



Run Store Sales Report

Description

Use this task to run the *Store Sales* report. This report displays all sales and adjustments for the selected period and current on-hand inventory.

Trigger

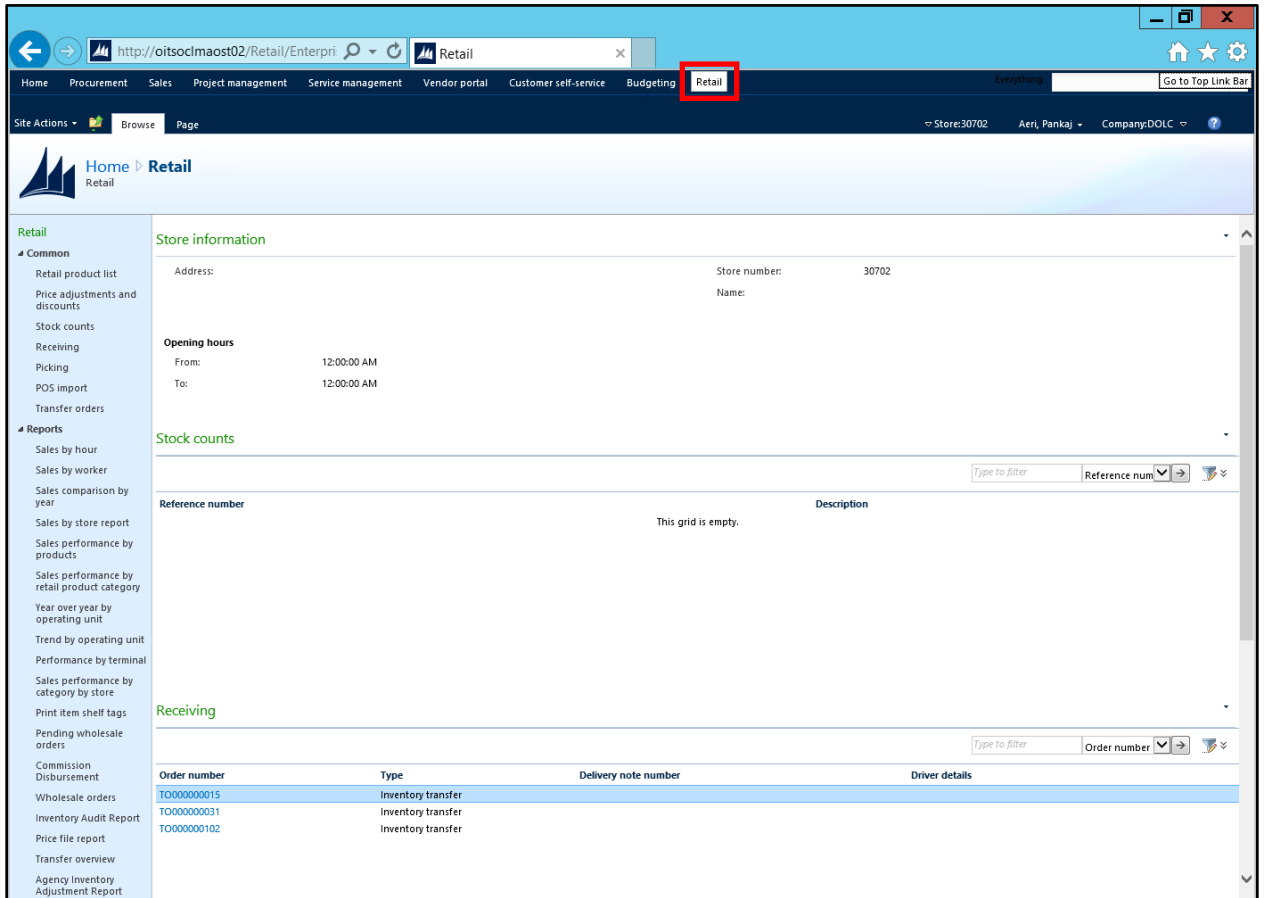
Perform this task when there is a need to view sales and adjustments and on-hand inventory for a period of time.

Prerequisites

Sales, adjustments and inventory have been recorded in the system.

Procedure

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






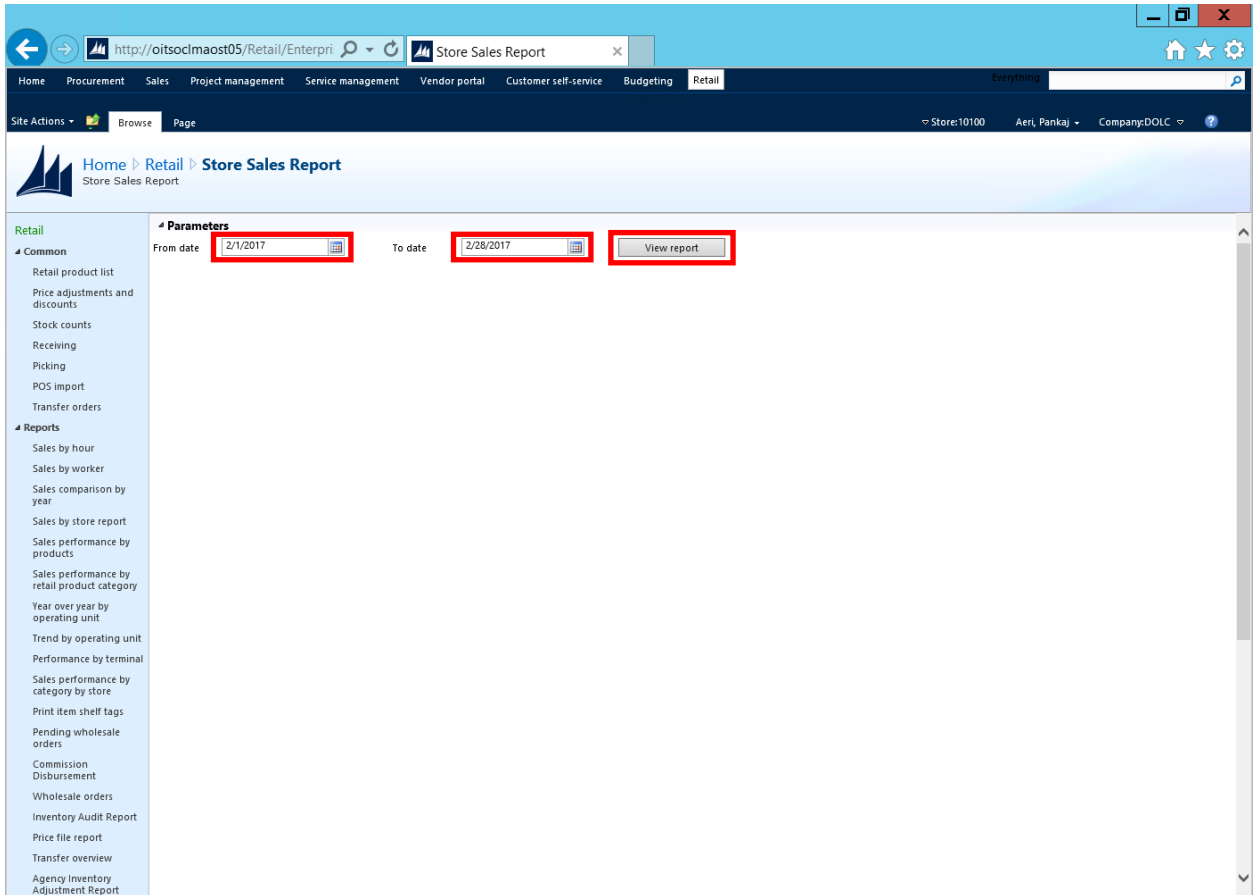
3. Scroll down as needed and click **Store Sales Report** in the Retail panel to display the search parameters to run the *Store Sales* report.

The screenshot shows a web browser window with the URL <http://oitsocmaost02/Retail/Enterpri>. The page title is "Retail". The navigation bar includes "Home", "Procurement", "Sales", "Project management", "Service management", "Vendor portal", "Customer self-service", "Budgeting", and "Retail". The "Retail" menu is active, showing "Site Actions" and "Browse" options. The main content area is titled "Home > Retail" and displays a sidebar with various report options. The "Store Sales Report" option is highlighted with a red box. The main content area shows a table with columns "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
TO00000015	Inventory transfer		
TO00000031	Inventory transfer		
TO00000102	Inventory transfer		

Order number	Delivery note number	Driver details
TO00000040		
TO00000054		

4. Click  in the **From Date** field and select the desired date from the drop-down list. In this example, select “2/1/2017”.
5. Click  in the **To Date** field and select the desired date from the drop-down list. In this example, select “2/28/2017”.
6. Click  to run the report for the selected period.



The screenshot displays the 'Store Sales Report' web application. The browser's address bar shows the URL 'http://oitsocmaost05/Retail/Enterpri...'. The page title is 'Store Sales Report'. The navigation menu includes 'Home', 'Procurement', 'Sales', 'Project management', 'Service management', 'Vendor portal', 'Customer self-service', 'Budgeting', and 'Retail'. The main content area is titled 'Store Sales Report' and contains a 'Parameters' section with 'From date' set to '2/1/2017', 'To date' set to '2/28/2017', and a 'View report' button. A left sidebar lists various report categories under 'Retail', including 'Common' and 'Reports'.

6. Review the displayed information.

Store Sales Report

10100
JUNGLE JIMS
4450 EASTGATE BLVD
Cincinnati, OH 45245

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03/03/2017 02:39 PM
From Date: 02/01/2017
To Date: 02/28/2017

Brand	NA	oz	Opening Balance	Date	Store	Authorization Number	Bottles	Inventory Adjust	W R T	Current Sales Bottles	Tax	Dollars	Closing Inventory Ending	Variance	Y-T-D Sales Bottles	Dollars	Sell Price
0013B		25.4	0				-6	0		0	0.00	0.00	-6	6	0	0	23.44
				02/03/2017		TO000000069	6			0	0.00	0.00					
				02/14/2017		TO000000071	-6			0	0.00	0.00					
				02/15/2017		TO000000079	-6			0	0.00	0.00					
0019B		25.4	0					-1	C	-12	-66.42	-984.00	-15	27	12	-984	57.16
0028B		25.4	0					0	T	6	14.57	215.76	-68	112	6	215.76	3.32
								-6	C	-14.56	-215.76						
								12	R	29.13	431.52						
0028L		33.8	0					0	C	-27	-49.19	-728.73	-29	87	27	-728.73	26.99
0057B		25.4	0	02/07/2017		TO000000014	12	0	T	21	24.98	370.02	24	78	21	370.02	17.62
									C	-27	-32.11	-475.74					
								48	R	57.09	845.76						
0061B		25.4	0	02/13/2017		TO000000044	12	0	C	-39	-41.51	-615.03	-41	147	39	-615.03	15.77
0064B		25.4	0	02/13/2017		TO000000044	12	0	C	-45	-47.90	-709.65	-48	168	45	-709.65	15.77
0066B		25.4	0	02/22/2017	10101	TO000000101	-6	-40	C	-55	-78.22	-1,158.85	297	85	55	-1,158.85	14.89
0069B		25.4	0					0	C	-2	-2.13	-31.54	-40	144	2	-31.54	15.77
0069L		33.8	0					0	C	-2	-3.64	-53.98	-2	6	2	-53.98	26.99
0199L		33.8	0					0	R	12	6.84	101.40	-49	123	12	101.4	8.45
0461M		12.7	0	02/13/2017		TO000000044	24	0		0	0.00	0.00	18	12	0	0	17.26
0481L		33.8	0	02/13/2017		TO000000044	12	0		0	0.00	0.00	3	18	0	0	11.24
0544L		33.8	0	02/13/2017		TO000000044	36	0		0	0.00	0.00	32	8	0	0	17.72

7. Click any link in the Retail panel to perform another task.

Results

You have run the *Store Sales* report.