Sales Analysis
User Manual

Copyright © 2021 by Samco Software Inc.

Revised 7/8/2021

SAMCO is a registered trademark of SAMCO Software Inc., 8661 – 201st Street, 2nd Floor, Langley, BC V2Y 0G9, Canada. Telephone (604) 597-4211   http://www.samco.com

Other product and company names are trademarks of their respective corporations

Table of Contents

_____

Chapter 1

Introduction

Sales Analysis includes most of the features asked for by thousands of users whose experience over the years with earlier versions of this Package have helped refine it to its current mature level.

Sales Analysis (aka S/A) runs together with the Accounts Receivable (A/R), Inventory (I/C), Billing (O/E), Point of Sale (P/S), and Professional Invoicing (P/I) Packages. You can use S/A with:

        A/R only
        I/C only
        I/C and P/S
        A/R, I/C, and P/S
        A/R, I/C, and Billing (O/E),
        A/R and P/I
        A/R, I/C, and P/I

Any reports can be stored on disk to save computer time, then printed later at your convenience.   Sales Analysis also allows use of multiple printers.

A/R and I/C Reports

The following table shows the reports which are available when using A/R only, when using I/C only, or when both A/R and I/C are in use:

Report	A/R only	I/C only	Both
Cat/Sub Cat for a Customer[3]			X
Customer	X		X
Customer Product[3]			X
Customer Profit	X		X
Customer Type	X		X
Customer Sales Volume	X		X
Customer for an Item			X
Customers for a Service[2]	X		
Customer Product			X
Item		X	X
Item Category		X	X
Item Sales Volume		X	X
Items for a Customer			X
Monthly Activity Analysis[3]			X
Postal Code	X		X
Province	X		X
Sales Rep, Responsible	X		X
Sales Rep, Actual	X[1]		X*
Services for a Customer	X[2]		
User Defined Report	X	X	X

[1] Only the summary report is available. The detail report requires both the use of either P/S, Billing (O/E), or P/I and that invoice history is kept in P/S, Billing (O/E), or P/I.

[2] Requires Professional Invoicing.

[3] Requires P/S, Billing (O/E), or P/I (with Inventory Management).

P/S, Billing (O/E), and P/I Reports

If P/S or Billing (O/E) is used and invoice history is kept, then the Customers for an Item Report and the Items for a Customer Report are available.

If P/I is used and interfaced to I/C, and P/I invoice history kept, the Customers for an Item Report and the Items for a Customer Report are available.

If P/I is used and invoice history is kept, then the Customers for a Service Report and the Services for a Customer Report are available. These reports do not require that I/C be interfaced to P/I.

Sales Analysis Menu

S/A includes a mini-menu from which the desired reports can be selected. Each of the S/A reports can be printed at any time without affecting any of the data files

from which they draw their information.

Customer Report

This report shows period-to-date, year-to-date, and last year sales, cost of sales, gross profit figures, and margin percent for each customer in Accounts Receivable. Each customer's percent of total sales and percent of total gross profit is also shown.

Customer Type Report

This report shows the same information as the Sales Analysis by Customer, but customers are grouped and subtotalled by customer type. ("Customer type" is a user-defined, 3-character code that can be assigned to each customer in Accounts Receivable or Professional Invoicing.)

A summary is printed for this report, showing each customer type's total sales, total cost of sales, total gross profit, percent of total sales, and percent of total gross profit.

Customer Sales Volume Report

This report lists customers in order by sales volume. It shows sales, costs of sales, gross profit figures, and margin percent, as well as each customer's percent of total sales and percent of total gross profit. These amounts are shown for period-to-date, year-to-date, and last year.

Customers can be printed in order by either period-to-date, year-to-date, or last year sales dollar volume.

Optionally, you can specify a minimum dollar volume, or you can specify to print only the top "n" customers (where "n" is any number from 1 to 9,999).

Sales Rep, Responsible, Report

This report shows the period-to-date, year-to-date, and last year sales, cost of sales, and gross profit, and margin percent for each customer. These figures are grouped by responsible sales rep with subtotals by sales rep.

The report includes a summary which shows each sales rep's percent of total sales and percent of total gross profit.

Sales Rep, Actual, Report

Two formats are available for this report: summary and detail. For each sales rep, the summary format shows the sales amount, percent of total company sales, cost of sales, profit, percent margin, percent commission amount, and commission percent of sales. The detail format shows the above information for each customer for each sales rep.

Province Report

Customers are printed grouped by province on this report.   Sales, cost of sales, gross profit figures, and margin percent are shown for each customer.   Subtotals are shown by province.

A summary is produced which shows each province's percent of total sales and percent of total gross profit.

Postal Code Report

Customers are printed grouped by postal code on this report.

A summary shows individual postal code percent of total sales, cost of sales, profits, and margin percent for the period-to-date and year-to-date.

Item Report

This report shows basic sales information for each item in Inventory Management.

The information printed includes quantity sold, quantity returned, sales amount, costs, gross profit, margin percent, and each item's percent of total sales and percent of total gross profit, by both period-to-date and year-to-date.   Prior period figures can also be shown.

Item Category Report

This report shows the same information as the Item Report, but items are grouped and subtotalled by item category or item sub-category.   ("Item category" and "sub-category" are user-defined, 5-character codes that can be assigned to each item.)

A summary is printed for this report which shows each item category's or sub-category's total sales, total cost of sales, total gross profit, percent of total sales, and percent of total gross profit.

Item Sales Volume Report

This report lists items in order by sales volume.   It shows sales, costs of sales, gross profit, and margin percent figures, as well as each item's percent of total sales and percent of total gross profit.

Items can be printed in order by either period-to-date or year-to-date sales dollar volume.   You can also specify a minimum dollar volume or specify to print only the top "n" items ("n" is any number from 1 to 9,999).

Items for a Customer Report

This report shows quantity sold, sales, percent of sales, cost of sales, profit, and margin percent for a selected range of items within up to four selected reporting periods, showing the items purchased by each customer.

Customers for an Item Report

This report shows the same information as the preceding report, arranged by item, showing the customers who purchased each item.

Services for a Customer Report

This report shows quantity sold, sales, percent of sales, cost of sales, profit, and margin percent for a selected range of services within up to four selected reporting periods, showing the services purchased by each customer.

Customers for a Service Report

This report shows the same information as the preceding report, arranged by service, showing the customers who purchased each service.

User Defined Report

This report allows you to create your own analysis report.   You determine what information is printed, how it is sorted, and what reporting periods to analyse.

Monthly Activity Analysis

With plenty of selection criteria and variations, this is a 13 month columnar report for product sales.

Customer Product

Sorted by customer, this report provides a quarterly and periodic analysis summarized by item category.

Cat / Sub-Cat for a Customer

Available in a detail or brief format, this report, sorted by customer, shows the unit and dollar sales for each item category and sub-category for the specified date ranges.

Item Fill-Rate

Provides an analysis of quantity ordered versus quantity actually shipped. This report can provide invoice by invoice detail, summary by item for customers, or summarized by item.

_____

Chapter 2

Getting Started

We assume at this point that you have installed Sales Analysis on your computer according to the *Installation Guide*.   If you have not done so, refer to that manual and install the S/A Package before proceeding.

We also assume that you have familiarized yourself with the main features of this package by reading the Chapter titled *Introduction*.   If you have not done so, read that Chapter now, then, return to this Chapter.

Your Accountant

We advise you to consult with your accountant before using Samco software.   Your accountant should be familiar with your accounting software in order to serve you well, and may have good advice on converting from your existing S/A system.

The Sales Analysis Data Files

Unlike other Samco Packages, you don't have to create any data files for Sales Analysis.   The information used in the S/A reports comes from the data files of Accounts Receivable, Inventory Management, Point of Sale, Billing (O/E), and Professional Invoicing.

Regular Use

S/A is ready for use as soon as it's installed.   Refer to the *System Functions* manual for instructions on turning it on in each company ID you want to use it in.

The remaining Chapters explain the S/A reports.   The reports show sales, cost, and profit information that will help you spot such things as the best-selling items or item categories, the most profitable sales region, the most productive sales personnel, or your best customers.

- NOTE: The "grand totals" printed on a Sales Analysis Report often reflect the total quantity and / or value of all sales. "Grand totals" are often misinterpreted as "column totals".

Samco Support

The user manuals are designed to allow you to use Samco's Power Accounting application software without any additional help. However, if you encounter problems you cannot resolve by referring to these manuals, you may want to get additional assistance.   Your supplier should be able to provide such assistance, or he may be able to recommend an independent source.

Samco Help Desk
8661 – 201st Street, 2nd Floor
Langley, BC   V2Y 0G9
Canada
Phone:(604) 597 4211
E-mail: support@samco.com
Web: http://www.samco.com

Samco provides support on **a fee-for-service basis.**   Please ensure that you have the software release, serial number(s), media type, payment information (Visa or MasterCard) and other related information available when you call.

For a detailed description of Samco's support and Customer services, please check out our web site at http://www.samco.com.

You may go to your own dealer for training; however, if your dealer does not offer training, call Samco at (800) 663-2080, for information and cost.

To Start Sales Analysis

From your company ID's main menu select *Sales Analysis*.   (If *Sales Analysis* does not appear on the main menu refer to the Chapter titled *Company Data* in the *Systems Function* manual for details.)

All of the reports available for printing are displayed on this screen.   A second screen is available for less commonly used functions. To get to page 2 of the menu, press **[F2]** from page 1.   Make selections from page 2 the same way as from page 1.

To return to page 1 of the menu, press **[Tab].**

To Exit the S/A Package

To exit the S/A Package, press **[Tab]** from the S/A menu.   The main menu reappears for you to select another module to work with.

_____

Chapter 3

Customer

This report shows sales, cost of sales, and profit figures for the period-to-date, year-to-date, and last year for each customer in the Customer file.

To Begin

From the S/A menu select *Customer*. Select the printer to send the report to.

This report uses the sales information contained in the Customer function of Accounts Receivable. Be sure you are running the **System functions > Close period by package** at the end of each month.

SALES ANALYSIS BY CUSTOMER

Current period ending date: 02/29/16

Cust-#	Name City,Prov.	Type Sls-rep			Sales amount	Pct-of sales	Cost-of sales	Profit
	Samco Software MP, BC	HSE	C	PTD: YTD: Last-yr:	.00 .00 .00	.0 .0 .0	.00 .00 .00	.00 .00 .00
*MISC	BC	HSE	C	PTD: YTD: Last-yr:	.00 .00 74.24	.0 .0 .0	.00 .00 44.11	.00 .00 30.13
1000	VANCOUVER, BC	HSE		PTD: YTD: Last-yr:	.00 .00 .00	.0 .0 .0	.00 .00 .00	.00 .00 .00
1001	DELTA, BC	1000		PTD: YTD: Last-yr:	.00 2,464.99 14,716.74	.0 .3 .5	.00 1,400.38 8,301.52	.00 1,064.61 6,415.22
1002	SURREY, BC	3000		PTD: YTD: Last-yr:	.00 12.00 73.37	.0 .0 .0	.00 6.45 42.67	.00 5.55 30.70
1003	RICHMOND, BC	1000		PTD: YTD: Last-yr:	116.42 1,531.18 8,685.46	.1 .2 .3	59.73 865.15 5,004.98	56.69 666.03 3,680.48
1004	RICHMOND, BC	HSE		PTD: YTD: Last-yr:	.00 .00 .00	.0 .0 .0	.00 .00 .00	.00 .00 .00
1005	RICHMOND, BC	HSE	INC.	PTD: YTD: Last-yr:	15.88 249.33 164.42	.0 .0 .0	8.41 132.29 85.20	7.47 117.04 79.22

Chapter 4

Customer Profit

As the title implies, this report provides a summary analysis of customer profitability.

To Begin

From the S/A menu select *Customer profit*.

On the screen displayed, enter the following information:

1. Period-to-Date or Year-to-Date ?

Enter **P** to base the report on period-to-date sales, or **Y** for year-to-date sales.   This information comes straight from the customer record. If you have recently run the period end processing in A/R then your numbers may be quite low.

2. Minimum Profit Level

Enter the customer's minimum profit amount to include on the report or press **F1** for no minimum. For example, if you enter 5,000 then only those customers who have reached 5,000 in profit will be included on the report.

3. Number of Customers to Print

This field allows you to limit the number of clients printed on the report.

Chapter 5

Customer Sales Volume

This report lists customers in order by sales volume.   It shows sales, cost of sales, and profit figures for the period-to-date, the year-to-date, and last year for each customer.

It is based on the A/R Customer File.

To Begin

From the S/A menu, select *Customer sales volume*.

On the screen displayed, enter the following information:

1. Print Customers in Order by

Enter one of the following:

> **P** To show customers in order by their period-to-date sales volume
>
> **Y** To show them in order by their year-to-date sales volume.
>
> **L** To show them in order by their last-year's sales volume.

2. Minimum Sales Volume Level

Enter the minimum sales volume (either PTD or YTD as specified above) that will qualify a customer to appear on the report.

Entering zero means that there is no minimum sales volume level.   In this case, all customers will be printed on the report.   You can also press **[F1]** for "None", meaning no sales volume cut-off.

3. Number of Customers to Print

Enter the number of customers you want to show on the report, or press **[F1]** to show "All" customers.

The report will print customers in order by sales volume, from greatest to least, but will stop after the number of customers entered here has been printed.   This way you can look at your top 10, 20, or 100 customers.

_____

Chapter 6

Customer Type

This report shows sales, cost of sales, and profit figures for the period-to-date, the year-to-date, and last year for each customer. Customers are grouped according to their customer type, followed by a summary showing grand totals for all customers and for each type of customer.

To Begin

From the S/A menu, select *Customer type*. A screen appears for you to answer the following questions:

1. Print Each Customer Type on a Separate Page ?

Answer **Y** to insert a page break between each customer type group; otherwise answer **N**.

2. Detail or Summary ?

Enter **D** to print both detailed information for each customer, and the summary totals for each customer type. Enter **S** to print the summarized totals for each customer type only.

———————————

Chapter 7

Customers for an Item

This report shows quantity sold, sales amount, percent of sales, cost of sales, profit, percent of profit, and margin percent for a selected range of items and the customers those items were sold to, within up to four selected reporting periods.

Percentages are based on sales and profits within the selected reporting period.

You can print this report in order by sales volume based on sales in the first selected reporting period.

If you are using Billing (O/E) or P/S, the amounts shown for items are obtained from the Invoice History File (if you keep invoice history).

If you are using P/I, the amounts shown for items are obtained from the P/I Invoice History File (if you keep invoice history).

If you are using Billing (O/E) or P/S, and P/I (with P/I interfaced with Inventory), you may choose to print either goods (from P/I) or inventory items (from Inventory) on a particular print run.

To Begin

From the S/A Menu, select *Customers for an item*.

This is the screen you see:

Please enter

       1. Starting item

       2. Ending item

       3. Print items from

       4. Starting customer

       5. Ending customer

       6. Reporting periods

       7. In order by sales volume ?

       8. Minimum sales volume level

       9. Number of items to print

      10. Brief format ?

      11. Warehouse

Press F1 for "First"

Enter the following information:

[?] 1. Starting Item
[?] 2. Ending Item

Enter the range of items to print for each customer selected next, or follow the screen instructions.

3. Print Items For

(This field appears only if both Billing (O/E) or P/S, and P/I are in use and P/I is not interfaced to Inventory.   Otherwise, all subsequent fields are renumbered.)

You may print the report showing either goods (from P/I) or inventory items (from Billing), as explained in the introduction.

Enter either '**G**' for goods or '**I**' for inventory items.

[?] 4. Starting Customer
[?] 5. Ending Customer

Enter the range of customers to print on the report or follow the screen instructions.

6. Reporting Periods

Enter from 1 to 4 reporting periods.   If you enter fewer than 4 reporting periods,

press **[Enter]** for the starting date to go on to the next question below. The reporting periods can overlap. If you select more than 1 reporting period, you will not be asked question 10 below.

7. In Order by Sales Volume ?

If you answer **N** to this question, you are not asked for an entry in field 8 or 9. If you answer **Y**, items are printed in descending order of sales volume for each customer. The sales volume used is that from the first reporting period only.

8. Minimum Sales Volume Level

Enter a minimum sales volume level or press **[F1]** for "None" (show all items). If you enter a sales volume level, only items with a sales volume equal to or greater than this level will be shown on the report.

9. Number of Items to Print

Enter the number of items you wish to print for each customer or press **[F1]** to print "All" items.

10. Brief Format ?

Answer **Y** or **N**. You will not be asked this question if you entered more than one reporting period in field 6 above.

[?] 11. Warehouse

(You are asked for this information if you use multi-warehousing in Inventory.)

Enter a warehouse code or press **[F1]** for "All" warehouses. A blank warehouse code represents "Central".

_____

Chapter 8

Item

This report shows quantity sold, sales, cost of sales, and profit for the period-to-date and year-to-date for each item in the Inventory Item Status File.

To Begin

From the S/A menu, select *Item*.   A screen appears for you to enter the report criteria:

Enter the following information:

[?] 1. Warehouse

(This field appears only if you are using multi-warehousing in Inventory Management. Otherwise, all subsequent fields are renumbered.)

Enter a warehouse code, press **[F1]** for "All" warehouses, press **[Enter]** to show only items with a "Central" warehouse code (if you defined a Central warehouse code in the Inventory *Warehouses* selection).

[?] 2. Starting Item #
[?] 3. Ending Item #

Enter the range of items to show on the report.

[?] 4. Inventory Account #

Enter the Inventory account for which to show items, **[F1]** for the default Inventory account from the Inventory Control File, **[F2]** to scan through the other Inventory accounts on file, or [Enter] **f**or "All" Inventory accounts.

[?] 5. Product Category

Enter the product category for which you wish to show items on the report, **[F1]** to show items for "All" product categories, or **[Enter]** to show only items with no product category specified in the Item File

[?] 6. Product Sub-Category

Enter the product sub-category for which you wish to show items, **[F1]** to show items for "All" product sub-categories, or **[Enter]** to show only items with no product sub-category specified in the Item File.

7. ABC Category

Enter an ABC category (see the Inventory User Manual for a definition of ABC category) or use press **[F1]** for "All" ABC categories

8. Show Qty-Returned for PTD and YTD ?

Answer **Y** to show the quantity returned PTD (period-to-date) and YTD (year-to-date).

9. Dollar Rounding ?

Type **Y** to round all dollar amounts shown on the report to the nearest dollar.

You must choose dollar rounding if your grand totals are greater than 9,999,999,999.99.

10. Show Prior Periods ?

Answer **Y** to show prior periods as defined in the INVENTORY Control File, or **N** to show the current period only.

Include Qty-Returned ?

(This field displays only if you chose to show quantity returned for PTD and YTD in field 8 and chose to show prior periods in field 10.)

Answer **Y** to show quantity returned figures for prior periods.

11. Starting Period
12. Ending Period

Enter a range of item tracking periods (1 - 999) to include on the report.

_____

Chapter 9

Item Category

This report shows quantity sold, sales, cost of sales, and profit figures for the period-to-date and the year-to-date for each inventory item in the Item Status File, grouped according to the item's category or sub-category.

A summary showing category or sub-category totals is printed at the end of the report.

To Begin

From the S/A menu, select *Item category*. The following screen appears:

Enter the following information:

[?] 1. Category

Enter the product category for which you wish to show items, **[F1]** to show items for "All" product categories, or **[Enter]** to show only items with no product category specified in the Item File.

[?] 2. Sub-Category

Enter the product sub-category for which you wish to show items, **[F1]** to show items for "All" product sub-categories, or **[Enter]** to show only items with no product sub-category specified in the Item File.

3. Sort by

Enter '**C**' to sort by category or '**S**' to sort by sub-category.

4. Print Each Category on a Separate Page ?

(If you chose to sort by sub-category, this field appears as "4. Print each sub-cat on a separate page ?")

Answer **Y** if you want to print each category on a separate page.

[?] 5. Inventory Account #

Enter the inventory account for which to print items, **[F1]** to print items for the default inventory account from the Inventory Control File, **[F2]** to scan through the other inventory accounts on file, or **[Enter]** to print items for "All" inventory accounts.

6. Show Qty-Returned for PTD and YTD ?

Answer **Y** if you want to show the quantity returned PTD and YTD.

7. Dollar Rounding ?

Type **Y** to round all dollar amounts shown on the report to the nearest dollar. Otherwise, press **[Enter]**.

You must choose dollar rounding if your grand totals are greater than 9,999,999,999.99.

[?] 8. Warehouse

(This field appears only if you are using multi-warehousing.)

Enter the warehouse for which to print the report, **[F1]** for "All" warehouses, or

[Enter] to print only items with a "Central" warehouse code (if you left the warehouse code blank in the Inventory *Warehouses* selection).

9. Detail or Summary ?

Enter **D** to print both detailed information for each item, and the summary totals for each item category.

Enter **S** to print the summarized totals for each item category only.

_____

Chapter 10

Item Sales Volume

This report lists inventory items in order by dollar sales volume, from greatest to least. It shows quantity sold, sales, cost of sales, and profit figures for the period-to-date and the year-to-date.

It is based on information from the Inventory Item Status File.

To Begin

From the S/A Menu, select *Item sales volume*. This is the screen you see:

Enter the information as follows:

1. Period-to-Date or Year-to-Date ?

Enter **P** to print items in order by period-to-date sales volume.   Enter **Y** to print them in order by year-to-date sales volume.

2. Minimum Sales Volume Level

This field allows you to examine the sales statistics for items whose sales equal or exceed a specified volume, and to ignore those items with sales volume below this level.

Enter the minimum sales volume (either PTD or YTD as specified above) that will qualify an item to appear on this report, or **[F1]** for "None" (no minimum sales volume cut-off).   In this case, all items will print on the report.

[?] 3. Inventory Account

Enter the inventory account for which to print items, **[F1]** to print items for the default inventory account from the Inventory Control File, **[F2]** to scan through the other inventory accounts on file, or **[Enter]** to print items for "All" inventory accounts.

[?] 4. Product Category

Enter the product category for which you wish to show items, **[F1]** to show items for "All" product categories, or **[Enter]** to show only items with no product category specified in the Item File.

[?] 5. Product Sub-Category

Enter the product sub-category for which you wish to show items, **[F1]** to show items for "All" product sub-categories, or **[Enter]** to show only items with no product sub- category specified in the Item File.

6. Show Qty-Returned for PTD and YTD ?

Answer **Y** to show the quantity returned PTD (period-to-date) and YTD (year-to-date).

7. Number of Items to Print

Enter the number of items to print on the report or **[F1]** to print "All" item.

The report prints items in order by sales volume, from greatest to least, but stops after the number of items entered here is printed.   In this way, you can look at your 10, 20, or 100 top-selling items.

8. Dollar Rounding ?

Type **Y** to have all dollar amounts shown on the report rounded to the nearest dollar.

You must use dollar rounding if your grand totals are more than 9,999,999,999.99.

[?] 9. Warehouse

(This field appears only if you are using multi-warehousing.)

Enter the warehouse for which to print the report, **[F1]** for "All" warehouses, or **[Enter]** to print only items with a "Central" warehouse code (if you left the warehouse code blank in the Inventory *Warehouses* selection).

_____

Chapter 11

Items for a Customer

This report shows quantity sold, sales, percent of sales, cost of sales, profit, and margin percent for a selected range of customers and the items sold to these customers, within up to four selected reporting periods.

Percentages are based on sales and profits within selected reporting ranges.

You can print this report in order by sales volume based on sales in the first selected reporting period.

If you are using Billing (O/E) or P/S, the amounts shown for items are obtained from the Invoice History File (if you keep invoice history).

If you are using P/I, the amounts shown for items are obtained from the P/I Invoice History File (if you keep invoice history).

If you are using a combination of Billing (O/E) or P/S, and P/I (with P/I interfaced with Inventory), the amounts shown for items will include information obtained from both history files.

If you are using a combination of Billing (O/E) or P/S, and P/I (with P/I not interfaced with Inventory), you may choose to print either goods (from P/I) or inventory items (from IC) on a particular print run.

To Begin

From the S/A menu, select *Items for a customer*. This is the screen you see:

        Please enter

                        1. Starting customer   [   ]

                        2. Ending customer

                        3. Print items from

                        4. Starting item

                        5. Ending item

                        6. Reporting periods

                        7. Dollar rounding ?

                        8. In order by sales volume ?

                        9. Minimum sales volume level

                        10. Number of items to print

                        11. Brief format ?

Press F1 for "First"

Enter the following:

[?] 1. Starting Customer
[?] 2. Ending Customer

Enter the range of customers to print on the report or follow the screen instructions.

3. Print Items For

(This field appears only if both Billing (O/E) or P/S, and P/I are in use and P/I is not interfaced to Inventory.   Otherwise, all subsequent fields are renumbered.)

You may print the report showing either goods (from P/I) or inventory items (from Inventory), as explained in the introduction.

Enter either '**G**' for goods or '**I**' for inventory items.

[?] 4. Starting Item
[?] 5. Ending Item

Enter the range of items to show for each selected customer or follow the screen instructions.

6. Reporting Periods

Enter from 1 to 4 reporting periods.   If you enter fewer than 4 reporting periods,

press **[Enter]** for the starting date to go on to the next question below.   The reporting periods can overlap.

If you select more than 1 reporting period, you will not be asked for an entry in field 11 below.

7. Dollar Rounding ?

Type **Y** to have all dollar amounts shown on the report rounded to the nearest dollar. You must use dollar rounding if your grand totals are more than 9,999,999,999.99.

8. In Order by Sales Volume ?

If you answer **N** to this question, you are not asked for an entry in field 9 or 10.   If you answer **Y**, items are printed in descending order of sales volume for each customer.

The sales volume used is that from the <u>first</u> reporting period only.

9. Minimum Sales Volume Level

Enter a minimum sales volume level, or **[F1]** for "None" (show all items).

If you enter a sales volume level, only items with a sales volume equal to or greater than this level will be shown on the report.

10. Number of Items to Print

Enter the number of items you wish to print for each customer or **[F1]** to print "All" items.

11. Brief Format?

Answer **Y** or **N**.   You will not be asked this question if you entered more than one reporting period in field 6 above.

Chapter 12

Province / State

This report shows sales, cost of sales, and profit figures for the period-to-date, the year-to-date, and the last year for each customer, with the customers in order by province / state.

A summary of individual province / state totals is printed at the end of the detailed report, or can be printed separately as a summary version of the report.

The information is obtained from the A/R Customer file.

To Begin

From the S/A menu select *Province* (Canadian companies) or *State* (U.S. companies)

A screen appears for you to answer the following questions:

1. Print Each Prov. on a Separate Page ?

Answer **Y** to insert a page break between each province; otherwise answer **N**.

2. Detail or Summary ?

Enter **D** to print both detailed information for each customer, and the summary totals for each province / state. Enter **S** to print the summarized totals for each province / state only.

_____

Chapter 13

Postal / Zip Code

This report shows sales, cost of sales, and profit figures for the period-to-date , the year-to-date, and last year for each customer, with the customers in order by the postal code.

A summary of individual postal code totals is printed at the end of the detailed version of the report.   Optionally, you can print the summary portion of the report only.

To Begin

From the S/A menu, select *Postal code*. A screen appears for you to answer the following questions:

1. Print Each Postal Code on a Separate Page ?

Answer **Y** to insert a page break between each postal code group; otherwise answer **N**.

2. Detail or Summary ?

Enter **D** to print both detailed information for each customer, and the summary totals for each postal code group.

Enter **S** to print the summarized totals for each postal code group only.

3. Characters to Sort on

Enter the number of characters (1 - 10) of the postal code to group by for reporting. For example, if you want to sort and group the report by the first 2 characters of the postal code enter **2**.

_____

Chapter 14

Sales Rep - Actual

This report prints information about the <u>actual</u> sales made by a sales rep, versus the <u>responsible</u> sales made by a sales rep.   A sales rep is responsible for a customer because the customer is assigned to him in the Customer File.

To print the detail format of this report requires that both Inventory and Accounts Receivable, and either Billing (O/E), Point of Sale, or Professional Invoicing be in use.

The summary report prints PTD and YTD summary information for each sales rep. The data for this report is obtained from the A/R Sales Rep File.

The detail report, which you can also sort by decreasing sales volume, shows the sales, cost of sales, profits, and margins for a specified number of customers for each sales rep.   If you are using Billing or P/S , the information shown is obtained from the Invoice History File (if you keep invoice history).   If you are using P/I, the information shown is obtained from the P/I Invoice History File (if you keep invoice history).   If you are using a combination of either Billing or P/S, and P/I, the information shown is obtained from both packages.

- **NOTE: Billing and P/S share the same Invoice History file.**

To Begin

 From the *Sales Analysis* menu, select *Sales rep, actual*.

A screen appears and you are asked to select either **1** for summary format or **2** for detail format.

If you choose the summary format, a menu appears for you to select how to print the

report.   Follow the screen instructions.

If you choose the detail format, you see the following screen:

```
Actual salesrep                                            Acme Enterprises Inc.
Detail format




         Please enter


                  1. Starting sales rep        ▐█▌
                  2. Ending sales rep


                  3. Reporting periods




                  4. In order by sales volume ?
                  5. Minimum sales volume level
                  6. Number of customers to print

                  7. New page for each sales rep ?



Press F1 for "First"
```

Enter the following information:

[?] 1. Starting Sales rep
[?] 2. Ending Sales rep

Enter the range of sales reps for which to print the report.   Follow the screen instructions.

3. Reporting Periods

You may enter 1 to 4 reporting periods.   Only the first will be used for sorting customers by sales volume if that option is selected in field 4 below.

Each period results in a separate line on the report.   There is no restriction on overlapping dates.

If you enter fewer than four periods, press **[Enter]** for the starting date to go on to the next question below.

You may want to compare sales reps for promotion, awards, etc., so you could set period 1 to the current sales year, period 2 to the period when sales are the best in your business, period 3 to the worst sales period, and period 4 to "010100 thru 123120", which will analyze all sales ever recorded which have not been purged.

4. In Order by Sales Volume ?

Answer **Y** to sort customers by sales volume, in descending order based on their sales volume in period 1.   Answer **N** to sort customers in customer number order.   If you answer **N**, you are not asked for an answer in the fields 5 and 6 below.

5. Minimum Sales Volume Level

This field allows you to examine the sales statistics for customers whose invoices equal or exceed a specified volume, and to ignore those customers with sales volume below this level.   Enter a minimum sales volume, or use press **[F1]** for no minimum.

6. Number of Customers to Print

Enter the number of customers to print or press **[F1]** for all customers. This is the number of customers for <u>each</u> <u>sales</u> <u>rep</u> on the report, not the total number of customers on the entire report.

7. New Page for Each Sales Rep ?

Answer **Y** to start each new sales rep on a new page.   If a sales rep has many customers, choosing **Y** makes the report easier to read.

_____

Chapter 15

Sales Rep - Responsible

This report shows sales, cost of sales, and profit figures for the period-to-date, the year-to-date, and the last year for each customer, with customers categorized by the customer's assigned sales representative.   A summary lists sales rep totals only.

Customers are listed by responsible sales rep.   This is the sales rep assigned to the customer on the customer record.   This is not necessarily the actual sales rep that made each sale to that customer.   (For the actual sales for a sales rep, see the next Chapter.)

The report is based on the A/R Customer file.

To Begin

From the S/A menu, select *Responsible sales rep*.

A screen appears for you to answer the following questions:

1. Print Each Sales Rep on a Separate Page ?

Answer **Y** to insert a page break for each new sales rep.

2. Detail or Summary ?

Enter **D** to print both detailed information for each customer, and the summary totals for each sales rep. Enter **S** to print the summarized totals for each sales rep only.

_____

Chapter 16

User Defined

This function allows you to define your own sales analysis report.   You select the order the information is sorted by (for up to 5 levels), a range of information to include for each sorting selection, plus various reporting criteria to include/exclude such as detail, costs/profit etc.

Up to 5 levels of sorting can be made from a long list of choices.

One of the benefits of using this function is that it allows you to zoom in on specific information.   For example, if you wanted to see how sales were doing for a particular category of items in a city, you could do so.

Some Features and advantages of User Defined Fields.

- UDF User ID field and grouping by User ID. Will show how many orders a user does per day.
- Decimal option for quantity in S/A user defined.
  When this feature is activated, a new field appears in S/A User Defined Screen: "# of Qty decimals". The user can now enter a digit between 0 and 3. This specifies the number of decimal places. This will affect quantity sold and quantity lost, columns
- S/A User Defined Report include Customers with No Sales. When this feature is activated, the SA user defined report has a new option to include customers with no sales in the report.
- An "In-Transit" Warehouse can be set up and used when transferring inventory via the transfer advice report and will show in the IC transfer history.
- The Sales Analysis Report now has an option to print the item number plus any barcodes associated with it.
- The User Defined Report will now disable the costs/profit flag when the user record settings specify no for viewing margins.

- **The Sales Analysis Monthly Activity Analysis** now allows for any number of months from 1-13 to be entered instead of being limited to 12 or 13.
- **The User Defined Monthly Analysis Report** has added an option for "Number of months".   This will control how many columns appear in the report and how far back the initial value is calculated.
- **The User Defined report** now has an option to select by the P/S user defined fields, and the customer bill-to name.
- **The User Defined Report** date ranges table has been shifted up one line and over to the right to make room for further expansion and more selection fields on the screen.

- **Additions to the User Defined Fields Report**
    - You now can sort by "Customer Country" – enter [F1] for First and Last or one specific country.
    - The User Defined report now has the options to select by the Point of Sale (P/S) user defined fields, and the customer bill-to name.
    - We have added 2 more reporting periods for a total of 6, enter in date format MMDDYY.
    - You now have the option to show discount amounts on your UDF report as well.

To Begin

Select *User defined* from the S/A main menu.

A screen similar to the following appears:
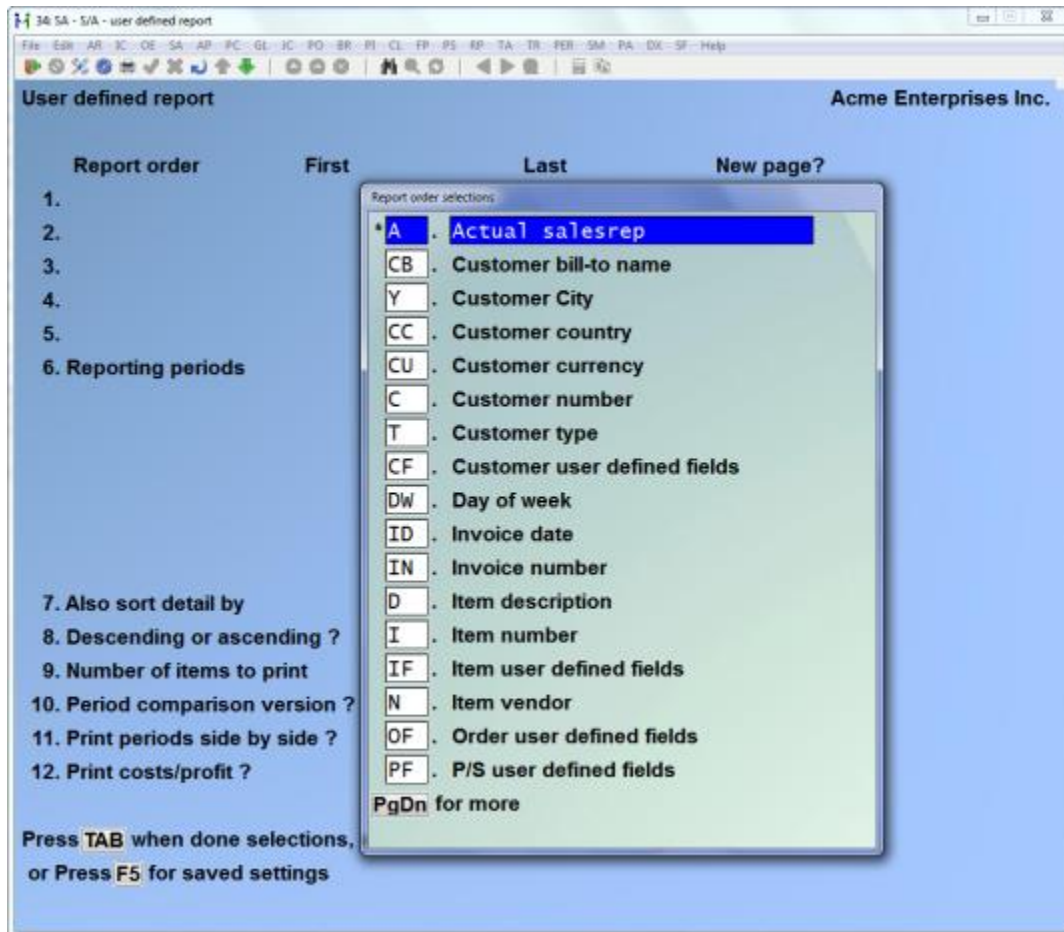
Loading Previously Save Reports

If you previously saved report selection criteria, press the **[F5]** key to enter the code for the report you want to print. You can then enter a **[?]** to display a selection list of saved reports to choose from.

Once a saved report is selected you can then enter **1** to review / change the settings, **2** to print the report, or **3** to delete the saved report settings.

Saving reports is discussed in further detail later on in this Chapter.

Entering Report Criteria

Enter the following information:

Sorting Options

This report allows you to select up to 5 different fields of information stored in the A/R Customer file, the Billing (O/E) and P/S Invoice History file, and the P/I Invoice History file to use for sorting and printing on the report. Each level of sorting also allows you to select a range of information to include in the report and whether to do

a page break when the detail changes.

Report Order Selections

From the window displayed, select the field to sort on from most detail to least detail.

For example, if you want to print items, sorted by product category, and then the province they were sold in, you would enter items first (the highest level of detail), product category second, and then province last.

After entering a sorting selection, the next set of choices for sorting will be based on what you have already chosen.

When you are finished entering report order selections press **[Tab]** to continue to field 6.

[?] First
[?] Last

Enter the range of information to include for each report sorting selection.   Follow the screen instructions.

NOTE: This report works exclusively from the history files. For this reason you should keep the amount of information printed to a minimum. This will speed up the report, as it then does not have to read in _every_ record in the history file(s) for sorting

New page ?

Answer **Y** to insert a page break when the information in this report sorting selection changes.

The following example screen shows a report that will print totals for each item category, by city, by province:

The resulting report will, first, page break for each province. The information from there will be broken down to show the sales, cost of sales, and profit for each item category by city. The report might look something like this:

    Province: BC

        City: Vancouver
                TOOLS
                INDEQ
                HOBBY
        Totals for city:

        City: Victoria

```
          TOOLS
          INDEQ
          HOBBY
    Totals for city:

  Totals for province:
```

6. Reporting Periods

Enter from 1 to 6 reporting periods.   If you enter fewer than 6 reporting periods, press **[Enter]** for the starting date to go on to the next question below.   The reporting periods can overlap.

After entering each reporting period you will be prompted to enter a description of up to 5 characters which will be printed on the report.

If you are entering fewer than 4 periods, press **[Enter]** to continue to the next field.

7. Also Sort Detail By

Enter the order to further sort the entry in field 1.   Valid answers include:

N No further sorting
Q Quantity
S Sales
C Costs
P Profit
O # of orders

Using the above screen example, by entering **P** for profit, the item categories for each city will be sorted in order of profitability.   Whether to print in ascending or descending order of profitability is determined by the next field.

8. Descending or Ascending ?

(This field is skipped if **N** is selected in the previous field.)

Your entry in this field works in conjunction with your entry in the previous field, allowing you to print in either ascending or descending order.

Enter **D** to sort the entry in field 1 in descending order by your entry in the previous field, or use press **[Enter]** for none.

For example: If you entered to sort by profit in the previous field, entering **D** will sort by most profitable.

Enter **A** to sort the entry in field 1 in ascending order by your entry in the previous field or press **[Enter]** for none.

For example, if you entered to sort by profit in the previous field, entering **A** will sort by least profitable.

Maximum or Minimum

If you select to print in descending order, you will be prompted to enter a **Minimum** cut-off.   Any item from field 1 that is lower than the minimum entered here will not be included on the report.

If you selected to print in ascending order, you will be prompted to enter a **Maximum** cut-off.   Any item from field 1 that is higher than the maximum entered here will not be included on the report.

The purpose of this is to allow you to zoom in on your best selling, worst selling, most profitable, least profitable etc.

9. Number of Items to Print

(This field displays "N/A" and cannot be changed if you answer **N** in field 7 above.)

Enter the number of items entered in field 1 to include on the report from the selected ranges, or press **[F1]** for all.

This allows you to further zoom in on information.   For example, you may only want to print the 2, 5, or 10 most profitable product categories or items.

10. Period Comparison Version ?

Answer **Y** to have the report compare changes from one period (as entered in field 6 above) to another.   If you answer **N**, only the period figures will be printed.

11. Print Periods Side-by-Side ?

If you have entered in 2 periods in field 6, answer **Y** to have the figures from these two periods printed side by side.

12. Print Costs/Profit ?

Answer **Y** to print the cost and profit detail for each item.   If you answer **N**, only the number of orders (invoices) in invoice history that the item(s) appear on will be printed.

13. Include Components ?

Answer **Y** to include or **N** to exclude kit component sales figures.

14. Include Adj ?

15. Include Drop Shipments ?

Answer Y to include drop shipment line items on your report.

16. Show Lost Sales ?

Valid responses are [*Y*] or [*N*].   When [*Y*], the new lost sale format of the user defined report will be used, when [*N*], the report format will be the same as before.

– **NOTE: Credit memos are ignored when calculating lost sales.**

At the new field for ***SHOW LOST SALES,*** respond [*Y*] or [*N*].   The new lost-sale feature will only be available when both the period comparison version and print periods side by side fields are set to [*N*].

The new lost-sale layouts will report on the quantity lost, the sales lost, the number of complete lines shipped and the number of lines at least partially filled.   For each amount there is a percentage that compares to the total ordered value, (quantity compared against quantity ordered, amount compared against the value of what was ordered)

There are two ***LOST SALE REPORT*** formats, dependant on the setting of the ***PRINT COSTS/PROFIT*** flag:
If [*N*] is selected, the **number of orders** information will be printed.
Press [*F1*] for profit only.

17. Show Discounts ?

Answer **Y** to show discounts on your report.

NOTE: When using multi-warehousing in IC and location groups in PA, this feature allows you to select warehouses by using the location group.

When entering the parameters for your User defined report, at *Warehouse,* press [**F2**] for entry of location group and then proceed as you normally would.

Saving a Report

This feature allows the user to save different report criteria for the User Defined report.

To use, enter a sales report as you normally would.   Try to use the date codes listed below so that the layouts will work the same way each time you use them.   Press [<u>ENTER</u>] at the field number to change.

The user has the option to review again or print the report.   Review will go back to the field number to change, print report will ask if the user wishes to save the setting for this report.   A response of [N] will display the window selection.   With a response of [Y] the user will be prompted to name the settings.   This is like a file name, no spaces or special characters should be used, although they are allowed.   There is a description field for more complete classification. The printer selection window will be displayed and the report will be printed.

For subsequent printings, use [F5] to display the saved settings window.   Either enter in the saved setting name or [?] for the saved report window.   When the window is displayed use the standard [F1], [F2] to move forward and back, [F3] to search and [F4] to copy from the window to the screen.   Once copied the setting is available to be reviewed and changed, printed or deleted.   If the setting is changed, then it can be saved under the same name or a different name.

Sample Report

In this section we will look at a sample report and how it was generated.
The following screen shows the criteria for a user defined report which will show the most profitable product categories, in each city, in each province:

The following are some ways this report may be changed to meet a specific need:

- To look at only the most profitable product category in each city, field 9 "Number of items to print" could be changed to 1.   Since the report is printing in descending order of profitability, and only the first would be printed, that would

be the most profitable.

- Sometimes the quantity, sales, or profitability are not a true reflection of an item's popularity due to windfall sales. To counter this you may want to set field 7 "Also sort detail by" to # of orders. This way the report will show you the number of invoices this item appeared on.

- An alternative to the above is to select "N" to "Print costs profit". Instead of printing the costing and selling price information, the number of orders (invoices) will be printed instead.

- If you have a large amount of invoice history, you may want to make your reporting more concise. To further narrow the range of information, you could reduce the product categories or provinces to include a specific range.

_____

Chapter 17

Services for a Customer

This report shows quantity sold, sales, percent of sales, cost of sales, profit, and margin percent for a selected range of customers and the services sold to these customers, within up to four selected reporting periods.

Percentages are based on sales and profits within selected reporting ranges.

You can print this report in order by sales volume based on sales in the first selected reporting period.

The amounts shown for services are obtained from the P/I Invoice History File.

To Begin

From the S/A menu, select *Services for a customer*. This is the screen you see:

Please enter

1. Starting customer
2. Ending customer

3. Starting service
4. Ending service

5. Reporting periods

6. Dollar rounding ?

7. In order by sales volume ?
8. Minimum sales volume level
9. Number of services to print

10. Brief format ?

Press F1 for "First"

Enter the following information:

[?] 1. Starting Customer
[?] 2. Ending Customer

Enter the range of customers to print on the report.   Follow the screen instructions.

[?] 3. Starting Service
[?] 4. Ending Service

Enter the range of services to show for each selected customer.   Follow the screen instructions.

5. Reporting Periods

Enter from 1 to 4 reporting periods.   If you enter fewer than 4 reporting periods, press **[Enter]** for the starting date to go on to the next question below.   The reporting periods can overlap.

If you select more than 1 reporting period, you will not be asked for an entry in field 9 below.

6. Dollar Rounding ?

Type **Y** to have all dollar amounts shown on the report rounded to the nearest dollar.

You must use dollar rounding if your grand totals are more than 9,999,999,999.99.

7. In Order by Sales Volume ?

If you answer **N** to this question, you are not asked to make an entry in field 8 or 9. If you answer **Y**, services are printed in descending order of sales volume for each customer.

The sales volume used is that from the <u>first</u> reporting period only.

8. Minimum Sales Volume Level

Enter a minimum sales volume level or press **[F1]** for none (show all services). If you enter a sales volume level, only services with a sales volume equal to or greater than this level will be shown on the report.

9. Number of Services to Print

Enter the number of services you wish to print for each customer or press **[F1]** for all services.

10. Brief Format ?

Answer **Y** or **N**. You will not be asked this question if you entered more than one reporting period in question 5 above.

_____

Chapter 18

Customers for a Service

This report shows quantity sold, sales amount, percent of sales, cost of sales, profit, percent of profit, and margin percent for a selected range of services and the customers those services were sold to, within up to four selected reporting periods.

Percentages are based on sales and profits within the selected reporting period.

You can print this report in order by sales volume, based on sales in the first selected reporting period.

The amounts shown for services are obtained from the P/I Invoice History File.

To Begin

From the S/A menu, select *Customers for a service*. This is the screen you see:

Please enter

1. Starting service

2. Ending service

3. Starting customer

4. Ending customer

5. Reporting periods

6. In order by sales volume ?

7. Minimum sales volume level

8. Number of services to print

9. Brief format ?

Press F1 for "First"

Enter the following information:

[?] 1. Starting Service
[?] 2. Ending Service

Enter the range of services to print on the report.   Follow the screen instructions.

[?] 3. Starting Customer
[?] 4. Ending Customer

Enter the range of customers to print for each service.   Follow the screen instructions.

5. Reporting Periods

Enter from 1 to 4 reporting periods.

If you enter fewer than 4 reporting periods, press **[Enter]** for the starting date to go on to the next question below.   The reporting periods can overlap.   If you select more than 1 reporting period, you are not asked question 9.

6. In Order by Sales Volume ?

If you answer **N** to this question, you will not be asked for an entry in field 7 or 8.   If you answer **Y**, customers are printed in descending order by sales volume for each service.   The sales volume used is that from the <u>first</u> reporting period only.

7. Minimum Sales Volume Level

Enter a minimum sales volume level or press **[F1]** for none (print all services).   If you enter a non-zero sales volume level, only services with a sales volume equal to or exceeding this level are printed.

8. Number of Services to Print

Enter the number of services you wish to print or press **[F1]** print all services. Only this number of services will print for each selected customer.

9. Brief Format ?

Answer **Y** or **N**. You will not be asked this question if you entered more than one reporting period in field 5 above.

_____

Chapter 19

Customer Product

This report provides a purchasing analysis for each customer (on a separate page) by product category. The analysis shows sales for the quarter, the year, last year's quarter and last year along with changes and percentages.

To Begin

From the S/A menu, select *Customer product*. The following screen appears:

Enter the report criteria as follows:

[?] 1. Start Customer
[?]2. End Customer

Enter a range of customers to include on the report.

3. This Quarter
4. Last Quarter
5. This Year
6. Last Year

At each date field, enter a range of transaction dates to use for inclusion on the report.

_____

Chapter 20

Monthly Activity Analysis

This report is designed to provide the user a summary of units sold over a 13 month period in either stocking or one of 2 alternate units of measure. Flexible selection criteria, allows the user to zoom in or out on the information they require.

To Begin

Select *Monthly activity analysis* from the S/A main menu. From the screen displayed

Loading Previously Save Reports

If you previously saved report selection criteria, press the **[F5]** key to enter the code for the report you want to print. You can then enter a **[?]** to display a selection list of saved reports to choose from.

Once a saved report is selected you can then enter **[F1]** to review / change the settings, **2** to print the report, or **3** to delete the saved report settings.

Sorting Options

This report allows you to select up to 5 different fields of information stored in the A/R Customer file, the Billing (O/E) and P/S Invoice History file, and the P/I Invoice History file to use for sorting and printing on the report.   Each level of sorting also allows you to select a range of information to include in the report and whether to do a page break when the detail changes.

Report Order Selections

From the window displayed, select the field to sort on from most detail to least detail.

For example, if you want to print items, sorted by product category, and then the province / state they were sold in, you would enter items first (the highest level of detail), product category second, and then province last.

After entering a sorting selection, the next set of choices for sorting will be based on what you have already chosen. When you are finished entering report order selections press **[Tab]** to continue to field 6.

Aside from the list initially displayed, you also have the option of toggling with the **[F2]** key to select item and customer user defined fields.

[?] First
[?] Last

Enter the range of information to include for each report sorting selection.   Follow the screen instructions.

 – **NOTE: This report works exclusively from the history files.   For this reason you should keep the amount of information printed to a minimum.   This will speed up the report, as it then does not have to read in _every_ record in the history file(s) for sorting**

New Page ?

Answer **Y** to insert a page break when the information in this report sorting selection changes.

The following example screen shows a report that will print totals for each item, by item category, by item vendor:

The resulting report will, first, page break for each vendor. The information from there will be broken down to show the unit sales over the past 13 months, for each item category for each vendor. The report might look something like this:

Vendor: ABC100 ABC Manufacturing

        Category: HPT   (Hand Power Tools)
            123456   Precision multi-purpose drill tool
            893331   Portable industrial drill
            900821   Router
        Totals for category:

        Category: SPT   (Stationary Power Tools)
            123456   Table saw
            893331   Lathe
            900821   Drill press
        Totals for category:

        Totals for vendor:

6. Cut-Off Date

Enter the sales cut off date for information to include. For example, to include the past 13 months of data from December 31, 2001 you would enter 123101 as your cut off date. The system will include all of December sales in the current month and then show the 12 months of sales prior to December 2001.

7. Number of Months

This will control how many columns appear in the report and how far back the initial value is calculated.

8. Also Sort Detail By

Enter the order to further sort the entry in field 1.   Valid answers include:

N   No further sorting
C   Current quantity
1 - 12 Quantity for a specific period
O   # of orders

Using the above screen example, by entering **O** for # of orders, the items for each category will be sorted in order of number of orders.   Whether to print in ascending or descending order of profitability is determined by the next field.

9. Descending or Ascending ?

(This field is skipped if **N** is selected in the previous field.)

Your entry in this field works in conjunction with your entry in the previous field, allowing you to print in either ascending or descending order. Enter **D** to sort the entry in field 1 in descending order by your entry in the previous field, or enter **A** to sort the entry in field 1 in ascending order.

For example, if you entered to sort by # of orders in the previous field, entering **A** will sort the items by least number of orders first.

Maximum or Minimum

If you select to print in descending order, you will be prompted to enter a **Minimum** cut-off.   Any item from field 1 that is lower than the minimum entered here will not be included on the report.

If you selected to print in ascending order, you will be prompted to enter a **Maximum** cut-off.   Any item from field 1 that is higher than the maximum entered here will not be included on the report.

The purpose of this is to allow you to zoom in on your best selling, worst selling, most

profitable, least profitable, one shot items etc..

10. Number of Items to Print

(This field displays "N/A" and cannot be changed if you answer **N** in field 7 above.)

Enter the number of items entered in field 1 to include on the report from the selected ranges, or **[F1]** to print "All".

This allows you to further zoom in on information.   For example, you may only want to print the 2, 5, or 10 best selling product categories or items.

11. Lines of Description ?

Enter the number of lines of description you wish to print.

Suppress Blank?

If you select to print 2 or 3 lines of description you have the option here of not printing blank description lines.

12. Include Item Summary Lines?

Answer **Y** if after each detail line (field 1 above) you want the following summary information printed:

- Sales for the current YTD
- Sales for the previous YTD
- Quantity on-hand
- Quantity committed
- Quantity on backorder
- Quantity on-order
- Minimum and maximum stocking levels
- Average sale quantity
- Unit average cost

13. Preferred Unit

Enter **0** if you want the report printed in stocking units, **1** to report in alternate selling unit 1, or **2** to report in alternate selling unit 2.
Items that do not have an alternate selling unit will be reported in the stocking unit.

14. Include Adjustments ?

Answer Y to include adjustment entries.

15. Dollars or Units ?

Specify to print this report by either dollars or units. In addition, the dollars and units can be rounded to the nearest thousand or the high thousand.
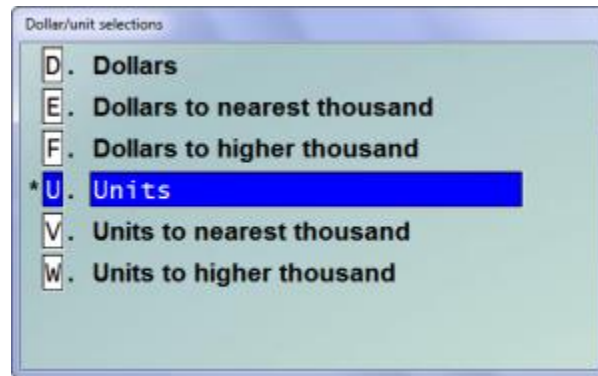
16. Print Grand Totals ?

Note that the "grand totals" printed on a Sales Analysis Report often reflect the total quantity and / or value of all sales. "Grand totals" are often misinterpreted as "column totals".

17. Include Drop Shipments ?

Answer Y to include drop shipped invoice line items.

_____

Chapter 21

Cat / Sub-Category for a Customer

This report is available in a brief and detailed version, with the detailed version including item detail. Each shows the quantity sold, and sales amount sorted by customer.

If you are using Billing (O/E) or P/S, the amounts shown for items are obtained from the Invoice History File (if you keep invoice history).

If you are using P/I, the amounts shown for items are obtained from the P/I Invoice History File (if you keep invoice history).

If you are using a combination of Billing (O/E) or P/S, and P/I (with P/I interfaced with Inventory), the amounts shown for items will include information obtained from both history files.

If you are using a combination of Billing (O/E) or P/S, and P/I (with P/I not interfaced with Inventory), you may choose to print either goods (from P/I) or inventory items (from Inventory) on a particular print run.

To Begin

From the S/A menu, select *Cat / sub-cat for a customer*. From the screen displayed enter the following:

[?] 1. Starting Customer
[?] 2. Ending Customer

Enter the range of customers to print on the report or follow the screen instructions.

[?] 3. Starting Item
[?] 4. Ending Item

Enter the range of items to show for each selected customer or follow the screen instructions.

[?] 5. Starting Category
[?] 6. Ending Category

Enter the range of item categories to show for each selected customer or follow the screen instructions.

[?] 7. Starting Sub-Category
[?] 8. Ending Sub-Category

Enter the range of item sub-categories to show for each selected customer or follow the screen instructions.

9. Reporting Periods

Enter up to 2 reporting periods.   If you enter fewer than 2 reporting periods, press **[Enter]** for the starting date to go on to the next question below.   The reporting periods can overlap.

10. Dollar Rounding ?

Type **Y** to have all dollar amounts shown on the report rounded to the nearest dollar. You must use dollar rounding if your grand totals are more than 9,999,999,999.99.

11. Brief Format ?

Answer **Y** if you do not want to include item detail.

_____

Chapter 22

Five Year Item History

To Begin

Select the 5 Year Item History from the Sales Analysis Menu.

You see:

Enter the following information

[?] Item #

Enter the item # or use one of the options:

Options: **[F1]**   to select the first item

             [Enter]   to select by entering a description

[?] Warehouse

If using multi-warehousing enter the warehouse number or use one of the options:

Options: **[F1]**   to select the first

             [Enter]   to select all warehouses

The whole year from January to December is now on one line, each month is totalled and the average is provided.

Press **[F5]** to display the 5 year totals.

Press **[Tab]** to exit.

_____

Chapter 23

Item Fill-Rate

Utilize this report to see how well you're fulfilling Billing orders based on quantity order versus quantity shipped.

To Begin

Select **Item fill-rate** from the Sales Analysis Menu.

You see:

Enter the following report criteria. Note that the prompts at the bottom of the screen provide field entry options.

[?] Customer-# First / Last

Enter a range of customers to be included.

[?] Item-# First / Last

Enter a range of items to be included.

[?] Item Category First / Last

Enter a range of item categories to be included.

[?] Primary vendor First / Last

Enter a range of item primary vendors to be included.

[?] Order date First / Last

Enter an order date range to be included.

Include negative qty and CR-Memo?

Answer **Y** to include order lines with a negative quantity, or credit memo type documents. Typically you'll answer **N** to this option.

[?] Warehouse

Enter a warehouse where transactions occurred to narrow down report or press [F1] to include "All" warehouses.

Report format

Options include:

[D]   Detailed version provides transaction by transaction detail;

[C]   Grouped by customer, summarizes fill rate for a customer by item;

[I]   Provides company wide fill rate by item;

[W]   Grouped by warehouse with fill rate by item;

Chapter 24

X. Export Printer Reports

Available Reports

- User Defined Report
- Item Fill-Rate

Printing reports to an export file

Due to popular demand, there are now a number of reports that you can print to the 'X' Export printer and we keep adding more.

In order to open reports printed to the 'X' printer, the user must have access to their local directory. If you are a Thin Client® user, you must identify the directory in SYSTEM FUNCTIONS → COMPANY DATA. The default is C:\SSIDOCS\.

Each report printed to the 'X' printer is assigned a default file name. After you select the 'X' printer, a pop-up window will prompt **[F1]** to accept the default filename displayed or enter your own filename. Remember to assign a unique filename to each report that you wish to keep as filenames can be reused and the data over-written.

Note: A report printed to disk cannot be later printed to the 'X' printer.

The first time that you select the 'X' Export "printer" from the pop-up Printer Selection window, the system may prompt you to identify which program should be used to open the file. The export files are designed to be opened with Excel. However, they can be opened with any software that can access tab delimited files (e.g. Windows, Thin Client®).

Please note that there may be a delay between the time the report has 'finished printing' and the time the Excel worksheet opens. This delay is dependent upon your

system activity levels.
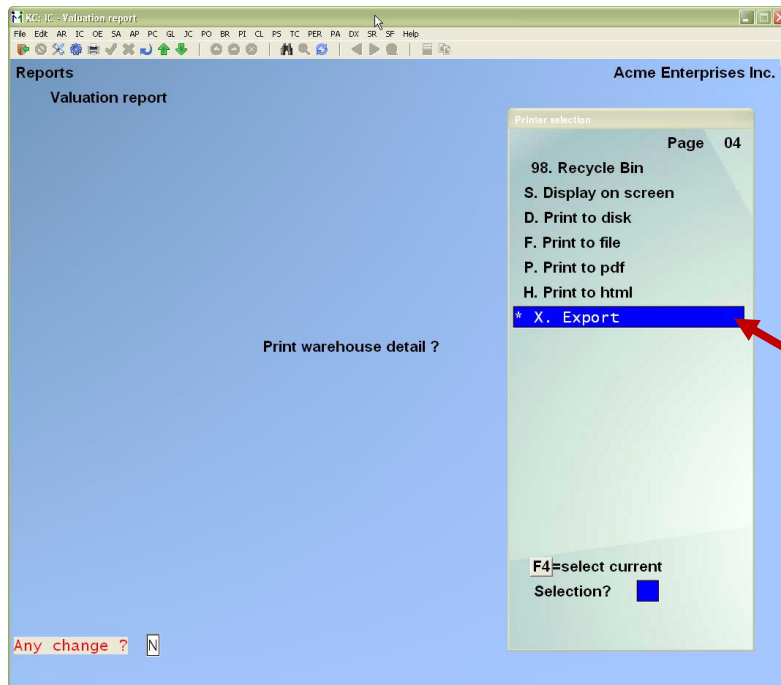
Enter the parameters for your report as you normally do.

When the Printer selection popup window is displayed, select the 'X' printer.
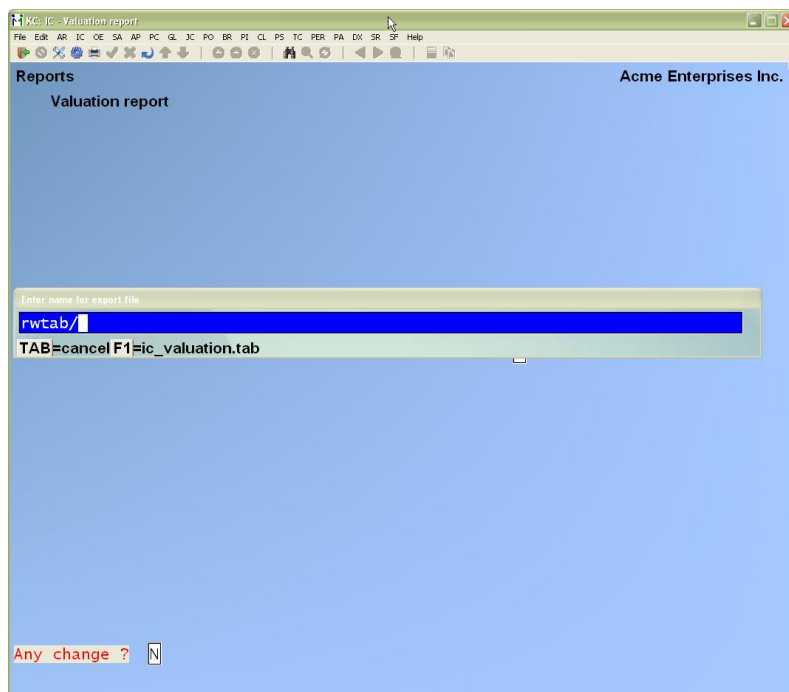
Follow the system prompts to cancel the report request or accept the default file name
OR
Type a new file name.

If prompted, select the program that Windows is to use to open your Xport file(s).
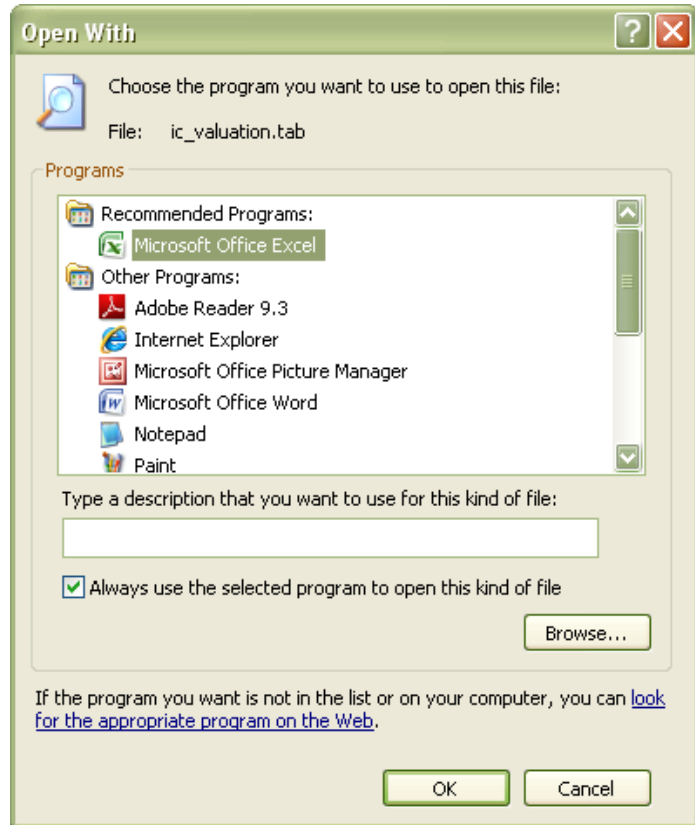
Windows or Thin Client® will open the export file using the program that you selected. The following example is from Excel 2007.

How to set the default for opening a Sᴀᴍᴄᴏ .tab file in Windows XP

1. Begin by clicking on
   start

2. Click on the
   Control Panel icon
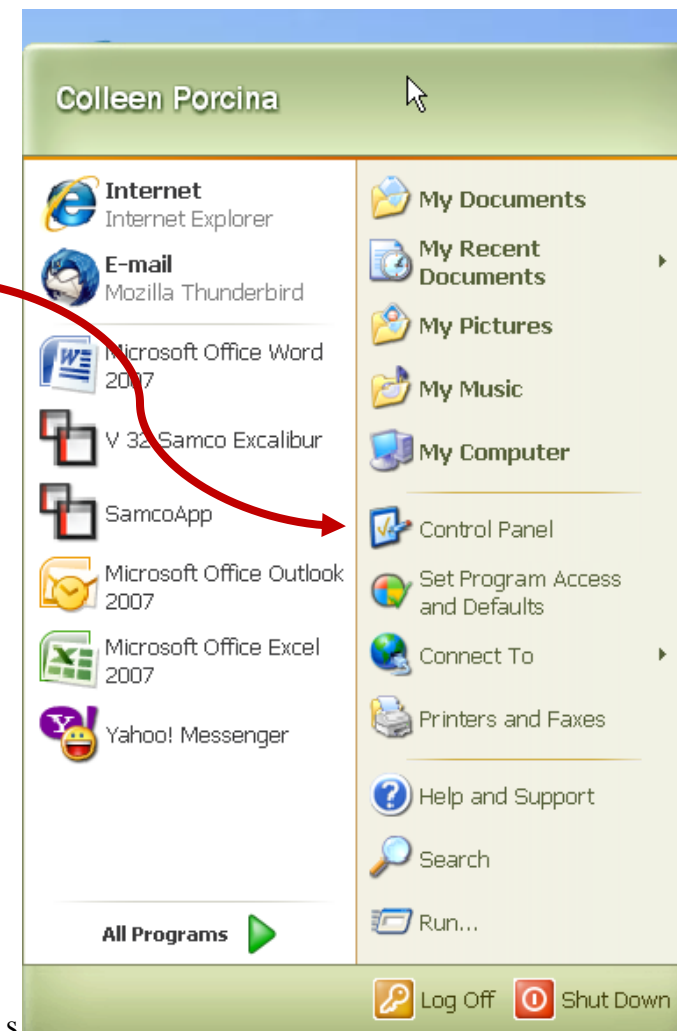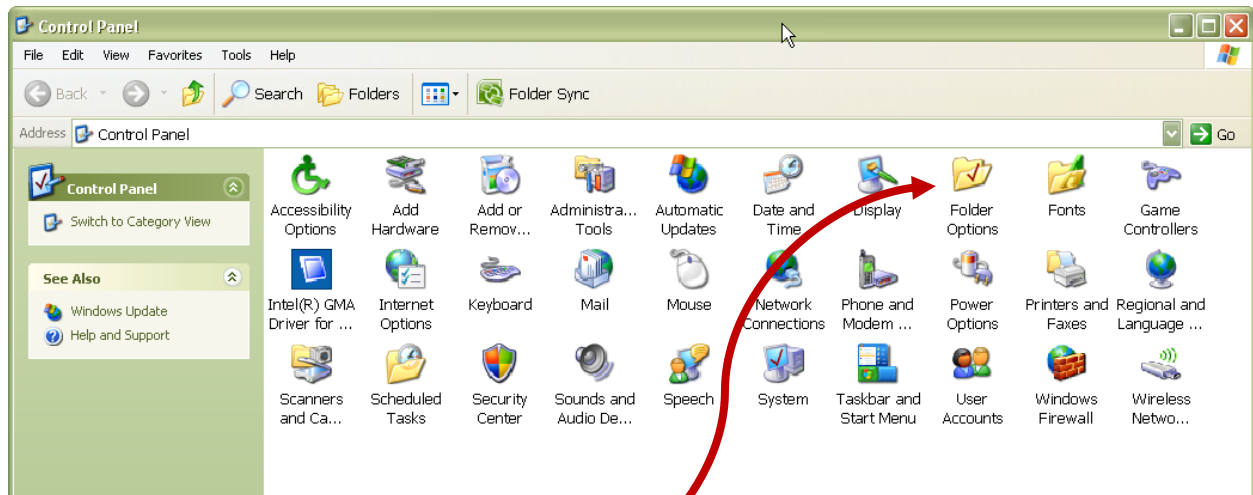
3. Click on the *Folder Options* icon

4. Click on the
File Types
tab
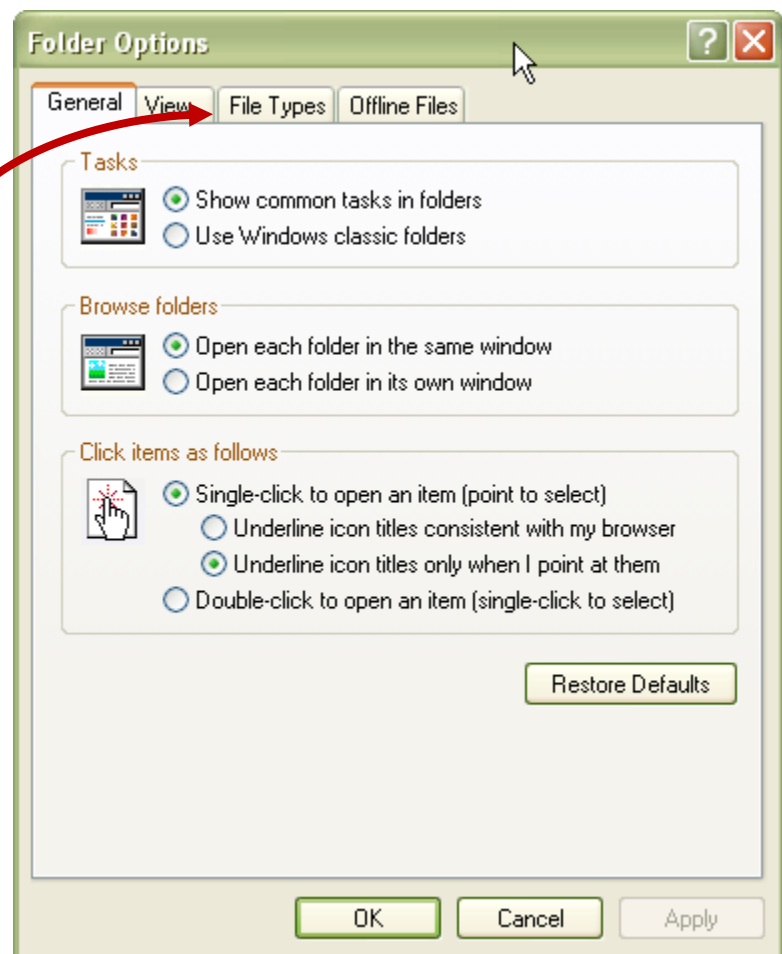
5. Drag the scroll
   bar
   To TAB
   OR
   Type TAB
   to jump to it.
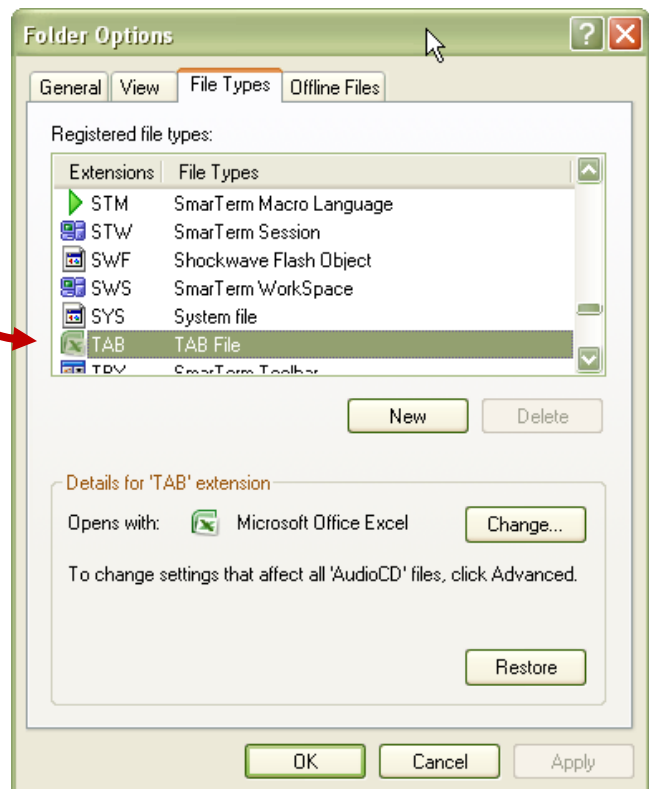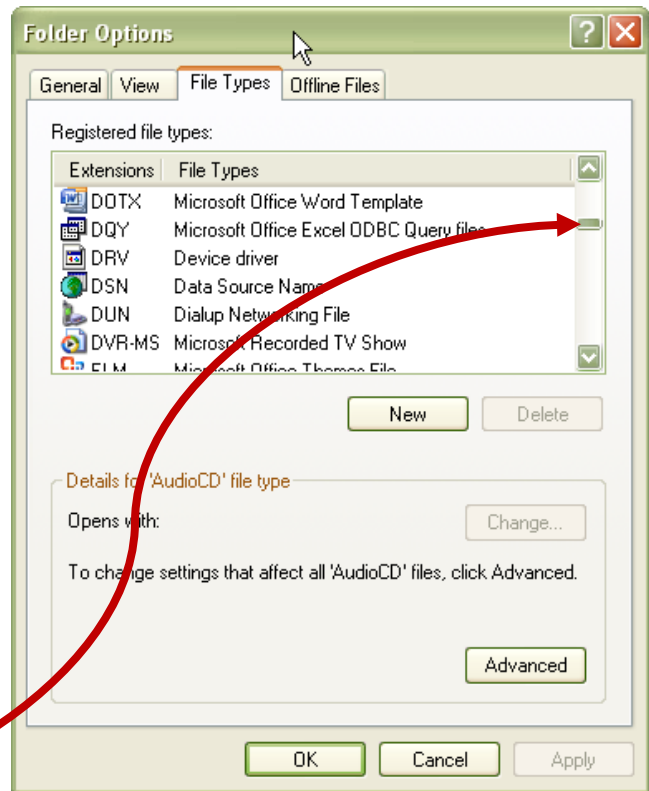
6. Click Delete to remove the file type
   OR
   Click Change to change the default for *Opens with*
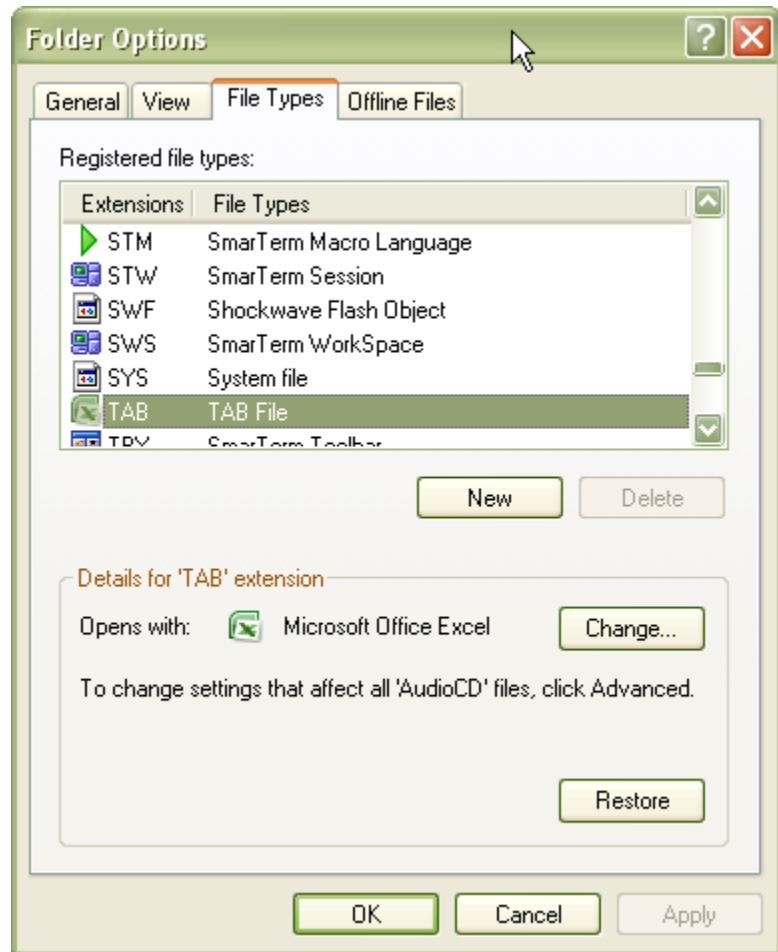
How to set the default for opening a Sᴀᴍᴄᴏ .tab file in Windows 7

1. Begin by clicking on the *Windows* icon

2. Click on *Control Panel*
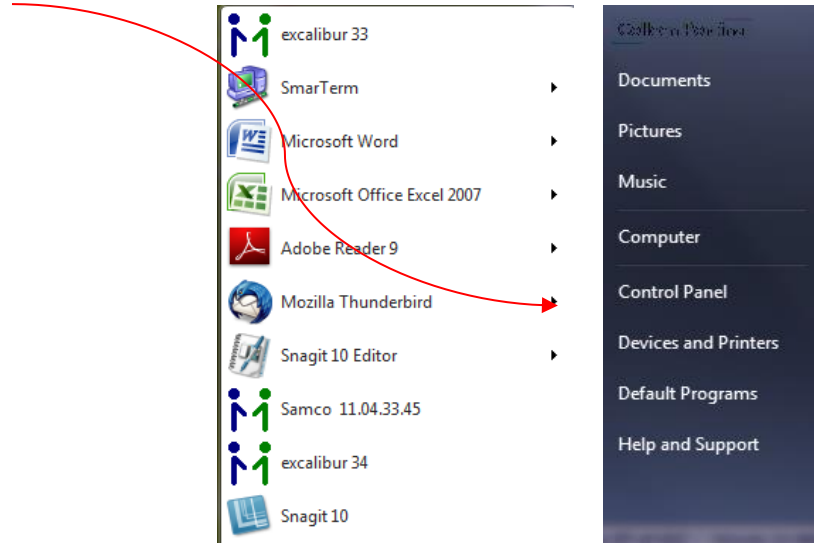
3. Click on the *Default Programs* icon
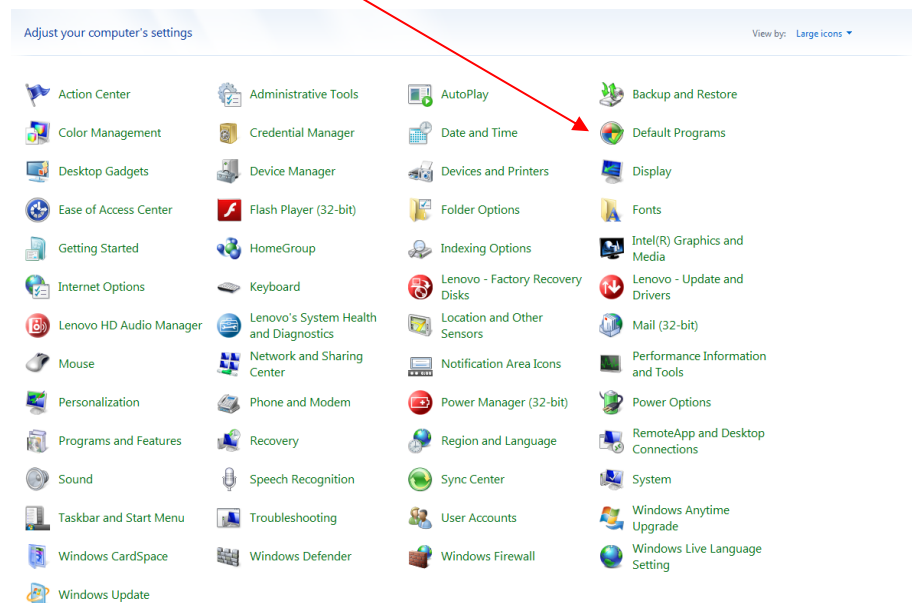
4. Click on *Associate a file type or protocol with a program*

Choose the programs that Windows uses by default

Set your default programs
Make a program the default for all file types and protocols it can open.

Associate a file type or protocol with a program
Make a file type or protocol (such as .mp3 or http://) always open in a specific program.

Change AutoPlay settings
Play CDs or other media automatically

Set program access and computer defaults
Control access to certain programs and set defaults for this computer.

5. Drag the scroll bar until you see *.tab TAB File*

4. Click on the .tab line and then choose the program you want to use to open .tab files.