

## Reporting (F-REP)

<b>Function</b>	Reporting
<b>Date</b>	September 2017
<b>Author</b>	Gareth Gorman
<b>Version</b>	Version 1.0
<b>Status</b>	Working

<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>	<b>Author</b>
1.0	September 2017	Created	Gareth Gorman

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## 1. Introduction

Admin provides a set range of reports to provide an insight into customer behaviour and revenue streams.

## 2. Commerce Admin

<b>F-REP01.0</b>	<b>Sales Dashboard</b>
F-REP/01.1	The system will allow authorised users to access the Sales Revenue dashboard ( <a href="#">see appendix #1</a> )
F-REP/01.2	The system will allow authorised users to view a bar chart of sales revenue by <ul style="list-style-type: none"><li>• Day</li><li>• Week</li><li>• Month</li><li>• Year</li></ul>
F-REP/01.3	The system will allow display the following sale revenue figures: <ul style="list-style-type: none"><li>• No of sales</li><li>• Revenue</li><li>• Average</li><li>• Tax</li><li>• Shipping</li></ul>

<b>F-REP02.0</b>	<b>Promotional Reports</b>
F-REP/02.1	The system will allow authorised users to view a report Promotions with the following information: <ul style="list-style-type: none"><li>• Discount id</li><li>• Name</li><li>• Total items sold</li><li>• Total sales</li><li>• Total net</li><li>• Total Gross</li><li>• Average Gross</li><li>• Total Discount Net</li></ul>

	<ul style="list-style-type: none"> <li>• Total Discount Gross</li> </ul>
F-REP/02.2	<p>The system will allow authorised users to filter promotions report by:</p> <ul style="list-style-type: none"> <li>• Sales period (either on a day or between dates)</li> <li>• Site</li> <li>• Customer country</li> <li>• Customer postcode</li> <li>• Customer region</li> <li>• Primary category</li> <li>• Secondary category</li> <li>• Shipping country</li> <li>• Shipping postcode</li> <li>• Shipping region</li> </ul>
F-REP/02.3	The system will allow authorised users to export report results to a csv file

<b>F-REP03.0</b>	<p><b>Raw reports</b></p> <p>Raw reports are designed for customers to extract data from the commerce system and create reports using their own reporting tools such as Excel.</p>
F-REP/03.1	<p>The system will allow authorised users to view a set of fixed reports which can be filtered by:</p> <ul style="list-style-type: none"> <li>• Day</li> <li>• Between dates</li> <li>• Site</li> </ul>

F-REP/03.2	<p>The system will allow authorised users to view the following fixed reports:</p> <ul style="list-style-type: none"><li>● Sales summary<ul style="list-style-type: none"><li>○ Grouped by shipping country, transaction type (refund, sale), sales channel and tax rate</li></ul></li><li>● Sales details<ul style="list-style-type: none"><li>○ Grouped by order reference, transaction type (refund/sale)</li></ul></li><li>● Daily cost of sales</li><li>● Sales revenue by<ul style="list-style-type: none"><li>○ Day</li><li>○ Week</li><li>○ Month</li><li>○ Year</li></ul></li><li>● Customer revenue</li><li>● Product revenue</li></ul>
F-REP/03.3	

### 3. Confirmation of sign-off

Name:	
Position:	

I confirm I have received this functional specification and give my authorisation to proceed with the development.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix #1 - Sales revenue dashboard

