



Run Daily Sales Report

Description

Use this task to run the *Daily sales* report. This report displays the daily total bottles sold and amounts and also details for each item sold.

Trigger

Perform this task when there is a need to view daily sales.

Prerequisites

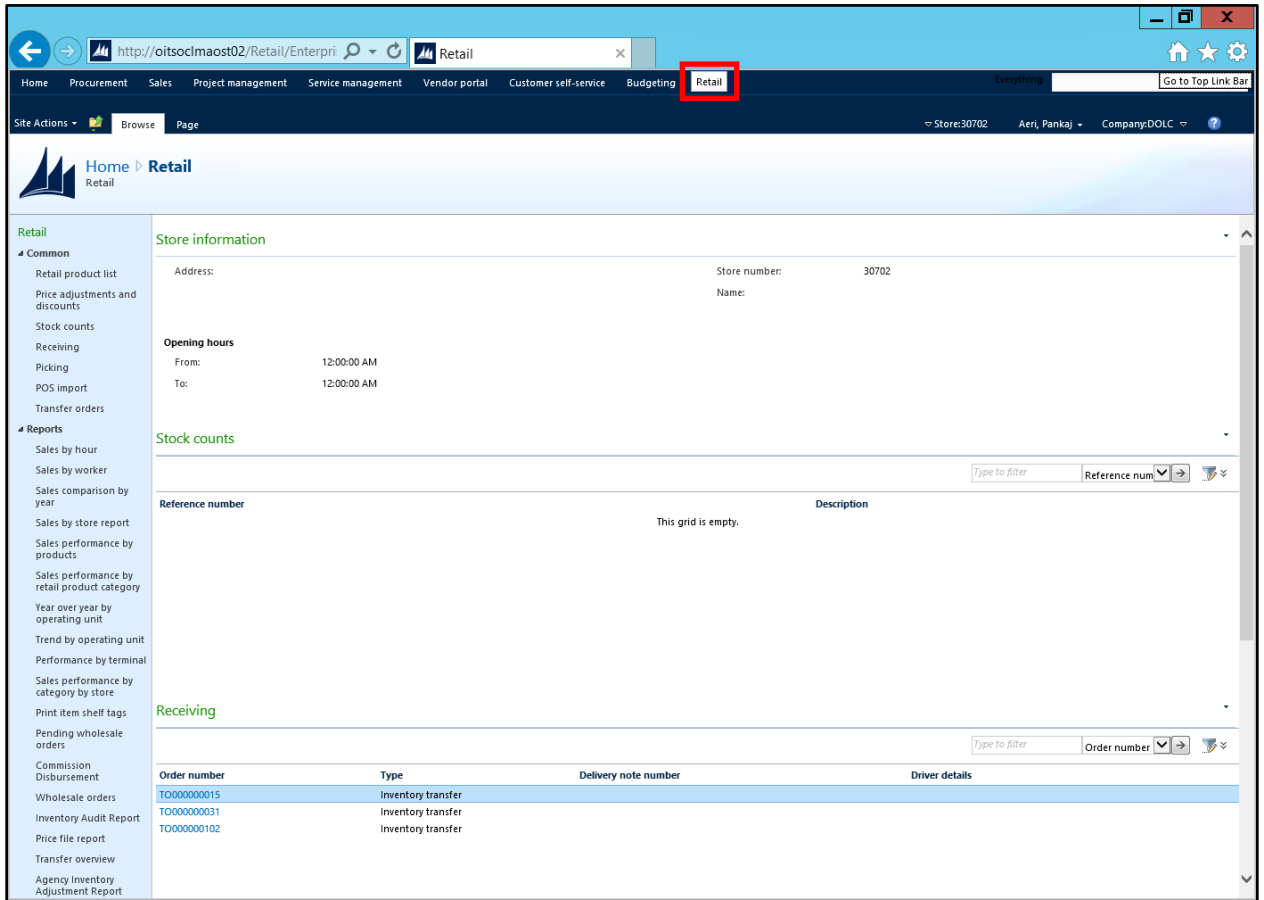
Sales have been recorded in the system.

Helpful Hints

When the report is run for the first time, it runs for yesterday's date. The date can be changed to display sales for a previous day.

Procedure

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




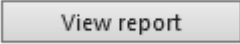
3. Scroll down as needed and click **Daily sales** in the Retail panel to run the *Daily sales* report.

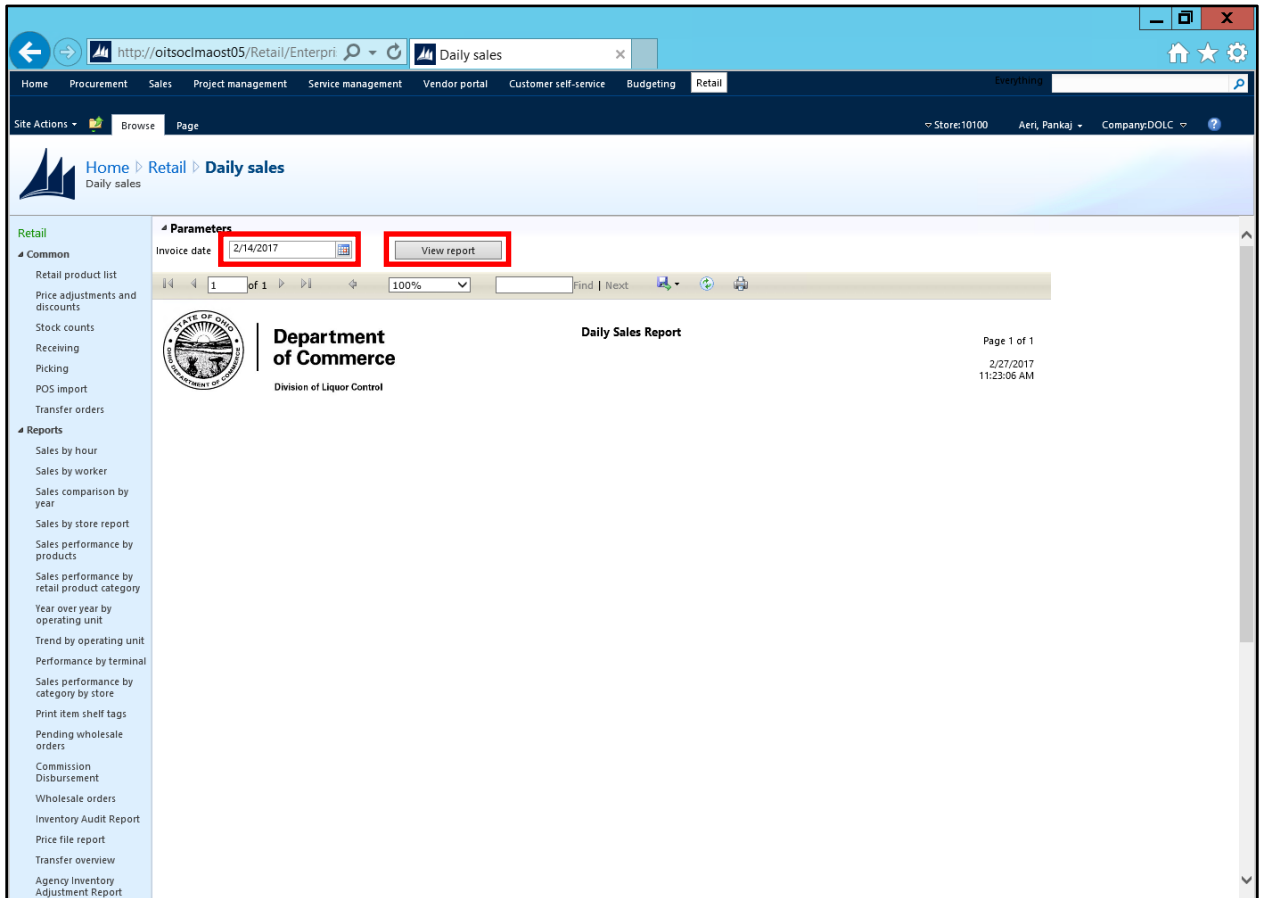
The screenshot shows a web browser window with the URL `http://oitsocmaost02/Retail/Enterpri`. The page title is "Retail". The navigation menu includes "Home", "Procurement", "Sales", "Project management", "Service management", "Vendor portal", "Customer self-service", "Budgeting", and "Retail". The "Retail" menu is expanded, showing a list of options. The "Daily sales" option is highlighted with a red box. The main content area displays a "Receiving" section with a table of inventory transfers and a "Picking" section with a table of delivery notes.

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. Click  in the **Invoice Date** field and select the desired date from the drop-down list to run the report for a previous day. In this example, select “2/14/2017”.

5. Click  to run the report for the selected date.



The screenshot displays a web application interface for generating a report. The browser address bar shows the URL `http://oitsocmaost05/Retail/Enterpri`. The page title is "Daily sales". The main content area shows "Parameters" with "Invoice date" set to "2/14/2017" and a "View report" button. The report header includes the Department of Commerce logo and "Daily Sales Report". The page footer shows "Page 1 of 1", "2/27/2017", and "11:23:06 AM".

6. Review the displayed information.

The screenshot shows a web application interface for generating a 'Daily sales report'. The report is for the Department of Commerce, Division of Liquor Control, for the invoice date 2/14/2017. The report is displayed on page 1 of 1, dated 2/27/2017 at 11:35:52 AM.

Store	Sales date	Retail bottles	Retail tax	Retail amount	Wholesale bottles	Wholesale tax	Wholesale total
10100	2/14/2017	24	\$21.11	\$312.84	0	\$0.00	\$0.00

Error code	Error total	Error description

Brand	Name	Retail			Wholesale			Total		
		Bottles	Tax	Amount	Bottles	Tax	Amount	Bottles	Tax	Amount
0057B	ABSOLUT	12	\$14.27	\$211.44	0	\$0.00	\$0.00	12	\$14.27	\$211.44
0199L	SENATORS CLUB	12	\$6.84	\$101.40	0	\$0.00	\$0.00	12	\$6.84	\$101.40

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

Results

You have run the *Daily sales* report.