Thrive POS Reports For Data Export

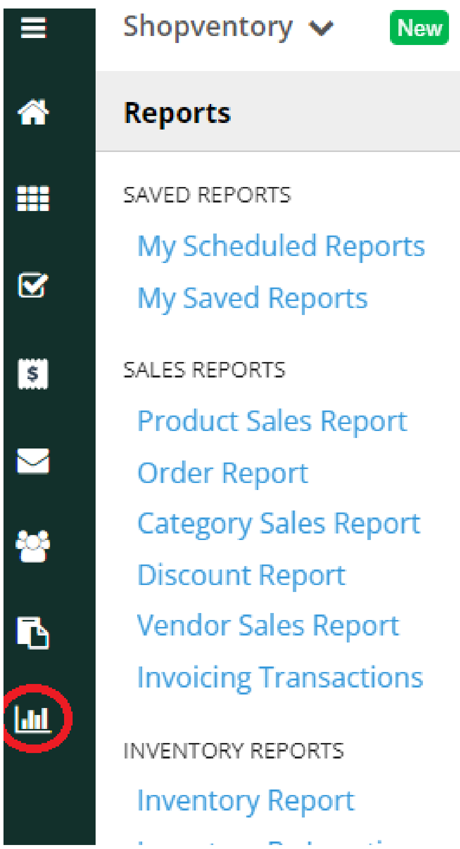
This document outlines how to run Inventory, Receiving and On Order reports from the Thrive by Shopventory system so that it can export data in a format compatible with the Retail Orbit import procedure.

Running your reports

In order to get data into Retail Orbit, you will have to run a variety of reports in order to gather the information needed to fill out our data template. You can find out more about the Excel Template we use in the article found here: https://support.retailorbit.com/hc/en-us/articles/360034181454-Data-Entry-using-Excel

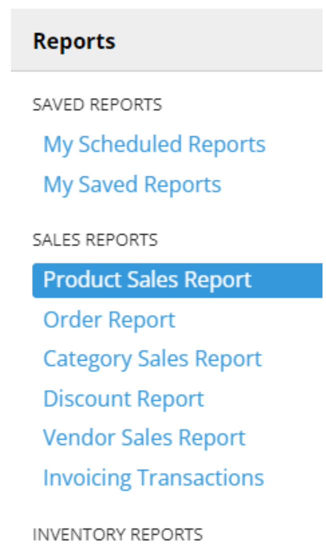
This article is going to focus on the retrieving of Sales, Markdowns, Inventory, Receiving and Purchase Orders from the Shopventory system.

Sales/Markdowns

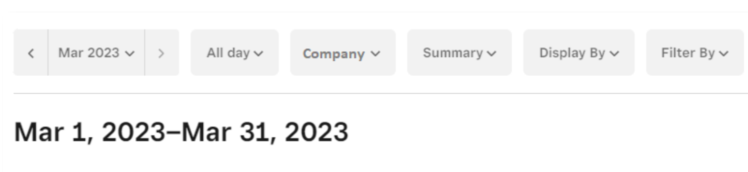


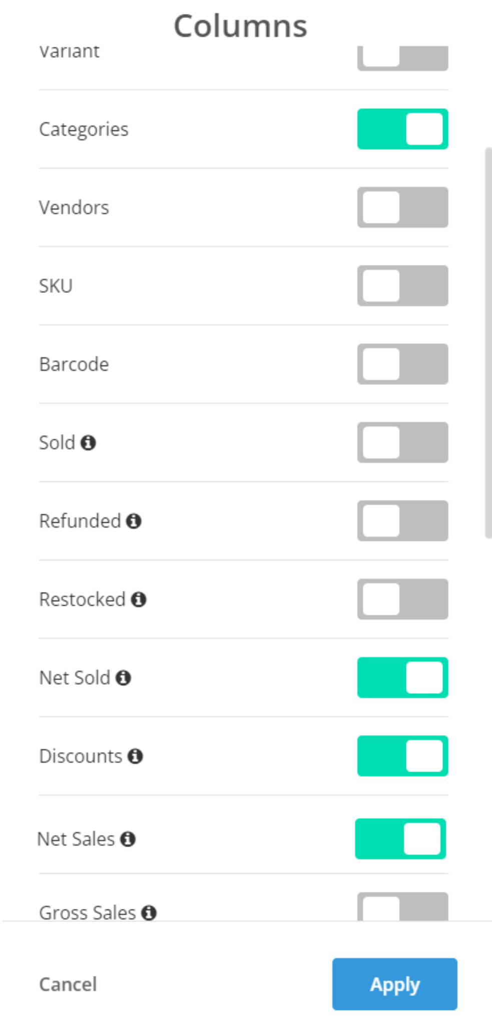
Step 1.
From the left-hand menu, select the Reports option as shown to the left.

Step 2.
Next (under Reports) select Product Sales Report from the left hand menu (as shown in the image on the right). This will give you your sales by category for the time period you choose.



Step 3.
Choose a date range for the data file you are creating by selecting a date range from the filter at the top of the report. In the image below you will see that I have selected the month of March for 2023 to be displayed:



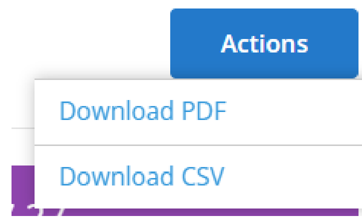


Step 4.

It is important here to remember that we need to select “Net Sales” and <u>not</u> Gross Sales. To change the columns displayed on the report click the Display button on the right hand side (see image to the right). Net Sales will be used as the sales value for the month, and Discounts & Comps will be used for the Markdowns for the month.

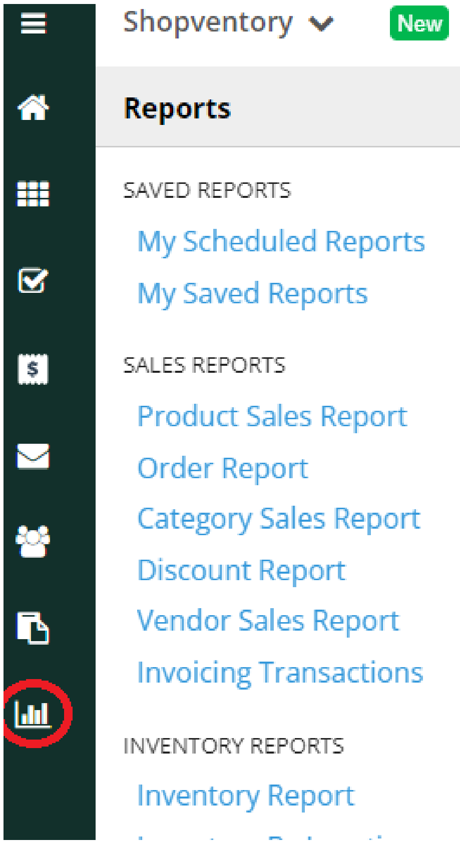
Step 5.

You can now export this to a .csv format by clicking the Actions Button in the Top Right-Hand corner, and then selecting the Download CSV button (see image to the right). While this is a category sales report, it is still breaking it out by product. You will need to total each Category when using this to fill in the Management One Data Template. This report gives you both Total Revenue (Sales) and



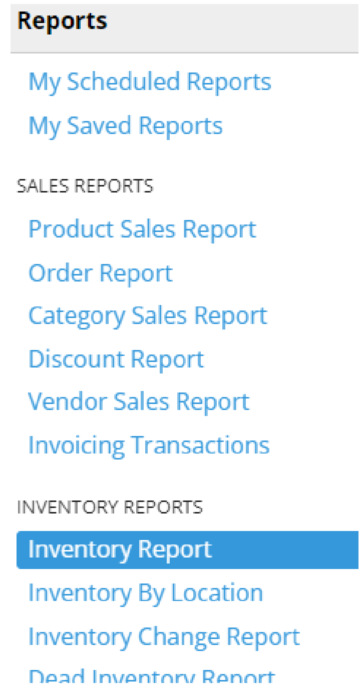
Inventory

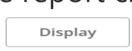
To run the inventory reports out of Shopventory follow these steps:



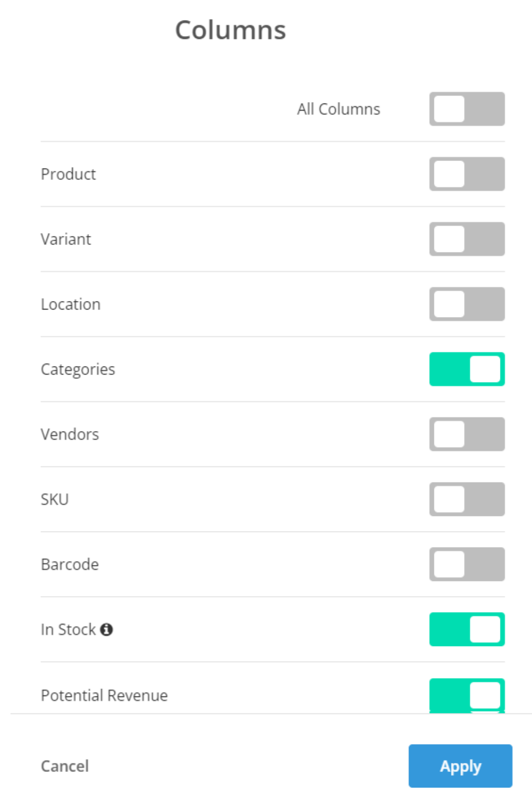
Step 1.
From the left-hand menu, select the Reports option as shown to the left.

Step 2.
Next (under Inventory Reports) select Inventory Report from the left hand menu (as shown in the image on the right). This will give you your inventory value by category as well as the potential profit.



Step 3.
It is important here to remember that we need to select "**Potential Revenue**" and <u>not</u> Total Value. To change the columns displayed on the report click the Display button on the right-hand side 

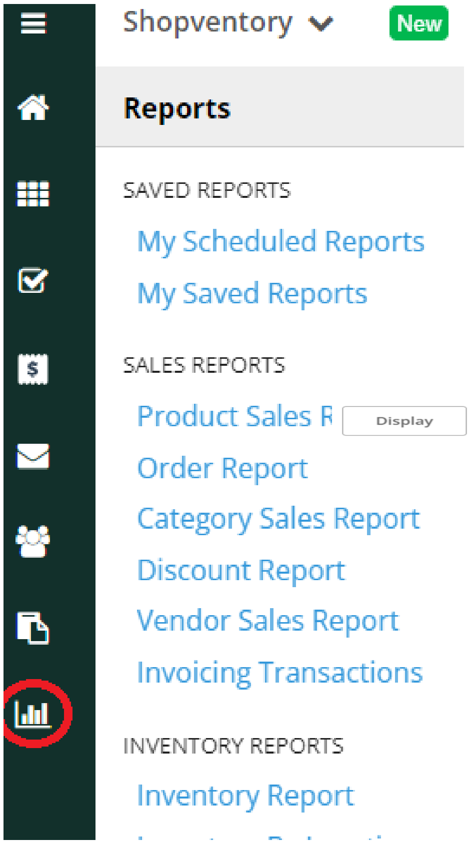
and then select the required report elements (see image to the right).



Step 4.
You can now export this to a .csv format by clicking the Actions Button in the Top Right-Hand corner, and then selecting the Download CSV button (see image to the right). While this is a category report, it is still breaking it out by product. You will need to total each Category when using this to fill in the Management One Data Template.

Receiving

To run the receiving reports out of Shopventory follow these steps:

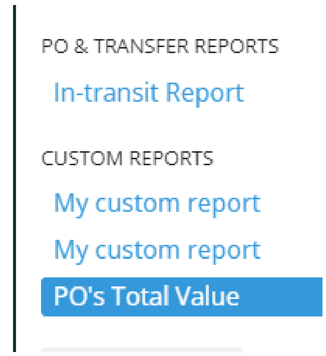


Step 1.

From the left-hand menu, select the Reports option as shown to the left.

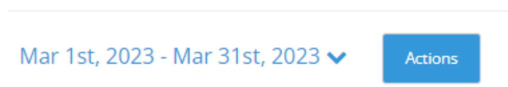
Step 2.

Next (under Inventory Reports) select PO's Total Value from the left hand menu (as shown in the image on the right). This will give you the receiving done by category.



Step 3.

Choose a date range for the data file you are creating by selecting a date range from the filter at the top of the report. In the image below you will see that I have selected the month of March for 2023 to be displayed:

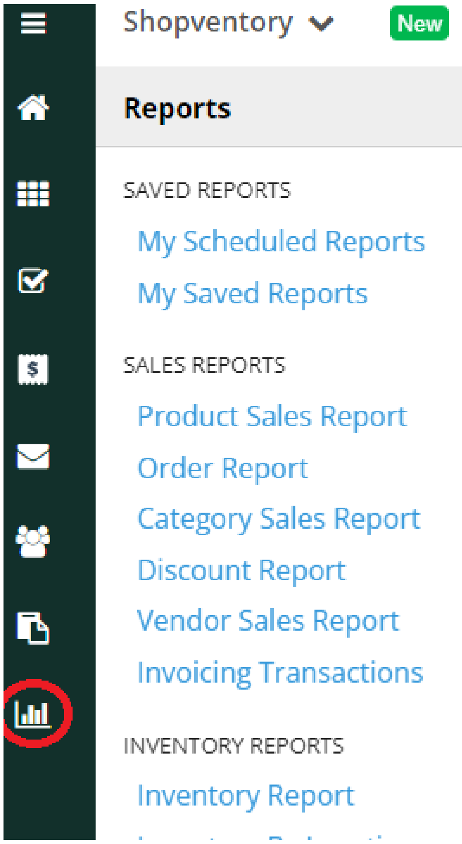


Step 4.

You can now export this to a .csv format by clicking the Actions Button in the Top Right-Hand corner, and then selecting the Download CSV button (see image to the right). This report will give you the Units received in the time period selected as well as the Unit Cost. You will need to multiply the two columns to get the Total Received and while this is a category report, it is still breaking it out by product. You will need to total each Category when using this to fill in the Management One Data Template.

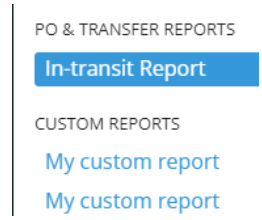
Purchase Orders

To run the receiving reports out of Shopventory follow these steps:

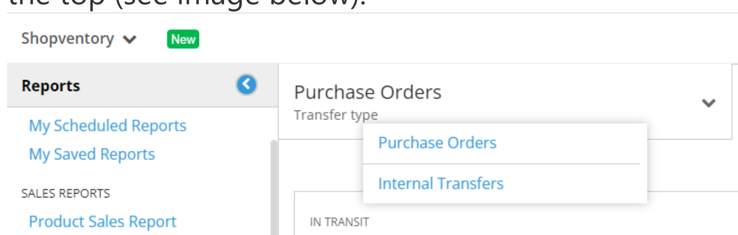


Step 1.
From the left-hand menu, select the Reports option as shown to the left.

Step 2.
Next (under Inventory Reports) select PO's Total Value from the left hand menu (as shown in the image on the right). This will give you the receiving done by category.



Step 3.
Select Purchase Orders from the drop-down menu at the top (see image below):



Step 4.
You can now export this to a .csv format by clicking the CSV button in the Top Right-Hand This report will give you the Units In Transit (on a purchase order), as well as what was already received. This report does not break down by category, nor does it keep track of the Retail Value or when the item is due.

In order to get On Order Cost you will need to divide the Total Value by the Qty Ordered (Qty Received + Qty In-Transit), and then multiply by the Qty In-Transit. The Category of the items will need to be added to this report so that you can total the On Order cost by Category.

On Order Retail and Due Dates will also need to be maintained in this spreadsheet so that it can be totalled and added to the Management One Data Template.