



# Run Pending Wholesale Orders Report

## Description

Use this task to run the *Pending wholesale orders* report. This report displays wholesale orders in Open Status. It does not show invoiced or cancelled orders. Information including order number, customer, item name, quantity and amounts are displayed.

## Trigger

Perform this task when there is a need to view pending wholesale orders.

## Prerequisites

Pending wholesale orders exist in the system.

# Procedure

1. Begin this task by logging into the Enterprise portal.
2. Click **Retail** on the toolbar.

The screenshot shows the Enterprise portal interface. The top navigation bar includes links for Home, Procurement, Sales, Project management, Service management, Vendor portal, Customer self-service, Budgeting, and **Retail** (highlighted with a red box). Below the navigation bar, the page title is 'Home > Retail'. The left sidebar contains a 'Retail' menu with sub-items like 'Common' (Retail product list, Price adjustments and discounts, Stock counts, Receiving, Picking, POS import, Transfer orders) and 'Reports' (Sales by hour, Sales by worker, Sales comparison by year, Sales by store report, Sales performance by products, Sales performance by retail product category, Year over year by operating unit, Trend by operating unit, Performance by terminal, Sales performance by category by store, Print item shelf tags, Pending wholesale orders, Commission Disbursement, Wholesale orders, Inventory Audit Report, Price file report, Transfer overview, Agency Inventory Adjustment Report). The main content area is divided into sections: 'Store information' (Address, Store number: 30702, Name), 'Opening hours' (From: 12:00:00 AM, To: 12:00:00 AM), 'Stock counts' (empty grid with message 'This grid is empty.'), and 'Receiving' (table of pending wholesale orders).

Order number	Type	Delivery note number	Driver details
TO000000015	Inventory transfer		
TO000000031	Inventory transfer		
TO000000102	Inventory transfer		

3. Scroll down as needed and click **Pending wholesale orders** in the Retail panel to run the *Pending wholesale orders* report.

The screenshot shows a web application interface for a retail system. The top navigation bar includes links for Home, Procurement, Sales, Project management, Service management, Vendor portal, Customer self-service, Budgeting, and Retail. The main content area is titled 'Retail' and features a sidebar menu on the left with various reports and tools. The 'Pending wholesale orders' report is selected and highlighted in red. The report displays a table of orders with columns for Order number, Type, Delivery note number, and Driver details. The table is divided into two sections: 'Receiving' and 'Picking'.

Order number	Type	Delivery note number	Driver details
TO000000015	Inventory transfer		
TO000000031	Inventory transfer		
TO000000102	Inventory transfer		

  

Order number	Delivery note number	Driver details
TO000000040		
TO000000054		

#### 4. Review the displayed information.



The report displays line items. Therefore, if an order has 2 items, it will appear twice.

Enterprise Portal - SOLPend... x

Home Procurement Sales Project management Service management Vendor portal Customer self-service Budgeting Retail

Site Actions Browse Page Store:30702 Aeri, Pankaj Company:DOLC

Home > Retail > Pending wholesale orders

Parameters  
View report

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STATE OF OHIO  
DEPARTMENT OF COMMERCE

**Department of Commerce**  
Division of Liquor Control

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2/27/2017 10:28:57 AM

Store number: 30702  
Store name: HIGH STREET BEVERAGE

Order Number	Customer	Brand	Name	Quantity	Unit	Amount
DSO000000001	1022 E LLC	0019B	ABERLOUR 12	1.00	B	\$45.42
DSO000000001	1022 E LLC	0068B	ABSOLUT RASPBERRI	1.00	B	\$14.83
DSO000000001	1022 E LLC	0069L	ABSOLUT VANILLA	1.00	B	\$25.38
DSO0000000021	4275 LLC	0019B	ABERLOUR 12	1.00	B	\$45.42
DSO0000000097	4275 LLC	0028B	ABSOLUT CITRON	1.00	B	\$14.83
DSO0000000097	4275 LLC	0199L	SENATORS CLUB	1.00	B	\$7.95
DSO0000000043	POUR BOYS BREW HOUSE LLC	2940B	ESPOLON REPOSADO	4.00	B	\$91.68
DSO0000000043	POUR BOYS BREW HOUSE LLC	E2EP1	E2E Prod 1	1.00	B	\$39.48
			<b>Total</b>	<b>11.00</b>		<b>\$284.99</b>

Print item shelf tags  
Pending wholesale orders  
Commission Disbursement  
Wholesale orders  
Inventory Audit Report  
Price file report  
Transfer overview  
Agency Inventory Adjustment Report

#### 5. Click any link on the Retail panel to perform another task.

## Results

You have run the *Pending wholesale orders* report.