Oracle® Retail Xstore Point of Service
Reports Guide

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Oracle Retail Xstore Point of Service Reports Guide, Release 22.0

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Preface

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

Audience

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

Documentation Accessibility

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

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Related Documents

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

- *Oracle Retail Xstore Suite Release Notes*
- *Oracle Retail Xstore Suite Oracle Retail Xstore Suite 22.0/Merchandising 16.0.2 Implementation Guide*
- *Oracle Retail Xstore Point of Service Classic User Guide*
- *Oracle Retail Xstore Point of Service User Guide*
- *Oracle Retail Xstore Point of Service Classic Manager's Guide*
- *Oracle Retail Xstore Point of Service Classic Shipping, Receiving, and Inventory Guide*
- *Oracle Retail Xstore Office User Guide*
- *Oracle Retail Xstore Suite Implementation and Security Guide*
- *Oracle Retail Xstore Suite Deal Pricing Guide*

Customer Support

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

https://support.oracle.com

When contacting Customer Support, please provide the following:

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

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 22.0) or a later patch release (for example, 22.0.1). If you are installing the base release or additional patches, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

Improved Process for Oracle Retail Documentation Corrections

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

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

https://docs.oracle.com/en/industries/retail/index.html

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

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

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

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

https://docs.oracle.com/en/industries/retail/index.html

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

Conventions

The following text conventions are used in this document:

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

1

Introduction to Base Oracle Retail Xstore Point of Service Reports

Oracle Retail Xstore Point of Service provides a wide variety of reports to help you monitor and analyze your store's operations and sales. All reports are available in the Back Office module and are grouped by function. The information in this guide will help you understand what reports are available, how to access the reports you need, how to select the correct report criteria, and what output and save options you can use.

Report Menu Configuration and Security

The reports available on the Back Office menu are based on your business needs. The order in which the reports are displayed may also be customized. Because each Oracle Retail Xstore Point of Service menu is configurable, the menu options and locations shown on your system may be different than the options shown throughout this guide.

Controlling access to company information on reports is a significant issue and Oracle Retail Xstore Point of Service addresses that requirement through system security privileges. Access to reports can be controlled at an individual employee level or at a group level.

How to Access Reports

You must have security privileges in Xstore Point of Service that allow you to log in to the Back Office module in order to run reports.

1. At the register screen, select the Back Office option.

2. Enter your ID at the Login ID prompt and press **[Enter]**.

Figure 1-1   Back Office ID Login Screen

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

Figure 1-2   Back Office Password Login Screen

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

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

Figure 1-3   Back Office Main Menu
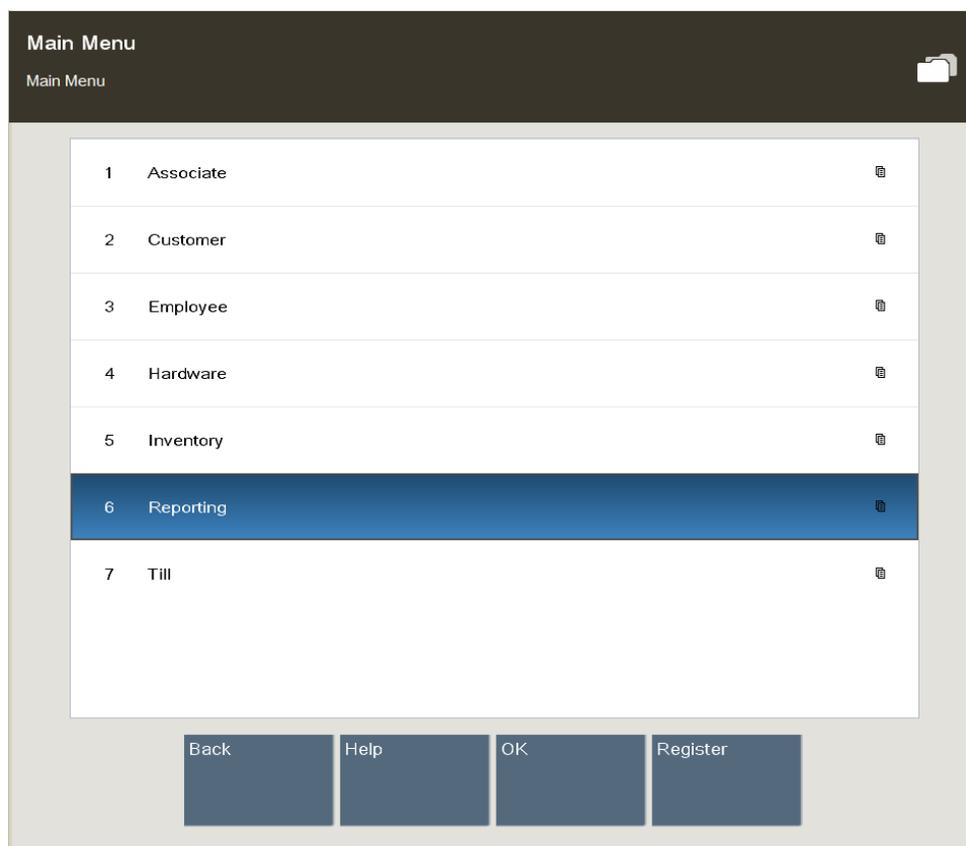
The system may display a list of reports for the function you selected (Sales, Inventory, Manager Reports, and so on), or if only one report is available, you will see the criteria selections for defining your output.

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

How to Access Reports on Xstore Mobile

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

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

1. At the Login screen, enter your credentials to log on to Xstore Mobile.

2. At the main menu, select the **Context Menu** button in the upper-right hand corner of the screen.

3. At the Context Menu, select **Actions** and then **Reporting**.

Figure 1-4   Xstore Mobile Tablet Context Menu - Reporting
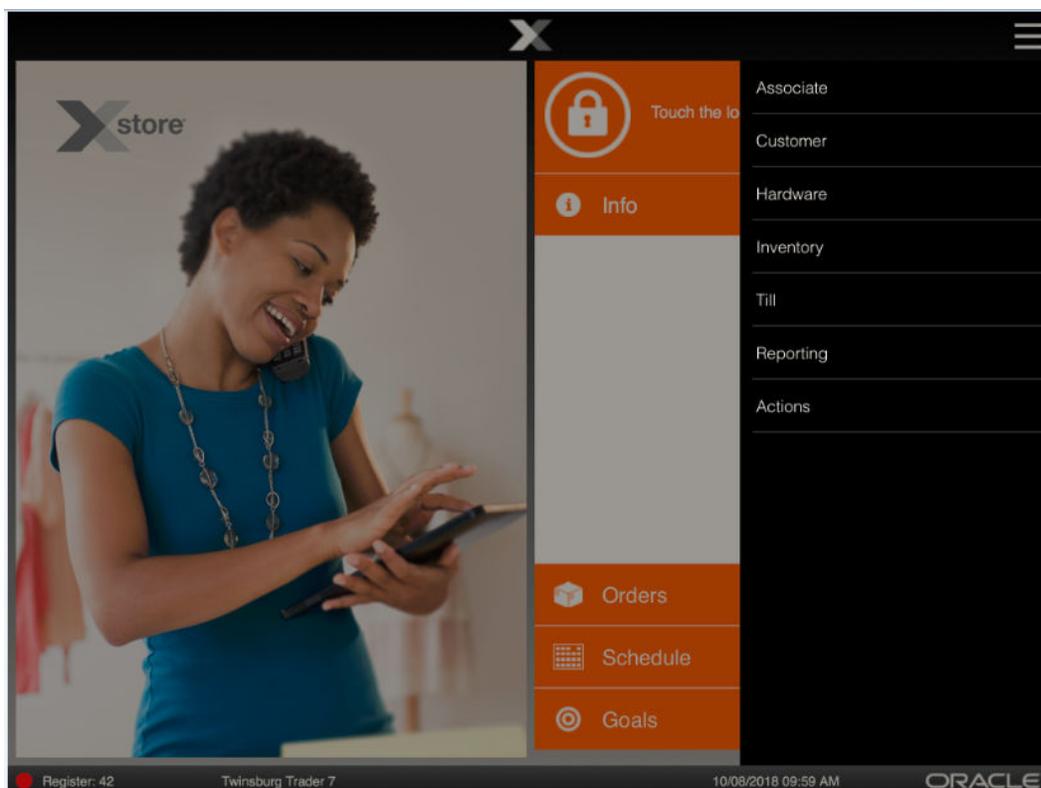
4. Depending on you system's configuration, the Report Categories are displayed.

Figure 1-5   Xstore Mobile Tablet - Report Categories
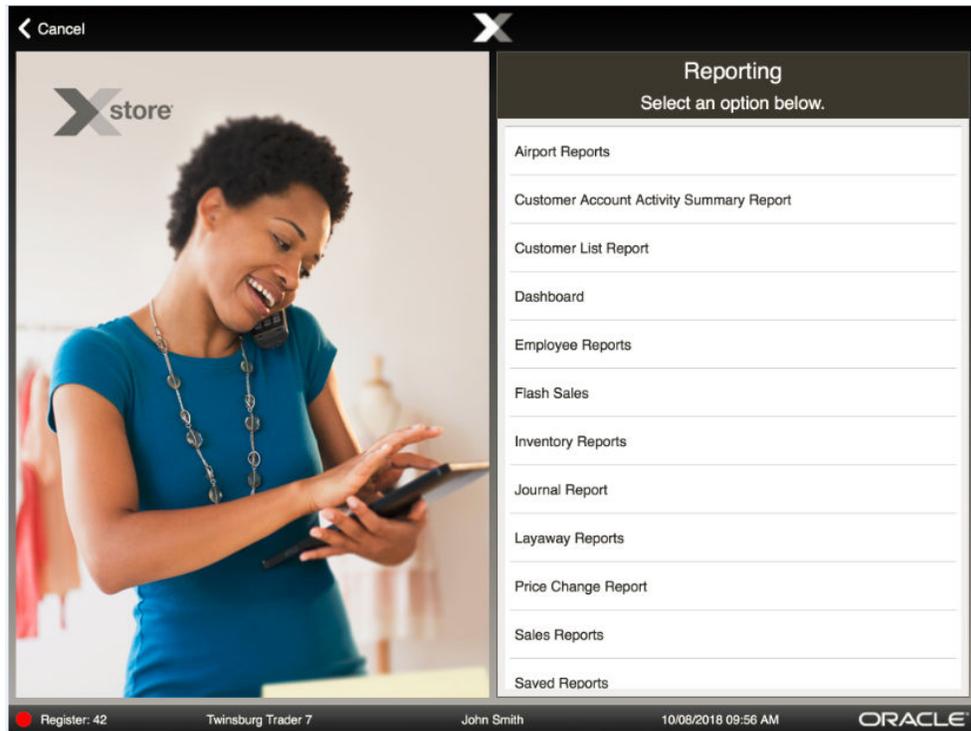
- Select **Cancel** to return to the Login screen.

5. Select a Report Category. Xstore Mobile displays a list of available reports.

   - Select **Cancel** to return to Reporting.

6. Select a report from the list. The system displays the Report Search screen. Enter the search criteria.

Figure 1-6   Xstore Mobile Tablet - Report Search Screen
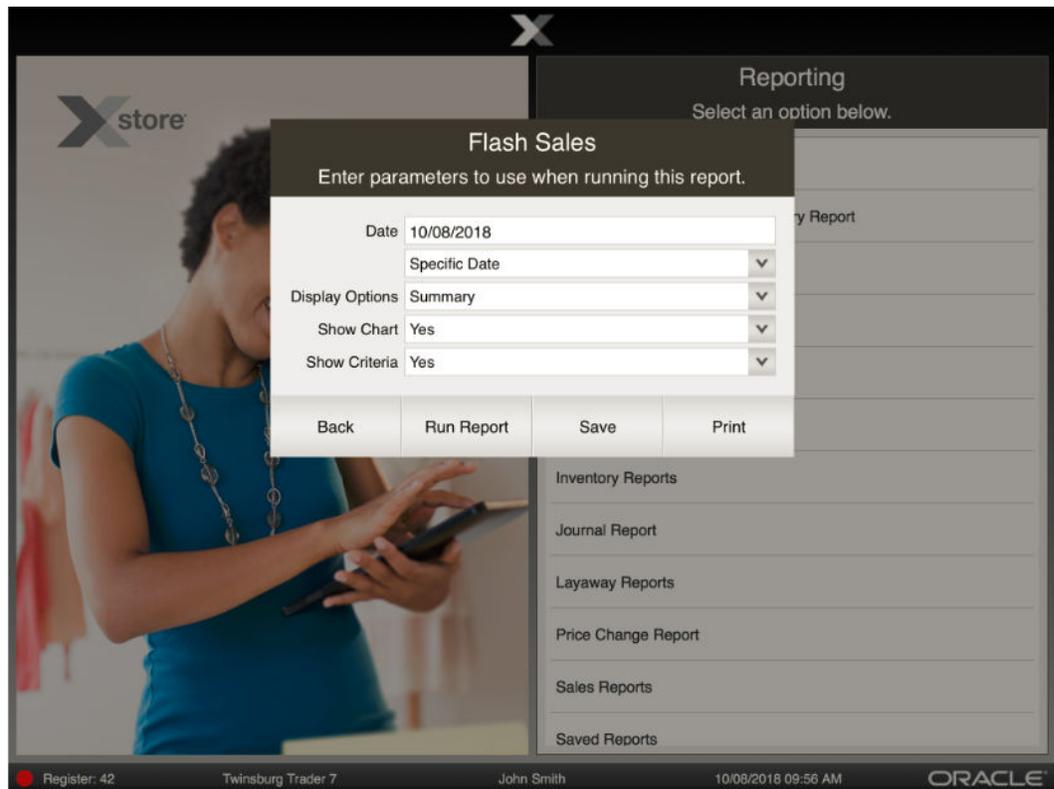
7. Select **Run Report.** The report is displayed in the PDF viewer of your device.

> ✎ **Note:**
>
> If you are using an Andorid device, you need to download the report to view it.

Figure 1-7   Xstore Mobile Tablet - Report Example
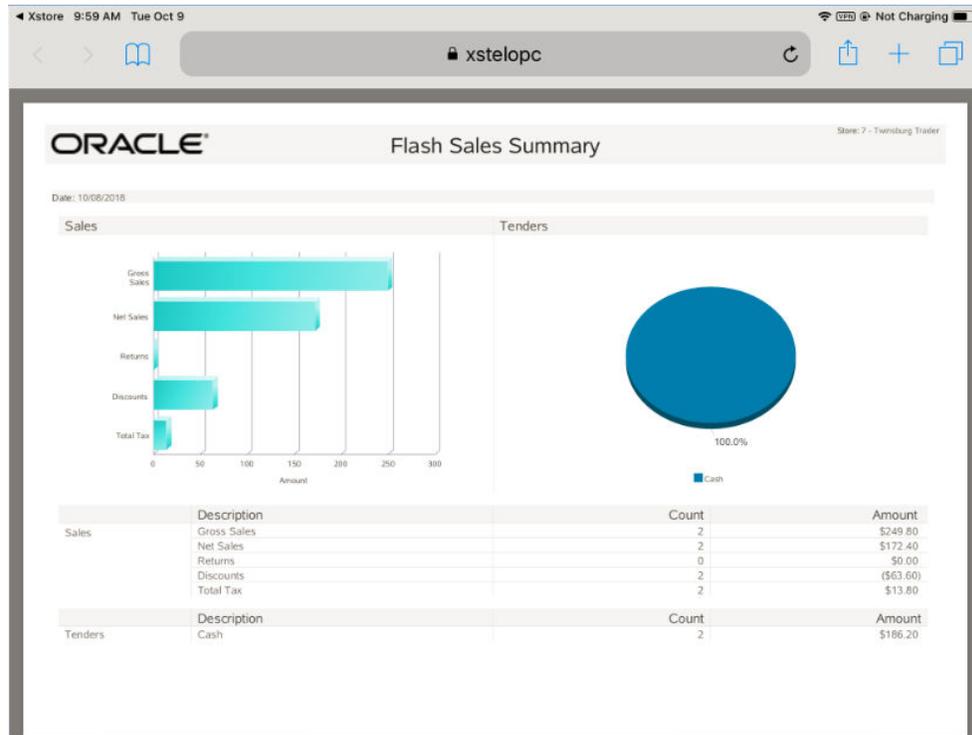
- Select Xstore in the top left corner to exit the report.

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

About Net Sale Calculations

In reports, net sales are calculated as follows:

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

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

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

  When true, VAT is excluded from Net Sales.

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

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

The following database flag is checked for net sale calculations:

* itm_item_options.exclude_from_net_sales_flag

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

About Gross Sale Calculations

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

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

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

* <GrossSalesOptions dtype="Default">

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

  EnforceExcludeFromNetSalesFlag>

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

  </GrossSalesOptions>

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

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

2

Report Options

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

Report Date Options

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

- A single, fixed date - Limit the report to a single fixed date that never changes by entering the same date in both date entry fields.

- A range of dates using fixed dates - Limit the report to a date range by entering different start and end dates in the date entry fields.

- Relative dates - Limit the report to a date or date range defined with respect to the current system date.

Understanding the Date Range Field

The Date Range field includes two date entry fields for fixed dates. It also includes a drop-down list of relative date options.

Figure 2-1   Date Range Options
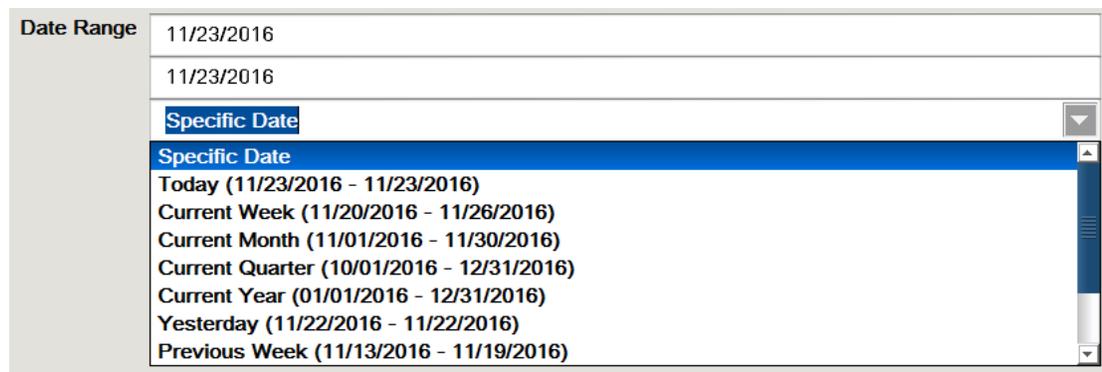
Fixed date fields for begin and end dates:

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

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

  <OR>

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

Drop-down list for relative date options:

- To use a relative date, select the down arrow to display a drop-down list of relative date options. You may need to scroll down the list to see all of the options. The list of relative date options varies with different reports.

- When a relative date is selected from the list, the system automatically enters a begin date and the end date. These dates are displayed as grayed-out since they are calculated automatically based on the current date and cannot be changed.

> **Note:**
>
> When the store is closed each night the system date and the business date are identical. However, in the case of 24-hour trading, when the store is not closed for the night and the next morning it is not reopened, the system date and business date are not the same. The business date remains unchanged and the system date reflects the current calendar date. For example, if on December 1st the store is not closed, on the next day the business date remains December 1st and the system date is December 2nd

About Reporting Dates

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

Table 2-1   Relative Date Options

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

Table 2-1   (Cont.) Relative Date Options

Relative Date	Calendar Year	Fiscal Calendar
Current Year	January 1 of the current year up to and including the current day	First date in the first week of the current fiscal year up to and including the current day
Previous Week	First through last dates of the business week preceding the current day	First date through and including the last date of the fiscal week preceding the current one
Previous Month	First date through and including the last date of the previous month	First date through and including the last date of the preceding fiscal month
Previous Quarter	First date through and including the last date of the calendar quarter immediately preceding the current calendar quarter	First date through and including the last date of the fiscal quarter immediately preceding the current day
Previous Year	January 1 through December 31 of the year preceding the current year	All business periods in the fiscal year immediately preceding the current one

Saving a Report with Date Criteria

You can save a report to view or print again later. However, the data that appears on the report at a later viewing depends on whether you entered fixed dates or whether you selected one of the relative date options.

See also: Making Your Saved Reports Reusable and Saving a Report.

Saving a Report with Fixed Dates

If you enter the fixed date 5/12/2015, in both of the date entry fields, the information on the report always shows the historical record of the data that existed on May 12, 2015. Likewise, if you enter the range of dates from 7/1/2015 to 7/31/2015, the data for the month of July, 2015, is always shown on the saved report.

See also: Making Your Saved Reports Reusable and Saving a Report.

Saving a Report with Relative Dates

If you save a report that uses one of the relative date options, the data on the report is always relative to the current system date.

> **Note:**
>
> A saved report also uses any other non-date criteria that you specify. See Selecting Non-Date Report Criteria.

For example, you originally save a report on December 10, 2014, using the relative date option Previous Month.

- If you run the report on December 31, the report shows data for November, 2014.
- However, if you run the same saved report on March 31 of the following year (2015), it shows data for the month of February, 2015.

See also: Making Your Saved Reports Reusable and Saving a Report.

Selecting Non-Date Report Criteria

The criteria selection form for reports also provides a wide variety of non-date fields so you can define the information included on the report.

If you do not change any of the default criteria, you may get a report with more information than you actually need. It is wise to make more entries rather than less so the retrieved information is focused on what you really need to see.

The options that appear on the criteria selection screen depend upon which report you select. Some reports offer a few options and others have many selection criteria. Refer to the chapter on the report you want for a list of the actual criteria selection options.

Figure 2-2   Returned Merchandise Report Criteria

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

Running a Report

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

Figure 2-3   Criteria Selection Form

> **Note:**
>
> The amount of data that must be retrieved to generate the report determines how long you must wait before it displays or prints. The system displays a message that indicates it is running the report.

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

Figure 2-4   Report Header Information

On-Screen Report Navigation Options

Oracle Retail Xstore Point of Service provides a standard set of options that allow you to move through the pages of a report and quickly navigate to the sections you want to see.

Figure 2-5   Report Navigation Options

The available Report Navigation Options are:

- Back: Return to previous screen.

- Help: Opens context-sensitive help, if available.

- Print Report: Send current report to the printer (see Report Printing Options).

- Save Report: Keep a report you want to rerun and view later (see Saving a Report).

- Previous Page: Display the preceding report page.

- Next Page: Display the following report page.

- Top of Page: Display start of current page.

- Bottom of Page: Display end of current page.

- First Page: Display page 1.

- Last Page: Display last report page.

- Zoom In: Increase size of report image; you may need to scroll to see the entire page.

- Zoom Out: Reduce size of the report image.

Report Run Rules

One or more reports may be configured to run automatically - without manual intervention. When the conditions specified in the report configuration files are met, reports can be produced on a scheduled basis. For example, you may want reports at the end of the business day, or at the end of a week (contact your Corporate Office for more information about the specific auto-generated reports for your store).

Making Your Saved Reports Reusable

There are two things you can do to make your saved reports reusable:

- Save your report with relative dates (for example, Yesterday or Previous Week or Previous Month) instead of using fixed dates.
- Save the report using the original parameters option so the same parameters are reused when you run the saved report the next time. This ensures that the report is updated because the current information is retrieved. Refer to Saving a Report with Date Criteria for more information about relative and specific dates.

Saving a Report

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

> **Note:**
>
> Only you can view the reports you have saved. No one else has access to your saved reports.

1. Select the Save option on the criteria selection form to rerun or view a report later.

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

Figure 2-6   Criteria Selection Form

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

Figure 2-7   Save Form Window

3. Edit or accept the report name in the Save Report As field.

4. Select one of the two options in the Report Save Options field:

   - Save Report With Current Data: The next time you view this report, it will be exactly the same as it was when originally generated.

   - Save Report Parameters: The next time you view this report, it will be based on the same selection criteria (parameters). If you use a relative date parameter, the actual data retrieved is updated using current information. See Making Your Saved Reports Reusable.

5. Select **Ok** to save the report.

6. The Report Criteria Saved or Running in Background prompt displays, select **Ok**.

Figure 2-8   Saved Report Confirmation Prompt - Criteria Saved
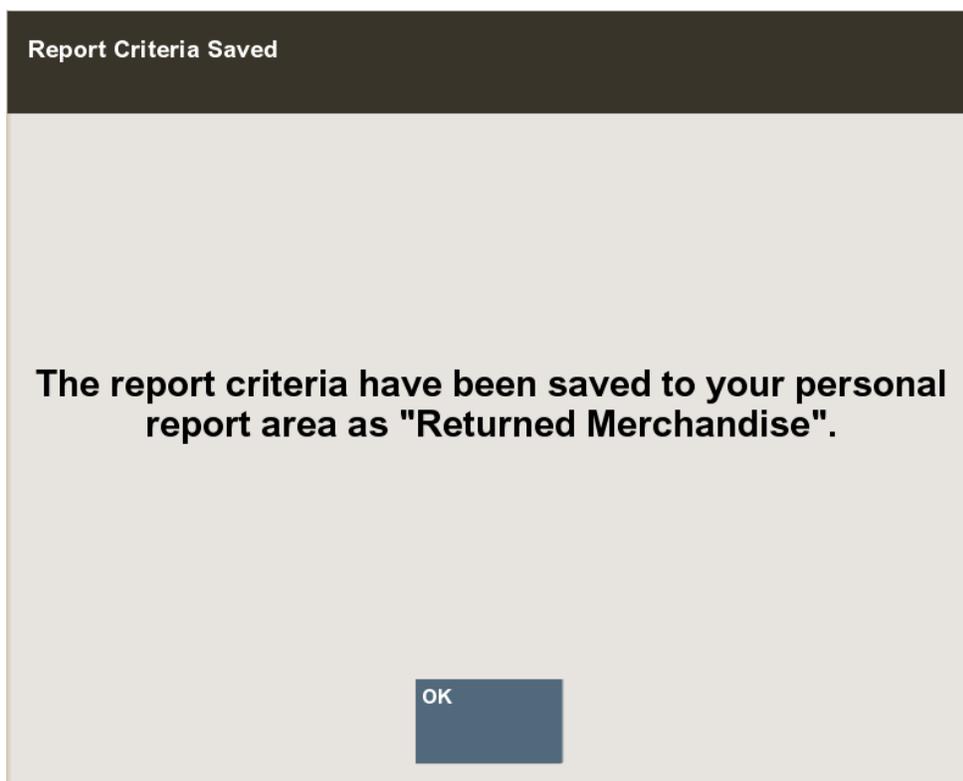
Figure 2-9   Saved Report Confirmation Report - Report Running
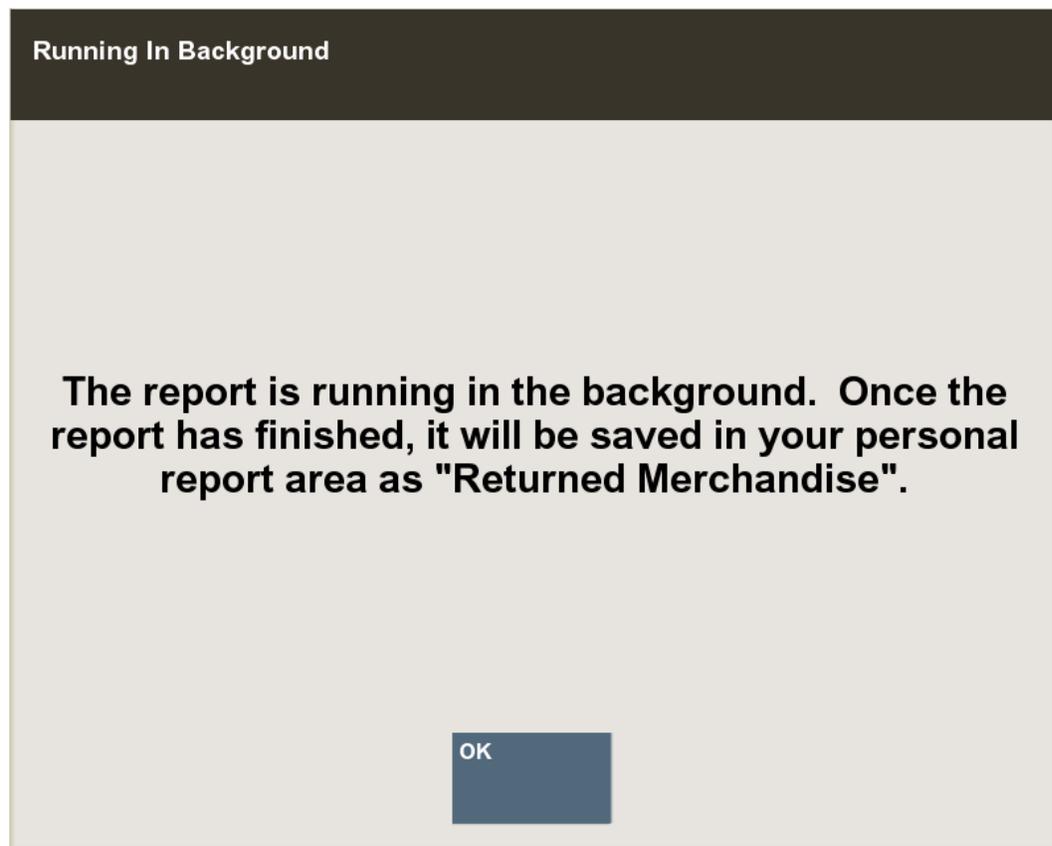
View Saved Reports

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

Figure 2-10   Reports Window
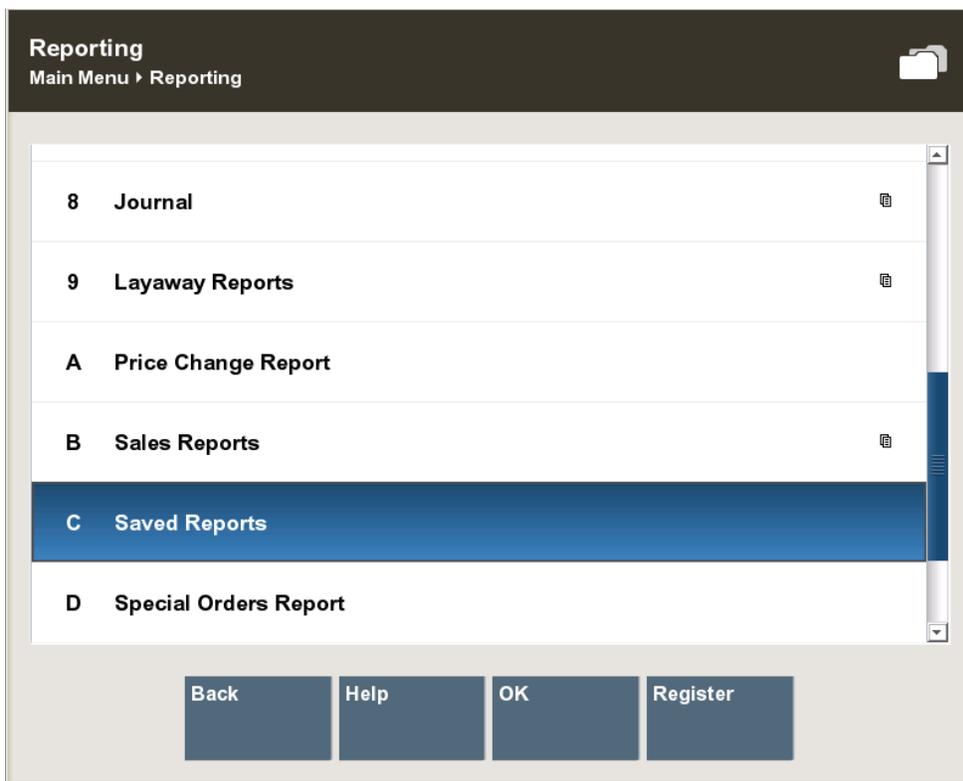
2. Select the report you want to see. If necessary, use the up and down arrows to scroll and see additional saved reports.

Figure 2-11   List of Your Saved Reports

- To view a saved report, select the View option to display the report on the screen.
- To delete a saved report, select the Delete option on the list of saved reports and select Yes to confirm that you want to delete the selected report.
3. After you are finished viewing or deleting the report, select the Back option to return to the saved reports list.

Report Printing Options

An option to print a page range may be available for some reports. The reports that support this feature are determined by the Home Office. If a report supports printing a specified page range, you will be prompted to enter the page(s).

1. After generating a report, and with the report displayed, select the Print Report option.

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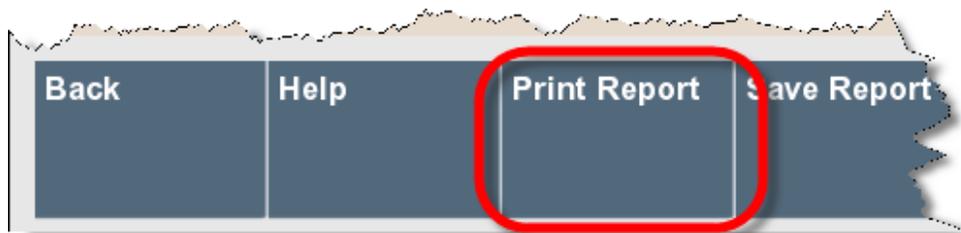
2. If prompted, type the page, pages, or page range to be printed. For example, at the prompt, type 1-3,6,7-9,12 to print only those pages and press **[Enter]** to print the report.

3
Daily Sales Reports

This chapter contains information about the following reports:

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

Flash Sales Reports: Overview

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

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

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

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

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

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

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

Flash Sales Summary Report

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

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

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

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

Table 3-1   Flash Sales Summary Reports Parameters

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

Criteria Selections for the Flash Sales Summary Report

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

- Start Date: Enter a single fixed date or select a relative date option from the drop-down list.

- Suppress Zeros: Select Y (Yes) or N (No) to determine whether values of zero display.

- Show Chart: Select Y (Yes) or N (No) to determine whether a graph(s) of the data displays on the last page of the report.

- Type of Flash Sales Report: Select Summary for the Flash Sales Summary Report.

Figure 3-1   Sample: Flash Sales Summary Report
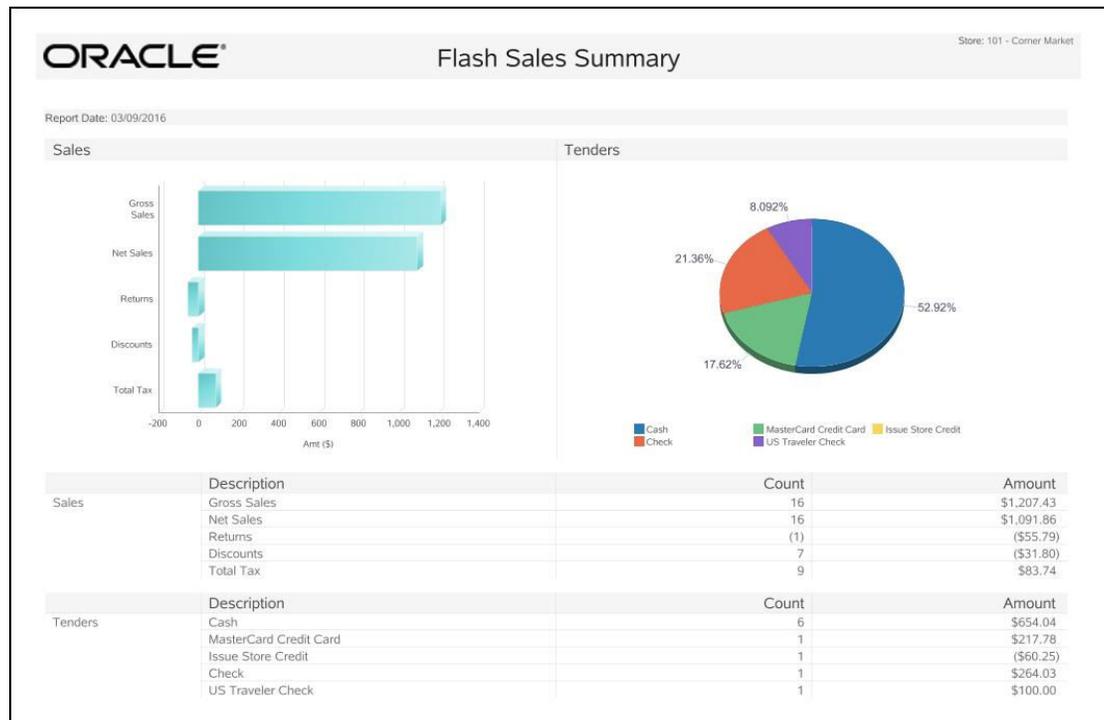
Flash Sales by Department Report

The Flash Sales by Department Report provides current sales results for each department. It includes the department name and number, count of items in each department, and the total amount of the sales per department.

If the Show Chart option is selected, the last page of the Flash Sales by Department Report includes a vertical bar chart showing monetary values per department, providing you with a quick graphical overview of the flash sales by department data.

Table 3-2   Flash Sales by Department Report Parameters

Parameters	Description
ID	Department ID
Description	The name and identifier for each department in your store.
Count	The item count for each department.
Amt.	The total amount sold (net) for each department.
Total	Report count and net sales amount total for all departments.

Criteria Selections for Flash Sales by Department Report

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

*   Start Date: Enter a single fixed date or select a relative date option from the drop-down list.

- Show Chart: Select Y (Yes) or N (No) to determine whether a graph(s) of the data displays on the last page of the report.
- Type of Flash Sales Report: Select Department for the Flash Sales by Department Report.

Figure 3-2   Sample: Flash Sales by Department Report
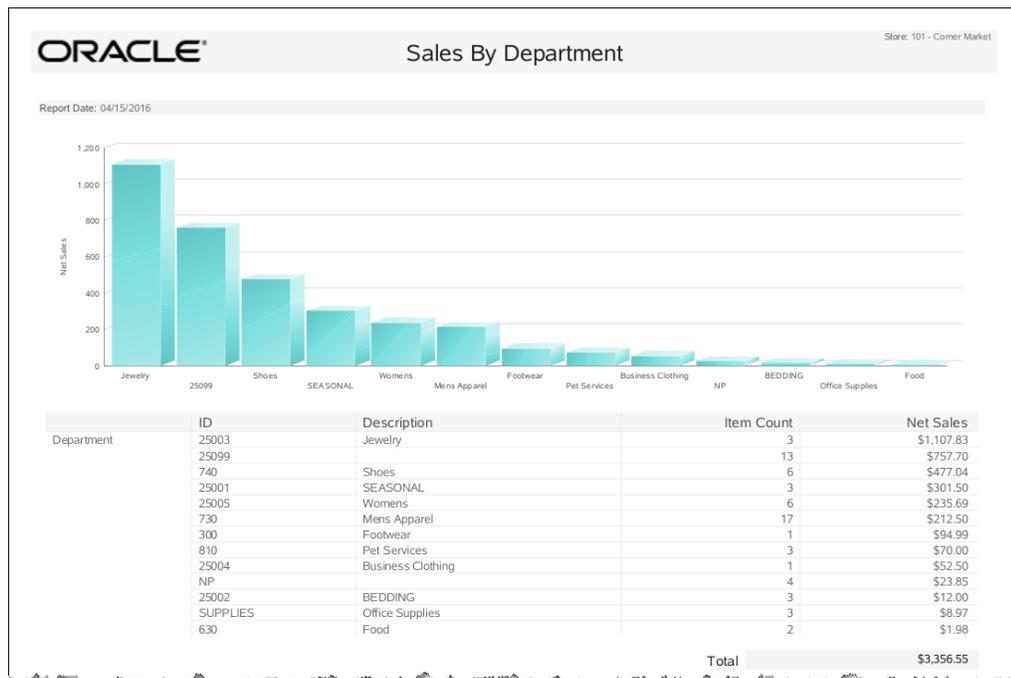
Flash Sales by Hour Report

The Flash Sales by Hour Report provides current sales results for the entire store in hourly increments. It includes an hour-by-hour breakdown of sales, and shows the transaction count per hour, item count per hour, and net sales per hour.

If the Show Chart option is selected, the last page of the Flash Sales by Hour Report includes a horizontal bar chart showing sales amounts, item count, and transaction count per hour.

Table 3-3   Flash Sales by Hour Report Parameters

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

Criteria Selections for Flash Sales by Hour Report

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

- Start Date: Enter a single fixed date or select a relative date option from the drop-down list.

- Show Chart: Select Y (Yes) or N (No) to determine whether a graph(s) of the data displays on the last page of the report.

- Type of Flash Sales Report: Select Hour for the Flash Sales by Hour Report.

Figure 3-3   Sample: Flash Sales by Hour Report
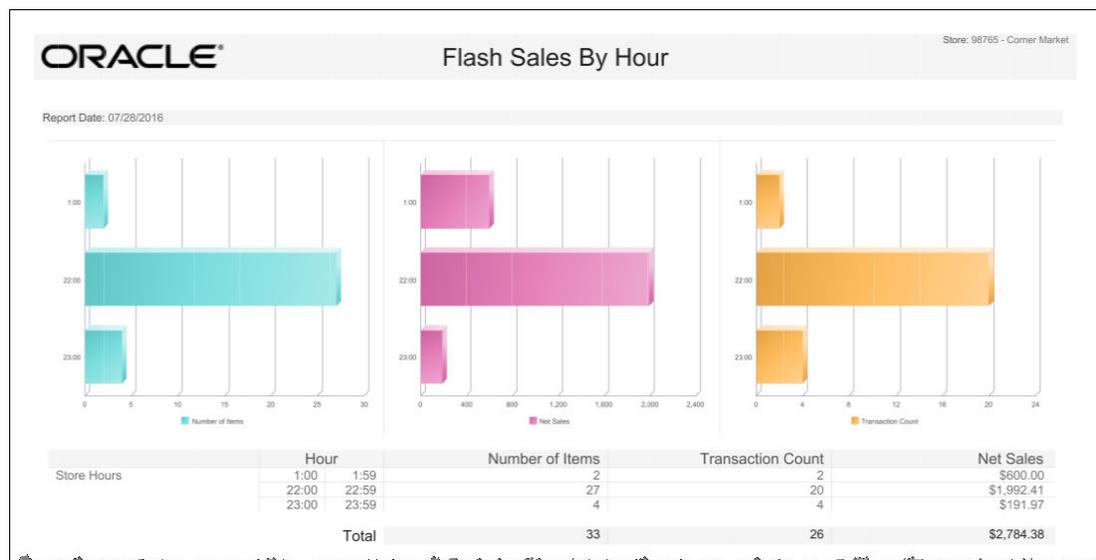
Flash Sales by Employee Report

The Flash Sales by Employee Report provides up-to-the-moment sales results on a specified date for every employee. It includes the employee name and ID, number of transactions, and the total monetary value of those transactions.

Table 3-4   Flash Sales by Employee Report Parameters

Parameter	Description
ID	The employee ID.
Name	The employee name.
Item Count	The item count.
Net Sales	The net sales amount.
Total	The total net sales amount, in the store's currency, for all listed employees.

Criteria Selections for Flash Sales by Employee Report

- Start Date: Enter a single fixed date or select a relative date option from the drop-down list.
- Type of Flash Sales Report: Select Employee for the Flash Sales by Employee report.

Figure 3-4   Sample: Flash Sales by Employee Report

Daily Sales Report

The Daily Sales Report provides a list of transactions by date, and the items sold in each transaction for an employee. For each item, the information includes the item price, override price, item quantity, any markdown applied, and the net sale amount for the item. Total net sales for all of the items on each transaction is given. At the end of the report, a total net sales amount for the date range is shown.

Table 3-5   Daily Sales Report Summary Parameters

Parameters	Description
Business Date	The business date the transaction took place.
Transaction	The transaction identifier.
Net Sales	The net sale amount for the transaction.

Table 3-6   Daily Sales Report Detail Parameters

| Parameters	Description
Business Date	The business date the transaction took place.
Trans	The transaction identifier.
Req	The register number.
Employee	The employee identifier.
Item	The item number.
Description	A description of the item.
Qty	The item quantity.
Unit	The item's price per unit.
Override	The override price on the item.
Discount	The discount amount.
Net Sales	The net sale amount for the transaction.
Total For [Transaction #]	The total net sale amount for the transaction.

Criteria Selection for Daily Sales Report

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

- Start Date: Enter a single fixed date from which to run the report.

- Prior Days Included: This limits the number of days to include in the report, working back from the Start Date.

- Employee: Enter an Employee ID to restrict the information to one employee.

- Show Daily Totals: This indicates whether or not to include the daily sales totals.

- Show Criteria: This determines whether or not to show the criteria header.

Figure 3-5   Sample: Daily Sales Report

Daily Sales and Cash Report

The Daily Sales and Cash Report provides information about sales and adjustments for both merchandise and non-merchandise items sold within the date range specified. This date range can be for the current date, the previous day, or for a specific date.

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

Table 3-7   Daily Sales and Cash Report Parameters

Parameters	Description
Sales Summary Details	Sales, Returns, Markdowns, Total Tax
	Note: The Markdowns section in this area of the report includes both Deals and manually-entered discounts.
Tender Summary Details	Sales, Refunds, Paid In, Paid Out
Sales Category	Merchandise (Taxable/Non-Taxable), Non-Merchandise (Taxable/Non-Taxable), Markdowns, Tax
	Note: The Markdowns section in this area of the report only includes manually-entered discounts and does not include deals.
Returns Category	Merchandise (Taxable/Non-Taxable), Non-Merchandise (Taxable/Non-Taxable), Markdowns, Tax
Tax Category	Tax breakdown data.

Table 3-7   (Cont.) Daily Sales and Cash Report Parameters

Parameters	Description
Tenders Category	Sales, Refunds, Petty Cash
Unreported Cash Summary	Charitable donation
Count Summary Count	Sales Transaction Customer Count, Post Void Retail Transaction Count, Post Void other Transaction Count, Line Void Item Count, Line Void Tax Count, Line Void Tender Count

Criteria Selections for Daily Sales and Cash Report

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

* Start Date: Enter a single fixed date or select a relative date option from the drop-down list.

* Show Criteria: Indicates whether to include the criteria selection information in the header.

Figure 3-6   Sample: Daily Sales and Cash Report

4

Sales Analysis Reports

This chapter contains information about the following reports:

- Employee Productivity Report
- Sales by Hour Report
- Sales by Department Report
- Sales by Department and Employee Report
- Sales by Hour Analysis Report
- Tax Exemption Report
- Journal Report
- Line Void Report
- Post Void Reports
- Transaction Cancel Reports
- Price Override Report
- Suspended Transaction Reports
- Sales Goals Report
- Merchandise Sales Analysis Report

Employee Productivity Report

The Employee Productivity Report provides an analysis of each employee's sales results. To access the report in base, from the Back Office select the following menu buttons:

Navigate: Employee Maintenance and Payroll > Employee Maintenance > Employee Productivity Report.

For employees who are included in the report, the data includes the following:

Table 4-1   Employee Productivity Report Parameters

Parameter	Description
ID	The employee's ID number.
Name	The employee's name.
Transactions	The total number of sales transactions for the employee.
Average data	Items: The average number of items included in a sale transaction for the employee.
	Amount: The average amount of the sale including all items in a transaction for the employee.

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

Parameter	Description
Percent data	Markdown: The percentage of the employee's net sales amount that was discounted for the employee.
	Returns: The percentage of the employee's net sales amount that was returned to the store for the employee.
Net value:	Returns: The total net amount of all return transactions for the employee.
	Sales: The total net amount of all sales transactions for the employee.

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

Criteria Selections for Employee Productivity Summary Report

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

- Employee ID: Enter an employee ID to restrict the report data to a single employee. Otherwise all employees within the date range selected will be included.

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

Figure 4-1   Sample: Employee Productivity Report

Sales by Hour Report

The Sales by Hour Report provides an hour-by-hour sales summary for the date range, registers, and sales associates specified. This is a summary report that produces one report line per hour of one day for a specified associate, or for all associates by register. If multiple days are specified, a summary by day is also provided. Calculations are performed for the number of transactions per hour, item count per hour, net sales amount per hour, average transaction amount per hour, and the percentage of the day's net sales earned during the hour. At the end of the report, after all records have been processed, the same calculations are performed for all dates included in the report.

The information includes the following:

Table 4-2   Sales by Hour Report

Parameter	Description
Hours	The hours of the day with transactions.
Transaction Count	The number of transactions that occurred in each hourly group.
Item Count	The number of items sold in all qualifying transactions during each hourly group.
Average	The value of the net sales in an hourly period is divided by the number of transactions during the same period.
Net Sales	The quantity of each line item on a completed sales transaction is multiplied by the unit price of the item. This is done for every item that is sold during an hourly period. All of those amounts are totaled.
%	The monetary value of net sales in an hourly period is divided by the final total net sales for the entire report to calculate the percentage of the day's sales.

Criteria Selections for Sales by Hour Report

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

- Employee: Enter an employee's ID if you want to restrict the report to only one associate. Otherwise, all associates will be included.

- Start Reg(ister): Enter the first register ID you want to include in the report.

- End Reg(ister): Enter the last register ID you want to include in the report or enter the first register ID again if only one register will be included.

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

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

Figure 4-2   Sample: Sales by Hour Report

Sales by Department Report

The Sales by Department Report summarizes sales-related information by department and includes both the quantity and amount for sales, returns, discounts and net sales. Each department's percentage of total sales is also provided.

Table 4-3   Sales by Department Report Parameters

Parameter	Description
Gross Sales	Count - Total number of items by department.
	Amount - Total sales amount of items by department.
	Note: Due to the way some tax amounts are rounded, there are circumstances where the gross sales amount will not equal the total of all tender amounts collected.
Returns data	#Items - Total number of items returned by department.
	Amount - Total amount of all items returned by department.
	Report Totals - Final count of all items returned and the return amount for all departments, printed at the end of the report.
Discounts data	#Items - Total number of items discounted by department.
	Amount - Total amount of all items discounted by department.
	Report Totals - Final count of all discounted items and the discounted amount for all departments, printed at the end of the report.
Net Sales	#Items - Total number of items by department excluding returned items.
	Amount - Total amount of all sales by department after markdown (discounted) value is subtracted.
	Report Totals - Final count of all items sold and the net amount for all departments, printed at the end of the report.

Table 4-3   (Cont.) Sales by Department Report Parameters

Parameter	Description
Dept % (Net)	Percentage contributed by each department of the store's total net sales, expressed in decimal format (1.00).
	Report Totals - This number is always 1.00 and is the sum of all individual departments' percentages.

Criteria Selections for Sales by Department Report

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

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

* Employee: Check box to include employee data.

Figure 4-3   Sample: Sales by Department Report

Sales by Department and Employee Report

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

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

Table 4-4   Sales by Department and Employee Report Parameters

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

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

Parameter	Description
Net Sales	In each department where an employee had a transaction, the net sales amount is calculated by adjusting for returns and markdowns.
	A net item count for all departments is also calculated by adjusting for items that were returned.
	Count - Total number of items by department excluding returned items.
	Amount - Total amount of all sales by department after markdown (discounted) value is subtracted.
	Report Totals - Final count of all items sold and the net amount for all departments, printed at the end of the report.
% (Net)	A percentage of the department/employee's total net sales, expressed in decimal format (1.00).
	Report Totals - This number is always 1.00 and is the sum of all individual department percentages.

Criteria Selections for Sales by Department and Employee Report

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

- Employee: Enter an Employee ID to restrict the information to a single employee.

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

Figure 4-4   Sample: Sales by Department and Employee Report

Sales by Hour Analysis Report

The Sales by Hour Analysis Report shows an hour-by-hour sales amount for every day in the date range specified. The report can be restricted by employee, till, and register. The report also provides a net sales value and percentage of the week value for each hourly segment of each day.

Table 4-5   Sales by Hour Analysis Report Parameters

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

Criteria Selections for Sales by Hour Analysis Report

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

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

Figure 4-5   Sample: Sales by Hour Analysis Report

Tax Exemption Report

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

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

Table 4-6   Tax Exemption Report Parameters

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

Criteria Selections for Tax Exemption Report

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

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

- Start Register: Enter the first register ID you want to include in the report.

- End Register: Enter the last register ID you want to include for a range of registers or the same ID as the start register ID to restrict the report to a single register.

Figure 4-6　Sample: Tax Exemption Report

Journal Report

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

- Account Lookup

- Balance Inquiry

- Bank Deposit

- Batch Close

- Credit Application

- Escrow

- Exchange Rate Maintenance

- Inventory Control

- Inventory Summary Count

- Movement Pending

- No Sale

- Order

- Post Void

- Retail Sale

- Sale Price Adjustments

- Session Control

- System Open/Close

- Tender Control

- Tender Exchange

- Till Control

- Time Clock

- Training Mode Entry/Exit

- Workstation Complete Remote Close

- Workstation Open/Close

- Workstation Start Remote Close

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

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

Criteria Selections for Journal Report

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

- Date: Date on which to start the report. This field is only active when the selected Date Type is Specific Date.

- Date Type (unlabeled): Select whether to use a Specific Date, Today, or Yesterday.

- Prior Days Included: Select the number of days (0-6) to include in the report.

- Start Reg: Enter a specific register ID, or the first register ID if you want to specify a range of registers. Leave blank to run the report for all registers.

- End Reg: Enter the last register ID in the range of registers you want to specify or enter the start register ID again if the report will include only a single register.

- Transaction Type: Select a transaction type from the drop-down list.

- Employee ID: Enter an employee ID to restrict the report to a single employee. Leave blank to run the report for all employees.

- Transaction: Enter a transaction ID to restrict the report a single transaction. Leave blank to run the report for all transactions.

- Customer ID: Enter a customer ID (as recorded in Customer Maintenance) to restrict the report to a single customer. Leave blank to run the report for all customers.

- Tender Type: Select a tender type from the list.

Figure 4-7   Sample: Journal Report

Line Void Report

The Line Void Report lists transactions in which a line item was voided at the register. The transactions are listed in order by the transaction number, and the voided items are identified. The item ID, its description, price, and quantity are given. A total amount for all voided items on each transaction is also calculated.

Table 4-7   Line Void Report Parameters

Parameter	Description
Trans	The identifier for the transaction.
Reg	The register where the transaction took place.
Date/Time	The date and time the transaction took place.
Associate	The cashier's identifier.
Item	The item identifier.
Description	The item description.
Qty	The item quantity.
Unit Price	The item price per unit.
Net Amount	The total net amount for the voided item.

Criteria Selection Options for Line Void Report

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

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

Figure 4-8   Sample: Line Void Report

Post Void Reports

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

- The Summary Report lists voided transactions by transaction number, identifies the associate who performed the transaction and the register where it occurred, the date and time, the reason each transaction was voided, and gives the voided amount. A Total amount is also calculated at the end of report.

- The Detail Report has additional information about the voided item, the quantity voided, unit cost and net amount voided. The Total amount is also calculated for each transaction.

Table 4-8   Post Void Reports Parameters

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

Criteria Selections for Post Void Reports

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

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

Figure 4-9   Sample: Post Void Transaction Report

Transaction Cancel Reports

The Transaction Cancel Reports include transactions that were cancelled before completion at the register. These reports do not include post-voided transactions. For information on post- voided transactions see Post Void Reports.

- The Transaction Cancel Summary Report lists transactions that were cancelled after entering at least one item. The report shows the reason for the cancellation (if available), the register number and associate's ID, the date and time that the cancellation occurred, and the amount on the ticket at the time it was cancelled.

- The Transaction Cancel Detail Report provides the information that appears on the Summary Report, plus additional information about the items on the ticket such as the item description, unit price, quantity and net amount.

Table 4-9   Transaction Cancel Reports Parameters

Parameter	Description
Summary	
Transaction	The identifier for the transaction.
Cashier	The cashier's identifier.
Register	The register where the transaction took place.
Reason Code	The reason code for the canceled transaction.

Table 4-9   (Cont.) Transaction Cancel Reports Parameters

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

Criteria Selections for Transaction Cancel Reports

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

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

Figure 4-10   Sample: Transaction Cancel Reports

Price Override Report

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

Table 4-10   Price Override Report Parameters

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

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

Parameter	Description
Price	Regular Price: The price of the item before the price override was applied.
	Sold Price: The price of the item after the price override was applied.
Difference	The calculated price change between the regular price and the sold price.

Criteria Selections for Price Override Report

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

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

- Start Employee: Enter the first employee ID to include in the report; if no employee ID is entered, all employees will be included.

- End Employee: Enter the last employee ID to be included in the report if you want to specify a range of employees.

Figure 4-11   Sample: Price Override Report

Suspended Transaction Reports

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

The summary-level report identifies the transaction numbers that were suspended, when the suspension occurred and the amount on the transaction. A Total amount is calculated at the end of the report. No item-level information is provided on this report.

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

Table 4-11   Suspended Transaction Reports Parameters

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

Criteria Selections for Suspended Transaction Reports

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

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

- Type: Summary or detail.

Figure 4-12   Sample: Suspended Transaction Report

Sales Goals Report

The Sales Goals report lists the sales goals for the store and the overall progress toward each goal. All calculations for the sales goals are based on net sales. If the status of All is selected, the sales goals will be grouped by status as follows: Completed, Active, then Future. Within each status, the goals are sorted by Ascending End Date, Ascending Effective Date, and then Description.

Table 4-12   Sales Goals Report Parameters

Parameter	Description
Description	The sales goal description.
Date	Start: The date the goal begins.
	End: The date the goal ends.
Sales	Sales goal progress. This is calculated using net sales data for the period.
	Note: Future goals display "N/A".
Goals	The sales goal value.
% To Goal	The goal status as a percentage to the target.
	Note: Future goals display "N/A".

Criteria Selections for Sales Goals Report

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

- Status: Select a sales goal status from the list to limit the report data returned, or keep the default status of All, to list all status types.

  - Active: Today's date is within the Effective Date and End Date range

  - Completed: Today's date is greater than the End Date.

  - Completed-Met: Today's date is greater than the End Date AND % to Goal is greater than or equal to 100.

  - Completed-Not Met: Today's date is greater than the End Date AND % to Goal is less than 100.

  - Future: Today's date is less than the Effective Date.

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

Figure 4-13   Sample: Sales Goals Reports

Merchandise Sales Analysis Report

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

Figure 4-14   Graph Options
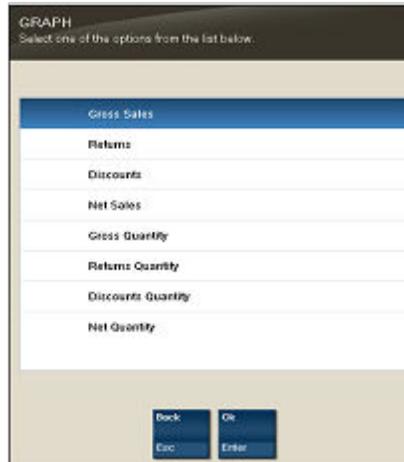
> **Note:**
>
> Touch-screen users tap the row or column to drill down or sort.
>
> Swipe down anywhere on a column (for example, Returns) to display a pie chart of totals (instead of selecting the Graph menu button).
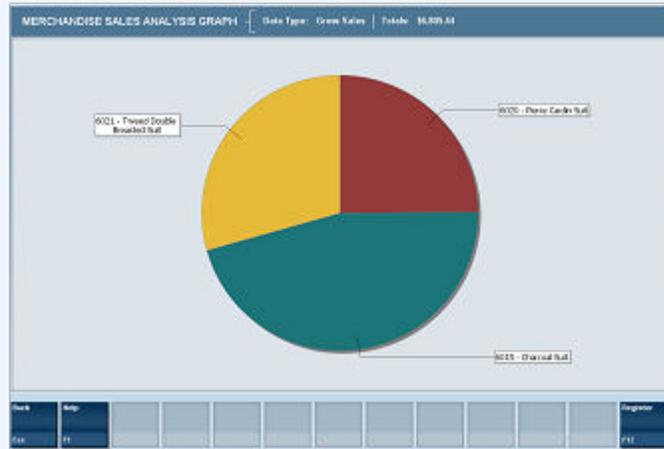
Swipe up anywhere on a column to display a pie chart of quantities.
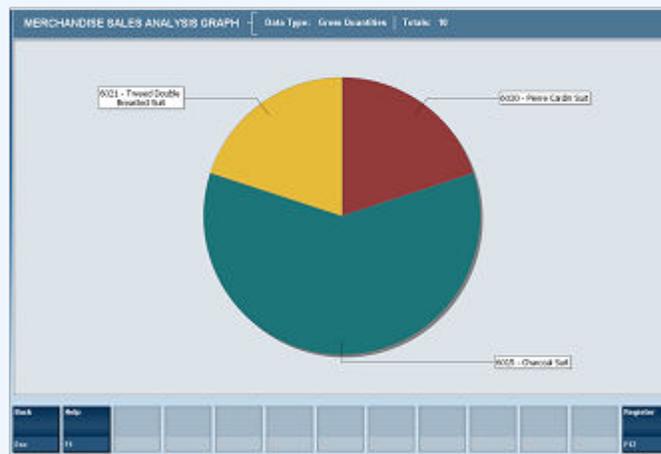
The parenthesis contains the number of items.

Table 4-13   Merchandise Sales Analysis Parameters

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

Criteria Selections for Merchandise Sales Analysis Report

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

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

Figure 4-15   Merchandise Sales Analysis Report

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

Figure 4-16   Sample: Drill-Down

Merchandise Sales Analysis	12/14/2023 - 12/14/2023	Selected: GENERAL CLOTHES	Item Type: DEPARTMENT			
Gross Totals: $2,636.45	Return Totals: $0.00		Discount Totals: $252.12		Net Totals: $2,210.36	
Description		Gross Sales		Returns	Discounts	Net Sales
TIE WAIST SHIRT DRESS		$74.24		$0.00	$10.30	$59.20
Signature Shorts		$27.00		$0.00	$0.00	$22.50
BLK WHITE CAP SLEEVE DRESS		$73.16		$0.00	$23.74	$45.76
Signature Shirt Y		$2,146.14		$0.00	$200.20	$1,801.80
PEASANT TOP JERSEY DRESS		$85.17		$0.00	$15.27	$64.72
Signature Socks		$144.35		$0.00	$2.61	$136.39
Signature Pants		$86.39		$0.00	$0.00	$79.99

5

Store Accounting Reports

This chapter contains information about the following reports:

- Cash Drawer Reconciliation Report
- Associate Reconciliation Report
- Cash Drawer Audit Report
- Cash Drawer Report
- Paid In/Paid Out Report
- No Sale Report
- No Sale Report
- Credit Card Report
- Gift Certificate Report

Cash Drawer Reconciliation Report

This report shows the amount declared by the cashier for each tender at the time of reconciliation, the amount expected by the system at the time of reconciliation, the over/short amounts in a cash drawer/till for each tender, and a signature line for the associate and the manager. The report data contains the most recent register close count.

Navigate: Till Reports > Cash Drawer Reconciliation Report.

Table 5-1   Cash Drawer Reconciliation Report Parameters

Parameter	Description
Date	Date of the reconciliation.
Till	Name of the till.
Tender	The tender type.
Register Count	The amount declared by the cashier for each tender.
System Count	The amount expected by the system for each tender.
Over / Short	The calculated difference between the declared amount and the expected amount.

Criteria Selections for Cash Drawer Reconciliation Report

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

- Start Date: Select Today (current day) or Yesterday (previous day) from the drop-down list or enter a start date.´
- Register Number: Enter the register number for the cash drawer whose reconciliation report will be generated.

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

Figure 5-1   Sample: Cash Drawer Reconciliation Report

Associate Reconciliation Report

This report is based on the date range and associate ID (or range of associate IDs) that are selected. For each tender type in the drawer, it shows the associate's count, the system count, and the over/short amount in the drawer. It also includes a signature line for the associate and the manager. The report data is based on the most recent register close count.

Navigate: Till Reports >Associate Reconciliation Report.

Table 5-2   Associate Reconciliation Report Parameters

Parameter	Description
Tender Summary	The tender type.
Quantity	The tender quantity, when applicable.

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

Parameter	Description
Associate Count	The amount declared by the cashier for each tender, and the total amount for all tenders.
System Count	The amount expected by the system for each tender, and the total amount for all tenders.
Over / Short	The calculated amount difference between the declared amount and the expected amount, and the total over/short amount for all tenders.
Total	Associate and System Count totals.

Criteria Selections for Associate Reconciliation Report

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

- Start Date: Enter a specific date, or select Today (current day) or Yesterday (previous day) from the drop-down list.
- Start Associate ID: Enter the first associate ID that you want to include.
- End Associate ID: Enter the last associate ID that you want to include.

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

Figure 5-2   Sample: Associate Reconciliation Report

Cash Drawer Audit Report

This report provides the current status of all registers, drawers, and tills. It indicates whether a register is open or closed, the associate at the register, the current cash balance and any amount that may exceed the maximum cash amount allowed in the cash drawer/till.

Navigate: Till Reports > Cash Drawers Audit Report.

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

Table 5-3   Cash Drawer Audit Report

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

Criteria Selections for Cash Drawer Audit Report

No criteria selections are available for this report.

Figure 5-3   Sample: Cash Drawer Audit Report

Cash Drawer Report

The Cash Drawer Report shows the current value of every tender in the cash drawer and the total value of all tenders for each register, till, and session. This report may include one register, or a range of register IDs.

To access the report in base, from the Back Office select the following menu buttons:

Navigate: Till Reports > Cash Drawer Report.

Table 5-4   Cash Drawer Report Parameters

Parameter	Description
Opening Balance	The total opening balance.
Tender Summary	The current value of every tender in the cash drawer/till and the total tender amount.
Petty Cash	Shows the petty cash amounts such as cash pickup amount, paid out amount, and so on, as well as the total petty cash amount, if applicable.

Criteria Selections for Cash Drawer Report

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

• Register: Enter the register ID to be included in the report. If this is blank, and End Register has a register number then it is assumed this is a zero and a range will be used.

• End Register: If more than one register will be included, enter the last register ID you want to include with the starting register ID in Register.

Figure 5-4   Sample: Cash Drawer Report

Paid In/Paid Out Report

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

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

Table 5-5   Paid In/Paid Out Report Parameters

Parameter	Description
Totals	Paid In, Paid Out, Net Amount
Total Paid In	The total amount for all paid in transactions.
Total Paid Out	The total amount for all paid out transactions
Transaction	The transaction number.
Date & Time	Date and time the transaction took place.
ID	The associate's identifier number.
Name	The associate's name.
Reg	The register identifier.
Till	The till identifier.
Type	Transaction type; Paid In or Paid Out.

Table 5-5   (Cont.) Paid In/Paid Out Report Parameters

Parameter	Description
Reason	The paid in or paid out reason code and text description.
Description	The reason description.
Amount	The amount for each paid in/paid out transaction.

Criteria Selections for Paid In/Paid Out Report

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

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

- Register: Enter a specific register ID that will be included on the report. All registers will be included on the report if no entry is made in the Register field.

- Reason Code: Select a reason code from the drop-down list.

- Transaction Type: Select Paid In, Paid Out, or All transactions.

- Employee ID: Enter a specific employee ID to be included on the report. If no employee ID is entered, all employees will be included on the report.

- Sort Order: Select the order in which the data will be arranged on the report. Sort by Register, Transaction, or Employee.

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

No Sale Report

The No Sale Report lists all of the No Sale transactions (opening the cash drawer outside a sale transaction) that occurred within the date range specified. The report also includes the name of the employee who performed the No Sale transaction, the reason for the transaction, the date and time, and the register on which it occurred.

This report includes transactions that were triggered by manually opening a cash drawer with a key as well as No Sale transactions that were initiated using the No Sale transaction menu option.

Navigate: Sales Reports > No Sale Report.

Table 5-6   No Sale Report Parameters

Parameter	Description
Associate	The associate's identifier and name.
Register	The register identifier.
Transaction	The transaction number.
Date	Date the transaction took place.
Time	Time the transaction took place.
Reason	The No Sale reason code and text description.

Criteria Selections for No Sale Report

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

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

Figure 5-6   Sample: No Sale Report

Credit Card Report

The Credit Card Report lists all credit card transactions that occurred within the range of dates supplied by the user. The report shows the date and time the transaction occurred, credit card type, authorization number, and the amount.

Table 5-7   Credit Card Report Parameters

Parameter	Description
Date & Time	Date and time the transaction took place.
Reg	The register identifier.
Cashier	The cashier's identifier number.
Transaction	The transaction number.
Card	The masked credit card number.
Type	The type of credit card.

Table 5-7 (Cont.) Credit Card Report Parameters

Parameter	Description
Auth	The authorization number received from the processor.
Tender	The amount charged to the credit card in the transaction.
Total	The total amount of the transaction including the credit card and any other tenders used.

Criteria Selections for Credit Card Report

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

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

Figure 5-7 Sample: Credit Card Report

Gift Certificate Report

The Gift Certificate Report lists all gift certificates sold and redeemed within the date range specified. Each certificate listed includes its serial number, the transaction number of the sale and employee ID who sold it, the date on which it was sold, and the denomination of the certificate.

A summary line indicates the total number of certificates sold and their cumulative value. A signature line for authorizing the report also appears at the bottom of the last page.

Table 5-8 Gift Certificate Report Parameters

Parameter	Description
Serial	The gift certificate identifier number.
Sold data:	
Transaction	The selling transaction number.
ID	The selling cashier's identifier.
Date	The date the gift certificate was purchased.
Denomination	The denomination amount for the gift certificate.
Redeemed data:	

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

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

Criteria Selections for Gift Certificate Report

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

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

- Start Employee: Enter an employee ID if you want to restrict the report to a single employee, or a range of employee IDs.

- End Employee: Enter the last employee ID in the range of employees or enter the same employee ID as the Start Employee if you want to restrict the report to only one employee.

Figure 5-8   Sample: Gift Certificate Report

6
Product-Oriented Report

This chapter contains information about the following reports:

- Best Sellers Report
- Returned Merchandise Report
- Price Change Report

Best Sellers Report

The Best Sellers Report lists the top-selling items or styles and totals the quantity sold and net sales in the store's currency. The Best Sellers Report may be filtered by quantity sold or net sales. The data may be restricted to a specific department.

> **✐ Note:**
>
> Non-merchandise items are not included in this report.

Table 6-1   Best Sellers Report Parameters

Parameter:	Description:
Item or Style	The item or style identifier.
Description	The item or style description.
Quantity	The number sold.
Net Sales	The total amount of sales.

Criteria Selections for Best Sellers Report

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

- Date Range: Enter a single fixed date, a date range (begin and end dates), or select a relative date option (Yesterday, Last Week, and so on) from the drop-down list.
- Start Reg: Enter the first register ID if you want to restrict the report to a single register or a range of registers.
- End Reg: Enter the last register ID if you want to specify a range of registers, or enter the same register as the start register ID if you want to include only one specific register.
- Report By: Select whether the organize the report by Item or by Style.
- Department: Select a specific department from the drop-down list, or accept the default ALL to include every department.
- Best Sellers Selected By: Select Net Sales or Quantity. The data will be sorted by the selection you make.

- Ascending/Descending: Select whether to sort the report in ascending or descending order.

Figure 6-1   Sample: Best Sellers Report by Style

Figure 6-2   Sample: Best Sellers Report by Item

Returned Merchandise Report

The Returned Merchandise Report lists all merchandise items that match the specified criteria. Report totals include quantity of returned items, total unit price of all returned items, and total extended price of all returned items.

> **Note:**
>
> This report does not include non-merchandise items like services and warranties.

Table 6-2   Returned Merchandise Report Parameters

Parameter	Description
Trans	The transaction number.
Reg	The register number.
Date & Time	The date and time of the return transaction.
Comm Assoc	The commissioned associate credited with selling the item.
Cashier	The associate who performed the return transaction.
Item	The item identifier and description.
Quantity	The item count.
Return Price	The unit price for the item.
Extended Price	The total price paid for the quantity of the item.
Report Totals	
Return Price	The total amount for each individual item.
Extended Price	The total of all extended prices for all items.

Criteria Selections for Returned Merchandise Report

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

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

- Start Cashier: Enter an employee ID if you want to restrict the report to a single employee, or enter the first employee ID in the starting range of employee IDs.

- End Cashier: Enter the last employee ID in the range of employees, or enter the same employee ID as the Start Employee if you want to restrict the report to only one employee.

- Reason Code: Select a reason for the merchandise return from the drop down list.

- Minimum Amount: Enter the value of the lowest item price that you want to include in the report.

- Sort Order: Select the order in which the returned items will be arranged on the report. Options include Date & Time, Transaction Number, Associate, Item ID, Quantity, Extended Price, and Return Reason.

- Ascending/Descending (Sort Order): Select ascending to arrange from smallest to largest value or to alphabetize the sorting column from A-Z. Select descending to arrange from largest to smallest value or to alphabetize the sorting column in Z-A order.

Figure 6-3   Sample: Returned Merchandise Report

Price Change Report

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

Table 6-3   Price Change Report Parameters

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

Criteria Selections for the Price Change Report

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

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

- Price Change Type: Select ALL, Regular Price, Promotional Price or Clearance Price.

- Department: Select a valid department from the list.

Figure 6-4   Sample: Price Change Report

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

ORACLE

Price Change

Store: 101 - Corner Market

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

7

Order Tracking Reports

This chapter contains information about the following reports:

- Special Orders Report
- Order Status Report
- Unfulfillable Order Status Report

Special Orders Report

The Special Orders Report provides a summary of Special Order accounts that match the selected date range and account status. The report includes the setup date, transaction number in which the account was created, the account ID, description of the special order item, account status, and amount of the special order.

Table 7-1   Special Orders Report Parameters

Parameter	Description
Line Number (header not shown)	Shows the number of special order items.
Customer Name	The customer's name.
Setup Date	The date the special order was set up.
Account	The special order account identifier.
Trans	The transaction identifier.
Line	The line number within the special order transaction.
Description	The special order item description.
Status	The line item status.
Amount	The special order item amount.
Total Amount	The sum total amount for all special order items on the report.

Criteria Selections for Special Orders Report

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

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

Figure 7-1   Sample: Special Orders Report

Order Status Report

The Order Status Report provides detailed information about Oracle Retail Order Broker Cloud Services Order accounts based on user-selected criteria. The report includes details about the Oracle Retail Order Broker Cloud Services Order account itself (ORDER section), the purchasing customer information (CUSTOMER section), as well as details about the items that are on the order (ITEMS section).

Navigate: Customer Maintenance and Accounts > Order Options > Order Status Report.

Table 7-2   Order Status Report Parameters - Order Section

Parameter	Description
Order Type	The type of order:
	Delivery - Customer delivery.
	Transfer Pickup - Pick up this store.
	Web Pickup - Order placed on the Web for store pickup. Pickup - Pick up other store.
Order Date	The date the order was created.
Order Origin	The order setup location.
Reference #	The reference number of the order.
Subtotal	The order subtotal.
Freight	The freight amount (shipping fee) for the order.
Tax	The tax amount on the order.
Total	The total amount for the order.

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

Parameter	Description
Order Status	The status for the order:
	Open - If one of the items is in the following status: new order, polled, accepted, or in transit.
	Cancelled - All items are cancelled.
	Ready for Pick Up - All items are in reserved or received status (can also include cancelled item).
	Ready to Ship - This is applicable only for customer delivery or delayed pickup (aka pickup from this store). All items must be reserved or cancelled.
	Unfulfillable - All items are unfulfillable or a mix of unfulfillable and cancelled. Unfulfillable items are those that have been rejected either manually by the receiving store or automatically by Oracle Retail Order Broker Cloud Services.
Balance Due	The amount due on the order.
Payments	The deposit payment amount on the order.
Comments	The comments associated with the order.

Table 7-3   Order Status Report Parameters - Customer Section

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

Table 7-4   Order Status Report Parameters - Items Section

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

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

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

Criteria Selections for Order Status Report

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

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

- Order Status: Select an order status from the drop-down list.

- Order Type: Select an order type from the drop-down list. Options include All, Delivery, Transfer Pickup (Pickup This Store), Web Pickup (Order placed on the Web for store pickup), Pickup (Pickup Other Store).

Figure 7-2   Sample: Order Status Report

Unfulfillable Order Status Report

The Unfulfillable Report provides detailed information about Oracle Retail Order Broker Cloud Services Orders with an order status or item status of unfulfillable or cancelled. The report includes details about the Oracle Retail Order Broker Cloud Services Order account itself (ORDER section), the purchasing customer information (CUSTOMER section), as well as details about the items that are on the order (ITEMS section).

Navigate: Customer Maintenance and Accounts > Order Options > Unfulfillable Order Status Report.

Table 7-5   Unfulfillable Order Status Report Parameters - Order Section

Parameter	Description
Order Type	The type of order: Delivery - Customer delivery. Transfer Pickup - Pick up this store. Web Pickup - Order placed on the Web for store pickup. Pickup - Pick up other store.
Order Date	The date the order was created.
Order Origin	The order setup location.
Reference	The reference number of the order.
Comments	The comments associated with the order.
Subtotal	The order subtotal.
Freight	The freight amount (shipping fee) for the order.
Tax	The tax amount on the order.
Total	The total amount for the order.
Order Status	The status for the order: Open - If one of the items is in the following status: New Order, Polled, Accepted, or In Transit. Ready for Pick Up - All items are in Reserved or Received status (can also include cancelled item). Ready to Ship - This is applicable only for customer delivery or delayed pickup (aka pickup from this store). All items must be Reserved. Can also include cancelled items. Complete - All items are Fulfilled. Some may be Cancelled. Cancelled - All items are cancelled. Unfulfillable - All items are unfulfillable or a mix of unfulfillable and cancelled. Unfulfillable items are those that have been rejected either manually by the receiving store or automatically by Oracle Retail Order Broker Cloud Services.
Balance Due	The amount due on the order.
Payments	The deposit payment amount on the order.

Table 7-6   Unfulfillable Order Status Report Parameters - Customer Section

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

Table 7-7   Unfulfillable Order Status Report Parameters - Items Section

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

Criteria Selections for Unfulfillable Order Status Report

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

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

Figure 7-3   Sample: Unfulfillable Order Status

8

Layaway Reports

This chapter contains information about the following reports:

- Layaway Aging Reports
- Layaway Account Activity Reports

Layaway Aging Reports

There are two Layaway Aging reports: summary and detail:

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

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

Table 8-1   Layaway Aging Reports Parameters

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

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

Parameter	Description
Quantity	The quantity of the line item.
Total	The item price per unit.
Ext. Price	The price of each individual layaway item is multiplied by the quantity of items to calculate the extended price for the item. Extended price will also include tax when applicable.

Criteria Selections for Layaway Aging Reports

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

- Base Age On: Select an option from the list including Setup Date, Last Activity Date, Last Payment Date.

- Aging Criteria: Select one of the ranges from the list including 0-7 days, 8-14 days, 15-21 days, 22-28 days.

- Sort Order: Select Customer Last Name or Setup Date from the list.

- Display: Summary, Detail, Both

Figure 8-1   Sample: Layaway Aging Reports

Layaway Account Activity Reports

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

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

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

Table 8-2   Layaway Account Activity Reports Parameters

Parameter	Description
Summary Report	
Layaway ID	The layaway number.
Customer Name	The customer's name.
Phone	The customer's telephone number.
Date	Setup Date: The date the layaway was set up.
	Last Activity: The most recent date for any activity on the account.
	Last Payment: The most recent date for any payment on the account.
Status	The layaway account status.
Total	The total amount currently charged to an individual layaway account.
Payment	The total amount that has been paid against the account total.
Balance	The total remaining amount due on the layaway account.
Detail Report	
Tran ID	The transaction number.
Date	The transaction date.
Item	The item identifier.
Description	The item description.
Assoc	The sales associate identifier.
Status	The status of the line item.
Qty	The quantity of the line item.
Total	The item price per unit.
Ext Price	The price of each individual layaway item is multiplied by the quantity of items to calculate the extended price for the item. Extended price will also include tax when applicable

Criteria Selections for Account Activity Reports

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

- Base Age On: Select an option from the list including Setup Date, Last Activity Date, Last Payment Date.

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

- Layaway Account Status: Select one of the valid account statuses from the drop-down list.

- Sort Order: Select Customer Last Name or Setup Date.

Figure 8-2   Sample: Layaway Account Activity Report

9

Labor Management Reports

This chapter contains information about the following reports:

Payroll Reports

This section describes the Payroll reports.

Payroll Summary Report

The Payroll Summary Report summarizes payroll information for the reporting period that you select. To access the report in base, from the Back Office select the following menu buttons:

Navigate: Employee Maintenance and Payroll > Time and Attendance > Payroll Summary Report.

The summary includes regular, overtime, and total hours per employee.

Table 9-1   Payroll Summary Report Parameters

Parameter	Description
Employee Name/ID	The employee's name and ID number.
Date Range	The date and day of the week.
Regular	Regular working hours.
Overtime	Overtime working hours.
Double-time	Double-time working hours.
Non-Working	Hours categorized as non-working; vacation, sick time, and so on
Total	Sum total for the date and categories for the employee. <and> Sum total for all dates per category for the employee.
Report Total (unlabeled)	Sum total for all dates per category for all employees.

Criteria Selections for Payroll Summary Report

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

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

Figure 9-1   Sample: Payroll Summary Report

Payroll Detail by Employee Report

The Payroll Detail by Employee Report provides a day-by-day record of the same information provided in the summary report as well as non-working hour detail such as vacation, personal, and sick hours. This report prints one employee per page and also includes an employee signature line.

Table 9-2   Payroll Detail by Employee Report Parameters

Parameter	Description
Employee Name/ID	The employee's name and ID number.
Payroll Period	The date and day of the week.
Regular	Regular working hours.
Overtime	Overtime working hours.
Double-Time	Double-time working hours.
Vacation	Non-working vacation time-off hours.

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

Parameter	Description
Personal	Non-working personal time-off hours.
Sick	Non-working sick-time hours.
Funeral	Non-working bereavement-funeral hours.
Other	Non-working other hours.
Total	Sum total for the date and categories for the employee.
Totals:	Sum total for all dates per category for the employee.

Criteria Selections for Payroll Detail by Employee Report

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

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

- Employee ID: Enter an individual employee ID (leave the field blank to run the report for all employees).

Figure 9-2   Sample: Payroll Detail by Employee Report

Posted Timecard Report

The Posted Timecard Report provides a day-by-day breakdown of an employee's clock-in and clock-out times, type of work performed and number of hours per work category, total hours for the day, and total hours for the weekly reporting period selected. This report also includes signature lines for the manager and employee.

Navigate: Employee Maintenance and Payroll > Time and Attendance > Posted Timecard Report.

Table 9-3   Posted Timecard Report Parameters

Parameter	Description
Date	The date (day of the week).
In	Clock-in time.
Out	Clock-out time.
Category	Work category.
Hours	Number of hours per work category.
Day Total	Total hours for the day.
Week Total	Total hours for the week.
Daily Total	Total hours for all work categories per day.
Weekly Total	Total hours for the week.

Criteria Selections for Posted Timecard Report

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

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

Figure 9-3   Sample: Posted Timecard Report

Open Timecard Report

The Open Time Card Report provides a listing of employees who have time cards with Clock-In times but who have not yet clocked out from work. The report lists the employee name and ID, the clock-in time and the work code selected at clock-in time.

To access this report in base, from the Back Office select the following menu buttons:

Navigate: Employee Maintenance and Payroll > Time and Attendance > Open Timecard Report.

Table 9-4   Open Timecard Report Parameters

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

Criteria Selections for Open Timecard Report

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

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

Figure 9-4   Sample: Open Timecard Report

Employee Performance Report

The Employee Performance Report provides a sales analysis for each employee by workcode for the selected date range. Scheduled hours are compared to actual hours worked and the difference is shown. The employee's sales performance is described in terms of total sales amount for the period, average sale amount, and average sales amount per hour.

Table 9-5   Employee Performance Report Parameters

Parameter	Description
Employee data	ID: The identifier for the employee.
	Name: The employee's name.
Hours	Scheduled: The number of scheduled hours.
	Worked: The number of hours the employee worked.
Difference	The difference between the scheduled hours compared to the actual hours worked.
Number of Sales	The transaction count.
Average Sale	Per Trans: The average sales amount per transaction (Net Sales divided by # of Sales).
	Per Hour: The average sales amount per hour (Net Sales divided by Actual Hours Worked).
Net Sales	The net sales amount.

Criteria Selections for the Employee Performance Report

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

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

- Work Code: Enter a valid work code to restrict report data to a specific type of work (cashiering, inventory, administration, and so on).

- Employee ID: Enter an employee ID to restrict the report data to one employee.

Figure 9-5   Sample: Employee Performance Report

Employee Schedule Report

The Employee Schedule Report provides detailed information about an employee's scheduled work hours for the date range selected. Scheduled hours may be different from the actual hours worked. The report shows the work code and number of hours scheduled for each date that the employee had scheduled hours. A total of all hours scheduled for the week is provided at the end of the report.

Table 9-6   Employee Schedule Report Parameters

Parameter	Description
Date	The day of the schedule week.
ID	The employee identifier.
Name	The employee name.
Work Code	The work code associated with the task.
Start Time	The scheduled shift starting time.
End Time	The scheduled shift ending time.
Hrs.	The number of hours scheduled.

Criteria Selections for Employee Schedule Report

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

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

- Start Employee: To restrict the output to one employee, enter the employee ID. To report on a range of employees, enter the employee ID for the first employee to be included.

- End Employee: To restrict the output to one employee, enter the same employee ID used in the Start Employee field. To report on a range of employees, enter the employee ID for the last employee to be included.

Figure 9-6   Sample: Employee Schedule Report

Employee Time Off Summary Report

The Employee Time Off Summary Report provides a listing of employees who have scheduled time off during the weekly period selected for the report. For every employee selected, the report shows the date, amount of time off, and the reason for the time off.

Table 9-7   Employee Time Off Summary Report Parameters

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

Criteria Selections for Employee Time Off Summary Report

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

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

Figure 9-7   Sample: Employee Time Off Summary Report
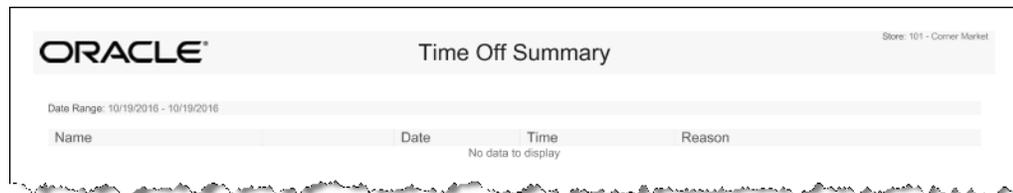
Employee Tasks Report

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

> **Note:**
>
> This report only displays tasks that were added in Oracle Retail Xstore Point of Service or Oracle Retail Xstore Office.

Table 9-8   Employee Tasks Report

Parameter	Description
Start	The date the task is scheduled to begin.
End	The date the task is supposed to be completed.
Assignee	The assignment type: Store, Employee Group, or Employee.
Type	The task category type.
Title	The short description for the task.

Table 9-8   (Cont.) Employee Tasks Report

Parameter	Description
Priority	The priority for the task: High, Medium, or Low.
Status	The task status: Open, Process, Completed, and Cancelled

Criteria Selections for the Employee Tasks Report

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

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

- Status: Select the task status from the list: Open, Process, Completed, or Cancelled

- Type: Select the task category type from the list.

Figure 9-8   Sample: Employee Tasks Report

10
Inventory Reports

This chapter contains information about the following reports:

Inventory Movement Report

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

Table 10-1   Inventory Movement Report Parameters

Parameter	Description
Date	The activity date.
Item	The item identifier.
Serial Number	The item's serial number.
Quantity	The line item quantity.

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

Parameter	Description
Action Code	The code for the item movement activity. For example, ITEM_RETURN is a code for a returned item and an ITEM_SALE code indicates the item was sold.
Source data	Location: The inventory location from which the item was moved.
	Bucket: The inventory bucket from which the item was moved.
Destination data	Location: The inventory location the item was moved into.
	Bucket: The inventory bucket the item was moved into.

Criteria Selections for Inventory Movement Report

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

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

- Start Item ID: Enter the first item ID you want to include on the report.

- End Item ID: Enter the last item ID you want to include on the report.

- Movement Type: Select a movement type from the list of movement codes.

Figure 10-1   Sample: Inventory Movement Report

Inventory Stock Cost Report

This report looks at current on-hand inventory with the consideration of the item cost. These values together represent current cost of goods (on-hand). Use this report to understand your inventory.

Table 10-2   Inventory Stock Cost Report Parameters

Parameter	Description
Item	The item identifier.
Description	The item description.
On-Hand	On-hand inventory quantity.
Unit Cost	Item unit cost.
Total Cost	On-hand quantity x Item Unit Cost

Criteria Selections for Inventory Stock Cost Report

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

- Item ID: Enter an item ID to view the stock cost for that item.
- Department: Enter a department ID to view the stock cost for items in a department.
- Show Criteria: Determines whether the report will show the criteria used to create it.

Figure 10-2   Sample: Inventory Stock Cost Report

Shipping/Receiving Exception Reports

The Shipping/Receiving Exception Reports include two separate reports, one for Shipping Exceptions and one for Receiving Exceptions. Both reports show the differences between the amounts expected to be shipped or received and the actual amounts for each Inventory Document number.

Table 10-3   Shipping/Receiving Exception Reports Parameters

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

Criteria Selections for Shipping/Receiving Exception Reports

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

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

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

> **Note:**
>
> The Carton number is not supported in the Shipping Exception Report.

- (Shipping) Doc. Type: Select the kind of shipping inventory document you want to include in the report. The following list shows examples of shipping inventory document types. Your list may be different based on your business requirements.
    - All
    - Return to Vendor
    - Call Back
    - Work Order
    - Sale
    - Repair
    - Store Transfer
    - Defective Return
    - Order
- (Receiving) Doc. Type: Select the kind of receiving inventory document you want to include in the report. The following list shows examples of receiving inventory document types. Your list may be different based on your business requirements.
    - All
    - ASN
    - Transfer
    - Work Order
    - Special Order

– Order

Figure 10-3   Sample: Receiving Exception Report

Figure 10-4   Sample: Shipping Exception Report

Shipping Manifest Report

The Shipping Manifest Report provides shipping manifest information including the shipment recipient, the carrier and shipping method, the date shipped, and the item information for the shipment.

Table 10-4   Shipping Manifest Report Parameters

Parameter	Description
Ship to address information	Name, Address, City, State, Country, Zip and Phone
Ship Date	The date the shipment was shipped.
Carrier	The shipper presenting the bill of lading for transferring the item.
Ship Via	The shipper method.
Tracking	The number assigned by the carrier. This number is used to track the progress of this shipment with the carrier.
Item	The item identifier.
Description	The item description.
Quantity	The item quantity.

Criteria Selections for Shipping Manifest Report

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

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

Figure 10-5   Sample: Shipping Manifest Report

Receiving Report

This report includes receiving details so that you can validate proper receiving procedures and maintain inventory levels. Each Document is on its own page.

Navigate: Reports > Inventory Reports > Receiving Report.

Table 10-5   Receiving Report Parameters

Parameter	Description
Document	The document identifier.
Carton	The carton identifier.
Department	The department for the subset of items.
Item	The item identifier and description.
Dimension 1	The item color.
Dimension 2	The item size.
Qty. Expected	The number of items expected in the shipment based on the Inventory Document.
Qty. Received	The received quantity of the item.
Qty. Verified	The verified quantity of the item.
Carton Total	Sum of the quantity expected, quantity received, and quantity verified for the carton.
Total	Sum of the quantity expected, quantity received, and quantity verified for the document.

Selections for Receiving Report

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

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

- Specific Date: Choose a drop-down option.

- Document: Enter the document identifier.

- Carton: Enter the carton identifier.

- Employee: Enter the ID of the person who received the carton.

Figure 10-6   Sample: Receiving Report

Restock Report

The Restock Report reflects all items that have been sold at the register and must be replaced on the shelves in order to maintain a consistent quantity.

Information on the report is grouped by department and shows the item ID, item description, and quantities for the items within each department. A total number of items sold within the department is calculated, and a report total shows a count of all items from all departments listed.

Table 10-6   Restock Report Parameters

Parameter	Description
Department data	ID: The department identifier.
	Description: The department description.
Item data	ID: The item identifier.
	Description: The item description.
Quantity Sold	The number of items sold.

Criteria Selections for Restock Report

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

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

- Start Time: Enter the first time that you want to include in the report. The system will automatically enter ":" between the hours and minutes. The first one or two digits you enter indicate the hours and the digits after the colon are minutes. You must then enter "a" for morning hours (a.m.) or "p" for afternoon hours (p.m.)

- End Time: Enter the last time that you want to include in the report using the same format indicated for the Start Time entry.

- Department: Enter a department identifier.

Figure 10-7   Sample: Restock Report

Item List Report

The Item List Report shows inventory items, their current location ID, the inventory bucket within the location, and the quantity of items at that location.

Table 10-7   Item List Report Parameters

Parameter	Description
Item	The item identifier.
Description	The item description.
Location	The inventory location for the item.
Bucket	The inventory bucket for the item.
Quantity	The number of items in this location and bucket.

Criteria Selections for Item List Report

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

- Location: Select one of the defined inventory locations from the drop-down list.
- Bucket: Select one of the defined inventory buckets from the drop-down list.

Figure 10-8   Sample: Item List Report

Inventory Movement Pending Report

The Inventory Movement Pending Report shows items from transactions in which an inventory location has not yet been specified when Location Based Inventory is being used.

> **Note:**
>
> The Inventory Movement Pending Reconciliation option allows an item to be assigned to a location so it is no longer in a pending status.

The report shows the transaction number, transaction date, item ID and quantity, and the inventory action code that is currently assigned.

Navigate: Inventory > Location Based Inventory > Inventory Movement Pending Report.

Table 10-8   Inventory Movement Pending Report Parameters

Parameter	Description
Date	The activity date.
Transaction	The transaction number.
Item	The item identifier.
Description	The item's description.
Serial Number	The item's serial number.
Action Code	The code for the activity performed on the item. For example: ON_HAND-SOLD ON_HAND-SHIPPED ON_HAND-LAYAWAY LAYAWAY-SOLD SPECIAL_ORDER-SOLD
Quantity	The item count for the action.

Criteria Selections for Inventory Movement Pending Report

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

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

Figure 10-9   Sample: Inventory Movement Pending Report

Inventory Movement History Report

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

Table 10-9   Inventory Movement History Report Parameters

Parameter	Description
For each Item	
Date/Stock	Stock = The items recorded in the current stock ledger.
	Date = The activity date of the transaction.
Trans	The transaction identifier.
Source	The inventory location from which the item was moved.
Bucket	The inventory bucket from which the item was moved.
Destination	The inventory location the item was moved into.
Bucket	The inventory bucket from which the item was moved.
Destination	The inventory location the item was moved into.
Bucket	The inventory bucket the item was moved into.
Action Code	The code for the activity performed on the item.
Qty	The item count for the action.

Criteria Selections for Inventory Movement History Report

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

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

Figure 10-10   Sample: Inventory Movement History Report

Inventory Adjustment Report

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

Table 10-10   Inventory Adjustment Report Parameters

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

Criteria Selections for Inventory Adjustment Report

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

Figure 10-11   Sample: Inventory Adjustment Report

Open Product Request Summary Report

The Replenishment Open Product Requests Report displays replenishment orders that are Open, Submitted, or Confirmed. The report can be viewed on the screen and printed.

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

Table 10-11   Open Product Request Summary Report Parameters

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

Criteria Selections for Open Product Request Summary Report

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

Figure 10-12   Sample: Open Product Request Summary Report

Replenishment Product Request Report

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

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

Table 10-12   Replenishment Product Request Report Parameters

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

Table 10-12   (Cont.) Replenishment Product Request Report Parameters

Parameter	Description
Received	Date: Date item was received for this request.
	Quantity: Quantity of this item received for this request.
Status	Status of this item.
Total Weight	Total shipping weight of all items for the request.

Criteria Selections for Replenishment Product Request Report

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

- Order Status: Select the status from the drop-down list; All, Open, Submitted, Confirmed, Partially Received, Closed, or Cancelled.

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

- Requestor ID: Enter the user ID or system ID that placed the replenishment order.

- Item ID: Enter an item ID to include on the report.

- Sourcing Entity: Enter the identifier for the location that sourced the replenishment order.

- Show Criteria: Select Yes to show the criteria in the report, or No to not show them.

Figure 10-13   Sample: Product Request Detail Status

Replenishment Order Worksheet

The Replenishment Order Worksheet is a summary by item ID and shows one line for each item Id on the current order.

> **Note:**
>
> In base, the Replenishment Order Worksheet is accessed through the Inventory Replenishment print options.
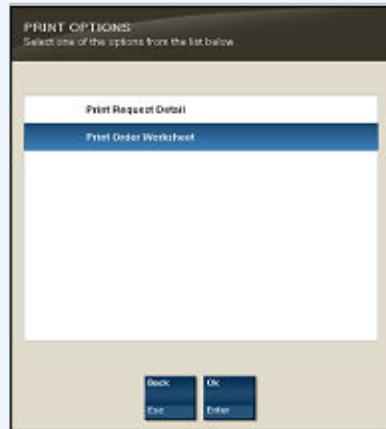

Table 10-13   Replenishment Order Worksheet Parameters

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

Criteria Selections for Replenishment Order Worksheet

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

Figure 10-14   Sample: Replenishment Order Worksheet

Shelf Labels

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

Store Layout

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

Inventory Count Sheet

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

Inventory Count Variance Reports

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

11

Consumer Reports

This chapter contains information about the following reports:

- Customer List Report
- Loyalty Account History Report
- Customer Account Activity Summary Report

Customer List Report

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

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

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

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

Table 11-1   Customer List Report Parameters

Parameter	Description
Customer Information	
Name	Customer last name and first name.
ID	Customer identifier.
Home	Home phone number.
Work	Work phone number.
Email	Primary email address.
Birthdate	Customer birthdate.
Mail Flag	If Yes, indicates customer agrees to receive store promotion information.
Address	

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

Parameter	Description
Primary	If Yes, indicates the customer's primary address.
Type	Type of address (for example, Home or Work).
Address	Full address.
Purchase History	
Last Activity Date	The most-recent date the customer purchased items.
Sale Amount	The total value of all purchases made by the customer within the date range selected.
Number of Sales	The number of sale transactions made by the customer within the date range selected.
Return Amount	The total value of all items returned by the customer within the date range selected.
Number of Returns	The number of return transactions made by the customer within the date range selected.
Merchandise	
Merchandise Level (for example, Department, SubDepartment, or Item)	The identifier for the indicated merchandise level.
Description	The description of the merchandise level.
Count	Number of items purchased within that merchandise level.
Amount	Total amount spent on all items in the merchandise level.

Criteria Selections for Customer List Report

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

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

- Starting/Ending Return Amount: Define a range of values for merchandise that was returned to the store. Type the starting return value on the first line and the ending return value on the line below.

- Show Merchandise Level: Yes or No to display the item level details.

- Sort Order: Select an option to sort the report by:

  - Customer Last Name

  - Postal Code, Customer Last Name

Figure 11-1   Sample: Customer List Report

Loyalty Account History Report

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

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

Table 11-2   Loyalty Account History Report Parameters

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

Criteria Selections for Loyalty Account History Report

There are no criteria selections available for this report.

Figure 11-2   Sample: Loyalty Account History Report

Customer Account Activity Summary Report

This report provides summary information about configurable customer accounts (CCAs) such as Pre-Sale accounts and On Hold accounts, as well as other customer accounts such as Layaways and Special Orders.

Table 11-3   Customer Account Activity Summary Report Parameters

Parameter	Description
Account Number	The customer account identifier.
Customer Name	The customer's first and last name.
Phone Number	The customer's phone number.
Account data	Type: The type of customer account.
	Status: The status of the customer account
Date	Setup: The date the account was set up.
	Last Activity: The most recent date for any activity on the account.
	Last Payment: The most recent date for any payment on the account.
Total	The account total.
Payments	The payment amount on the account.
Balance	The balance due on the account.

Criteria Selections for CCA Reports

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

- Base Age On: Select an option from the list including Setup Date, Last Activity Date, Last Payment Date.
- Date Range: Enter a single fixed date, a date range (begin and end dates) or select a relative date option (Yesterday, Last Week, and so on) from the drop-down list.
- Customer Account Type: Select an account type from the list: ALL, House Account Payment, Escrow, Work Order, Special Order, Layaway, Credit Payment, Sale to Ship, Pre-Sale, On Hold, Local Inventory Orders.

- CCA Account Status: Select an account status from the list: Open, In Progress, New, Closed, Abandoned, Voided, Delinquent, Pending, Ready to Pickup, Closed Escrow, Inactive, Refundable, Overdue

- Sort Order: Select Customer Last Name or Setup Date from the list.

Figure 11-3   Customer Account Activity Summary

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Store Locations Reports

This chapter contains information about the following reports:

- Store Locations Report

Store Locations Report

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

Table 12-1   Store Locations Report Parameters

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

Criteria Selections for Store Locations Report

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

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

Figure 12-1   Sample: Store Locations Report

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Gift Registry Report

This chapter contains information about the following reports:

- Gift Registry Report

Gift Registry Report

The Gift Registry is available if you are using Oracle Retail Customer Engagement Cloud Services CRM. From the Gift Registry screen, select Print Registry to print the report (see - *Oracle Retail Xstore Point of Service Classic User Guide*).

Table 13-1   Gift Registry Reports Parameters

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

Criteria Selections for Gift Registry Report

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

Figure 13-1   Sample: Gift Registry Report

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Wish List Report

This chapter contains information about the following reports:

- Wish List Report

Wish List Report

The Wish List option is available if you are using Oracle Retail Customer Engagement Cloud Services CRM.

Table 14-1   Wish List Report Parameters

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

Criteria Selections for Wish List Report

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

Figure 14-1   Sample: Customer Wish List Report
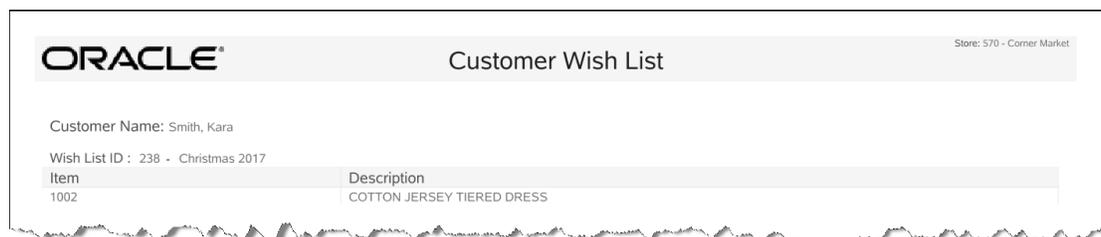
15

Pick List Report

This chapter contains information about the following reports:

- Pick List Report

Pick List Report

The Pick Slip report allows the user to print a single pick list for all accepted orders. Orders are grouped by Order Type and Ship Method.

Navigate: Customer Maintenance > Order Options > Order Worklist.

After searching for the work order, select Print Pick List.

Table 15-1   Pick List Report Parameters

Parameter	Description
Order Type	The type of order.
Order Type	
Shipping Method	The method used to ship items.
Item ID	The item identifier.
Description	The item description.
Style	The style identifier.
Dimension	The dimensions of the item
Department	The identifier for the item's department.
Order ID	The identifier for the order.
Received Date	Defines the received date of a confirmed order that was received.
Quantity	Defines order quantity when submitted by the store.
Total	Total quantity for the shipping method.

Criteria Selections for Pick List Report

Once you select Print Pick List, a prompt displays indicating this will print a Pick List for all orders in ACCEPTED status

- Select Yes to continue. A prompt displays indicating that the report will run in the background and print when complete. Press **[Enter]**.
- Select No if you do not want to print the pick list, the Order Worklist displays.

Figure 15-1   Sample: Pick List Report

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Airport Report

This chapter contains information about the following reports:

- Airport Sales Tax Report

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

Airport Sales Tax Report

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

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

Table 16-1   Airport Sales Tax Report Parameters

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

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

Parameter	Description
Unit Price	The item price per unit.
Amount	The net sale.
Total	The total of the quantities, unit prices, and net sales.

Criteria Selections for Airport Sales Tax Report

Select the start date:

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

Figure 16-1   Sample: Airport Sales Tax Report