



Run Price Bulletin Report

Description

Use this task to run the *Price Bulletin* Report. This report displays the current and historic Retail and Wholesale prices by month.

Trigger

Perform this task when there is a need to view current and historic item prices.

Prerequisites

The most current prices have been updated in the system.

Helpful Hints

When the report is run for the first time, it runs for the current month. It may take several minutes for the report to run because it contains a large amount of data.

Procedure

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

The screenshot shows the Retail 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 "Retail" and the breadcrumb 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" (This grid is empty), and "Receiving" (Table with columns: Order number, Type, Delivery note number, Driver details). The Receiving table contains three rows of data.

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

3. Scroll down as needed and click **Price Bulletin** in the Retail panel to display the search parameters to run the *Price Bulletin* report.


The screenshot shows a web application interface with a navigation menu on the left and a main content area. The 'Price Bulletin' option in the navigation menu is highlighted with a red box. The main content area displays two tables: 'Receiving' and 'Picking'.

Receiving Table:

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

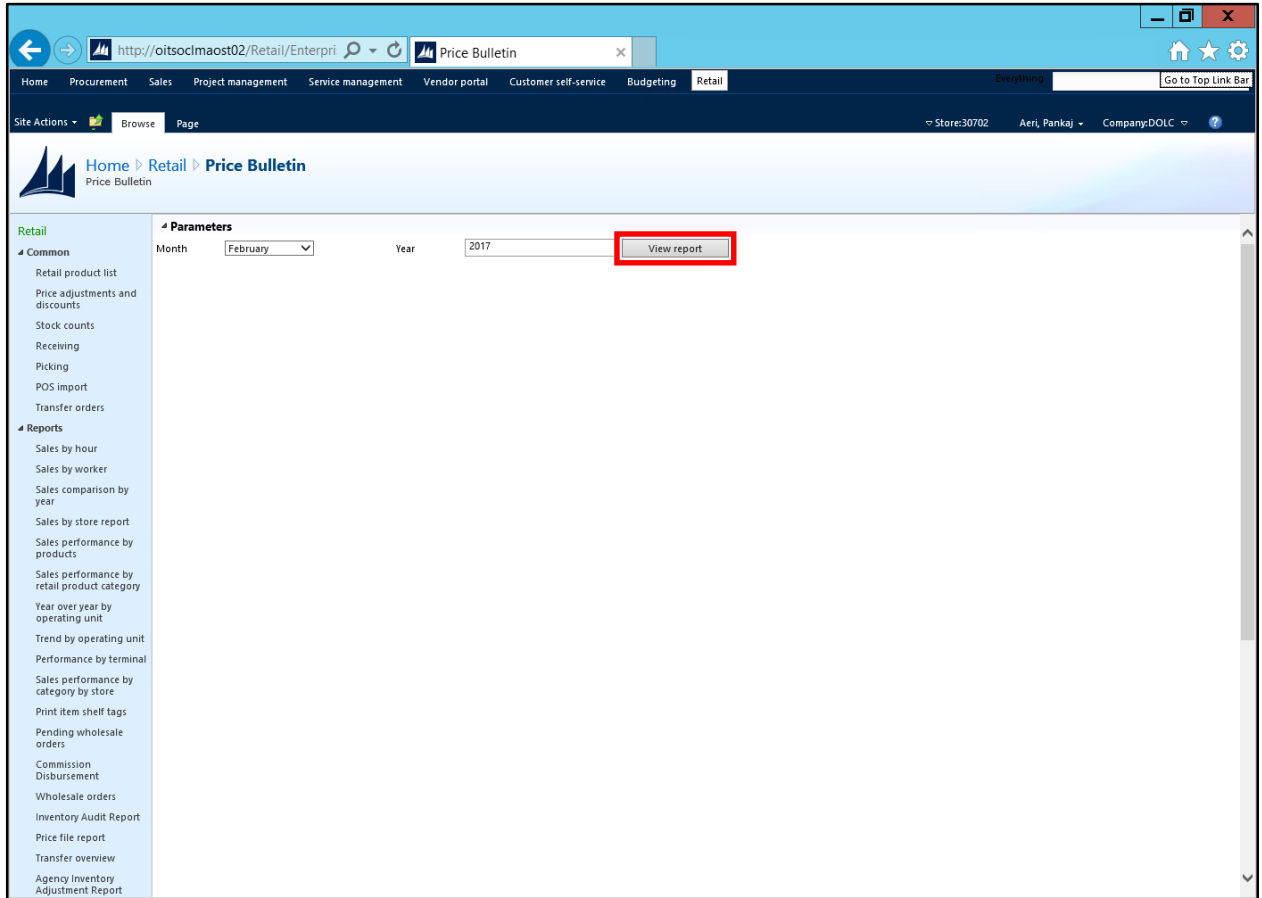
Picking Table:

Order number	Delivery note number	Driver details
TO000000040		
TO000000054		

4. Click  to run the report for the current month.



The **Month** and **Year** fields have the current month and year defaulted. They can be changed to a previous month to run the report if the need ever arises.



The screenshot shows a web browser window with the URL <http://oitsocmaost02/Retail/Enterpri> and a tab titled "Price Bulletin". The application's navigation bar includes "Home", "Procurement", "Sales", "Project management", "Service management", "Vendor portal", "Customer self-service", "Budgeting", and "Retail". The "Retail" section is active, showing a breadcrumb trail: "Home > Retail > Price Bulletin".


On the left, a sidebar lists various report categories under "Retail":

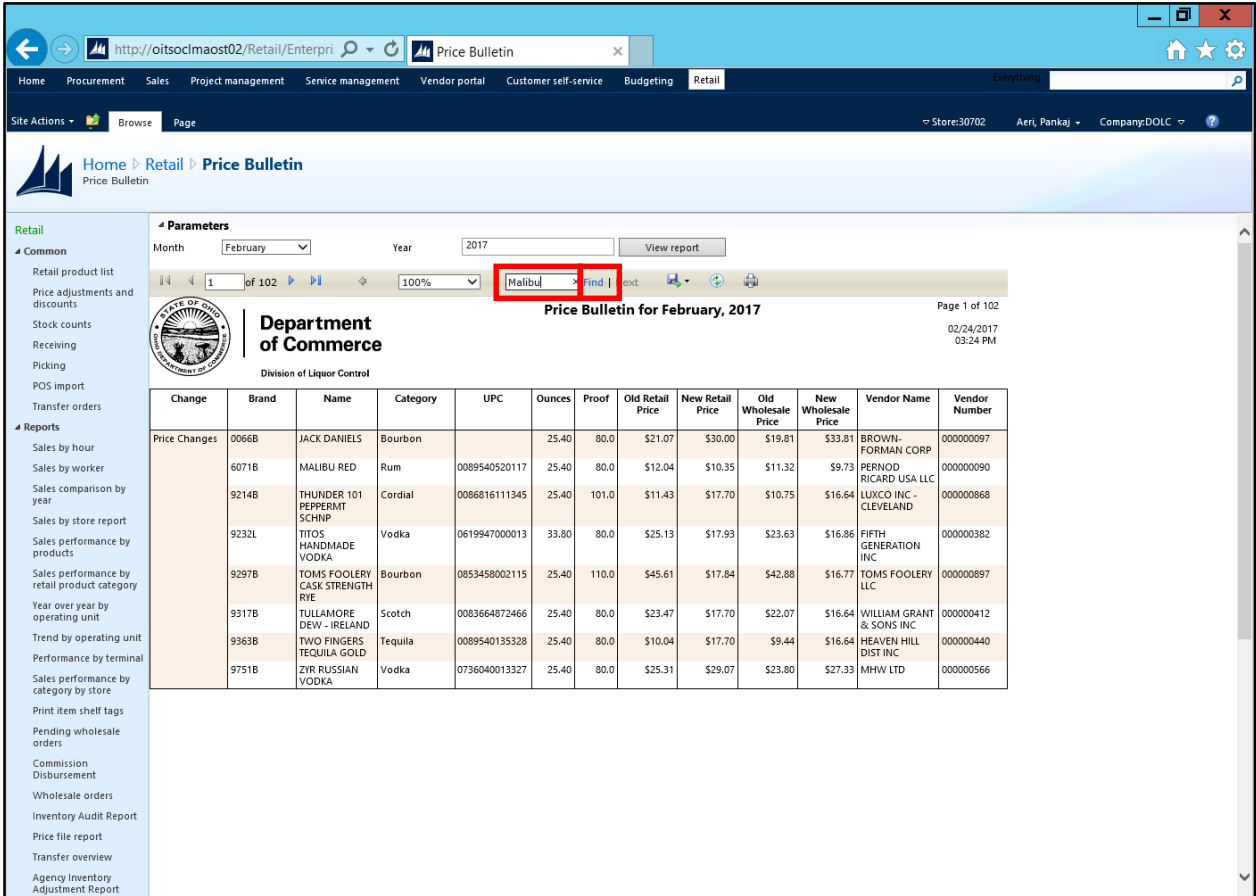
- Common
 - Retail product list
 - Price adjustments and discounts
 - Stock counts
 - Receiving
 - Picking
 - POS import
 - Transfer orders
- Reports
 - Sales by hour
 - Sales by worker
 - Sales comparison by year
 - Sales by store report
 - Sales performance by products
 - Sales performance by retail 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 titled "Parameters" and contains two input fields: "Month" (set to "February") and "Year" (set to "2017"). A "View report" button is located to the right of the "Year" field and is highlighted with a red rectangular box.

5. Review the displayed information.

6. Enter a product name in the search field to the left of **Find** to locate a particular product in the report. In this example, enter “Malibu”.

7. Click  to initiate the search for the item.



The screenshot shows a web application interface for a price bulletin report. The browser address bar displays the URL: <http://oitsocmaost02/Retail/Enterpri>. The page title is "Price Bulletin". The navigation menu includes: Home, Procurement, Sales, Project management, Service management, Vendor portal, Customer self-service, Budgeting, and Retail. The page content includes a search bar with "Malibu" entered and a "Find" button. The report is titled "Price Bulletin for February, 2017" and is from the "Department of Commerce, Division of Liquor Control". The report shows a list of price changes for various liquor items.

Change	Brand	Name	Category	UPC	Ounces	Proof	Old Retail Price	New Retail Price	Old Wholesale Price	New Wholesale Price	Vendor Name	Vendor Number
Price Changes	0066B	JACK DANIELS	Bourbon		25.40	80.0	\$21.07	\$30.00	\$19.81	\$33.81	BROWN-FORMAN CORP	000000097
	6071B	MALIBU RED	Rum	0089540520117	25.40	80.0	\$12.04	\$10.35	\$11.32	\$9.73	PERNOD RICARD USA LLC	000000090
	9214B	THUNDER 101 PEPPERMT SCHNIP	Cordial	0086816111345	25.40	101.0	\$11.43	\$17.70	\$10.75	\$16.64	LUXCO INC - CLEVELAND	000000868
	9232L	TITOS HANDMADE VODKA	Vodka	0619947000013	33.80	80.0	\$25.13	\$17.93	\$23.63	\$16.86	FIFTH GENERATION INC	000000382
	9297B	TOMS FOOLERY CASK STRENGTH RIE	Bourbon	0853458002115	25.40	110.0	\$45.61	\$17.84	\$42.88	\$16.77	TOMS FOOLERY LLC	000000897
	9317B	TULLAMORE DEW - IRELAND	Scotch	0083664872466	25.40	80.0	\$23.47	\$17.70	\$22.07	\$16.64	WILLIAM GRANT & SONS INC	000000412
	9363B	TWO FINGERS TEQUILA GOLD	Tequila	0089540135328	25.40	80.0	\$10.04	\$17.70	\$9.44	\$16.64	HEAVEN HILL DIST INC	000000440
	9751B	ZYR RUSSIAN VODKA	Vodka	0736040013327	25.40	80.0	\$25.31	\$29.07	\$23.80	\$27.33	MHW LTD	000000566

8. Click **Next** to go to the next occurrence of the item. The item name will be highlighted in Blue.



Continue to click **Next** until all occurrences of the item have been found.

Price Bulletin for February, 2017

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Change	Brand	Name	Category	UPC	Ounces	Proof	Old Retail Price	New Retail Price	Old Wholesale Price	New Wholesale Price	Vendor Name	Vendor Number
Price Changes	0066B	JACK DANIELS	Bourbon		25.40	80.0	\$21.07	\$30.00	\$19.81	\$33.81	BROWN-FORMAN CORP	000000097
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9. Click any link in the Retail panel to perform another task.

Results

You have run the *Price Bulletin* report.