

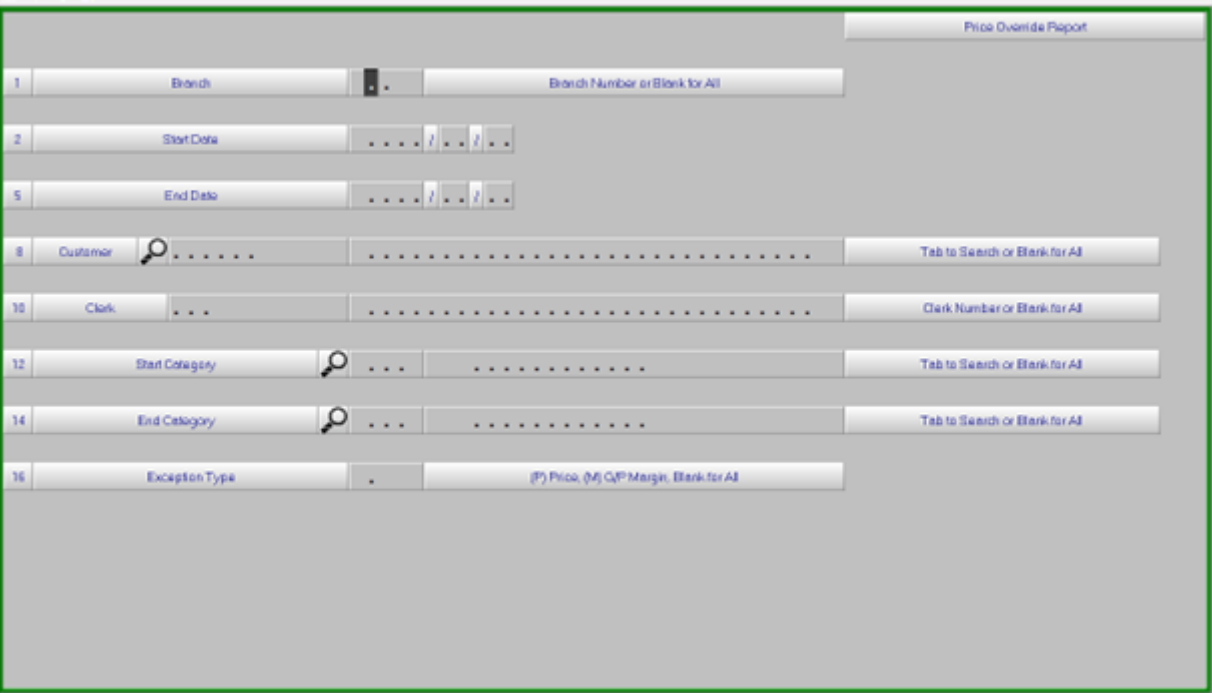
# Price Override Reporting

## 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”**.

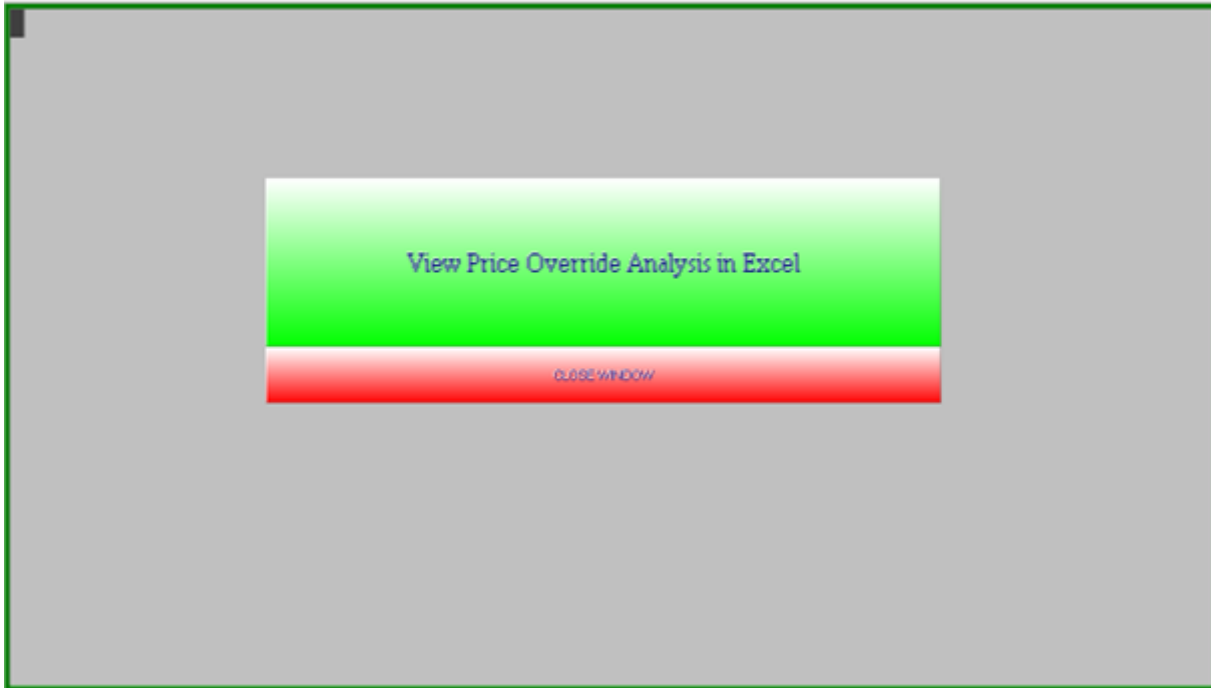


The screenshot shows a software interface for the 'Price Override Report'. It features a series of input fields and buttons for filtering the report. The fields are numbered 1 through 16 on the left. Fields 1, 2, and 5 are for 'Branch', 'Start Date', and 'End Date' respectively, each with a dropdown or date picker. Fields 8, 10, 12, and 14 are for 'Customer', 'Clerk', 'Start Category', and 'End Category', each with a search icon and a text input field. Field 16 is for 'Exception Type' with a dropdown menu. To the right of each text input field is a button labeled 'Tab to Search or Blank for All'. The top right corner of the window has a tab labeled 'Price Override Report'.

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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