



# 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

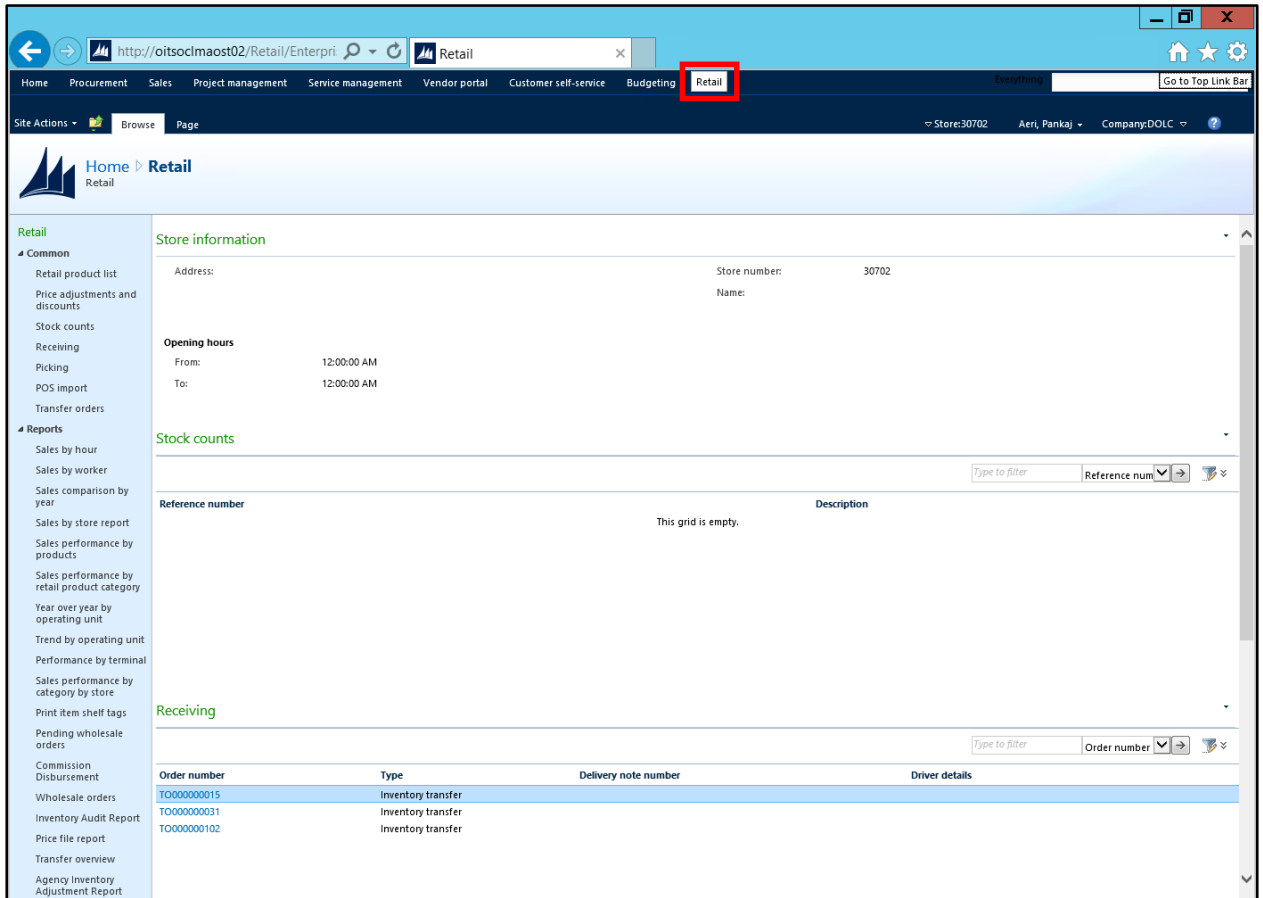
Perform this task when there is a need to view sales and adjustments and on-hand inventory for a period of time.

## 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 "Store:30702", "Aeri, Pankaj", and "Company:DOLC".

The main content area is divided into two sections: "Receiving" and "Picking".




**Receiving Section:**

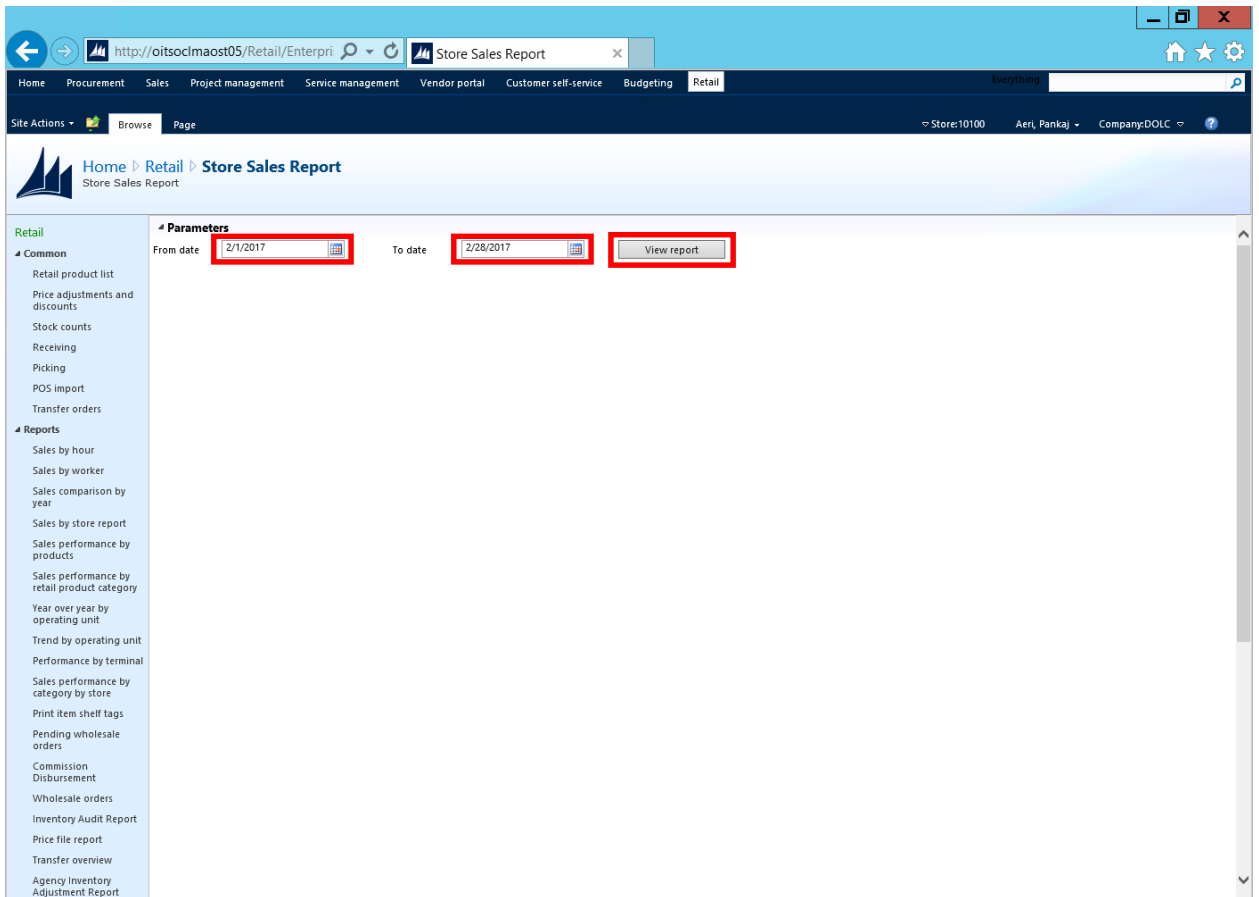
Order number	Type	Delivery note number	Driver details
TO000000015	Inventory transfer		
TO000000031	Inventory transfer		
TO000000102	Inventory transfer		

**Picking Section:**

Order number	Delivery note number	Driver details
TO000000040		
TO000000054		

The left sidebar contains a list of menu items. The "Store Sales Report" item is highlighted with a red box. Other items include "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", "Inventory Adjustment Form", "Transfer Orders Report; Agency to Agency", "Price Bulletin", "Agency information listing", "Inventory Transactions", "Brand Master", "Product Information", "Agency Inventory Report", "Holiday Worksheet", "Daily sales", "Daily sales summary", "Retail sales posting report", and "Deployment" (with sub-item "Self-service deployment").

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 shows 'Parameters' with 'From date' set to '2/1/2017' and 'To date' set to '2/28/2017'. A 'View report' button is visible. The left sidebar contains a 'Retail' menu with sub-sections 'Common' and 'Reports'.

## 6. Review the displayed information.

**Store Sales Report**

Page 1 of 1  
03/03/2017 02:39 PM  
From Date: 02/01/2017  
To Date: 02/28/2017

**Department of Commerce**  
10100  
JUNGLE JIMS  
4450 EASTGATE BLVD  
Cincinnati, OH 45245

**Division of Liquor Control**

Brand	NA	oz	Opening Balance	Date	Store	Authorization Number	Bottles	Inventory Adjust	W R T	Bottles	Current Sales 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
									C	-6	-14.56	-215.76					
									R	12	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					
									R	48	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.