

Getting Started

STEP 1: Choose which account you would like to analyze

Make the following selections in the blue box on the left side

Accrued Charitable = Local Donations / Collections

CoBrand Gift Card Receivable = Store CoBrand Gift Cards

Direct Bills = House Account / Catering

STEP 2: Choose which store(s) should be included

Make your selection(s) in the red box on the left side

STEP 3: Choose the Period(s) and/or Year(s) that the data should represent

Make the following selections in the orange box on the left side:

- Period

- Year

- Hold down the **Control Key** to select multiple Periods or Years.

- Due to timing, any data beyond the currently reconciled period is subject to change

- Entries are not uploaded until the Thursday following current Period End at the soonest

STEP 4: View your Outstanding Balances

- Review balances for amounts we are due to payout or collect

- The **Current Balance for the Year** at the top shows the total outstanding balance for the entire year, regardless of what is filtered

- The **Total** Amount at the bottom of the table visual shows you the Total Balance for whatever period(s) you currently have filtered

STEP 5: Export Data for anything you would like to view independently within Excel

- Hover over the table you would like to export and select the three dots called "More Options"

- Select Export Data and wait for your file to download

Frequently Asked Questions

What is the purpose of this report?

This report is meant to provide visibility into your outstanding balances that you currently have no access to without reaching out to your Staff Accountant

When does this report update?

The Thursday following Period End would be the soonest the data would include sales detail. Data won't be complete until the Thursday of the week following Period End day.

What does "DSR" mean?

DSR stands for Daily Sales Report. The DSR line item represents the monthly total for whatever was logged as your sales for that period. For CoBrand, this represents the *payments* collected within the period. For Accrued Charitable, this represents our *collections* within the period. For Direct Bills, this represents *anything closed out* to Direct Bills within the period.

Why does a Positive (Debit) or Negative (Credit) balance mean?

Positive a.k.a. "Debit" balance:

- CoBrand = We are likely owed money and need to collect

- Direct Bills = We are likely owed money and need to collect

- Accrued Charitable = We have likely donated more than we have collected

(Negative) a.k.a. "Credit" balance

- CoBrand = We have likely collected more than we have activated (Possibly a Prepayment or a Guest Paid Discount)

- Direct Bills = We have likely collected more than we logged

- Accrued Charitable = We likely need to send our donations to organization; if putting toward CoBrand Gift Cards, notify your Staff Accountant

Why doesn't my report show the data I was expecting?

Please check the period(s) you have selected. Keep in mind, Current / Future period data won't be fully complete until the Thursday of the week following Period End. Blank data likely pertains to the prior year Carryforward balance.

General Power BI Tips & Tricks

Resetting Options on Individual Pulldown Menus

1. Hover cursor (but don't click) on a pulldown menu and a small eraser icon to "Clear selections" will appear in top right corner.
2. Click on eraser icon to revert back to the default selections.

Resetting Options on Entire Report

1. Click the curled arrow at the top of the page to reset filters and slicers to their default.



Instructions x

Balance Detail

CoBrand Inactives & Aging

CoBrand Payments

CoBrand Discounts



Data Update Timeline

Wednesday after Period End = CoBrand activations are recorded; Data is updated
Thursday after Period End = Sales recorded; Data is updated
Friday - Sunday after Period End = Staff Accountants reconcile P&L; Data *could* change
Monday after Period End = Stores reconcile P&L; Data *could* change
Tuesday after Period End = P&L Finalized; Data *could* change
Following Thursday = Staff Accountants finalizing numbers; Data should be finalized

Current Balance for the Year

Market Balance Breakdown

Store Name	ACCRUED CHARITABLE EVENTS	COBRAND GIFT CARD RECEIVABLE	DIRECT BILLS
ATHENS,OH			
BROOKLYN,OH			
MARIETTA,OH			
MCCANDLESS,PA			
MONROEVILLE,PA			
NORTH OLMSTED,OH			
PARKERSBURG,WV			
STEUBENVILLE,OH			
WHEELING,WV			
Total			

Main Account Name

- ☐ ACCRUED CHARITABLE EVENTS
- ☒ COBRAND GIFT CARD RECEIVABLE
- ☐ DIRECT BILLS

Market Partner

Chad Smith

Store Name

All

Period

All

Year

2024

Store Balance Detail

Period	Store Name	Main Account	G/L Date	Description	Description 2	Description 3	Amount
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Athens,OH-DSR	483		
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Reclass CoBrand GC	Additional Store Discount	CBD6MFJWUD	
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Reclass CoBrand GC	Breast Cancer donations	CBD6MXJT87	
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Reclass CoBrand GC	carpet one	CBD6MVE4B4	
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Reclass CoBrand GC	david white	CBD6MTPC8A	
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Reclass CoBrand GC	Devon Hill Insurance	CBD6MWPJCW	
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Reclass CoBrand GC	GC Fundraiser with envelopes	CBD6MFJWUD	
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Reclass CoBrand GC	GIOVANNIS	CBD6MPUS99	
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Reclass CoBrand GC	Guest Paid Discount	Various	
2024-12	ATHENS,OH	COBRAND GIFT CARD RECEIVABLE	12/31/2024	Reclass CoBrand GC	Holzer	CBD6MPU5XT	
Total							\$7,024.50

Market Partner  Marketing Coach  Store Name  Year  Period 

Aged CoBrand Orders

Store Name	Order Number	GC Qty	GC Amt	Disc. Amt	Shipping Amt	Ship Date	Tracking Num	Days Aged
FESTUS,MO	CBD6K6U3WE	75	\$1,875	\$187.5	\$11.99	2/2/2024	1ZW3268W0324579846	239
DENHAM SPRINGS,LA	CBD6K66SG5	9	\$500	\$0	\$11.99	Not Shipped		234
WESTMINSTER,MD	CBD6KVVTHW	30	\$1,000	\$100	\$22.99	Not Shipped	Not Shipped	220
GROVE CITY,OH	CBD6KV5AJP	20	\$1,000	\$100	\$11.99	2/23/2024	1ZW3268W1324755289	218
ST.PETERSBURG,FL	CBD6KBWPYP	65	\$2,200	\$220	\$11.99	Not Shipped	Not Shipped	212
B-WICHITA-E,KS	CBD6KBVXPJ	10	\$500	\$0	\$11.99	3/1/2024	1ZW3268W1324808589	211
HAMILTON,OH	CBD6KBT8D2	20	\$1,000	\$100	\$11.99	3/5/2024	1ZW3268W1324836487	209
SHEBOYGAN,WI	CBD6KF7G5G	10	\$500	\$0	\$11.99	3/11/2024	1ZW3268W1324879299	203
B-THE COLONY,TX	CBD6KF8CH9	55	\$1,100	\$110	\$11.99	3/12/2024	1ZW3268W0324890875	200
LAKE CHARLES,LA	CBD6K6F4PW	3	\$30	\$0	\$22.99	Not Shipped	Not Shipped	191
Total		429	\$13,005	\$1,147.5	\$164.89			

Aged Order(s)

11

Inactive Order(s)

125

Inactive Balance

All Inactive CoBrand Orders

[illegible]

Market Partner

All

Marketing Coach

All

Store Name

All

Year

2024

Period

All

Payments Rang in Without CoBrand Order Number							
Store Name	Fiscal Year Period	Payment Date	CoBrandName	TransLogData	Chk #	Payment Amt	Misring Status
ALBUQUERQUE-W,NM	2024-03	3/22/2024	Nothing Detected by POS	CHAMO	40022	\$500	CoBrand Order Number Not Found
ALBUQUERQUE-W,NM	2024-05	4/25/2024	Nothing Detected by POS	Nothing Detected by POS	70006	\$1,699.49	CoBrand Order Number Not Found
ALBUQUERQUE-W,NM	2024-04	4/7/2024	Nothing Detected by POS	Nothing Detected by POS	70016	\$1,675.5	CoBrand Order Number Not Found
ALBUQUERQUE-W,NM	2024-06	5/31/2024	Nothing Detected by POS	Nothing Detected by POS	70009	\$1,699.49	CoBrand Order Number Not Found
ALBUQUERQUE-W,NM	2024-06	6/22/2024	Nothing Detected by POS	Nothing Detected by POS	70015	\$911.99	CoBrand Order Number Not Found
ALBUQUERQUE-W,NM	2024-07	6/26/2024	Nothing Detected by POS	Nothing Detected by POS	70010	\$1,699.49	CoBrand Order Number Not Found
Total							

Total Payments Rang In

1332

Total Payments Collected

Avg Payment Collected

\$1,420

Total Misrings

449

CoBrand Payment Information from POS							
Store Name	Fiscal Year Period	Payment Date	CoBrandName	TransLogData	Chk #	Payment Amt	Full Chk Amt
SHILOH,IL	2024-07	7/16/2024	CBD6K26NBW	Nothing Detected by POS	130053		
VIERA,FL	2024-03	3/21/2024	CBD6KTTCPV	PUNCHHID TenderType	130006		
B-CLARKSVILLE,IN	2024-02	2/20/2024	CBD6J8VK7M	CBD6J8VK7M	130004		
ALBUQUERQUE-W,NM	2024-09	9/19/2024	CBD6K8XV5M	CBD6K8XV5M	130002		
URBANDALE,IA	2024-09	9/6/2024	TAILORED HOMES	Nothing Detected by POS	130002		
BRIGHTON,CO	2024-01	1/11/2024	CBD6KU3HKE	CBD6KU3HKE	130001		
HESPERIA,CA	2024-03	2/22/2024	CBD6KX93SX	DLB796 CBD6KX93SX	130001		
MILTON,FL	2024-02	2/12/2024	Nothing Detected by POS	Nothing Detected by POS	130001		
WEST MONROE,LA	2024-09	9/14/2024	CBD6K87HJU	Nothing Detected by POS	120030		
ZANESVILLE,OH	2024-02	2/9/2024	CBD6K6K6BR	CBD6K6K6BR	120013		
ZANESVILLE,OH	2024-01	1/12/2024	CBD6KUYAT9	CBD6KUYAT9	120012		
WEST MONROE,LA	2024-07	7/2/2024	CBD6KG5FJ6	Nothing Detected by POS	120011		
WEST MONROE,LA	2024-03	3/11/2024	Nothing Detected by POS	Nothing Detected by POS	120010		
ATHENS,GA	2024-01	12/28/2023	CBD6JD7TFH	Nothing Detected by POS	120007		
HILLIARD,OH	2024-03	3/13/2024	Nothing Detected by POS	Nothing Detected by POS	120006		
LEON SPRINGS,TX	2024-03	3/9/2024	Nothing Detected by POS	Nothing Detected by POS	120004		
Total						\$	