



Montgomery County Government Department of Liquor Control

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 DLC reports.

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There are four reports for sales reps currently available in the DLC iStore, the *DLC Blanket Agreements*, *DLC Delivered Orders and Returns*, *DLC Open Orders*, and *DLC 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 DLC iStore, access the reports by clicking on the **Reports** tab at the top of the screen

The screenshot shows the Montgomery County Department of Liquor Control iStore interface. The top navigation bar includes the following tabs: Montgomery SR Catalog, Direct Item Entry, Track Orders, Shopping Cart, Shopping List, FAQ, and Reports. The 'Reports' tab is highlighted. A red arrow points to the 'Reports' tab. Below the navigation bar, there is a search bar and a list of products. The product list is as follows:

Select	Product	Unit Price
<input type="checkbox"/>	1 EA 1 - 750ML (Part Number 325617)	\$160.20 Case
<input type="checkbox"/>	0Z 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 W/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.**”

The screenshot shows the Montgomery County Department of Liquor Control iStore interface with the 'Reports' tab selected. A red arrow points to the 'Reports' tab in the navigation bar. Another red arrow points to the 'Click here for reports' link in the 'Reports' section of the page.

Navigating Reports

Navigation Tabs

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

INVOICE TYPE	SALES ORDER NUMBER	INVOICE NUMBER	INVOICE DATE	ACCOUNT NUMBER	LICENSE NAME	LICENSE 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 OPTICAL ILLUSION 1/2 KEG	ST	1/2K	1 CS		2	189	
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	28.70	
DLC OM INVOICE	1003291	1406	2/3/2015	1071056	100 MONTADITOS		82236	FRANZIA BURGUNDY B18 - 5L	ST	5L	4 CS		2	57.56	
DLC OM INVOICE	1003291	1406	2/3/2015	1071056	100 MONTADITOS		82244	FRANZIA CHABLIS B18 - 5L	ST	5L	4 CS		2	57.56	
DLC OM INVOICE	1003291	1406	2/3/2015	1071056	100 MONTADITOS		19406	LAN RIBOSA CRIANZA - 750ML	ST	750ML	12 CS		1	131.40	
DLC OM INVOICE	1002999	2374	2/4/2015	1071056	100 MONTADITOS		220622	OPRARKO PINDO 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	1052256	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	1052256	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	1052256	29 CONVENIENCE MART		69841	BUD 40OZ NR - 40OZ	ST	40.0Z	12 CS		1	28.20	
DLC OM INVOICE	1001318	2732	2/4/2015	1052256	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	1052256	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	1052256	29 CONVENIENCE MART		26272	BUD LIGHT CANS 15/CS - 25OZ	ST	25.0Z	15 CS		1	23.25	

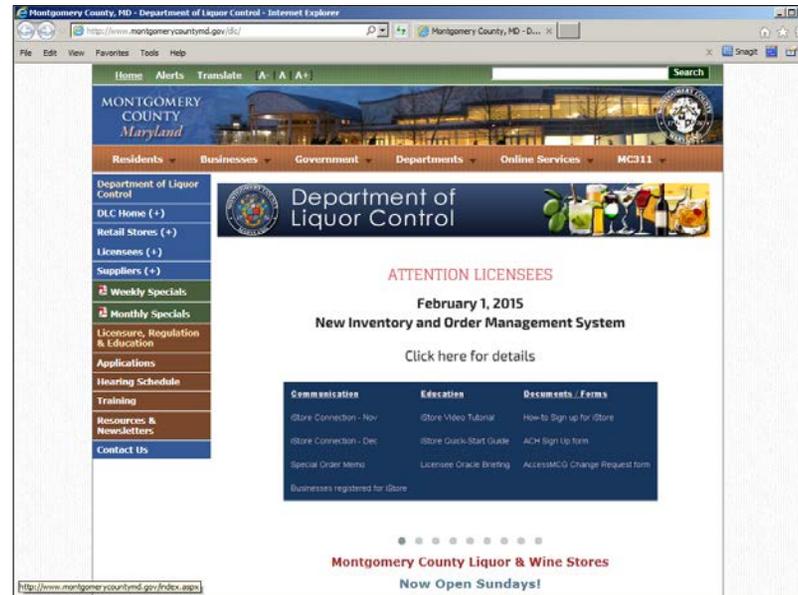
The **Reports** tab displays the reports that are available to you. You will only see reports that you have permission to view based on your login credentials. Click on the name of the report you want to view.

MONTGOMERY COUNTY DEPARTMENT OF LIQUOR CONTROL

Reports | Liquor Control Home | Logout

- SALES REPRESENTATIVE
- DLC Blanket Agreements
- DLC Delivered Orders and Returns
- DLC Open Orders
- DLC Special Orders - Distribution

Clicking on the **Liquor Control Home** tab will open the DLC 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

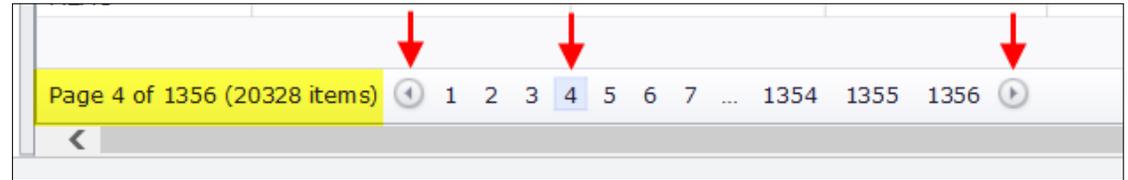
Report pages and the number of items in the report are displayed at the bottom of the report. Click on a page number to go to that page in the report, or click the right arrow to go to the next page or the left arrow to go to the previous page.

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	LICENSE CODE	ITEM DESCRIPTION	ITEM TAG
DLC CREDIT MEMO	200177	3456	2/10/2015	000000	000000	90203		BLUE MOON 1/2K	ST
DLC CREDIT MEMO	200177	2231	2/9/2015	000000	000000	175		EMPTY 1/2 KEG	DUNNAGE
DLC CREDIT MEMO	200176	3517	2/10/2015	000000	000000	90033		BLACKSTONE MOUNTAIN CHEROKEE 750ML	ST
DLC CREDIT MEMO	200176	3517	2/10/2015	000000	000000	11274		BLACKSTONE CALIF MER - 1.5L	ST
DLC CREDIT MEMO	200175	2189	2/6/2015	000000	000000	175		EMPTY 1/2 KEG	DUNNAGE
DLC CREDIT MEMO	200174	2487	2/10/2015	000000	000000	40640		GERARD S/BELC - 750ML	S
DLC CREDIT MEMO	200173	2499	2/10/2015	000000	000000	6668		MICHELOB AMBER BOCK 1.6L	ST
DLC CREDIT MEMO	200173	2590	2/10/2015	000000	000000	6668		MICHELOB AMBER BOCK 1.6L	ST
DLC CREDIT MEMO	200172	3562	2/10/2015	000000	000000	80043		TWO OCEANS CAB/MER - 750ML	LS
DLC CREDIT MEMO	200171	2273	2/5/2015	000000	000000	205		EMPTY 1/2 KEG	DUNNAGE
DLC CREDIT MEMO	200171	2273	2/5/2015	000000	000000	175		EMPTY 1/2 KEG	DUNNAGE
DLC CREDIT MEMO	200170	2274	2/5/2015	000000	000000	175		EMPTY 1/2 KEG	DUNNAGE
DLC CREDIT MEMO	200169	3494	2/10/2015	000000	000000	91396		MILWAUKEE BEST ICE CANS - 24OZ	ST
DLC CREDIT MEMO	200148	2315	2/5/2015	000000	000000	205		EMPTY 1/2 KEG	DUNNAGE
DLC CREDIT MEMO	200148	2315	2/5/2015	000000	000000	264		EMPTY 1/4 KEG	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	LICENSE CODE	ITEM DESCRIPTION	ITEM TAG	DLC BTL SIZE	BTL PER CS
DLC CREDIT MEMO	200137	3557	2/10/2015	000000	000000	90240		DOS XX SPECIAL LAGER 2/12-NR - 12OZ	ST	12.0Z	
DLC CREDIT MEMO	200136	3511	2/10/2015	000000	000000	23416		MILWAUKEE BEST ICE CANS - 24OZ	ST	24.0Z	
DLC CREDIT MEMO	200135	3502	2/10/2015	000000	000000	1562		TROEGS TROEGENATOR BODINE 4/6 NR - 12OZ	SB	12.0Z	
DLC CREDIT MEMO	200135	3502	2/10/2015	000000	000000	24941		TROEGS PERPETUAL IPA 4/6 NR - 12OZ	SB	12.0Z	
DLC CREDIT MEMO	200135	3501	2/10/2015	000000	000000	24733		BALLAST POINT SCULPIN 4/6 NR - 12OZ	SB	12.0Z	
DLC CREDIT MEMO	200134	3520	2/10/2015	000000	000000	90921		MILLER LITE 18PK LANNI - 12OZ	ST	12.0Z	
DLC CREDIT MEMO	200134	3520	2/10/2015	000000	000000	91952		MILLER LITE 18PK CAN - 12OZ	ST	12.0Z	
DLC CREDIT MEMO	200134	3520	2/10/2015	000000	000000	91960		MILLER LITE 12/24OZ CAN - 12OZ	ST	24.0Z	
DLC CREDIT MEMO	200133	3559	2/10/2015	000000	000000	98833		LINDEMANS FRAMBOISE NR - 25.4OZ	SB	750ML	
DLC CREDIT MEMO	200132	3516	2/10/2015	000000	000000	23533		ORTON DRAFT BEER 3/4 NR - 21.4OZ	SB	21.4Z	
DLC CREDIT MEMO	200132	3516	2/10/2015	000000	000000	23251		HITACHINO CLASSIC 4/6 NR - 11.2OZ	SB	11.2Z	
DLC CREDIT MEMO	200131	3513	2/10/2015	000000	000000	93209		VICTORY HOP BEVIL IPA 4/6NR - 12OZ	SB	12.0Z	
DLC CREDIT MEMO	200130	3575	2/10/2015	000000	000000	89460		WOODCHUCK GRANVY SMITH CIDER 4/6NR - 355ML	ST	355ML	
DLC CREDIT MEMO	200130	3575	2/10/2015	000000	000000	96083		HEINEKEN 4/6 NR - 12OZ	ST	12.0Z	
DLC CREDIT MEMO	200128	3508	2/10/2015	000000	000000	88416		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

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
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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

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

Drag a column header

INVOICE TYPE	SAL	INVOICE DATE	ACCOUNT NUMBER
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No data to paginate

February, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
06	1	2	3	4	5	6	7
07	8	9	10	11	12	13	14
08	15	16	17	18	19	20	21
09	22	23	24	25	26	27	28
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14

Today Clear

Filtering Report Columns

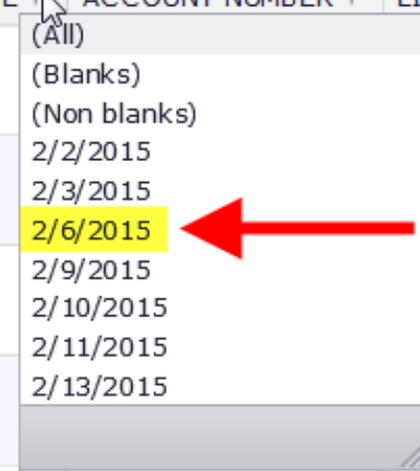
Columns that contain the filter icon can be filtered by data contained within that column.

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



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: 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
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



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
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: To:

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

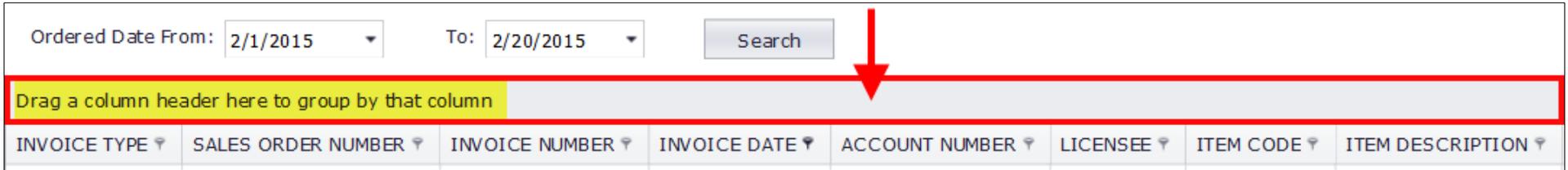
Ordered Date From: To:

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.

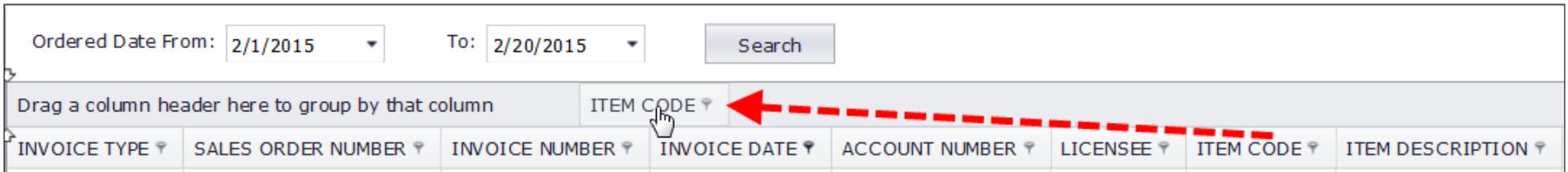


Ordered Date From: 2/1/2015 To: 2/20/2015 Search

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
--------------	--------------------	----------------	--------------	----------------	----------	-----------	------------------

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

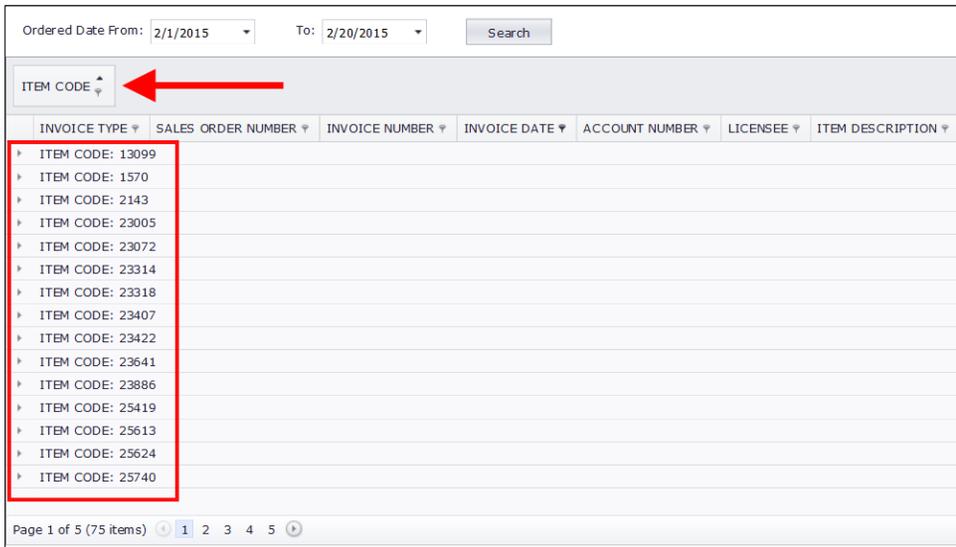


Ordered Date From: 2/1/2015 To: 2/20/2015 Search

Drag a column header here to group by that column

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

... 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

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.

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

ms Licensee

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: 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					

A red dashed arrow points from the 'ITEM CODE' header in the left sidebar to the 'ITEM CODE' header in the table's column headers. A yellow mouse cursor is positioned over the 'ITEM CODE' header in the table headers.

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: 2/1/2015 To: 2/13/2015 Search

Drag a column header here to group by that column

INVOICE TYPE	INVOICE DATE	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: 2/1/2015 To: 2/13/2015 Search

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.

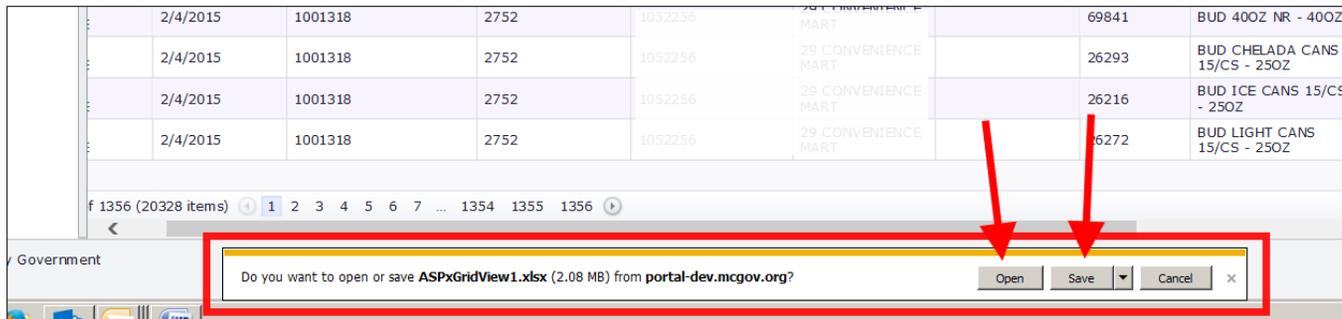
From: To: Licensee Name: FLOWER HILL BEER & WINE (81) (0)



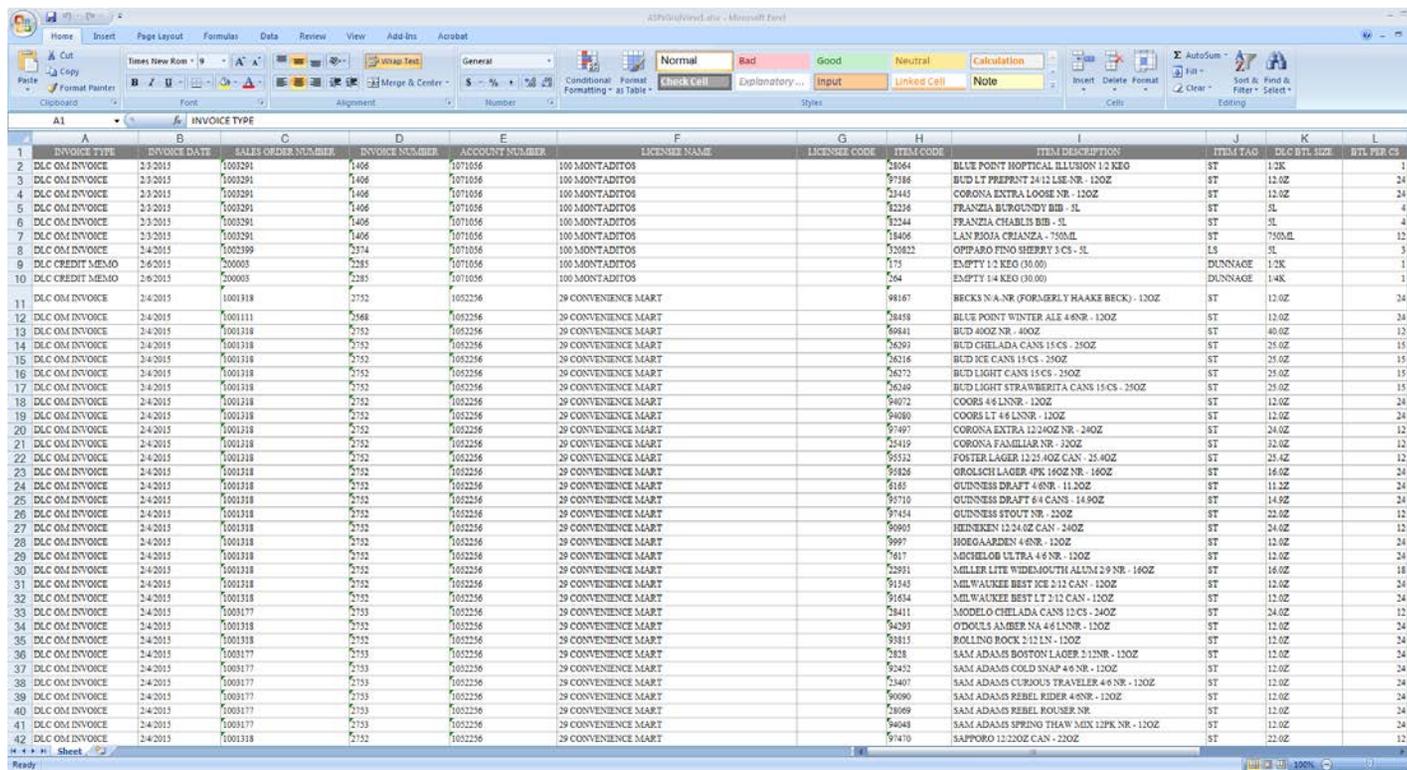
header here to group by that column

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.



Glossary of Terms

- ACCOUNT NUMBER – the licensee’s DLC 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 DLC system
- BOOKED DATE – the date the item was ordered with DLC
- BTL PER CASE – number of bottles in a case
- BUYER – the DLC buyer who purchased the product
- DLC BTL SIZE – bottle size
- DLC ITEM SUPPLIER – the supplier from which DLC purchased the product
- DLC ITEM SUPPLIER SITE – the supplier site from where the product was shipped
- DLC 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 DLC accounts receivable invoice number, not the commercial invoice number
- INVOICE TYPE – indicates whether it is a debit or a credit
- ITEM CODE – DLC product item number
- ITEM DESCRIPTION – the product name and size
- ITEM MAX – the maximum number of cases the DLC wants to have in the warehouse for a particular item
- ITEM MIN – the minimum number of cases the DLC wants to have in the warehouse for a particular item
- ITEM PLANNER – the DLC contact responsible for creating the purchase order
- ITEM TAG – a DLC 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 DLC 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 DLC
 - ORDER NUMBER – the DLC 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 DLC warehouse
 - RETURN REASON CODE – the reason an item was returned
 - SALES ORDER NUMBER – this is the DLC 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 DLC 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