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12. Introduction – Report Processing

Through the *Report Processing Menu*, access is given to several powerful programs for various types of reports to be generated and fields of information to be updated. All programs within the *Report Processing Menu* can be run on demand even while point of sale and purchasing are being used.

Below is a short summary of each program available from the *Report Processing Menu*:

Inventory Price List	Allows price lists, inventory listings and product line summary totals to be printed by beginning and ending product lines and includes the options of doing so by popularity and report codes, stocked parts only, zero cost parts only and by a specific customer number using the customer's standard and exception pricing matrix.
Print Customer Reports	Allows mailing labels, index cards, standard lists, sales analysis, limited sales analysis, and current month sales analysis reports to be generated by one of three options: customer numbers, salesman codes or report codes.
Gross Margin Pricing Report	Allows gross profit margins to be reviewed by part number, price level, popularity code and product line.
Print Price Labels	Allows part, shelf or barcode labels to be printed by product line, purchase order or part number.
Stock Status Report	Allows inventory price levels to be adjusted by a percentage and or an add on value by popularity code and product line number.
Automatic Price Adjustment	Allows a manufacturer's price sheet changes to be applied to matching part numbers within the inventory file.
Product Line Listing	Lists product line number, name, sell-up message, first part number, vendor net % and customer sales history level by beginning and ending product lines entered.
Print Kits, Alternates & Supersessions	Allows all kits, alternates and supersessions to be printed for review and salesman interchange lists. An ordering information report can also be generated when printing. (This program is reviewed in detail under the section *Kits, Alternates & Supersessions*.)
Customer Backorder Report	Allows customer backorder information to be screen displayed one record at a time or the entire backorder file to be printed.
Print Open Order (Workspace) Report	Allows all open workspaces outstanding to be printed or screen viewed by a range of customers, range of counterman codes, range of dates, or a specific customer PO number or document ID.
Best Seller Report	Determines the rank of part numbers based upon sales history and then lists the items in sequential order from greatest to least number of units sold. Optionally the popularity codes of all part numbers can be updated with their new rank code and automatically creates a Return PO for parts without sales history.

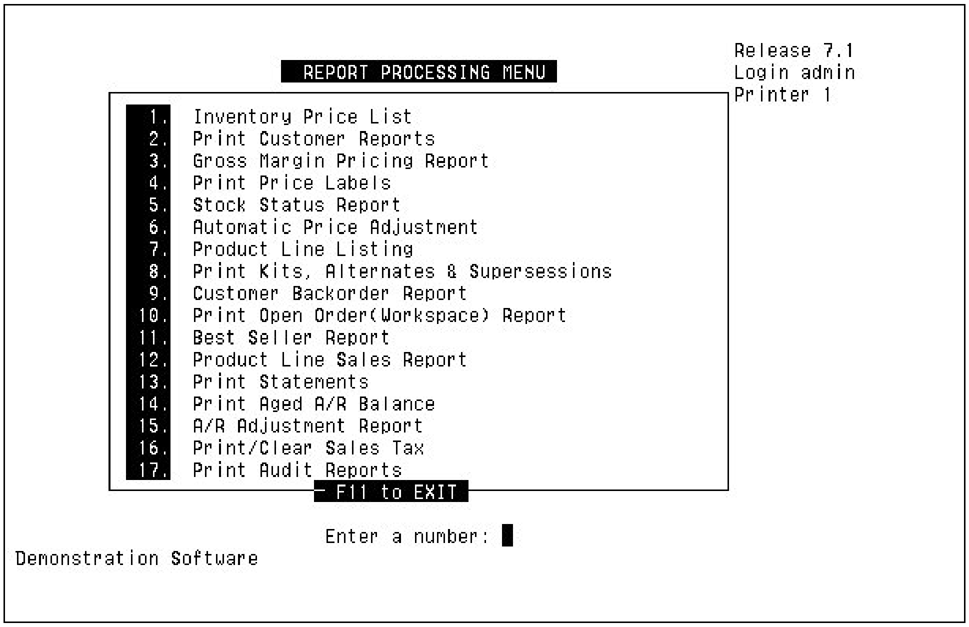
Product Line Sales Report	Lists month to date net sales, cost of sales, gross profit dollars, and gross profit % margins by product line number.
Print Statements	Allows statements to be printed by customer number, vendor number, salesman code, or report code for either the current month or prior month (if prior month is setup).
Print Aged A/R Report	Allows you to select customers with open balances by current, 30, 60, 90 day balances for either the current month or prior month (if prior month is setup). Displays salesman codes, service totals, credit limit, you can select by non-payment this month. You also have the option to have it calculate service charges.
A/R Adjustment Report	Lists by customer all transactions other than regular point of sale invoices and applied receipts, such as, back office posting, deleted A/R detail, service charges paid or canceled, statement discounts, and any manual adjustments made to a customers 30, 60, 90-day balances. Totals for each category will be given by customer with grand totals at the end of the report.
Print/Clear Sales Tax	Lists out the total taxable sales, and total tax collected by state code.
Print Audit Reports	Allows specific auditing information to be printed or screen viewed. Optionally can be filtered by date range, customer range, specific product line or part number, and can include time and date changes were made.

This chapter of the user's manual will aid and instruct in the correct method of creating various inventory and customer reports in addition to adjusting inventory prices quickly through the use of the automatic price adjustment program.

12.1 Accessing The Report Processing Menu

- From the *Autologue Main Menu*, enter **`11`** (*Report Processing*) and press **`<Return>`**.

The *Report Processing Menu* screen will appear as shown:



- With the cursor positioned at the **`Enter a number:`** prompt, enter the number of the menu option to access and press **`<Return>`**.
- Press the **`<F11>`** (*Exit*) key to return to the *Autologue Main Menu*.

12.2 Inventory Price List

The Inventory Price List menu option is used to generate several different types of reports based upon the available options. Below is a listing of the different reports:

- Product Line Summary Totals
- Price Lists
- Customer Price List
- Inventory Quantities Report
- Inventory Parts List

All reports can be printed by beginning and ending product line numbers, include only specific popularity and report codes, stocked/non-stocked parts, parts with a zero cost, and reflect the vendor discount (Vendor Net %) in the inventory values and price 0, if desired.

12.2.1 Product Line Summary Totals

The Inventory Price List program allows product line summary totals to be quickly generated and printed for a single product line or a group of product lines.

A Product Line Summary Report will supply the following information by product line for all product lines printed:

- Value of Inventory
- Core Value of Inventory
- Value of Warranty Returns
- Core Value of Warranty Returns
- Value of Core Returns
- Number of Items
- Number of Items Out of Stock
- Unit Quantity Totals (quantity on hand, on order, vendor backorder, core returns, warranty returns)

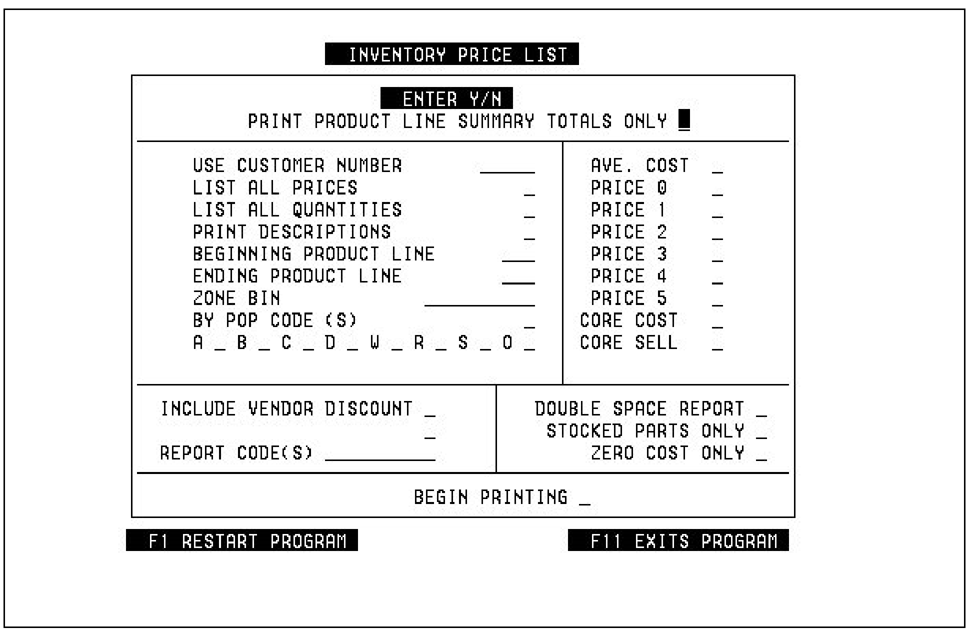
Part numbers with the 4 decimal field set will print all 4 decimal places although they will not be properly aligned.

When the **`USE AVERAGE COST FOR COST CALCULATIONS`** system setup option is enabled, the *Inventory Price List* screen will not display the **`INCLUDE VENDOR DISCOUNT`** prompt. All values will be calculated based on the average cost.

The ability to print the average cost field has been added. When all prices are requested, the average cost will not be printed because there is not enough room on the report. If all the prices are not requested, then the average cost will print to the left of price level zero.

If the **`ENABLE BACKGROUND PRINTING (SPOOLING) ON ALL REPORTS`** system setup option is disabled, the *Inventory Price List* screen will not display the **`ENABLE SPOOLING`** prompt. All reports will not be printed as a background process.

A Product Line Summary Report can also be printed by popularity code, which allows for the determination of inventory value invested into popular and slowing moving items.



INVENTORY PRICE LIST
ENTER Y/N
PRINT PRODUCT LINE SUMMARY TOTALS ONLY

USE CUSTOMER NUMBER _____ | AVE. COST _
LIST ALL PRICES _ | PRICE 0 _
LIST ALL QUANTITIES _ | PRICE 1 _
PRINT DESCRIPTIONS _ | PRICE 2 _
BEGINNING PRODUCT LINE ___ | PRICE 3 _
ENDING PRODUCT LINE ___ | PRICE 4 _
ZONE BIN __________ | PRICE 5 _
BY POP CODE (S) _ | CORE COST _
A _ B _ C _ D _ W _ R _ S _ O _ | CORE SELL _

INCLUDE VENDOR DISCOUNT _ | DOUBLE SPACE REPORT _
_ | STOCKED PARTS ONLY _
REPORT CODE(S) __________ | ZERO COST ONLY _

BEGIN PRINTING _

F1 RESTART PROGRAM
F11 EXITS PROGRAM

12.2.2 Price Lists

The Inventory Price List program allows price lists to be generated using only the price levels selected.

A Price List will supply the following information by part number:

- Part Number
- Description (optional)
- Price Levels Selected

Below is a sample Inventory Price List report:

INVENTORY PRICE LIST

PRODUCT LINE 59 EAT CAM BRGS / GASKETS CATALOG DATE MM/YY MM/DD/YY HH:MM:SS PAGE 1

PART NUMBER	PRICE 0	PRICE 1	PRICE 2	PRICE 3	PRICE 4	PRICE 5	CORE COST	CORE SELL
EAT-	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EAT-B6	4.67	7.84	15.08	15.08	0.00	20.81	0.00	0.00
EAT-B8	7.32	9.76	18.76	18.76	0.00	25.90	0.00	0.00
EAT-B9	5.03	8.44	16.23	16.23	0.00	22.40	0.00	0.00
EAT-B11	7.44	9.92	19.08	19.08	0.00	26.33	0.00	0.00
EAT-B12	4.12	6.92	13.31	13.31	0.00	18.37	0.00	0.00
EAT-C3	6.61	11.12	21.39	21.39	0.00	29.51	0.00	0.00
EAT-CH2	4.40	7.40	14.23	14.23	0.00	19.64	0.00	0.00
EAT-CH3	4.34	7.28	14.00	14.00	0.00	19.32	0.00	0.00
EAT-CH4	5.33	8.96	17.23	17.23	0.00	23.78	0.00	0.00
EAT-CH7	4.06	6.80	13.08	13.08	0.00	18.05	0.00	0.00
EAT-CH8	5.13	8.64	16.62	16.62	0.00	22.93	0.00	0.00
EAT-CH9A	6.06	10.20	19.62	19.62	0.00	27.07	0.00	0.00
EAT-CH11	4.20	7.04	13.54	13.54	0.00	18.68	0.00	0.00
EAT-CH12	6.21	10.44	20.08	20.08	0.00	27.71	0.00	0.00
EAT-CH13	4.79	8.04	15.46	15.46	0.00	21.34	0.00	0.00

Sample Inventory Price List Report

12.2.3 Customer Price List

The Inventory Price List program allows price lists to be generated for a specific customer according to their standard and exception pricing matrix setup within the Customer/Vendor file. When a customer has an alternate pricing matrix setup, the user selects either the standard or alternate pricing matrix's to use when creating the Customer Price List.

A Customer Price List will supply the following information by part number:

- Part Number
- List Price
- Description (optional)
- Core Sell Price
- Cost Price

Below is a sample Customer Price List report:

```
                                                      INVENTORY PRICE LIST FOR SMOKIN JOE'S RADIATOR SUPPLY


PRODUCT LINE   2       AUTOPRO BEARI / GREASE                  CATALOG DATE MM/DD         MM/DD/YY HH:MM:SS         PAGE    1

                                                                            CORE
PART NUMBER          DESCRIPTION                       COST   PRICE 5       SELL
ABN-AP1              BEARINGS                          4.78      5.98       0.00
ABN-AP1SBK           BEARINGS                         11.46     14.32       0.00
ABN-AP2              BEARINGS                          4.74      5.92       0.00
ABN-AP3              BEARINGS                          5.90      7.37       0.00
ABN-AP4              BEARINGS                          5.84      7.30       0.00
ABN-AP5              BEARINGS                          5.96      7.45       0.00
ABN-AP6              BEARINGS                          6.88      8.60       0.00
ABN-AP7              BEARINGS                         16.84     21.05       0.00
ABN-AP9              BEARINGS                         19.58     24.47       0.00
ABN-AP10             BEARINGS                         21.50     26.87       0.00
ABN-AP12             BEARINGS                          5.22      6.52       0.00
ABN-AP13             BEARINGS                          6.38      7.97       0.00
ABN-AP14             BEARINGS                          5.86      7.32       0.00
ABN-AP15             BEARINGS                          6.02      7.52       0.00
ABN-AP16             BEARINGS                          5.52      6.90       0.00
ABN-AP17             BEARINGS                          6.36      7.95       0.00
```

Sample Customer Inventory Price List Report

12.2.4 Inventory Quantities Report

The Inventory Price List program allows Inventory Quantities Reports to be generated for quick inventory counting purposes or for reviewing and comparing min1/max1 versus min2/max2 values.

An Inventory Quantities Report will supply the following information by part number:

- Part Number
- Quantity On Hand
- Description (optional)
- Min1 / Max1
- Popularity Code
- Min2 / Max2

INVENTORY PRICE LIST

PRODUCT LINE 59 EAT CAM BRGS / GASKETS CATALOG DATE MM/YY MM/DD/YY HH:MM:SS STR1 PAGE 1

PART NUMBER	DESCRIPTION	POP	ON HAND	MIN1	MAX1	MIN2	MAX2
EAT-	EATON CAM INV	A	10	6	10	1	1
EAT-B6	CAM BEARINGS	A	10	6	10	1	1
EAT-B8	CAM BEARINGS	A	0	6	10	1	1
EAT-B9	CAM BEARINGS	A	10	6	10	1	1
EAT-B11	CAM BEARINGS	A	10	6	10	1	1
EAT-B12	CAM BEARINGS	A	10	6	10	1	1
EAT-C3	CAM BEARINGS	A	10	6	10	1	1
EAT-CH2	CAM BEARINGS	A	10	6	10	1	1
EAT-CH3	CAM BEARINGS	A	10	6	10	1	1
EAT-CH4	CAM BEARINGS	A	10	6	10	1	1
EAT-CH7	CAM BEARINGS	A	8	6	10	1	1
EAT-CH8	CAM BEARINGS	A	32	6	10	1	1
EAT-CH9A	CAM BEARINGS	A	10	6	10	1	1
EAT-CH11	CAM BEARINGS	A	10	6	10	1	1
EAT-CH12	CAM BEARINGS	A	10	6	10	1	1
EAT-CH13	CAM BEARINGS	A	10	6	10	1	1
EAT-CO3	CAM BEARINGS	A	10	6	10	1	1
EAT-CO8	CAM BEARINGS	A	10	6	10	1	1

TOTALS:

QUANTITY ON HAND	ON ORDER	VENDOR BACKORDER	CUSTOMER BACKORDER	OUT OF STOCK	CORE RETURNS	WARRANTY RETURNS	NUMBER OF ITEMS
320	0	0	0	1	0	0	31

VALUE OF INVENTORY	2669.24
CORE VALUE OF INVENTORY	0.00
VALUE OF WARRANTY RETURNS	0.00
CORE VALUE OF WARRANTY RETURNS	0.00
VALUE OF CORE RETURNS	0.00

Sample Inventory Quantities Report

12.2.5 Inventory Parts List

The Inventory Price List program allows an Inventory Parts List to be generated for the year-end inventory count. This report is also useful as a counter aid by supplying a listing of how part numbers have been entered into the inventory file.

An Inventory Parts List Report will list the following information by part number:

- Part Number
- Description (optional)

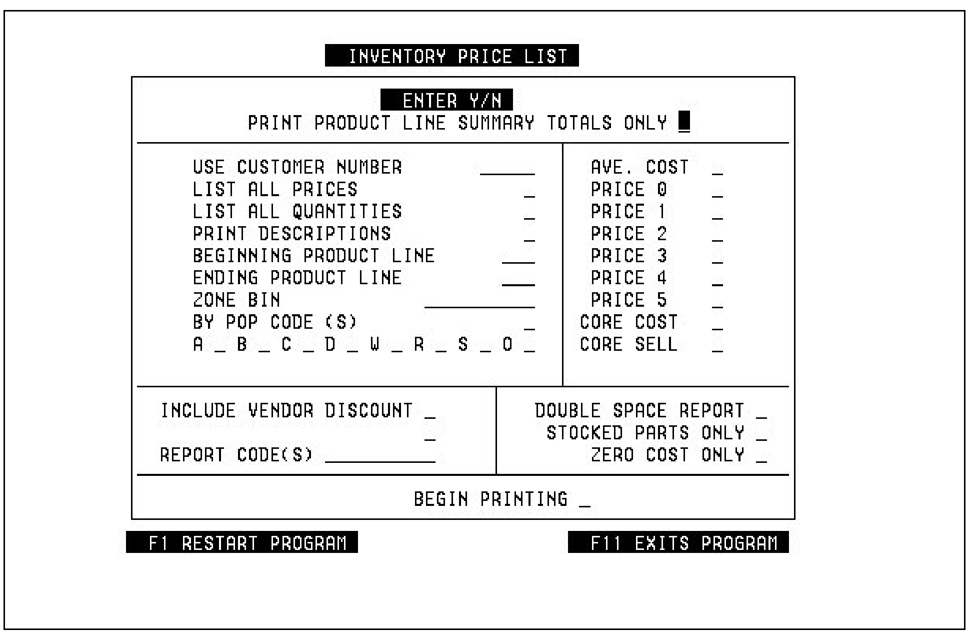
```
                                                  INVENTORY PRICE LIST


PRODUCT LINE  59       EAT CAM BRGS  / GASKETS                  CATALOG DATE MM/YY        MM/DD/YY HH:MM:SS  STR1      PAGE  1


PART NUMBER          DESCRIPTION
EAT-                 EATON CAM INV
EAT-B6               CAM BEARINGS
EAT-B8               CAM BEARINGS
EAT-B9               CAM BEARINGS
EAT-B11              CAM BEARINGS
EAT-B12              CAM BEARINGS
EAT-C3               CAM BEARINGS
EAT-CH2              CAM BEARINGS
EAT-CH3              CAM BEARINGS
EAT-CH4              CAM BEARINGS
EAT-CH7              CAM BEARINGS
EAT-CH8              CAM BEARINGS
EAT-CH9A             CAM BEARINGS
EAT-CH11             CAM BEARINGS
EAT-CH12             CAM BEARINGS
EAT-CH13             CAM BEARINGS
EAT-CO3              CAM BEARINGS
EAT-CO8              CAM BEARINGS
EAT-DA1              CAM BEARINGS
EAT-DA2              CAM BEARINGS
EAT-F1               CAM BEARINGS
EAT-F7               CAM BEARINGS
EAT-F9A              CAM BEARINGS
EAT-F15              CAM BEARINGS
EAT-F16              CAM BEARINGS
EAT-F18              CAM BEARINGS
EAT-F19              CAM BEARINGS
EAT-F22              CAM BEARINGS
EAT-F23A             CAM BEARINGS
EAT-F24              CAM BEARINGS
EAT-F26              CAM BEARINGS
```

Sample Inventory Parts List Report

12.2.6 Printing Inventory Price List Reports

- From the *Report Processing Menu*, enter **`1`** (*Inventory Price List*) and press **`<Return>`**.

  The *Inventory Price List* screen will appear as shown:



- With the cursor positioned at the **PRINT PRODUCT LINE SUMMARY TOTALS ONLY** prompt, enter **Y** or **N** and press **<Return>**.

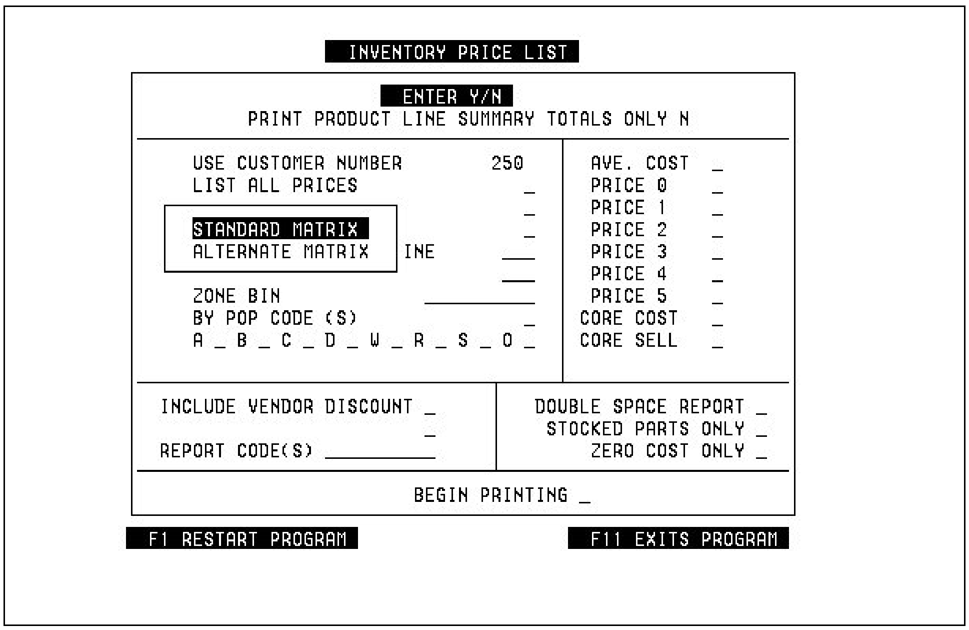
  To generate a report listing product line summary totals only, enter **Y** and press **<Return>** and the cursor would then be positioned at the **BEGINNING PRODUCT LINE** prompt.

  To generate a report listing individual part numbers, enter **N** and press **<Return>**.

- With the cursor positioned at the **USE CUSTOMER NUMBER** prompt, enter a customer number and press **<Return>** or just press **<Return>** to skip past this prompt. ***Note:*** the field is defaulted to **ALL** upon entering this field.

  If a customer number was entered and the customer is not setup with an alternate pricing matrix, the cursor will then be positioned at the **PRINT DESCRIPTIONS** prompt.

  If a customer number was entered and the customer is setup with an alternate pricing matrix, a pop up selection window will be displayed as shown:



  The window will contain the two separate pricing matrix labels that were setup in the customer's account. Refer to the *Customer/Vendor File - Setting Up An Alternate Pricing Matrix* section of the user's manual.

- Using the ↑ and ↓ arrow keys, highlight the desired matrix and press **<Return>**.

  If the first menu item (**STANDARD MATRIX**) is selected, prices will be calculated based upon the customer's standard pricing. If the second menu item (**ALTERNATE MATRIX**) is selected, prices will be calculated based upon the customer's alternate matrix number setup.

  The cursor will then be positioned at the **PRINT DESCRIPTIONS** prompt.

- With the cursor positioned at the **LIST ALL PRICES** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the report will print all eight-price levels, but will exclude the Average Cost field.

  Enter **N** and the cursor will be positioned at the **AVERAGE COST** prompt. Enter **Y** or **N** to each price level and press **<Return>**. The report will only include price levels with a **Y** entered next to each of their respective prompt.

- With the cursor positioned at the **LIST ALL QUANTITIES** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the report will include the following information for each part number: Pop Code, Quantity on Hand, Min1/Max1 and Min2/Max2.

  Enter **N** and the report will omit printing quantities information for each part number as well as summary totals for each product line.

- With the cursor positioned at the **PRINT DESCRIPTIONS** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the report will include the description for each part number.

  Enter **N** and the report will not print the description for each part number.

- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt, enter the first product line number to be printed and press **<Return>**.

- With the cursor positioned at the **ENDING PRODUCT LINE** prompt, enter the last product line number to be printed and press **<Return>**.

  The report will include only those product lines in the range just entered.

  To print one product line only, enter the same product line number for both the beginning and ending product line prompts.

- With the cursor positioned at the **ZONE BIN** prompt, enter the zone/bin location to be matched within part records to be included in this report and press **<Return>** or just press **<Return>** to skip past this prompt. ***Note:*** The field is defaulted to **NONE** upon entering this field.

  <u>Examples:</u>

.*12	Finds parts with **12** anywhere within the zone bin;
..12	Finds parts with **12** specifically starting at the 3rd character position within the zone bin;
12	Finds parts with **12** at the beginning of the zone bin;
[0-1].*	Finds parts with **0** or **1** at the beginning of the zone bin;

If nothing is entered at the **ZONE BIN** prompt, the report will include all parts regardless of the specific zone bin location within the part records.

- With the cursor positioned at the **BY POP CODE (S)** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **N** to include all part numbers in the product lines selected, regardless of popularity code.

  Enter **Y** to include only those part numbers with specific popularity codes on the report. The cursor will move to the prompt **A_**. Enter **Y** and press **<Return>** for each pop code type to be included in the report. Enter **N** and press **<Return>** to exclude all part numbers with this popularity code from the report.

- With the cursor positioned at the **INCLUDE VENDOR DISCOUNT** prompt, enter **Y** or **N** and press **<Return>**. *Note:* If using average cost for all cost calculations, this option will not appear.

  Enter **Y** and the inventory values and price 0, if printed, will reflect the vendor discount (vendor net%) as entered in the Product Line file.

  Enter **N** and the inventory values and price 0 will be based upon 100% of price 0 in the Inventory file for each part number.

- With the cursor positioned at the **DOUBLE SPACE REPORT** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the report will be double-spaced.

  Enter **N** and the report will be single-spaced.

- With the cursor positioned at the **ENABLE SPOOLING** prompt, enter **Y** or **N** and press **<Return>**. *Note:* If spooling for reports is not enabled, this option will not appear.

  Enter **Y** and the report will be spooled (sent to the printer and the screen cleared without waiting for the report to print before freeing up the screen).

  Enter **N** and the report will not be spooled.

- With the cursor positioned at the **STOCKED PARTS ONLY** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the report will print only parts that are *stocked*. A part is classified as *stocked* when the following is true: ((min1 + max1) > 0 or (quantity on hand > 0)).

  Enter **N** and the report will include both stocked and non-stocked parts.

- With the cursor positioned at the **REPORT CODE(S)** prompt, enter up to 10 different report codes to be included in this report and press **<Return>** or just press **<Return>** to skip past this prompt. *Note:* The field is defaulted to **NONE** upon entering this field.

- With the cursor positioned at the **ZERO COST ONLY** prompt, enter **Y** or **N** and press **<Return>**.

Enter **Y** and the report will only include parts that have a zero cost within its price level 0 field.

Enter **N** and the report will print all parts regardless of the value within the price level 0 field.

- With the cursor positioned at the **BEGIN PRINTING** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the report will begin printing.

  Enter **N** and the cursor will move back to the **PRINT PRODUCT LINE SUMMARY TOTALS ONLY** prompt.

  The ↑ arrow key can be used to return the cursor to the previous prompts when a change needs to be made.

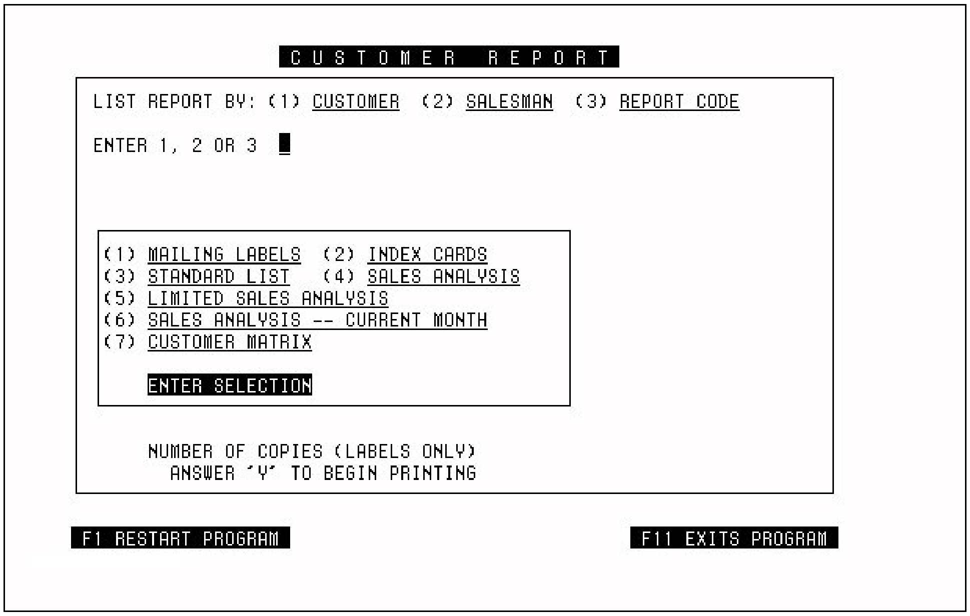
12.3 Print Customer Reports

The Print Customer Reports menu option allows seven different types of customer reports to be printed using three different options. These reports can be generated on demand during any time of the day. Listed below are the available reports:

- Mailing Labels
- Index Cards
- Standard List
- Sales Analysis
- Limited Sales Analysis
- Sales Analysis -- Current Month
- Customer Matrix

All reports can be printed by one of three options:

- Customer Numbers
- Report Codes
- Salesman Codes



12.3.1 Mailing Labels

The print customer report program allows mailing labels to be printed for customers/vendors. Each label measures 15/16″ x 3″ and will contain the following information for each customer/vendor printed:

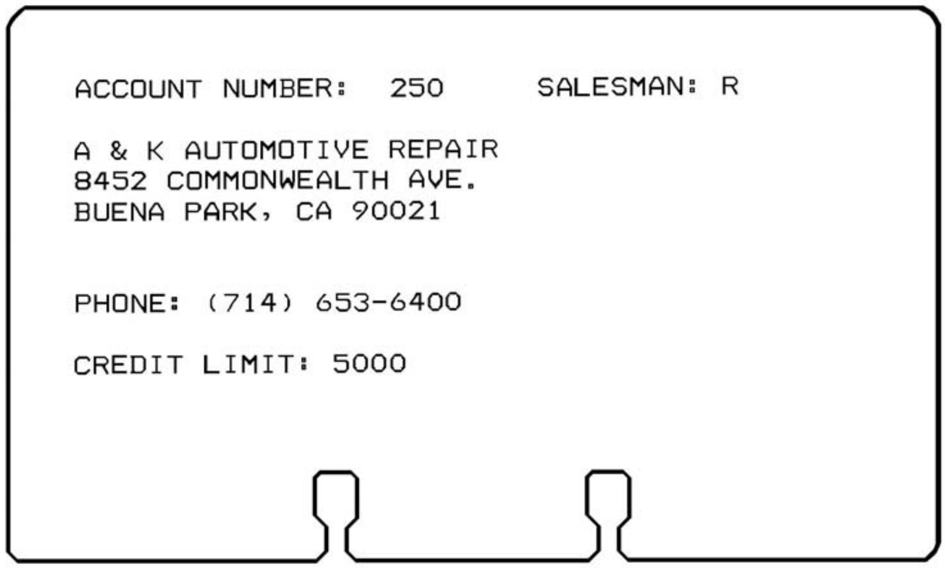
- Name
- First 2 Bill Address Lines

12.3.2 Index Cards

Index cards can be printed for customers/vendors. Each index card measures 3″ x 5″ and will contain the following information for each customer/vendor printed:

- Customer Number
- Name
- 3 Bill Address Lines
- Salesman Code
- Credit Limit
- Telephone Number

Index cards are useful for countermen looking up customer numbers during point of sale invoicing.



Customer Index Card

Customer Mailing Labels

12.3.3 Standard List

The Print Customer Report menu option allows a Standard Customer List Report to be printed for customers/vendors. The report is a 132-column report and requires 14 7/8″ x 11″ stock paper (unless condensed print is used). The report will contain the following information for each account printed:

- Customer Number
- Customer Name
- 3 Billing Address Lines
- Phone Number

```
                              STANDARD CUSTOMER LIST                                        DATE MM/DD/YY

CUST  NAME                          ADDRESS                                                                    PHONE #

 102 A & B AUTO PARTS              2232 RAMEL ST.                MILPITAS,  CA 95035          P.O. BOX 1324         (714)946-3880
 118 AC WAREHOUSE SUPPLIES         3325 HILTON BLVD.             HONOLULU,  HI 96816          CONTACT RON           (808)735-2214
 126 ACE HARDWARE                  16504 RAGE ROAD               BUENA PARK,  CA 90621        C.O.D. ONLY           (714)522-3520
 130 AGILE SPORTS INC.             3910 EAST 17TH ST             SANTA ANA,  CA 92701                               (714)831-5900
 134 ALL TRANSMISSION PRODUCTS     9013 MAIN STREET              RIVERSIDE,  CA 92509         P.O. BOX 1093         (909)781-3241
 142 ALLCO FENCE COMPANY           1819 WEST HAMPSHIRE           LOGAN,  UT 84061                                   (801)822-3105
 150 ALLEN BRAKING SUPPLY          5210 NORTH 16TH ST.           LAYTON,  UT 84011                                  (801)544-0191
 158 ALLEN PARTS AND EQUIP         PO BOX 688                    SALEM,  OR 97440             CONTACT RICK          (503)672-0114
 166 ALLIED EQUIPMENT              3210 PALOMA ROAD              SAN BERNARDINO,  CA 92511    P.O. BOX 597          (909)824-1622
 174 ALLOY ALIGNMENT/BRAKE SUPP    539-A W VALENCIA              FULLERTON,  CA 92632                               (714)879-2890
 182 A-1 LOU'S RENTALS             2415 CANYON ROAD              SAN FRANCISCO,  CA 94117                           (415)923-0156
 190 AL'S TRANSMISSION SERVICE     7741 CERRITOS WAY             CYPRESS,  CA 90630                                 (714)827-0741
 198 ANAHEIM TRANSPORTATION        5891 RAILROAD STREET          ANAHEIM,  CA 91741                                 (714)681-2741


 ***** TOTAL NUMBER OF CUSTOMERS PRINTED: 13 *****
```

Sample Standard Customer List

12.3.4 Customer Sales Analysis Report

The Customer Sales Analysis Report is a valuable management tool for evaluating the sales and profitability of specific customers, salesman or a group of customers (using report codes). The report will contain the following information for each customer and grand totals of all customers printed:

- Net Sales
- Number of Invoices
- Core Sales
- Average Items Per Invoice
- Cost of Sales
- Customer Product History
- Profit Percent
- Current Month Return Status

All information is given for the current month plus the previous 24 months except customer product history and current month return status.

```
  STR1         C U S T O M E R   M O N T H L Y   S A L E S   A N A L Y S I S              DATE MM/DD/YY

 250  AMERICAN ACRYLIC  1257 ORANGETHORPE  FULLERTON  CA 91775-2555

SALESMAN/GROUP A
                CURR MO     DEC      NOV      OCT      SEP      AUG      JUL      JUN      MAY      APR      MAR      FEB      JAN
NET SALES        355.77    7450     3350     3300     2970     2870     2910     2790     2570     2500     2460     2570     2380
                           2220     1960     2130     2220     1790     1150     1260     1400     1760     1100      970     1420

COST OF          158.78    4630     2070     2050     1840     1810     1750     1760     1590     1600     1550     1690     1550
SALES                      1510     1310     1450     1440     1230      810      870      980     1210      780      680      980

PROFIT %         55.37%     38%      38%      38%      38%      37%      40%      37%      38%      36%      37%      34%      35%
                            32%      33%      32%      35%      31%      30%      31%      30%      31%      29%      30%      31%

CORE SALES         0.00     410       80      160      -80      110       50      -80       20     -180      190      120      -10
                            -80      100       70       60        0       60       40      -10        0       20       30        0

INVOICES              3       8       63       57       56       45       31       61       29       48       47       42       39
                             32       52       32       34       44       34       29       28       27       34       25       35

LINES/INVOICE        10       1        4        3        2        3        3        3        2        2        1        1        1
                              2        2        3        1        1        1        2        1        1        1        1        1

SALES LEVELS  1 THRU 12       1        2        3        4        5        6        7        8        9       10       11       12
      H I S T O R Y         430      180      400      270        0        0      300      100       70        0      170       30
SALES LEVELS 13 THRU 24      13       14       15       16       17       18       19       20       21       22       23       24
      H I S T O R Y         100      450       80      130      260      270      100       90       50      150      180      310

CORE RETURNS            UNITS        0         VALUE  $        0.00
INVENTORY RETURNS       UNITS        0         VALUE  $        0.00
WARRANTY RETURNS        UNITS        0         VALUE  $        0.00
========================================================================================================================
```

Sample Customer Sales Analysis Report

The customer product history displays a customer's purchases in each of the 24 different sales history levels and can optionally be cleared during the month end closing procedures. (The sales history levels are setup in the Product Line File)

The current month return status displays the units and dollar value of core, inventory and warranty returns made during the month. This field is automatically cleared during the month end closing procedures.

The grand totals supplied are a valuable tool in developing and calculating salesman commission plans. Detailed information is supplied for net sales, profit percent and returns.

The information listed on the Customer Sales Analysis Report can also be graphically screen displayed except for the current month return status. For additional information see ***Viewing A Customer's Sales History*** within the ***Customer Update*** user's manual section.

12.3.5 Limited Customer Sales Analysis

The Limited Customer Sales Analysis Report prints 3 of the 8 fields of information available on the Customer Sales Analysis Report. The Limited Customer Sales Analysis Report can be used to review customer purchases for specific product history levels. The report will contain the following information for each customer and grand totals of all customers printed:

- Net Sales
- Current Month Return Status
- Customer Product History

```
 STR1         C U S T O M E R   L I M I T E D   M O N T H L Y   S A L E S   A N A L Y S I S             DATE MM/DD/YY

 250  AMERICAN ACRYLIC  1257 ORANGETHORPE  FULLERTON  CA 91775-2555

SALESMAN/GROUP A
                CURR MO     DEC     NOV     OCT     SEP     AUG     JUL     JUN     MAY     APR     MAR     FEB     JAN
NET SALES        355.77    7450    3350    3300    2970    2870    2910    2790    2570    2500    2460    2570    2380
                           2220    1960    2130    2220    1790    1150    1260    1400    1760    1100     970    1420

SALES LEVELS  1 THRU 12       1       2       3       4       5       6       7       8       9      10      11      12
      H I S T O R Y         430     180     400     270       0       0     300     100      70       0     170      30
SALES LEVELS 13 THRU 24      13      14      15      16      17      18      19      20      21      22      23      24
      H I S T O R Y         100     450      80     130     260     270     100      90      50     150     180     310

CORE RETURNS               UNITS       0          VALUE  $        0.00
INVENTORY RETURNS          UNITS       0          VALUE  $        0.00
WARRANTY RETURNS           UNITS       0          VALUE  $        0.00

=======================================================================================================================
```

Sample Limited Customer Sales Analysis Report

12.3.6 Customer Sales Analysis – Current Month

The Customer Sales Analysis Report -- Current Month prints out 8 fields of information. The report can be summarized for a range of customer accounts or can be printed in a detail format with separate figures by individual customer. The report will contain the following information for each customer and grand totals of all customers printed:

- Net Sales
- Profit Dollars
- Cost of Sales
- Number of Invoices

- Core Sales
- Average Items Per Invoice
- Profit Percent
- Previous 12 Month Sales Total

STORE: STR1 C U S T O M E R S A L E S A N A L Y S I S -- CURRENT MONTH ONLY DATE MM/DD/YY

PAGE 1

CUST #	NAME	NET SALES	COST OF SALES	G.P.$	G.P.%	CORE SALES	# OF INVOICES	AVG LINES PER INVOICE	PREV. 12 MON. SALES TOTAL
250	AMERICAN ACRYLIC	355.77	158.78	196.99	55.4	0.00	3	3	38120
251	CERTIFIED APPLIANCE	0.00	0.00	0.00	0.0	0.00	0	0	39480
252	CHUCK AND SAMS AUTOMOTIVE	0.00	0.00	0.00	0.0	0.00	0	0	38070
253	CONE CHEVROLET	18.00	12.00	6.00	33.3	0.00	1	20	39280
254	CONTINENTAL RADIATOR	0.00	0.00	0.00	0.0	0.00	0	0	38070
255	DATSUN CAR SERVICE	9.35	6.60	2.75	29.4	0.00	1	11	38070
256	DIETERS V W REPAIR	0.00	0.00	0.00	0.0	0.00	0	0	38070
257	DUNCAN AUTOMOTIVE	0.00	0.00	0.00	0.0	0.00	0	0	38070
258	FRIENDLY AUTO REPAIR	0.00	0.00	0.00	0.0	0.00	0	0	38070
259	FULLERTON TRANSMISSION	0.00	0.00	0.00	0.0	0.00	0	0	38070
260	A C D AUTO REPAIR	0.00	0.00	0.00	0.0	0.00	0	0	40670
261	HORNSBY GARAGE	0.00	0.00	0.00	0.0	0.00	0	0	38070
262	VICKS AUTOMOTIVE	0.00	0.00	0.00	0.0	0.00	0	0	38070
263	KURTS TIRES	0.00	0.00	0.00	0.0	0.00	0	0	27340
264	KENS MOTORS	0.00	0.00	0.00	0.0	0.00	0	0	38070
265	LES AUTOMOTIVE	0.00	0.00	0.00	0.0	0.00	0	0	38070
GRAND TOTAL:		383.12	177.38	205.74	53.7	0.00	5		603660

***** FROM CUSTOMER 250 TO CUSTOMER 265

Sample Customer Sales Analysis – Current Month Report

12.3.7 Customer Pricing Matrix

The Customer Matrix Report prints out all pricing information stored in the customer record for the specified range of customers. The report will print out the standard pricing matrix, which defines what price level the customer buys at for each product line number, the exception pricing information and the popularity pricing information.

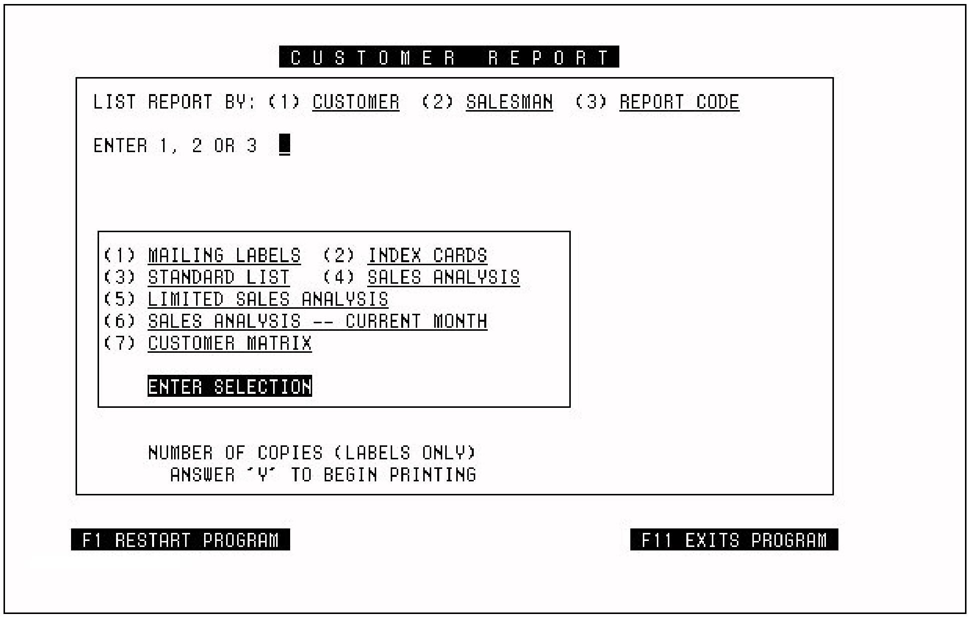
```
         Customer Matrix ReporW: Cust 100 - 101  Mon Sep 14 HH:MM:SS Page    1



**Customer 100 AAA RETAIL DEPCO INC**

|Lvl   0 Pop|Lvl   1 Pop|Lvl   2 Pop|Lvl   3 Pop|Lvl   4 Pop|Lvl   5 Pop|
+-----------+-----------+-----------+-----------+-----------+-----------+
| 100.00    | 100.00    | 100.00    | 100.00    | 100.00    | 100.00    |

 0          10         20         30         40         50         60
 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333
 70         80         90         100        110        120        130
 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333
 140        150        160        170        180        190        200
 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333
 210        220        230        240        250
 3333333333 3333333333 3333333333 3333333333 333333

 Prod Type    Mfr-Part Number       Pct/Price Price Level               Notes
--------------------------------------------------------------------------------
    1 Percent    -                    119.00% 0 Example Note Entry
  103 Fixed   HEL-4550              $  10.00    Special for Depco Only !!


**Customer 101 AB MOTORS**

|Lvl   0 Pop|Lvl   1 Pop|Lvl   2 Pop|Lvl   3 Pop|Lvl   4 Pop|Lvl   5 Pop|
+-----------+-----------+-----------+-----------+-----------+-----------+
| 100.00    | 100.00    | 100.00    | 100.00    | 100.00    | 100.00    |

 0          10         20         30         40         50         60
 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333
 70         80         90         100        110        120        130
 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333
 140        150        160        170        180        190        200
 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333 3333333333
 210        220        230        240        250
 3333333333 3333333333 3333333333 3333333333 333333

 Prod Type    Mfr-Part Number       Pct/Price Price Level               Notes
--------------------------------------------------------------------------------
    4 Percent    -                     80.00% 5 Example of 20% off of List Price
```

Sample Customer Pricing Matrix Report

12.3.8 Printing A Customer Report

- From the *Report Processing Menu*, enter **2** and press **<Return>**.

The *Customer Report* screen will appear as shown:



- With the cursor positioned at the **`ENTER 1, 2 OR 3 _`** prompt, enter a **`1`**, **`2`** or **`3`** and press **`<Return>`**.

  Enter a **`1`** to generate a customer report for a range of customer numbers. The prompts **`BEGINNING CUSTOMER`** and **`ENDING CUSTOMER`** will appear.

- Enter the beginning customer number and press **`<Return>`**.
- Enter the ending customer number and press **`<Return>`**.

  The cursor will move to the **`ENTER SELECTION _`** prompt.

- Enter a **`2`** to generate a customer report for a range of salesman codes. The prompts **`BEGINNING SALESMAN:`** and **`ENDING SALESMAN:`** will appear.
- Enter the beginning salesman code (A - 9) and press **`<Return>`**.
- Enter the ending salesman code (A - 9) and press **`<Return>`**.

  The report will only include customers with matching salesman codes entered. To generate individual salesman reports (and totals), print separate reports for each salesman.

  The cursor will move to the **`ENTER SELECTION _`** prompt.

- Enter a **`3`** to generate a customer report for a specific report code. The prompt **`ENTER REPORT CODES(S)`** will appear.
- Enter any combination of report codes (numeric) and press **`<Return>`**.

  The cursor will move to the **`ENTER SELECTION _`** prompt.

  The number entered should correspond to the type of report to be generated. ***Example:*** Entering **`1`** will print customer-mailing labels.

If **1** was entered at the **ENTER SELECTION _** prompt, the cursor will move to the **NUMBER OF COPIES (LABELS ONLY) _** prompt.

- Enter the number of copies to be printed and press **<Return>**.
- With the cursor positioned at the **ANSWER 'Y' TO BEGIN PRINTING** prompt, enter **Y** or **N** and press **<Return>**.

Enter **Y** and the report will begin printing. The message *REPORT IN PROGRESS* will appear on the screen. When the report is complete, the cursor will return to the **ENTER 1, 2 OR 3 _** prompt.

Enter **N** and the cursor will return to the **ENTER 1, 2 OR 3 _** prompt.

The ↑ arrow key can be pressed to return the cursor to the previous prompt to change a response. Press the **<F11>** (*Exit*) key to return to the *Report Processing Menu*.

12.4 Gross Margin Pricing Reports

The Gross Margin Pricing Report presents, by part number or popularity code summary, the gross margin profit percents of each price level. Various options allow several different report formats to be generated for use in fine tuning prices.

The report may be printed for all part numbers, only part numbers with a specific popularity code or by popularity code summary. Printing a gross margin pricing report by popularity code summary allows for a quick review of the present inventory-pricing scheme.

Reviewing the effects of new price changes can be quickly accomplished by printing a Gross Margin Pricing Report by popularity code summary before and after the price increase goes into effect. Using the *Automatic Price Adjustment* program, gross profit margins can be adjusted when needed.

The gross margin percentage is calculated by dividing the profit (sale price minus cost) by the sale price as shown:

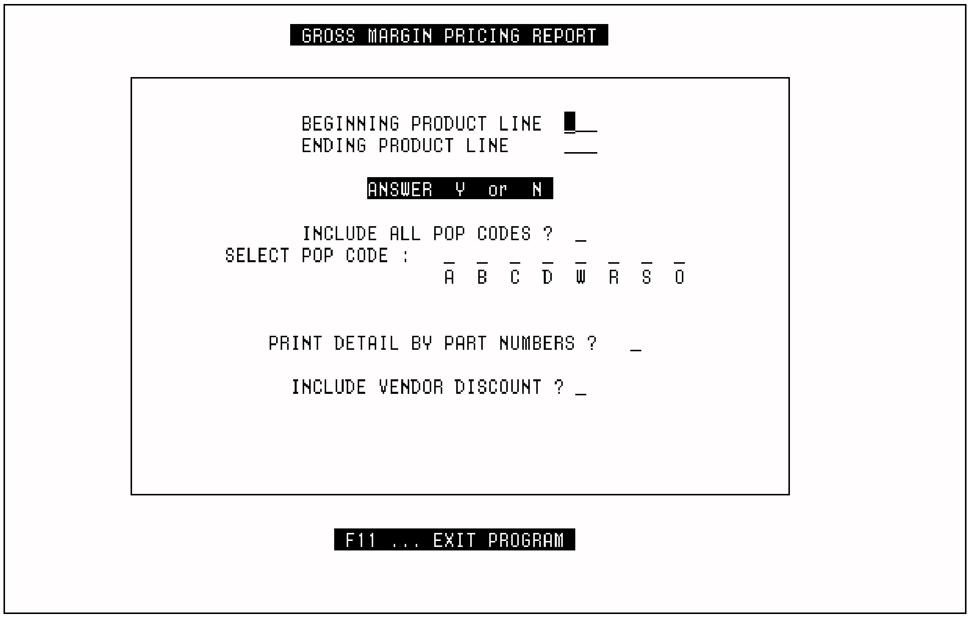
$.80 (Sale Price) - $.50 (Cost) = ***$.30 (Profit)***
$.30 (Profit) = ***37.50 % (Gross Margin %)***
$.80 (Sale Price)

Gross profit margins can be calculated with or without a vendor discount included (*VENDOR NET % - Product Line Update*).

12.4.1 Printing A Gross Margin Pricing Report

- From the *Report Processing Menu*, enter **3** (*Gross Margin Pricing Report*) and press **<Return>**.

The *Gross Margin Pricing Report* screen will appear as shown:



- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt, enter the beginning product line (0 - 255) and press **<Return>**.
- With the cursor positioned at the **ENDING PRODUCT LINE** prompt, enter the ending product line (0 - 255) and press **<Return>**.

  The report will only include part numbers within the entered product line range.
- With the cursor positioned at the **INCLUDE ALL POP CODES ?** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** to include all part numbers regardless of their popularity code. The cursor then be positioned at the **PRINT DETAIL BY PART NUMBERS ?** prompt.

  Enter **N** to only include specific popularity coded part numbers. The cursor then be positioned at the **SELECT POP CODE :** prompt.
- Enter **Y** or **N** to each popularity code and press **<Return>**.

  The report will include only those part numbers with the selected popularity codes.
- With the cursor positioned at the **PRINT DETAIL BY PART NUMBERS ?** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** to print all part numbers of the product lines and popularity codes selected.

  Enter **N** to print a summarized popularity code report for each product line selected.
- With the cursor positioned at the **INCLUDE VENDOR DISCOUNT ?** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** to have the cost of an item on based upon price level 0 multiplied by the vendor discount (Vendor Net%).

Enter **N** to have the cost of an item on base upon price level 0.

- With the cursor positioned at the **BEGIN PRINTING?** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the report will begin printing.

  Enter **N** and the cursor again be positioned at the **BEGINNING PRODUCT LINE** prompt.

  The price 0 printed for the gross margin pricing report by pop code summary is the cost of one unit for every part number with that pop code.

  The ↑ arrow key can be pressed to return the cursor to the previous prompt to change a response. Press the **<F11>** (*Exit*) key to return to the *Report Processing Menu*.

12.4.1.1 Sample Gross Margin Pricing Report

DATE MM/DD/YY GROSS MARGIN PRICING REPORT -- DETAIL BY PART NUMBER STR1 PAGE 1

PRODUCT LINE # 4 JTT LIFTERS /GASKETS
A: 0 B: 0 C: 0 D: 0 W: 0 R: 0 S: 0 O: 0 CATALOGUE DATE MM/YY

PART NUMBER	PRICE 0	PRICE 1	PRICE 2	PRICE 3	PRICE 4	PRICE 5	CORE COST	CORE SELL	POP
JTT-	100.00	30.07%	40.12%	50.00%	50.00%	60.00%	0.00	0.00%	A
JTT-708	3.78	30.13%	40.10%	50.00%	50.00%	62.01%	0.00	0.00%	A
JTT-761	3.06	30.14%	40.12%	50.00%	50.00%	65.81%	0.00	0.00%	A
JTT-770	2.73	30.00%	40.13%	50.00%	50.00%	72.56%	0.00	0.00%	A
JTT-812	2.30	30.09%	40.10%	50.00%	50.00%	76.88%	0.00	0.00%	A
JTT-817	1.58	39.23%	48.03%	56.59%	56.59%	77.27%	0.00	0.00%	A
JTT-817R	2.29	25.89%	36.57%	46.99%	46.99%	71.19%	0.00	0.00%	A
JTT-846	2.38	30.00%	40.05%	50.00%	50.00%	70.06%	0.00	0.00%	A
JTT-855	2.66	30.00%	40.09%	50.00%	50.00%	73.27%	0.00	0.00%	A
JTT-872	1.47	30.00%	40.00%	50.00%	50.00%	78.85%	0.00	0.00%	A
JTT-874	1.86	30.08%	40.19%	50.00%	50.00%	79.22%	0.00	0.00%	A
JTT-879	2.23	30.09%	40.05%	50.00%	50.00%	75.08%	0.00	0.00%	A
JTT-886	2.93	30.07%	40.08%	50.00%	50.00%	70.55%	0.00	0.00%	A
JTT-887	3.82	30.04%	40.13%	50.00%	50.00%	65.11%	0.00	0.00%	A
JTT-892	1.88	30.11%	40.13%	50.00%	50.00%	76.35%	0.00	0.00%	A
JTT-896	2.32	30.12%	40.05%	50.00%	50.00%	74.08%	0.00	0.00%	A
JTT-900	1.70	39.29%	48.01%	56.63%	56.63%	71.24%	0.00	0.00%	A
JTT-937	1.43	29.90%	40.17%	50.00%	50.00%	79.42%	0.00	0.00%	A
JTT-949	1.75	39.02%	47.92%	56.47%	56.47%	80.45%	0.00	0.00%	A
JTT-951	2.01	29.97%	40.18%	50.00%	50.00%	77.54%	0.00	0.00%	A
JTT-951R	2.47	30.03%	40.05%	50.00%	50.00%	72.40%	0.00	0.00%	A
JTT-957	2.80	30.00%	40.17%	50.00%	50.00%	71.86%	0.00	0.00%	A
JTT-969	1.82	30.00%	40.13%	50.00%	50.00%	77.11%	0.00	0.00%	A
JTT-976	2.28	30.06%	40.16%	50.00%	50.00%	74.53%	0.00	0.00%	A
JTT-992	1.70	30.04%	40.14%	50.00%	50.00%	78.62%	0.00	0.00%	A
JTT-2011	1.79	39.32%	47.97%	56.55%	56.55%	80.00%	0.00	0.00%	A
JTT-2012	2.89	30.02%	40.17%	50.00%	50.00%	70.95%	0.00	0.00%	A
AVERAGE	$ 5.92	31.25%	41.15%	50.86%	50.86%	73.42%	0.00	0.00%	
HIGHEST	$ 100.00	39.32%	48.03%	56.63%	56.63%	80.45%	0.00	0.00%	
LOWEST	$ 1.43	25.89%	36.57%	46.99%	46.99%	60.00%	0.00	0.00%	

DATE MM/DD/YY GROSS MARGIN PRICING REPORT -- AVERAGE BY POP CODE STR1 PAGE 2

PRODUCT LINE # 4 JTT LIFTERS /GASKETS
A: 0 B: 0 C: 0 D: 0 W: 0 R: 0 S: 0 O: 0 CATALOGUE DATE MM/YY

POP CODE		AVERAGE PRICE 0	PRICE 1	PRICE 2	PRICE 3	PRICE 4	PRICE 5	AVG. CORE COST	CORE SELL	ITEMS
A	$	5.92	30.45%	40.45%	50.28%	50.28%	66.52%	0.00	0.00%	27
B	$	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0.00%	0
C	$	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0.00%	0
D	$	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0.00%	0
W	$	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0.00%	0
R	$	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0.00%	0
S	$	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0.00%	0
O	$	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0.00%	0

Sample Gross Margin Pricing Report - Detailed

12.5 Print Price Labels

The Print Price Label program allows part number labels to be printed on pre-printed Autologue or APS labels (condensed print). Shelf labels can be printed on pre-printed Autologue shelf labels (condensed print). Optionally, both types of labels can also be printed on standard size mailing labels (standard print). The program also has the ability to have the cost price printed on price labels in a user defined encoded format. All these options can be printed by product line, purchase order or by individual part number. Listed below are each label type and the options available:

<u>Parts Label</u>

- prints on pre-printed Autologue or APS small part labels (condensed print) or on large standard size mailing labels (standard print)
- option to print a specific number of labels for one part number
- option to print the alternate part number (assuming the part number is an alternate), master alternate part number & description, unit cost, date printed and the vendor number (if by P.O. #) on large part labels only!
- option to print labels for each part's quantity on hand, unit pack or one for each part (by product line)
- option to print the quantity ordered or received for each part (by P.O. #)
- option to only print parts with a particular pop code(s) (by product line)
- option to print a specific price level and optionally have it discounted
- option to only print parts with a particular report code (by product line)
- option to have the cost price encoded (large labels only and **`COST_CIPHER`** uservar option must be setup and enabled!)

<u>Shelf Label</u>

- prints on pre-printed Autologue shelf labels (condensed print) or on standard size mailing labels (standard print) when answering **`N`** to all price levels (part number & description only)
- option to print the alternate part number (assuming the part number is an alternate), master alternate part number, description and a specific price level
- option to print a specific number of labels by part number
- option to only print parts with a particular pop code(s) (by product line)
- option to print a specific price level and optionally have it discounted
- option to only print parts with a particular report code (by product line)

Standard Autologue part labels are printed on pre-printed computer labels with 7 labels across. APS (Automotive Parts System) part labels are printed on pre-printed computer labels with 5 labels across.

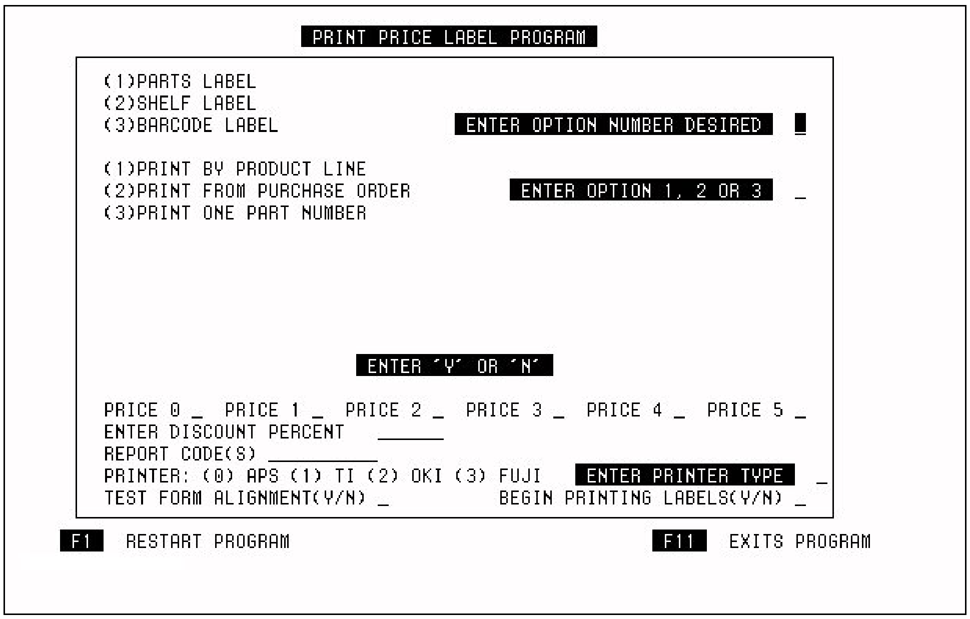
Autologue shelf labels are printed on pre-printed computer labels with one label across.

When printing shelf labels by product line, one label will be printed for each part number.

12.5.1 Printing Labels

- From the *Report Processing Menu*, enter **4** (*Print Price Labels*) and press **<Return>**.

  The *Print Price Label* screen will appear as shown:



- With the cursor positioned at the **ENTER OPTION NUMBER DESIRED** prompt, enter **1** (*Parts Label*), **2** (*Shelf Label*), or **3** (*Barcode Label*) and press **<Return>**.

  If **1** (*Parts Label*) was entered, the cursor will be positioned at the **SMALL OR LARGE LABEL? (S/L)** prompt.

- With the cursor positioned at the **SMALL OR LARGE LABEL? (S/L)** prompt, enter **S** (small pre-printed labels) or **L** (large standard address mailing labels – not condensed) and press **<Return>**.

  If **2** (*Shelf Label*) was entered, the cursor will be positioned at the **PRINT PART AND MASTER? (Y/N)** prompt.

- With the cursor positioned at the **PRINT PART AND MASTER? (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  If **Y** was entered and the part number to be printed is a slave alternate part number, the label will print the alternate's part number, the alternate's master part number, the master's description, unit cost, date printed and the vendor number.

If **3** (*Barcode Label*) was entered, the cursor will be positioned at the **ENTER OPTION 1, 2 OR 3** prompt.

☞ **<u>Note:</u> Bar code labels will only print up to 18 character part numbers. This is a limitation of the printer and label itself.**

12.5.1.1 Print By Product Line

- With the cursor positioned at the **ENTER OPTION 1, 2 OR 3** prompt, enter **1** (*Print By Product Line*) and press **<Return>**.
- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt, enter the beginning product line number and press **<Return>**.
- With the cursor positioned at the **ENDING PRODUCT LINE** prompt, enter the ending product line number and press **<Return>**.
- With the cursor positioned at the **PRINT LABEL FOR EACH (1)PART,(2)UNIT PACK OR (3)PART NUMBER** prompt, enter **1** to print one label for each quantity on hand of each part number, enter **2** to print one label for each unit pack of each part number or enter **3** to only print one label for each part number within the product line range and press **<Return>**.
- With the cursor positioned at the **ALL POP CODES ?** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the cursor will move to the **PRICE 0** prompt.

  Enter **N** and the cursor will move to the **A_** prompt. Enter **Y** and press **<Return>** for each pop code to have labels printed for. Enter **N** and press **<Return>** for each pop code to be excluded.

Part Number	Quantity On Hand	Unit Pack	Parts Labels Printed (Option 1)	Shelf Labels Printed (Option 2)
ACD-46	24	8	24	3
ACD-R45TS	60	8	60	13
BCA-A3	3	3	3	1
CSP-N9YC	3	8	3	1
MAE-2022	0	2	0	0

12.5.1.2 Print From Purchase Order

- With the cursor positioned at the **ENTER OPTION 1, 2 OR 3** prompt, enter **2** (*Print From Purchase Order*) and press **<Return>**.
- With the cursor positioned at the **PURCHASE ORDER NUMBER:** prompt, enter the purchase order number and press **<Return>**.
- With the cursor positioned at the **ORDERED/RECEIVED(O/R)** prompt, enter **O** (*Ordered*) or **R** (*Received*) and press **<Return>**. ***Note:*** Pressing the **<Return>** key without entering a value will automatically enter a default value of **O**.

- With the cursor positioned at the **PRINT LABEL FOR EACH (1)PART,(2)UNIT PACK OR (3)PART NUMBER** prompt, enter **1** to print one label for each quantity on hand of each part number, enter **2** to print one label for each unit pack of each part number or enter **3** to only print one label for each part number on the purchase order and press **<Return>**.
- With the cursor positioned at the **ALL POP CODES ?** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the cursor will move to the **PRICE 0** prompt.

  Enter **N** and the cursor will move to the **A_** prompt. Enter **Y** and press **<Return>** for each pop code to have labels printed for. Enter **N** and press **<Return>** for each pop code to be excluded.

☞ **<u>Note:</u> Labels are NOT printed for items that have negative quantities ordered/received!**

12.5.1.3 Print One Part Number

- With the cursor positioned at the **ENTER OPTION 1, 2 OR 3** prompt, enter **3** (*Print One Part Number*) and press **<Return>**.
- With the cursor positioned at the **PART NUMBER** prompt, enter the part number and press **<Return>**.
- With the cursor positioned at the **QUANTITY TO PRINT** prompt, enter the number of labels to print for the part number entered and press **<Return>**.

12.5.2 Part Label Pricing

The next six prompts are used to define price to print as *your price* on the labels.

- With the cursor positioned at the **PRICE 0 _** prompt, enter **Y** to use price level 0 as the price or **N** to use a different price level and press **<Return>**.

  Enter **N** to each price prompt until a **Y** has been entered at the price prompt to be used. The cursor will then be positioned at the **ENTER DISCOUNT PERCENT** prompt.
- With the cursor positioned at the **ENTER DISCOUNT PERCENT** prompt, enter a discount percent from 0 to 320.00 or just press **<Return>** to use the default value of 100.00.

  The discount percent will be multiplied against the price level selected to determine *your price*.
- With the cursor positioned at the **REPORT CODE(S)** prompt, enter the desired report codes and press **<Return>** or just press **<Return>**.
- With the cursor positioned at the **ENTER PRINTER TYPE** prompt, enter **0** (*APS*), **1** (*TI*), **2** (*OKI*), or **3** (*FUJI*) and press **<Return>**.

☞ **<u>Note:</u> This prompt will be skipped when printing barcode labels because there is a special type of barcode printer!**

If using APS price labels, select **0**. If using a TI-810 printer, select **1** and set the management printer to 16.5 CPI (characters per inch). If using an Okidata printer, select **2**. If using a Fujitsu printer, select **3**.

- With the cursor positioned at the **TEST FORM ALIGNMENT(Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and a test form pattern will print.

  Enter **N** and the cursor will be positioned at the **BEGIN PRINTING LABELS(Y/N)** prompt.

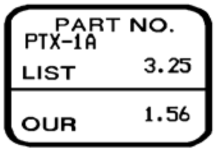
- With the cursor positioned at the **BEGIN PRINTING LABELS(Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the labels requested will begin printing.

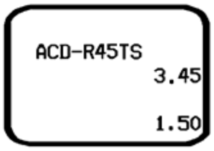
  Enter **N** and the cursor again be positioned at the **ENTER OPTION NUMBER DESIRED** prompt.

  The ↑ arrow key can be pressed to return the cursor to the previous prompt to change a response. Press the **<F11>** (*Exit*) key to return to the *Report Processing Menu*.

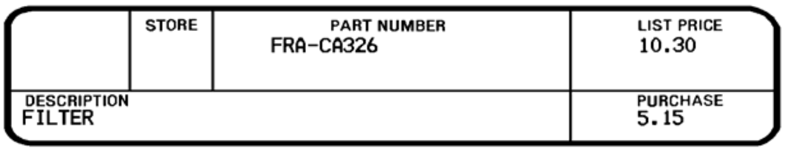
12.5.2.1 Sample Part Number Labels



Small Pre-printed Part Number Label



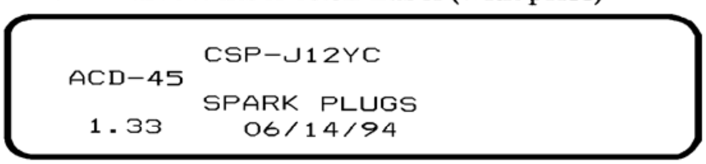
Small Blank Part Number Label



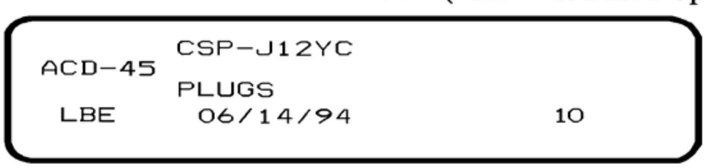
Small Pre-printed Part Number Shelf Label

Blank Part Number Shelf Label (No prices option)

Blank Part Number Shelf Label (with price)



Blank Part Number Shelf Label (Alternate Part # option)



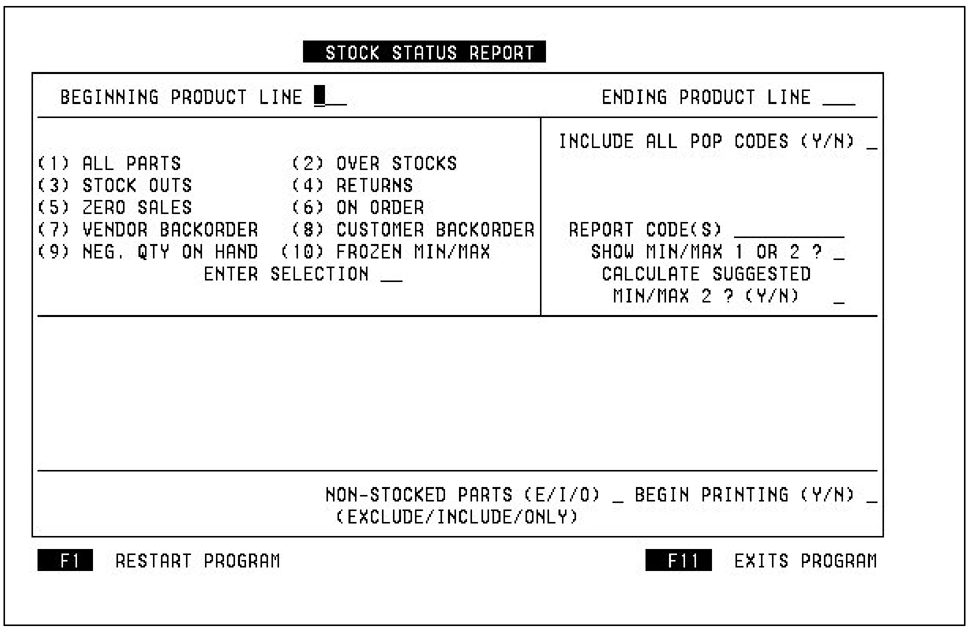
Blank Part Number Shelf Label (Cost Cipher, Alternate Part # & Vendor # option)

12.6 Stock Status Report

The Stock Status Report program is a very powerful inventory management tool. Over nine different types of reports can be generated. The Stock Status Report can also calculate and assign min2/max2 stocking levels based upon sales history levels. Optionally the calculated min2/max2 stocking levels can be swapped with the min1/max1 stocking levels. Listed below are the reports available:

- All Parts Report
- Over Stock Report
- Stock Out Report
- Return Stock Status Report
- Zero Sales Report
- Stock On Order Report
- Vendor Backorder Report
- Customer Backorder Report
- Negative Quantity On Hand Report
- Frozen Min/Max Report

All reports can be generated for a range of product lines, include or exclude non-stocked parts (optional), include specific popularity and report codes for the part numbers selected.



12.6.1 All Parts Report

The All Parts Report will list all part numbers for the entered product line range. This report is commonly used for updating min/max 2 stocking levels based upon the selected sales history quarters and the number of days minimum and maximum stock is required.

This report is generated when **`1`** is entered at the **`ENTER SELECTION`** prompt.

```
         PAGE     1                            STOCK STATUS REPORT                   MM/DD/YY HH:MM:SS      STR1
         ----------                ----------------------------------                -----------------      ------


WEEKS INTO QTR: 4,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=N 5th=N 6th=N,  WORK DAYS/WEEK:6.0,  SUGG. MIN DAYS:60,  SUGG. MAX DAYS:120
REPORT CODES:  NON-STOCKED PARTS: I
------------------------------------------------------------------------------------------------------------------------------------


*** PRODUCT LINE #  59             SELL-UP MESSAGE:       GASKETS              CATALOGUE DATE: MM/YY
*** EAT CAM BRGS                   POP PRICE PERCENTAGES:  A:0     B:0    C:0     D:0   W:0     R:0   S:0     O:0

                                                      ----------SALES HISTORY----------
    DESCRIPTION          ON    PRESENT   SUGGESTED    CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER        POP HAND  MIN1 MAX1  MIN    MAX    QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    EATON CAM
EAT-                A   10    6    10    0      0      0    0    0    0                    0    1    1     0    0    0    0    0
    CAM BEARINGS
EAT-B6              A   10    6    10    8     17      0   20   10    6                    0    1    1     0    0    0    0    0
EAT-B8              A    0    6    10    4      8     10    0    3    5                    0    1    1     0    0    0    0    0
EAT-B9              A   10    6    10    0      0      0    0    0    0                    0    1    1     0    0    0    0    0
EAT-B11             A   10    6    10    3      6      0    0    0   12                    0    1    1     0    0    0    0    0
EAT-B12             A   10    6    10    0      0      0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F22             A   10    6    10    0      0      0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F23A            A   10    6    10    0      0      0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F24             A   10    6    10    0      0      0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F26             A   10    6    10    0      0      0    0    0    0                    0    1    1     0    0    0    0    0


*** TOTALS FOR PRODUCT LINE # 59 ***
*** EAT CAM BRGS   ***        QUANTITY     QUANTITY       VENDOR       CUSTOMER      ITEMS OUT               CORE        WARRANTY
                              ON  HAND     ON ORDER     BACKORDER     BACKORDER     OF  STOCK      ITEMS    RETURNS       RETURNS
                                   320            0             0             0             1         31          0             0

VALUE OF INVENTORY:                     2669.24
CORE VALUE OF INVENTORY:                   0.00       UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                 0.00       -----------------
WARRANTY RETURNS - CORE VALUE:             0.00
VALUE OF CORE RETURNS:                     0.00       CURRENT       OCT      JUL      APR      JAN      OCT      JUL
VALUE OF STOCKOUTS:                       25.65       QUARTER        YY       YY       YY       YY       YY       YY
VALUE OF OVERSTOCKS:                     112.86
VALUE OF ZERO SALES:                    2077.30           10         23       00       00
VALUE OF NEGATIVE QUANTITY ON HAND:        0
```

Sample All Parts Report

12.6.2 Over Stock Report

An Over Stock Report will only list part numbers with a quantity on hand plus on order plus vendor backorder quantities greater than the maximum stocking level selected (max 1 or max 2).

The actual over stock quantity will print under the last column (**O/S**) for each part number. The dollar value of over stocks will be listed by product line.

An Over Stock Report is generated when a **2** is entered at the **ENTER SELECTION** prompt.

```
          PAGE     1                              OVERSTOCK    REPORT                          MM/DD/YY HH:MM:SS       STR1
          ----------                     ----------------------------------                  -----------------        ------



WEEKS INTO QTR: 4,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=N 5th=N 6th=N,  WORK DAYS/WEEK:6.0,  SUGG. MIN DAYS:60,  SUGG. MAX DAYS:120
REPORT CODES:  NON-STOCKED PARTS: I
-------------------------------------------------------------------------------------------------------------------------------------



*** PRODUCT LINE #  59             SELL-UP MESSAGE:       GASKETS               CATALOGUE DATE: MM/YY
*** EAT CAM BRGS                   POP PRICE PERCENTAGES:  A:0    B:0   C:0     D:0   W:0     R:0   S:0     O:0

                                                     ----------SALES HISTORY----------
    DESCRIPTION          ON    PRESENT   SUGGESTED   CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER          POP HAND  MIN1 MAX1  MIN   MAX  QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    CAM BEARINGS
EAT-CH8               A    32    6    10    7    13    28    0    0    0                    5    1    1     0    0    0    0    0 22

*** TOTALS FOR PRODUCT LINE # 59 ***
*** EAT CAM BRGS   ***          QUANTITY     QUANTITY      VENDOR       CUSTOMER      ITEMS OUT                     CORE       WARRANTY
                                ON  HAND     ON ORDER     BACKORDER     BACKORDER     OF  STOCK      ITEMS        RETURNS       RETURNS
                                     32             0             0             0             0          1            0             0

VALUE OF INVENTORY:                        164.16
CORE VALUE OF INVENTORY:                     0.00       UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                   0.00       -----------------
WARRANTY RETURNS - CORE VALUE:               0.00
VALUE OF CORE RETURNS:                       0.00       CURRENT      OCT       JUL       APR       JAN       OCT       JUL
VALUE OF STOCKOUTS:                         25.65       QUARTER       YY        YY        YY        YY        YY        YY
VALUE OF OVERSTOCKS:                       112.86
VALUE OF ZERO SALES:                         0.00          28          0         0         0
VALUE OF NEGATIVE QUANTITY ON HAND:          0.00
```

Sample Overstock Report

12.6.3 Stock Out Report

A Stock Out Report will list only those part numbers with stock out quantities greater than zero. Stock outs are recorded in point of sale when the quantity to be sold is greater than the quantity on hand available. Stock outs are accumulated within the inventory file until cleared (an option during month end closing procedures).

The actual stock out quantity will print under the **STOCK OUTS** column for each part number. The dollar value of stock outs will be listed by product line.

A Stock Out Report is generated when a **3** is entered at the **ENTER SELECTION** prompt.

```
          PAGE     1                              STOCKOUT     REPORT                         MM/DD/YY HH:MM:SS       STR1
          ----------                       ----------------------------------                 -----------------        ------



WEEKS INTO QTR: 4,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=N 5th=N 6th=N,  WORK DAYS/WEEK:6.0,  SUGG. MIN DAYS:60,  SUGG. MAX DAYS:120
REPORT CODES:  NON-STOCKED PARTS: I
-----------------------------------------------------------------------------------------------------------------------------------



*** PRODUCT LINE #  59              SELL-UP MESSAGE:       GASKETS               CATALOGUE DATE: MM/YY
*** EAT CAM BRGS                    POP PRICE PERCENTAGES:  A:0    B:0   C:0     D:0   W:0     R:0   S:0     O:0

                                                      ----------SALES HISTORY----------
    DESCRIPTION          ON    PRESENT   SUGGESTED   CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER         POP HAND  MIN1 MAX1  MIN    MAX  QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    CAM BEARINGS
EAT-CH8              A    32     6    10     7    13    28    0    0    0                    5    1    1     0    0    0    0    0 22

*** TOTALS FOR PRODUCT LINE # 59 ***
*** EAT CAM BRGS   ***          QUANTITY     QUANTITY      VENDOR       CUSTOMER      ITEMS OUT                 CORE       WARRANTY
                                ON  HAND     ON ORDER     BACKORDER     BACKORDER     OF  STOCK      ITEMS     RETURNS      RETURNS
                                     32            0             0             0             0          1          0            0

VALUE OF INVENTORY:                        164.16
CORE VALUE OF INVENTORY:                     0.00       UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                   0.00       -----------------
WARRANTY RETURNS - CORE VALUE:               0.00
VALUE OF CORE RETURNS:                       0.00       CURRENT      OCT      JUL      APR      JAN      OCT      JUL
VALUE OF STOCKOUTS:                         25.65       QUARTER       YY       YY       YY       YY       YY       YY
VALUE OF OVERSTOCKS:                       112.86
VALUE OF ZERO SALES:                         0.00          28        0        0        0
VALUE OF NEGATIVE QUANTITY ON HAND:          0.00
```

Sample Stock Out Report

12.6.4 Return Stock Status Report

The Return Stock Status Report will list all core and/or warranty returns according to the returns options selected.

Core and warranty return quantities will print under the **CORE RET** and **WARR RET** columns. The dollar values of core returns and warranty returns will be listed by product line.

A Return Stock Status Report is generated when a **4** is entered at the **ENTER SELECTION** prompt.

```
         PAGE     1                              RETURN STOCK STATUS REPORT                    MM/DD/YY HH:MM:SS       STR1
         ----------                          ----------------------------------                -----------------        ------



WEEKS INTO QTR: 4,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=N 5th=N 6th=N,  WORK DAYS/WEEK:6.0,  SUGG. MIN DAYS:60,  SUGG. MAX DAYS:120
REPORT CODES:  NON-STOCKED PARTS: I
-----------------------------------------------------------------------------------------------------------------------------------



*** PRODUCT LINE #  65             SELL-UP MESSAGE:   SOLENOID REG              CATALOGUE DATE: MM/YY
*** REB ELECTRIC                   POP PRICE PERCENTAGES:  A:0    B:0   C:0     D:0   W:0     R:0   S:0     O:0

                                                     ----------SALES HISTORY----------
    DESCRIPTION          ON    PRESENT   SUGGESTED   CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER          POP HAND  MIN1 MAX1  MIN   MAX   QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    ALTERNATOR
REB-7057              A     5    2     2    0     0     0    0    0    0                     0    1    1     0    0    0    1    0  3
    STARTERS
REB-3131              A     0    2     2    6    11    24    0    0    0                    32    1    1     0    0    0    9    0
REB-3132              A     1    2     2    2     4     8    0    0    0                     0    1    1     0    0    0    3    0
    USE 3257 3256
REB-3250              A    -7    2     2    4     8    18    0    0    0                     8    1    1     0    0    0   15    1
    STARTERS USE 3256
REB-3257              A     0    2     2    1     2     5    0    0    0                     0    1    1     0    0    0    2    0
    STARTERS
REB-3258              A     2    2     2    1     2     3    0    0    0                     0    1    1     0    0    0    3    0

*** TOTALS FOR PRODUCT LINE # 65 ***
*** REB ELECTRIC   ***          QUANTITY     QUANTITY      VENDOR       CUSTOMER      ITEMS OUT            CORE        WARRANTY
                                ON  HAND     ON ORDER     BACKORDER     BACKORDER     OF  STOCK     ITEMS     RETURNS       RETURNS
                                       1            0             0             0            3          6          33             1

VALUE OF INVENTORY:                       103.00
CORE VALUE OF INVENTORY:                  100.00       UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                 10.69       -----------------
WARRANTY RETURNS - CORE VALUE:             13.60
VALUE OF CORE RETURNS:                    481.60       CURRENT       OCT       JUL       APR       JAN       OCT       JUL
VALUE OF STOCKOUTS:                       490.32       QUARTER        YY        YY        YY        YY        YY        YY
VALUE OF OVERSTOCKS:                       34.50
VALUE OF ZERO SALES:                       57.50            58         0         0         0
VALUE OF NEGATIVE QUANTITY ON HAND:       -74.83
```

Sample Return Stock Status Report

12.6.5 Zero Sales Report

A Zero Sales Report lists part numbers with zero sales in the selected quarters of sales history. Current quarter is always included but user's can select any combination of the previous six quarters of sales history.

A Zero Sales Report is generated when a **5** is entered at the **ENTER SELECTION** prompt.

```
          PAGE     1                              ZERO  SALES  REPORT                            MM/DD/YY HH:MM:SS        STR1
          ----------                       ----------------------------------                    -----------------         ------



WEEKS INTO QTR: 0,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=N 5th=N 6th=N,  WORK DAYS/WEEK:0.0,  SUGG. MIN DAYS:0,  SUGG. MAX DAYS:0
REPORT CODES:  NON-STOCKED PARTS: I
-----------------------------------------------------------------------------------------------------------------------------------



*** PRODUCT LINE #  59              SELL-UP MESSAGE:       GASKETS              CATALOGUE DATE: MM/YY
*** EAT CAM BRGS                    POP PRICE PERCENTAGES:  A:0    B:0   C:0     D:0   W:0     R:0   S:0     O:0

                                                         ----------SALES HISTORY----------
    DESCRIPTION           ON    PRESENT   SUGGESTED   CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER         POP HAND  MIN1 MAX1  MIN    MAX   QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    EATON CAM
EAT-                 A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
    CAM BEARINGS
EAT-B9               A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-B12              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-CH2              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-CH4              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-CH13             A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-CO3              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-CO8              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-DA1              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-DA2              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F1               A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F7               A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F9A              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F15              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F16              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F18              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F19              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F22              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F23A             A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F24              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0
EAT-F26              A   10     6    10    0     0     0    0    0    0                    0    1    1     0    0    0    0    0

*** TOTALS FOR PRODUCT LINE # 59 ***
*** EAT CAM BRGS   ***          QUANTITY     QUANTITY       VENDOR        CUSTOMER      ITEMS OUT                  CORE       WARRANTY
                                ON  HAND     ON ORDER     BACKORDER      BACKORDER      OF  STOCK       ITEMS     RETURNS      RETURNS
                                     210            0             0              0              0          21           0            0

VALUE OF INVENTORY:                     2077.30
CORE VALUE OF INVENTORY:                   0.00        UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                 0.00        -----------------
WARRANTY RETURNS - CORE VALUE:             0.00
VALUE OF CORE RETURNS:                     0.00        CURRENT       OCT      JUL      APR      JAN      OCT      JUL
VALUE OF STOCKOUTS:                        0.00        QUARTER        YY       YY       YY       YY       YY       YY
VALUE OF OVERSTOCKS:                       0.00
VALUE OF ZERO SALES:                    2077.30              0        0        0        0
VALUE OF NEGATIVE QUANTITY ON HAND:        0.00
```

Sample Zero Sales Report

12.6.6 Stock On Order Report

A Stock On Order Report lists all part numbers presently on order. (Vendor backorders appear on a separate report.)

A Stock On Order Report is generated when a **6** is entered at the **ENTER SELECTION** prompt.

```
          PAGE     1                            STOCK ON ORDER REPORT                       MM/DD/YY HH:MM:SS       STR1
          ----------                      ----------------------------------                -----------------        ------



WEEKS INTO QTR: 0,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=Y 5th=Y 6th=Y,  WORK DAYS/WEEK:0.0,  SUGG. MIN DAYS:0,  SUGG. MAX DAYS:0
REPORT CODES:  NON-STOCKED PARTS: I
------------------------------------------------------------------------------------------------------------------------------------



*** PRODUCT LINE #  53             SELL-UP MESSAGE:    CRANKSHAFT               CATALOGUE DATE: MM/YY
*** MICHIGAN BRGS                  POP PRICE PERCENTAGES:  A:0     B:0   C:0     D:0   W:0     R:0   S:0     O:0

                                                    ----------SALES HISTORY----------
    DESCRIPTION          ON    PRESENT   SUGGESTED   CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER        POP HAND  MIN1 MAX1  MIN    MAX   QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    ENGINE BEARINGS
DAB-R1663STD        A    39   48    96   0      0    12    0    0    0    0    0    0     0    1    8    56    0    0    0    0
DAB-R1663-10        A    40   48    96   0      0    23    0    0    0    0    0    0     0    1    8    56    0    0    0    0
DAB-R1663-20        A    43   48    96   0      0    17    0    0    0    0    0    0     0    1    8    56    0    0    0    0  3
DAB-R7555STD        A     0   48    96   0      0    50    0    0    0    0    0    0     7    1    8    96    0    0    0    0
DAB-R7555-10        A    76   48    96   0      0   126    0    0    0    0    0    0    72    8    8    32    0    8    0    0 12
DAB-R7555-20        A    10   48    96   0      0   138    0    0    0    0    0    0    48    1    8    88    0    0    0    0  2

***** TOTALS FOR PRODUCT LINE # 53 *****

                               QUANTITY     QUANTITY      VENDOR       CUSTOMER      ITEMS OUT                   CORE       WARRANTY
                               ON  HAND     ON ORDER     BACKORDER     BACKORDER     OF  STOCK       ITEMS      RETURNS      RETURNS
                                    208          384             0             8             1           6            0            0

VALUE OF INVENTORY:                     1011.64
CORE VALUE OF INVENTORY:                   0.00       UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                 0.00       -----------------
WARRANTY RETURNS - CORE VALUE:             0.00
VALUE OF CORE RETURNS:                     0.00       CURRENT      OCT       JUL       APR       JAN       OCT       JUL
VALUE OF STOCKOUTS:                      106.68       QUARTER       YY        YY        YY        YY        YY        YY
VALUE OF OVERSTOCKS:                      34.86
VALUE OF ZERO SALES:                       0.00           366        0         0         0         0         0         0
VALUE OF NEGATIVE QUANTITY ON HAND:        0.00
```

Sample Stock On Order Report

12.6.7 Vendor Backorder Report

A Vendor Backorder Report lists all part numbers presently on vendor backorder.

A vendor backorder report is generated when a **7** is entered at the **ENTER SELECTION** prompt.

```
          PAGE     1                           VENDOR BACKORDER REPORT                      MM/DD/YY HH:MM:SS       STR1
          ----------                      ----------------------------------                -----------------        ------



WEEKS INTO QTR: 0,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=Y 5th=Y 6th=Y,  WORK DAYS/WEEK:0.0,  SUGG. MIN DAYS:0,  SUGG. MAX DAYS:0
REPORT CODES:  NON-STOCKED PARTS: I
------------------------------------------------------------------------------------------------------------------------------------



*** PRODUCT LINE #  50             SELL-UP MESSAGE:   OIL WRENCHES              CATALOGUE DATE: MM/YY
*** FRAM FILTERS                   POP PRICE PERCENTAGES:  A:-10     B:-5   C:0     D:10   W:22     R:0   S:0     O:0

                                                    ----------SALES HISTORY----------
    DESCRIPTION          ON    PRESENT   SUGGESTED   CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER        POP HAND  MIN1 MAX1  MIN    MAX   QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    PCV VALVE
FRM-FV104           A     1    2    11   0      0     0    0    0    0    0    0    0     0    1   10    10    5    0    0    0  5

*** TOTALS FOR PRODUCT LINE # 50 ***
*** FRAM FILTERS    ***         QUANTITY     QUANTITY      VENDOR       CUSTOMER      ITEMS OUT                   CORE       WARRANTY
                                ON  HAND     ON ORDER     BACKORDER     BACKORDER     OF  STOCK       ITEMS      RETURNS      RETURNS
                                       1           10             5             0             0           1            0            0

VALUE OF INVENTORY:                        2.76
CORE VALUE OF INVENTORY:                   0.00       UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                 0.00       -----------------
WARRANTY RETURNS - CORE VALUE:             0.00
VALUE OF CORE RETURNS:                     0.00       CURRENT      OCT       JUL       APR       JAN       OCT       JUL
VALUE OF STOCKOUTS:                        0.00       QUARTER       YY        YY        YY        YY        YY        YY
VALUE OF OVERSTOCKS:                      13.80
VALUE OF ZERO SALES:                       2.76             0        0         0         0         0         0         0
VALUE OF NEGATIVE QUANTITY ON HAND:        0.00
```

Sample Vendor Backorder Report

12.6.8 Customer Backorder Report

A Customer Backorder Report lists all part numbers presently backordered by customers.

A Customer Backorder Report is generated when **8** is entered at the **ENTER SELECTION** prompt.

```
          PAGE     1                       CUSTOMER BACKORDER REPORT                    MM/DD/YY HH:MM:SS       STR1
          ----------                 ----------------------------------                 -----------------       ------



WEEKS INTO QTR: 0,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=Y 5th=Y 6th=Y,  WORK DAYS/WEEK:0.0,  SUGG. MIN DAYS:0,  SUGG. MAX DAYS:0
REPORT CODES:  NON-STOCKED PARTS: I
-------------------------------------------------------------------------------------------------------------------------------------



*** PRODUCT LINE #  53             SELL-UP MESSAGE:    CRANKSHAFT              CATALOGUE DATE: MM/YY
*** MICHIGAN BRGS                  POP PRICE PERCENTAGES:  A:0    B:0   C:0     D:0   W:0     R:0   S:0     O:0

                                                        ----------SALES HISTORY----------
    DESCRIPTION          ON    PRESENT   SUGGESTED   CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER        POP HAND  MIN1 MAX1  MIN    MAX   QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    ENGINE BEARINGS
DAB-R7555-10        A    76   48    96    0      0   126    0    0    0    0    0    0    72    8    8    32    0    8    0    0 12

*** TOTALS FOR PRODUCT LINE # 53 ***
*** MICHIGAN BRGS  ***          QUANTITY     QUANTITY       VENDOR       CUSTOMER      ITEMS OUT                   CORE       WARRANTY
                                ON  HAND     ON ORDER     BACKORDER     BACKORDER     OF  STOCK        ITEMS     RETURNS       RETURNS
                                      76           32             0             8             0            1           0             0

VALUE OF INVENTORY:                       63.84
CORE VALUE OF INVENTORY:                   0.00        UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                 0.00        -----------------
WARRANTY RETURNS - CORE VALUE:             0.00
VALUE OF CORE RETURNS:                     0.00        CURRENT      OCT      JUL      APR      JAN      OCT      JUL
VALUE OF STOCKOUTS:                       60.48        QUARTER       YY       YY       YY       YY       YY       YY
VALUE OF OVERSTOCKS:                      10.08
VALUE OF ZERO SALES:                       0.00            126        0        0        0        0        0        0
VALUE OF NEGATIVE QUANTITY ON HAND:        0.00
```

Sample Customer Backorder Report

12.6.9 Negative Quantity On Hand Report

A Negative Quantity on Hand Report lists all part numbers that have a quantity on hand less than zero. Quantities on hand become negative when inventory overrides are performed through point of sale invoicing.

A Negative Quantity On Hand Report is generated when **9** is entered at the **ENTER SELECTION** prompt.

```
          PAGE     1                        NEGATIVE QUANTITY ON HAND REPORT                  MM/DD/YY HH:MM:SS       STR1
          ----------                       ----------------------------------                 -----------------        ------



WEEKS INTO QTR: 4,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=N 5th=N 6th=N,  WORK DAYS/WEEK:6.0,  SUGG. MIN DAYS:60,  SUGG. MAX DAYS:120
REPORT CODES:  NON-STOCKED PARTS: I
-----------------------------------------------------------------------------------------------------------------------------------



*** PRODUCT LINE #  51             SELL-UP MESSAGE:    PLUGS TOOLS             CATALOGUE DATE: MM/YY
*** FILKO IGN                      POP PRICE PERCENTAGES:  A:0     B:0   C:0     D:0   W:0     R:0   S:0     O:0

                                                        ----------SALES HISTORY----------
    DESCRIPTION          ON    PRESENT   SUGGESTED   CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER         POP HAND  MIN1 MAX1  MIN   MAX   QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    CONTACT SET
FKO-75S              W    -4    1     1    3     5    11    0    0    0                    2    1    1     4    0    0    0    0
    CAP   ROTOR
FKO-FO-99            A    -2    1     1    1     3     6    0    0    0                    0    1    1     3    0    0    0    0
FKO-FO-100           A    -3    1     1    1     3     6    0    0    0                    0    1    1     3    0    0    0    0

*** TOTALS FOR PRODUCT LINE # 51 ***
*** FILKO IGN      ***          QUANTITY     QUANTITY      VENDOR       CUSTOMER      ITEMS OUT            CORE       WARRANTY
                                ON  HAND     ON ORDER     BACKORDER     BACKORDER     OF  STOCK      ITEMS       RETURNS       RETURNS
                                      -9           10            0             0             3           3           0             0

VALUE OF INVENTORY:                         0.00
CORE VALUE OF INVENTORY:                    0.00        UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                  0.00        -----------------
WARRANTY RETURNS - CORE VALUE:              0.00
VALUE OF CORE RETURNS:                      0.00        CURRENT      OCT      JUL      APR      JAN      OCT      JUL
VALUE OF STOCKOUTS:                         4.42        QUARTER       YY       YY       YY       YY       YY       YY
VALUE OF OVERSTOCKS:                        0.00
VALUE OF ZERO SALES:                        0.00            23        0        0        0
VALUE OF NEGATIVE QUANTITY ON HAND:       -18.91
```

Sample Negative Quantity On Hand Report

12.6.10 Frozen Min/Max Report

A Frozen Min/Max Report lists all part numbers with their FREEZE MIN/MAX fields set to **Y** (frozen). When this field is set, a part number records min/max values are not updated and are thus "frozen".

A Frozen Min/Max Report is generated when **10** is entered at the **ENTER SELECTION** prompt.

```
         PAGE     1                           FROZEN MIN/MAX REPORT                         MM/DD/YY HH:MM:SS       STR1
         ----------                           ---------------------                         -----------------        ------



WEEKS INTO QTR: 4,  QTRS INCLUDED:1st=Y 2nd=Y 3rd=Y 4th=N 5th=N 6th=N,  WORK DAYS/WEEK:6.0,  SUGG. MIN DAYS:60,  SUGG. MAX DAYS:120
REPORT CODES:  NON-STOCKED PARTS: I
-----------------------------------------------------------------------------------------------------------------------------------



*** PRODUCT LINE #  51             SELL-UP MESSAGE:    PLUGS TOOLS             CATALOGUE DATE: MM/YY
*** FILKO IGN                      POP PRICE PERCENTAGES:  A:0     B:0   C:0     D:0   W:0     R:0   S:0     O:0

                                                     ----------SALES HISTORY----------
    DESCRIPTION          ON    PRESENT   SUGGESTED   CUR  OCT  JUL  APR  JAN  OCT  JUL STOCK UNIT UNIT  ON   BACK CUST CORE WARR  O
PART NUMBER        POP HAND  MIN1 MAX1  MIN    MAX   QTR   YY   YY   YY   YY   YY   YY  OUTS MEAS PACK ORDER  ORD BACK  RET  RET  S

    CONTACT SET
FKO-76S             S     1    1     1    3     5    11    0    0    0                   2    1    1     4    0    0    0    0
   CAP   ROTOR
FKO-FA-99           B     1    1     1    1     3     6    0    0    0                   0    1    1     3    0    0    0    0
FKO-FO-100          A     1    1     1    1     3     6    0    0    0                   0    1    1     3    0    0    0    0

*** TOTALS FOR PRODUCT LINE # 51 ***
*** FILKO IGN      ***          QUANTITY     QUANTITY       VENDOR       CUSTOMER      ITEMS OUT                   CORE       WARRANTY
                                ON  HAND     ON ORDER     BACKORDER     BACKORDER     OF  STOCK      ITEMS      RETURNS      RETURNS
                                       3           10             0             0            3           3            0            0

VALUE OF INVENTORY:                         15.21
CORE VALUE OF INVENTORY:                     0.00       UNIT SALES TOTALS
VALUE OF WARRANTY RETURNS:                   0.00       -----------------
WARRANTY RETURNS - CORE VALUE:               0.00
VALUE OF CORE RETURNS:                       0.00       CURRENT      OCT      JUL      APR      JAN      OCT      JUL
VALUE OF STOCKOUTS:                          0.00       QUARTER       YY       YY       YY       YY       YY       YY
VALUE OF OVERSTOCKS:                         0.00
VALUE OF ZERO SALES:                         0.00            23        0        0        0
VALUE OF NEGATIVE QUANTITY ON HAND:          0.00
```

Sample Frozen Min/Max Report

12.6.11 Suggested Min/Max Formula

Suggested min/max stocking levels are calculated based upon a combination of previous sales history quarters selected, number of weeks in the current quarter and the minimum / maximum days stock required.

Below are a series of calculations that are made by the Stock Status Report program to calculate a suggested min/max2:

Unit Sales of Current Quarter plus Quarters Examined
(Weeks in Current Quarter) + (Number of Quarters Examined x 13) = ***Average Weekly Sales***

Average Weekly Sales
Number of Days in Week = ***Average Daily Sales***

Average Daily Sales x Minimum Days To Reorder = ***Suggested Minimum***

Average Daily Sales x Maximum Days To Reorder = ***Suggested Maximum***

The suggested minimum and maximum stocking levels are rounded to the closest multiple of each part number's per car quantity.

If the per car quantity of a part number is two, the suggested minimum and maximum stocking levels will be a multiple of two.

If the per car quantity of a part number is zero, the suggested minimum and maximum stocking levels will be zero.

If the suggested maximum is one or greater, the suggested minimum will also be at least one. (This prevents having a minimum of 0 and maximum of 2).

To update the min/max 2 fields within the Inventory file, enter **`Y`** to the **`UPDATE MIN/MAX 2 IN THE INVENTORY FILE (Y/N)`** prompt.

☞ **<u>Note:</u> min/max 2 values can be updated without printing a report!**

Using the Stock Status Report program to generate stocking levels based upon sales history helps in reducing obsolete and slow moving merchandise within your inventory and maintain proper stocking levels for popular and fast moving merchandise.

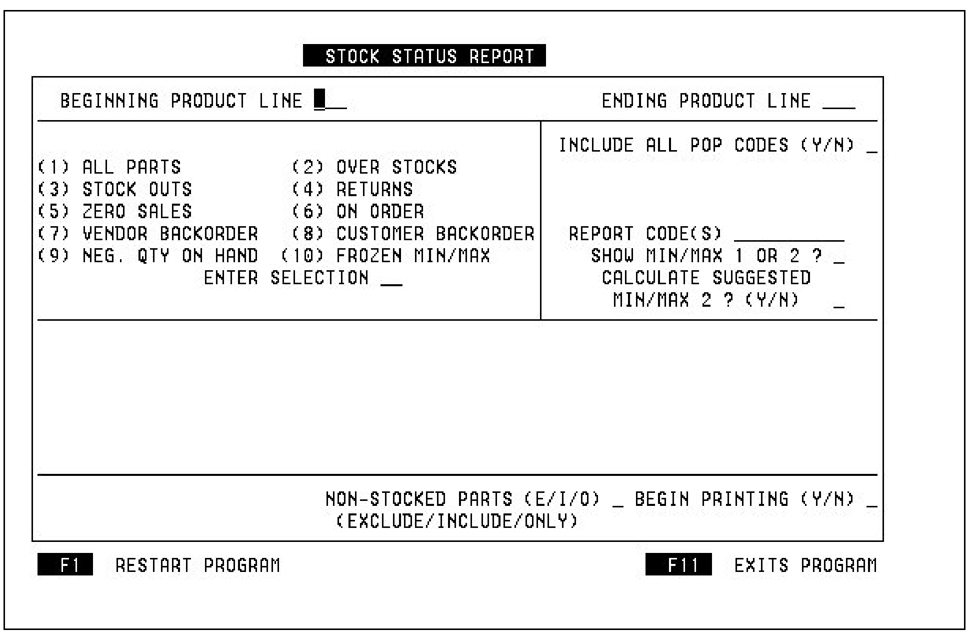
Using the pop code option, different minimum and maximum days of stock can be maintained by popularity code. By establishing greater minimum and maximum days of stock for slower moving (D and W pop codes) items, you will be able to maintain depth and high turnover ratios within your inventory.

Average Stock Maintained	Expected Turnover Ratio
30 Days	12
45 Days	8
60 Days	6
90 Days	4
120 Days	3
180 Days	2

12.6.12 Printing A Stock Status Report

- From the *Report Processing Menu*, enter **`5`** (*Stock Status Report*) and press **`<Return>`**.

  The *Stock Status Report* screen will appear as shown:



- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt, enter the beginning product line (0 - 255) and press **<Return>**.
- With the cursor positioned at the **ENDING PRODUCT LINE** prompt, enter the ending product line (0 - 255) and press **<Return>**.

  The report will only include part numbers within the entered product line range.
- With the cursor positioned at the **ENTER SELECTION** prompt, enter the number (1-10) corresponding the type of report desired and press **<Return>**.
- With the cursor positioned at the **INCLUDE ALL POP CODES (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** to include all popularity codes.

  Enter **N** to not include all popularity codes. Enter **Y** or **N** and press **<Return>** to each of the specific popularity codes. The report will include only those part numbers with its popularity code answered **Y**.
- With the cursor at the **REPORT CODE(S)** prompt, enter up to 10 different report codes and press **<Return>** or just **<Return>** to skip past this prompt.
- With the cursor positioned at the **SHOW MIN/MAX 1 OR 2?** prompt, enter **1** to show min/max1 or **2** to show min/max2 values on the report.
- With the cursor positioned at the **CALCULATE SUGGESTED MIN/MAX 2 ? (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

12.6.12.1 Calculating Suggested Min/Max2 Values

- With the cursor positioned at the **WEEKS IN CURRENT QUARTER (13 MAX)** prompt, enter the number of weeks (1 - 13) since the previous sales quarter ended and press **<Return>**.

  Sales quarters typically end in March, June, September and December.
- With the cursor positioned at the **BUSINESS DAYS / WEEK (7 MAX)** prompt, enter the number of days (1.0 - 7.0) your business is open on a weekly basis and press **<Return>**.

  Example: If your business is open Monday through Saturday 8am-6pm and on Sunday's 10am-3pm enter 6.5 as the number of days in week.
- With the cursor positioned at the **QUARTERS TO EXAMINE (Y/N):** prompt, enter **Y** or **N** to each sales quarter prompt and press **<Return>**.

  1st refers to the previous sales quarter, 4th to the corresponding current quarter last year and 6th refers to the sales quarter of 18 months past. Only the sales quarters selected will print on the report or be included in the suggested min/max 2 calculation.

  When generating a Zero Sales Report, only part numbers with zero units sold in all of the quarter selected plus current will print.

- With the cursor positioned at the **MINIMUM DAYS TO REORDER** prompt, enter the minimum days stock desired (1 - 365) and press **<Return>**.
- With the cursor positioned at the **MAXIMUM DAYS TO REORDER** prompt, enter the maximum days stock desired (1 - 365) and press **<Return>**.
- With the cursor positioned at the **MAXIMUM STOCKING LEVEL TO BE AT LEAST 150% OF UNIT PACK** prompt, enter **Y** or **N** and press **<Return>**.

  This prompt should be answered **Y** when calculating suggested min/max stocking levels on product lines with unit packs greater than 1. This feature adjusts the maximum stocking level in order for purchasing to automatically reorder this item when the quantity on hand is below 1 unit pack.

  When the **NEW_MAX_STOCK** uservar option enabled, the screen would display a **MAXIMUM STOCKING LEVEL TO BE AT LEAST 100% OF UNIT PACK (Y/N)** prompt instead of the usual **MAXIMUM STOCKING LEVEL TO BE AT LEAST 150% OF UNIT PACK (Y/N)** prompt. The calculated max values would then be multiples of the unit pack.

- With the cursor positioned at the **NON-STOCKED PARTS (E/I/O)** prompt, enter **E** (*to exclude*) or **I** (*to include*) or **O** (*to only include*) non-stocked part numbers and press **<Return>**. ***Note:*** simply press **<Return>** to use the default value of **I** that includes all non-stocked parts!

  To only print the non-stocked parts, enter **O**. Enter **E** to only print the stocked parts. To only print both stocked and non-stocked parts, enter **I**.

  A part is classified as *stocked* when the following is true: ((min1 + max1) > 0 or (quantity on hand > 0)).

- With the cursor positioned at the **BEGIN PRINTING REPORT (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and a report will be generated and then printed based upon the entered responses. When the report is done printing, the cursor will be positioned at the prompt **UPDATE MIN/MAX 2**.

  Enter **N** and the cursor will be positioned at the prompt **UPDATE MIN/MAX 2**. The updating of min/max 2 stocking levels can be performed without printing a report.

- Enter **Y** or **N** to the **UPDATE MIN 2/ MAX 2** prompt and press **<Return>**.

  Entering **Y** will update the min/max 2 stocking levels with the suggested min/max stocking levels. Only those part numbers included within the responses entered above will be updated.

  The *Report Processing Menu* will be displayed after the Stock Status Report program is completed.

12.6.12.2 Swapping Min/Max2 & Min/Max1 Values

- When having the system calculate suggested stocking levels based upon sales history through the Stock Status Report program, the user now has the ability to swap the min/max1 and min/max2 values for each "unfrozen" part number by pressing the **<F6>** (*Swap Min/Max 1 & 2*) key. When a part has its **FREEZE MIN/MAX** flag set within its part record, it's protected from having its min/max1 values swapped!

12.7 Automatic Price Adjustment

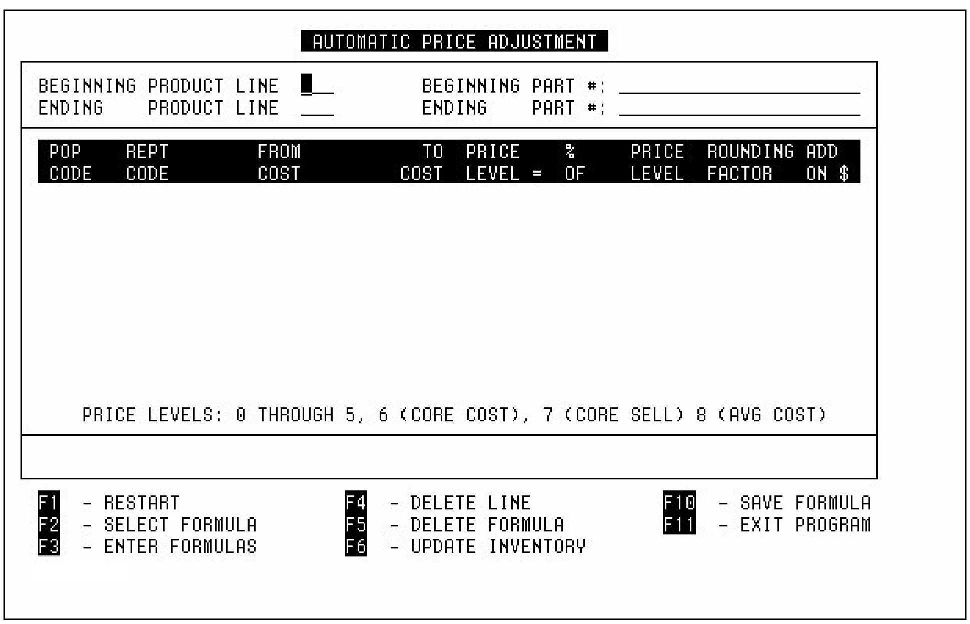
The Automatic Price Adjustment program allows management to adjust prices in a variety of ways that include:

- Part number or product line range
- Parts with a specific popularity and or report code
- Parts with a cost price within a specified dollar amount range can be aggregately priced
- Price levels can be rolled up or down a percentage off of any price level, including itself!
- A rounding factor can also be used during price calculations which allows prices to be rounded to the nearest penny value
- A specific dollar amount can be automatically added onto the calculated dollar amount when assigning the price level. The add-on factor allows positive or negative dollar values from 0.01 to 99.99 to be added on.
- Formula's can be entered and saved for future price adjustments.

12.7.1 Performing A Price Adjustment For A Product Line Range

- From the *Report Processing Menu*, enter **6** (*Automatic Price Adjustment*) and press **<Return>**.

The *Automatic Price Adjustment* screen will appear as shown:



- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt, enter the beginning product line (0 - 255) and press **<Return>**.
- With the cursor positioned at the **ENDING PRODUCT LINE** prompt, enter the ending product line (0 - 255) and press **<Return>**.

  Note: The beginning product line number entered will automatically be the default value for the ending product line. Simply pressing **<Return>** at the **ENDING PRODUCT LINE** prompt uses the default value!
- With the cursor positioned under the **POP CODE** prompt, enter the specific popularity code (**A B C D W R S O**) to be adjusted and press **<Return>** or press **<Return>** to use the default value of **ALL** and adjust all pop codes for this price level.

  Example: Enter an **A** if only the prices of all part numbers with a pop code of **A** are to be adjusted.
- With the cursor positioned under the **REPT CODE** prompt, enter the specific report code(s) to be adjusted and press **<Return>** or press **<Return>** to use the default value of **ALL** and adjust all report codes for this price level.

  Example: Enter an **R7** if only the prices of all part numbers with a report code of **R7** are to be adjusted.
- With the cursor positioned under the **FROM COST** prompt, enter a minimum cost dollar value to be adjusted and press **<Return>** or press **<Return>** to use the default value of **0.00** and adjust parts with cost prices greater than $0.00 for this price level.

  Example: Enter **10.00** if only the prices of parts with a cost greater than $10.00 are to be adjusted.
- With the cursor positioned under the **TO COST** prompt, enter a maximum cost dollar value to be adjusted and press **<Return>** or press **<Return>** to use the default value of **999999.99** and adjust parts with cost prices up to $999999.99 for this price level.

  Example: Enter **200.00** if only the prices of parts with a cost up to $200.00 are to be adjusted.
- With the cursor positioned under the **PRICE LEVEL** prompt, enter the price level (**0-8**) to be adjusted and press **<Return>** or press **<Return>** to use the default value of **0** and adjust price level 0.

  The following table displays the price level number for each field:

Price Level Number	Price Level Description
0	Price 0
1	Price 1
2	Price 2
3	Price 3
4	Price 4
5	Price 5

6	Core Cost
7	Core Sell
8	Average Cost

- With the cursor positioned under the **% OF** (percentage of) prompt, enter the adjustment percent (**0.00 - 655.35**) and press **<Return>** or press **<Return>** to use the default percentage of **100.00**.
- With the cursor positioned under the **PRICE LEVEL** prompt, enter the price level (**0-8**) on which the percentage adjustment is to be based upon and press **<Return>** or press **<Return>** to use the default value of **0**.
- With the cursor positioned under the **ROUNDING FACTOR** prompt, enter a rounding factor (i.e. **0.05**, **0.10**, **0.25**, **0.50** or **1.00**) to have prices rounded to and press **<Return>** or press **<Return>** to use the default value of **0.01**.
- With the cursor positioned under the **ADD ON $** (dollar add on) prompt, enter an add-on value (**$0.00 - $99.99** positive or negative) and press **<Return>** or press **<Return>** or press **<Return>** to use the default value of **0.00**.

  After completing this line, the cursor will be positioned under the **POP CODE** prompt, below the line just entered.
- Continue entering all price adjustments, up to a maximum of ten adjustment lines.
- When all price adjustments formulations have been entered, press the **<F6>** (*Update Inventory*) key to update the prices within the Inventory file.

  As the price adjustments are being applied, the screen will display the message *PROCESSED XXX PARTS*. When the update is completed, the formula information will be cleared and the cursor will be positioned at the **BEGINNING PRODUCT LINE** prompt.

  Use the ↑ arrow key to return the cursor to prior fields for correcting any incorrect responses.

  Press the **<F11>** (*Exit*) key to return to the *Report Processing Menu*.

12.7.2 Performing A Price Adjustment For A Part Number Range

- From the *Report Processing Menu*, enter **6** (*Automatic Price Adjustment*) and press **<Return>**.
- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt within the *Automatic Price Adjustment* screen, press **<Return>** and the cursor will be positioned at the **BEGINNING PART #:** prompt.
- With the cursor positioned at the **BEGINNING PART #:** prompt, enter the beginning part number and press **<Return>**.
- With the cursor positioned at the **ENDING PART #:** prompt, enter the ending part number and press **<Return>**.

Note: The beginning part number entered will automatically be the default value for the ending part number. Simply pressing **<Return>** at the **ENDING PART #:** prompt uses the default value!

- With the cursor positioned under the **POP CODE** prompt, enter the specific popularity code (**A B C D W R S O**) to be adjusted and press **<Return>** or press **<Return>** to use the default value of **ALL** and adjust all pop codes for this price level.
- With the cursor positioned under the **REPT CODE** prompt, enter the specific report code(s) to be adjusted and press **<Return>** or press **<Return>** to use the default value of **ALL** and adjust all report codes for this price level.
- With the cursor positioned under the **FROM COST** prompt, enter a minimum cost dollar value to be adjusted and press **<Return>** or press **<Return>** to use the default value of **0.00** and adjust parts with cost prices greater than $0.00 for this price level.
- With the cursor positioned under the **TO COST** prompt, enter a maximum cost dollar value to be adjusted and press **<Return>** or press **<Return>** to use the default value of **999999.99** and adjust parts with cost prices up to $999999.99 for this price level.
- With the cursor positioned under the **PRICE LEVEL** prompt, enter the price level (**0-8**) to be adjusted and press **<Return>** or press **<Return>** to use the default value of **0** and adjust price level 0.
- With the cursor positioned under the **% OF** (percentage of) prompt, enter the adjustment percent (**0.00 - 655.35**) and press **<Return>** or press **<Return>** to use the default percentage of **100.00**.
- With the cursor positioned under the **PRICE LEVEL** prompt, enter the price level (**0-8**) on which the percentage adjustment is to be based upon and press **<Return>** or press **<Return>** to use the default value of **0**.
- With the cursor positioned under the **ROUNDING FACTOR** prompt, enter a rounding factor (i.e. **0.05**, **0.10**, **0.25**, **0.50** or **1.00**) to have prices rounded to and press **<Return>** or press **<Return>** to use the default value of **0.01**.
- With the cursor positioned under the **ADD ON $** (dollar add on) prompt, enter an add-on value (**$0.00 - $99.99** positive or negative) and press **<Return>** or press **<Return>** or press **<Return>** to use the default value of **0.00**.

  After completing this line, the cursor will be positioned under the **POP CODE** prompt, below the line just entered.
- Continue entering all price adjustments, up to a maximum of ten adjustment lines.
- When all price adjustments formulations have been entered, press the **<F6>** (*Update Inventory*) key to update the prices within the Inventory file.

  As the price adjustments are being applied, the screen will display the message *PROCESSED XXX PARTS*. When the update is completed, the formula information will be cleared and the cursor will be positioned at the **BEGINNING PRODUCT LINE** prompt.

Use the ↑ arrow key to return the cursor to prior fields for correcting any incorrect responses.

Press the **<F11>** (*Exit*) key to return to the *Report Processing Menu*.

12.7.3 Entering & Saving A Price Adjustment Formula

- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt within the *Automatic Price Adjustment* screen, press the **<F3>** (*Enter Formulas*) key and the cursor will be positioned at the **POP CODE** prompt.
- With the cursor positioned under the **POP CODE** prompt, enter the specific popularity code (**A B C D W R S O**) to be adjusted and press **<Return>** or press **<Return>** to use the default value of **ALL** and adjust all pop codes for this price level.
- With the cursor positioned under the **REPT CODE** prompt, enter the specific report code(s) to be adjusted and press **<Return>** or press **<Return>** to use the default value of **ALL** and adjust all report codes for this price level.
- With the cursor positioned under the **FROM COST** prompt, enter a minimum cost dollar value to be adjusted and press **<Return>** or press **<Return>** to use the default value of **0.00** and adjust parts with cost prices greater than $0.00 for this price level.
- With the cursor positioned under the **TO COST** prompt, enter a maximum cost dollar value to be adjusted and press **<Return>** or press **<Return>** to use the default value of **999999.99** and adjust parts with cost prices up to $999999.99 for this price level.
- With the cursor positioned under the **PRICE LEVEL** prompt, enter the price level (**0-8**) to be adjusted and press **<Return>** or press **<Return>** to use the default value of **0** and adjust price level 0.
- With the cursor positioned under the **% OF** (percentage of) prompt, enter the adjustment percent (**0.00 - 655.35**) and press **<Return>** or press **<Return>** to use the default percentage of **100.00**.
- With the cursor positioned under the **PRICE LEVEL** prompt, enter the price level (**0-8**) on which the percentage adjustment is to be based upon and press **<Return>** or press **<Return>** to use the default value of **0**.
- With the cursor positioned under the **ROUNDING FACTOR** prompt, enter a rounding factor (i.e. **0.05**, **0.10**, **0.25**, **0.50** or **1.00**) to have prices rounded to and press **<Return>** or press **<Return>** to use the default value of **0.01**.
- With the cursor positioned under the **ADD ON $** (dollar add on) prompt, enter an add on value (**$0.00 - $99.99** positive or negative) and press **<Return>** or press **<Return>** or press **<Return>** to use the default value of **0.00**.

After completing this line, the cursor will be positioned under the **POP CODE** prompt, below the line just entered.

- Continue entering all price adjustments, up to a maximum of ten adjustment lines.
- When all price adjustments formulations have been entered, press the **<F10>** (*Save Formula*) key to save the entered formula calculations.
- With the cursor positioned under the **ENTER A DESCRIPTION TO DESCRIBE THIS FORMULA** prompt, enter a formula description (any alphanumeric characters) and press **<Return>**.

  When the saving of the formula is completed, the cursor will return to the screen.

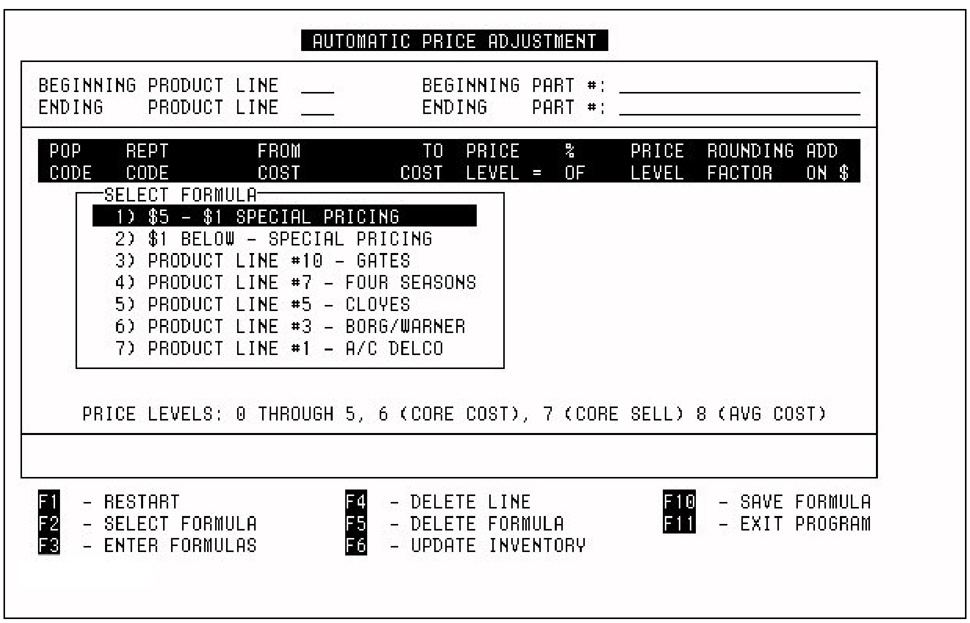
12.7.3.1 Deleting A Price Adjustment Formula Line

- To delete the last line of a price adjustments formula, press the **<F4>** (*Delete Line*) key and the screen will be redrawn with the last formula calculation line removed.

12.7.4 Selecting A Price Adjustment Formula

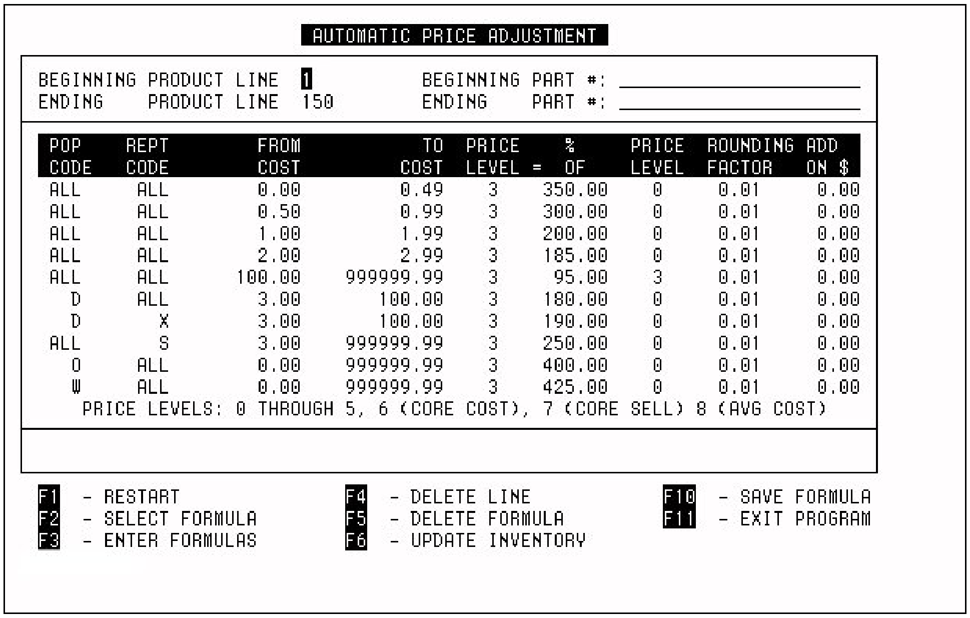
- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt within the *Automatic Price Adjustment* screen, press the **<F2>** (*Select Formula*) key.

  A *Select Formula* pop up selection list window will be displayed and the first formula will be highlighted as shown:



- Using the ↑ and ↓ arrow keys, highlight the desired formula or enter the corresponding number and press **<Return>**.

The **<F8>** (*Scroll Forward*) and **<F9>** (*Scroll Backward*) keys can be used to scroll through pages of formula's. The **<F10>** key can be used to automatically position the cursor on the last formula section item.



AUTOMATIC PRICE ADJUSTMENT

BEGINNING PRODUCT LINE 1 BEGINNING PART #:
ENDING PRODUCT LINE 150 ENDING PART #:

POP CODE	REPT CODE	FROM COST	TO COST	PRICE LEVEL =	% OF	PRICE LEVEL	ROUNDING FACTOR	ADD ON $
ALL	ALL	0.00	0.49	3	350.00	0	0.01	0.00
ALL	ALL	0.50	0.99	3	300.00	0	0.01	0.00
ALL	ALL	1.00	1.99	3	200.00	0	0.01	0.00
ALL	ALL	2.00	2.99	3	185.00	0	0.01	0.00
ALL	ALL	100.00	999999.99	3	95.00	3	0.01	0.00
D	ALL	3.00	100.00	3	180.00	0	0.01	0.00
D	X	3.00	100.00	3	190.00	0	0.01	0.00
ALL	S	3.00	999999.99	3	250.00	0	0.01	0.00
O	ALL	0.00	999999.99	3	400.00	0	0.01	0.00
W	ALL	0.00	999999.99	3	425.00	0	0.01	0.00

PRICE LEVELS: 0 THROUGH 5, 6 (CORE COST), 7 (CORE SELL) 8 (AVG COST)

F1 - RESTART
F2 - SELECT FORMULA
F3 - ENTER FORMULAS
F4 - DELETE LINE
F5 - DELETE FORMULA
F6 - UPDATE INVENTORY
F10 - SAVE FORMULA
F11 - EXIT PROGRAM

- With all price adjustments formulations displayed, press the **<F6>** (*Update Inventory*) key to update the prices within the Inventory file.

  As the price adjustments are being applied, the screen will display the message *PROCESSED XXX PARTS*. When the update is completed, the formula information will be cleared and the cursor will be positioned at the **BEGINNING PRODUCT LINE** prompt.

  Use the ↑ arrow key to return the cursor to prior fields for correcting any incorrect responses.

  Press the **<F11>** (*Exit*) key to return to the *Report Processing Menu*.

12.7.5 Deleting A Price Adjustment Formula

- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt within the *Automatic Price Adjustment* screen, press the **<F5>** (*Delete Formula*) key.

  A *Select Formula* pop up selection list window will be displayed and the first formula will be highlighted.

- Using the ↑ and ↓ arrow keys, highlight the desired formula to be deleted or enter the corresponding number and press **<Return>**.

  The **<F8>** (*Scroll Forward*) and **<F9>** (*Scroll Backward*) keys can be used to scroll through pages of formula's. The **<F10>** key can be used to automatically position the cursor on the last formula section item.

When the deletion is completed, the screen will be redrawn and the cursor will be positioned at the **BEGINNING PRODUCT LINE** prompt.

12.7.6 Gross Margin Conversion Table

The following table allows for a quick conversion from mark up percent to gross margin. The Automatic Price Adjustment program uses a mark up percent increase. The gross margin pricing report displays the gross margin percent.

MARK UP PERCENT	GROSS MARGIN	MARK UP PERCENT	GROSS MARGIN	MARK UP PERCENT	GROSS MARGIN	MARK UP PERCENT	GROSS MARGIN
100%	0%	131%	23.7%	162%	38.3%	193%	48.2%
101%	1%	132%	24.2%	163%	38.7%	194%	48.5%
102%	2%	133%	24.8%	164%	39.0%	195%	48.7%
103%	2.9%	134%	25.4%	165%	39.4%	196%	49.0%
104%	3.8%	135%	25.9%	166%	39.8%	197%	49.2%
105%	4.8%	136%	26.5%	167%	40.1%	198%	49.5%
106%	5.7%	137%	27.0%	168%	40.5%	199%	49.8%
107%	6.5%	138%	27.5%	169%	40.8%	200%	50.0%
108%	7.4%	139%	28.1%	170%	41.2%	205%	51.2%
109%	8.3%	140%	28.6%	171%	41.5%	210%	52.4%
110%	9.1%	141%	29.1%	172%	41.9%	215%	53.5%
111%	9.9%	142%	29.6%	173%	42.2%	220%	54.6%
112%	10.7%	143%	30.1%	174%	42.5%	225%	55.6%
113%	11.5%	144%	30.6%	175%	42.9%	230%	56.5%
114%	12.3%	145%	31.0%	176%	43.2%	235%	57.5%
115%	13.4%	146%	31.5%	177%	43.5%	240%	58.3%
116%	13.8%	147%	32.0%	178%	43.8%	245%	59.2%
117%	14.5%	148%	32.4%	179%	45.0%	250%	60.0%
118%	15.3%	149%	32.9%	180%	44.4%	300%	66.7%
119%	16.0%	150%	33.3%	181%	44.8%	350%	71.4%
120%	16.7%	151%	33.8%	182%	45.1%	400%	75.0%
121%	17.4%	152%	34.2%	183%	45.4%	450%	77.8%
122%	18.3%	153%	34.6%	184%	45.7%	500%	80.0%
123%	18.7%	154%	35.1%	185%	46.0%	550%	81.8%
124%	19.4%	155%	35.5%	186%	46.2%	600%	83.3%
125%	20.0%	156%	35.9%	187%	46.5%	650%	84.6%
126%	20.6%	157%	36.3%	188%	46.8%	655%	84.7%
127%	21.3%	158%	36.7%	189%	47.1%		
128%	21.9%	159%	37.1%	190%	47.4%		
129%	22.5%	160%	37.5%	191%	47.6%		
130%	23.7%	161%	37.9%	192%	47.9%		

12.8 Product Line Listing

The Product Line List menu option prints the following information for the product line number range specified:

- Description
- Sell-Up Message
- Vendor Net %
- Price Sheet Date

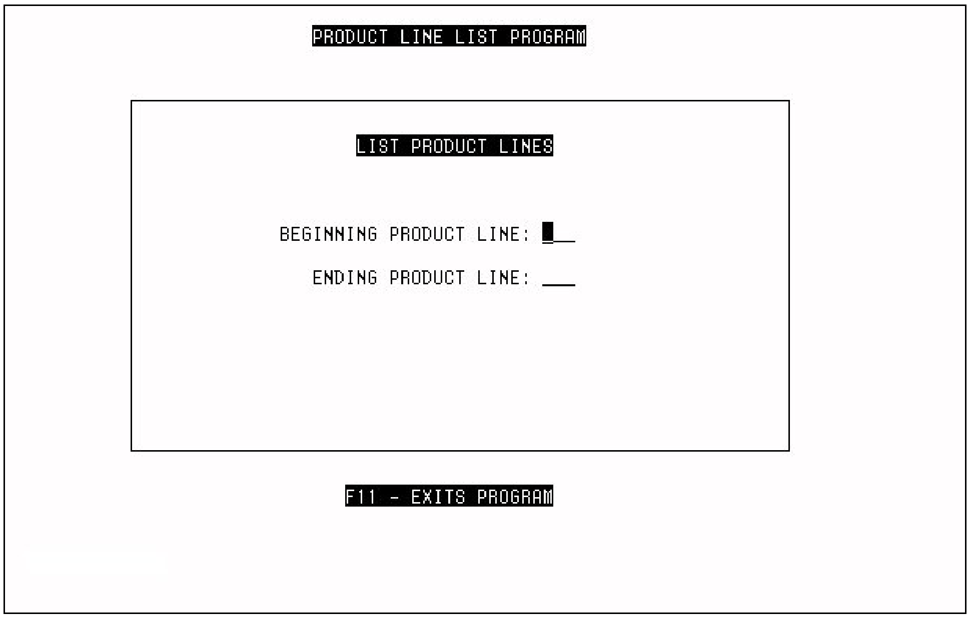
- ♦ First Part Number
- ♦ Customer Sales History Level

The report can be generated for a range of product line numbers.

12.8.1 Printing A Product Line List

- From the *Report Processing Menu*, enter **7** (*Product Line Listing*) and press **<Return>**.

  The *Product Line List Program* screen will appear as shown:



- With the cursor positioned at the **BEGINNING PRODUCT LINE:** prompt, enter the beginning product line (0 - 255) and press **<Return>**.
- With the cursor positioned at the **ENDING PRODUCT LINE:** prompt, enter the ending product line (0 - 255) and press **<Return>**.
- With the cursor positioned at the **BEGIN PRINTING REPORT? (Y,N)** prompt, enter **Y**, press **<Return>** and the report will begin printing and the message *REPORT IN PROGRESS* will be displayed. When complete, the cursor will return to the **BEGINNING PRODUCT LINE:** prompt.

☞ **Note: Product line numbers that do not contain part numbers will be skipped on the report!**

If **N** is entered, the cursor will return to the **BEGINNING PRODUCT LINE:** prompt.

- Press the **<F11>** (*Exit*) key to return to the *Report Processing Menu*.

DATE: MM/DD/YY PRODUCT LINE LIST STR1 PAGE 1

PRODUCT LINE #	DESCRIPTION	SELL-UP MESSAGE	FIRST PART #	VENDOR NET %	PRICE SHEET DATE	CUSTOMER HISTORY	SALES LEVEL
50	FRAM FILTERS	OIL WRENCHES	FRM-	70.00	MM/YY	7	
51	FILKO IGN	PLUGS TOOLS	FKO-	72.00	MM/YY	8	
52	FILKO CARB KT	CARB CLEANER	FKO-3	72.00	MM/YY	8	
53	MICHIGAN BRGS	CRANKSHAFT	DAB-	100.00	MM/YY	3	
54	SAF PISTONS	RINGS	SAF-2	100.00	MM/YY	18	
55	LIN TIMING	GASKETS	MOT-CA5523	100.00	MM/YY	12	
56	FEL PRO FS	GASKET SEALER	FEL-3	100.00	MM/YY	6	
57	CSP PLUGS	POINTS COND	CSP-	82.00	MM/YY	24	
58	BCA BEARING	SEALS GREASE	BCA-	100.00	MM/YY	24	
59	EAT CAM BRGS	GASKETS	EAT-	100.00	MM/YY	4	
60	MTC SPK PLUGS	POINTS COND	MTC-	80.00	MM/YY	24	
61	GRB GATES	CLAMPS AFREEZ	GRB-	100.00	MM/YY	9	
62	NTS SEALS	BRGS GREASE	NTS-	100.00	MM/YY	24	
63	SPW PER RINGS	ENG BRGS TOOL	SPW-2	100.00	MM/YY	19	
64	SAF OIL PUMPS	SCREEN SHAFT	SAF-	100.00	MM/YY	17	
65	REB ELECTRIC	SOLENOID REG	REB-	100.00	MM/YY	15	
66	PTX CHEMICALS	HAND CLEANER	PTX-	100.00	MM/YY	2	
67	HLP PRODUCTS		HLP-	100.00	MM/YY	5	
68	REB WATER PMP	BELTS A FREEZ	REB-3	100.00	MM/YY	24	

Sample Product Line List Report

12.9 Print Kits, Alternates & Supersessions

The Print Kits, Alternates & Supersessions program is not covered in the *Report Processing* section. See the section titled *Kits, Alternates & Supersessions*.

12.10 Customer Backorder Report

The Customer Backorder Report menu option allows customer backorder detail records to be screen displayed or printed. The following information is stored for each customer backorder detail record:

- Counterman Code
- Customer Number
- Customer Name
- PO Number
- Part Number
- Part Description
- Quoted Price
- Backordered Quantity
- Quantity On Hand
- Quantity On Order

Customer backorders are created through point of sale invoicing when a customer requests a quantity to purchase that is greater than presently on hand. If the customer is allowed to backorder items, the screen will prompt **BACKORDER REMAINDER? (Y/N)**. Enter **Y** and press **<Return>** to create a customer backorder record.

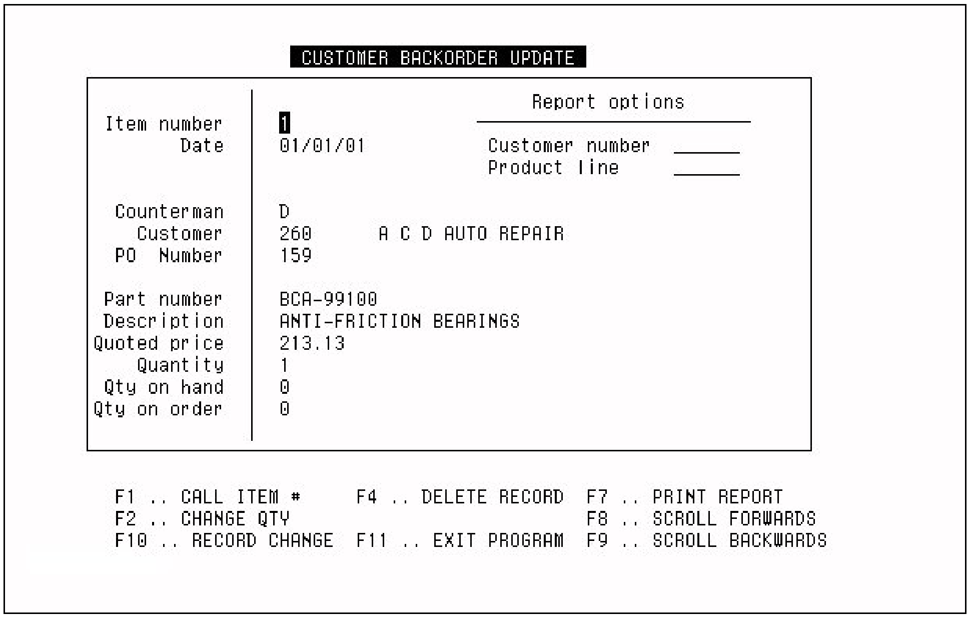
The ability to backorder merchandise is established in each customer's record. Customer backorders are only allowed for customers with a **Y** in the **BKORD** field. (For more information see the *Customer Update* section of the user's manual)

Customer backorders are included in the purchasing min/max formula calculation and will be ordered when the quantity on hand is below the minimum stocking level being used to create a purchase order. Management also has the option of creating a Special Purchase Order or adding the item to an existing purchase order. (For more information see the *Purchasing* section of the user's manual)

12.10.1 Printing A Customer Backorder Report

- From the *Report Processing Menu*, enter **`9`** (*Customer Backorder Report*) and press **`<Return>`**.

  The *Customer Backorder Update* screen will now appear with the cursor positioned at the **`Item number`** prompt and the last customer backorder detail created displayed:



- Press the **`<F7>`** (*Print Report*) key and the cursor will be positioned at the **`Customer number`** prompt.
- With the cursor positioned at the **`Customer number`** prompt, enter a customer number to print a report for and press **`<Return>`** or just press **`<Return>`** to use the default value of **`ALL`** and the report will be generated for all customers.
- With the cursor positioned at the **`Product line`** prompt, enter a product number to print a report for and press **`<Return>`** or just press **`<Return>`** to use the default value of **`ALL`** and the report will be generated for all product lines.
- With the cursor positioned at the **`ARE YOU SURE (Y/N)?`** prompt, enter **`Y`** and press **`<Return>`**.

  The report will be generated and upon completion a *REPORT COMPLETED* message will be displayed in the lower right hand corner of the screen.

  The report is sorted by customer number and part number.
- Press the **`<F11>`** (*Exit*) key to return to the *Report Processing Menu*.

  The Customer Backorder Report is an excellent tool for staying on top of customer backorders when purchase orders are being received. Using the F7 Purchasing Report and the Customer Backorder Report, it is easy to determine when backordered merchandise is received and whom the merchandise was backordered for.

```
   Page   1                                          CUSTOMER BACKORDER REPORT                                          MM/DD/YY
                                          Product Line ALL              Customer Number ALL

CN CUST    DATE    CUST PO NUMBER  CUSTOMER NAME              QOH   BK ORD PART #           DESCRIPTION    PRICE EA  PRICE EXT
-------------------------------------------------------------------------------------------------------------------------------
A   120 MM/DD/YY                   FREEHOLD EXXON              0         8 ACD-R45TS        SPARK PLUGS        2.09      16.72
B   121 MM/DD/YY 1230              BILLS AUTO REPAIR           0         1 WIX-24071        FILTER             7.25       7.25
D   226 MM/DD/YY                   GOODYEAR AUTOMOTIVE         0         1 CHV-350MK        MASTER KIT       329.99     329.99
E   229 MM/DD/YY 9951              CHUCKS GARAGE               0         1 TRW-22514        PUSH RODS         26.59      26.59
```

Sample Customer Backorder Report

12.10.2 Displaying Customer Backorder Records

- From the *Report Processing Menu*, enter **9** (*Customer Backorder Report*) and press **<Return>**.

  The *Customer Backorder Update* screen will now appear with the cursor positioned at the **Item number** prompt and the last customer backorder detail created displayed.

  The customer backordered records can be displayed by using the **<F8>** (*Scroll Forwards*) and **<F9>** (*Scroll Backwards*) keys to scroll through the customer backorder file. Use the **<F1>** (*Call Item #*) key to display a particular item number.

- Press the **<F11>** (*Exit*) key to return to the *Report Processing Menu*.

12.10.3 Deleting Customer Backorders

- From the *Report Processing Menu*, enter **9** (*Customer Backorder Report*) and press **<Return>**.

  The *Customer Backorder Update* screen will now appear with the cursor positioned at the **Item number** prompt and the last customer backorder detail created displayed.

- Using the **<F8>** (*Scroll Forwards*) and **<F9>** (*Scroll Backwards*) or the **<F1>** (*Call Item #*) keys, display the customer backordered detail to be deleted.

- Press the **<F4>** (*Delete Record*) key to delete the customer backordered detail.

  The program will automatically call up a workspace within point of sale for the counterman code and customer number of the backorder record.

  If the backordered item was already on the open workspace, the cursor will be positioned under the **MFR-PART NO** heading prompt.

  If the backordered item was not already on the open workspace, the item will be automatically called up (with the quoted price and quantity) and cursor will be positioned under the **QTY** heading prompt. The part can be either extended or removed using the **<F16>** (*Delete Line*) key.

- The user has the option to finalize the workspace (**<F6>** - *Cash Sale*/**<F7>** - *Charge Sale*) or up arrowing to the already extended backordered line and pressing the **<F16>** (*Delete Line*) key to remove the part from the workspace.

If the item was extended on the workspace and the invoice was finalized, the customer backorder record will be automatically deleted and the cursor will be positioned at the **`Item number`** prompt.

- If the item was deleted from the workspace and the **<F11>** (*Exit*) key was pressed, with the cursor positioned at the **`ARE YOU SURE (Y/N)?`** prompt, enter **Y** or **N** and press **<Return>**.

  Enter **Y** and the customer backorder detail will be deleted. Note that deleting a customer backorder detail does NOT update the customer backorder quantity within the inventory record. If the inventory record needs to be adjusted, this change must be performed manually.

- Press the **<F11>** (*Exit*) key to return to the *Report Processing Menu*.

12.10.4 Editing Customer Backorder Quantities

Customer backordered quantities may need to be edited due to partial shipments received or other reasons.

- From the *Report Processing Menu*, enter **9** (*Customer Backorder Report*) and press **<Return>**.

  The *Customer Backorder Update* screen will now appear with the cursor positioned at the **`Item number`** prompt and the last customer backorder detail created displayed.

- Using the **<F8>** (*Scroll Forwards*) and **<F9>** (*Scroll Backwards*) or the **<F1>** (*Call Item #*) keys, display the customer backordered detail to be edited.

- Press the **<F2>** (*Change Qty*) key to edit the customer backorder quantity.

- With the cursor positioned next to the **`Quantity`** field, enter the new quantity to be backordered, press **<Return>** and then the **<F10>** (*Record Change*) key to record the new quantity. The next backorder record will be displayed.

  Editing the backordered quantity does not update the inventory record. If the inventory record needs to be updated, the changes will have to be entered manually.

12.11 Print Open Order (Workspace) Report

The Print Open Order (Workspace) Report menu option is designed to let management review *in process orders* with greater flexibility than Point of Sale can give. The user has the ability to screen view or print out open workspace information. There are several report filters that can be used to isolate a group of open workspaces as may be needed. The reporting filters include:

- ♦ Counterman Range
- ♦ Date Range
- ♦ Reference Number
- ♦ Customer Range
- ♦ Customer PO Number

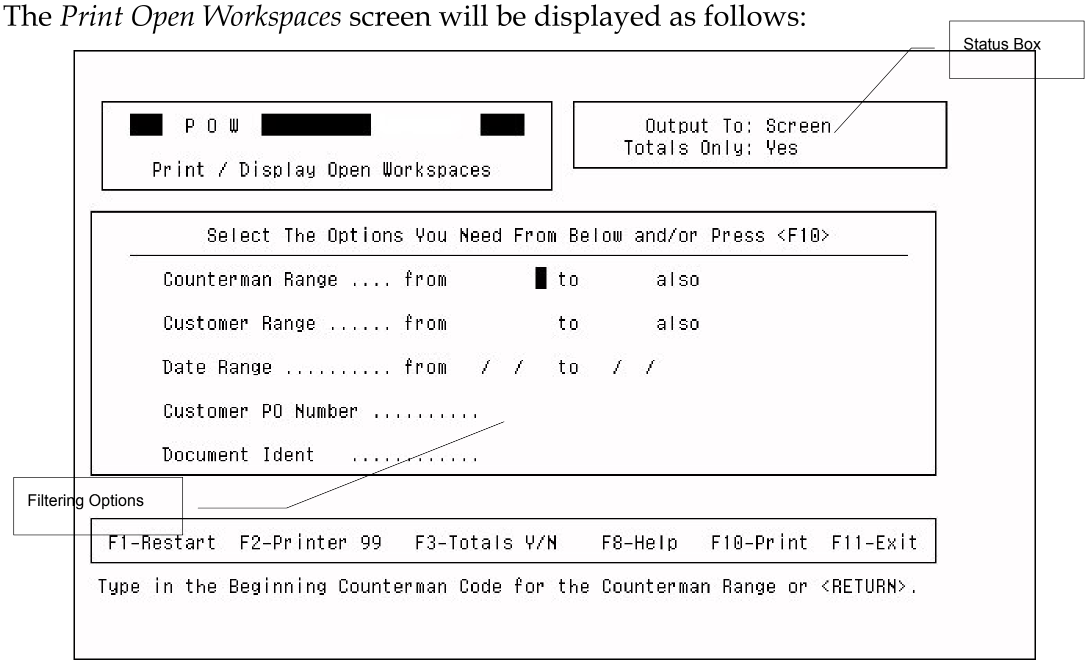
The counterman and customer ranges can also include individual entries as well as the specified range.

Example: If management wants to see all workspaces from counterman codes A through D and also J, M and P.

12.11.1 Accessing The Printing Open Workspaces Program

- From the *Report Processing Menu*, enter **`10`** (*Print Open Order(Workspace) Report*) and press **`<Return>`**.

The *Print Open Workspaces* screen will be displayed as follows:



12.11.2 Filtering Options

The center section of the screen contains the filtering option prompts. The user can input filtering information in order to produce the desired output report. The first two lines, **`Counterman Range`** and **`Customer Range`**, include a section shown as **`also`** which can be used to enter up to 3 individual entries to include in the report.

Example: To include counterman K, this can be accomplished in 2 ways:

```
1) Counterman from    K      to     K      also    <blank> <blank> <blank>
2) Counterman from           to            also    K       <blank> <blank>
```

Example: To include just customer # 200 only, this can be accomplished in 2 ways:

```
1) Counterman from    200    to     200    also    <blank> <blank> <blank>
2) Counterman from           to            also    200     <blank> <blank>
```

Example: To include all countermen from A through F, H, K, and S for customer #100 through #561, 1010, 1053, and 1098:

Counterman from	A	to	F	also	H	K	S
Counterman from	100	to	561	also	1010	1053	1098

Example: To include a listing of *all* workspaces, both regular and layaway, simply press the **`<F10>`** (*Print*) key without entering anything!

The **`Date Range`** filtering prompts allow the user to specify a particular range of *Workspace Creation Dates*. To see just the workspaces created today, enter today's date in both fields. To see workspaces over 6 months old, enter a beginning date of a couple of years ago, and an ending date of today's date less 6 months.

The **`Customer PO Number`** and **`Reference Number`** lines are a substring search type of filter. We use this type of filter when selecting a customer name in point of sale. These filters work the same way.

Example: Enter **`WO 35`** in the **`Reference Number`** field and only those workspaces that have **`WO 35`** ***anywhere*** in the reference number associated with that workspace are displayed on the report.

Once all the desired filtering fields have been entered, pressing the **`<F10>`** (*Print*) key will send the report to the specified device (**`Output To:`** prompt).

Pressing the **`<F1>`** (*Restart*) key will clear all filtering options but not the modes in the *Status Box* section of the screen.

12.11.3 Status Box

The status box area of the screen is located in the top right corner of the screen. The **`Output To:`** prompt shows where the report will be printed. The default value for this field is **`Screen`**. To change the output destination, press the **`<F2>`** (*Printer*) key. The description of the **`<F2>`** function key, at the bottom of the screen, will change to reflect the next change that will take place if **`<F2>`** were to be pressed again. Notice that the printer number is displayed to the right of the word **`Printer`**! Use the *Flexible Printing Option* (**`14, 13`** from the *Autologue Main Menu*) to change the printer number.

The **`Totals Only:`** prompt shows whether or not report details will be printed. The default value for this field is **`Yes`**. When **`Yes`** is displayed, report details are not printed. Pressing the **`<F3>`** (*Totals Y/N*) key will toggle the field to either **`No`** or **`Yes`**!

12.12 Best Seller Report

The Best Seller Report is powerful management tool that is used to identify what merchandise is selling, slow moving inventory items and how new merchandise is selling. It can be used to rank and compare popularity codes of items based upon sales history. Carefully review the amount of inventory of slow moving merchandise as well as what is not selling. Reviewing rank code totals provides a quick overview of your inventory investment. Hopefully the majority of your inventory investment is placed with popular high volume part numbers.

The Best Seller Report program allows the popularity codes of part numbers to be assigned based upon unit sales history. The report will rank the listed items in sequential order from greatest to least number of units sold.

Additional options include:

- Items can be filtered by Report Code
- Ability to enter specific ranking percentages for popularity code assignments
- Ability to select the specific sales history quarters to be included when calculating ranking codes
- Ability to update the popularity code of listed items with the assigned ranking code
- Ability to have the report printed to screen
- Ability to print a summarized or detailed report or only print the top N number of items or by rank code
- Ability to rank items with zero sales with an **R** and optionally create a return purchase order for all **R** ranked items

The Best Seller Report is broken up into 3 sections:

1. Ranked Parts (Items with sales history)
2. New Parts (Items with **NEW** within the first quarter sales history field)
3. Zero Sales Parts (Items with zero sales history)

For each part number listed, the Best Seller Report will display the following information:

- Rank Number
- Description
- Popularity Code
- Total Units Sold
- Cumulative Percentage
- Part Number
- Qty On Hand
- Rank Code
- Percent of the Total

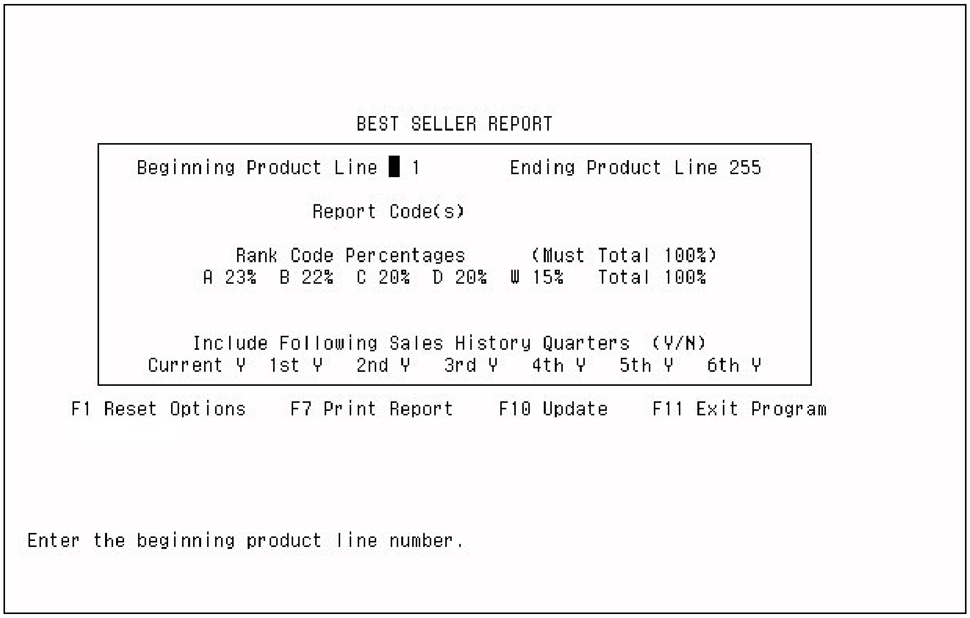
A summary of each Rank Code will be listed with the following information:

- Rank Code
- Inventory Value (Investment)
- Quantity on Hand
- Percent of Total Units Sold
- Number of Items in Rank
- Percent of the Total Value
- Number of Units Sold
- Cumulative Percent of Total Units Sold

12.12.1 Printing A Best Seller Report

- From the *Report Processing Menu*, enter **11** (*Best Seller Report*) and press **<Return>**.

The *Best Seller Report* screen will now be displayed as shown:



- With the cursor positioned at the **`Beginning Product Line`** prompt, enter the beginning product line number (0 - 255) and press **`<Return>`**.
- With the cursor positioned at the **`Ending Product Line`** prompt, enter the ending product line number (0 - 255) and press **`<Return>`**.

  The report will only include those product lines with part numbers in the range entered.
- With the cursor positioned at the **`Report Codes(s)`** prompt, enter any report codes to be used or just press **`<Return>`** to leave it blank.

  If a report code is entered, only parts that have the entered report code will be processed.

  The next five prompts allow the user to enter specific percentages of parts to be ranked for each ranking code. When generating a Best Seller Report, the system first ranks all parts in sequential order from highest to lowest units sold and then assigns a rank code for each part number based upon the percentage break points entered.
- With the cursor positioned at the **`A`** prompt, enter a percentage and press **`<Return>`** or just press **`<Return>`** to use the default value of **`23%`**.
- Continue entering percentages for each rank code and press **`<Return>`**.

☞ **<u>Note:</u> The entered percentages must total up to 100%!**

Listed below is an example of percentages entered for each rank code and an explanation of how the system will assign rank codes. This example is based upon a total of 490 part numbers.

Rank Code	Percentile Assigned	Percent Range	Part Numbers Assigned
A	23%	Top 23%	56 Part Numbers
B	22%	24-45%	84 Part Numbers
C	20%	46-65%	105 Part Numbers
D	20%	66-85%	140 Part Numbers
W	15%	86-100%	105 Part Numbers
		Total Part Numbers =	490 Part Numbers

The division of rank codes is based upon the total number of parts examined and the percentile break points.

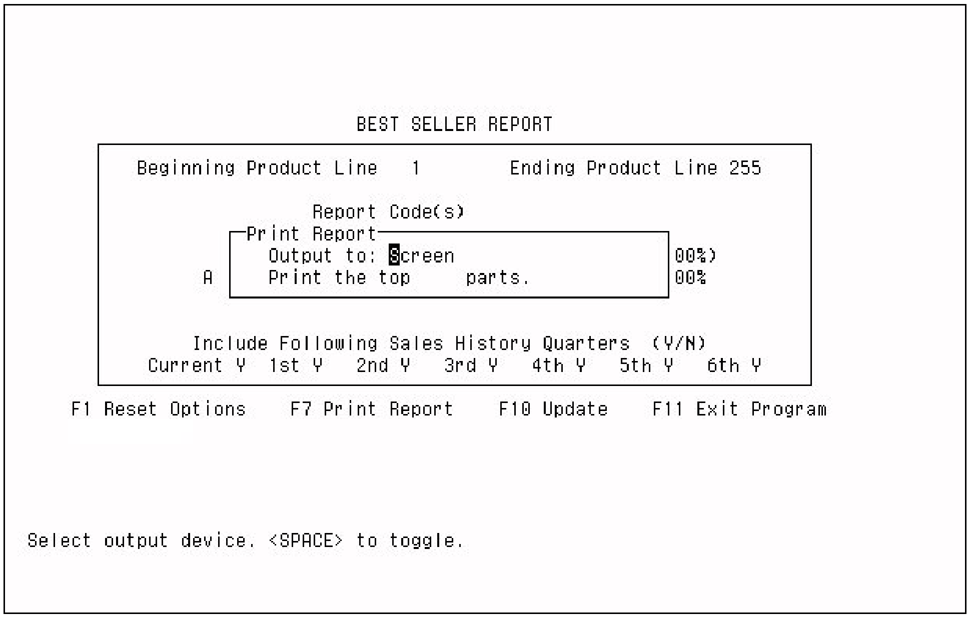
The cursor will be positioned under the **INCLUDE FOLLOWING SALES HISTORY QUARTERS (Y/N)** prompt.

The next five prompts allow the user to enter specific percentages of parts to be ranked for each ranking code. When generating a Best Seller Report, the system first ranks all parts in sequential order from highest to lowest units sold and then assigns a rank code for each part number based upon the percentage break points entered.

- With the cursor positioned at the **Current** prompt, press the **<Space Bar>** to toggle the value from **Y** to **N** and press **<Return>** or just press **<Return>** to include the current quarter history.
- Continue this process for each of the quarterly history prompts and press **<Return>**.

When a **Y** is set, the units sold in this quarter will be included in the total units for each part number. When an **N** is set, the Best Seller Report will ignore the sales totals from this quarter.

- Press the **<F7>** (*Print Report*) key and a *Print Report* pop up window will be displayed in the middle of the screen as shown:



- With the cursor positioned at the **Output to:** prompt, press the **<Space Bar>** to toggle the value from **Screen** to **Printer X** and press **<Return>** or just press **<Return>** to output the report to the screen.

  With the cursor positioned within the **Print the top parts** prompt, four different actions can be performed. Each will be described below:

1. Just press **<Return>** and leave the entry field blank to output all items on the report.
2. Enter a specific number to only report the top number of items and press **<Return>**.
3. Enter a specific rank code and press **<Return>**to only report the items that fell within the specified rank code percentage.
4. Enter an **N** (New Parts) or **S** (Summary) or **Z** (Zero Sales) code and press **<Return>** to only report the items that fell within the specified section of the report.

   The Best Seller Report will begin printing to the screen or to the specified printer.

12.12.2 Interpreting The Best Seller Report

The Best Seller Report is broken up into three sections. The first is the "Ranked Parts" section that contains all items that have sales history and does NOT have **NEW** within the first quarter sales history field. A summary of rank code information is listed which shows per each ranking code the following information:

- Number of Items
- Value of Inventory
- Percentage of Total Value
- Sales Units
- Percentage of Total Units Sold
- Percentage of Total Units Cumulative

- Quantity on Hand

Grand Totals are also listed for the following:

- Number of Items
- Sales Units
- Value of Inventory

The second is the "New Parts" section that contains all items that have sales history and also has **`NEW`** within the first quarter sales history field. A summary of totals information is listed which shows the following information:

- Number of Items
- Sales Units
- Value of Inventory

The third is the "Zero Sales" section that contains all items that have zero sales history and does NOT have **`NEW`** within the first quarter sales history field. A summary of totals information is listed which shows the following information:

- Number of Items
- Sales Units
- Value of Inventory

Listed below is an explanation of the Best Seller Report columns:

CD:	The code field which denotes if a part number is stocked or non-stocked. It will only show a code of "N" for non-stocked part numbers. Stocking part numbers will not display a code.
Rank:	The ranking number assigned to an item based upon the ranking code percentages, totals sold and number of part numbers examined per section.
Part Number:	The part number.
Description:	The part number description.
QOH:	The current quantity on hand.
P:	The current popularity code of each part number as presently found in the Inventory file.
R:	The ranking code assigned to an item based upon the rank code percentages, totals sold and number of part numbers examined per section.
Sales:	The total units sold in all sales history quarters examined.
Total:	The individual percentage of total units sold based upon the grand total of units sold per section.
Cumm:	The cumulative percentage of total units sold based upon the grand total of units sold per section.

12.12.2.1 Sample Best Seller Report

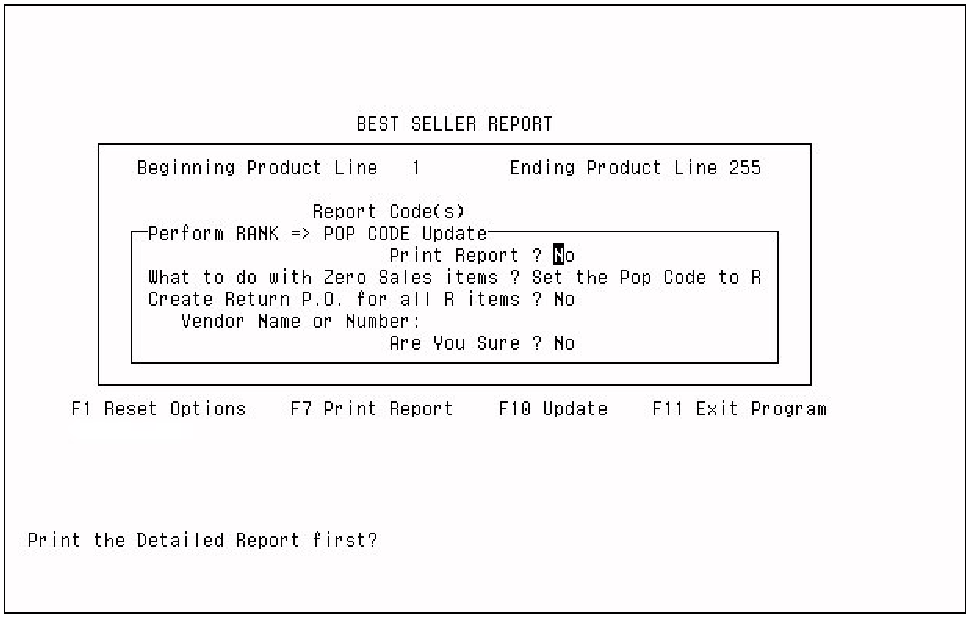
```
                      B E S T   S E L L E R   R E P O R T            Page    X



R A N K E D   P A R T S
Product Lines: 58 - 58 Report Codes:      Printed on: MM/DD/YY
Rank Code Percentages A: 23%  B: 22%  C: 20%  D: 20%  W: 15%
Include Following Sales History Quarters ?
Current: Y  1st: Y  2nd: Y  3rd: Y  4th: Y  5th: Y  6th: Y


CD Rank Part Number          Description      QOH P R   Sales    Total     Cumm
-------------------------------------------------------------------------------
      1 BCA-A12              TAPR BEARN         5 A A      36   5.573%   5.573%
      2 BCA-A13              TAPR BEARN         2 A A      29   4.489%  10.062%
      3 BCA-A35              TAPR BEARN         2 A A      28   4.334%  14.396%
.
.
.
.
N   120 BCA-HM-903249        BEARING            0 S W       1   0.155%  99.845%
N   121 BCA-KB11786-Y        BEARING            0 S W       1   0.155% 100.000%

                                   % of Total                  % of Total Units
Rank Code   Items            Value     Value     Qoh    Sales     Sold     Cumm
-------------------------------------------------------------------------------
     A        28          736.92    33.771%      62     402  62.229%  62.229%
     B        27          446.95    20.483%      41     143  22.136%  84.365%
     C        24          478.99    21.951%      22      55   8.514%  92.879%
     D        24          415.99    19.064%      21      28   4.334%  97.214%
     W        18          103.25     4.732%       2      18   2.786% 100.000%
-------------------------------------------------------------------------------
             121         2182.10                        646



                      B E S T   S E L L E R   R E P O R T            Page    X



N E W   P A R T S
Product Lines: 58 - 58 Report Codes:      Printed on: MM/DD/YY
Rank Code Percentages A: 23%  B: 22%  C: 20%  D: 20%  W: 15%
Include Following Sales History Quarters ?
Current: Y  1st: Y  2nd: Y  3rd: Y  4th: Y  5th: Y  6th: Y


   Rank Part Number          Description      QOH P R   Sales    Total     Cumm
-------------------------------------------------------------------------------
      1 BCA-A37              TAPR BEARN         0 A A      16  17.021%  17.021%
N     2 BCA-107DD            BEARING            0 C A       6   6.383%  23.404%
.
.
.
.
N   102 BCA-WPS102GRC        AG BEARING         0 S A       0   0.000% 100.000%

            Items           Value                          Sales
-------------------------------------------------------------------------------
             102          278.54                            94



                      B E S T   S E L L E R   R E P O R T            Page    X



Z E R O   S A L E S
Product Lines: 58 - 58 Report Codes:      Printed on: MM/DD/YY
Rank Code Percentages A: 23%  B: 22%  C: 20%  D: 20%  W: 15%
Include Following Sales History Quarters ?
Current: Y  1st: Y  2nd: Y  3rd: Y  4th: Y  5th: Y  6th: Y


   Rank Part Number          Description      QOH P R   Sales    Total     Cumm
-------------------------------------------------------------------------------
N     1 BCA-02135C           BOWER/BCA BEA      0 A R       0   0.000%   0.000%
.
.
.
.
    210 BCA-A40              TAPR BEARN         1 D R      -1 100.000% 100.000%

            Items           Value                          Sales
-------------------------------------------------------------------------------
             210          582.14                            -1
```

Sample Best Seller Report

12.12.3 Updating The Popularity Codes

- Once all the entry fields have been input as described in the previous section, press the **<F10>** (*Update*) key.

  A *Perform Rank* => *Pop Code Update* pop up window will be displayed in the middle of the screen as shown:



- With the cursor positioned at the **Print Report ?** prompt, press the **<Space Bar>** to toggle the value from **No** to **Yes** and press **<Return>** or just press **<Return>** to use the default value of **No** and not print a detailed report.

☞ **Autologue recommends printing a report that will show what the ranking code of each item will be changed to when updating the popularity codes.**

- With the cursor positioned at the **What to do with Zero Sales item ?** prompt, press the **<Space Bar>** to toggle the value from **Set the Pop Code to R** to **Leave Pop Code alone** and press **<Return>** or just press **<Return>** to use the default value of **Set the Pop Code to R** and thus set the pop code of zero sales items to an **R**.

- With the cursor positioned at the **Create Return P.O. for all R items ?** prompt, press the **<Space Bar>** to toggle the value from **No** to **Yes** and press **<Return>** or just press **<Return>** to use the default value of **No** and not create a return purchase order for zero sales items.

- With the cursor positioned at the **Are You Sure ?** prompt, press the **<Space Bar>** to toggle the value from **No** to **Yes** and press **<Return>**.

  The program will then update the popularity codes of the selected items with the rank code they fell within. After updating the pop codes, the cursor will be positioned at the **Beginning Product Line** prompt.

12.12.4 Creating A Return Purchase Order For Zero Sales Merchandise

- Once all the entry fields have been input as described in the previous section, press the **<F10>** (*Update*) key.

  A *Perform Rank* => *Pop Code Update* pop up window will be displayed in the middle of the screen.

- With the cursor positioned at the **Print Report ?** prompt, press the **<Space Bar>** to toggle the value from **No** to **Yes** and press **<Return>** or just press **<Return>** to use the default value of **No** and not print a detailed report.

☞ **Autologue recommends printing a report that will show what the ranking code of each item will be changed to when updating the popularity codes.**

- With the cursor positioned at the **What to do with Zero Sales item ?** prompt, just press **<Return>** to use the default value of **Set the Pop Code to R** and thus set the pop code of zero sales items to an **R**.

- With the cursor positioned at the **Create Return P.O. for all R items ?** prompt, press the **<Space Bar>** to toggle the value from **No** to **Yes** and press **<Return>** to create a return purchase order for zero sales items.

- With the cursor positioned at the **Vendor Name or Number:** prompt, enter the vendor number or any portion of their name (e.g. **SUPPLY**)to be used when creating the return purchase order and press **<Return>**.

  Entering a portion of the vendor's name will display a sorted list of all vendor names that have the entered string (letters) within any part of their name. For example, entering **SUPPLY** will display a selection list of all vendors with the **SUPPLY** string within any part of their name.

- Use the ↑ and ↓ arrow keys to move the highlighted bar to the desired vendor and press **<Return>** to select the vendor.

☞ <u>Note:</u> **User's may also enter the vendor's number that is beside the vendor's name and press <Return>. When there are many vendor's matching the entered string, the <F8> (*Forward*) and <F9> (*Backward*) keys can be used to scroll forward and backward a page at a time through the selection list window.**

- With the cursor positioned at the **Are You Sure ?** prompt, press the **<Space Bar>** to toggle the value from **No** to **Yes** and press **<Return>**.

  The program will then create a return purchase order for each item that had a ranking code of **R** (Zero Sales) and will return the current quantity on hand. Upon completion, the cursor will be positioned at the **Beginning Product Line** prompt.

  Use the purchasing program to view the newly created purchase order.

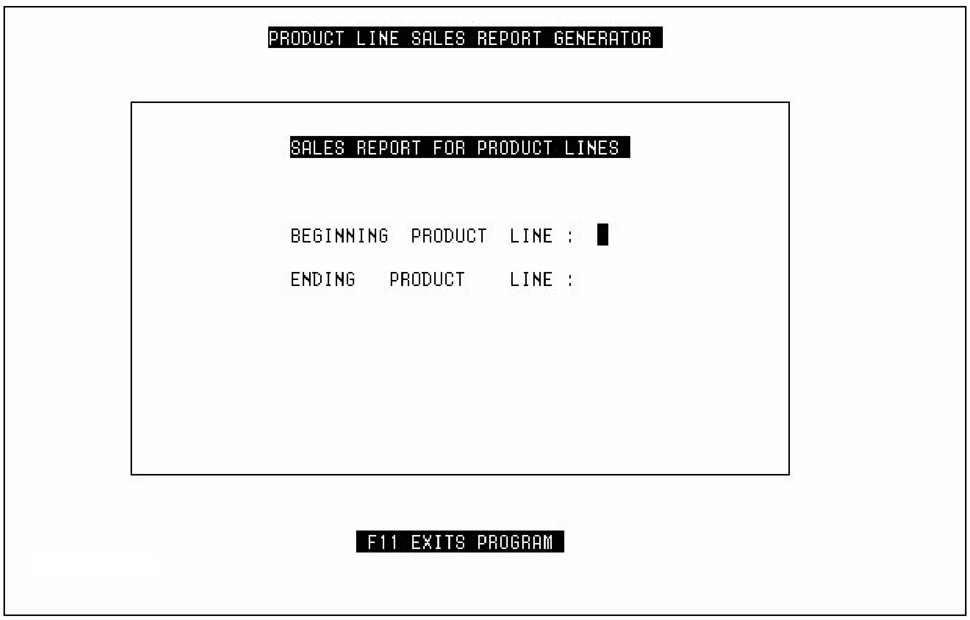
12.13 Product Line Sales Report

The Product Line Sales Report will show the current month sales activity for a single or range of product lines. This report will help management in identifying what product lines are moving and also whether the gross margin % is close to what management projects it to be.

12.13.1 Printing A Product Line Sales Report

- From the *Report Processing Menu*, enter **12** (*Product Line Sales Report*) and press **<Return>**.

  The *Product Line Sales Report Generator* screen will now be displayed as shown:



- With the cursor positioned at the **BEGINNING PRODUCT LINE** prompt, enter the beginning product line number (0 - 255) and press **<Return>**.
- With the cursor positioned at the **ENDING PRODUCT LINE** prompt, enter the ending product line number (0 - 255) and press **<Return>**.
- With the cursor positioned at the **BEGIN PRINTING REPORT? (Y/N)** prompt, enter **Y** and press **<Return>**.

  The report will begin printing and the message *REPORT IN PROGRESS* will be displayed. When complete, the cursor will return to the **BEGINNING PRODUCT LINE** prompt.
- Press **<F11>** to return to the *Report Processing Menu*.

  The report will only include those product lines in the range entered.

12.13.1.1 Sample Product Line Sales Report

```
      STORE NAME:  Autologue Demonstration Software         / STR1

      DATE:  MM/DD/YY            PRODUCT   LINE   SALES   REPORT - MONTH TO DATE                      PAGE   1
      TIME:  16:59               ==============================================

PRODUCT
LINE  #     DESCRIPTION               NET SALES       COST OF SALES        G.P. $       G.P. %

   1        AC SPARK PLUG               60.33            36.16              24.17        40.1
   2        DAYCO HOSES                  0.00             0.00               0.00         0.0
   3        FRAM FILTERS                49.61            33.27              16.34        33.0
   4        MICHIGAN BRGS               59.68            40.06              19.62        32.9
   5        LINK BELT TIM               68.42            45.92              22.50        32.9
============================================================================================

** TOTALS **                           238.04           155.41              82.63        34.8

FROM PRODUCT LINE # :    1   TO PRODUCT LINE # :   5
```

Sample Product Line Sales Report

12.14 Print Statements

The Print Statements program allows customer/vendor statements to be printed based upon the present information available. Each statement will contain current month detail information. If the account is set for balance forward, summary totals of 30, 60, 90+ days and service charge balances will also be reported. If the account is set for open item, 30, 60, 90+ day detailed information as well as service charge balances will also be reported.

Statements can be printed for the current month (or prior month if setup) at any time and be generated using one of four methods:

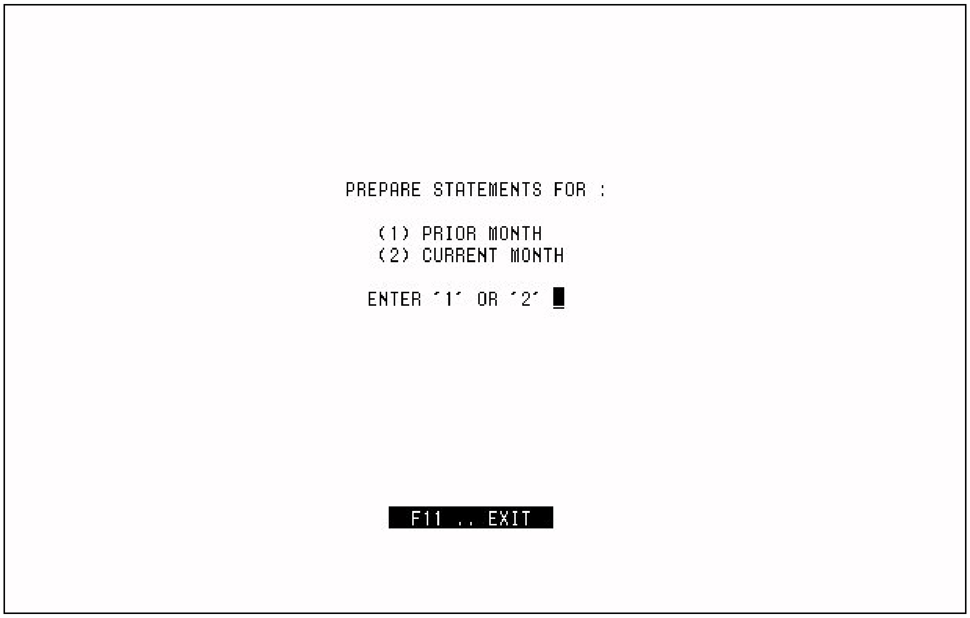
1. Beginning and Ending Customer Numbers
2. Beginning and Ending Vendor Numbers
3. Salesman Codes
4. Report Codes

Statement detail information can be screen viewed using the through the **`<F3>`**(*Show Statement Detail*) / **`<F5>`**(*Show Payment Detail* function keys within the Customer Update program. The Statements are printed on pre-printed computer forms that can be purchased from Autologue.

12.14.1 Printing Statements

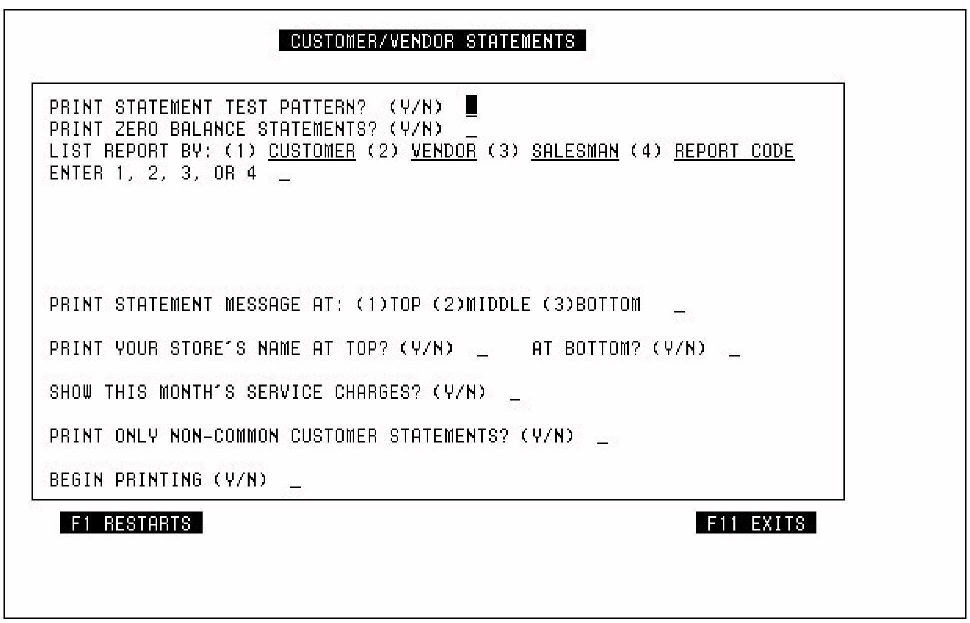
- From the *Report Processing Menu*, enter **`13`** (*Print Statements*) and press **`<Return>`**.

The following screen will now be displayed as shown:



- With the cursor positioned at the **`ENTER '1' OR '2'`** prompt, enter **`1`** (*Current Month*) or **`2`** (*Prior Month*) and press **`<Return>`**.

  The *Customer/Vendor Statements* screen will now be displayed as shown:



- With the cursor positioned at the **`PRINT STATEMENT TEST PATTERN? (Y/N)`** prompt, enter **`Y`** or **`N`** and press **`<Return>`**.

  Entering **`Y`** will print several rows of **XXXXXX**'s that allows the user to check that the statements are properly loaded and aligned.

Entering **N** will move the cursor to the prompt **PRINT ZERO BALANCE STATEMENTS? (Y/N)**.

- With the cursor positioned at the **PRINT ZERO BALANCE STATEMENTS? (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will print statements for customers that have an open balance of zero and have had A/R activity.

  Entering **N** will *not* print statements for customers that have an open balance of zero.

12.14.1.1 Printing Statements For A Range Of Customers

- With the cursor positioned at the **ENTER 1, 2, 3, OR 4** prompt, enter a **1** (*Customer*) and press **<Return>**.
- With the cursor positioned at the **BEGINNING CUSTOMER:** prompt, enter the beginning customer number and press **<Return>**.
- With the cursor positioned at the **ENDING CUSTOMER:** prompt, enter the ending customer number and press **<Return>**.

  The cursor will move to the prompt **PRINT STATEMENT MESSAGE AW: (1)TOP (2)MIDDLE (3)BOTTOM**.

12.14.1.2 Printing Statements For A Range Of Vendors

- With the cursor positioned at the **ENTER 1, 2, 3, OR 4** prompt, enter a **2** (*Vendors*) and press **<Return>**.
- With the cursor positioned at the **BEGINNING VENDOR:** prompt, enter the beginning vendor number and press **<Return>**.
- With the cursor positioned at the **ENDING VENDOR:** prompt, enter the ending vendor number and press **<Return>**.

  The cursor will move to the prompt **PRINT STATEMENT MESSAGE AW: (1)TOP (2)MIDDLE (3)BOTTOM**.

12.14.1.3 Printing Statements By Salesman Code

- With the cursor positioned at the **ENTER 1, 2, 3, OR 4** prompt, enter a **3** (*Salesman*) and press **<Return>**.
- With the cursor positioned at the **BEGINNING SALESMAN:** prompt, enter the beginning salesman code and press **<Return>**.
- With the cursor positioned at the **ENDING SALESMAN:** prompt, enter the ending salesman code and press **<Return>**.

☞ **Valid salesman codes are (A - Z and 0 - 9).**

- With the cursor positioned at the **CUSTOMER (C) OR VENDOR (V)** prompt, enter a **C** or **V** to print customer or vendor statements and press **<Return>**.

The cursor will move to the prompt **PRINT STATEMENT MESSAGE AW: (1)TOP (2)MIDDLE (3)BOTTOM**.

12.14.1.4 Printing Statements By Report Code

- With the cursor positioned at the **ENTER 1, 2, 3, OR 4** prompt, enter a **4** (*Report Code*) and press **<Return>**.
- With the cursor positioned at the **REPORT CODE:** prompt, enter the report code and press **<Return>**.

☞ **Valid report codes are (A - Z and 0 - 9).**

- With the cursor positioned at the **CUSTOMER (C) OR VENDOR (V)** prompt, enter a **C** or **V** to print customer or vendor statements and press **<Return>**.

  The cursor will move to the prompt **PRINT STATEMENT MESSAGE AW: (1)TOP (2)MIDDLE (3)BOTTOM**.

- With the cursor positioned at the **PRINT STATEMENT MESSAGE AW: (1)TOP (2)MIDDLE (3)BOTTOM** prompt, enter a **1**, **2**, or **3** and press **<Return>**.
- With the cursor positioned at the **PRINT YOUR STORE'S NAME AT TOP? (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will print the name and address information of customer #0 on the top of each statement page.

- With the cursor positioned at the **AT BOTTOM? (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will print the name of customer #0 on the bottom of each statement.

- With the cursor positioned at the **SHOW THIS MONTH'S SERVICE CHARGES? (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will calculate a service charge for all statements printed with an unpaid old balance and a service charge percentage greater than zero.

☞ **<u>Note:</u> Service charges are only calculated on customer statements. The service total dollar amount within the customer records is NOT updated! This prompt should be answered Y when printing statements as part of the month end procedure.**

- With the cursor positioned at the **PRINT ONLY NON-COMMON CUSTOMER STATEMENTS? (Y/N)** prompt, enter **Y** or **N** and press **<Return>**.

  This prompt should only be answered **Y** by Multi-Store locations that want to only print statements for those customers not transmitted to the Host for consolidation.

- With the cursor positioned at the **BEGIN PRINTING (Y/N)** prompt, enter **Y** and press **<Return>** to begin printing statements.

  When printing is completed, the screen will return to the *Report Processing Menu*.

12.14.2 Additional Notes On Statements

Customer statements will print available discounting terms, based upon the customer's current balance, days and net percentage setup within their customer record on the bottom of each statement.

Example: **`IF PAID BY MM/DD/YY  YOU MAY DEDUCT $13.32`**

By default, detail printed on statements will print the PO information first. If there is no PO information and there is Reference information, then the Reference information prints. Management has the ability print both the PO and Reference information for each detail on the statement when the **`PrntBothPoRef`** uservar option is enabled.

☞ **<u>Note:</u> A limitation of this feature is that only seven characters per field can be printed for PO and Reference information.**

12.14.2.1 Sample Statement

THANK YOU FOR YOUR BUSINESS
WE ARE GLAD TO BE OF SERVICE

A C S AUTO PARTS
123 MAIN ST
BUENA PARK CA 90621

STATEMENT

DATE
MM/DD/YY

CUSTOMER NO.
200

ABC GARAGE
123 ANY ST
BUENA PARK CA. 92601

AMOUNT ENCLOSED ▶ $

PLEASE DETACH AT PERFORATION AND FORWARD WITH YOUR REMITTANCE

ACS Computer Systems

FINANCE CHARGES. IF ANY. HAVE BEEN COMPUTED ON →

DATE	REFERENCE	DESCRIPTION	CHARGES	CREDITS	CURRENT BALANCE
		PREVIOUS BALANCE			54216
MM/DD/YY	11982	INVOICE	71961		126177
MM/DD/YY	12256	INVOICE	12136		138313
MM/DD/YY	12569	INVOICE	1523		139836
MM/DD/YY	12732	INVOICE	1652		141488
MM/DD/YY	15780	INVOICE	12353		153841
MM/DD/YY	15892	INVOICE	2300		156141
MM/DD/YY	16101	INVOICE	1252		157393
MM/DD/YY	17425	INVOICE	16855		174248
MM/DD/YY	3659	CASH/CHECK RECEIPT THANK YOU		53216	121032
MM/DD/YY	3659	DISCOUNT ALLOWED		1000	120032
MM/DD/YY	18029	INVOICE	124048		244080
MM/DD/YY	19202	INVOICE	68243		312323
MM/DD/YY	20002	INVOICE	2528		314851
MM/DD/YY	22089	INVOICE		2300	312551

CUSTOMER NUMBER	LAST PAYMENT DATE	AMOUNT	FINANCE CHARGE	OVER 90 DAYS	OVER 60 DAYS	OVER 30 DAYS	CURRENT CHARGES	TOTAL DUE
200	MM/DD/YY	54216					312551	312551

IF PAID BY MM/DD/YY YOU MAY DEDUCT $62.51

PLEASE PAY THIS AMOUNT

12.15 Print Aged A/R Balance

The Aged A/R Balance Report will print a current listing of all outstanding customer and vendor balances for either the current month or the prior month (if set up). Through the use of selected filtering options, the report can be printed for a range of customers, vendors or by customers with a specific Salesman Code or Report Code. The report can also be generated for only those customers/vendors with balances in a specific accounting period.

An additional option will generate a report of those customers with an open balance that failed to make a payment during the current month. This option may also be based upon customers with a balance in selected accounting periods.

The Aged A/R Balance Report will list the following information for each customer/vendor printed:

- Account Number
- Account Name
- Salesman Code
- Service Charge Total
- Credit Limit
- Open Balance
- 30 Days Balance
- 60 Days Balance
- 90+ Days Balance
- Telephone Number
- Last Payment Date
- Last Payment Amount

The Aged A/R Balance Report will also total receivables and payables by period and supply such information as total balance, number of days outstanding and percentage distribution of receivables by period.

12.15.1 Printing An Aged A/R Balance Report

- From the *Report Processing Menu*, enter **`14`** (*Print Aged A/R Balance*) and press **`<Return>`**.

The following screen will now be displayed as shown:

```
PRINT AGED A/R BALANCE REPORT FOR :

(1) PRIOR MONTH
(2) CURRENT MONTH

ENTER '1' OR '2'

F11 .. EXIT
```

- With the cursor positioned at the **ENTER '1' OR '2'** prompt, enter **1** (*Current Month*) or **2** (*Prior Month*) and press **<Return>**.

  The *Print Aged A/R Balance* screen will now be displayed as shown:

```
PRINT AGED A/R BALANCE

CUSTOMERS/VENDORS(C/V)
BEGINNING          _____     ENDING          _____

REPORT BY
SALESMAN CODE  _              REPORT CODE _

CURRENT  _  30 DAYS  _  60 DAYS  _  90 DAYS  _  SERVICE CHARGE  _

ONLY PRINT CUSTOMERS THAT HAVENT PAID THIS MONTH? _
CALCULATE SERVICE CHARGES?   _
SHOW WITH RECEIPTS APPLIED?  _
( Answer yes to print as 5.0a and previous versions did )

REPORT SPACING (1-9)  _

F1 - RESTART                                   F11- EXIT
```

- With the cursor positioned at the **CUSTOMERS/VENDORS(C/V)** prompt, enter **C** or **V** and press **<Return>**.

  Entering **C** will print the report by customers. Entering **V** will print the report by vendors.

- With the cursor positioned at the **BEGINNING** prompt, enter the beginning customer/vendor number and press **<Return>**.
- With the cursor positioned at the **ENDING** prompt, enter the ending customer/vendor number and press **<Return>**.
- With the cursor positioned at the **SALESMAN CODE** prompt, enter **Y** or **N** and press **<Return>**. Entering **Y** will prompt for a salesman code. With the cursor positioned at the **SALESMAN CODE** prompt, enter the salesman code to have the report printed by and press **<Return>**. The cursor will now be positioned at the **CURRENT** prompt.

  If **N** was entered at the **SALESMAN CODE** prompt, the cursor will be positioned at the prompt **REPORT CODE**.
- With the cursor positioned at the **REPORT CODE** prompt, enter **Y** or **N** and press **<Return>**. Entering **Y** will prompt for a report code. With the cursor positioned at the **REPORT CODE** prompt, enter the report code to have the report printed by and press **<Return>**.

  If **N** was entered at the **REPORT CODE** prompt, the cursor will now be positioned at the **CURRENT** prompt.
- With the cursor positioned at the **CURRENT** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will include all customers/vendors with a current balance on this report.
- With the cursor positioned at the **30 DAYS** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will include all customers/vendors with a 30-day balance on this report.
- With the cursor positioned at the **60 DAYS** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will include all customers/vendors with a 60-day balance on this report.
- With the cursor positioned at the **90 DAYS** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will include all customers/vendors with a 90-day balance on this report.
- With the cursor positioned at the **SERVICE CHARGE** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will include all customers/vendors with a service total balance on this report.
- With the cursor positioned at the **ONLY PRINT CUSTOMERS THAT HAVENT PAID THIS MONTH?** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will generate a report of those customers, with a balance in the selected periods, which have not made a payment since the last month end. An excellent time to generate a Non-Payment report is the 15th of each month.

Entering **N** to this prompt will generate a report of those customers, with a balance in the periods selected above, regardless of their Last Payment Date.

☞ **During month end, users may choose to run two separate age reports. The first age report would include all customers with an open balance and the second report would only include those customers who have not made a payment in the past 30 days.**

- With the cursor positioned at the **CALCULATE SERVICE CHARGES?** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will calculate service charges based upon the account's outstanding old balance and service charge percent. Typically this prompt is only answered **Y** as part of a month end closing procedure.

- With the cursor positioned at the **APPLY RECEIPTS?** prompt, enter **Y** or **N** and press **<Return>**.

  Entering **Y** will print out balances that are owed after applying receipts.

  Entering **N** will print out balances as they show in the customer/vendor record.

- With the cursor positioned at the **REPORT SPACING (1-9)** prompt, enter the number of lines (0-9) to space between each line and press **<Return>**.

- With the cursor positioned at the **BEGIN PRINTING REPORT?** prompt, enter **Y** or **N** and press **<Return>**.

  Before answering this prompt, review the entered prompts. To change any responses, press the **<F1>** (*Restart*) key to return the cursor to the first prompt and re-enter all responses.

  After printing the report, the screen will return to the *Report Processing Menu*.

12.15.1.1 Sample Aged A/R Balance Report

ACCOUNTS RECEIVABLE AGED A/R BALANCE STR1 MM/DD/YY

CUST	CUSTOMER NAME	SLSM	SERVICE TOTAL	CREDIT LIMIT	OPEN BALANCE	CURRENT	30 DAYS	60 DAYS	90+ DAYS	TELEPHONE #	LAST DATE	PAYMENT AMOUNT
250	AMERICAN ACRYLIC	A	10.64	100000	1075.95	355.77	4767.21	4183.03CR	125.36	714-524-5888	MM/DD/YY	1212.00
251	CERTIFIED APPLIANCE		130.06	7000	6752.98	0.00	4574.96	1350.00	697.96	714-587-7485	MM/DD/YY	5439.77
252	CHUCK AND SAMS AUTOM		47.49	5000	1773.50	0.00	286.01	1200.00	240.00	714-527-4784	MM/DD/YY	20.00
253	CONE CHEVROLET		92.06	5000	4523.38	74.00	2577.32	1050.00	730.00	714-987-6547	MM/DD/YY	20.00
254	CONTINENTAL RADIATOR		166.86	5000	5876.99	0.00	296.13	2698.00	2716.00	714-687-7431		0.00
255	DATSUN CAR SERVICE		77.45	70000	5190.67	9.35	5044.32	0.00	59.55	213-924-4718	MM/DD/YY	1100.00
256	DIETERS V W REPAIR		55.87	0	2030.85	0.00	224.98	1250.00	500.00	714-658-8754		0.00
257	DUNCAN AUTOMOTIVE		83.02	5000	2912.50	0.00	124.48	1466.00	1239.00	213-947-4765		0.00
258	FRIENDLY AUTO REPAIR		161.32	5100	8158.58	0.00	5239.72	2745.00	12.54	714-657-9840	MM/DD/YY	500.00
259	FULLERTON TRANSMISSI		24.98	5000	1136.10	0.00	556.98	358.78	195.36	714-584-4101		0.00
260	A C D AUTO REPAIR		30.56	99000	1049.37	0.00	0.00	1018.81	0.00	714-652-2547	MM/DD/YY	500.00
261	HORNSBY GARAGE		79.89	5000	2855.45	0.00	224.86	1565.24	985.46	714-527-8430		0.00
262	VICKS AUTOMOTIVE		27.64	5000	948.77	0.00	0.00	365.89	555.24	714-658-9874		0.00
263	KURTS TIRES		70.66	5000	2539.62	0.00	227.19	1256.35	985.42	714-527-6541		0.00
264	KENS MOTORS		78.16	5000	2800.67	0.00	234.32	1489.65	998.54	714-524-7144		0.00
265	LES AUTOMOTIVE		82.70	5000	3354.52	0.00	1030.33	1256.25	985.24	714-524-4610		0.00
	TOTAL BALANCE		1219.36		52979.90	439.12	25408.81	14886.94	11025.67			
	PERCENTAGE DISTRIBUTION		2 %		100 %	1 %	48 %	28 %	21 %			
	# OF DAYS OUTSTANDING		1.43		62.55	0.51	30.00	17.57	13.01			
	THIS MONTH FINANCE CHARGE			769.81								

Sample Aged A/R Balance Report

12.15.2 Additional Notes On The Age Report

The formula for calculating the number of days outstanding is:

Prior Month's Charge Sales / ***30 Days***	=	***Average Daily Charge Sales***
Balance per Period / ***Average Daily Charge Sales***	=	***Number of Days Outstanding***

The *Number of Days Outstanding Ratio* is an excellent way of measuring the ability to collect monies from charge accounts. The lower the number of days outstanding the better. A ratio of 15 days outstanding and below on your 60 day and older balances is excellent.

The *Percentage Distribution Ratio* allows a quick review of receivables by accounting period and as a percentage of open balance.

The ratios, *Number of Days Outstanding* and *Percentage Distribution*, are only accurate when a report listing all customers with an open balance is generated.

Entering **`Y`** to the **`ONLY PRINT CUSTOMERS THAT HAVENT PAID THIS MONTH?`** prompt will generate a report of those customers with an outstanding balance in the periods selected, who have not made a payment since the last month end closing.

12.16 A/R Adjustment Report

The Accounts Receivable Adjustment Report is designed to assist management with the balancing of accounts receivables. It can be run at any time during the month, but will be most useful if run as part of the month end closing procedure.

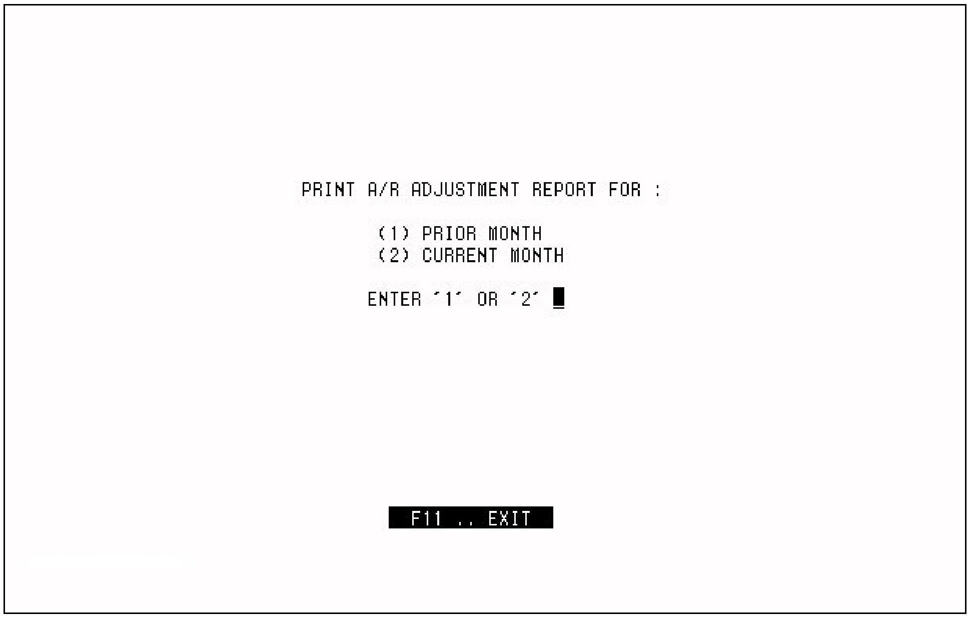
The report will list by customer all transactions, other than regular point of sale invoices and applied receipts, such as back office posting, deleted A/R details, service charges paid or canceled, statement discounts, and adjustments to a 30, 60 or 90 day balance. Totals for each category will be given by customer with grand totals at the end of the report. The details for this report are stored in the prior month directory (if set up). Therefore, if currently using the prior month feature to run statements and an Aged A/R Balance Report after month end, this report is also available for prior month.

☞ **<u>Note:</u> This report must be run *before* month end if prior month is NOT set up! Once month end is run, the information needed to print this report is no longer available!**

12.16.1 Printing An A/R Adjustment Report

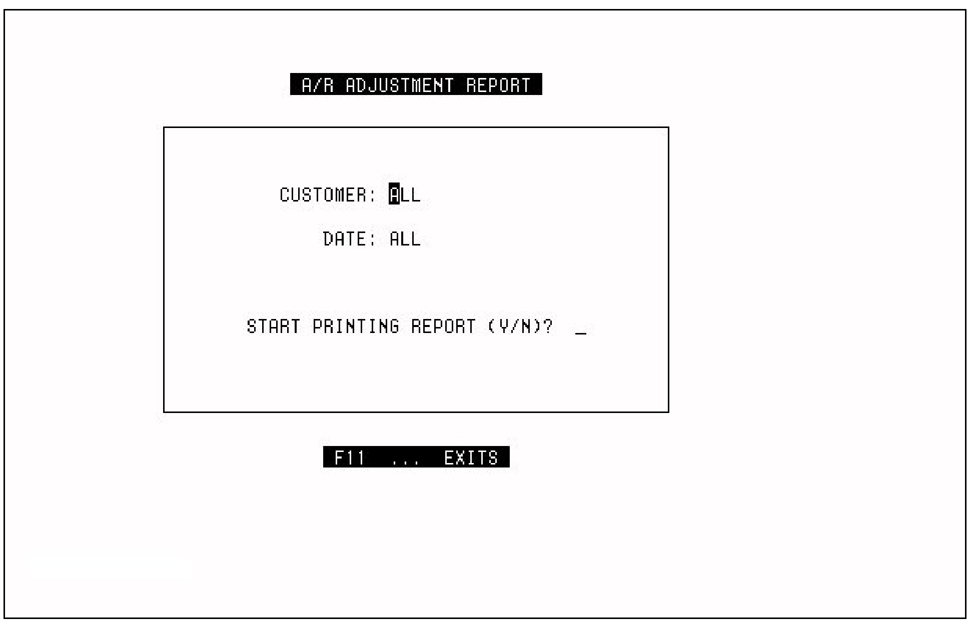
- From the *Report Processing Menu*, enter **`15`** (*A/R Adjustment Report*) and press **`<Return>`**.

A screen will appear asking:



- With the cursor positioned at the **ENTER '1' OR '2'** prompt, enter **1** (*Current Month*) or **2** (*Prior Month*) and press **<Return>**.

  The *A/R Adjustment Report* screen will now be displayed as shown:



- With the cursor positioned at the **CUSTOMER:** prompt, enter a specific customer number to print information for and press **<Return>** or just press **<Return>** to use the default value of **ALL** to print information for all customers/vendors.

- With the cursor positioned at the **DATE:** prompt, enter a specific date to print information for and press **<Return>** or just press **<Return>** to use the default value of **ALL** to print information for all dates.
- With the cursor positioned at the **START PRINTING REPORT (Y/N)?** prompt, enter **Y** and press **<Return>** to start the report.

12.16.1.1 Sample A/R Adjustment Report

```
                    ACCOUNTS RECEIVABLE ADJUSTMENT REPORT             PAGE     1


-------------------------------------------------------------------------------
CUSTOMER 250   RICK'S CAM & SPEED SHOP

      DATE         REF       AMOUNT     TYPE
    MM/DD/YY         0        30.00     CUST UPDATE - 60 DAY


TOTAL FOR CUSTOMER 2

               DETAILS DELETED:     0.00
              DISCOUNTS TAKEN:     0.00
             BACK OFFICE POSTS:     0.00
          SERVICE CHARGES PAID:     0.00
      SERVICE CHARGES CANCELED:     0.00
  CUSTOMER UPDATE - 30 DAY ADJ:     0.00
  CUSTOMER UPDATE - 60 DAY ADJ:    30.00
  CUSTOMER UPDATE - 90 DAY ADJ:     0.00

-------------------------------------------------------------------------------


GRAND TOTALS FOR CUSTOMERS:

             TOTAL DETAILS DELETED:     0.00
             TOTAL DISCOUNTS TAKEN:     0.00
           TOTAL BACK OFFICE POSTS:     0.00
        TOTAL SERVICE CHARGES PAID:     0.00
    TOTAL SERVICE CHARGES CANCELED:     0.00
TOTAL CUSTOMER UPDATE - 30 DAY ADJ:     0.00
TOTAL CUSTOMER UPDATE - 60 DAY ADJ:    30.00
TOTAL CUSTOMER UPDATE - 90 DAY ADJ:     0.00


TOTAL ADJUSTMENT TO ACCOUNTS RECEIVABLE:    30.00
-------------------------------------------------------------------------------


GRAND TOTALS FOR VENDORS:

             TOTAL DETAILS DELETED:     0.00
             TOTAL DISCOUNTS TAKEN:     0.00
           TOTAL BACK OFFICE POSTS:     0.00
        TOTAL SERVICE CHARGES PAID:     0.00
    TOTAL SERVICE CHARGES CANCELED:     0.00
TOTAL CUSTOMER UPDATE - 30 DAY ADJ:     0.00
TOTAL CUSTOMER UPDATE - 60 DAY ADJ:     0.00
TOTAL CUSTOMER UPDATE - 90 DAY ADJ:     0.00


TOTAL ADJUSTMENT TO ACCOUNTS RECEIVABLE:     0.00
```

Sample A/R Adjustment Report

12.17 Print/Clear Sales Tax

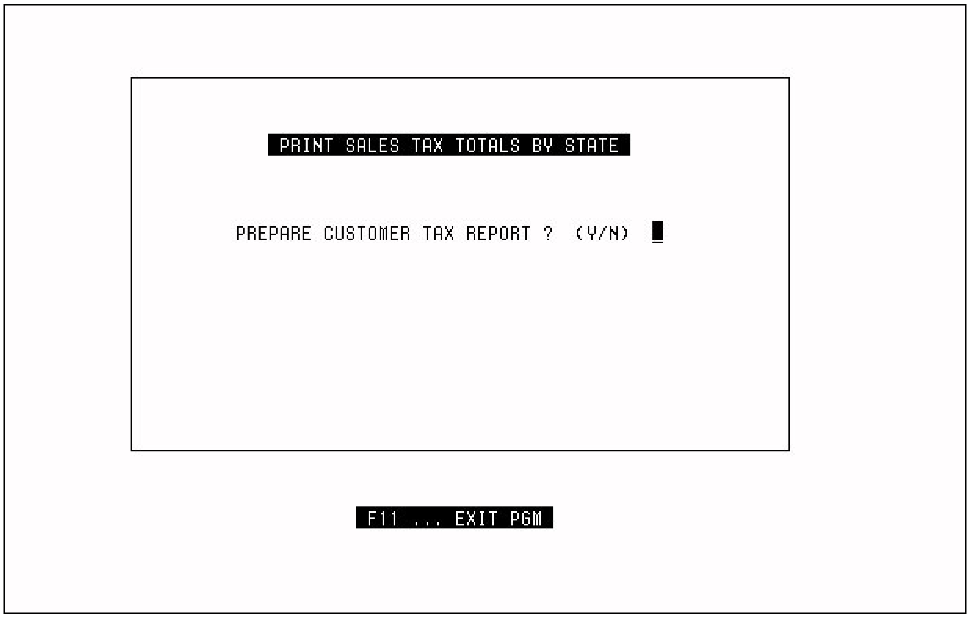
The Print/Clear Sales Tax program totals and prints the taxable sales and tax collected by each of the 256 state tax codes and supplies grand totals. It can also be used to clear all tax totals.

The taxable sales and tax collected totals are retrieved from the Customer file. The Customer file contains the following information for each customer: State Code, Taxable Sales and Tax Collected.

12.17.1 Printing The Sales Tax Report

- From the *Report Processing Menu*, enter **`16`** (*Print/Clear Sales Tax*) and press **`<Return>`**.

  The *Print Sales Tax Totals By State* screen will now be displayed as shown:



- With the cursor positioned at the **`PREPARE CUSTOMER TAX REPORT ? (Y/N)`** prompt, enter **`Y`** and press **`<Return>`**.

  The message *COLLECTING CUSTOMER TAX INFORMATION* will be displayed as the program is gathering the needed information.

- With the cursor positioned at the **`BEGIN PRINTING REPORT? (Y/N)`** prompt, enter **`Y`** and press **`<Return>`**.

  A one page report will be generated on the management printer. The report will list by State Code the following information: Tax Percent, Total Taxable Sales and Total Tax Collected. After printing the report, the prompt **`ANOTHER REPORT NEEDED? (Y,N)`** will appear. Enter **`Y`** and another report will be generated. Enter **`N`** and the prompt **`ZERO OUT ALL TAX TOTALS ? (Y/N)`** will appear.

- With the cursor positioned at the **`ZERO OUT ALL TAX TOTALS ? (Y/N)`** prompt, enter **`Y`** or **`N`** and press **`<Return>`**.

  Entering **`Y`** will clear the Customer file of all taxable sales and tax collected information by customer. The message *DELETING TAX TOTALS* will be displayed. When complete the screen will return to the *Report Processing Menu*.

  Entering **`N`** will not clear the Customer file of tax information and the screen will return to the *Report Processing Menu*.

Typically tax totals are cleared monthly or quarterly based upon your local tax laws and taxable sales volume.

12.17.1.1 Sample Sales Tax Report

```
MM/DD/YY HH:MM:SS                                                        STR1

                    <<  REPORT - SALES TAX BY STATE  >>
                        ===========================



             STATE     TAX        TOTAL TAXABLE       TOTAL TAX
             CODE    PERCENT          SALES           COLLECTED


               0       6.500        210905.06          13708.83
               1       6.750         10211.02            689.24
             ==================================================


             GRAND TOTALS *         221116.08          14398.07
```

Sample Sales Tax Report

12.18 Print Audit Reports

When auditing has been enabled on the system, through the assistance of a Customer Service Representative, the Print Audit Report menu option can be used to report the following:

- Lost Sales generated through point of sale
- Stock Outs generated through point of sale
- Purchase Order Receipts applied through purchasing
- New Purchase Orders created through purchasing
- Inventory Changes created through various programs
- Receipts applied through point of sale
- Customer Changes created through various programs

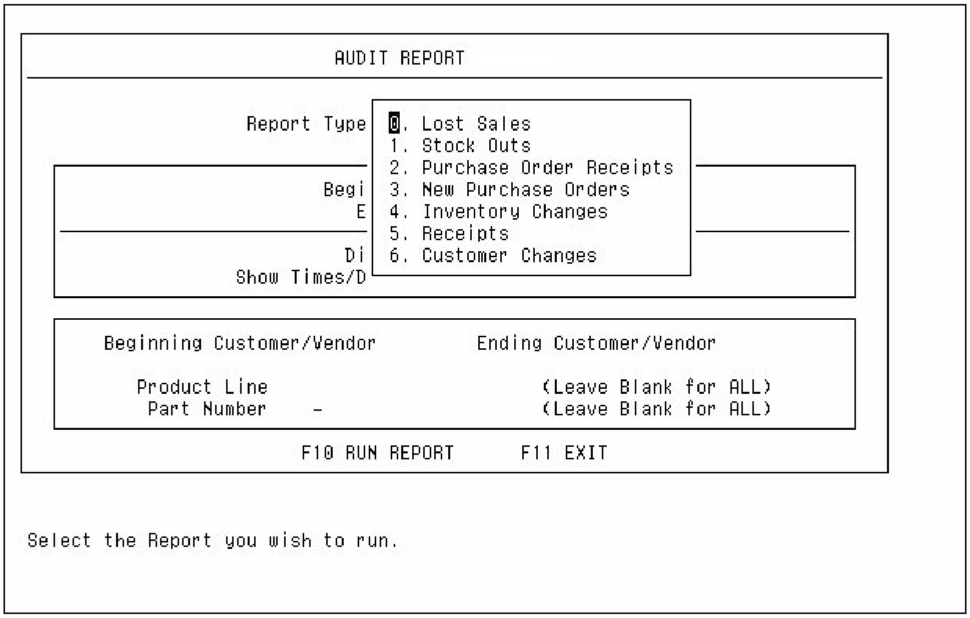
Optionally, the following options can be used to filter down information reported:

- Beginning & Ending Date range
- Output can be sent to the screen or the printer
- Show Times/Dates Changes were made
- Beginning & Ending Customer/Vendor range
- Specific Product Line number to show changes for
- Specific Part Number to show changes for

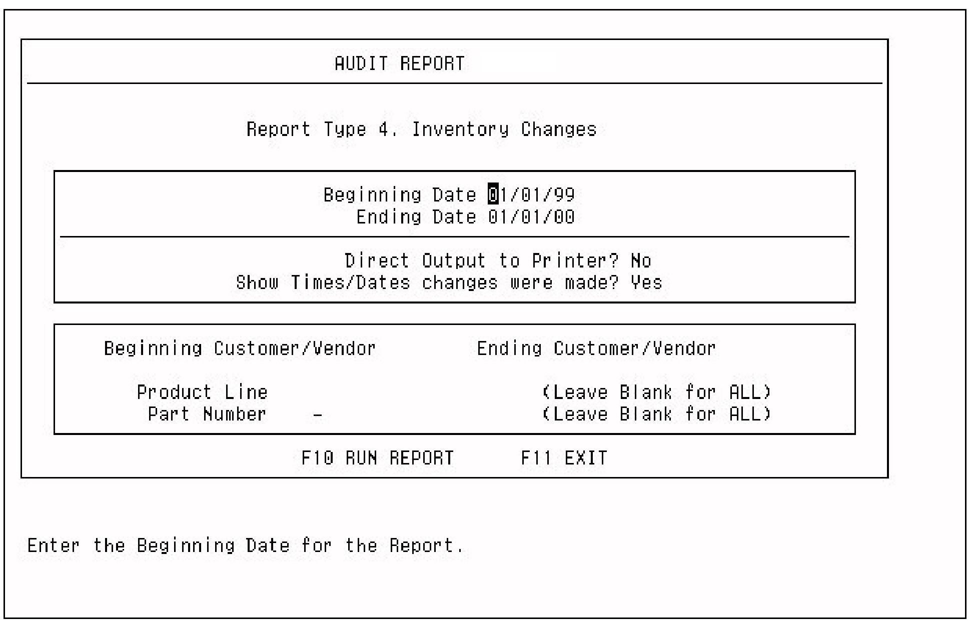
12.18.1 Printing An Audit Report

- From the *Report Processing Menu*, enter **`17`** (*Print Audit Report*) and press **`<Return>`**.

The *Audit Report* screen will now be displayed as shown:



- With the cursor positioned on the **`Lost Sales`** prompt within the selection window, highlight the desired report, by arrowing down or by entering the corresponding number, and press **`<Return>`**.



- With the cursor positioned at the **`Beginning Date`** prompt, enter the beginning date and press **`<Return>`** or just press **`<Return>`** to use the default current date.
- With the cursor positioned at the **`Ending Date`** prompt, enter the ending date and press **`<Return>`** or just press **`<Return>`** to use the default current date.

- With the cursor positioned at the **Direct Output to Printer?** prompt, press the **<Space Bar>** to toggle the value from **No** to **Yes** and press **<Return>** or just press **<Return>** to use the default of **No** and thus output the report to the screen.
- With the cursor positioned at the **Show Times/Dates changes were made?** prompt, press the **<Space Bar>** to toggle the value from **Yes** to **No** and press **<Return>** or just press **<Return>** to use the default of **Yes** and thus output the times and dates changes were made.

If a report type of 0 – 4 was selected:

- With the cursor positioned at the **Beginning Customer/Vendor** prompt, enter a beginning customer/vendor number and press **<Return>** or just press **<Return>** to leave the field blank and thus output information for all customers on the report.
- With the cursor positioned at the **Ending Customer/Vendor** prompt, enter the ending customer/vendor number and press **<Return>** or just press **<Return>** to leave the field blank and thus output information for all customers on the report.

A report will be generated to the specified output.

If a report type of 5 – 6 was selected:

- With the cursor positioned at the **Product Line** prompt, enter a specific product line number and press **<Return>** or just press **<Return>** to leave the field blank and thus output information for all product lines on the report.
- With the cursor positioned at the **Part Number** prompt, enter a specific part number and press **<Return>** or just press **<Return>** to leave the field blank and thus output information for all part numbers on the report.

A report will be generated to the specified output.

12.18.1.1 Inventory Audit Field Change Codes

Listed below are a table of inventory change field codes and descriptions:

Field Code	Description
PARTNR	Part Number
PRODLN	Product Line
QOH	Quantity On Hand
UNITPK	Unit Pack
MIN1	Minimum 1
MAX1	Maximum 1
MIN2	Minimum 2
MAX2	Maximum 2
PRCLVL0	Price Level 0
PRCLVL1	Price Level 1
PRCLVL2	Price Level 2
PRCLVL3	Price Level 3
PRCLVL4	Price Level 4
PRCLVL5	Price Level 5
PRCLVL6	Core Cost
PRCLVL7	Core Sell
TRAKING	Tracking Flag

SERTRK	Serial Number Tracking Flag
4DEC	Four Decimals Point Flag
LABMISC	Labor/Misc Code
POPCD	Popularity Code
HIST1	Previous Quarters - 4th
HIST2	3rd
HIST3	2nd
HIST4	1st
HIST5	4th Last Year
HIST6	3rd
DESC	Description
CURPERUN	Current Period Units
CURQTRSLS	Net Sales (In Dollars) Current Qtr
CURQTYUN	Net Sales (Units) Current Qty
CURBKO	Customer Backorder
FILLBO	Fill Backorder
WARNTS	Warranties
CORRET	Core Return
STKOUT	Stock Outs
PERCAR	Per Car/Unit Of Measure
WEIGHT	Weight In Ounces
RPTCD	Report Codes
ZNBIN	Zone Bin
PRCLVL8	Average Cost

12.18.1.2 Customer Audit Field Change Codes

Listed below are a table of customer change field codes and descriptions:

Field Code	Description
CUSTVENDFLAG	Customer/Vendor flag
CUSTNAME	Customer Name
BILLADDR1	Billing Address 1
BILLADDR2	Billing Address 2
BILLADDR3	Billing Address 3
SHIPADDR1	Shipping Address 1
SHIPADDR2	Shipping Address 2
SHIPADDR3	Shipping Address 3
PHONE1	Phone 1
PHONE2	Phone 2
PHONE3	Phone 3
PONUM	Purchase Order Number
CREDITLIMT	Credit Limit
CURMONRCPT	Current Month's Receipts
BAL00	Current Balance
BAL30	30-Day Balance
BAL60	60-Day Balance
BAL90	90-Day Balance
LASTPAYAMT	Last Payment Amount
TAXCOL	Tax Collected
TAXABLESLS	Taxable Sales
NETSLS	Net Sales
NTCORSLS	Net Core Sales
COSTOFSLS	Cost Of Sales
TAXCODE	Tax Code

MONTHSONSYS	Months On System
CORETQTY	Core Return Qty
INVRETQTY	Inventory Return Qty
WARRETQTY	Warranty Return Qty
SLSMANCD	Salesman Code
NETDAYS	Net Days
NROFINV	Number Of Invoices
MOINVHST	24 Months # Of Invoice History
BALTYPE	Balance Type (B/O)
BILLTERM	Billing Terms
SRVCHGPD	Service Charges Paid
NRLNITEM	Number Of Line Items
MNNRLNITM	24 Months # Of Line Items
MNNETSLS	24 Months Net Sales
XCLUDISC	6 Product Line Exclusion Discounts
LASTPAY	Last Payment Date
SRVCHG	Current Service Charge
SRVCHGPCT	Service Charge Percentage
TAXRATE	Tax Rate
COD	C.O.D.
MNNETCRSLS	24 Month Net Core Sales
MNNETCOST	24 Month Net Cost Of Sales
CORERET	Core Return Amount
INVRET	Inventory Return Amount
WARRET	Warranty Return Amount
TAXID	Tax Identification
MNNETSLSLVL	24 Month Net Sales Level $
DISCPCT	Discount Percentage
RPTCD	Report Code
COMCUSNR	Common Customer Number
MISCFLD1	Misc Flag 1
MISCFLD2	Misc Flag 2
MATRIXNR	Matrix Number
LISTLVL	List Level
LISTDSC	List Discount
COREBANK	Core Bank Customer Number
MATRIX	Std Matrix Offset

12.18.1.3 Sample Audit Reports

```
                                          Audit File Report  Lost Sales MM/DD/YY HH:MM:SS                                  Page    1

Cust No  Part Number            Qty    Date     Time

   250   JAT-TP1133             2      MM/DD/YY HH:MM:SS

Total Lost Sales from MM/DD/YY to MM/DD/YY ALL Customers/Vendors    2
```

Sample Lost Sales Audit Report

```
                                 Audit File Report  Stock Outs MM/DD/YY HH:MM:SS                        Page     1

Cust No  Part Number            Qty    Date      Time

  1030   HAT-PF3905             1      MM/DD/YY  HH:MM:SS

Total Stock Outs from MM/DD/YY to MM/DD/YY ALL Customers/Vendors    1
```

Sample Stock Outs Audit Report

```
                          Audit File Report  Purchase Order Receipts MM/DD/YY HH:MM:SS                  Page     1

POType Vend No    PO No   Part Number            Qty  B/O  Date      Time

PO     50         113     VAB-UFB-6901           2     N   MM/DD/YY  HH:MM:SS

Total Purchase Order Receipts from  to MM/DD/YY ALL Customers/Vendors    2
```

Sample Purchase Order Receipts Audit Report

```
                            Audit File Report  New Purchace Orders MM/DD/YY HH:MM:SS                    Page     1

Vend No    PO No    Part Number           Qty         Date      Time

  25       120      POP-KK244              1        MM/DD/YY  HH:MM:SS

Total New Purchace Orders from MM/DD/YY to MM/DD/YY ALL Customers/Vendors    1
```

Sample New Purchase Orders Audit Report

```
                             Audit File Report  Inventory Changes MM/DD/YY HH:MM:SS                     Page     1

Int   Part Number          Previous Value                Current Value                    Date      Time      Field

IU   AAA-70023             *                            AAA-70023                         MM/DD/YY  HH:MM:SS  PARTNR
IU   AAA-70023             0                            1                                 MM/DD/YY  HH:MM:SS  QOH
IU   AAA-70023             0                            1                                 MM/DD/YY  HH:MM:SS  UNITPK
IU   AAA-70023             0                            1                                 MM/DD/YY  HH:MM:SS  MIN1
IU   AAA-70023             0                            1                                 MM/DD/YY  HH:MM:SS  MAX1
IU   AAA-70023             N                            Y                                 MM/DD/YY  HH:MM:SS  TRAKING
IU   AAA-70023             0                            -32768                            MM/DD/YY  HH:MM:SS  HIST1
IU   AAA-70023             NO DESCRIPTION               NO DESCRIPTION                    MM/DD/YY  HH:MM:SS  DESC
IU   AAA-70023             0                            10                                MM/DD/YY  HH:MM:SS  FILLBO
IU   AAA-70023             0                            1                                 MM/DD/YY  HH:MM:SS  PERCAR
IU   AAA-70023             1                            4                                 MM/DD/YY  HH:MM:SS  MIN1
IU   AAA-70023             1                            5                                 MM/DD/YY  HH:MM:SS  MAX1
IU   AAA-70023             0                            100                               MM/DD/YY  HH:MM:SS  PRCLVL0
IU   AAA-70023             0                            200                               MM/DD/YY  HH:MM:SS  PRCLVL1
IU   AAA-70023             0                            300                               MM/DD/YY  HH:MM:SS  PRCLVL2
IU   AAA-70023             0                            400                               MM/DD/YY  HH:MM:SS  PRCLVL3
IU   AAA-70023             0                            500                               MM/DD/YY  HH:MM:SS  PRCLVL4
IU   AAA-70023             0                            600                               MM/DD/YY  HH:MM:SS  PRCLVL5
IU   AAA-70023             0                            200                               MM/DD/YY  HH:MM:SS  PRCLVL6
IU   AAA-70023             0                            200                               MM/DD/YY  HH:MM:SS  PRCLVL7
IU   AAA-70023             1                            0                                 MM/DD/YY  HH:MM:SS  CORRET

Total  Inventory Changes from MM/DD/YY to MM/DD/YY    21
```

Sample Inventory Changes Audit Report

```
                                  Audit File Report  Receipts MM/DD/YY HH:MM:SS                         Page     1

Cust No  Cust Name            Inv #    Chk #    Ref #        Amount       Date Time

  450    ABC REPAIR SVC       158      812        0              50.00     MM/DD/YY HH:MM:SS
  450    ABC REPAIR SVC       158      812        0               2.50     MM/DD/YY HH:MM:SS

Total Receipts from MM/DD/YY to MM/DD/YY ALL Customers/Vendors         62.50
```

Sample Receipts Audit Report

Audit File Report Customer Changes MM/DD/YY HH:MM:SS Page 1

Int	Cust No	Previous Value	Current Value	Date	Time	Field
*	250	SPEEDY PRESS	JOE DOE AUTO REPAIR	MM/DD/YY	HH:MM:SS	CUSTNAME
*	250	44532 ARMSTRONG RD	9921 RESERVOIR STREET	MM/DD/YY	HH:MM:SS	BILLADDR1
*	250	RIVERSIDE, CA 92509	LOS ANGELES, CA 90001	MM/DD/YY	HH:MM:SS	BILLADDR2
*	250	909-681-3446	213-999-0123	MM/DD/YY	HH:MM:SS	PHONE1
*	250	1000	200	MM/DD/YY	HH:MM:SS	CREDITLIMT
*	250		R	MM/DD/YY	HH:MM:SS	SLSMANCD
*	250	0	10	MM/DD/YY	HH:MM:SS	NETDAYS
*	250	150	200	MM/DD/YY	HH:MM:SS	SRVCHGPCT
*	250	*	SREH 99811231	MM/DD/YY	HH:MM:SS	TAXID
*	250	0	200	MM/DD/YY	HH:MM:SS	DISCPCT
*	250	3	2	MM/DD/YY	HH:MM:SS	MATRIX481
*	250	3	2	MM/DD/YY	HH:MM:SS	MATRIX482
*	250	3	2	MM/DD/YY	HH:MM:SS	MATRIX483
*	250	3	2	MM/DD/YY	HH:MM:SS	MATRIX484
*	250	3	2	MM/DD/YY	HH:MM:SS	MATRIX485

Total Customer Changes from MM/DD/YY to MM/DD/YY ALL Customers/Vendors 15

Sample Customer Changes Audit Report