



Montgomery County Government Alcohol Beverage Services

User Guide: iStore Reports for Sales Representatives

This user guide provides a brief overview of how to navigate, sort and filter data contained in the ABS reports.

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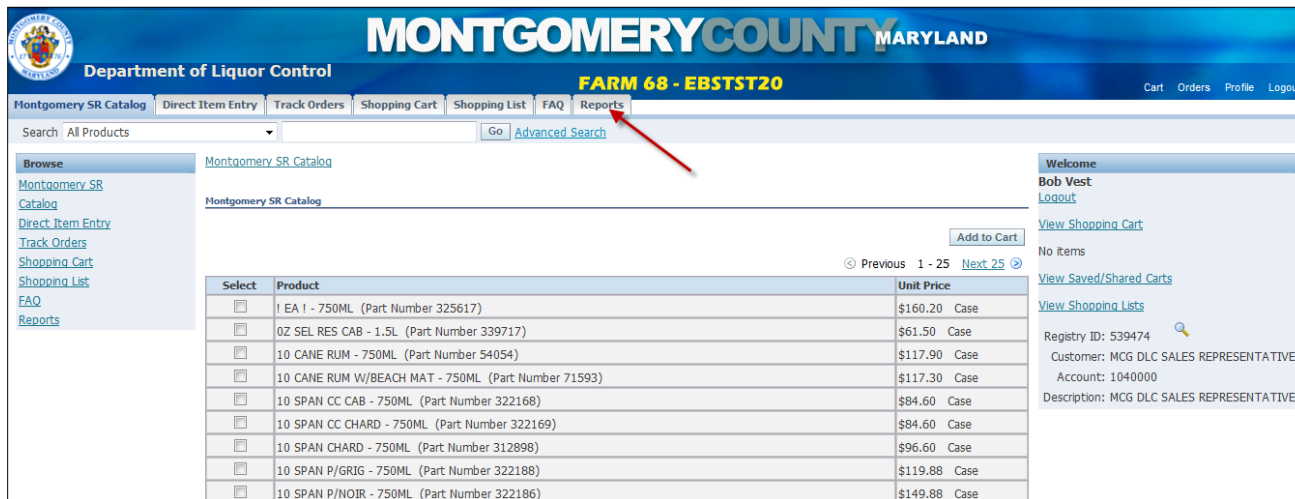
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There are four reports for sales reps currently available in the ABS iStore, the *ABS Blanket Agreements*, *ABS Delivered Orders and Returns*, *ABS Open Orders*, and *ABS Special Orders – Distribution*. The data contained in these reports is real-time data, so it provides the most up-to-date information. Please refer to the Glossary of Terms in this guide for an explanation of report columns.

Accessing Reports

Once you log into the ABS iStore, access the reports by clicking on the **Reports** tab at the top of the screen



MONTGOMERY COUNTY MARYLAND
Department of Liquor Control

FARM 68 - EBSTST20

Montgomery SR Catalog Direct Item Entry Track Orders Shopping Cart Shopping List FAQ **Reports** Cart Orders Profile Logout

Search All Products Go Advanced Search

Welcome
Bob Vest
Logout
View Shopping Cart
No items
View Saved/Shared Carts
View Shopping Lists
Registry ID: 539474
Customer: MCG DLC SALES REPRESENTATIVE
Account: 1040000
Description: MCG DLC SALES REPRESENTATIVE

Select	Product	Unit Price
<input type="checkbox"/>	1 EA 1 - 750ML (Part Number 325617)	\$160.20 Case
<input type="checkbox"/>	10Z SEL RES CAB - 1.5L (Part Number 339717)	\$61.50 Case
<input type="checkbox"/>	10 CANE RUM - 750ML (Part Number 54054)	\$117.90 Case
<input type="checkbox"/>	10 CANE RUM V/BEACH MAT - 750ML (Part Number 71593)	\$117.30 Case
<input type="checkbox"/>	10 SPAN CC CAB - 750ML (Part Number 322168)	\$84.60 Case
<input type="checkbox"/>	10 SPAN CC CHARD - 750ML (Part Number 322169)	\$84.60 Case
<input type="checkbox"/>	10 SPAN CHARD - 750ML (Part Number 312898)	\$96.60 Case
<input type="checkbox"/>	10 SPAN P/GRIG - 750ML (Part Number 322188)	\$119.88 Case
<input type="checkbox"/>	10 SPAN P/NOIR - 750ML (Part Number 322186)	\$149.88 Case

After clicking on the Reports tab, click on the link that says “**Click here for reports.**”



MONTGOMERY COUNTY MARYLAND
Department of Liquor Control

FARM 68 - EBSTST20

Montgomery SR Catalog Direct Item Entry Track Orders Shopping Cart Shopping List FAQ **Reports** Cart Orders Profile Logout

Search All Products Go Advanced Search

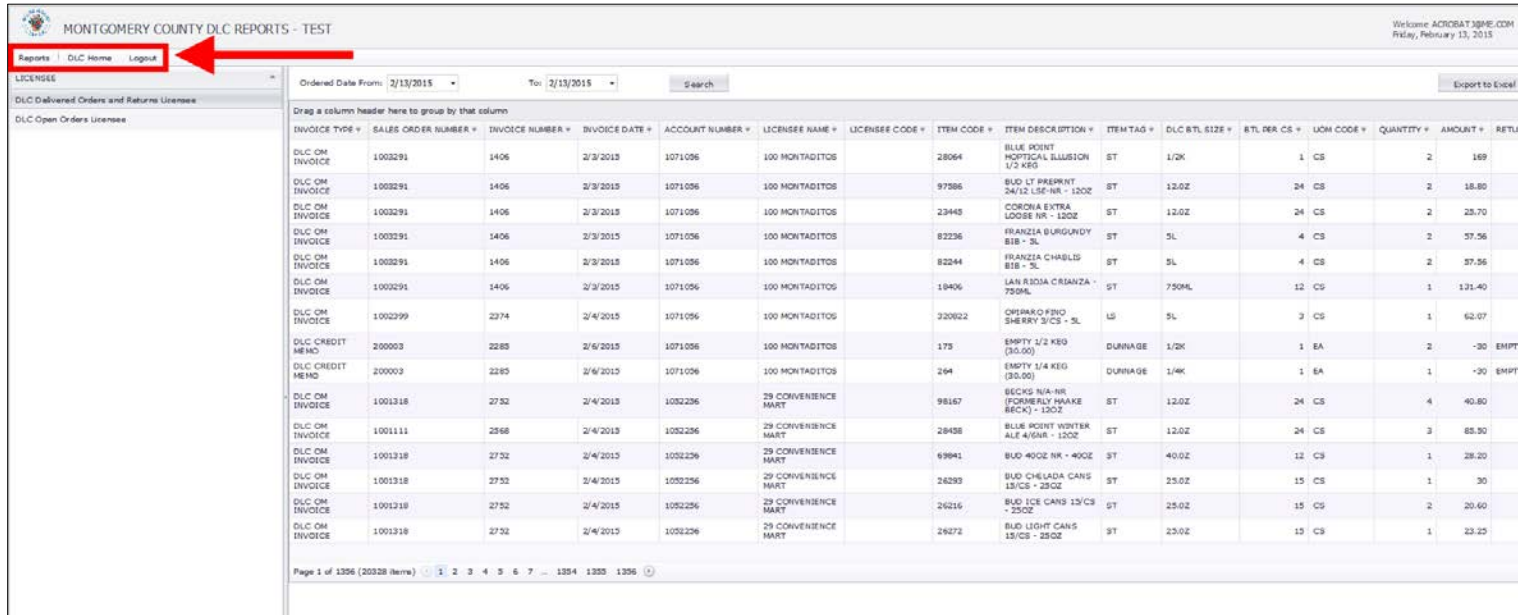
Welcome
Bob Vest
Logout
View Shopping Cart
No items
View Saved/Shared Carts
View Shopping Lists
Registry ID: 539474
Customer: MCG DLC SALES REPRESENTATIVE
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Select	Product	Unit Price
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<input type="checkbox"/>	10 SPAN CHARD - 750ML (Part Number 312898)	\$96.60 Case
<input type="checkbox"/>	10 SPAN P/GRIG - 750ML (Part Number 322188)	\$119.88 Case
<input type="checkbox"/>	10 SPAN P/NOIR - 750ML (Part Number 322186)	\$149.88 Case

Navigating Reports

Navigation Tabs

There are three tabs in the top, left corner: Reports, ABS Home, and Logout.

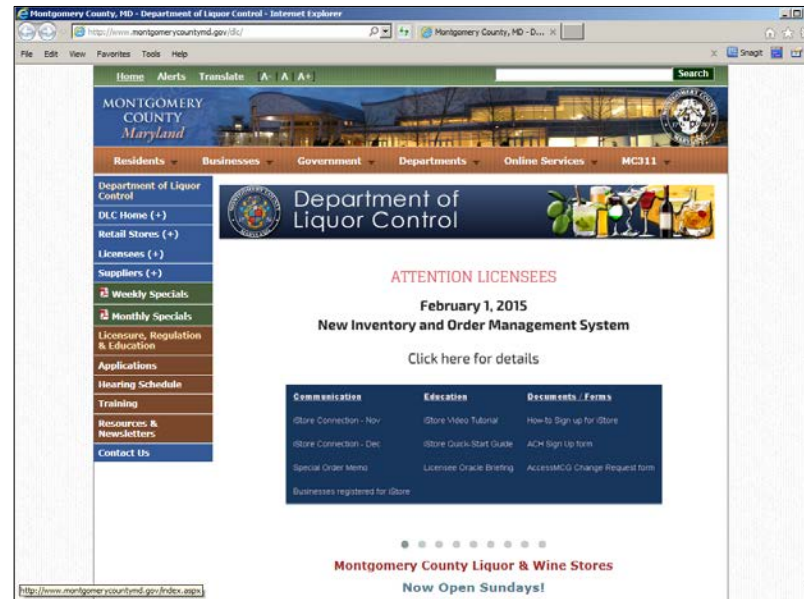


INVOICE TYPE	SALES ORDER NUMBER	INVOICE NUMBER	INVOICE DATE	ACCOUNT NUMBER	LICENSEE NAME	LICENSEE CODE	ITEM CODE	ITEM DESCRIPTION	ITEM TAG	DLC BTL SIZE	BTL PER CS	UOM CODE	QUANTITY	AMOUNT	RETURN
DLC OM INVOICE	1003291	1406	2/3/2015	1071056	100 MONTADITOS		28064	BLUE POINT HOTTICAL ILLUSION 1/2 KEG	ST	1/2K	1 CS		2	169	
DLC OM INVOICE	1003291	1406	2/3/2015	1071056	100 MONTADITOS		97586	BUD LT PREPRINT 24/12 LSE-NR - 12OZ	ST	12.0Z	24 CS		2	18.80	
DLC OM INVOICE	1003291	1406	2/3/2015	1071056	100 MONTADITOS		23448	CORONA EXTRA LOOSE NR - 12OZ	ST	12.0Z	24 CS		2	25.70	
DLC OM INVOICE	1003291	1406	2/3/2015	1071056	100 MONTADITOS		82236	FRANZIA BURGUNDY 818 - 5L	ST	5L	4 CS		2	57.56	
DLC OM INVOICE	1003291	1406	2/3/2015	1071056	100 MONTADITOS		82244	FRANZIA CHARLIS 818 - 5L	ST	5L	4 CS		2	57.56	
DLC OM INVOICE	1003291	1406	2/3/2015	1071056	100 MONTADITOS		10406	LAN R303A CRESANZA 750ML	ST	750ML	12 CS		1	131.40	
DLC OM INVOICE	1002999	2374	2/4/2015	1071056	100 MONTADITOS		320822	OPRAGO PINO SHERRY 3/CS - 5L	LS	5L	3 CS		1	62.07	
DLC CREDIT MEMO	200003	2285	2/6/2015	1071056	100 MONTADITOS		175	EMPTY 1/2 KEG (30.00)	DUNNAGE	1/2K	1 EA		2	-30	EMPTY K
DLC CREDIT MEMO	200003	2285	2/6/2015	1071056	100 MONTADITOS		264	EMPTY 1/4 KEG (30.00)	DUNNAGE	1/4K	1 EA		1	-30	EMPTY K
DLC OM INVOICE	1001318	2732	2/4/2015	1052236	29 CONVENIENCE MART		98167	BECKS N/A-NR (FORMERLY HAAKE BECK) - 12OZ	ST	12.0Z	24 CS		4	40.80	
DLC OM INVOICE	1001111	2568	2/4/2015	1052236	29 CONVENIENCE MART		28458	BLUE POINT WINTER ALE 4/6AR - 12OZ	ST	12.0Z	24 CS		3	88.50	
DLC OM INVOICE	1001318	2732	2/4/2015	1052236	29 CONVENIENCE MART		69841	BUD 400Z NR - 400Z	ST	40.0Z	12 CS		1	28.20	
DLC OM INVOICE	1001318	2732	2/4/2015	1052236	29 CONVENIENCE MART		26293	BUD CHELADA CANS 15/CS - 25OZ	ST	25.0Z	15 CS		1	30	
DLC OM INVOICE	1001318	2732	2/4/2015	1052236	29 CONVENIENCE MART		26216	BUD ICE CANS 15/CS - 25OZ	ST	25.0Z	15 CS		2	20.60	
DLC OM INVOICE	1001318	2732	2/4/2015	1052236	29 CONVENIENCE MART		26272	BUD LIGHT CANS 15/CS - 25OZ	ST	25.0Z	15 CS		1	23.25	

The **Reports** tab displays the reports that are available to you. You will only see reports that you have permission to view based on your login credentials. Click on the name of the report you want to view.



Clicking on the **Liquor Control Home** tab will open the ABS website in a new window.



Clicking on the **Logout** tab will log you out completely, not just from the reports app, but from iStore as well.



Report Pages

Report pages and the number of items in the report are displayed at the bottom of the report. Click on a page number to go to that page in the report, or click the right arrow to go to the next page or the left arrow to go to the previous page.

Ordered Date From: 2/1/2015 To: 2/13/2015 Search

Drag a column header here to group by that column

INVOICE TYPE *	SALES ORDER NUMBER *	INVOICE NUMBER *	INVOICE DATE *	ACCOUNT NUMBER *	LICENSEE NAME *	ITEM CODE *	LICENSEE CODE *	ITEM DESCRIPTION *	ITEM TAG *
DLC CREDIT MEMO	200177	3456	2/10/2015	000000	JOHN F. SMITH	90203		BLUE MOON 1/2N	ST
DLC CREDIT MEMO	200177	2231	2/9/2015	000000	JOHN F. SMITH	175		EMPTY 1/2 XRS	DUNNAGE
DLC CREDIT MEMO	200176	3517	2/10/2015	000000	JOHN F. SMITH	90033		BLACKSTONE MONTREY CHARD - 750ML	ST
DLC CREDIT MEMO	200176	3517	2/10/2015	000000	JOHN F. SMITH	13234		BLACKSTONE CALIF MER - 1.5L	ST
DLC CREDIT MEMO	200175	2189	2/6/2015	000000	JOHN F. SMITH	175		EMPTY 1/2 XRS	DUNNAGE
DLC CREDIT MEMO	200174	3487	2/10/2015	000000	JOHN F. SMITH	40640		GERARD S/BEL - 750ML	S
DLC CREDIT MEMO	200173	3499	2/10/2015	000000	JOHN F. SMITH	6666		MECHELOB AMBER BOCK 1/6N	ST
DLC CREDIT MEMO	200173	3500	2/10/2015	000000	JOHN F. SMITH	6666		MECHELOB AMBER BOCK 1/6N	ST
DLC CREDIT MEMO	200172	3562	2/10/2015	000000	JOHN F. SMITH	80043		TWO OCEANS CABINER - 750ML	LS
DLC CREDIT MEMO	200171	2273	2/5/2015	000000	JOHN F. SMITH	205		EMPTY 1/2 XRS	DUNNAGE
DLC CREDIT MEMO	200171	2273	2/5/2015	000000	JOHN F. SMITH	175		EMPTY 1/2 XRS	DUNNAGE
DLC CREDIT MEMO	200170	2274	2/5/2015	000000	JOHN F. SMITH	175		EMPTY 1/2 XRS	DUNNAGE
DLC CREDIT MEMO	200169	3494	2/10/2015	000000	JOHN F. SMITH	91396		MECHELOB ULTRA 1/2N	ST
DLC CREDIT MEMO	200148	2315	2/5/2015	000000	JOHN F. SMITH	205		EMPTY 1/2 XRS	DUNNAGE
DLC CREDIT MEMO	200148	2315	2/5/2015	000000	JOHN F. SMITH	264		EMPTY 1/2 XRS	DUNNAGE

Page 1 of 1356 (20328 items) 1 2 3 4 5 6 7 ... 1354 1355 1356



Horizontal and Vertical Scroll Bars

Use the horizontal scroll bar at the bottom of the report to scroll to the left or right to see columns not visible on your screen. The vertical scroll bar on the right side enables you to scroll up and down.

Ordered Date From: 2/1/2015 To: 2/13/2015 Search Export to Excel

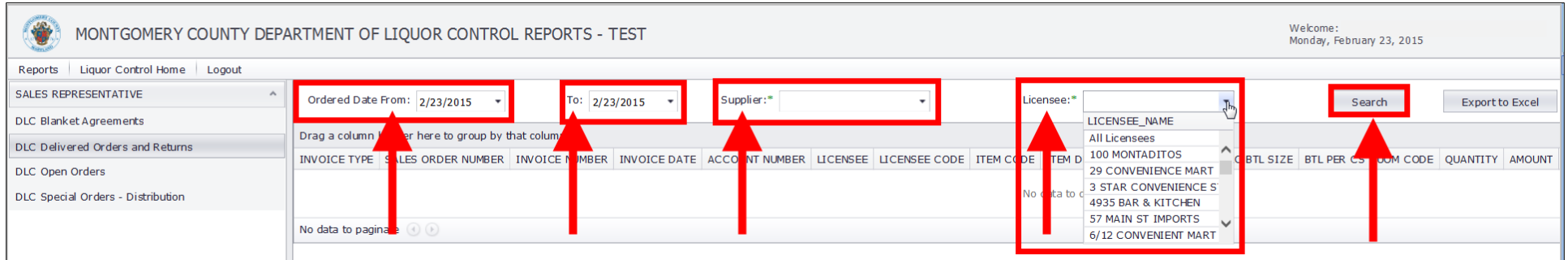
Drag a column header here to group by that column

INVOICE TYPE *	SALES ORDER NUMBER *	INVOICE NUMBER *	INVOICE DATE *	ACCOUNT NUMBER *	LICENSEE NAME *	ITEM CODE *	LICENSEE CODE *	ITEM DESCRIPTION *	ITEM TAG *	DLC BTL SIZE *	BTL PER CT
DLC CREDIT MEMO	200137	3557	2/10/2015	000000	JOHN F. SMITH	90240		DOS XX SPECIAL LAGER 2/12 NR - 12OZ	ST	12.0Z	
DLC CREDIT MEMO	200136	3511	2/10/2015	000000	JOHN F. SMITH	23416		MILWAUKEE BEST ICE CANS - 24OZ	ST	24.0Z	
DLC CREDIT MEMO	200135	3502	2/10/2015	000000	JOHN F. SMITH	1562		TROEGS TROEGENATOR DOUBLE 4/6 NR - 12OZ	SB	12.0Z	
DLC CREDIT MEMO	200135	3502	2/10/2015	000000	JOHN F. SMITH	24941		TROEGS PERPETUAL IPA 4/6 NR - 12OZ	SB	12.0Z	
DLC CREDIT MEMO	200135	3501	2/10/2015	000000	JOHN F. SMITH	24733		BALLAST POINT SCULPIN 4/6 NR - 12OZ	SB	12.0Z	
DLC CREDIT MEMO	200134	3520	2/10/2015	000000	JOHN F. SMITH	90921		MILLER LITE 18PK LANNR - 12OZ	ST	12.0Z	
DLC CREDIT MEMO	200134	3520	2/10/2015	000000	JOHN F. SMITH	91952		MILLER LITE 18PK CAN - 12OZ	ST	12.0Z	
DLC CREDIT MEMO	200134	3520	2/10/2015	000000	JOHN F. SMITH	91960		MILLER LITE 12/24OZ CAN - 12OZ	ST	24.0Z	
DLC CREDIT MEMO	200133	3559	2/10/2015	000000	JOHN F. SMITH	98833		LINDEMANS FRAMBOISE NR - 25.4OZ	SB	750ML	
DLC CREDIT MEMO	200132	3516	2/10/2015	000000	JOHN F. SMITH	23533		ORTON DRAFT BEER 3/4 NR - 21.4OZ	SB	21.4Z	
DLC CREDIT MEMO	200132	3516	2/10/2015	000000	JOHN F. SMITH	23251		HITACHINO CLASSIC 4/6 NR - 11.2OZ	SB	11.2Z	
DLC CREDIT MEMO	200131	3513	2/10/2015	000000	JOHN F. SMITH	93209		VICTORY HOP DEVIL IPA 4/6NR - 12OZ	SB	12.0Z	
DLC CREDIT MEMO	200130	3575	2/10/2015	000000	JOHN F. SMITH	89460		WOODCHUCK GRANW SMITH CIDER 4/6NR - 355ML	ST	355ML	
DLC CREDIT MEMO	200130	3575	2/10/2015	000000	JOHN F. SMITH	96083		HEINEKEN 4/6 NR - 12OZ	ST	12.0Z	
DLC CREDIT MEMO	200128	3526	2/10/2015	000000	JOHN F. SMITH	93416		PRESIDENTE 4/6 NR - 12OZ	ST	12.0Z	

Filtering, Grouping and Sorting Report Data

Entering Search Criteria

To identify the criteria for the data search, use the search fields at the top of the report. Depending on which report you are looking at, you may see fields to enter a date range, a supplier drop-down menu where you can select a specific supplier, and/or a Licensee drop-down menu where you can select a specific licensee. Once you have entered your search criteria, click the Search button to run the search and see results.



MONTGOMERY COUNTY DEPARTMENT OF LIQUOR CONTROL REPORTS - TEST

Welcome: Monday, February 23, 2015

Reports | Liquor Control Home | Logout

SALES REPRESENTATIVE

DLC Blanket Agreements

DLC Delivered Orders and Returns

DLC Open Orders

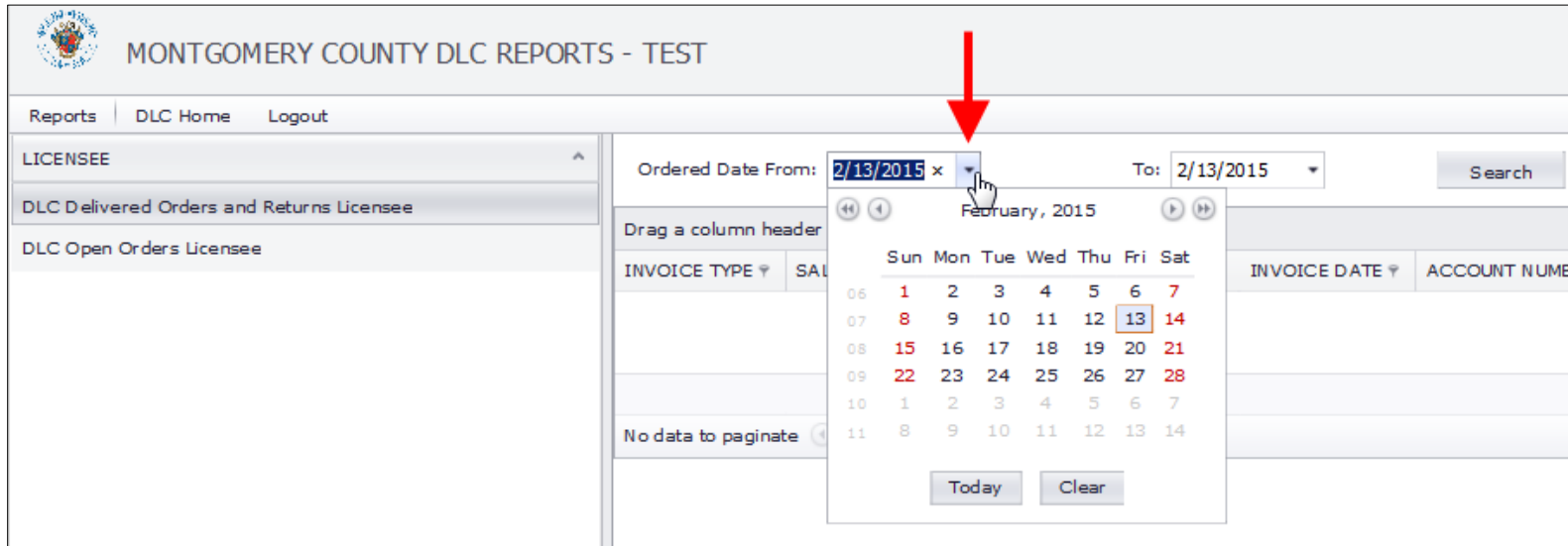
DLC Special Orders - Distribution

Ordered Date From: 2/23/2015 To: 2/23/2015 Supplier: Licensee: Search Export to Excel

Drag a column header here to group by that column

INVOICE TYPE	SALES ORDER NUMBER	INVOICE NUMBER	INVOICE DATE	ACCOUNT NUMBER	LICENSEE	LICENSEE CODE	ITEM CODE	ITEM D	BTL SIZE	BTL PER CS	ROOM CODE	QUANTITY	AMOUNT
No data to paginate													

By clicking on the arrow in the date field, a calendar will display. Click on a day to select it.



MONTGOMERY COUNTY DLC REPORTS - TEST

Reports | DLC Home | Logout

LICENSEE

DLC Delivered Orders and Returns Licensee

DLC Open Orders Licensee

Ordered Date From: 2/13/2015 To: 2/13/2015 Search

Drag a column header

INVOICE TYPE	SALES ORDER NUMBER	INVOICE NUMBER	INVOICE DATE	ACCOUNT NUMBER
No data to paginate				

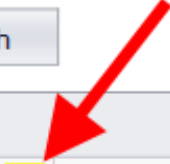
Filtering Report Columns

Columns that contain the filter icon can be filtered by data contained within that column.

Ordered Date From: To:

Drag a column header here to group by that column

INVOICE TYPE ▼	SALES ORDER NUMBER ▼	INVOICE NUMBER ▼	INVOICE DATE ▼	ACCOUNT NUMBER ▼	LICENSEE ▼
----------------	----------------------	------------------	----------------	------------------	------------




For example, by clicking on the filter icon for the Invoice Date column, you can select to see only invoices and credits for a particular date.

Ordered Date From: To:

Drag a column header here to group by that column

INVOICE TYPE ▼	SALES ORDER NUMBER ▼	INVOICE NUMBER ▼	INVOICE DATE ▼	ACCOUNT NUMBER ▼	LICENSEE ▼
DLC OM INVOICE	1001274	1187	2/2/2015		FLOWER HILL BEER & WINE
DLC OM INVOICE	1001274	1187	2/2/2015		FLOWER HILL BEER & WINE
DLC OM INVOICE	1001274	1187	2/2/2015		FLOWER HILL BEER & WINE
DLC OM INVOICE	1001274	1187	2/2/2015		FLOWER HILL BEER & WINE
DLC OM INVOICE	1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE



(All)

(Blanks)

(Non blanks)

2/2/2015

2/3/2015

2/6/2015

2/9/2015

2/10/2015

2/11/2015

2/13/2015

The result: only invoices dated 2/6/2015 are displayed.

Ordered Date From:	2/1/2015	To:	2/20/2015	Search
Drag a column header here to group by that column				
INVOICE TYPE ▼	SALES ORDER NUMBER ▼	INVOICE NUMBER ▼	INVOICE DATE ▼	ACCOUNT NUMBER ▼
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482
DLC OM INVOICE	1003899	6522	2/6/2015	1067482

Sorting Report Columns

You can sort columns by clicking on the column name in the header.

Ordered Date From:	2/1/2015	To:	2/13/2015	Search
Drag a column header here to group by that column				
INVOICE TYPE ▼	SALES ORDER NUMBER ▼	INVOICE NUMBER ▼	INVOICE DATE ▼	
DLC OM INVOICE	1003291	1406	2/3/2015	
DLC OM INVOICE	1003291	1406	2/3/2015	

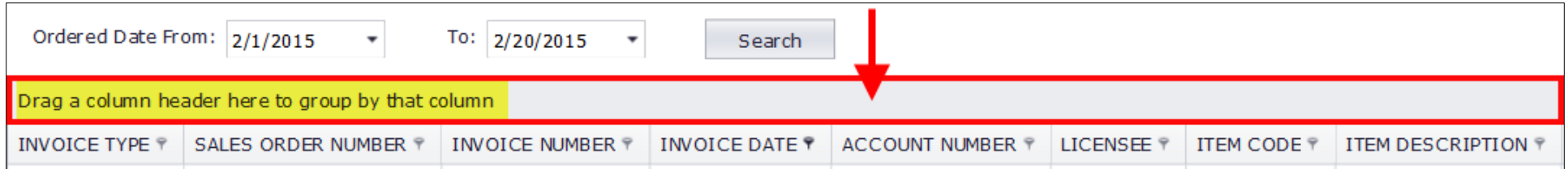
When you click on the column header, an arrow will appear indicating how the data is sorted. An arrow pointing up (as in the left image below) is displaying the data in that column in ascending order. An arrow pointing down (as in the right image below) is displaying the data in that column in descending order. Click on the arrow to change the sort direction.

Ordered Date From: 2/1/2015		To: 2/13/2015
Drag a column header here to group by that column		
INVOICE TYPE ▼	SALES ORDER NUMBER ▲	INVOICE NUMBER ▼
DLC OM INVOICE	1000075	1954
DLC OM INVOICE	1000132	2634
DLC OM INVOICE	1000134	1003
DLC OM INVOICE	1000153	2478
DLC OM INVOICE	1000161	1510
DLC OM INVOICE	1000162	1341
DLC OM INVOICE	1000163	2154
DLC OM INVOICE	1000164	1962
DLC OM INVOICE	1000176	2867
DLC OM INVOICE	1000177	1730

Ordered Date From: 2/1/2015		To: 2/13/2015
Drag a column header here to group by that column		
INVOICE TYPE ▼	SALES ORDER NUMBER ▼	INVOICE NUMBER ▼
DLC CREDIT MEMO	200177	3456
DLC CREDIT MEMO	200177	2231
DLC CREDIT MEMO	200176	3517
DLC CREDIT MEMO	200176	3517
DLC CREDIT MEMO	200175	2189
DLC CREDIT MEMO	200174	3487
DLC CREDIT MEMO	200173	3499
DLC CREDIT MEMO	200173	3500
DLC CREDIT MEMO	200172	3562
DLC CREDIT MEMO	200171	2273

Grouping Report Data

As is indicated in the gray bar above the column headings, you can drag a column heading into that area to group data by that column.



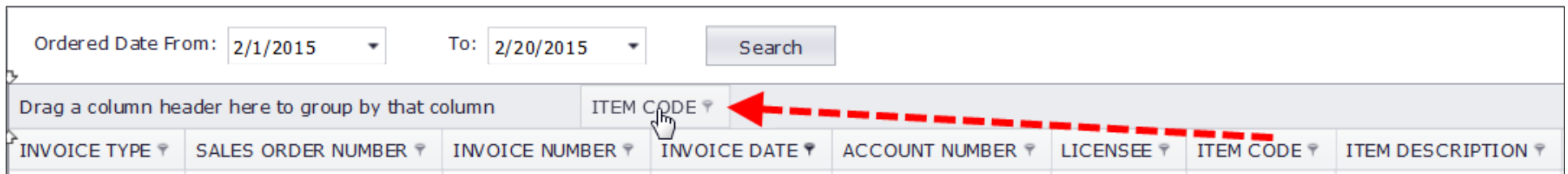
Ordered Date From: 2/1/2015 To: 2/20/2015 Search

Drag a column header here to group by that column

INVOICE TYPE SALES ORDER NUMBER INVOICE NUMBER INVOICE DATE ACCOUNT NUMBER LICENSEE ITEM CODE ITEM DESCRIPTION

A red arrow points from the 'ITEM CODE' header to the gray grouping bar.

For example, by dragging and dropping the Item Code header into the gray field above the column headings...



Ordered Date From: 2/1/2015 To: 2/20/2015 Search

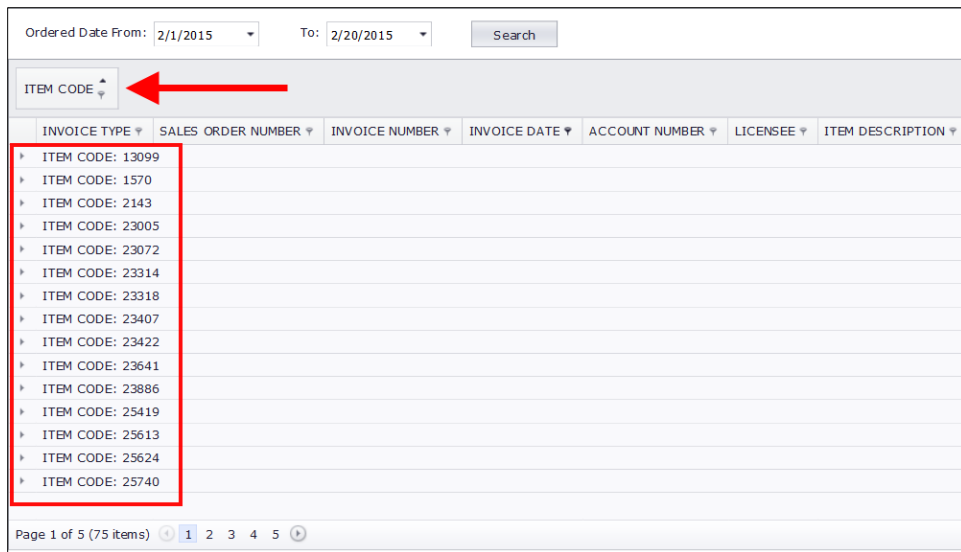
Drag a column header here to group by that column

ITEM CODE

INVOICE TYPE SALES ORDER NUMBER INVOICE NUMBER INVOICE DATE ACCOUNT NUMBER LICENSEE ITEM CODE ITEM DESCRIPTION

A red dashed arrow points from the 'ITEM CODE' header to the gray grouping bar.

... the data is grouped by Item Code.



Ordered Date From: 2/1/2015 To: 2/20/2015 Search

ITEM CODE

INVOICE TYPE SALES ORDER NUMBER INVOICE NUMBER INVOICE DATE ACCOUNT NUMBER LICENSEE ITEM DESCRIPTION

ITEM CODE: 13099
ITEM CODE: 1570
ITEM CODE: 2143
ITEM CODE: 23005
ITEM CODE: 23072
ITEM CODE: 23314
ITEM CODE: 23318
ITEM CODE: 23407
ITEM CODE: 23422
ITEM CODE: 23641
ITEM CODE: 23886
ITEM CODE: 25419
ITEM CODE: 25613
ITEM CODE: 25624
ITEM CODE: 25740

Page 1 of 5 (75 items) 1 2 3 4 5

A red arrow points from the 'ITEM CODE' header to the list of item codes.

Click on the arrow to the left of the item code to display all of the invoices and credit memos that contain that item code.

ms Licensee

Ordered Date From: 2/1/2015 To: 2/20/2015 Search

ITEM CODE

INVOICE TYPE

SALES ORDER NUMBER

INVOICE NUMBER

INVOICE DATE

ACCOUNT NUMBER

LICENSEE

ITEM DESCRIPTION

ITEM TAG

DLC BTL SIZE

ITEM CODE: 13099

ITEM CODE: 1570

ITEM CODE: 2143

ITEM CODE: 23005

ITEM CODE: 23072

DLC OM INVOICE

1003899

6522

2/6/2015

10674

BEER & WINE

FLYING DOG GONZO IMP PORTER 4/6 NR - 12OZ

ST

12.0Z

ITEM CODE: 23314

ITEM CODE: 23318

ITEM CODE: 23407

ITEM CODE: 23422

ITEM CODE: 23641

ITEM CODE: 23886

ITEM CODE: 25419

ITEM CODE: 25613

ITEM CODE: 25624

Page 1 of 6 (76 items) 1 2 3 4 5 6

To ungroup the data, drag and drop the column header back to the location you want it to appear in the column headers.

Ordered Date From: To:

ITEM CODE

INVOICE TYPE	SALES ORDER NUMBER	INVOICE NUMBER	INVOICE DATE	ACCOUNT NUMBER	LICENSEE	ITEM CODE	ITEM DESCRIPTION
ITEM CODE: 13099							
ITEM CODE: 1570							
ITEM CODE: 2143							
ITEM CODE: 23005							

Changing How Columns Are Displayed

You can change the order of how columns are displayed from left to right by dragging and dropping to the column header to the location you want it to appear. Please note, there is no option to save these preference, and columns will revert back to the default order once you log/time out of the current session.

Ordered Date From:

To:

Drag a column header here to group by that column

INVOICE TYPE	SALES ORDER NUMBER	INVOICE NUMBER	INVOICE DATE	ACCOUNT NUMBER
DLC OM INVOICE	1003291	1406	2/3/2015	1071056
DLC OM INVOICE	1003291	1406	2/3/2015	1071056
DLC OM INVOICE	1003291	1406	2/3/2015	1071056
DLC OM INVOICE	1003291	1406	2/3/2015	1071056
DLC OM INVOICE	1003291	1406	2/3/2015	1071056

After dragging the Invoice Date header to the right of Invoice Type:

Ordered Date From: To:

Drag a column header here to group by that column

INVOICE TYPE ▼	INVOICE DATE ▼	SALES ORDER NUMBER ▼	INVOICE NUMBER ▼	ACCOUNT NUMBER ▼
DLC OM INVOICE	2/3/2015	1003291	1406	1071056
DLC OM INVOICE	2/3/2015	1003291	1406	1071056
DLC OM INVOICE	2/3/2015	1003291	1406	1071056
DLC OM INVOICE	2/3/2015	1003291	1406	1071056
DLC OM INVOICE	2/3/2015	1003291	1406	1071056

Export Data

You can export the data in the report to a Microsoft Excel document by clicking on the **Export to Excel** button at the top, right of the report.

From:
2/1/2015

To:
2/20/2015

Search

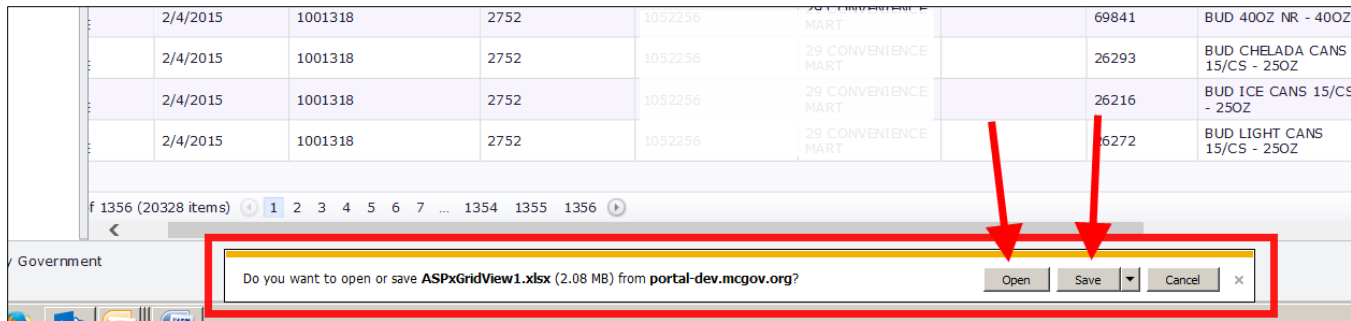
Licensee Name:
FLOWER HILL BEER & WINE

Export to Excel

header here to group by that column

SALES ORDER NUMBER	INVOICE NUMBER	INVOICE DATE	ACCOUNT NUMBER	LICENSEE	ITEM CODE	ITEM DESCRIPTION	ITEM TAG	DLC BTL SIZE	BTL PER CS	UOM CODE	QUANTITY
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	80293	ALMADEN PINOT GRIGIO - 5L	ST	5L	4	CS	1
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	85607	ANDRE CALIFORNIA MOSCATO - 750ML	ST	750ML	12	CS	2
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	85751	ANDRE CALIFORNIA PINK MOSCATO - 750ML	ST	750ML	12	CS	2
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	79553	ANDRE PEACH MOSCATO - 750ML	ST	750ML	12	CS	2
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	87696	ANDRE SPUMANTE - 750ML	ST	750ML	12	CS	2
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	87661	ANDRE STRAWBERRY MOSCATO - 750ML	ST	750ML	12	CS	2
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	75396	ARBOR MIST BLACKBERRY MER - 1.5L	ST	1.5L	6	CS	2
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	81704	BAREFOOT BUBBLY CAL P/GRIG - 750ML	ST	750ML	12	CS	2
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	313972	BAREFOOT CEL RED MOSCATO - 1.5L	ST	1.5L	6	CS	2
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	52590	BERINGER SPK WH/ZIN - 750ML	ST	750ML	12	CS	2
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	84692	BIG HOUSE PINOT EVIL P/NOIR - 3L	ST	3L	3	CS	1
1001274	1187	2/2/2015	1067482	FLOWER HILL BEER & WINE	82660	BLACK OPAL CAB - 750ML	ST	750ML	12	CS	2

When the message pops up at the bottom of your screen, select Open to open the report in an Excel format or click Save to save the Excel report to a designated location. If you click the arrow on the Save button you will see options to Save, Save As, or Save and Open.



Below is an image of the report saved as an Excel document.

The screenshot shows an Excel spreadsheet titled 'ASPxGridView1.xlsx - Microsoft Excel'. The spreadsheet contains a detailed report of alcohol beverage sales. The columns are: A (INVOICE TYPE), B (INVOICE DATE), C (SALES ORDER NUMBER), D (INVOICE NUMBER), E (ACCOUNT NUMBER), F (LICENSEE NAME), G (LICENSEE CODE), H (ITEM CODE), I (ITEM DESCRIPTION), J (ITEM TAG), K (DLC STL SIZE), and L (STL PER CS). The data rows show various invoices from 2/4/2015, all from '29 CONVENIENCE MART'. The items listed include various brands of beer and wine, such as Blue Point, Corona, Franzia, and Guinness. The spreadsheet is displayed in a standard Excel format with a ribbon at the top and a status bar at the bottom.

Glossary of Terms

- ACCOUNT NUMBER – the licensee’s ABS account number
- AMOUNT – the total amount for that item (unit price x quantity)
- BLANKET NUMBER – the number that identifies the supplier blanket agreement in the ABS system
- BOOKED DATE – the date the item was ordered with DLC
- BTL PER CASE – number of bottles in a case
- BUYER – the ABS buyer who purchased the product
- ABS BTL SIZE – bottle size
- ABS ITEM SUPPLIER – the supplier from which ABS purchased the product
- ABS ITEM SUPPLIER SITE – the supplier site from where the product was shipped
- ABS SUPPLIER ITEM CODE – the supplier’s internal code that identifies the product
- EXCISE TAX – a tax levied on the purchase of alcohol
- FREIGHT COST – the cost associated with shipping the product from the supplier site to the DLC
- INVOICE DATE – date that corresponds to the invoice number
- INVOICE NUMBER – this the ABS accounts receivable invoice number, not the commercial invoice number
- INVOICE TYPE – indicates whether it is a debit or a credit
- ITEM CODE – ABS product item number
- ITEM DESCRIPTION – the product name and size
- ITEM MAX – the maximum number of cases the ABS wants to have in the warehouse for a particular item
- ITEM MIN – the minimum number of cases the ABS wants to have in the warehouse for a particular item
- ITEM PLANNER – the ABS contact responsible for creating the purchase order
- ITEM TAG – a ABS tag that identifies what category the products falls into

- AL = Allocated items (limited supply)
- HO = Holiday (available only during certain times of the year)
- LS = Licensee Special (items not sold in stores and must be purchased out of the warehouse)
- S = Special items (not normally carried in stores, but have been requested by licensee)
- SB = Special Beer
- SC = Specialty Center (not stocked in the warehouse, but carried in ABS retail stores)
- ST = Stock items
- SW = Special Wine (special wines that have a selling point of \$18 per bottle or more, only sold out of warehouse)
- LICENSEE – the business name
- LINE NUMBER – the line on the sales order that corresponds to an item
- ORDERED DATE – the date that the order was placed with the ABS
- ORDER NUMBER – the ABS sales order number
- ORDERED QUANTITY – the number of cases ordered
- PROCESSING LEAD TIME – the estimated amount of time from when the purchase order is cut to when the product arrives at the ABS warehouse
- RETURN REASON CODE – the reason an item was returned
- SALES ORDER NUMBER – this is the ABS order number
- SCHEDULED SHIP DATE – this is an estimate of when the product will be available to ship based on the supplier location and typical delivery times
- SUPPLIER – this is the company from which the ABS purchases the product
- SUPPLIER SITE – this is the supplier location from which the product is shipped
- UNIT PRICE – the price per case

- UOM CODE – unit of measure (CS = case)
- WHS CASE – the wholesale case price