

## Data uploading glossary

*A guide to columns in the manual upload grid*

### Client | 'ClientCode'

This is the Management One client identification code (ID). This code is determined during the setup process, and it should never change for a given client. The first column of every row will be filled with the same client ID code.

**Type:** Text  
**Requirement:** This value must already exist within Retail ORBIT.  
**Example:** SD123

### Location | 'LocationCode'

This is the location for which this row is reporting data. Location numbers used for data upload must match numbers used in the POS system.

Data for every class in the business should be reported separately for each location (with the possible exception of online locations, which often don't mirror the class structure for brick-and-mortar stores).

**Type:** Text  
**Requirement:** Location numbers must exist within Retail ORBIT prior to your upload, and must match those numbers used by the POS system.  
**Example:** 001

### Class | 'ClassCode'

The class is the grouping of merchandise (child class, OTB class, history class, etc.) for which this row is reporting data.

Any parent class that does not have data of its own (because it's fully covered by its child classes) will not be included in the worksheet.

**Type:** Text  
**Requirement:** This value must already exist within Retail ORBIT. Class changes must be performed prior to uploading any data that reflect such changes.  
**Example:** 100, 110, 200, 210

## Period | *'Period'*

This is the year and month for which you are reporting data (the period of time). When preparing data uploads manually, this is usually the previous month (you upload March data at the beginning of April).

This period will apply to all data in the row except for the “On Order” fields, which look forward from the reporting period in monthly intervals.

**Type:** Text  
**Requirement:** The format for this date must be entered as “YYMM.”  
**Example:** 2108 (for August, 2021); 2112 (for December, 2021)

## Sales | *'Sales'*

This is the dollar value of all sales, at retail, for this class.

**Type:** Number  
**Requirement:** This must be a positive number.  
**Example:** 100

## Markdowns | *'Markdowns'*

This is the positive dollar amount of all markdowns for a given class.

If a POS system supports tracking permanent markdowns, those markdowns should be entered here. If permanent markdowns are entered as price adjustments in the POS (and not tracked as “markdowns,” per se) they should be entered in the adjustments field (see the next entry).

**Type:** Number  
**Requirement:** Enter markdowns as a positive number, even though they are reductions in price. A negative number will be moved to “inventory adjustments.”  
**Example:** 100

## Inventory | *'Inventory'*

This is the inventory value of the class at retail price.

**Type:** Number  
**Requirement:** This must be a positive number. Any negative amount will be changed to “1”, and a retailer should investigate their POS system to find out why they are showing negative inventory, and correct the issue.  
**Example:** 100

### Inventory adjustments | *'InventoryAdjustments'*

If a physical inventory is performed, and actual stock doesn't reflect what's previously been recorded, enter the adjustment amount here in dollars at retail price.

**Type:** Number  
**Requirement:** This can be a positive or negative dollar amount, at retail price.  
**Example:** 100

### Receiving Cost | *'ReceivingCost'*

This is the dollar value of goods received for this class, at cost.

**Type:** Number  
**Requirement:** This must be a positive number.  
**Example:** 100

### Receiving Retail | *'ReceivingRetail'*

This is the dollar value of goods received for this class, at retail.

**Type:** Number  
**Requirement:** This must be a positive number.  
**Example:** 100

### Transfers In | *'TransfersIn'*

This is the value, at retail price, of all goods transferred into this class, at this location.

Transfers in and out are only relevant to retailers with multiple locations.

**Type:** Number  
**Requirement:** This field must contain a positive value. Transfers in and out (see next entry/column) must balance out perfectly, with no goods unaccounted for.  
**Example:** 100

### Transfers Out | *'TransfersOut'*

This is the value, at retail price, of all goods transferred out of this class, at this location.

Transfers in and out are only relevant to retailers with multiple locations.

**Type:** Number  
**Requirement:** This field must contain a positive value. Transfers in and out (see previous entry/column) must balance out perfectly, with no goods unaccounted for.  
**Example:** 100

### Vendor Returns Retail | *'ReturnsRetail'*

This is the value of all goods in this class that were returned to a vendor, at retail price.

- Type:** Number
- Requirement:** This field must contain a positive value. Transfers in and out (see previous entry/column) must balance out perfectly, with no goods unaccounted for.
- Example:** 100

### Vendor Returns Cost | *'ReturnsCost'*

This is the value of all goods in this class that were returned to a vendor, at cost.

- Type:** Number
- Requirement:** This field must contain a positive value. Transfers in and out (see previous entry/column) must balance out perfectly, with no goods unaccounted for.
- Example:** 100

### On order cost | *'OnOrderCost'*

This is the dollar value of the goods on order for this class, at cost.

When entering in last month's data, you'll enter anything still open from previous months here. The next columns (OnOrderCost1) will be where you enter in the current month's orders. Example: if it is October 1<sup>st</sup> and you are entering month end information from September you'll enter anything still open from September or previous month's in this column. For orders due to arrive in the current month (October), you'll enter it in the next set of columns.

\*\*If you are uploading mid-month data you will enter the **current** month's data here. Example: if it is October 15<sup>th</sup>, you'll enter October orders in this column.

Ship date or expected date are often used instead of the cancel date, depending on the POS system and scenario.

- Type:** Number
- Requirement:** This must be a positive number. If goods were expected in a previous period but have not yet arrived, add them here.
- Example:** 100

### On order retail | *'OnOrderRetail'*

This is the dollar value of the goods on order for this class, at retail price.

When entering in last month's data, you'll enter anything still open from previous months here. The next columns (OnOrderCost1) will be where you enter in the current month's orders. Example: if it is October 1<sup>st</sup> and you are entering month end information from September you'll enter anything still open from September or previous month's in this column. For orders due to arrive in the current month (October), you'll enter it in the next set of columns.

\*\*If you are uploading mid-month data you will enter the **current** month's data here.

Example: if it is October 15<sup>th</sup>, you'll enter October orders in this column.

Ship date or expected date are often used instead of the cancel date, depending on the POS system and scenario.

**Type:** Number

**Requirement:** This must be a positive number. If goods were expected in a previous period but have not yet arrived, add them here (provided that they are still on order, and not canceled).

**Example:** 100

### On order retail/cost 1–On order retail/cost 12

These additional 24 columns allow you to enter on-order information for the next 12 months. This information, if available, is crucial to accurately reporting on OTB.

When entering in last month's data, you'll enter anything on order for the current month here. Example- if it is October 1<sup>st</sup> and you are entering month end information from September, you'll enter the current month (October) orders here.

\*\*If you are uploading mid-month data you will enter the second month's data here.

Example it is October 15<sup>th</sup>, you'll enter October orders in the first "OnOrderCost/Retail" column and then this column would be used for November orders.

**Type:** Number

**Requirement:** This must be a positive number.

**Example:** 100

### Date

This is the date that the file you are preparing was produced.

**Type:** Text

**Requirement:** This field must be the same for every row, and must be entered in YYYY-MM-DD format.

**Example:** 2021-08-17

## Type

Type 1 rows do not include on-order information. Type 2 rows do include on-order information.

**Type:** Number (binary, 1 or 2)

**Requirement:** Enter 1 unless the row contains on-order information.

**Example:** 1, 2