.
- Description: The Store Name in the Store file.
- Active: The Store Active Indicator in the Store file.
- Error Description: The reason why the store record did not create or update a record in the Store Cross Reference table. Possible reasons:
 - Store # is required: The Store # must contain a value.
 - Store name is required: The Store Name must contain a value.
 - Active flag is required: The Store Active Indicator must contain a value.
 - Invalid active flag: The Store Active Indicator must be Y or N.
 - Address 1 is required: The Address 1 must contain a value. This error occurs only when updating an existing record in the Store Cross Reference table whose Ship for Pickup field is Y.
 - City is required: The City must contain a value. This error occurs only when updating an existing record in the Store Cross Reference table whose Ship for Pickup field is Y.
 - Country is required: The Country must contain a value. This error occurs only when updating an existing record in the Store Cross Reference table whose Ship for Pickup field is Y.
 - Country is invalid: The Country must exist in the Country table. This error occurs only when updating an existing record in the Store Cross Reference table whose Ship for Pickup field is Y.
 - State is required: The State must contain a value. This error occurs only when updating an existing record in the Store Cross Reference table whose Ship for Pickup field is Y and whose country requires a state.
 - Postal Code is required: The Postal Code must contain a value. This error occurs only when updating an existing record in the Store Cross Reference table whose Ship for Pickup field is Y and whose country requires a postal code.
 - Postal Code is invalid, must be at least 5 characters: The Postal Code must contain at least 5 digits. This error occurs only when updating an existing record in the Store Cross Reference table whose Ship for Pickup field is Y.
 - SCF is invalid: The Postal Code must begin with a valid SCF for the state. This error occurs only when updating an existing record in the Store Cross Reference table whose Ship for Pickup field is Y.
 - Invalid state (XX) for postal code: The Postal Code exists in the SCF table, but the specified state does not match the valid states for the SCF record. This error occurs only when updating an existing record in the Store Cross Reference table whose Ship for Pickup field is Y.

Stored Value Card Assignment Errors Report

Purpose: Use this report to review orders containing virtual stored value cards that did not get assigned a stored value card number. The system cannot assign a number to a virtual stored value card if:

- records do not exist in the Virtual Card Number Table (FLSVCA).

 Note:

It is your responsibility to populate the Virtual Card Number table with stored value card numbers supplied by your service bureau.

- a response containing a virtual card number assignment was not received from the remote system.

 Note:

If a number is not assigned to a virtual card, the order for the stored value card will not be billed and the order will print on this report.

This report sorts in order number, line number sequence.

For more information: See Assigning Numbers to Virtual Stored Value Cards for more information on how to assign a number to a virtual stored value card.

How to print: Generate pick slips. This report prints each time you run pick slip generation, regardless if you are generating pick slips for orders containing stored value cards.

For more information: See the [sample report](#) in PDF format.

Contents:

- Pick generation template: The pick slip generation template used to generate pick slips for the order containing the virtual stored value card.
- Order#: The order number and ship to number containing the virtual stored value card.
- Line#: The order line number containing the virtual stored value card.
- Date: The date the order was entered.
- Customer#: The sold to customer on the order.
- Item: The item number and SKU of the virtual stored value card that was not assigned a number.
- Ord Qty: The quantity ordered for the virtual stored value card on the order line.

Stored Value Card Credit Register

Purpose: This report lists the order number, sold to customer, and refund amount associated with each stored value card credit processed. See [Generating Stored Value Card Refunds](#) for an overview. The report is sorted by order number.

Alternate currency and stored value card refunds: While the system allows you to generate a stored value card refund for an order associated with an alternate currency, the system can process stored value cards in the US currency only. If the order is for a currency other than U.S., you should generate a refund type other than stored value card for the order.

How to print:

- Complete the [Process Refunds Screen](#) (MREF) with the Generate SVC credits field selected.
- Run the REFSVCR Process SVC Credit Refunds periodic function.

For more information: See the [sample report](#) in PDF format.

Contents:

- **Order Number:** The order number and ship-to number associated with the stored value card refund. The system adds a stored value card item to this order at no charge; this item generates a new stored value card for the refund amount to send to the sold to customer.
- **Status:** The status of the order. Blank = the order is open. H = The order is held. If the order status was X (closed), the system updates the order status to open once the new stored value card item is added to the order.
- **Customer Number:** The bill-to customer number associated with the stored value card refund, if any. If there is no bill-to customer associated with the refund, this is the sold-to customer number. This is the customer that receives the new stored value card for the refund amount.
- **Name:** The name of the bill-to or sold-to customer, starting with the customer's company name, if any.
- **Refund Amount:** The refund amount in the local currency (the currency defined in the [Local Currency Code \(A55\)](#) system control value).

 Note:

Stored value cards are allowed only in US currency.

- **Final Totals:** The total amount for the stored value card refunds, across all credits, in the local currency.

Unactivated Stored Value Card Report

Purpose: Use this report to review stored value cards that require attention because:

- the stored value card was declined by the service bureau for activation
- the stored value card was billed at the manifest station without a number assignment

The report continues to include the stored value card until the card receives an approved activation or the card is assigned a number.

This report sorts in descending date and ascending card number sequence.

How to print: Run the Unactivated Stored Value Cards periodic function (program name PFR0075).

For more information: See the [sample report](#) in PDF format.

Contents:

- Service bureau: The code and description of the [Stored Value Card Activation Authorization Service \(I26\)](#). This is the service bureau that processes stored value card activation requests.
- Order #: The order number and ship to number where the stored value card item was purchased.
- Line#: The order line number containing the stored value card item.
- Date: The date the stored value card item was billed.
- Card#: The number assigned to the stored value card. This field is blank if the card was billed at the manifest station without first being assigned a number. The stored value card number is in the format specified at the Credit Card Number Layout Screen for the associated pay type. If a format is not defined for the pay type, the system uses the default credit card number format. For example, *****1443 may print instead of the entire stored value card number.
- Amount: The amount applied to the stored value card.
- Response: The activation response received from the service bureau.

Unconfirmed Deposits Listing Report

How to print: The system produces this report when the system receives confirmations of deposits from the deposit service. See Processing Deposits. For each deposit service, the report lists each deposit included in the transmission but not confirmed or authorized by the service.



Note:

- This report includes only those deposits unconfirmed from the current AUTO_DEP job. You can review and work with all accumulated unconfirmed deposits through [Resubmitting Rejected Deposits \(SRDP\)](#).
- Foreign currency transactions that use the separate process will not produce this report, since these transactions are not confirmed interactively through [Processing Auto Deposits \(SDEP\)](#).
- For more information: See the [sample report](#) in PDF format.

**Note:**

This report is also available as a spreadsheet file, which you can open in spreadsheet application such as Microsoft Excel®. See [Reports Available in Spreadsheet Format](#) for more information.

Contents:

- Authorization service: the deposit service to settle the deposits, as defined in the Pay Type table.
- Billing method: regular, deferred, or installment payment plan.

For each deposit:

- order number: order number associated with the deposit.
- invoice number: invoice number associated with the deposit.
- transaction type: *PURCH = purchase; *RETURN = return.
- pay type: pay type code and description.
- card last 4: last 4 digits of the card number for the deposit. If you use card tokenization, this number may be a token rather than the actual card number. The credit card number is in the format specified at the Credit Card Number Layout Screen for the associated pay type. If a format is not defined for the pay type, the system uses the default credit card number format. For example, *****1443 will print instead of the entire credit card number. **Note:** If a default credit card number format is not defined, the last 4 digits of the card number will display.
- expiration date: credit card expiration date.
- authorization number: credit card authorization number from pick slip generation, or the number entered in order entry or order maintenance for a manual authorization.
- authorization date: authorization date (company date format).
- deposit amount: transaction amount (positive amounts represent deposits; negative amounts represent credit card credits) in the local currency (from the Local Currency Code (A55) system control value).
- response: response code from the deposit service.
- Total for billing method: total deposit amount (net of deposits minus credits) for the billing method in the local currency.
- Total for service: total deposit amount (net of deposits minus credits) for the deposit service in the local currency.

See [Netting Credits for Pay Plan Orders](#) for more information on how credit amounts are calculated for deferred or installment returns.

User Authority Change Report

How to print: Complete the Print Security Audit Reports Screen with the *User authority changes* flag selected.

For more information: See the [sample report](#) in PDF format.

**Note:**

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See *Reports Available in Spreadsheet Format* for more information.

Contents:

- Date range: The date range selected at the Print Security Audit Reports Screen
- The ID and description affected by the activity. If the activity relates to:
 - Any update related to a user class: user class code and description
 - Any other update to a user-related table: user ID and name from Work with Users
 - Any update related to an external payment service: the user ID who performed the update, and the user's name
 - Secured feature updates: secured feature code and description

Name changes: If there is a change to the name of the record, the PDF report displays the name before applying the change; however, the spreadsheet file includes the previous name in the before record and the changed name in the after record.

Sorting: Records on the report are listed alphabetically by user ID, user class name, or secured feature code based on the type of update; for example, updates to a user, including changes to the user's company, secured feature, or menu option authority, are sorted by the user ID of the updated user. If there were updates to both the user record and another user-related table for the same user ID, the report first lists activity related to the User table, then the Users table, then any additional activity for other user-related tables.

In the case of changes to an external payment record, the records are listed under the user ID who performed the update.

Activity details: For each activity related to a user, class, external payment service, or secured feature:

- Date: The date when the activity occurred.
- Time: The time when the activity occurred.
- Table: The table updated by the activity and tracked in the User Audit table. See *Fields Used by Updated Table (User Audit)* for a listing of possible tables.
- Action: Indicates the type of activity:
 - A = add: includes an after image of the new record
 - C = change: includes a before image and an after image of changed fields
 - D = delete: includes a before image of the deleted record
- Updated by: The user ID of the person performing the activity.
- Fields: Provides information on the activity:
 - Before indicates the record before a change or deletion, for example: Before: Status *DISABLED

- After indicates the record after an addition or change, for example: After: Status *ENABLED
- Lists each new or changed field name with the previous setting (before image) or current setting (after image), for example: After: Advanced Commands: Y Password Expired: 04/20/2015. In the case of a change to an external payment service, the updated fields are listed.

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Warehousing

Docked but Past Due Purchase Order Report

How to print: Complete the Docked But Past Due Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- dock date range
- purchase order number
- vendor number
- vendor name
- due date
- docked date

Finished Good/Component On Hand Report

How to print: Complete the Finished Good/Component On Hand Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- Warehouse
- Item
- SKU
- Item description
- Kit quantity (the quantity of the component item needed to make up the finished good)
- On hand quantity
- Reserved quantity
- Back order quantity
- On order quantity

Finished Good Explosion Report

How to print: Complete the Finished Goods Explosion Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- Warehouse code and description
- Finished good item
- Finished good SKU
- Finished good on hand quantity
- Finished good reserved quantity
- Finished good backorder quantity
- Component item
- Component SKU
- Component on hand quantity
- Component kit quantity (quantity needed to make up the finished good)
- Component requested quantity

Inventory Receipt Exception Report

How to print: Complete the Print Inventory Receipt Exception Report Screen. This report sorts by vendor, then by purchase order number with vendor, and page breaks by purchase order number.

For more information: See the [sample report](#) in PDF format.

Contents:

- Vendor number and description (this is the parent vendor number related to the vendor number on the purchase order header)
- Purchase order number from the item transaction history
- Purchase order entry date
- Purchase order due date
- Item number from the item transaction history
- SKU code from the item transaction history
- Item description
- Purchase order quantity from the purchase order detail line
- Purchase order receipt quantity
- Inventory transaction reason code from the item transaction history (only inventory transaction reasons 96, 97, 98, and 99 print on this report)
- Item transaction history date (the date the item transaction history was created)
- Cost from the item transaction history

Inventory Transaction History Report

How to print: Use the Print Inventory Transaction History Screen.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See [Reports Available in Spreadsheet Format](#) for more information.

Contents:

- Warehouse
- Item/SKU
- Transaction date
- Transaction time
- Location. Two separate transactions print for transfer transactions, one showing the 'transfer from' location and one showing the 'transfer to' location. The location field is blank for issues of non-inventory or drop ship items, or for * transactions.
- Transaction code
- Transaction quantity
- Old on-hand quantity
- New on-hand quantity
- Cost. This is the unit cost if you use standard or average costing, and it is the extended cost of the transaction if you use FIFO costing. If the person generating the report does not have authority under the Display Cost in Inventory (A38) secured feature, the Cost is not included on the report.
- Inventory transaction reason code
- User ID
- V
- Net total. The net total for the transaction quantity column. The net total is useful if you selected a specific transaction code at the Print Inventory Transaction History Screen.

See [Display Inventory Transaction History \(DITH\)](#) for complete field descriptions.

On Hand by Vendor by Warehouse Report

How to print: Complete the On Hand by Warehouse List Prompt Screen with the By warehouse/by warehouse vendor field set to Whse vendor and with no Vendor specified.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. Please note that a subgrouping by vendor and warehouse might have the vendor and warehouse headings repeat within the subgrouping; this occurs in cases where the subgrouping flows to a second page in the PDF version of the report. See Reports Available in Spreadsheet Format for more information.

Contents:

- warehouse number and description
- vendor number, based on the primary vendor identified for the item, regardless of whether this vendor or a different vendor actually sold you the inventory. This report starts a new page for each warehouse/vendor combination.
- item code
- SKU code, if any
- vendor/item code
- vendor/item description
- the total quantity of the item/SKU returned from the customer to the warehouse month-to-date
- the total quantity of the item/SKU shipped from the warehouse month-to-date
- the total quantity of the item/SKU adjusted (using an inventory transaction code of A) in the warehouse month-to-date
- the total quantity of the item/SKU received on purchase orders month-to-date (this quantity is updated when you place the stock, rather than when you dock a purchase order or place inventory in suspense)
 - Cost: the standard, average, or FIFO cost on the report, based on the Costing Method (A25) system control value. If the appropriate cost is not specified in the SKU table, the report uses the cost from the Item table. If you use FIFO costing, the unit cost of each item/SKU is not listed, only the extended cost, calculated as the totals of FIFO layers (see [Using FIFO Cost Layer Inquiry \(WFCF\)](#))
 - Retail: This report does not currently support printing the retail price.
 - Vendor list: the vendor/item price for the item's primary vendor. No vendor/item price is listed if the item has no primary vendor, or if there is no vendor/item for the primary vendor.
 - blank: There is no cost or price information.
- The extended cost or vendor list price for the item/SKU
- Totals for the vendor and warehouse:
 - quantity returned month-to-date
 - quantity shipped month-to-date
 - quantity adjusted month-to-date
 - quantity received month-to-date

- quantity on-hand
- total of all unit costs or vendor/item prices
- total of all extended costs or vendor/item prices



Note:

- This report does not currently support printing the retail price.
- The vendor is 0 for kit items.
- The report does not perform currency conversion when the vendor's currency is different from your own; in this situation, the unit and extended vendor/item prices may be incorrect.
- The vendor/item price is zero for kit items.

On Hand by Warehouse Report

How to print: Complete the On Hand by Warehouse List Prompt Screen with the By warehouse/by warehouse vendor field set to Whse or with a Vendor specified.

For more information: See the [sample report](#) in PDF format.



Note:

This report is also available as a spreadsheet file, which you can open in a spreadsheet application such as Microsoft Excel®. See Reports Available in Spreadsheet Format for more information. Please note that a subgrouping by warehouse might have the warehouse headings repeat within the subgrouping; this occurs in cases where the subgrouping flows to a second page in the PDF version of the report. See Reports Available in Spreadsheet Format for more information.

Contents:

- Warehouse: Number and description.
- **Item**
- SKU code, if any.
- Description: Item description, even if this is a SKU.
- On Hand Quantity: Total on-hand quantity for the item/SKU; does not include any purchase orders that are docked or received into suspense.

Based on your entry in the Print cost field at the On Hand by Warehouse List Prompt Screen, one of the following:

- Cost: The standard, average, or FIFO cost on the report, based on the Costing Method (A25) system control value. If the appropriate cost is not specified in the SKU table, the report uses the cost from the Item table. If you use FIFO costing, the unit cost of each item/SKU is not listed, only the extended cost, calculated as the totals of FIFO layers (see [Using FIFO Cost Layer Inquiry \(WFCF\)](#)).

- **Retail Price:** The most current price for the item/SKU, based on the latest Effective date that is not in the future. Also, the Current Offer (A33) must still be active, based on the End (End date) for the offer. If the item has SKUs, a price is listed only if there is a SKU Price record; if the item does not have SKUs, the price from the Item Price record is listed. The price does not include any discounts, price breaks, promotions, or other factors that affect selling price.
- **Vendor List:** the vendor/item price for the item's primary vendor. No vendor/item price is listed if the item has no primary vendor, or if there is no vendor/item for the primary vendor.
- **blank:** There is no cost or price information.
- **Extension:** The extended cost, retail price, or vendor list price for the item/SKU. Set to 0.0000 if you did not select an option in the Print cost field.

Totals:

- **On Hand Quantity:** The total on-hand quantity in the warehouse.
- **Extension:** The total extended cost, retail price, or vendor list price in the warehouse for all the items/SKUs.



Note:

- The report does not perform currency conversion when the vendor's currency is different from your own; in this situation, the unit and extended vendor/item prices may be incorrect.
- The vendor/item price is zero for kit items.

Purchase Orders in Docked Status Report

How to print: Enter PDPO in the *Fast path* field at the top of any menu, or select Print Docked Purchase Orders from a menu. See [Printing the Purchase Orders in Docked Status Report \(PDPO\)](#).

For more information: A sample report will be provided by Oracle at a later date.

Contents:

- purchase order number
- vendor number
- vendor name
- docked date

Verify Inventory Sharing Report

Purpose: The Verify Inventory Sharing report lists the items in the sharing warehouse that are not setup correctly for inventory sharing.

The Inventory Sharing (A69) system control value defines whether a company will fulfill orders from another company's inventory. When this system control value is

selected, the Sharing warehouse and Shared company/warehouse fields appear on the Create, Change, or Display Warehouse screens.

 Note:

- The *Shared company and warehouse* is the company and warehouse that contains the actual inventory. This is the company and warehouse that shares inventory with other warehouses in other companies. In this company, you select the Sharing warehouse field for the shared warehouse.
- The *Sharing company and warehouse* is the company and warehouse that does not contain inventory, and instead, points to the shared company and warehouse. In this company, you set the Shared company/warehouse fields for the sharing warehouse; these fields correspond to the actual shared warehouse in the other company.

How to print: In the sharing company (the company that does not contain the inventory), enter a sharing warehouse and select OK at the Verify Inventory Sharing Screen (VISH).

For more information: See the [sample report](#) in PDF format.

Contents:

- Warehouse: A code for the *sharing* warehouse you entered at the Verify Inventory Sharing Screen. This is the warehouse that does not contain the actual inventory, and instead shares inventory with a specified *sharing* company and warehouse.
- Inventory sharing company: A code for the *shared* company that shares inventory with the sharing warehouse. This is the company that contains the *shared* warehouse where the actual inventory is located.
- Warehouse: A code for the *shared* warehouse in the company that shares inventory with the *sharing* warehouse. This is the warehouse where the actual inventory is located.
- Item: A code for an item that is not setup correctly for sharing inventory.
- SKU: The SKU of the item that is not setup correctly for sharing inventory.
- Not in company: An x indicates the specified item/SKU does not exist in the *shared* company (the company that contains the warehouse where the actual inventory is located).
- Not in sharing warehouse: An x indicates the specified item/SKU does not exist in the *shared* warehouse (the warehouse where the actual inventory is located).
- Total items: The total number of items in the *sharing* warehouse. This is the warehouse that does not contain that actual inventory.
- Total errors: The total number of items in the *sharing* warehouse that need to be set up correctly for shared inventory. The *Not in company* and *Not in sharing warehouse* columns on the report indicate why the item is in error.

Where Kit Component Item Used Report

How to print: Complete the Where Finished Good Component Item Usage Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- Component item
- Finished good item
- Finished good item SKU
- Kit quantity (the quantity of the component item needed to make up the finished good)

Where Set Component Item Used Report

How to print: Complete the Where Set Component Item Usage Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- Component item
- Set item
- Set SKU
- Set quantity (the quantity of the component item need to make up the set)
- Cost percent (the percentage of the set's cost that this item comprises)
- Coordinate group number

Where Variable Set Component Used Report

How to print: Complete the Where Variable Set Component Usage Screen.

For more information: See the [sample report](#) in PDF format.

Contents:

- Component item
- Variable set item
- Variable set SKU
- Group
- Group description
- Number of items (the number of units the customer must order from this group)

Work Order Error Listing

This report lists each work order detail line in error and the reason why the error occurred. You can use this report to fix each work order detail line that was in error and then recreate the work order.

How to print: Select Print Errors on the Create Work Order Details Screen.

Sample report: A sample of this report will be provided at a later date.

Contents:

- Work order number
- Warehouse number and description
- Kit name and description
- Kit quantity
- Sequence number
- Component item and SKU
- Component description
- Kit quantity
- Total quantity
- Location
- Error reason

Work Order Ticket

Purpose: The work order ticket provides information about a finished good work order including:

- the work order number and its expected due date
- the finished good and its component items
- the component locations and quantities taken from each
- the quantity of components damaged during the work process

How to print: On the Work with Work Orders Screen, select Print Ticket for the work order you wish to print a ticket for, or select Print All Unprinted to print all tickets that have not yet been printed for existing work orders.

For more information: See the [sample report](#) in PDF format.

Contents:

- work order number
- item/SKU number
- item description
- warehouse
- buyer
- date printed
- order quantity
- date ordered
- date due
- component/SKU
- component description
- quantity per finished good
- quantity required per location

- location
- quantity pulled
- workorder pulled by
- produced by
- received in workcenter by (a workcenter is an area within the warehouse where the finished good is assembled)
- total hours
- item
- waste product (a component that was damaged during the finished good work order process)
 - waste product quantity
 - waste product location
- bind (a binder used during the finished good work order process)
 - bind quantity
 - bind location
- total quantity
- total location
- receipts
- receipt date
- receipt quantity
- receipt location
- reviewed by
- inspected by
- entered by