

○ 22 : PART NUMBER REPORTS

THE REPORT SECTION OF THE AIS SYSTEM ALLOWS MANY OPTIONS WHILE RUNNING REPORTS. THERE ARE MANY BASIC REPORTS, AND ALSO CUSTOM REPORTS THAT YOU CAN CREATE WITH THE INFORMATION YOU WANT FROM THE PART NUMBER FILE IN THE PRINTED FORMAT YOU WANT.

FROM THE MAIN MENU PRESS 4 - PART FILE
THEN PRESS P - REPORT MENU. YOU WILL NOW BE ON THE PART FILE REPORTS MENU.

1. PN LISTINGS REPORT - THIS IS THE CUSTOM REPORT GENERATOR PROGRAM.
 - a. PRESS 1.
 - b. INPUT PRODUCT LINE CODE YOU WANT A REPORT FOR THEN PRESS F1.
 - c. USE THE FILTER TO STREAMLINE YOUR REPORT TO JUST GET THE NUMBERS YOU WANT TO SEE OR LEAVE ALONE FOR EVERYTHING AND PRESS F1.
 - d. YOU ARE NOW ON THE REPORT TITLE BOX. YOU CAN CREATE UP TO 14 SEPARATE CUSTOM REPORTS. PRESS 1 AND ENTER.
 - e. YOU ARE NOW IN THE REPORT TITLE BOX FOR REPORT #1. INPUT THE NAME OF THE REPORT YOU WANT TO CREATE AND PRESS ENTER. (EXAPMLES : SALES HISTORY - INVENTORY COUNT SHEET - LOST SALES)
 - f. YOU ARE NOW ON THE FIELDS TO PRINT LINE. LOOK BELOW AND YOU WILL SEE THAT EVERY PIECE OF INFORMATION HAS A NUMBER BEFORE IT. INPUT THE NUMBER OF EACH PIECE OF INFORMATION YOU WANT TO PRINT (SEPERATED BY COMMAS) IN ANY ORDER YOU WANT. THE ORDER YOU CHOOSE IS THE ORDER IT PRINTS ON THE REPORT. (EXAMPLE : 12,1,3,5 GIVES YOU QTY ON HAND , PRODUCT LINE CODE , PART NUMBER , STOCKLEVEL IN THAT ORDER ON THE REPORT). WHEN FINISHED PRESS ENTER.
 - g. YOU WILL NOW BE ON THE COLUMNS LINE. THIS WILL FORMAT THE REPORT WITH AS MANY COLUMNS WIDE AS THE REPORT WILL ALLOW (UP TO 6 WIDE) DEPENDING ON HOW MUCH INFORMATION YOU CHOSE. THIS OPTION IS DESIGNED TO SAVE PAPER. SET TO YOUR NEEDS AND PRESS ENTER AND PRESS F1 TO CONTINUE.

NOTES

- h. YOU WILL NOW BE IN THE SORT SELECTION BOX. THIS ALLOWS YOU TO RE-ARRANGE HOW THE PART NUMBERS APPEAR ON THE REPORT. OPTION 1 IS NORMAL. OPTION 7 WILL SORT BY UNIT SALES BRINGING THE BEST SELLER TO THE TOP OF THE REPORT, ETC. MAKE CHOICE AND PRESS F1 TO CONTINUE.
 - i. YOU WILL NOW BE IN THE TOTALS BOX. DEPENDING ON THE REPORT, YOU MAY OR MAY NOT WANT TOTALS. OPTION 2 WILL GIVE TOTAL PART NUMBERS, QUANTITY, EXTENDED COST AND CORE. MAKE ANY CHANGES AND PRESS F1 TO CONTINUE.
 - j. REPORT IS NOW ON SCREEN. PRESS F1 TO PRINT OR F2 TO CANCEL WITHOUT PRINTING.
- 2. INVENTORY SUMMARY - GIVES THE VALUE OF INVENTORY AT THE TIME YOU RUN IT. ALLOWS YOU TO RUN FOR A SINGLE PRODUCT LINE OR ALL PRODUCT LINES AT ONE TIME.
 - a. PRESS 2.
 - b. INPUT THE SINGLE PRODUCT LINE CODE OR LEAVE AS ALL FOR TOTAL INVENTORY VALUE AND PRESS F1.
 - c. USE FILTER TO CHOOSE A RANGE OF PARTS OR LEAVE BLANK FOR EVERYTHING AND PRESS F1.
 - d. YOU NOW HAVE THE REPORT OPTION BOX. THE SYSTEM DEFAULTS ARE ALREADY SET. PRESS F1.
 - e. THE REPORT IS NOW ON THE SCREEN. PRESS F1 TO PRINT OR F2 TO CANCEL
- 3. INVENTORY UPC SCAN - THIS IS WHERE THE BAR CODES ARE FOUND.
- 4. MASTER INSTALLER - (REBATE PROGRAM) - CREATE THE TABLE AND RUN REBATE REPORTS FROM THIS MENU.
 - a. PRESS 4 - MASTER INSTALLER.
 - b. PRESS 2 - REBATE TABLE NEW
 - c. PRESS 1 - EDIT TABLE
 - d. PRESS F6 TO ADD. INPUT INFORMATION AS NEEDED AND ENTER THRU THE ADD MODE BOX.

NOTES

- e. TO RUN REPORT USE OPTION 2 - PRINT REPORT – BY PL.
LEAVE GROUP CODE BOX BLANK AND PRESS ENTER.
 - f. INPUT THE DATE RANGE YOU WISH TO PRINT AND PRESS
F1 TO CONTINUE. THE REPORT IS NOW ON THE SCREEN.
PRESS F1 TO PRINT.
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- 5. PART NUMBER HISTORY REPORTS - TAKES YOU TO A
MENU WITH SEVERAL BASIC REPORTS. EXPLORE TO SEE
WHAT REPORTS ARE GOING TO WORK BEST FOR YOU !!
 - 6. MENU OPTIONS 6 – G ARE ALSO BASIC REPORTS. THE TITLE
EXPLAINS WHAT THE REPORT IS. EXPLORE TO SEE WHAT
WILL WORK BEST FOR YOU !!

NOTES