

## INSTRUCTIONS

# ANNUAL RETAIL TRADE REPORT

### SALES

Report sales figures for the calendar year. If calendar year data are not available, specify the period that the data represent in item 1C.

**NOTE** – Carefully prepared estimates for the calendar year are acceptable if book figures are not available.

For those establishments acquired during the year, only include data from time of acquisition. Do not include these establishments in previous year data.

#### **INCLUDE** in item 1A

- Credit and cash sales of merchandise
- E-commerce sales
- Wholesale sales made by retail establishments covered by this report
- Receipts from layaway purchases
- Receipts from the rental or leasing of vehicles, equipment, instruments, tools, etc.
- Receipts from deliveries
- Receipts from installations, maintenance contracts, repairs, alterations, storage, and other such services
- Value of trade-ins taken as part payment for other merchandise
- Excise taxes (such as those on gasoline, liquor, tobacco) which are levied on the manufacturer or wholesaler and included in the cost of goods purchased by this firm

#### **INCLUDE** in item 1Ab

- Sales taxes which were forwarded directly to taxing authorities

#### **EXCLUDE** from all parts of item 1

- Carrying or other credit charges
- Commissions from vending machine operators
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Sales made by departments and concessions operated by other firms in this firm's department store(s) (*See item 2 of report form.*)
- Sales made by departments and concessions operated by your firm in retail establishment(s) of other firm(s)
- Commissions from sale of government lottery tickets

#### **DEDUCT**

- Refunds and allowances for returned goods
- The value of rebates and discounts granted to the purchaser that originated with your firm, even if granted as an increase in trade-in allowance

#### **DO NOT DEDUCT**

- The value of trade-in taken as part payment for other merchandise
- The value of manufacturers' rebates

### SPECIAL INSTRUCTIONS

- **E-commerce sales** and other operating receipts are sales of goods and services, where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

### INVENTORIES

#### **INCLUDE**

- Merchandise purchased if title has passed to you, including merchandise in transit in the United States
- Merchandise under contract for sale
- Merchandise owned by your firm but held by others for sale on consignment

#### **EXCLUDE**

- Fixtures, equipment, and supplies not held for sale
- Merchandise inventories owned by others such as those held on consignment
- Merchandise inventories at departments and concessions operated by your firm in retail establishment(s) of other firms
- Merchandise inventories at departments and concessions operated by other firms in this firm's department store(s)
- Merchandise held outside the United States

### INVENTORY VALUATION METHOD

Answer inventory valuation items only when the Last-in, First-out (LIFO) or LIFO Retail Method was used to value any of your inventory. If another method was used, SKIP to purchases.

- The Last-in, First-out (LIFO) method of inventory valuation is based on the assumption that the last merchandise acquired is the first merchandise sold; therefore, the ending inventory consists of the oldest acquired goods.
- The LIFO Retail Method – In addition to the Last-in, First-out assumption, the LIFO Retail Method derives the cost value of the inventory by applying a cost ratio to the retail value of the inventory.

## **PURCHASES OF MERCHANDISE**

### **INCLUDE**

- Cash and credit purchases
- Merchandise in transit to you for which you have taken title
- Purchases made by both your warehouse(s) and establishment(s)
- Freight, delivery, and other transportation costs, import duties (if paid separately)
- Cost of services resold without any processing
- Parts and supplies used in repair work or other service type activities

### **EXCLUDE**

- Sales and other taxes collected directly from customers and paid directly to a local, State, or Federal tax agency
- Expenditures for supplies, equipment, and parts purchased for your company's own use
- Purchases made by other firms operating departments and concessions in your department store(s)
- Purchases made for departments and concessions operated by your firm in retail establishment(s) of other firms
- Purchases of merchandise held outside the United States

## **ACCOUNTS RECEIVABLE**

### **INCLUDE**

- Credit originated by the firm for which payment is to be made directly to the firm because the firm carries its own consumer credit accounts receivable

### **EXCLUDE**

- Credit which may have originated at this firm but is actually provided by others such as banks, finance companies, oil or other credit card issuing companies
- Accounts receivable serviced by the firm but sold or pledged to a bank or other factor