

Using FIFO Method in CStoreOffice®

For Petrosoft Customers

Version 1.2

11/30/2020



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USING FIFO IN CSTOREOFFICE®

About the FIFO Method

This manual contains information about working with the FIFO functionality in CStoreOffice ®. Some links inside the manual might be broken, however, as they refer to the online help sections. For more information about the related CStoreOffice ® functionality, go to the online version of the Petrosoft University Portal.

The First-in First-out (FIFO) method is one of the most common methods of inventory valuation which is based on the following rule: the sale of items follows the same order in which they are bought.

In CStoreOffice®, the FIFO method can be used for both store and fuel inventory.

For more information on how to perform each type of inventory, go to Consolidated Store Inventory Progress Report, Fuel Inventory correspondingly.

In the following sections, how to use the FIFO method for each of these inventory types will be shown.

How to Activate the FIFO Method in CStoreOffice®

To start using the FIFO method, it should be activated. In CStoreOffice®, it is activated differently for each of these inventory types.

- How to Activate FIFO Method for Store Inventory
- How to Activate FIFO Method for Fuel Inventory

How to Activate FIFO Method for Store Inventory



The FIFO method can be activated for the account in the account system settings.

To activate the FIFO inventory accounting method or to check to see if it is activated, please contact the Petrosoft Support Team:

• Call us at:

o 412-306-0640

or

- o 1-412-306-0460 for international callers
- Send us an email
- Submit your request

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It is strongly recommended to do a full store inventory for stations on a regular basis to make the FIFO method work properly.

How to Activate FIFO Method for Fuel Inventory

To activate the FIFO calculation method for cost of fuel inventory on a station, follow these steps:

- From the CStoreOffice[®] home page, go to Data Entry > Dashboard > Misc. Result: The station Options : Misc form opens.
- 2. In the station **Options: Misc.** form, do the following:
 - a. Go to Station Options > Calculation method for cost of inventory.
 - b. Select First in-First out.
 - c. At the bottom left of the form, click Save.

General	Cochran : Options : N	MISC	
General			
UST System	Station Options Journal Settings	#s2 Coonran	
UST System Fuel VIP Fuel Allowance Cash Register Qwickserve MISC Downloads ATG Tags MOP Mapping CC Mapping	Journal Settings Check-in Options Qwickserve Settings Station Tax Comments Docflow DPC Support LPA Settings Cash Registers and Fuel Pumps mapping Schedule Royalty Fee	Station Options Shop & Save Merchandise Loyalty Sabotage Prevention System * Price Change Tickets System Auto CR Update Apply Items Inventory Tickets Adjustments to Store Inventory Managers should not be able to accept Invoices with Incomplete Retails Allow vending machine on lottery count page Detailed fuel sales by pumps 1000 CR Updates Manager Limit Enable Multi CR Sales Processing Automatically calculate item minimum stock based on item sales history	 Requires cash deposit assigment Shtf inlegrity control Fuel Deposit Include the Other Card amount into Fuel Deposit. Enable BOL (Bill of Lading) Show Fuel Taxes Show Other Fuel Charges Type of gallons: Gross gallons Net gallons Calculation method for cost of inventory: average first in - first out Use Tank Biending on Fuel Invoice Form Process House Account Details
			Use POP POST Discount
			Ose POP PRE Discount Track Lottery Cash by Individual MOP
			 Pending invoice should have old prices for items until the Price Change ticket is accepted
	Revert	*can only be turned off if "Auto Accept Shifts" is off	
	Save		

Working with the FIFO Method in CStoreOffice®

Below how the item's cost is calculated in CStoreOffice[®] is taught. This is in case the FIFO method is activated for the account.

CStoreOffice® Procedure for Calculating Cost Using FIFO

For calculating the item's cost for a specific date using the FIFO method, the following procedure is applied in CStoreOffice®:

1. The system takes the following initial data:

- o Cost Date the date on which the cost should be calculated
- o Item UPC the UPC of the item for which the cost should be calculated
- 2. The system analyzes the item's last physical inventory to get the following data:
 - o Inv.Date the date of the last item's physical inventory
 - o Inv.Shift the shift of the last item's physical inventory
 - o Item Qty the item's quantity based on its last physical inventory



In case the data about the last item's physical inventory is not found, the item's cost will be calculated based on its last invoice price.

- 3. The system identifies all invoices based on which the item in the **Item Qty** amount was purchased.
- 4. The system distributes the **Item Qty** value between the found invoices starting from the invoice with the earliest date.

For example, **Item Qty = 20**. This item was purchased based on the following three last invoices:

Invoice #	Invoice Date	Item Quant- ity	Unit Cost
1	01 Mar 2017	10	\$3.00
2	10 Mar 2017	5	\$3.50
3	20 Mar 2017	10	\$3.70

Invoice Balance = 5 items at a price of \$3.70.

Item Qty value is distributed between the above invoices in the following way:

- 10 items at price of \$3.00
- 5 items at price of \$3.50
- 5 items at price of \$3.70
- The system searches all invoices between **Inventory Date** and **Cost Date** and calculates the purchased items to get the following data:
 - o Invoice Date
 - o Item Purchased Quantity
 - o Unit Cost
- The system searches all item sales between **Inventory Date** and **Cost Date** and calculates the quantity of items sold (**Item Sold Quantity**).

- 7. The system searches the item spoilage data between **Inventory Date** and **Cost Date** and calculates the quantity of spoiled items (**Item Spoilage Quantity**).
- 8. The system distributes all found data starting from the **Inventory Date** in the following way:

Item Qty + Item Purchased Quantity - Item Sold Quantity - Item Spoilage Quantity.

Once the FIFO method is activated for the store inventory, the above procedure works for all objects in CStoreOffice[®] where the item cost is calculated. For example, the item cost can be checked in the Itemized Inventory Report or Itemized Inventory by Tags Report.

Currently, in the Item Sales by Tags Report, the item cost is calculated from the average of the item's different costs for the period.
 We are now working to adjust the item cost calculation formula in this report based on the FIFO method, in case the FIFO method is activated for the store inventory on the user's account.

Itemized Inventory Report

This section describes the specifics of accessing and interpreting the Itemized Inventory Report.

Opening Report

This report can be found at **Reports** > **Store** > **Inventory** > **Volume and state** > **Itemized Inventory**. For more information, see Viewing ReportsViewing Reports.

Viewing Report

The Itemized Inventory Report provides the detailed information on book and physical inventory matching selected report criteria for the defined period.

The Itemized Inventory Report contains the following information:

- Items data: PLU, UPC, Description, Size, Categories, Groups, Departments
- Open (Book) Inventory:
 - O QTY
 - o Ext.Cost
 - o Ext.Retail
- Cost: Calculated depending on the inventory accounting method applied to the current account:
 - If the FIFO method is not set up in the account settings, the item cost value is taken from the last invoice on the station.

- If the FIFO method is set up in the account settings, the item cost value is calculated in accordance with the CStoreOffice

 Procedure for Calculating Cost Using FIFO.
- Purchased:
 - o QTY
 - o Ext.Cost
 - o Ext.Retail
 - o Buydown
 - Price Change
 - o Write-Offs: Retail, Cost
 - **o** MA Transfer
- Sold
 - **O** QTY
 - o Ext.Retail
- GPM %
- Over/Short:
 - **O** QTY
 - o Ext.Retail
 - o Cost
- Ending (Book) Inventory:
 - **O** QTY
 - **o** Ext.Retail
 - o Cost

Item	emized Inventory ::																							
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PLU	UPC	Description	Size		Open (Be	ook) Invento	ry				Purcha	ased					Sold	GPM%		Over / (Sho	rt)	End	ing (Book) I	nventory
		Categories, Groups, Departments		QTY	Ext.Cost, \$	Ext.Retail, \$	Cost, \$	QTY	Ext.Cost, \$	Ext.Retail, \$	Buydown, \$	Price Change, \$	Write Retail, \$	Cost,	MA Transfer, \$	QTY	Ext.Retail, \$		QTY	Ext.Retail, \$	Cost, \$	QTY	Ext.Retail, \$	Cost, \$
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	7161086459	CASA DE GARCIA CHURXHILL	PACK	24	38.4120	67.4400	38.4100	0	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	7	19.6700	43.04%	0	0.0000	0.0000	17	47.7700	27.2100
	7161093006	MONTECRISTO WHITE MONTEORISTO COURT	N/A	7	42.5740	83.9300	42.5800	0	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2	23.9800	49.27%	0	0.0000	0.0000	5	59.9500	30.4100
	7161095707	DON DIEGO LONSDALE		24	0.0000	201.8400	0.0000	0	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0.0000	100.00%	1	8.4100	0.0000	25	210.2500	0.0000
	7310001095	SKOAL SNUFF F/C WINTERGREEN	PACK	0	0.0000	0.0000	0.0000	0	0.0000	0.0000	0.0000	(6.7000)	0.0000	0.0000	0.0000	0	0.0000	100.00%	0	0.0000	0.0000	0	0.0000	0.0000

Filtering and Sorting Report Data

To get the exact desired information, it is possible to apply filters to the report. To set up a filter, select one or more filtering options. Once the filter is set up, at the bottom of the filter section, click the **Show** or **Refresh** button to display the report data by the filter criteria.

CStoreOffice®

The report provides the following filtering and sorting options:

- **Date**: Specify the desired period for which the calendar is to be used or use one of the available filtering options. Then click **Show**. These are the available filtering periods:
 - o Custom Date
 - **o** Yesterday
 - **o** Current Month
 - o Current Quarter
 - o Current Year
 - o Last Month
 - o Last Quarter
 - o Last Year
 - o Last 12 Months
- **Advanced**: Click the advanced button, select the desired filtering option, and then click **Refresh**: These are the available advanced filtering options:
 - Filter By: Select one or several filtering options by Category, Price Group, Promo Group, or Manufacturer - for the further breakdown of the results.
 - o Sort by: Select the desired order of the report columns.
 - o Subtotal By: Select Price Groups and/or Promo Groups for calculating the report's subtotals.

Press **CTRL**, to select several items at a time.

For more information on additional report features, see ReportsReports.

Additional Actions

To view the totals only or the detailed data for the whole period, click the **Show Totals Only** or **Show Detailed Data** button correspondingly.

Itemized Inventory by Tags Report

This section describes the specifics of accessing and interpreting the Itemized Inventory by Tags Report.

Opening Report

You can find the report at **Reports** > **Store** > **Inventory** > **Volume and state** > **Itemized Inventory by Tags**. For more information, see Viewing ReportsViewing Reports.

Viewing Report

The Itemized Inventory by Tags Report provides the detailed information on book and physical inventory matching selected report criteria.



To view this report, filter by Item Tags or Items and use subtotals.

The report contains the following information:

- Station
- UPC
- Item Name
- Size
- Department
- Last Inventory Date
- Last Physical Inventory
- Purchase
- Purchase Cost
- Sales
- Sales Cost
- Adjustment: This field is deprecated. It is planned to be removed during next releases.
- Write-Offs
- On Hand
- **Cost**: Calculated depending on the inventory accounting method applied to the current account:
 - If the FIFO method is not set up in the account settings, the item cost value is taken from the last invoice on the station.
 - If the FIFO method is set up in the account settings, the item cost value is calculated in accordance with the CStoreOffice

 Procedure for Calculating Cost Using FIFO.
- **Total Cost**: Calculated using the following formula: *Total Cost* = *Item Cost* * *On Hand Qty*, where the Item Cost value represents the last item cost recorded into the system.
- Retail
- Total Retail
- GPM%
- Items Book Inventory

- Using FIFO Method in CStoreOffice® / Version 1.2
- Items Book Inventory Cost: The cost value with which the last item's inventory has been

performed. This value is calculated using the following formula:

Items Book Inventory Cost = Last Physical Inventory Cost + Purchase Cost - Sales Cost - Write-Offs Cost.

The example of the Items Book Inventory Cost value calculation is displayed in the image below.



The Last Physical Inventory Cost value can be checked in the Item Shortage report generated for the period which includes the last inventory date for the item. For details, see Item Shortage Report.

Non Itemized Adjustment

Total Book Inventory

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If the **Total Book Inventory** value is displayed disregarding the non-itemized adjustments and you need them to be deducted from retail, make sure the **Apply Items Inventory Tickets Adjustments to Store Inventory** option is selected in the station options. For details, see MISC > Station Options.

CStoreOffice[®]

Filters			Sta	tion														
Subtotal by			Sea	rch														
Stations Included			Coo	hran			*											
Filter by Station Tags			Sma	rtPOS 400														
Filter by Item Tags			Bilm	ar Building														
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Refresh Print Version emized Inventory B enventory data in bir report with en Ubd42019 1 41 ter by least 10042019 ter by least 10042019 port date and time: 10042019 tation UPC Name Size D 41	ty Tags I include al cop I Ciparettes 105:24:35 / Last ep Inv Date	I data in AM EDT Last Phys Inv 3,120	SI Excel CSO, Inc . 94 roco Purch 6,661	Help Help Auding pendit	Show Fe shits. Sales 6,534	edback pending low Sales Cost, \$ 34,755.05	oices etc. Adjustment	Write- Offs	On Hand 3,247	Cost, \$	Total Cost, \$ 16,044.10	Retail, \$	Total Retail, \$ 23,148.94	GPM% 30.69%	Items Book Inventory, \$ 21,923.33	Items Book Inventory Cost, \$ 17,312.58	Non Itemized Adjustment, \$	Total Bo Inventor
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Filtering and Sorting Report Data

To get the exact information needed, filters can be applied to the report. To set up a filter, select one or more filtering options. Once the filter is set up, at the bottom of the filter section, click the **Refresh** button to display the report data by the filter criteria.



The report provides the following filtering and sorting options:

- Date: Specify the period you are interested in manually using the calendar.
- Advanced: Click the advanced button, select one several filtering options you want, and then click
 Refresh: These are the available advanced filtering options:
 - **Subtotal By**: Select one or several filtering options by **Common**, **Station Tags**, **Item Tags** for the further breakdown of the results.
 - o Station Included: Select the desired report for viewing.
 - Filter by Station Tags: Use this option to filter the report data by tags assigned to stations. The generated report will contain data only for those stations to which the selected tags are assigned. To select tags by which the report data must be filtered, expand the tags tree and select the check boxes next to the necessary tags.

The report data can be filtered by root tags and tags of the lower level in the tags hierarchy. A combined filter can also be created by selecting different root and child tags.

Filter by Item Tags: Use this option to filter the report data by tags assigned to items. The generated report will contain data only for those items to which the selected tags are assigned. To select tags by which the report data must be filtered, expand the tags tree and select the check boxes next to the necessary tags.

The report data can be filtered by root tags and tags of the lower level in the tags hierarchy. A combined filter can also be created by selecting different root and child tags.

- **Filter by Items**: Select this option and use the search tool to find the particular items to be filtered.
- **Filter by Vendor/Manufacturer**: Select this option to filter the report results by specific vendor or manufacturer.
- **Sort by**: Select the order of the desired report columns. Select the Ascending or Descending option for the corresponding type of filtering.

QPress CTRL to select several items at a time.Select the Show Only option to view only the information for the selected items and Show AllExcept to view the information for all the items except the selected ones.

For more information on additional report features, see ReportsReports.

Item Sales by Tags Report

This report can be found at **Reports** > **Store** > **Sales** > **Item Sales by Tags**.

The Item Sales by Tags Report is one of the most popular reports in CStoreOffice[®]. It provides advanced information at the item level on every item that was purchased and then sold.



If the item was purchased but not sold, it is not displayed in the Item Sales by Tags report.

It also displays the following useful data:

- Quantity sold
- Buydowns
- Unit cost
- Gross profit margin percentage

CStoreOffice[®]

Based on the report data, you can quickly scan for negative margins that can reveal shortcomings in invoice entry or where costs exceed retail. For example, if GPM% value equals 100%, that means that this item has not been purchased yet, but sold.

This sometimes happens under the following conditions:

- When inventory is in the system before signing up for CStoreOffice®.
- When you have missed invoices.

To view this report, filter by Item Tags or use subtotals.

The report contains the following information:

• UPC

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- Item name
- Size
- Purch QTY
- Purch Amount, \$

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The **Purch QTY** and **Purch Amount**, **\$** columns are displayed only if the **Show item purchases** option is selected.

- **QTY**
- Cost, \$

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Buydown by Purchases, \$

Currently, in the Item Sales by Tags Report, the item cost is calculated from the average of the item's different costs for the period.We are now working to adjust the item cost calculation formula in this report based on the FIFO method, in case the FIFO method is activated for the store inventory on the account.

- Buydown by purchases
- Retail, \$
- Unit Cost, \$
- Unit Retail, \$
- Profit, \$
- GPM %
- Non-Itemized Sales, \$

• Buydown by Sales, \$

• Total, \$

Refresh	nt Version Convert to Ex	cel	Export Raw	Data 🥆	Help	Feedbac	k Ex	pand All	Recalculat	te COGS			
Item Sales By	y Tags 🏠												
Period: from 01/01/20 Filter by Station: 82 Filter by Item Tag 1 C Sort by: UPC Report date and time	019 to 01/31/2019 Cochran Category: 01 Cigarettess, 02 Tobacc 2: 02/05/2019 04:18:17 AM EST	co, 05 Gro	oceries, 06 Juice	'S									
+ UPC	Item Name	Size	QTY	Cost, \$	Buydown by Purch, \$	Retail, \$	Unit Cost, \$	Unit Retail, \$	Profit, \$	GPM%	Non- itemized Sales, \$	Buydown by Sales, \$	Total, \$
76244649203	LONGHORN PCH STRAIGHT1.69		5	6.33	0.00	8.45	1.27	1.69	2.12	25.09%	0.00	0.00	8.45
78476207100	ZIG ZAG PURPLE THUND	2PK	2	1.14	0.00	2.58	0.57	1.29	1.44	55.84%	0.00	0.00	2.58
78476207103	ZIG ZAG CIGAR WRAPS PEACH FRENZY	2PK	5	2.85	0.00	6.45	0.57	1.29	3.60	55.84%	0.00	0.00	6.45
81453901136	OLIVA TORPEDO GOLD	PACK	1	2.53	0.00	4.67	2.53	4.67	2.14	45.92%	0.00	0.00	4.67
82927445418	MEOW MIX (EA)	EA	1	1.89	0.00	3.89	1.89	3.89	2.00	51.41%	0.00	0.00	3.89
87674200113	ACID BLONDIE PREM.CIGAR SNGL	SNGL	1	3.49	0.00	6.54	3.49	6.54	3.05	46.57%	0.00	0.00	6.54
87674200194	ACID BLONDIE BELICOSO CIGAR SNGL	SNGL	1	4.74	0.00	9.35	4.74	9.35	4.61	49.33%	0.00	0.00	9.35
TOTALS			564	3,283.55	176.09	3,617.60	5.51	6.41	510.14	14.10%	0.00	0.00	3,617.60

To build the Item Sales by Tags report, CStoreOffice [®] uses shifts data. If you have set up long shifts in the system (that is, one shift is longer than one day), data for some days in such long shifts may be missing in the report. To work around this problem, set the shift duration to one day. For more details, see Advanced Settings.

Recalculating COGS

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In some cases, it may be necessary to recalculate the cost of goods for already processed shifts in the Item Sales by Tags Report. For example, the cost of goods may need to be recalculated if there are fixed costs in invoices in CStoreOffice[®]. In this case, to get the most recent and accurate business data in the Item Sales by Tags report, the Recalculate COGS option can be used.

When you recalculate COGS, CStoreOffice[®] retrieves all necessary data such as purchases, sales, inventory records and so on for every item in the report and calculates the item sales anew. For this reason, the calculation process may take some time. To optimize the calculation process and decrease the time of report generation, follow the advice below:

- Do not select a long reporting period in the report filter.
- Limit the number of items for which you want to run the report.

To recalculate COGS in the Item Sales by Tags Report, follow the steps:

- 1. Access the report in CStoreOffice ®. For more details, see Viewing Report.
- 2. Filter the report data as required. For more details, see Filtering and Sorting Report Data.
- 3. Click the **Recalculate COGS** button.

CStoreOffice®

Saved Filters ~	
Custom Date V From: 12/01/2018 E3 To:	12/14/2018 🖼 Advanced <
Filters	Search Collapse All Expand All
Subtotal by	🛨 Division
Stations Included	Company
Filter by Station Tags	Operating Platform
Filter by Item Tags	Provinces & Territories
Filter by Items	Test locations
Filter By Vendor / Manufacturer	Shell Price Zones
Filter by Method of Accounting	E Territory Managers
Sort by	E District Managers
	RBA-Clusters
	E Alberta Cities
	British Columbia Cities
	Manitoba Cities
	Ontario Cities
	🔁 Saskatchewan Cities
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Recalculate COGS	

COGS Recalculation Methods

Cost of goods in the Item Sales by Tags Report is recalculated depending on the inventory accounting method applied to the current account:

- If the FIFO method is not set up in the account settings, the item cost value is taken from the last invoice on the station.
- If the FIFO method is set up in the account settings, the item cost value is calculated in accordance with the CStoreOffice

 Procedure for Calculating Cost Using FIFO.

Additional Actions

To view the large report, select the **Freeze headers** option to make the column headers move with the data during scrolling. To turn this option off, click **Unfreeze headers**.

To export the report results to an XLS file, click the **Export Raw Data** button. To customize the report results before exporting, in the **Export Raw Data** button, click the drop down arrow, and then select the export preferences: headers and columns.

Saved Filters	6	✓ Save	Reset											
Last Month	Last Month From: 01/01/19 E3 To: 01/31/19 E3 Advanced >													
Show item purchases														
Refresh	Print Version	Convert to Ex	cel	Export Raw Data	Export Raw Data 🗸 Help Feedback Expand All Recalculate COC									
Item Sale	s By Tags 🏠			Export customiz	ation			Apply	Close					
Period: from 01/01/2019 to 01/31/2019 Filter by Station: 82 Cochran Filter by Item Tag 1 Category: 01 Cigarettess, 02 Tobacco, 05				Export preference	ces					•				
Sort by: UPC Report date and time: 02/05/2019 04:18:17 AM EST				Add header			Add column							
+ UPC	Item Name	e	Size	Columns to expo	ort					rofit, \$	GPM%	Non- itemized Sales, \$	Buydown by Sales, \$	Total, \$
866000002	ZIG ZAG F	RENCH ORANG	BOX	Q						2.62	37.32%	0.00	0.00	7.02
866000007	ZIG ZAG F	PAPER KING SIZE	EAC	Q Find column						1.00	50.29%	0.00	0.00	1.99
866000732	ZIG ZAG 1	1/4 ULTRA	BOX	UPC			Item Name			0.87	37.32%	0.00	0.00	2.34
III 122000000	o CAMEL FI	LTER BOX KG	DK	Size			QTY			2.20	7 170/	0.00	0.00	20.72
123000000	³ FSC		PK	Cost		*	Buydown by	Purch		2.20	7.17%	0.00	0.00	30.72
123000000	7 CAMEL RI FSC	EG BLUE 85 BOX	РК	Retail		•	Unit Cost		√	12.82	10.10%	0.00	0.00	126.88
123000002	3 SNUS CAI	MEL MELLOW	EA	Unit Retail			Profit	d Calaa	 Image: A start of the start of	3.83	20.17%	0.00	0.00	19.00
123000004	0 CAMEL SI	NUS FROST LRG	CAN	GFIM%	5.15	0.00	HUTH-Itemize	u Sales	4.75	• 0.96	20.17%	0.00	0.00	4.75
123000007	0 CAMEL SI	NUS POUCH	EA	2	7.58	0.00	9.50	3.79	4.75	1.92	20.17%	0.00	0.00	9.50