



Montgomery County Government Department of Liquor Control

User Guide: iStore Reports for Licensees

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

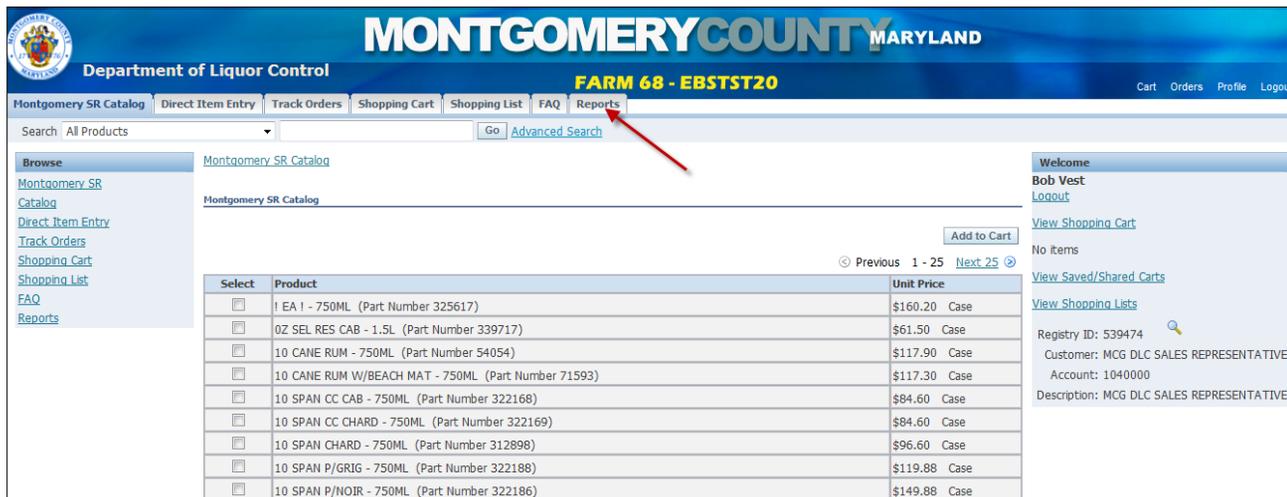
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There are three licensee reports currently available in the DLC iStore, the *Delivered Orders and Returns Report*, the *Open Orders Report*, and the *Payment Details Report*. The data contained in these reports is real-time data, so it provides the most up-to-date information on licensee orders and returns. 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 homepage. 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, and a red arrow points to it. The main content area displays a product catalog with a table of items. The table has columns for 'Select', 'Product', and 'Unit Price'. The items listed are:

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 Reports page. 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, and a red arrow points to it. The main content area displays a 'Reports' section with a link that says "Click here for reports." and another red arrow pointing to it.

Navigating Reports

Navigation Tabs

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

The screenshot shows the 'MONTGOMERY COUNTY DLC REPORTS - TEST' interface. At the top left, there are three navigation tabs: 'Reports', 'DLC Home', and 'Logout'. A red arrow points to the 'Reports' tab. Below the tabs is a search bar with 'Ordered Date From: 2/13/2015' and 'To: 2/13/2015'. A table of reports is displayed with columns for 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, and Return. The table contains multiple rows of data for various licensees and items. At the bottom left, there is a page indicator: 'Page 1 of 1356 (20328 Items)'. At the bottom right, there is an 'Export to Excel' button.

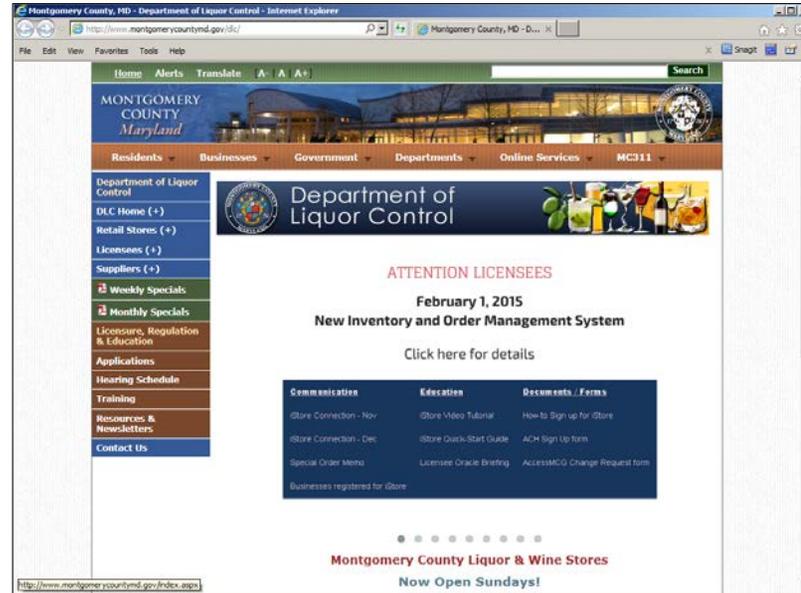
INVOICE TYPE	SALES ORDER NUMBER	INVOICE NUMBER	INVOICE DATE	ACCOUNT NUMBER	LICENSEE NAME	LICENSEE CODE	ITEM CODE	ITEM DESCRIPTION	ITEM TAG	DLC BTL. SIZE	BTL. PER CS	UOM CODE	QUANTITY	AMOUNT	RETURN
DLC OM INVOICE	1003291	1406	2/3/2015	1071096	100 MONTADITOS		28064	BLUE POINT HOTTICAL ILLUSION 1/2 KEG	ST	1/2K	1 CS		2	189	
DLC OM INVOICE	1003291	1406	2/3/2015	1071096	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	1071096	100 MONTADITOS		23448	CORONA EXTRA LOOSE NR - 12OZ	ST	12.0Z	24 CS		2	28.70	
DLC OM INVOICE	1003291	1406	2/3/2015	1071096	100 MONTADITOS		82236	FRANZIA BURGUNDY B18 - 3L	ST	5L	4 CS		2	57.56	
DLC OM INVOICE	1003291	1406	2/3/2015	1071096	100 MONTADITOS		82244	FRANZIA CHARLES B18 - 3L	ST	5L	4 CS		2	57.56	
DLC OM INVOICE	1000291	1406	2/3/2015	1071096	100 MONTADITOS		19406	LAN RIBOSA CRIANZA 750ML	ST	750ML	12 CS		1	131.40	
DLC OM INVOICE	1002299	2374	2/4/2015	1071096	100 MONTADITOS		220622	OPRARKO PINO SHERRY 3/CS - 5L	LS	5L	3 CS		1	62.07	
DLC CREDIT MEMO	200003	2285	2/6/2015	1071096	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	1071096	100 MONTADITOS		264	EMPTY 1/4 KEG (30.00)	DUNNAGE	1/4K	1 EA		1	-20	EMPTY K
DLC OM INVOICE	1001318	2732	2/4/2015	1082296	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	1082296	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	1082296	29 CONVENIENCE MART		69841	BUD 40OZ NR - 40OZ	ST	40.0Z	12 CS		1	28.20	
DLC OM INVOICE	1001318	2732	2/4/2015	1082296	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	1082296	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	1082296	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.

The screenshot shows the 'MONTGOMERY COUNTY DLC REPORTS -' interface. At the top left, there are three navigation tabs: 'Reports', 'DLC Home', and 'Logout'. A red arrow points to the 'Reports' tab. Below the tabs is a search bar with 'Ordered Date From: 2/13/2015' and 'To: 2/13/2015'. A table of reports is displayed with columns for Invoice Date, Drag a column, and INVOICE TYPE. The table contains multiple rows of data for various licensees and items. At the bottom left, there is a page indicator: 'Page 1 of 1356 (20328 Items)'. At the bottom right, there is an 'Export to Excel' button.

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	1071096	100 MONTADITOS		28064	BLUE POINT HOTTICAL ILLUSION 1/2 KEG	ST	1/2K	1 CS		2	189	
DLC OM INVOICE	1003291	1406	2/3/2015	1071096	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	1071096	100 MONTADITOS		23448	CORONA EXTRA LOOSE NR - 12OZ	ST	12.0Z	24 CS		2	28.70	
DLC OM INVOICE	1003291	1406	2/3/2015	1071096	100 MONTADITOS		82236	FRANZIA BURGUNDY B18 - 3L	ST	5L	4 CS		2	57.56	
DLC OM INVOICE	1003291	1406	2/3/2015	1071096	100 MONTADITOS		82244	FRANZIA CHARLES B18 - 3L	ST	5L	4 CS		2	57.56	
DLC OM INVOICE	1000291	1406	2/3/2015	1071096	100 MONTADITOS		19406	LAN RIBOSA CRIANZA 750ML	ST	750ML	12 CS		1	131.40	
DLC OM INVOICE	1002299	2374	2/4/2015	1071096	100 MONTADITOS		220622	OPRARKO PINO SHERRY 3/CS - 5L	LS	5L	3 CS		1	62.07	
DLC CREDIT MEMO	200003	2285	2/6/2015	1071096	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	1071096	100 MONTADITOS		264	EMPTY 1/4 KEG (30.00)	DUNNAGE	1/4K	1 EA		1	-20	EMPTY K
DLC OM INVOICE	1001318	2732	2/4/2015	1082296	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	1082296	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	1082296	29 CONVENIENCE MART		69841	BUD 40OZ NR - 40OZ	ST	40.0Z	12 CS		1	28.20	
DLC OM INVOICE	1001318	2732	2/4/2015	1082296	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	1082296	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	1082296	29 CONVENIENCE MART		26272	BUD LIGHT CANS 15/CS - 25OZ	ST	25.0Z	15 CS		1	23.25	

Clicking on the **DLC 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

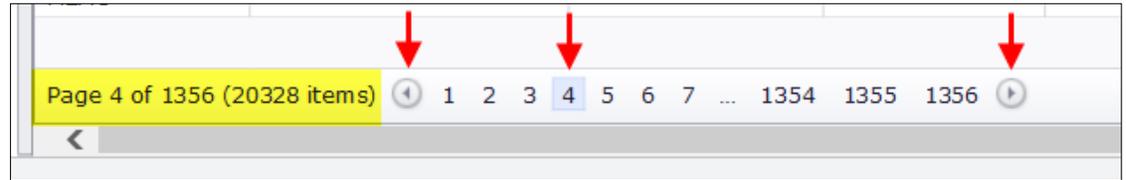
Report pages and the number of items in the report are displayed at the bottom of the report. Click on a page number to go to that page in the report, or click the right arrow to go to the next page or the left arrow to go to the previous page.

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	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	40646		GERARD S/BELC - 750ML	S
DLC CREDIT MEMO	200173	2499	2/10/2015	000000	000000	6668		MICHELOB AMBER BOCK 1/6K	ST
DLC CREDIT MEMO	200173	2590	2/10/2015	000000	000000	6668		MICHELOB AMBER BOCK 1/6K	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 1/6 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		WICHARDON ULTRA 1/2K	ST
DLC CREDIT MEMO	200148	2315	2/5/2015	000000	000000	205		EMPTY 1/6 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

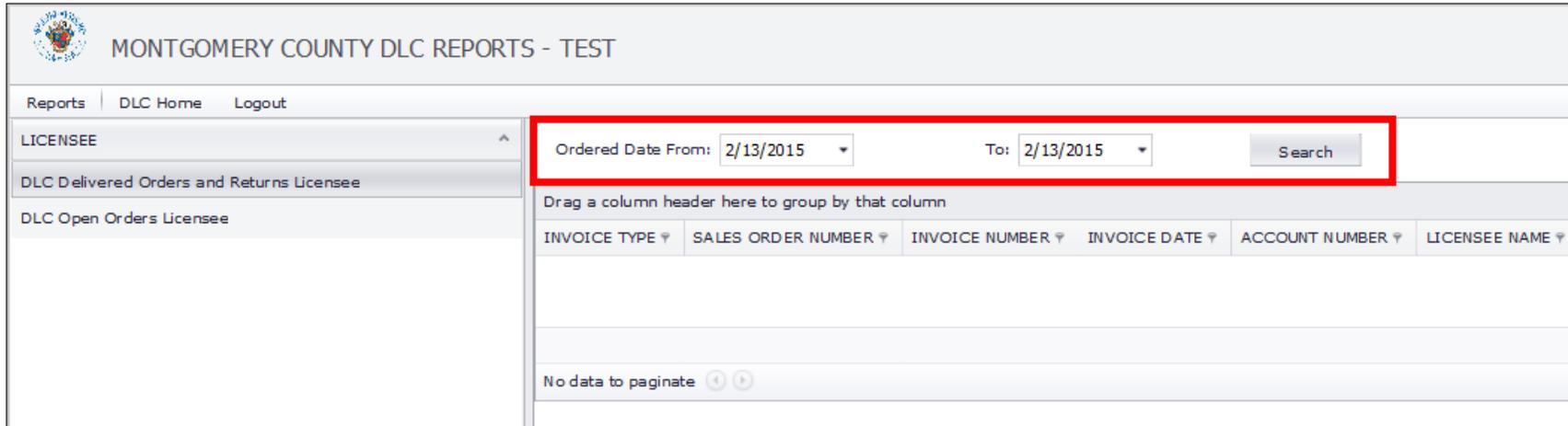
Drag a column header here to group by that column

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 - 120Z	ST	12.0Z	
DLC CREDIT MEMO	200136	3511	2/10/2015	000000	000000	23416		MILWAUKEE BEST ICE CANS - 240Z	ST	24.0Z	
DLC CREDIT MEMO	200135	3502	2/10/2015	000000	000000	1562		TROEGS TROEGENATOR BODINE 4/6 NR - 120Z	SB	12.0Z	
DLC CREDIT MEMO	200135	3502	2/10/2015	000000	000000	24941		TROEGS PERPETUAL IPA 4/6 NR - 120Z	SB	12.0Z	
DLC CREDIT MEMO	200135	3501	2/10/2015	000000	000000	24733		BALLAST POINT SCULPIN 4/6 NR - 120Z	SB	12.0Z	
DLC CREDIT MEMO	200134	3520	2/10/2015	000000	000000	90921		MILLER LITE 18PK LANNR - 120Z	ST	12.0Z	
DLC CREDIT MEMO	200134	3520	2/10/2015	000000	000000	91952		MILLER LITE 18PK CAN - 120Z	ST	12.0Z	
DLC CREDIT MEMO	200134	3520	2/10/2015	000000	000000	91960		MILLER LITE 12/240Z CAN - 120Z	ST	24.0Z	
DLC CREDIT MEMO	200133	3559	2/10/2015	000000	000000	98833		LINDEMANS FRAMBOISE NR - 25.40Z	SB	750ML	
DLC CREDIT MEMO	200132	3516	2/10/2015	000000	000000	23533		ORTON DRAFT BEER 3/4 NR - 21.40Z	SB	21.4Z	
DLC CREDIT MEMO	200132	3516	2/10/2015	000000	000000	23251		HITACHINO CLASSIC 4/6 NR - 11.20Z	SB	11.2Z	
DLC CREDIT MEMO	200131	3513	2/10/2015	000000	000000	93209		VICTORY HOP DEVIL IPA 4/6NR - 120Z	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 - 120Z	ST	12.0Z	
DLC CREDIT MEMO	200128	3508	2/10/2015	000000	000000	88416		PRESIDENTE 4/6 NR - 120Z	ST	12.0Z	

Filtering, Grouping and Sorting Report Data

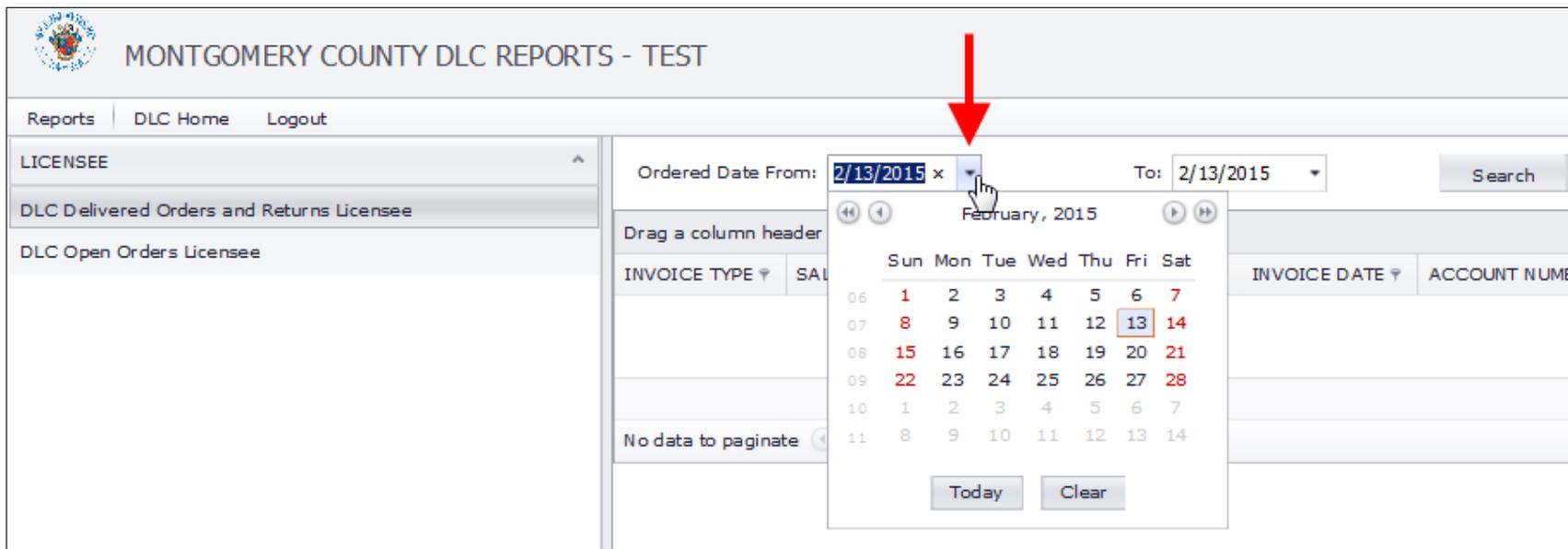
Specifying a Date Range

To display data for a specific date range, enter the start and end dates in the fields provided and click the Search button.



The screenshot shows the 'MONTGOMERY COUNTY DLC REPORTS - TEST' interface. On the left is a 'LICENSEE' sidebar with options: 'DLC Delivered Orders and Returns Licensee' and 'DLC Open Orders Licensee'. The main area has a search filter section with 'Ordered Date From: 2/13/2015' and 'To: 2/13/2015' fields, and a 'Search' button. Below this is a 'Drag a column header here to group by that column' instruction and a table of column headers: 'INVOICE TYPE', 'SALES ORDER NUMBER', 'INVOICE NUMBER', 'INVOICE DATE', 'ACCOUNT NUMBER', and 'LICENSEE NAME'. At the bottom, it says 'No data to paginate'.

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

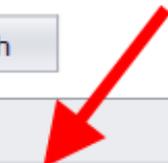


This screenshot shows the same interface as above, but with a calendar pop-up for February 2015. A red arrow points to the dropdown arrow in the 'Ordered Date From' field. The calendar shows the days of the week (Sun to Sat) and the dates. The date '13' is highlighted with a red box. Below the calendar are 'Today' and 'Clear' buttons.

Filtering Report Columns

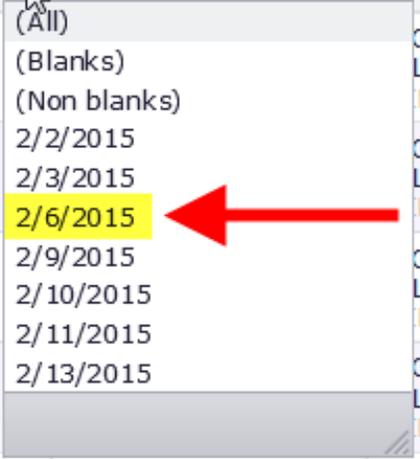
Columns that contain the filter icon can be filtered by data contained within that column.

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
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: To:

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

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	ITEM CODE	ITEM DESCRIPTION
--------------	--------------------	----------------	--------------	----------------	----------	-----------	------------------

... the data is grouped by Item Code.

Ordered Date From: To:

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)

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.

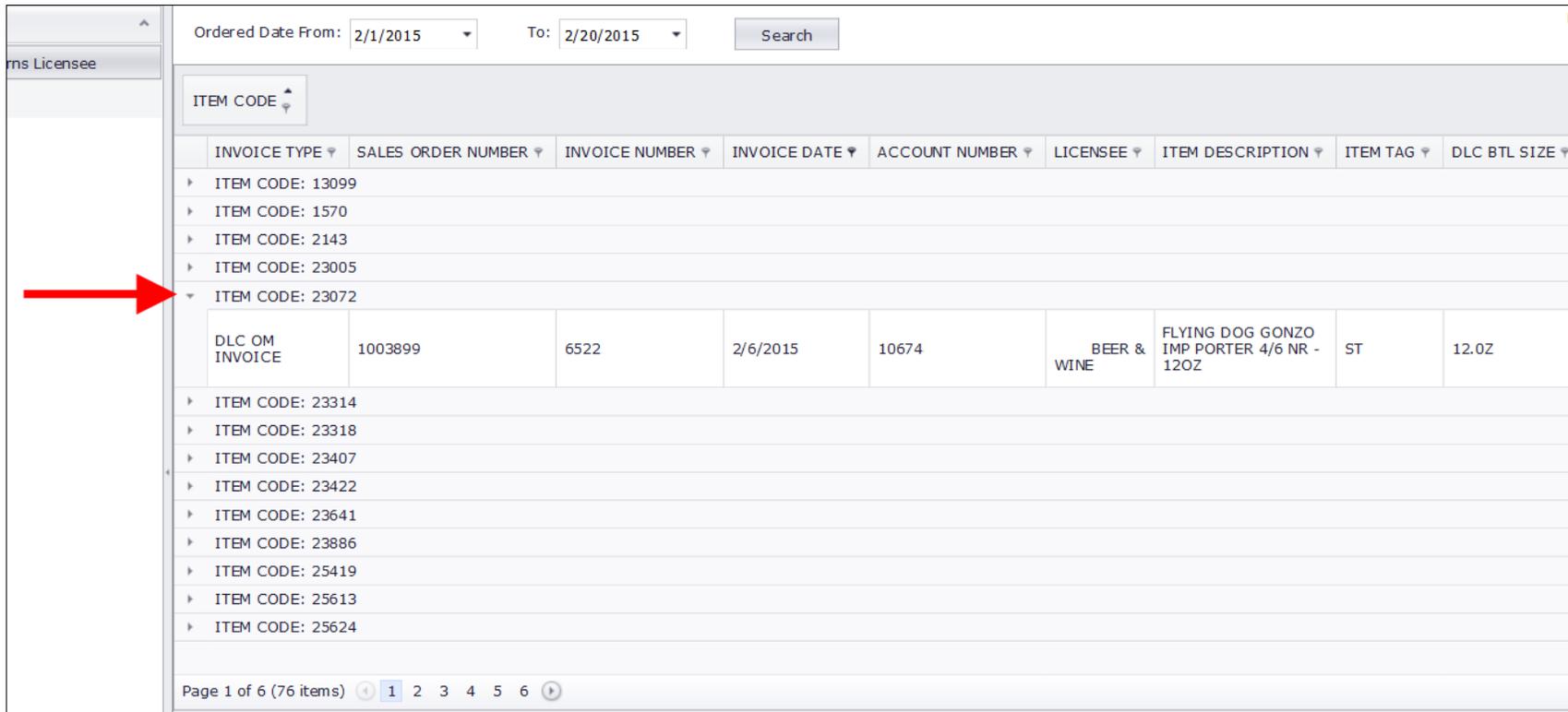
ms Licensee

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

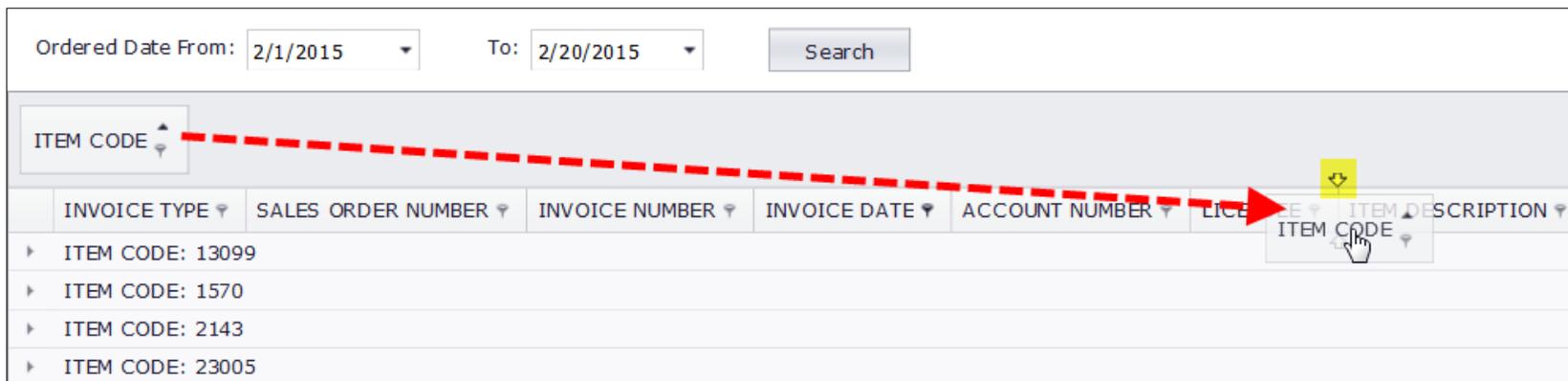


To ungroup the data, drag and drop the column header back to the location you want it to appear in the column headers.

Ordered Date From: 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					



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

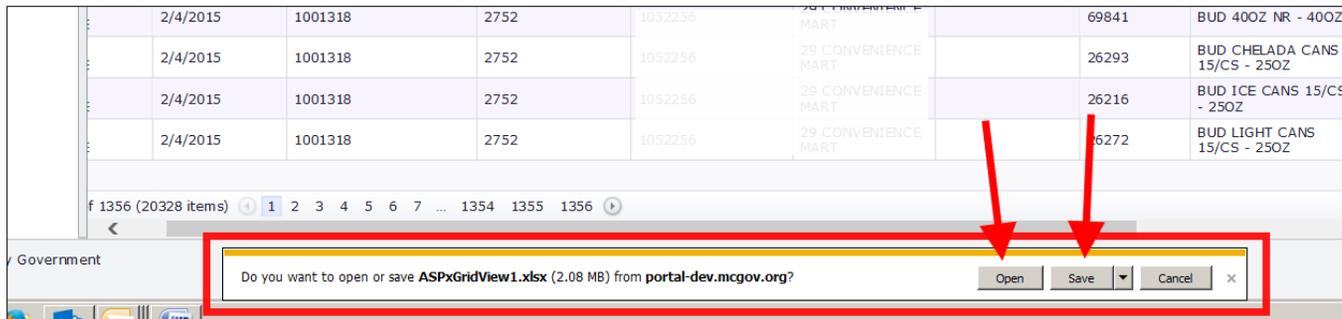
You can export the data in the report to a Microsoft Excel document by clicking on the **Export to Excel** button at the top, right of the report.

From: 2/1/2015 To: 2/20/2015 Licensee Name: FLOWER HILL BEER & WINE (01) (01) 

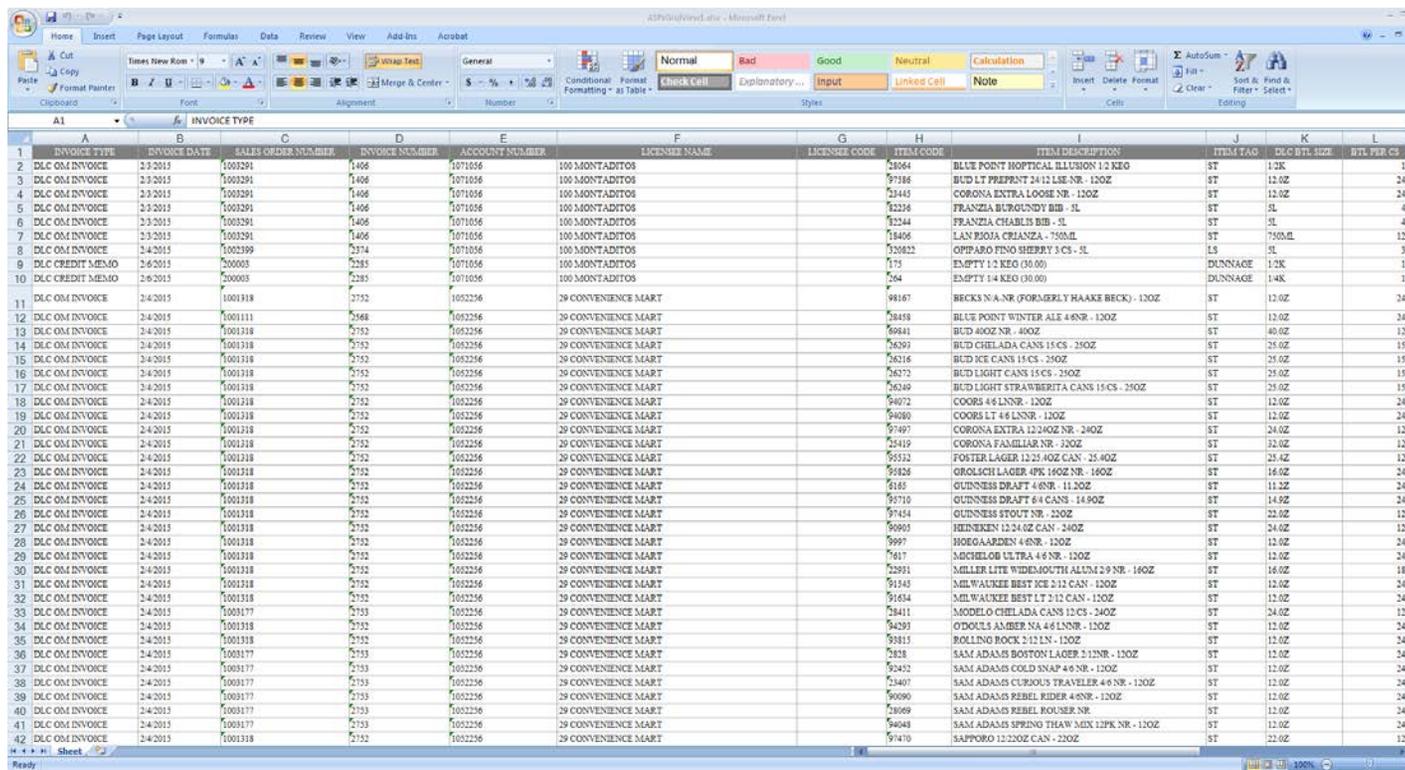
header here to group by that column

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 Liquor Control account number
- AMOUNT – the total amount for that item (unit price multiplied by the quantity)
- BPC – number of bottles per case
- BTL PER CASE – number of bottles per case
- DELIVERY NUMBER – a number that identifies the specific delivery (located top, right on the commercial invoice)
- DLC BTL SIZE – bottle size
- DLC ITEM SUPPLIER – the supplier from which Liquor Control purchased the product
- DLC ITEM SUPPLIER SITE – the supplier site from where the product was shipped
- INVOICE DATE – the date that the order is invoiced by Liquor Control, this is the same as the delivery date
- INVOICE NUMBER – this the Liquor Control accounts receivable invoice number, not the commercial invoice number
- INVOICE TYPE – indicates whether it is a debit or a credit
- ITEM CODE – the Liquor Control product item number
- ITEM DESCRIPTION – the product name and size
- 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 Liquor Control 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 Liquor Control
- ORDER NUMBER – the Liquor Control sales order number
- ORDERED QUANTITY – the number of cases ordered
- PAYMENT DATE – the date that the payment is processed by Liquor Control. Typically, the payment will hit your bank account one to two business days after the Payment Date
- PAYMENT NUMBER – the number that identifies the ACH debit
- QUANTITY – the number of cases ordered
- RETURN REASON CODE – the reason an item was returned
- SALES ORDER NUMBER – the Liquor Control 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
- SIZE – the bottle size
- SUPPLIER – this is the company from which Liquor Control purchases the product
- SUPPLIER SITE – this is the supplier location from which the product is shipped
- UNIT SELLING PRICE – the price per case
- UOM CODE – unit of measure (CS = case)

How to Use the Licensee Payment Details Report to Reconcile ACH Debits to Your Bank Account

From the Reports section (see page 3 of this guide for instruction on how to access reports in iStore), click on the **Payment Details Report** on the left side of the screen.

MONTGOMERY COUNTY DLC REPORTS - TEST

Welcome: Monday, March 02, 2015

Reports | DLC Home | Logout

LICENSEE

Delivered Orders and Returns

Open Orders

Payment Details

Payment Date From: 3/2/2015 To: 3/2/2015 Payment Amount: Search

Export to PDF Export to Excel

INVOICE DATE	ITEM CODE	DESCRIPTION	TAG	SIZE	BPC	UOM	QTY	UNIT PRICE	DISCOUNT	SALE AMOUNT	COMMENT
No data to display											

No data to paginate

Use the search fields at the top of the report to search a payment date range or payment amount. Click on the drop-down arrow in the date fields to see a calendar. **Note:** the payment date on the report is the date that Liquor Control entered the payment information into their system. Typically, the payment will hit your bank account one to two business days after the payment date. Therefore, it is best to enter a date range of 2-3 business days before the date that the ACH debit hit your bank account. For example, if your bank was debited on 2/23/15, you would want to search 2/19/15 – 2/23/15. Or you can enter the dollar amount that was debited from your bank account by entering the amount in the Payment Amt: field. After entering your search criteria, click the **Search** button.

MONTGOMERY COUNTY DLC REPORTS - TEST

Welcome: Monday, March 02, 2015

Reports | DLC Home | Logout

LICENSEE

Delivered Orders and Returns

Open Orders

Payment Details

Payment Date From: 3/2/2015 To: 3/2/2015 Payment Amount: Search

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

No data to display

After you enter your search criteria and click **Search**, the results will display below. In the example below, the exact amount that was debited from the bank account was entered along with a date range for that debit, so only the information for that debit is displayed

MONTGOMERY COUNTY DLC REPORTS - TEST Welcome: Monday, March 02, 2015

Reports | DLC Home | Logout

LICENSEE Payment Date From: * 2/9/2015 To: * 2/16/2015 Payment Amount: 4223.97 ➔ Search

	INVOICE DATE	ITEM CODE	DESCRIPTION	TAG	SIZE	BPC	UOM	QTY	UNIT PRICE	DISCOUNT	SALE AMOUNT	COMMENT
LICENSEE:												
▶ PAYMENT NUMBER: 100525 - PAYMENT DATE: 12-FEB-15 - PAYMENT AMOUNT: 4223.97											Total: 4223.97	
Page 1 of 1 (2 items) 1												

Click on the arrow to the left of the payment number to expand it to show more detail. The example below shows that this particular debit included two separate deliveries and a return (CM indicates credit memo). The Delivery Number is noted at the top, right of the commercial invoice, which you receive at the time of delivery. Since this report shows specific information about which deliveries and credits/returns made up a particular debit to your bank account, you can now reconcile your ACH debits by comparing your paperwork (commercial invoices and credit forms) to this report.

MONTGOMERY COUNTY DLC REPORTS - TEST Welcome: BEERSNCHEERS@VERIZON.NET Monday, March 02, 2015

Reports | DLC Home | Logout

LICENSEE Payment Date From: * 2/9/2015 To: * 2/16/2015 Payment Amount: 4223.97 Search

	INVOICE DATE	ITEM CODE	DESCRIPTION	TAG	SIZE	BPC	UOM	QTY	UNIT PRICE	DISCOUNT	SALE AMOUNT	COMMENT
LICENSEE: 1069574 - BEERS AND CHEERS - DBW061												
▶ PAYMENT NUMBER: 100525 - PAYMENT DATE: 12-FEB-15 - PAYMENT AMOUNT: 4223.97											Total: 4223.97	
▶ DELIVERY NUMBER: 1856												
▶ DELIVERY NUMBER: 2198												
▶ DELIVERY NUMBER: CM											Total: 4223.97	
Page 1 of 1 (5 items) 1												

Click the arrows next to each layer of information to drill-down and see all the details of which orders and items were included on that ACH debit.

 **MONTGOMERY COUNTY DLC REPORTS - TEST** Welcome:
Monday, March 02, 2015

Reports | DLC Home | Logout

LICENSEE Payment Date From: 2/9/2015 To: 2/16/2015 Payment Amount: 4223.97 Search

Delivered Orders and Returns

Open Orders

Payment Details

INVOICE DATE	ITEM CODE	DESCRIPTION	TAG	SIZE	BPC	UOM	QTY	UNIT PRICE	DISCOUNT	SALE AMOUNT	COMMENT
▼ LICENSEE:											
▼ PAYMENT NUMBER: 100525 - PAYMENT DATE: 12-FEB-15 - PAYMENT AMOUNT: 4223.97											
▼ DELIVERY NUMBER: 1856											
▼ SALES ORDER: 1000228											
▼ INVOICE NUMBER: 2570											
2/5/2015	307170	COCOA VINO PLAIN 21401 - 750ML	LS	750ML	12	CS	2	91.80	0	183.60	
										Total: 183.60	
										Total: 183.60	
▶ SALES ORDER: 1000889											
▶ SALES ORDER: 1001164											
▶ SALES ORDER: 1001328											
▶ SALES ORDER: 1001772											
▶ SALES ORDER: 1001884											
▶ SALES ORDER: 1002371											
▶ SALES ORDER: 1003414											

A custom-formatted PDF version of the Payment Details report has been created for you. Once you have entered your search criteria and the results are displayed, click the **Export to PDF** button to open the version that has been specifically formatted to help licensees reconcile ACH debits to their bank account.

The screenshot shows the 'MONTGOMERY COUNTY DLC REPORTS - TEST' interface. At the top right, it says 'Welcome: Monday, March 02, 2015'. On the left, there is a navigation menu with 'Reports', 'DLC Home', and 'Logout'. Below that, there are sections for 'LICENSEE', 'Delivered Orders and Returns', 'Open Orders', and 'Payment Details'. The main area contains search filters: 'Payment Date From: 2/9/2015', 'To: 2/16/2015', and 'Payment Amount: 4223.97'. There is a 'Search' button and a 'Licensee Name:' field. Below the filters is a table with columns: INVOICE DATE, ITEM CODE, DESCRIPTION, TAG, SIZE, BPC, UOM, QTY, UNIT PRICE, DISCOUNT, SALE AMOUNT, and COMMENT. The table shows a payment summary for 'PAYMENT NUMBER: 100525 - PAYMENT DATE: 12-FEB-15 - PAYMENT AMOUNT: 4223.97' with three delivery numbers: 1856, 2198, and CM. At the bottom right of the table, there are two 'Total: 4223.97' entries. A red box highlights the 'Export to PDF' button, and a red arrow points to it from the right.

A box will appear where you can choose to open the PDF, save it, etc. Click Open to open it.

This screenshot shows the same interface as the previous one, but with a file dialog box open at the bottom. The dialog box has a title bar and contains the text: 'Do you want to open or save DLC Receipts Reconciliation Licensee Report.pdf (116 KB) from portal-dev.mcgov.org?'. Below the text are three buttons: 'Open', 'Save', and 'Cancel'. A red arrow points down from the table area to the dialog box, and a red box highlights the entire dialog box.

Below is an example of how the PDF report looks with all of the information expanded to show the details.

DEPARTMENT OF LIQUOR CONTROL LICENSEE RECEIPTS REPORT											
INVOICE DATE	ITEM CODE	DESCRIPTION	TAG	SIZE	BPC	UOM	QTY	UNIT PRICE	DISCOUNT	SALE AMOUNT	COMMENT
LICENSEE:											
PAYMENT NUMBER: 100525 - PAYMENT DATE: 12-FEB-15 - PAYMENT AMOUNT: 4223.97											
DELIVERY NUMBER: 1856											
SALES ORDER: 1000228											
INVOICE NUMBER: 2570											
2/5/2015	307170	COCOA VINO PLAIN 21401 - 750ML	LS	750ML	12	CS	2	91.80	0	183.60	
										Total: 183.60	
										Total: 183.60	
SALES ORDER: 1000889											
INVOICE NUMBER: 2576											
2/5/2015	328822	LEGADO DE MONCATO GARN - 750ML	LS	750ML	12	CS	1	95.88	0	95.88	
										Total: 95.88	
										Total: 95.88	
SALES ORDER: 1001164											
INVOICE NUMBER: 2561											
2/5/2015	72818	LOS VASCOS CAB - 750ML	ST	750ML	12	CS	1	91.08	0	91.08	
2/5/2015	309253	LOS VASCOS S/BLC 25792 - 750ML	LS	750ML	12	CS	1	88.68	0	88.68	
										Total: 179.76	
										Total: 179.76	
SALES ORDER: 1001328											
INVOICE NUMBER: 2577											
2/5/2015	134015	CARTLIDGE & BROWN P/NOIR - 750ML	LS	750ML	12	CS	1	137.88	0	137.88	
										Total: 137.88	
										Total: 137.88	
SALES ORDER: 1001772											
INVOICE NUMBER: 2567											

Additional information is needed to connect MCG-
Click to provide additional information.

You also have the option to export the report as a Microsoft Excel document.

The screenshot displays the 'MONTGOMERY COUNTY DLC REPORTS - TEST' interface. At the top right, it says 'Welcome: Monday, March 02, 2015'. The main area contains search filters: 'Payment Date From: 2/9/2015', 'To: 2/16/2015', and 'Payment Amount: 4223.97'. There are 'Export to PDF' and 'Export to Excel' buttons. A red box highlights the 'Export to Excel' button, with a red arrow pointing to it. Below the filters is a table with columns: INVOICE DATE, ITEM CODE, DESCRIPTION, TAG, SIZE, BPC, UOM, QTY, UNIT PRICE, DISCOUNT, SALE AMOUNT, and COMMENT. The table shows a payment summary for 'PAYMENT NUMBER: 100525 - PAYMENT DATE: 12-FEB-15 - PAYMENT AMOUNT: 4223.97' with three delivery numbers: 1856, 2198, and CM. The total sale amount is 4223.97. A sidebar on the left has a 'LICENSEE' dropdown menu and a 'Payment Details' section. The bottom of the page shows 'Page 1 of 1 (5 items)' with a page number '1'.

Keep in mind that the data contained in these reports is real-time, so you are always looking at the most up-to-date information. However, if you export the data as a PDF or Excel document and save it, it becomes a snapshot of the data as of the date/time you exported it.