



# 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

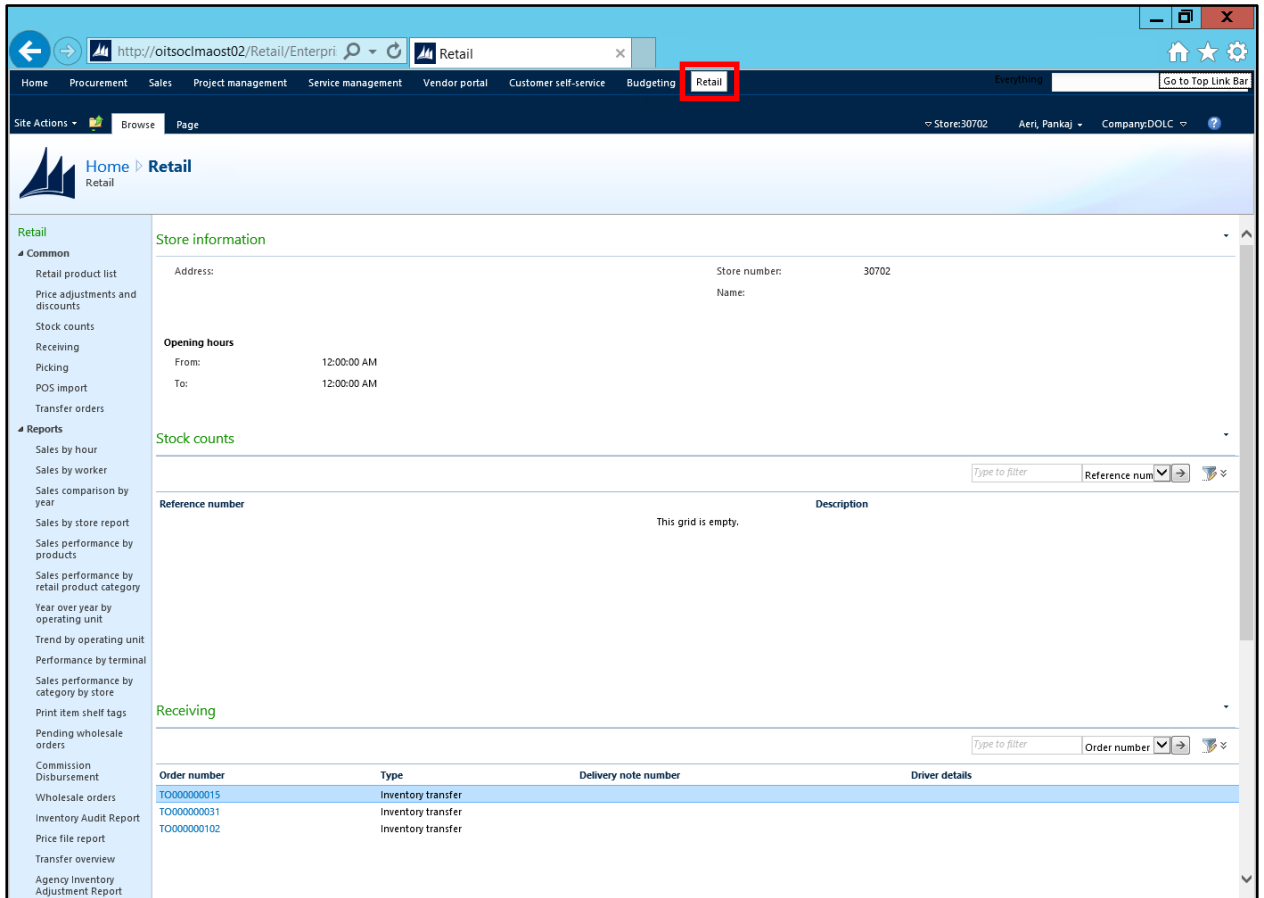
Perform this task when there is a need to view daily sales for a period of time.

## 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 displaying a retail management system. The browser address bar shows 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 "Site Actions" and "Browse" options. The main content area is titled "Home > Retail" and displays a list of reports. The "Daily sales summary" report is highlighted with a red box. The interface also shows a sidebar with various reports and a main content area with a table of data.

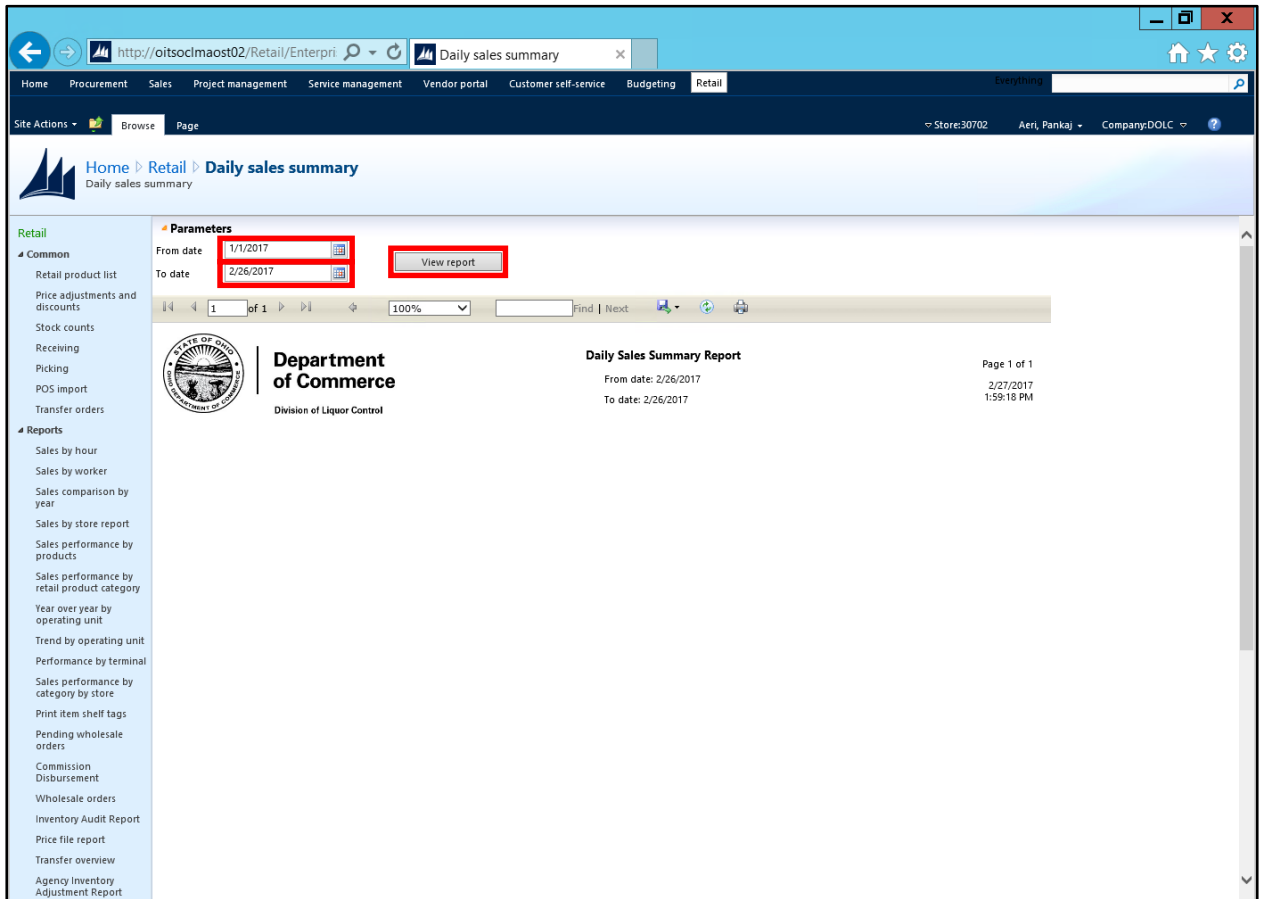
**Receiving**

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 shows 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 is titled "Daily sales summary" and includes a "Parameters" section with the following fields:

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

The report header displays 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 application interface for a 'Daily sales summary' report. The browser address bar shows the URL 'http://oitsocmaost05/Retail/Enterpri'. The application 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 report title 'Daily Sales Summary Report' for the Department of Commerce, Division of Liquor Control. The report parameters are set for 'From date: 1/1/2017' and 'To date: 2/26/2017'. The report is for 'Store number: 10100'. The data is presented in a table with columns for Date, Wholesale (Bottles, Tax, Amount), Retail (Bottles, Tax, Amount), and Total (Bottles, Tax, Amount). The table shows three rows of data for the dates 2/9/2017, 2/14/2017, and 2/22/2017.

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.