



Save A Lot Browser

*Save A Lot Store Users
Guide to the
Save A Lot store browser*

v 2.7

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Save A Lot Browser Navigation	4
Toolbar	4
Tab Strip	5
Menu Bar	5
Communications Dashboard	5
Applications Menu	5
Mail Menu	6
Links Menu	6
Status Bar	6
Logging In and Out	7
Offline Mode	7
Logging In	7
Logging Out.....	7
Password Maintenance	8
Corporate Stores	8
To Change Your Current Password	8
To Reset a Forgotten Password	11
Retail Partner Stores	12
Retail Dashboard	13
My Sales	13
My Labor (Corporate stores only)	14
My ID Loss	14
My Open & Outstanding Surveys	14
My Available Promos	15
Communications Dashboard	16
Messages	17
Bulletins	17
Display Plans	17
Weekly Communications (Corporate stores only)	17
Applications Menu	18
Inventory and Accounting	19
Perishable Entry Sheet (Corporate stores only)	20
Printing the Perishable Inventory Count Sheet..	22
Perishable Inventory Count Entry.....	23
Adding Items to the Inventory Count Entry	23

Inventory Approval.....	25
Perishable Inventory Approval History	26
Perishable Entry using the Symbol Gun	26
Store To Store Transfer (Corporate stores only) ...	29
Viewing Transfers	29
Searching Transfers	30
Create a Transfer	31
Completing a Transfer	34
Viewing Approved Transfers and Printing Packing Lists.....	35
Weekly Labor Forecast Worksheet (Corporate stores only)	36
Previous Week WLFW (Corporate stores only)..	37
Printing A WLFW	37
Current Week WLFW (Corporate stores only) ...	38
Hour Adjustment to Plan.....	38
Variance to Scheduled.....	39
Total Variance	39
Next Week and Two-Weeks-Out WLFW	40
Reports.....	44
Invoice Inquiry	44
COOL Item	46
WIC EBT Reporting	47
eInvoice	58
S4 / WinAR (Retail Partners only)	59
Store Reports	60
Cashier Recap	60
Cash Worksheet	67
Store Report	74
Error Correction	85
Print reports	89
Cashier Performance Reports	91
Markdown (Corporate stores only)	97
IDLoss	97
ID Loss on the Symbol Gun.....	97
ID Loss on the Office PC	108
Markup Markdown (Corporate stores only)	111
Pricing	117
In Store Price Check.....	118
Initiate Price Check on the Office PC.....	118
Price Check Using the Symbol Gun	119
Reviewing A Price Check Session	122
Pricing Reports.....	125
Perishable Retail Pricing Report (Corporate stores only).....	125
Perishable Pricing Reports	128
Retail Pricing Report.....	132

Cost Changes Report	134
Temporary Price Reduction	136
New Price and Availability Report	147
Signs and Labels	149
Main Menu	150
Columns, Sorting, and Filtering	150
Sign Batches.....	152
Custom Signs / Labels	157
Print Queue.....	160
Print History.....	162
Printing Signs/Labels from Symbol Gun	165
Products and Procurement	170
DSD (Corporate stores only)	171
Price Book (Corporate Stores only)	193
Week End Detail Report	195
Week End Summary Report	198
Merchandise.....	201
RP Perishable Order Guide (Retail Partners only) 203	
Ordering	204
Creating an Order	204
Reviewing Promotions.....	206
Work Current Order	207
Review Order History	230
Dormant Item Report	232
Survey System.....	233
Planning Report	244
WTS Report (Corporate stores)	246
Daily Perishable Ordering Guide (FCST)	
(Corporate Stores)	247
Order Adjustment Report.....	249
Retail Operations and Support	251
License Security (Retail Partners).....	252
Adding a new Home Store User	252
Retail Security (Corporate stores)	255
Adding a New Home Store User	256
Utilities	261
System Shutdown	261
Schedule Transfer	262
ICL Fullscreen	262
Delete Open Order	262
Reset Open Order	262
Update Local System Time	263
Clear Printer Queues	263
WIC Link Maintenance.....	263
Mail	264
Accessing email	264

Reading Email	264
Viewing Attachments	265
Composing a New Message	267
Replying to an email	270
Links Menu	271
Associate Policies and Forms	272
Document Repository	273
Browsing the Document Repository.....	273
Searching the Document Repository	274
ICL (ISS45)	274
Helpdesk / Supplies	274
Kronos	274
MicroTrax	275
Accessing MicroTrax.....	275
Store Sales Summary by Store and Cashier.....	276
Store Sales Summary by Store	281
eWIC Variance report	283
Planograms	285
Accessing the JDA Planogram and Floorplan site	285
Printing Floorplans	286
Printing Planograms	288
Change Log	291










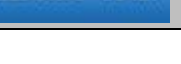
Save A Lot Browser Navigation

The Save A Lot browser is your central access point for all Save A Lot in-store applications. If the Browser is not visible, it can be activated by hitting the F11 key on your keyboard

Toolbar



The tool bar appears at the top of the browser screen and provides buttons that allow you to navigate within the browser, the store name and number is also included in the tool bar. The table below provides a short explanation for each of the icons available on the tool bar

	Home – returns you to the dashboard screen in the current tab
	Back – displays the previous page in the current tab. Only enabled if there is a previous page in the current tab's browser history
	Forward – displays the next page in the current tab. Only enabled if there is a next page in the current tab's browser history
	Refresh – refreshes the page being displayed in the current tab
	Stop – stops the load for the page being loaded in the current tab
	Print – prints the contents of the page in the current tab
	Offline / Online mode – toggles offline/offline mode, to be used when there is no network connectivity. To be used under help desk direction only
	Log out – logs the current user out and returns to the user login screen. Force closes all open tabs and opens the user login screen in a new tab
	Exit browser – initiates the SAL retail browser exit process. To be used under help desk direction only. Use the Cancel button in the password confirmation window to close this screen without exiting the browser
	Store info – displays the Save A Lot assigned store name and number

Tab Strip



The tab strip appears directly below the tool bar. Each tab will provide a short description of what application is open within it. Clicking on a tab provides quick access to the application within the tab. A maximum of 5 tabs can be open at any one time. To close a tab, click the “X” at the right of the tab

Menu Bar



The menu bar appears below the tab strip and provides access to the following functions:

[Communications](#)

[Applications](#)

[Mail](#)

[Links](#)

Communications Dashboard

The Communications link in the menu bar will indicate unread and urgent Communications prior to login, but access to the Communications Dashboard itself will require login. “New” Communications will be indicated by displaying the Communications link and corresponding “New” message count in bold, red font

There are four categories of communications sent to stores:

Messages

Bulletins

Weekly Communications (Corporate Stores only)

Display Plans

See the [Communications Dashboard](#) chapter for further information



Applications Menu

Applications are accessed by clicking on the Applications option located on the menu bar. The applications menu represents groupings of applications based upon their primary purpose. The Applications menu is visible only after you login. Your current username and password will be used to access these applications.

See the [Applications Menu](#) chapter for more information



Mail Menu

The Email menu will indicate unread and urgent email prior to login, but access to the Email system itself will require you to login with your username and password. An email envelope icon will display  when you have unread email and will display  if one or more unread emails is urgent. (“Urgent!” must be the first word in the subject line of a message for the envelope to turn Red.) When all urgent emails have been read, the envelope will turn from red to gold. The number of unread emails is shown in parentheses


See the [Mail](#) section for more information

Links Menu

The **Links** menu is visible prior to login, but access to some menu options may require a separate login

See the [Links Menu](#) section for more information

Retail Partners:

 Mail (7)

Links

Document Repository

ICL

Helpdesk / Supplies

Kronos

MicroTrax

Planograms

VOC

Corporate:

 Mail (1)

Links

Associate Policies and Forms

Document Repository

ICL

Helpdesk / Supplies

Kronos

Maximo

MicroTrax

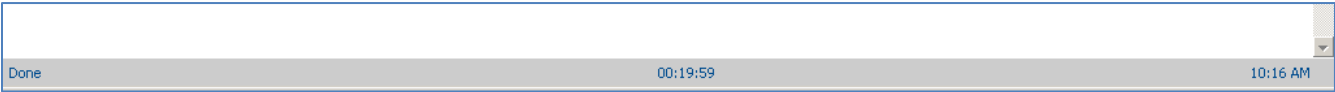
SAM

SV Harbor

Planograms

Item Issue Form

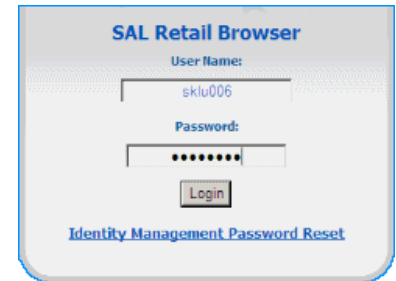
Status Bar



The status bar appears at the bottom of the screen and displays current information for the tab being viewed. The status bar gives a visual measure of the progress being made loading the current page. If the web page has been completely loaded, this progress bar is not visible, and the word “Done” is displayed in the bottom left hand corner of the status bar. The current time of day will appear in the bottom right hand corner of the status bar

Logging In and Out

- At the user login screen enter your
 - o User Name and Password
- Then click **Login** or press **Enter**




SAL Retail Browser

User Name:

Password:


[Identity Management Password Reset](#)

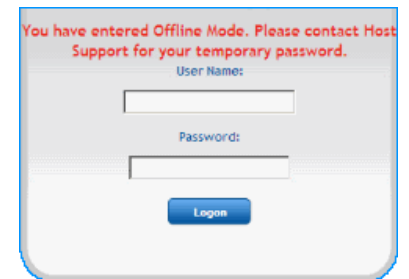
- To log out click the  icon at the top of the screen. You will be logged out of the browser and returned to the login screen

Offline Mode

If your store loses network connectivity the browser can be accessed to update the store reports or ICL using offline mode. Before accessing offline mode contact the Save A Lot help desk at 1-800-323-9424

Logging In

- To access offline mode, click the  icon in the tool bar
- The offline login screen will load. Enter the temporary User Name and Password given to you by the Save A Lot help desk and click **Login** or press **Enter**

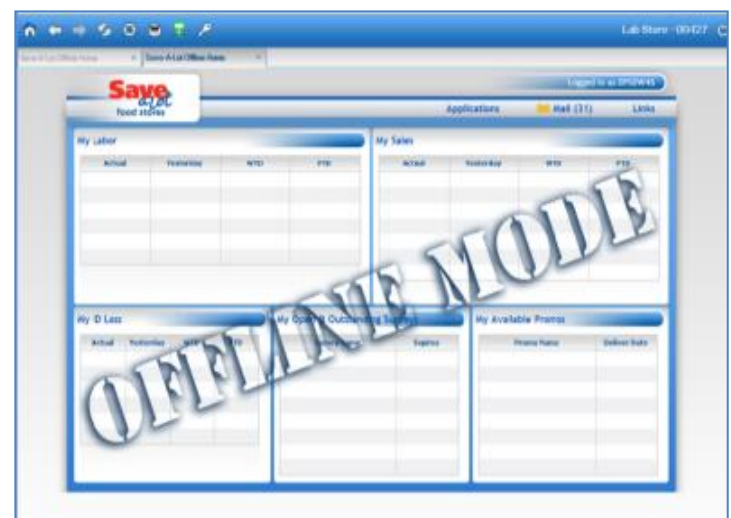


You have entered Offline Mode. Please contact Host Support for your temporary password.


User Name:

Password:

- While in offline mode, the words **Offline Mode** will appear on the screen like the example shown



Logging Out

- To exit offline mode, click the  icon on the tool bar

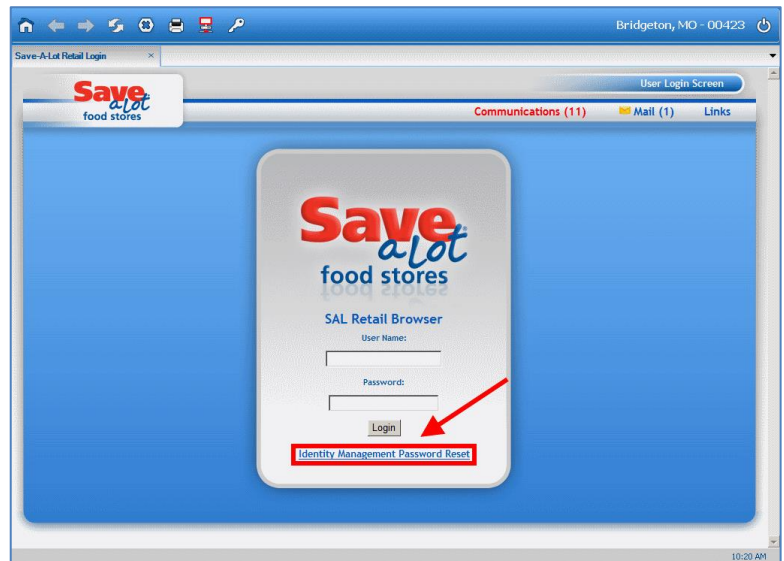
Password Maintenance

Corporate Stores

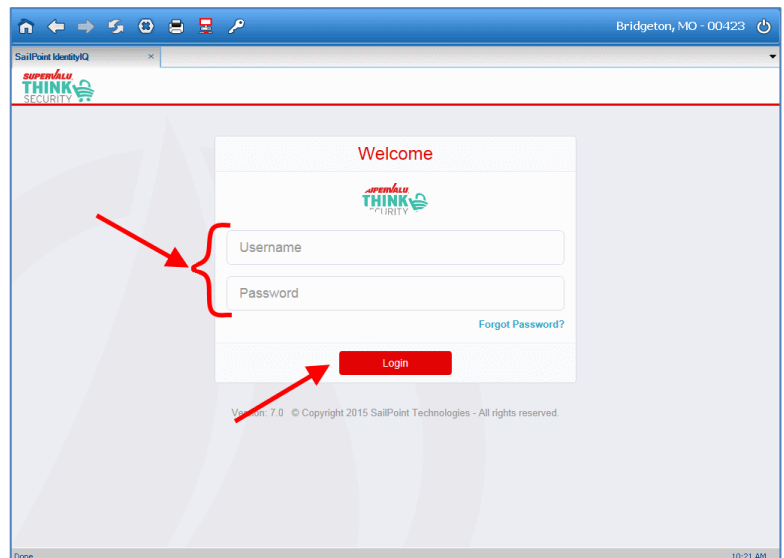
If you need to change or recover your browser password, you can access the SAL Password Self Service using the following procedure

To Change Your Current Password

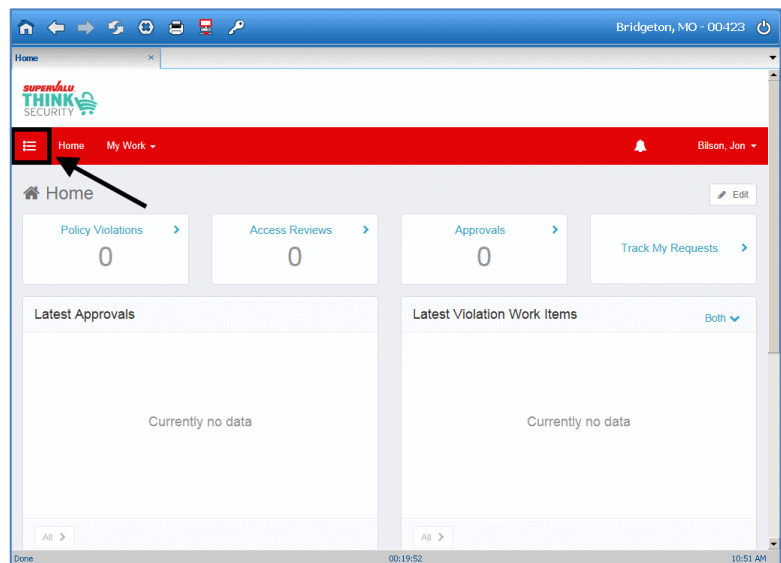
- From the SAL Browser log in page, click on **Identity Management Password Reset**



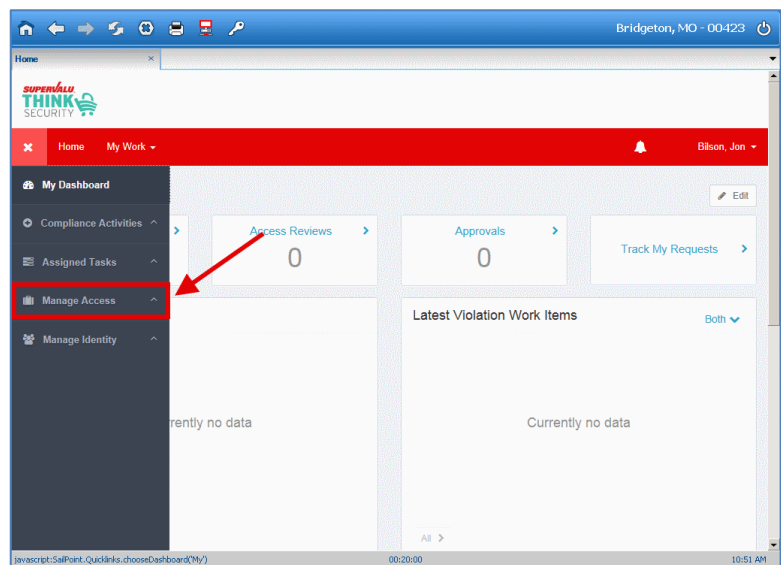
- Enter your current **Username** and **Password**
- Click **Logins**



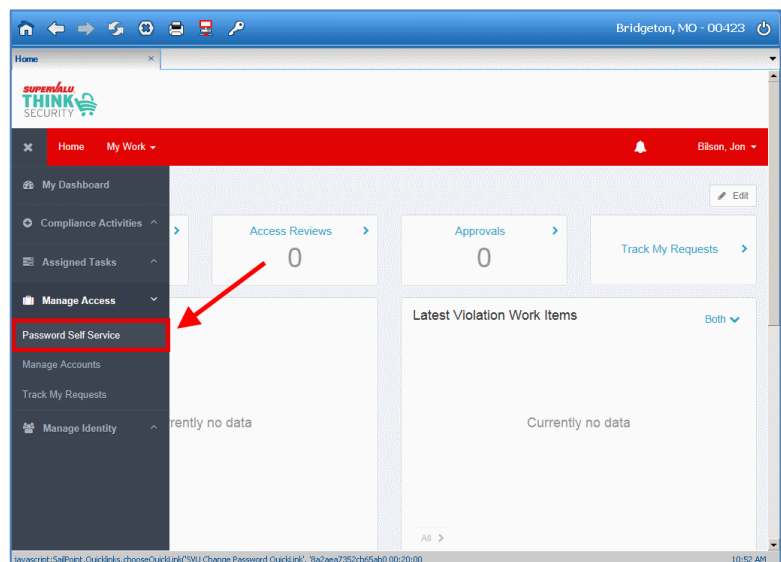
- Click the “hamburger” icon on the upper left-hand side



- Click **Manage Access**



- Click **Password Self Service**



- Scroll down and enter your new password twice
- Click **Submit**

SailPoint IdentityIQ

First name: Jon

Last name: Bilson

Password

New Password *

Confirm Password *

Resource accounts on which password will be set

B2A LDAP

Oracle EBS

Active Directory SVU SVUENT

Cancel Submit

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- Click on your name on the upper right-hand side

SailPoint IdentityIQ

supervalu THINK SECURITY

Home My Work

Bilson, Jon

Form

Password Change Request Submitted

Return to Dashboard

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- Click **Logout**

SailPoint IdentityIQ

supervalu THINK SECURITY

Home My Work

Bilson, Jon

Form

Password Change Request Submitted

Return to Dashboard

Preferences

Help

Logout

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https://myaccess.supervalu.com/identityiq/workitem/common/workitem.jsf#

To Reset a Forgotten Password

- Enter your username and double-click the **Forgot Password?** link
 - o Yes, I said double-click

Welcome

Username

Password

Forgot Password?

Login

Version: 7.0 © Copyright 2015 SailPoint Technologies - All rights reserved.

- Click **Answer authentication questions**
- Click **Submit**

Verification Method

Choose Verification Method

☒ Answer authentication questions

☐ Send a verification code to my phone

[I already have a code](#)

Cancel **Submit**

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- Select the questions you answered when you set up your MIO account and provide the matching answers
- **Enter** and **Confirm Password**
- Click **Submit**

Answer Authentication Questions

Question 1 --Select question--

Answer

Question 2 --Select question--

Answer

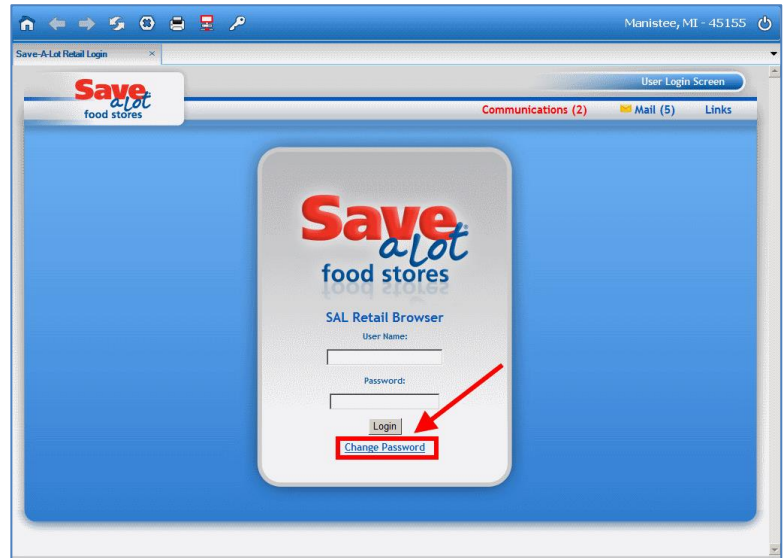
Enter New Password

Confirm Password

Cancel **Submit**

Retail Partner Stores

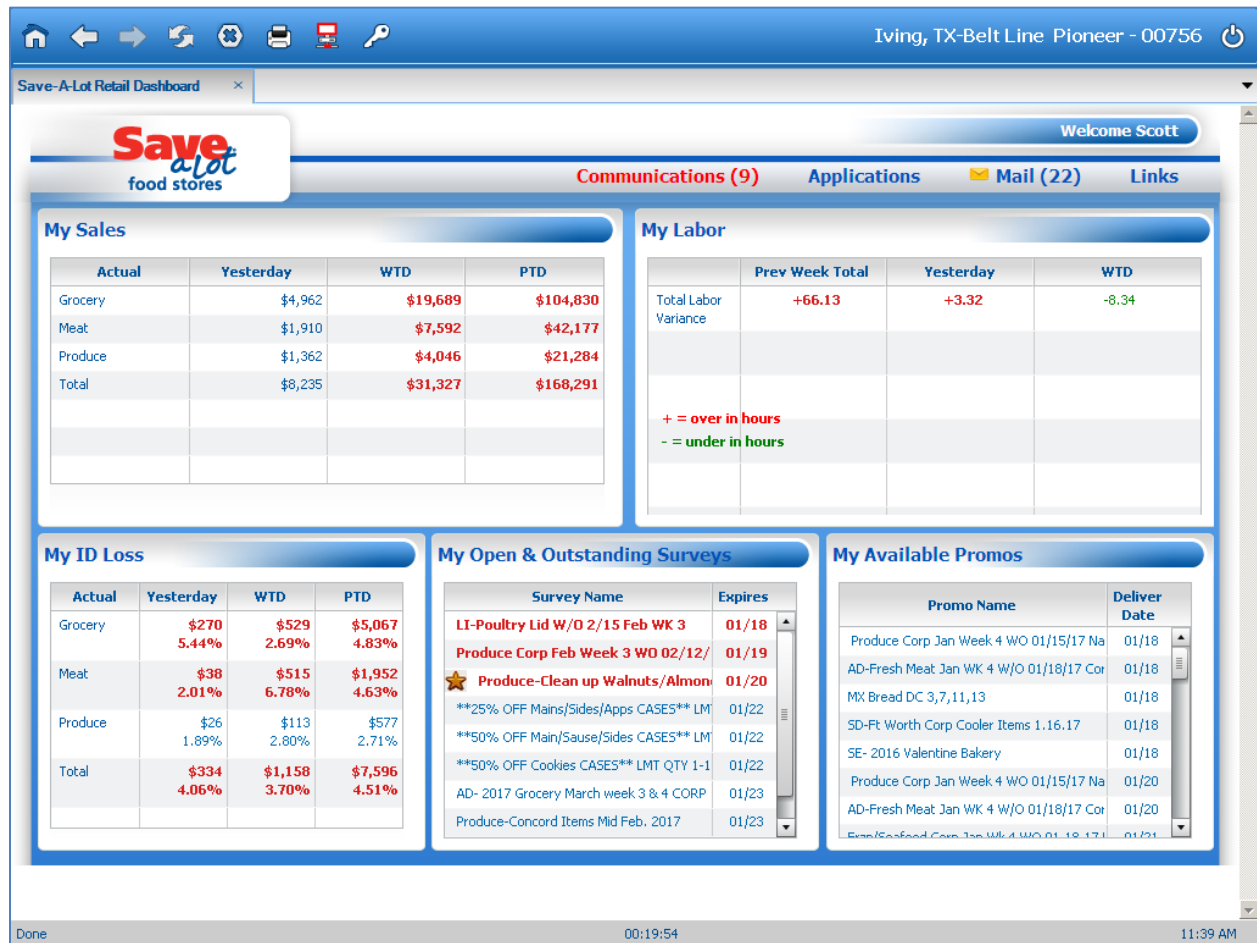
- To change your login password, click the **Change Password** link at the bottom of the browser login screen



- Complete all fields
- Click the **Save** button to confirm the password change



Retail Dashboard



NOTE: WTD and PTD values are through yesterday and are UNAUDITED

My Sales

Requires Save A Lot Store Report Application usage by store

- Sales figures are from the SAL [Store Report](#)
- Shows sales for Yesterday, Week to Date and Period to Date

My Sales				
Actual	Yesterday	WTD	PTD	
Grocery	\$4,962	\$19,689	\$104,830	
Meat	\$1,910	\$7,592	\$42,177	
Produce	\$1,362	\$4,046	\$21,284	
Total	\$8,235	\$31,327	\$168,291	

- Double clicking on one of the period totals will display a pop-up with more detail

PRIOR Grocery:	\$4,962
Distribution	60.26%
Ok	

My Labor (Corporate stores only)

- Hours are identified from Kronos
- Plan is identified from the Weekly Labor Planning Worksheet
- Shows actual hours for Previous week, yesterday, and Week to Date (**WTD**)
- **WTD** values turn red if they are equal to or greater than planned, green if they are equal to or less than planned


	Prev Week Total	Yesterday	WTD
Total Labor Variance	+66.13	+3.32	-8.34
+ = over in hours			
- = under in hours			

My ID Loss


- ID Loss dollars and percent of sales are identified from the ID Loss Reports
- Shows ID Loss for **Yesterday**, Week to Date (**WTD**), and Period to Date (**PTD**)
- Yesterday, **WTD**, and **PTD** values turn red if they are GREATER THAN the threshold amount for their corresponding sales
- Current thresholds are: Grocery 0.8%, Meat 2.0%, Produce 4.0%, Total 1.5%

Actual	Yesterday	WTD	PTD
Grocery	\$270 5.44%	\$529 2.69%	\$5,067 4.83%
Meat	\$38 2.01%	\$515 6.78%	\$1,952 4.63%
Produce	\$26 1.89%	\$113 2.80%	\$577 2.71%
Total	\$334 4.06%	\$1,158 3.70%	\$7,596 4.51%

- Double clicking on one of the period totals will display a pop-up with more detail

Yesterday's Grocery: \$179
% to Sales (Yesterday): 2.91%
Threshold:
 **Ok**

My Open & Outstanding Surveys

- Surveys will appear on their first effective date
- Surveys are listed oldest to newest
- Surveys will turn red when they are within three days of their expiration date
- Surveys will no longer appear once they expire
- Expedited surveys will be highlighted with a 

My Open & Outstanding Surveys	
Survey Name	Expires
LI-Poultry Lid W/O 2/15 Feb WK 3	01/18
Produce Corp Feb Week 3 WO 02/12/	01/19
★ Produce-Clean up Walnuts/Almon	01/20
25% OFF Mains/Sides/Apps CASES LM	01/22
50% OFF Main/Sause/Sides CASES LM	01/22
50% OFF Cookies CASES LMT QTY 1-1	01/22
AD- 2017 Grocery March week 3 & 4 CORP	01/23
Produce-Concord Items Mid Feb. 2017	01/23

- Double clicking a survey listing will display a pop-up window with that survey's details


LI-Poultry Lid W/O 2/15 Feb WK 3

Survey ID: 41189

Survey Type: MEAT

Survey Start: 01/11/2017

Survey End: 01/18/2017

 **Ok**

My Available Promos

- Promos are identified from the [Planning Report](#) (2-week view)
 - Shows promos that are available for delivery for the current and the following two weeks
 - Promos will be listed in order from newest to oldest
 - Promos with multiple release dates will appear on separate lines
-
- Double clicking a promo will display a pop-up window showing that item's release and delivery dates

My Available Promos	
Promo Name	Deliver Date
Oct FOM 15 Florida Avocado	10/12
FOM Oct 2015 Fresh Meat PC/POMP Corpor	10/12
LI-MM OCT 2015 Chicken LID	10/12
MM Oct 2015 Fresh Meat 3 Day Sale	10/12
MM Oct 2015 Fresh Meat PC/POMP Corpora	10/12
Oct FOM 15 Produce Pc Pomp ONLY Nationa	10/12
Oct MM 15 Produce Pc Pomp Only AD Corp	10/12
CD, Sunset, Sunset, Sunset, Sunset, DC	10/12

Produce Corp Jan Week 4 WO 01/15/17
National Ad

Promo Type: PRODUCE

Promo Delivery Date: 01/18/2017

Promo Release Date: 01/18/2017

 **Ok**

Communications Dashboard

Select the Communications link from the menu bar. The number of new communications is displayed in red and in parentheses to the right

Communications (3) Applications Mail (1) Links

Communications are divided into four categories, each shown in a separate portlet. By default, communications are sorted to display the most recent messages at the top of the list. Messages displayed in red are new

Save-A-Lot food stores

Welcome sal

Applications Mail Links

Messages

Date	Description
07/02/14	SCAM ALERT- Visa Fraud.pdf
07/02/14	SCAM Alert- Microsoft Windows.pdf
07/02/14	ROC 07.02.14 W19 E36 Corporate Store.pdf
07/02/14	ROC 06.27.14 W18 E35 Corporate Store.pdf
07/02/14	ROC 06.24.14 W18 E34 Corporate Store.pdf
07/02/14	ROC 06.20.14 W17 E33 Corporate Store.pdf
07/02/14	ROC 06.17.14 W17 E32 Corporate Store.pdf
07/02/14	ROC 06.13.14 W16 E31 Corporate Store.pdf

Bulletins

Date	Description
07/02/14	URGENT Reser Recall Update.pdf
07/02/14	RECALL- Sugar 112113.pdf
07/02/14	RECALL- Reesers II 102613.pdf
07/02/14	RECALL- CH Sugar- EDW DC.pdf
07/02/14	RECALL 11.01.13 Martha White Cornmeal.pdf
07/02/14	PRIORITY RECALL Kraft Ultimate Cheeseburger Mac 012014.pdf
07/02/14	Hormel Feb MM Ad Item Substitution.pdf
07/02/14	EDW Bulletins for ROC 6-5-14.pdf

Display Plans

Date	Description
07/15/14	New Text Document.pdf
07/02/14	Upstream Label Printing Instructions.pdf
07/02/14	Upstream Changes presentation.pdf
07/02/14	UPDATED Item List Moving to Upstream 04.24.14.pdf
07/02/14	test.pdf
07/02/14	Summer Seasonal 2014 Revision.pdf
07/02/14	Summer Outdoor Checklane Flex.pdf
07/02/14	Summer Outdoor 2014.pdf

Weekly Communications

Date	Description
------	-------------

Done 00:20:00 8:44 AM

- Double click the description to read the contents of the message

Messages

- A regular communication published by the retail operations communication team that contains broad based information gathered and consolidated from all members and departments of the company and enterprise
- Store Managers retrieve copies of this publication to review, print, and distribute to Store Associates in order to communicate the most current operational information
- **Messages** are updated every Tuesday and Friday

Messages	
Date	Description
07/19/18	Case Ready Ground Beef .pdf
07/12/18	2018 July Category Reset Plan Communication 7-18.pdf
07/05/18	Category Maintenance Schedule - Weekly Cycle.xlsx.pdf
07/05/18	Produce Backroom.pdf
07/02/18	August Week 4 (8-22-18) Ad Planner CORP Version.pdf
06/14/18	Corporate Equipment Inventory_Go Spot Check.pdf
06/14/18	6.8ProductRotation.pdf
06/14/18	Milk and Egg Ordering.PDF

Bulletins

- **Bulletins** will contain important information regarding product available from your store's distribution center. Common information can include stock-out or product substitution notifications and new product info

Bulletins	
Date	Description
07/19/18	UPS 2018-07-19 Product Updates.pdf
07/19/18	EDW 2018-07-19 Product Updates.pdf
07/19/18	Weekly_Egg_Bulletin_072118 STL.PDF
07/19/18	Weekly SBY Bulletin 7-19-18 Edwardsville.pdf
07/12/18	UPS 2018-07-12 Product Updates.pdf
07/12/18	EDW 2018-07-12 Product Updates.pdf
07/12/18	Weekly SBUY Bulletins 7.12.18 Edwardsville UPSTREAM.pdf
07/12/18	Weekly SBUY Bulletins 7.12.18 Edwardsville.pdf

Display Plans

- Contain important information about current or upcoming promotions, sales, or surveys

Display Plans	
Date	Description
07/19/18	Bridge Store July Week 4.pdf
07/19/18	ADP Display Plan Communication July WK4.pdf
07/19/18	Display Plan July Week 4 Cluster 5.pdf
07/19/18	Display Plan July Week 4 Cluster 4.pdf
07/19/18	Display Plan July Week 4 Cluster 6.pdf
07/19/18	Display Plan July Week 4 Cluster 3.pdf
07/19/18	Display Plan July Week 4 Cluster 2.pdf
07/19/18	Display Plan July Week 4 Cluster 1.pdf

Weekly Communications (Corporate stores only)

- This publication will be available to stores each month, 2 weeks after period end

Weekly Communications	
Date	Description
07/19/18	WRAP.CORP 7.19.18.pdf
07/12/18	WRAP.CORP 7.12.18.pdf
07/05/18	WRAP.Corp 7.5.18.pdf
06/29/18	WRAP.CORP 6.28.18.pdf
06/22/18	WRAP.Corp 6.21.18.pdf
06/14/18	WRAP CORP 6.14.18.pdf
06/07/18	WRAP.CORP 6.7.18.pdf
05/31/18	WRAP.CORP 5.31.18.pdf

Applications Menu

The screenshot shows the Save-A-Lot Retail Dashboard for user Jeff in Bridgeton, MO. The 'Applications' menu is highlighted with a red box, and a red arrow points to it from the 'My Labor' section. The dashboard includes several data tables:

My Sales

Actual	Yesterday	WTD	PTD
Grocery	\$5,462	\$5,462	\$69,388
Meat	\$2,477	\$2,477	\$32,124
Produce	\$1,049	\$1,049	\$12,011
Total	\$8,987	\$8,987	\$113,523

My Labor

Total Labor	Yesterday	WTD
Variance	1	-22.61

Legend:
 + = over in hours
 - = under in hours

My ID Loss

Actual	Yesterday	WTD	PTD
Grocery	\$35 0.64%	\$35 0.64%	\$2,010 2.90%
Meat	\$0 0.00%	\$320 12.92%	\$3,603 11.22%
Produce	\$69 6.56%	\$216 20.62%	\$1,537 12.80%
Total	\$104 1.16%	\$571 6.36%	\$7,151 6.30%

My Open & Outstanding Surveys

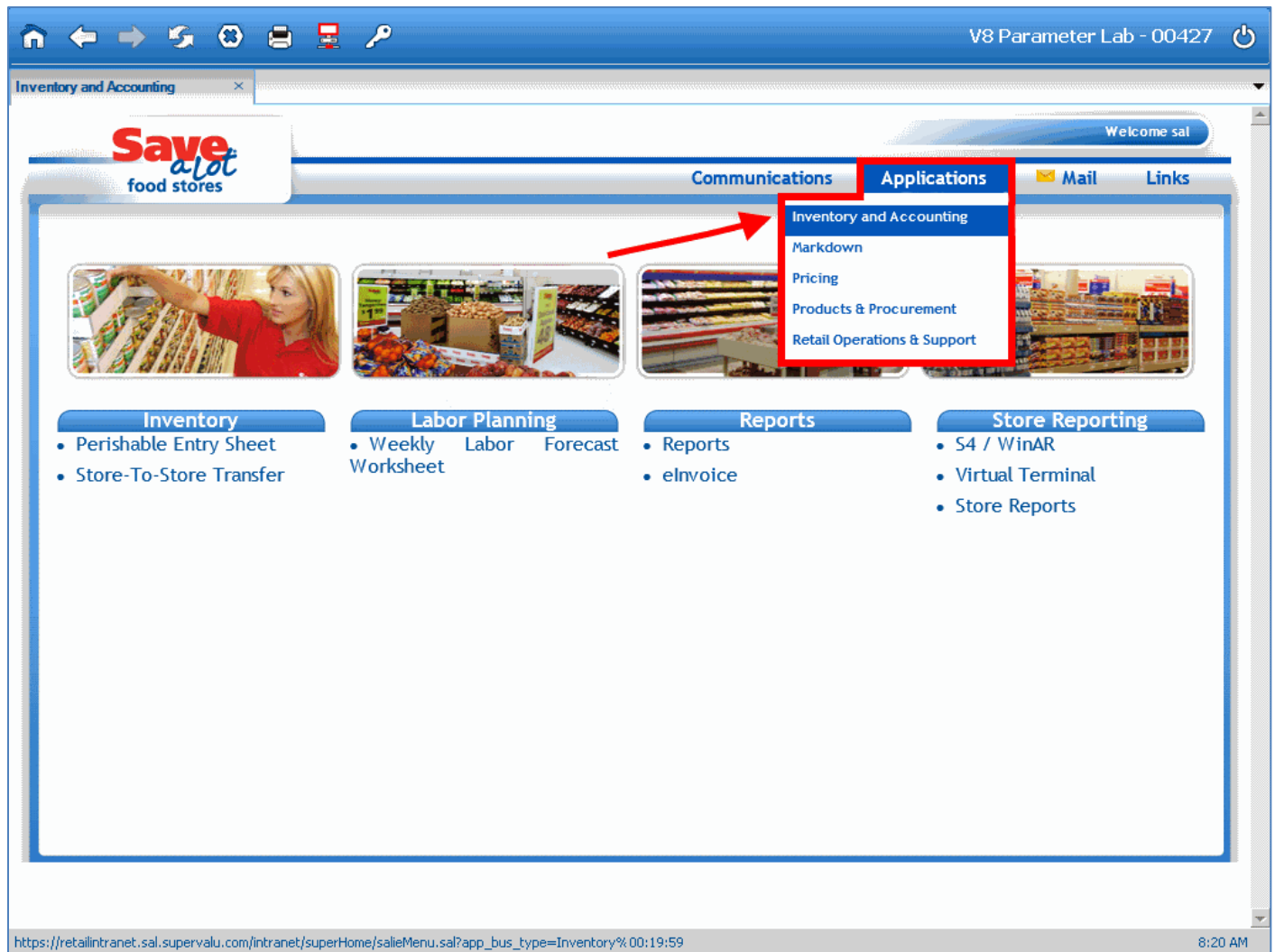
Survey Name	Expires
SB-Biggin's Potatoes 8# Oct wk 2 Corp	09/25
AD - Smoked Meat- CORP- Oct Wk3	09/26
AD - Smoked Meat- CORP- Oct Wk5	09/26
AD-Fresh Meat OCT WK 5 W/O 10-25-	09/26
AD-Fresh Meat OCT WK 5 W/O 10-25-	09/26
SB-Dutch Farms Stuffed Chick Breasts	09/26
AD - 2017 Grocery November Wk 2 CC	09/27
C/O Granola Tub 3 flvrs 12z	09/27

My Available Promos

Promo Name	Deliver Date
3 Day Sale- Oct Wk1 - Corp	09/26
AD-Produce- Oct Wk1- Corp Wed - 9/24/17	09/26
New Item 9.23.17 C&F Lentils DC 1	09/26
AD-Fresh Meat OCT WK 1 W/O 09-27-17 G	09/27
AD-Fresh Meat OCT WK 1 W/O 9-27-17 Cor	09/27
AD-Produce- Oct Wk1- Corp Wed - 9/24/17	09/27
BB-Fresh Meat Bonus Buys Oct. WK 1 W/O 9	09/27

Inventory & Accounting	Applications used for store inventory, labor planning, invoices, cashier and store balancing and accounts receivable
Markdown	Applications used to inventory marked down items and to track product shrink
Pricing	Applications for performing price checks, access to pricing reports and sign and tag printing
Products & Procurement	Applications used for receipt of DSD product (Corporate stores only), product ordering and the SAL survey system
Retail Operations & Support	Security applications used to grant access to the SAL browser and other utilities

Inventory and Accounting



Perishable Entry Sheet (Corporate Stores)	Used to electronically submit perishable inventory counts at each period end
Store-to-Store Transfer (Corporate Stores)	Used for transferring close dated or excess stock between stores that are serviced by the same distribution center
Weekly Labor Forecast Worksheet	Used to forecast upcoming weekly labor hours, monitor the current week's labor, and review previous weeks
Reports	Used to search for invoices, search for product COOL information and display WIC transaction information in Texas and Ohio
eInvoice	Displays electronic invoice information
S4 / Win A/R	Optional accounts receivable software package used for billing at Retail Partner stores that maintain customer charge accounts
Virtual Terminal	Functionality moved to ISS45 Main menu
Store Reports	Used to balance safe, cashiers, and store

Perishable Entry Sheet (Corporate stores only)

- Select the **Perishable Type** whose counts you will enter first by clicking the **Perishable Type** drop down
- Choose one of the following:
 - **Produce**
 - **Fresh Meat**




The screenshot shows a web form with two dropdown menus. The first dropdown is labeled "Perishable Type:" and has a button labeled "Select Type" with a downward arrow. The dropdown menu is open, showing two options: "Produce" and "Fresh Meat". The second dropdown is labeled "Invoice Date:" and has a button labeled "Fresh Meat" with a downward arrow. The dropdown menu is open, showing two options: "Produce" and "Fresh Meat".

- Select the current **Period Ending Date** from the drop-down menu.
- Click the **Find** button



The screenshot shows a web form with a dropdown menu labeled "Period Ending Date:". The dropdown menu is open, showing two options: "SELECT" and "12-31-2016".

- The **Perishable Inventory Entry Sheet** will appear. By default, items are displayed in ascending order by item
- Enter the invoice number of the last Save A Lot delivery in the **Last Invoice** Field
- Enter the date of the last Save A Lot delivery in the **Invoice Date** field by clicking the  button
- Invoice information can be obtained from the [eInvoice](#) report

Overland, MO - 00427

Inventory and Accounting x Inventory x

Inventory

Perishable Entry Sheet

Search Reports

427 - OVERLAND SAVE-A-LOT Perishable Type: **Produce** Period Ending Date: **01-28-2017** 12 2017 **Find** **Reset**

Last Invoice: Invoice Date: **Approval History** Records Shown: 144

Item	UPC	Source	Description	Retail	Cost	Ea/Lb	Pack	Current Counts		Current Period			Previous Period	
								Sales Floor	Back Room	Total Count	Total Retail	Total Cost	Total Count	Total Retail
61240	00000000003125	SAL	PEPPERS, HABANERO	\$5.99	\$3.480	lb	8	0	0	0	\$0.00	\$0.000	8	
61480	00000000004761	SAL	SQUASH, CHAYOTE	\$0.99	\$0.554	lb	40	0	0	0	\$0.00	\$0.000	55	
63410	00747183907003	SAL	APPLES,GRANNY SMITH 12/3	\$3.99	\$3.192	ea	12	0	0	0	\$0.00	\$0.000	20	
63430	00081363501015	SAL	APPLES,RED DELICIOUS 12/3	\$2.99	\$1.736	ea	12	0	0	0	\$0.00	\$0.000	35	
63460	00088361600215	SAL	ONIONS,YELLOW MED. 16/3L	\$1.49	\$1.086	ea	16	0	0	0	\$0.00	\$0.000	128	
63490	00000000004069	SAL	CABBAGE, GREEN	\$0.33	\$0.244	lb	50	0	0	0	\$0.00	\$0.000	570	
63500	00085244200201	SAL	CARROTS, 2# BAG	\$1.79	\$0.945	ea	24	0	0	0	\$0.00	\$0.000	49	
63520	00074069565020	SAL	LETTUCE, ICEBERG CELLO 24	\$0.89	\$0.937	ea	24	0	0	0	\$0.00	\$0.000	208	
63521	00007826408224	SAL	PEANUTS,SALTED 24/16 OZ.	\$1.99	\$1.175	ea	24	0	0	0	\$0.00	\$0.000	104	
63522	00007826408241	SAL	PEANUTS,ROASTED 24/16 OZ	\$1.99	\$1.175	ea	24	0	0	0	\$0.00	\$0.000	83	
63540	00000000004053	SAL	LEMONS,FANCY	\$0.69	\$0.425	ea	115	0	0	0	\$0.00	\$0.000	208	
63570	00000000004800	SAL	TOMATO,JUMBO V-RIPE 4X5E	\$1.49	\$0.855	lb	25	0	0	0	\$0.00	\$0.000	5	
63800	00007766116902	SAL	APPLE,CARAMEL DIP 14 OZ S	\$1.99	\$1.494	ea	48	0	0	0	\$0.00	\$0.000	60	
Totals:								0	0	0	\$0.00	\$0.000	14682	

Current period costs have not been audited and are subject to review&revision. **Approve** **Save** **Add Item** **Paper Count** **Cancel**

Status: salapiuser1

Item	Save A Lot item number
UPC	UPC number printed on the sellable package
Source	Indicates how this item was delivered to the store, from SAL (Save A Lot) or DSD
Description	Product description
Retail	Current Save A Lot retail price
Cost	Current item cost
Ea/Lb	Shows whether item is sold by unit (Ea.) or by weight (Lb.)
Pack	The contents count of 1 case of product
Current Counts Sales Floor	This field is used to enter current sales floor counts
Current Counts Back Room	This field is used to enter current stockroom counts
Current Period Total Count	This field automatically calculates when counts are entered
Current Period Total Retail/Cost	These fields automatically calculate when counts are entered
Previous Period Total Count/Retail	These field automatically populate with the previous period's information

- The **Item** and **Description** columns can be sorted ascending or descending by clicking on the column heading
- The period number and fiscal year are displayed after the **Period Ending Date**
- To clear all fields and display a different perishable type or period ending date click the **Reset** button


NOTES: Clicking **Reset** will erase any unsaved counts

You may alphabetize the list by clicking on the **Description** column header. Having the list in alphabetical order makes it easier to find on the sheet, when out on the floor, or in the back room

Printing the Perishable Inventory Count Sheet

- To begin the inventory process, click **Paper Count**

The screenshot shows the 'Inventory' application window. At the top, there's a search bar and filters for 'Perishable Type: Fresh Meat' and 'Period Ending Date: 06-23-2018'. Below this is a table with columns for Item, UPC, Source, Description, Retail, Cost, Ea/Lb, Pack, Sales Floor, Back Room, Total Count, Total Retail, Total Cost, and Previous Period. The table lists various items like 'BOB EVANS P22N SPANISH', 'SQT TURKEY PATTEES/PRES', 'STEAKS HAMP AND WATER PR', etc. At the bottom right, the 'Paper Count' button is highlighted with a red arrow.

- The **Count Sheet** will be sorted the same as the **Entry Sheet**
- Click the  icon in the toolbar to print
- Click the **Close** button when printing has completed to return to the **Perishable Inventory Entry Sheet**

NOTE: The **Count Sheet** includes blank fields at the bottom of the sheet to write in items (once printed) that are not listed

The screenshot shows the 'Perishable Inventory Count Sheet' printout. It includes the 'Save A Lot' logo, the title 'Perishable Inventory Count Sheet', and a table with columns for Item #, UPC #, Source, Description, Retail, Ea/Lb, Pack, Sales Floor, and Back Room. The table lists items like 'BLUEBERRIES, PINT 12CT', 'DM FRESH CUT WATERMELON', 'DM FRESH CUT FOUR FRUIT MIX', etc. At the bottom right, the 'Close' button is highlighted with a red arrow.

- Take the printed copy of the **Inventory Count Sheet** to the sales floor and back room to complete inventory counting procedures
- Items to be included in perishable inventory:
 - Save A Lot-supplied perishable items that appear in the store's billing history within the previous 90 days
 - Save A Lot authorized DSD perishable items that are in the store's current DSD price book
 - Items that were manually added by a store user during the previous perishable inventory

Perishable Inventory Count Entry


Description	Retail	Cost	Ea/ Lb	Pack	Current Counts		Current Period		Previous Period	
					Sales Floor	Back Room	Total Retail	Total Cost	Total Count	Total Retail
PEPPERS, HABANERO	\$5.99	\$3.480	lb	8	10	0	\$59.90	\$34.800	8	\$47.92
SQUASH, CHAYOTE	\$0.99	\$0.554	lb	40	5	2	\$6.93	\$3.878	55	\$54.45
APPLES, GRANNY SMITH 1200	\$0.99	\$0.100	ea	10			\$0.99	\$0.990	00	\$0.00

- Once the count sheet has been completed, return to the **Perishable Inventory Entry Sheet** and begin entering counts in the **Current Counts – Sales Floor** and **Back Room** columns
- The **Total Count**, **Total Retail** and **Total Cost** fields for the current period will automatically calculate based on the sales floor and back room counts
- After all items from the count sheet are entered click the **Save** button to save your work
NOTE: if the last invoice and invoice date have not been entered when attempting to save, those fields will turn red to indicate an error. The invoice number and date must be entered prior to saving counts
 Counts must be in whole numbers
- In the event of an entry error, click the **Cancel** button to reset all counts to 0 (zero)

Adding Items to the Inventory Count Entry

- If there are items on the count sheet that you manually wrote in, click the **Add Items** button
- If you have entered counts on the entry sheet and have not saved them prior to selecting the add item button this warning will be displayed
 - Clicking **No** will cause all unsaved counts to be lost
 - Click **Yes** to return to the entry sheet to save or change your counts


Confirmation



Changes have been made that have not been saved!
Click
"YES" to save changes or
"NO" to discard changes and perform 'Add Item' action.

Yes

No

- Enter the product's source by clicking the **Source** drop down and choosing **SAL** or **DS**
- Enter the item number or UPC number and click **Find Item**
 - If you are unsure of a product's item number, click the  button to the right of the **Item Number** field to access the item finder

Add Item

Source:

SELECT

Item Number: 

UPC Number:

Find Item

Item Number:

UPC Number:

Description:

Retail Price:

Cost:

Count Type:


SELECT

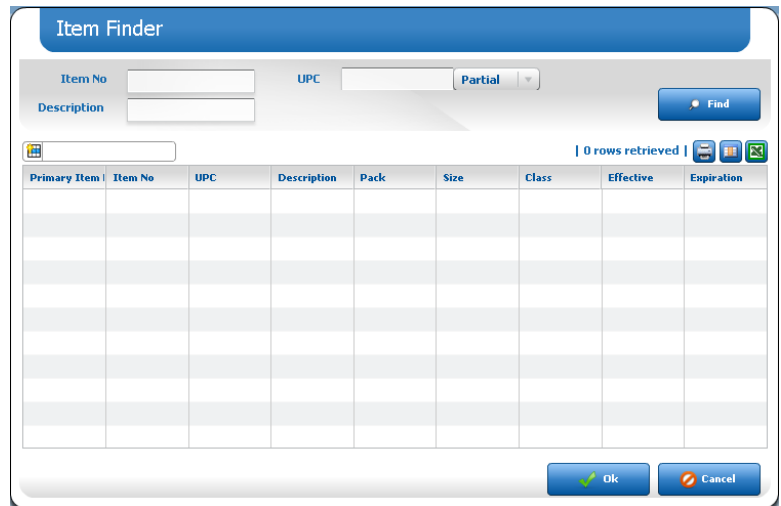
Sales Floor Count:



Back Room Count:

Save

Cancel

- Enter some or all of the following information to search for a product ID
 - o Item No
 - o UPC
 - o Description
- Once you have entered the search criteria, click the **Find** button
- Use the  field to further filter the search results



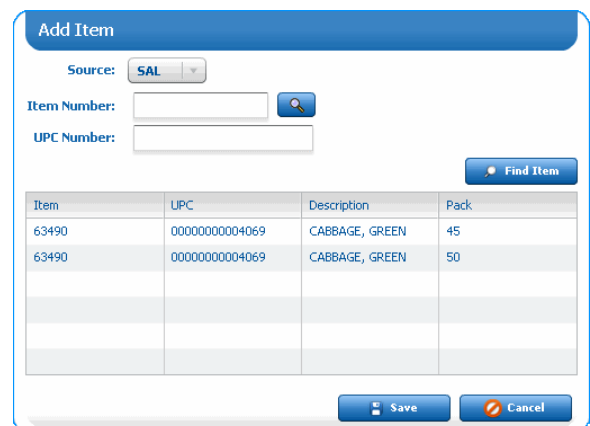
- To print the product listing, click the  button
- Click the  button to choose the columns that are displayed. Available columns are:

Primary item no	Main item number for an individual item
Item no	Item number associated with this product for larger ordering quantities (pallet vs. case)
UPC	UPC code of product
Description	Item description
Pack	Quantity of individual items when ordered by case/pallet
Size	Item size and unit of measure
Class	Commodity class
Effective/Expiration	NOT USED

NOTE: The  button is not used

- Once you have located the item number, click the item and then click **Ok** to add the item number
- Click **Cancel** to return to the add item screen
- If multiple case packs or UPCs exist for the item number, you will have to select the correct pack size and/or UPC from the menu that appears
- Click on the code under **UPC** that you will inventory

NOTE: inventory counts for the same item with multiple UPCs will need to be entered under one single UPC. Once the item number is added to the inventory it cannot be added again




- NOTE:** if the cost of the item is not known
enter .01 in the cost field for further research
by the operations group


Add Item

Source: SAL

Item Number:

UPC Number:





Item Number: 63490

UPC Number: 00000000004069

Description: CABBAGE, GREEN


Retail Price:


Cost:

Count Type: LB

Sales Floor Count:

Back Room Count:

 Save

 Cancel


[illegible]

NOTE: Manually entered items will be highlighted in gold

.494	ea	48	0	0	0	\$0.00	\$0.000	60	
Totals:		82	0	82		\$83.66	\$55.679	14682	

- NOTE:** after clicking **Yes**, the store will no longer be able to make any changes to the inventory for the perishable type that was approved. All additional changes must be handled by the area business partner or regional merchandising manager for the store

Confirmation



Do you want to Approve?
You will be unable to modify the sheet once it has been approved.

Click "YES" to Approve or "NO" to continue editing.

Yes

No

- The inventory sheet will save and display a Status: Inventory Approved in the bottom left corner of the screen

Perishable Inventory Approval History

- To view the user who approved an entry sheet, click **Approval History** after selecting the perishable type and period ending date

Find Reset

Approval History Records Shown: 197

Current Period Previous Period

Approval History

Approved By w2ksb0 on 12/29/2016 09:42:28

Approved By #-AUTO-# on 12/30/2016 12:00:15

Close

Perishable Entry using the Symbol Gun

Users can enter Sales Floor and Back Room counts for items by using the Handheld device instead of manually entering item counts on the printed PIC sheet. All quantities entered will be immediately updated on the **Perishable Inventory Count** sheet

NOTE: Before the tool can be used on the Symbol gun, a [Perishable Inventory Count Sheet](#) *MUST* be started on the office PC

MN001

Save a lot

Main Menu

Price Check Ordering

ID Loss DSD

Print Signs/Tags PI Count

Logoff

- From the Main menu, tap the **PI Count** button

- Enter the item to be counted by one of the following methods
 - o Scan the **UPC** barcode on the package
 - o Enter the **UPC** code by hand using the number pad on the handheld
 - o Enter the **PLU** code by hand using the number pad on the handheld
- Press **Submit**

NOTES: Item numbers and shelf tag bar codes cannot be used in the UPC field.

The Last 10 button will display the 10 most recent items submitted

PI001 salapiuser1

Scan Item

UPC / Plu

Submit

Menu Last 10

- Enter the current **Sales Floor** count of the selected item
- Enter the current **Back Room** count of the selected item
- Press **Save** to continue

NOTES: Press **Menu** to return to the main menu

Press **Cancel** to return to the Scan Item screen

PI002 salapiuser1

Item Info

Item # 61180 Retail 0.99

UPC 00000000004759

SQUASH, BUTTERNUT

Ea/Lb lb Sales Floor


Pack 35 Back Room


Total 16

Menu Cancel Save











Last Ten Screen

Item #	Save A Lot item #
Description	Save A Lot item description
CNT	The total Sales Floor and Back Room inventory as entered by the user

- The  button returns the user to the Item Info screen


PI004
salapiuser1
×

Last Ten

Item #		Cnt	
61180 - SQUASH, BUTTERNUT	16		
64680 - SQUASH, ACORN	34		
64650 - SQUASH, YELLOW	42		
64580 - APPLES,JONATHON 12/3	23		
63570 - TOMATO,JUMBO V-RIPE	44		
63522 - PEANUTS,ROASTED 24/1	84		
63520 - LETTUCE, ICEBERG CEL	213		
63500 - CARROTS, 2# BAG	49		
63460 - ONIONS,YELLOW MED. 1	165		
63410 - APPLES,GRANNY SMITH	16		

Menu
Cancel

Viewing Transfers

[illegible]

Transfer	ID assigned when a transfer is created
Approved date	Date transfer was approved
Reason code	Reason for transferring product
From	Store transferring product
To	Store receiving product
User	User who created the transfer
Total retail	Total retail dollar amount of all items transferred
Total units	Total count of all items transferred
Total cost	Total cost dollar amount of all items transferred
Status	Status of transfer – pending or completed


Searching Transfers

- Enter some or all of the following information



Transfer	Transfer ID number
Store	Sending or receiving store number
Approved Date	Time period that the transfer was approved

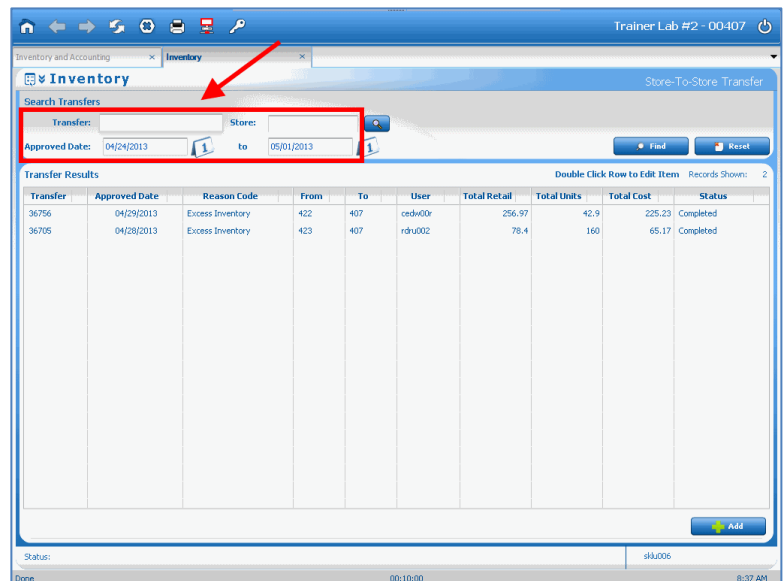
- Use the  buttons to select dates

NOTE: Up to 14 months of previous transfer data is available to view

- Once you have entered the search criteria, click **Find** to locate the transfer information or **Reset** to clear the search criteria
 - If you are unsure of the store that initiated a transfer, click the  button to the right of the store field to access the store finder

Distribution Center	Listing of distribution centers
Division	Listing of business units
Criteria	Used to enter additional information (city, etc.)

- Use the  field to filter the search results
- Click the  button to choose columns
- Click the **Find** button



Inventory and Accounting - Inventory - Store-To-Store Transfer

Search Transfers

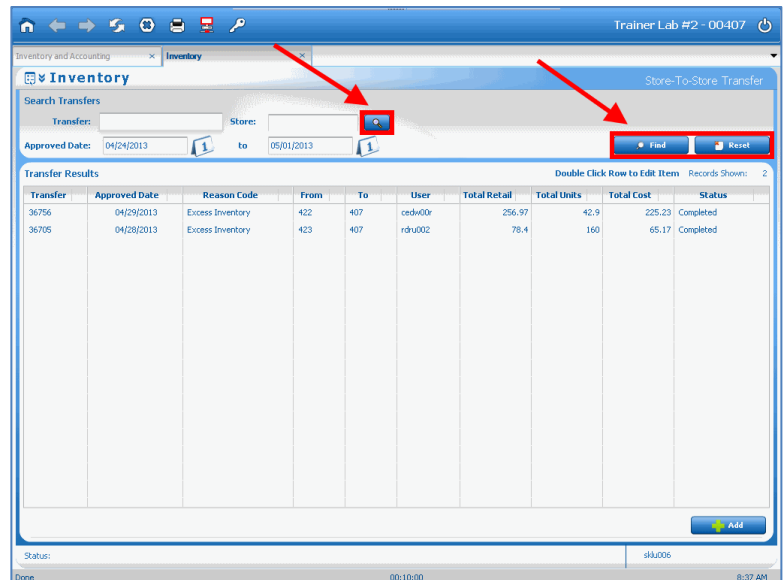
Transfer: Store: Approved Date: 04/24/2013 to 05/01/2013

Find Reset

Transfer Results

Transfer	Approved Date	Reason Code	From	To	User	Total Retail	Total Units	Total Cost	Status
36756	04/29/2013	Excess Inventory	422	407	cedw00r	256.97	42.9	225.23	Completed
36705	04/28/2013	Excess Inventory	423	407	rdw002	78.4	160	65.17	Completed

Status: sk006 Done 00:10:00 8:37 AM



Inventory and Accounting - Inventory - Store-To-Store Transfer

Search Transfers

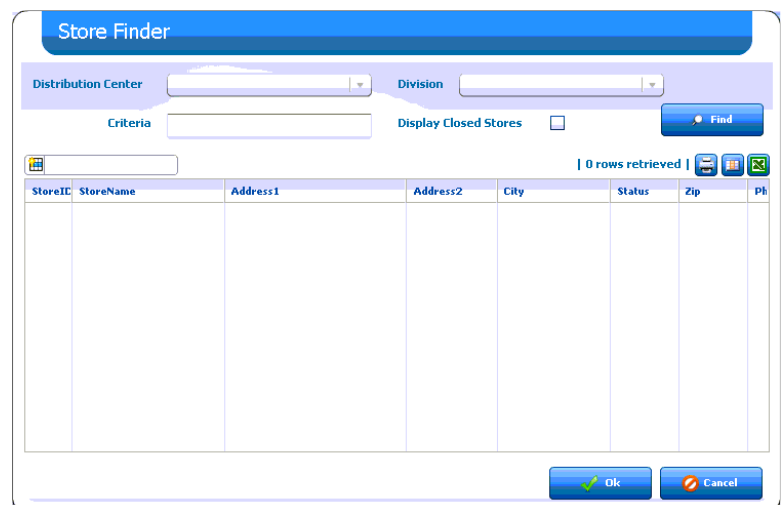
Transfer: Store: Approved Date: 04/24/2013 to 05/01/2013

Find Reset

Transfer Results

Transfer	Approved Date	Reason Code	From	To	User	Total Retail	Total Units	Total Cost	Status
36756	04/29/2013	Excess Inventory	422	407	cedw00r	256.97	42.9	225.23	Completed
36705	04/28/2013	Excess Inventory	423	407	rdw002	78.4	160	65.17	Completed

Status: sk006 Done 00:10:00 8:37 AM



Store Finder

Distribution Center: Division:

Criteria: Display Closed Stores: ☐

Find

0 rows retrieved

StoreID	StoreName	Address1	Address2	City	Status	Zip	Ph

Ok Cancel

- Once you have located the store, click the store listing and then click **Ok** to add the store number to the search criteria
- Click the **Cancel** button to return to the transfer screen

Create a Transfer

NOTE: transfers can only be created for corporate stores that are serviced by the same distribution center. The receiving store must be open or in the process of opening

- Click the **Add** button at the bottom right of the screen

Inventory and Accounting x Inventory x

Inventory Store-To-Store Transfer

Search Transfers

Transfer: Store:

Approved Date: 04/24/2013 to 05/01/2013

Find Reset

Double Click Row to Edit Item Records Shown: 2

Transfer	Approved Date	Reason Code	From	To	User	Total Retail	Total Units	Total Cost	Status
36756	04/29/2013	Excess Inventory	422	407	cedu00r	256.97	42.9	225.23	Completed
36705	04/28/2013	Excess Inventory	423	407	rdru002	78.4	160	65.17	Completed

Status: sku:006

Done 00:10:00 8:37 AM

Item	Product item number
Description	Item description
Pack	Quantity per case/pallet
Size	Item size and unit of measure
Cases	Count of case quantities of product
Units	Count of single product items
Retail Price	Retail price of item at time transfer is created
Extended Retail	Total retail price for all case and each quantities of item
Unit Cost	Cost of individual item
Case Cost	Cost of case/pallet of item
Extended Cost	Total cost for all case and each quantities of item

[illegible]


- Enter the receiving store number in the receiving store field
 - See [Searching Transfers](#) for instruction on using the store search tool
- Select the **Reason** for creating this transfer from the reason code drop box
 - Available transfer reasons are:

Excess Inventory	Sending store is transferring product to reduce inventory levels
Inventory Shortage	Receiving store is in need of additional product
Closed Store	Sending store has closed and remaining product is being redistributed
Close Dated	Product is being transferred to another store to avoid loss due to expired shelf life

- Click the **Add Item** button to select an item to be transferred



- The **Add Item Screen** will be displayed
- Enter the **Item** code for the product being transferred on the **Item** line and then press the **Tab** key


NOTE: If an invalid item code is entered, the field will turn red and a flag reading **Item ID Is Invalid** will display

- If you are unsure of a product's item number, click the  button to the right of the item field to access the item finder

- Enter some or all of the following information to search for a product ID

Item no	Item number of the product
UPC	UPC code of product
Description	Full or partial description of product

- Once you have entered the search criteria, click the **Find** button
- Use the  field to further filter the search results
- To print the product listing, click the  button

- Click the  button to choose the columns that are displayed in the result grid

Primary Item No	Main item number for an individual item
Item No	Item number associated with this product for larger quantities (pallet vs. Case)
UPC	UPC code of product
Description	Item description
Pack	Quantity of individual items when ordered by case/pallet
Size	Item size and unit of measure
Class	Commodity class
Effective and Expiration	NOT USED

NOTE: The  button is not used

- Once you have located the store, click the store listing and then click **Ok** to add the store number to the search criteria
- Click the **Cancel** button to return to the transfer screen
- Enter the total amount of cases and/or individual units of product you will be transferring

NOTE: up to 2 decimal places may be entered for random weight items

- Click the **Save** button to add the item to the transfer and return to the add transfer request screen
- Click the **Save & Repeat** to add the item to the transfer and continue adding items
- Click the **Cancel** button to return to the add transfer request screen without adding items to the transfer



The 'Add Item' dialog box contains the following fields and values:

- Item:** 10000
- Cases:** 4
- Units:** 6
- Description:** FRENCH GREEN BEANS
- Pack:** 24
- Size:** 14.5 OZ
- Retail Price:** 1/0.49
- Unit Cost:** 0.46
- Case Cost:** 11.04

At the bottom are three buttons: **Save**, **Save & Repeat**, and **Cancel**.

- The following guidelines must be followed when creating store to store transfers:
 - Items quantities can be in whole cases, units, or a combination of cases and units up to a total quantity of 99,999
 - Items numbers must be valid at the sending stores DC
 - Transferred product cannot be DSD
 - An item received as a pallet should be reduced to units for the transfer. The total number of units are to be keyed in the unit's field; no case field is available to key a quantity
 - Random weight items should be received in total pounds for the transfer. The system will allow quantity of total pounds keyed; no case field is available to key a quantity

Completing a Transfer

- As soon as one item is added a transfer number is created and one of the following options can be chosen:


[illegible]

Save

- Clicking **Save** allows the receiving store or the reason code to be changed after the transfer has been initiated

- If **Save** is selected the following message will appear
 - Click **Yes** to save the current transfer
 - Click **No** to continue working with the current transfer

Confirmation

 Are you sure you want to update the Receiving Store and Reason?

Yes

No

- Clicking **Save** will set the transfer status as pending

NOTE: transfers not approved by midnight of the day created will be deleted

Approve

- Clicking the **Approve** button submits the transfer. Once submitted the transfer is completed and no edits may be made to the item detail
 - Upon approval the transfer is automatically sent to the receiving store

Delete

- Clicking **Delete Transfer** will remove and cancel the current transfer request.

Add Item

- Clicking **Add Items** will allow you to add additional items to the transfer request.

Delete Item

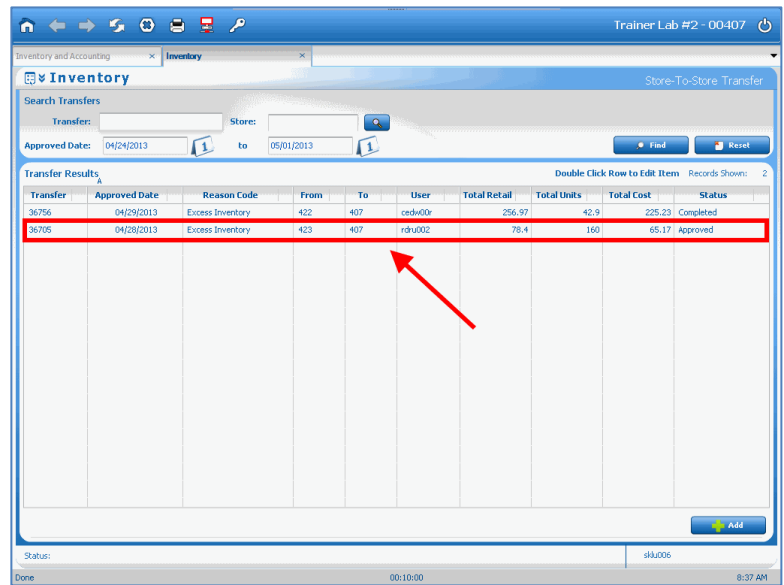
- Clicking an item in the transfer request and then clicking **Delete Item** will remove the item from the transfer

Cancel

- Clicking **Cancel** will exit the add transfer request screen and return you to the **Store To Store Transfer** screen
- Canceling the transfer will leave it in a pending state until it is approved or deleted

Viewing Approved Transfers and Printing Packing Lists

- Once approved, details of the transfer can be accessed by the receiving and sending stores
- Double click on the approved transfer in the **Store To Store Transfer Screen** to load the transfer details



Inventory and Accounting - Inventory - Store-To-Store Transfer

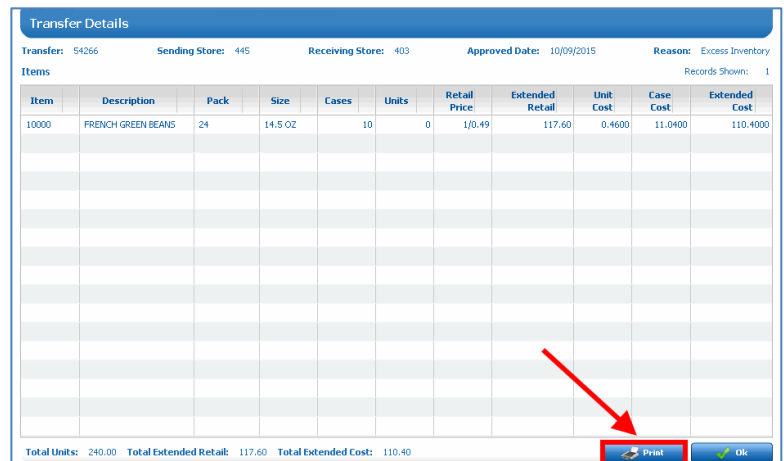
Search Transfers: Transfer: [] Store: [] Approved Date: 04/24/2013 to 05/01/2013 [Find] [Reset]

Transfer Results: Double Click Row to Edit Item Records Shown: 2

Transfer	Approved Date	Reason Code	From	To	User	Total Retail	Total Units	Total Cost	Status
36756	04/29/2013	Excess Inventory	422	407	cedn00r	256.97	42.9	225.23	Completed
36705	04/28/2013	Excess Inventory	423	407	rdn0002	78.4	160	65.17	Approved

Status: [] Done 00:10:00 sk0006 8:37 AM

- Clicking the **Print** button will load the transfer details in a separate tab



Transfer Details


Transfer: 54266 Sending Store: 445 Receiving Store: 403 Approved Date: 10/09/2015 Reason: Excess Inventory

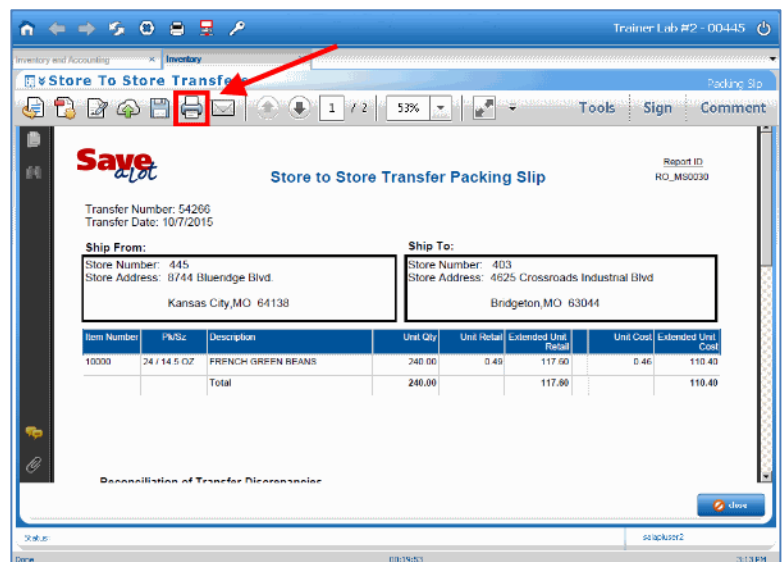
Items: Records Shown: 1

Item	Description	Pack	Size	Cases	Units	Retail Price	Extended Retail	Unit Cost	Case Cost	Extended Cost
10000	FRENCH GREEN BEANS	24	14.5 OZ	10	0	110.49	110.49	0.4600	11.0400	110.4000

Total Units: 240.00 Total Extended Retail: 117.60 Total Extended Cost: 110.40

[Print] [Ok]

- Click the  button to open the printer dialog and print the packing list
- Click **Close** to return to the **Store To Store Transfer** screen



Inventory and Accounting - Inventory - Store To Store Transfer - Packing Slip

Transfer Number: 54266 Transfer Date: 10/7/2015

Ship From: Store Number: 445 Store Address: 8744 Bluendge Blvd. Kansas City, MO 64138

Ship To: Store Number: 403 Store Address: 4625 Crossroads Industrial Blvd Bridgeton, MO 63044

Item Number	Pk/Size	Description	Unit Qty	Unit Retail	Extended Unit Retail	Unit Cost	Extended Unit Cost
10000	24 / 14.5 OZ	FRENCH GREEN BEANS	240.00	0.49	117.60	0.46	110.40
Total			240.00		117.60		110.40

Report ID: RO_MS0030

Personalization of Transfer Discrepancies

Status: [] Done 03:19:53 8/18/2012 3:13 PM

[Close]

Weekly Labor Forecast Worksheet (Corporate stores only)

The Weekly Labor Forecast Worksheet (WLFW) is used by corporate stores to forecast upcoming weekly labor hours, monitor the current week's labor and review previous weeks

- Select from the drop-down menu:

Inventory and Accounting x Retail Operations x

V8 Parameter Lab - 00427

Labor Planning CURRENT WEEK -- Weekly Labor Forecast Worksheet

Week # 2 Store #: 427 - Overland, MO

Weekending Date: **CURRENT - 12/16/2017**

PREVIOUS - 12/09/2017
CURRENT - 12/16/2017
NEXT - 12/23/2017
TWO-WEEKS-OUT - 12/30/2017

Last updated: 09/22/2017 Distribution Sales

Center Store	62.1%	\$87,800
Meat	25.1%	\$35,488
Produce	12.8%	\$18,097
Total	100.0%	\$141,385

Sales Forecast

	Fixed Hours	Variable Factor
Front End	42	1.29
Center Store	27	1.09
Meat	38	2.52
Produce	38	1.63
Admin	44	0.00
Total	189	2.81

DM Hours Forecast

Weekly Adjusted ER % 100% Weekly Average Hourly Rate \$14.85

Hours				Management			Comments/Tasks	
	Total	Mgt Sched	Associates	Store	Assistants	Total		
Front End	224	0	224			0		
Center Store	123	0	123					
Meat	127	0	127					
Produce	68	0	68					

Print

SALAPIUSER1

Done 00:20:00 12:11 PM

Previous	Available Sunday through Saturday. Displays the sales and labor hours data from the previous week
Current	Available Sunday morning through Saturday of the current week
Next	Available Wednesday morning through 11:59 pm central Saturday, stores may access the Next Week WLFW to enter the coming weeks sales and labor plan. The Next Week WLFW is the only WLFW that permits store user data entry and editing
Two-Weeks-Out	Store managers are asked to write and post the next week's schedule by the Monday of the week prior to that schedule's start date. You may modify up to midnight of the Saturday prior to the schedule start

- Scroll down the screen to the **Daily Tracking** section to continue

Previous Week WLFW (Corporate stores only)

- The previous week WLFW displays the same read only information as the current week WLFW, but for the week that has just ended (prior Sunday – Saturday)
- This WLFW can be referenced for final week to date totals (actual sales, actual hours, variances)
- Click **Save** to save the current entries
- Click **Cancel** to exit without saving

Save A-Lot Telegraphy, MO - 00:405

Inventory and Accounting | Retail Operations | **Labor Planning**

Week Ending Date: NEXT - 05/26/2018 | Week # 1 | Store #: 405 - St Louis, MO - Telegraph Rd

Sales Forecast

Last updated: 05/06/2018		Distribution	Sales
Center Store	67.6%		\$20,392
Meat	22.1%		\$9,262
Produce	10.3%		\$4,326
Total	100.0%		\$42,000

	Fixed Hours	Variable Factor
Front End	24	1.23
Center Store	25	0.93
Meat	38	2.51
Produce	38	2.14
Admin	30	0.00
Total	155	2.32

DM Hours Forecast

Weekly Adjusted ER % 106% | Weekly Average Hourly Rate \$15.54

Hours			
Last updated: 05/06/2018	Total	Mgt Sched	Associates
Front End	71	18	53
Center Store	48	14	34
Meat	58	4	54
Produce	44	4	40

Management		
Store	Assistants	Total
40	40	80

DM Fct Productive Labor % 9.33%
DM Fct Period Non-Productive Labor % 1.52%
DM Fct Total Labor % 10.85%

Comments/Tasks

Print | Save | Cancel

SH01029

Printing A WLFW

- To print any of the WLFWs, select the **Print** button in the bottom left of the screen

Save A-Lot Telegraphy, MO - 00:405

Inventory and Accounting | Retail Operations | **Labor Planning**

Week Ending Date: NEXT - 05/26/2018 | Week # 1 | Store #: 405 - St Louis, MO - Telegraph Rd

Sales Forecast

Last updated: 05/06/2018		Distribution	Sales
Center Store	67.6%		\$20,392
Meat	22.1%		\$9,262
Produce	10.3%		\$4,326
Total	100.0%		\$42,000

	Fixed Hours	Variable Factor
Front End	24	1.23
Center Store	25	0.93
Meat	38	2.51
Produce	38	2.14
Admin	30	0.00
Total	155	2.32

DM Hours Forecast

Weekly Adjusted ER % 106% | Weekly Average Hourly Rate \$15.54

Hours			
Last updated: 05/06/2018	Total	Mgt Sched	Associates
Front End	71	18	53
Center Store	48	14	34
Meat	58	4	54
Produce	44	4	40

Management		
Store	Assistants	Total
40	40	80

DM Fct Productive Labor % 9.33%
DM Fct Period Non-Productive Labor % 1.52%
DM Fct Total Labor % 10.85%

Comments/Tasks

Print | Save | Cancel

SH01029

Save A-Lot Telegraphy, MO - 00:405

Inventory and Accounting | Retail Operations | Loading... | Tools | Sign | Comment

Save A-Lot | **Weekly Labor Planning Worksheet** | Report ID: SSR_LA0010

Week Ending Date: 5/19/2018 | Week # 4 | Store #: 405 - St Louis, MO - Telegraph Rd

Sales Forecast

	Distribution	Sales
Center Store	66.9%	\$26,760
Meat	22.7%	\$9,080
Produce	10.4%	\$4,160
Total	100.0%	\$40,000

	Fixed Hours	Variable Factor
Front End	24	1.23
Center Store	25	0.93
Meat	38	2.51
Produce	38	2.14
Admin	30	0.00
Total	155	2.07

DM Hours Forecast


Weekly Adjusted ER % 111% | Weekly Average Hourly Rate \$15.66

Hours			
	Total	Mgt Sched	Associates
Front End	66	11	55
Center Store	45	22	23
Meat	55	6	49

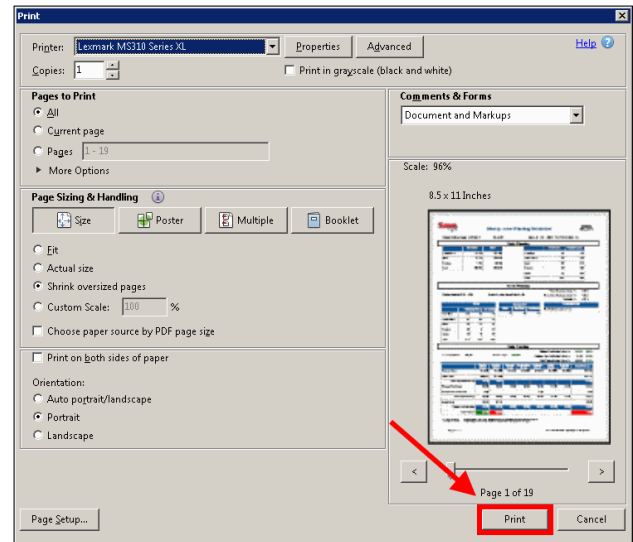
Management		
Store	Assistants	Total Hours
40	40	80

DM Fct Productive Labor % 9.32%
DM Fct Period Non-Productive Labor % 1.09%
DM Fct Total Labor % 10.41%

Comments/Tasks

- Click the print icon  to print

- Accept the default setting in the pop-up print screen and select **OK**
- Close the tab to return to the **WLFW** application



Current Week WLFW (Corporate stores only)

- Information displayed in the **Current Week WLFW** cannot be edited or modified

	Sunday 13-May	Monday 14-May	Tuesday 15-May	Wednesday 16-May	Thursday 17-May	Friday 18-May	Saturday 19-May	Week to Date
SM Forecasted Sales	\$7,000	\$5,000	\$5,000	\$5,000	\$5,000	\$6,000	\$7,000	\$27,000
Actual Sales	\$5,846	\$5,714	\$5,836	\$6,263	\$5,958			\$29,616
Hour Adjustment to Fct	-2.39	+1.48	+1.73	+2.61	+1.98			+5.41
Scheduled Prod Hours	26.00	28.00	35.00	29.00	43.00	35.00	42.00	161.00
Scheduled Non-Prod Hours	8.00	8.00	8.00	6.00				30.00
Total Scheduled Hours	34.00	36.00	43.00	35.00	43.00	35.00	42.00	191.00
Actual Hours	33.94	36.66	42.31	21.20	36.83			170.94
Variance to Scheduled	-0.06	+0.66	-0.69	-13.80	-6.17			-20.00
Total Variance	-2.53	-0.82	-2.42	-16.44	-4.15			-25.47

Hour Adjustment to Plan

- Actual sales will populate daily (typically no later than 7:00a central) from the previous day. All days for which sales data are available will be displayed
- The **week to date** column will also populate as actual sales are available. The forecasted sales week to date value reflects only days where actual sales are also available. In the example above, forecasted sales values for Friday and Saturday are excluded as there is no corresponding actual sales
- Once actual sales are available, a daily **Hour Adjustment to Fct** will be calculated and displayed. This number is the difference of actual sales and scheduled hours (*actual sales – forecasted sales*)
- This represents a recommendation and coaching tool for better sales forecasting and scheduling. In the example above, the Sunday actual sales were greater than forecasted. Using the store's total variable factor as a base, an additional 1.86 hours could be added to the schedule
- For days in which the inverse is true (forecasted sales > actual sales), a negative hour adjustment to plan will be displayed. This suggests that too many hours have been scheduled based on sales
- The total hour adjustment to plan for the week is displayed in the week to date column. In the example above, the store is trending positive to their sales plan by 22.07 hours

Variance to Scheduled

- Actual hours (from Kronos) populate daily (typically no later than 7:00am central) from the previous day. All days for which Kronos data are available will be displayed
- Actual hours are *all* hours from Kronos, productive and non-productive
- The **week to date** column will also populate as **actual hours** are available. The scheduled prod hours week to date value reflects only days where **actual hours** are also available. In the example above, **scheduled prod hours** values for Friday and Saturday are excluded as there is no corresponding **actual hours**
- Once **actual hours** are available, a daily **Variance to Scheduled** will be calculated and displayed. This number is the difference between **actual hours** and **total scheduled hours** (*actual hours – total scheduled hours*)
- The total **Variance to Scheduled** for the week is displayed in the week to date column. In the example above, the store has used an additional .91 hours beyond their scheduled

	Sunday 12-Jul	Monday 13-Jul	Tuesday 14-Jul	Wednesday 15-Jul	Thursday 16-Jul	Friday 17-Jul	Saturday 18-Jul	Week to Date
Planned Prod Hours	60.00	60.00	70.00	55.00	61.00	70.00	70.00	306.00
Planned Non-Prod Hours					8.00			8.00
Total Planned Hours	60.00	60.00	70.00	55.00	69.00	70.00	70.00	314.00
Actual Hours	38.28	70.88	66.28	78.15	65.54			314.91
Variance to Scheduled	-21.72	+10.88	-3.72	+23.15	-3.46			+0.91

Total Variance

- After the **Hour Adjustment to Plan** and **Variance to Scheduled** have been calculated, a **total Variance** is calculated and displayed. This number is the difference of **Variance to Scheduled** and **Hour Adjustment to Plan** (*variance to scheduled – hours adjustment to plan*)

	Sunday 12-Jul	Monday 13-Jul	Tuesday 14-Jul	Wednesday 15-Jul	Thursday 16-Jul	Friday 17-Jul	Saturday 18-Jul	Week to Date
Planned Sales	\$18,000	\$18,000	\$15,000	\$14,000	\$14,000	\$18,000	\$19,000	\$77,000
Actual Sales	\$18,750	\$18,105	\$18,594	\$15,667	\$14,302			\$86,000
Hour Adjustment to Plan	+1.00	+5.16	+8.81	+4.90	+2.16			+22.03
Planned Prod Hours	60.00	60.00	70.00	55.00	61.00	70.00	70.00	306.00
Planned Non-Prod Hours					8.00			8.00
Total Planned Hours	60.00	60.00	70.00	55.00	69.00	70.00	70.00	314.00
Actual Hours	38.28	70.88	66.28	78.15	65.54			314.91
Variance to Scheduled	-21.72	+10.88	-3.72	+23.15	-3.46			+0.91
Total Variance	-20.58	+5.50	-12.53	+17.87	-5.60			-21.16

+ = over in hours
- = under in hours

Actual Sales and Hours totals may not be available before 7:00 AM Central.
Actual Sales and Hours totals are unaudited and subject to change.

Print

- The **Total Variance** is a recommendation and coaching tool for sales forecasting and scheduling. Days with a green variance indicate a store used too few hours based on their actual sales and actual labor hours. Days with a red variance indicate a store used too many hours
- The **Sum Total Variance** is displayed in the **Week to Date** column

Next Week and Two-Weeks-Out WLFW

The **Next Week WLFW** requires a store user to enter their **SM Forecasted Sales**, **Scheduled Prod Hours** and **Scheduled Non-Prod Hours** for the upcoming week(s). The ability to enter scheduled sales and scheduled hours is available only from Wednesday through Saturday

- Use the **Save** button to save entries to the planning fields
- Use the **Cancel** button to discard unsaved entries or edit to the planning fields

The screenshot shows the 'Labor Planning' window with the 'Daily Tracking' tab selected. The window title is 'Save-A-Lot Telegraphy, MO - 00-105'. The 'Total' row shows 247, 00, and 167. The 'Daily Tracking' section includes a table for 'SM Forecasted Sales' and 'SM Forecasted Sales' with columns for Sunday through Saturday and 'Week to Date'. The 'Save' button is highlighted with a red arrow.

- Use the provided daily fields to enter your sales plan for the week

NOTES: All forecasted sales must be entered no later than 11:59p central on the Saturday prior to the week's start
An entry is required for each field, even if that entry is \$0

The screenshot shows the 'Labor Planning' window with the 'Daily Tracking' tab selected. The 'SM Forecasted Sales' field for Sunday is highlighted with a red arrow.

- A running total is displayed above and next to the total forecasted sales (entered by the DM) for the week
 - o Red font indicates the forecasted sales entered are at least 3% above or 3% below the forecasted sales
 - o Green font indicates the forecasted sales entered are within the 3% above/below threshold

The screenshot shows the 'Labor Planning' window with the 'Daily Tracking' tab selected. The 'SM Forecasted Sales' field for Sunday is highlighted with a red arrow.

- Once users begin entering forecasted sales, you must enter a value for each day. If you attempt to save an incomplete sales plan, then the following warning will appear:

Confirm

You must enter a Planned Sales value of \$0 or greater for each day prior to saving this Worksheet.

Yes to continue or **No** to continue editing

Yes

No

- Selecting **Yes** will automatically enter a \$0 value for all days without a user entered value. Selecting **No** will return the user to the daily tracking section without saving the values
- If a user attempts to save forecasted sales entries that are 3% above or 3% below the forecasted sales an additional warning message will appear:

Confirm

You have entered planned sales that are over the 3% threshold for the forecasted sales.

Please verify your entries in the Planned Sales fields.

Select "**Yes**" to accept these values and save the WLPW or select "**No**" to return to the WLPW and make adjustments

Yes

No

- Selecting the **No** button will allow a user to discard any unsaved forecasted sales values and return them to the last saved entry for each field

Confirm

By canceling, all changes to the Planned Sales and Planned Hours fields will be discarded. Select "**Yes**" to continue or "**No**" to return to the WLPW.

Yes

No

- The **Actual Sales** and **Hour Adjustment to Plan** automatically populate on the current week and previous week WLPW, but not on the next week WLPW

Forecasted Sales	\$80,000		Planned Sales	\$80,000		Planned Prod Hours / Labor %	0.00	(0.00%)
						Planned Non-Prod Hours / Labor %	0.00	(0.00%)
						Total Planned Hours / Labor %	0.00	(0.00%)
	Sunday 19-Jul	Monday 20-Jul	Tuesday 21-Jul	Wednesday 22-Jul	Thursday 23-Jul	Friday 24-Jul	Saturday 25-Jul	Week to Date
Planned Sales	\$ 11,200	\$ 6,700	\$ 10,000	\$ 11,000	\$ 12,800	\$ 12,400	\$ 12,100	\$0
Actual Sales								\$0
Hour Adjustment to Plan								0.00

Entering Scheduled Hours (Productive and Non-Productive)

- Use the provided daily fields to enter your scheduled hours for the week

Forecasted Sales	\$80,000	Planned Sales	\$81,000	Planned Prod Hours / Labor %				0.00	(0.00%)
				Planned Non-Prod Hours / Labor %				0.00	(0.00%)
				Total Planned Hours / Labor %				0.00	(0.00%)
	Sunday 19-Jul	Monday 20-Jul	Tuesday 21-Jul	Wednesday 22-Jul	Thursday 23-Jul	Friday 24-Jul	Saturday 25-Jul	Week to Date	
Planned Sales	\$ 11,200	\$ 9,700	\$ 10,000	\$ 11,500	\$ 12,800	\$ 12,400	\$ 12,500		\$0
Actual Sales									\$0
Hour Adjustment to Plan									0.00
Planned Prod Hours									0.00
Planned Non-Prod Hours									0.00
Total Planned Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Actual Hours									0.00
Variance to Scheduled									0.00

- All scheduled prod and non-prod hours must be entered by Saturday, 11:59pm central before the week's start
 - Negative entries are not permitted
 - Entries of 0 are allowed, but users will get a warning (red-shaded cell, hover-over text indicating a zero entry)
 - A maximum of 5 digits is allowed; a maximum of two digits are allowed after a decimal point
 - Users must enter a decimal if entering anything other than a whole number. (ex. Enter 67.5, not 675)
 - An entry is required for each scheduled prod hours field, even if that entry is 0.00 (ex. Christmas day)
 - Users aren't required to enter scheduled non-prod hours for each day. Enter non-prod hours only as directed
- The sum of prod and non-prod hours is automatically displayed in the **Total Scheduled Hours** row
- The **Actual Hours** and **Variance to Scheduled** will automatically populate on the current week and previous week WLFW, but not on the next week WLFW

Planned Prod Hours	07.00	45.00	65.00	52.00	71.00	66.00	70.00	0.00
Planned Non-Prod Hours					4.00			0.00
Total Planned Hours	07.00	45.00	65.00	52.00	75.00	66.00	70.00	0.00
Actual Hours								0.00
Variance to Scheduled								0.00

- As **Scheduled Prod Hours** are entered, a running total is displayed above, as is the corresponding labor percentage (based on the sales plan the user has entered). The font color of the **Scheduled Prod Hours** total changes as hours are added or removed:
 - Red font shows the scheduled prod hours entered are at least 3% above or below the forecasted total hours for the week
 - Green font shows the scheduled hours entered are within the 3% above/below threshold
- The font color of the **Scheduled Prod Labor %** will also change as hours are added or removed:
 - Red font indicates the labor % is above the forecasted weekly productive labor % (as shown in the hours planning header)
 - Green font shows the labor % is at or below the forecasted weekly productive labor %

Forecasted Sales	\$80,000	Planned Sales	\$81,000	Planned Prod Hours / Labor %			421.37	(7.00%)
				Planned Non-Prod Hours / Labor %			4.00	(0.06%)
				Total Planned Hours / Labor %			425.37	(6.04%)
	Sunday 19-Jul	Monday 20-Jul	Tuesday 21-Jul	Wednesday 22-Jul	Thursday 23-Jul	Friday 24-Jul	Saturday 25-Jul	Week to Date
Planned Sales	\$ 11,200	\$ 9,700	\$ 10,000	\$ 11,500	\$ 12,800	\$ 12,400	\$ 12,500	\$0
Actual Sales								\$0
Hour Adjustment to Plan								0.00
Planned Prod Hours	07.00	45.00	65.00	52.00	71.00	66.00	70.00	0.00
Planned Non-Prod Hours					4.00			0.00

DM Hours Forecast

Weekly Adjusted ER % 106%

Weekly Average Hourly Rate \$15.54

DM Fct Productive Labor % 9.33%

DM Fct Period Non-Productive Labor % 1.52%

DM Fct Total Labor % 10.85%

Hours				Management			Comments/Tasks	
Last updated: 05/06/2018	Total	Mgt Sched	Associates	Store	Assistant	Total		
Front End	71	18	53	40	40	80		
Center Store	48	14	34					
Meat	58	4	54					
Produce	45	14	31					
Admin	30	30	0					
Total	252	80	172					

Daily Tracking

DM Forecasted Sales

\$42,000

SM Forecasted Sales

\$42,000

SM Fct Prod Hours / Labor %

252.00

(9.32%)

SM Fct Non-Prod Hours / Labor %

30.00

(1.11%)

SM Fct Total Hours / Labor %

282.00

(10.43%)

- Scheduled non-prod hours are also displayed, but color formatting is not applied to the totals. The non-prod labor % is measured against the store's period non-productive labor (as shown in the **hours planning** header)

- Finally, the total scheduled hours and total labor % for the week are displayed. These represent the sum of the prod and non-prod hours and labor %. No formatting is applied to the total scheduled hours. However, the font color for the total labor % will change as hours are added or removed:
 - o Red font indicates it is above the forecasted total labor % (as shown in the hours planning header)
 - o Green font indicates it is at or below the forecasted weekly productive labor %

- Once you begin entering scheduled prod hours, you must enter a value for each day. If you attempt to save an incomplete plan, the warning to the right will appear

Confirm

You must enter a Planned Sales value of \$0 or greater for each day prior to saving this Worksheet.

Yes to continue or **No** to continue editing

Yes

No

- Selecting **Yes** will automatically enter a 0 value for all days without a user entered value. Selecting **No** will return the user to the daily tracking section without saving the values
 - o If a user attempts to save scheduled prod hours entries that are 3% above or 3% below the forecasted hours an additional warning message will appear:
- Selecting the **No** button allows a user to discard any unsaved values and return to the last saved entry for each field

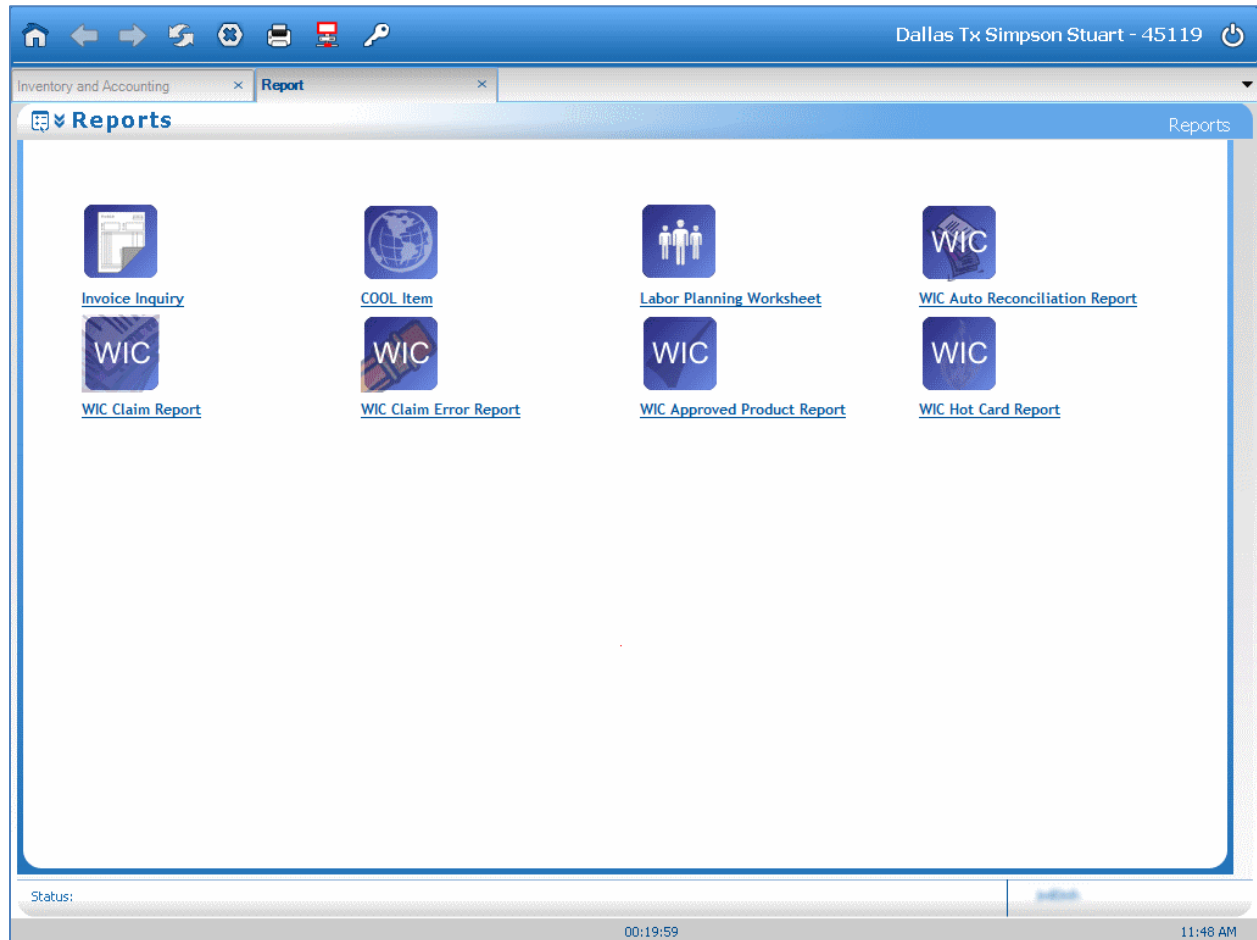
Confirm

By canceling, all changes to the Planned Sales and Planned Hours fields will be discarded. Select **"Yes"** to continue or **"No"** to return to the WLPW.

Yes


No

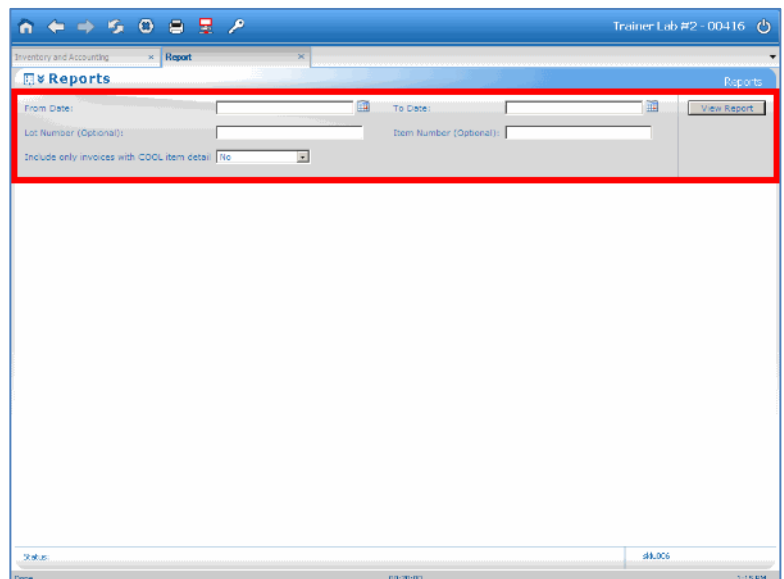
Reports



NOTE: Available reports will vary by store

Invoice Inquiry

- Enter a **From Date** and a **To Date** by either typing in **mm/dd/yyyy** or by clicking the calendar button  and selecting a date
NOTE: Searches can only be performed for a maximum of a five 5-day period. The system stores invoice history for two years
- To narrow a search for a specific item, enter either the **Lot Number** or the **Item Number** of the item you are searching
 - o When the invoices display, you will only see invoices that contain the item number or lot number for the selected criteria




- To view an invoice, click on the **Invoice Number, Invoice Date, or Order Number**

NOTE: There may be multiple invoices for the same order number based on the billing process

Invoice	Invoice Date	Order	Source DC	Carrier
74892	11/18/2013	74892	01 St. Louis	7717
74891	11/18/2013	74891	01 St. Louis	7717
74892	11/18/2013	74892	01 St. Louis	7717
74893	11/18/2013	74893	01 St. Louis	7717
74894	11/18/2013	74894	01 St. Louis	7717
74895	11/18/2013	74895	01 St. Louis	7717
74896	11/18/2013	74896	01 St. Louis	7717
78511	11/20/2013	78511	01 St. Louis	8681
78513	11/20/2013	78513	01 St. Louis	8681
78514	11/20/2013	78514	01 St. Louis	8681


Any items that fall under the "COOL" Law will display the **COOL Type, Vendor, Lot and Country of Origin** information *beneath* the invoice entry for the item

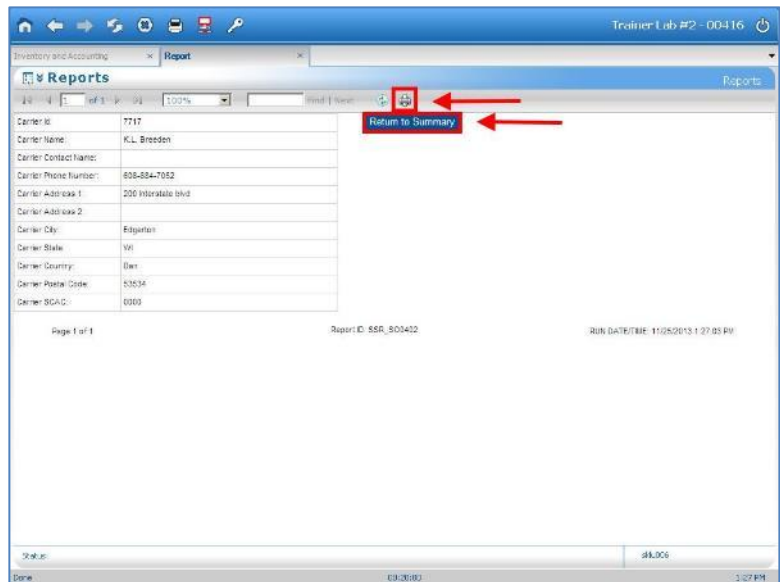
- To print the invoice, click  at the top of the page
- To exit the invoice, scroll to the top of the page and click **Return To Summary**

COOL Type	Vendor	PO#	WH/Carrier	QTY	LOT	Born	Raised	Harvested	Fish Wild Farm	Fish Harv Country
Fish	392107		00115911	0	1	CHN	CHN	CHN	Farm	CHN

- To view transport carrier information, click on a **Carrier** number

Invoice	Invoice Date	Order	Source DC	Carrier
74892	11/18/2013	74892	01 St. Louis	7717
74891	11/18/2013	74891	01 St. Louis	7717
74892	11/18/2013	74892	01 St. Louis	7717
74893	11/18/2013	74893	01 St. Louis	7717
74894	11/18/2013	74894	01 St. Louis	7717
74895	11/18/2013	74895	01 St. Louis	7717
74896	11/18/2013	74896	01 St. Louis	7717
78511	11/20/2013	78511	01 St. Louis	8681
78513	11/20/2013	78513	01 St. Louis	8681
78514	11/20/2013	78514	01 St. Louis	8681

- Carrier information reflects the warehouse carrier used to transport items to the store for the selected invoice
- To print the carrier information, click the print icon  at the top of the page
- To exit the invoice, click **Return To Summary**



Carrier ID: 7717
 Carrier Name: K.L. Breeden
 Carrier Contact Name:
 Carrier Phone Number: 888-884-7082
 Carrier Address 1: 200 Interstate Blvd
 Carrier Address 2:
 Carrier City: Edgerton
 Carrier State: IN
 Carrier Country: US
 Carrier Postal Code: 46034
 Carrier SIC Code: 0000

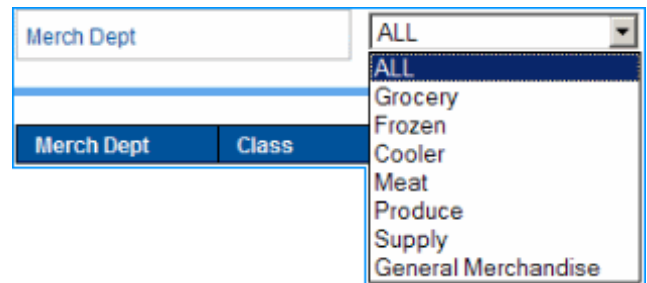
Page 1 of 1
 Report ID: 855, 805402
 Run Date/Time: 11/28/2013 1:27:05 PM

Status: Done
 Done: 09:30:02 1:27 PM

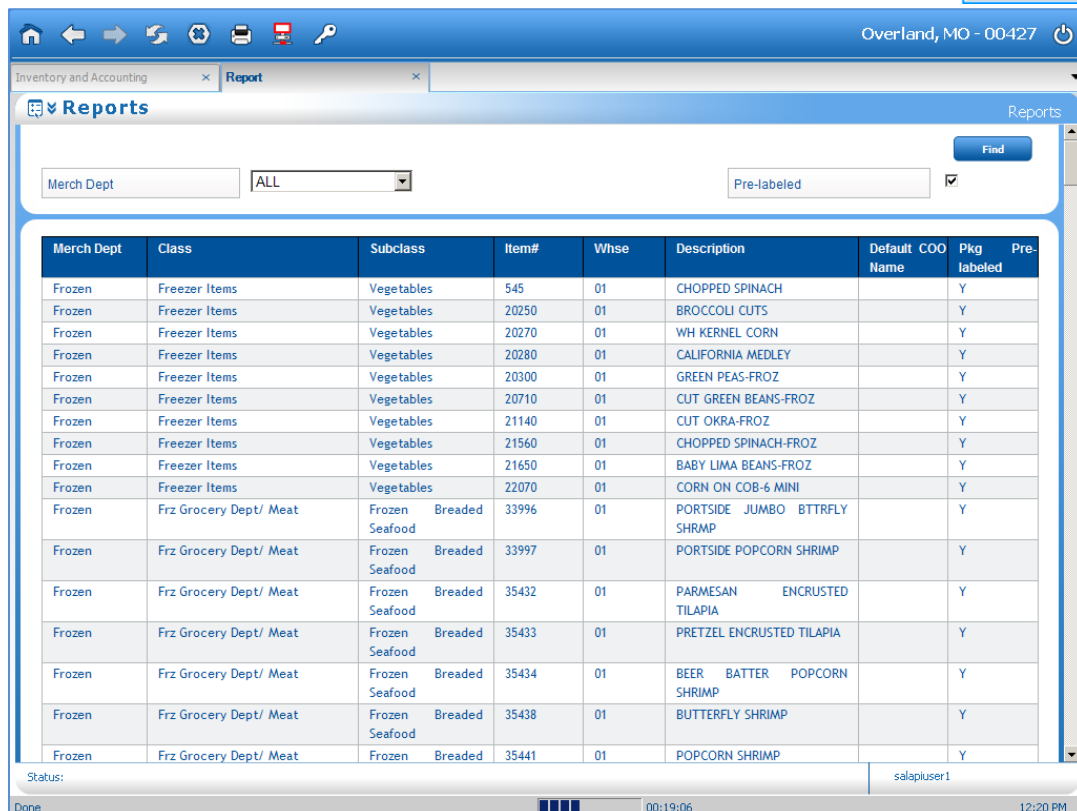
COOL Item

The COOL item report displays items that are covered under the COOL (Country of Origin Labeling) law

- In the **Merch Dept** field, you can accept the default of **All**, or click the drop-down arrow to choose a specific department
- To view all items in the store that are pre-labeled with cool information, place a checkmark in the **Pre-Labeled** checkbox
- Select a department and click **Find**



Merch Dept: ALL
 Class:



Merch Dept	Class	Subclass	Item#	Whse	Description	Default COO Name	Pkg labeled	Pre-labeled
Frozen	Freezer Items	Vegetables	545	01	CHOPPED SPINACH		Y	
Frozen	Freezer Items	Vegetables	20250	01	BROCCOLI CUTS		Y	
Frozen	Freezer Items	Vegetables	20270	01	WH KERNEL CORN		Y	
Frozen	Freezer Items	Vegetables	20280	01	CALIFORNIA MEDLEY		Y	
Frozen	Freezer Items	Vegetables	20300	01	GREEN PEAS-FROZ		Y	
Frozen	Freezer Items	Vegetables	20710	01	CUT GREEN BEANS-FROZ		Y	
Frozen	Freezer Items	Vegetables	21140	01	CUT OKRA-FROZ		Y	
Frozen	Freezer Items	Vegetables	21560	01	CHOPPED SPINACH-FROZ		Y	
Frozen	Freezer Items	Vegetables	21650	01	BABY LIMA BEANS-FROZ		Y	
Frozen	Freezer Items	Vegetables	22070	01	CORN ON COB-6 MINI		Y	
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	33996	01	PORTSIDE JUMBO BTTRFLY SHRIMP		Y	
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	33997	01	PORTSIDE POPCORN SHRIMP		Y	
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	35432	01	PARMESAN ENCRUSTED TILAPIA		Y	
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	35433	01	PRETZEL ENCRUSTED TILAPIA		Y	
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	35434	01	BEER BATTER POPCORN SHRIMP		Y	
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	35438	01	BUTTERFLY SHRIMP		Y	
Frozen	Frz Grocery Dept/ Meat	Frozen Breaded Seafood	35441	01	POPCORN SHRIMP		Y	

Status: Done
 Done: 00:19:06 12:20 PM

- The **Cool Item Report** will display all items in the department subject to COOL legislation
- Does NOT display the specific Country of Origin

WIC EBT Reporting

Applies to AR, LA, MO, OH, PA, TX

The WIC EBT reports allow stores in smart WIC states to view electronic WIC transaction information

Smart WIC Glossary

Claim File

Claim files are generated daily at each store during the nightly End of Day process. The claim file contains itemized WIC EBT sales. These files are transmitted overnight to SAL HQ and passed to the state for processing. If the store has no WIC EBT sales for the day, there will be no claim file

Reconciliation File

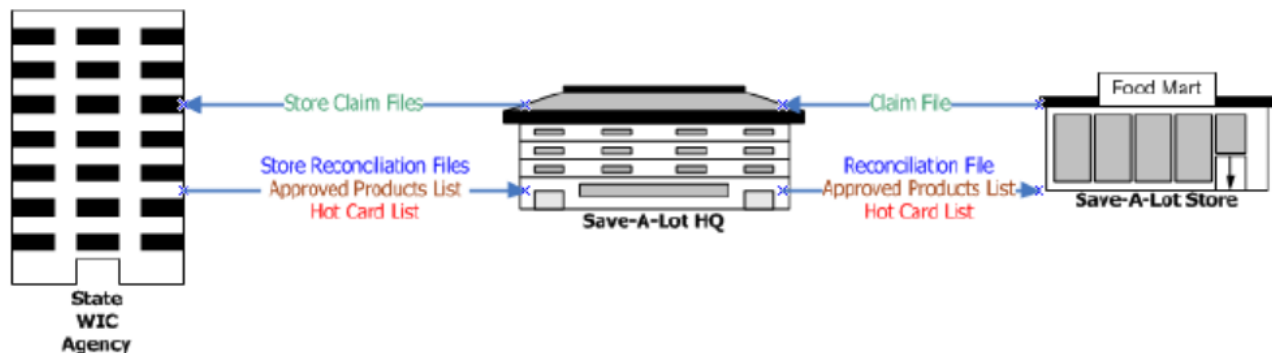
Reconciliation files are generated by the state WIC agency. Each reconciliation file corresponds to a claim file generated and submitted by a store. These files contain itemized settlement amounts to be paid

Approved Products List (APL)

The approved products list is provided by the state WIC agency. This file contains information on all WIC eligible products by the state. The file is updated by the state agency as items are added or expire. The store POS system is updated daily with the most current file

Hot Card List (HCL)

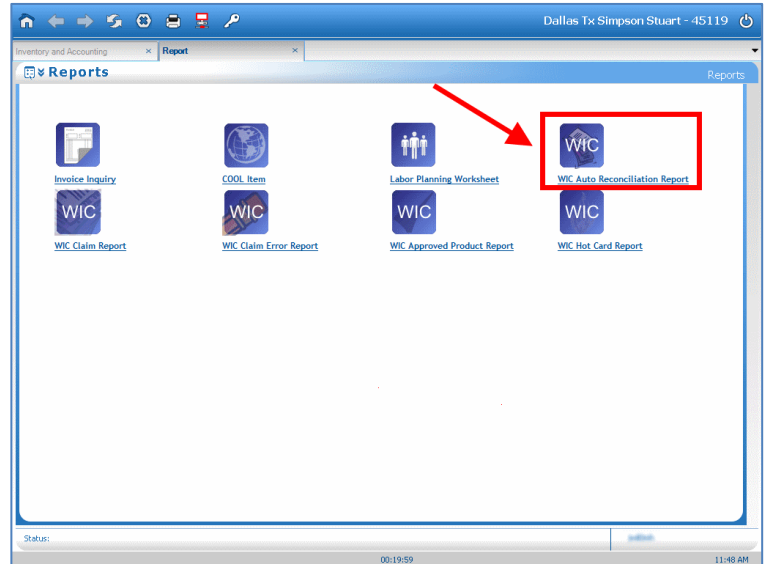
The hot card list is provided by the state WIC agency. This file contains a listing of all cards that have been flagged as ineligible. This file is updated daily by the state agency. The store POS system is updated daily with the most current file




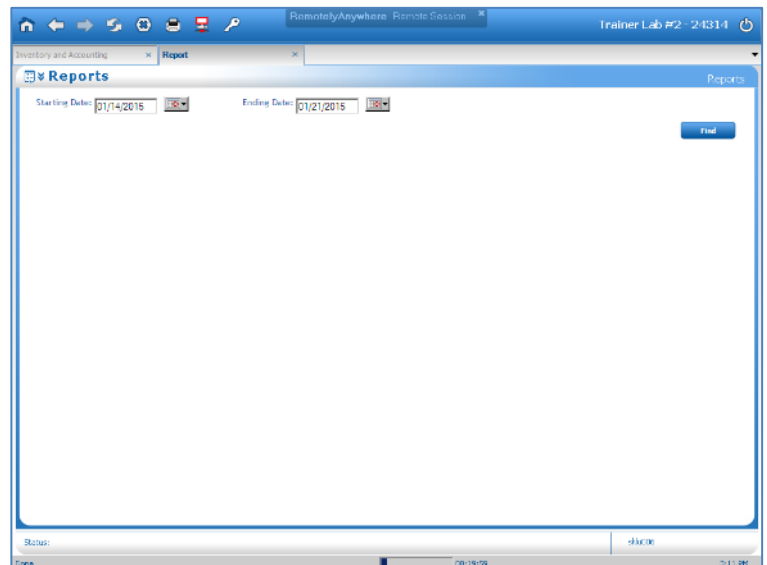
WIC Auto Reconciliation Report (OH, TX, AR)

The WIC Auto Reconciliation Report shows details regarding claim files sent to the state which have been paid

- Click the **WIC Auto Reconciliation Report** link



- Use the calendar icon  or type a date range to find claim reports for the selected date range
 - Range between starting date and ending date cannot exceed 45 days
 - End date cannot be a future date
- Click **Find** to display search results



- The results screen displays a summary of the reconciliation reports found
- Each row corresponds to a **Reconciliation Report** and displays store #, report date, state and settlement amount
- Click any underlined link to view the corresponding detailed reconciliation report
- Click **Back** to return to the WIC auto reconciliation find screen

The screenshot shows the 'WIC Auto Reconciliation Results' screen. It features a table with columns for Store, Date, State, and Settlement \$. A 'Back' button is located at the top left of the table area.

Store	Date	State	Settlement \$
24214	01/14/2015	OH	22.81
24214	01/15/2015	OH	239.47
24314	01/16/2015	OH	66.32
24314	01/17/2015	OH	37.67
24314	01/18/2015	OH	61.61
24314	01/19/2015	OH	146.02
24214	01/20/2015	OH	115.58

RemotelyAnywhere Remote Session x Trainer Lab #2 - 24314

Inventory and Accounting x Report x

Reports

Back New Search


Adjustment Code(s) and Reason(s)	Stl Date	Cat / Sub	Reg #	Trace #	Ben Units	UPC Number	Claim	Discount	Adjust	Settlement
5654 Amount exceeds Max Price	3 / 1	1.00	51933190801		PAN Number		2.35		0.35	2.00
	54 / 2	1.00	28000008246				3.79		0.00	3.79
	52 / 0	2.00	51933658301				5.78		0.00	5.78
	19 / 0	4.02	10000000000046367				4.02		0.00	4.02
	19 / 0	1.38	10000000000040303				1.38		0.00	1.38
	19 / 0	1.34	10000000000040112				1.34		0.00	1.34
	16 / 0	16.00	71319000289				2.99		0.00	2.99
	6 / 3	60.00	51933011809				3.96		0.00	3.96
	5 / 0	18.00	38000318290				3.69		0.00	3.69
1	20141201	2	20123		6103092100048180		29.30	0.00	0.35	28.95

# Transaction	1
Amount of Claims	29.30
Adjustments	0.35
Discounts	0.00
Settlement Adjust	0.35
Settlement	28.95
Claim Date	11/28/2014
Settle Ref Data	

Status: sk006

Done 00:19:57 3:16 PM

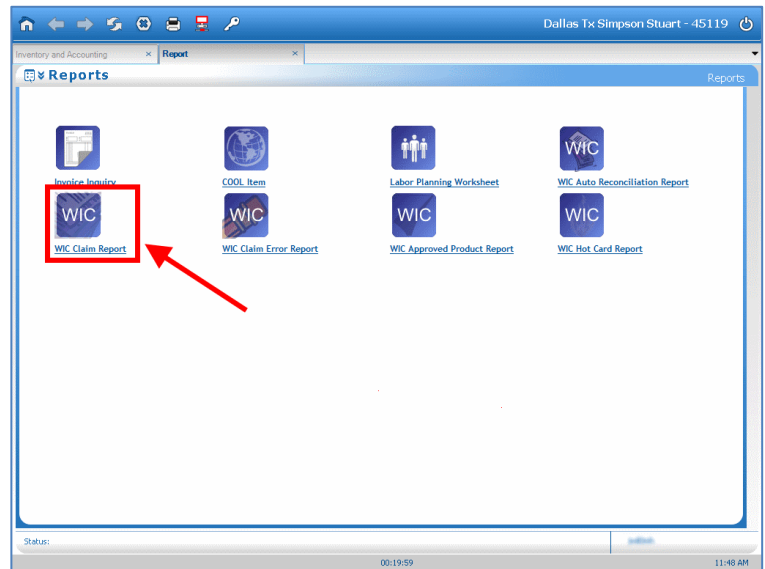
Adjustment Code(S) And Reason(S)	Code and/or reason for an adjustment to the settlement amount
Cat / Sub	Category and subcategory code for WIC benefits
Ben Units	Number of benefit units from claim
UPC Number	WIC eligible product UPC
Rec #	Record number assigned to each transaction
Stl Date	Settlement date
Reg #	Register number
Trace #	Identifier used to cross-reference claim record with reconciliation record
Pan Number	WIC EBT card number (personal account number)
Claim	Claim amount from claim file
Discount	Amount of discount applied to claim price for WIC item (e.g. Coupon)
Adjust	Adjustment to claim amount (item exceeded maximum allowable price)
Settlement	Settlement amount claim-discount-adjustment=settlement
# Transactions	Number transactions in reconciliation file
Amount of Claims	Total amount of claims
Adjustments	Total amount of adjustments
Discounts	Total amount of discounts
Settlement Adjust	Amount not linked with a transaction on the reconciliation report
Settlement	Settlement amount
Claim Date	Date of claim
Settle Ref Data	Reference number


- Click the browser's **Print** button  to print the current report
- Click **Back** to return to the WIC claim results screen
- Click **New Search** to return to the WIC claim find screen

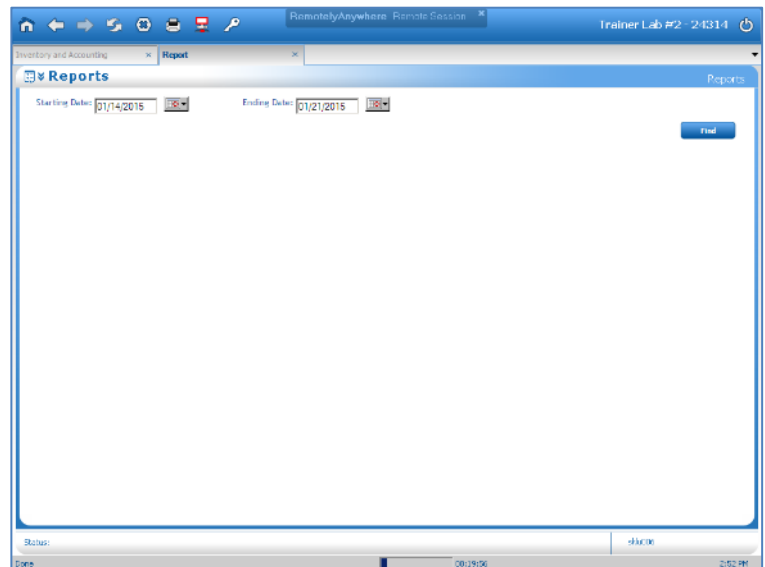
WIC Claim Report (OH, TX, AR)

Allows stores to view claim files that have been submitted to the state

- Click the **WIC Claim Report** link



- Use the calendar button  or type a date range to find claim reports for the selected date range
 - Range between **Starting Date** and **Ending Date** cannot exceed 45 days
 - Ending Date** cannot be a future date
- Click **Cancel** to display search results



- The results screen displays a summary of the claim reports found
 - Each row corresponds to a claim report and displays store #, claim date, state, and claim amount
- Click any underlined link to view the corresponding detailed claim report
- Click **Back** to return to the find WIC claim screen

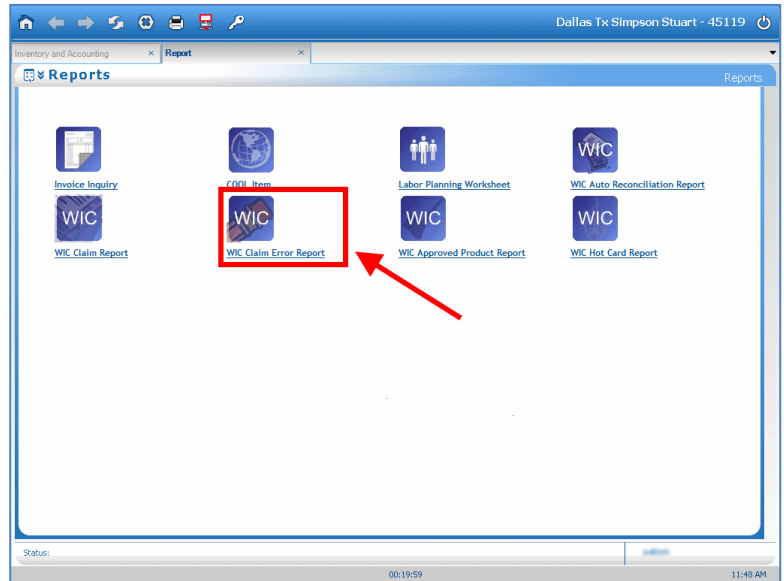
The screenshot shows the 'Reports' section with a table displaying the results of the search. The table has columns for Store, Claim Date, State, and Claim \$. The 'Back' button is visible at the top left of the table area.


Store	Claim Date	State	Claim \$
24314	01/14/2015	OH	239.57
24314	01/15/2015	OH	68.32
24314	01/16/2015	OH	37.67
24314	01/17/2015	OH	146.02
24314	01/18/2015	OH	91.51
24314	01/19/2015	OH	115.71
24314	01/20/2015	OH	61.90

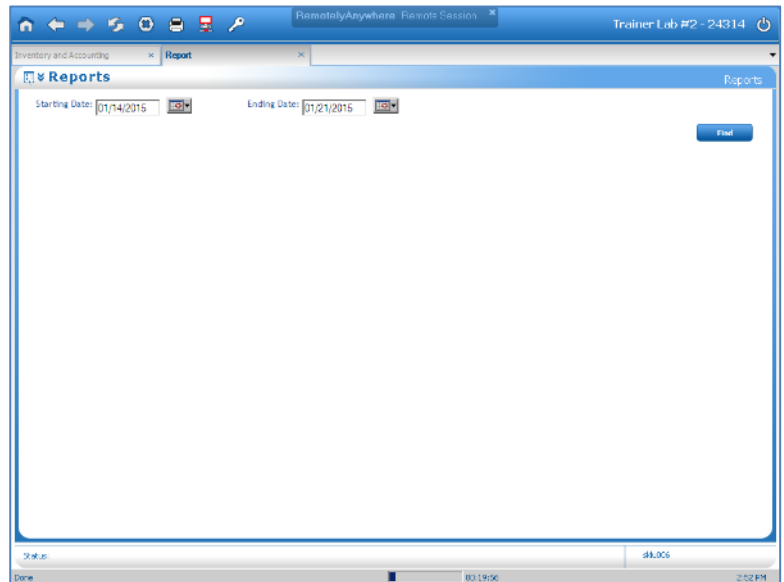
WIC Claim Error Report (Texas)

The WIC claim error report is used to determine if there have been any errors in processing claim files at the state

- Click the **WIC Claim Error Report** link




- Use the calendar button  or type a date range to find claim reports for the selected date range
 - o Range between **Starting Date** and **Ending Date** cannot exceed 45 days
 - o **Ending Date** cannot be a future date
- Click **Find** to display search results



Inventory and Accounting	
Report	
STORE:	707
DATE RECEIVED:	09-26-2008 11:31:40 PM
SOURCE:	FTP:EDTFILEVX.
FILE:	MAN829
DATE:	9/26
TIME:	11:33:
ERRNUMBER:	25
ERRDESC:	FILE REJECTED: VendorID=0001. A File with the Same Name is currently in Process
STORE:	707
DATE RECEIVED:	09-26-2008 11:31:40 PM
SOURCE:	FTP:EDTFILEVX.
FILE:	ZZ30821
DATE:	9/26
TIME:	11:33:
ERRNUMBER:	25
ERRDESC:	FILE REJECTED: VendorID=0001. A File with the Same Name is currently in Process
STORE:	707
DATE RECEIVED:	09-25-2008 02:37:35 PM
SOURCE:	EBTFAST - Error Entry: RunID = 16
FILE:	ZZ400296.S01
DATE:	09/24/2008
TIME:	04:49:45 PM
ERRNUMBER:	227
ERRDESC:	The Received Date is a timestamp assigned to the claim file when it is received by the State Agency for processing. The File Create Date provided in the header record must be on or before the Received Date. The claim file was received before the File Create Date. Received date: 09/24/2008 00:00:00 (Central Time) File Create Date: 09/25/2008 05:34:18 (GMT) Field Name: File Create Date (From Header) Discovers in this header.
records: 3	
Done 09:19:09 2:50 PM	

Store	Store number
Date received	Date the error file was received
Source	Source of error file
File	Filename
Date / time	Date & time the error file was generated
Errnumber	Error number
Errdesc	Error description

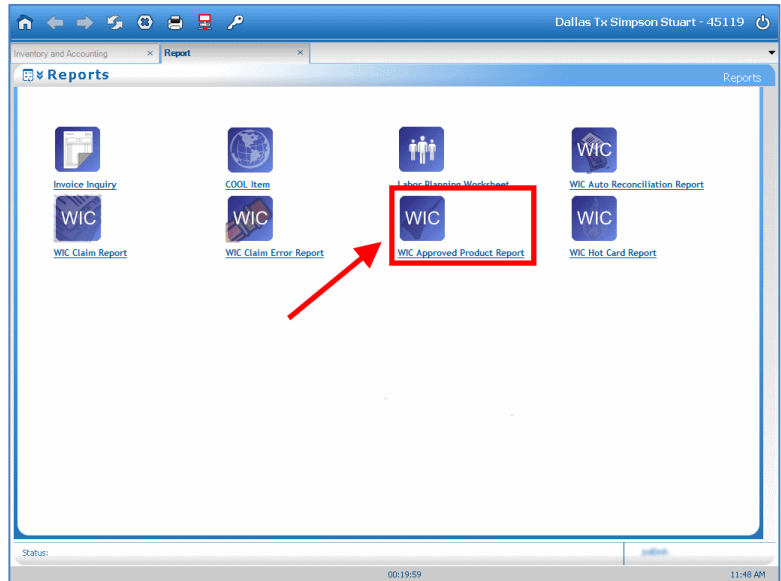
- Click the browser's print button  to print the currently displayed error report

NOTE: claim file processing stops at the first error. If an error is generated, no auto-reconciliation file is created. The claim must be resubmitted without error to be properly processed

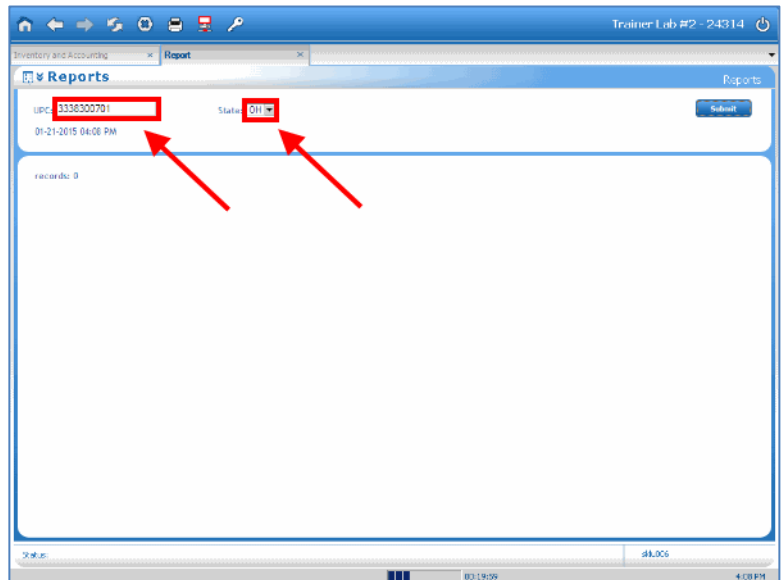
WIC Approved Product Report (OH, TX, AR)

The WIC Approved Product Report is used to determine if a product has been or is currently approved by the state

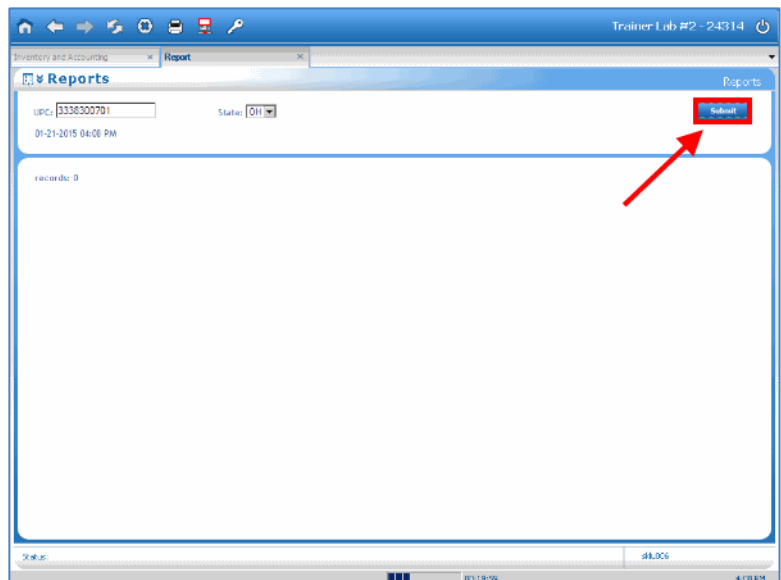
- Click the **WIC Approved Product Report** link



- Enter a product **UPC** code
- Select your state from the drop-down list



- Click **Submit** to display the search results



Trainer Lab #2 - 24314

Inventory and Accounting Report

Reports

UPC: 3338300701 State: OH Submit

01-21-2015 04:08 PM

01-20-2015 10:39 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-19-2015 10:36 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-18-2015 10:40 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-17-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-16-2015 10:45 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-15-2015 10:46 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-14-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-13-2015 10:44 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-12-2015 10:42 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-11-2015 10:44 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-10-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-09-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-08-2015 10:42 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-07-2015 10:41 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-06-2015 10:36 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-05-2015 10:44 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-04-2015 10:39 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-03-2015 10:38 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-02-2015 10:43 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
01-01-2015 10:44 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
12-31-2014 10:42 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
12-30-2014 10:36 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
12-29-2014 10:39 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value
12-28-2014 10:34 PM	OH	33383007014	APPLESFUJI 3 LB BAG	0.00	1.00 SSSS	1.00	10-01-2013	19 / 1	Fruit & Vegetables Cash Value

Status: sklu006

Done 00:20:00 4:11 PM

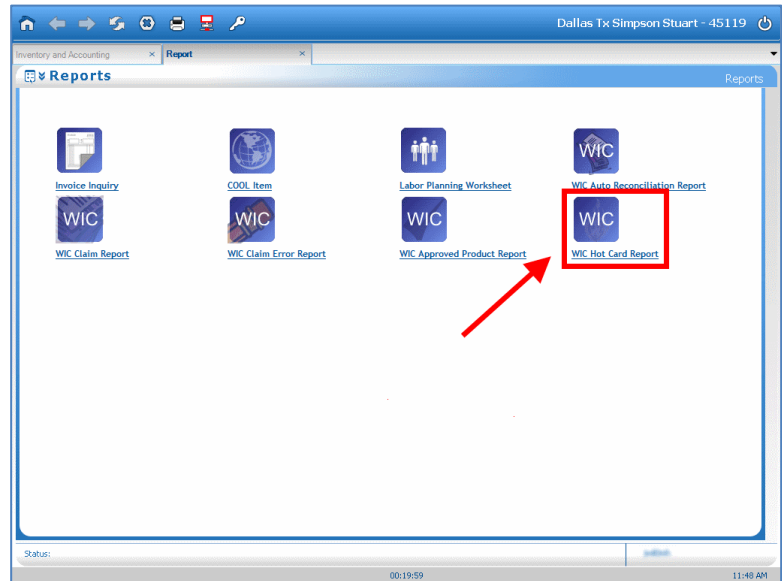
Received Date	Date the product first appeared on the approved product list
State	State
UPC	WIC eligible product UPC
Item Description	Item description from POS
Max Price	Maximum allowable claim price
UOM	Unit of measure
Pa	Package size – measure of package content in specified unit of measure
Effective	Item eligibility start date
Expiring	Item eligibility end date
Cat / Sub Cat	Category and subcategory code for WIC benefits
Sub Cat	Benefit subcategory

- Click the browser's print button  to print the current report

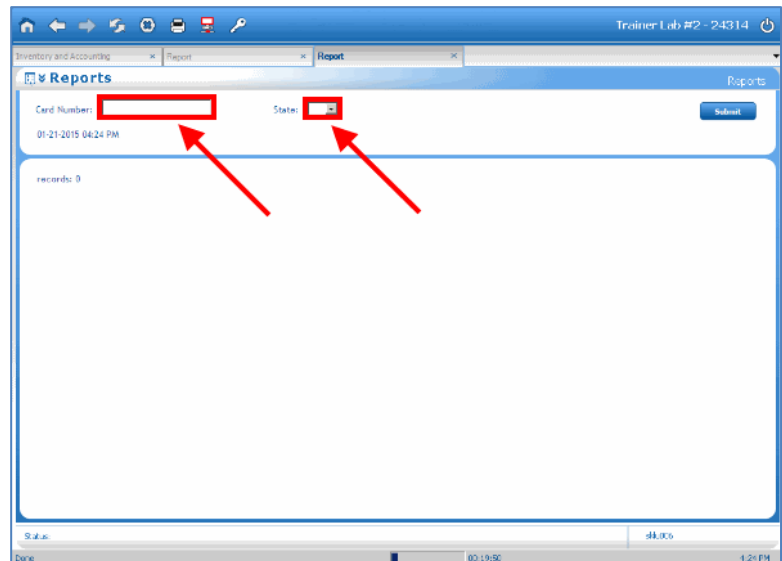
WIC Hot Card Report (OH, TX, AR)

The WIC Hot Card Report is used to determine if a WIC card is present on the states hot card list and if so, the reasons why.

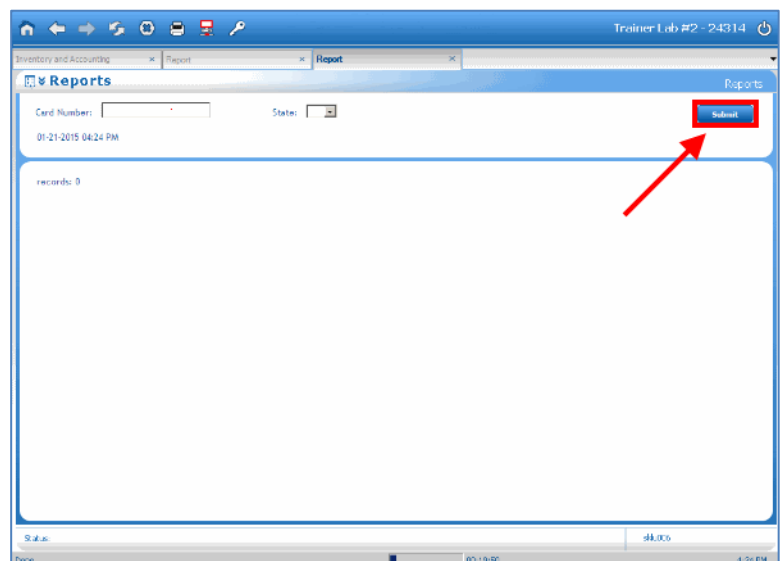
- Click the **WIC Hot Card Report** link



- Enter the **Card Number**
- Select a state from the drop-down list



- Click **Submit** to display the search results



Trainer Lab #2 - 24314

Inventory and Accounting x Report x Report x

Reports Reports

Card Number: 6103092100004035 State: OH Submit

01-21-2015 04:27 PM

01-16-2015 10:45 PM	6103092100004035	02-01-2015 05:00:00 AM	3706
01-17-2015 10:42 PM	6103092100004035	02-01-2015 05:00:00 AM	3706
01-18-2015 10:41 PM	6103092100004035	02-01-2015 05:00:00 AM	3706
01-19-2015 10:37 PM	6103092100004035	02-01-2015 05:00:00 AM	3706
01-20-2015 10:40 PM	6103092100004035	02-01-2015 05:00:00 AM	3706

records: 5

Status: sku006

Done 00:20:00 4:26 PM

Received date	Date the selected card first appeared on the hot card list	
Card number	WIC EBT card number (personal account number)	
Effective date	Date the card is to be considered ineligible for use	
Code	Numerical code for the reason the card has been placed on the hot card list	
	3000	Lost
	3001	Stolen
	3002	Undelivered prior to receipt at state agency
	3003	Counterfeit card – pan confirmed
	3700	Failed to function prior to issuance
	3701	Missing – delivered but prior to issuance
	3702	Damaged – delivered but prior to issuance
	3703	Damaged – after issuance
	3704	Failed to function after issuance
	3705	Dual participation, card in
	3706	Transferred to non-EBT site, card [pan]
	3707	Partial family transfer to any site, card [pan]

- Click the browser's print button  to print the current report

eInvoice

Displays electronic invoice information from the distribution center. Available for viewing for up to two years

- Information in the **eInvoice** screen includes:

Triceps Load #	Number the warehouse uses to track the order
Shipment Date	Date the warehouse system released the order
Statement Date	Date the invoice was billed
Total Cost	Cost of the product in the load
Total Retail	Retail value of the product in the load
Gross Profit %	Gross profit value of product in the load

- Click an invoice to highlight it
- Click **View** for a detailed view

Triceps Load #	Shipment Date	Statement Date	Total Cost	Total Retail	Gross Profit %
491571	07/26/2018	07/28/2018	\$18,577.19	\$23,571.72	21.18
491358	07/24/2018	07/28/2018	\$14,407.34	\$17,790.57	19.01
491194	07/21/2018	07/21/2018	\$9,862.37	\$13,099.62	24.71
491055	07/19/2018	07/21/2018	\$14,067.89	\$17,560.56	19.88
490351	06/23/2018	06/23/2018	\$15,635.81	\$19,597.82	20.21
490732	07/14/2018	07/14/2018	\$12,525.71	\$15,586.05	19.63
490591	07/12/2018	07/14/2018	\$17,211.19	\$21,918.16	21.47
490461	07/10/2018	07/14/2018	\$13,877.38	\$16,778.46	17.29
490271	07/07/2018	07/07/2018	\$13,986.25	\$17,623.45	20.63
490215	07/05/2018	07/07/2018	\$14,913.73	\$18,739.42	20.41
490000	07/03/2018	07/07/2018	\$14,498.46	\$18,117.08	19.97
489796	06/30/2018	06/30/2018	\$9,202.64	\$11,358.02	18.97
489673	06/28/2018	06/30/2018	\$11,202.88	\$14,291.70	21.61
489426	06/26/2018	06/30/2018	\$15,410.46	\$18,975.60	18.78
489351	06/23/2018	06/23/2018	\$15,635.81	\$19,597.82	20.21
489210	06/21/2018	06/23/2018	\$14,972.23	\$19,070.83	21.49
489081	06/19/2018	06/23/2018	\$11,703.04	\$14,976.65	21.85
488890	06/16/2018	06/16/2018	\$11,990.17	\$15,637.40	23.32
488754	06/14/2018	06/16/2018	\$12,000.24	\$15,963.85	24.82
488517	06/12/2018	06/16/2018	\$13,200.77	\$16,529.56	20.13

Triceps Load #	Shipment Date	Statement Date	Total Cost	Total Retail	Gross Profit %
491571	07/26/2018	07/28/2018	\$18,577.19	\$23,571.72	21.18
491358	07/24/2018	07/28/2018	\$14,407.34	\$17,790.57	19.01
491194	07/21/2018	07/21/2018	\$9,862.37	\$13,099.62	24.71
491055	07/19/2018	07/21/2018	\$14,067.89	\$17,560.56	19.88
490923	07/17/2018	07/21/2018	\$17,485.80	\$21,870.32	20.04
490732	07/14/2018	07/14/2018	\$12,525.71	\$15,586.05	19.63
490591	07/12/2018	07/14/2018	\$17,211.19	\$21,918.16	21.47
490461	07/10/2018	07/14/2018	\$13,877.38	\$16,778.46	17.29
490271	07/07/2018	07/07/2018	\$13,986.25	\$17,623.45	20.63
490215	07/05/2018	07/07/2018	\$14,913.73	\$18,739.42	20.41
490000	07/03/2018	07/07/2018	\$14,498.46	\$18,117.08	19.97
489796	06/30/2018	06/30/2018	\$9,202.64	\$11,358.02	18.97
489673	06/28/2018	06/30/2018	\$11,202.88	\$14,291.70	21.61
489426	06/26/2018	06/30/2018	\$15,410.46	\$18,975.60	18.78
489351	06/23/2018	06/23/2018	\$15,635.81	\$19,597.82	20.21
489210	06/21/2018	06/23/2018	\$14,972.23	\$19,070.83	21.49
489081	06/19/2018	06/23/2018	\$11,703.04	\$14,976.65	21.85
488890	06/16/2018	06/16/2018	\$11,990.17	\$15,637.40	23.32
488754	06/14/2018	06/16/2018	\$12,000.24	\$15,963.85	24.82
488517	06/12/2018	06/16/2018	\$13,200.77	\$16,529.56	20.13

- You can view or print individual invoice detail from here
- Use the scroll bar on the right side of the screen to navigate through the invoice detail
- Click the icon to print the invoice detail

Bridgeton, MO - 00423

Inventory and Accounting

Report

Reports

elnvoce

1 / 24

100%

Tools Sign Comment

EDWARDSVILLE(GROC)

CUSTOMER #: 423

DATE: 07/17/2018

28 W Gateway Commerce Center
 Edwardsville, IL 62025

LOAD: 490923

SOLD TO:

Bridgeton, MO
 11977 St Charles Rock Rd

SHIP TO:

Bridgeton, MO
 11977 St Charles Rock Rd

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(C) of the perishable agricultural commodities act 1930(7 U. S. C. 499(E) (C)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities and any receivables or proceeds from the sale of these commodities until full payment is received. Seller is entitled to interest at the highest rate allowed by law on delinquent amounts and attorney fees and costs in pursuing collection.

DEPT	ITEM CODE	ITEM DESCRIPTION	PACK	SIZE	QTY	MISC	AMT	ORIG COST	PROM SAVE	NET COST	EXTENDED COST	SRP	GP %
INVOICE: 53771 PALLET: S043766 001-Grocery DATE: 07/17/2018													
01	10090	PORK & BEANS	24	15 OZ	3			11.52		34.56	0.65	26.2%	
01	10510	DICED TOMATOES	24	14.5 OZ	1			10.08		10.08	10.08	0.65	35.4%
01	10050	DARK KIDNEY BEANS	24	15 OZ	2			12.48		12.48	24.96	0.65	20.0%
01	10512	DICED TOM-BASIL/GR/LC/OREG	24	14.5 OZ	1			10.08		10.08	10.08	0.65	35.4%

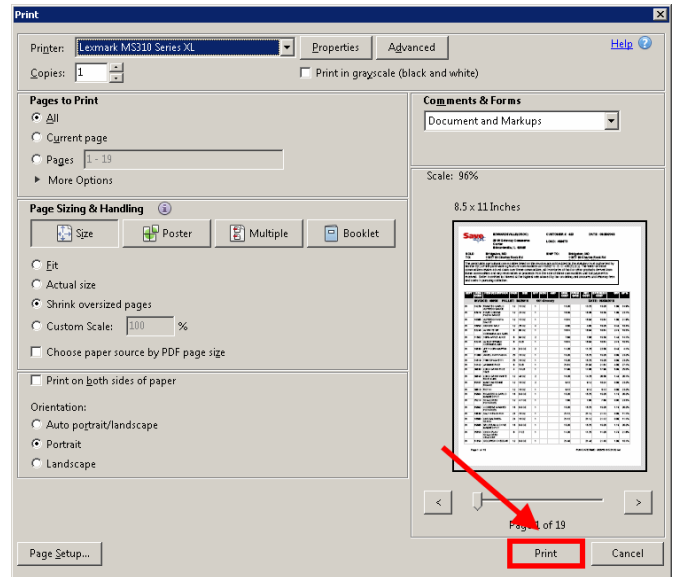
Status:

juv0zh

00:19:54

8:33 AM

- Leave the default print settings and click **Print**
 - After clicking **OK**, wait for the invoice to completely print before navigating away from the page
- NOTE:** Navigating away from the page early may cause the invoice to print incorrectly



S4 / WinAR (Retail Partners only)

S4/WinAR is an accounts receivable software package used for billing by stores that maintain customer charge accounts. This software is not available at all stores. For support or questions on WinAR please contact Ann Acton of Retail Data Systems St. Louis at (314) 647-4444. You may also refer to the S4 WinAR manual in the [Document Repository](#).

Store Reports

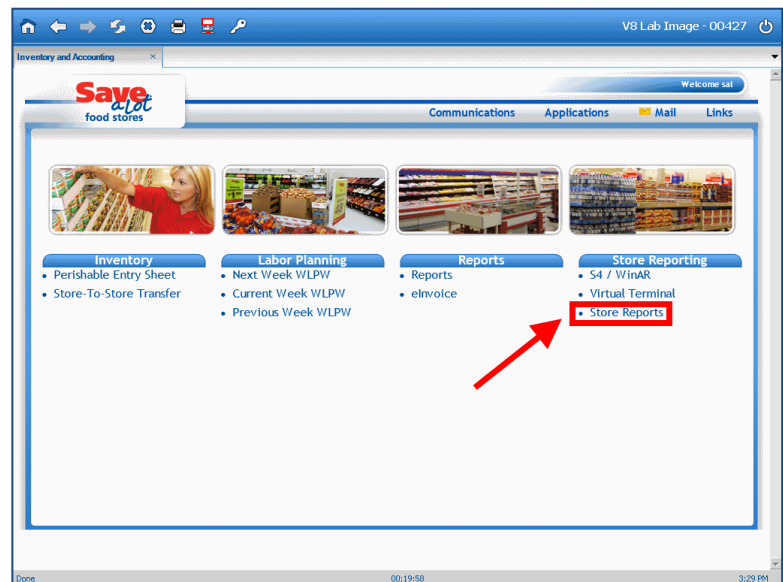
Cashier Recap

Cashier recap is used to balance cashiers before end of day

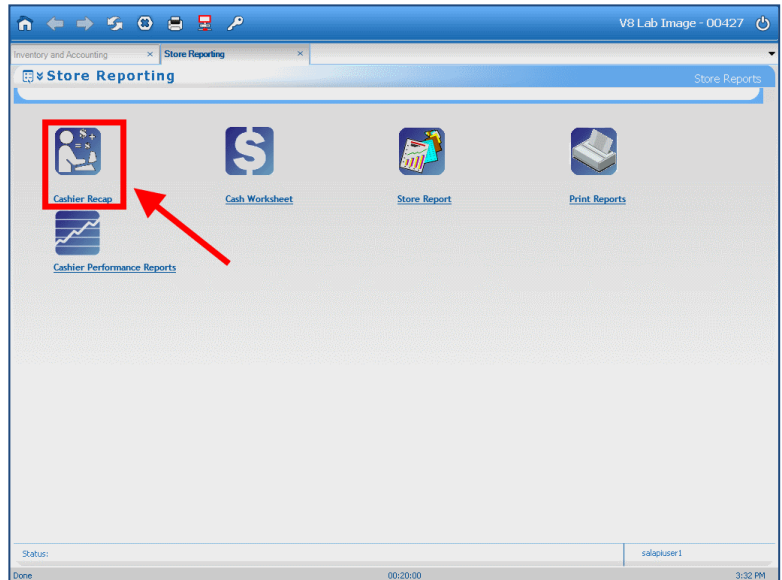
- Prior to beginning the **Cashier Recap**, you must perform the following steps:
 - o Print a **Cashier Report** from ISS45 or **EOD X Read Report** at the lane
 - o Run **Save A Lot Store Report Update** from ISS45 Main Menu
 - o Print the cashier's [Store Sales Summary by Store and Cashier –SSR03](#) MicroTrax report
 - o Corporate Stores: print Cash Master report from drawer countdown



- From the **Applications** menu select **Inventory and Accounting**



- Select **Store Reports**



- Click **Cashier Recap**

- From the **Cashier Recap Selection** screen, click the radio button next to the **week-ending date** you would like to work with

NOTE: Up to 52 weeks of history can be accessed. The current week ending date will not populate until store reports for the previous Saturday have been signed off. Please refer to the [Error Correction](#) section for more details

- Click **Summary**

	Sunday 11-03-2019	Monday 11-04-2019	Tuesday 11-05-2019	Wednesday 11-06-2019
Refunds	2.19	0.00	0.00	0.00
Voided Transactions	52.39	0.00	0.00	0.00
Subtracts	3.00	0.00	0.00	0.00
Item Cancels	3.99	0.00	0.00	0.00
Non-Merchandise Sales	0.00	0.00	0.00	0.00
Redemptions	0.00	0.00	0.00	0.00
Cash Loans	0.00	0.00	0.00	0.00
Net Sales/Cash to Acct for	2,646.46	0.00	0.00	0.00
Total Media in Drawer	2,646.14	0.00	0.00	0.00
Cash Over/Short	-0.32	0.00	0.00	0.00
Discount Over/Short	0	0	0	0
Till Balanced By	LCOP00C 11-03-2019 20:55			
Total Items	1,260	0	0	0
No Sales	0	0	0	0
Number of Checks	0	0	0	0
Customer Count	97	0	0	0

- From the **Cashier Recap Summary** screen, select the current working day in the blue taskbar

NOTE: The current day is only available if:

- All prior days have been signed off
- SAL Store Report Update (ISS45) has been run
- You have sales for the current day

- Click the drop-down box and select the cashier you wish to balance

NOTE: A **[cash over/short]** notation will appear for all cashiers with an overage/shortage >= \$25

Cashier Recap

Selection Summary Sun **Mon**

Cashier: 0206 JOSHUA N

Day Of Week: 0106 OFFICE

Cashier Number: 0201 NIKI E [cash over/short] [-\$696.77]

Cashier Name: 0202 DAWN M

Refunds: 0206 JOSHUA N

Voided Transactions: 0209 DOROTHY

Subtracts: 0210 AMBER H

Item Cancels: 0211 BRITTANY

Non-Merchandise Sales: 0217 NATASHA H

Redemptions: 0.00

Net Sales/Cash to Acct: 0.00

Total Media in Drawer: 0.00 **Edit**

Cash Over/Short: 0.00

Balanced By: (UserName)

Approve Cancel

- To begin balancing the cashier's till, click on **Edit** button next to the **Total Media in Drawer** field

Cashier Recap

Selection Summary Sun **Mon**

Cashier: 0201 NIKI E [cash over/short] [-\$696.77]

Day Of Week: MON 02-28-2011

Cashier Number: 0201

Cashier Name: NIKI E

Refunds: 0.00

Voided Transactions: 0.00

Subtracts: 5.36

Item Cancels: 0.00

Non-Merchandise Sales: 0.00

Redemptions: 0.00

Net Sales/Cash to Acct: 1,899.40

Total Media in Drawer: 1,202.63 **Edit**

Cash Over/Short: -696.77

Balanced By: (UserName)

Approve Cancel

- Enter cashier's total cash (include the starting till amount) under the **Coins** and **Currency** sections

- Decimal points are required when entering totals
- Amounts entered into the **Coins** and **Currency** fields must be in multiples of that field's value

NOTE: For corporate stores the **Coins** and **Currency** amounts can be obtained from the Cash Master receipt

US Dollar Cash/Coin Summary

Coins

\$1 0.00

.50 0.00

.25 0.00

.10 0.00

.05 0.00

.01 0.00

Total 0.00

Currency

\$100 0.00

\$50 0.00

\$20 0.00

\$10 0.00

\$5 0.00

\$2 0.00

\$1 0.00

Total 0.00

Food Stamps

\$10 0.00

\$5 0.00

\$1 0.00

Total 0.00

Media SubTotal

Total 0.00

Change Fund

Cash 0.00

Food Stamps 0.00

Total 0.00

Total Media Less Ch. Fund

Cash 0.00

Food Stamps 0.00

Total 0.00

Approve Cancel

- The **Food Stamps** section is not used
- Enter the cashier's starting till amount in the **Change Fund** section, **Cash** field
- When all entries are complete click **Approve**

US Dollar Cash/Coin Summary

Coins	
\$1	0.00
.50	0.00
.25	0.25
.10	0.20
.05	0.00
.01	0.07
Total	0.52

Currency	
\$100	0.00
\$50	0.00
\$20	500.00
\$10	140.00
\$5	130.00
\$2	0.00
\$1	26.00
Total	796.00

Food Stamps	
\$10	0.00
\$5	0.00
\$1	0.00
Total	0.00

Media SubTotal 796.52

Change Fund	
Cash	100.00
Food Stamps	0.00
Total	100.00

Total Media Less Ch. Fund	
Cash	696.52
Food Stamps	0.00
Total	696.52

Approve Cancel

- Finalize the approval process by clicking **Yes** to approve and sign off

Total Media in Drawer Approval

! Approve and sign off cashier's data?

Yes No

Media	Amt to Acct For	Actual Amount	Over/Short	Cnt
Cash	0.00	0.00	<input type="button" value="Edit"/>	0.00
Cash Pickups	0.00	0.00		0.00
Other Pickups	0.00	0.00		0.00
Cash Loans	0.00	0.00		0.00
Checks	0.00	0.00		0
Electronic Checks	0.00	0.00		0
Travelers Checks	0.00	0.00		0
EBT Cash	0.00	0.00		
Man. EBT Cash	0.00	0.00		
EBT Food Stamps	0.00	0.00		
Total (USD)	0.00	0.00		0

Discount Summary

Amount
 Count
 Actual Count
 Over/Short

NOTE: The left column, **Amt to Acct For**, automatically populates based on totals from the PoS system. These fields cannot be edited

- Enter the cashier's totals in the **Actual Amount** column
 - The **Cash** field carries over from the previous screen; no additional action is required if the **Cash - Over/Short** is as expected. If it is not, click **Edit** to return to the **Cash/Coin** screen
- You must manually enter totals in the **Actual Amount** column for the following fields:

Cash Pickups	from the X read or cashier report
Checks	physical checks signed by the customer and retained by the store for deposit
House Charge	from the X read or cashier report
WIC (vouchers)	Sum of cashier's WIC and WIC CVV voucher sales
WIC Deposit (vouchers)	from the X read or cashier report
Vendor Coupons	from the X read or cashier report
Store Coupons	from the X read or cashier report
Gift Cert. Redeemed	from the X read or cashier report

- The **Actual Amount** column will automatically populate the following media totals:

Electronic Checks	Total sales of all checks processed by Telecheck and returned to the customer
EBT Cash	Total sales for EBT Cash
EBT Food Stamps	Total EBT Sales
MC/Visa	Total sales for MC, Visa, Amex, Discover
Debit Card	Total sales for Debit
eCommerce	Fees associated with online orders
WIC EBT	Smart WIC Sales
WIC EBT Deposit	eWIC sales
Gift Card Redeemed	Total Gift card redemption sales

- The **Discount Summary** section will only be available at stores using the Discount function at the lanes

Amount	Autopopulates with the total dollar amount of all cashier's discounts
Count	Autopopulates with the total physical count of all cashier's discounts
Actual Count	Actual physical count of all discounts <i>(required even if count is zero)</i>
Over/Short	Difference between the Count and the Actual Count

- If the Over/Short value is not "0", a message will appear stating, "Cashier Discount Over/Short exceeds policy. Please verify Actual Count"
 - This warning will not prevent you from approving the cashier's totals
- The **Cnt** (count) for physical checks retained by the store for deposit. You must enter this field manually
- The **Cnt** (count) column for **Electronic Checks** and **Gift Card Redeemed** will automatically populate

- The **Actual Amount** and **Cnt** fields should be manually entered/validated using the totals displayed on the cashier's **Store Sales Summary by Store and Cashier** MicroTrax report

NOTE: The automatically populated **Actual Amount** and **Cnt** fields, if incorrect, can be only be edited in error correct mod

- Review the **Over/Short** column to correct or verify any discrepancies

Media	Amt to Acct For	Actual Amount	Over/Short	Cnt
Cash	696.77	696.52	-0.25	
Cash Pickups	0.00	0.00	0.00	
Other Pickups	0.00	0.00	0.00	
Cash Loans	0.00	0.00	0.00	
Checks	0.00	0.00	0.00	0
Electronic Checks	54.54	54.84	0.30	1
Travelers Checks	0.00	0.00	0.00	0
EBT Cash	0.00	0.00	0.00	
Man. EBT Cash	0.00	0.00	0.00	
EBT Food Stamps	83.99	83.99	0.00	
Man. EBT Food Stamps	0.00	0.00	0.00	
Paper Food Stamps	0.00	0.00	0.00	
MC/Visa	658.99	0.00	-658.99	
Approve Cancel				
Total (USD)	1,899.40	1,220.16	-679.24	1

- When finished, click **Approve**

NOTE: The **Approve** button will not be active until an entry has been made into the **Actual Count** field under the **Discount Summary** Section (if present) even if the count is zero

Media	Amt to Acct For	Actual Amount	Over/Short	Cnt
Man. MC/Visa	0.00	0.00	0.00	
Discover	0.00	0.00	0.00	
Man. Discover	0.00	0.00	0.00	
Debit Card	384.81	384.81	0.00	
eCommerce	0.00	0.00	0.00	0
WIC	0.00	0.00	0.00	
WIC EBT	0.00	0.00	0.00	
WIC EBT DEPOSIT	33.16	33.16	0.00	
Vendor Coupons	0.00	0.00	0.00	0
Store Coupons	20.00	20.00	0.00	0
Gift Cert. Redeemed	0.00	0.00	0.00	0
Gift Card Redeemed	0.00	0.00	0.00	0
Coin Redemption Vchr	0.00	0.00	0.00	0
Approve Cancel				
Total (USD)	1,899.40	1,899.15	-0.25	1

Total Media in Drawer Approval



Approve and sign off cashier's data?

- Finalize the approval process by clicking **Yes**

- Additional information such as **Refunds, Voided Transactions, Subtracts, Item Cancels, No Sales** and **Scan %** should be reviewed for irregular values
- Click **Approve** to finalize the balancing process for this cashier

NOTES: The **Balanced By (UserName)** field will automatically fill with the username of the person signed on to the computer. Any further changes for this cashier must be made through **Error Correct** mode.

Selection		Summary		Sun		Mon	
Cashier Recap							
Cashier:				0201 NIKI E			
Day Of Week	MON 02-28-2011			Total Items	1,087		
Cashier Number	0201			No Sales	2		
Cashier Name	NIKI E			Number Of Checks	0		
Refunds	0.00			Customer Count	88		
Voided Transactions	0.00			Sales Per Hour	919.06		
Subtracts	5.36			Rings Per Minute	14		
Item Cancels	0.00			Scan%	96		
Non-Merchandise Sales	0.00			Customer Time	01:18		
Redemptions	0.00			Total Signon Time	02:04		
Net Sales/Cash to Acct	1,899.40			Scanner Count	1,040		
Total Media in Drawer	1,899.15 <small>Edit</small>			Rings Count	1,061		
Cash Over/Short	-0.25						
Balanced By: (UserName)							
				Approve		Cancel	

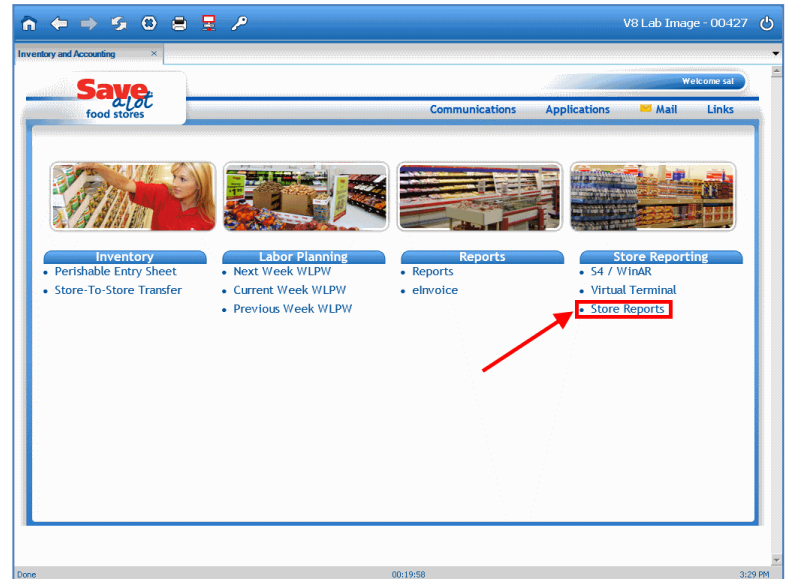
Cash Worksheet

Used to account for all monies to be left in the safe each day

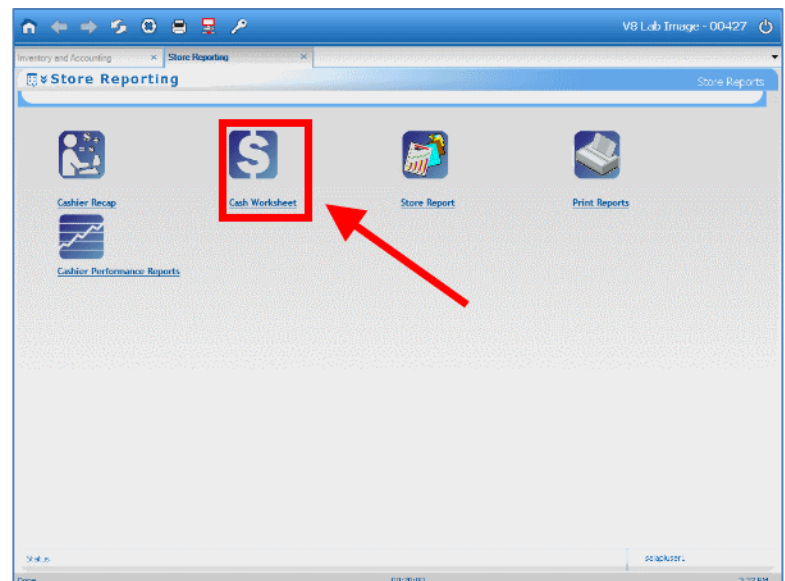
- From the **Applications** menu select **Inventory and Accounting**



- Select **Store Reports**



- Click **Cash Worksheet**



- From the **Cash Worksheet Selection** screen, click the radio button next to the week-ending date you would like to work with
NOTE: Up to 52 weeks of history can be accessed. The current week ending date will not populate until store reports for the previous Saturday has been signed off. Please refer to the [Error Correction](#) section for more details
- Click **Summary** to continue

Trainer Lab #2 - 00407

Store Reporting

Store Reports

Selection Summary

Cash Worksheet Selection

Select one of the following week ending dates...

☒ May 4, 2013
 ☐ Feb 23, 2013
 ☐ Dec 15, 2012
 ☐ Oct 8, 2012
☐ Apr 27, 2013
☐ Feb 16, 2013
☐ Dec 8, 2012
☐ Sep 29, 2012
☐ Apr 20, 2013
☐ Feb 9, 2013
☐ Dec 1, 2012
☐ Apr 13, 2013
☐ Feb 2, 2013
☐ Nov 24, 2012
☐ Apr 6, 2013
☐ Jan 26, 2013
☐ Nov 17, 2012
☐ Mar 30, 2013
☐ Jan 19, 2013
☐ Nov 10, 2012
☐ Mar 23, 2013
☐ Jan 12, 2013
☐ Nov 3, 2012
☐ Mar 16, 2013
☐ Jan 5, 2013
☐ Oct 27, 2012
☐ Mar 9, 2013
☐ Dec 29, 2012
☐ Oct 20, 2012
☐ Mar 2, 2013
☐ Dec 22, 2012
☐ Oct 13, 2012

SAL Cash Worksheet Version 3.1.7

- From the **Cash Worksheet Summary** screen, select the current working day in the blue taskbar
NOTE: The current day is only available when the following conditions have been met:
 - All prior days have been signed off
 - [SAL Store Report Update](#) has been run
 - You have sales for the current day

Selection Summary Wed

Cash Worksheet Summary

Print Report

	Sunday 04-28-2013	Monday 04-29-2013	Tuesday 04-30-2013	Wednesday 05-01-2013
CURRENCY				
\$100	0.00	0.00	0.00	0.00
\$50	50.00	50.00	0.00	0.00
\$20	60.00	0.00	0.00	0.00
\$10	60.00	90.00	0.00	0.00
\$5	100.00	55.00	65.00	0.00
\$2	0.00	0.00	0.00	0.00
Loose \$1	70.00	83.00	87.00	0.00
Bundled \$1	0.00	0.00	0.00	0.00
ROLLED COIN				
.25	0.00	0.00	0.00	0.00
.10	0.00	0.00	0.00	0.00
.05	0.00	0.00	0.00	0.00
.01	0.00	0.00	0.00	0.00
LOOSE COIN				
\$1	2.00	2.00	0.00	0.00
.50	0.00	0.00	0.00	0.00
.25	0.25	0.50	1.00	0.00
.10	0.40	0.20	0.60	0.00

Cash Worksheet – Screen 1

Retail Partner

Selection Summary Mon Screen 1 2 3

Cash Worksheet Maintenance

Currency		Loose Coin	
\$100	0.00	\$1	0.00
\$50	0.00	.50	0.00
\$20	0.00	.25	0.00
\$10	0.00	.10	0.00
\$5	0.00	.05	0.00
\$2	0.00	.01	0.00
\$1 Loose	0.00	Total	0.00
\$1 Bundled	0.00		
Total	0.00		
Rolled Coin		Other Cash	
.25	0.00	Cashier Tills	0.00
.10	0.00	Total	0.00
.05	0.00		
.01	0.00	Total Cash	0.00
Total	0.00		

- Enter the dollar values of **Currency**, **Rolled Coin** and **Loose Coin** that will be kept in the safe and carried over to the next day. These amounts should not include any money being sent to the bank as a deposit

Corporate

Selection Summary Mon Screen 1 2 3

Cash Worksheet Maintenance

Currency		Loose Coin	
\$100	0.00	\$1	0.00
\$50	0.00	.50	0.00
\$20	0.00	.25	0.00
\$10	0.00	.10	0.00
\$5	0.00	.05	0.00
\$2	0.00	.01	0.00
\$1 Loose	0.00	Total	0.00
\$1 Bundled	0.00		
Total	0.00		
Rolled Coin		Other Cash	
.25	0.00	Cashier Tills	0.00
.10	0.00	Total	0.00
.05	0.00		
.01	0.00	Total Cash	0.00
Total	0.00		

- Enter the dollar values of all large **Currency** that will be kept in the Manager's safe
NOTES: All rolled coins, \$1 bills and \$5 bills should be kept in the hopper
 Loose coins should be kept in the cashier tills

- Enter the total dollar value of all cashier tills in the **Other Cash** section, **Cashier Tills** field

Selection Summary Mon Screen 1 2 3

Cash Worksheet Maintenance

Currency		Loose Coin	
\$100	0.00	\$1	0.00
\$50	0.00	.50	0.00
\$20	0.00	.25	0.00
\$10	0.00	.10	0.00
\$5	0.00	.05	0.00
\$2	0.00	.01	0.00
\$1 Loose	0.00	Total	0.00
\$1 Bundled	0.00		
Total	0.00		
Rolled Coin		Other Cash	
.25	0.00	Cashier Tills	0.00
.10	0.00	Total	0.00
.05	0.00		
.01	0.00	Total Cash	0.00
Total	0.00		

- The sum of all entries will be automatically calculated and displayed in the **Total Cash** section
- When all entries are complete, click on **Screen 1 [2] 3**

Selection Summary Mon Screen 1 2 3

Cash Worksheet Maintenance

Currency		Loose Coin	
\$100	0.00	\$1	0.00
\$50	0.00	.50	0.00
\$20	0.00	.25	0.00
\$10	0.00	.10	0.00
\$5	0.00	.05	0.00
\$2	0.00	.01	0.00
\$1 Loose	0.00	Total	0.00
\$1 Bundled	0.00		
Total	0.00		
Rolled Coin		Other Cash	
.25	0.00	Cashier Tills	0.00
.10	0.00	Total	0.00
.05	0.00		
.01	0.00	Total Cash	0.00
Total	0.00		

Cash Worksheet – Screen 2

Retail Partner

Selection Summary Mon		Screen 1 2 3	
Cash Worksheet			
Food Stamps		Funds Dropped	
\$10	0.00	Cash	0.00
\$5	0.00	Food Stamps	0.00
\$1	0.00	Checks	0.00
Total	0.00	WIC	0.00
		Bundled Ones	0.00
		Rolled Coin	0.00
		Total	0.00
Managers Fund		Grand Total	
Total	4,000.00	Total	4,000.00
Other			
Second Safe	0.00		
EBT Man Vch	0.00		
Other	0.00		
FSC Safe <u>Edit</u>	0.00		
Total	0.00		

Corporate

Selection Summary Mon		Screen 1 2 3	
Cash Worksheet			
Food Stamps		Funds Dropped	
\$10	0.00	Cash	0.00
\$5	0.00	Food Stamps	0.00
\$1	0.00	Checks	0.00
Total	0.00	WIC	0.00
		Bundled Ones	0.00
		Rolled Coin	0.00
		Total	0.00
Managers Fund		Grand Total	
Total	4,000.00	Total	4,000.00
Other			
Second Safe	0.00		
EBT Man Vch	0.00		
Other	0.00		
FSC Safe <u>Edit</u>	0.00		
Total	0.00		

- The **Food Stamps** section is not used
- The **Managers Fund Total** carries over from screen 1
- The **Other** section allows you to enter any monies that are kept separate from the main safe funds
 - The **Second Safe** field can be used for a manager's change fund
 - If your store operates a money/financial service center and keeps a separate safe for it, those totals must be entered in the **FSC Safe** field by clicking **Edit**
- **This concludes the Cash Worksheet section for Corporate stores**
- For Retail Partners who operate a money center, proceed to the next section. For Retail Partners who do not operate a money center, skip to section: [Cash Worksheet Screen 2 – \(cont'd\)](#)

Financial Services Safe (FSC) Maintenance (Retail Partners only)

Financial Services Safe Maintenance

Currency	
\$100	0.00
\$50	0.00
\$20	0.00
\$10	0.00
\$5	0.00
\$2	0.00
\$1 Loose	0.00
\$1 Bundled	0.00
Total	0.00

Rolled Coin	
.25	0.00
.10	0.00
.05	0.00
.01	0.00
Total	0.00

Loose Coin	
Total	0.00

Funds For Deposit	
Cash	0.00
Checks	0.00
Total	0.00

Cashier Tills	
Total	0.00

Other Funds	
Other	0.00
Total	0.00

Total FSC Safe	
Total	0.00

Approve Cancel

- Enter the dollar values of **currency**, **rolled coin** and **loose coin** that will be kept in the safe and carried over to the next day
- These amounts should not include any money being sent to the bank as a deposit
- All amounts entered must be in dollars and cents not the number of bills, coins, or rolls
- Decimal points are required when entering totals
- To enter **Loose Coin**, click **Edit**

- Enter any loose coin that is in the FSC safe and click **Approve**

Loose Coin

\$1	0.00
.50	0.00
.25	0.00
.10	0.00
.05	0.00
.01	0.00
Total	0.00

Approve Cancel

- Enter any cash or checks that are ready to go to the bank, but have not left the FSC safe in the **Funds For Deposit** section (funds that will be deposited at a future date)
- Amounts entered for **Cash** under the **Funds For Deposit** section must be in whole dollar amounts
- To enter any cashier tills that are left in the FSC safe, click **Edit** in the **Cashier Tills** section

Financial Services Safe Maintenance

Currency \$100 <input type="text" value="0.00"/> \$50 <input type="text" value="0.00"/> \$20 <input type="text" value="0.00"/> \$10 <input type="text" value="0.00"/> \$5 <input type="text" value="0.00"/> \$2 <input type="text" value="0.00"/> \$1 Loose <input type="text" value="0.00"/> \$1 Bundled <input type="text" value="0.00"/> Total <input type="text" value="0.00"/>		Funds For Deposit Cash <input type="text" value="0.00"/> Checks <input type="text" value="0.00"/> Total <input type="text" value="0.00"/>
Rolled Coin .25 <input type="text" value="0.00"/> .10 <input type="text" value="0.00"/> .05 <input type="text" value="0.00"/> .01 <input type="text" value="0.00"/> Total <input type="text" value="0.00"/>		Cashier Tills Total <input type="button" value="Edit"/> <input type="text" value="0.00"/>
Loose Coin Total <input type="button" value="Edit"/> <input type="text" value="0.00"/>		Other Funds Other <input type="text" value="0.00"/> Total <input type="text" value="0.00"/>
Total FSC Safe Total <input type="text" value="0.00"/>		
<input type="button" value="Approve"/> <input type="button" value="Cancel"/>		

- Enter the total money that is left in each cashier till in the safe. When completed, click **Approve**

Cashier Tills

Till 1	<input type="text" value="0.00"/>
Till 2	<input type="text" value="0.00"/>
Till 3	<input type="text" value="0.00"/>
Till 4	<input type="text" value="0.00"/>
Till 5	<input type="text" value="0.00"/>
Till 6	<input type="text" value="0.00"/>
Total	<input type="text" value="0.00"/>

- Enter any other funds that are in the FSC safe, but have not been accounted for yet in the **Other Funds** section
- The **Total FSC Safe** section will show the total of all funds entered. Click **Approve** when finished

Financial Services Safe Maintenance

Currency \$100 <input type="text" value="0.00"/> \$50 <input type="text" value="0.00"/> \$20 <input type="text" value="0.00"/> \$10 <input type="text" value="0.00"/> \$5 <input type="text" value="0.00"/> \$2 <input type="text" value="0.00"/> \$1 Loose <input type="text" value="0.00"/> \$1 Bundled <input type="text" value="0.00"/> Total <input type="text" value="0.00"/>		Funds For Deposit Cash <input type="text" value="0.00"/> Checks <input type="text" value="0.00"/> Total <input type="text" value="0.00"/>
Rolled Coin .25 <input type="text" value="0.00"/> .10 <input type="text" value="0.00"/> .05 <input type="text" value="0.00"/> .01 <input type="text" value="0.00"/> Total <input type="text" value="0.00"/>		Cashier Tills Total <input type="button" value="Edit"/> <input type="text" value="0.00"/>
Loose Coin Total <input type="button" value="Edit"/> <input type="text" value="0.00"/>		Other Funds Other <input type="text" value="0.00"/> Total <input type="text" value="0.00"/>
Total FSC Safe Total <input type="text" value="0.00"/>		
<input type="button" value="Approve"/> <input type="button" value="Cancel"/>		

Cash Worksheet – Screen 2 (cont'd) (Retail Partners only)

Cash Worksheet Screen 1 2 3

Food Stamps

\$10	0.00
\$5	0.00
\$1	0.00
Total	0.00

Managers Fund

Total	4,000.00
--------------	-----------------

Other

Second Safe	0.00
EBT Man Vch	0.00
Other	0.00
FSC Safe <input type="button" value="Edit"/>	0.00
Total	0.00

Funds Dropped

Cash	0.00
Food Stamps	0.00
Checks	0.00
WIC	0.00
Bundled Ones	0.00
Rolled Coin	0.00
Total	0.00

Grand Total

Total	4,000.00
--------------	-----------------

- Enter any funds that are ready to go to the bank, but have not left the main safe in the **Funds Dropped** section (funds that will be deposited at a future date); this will apply to stores that do not make daily deposits
- Under the **Funds Dropped** section, amounts entered for **Cash**, **Bundled Ones** and **Rolled Coin** must be in whole dollar amounts
 - o A non-valid entry will be displayed in red to indicate that there is an error
 - o Left click in the highlighted field and a description of the error will appear in the bottom right of the cash worksheet screen
- The **Grand Total** is equal to the sum of the **Totals** from **Screens 1 and 2**. The **Grand Total** becomes the **COH** (Cash on Hand) **End Of Day** total on [Screen 4 of the Save A Lot Store Report](#)
- When all entries are complete, click on **Screen 1 2 [3]**

Cash Worksheet – Screen 3 (Retail Partners only)

Cash Worksheet Screen 1 2 3

Returned Checks

Name	Amount	Fee
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00

- Record the collection of any returned checks and their associated fees in the returned checks collected field
- If your store participates in Save A Lot's Telecheck ECA program you are not required to enter information on this screen

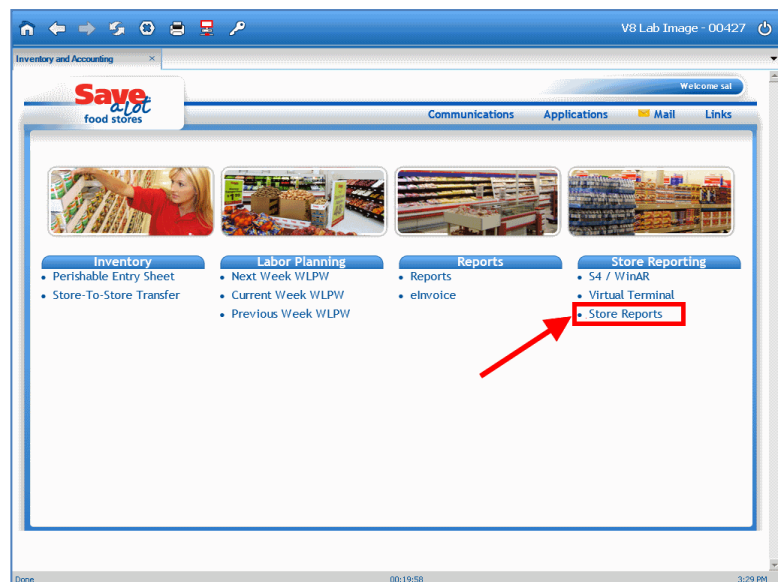
Store Report

Used to record and balance the store's income and deposits for the current day

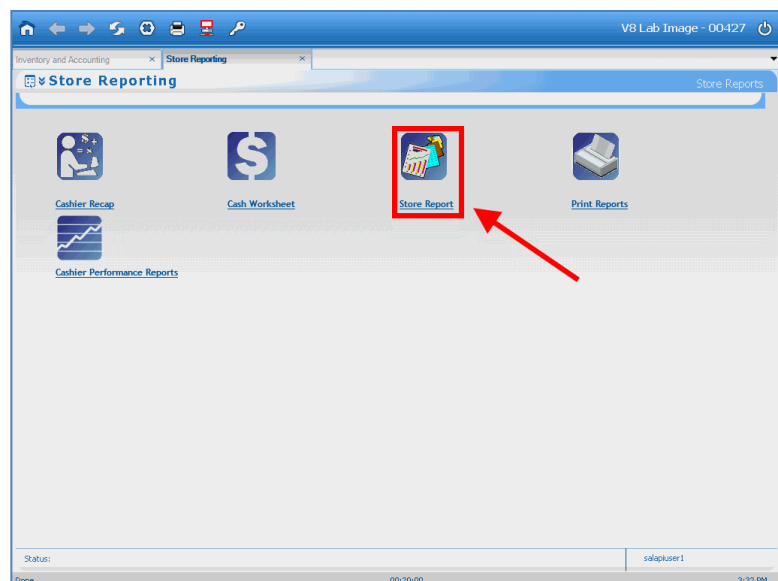
- Prior to completing the store report, you must perform the following steps:
 - o Complete all cashier balancing in [Cashier Recap](#)
 - o Complete safe balancing in [Cash Worksheet](#)
 - o Print the [Store Sales Summary By Store – SSR04](#) MicroTrax report



- From the **Applications** menu select **Inventory and Accounting**



- Select **Store Reports**



- Click **Store Report**

- From the **Store Report Selection** screen, click the radio button next to the **week-ending** date you would like to work with

NOTE: Up to 52 weeks of history can be accessed. The current week ending date will not populate until store reports for the previous Saturday has been signed off

Please refer to the [Error Correction](#) section for more details

- Click **Summary** to continue

Store Reporting Selection (#00423)

Is this a Store Report error correction?

☐ Yes
☒ No

Select one of the following week ending dates...

<input checked="" type="radio"/> Jun 30, 2018	<input type="radio"/> Apr 21, 2018	<input type="radio"/> Feb 10, 2018	<input type="radio"/> Dec 2, 2017	<input type="radio"/> Sep 23, 2017
<input type="radio"/> Jun 23, 2018	<input type="radio"/> Apr 14, 2018	<input type="radio"/> Feb 3, 2018	<input type="radio"/> Nov 25, 2017	<input type="radio"/> Sep 16, 2017
<input type="radio"/> Jun 16, 2018	<input type="radio"/> Apr 7, 2018	<input type="radio"/> Jan 27, 2018	<input type="radio"/> Nov 18, 2017	<input type="radio"/> Sep 9, 2017
<input type="radio"/> Jun 9, 2018	<input type="radio"/> Mar 31, 2018	<input type="radio"/> Jan 20, 2018	<input type="radio"/> Nov 11, 2017	<input type="radio"/> Sep 2, 2017
<input type="radio"/> Jun 2, 2018	<input type="radio"/> Mar 24, 2018	<input type="radio"/> Jan 13, 2018	<input type="radio"/> Nov 4, 2017	<input type="radio"/> Aug 26, 2017
<input type="radio"/> May 26, 2018	<input type="radio"/> Mar 17, 2018	<input type="radio"/> Jan 6, 2018	<input type="radio"/> Oct 28, 2017	<input type="radio"/> Aug 19, 2017
<input type="radio"/> May 19, 2018	<input type="radio"/> Mar 10, 2018	<input type="radio"/> Dec 30, 2017	<input type="radio"/> Oct 21, 2017	<input type="radio"/> Aug 12, 2017
<input type="radio"/> May 12, 2018	<input type="radio"/> Mar 3, 2018	<input type="radio"/> Dec 23, 2017	<input type="radio"/> Oct 14, 2017	<input type="radio"/> Aug 5, 2017
<input type="radio"/> May 5, 2018	<input type="radio"/> Feb 24, 2018	<input type="radio"/> Dec 16, 2017	<input type="radio"/> Oct 7, 2017	<input type="radio"/> Jul 29, 2017
<input type="radio"/> Apr 28, 2018	<input type="radio"/> Feb 17, 2018	<input type="radio"/> Dec 9, 2017	<input type="radio"/> Sep 30, 2017	<input type="radio"/> Jul 22, 2017

SAL Store Report Version 6.5.10

- From the **Store Report Summary** screen select the current working day in the blue taskbar

NOTE: The current day is only available when all prior days have been signed off

Store Report Summary (#00423)

	Sunday 06-24-2018	Monday 06-25-2018	Tuesday 06-26-2018	Wednesday 06-27-2018
Sales - Grocery	5,408.20	4,000.52	3,402.13	3,689.47
Sales - Meat	1,642.76	1,129.24	863.71	1,497.41
Sales - Produce	1,061.57	609.13	602.06	615.31
Sales - Gen Merchandise	0.00	0.00	0.00	0.00
Total Sales	8,112.93	5,739.89	4,869.70	5,792.19
Money Orders	0.00	0.00	0.00	0.00
Money Order Fees	0.00	0.00	0.00	0.00
Wire Transfer Sent C2C	0.00	0.00	0.00	0.00
Wire Transfer C2C Fees	0.00	0.00	0.00	0.00
Wire Transfer Sent C2B	0.00	0.00	0.00	0.00
Wire Transfer C2B Fees	0.00	0.00	0.00	0.00
Bill Pay - CFP	0.00	0.00	0.00	0.00
Bill Pay Fees - CFP	0.00	0.00	0.00	0.00
Bill Pay - WU	0.00	0.00	0.00	0.00
Bill Pay Fees - WU	0.00	0.00	0.00	0.00
Check Cashing Fees	0.00	0.00	0.00	0.00
Copies/Faxes	0.00	0.00	0.00	0.00
Regulatory Fees	0.00	0.00	0.00	0.00
Pre Paid Card Fees	0.00	0.00	0.00	0.00
Total Money Center	0.00	0.00	0.00	0.00
Lottery Online	0.00	0.00	0.00	0.00

Store Report – Screen 2 - Income

- The information from this screen automatically populates sales totals from ISS45 and allows you to review group sales and money/financial service center totals

NOTE: The totals on this screen cannot be changed

- Click on **Screen 1 2 [3] 4 5** to continue

Income Error Correction

	Sun	Mon	Tues	Wed	Thr	Fr	Sat
Sales - Grocery	6,942.84						
Sales - Meat	2,049.94						
Sales - Produce	637.07						
Sales - Gen Merchandise	0.00						
[Sales - Unused 4]	0.00						
[Sales - Unused 5]	0.00						
[Sales - Unused 6]	0.00						
Total Sales	9,629.85						
Money Orders	0.00						
Money Order Fees	0.00						
Wire Transfer Sent C2C	0.00						
Wire Transfer C2C Fees	0.00						
Wire Transfer Sent C2B	0.00						
Wire Transfer C2B Fees	0.00						
Bill Pay - CFP	0.00						
Bill Pay Fees - CFP	0.00						
Bill Pay Fees - WU	0.00						
Paycode - WU	0.00						
Check Cashing Fees	0.00						
Copies/Faxes	0.00						
Regulatory Fees	-19.41						
Pre Paid Card Fees	0.00						
Total Money Center	-19.41						

Store Report – Screen 3 - Misc. Income

Allows you to enter any income to the store that did not pass thru the cash registers

Retail Partners

Selection	Summary	Tues	Screen	1	2	3	4	5
Misc. Income								
Sales Tax Collected #1		42.62	Rebates - Meat			0.00		
Sales Tax Collected #2		0.00	Rebates - Produce			0.00		
Sales Tax Collected #3		0.00	Returned Checks Coll'ctd			0.00		
Container Deposits		16.00	Returned Check Fees			0.00		
Container Returns		0.00	Gift Cert. Sold			0.00		
Gift Card Sold		0.00	Change Received/Bank			0.00		
Pre Paid Card Sold		0.00	Sales - Vending Machine			0.00		
Lottery Online		0.00	Lottery Online Vending			0.00		
Lottery Instant		0.00	Lottery Instant Vending			0.00		
Lottery Online Redeemed		0.00	Misc Income #1			0.00		
Lottery Instant Redeemed		0.00	Misc Income #2			0.00		
Postage		0.00	Misc Income #3			0.00		
Community Partnership		0.00	Received on Account			0.00		
Gross Receipts		5,280.72	Less: Charge Sales			0.00		
Register Over/Short		-1,409.99	Total Cash Receipts			3,870.73		
Refund - Adv		0.00	Add: COH Begin of Day			2,112.08		
Refund - Coupons		0.00	Total			5,982.81		
Rebates - Grocery		0.00						

Corporate

Selection	Summary	Tues	Screen	1	2	3	4	5
Misc. Income								
Sales Tax Collected #1		83.48	Register Over/Short			-931.46		
Sales Tax Collected #2		7.44	Returned Checks Coll'ctd			0.00		
Sales Tax Collected #3		1.22	Returned Check Fees			0.00		
Container Deposits		0.00	Gift Cert. Sold			0.00		
Container Returns		0.00	Change Received/Bank			0.00		
Gift Card Sold		0.00	Sales - Vending Machine			0.00		
Pre Paid Card Sold		0.00	Lottery Online Vending			0.00		
Lottery Online		0.00	Lottery Instant Vending			0.00		
Lottery Instant		0.00	Total Cash Receipts			1,002.01		
Lottery Online Redeemed		0.00	Add: COH Begin of Day			17,500.34		
Lottery Instant Redeemed		0.00	Total			18,502.35		
Postage		0.00						
Community Partnership		0.00						
Gross Receipts		1,933.47						

- The following fields will auto populate from sales information or from info previously entered

Sales Tax Collected	Total of all sales taxes collected by rate
Container Deposits	Total of bottle deposit amounts collected
Container Returns	Total of bottle return amounts paid out
Gift Card Sold	Total of all gift cards sold
Pre-Paid Card Sold	Total of all pre-paid cards sold (phone card, etc.)
Lottery Online/ Instant	Total of all online and instant lottery sales
Lottery Online/Instant Redeemed	Total of all online and instant lottery pay outs
Postage	Total of all postage sold
Community Partnership	Total of all charitable contributions made under the community partnership category
Gross Receipts	Total of all sales from cash registers, not including cashier over/shorts
Register Over/Short	Total over/short of all cashiers
Returned Checks Coll'ctd/Fees	Total of returned checks collected, and check fees entered into the cash worksheet
Gift Certificate Sold	Total of all gift certificates sold
Less: Charge Sales (RP only)	Gross Sales minus Charge Account Sales
Total Cash Receipts	Total of the gross receipts, miscellaneous income and the register over/short
Add: COH Begin of Day	Total amount of cash entered into the cash worksheet
Total	The sum of the total cash receipts and the add: COH begin of day

- Manually enter amounts in the following fields, if applicable

Refunds/Rebates (RP only)		Income from vendors
Change Received/Bank	Retail Partners	Include ONLY money that will increase your day-to-day safe amount
	Corporate	Change orders for actual amount received to be entered on the day money is received
Sales – Vending Machine (RP only)		Vending machine income that was removed from the machine
Lottery Online Vending (RP only)		Lottery funds that do not come from scratch off ticket sales
Lottery Instant Vending (RP only)		Lottery funds from scratch off ticket sales
Misc Income (RP only)		Any income not otherwise described
Received on Account (RP only)		Charge account payments not rung through the register

- Click on Screen **1 2 3 [4] 5** to continue

Store Report – Screen 4 - Deposits/Paid Outs

Retail Partners

Selection	Summary	Tues	Screen	1	2	3	4	5
Deposits/Paid Outs								
Food Stamp Deposit		0.00	Misc Expense #2				0.00	
Cash Deposit		0.00	Misc Expense #3				0.00	
Check Deposit		0.00	Supplies				0.00	
Electronic Check Deposits		74.89	Advertising				0.00	
EBT - Food Stamps		0.00	Repairs				0.00	
EBT - Cash		0.00	Delivery				0.00	
Debit Card Deposit		2,026.72	General Housekeeping				0.00	
MC/Visa Deposit		0.00	Vendor Coupons				0.00	
Discover Deposit		0.00	Gift Cert. Redeemed				0.00	
WIC Deposit		0.00	Gift Card Redeemed				0.00	
WIC EBT Deposit		0.00	Coin Redemption Vouchers				0.00	
Misc Tender #1		0.00	Change Ord/Sent to Ban				0.00	
Misc Tender #2		0.00	Total Cash Paid Out				2,101.61	
Misc Tender #3		0.00	Net Cash to Account For				3,881.20	
Money Center Check Dep		0.00	COH End of Day				0.00	
Money Center Cash Dep		0.00	Office Over/Short				-3,881.20	
Total Deposits		2,101.61	Total Over/Short				-5,291.19	
Misc Expense #1		0.00						

Corporate

Selection	Summary	Tues	Screen	1	2	3	4	5
Deposits/Paid Outs								
Food Stamp Deposit		0.00	Manager Payouts				0.00	
Cash Deposit		0.00	Vendor Coupons				0.00	
Check Deposit		0.00	Gift Cert. Redeemed				0.00	
Electronic Check Deposits		41.36	Gift Card Redeemed				5.00	
EBT - Food Stamps		218.15	Coin Redemption Vouchers				0.00	
EBT - Cash		0.00	Change Ord/Sent to Ban				0.00	
Debit Card Deposit		691.92	Total Cash Paid Out				956.43	
MC/Visa Deposit		0.00	Net Cash to Account For				17,545.92	
Discover Deposit		0.00	COH End of Day				0.00	
eCommerce Deposit		0.00	Office Over/Short				-17,545.92	
WIC Deposit		0.00	Total Over/Short				-18,477.38	
WIC EBT Deposit		0.00						
Misc Tender #1		0.00						
Misc Tender #2		0.00						
Misc Tender #3		0.00						
Money Center Check Dep		0.00						
Money Center Cash Dep		0.00						
Total Deposits		951.43						

- The following fields will auto populate and can be validated against the [Store Sales Summary by Store](#) report. These fields can only be edited in [Error Correct mode](#)

Food Stamp Deposit	NOT USED
Electronic Check Deposit	For stores using Telecheck, checks that were cleared and returned to customer
EBT – Food / Cash	Total electronic food stamp and EBT Cash benefits redeemed
Debit Card Deposit	Total debit card sales
MC/Visa	All CC sales figures available (MC, Visa, Discover, Amex, etc.)
WIC EBT Deposit (eWIC)	Total electronic WIC benefits redeemed
eCommerce	Fees associated with online ordering
WIC EBT Receivable (Smart WIC)	Total Smart WIC benefits redeemed
Total Deposits	Subtotal of previous lines
Vendor Coupons	Total vendor coupon sales
Gift Cert. Redeemed (RP only)	Total gift certificate redemptions
Gift Card Redeemed	Total gift card redemptions
Coin Redemption Vouchers (RP only)	Total amount of coin redemption
Total Cash Paid Out	Subtotal of all deposits and expenses
Net Cash to Account For	Total from screen 3 – Total Cash Paid Out
COH End of Day	Grand Total from Cash Worksheet
Office Over/Short	COH End of Day – Net Cash to Account For
Total Over/Short	Office Over/Short + Register Over/Short from screen 3

- Manually enter amounts in the following fields, if applicable

Cash Deposit	Total \$ amount of cash for deposit (from safe Grand X Report)
Check Deposit	Total \$ amount of customer checks kept for deposit
Discover Deposit	NOT USED
WIC Deposit (eWIC states)	Sum of all voucher sales
WIC Receivable (Smart WIC states)	Sum of all voucher sales
Misc. Tenders (RP only)	Tender type may be selected using the ... button
Money Center Check Dep (RP only)	For stores that operate a separate money center
Money Center Cash Dep (RP only)	For stores that operate a separate money center
Misc. Expenses – (RP only)	Any expenses not otherwise described
Manager Payouts- (Corp only)	Any money taken from the safe for purchases outside the store
Supplies, Ads, Repairs, Delivery, Housekeeping	Misc. expenses
Change Ord/Sent to Bank (RP only)	Change order sent to bank with deposit for later pickup/drop-off

- Click in the **Cash Deposit** field
NOTE: The **Food Stamp Deposit** section is not used (formerly for entry of paper food stamps)

Selection Summary		Tues		Screen 1 2 3 4 5	
Deposits/Paid Outs					
Food Stamp Deposit	0.00	Manager Payouts	0.00		
Cash Deposit	0.00	Vendor Coupons	0.00		
Check Deposit	0.00	Gift Cert. Redeemed	0.00		
Electronic Check Deposits	41.36	Gift Card Redeemed	5.00		
EBT - Food Stamp	218.15	Coin Redemption Vouchers	0.00		
EBT - Cash	0.00	Change Ord/Sent to Ban	0.00		
Debit Card Deposit	691.92	Total Cash Paid Out	956.43		
MC/Visa Deposit	0.00	Net Cash to Account For	17,545.92		
Discover Deposit	0.00	COH End of Day	0.00		
eCommerce Deposit	0.00	Office Over/Short	-17,545.92		
WIC Deposit	0.00	Total Over/Short	-18,477.38		
WIC EBT Deposit	0.00				
Misc Tender #1	...				
Misc Tender #2	...				
Misc Tender #3	...				
Money Center Check Dep	0.00				
Money Center Cash Dep	0.00				
Total Deposits	951.43				

Cash Deposit #1	0.00
Cash Deposit #2	0.00
Cash Deposit #3	0.00
Cash Deposit #4	0.00
Cash Deposit #5	0.00
Cash Deposit #6	0.00
Cash Deposit #7	0.00
Cash Deposit #8	0.00
Cash Deposit #9	0.00
Cash Deposit #10	0.00
Done	

Retail Partners

- Enter your **Cash Deposit(s)**
***NOTE:** If you have multiple bank deposit slips, enter each one on a separate line*
- Click **Done**

Corporate Stores

```

GRAND X REPORT
MANAGER DROP
08/23/18 @ 22:22
REPORTING PERIOD START: 08/22/18 @ 23:01
REPORTING PERIOD END: 08/23/18 @ 22:22
SITE ID: SAL_91070427
STORE #: 427
CUST. CODE:

TOTAL NET LOAD:      $ 1000.00
TOTAL NET UNLOAD:    $ .00
TOTAL NET VEND:      $ .00
TOTAL NET INCOM. VEND: $ .00
TOTAL NET VAL. DROP: $ 4940.00
TOTAL NET BUY VAL.:  $ 1130.00
TOTAL NET BUY VEND:  $ 410.00
TOTAL NET BUY DROP:  $ 120.00
TOTAL NET CASH:      $ 6660.00
  
```

- Using the Grand X Report from the safe, record the following:
 - Under **Cash Deposit #1** enter the **TOTAL NET VAL. DROP**
 - Under **Cash Deposit #2** enter the **TOTAL NET BUY VAL.**


Selection	Summary	Tues	Screen	1	2	3	4	5
Deposits/Paid Outs								
Food Stamp Deposit		0.00	Manager Payouts				0.00	
Cash Deposit		0.00	Vendor Coupons				0.00	
Check Deposit		0.00	Gift Cert. Redeemed				0.00	
Electronic Check Deposits		41.36	Gift Card Redeemed				5.00	
EBT - Food Stamps		218.15	Coin Redemption Vouchers				0.00	
EBT - Cash		0.00	Change Ord/Sent to Ban				0.00	
Debit Card Deposit		691.92	Total Cash Paid Out				956.43	
MC/Visa Deposit		0.00	Net Cash to Account For				17,545.92	
Discover Deposit		0.00	COH End of Day				0.00	
eCommerce Deposit		0.00	Office Over/Short				-17,545.92	
WIC Deposit		0.00	Total Over/Short				-18,477.38	
WIC EBT Deposit		0.00						
Misc Tender #1	...	0.00						
Misc Tender #2	...	0.00						
Misc Tender #3	...	0.00						
Money Center Check Dep		0.00						
Money Center Cash Dep		0.00						
Total Deposits		951.43						

- If any checks were retained by the store for bank deposit, click in the **Check Deposit** field

Check Deposit #1	0.00
Check Deposit #2	0.00
Check Deposit #3	0.00
Check Deposit #4	0.00
Check Deposit #5	0.00
Check Deposit #6	0.00
Check Deposit #7	0.00
Check Deposit #8	0.00
Check Deposit #9	0.00
Check Deposit #10	0.00
Done	

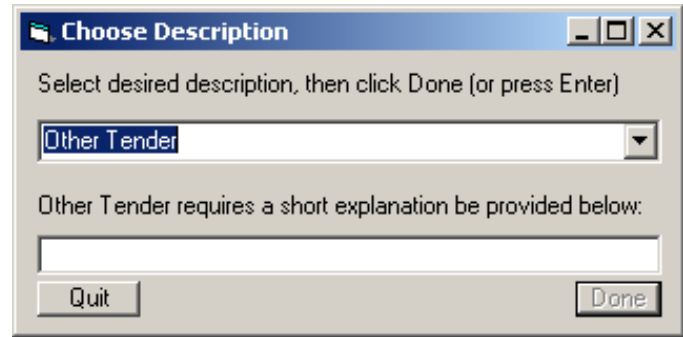
- The **Check Deposit** pop-up screen will allow for 10 deposit entries, corresponding to individual deposit slips
- Enter your **Check Deposit(s)** and click **Done**
- The sum of all Check Deposit entries will appear on the **Check Deposit** line

Selection	Summary	Tues	Screen	1	2	3	4	5
Deposits/Paid Outs								
Food Stamp Deposit		0.00	Manager Payouts				0.00	
Cash Deposit		0.00	Vendor Coupons				0.00	
Check Deposit		0.00	Gift Cert. Redeemed				0.00	
Electronic Check Deposits		41.36	Gift Card Redeemed				5.00	
EBT - Food Stamps		218.15	Coin Redemption Vouchers				0.00	
EBT - Cash		0.00	Change Ord/Sent to Ban				0.00	
Debit Card Deposit		691.92	Total Cash Paid Out				956.43	
MC/Visa Deposit		0.00	Net Cash to Account For				17,545.92	
Discover Deposit		0.00	COH End of Day				0.00	
eCommerce Deposit		0.00	Office Over/Short				-17,545.92	
WIC Deposit		0.00	Total Over/Short				-18,477.38	
WIC EBT Deposit		0.00						
Misc Tender #1	...	0.00						
Misc Tender #2	...	0.00						
Misc Tender #3	...	0.00						
Money Center Check Dep		0.00						
Money Center Cash Dep		0.00						
Total Deposits		951.43						

- The **Misc Tender** fields allow you to select from additional tender types, or enter a description of a tender that does not match any of the provided fields
 - This description will be valid for the entire store report week; all three fields will reset to **Misc Tender #** at the beginning of the next week
- To use the freeform field, select the  button next to the **Misc Tender #** field you would like to edit

NOTE: The **Misc Tenders** fields should not be used in Corporate stores

- Click the drop-down arrow to select a tender
- To enter your own descriptions, select “Other Tender”
- Select **Done** when you are finished or select **Quit** to cancel and discard any changes



Choose Description

Select desired description, then click Done (or press Enter)

Other Tender

Other Tender requires a short explanation be provided below:

Quit Done

- If your store has a money/financial service center, enter its check and cash deposits on the **Money Center Check Dep** and **Money Center Cash Dep** lines
- The sum of all deposits (physical and electronic) is displayed on the **Total Deposits Line**
- You must now account for any money that left the store as an expense or payout today. Combine all payouts and enter the total on the **Manager Payouts** line (Corp stores only)

Selection	Summary	Tues	Screen	1	2	3	4	5
Deposits/Paid Outs								
Food Stamp Deposit		0.00						
Cash Deposit		0.00						
Check Deposit		0.00						
Electronic Check Deposits		41.36						
EBT - Food Stamps		218.15						
EBT - Cash		0.00						
Debit Card Deposit		691.92						
MC/Visa Deposit		0.00						
Discover Deposit		0.00						
eCommerce Deposit		0.00						
WIC Deposit		0.00						
WIC EBT Deposit		0.00						
Misc Tender #1	...	0.00						
Misc Tender #2	...	0.00						
Misc Tender #3	...	0.00						
Money Center Check Dep		0.00						
Money Center Cash Dep		0.00						
Total Deposits		951.43						
Manager Payouts								
Manager Payouts		0.00						
Vendor Coupons		0.00						
Gift Cert. Redeemed		0.00						
Gift Card Redeemed		5.00						
Coin Redemption Vouchers		0.00						
Change Ord/Sent to Ban		0.00						
Total Cash Paid Out		956.43						
Net Cash to Account For		17,545.92						
COH End of Day		0.00						
Office Over/Short		-17,545.92						
Total Over/Short		-18,477.38						

- **Change Ord/Sent to Bank** field is to be filled in with any money sent to the bank today for change and did not receive the change back
 - o For example, a change order from the bank that will be repaid in next days' deposit

NOTE: The **Change Ord/Sent to Bank** field **should not** be used in Corporate stores

Selection	Summary	Tues	Screen	1	2	3	4	5
Deposits/Paid Outs								
Food Stamp Deposit		0.00						
Cash Deposit		0.00						
Check Deposit		0.00						
Electronic Check Deposits		41.36						
EBT - Food Stamps		218.15						
EBT - Cash		0.00						
Debit Card Deposit		691.92						
MC/Visa Deposit		0.00						
Discover Deposit		0.00						
eCommerce Deposit		0.00						
WIC Deposit		0.00						
WIC EBT Deposit		0.00						
Misc Tender #1	...	0.00						
Misc Tender #2	...	0.00						
Misc Tender #3	...	0.00						
Money Center Check Dep		0.00						
Money Center Cash Dep		0.00						
Total Deposits		951.43						
Manager Payouts								
Manager Payouts		0.00						
Vendor Coupons		0.00						
Gift Cert. Redeemed		0.00						
Gift Card Redeemed		5.00						
Coin Redemption Vouchers		0.00						
Change Ord/Sent to Ban		0.00						
Total Cash Paid Out		956.43						
Net Cash to Account For		17,545.92						
COH End of Day		0.00						
Office Over/Short		-17,545.92						
Total Over/Short		-18,477.38						

- **Total Cash Paid Out** is the sum of all deposits and expenses
 - o Total Cash Paid Out = Total Deposit (from screen 4) + Any Expenses (from screen 4)
- **Net Cash to Account For** is the **Total** from screen 3 minus all Deposits/Paid Outs
- **COH End of Day** is the **Grand Total – Total** from the **Cash Worksheet**

Selection Summary		Tues		Screen 1 2 3 4 5	
Deposits/Paid Outs					
Food Stamp Deposit	0.00	Manager Payouts	0.00		
Cash Deposit	0.00	Vendor Coupons	0.00		
Check Deposit	0.00	Gift Cert. Redeemed	0.00		
Electronic Check Deposits	41.36	Gift Card Redeemed	5.00		
EBT - Food Stamps	218.15	Coin Redemption Vouchers	0.00		
EBT - Cash	0.00	Change Ord/Sent to Ban	0.00		
Debit Card Deposit	691.92	Total Cash Paid Out	956.43		
MC/Visa Deposit	0.00	Net Cash to Account For	17,545.92		
Discover Deposit	0.00	COH End of Day	0.00		
eCommerce Deposit	0.00	Office Over/Short	-17,545.92		
WIC Deposit	0.00	Total Over/Short	-18,477.38		
WIC EBT Deposit	0.00				
Misc Tender #1	0.00				
Misc Tender #2	0.00				
Misc Tender #3	0.00				
Money Center Check Dep	0.00				
Money Center Cash Dep	0.00				
Total Deposits	951.43				

- Click on **Screen 1 2 3 4 [5]** to continue

Store Report – Screen 5 Memo/Approval

All fields on **Screen 5** update automatically; you do not enter any information on this screen

Retail Partners


Selection	Summary	Tues
Memo/Approval		
Screen 1 2 3 4 5		
Food Stamp Sales	0.00	Num of ECA Checks 1
Taxable Total #1	525.30	Num Money Center 0
Taxable Total #2	0.00	Money Center Checks Cashed 0.00
Taxable Total #3	0.00	Wire Transfer Pick Up 0.00
Tax Exempt Sales #1	0.00	Refunds 12.56
Tax Exempt Sales #2	0.00	Subtracts -11.50
Tax Exempt Sales #3	0.00	Voided Transactions 0.00
Customer Count	329	Item Cancels 58.19
Money Center Cust Count	0	Signoff/Approve
Total Ending Reading 101,825.38		
Prior Ending Reading 96,542.66		
Manual Adjustments 0.00		
Differences 5,282.72		
Store Coupons 2.00		
Total - Net Sales 5,280.72		
Num of Coin Vouchers 0		
Num of Checks 0		

Corporate

Selection	Summary	Sun	Mon	Tues	Wed	Thr	Fri
Memo/Approval Error Correction							
Screen 1 2 3 4 5							
Food Stamp Sales	0.00	Num of ECA Checks 0					
Taxable Total #1	0.00	Num Money Center 0					
Taxable Total #2	0.00	Money Center Checks Cashed 0.00					
Taxable Total #3	0.00	Wire Transfer Pick Up 0.00					
Tax Exempt Sales #1	0.00	Refunds 0.00					
Tax Exempt Sales #2	0.00	Subtracts 0.00					
Tax Exempt Sales #3	0.00	Voided Transactions 0.00					
Customer Count	2	Item Cancels 0.00					
Money Center Cust Count	0						
Total Ending Reading 126.54							
Prior Ending Reading 125.61							
Manual Adjustments 0.00							
Differences 0.93							
Store Coupons 0.00							
Total - Net Sales 0.93							
Num of Coin Vouchers 0							
Num of Checks 0							
Discount Summary							
Amount 0.40						Count 2	
Actual Count 1						Over/Short -1	
Signoff/Approve							

- Important fields to review include the following
 - Store coupons** total populates from the cashier recap and, if incorrect, must be addressed on a per-cashier basis
 - Total – Net Sales** should match your **Gross Receipts** on [page 3](#)
 - Num of Checks / ECA Checks** should match the transaction count on your store sales summary by store MicroTrax report
 - Refunds, Subtracts, Voided Transactions, Item Cancels** should be reviewed for irregular amounts or potential fraud
 - Load Invoice** and **Amount** fields must be manually entered
 - The **Discount Summary** fields are not editable and show the total from all cashiers
- When finished, click **Signoff/Approve**
- Click **Yes**

NOTES: Once the store report is signed-off, the **Cashier Recap**, **Cash Worksheet**, and **Store Report** can no longer be edited. The Signoff/Approve procedure will allow you to access the next business day's report

Signoff/Approval Warning	
	You are about to Signoff/Approve the Store Report. Is this what you want to do?
Yes	No

Store Report – Warnings

- If your store has a **total over/short** of more than \$25.00 for the business day you will receive an error message
 - o You may select **Correct** to return the Store Report and attempt to correct the issue without providing an explanation
 - o If you cannot correct the issue you must provide an explanation to proceed
- After completing the explanation, click the **Signoff/Approve** button

Store Report Warnings

The following conditions occur on the store report currently being approved. Please take note and follow the Company Policy for correcting these conditions.

1. CASH OVER/SHORT EXCEEDS COMPANY POLICY
HANDLE AS INSTRUCTED
An explanation must be entered if the error is not resolved prior to Signoff/Approval

You may 'Signoff/Approve' after providing an explanation for the 'Cash Over/Short' variance in the text box below. Otherwise select 'Correct'.

Signoff/Approve Correct

- If you receive a GT READINGS DISAGREE or REGISTER BALANCE CALCULATION
 - o Follow the onscreen instructions to address the issue

Store Report Warnings

The following conditions occur on the store report currently being approved. Please take note and follow the Company Policy for correcting these conditions.

1. GT READINGS DISAGREE
Please make sure all POS registers are turned on.
Please make sure all POS registers are not displaying an offline message.
After correcting the above errors you MUST re-run the 'Update Save-A-Lot Reports' option from the ICL system
2. REGISTER BALANCE CALCULATION IS NOT BALANCED
REVERIFY ALL NUMBER ENTRIES
HANDLE AS INSTRUCTED
Please make sure all POS registers are turned on.
Please make sure all POS registers are not displaying an offline message.
After correcting the above errors you MUST re-run the 'Update Save-A-Lot Reports' option from the ICL system.

Signoff/Approve Correct

NOTE: if the error cannot be resolved and you continue with approval of the **Store Report** you are required to notify the Save A Lot help desk (1-800-323-9424) no later than the next business day. This message is not to be ignored as it warns that sales figures reported on the store report may not be accurate

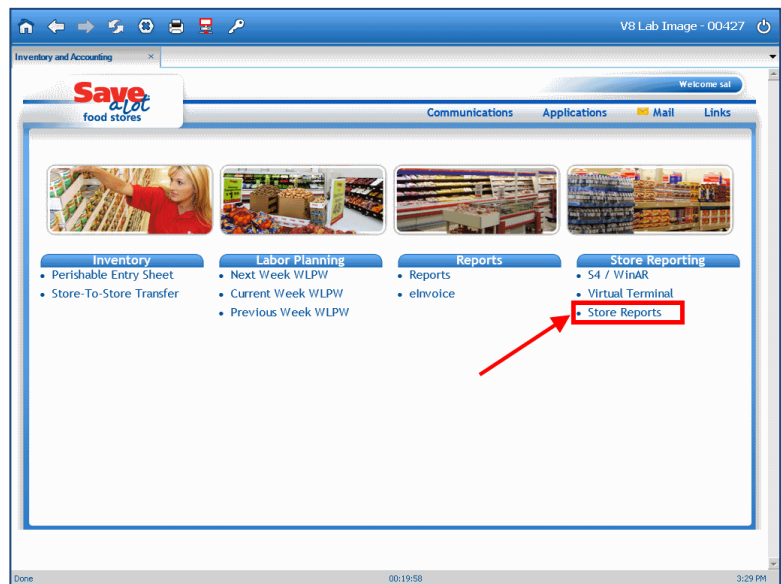
Error Correction

Error correction allows editing of a previous or current day's [Cashier Recap](#), [Cash Worksheet](#) (Retail Partners only) or [Store Report](#) data

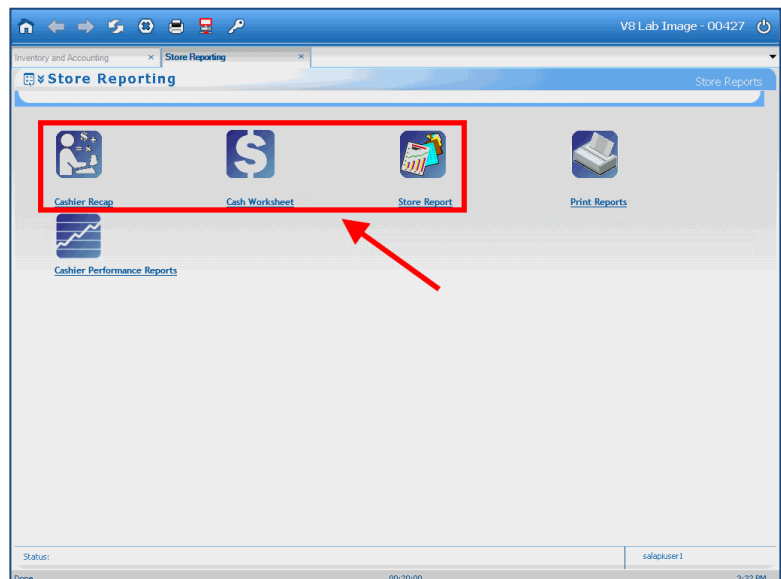
NOTE: Due to the ability to edit accountability totals, it's recommended that only the store manager has access to error correction. Access is controlled through [License Store Security](#) or [Retail Security](#) in the [Retail Operations and Support](#) link on the Save A Lot browser



- From the **Applications** menu select **Inventory and Accounting**



- Select **Store Reports**



- Select the report type that requires correction (**Cashier Recap**, **Cash Worksheet** or **Store Report**)
NOTE: Only Retail Partners can perform Error Correction on the **Cash Worksheet**

- Click **Yes** in the **Is this a Store Report error correction?** section
- From the **Store Reporting** screen, click the radio button next to the week-ending date you would like to work with

NOTE: Up to 52 weeks of cash worksheet history can be viewed and accessed

Trainer Lab #2 - 00407

Inventory and Accounting | Store Reporting | Store Reports

Selection Summary

Store Report Selection

Is this a Store Report error correction?

☒ Yes
☐ No

Select one of the following week ending dates...

☒ May 4, 2013
☐ Apr 27, 2013
☐ Apr 20, 2013
☐ Apr 13, 2013

SAL Store Report Version 3.2.10

Done 03:16:00 11:11 AM

- Click **Yes** at the **Are you sure you want to perform a report correction** pop-up

NOTE: If you do not have permission to complete an error correct, the radio button **Yes** option will be grayed out

Trainer Lab #2 - 00407

Inventory and Accounting | Store Reporting | Store Reports

Selection Summary

Store Report Selection

Is this a Store Report error correction?

☒ Yes
☐ No

Select one of the following week ending dates...

☒ May 4, 2013
☐ Apr 27, 2013
☐ Apr 20, 2013
☐ Apr 13, 2013

Store Report Correction Warning

Are you sure you want to perform a store report correction?

☒ Yes ☐ No

SAL Store Report Version 3.2.10

Done 03:16:59 11:14 AM

- Click **Summary**

Trainer Lab #2 - 00407

Inventory and Accounting | Store Reporting | Store Reports

Selection **Summary**

Store Report Selection

Is this a Store Report error correction?

☐ Yes
☒ No

Select one of the following week ending dates...

☒ May 4, 2013
☐ Apr 27, 2013
☐ Apr 20, 2013
☐ Apr 13, 2013

SAL Store Report Version 3.2.10

Done 03:16:00 11:11 AM

- Select the day of the week you wish to correct

Store Reporting

Selection Summary Sun Mon Tues Wed

Store Report Summary

	Sunday 04-28-2013	Monday 04-29-2013	Tuesday 04-30-2013	Wednesday 05-01-2013
Sales - Grocery	5,340.43	5,208.60	4,488.45	0.00
Sales - Meat	2,899.19	2,336.69	2,628.05	0.00
Sales - Produce	684.03	690.65	719.16	0.00
Sales - Gen Merchandise	0.00	0.00	0.00	0.00
Total Sales	9,523.65	8,235.94	7,835.66	0.00
Sales Tax Collected #1	79.56	61.46	71.98	0.00
Sales Tax Collected #2	35.75	31.30	40.24	0.00
Sales Tax Collected #3	0.00	0.00	0.00	0.00
Container Deposits	0.00	0.00	0.00	0.00
Container Returns	0.00	0.00	0.00	0.00
Gift Card Sold	0.00	0.00	0.00	0.00
Gross Receipts	9,667.91	8,357.67	7,946.62	0.00
Registers Over/Short	0.43	-0.01	-0.20	0.00
Returned Checks Collected	0.00	0.00	0.00	0.00
Returned Check Fees	0.00	0.00	0.00	0.00
Gift Cert. Sold	0.00	0.00	0.00	0.00
Change Received/Blank	0.00	0.00	0.00	0.00
Sales - Vending Machines	0.00	0.00	0.00	0.00
Total Cash Receipts	9,668.34	8,357.66	7,946.42	0.00
Add: COH Begin Day	11,593.96	13,801.00	16,223.58	0.00
Total	21,262.30	22,158.66	24,176.00	0.00

- Upon entering error correct mode, you will be prompted to enter an explanation for the error correction
 - You may type a maximum of 255 characters
 - The error correction history will be displayed in the blue text box at the bottom
 - o **Date/Time**
 - o **User ID**- displays the user logged into store reports during the error correction
 - o **SR/CR**- indicates whether the error correction was made to the **Store Report (SR)** or the **Cashier Recap (CR)**
 - o **Explanation**- the reason provided by the user for the error correction
- NOTE:** The blue history screen is read-only. You cannot click to select a reason from the error correction history. It is required that an explanation be typed each time

Error Correction Reason

Select a Reason for this Error Correction

Other: Explanation Required

Enter an explanation, Click OK Available Characters: 229

Cash deposit was incorrect

Date/Time	User ID	SR/CR	Explanation
2/28/11 09:59 AM	marga...	CR	something in wrong
2/27/11 04:52 PM	phillips	CR	put in wrong

OK

- **Screen 1** of the store report opens and displays the department sales for the selected day. Department sales *should not* be error corrected without contacting Save A Lot host support first
- Select the screen number that requires an error correction. Typically, error corrections are made to **Screen 4** of the **Store Reports, Deposits/Paid Outs** due to an incorrect cash/check deposit entry

Selection Summary Sun Mon Tues Wed Thr Fri Sat

Dept. Detail Error Correction Screen 1 2 3 4 5

Grocery	4,548.49	[Dept Sales - Unused 23]	0.00
Non-Food	622.43	[Dept Sales - Unused 24]	0.00
Dairy	1,049.06	[Dept Sales - Unused 25]	0.00
Frozen	1,115.80	[Dept Sales - Unused 26]	0.00
Produce	2,023.11	[Dept Sales - Unused 27]	0.00
Ice Cream	193.52	[Dept Sales - Unused 28]	0.00
Milk	982.56	[Dept Sales - Unused 29]	0.00
Bread	325.73	Lottery	0.00
Frozen Meat	628.35	Lottery Payout	0.00
Fresh Meat	2,218.28	DSD	0.00
Packaged Meat	955.74	Floral/Garden	0.00
Bakery	235.26	Pharmacy/Drugs	0.00
HBA	56.30	Video	0.00
Beer	114.69	Postage	0.00
Tobacco	0.00	Fuel	0.00
GENERAL MD	0.00	Convenience	0.00
GM FOOD	0.00	Ethnic	0.00
[Dept Sales - Unused 18]	0.00	Station/Books/Mag	0.00
[Dept Sales - Unused 19]	0.00	Toys/Electronics	0.00
[Dept Sales - Unused 20]	0.00	Domestics	0.00
[Dept Sales - Unused 21]	0.00		
[Dept Sales - Unused 22]	0.00	Total Sales	15,069.32

- Verify your entries are correct and the corrected **Total Over/Short** is displayed

NOTE: Some fields will not allow the user to type in different amounts

Selection	Summary	Sun	Mon	Tues	Wed	Thr	Fri	Sat		
Deposits/Paid Outs Error Correction					Screen	1	2	3	4	5
Food Stamp Deposit			0.00	Vendor Coupons			0.00			
Cash Deposit		28,100.00		Gift Cert. Redeemed			0.00			
Check Deposit		0.00		Gift Card Redeemed			0.00			
Electronic Check Deposits		53.04		Coin Redemption Vouchers			0.00			
EBT - Food Stamps		4,406.10		Change Ord/Sent to Bank			0.00			
EBT - Cash		5.78		Total Cash Paid Out			37,489.02			
Debit Card Deposit		2,840.01		Net Cash to Account For			9,775.59			
MC/Visa Deposit		1,670.89		COH End of Day			9,831.59			
Discover Deposit		79.29		Office Over/Short			56.00			
WIC Deposit		333.91		Total Over/Short			57.10			
Misc Tender #1	...	0.00								
Misc Tender #2	...	0.00								
Misc Tender #3	...	0.00								
Money Center Check Dep		0.00								
Money Center Cash Dep		0.00								
Total Deposits		37,489.02								
WIC EBT Receivable		0.00								
Manager Payouts		0.00								

- To complete the error correction process, click the **Signoff/Approve** on Screen 5

Selection	Summary	Tues	Screen	1	2	3	4	5
Memo/Approval								
Food Stamp Sales		0.00	Num of ECA Checks					1
Taxable Total #1		525.30	Num Money Center					0
Taxable Total #2		0.00	Money Center Checks Cashed					0.00
Taxable Total #3		0.00	Wire Transfer Pick Up					0.00
Tax Exempt Sales #1		0.00	Refunds					12.56
Tax Exempt Sales #2		0.00	Subtracts					-11.50
Tax Exempt Sales #3		0.00	Voided Transactions					0.00
Customer Count		329	Item Cancels					58.19
Money Center Cust Count		0	Signoff/Approve					
Total Ending Reading		101,825.38						
Prior Ending Reading		96,542.66						
Manual Adjustments		0.00						
Differences		5,282.72						
Store Coupons		2.00						
Total - Net Sales		5,280.72						
Num of Coin Vouchers		0						
Num of Checks		0						

- Error corrections will be displayed in the **Store Report Summary** screen
- Error correction reasons and approving users will be displayed when printing reports

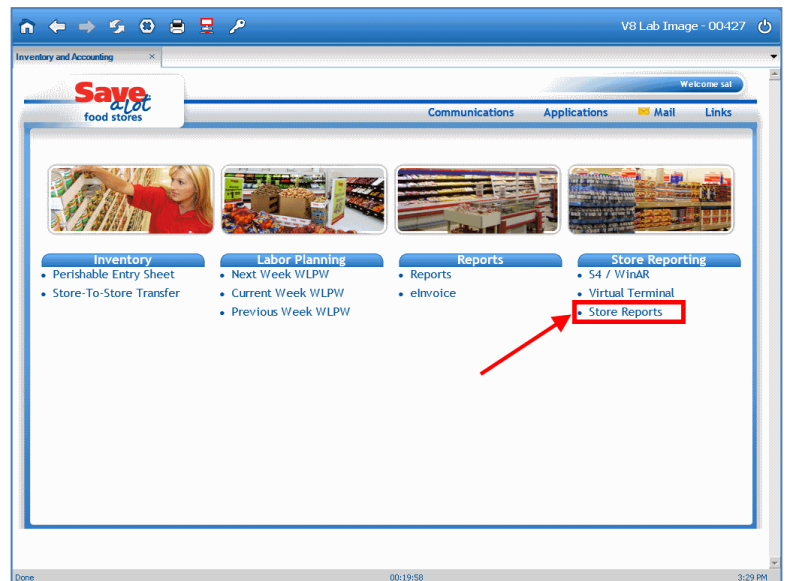
Selection	Summary	Tues	Print Report			
Store Report Summary						
	Sunday	Monday	Tuesday	Wednesday		
	02-27-2011	02-28-2011	03-01-2011	03-02-2011		
Number of Checks	0	0	0	0		
No. Money Center Checks Cash	0	0	0	0		
No. Coin Redemp. Vouchers	0	0	0	0		
Money Center Checks Cashed	0.00	0.00	0.00	0.00		
Wire Transfer Pick Up	0.00	0.00	0.00	0.00		
Refunds	21.37	1.45	0.00	0.00		
Subtracts	12.37	51.04	0.00	0.00		
Voided Transactions	0.00	0.00	0.00	0.00		
Item Cancels	1.00	1.99	0.00	0.00		
Cash Deposit #1	4,550.00	1,870.00	2,300.00			
Check Deposit #1		24.64				
Approvals	MARGARET	HS_SCOTT				
	02-28-2011	03-04-2011				
	10:04	09:40				
Last Error Correct	scott	hs_scottc				
	03-04-2011	03-04-2011				
	10:44	09:34				

Print reports

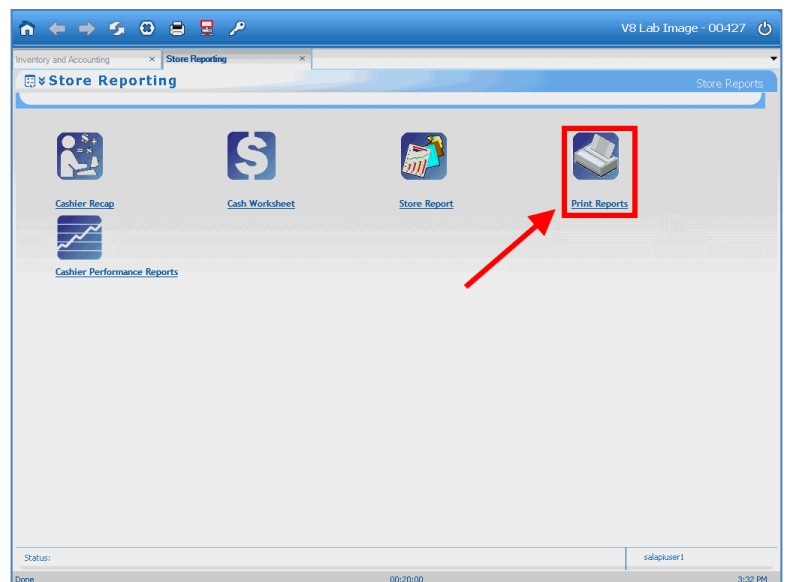
Print reports is used to print the cashier recap, cash worksheet, and store report



- From the **Applications** menu select **Inventory and Accounting**

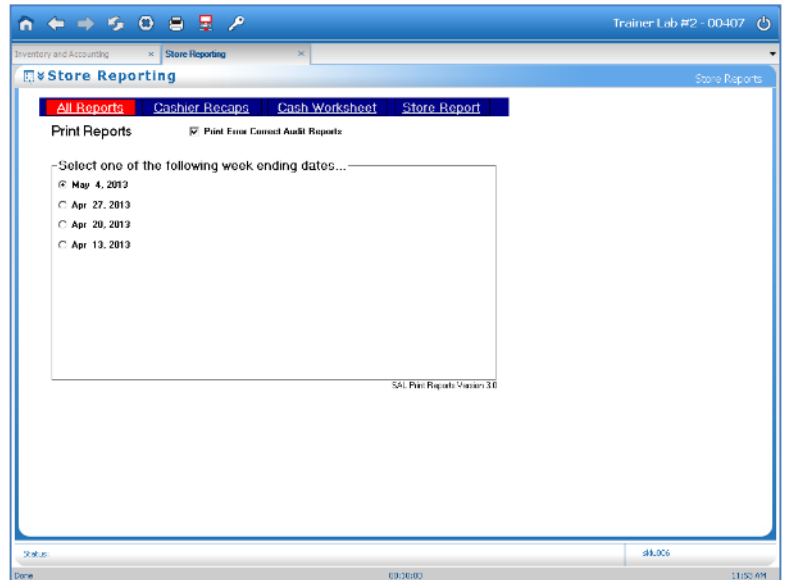


- Select **Store Reports**



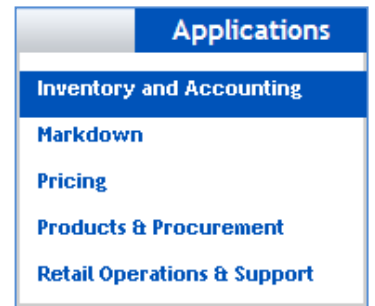
- Click **Print Reports**

- Select the report you would like to print from the blue bar, or choose **All Reports**
- From the **Print Reports** selection screen, click the radio button next to the week-ending date you would like to print
***NOTE:** Up to 52 weeks of report history can be accessed*
- You may also choose to **Print Error Correct Audit Reports** to view before/after error correct totals and approving managers

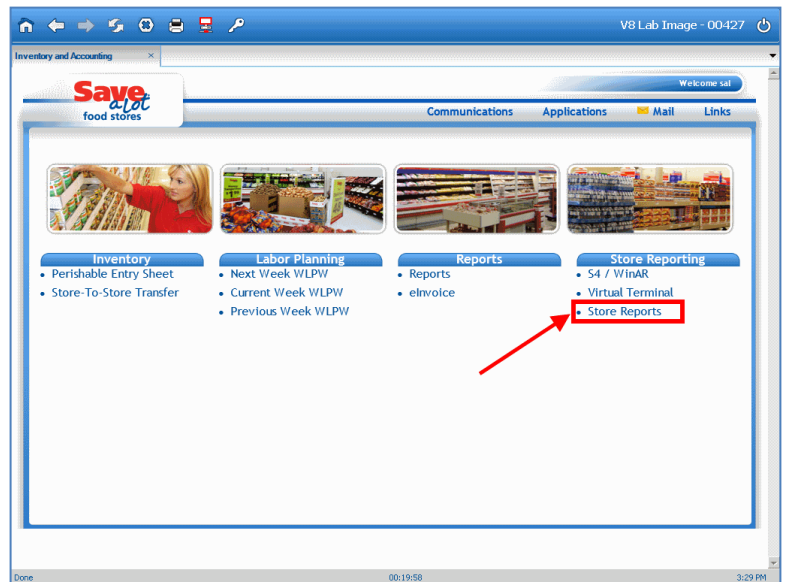


Cashier Performance Reports

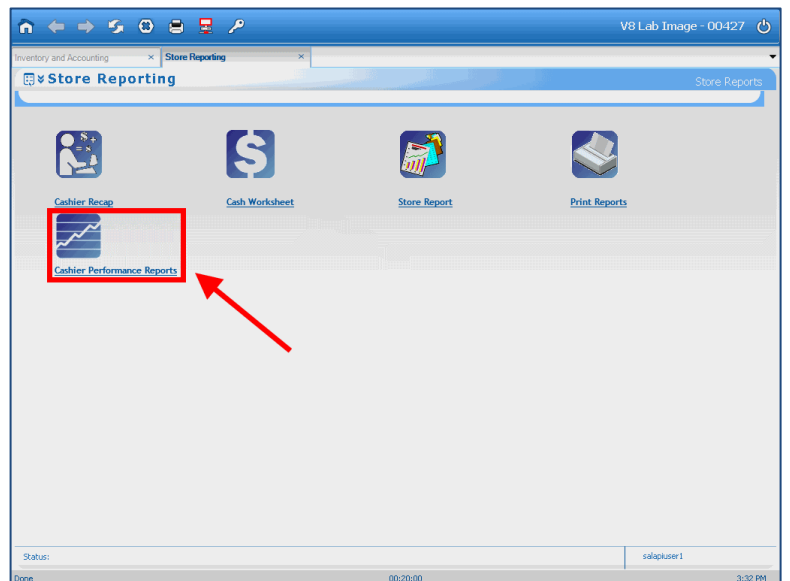
- From the **Applications** menu select **Inventory and Accounting**



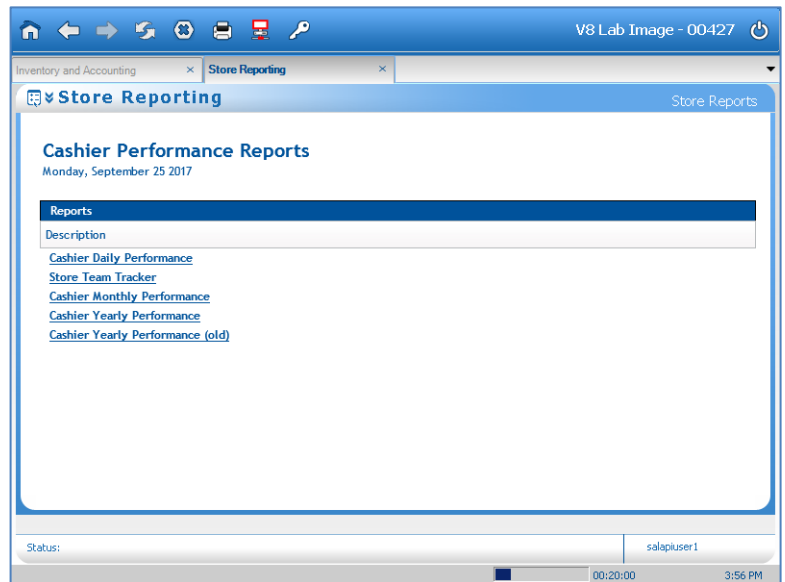
- Select **Store Reports**



- Click on **Cashier Performance Reports**



- [Cashier Daily Performance](#) displays the daily totals by cashier for 1 week
- [Store Team Tracker](#) displays an 8-week performance snapshot for all cashiers
- [Cashier Monthly Performance Recap](#) displays the monthly totals by cashier for 1 month
- [Cashier Yearly Performance](#) displays the totals by cashier for 1 year
- [Cashier Yearly Performance Recap](#) displays the annual totals by cashier for a defined period of time



Cashier Daily Performance Report

- Select the desired week ending dates for the beginning and end of the period and then click **View Report**
 - o Previous years' information can be displayed by changing the **From** and **To Calendar Year** fields
- Click the link under the **Week Ending Date** column to display the **Cashier Daily Performance Recap** report

Trainer Lab #2 - 00-016

Inventory and Accounting

Store Reporting

Store Reporting

Store Reports

[View Report](#)

From Calendar Year: 2013

From Weekending Date: 09/28/2013

To Calendar Year: 2013

To Weekending Date: 09/28/2013

Store 416 - ST. LOUIS MO SAVE-A-LOT

1 of 1 100% Find Next

Cashier Daily Performance Recap (Summary)

Weekending Date: 09/28/2013 - 09/28/2013

Store: 416

Week Ending Date	Sales \$	Trans Per Hour	Sales Per Hour	Items Per Hour	Scan Time Per Item	Tender Time Per Cost	Idle Time Per Cost	Bag ONLY Trans	Avg Item Value \$	Sales Per Cost	Scan %	Store Coup %	Store Coup %	Vend Coup %	Voids %	Refunds %	Ref %	No Sale Day	Net CTS ADD CTS \$		
09/28/2013	100,079	7.86	848	20.94	2.87	35.08	14.84	169	1.85	18.52	89%	0	0.00%	3	0.00%	1.933	1.93%	304	0.30%	0	-82.37
Total	100,079	7.86	848	20.94	2.87	35.08	14.84	169	1.85	18.52	89%	0	0.00%	3	0.00%	1.933	1.93%	304	0.30%	0	-82.37

Parameters:

From Calendar Year: 2013

From Weekending Date: 09/28/2013

To Calendar Year: 2013

To Weekending Date: 09/28/2013

Store Id: 416

Page 1 of 1

Report ID: SSR_S00319

RUN DATE/TIME: 10/2/2013 3:36:30 PM

Status:

sls006

Done

00:19:46

3:36 PM

Trainer Lab #2 - 00416

Inventory and Accounting

Store Reporting

Store Reports

1 of 4 100% Find | Next

Cashier Daily Performance Recap

Weekending Date: 01/05/2013

Store: 416 - ST. LOUIS MO SAVE-A-LOT

ID	Name	Sales \$	Trans Time Per Item	Sales Per Hour \$	Items Per Min	Scan Time Per Item	Tender Time Per Cust	Idle Time Per Cust	Bag ONLY Trans	Avg Item Value \$	Sales Per Cust \$	Scan %	Store Coup \$	Store Coup %	Vend Coup \$	Vend Coup %	Voids \$	Voids %	Refunds \$	Ref %	No Sale Key	Net O/S ABS O/S \$
Totals For Week																						
1	MGR JIM	2,902.51	0.00	0.00	0.00	0.00	0.00	0.00		1.88	36.28	88%	0.00	0.00%	0.00	0.00%	42.51	1.45%	0.50	0.02%	0	0.07
3	JAY	1,815.45	0.00	0.00	0.00	0.00	0.00	0.00		2.03	16.97	88%	0.00	0.00%	0.00	0.00%	12.82	0.70%	8.77	0.48%	0	-83.89
6	LYNDA	13,285.00	0.00	0.00	0.00	0.00	0.00	0.00		1.89	19.23	87%	0.00	0.00%	123.00	0.93%	206.08	1.56%	15.48	0.12%	0	2.45
8	JOHN B	8,038.37	0.00	0.00	0.00	0.00	0.00	0.00		1.79	17.55	88%	10.00	0.12%	5.90	0.07%	225.55	2.81%	19.88	0.25%	0	2.52
12	KEY	13,922.01	0.00	0.00	0.00	0.00	0.00	0.00		1.87	22.17	88%	0.00	0.00%	17.55	0.13%	124.08	0.89%	0.00	0.00%	0	-13.20
13	CHARLES	17,800.26	0.00	0.00	0.00	0.00	0.00	0.00		2.15	23.98	97%	0.00	0.00%	60.00	0.34%	460.89	2.62%	17.12	0.10%	0	3.92
15	TIASIA	14,954.12	0.00	0.00	0.00	0.00	0.00	0.00		1.94	20.87	88%	10.40	0.07%	20.00	0.13%	211.00	1.41%	5.29	0.04%	0	8.08
16	SAM	12,324.49	0.00	0.00	0.00	0.00	0.00	0.00		1.88	21.02	88%	5.00	0.04%	53.00	0.43%	139.21	1.13%	0.00	0.00%	0	2.24
18	SYMONE	8,071.35	0.00	0.00	0.00	0.00	0.00	0.00		1.81	20.75	85%	5.00	0.08%	5.30	0.07%	57.19	0.71%	0.00	0.00%	0	-84.24
24	JOHN I	11,237.00	0.00	0.00	0.00	0.00	0.00	0.00		1.93	22.98	89%	0.00	0.00%	37.00	0.33%	215.33	1.92%	18.84	0.17%	0	-1.29
25	QUATINA	14,908.12	0.00	0.00	0.00	0.00	0.00	0.00		1.88	20.12	88%	15.00	0.10%	48.00	0.31%	336.19	2.26%	0.00	0.00%	0	-35.81


Status:

sk0006

Done 00:19:56 3:46 PM

ID	Cashier ID number
Name	Cashier's name
Sales \$	Total sales for the week selected
Trans Time Per Item	Average time in seconds to ring one item, includes items scanned and hand keyed (scan time + tender time + Idle time) / total items
Sales Per Hour \$	Average sales per hour in dollars
Items Per Min	Average amount of items rung per minute, includes items scanned and hand keyed
Scan Time Per Cust	Aver time in seconds taken to scan an item
Tender Time Per Cust	Average time in seconds spent in tender per customer
Idle Time Per Cust	Average time in seconds spent Idle per customer
Bag Only Trans	Amount of transactions that consisted of only bags
Avg Item Value \$	Average dollar amount per item
Sales Per Cust \$	Average sales per customer in dollars
Scan %	Percentage of total items rung that were scanned
Store Coup \$	Total dollar value of store coupons tendered
Store Coup %	Percentage of total sales in store coupons (coupon \$ / cashier total sales)
Vend Coup \$	Total dollar value of vendor coupons tendered
Vend Coup %	Percentage of total sales in vendor coupons (coupon \$ / cashier total sales)
Voids \$	Total dollar value of voids
Voids %	Percentage of total sales that were voided voids (void \$ / cashier total sales)
Refunds \$	Total dollar value of refunds
Refunds %	Percentage of refunds (refunds \$ / cashier total sales)
No Sale Key	Number of times the no sale key was used
Net O/S Abs O/S \$	Cashiers net loss/gain and absolute o/s (calculates all errors as positive)

Store Team Tracker

- The **Store Team Tracker** shows an 8-week snapshot of data focusing on 3 key metrics.
 - o Total Transaction Time Per Item (TTPi)
 - o Items Per Minute (IPM)
 - o Sales Per Hour (SPH)
- The first page shows the data for each of these metrics per cashier
- To display page two of the report, click the  button

RemotelyAnywhere Remote Session Trainer Lab #2 - 00416

Inventory and Accounting Store Reporting

Store Reporting

Calendar Year: 2013 Weekending Date: 11/02/2013

Store: 416 - ST. LOUIS MO SAVE-A-LOT

3 'E' Store Team Tracker
Excellent Customer Focus, Effort, and Efficiency

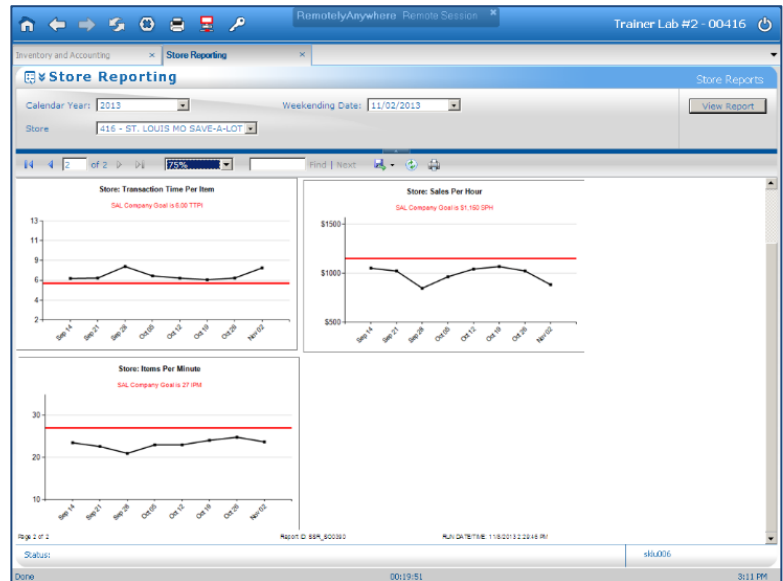
Store: 416 - ST. LOUIS MO SAVE-A-LOT

Wk Date	9/14/2013			9/21/2013			9/28/2013			10/5/2013			10/12/2013			10/19/2013			10/26/2013			11/2/2013		
Cash Name	TTPi	IPM	SL \$/HR	TTPi	IPM	SL \$/HR	TTPi	IPM	SL \$/HR	TTPi	IPM	SL \$/HR	TTPi	IPM	SL \$/HR	TTPi	IPM	SL \$/HR	TTPi	IPM	SL \$/HR	TTPi	IPM	SL \$/HR
1 JIM	5.83	25.11	1,009.05	7.30	24.86	1,004.22	10.51	22.71	800.42	4.85	27.51	1,262.54	7.18	31.30	1,137.64	7.18	24.08	805.53	8.77	25.08	786.70	7.84	25.52	827.3
2 ANTHONY	6.17	25.33	829.99	7.28	21.55	884.52	7.05	26.54	907.77	5.82	25.90	913.15	6.49	29.03	924.84	6.17	31.21	1,142.29	6.58	28.28	931.75	0.00	0.00	0.0
3 JAY	7.20	17.70	950.20	7.11	18.27	959.48	6.27	17.09	783.05	5.18	20.01	985.71	5.04	19.83	1,044.21	5.17	17.40	797.35	5.54	16.42	806.50	11.22	14.17	552.1
4 STEVE	5.23	27.59	1,349.10	4.16	35.55	1,349.61	0.00	0.00	0.00	4.66	30.73	1,388.58	5.89	28.34	1,109.03	4.45	28.38	1,078.85	5.31	29.84	1,052.16	10.38	28.83	545.7
5 LYNDA	5.65	27.53	1,237.13	5.23	29.38	1,243.20	5.82	25.94	895.35	5.24	27.11	1,093.05	5.47	27.47	1,240.80	5.85	26.95	1,225.12	5.20	31.91	1,031.52	5.51	28.88	1,000.1
7 CARL	9.10	13.45	724.65	9.36	14.47	738.99	11.66	13.82	527.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
8 JOHN B	5.95	25.10	952.55	5.24	25.45	1,038.25	7.25	24.13	917.84	5.87	25.01	744.89	7.27	22.05	983.44	7.25	23.39	940.12	7.35	20.03	953.91	7.99	24.40	854.8
11 VALAT	0.00	0.00	0.00	0.00	0.00	0.00	0.05	26.95	832.78	0.00	0.00	0.00	0.00	0.00	0.00	4.74	28.55	1,484.91	5.95	27.24	1,126.30	6.36	27.07	1,050.4
14 JOHNNIE	5.98	20.31	1,053.07	7.08	19.31	1,019.27	7.50	18.95	857.05	7.29	18.99	982.73	7.21	20.31	1,021.18	6.78	23.33	1,248.92	5.83	20.77	1,143.82	7.46	20.73	1,024.2
15 THEBIA	5.92	24.84	1,189.30	6.45	22.87	1,138.07	6.48	21.84	1,096.37	6.28	23.51	1,018.31	6.11	29.77	1,378.34	6.87	22.87	1,045.91	5.96	23.83	1,180.82	6.46	20.71	834.4
16 SAM	5.88	29.07	1,129.42	5.51	25.48	1,123.52	5.58	28.45	893.36	5.50	28.48	1,104.97	6.03	27.42	1,138.47	5.99	29.34	1,116.45	5.27	28.78	1,053.85	6.54	28.76	998.1
17 NIKKI	0.00	0.00	0.00	8.85	14.16	835.54	10.10	15.21	671.77	9.85	16.25	882.71	8.47	17.26	790.59	8.40	19.07	782.78	8.45	19.44	826.18	11.06	19.88	592.7
18 SYMOHE	6.34	29.38	1,054.75	5.14	28.94	1,073.07	7.95	26.68	809.21	7.95	26.82	794.97	8.28	28.30	1,048.38	5.99	29.23	1,141.85	6.14	28.84	1,087.87	7.99	27.18	823.3
19 PERRY	7.43	18.23	920.34	7.13	18.93	836.55	8.42	18.11	723.94	7.21	19.02	805.45	7.23	19.47	860.85	5.59	21.25	989.87	6.10	18.38	875.74	9.12	19.97	647.1

Status: skj006

Done 00:20:00 2:30 PM

- Page 2 of the report shows graphs for each metric




Cashier Monthly Performance Recap

- Select a **Month, Year, Cashier ID**, and whether to **Hide Counseling**
 - Counseling provides a signature line on the printed report for the cashier and manager to complete
- Click **View Report**

- The **Cashier Monthly Performance Recap** is displayed

Day	Date	Sales \$	Tender \$	Refunds \$	Net GS \$
Mon	10/28/2013	452	8.71	870	22.80
Tue	10/29/2013	730	6.58	971	25.28
Wed	10/30/2013	1	129.00	23	60.00
Thu	10/31/2013	1	129.00	23	60.00
W-TOTALS		1,194	7.71	884	23.67

- The **Monthly Performance Recap** will offer you the same information as the Daily Report, but for the defined time period
- If a cashier requires coaching or a written warning on their performance, make sure **hide counseling** is unchecked. A signature line for the cashier and manager will print with the report
- To print this report, click the  icon in the toolbar the top of the screen

Cashier Yearly Performance Report

- The **Cashier Yearly Performance Report** will require the user to select a month, year, cashier ID, along with the option to hide counseling and hide days

NOTES: Reports can be run for the last seven (7) years.

This report can also be run for shorter periods for those employees requiring mid-year reviews

- Click **View Reports**

- The **Cashier Yearly Performance Recap** is displayed

Trainer Lab #2 - 00416

Inventory and Accounting

Store Reporting

Store Reporting

From Month:

From Year:

To Month:

To Year:

Store:

Cashier:

Hide Counseling:

Hide Days:

View Report

11

1

of 1

P

1

100%

Find | Next

Cashier Yearly Performance Recap

Time Period: November / 2013 - November / 2013

Store: 00416

Day	Date	Sales \$	Trans Time Per Item	Sales Per Hour \$	Items Per Min	Scan Time Per Item	Tender Time Per Item	Idle Time Per Cust	Bag ONLY Times	Avg Item Value \$	Sales Per Cust	Scan %	Store Coup \$	Store Coup %	Vend Coup \$	Vend Coup %	Voids \$	Voids %	Refunds \$	Ref %	No Sale Key	Net OS Abs OS \$
Cashier: 1 JIM																						
Nov 2013																						
Fri	11/01/2013	730	6.58	971	25.28	2.38	45.95	22.85	0	1.77	28.15	84	0	0.00%	0	0.00%	1	0.15%	0	0.00%	0	00.00
Sat	11/02/2013	1	129.00	23	60.00	1.00	71.00	57.00	0	0.83	0.83	100	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	00.00
Sun	11/03/2013	691	7.84	799	25.98	2.31	48.17	12.22	0	1.89	19.21	95	0	0.00%	0	0.00%	15	2.14%	3	0.50%	0	02.00
Mon	11/04/2013	2,150	8.42	882	24.49	2.45	45.18	17.42	8	2.02	20.47	87	0	0.00%	0	0.00%	29	1.33%	0	0.00%	0	04.00
Wed	11/06/2013	384	5.82	1,119	24.49	2.45	41.08	15.38	0	1.81	30.31	82	0	0.00%	0	0.00%	7	1.72%	0	0.00%	0	01.00
Thu	11/07/2013	91	7.57	939	20.40	2.94	77.33	27.67	0	1.35	30.49	79	0	0.00%	0	0.00%	21	22.93%	0	0.00%	0	01.00


Status:

sku:006

00:19:57

3:19 PM

Cashier Yearly Performance Recap

- The yearly performance recap will offer you the same information as the monthly report, but for the defined time period
- If a cashier requires coaching or a written warning on their performance, make sure **hide counseling** is unchecked. A signature line for the cashier and manager will print with the report
- To view only the monthly totals for the defined period (not day-by-day totals) select **hide days** when configuring this report
- To print this report, click the printer icon  at the top of the Save A Lot browser

Markdown (Corporate stores only)

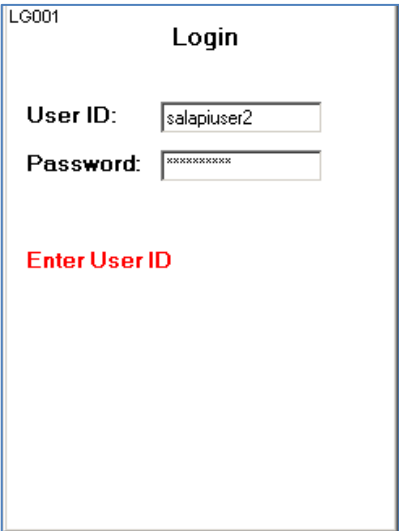
Track inventory that is involved in weekly price changes, monitor shrink, and regulate total revenue loss as a result of item discounts

IDLoss

ID Loss identifies known shrink and regulates total revenue loss as a result of item discounts

ID Loss on the Symbol Gun

- Enter your **User ID** and **Password** and press the **ENT** button on the keypad



LG001

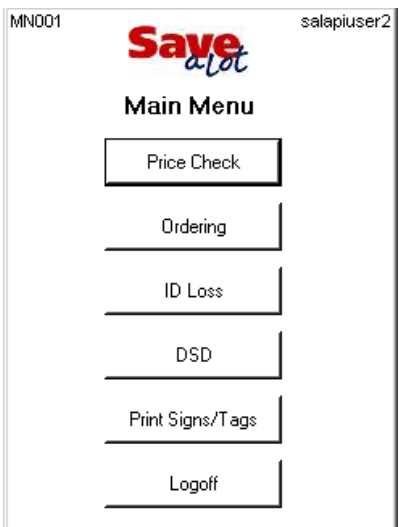
Login

User ID:

Password:

Enter User ID

- Click the **ID Loss** button



MN001

salapiuser2

Save a lot

Main Menu

Price Check

Ordering

ID Loss

DSD

Print Signs/Tags

Logoff

Discard	Items taken from full retail price and discarded (thrown away)
Markdown	Items where the current selling price is being reduced
Discard Markdown	Items that were previously marked down and are now being discarded
Review	User can see the last 10 items from the symbol gun and all items from the office PC that they scanned for reduction
Totals	Allows the user to view total figures of items reduced
Main menu	Returns the user to the SAL main menu screen for application selection

DS001 UID: salapiuser2

Identified Loss Menu

Discard

Mark Down

Discard Mark Down

Review

Totals

Main Menu

Discard

Used to record spoiled or damaged items that have been taken out of inventory for disposal

- Click the **Discard** button

DS001 UID: salapiuser2

Identified Loss Menu

Discard

Mark Down

Discard Mark Down

Review

Totals

Main Menu

- Scan the product or type the UPC or PLU number and then press **Enter** on the keyboard or **Submit** on the screen

DS003 UID: salapiuser1

Discard

Scan UPC/PLU

11

Cancel Submit

UPC	UPC/PLU number that was entered
Desc	POS item description
Scale	Weighed item
Random	Is the UPC a random weight item (fresh meat and produce that is wrapped in the store)
Dept	Department
POS Price	Current POS price

- Select a reason for discarding the item by touching the arrow at the right of the **Reason** field
- If you know the reason code, you can type that letter without opening the drop-down list

DS004
UID: salapiuser1

Discard

UPC: 1
Desc: Higgs Pot Chips 16oz
Scale: N Random: N
Dept: 05
POS Price: 2 / 1.00 (0.50 ea)
Reason:

Quantity:

Cancel Submit

A. Quality	Product that does not not meet SAL's quality standards
B. Breakage	Product that that has been damaged. For Packaged Meat use Code I. Seal Breakage
C. Out of Date	Product that will be discarded or marked down due to dating issues
D. Store Consumption	Product that will be used at the store level in any capacity
E. Equipment Breakdown	Product that will be discarded or marked down due to equipment breakdown
F. Donation	Product that will be donated to a local food bank or charity
G. Cold Chain	Product that must be discarded due to cold chain failure
H. Excess	Survey product whose quantities did not match sales volume
I. Seal Breakage	Product to be discarded due to a broken seal. Includes Bacon and Smoked Meats
J. K-Z Retail Partner Use Only The remaining fields are to be used by Retail Partners ONLY	
K. Quality: DC/Received	Product that does not meet SAL's quality standards upon delivery to the store
L. Quality: Culled	Product to be discarded/marked down because it did not meet SAL's quality standards
M. Quality: DC Force Outs	Product that was received as a result of a DC force-to be discarded or marked down
N. Store Use: Breakroom Items	Product that will be used at the store level
O. Store Use: Sample	Product that will used by the store for customer product sampling
P. Seasonal	Product being marked down because it is at the end of its selling season.
Q. Theft: Internal	Product stolen from the store by employees. Must have direct evidence to use this code (empty box, wrappers, etc.)
R. Theft: External	Product stolen by non-employees. Must have direct evidence to use this code
S. Ad Markdown	Product that arrives after markup/markdown, but is on Ad
T. Natural Disaster	Product that was discarded as a result of a disaster. Executive Sponsor of the Crisis Team will determine when this reason code is used.
U. Out of Code/Spec	Product that will be discarded or marked down due to dating issues
V. Close Dated	Product marked down because it is close to expiration
W. Power Outage	Product to be discarded due to power outage
X. Donation	Repetitive
Y. Theft	Repetitive
Z. Cargill Quality	Cargill products with quality issues

Grocery Items

- Enter the total count of all items in the **Quantity** field

DS004 UID: salapiuser1

Discard

UPC: 1
Desc: Higgs Pot Chips 16oz
Scale: N Random: N
Dept: 05
POS Price: 2 / 1.00 (0.50 ea)
Reason:

A. Quality

Quantity:

Cancel Submit

Fresh Meat Items

- Enter the package price as shown on the printed meat label in the **Scale Label Price** field
- Each package of fresh meat must be entered individually

DS004 UID: salapiuser2

Discard

UPC: 20808400000
Desc: CHICKEN DRUMSTICK
Scale: N Random: Y
Dept: 10
POS Price: 1.69 / lb
Reason:

A. Quality

Scale Label Price:

Cancel Submit

Produce Items

- Enter the total weight of produce being discarded in the **Package Weight**

DS004 UID: salapiuser1

Discard

UPC: 4
Desc: Bananas
Scale: Y Random: N
Dept: 08
POS Price: 0.79 / lb
Reason:

A. Quality

Package Weight:

Cancel Submit

- Press the **Submit** button to complete the discard
- The screen will return to the **Discard – Scan UPC/PLU** screen
- If you have more discards to process, scan the next item or enter the UPC/PLU number
- To exit from discard and perform another function press **Cancel**

Mark Down

Used to record items that have had their retail price reduced

DS001 UID: salapiuser2

Identified Loss Menu

Discard
Mark Down
Discard Mark Down
Review
Totals
Main Menu

- Click the **Mark Down** button

DS003 UID: salapiuser1

Markdown

Scan UPC/PLU

1|

Cancel	Submit
--------	--------

- Scan the product or type the UPC or PLU number and press **Enter** on the keypad or press **Submit** on the screen

UPC	UPC/PLU number that was entered
Desc	POS item description
Scale	Scale Y or N (is the item flagged to be weighed at
Random	Is the UPC a random weight item (fresh meat and
Dept	Department
POS price	Current POS price

- Select a reason for marking down the item by touching the arrow to the right of the **Reason** field. These are the same [reason codes used by the Discard application](#)
- If you know the reason code, you can type that letter without opening the drop-down list

NOTE: Stores should exclude any items for which they will be receiving a credit

DS005 UID: salapiuser1

Markdown

UPC: 1
Desc: Higgs Pot Chips 16oz
Scale: N Random: N
Dept: 05
POS Price: 2 / 1.00 (0.50 ea)
Reason:

A. Quality

Reduced Price: 0.39
Quantity: 5

Cancel Submit

Grocery Items

- Enter the new **Reduced Price** and the **Quantity** of items that are being marked down

DS005 UID: salapiuser1

Markdown

UPC: 1
Desc: Higgs Pot Chips 16oz
Scale: N Random: N
Dept: 05
POS Price: 2 / 1.00 (0.50 ea)
Reason:

A. Quality

Reduced Price: 0.39
Quantity: 5

Cancel Submit

Fresh Meat Items

- Enter the package **Scale Label Price** and the percentage the package will be marked down
- Each package of fresh meat must be entered individually

DS005 UID: salapiuser2

Markdown

UPC: 20808400000
Desc: CHICKEN DRUMSTICK
Scale: N Random: Y
Dept: 10
POS Price: 1.69 / lb
Reason:

A. Quality

Scale Label Price: 0.00
Markdown %: 0

Cancel Submit

Produce Items

- Enter the **Reduced Price** and the **Package Weight** of the produce being marked down

DS005 UID: salapiuser1

Markdown

UPC: 4
Desc: Bananas
Scale: Y Random: N
Dept: 08
POS Price: 0.79 / lb
Reason:

A. Quality

Reduced Price: 0.29 / lb
Package Weight: 4.50

Cancel Submit

- Press the **Submit** button to complete the markdown
- The screen will return to the **Markdown – Scan UPC/PLU** screen
- If you have more markdowns to process, scan the next item or enter the UPC/PLU number
- To exit from markdown and perform another function, click **Cancel**

Discard Mark Down

Used to discard items that were previously marked down

- Click **Discard Mark Down**

DS001 UID: salapiuser2

Identified Loss Menu

Discard

Mark Down

Discard Mark Down

Review

Totals

Main Menu

DS003 UID: salapiuser1

Discard Markdown

Scan UPC/PLU

1

Cancel Submit

- Scan the product or type the UPC or PLU number and press **ENT** on the keypad or **Submit** on the screen

UPC	UPC/PLU number that was entered
Desc	POS item description
Scale	Scale Y (weighed at the register) or N
Random	Random weight item
Dept	Department
POS price	Current POS price

- Select a reason for marking down the item by touching the arrow to the right of the **Reason** field. These are the same [reason codes used by the Discard application](#)
- If you know the reason code, you can type that letter without opening the drop-down list

NOTE: Stores should exclude any items that they will be receiving a credit on

DS006 UID: salapiuser1

Discard Markdown

UPC: 1
 Desc: Higgs Pot Chips 16oz
 Scale: N Random: N
 Dept: 05
 POS Price: 2 / 1.00 (0.50 ea)
 Reason:

Reduced Price: 0.00
 Quantity: 1

Cancel Submit

Grocery Items

- Enter the current **Reduced Price** of the item to be discarded
- Enter the **Quantity** of all items to be discarded

DS006 UID: salapiuser1

Discard Markdown

UPC: 1
 Desc: Higgs Pot Chips 16oz
 Scale: N Random: N
 Dept: 05
 POS Price: 2 / 1.00 (0.50 ea)
 Reason:

A. Quality

Reduced Price: 0.22
 Quantity: 1

Cancel Submit

Fresh Meat Items

- Enter the package **Scale Label Price**
- Each package of fresh meat must be entered individually

NOTE: when the fresh meat item was originally marked down, the markdown percentage was entered in the gun and the item package was weighed and labeled with the new price and a generic description. The markdown from the original retail to the reduced retail was recorded at that time. When you discard a meat item that was previously marked down, you will only be recording the current (reduced) label price and a general description of meat dept. This will complete the markdown from the full retail to zero and the item can then be discarded

DS006 UID: salapiuser2

Discard Markdown

UPC: 20808400000
Desc: CHICKEN DRUMSTICK
Scale: N Random: Y
Dept: 10
POS Price: 1.69 / lb
Reason:

A. Quality

Scale Label Price: 0.00

Cancel Submit

Produce Items

- Enter the current **Reduced Price** of the produce to be discarded
- Enter the total **Package Weight** of produce being discarded
- Press the **Submit** button to complete the discard

DS006 UID: salapiuser1

Discard Markdown

UPC: 4
Desc: Bananas
Scale: Y Random: N
Dept: 08
POS Price: 0.79 / lb
Reason:

A. Quality

Reduced Price: 0.29 / lb
Package Weight: 4.50

Cancel Submit

- The screen will return to the **Discard – Scan UPC/PLU** screen
- If you have more discards to process, scan the next item or enter the UPC/PLU number
- To exit from discard and perform another function, click **Cancel**

Review

Used to review and edit the last ten items scanned and entered

- Click **Review**

- This screen shows the last 10 items that were entered in the **Identified Loss** program and allows the user to update the items:

Line	Numerical listing	
Description	The item's description as listed in the POS system	
Qty	The quantity entered by the user when the item was entered	
Type	Identified loss type for the item	
	DM	Discard mark down
	M	Mark down
	D	Discard

- To edit an entry, type the **Line** number and press **Enter**

- The item screen appears showing the item as it was originally entered
- If needed updates can be made to items that have been discarded or marked down
- Enter any item corrections required and then press **Submit**
- To completely delete an item that has been discarded or marked down choose the **Delete** button
- If an item is entered under the wrong transaction type (e.g. – item was entered as discard rather than mark down) it must be deleted

DS001 UID: salapiuser2

Identified Loss Menu

Discard
Mark Down
Discard Mark Down
Review
Totals
Main Menu

DS007 UID: salapiu

Review Last 10

Line	Description	Qty	Type
1.	Higgs Pot Chips 16oz	1	DM
2.	Higgs Pot Chips 16oz	1	M
3.	Bananas	3.50	M
4.	Higgs Pot Chips 16oz	1	M

Enter line# / ESC to exit:

DS004 UID: salapiuser2

Discard

UPC: 20808400000
Desc: CHICKEN DRUMSTICK
Scale: N Random: Y
Dept: 10
POS Price: 1.69 / lb
Reason:

A. Quality

Scale Label Price:

7.49

Cancel	Delete	Submit
--------	--------	--------

- After clicking **Delete** you will be prompted to confirm the deletion

DS009 UID: salapiuser2

Confirm

UPC: 20808400000
 Desc: CHICKEN DRUMSTICK
 Scale: N Random: Y
 Dept: 10
 POS Price: 1.69 / lb
 Reason:

A Quality

Scale Label Price: 7.49

Delete this transaction! Continue?

No Yes

Totals

Used to view total figures of all items that have been discarded and marked down

Tran type	Transaction type (discard, mark down, etc.)
Ct	Total number of each item entered
T	Pounds – the total weight of random weight items
\$	The total value of mark downs and discards

- These totals should be reviewed for accuracy. Press the **Back** button after reviewing to return to the **Select Transaction Type** screen.

DS008 UID: salapiuser2

TOTALS

Tran Type	Ct.	lbs	\$
Discard	1	12.00	13.37
Markdown	0	0.00	0.00
Discard-MD	1	0.00	0.42
Total	2	12.00	13.79

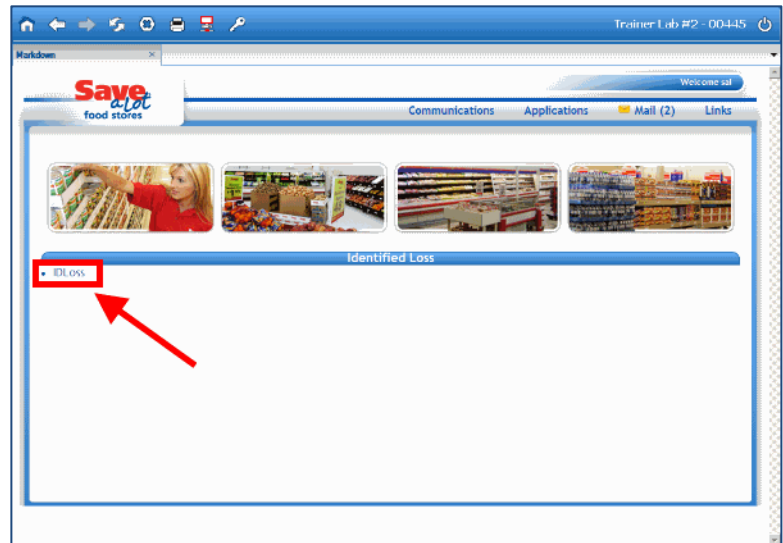
Back

ID Loss on the Office PC

- From the **Applications** menu click **Markdown**



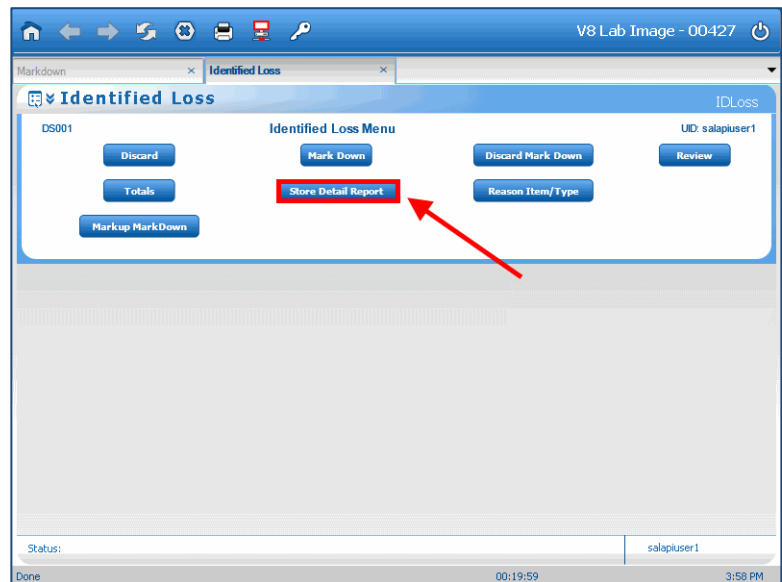
- Click **IDLoss**



Store Detail Report

- Click the **Store Detail Report** button

NOTE: The Store Detail Reports option is only available on the office PC



- [illegible]

- [illegible]

V8 Lab Image - 00427

Markdown ID Loss

IdLoss

IdLoss Store Details

Start Date: 01/01/2017 End Date: 09/25/2017

[Find] [Reset]

Details Total Item(s): 405

☐ Expand/Collapse All ☒ Print Summary ☐ Print Detail

Group	Qty	Weight	Loss	UPC/PLU	Type	Reason	Date	Current	Reduced	User
▼ Totals	1184	49.72	2,218.3							
▼ Grocery	586	0.00	904.19							
▼ 100% CLMBN CF	1	0.00	6.49							
	1	0.00	6.49	051933347	Discard	Close Dated	01/01/2017	6.49	0	vken002
▶ 2NDFD 2P BAN 8z	3	0.00	3.45							
▶ 2NDFD 2PK PEAR	1	0.00	1.15							
▶ 3 TIER COOLING R	2	0.00	4.00							
▶ 3RD FD CH NDL I	6	0.00	8.34							
▶ 3RD FD GRDYG B	11	0.00	15.29							
▶ 7 UP CAKE 26Z C	1	0.00	2.24							
▶ ALLERGY RELF I	13	0.00	51.87							

Status: salapuser1

- Select **Print Summary** to generate a summary report or for a more detailed report containing all item information, select **Print Detail**

IdLoss Store Detail

Start Date: 01/01/2017 End Date: 09/25/2017 Find Reset

Details Total Item(s): 405 Expand/Collapse All

☒ Print Summary ☐ Print Detail

Group	Qty	Weight	Loss	UPC/PLU	Type	Reason	Date	Current	Reduced	User
Totals	1184	49.72	2,218.3							
Grocery	586	0.00	904.19							
100% CLMBN CF	1	0.00	6.49							
2NDFD 2P BAN 8	3	0.00	3.45							
2NDFD 2PK PEAR	1	0.00	1.15							
3 TIER COOLNG R	2	0.00	4.00							
3RD FD CH NDL 1	6	0.00	8.34							
3RD FD GRDVG B	11	0.00	15.29							
7 UP CAKE 26Z C	1	0.00	2.24							
ALLERGY RELF 1	13	0.00	51.87							

Status: Done 00:20:00 4:05 PM salapluser1

- Click the  button

IdLoss Store Detail


Start Date: 01/01/2017 End Date: 09/25/2017 Find Reset

Details Total Item(s): 405 Expand/Collapse All

☐ Print Summary ☒ Print Detail

Group	Qty	Weight	Loss	UPC/PLU	Type	Reason	Date	Current	Reduced	User
Totals	1184	49.72	2,218.3							
Grocery	586	0.00	904.19							
100% CLMBN CF	1	0.00	6.49							
2NDFD 2P BAN 8	3	0.00	3.45							
2NDFD 2PK PEAR	1	0.00	1.15							
3 TIER COOLNG R	2	0.00	4.00							
3RD FD CH NDL 1	6	0.00	8.34							
3RD FD GRDVG B	11	0.00	15.29							
7 UP CAKE 26Z C	1	0.00	2.24							
ALLERGY RELF 1	13	0.00	51.87							

Status: Done 00:20:00 4:05 PM salapluser1

- Click the  button in the toolbar to print the report

Identified Loss

Store: 00445 Start Date: 10/01/2015 End Date: 10/13/2015

Save ID Loss Store Report - Item Summary

Report ID: SSR_900200

GROUP	\$ Loss
Grocery	4,763.29
Meat	4,672.88
Produce	2,716.44
TOTAL	12,151.41

GROUP	UPC / PLU	DESCRIPTION	QTY	WEIGHT	\$ LOSS
Grocery TOTAL:			1,983	0.00	4,763.29
Grocery	07273023208	1% LITE MILK 84Z MDW	5	0.00	11.45
Grocery	04069768801	7 UP CAKE 26Z CAKE V	3	0.00	10.97
Grocery	07339000459	AIRHEAD MINI BAR 12Z	1	0.00	2.29
Grocery	05193302670	ALL PUR FLOUR 5# G E	1	0.00	1.49
Grocery	05000000636	AM CHS SINGL 12Z BRDN	2	0.00	5.18
Grocery	05193328020	AMER DLX 16Z C FARM	2	0.00	6.90
Grocery	05193328020	AMER DLX 16Z C FARM	2	0.00	6.90

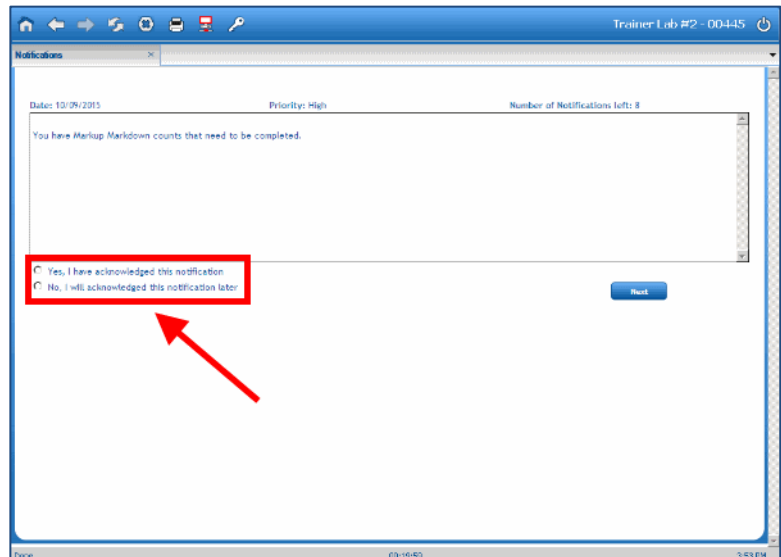
Done 03:25:54 8:32 AM

Markup Markdown (Corporate stores only)

Notifications

When a price change is downloaded to the ICL system, a manager will receive a notification, upon signing into the Save A Lot browser, that there are markup markdowns that need to be completed

- Review the information that is displayed
- Acknowledge the notification by selecting **Yes, I have acknowledged this notification** and click **Next**
- Selecting **No, I will acknowledge this notification later** will cause the notification to reappear the next time you sign on to the Save A Lot browser

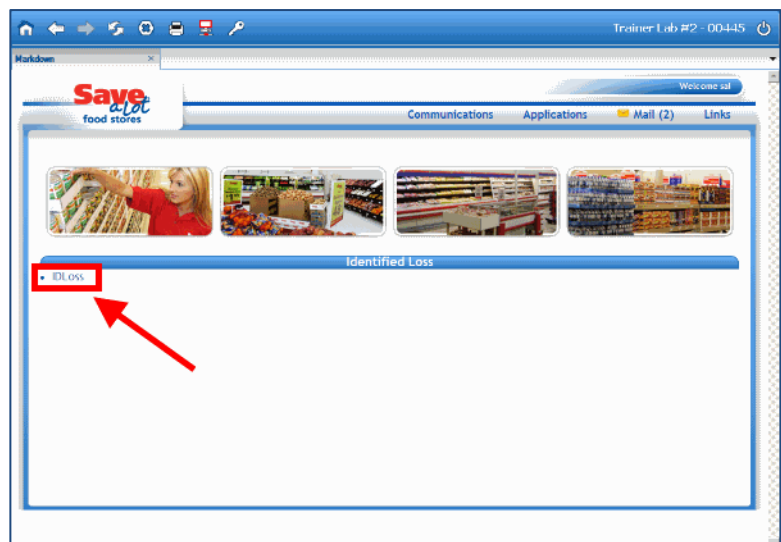


Markup Markdown

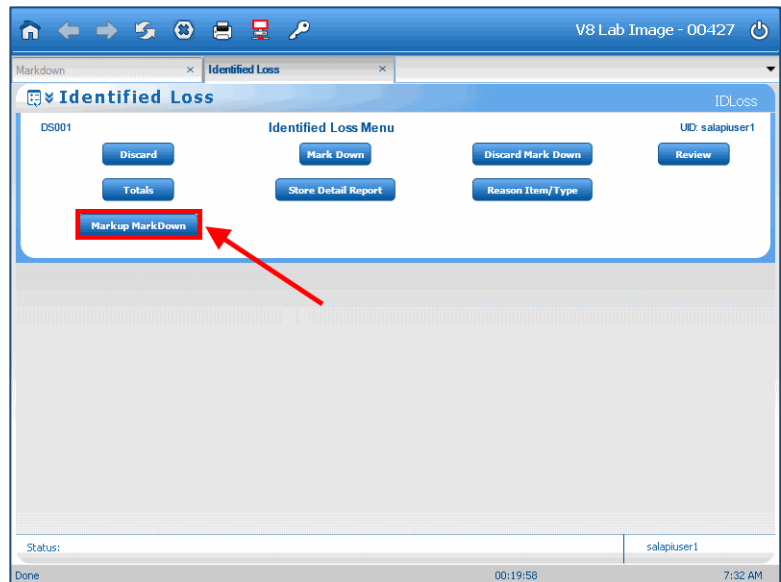
- From the **Applications** menu click **Markdown**



- Click **IDLoss**



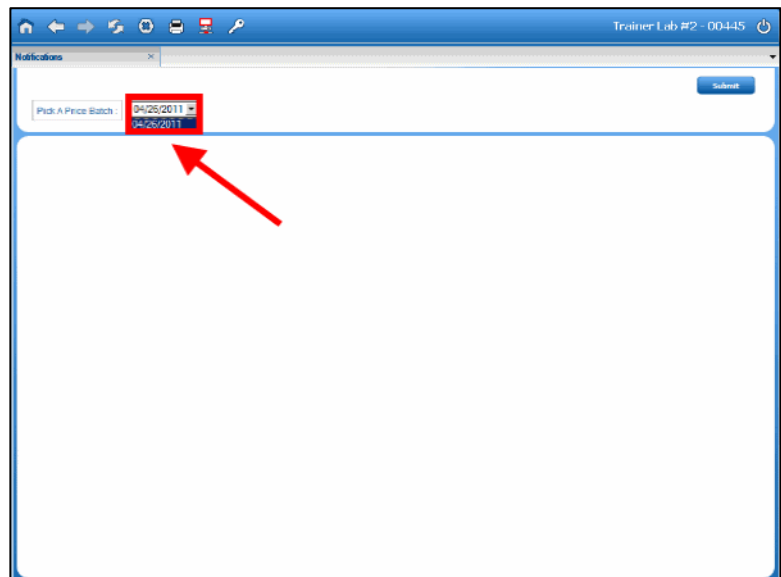
- Click the **Markup Markdown** button



Printing the Inventory Count Sheet

- Click the drop-down arrow next to **Pick a Price Batch**
- Select the date for the price change you wish to work with and then click the **Submit** button

NOTE: when a count sheet becomes available, a store has 2 days to start the inventory procedure. After 2 days the count sheet will no longer be available




- The inventory count sheet will be displayed

NOTE: fresh meat and produce items should not appear in the markup mark down count sheets. If you are seeing these items, please contact the Save A Lot helpdesk immediately at 800-323-9424

Pick A Price Batch: 04/26/2011

Source	Item	Description	Not Carried	Out Of Stock	Cases	Pack	Each	Total
SAL	16705	SALT & PEPPER COMBO PACK	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7712	SBUY PETERS SWEET SHOP	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7714	SBUY BUBBLE GUM EGG CARTON	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7716	SBUY SOLID CHOC FLYRD BUNNY	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7920	SBUY STARBURST JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	8424	SBUY BRACHS JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10632	SBUY WHOPPERS ROBIN EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10634	SBUY REESE'S PB EGG & PK	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10635	SBUY REESE'S PB EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10636	SBUY REESE'S PECKS CARROT	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10637	SBUY MARSHMALLOW EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10641	SBUY EASTER MINI SNICKERS	<input type="checkbox"/>	<input type="checkbox"/>				0

Source	SAL (Save A Lot item) or DSD (Direct Shipment Delivery)
Item	Save A Lot item number
Description	Save A Lot item description
Not carried	Items that are not carried at the store
Out of stock	Items that are out of stock
Cases	Total number of full cases that are currently in the store's inventory
Pack	Quantity of items in 1 case
Each	Total number of loose items
Total	Sum of case, pack, and each totals

- Click  at the top of the page to print the count sheet
- Take the printed copy of the count sheet to the sales floor and complete the inventory counting procedures

NOTE: If you are entering case quantities, you **must** complete both the cases and pack fields. Failure to enter one of these fields will leave the total column with a "0" value

Entering Markup Markdown Counts

- After completing the Markup Markdown Count Sheet, return to the office PC and enter your counts
- Using the count sheet, complete the Markup Markdown counts

NOTE: when a count sheet is started, it must be completed by midnight local store time. After midnight, any data entered on the sheet will be submitted and the store will no longer be able to make adjustments

Not Carried Items

- In the **Not Carried** field, place a checkmark on the line for any item that is not carried by the store

The screenshot shows a software interface for entering counts. At the top, there's a 'Pick A Price Batch' dropdown set to '04/26/2011'. Below this is a table with columns: Source, Item, Description, Not Carried, Out Of Stock, Cases, Pack, Each, and Total. The first row (Item 16705) has a checkmark in the 'Not Carried' column, highlighted with a red box and a red arrow. The other rows have empty checkboxes in the 'Not Carried' column. Buttons for 'Save' and 'Cancel' are at the top right.

Source	Item	Description	Not Carried	Out Of Stock	Cases	Pack	Each	Total
SAL	16705	SALT & PEPPER COMBO PACK	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
SAL	7712	SBUY PETERS SWEET SHOP	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7714	SBUY BUBBLE GUM EGG CARTON	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7716	SBUY SOLID CHOC FLYRD BUNNY	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7920	SBUY STARBURST JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	8424	SBUY BRACH'S JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10632	SBUY WHOPPERS ROBIN EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10634	SBUY REESE'S PB EGG 6 PK	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10635	SBUY REESE'S PB EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10636	SBUY REESE'S PIECES CARROT	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10637	SBUY MARSHMALLOW EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10641	SBUY EASTER MINI SNICKERS	<input type="checkbox"/>	<input type="checkbox"/>				0

Out of Stock

- In the **Out Of Stock** field, place a checkmark on the line for any item that is currently out of stock at the store

The screenshot shows the same software interface as before. In this instance, the 'Out Of Stock' checkbox for item 7714 is checked, highlighted with a red box and a red arrow. The 'Not Carried' checkbox for the same item is also checked. The other rows have empty checkboxes in the 'Out Of Stock' column. Buttons for 'Save' and 'Cancel' are at the top right.

Source	Item	Description	Not Carried	Out Of Stock	Cases	Pack	Each	Total
SAL	16705	SALT & PEPPER COMBO PACK	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
SAL	7712	SBUY PETERS SWEET SHOP	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7714	SBUY BUBBLE GUM EGG CARTON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				0
SAL	7716	SBUY SOLID CHOC FLYRD BUNNY	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7920	SBUY STARBURST JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	8424	SBUY BRACH'S JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10632	SBUY WHOPPERS ROBIN EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10634	SBUY REESE'S PB EGG 6 PK	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10635	SBUY REESE'S PB EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10636	SBUY REESE'S PIECES CARROT	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10637	SBUY MARSHMALLOW EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10641	SBUY EASTER MINI SNICKERS	<input type="checkbox"/>	<input type="checkbox"/>				0

Case and Pack Quantities

- For items in case quantities, enter the count in the **Cases** field
 - For items with a quantity entered in the cases field, the pack quantity per case must be entered into the **Pack** field. The system will automatically multiply the value in the cases field by the value in the pack field and update the value in the total column
 - Entering a 0 (zero) count in the **Cases**, **Pack** or **Each** field without indicating the item is not carried or out of stock will result in an error
- For loose items from cases that are not full and are currently in the store's inventory enter this quantity in the **Each** field

Pick A Price Batch: 04/26/2011

Source	Item	Description	Not Carried	Out Of Stock	Cases	Pack	Each	Total
SAL	16705	SALT & PEPPER COMBO PACK	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
SAL	7712	SRUY PETERS SWEET SHOP	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
SAL	7714	SBUY BUBBLE GUM EGG CARTON	<input type="checkbox"/>	<input type="checkbox"/>	11	12	4	136
SAL	7716	SBUY SOLID CHOC FLYRD BUNNY	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7920	SRUY STARBURST JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	8424	SBUY BRACHS JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10632	SBUY WHOPPERS ROBIN EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10634	SRUY REESE'S PB EGG & PK	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10635	SBUY REESE'S PB EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10636	SBUY REESE'S PIECES CARROT	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10637	SRUY MARSHMALLOW EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10641	SBUY EASTER MINI SNICKERS	<input type="checkbox"/>	<input type="checkbox"/>				0

Saving the Markup Markdown Sheet

- After the store counts have been entered into the system, be sure to click the **Save** button

NOTE: Once you have saved your work the markup markdown sheet will be sent to accounting and can no longer be changed
- If you need to exit the count sheet without saving, click the **Cancel** button

Pick A Price Batch: 04/26/2011

Source	Item	Description	Not Carried	Out Of Stock	Cases	Pack	Each	Total
SAL	16705	SALT & PEPPER COMBO PACK	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
SAL	7712	SRUY PETERS SWEET SHOP	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
SAL	7714	SBUY BUBBLE GUM EGG CARTON	<input type="checkbox"/>	<input type="checkbox"/>	11	12	4	136
SAL	7716	SBUY SOLID CHOC FLYRD BUNNY	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	7920	SRUY STARBURST JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	8424	SBUY BRACHS JELLY BEANS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10632	SBUY WHOPPERS ROBIN EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10634	SRUY REESE'S PB EGG & PK	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10635	SBUY REESE'S PB EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10636	SBUY REESE'S PIECES CARROT	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10637	SRUY MARSHMALLOW EGGS	<input type="checkbox"/>	<input type="checkbox"/>				0
SAL	10641	SBUY EASTER MINI SNICKERS	<input type="checkbox"/>	<input type="checkbox"/>				0

- To return to the markup markdown screen click **Cancel**
- If you have completed all inventories, select **Logoff**

Error Correction Procedure

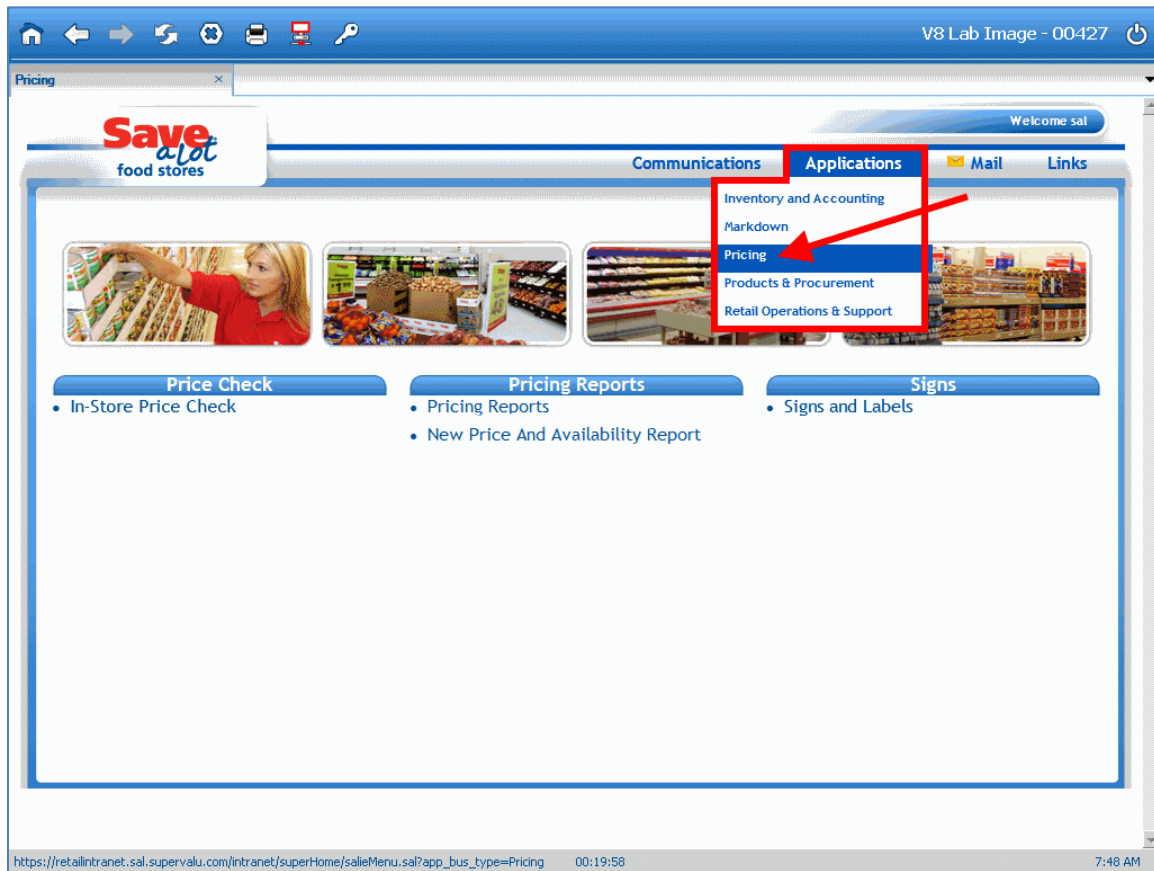
The following procedure should be followed if you identify an error has been made on a submitted markup/mark down count sheet. Once the entries have been submitted corrections cannot be performed at store level. This process should be used as last resort for correcting errors. All entries should be verified prior to submission to avoid the need to have entries adjusted by the Save A Lot accounting department.

NOTE: *The on-hand inventory for the items that underwent a price change will only be able to be edited or completed up until midnight local time on the same day the inventory capture was initiated.*

If an error has been made on a **submitted** markup/mark down count sheet after 11:59:59 pm local time, the following process must be followed to ensure the error is corrected.

- Call the help desk at 1-800-323-9424
- Explain that you need a correction to an entry error on a submitted markup/mark down price batch.
- The call will be escalated, and you will receive a return phone call from SAL home office.
- Be prepared to Identify to the return caller:
 - o The count sheet price batch date on which the error occurred.
 - o The item number and description of the item on which the error occurred.
 - o The incorrect entries and values for the item.
 - o The correct entries and values for the item.

Pricing



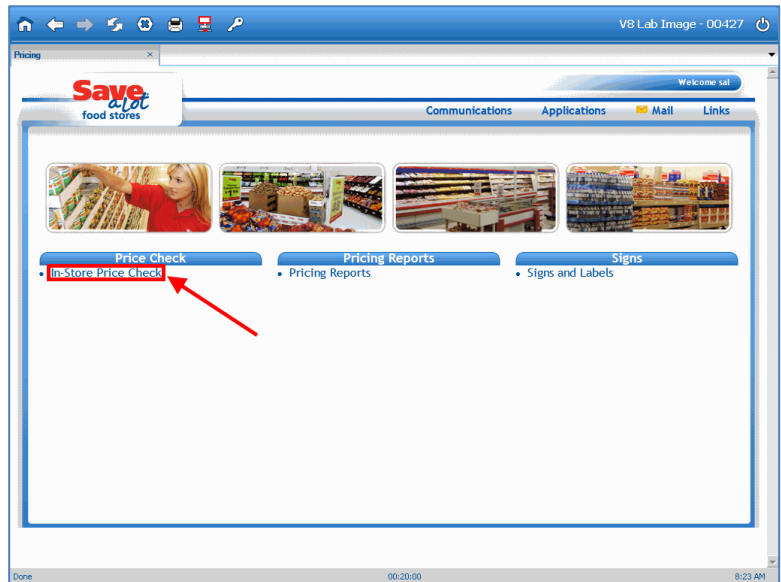
In-Store Price Check	Conduct and view in-store price check sessions
Pricing Reports	View various reports
Signs and Labels	Create, download, and print price signs and labels
New Price and Availability	

In Store Price Check

The in-store price check application verifies that the price tags in the store match the actual item prices at the register

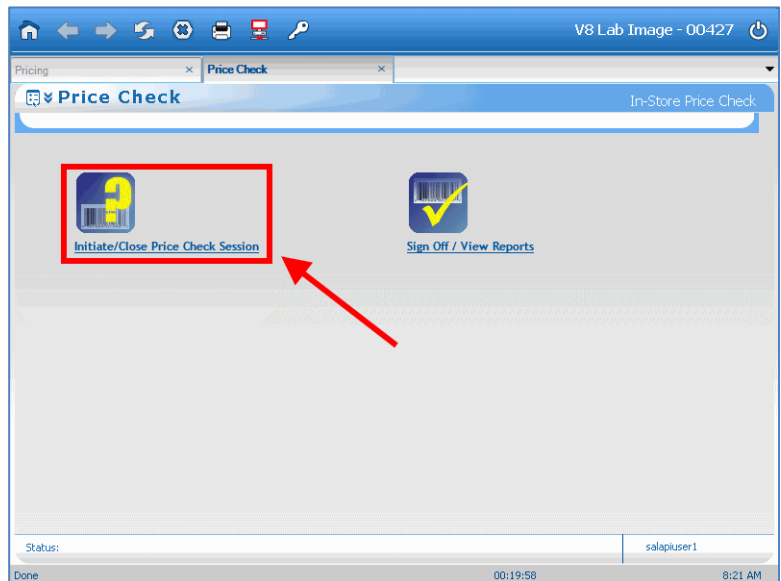
Initiate Price Check on the Office PC

- Select **In-Store Price Check**



- Click **Initiate/Close Price Check Session**

NOTE: You must initiate a price check on the office PC before you can use the symbol gun to scan items



- Enter a brief description of what you will be price checking (ex. Aisle 1) in the **Price Check** field.

NOTE: descriptions can only contain alphanumeric characters.

- Click **Initiate Price Check**
- You can now begin to price check using the symbol gun

Price Check Using the Symbol Gun

- Type your **User ID** and **Password** and press **ENT**

- Click the **Price Check** button

- Enter the item to be checked by one of the following methods
 - o Scan the **UPC** barcode on the package
 - o Enter the **UPC** code by hand using the number pad on the handheld
 - o Enter the **PLU** code by hand using the number pad on the handheld

NOTE: Item numbers and shelf tag bar codes cannot be used in the UPC field

PC001 UID: salapiuser2

Price Check: Aisle 1

UPC:

Item #	The Save A Lot item number
UPC	UPC code from the product
Item Desc	Order book description of the item
POS Dept	Department to which the item reports
POS Class	Sub department to which the item reports
Sign/Tag Price	Price that is displayed on the sign / tag
Sign/Tag Qty	Quantity per price on the sign / tag
EA/LB.	Select whether the item is sold by quantity or weight
Print: Sign/Tag	Print a current corporate sign or label
More	Print sign / tag using non-standard template

NOTE: The **More** option will only appear if the store is using non-default print templates

For detailed instructions see [Printing Signs/Labels from Symbol Gun](#)

PC002 UID: salapiuser2

Item #: 10000
 UPC: 5193310000
 Item Desc: FRENCH GREEN BEANS
 POS Dept: 1
 POS Class: 4
 Sign/Tag Price:
 Sign/Tag Qty:
 EA/LB:
 Print: ☐ Sign ☐ Tag ☐ More

PC002 UID: salapiuser2

Item #: **NOT ON FILE**
 UPC: 5500012467
 Item Desc: **NOT ON FILE**
 POS Dept: **NOT ON FILE**
 POS Class: **NOT ON FILE**
 Sign/Tag Price:
 Sign/Tag Qty:
 EA/LB:
 Print: ☐ Sign ☐ Tag

NOTE: If **NOT ON FILE** appears in the **Item Desc**, **POS Dept** and **POS Class** fields then the UPC/PLU is not in the store's ISS45 item file. It is possible that the item may be in the ISS45 item file but does not have a POS class (sub department) assigned

- Enter the **Sign/Tag Price**, **Qty** and **EA/LB** then click **Submit** or press ENT on the symbol keypad

PC003 UID: salapiuser2

Item #: 10000
 UPC: 5193310000
 POS Desc: FRENCH GREEN BEANS
 POS Dept: 1
 POS Class: 4
 Sign/Tag Price: 49
 Sign/Tag Qty: 1 EA
 POS Price: \$0.49
 POS Qty: 1 EA
 Corp Price: \$0.49
 Corp Qty: 1 EA

Back Submit

- Review the information on this screen

NOTE: if the **Sign/Tag Price** or **Quantity** entered on the item detail screen is incorrect they can be corrected here

PC003 UID: salapiuser2

Item #: **NOT ON FILE**
 UPC: 1200000230
 POS Desc: **NOT ON FILE**
 POS Dept: **NOT ON FILE**
 POS Class: **NOT ON FILE**
 Sign/Tag Price: 99
 Sign/Tag Qty: 1 EA
 POS Price: **NOT ON FILE**
 POS Qty: **NOT ON FILE**
 Corp Price: **NOT ON FILE**
 Corp Qty: **NOT ON FILE**

Back Submit

NOTES: If **NOT ON FILE** appears on the **POS Desc**, **POS Dept**, **POS Class**, **POS Price**, and **POS Qty** lines, it means that the item is not present in the Store's PLU file and must be entered before it can be sold

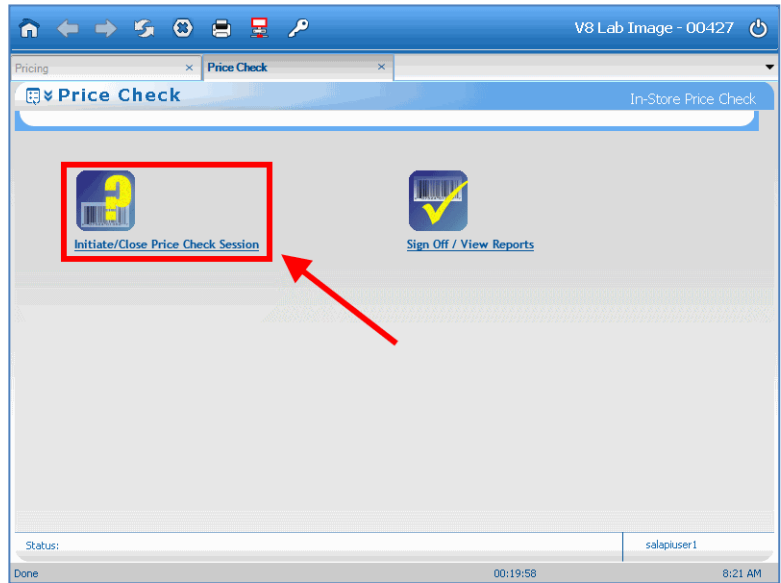
If **NOT ON FILE** appears on the **Item #**, **Corp Price** and **Corp Qty** lines, it means that the item is not present in the Corporate PLU file . This is normal for DSD items at Retail Partners' stores

Item #	The Save A Lot item number
UPC	UPC code from the product
Item Desc	Order book description of the item
POS Dept	Department in the ISS45 item file where the sales will report
POS Class	Sub department number in the POS file
Sign/Tag Price	Price found on the shelf tag or sign and was entered on the previous
Sign/Tag Qty	Quantity per price found on the shelf tag or sign and was entered on the previous
POS Price	Current retail price in the ISS45 item file (the price the item will scan at the register)
POS Qty	Quantity for the retail price in the ISS45 item file; EA or LB will be indicated to the right
Corp Price	Current Save A Lot suggested retail price for the store's pricing zone/tier
Corp Qty	Quantity for the suggested retail price

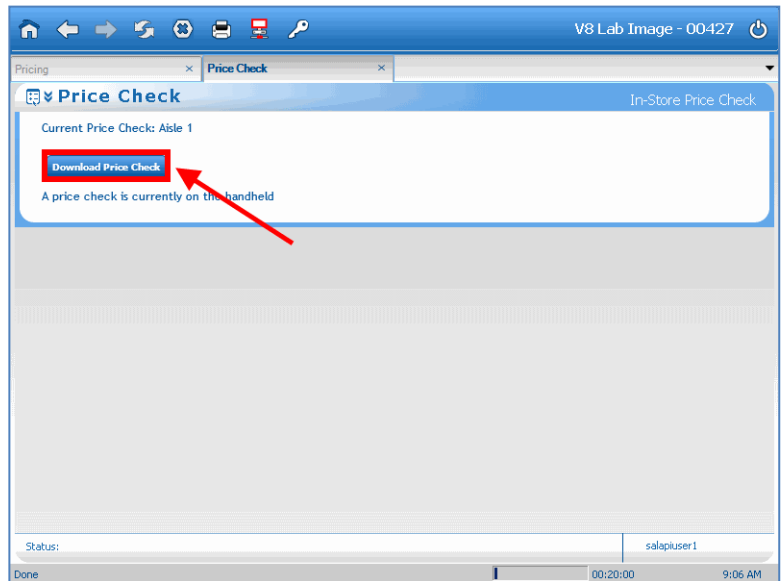
- Click **Submit** or ENT to submit the information entered and return to the price check screen
- Click **Back** to return to the price check screen

Reviewing A Price Check Session

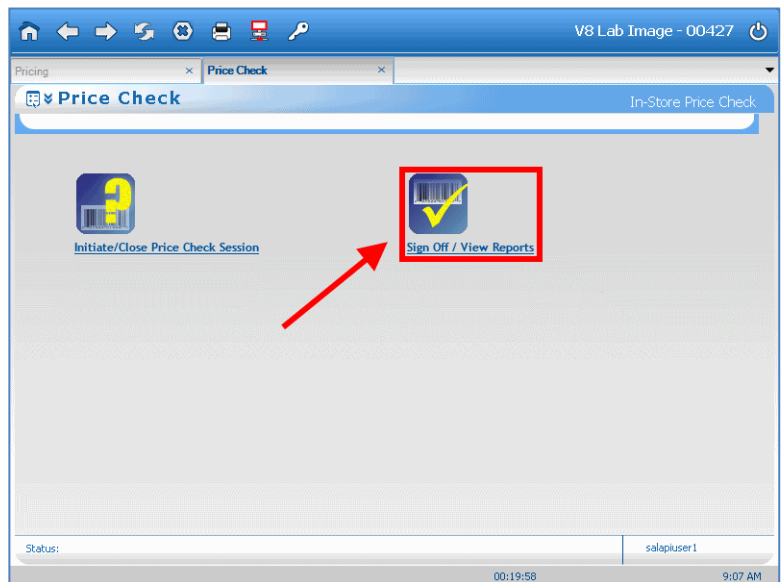
- From the **Price Check** screen click **Initiate/Close Price Check Session**



- Click the **Download Price Check** button to download the session from the symbol gun



- Click on **Sign Off / View Reports**



- Select the current **WeekEnding Date**
 - o The number of price check sessions generated during that week is displayed in the column to the right of the screen
- Click **Continue**

The screenshot shows the 'Price Check' application window. The title bar indicates 'V8 Lab Image - 00427'. The window has a tab labeled 'Price Check'. The main content area is titled 'In-Store Price Check'. It contains a section 'Select the week ending date you would like to work with'. Below this, there is a list of 'WeekEnding Date' options with radio buttons: 09/30/2017 (selected), 09/23/2017, 09/16/2017, 09/09/2017, 09/02/2017, 08/26/2017, 08/19/2017, 08/12/2017, 08/05/2017, 07/29/2017, 07/22/2017, and 07/15/2017. To the right of these dates is a column labeled 'Number Of Sessions' with empty input fields. A red box highlights the 'Continue' button at the top right, and a red arrow points to it. The status bar at the bottom shows 'Status: salapiuser1' and 'Done'.

- Select the price check you wish to view by clicking in the circle to the left of the **Price Check Name**
 - o Click **View Entire File** to show all items scanned in the price check session
 - o Click **View Discrepancies** to only show the items that were found to have errors

The screenshot shows the 'Price Check' application window. The title bar indicates 'Bridgeton, MO - 00423'. The window has tabs for 'Pricing', 'Mail', and 'Price Check'. The main content area is titled 'In-Store Price Check'. It shows the 'Week Ending: 07/22/2017' and 'Select the session you would like to work with'. Below this is a table with columns: Price Check Name, User Assigned, Date, Item, Disc, Sign Off Date, and Sign Off User. The table has two rows: 'produce' (selected with a radio button) and 'smoked meat'. To the right of the table are two buttons: 'View Entire File' and 'View Discrepancies'. A red box highlights these buttons, and a red arrow points to them. The status bar at the bottom shows 'Status: jrv01v'.

Price Check Name	User Assigned	Date	Item	Disc	Sign Off Date	Sign Off User
produce	cswe00h	2017-07-18	63	24	2017-07-18	cswe00h
smoked meat	cswe00h	2017-07-18	50	17	2017-07-18	cswe00h

View Entire File

- Lines highlighted in green indicate discrepancies

Price Check Name: alse 1-3 Created: 2013-01-28

Item Description	Scan Date	UPC	Item Code	Dept	Class	Qty / Sign \$	Qty / POS \$	Qty / Corp \$	Sign	Tag	Comments
WHOPPERS CARTON	2013-01-28	00001070050180	34793	1	26	1.99 EA	1.99 EA	1.99 EA	0	0	
JOLLY RANCHER ORIGINAL	2013-01-28	00001070051851	34870	1	26	2.99 EA	2.99 EA	2.99 EA	0	0	
SMARTIES CANDY	2013-01-28	00001120600222	28480	1	26	1.19 EA	1.19 EA	1.19 EA	0	0	
BOIL IN BAG WHITE RICE	2013-01-28	00001740010038	24295	1	6	1.49 EA	1.49 EA	1.49 EA	0	0	
MAKE IT EASY INST BROWN RICE	2013-01-28	00001740010218	24285	1	6	1.49 EA	1.49 EA	1.49 EA	0	0	
HUNTS PASTA SCE W MEAT FLAVR	2013-01-28	00002700050008	27235	1	6	.99 EA	.99 EA	.99 EA	0	0	
BABY RUTH 6 PACK FUNSIZE	2013-01-28	000028000078167	29175	1	26	1.00 EA	1.00 EA	1.00 EA	0	0	
QUAKER YELLOW CORN MEAL	2013-01-28	000030000003050	29215	1	30	2.19 EA	2.19 EA	2.19 EA	0	0	
DUM DUM BONUS BAG	2013-01-28	00003080050189	33912	1	26	2.19 EA	2.19 EA	2.19 EA	0	0	
HERSHEY MILK CHOCOLATE 8 PK	2013-01-28	00003400007015	29190	1	26	12.69 EA	1.29 EA	1.29 EA	0	0	
KIT KAT 8 PACK	2013-01-28	00003400008788	28580	1	26	1.29 EA	1.29 EA	1.29 EA	0	0	
6 PACK HERSEY ALMOND BAR	2013-01-28	00003400029105	13472	1	26	3.99 EA	3.99 EA	3.99 EA	0	0	
ANDY'S RED FISH BREADING	2013-01-28	00003520450094	43145	11	82	1.59 EA	1.79 EA	1.59 EA	0	0	
ANDY'S RED FISH BREADING SLB	2013-01-28	00003520450097	43095	11	82	8.49 EA	7.39 EA	8.49 EA	0	0	
ANDY'S HOT CHICKEN BREADING	2013-01-28	00003520460099	43125	11	82	1.59 EA	1.79 EA	1.59 EA	0	0	
LARD 4LB	2013-01-28	00003560002503	12790	1	30	6.99 EA	6.99 EA	6.99 EA	0	0	
KELLOGG RICE KRISPY TREATS	2013-01-28	00003800026500	71331	1	46	1.99 EA	1.99 EA	1.99 EA	0	0	
BUSH DK RED KIDNEY BEAN WIC	2013-01-28	00003940001734	39095	1	4	1.19 EA	1.19 EA	1.19 EA	0	0	
BUSH S PINTO BEANS WIC	2013-01-28	00003940001810	38425	1	4	.99 EA	.99 EA	.99 EA	0	0	
M M PLAIN	2013-01-28	00004000024906	14502	1	26	2.99 EA	2.99 EA	2.99 EA	0	0	
CHICKEN DUMPLINGS	2013-01-28	00004135850012	10340	1	20	2.29 EA	2.29 EA	2.29 EA	0	0	
SPONGEBOB KRABBY PATTIES	2013-01-28	00004137610248	29206	1	26	.99 EA	.99 EA	.99 EA	0	0	
KRUST CRAN ORANGE MFN MX FF	2013-01-28	00004144930140	45894	1	30	2.19 EA	2.19 EA	2.19 EA	0	0	

View Discrepancies

- This report will only show the items that were:
 - Missing a sign/tag
 - Not in the store PLU file
 - Not in the Corporate PLU file
 - There is a discrepancy between two or more of the following: the store PLU file price, the Corp PLU file price and the sign/tag price
 - Not assigned a subdepartment in ISS45

Price Check Name: alse 1-3 Created: 2013-01-28

Item Description	Scan Date	UPC	Item Code	Dept	Class	Qty / Sign \$	Qty / POS \$	Qty / Corp \$	Sign	Tag	Comments
HERSHEY MILK CHOCOLATE 8 PK	2013-01-28	00003400007015	29190	1	26	12.69 EA	1.29 EA	1.29 EA	0	0	
ANDY'S RED FISH BREADING	2013-01-28	00003520450094	43145	11	82	1.59 EA	1.79 EA	1.59 EA	0	0	
ANDY'S RED FISH BREADING SLB	2013-01-28	00003520450097	43095	11	82	8.49 EA	7.39 EA	8.49 EA	0	0	
ANDY'S HOT CHICKEN BREADING	2013-01-28	00003520460099	43125	11	82	1.59 EA	1.79 EA	1.59 EA	0	0	
RAMEN CUP CHICKEN	2013-01-28	00004178900121	24142	1	20	1.00 EA	3/1.00 EA	3/1.00 EA	0	0	
G EVANG NONSTICK BAKE ROAST	2013-01-28	00005191306439	6349	2	56	.99 EA	3.99 EA	3.99 EA	0	0	
MUSHROOMS SLICED GLASS	2013-01-28	00005191310234	10234	1	4	.29 EA	1.29 EA	1.29 EA	0	0	
EVAPORATED MILK	2013-01-28	00005191312120	12120	1	30	.88 EA	.85 EA	.85 EA	0	0	
CHILI NO BEANS	2013-01-28	00005191317700	17700	1	20	.39 EA	1.39 EA	1.39 EA	0	0	
ASEPTIC CHICKEN BROTH	2013-01-28	00005191323285	23285	1	20	.49 EA	1.49 EA	1.49 EA	0	0	
DELUXE MAC N CHEESE	2013-01-28	00005191334345	88990	1	6	14.69 EA	1.49 EA	1.49 EA	0	0	
STOKELY'S CUT GREEN BEANS	2013-01-28	00007072202659	16096	1	4	4.49 EA	4.99 EA	4.99 EA	0	0	
9 LARGE FOIL PIE PAN PDQ	2013-01-28	00007472921030	6345	2	56	1.19 EA	.99 EA	.99 EA	0	0	
GIANT OVAL RACK ROASTER PDQ	2013-01-28	00007472940010	6336	2	56	1.19 EA	.99 EA	.99 EA	0	0	
LG RECTANGULAR RACK RSTER PDQ	2013-01-28	00007472941110	6337	2	56	1.19 EA	.99 EA	.99 EA	0	0	
BB CHUNK TUNA IN OIL	2013-01-28	00008660000021	62479	1	20	.09 EA	.99 EA	.99 EA	0	0	
BB CHICKEN SALAD KIT	2013-01-28	00008660070350	23535	1	20	12.69 EA	1.29 EA	1.29 EA	0	0	
JASMINE WHITE RICE GULF PCFC	2013-01-28	00072057950125	62980	1	6	3.49 EA	6.49 EA	6.49 EA	0	0	

Item Description	The item's description in store's PLU (ISS45) file
Scan Date	The calendar date the item was entered into the price check session
UPC	The UPC number that was scanned or entered during the price check session
Item Code	The Save A Lot item number used for ordering
Dept	The department to which the item reports
Class	The sub department to which the item reports
Qty/Sign \$	The quantity and price entered during the price check session
Qty/POS \$	The quantity and price that are currently in the ISS45 item file
Qty/Corp \$	The quantity and price that are the current Save A Lot recommended retail
Sign/Tag	A "1" in either column indicates a sign or tag was printed, "0" means no sign/tag printed
Comments	Descriptions of problems found

- Sign Off** allows the user to sign off and close the price check application
- Back** returns the user to the main price check screen
- Print** allows the user to print the report

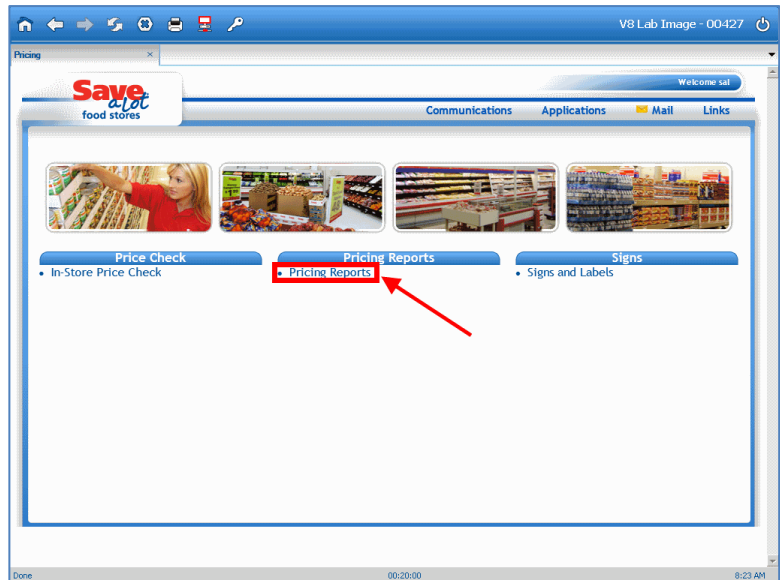
Pricing Reports

Perishable Retail Pricing Report (Corporate stores only)

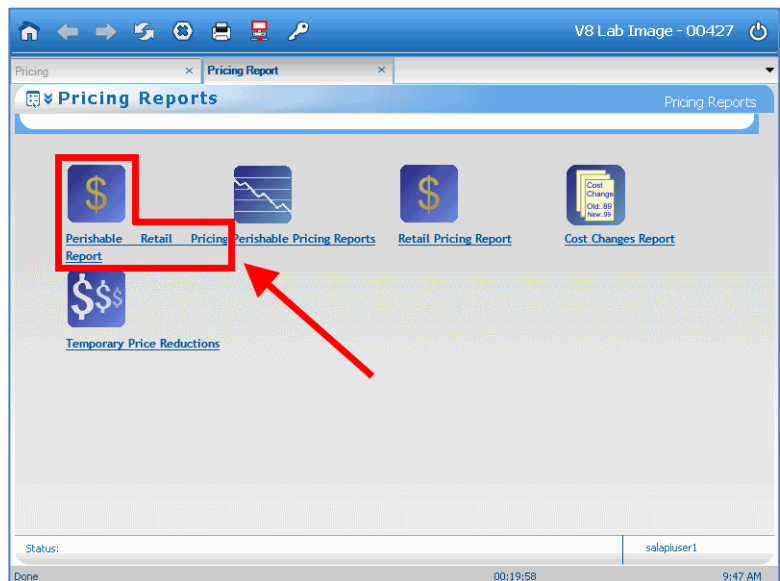
Allows a store to review and/or print perishable pricing information specific to their store for the current and next week


NOTE: Next Week report becomes available on Thursday

- Select **Pricing Reports**

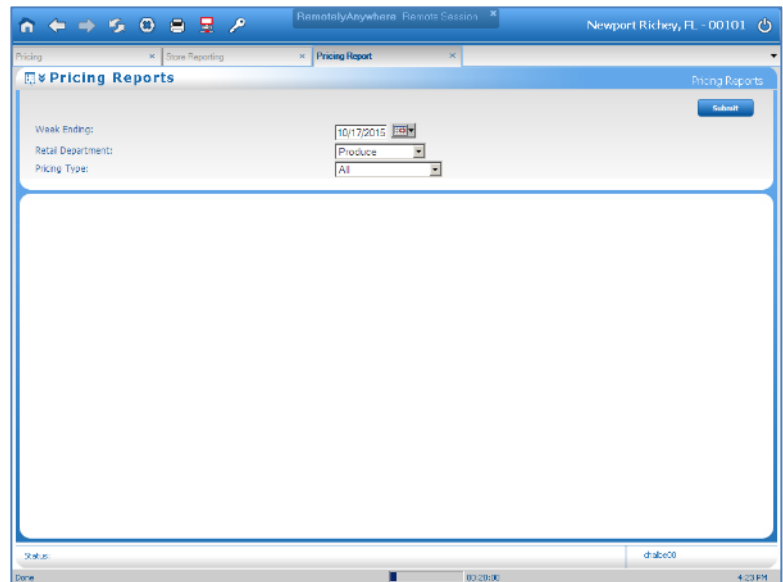


- Click **Perishable Retail Pricing Report**



- To view a **Perishable Retail Pricing Report**:
 - Select a week ending date by clicking on the  button, and then click on the date
 - Select a department using the drop-down next to **Retail Department**
 - Select a pricing type using the drop-down next to **Pricing Type**
 - Click the **Submit** button

NOTE: You can review pricing history for the last 13 weeks. The next week's pricing will become available on Thursday of the current week



The screenshot shows a web application window titled "Pricing Reports". The interface includes a header with navigation tabs: "Pricing", "Store Reporting", and "Pricing Report". Below the tabs, there are three dropdown menus: "Week Ending:" with the date "10/17/2015" and a calendar icon, "Retail Department:" with the value "Produce", and "Pricing Type:" with the value "All". A "Submit" button is located to the right of these dropdowns. The main content area is a large, empty white box. At the bottom of the window, there is a status bar showing "Done", a progress indicator, and the time "4:23 PM".

Trainer Lab #2 - 00407

Pricing Pricing Report

Pricing Reports

Submit

Week Ending: 05/04/2013

Retail Department: Produce



Pricing Type: All

Item Description	PLU	Item #	Size	Pack	Selling Unit	Cost \$	GP%	Old Retail \$	New Retail \$	Price Eff Date
APPLES,FUJI 3 LB BAG	Scan	64739	3 LB.	12	Ea	2.68	33	1 3.99		03/23/2013
APPLES,GALA 12/3 LB	Scan	64500	3 LB.	12	Ea.	3.12	22	1 3.99		04/20/2013
APPLES,GALA 88CT.	4135	66669	1 LB.	40	Lb.	1.16	31	1 1.69		01/12/2013
APPLES,GOLD DELICIOUS 12/3LB	Scan	67650	3 LB	12	Ea	2.82	29	1 3.99		02/23/2013
APPLES,GOLD DEL 88CT.	4020	64520	1 LB.	40	Lb.	1.02	32	1 1.49		04/20/2013
APPLES,GRANNY SMITH 12/3 LB	Scan	63410	3 LB	12	Ea.	3.53	29	1 4.99		12/08/2012
APPLES,RED DELICIOUS 12/3 LB	Scan	63430	3 LB.	12	Ea	2.82	29	1 3.99		02/23/2013
APPLES,RED DEL 88CT.	4016	66614	1 LB.	40	Lb.	0.81	37	1 1.29		04/20/2013
APPLES,MIXED FRUIT 10/4 LB	Scan	67455	4 LB.	10	Ea	3.88	22	1 4.99		01/05/2013
AVOCADO,48CT	4225	64027	1 CT	48	Ea.	0.89	31	1 1.29		04/20/2013
BANANAS,COLOR	4011	63470	1 LB.	40	Lb	0.41	16	1 0.49		03/17/2012
BANANAS,TURNER	4011	65350	1 LB.	40	Lb.	0.41	16	1 0.49		03/17/2012
BANANAS-PLAINTAINS #1	4235	67361	1 CT	24	Ea.	0.41	41	1 0.69		09/15/2012
BROCCOLI,ICELESS BAGGED 18CT	scan	74607	1 CT	18	ea	0.99	34	1 1.49		04/20/2013
BROCCOLI,ICED 14 COUNT	4060	69490	1 CT	14	Ea	1.10	35	1 1.69		04/20/2013
CABBAGE, GREEN	4069	63490	1 LB.	50	Lb.	0.28	43	1 0.49		04/13/2013
CANTALOUPE 9CT	4050	69130	1 CT	9	Ea	2.09	16		1 2.49	04/27/2013
CARROTS, 2# BAG	Scan	63500	2 LB	24	Ea	0.94	32		1 1.39	04/27/2013
CARROTS, MINI 1# BAG	Scan	64095	1 LB	30	Ea	0.78	34	1 1.19		03/02/2013
Cauliflower	Scan	67240	1 EA	12	Ea	2.10	22		1 2.68	04/27/2013

Status: sklu006

Done 00:10:00 3:43 PM

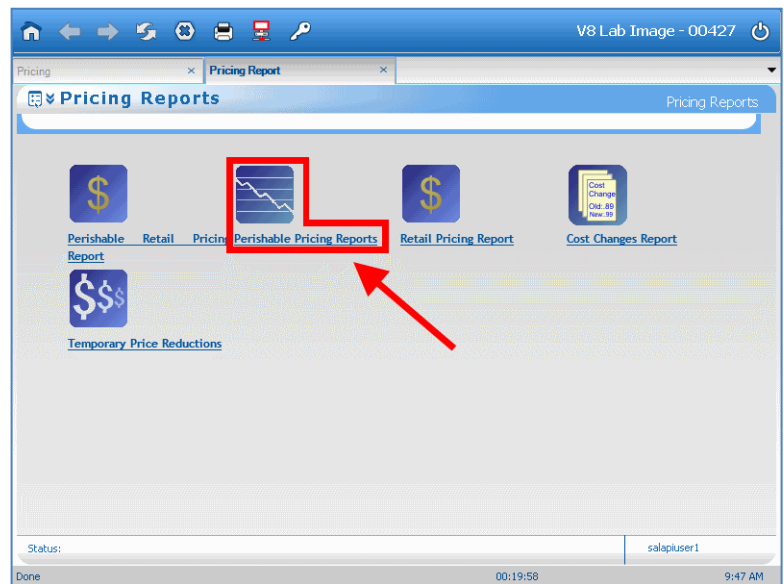
Item Description	Description of the item
PLU #	PLU code of the item
Item #	Save A Lot order number
Size	Size and unit of measure
Pack	Quantity of items per case
Selling Unit	Shows if item is sold by weight or quantity
Cost	Case quantity cost of item
GP%	Percentage of gross profit
Old Retail	Current quantity/price of item
New Retail	New quantity/price of item, if different from old
Price Eff Date	Last date of price change

- To sort the report in ascending or descending order by **Item Description**, **PLU**, or **Item #**, click the  button next to the corresponding column header
- To return to the default sort of the report: click the **Submit** button again
- To print a copy, click on the  button

Perishable Pricing Reports

Perishable pricing reports allow the store to review and print perishables pricing guides for the current or upcoming week

- Click **Perishable Pricing Reports**

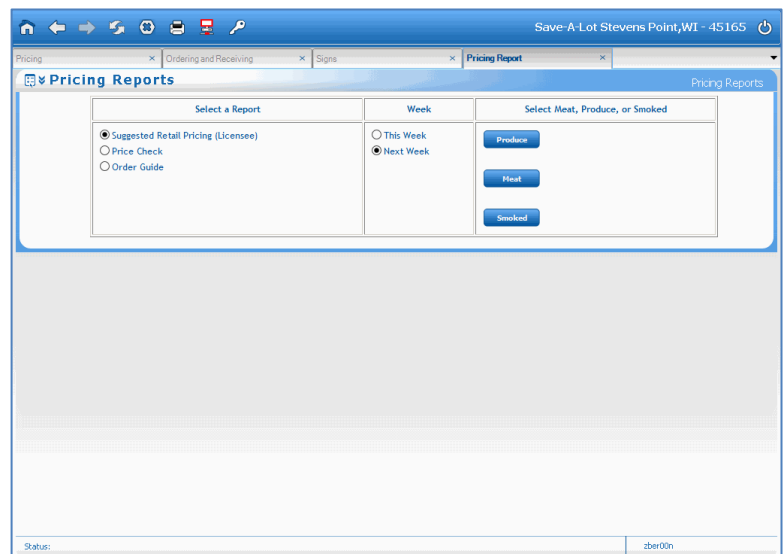


Suggested Retail Pricing (Retail Partners)

- Select the radio button next to **Suggested Retail Pricing (Licensee)**
- Click the radio button next to the desired date range

NOTE: Pricing for the upcoming week becomes available on Thursday afternoons

- Select the perishable type
 - o Produce
 - o Meat
 - o Smoked



Price Check

The **Price Check Report** allows you to enter up to two competitor stores to assist in competitive pricing

- Click the radio button next to **Price Check**
- Click the radio button next to the desired date range

NOTE: Pricing for the upcoming week becomes available on Thursday afternoons

- Select the perishable type
 - o Produce
 - o Meat
 - o Smoked

Item #	Description	Type	Unit	CP	SAL Retail	Regular	TPR/SALE	Regular	TPR/SALE
61170	Produce - No Order Needed				Ⓢ				
64500	APPLES, GALA 3# BAG	C	Ea	12	1 @ 1.99				
67650	APPLES, GOLD 3# BAG	C	Ea	12	1 @ 1.99				
64515	APPLES, GOLD DEL W/XF(80 SIZE)	C	Lb.	28	1 @ 0.99				
63410	APPLES, GRN SMITH 3# BAG	C	Ea	12	1 @ 2.49				
63430	APPLES, RED DEL 3# BAG	C	Ea	12	1 @ 1.49				
64505	APPLES, RED DEL W/XF (88 SIZE)	C	Lb.	28	1 @ 0.69				
67455	APPLES, ORANGE MND 4 LB. BAG	C	Ea	10	1 @ 2.99				
74290	AVOCADO, HAAS	C	Ea.	90	1 @ 0.69				
63470	BANANAS, COLOR	C	Lb	40	1 @ 0.39				
65350	BANANAS, TURNER	C	Lb.	40	1 @ 0.39				
67360	BANANAS-PLAINTAINS	E/R	Ea	70	3 @ 0.99				
Survey	BROCCOLI FLORETS	SB	Ea	9	1 @ 0.99				
Survey	BROCCOLI SLAW	SB	Ea	9	1 @ 0.99				
66600	BROCCOLI, 18 SIZE WRAPPED	C	Ea	24	1 @ 0.99				
69490	BROCCOLI, ICED 14 COUNT	C	Ea	14	1 @ 0.99				
63490	CABBAGE	C	Lb.	50	1 @ 0.49				
66456	CABBAGE, WRAPPED 18-22CT AVG.	C	Lb.	50	1 @ 0.49				
63500	CARROTS, 2# BAG	C	Bag	24	1 @ 0.99				
66950	CARROTS, MINI 1# BAG	C	Ea	24	1 @ 0.99				
67260	CAULIFLOWER	C	Ea	12	1 @ 1.79				
Survey	CAULIFLOWER FLORETS 9 OZ.BAG	SB	Ea.	9	1 @ 0.99				

Item #	Save A Lot order book code
Description	Item description
Type	Indicates the state or country of origin for produce; package size or cut (meat)
Unit	Indicates if item is sold by weight or by unit; indicates package size (meat)
CP	Case pack
SAL Retail	Save A Lot suggested retail for the current week
Regular	Competitor's everyday price
TPR/Sale	Competitor's temporary price reduction or sale price

- To print a copy, click the printer icon  in the toolbar at the top of the page

Order Guide

The **Order Guide Report** provides a format to enter by hand the current inventory and desired produce or meat orders. Click the radio button next to **Order Guide** in the **Select A Report** column

- Click the radio button next to the desired date range in the **Week** column
 - The next week's pricing becomes available on Thursday afternoons
- Select
 - Produce
 - Meat
 - Smoked

St. Louis				Delivery Date:		Delivery Date:		Delivery Date:		Delivery Date:	
Item #	Description	Type	Case Pack	Inventory	Order	Inventory	Order	Inventory	Order	Inventory	Order
61170	Produce - No Order Needed										
64500	APPLES,GALA 3# BAG	C	12								
67650	APPLES,GOLD 3# BAG	C	12								
64515	APPLES,GOLD DEL VXF(80 SIZE)	C	28								
63410	APPLES,GRN SMITH 3# BAG	C	12								
63430	APPLES,RED DEL 3# BAG	C	12								
64505	APPLES,RED DEL VXF (88 SIZE)	C	28								
67455	APPLES/ORANGE MXD 4 LB.BAG	C	10								
74290	AVOCADO, HAAS	C	90								
63470	BANANAS,COLOR	C	40								
65350	BANANAS,TURNER	C	40								
67360	BANANAS-PLAINTAINS	E/R	70								
Survey	BROCCOLI FLORETS	SB	9								
Survey	BROCCOLI SLAW	SB	9								
66600	BROCCOLI, 18 SIZE WRAPPED	C	24								
69490	BROCCOLI,ICED 14 COUNT	C	14								
63490	CABBAGE	C	50								
66456	CABBAGE,WRAPPED 18-22CT AVG.	C	50								
63500	CARROTS, 2# BAG	C	24								
66950	CARROTS, MINI 1# BAG	C	24								
67260	CAULIFLOWER	C	12								
Survey	CAULIFLOWER FLORETS 9.07.BAG	SB	9								

- The **Order Guide** report, when printed, allows you to enter current inventory and order quantity needed for up to four deliveries.

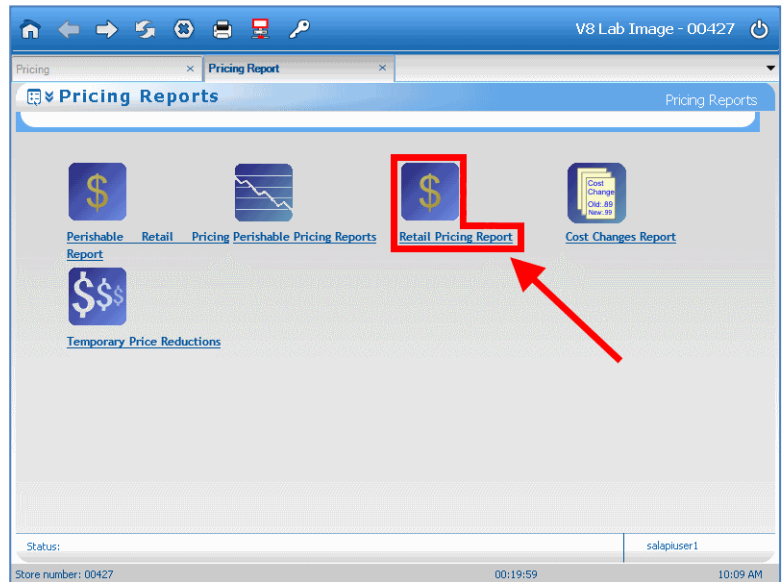
Item #	Save A Lot order book code
Description	Item description
Type	Indicates the state or country of origin for produce; package size or cut for meat
Case Pack	Sellable units per case

- To print a copy, click the printer icon  in the toolbar at the top of the page

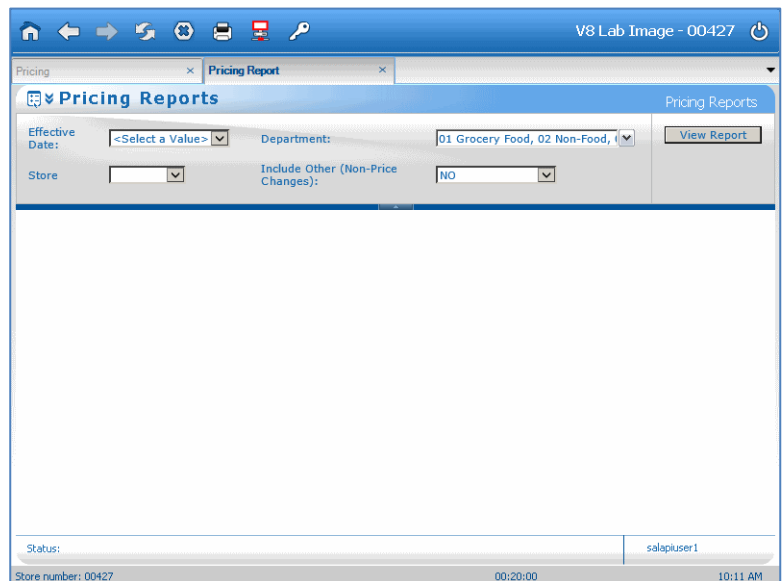
Retail Pricing Report

Displays all new items and price changes occurring since a certain date

- Click **Retail Pricing Report**



Effective Date	Displays the Cost-Effective Dates
Department	Choose departments using the drop-down. By default, all departments are selected.
Store	The store selection cannot be changed
Include Other (Non-Cost Changes)	By default, item changes that are not "new" or "cost" are not displayed on the retail pricing report.



NOTE: If no items within a selected department have changes within the effective date range, the department will not be displayed on the report

- After configuring your report click **View Report**

Navigation icons: Home, Back, Forward, Refresh, Print, Mail, Key.

Bridgeton, MO - 00423

Pricing | Mail | Pricing Report

Pricing Reports

Effective Date: 09/25/2017 Department: 12 Bakery, 13 Health and Beauty View Report

Store: 423 - Bridgeton, MO Include Other (Non-Price Changes): NO

1 of 1 100% Find | Next

Retail Pricing Report - SAL #423 - Bridgeton, MO

Effective: 9/19/2017 - 9/25/2017

Departments: 12,13

[Show All UPC's](#)



Item Code	Item Description	Pack	Size	Dept	Class	Retail	+/-	GP %	First UPC	UPC Count	Type	Effective	Source	Vendor
2355	SBY SOM MNT CHOC DRZLE CKIE	12	7.75 OZ	12	094	\$2.49		20%	89593900181	1	NEW	09/23/2017	Save-A-Lot	
2363	SBY SARAH SPICE POUND CAKE	12	12 OZ	12	094	\$2.99		30%	81089302700	1	NEW	09/23/2017	Save-A-Lot	
2364	SBY SARAH PUMPKIN POUND CAKE	12	12 OZ	12	094	\$2.99		30%	81089302704	1	NEW	09/23/2017	Save-A-Lot	
2402	SBY GK BLU/WHITE MINI CPCAKES	16	10 OZ	12	094	\$2.49		24%	1099530004	1	NEW	09/23/2017	Save-A-Lot	
13045	SBY BKFR 8" PUMPKIN PIE BOXED	6	22 OZ	12	094	\$2.99	\$1.50	18%	7731708724	1	PRICE	09/23/2017	Save-A-Lot	
13046	SBY BKFR PECAN 8" PIE	6	22 OZ	12	094	\$3.99	\$2.00	20%	7731708732	1	PRICE	09/23/2017	Save-A-Lot	
13047	SBY BKFR 8" SWEET POTATO PIE	6	22 OZ	12	094	\$2.99	\$1.50	18%	7731708756	1	PRICE	09/23/2017	Save-A-Lot	
35031	HONEY BUN CREME CAKE	8	26 OZ	12	094	\$4.49	\$0.50	20%	5193335031	2	PRICE	09/23/2017	Save-A-Lot	

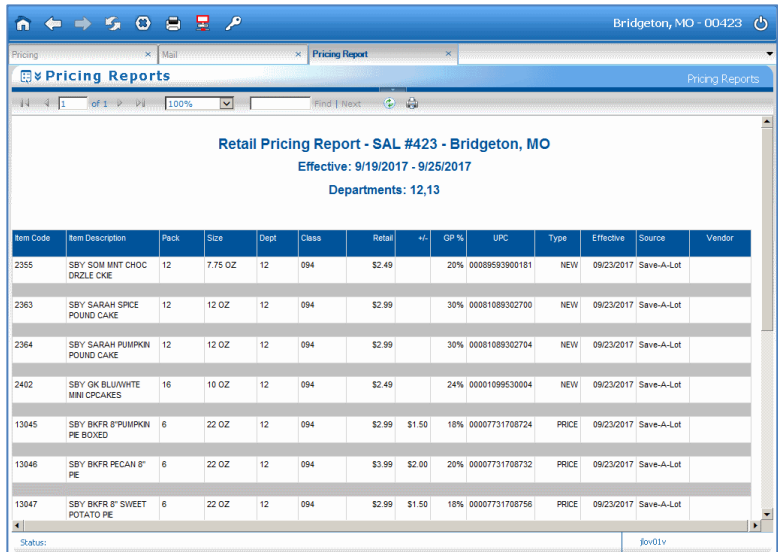
Status: jlov01v

- The report will display all new items and price changes occurring within the effective date range selection
- The effective date is the first day the item began shipping from the distribution center
- Items in the report can be sorted by clicking the up/down arrows in the column header

Item Code	SAL item code
Item Description	Item description
Pack	Item case pack
Size	Item unit size and unit of measure
Dept	Department number
Class	Commodity class / Subdepartment number
Retail	Item unit retail qty and retail price
+/-	Item unit retail dollar variance (increase or decrease) from the previous effective retail
GP %	Item unit gross profit percentage
First UPC	Only the first UPC associated with an item in the SAL pricing system is displayed. Click the underlined UPC number to view additional UPCs (if available – see UPC count below).
UPC Count	The number of UPCs associated with the item in the SAL pricing system.
Type	Maintenance type identifier: new, price or other
Effective	Effective date of the price change
Source	SAL or DSD
Vendor	DSD vendor ID number, not applicable for SAL (DC) items

- To sort multiple columns, hold the shift key, then click the up/down arrows on columns to sort

- To view all UPCs associated with the items displayed in the retail pricing report, click the **Show All UPCs** link
- Click  to return to the **Retail Pricing Report** home screen
- Click  to print the report



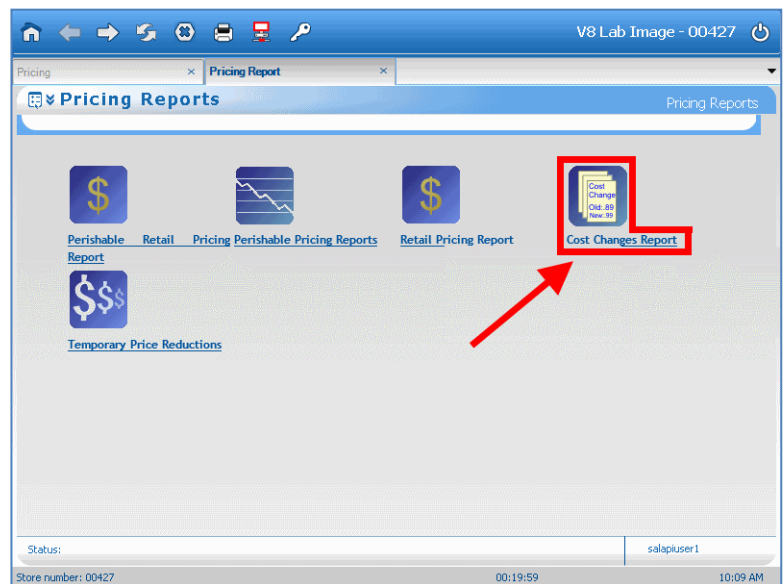
Retail Pricing Report - SAL #423 - Bridgeton, MO
Effective: 9/19/2017 - 9/25/2017
Departments: 12,13

Item Code	Item Description	Pack	Size	Dept	Class	Retail	+/-	GP %	UPC	Type	Effective	Source	Vendor
2355	SBY SOM MNT CHOC DRZLE CKE	12	7.75 OZ	12	094	\$2.49		20%	0008959300181	NEW	09/23/2017	Save-A-Lot	
2363	SBY SARAH SPICE POUND CAKE	12	12 OZ	12	094	\$2.99		30%	00081089302700	NEW	09/23/2017	Save-A-Lot	
2364	SBY SARAH PUMPKIN POUND CAKE	12	12 OZ	12	094	\$2.99		30%	00081089302704	NEW	09/23/2017	Save-A-Lot	
2402	SBY OK BLUWHTE MINI CPKAKES	16	10 OZ	12	094	\$2.49		24%	00001099530004	NEW	09/23/2017	Save-A-Lot	
13045	SBY BKFR 8"PUMPKIN PE BOXED	6	22 OZ	12	094	\$2.99	\$1.50	18%	00007731708724	PRICE	09/23/2017	Save-A-Lot	
13046	SBY BKFR PECAN 8" PE	6	22 OZ	12	094	\$3.99	\$2.00	20%	00007731708732	PRICE	09/23/2017	Save-A-Lot	
13047	SBY BKFR 8" SWEET POTATO PE	6	22 OZ	12	094	\$2.99	\$1.50	18%	00007731708756	PRICE	09/23/2017	Save-A-Lot	

Cost Changes Report

Displays new items and changes in cost of existing items within a specified date range

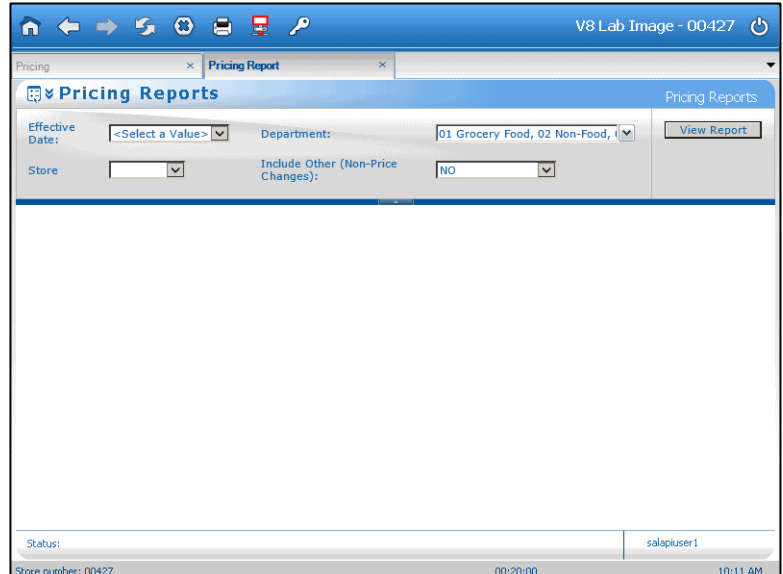
- Click **Cost Changes Report**



Effective Date	Displays the Cost-Effective Dates
Department	Choose departments using the drop-down. By default, all departments are selected.
Store	Cannot be changed
Include Other (Non-Cost Changes)	By default, item changes that are not "new" or "cost" are not displayed on the retail pricing report.

NOTE: If no items have changes within the effective date range department will not be displayed on the report

- After configuring your report click the **View Report** button



Trainer Lab #2 - 00416

Pricing Reports

Effective Date: 09/25/2013 Department: 01 Grocery Food, 02 Non-Food, View Report

Store: 416 - ST. LOUIS MO SAVE-A-LOT Include Other (Non-Cost Changes): NO

1 of 14 100% Find Next

Cost Changes Report - SAL #416 - ST. LOUIS MO SAVE-A-LOT

Effective: 9/19/2013 - 9/25/2013

Departments: All

Item Code	Item Description	Dept	Class	Pack	Size	Old Cost	New Cost	+/-	Type	Effective	Source	Vendor
12886	SBY PREGO MIXED PALLET	01	006	792	24 OZ	1,188.00	1,116.72	-71.28	COST	09/21/2013	Save-A-Lot	
14056	SBY PREGO TRADITNL PSTA SCE	01	006	12	24 OZ	18.00	16.92	-1.08	COST	09/21/2013	Save-A-Lot	
14057	SBY PREGO MEAT PASTA SAUCE	01	006	12	24 OZ	18.00	16.92	-1.08	COST	09/21/2013	Save-A-Lot	
14062	SBY PREGO MUSHROOM PSTA SCE	01	006	12	24 OZ	18.00	16.92	-1.08	COST	09/21/2013	Save-A-Lot	
41720	SBY STOVE TOP STUFFING PLT	01	006	768	6 OZ	844.80	729.00	-115.80	COST	09/21/2013	Save-A-Lot	
43172	SBY KRAFT MAC & CHEESE PLT	01	006	1516	2.05 OZ	1,334.08	1,349.24	15.16	COST	09/21/2013	Save-A-Lot	
45157	SBY BETTY CROCKER MASHED SHP	01	006	75	6.6 OZ	67.50	69.00	1.50	COST	09/21/2013	Save-A-Lot	
45433	SBY KRAFT MIXED MAC SHP	01	006	72	5.5 OZ	63.36	64.08	0.72	COST	09/21/2013	Save-A-Lot	
45606	SBY KRAFT EASY MAC CUP SHP	01	006	130	2.05 OZ	114.40	115.70	1.30	COST	09/21/2013	Save-A-Lot	
46025	SBY STOVE TOP CHICKEN SHP	01	006	84	6 OZ	92.40	79.80	-12.60	COST	09/21/2013	Save-A-Lot	
46026	SBY STOVE TOP CORNBREAD	01	006	84	6 OZ	92.40	79.80	-12.60	COST	09/21/2013	Save-A-Lot	

Status: sklu006

Store number: 00416 00:20:00 11:42 AM

- The effective date is the first day the item began shipping from the distribution center.
- Items in the report can be sorted by clicking the up/down arrows in the column header.

Item Code	SAL item code
Item Description	Item description
Dept	Department number
Class	Commodity class / Subdepartment number
Pack	Item case pack
Size	Item unit size and unit of measure
Old Cost	Previous effective cost of the item
New Cost	Item cost based on the effective date displayed
+/-	Item cost variance (increase or decrease) from the previous effective cost
Type	Maintenance type Identifier: new, cost or other
Effective	Effective date of the change
Source	SAL or DSD
Vendor	DSD vendor ID number, not applicable for SAL (DC) items

- To sort multiple columns press and hold the **shift** key, then click the up/down arrows on each column to sort, in the order you wish to view them
- To print a copy, click the printer icon in the toolbar at the top of the page

Temporary Price Reduction

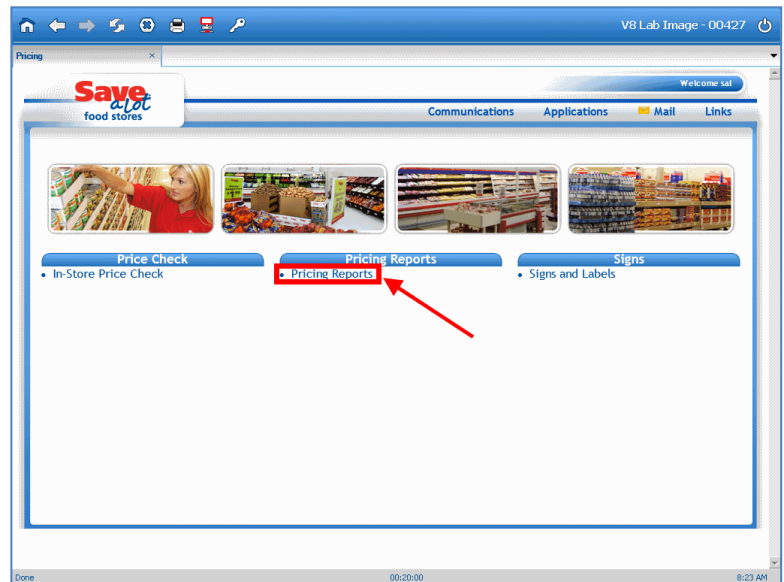
Used to adjust special pricing for excessive quantity items or slow-moving special buy items that will not be re-ordered or do not have additional release dates

Overview

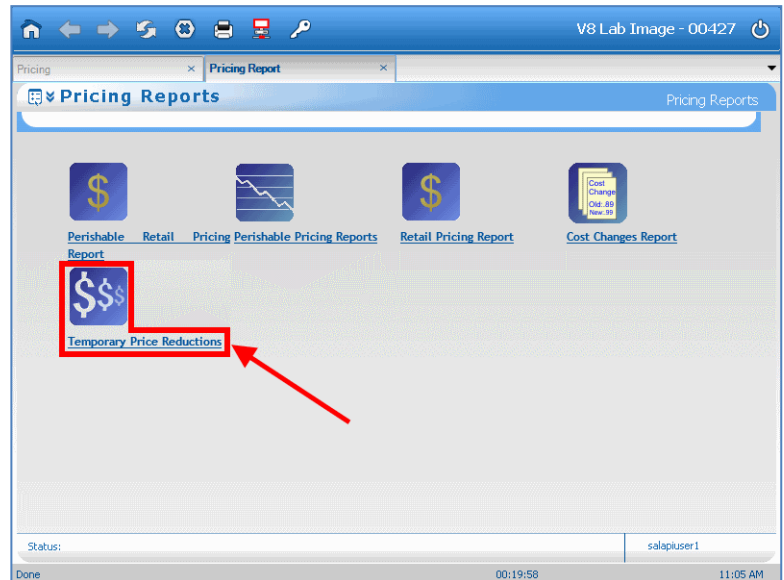
- When should I use the TPR application?
 - For excess quantity or slow-moving Special Buy items that will not be reordered and do not have additional release dates
 - TPR should not be used for everyday or DSD items
- What day of the week should I use TPR?
 - Though TPR can be used at any time, planning your price reductions so that they are all entered on the same day of the week will make monitoring and management of reduction activations and expirations much more efficient
 - Save A Lot recommends doing TPR the day before your weekly price changes so that batches, signs, mark ups/downs can be run together as the most effective day of the week to make your TPR entries
- Price reductions entered into this application are not immediate
 - Entries completed by 10pm central time will create a unique POS markdown batch that will be available to execute by 6am (local time) on the following day
 - For this reason, you must plan your markdowns in advance
- Price reductions will be considered temporary
 - Price reduction entries will expire thirty (30) days from the date the markdown was made available to the store (the day following its creation)
 - After thirty days a new batch will be created. When executed, this batch will set the item to the current retail price
- Price reduction batches can be “expired” earlier than the 30-day initial markdown date
 - Price reduction entries will create a unique POS expiration batch that will be available to execute by 6am on the following day
 - They are not immediate. You must plan your early expirations in advance
- Corresponding signs or tags must be requested, printed, and displayed in coordination with executing both price reduction and expiration batches
- Markup/markdown count sheets will be created and need to be completed for each price reduction and expired price reduction
- Produce and meat items are excluded from markup/markdown
- You must use the ID Loss system to capture the shrink impact of the TPR

Entering a New Temporary Price Reduction

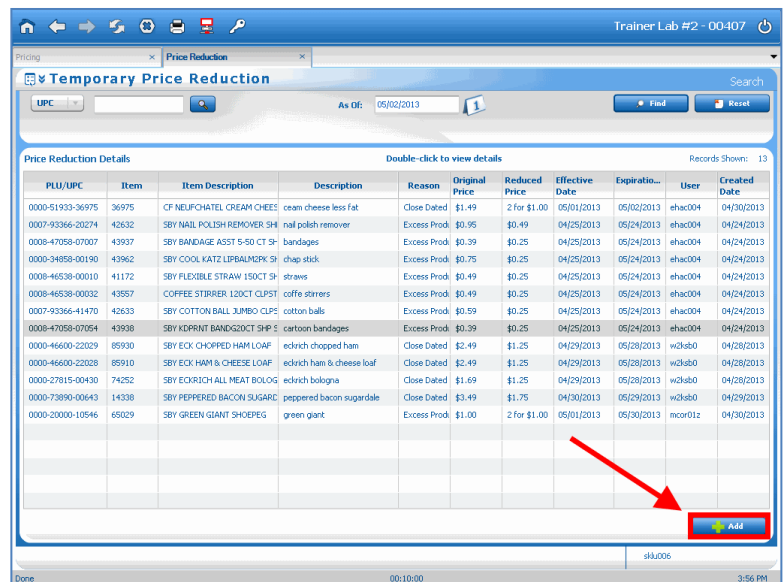
- Click Pricing Reports



- Click Temporary Price Reductions



- Click the Add button



- The **Add Price Reduction** box appears
- Choose an option from the drop-down menu (**UPC**, **PLU**, or **Item #**) and enter the number in the adjacent field
- Press Tab key twice or click in the **Description** field to continue

- A list appears of items associated with the number you entered
- All of these UPCs will be updated with your price reduction. Verify that you have entered the correct item before proceeding

Size	Review item size to validate that you have selected the correct item
Effective Date	This cannot be changed; the system automatically selects the next business day as the date the reduced price will become available in a POS batch for execution. The effective date will not change regardless of when the reduced-price batch is executed
Expiration Date	This cannot be changed; the date is automatically selected as 30 days from the effective date. On this date a POS batch will become available for execution that will change the reduced price to the current price. The effective date will not change regardless of when the reduced-price batch is executed

- Enter a **Description**
 - o This description will be part of the POS markdown batch, helping you Identify the contents of the batch
- The **Description** can be a maximum of 20 characters
- This **Description** also helps identify price reduction activity on the price reduction summary screen

Add Price Reduction

UPC: 00005193317330
17330 - HICKORY BBQ SAUCE

Size: 28 OZ
Effective Date: 02/11/2012
Expiration Date: 03/11/2012

Description: TPR Kurtz Sauce

Reduction Reason: Select a reason

Current Price: \$1.49
Reduced Price: 1 for \$ 0.00

UPC	Description
0000-51933-17330	HICKORY BBQ SAUCE

Created Date:
Last Modified:

Reset Save/Repeat Save Cancel

- Select a **Reduction Reason**. Each price reduction must be assigned a reduction reason code. These are the same [reason codes used by the ID loss application](#).

Add Price Reduction

UPC: 00005193317330
17330 - HICKORY BBQ SAUCE

Size: 28 OZ
Effective Date: 02/11/2012
Expiration Date: 03/11/2012

Description: TPR Kurtz Sauce

Reduction Reason: Select a reason

Current Price: Select a reason
Reduced Price: Out of Code/Spec (Expired)

UPC	Description
0000-51933-17330	HICKORY BBQ SAUCE

Created Date:
Last Modified:

Reset Save/Repeat Save Cancel

- The current price field displays the present **POS retail price** of the item
- In the **Reduced Price** field confirm the quantity, then enter the reduced price
- A decimal point is not required in the \$ field

Add Price Reduction

UPC: 00005193317330
17330 - HICKORY BBQ SAUCE

Size: 28 OZ
Effective Date: 02/11/2012
Expiration Date: 03/11/2012

Description: TPR Kurtz Sauce

Reduction Reason: Quality

Current Price: \$1.49
Reduced Price: 1 for \$ 0.00

UPC	Description
0000-51933-17330	HICKORY BBQ SAUCE

Created Date:
Last Modified:

Reset Save/Repeat Save Cancel

- Click **Reset** to reset all fields and start over
 - o Entries will not be saved.
- Click **Save/Repeat** to save the current entries and add another price reduction to the same TPR batch.
- Click **Save** to save the current entries and return to the price reductions home screen.
- Click **Cancel** to return to the price reductions home screen without saving.

Add Price Reduction

UPC

00005193317330

17330 - HICKORY BBQ SAUCE

Size: 28 OZ

Effective Date: 02/11/2012

Expiration Date: 03/11/2012

Description: TPR Kurtz Sauce

Reduction Reason: Quality

Current Price: \$1.49

Reduced Price: 1 for \$ 0.89

UPC	Description
0000-51933-17330	HICKORY BBQ SAUCE

Created Date:

Last Modified:

Reset

Save/Repeat

Save

Cancel

Activating the Temporary Price Reduction

A host batch for your TPR entry will become available on the “effective date” (the day after you created the entry).

- Execute the price reduction batch
 - o This batch must be executed in ISS45 host batch file maintenance (the same procedure as weekly batch file execution) for the reduced price to become active in the POS; this batch will *not* auto-execute.
 - o The batch will have a unique name that is prefixed with TPR: followed by the description you entered when creating the price reduction. Example: TPR: Maxwell house coffee.
 - o For assistance in executing host batch files please see PLU Batch Execution in the ISS45 User Guide
- Print and hang related signs or tags
 - o In coordination with executing the price reduction batch you must also request and print a sign or tag that represents the new price for reduced item. This is performed through the normal print replacement sign/tag process.
 - o You must enter the TPR effective date when requesting the sign or tag to get the correct price to print.
 - o For assistance in requesting a replacement sign or tag please see [Signs and labels](#)
- Enter Markup/Markdown counts
 - o Any price reduction will create a markup/mark down count sheet that must be recorded. The markup/mark down count sheet notification will appear on the effective date of the price reduction. Counts should be entered as part of the price reduction process.
 - o For assistance in completing a markup/markdown please see [Markdown](#)
 - o Perishable items are excluded from markup markdown count sheets. Counts are completed during perishable inventory at period end.

Activating the Temporary Price Reduction Expiration

Price reduction entries will expire thirty (30) days from the effective date. At this time a new host batch will be available.

- Execute the price expiration batch
 - o This batch must be executed in ISS45 host batch file maintenance (the same procedure as weekly batch file execution) for the current corporate retail price to become active in the POS; this batch will *not* auto-execute.
 - o The batch will have a unique name that is prefixed with TPR: followed by the description you entered when creating the price reduction. Example: **TPR: Maxwell house coffee.**
 - o For assistance in executing host batch files please see [PLU Batch Execution](#).
- Print and hang related signs or tags
 - o In coordination with executing the price reduction batch you must also request and print a sign or tag that represents the new price for the item. This is performed through the normal print replacement sign/tag process.
 - o For assistance in requesting a replacement sign or tag please see [Signs and labels](#)
- Enter markup/markdown counts
 - o Any price change will create a markup/mark down count sheet that must be recorded. The markup/mark down count sheet notification will appear on the expiration date of the price reduction. Counts should be entered as part of the price change process.
 - o For assistance in completing a markup/markdown please see [Markdown](#).
 - o Perishable items are excluded from markup markdown count sheets. Counts are completed during perishable inventory at period end.

Extending Temporary Price Reductions

- You can extend a price reduction provided the expiration date has not been reached
- Extending a price reduction will create a new expiration date 30 days from the date you extended it
- Double click the correct row for the price reduction you want to extend on the **Price Reduction Details** screen

Trainer Lab #2 - 00407

Temporary Price Reduction

As Of: 05/02/2013

Search

Price Reduction Details

Double-click to view details

Records Shown: 13

PLU/UPC	Item	Item Description	Description	Reason	Original Price	Reduced Price	Effective Date	Expiration...	User	Created Date
0000-51933-36975	36975	OF NEUFCHÂTEL CREAM CHEESE	cream cheese less fat	Close Dated	\$1.49	2 for \$1.00	05/01/2013	05/02/2013	ehac004	04/24/2013
0007-93366-20274	42632	SBY NAIL POLISH REMOVER SH	nail polish remover	Excess Prod.	\$0.95	\$0.49	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-47058-07007	43937	SBY BANDAGE ASST 5-50 CT SH	bandages	Excess Prod.	\$0.39	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-34859-00190	43962	SBY COOL KATZ LIPBALMPK SH	chap stick	Excess Prod.	\$0.75	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-46530-00010	41172	SBY FLEXIBLE STRAW 150CT SH	straws	Excess Prod.	\$0.49	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-46530-00032	43957	COFFEE STIRRER 120CT CLPST	coffee stirrers	Excess Prod.	\$0.49	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0007-93366-41470	42633	SBY COTTON BALL JUMBO CLPS	cotton balls	Excess Prod.	\$0.59	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-47058-07054	43938	SBY KIDPRINT BAND20CT SHP S	cartoon bandages	Excess Prod.	\$0.39	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-46600-22029	85930	SBY ECK CHOPPED HAM LOAF	edrich chopped ham	Close Dated	\$2.49	\$1.25	04/29/2013	05/28/2013	w2hsb0	04/28/2013
0000-46600-22028	85910	SBY ECK HAM & CHEESE LOAF	edrich ham & cheese loaf	Close Dated	\$2.49	\$1.25	04/29/2013	05/28/2013	w2hsb0	04/28/2013
0000-27815-00430	74252	SBY ECKRICH ALL MEAT BOLOG	edrich bologna	Close Dated	\$1.69	\$1.25	04/29/2013	05/28/2013	w2hsb0	04/28/2013
0000-73890-00643	14338	SBY PEPPERED BACON SUGARC	peppered bacon sugardale	Close Dated	\$3.49	\$1.75	04/30/2013	05/29/2013	w2hsb0	04/29/2013
0000-20000-10546	65029	SBY GREEN GIANT SHOEPG	green giant	Excess Prod.	\$1.00	2 for \$1.00	05/01/2013	05/30/2013	mcor012	04/30/2013

Done 00:09:59 3:57 PM

- The **Edit Price Reduction Details** box appears
- Verify you have selected the correct item (note the current expiration date), and then click **Extend**

Edit Price Reduction Details

Item: 17330 - HICKORY BBQ SAUCE

Size: 28 OZ

Effective Date: 03/17/2012

Expiration Date: 04/15/2012

Description: TPR Kurtz Sauce

Reduction Reason: Quality

Current Price: \$1.49

Reduced Price: \$0.89

UPC	Description
0000-51933-17330	HICKORY BBQ SAUCE

Created Date: 03/16/2012 09:59 AM

Last Modified:

Extend Expire Close

- Click **Yes** at the prompt to confirm the reduction extension
- The system will extend the reduction to 30 days from today (not an additional 30 days from the original expiration date).
- This will extend the TPR for all items in the initial TPR batch. You may not extend individual items from within the batch

Confirmation

Are you sure you want to extend the price reduction?

Yes No

- When complete, you are returned to the **Edit Price Reduction Details** box
- Note the new expiration date
- Click **Close** to return to the **Price Reduction Details** screen

Item:

17330 - HICKORY BBQ SAUCE

Size:

28 OZ

Effective Date:

03/17/2012

Expiration Date:

04/24/2012

Description:

TPR Kurtz Sauce

Reduction Reason:

Quality

Current Price:

\$1.49

Reduced Price:

\$0.89

UPC	Description
0000-51933-17330	HICKORY BBQ SAUCE

Created Date:

03/16/2012 09:59 AM

Last Modified:

03/26/2012 09:44 AM

Extend

Expire

Close

Expiring a Temporary Price Reduction Early

- Expiring a price reduction will set the retail price of the item to its current corporate suggested retail price
- You can expire a price reduction earlier than its current expiration date
- Expiring a price reduction will expire the price reduction the day after your request is submitted
- Double click the row for the price reduction you want to expire on the price reduction details screen

Trainer Lab #2 - 00407

Price Reduction

Temporary Price Reduction

UPC

As Of: 05/02/2013

Find

Reset

Price Reduction Details

Double-click to view details

Records Shown: 13

PLU/UPC	Item	Item Description	Description	Reason	Original Price	Reduced Price	Effective Date	Expiration...	User	Created Date
0000-51933-36975	36975	CF NEUFCHATEL CREAM CHEESE	cream cheese less fat	Close Dated	\$1.49	2 for \$1.00	05/01/2013	05/02/2013	ehac004	04/30/2013
0007-93366-20274	42632	SBY NAIL POLISH REMOVER SH	nail polish remover	Excess Prod.	\$0.95	\$0.49	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-47059-07007	43937	SBY BANDAGE ASST 5-50 CT SH	bandages	Excess Prod.	\$0.39	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-34659-00190	43962	SBY COOL KATZ LIPBALMPNK SH	chap stick	Excess Prod.	\$0.75	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-46538-00010	41172	SBY FLEXIBLE STRAW 150CT SH	straws	Excess Prod.	\$0.49	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-46538-00032	43957	COFFEE STIRRER 120CT CLPST	coffee stirrers	Excess Prod.	\$0.49	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0007-93366-41470	42633	SBY COTTON BALL JUMBO CLPS	cotton balls	Excess Prod.	\$0.59	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-47059-07054	43938	SBY KPRINT BANDGDOCT SHP S	cartoon bandages	Excess Prod.	\$0.39	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-46600-22029	85930	SBY ECK CHOPPED HAM LOAF	edrich chopped ham	Close Dated	\$2.49	\$1.25	04/29/2013	05/28/2013	w2k80	04/28/2013
0000-46600-22028	85910	SBY ECK HAM & CHEESE LOAF	edrich ham & cheese loaf	Close Dated	\$2.49	\$1.25	04/29/2013	05/28/2013	w2k80	04/28/2013
0000-27815-00430	74252	SBY ECKRICH ALL MEAT BOLOG	edrich bologna	Close Dated	\$1.69	\$1.25	04/29/2013	05/28/2013	w2k80	04/28/2013
0000-73890-00643	14338	SBY PEPPERED BACON SUGAR	peppered bacon sugardate	Close Dated	\$3.49	\$1.75	04/30/2013	05/29/2013	w2k80	04/29/2013
0000-20000-10546	65029	SBY GREEN GIANT SHOEPG	green giant	Excess Prod.	\$1.00	2 for \$1.00	05/01/2013	05/30/2013	mcor012	04/30/2013

Add

Done

00:09:59

slk006

3:57 PM

- The **Edit Price Reduction** details box appears
- Verify you have selected the correct item (note the current **Expiration Date**), and then click **Expire**

Edit Price Reduction Details

Item: 17330 - HICKORY BBQ SAUCE

Size: 28 OZ

Effective Date: 03/17/2012

Expiration Date: 04/15/2012

Description: TPR Kurtz Sauce

Reduction Reason: Quality

Current Price: \$1.49

Reduced Price: \$0.89

UPC	Description
0000-51933-17330	HICKORY BBQ SAUCE

Created Date: 03/16/2012 09:59 AM

Last Modified:

Extend

Expire

Close

- Click **Yes** at the prompt to confirm the reduction's early expiration
- The system will set the **Expiration Date** to the next calendar day
- This will expire the TPR for all items in the initial TPR batch entry
- You may not select individual items from within the batch

Confirmation

!

Are you sure you wish to set the expiration date to today? The price will revert to the normal price tomorrow.

Yes

No

- When complete, you are returned to the **Edit Price Reduction Details** box
- Note the new **Expiration Date**
- Click **Close** to return to the price reduction details screen

Edit Price Reduction Details

Item: 17330 - HICKORY BBQ SAUCE

Size: 28 OZ

Effective Date: 03/17/2012

Expiration Date: 04/24/2012

Description: TPR Kurtz Sauce

Reduction Reason: Quality

Current Price: \$1.49

Reduced Price: \$0.89

UPC	Description
0000-51933-17330	HICKORY BBQ SAUCE

Created Date: 03/16/2012 09:59 AM

Last Modified: 03/26/2012 09:44 AM

Extend

Expire

Close

Items with a Progressive Markdown

Price reductions for special buy items in excess of 25 units should follow the guideline of 20% off original retail price. Additional markdowns should follow this same guideline to sell through the product

Example

Frankenberry® cereal Special Buy

Original retail price	\$4.00/unit
TPR 1 st markdown	\$3.20/unit
TPR additional markdown if necessary to move product	\$2.56/unit

- Reviewing Temporary Price Reduction Activity

Trainer Lab #2 - 00407

Temporary Price Reduction

UPC: [] As Of: 05/02/2013

Find Reset

Price Reduction Details Double-click to view details Records Shown: 13

PLU/UPC	Item	Item Description	Description	Reason	Original Price	Reduced Price	Effective Date	Expiration Date	User	Created Date
0000-51933-36975	36975	CF NEUFCHATEL CREAM CHEESE	cream cheese less fat	Close Dated	\$1.49	2 for \$1.00	05/01/2013	05/02/2013	ehac004	04/30/2013
0007-93366-20274	42632	SBY NAIL POLISH REMOVER SH	nail polish remover	Excess Prodi	\$0.95	\$0.49	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-47058-07007	43937	SBY BANDAGE ASST 5-50 CT 5H	bandages	Excess Prodi	\$0.39	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-34858-00190	43962	SBY COOL KATZ LIPBALM2PK 5H	chap stick	Excess Prodi	\$0.75	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-46538-00010	41172	SBY FLEXIBLE STRAW 150CT 5H	straws	Excess Prodi	\$0.49	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-46538-00032	43557	COFFEE STIRRER 120CT CLPST	coffe stirrers	Excess Prodi	\$0.49	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0007-93366-41470	42633	SBY COTTON BALL JUMBO CLPS	cotton balls	Excess Prodi	\$0.59	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0008-47058-07054	43938	SBY KDPNT BANDG20CT 5HP 5	cartoon bandages	Excess Prodi	\$0.39	\$0.25	04/25/2013	05/24/2013	ehac004	04/24/2013
0000-46600-22029	85930	SBY ECK CHOPPED HAM LOAF	eckrich chopped ham	Close Dated	\$2.49	\$1.25	04/29/2013	05/28/2013	w2ksb0	04/28/2013
0000-46600-22028	85910	SBY ECK HAM & CHEESE LOAF	eckrich ham & cheese loaf	Close Dated	\$2.49	\$1.25	04/29/2013	05/28/2013	w2ksb0	04/28/2013
0000-27815-00430	74252	SBY ECKRICH ALL MEAT BOLOG	eckrich bologna	Close Dated	\$1.69	\$1.25	04/29/2013	05/28/2013	w2ksb0	04/28/2013
0000-73890-00643	14338	SBY PEPPERED BACON SUGARDA	peppered bacon sugardale	Close Dated	\$3.49	\$1.75	04/30/2013	05/29/2013	w2ksb0	04/29/2013
0000-20000-10546	65029	SBY GREEN GIANT SHOEPEG	green giant	Excess Prodi	\$1.00	2 for \$1.00	05/01/2013	05/30/2013	mcor01z	04/30/2013

Add

sklu006

Done 00:10:00 3:59 PM

- The price reduction details screen allows you to review price reduction activity. Activity can be searched and displayed for specified periods of time or for specific items within a period of time
- Each of the column headers can be sorted by double-clicking the header name
- Review the price reduction details screen regularly to identify item price reduction expiration dates and plan your price change activities accordingly
- When initially entering the **Price Reduction Details** screen the UPC # field is blank and the **As Of:** date will contain today's date. All price reductions with an **Expiration Date** equal to or greater than the **As Of:** date will appear
- Example shown: The **As Of:** date is 05/02/2012. All reductions expiring on 05/02/2012 and beyond will display

Finding Price Reductions for Specific Items

The screenshot shows the 'Temporary Price Reduction' search interface. At the top, there is a search bar with a dropdown menu set to 'UPC'. To the right of the search bar is a date field labeled 'As Of:' with the value '03/26/2012' and a small calendar icon. Further right are two buttons: 'Find' and 'Reset'. The interface has a blue header bar with the title 'Temporary Price Reduction' and a 'Search' link in the top right corner.

- Click the **Reset** button to clear the items on the price reduction detail screen
- Enter the **UPC**, **item #**, or **PLU** that you are looking for
- If you are looking for price reduction activity that may have already expired use the calendar button to change the **As Of:** date
- Click **Find** and transactions that match your search criteria will display
- When ready to begin a new search click the **Reset** button

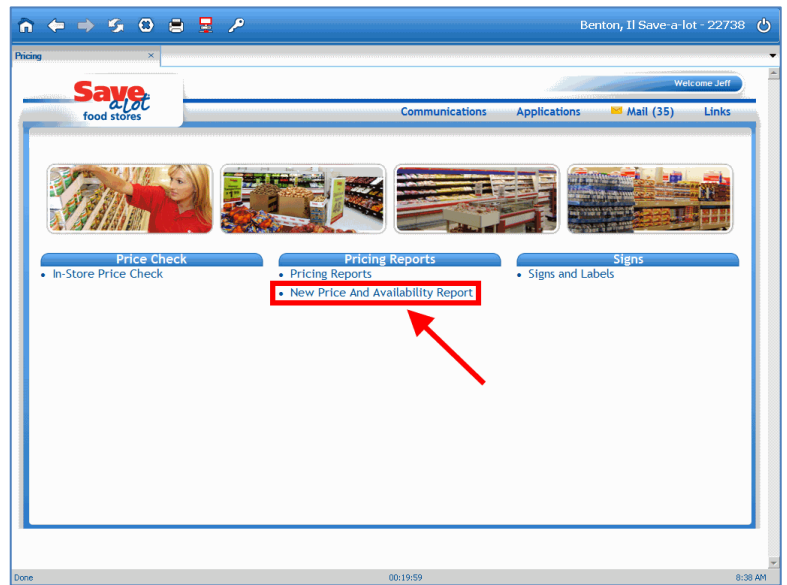
Finding Price Reductions Based on Effective Date

This screenshot shows the same 'Temporary Price Reduction' search interface as the previous one, but with a calendar pop-up open. The calendar is for March 2012, showing days from 4 to 31. The date '26' is highlighted. The 'As Of:' date field still shows '03/26/2012'. Below the search bar, there is a section titled 'Price Reduction Details' with a table. The table has columns: 'PLU/UPC', 'Item', 'Item Description', 'Description', 'Reason', 'Original Price', 'Expiration Date', 'User', and 'Created Date'. The table is currently empty. To the right of the table, it says 'Records Shown: 0'. There are also 'Find' and 'Reset' buttons at the top right of the interface.

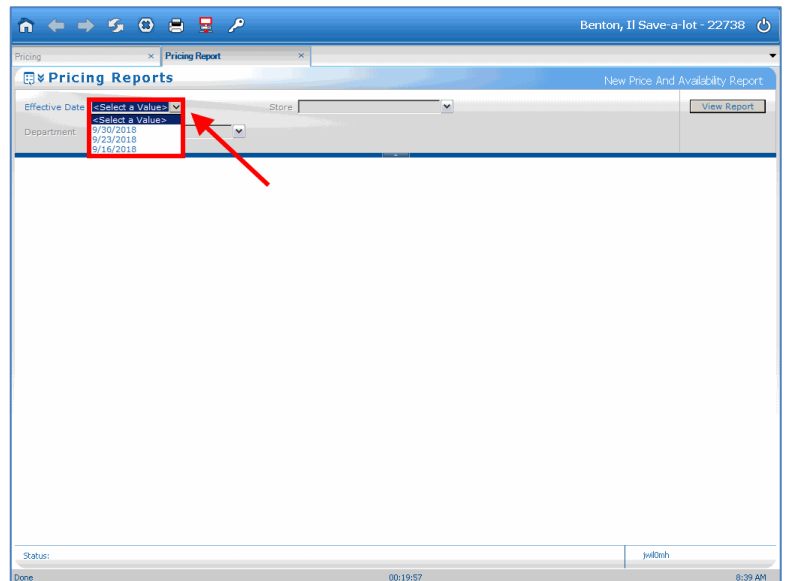
- Click the **Reset** button to clear the items on the **Price Reduction Detail** screen
- Click the calendar button to search for activity based on the **Effective Date** and beyond
- Click **Find** and transactions that match your search criteria will display
- To begin a new search, click the **Reset** button

New Price and Availability Report

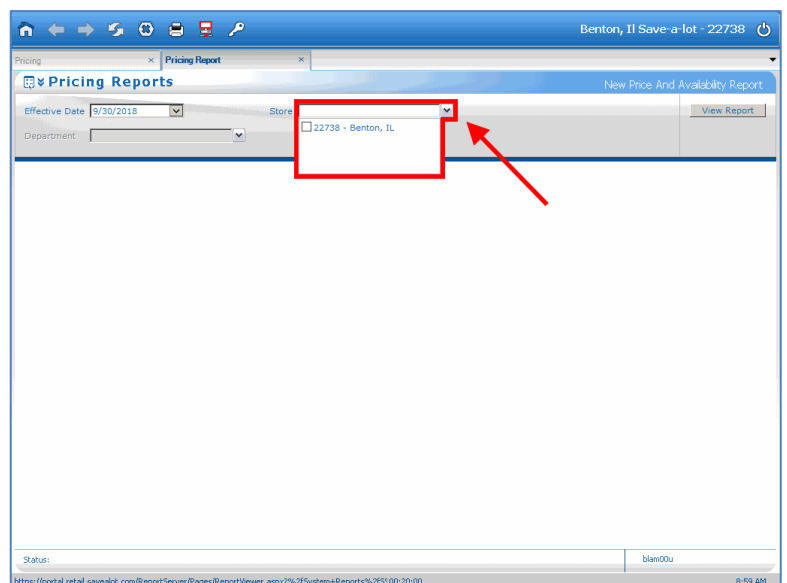
- Select **New Price and Availability Report**



- Select the **Effective Date** using the dropdown menu



- Select your store from the dropdown menu



- Select the **Department**
 - o All
 - o Meat
 - o Produce

The screenshot shows the 'Pricing Reports' window. The 'Effective Date' is set to 9/30/2018 and the 'Store' is 22738 - Benton, IL. The 'Department' dropdown menu is open, showing three options: '(Select All)', 'Meat', and 'Produce'. A red box highlights the dropdown menu, and a red arrow points to it.

The screenshot shows the 'Price and Availability Report' table. The table lists items with their descriptions, store numbers, distribution centers, case packs, units, old costs, new costs, unit prices, old retail prices, new retail prices, and gross profit percentages. The table is titled 'Price and Availability Report' and 'Week of: 9/30/2018 (Created 10/1/2018 8:42:18 AM)'. The table has 12 columns: Item, Description, Store, DC, CP, Unit, Old Cost, New Cost, Unit \$, Old Retail, New Retail, and GP. The table is filtered by Department: Meat, Produce.

Item	Description	Store	DC	CP	Unit	Old Cost	New Cost	Unit \$	Old Retail	New Retail	GP
19260	TRKY HEN HONEY FRZN	24577	STL	48	LBS	53.76	53.76	1.12	1	1.19	6%
19300	TRKY BRST BA HONEY FRZN	24577	STL	45	LBS	62.55	53.55	1.19	1	1.69	30%
22940	PORK BRISKET BONE	24577	STL	1	10 LBS	14.15	1.81	1.81	1	14.90	9%
22950	PORK RIBLETS 10#	24577	STL	1	10 LBS	10.15	10.30	10.30	1	16.90	39%
34383	BUTCHER CH BEER BRATWURST	24577	STL	12	19 OZ	33.00	33.00	2.75	1	3.49	21%
34384	BUTCHER CH ORIG BRATWURST	24577	STL	12	19 OZ	33.00	33.00	2.75	1	3.49	21%
34386	BUTCHER CH CHEDDAR BRATWURST	24577	STL	12	19 OZ	33.00	32.06	2.67	1	3.49	23%
34387	BUTCHER CH HOT ITALIAN SAUSG	24577	STL	12	19 OZ	33.00	31.84	2.65	1	3.49	11%
34388	BUTCHER CH MILD ITALIAN SAUS	24577	STL	12	19 OZ	33.00	31.79	2.65	1	3.49	24%
37843	SMITH PORK CHITTERLINGS 10#	24577	STL	6	10 LB	41.60	45.48	7.58	1	7.99	5%
37850	QUEENELA PORK CHITTERLING 5#	24577	STL	12	5 LB	63.60	63.60	5.30	1	7.49	29%
48357	KYLG SLICED TURKEY BREAST	24577	STL	15	LBS AVG	70.35	70.35	4.69	1	5.99	22%
61180	SQUASH, BUTTERNUT	24577	STL	35	1 LB	23.60	26.06	0.74	1	0.69	-8%

Item	SAL item number
Description	SAL Item description
Store	Store number
DC	Distribution center (warehouse)
CP	Case Pack (units per case)
Unit	Unit size / weight
Old Cost	Old cost per case/pack
New Cost	New cost per case/pack
Unit \$	New cost per item
Old Retail	Previous price per quantity of item (based on Effective Date selected above)
New Retail	Current price per quantity of item (based on Effective Date selected above)
GP	Gross Profit percentage
Retailer Use Only	

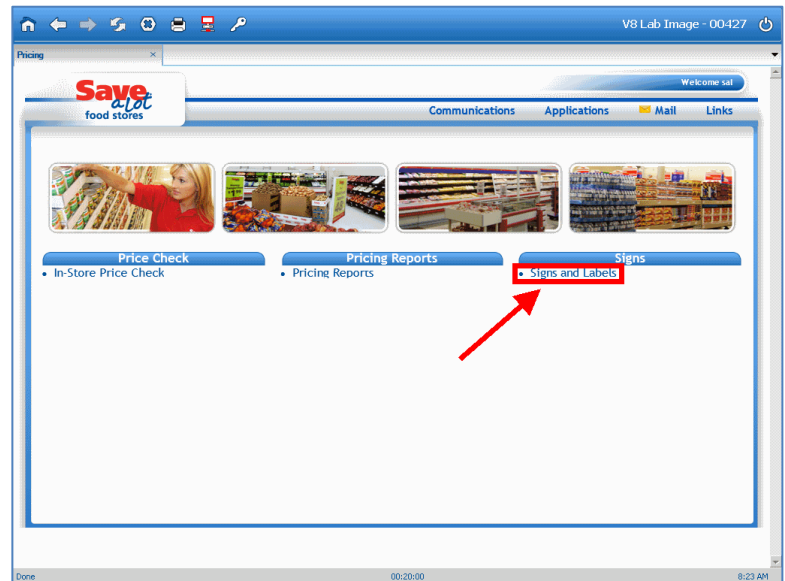
Signs and Labels

Used to create, download, and print price signs and labels. The symbol gun offers a similar application

- From the **Applications** menu select Pricing

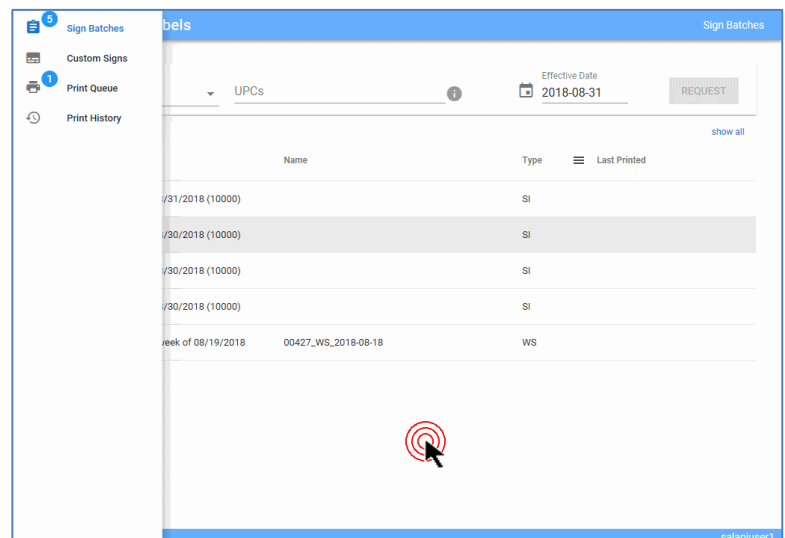


- Click **Signs and Labels**




- The **Sign Batches** screen will appear

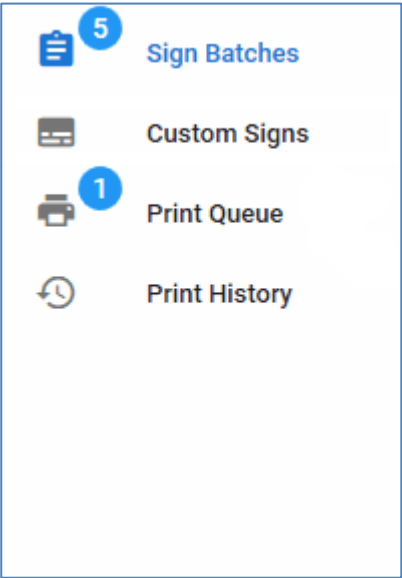
NOTE: Depending on your screen resolution, the sliding menu may be visible on the left-hand side of the screen. Dismiss it by clicking off of it in some unused portion of the screen




Main Menu

The sliding menu can be accessed by clicking the “hamburger” icon  in the upper left-hand part of the screen. To dismiss the menu, click off of it on some dead space in the main window

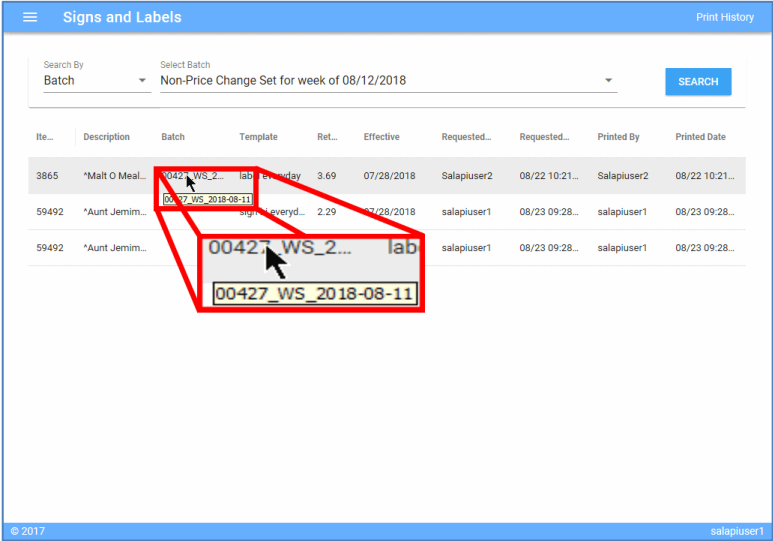
Sign Batches	View and print downloaded host maintenance batches Request, view, and print SAL signs/tags
Custom Signs	Design, edit, save, and print signs/tags for DSD and custom priced items
Print Queue	Reserved for future use
Print History	View history for printed tags including date and user activity







- The numerical badges  indicate the number of new or unprocessed items

Columns, Sorting, and Filtering

- Depending on your monitor’s resolution, some column information may be truncated. To view, hold the mouse cursor over the desired text and a pop-up will appear

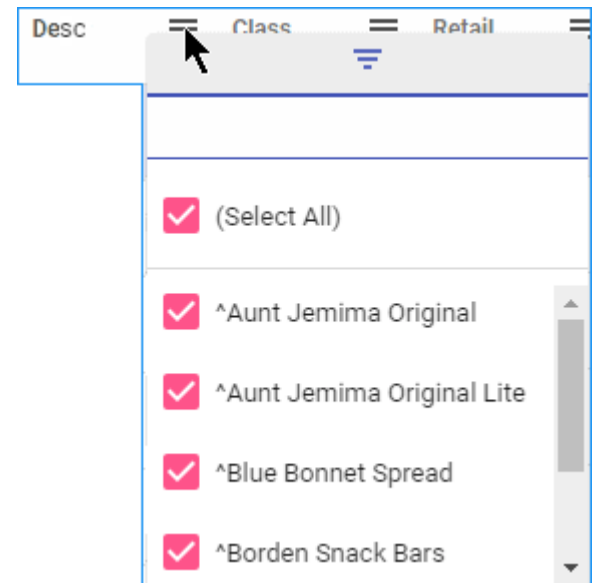


- Many list columns can be sorted by clicking the column header
- Up  and down  arrows indicate sorting direction

NOTE:  sorts A-Z,  sorts Z-A



- Many lists can be filtered by selecting the “hamburger” menu ☰ at the top of each column.



Sign Batches

Host Maintenance Batches

Signs and Labels

Sign Batches

Request By
UPC

UPCs

Effective Date
2018-08-31

REQUEST

[show all](#)

Description	Name	Type	Last Printed
Selected Items effective 08/31/2018 (10000)		SI	
Non-Price Change Set for week of 08/19/2018	00427_WS_2018-08-18	WS	

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- This page lists all signs and tags requested by the store as well as all updated sign batches sent from Save A Lot
- When price change batch files are available in ISS45, a corresponding Host sign batch will be available for printing. The types of Host batches available are:
 - o **Non-Price Change Set for week of** mm/dd/yyyy–Contains signs/labels for items that have a non-price related change (e.g. Description)
 - o **Std New Items For** mm/dd/yyyy–Contains signs/labels for new Save A Lot items. The corresponding ISS45 change batch file will be listed in the “name” column
 - o **Std Price Changes For** mm/dd/yyyy–Contains signs/labels for items that have a price related change. The corresponding ISS45 price change batch file will be listed in the “name” column
 - o **Ad – W/O** mm/dd/yyyy–Contains signs/labels for ad items that have a price related change. The corresponding ISS45 price change batch file will be listed in the “name” column
 - o **TPR Item Name For** mm/dd/yyyy and **Cmp Price Changes For** mm/dd/yyyy–If your store uses the temporary price reduction application, contains signs/labels generated for items that have been reduced. The corresponding ISS45 change batch file will be listed in the **Name** column
- Once a single label from a set has been printed, it will no longer appear in this list; to see all downloaded signs/labels for the current business day click **Show All** on the upper right
- To view the signs/labels click on the description

Request Save A Lot Signs / Labels

NOTE: This screen will not obtain retail pricing information from your POS system; instead, the pricing is based on the Save A Lot Corporate retail for your store's pricing zone


- Any previously requested labels are displayed on this page along with any sign/tag batches corresponding to PLU batches downloaded in ISS45

The screenshot shows the 'Signs and Labels' interface. At the top, there's a header with a menu icon and 'Signs and Labels' text. Below it, a 'Sign Batches' link is on the right. The main form area has a 'Request By' dropdown set to 'UPC', a text field for 'UPCs', an 'Effective Date' field set to '2018-08-30', and a 'REQUEST' button. Below this is a table with columns: Description, Name, Type, and Last Printed. The table contains two rows: 'Selected Items effective 08/30/2018...' with Type 'SI' and 'Non-Price Change Set for week of 08/...' with Name '00427_WS_2018-08-18' and Type 'WS'. A red box highlights the table content, and a red arrow points to the 'Effective Date' field.

- Click in the **Request By** field and select **Item Code**, **UPC**, or **Merch Subclass**

This screenshot shows the 'Request By' dropdown menu open. The options are 'Item Code', 'UPC', and 'Merch Subclass'. A red box highlights these options, and a red arrow points to the 'UPC' option. The rest of the interface is the same as the previous screenshot.

- To search by **Item Number** or **UPC** enter the appropriate information on the next line
- Click **Request**

NOTES : You may enter multiple UPCs / Item #s by separating each code with a comma or period
PLUs cannot be used
You may change the Effective Price Date by clicking on the calendar icon  and selecting a date from the pop-up menu

This screenshot shows the 'UPCs' field filled with '5193310000,5193311111'. The 'REQUEST' button is highlighted with a red box. A red arrow points to the 'Effective Date' field. The rest of the interface is the same as the previous screenshots.

- To search by **Merch Subclass**, first make a single selection from the **Merch Class** dropdown menu

The screenshot shows the 'Signs and Labels' interface. The 'Merch Class' dropdown is set to '004 - Vegetables'. The 'Merch Subclass' dropdown is open, showing a list of options. A red box highlights the '004 - Vegetables' option in the 'Merch Subclass' list, with a red arrow pointing to it. The 'Effective Date' is set to '2018-09-05'. The 'REQUEST' button is visible in the top right corner.

- o Next make one or more selections using the **Merch Subclass** dropdown menu
- o Click **Request**

The screenshot shows the 'Signs and Labels' interface. The 'Merch Subclass' dropdown is open, showing a list of options. A red box highlights the '050 - Tomato Paste' option in the 'Merch Subclass' list. The 'Effective Date' is set to '2018-09-05'. The 'REQUEST' button is highlighted with a red box. Red arrows point to the 'Merch Subclass' dropdown and the 'REQUEST' button.

- A confirmation will appear showing how many of your requests were completed
- Click **Close**
- **NOTE:** Items that fail to download require that a sign/label be created manually (see [Custom Signs / Labels](#))

The screenshot shows a confirmation message box with a green background. The text reads: "Your request is complete. 1 records found for your 2 entries. The following entries were not found. 00005193311111". A "CLOSE" button is in the bottom right corner.

- Signs and Labels

Sign Batches

Request By

UPC

UPCs

Effective Date

2018-08-30

REQUEST

show all

Description	Name	Type	Last Printed
Selected Items effective 08/30/2018 (...)		SI	
Selected Items effective 08/30/2018 (...)		SI	
Non-Price Change Set for week of 08/...	00427_WS_2018-08-18	WS	

Sign/Label/ Other	Media type
Item Code	SAL item code
Description	Item description
Dept	Item Department
Class	Item subdepartment
Retail	Current retail price
Previous Retail	Most recent price prior to the current retail becoming effective
Difference	Difference between Retail and Previous Retail
Effective	Price effective date
Sleeve	Type of sign/label

Signs and Labels

Sign Batches

Sign Batches > Selected Items effective 11/04/2019 (1726,3201,4005) (26 items)

Sign	Label	Other	Item Code	Description	Dept*	Class	Retail	Previous Retail	Difference	Effective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dept. 01 Grocery Food							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51654	Goldfish Original...	01	016	\$1.79	\$1.99	-\$0.20	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35032	J. Higgs Cheese...	01	016	\$1.59	\$1.99	-\$0.40	03/28/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65945	J. Higgs White C...	01	016	\$1.59	\$1.99	-\$0.40	03/28/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4005	Pepperidge Far...	01	016	\$0.99	\$0.99	\$0.00	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23482	Stauffer's Whale...	01	016	\$0.99	\$0.99	\$0.00	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11538	*Cheez It Classi...	01	016	\$1.99	\$2.59	-\$0.60	04/13/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11539	*Cheez It Hot &	01	016	\$1.99	\$2.59	-\$0.60	04/13/2019


☐ Print in order requested

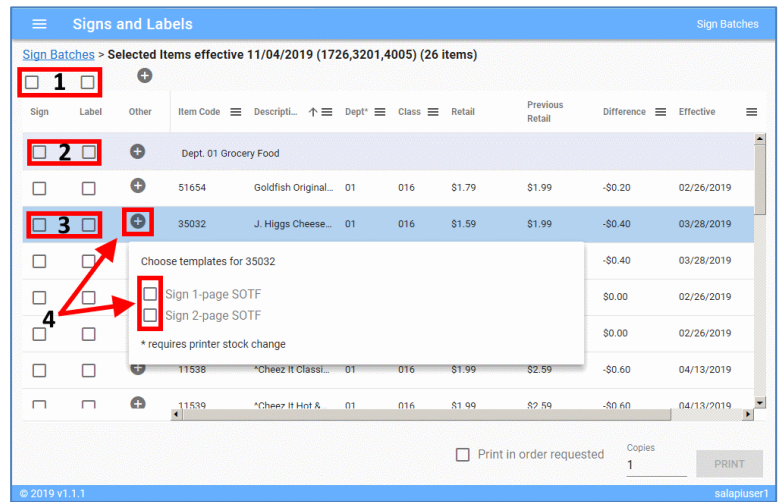
Copies
 1

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-
- Dept*
- Class
- Retail
- (Select All)
- 01
- 03
- 04
- 06

- You may choose to print a sign or label for all items in the batch by using the checkboxes at the top left **(1)**
- You may print a sign or label for all items in each subgroup using the checkboxes **(2)**
- You may print a sign or label for each item individually using the items' checkboxes **(3)**
- To print a Store of the Future (SotF) sign, click the  icon then select a template **(4)**



Signs and Labels

Sign Batches > Selected Items effective 11/04/2019 (1726,3201,4005) (26 items)

Sign	Label	Other	Item Code	Descripti...	Dept*	Class	Retail	Previous Retail	Difference	Effective
Dept. 01 Grocery Food										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51654	Goldfish Original...	01	016	\$1.79	\$1.99	-\$0.20	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35032	J. Higgs Cheese...	01	016	\$1.59	\$1.99	-\$0.40	03/28/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65945	J. Higgs White C...	01	016	\$1.59	\$1.99	-\$0.40	03/28/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4005	Pepperidge Far...	01	016	\$0.99	\$0.99	\$0.00	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23482	Stauffer's Whale...	01	016	\$0.99	\$0.99	\$0.00	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11538	*Cheez It Classi...	01	016	\$1.99	\$2.59	-\$0.60	04/13/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11539	*Cheez It Hnt &	01	016	\$1.99	\$2.59	-\$0.60	04/13/2019

Choose templates for 35032

- ☐ Sign 1-page SOTF
- ☐ Sign 2-page SOTF
- * requires printer stock change

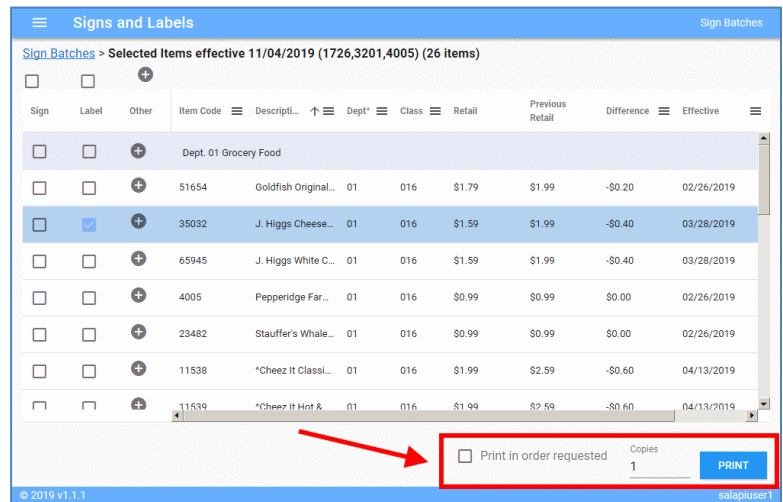
☐ Print in order requested

Copies 1

PRINT

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- If desired, check the box next to **Print in order requested**
NOTE: This feature is only available for store-requested tag batches
- Select the number of **Copies** to print
NOTE: The number of copies applies to ALL signs/tags selected. Entering a 5 here will print 5 copies of each selected sign/tag
- Click **Print**
NOTE: The system automatically purges all manually downloaded signs/labels daily during the end of day process



Signs and Labels

Sign Batches > Selected Items effective 11/04/2019 (1726,3201,4005) (26 items)

Sign	Label	Other	Item Code	Descripti...	Dept*	Class	Retail	Previous Retail	Difference	Effective
Dept. 01 Grocery Food										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51654	Goldfish Original...	01	016	\$1.79	\$1.99	-\$0.20	02/26/2019
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	35032	J. Higgs Cheese...	01	016	\$1.59	\$1.99	-\$0.40	03/28/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65945	J. Higgs White C...	01	016	\$1.59	\$1.99	-\$0.40	03/28/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4005	Pepperidge Far...	01	016	\$0.99	\$0.99	\$0.00	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23482	Stauffer's Whale...	01	016	\$0.99	\$0.99	\$0.00	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11538	*Cheez It Classi...	01	016	\$1.99	\$2.59	-\$0.60	04/13/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11539	*Cheez It Hnt &	01	016	\$1.99	\$2.59	-\$0.60	04/13/2019

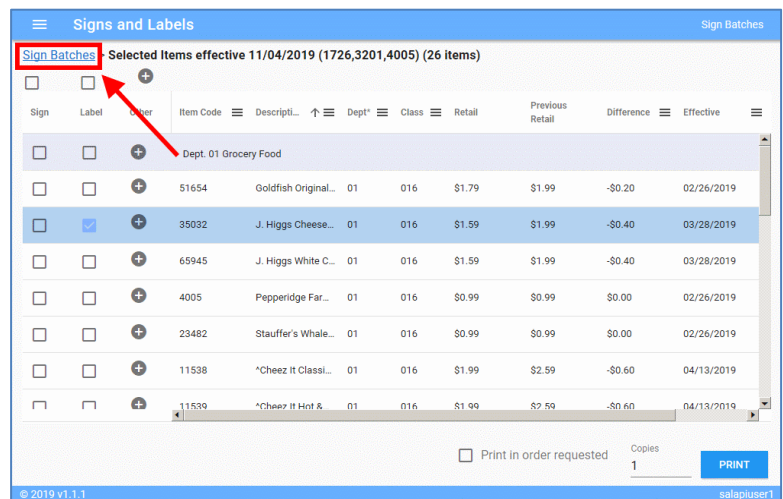
☐ Print in order requested

Copies 1

PRINT

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- Return to the previous screen by clicking on **Sign Batches** in the upper left-hand corner



Signs and Labels

Sign Batches > Selected Items effective 11/04/2019 (1726,3201,4005) (26 items)

Sign	Label	Other	Item Code	Descripti...	Dept*	Class	Retail	Previous Retail	Difference	Effective
Dept. 01 Grocery Food										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51654	Goldfish Original...	01	016	\$1.79	\$1.99	-\$0.20	02/26/2019
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	35032	J. Higgs Cheese...	01	016	\$1.59	\$1.99	-\$0.40	03/28/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65945	J. Higgs White C...	01	016	\$1.59	\$1.99	-\$0.40	03/28/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4005	Pepperidge Far...	01	016	\$0.99	\$0.99	\$0.00	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23482	Stauffer's Whale...	01	016	\$0.99	\$0.99	\$0.00	02/26/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11538	*Cheez It Classi...	01	016	\$1.99	\$2.59	-\$0.60	04/13/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11539	*Cheez It Hnt &	01	016	\$1.99	\$2.59	-\$0.60	04/13/2019

☐ Print in order requested

Copies 1

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- If this is a Host sign/tag batch you can print a separator page between tags of different Merchandise **Classes**
- To activate, put a check in the box next to **Print Class Separator**

Signs and Labels

Sign Batches > STD Price Changes for 10/10/2019 [PLU003227.CSV] (11 items)

Sign	Label	Other	Item Code	Description	Dept	Class	Retail	Previous Retail	Difference	Effective
Dept. 01 Grocery Food										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100005880	Brisk Strawberry...	01	060	\$1.09	\$0.99	+\$0.10	10/01/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100005882	Brisk Sweet Tea	01	060	\$1.09	\$0.99	+\$0.10	10/01/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100005885	Brisk Sweet Tea...	01	060	\$1.09	\$0.99	+\$0.10	10/01/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100010112	Lipton Brisk Blu...	01	060	\$1.09	\$0.99	+\$0.10	10/01/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100008007	Lipton Brisk Fru...	01	060	\$1.09	\$0.99	+\$0.10	10/01/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100010113	Lipton Brisk Pin...	01	060	\$1.09	\$0.99	+\$0.10	10/01/2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100010114	Lipton Brisk Wat...	01	060	\$1.09	\$0.99	+\$0.10	10/01/2019


☐ Print Class Separator

Copies: 1

PRINT

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Custom Signs / Labels

- The **Custom Signs** option is used to create and print signs/labels for DSD (Direct Store Delivery) items like Little Debbie, Frito Lay, and Pepsi and everyday Save A Lot items that your store may be custom pricing
- To access the Custom Sign menu, click on the “hamburger” icon  in the upper left-hand corner then click on **Custom Signs**

Sign Batches

Custom Signs

Print Queue

Print History

UPCs

Effective Date: 2018-08-31

REQUEST

show all

Name	Type	Last Printed
7/31/2018 (10000)	SI	
7/30/2018 (10000)	SI	
7/30/2018 (10000)	SI	
7/30/2018 (10000)	SI	
Week of 08/19/2018	WS	00427_WS_2018-08-18

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- Any previously created items will be shown here
- To create a new sign/label click **Create Custom Sign**

Signs and Labels

Custom Signs

☐ CREATE CUSTOM SIGN

Sign	Label	Other	Name	Desc...	Description 2	Retail	Created By	Last Printed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frito	Frito	Corn Chips	0.89	salapiuser1	08/22 10:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pepsi 2 Liters	Pepsi	2 Liter	10	salapiuser1	08/22 11:54 AM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheat Bread	Wonder	Whole Wheat	0.99	salapiuser1	08/22 11:54 AM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	White bread	Wonder Bre...	White	1	salapiuser1	08/22 11:54 AM

Copies: 1

PRINT

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Create Custom Sign?

Custom Sign Name

0 / 30

Description Lines

Description Line 1

0 / 30

Description Line 2

0 / 30

Description Line 3

0 / 30

Bilingual Line

0 / 30

Sizing

Item Size

UoM

Container

Pricing

Quantity For Price


Retail Price

Price Per UoM

CANCEL

SAVE

Custom Sign Name	Short description of the item. This will not appear on the printed sign label
Description Line 1	Appears as the first (and smallest) line of text on the sign/ label. Up to 30 characters may be entered
Description Line 2	Appears as the second line of text on the sign/label. Up to 30 characters may be entered
Description Line 3	Appears as the third line of text on the sign/label. Up to 30 characters may be entered
Bilingual Line	For bilingual stores only
Item Size	The weight of the package or item count for non-weighed items. Example for a package that weighs 16 ounces you would enter 16 in the item size field
UoM (Unit of Measure)	From the drop-down menu, select the UoM that matches the package description (ounces, pounds, etc.)
Container	From the drop-down, select the container description that best matches the product (pkg, bag, jar)
Quantity For Price	Number of items sold for the Retail Price
Retail Price	The price must be entered with decimal points (.35, 1.99, 3.00). Do not enter a \$
Price Per UOM	This is automatically calculated by the sign program

- Press the help button  to see a sample tag
- For additional assistance, click the **Help** button to view examples of completed signs/labels

- When finished click the **Save** button

- The newly created sign/label is now displayed on the **Print Custom Signs and Labels** screen
- Select the desired item(s) using the checkboxes on the left
- Click **Print**

NOTE: To print multiple copies enter a number in the **Copies** field

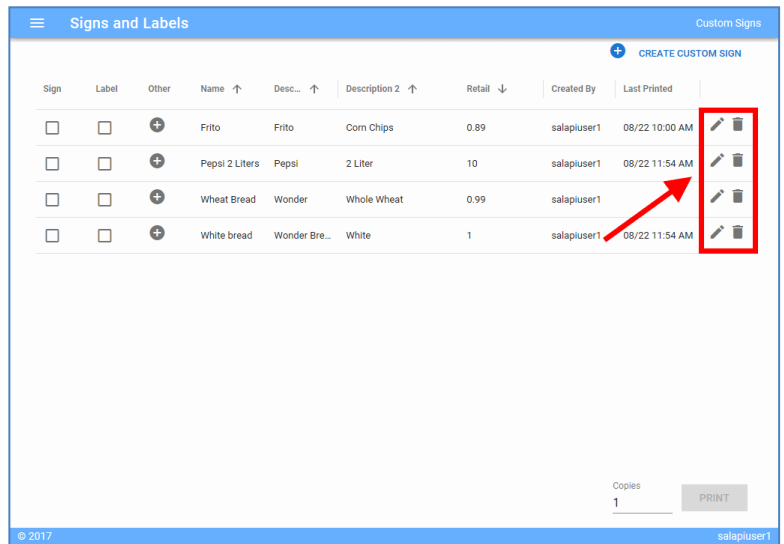
- To print a Store of the Future sign, select the desired template using the icon













NOTE: if the SotF template you select requires a different paper stock to be loaded into the printer, the sign will be sent to the [Print Queue](#). You will need to change the paper then print the sign from the Queue

Editing or Delete an Existing Custom Sign/Label

- Edit  or delete  using the icons to the right of each template

NOTES: Custom data will never be removed from this screen unless a store user initiates the deletion
There is no limit to the number of entries




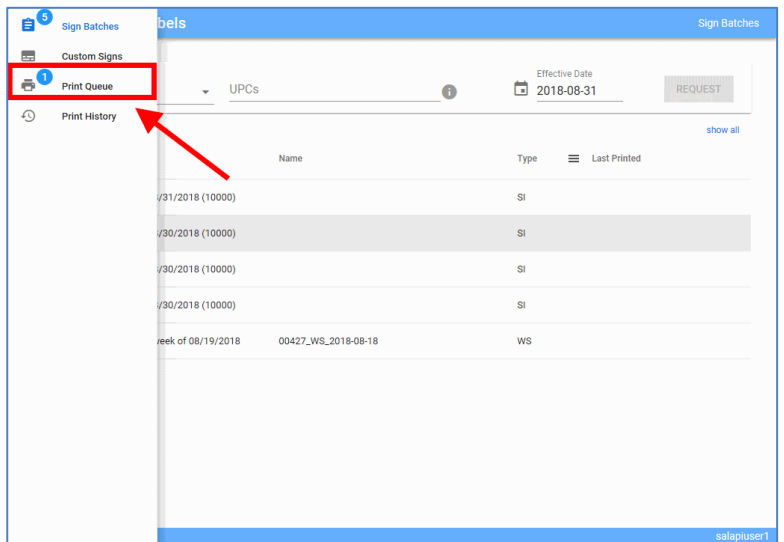
Sign	Label	Other	Name ↑	Desc... ↑	Description 2 ↑	Retail ↓	Created By	Last Printed	
<input type="checkbox"/>	<input type="checkbox"/>		Frito	Frito	Corn Chips	0.89	salapluser1	08/22 10:00 AM	 
<input type="checkbox"/>	<input type="checkbox"/>		Pepsi 2 Liters	Pepsi	2 Liter	10	salapluser1	08/22 11:54 AM	 
<input type="checkbox"/>	<input type="checkbox"/>		Wheat Bread	Wonder	Whole Wheat	0.99	salapluser1	08/22 11:54 AM	 
<input type="checkbox"/>	<input type="checkbox"/>		White bread	Wonder Bre...	White	1	salapluser1	08/22 11:54 AM	 

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Print Queue

If your store has access to non-default sign templates, you may need to change paper stock in the printer prior to printing. To allow you time to do this, items that require non-default templates will be sent to the print queue rather than directly to the printer

- To access the Print Queue menu, click on the “hamburger” icon  in the upper left-hand corner then click on **Print Queue**



Name	Type	Last Printed
8/31/2018 (10000)	SI	
8/30/2018 (10000)	SI	
8/30/2018 (10000)	SI	
8/30/2018 (10000)	SI	
Week of 08/19/2018	WS	00427_WS_2018-08-18

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- Filter the list using the **Filter By** fields at the top

NOTE: You may remove all filters and revert to the default list by using the **Clear** button in the upper right-hand corner

The screenshot shows the 'Signs and Labels' interface. At the top, there are two dropdown menus for 'Filter By' with 'Stock Type' and 'Template Type' selected. A red box highlights these filters, and a red arrow points to the 'Template Type' dropdown. To the right is a 'CLEAR' button. Below the filters is a table with columns: Item, Description, Template, Stock, Qty, Dept, Class, and Retail. The table lists various items like 'Wylwood French Style...', 'Nestle Butterfinger Sna...', etc. A 'show details' link is visible in the top right corner of the table area. At the bottom right is a 'PRINT' button.

Stock Type

- 2x4 Label
- 8x11 Sheet of White Paper

Template Type

- Label (Standard)
- Sign (Bilingual)
- Sign 1-page SOTF
- Sign 2-page SOTF

- You can filter by **Stock Type** or **Template Type**

- To view more information about a particular sign/tag click **show details**

This screenshot is similar to the first one, but a red box highlights the 'show details' link in the top right corner of the table area, with a red arrow pointing to it. The rest of the interface, including the filters and table, is identical to the first screenshot.

- o You can view the **Effective Price Date**, the name of the user who requested it and the date it was requested
- o You can delete an item from the queue using the trashcan icon

NOTE: You may need to scroll to the right to view the additional information

Signs and Labels

Print Queue

Filter By

Stock Type

2x4 Label

Template Type

CLEAR

hide details

Dept	Class	Retail	Effective	Requested By	Requested Date	
<input type="checkbox"/>	01	004	0.49	04/28/2018	salapiuser1	08/31 09:38 AM
<input type="checkbox"/>	01	026	1	02/19/2011	salapiuser1	09/06 12:39 PM
<input type="checkbox"/>	01	026	1	05/04/2016	salapiuser1	09/06 12:39 PM
<input type="checkbox"/>	01	026	1	11/20/2010	salapiuser1	09/06 12:36 PM
<input type="checkbox"/>	04	090	6.99	07/21/2018	salapiuser1	09/06 12:40 PM
<input type="checkbox"/>	03	080	2.89	07/21/2018	salapiuser1	09/06 12:40 PM
<input type="checkbox"/>	01	030	2.29	07/28/2018	salapiuser1	09/06 12:40 PM
<input type="checkbox"/>	03	080	2.39	07/21/2018	salapiuser1	09/06 12:40 PM
<input type="checkbox"/>						

<

>

PRINT

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- Select the desired items using the checkboxes on the left and click **Print**

Item	Description	Template	Stock	Qty	Dept	Class	Retail
<input checked="" type="checkbox"/>	10000	Wylwood French Style...	Label (Standard)	2x4 Label	1	01	004 0.49
<input checked="" type="checkbox"/>	11974	Nestle Butterfinger Sna...	Label (Standard)	2x4 Label	1	01	026 1
<input checked="" type="checkbox"/>	1332	Nestle Singles Assorte...	Label (Standard)	2x4 Label	1	01	026 1
<input checked="" type="checkbox"/>	13733	Chocolate Cow Tales	Label (Standard)	2x4 Label	1	01	026 1
<input type="checkbox"/>	1738	*DiGiorno Stuffed Crust...	Label (Standard)	2x4 Label	1	04	090 6.99
<input checked="" type="checkbox"/>	3825	*Borden Snack Bars Ch...	Label (Standard)	2x4 Label	1	03	080 2.89
<input checked="" type="checkbox"/>	45563	*Aunt Jemima Original...	Label (Standard)	2x4 Label	1	01	030 2.29
<input type="checkbox"/>	49795	*Blue Bonnet Spread	Label (Standard)	2x4 Label	1	03	080 2.39

Print History

The **Print History** allows you to search for and view the last date an item was printed and by whom at your store

- To access the Custom Sign menu, click on the “hamburger” icon in the upper left-hand corner then click on **Print History**

NOTE: There is no option to print from this screen – this is for reference only

Name	Description	Description 2	Retail	Created By	Last Printed
Frito	Frito	Corn Chips	0.89	salapiuser1	08/22 10:00 AM
Pepsi 2 Liters	Pepsi	2 Liter	10	salapiuser1	08/22 11:54 AM
Wheat Bread	Wonder	Whole Wheat	0.99	salapiuser1	08/22 11:54 AM
White bread	Wonder Bre...	White	1	salapiuser1	08/22 11:54 AM

- Click in the **Search By** field and select **Item Code**, **UPC**, or **Batch**

Signs and Labels

Search By: Item Codes

Item Code
UPC
Batch

Batch Template Ret... Effective Requested... Requested... Printed By Printed Date

No Rows To Show

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- For **Item Number** or **UPC** searches, type the number into the next field
- Click **Search**

Signs and Labels

Search By: UPC

5193310000

SEARCH

Item... Description Batch Template Ret... Effective Requested... Requested... Printed By Printed Date

No Rows To Show

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- For **Batch** searches select the desired batch from the drop-down to the right
- Click **Search**

Signs and Labels

Search By: Batch

Select Batch

Selected Items effective 09/05/2018 (10000)

Non-Price Change Set for week of 08/19/2018

Non-Price Change Set for week of 08/12/2018

SEARCH

Item... Description Batch Template Ret... Effective Requested... Requested... Printed By Printed Date

No Rows To Show

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Item Code	SAL item number
Description	Item description
Batch	Item batch (if applicable)
Template	Type of sign/tag
Retail	SAL retail price
Effective	Price effective date
Requested By	User who requested sign/tag
Requested Date	Date sign/tag was requested
Printed By	User who printed sign/tag
Printed Date	Date sign/tag was printed

Signs and Labels Print History

Search By UPC UPCs 5193310000 X SEARCH

Item...	Description	Batch	Template	Ret...	Effective	Requested...	Requested...	Printed By	Printed Date
10000	Wylwood Fre...		sign bi everyd...	0.49	04/28/2018	salapiuser1	09/05 10:41...	salapiuser1	09/05 10:41...
10000	Wylwood Fre...		label everyday	0.49	04/28/2018	salapiuser1	09/05 10:41...	salapiuser1	09/05 10:41...

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- For **Batch** searches select the desired batch from the drop-down to the right
- Click **Search**

Signs and Labels Print History

Search By Batch Select Batch Selected Items effective 09/05/2018 (10000) SEARCH

Item...	Description	Batch	Template	Ret...	Effective	Requested...	Requested...	Printed By	Printed Date

No Rows To Show

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- All items from the selected batch that have been printed will be displayed

Signs and Labels Print History

Search By Batch Select Batch Non-Price Change Set for week of 08/12/2018 SEARCH

Item...	Description	Batch	Template	Ret...	Effective	Requested...	Requested...	Printed By	Printed Date
3865	*Malt O Meal...	00427 WS_2...	label everyday	3.69	07/28/2018	Salapiuser2	08/22 10:21...	Salapiuser2	08/22 10:21...
59492	*Aunt Jemim...	00427 WS_2018-08-11	sign bi everyd...	2.29	07/28/2018	salapiuser1	08/23 09:28...	salapiuser1	08/23 09:28...
59492	*Aunt Jemim...		label everyday	2.29	07/28/2018	salapiuser1	08/23 09:28...	salapiuser1	08/23 09:28...

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Printing Signs/Labels from Symbol Gun

Enables the store to request a sign or tag from the handheld.

- Enter your **User ID** and **Password**

LG001

Login

User ID:

Password:

Enter User ID

- Select **Print Signs/Tags**

MN001

UID: master

Save a lot

Main Menu

Sal Ordering

Price Checking

Identified Loss

DSD

Print Signs/Tags

Logoff

- Scan an item or enter **UPC / Item Number** then click the **Submit** button

PI001

UID: master

Scan Item

UPC / Item Number

Submit

Menu

- Select either the **Sign** or **Tag** button
- The selected sign/tag will immediately print in the office

NOTE: To print more than one sign or tag, you must rescan the item again and request the sign or tag needed.

PI002 UID: master

Price Info

Item #	Price
10200	0.69

**Diane's Garden
Whole Peeled
Tomatoes**

UOM: oz **\$/UOM:** 0.04800
Container: can
CRV Tax: N **Item Ref:** 1590
Item Size: 14.5

Menu
Cancel
Sign
Tag

- Press the **More** button to see a list available templates

NOTE: The More button will only appear if your store is using non-standard sign/tag templates

PI002 UID:

Price Info

Item #	Price
10200	0.65

**Diane's Garden
Whole Peeled
Tomatoes**

UOM: oz **\$/UOM:** 0.04100
Container: can
CRV Tax: N **Item Ref:** 00600
Item Size: 16

Menu
Cancel
Sign
Tag
More

- Click the **Sign** or **Tag** button next to the desired template name to print

NOTE: If the sign/tag uses a template that requires the paper stock to be changed, it will be sent to the **Print Queue**. These items are identified by the letter **Q**

PI003 UID:

Print Item


Item #	10200
--------	-------

Tag
Sign
Sign

Q: Sig banner sign
Sign 1-page SOTF
Sign 2-page SOTF

Done

NOTE: The number to the right shows the number of signs/tags that were printed or queued



PI003 UID:

Item #	Print Item
10200	

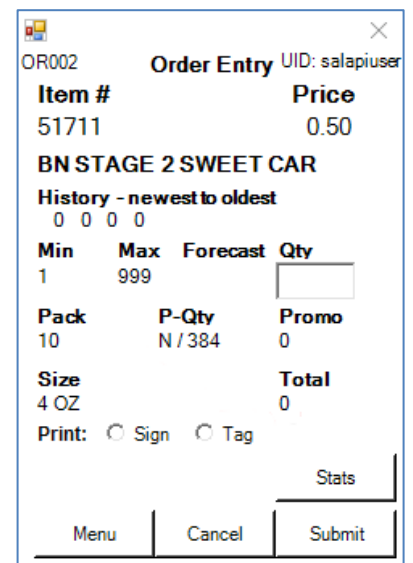
Q: Big banner sign
 Sign 1-page SOTF
 Sign 2-page SOTF

Item sent to print queue

- Click **Done** to return to the **Scan Item** screen

Printing from the Order Entry Screen on the Handheld

- After scanning an item into an order:
- Select the **Sign** or **Tag** button to print for the currently displayed item
- When **Submit** is selected, the sign or tag will immediately print on the printer in the back office
- NOTE:** To print more than one sign or tag, you must rescan an item again and request the sign or tag needed



OR002 Order Entry UID: salapiuser

Item #	Price
51711	0.50

BN STAGE 2 SWEET CAR

History - newest to oldest
0 0 0 0

Min	Max	Forecast	Qty
1	999		

Pack	P-Qty	Promo
10	N / 384	0

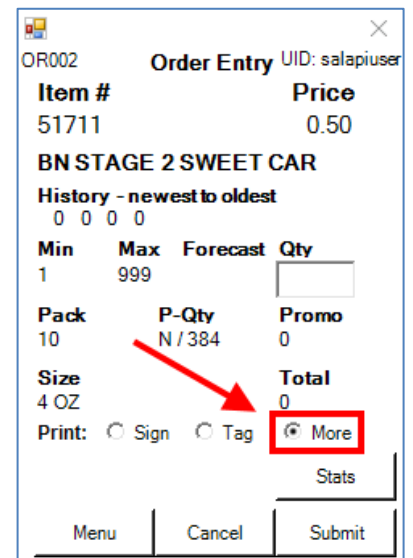
Size	Total
4 OZ	0

Print: ☐ Sign ☐ Tag

Stats

Menu Cancel Submit

- If the store has more than the default templates, the item detail screen will display a **More** radio button
- Press the more button to see a list available templates



OR002 Order Entry UID: salapiuser

Item #	Price
51711	0.50

BN STAGE 2 SWEET CAR

History - newest to oldest
0 0 0 0

Min	Max	Forecast	Qty
1	999		

Pack	P-Qty	Promo
10	N / 384	0

Size	Total
4 OZ	0

Print: ☐ Sign ☐ Tag ☒ More

Stats

Menu Cancel Submit

- Click the **Sign** or **Tag** button next to the desired template name to print

NOTE: If the sign/tag uses a template that requires the paper stock to be changed, it will be sent to the [Print Queue](#). These items are identified by the letter **Q**

NOTE: The number to the right shows the number of signs/tags that were printed or queued

Printing from the Price Check Screen on the Handheld

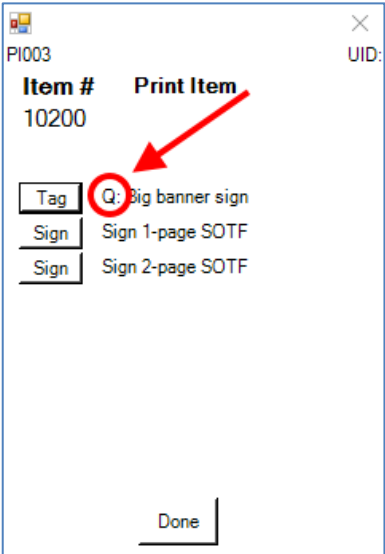
After scanning an item for price verification:

- Select the **Sign** or **Tag** button to print for the currently displayed item
- When **Submit** is selected, the sign or tag will immediately print on the printer in the back office

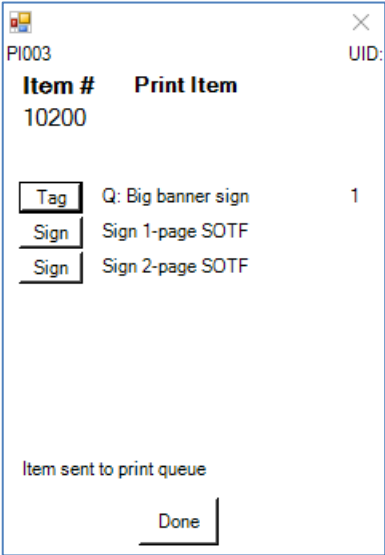
NOTE: To print more than one sign or tag, you must rescan an item again and request the sign or tag needed

- Click the **Sign** or **Tag** button next to the desired template name to print

NOTE: If the sign/tag uses a template that requires the paper stock to be changed, it will be sent to the **Print Queue**. These items are identified by the letter **Q**

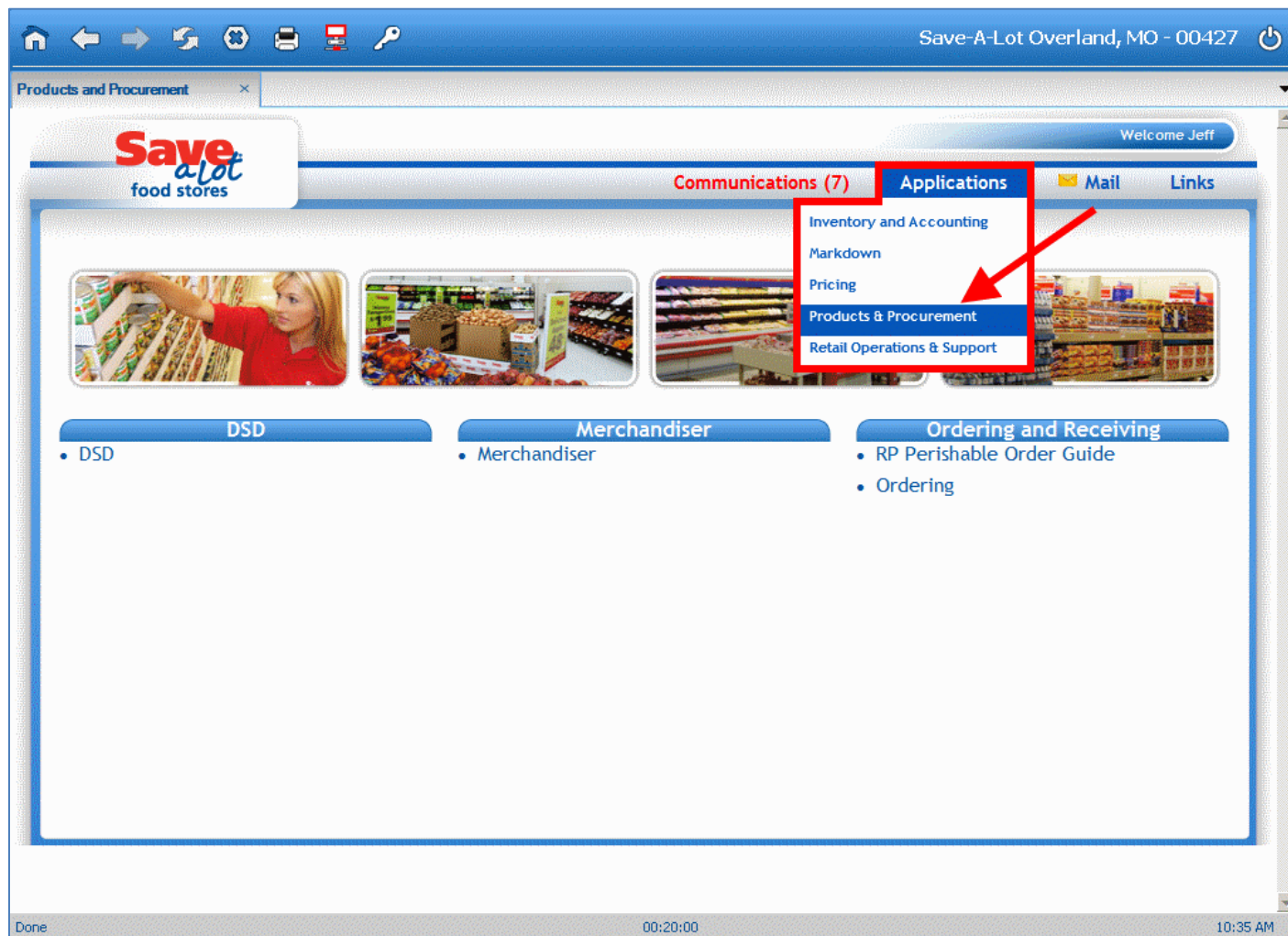


- NOTE:** The number to the right shows the number of signs/tags that were printed or queued



Products and Procurement

Allows the user to manage DSD items, create and submit orders to the SAL Distribution Center (DC), monitor and participate in the SAL Survey program



DSD	Allows the manager to check-in and receive DSD product while the vendor is at the store
Merchandise	Merchandise bulletins display information relating to new items available for ordering
Ordering and Receiving	Allows you to create, edit, and submit orders to your Distribution Center (DC), generate various reports and participate in the SAL Survey program

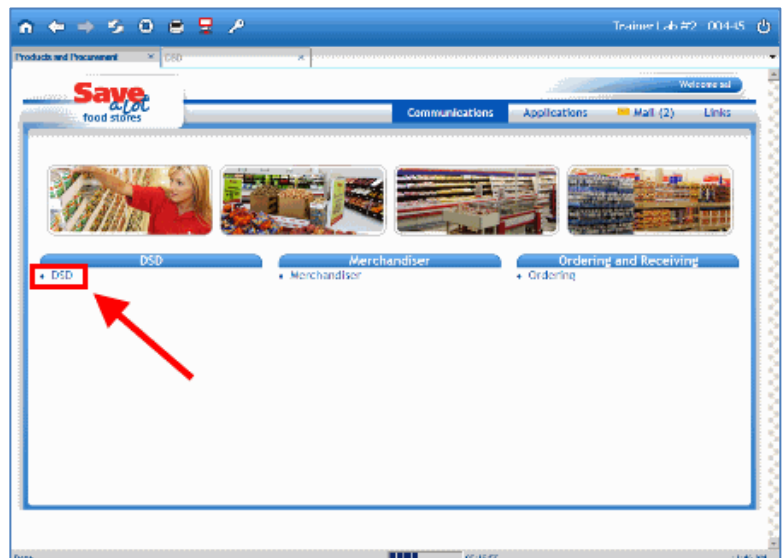
DSD (Corporate stores only)

Allows the manager to check-in and receive DSD product while the vendor is at the store. The application will assist the manager in Identifying unauthorized items, sell-by date issues, and other receiving issues that have not traditional been found until the vendor has left the store

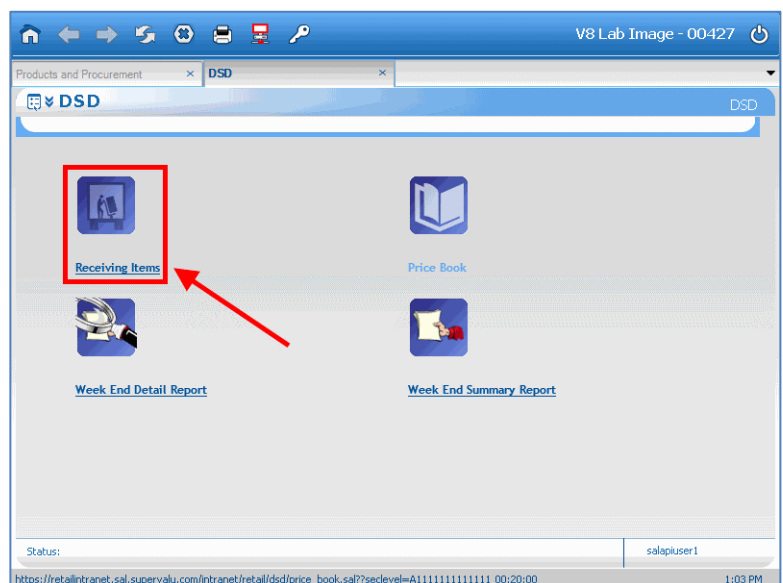
- The DSD application will not require the store to match the invoice total \$ to the received total \$. The system will require the store to match actual received quantities with the invoice quantities. Any cost differences will be addressed by Home Office
- All vendors need to separate receipts and credits on separate invoices. Combined invoices cannot be entered into the system
- All invoices need to be completed on the day the merchandise is received at the store
- Any invoices that have been started, but have not been approved by the store will be automatically deleted from the system at midnight each day
- If you are not finished receiving an invoice, but have accidentally selected the **Done** button, select **Cancel** from the Review invoice screen. This will then allow you to open the invoice again by scanning an item and will place the handheld back into receiving mode

Receiving Items on the Office PC

- Click **DSD**

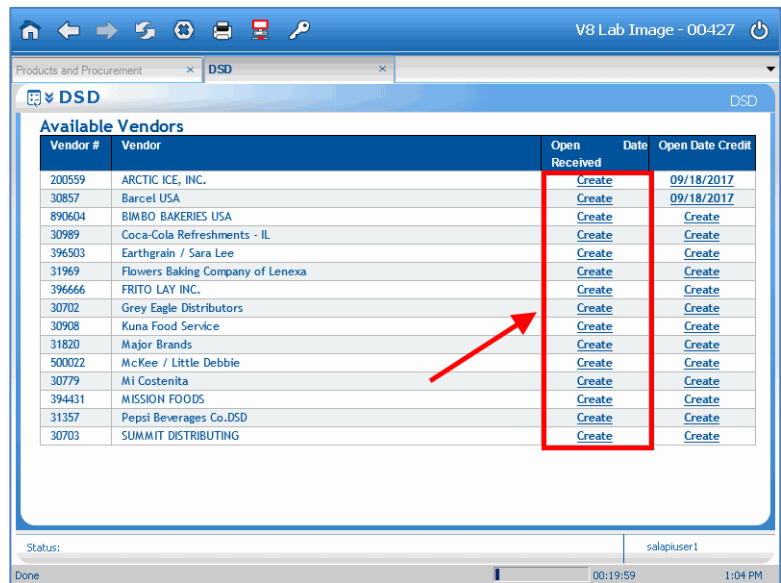


- Click the **Receiving Items** icon




Creating a Product Invoice on the Office PC

- Click **Create** under the **Open Date Received** column for the vendor that is delivering product
 - All vendors must provide receipts and credits on separate invoices. Combined invoices cannot be entered into the system
 - All invoices need to be completed on the day the merchandise is received at the store
- Any invoices that have been started, but have not been approved by the store will be automatically deleted at midnight



Vendor #	Vendor Identification number assigned by Save A Lot
Vendor	The name of the vendor
Open date received	Click Create to enter a merchandise receipt for that vendor
Open date credit	Click Create to enter a merchandise credit for that vendor

- Enter the **Invoice #**
- Enter the **Invoice Total Qty**
- Enter the **Invoice Total \$**
- To change the date, click the  button
- Under **Receiving Type** select to receive the invoice as either **Each/Lb** or **Case** quantities
 - o An invoice can only be received in **Each/LB** or case quantities. The option you choose determines how the entire invoice will be entered
- Click **Next** to continue

- Click the **UPC** number of an item to enter a quantity.

NOTES: Clicking the arrows in the **UPC** and **Desc** column headers will sort the list accordingly
 If the product is short dated, decline the merchandise receipt from the vendor

UPC	Desc	Size	UOM	Container	Case Pack	Sell By Date	Qty	Sell Cost	Sell Retail	Total Cost
1000-48564-00020	Guerrero Tostada Clasica 22 ct.	12.800	Ounce	Bag	12	11/24/2017		1.50	1.99	0.00
0000-48564-00118	Guerrero Gourmet Chicharrones	5.000	Ounce	Bag	1	10/25/2017		2.45	3.49	0.00
0000-48564-06000	Guerrero 5.5" Wht Crn Tortilla 80ct	73.300	Ounce	Package	6	10/06/2017		2.70	3.59	0.00
0000-48564-06002	Guerrero 5.5" Wht Crn Tortilla 30ct	25.000	Ounce	Package	1	10/06/2017		1.38	1.79	0.00
0000-48564-06700	Guerrero Tostada Clasica	12.800	Ounce	Bag	12	11/24/2017		1.50	1.99	0.00

UPC	The item UPC code
Desc	The item description
Size	The weight or count of one sellable unit
UOM	Unit of measure (count, ounce, pound) of the sellable unit
Container	Packaging of the sellable unit
Case Pack	The number of units in a case (this will default to 1 if receiving type – case was chosen)
Sell By Date	Minimum acceptable Sell by Date
Qty	Amount the user has entered as received on this invoice
Case Cost	The known cost per case from the vendor (only visible if receiving type – case was chosen)
Sell Cost	Cost per unit (case cost/case pack)
Sell Retail	Save A Lot's recommended retail price per unit
Total Cost	Quantity received multiplied by sell cost

Entering Regular Items

- Enter the quantity (**Qty**) being received

NOTE: If the item does not have a set cost per case/item the item detail screen will display the **Default Cost** and a **Cost** field that allows the user to enter the cost from the invoice

- If a cost other than the default is entered, you must select a **Reason Code** from the drop-down menu
- Items must be entered as they appear on the vendor invoice. If the same item is invoiced as multiple line items, you must create matching line items on the DSD Invoice by clicking the **Copy** button
- Click **Save** to continue or **Cancel** to return to the previous screen

Products and Procurement - DSD

Vendor: 394431 MISSION FOODS

Invoice #: 1234 Invoice Date: 09/26/2017 Invoice Total Qty: 200.00 Invoice Total \$: 1,250.00 Receiving in: EATLB

Item Detail

UPC: 0000-77948-07203

Desc: Guerrero Casera Burrito

Size: 25.00000

UOM: Ounce

Container: Bag

Case Pack: 1

Default Cost: 1.94

Sell Retail: 2.59

Qty: 45

Cost: 1.94000

Reason Code: Select Reason Code

Status: Done

User: salapiuser1

Entering Cool Items

- Enter the quantity (**Qty**) being received

NOTE: If the item does not have a set cost per case/item the item detail screen will display the **Default Cost** and a **Cost** field that allows the user to enter the cost from the invoice

- If a cost other than the default is entered, you must select a **Reason Code** from the drop-down menu
- Click the **Grown** button

Products and Procurement - DSD

Vendor: 30340 ASD PRODUCE COMPANY

Invoice #: 12345678 Invoice Date: 09/26/2017 Invoice Total Qty: 200.00 Invoice Total \$: 1,250.00 Receiving in: EATLB

Item Detail

UPC: 0000-77948-07203

Desc: Guerrero Casera Burrito

Size: 25.00000

UOM: Ounce

Container: Bag

Case Pack: 1

Default Cost: 1.94

Sell Retail: 2.59

Qty: 45

Cost: 1.94000

Reason Code: Select Reason Code

Status: Done

User: salapiuser1

- Seafood items require the user to enter the **Hatched** and **Production Method** in addition to the **Packed**, **Processed**, and **Harvested** fields

Vendor: 30908 Kuna Food Service

Invoice #: 4353 Invoice Date: 09/26/2017 Invoice Total Qty: 12.00 Invoice Total \$: 625.39 Receiving in Case

Item Detail		Country of Origin	
UPC:	0002-01463-00000	Hatched	
Desc:	Brd Cod 4oz IQF - 41468	Packed	
Size:	1.00000	Processed	
UOM:	Pound	Harvested	
Container:	Pound		
Case Pack:	1		
Sell Retail:	3.99	Production Method: --	
Qty:			
Cost:	2.89		

Status: salapiuser1 00:19:59 2:06 PM

- Select the **Country Name** from the list
- The country selected will populate for the **Grown**, **Packed**, and **Processed** fields
- Click **Save** to continue or **Cancel** to return to the previous screen

Vendor: 30908 Kuna Food Service

Invoice #: 4353 Invoice Date: 09/26/2017 Invoice Total Qty: 12.00 Invoice Total \$: 625.39 Receiving in Case

Item Detail		Country of Origin	
UPC:	0002-01463-00000	Hatched	
Desc:	Brd Cod 4oz IQF - 41468	Packed	
Size:	1.00000	Processed	
UOM:	Pound	Harvested	
Container:	Pound		
Case Pack:	1		
Sell Retail:	3.99	Production Method: --	
Qty:			
Cost:	2.89		

Status: salapiuser1 00:19:59 2:08 PM

Additional Charges

- If authorized by the purchasing group, some vendors may charge additional fees when they deliver product. Enter the charges from the invoice in the fields for:
 - o Surcharge
 - o Bottle deposit
 - o Tax
 - o Container
 - o Discount

Vendor: 30908 Kuna Food Service

Invoice #: 4353 Invoice Date: 09/26/2017 Invoice Total Qty: 12.00 Invoice Total \$: 625.39 Receiving in Case

Item	Description	Quantity	Unit	Amount
0008-18094-00410	Zero Fruit Punch 16 oz can	16.000	Ounce Can	24
0008-18094-00417	Rockstar Boom Whipped Orange SingServ	16.000	Ounce Can	24
0008-18094-00711	Rockstar Boom Whipped Strawberry SingServ	16.000	Ounce Can	24
0008-18094-00745	Rockstar Pure Zero Lemonade	16.000	Ounce Can	24
0008-18094-00745	Rockstar Juiced	16.000	Ounce Can	24

QTY: 0.00 ITEMS TOTAL: 0.00

Additional Charges

Bottle Deposit

MISC CHARGE TOTAL: 0.00

GRAND TOTAL: 0.00

Status: salapiuser1 00:19:58 2:13 PM

- Click **Save** to save the items entered and continue receiving additional items
- Click **Suspend** to save the items entered and return to the available vendor screen
- Click **Review** to view the invoice totals and approve the merchandise receipt
- Click **Delete** to delete the invoice and all entered values

Creating a Credit Invoice on the Office PC


- Click **Create** under the **Open Date Credit** column for the vendor that is issuing the credit

NOTES: All vendors must provide receipts and credits on separate invoices. Combined invoices cannot be entered into the system

All invoices need to be completed on the day the credit invoice is received at the store

Any invoices that have been started, but have not been approved by the store will be automatically deleted at midnight

Vendor #	Vendor	Open Received	Date	Open Date Credit
200559	ARCTIC ICE, INC.	Create		09/18/2017
30857	Barcel USA	Create		09/18/2017
890604	BIMBO BAKERIES USA	Create		Create
30989	Coca-Cola Refreshments - IL	Create		Create
396503	Earthgrain / Sara Lee	Create		Create
31969	Flowers Baking Company of Lenexa	Create		Create
396666	FRITO LAY INC.	Create		Create
30702	Grey Eagle Distributors	Create		Create
30908	Kuna Food Service	Create		Create
31820	Major Brands	Create		Create
500022	McKee / Little Debbie	Create		Create
30779	MI Costenita	Create		Create
394431	MISSION FOODS	Create		Create
31357	Pepsi Beverages Co.DSD	Create		Create
30703	SUMMIT DISTRIBUTING	Create		Create

- Enter the **Invoice #**
- Enter the **Invoice Total Qty**
- Enter the **Invoice Total \$**
- To change the date, click the  button
- Click **Next** to continue

Invoice #	Invoice Total Qty	Invoice Total \$	Invoice (mm/dd/yyyy)	Receiving Type
1234	200	1250.00	09/26/2017	<input checked="" type="radio"/> Each/LB

- Click the **UPC** number of an item to enter a quantity.

NOTES: Clicking the arrows in the **UPC** and **Desc** column headers will sort the list accordingly

WARNING: Total does not match invoice amount
Vendor: 30989 Coca-Cola Refreshments - IL

Invoice #	Invoice Date	Invoice Total Qty	Invoice Total \$	Receiving in EA/LB
1234	09/26/2017	200.00	1,250.00	

UPC	Desc	Size	UOM	Container	Case Pack	Qty	Sell Cost	Sell Retail	Total Cost
0000-25000-05801	Minute Maid Lemonade 20 oz btl	20.000	Ounce	Bottle	24	10.00	-1.24	-1.69	-12.35
0000-49000-00036	Cherry Coke 2 liter	67.600	Ounce	Bottle	8		-1.32	-1.50	0.00
0000-49000-00044	Classic Coca-Cola 20 oz btl	20.000	Ounce	Bottle	24		-1.24	-1.69	0.00
0000-49000-00045	Diet Coke 20 oz btl	20.000	Ounce	Bottle	24		-1.24	-1.69	0.00
0000-49000-00371	Powerade Fruit Punch 20 oz btl	20.000	Ounce	Bottle	24		-1.24	-1.69	0.00
0000-49000-00551	Sprite 2 liter	67.600	Ounce	Bottle	8		-1.32	-1.50	0.00
0000-49000-00639	Coca-Cola Classic 2 liter	67.600	Ounce	Bottle	8		-1.32	-1.50	0.00
0000-49000-00663	Diet Coke 2 liter	67.600	Ounce	Bottle	8		-1.32	-1.50	0.00
0000-49000-00764	Sprite 20 oz btl	20.000	Ounce	Bottle	24		-1.24	-1.69	0.00

UPC	The item UPC code
Desc	The item description
Size	The weight or count of one sellable unit
UOM	Unit of measure (count, ounce, pound) of the sellable unit
Container	Packaging of the sellable unit
Case Pack	The number of units per case
Qty	Amount the user has entered as received on this invoice
Sell Cost	Displayed as negative, cost per unit (case cost/case pack)
Sell Retail	Displayed as negative, Save A Lot's recommended retail price per unit
Total Cost	Quantity credited at the sell cost
Desc	Item description

- Enter the quantity (**Qty**) being credited
- Click the **Save** button when complete
- Click the **Cancel** button to discard all changes and exit to the item list screen

Vendor: 30989 Coca-Cola Refreshments - IL

Invoice #	Invoice Date	Invoice Total Qty	Invoice Total \$	Receiving in EA/LB
1234	09/26/2017	200.00	-1,250.00	

Item Detail	
UPC:	0000-25000-05801
Desc:	Minute Maid Lemonade 20 oz btl
Size:	20.00000
UOM:	Ounce
Container:	Bottle
Case Pack:	24
Sell Retail:	-1.69
Qty:	10
Cost:	-1.24

- Click **Save** to save the items entered and continue receiving additional items
- Click **Suspend** to save the items entered and return to the available vendor screen
- Click **Review** to view the invoice totals and approve the merchandise receipt
- Click **Delete** to delete the invoice and all entered values

Invoice #	Invoice Date	Invoice Total	Qty	Invoice Total \$	Receiving in EA/LB
0000-25000-05801	Minute Maid Lemonade 20 oz btl	20.000	Ounce	Bottle	24
0000-49000-00036	Cherry Coke 2 liter	67.600	Ounce	Bottle	8
0000-49000-00044	Classic Coca-Cola 20 oz btl	20.000	Ounce	Bottle	24
0000-49000-00045	Diet Coke 20 oz btl	20.000	Ounce	Bottle	24
0000-49000-00371	Powerade Fruit Punch 20 oz btl	20.000	Ounce	Bottle	24
0000-49000-00551	Sprite 2 liter	67.600	Ounce	Bottle	8
0000-49000-00639	Coca-Cola Classic 2 liter	67.600	Ounce	Bottle	8
0000-49000-00663	Diet Coke 2 liter	67.600	Ounce	Bottle	8
0000-49000-00764	Sprite 20 oz. btl	20.000	Ounce	Bottle	24

Reviewing and Approving Invoices and Credits on the Office PC

- Click the **Review** button to begin the approval process

Invoice #	Invoice Date	Invoice Total	Qty	Invoice Total \$	Receiving in EA/LB
0000-25000-05801	Minute Maid Lemonade 20 oz btl	20.000	Ounce	Bottle	24
0000-49000-00036	Cherry Coke 2 liter	67.600	Ounce	Bottle	8
0000-49000-00044	Classic Coca-Cola 20 oz btl	20.000	Ounce	Bottle	24
0000-49000-00045	Diet Coke 20 oz btl	20.000	Ounce	Bottle	24
0000-49000-00371	Powerade Fruit Punch 20 oz btl	20.000	Ounce	Bottle	24
0000-49000-00551	Sprite 2 liter	67.600	Ounce	Bottle	8
0000-49000-00639	Coca-Cola Classic 2 liter	67.600	Ounce	Bottle	8
0000-49000-00663	Diet Coke 2 liter	67.600	Ounce	Bottle	8
0000-49000-00764	Sprite 20 oz. btl	20.000	Ounce	Bottle	24

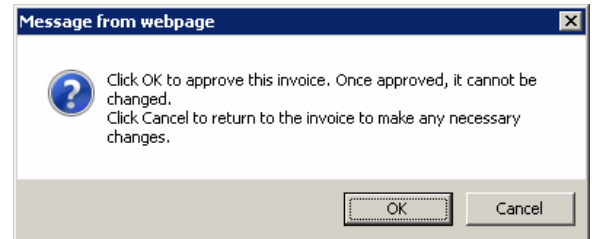
- Verify that there are no error messages (see table below)
- Click the **Approve** button

Invoice #	Invoice Date	Invoice Total	Qty	Invoice Total \$	Receiving in Case
0000-48564-00020	Guerrero Tostada Classica 22 ct.	12.800	Ounce	Bag	12
0000-48564-00118	Guerrero Gourmet Chicharrones	5.000	Ounce	Bag	1
0000-48564-06000	Guerrero 5.5" Wht Cm Tortilla 80ct	73.300	Ounce	Package	6

- Possible error messages may include

Warning: Total Does Not Match Invoice Amount	<p>The total invoice amount does not match the calculated value in the DSD system</p> <ul style="list-style-type: none"> • This could be caused by incorrect costs in the system or by an invoice being received on a date after it was delivered • This warning can be overridden.
Invoice Quantity Must Equal Receiving Quantity Total	<p>The quantity that was entered from the invoice does not match the quantities that were entered for each item</p> <ul style="list-style-type: none"> • This warning cannot be overridden • Verify that all items have been entered correctly

- Click **OK** to approve the invoice.
- Click **Cancel** to return to the invoice for editing



Receiving Items from the Symbol Gun

Creating a Product Invoice on the Symbol Gun

- Enter your **User ID** and **Password** and press the **ENT** button on the keypad

LG001

Login

User ID:

Password:

Enter User ID

- Click the **DSD** button

MNO01 salapiuser2

Save a lot

Main Menu

Price Check

Ordering

ID Loss

DSD

Print Signs/Tags

Logoff

- From the DSD Menu, choose **Create Invoice**

NOTES: *Create Invoice* allows the user to receive product and process credits for DSD authorized vendors

Review Invoice: allows the user to review any invoice that has not been approved

DSD001 UID:

DSD Menu

Create Invoice

Review Invoice

Main Menu

- On the **Vendor Search** screen, either
 - o **Scan** the barcode of one of the vendor's items
 - Or
 - o Enter part of the vendor's name (i.e. Frito Lay) you could enter (i.e. Frit) and click **Find**, this will generate a "short" list of vendors to select from
 - Or
 - o Click **Find** to select from a list of vendors

DSD002 UID:hs_brianh

Vendor Search

Find

Enter Name or Scan Item.

Cancel

To Search Vendors by Scanning a Product Barcode

- From the **Vendor Search** screen, scan one of the items being received
- A list of approved vendors will appear
- In the **Enter #** field, type the number for the vendor you are receiving

DSD002

UID:hs_brianh

Vendor Search

4900000044

Find

1 FLORIDA COCA COLA BOTTLING CO

Cancel

Enter#

To Search Vendors Using the Vendor Find Function

- From the **Vendor Search** screen, click **Find**
- A list of approved vendors will appear
- In the **Enter #** field, enter the number to the left of the vendor that you will be receiving

DSD002 UID:hs_brianh

Vendor Search

Find

1	COCA-COLA	200030
2	DIXIELAND PRODUCE INC	2001
3	DSD Test on New Vendor	
4	FLORIDA COCA COLA BOTTLING CO	
5	FRITO LAY INC.	
6	MCKEE FOODS CORPORATION	
7	MIDSTATE EQUIPMENT COMPANIES	
8	STATE OF MO. DEPT OF AGRI.	
9	WORLD WIDE PRODUCE	

Enter more specific data

Cancel Enter#

- Enter the **Invoice #** and press Tab
- The **Invoice Date** will default to today's date
- Enter the **Total Qty** and press Tab
- Enter the **Total \$** (the total dollar amount from the invoice) and press Tab
- Select the **Receiving Type** by clicking the down arrow to the right of the field
- An invoice can be received as **EA\LB** or **Cases**
 - o If the invoice is written in case quantities, select **Cases**
 - o If the invoice is in each quantity or pounds, select **EA\LB**

***NOTE:** once a receiving type is selected, all items in the invoice MUST be received in the same manner*
- Select the **Invoice Type** by clicking the down arrow to the right of the field
 - o **Receipt** – used when receiving merchandise from the vendor
 - o **Credit** – used when returning merchandise to the vendor

DSD003 UID:salapiuser2

Vendor Invoice

Vendor: McKee / Little Debbie

Invoice:

Date: 10/16/2015

Total Qty: 0.00

Total \$: 0.00

Receiving Type: Select

Invoice Type: Receipt

Save Cancel

- Press the **Save** button

DSD003 UID:salapiuser2

Vendor Invoice

Vendor: McKee / Little Debbie

Invoice: 22222

Date: 10/16/2015

Total Qty: 200.00

Total \$: 200.00

Receiving Type: EA\LB

Invoice Type: Receipt

Save Cancel

- Scan the item being received
 - If the item being received does not have a barcode click the **Cancel** button on the scan item screen

DSD004 UID:salapiuser2

Scan Item

Invoice: 22222
Vendor: McKee / Little Debbie
Type: Receipt

Scan UPC/PLU

Submit Done Cancel

- Re-enter the **Vendor Invoice** number

DSD014 UID:salapiuser1

Vendor Invoice

Vendor: McKee / Little Debbie
Invoice:

Please reenter the vendor's Invoice number

Save Cancel

- **NOTE:** The re-entered Invoice Number must match the Invoice Number entered previously

DSD015 UID:salapiuser1

Vendor Invoice

Vendor: McKee / Little Debbie

The invoice number you have entered does not match your entry from the Invoice Creation screen

Enter Invoice:
Reenter Invoice:

Save Cancel

- Find the desired item on the list and enter the corresponding number
 - If there is more than one page of products available use the arrow buttons at the bottom of the screen to change pages
- Click **Done** or press **ENT**

DSD012 UID:salapiuser2

Invoice Detail

Invoice: 22222
Vendor: McKee / Little Debbie

#	Description	Qty	Total\$
1	Oatmeal Creme	7.00	9.03
2	Honey Buns	0.00	0.00
3	Cosmic Brownies	0.00	0.00
4	Raisin Creme Pie	0.00	0.00
5	Chocolate Marsh	0.00	0.00
6	Jelly Creme Pies	0.00	0.00
7	Star Crunch	0.00	0.00
8	Nutty Bars	0.00	0.00
9	Fudge Brownies	0.00	0.00

Scan Done Enter#

Page 1/6 << < > >>

Receiving – Basic Items

- Verify the correct item appears on the screen and enter the quantity (**Qty**) being received
- If the item does not have a set cost per case/item, the item detail screen will display a **Cost \$** field that allows the user to enter the cost from the invoice
- If a cost other than the default is entered, you must select a **Reason Code** from the drop-down menu.
- If the item has a sell by date, the date will appear at the bottom of the screen in the **Sell By Date** field.
- Compare this date to the date on the package. Do not accept any short-dated product.

DSD005 UID:salapiuser2

Item Detail

UPC: 00002430004101
Desc: Oatmeal Creme Pies
Pack: 1 **Size:** 16.20000
UOM: Ounce **Cnt:** Box
Retail\$: 1.69
Cost\$: 1.29
Qty: EA/LB
Cost\$: 1.29 5 Decimal
Reason Code: Select a reason code
Sell By Date: 12/14/2015

Save Copy Cancel

- If the vendor is “Deal Authorized”, the **Cost\$** field will be available for editing. If the vendor is offering you a lower cost than is showing, adjust the cost to the vendor cost.

NOTE: Costs can only be entered at or below the approved cost. You will not be able to increase the cost

DSD005 UID:hs_brianh

Item Detail

UPC: 00004900000044
Desc: Classic Coca Cola 20oz B
Pack: 24 **Size:** 20
UOM: Fluid Oun **Cnt:** Bottle
Retail\$: 1.19 **Unit\$:** 0.76874
Case Cost\$: 18.45
Qty: 2 Cases
Cost\$: 18.44976
Reason Code: Select a reason code

Save Copy Cancel

- If the **Cost\$** field is adjusted, you will need to enter a **Reason Code**.

DSD005 UID:hs_brianh

Item Detail

UPC: 00004900000044
Desc: Classic Coca Cola 20oz B
Pack: 24 **Size:** 20
UOM: Fluid Oun **Cnt:** Bottle
Retail\$: 1.19 **Unit\$:** 0.76874
Case Cost\$: 18.45

Qty: **Cases**
Cost\$:
Reason Code:

Save

- Click the **Save** button when complete
- Click the **Copy** button to save the current quantity and cost information of the item you are receiving and open a new receiving instance of the same item (with cost and quantity fields reset to defaults)
- Click the **Cancel** button to discard all changes and exit to the item list screen

DSD005 UID:hs_brianh

Item Detail

UPC: 00004900000044
Desc: Classic Coca Cola 20oz B
Pack: 24 **Size:** 20
UOM: Fluid Oun **Cnt:** Bottle
Retail\$: 1.19 **Unit\$:** 0.76874
Case Cost\$: 18.45

Qty: **Cases**
Cost\$:
Reason Code:

Save

Receiving – COOL Items

- Verify the correct item appears on the screen and enter the quantity (**Qty**) being received
- Click the **Save** button

DSD005 UID:hs_brianh

Item Detail

UPC: 00084282600042
Desc: PDVK Ajvar Fresh Meat
Pack: 2 **Size:** 1
UOM: Per Poun **Cnt:** Pound
Retail\$: 6.25
Case Cost\$: 5.99
Qty: **EALB**
Sell By Date: 12/09/2008

- The buttons will be based on the information that is provided on the invoice.
- Click the first button (in this case **Hatched**)

DSD008 UID:hs_brianh

Country Of Origin

UPC: 00084282600042
Desc: PDVK Ajvar Fresh Meat

Click to search for country
 Click to search for country
 Click to search for country
 Click to search for country

Prod. Method:

- On the **Country Search** screen, enter the first few letters of the country name to limit the search and then click the **Find** button

DSD009 UID:hs_brianh

Country Search

Enter Country Name or Code.

- A list of countries matching the search criteria will appear. Type the number next to the country name in the **Enter#** field and press **ENT**

DSD009 UID:hs_brianh

Country Search

USA Find

1 UNITED STATES - USA

Cancel Enter# 0

- The country selected will populate for all required fields
- If any of these entries on the invoice are different, click the appropriate field to change
- Seafood items require the user to enter the **Hatched** and **Prod. Method** in addition to the packed, processed and harvested fields
- Click the **Save** button to return to the scan item screen

DSD008 UID:hs_brianh

Country Of Origin

UPC: 00084282600042
Desc: PDVK Ajvar Fresh Meat

Hatched UNITED STATES
Packed UNITED STATES
Processed UNITED STATES
Harvested UNITED STATES

Prod. Method:
Farm-Raised
Wild-Caught

Save

- When all items are entered for this invoice click **Done**.

DSD004 UID:salapiuser2

Scan Item

Invoice: 22222
Vendor: McKee / Little Debbie
Type: Receipt

Scan UPC/PLU

Submit Done Cancel

Receiving – Additional Fees

- Some vendors are authorized to charge additional fees when they deliver product. Enter the charges from the invoice in the fields for:
 - o Surcharge
 - o Bottle Deposit
 - o Tax
 - o Container
 - o Discount

NOTE: The additional charge lines will only appear when a vendor is authorized to charge these fees.

- Click the **Review** button to continue the approval process.

DSD007 UID:hs_brianh

Misc Charges

Invoice: 123456852

Vendor: FLORIDA COCA COLA BOT

Type: Regular

Surcharge:

Bottle Deposit:

Tax:

Container:

Discount:

Creating a Credit Invoice on the Symbol Gun

- Type the **Invoice** number and use Tab to move to the next field.
- The **Date** field will default to the current date. Use TAB to move to the next field.
- Type the **Total Qty** from the invoice. Use Tab to move to the next field.
- Type the **Total \$** (Invoice Total). Click the drop-down arrow next to **Receiving Type**.

DSD003 UID:Hs_brianh

Vendor Invoice

Vendor: Earthgrain / Sara Lee

Invoice:

Date:

Total Qty:

Total \$:

Receiving Type:

Invoice Type:

- Select **EA\LB** from the **Invoice Type** drop down
 - o Credit invoices can only be entered as **EA\LB**, selecting cases will result in an error
- Select **Credit** from the **Invoice Type** drop down
- Press the **Save** button

DSD003 UID:salapiuser2

Vendor Invoice

Vendor: McKee / Little Debbie

Invoice:

Date:

Total Qty:

Total \$:

Receiving Type:

Invoice Type:

DSD004 UID:salapiuser2

Scan Item

Invoice: 22222
Vendor: McKee / Little Debbie
Type: Credit

Scan UPC/PLU

Submit Done Cancel

- Scan or enter the item's UPC

DSD012 UID:salapiuser2

Invoice Detail

Invoice: 22222
Vendor: McKee / Little Debbie

#	Description	Qty	Total\$
1	Oatmeal Creme	7.00	9.03
2	Honey Buns	0.00	0.00
3	Cosmic Brownies	0.00	0.00
4	Raisin Creme Pie	0.00	0.00
5	Chocolate Marsh	0.00	0.00
6	Jelly Creme Pies	0.00	0.00
7	Star Crunch	0.00	0.00
8	Nutty Bars	0.00	0.00
9	Fudge Brownies	0.00	0.00

Scan Done Enter#

Page 1/6 << < > >>

- If the item being received does not have a barcode click the **Cancel** button on the scan item screen
- Find the desired item on the list and enter the corresponding number
- Use the arrow buttons at the bottom of the screen to change pages
- Press **Done** or press **ENT**

DSD005 UID:salapiuser2

Item Detail

UPC: 00002430004101
Desc: Oatmeal Creme Pies
Pack: 1 **Size:** 16.20000
UOM: Ounce **Cnt:** Box
Retail\$: -1.69
Cost\$: -1.29
Qty: EA/LB
Sell By Date: 12/14/2015

Save Cancel

- Enter the quantity (**Qty**) of the item being returned and press **Save**

- When all items are entered for this return invoice press **Done**

DSD004 UID:salapiuser2

Scan Item

Invoice: 22222
Vendor: McKee / Little Debbie
Type: Credit

Scan UPC/PLU

Submit Done Cancel

Credit Invoice Approval on the Symbol Gun

- Scan item and press **Submit** to continue
- Press **Done** when finished

DSD004 UID:salapiuser2

Scan Item

Invoice: 22222
Vendor: McKee / Little Debbie
Type: Receipt

Scan UPC/PLU

Submit Done Cancel

- Some vendors are authorized to charge additional fees when they deliver product
- Enter the charges from the invoice in the fields for:
 - o Surcharge
 - o Bottle deposit
 - o Tax
 - o Container
 - o Discount
- The additional charge lines will only appear when a vendor is authorized by the purchasing group to charge these fees
- Click **Save** to continue

DSD007 UID:hs_brianh

Misc Charges

Invoice: 123456852
Vendor: FLORIDA COCA COLA BOT
Type: Regular

Surcharge:
Bottle Deposit:
Tax:
Container:
Discount: -

Save Cancel

- The **Review Invoice** screen will show a comparison between:
 - o **Vendor:** invoice totals
 - o **Calc.:** totals of items scanned and received
- **Qty** totals must match between the **Vendor** and **Calc.** columns in order to approve the DSD receipt.
- The **Edit** buttons can be used to update the items being received
- When the totals are correct, click the **Approve** button
- Click the **Delete** button to delete the invoice and all items entered
- Clicking the **Cancel** button will take you to the unapproved invoices screen

DSD010 UID:hs_brianh

Review Invoice

Invoice: 123456852
Vendor: FLORIDA COCA COLA BOT
Type: Regular

	Vendor	Calc.	
Qty:	2.00	2.00	<input type="button" value="Edit"/>
Items\$:		36.90	<input type="button" value="Edit"/>
Misc\$:		0.00	<input type="button" value="Edit"/>
Total\$:	14.40	36.90	

- Verify that you have entered the invoice and the received items correctly
 - o If you need to correct some entries, click **No** and you will be returned to the review invoice screen.
- When all entered information is correct, press the **Yes** button.

NOTE: the DSD application requires the store to match quantities with the invoices. Any cost differences will be addressed by home office

DSD013 UID:hs_brianh

Confirm

Invoice: 123456852
Vendor: FLORIDA COCA COLA BOT

	Vendor	Calc.
Qty:	2.00	2.00
Items\$:		36.90
Misc\$:		0.00
Total\$:	14.40	36.90

Total\$ do not match. Approve this invoice?

Reviewing Unapproved Invoices on the Symbol Gun

- From the DSD menu screen, click **Unapproved Invoices**

DSD001 UID:salapiuser2

DSD Menu

DSD001UID: salapiuser2

Unapproved Invoices

#	Invoice	Vendor	Type	Date
1	22222	BIMBO BAKERIES	R	10/16
2	22222	FRITO LAY INC.	R	10/16
3	22222	McKee / Little Debb	R	10/16
4	22222	MISSION FOODS	R	10/16

Cancel
Enter#

DSD010UID: salapiuser2

Review Invoice

Invoice: 22222
Vendor: McKee / Little Debbie
Type: Receipt

	Vendor	Calc.
Qty:	200.00	77.00 <input type="button" value="Edit"/>
Items\$:		99.33 <input type="button" value="Edit"/>
Misc\$:		0.00 <input type="button" value="Edit"/>
Total\$:	200.00	99.33

Approve
Delete
Cancel

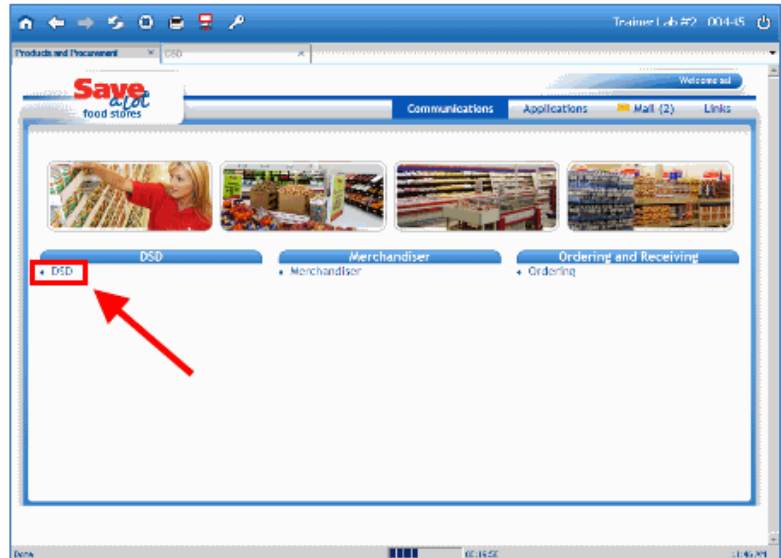
- Any invoices that have been started, but have not been approved are shown on this list
- To view an invoice, type the # in the **Enter#** field and press **Enter**

- From the review invoice screen, you can use:
 - Edit** to update the information on that line.
 - Approve** to submit the invoice.
 - Delete** to remove the invoice from your system.
 - Cancel** to return to the unapproved invoice screen.

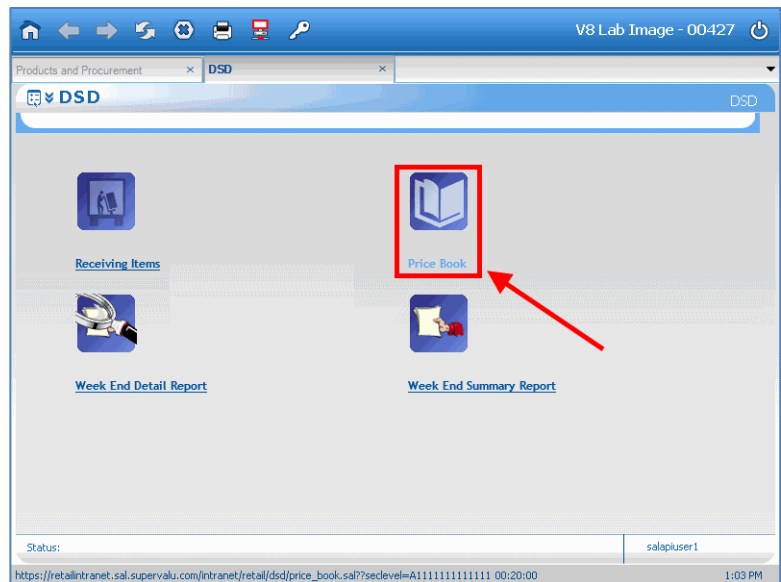
Price Book (Corporate Stores only)


The DSD price book is used to review and print authorized vendor price books

- Click **DSD**

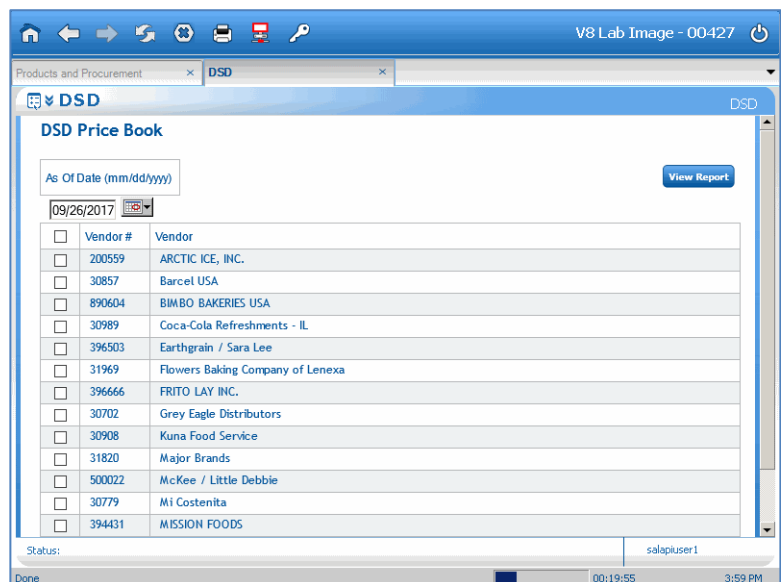


- Click **Price Book**



- To view price books for a previous date, click the  button
- Select the date by clicking on the day required
- Select the vendor(s) for which you would like to review pricing by clicking in the checkbox next to the **Vendor Number**
- To select all vendors, place a checkmark in the box next to **vendor #** on the header row
- Once a vendor is selected click **View Report**

NOTE: Changes to the price book can be made at any time during the week and will update the store's report immediately



Products and Procurement x DSD x

V8 Lab Image - 00427

DSD DSD

DSD Price Book As Of: 09/26/2017 **Store: 00427**


[Back](#)

30989 Coca-Cola Refreshments - IL			Cost Band: Coca-Cola Refreshments - IL - CB[333]				Retail Zone: Edwardsville Retail Zone - (STL/KC)[3]			
UPC	Item #	Description	Size	UOM	Container	Pack	Cost	Retail	Sub Dept	GP%
0000-25000-05801	100008984	Minute Maid Lemonade 20 oz btl	20	oz	btl	24	1.23541	1.69	060	27.00
0000-49000-00036	100000140	Cherry Coke 2 liter	67.6	oz	btl	8	1.31500	1.50	061	12.00
0000-49000-00044	100000144	Classic Coca-Cola 20 oz btl	20	oz	btl	24	1.23541	1.69	061	27.00
0000-49000-00045	100000165	Diet Coke 20 oz btl	20	oz	btl	24	1.23541	1.69	061	27.00
0000-49000-00371	100008986	Powerade Fruit Punch 20 oz btl	20	oz	btl	24	1.23541	1.69	060	27.00
0000-49000-00551	100000259	Sprite 2 liter	67.6	oz	btl	8	1.31500	1.50	061	12.00
0000-49000-00639	100000149	Coca-Cola Classic 2 liter	67.6	oz	btl	8	1.31500	1.50	061	12.00

Status: salapiuser1

Done 00:19:57 4:02 PM

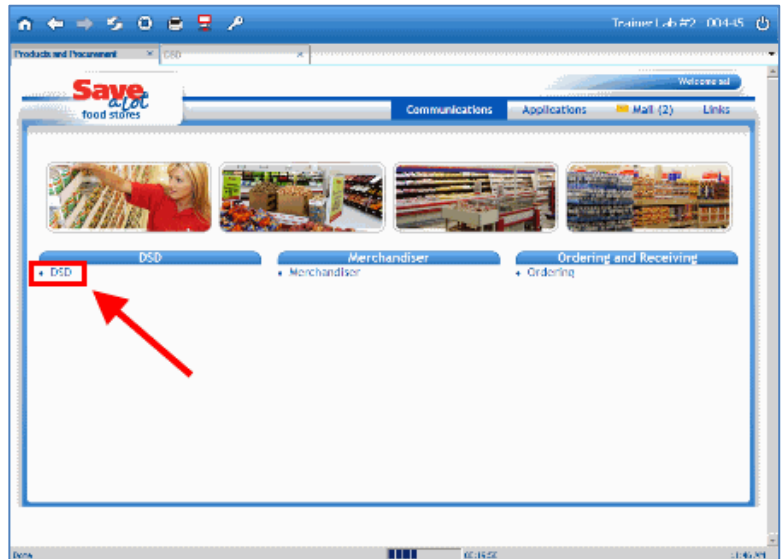
UPC	The items UPC code
Item #	Save A Lot's item number
Description	The item description
Size	The weight or count of one sellable unit
UOM	Unit of measure (count, ounce, pound) of the sellable unit
Container	Packaging of the sellable unit
Pack	Sellable units per container
Cost	The known cost per unit from the vendor
Retail	Save A Lot's recommended retail price per unit
Sub dept	Item class within the ISS45/Save A Lot department
GP%	Gross profit percentage per sellable unit at the recommended retail

- To print the report, click the print button  in the toolbar at the top of the screen
- To choose another price book report, click the **Back** button

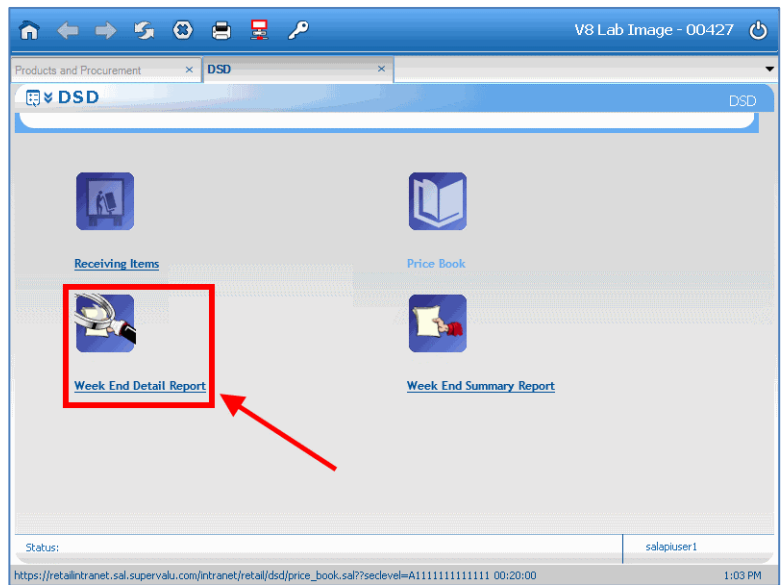
Week End Detail Report

Lists all items received through a defined period. This report should be printed at the end of each week and submitted with the week's invoices.

- Click **DSD**



- Click **Week End Detail Report**



Bridgeton, MO - 00423

Products and Procurement

x

DSD

x

DSD

Store: 00423

Vendor: [All]

W/E (mm/dd/yyyy): 11/23/2019

View Report

200559 ARCTIC ICE, INC.

Store: 00423

Week Ending: 11/23/2019

Description	Size		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total Qty	Cost	Ext Cost	Retail	Ext Retail
UPC														
ICE 7lb bag	7.00000	Recvd:	0.00	0.00	0.00	30.00	0.00	0.00	0.00	30.00		21.00		47.70
0000-00000-01562		Cred:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	0.00	1.59	0.00
ICE 20lb bag	20.00000	Recvd:	0.00	0.00	0.00	30.00	0.00	0.00	0.00	30.00		60.00		89.70
0000-00000-01564		Cred:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.99	0.00
SUBTOTAL:		Recvd:	0.00	0.00	0.00	60.00	0.00	0.00	0.00	60.00		81.00		137.40
		Cred:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00

32571 Bimbo Bakeries USA, Inc.

Store: 00423

Week Ending: 11/23/2019

Description	Size		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total Qty	Cost	Ext Cost	Retail	Ext Retail
UPC														
Grissoms Split Top	20.00000	Recvd:	0.00	30.00	0.00	0.00	0.00	0.00	0.00	30.00		34.50		44.70
0000-51933-26710		Cred:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.15	0.00	1.49	0.00
Grissoms White Rou	20.00000	Recvd:	0.00	120.00	0.00	0.00	0.00	0.00	0.00	120.00	* 0.85	102.00	* 0.99	118.80
0000-51933-26720		Cred:	0.00	38.00	0.00	0.00	0.00	0.00	0.00	38.00		-32.30		37.62
Grissoms Hamburger	11.00000	Recvd:	0.00	36.00	0.00	0.00	0.00	0.00	0.00	36.00	* 0.86	30.96	* 0.99	35.64
0000-51933-26740		Cred:	0.00	12.00	0.00	0.00	0.00	0.00	0.00	12.00		-10.32		11.88
Grissoms Hot Dog B	11.00000	Recvd:	0.00	44.00	0.00	0.00	0.00	0.00	0.00	44.00	* 0.86	37.84	* 0.99	43.56
0000-51933-26750		Cred:	0.00	13.00	0.00	0.00	0.00	0.00	0.00	13.00		-11.18		12.87
Grissoms Honey Whe	20.00000	Recvd:	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00		10.40		11.92
											1.30		1.49	

Status:

jwil0mh

Done

00:19:59

11:28 AM

Description/UPC	Item description and UPC code
Size	Weight/count of the item
Sun-Sat	Item quantity received on each day
Total Qty	Total quantity received for the week
Cost	Cost per sellable unit
Ext Cost	Extended cost, the total cost for the quantity received
Retail	Suggested retail price per sellable unit
Ext Retail	Extended retail, the total retail value for the quantity received

- Select a specific vendor using the drop down next to the **Vendor** field

Store: 00423

Vendor: [All]

W/E (mm/dd/yyyy): 05/12/2018

View Report

Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcd	Units Cred	Cost Rcd	Cost Cred	Sell Rcd	Sell Cred	Misc Charges	GP%
429081	05/06	05/06	Each/LB	115.50	100.00	0.00	115.50	0.00	208.00	0.00	0.00	44.47
SUBTOTAL:					115.50	100.00	0.00	115.50	0.00	208.00	0.00	44.47

- If you wish to change the week ending date, click the calendar
- Click the **View Report** button

Store: 00423

Vendor: [All]

W/E (mm/dd/yyyy): 05/12/2018

View Report

Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcd	Units Cred	Cost Rcd	Cost Cred	Sell Rcd	Sell Cred	Misc Charges	GP%
429081	05/06	05/06	Each/LB	115.50	100.00	0.00	115.50	0.00	208.00	0.00	0.00	44.47
SUBTOTAL:					115.50	100.00	0.00	115.50	0.00	208.00	0.00	44.47

- To print a copy, click the printer icon in the toolbar at the top of the page

Store: 00423

Vendor: [All]

W/E (mm/dd/yyyy): 05/12/2018

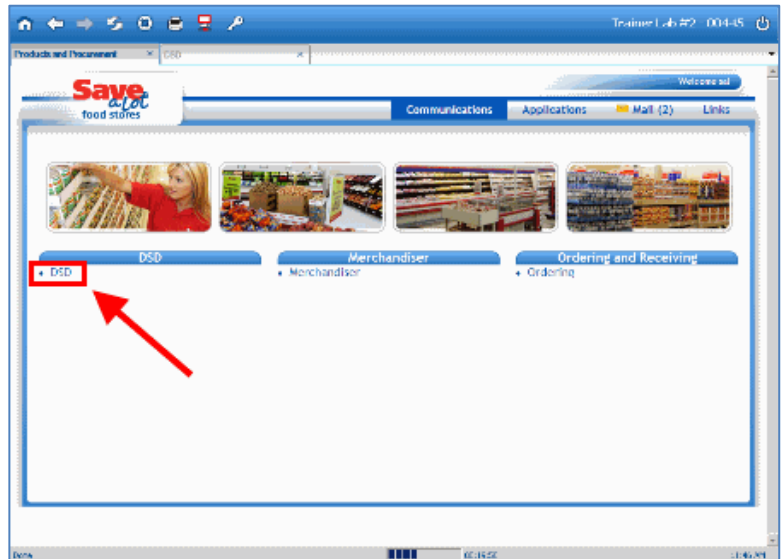
View Report

Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcd	Units Cred	Cost Rcd	Cost Cred	Sell Rcd	Sell Cred	Misc Charges	GP%
429081	05/06	05/06	Each/LB	115.50	100.00	0.00	115.50	0.00	208.00	0.00	0.00	44.47
SUBTOTAL:					115.50	100.00	0.00	115.50	0.00	208.00	0.00	44.47

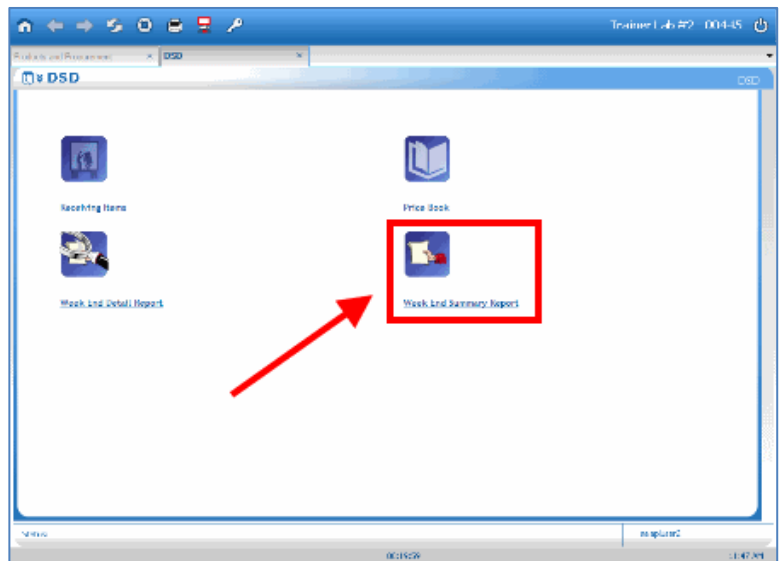
Week End Summary Report

Displays a summary of invoices received for the defined period. This report should be printed at the end of each week, signed and submitted with the week's invoices

- Click **DSD**



- Click **Week End Summary Report**



Products and Procurement x DSD x

DSD

Store: 00423

Vendor: [All] W/E (mm/dd/yyyy): 09/30/2017 View Report

396503 Earthgrain / Sara Lee					Store: 00423				Week Ending: 09/30/2017				
Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcvd	Units Cred	Cost Rcvd	Cost Cred	Sell Rcvd	Sell Cred	Misc Charges	GP%	
52366117085	09/25	09/25	Each/LB	122.66	100.00	0.00	123.76	0.00	163.40	0.00	0.00	24.26	
*52366117088	09/25	09/25	Each/LB	-21.27	0.00	11.00	0.00	-18.36	0.00	-24.19	0.00	24.10	
52366117121	09/26	09/26	Each/LB	172.76	150.00	0.00	166.10	0.00	220.10	0.00	0.00	24.53	
*52366117124	09/26	09/26	Each/LB	-41.39	0.00	39.00	0.00	-41.19	0.00	-54.64	0.00	24.62	
SUBTOTAL:				232.76	250.00	50.00	289.86	-59.55	383.50	-78.83	0.00	24.41	

396666 FRITO LAY INC.					Store: 00423				Week Ending: 09/30/2017				
Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcvd	Units Cred	Cost Rcvd	Cost Cred	Sell Rcvd	Sell Cred	Misc Charges	GP%	
53770082	09/25	09/25	Each/LB	199.96	123.00	0.00	199.96	0.00	243.90	0.00	0.00	18.02	
53770095	09/27	09/27	Each/LB	325.49	104.00	0.00	325.49	0.00	388.46	0.00	0.00	16.21	
*53770137	09/27	09/27	Each/LB	-7.08	0.00	3.00	0.00	-7.08	0.00	-8.97	0.00	21.07	
SUBTOTAL:				518.37	227.00	3.00	525.45	-7.08	632.36	-8.97	0.00	16.85	

GRAND TOTAL:	Invoice Amt	Units Rcvd	Units Cred	Cost Rcvd	Cost Cred	Sell Rcvd	Sell Cred	Misc Charges	GP%
	751.13	477.00	53.00	815.31	-66.63	1015.86	-87.80	0.00	19.33

Preparer's Signature: _____ Date: _____

Invoice#	Invoice number
Invoice	Date invoice was entered by a store user
Approved	Date the invoice was approved/sign off by a store user
Type	Each/LB or case (how the item was received)
Invoice Amt	Invoice amount
Units Rcvd	Sellable units received
Units Cred	Sellable units the store received credit on
Cost Rcvd	Total cost of sellable units received
Cost Cred	Total cost of sellable units the store received credit on
Sell Rcvd	Retail value of sellable units received
Sell Cost	Retail value of sellable units the store received credit on
Misc Charges	Any additional fees, charges or discounts
GP%	Gross profit percentage of the sellable units received (at suggested retail price)

- To select a specific vendor, click the drop-down arrow next to the **Vendor** field

Bridgeport, MO - 00423

Products and Procurement x DSD x

Store: 00423

Vendor: [All] [v]

W/E (mm/dd/yyyy): 09/30/2017 [calendar icon] [View Report]

Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcvd	Units Cred	Cost Rcvd	Cost Cred	Sell Rcvd	Sell Cred	Misc Charges	GP%
52366117085	09/25	09/25	Each/LB	122.66	100.00	0.00	123.76	0.00	163.40	0.00	0.00	24.26
*52366117088	09/25	09/25	Each/LB	-21.27	0.00	11.00	0.00	-18.36	0.00	-24.19	0.00	24.10
52366117121	09/26	09/26	Each/LB	172.76	150.00	0.00	166.10	0.00	220.10	0.00	0.00	24.53
*52366117124	09/26	09/26	Each/LB	-41.39	0.00	39.00	0.00	-41.19	0.00	-54.64	0.00	24.62
SUBTOTAL:				518.37	227.00	3.00	525.45	-7.08	632.36	-8.97	0.00	16.85
GRAND TOTAL:				751.13	477.00	53.00	815.31	-66.63	1015.86	-87.80	0.00	19.33

Preparer's Signature: _____ Date: _____

- If you wish to change the week ending date, click the calendar
- Click the **View Report** button

Bridgeport, MO - 00423

Products and Procurement x DSD x

Store: 00423

Vendor: [All]

W/E (mm/dd/yyyy): 09/30/2017 [calendar icon] [View Report]

Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcvd	Units Cred	Cost Rcvd	Cost Cred	Sell Rcvd	Sell Cred	Misc Charges	GP%
52366117085	09/25	09/25	Each/LB	122.66	100.00	0.00	123.76	0.00	163.40	0.00	0.00	24.26
*52366117088	09/25	09/25	Each/LB	-21.27	0.00	11.00	0.00	-18.36	0.00	-24.19	0.00	24.10
52366117121	09/26	09/26	Each/LB	172.76	150.00	0.00	166.10	0.00	220.10	0.00	0.00	24.53
*52366117124	09/26	09/26	Each/LB	-41.39	0.00	39.00	0.00	-41.19	0.00	-54.64	0.00	24.62
SUBTOTAL:				518.37	227.00	3.00	525.45	-7.08	632.36	-8.97	0.00	16.85
GRAND TOTAL:				751.13	477.00	53.00	815.31	-66.63	1015.86	-87.80	0.00	19.33

Preparer's Signature: _____ Date: _____

- To print a copy, click the printer icon in the toolbar at the top of the page
- To view a different report, change the vendor or week ending date information and click the **View Report** button.

Bridgeport, MO - 00423

Products and Procurement x DSD x

Store: 00423

Vendor: [McKee / Little Debbie] [v]

W/E (mm/dd/yyyy): 09/23/2017 [calendar icon] [View Report]

Invoice#	Invoice	Approved	Type	Invoice Amt	Units Rcvd	Units Cred	Cost Rcvd	Cost Cred	Sell Rcvd	Sell Cred	Misc Charges	GP%
500022	09/21	09/21	Each/LB	145.80	88.00	0.00	145.80	0.00	192.12	0.00	0.00	24.11
059029119	09/21	09/21	Each/LB	145.80	88.00	0.00	145.80	0.00	192.12	0.00	0.00	24.11
GRAND TOTAL:				145.80	88.00	0.00	145.80	0.00	192.12	0.00	0.00	24.11

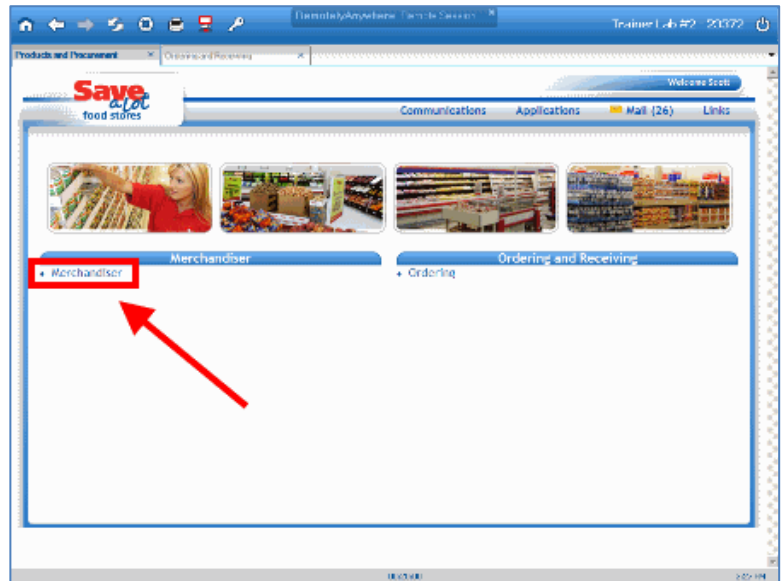
Preparer's Signature: _____ Date: _____

* Cost or retail different from w/e cost or retail
** Not included in GP

Merchandiser

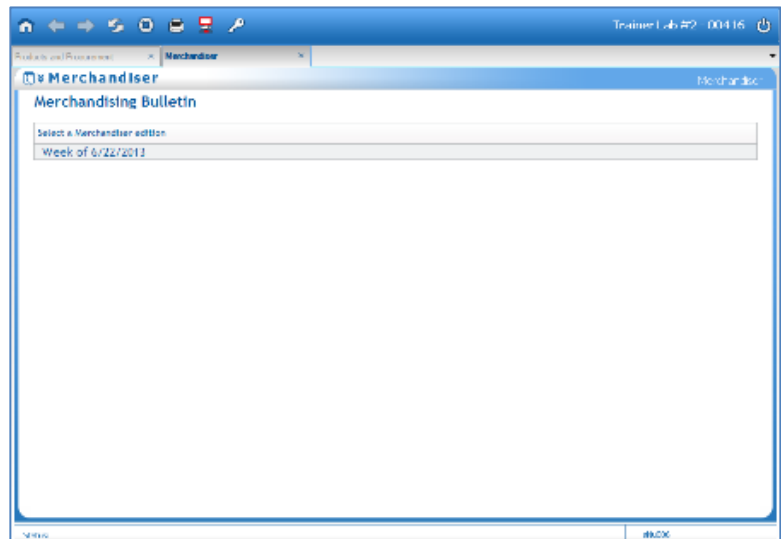
Merchandiser bulletins display information relating to new items available for ordering

- Click **Merchandiser**

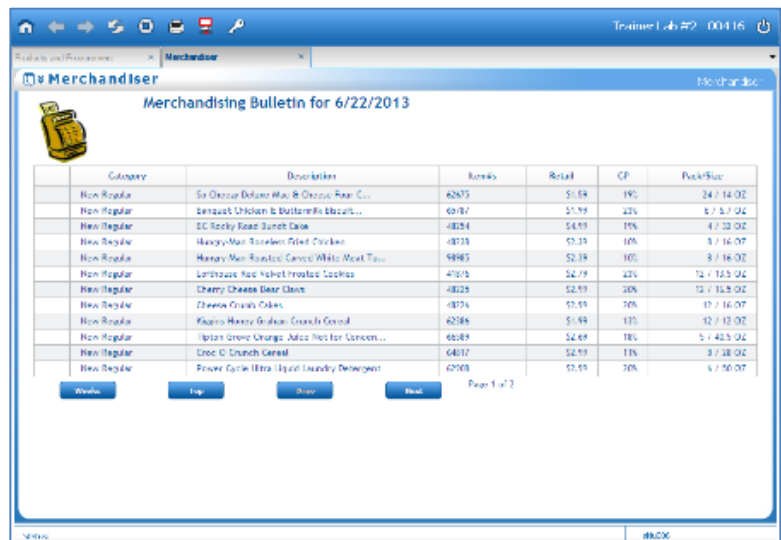


- Click the desired week

NOTE: The **Merchandising Bulletin** screen displays up to three weeks of merchandising bulletins

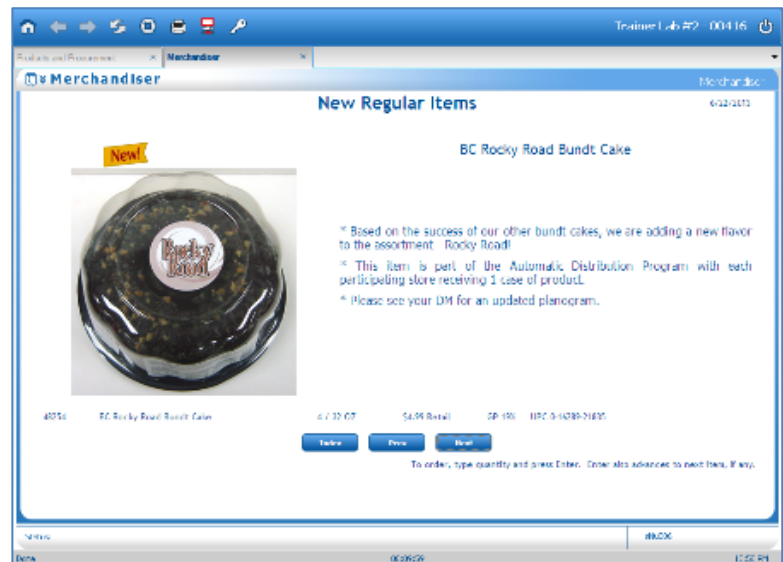


Category	Indicates if the item is a new regular, special buy, etc.
Description	Item description
Item#’s	Save A Lot order code
Retail	Suggested retail sale price
GP	Gross profit at suggested retail price
Pack size	Quantity per case and item size



- Click the **Weeks** button to return to the bulletin screen
- Click the **Top** button to return to the first page of item listings
- Click the **Prev** button to display the previous page (if applicable)
- Click the **Next** button to display the next page (if applicable)

- Clicking an individual item displays a more detailed description, picture (if available) and the item's UPC(s)
- If an order was opened prior to viewing the merchandiser, the item displayed can be ordered from this screen
- Click in the **Order Qty** box, type the quantity desired, and press **Enter**
- The amount entered will automatically be added to your current open order



- Click **Index** to return to the previous bulletin screen.
- Click **Prev** to display the previous item.
- Click **Next** to display the next item in this merchandiser.

RP Perishable Order Guide (Retail Partners only)

Assists in planning future fresh meat and produce ordering

Port Jervis, NY - 45166

Products and Procurement
Report
Ordering and Receiving

Ordering And Receiving
RP Perishable Order Guide

Week Ending: 12/01/2018
Retail Department: Produce
View Report

1 of 8
100%
Find | Next

Perishable Order Guide
SAL 45166 Port Jervis, NY

Report ID
SSR_SOD0025

Week Ending: 11/24/2018-11/30/2018
Projected Sales \$:
Actual Sales \$:

Retail Dept: Produce
Projected Dist %:
Actual Dist %:

Retail \$		Retail Price	Item						Sun		Mon		Tue		Wed		Thu		Fri		Sat	
Old	New	Effective date	Description	PLU	Code	Pack	Inv	Ord	Inv	Ord	Inv	Ord	Inv	Ord	Inv	Ord	Inv	Ord	Inv	Ord	Inv	Ord
Produce																						
1	2.99	1	2.79	11/28/2018	APPLES,FUJI 3 LB BAG	SCAN	64739	12														
1	1.49			11/28/2018	APPLES,GALA 12/3 LB	SCAN	Survey	12														
1	1.49			11/28/2018	APPLES,GALA EURO	4133	64535	27														
1	1.49			11/28/2018	APPLES,GOLD DEL EURO	4021	64515	27														
1	2.99	1	2.79	11/28/2018	APPLES,GOLD DELICIOUS 12/3LB	SCAN	67650	12														
1	1.49			11/28/2018	APPLES,GRANNY EURO	4139	66676	27														
1	3.29			11/28/2018	APPLES,GRANNY SMITH 12/3 LB	SCAN	63410	12														

Status:
dflo002

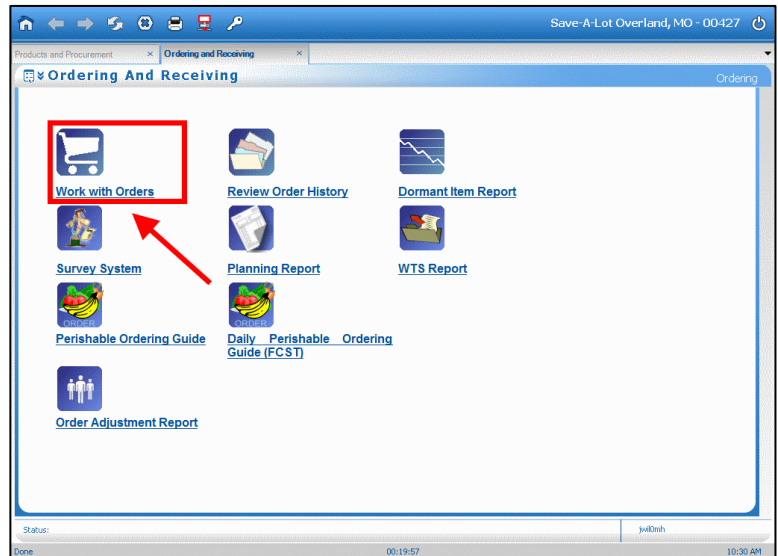
Retail \$ (Old and New)	Provides the old and new (if applicable) retail price for the item for the week ending date the report represents. Data is the same as is on the corresponding perishable retail pricing report
Item	Item information showing product description, PLU code (if applicable) and case pack quantity
Days of The Week	Fields for you to record on the printed report the on-hand inventory and item order quantity for each day of the week

Ordering

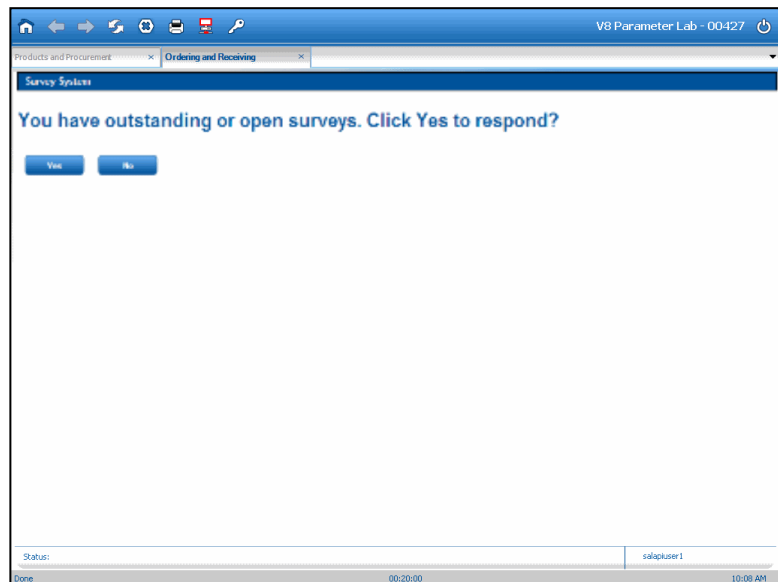
Allows you to create, edit and submit orders to your Distribution Center

Creating an Order

- Click on **Work with Orders**



- If there are open or outstanding surveys, the system will send a reminder
 - o Click **Yes** to open the [Survey List](#)
 - Or
 - o Click **No** to continue



- Select the appropriate order delivery date using the calendar
- The next month can be accessed by clicking the arrow to the right of the current month
- The screen will refresh and load the **Order Types** available for that date

- Select the **Order Type** using the drop-down list
- NOTE: Some stores may not have access to all the order types listed below*
- Click **OK**

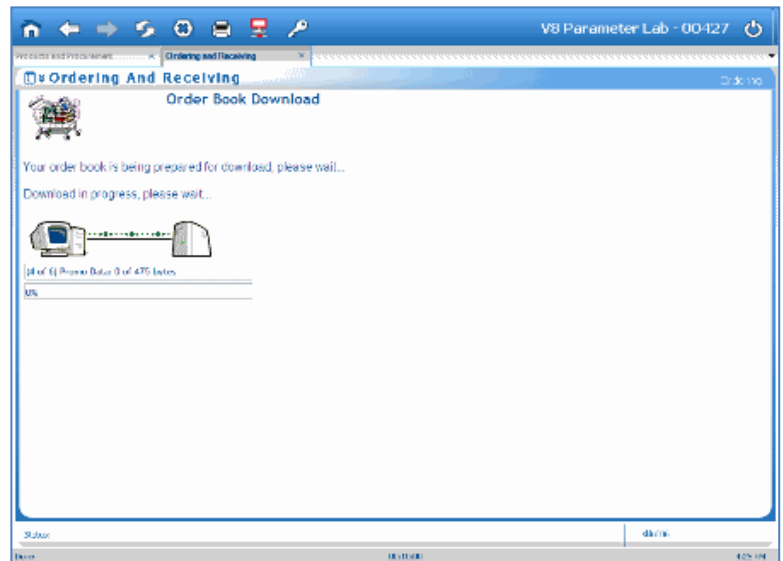
Supercombo	Allows you to order all grocery and perishable items and store supplies available from your DC
Supercombo – No Milk	Same as super combo but without milk
Split (RP only)	Allows you to submit an order with lower weight and cube requirement
Split – No Milk	Same as Split but without milk
Split Load (Max) (Corporate)	Allows you to split a truck with another store
Upstream DC	Allows the ordering of general merchandise (HBA, pet supplies, chemicals, etc.)
Training	A simulated order book to be used for practice
Milk	This is specific to the state and if allowed it will be present in the order type drop-down

NOTES: Stores may change between Supercombo and Split-type orders at any time prior to order submission using the **Order Type** dropdown on the [Current Order Information screen](#). All other order types **cannot** be changed after the selection is made on the page shown above.

Cube min/max limits are 1600/1800 for Supercombo; 400/850 for Split

Weight min/max limits are 40,000/42,000 for Supercombo; 10,000/21,000 for Split

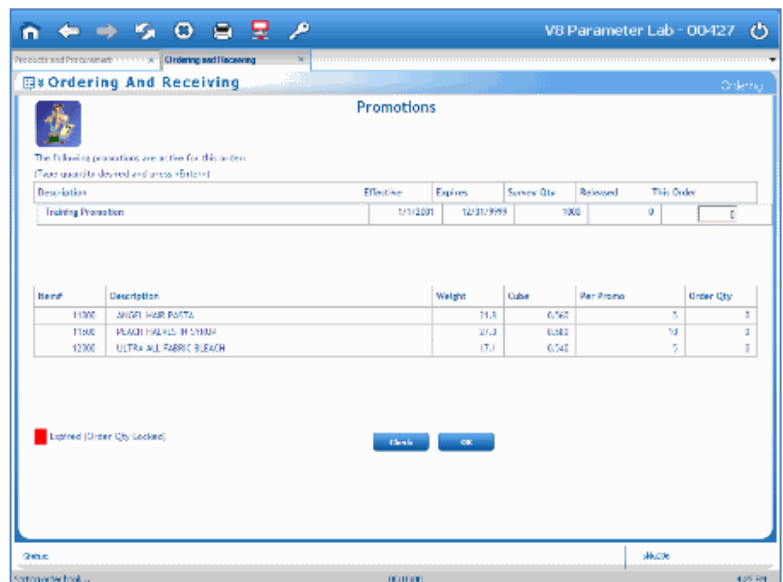
- An order book will download



Reviewing Promotions

- The **Promotions** screen will appear for current/active promotions, which are pre-surveyed product to which you have committed quantities.

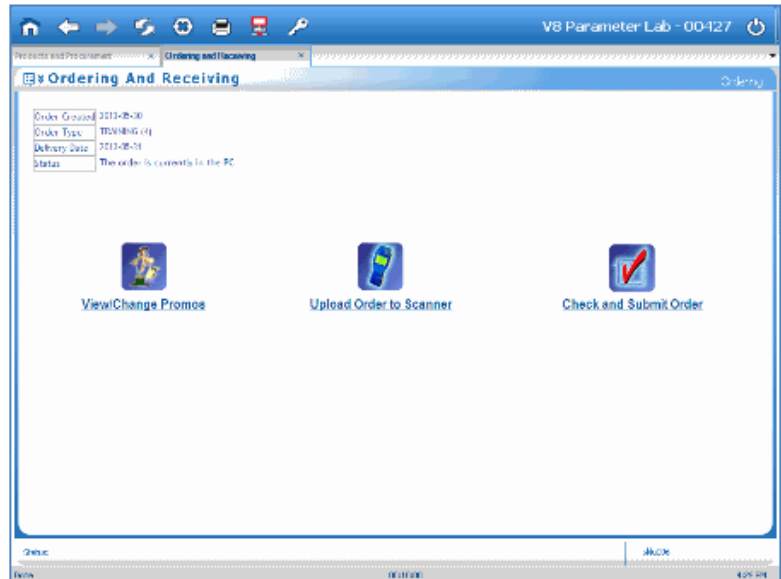
Effective	Earliest date that the product is available for delivery
Expires	Date the promotion expires
Survey Qty	Total promotional quantity to which you have committed
Released	Quantity of the promotional item you have already received
This Order	Auto-populated with any unreleased promotional quantities. This field is editable unless the current order delivery date is on or beyond the expiration date for this promo. Any surveyed, but unreleased quantities will be automatically added to this order.



- Locked (red filled) quantities cannot be cleared
- The item toolbar, displayed below the promo grid, provides information on the selected promo item
- Any previously delivered promotion which was incomplete due to back-ordered items will also show up on the promotions screen, so verify the order quantities in the item list at the bottom of the screen
- To order your promo, click the box under “this order” and enter the desired quantity, then click OK

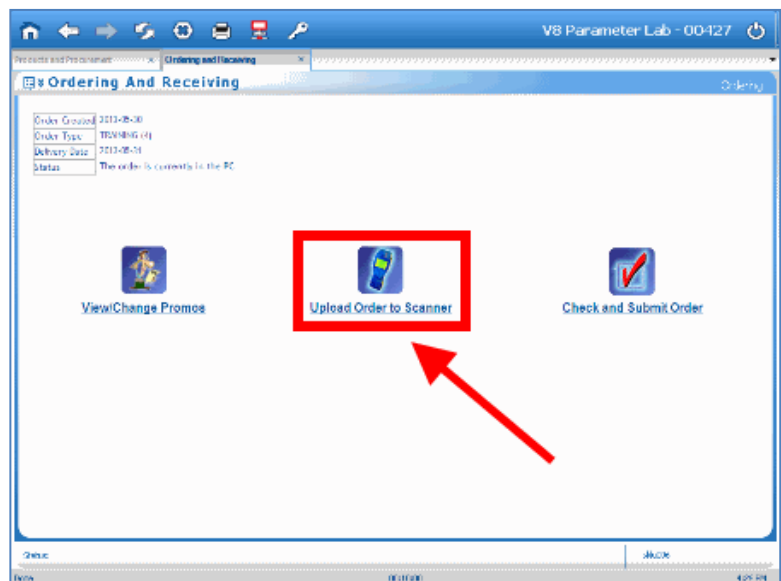
Work Current Order

- **View/Change Promos**
 - Returns you to the [Promotions](#) screen
- **Upload Order to Scanner**
 - This function transfers control of the order book to and from the PC to the symbol handheld scanner
- **Check and Submit Order**
 - View the order book
 - Print order book classes
 - Add/modify order quantities
 - Add/modify order "fill" quantities
 - Check your order for weight and cube requirements
 - View your current weight, case count, and cube
 - Find items by description
 - View item availability
 - Display item order history for your last 4 orders
 - View item statistics including sales for the previous 5 weeks

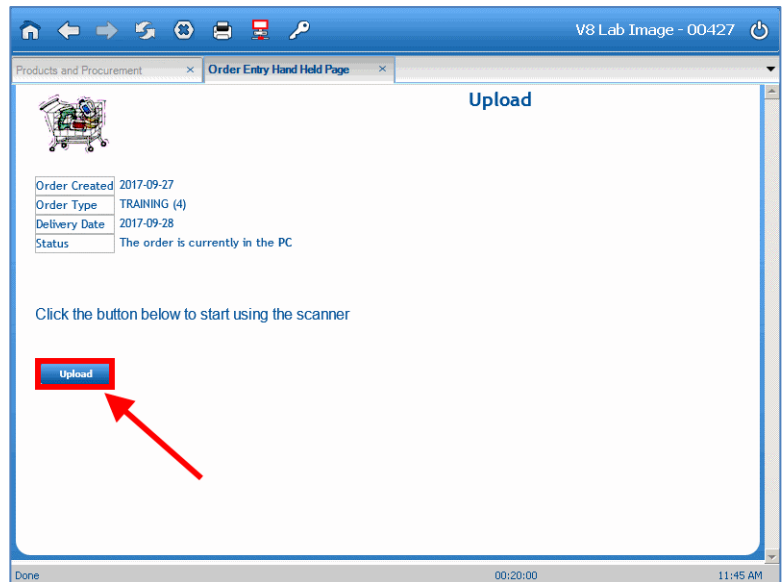


Ordering With The Symbol Handheld

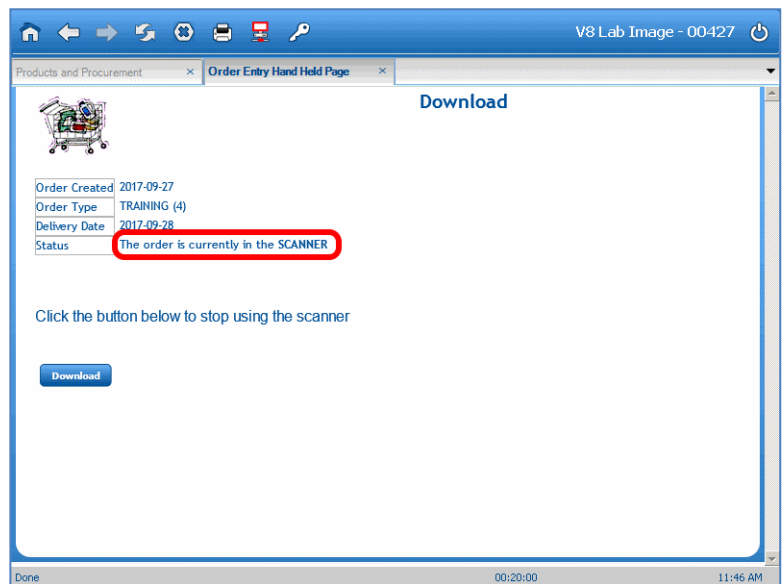
- Select **Upload Order to Scanner** to begin the order process.



- Click **Upload** to transfer control of the order book to the symbol handheld
 - o Once the order is uploaded to the symbol, the ability to edit the order book on the PC is prohibited.



- When completed, the **Status** will read, **The order is currently in the SCANNER**



- On the symbol gun type your **User ID** and **Password** and press **ENT**

LG001

Login

User ID:

Password:

Enter User ID

- Select **Ordering**

UPC/item number	Scan a UPC code, enter a UPC code, scan a shelf label or enter an item number
Submit	Records the UPC/item number if typed manually
Order type	The type of order that was selected when the order book was created
Del date	Delivery date
Order stats.	Weight and cube of the order when selected
Menu	Return to the main menu
Last ten	Displays the last 10 items that were scanned or manually entered

MN001 salapiuser2

Save a lot

Main Menu

Price Check

Ordering

ID Loss

DSD

Print Signs/Tags

Logoff

OR001 UID: hs_scottc

Scan Item

UPC / Item

Submit

Order Stats

Order Type Del Date

MINI COMBO01-20-2011

Order Stats.

Menu Last Ten

- Enter the desired quantity
- Press **ENT** or **Submit** to continue
- Press **Stats** to view past order info for this item

OR002
Order Entry
UID: salapiuser

Item #	Price		
18260	4.29		
30 CT GRADE A MEDIUM			
History - newest to oldest			
0	2	4	2
Min	Max	Forecast	Qty
0	999	11.0	<input type="text"/>
Pack	P-Qty	Promo	
12	N / 30	0	
Size	Total		
2 5	0		
Print:	<input type="radio"/> Sign	<input type="radio"/> Tag	
			Stats
Menu	Cancel	Submit	

Item #	Save A Lot ordering number
Price	Save A Lot recommended retail price (not the ISS45 item file price)
History	Last 4 ordered quantities, listed left to right from newest to oldest, based on order type
Min	The minimum case quantity that can be ordered
Qty	Enter the amount to order, in cases
Forecast (Corp only)	Forecast of product sales prior to placing your next order
Pack	Item quantity per case
P-Qty	N – not ordered by the pallet, Y – ordered by the pallet/the quantity in cases that come on a pallet
Promo	Quantity scheduled to be delivered in this order, if item was from a survey. Promo field is un-editable
Size	The item size that is sold
Total	The sum of the promo and manually entered Qty fields
Print:	See Sign and Tag Printing
Stats	See Item Statistics
Menu	Return to start menu
Cancel	Return to scan item screen
Submit	Records the ordered quantity

Sign and Tag Printing

- Selecting the **Sign** or **Tag** buttons will request a sign or tag to print for the currently displayed item.
- When **Submit** is selected, the sign or tag will immediately print on the printer in the back office.

NOTE: To print more than one sign or tag, you must rescan an item again and request the sign or tag needed.

OR002 Order Entry UID: salapiuser

Item #	Price
51711	0.50

BN STAGE 2 SWEET CAR

History - newest to oldest
0 0 0 0

Min	Max	Forecast	Qty
1	999		

Pack	P-Qty	Promo
10	N / 384	0

Size	Total
4 OZ	0

Print: ☐ Sign ☐ Tag

Stats

Menu Cancel Submit

- If the store has more than the default templates, there will be a **More** radio button
- Press the **More** button to see a list available templates

NOTE: For detailed instructions on printing non-standard signs/tags see [Printing Signs/Labels from Symbol Gun](#)

OR002 Order Entry UID: salapiuser

Item #	Price
51711	0.50

BN STAGE 2 SWEET CAR

History - newest to oldest
0 0 0 0

Min	Max	Forecast	Qty
1	999		

Pack	P-Qty	Promo
10	N / 384	0

Size	Total
4 OZ	0

Print: ☐ Sign ☐ Tag ☒ More

Stats

Menu Cancel Submit

Item Statistics

- The **Stats** screen displays general item information in the following categories at the top of the screen

GP	The item's gross profit based on the current order delivery date and suggested retail price
MM/DD	Week ending dates of the previous five completed weeks, newest to oldest Current week is not displayed
CsSls	Total cases of the item sold in each of the previous five-week periods Cases round up at .50 (half of a case) or more; down at .49 or less
5 Week Case Sales Trend	Displays the difference in cases sold for the last five weeks as compared to the five weeks prior to that For example, if the last five weeks sales were 100 cases, and the prior five weeks were 80 cases, the trend would be +20)

ST001 Statistics UID:hs_scott

18260 GP: 13.06%

CF GRADE A MEDIUM EG

10/06 09/29 09/22 09/15 09/08

CsSls: 25 14 22 22 21

5 Week Case Sales Trend : -5

D	1	0	10	1	0
M	0	0	0	0	0
DM	0	0	0	0	0
Ttl #	1	0	10	1	0
Ttl \$	3	0	31	3	0
X-In	0	0	0	0	0
X-Out	0	0	0	0	0

Menu Cancel Back

- The middle row of fields is updated from the **Id Loss** application
- Quantities are in sellable units or pounds, rounded to the nearest whole number

D	Discard quantity
M	Markdown quantity
Dm	Discard markdown quantity
Ttl #	Total discard, markdown and discard markdown quantities
Ttl \$	Total discard, markdown and discard markdown dollars

ST001 Statistics UID:hs_scott

18260 GP: 13.06%

CF GRADE A MEDIUM EG

10/06 09/29 09/22 09/15 09/08

CsSls: 25 14 22 22 21

5 Week Case Sales Trend : -5

D	1	0	10	1	0
M	0	0	0	0	0
DM	0	0	0	0	0
Ttl #	1	0	10	1	0
Ttl \$	3	0	31	3	0
X-In	0	0	0	0	0
X-Out	0	0	0	0	0

Menu Cancel Back

- The bottom row of fields is updated from the **Store To Store Transfer** application
- Quantities are in sellable units or pounds, rounded to the nearest whole number:

X-in	Quantities transferred into the store
X-out	Quantities transferred out of the store
Menu	Return to the main menu
Cancel	Cancel out of this screen and return to the screen to enter/scan a new item
Back	Return to the order entry screen for this item

NOTE: quantities entered on the order entry screen will not be saved when clicking menu and cancel from the item statistics screen. You must first return to the order entry screen and click submit to record quantities.

ST001 Statistics UID:hs_scottc

18260 GP: 13.06%

CF GRADE A MEDIUM EG

10/06 09/29 09/22 09/15 09/08

CsSls: 25 14 22 22 21

5 Week Case Sales Trend : -5

D	1	0	10	1	0
M	0	0	0	0	0
DM	0	0	0	0	0
Ttl #	1	0	10	1	0
Ttl \$	3	0	31	3	0
X-In	0	0	0	0	0
X-Out	0	0	0	0	0

Menu Cancel Back

Order Statistics

- Once you've submitted or cancelled out of your previously selected item, the scan item screen returns and the application is ready to scan or manually enter the next item
- The **Order Stats** button will display current order information

OR001 UID: hs_scottc

Scan Item

UPC / Item

Submit

Order Stats

Order TypeDel Date

MINI COMBO01-20-2011

Order Stats.

Menu Last Ten

OR003 UID: hs_scottc

Current Order

Case	Cube	Weight
55	172	3,429

Back

- The **Current Order** screen displays current order totals for case, cube and weight
- The **Back** button returns to scan item screen

Last Ten Items

- From the scan item screen, the **Last Ten** button displays the last ten items that were scanned or manually entered in this order

OR001 UID: hs_scottc

Scan Item

UPC / Item

Submit

Order Stats

Order Type Del Date
MINI COMBO01-20-2011

Order Stats.

Menu Last Ten

- Each item will appear as a link to the item detail in the order book
- The **QTY** column includes any promo quantities that are scheduled to be delivered within this order
- Click on an item name to view its **Read Only Item Detail**

OR004 UID: hs_scottc

Last Ten Items Ordered

Item Name	Item #	QTY
CF GRADE A MEDIUM EG	18260	12
UNS BUTTER ROUNDS S	18560	5
BUTTER BEANS	10030	4
BANANAS TURNER	65350	10

Back

- Press the **Back** button to return to the **Last Ten Items Ordered** screen

OR005 UID: hs_scottc

Read Only Item Detail

Item Name
CF GRADE A MEDIUM EG

Item #
18260

Min	Ma	Qty	Promo	Total
0	999	12	0	12

Pack	Pallet	Size
12	N	2.5 DOZ

History - newest to oldest

5	4	0	10
---	---	---	----

Cube	Weight	Price
2.36	44.9	3.49

Back

Item name	The name associated with the item
Item #	The Save A Lot item number
Min	The minimum case quantity that can be ordered
Max	The maximum case quantity that can be ordered
Promo	If this item was part of a survey, the quantity scheduled to be delivered with this order is displayed. This field cannot be edited
Qty	The case quantity ordered
Total	The sum of the promo and Qty fields
Pack	Item quantity that will be in the case
Pallet	N – not ordered by the pallet, Y – ordered by the pallet
Size	The sellable item size
History	The last 4 ordered quantities are listed from newest to oldest for the current order type
Cube	The cube size this item adds to the order
Weight	The weight this item adds to the order
Price	Save A Lot recommended retail price

- Press the **Back** button to return to the **Scan Item** screen

OR004 UID: hs_scottc

Last Ten Items Ordered

Item Name	Item #	QTY
CF GRADE A MEDIUM EG	18260	12
UNS BUTTER ROUNDS S	18560	5
BUTTER BEANS	10030	4
BANANAS TURNER	65350	10

Back

- Press the **Menu** button to return to the **Main Menu** screen

OR001 UID: hs_scottc

Scan Item

UPC / Item

Submit

Order Stats

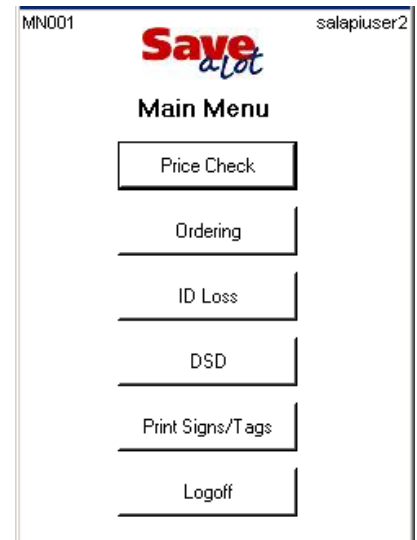
Order Type Del Date

MINI COMBO01-20-2011

Order Stats.

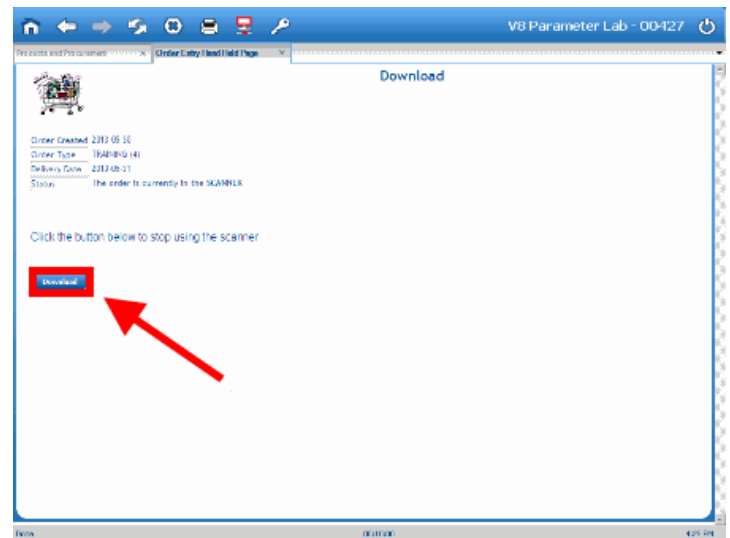
Menu Last Ten

- From the **Main Menu** screen, press **Logoff** to exit the symbol gun



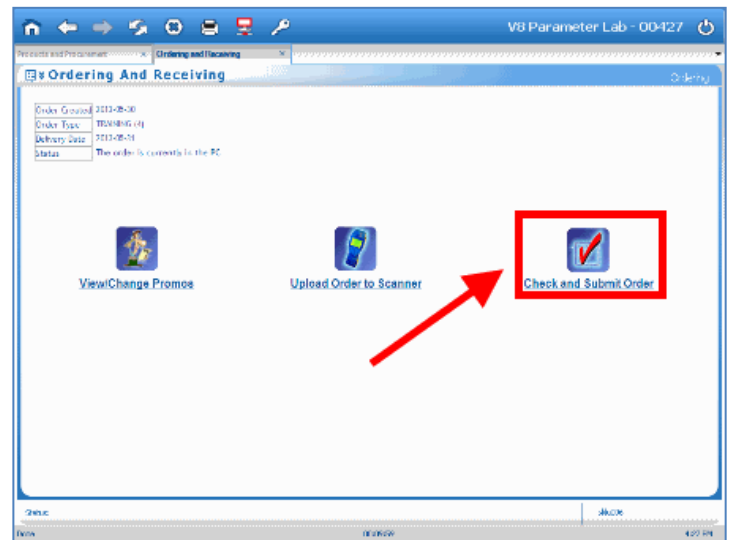
Downloading Order to PC

- Click **Download** button



Working with the Order Book on the Office PC

- Click on **Check and Submit Order** to continue



V8 Lab Image - 00427

Products and Procurement x Ordering and Receiving x

Ordering

Order Book

Current Order Information

Order Created: 12/19/2017 12:00 AM Order Type: SUPERCOMBO-S Delivery Date: 12/20/2017 11/16 10/09 09/24 09/21

Item #: Qty: Order History: 34 0 1 0

Description: FRENCH GREEN BEANS Class: 004 Vegetables Find Find Next

Item List Show Unavailable Items (Double-click item to view statistics) Records Shown: 2870

Item #	Rank	Pack	Size	Description	Wt	Cube	Min	Max	PQty	Pal	Retail	Fill	Promo	Order	Total
10000	382	24	14.5 OZ	FRENCH GREEN BEANS	25.94	0.56	1	999	85		0.49	0	11	0	11
10100	1948	24	15 OZ	BLACK EYE PEAS	26.40	0.57	1	999	85		0.69	0	4	0	4
57588	9999	480	64 FL OZ	SBUY OLD ORCH APPL CKTAIL PL	2,310.00	58.89	1	9	1 Y		0.99	0	1	0	1
56091	221	30	16 OZ	BLUE BONNET 1LB STICKS	31.88	0.67	1	999	60		0.89	0	4	0	4
43181	9999	6	59 OZ	SBUY TROPICANA PP OJ NO PULP	25.00	0.72	1	999	75		2.99	0	8	0	8
43182	9999	6	59 OZ	SBUY TROPICANA PP PET/CALC O	25.40	0.72	1	999	75		2.99	0	6	0	6
6530	9999	60	LBS AVG	SBUY BI WHOLE SUPER TRIM HAM	60.00	2.53	0	999	25		1.79	0	2	0	2
44500	9999	28	LBS AVG	SBUY KY LEGEND WHOLE HAM NJ	28.00	1.08	1	999	60		3.49	0	2	0	2
44520	9999	34	LBS AVG	SBUY SPIRAL HALF HAM	34.00	1.14	1	999	35		1.89	0	11	0	11
59048	2297	24	LBS AVG	SMOKED JOWL SQUARED	24.00	0.87	1	999	72		3.29	0	2	0	2
37850	9999	12	5 LB.	QUEENELA PORK CHITTERLING 5#	60.00	1.94	1	999	28		6.95	0	2	0	2
19300	9999	45	LBS	TRKY BRST B/I HONEY FRZN	39.00	1.67	1	999	40		1.99	0	1	0	1
341	1343	8	23.5 OZ	DOLE SLICED PEACHES IN JUICE	13.00	0.32	1	999	147		2.99	0	0	0	0
342	1708	8	23.5 OZ	DOLE MIXED FRUIT IN JUICE	13.00	0.33	1	999	147		2.99	0	0	0	0
343	1709	8	23.5 OZ	DOLE MANDARIN ORANGES IN JCE	13.00	0.32	1	999	147		2.99	0	0	0	0
11490	1210	24	15.25OZ	FRUIT COCKTL IN HEAVY SYRUP	26.32	0.57	1	999	85		1.19	0	0	0	0
11500	2180	24	15.25OZ	PEACH HALVES IN HEAVY SYRUP	27.00	0.58	1	999	85		1.10	0	0	0	0

Temporarily Unavailable Discontinued Pre-Ordered/Blocked Promo Cross Dock

Total Cases: 95 Total Cube: 180 Total Weight: 6,027

Filter Sort Print Save Save & Exit Check Submit

Status: salapiuser1

Done 00:19:58 1:26 AM

Order Created	Date and time the order book was downloaded
Order Type	Supercombo, split, upstream, etc.
Delivery Date	Date selected for delivery prior to downloading the order book
Item #	Used to enter the Save A Lot item code of an item you wish to order.
Qty	Used to order quantity of the product code entered
Order History	Displays the quantity of items ordered for this product on the last four orders
Description	Product name
Class	Drop-down box used to locate groups of items by product class
Item List	Select this option to show items that are unavailable for ordering
Records Shown	The number of items currently displayed in the order book grid
Item #	The Save A Lot five-digit order number
Rank	Ranks the items by the frequency with which they are ordered by your store
Pack	Units per case/pallet
Size	Unit size/weight
Description	Product description
Wt	Weight of one case/shipping unit
Cube	Item size
Min	Minimum order amount
Max	Maximum order amount
P-Qty	Pallet quantity – units per pallet
Pal	Indicates if the item is palletized
Retail	Current retail price
Fill	Field for manually entering quantities for “order fill”
Promo	Amount of survey items attached to this order that can be changed from this screen
Order	Field for manually entering desired quantity of an item
Total	Sum of the promo and order columns for an item
Total Cases/Cube/Weight	Provides current status of order size

- **NOTE:** You may switch between Supercombo and Split Load (Retail Partner) or Supercombo and Split Load (Max) (Corporate) at any time prior to order submission using the **Order Type** drop down box

- Double click on any item row to view additional information on the item

Gross Profit	The item's gross profit based upon the current delivery date and suggested retail price
5 Week Case Sales Trend	Displays the difference in cases sold for the last five weeks as compared to the five weeks prior to that For example, if the last five weeks sales were 100 cases and the prior five weeks were 80 cases the trend would be +20
MM/DD	Week ending dates of the previous five complete weeks, newest to oldest
Case Sale	Total cases of the item sold in each of the previous five-week periods Cases round up at .50 (half of a case) or more; down at .49 or less

- The following fields are updated from the **IDLoss** application; quantities are in sellable units or pounds rounded to the nearest whole number:

Discard	Discard quantity
Markdown	Markdown quantity
DM	Discard markdown quantity
Total#	Total discard, markdown and discard markdown quantities
Total\$	Total discard, markdown and discard markdown dollars

- The following fields are updated from the [Store To Store Transfer](#) application; quantities are in sellable units or pounds, rounded to the nearest whole number:

Transfers in	Quantities transferred into the store
Transfers out	Quantities transferred out of the store

Find an Item

- To locate an item using a word in the item's description, click **Find**

The screenshot shows the 'Ordering' screen in the V8 Lab Image - 00427 application. The 'Find' button is highlighted with a red arrow. The screen displays 'Current Order Information' with fields for Order Created, Order Type, Delivery Date, Item #, Qty, Description, and Class. Below this is an 'Item List' table with columns for Item #, Rank, Pack, Size, Description, WT, Cube, Min, Max, PQTY, Pal, Retail, Fill, Promo, Order, and Total. The table lists various items like FRENCH GREEN BEANS, BLACK EYE PEAS, and BLUE BONNET 1LB STICKS.

- In the **Search Order** screen, type all or part of the product description in the search field and click **Find**
- Reset** clears any information entered in the **Search** field
- Cancel** closes the **Search Order** screen without applying any search criteria

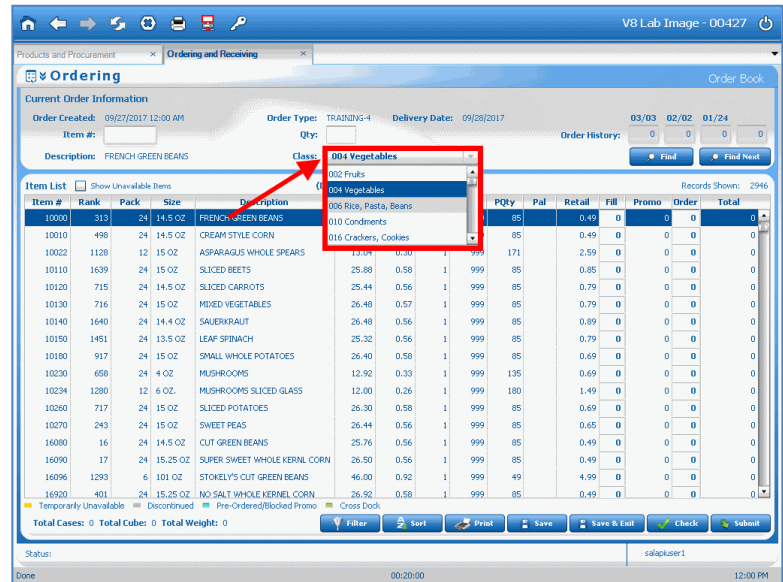
The screenshot shows the 'Search Order' screen. The search field contains the text 'peaches'. Below the search field are three buttons: 'Find', 'Reset', and 'Cancel'.

- After clicking **Find** the first result matching your search will be highlighted. To continue searching with the same (partial) description, click **Find Next**

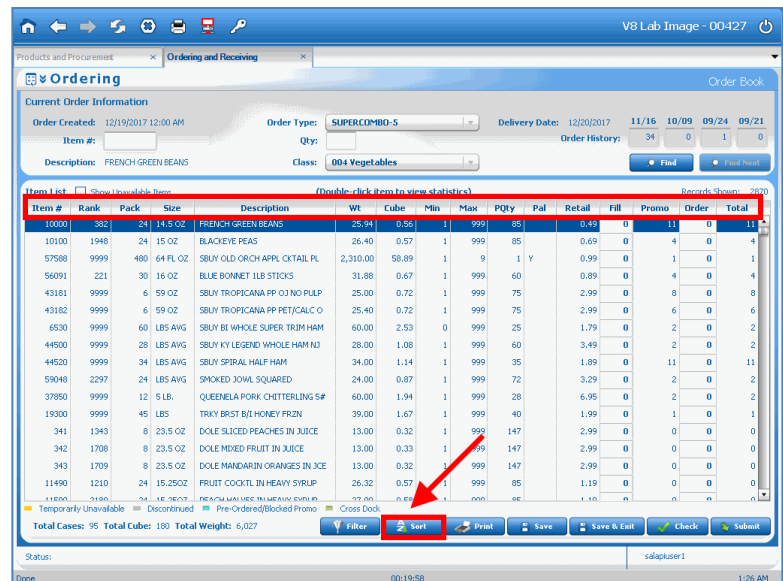
The screenshot shows the 'Ordering' screen in the V8 Lab Image - 00427 application after a search for 'peaches'. The first result, 'SLICED PEACHES 3AR TG', is highlighted. The 'Find Next' button is highlighted with a red arrow. The screen displays 'Current Order Information' with fields for Order Created, Order Type, Delivery Date, Item #, Qty, Description, and Class. Below this is an 'Item List' table with columns for Item #, Rank, Pack, Size, Description, WT, Cube, Min, Max, PQTY, Pal, Retail, Fill, Promo, Order, and Total. The table lists various items like CRUMBLE TOP, JO CHICKEN, and BLUEBERRY GOURMET MUFFIN 4CT.

Sorting the Order Book

- Click the drop-down list to select a **Class**
- The list will advance to the first occurrence of an item belonging to the selected class



- The order book can be sorted by clicking the column headers or by using the **Sort** button



- The Sort button allows you to select sorting criteria as well as sort order: **Ascending** or **Descending**
- Choose the **Default** option to return the order grid to its unsorted state (how the book appears when the screen first opens)



Filtering the Order Book

- To apply filters to the order book so that only specific items or classes appear in the order grid, click **Filter**

The screenshot shows the 'Ordering' window in the V8 Lab system. At the top, there's a navigation bar with 'Products and Procurement' and 'Ordering and Receiving'. Below this, the 'Current Order Information' section displays 'Order Created: 12/19/2017 12:00 AM', 'Order Type: SUPERCOMBO-5', 'Delivery Dates: 12/20/2017', and 'Order History: 34'. The 'Item List' table below shows columns for Item #, Rank, Pack, Size, Description, Wt, Cube, Min, Max, PQty, Pal, Retail, Fill, Promo, Order, and Total. A red arrow points to the 'Filter' button at the bottom of the table.

- Within each **Item Trait** additional values are listed. To view the values, click the arrow next to the **Item Trait** name to expand the selection

The 'Filtering' dialog box is shown. On the left, the 'Item Traits' section is expanded, displaying a list of traits: Clusters, Display Type, Ethnicity, Miscellaneous Attributes, Seasonal Traits, and Special Programs. On the right, the 'Merchandise Hierarchy' section is visible, showing a tree structure of product groups: Grocery (001), Frozen (002), Cooler (003), Meat (004), Produce (005), Supply (006), and General Merchandise (007). The 'Pallet Items' field at the bottom has radio buttons for 'Yes', 'No', and 'All'.

- Merchandise Hierarchy** allows you to view one or more classes at once, broken down by product groups
 - Grocery
 - Frozen
 - Cooler
 - Meat
 - Produce
 - Supply
 - General merchandise

This screenshot shows the 'Filtering' dialog box with the 'Merchandise Hierarchy' section expanded. It displays a list of product groups: Grocery (001), Frozen (002), Cooler (003), Meat (004), Produce (005), Supply (006), and General Merchandise (007). The 'Item Traits' section on the left is collapsed. The 'Pallet Items' field at the bottom has radio buttons for 'Yes', 'No', and 'All'.

- Expand a group by clicking the arrow next to the group name to display all product classes that report to the group
- To select all values in a group, click the checkbox to the left of the group name
- Use the **Pallet Items** field to filter your results further if needed
- Click **Apply** to view the filtered results in the order book grid

- The filtered results appear and are indicated by the words “**Filtered Item List**” on the top left of the order grid, and an updated number of “**Records Shown**” on the top right
- To clear the filter and view all available items in the order grid, click **Filter** again.

Ordering

Current Order Information

Order Created: 09/27/2017 12:00 AM Order Type: TRAINING-4 Delivery Dates: 09/28/2017

Item #: Description: SBUY VELVETA DELUXE MIX PLT Class: 006 Rice, Pasta, Beans

Filtered Item List

Records Shown: 1708

Item #	Rank	Pack	Size	Description	WT	Cube	Min	Max	PQTY	Pal	Retail	Fill	Promo	Order	Total
4600	9999	1,152	5.4 OZ	SBUY VELVETA DELUXE MIX PLT	1,106.50	55.00	0	9	1	Y	2.49	0	0	0	0
6541	9999	120	20 LB	SBUY JIFFY BLEND ICE MELT PL	2,475.00	34.44	1	9	1	Y	4.99	0	0	0	0
6803	9999	840	30 OZ	SBUY HELLMANN'S REAL MAYO PLT	1,697.28	55.56	0	9	1	Y	3.99	0	0	0	0
11690	2018	56	384 OZ	DRINKING WATER 3PK PLT	1,466.08	45.00	0	5	1	Y	2.99	0	0	0	0
12703	9999	49	8.8 LBS	SBUY ROYAL OAKLUMP CHARCL PL	511.00	38.33	1	9	1	Y	6.49	0	0	0	0
16060	1658	572	4 LB	SUGAR - PLT	2,288.00	46.56	1	9	1	Y	1.59	0	0	0	0
24085	1161	84	405.6 OZ	CRYSTAL 2-O SPRING WATER PLT	2,268.00	52.44	1	9	1	Y	2.99	0	0	0	0
28815	291	84	405.6 OZ	CRYSTAL 2-O 24PK WTR NES PLT	2,352.00	54.44	1	19	1	Y	2.29	0	0	0	0
34085	9999	261	60 OZ	SBUY JUNGLE JAM POP 24CT PLT	1,092.00	30.22	1	9	1	Y	1.99	0	0	0	0
34598	9999	49	50 LB	SBUY WINTER MELT ROCK SALT PLT	2,510.00	28.89	1	9	1	Y	7.29	0	0	0	0
39410	9999	1	1000 CT	SPECIAL TODAY SOE OFF LABEL	2.58	0.09	1	999	1		24.25	0	0	0	0
39440	9999	1	1000 CT	1/4 PORK LOIN LABEL	1.54	0.04	1	999	1		9.82	0	0	0	0
39810	1548	1	50 ROLL	10L THERMAL PAPER	42.30	0.86	1	999	1		60.09	0	0	0	0
45924	9999	1,536	16.3 OZ	SBUY PETER PAN MIXED PLT	1,793.94	53.33	1	9	1	Y	2.41	0	0	0	0
46712	9999	180	11 OZ	SBUY HERCULES TORTILLA CHIP PL	147.24	53.33	1	9	1	Y	1.99	0	0	0	0
47082	9999	1	125/14FT	BAILING WIRE 14 INCH T GAUGE	27.95	2.22	1	999	1		22.32	0	0	0	0
47852	9999	1,920	15 OZ	SBUY LIBBY'S COUNTRY GRAP PL	2,064.00	53.33	1	9	1	Y	1.00	0	0	0	0

Total Cases: 0 Total Cube: 0 Total Weight: 0

Filter Sort Print Save Save & Exit Check Submit

- To clear all filters, click **Reset** then **Apply**

Filtering

Item Traits:

- Clusters
- Display Type
- Ethnicity
- Miscellaneous Attributes
 - Check Lane
 - Closeout Grocery
 - Closeout Perishables
 - Core Majority
 - Core Regional
 - Grocery Bag
 - Non-Retail (Shipping Only)
 - Organic
 - Special Buy
- Seasonal Traits
- Special Programs

Merchandise Hierarchy:

- Grocery (001)
 - Frozen (002)
 - Ethnic Foods - Freezer (073)
 - Frozen Ethnic Unknown (000)
 - Freezer Items (010)
 - Fiz Grocery Depart - Meat (020)
 - Frozen Bakery (030)
 - Ice Cream (040)
 - Ethnic Frozen Miscellaneous (999)
 - Freezer Items (090)
 - Freezer Items-Unknown (000)
 - Potatoes (010)
 - Vegetables (020)
 - Fruits (025)
 - Entrees-DO NOT USE (030)
 - Dinners-DO NOT USE (040)
 - Pizza (050)
 - Appetizers and Snacks (060)

Pallet Items: Yes No All

Apply Reset Cancel

Ordering Items Using the Qty Field

- Enter a Save A Lot item number in the **Item #** field
- Type the quantity of the item you wish to order, and press **Enter**

NOTES: Any quantity entered must fall between the item's minimum (**Min**) and maximum (**Max**)

The quantity entered will appear in the **Order** column in the item's row
- The cursor will automatically return to the **Item #** field

Ordering

Current Order Information

Order Created: 09/27/2017 12:00 AM Order Type: TRAINING-4 Delivery Dates: 09/28/2017

Item #: Description: SBUY VELVETA DELUXE MIX PLT Class: 006 Rice, Pasta, Beans

Item List

Records Shown: 2946

Item #	Rank	Pack	Size	Description	WT	Cube	Min	Max	PQTY	Pal	Retail	Fill	Promo	Order	Total
4600	9999	1,152	5.4 OZ	SBUY VELVETA DELUXE MIX PLT	1,106.50	55.00	0	9	1	Y	2.49	0	0	0	0
6541	9999	120	20 LB	SBUY JIFFY BLEND ICE MELT PL	2,475.00	34.44	1	9	1	Y	4.99	0	0	0	0
6803	9999	840	30 OZ	SBUY HELLMANN'S REAL MAYO PLT	1,697.28	55.56	0	9	1	Y	3.99	0	0	0	0
11690	9999	1	1	MILK-NO ORDER NEEDED	1.00	0.01	1	1	1		0.01	0	0	0	0
12703	9999	49	8.8 LBS	SBUY ROYAL OAKLUMP CHARCL PL	511.00	38.33	1	9	1	Y	6.49	0	0	0	0
16060	1658	572	4 LB	SUGAR - PLT	2,288.00	46.56	1	9	1	Y	1.59	0	0	0	0
24085	1161	84	405.6 OZ	CRYSTAL 2-O SPRING WATER PLT	2,268.00	52.44	1	9	1	Y	2.99	0	0	0	0
28815	291	84	405.6 OZ	CRYSTAL 2-O 24PK WTR NES PLT	2,352.00	54.44	1	19	1	Y	2.29	0	0	0	0
34085	9999	261	60 OZ	SBUY JUNGLE JAM POP 24CT PLT	1,092.00	30.22	1	9	1	Y	1.99	0	0	0	0
34598	9999	49	50 LB	SBUY WINTER MELT ROCK SALT PLT	2,510.00	28.89	1	9	1	Y	7.29	0	0	0	0
39410	9999	1	1000 CT	SPECIAL TODAY SOE OFF LABEL	2.58	0.09	1	999	1		24.25	0	0	0	0
39440	9999	1	1000 CT	1/4 PORK LOIN LABEL	1.54	0.04	1	999	1		9.82	0	0	0	0
39810	1548	1	50 ROLL	10L THERMAL PAPER	42.30	0.86	1	999	1		60.09	0	0	0	0
40460	9999	360	32 OZ	SBUY VELVETA LOAF PLT	785.40	19.16	1	9	1	Y	6.89	0	0	0	0
45924	9999	1,536	16.3 OZ	SBUY PETER PAN MIXED PLT	1,793.94	53.33	1	9	1	Y	2.41	0	0	0	0
46679	748	12	45 OZ	COUNTRY CROCK	36.32	1.31	1	999	1		3.49	0	0	0	0

Total Cases: 0 Total Cube: 0 Total Weight: 0

Filter Sort Print Save Save & Exit Check Submit

Ordering Items Using the Order Column

- Locate the item you wish to order
- Click in the **Order** field in the item's row. Type the quantity to be ordered and press **Enter**
 - o Any quantity entered must fall between the item's minimum (**Min**) and maximum (**Max**)
- The cursor will move to the **Order** field of the next item down

The screenshot shows the 'v8 Ordering' application window. At the top, there's a navigation bar with icons and a title bar 'v8 Lab Image - 00427'. Below it, a 'Products and Procurement' tab is active. The 'Ordering' section displays 'Current Order Information' with fields for Order Created (09/27/2017 12:00 AM), Order Type (TRAINING-4), Delivery Dates (09/28/2017), and Order History (0, 0, 0, 0). The Description is 'CRYSTAL 2-O 24PK WTR NES PLT' and the Class is '060 Soda & Water'. Below this is a table of items. The table has columns: Item #, Rank, Pack, Size, Description, Wt, Cube, Min, Max, PQty, Pal, Retail, Fill, Promo, Order, and Total. Item 28815 is highlighted, and a red arrow points to the 'Order' field in its row. The bottom of the window shows a status bar with 'Status: salapuser1' and a timestamp '2:47 PM'.

Ordering Additional Quantities of Promo Items

NOTES: Stores are permitted to order additional quantities of promotional items – as open stock – regardless of whether the survey commitment has been fulfilled, provided inventory is available
Additional order quantities for the promo product can be ordered by entering the desired order quantity in the **Order** field

Min/Max restrictions apply only to the order field quantities

Total case, weight and cube calculations will be calculated based on the **Total** column

- To view all promos attached to the open order click the checkbox next to **Item List**
- If open stock inventory is not available to order for a promo item, its row will be shaded in light blue
 - o You are prohibited from entering any additional order quantity for these items

The screenshot shows the 'v8 Ordering' application window. At the top, there's a navigation bar with icons and a title bar 'v8 Lab Image - 00427'. Below it, a 'Products and Procurement' tab is active. The 'Ordering' section displays 'Current Order Information' with fields for Order Created (09/27/2017 12:00 AM), Order Type (TRAINING-4), Delivery Dates (09/28/2017), and Order History (0, 0, 0, 0). The Description is 'CRYSTAL 2-O 24PK WTR NES PLT' and the Class is '060 Soda & Water'. Below this is a table of items. The table has columns: Item #, Rank, Pack, Size, Description, Wt, Cube, Min, Max, PQty, Pal, Retail, Fill, Promo, Order, and Total. Item 28815 is highlighted, and a red arrow points to the 'Order' field in its row. The bottom of the window shows a status bar with 'Status: salapuser1' and a timestamp '2:47 PM'.

List Color Codes

The legend at the bottom left of the screen gives descriptions of the various color codes used in the list

- Yellow: Item is unavailable
 - To enable, check the **Show unavailable Items** checkbox above the item list
- Grey: Item has been discontinued
- Cyan: Pre-Ordered/Blocked Promo
- Green: Cross Dock (upstream)

Ordering and Receiving - Bridgeton, MO - 00423

Current Order Information
 Order Created: 05/14/2018 12:00 AM
 Order Type: TRAINING-4
 Delivery Date: 05/15/2018
 Order History: 0 0 0 0

Item #: Qty:
 Description: TROPICANA OJ NO PULP Class: 080 Dairy

Item List ☒ Show Unavailable Items (Double-click item to view statistics) Records Shown: 2778

Item #	Rank	Pack	Size	Description	WT	Cube	Min	Max	PQty	Pal	Retail	Fill	Promo	Order	Total
144	1586	12	12 OZ	TROPICANA LEMONADE	11.00	0.22	1	999	203		1.29	0	0	0	0
145	1587	12	12 OZ	TROPICANA OJ NO PULP	11.00	0.22	1	999	203		1.29	0	0	0	0
149	9999	6	2 OZ	BADIA CILANTRO FLAKES	2.69	0.31	1	999	168		2.99	0	0	0	0
151	9999	6	24 OZ	BADIA LEMON PEPPER	10.94	0.31	1	999	168		4.99	0	0	0	0
152	9999	12	1.75 OZ	BADIA GROUND CORIANDER	1.88	0.16	1	999	520		1.79	0	0	0	0
153	9999	12	2 OZ	BADIA SMOKED PAPRIKA	2.07	0.16	1	999	520		1.79	0	0	0	0
154	9999	6	32 OZ	BADIA MINCED GARLIC IN WATER	14.00	0.37	1	999	144		4.99	0	0	0	0
181	233	4	20 FL OZ	LALA LIGHT SMOOTHIE COLADA	9.90	0.28	1	999	100		2.99	0	0	0	0
183	9999	6	7.5 OZ	SENIOR RICE MIX CHOC PUDDING	4.00	0.17	1	999	450		0.99	0	0	0	0
184	234	6	19 OZ	SENIOR RICE PUDDING	9.50	0.17	1	999	130		1.99	0	0	0	0
186	420	12	2.4 OZ	OREO COOKIES SINGLE SERVE	1.80	0.11	1	999	112		0.49	0	0	0	0
194	1586	24	3.38 OZ	MAGGI SEASONING SAUCE	15.04	0.31	1	999	112		1.29	0	0	0	0
202	1227	8	18 FL OZ	HM BUTTER PECAN CREAM BAR	10.08	0.49	1	999	160		3.49	0	0	0	0
203	1228	8	18 FL OZ	HM MINI VARIETY FRUIT BARS	11.00	0.84	1	999	100		4.29	0	0	0	0
208	351	4	10 LB	CMP PINTO BEANS-DRY 10 LB	40.00	0.9	1	999	36		7.99	0	0	0	0

Legend: ☒ Temporarily Unavailable ☐ Discontinued ☐ Pre-Ordered/Blocked Promo ☐ Cross Dock

Total Cases: 0 Total Cubes: 0 Total Weight: 0

Status: Done 00:19:59 csw00h 8:33 AM

Print an Order Book

- To print a copy of the order book, first apply a **Merchandise Hierarchy** filter as described in the section, [Filtering the Order Book](#)
- With the filter applied, click **Print** to review the order book prior to printing

Ordering and Receiving - VB Lab Image - 00427

Current Order Information
 Order Created: 12/19/2017 12:00 AM
 Order Type: SUPERCOMBO-5
 Delivery Date: 12/20/2017
 Order History: 34 0 1 0

Item #: Qty:
 Description: FRENCH GREEN BEANS Class: 004 Vegetables

Item List ☐ Show Unavailable Items (Double-click item to view statistics) Records Shown: 2870

Item #	Rank	Pack	Size	Description	WT	Cube	Min	Max	PQty	Pal	Retail	Fill	Promo	Order	Total
10000	382	24	14.5 OZ	FRENCH GREEN BEANS	25.94	0.56	1	999	85		0.49	0	11	0	11
10100	1948	24	15 OZ	BLACK EYE PEAS	26.40	0.57	1	999	85		0.69	0	4	0	4
57588	9999	480	64 FL OZ	SBUY OLD ORCH APPL CKTAIL PL	2,310.00	58.89	1	9	1	Y	0.99	0	1	0	1
56091	221	30	16 OZ	BLUE BONNET 1LB STICKS	31.88	0.67	1	999	60		0.89	0	4	0	4
43181	9999	6	59 OZ	SBUY TROPICANA PP OJ NO PULP	25.00	0.72	1	999	75		2.99	0	8	0	8
43182	9999	6	59 OZ	SBUY TROPICANA PP PET/CALC O	25.40	0.72	1	999	75		2.99	0	6	0	6
6530	9999	60	LBS AVG	SBUY BT WHOLE SUPER TRIM HAM	60.00	2.53	0	999	25		1.79	0	2	0	2
44500	9999	28	LBS AVG	SBUY KY LEGEND WHOLE HAM NJ	28.00	1.08	1	999	60		3.49	0	2	0	2
44520	9999	34	LBS AVG	SBUY SPIRAL HALF HAM	34.00	1.14	1	999	35		1.89	0	11	0	11
59048	2297	24	LBS AVG	SMOKED JOWL SQUARED	24.00	0.87	1	999	72		3.29	0	2	0	2
37850	9999	12	5 LB	QUEPUELA PORK CHITTERLING S#	60.00	1.94	1	999	28		6.95	0	2	0	2
19300	9999	45	LBS	TRKY BRST BT HONEY PRZN	39.00	1.67	1	999	40		1.99	0	1	0	1
341	1343	8	23.5 OZ	DOLE SLICED PEACHES IN JUICE	13.00	0.32	1	999	147		2.99	0	0	0	0
342	1708	8	23.5 OZ	DOLE MIXED FRUIT IN JUICE	13.00	0.33	1	999	147		2.99	0	0	0	0
343	1709	8	23.5 OZ	DOLE MANDARIN ORANGES IN JCE	13.00	0.32	1	999	147		2.99	0	0	0	0
11490	1210	24	15.25OZ	FRUIT COCKTL IN HEAVY SYRUP	26.32	0.57	1	999	85		1.19	0	0	0	0

Legend: ☒ Temporarily Unavailable ☐ Discontinued ☐ Pre-Ordered/Blocked Promo ☐ Cross Dock

Total Cases: 95 Total Cubes: 180 Total Weight: 6,027

Status: Done 00:19:58 salapuser1 1:26 AM

- Confirm the number of pages to print in the field indicated in the screenshot
 - Failure to apply a filter will cause all available items (2000+ items depending on the order run type) to print
 - Click the printer icon to open the print dialogue

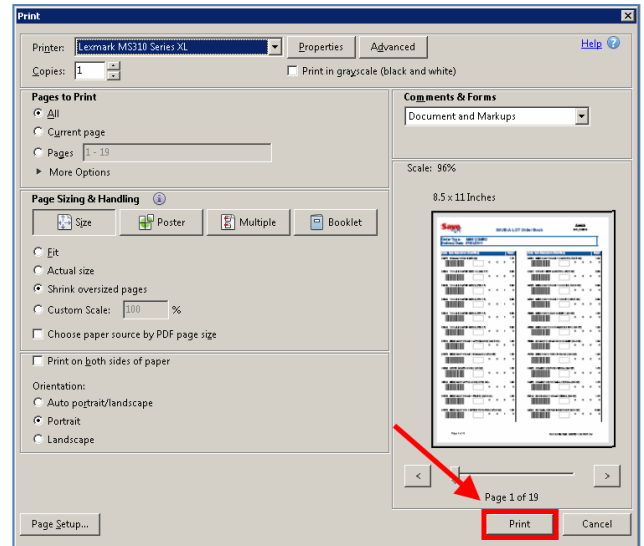
Save-A-Lot Order Book

Order Type: TRAINING
 Delivery Date: 09/28/2017

Code	Item Description (P-Pack/Size)	Retail
70990	MT DPT-FRESH-NO ORDER NEEDED (1/1)	0.01
55023	KY LEGEND HALF PETITE HAM (27AVG LBS)	3.99
9515	SEMI BONELESS HALF HAM (48LBS AVG)	1.99
48367	KY L SLICED TURKEY BREAST (15LBS AVG)	5.99
70027	Beef Ground 80/20 PATTY CR (12LBS)	4.29
70014	Beef Ground 1LB CR 93% (12LBS)	5.59
72910	Beef Chuck Tender Choice (60LBS)	4.02
72999	Beef Chuck Roll CH NO CRT (58LBS)	4.31

Status: Generating report. salapuser1 7:37 AM

- Click **OK** to print

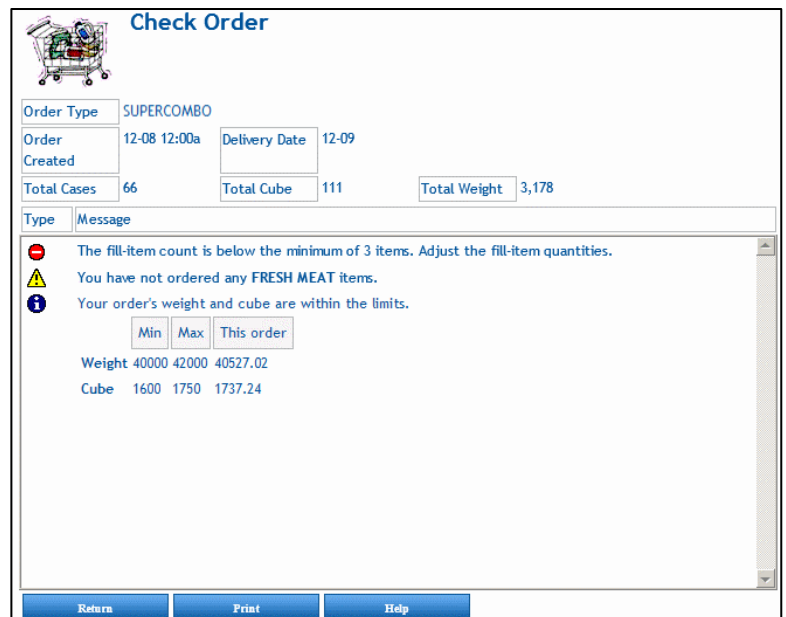


Errors and Warnings

- Order rules are separated into three categories:



Errors provide detailed information about a definite issue with your order. This message requires you to take corrective action. The system will not accept your order until you resolve the issue. The error message will always provide a suggestion as to how to resolve the issue



Warnings provide a suggestion about a possible issue with your order. This message does not require you to take corrective action. However, the system will not accept your order until you specifically click a checkbox that signifies you have read the warning and have chosen to proceed



Information provides information about your order. This message does not require you to take any corrective action. The total weight and cube of your order is considered an “informational” message

Error – Fill Item

NOTE: the fill-item error applies only to super combo orders

- Fill items are added to your shipment by the DC if there are “out-of-stocks” or the truck is below minimum weight requirements after fulfilling your order. Entering fill items allows you to designate which items you will receive in the event this happens
- Requirements to satisfy the fill-item rule:
 - Enter order quantities for 3 to 5 items in the fill column for each super combo order you submit
 - Fill items must be pallet items (sort the **pal** column of the order grid to find items with a “y”) or quantities equal to a full pallet of an item (use the **PQty** column of the order grid to find the pallet quantity of an item)
 - Total of the fill items must meet a minimum of 75 cube and 2000 lb. (failure to meet the minimums will result in an additional error)
 - Items cannot be from the following classes: milk, dairy, ice cream, fresh meat, supplies
- Click **Return** to navigate back to the **Current Order Information** screen
- The totals for fill items are **not** included in the order’s total weight & cube
- Insert the **Fill** quantity as the final step before submitting your order. Any entered fill quantities will be removed if the order is uploaded to the handheld scanner
- If you need assistance in determining which items to use for fill, click the **Rank** column heading
 - **Rank** will display items in ascending or descending (double-click) order according to how frequently they are ordered

The screenshot shows the 'Check Order' interface. At the top, there's a shopping cart icon and the title 'Check Order'. Below this, a form displays order details: Order Type (SUPERCOMBO), Order Created (07-06 12:00a), Delivery Date (07-08), Total Cases (365), Total Cube (1,737), and Total Weight (40,527). A message box is open, showing a red error icon and the text: 'The fill-item count is below the minimum of 3 items. Adjust the fill-item quantities.' Below the message, there's an information icon and the text: 'Your order's weight and cube are within the limits.' A table shows the minimum, maximum, and current values for Weight and Cube. At the bottom, there are buttons for Return, Print, and Help.

Type	Message
	The fill-item count is below the minimum of 3 items. Adjust the fill-item quantities.
	Your order's weight and cube are within the limits.

	Min	Max	This order
Weight	40000	42000	40527.02
Cube	1600	1750	1737.24

Error – Weight and Cube

- If your order is above or below cube / weight limits, the system will ask you to adjust the size of your order

NOTE: Weight and cube requirements vary by order type
- Click **return** to navigate back to the order grid

The screenshot shows the 'Check Order' interface. At the top, there's a shopping cart icon and the title 'Check Order'. Below this, a form displays order details: Order Type (SUPERCOMBO), Order Created (12-08 12:00a), Delivery Date (12-09), Total Cases (66), Total Cube (111), and Total Weight (3,178). A message box is open, showing a red error icon and the text: 'Your order is below minimum weight and cube limits. Adjust the order until it is within the following limits:' Below the message, there's an information icon and a table showing the minimum, maximum, and current values for Weight and Cube. At the bottom, there are buttons for Return, Print, and Help.

Type	Message
	Your order is below minimum weight and cube limits. Adjust the order until it is within the following limits:

	Min	Max	This order
Weight	40000	42000	3178
Cube	1600	1800	110.98

Error – Pallet Rounding

- Pallet rounding applies to all non-pallet items
 - If the ordered quantity is within more or less than 20% of a full pallet, this rule requires the order quantity to be changed to a full pallet quantity
 - Use the **PQty** column of the order grid to find the pallet quantity of an item
- Click **Return** to navigate back to the order grid

Check Order

Order Type: SUPERCOMBO
 Order Created: 07-06 12:00a Delivery Date: 07-08
 Total Cases: 488 Total Cube: 1,226 Total Weight: 37,128

Type Message

✖ Your order is below minimum weight and cube limits. Adjust the order until it is within the following limits:

Min Max This order
 Weight 40000 42000 37127.9
 Cube 1600 1750 1226.18

✖ 40746-C/O HP FRUIT JUICY RED 3 PK is within 20% of a full pallet. Add 2 case(s) to your order.

⚠ You have not ordered any FRESH MEAT items.

ℹ 3 fill-items were specified that represent 1140.78 pounds and 162.78 cube.

Fill Item List

Item Code	Description	Fill-Item Qty
5437	SBUY KID KITCHEN MICROCUP PL 1	
8776	SBUY CAP'N CRUNCH ASST PLT 1	
8697	SBUY CHARMIN BSC 12DBL RL PL 1	

Return Print Help

Error – Ice Cream

- Ice cream requires rounding to 22 cube or 30 cases, or a multiple thereof
- Click **Return** to navigate back to the order grid

Check Order

Order Type: SUPERCOMBO
 Order Created: 07-06 12:00a Delivery Date: 07-08
 Total Cases: 505 Total Cube: 1,241 Total Weight: 37,515

Type Message

✖ Your order is below minimum weight and cube limits. Adjust the order until it is within the following limits:

Min Max This order
 Weight 40000 42000 37514.97
 Cube 1600 1750 1240.65

✖ Order at least 22 cube or 30 cases of ICE CREAM products.
 This order's ICE CREAM cube is 12.15
 This order's ICE CREAM case count is 13
 Order more ice cream product or remove all ice cream product from this order.

⚠ You have not ordered any FRESH MEAT items.

ℹ 3 fill-items were specified that represent 1140.78 pounds and 162.78 cube.

Fill Item List

Item Code	Description	Fill-Item Qty
5437	SBUY KID KITCHEN MICROCUP PL 1	

Return Print Help

Error - Milk

- Milk requires your case count to be a multiple of 27
- Click **Return** to navigate back to the order grid

Check Order

Order Type: SPLIT LOAD (MAX)
 Order Created: 05-10 12:00a Delivery Date: 05-12
 Total Cases: 90 Total Cube: 71 Total Weight: 1,612

Type Message

✖ Your order is below minimum weight and cube limits. Adjust the order until it is within the following limits:

Min Max This order
 Weight 10000 21000 1611.59
 Cube 400 850 70.86

✖ The fill-item count is below the minimum of 3 items. Adjust the fill-item quantities.

✖ The total quantity of CULTURED DAIRY items you have ordered is not a case count multiple of 27. Your total CULTURED DAIRY case count is 10. Adjust the quantities on your CULTURED DAIRY products:

Item Code	Description	Order Qty
58449	PRAIRIE FARMS 4% COTTAGE CHS 0	
58931	PRAIRIE FARMS 2% COTTAGE CHS 0	
19290	ORANGE JUICE-GAL	0

Return Print Help

Warnings

- “You have not ordered any...”
 - **Fresh Meat** indicates that the current order includes no fresh meat items
 - **Produce** indicates that the current order includes no produce items
 - **Milk/Cultured Dairy** indicates that the current order includes no milk or cultured dairy items
- Click **Return** to navigate back to the **Current Order Information** screen

Check Order

Order Type: SPLIT LOAD (MAX)
 Order Created: 12-08 12:00a Delivery Date: 12-09
 Total Cases: 66 Total Cube: 111 Total Weight: 3,178

Type: Your order is below minimum weight and cube limits. Adjust the order until it is within the following limits:

	Min	Max	This order
Weight	10000	21000	3178
Cube	400	850	110.98

The fill-item count is below the minimum of 3 items. Adjust the fill-item quantities.

- ⚠ You have not ordered any FRESH MEAT items.
- ⚠ You have not ordered any PRODUCE items.
- ⚠ You have not ordered any MILK or Cultured Dairy items.

Return Print Help

Submitting an Order

- Once you have checked your order for errors and warnings and are ready to submit, click **Submit**

Ordering

Current Order Information
 Order Created: 09/27/2017 12:00 AM Order Type: TRAINING-4 Delivery Date: 09/28/2017
 Item #: Description: FRUIT COCKTAIL IN SYRUP Class: 002 Fruits

Item #	Rank	Pack	Size	Description	WT	Cube	Min	Max	PQty	Pal	Retail	Fill	Promo	Order	Total
11490	1284	24	15.25OZ	FRUIT COCKTAIL IN SYRUP	26.32	0.57	1	999	85		1.19	0	0	0	0
11500	1285	24	15.25OZ	PEACH HALVES IN SYRUP	27.00	0.57	1	999	85		1.19	0	0	0	0
11510	1644	24	15.25OZ	SLICED PEACHES IN SYRUP	27.08	0.57	1	999	85		1.19	0	0	0	0
11520	1813	24	15.25 OZ	PEAR HALVES IN SYRUP	28.08	0.61	1	999	85		1.19	0	0	0	0
11632	254	12	29 OZ	SLICED PEACHES	26.00	0.56	1	999	100		1.69	0	0	0	0
30000	729	24	15 OZ	SLICED PEACHES EXTRA LTSYRUP	26.20	0.58	1	999	85		1.19	0	0	0	0
30010	2052	24	15 OZ	LITE PEAR HALVES	26.08	0.58	1	999	85		1.19	0	0	0	0
30020	625	24	15 OZ	FRUIT COCKTAIL EXTRA LTSYRUP	26.10	0.56	1	999	85		1.19	0	0	0	0
33023	945	12	24 OZ	MIXED FRUIT GLASS JAR TG	29.00	0.51	1	999	84		2.49	0	0	0	0
33025	9999	12	24 OZ	SLICED PEACHES JAR TG	29.00	0.51	1	999	84		2.49	0	0	0	0
41466	9999	12	15 OZ	SBY LUCK'S FRIED APPLES	12.95	0.25	1	999	150		1.49	0	0	0	0
47151	9999	12	15 OZ	SBY LUCK'S FRIED APPLE W/CIN	12.95	0.28	1	999	150		1.49	0	0	0	0
10980	9999	24	15 OZ	TROPICAL FRUIT SALAD	28.64	0.60	1	999	70		1.29	0	0	0	0
11530	174	24	20 OZ	SLICED PINEAPPLE	35.14	0.75	1	999	56		1.19	0	0	0	0
11540	262	24	20 OZ	CHUNK PINEAPPLE	35.54	0.73	1	999	56		1.19	0	0	0	0
11550	1493	24	20 OZ	CRUSHED PINEAPPLE	35.98	0.75	1	999	56		1.19	0	0	0	0
11560	919	24	11 OZ	MANDARIN ORANGES	20.24	0.46	1	999	84		0.69	0	0	0	0

Total Cases: 0 Total Cube: 0 Total Weight: 0

Filter Sort Print Save Save & Exit Check **Submit**

- After all error and warning messages have been acknowledged or corrected, a **Submit** button is displayed in place of the **Return** button
- Click **Submit**

Check Order

Order Type: SUPERCOMBO
 Order Created: 07-06 12:00a Delivery Date: 07-06
 Total Cases: 294 Total Cube: 1,740 Total Weight: 45,911

Type: Message

- ⚠ You have not ordered any FRESH MEAT items.
- ⓘ Your order's weight and cube are within the limits.

Min	Max	This order
Weight	40500	40911.2
Cube	1625	1740.1

3 fill-items were specified that represent 1140.78 pounds and 162.78 cube.

Fill Item List

Item Code	Description	Fill-item Qty
5437	SBUY KID KITCHEN MICROCLIP PL 1	
8776	SBUY CAPN CRUNCH ASST FLT 1	
8887	SBUY CHARMON BSC 12DBL RL PL 1	

Submit Print Help

- The system will connect and send your order
- Please allow at least 3 submission attempts
 - o If unsuccessful, refer to the **Support** tab for information on contacting the Retail Systems Department
- When the order has been successfully submitted, an **Order Submission** screen will be displayed
- Click **print** at the bottom of the screen for a record of your submission
 - o The order number is your confirmation number

Order Submission

Submitting your order to the corporate processing center..
Your order was successfully submitted.

Order Confirmation

Order Number	2320669
Ordered Date	7/6/2011 5:11:29 PM
Delivery Date	7/7/2011
Order Type	TRAINING (4)
Item Count	25
Total Weight	40650.65
Total Cube	1609.22
Total Cases	694

Print

Status: hg_scottc-00414

Review Order History

Review order history allows the user to review information regarding previously submitted orders

- Click **Review Order History**

Ordering And Receiving

Work with Orders

Review Order History

Dormant Item Report

Survey System

Planning Report

WTS Report

Perishable Ordering Guide

Order Report

Adjustment

Status: salapiuser1

- The screen shows all orders submitted within the past 56 days
- The orders are displayed chronologically, beginning with the most recent delivery date
- Click an order to view it

-Order History-

STORE 00427 - Overland, MO

Order History

Order #	Order Type	Order Date	Delivery Date	Item Count
3876209	SPLIT LOAD	05/18/2017	05/19/2017	13
3876083	SPLIT LOAD	04/27/2017	04/28/2017	20
3876029	SPLIT LOAD	04/25/2017	04/26/2017	26
3876028	SPLIT LOAD	04/25/2017	04/26/2017	25
3876027	SUPERCOMBO	04/25/2017	04/26/2017	3
3876019	UPSTREAM DC	04/19/2017	04/20/2017	1
3876013	SUPERCOMBO	04/06/2017	05/12/2017	3
3876003	UPSTREAM DC	04/03/2017	04/04/2017	1
3875999	UPSTREAM DC	03/31/2017	04/01/2017	1
3875995	UPSTREAM DC	03/31/2017	04/01/2017	1
3875991	UPSTREAM DC	03/31/2017	04/01/2017	3
3875979	UPSTREAM DC	03/28/2017	03/29/2017	1
3875950	UPSTREAM DC	03/24/2017	03/26/2017	1
3875948	SUPERCOMBO	03/24/2017	04/07/2017	4
3875944	SUPERCOMBO	03/23/2017	03/25/2017	44
3875943	SUPERCOMBO	03/20/2017	03/21/2017	2

Status: salapiuser1

- Use the **Pick Class**, **Previous Class** and **Next Class** buttons to navigate between classes

Order Summary

Order Number/Type:	3874191 - PEDDLE	Item Count:	157
Order Date:	02/16/2017 11:54:48 AM	Case Count:	1031
Process Date:	03/07/2017	Total Cube:	1,251
Delivery Date:	02/16/2017	Total Weight:	31,983

Order Details (by class)

082 - Meat Dept. Smoked/Packaged

Item #	Item Status	Description	Pack	Size	Order Qty
34409	Promotional	FARMINGTON THICK SLCD BACON	12	40 OZ	1
64762	Promotional	LOW SALT SLICED BACON	24	16 OZ	1
72109	Promotional	FARMINGTON BACON	32	12 OZ	10
72410	Promotional	SBUY SUGARDALE 1 LB BACON	24	16 OZ	1
70708	Promotional	SBUY SUGARDALE BACON L BOARD	32	12 OZ	1
14321	Promotional	EXTRA THICK SLICED BACON	24	16 OZ	1
14339	Promotional	APPLEWOOD BACON THICK SL	32	12 OZ	1

Status: salapiuser1

Done 00:19:59 10:33 AM

- Click any line to view ordered items in the selected class

Order Summary

Order Number/Type:	4225579 - SPLIT LOAD (MAX)	Item Count:	305
Order Date:	03/11/2018 3:04:45 PM	Case Count:	485
Process Date:	03/11/2018 3:15:13 PM	Total Cube:	526
Delivery Date:	03/13/2018	Total Weight:	11,843

Classes in this order (click to select)

Class	Description	Total Cube	Total Weight	Total Cases
004	Vegetables	9	404	16
006	Rice, Pasta, Beans	15	356	20
010	Condiments	5	212	10
016	Crackers, Cookies	12	154	13
020	Canned Meat, Fish, Soup	15	516	31
026	Gum, Candy	1	18	1
030	Baking Supplies, Desserts	10	339	15
032	Spices/Seasonings/Marinades	2	80	7
034	Gravy/Mixes	0	4	1
040	Pet Foods, Cat Litter	3	117	5
046	Cereals, Toaster Tarts	14	143	10
050	Household - Laundry Products	2	54	1
060	Soda & Water	5	228	11
062	Juices and Beverages	6	175	10
064	Coffee, Tea, Chocolate Drink	3	59	4
068	Snacks	7	57	5

Status: jwall0nh

Done 00:19:58 11:20 AM

- If this order is from the upstream DC, you can view the **Upstream Order Status Shipment Detail Report**, by clicking **Order Stat**

Order Summary

Order Number/Type:	3875991 - UPSTREAM DC	Item Count:	4
Order Date:	03/31/2017 11:08:11 AM	Case Count:	50
Process Date:		Total Cube:	0
Delivery Date:	04/01/2017	Total Weight:	650

Order Details (by class)

072 - Ethnic Foods

Item #	Item Status	Description	Pack	Size	Order Qty
49277	Promotional	ROSARY WHITE WAX CANDLE	12	1 EACH	20
49279	Promotional	ROSARY SAN JUDAS WHITE	12	1 EACH	20
49281	Promotional	ROSARY SACRED HEART RED	12	1 EACH	10

Status: salapiuser1

Done 00:19:57 10:37 AM

- **Upstream order status shipment detail report** can be filtered by selecting criteria from the drop-down box
 - o **All** displays all items that were in the order
 - o **Shipped** displays only items that were ordered and have shipped
 - o **Not shipped** displays only items that were ordered but have ship quantity of zero (0)
- The **Not Shipped** filter can be used as a starting point for next week's order

Order: 4075550
Delivery Date: 09/08/2017
Process Date: 09/12/2017

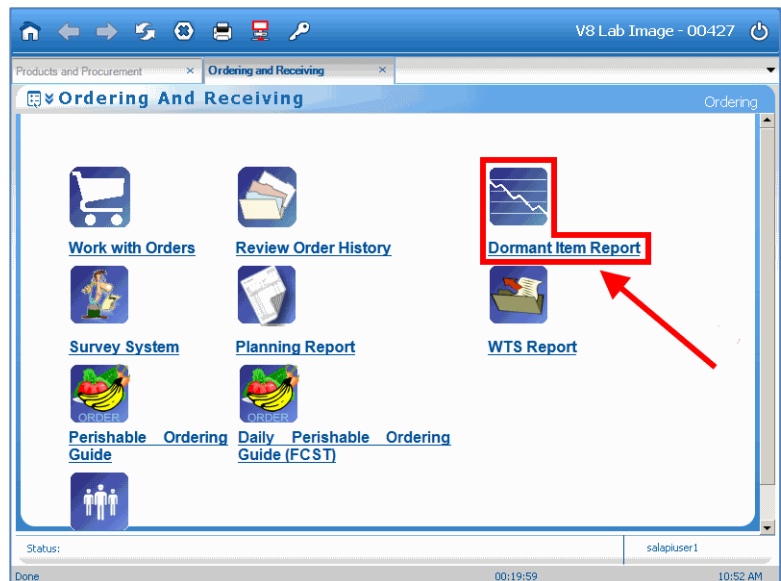
Show: **All** (dropdown menu)

Class	Item #	Item Description	Pack	Ordered	Not Shipped	Shipped	Cost	Extend Cost	Price
Baby Food/Baby Needs	243	GBR 2 FOOD APRCT/MXD FRT 2PK	8	1	0	1	1.0900	8.72	9.20
Baby Food/Baby Needs	243	GBR 2 FOOD APRCT/MXD FRT 2PK	8	1	0	1	1.0900	8.72	9.20
Baby Food/Baby Needs	244	LUVS BOX DIAPER SIZE 1	1	5	0	5	14.9000	74.50	79.95
Baby Food/Baby Needs	244	LUVS BOX DIAPER SIZE 1	1	5	0	5	14.9000	74.50	79.95
Baby Food/Baby Needs	245	LUVS BOX DIAPER SIZE 2	1	4	0	4	14.9000	59.60	63.96
Baby Food/Baby Needs	245	LUVS BOX DIAPER SIZE 2	1	4	0	4	14.9000	59.60	63.96
Baby Food/Baby Needs	246	LUVS BOX DIAPER SIZE 3	1	2	0	2	14.9000	29.80	31.98
Baby Food/Baby Needs	246	LUVS BOX DIAPER SIZE 3	1	2	0	2	14.9000	29.80	31.98
Baby Food/Baby Needs	247	LUVS BOX DIAPER SIZE 4	1	5	0	5	14.9000	74.50	79.95
Baby Food/Baby Needs	247	LUVS BOX DIAPER SIZE 4	1	5	0	5	14.9000	74.50	79.95
Baby Food/Baby Needs	248	LUVS BOX DIAPER SIZE 5	1	3	0	3	14.9000	44.70	47.97
Baby Food/Baby Needs	248	LUVS BOX DIAPER SIZE 5	1	3	0	3	14.9000	44.70	47.97
Baby Food/Baby Needs	255	GBR 1ST FOOD PUREE PEAS 2 PK	8	2	0	2	0.8600	13.76	15.20
Baby Food/Baby Needs	255	GBR 1ST FOOD PUREE PEAS 2 PK	8	2	0	2	0.8600	13.76	15.20

Dormant Item Report

Allows the user to review items that have not been ordered within the previous five weeks

- Click **Dormant Item Report**



- The **Dormant Item Report** displays items listed by class

***NOTE:** special buy and closeout items are excluded from the report*

9/29/2017 9:02:48 AM

Item	Description	Pallet	Cube	Weight	Pack	Size	Price
342	DOLE MIXED FRUIT IN JUICE	N	0.33	13	8	23.5 OZ	2.99
11500	PEACH HALVES IN HEAVY SYRUP	N	0.58	27	24	15.25OZ	1.19
11510	SLICED PEACHE IN HEAVY SYRUP	N	0.57	27.08	24	15.25OZ	1.19
11520	PEAR HALVES IN HEAVY SYRUP	N	0.61	28.08	24	15.25 OZ	1.19
30010	PEAR HALVES IN LT PEAR JUICE	N	0.58	26.08	24	15 OZ	1.19
33825	SLICED PEACHES JAR	N	0.51	29	12	24 OZ	2.49
1665	DOLE PINEAPPLE CHUNKS IN JCE	N	0.32	13	8	23.5 OZ	2.29
10980	LIBBY'S TROPICAL FRUIT SALAD	N	0.6	28.64	24	15 OZ	1.29
11530	LIBBY'S SLICED PINEAPPLE	N	0.75	35.14	24	20 OZ	1.29
11550	LIBBY'S CRUSHED PINEAPPLE	N	0.75	35.98	24	20 OZ	1.29
34204	UNSWEETENED APPLESAUCE 23 OZ	N	0.51	20	12	23 OZ	1.49
34206	CINNAMON APPLESAUCE 24 OZ	N	0.51	20	12	24 OZ	1.49
34975	APPLESAUCE PCH ORIGINL APPLE	N	0.51	12.63	12	12.8 OZ	1.99
34976	APPLESAUCE PCH APPLE BANANA	N	0.51	12.63	12	12.8 OZ	1.99
34977	APPLESAUCE PCH APPLE STRWBRY	N	0.51	12.63	12	12.8 OZ	1.99
65777	DICED PEAR CUP LT SYRUP 4 PK	N	0.63	17	12	16 OZ	1.99

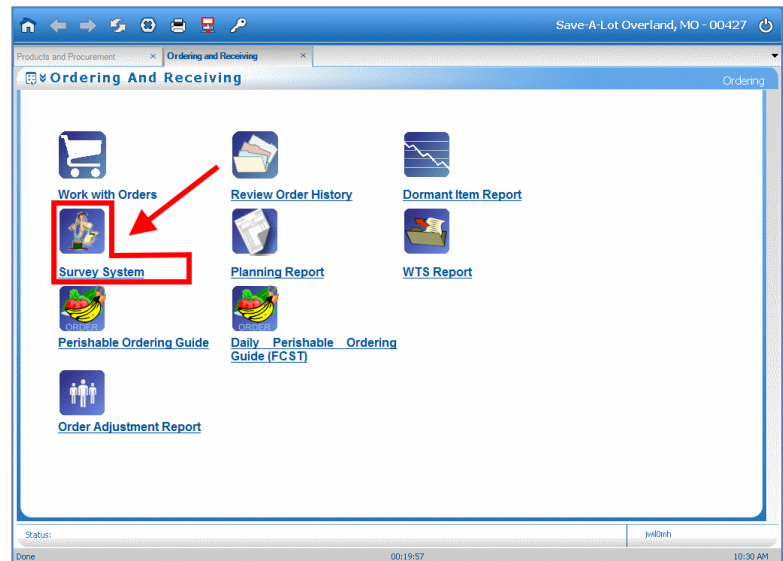
- An informational message at the bottom of the report details the classes that are excluded from this report



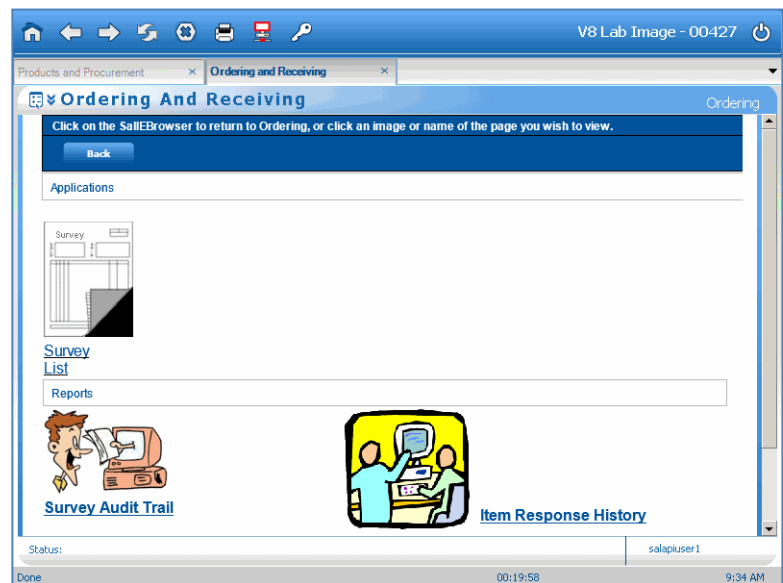
Survey System

The Save A Lot survey system allows for stores to order special buy, limited quantity or advertised items

- Click **Survey System**



- From the Survey System screen, click on the desired survey application
 - o **Survey List** displays all surveys within the allowable response period
 - o **Survey Audit Trail** displays the last time a survey was modified, who modified it, and the current status of surveys within a defined time period
 - o **Item Response History** displays the survey history of a particular item within a defined time period



Survey List

- By default, all open and outstanding surveys are shown in the **Survey List**
- The **Survey List** can be filtered to narrow the list of surveys displayed
- Survey status** – click the drop-down arrow to sort all surveys in the allowable response period by:
 - Open and Outstanding
 - Completed and Declined
 - Blank – All Surveys

Products and Procurement | Merchandising | Bridgeton, MO - 00423

Survey System | Survey Item Finder

Survey Status: **Open and Outstanding** | Type: | Description: | Find | Reset | Advanced Filter

Store Number: 00423 | Survey Effective On: 09/29/2017 | Item Desc: |

Display Item Images on Print ☐ | Records shown: 27

Key	Description	Type	Expires	Items	Resp	Updated By	1st Release	Rels	Lock	Info
46078	AD- Produce- Oct Wk5- Corp Wed- 10/22/17	PRODUCE	09/29	6			10/22	3		
46081	2 Day Sale- Oct Wk5- Corp	PRODUCE	09/29	1			10/24	2		
46107	C/O Beneful Dog Treats Small Dog	TREASURE HUNT	09/29	1			10/28	1		
46108	C/O Soft Scrub Toilet Bowl Cleaner	TREASURE HUNT	09/29	1			10/21	1		
46217	SB-Pork Tenderloin Nov Wk1 2017 CORP	MEAT	09/29	6			10/27	4		
46126	**Misc Request Items (4) Clean Up Select DC's	SPECIAL BUYS	10/01	1			10/02	1		
46103	AD - 2017 Grocery November Wk 3 - 2 Day Sale CORP	SPECIAL BUYS	10/02	1	Open	w2clmg	11/05	1		
46116	AD - 2017 Grocery November Wk 3 CORE CORP	SPECIAL BUYS	10/02	8			11/05	1		
46127	AD - 2017 Grocery November Wk 3 CORP	SPECIAL BUYS	10/02	31	Open	w2clmg	11/05	1		
46122	AD- 2017- Grocery- Nov Wk4- Corp	SPECIAL BUYS	10/03	17	Open	w2mas1	11/12	1		
46130	AD-2017-Grocery-November Wk4- 2 Day Sale-CORP	SPECIAL BUYS	10/03	9	Open	w2mas1	11/12	1		
46165	AD- 2017- Grocery- November Wk4- CORE- CORP	SPECIAL BUYS	10/03	27			11/12	1		
46135	C/O Royal Pudding and Gelatin	TREASURE HUNT	10/04	9			11/06	1		
46154	C/O Pop Secret 10ct McWave Popcorn 3 Flvrs	TREASURE HUNT	10/04	3			10/28	1		
46156	C/O Royal Pie Filling 2 Flrs	TREASURE HUNT	10/04	2			11/04	1		
46176	C/O Minion Pudding **LMT QTY**	TREASURE HUNT	10/04	1			10/07	1		
46179	AD- Smoked Meat- CORP- Nov Wk1	MEAT	10/04	4			10/22	2		

Respond | Print | Print Summary | Mark Complete | Decline

- Type** – use the drop down to sort by:
 - Meat
 - Produce
 - Merchandising
 - Auto-Distro
 - Training
 - Gm
 - Special Buys
 - Close Out
 - Produce and Grocery
 - Food Show
 - Meat Hot Sheets
 - Treasure Hunt

Products and Procurement | Merchandising | Bridgeton, MO - 00423

Survey System | Survey Item Finder

Survey Status: **Open and Outstanding** | Type: | Description: | Find | Reset | Advanced Filter

Store Number: 00423 | Survey Effective On: 09/29/2017 | Item Desc: |

Display Item Images on Print ☐ | Records shown: 27

Key	Description	Type	Expires	Items	Resp	Updated By	1st Release	Rels	Lock	Info
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46081	2 Day Sale- Oct Wk5- Corp	PRODUCE	09/29	1			10/24	2		
46107	C/O Beneful Dog Treats Small Dog	TREASURE HUNT	09/29	1			10/28	1		
46108	C/O Soft Scrub Toilet Bowl Cleaner	TREASURE HUNT	09/29	1			10/21	1		
46217	SB-Pork Tenderloin Nov Wk1 2017 CORP	MEAT	09/29	6			10/27	4		
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46154	C/O Pop Secret 10ct McWave Popcorn 3 Flvrs	TREASURE HUNT	10/04	3			10/28	1		
46156	C/O Royal Pie Filling 2 Flrs	TREASURE HUNT	10/04	2			11/04	1		
46176	C/O Minion Pudding **LMT QTY**	TREASURE HUNT	10/04	1			10/07	1		
46179	AD- Smoked Meat- CORP- Nov Wk1	MEAT	10/04	4			10/22	2		

Respond | Print | Print Summary | Mark Complete | Decline

- Description** filters results for a survey within the allowable response period using a keyword in the survey name
- Item Desc** filters results for a survey within the allowable response period using a keyword in an item description
- Additional filters can be accessed by clicking the **Advanced Filter** link in the top right of the survey window
 - Item Number** – enter an item number to show only surveys that include that item
 - Expedited** – click this box to show only expedited surveys
 - In Delivery** – click this box to show only surveys that are in delivery
 - Survey ID** – enter the ID number of the survey
- Merch Dept, Class and Sub Class** – these drop-down menus allow you to filter the survey list to only show surveys that include items from the selected department, class and/or sub class

Products and Procurement | Merchandising | Bridgeton, MO - 00423

Survey System | Survey Item Finder

Survey Status: **Open and Outstanding** | Type: | Description: | Find | Reset | **Advanced Filter**

Store Number: 00423 | Survey Effective On: 09/29/2017 | Item Desc: |

Display Item Images on Print ☐ | Records shown: 27

Key	Description	Type	Expires	Items	Resp	Updated By	1st Release	Rels	Lock	Info
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46107	C/O Beneful Dog Treats Small Dog	TREASURE HUNT	09/29	1			10/28	1		
46108	C/O Soft Scrub Toilet Bowl Cleaner	TREASURE HUNT	09/29	1			10/21	1		
46217	SB-Pork Tenderloin Nov Wk1 2017 CORP	MEAT	09/29	6			10/27	4		
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46127	AD - 2017 Grocery November Wk 3 CORP	SPECIAL BUYS	10/02	31	Open	w2clmg	11/05	1		
46122	AD- 2017- Grocery- Nov Wk4- Corp	SPECIAL BUYS	10/03	17	Open	w2mas1	11/12	1		
46130	AD-2017-Grocery-November Wk4- 2 Day Sale-CORP	SPECIAL BUYS	10/03	9	Open	w2mas1	11/12	1		
46165	AD- 2017- Grocery- November Wk4- CORE- CORP	SPECIAL BUYS	10/03	27			11/12	1		
46135	C/O Royal Pudding and Gelatin	TREASURE HUNT	10/04	9			11/06	1		
46154	C/O Pop Secret 10ct McWave Popcorn 3 Flvrs	TREASURE HUNT	10/04	3			10/28	1		
46156	C/O Royal Pie Filling 2 Flrs	TREASURE HUNT	10/04	2			11/04	1		
46176	C/O Minion Pudding **LMT QTY**	TREASURE HUNT	10/04	1			10/07	1		
46179	AD- Smoked Meat- CORP- Nov Wk1	MEAT	10/04	4			10/22	2		

Respond | Print | Print Summary | Mark Complete | Decline

Bridgeton, MO - 00423

Products and Procurement x Merchandising x

Survey System Survey Item Finder

Survey Status: Type: Description: Find Reset
 Store Number: 00423 Survey Effective On: 09/29/2017 Item Desc: [Basic Filter](#)
 Item No: Expedited ☐ In Delivery ☐ Survey Id:
 Merch Dept: Merch Class: Merch Sub Class:

Display Item Images on Print ☐ Records shown: 27

	Key	Description	Type	Expires	Items	Resp	Updated By	1st Release	Rels	Lock	Info
+ <input type="checkbox"/>	46078	AD- Produce- Oct Wk5- Corp Wed- 10/22/17	PRODUCE	09/29	6			10/22	<u>3</u>		
+ <input type="checkbox"/>	46081	2 Day Sale- Oct Wk5- Corp	PRODUCE	09/29	1			10/24	<u>2</u>		
+ <input type="checkbox"/>	46107	C/O Beneful Dog Treats Small Dog	TREASURE HUNT	09/29	1			10/28	<u>1</u>		
+ <input type="checkbox"/>	46108	C/O Soft Scrub Toilet Bowl Cleaner	TREASURE HUNT	09/29	1			10/21	<u>1</u>		
+ <input type="checkbox"/>	46217	SB-Pork Tenderloin Nov WK 1 2017 CORP	MEAT	09/29	6			10/27	<u>4</u>		
+ <input type="checkbox"/>	46126	**Misc Request Items (4) Clean Up Select DC's	SPECIAL BUYS	10/01	1			10/02	<u>1</u>		
+ <input type="checkbox"/>	46103	AD - 2017 Grocery November Wk 3 - 2 Day Sale CORP	SPECIAL BUYS	10/02	1	Open	w2clmg	11/05	<u>1</u>		
+ <input type="checkbox"/>	46116	AD - 2017 Grocery November Wk 3 CORE CORP	SPECIAL BUYS	10/02	8			11/05	<u>1</u>		
+ <input type="checkbox"/>	46127	AD - 2017 Grocery November Wk 3 CORP	SPECIAL BUYS	10/02	31	Open	w2clmg	11/05	<u>1</u>		
+ <input type="checkbox"/>	46122	AD- 2017- Grocery- Nov Wk4- Corp	SPECIAL BUYS	10/03	17	Open	w2mxs1	11/12	<u>1</u>		
+ <input type="checkbox"/>	46130	AD-2017-Grocery-November Wk4- 2 Day Sale-CORP	SPECIAL BUYS	10/03	9	Open	w2mxs1	11/12	<u>1</u>		
+ <input type="checkbox"/>	46165	AD- 2017- Grocery- November Wk4- CORE- CORP	SPECIAL BUYS	10/03	27			11/12	<u>1</u>		
+ <input type="checkbox"/>	46135	C/O Royal Pudding and Gelatin	TREASURE HUNT	10/04	9			11/06	<u>1</u>		
+ <input type="checkbox"/>	46154	C/O Dog Scout 40oz Hamburger Doghouse 3 Fl...	TREASURE HUNT	10/04	2			10/28	<u>4</u>		

Respond Print Print Summary Mark Complete Decline

Key	Save A Lot survey Identification number	
Description	Name of survey	
Type	Lists the specific type of survey	
Effective	First day that the user can work with the survey	
Expires	Last day that the user can work with the survey (includes a specific time that the survey will lock and no longer be available for editing) note: all times are central time zone	
Items	The number of items included in that survey	
Resp	Indicates if that survey has been responded to and its current status	
Updated by	Login ID of the last person to update that survey	
1st release	First date that survey items can be released	
Rels	Indicates the release periods for this survey. Clicking the underlined number will show you all release periods available	
Lock	icon will indicate if this survey has been locked	
Info		Indicates the survey is being expedited
	C	Indicates there is a comment
	P	Indicates there is an image

- Click the **Find** button to filter the survey list
- Click the **Reset** button to return to the complete list of surveys

- To select surveys to respond to, click the checkbox to the left of the survey
- To view the items attached to a survey, click the plus sign (+) to the left of the survey listing
NOTE: Surveys can be acted upon either individually or in combination with other surveys

Survey System

Survey Status: Type: Description:

Store Number: 00423 Survey Effective On: 09/29/2017 Item Desc:

Display Item Images on Print ☐

Survey	Description	Type	Expires	Items	Resp	Updated By	1st Release	Reis	Lock	Info
<input type="checkbox"/> 46078	AD- Produce- Oct Wk5- Corp Wed- 10/22/17	PRODUCE	09/29	6			10/22	3		
<input type="checkbox"/> 46081	2 Day Sale- Oct Wk5- Corp	PRODUCE	09/29	1			10/24	2		
<input type="checkbox"/> 46107	C/O Beneful Dog Treats Small Dog	TREASURE HUNT	09/29	1			10/28	1		
<input type="checkbox"/> 46108	C/O Soft Scrub Toilet Bowl Cleaner	TREASURE HUNT	09/29	1			10/21	1		
<input type="checkbox"/> 46217	SB-Pork Tenderloin Nov Wk 1 2017 CORP	MEAT	09/29	6			10/27	4		
<input type="checkbox"/> 46126	**Misc Request Items (4) Clean Up Select DC's	SPECIAL BUYS	10/01	1			10/02	1		
<input type="checkbox"/> 46103	AD - 2017 Grocery November Wk 3 - 2 Day Sale CORP	SPECIAL BUYS	10/02	1	Open	w2clmg	11/05	1		
<input type="checkbox"/> 46116	AD - 2017 Grocery November Wk 3 CORE CORP	SPECIAL BUYS	10/02	8			11/05	1		
<input type="checkbox"/> 46127	AD - 2017 Grocery November Wk 3 CORP	SPECIAL BUYS	10/02	31	Open	w2clmg	11/05	1		
<input type="checkbox"/> 46122	AD - 2017 Grocery- Nov Wk4- Corp	SPECIAL BUYS	10/03	17	Open	w2mxs1	11/12	1		
<input type="checkbox"/> 46130	AD-2017-Grocery-November Wk4- 2 Day Sale-CORP	SPECIAL BUYS	10/03	9	Open	w2mxs1	11/12	1		
<input type="checkbox"/> 46165	AD- 2017- Grocery- November Wk4- CORE- CORP	SPECIAL BUYS	10/03	27			11/12	1		
<input type="checkbox"/> 46135	C/O Royal Pudding and Gelatin	TREASURE HUNT	10/04	9			11/06	1		
<input type="checkbox"/> 46154	C/O Pop Secret 10ct Microwave Popcorn 3 Flvrs	TREASURE HUNT	10/04	3			10/28	1		
<input type="checkbox"/> 46156	C/O Royal Pie Filling 2 Flrs	TREASURE HUNT	10/04	2			11/04	1		
<input type="checkbox"/> 46176	C/O Minion Pudding ***LMT QTY**	TREASURE HUNT	10/04	1			10/07	1		
<input type="checkbox"/> 46179	AD- Smoked Meat- CORP- Nov Wk1	MEAT	10/04	4			10/22	2		

Respond Print Print Summary Mark Complete Decline

- Select individual items using the checkboxes

Survey System

Survey Status: Type: Description:

Store Number: 00423 Survey Effective On: 09/29/2017 Item Desc:

Display Item Images on Print ☐

Key	Description	Type	Expires	Items	Resp	Updated By	1st Release
<input type="checkbox"/> 46078	AD- Produce- Oct Wk5- Corp Wed- 10/22/17	PRODUCE	09/29	6			10/22
<input type="checkbox"/> 65610	Idaho Potatoes, 140/10 lb.BIN	WH Sell: \$2.13 Retail: \$2.99 GP: 28.83% Pack: 140 [PLT] Qty: 0					
<input type="checkbox"/> 65310	Idaho Potatoes 5/10lb. BALES	WH Sell: \$2.06 Retail: \$2.99 GP: 31.10% Pack: 5 Qty: 4					
<input type="checkbox"/> 63430	Red Delicious Apples 3# - COOLER	WH Sell: \$1.80 Retail: \$1.99 GP: 09.34% Pack: 12 Qty: 4					
<input type="checkbox"/> 67650	Gold Delicious Apples 3# - COOLER	WH Sell: \$1.90 Retail: \$1.99 GP: 04.31% Pack: 12 Qty: 4					
<input type="checkbox"/> 64500	12/3# Gala Apples	WH Sell: \$2.00 Retail: \$1.99 GP: -00.25% Pack: 12 Qty: 4					
<input type="checkbox"/> 64860	12/3 lb. McIntosh Apples COOLER	WH Sell: \$1.90 Retail: \$1.99 GP: 04.31% Pack: 12 Qty: 1					
<input type="checkbox"/> 46081	2 Day Sale- Oct Wk5- Corp	PRODUCE	09/29	1			10/24

Respond Print Print Summary Mark Complete

	Key	Description	Type	Expires	Items	Resp	Updated By	1st Release	Reis	Lock	Info
-	<input type="checkbox"/> 50338	AD-Fresh Meat June Wk 3 W/O 6-13-18 CORP WED-TUES	MEAT	05/14	11	Open	btho035	06/10	4		
	<input type="checkbox"/> 76750	Chicken Breast Jumbo Pack	WH Sell: \$1.19 Retail: \$1.49 GP: 20.13% Pack: 50 Qty: 6								
	<input type="checkbox"/> 23900	Farmington Chicken Breast BNLS	WH Sell: \$4.85 Retail: \$5.99 GP: 19.03% Pack: 12 Qty: 1								

- If an item is sold out or has limited quantity, a sold out or limited quantity indicator will appear in the info column

- The system will display basic information about the item along with a photo if applicable

65610

Idaho Potatoes, 140/10 lb.BIN

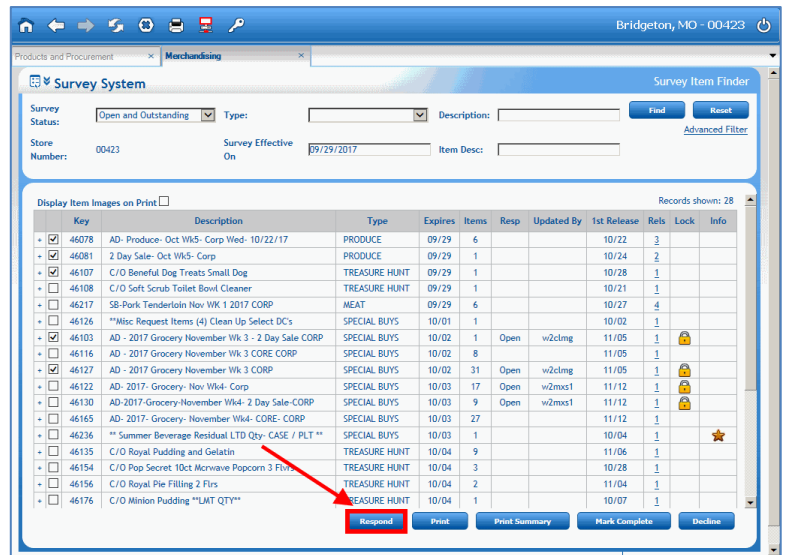
*Produce Oct wk 5, Week of 10.22.17 National AD

*UPC: multiple

QTY	DESCRIPTION	UPC #
		05806-00141
		33383-53650
		6-05806-00141

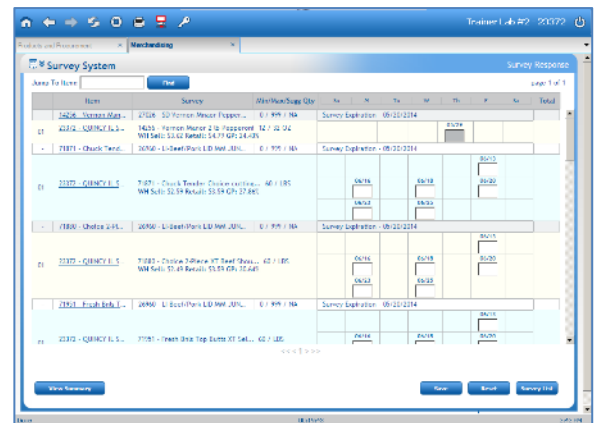
Close

- Click **Respond** to respond to the selected surveys
- Click **Print** to print the batch survey report
- Click **Mark Complete** to mark the selected surveys as completed
- Click **Decline** to mark the selected surveys as declined

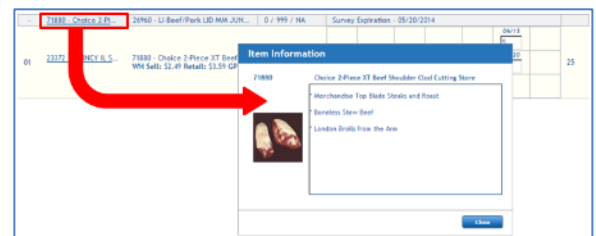


Responding To Surveys

- Clicking **Respond** from the **Survey List** screen displays a detailed listing of items from all surveys selected
- To find a specific item in the survey detail, enter the item number in the **Jump To Item** field and click **Find**
- Click the highlighted **H** (if present) to display the **Associated Item History** report



- To see an image (if available) and more information of an item listed in survey detail, click the item number at the top of the listing



Jump To Item:	Find	Item	Survey	Min/Max/Sugg Qty	Su	M	Tu	W	Th	F	Sa	ROQ/TTL
		10000 - CORE Wylwood Fre...	53428 - AD-2019 Fresh Meat RP July Wk 1 W...	3 / 999 / NA								
08		80000 - St Louis, MO	10000 - CORE Wylwood French Green B... 24 / 14.5 OZ									
		10300 - CORE Hargis House...	53428 - AD-2019 Fresh Meat RP July Wk 1 W...	1 / 999 / NA								
08		80000 - St Louis, MO	10300 - CORE Hargis House Chili wit... 12 / 15 OZ									

- To order survey items, enter the quantity desired in the fields to the right of the listing. Dates above the entry fields are individual release dates. Specific quantities can be entered for each release date
- The total amount of items ordered for all available release dates will be displayed the along with the Recommended Order Quantity in the **ROQ/TTL** column
- Clicking the Load ROQ button at the bottom of the page will auto-populate the numbers listed in the **ROQ** field into each store/item's order fields (Retail Partners only)

-	66328 - Salad Toppi...	27022 - Produce-Concord Promot...	0 / 999 / NA	Survey Expiration - 05/26/2014			
01	23372 - QUINCY IL S...	66328 - Salad Topping & Bacon Bits ... 96 / 1.5 OZ.		06/16		06/19	

Identical Item for Store 23372 and Item 66328-Salad Topping & Bacon Bits SHIPPER

Survey ID	Survey Desc	Survey Type	Expires	Delivery Eff	Delivery Exp	WH Sell	Retail	Qty
26641	Produce-Concord Strawberry Glaze and Other Items	PRODUCE	04/21/2014	05/22/2014	05/22/2014	0.52	0.79	1

- If the survey you are responding to contains an item that is also present in another survey the **IDItem** indicator will be displayed
- Clicking the indicator will show more information about this item, including the item's survey number, release date and quantity ordered

-	48937 - C/O PEANU...	26999 - C/O Palmer Pnut Butter...	0 / 999 / NA	Survey Expiration - 05/22/2014			
01	23372 - QUINCY IL S... SoldOut	48937 - C/O PEANUT BUTTER CUPS 24 / 6 OZ WH Sell: \$0.69 Retail: \$0.99 GP: 30.30%					05/24-05/30

- If a survey item is sold out the **SoldOut** indicator will be displayed, and the order amount entry field will be grayed out

- Click **View Summary** from the Survey List screen to display the **Item Response Summary Report**

Products and Procurement
Merchandising

Survey System
Survey Response

Jump To Item:


Find

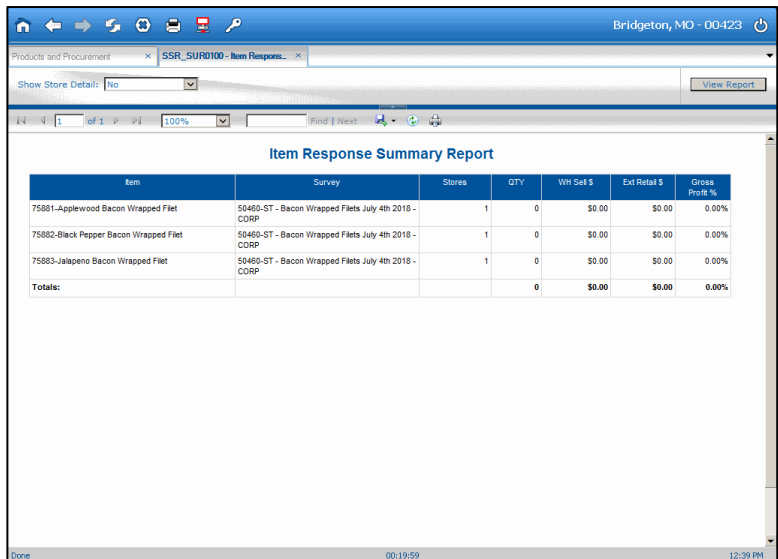
Item	Survey	Min/Max/Sugg Qty	Su	M	Tu	W	Th	F	Sa	Total
75881 - Applewood B...	50460 - ST - Bacon Wrapped Filets...	0 / 999 / NA	Survey Expiration - 05/16/2018							
01	423 - Bridgeton, MO IDItem	75881 - Applewood Bacon Wrapped Filet WH Sell: \$4.00 Retail: \$4.99 GP: 19.84%	8	/	10	OZ				
				06/25		06/27		06/29		
75882 - Black Peppe...	50460 - ST - Bacon Wrapped Filets...	0 / 999 / NA	Survey Expiration - 05/16/2018							
01	423 - Bridgeton, MO IDItem	75882 - Black Pepper Bacon Wrapped ... WH Sell: \$4.00 Retail: \$4.99 GP: 19.84%	8	/	10	OZ				
				06/25		06/27		06/29		
75883 - Jalapeno Ba...	50460 - ST - Bacon Wrapped Filets...	0 / 999 / NA	Survey Expiration - 05/16/2018							
01	423 - Bridgeton, MO IDItem	75883 - Jalapeno Bacon Wrapped Filet WH Sell: \$4.00 Retail: \$4.99 GP: 19.84%	8	/	10	OZ				
				06/25		06/27		06/29		

1
page 1 of 1

View Summary
Save
Reset
Save & Complete
Survey List

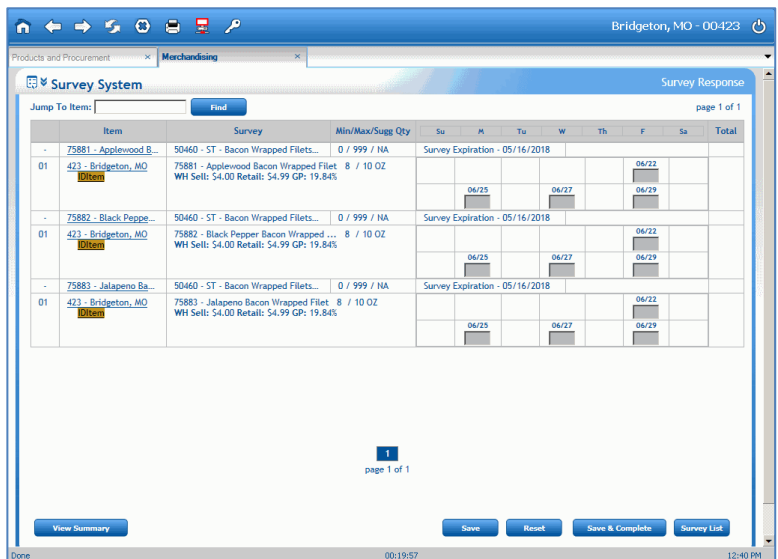
Done
00:19:57
12:40 PM

- To return to the survey item list, click the **Back** arrow  at the top of the browser screen



Item	Survey	Stores	QTY	WH Sell \$	Ext Retail \$	Gross Profit %
75881-Applewood Bacon Wrapped Filet	50460-ST - Bacon Wrapped Filets July 4th 2018 - CORP	1	0	\$0.00	\$0.00	0.00%
75882-Black Pepper Bacon Wrapped Filet	50460-ST - Bacon Wrapped Filets July 4th 2018 - CORP	1	0	\$0.00	\$0.00	0.00%
75883-Jalapeno Bacon Wrapped Filet	50460-ST - Bacon Wrapped Filets July 4th 2018 - CORP	1	0	\$0.00	\$0.00	0.00%
Totals:			0	\$0.00	\$0.00	0.00%

- To save all order quantities entered, click **Save**
- To reset all order quantities entered, click **Reset**
- To complete the survey click **Save & Complete**
- To return the **Survey List** screen, click **Survey List**



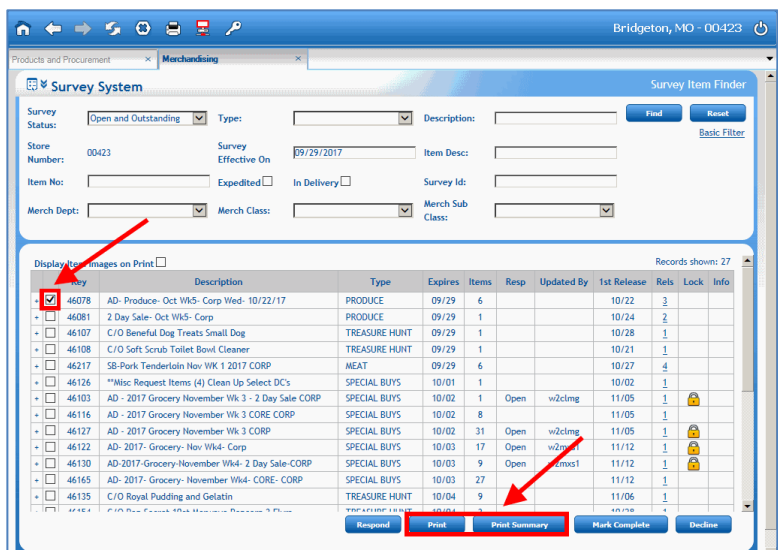
Item	Survey	Min/Max/Sugg Qty	Su	M	Tu	W	Th	F	Sa	Total
75881 - Applewood B...	50460 - ST - Bacon Wrapped Filets...	0 / 999 / NA								
01 423 - Bridgeton, MO	75881 - Applewood Bacon Wrapped Filet	8 / 10 OZ								
	WH Sell: \$4.00 Retail: \$4.99 GP: 19.84%									
75882 - Black Pepper...	50460 - ST - Bacon Wrapped Filets...	0 / 999 / NA								
01 423 - Bridgeton, MO	75882 - Black Pepper Bacon Wrapped ...	8 / 10 OZ								
	WH Sell: \$4.00 Retail: \$4.99 GP: 19.84%									
75883 - Jalapeno Ba...	50460 - ST - Bacon Wrapped Filets...	0 / 999 / NA								
01 423 - Bridgeton, MO	75883 - Jalapeno Bacon Wrapped Filet	8 / 10 OZ								
	WH Sell: \$4.00 Retail: \$4.99 GP: 19.84%									

Printing Surveys

- From the **Survey List** screen select the checkbox to the left of the survey you want to print
 - Check the box next to display item images if you want images to print

NOTE: Selecting images will take longer to print

- Click **Print** to print a detailed report
- Click **Print Summary** to print a text-only report
- A blank page will load
 - Click **View Report** button
- Survey will load and can be printed



Item	Description	Type	Expires	Items	Resp	Updated By	1st Release	Rets	Lock	Info
46078	AD- Produce- Oct WK5- Corp Wed- 10/22/17	PRODUCE	09/29	6			10/22	3		
46081	2 Day Sale- Oct WK5- Corp	PRODUCE	09/29	1			10/24	2		
46107	C/O Beneful Dog Treats Small Dog	TREASURE HUNT	09/29	1			10/28	1		
46108	C/O Soft Scrub Toilet Bowl Cleaner	TREASURE HUNT	09/29	1			10/21	1		
46217	SB-Pork Tenderloin Nov WK 1 2017 CORP	MEAT	09/29	6			10/27	4		
46126	Misc Request Items (4) Clean Up Select DC's	SPECIAL BUYS	10/01	1			10/02	1		
46103	AD - 2017 Grocery November Wk 3 - 2 Day Sale CORP	SPECIAL BUYS	10/02	1	Open	wzclmg	11/05	1		
46116	AD - 2017 Grocery November Wk 3 CORP	SPECIAL BUYS	10/02	8			11/05	1		
46122	AD - 2017 Grocery- Nov WK4- Corp	SPECIAL BUYS	10/03	17	Open	wzclmg	11/12	1		
46130	AD-2017-Grocery-November WK4- 2 Day Sale-CORP	SPECIAL BUYS	10/03	9	Open	wzclmg	11/12	1		
46165	AD-2017-Grocery- November WK4- CORE- CORP	SPECIAL BUYS	10/03	27			11/12	1		
46135	C/O Royal Pudding and Gelatin	TREASURE HUNT	10/04	9			11/06	1		

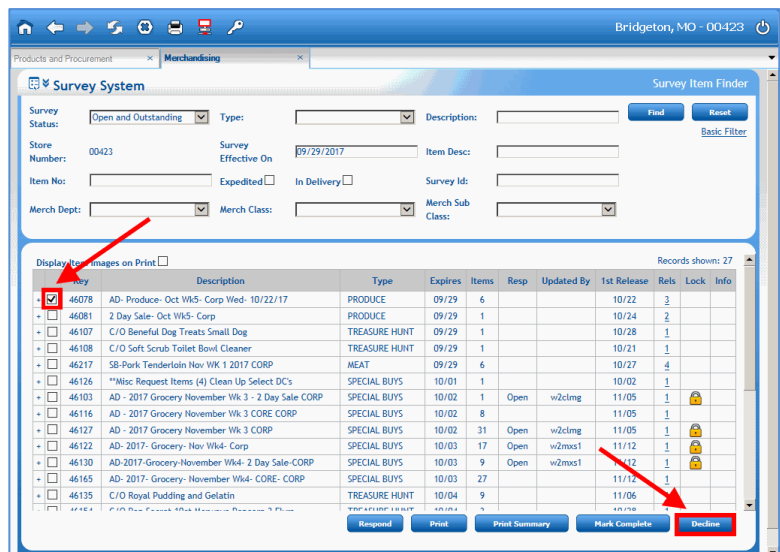
- The **Survey Report** will be displayed
- To print this report, click the printer icon above the report, then click **OK**



Declining a Survey

- If you wish to decline all items in a survey click the checkbox to the left of the survey listing, then click **Decline**
 - o This will mark all item quantities as zero and the survey status will become "declined"

NOTE: If you fail to either approve or decline the survey before it expires, any quantities that have been entered will be approved as entered and the product will be delivered to your store.



Completing a Survey

- When you are ready to mark the survey as complete, click the checkbox button to the left of the survey listing and then click **Mark Complete**

Survey System

Survey Status: Type: Description: Find Reset Basic Filter

Store Number: 00423 Survey Effective On: 09/29/2017 Item Desc:

Item No: Expedited ☐ In Delivery ☐ Survey Id:

Merch Dept: Merch Class: Merch Sub Class:

Display Images on Print ☐

Survey	Description	Type	Expires	Items	Resp	Updated By	1st Release	Reis	Lock	Info
<input checked="" type="checkbox"/> 46078	AD- Produce- Oct WK5- Corp Wed- 10/22/17	PRODUCE	09/29	6			10/22	3		
<input type="checkbox"/> 46081	2 Day Sale- Oct WK5- Corp	PRODUCE	09/29	1			10/24	2		
<input type="checkbox"/> 46107	C/O Beneful Dog Treats Small Dog	TREASURE HUNT	09/29	1			10/28	1		
<input type="checkbox"/> 46108	C/O Soft Scrub Toilet Bowl Cleaner	TREASURE HUNT	09/29	1			10/21	1		
<input type="checkbox"/> 46217	SB-Pork Tenderloin Nov WK 1 2017 CORP	MEAT	09/29	6			10/27	4		
<input type="checkbox"/> 46126	**Misc Request Items (4) Clean Up Select DC's	SPECIAL BUYS	10/01	1			10/02	1		
<input type="checkbox"/> 46103	AD - 2017 Grocery November Wk 3 - 2 Day Sale CORP	SPECIAL BUYS	10/02	1	Open	w2clmg	11/05	1		
<input type="checkbox"/> 46116	AD - 2017 Grocery November Wk 3 CORE CORP	SPECIAL BUYS	10/02	8			11/05	1		
<input type="checkbox"/> 46127	AD - 2017 Grocery November Wk 3 CORP	SPECIAL BUYS	10/02	31	Open	w2clmg	11/05	1		
<input type="checkbox"/> 46122	AD - 2017 Grocery- Nov WK4- Corp	SPECIAL BUYS	10/03	17	Open	w2max1	11/12	1		
<input type="checkbox"/> 46130	AD-2017-Grocery-November WK4- 2 Day Sale-CORP	SPECIAL BUYS	10/03	9	Open	w2max1	11/12	1		
<input type="checkbox"/> 46165	AD-2017-Grocery- November WK4- CORE- CORP	SPECIAL BUYS	10/03	27			11/12	1		
<input type="checkbox"/> 46135	C/O Royal Pudding and Gelatin	TREASURE HUNT	10/04	9			11/06	1		

Response Print Print Summary **Mark Complete** Decline

- You may choose to mark a survey complete without viewing the survey or entering quantities. If you make this selection a warning will appear
 - Click **Yes** to mark the survey as complete or **No** to leave the survey in an open status

NOTE: If you fail to either approve or decline the survey before it expires, any quantities that have been entered will be approved as entered and the product will be delivered to your store

Confirmation

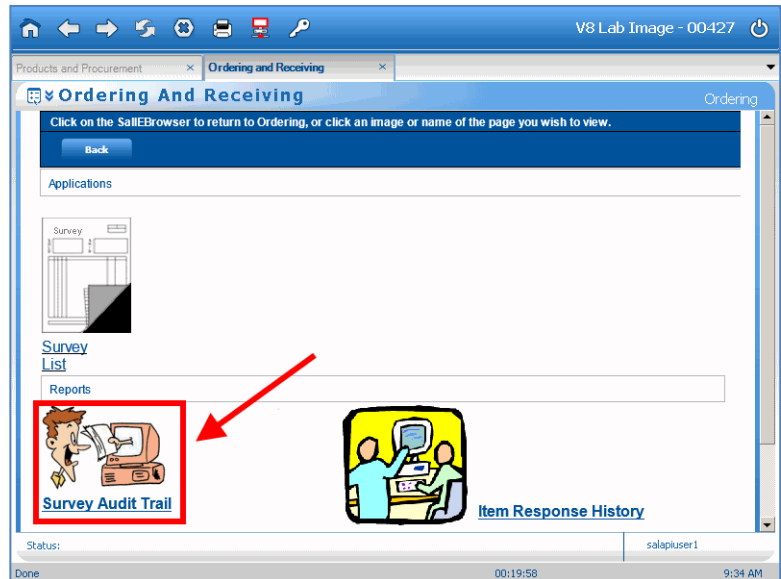
Mark survey as declined?

Yes No

Survey Audit Trail

Allows a user to view the status and response history of surveys in a defined time period

- From the Survey System screen, click **Survey Audit Trail**



The report displays all surveys for the current calendar month

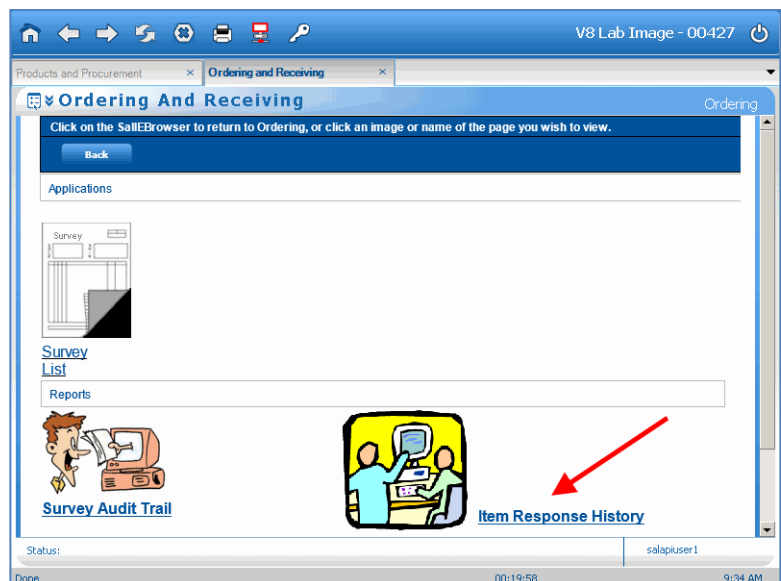
- To view a different date range, enter the desired survey period dates by clicking on the calendars next to **Period From** and **Period To**
- Click **Go** to load survey data for the requested date range

The screenshot shows the 'Response Audit Trail' report. It includes filters for 'Store Id: 00427', 'Period From: 04/01/2017', and 'Period To: 10/01/2017'. The table below lists survey details.

Survey Description	Survey Status	Last User	Last Updated
Krista - Test 3Sheet Price Override	Complete	kcla01n	07/18/2017
Krista - Test 3sheet Price Override 02	Complete	kcla01n	07/25/2017
mw_id10_05082017	Outstanding	w2mfw0	05/08/2017
mw_id9_05082017	Outstanding	w2mfw0	05/08/2017
mw_id8_05082017	Outstanding	w2mfw0	05/08/2017
mw_id7_05082017	Outstanding	w2mfw0	05/08/2017
mw_id6_05082017	Outstanding	w2mfw0	05/08/2017
mw_id5_05082017	Outstanding	supp000	05/08/2017
mw_id4_05082017	Outstanding	w2mfw0	05/08/2017
mw_id3_05082017	Outstanding	w2mfw0	05/08/2017
mw_id2_05082017	Outstanding	w2mfw0	05/08/2017
mw_id1_582017	Outstanding	supp000	05/11/2017
Steph - ReTest TH Upstream - DC Lvl Max	Complete	kcla01n	05/05/2017
mw_eps_test1_040717	Outstanding	w2mfw0	05/08/2017
Krista - ReTest ProRate 3Sht /Relev	Outstanding	kcla01n	04/06/2017

Item Response History

- Click **Item Response History**



- Enter search criteria to select a survey
- Enter the desired **Item Number**
- Select a **Start Date** and **End Date** by clicking on the calendar icon in each field
- Click **View Report**

- This report is strictly informational and the quantities displayed cannot be changed

Description	Type	Start Date	End Date	Quantity	Last User	Last Updated
November 2011 Survey	SPECIAL BUY	11/01/2011	11/30/2011	4	m201	09/10/2011
Total				4		

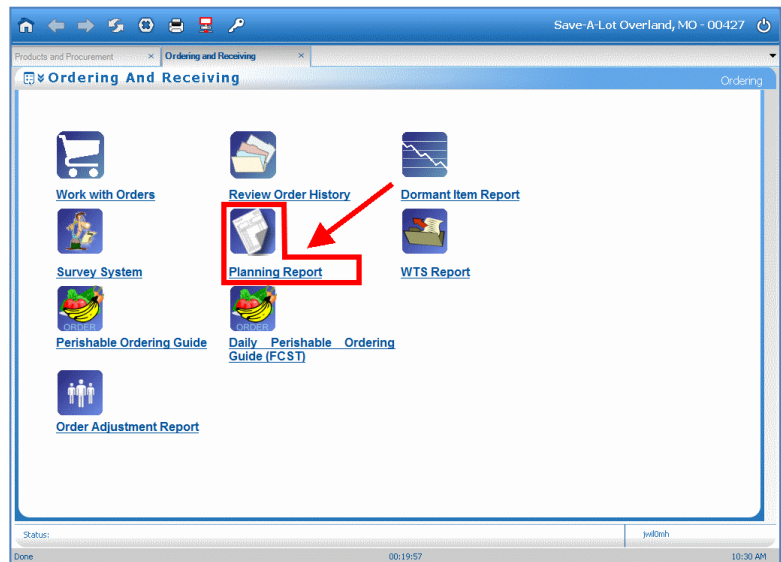
Description	Name of survey containing the item
Type	Type of survey
Start and end dates	Release period start and end dates are the dates the items are shipped to stores
Quantity	The quantity ordered to be shipped for that item in the specified release period
Last user	The user who last made a change to the survey
Last updated	Date of the last user change to the survey

- You can sort each column by clicking the arrow located next to the heading

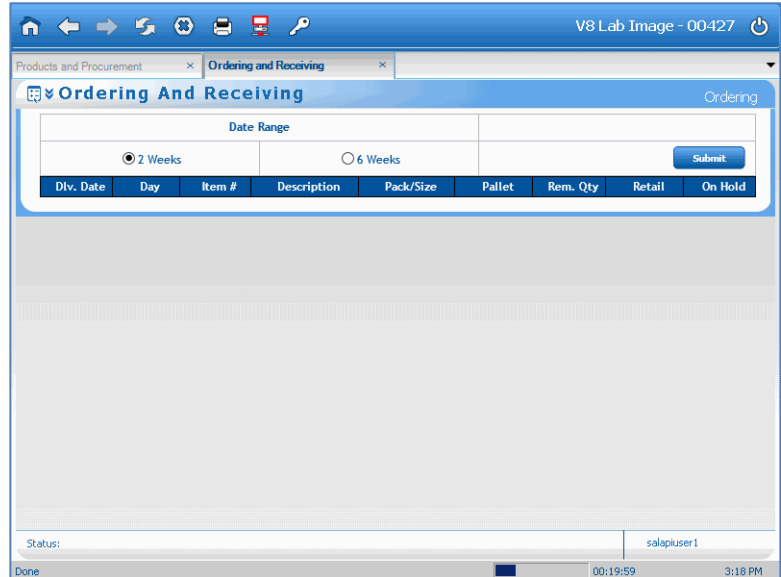
Planning Report

Allows the user to review all survey and promotional deliveries, and lists all surveyed and promotional items due for delivery over the next two or six weeks

- Click **Planning Report**



- Choose desired **Date Range**; 2 or 6 weeks
- Click **Submit**



- The **Survey & Promo Planning Report** screen displays all survey and promotional items
- The current week is displayed, PLUs either the next two (2) or six (6) weeks, depending on the date range selected

Dlv. Date	Scheduled delivery date
Day	Delivery date day of the week
Item#	Sal ordering item number
Description	Description of items in survey or promo
Pack/size	Quantity per case and size of each item
Pallet	Indicates whether item is shipped as a pallet or non-pallet item
Rem. Qty	Quantity of items still to be delivered in the promo
Retail	The retail price of the item
On hold	Indicates delivery status of that item

Products and Procurement x Ordering and Receiving x

Ordering And Receiving Ordering

Date Range

☒ 2 Weeks ☐ 6 Weeks Submit

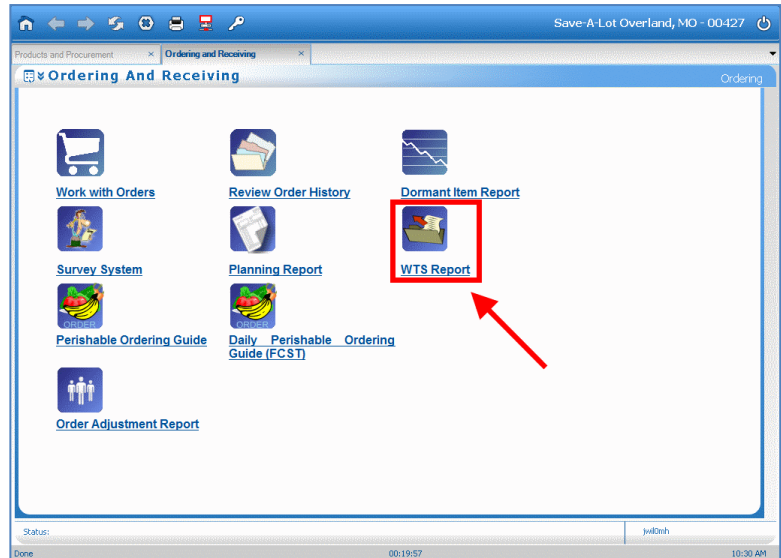
Dlv. Date	Day	Item #	Description	Pack/Size	Pallet	Rem. Qty	Retail	On Hold
Week Ending 09-23-2017								
SPECIAL BUYS								
09-17-2017	SUN	58399	SBUY C&H GRANULATED SUGAR	10 / 4 LB	N	8		
Week Ending 09-30-2017								
09-24-2017	SUN	374	SBUY HOT WHEELS SHP	60 / EACH	N	1	\$0.99	
09-24-2017	SUN	1490	SBUY RENUZIT HOL LTD ED SHP	72 / 7 OZ	N	1	\$0.99	
09-24-2017	SUN	1495	SBUY ASSORTED C/A SHP	42 / EACH	N	1	\$0.99	
09-24-2017	SUN	1522	SBUY FEBREZE AIR FSH FALL SH	40 / 8.8 OZ	N	1	\$2.99	
09-24-2017	SUN	1528	SBUY TRADITIONAL RLL WRAP SH	60 / EACH	N	1	\$0.99	X

Status: jwll0mh

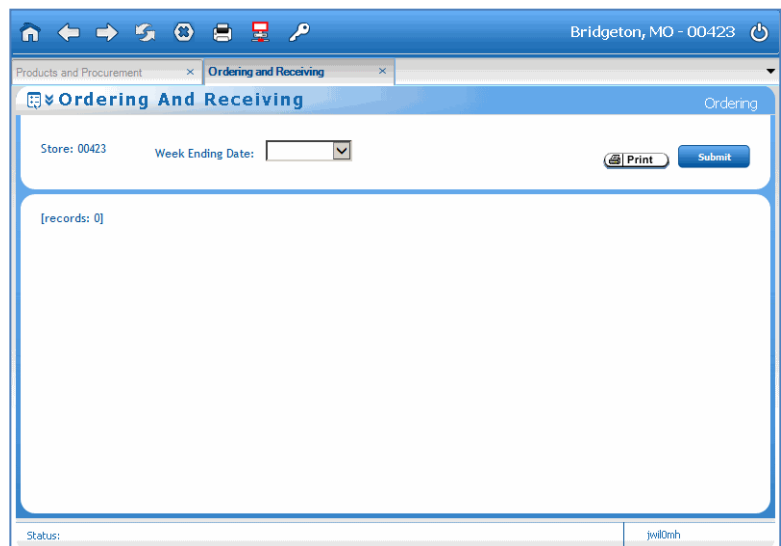
WTS Report (Corporate stores)

Used to verify charges and credits from the Primary DC to the store

- Click **WTS Report**



- Select the **Week Ending Date** using the drop-down box
- Click **Submit**



- The weekly transfer report displays

Date	The date the transfer occurred
Trn#	Transfer number
Type	The billing department
Trn Amt	Transfer amount (in dollars)
Void Amt	Dollar amount of items removed from the transfer
Scratch Amt	Dollar amount of items scratched (out-of-stock) from the transfer
Credit Amt	Dollar amount of credit applied to the transfer
Retail Amt	Dollar amount of total retail value

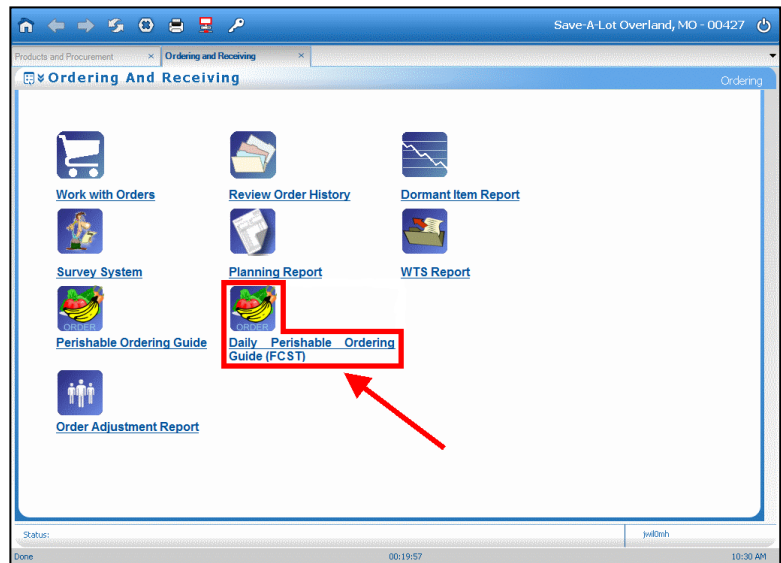
The screenshot shows the 'Weekly Transfer Report' for Store 423 - Bridgeton, MO, for the week ending 09-09-2017. The report is titled 'WTS0100 WEEKLY TRANSFER REPORT' and 'SUPPLYING WAREHOUSE: 01 - EDWARDSVILLE(GROC)'. It includes a table with columns for Date, Trn#, Type, Trn Amt, Void Amt, Scratch Amt, Credit Amt, and Retail Amt. The data shows various transfers for different product types like GROC, FROZEN, BAKERY, MILK, and MT FRSH.

Date	Trn#	Type	Trn Amt	Void Amt	Scratch Amt	Credit Amt	Retail Amt
09-05-2017	0056368	GROC	5662.44	0.00	0.00	0.00	6577.80
09-05-2017	0056368	GROC NF	637.12	0.00	0.00	0.00	752.00
09-05-2017	0056369	FROZEN	868.09	0.00	0.00	0.00	1129.51
09-05-2017	0056369	GROFZMT	562.48	0.00	0.00	0.00	720.82
09-05-2017	0056369	BAKERY	42.84	0.00	0.00	0.00	53.76
09-05-2017	0056370	MILK	564.88	0.00	0.00	0.00	736.59
09-05-2017	0056371	DAIRY	1013.79	0.00	0.00	0.00	1266.12
09-05-2017	0056371	MILK	14.64	0.00	0.00	0.00	20.28
09-05-2017	0056372	MT FRSH	4017.33	0.00	0.00	0.00	5574.81
09-05-2017	0056372	MT PKG	446.60	0.00	0.00	0.00	556.52

Daily Perishable Ordering Guide (FCST) (Corporate Stores)

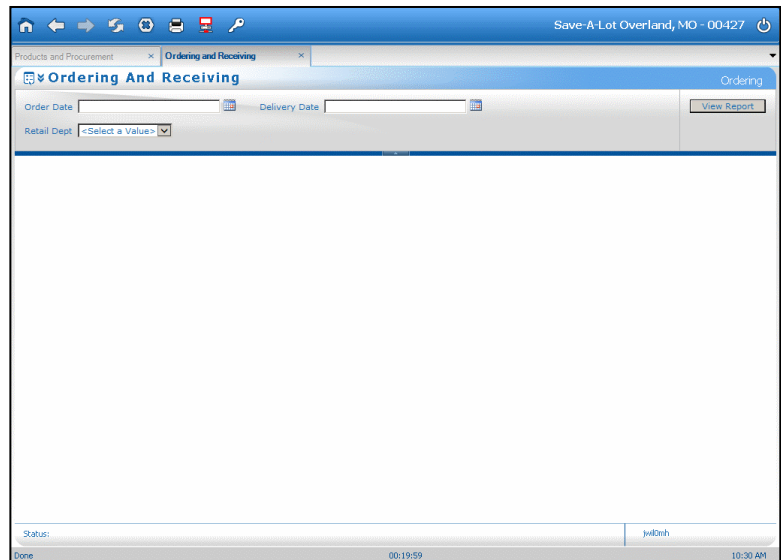
Assists in planning future fresh meat and produce ordering

- Click the **Perishable Ordering Guide** icon



- Select the **Order Date** from the drop-down box
- Select the **Delivery Date** from the drop-down box
- Select the **Retail Dept** from the drop-down box

NOTE: Meat will include both fresh meat and packaged meat



Products and Procurement
Report
Ordering and Receiving

Ordering And Receiving

RP Perishable Order Guide

Week Ending: 12/01/2018
Retail Department: Produce
View Report

1 of 8
100%
Find | Next

Daily Perishable Order Guide FCST
SAL 419 Florissant, MO - N Lindbergh

Report ID
SSR_POG0020

Order Date: 11/25/2018
Delivery Date: 11/26/2018
Retail Dept: Meat

If a delivery date is selected that is not on the store's official delivery schedule, Sales FCST will populate blank. SAS forecast information is only available for 14 days in the future.

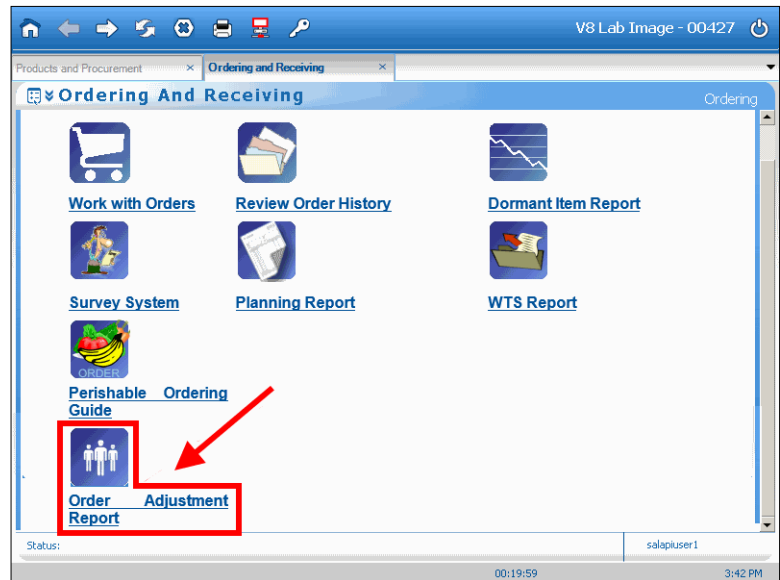
Item				Monday				
Description	PLU	Code	Pack	Sales FCST	Exp Inv	In Transf	Inv OH	Survey/Order
KYLG 1/4 SLICED HAM		8862	16	0				0
TRKY HEN HONEY FRZN	SCAN	19260	48					0
TRKY BRST B/H HONEY FRZN		19300	45					0
PORK BRISKET BONE	SCAN	22940	1					0
PORK RIBLETS 10#		22950	1					0
BUTCHER CH BEER BRATWURST	SCAN	34383	12					0
BUTCHER CH ORIG	SCAN	34384	12					0


Status:
dflo002

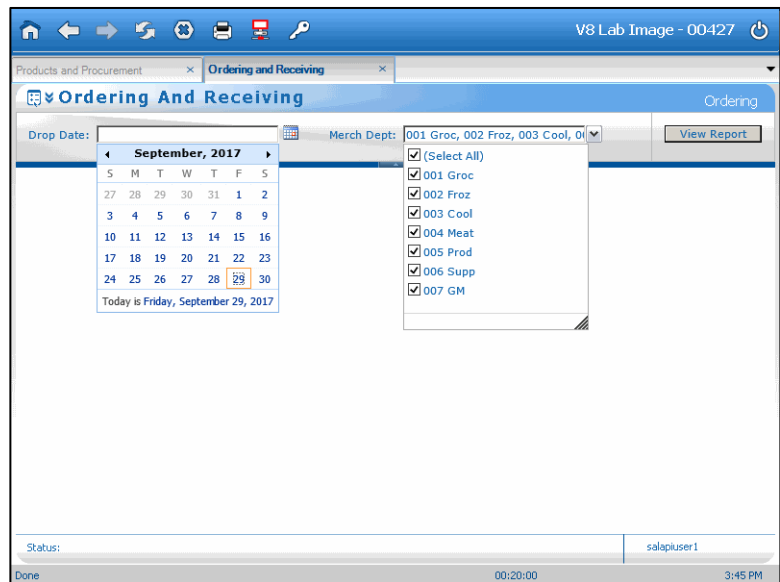
Order Adjustment Report

Can be printed prior to receiving a shipment from your DC to get notice of items that have not been shipped due to out of stock

- Click the **Order Adjustment Report** icon



- Click the  icon next to the **Drop Date** field to select the order shipment date
- Select the **Merch Dept** using the drop down
- Click **View Report**



Trainer Lab #2 - 00427

Products and Procurement x Ordering and Receiving x

Ordering And Receiving

Drop Date: 11/17/2016 [View Report](#)

1 of 1 100% Find | Next

Save a lot **Pre-Selection Order Adjustments for 11/17/2016** [Report ID](#)
SSR_BU0572

This information is preliminary, prior to order selection. The actual shipment may vary.

Delivery Date	DC	Store	Store Name	Order #	Item #	ORIGINAL ITEM #	Item Description	Original QTY Ordered	Adjusted QTY	Adjustment	Adjustment Description	Scratch Code	Survey Item
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	22805		SAVE TODAY PAPER TOWEL 8ROLL	2	0	-2	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	33823		MIXED FRUIT GLASS JAR TG	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	34233		KIGGINS FRUITY DIAMONDS	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	46439		TROOPER CHUNKY CHICKN DOG FD	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3 Sheet Order	54560		BALL PARK MEAT HD		8	8	3 Sheet Order		N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	57233		CHIQUITA YUCA	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	58407		BC RTS FROSTING VANILLA	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	61480		SQUASH, CHAYOTE	3	2	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-LOT	3832427	64013		PEPPERS, BANANA HOT	1	0	-1	PRORATED	Pro rate	N
11/18/2016	01	427	OVERLAND SAVE-A-	3832427	65200		GREENS, MUSTARD 1	2	1	-1	PRORATED	Pro rate	Y

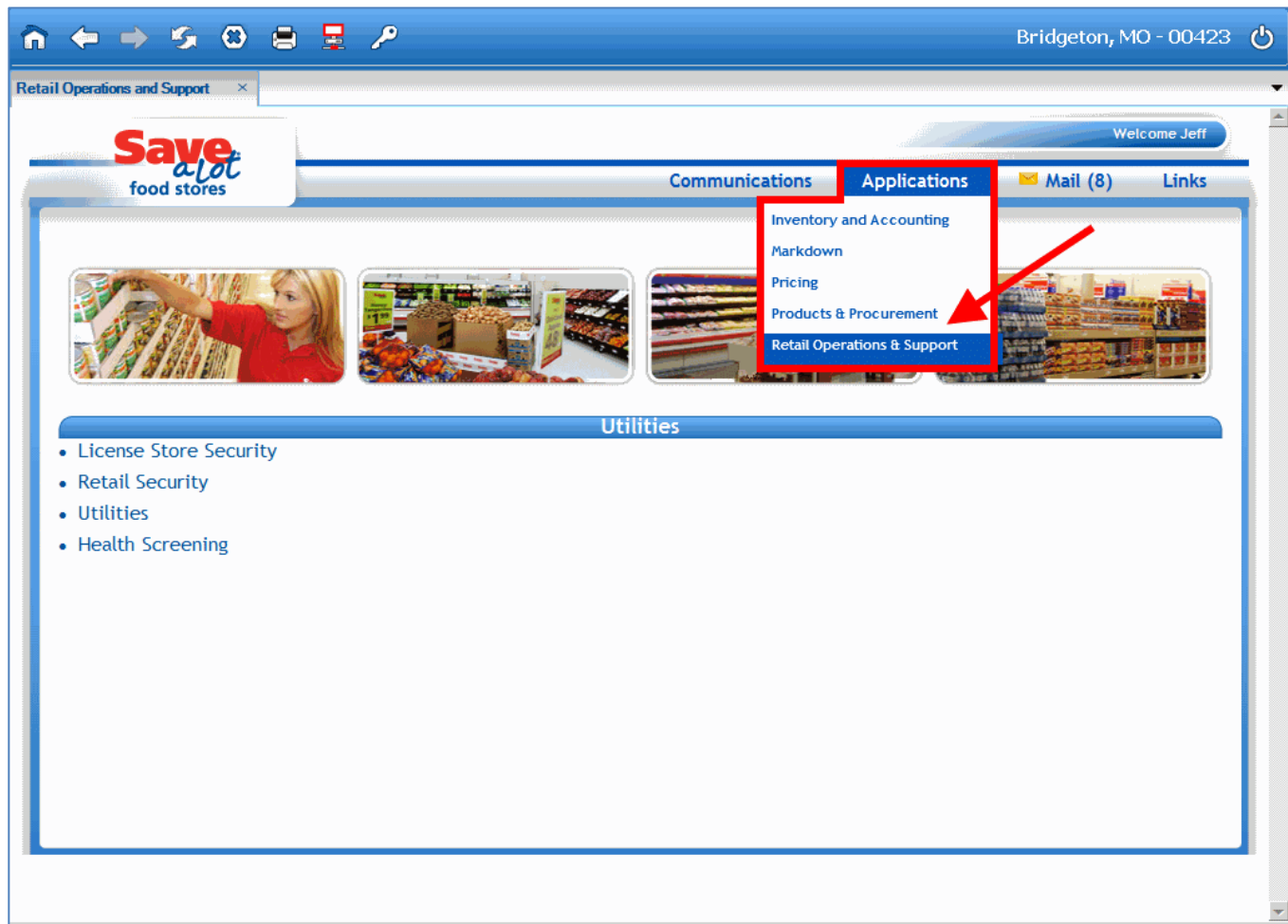
Status: [salapiuser1](#)

Done 00:20:00 4:11 PM

Delivery date	Item scheduled delivery date
DC	Distribution center delivering item
Store	Store receiving item
Store name	Name of store
Order #	Order in which item was requested
Item #	Item order number
Original Item #	Item originally ordered, if substitute product is being shipped
Item Description	Description of item
Original Qty Ordered	Amount of product ordered
Adjusted Qty	Amount of product shipped
Adjustment	Difference between amount ordered and amount shipped
Adjustment Description	Reason for adjustment
Scratch Code	Adjustment code
Survey Item	Indicates if this item was ordered from a survey

Retail Operations and Support

Allows access to user account settings as well as various system utilities



License Store Security (Retail Partners)	Create, edit, and delete user accounts for logging in to the SAL Browser
Retail Security (Corporate stores)	Create, edit, and delete user accounts for logging in to the SAL Browser
Utilities	Various system tools
Health Screening	On-demand reports for Covid-19 Employee Health Checklists

License Security (Retail Partners)

Retail security is used to grant access and assign permissions for new and existing Save A Lot browser users

The screenshot shows a web application interface for 'License Store Security'. At the top, there's a navigation bar with 'Retail Operations and Support' and 'Utilities' tabs. Below the tabs, there's a search area with fields for 'User Id', 'First Name', 'Last Name', and 'Store #' (set to 25005). There are 'Find' and 'Reset' buttons. The main section is titled 'Store Security Summary' and displays a table of users. The table has columns: 'UserId', 'First Name', 'Last Name', 'Home Store', 'Assigned Multiple', and 'Role'. There are 6 records shown. At the bottom, there are buttons for 'Multi Stores', 'Change', 'Reset Users Pass', and 'Create'. The status bar at the very bottom shows 'Status:' and 'jbra05a'.

UserId	First Name	Last Name	Home Store	Assigned Multiple	Role
101400	Mark	Falls	25005	No	Level 1
102000	Sueanne	Gonzales	25005	No	Level 2
102000	April	Marker	25005	No	Level 1
102000	Charlie	Palmer	25005	No	Level 2
102000	Emily	Reese	25005	No	Level 2
102000	Raychel	Sanfratello	25005	No	Level 2

- All users that currently have access to your store PC will be displayed on this screen
- The following information is provided for each user
 - **User ID**
 - **First Name**
 - **Last Name**
 - **Home Store** number
 - **Assigned Multiple** store indicator
 - User **Role** assignment

Adding a new Home Store User

- When a user is added to the system for the first time, that store will automatically become that user's home store. Future changes to this user cannot be done from any retail store other than their home store
- Stores do not have the ability to change a user's home store assignment. If an employee has been transferred to another store or you accidentally assign an incorrect new user to your store, contact your area business partner, store owner, or the SAL help desk
- Users will be automatically removed from any store to which they are assigned after 30 consecutive days of inactivity

- To add a new user, click **Create** from the **Store Security Summary** screen

Store Security Summary

UserId	First Name	Last Name	Home Store	Assigned Multiple	Role
jbard0eh	Jim	Barbosh	24230	No	Level 1
cbro01a	Casey	Broneley	24235	No	Level 1
bcoe004	Brian	Cedek	24235	No	Level 2
houn002	Heather	Cunningham	24235	No	Level 2
joun011	Justin	Cunningham	24235	No	Level 1
tden001	Tina	Denton	24232	No	Level 2
bdon00d	Bill	Domingo	24235	No	Level 2
egro001	Eric	Gronda	24234	No	Level 1
chan00m	Charlie	Hamilton	24232	No	Level 1
rhud005	Rachel	Huddle	24234	No	Level 1
phud005	Paul	Hudson	24232	No	Level 4
pjer002	pam	jerrigan	24230	No	Level 1
clen007	Carol	Lent	24234	No	Level 2
smil008	Steve	Miller	24232	No	Level 4
lmoa002	Lucile	Moan	24235	No	Level 1
zmof003	Zach	Moffett	24234	No	Level 2
mmoo00b	Mark	Mooney	24232	No	Level 4
bpark00k	Ben	Parks	24232	No	Level 1
mpla00i	MATT	PLACE	24230	No	Level 1

Buttons: Multi Stores, Change, Reset Users Pass, **Create**

- Enter new user's **First Name**
- Enter new user's **Last Name**
- Select a **Role** for the new user
 - Refer to **Access Roles** table below
- Click **Ok**

Create User

First Name: Chris

Last Name: Staggs

Store #: 45109

Role: Level 1

Please see the document repository for role definitions.

Info

Buttons: Ok, Cancel

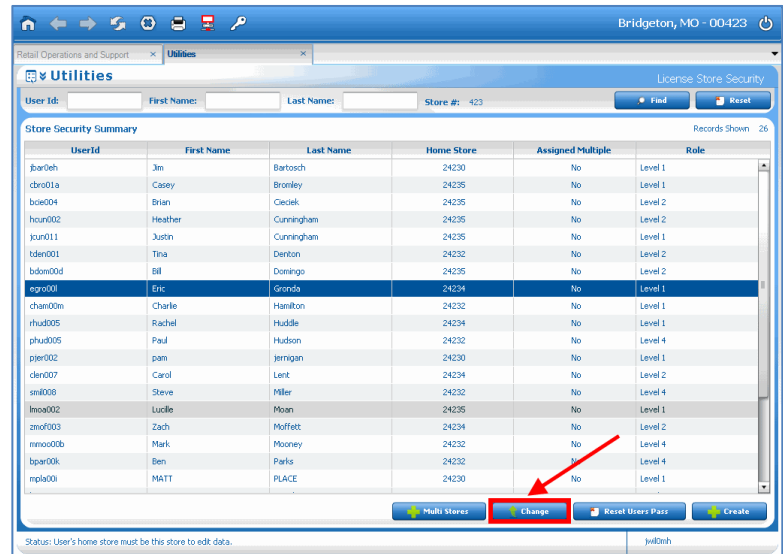
Retail Partner Access Roles

- Access to individual browser applications is determined by the user role assignment
NOTES: User roles do not determine access to external applications (ex. MicroTrax, Kronos). These applications use their own access controls and are not controlled by the browser logins

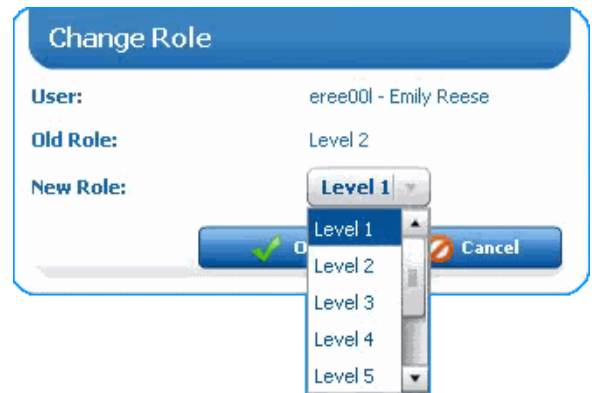
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Error Correction	✓	✓	✓					
Identified Loss	✓	✓	✓	✓	✓	✓	✓	
Mail	✓	✓	✓	✓	✓	✓		
Display Plans	✓	✓	✓	✓	✓			
Ordering	✓	✓	✓	✓				
Price Check	✓	✓	✓	✓	✓	✓	✓	✓
Pricing	✓	✓	✓	✓				
Reports	✓	✓	✓	✓	✓	✓		
Repository	✓	✓	✓	✓				
Signs	✓	✓	✓	✓	✓	✓	✓	✓
Store Reporting	✓	✓	✓	✓				
S4/WinAR	✓	✓						
Store Security	✓							
Retail Dashboard	✓	✓	✓	✓	✓	✓		
Communications	✓	✓	✓	✓	✓			
Utilities	✓	✓	✓	✓				

Changing a Home Store User Access Role

- From the **Store Security Summary** screen, click on the user whose role is to be changed
- Click **Change**



- Select the new user role from the **New Role** drop-down box
 - o Refer to the [Retail Partner Access Roles](#)
- Click **Ok**

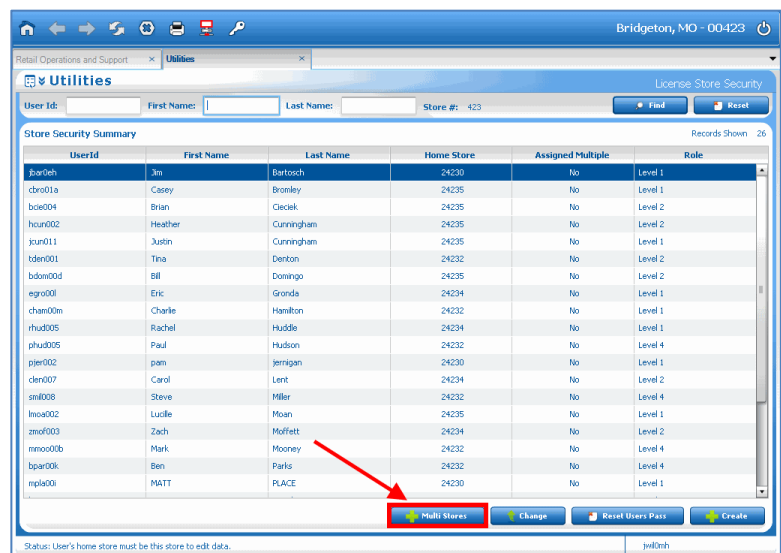


Multi Store Users

Users with an existing home store assignment can be granted temporary access to a different store's browser. Access roles assigned for this user will be identical to the role they have been assigned at their home store

Adding a Multi Store User

- From the **Store Security Summary** screen, click **Multi Stores**



- Type the user's **Name** in the user search field

- Click **Add** or press the Tab key to view the user's current store assignment(s)
- Click **Ok** to add the user to your store
- Click **Reset** to clear all fields and retry your search
- Click **Delete** to remove the user from indicated store

Store #	Store Name	Home Store
427	Overland, MO	true
105	Daytona Beach, FL	false

Retail Security (Corporate stores)

Used to grant access and assign permissions for new and existing Save A Lot browser users

- The following information is provided for each user
 - o **UserId** (MIO)
 - o **First and Last Name**
 - o **Home Store number**
 - o **Assigned Multiple** store indicator
 - o User **Role** assignment

User Id	First Name	Last Name	Home Store	Assigned Multiple	Role
salapuser1	sal	appuser	427	Yes	Store Manager
salapuser2	Scott	Clewis	427	Yes	Store Manager
salapuser3	Sal	Stegman	427	No	Store Manager

Adding a New Home Store User

- When you add a new user, your store will automatically become that user's home store
- Future changes to this user's store PC access role cannot be done from any retail store other than their home store, thus your store will be responsible for making future changes to this user's store PC access role
- If a user is *permanently transferred* from your store to another store, their home store assignment will be updated as part of the SAL home office 545 transfer processing process
- Stores do not have the ability to change a user's home store assignment
 - In the event you accidentally assign an incorrect new user to your store, contact the SAL help desk for assistance in correcting the error
- Users will be automatically removed from any store to which they are assigned after 30 consecutive days of inactivity

- To add a new user, click **Add** from the store security summary screen

Store Security Summary

UserId	First Name	Last Name	Home Store	Assigned Multiple	Role
sal	appuser	appuser	427	Yes	Store Manager
sal	Scott	Clewis	427	Yes	Store Manager
sal	Sal	Stegman	427	No	Store Manager

Buttons: Multi Stores, Change, Add

- To locate the user to be added, enter the new user's details to search, including one or more of the following
 - **User ID**
 - **Employee ID**
 - **First Name**
 - **Last Name**
- Click **Search User**

Add Role

Search User

UserId	First Name	Last Name	Email Address
--------	------------	-----------	---------------

Store #: 422 Role: Assistant Store Manager

Buttons: Ok, Cancel, Reset

- Highlight the user you wish to add
- Select the role you wish to assign to the user
 - Refer to [Access Roles](#) table below
- Click OK

Access Roles

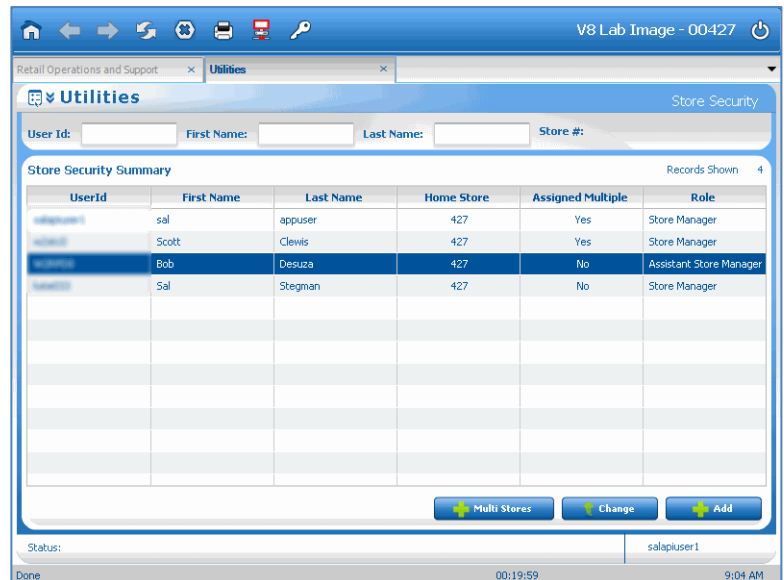
- Access to individual browser applications is determined by the user role assignment

NOTES: Shaded cells indicate the user can access the function referenced

User roles do not determine access to external applications (ex. MicroTrax, Kronos). These applications use their own access controls and are not controlled by the browser logins

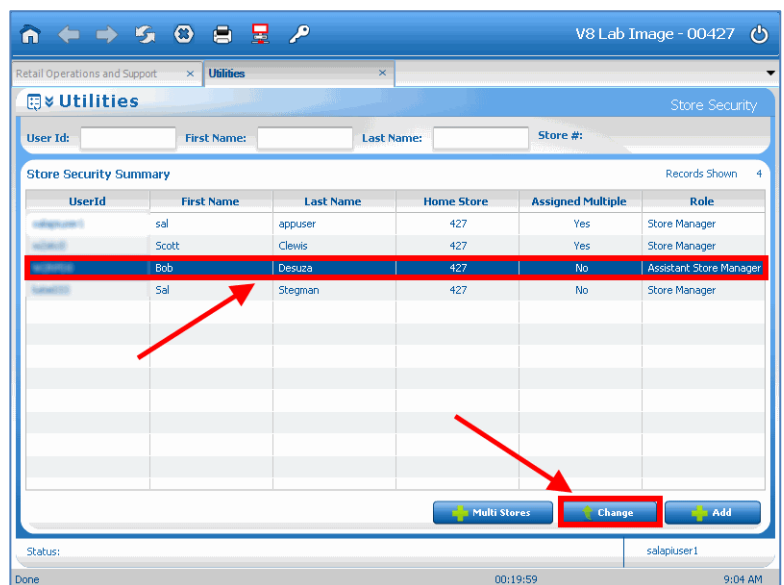
	Store Manager	Assistant Store Manager	Group or Front-End Lead	Perishable Lead	Clerk
DSD	✓	✓	✓	✓	
Error Correction	✓	✓			
Identified Loss / MUMD	✓	✓	✓	✓	
Inventory	✓	✓		✓	
Mail	✓	✓			
Display Plans	✓	✓	✓	✓	
Notifications	✓	✓	✓		
Ordering	✓	✓	✓	✓	
Price Check	✓	✓	✓	✓	✓
Pricing	✓	✓		✓	
Reports	✓	✓	✓	✓	
Repository	✓	✓	✓	✓	
Signs	✓	✓	✓	✓	
Store Reporting	✓	✓	✓		
TPR	✓	✓			
Retail Store Security	✓				
Retail Dashboard	✓	✓	✓	✓	✓
Communication Dash	✓	✓	✓	✓	
Utilities	✓	✓	✓	✓	

- The new user will now be displayed on the **Store Security Summary** screen



Changing a Home Store User Access Role

- From the **Store Security Summary** screen, highlight the user whose role is to be changed
- Click **Change**



- Select the new user role from the **New Role** drop-down box
 - o Refer to [Access Roles](#) table for definitions



- Click **Ok**



Change Role

User: W2RPD0 - Bob Desuza

Old Role: Assistant Store Manager

New Role: **Store Manager**

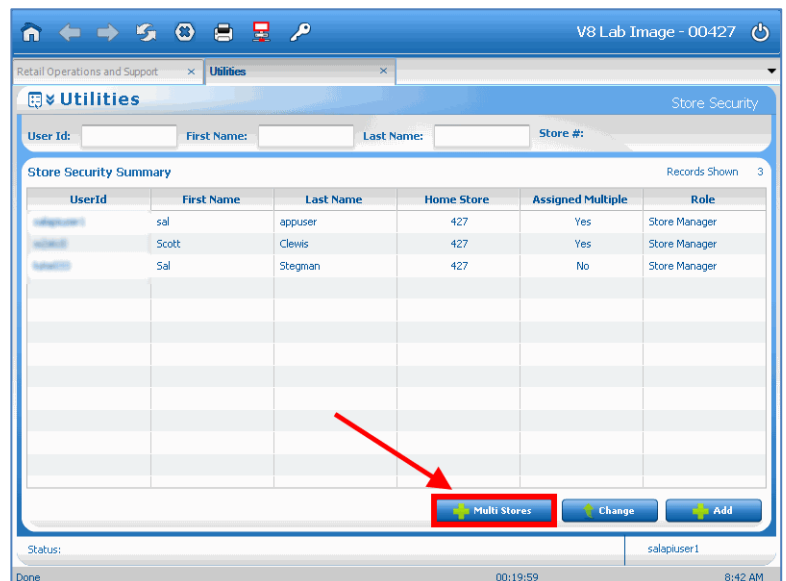
Ok **Cancel**

Multi Store Users

Users with an existing home store assignment can be granted temporary access to a different store PC's browser. Access roles assigned for this user will be identical to the role they have been assigned at their home store

Adding a Multi Store User

- From the **Store Security Summary** screen, click **Multi Stores**

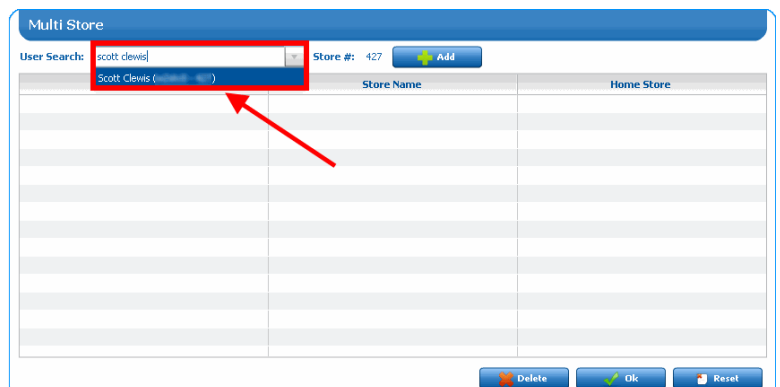


Store Security Summary

User Id	First Name	Last Name	Home Store	Assigned Multiple	Role
salapuser1	sal	appuser	427	Yes	Store Manager
salapuser1	Scott	Clewis	427	Yes	Store Manager
salapuser1	Sal	Stegman	427	No	Store Manager

Multi Stores **Change** **Add**

- Type the user's **Name** in the user search field and click the appropriate name when it appears



Multi Store

User Search: **scott clewis** Store #: 427 **Add**

Scott Clewis (salapuser1 - 427)

Delete **Ok** **Reset**

- Click **Add** or press the Tab key to view the user's current store assignment(s)
- Click **Ok** to add the user to your store

OR

- Click **Reset** to clear all fields and retry your search

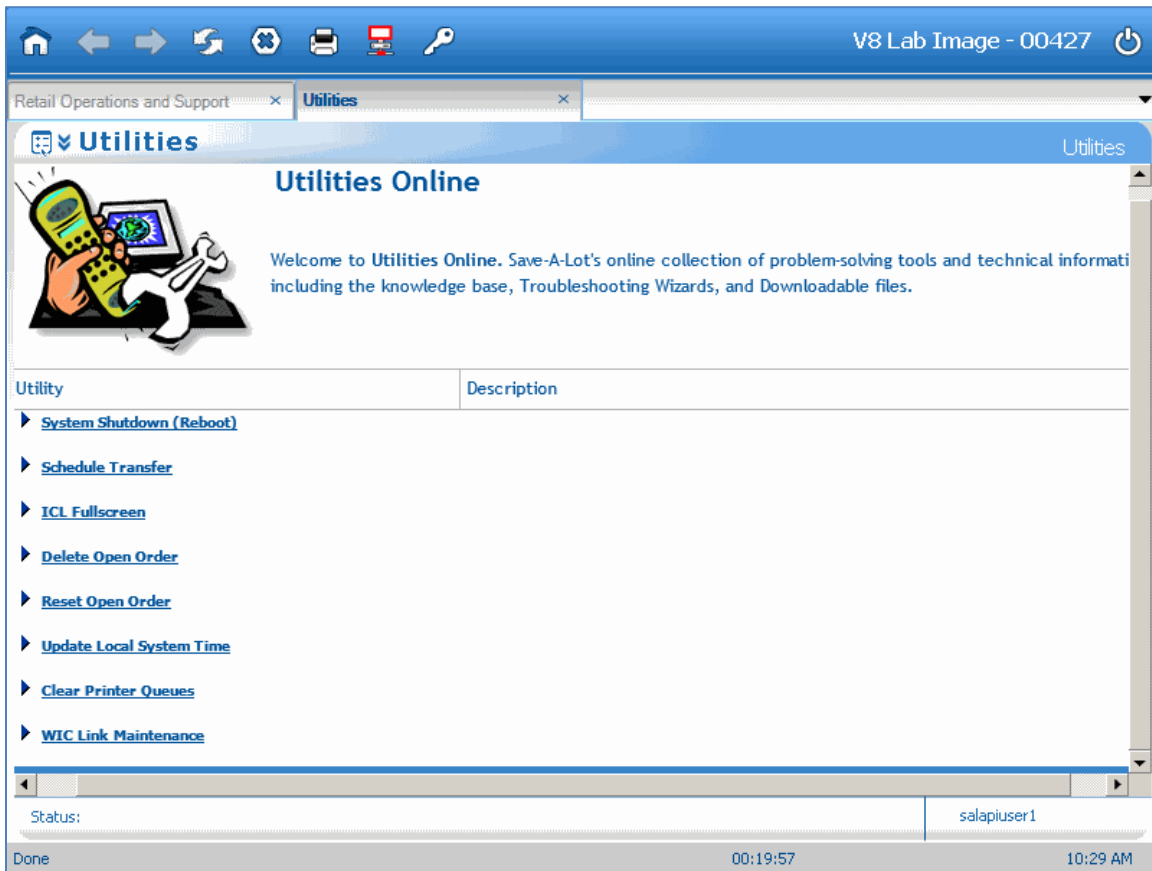
NOTE: The **Delete** button is disabled at Corporate stores

The screenshot shows a web interface titled "Multi Store". At the top, there is a "User Search:" field containing "Scott Clewis (w2stc0 - 427)" and a "Store #:" field containing "427". To the right of the "Store #" field is a green "Add" button with a plus icon, which is highlighted with a red box and a red arrow. Below this is a table with three columns: "Store #", "Store Name", and "Home Store". The table contains two rows of data: one for Store # 427 (Overland, MO) with "true" in the Home Store column, and one for Store # 105 (Daytona Beach, FL) with "false" in the Home Store column. At the bottom of the interface are three buttons: "Delete" (disabled, greyed out), "Ok" (active, green), and "Reset" (active, blue). A red arrow points to the "Ok" button.

Store #	Store Name	Home Store
427	Overland, MO	true
105	Daytona Beach, FL	false

Utilities

The Utilities menu includes various tools used with the Save A Lot POS system



System Shutdown

- The **System Shutdown** (reboot) utility can restart your computer in the event of problems

NOTES: please contact the Save A Lot helpdesk before using this utility

The reboot process takes approximately 5 minutes



Schedule Transfer

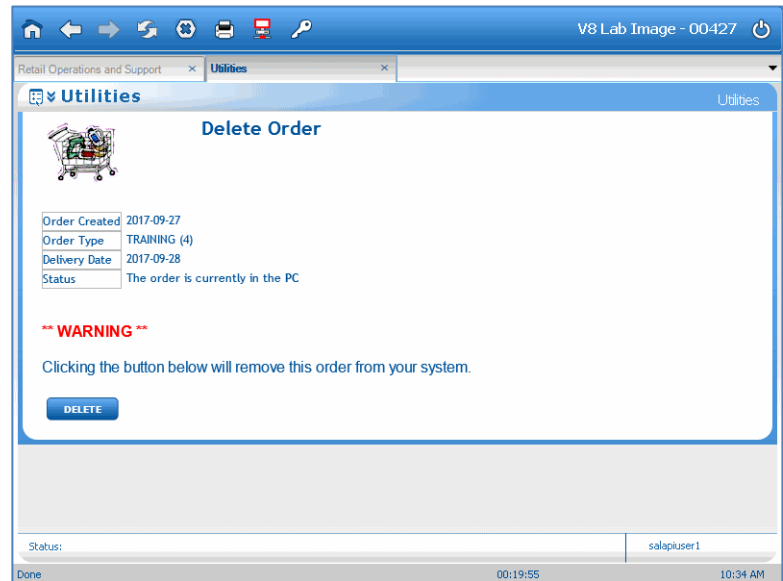
The **Setup Transfer** utility is for Retail Systems Support use only

ICL Fullscreen

This feature is no longer in use

Delete Open Order

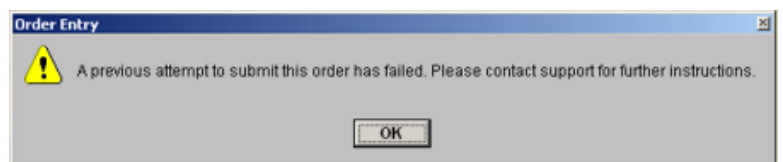
- This utility allows you to remove an order from the system without submitting it
 - Once an order has been deleted, it cannot be retrieved
- Be sure the order is in the PC before using the **Delete Order** utility
 - If not, download the order from the scanner before proceeding
 - See [Uploading Order To PC](#) for more information on downloading an order to the PC



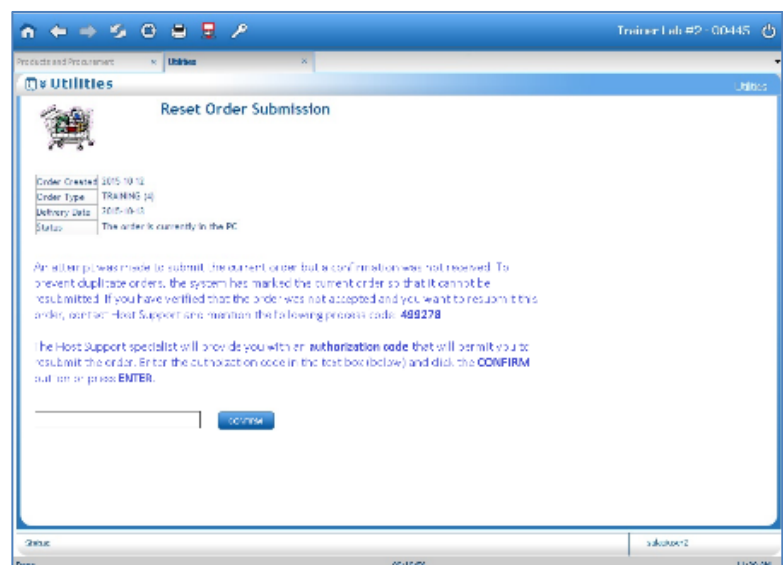
Reset Open Order

The **Reset Open Order** utility is used in the event the system is unable to determine if the current order has been successfully submitted

- Use this feature if you receive the message:
A previous attempt to submit this order has filed. Please contact support for further instructions
- Contact the SAL Helpdesk



- Once you have contacted the helpdesk, you will be provided an authorization code
- To use the code, click **Reset Open Order** from the Utilities menu
- Type the authorization code in the box and click **Confirm**

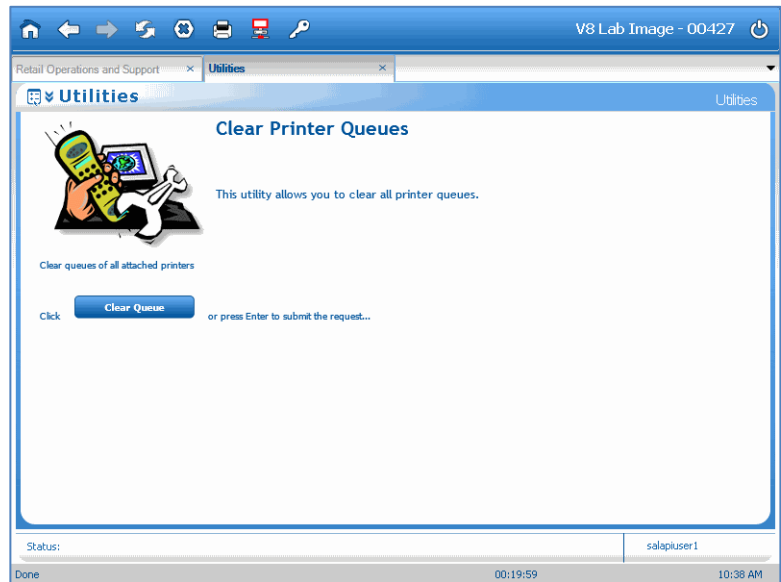


Update Local System Time

The **Update Local Time** utility is for Retail Systems Support use only

Clear Printer Queues

- The **Clear Printer Queues** utility is used to clear any pending print jobs for the Lexmark sign/report printer and the label printer
- Use this utility in the event you accidentally print a lengthy report or sign/tag weekly set that is not needed
- Select **Clear Printer Queues** from the Utilities menu. Click **Clear Queue**



WIC Link Maintenance

This feature is now accessed through ISS45

Health Screening (Corporate stores)

Provides an on-demand (user requested) report from the COVID-19 Health Checklist

Health Screening Responses Report

- Select Start Date, End Date and Store Number from drop-down boxes
- Report will show employee answers to Covid-19 screening questions for the specified date

Submission Date	Store Name	Associate Last Name	Associate First Name	Notify Manager	Felt Feverish/Chill	Have Fever	Dry Cough	Short Breath	Loss of Taste /Smell	Contact With SomeOne	Self Quarantine
6/22/2020 9:01:18 AM	427 Overland, MO			Yes	No	No	No	No	No	No	No
6/22/2020 7:01:45 AM	427 Overland, MO			No	No	No	No	No	No	No	No

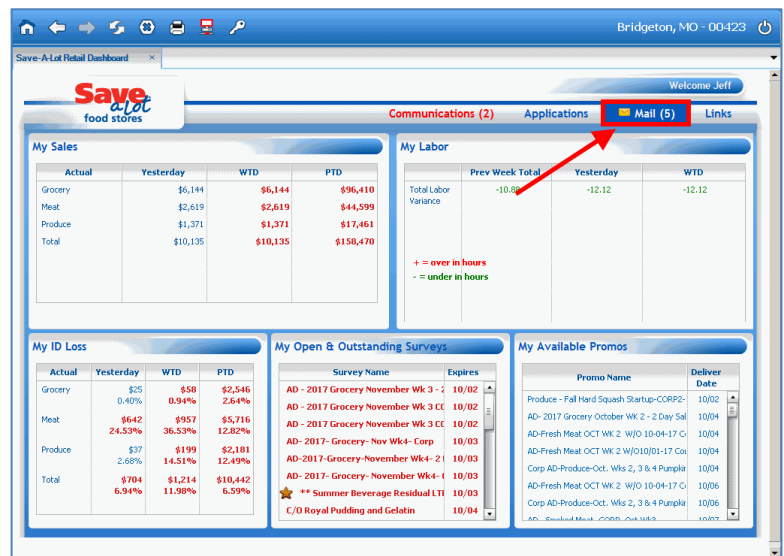
Mail

Accessing email

- Your store will periodically receive mail messages. To retrieve your messages, click the **Mail** link

NOTES: if you have new mail, the number of unread messages will appear next to the **Mail** link

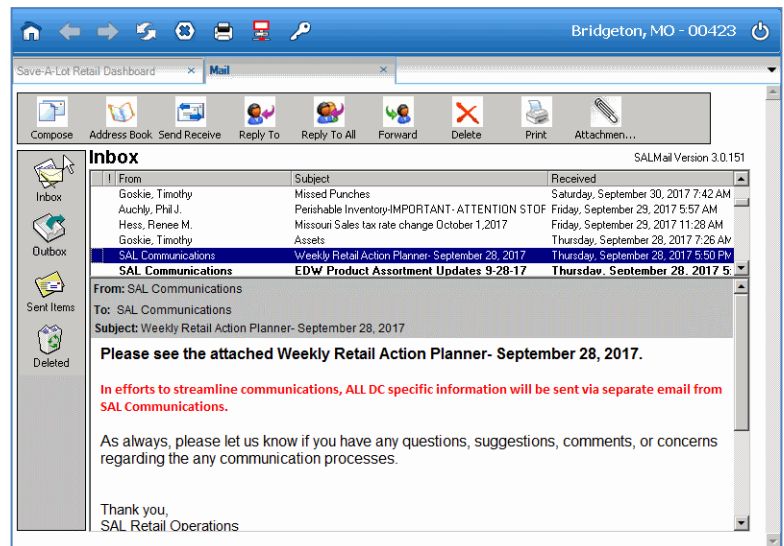
Messages are sent and received automatically by the system every hour from 7:00am – 11:00pm local time



Reading Email

- Click on any part of a message to view
- Click the **Send Receive** button to retrieve new mail
- To print the message, highlight and click the **Print** button
- To delete a message, highlight it and click **Delete**

Inbox	Messages that have been received
Outbox	Messages you have composed that are waiting to be delivered
Sent Items	Messages that have been sent
Deleted	Messages that have been deleted



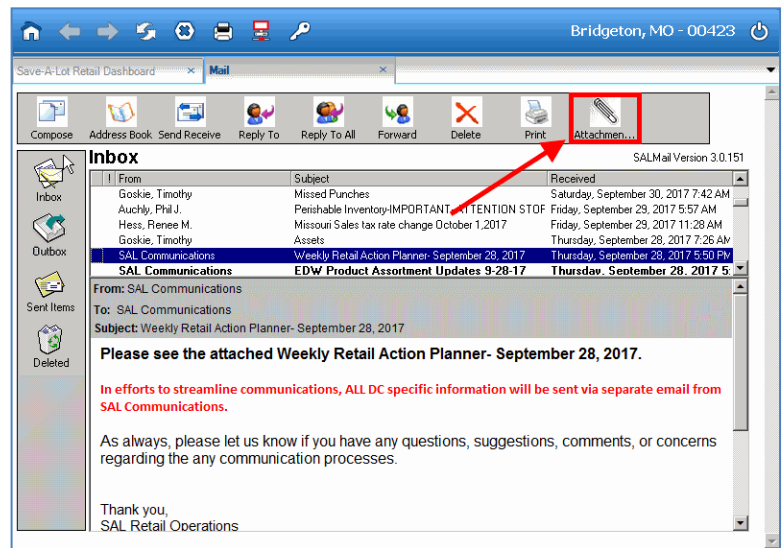
A red exclamation mark **!** to the left of a message indicates that the message has been flagged as urgent

Viewing Attachments

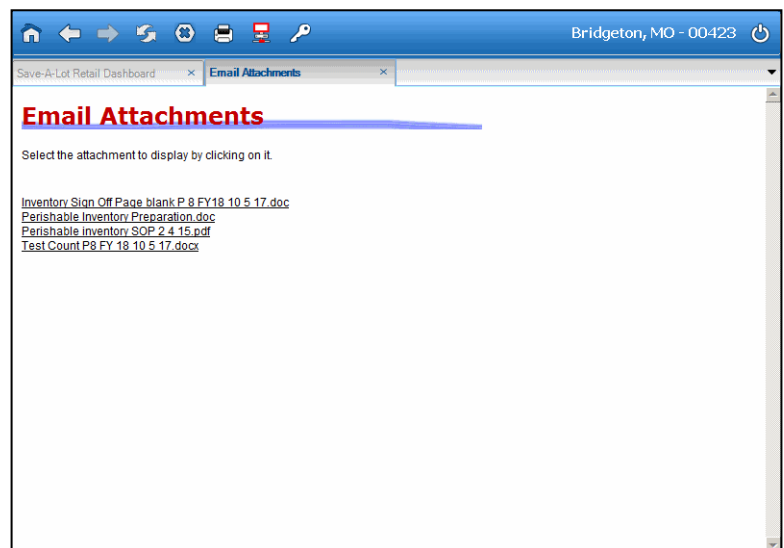
- When an e-mail with an attachment is



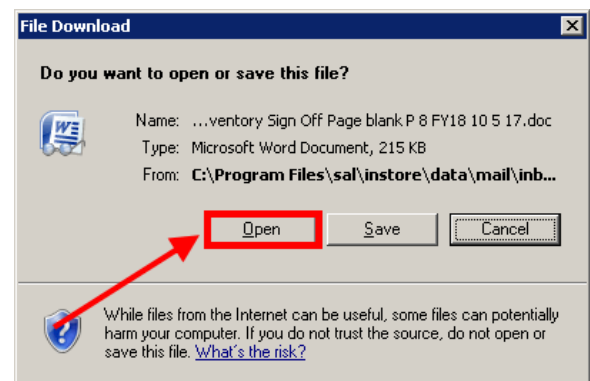
selected, the **Attachment(s)** button will appear in the tool bar. Click this button to view the attachment(s)



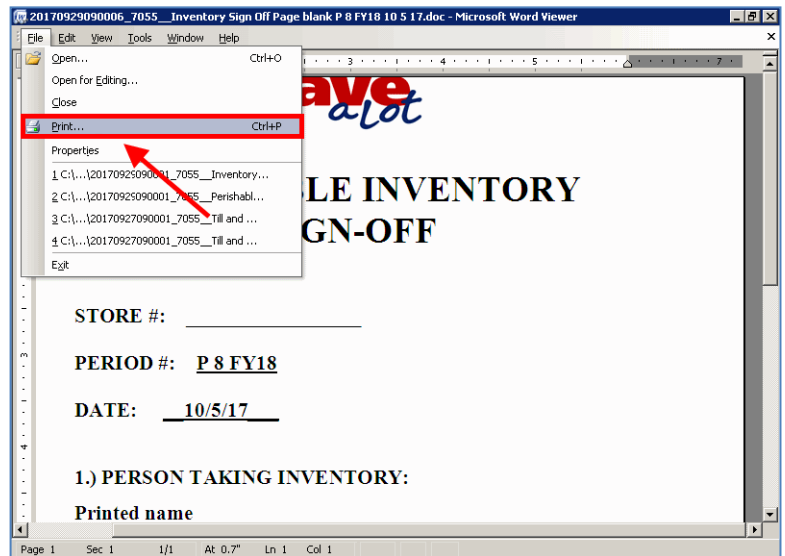
- You may have multiple attachments in an email. Valid attachment types are **.doc(x)**, **.pdf**, **.rtf** and **.xls(x)**
- Click the attachment you want to view



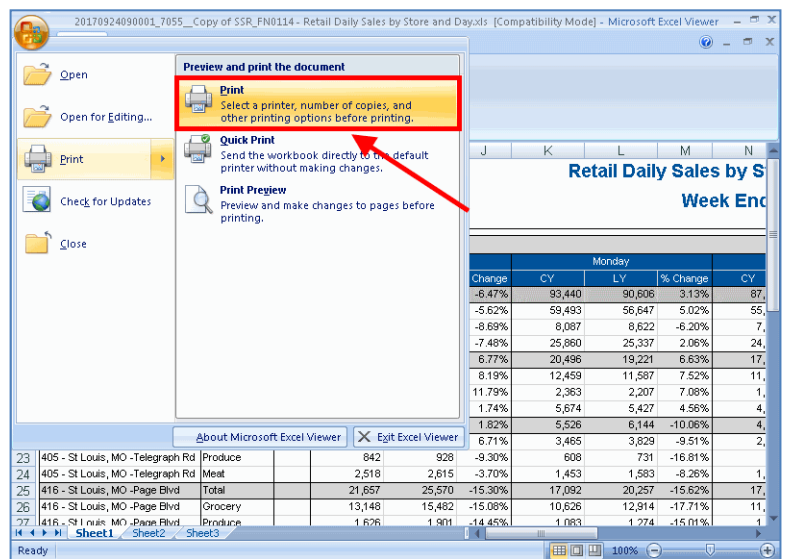
- If you are presented with the **File Download** dialogue, click **Open**




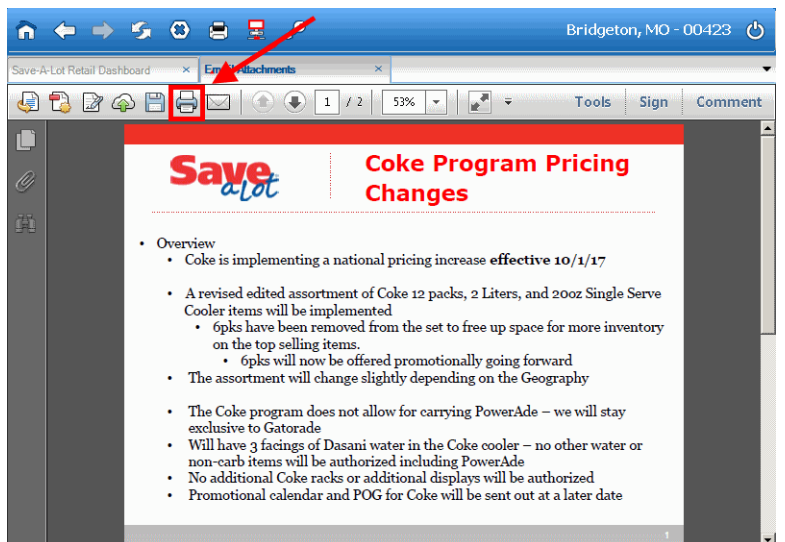
- To print a word or rtf file click **File** → **Print...** or type CTRL+P



- To print an excel file click the windows **Ribbon** → **Print** → **Print**

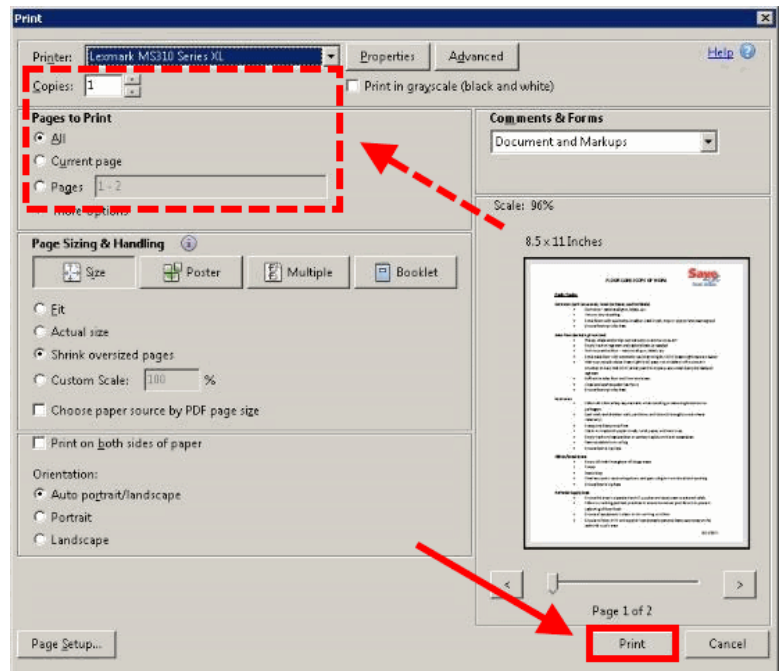



- To print a pdf document, click on the printer icon 

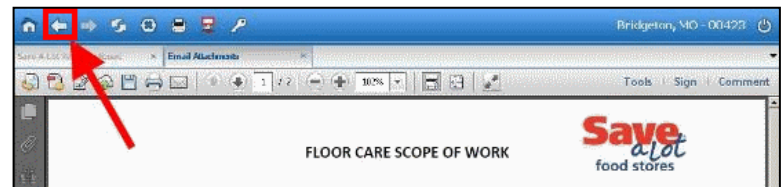


- Click **Print**
 - o You may adjust the number of **Copies** or **Pages to Print**

NOTE: Do not change the default printer selection!

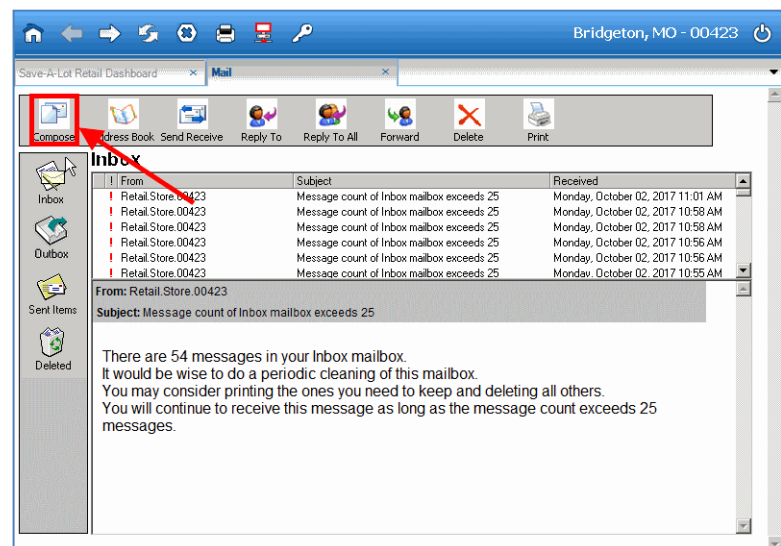


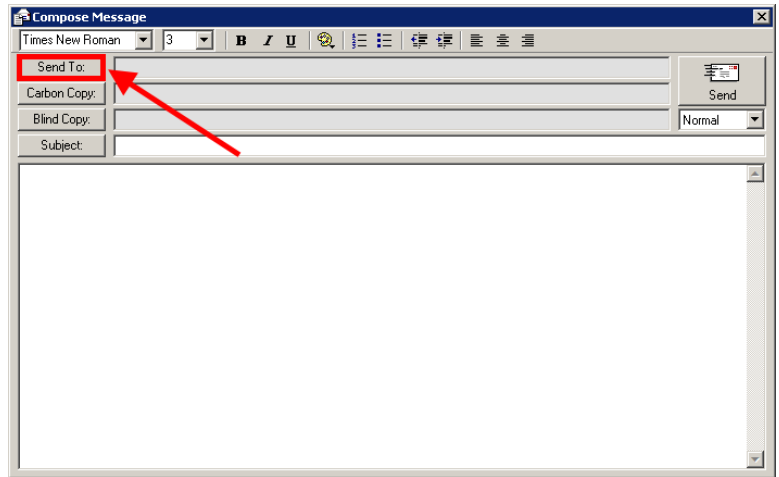
- To exit the pdf viewer, click the left arrow icon  in the toolbar at the top of the screen



Composing a New Message

- To create a new message, click **Compose**



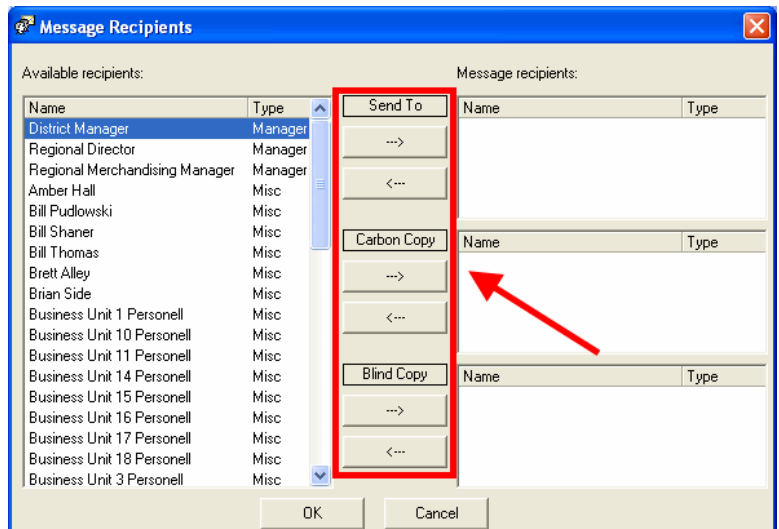


- To choose message recipients, click the **Send To** button

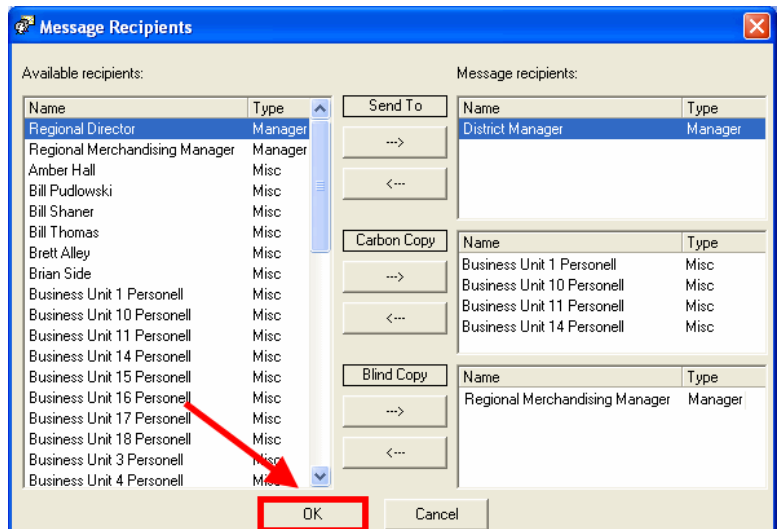
- Choose the recipients for your message by clicking the name in the left side under **Available Recipients** then use the arrows under **Send To**, **Carbon Copy** or **Blind Copy** as needed

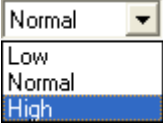
NOTE: If the person you need to contact is not listed:

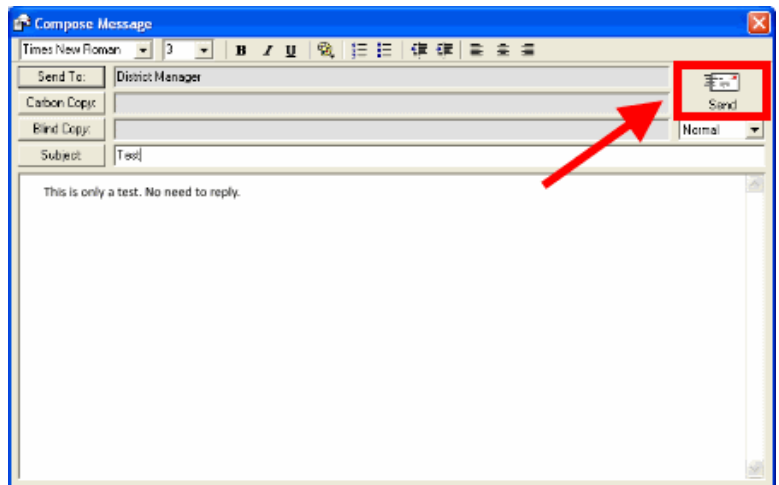
- Locate a message in the inbox that person has previously sent you and select **Reply To**
- Contact your Area Business Partner and ask them to create a Save A Lot help desk ticket to request an addition to your address book



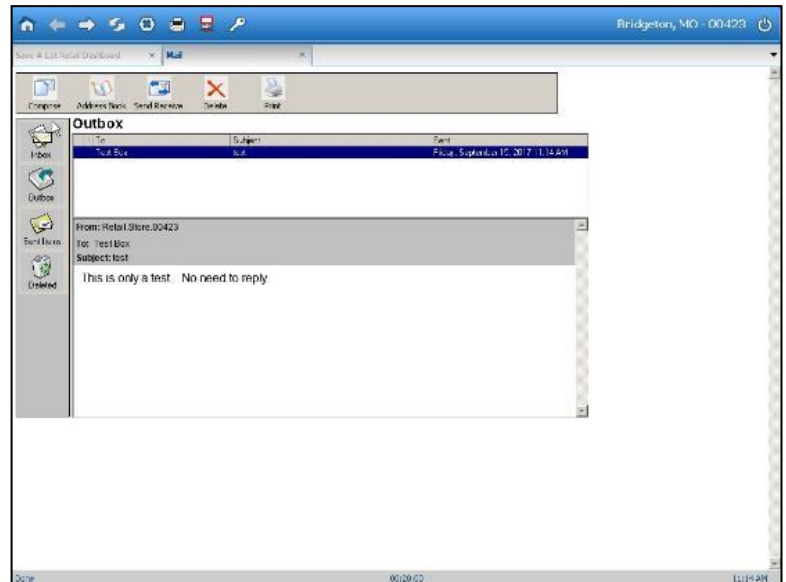
- Selected recipients will be displayed in the **Message Recipients** boxes on the right-hand side. After all recipients have been selected, click **OK**



- Click in the **Subject** field to type your message subject
- Click in the message body to type your new mail message
- To adjust the message priority, click the

- When you are satisfied with your new message, click the **Send To** button in the upper right corner of the window

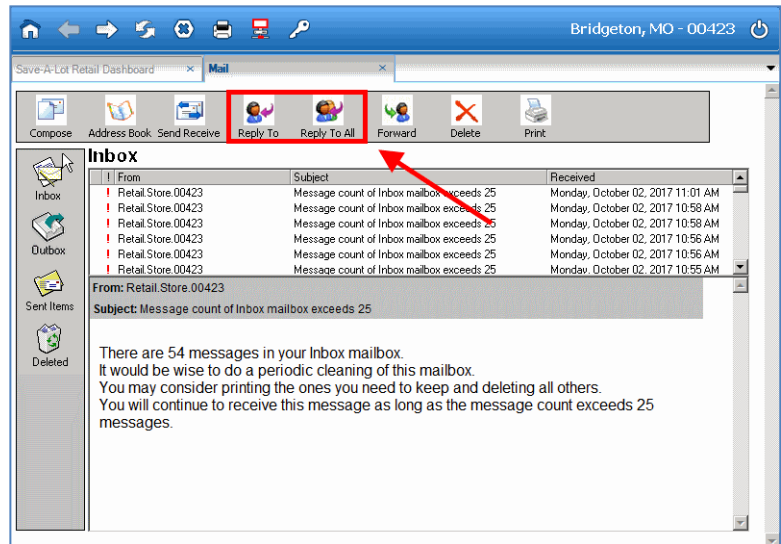


- Your message will be moved to the **Outbox** and await delivery. Mail messages are sent and received hourly from 7:00am – 11:00pm. Any messages waiting to be delivered will be sent at these times. If you wish to send or receive mail immediately, click the **Send Receive** button

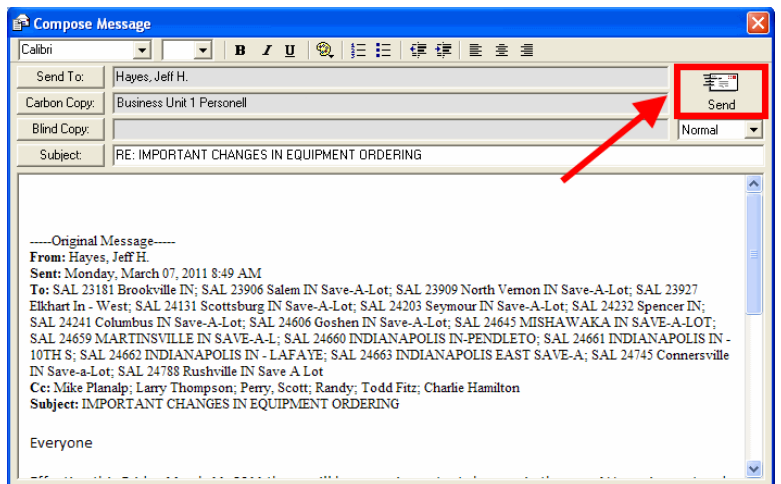


Replying to an email

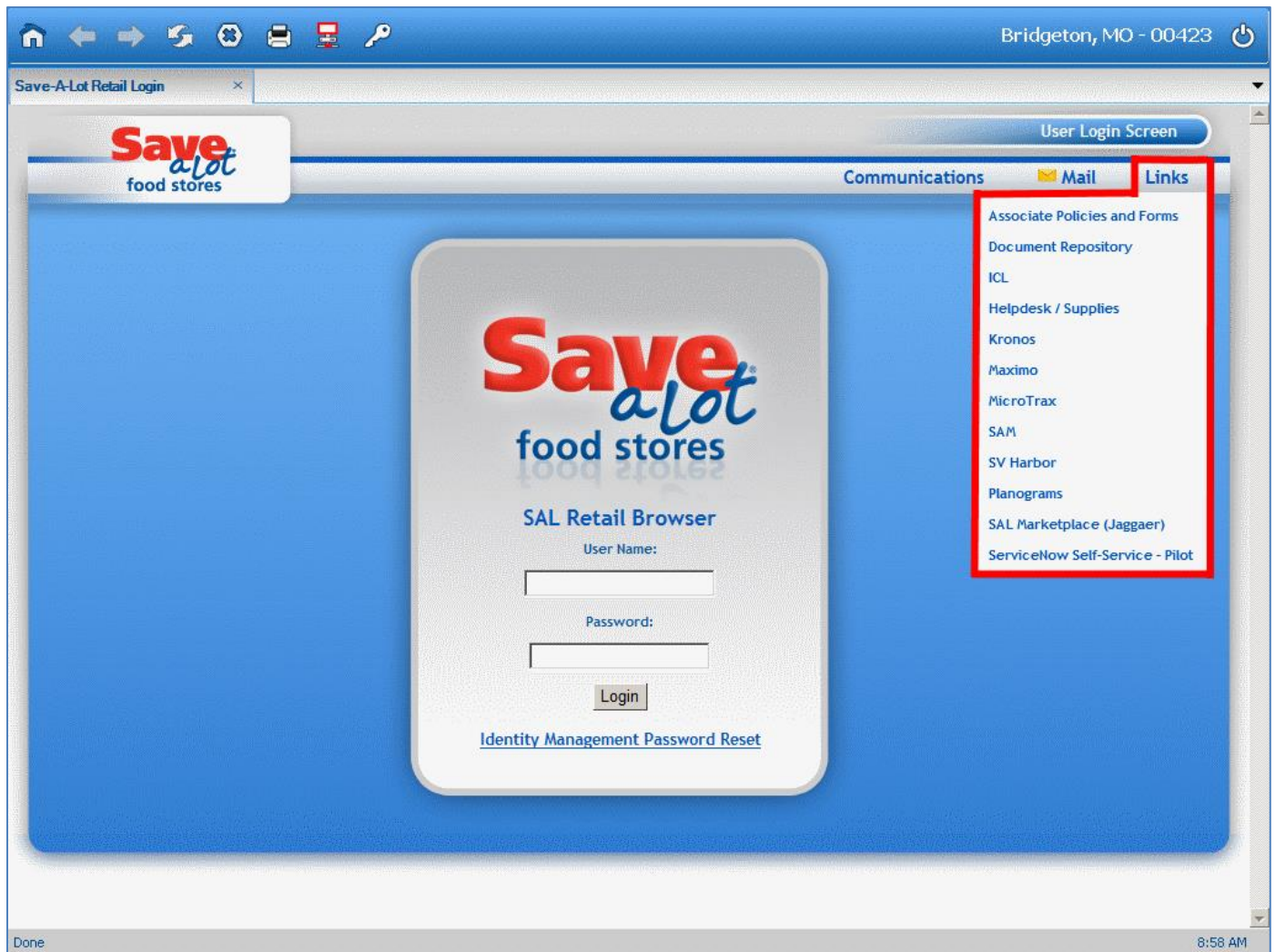
- To reply to the sender of an email click **Reply To**
- To reply to all persons copied on the email click **Reply All**



- A compose message box will pop up; make your comments and click **Send**
- Add additional recipients using the **Sent To**, **Carbon Copy**, and **Blind Copy** buttons



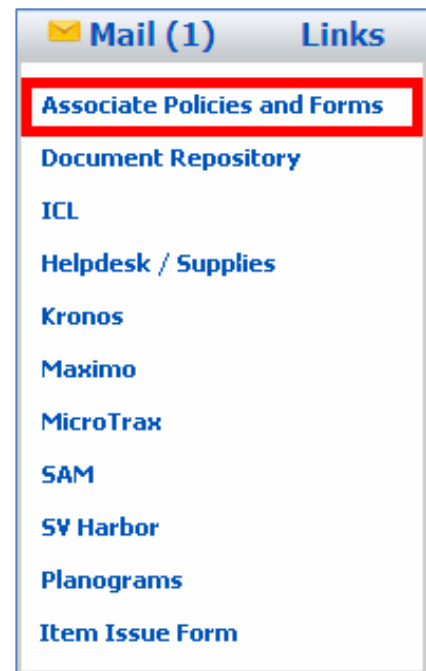
Links Menu



Associate Policies and Forms (Corporate)	Documents for the store and retail staff
Document Repository	Database for training documentation; maintenance, and employee forms
ICL (ISS45)	Back office database for file maintenance, user setup, and reporting
Helpdesk / Supplies	Helpdesk numbers, contacts for ordering Lexmark toner, POS printer ribbon, parts for signs/labels, etc.
Kronos	Used to enter and maintain employee hours worked
Maximo	<i>Not Used</i>
MicroTrax	Reporting for electronic payments and transactions
SAM (Corporate)	Store Action Manager for recording tasks to be completed by the store (e.g. recall items)
SV Harbor	<i>Not Used</i>
Planograms	Merchandising layouts for products
SAL Marketplace (Jaggaer) (Corporate)	Link to ordering products such as cleaning supplies, grocery carts, mops, etc.
ServiceNow Self-Service	Submit and view SAL Helpdesk tickets

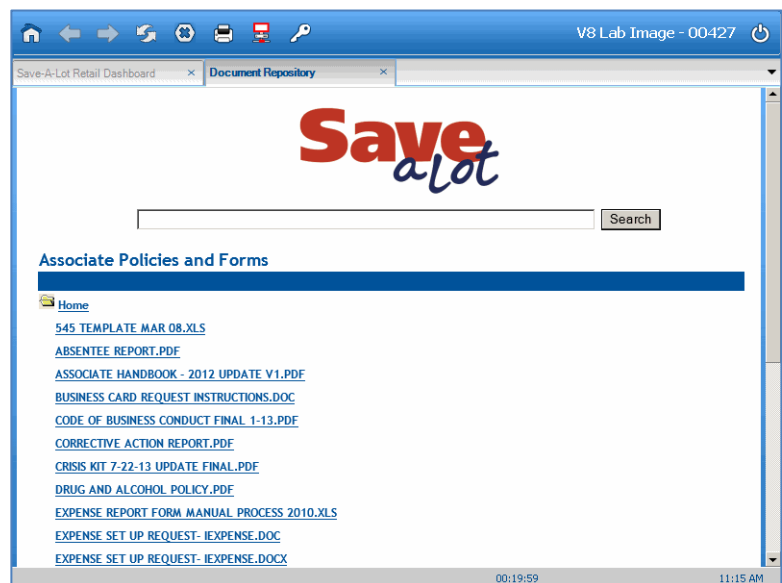
Associate Policies and Forms

Documents for the store and retail staff



- Hover on **Links** and then click **Associate Policies and Forms**

- Click on the document you wish to view
- To print the documents, refer to the instructions on printing PDF files in the [Email – Viewing Attachments](#) section



Document Repository

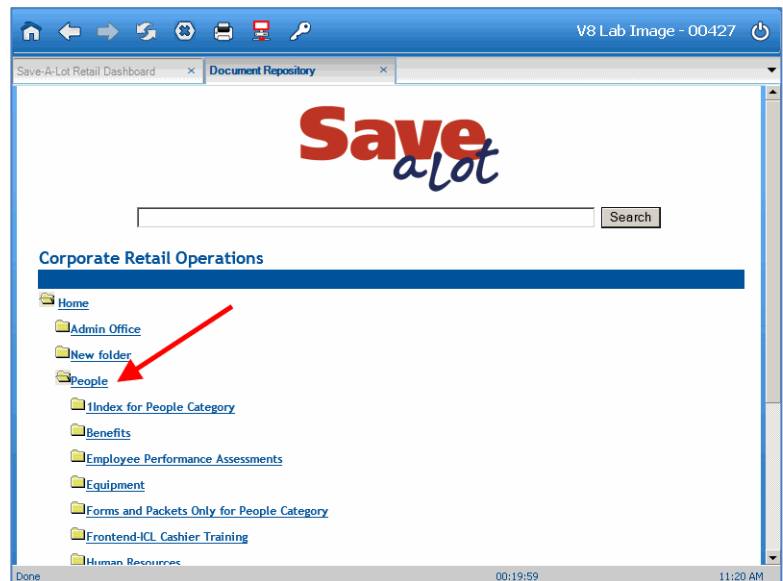
Searchable document database containing training documentation, maintenance and employee forms

Browsing the Document Repository

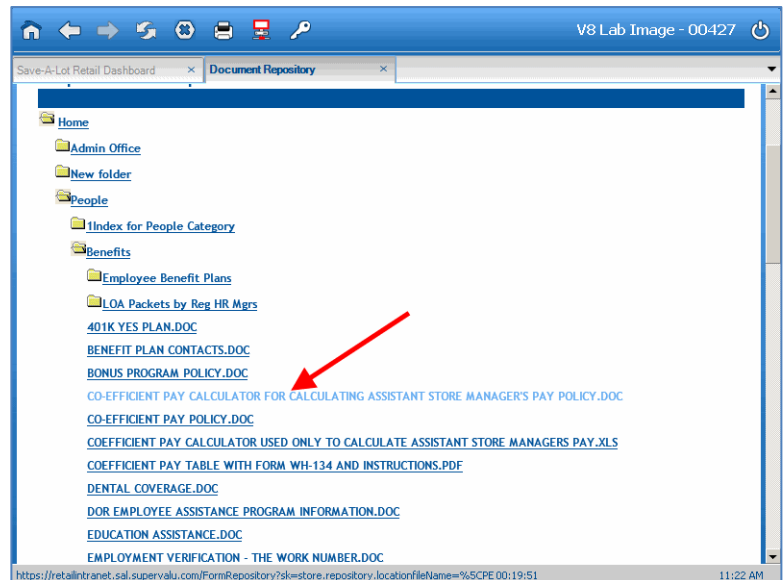


- Select **Links** and then click **Document Repository**

- Documents in the repository are stored in folders. Each folder contains documents that pertain to a specific topic or section of the store
- Clicking a folder will expand the folder's contents



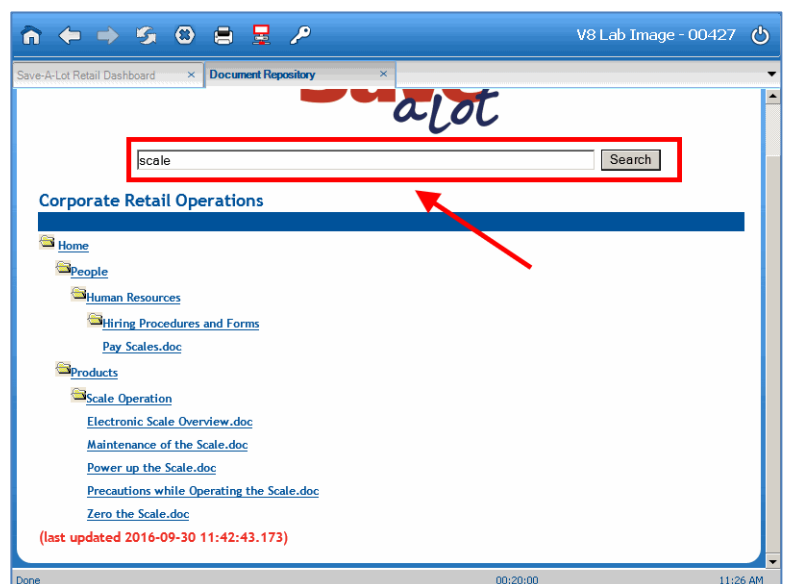
- Click on the document you wish to view
- To print the documents, refer to the various instructions in the [Email – Viewing Attachments](#) section



Searching the Document Repository

- To complete a search within the **Document Repository**, enter all or part of a word/phrase in the field provided at the top of the screen
 - o For example, if you were attempting locate the Electronic Scale Overview.doc you might type the word “scale” and click Search. All documents that contain “scale” anywhere in their filename will be displayed

NOTE: Only filenames are searchable—the content of documents, forms, and policies is not included in the search



ICL (ISS45)

Please refer to the latest version of the ISS45 User Guide in the [Document Repository](#)

Helpdesk / Supplies

Here you will find the phone number for the SAL helpdesk

Kronos

Please refer to the Kronos manual in the [Document Repository](#)

MicroTrax

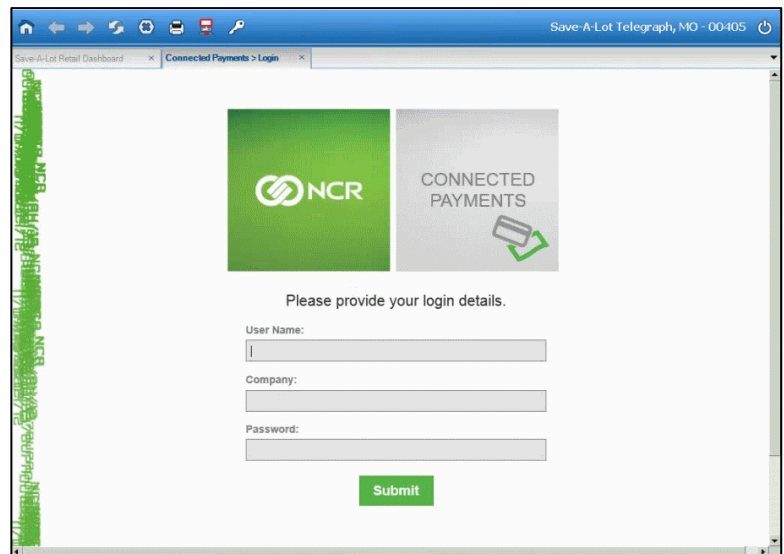
MicroTrax allows the store to view and print totals for electronic tenders from the MTX EPS website

Accessing MicroTrax

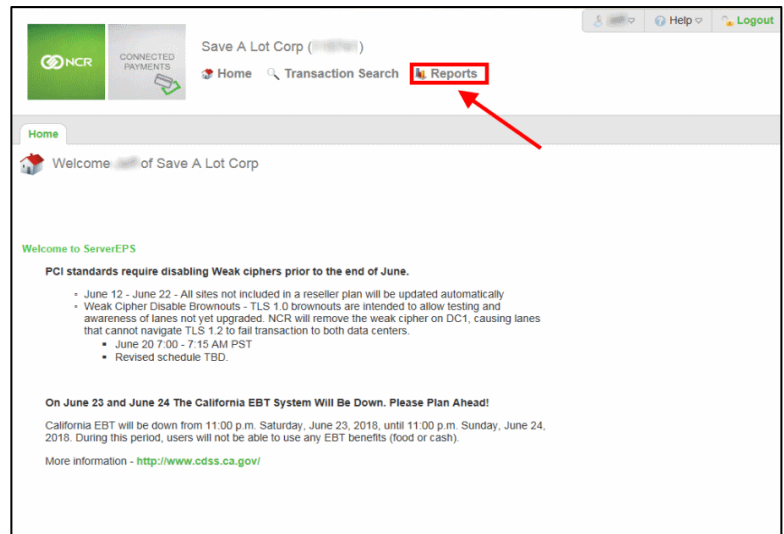
- From the **Links** menu select **MicroTrax**



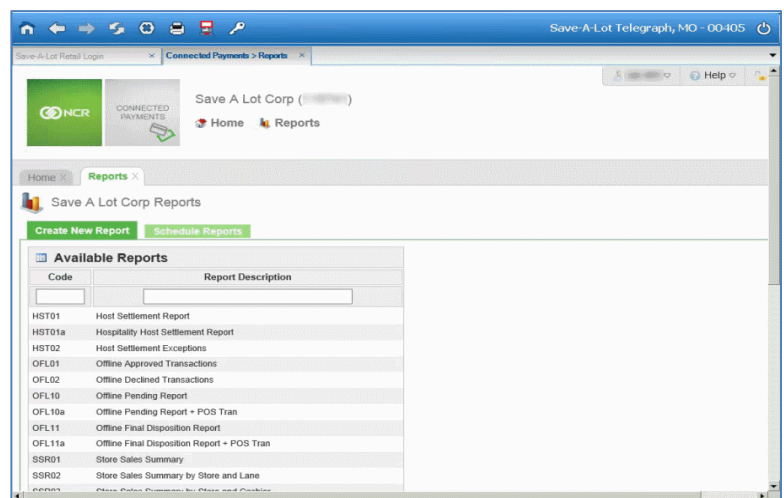
- Enter your store's:
 - User Name
 - Company #
 - Password



- Click on **Reports** from toolbar at the top of the screen

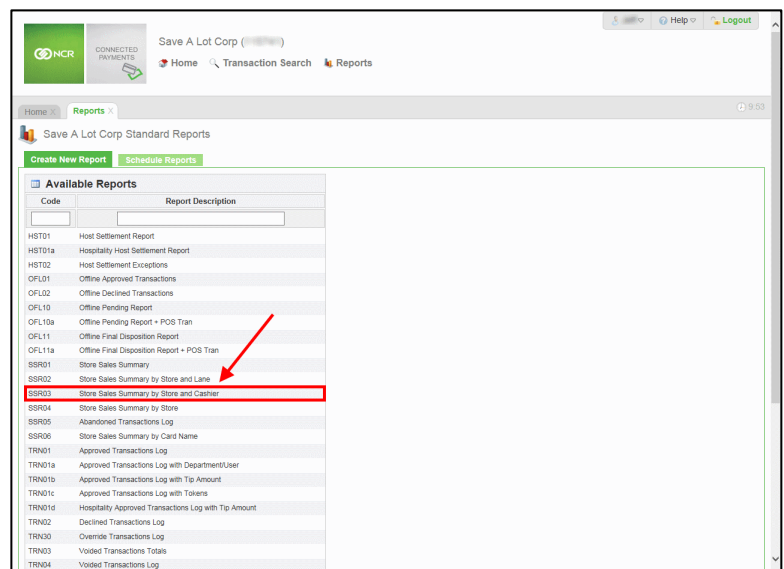


- Some reports you may need to access:
 - o **Store Sales Summary by Store and Cashier – SSR03** Individual cashier totals for Credit, Debit, EBT, Gift Card and Electronic Checks. This report is required for cashier balancing
 - o **Store Sales Summary by Store – SSR04** Storewide totals for Credit, Debit, EBT, Gift Card and Electronic Checks. This report is **required** for store balancing
 - o **eWIC Variance Report – TRN60** Variances between the amount charged for WIC eligible items and the maximum amount paid by the state



Store Sales Summary by Store and Cashier

- Click on **SSR03 - Store Sales Summary by Store and Cashier**



- By default, **Search Current Transactions** is selected

NOTE: To view totals from a previous date or date range, select **Specify Date Range to Search...** and choose the date(s) from the pop-up calendar

Store Sales Summary by Store and Cashier (SSR03)

Date Selection

☒ Search Current Transactions
☐ Specify Date Range to Search...

Store Selection

☒ Search All Stores
☐ Specify Stores to Search...

Cashier Selection

To enable cashier selection please individually select up to ten stores.

Report Configuration

- Search Current Transactions
- Include All Stores

Generate Report **Cancel**

- By default, **Search All Stores** is selected
- Click the radio button next to **Specify Stores to Search**

Store Sales Summary by Store and Cashier (SSR03)

Date Selection

☒ Search Current Transactions
☐ Specify Date Range to Search...

Store Selection

☐ Search All Stores
☒ Specify Stores to Search...

Cashier Selection

To enable cashier selection please individually select up to ten stores.

Report Configuration

- Search Current Transactions
- Include All Stores

Generate Report **Cancel**

- In the **Stores** field on the left, select your store

Selected Stores and Groups

Stores **Store Groups**

Search Stores...

101	Save A Lot #101
102	Save A Lot #102
104	Save A Lot #104
105	Save A Lot #105
106	Save A Lot #106
107	Save A Lot #107
108	Save A Lot #108
109	Save A Lot #109
110	Save A Lot #110

Page (31 Total): 1 461 Result(s)

Done

- Your store will appear in **Selected Stores and Groups** list at the right
- Click **Done**

Selected Stores and Groups

Stores | Store Groups

Search Stores...

101	Save A Lot #101
102	Save A Lot #102
104	Save A Lot #104
105	Save A Lot #105
106	Save A Lot #106
107	Save A Lot #107
108	Save A Lot #108
109	Save A Lot #109
110	Save A Lot #110

Page (31 Total): 1 461 Result(s)

Selected Stores and Groups

102 Save A Lot #102

Done

- Click the radio button next to **Specify Cashiers to Search...**

Store Sales Summary by Store and Cashier (SSR03)

Date Selection

☒ Search Current Transactions
☐ Specify Date Range to Search...

Store Selection

☐ Search All Stores
☒ Specify Stores to Search:
 Configure Selected Items...

Cashier Selection

☐ Search All Cashiers
☒ Specify Cashiers to Search...

Report Configuration

- Search Current Transactions
- Selected Stores and Store Groups:
102 - Save A Lot #102
- Include All Cashiers

Generate Report **Cancel**

- In the **Available Cashiers** field on the left, select a cashier

Select Cashiers

Available Cashiers

Search Cashiers...

Store #	Cashier #	Transactions
102	10	1
102	8	15

1 Page 2 Result(s)

Selected Cashiers

Select Cashiers from the left panel and click "Done" when complete...

Done

- The cashier will appear in **Selected Cashiers** list at the right
- Click **Done**

Select Cashiers

Available Cashiers

Search Cashiers...

Store #	Cashier #	Transactions
102	10	1
102	8	15

1 Page 2 Result(s)

Selected Cashiers

Store #	Cashier #	Transactions
102	8	15

Done

- Click **Generate Report**

Store Sales Summary by Store and Cashier (SSR03)

Date Selection

☒ Search Current Transactions
☐ Specify Date Range to Search...

Store Selection

☐ Search All Stores
☒ Specify Stores to Search:
 Configure Selected Items...

Cashier Selection

☐ Search All Cashiers
☒ Specify Cashiers to Search:
 Configure Selected Items...

Report Configuration

- Search Current Transactions
- Selected Stores and Store Groups:
102 - Save A Lot #102
- Selected Cashiers:
Store 102 - Cashier 8

Generate Report **Cancel**

Save A Lot Corp ()

Home Transaction Search Reports

Home X Reports X Reconfigure Report: SSR03 X Report Viewer: SSR03 X 9:33

1 of 1 100% Find | Next

Sales Summary Report
Store Totals by Cashier

Store 102 - Cashier 8

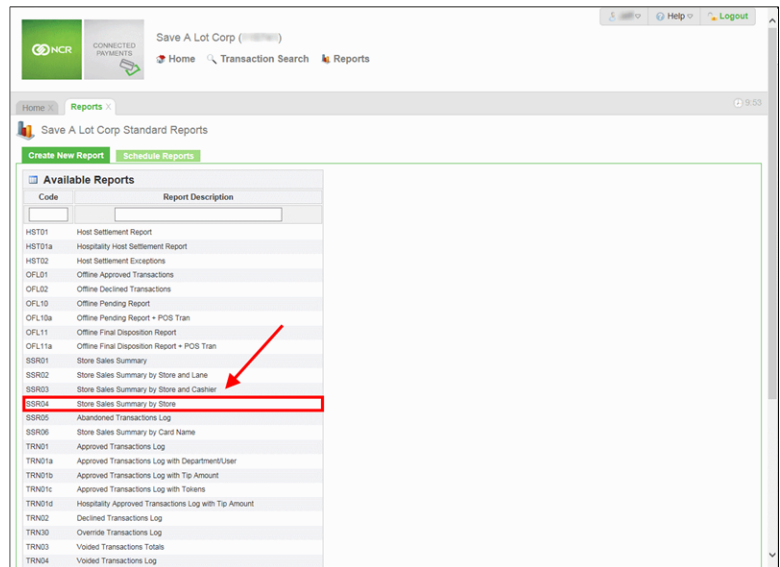
Type	#	Purchase Amount	#	Cash Back Amount	#	Voice Authorization Amount	#	Returns Amount	#	Net Amount
Debit	7	\$128.30							7	\$128.30
American Express										
Discover										
MasterCard	33	\$528.57							33	\$528.57
VISA	54	\$661.75	1	\$10.00					55	\$671.75
Other										
Fleet										
Check Auth										
Electronic Check										
Food Stamps	7	\$151.66							7	\$151.66
Cash Benefits										
Gift Card										
Blackhawk Gift Card										
InComm Gift Card										
Private Debit										
Private Credit										
eWIC										
Subtotal	14	\$279.96							14	\$279.96
Type	#	Activation Amount	#	Recharge / Refresh Amount	#	Deactivate Amount			#	Net Amount
Gift Card										
Blackhawk Gift Card										
InComm Gift Card										
Phone Card										
Subtotal										
Total									14	\$279.96
Grand Total									14	\$279.96

Page 1 of 1 Run 6/26/2018 6:44:37 AM ©2007 - 2011 MTXEPS, Inc. All Rights Reserved SSR03 (14092)

- The **Net** totals on this report represent the correct totals for the cashier. This report **must** be used when balancing each cashier
- The **MasterCard** and **Visa** net totals must be added together, and the total entered into the **Cashier Recap, MC/Visa** field
- Enter the **Discover** net total into the **Cashier Recap, Discover** field
- For stores using Telecheck – verify the **Check Auth** total matches the number of checks that were not voided, but have been endorsed and kept by the cashier
- Match the Debit, Electronic Check, Food Stamps, Cash Benefits and Gift Card totals on this report to the totals that auto-populate the Cashier Recap, Actual Amount fields
- The automatically populated **Actual Amount** field on the Cashier Recap, if incorrect, can be edited in Error Correct mode only
- To exit the current report and generate another report click the **Home** tab
- To exit the current report and end your MicroTrax session, click **Logout** and press **F11** to return to the Save A Lot browser

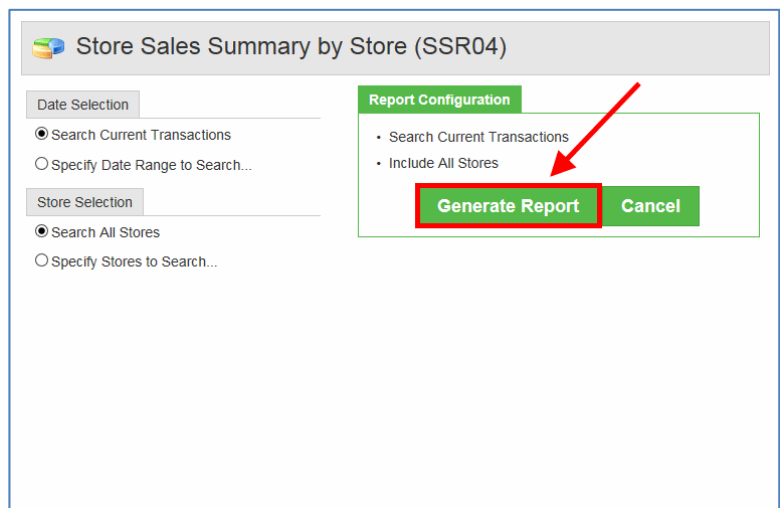
Store Sales Summary by Store

- From the **Reports** tab click on **Store Sales Summary by Store**



- By default, **Search Current Transactions** and **Search All Stores** are selected
- Click **Generate Report**

NOTES: You only have permission to view your own store's totals
 To view totals from a previous date or date range, select **Specify Date Range to Search...** and choose the date(s) from the pop-up calendar



CONNECTED PAYMENTS

Save A Lot Corp ()

[Home](#)
[Transaction Search](#)
[Reports](#)

[Help](#)
[Logout](#)

Home X

Reports X

Reconfigure Report: SSR04 X

Report Viewer: SSR04 X

1 of 1

100%

Find | Next

Save A Lot Corp

Date : Current

Run by: Jeff

Store 102

Type	#	Purchase Amount	#	Cash Back Amount	#	Voice Authorization Amount	#	Returns Amount	#	Net Amount
Debit	9	\$143.76							9	\$143.76
American Express										
Discover										
MasterCard	1	\$8.67							1	\$8.67
VISA	1	\$4.68							1	\$4.68
Other										
Fleet										
Check Auth										
Electronic Check										
Food Stamps	7	\$151.66							7	\$151.66
Cash Benefits										
Gift Card										
Blackhawk Gift Card										
InComm Gift Card										
Private Debit										
Private Credit										
eWIC										
Subtotal	18	\$308.77							18	\$308.77
Type	#	Activation Amount	#	Recharge / Refresh Amount	#	Deactivate Amount			#	Net Amount
Gift Card										
Blackhawk Gift Card										
InComm Gift Card										
Phone Card										
Subtotal										
Total									18	\$308.77
Grand Total									18	\$308.77

Page 1 of 1

Run 6/26/2018 7:10:32 AM

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SSR04 (14092)

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v 234.2.3.18131 SQL02 234.2.0 EB03A 12

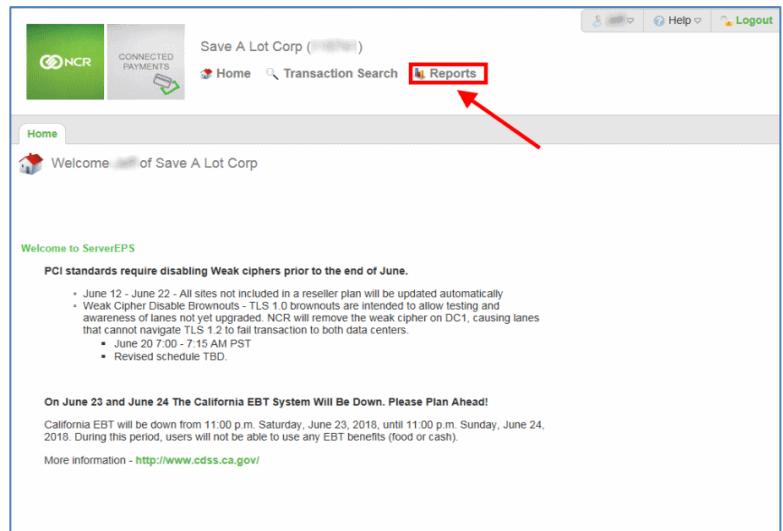
- The **Net** totals on this report represent the correct totals for the store's deposits. This report **must** be used when entering deposit totals
- The **MasterCard** and **Visa** net totals must be added together, and the total entered into the **Store Report, MC/Visa Deposit** field on screen 4
- Enter the **Discover** net total into the **Store Report, Discover Deposit** field on screen 4
- For stores using Telecheck – verify the **Check Auth** total matches the number of checks that were not voided, but have been endorsed and kept for deposit
- Match the **Debit, Electronic Check, Food Stamps, Cash Benefits** and **Gift Card** totals on this report to the totals that auto-populate the **Store Report, Deposit** fields
- The automatically populated deposit fields, if incorrect, can be edited in Error Correct mode only
- To exit the current report and generate another report click the **Home** tab
- To exit the current report and end your MicroTrax session, click **Logout** and press **F11** to return to the Save A Lot browser

eWIC Variance report

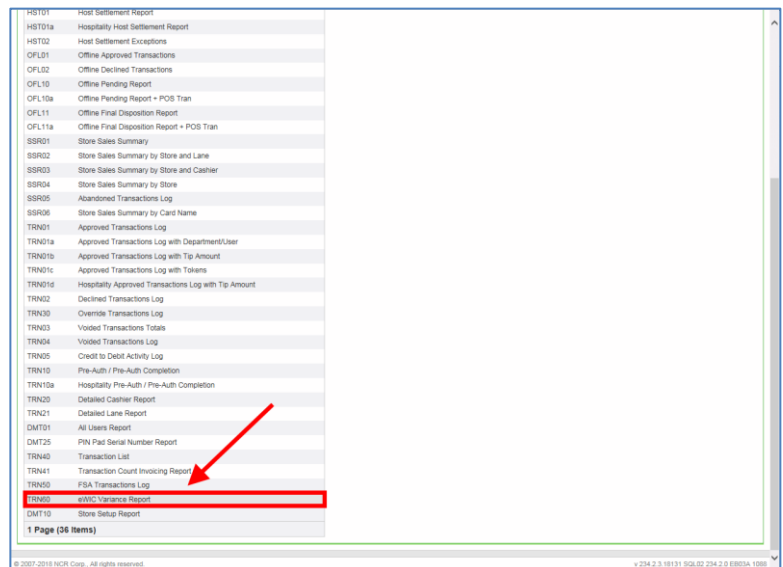
A variance is created when the store has an item priced higher than the state's Allowable Amount. The state will only reimburse the store for the Allowable Amount, NOT the Transaction Amount

Store should monitor the eWIC Variance report daily to ensure they are following the states Least Expensive Brand pricing guidelines

- After logging in to MicroTrax, click on **Reports**



- Click on **TRN60 - eWIC Variance Report**



- By default, **Search Current Transactions** is selected
 - To view the report from a previous date or date range, select **Specify Date Range to Search...** and choose the date(s) from the pop-up calendar
- Click **Generate Report**

eWIC Variance Report (TRN60)

Date Selection

☒ Search Current Transactions
☐ Specify Date Range to Search...

Store Selection

☒ Search All Stores
☐ Specify Stores to Search...

Report Configuration

☒ Search Current Transactions
☒ Include All Stores

Generate Report **Cancel**

- The **Transaction Amount** is the total of all eWIC transactions sent to the state for approval
 - This number populates on [Screen 4 of the Store Report](#) under **WIC EBT Deposit**
- The **Approved Amount** is the actual amount that the state approved
- The **Variance Amount** is the difference between the **Transaction Amount** and the **Approved Amount**
- Print the report using the button

eWIC Variance Report

StoreNext Test Company Run by: Test User
 Date: 04/01/2011 to 05/16/2011

Time	Lane	Cashier	Transaction	Partial Account	Seq #	Transaction Amount	Approved Amount	Variance Amount	Flags
Store 100 - Batch 3999610									
5/6/2011 10:44:53 AM	04	000000998	Ewic Pre Auth Comp	507711...3284	040032	\$1.89	\$1.72	\$0.17	
5/6/2011 11:08:42 AM	04	000000998	Ewic Pre Auth Comp	507711...3284	040040	\$27.81	\$27.47	\$0.34	
5/6/2011 11:17:12 AM	04	000000998	Ewic Pre Auth Comp	507711...3243	040050	\$4.38	\$3.04	\$1.34	
5/6/2011 11:57:15 AM	04	000000998	Ewic Pre Auth Comp	507711...3409	040067	\$25.00	\$13.06	\$11.94	
5/6/2011 12:00:56 PM	04	000000998	Ewic Pre Auth Comp	507711...3375	040069	\$28.00	\$9.50	\$18.50	
5/6/2011 1:04:12 PM	04	000000998	Ewic Pre Auth Comp	507711...3375	040076	\$138.34	\$134.40	\$3.94	
Store Transactions : 6						\$225.42	\$189.19	\$36.23	
All Transactions : 6						\$225.42	\$189.19	\$36.23	

Page 1 of 1 Run 5/16/2011 1:11:57 PM ©2007 - 2010 MTXEPS, Inc. All Rights Reserved TRN60 (10243)

Planograms

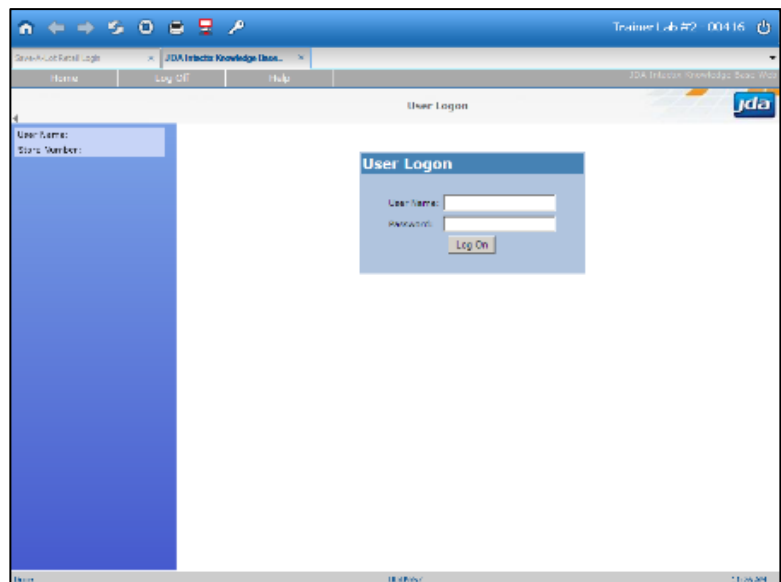
Please refer to “JDA Floor Layout and Planograms.pdf” in the [Document Repository](#)

Accessing the JDA Planogram and Floorplan site

- From the **Links** menu select **Planograms**

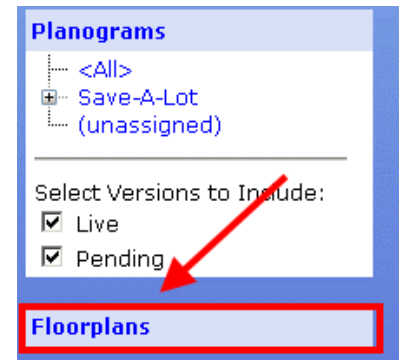


- Enter your login information
- If you experience issues logging in, please contact the Save A Lot help desk at 1-800-323-9424

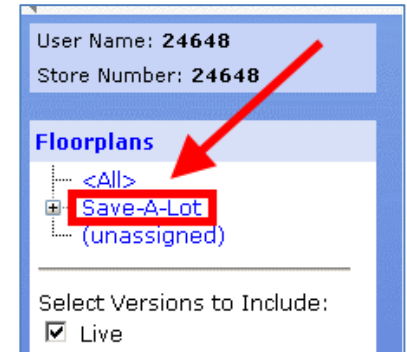


Printing Floorplans

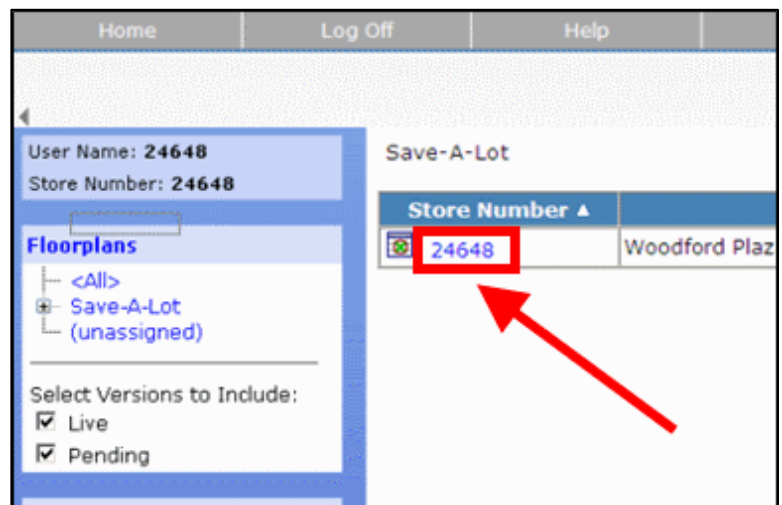
- Click **Floorplans**




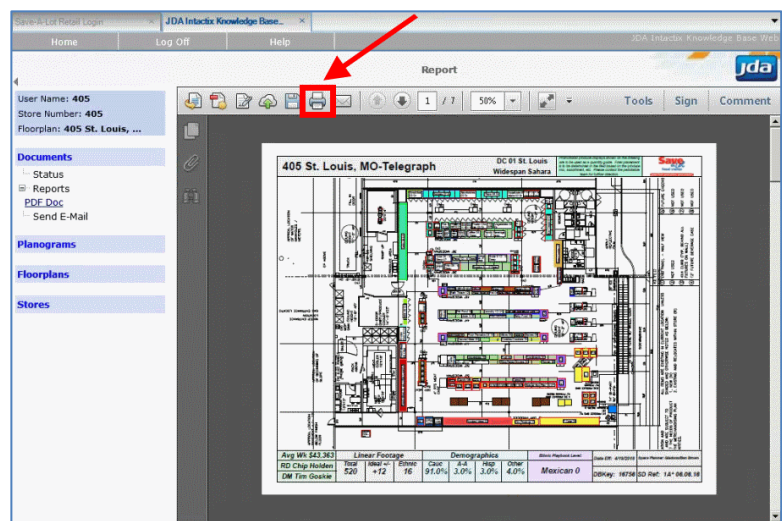
- Verify that only **Live** is checked under **Select Versions to Include** and then click **Save A Lot**



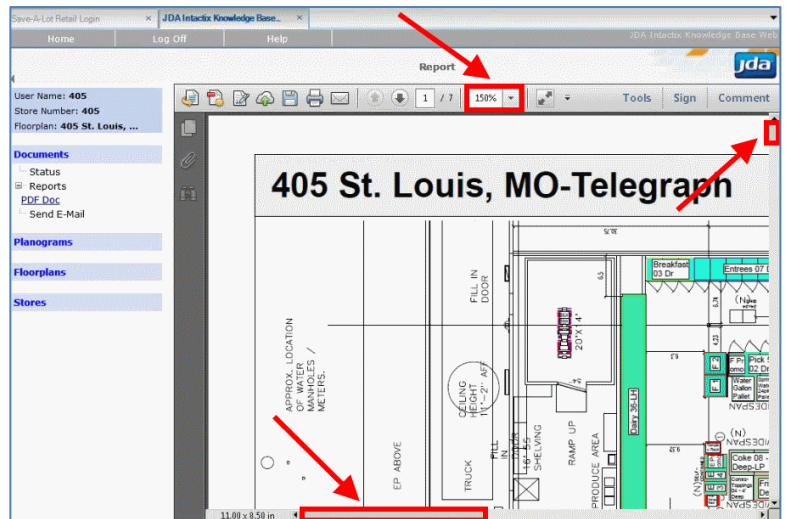
- Click the **Store Number**



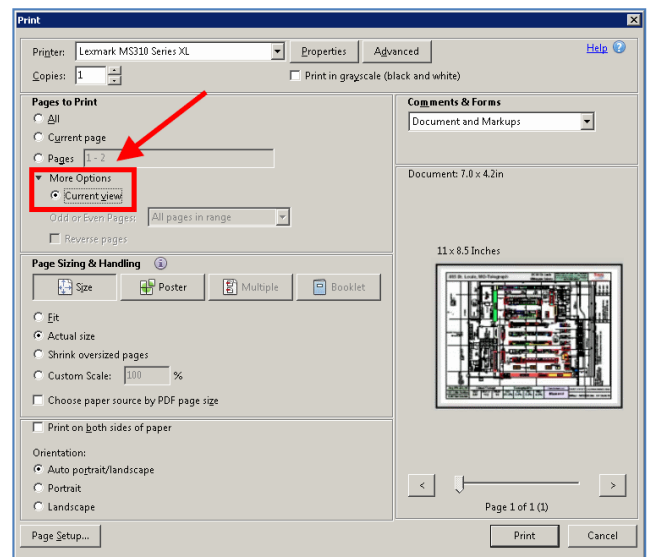
- Page 1 will be the floorplan
- Pages 2 and up will list any planograms included in the documents
- To print the Floorplan, click the  icon and press **OK**



- To print individual sections of the floorplan, use the zoom control box **150%** at the top of the document to enlarge the image, and the scroll bars at the right and bottom of the document to bring the area to be printed into view

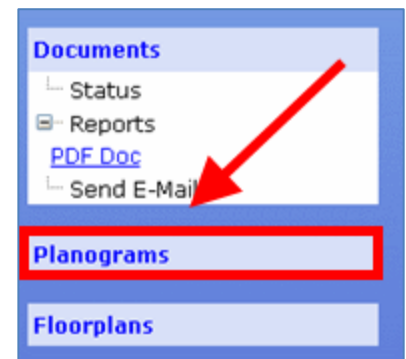


- When printing zoomed sections make sure to expand the **More Options** section and select **Current View**

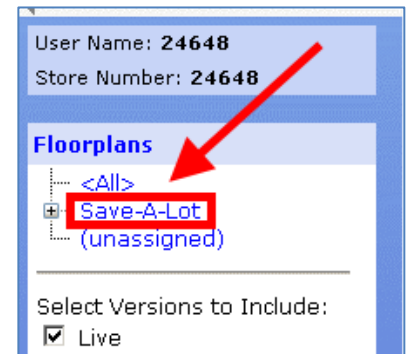


Printing Planograms

- To access the floorplans available for your store, Click **Planograms**




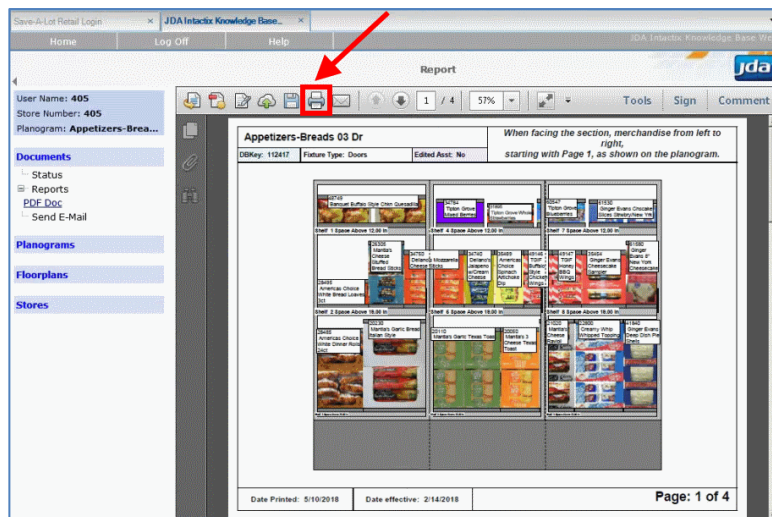
- Verify that only **Live** is checked under **Select Versions to Include** and then click **Save A Lot**



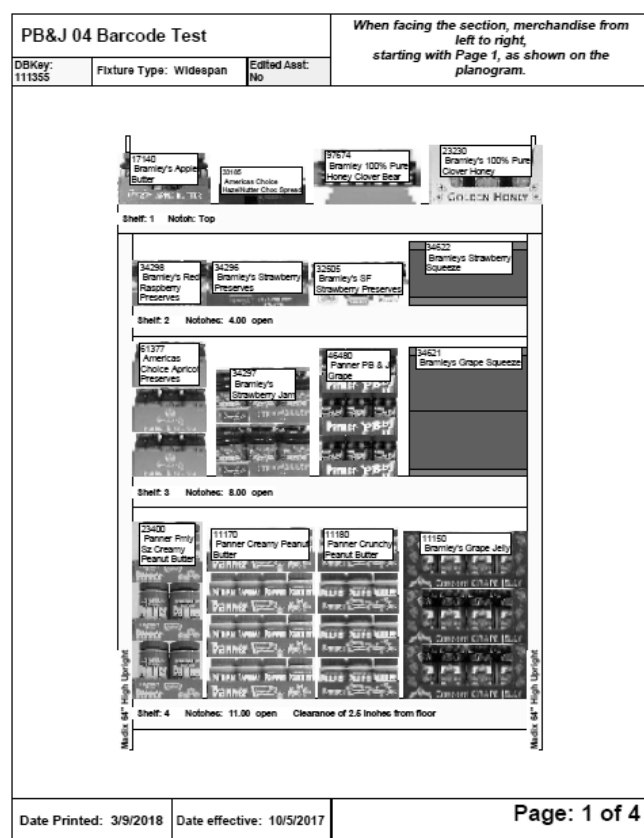
- Click the name of the planogram that you wish to print

[illegible]

- To print the planogram, click the  icon and then press **OK**



- The printed planogram will consist of
 - o Illustrations for store display . . .














PB&J 04 Barcode Test										DBKey: 111355									
Positions on Fixtures and Unallocated Products																			
DBKey: 111355										Planogram: PB&J 04 Barcode Test									
Shelf # 1										Notches open: Top									
Loc ID	SKU #	UPC	Name	Size	UOM	Cs	Ph	Fac	#Cs	Cs H	Cs W	Cs D	UWH	UWH W	UWH D	S/R ID	Sub-Replace Name		
1	17140	519331140	Bramley's Apple Butter	28.00	OZ	12	1	1.0	5.94	10.75	14.13	2.00	2.00	2.00					
2	33185	0000193333185	Americas Choice Hazelnut Choc...	13.00	OZ	12	1	2.0	4.31	10.96	11.29	1.00	1.00	1.00					
3	97674	5193397674	Bramley 100% Pure Honey Clover B...	12.00	OZ	20	1	2.0	6.30	12.40	8.40	1.00	1.00	1.00					
4	23230	5193323230	Bramley's 100% Pure Clover Honey	24.00	OZ	12	1	2.0	6.88	13.20	8.90	6.88	3.13	2.50					
Shelf # 2										Notches open: 8 open									
Loc ID	SKU #	UPC	Name	Size	UOM	Cs	Ph	Fac	#Cs	Cs H	Cs W	Cs D	UWH	UWH W	UWH D	S/R ID	Sub-Replace Name		
5	34298	000019334298	Bramley's Red Raspberry Preserves	18.00	OZ	12	1	2.0	5.25	8.63	11.75	5.00	4.00	4.00					
6	34296	000019334296	Bramley's Strawberry Preserves	18.00	OZ	12	1	2.0	5.25	8.63	11.75	5.00	4.00	4.00					
7	32505	519332505	Bramley's SF Strawberry Preserves	13.00	OZ	12	1	2.0	5.13	8.75	11.63	5.00	2.63	2.63	8965	SM SJG FR SPLDA STRAWB...			
8	34622	000019334622	Bramley's Strawberry Squeezes	20.00	OZ	12	1	3.0	7.63	6.63	13.88	5.00	4.00	4.00	2630	BRAMLEY SQZ STRAWBER...			
Shelf # 3										Notches open: 8 open									
Loc ID	SKU #	UPC	Name	Size	UOM	Cs	Ph	Fac	#Cs	Cs H	Cs W	Cs D	UWH	UWH W	UWH D	S/R ID	Sub-Replace Name		
9	61377	0000193361377	Americas Choice Apricot Preserves	18.00	OZ	12	1	6.0	5.25	8.63	11.75	5.00	4.00	4.00					
10	34297	000019334297	Bramley's Strawberry Jam	32.00	OZ	12	1	2.0	6.38	10.63	14.00	5.00	4.00	4.00	11140	STRAWBERRY PRESERVES			
11	46480	5193346480	Panner PB & J Grape	18.00	OZ	12	1	3.0	5.00	9.13	12.13	5.00	3.00	3.00					
12	34621	000019334621	Bramley's Grape Squeezes	20.00	OZ	12	1	6.0	7.63	6.63	13.88	5.00	4.00	4.00	2630	BRAMLEY SQUEEZE GRAPE...			
Shelf # 4										Notches open: 11 open									
Loc ID	SKU #	UPC	Name	Size	UOM	Cs	Ph	Fac	#Cs	Cs H	Cs W	Cs D	UWH	UWH W	UWH D	S/R ID	Sub-Replace Name		
13	23400	0000193323400	Panner Filly St Creamy Peanut Butter	40.00	OZ	6	1	6.0	6.88	8.19	11.88	1.00	1.00	1.00					
14	11100	5193311100	Panner Creamy Peanut Butter	18.00	OZ	12	1	8.0	5.00	9.50	12.50	5.00	3.00	3.00					
15	11180	5193311180	Panner Crunchy Peanut Butter	18.00	OZ	12	1	4.0	5.00	9.50	12.50	5.00	3.00	3.00					
16	11100	5193311100	Bramley's Grape Jelly	32.00	OZ	12	1	6.0	6.00	10.50	14.50	6.50	3.25	3.25					
B			Americas Choice Preserves																

Date Printed: 3/9/2018

Date effective: 10/5/2017

Page: 2 of 4

- Charts containing various information about the products shown . . .

Item Barcodes by Shelf Position										DBKey: 111355 Planogram: PB&J 04 Barcode Test										Size: 4 ft									
Shelf # 1		w: 49.75 in		d: 22.50 in		Notches open: Top																							
Loc...	SKU #	Name		Fac...	Cs	Ca...	Item Barcode																						
1	17140	Bramley's Apple Butter		1	1																								
2	33185	Americas Choice HazelNutter Choc Spread		1	2																								
3	97674	Bramley 100% Pure Honey Clover Bear		1	2																								
4	23230	Bramley's 100% Pure Clover Honey		1	2																								
Shelf # 2		w: 46.25 in		d: 22.50 in		Notches open: 4 open																							
Loc...	SKU #	Name		Fac...	Cs	Ca...	Item Barcode																						
5	34298	Bramley's Red Raspberry Preserves		1	2																								
6	34296	Bramley's Strawberry Preserves		1	2																								
7	32505	Bramley's SF Strawberry Preserves		1	2																								
8	34622	Bramleys Strawberry Squeeze		1	3																								
Shelf # 3		w: 46.25 in		d: 22.50 in		Notches open: 8 open																							
Loc...	SKU #	Name		Fac...	Cs	Ca...	Item Barcode																						
9	61377	Americas Choice Apricot Preserves		1	6																								
10	34297	Bramley's Strawberry Jam		1	2																								
11	46480	Panner PB & J Grape		1	3																								

- Barcodes for printing signs / labels

Change Log

Date	Comments
10/3/17	v 1.0 <ul style="list-style-type: none"> Initial publication
10/11/17	v 1.1 <ul style="list-style-type: none"> Added Community Donation reason code for Markdown / Discard
11/8/17	v1.2 <ul style="list-style-type: none"> Added new screen shots to Discard/Markdowns. Added new Reason Codes for ID Loss
12/12/17	v1.3 <ul style="list-style-type: none"> Updated Labor/Sales Forecasting section Updated screenshots
1/4/18	v1.4 <ul style="list-style-type: none"> Updated ordering cube and weight information and screenshots Update DSD to include using partial description to pull up the vendor short list
2/5/18	v1.5 <ul style="list-style-type: none"> Removed LP Request Form from Links menu and updated screenshots
2/20/18	v1.6 <ul style="list-style-type: none"> Updated Reason Codes for TPRs Updated TPR best practices Removed Store Condition from Links menu and updated screenshots
3/6/18	v1.7 <ul style="list-style-type: none"> Added info and screenshots on printing planograms
4/8/18	v1.8 <ul style="list-style-type: none"> Updated Reason Codes for ID Loss and TPRs Reworked Price Check section Many formatting and grammatical fixes
5/15/18	V1.9 <ul style="list-style-type: none"> Update ID Loss Reason Codes Added password recovery section
7/19/18	v2.0 <ul style="list-style-type: none"> Verified document against current browser version Added section on SotF signs Updated PoS Screen layout Updated many screenshots
8/23/18	v2.1 <ul style="list-style-type: none"> Removed 25 message limit for emails
9/5/18	v2.2 <ul style="list-style-type: none"> Added SotF sign printing on the handheld while ordering and during price verification Fixed screenshots in Communications section

10/2/18	v2.3 <ul style="list-style-type: none"> Added New Pricing and Availability Report section Updated Store Reports per Accounting/Operations Many, many formatting, screenshot improvements
11/07/18	v2.4 <ul style="list-style-type: none"> Added new Signs/Tags section and removed all references to old signs/tags
1/23/19	v2.5 <ul style="list-style-type: none"> Added sections on Retail Partner and Corporate Perishable Order Guides
2/15/19	v2.6 <ul style="list-style-type: none"> Added section on invoice number confirmation when using symbol gun to receive DSD Added section on Perishable Count using the symbol gun Updated verbiage for Forecast when ordering via the handheld
11/20/19	v2.7 <ul style="list-style-type: none"> Updated Signs and Tags with new columns info and screenshots Updated Cashier Recap and Store Report sections with Discount info and screenshots Updated Store Report screenshots for WU-PoS Updated ID Loss and TPR Reason Codes
1/13/20	v2.8 <ul style="list-style-type: none"> Removed Item Issue Form and Added SNOW and Jaggaer information to links menu Update Survey response section with ROQ feature
6/22/2020	v2.9 <ul style="list-style-type: none"> Added section for COVID-19 Health Screening Report
7/9/20	v2.9.1 <ul style="list-style-type: none"> Added eCommerce information for Cashier and Store reports