

# Price Override Reporting

## Definition

The reporting of price overrides has been updated to continue to provide the daily report and also allow for reporting of price overrides done in the past.

## Processing

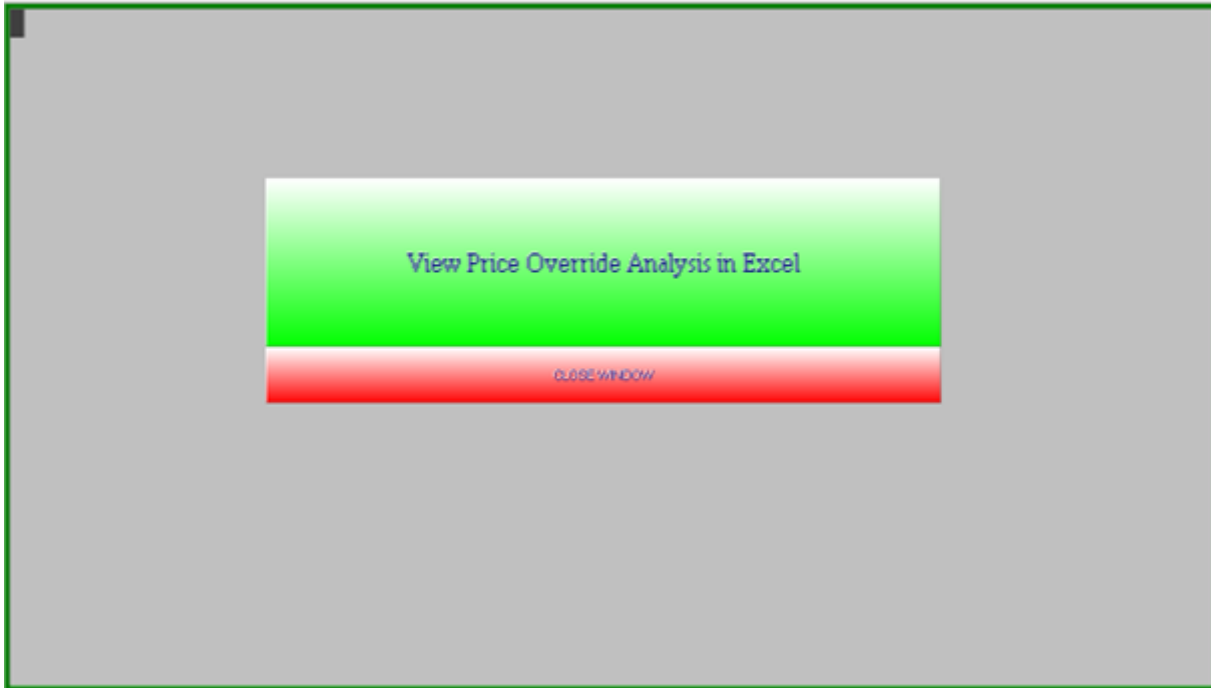
The new reporting option is found in the menu through **Sales Desk > Administration > Reporting > Pricing > Price Override Analysis** or using the menu search (TAB key) Search String **“PRICE O”**.

The screenshot shows a software interface for the 'Price Override Report'. It features a series of input fields and buttons for filtering the report. The fields are numbered 1 through 16 on the left. Fields 1, 2, and 5 are date pickers for 'Branch', 'Start Date', and 'End Date' respectively. Fields 8, 10, 12, and 14 are text search fields with magnifying glass icons for 'Customer', 'Clerk', 'Start Category', and 'End Category'. Each of these search fields has a corresponding button on the right labeled 'Tab to Search or Blank for All'. Field 16 is a dropdown menu for 'Exception Type' with a list of options: '(P) Price, (M) C/P Margin, Blank for All'. The entire form is enclosed in a green border.

In the selection screen leaving the fields blank will report all branches, customers, clerks, categories and exception types.

Alternatively, the report can be filtered to include only selected overrides

The report content is the same as the nightly report and is also available in a .csv format for import into excel. After the report is viewed on screen the option to load into excel will show



Click on the View Price Override Analysis in Excel to load the report into excel. When complete click on the Close Window to return to the menu.

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