



# Run Brand Master Report

## Description

Use this task to run the *Brand Master* report. This report displays prices, price changes, on-hand inventory, and alert levels for all brands. It can also be run to display only brands carried by the agency.

## Trigger

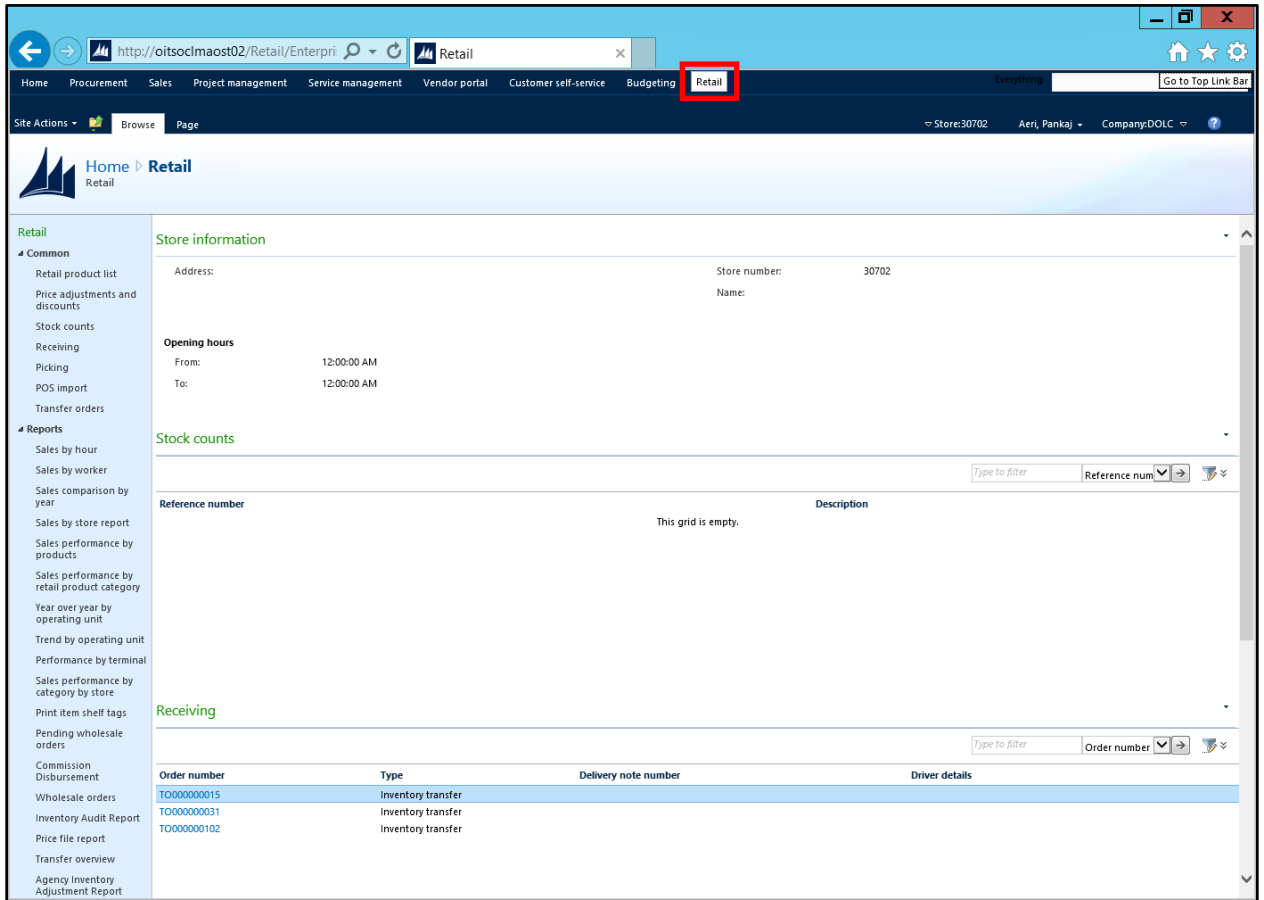
Perform this task when there is a need to view information on brands.

## Prerequisites

Brand information is updated 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 **Brand Master** in the Retail panel to display the search parameters to run the *Brand Master* report.

The screenshot shows a web browser window with the URL `http://oitsocmaost02/Retail/Enterpri`. The page title is "Retail". The navigation bar includes links for Home, Procurement, Sales, Project management, Service management, Vendor portal, Customer self-service, Budgeting, and Retail. The "Retail" link is active. Below the navigation bar, there is a search bar and a "Page" button. The main content area is divided into two sections: "Receiving" and "Picking". The "Receiving" section contains a table with columns "Order number", "Type", "Delivery note number", and "Driver details". The "Picking" section contains a table with columns "Order number", "Delivery note number", and "Driver details". In the left-hand navigation menu, the "Brand Master" link is highlighted with a red box.

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. Select  to the right of “On-hand only”.



By selecting the “On-hand only” check box the report will include brands that have inventory, a minimum with no inventory, and inventory with no minimum. Not selecting it will list all brands in the system. This is optional.

5. Click  to run the report.

The screenshot shows a web browser window displaying the 'Brand Master' application. The browser's address bar shows the URL 'http://oitsocmaost02/Retail/Enterpri'. The application's navigation menu includes 'Home', 'Procurement', 'Sales', 'Project management', 'Service management', 'Vendor portal', 'Customer self-service', 'Budgeting', and 'Retail'. The main content area is titled 'Brand Master' and features a 'Parameters' section. In this section, the 'On-hand only' checkbox is checked, and the 'View report' button is highlighted with a red box. The left sidebar contains a list of reports under the 'Reports' category, including 'Retail product list', 'Price adjustments and discounts', 'Stock counts', 'Receiving', 'Picking', 'POS import', 'Transfer orders', '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', and 'Adjustment Report'.

## 6. Review the displayed information.

The screenshot shows a web browser window with the URL <http://oitsocmaost02/Retail/Enterpri> and a search bar containing 'Brand Master'. The application header includes navigation links for Home, Procurement, Sales, Project management, Service management, Vendor portal, Customer self-service, Budgeting, and Retail. The main content area is titled 'Brand Master' and features a 'Parameters' section with 'On-hand only' selected and a 'View report' button. Below this is a search bar and a table of liquor products. The table is titled 'Department of Commerce, Division of Liquor Control' and contains 13 rows of data. The table columns are: Brand, Name, Category, Ounces, Case count, Status, On-hand, Minimum, Non-Allocated, Current retail price, Future retail price, Current wholesale price, and Future wholesale price.

Brand	Name	Category	Ounces	Case count	Status	On-hand	Minimum	Non-Allocated	Current retail price	Future retail price	Current wholesale price	Future wholesale price
0012B	ANCHO REYES	Cordial	25.40	C6	Active	-7.00	2.00		\$29.95	\$0.00	\$28.16	\$0.00
0014B	ANCIENT AGE	Bourbon	25.40	C12	Active		6.00		\$10.10	\$0.00	\$9.50	\$0.00
0014D	ANCIENT AGE	Bourbon	59.20	C6	Active		6.00		\$19.54	\$0.00	\$18.37	\$0.00
0014L	ANCIENT AGE	Bourbon	33.80	C12	Active		8.00		\$12.45	\$0.00	\$11.71	\$0.00
0014M	ANCIENT AGE	Bourbon	12.70	C24	Active		3.00		\$5.25	\$0.00	\$4.94	\$0.00
0016B	ABSOLUT CILANTRO	Vodka	25.40	C12	Active		3.00		\$15.77	\$0.00	\$14.83	\$0.00
0019B	ABERLOUR 12	Scotch	25.40	C6	Active	72.00			\$48.31	\$57.16	\$45.42	\$53.74
0024B	ABSOLUT GRAPEVINE	Vodka	25.40	C12	Active		2.00		\$15.77	\$0.00	\$14.83	\$0.00
0026L	OLD THOMPSON	Blend	33.80	C12	Active		135.00		\$7.56	\$0.00	\$7.11	\$0.00
0027B	ABSOLUT WILD TEA	Vodka	25.40	C12	Active		3.00		\$15.77	\$0.00	\$14.83	\$0.00
0028B	ABSOLUT CITRON	Vodka	25.40	C12	Active	23.00	28.00		\$15.77	\$19.91	\$14.83	\$18.72

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

### Results

You have run the *Brand Master* report.