



# Run Daily Sales Summary Report

## Description

Use this task to run the *Daily sales summary* report. This report displays the wholesale and retail daily total bottles sold and amounts for a specified date range.

## Trigger

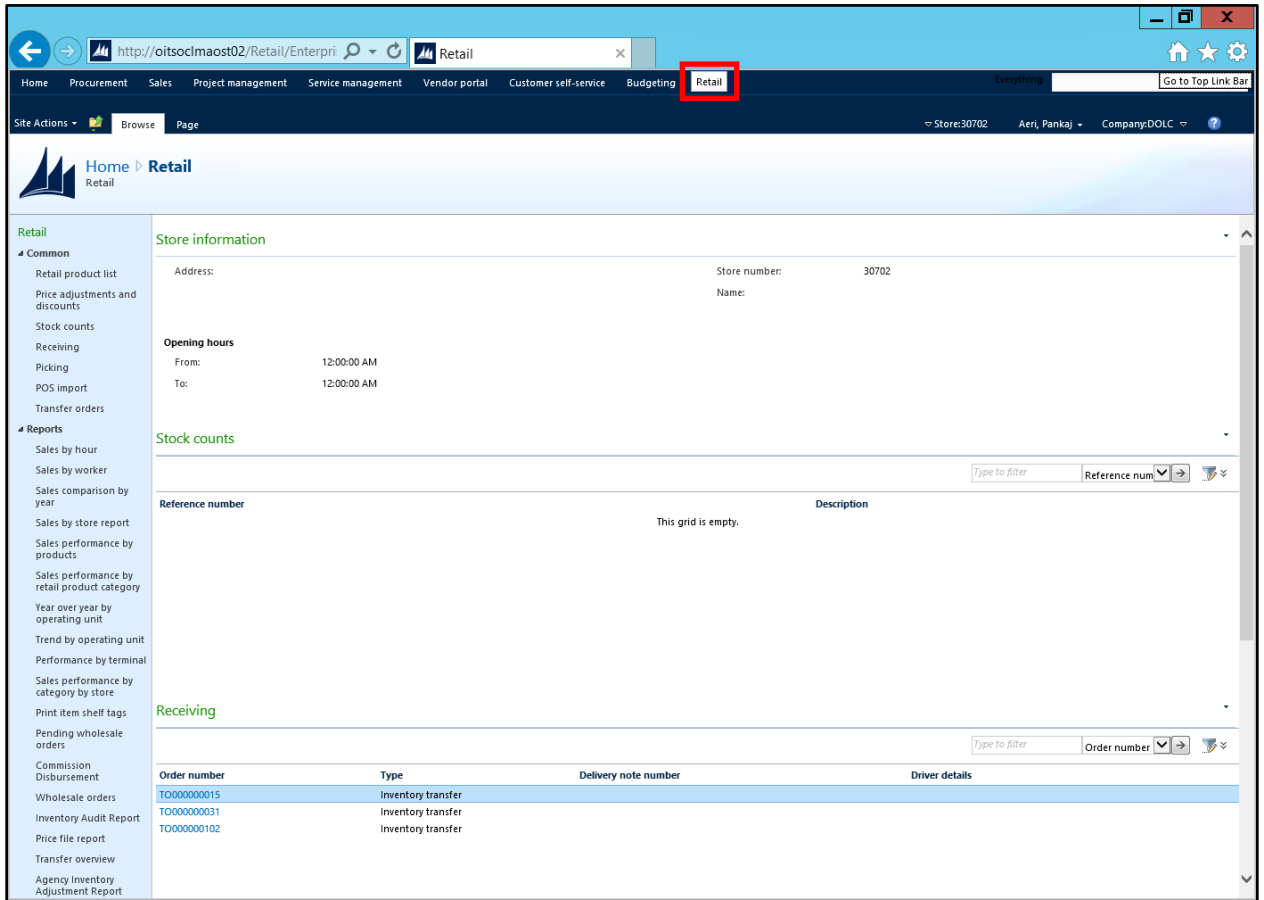
Perform this task when there is a need to view daily sales for a period of time.

## Prerequisites

Sales 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 **Daily sales summary** to display the search parameters to run the *Daily sales summary* 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 reports. The "Daily sales summary" report is highlighted with a red box. The main content area displays two sections: "Receiving" and "Picking".

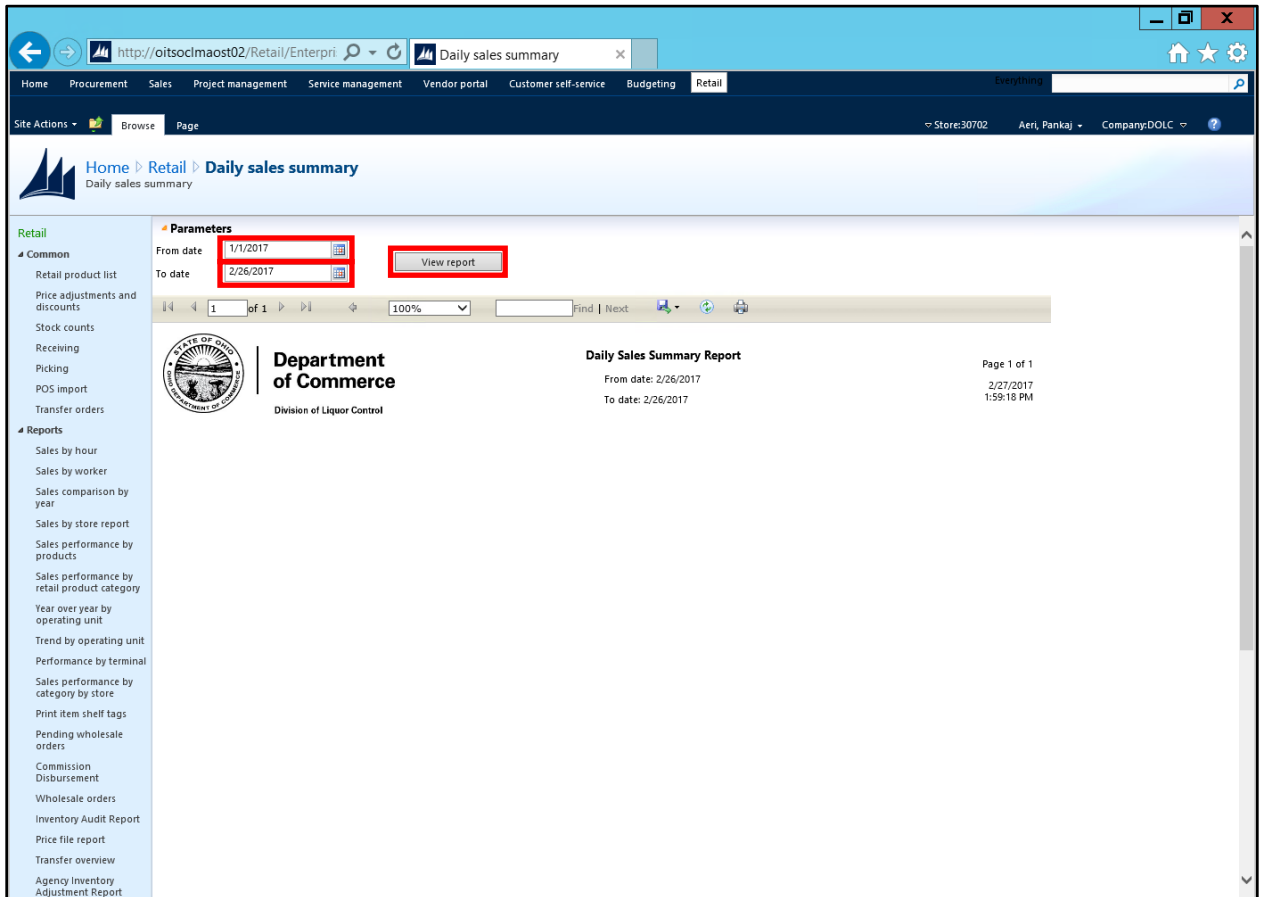
**Receiving**

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

**Picking**

Order number	Delivery note number	Driver details
TO000000040		
TO000000054		

4. Click  in the **From Date** field and select the desired date from the drop-down list. In this example, select “1/1/2017”.
5. Click  in the **To Date** field and select the desired date from the drop-down list. In this example, select “2/26/2017”.
6. Click  to run the report for the selected date.



The screenshot displays a web browser window with the URL <http://oitsocmaost02/Retail/Enterpri> and a tab titled "Daily sales summary". The application header includes navigation links for Home, Procurement, Sales, Project management, Service management, Vendor portal, Customer self-service, Budgeting, and Retail. The user is logged in as Aeri, Pankaj, and the company is DOLC.

The main content area shows the "Daily sales summary" page with a left-hand navigation menu under the "Retail" section. The "Parameters" section contains the following fields:

- From date: 1/1/2017
- To date: 2/26/2017
- View report button

Below the parameters, there is a search bar with "1 of 1" results and a "Find | Next" button. The report header includes the Department of Commerce logo and the text "Department of Commerce" and "Division of Liquor Control". The report title is "Daily Sales Summary Report" and the page number is "Page 1 of 1". The report date and time are "2/27/2017 1:59:18 PM".

## 7. Review the displayed information.

The screenshot shows a web browser window with the URL <http://oitsocmaost05/Retail/Enterpri> and a search bar containing 'Daily sales summary'. The application's navigation bar includes links for Home, Procurement, Sales, Project management, Service management, Vendor portal, Customer self-service, Budgeting, and Retail. The main content area displays the 'Daily sales summary' report for the Department of Commerce, Division of Liquor Control, for store number 10100. The report parameters are set for the period from 1/1/2017 to 2/26/2017. The report is titled 'Daily Sales Summary Report' and is dated 3/3/2017 at 2:50:22 PM. The report data is as follows:

Date	Wholesale			Retail			Total		
	Bottles	Tax	Amount	Bottles	Tax	Amount	Bottles	Tax	Amount
2/9/2017	0	\$0.00	\$0.00	10	\$22.24	\$329.50	10	\$22.24	\$329.50
2/14/2017	0	\$0.00	\$0.00	24	\$21.11	\$312.84	24	\$21.11	\$312.84
2/22/2017	0	\$0.00	\$0.00	48	\$71.95	\$1,065.84	48	\$71.95	\$1,065.84

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

### Results

You have run the *Daily sales summary* report.