

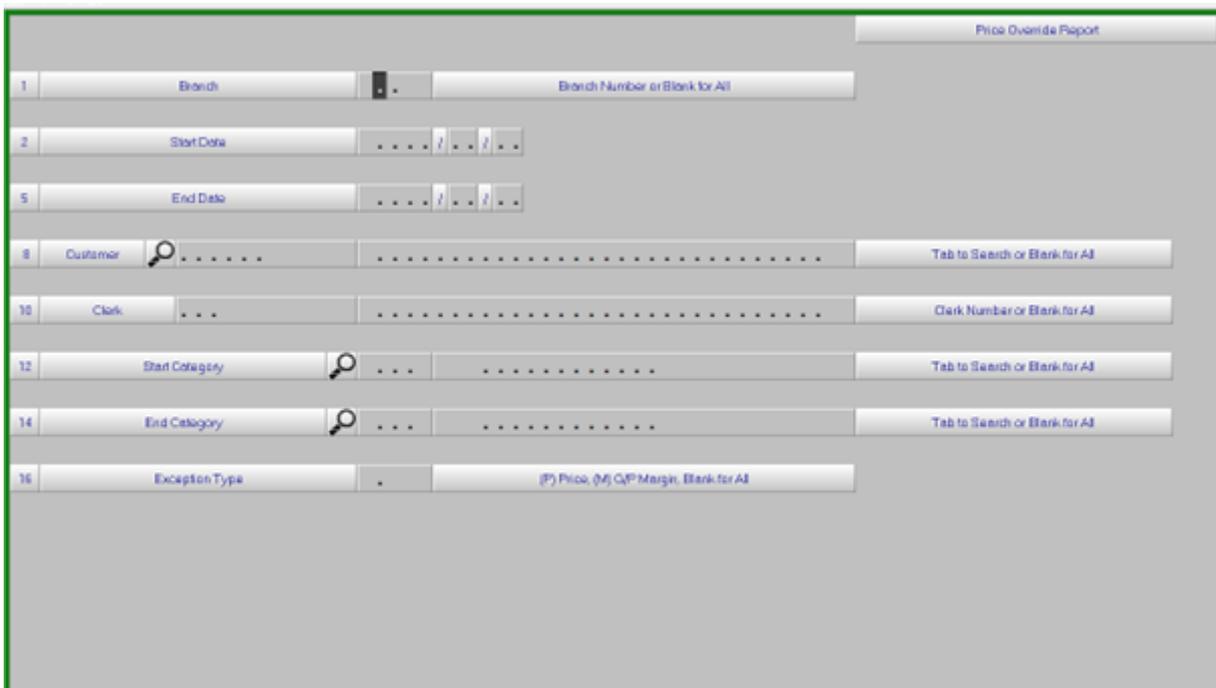
# Price Override Reporting

## 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"**.

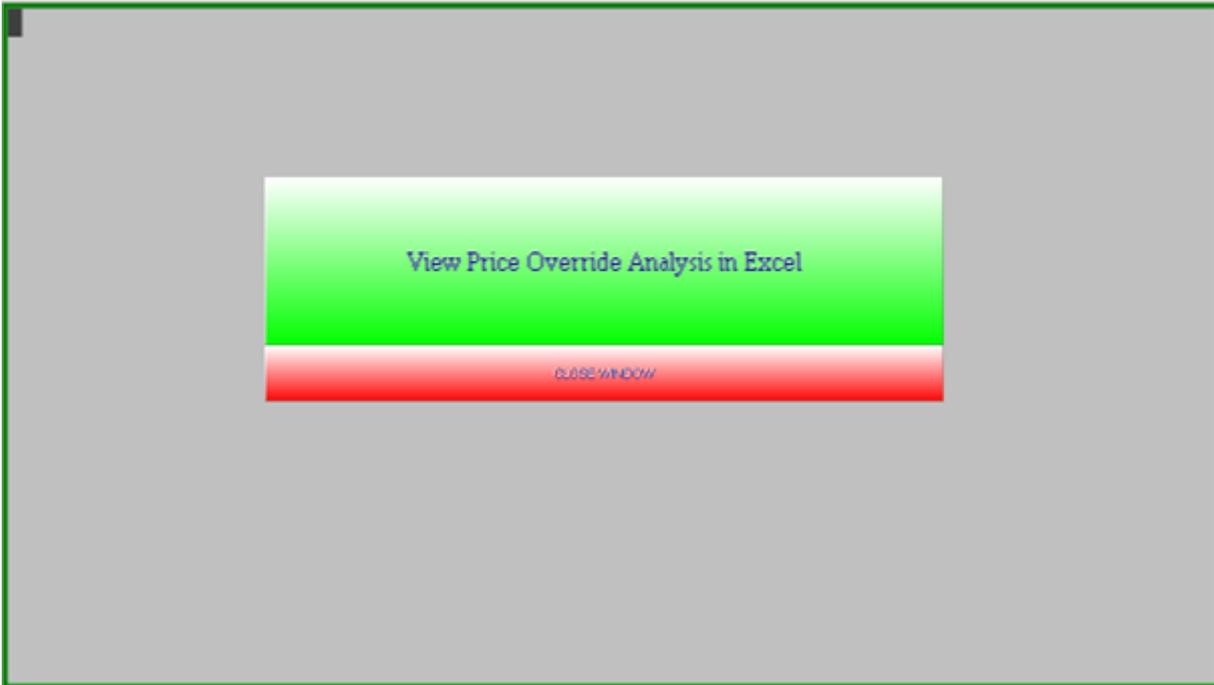


The screenshot shows a software interface for generating a "Price Override Report". The interface consists of several rows of input fields, each with a number in the left margin. Row 1: "Branch" field with a dropdown arrow and a "Branch Number or Blank for All" field. Row 2: "Start Date" field with a date picker icon. Row 3: "End Date" field with a date picker icon. Row 4: "Customer" field with a search icon and a "Tab to Search or Blank for All" button. Row 5: "Clerk" field with a dropdown arrow and a "Clerk Number or Blank for All" field. Row 6: "Start Category" field with a search icon and a "Tab to Search or Blank for All" button. Row 7: "End Category" field with a search icon and a "Tab to Search or Blank for All" button. Row 8: "Exception Type" field with a dropdown arrow and a "(P) Price, (M) C/P Margin, Blank for All" field. 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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