



Back Office
Reports Feature Document
Version 1.8
Prepared By: Amy Byers
Revision Date: 6/15/2016

Table of Contents

1. Feature Overview	2
1.1 Feature Description	2
2. Use Case: Reports	2
2.1 Feature Flow	2
2.2 Preconditions.....	2
2.3 Main Flow	2
2.4 Special Notes.....	3
3. Assumptions	3
4. Reports	4
4.1 General Report Definitions	4
4.2 Store Accounting Totals	5
4.3 Transfer Funds Details.....	9
4.4 Funds Transfer Summary	11
4.5 Transfer Breakdown.....	13
4.6 Detail Transaction Listing Report	16
4.7 Till Reconciliation	18
4.8 Unreconciled Tills	20
5. Configurable Settings.....	21
6. Logging	21
7. Interface Changes	21
8. Out Of Scope.....	21
9. Change Requests Under Consideration	21
10. Business Sign Off.....	21
11. Technical Sign Off	22
12. Technical Review	22
13. Technical Inform	22
14. Revision History.....	22
14.1 Reviews	22
14.2 Revision History.....	22

1. Feature Overview

1.1 Feature Description

One of the many functions of Back Office is the ability to print reports ranging from pre-defined reports to ad hoc reports based on specific reporting criteria selected by the operator. The Reports Feature Document outlines the functionality to view, print, and export Back Office reports. Additionally, reports are multi-functional – reports can be added to a favorites list and select reports provide the ability to “drill down” to view specific reporting information.

2. Use Case: Reports

2.1 Feature Flow

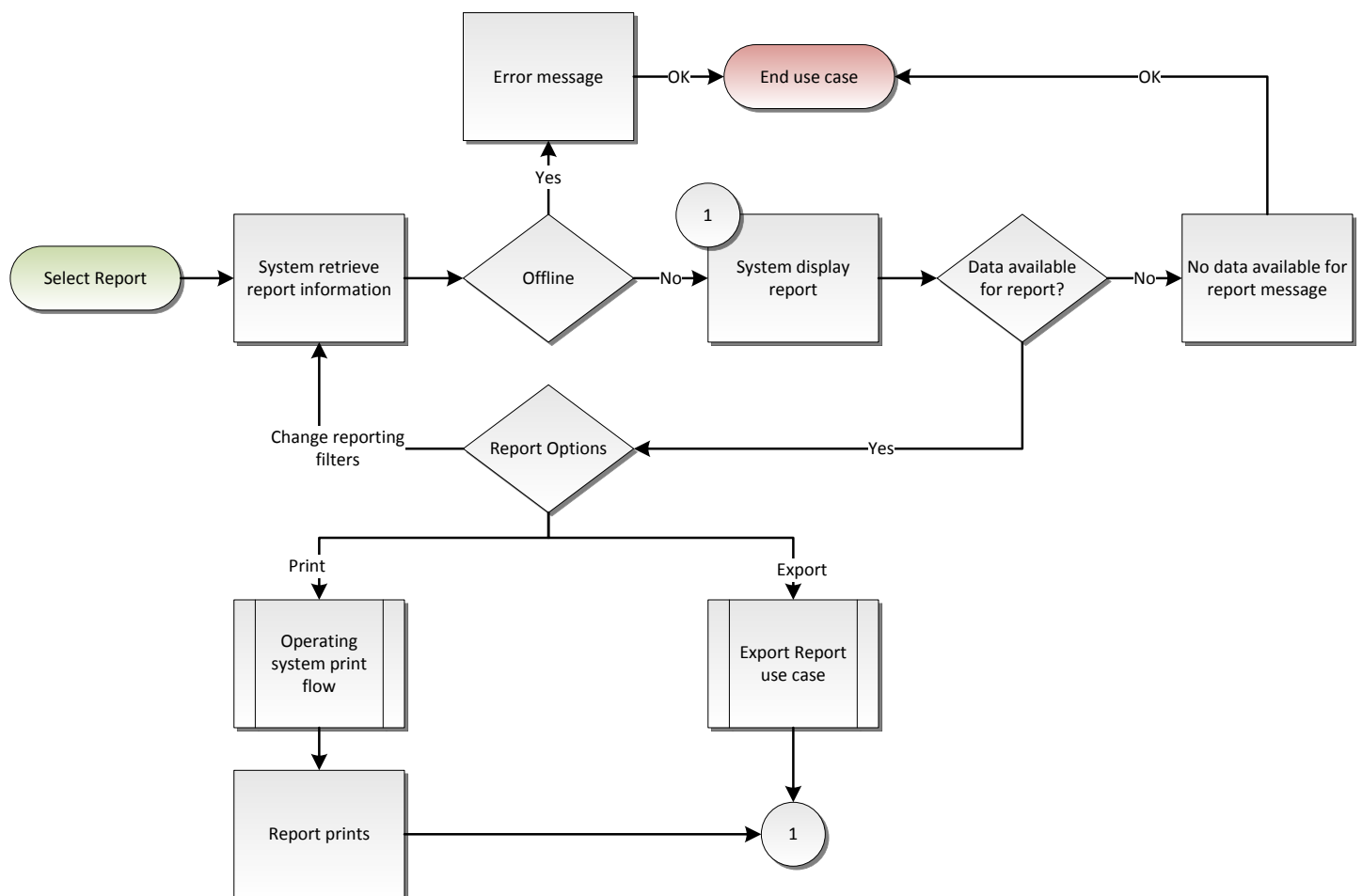


Figure 1: Reports Process Flow

2.2 Preconditions

- The operator has selected the report option.
- The operator has selected a specific report to view.

2.3 Main Flow

1. The system retrieves the report information.
2. If a database or offline error occurs, the system displays a message, the operator acknowledges the message and the use case ends.
3. The system displays the report.

4. If no data is available for the report, the system displays a message and the operator acknowledges the message.
5. If the operator selects different filtering criteria, the Main Flow restarts retrieving report information for the select reporting period.
6. If the operator selects to print the report, the system uses operating system print function to print report and returns to report display (bullet 3 above).
7. If the operator selects to export the report, the system captures file name, exports the file and returns to report display (bullet 3 above).
8. If the operator selects another menu option, the use case ends and the selected option's use case is executed.

2.4 Special Notes

- Report data is not modified as a result of viewing, printing, or exporting a report.

3. Assumptions

1. Reports print to the devices' default printer.
2. Reports are designed to print on 8.5 x 11 inch paper.
3. Print functionality is managed by the browser or the application to which the report data is exported to unless noted differently.
4. Best Buy is responsible for defining the start and end days for a business week, business month, and business year.
5. All reports are dependent on data retained by Best Buy. For example, if data is only kept for the previous six months, then reporting based on the previous year is not available.
6. All reports have the ability to print and export to a file.
7. If report requires multiple pages, page numbers print on each page.
8. The default view of a report is based on the 'Today' default reporting period.
9. Reports can be saved with the following file formats:
 - .pdf (Acrobat)
 - .xls (Excel)
 - .tiff (Tag Image File Format)
 - .csv (Comma Delimited)
 - .rft (Rich Text Format)
 - .xps (XML Paper Specification)
10. The system defines reporting periods as:

Default Reporting Periods	Definition
Today (current business day)	Transactions with the Current Business Date.
Week To Date	Transactions with the Business Date from beginning of the Business Week date through the current Business Date.
Month to Date	Transactions with the Business Date from beginning of the Business Month Date through the current Business Date.
Year to Date	Transactions with the Business Date from beginning of the Business Year Date through the current Business Date.
Yesterday (previous business day)	Transactions with the Business Date from one day previous to the current Business Date
Previous Week To Date	Transactions with the Business Date from seven days previous to current Business week Date
Previous Month to Date	Transactions with the Business Date from 1 month previous to the current Business Month Date
Previous Year to Date	Transactions with the Business Date from 1 year previous to the current Business Date Year.

4. Reports

4.1 General Report Definitions

4.1.1 Left Navigation Menu

Label	State	Next Screen	Notes
Store Accounting Totals	Enabled	Store Accounting Totals Report	
Transfer Funds Detail	Enabled	Transfer Funds Detail Report	
Funds Transfer Summary	Enabled	Funds Transfer Summary Report	
Transfer Breakdown	Enabled	Transfer Breakdown Report	
Detail Transaction	Enabled	Detail Transaction Report	
Till Reconciliation	Enabled	Till Reconciliation Report	
Unreconciled Tills	Enabled	Unreconciled Tills Report	

4.1.2 Initial Report Screen Instruction

Instructions
Select filter criteria to view the report data.




4.1.3 Export Dropdown Options

Export Options	Notes
.pdf	Acrobat
.csv	Comma Delimited
.xls	Excel
.rft	Rich Text Format
.tiff	Tag Image File Format
.xps	XML Paper Specification

4.1.4 Report Header

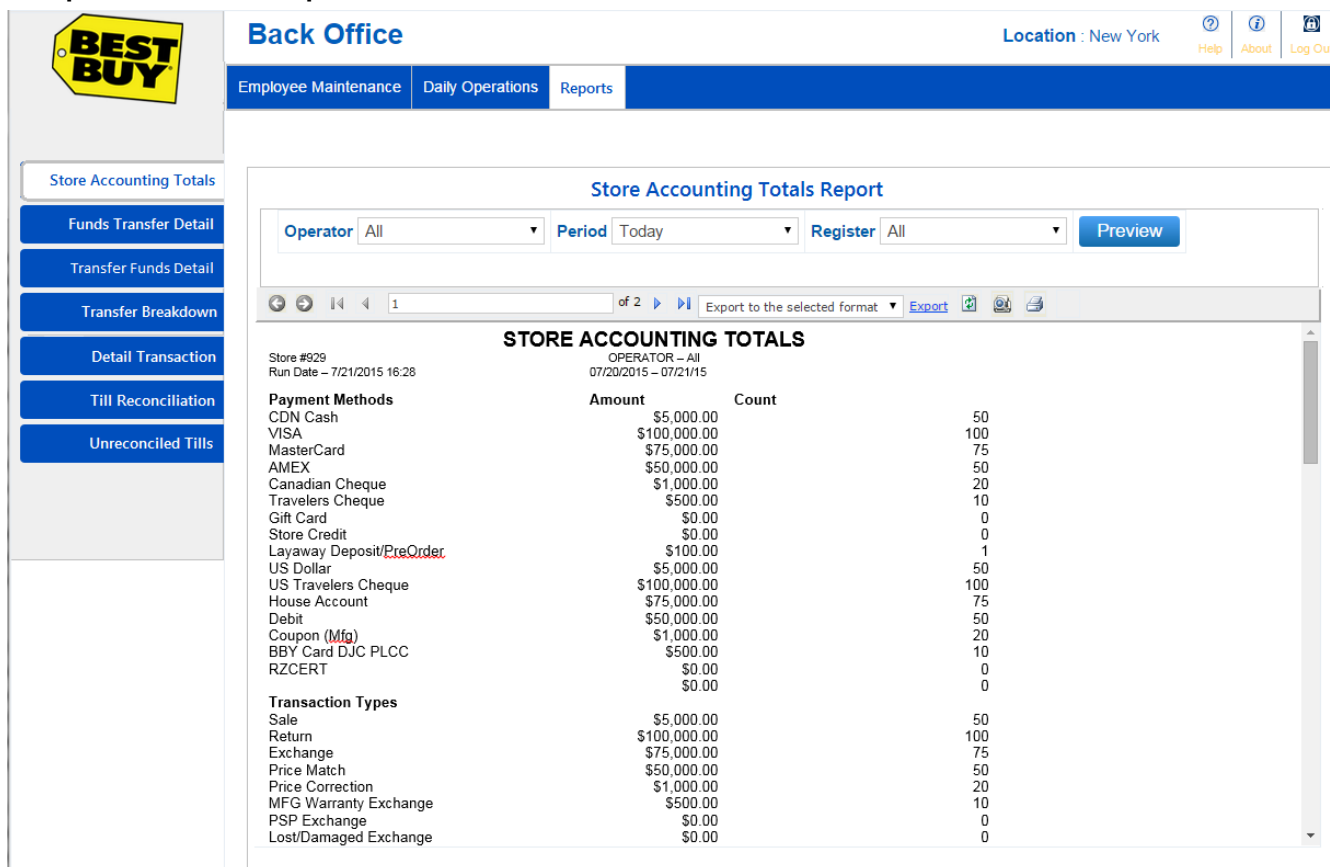
Label	Format	Notes
Report Run Date	MM/DD/YYYY HH:MM	<ul style="list-style-type: none">• Display only• Date and Time the report was generate on• Time in 24 hour clock.
Store #	N/A	<ul style="list-style-type: none">• Display only• Current store identifier (e.g. number)
Filter Criteria	<Name> – <Value>	Filter Criteria selected for the report with <Name> labels configurable <ul style="list-style-type: none">• Register• Tender• Reporting Period• Operator

4.1.5 Menu Button

Icon	Button	Next	Notes
	Print	Operating System/Browser print control	
N/A	Export	Export Report	
	Print Preview	Operating System Print Preview Screen	
	Refresh	Report screen with updated data	

4.2 Store Accounting Totals

4.2.1 Report Screen Mockup



Best Buy Back Office Location : New York Help About Log Out

Employee Maintenance Daily Operations Reports

Store Accounting Totals

Funds Transfer Detail
Transfer Funds Detail
Transfer Breakdown
Detail Transaction
Till Reconciliation
Unreconciled Tills

Store Accounting Totals Report

Operator: All Period: Today Register: All Preview

1 of 2 Export to the selected format Export

STORE ACCOUNTING TOTALS

Store #929 OPERATOR - All
Run Date - 7/21/2015 16:28 07/20/2015 - 07/21/15

Payment Methods	Amount	Count
CDN Cash	\$5,000.00	50
VISA	\$100,000.00	100
MasterCard	\$75,000.00	75
AMEX	\$50,000.00	50
Canadian Cheque	\$1,000.00	20
Travelers Cheque	\$500.00	10
Gift Card	\$0.00	0
Store Credit	\$0.00	0
Layaway Deposit/PreOrder	\$100.00	1
US Dollar	\$5,000.00	50
US Travelers Cheque	\$100,000.00	100
House Account	\$75,000.00	75
Debit	\$50,000.00	50
Coupon (Mfg)	\$1,000.00	20
BBY Card DJC PLCC	\$500.00	10
RZCERT	\$0.00	0
	\$0.00	0
Transaction Types		
Sale	\$5,000.00	50
Return	\$100,000.00	100
Exchange	\$75,000.00	75
Price Match	\$50,000.00	50
Price Correction	\$1,000.00	20
MFG Warranty Exchange	\$500.00	10
PSP Exchange	\$0.00	0
Lost/Damaged Exchange	\$0.00	0

Figure 2: Store Accounting Totals Screen

4.2.1.1 Filter Options

Options	Values	Notes
Operator	Database defined employee name sorted by last name	Format is last, first. NOTE: only operators with transactions during selected period display for selection.
Period	Today (current business day) Week To Date Month to Date Year to Date Yesterday (previous business day) Previous Week Previous Month Previous Year	Text is database defined and multilingual
Register	Device Number	All device numbers defined for the store.

4.2.2 Report Mockup

STORE ACCOUNTING TOTALS			
Store #020		OPERATOR – All	
Run Date – 7/21/2015 16:28		07/20/2015 – 07/21/15	
Payment Methods	Amount	Count	
CDN Cash	\$5,000.00	50	
VISA	\$100,000.00	100	
MasterCard	\$75,000.00	75	
AMEX	\$50,000.00	50	
Canadian Cheque	\$1,000.00	20	
Travelers Cheque	\$500.00	10	
Gift Card	\$0.00	0	
Store Credit	\$0.00	0	
Layaway Deposit/PreOrder	\$100.00	1	
US Dollar	\$5,000.00	50	
US Travelers Cheque	\$100,000.00	100	
House Account	\$75,000.00	75	
Debit	\$50,000.00	50	
Coupon (Mfg)	\$1,000.00	20	
BBY Card DJC PLCC	\$500.00	10	
RZCERT	\$0.00	0	
	\$0.00	0	
Transaction Types			
Sale	\$5,000.00	50	
Return	\$100,000.00	100	
Exchange	\$75,000.00	75	
Price Match	\$50,000.00	50	
Price Correction	\$1,000.00	20	
MFG Warranty Exchange	\$500.00	10	
PSP Exchange	\$0.00	0	
Lost/Damaged Exchange	\$0.00	0	
No Sale	\$100.00	1	
Void Transaction	\$0.00	50	
Exception	\$100,000.00	100	
Product Service Upgrade	\$75,000.00	75	
Cash In	\$50,000.00	50	
Cash Out	\$1,000.00	20	
Employee Sale	\$500.00	10	
Employee Return	\$0.00	0	
Employee Exchange	\$0.00	0	
Employee Price Match	\$100.00	1	
Employee Price Correction	\$5,000.00	50	
Employee MFG Warranty Exchange	\$100,000.00	100	
Employee PSP Exchange	\$75,000.00	75	
Employee Lost/Damaged Exchange	\$50,000.00	50	
Payment On Account Credit	\$1,000.00	20	
Payment On Account House Account	\$500.00	10	
Account Refund	\$0.00	0	
Layaway Deposit	\$0.00	0	
Pre-Sell	\$100.00	1	
GC Cash Out	\$100,000.00	100	

Figure 3: Store Accounting Totals Report

4.2.2.1 Report Title

Title	Notes
Store Accounting Totals	Text is configurable

4.2.2.2 Report Fields

Field	Data/Formula	Notes
Payment Methods	Database defined tenders for POS	
Payment Method Amount	Total tenders received	<ul style="list-style-type: none"> Amount includes totals and taxes Total debit amount includes even if over tendering and does include debit cash back/change in the cash amounts Cash includes refunded tenders Cash does not include cash back/change from cash tenders. Foreign currency values (ie US Dollar) are in the foreign rate. Store credit is a negative number denoted by "()" for returns.
Payment Method Count	Number Of Times Tender Taken (i.e.. If 2 Visa Cards Are Taken In The Same Transaction, The Count = 2).	<ul style="list-style-type: none"> Cash in and out transactions are included in cash counts Cash does not include change (including from debit cash back) in cash tenders. Voided tenders are not included.
Transaction Types	Database defined transaction types for POS	<ul style="list-style-type: none"> Gift Card Cash Outs is not transaction type, but added to this field
Transaction Types Amount	Total dollar amount for each transaction type including taxes	<ul style="list-style-type: none"> Void Transactions have an amount of 0. Foreign currency values are in the Canadian rate.
Transaction Types Count	Number of transactions in that reporting period	<ul style="list-style-type: none"> Void Transactions are a separate transaction type and not included in original transaction type count.

4.2.2.3 Special Notes

- Payment Methods and Transaction Types with an Amount and Count of zero are not included on the report.

4.3 Transfer Funds Details

The Transfer Funds Detail Report shows the in-store tender transfers (cash ins, cash outs, and reconciliations), combined by operator for each countable tender type. It is used on a daily basis to investigate variances and to ensure that all tenders and operators are reconciled correctly.

4.3.1 Report Screen Mockup

Back Office Location : New York Help About Log Out

Employee Maintenance Daily Operations **Reports**

Transfer Funds Detail Report

Operator: All Period: Today Register: All Preview

1 of 1 Export to the selected format Export

TRANSFER FUNDS DETAIL

Store #929 Operator - 3111
Run Date - 7/1/2015 16:28 Register - 3
07/20/15 - 07/20/15

CDN Cash

Operator	Name	Skim/ Final	Till ID	System Total	Transfer Total	Discrepancy	Reason
AAO	Aaron O	R	10	112.98	0.00	112.98	
DHZ	David Z	S	20	200.00	50.00	150.00	
DHZ	David Z	R	25	210.50	205.00	5.50	
EDR	Eddie R	S	30	150.00	150.00	0.00	
EDR	Eddie R	R	35	104.56	94.56	10.00	
DHZ	David Z		25	0.00	0.00	0.00	
EDR	Eddie R		35	104.56	4.56	100.00	
AAO	Aaron O	R	10	112.98	0.00	12.98	
AAO	Aaron O		10	112.98	50.00	62.98	
Total				1108.56	554.12	454.44	

US Cash

Operator	Name	Skim/ Final	Till ID	System Total	Transfer Total	Discrepancy	Reason
DHZ	David Z	S	20	200.00	50.00	150.00	
EDR	Eddie R	S	30	150.00	150.00	0.00	
Total				350.00	200.00	150.00	

Figure 4: Funds Transfer Detail Screen

4.3.1.1 Filter Options

Options	Values	Notes
Operator	Database defined employee name sorted by last name	Format is last, first. NOTE: only operators with transactions during selected period display for selection.
Period	Today (current business day) Week To Date Month to Date Year to Date Yesterday (previous business day) Previous Week Previous Month Previous Year	Text is database defined and multilingual
Register	Device Number	All device numbers defined for the store.

4.3.2 Report Mockup

TRANSFER FUNDS DETAIL

Store #929
Run Date - 7/1/2015 16:28

Operator - 3111
Register - 3
07/20/15 - 07/20/15

CDN Cash

Operator	Name	Skim/ Final	Till ID	System Total	Transfer Total	Discrepancy	Reason
AAO	Aaron O	R	10	112.98	0.00	112.98	
DHZ	David Z	S	20	200.00	50.00	150.00	
DHZ	David Z	R	25	210.50	205.00	5.50	
EDR	Eddie R	S	30	150.00	150.00	0.00	
EDR	Eddie R	R	35	104.56	94.56	10.00	
DHZ	David Z		25	0.00	0.00	0.00	
EDR	Eddie R		35	104.56	4.56	100.00	
AAO	Aaron O	R	10	112.98	0.00	12.98	
AAO	Aaron O		10	112.98	50.00	62.98	
Total				1108.56	554.12	454.44	

US Cash

Operator	Name	Skim/ Final	Till ID	System Total	Transfer Total	Discrepancy	Reason
DHZ	David Z	S	20	200.00	50.00	150.00	
EDR	Eddie R	S	30	150.00	150.00	0.00	
Total				350.00	200.00	150.00	

Figure 5: Funds Transfer Details Report

4.3.2.1 Report Title

Title	Notes
Funds Transfer Detail	Text is configurable

4.3.2.2 Report Fields

Field	Data/Formula	Notes
Operator	The user ID completing the transfer transaction	
Name	The user first name and last name initial completing the transfer transaction.	
Skim/Final	S = Skim R = Reconcile	
Till ID	Till ID	•
System Total	The system-calculated amount of the tender in the till at the time the report is run	<ul style="list-style-type: none"> The amount includes all sales, returns, and cash ins/outs except for those with reason types of transfer to/from operator or safe (money coming in/out of the store, not transfers inside of the store). The amount does not include the initial float.
Transfer Total	The user-entered amount of the tender at the time of cash in from safe, cash out to safe (skim), or reconciliation	
Discrepancy	The difference between the System Total and Transfer Total columns, calculated as System Total - Transfer Total.	
Reason	The Reason column will be blank for the store staff to fill in manually.	

4.4 Funds Transfer Summary

The Funds Transfer Summary Report is used on a daily basis to reconcile the store's bank deposit and describes the amounts of each tender transferred. The tender type is defined in the database and possible tenders include CDN Cash, CDN Cheque, Travelers Cheque, US Dollar and US Travelers Cheque. This report is manually filled in by the operator with the exception of the Total amount which will be pre-filled.

4.4.1 Report Screen Mockup

Back Office Location : New York Help About Log Out

Employee Maintenance Daily Operations **Reports**

Funds Transfer Summary Report

Period: Today Register: All Preview

1 of 2 Export to the selected format Export

TRANSFER FUNDS SUMMARY

Store #929 Run Date - 7/21/2015 16:28 Registers - ALL 7/21/2015 - 7/21/2015

CDN FUNDS	TRANSFERRED AMOUNT	ACTUAL DEPOSIT COUNTED	DISCREPANCY
CDN Cash	\$5,000.00		
TOTAL	\$5,000.00		

DEPOSIT SLIP #: _____
BANK SEAL #: _____
DATE TAKEN TO BANK: _____
OPERATOR: _____ INITIAL: _____
MANAGER: _____ INITIAL: _____

US FUNDS	TRANSFERRED AMOUNT	ACTUAL DEPOSIT COUNTED	DISCREPANCY
US CASH	\$500.00		
TOTAL	\$500.00		

DEPOSIT SLIP #: _____
BANK SEAL #: _____
DATE TAKEN TO BANK: _____
OPERATOR: _____ INITIAL: _____
MANAGER: _____ INITIAL: _____

Figure 6: Funds Transfer Summary Screen

4.4.1.1 Filter Options

Options	Values	Notes
Period	Today (current business day) Week To Date Month to Date Year to Date Yesterday (previous business day) Previous Week Previous Month Previous Year	Text is database defined and multilingual
Register	Device Number	All device numbers defined for the store.

4.4.2 Report Mockup

TRANSFER FUNDS SUMMARY			
Store #829 Run Date - 7/21/2015 16:28		Registers - ALL 7/21/2015 - 7/21/2015	
CDN FUNDS	TRANSFERRED AMOUNT	ACTUAL DEPOSIT COUNTED	DISCREPANCY
CDN Cash	\$5,000.00	_____	_____
TOTAL	\$5,000.00	_____	_____
DEPOSIT SLIP #: _____ BANK SEAL #: _____ DATE TAKEN TO BANK: _____ OPERATOR: _____ INITIAL: _____ MANAGER: _____ INITIAL: _____			
US FUNDS	TRANSFERRED AMOUNT	ACTUAL DEPOSIT COUNTED	DISCREPANCY
US CASH	\$500.00	_____	_____
TOTAL	\$500.00	_____	_____
DEPOSIT SLIP #: _____ BANK SEAL #: _____ DATE TAKEN TO BANK: _____ OPERATOR: _____ INITIAL: _____ MANAGER: _____ INITIAL: _____			

Figure 7: Funds Transfer Summary Report

4.4.2.1 Report Title

Title	Notes
Funds Transfer Summary	Text is configurable

4.4.2.2 Report Fields

Field	Data/Formula	Notes
Transferred Amount	Sum of Cash In, Cash Out and Reconcile Transactions (Cash In or Cash Out transactions with the database attribute on reason code for Skim and Reconciliation).	<ul style="list-style-type: none"> Floats are excluded from this value.

4.5 Transfer Breakdown

This report displays all of the skims for the operators grouped by tender type for a given day.

4.5.1 Report Screen Mockup

Back Office Location : New York

Employee Maintenance Daily Operations Reports

Transfer Breakdown Report

Operator: All Period: Today Register: All Preview

1 of 2 Export to the selected format Export

TRANSFER BREAKDOWN
Store #929 Register - ALL
Run Date - 7/21/2015 10:28 7/21/2015 - 7/21/2015

CASH

Cash Out

Transfer From Operator	Name	Transfer To Operator	Name	Register #	Tran #	Date	Amount	Type
JDK	Jack K	STORE	STORE	11	0120	6/30/2015	(250.00)	S
SFP	Scott P	STORE	STORE	14	0246	6/30/2015	(145.70)	F
CAD	Carry D	STORE	STORE	15	0258	6/30/2015	(25.00)	S
CEG	Cindy G	STORE	STORE	17	0320	6/30/2015	(356.00)	F
AMT	Amy T	STORE	STORE	19	0355	6/30/2015	(600.00)	S

Cash In

CHEQUE

Cash Out

Transfer From Operator	Name	Transfer To Operator	Name	Register #	Tran #	Date	Amount	Type
JDK	Jack K	STORE	STORE	11	0421	6/30/2015	(3,278.92)	F
NRM	Nick M	STORE	STORE	21	0457	6/30/2015	(800.00)	F

CDN TRAV CHEQUE

Cash Out

Transfer From Operator	Name	Transfer To Operator	Name	Register #	Tran #	Date	Amount	Type
SFP	Scott P	STORE	STORE	14	0565	6/30/2015	(100.00)	F

Figure 8: Transfer Breakdown Screen

4.5.1.1 Filter Options

Options	Values	Notes
Operator	Database defined employee name sorted by last name	Format is last, first. NOTE: only operators with transactions during selected period display for selection.
Period	Today (current business day) Week To Date Month to Date Year to Date Yesterday (previous business day) Previous Week Previous Month Previous Year	Text is database defined and multilingual
Register	Device Number	All device numbers defined for the store.

4.5.2 Report Mockup

Store #929

Run Date – 7/21/2015 16:28

Register – ALL

7/21/2015 – 7/21/2015

TRANSFER BREAKDOWN

CASH

Cash Out

Transfer From Operator	Name	Transfer To Operator	Name	Register #	Tran #	Date	Amount	Type
JDK	Jack K	STORE	STORE	11	0120	6/30/2015	(250.00)	S
SFP	Scott P	STORE	STORE	14	0246	6/30/2015	(145.70)	F
CAD	Carry D	STORE	STORE	15	0258	6/30/2015	(25.00)	S
CEG	Cindy G	STORE	STORE	17	0320	6/30/2015	(356.00)	F
AMT	Amy T	STORE	STORE	19	0355	6/30/2015	(600.00)	S

Cash In

CHEQUE

Cash Out

Transfer From Operator	Name	Transfer To Operator		Register #	Tran #	Date	Amount	Type
JDK	Jack K	STORE	STORE	11	0421	6/30/2015	(3,278.92)	F
NRM	Nick M	STORE	STORE	21	0457	6/30/2015	(800.00)	F

CDN TRAV CHEQUE

Cash Out

Transfer From Operator	Name	Transfer To Operator		Register #	Tran #	Date	Amount	Type
SFP	Scott P	STORE	STORE	14	0565	6/30/2015	(100.00)	F

Figure 9: Transfer Breakdown Report

4.5.2.1 Report Title

Title	Notes
Transfer Breakdown	Text is configurable

4.5.2.2 Report Fields

Field	Data/Formula	Notes
Cash Out Transfer From Operator #	Operator that is assigned to the Till	<ul style="list-style-type: none"> This may not be the operator logged in.
Cash Out Transfer From Name	First Name and last initial associated with the Operator # assigned to the till	
Cash Out Transfer To Operator #	Data entered by user when prompted by reason code with the attribute set.	<ul style="list-style-type: none"> If multiple text boxes prompt from reason code, only first one is logged. Value for a Final Skim or a Skim transaction is 'STORE'. Name is not included for this field
Cash Out Transfer To Name	First Name and last initial associated with the Operator # entered by user when prompted by reason code with the attribute set.	<ul style="list-style-type: none">
Cash In Transfer To Operator #	Operator that is assigned to the Till	<ul style="list-style-type: none"> This may not be the operator logged in.
Cash In Transfer To Name	Name associated with the Operator # assigned to the till	

Field	Data/Formula	Notes
Cash In Transfer From Operator #	Data entered by user when prompted by reason code with the attribute set.	<ul style="list-style-type: none"> If multiple text boxes prompt from reason code, only first one is logged. Value for a Final Skim or a Skim transaction is 'STORE'. Name is not included for this field
Cash In Transfer To Name	First Name and last initial associated with the Operator # entered by user when prompted by reason code with the attribute set.	<ul style="list-style-type: none">
Register #	Client attribute, registerNumber, for the device	<ul style="list-style-type: none"> Correlates to the Register Number in the 4 part key. If less than 2 characters, format as a 2 digit integer with leading 0
Tran #	Transaction number	<ul style="list-style-type: none"> Correlates to the Transaction Number in the 4 part key. If less than 4 characters, format as a 4 digit integer with leading 0s
Date	Transaction Date	<ul style="list-style-type: none"> Correlates to the Date in the 4 part key.
Amount	Amount entered by the user during the transaction	<ul style="list-style-type: none"> Cash in Amounts are positive Cash out Amounts are negative
Type	S = Skim F = Final/Reconciliation	<ul style="list-style-type: none"> 'Final' is defined by closing the Till
Tender Types	Database defined for the tenders to display for report	<ul style="list-style-type: none"> Potential Tenders are CND Cash, CDN Cheque, CDN Travelers' Cheque, US Dollar, US Traveler's Cheque.

4.6 Detail Transaction Listing Report

This report displays all transactions matching specific criteria. The initial report displayed uses current day, all registers, and all tenders. Data is grouped by Tender and sort order is dependent on criteria. If the report is filtered by:

- Register (default view), sort order is in sequential ascending order of date/time.
- Operator, sort order is by operator, then register, then date.

4.6.1 Report Screen Mockup

Back Office Location : New York [Help](#) [About](#) [Log Out](#)

Employee Maintenance Daily Operations **Reports**

Detail Transaction Report

Operator: All Period: Today Tender: CDN Cash [Preview](#)

1 of 1 [Export to the selected format](#) [Export](#) [Print](#) [PDF](#)

DETAIL TRANSACTION LISTING

Store #020
Run date 02/16/2016 15:38
Register - 03
Tender - CDN Cash
Today

Operator	Register #	Tran #	Date/Time	Tran Type	Transaction Reason Code	Entered Amount	Change Given	Net Tender Amount	Total Tender Amt
123456	03	0201	2/16/2016	Sale		400.00	44.10	355.90	355.92
123456	03	0205	2/16/2016	Sale		355.92	0.00	355.92	355.92
123456	03	0209	2/16/2016	Return		(711.84)	0.00	(711.85)	(711.84)
123456	03	0210	2/16/2016	Sale		11.30	0.20	11.10	11.12
123456	03	0211	2/16/2016	Return		(11.10)	0.00	(11.10)	(11.12)
Total						44.28	44.30	(0.03)	0.00
							Entries	5	

Figure 10: Detail Transaction Screen

4.6.1.1 Filter Options

Options	Values	Notes
Operator	Database defined employee name sorted by last name	Format is last, first. NOTE: only operators with transactions during selected period display for selection.
Period	Today (current business day) Week To Date Month to Date Year to Date Yesterday (previous business day) Previous Week Previous Month Previous Year	Text is database defined and multilingual
Register	Device Number	All device numbers defined for the store.

4.6.2 Report Mockup

DETAIL TRANSACTION LISTING									
Store #020		Register - 3							
Rundate 02/16/2016 15:38		Tender - CDN Cash							
		Today							
Register - 03									
Tender CDN Cash									
CDN Cash									
Operator	Register #	Tran #	Date/Time	Tran Type	Transaction Reason Code	Entered Amount	Change Given	Net Tender Amount	Total Tender Amt
123456	03	0201	2/16/2016	Sale		400.00	44.10	355.90	355.92
123456	03	0205	2/16/2016	Sale		355.92	0.00	355.92	355.92
123456	03	0209	2/16/2016	Return		(711.84)	0.00	(711.85)	(711.84)
123456	03	0210	2/16/2016	Sale		11.30	0.20	11.10	11.12
123456	03	0211	2/16/2016	Return		(11.10)	0.00	(11.10)	(11.12)
Total						44.28	44.30	(0.03)	0.00
						Entries		5	

Figure 11: Detail Transaction Report

4.6.2.1 Report Title

Title	Notes
Detail Transaction Listing	Text is configurable.

4.6.2.2 Report Fields

Field	Data/Formula	Notes
Register or Operator	<ul style="list-style-type: none"> Ad Hoc Filter Name and value Default Register – All 	
Tender	<ul style="list-style-type: none"> Ad Hoc Filter Name and value Default Tender – All 	
Cashier #	Operator Signed in for transaction	
Register #	Client attribute, registerNumber, for the device	<ul style="list-style-type: none"> Correlates to the Register Number in the 4 part key. If less than 2 characters, format as a 2 digit integer with leading 0s
Tran #	Transaction number	<ul style="list-style-type: none"> Correlates to the Transaction Number in the 4 part key. If less than 4 characters, format as a 4 digit integer with leading 0s
Date/Time	Transaction Date	<ul style="list-style-type: none"> Correlates to the Date in the 4 part key.
Tran Type	Transaction type of the transaction	
Transaction Reason Code	Cash In/Cash Out reason codes selected by the user	
Entered Amount	Tender amount provided by the customer during the transaction.	<ul style="list-style-type: none"> If no amount is entered it is assumed that the entered amount is the balance of the transaction. Refunded tender is shown in parentheses
Change Given	The difference between the Entered amount and the Transaction Total and any Rounding Tender applied	<ul style="list-style-type: none"> Change given always <i>represents</i> “local (Canadian) cash”, but remains in the section for the payment tender.
Net Tender Amount	The difference between the Entered Amount and Change Given	<ul style="list-style-type: none"> Refunded tender is shown in parentheses
Total Tender Amount	The difference between/sum of the Net Tender Amount and Rounding Tender Amount	<ul style="list-style-type: none"> Refunded tender is shown in parentheses

4.6.2.3 Special Notes

- For a sale over-tendered using CDN Traveler's Cheque where CDN Cash was given back, the CDN Traveler's Cheque section will include a Sale with Entered Amt = CDN Traveler's Cheque and Change Given = CDN Cash back.

4.7 Till Reconciliation

Till reconciliation compares the entered amount with the sum of closed till amounts.

4.7.1 Report Screen Mockup

Back Office Location : New York Help About Log Out

Employee Maintenance Daily Operations Reports

Store Accounting Totals
Transfer Funds Detail
Funds Transfer Summary
Transfer Breakdown
Detail Transaction
Till Reconciliation
Unreconciled Tills

Till Reconciliation Report

Till 1 Period Today Preview

1 of 2 Export to the selected format Export

TILL RECONCILIATION
Store #020
Run Date -- 7/21/2015 18:28
Register - 3
7/21/2015 -- 7/21/2015

Variance: 0.00

	In	Out	Net	Counted	Discrepancy
CA Tenders Accepted					
CAD Cash	100.00	0.00	100.00	100.00	0.00
CAD Cheque	100.00	0.00	100.00	100.00	0.00
CAD Traveler's Cheque	100.00	0.00	100.00	100.00	0.00
Manufacturer Coupon	100.00	0.00	100.00	100.00	0.00
Loyalty Certificate	100.00	0.00	100.00	100.00	0.00
CA Total	500.00	0.00	500.00	500.00	0.00
US Tenders Accepted					
USD Cash	100.00	0.00	100.00	100.00	0.00
USD Cheque	100.00	0.00	100.00	100.00	0.00
USD Traveler's Cheque	100.00	0.00	100.00	100.00	0.00
USD Total	300.00	0.00	300.00	300.00	0.00

End of Report

Figure 12: Till Reconciliation Screen

4.7.1.1 Filter Options

Options	Values	Notes
Till	All reconciled till sessions based on the "Period" filter. Displays the till name, operator (single till) or register (shared till), and the reconciled timestamp.	Alphanumeric
Period	Today (current business day) Yesterday (previous business day) NOTE: Indicates timestamp of reconciliation.	Text is database defined and multilingual

4.7.2 Report Mockup

TILL RECONCILIATION					
Store #929 Run Date – 7/21/2015 16:28			Register - 3 7/21/2015 – 7/21/2015		
Variance:					0.00
CA Tenders Accepted	In	Out	Net	Counted	Discrepancy
CAD Cash	100.00	0.00	100.00	100.00	0.00
CAD Cheque	100.00	0.00	100.00	100.00	0.00
CAD Traveler's Cheque	100.00	0.00	100.00	100.00	0.00
Manufacturer Coupon	100.00	0.00	100.00	100.00	0.00
Loyalty Certificate	100.00	0.00	100.00	100.00	0.00
CA Total	500.00	0.00	500.00	500.00	0.00
US Tenders Accepted	In	Out	Net	Counted	Discrepancy
USD Cash	100.00	0.00	100.00	100.00	0.00
USD Cheque	100.00	0.00	100.00	100.00	0.00
USD Traveler's Cheque	100.00	0.00	100.00	100.00	0.00
USD Total	300.00	0.00	300.00	300.00	0.00
End of Report					

Figure 13: Till Reconciliation Report

4.7.2.1 Report Title

Title	Notes
Till Reconciliation	Text is Configurable

4.7.2.2 Report Fields

Field	Data/Formula	Notes
Tenders Accepted		
In	<ul style="list-style-type: none"> CA Cash = all gross cash + Skim from Safe USD Cash = all gross cash + float All Other Tenders = tendered amount 	
Out	<ul style="list-style-type: none"> CA & USD Cash = all gross cash + Skim to Safe All Other Tenders = amount returned +pickups 	
Net	In – Out	
Counted	Amount counted during reconciliation	
Discrepancy	Difference between count & net	
Total	sum of columns values	

4.7.1 Special Notes

- If data equals 0, the data still displays with a 0 value.

4.8 Unreconciled Tills

This report is used to help determine if there are outstanding cash management actions necessary before closing out a business day.

4.8.1 Report Screen Mockup

Back Office Location : New York [Help](#) [About](#) [Log Out](#)

Employee Maintenance Daily Operations **Reports**

Store Accounting Totals
Transfer Funds Detail
Funds Transfer Summary
Transfer Breakdown
Detail Transaction
Till Reconciliation
Unreconciled Tills

Unreconciled Tills Report

Period: [Preview](#)

1 of 1 [Export to the selected format](#) [Export](#) [Print](#)

UNRECONCILED TILLS				
Store #020 7/21/2015-7/21/2015				
Run Date - 7/21/2015 10:28				
Operator ID	Operator Name	Till ID	Last Transaction ID	System Amounts
ASK	ARIKA K	02	01-1837	890.00
LMT	LISSA T	17	17-5748	589.00
EJK	ERIKA H	06	06-2389	237.00

Figure 14: Unreconciled Tills Screen

4.8.1.1 Filter Options

Options	Values	Notes
Period	Today (current business day) Week To Date Month to Date Year to Date Yesterday (previous business day) Previous Week Previous Month Previous Year	Text is database defined and multilingual

4.8.2 Report Mockup

UNRECONCILED TILLS				
Store #929		7/21/2015-7/21/2015		
Run Date – 7/21/2015 16:28				
Operator ID	Operator Name	Till ID	Last Transaction ID	System Amounts
ASK	ARIKA K	02	01-1837	890.00
LMT	LISSA T	17	17-5748	589.00
EJH	ERIKA H	06	06-2389	237.00

Figure 15: Unreconciled Tills Report

4.8.2.1 Report Title

Title	Notes
Unreconciled Tills	Text is Configurable

4.8.2.2 Report Fields

Field	Data/Formula	Notes
Operator ID	Operator assigned the till	
Operator Name	Operator name associated with operator ID	First name and last name initial
Till ID	Unreconciled Till ID	
Last Transaction ID	2 digit Reg#, a dash, then 4 digit Tran #. RR-TTTT	
System Amount	System calculated amount in the till	

5. Configurable Settings

Parameter Mnemonic	Description	Valid Values
None		•

6. Logging

None

7. Interface Changes

None

8. Out Of Scope

- This Specification covers the changes needed to implement the changes for Reports. Functionality that has no changes from the current processes is not covered unless needed to provide context.*

9. Change Requests Under Consideration

- Make report export option types configurable and/or dependent on applications available to view those types.

10. Business Sign Off

Name	Organization	Approval Email and/or Date Received
Jesse Wielgan	Best Buy	

11. Technical Sign Off

Name	Organization	Approval Email and/or Date Received
Mark Houghton	Best Buy	
Kevin Bahng	Best Buy	

12. Technical Review

Name	Organization	Approval Email and/or Date Received
Andy Liang	Best Buy	

13. Technical Inform

Name	Organization	Approval Email and/or Date Received
Gaurav Savant	Best Buy	
Greg Irvine	Best Buy	
David Hawkins	Storeworks	
Vinodh Narayanan	Storeworks	

14. Revision History

14.1 Reviews

Date	Iteration	Result
7/23/2015	V1.0 – Internal Review	Updates in version 1.1
8/7/2015	V1.1 – BBYCA Review	Updates in version 1.2

14.2 Revision History

Reviser	Revision	Date	Version
Amy Byers	Initial Document	7/8/2015	1.0
Amy Byers	Updates from Internal Review	7/28/2015	1.1

Reviser	Revision	Date	Version
Amy Byers	<ul style="list-style-type: none"> – Section 3: Removed business Quarter as a reporting period. – Section 0: Added refresh button – Section 4.2.1: Updated report screen mockup – Section 4.3.1: Updated report screen mockup, changed Operator from number, Operator Name, Till ID. – Section 4.3.2: Changed Operator from number, Operator Name, Till ID. – Section 4.4.1: Updated report screen mockup – Section 4.5.1: Updated report screen mockup, changed Transfer From Operator, operator name, Transfer to Operator, Register and Tran # formatting, added Transfer To Name. – Section 4.5.2: changed Transfer From Operator, operator name, Transfer to Operator, Register and Tran # formatting, added Transfer To Name. – Section 4.6.1: Updated report screen mockup, changed operator number heading and register and tran formatting. – Section 4.6.2: changed operator number heading and register and tran formatting. – Section 4.7.1: Updated Report screen mockup. Renamed pickup and loan to skim to safe and skim from safe. – Section 4.7.2: Renamed pickup and loan to skim to safe and skim from safe. – Section 4.7.2.2: Replaced loan with skim from safe and pickup with skim to safe. – Section 4.8.1: Updated report screen mockup. Changed operator ID and operator name and Till ID and Last tran ID formatting. – Section 4.8.2: Changed operator ID and operator name and Till ID and Last tran ID formatting. – Section 14: Replaced Sam Martinez with Gaurav Savant and corrected spelling of Greg Irvine's name. 	8/20/2015	1.2
Amy Byers	<ul style="list-style-type: none"> – Sections 3 & 4.1.3: Removed text and Word Document file types. – Sections 4.2.2 & 4.2.2.2: Remove GC Issues/Reloads from Store Accounting Totals Report – Sections 4.3.1, 4.3.2, 4.5.1 & 4.5.2: Remove transfers from report – Section 4.3.2.2: Define Skim/Final column – Section 4.5.2.2: Define Type column of report – Section 4.7.1 & 4.7.1.1: Changed filter options to include till ID and remove operator and register. – Section 4.7.1: Added section to define action when data equals 0. 	12/22/2015	1.3
Amy Byers	<ul style="list-style-type: none"> – Section 4.7.2.2: Defined non taxable transactions 	12/22/2015	1.4

Reviser	Revision	Date	Version
Amy Byers	<ul style="list-style-type: none"> Sections 4.1.1, 4.2.1, 4.3.1, 4.4.1, 4.5.1, 4.6.1, 4.7.1 & 4.8.1: Corrected Report name from Funds Transfer Detail to Transfer funds Detail Sections 4.2.1.1, 4.3.1.1, 4.5.1.1 & 4.6.1.1: Clarified that only operators with completed transactions display in filter options Section 4.2.2.2: Removed excluding gift cards issues/reloads from Transaction Types list. Sections 4.3.1, 4.3.2, 4.7.1, 4.7.2, 4.7.2.2: Changed heading from Variance to Discrepancy Section 4.3.2.2: Clarified System Total & Transfer Total Definitions and corrected Discrepancy calculation. Section 4.6.2.2: Clarified 2 digit formatting on report. Section 4.7.2.2: Clarified Discrepancy calculation 	2/1/2016	1.5
Amy Byers	<ul style="list-style-type: none"> Section 4.3.2.2: Removed formatting for Till ID Sections 4.5.2.2 & 4.6.2.2: <ul style="list-style-type: none"> Clarified that Register number is not client ID, but a register number attribute on the client. Clarified that the register number value from the database is to be formatted as an integer if less than 2 characters. Clarified that the transaction number value from the database is to be formatted as an integer if less than 4 characters. Section 4.7.1.1: Corrected that Till number is alphanumeric. Section 4.8.2.2: Corrected misspellings. 	2/2/2016	1.6
Amy Byers	<ul style="list-style-type: none"> Section 4.6: Added Net Tender Column to account for Penny Rounding functionality. Section 4.7: <ul style="list-style-type: none"> Removed Transaction information from report Modified filtering options 	2/16/2016	1.7
Amy Byers	<ul style="list-style-type: none"> Section 3: Add page numbers to multipage reports. Section 4.6.2.3: Defect ID#3868 – Remove auto-generated Transactions. Section 4.2.2.2: <ul style="list-style-type: none"> Defect ID#3890 – Changed Transaction Type amounts to include taxes Defect ID#3856 – Clarified that Change Given amount prints in the section for the original tender type not the tender type given as change. Section 4.5: Remove Transfers from definition. Sections 4.8.1, 4.8.2 & 4.8.2.2: Defect ID#4393 Corrected Transaction ID format. 	6/15/2016	1.8