# INTRODUCTION TO REPORTS



Reports are a necessary and critical component to retail store operations. This document explains briefly show how to access Retail reports.

To begin, start on the Gazette homepage.

There are three ways to navigate to retail reports from the Gazette:

- Click **Reports Center** in the top navigation.
- Under the Goodwill menu, rollover the **Reports** link and click **Reports Center**.
- In the top navigation, click **Retail One-Stop**.

In this example, let's click **Reports Center** from the top navigation menu. The third link goes to the Retail One-Stop main page.

GOODWILL D	¢3	$\overline{\mathbf{A}}$	?
★ Favorites 🔲 Browse 5	7 View 🗸	Search.	
Home			
FOLDERS (12)			
Commercial Services Federal Builty Footprints	Human Re	sources	
Marketing Retail Training Training	WFD		•••

The Reports home page displays. This same page displays when the **Reports Center** link is accessed via the **Reports > Reports Center** path. To return to the Gazette homepage at any point, click the back arrow on the browser.

To access retail reports, click Retail.



# INTRODUCTION TO REPORTS, CONTINUED

GOODWILL 9	ŝ	Ŧ	?
★ Favorites Browse	7 View 🗸		
Home > Retail			
FOLDERS (7)			/
Archived Commerce Commerce	Retail Sto	res	
Standard Reporting			

### Click Retail Stores.

GOODWILL D		\$	₹ 3	Lara Tardo
★ Favorites Browse		🝸 View 🗸	Search	م
☐ Retail Stores Home > Retail > Retail Stores				
FOLDERS (2)				
Coperations Production				
MOBILE REPORTS (2)				
42 Mobile Report *** 8A Mobile Report ***				
PAGINATED REPORTS (8)				
056 - Store Rank - GSMR by Department 065 - Retail Productivity Payroll vs B	Sales and Budget by Peric 101 - Net Sales vs Hourly Payroll	105 - Thurs Sales	day Discount	
200 - Retail Store Operations Metrics				

The main reports section for retail stores display. There are two folders within retail stores, they are Operations and Production. In addition, direct links to mobile and paginated reports display below the folders.

To access operations reports, click **Operations** or **Production**.

Tip: To access reports quickly, type the keywords of the report name in the Search field.



### INTRODUCTION TO REPORTS, CONTINUED

GOODWILL D	ŝ	$\overline{\mathbf{A}}$	?	Lara Tardo
★ Favorites Browse	🕜 View 🗸	Search.		م
Home > Retail > Retail Stores > Operations				
PAGINATED REPORTS (28)				
001 - Found Money 003 - Daily Balance Repor	005a - Cre - No Grou	edit Card R Iping	eciepts	
006 - Cash Drop By Date     007 - Non-Tendered     009 - Discounts Greater     010 - Transaction Search       And Store     Transactions     009 - Discounts Greater     010 - Transaction Search	011 - Item Search	is Sold Prio		
013 - Individual Transaction Search     014 - Batch Audit     014a - Batch Audit by Threshold     014a - Batch Audit by Threshold     033 - Gross Sales by Hou	041 - Retu Refunds Is	irn Cards a ssued	•••	
051 - Refund Detail 052 - GSMR by Department and Item 053 - GSMR by Department and Categor, Store 060 - Discount Activity by	070 - Casł	n Donatior	•••	
Cash Donations by O70d - Cash Donation Details O72 - Gift and Return Card O77 - Color Tag Sales	078 - Curr Discount (	ent Store Groups	•••	
080 - Sales vs Returns 201 - Average Transaction Total by Cashier Attendance Occurrence Report				

**Operations Example** 

GOODWILL Surthern Areasa	ŝ	$\overline{\mathbf{A}}$	?	Lara Tardo
★ Favorites Browse 5	7 View 🗸	Search.		م
Home > Retail Stores Production				
PAGINATED REPORTS (26)				
01 YTD Quota vs Production Compared to Sales All Stores 05 GSMR and Production DataMart 05 GSMR and Production DataMart 05 GSMR and Production DataMart by Donor Source	05G - Proc	luction Re	•••	
051 - Itemized Clothing GSMR and Production by Month 055M GSMR and Production by DataMart by Store 058 - Itemized Clothing GSMR and Production by Data Mart by Store 06 - Production by Data Mart by Store 06 - Production by Data Mart by Price Poin 06 - Production by	06B - Proc Departme Curve	luction nt-Price B	•••	
08a - Production Summary 07 - Production by Pricer 08 - Production Summary Report 08a - Production Summary Actual vs Quota Graph 08B - Production Quota Details 08B - Production Quota	12 - ROBa	rT Summa	••• ary	
15 - Processor Production Details 16 - Printed Tag Summar, 17 - Backed Out Tag Counts 18 - Printed Tag and Label Counts	19 - Produ vs Last Yea	ction and ar	••• Hours	
Brand List Full Sell-Through Summa Grading Sell-Through Grading Sell-Through	Store Grac	ling Sumn	••• nary	

Production Reports Example

The reports for the folder category displays. Scroll, if needed, to see all of the reports.

To return to the main retail reports listing, click the **Retail Stores** link or click the back button on the browser.

#### INTRODUCTION TO REPORTS, CONTINUED



The third way to access retail reports is Retail One-Stop. Navigate to the top navigation and click **Retail One-Stop**.

Retail One-Stop				
	Today is Tuesday July 17th, 2018			
Sales	Production			
Administration    Purchasing Requisition  Product on Hand  Decoduct on Hand	POH Goals & Empty Gaylords  Policies and Procedures <u>Retail</u> <u>New Goods</u>			

Retail One-Stop is another way to access reports commonly used on a daily basis.

To navigate to the **Sales** or **Production** folders from Retail One-Stop, click the **Sales Reports** or **Production Reports** links from the Retail One-Stop section. This opens a new tab with the main report listing as discussed earlier in the document.

Other links on Retail One-Stop such as the following go directly to the actual report: Gaylords Processed, Production Summary, Quota vs. Actual Graph, and Product on Hand Report. To return to the Gazette from this screen, click the Gazette link.

**Note:** For more information around which reports to use and when, contact your District Manager.