Sales Analysis User Guide

Infor Distribution A+ Version Number 10.03.01

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CHAPTER 1

Sales Analysis Overview

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The Sales Analysis module allows you to analyze the sales performance of your customers, items, corporate groups, and sales representatives, using inquiries and reports.

Interfaces

This section describes how Sales Analysis interfaces with other Distribution A+ modules.

Sales Analysis is installed with the following base modules:

- Order Entry
- Accounts Receivable
- Inventory Accounting

The Bill of Material module may also be installed as an add-on module for sales of bill of material items.

Order Entry

When Sales Analysis is set to interface with Order Entry, every order you create updates Sales Analysis. Distribution A+ assigns to each order a primary sales representative, customer and, optionally, a ship-to address.

Sales Analysis reports and inquiries access data files that retain item information, number of orders for each customer and ship-to address, total sales, profit, and total cost of goods sold. Distribution A+ updates these files daily during Day-End Processing (MENU XAMAST).

The Sales Recap Inquiry (MENU OEINQY) menu option of Order Entry has the ability to calculate a projection of sales data for stock orders, drop ship orders, special orders, and warehouse transfer orders for a sales period that is not yet complete, (i.e., for a sales period in which sales have not yet been recorded for the entire period).

The projection calculation uses three fields defined in SA/PO Fiscal Calendar Maintenance (MENU SAFILE):

- the number of business days contained in the entire incomplete period, as defined in the **Business Days Per Period** field on the SA/PO Fiscal Calendar Screen
- the number of business days specified in a sub-period of the incomplete period, as defined in the **Business Days** field on the Business Day Distribution Pop-up Window
- the percent of the period's sales that are expected to occur during the specified sub-period of the incomplete period, as defined in the **Percent of Period Sales** field on the Business Day Distribution Pop-up Window

Refer to the Sales Recap Projection topic in the Overview section of the Order Entry User Guide for an explanation of the projection calculation.

Accounts Receivable

All customer information is maintained through the Accounts Receivable module. MENU SAMAIN displays customer information for a company that includes the number of orders for each customer, corporate group and, optionally, ship-to. This information includes total sales, profit, and total cost of goods sold for each customer, corporate group, ship-to or alternate ship-to address. Through Sales Analysis Options Maintenance (MENU XAFILE), you can save detailed sales analysis data, and do so at the ship-to level, if you desire. The Detail Item Sales Analysis File (DETSA) retains sales history for an item, company, customer, corporate group and, optionally, ship-to address for each period of a fiscal year. Total drop shipment sales and quantities are similarly retained.

Corporate groups are customers organized into blocs according to their like attributes. For example, customers may be grouped on the basis of a common geographic location or, perhaps, because they demonstrate similar sales volumes. Like company, customer, ship-to and sold-to address, corporate groups constitute an organizational level on which sales analyses can be performed.

Corporate Groups are created and maintained through Corporate Group Maintenance (MENU ARFILE and MENU SAFILE). Customers are associated with specific groups through Customer/Ship to Master Maintenance (MENU ARFILE).

Inventory Accounting

Based on the items that have been ordered, the total sales amount, total cost amount, and total quantity of items ordered are maintained for each item in a warehouse. This information is stored with item balance information. This allows you to inquire and report on the performance of an item in a single warehouse, or in all warehouses. Drop shipment sales information is also retained.

Bill of Material

If Bill of Material is installed, Sales Analysis is updated for sales of bill of material items. It is updated differently for each parent type:

- Manufactured items: Sales are posted for the parent item
- Assortments: Sales are posted for the component item
- Kits: Sales are posted for the parent item

File Maintenance

The following file maintenance options are available through Sales Analysis:

- Sales Representatives
- Sales Representative Budgets
- Territories
- SA/PO Fiscal Calendar
- Corporate Groups

For each file maintenance option, listings are available.

The file maintenance options (and listings) for these files are explained in detail in the MENU SAFILE section of this user guide.

Sales Representatives

Sales Representative Maintenance (MENU SAFILE) contains one record for each sales representative defined for a company. Sales representatives are identified by a unique sales representative number. For each sales representative number, you indicate the sales representative's name and commission percentage.

Sales representatives are assigned to customers, and are used as the primary sales representative for any order placed by that customer. Sales Analysis provides several inquiries that allow you to analyze the performance of your primary sales representatives.

The Salesrep Comparison (MENU SAMAIN) menu option allows you to analyze a sales representative's performance where the representative was credited with the sale of an order. The first sales representative listed on the Second Order Header Screen receives credit for that sale (Enter, Change & Ship Orders, MENU OEMAIN).

Sales Representative Budgets

The use of Sales Representative Budgets (MENU SAFILE) is optional. This file contains one record for each sales representative and fiscal year. Each record contains the monthly budget for each period of the fiscal year for each sales representative. This budget can be compared to the actual sales performance information for a single sales representative through Sales Representative Comparison (MENU SAMAIN).

Territories

Territories Maintenance (MENU SAFILE) contains one record for each sales territory that is used in Distribution A+. When customers are defined in Accounts Receivable, a sales territory must be assigned to the customer definition. You can print reports and use inquiries throughout Distribution A+ for a single sales representative territory. Sales representative territories are represented by a three character code, and are defined for each company.

SA/PO Fiscal Calendar

Use of the SA/PO fiscal calendar is required for each company that you establish through Company Name Maintenance (MENU XAFILE). These fiscal calendars are used to effectively capture and organize certain sales and purchasing values for use in future analysis. The values related to certain dated transactions and activities (manual and system generated) are separated into “periods” according to how the SA/PO fiscal calendar is defined through SA/PO Fiscal Calendar Maintenance (MENU SAFILE).

The SA/PO Fiscal Calendar File contains one record for each company for each fiscal year. Date ranges defining the 12 or 13 periods for each company’s fiscal year are maintained and are then used to determine which values are to be captured in which period, based upon the date of the transaction or activity. For example:

- SA/PO fiscal calendars are used by the demand update process to convert an Order Entry requested ship date to a Sales Analysis (SA) fiscal period so that an adjustment is made in the correct period
- SA/PO fiscal calendars are used by the buyer budget process to convert a Purchase Order print date to a Purchasing (PO) fiscal period so that the PO amount is credited to the correct period in the buyer’s budget

Once stored in the correct periods, values can then be reviewed and utilized in reporting and analysis functions. For example:

- The Buyer Analysis Report (MENU POREPT) can then be run to compare the PO values extracted and retained based on the specified fiscal calendar to the expected budget values which are defined through Buyer Budget Maintenance (MENU POFIL2).

Once an SA/PO fiscal calendar is defined, it may also be used for Order Entry measurement functionality. This is done by first breaking down each defined fiscal calendar period into actual business days per sub-period, and then associating that number of business days with a percentage of the expected monthly sales. With this information, projections of expected sales for periods not yet completed and closed may be generated through the Sales Recap Inquiry (MENU OEINQY).

Corporate Groups

The Corporate Grouping feature allows you to organize your customers into groups having a common attribute. You can then view sales, profit, total orders, gross profit, and gross profit percentage for each group through Customer Comparison (MENU SAMAIN) and Customer/Item Analysis (MENU SAMAIN), and Item/Customer Analysis (MENU SAMAIN).

You define corporate groups through Corporate Groups Maintenance (MENU SAFILE). After defining a group, you can assign a customer to it by specifying the corporate group name in Customer/ Ship-to Master Maintenance (MENU ARFILE).

Sales Analysis Inquiries

The following types of inquiries are included in Sales Analysis: Graphic and Standard.

Inquiries provide access and analysis of sales performance information for sales representatives, customers, corporate groups, and items.

Graphic Inquiries

Sales Analysis consists of three graphic inquiries: Salesrep Comparison, Customer Comparison, Item Comparison. These inquiries display sales information in a bar graph. Standard (non-graphic) screens are also provided so you can determine the actual numbers that comprise the graph. For additional information refer to the CHAPTER 2: *Using Sales Analysis*.

Salesrep Comparison

The Salesrep Comparison compares the performance of a single sales representative for any two fiscal years, or for the actual sales to the sales representative's sales budget. Performance is measured in terms of the number of orders, total monetary amount, total cost amount, and gross profit percentage of orders for the sales representative. The values are based on the sales information where the sales representative is the first primary sales representative listed on the Second Order Header Screen (Enter, Change & Ship Orders, MENU OEMAIN).

Customer Comparison

The Customer Comparison compares the purchasing pattern of a single customer (or customer ship-to, alternate ship-to, or corporate group) for any two fiscal years. Buying patterns are reported in terms of the number of orders placed, total monetary amount of purchases, total cost amount of items sold, and the gross profit percentage for the customer or group.

Item Comparison

The Item Comparison compares the sales history of a single item for any two fiscal years. Sales performance is measured in terms of the quantity of items sold, total monetary amount of sales, total cost amount of items sold, and the gross profit percentage for the item.

Standard Inquiries

The standard inquiries available in Sales Analysis are similar to most Distribution A+ inquiries. They are different from the graphic inquires in that they do not provide a visual bar graph representation of the data being inquired upon.

The standard inquiries available in Sales Analysis are: Customer/Item Analysis and Item/Customer Analysis.

Sales Analysis Reports

Two types of reports are available in Sales Analysis: Variable format and Standard format.

In addition, cost and profit information will only print on a Sales Analysis report from MENU SAREPT if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

Variable Format Reports

Variable format reports allow you to select the sequence, lowest level of detail, and selection criteria of items to print on the report. The Sales Analysis reports in this category are:

- MTD/YTD Sales Analysis
- Comparative Sales Analysis
- Six Month History

Standard Format Reports

Standard format reports available in Sales Analysis are always printed in the same format regardless of your selection criteria. These reports are:

- Customer Ranking Report
- Item Ranking Report
- Customer Drop Shipment Analysis
- Item Drop Shipment Analysis

CHAPTER 2 # Using Sales Analysis

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This section explains the concepts that you should know to effectively use Sales Analysis, and are included within the following topics of this section:

- How Sales Analysis is Updated
- Using Graphic Inquiries
- Using Reports

How Sales Analysis is Updated

Sales Analysis provides inquiries and reports for you to analyze the sales information for your business. Therefore, it is necessary that you understand what this sales information is, and when it is recorded in Sales Analysis.

The simplest way to understand what sales information is updated is to understand the data files that are used in Sales Analysis. These are the Master Files, the SA/PO Fiscal Calendar File, and the Sales History Files.

Master Files

There are three files that maintain month-to-date, year-to-date, and last year's sales information. These are:

- Sales Representative Master File (REPMS)
- Customer Master File (CUSMS)
- Item Balance File (ITBAL)

When Updated

These files are updated daily, when Day-End Processing (MENU XAMAST) is run.

NOTE: You must have defined **Order Entry to S/A** as Y through Company Name Maintenance (MENU XAFILE).

Sales Representative Master File

For each company, you must define at least one sales representative through Sales Representatives Maintenance (MENU SAFILE). For each sales representative, you specify the name, commission percentage, and optional user area (a 20 character field for any use you desire).

Up to three sales representatives, including one primary sales representative, are assigned to a customer or ship-to through Customer/Ship to Master Maintenance (MENU ARFILE). When an order is created for the customer or ship-to, those sales representatives are used on the order. You may change or accept these default sales representatives for the order. For each primary sales representative assigned to an order, Sales Analysis is able to track the following:

- Total sales
- Total costs
- Total orders sold

The total sales amount includes item sales only; special charges, trade discounts, and sales taxes are not included in the total.

NOTE: Sales are recorded for the primary sales representative associated with each order, customer or ship-to address.

For each sales representative in a company, this information is maintained in the Sales Representative Master File for each of the following:

- Year-to-date
- Month-to-date
- Total from the previous year

Sales representative master information may be accessed through the following Sales Analysis menu options:

- Sales Representative Comparison (MENU SAMAIN)
- MTD/YTD Sales Analysis (MENU SAMAIN)
- Comparative Sales Analysis (MENU SAREPT)
- Six Month History (MENU SAREPT)

Customer Master File

The Customer Master File, defined in Accounts Receivable through Customer/Ship to Master Maintenance (MENU ARFILE), contains general customer information used throughout Distribution A+, the default information used on orders in Order Entry, the accounts receivable information necessary for collections used in Accounts Receivable, and customer sales analysis information used in Sales Analysis. This customer sales analysis information includes the following:

- Total sales
- Total costs

- Total orders sold
- Total drop-shipments
- Total drop shipment costs

For each customer defined for a company, this information is maintained in the Customer Master File for each of the following:

- Year-to-date
- Month-to-date
- Total of the previous year

Customer master information may be accessed through the following Sales Analysis menu options:

- Customer Comparison (MENU SAMAIN)
- MTD/YTD Sales Analysis (MENU SAREPT)
- Comparative Sales Analysis (MENU SAREPT)
- Six Month History (MENU SAREPT)
- Customer Ranking Report (MENU SAREPT)
- Customer Drop Shipment Analysis (MENU SAREPT)

Item Balance File

The Item Balance File, defined in Inventory Accounting through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE), contains information about an item in a particular warehouse. Also included is the following item sales information:

- Total sales
- Total costs
- Total orders sold
- Total drop-shipments
- Total drop shipment costs

NOTE: Item sales quantities are maintained in an item's default unit of measure.

For each item defined in a warehouse, this information is maintained in the Item Balance File for each of the following:

- Year-to-date
- Month-to-date
- Total of the previous year

Item balance information may be accessed through the following Sales Analysis menu options:

- Item Comparison (MENU SAMAIN)
- MTD/YTD Sales Analysis (MENU SAREPT)

- Comparative Sales Analysis (MENU SAREPT)
- Six Month History (MENU SAREPT)
- Item Ranking Report (MENU SAREPT)
- Item Drop Shipment Analysis (MENU SAREPT)

SA/PO Fiscal Calendar File

Distribution A+ requires that a fiscal calendar be created for each new company you establish. This calendar will be stored in the S/A Fiscal Calendar File (SACAL). Day end processing or S/A month end processing cannot occur if a calendar is not set up for the current fiscal year. Once established for the current year, Distribution A+ will automatically generate the file for the following year when performing S/A period end processing for the last period of the current year.

Data maintained in the SA/PO Fiscal Calendar File consists of the date ranges which define the fiscal periods for a company (i.e., the identification of the company, fiscal year, and calendar month/period). Both 12 and 13 period accounting philosophies are allowed, and period closing dates are calculated in accordance with the calendar type you define in Inventory Management & Planning for your company. The SA/PO Fiscal Calendar File data is used by the demand update process to convert a requested ship date to a sales analysis fiscal period.

Sales History Files

To provide more detail than the sales analysis information contained in the master files, Sales Analysis also updates sales history files. Sales history files contain sales analysis information for each month of a fiscal year. With this information you can analyze the monthly sales performance of your sales representatives, items, customers, corporate groups, and ship-to addresses.

The following sales history files are updated during Day-End Processing (MENU XAMAST):

- Sales Representative Sales Analysis File (REPSA)
- Customer Sales Analysis File (CUSSA)
- Item Sales Analysis File (ITMSA)
- Detail Item Sales Analysis File (DETSA). Updating this file is optional and effected through Sales Analysis Options Maintenance (MENU XAFILE).
- Customer Ship-to Sales Analysis File (CSHSA). Updating this file is optional and effected through Sales Analysis Options Maintenance (MENU XAFILE).
- Detail Customer Ship-to Sales Analysis (DSHSA). Updating this file is optional and effected through Sales Analysis Options Maintenance (MENU XAFILE).
- Customer Corporate Group Sales Analysis File (CCGSA), if a corporate group is specified for the customer in the Customer Master File.
- Detail Corporate Group Sales Analysis File (DCGSA), if a corporate group is specified for the customer in the Customer Master File.

When Updated

Sales Analysis history files are updated during Day-End Processing (MENU XAMAST). In addition, when you close a fiscal period through Period End Processing (MENU SAMAST), month to date fields in the Sales Representative Master File, Item Balance File, and Customer Master File will be zeroed out and year to date figures will be updated. Once you have closed a period, Distribution A+ will advance to the next period and any processing performed after running Period End Processing will be retained in the new fiscal period.

NOTE: Depending on options selected through SA/PO Fiscal Calendar Maintenance (MENU SAFILE), the first period recorded in a history file may be the first fiscal period of the year, not necessarily the first calendar period of the year.

Salesrep Sales Analysis File

The Sales Representative Sales Analysis File (REPSA) retains sales information for a single sales representative and for a single fiscal year. Information is retained for each period of the fiscal year (these may be calendar months for 12 period companies or fiscal periods for 13 period companies). The detail data in this file is intend to be the basis for any custom commission reports needed by your company. It provides sales analysis information to the sales rep for tracking actual sales vs. budget data. The following information is contained in this file:

- Total sales
- Total GL costs
- Total OE costs
- Total orders sold

The Sales Representative Comparison Inquiry (MENU SAMAIN) accesses this file. There are no standard reports printed from this file.

Customer Sales Analysis File

The Customer Sales Analysis File (CUSSA) retains sales, cost, and orders for each period of the fiscal year (these may be calendar months for 12 period companies or fiscal periods for 13 period companies) by company/customer for the primary sales representative on the sales order.

The following sales data for a each customer:

- Total sales
- Total GL costs
- Total OE costs
- Total orders sold

The Customer Comparison (MENU SAMAIN) accesses this file. Most of the Sales Analysis reports are completed from this file. There are no standard reports printed from this file.

Item Sales Analysis File

The Item Sales Analysis File (ITMSA) retains for every period of a fiscal year for each period of the fiscal year (these may be calendar months for 12 period companies or fiscal periods for 13 period companies). The following item sales data for a each item:

- Total sales
- Total GL costs
- Total OE costs
- Total orders

The Sales Analysis menu options that access this file are:

- Item Comparison (MENU SAMAIN)
- Comparative Sales Analysis (MENU SAREPT)
- Six Month History (MENU SAREPT)

Detail Item Sales Analysis File

The Detail Item Sales Analysis File (DETSA) retains sales history for a single company, customer, item, and fiscal year. Therefore, each record in this file represents each item that each customer has bought for each month of the fiscal year.

NOTE: Since retaining this detail information may consume considerable disk space, detail sales history is retained in this file only if you specified **Keep detailed Sales Analysis** as Y through Sales Analysis Options Maintenance (MENU XAFILE). If you elect not to update this file, you may access the Order History Detail File (HSDET), which contains similar information, using a query utility or custom program.

The Sales Analysis menu options that access this file are:

- Customer/Item Analysis (MENU SAMAIN)
- Item/Customer Analysis (MENU SAMAIN)
- Specific options of the MTD/YTD Sales Analysis (MENU SAREPT)
- Specific options of the Comparative Sales Analysis (MENU SAREPT)
- Specific options of the Six Month History (MENU SAREPT)

The following specific report options are available for the MTD/YTD Sales Analysis, Comparative Sales Analysis, and Six Month History, only if detail sales history is retained:

- Report sequence by Territory/Sales Representative/Item Class
- Report sequence by Sales Representative/Item Class
- Level of detail to item class
- Level of detail to item sub-class
- Level of detail to item number

- Level of detail to customer class
- Level of detail to customer sub-class
- Level of detail to customer number

Customer Ship-to Sales Analysis File

The Customer Ship-to Sales Analysis File (CSHSA) retains sales data for each customer ship-to location for each period of a fiscal year. It contains the following data:

- Total sales
- Total GL costs
- Total OE costs
- Total orders sold

The Customer Comparison (MENU SAMAIN) accesses this file.

Detail Customer Ship-to Sales Analysis File

The Detail Customer Ship-to Sales Analysis File (DSHSA) retains sales history for each period of a fiscal year for a single ship-to location and fiscal year.

NOTE: Since retaining this detail information may consume considerable disk space, detail sales history is retained in this file only if you specified **Keep detailed Sales Analysis** as Y through Sales Analysis Options Maintenance (MENU XAFILE). If you elect not to update this file, you may access the Order History Detail File, which contains similar information, using a query utility or custom program.

The Sales Analysis menu options that access this file are:

- Customer/Item Analysis (MENU SAMAIN)
- Item/Customer Analysis (MENU SAMAIN)

Customer Corporate Group Sales Analysis File

The Customer Corporate Group Sales Analysis File (CCGSA) retains sales data for each corporate group for each period of the fiscal year. It contains the following data:

- Total sales
- Total GL costs
- Total OE costs
- Total orders sold

The Sales Analysis menu options that access this file are:

- Customer Comparison (MENU SAMAIN)

- Customer/Item Analysis (MENU SAMAIN)
- Item/Customer Analysis (MENU SAMAIN)

Detail Corporate Group Sales Analysis File

Detail Corporate Group Sales Analysis File (DCGSA) retains sales history for each period of a fiscal year for a single corporate group It contains the following data:

- Total sales
- Total GL costs
- Total OE costs
- Total orders sold

The Sales Analysis menu options that access this file are:

- Customer Comparison (MENU SAMAIN)
- Customer/Item Analysis (MENU SAMAIN)
- Item/Customer Analysis (MENU SAMAIN)

Summary of Sales Analysis Updates

This table summarizes the sales data that is updated daily in master files. Note that the MTD, YTD, and Last Year's sales amounts include item sales only; special charges, trade discounts, and sales taxes are not included in the totals.

Master File Updates

Data Updated Daily	Sales	Cost	No. of Orders	Drop Ship Sales	No. of Drop Ship Orders
Customer Master File	X	X	X		X
Item Balance File	X	X	X	X	X
Sales Rep Master File	X	X	X		

This table summarizes the sales data that is updated daily in the Sales Analysis History files. Note that the sales amount includes item sales only; special charges, trade discounts, and sales taxes are not included in the total. Drop ship sales, drop ship cost, drop ship quantity, and quantity of items are not updated in Sales Analysis History.

Sales Analysis File Updates

Data Updated Daily	Sales Amount	Cost of Sales	No of Orders	Quantity Sold
Customer Sales File (CUSSA)	X	X	X	
Sales Rep Sales File (REPSA)	X	X	X	
Item Sales File (ITMSA	X	X	X	
Corporate Group Sales File (CCGSA)	X	X	X	
Customer/Ship-to Sales File (CSHSA)	X	X	X	
Detail Sales Analysis File (DETSA)	X	X		X
Detail Corporate Group Sales File (DCGSA)	X	X		X
Detail Customer/Ship-to Sales File (DSHSA)	X	X		X

Using Graphic Inquiries

Sales Analysis consists of three graphic inquiries, which display sales information on a bar graph. Standard (non-graphic) screens are also provided so you can determine the actual numbers that comprise the graph.

You have the flexibility to define each of two bars (the second one is optional) on the bar graph. You can change this information on the same screen which displays the graph. You are also provided with the ability to change the scale of the graph. This is often useful to compensate for erratic data which distorts the appearance of the graph.

The three graphic inquiries are as follows:

- Sales Representative Comparison (MENU SAMAIN)
- Customer Comparison (MENU SAMAIN)
- Item Comparison (MENU SAMAIN)

Graphic Inquiry Screens

The three graphic inquiries share a similar design. This section explains briefly how each screen of a graphic inquiry works.The Reference Guide section of this manual explains these screens in detail.

Selection Screen

Use the selection screen to select the object of a graphic inquiry. The design of this screen varies with each of the three graphic inquiries.

- In Sales Representative Comparison (MENU SAMAIN), key the company and sales representative
- In Customer Comparison (MENU SAMAIN), key the company, customer (or corporate group). If you key a customer, then you can also key a ship-to number or an alternate ship-to. (The alternate ship-to address permits analysis of all sales data retained for orders created without a ship-to number or manually keyed ship-to address.) If you do not key a ship-to number, all ship-to addresses will appear from which you can chose one for graphic inquiry.
- In Item Comparison (MENU SAMAIN), key the item number, company number and, optionally, the number of the warehouse associated with the item. You can also use the *Find* field to enter a description of the item if the item number is not available.

Finally, note that the selection screens of all three options provide a field (*As of date*) that specifies a fiscal period for the inquiry.

Comparison Screen

Depending on which of the three options you selected on MENU SAMAIN, this screen displays raw sales data for the sales representative, customer (also corporate group, ship-to or alternate ship-to address), or item you specified. This screen is for display purposes only; it does not require you to act and simply summarizes sales data for your review before graphing it. Specifically, that data includes the following measures of financial performance:

- total orders (or items)
- total sales
- total profit
- gross profit (as a percent of sales)

For each of these, the comparison screens show the

- current period value as compared with last year's period value
- calendar year-to-date value as compared with last year's calendar year-to-date value
- fiscal year-to-date value as compared with last year's fiscal year-to-date value

NOTE: The Sales Representative Comparison (MENU SAMAIN) extends to the sales representative's budget, provided that sales representative budgets have been defined through Sales Representative Budgets Maintenance (MENU SAFILE).

Graph Options Screen

On this screen you select the criteria for the graph to display for the inquiry. This criteria includes the type and year for one or both of the bars to display in the graph.

The type of the graph may be one of the following:

- O: The bar represents the number of orders generated by the sales representative, or from the customer (Sales Representative and Customer Comparisons only)
- Q: The bar represents the quantity of items sold (Item Comparison only) for a fiscal period
- S: The bar represents the monetary amount of sales for a fiscal period
- C: The bar represents the cost of the items sold in a fiscal period
- P: The bar represents the total profit amount earned in a fiscal period

To compare different years, you must specify a fiscal year that will be represented by each bar on the graph.

NOTE: During the Sales Representative Comparison, you may also select if each bar on the graph displays the actual or budgeted sales for the selected sales representative.

Graph Screen

This screen displays the bar graph defined on the previous screen. The first bar is depicted in high intensity with the * character; the second bar is depicted in low intensity with the # character. You can change the type and year for each bar on this screen, and the graph will be re-drawn.

Change Scale of Graph Screen

If you are not satisfied with the appearance of the graph due to disproportionate high or low values, you can change the scale of the graph on this screen. This screen displays the actual values for each period and for each bar. You can specify a new top and/or bottom value to display on the graph.

Using Reports

Sales Analysis provides variable format reports, which offer several options to alter the format of the printed report, and standard format reports, which always print in the same format.

Variable Format Reports

The MTD/YTD Sales Analysis Report (MENU SAREPT), Comparative Sales Analysis Report (MENU SAREPT), and Six Month History Report (MENU SAREPT) provide several options. These options include the report sequence, lowest level of detail, and report selection criteria.

Report Sequence

You may select to print each of these reports to be sequenced by any of the following:

- Territory/Sales Representative/Customer Class

- Territory/Sales Representative/Item Class*
- Territory/Sales Representative/Customer Name
- Sales Representative/Customer Class
- Sales Representative/Item Class*
- Sales Representative/Customer Name
- Customer Class/Customer Name
- Customer Name
- Item Class/Item Number
- Item Number
- Warehouse/Item Class
- Warehouse/Item Number

Lowest Level of Detail

For each of these three reports, you may also select the lowest level of detail to print on the report. The following levels are available, so you can determine exactly how detailed, or how general the report will print:

- Territory
- Sales Representative
- Item Class*
- Item Subclass*
- Item Number*
- Customer Class*
- Customer Subclass*
- Customer Number*

NOTE: These options are available only if you have selected to retain detail sales history through Sales Analysis Options Maintenance (MENU XAFILE).

Selection Range Criteria

Depending on the level of detail in which the report is printed, you may select the corresponding range for each level of detail.

Standard Reports

The format of the Sales Analysis standard reports is always the same. As with all reports, however, you determine the information that will print on the report. These reports include:

- Customer Ranking Report

Use this report to rank and print your customers based on the highest sales amount, cost amount, profit amount, or number of orders for the current or previous year. You can print any number of customers, and use selection criteria to limit the customers printed on the report.

- Item Ranking Report

  Use this report to rank your items. This ranking may be based on the highest sales amount, cost amount, profit amount, or quantity sold for the current or previous year. You can print any number of items, and use item selection criteria to limit the items printed on the report.

- Customer Drop Shipment Analysis

  Use this report to analyze the drop shipments made for all of your customers, or only those customers having drop shipment sales. Customer selection criteria allows you to select the customers that will print on the report.

- Item Drop Shipment Analysis

  Use this report to analyze those items that have been drop shipped to your customers. You may select the report to print for all of your items or only those items having drop shipment sales. Item selection criteria allows you to select the items that will print on the report.

CHAPTER 3

Comparing Salesreps

3

Salesrep comparisons can be performed through the Salesrep Comparison option on the Sales Analysis Main Menu (MENU SAMAIN). Use this option to display the sales representative comparison inquiry, based on the sales information of the first sales representative listed on the Second Order Header Screen (MENU OEMAIN). With this inquiry, you can display a bar graph which compares the sales performance of a single sales representative for monthly:

- sales amount
- order quantity
- GL or OE cost amount
- GL or OE profit amount

Performance values are reported on a monthly basis for any fiscal years containing sales history or budget information. You can compare any of these performance values for two different fiscal years, for actual versus budgeted values in the same fiscal year, and for actual versus budgeted values for two different fiscal years.

Two bars are used in the bar graph. You determine the type (sales, GL or OE cost, GL or OE profit, or orders), fiscal year, and whether the values shown are actual or budget values. You can change each bar when the graph is displayed, and can change the scale (upper and lower limits) of the graph.

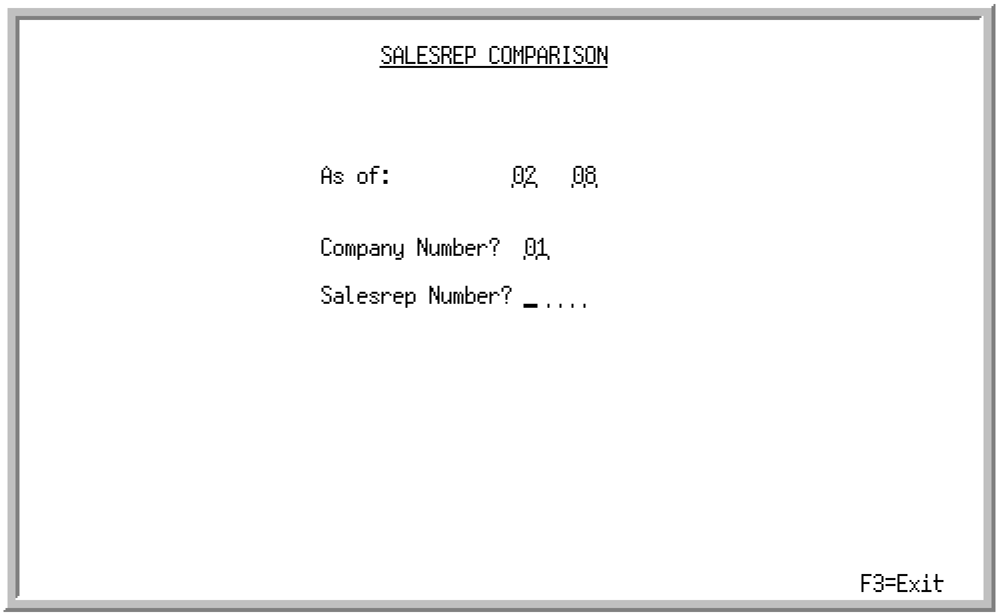
NOTE: Sales Analysis files are updated daily through Day-End Processing (MENU XAMAST). The data displayed in this inquiry is as of the last time that Day-End Processing was run.

Salesrep Comparison

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Salesrep Comparison Selection Screen	Used to specify the salesrep for the inquiry.
Salesrep Comparison Screen	Displays the salesrep comparison for the period and salesrep.
Salesrep Comparison Graph Options Screen	Used to specify the options for the graph.
Salesrep Comparison Graph Screen	Displays the salesrep comparison as a graph.
Salesrep Change Scale of Graph Screen	Used to change the scale of the salesrep comparison graph.

Salesrep Comparison Selection Screen



This screen displays after selecting option 1 - Salesrep Comparison from MENU SAMAIN. Use this screen to select the sales representative for which the inquiry will be performed. Sales representatives are referenced by their sales representative number.

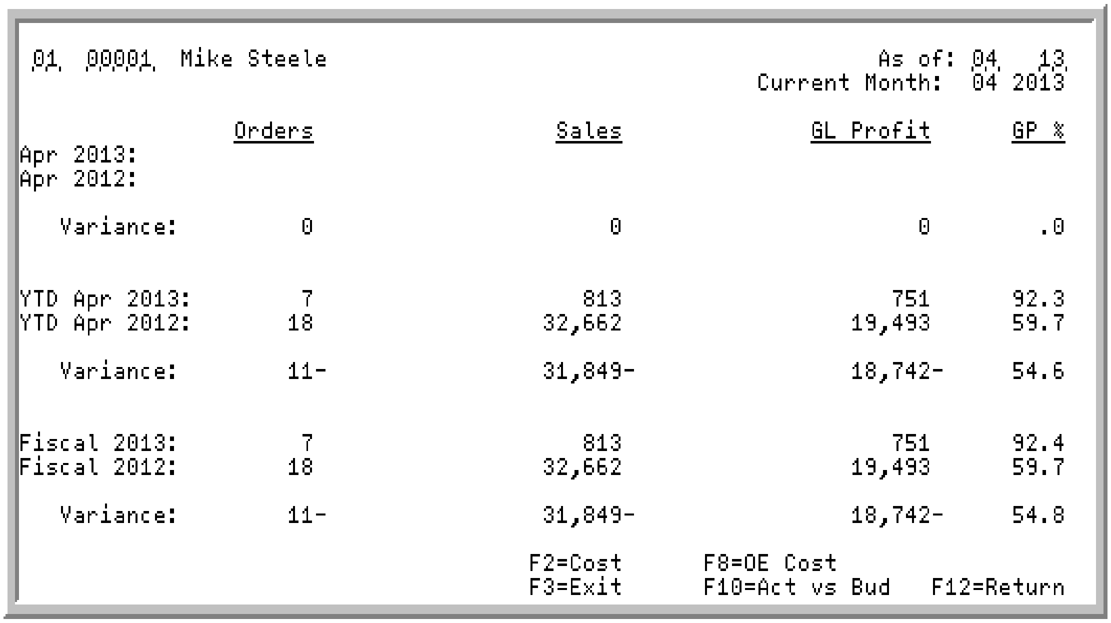
Salesrep Comparison Selection Screen Fields and Function Keys

Field/Function Key	Description
As of	This is the month (or period) and year for which sales representative comparisons will be made through this option. Whether you specify the calendar month or fiscal period depends on how you have defined the **Number of fiscal periods/months** through Sales Analysis Options (MENU XAFILE) for the company selected on this screen. • If you have selected to use 12 period accounting, the **As of** month is the calendar month and calendar year. • If you have selected to use 13 period accounting, the **As of** month is the fiscal period and year. *Default Value:* The current period for the default company. (N 2 @ 2,0) Required

Salesrep Comparison Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. This is the company to use in the sales representative comparison inquiry. If you leave this field blank, the default company is used in the inquiry. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Sales Representative Number	Key the number of the sales representative for which the comparison inquiry will be performed. *Valid Values:* Any sales representative number that has been defined for the specified through Sales Representatives Maintenance (MENU SAFILE) (N 5,0) Required
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.
Enter	Press ENTER to confirm your selections. The Salesrep Comparison Screen (p. 3-5) appears.

Salesrep Comparison Screen



This screen appears after pressing ENTER on the Salesrep Comparison Selection Screen (p. 3-3).

The following displays for the selected period and sales representative:

- number of Orders.
- number of Sales.
- GL Profit/OE Profit or GL Cost/OE Cost, as toggled with the F2=COST / F2=PROFIT and F8=GL COST / F8=OE COST function keys.
- GP % (gross profit percent of sales), based on the GL or OE Cost values for the customer, as toggled with the F8=GL COST / F8=OE COST function key.

You also may select a different period, company, and sales representative.

These values are based on the sales information, where the sales representative is the first sales representative listed on the Second Order Header Screen (MENU OEMAIN). For each of these, the following comparisons are shown:

- the current period value compared to last year's period value.
- the sales analysis calendar year-to-date value compared to last year's sales analysis calendar year-to-date value. The totals are from the beginning of the fiscal year through the current month/period selected.
- the fiscal year total value compared to last year's fiscal year total value.

Salesrep Comparison Screen Fields and Function Keys

Field/Function Key	Description
(Company)	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. This is the company to use in the sales representative comparison inquiry. If you leave this field blank, the default company is used in the inquiry. *Default Value:* The company selected on the Salesrep Comparison Selection Screen (p. 3-3) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
(Sales Representative Number)	Key the number of the sales representative for which the comparison inquiry will be performed. *Default Value:* The sales representative selected on the Salesrep Comparison Selection Screen (p. 3-3) *Valid Values:* Any sales representative number that has been defined for the specified through Sales Representatives Maintenance (MENU SAFILE) (N 5,0) Required
As of	This is the month (or period) and year for which customer comparisons will be made through this option. Key the as of date to redisplay the data on this screen showing a different sales period. Whether you specify the calendar month or fiscal period depends on how you have defined the **Number of fiscal periods/months** through Sales Analysis Options Maintenance (MENU XAFILE) for the company selected on this screen: • If you have selected to use 12 period accounting, the **As of** month is the calendar month and calendar year • If you have selected to use 13 period accounting, the **As of** month is the fiscal period and year *Default Value:* The **As of** period selected on the Salesrep Comparison Selection Screen (p. 3-3) (N 4,0) Required
Current Month	This is the current Sales Analysis period or month number in the current fiscal year to which Day-End Processing will post sales from the daily invoicing. Display

Salesrep Comparison Screen Fields and Function Keys

Field/Function Key	Description
(Sales Representative Performance Information)	For the selected sales representative and date, each of these columns display the following information for each of the comparison values rows: • **Orders**: The total number of orders that were taken for this sales representative for the corresponding time period. • **Sales**: The total amount of sales revenue attributed to the selected sales representative, for each time period. • **GL Profit** / **OE Profit** or **GL Cost** / **OE Cost**: The total monetary amount of the **GL Profit** / **OE Profit** or **GL Cost** / **OE Cost** attributed to the selected sales representative, for the corresponding time period. **GL Profit** / **OE Profit** or **GL Cost** / **OE Cost** is toggled with the F2=COST / F2=PROFIT and F8=GL COST / F8=OE COST function keys. Profit is calculated as the total sales revenue minus the total cost of the items sold. The cost for each item is that specified through Item Balance Maintenance (MENU IAFILE); you determine the cost (average, standard, user, last, or commission cost) to be used in profit calculations through Order Entry Options Maintenance (MENU XAFILE). • **GP%**: This is the gross profit percent of sales, based on the GL or OE Cost values for the customer, as toggled with the F8=GL COST / F8=OE COST function key, calculated as ($Profit/$Sales)*100, for the selected sales representative for each time period. The sales data displayed throughout this option for a single sales representative is based on the first sales representative specified on an order. This is true regardless of the sales representative defined for a customer. NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Display

Salesrep Comparison Screen Fields and Function Keys

Field/Function Key	Description
Comparison Values: Single Period	These rows compare the corresponding Sales Representative Performance Information of the selected **As of** period to either the: • sales representative's performance for the same period one year prior • sales representative's budget for the selected period Either of these display based on your selection using the F10=ACT VS BUD / F10=PREV YEAR toggle key. The heading of the first line is the name of the month/period and the selected year. The heading of the second line is either the name of the month/period and previous year, or **Budget**. Following both lines of the comparison, their difference displays for each column after the heading **Variance**. NOTE: Budget information (sales amount, profit amount, and number of orders) is defined for a company, sales representative, and fiscal year through Sales Representative Budgets Maintenance (MENU SAFILE). Display
Comparison Values: Year-to-date	These rows compare the corresponding Sales Representative Performance Information from the start of the selected year through the selected as of period to either the • sales representative's year-to-date performance for the start of the previous year through the same period in that year • sales representative's year-to-date budget for the selected period Either of these will display based on your selection using the F10=ACT VS BUD / F10=PREV YEAR toggle key. The heading of the first line is the name of the month/period and the selected fiscal year, preceded by **YTD**. The heading of the second line is either the name of the month/period and previous year preceded by **YTD**, or **Budget**. Following both lines of the comparison, the difference displays for each column after the heading **Variance**. NOTE: If the fiscal year of the company selected is not January through December, the YTD totals represent the sum from the first period of the fiscal year that the selected as-of-date falls in through the selected as-of-date. Display

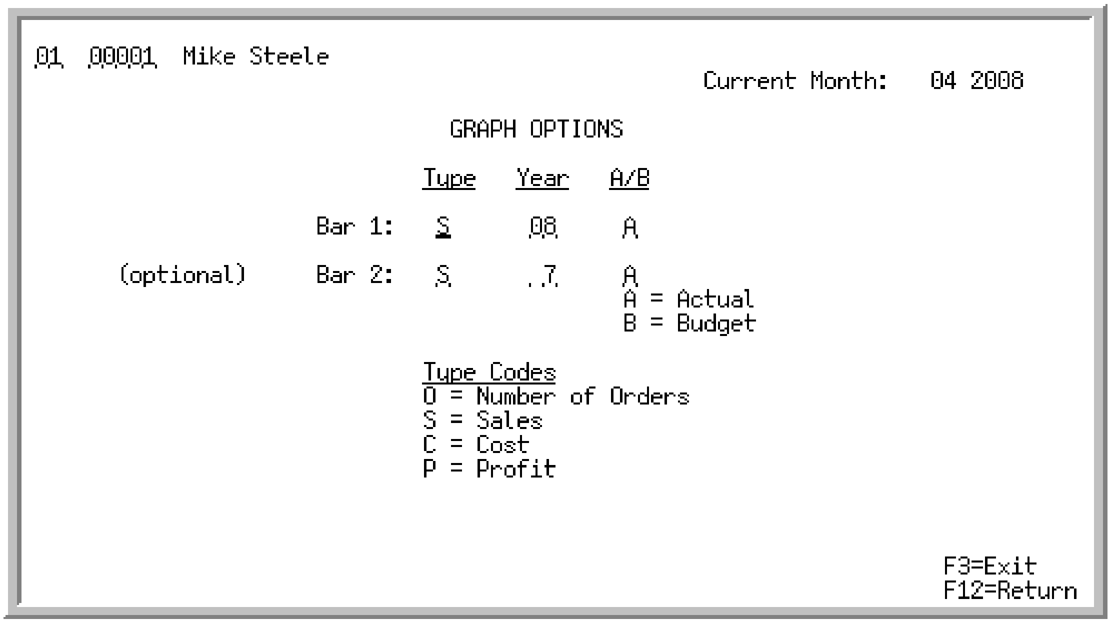
Salesrep Comparison Screen Fields and Function Keys

Field/Function Key	Description
Comparison Values: Total fiscal year	These rows compare the corresponding Sales Representative Performance Information for the entire fiscal year that the selected period falls in to either the • sales representative's performance for the entire previous fiscal year • sales representative's budget for the entire previous fiscal year Either of these will display based on your selection using the F10=ACT VS BUD / F10=PREV YEAR toggle key. The heading of the first line is the selected fiscal year, preceded by **Fiscal**. The heading of the second line is the previous fiscal year preceded by **Fiscal** or **Budget**. Following both lines of the comparison, the difference displays for each column after the heading **Variance**. Display
F2=Cost / F2=Profit	NOTE: This function key displays only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This key is used as a toggle to display either the total **GL Cost** / **OE Cost** or total **GL Profit/OE Profit** for the selected sales representative. The F2=COST / F2=PROFIT toggle key works in conjunction with the F8=OE COST / F8=GL COST toggle key. Press F2=COST to display the total **GL Cost** / **OE Cost** of items sold by the selected sales representative for the corresponding time period or budget. Press F2=PROFIT to display the total **GL Profit** / **OE Profit** earned by the selected sales representative for the corresponding time period or budget.
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.

Salesrep Comparison Screen Fields and Function Keys

Field/Function Key	Description
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Cost, Profit, and Gross Profit Percentage, based on the Order Entry (OE) or General Ledger (GL) cost values for the selected sales representative. The applicable fields change accordingly and the OE cost or GL cost values will be reflected. This function key also works in conjunction with the F2=COST / F2=PROFIT toggle key. Refer to that toggle key for details. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F10=Act vs Bud/ F10=Prev Year	This key is used as a toggle to compare the sales representative performance to the previous year, or to the sales representative's budget. Press F10=ACT VS BUD to compare the sales representative's budget for each column. The heading **Budget** will display as the heading of the second line for each of the Comparison Values fields. NOTE: Budget information (sales amount, profit amount, and number of orders) is defined for a company, sales representative, and fiscal year through Salesrep Budgets Maintenance (MENU SAFILE). Press F10=PREV YEAR to display values from the previous year for each column. The previous fiscal year will display as the heading of the second line for each of the Comparison Values fields.
F12=Return	Press F12=RETURN to return to the Salesrep Comparison Selection Screen (p. 3-3).
Enter	Press ENTER to confirm your selections. If you keyed a different company, sales representative, or as of date, this screen will re-display with the requested information. Otherwise, the Salesrep Comparison Graph Options Screen (p. 3-11) will display.

Salesrep Comparison Graph Options Screen



```
01  00001  Mike Steele
                                              Current Month:   04 2008

                             GRAPH OPTIONS

                            Type   Year   A/B

                  Bar 1:     S      08     A

    (optional)    Bar 2:     S      .7     A
                                           A = Actual
                                           B = Budget

                            Type Codes
                            O = Number of Orders
                            S = Sales
                            C = Cost
                            P = Profit

                                                           F3=Exit
                                                           F12=Return
```

This screen appears after you press ENTER on the Salesrep Comparison Screen (p. 3-5), or F12=RETURN from the Salesrep Comparison Graph Screen (p. 3-14). It is used to select the options for the bar graph that will display on the Salesrep Comparison Graph Screen (p. 3-14).

Salesrep Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
(Company)	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. This is the company to use in the sales representative comparison inquiry. If you leave this field blank, the default company is used in the inquiry. *Default Value:* The company selected on the Salesrep Comparison Screen (p. 3-5) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

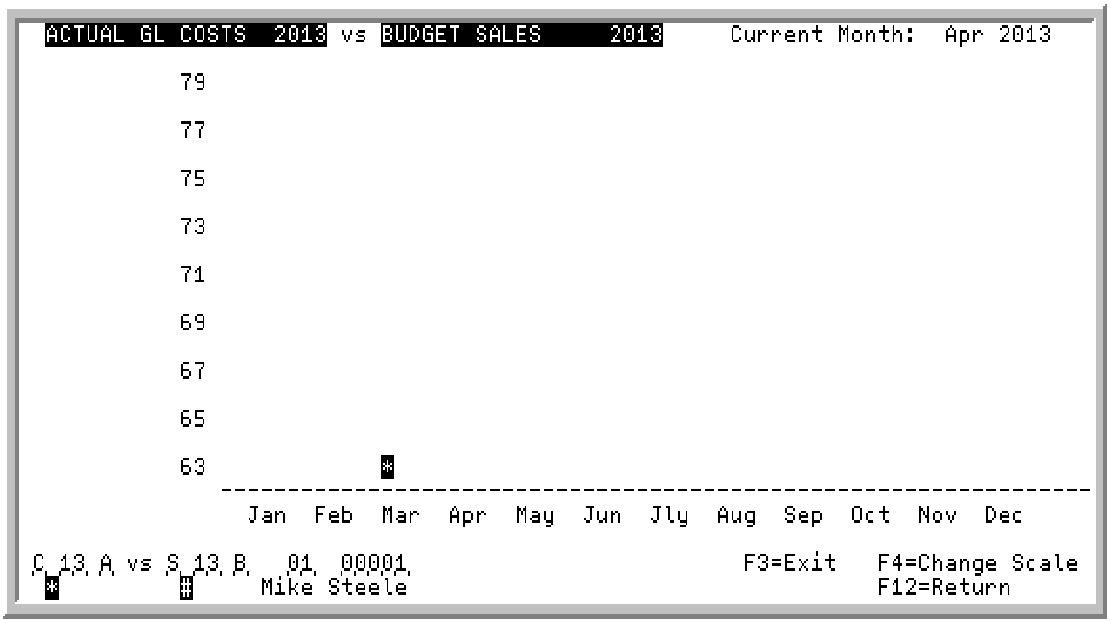
Salesrep Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
(Sales Representative Number)	Key the number of the sales representative for which the comparison inquiry will be performed. *Default Value:* The sales representative selected on the Salesrep Comparison Screen (p. 3-5) *Valid Values:* Any sales representative number that has been defined for the specified through Sales Representatives Maintenance (MENU SAFILE) (N 5,0) Required
Current Month	This is the current Sales Analysis period or month number in the current fiscal year to which Day-End Processing will post sales from the daily invoicing. Display
Sales Representative Criteria	Key the number of the sales representative for which the comparison inquiry will be performed. The sales representative's name is displayed beneath these fields. *Default Value:* The **Sales Representative Number** from the Salesrep Comparison Screen (p. 3-5). (N 2,0 / N 5,0) Optional
Type	This field is required for **Bar 1** and optional for **Bar 2**. It determines the type of data that will display in the graph on the Salesrep Comparison Graph Screen (p. 3-14); showing what is represented by the corresponding bar on the graph: the number of orders, total sales amount, total GL or OE cost, or total GL or OE profit. Key O if you want the corresponding bar (1 or 2) to represent the total number of orders attributed to the selected sales representative. Key S if you want the corresponding bar to represent the total amount of sales made by the selected sales representative. Key C if you want the corresponding bar to represent the total GL or OE cost for all sales made by the selected sales representative. Key P if you want the corresponding bar to represent the total amount of GL or OE profit earned by the selected sales representative. NOTE: If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then a type of C (cost) or P (profit) cannot be selected. *Default Value:* S (A 1) Required/Optional

Salesrep Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
Year	For **Bar 1** or optional **Bar 2**, this is the fiscal year represented on the Salesrep Comparison Graph Screen (p. 3-14). The type of information displayed with this bar is for the fiscal year keyed in this field. The **Type** and **Year** defined for Bar 2 (which is optional), are represented by a second bar that is displayed on the Salesrep Comparison Graph Screen (p. 3-14) in low intensity, and is depicted by **#**. If you leave the **Type** and **Year** fields blank for Bar 2, then only the data for Bar 1 will display on the graph. The values that you define for Bar 2 may be any values, and do not depend on the values specified for Bar 1. Key the two digit fiscal year represented by the corresponding bar on the graph. All months or periods for this year will display. *Default Value:* The as of year that was displayed or changed on the Salesrep Comparison Screen (p. 3-5). (N 2,0) Required
A/B	Use this field to indicate if the corresponding bar will display Actual or Budget information for the selected sales representative and fiscal year. Actual or budget information may be for the number of orders, sales amount, GL or OE cost amount, or GL or OE profit amount. Key A if the corresponding bar will display the actual values selected for this bar (see **Type** field), provided that sales history exists in the selected fiscal year (see **Year** field). Key B if the corresponding bar will display the budgeted values for the selected sales representative and fiscal year. Budget information is defined for a company, sales representative, and fiscal year through Sales Representatives Budgets Maintenance. (A 1) Required
F3=Exit	Press F3=EXIT to return to the Sales Analysis Main Menu (MENU SAMAIN).
F12=Return	Press F12=RETURN to return to the Salesrep Comparison Screen (p. 3-5).
Enter	Press ENTER to confirm your selections. The Salesrep Comparison Graph Screen (p. 3-14) will display with the bar graph defined on this screen.

Salesrep Comparison Graph Screen



This screen displays a graph which depicts the conditions specified on the Salesrep Comparison Graph Options Screen (p. 3-11).

Use this screen to view the graph, display a new graph, or change the graph criteria on this screen. If costs or profit values are being shown in the graph, the heading of this screen will indicate if GL or OE values are displaying. The heading of GL or OE depends on what values are shown on the Salesrep Comparison Screen (p. 3-5), and what type was selected on the Salesrep Comparison Graph Options Screen (p. 3-11).

This screen also provides access to the Salesrep Change Scale of Graph Screen (p. 3-18), where the graph scale can be changed and the quantities viewed.

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Salesrep Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
Current Month	This is the current Sales Analysis period or month number in the current fiscal year to which Day-End Processing will post sales from the daily invoicing. Display

Salesrep Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
Sales Representative Comparison Graph	This graph displays the results of the sales representative comparison for the selected sales representative and corresponding fiscal years. The x-axis (bottom) of the graph shows the 12 months (or 13 periods) defined for this company through Sales Analysis Options Maintenance (MENU XAFILE). These months (periods) correspond to the fiscal years selected for each bar. The y-axis (left side) shows the sales, cost, profit amount; and/or the number of orders depending on the definition of each bar. The upper limit of this axis is determined by the month with the highest of these values. You may change this scale by pressing F4=CHANGE SCALE. NOTE: If one bar is type O (number of orders), and the other bar is type S, C, or P (sales, GL or OE cost, or GL or OE profit), two headings display in the y-axis of the graph. One represents the number of orders, and the other represents the total monetary amount. The outside heading (high intensity) corresponds to Bar 1, and the inside heading (low intensity) corresponds to Bar 2. For each month, the bars that you defined are shown. The high intensity bar (depicted with *) shows the definition that you provided for **Bar 1**. The low intensity bar (depicted with **#**) shows the definition that you provided for **Bar 2**. If you change the scale of the graph, and a bar cannot be completely shown, the + character will blink at the top of the bar (indicating that the upper limit is not shown in the current graph), or the v character will blink at the bottom of the bar (indicating that the lower limit is not shown in the current graph). Display

Salesrep Comparison Graph Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>(Bar 1 Criteria)</td><td>The current graph displays these values for Bar 1. If you want to re-display the graph using other specifications for Bar 1, you may change them here. Each of these three fields, explained in detail on the Salesrep Comparison Graph Options Screen (p. 3-11), represent the following:
The Type of bar (number of orders, sales amount, cost amount, or profit amount)
The Year that is represented by the bar
The A/B actual or budget code for this bar
The representation on the graph of this Bar 1 definition is a high intensity bar, depicted with *.

Default Value: The Type, Year, and A/B code defined for Bar 1 on the Salesrep Comparison Graph Options Screen (p. 3-11).

Valid Values: Type: O, S, C, or P; Year: Any fiscal year containing a budget or sales history; A/B code: A or B

(A 1 / N 2,0 / A 1) Required</td></tr>
<tr><td>vs (Bar 2 Criteria)</td><td>The current graph displays these values for Bar 2, if any. If you want to re-display the graph using other specifications for Bar 2, you may change them here. Each of these three fields, explained in detail on the Salesrep Comparison Graph Options Screen (p. 3-11), represent the following:
The Type of bar (number of orders, sales amount, GL or OE cost amount, or GL or OE profit amount)
The Year that is represented by the bar
The A/B actual or budget code for this bar
The representation on the graph of this definition is a low intensity bar, depicted with #.

Default Value: The Type, Year, and A/B code defined for Bar 2 on the Salesrep Comparison Graph Options Screen (p. 3-11).

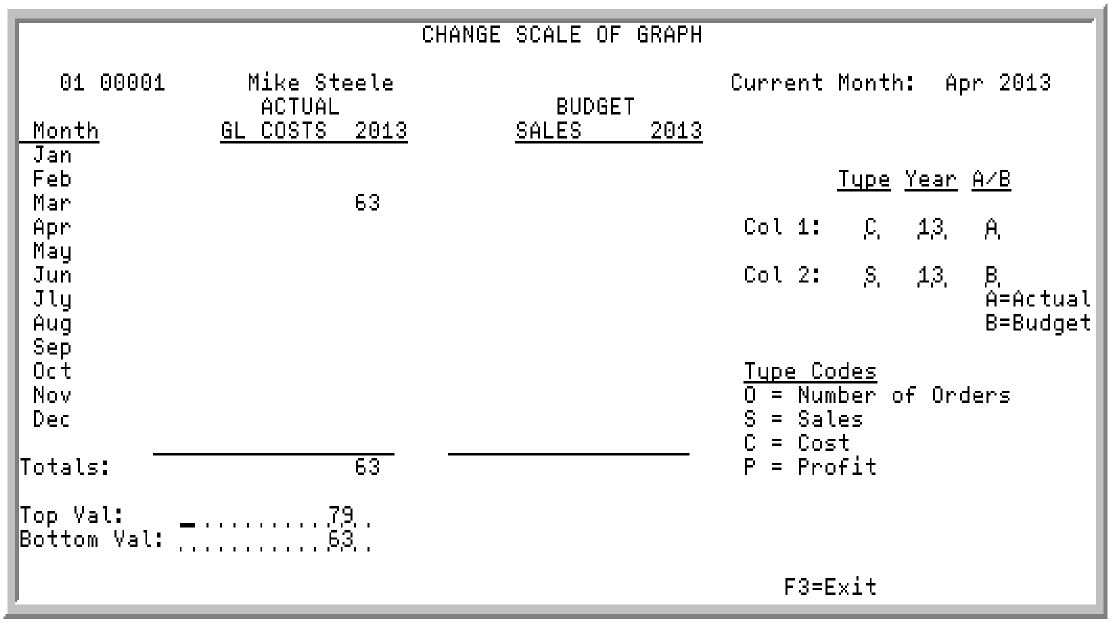
Valid Values: Type: O, S, C, or P; Year: Any fiscal year containing a budget or sales history; A/B code: A or B

(A 1 /N 2,0 /A 1) Optional</td></tr>
</table>

Salesrep Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
(Company Number)	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify. *Default Value:* The company selected on the Salesrep Comparison Graph Options Screen (p. 3-11) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Sales Representative Criteria	Key the number of the sales representative for which the comparison inquiry will be performed. The sales representative's name is displayed beneath these fields. *Default Value:* The sales representative number specified on the Salesrep Comparison Graph Options Screen (p. 3-11). N 2,0 / N 5,0) Required
F3=Exit	Press F3=EXIT to return to the Sales Analysis Main Menu (MENU SAMAIN).
F4=Change Scale	Press F4=CHANGE SCALE to change the scale of the graph, and view the values used to plot the graph. The Salesrep Change Scale of Graph Screen (p. 3-18) appears.
F12=Return	Press F12=RETURN to return to the Salesrep Comparison Graph Options Screen (p. 3-11).
Enter	Press ENTER after keying different criteria for Bar 1, Bar 2, or the company and sales representative displayed in the current graph. The graph will be re-drawn for the new criteria.

Salesrep Change Scale of Graph Screen



This screen appears after you press F4=CHANGE SCALE on the Salesrep Comparison Graph Screen (p. 3-14).

Use this screen to change the scale of the graph displayed on that screen, and view the values used to plot the graph. From this screen, you can:

- change the top and/or bottom scale of the graph
- change any of the criteria used to define the bars used in the graph

This is useful for improving the appearance of the graph by ignoring values that are disproportionately high or low.

The company number, sales rep number, and sales rep name for the graph whose scale you are changing displays in the upper left corner of the screen.

If costs or profit values are being shown on the screen, the field heading will indicate if GL or OE values are displaying. The heading of GL or OE depends on what values are shown on the Salesrep Comparison Screen (p. 3-5), and what type was selected on the Salesrep Comparison Graph Options Screen (p. 3-11).

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Salesrep Change of Scale Graph Screen Fields and Function Keys

Field/Function Key	Description
(Company)	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. Key a company number. The inquiry will be restricted to the company you specify. *Default Value:* The company selected on Salesrep Comparison Graph Screen (p. 3-14) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
(Sales Representative Number)	The company number and sales representative for which the comparison inquiry will be performed. (N 5,0) Required
Current Month	This is the current Sales Analysis period or month number in the current fiscal year to which Day-End Processing will post sales from the daily invoicing. Display
Values for Bar 1	This column contains the values that have been defined for bar 1 for the 12 months (or 13 periods) of the selected fiscal year. These values are plotted on the Salesrep Comparison Graph Screen (p. 3-14), depicted on the graph in high intensity by the * character. From these values, and also the **Values for Bar 2** field, you may determine what the top and bottom values should be in order to produce the most proportional looking graph. NOTE: The heading of this column varies depending on the criteria selected for the first bar in the graph. The first line of the heading will display either **ACTUAL** or **BUDGET**; the second line will display **SALES**, **ORDERS**, **GL COSTS** or **OE COSTS**, or **GL PROFIT** or **OE PROFIT**, followed by the year. For example, if you selected the criteria for bar 1 to be actual sales for 2013 (S 13 A), the heading is **ACTUAL SALES 2013**. Display

Salesrep Change of Scale Graph Screen Fields and Function Keys

Field/Function Key	Description
Values for Bar 2	This column contains the values that have been defined for bar 2 for the 12 months (or 13 periods) of the selected fiscal year. These values are plotted on the Salesrep Comparison Graph Screen (p. 3-14), depicted on the graph in low intensity and the **#** character. NOTE: The heading of this column varies depending on the criteria selected for the first bar in the graph. The first line of the heading will display either **ACTUAL** or **BUDGET**; the second line will display **SALES**, **ORDERS**, **GL COSTS** or **OE COSTS**, or **GL PROFIT** or **OE PROFIT**, followed by the year. For example, if you selected the criteria for bar 1 to be actual sales for 2013 (S 13 A), the heading is **ACTUAL SALES 2013**. Display
Col 1	The **Type**, **Year**, and **A/B** code defined following this field will display in the **Values for Bar 1** column on this screen, and are represented by the high intensity bar depicted with * on the Salesrep Comparison Graph Screen (p. 3-14). You may accept or override each of these fields. • The **Type** of bar (number of orders, sales amount, cost amount, or profit amount) • The **Year** that is represented by the bar • The **A/B** actual/budget code for this bar *Default Value:* The **Type**, **Year**, and **A/B** code defined for Bar 2 on the Salesrep Comparison Graph Options Screen (p. 3-11). *Valid Values:* **Type**: O, S, C, or P; **Year**: Any fiscal year containing a budget or sales history; **A/B**: A or B (A 1 / N 2 / A 1) Required
Col 2	The **Type**, **Year**, and **A/B** code defined following this field will display in the **Values for Bar 2** column, and are represented by the low intensity bar depicted by **#** on the Salesrep Comparison Graph Screen (p. 3-14). If you leave these fields blank, then only the data for **Col 1** will display on this screen and appear on the graph. • The **Type** of bar (number of orders, sales amount, cost amount, or profit amount) • The **Year** that is represented by the bar • The **A/B** actual/budget code for this bar *Default Value:* The **Type**, **Year**, and **A/B** code defined for Bar 2 on the Salesrep Comparison Graph Options Screen (p. 3-11). *Valid Values:* **Type**: O, S, C, or P; **Year**: Any fiscal year containing a budget or sales history; **A/B**: A or B .(A 1 / N 2 / A 1) Optional

Salesrep Change of Scale Graph Screen Fields and Function Keys

Field/Function Key	Description
Top Value	When the graph on the Salesrep Comparison Graph Screen (p. 3-14) is first drawn, the top scale of the graph is determined by the highest monthly value of the criteria selected. This may be the highest number of orders, highest sales amount, highest cost, or highest profit in a month for the bars displayed. Use this field to change the top scale of the graph. Key the highest value for the scale and press ENTER. The Salesrep Comparison Graph Screen (p. 3-14) will display and the top scale of the graph will be changed to the value keyed in this field. The **+** character will blink at the top of the bar if there are values higher than the top of the scale that you specify in this field. NOTE: If one bar is type O (number of orders), and the other bar is type S (sales), C (cost), or P (profit), two fields will display allowing you to enter two top values. One represents the number of orders, and the other represents the total monetary amount. The field below the column that contains the word ORDERS represents the top limit of the orders to display on the graph. The field below the other column represents the monetary amount of the sales, cost, or profit. *Default Value:* The highest value currently used on the graph displayed on the Salesrep Comparison Graph Screen (p. 3-14). (N 13,0) Required

Salesrep Change of Scale Graph Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Bottom Value</td><td>When the graph shown on the Salesrep Comparison Graph Screen (p. 3-14) is first drawn, the bottom scale of the graph is determined by the lowest monthly value of the criteria selected. This may be the actual or budgeted lowest number of orders, lowest sales amount, lowest cost, or lowest profit in a month, for the bars displayed. Use this field to change the bottom scale of the graph.

Key the lowest value for the scale and press ENTER.

The Salesrep Comparison Graph Screen (p. 3-14) will display and the bottom scale of the graph will be changed to the value keyed in this field. The v character will blink at the bottom of a bar if there are values lower than the bottom of the scale that you specify in this field.

NOTE: If one bar is type O (number of orders), and the other bar is type S (sales), C (cost), or P (profit), two fields will display allowing you to enter two bottom values. One represents the number of orders, and the other represents the total monetary amount. The field below the column that contains the word ORDERS represents the bottom limit of the orders to display on the graph. The field below the other column represents the monetary amount of the sales, cost, or profit.

Default Value: The lowest value currently used on the graph displayed on the Salesrep Comparison Graph Screen (p. 3-14)

Valid Values: Cannot be greater than Top Value

(N 13,0) Required</td></tr>
<tr><td>F3=Exit</td><td>Press F3=EXIT to return to the Sales Analysis Main Menu (MENU SAMAIN).</td></tr>
<tr><td>Enter</td><td>Press ENTER either after:

• selecting different sales representative or graph criteria to re-display this screen for the new analysis.

• keying a new Top Value and/or Bottom Value to display the revised bar graph on the Salesrep Comparison Graph Screen (p. 3-14).</td></tr>
</table>

CHAPTER 4

Comparing Customers

4

Customer comparisons can be performed through the Customer Comparison option on the Sales Analysis Main Menu (MENU SAMAIN). This inquiry is a comparison of business performance in the benchmark categories of sales, orders, GL or OE costs, or GL or OE profits. You can compare relative performance of any two of these categories for fiscal periods in the same fiscal year. You can also compare the per period performance of a single category from one fiscal year to another.

A bar graph depicts sales, orders, GL or OE costs, or GL or OE profits per period for each of the paired fiscal periods you select. It shows two bars per period, each representing a different category. The periods can occur in any year for which sales history is available.

You can change your selections, and also the scale (upper and lower limits), while the graph is displayed.

Although this option is called Customer Comparison, the inquiry also extends to corporate groups and ship-to addresses.

NOTE: Sales Analysis files are updated daily through Day-End Processing (MENU XAMAST). The data displayed in this inquiry is as of the last time that Day-End Processing was run.

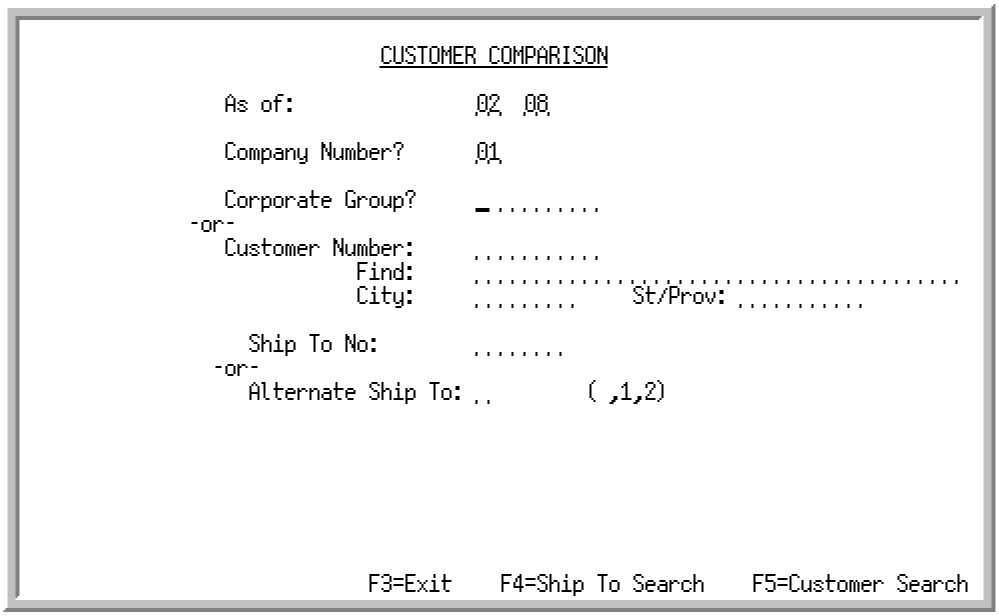
Customer Comparison

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Customer Comparison Selection Screen	Used to specify the customer, corporate group, pr ship-to address for the inquiry.
Customer Comparison Screen	Displays the comparative performance data for the inquiry criteria.

Title	Purpose
Customer Comparison Graph Options Screen	Used to specify the options for the graph.
Customer Comparison Graph Screen	Displays the customer comparison as a graph.
Customer Change Scale of Graph Screen	Used to change the scale of the customer comparison graph.

Customer Comparison Selection Screen



This screen appears when you select option 2 - Customer Comparison from MENU SAMAIN. Use this screen to specify criteria to determine the type of sales data displayed in this option.

You can display sales data for any of the following by using the field in parentheses:

- A pre-defined group of customers (**Corporate Group**)
- An individual customer, regardless of ship-to (**Customer Number**)
- A single, pre-defined ship-to address for a customer (**Customer Number** and **Ship To No**)
- All a customers orders for which the ship-to address was left blank during order entry (**Customer** and **Alternate Ship To** [1])
- All ship-to addresses manually keyed without associated ship-to numbers during order entry (**Customer** and **Alternate Ship To** [2])

Customer Comparison Selection Screen Fields and Function Keys

Field/Function Key	Description
As of	This is the month (or period) and year for which customer comparisons will be made through this option. Whether you specify the calendar month or fiscal period depends on how you have defined the **Number of fiscal periods/months** through Sales Analysis Options Maintenance (MENU XAFILE) for the company selected on this screen: • If you have selected to use 12 period accounting, the **As of** month is the calendar month and calendar year • If you have selected to use 13 period accounting, the **As of** month is the fiscal period and year *Default Value:* The current period for the default company (N 2 @ 2,0) Required
Company Number	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. This is the company to use in the customer comparison inquiry. The customer list will be filtered to those for this company. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Corporate Group	Key the code of the corporate group for which you want to access sales information. Note that by doing so, you cannot specify a customer number, ship-to number or alternate ship-to number. *Valid Values:* If the **Customer Number** field is blank, this field must contain a corporate group code defined for the selected company through Corporate Groups Maintenance (MENU SAFILE). (A 10) Required/Blank

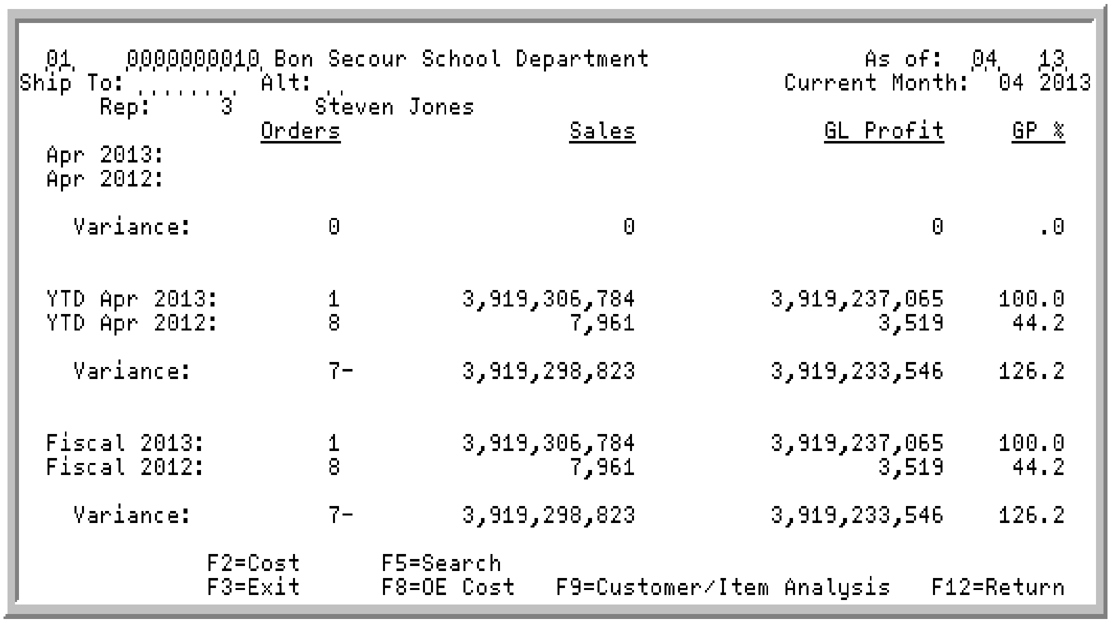
Customer Comparison Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer Number	This field is required when the **Corporate Group** field is blank, or if the **Ship-to Number** field contains a value. Key the number of the customer for which you want access to sales data. To view combined sales information for a pre-defined group of customers, leave this field blank and use the **Corporate Group** field. *Valid Values:* If the **Corporate Group** field is blank, this field must contain a customer number defined for the selected company through Customer/Ship to Master Maintenance (MENU ARFILE) (N 10,0) Required/Blank
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to the Cross Applications User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the Cross Applications User Guide. (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the Cross Applications User Guide. (A 10) Optional
Ship To No	Use this field, together with the customer number, to access sales data for a specific ship-to address. Use the **Alternate Ship To** field to access data for all a customer's ship-to addresses, regardless of ship-to number. Refer to the **Alternate Ship To** field for details. (N 7,0) Optional

Customer Comparison Selection Screen Fields and Function Keys

Field/Function Key	Description
Alternate Ship To	Use this field, together with the customer number, to access sales data for the following kinds of orders: • Orders that do not specify a ship-to address • Orders that do specify a (manually keyed) ship-to address but do not specify a pre-defined ship-to number Note that you can use this field only if you do not key a ship-to number in the **Ship To Number** field. Key 1 to display customer orders that do not specify ship-to numbers or ship-to addresses.The words **Ship to sold to address** will appear in the **Alt** field of the screen header. Key 2 to display data for ship-to addresses for which a customer service representative did not specify a ship-to number and, instead, manually keyed a ship-to address. The words **Overridden ship-to's** will appear in the **Alt** field of the screen header. (N 1,0) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.
F4=Ship To Search	Press F4=SHIP TO SEARCH to advance to the Ship-To Search Screen. Use the ship-to search feature to search for and select a ship-to address for the identified customer.
F5=Customer Search	After selecting search criteria in the **Find**, **City** and **St/Prov** fields, press F5=CUSTOMER SEARCH to display the Customer/Ship-To Search - Customer Search Screen, which lists customers that match all the search criteria.
Enter	Press ENTER to confirm your selections. The Customer Comparison Screen (p. 4-7) will display or, if you keyed any search words in the **Find**, **City** and **St/Prov** fields, the Customer/Ship-To Search - Customer Search Screen will display. Refer to the Accounts Receivable User Guide for more information about this screen.

Customer Comparison Screen



```
 01    0000000010 Bon Secour School Department                As of:  04   13
Ship To: ........  Alt: ..                               Current Month:  04 2013
     Rep:     3     Steven Jones
                  Orders                 Sales                 GL Profit     GP %
 Apr 2013:
 Apr 2012:

   Variance:         0                     0                       0          .0


 YTD Apr 2013:       1         3,919,306,784           3,919,237,065     100.0
 YTD Apr 2012:       8                 7,961                   3,519      44.2

   Variance:         7-        3,919,298,823           3,919,233,546     126.2


 Fiscal 2013:        1         3,919,306,784           3,919,237,065     100.0
 Fiscal 2012:        8                 7,961                   3,519      44.2

   Variance:         7-        3,919,298,823           3,919,233,546     126.2

            F2=Cost       F5=Search
            F3=Exit       F8=OE Cost    F9=Customer/Item Analysis    F12=Return
```

This screen appears when you press ENTER on the Customer Comparison Selection Screen (p. 4-3).

This screen displays comparative performance data for the specified selection criteria. You can change the selection criteria, if desired. Note that certain fields may not appear on this screen, depending on which criteria you originally selected.

The number of orders placed, monetary amount of sales, monetary amount of GL or OE profit (or GL or OE cost), and gross profit percent (GP %) of sales are displayed for three different comparisons:

- the current period value compared to last year's period value.
- the sales analysis calendar year-to-date value compared to last year's sales analysis calendar year-to-date value. The totals are from the beginning of the fiscal year through the current month/period selected.
- the fiscal year total value compared to last year's fiscal year total value.

The values displayed on this screen are rounded values from the Customer Sales Analysis File. Therefore, the profit calculation may appear to be "out of balance" but the value is correct based on rounding.

Customer Comparison Screen Fields and Function Keys

Field/Function Key	Description
(Company Number)	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify. *Default Value:* The company selected on the Customer Comparison Screen (p. 4-7) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
(Customer Number or Corporate Group)	The customer number and customer name or corporate group code with the description shown immediately to the right. Key the number of the customer for which you want access to sales data; or key the code of the corporate group for which you want to access sales information. *Valid Values:* A valid **Customer Number** defined for the selected company through Customer/Ship to Master Maintenance (MENU ARFILE); or a valid **Corporate Group** code defined for the selected company through Corporate Groups Maintenance (MENU SAFILE) (A 10,0) Required
As of	This is the month (or period) and year for which customer comparisons will be made through this option. Key the as of date to redisplay the data on this screen showing a different sales period. Whether you specify the calendar month or fiscal period depends on how you have defined the **Number of fiscal periods/months** through Sales Analysis Options Maintenance (MENU XAFILE) for the company selected on this screen: • If you have selected to use 12 period accounting, the **As of** month is the calendar month and calendar year • If you have selected to use 13 period accounting, the **As of** month is the fiscal period and year *Default Value:* The **As of** period selected on the Customer Comparison Selection Screen (p. 4-3) (N 2 @ 2,0) Required

Customer Comparison Screen Fields and Function Keys

Field/Function Key	Description
Ship To	The **Ship To** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. Use this field, together with the customer number, to access sales data for a specific ship-to address. (A 7) Optional
Alt	The **Alt** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. Use the **Alt** (Alternate Ship-to) field to access data for all of the customer's ship-to addresses, regardless of ship-to number. Key 1 to have the data is filtered to all orders with ship-to addresses, **Ship-to sold-to add** appears to the right. Key 2 to have the data is filtered to orders with overridden ship-to addresses. The name field shows **Overridden ship-to's** to the right. (N 1,0) Optional
Current Month	This is the current Sales Analysis period or month number in the current fiscal year to which Day-End Processing will post sales from the daily invoicing. Display
Sales Rep	The **Sales Rep** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. The primary sales rep assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE) Display

Customer Comparison Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>(Customer Sales Information)</td><td>These columns display the following information for each of the Comparison Values rows:
• Orders: The total number of orders placed by for each time period.
• Sales: The total monetary amount of sales revenue that was invoiced for each time period.
• GL Profit / OE Profit or GL Cost / OE Cost: The total monetary amount of the GL Profit / OE Profit or GL Cost / OE Cost for the selected customer, for each time period. GL Profit / OE Profit or GL Cost / OE Cost is toggled with the F2=COST / F2=PROFIT and F8=GL COST / F8=OE COST function keys.
Profit is calculated as the total sales revenue minus the total cost of the items sold. Refer to the Order Entry User Guide for a detailed description of how costs are used in profit calculations.
• GP%: This is the gross profit percent of sales, based on the GL or OE Cost values for the customer, as toggled with the F8=GL COST / F8=OE COST function key, calculated as ($Profit/$Sales)*100, for the selected customer and corresponding time period.
NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the Display OE Cost and Profit (OE, SA, AR, some PO) or Display GL Cost and Profit (OE, SA, AR, some PO) security options in Application Action Authority Maintenance (MENU XASCTY).
Display</td></tr>
<tr><td>Comparison Values: Single Period</td><td>These rows compare the corresponding customer sales information of the selected As of period to the sales information of the same period in the previous fiscal year.
The heading of the first line is the name of the month/period and the selected year; the heading of the second line is the name of the month/period and previous year. Following both lines of the comparison, their difference displays for each column after the heading Variance.
Display</td></tr>
</table>

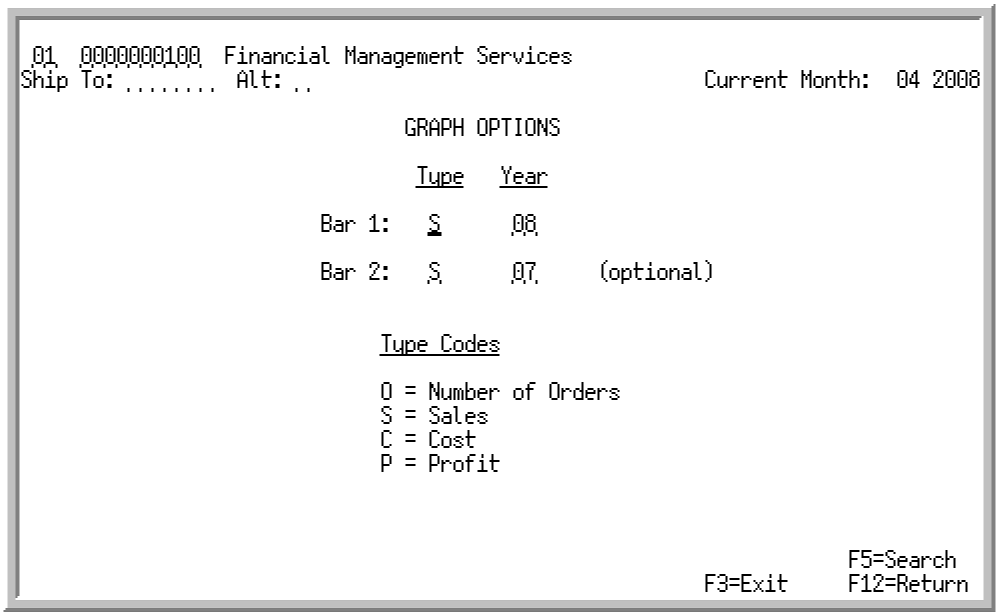
Customer Comparison Screen Fields and Function Keys

Field/Function Key	Description
Comparison Values: Year-to-date	These rows compare the corresponding customer sales information fields from the start of the selected year through the selected as of period, to the customer year-to-date sales for the start of the previous year through the same period in that year. The heading of the first line is the name of the month/period and the selected fiscal year, preceded by **YTD**. The heading of the second line is either the name of the month/period and previous year preceded by **YTD**. Following both lines of the comparison, the difference displays for each column after the heading **Variance**. NOTE: If the fiscal year of the company selected is not January through December, the YTD totals represent the sum from the first period of the fiscal year that he selected as-of-date falls in through the selected as-of-date. Display
Comparison Values: Total fiscal year	These rows compare the corresponding customer sales information fields for the entire fiscal year that the selected period falls in to the customer's sales information for the entire previous fiscal year. The heading of the first line is the selected fiscal year, preceded by **Fiscal**. The heading of the second line is the previous fiscal year preceded by **Fiscal**. Following both lines of the comparison, the difference displays for each column after the heading **Variance**. Display
F2=Cost / F2=Profit	NOTE: This function key displays only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This key is used as a toggle to display either the total **GL Cost** / **OE Cost** or total **GL Profit**/**OE Profit** for the selected customer. The F2=COST / F2=PROFIT toggle key works in conjunction with the F8=OE COST / F8=GL COST toggle key. Press F2=COST to display the total **GL Cost** / **OE Cost** of items purchased by the selected customer for the corresponding time period. Press F2=PROFIT to display the total **GL Profit** / **OE Profit** earned from sales made to the selected customer for the corresponding time period.
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.

Customer Comparison Screen Fields and Function Keys

Field/Function Key	Description
F5=Search	Press F5=SEARCH to display the Customer/Ship-To Search - Customer Search Screen to search for a different customer as the object of your inquiry. Refer to the Accounts Receivable User Guide for information about this screen. This key is not available when you specify a corporate group instead of a customer.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Cost, Profit, and Gross Profit Percentage, based on the Order Entry (OE) or General Ledger (GL) cost values for the customer. The applicable fields change accordingly and the OE cost or GL cost values will be reflected. This function key also works in conjunction with the F2=COST / F2=PROFIT toggle key. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F9=Customer/Item Analysis	Press F9=CUSTOMER/ITEM ANALYSIS to access the Customer/Item Sales Inquiry Selection Screen (p. 6-3). YTD sales information for the selected items will display for the customer.
F12=Return	Press F12=RETURN to return to the Customer Comparison Selection Screen (p. 4-3).
Enter	Press ENTER to confirm your selections. If you keyed a different company, corporate group, customer, or as of date, this screen will reappear with the requested information. Otherwise, the Customer Comparison Graph Options Screen (p. 4-13) will appear.

Customer Comparison Graph Options Screen



This screen appears when you press ENTER on the Customer Comparison Screen (p. 4-7) or F12=RETURN on the Customer Comparison Graph Screen (p. 4-17). Use it to select the fiscal years and type of data you want to graphically represent.

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Customer Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
(Company)	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. Key a company number. The inquiry will be restricted to the company you specify. *Default Value:* The company selected on the Customer Comparison Screen (p. 4-7). *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Customer Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
(Customer Number / Corporate Group)	The customer number and customer name or corporate group code with the description shown immediately to the right. Key the number of the customer for which you want access to sales data; or key the code of the corporate group for which you want to access sales information. *Valid Values:* A valid **Customer Number** defined for the selected company through Customer/Ship to Master Maintenance (MENU ARFILE); or a valid **Corporate Group** code defined for the selected company through Corporate Groups Maintenance (MENU SAFILE) (A 10) Required/Blank
Ship To	The **Ship To** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. Use this field, together with the customer number, to access sales data for a specific ship-to address. (A 7) Optional
Current Month	This is the current Sales Analysis period or month number in the current fiscal year to which Day-End Processing will post sales from the daily invoicing. Display
Alt	The **Alt** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. Use the **Alt** (Alternate Ship-to) field to access data for all of the customer's ship-to addresses, regardless of ship-to number. Key 1 to have the data is filtered to all orders with ship-to addresses, **Ship-to sold-to add** appears to the right. Key 2 to have the data is filtered to orders with overridden ship-to addresses. The name field shows **Overridden ship-to's** to the right. (N 1,0) Optional

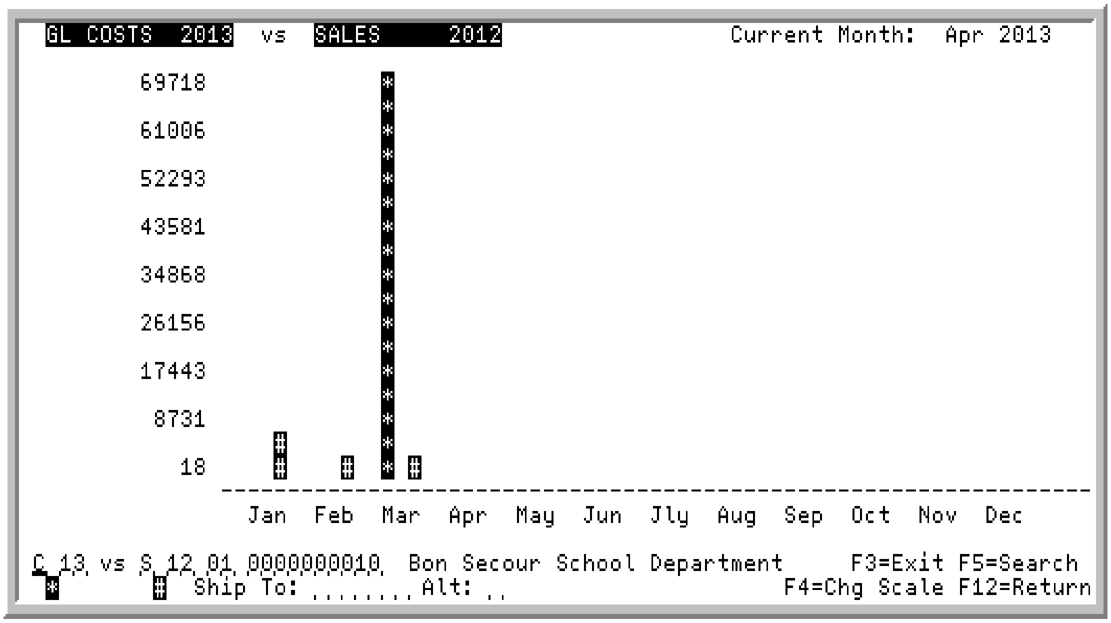
Customer Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
Type	This field is required for **Bar 1** and optional for **Bar 2**. It determines the type of data (sales, orders, costs or profit) the bars of the bar graph on the Customer Comparison Graph Screen (p. 4-17) represent. Bar 1 is shown in high intensity as a column of asterisks (*), Bar 2 in low intensity as a column of pound signs (**#**). These bars can represent diverse data, and the type you define for Bar 2 need not relate to the type you define for Bar 1. For example, Bar 1 might represent sales and Bar 2, orders. For each fiscal period, you can graphically compare total sales, total orders, total GL or OE cost, or total GL or OE profit for the selected Company, Customer, Corporate Group, Ship-to, and/or Alternate ship-to address. Thus, to represent the total number of orders, key O. To represent the total amount of sales, key S. To represent the total GL or OE cost, key C. To represent the total amount of GL or OE profit, key P. NOTE: If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then a type of C (cost) or P (profit) cannot be selected. *Default Value:* S (A 1) Required / Optional
Year	For **Bar 1** or optional **Bar 2**, this is the fiscal year represented on the Customer Comparison Graph Screen (p. 4-17). The type of information displayed with this bar is for the fiscal year keyed in this field. The **Type** and **Year** defined for Bar 2 (which is optional), are represented by a second bar that is displayed on the Customer Comparison Graph Screen (p. 4-17) in low intensity, and is depicted by **#**. If you leave the **Type** and **Year** fields blank for Bar 2, then only the data for Bar 1 will display on the graph. The values that you define for Bar 2 may be any values, and do not depend on the values specified for Bar 1. Key the two digit fiscal year represented by the corresponding bar on the graph. All months or periods for this year will display. *Default Value:* The as of year that was displayed or changed on the Customer Comparison Screen (p. 4-7). (N 2,0) Required for Bar 1; Optional for Bar 2
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.

Customer Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
F5=Search	Press F5=SEARCH to display the Customer/Ship-To Search - Customer Search Screen to search for a different customer as the object of your inquiry. Refer to the Accounts Receivable User Guide for information about this screen. This key is not available when you specify a corporate group instead of a customer.
F12=Return	Press F12=RETURN to return to the Customer Comparison Screen (p. 4-7).
Enter	Press ENTER to confirm your selections. The Customer Comparison Graph Screen (p. 4-17) will display with the bar graph defined on this screen.

Customer Comparison Graph Screen



This screen displays a graph which depicts the conditions defined on the Customer Comparison Graph Options Screen (p. 4-13).

Use this screen to view the graph or display a new graph. You may change the criteria of the graph on this screen.

If costs or profit values are being shown in the graph, the heading of this screen will indicate if GL or OE values are displaying. The heading of GL or OE depends on what values are shown on the Customer Comparison Screen (p. 4-7), and what type was selected on the Customer Comparison Graph Options Screen (p. 4-13).

This screen also provides access to the Customer Change Scale of Graph Screen (p. 4-21), where the graph scale can be changed and the quantities reviewed.

Customer Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
Current Month	This is the current Sales Analysis month, determined the last time that Period End Processing (MENU SAMAST) was performed. Display

Customer Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
Customer Comparison Graph	For the selected customer, corporate group, or ship-to address, this graph displays comparison results for the fiscal year and type code specified. The x-axis (bottom) of the graph shows the 12 months (or 13 periods) defined for this company through Sales Analysis Options Maintenance (MENU XAFILE). These months (periods) correspond to the fiscal years selected for each bar. The y-axis (left side) shows the sales, cost, or profit amount; and/or the number of orders depending on the definition of each bar. The upper limit of this axis is determined by the month with the highest of these values. You may change this scale by pressing F4=CHANGE SCALE. NOTE: If one bar is type O (number of orders), and the other bar is type S (sales), C (GL or OE cost), or P (GL or OE profit), two headings display in the y-axis of the graph. One represents the number of orders, and the other represents the total monetary amount. The outside heading (high intensity) corresponds to Bar 1, and the inside heading (low intensity) corresponds to Bar 2. For each month, the bars that you defined are shown. The high intensity bar (depicted with *****) shows the definition that you provided for Bar 1. The low intensity bar (depicted with **#**) shows the definition provided for bar 2. If you change the scale of the graph, and a bar cannot be completely shown, the **+** character will blink at the top of the bar (indicating that the upper limit is not shown in the current graph), or the v character will blink at the bottom of the bar (indicating that the lower limit is not shown in the current graph). Display
(Bar 1 Criteria)	The current graph displays these values for Bar 1. If you want to re-display the graph using other specifications for Bar 1, you may change them here. Both of these fields, explained in detail on the Customer Comparison Graph Options Screen (p. 4-13), represent the following: • The **Type** of bar may be number of orders, sales amount, GL or OE cost amount, or GL or OE profit amount • The **Year** that is represented by the bar The representation on the graph of this definition is a high intensity bar, depicted with *****. *Default Value:* The **Type** and **Year** defined for Bar 1 on the Customer Comparison Graph Options Screen (p. 4-13). *Valid Values:* **Type**: O,S, C, or P; **Year**: Any fiscal year containing sales history (A 1 / N 2,0) Required

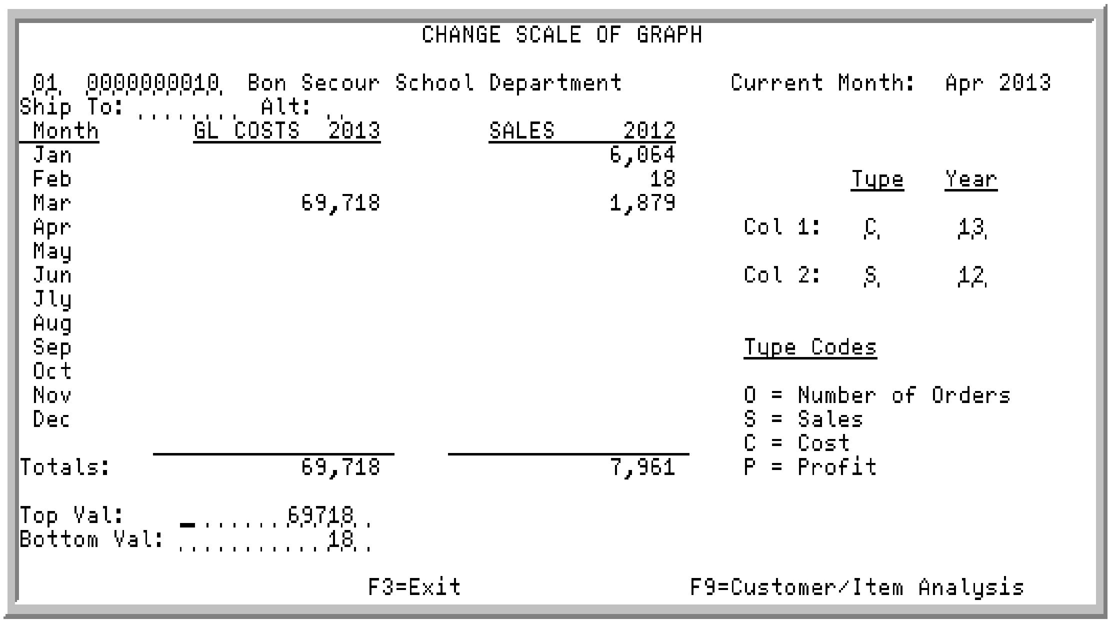
Customer Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
vs (Bar 2 Criteria)	The current graph displays these values for Bar 2, if defined. If you want to re-display the graph using other specifications for Bar 2, you may change them here. Both of these fields, explained in detail on the Customer Comparison Graph Options Screen (p. 4-13), represent the following: • The **Type** of bar may be number of orders, sales amount, GL or OE cost amount, or GL or OE profit amount • The **Year** that is represented by the bar The representation on the graph of this definition is a low intensity bar, depicted with **#**. *Default Value:* The **Type** and **Year** defined for Bar 2 on the Customer Comparison Graph Options Screen (p. 4-13). *Valid Values:* **Type**: O,S, C, or P; **Year**: Any fiscal year containing sales history (A 1 / N 2,0) Optional
(Company Number)	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify. *Default Value:* The company selected on the Customer Comparison Graph Options Screen (p. 4-13) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
(Customer Number or Corporate Group)	The customer number and customer name or corporate group code with the description shown immediately to the right. Key the number of the customer for which you want access to sales data; or key the code of the corporate group for which you want to access sales information. *Valid Values:* A valid **Customer Number** defined for the selected company through Customer/Ship to Master Maintenance (MENU ARFILE); or a valid **Corporate Group** code defined for the selected company through Corporate Groups Maintenance (MENU SAFILE) (A 10,0) Required
Ship To	The **Ship To** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. Use this field, together with the customer number, to access sales data for a specific ship-to address. (A 7) Optional

Customer Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
Alt	The **Alt** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. Use the **Alt** (Alternate Ship-to) field to access data for all of the customer's ship-to addresses, regardless of ship-to number. Key 1 to have the data is filtered to all orders with ship-to addresses, **Ship-to sold-to add** appears to the right. Key 2 to have the data is filtered to orders with overridden ship-to addresses. The name field shows **Overridden ship-to's** to the right. (N 1,0) Optional
F3=Exit	Press F3=EXIT to return to MENU SAMAIN.
F4=Change Scale	Press F4=CHANGE SCALE to change the scale of the graph, and view the values used to plot the graph. The Customer Change Scale of Graph Screen (p. 4-21) will display
F5=Search	Press F5=SEARCH to display the Customer Search Screen to search for a different customer as the object of your inquiry. Refer to the Accounts Receivable User Guide for more information about this screen. This key is not available when you specify a corporate group instead of a customer.
F12=Return	Press F12=RETURN to return to the Customer Comparison Graph Options Screen (p. 4-13).
Enter	Press ENTER after keying different criteria for Bar 1, Bar 2, or the company and customer displayed in the current graph. The graph will be re-drawn for the new criteria.

Customer Change Scale of Graph Screen



```
                          CHANGE SCALE OF GRAPH

 01  0000000010  Bon Secour School Department       Current Month:  Apr 2013
Ship To: ........  Alt: ..
 Month      GL COSTS  2013        SALES      2012
 Jan                                        6,064
 Feb                                           18           Type   Year
 Mar                 69,718                 1,879
 Apr                                                   Col 1:  C      13
 May
 Jun                                                   Col 2:  S      12
 Jly
 Aug
 Sep                                                   Type Codes
 Oct
 Nov                                                   O = Number of Orders
 Dec                                                   S = Sales
                                                       C = Cost
Totals:              69,718                 7,961      P = Profit

Top Val:     _......69718..
Bottom Val: ...........18..

                     F3=Exit              F9=Customer/Item Analysis
```

This screen displays after pressing F4=CHG SCALE on the Customer Comparison Graph Screen (p. 4-17).

Use this screen to change the scale of the graph displayed on that screen, and view the values used to plot the graph. From this screen, you can change the:

- top and/or bottom scale of the graph
- company and customer (or corporate group)
- criteria used to define either or both of the graph's bars

This is useful for improving the appearance of the graph by ignoring values that are disproportionately high or low.

If costs or profit values are being shown in the graph, the heading of this screen will indicate if GL or OE values are displaying. The heading of GL or OE depends on what values are shown on the Customer Comparison Screen (p. 4-7), and what type was selected on the Customer Comparison Graph Options Screen (p. 4-13).

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Customer Change Scale of Graph Screen Fields and Function Keys

Field/Function Key	Description
(Company Number)	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. Key a company number. The inquiry will be restricted to the company you specify. *Default Value:* The company selected on Customer Comparison Graph Screen (p. 4-17) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
(Customer Number or Corporate Group)	The customer number and customer name or corporate group code with the description shown immediately to the right. Key the number of the customer for which you want access to sales data; or key the code of the corporate group for which you want to access sales information. *Valid Values:* A valid **Customer Number** defined for the selected company through Customer/Ship to Master Maintenance (MENU ARFILE); or a valid **Corporate Group** code defined for the selected company through Corporate Groups Maintenance (MENU SAFILE) (A 10,0) Required
Current Month	This is the current Sales Analysis period or month number in the current fiscal year to which Day-End Processing will post sales from the daily invoicing. Display
Ship To	The **Ship To** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. Use this field, together with the customer number, to access sales data for a specific ship-to address. (N 7,0) Optional
Alt	The **Alt** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. Use the **Alt** (Alternate Ship-to) field to access data for all of the customer's ship-to addresses, regardless of ship-to number. Key 1 to have the data is filtered to all orders with ship-to addresses, **Ship-to sold-to add** appears to the right. Key 2 to have the data is filtered to orders with overridden ship-to addresses. The name field shows **Overridden ship-to's** to the right. (N 1,0) Optional

Customer Change Scale of Graph Screen Fields and Function Keys

Field/Function Key	Description
Values for Bar 1	This column contains the values that have been defined for bar 1 for the 12 months (or 13 periods) of the selected fiscal year. These values are plotted on the Customer Comparison Graph Screen (p. 4-17), depicted in high intensity by the * character. From these values, and also the **Values for Bar 2** field, you may determine what the top and bottom values should be in order to produce the most proportional looking graph. NOTE: The heading of this column varies depending on the criteria selected for the first bar in the graph. It will display **SALES**, **ORDERS**, **GL COSTS** or **OE COSTS**, or **GL PROFIT** or **OE PROFIT**, followed by the year. For example, if you selected the criteria for bar 1 to be sales for 2013 (S 13), the heading is **SALES 2013**. Display
Values for Bar 2	This column contains the values that have been defined for bar 2 for the 12 months (or 13 periods) of the selected fiscal year. These values are plotted on the Customer Comparison Graph Screen (p. 4-17), depicted in the graph in low intensity and the **#** character. NOTE: The heading of this column varies depending on the criteria selected for the first bar in the graph. It will display **SALES**, **ORDERS**, **GL COSTS** or **OE COSTS**, or **GL PROFIT** or **OE PROFIT**, followed by the year. For example, if you selected the criteria for bar 2 to be the number of orders for 2013 (O 13), the heading is **ORDERS 2013**. Display
Col 1	The **Type** and **Year** following this field are displayed in the **Values for Bar 1** column on this screen, and are represented by the high intensity bar depicted with * on the Customer Comparison Graph Screen (p. 4-17). You may accept or override the values for both of these fields. • The **Type** of bar may be number of orders, sales amount, GL or OE cost amount, or GL or OE profit amount • The **Year** that is represented by the bar The representation on the graph of this definition is a high intensity bar, depicted with *. *Default Value:* The **Type** and **Year** defined for Bar 1 on the Customer Comparison Graph Options Screen (p. 4-13). *Valid Values:* **Type**: O,S, C, or P; **Year**: Any fiscal year containing sales history (A 1 / N 2,0) Required

Customer Change Scale of Graph Screen Fields and Function Keys

Field/Function Key	Description
Col 2	The **Type** and **Year** defined following this field will display in the **Values for Bar 2** column, and are represented by the low intensity bar depicted by **#** on the Customer Comparison Graph Screen (p. 4-17). If you leave these fields blank, then only the data for Col 1 will display on this screen and appear on the graph. • The **Type** of bar may be number of orders, sales amount, GL or OE cost amount, or GL or OE profit amount • The **Year** that is represented by the bar *Default Value:* The **Type** and **Year** defined for Bar 1 on the Customer Comparison Graph Options Screen (p. 4-13). *Valid Values:* **Type**: O,S, C, or P; **Year**: Any fiscal year containing sales history (A 1 / N 2,0) Optional
Top Value	When the graph on the Customer Comparison Graph Screen (p. 4-17) is first drawn, the top scale of the graph is determined by the highest monthly value of the criteria selected. This may be the highest number of orders, highest sales amount, highest cost, or highest profit in a month for the bars displayed. Use this field to change the top scale of the graph. Key the highest value for the scale and press ENTER. The Customer Comparison Graph Screen (p. 4-17) will display and the top scale of the graph will be changed to the value keyed in this field. The **+** character will blink at the top of the bar if there are values higher than the top of the scale that you specify in this field. NOTE: If one bar is type O (number of orders), and the other bar is type S (sales), C (GL or OE cost), or P (GL or OE profit), two fields will display allowing you to enter two top values. One represents the number of orders, and the other represents the total monetary amount. The field below the column that contains the word ORDERS represents the top limit of the orders to display on the graph. The field below the other column represents the monetary amount of the sales, GL or OE cost, or GL or OE profit. *Default Value:* The highest value currently used on the graph displayed on the Customer Comparison Graph Screen (p. 4-17). (N 13,0) Required

Customer Change Scale of Graph Screen Fields and Function Keys

Field/Function Key	Description
Bottom Value	When the graph on the Customer Comparison Graph Screen (p. 4-17) is first drawn, the bottom scale of the graph is determined by the lowest monthly value of the criteria selected. This may be the lowest number of orders, lowest sales amount, lowest cost, or lowest profit in a month, for the bars displayed. Use this field to change the bottom scale of the graph. Key the lowest value for the scale and press ENTER. The Customer Comparison Graph Screen (p. 4-17) will display and the bottom scale of the graph will be changed to the value keyed in this field. The v character will blink at the bottom of a bar if there are values lower than the bottom of the scale that you specify in this field. NOTE: If one bar is type O (number of orders), and the other bar is type S (sales), C (GL or OE cost), or P (GL or OE profit), two fields display allowing you to enter two bottom values. One represents the number of orders, and the other represents the total monetary amount. The field below the column that contains the word ORDERS represents the bottom limit of the orders to display on the graph. The field below the other column represents the monetary amount of the sales, GL or OE cost, or GL or OE profit. *Default Value:* The lowest value currently used on the graph displayed on the Customer Comparison Graph Screen (p. 4-17). *Valid Values:* Cannot be greater than **Top Value** (N 13,0) Required
F3=Exit	Press F3=EXIT to exit from this option and return to MENU SAMAIN.
F5= Search	Press F5= SEARCH key to display the Customer/Ship-To Search - Customer Search Screen to search for a different customer as the subject of your inquiry. Refer to the Accounts Receivable User Guide for more information about this screen. This key is not available when you specify a corporate group instead of a customer.
F9=Customer/Item Analysis	Press F9=CUSTOMER/ITEM ANALYSIS to access the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7). YTD sales information for the selected items will display for the customer.
Enter	Press ENTER either after: • selecting different customer to re-display this screen for the new analysis • keying a new **Top Value** and/or **Bottom Value** to display the revised bar graph on the Customer Comparison Graph Screen (p. 4-17).

CHAPTER 5 **Comparing Item Sales** 5

You can compare item sales through the Item Comparison option on the sales Analysis Main Menu (MENU SAMAIN). With this inquiry, you can display a bar graph which compares the sales performance of a single item for any of the following:

- monthly sales amount
- monthly order quantity
- monthly GL or OE cost amount
- monthly GL or OE profit amount

Sales performance values are reported on a monthly basis for any fiscal year(s) containing sales history.

Two bars are used in the bar graph. You determine the type (sales, GL or OE cost, GL or OE profit, or quantity), and fiscal year for each bar used on the graph. You can change each bar when the graph is displayed, and can change the scale (upper and lower limits) of the graph.

NOTE: Sales Analysis files are updated daily through Day-End Processing (MENU XAMAST). The data displayed in this inquiry is as of the last time that Day-End Processing (MENU XAMAST) was run.

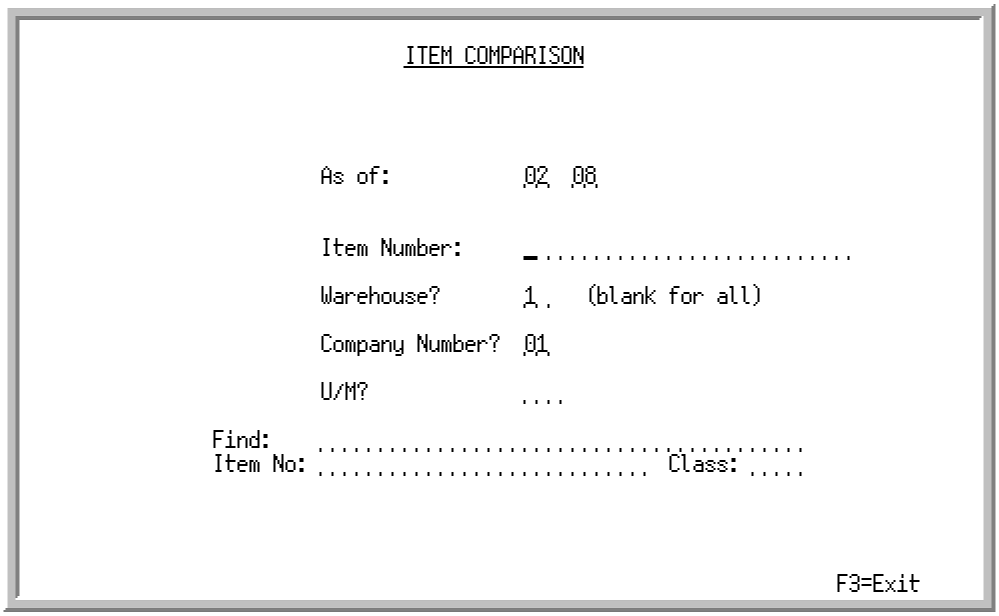
Item Comparison

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Item Comparison Selection Screen	Used to specify the item for the inquiry.
Item Comparison Screen	Displays the comparative performance data for the inquiry criteria.

Title	Purpose
Item Comparison Graph Options Screen	Used to specify the options for the graph.
Item Comparison Graph Screen	Displays the item comparison as a graph.
Item Change Scale of Graph Screen	Used to change the scale of the item comparison graph.

Item Comparison Selection Screen



This screen displays after selecting option 3 - Item Comparison from MENU SAMAIN. Use this screen to select the item, as of date, company, and optional warehouse for which item information will display during this inquiry.

Item Comparison Selection Screen Fields and Function Keys

Field/Function Key	Description
As of	This is the month (or period) and year for which item comparisons will be made through this option. Whether you specify the calendar month or fiscal period depends on how you have defined the **Number of fiscal periods/months** through Sales Analysis Options Maintenance (MENU XAFILE) for the company selected on this screen. • If you have selected to use 12 period accounting, the **As of** month is the calendar month and calendar year. • If you have selected to use 13 period accounting, the **As of** month is the fiscal period and year. *Default Value:* The current period for the default company (N 2 @ 2,0) Required

Item Comparison Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the number of the item to inquire upon in the comparison inquiry. If you do not recall the number of an item, use the **Find**/**Item No**/**Class** fields on this screen to display the Item Description Search Screen. *Valid Values:* Any item number that has been defined through Item Master Maintenance (MENU IAFILE), and defined in a warehouse through Item Balance Maintenance (MENU IAFILE) (A 27) Required
Warehouse	Use this field to optionally select in a specific warehouse for which the performance of the selected item will display in this inquiry. Key the number of the warehouse where the selected item is stocked. The results of this inquiry reflect the performance of the selected item in this warehouse only. Leave this field blank to inquire on the item for all warehouses. The performance of the item in all warehouses that have been defined for the specified company will display. *Valid Values:* Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Company Number	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. This is the company to use in the item comparison inquiry. If you did not select a warehouse number in the **Warehouse** field, all warehouses that stock the selected item, and are defined for the company number keyed in this field, will be used to display item sales performance information during this inquiry. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

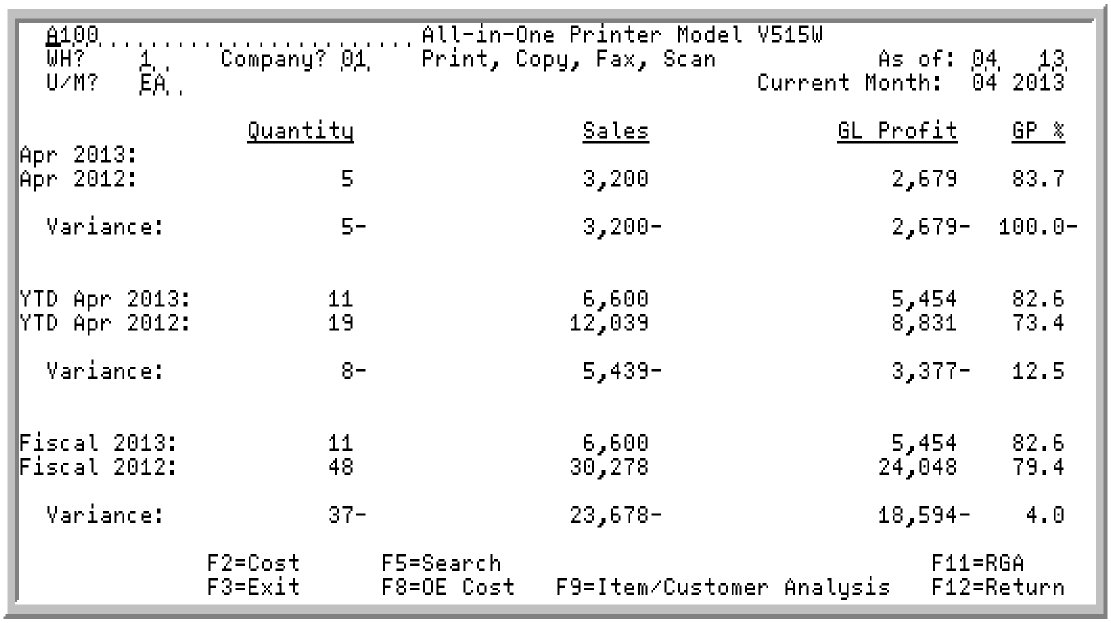
Item Comparison Selection Screen Fields and Function Keys

Field/Function Key	Description
U/M	Use this field to enter the unit of measure that will be used to express item quantities in this inquiry. Key the unit of measure, or leave this field blank to view item quantities in the unit of measure defined as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE). *Valid Values:* Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Optional
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional

Item Comparison Selection Screen Fields and Function Keys

Field/Function Key	Description
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.
Enter	Press ENTER to confirm your selections. If you keyed any item search criteria, the Item Description Search Screen will display. Otherwise, the Item Comparison Screen (p. 5-7) will display.

Item Comparison Screen



This screen displays after pressing ENTER from the Item Comparison Selection Screen (p. 5-3) for the period and item selected. You may select a different item, warehouse, company, period, and unit of measure on this screen.

Important

Quantities on this screen that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will display at the bottom of the screen. Changing the unit of measure in the **U/M** field on this screen may resolve this situation.

The quantity ordered, monetary sales revenue, monetary amount of GL or OE profit (or GL or OE cost), and gross profit percent (GP%) of sales, are displayed for the selected period and item. These are displayed for three different comparisons:

- The current period value compared to last year's period value.
- The sales analysis calendar year-to-date value compared to last year's sales analysis calendar year-to-date value. The totals are from the beginning of the fiscal year through the current month/period selected.
- The fiscal year total value compared to last year's fiscal year total value.

Item Comparison Screen Fields and Function Keys

Field/Function Key	Description
(Item Number)	The item number selected on the Item Comparison Selection Screen (p. 5-3) with the item description. Key the number of the item to inquire upon in the comparison inquiry. If you do not recall the number of an item, use the **Find**/**Item No**/**Class** fields on this screen to display the Item Description Search Screen. *Valid Values:* Any item number that has been defined through Item Master Maintenance (MENU IAFILE), and defined in a warehouse through Item Balance Maintenance (MENU IAFILE) (A 27) Required
WH	The warehouse selected on the Item Comparison Selection Screen (p. 5-3). Key the number of the warehouse where the selected item is stocked. The results of this inquiry reflect the performance of the selected item in this warehouse only. Leave this field blank to inquire on the item for all warehouses. The performance of the item in all warehouses that have been defined for the specified company will display. *Valid Values:* Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 1) Optional
Company	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. If you did not select a warehouse number in the **Warehouse** field, all warehouses that stock the selected item, and are defined for the company number keyed in this field, will be used to display item sales performance information during this inquiry. *Default Value:* The company selected on the Item Comparison Selection Screen (p. 5-3) *Valid Values:* (A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Item Comparison Screen Fields and Function Keys

Field/Function Key	Description
As Of	This is the month (or period) and year for which item comparisons will be made through this option. Key the as of date to redisplay the data on this screen showing a different sales period. Whether you specify the calendar month or fiscal period depends on how you have defined the **Number of fiscal periods/months** through Sales Analysis Options Maintenance (MENU XAFILE) for the company selected on this screen. • If you have selected to use 12 period accounting, the **As of** month is the calendar month and calendar year. • If you have selected to use 13 period accounting, the **As of** month is the fiscal period and year. *Default Value:* The month/period and year selected on the Item Comparison Selection Screen (p. 5-3) (N 2 @ 2,0) Required
U/M	The unit of measure that will be used to express item quantities in this inquiry. Key the unit of measure, or leave this field blank to view item quantities in the unit of measure defined as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE). *Default Value:* The unit of measure selected on the Item Comparison Selection Screen (p. 5-3), or the unit of measure defined as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE) *Valid Values:* Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required
Current Month	This is the current Sales Analysis period or month number in the current fiscal year to which Day-End Processing will post sales from the daily invoicing. Display

Item Comparison Screen Fields and Function Keys

Field/Function Key	Description
(Item Sales Information)	For the selected item, warehouse (if any), and date, each of these columns display the following information for each of the Comparison Values rows: • **Quantity**: The total quantity of the item that was ordered for the corresponding time period. • **Sales**: The total monetary amount of sales revenue that was generated by this item for each time period. • **GL Profit** / **OE Profit** or **GL Cost** / **OE Cost**: The total monetary amount of the **GL Profit** / **OE Profit** or **GL Cost** / **OE Cost** for the selected item, for each time period. **GL Profit** / **OE Profit** or **GL Cost** / **OE Cost** is toggled with the F2=COST / F2=PROFIT and F8=GL COST / F8=OE COST function keys. GL or OE Profit is calculated as the total sales revenue minus the total cost of the item sold. The cost for each item is that specified through Item Balance Maintenance (MENU IAFILE); you determine the cost (average, standard, user, last, or commission cost) to be used in profit calculations through Order Entry Options Maintenance (MENU XAFILE). Refer to the Order Entry User Guide for a detailed description of how costs are used in profit calculations. • **GP%**: This is the gross profit percent of sales, based on the GL or OE Cost values for the item, as toggled with the F8=GL COST / F8=OE COST function key, calculated as ($Profit/$Sales)*100, for the selected item and each time period. NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Display
Comparison Values: Single Period	These rows compare the corresponding item sales information of the selected **As of** period to the sales information of the same period in the previous fiscal year. The heading of the first line is the name of the month/period and the selected year; the heading of the second line is the name of the month/period and previous year. Following both lines of the comparison, their difference displays for each column after the heading **Variance**. Display

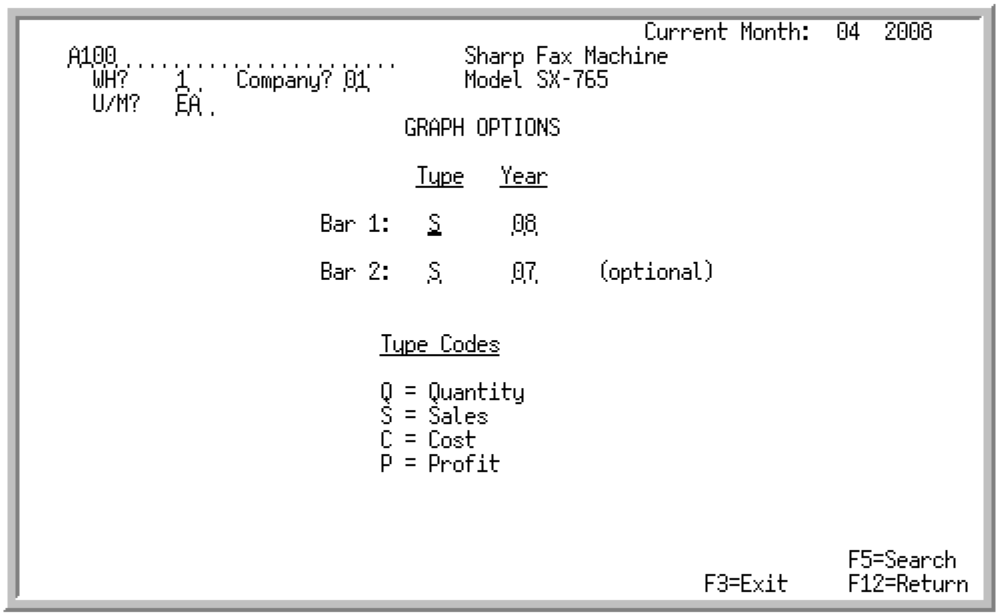
Item Comparison Screen Fields and Function Keys

Field/Function Key	Description
Comparison Values: Year-to-date	These rows compare the corresponding item sales information from the start of the selected year through the selected as of period, to the item year-to-date sales for the start of the previous year through the same period in that year. The heading of the first line is the name of the month/period and the selected fiscal year, preceded by **YTD**. The heading of the second line is the name of the month/period and previous year preceded by **YTD**. Following both lines of the comparison, the difference displays for each column after the heading **Variance**. NOTE: If the fiscal year of the company selected is not January through December, the YTD totals represent the sum from the first period of the fiscal year that the selected as-of-date falls in through the selected as-of-date. Display
Comparison Values: Total fiscal year	These rows compare the corresponding item sales information for the entire fiscal year that the selected period falls in to the item's sales information for the entire previous fiscal year. The heading of the first line is the selected fiscal year, preceded by Fiscal. The heading of the second line is the previous fiscal year preceded by Fiscal. Following both lines of the comparison, the difference displays for each column after the heading **Variance**. Display
F2=Cost/Profit	NOTE: This function key displays only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This key is used as a toggle to display either the total **GL Cost** / **OE Cost** or total **GL Profit** / **OE Profit** for the selected item. The F2=COST / F2=PROFIT toggle key works in conjunction with the F8=OE COST / F8=GL COST toggle key. Press F2=COST to display the total **GL Cost** / **OE Cost** of items sold for the corresponding time period. Press F2=PROFIT to display the total **GL Profit** / **OE Profit** of the items for the corresponding time period.
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.
F5=Search	Press F5=SEARCH to display the Item Description Search Screen, which you may use to search for a different item to display for this inquiry.

Item Comparison Screen Fields and Function Keys

Field/Function Key	Description
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle between the Cost, Profit, and Gross Profit Percentage, based on the Order Entry (OE) or General Ledger (GL) cost values for the item. The applicable fields change accordingly and the OE cost or GL cost values will be reflected. This function key also works in conjunction with the F2=COST / F2=PROFIT toggle key. Refer to that toggle key for details. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F9=Item/Customer Analysis	Press F9=ITEM/CUSTOMER ANALYSIS to access the Item/Customer Sales Inquiry Screen (p. 7-5). YTD sales information for the selected customers will display for the item.
F11=RGA	Press F11=RGA to access the Returns Analysis Inquiry Screen. A summary of the items that have been returned will display. For an explanation of this screen, refer to Returns Analysis Inquiry (MENU OEREPT) in the Order Entry manual.
F12=Return	Press F12=RETURN to return to the Item Comparison Selection Screen (p. 5-3).
Enter	Press ENTER to confirm your selections. If you keyed a different item, warehouse, company, or as of date, this screen will re-display with the requested information. Otherwise, the Item Comparison Graph Options Screen (p. 5-13) will display.

Item Comparison Graph Options Screen



This screen displays after pressing ENTER from the Item Comparison Screen (p. 5-7). It is used to select the options for the bar graph that will display on the Item Comparison Graph Screen (p. 5-17).

Item Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
Current Month	This is the current Sales Analysis period or month number in the current fiscal year to which Day-End Processing will post sales from the daily invoicing. Display
(Item Number)	The item number selected on the Item Comparison Selection Screen (p. 5-3) with the item description. Key the number of the item to inquire upon in the comparison inquiry. If you do not recall the number of an item, use the **Find**/**Item No**/**Class** fields on this screen to display the Item Description Search Screen. *Valid Values:* Any item number that has been defined through Item Master Maintenance (MENU IAFILE), and defined in a warehouse through Item Balance Maintenance (MENU IAFILE) (A 27) Required

Item Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected on the Item Comparison Selection Screen (p. 5-3). Key the number of the warehouse where the selected item is stocked. The results of this inquiry reflect the performance of the selected item in this warehouse only. Leave this field blank to inquire on the item for all warehouses. The performance of the item in all warehouses that have been defined for the specified company will display. *Valid Values:* Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 1) Optional
Company	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. If you did not select a warehouse number in the **Warehouse** field, all warehouses that stock the selected item, and are defined for the company number keyed in this field, will be used to display item sales performance information during this inquiry. *Default Value:* The company selected on the Item Comparison Selection Screen (p. 5-3) *Valid Values:* (A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
U/M	The unit of measure that will be used to express item quantities in this inquiry. Key the unit of measure, or leave this field blank to view item quantities in the unit of measure defined as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE). *Default Value:* The unit of measure selected on the Item Comparison Selection Screen (p. 5-3), or the unit of measure defined as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE) *Valid Values:* Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required

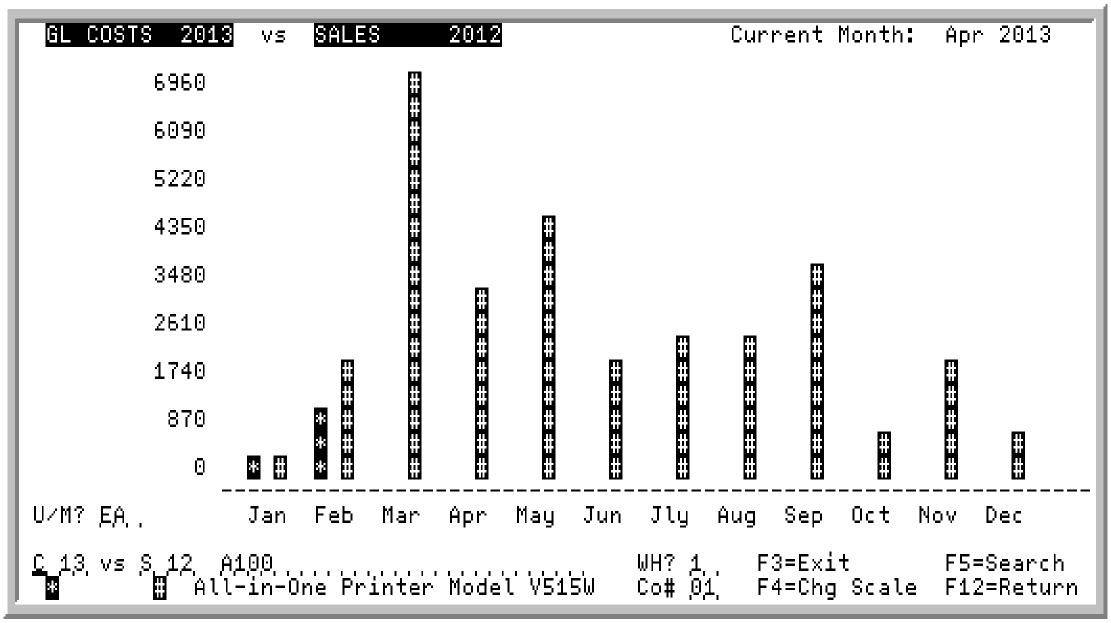
Item Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
Type	This field is required for **Bar 1** and optional **Bar 2**. It determines the type of bar that will display in the graph on the Item Comparison Graph Screen (p. 5-17), shown in high intensity and depicted by *. The values that you define for Bar 1 do not depend on the optional values that you may specify for Bar 2. This indicates what is represented by the corresponding bar on the graph. This may be the quantity of items sold, total sales revenue, total GL or OE cost, or total GL or OE profit. Key Q if you want the corresponding bar to represent the total quantity of the item that was sold in each month of the selected year. Key S if you want the corresponding bar to represent the total amount of sales revenue from the selected item. Key C if you want the corresponding bar to represent the total GL or OE cost amount of the selected item. Key P if you want the corresponding bar to represent the total amount of GL or OE profit attributed to the selected item. NOTE: If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then a type of C (cost) or P (profit) cannot be selected. *Default Value:* S (A 1) Required/Optional
Year	For **Bar 1** or optional **Bar 2**, this is the fiscal year represented by the bar on the Item Comparison Graph Screen (p. 5-17). The type of information displayed with this bar is for the fiscal year keyed in this field. The **Type** and **Year** defined for Bar 2 (which are optional), are represented by a second bar that is displayed on the Item Comparison Graph Screen in low intensity, and is depicted by **#**. If you leave the **Type** and **Year** fields blank for Bar 2, then only the data for Bar 1 will display on the graph. The values that you define for this bar may be any values, and do not depend on the values specified for Bar 1. Key the two digit fiscal year represented by the corresponding bar on the graph. All months or periods for this year will display. (N 2,0) Required for Bar 1; Optional for Bar 2
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.
F5=Search	Press F5=SEARCH to display the Item Description Search Screen, which you may use to search for a different item to display for this inquiry.
F12=Return	Press F12=RETURN to return to the Item Comparison Screen (p. 5-7).

Item Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Item Comparison Graph Screen (p. 5-17) will display with the bar graph defined on this screen.

Item Comparison Graph Screen



This screen displays a graph which depicts the conditions defined on the Item Comparison Graph Options Screen (p. 5-13).

Use this screen to view the graph or display a new graph. You may change the criteria of the graph on this screen.

If costs or profit values are being shown in the graph, the heading of this screen will indicate if GL or OE values are displaying. The heading of GL or OE depends on what values are shown on the Item Comparison Screen (p. 5-7), and what type was selected on the Item Comparison Graph Options Screen (p. 5-13).

This screen also provides access to the Item Change Scale of Graph Screen (p. 5-21), where the graph scale can be changed and the quantities reviewed.

Important:

Quantities on this screen that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will display at the bottom of the screen. Changing the unit of measure in the U/M field on this screen may resolve the situation.

Item Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
Current Month	This is the current Sales Analysis month, determined the last time that Period End Processing (MENU SAMAST) was performed. Display
Item Comparison Graph	This graph displays the results of the item comparison for the selected item and corresponding fiscal year(s). The x-axis (bottom) of the graph shows the 12 months (or 13 periods) defined for this company through Sales Analysis Options Maintenance (MENU XAFILE). These months (periods) correspond to the fiscal years selected for each bar. The y-axis (left side) shows the sales, GL or OE cost, or GL or OE profit amount; and/or the quantity of items sold, depending on the definition of each bar. The upper limit of this axis is determined by the month with the highest of these values. You may change this scale by pressing F4=CHANGE SCALE. NOTE: If one bar is type Q (quantity sold), and the other bar is type S (sales), C (GL or OE cost), or P (GL or OE profit), headings display in the y-axis of the graph. One represents the quantity of sales, and the other represents the total monetary amount. The outside heading (high intensity) corresponds to Bar 1, and the inside heading (low intensity) corresponds to Bar 2. For each month, the bars that you defined are shown. The high intensity bar (depicted with *) shows the definition that you provided for Bar 1. The low intensity bar (depicted with #) shows the definition that you provided for Bar 2. If you change the scale of the graph, and a bar cannot be completely shown, the + character will blink at the top of the bar (indicating that the upper limit is not shown in the current graph), or the v character will blink at the bottom of the bar (indicating that the lower limit is not shown in the current graph). Display
U/M	Use this field to enter the unit of measure that will be used to express item quantities in the graph. Key the unit of measure, or leave this field blank to view item quantities in the unit of measure defined as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE). *Valid Values:* A valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required

Item Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
Bar 1 Criteria	The current graph displays these values for Bar 1. If you want to re-display the graph using other specifications for Bar 1, you may change them here. Each of these fields, explained in detail on the Item Comparison Graph Options Screen (p. 5-13), represent the following: • The **Type** of bar (quantity of items, sales amount, GL or OE cost amount, or GL or OE profit amount) • The **Year** that is represented by the bar The representation on the graph of this definition is a high intensity bar, depicted with *****. *Valid Values:* **Type**: Q, S, C, or P; **Year**: Any fiscal year containing sales history (A 1 / N 2,0) Required
vs (Bar 2 Criteria)	The current graph displays these values for Bar 2, if defined. If you want to re-display the graph using other specifications for Bar 2, you may change them here. Each of these fields, explained in detail on the Item Comparison Graph Options Screen (p. 5-13), represent the following: • The **Type** of bar (number of orders, sales amount, GL or OE cost amount, or GL or OE profit amount) • The **Year** that is represented by the bar The representation on the graph of this definition is a low intensity bar, depicted with **#**. *Valid Values:* **Type**: Q, S, C, or P; **Year**: Any fiscal year containing sales history (A1 / N 2,0) Optional
(Item Number)	The item number selected on the Item Comparison Selection Screen (p. 5-3) with the item description. Key the number of the item to inquire upon in the comparison inquiry. If you do not recall the number of an item, use the **Find**/**Item No**/**Class** fields on this screen to display the Item Description Search Screen. *Valid Values:* Any item number that has been defined through Item Master Maintenance (MENU IAFILE), and defined in a warehouse through Item Balance Maintenance (MENU IAFILE) (A 27) Required

Item Comparison Graph Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected on the Item Comparison Selection Screen (p. 5-3). Key the number of the warehouse where the selected item is stocked. The results of this inquiry reflect the performance of the selected item in this warehouse only. Leave this field blank to inquire on the item for all warehouses. The performance of the item in all warehouses that have been defined for the specified company will display. *Valid Values:* Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 1) Optional
Company	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. If you did not select a warehouse number in the **Warehouse** field, all warehouses that stock the selected item, and are defined for the company number keyed in this field, will be used to display item sales performance information during this inquiry. *Default Value:* The company selected on the Item Comparison Selection Screen (p. 5-3) *Valid Values:* (A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
F3=Exit	Press F3=EXIT to return to MENU SAMAIN.
F4=Chg Scale	Press F4=CHG SCALE to change the scale of the graph, and view the values used to plot the graph. The Item Change Scale of Graph Screen (p. 5-21) will display.
F5=Search	Press F5=SEARCH to display the Item Description Search Screen, which you may use to search for a different item to work with during this inquiry.
F12=Return	Press F12=RETURN TO return to the Item Comparison Graph Options Screen (p. 5-13).
Enter	Press ENTER after keying different criteria for Bar 1, Bar 2, or the item, warehouse, and company displayed in the current graph. The graph will be re-drawn for the new criteria.

Item Change Scale of Graph Screen

```
           CHANGE SCALE OF GRAPH                  Current Month:  Apr 2013

  Item: A100......................      WH? 1..  Company? 01.  U/M? EA..
        All-in-One Printer Model V515W  Print, Copy, Fax, Scan
 Month        GL COSTS  2013       SALES     2012
 Jan                     208                   40
 Feb                     938                1,840
 Mar                                        6,960          Type    Year
 Apr                                        3,200
 May                                        4,480   Col 1:   C.      13.
 Jun                                        1,920
 Jly                                        2,560   Col 2:   S.      12.
 Aug                                        2,560
 Sep                                        3,600      Type Codes
 Oct                                          600
 Nov                                        1,920      Q = Quantity
 Dec                                          600      S = Sales
                                                       C = Cost
Totals:                1,146               30,280      P = Profit

Top Val:     .........6960..
Bottom Val: ............0..

              F3=Exit     F5=Search    F9=Item/Customer Analysis
```

Important

Quantities on this screen that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will display at the bottom of the screen. Changing the unit of measure in the U/M field on the Item Comparison Graph Screen (p. 5-17) may resolve this situation.

This screen displays after pressing F4=CHG SCALE on the Item Comparison Graph Screen (p. 5-17). Use this screen to change the scale of the graph displayed on that screen, and view the values used to plot the graph. From this screen, you can change the

- top and/or bottom scale of the graph
- item, warehouse, or company
- criteria used to defined either or both of the bars used in the graph

This is useful for improving the appearance of the graph by ignoring values that are disproportionately high or low.

If costs or profit values are being shown in the graph, the heading of this screen will indicate if GL or OE values are displaying. The heading of GL or OE depends on what values are shown on the Item Comparison Screen (p. 5-7), and what type was selected on the Item Comparison Graph Options Screen (p. 5-13).

Item Change of Scale Graph Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number selected on the Item Comparison Selection Screen (p. 5-3) with the item description. Key the number of the item to inquire upon in the comparison inquiry. If you do not recall the number of an item, use the **Find**/**Item No**/**Class** fields on this screen to display the Item Description Search Screen. *Valid Values:* Any item number that has been defined through Item Master Maintenance (MENU IAFILE), and defined in a warehouse through Item Balance Maintenance (MENU IAFILE) (A 27) Required
WH	The warehouse selected on the Item Comparison Selection Screen (p. 5-3). Key the number of the warehouse where the selected item is stocked. The results of this inquiry reflect the performance of the selected item in this warehouse only. Leave this field blank to inquire on the item for all warehouses. The performance of the item in all warehouses that have been defined for the specified company will display. *Valid Values:* Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 1) Optional
Company	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. If you did not select a warehouse number in the **Warehouse** field, all warehouses that stock the selected item, and are defined for the company number keyed in this field, will be used to display item sales performance information during this inquiry. *Default Value:* The company selected on the Item Comparison Selection Screen (p. 5-3) *Valid Values:* (A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
U/M	The unit of measure that will be used to express item quantities in the graph. Key the unit of measure, or leave this field blank to view item quantities in the unit of measure defined as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE). *Valid Values:* A valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required

Item Change of Scale Graph Screen Fields and Function Keys

Field/Function Key	Description
Values for Bar 1	This column contains the values that have been defined for bar 1 for the 12 months (or 13 periods) of the selected fiscal year. These values are plotted on the Item Comparison Graph Screen (p. 5-17), depicted in the graph in high intensity by the * character. From these values, and also the **Values for Bar 2** field, you may determine what the top and bottom values should be in order to produce the most proportional looking graph. NOTE: The heading of this column varies depending on the criteria selected for the first bar in the graph. It will display **SALES**, **QUANTITY**, **GL COSTS** or **OE COSTS**, or **GL PROFIT** or **OE PROFIT**, followed by the year. For example, if you selected the criteria for bar 1 to be sales for 2013 (S 13), the heading is **SALES 2013**. Display
Values for Bar 2	This column contains the values that have been defined for bar 2 for the 12 months (or 13 periods) of the selected fiscal year. These values are plotted on the Item Comparison Graph Screen (p. 5-17), depicted in the graph in low intensity and the **#** character. NOTE: The heading of this column varies depending on the criteria selected for the second bar in the graph. It will display **SALES**, **QUANTITY**, **GL COSTS** or **OE COSTS**, or **GL PROFIT** or **OE PROFIT**, followed by the year. For example, if you selected the criteria for bar 2 to be the quantity of items sold for 2013 (Q 13), the heading is **QUANTITY 2013**. Display
Col 1	The **Type** and **Year** following this field are displayed in the **Values for Bar 1** column on this screen, and are represented by the high intensity bar depicted with * on the Item Comparison Graph Screen (p. 5-17). You may accept or override the values for both of these fields. • The **Type** of bar may be number of orders, sales amount, GL or OE cost amount, or GL or OE profit amount • The **Year** that is represented by the bar The representation on the graph of this definition is a high intensity bar, depicted with *. *Default Value:* The **Type** and **Year** defined for Bar 1 on the Item Comparison Graph Screen (p. 5-17). *Valid Values:* **Type**: O,S, C, or P; **Year**: Any fiscal year containing sales history (A 1 / N 2,0) Required

Item Change of Scale Graph Screen Fields and Function Keys

Field/Function Key	Description
Col 2	The **Type** and ***Year*** following this field are displayed in the **Values for Bar 2** column on this screen, and are represented by the high intensity bar depicted with **#** on the Item Comparison Graph Screen (p. 5-17). If you leave these fields blank, then only the data for Col 1 will display on this screen and appear on the graph. • The **Type** of bar may be number of orders, sales amount, GL or OE cost amount, or GL or OE profit amount • The **Year** that is represented by the bar *Default Value:* The **Type** and **Year** defined for Bar 1 on the Item Comparison Graph Options Screen (p. 5-13). *Valid Values:* **Type**: O,S, C, or P; **Year**: Any fiscal year containing sales history (A 1 / N 2,0) Optional
Top Value	When the graph on the Item Comparison Graph Screen (p. 5-17) is first drawn, the top scale of the graph is determined by the highest monthly value of the criteria selected. This may be the highest quantity sold, highest sales amount, highest GL or OE cost, or highest GL or OE profit in a month for the bars displayed. Use this field to change the top scale of the graph. Key the highest value for the scale and press ENTER. The Item Comparison Graph Screen (p. 5-17) will display and the top scale of the graph will be changed to the value keyed in this field. The **+** character will blink at the top of the bar if there are values higher than the top of the scale that you specify in this field. NOTE: If one bar is type Q (quantity sold) and the other bar is type S (sales), C (GL or OE cost), or P (GL or OE profit), two fields will display allowing you to enter two top values. One represents the quantity sold, and the other represents the total monetary amount. The field below the column that contains the word QUANTITY represents the top limit of the orders to display on the graph. The field below the other column represents the monetary amount of the sales, GL or OE cost, or GL or OE profit. *Default Value:* The highest value currently used on the graph displayed on the Item Comparison Graph Screen (p. 5-17) (N 13,0) Required

Item Change of Scale Graph Screen Fields and Function Keys

Field/Function Key	Description
Bottom Value	When the graph on the Item Comparison Graph Screen (p. 5-17) is first drawn, the bottom scale of the graph is determined by the lowest monthly value of the criteria selected. This may be the lowest sales quantity, lowest sales amount, lowest GL or OE cost, or lowest GL or OE profit in a month, for the bars displayed. Use this field to change the bottom scale of the graph. Key the lowest value for the scale and press ENTER. The Item Comparison Graph Screen (p. 5-17) will display and the bottom scale of the graph will be changed to the value keyed in this field. The v character will blink at the bottom of a bar if there are values lower than the bottom of the scale that you specify in this field. NOTE: If one bar is type Q (quantity sold) and the other bar is type S (sales), C (GL or OE cost), or P (GL or OE profit), two fields will display allowing you to enter two bottom values. One represents the number of orders, and the other represents the total monetary amount. The field below the column that contains the word ORDERS represents the bottom limit of the orders to display on the graph. The field below the other column represents the monetary amount of the sales, GL or OE cost, or GL or OE profit. *Default Value:* The lowest value currently used on the graph displayed on the Item Comparison Graph Screen (p. 5-17) *Valid Values:* Cannot be greater than **Top Value** (N 13,0) Required
F3=Exit	Press F3=EXIT to exit from this option and return to MENU SAMAIN.
F5=Search	Press F5=SEARCH to display the Item Description Search Screen, which you may use to search for a different item to this inquiry.
F9=Item/Customer Analysis	Press F9=ITEM/CUSTOMER ANALYSIS to access the Item/Customer Sales Inquiry Screen (p. 7-5). YTD sales information for the selected customers will display for the item.
Enter	Press ENTER either after • selecting a different item to re-display this screen for the new analysis • keying a new **Top Value** and/or **Bottom Value** to display the revised bar graph with the new criteria.

CHAPTER 6 Comparing Customer/Item Sales

6

You can compare customer/item sales through the Customer/Item Analysis option on the sales Analysis Main Menu (MENU SAMAIN). With this inquiry, you can analyze the sales performance of:

- all item sales ascribed to a particular customer, corporate group, ship-to address or alternate ship-to address.
- a fiscal year or year-to-date, the sales revenue, quantity, and gross profit percent (based on GL or OE cost values) for each item sold
- monthly detailed sales information for an item

Note that by using the Item/Customer Analysis (MENU SAMAIN), you can access this sales data also by item.

This option allows you to access Sales Analysis data for:

- a customer
- a corporate Group
- a ship-to address
- an alternate ship-to address (the alternate ship-to address permits analysis of all customer sales data retained for orders created without a ship-to number or manually keyed ship-to address)

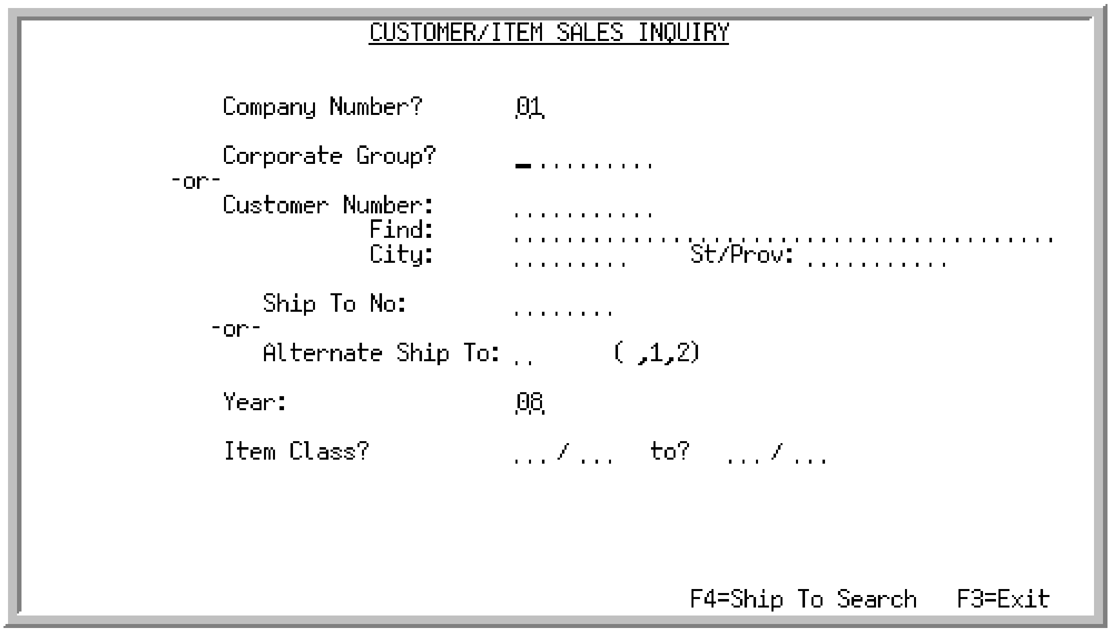
NOTE: Sales Analysis files are updated daily through Day-End Processing (MENU XAMAST). The data displayed in this inquiry is as of the last time that Day-End Processing (MENU XAMAST) was run.

Customer/Item Analysis

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Customer/Item Sales Inquiry Selection Screen	Used to specify the inquiry criteria.
Customer/Item Sales Inquiry Item Selection Screen	Displays the comparative performance data for the inquiry criteria.
Customer/Item Sales Inquiry Sales Detail Screen	Displays detailed sales data for the inquiry criteria.

Customer/Item Sales Inquiry Selection Screen



This screen appears after selecting option 4 - Customer/Item Analysis (MENU SAMAIN).

Use this screen to specify criteria to determine the type of sales data displayed in this option.

You can display sales data for any of the following:

- An individual customer, regardless of ship-to
- A pre-defined group of customers
- A single, pre-defined ship-to address for a customer
- All of a customer’s orders for which ship-to addresses were left blank during order entry
- All of a customer’s orders for which ship-to addresses were manually keyed during order entry without associated ship-to numbers

Customer / Item Sales Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key a company number. The inquiry will be restricted to the company you specify. *Default Value:* TThe default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Corporate Group	Key the code of the corporate group for which you want to access sales information. Note that by doing so, you cannot specify a customer number, ship-to number or alternate ship-to number. *Valid Values:* A corporate group code defined for the selected company through Corporate Groups Maintenance (MENU SAFILE or MENU ARFIL2). (A 10) Required/Blank
Customer Number	This field is required where the **Corporate Group** field is blank, or if the **Ship-to Number** field contains a value. Key the number of the customer for which you want access to sales data. To view combined sales information for a pre-defined group of customers, leave this field blank and use the **Corporate Group** field. *Valid Values:* A customer number defined for the selected company through Customer/Ship to Master Maintenance (MENU ARFILE) (N 10,0) Required/Blank

Customer / Item Sales Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to the Cross Applications User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the Cross Applications User Guide. (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the Cross Applications User Guide. (A 10) Optional
Ship To No	Use this field, together with the customer number, to access sales data for a specific ship-to address. Use the **Alternate Ship To** field to access data for all a customer's ship-to addresses, regardless of ship-to number. Refer to the **Alternate Ship To** field for details. (N 7,0) Optional

Customer / Item Sales Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Alternate Ship To	Use this field, together with the customer number, to access sales data for orders that • do not specify a ship-to address • do specify a ship-to address (that is, a manually keyed ship-to address) but do not specify a pre-defined ship-to number. Key 1 to display customer orders that do not specify ship-to numbers or ship-to addresses.The words **Ship to/sold address** will appear in the **Alt** field of the screen header. Key 2 to display data for ship-to addresses that have no accompanying ship-to numbers. These data derive from orders on which ship-to addresses were manually keyed in order entry. The words **Overridden ship-to's** will appear in the **Alt** field of the screen header. Note that you can use this field only if you do not key a ship-to number in the **Ship To Number** field. (N 1,0) Optional
Year	Key the fiscal year for which sales history will be displayed in this inquiry. *Default Value:* The current Sales Analysis fiscal year. This is determined by the fiscal periods defined through Sales Analysis Options Maintenance (MENU XAFILE) *Valid Values:* Must be a fiscal year that is equal to or less than the current fiscal year (N 2,0) Required
Item Class	Key a range of item classes/sub-classes containing the items that will display for the selected customer, using from/to ranges. Only items that have been assigned to the selected item class/sub-classes will display for the selected customers. To select all items purchased by a customer, leave these fields blank. (2 @ A 2 / A 2) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.
F4=Ship To Search	Press F4=SHIP TO SEARCH to advance to the Ship-To Search Screen. Use the ship-to search feature to search for a customer's ship-to address.
Enter	Press ENTER to confirm your selections. If you keyed any customer search criteria, the Customer/Ship-To Search - Customer Search Screen will display. Otherwise, the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7) will display.

Customer/Item Sales Inquiry Item Selection Screen

```
                         CUSTOMER/ITEM SALES INQUIRY

  Customer? 01  ........10  Bon Secour School Department     Year: 13
Ship To: ........ Alt: ..                                               GL
           All Classes                YTD                               YTD
Ref Item                            Quantity  U/M         YTD Sales    GP %
  1 A100  All-in-One Printer Model V51     1  EA                 99  341.9-
  2 A140  3-Ring Binder - 1" Red          10  EA                 59   63.1
  3 A150  3-Ring Binder - 2" Red          10  EA                 73   43.0
  4 A190  3-Ring Binder - 2" Black         1  EA                  7   63.0
  5 A200  Sharp Copier Toner Developer     1  EA                 13   60.8

  6 A210  Sharp Copier Toner black         1  EA                 23   60.8
  7 A300  Desk Set Kit                     1  EA                 50   68.1
  8 A500  File Folders - Manilla           1  EA                  6   30.2
  9 A550  File Folders - Green            10  EA                 66   25.9
 10 A580  File Folders - Manilla           2  EA                 19   51.0

                                                                     More...

 _.  ...Ref       Locate: ...........................

                         F2=Item # Only    F3=Exit     F8=OE Cost    F12=Return
```

Important

Quantities on this screen that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will display at the bottom of the screen. Changing the unit of measure selected as the Inquiry U/M through Item Master Maintenance (MENU IAFILE) may resolve this situation.

This screen appears after you press ENTER on the Customer/Item Sales Inquiry Selection Screen (p. 6-3). Depending on the selection criteria you specified on that screen, it presents sales data for each item and, if specified, item class/subclass purchased in a fiscal year by:

- customers
- corporate groups
- ship-to addresses
- alternate ship-to addresses

Customer/Item Sales Inquiry Item Selection Screen Fields and Function Keys

Field/Function Key	Description
(Company)	The **Company** number is displayed only if the **Multi Company** field in System Options Maintenance (MENU XAFILE) is set to Y. Key a company number. The inquiry will be restricted to the company you specify. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Corp Grp	The **Corp Grp** only displays when the **Corporate Group** is selected on the Customer/Item Sales Inquiry Selection Screen (p. 6-3). Key the code of the corporate group for which you want to access sales information. Note that by doing so, you cannot specify a customer number, ship-to number or alternate ship-to number. *Valid Values:* A corporate group code defined for the selected company through Corporate Groups Maintenance (MENU SAFILE or MENU ARFIL2). (A 10) Required when displayed
Customer	The **Customer** only displays when the **Customer Number** is selected on the Customer/Item Sales Inquiry Selection Screen (p. 6-3). Key the number of the customer for which you want access to sales data. To view combined sales information for a pre-defined group of customers, leave this field blank and use the **Corporate Group** field. *Valid Values:* A customer number defined for the selected company through Customer/Ship to Master Maintenance (MENU ARFILE) (N 10,0) Required when displayed
Ship To	The **Ship To** field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. Use this field, together with the customer number, to access sales data for a specific ship-to address. (N 7,0) Optional

Customer/Item Sales Inquiry Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Alt	Use this field, together with the customer number, to access sales data for orders that • do not specify a ship-to address • do specify a ship-to address (that is, a manually keyed ship-to address) but do not specify a pre-defined ship-to number. Key 1 to display customer orders that do not specify ship-to numbers or ship-to addresses.The words **Ship to/sold address** will appear in the **Alt** field of the screen header. Key 2 to display data for ship-to addresses that have no accompanying ship-to numbers. These data derive from orders on which ship-to addresses were manually keyed in order entry. The words **Overridden ship-to's** will appear in the **Alt** field of the screen header. Note that you can use this field only if you do not key a ship-to number in the **Ship To** field. (N 1,0) Optional
Year	This field contains the last two digits of the fiscal year for which each period will display sales data. Key the fiscal year for which sales history will be displayed in this inquiry. *Default Value:* The current Sales Analysis fiscal year. This is determined by the fiscal periods defined through Sales Analysis Options Maintenance (MENU XAFILE) *Valid Values:* Must be a fiscal year that is equal to or less than the current fiscal year (N 2,0) Required
Ref	These are reference numbers for each item displayed on this screen. To select a single item for detail inquiry, key the reference number of the corresponding item in the **...Ref** field at the bottom of this screen. Detailed sales information for the selected item will display on the Customer/Item Sales Inquiry Sales Detail Screen (p. 6-12). Display
Item	This field displays the item(s) ordered for the specified year and customer, corporate group, ship-to or alternate ship-to address. If you selected a range of item classes/sub-classes on the Customer/Item Sales Inquiry Selection Screen (p. 6-3), then only items assigned to those classes/sub-classes will be displayed. Display

Customer/Item Sales Inquiry Item Selection Screen Fields and Function Keys

Field/Function Key	Description
YTD Quantity	The quantity of each item purchased in the specified year by the specified customer, corporate group, ship-to or alternate ship-to address. If the specified fiscal year is the current fiscal year, the quantities displayed are from the start of the current fiscal year through the last time that Day-End Processing (MENU XAMAST) was executed. Display
U/M	This field displays the unit of measure used to express quantities on this screen. This is the unit of measure defined as the inquiry U/M through Item Master Maintenance (MENU IAFILE). Display
YTD Sales	This column displays the sales revenue generated from each item that was sold in the specified year to the specified customer, corporate group, ship-to or alternate ship-to address. If the specified fiscal year is the current fiscal year, the amounts displayed are from the start of the current fiscal year through the last time that Day-End Processing (MENU XAMAST) was executed. Display
GL or OE YTD GP%	Cost information is displayed only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). The default display is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). This is the gross profit percent (GP%) of sales, based on the GL or OE cost values for the customer, as toggled with the F8=OE COST / F8=GL COST function key. GP% is calculated as ($Profit/$Sales)*100, for each item sold in the specified year to the specified customer, corporate group, ship-to or alternate ship-to address. If the specified fiscal year is the current fiscal year, the percentages displayed are from the start of the current fiscal year through the last time that Day-End Processing (MENU XAMAST) was executed. Display
...Ref	Key the reference number of the item for which detailed sales analysis history will display on the Customer/Item Sales Inquiry Sales Detail Screen (p. 6-12). (N 2,0) Optional

Customer/Item Sales Inquiry Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Locate	Key the complete or partial number of an item to display at the top of this screen. This is useful to locate a single item for the specified year and customer, corporate group, ship-to or alternate ship-to address. After you press ENTER, this screen will reappear with the next item number that matches the number in this field at the top of the screen. (A 27) Optional
F2=Item # Only / F2=Desc Only / F2=Item #/Desc	Thie F2=ITEM # ONLY / F2=DESC ONLY / F2=ITEM #/DESC key is used as a toggle to display a combination of the item number and description, item number only, or description only of the items displayed in the Item column on this screen.
F3=Exit	Press F3=EXIT exit from this option. MENU SAMAIN will display.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle the Gross Profit Percentage (GP%), based on the Order Entry (OE) or General Ledger (GL) cost values for the customer. The **YTD GP%** field will indicate GL (**GL YTD GP%**) or OE (**OE YTD GP%**) depending on what values you are viewing. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no GP% will be shown on this screen. If a user has authority to only one of the security options, the opposite profit will not be available and therefore this toggle function key to switch back and forth between the two profit values (OE or GL), will not be displayed.
F12=Return	Press F12=RETURN to return to the Customer/Item Sales Inquiry Selection Screen (p. 6-3).

Customer/Item Sales Inquiry Sales Detail Screen

```
                              CUSTOMER/ITEM SALES INQUIRY

  1/0000000010    Bon Secour School Department      Year: 13   U/M? EA
 Ship To:        Alt:
 A140                        3-Ring Binder - 1" Red

          Quantity             Sales      GL Cost    GP %       Avg Price
Jan                EA                                                      EA
Feb
Mar         10.000             58.50        21.60    63.1         5.85000
Apr
May
Jun
Jly
Aug
Sep
Oct
Nov
Dec

Tot         10.000             58.50        21.60    63.1         5.85000
                               F2=Profit    F3=Exit    F8=OE Cost     F12=Return
```

Customer/Item Sales Inquiry Sales Detail Screen Expanded

```
                              CUSTOMER/ITEM SALES INQUIRY

  1/0000000010    Bon Secour School Department      Year: 13   U/M? EA
 Ship To:        Alt:
 A140                        3-Ring Binder - 1" Red

      Quantity EA                 Sales            GL Cost           GP %
Jan
Feb
Mar         10.000                58.50              21.60           63.1
Apr
May
Jun
Jly
Aug
Sep
Oct
Nov
Dec
Tot                               58.50                              63.1
            10.000                                   21.60
      F2=Profit     F3=Exit     F4=Average Price     F8=OE Cost     F12=Return
```

This screen appears when you select an item and press ENTER on the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7). It displays sales data for the specified item and customer, corporate group, ship-to or alternate ship-to address for each period of a fiscal year.

The appearance of the screen differs slightly depending on if expanded screen mode is being utilized for the application. To control the appearance of expanded versus non-expanded screen mode, refer to Expanded Field Use (MENU XAFIL2) in the Cross Applications User Guide.

Important

Quantities on this screen that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will display at the bottom of the screen. Changing the unit of measure in the *U/M* field on this screen may resolve this situation.

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Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
Customer or Corp Grp	The company and customer number with the customer name or the corporate group and description selected on the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7) Display
Ship To	The **Ship To** field is displayed if you specified customer data or customer and ship-to data on the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7). It is not displayed if you specified corporate group data. Display
Alt	If you keyed 1 on the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7) to display customer orders that do not specify ship-to numbers or ship-to addresses.The words **Ship to/sold address** will appear in the **Alt** field of the screen header. If you keyed 2 on the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7) to display data for ship-to addresses that have no accompanying ship-to numbers. These data derive from orders on which ship-to addresses were manually keyed in order entry. The words **Overridden ship-to's** will appear in the **Alt** field of the screen header. Display

Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
Year	This field contains the last two digits of the fiscal year for which each period will display sales data. Key the fiscal year for which sales history will be displayed in this inquiry. *Default Value:* The current Sales Analysis fiscal year. This is determined by the fiscal periods defined through Sales Analysis Options Maintenance (MENU XAFILE) *Valid Values:* Must be a fiscal year that is equal to or less than the current fiscal year (N 2,0) Required
Company Number	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
U/M	This field displays the unit of measure used to express quantities on this screen. Accept the default or key a different U/M. *Default Value:* The inquiry unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) *Valid Values:* Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required
(Fiscal Periods)	Each of the fiscal periods defined for the selected company through Sales Analysis Options Maintenance (MENU XAFILE) are displayed in this column. Sales history information is displayed in the remaining columns for each of the fiscal periods in this column. Display

Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
Quantity	The total quantity of the specified items sold to the customer, corporate group, ship-to address or alternate ship-to address in the corresponding month of the selected fiscal **Year**. The unit of measure in which this quantity is expressed is displayed to the right of the quantity for the first fiscal period. At the bottom of this column, the total of the sales quantities display; which are the totals for the selected fiscal year, or the year-to-date totals if the fiscal year selected is the current fiscal year. Display
Sales	The total amount of sales revenue from sales of the selected item that were made to the customer, corporate group, ship-to address or alternate ship-to address in the corresponding month of the fiscal year. At the bottom of this column, the total amount of sales display; which are the totals for the selected fiscal year, or the year-to-date totals if the fiscal year selected is the current fiscal year. Display
GL Profit / OE Profit GL Cost / OE Cost	The total monetary amount of the **GL Profit/OE Profit** or **GL Cost/OE Cost** for the selected item that was sold to the customer, corporate group, ship-to address or alternate ship-to address in the corresponding month of the fiscal year (see the Year field). **GL Profit/OE Profit** or **GL Cost/OE Cost** is toggled with the F2=COST/F2=PROFIT and F8=GL COST/F8=OE COST function keys. GL or OE Profit is calculated as the total monthly sales revenue minus the total monthly cost of the items sold to this customer, corporate group, ship-to address or alternate ship-to address. The cost for each item is that specified through Item Balance Maintenance (MENU IAFILE); you determine the cost (average, standard, user, last, or commission cost) to be used in profit calculations through Order Entry Options Maintenance (MENU XAFILE). NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Display

Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
GP%	The gross profit percent of sales, based on the GL or OE Cost values for the customer, corporate group, ship-to address or alternate ship-to address, as toggled with the F8=GL COST/F8=OE COST function key, calculated as ($Profit/$Sales)*100, for the selected item sold to the specified customer, corporate group, ship-to address or alternate ship-to address for each period of the fiscal year. NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Display
Avg Price	This is the average price of the selected item when sold to the customer, corporate group, ship-to address or alternate ship-to address for each period of the fiscal year; calculated as: sales divided by quantity. The unit of measure that this quantity is expressed in is displayed to the right of the quantity for the first fiscal period. NOTE: In non-expanded screen mode, this field displays on the screen. In expanded screen mode, to view this field, use the F4=AVERAGE PRICE/F4=GP% function key. Display
F2=Cost/F2=Profit	The F2=COST/F2=PROFIT key displays only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This key is used as a toggle to display either the total **GL Cost**/**OE Cost** or total **GL Profit**/**OE Profit** for the selected item. The F2=COST/F2=PROFIT toggle key works in conjunction with the F8=OE COST/F8=GL COST toggle key. Press F2=COST to display the total **GL Cost/OE Cost** of items sold for the corresponding time period. Press F2=PROFIT to display the total **GL Profit/OE Profit** of the items for the corresponding time period.
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.

Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
F4=Average Price/ F4=GP%	The F4=AVERAGE PRICE/F4=GP% key is used as a toggle to display either the average price of the selected item when sold to the customer, corporate group, ship-to address or alternate ship-to address for each period of the fiscal year, or the total gross profit percent of sales. NOTE: The F4=AVERAGE PRICE/F4=GP% toggle function key displays on this screen in expanded screen mode only.
F8=OE Cost / F8=GL Cost	Press F8=OE COST/F8=GL COST to toggle between the Cost, Profit, and Gross Profit Percentage, based on the Order Entry (OE) or General Ledger (GL) cost values for the customer. The applicable fields change accordingly and the OE cost or GL cost values will be reflected. This function key also works in conjunction with the F2=COST/F2=PROFIT toggle key. Refer to that toggle key for details. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER if you keyed a different year in the **Year** field on this screen. The screen will redisplay the requested information.

CHAPTER 7

Comparing Item/Customer Sales

7

You can compare item/customer sales through the Customer/Item Analysis option on the sales Analysis Main Menu (MENU SAMAIN). With this inquiry, you can compare the following data for customers, corporate groups, ship-to addresses or alternate ship-to addresses:

- Customers that purchased a particular item
- Sales revenue, quantity, and gross profit percent (based on GL or OE cost values) for each item for a fiscal year or year-to-date
- Monthly detailed sales information for an item

Through Customer/Item Analysis (MENU SAMAIN), this sales information may also be selected by item.

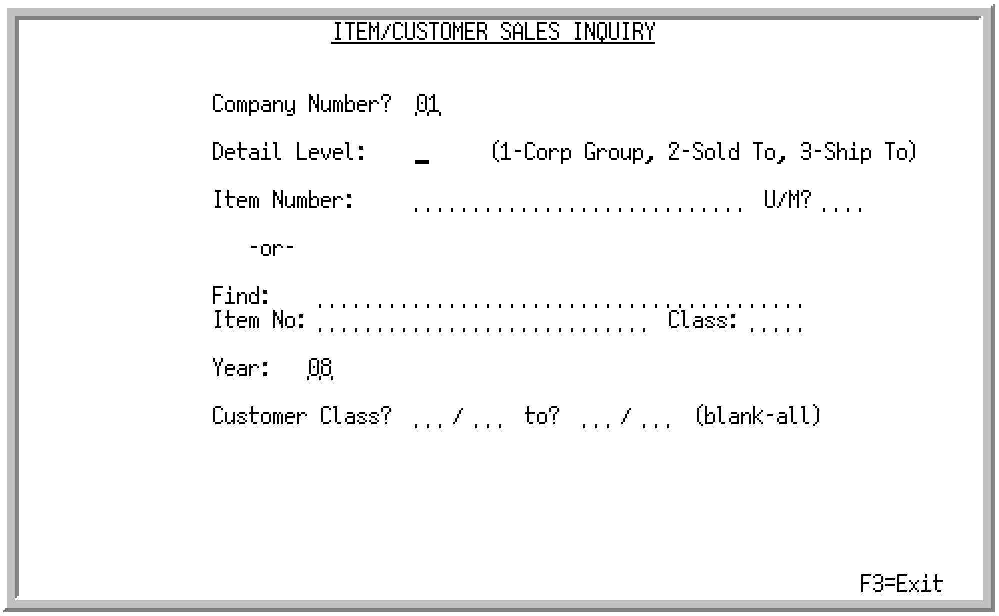
NOTE: Sales Analysis files are updated daily through Day-End Processing (MENU XAMAST). The data displayed in this inquiry is as of the last time that Day-End Processing (MENU XAMAST) was run.

Item/Customer Analysis

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Item/Customer Sales Inquiry Selection Screen	Used to specify the inquiry criteria.
Item/Customer Sales Inquiry Screen	Displays the comparative performance data for the inquiry criteria.
Item/Customer Sales Inquiry Sales Detail Screen	Displays detailed sales data for the inquiry criteria.

Item/Customer Sales Inquiry Selection Screen



This screen appears when you select option 5 - Item/Customer Analysis from MENU SAMAIN.

Use this screen to select inquiry parameters, including one of three levels of detail for the data you want to see.

Item/Customer Sales Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if you have set **Multi Company** in System Options (MENU XAFILE) to Y. Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

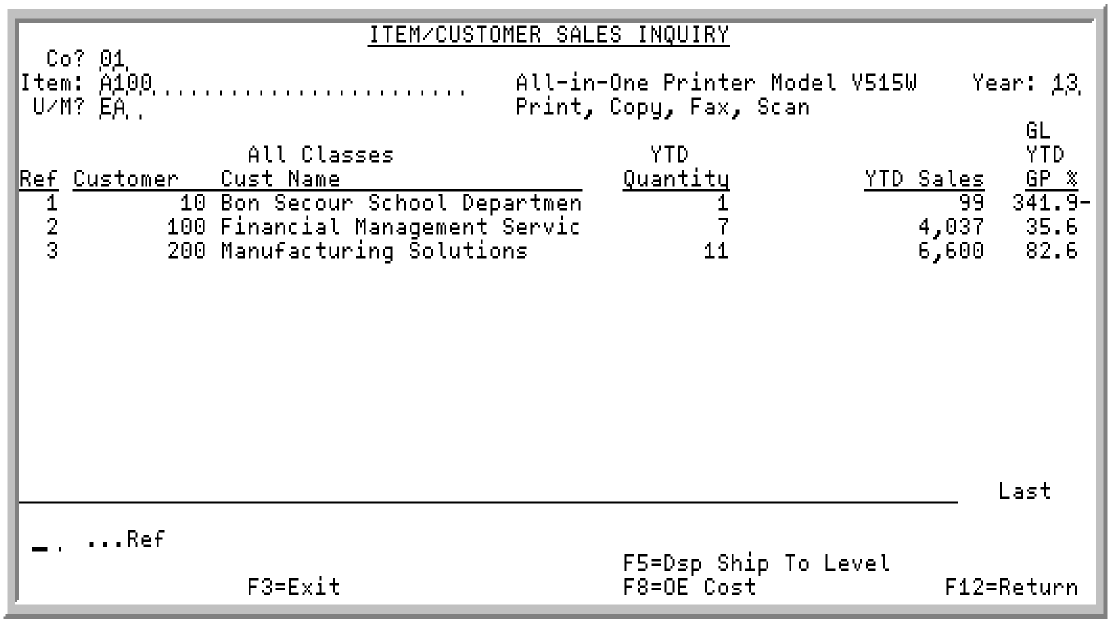
Item/Customer Sales Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Detail Level	Key 1 to display all a company's corporate groups and the sales data associated with each group. Key 2 to display all a company's sold-to names (that is, customer names) and the sales data associated with each sold-to. Key 3 to display all a company's and customer's ship-to addresses and the sales data associated with each ship-to address. (N 1,0) Required
Item Number	Key the number of the item to inquire on through this sales history analysis. If you do not recall the number of an item, use the *Find*/*Item No*/*Class* fields on this screen to display the Item Description Search Screen. *Valid Values:* Any item number that has been defined through Item Master Maintenance (MENU IAFILE), and defined in a warehouse through Item Balance Maintenance (MENU IAFILE) (A 27) Required
U/M	Use this field to enter the unit of measure you want to use to express quantities in this inquiry. Key a unit of measure or leave this field blank to use the item's inquiry unit of measure as defined through Item Master Maintenance (MENU IAFILE). Optional
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional

Item/Customer Sales Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
Year	Key the fiscal year for which sales history will be displayed in this inquiry. *Default Value:* The current Sales Analysis fiscal year, determined by the fiscal periods defined through Sales Analysis Options Maintenance (MENU XAFILE) *Valid Values:* Must be a fiscal year that is equal to or less than the current fiscal year (N 2,0) Required
Customer Class/ Subclass	Key a range of customer classes/sub-classes that contain the customers that will display for the selected item, using from/to ranges. Only customers that have been assigned to the selected customer class/sub-classes will display for the selected item. To select all customers, regardless of customer class, leave these fields blank. (2 @ A 2 / A 2) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.
Enter	Press ENTER to confirm your selections. If you keyed any item search criteria, the Item Description Search Screen will display. Otherwise, the Item/ Customer Sales Inquiry Screen (p. 7-5) will display.

Item/Customer Sales Inquiry Screen



```
                         ITEM/CUSTOMER SALES INQUIRY
  Co? 01
Item: A100........................     All-in-One Printer Model V515W    Year: 13
 U/M? EA                               Print, Copy, Fax, Scan
                                                                             GL
                All Classes                  YTD                             YTD
Ref Customer   Cust Name                  Quantity          YTD Sales       GP %
 1          10 Bon Secour School Departmen        1                 99    341.9-
 2         100 Financial Management Servic        7              4,037     35.6
 3         200 Manufacturing Solutions           11              6,600     82.6

                                                                         Last
 _ .  ...Ref
                                          F5=Dsp Ship To Level
                 F3=Exit                  F8=OE Cost               F12=Return
```

Important

Quantities on this screen that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will display at the bottom of the screen. Changing the unit of measure in the U/M field on the Item/ Customer Sales Inquiry Selection Screen (p. 7-2) may resolve this situation.

This screen varies with the level of detail selected on the Item/Customer Sales Inquiry Selection Screen (p. 7-2). Depending on that selection, it may appear for corporate group, customer, sold-to or ship-to. For each of these, this screen displays sales data for the specified item and fiscal year.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Item/Customer Sales Inquiry Screen Field and Function Keys

Field/Function Key	Description
Selection Criteria	Use these fields to select a different company, item, and/or fiscal year for which sales history will display through this inquiry, or to select a different unit of measure to be used to express quantities in this inquiry. *Default Value:* The company, item, year, and, if any, unit of measure that were specified on the Item/Customer Sales Inquiry Selection Screen (p. 7-2). If no unit of measure was selected on that screen, the inquiry U/M for the item defined through Item Master Maintenance (MENU IAFILE) will display. (N 2,0/A 27/N 2,0/A 3) Required
Ref	These are reference numbers that correspond to the corporate group, sold-to or ship-to displayed on this screen. To access detailed sales data for the specified item and a particular corporate group, sold-to or ship to, key the appropriate reference number in the **...Ref** field at the bottom of the screen. Detailed data will be displayed on the Item/Customer Sales Inquiry Sales Detail Screen (p. 7-10). Display

Item/Customer Sales Inquiry Screen Field and Function Keys

Field/Function Key	Description
Corp Group/Customer/ Ship To	If you selected **Corp Group** on the Item/Customer Sales Inquiry Selection Screen (p. 7-2) as the level of detail, this field displays the corporate group codes for corporate groups of the specified company. The name corresponding to each corporate group code appears immediately to its right, in the **Corp Group Name** field. If you selected **Sold To** on the Item/Customer Sales Inquiry Selection Screen (p. 7-2), this field displays the customer numbers of the specified company. The name corresponding to each customer number appears immediately to its right, in the **Customer Name** field. If you selected Ship To on the Item/Customer Sales Inquiry Selection Screen (p. 7-2), this field displays the customer numbers for a company. The name corresponding to each ship-to appears immediately to its right, in the **Customer Name** field. Note that when you display ship-to data, the F2=CUST NO / F2=SHIP TO NO function key allows you to toggle between displaying customer numbers or ship-to numbers. If you select the ship-to number mode, which normally displays ship-to numbers as well as ship-to addresses, you will discover that, in certain instances, the **Ship To** field does not display a ship-to number. Either of two conditions can cause this to happen: • An order was created without a ship-to number and without a manually keyed ship-to address. In this case, the Ship To field remains blank, and a message, **Name Not Found!**), appears in the **Ship To Name** field. • An order was created without a ship-to number, but with a manually keyed ship-to address. In this case, the **Ship To** field contains a series of asterisks (********), and the **Ship To Name** field displays the Name Not Found! message. Display
YTD Quantity	This column displays the quantity of the item that was sold to each customer during the specified fiscal year. If the fiscal year specified is the current fiscal year, the quantities displayed are from the start of the current fiscal year through the last time that Day-End Processing (MENU XAMAST) was executed. Display
YTD Sales	This column displays the sales revenue generated from each customer who purchased the specified item during the specified fiscal year. If the fiscal year specified is the current fiscal year, the amounts displayed are from the start of the current fiscal year through the last time that Day-End Processing (MENU XAMAST) was executed. Display

Item/Customer Sales Inquiry Screen Field and Function Keys

Field/Function Key	Description
GL or OE YTD GP%	Cost information is displayed only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). The default display is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). This is the gross profit percent (GP%) of sales, based on the GL or OE cost values for the customer, as toggled with the F8=OE COST / F8=GL COST function key. GP% is calculated as ($Profit/$Sales)*100, generated from each customer who purchased the item in the specified fiscal year. If the specified fiscal year is the current fiscal year, the percentages displayed are from the start of the current fiscal year through the last time that Day-End Processing (MENU XAMAST) was executed. Display
...Ref	Key the reference number of the customer, corporate group or ship-to address for which detailed sales analysis history will display on the Item/ Customer Sales Inquiry Sales Detail Screen (p. 7-10). (N 2,0) Optional
F2=Cust No/Ship To No	The F2=CUST NO / F2=SHIP TO NO toggle key appears only if you selected Ship To on the Item/Customer Sales Inquiry Selection Screen (p. 7-2). Use this key to toggle between the customer number and ship-to number for each customer. The fields **Customer** and **Ship To** change accordingly. When you select the ship-to number mode, which normally displays ship-to numbers as well as ship-to addresses, you will discover that, in certain instances, the **Ship To** field does not display a ship-to number. Either of two conditions can cause this to happen: • An order was created without a ship-to number and without a manually keyed ship-to address. In this case, the **Ship To** field remains blank, and a message, **Name Not Found!**, appears in the **Ship To Name** field. • An order was created without a ship-to number, but with a manually keyed ship-to address. In this case, the **Ship To** field contains a series of asterisks (********), and the **Ship To Name** field displays the **Name Not Found!** message.
F3=Exit	Press F3=EXIT to exit from this option. MENU SAMAIN will display.
F4=Cust Name/ F4=Ship To Name	The F4=CUST NAME / F4=SHIP TO NAME toggle key appears only if you selected **Ship To** on the Item/Customer Sales Inquiry Selection Screen (p. 7-2). Use this key to toggle between customer name and ship-to name for each customer.The fields **Customer Name** and **Ship To Name** change accordingly.

Item/Customer Sales Inquiry Screen Field and Function Keys

Field/Function Key	Description
F5=Dsp Ship To Level/ F5=Dsp Sold To Level	This key appears as F5=DSP SHIP TO LEVEL only if you selected **Sold To** on the Item/Customer Sales Inquiry Selection Screen (p. 7-2). Press F5=DSP SHIP TO LEVEL to display sales data for all a company's ship-to numbers and their corresponding ship-to names. This key appears as F5=DSP SOLD TO LEVEL only if you selected **Corp Group** on the Item/Customer Sales Inquiry Selection Screen (p. 7-2). Press F5=DSP SOLD TO LEVEL to display sales data for all a company's sold-to numbers and their corresponding sold-to names.
F8=OE Cost / F8=GL Cost	Press F8=OE COST / F8=GL COST to toggle the Gross Profit Percentage (GP%), based on the Order Entry (OE) or General Ledger (GL) cost values for the customer. The **YTD GP%** field will indicate GL (**GL YTD GP%**) or OE (**OE YTD GP%**) depending on what values you are viewing. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no GP% will be shown on this screen. If a user has authority to only one of the security options, the opposite profit will not be available and therefore this toggle function key to switch back and forth between the two profit values (OE or GL), will not be displayed.
F12=Return	Press F12=RETURN to return to the Item/Customer Sales Inquiry Selection Screen (p. 7-2).
Enter	Press ENTER after keying a reference number in the **...Ref** field. The Item/ Customer Sales Inquiry Sales Detail Screen (p. 7-10) will appear. Press ENTER after keying new values in the **Co**, **Item**, **U/M**, or **Year** fields and this screen will redisplay with the changed data.

Item/Customer Sales Inquiry Sales Detail Screen

```
                          ITEM/CUSTOMER SALES INQUIRY

  A100                             All-in-One Printer Model V515W      Year: 13
                                   Print, Copy, Fax, Scan               U/M? EA
   1/0000000010    Bon Secour School Department

          Quantity                 Sales      GL Cost    GP %        Avg Price
Jan                EA                                                         EA
Feb
Mar          1.000                 99.00       437.49   341.9-       99.00000
Apr
May
Jun
Jly
Aug
Sep
Oct
Nov
Dec
    _______________     _____________ _____________ ______ ______________

Tot          1.000                 99.00       437.49   341.9-       99.00000
                                 F2=Profit    F3=Exit    F8=OE Cost     F12=Return
```

Item/Customer Sales Inquiry Sales Detail Screen Expanded Fields

```
                          ITEM/CUSTOMER SALES INQUIRY

  A100                             All-in-One Printer Model V515W      Year: 13
                                   Print, Copy, Fax, Scan               U/M? EA
   1/0000000010    Bon Secour School Department
  3                Montgomery County School Distr
      Quantity EA                     Sales                GL Cost           GP %
Jan
Feb
Mar          1.000                    99.00                 437.49          341.9-
Apr
May
Jun
Jly
Aug
Sep
Oct
Nov
Dec
    _______________ ____________________ ____________________         ______
Tot                                   99.00                                 341.9-
             1.000                                          437.49
      F2=Profit      F3=Exit      F4=Average Price     F8=OE Cost     F12=Return
```

This screen appears after you press ENTER or F5=DSP SHIP TO LEVEL / F5=DSP SOLD TO LEVEL on the Item/Customer Sales Inquiry Screen (p. 7-5). This screen displays detailed item data for each period of the specified fiscal year.

The appearance of the screen differs slightly depending on if expanded screen mode is being utilized for the application. To control the appearance of expanded versus non-expanded screen mode, refer to Expanded Field Use (MENU XAFIL2) in the Cross Applications User Guide.

Important

Quantities on this screen that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will display at the bottom of the screen. Changing the unit of measure in the *U/M* field on this screen may resolve this situation.

.

Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
Selection Criteria	Use these fields, which appear as header information, to change selection criteria without revisiting the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7). (Note that certain fields may not appear on this screen, depending on which criteria you originally selected.) • **Company number**: This field is displayed only if the **Multi Company** field in System Options Maintenance (MENU XAFILE) is set to Y. • **Customer number** or **Corporate Group code**: The customer or corporate group name shows immediately to the right. • **Ship To**: This field is displayed if you specified customer data or customer and ship-to data. It is not displayed if you specified corporate group data. • **Alt** (Alternate Ship-to): If you keyed 1, Ship-to/sold-to appears to the right. If you keyed 2, Overridden ship-to appears to the right. • **Year**: This field contains the last two digits of the fiscal year for which each period will display sales data. For more information about these fields, refer to the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7). (N 2,0) Optional

Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
U/M	This field displays the unit of measure used to express quantities on this screen. Accept the default or key a different U/M. *Default Value:* The inquiry unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) and displayed on the Customer/Item Sales Inquiry Item Selection Screen (p. 6-7) *Valid Values:* Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 2) Required
Fiscal Periods	Each of the fiscal periods defined for the selected company through Sales Analysis Options Maintenance (MENU XAFILE) are displayed in this column. Sales history information is displayed in the remaining columns for each of the fiscal periods in this column. At the bottom of this column (following the heading *Tot*), the totals for each of the sales history columns display. These are the totals for the selected fiscal year, or the year-to-date totals if the fiscal year selected is the current fiscal year. Display
Quantity	This is the total quantity of the specified items sold to the customer, corporate group, ship-to address or alternate ship-to address in the corresponding month of the fiscal year (see *Year*). The unit of measure in which this quantity is expressed is displayed to the right of the quantity for the first fiscal period. Display
Sales	This is the total amount of sales revenue from sales of the selected item that were made to the customer, corporate group, ship-to address or alternate ship-to address in the corresponding month of the fiscal year. Display

Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
GL Profit / OE Profit GL Cost / OE Cost	The total amount of the **GL Profit/OE Profit** or **GL Cost/OE Cost** for the selected item that was sold to the customer, corporate group, ship-to address or alternate ship-to address in the corresponding month of the fiscal year (see the Year field). **GL Profit/OE Profit** or **GL Cost/OE Cost** is toggled with the F2=COST/F2=PROFIT and F8=GL COST/F8=OE COST function keys. GL or OE Profit is calculated as the total monthly sales revenue minus the total monthly cost of the items sold to this customer, corporate group, ship-to address or alternate ship-to address. The cost for each item is that specified through Item Balance Maintenance (MENU IAFILE); you determine the cost (average, standard, user, last, or commission cost) to be used in profit calculations through Order Entry Options Maintenance (MENU XAFILE). NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Display
GP%	This is the gross profit percent of sales, based on the GL or OE Cost values for the customer, corporate group, ship-to address or alternate ship-to address, as toggled with the F8=GL COST/F8=OE COST function key, calculated as ($Profit/$Sales)*100, for the selected item sold to the specified customer, corporate group, ship-to address or alternate ship-to address for each period of the fiscal year. NOTE: Cost information is displayed for this company only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). Display
Avg Price	This is the average price of the selected item when sold to the customer, corporate group, ship-to address or alternate ship-to address for each period of the fiscal year; calculated as: sales divided by quantity. The unit of measure that this quantity is expressed in is displayed to the right of the quantity for the first fiscal period. NOTE: In non-expanded screen mode, this field displays on the screen. In expanded screen mode, to view this field, use the F4=AVERAGE PRICE/F4=GP% function key. Display

Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
F2=Cost/Profit	NOTE: This function key displays only if a user is an authorized user and has authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This key is used as a toggle to display either the total **GL Cost/OE Cost** or total **GL Profit/OE Profit** for the selected item. The F2=COST/F2=PROFIT toggle key works in conjunction with the F8=OE COST/F8=GL COST toggle key. F2=COST Press to display the total **GL Cost/OE Cost** of items sold for the corresponding time period. F2=PROFIT Press to display the total **GL Profit/OE Profit** of the items for the corresponding time period.
F3=Exit	Press to cancel this option. MENU SAMAIN will display.
F4=Average Price/ F4=GP%	The F4=AVERAGE PRICE/F4=GP% key is used as a toggle to display either the average price of the selected item when sold to the customer, corporate group, ship-to address or alternate ship-to address for each period of the fiscal year, or the total gross profit percent of sales. NOTE: The F4=AVERAGE PRICE/F4=GP% toggle function key displays on this screen in expanded screen mode only.
F8=OE Cost / F8=GL Cost	Press F8=OE COST/F8=GL COST to toggle between the Cost, Profit, and Gross Profit Percentage, based on the Order Entry (OE) or General Ledger (GL) cost values for the customer. The applicable fields change accordingly and the OE cost or GL cost values will be reflected. This function key also works in conjunction with the F2=COST/F2=PROFIT toggle key. Refer to that toggle key for details. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F12=Return	Press F12=RETURN to return to the previous screen.

Customer/Item Sales Detail Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER if you keyed a different year in the **Year** field on this screen. The screen will redisplay the requested information.

CHAPTER 8

Inquiring on Customer Accounts Receivable Status

8

You can inquire on customer sales through the Customer A/R Inquiry option on the Sales Analysis Main Menu (MENU SAMAIN/MENU ARMAIN). Use this option to inquire on the current accounts receivable status for any of your customers. For any customer, you may display any of the following information through this option:

- Summary customer A/R information as defined through Customer/Ship to Master Maintenance (MENU ARFILE)
- Receivable balances and aging information
- Sales information for month-to-date, year-to-date, and last year
- Open invoices for the customer
- Payment history for the customer
- Customer comments (you may enter and review accounts receivable comments for this customer)
- Open and shipped orders for the customer

Refer to Customer A/R Inquiry (MENU ARMAIN) in the Accounts Receivable User Guide for a detailed explanation of this option.

CHAPTER 9

Inquiring on Items

9

You can inquire on item sales through the Item Inquiry option on the Sales Analysis Main Menu (MENU SAMAIN/MENU IAMAIN). Use this option to display detailed item information for all items defined in Distribution A+. Various types of information may be viewed through the use of function keys throughout this option. The base screen from which the different information may be displayed is the Inventory Status Screen. This information is useful as the starting point for investigating questions about your items.

Refer to Item Inquiry (MENU IAMAIN) in the Inventory Accounting User Guide for detailed information about this option.

CHAPTER 10

Printing MTD/YTD Sales Analysis Reports

10

You can print month-to-date and year-to-date sales reports through the MTD/YTD Sales Analysis option on the Sales Analysis Report Menu (MENU SAREPT). A variety of reports may be produced by this option. You select the detail level of the report and the report sequence.

Use this option to analyze the total or detailed month-to-date and year-to-date sales information for:

- territories
- sales representatives defined as the primary sales representative for a customer in Customer/Ship to Master Maintenance (MENU ARFILE), not necessarily the sales representative credited with an order on the Second Order Header Screen of Enter, Change & Ship Orders (MENU OEMAIN)
- customer classes
- customer names
- item classes
- item numbers
- warehouses

Important

Cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

NOTE: The MTD/YTD Sales Analysis Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the report.

MTD/YTD Sales Analysis

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

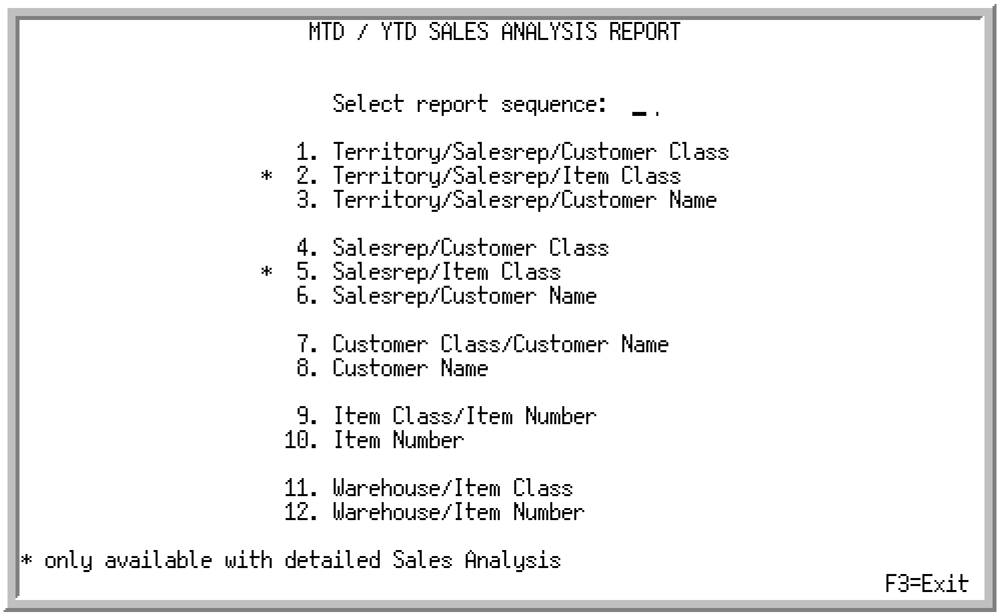
Title	Purpose
MTD/YTD Sales Analysis Report Sequence Screen	Used to select the report sequence.
MTD/YTD Sales Analysis Report Detail Screen	Used to select the lowest level of detail for the report.
MTD/YTD Sales Analysis Report Selection Screen	Used to specify the report criteria.
MTD/YTD Sales Analysis Report Date Screen	Used to specify the date from which sales data will be included in the report.

NOTE: Depending on your report sequence selection on the initial screen, options on other screens vary in detail. For the purpose of this section, each type of report sequence is depicted with the associated screen options.

From this option, many variations of reports may be produced. Because of the diversity of reports that you may print, this section depicts a few versions of reports that you may receive with varying levels of detail. The versions of the reports depicted in this section are based solely on report sequence 1, as selected on the MTD/YTD Sales Analysis Report Sequence Screen (p. 10-3):

- MTD/YTD Sales Analysis Summary - Version 1
- MTD/YTD Sales Analysis Report - Version 1
- MTD/YTD Sales Analysis Summary - Version 2
- MTD/YTD Sales Analysis Report - Version 2
- MTD/YTD Sales Analysis Report - Version 3

MTD/YTD Sales Analysis Report Sequence Screen



```
                         MTD / YTD SALES ANALYSIS REPORT


                           Select report sequence:  _.

                        1. Territory/Salesrep/Customer Class
                     *  2. Territory/Salesrep/Item Class
                        3. Territory/Salesrep/Customer Name

                        4. Salesrep/Customer Class
                     *  5. Salesrep/Item Class
                        6. Salesrep/Customer Name

                        7. Customer Class/Customer Name
                        8. Customer Name

                        9. Item Class/Item Number
                       10. Item Number

                       11. Warehouse/Item Class
                       12. Warehouse/Item Number

* only available with detailed Sales Analysis
                                                                        F3=Exit
```

This is the initial screen that displays after selecting option 1 - MTD/YTD Sales Analysis from MENU SAREPT. Use this screen to select the report sequence.

Depending on the type of report sequence selected here, subsequent screens will display different options for printing.

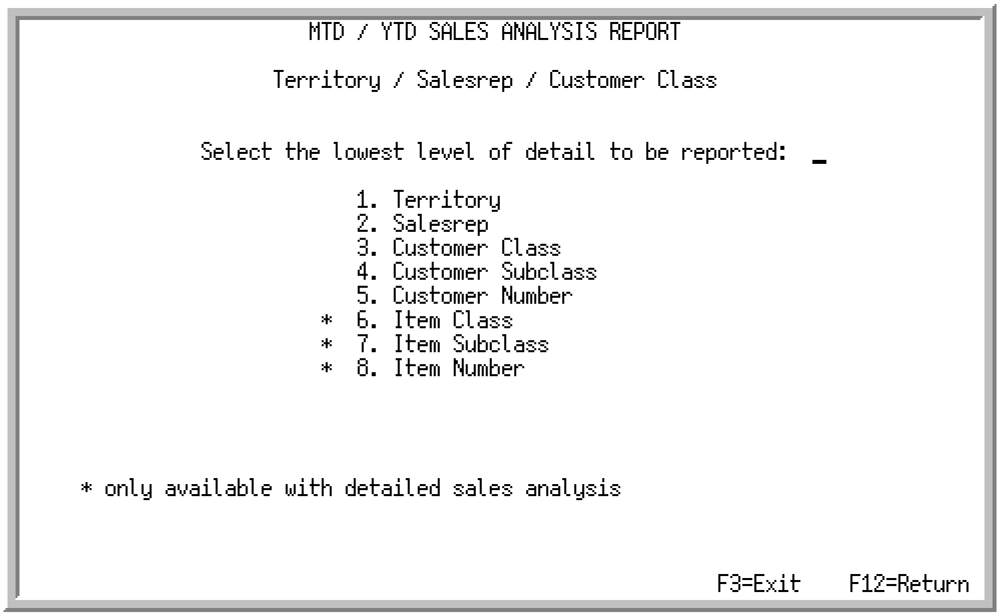
NOTE: When an asterisk (*) precedes an option, it implies that this option is only available with detailed sales analysis. This means that in Sales Analysis Options Maintenance (MENU XAFILE), **Keep detailed Sales Analysis** is Y. Otherwise, you will not be able to produce a report using the option.

.

MTD/YTD Sales Analysis Report Sequence Screen Fields and Function Keys

Field/Function Key	Description
Select report sequence	This field determines the sequence of the report. Options on subsequent screens vary depending on your selection in this field. Key the number that reflects the type of sequence desired for the report. • 1 - Territory / Salesrep / Customer Class • 2 - Territory / Salesrep / Item Class • 3 - Territory / Salesrep / Customer Name • 4 - Salesrep / Customer Class • 5 - Salesrep / Item Class • 6 - Salesrep / Customer Name • 7 - Customer Class / Customer Name • 8 - Customer Name • 9 - Item Class / Item Number • 10 - Item Number • 11 - Warehouse / Item Class • 12 - Warehouse / Item Number (N 2,0) Required
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
Enter	Press ENTER to confirm your report sequence selection. The MTD/YTD Sales Analysis Report Detail Screen (p. 10-5) will display.

MTD/YTD Sales Analysis Report Detail Screen



This screen displays after selecting a report sequence on the MTD/YTD Sales Analysis Report Sequence Screen (p. 10-3). The options on this screen vary depending on the type of sequence selected on the MTD/YTD Sales Analysis Report Sequence Screen (p. 10-3). Each report sequence is listed below.

NOTE: When an asterisk (*) precedes an option, it implies that this option is only available with detailed sales analysis. This means that in Sales Analysis Options Maintenance (MENU XAFILE), **Keep detailed Sales Analysis** is Y. Otherwise, you will not be able to produce a report using this option.

If you selected report sequence

1 (**Territory/Sales Representative/Cust Class**), this screen displays:

- Territory
- Sales Representative
- Customer Class
- Customer Subclass
- Customer Number
- *Item Class
- *Item Subclass
- *Item Number

2 (**Territory/Sales Representative/Item Class**), this screen displays:

- Territory

- Sales Representative
- *Item Class
- *Item Subclass
- *Item Number
- *Customer Class
- *Customer Subclass
- *Customer Number

3 (**Territory/Sales Representative/Customer Name**), this screen displays:

- Territory
- Sales Representative
- Customer Number

4 (**Sales Representative/Customer Class**), this screen displays:

- Sales Representative
- Customer Class
- Customer Subclass
- Customer Number
- *Item Class
- *Item Subclass
- *Item Number

5 (**Sales Representative/Item Class**), this screen displays:

- Sales Representative
- *Item Class
- *Item Subclass
- *Item Number
- *Customer Class
- *Customer Subclass
- *Customer Number

6 (**Sales Representative/Customer Name**), this screen displays:

- Sales Representative
- Customer Number

7 (**Customer Class/Customer Name**), this screen displays:

- Customer Class
- Customer Subclass

- Customer Number
- *Item Class
- *Item Subclass
- *Item Number

8 (**Customer Name**), this screen is bypassed and the MTD/YTD Sales Analysis Report Selection Screen (p. 10-9) will display.

9 (**Item Class/Item Number**), this screen displays

- Item Class
- Item Subclass
- Item Number
- *Customer Class
- *Customer Subclass
- *Customer Number

10 (**Item Number**), this screen displays:

- Item Number
- Warehouse

11 (**Warehouse/Item Class**), this screen displays:

- Warehouse
- Item Class
- Item Subclass
- Item Number

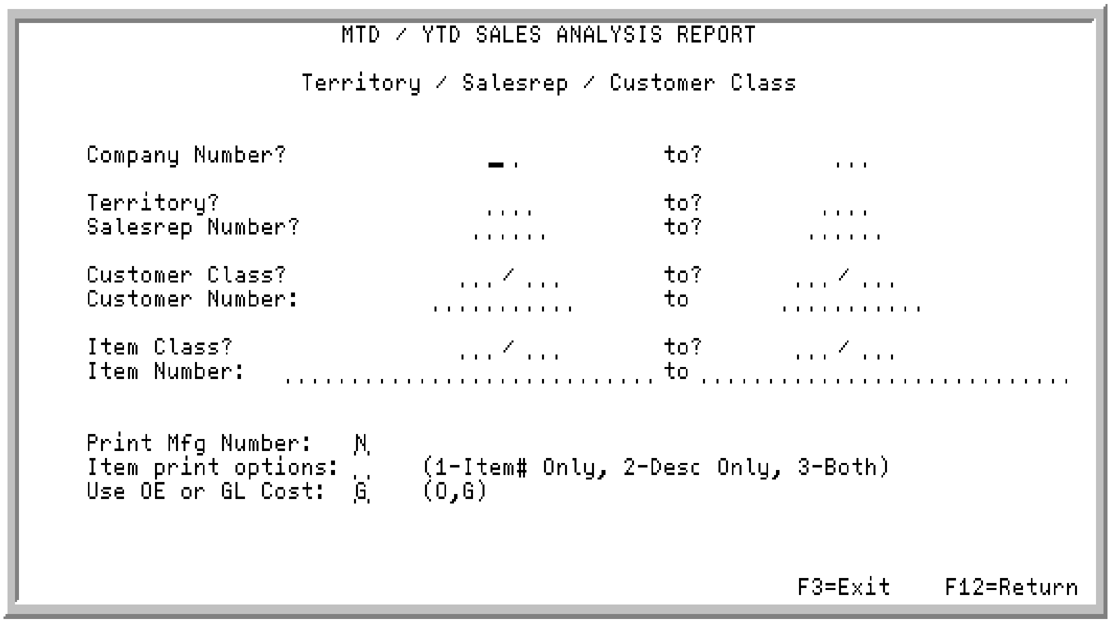
12 (**Warehouse/Item Number**), this screen displays:

- Warehouse
- Item Number

MTD/YTD Sales Analysis Report Detail Screen Fields and Function Keys

Field/Function Key	Description
Select the lowest level of detail to be reported	This field determines the level of detail to be printed on the report. The options that display on this screen vary depending on the type of report sequence selected on the MTD/YTD Sales Analysis Report Sequence Screen (p. 10-3). For example, if you selected report sequence 1 on the MTD/YTD Sales Analysis Report Sequence Screen (p. 10-3), eight options display on this screen. If you key the number 1 (**Territory**) in this field (for the lowest level of detail to be reported), on the next screen, you will be presented with the option to enter criteria for company (if multiple companies exist) and territory ranges only. If you key 5 (**Customer Number**) in this field, you will be able to select criteria for all options up to and including 5, in other words criteria for **Company** (if multiple companies exist), **Territory**, **Sales Representative**, **Customer Class**, **Customer Subclass**, **Customer Number**. Key the number that represents the lowest level of detail to be reported. NOTE: This example applies to each type of report sequence; the options will vary depending on the type of sequence selected. (N 1,0) Required
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
F12=Return	Press F12=RETURN to return to the MTD/YTD Sales Analysis Report Sequence Screen (p. 10-3).
Enter	Press ENTER to confirm your selection. The MTD/YTD Sales Analysis Report Selection Screen (p. 10-9) will display.

MTD/YTD Sales Analysis Report Selection Screen



```
                    MTD / YTD SALES ANALYSIS REPORT

                 Territory / Salesrep / Customer Class

Company Number?                 _.          to?         ...

Territory?                     ....         to?        ....
Salesrep Number?              ......        to?       ......

Customer Class?              .../...        to?      .../...
Customer Number?            ...........     to      ...........

Item Class?                  .../...        to?      .../...
Item Number:   ...........................  to ...........................


Print Mfg Number:   N
Item print options: .    (1-Item# Only, 2-Desc Only, 3-Both)
Use OE or GL Cost:  G    (O,G)


                                            F3=Exit    F12=Return
```

This screen appears after you select the lowest level of detail for your report on the MTD/YTD Sales Analysis Report Detail Screen (p. 10-5).

Use this screen to limit the information to print on the report. The criteria from which you can select is determined by the type of report sequence and level of detail you selected on the previous screens. The fields that appear on this screen will vary based on your selections; however, all fields are explained in this section.

Refer to the Cross Applications User Guide for the rules of keying from/to ranges.

MTD/YTD Sales Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers to print. NOTE: Be sure not to include both 12 period accounting and 13 period accounting companies in the range for printing. If you want data for all companies, but some companies are defined as 12 period accounting and others as 13 period accounting, run separate reports. (2 @ N 2,0) Optional

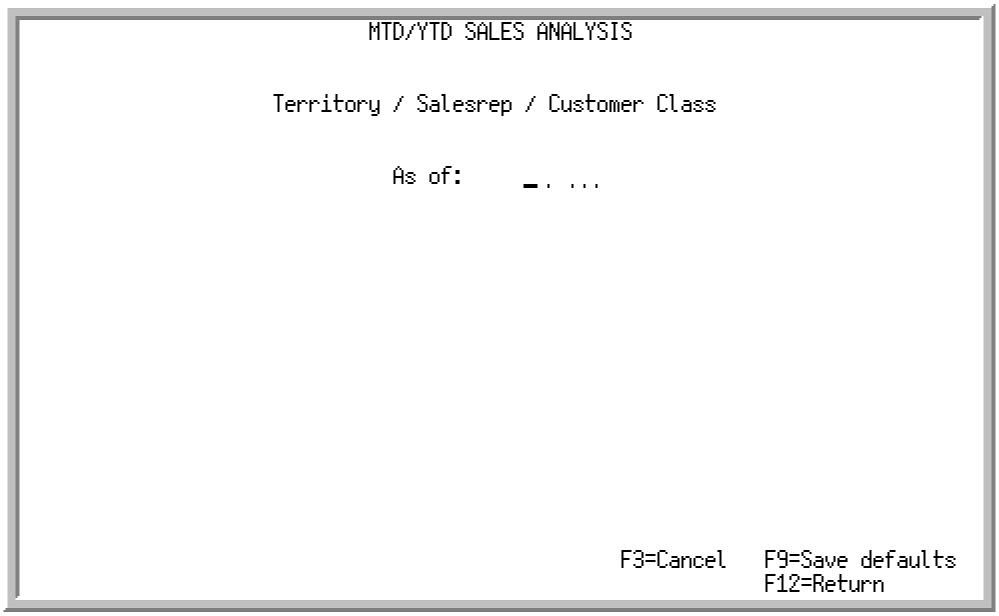
MTD/YTD Sales Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer Class	Key the range of customer classes assigned to the customers to print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2 / A 2) Optional
Customer Number	Key the range of customers to print; defined through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ N 10,0) Optional
Item Class	Key the range of item classes and sub-classes, if any, of the items to print. If the sub-class is left blank, all sub-classes within the item range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE). (2 @ A 2 / A 2) Optional
Item Number	Key the range of item numbers (“our” item numbers) to print; item numbers are defined through Item Master Maintenance (MENU IAFILE). (2 @ A 27) Optional
Salesrep Number	Key the range of primary sales representative numbers to print. Sales representatives are defined through Sales Representative Maintenance (MENU SAFILE) for a company. Primary sales representatives are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE) and are not necessarily the sales representatives that receive credit for an order on the Second Order Header Screen (MENU OEMAIN). (2 @ N 5,0) Optional
Territory	Key the range of territories to which the customers to print are assigned. Territories are defined through Territories Maintenance (MENU SAFILE) for a specific company and are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 3) Optional
Warehouse	Key the range of warehouse numbers in which the items are stocked that you want to print. Warehouses are defined through Warehouse Numbers Maintenance (MENU IAFILE) and are used to stock items through Item Balance Maintenance (MENU IAFILE). (2 @ A 2) Optional

MTD/YTD Sales Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Mfg Number	Key Y to print manufacturers' item numbers on the report. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE). Key N to not additionally print the manufacturers' item numbers on the report. *Default Value:* N (A 1) Required
Item print options	Use this field to determine which characteristic of the item will print. Key 1 to print item number(s) only. Key 2 to print item description(s) only. Key 3 to print both item number(s) and description(s). NOTE: This field displays on this screen only if report sequence 1, 2, 4, 5, 7, 9, 11, or 12 was selected on the MTD/YTD Sales Analysis Report Sequence Screen (p. 10-3), and item classes/numbers are included in the selection for the lowest level of detail on the MTD/YTD Sales Analysis Report Detail Screen (p. 10-5). *Valid Values:* 1, 2, or 3 (N 1,0) Required
Use OE or GL Cost	This field is available only if a user has authority to both the **Display OE Cost and Profit (OE, SA, AR, some PO)** and **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field determines the type of cost to use for the report. The profit and gross profit percentage will be based on the cost you select in this field. Key O to use the OE Cost. Key G to use the GL Cost. *Default Value:* the user's **Default Cost to see** as defined in Authority Profile Maintenance (MENU XASCTY). (A 1) Required
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
F12=Return	Press F12=RETURN to return to the MTD/YTD Sales Analysis Report Detail Screen (p. 10-5).
Enter	Press ENTER to confirm your selections. The MTD/YTD Sales Analysis Report Date Screen (p. 10-12) will display.

MTD/YTD Sales Analysis Report Date Screen



This screen displays after selecting the report criteria on the MTD/YTD Sales Analysis Report Selection Screen (p. 10-9). Use this screen to select the as of date for the report.

MTD/YTD Sales Analysis Report Date Screen Fields and Function Keys

Field/Function Key	Description
As of	The report will print sales that have been posted up to and including this month for this fiscal year. You can select any time frame as long as the data is in the Sales History Files. If you are using 12 period accounting, key the calendar month and year in MM YY format. If you are using 13 period accounting, key the fiscal period and fiscal year, as defined in SA/PO Fiscal Calendar Maintenance (MENU SAFILE), in MM YY format. NOTE: Calendar month or fiscal period is defined for a company through Sales Analysis Options Maintenance (MENU XAFILE). (N 4,0) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU SAREPT.
F9=Save defaults	Press F9=SAVE DEFAULTS to save the selections that you have made on each of the preceding screens and this screen. These selections will be used as the defaults the next time you run this report.

MTD/YTD Sales Analysis Report Date Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the MTD/YTD Sales Analysis Report Selection Screen (p. 10-9).
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

MTD/YTD Sales Analysis Summary - Version 1

```
SA404A   03/14/14  15.55.34                MTD/YTD SALES ANALYSIS SUMMARY     AS OF Nov/13        A4/APDEMO       PAGE:   1
                                                       BY TERRITORY
                                                 01-A & C Office Supply
                                              * Profit and GP% Based on GL Cost *
 All Companies        All Territories        All Salesreps           All Customer Classes          All Customers
                                                                     All Item Classes          All Items
                       *---------------- MONTH TO DATE ------------------*  *----------------- YEAR TO DATE -------------------*
                        Quantity              Sales              Profit  GP %  Quantity             Sales              Profit  GP %
Territory: EUR Europe
                               0                  0                   0    .0          1               23                   5  21.7
Territory: NE  North East
                               0                  0                   0    .0     2,780-       1,900,608-          1,605,452-  84.4
Territory: SE  South East
                               0                  0                   0    .0         43    3,919,306,822       3,919,237,074  99.9
Company: 01 A & C Office Supply
                               0                  0                   0    .0     2,736-    3,917,406,238       3,917,631,628 100.0
```

MTD/YTD Sales Analysis Report - Version 1

```
SA404A   03/14/14  15.55.34                 MTD/YTD SALES ANALYSIS REPORT     AS OF Nov/13        A4/APDEMO       PAGE:   1
                                        BY TERRITORY / SALESREP / CUSTOMER CLASS
                                                 01-A & C Office Supply
                                              * Profit and GP% Based on GL Cost *
 All Companies        All Territories        All Salesreps           All Customer Classes          All Customers
                                                                     All Item Classes          All Items
Territory: EUR Europe
                       *---------------- MONTH TO DATE ------------------*  *----------------- YEAR TO DATE -------------------*
                        Quantity              Sales              Profit  GP %  Quantity             Sales              Profit  GP %
Salesrep:      1 Mike Steele
Cust Class: 70    International Sales
Cust#:         602 Nishimoto Trading
Item Class: 80    Paper Products
Item Subclass: 3  File Folders
Item Number: A520                        EA
Item Desc: File Folders - Red
Mfg. Item Number: XJC8737
                               0                  0                   0    .0          1               23                   5  21.7
                      ----------  ----------------  ----------------  -----  ----------  ----------------  ----------------  -----
Item Subclass: 3  ...Total
                               0                  0                   0    .0          1               23                   5  21.7
Cust#:         602 ...Total
                               0                  0                   0    .0          1               23                   5  21.7
Cust Subclass:    ...Total
                               0                  0                   0    .0          1               23                   5  21.7
Salesrep:      1 ...Total
                               0                  0                   0    .0          1               23                   5  21.7
Territory: EUR .....Total
                               0                  0                   0    .0          1               23                   5  21.7
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

Before each report that prints, a summary will print outlining the information contained on the detailed report, unless 1 is selected as the lowest level of detail to be reported.

This summary prints based on the information selected to generate the MTD/YTD Sales Analysis Report - Version 1 (p. 10-14). It is sequenced by territory, since report sequence 1 was chosen on the MTD/YTD Sales Analysis Report Sequence Screen (p. 10-3). Depending on the report sequence selected, summaries will be sequenced by either sales representative, customer class, customer name, item class, item number, or warehouse.

The MTD/YTD Sales Analysis Report prints following the summary. While many variations of this report may be produced using this option, this particular report sample was produced by selecting:

- Report sequence = 1
- Lowest level of detail to be reported = 8
- All criteria (from and to ranges left blank)
- Print Mfg Number = Y
- Item print options = 3
- Use OE or GL Cost = G

This is the most detail that may be printed for this type of report sequence. The next report shown in this section contains less detail; the last report shown contains the least detail.

An analysis of month-to-date sales versus year-to-date sales is printed for the selected criteria, based on the OE or GL Cost.

This report is sequenced by territory, sales representative, and customer class.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: Only the MTD/YTD Sales Analysis Summary will be exported to Excel .tsv reports.

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MTD/YTD Sales Analysis Summary and Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The sales analysis shown is for this territory, sales representative, customer class, customer sub-class, etc., and based on either the OE Cost or GL Cost, as selected on the MTD/YTD Sales Analysis Report Selection Screen (p. 10-9). NOTE: Sales representatives printed on sales analysis reports are the current primary sales representatives assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE), regardless of the sales representative on the order at the time of the sale. The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.
Report Export Data	Based on the specific report selection criteria, these additional fields will be exported to Excel .tsv reports: **Territory, Territory Description, Sales Rep Number, Sales Rep Name.**
Mfg Item Number	This is the manufacturer's number for the item. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE) and will print on the report if you selected **Y** in the **Print Mfg Number** field on the MTD/YTD Sales Analysis Report Selection Screen (p. 10-9).
MONTH TO DATE Quantity	The total quantity of the item that was ordered month-to-date. The **MTD Quantity** field will be exported to Excel .tsv reports.
MONTH TO DATE Orders	The total number of orders that were processed month-to-date. The **MTD Orders** field will be exported to Excel .tsv reports.
MONTH TO DATE Sales	The total monetary amount of sales revenue generated by this item month-to-date. The **MTD Sales** field will be exported to Excel .tsv reports.
MONTH TO DATE Profit	The total amount of profit attributed to the item month-to-date. This is calculated as: total sales revenue minus total cost of the items sold. The cost of an item is defined in Item Balance Maintenance (MENU IAFILE). The **MTD Profit** field will be exported to Excel .tsv reports.

MTD/YTD Sales Analysis Summary and Report

Report/Listing Fields	Description
MONTH TO DATE GP%	The gross profit percentage of sales. This is calculated as (profit/sales)*100, for selected items month-to-date. The **MTD GP%** field will be exported to Excel .tsv reports.
YEAR TO DATE Quantity	The quantity of each item that was purchased by the customer during the specified fiscal year. If the fiscal year specified is the current year, the quantities displayed are from the start of the current fiscal year through the last time Day-End Processing (MENU XAMAST) was run. The **YTD Quantity** field will be exported to Excel .tsv reports.
YEAR TO DATE Orders	The total number of orders that were processed year-to-date. The **YTD Orders** field will be exported to Excel .tsv reports.
YEAR TO DATE Sales	The sales revenue generated from each item that was sold to the customer during the specified fiscal year. If the fiscal year specified is the current year, the amounts displayed are from the start of the current fiscal year through the last time Day-End Processing (MENU XAMAST) was run. The **YTD Sales** field will be exported to Excel .tsv reports.
YEAR TO DATE Profit	The total profit for the selected item that was sold to the customer during the fiscal year. This is calculated as: total monthly sales revenue minus total monthly cost of items sold to this customer. The **YTD Profit** field will be exported to Excel .tsv reports.
YEAR TO DATE GP%	The gross profit percentage of sales. This is calculated as (profit/sales)*100, for each item sold to the customer in the specified fiscal year. If the fiscal year specified is the current year, the percentages displayed are from the start of the current fiscal year through the last time Day-End Processing (MENU XAMAST) was run. The **YTD GP%** field will be exported to Excel .tsv reports.

MTD/YTD Sales Analysis Summary - Version 2

```
SA404A   03/14/14  16.50.51                 MTD/YTD SALES ANALYSIS SUMMARY     AS OF Nov/13        A4/APDEMO       PAGE:   1
                                                      BY TERRITORY
                                                 01-A & C Office Supply
                                             * Profit and GP% Based on GL Cost *
  All Companies       All Territories        All Salesreps          All Customer Classes
                    *----------------- MONTH TO DATE -----------------*   *----------------- YEAR TO DATE -----------------*
                          Orders              Sales            Profit  GP %      Orders              Sales            Profit  GP %
Territory: EUR Europe
                             0                   0                 0    .0           1                  23                 5  21.7
Territory: NE North East
                             0                   0                 0    .0          29           1,900,608-       1,605,452- 84.4
Territory: SE South East
                             0                   0                 0    .0           3        3,919,306,822     3,919,237,074  99.9
Company: 01 A & C Office Supply
                             0                   0                 0    .0          33        3,917,406,238     3,917,631,628 100.0
```

MTD/YTD Sales Analysis Report - Version 2

```
SA404A   03/14/14  16.50.51                 MTD/YTD SALES ANALYSIS REPORT     AS OF Nov/13        A4/APDEMO       PAGE:   1
                                             BY TERRITORY / SALESREP / CUSTOMER CLASS
                                                 01-A & C Office Supply
                                             * Profit and GP% Based on GL Cost *
  All Companies       All Territories        All Salesreps          All Customer Classes
Territory: EUR Europe
                    *----------------- MONTH TO DATE -----------------*   *----------------- YEAR TO DATE -----------------*
                          Orders              Sales            Profit  GP %      Orders              Sales            Profit  GP %
Salesrep:     1 Mike Steele
Cust Class: 70    International Sales
Cust Subclass:
                             0                   0                 0    .0           1                  23                 5  21.7
                    ----------  ---------------  --------------- -----  ----------  ---------------  --------------- -----
Salesrep:     1 ...Total
                             0                   0                 0    .0           1                  23                 5  21.7
Territory: EUR .....Total
                             0                   0                 0    .0           1                  23                 5  21.7
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL**

Cost and Profit (OE, SA, AR, some PO) application actions in Application Action Authority Maintenance (MENU XASCTY).

Before each report that prints, a summary will print outlining the information contained on the detailed report, unless 1 is selected as the lowest level of detail to be reported.

This summary prints based on the information selected to generate the MTD/YTD Sales Analysis Report - Version 2 (p. 10-18). It is sequenced by territory, since report sequence 1 was chosen on the MTD/YTD Sales Analysis Report Sequence Screen (p. 10-3). Depending on the report sequence selected, summaries will be sequenced by either sales representative, customer class, customer name, item class, item number, or warehouse.

The MTD/YTD Sales Analysis Report prints following the summary. While many variations of this report may be produced using this option, this particular report was produced by selecting:

- Report sequence = 1
- Lowest level of detail to be reported = 4
- All criteria (from and to ranges left blank)
- Use OE or GL Cost = G

NOTE: **Print Mfg Number** and **Item Print Options** are not included as options because the lowest level of detail to be reported was 4; these options display only if item class/number is included in the level of detail.

MTD/YTD Sales Analysis Summary - Version 2 (p. 10-18) contains less detail than the MTD/YTD Sales Analysis Report - Version 1 (p. 10-14). Whereas, the MTD/YTD Sales Analysis Report - Version 1 (p. 10-14) allowed for all selection criteria (the lowest level of detail to be reported was 8), this report was generated using limited criteria (the lowest level of detail to be reported was 4).

An analysis of month-to-date sales versus year-to-date sales is printed for the selected criteria, based on the OE or GL Cost.

Refer to the MTD/YTD Sales Analysis Report - Version 1 (p. 10-14) for an explanation of the fields on this report.

NOTE: This report, unlike MTD/YTD Sales Analysis Report - Version 1 (p. 10-14), prints **Orders** month-to-date and year-to-date instead of **Quantity**. Quantity (sold) will print on a report if item classes and item numbers are printed; otherwise, orders (total number of order that were placed by customers generated by the sales representative) will print.

MTD/YTD Sales Analysis Report - Version 3

```
 SA404A   03/14/14  17.04.26                 MTD/YTD SALES ANALYSIS REPORT     AS OF Nov/13        A4/APDEMO        PAGE:   1
                                                        BY TERRITORY
                                                   01-A & C Office Supply
                                              * Profit and GP% Based on GL Cost *
  All Companies        All Territories
                      *----------------- MONTH TO DATE ------------------*   *------------------ YEAR TO DATE ------------------*
                         Orders             Sales                Profit  GP %      Orders            Sales               Profit  GP %
Territory: EUR Europe
                              0                 0                     0    .0           1               23                    5  21.7
Territory: NE  North East
                              0                 0                     0    .0          29       1,900,608-           1,605,452-  84.4
Territory: SE  South East
                              0                 0                     0    .0           3    3,919,306,822        3,919,237,074  99.9
                     ----------  ----------------  ---------------- -----  ----------  ----------------  ---------------- -----
Company: 01 A & C Office Supply
                              0                 0                     0    .0          33    3,917,406,238        3,917,631,628 100.0
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such situations, these amounts will print in boldface type, and a warning message will print at the top of the report.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This is the last report depicted in this section and the one with the least detail (territories and companies only). This report was produced by selecting:

- Report sequence = 1
- Lowest level of detail to be reported = 1
- All criteria (from and to ranges left blank)
- Use OE or GL Cost = G

NOTE: **Print Mfg Number** and **Item Print Options** are not included as options because the lowest level of detail to be reported was 1; these options display only if item class/number is included in the level of detail.

You may notice that a summary did not precede this report; this is because 1 was selected as the lowest level of detail to be reported. A summary will not print for any of the report sequences if 1 is selected as the lowest level of detail.

This report also indicates if Profit and Gross Profit Percentage (GP%) is based on the GL Cost or OE Cost.

For an explanation of the fields on this report, refer to the MTD/YTD Sales Analysis Report - Version 1 (p. 10-14).

NOTE: This report, unlike, prints **Orders** month-to-date and year-to-date instead of **Quantity**. Quantity (sold) will print on a report if item classes and item numbers are printed; otherwise, orders (total number of order that were placed by customers generated by the sales representative) will print.

CHAPTER 11

Printing Comparative Sales Analysis Reports

11

You can print month-to-date and year-to-date comparative sales reports through the Comparative Sales Analysis option on the Sales Analysis Report Menu (MENU SAREPT). A variety of reports may be produced by this option. You select the detail level of the report and the report sequence.

This report is useful for comparing sales and profit for a specific month and year range versus a different month and year range.

Important

Cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

NOTE: The Comparative Sales Analysis Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the report.

Comparative Sales Analysis

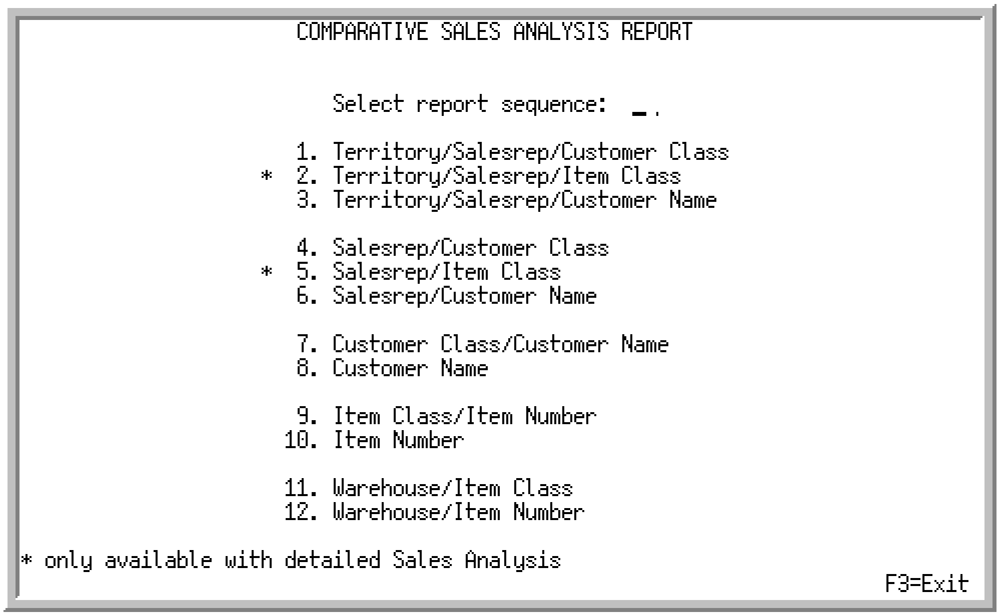
The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Comparative Sales Analysis Report Sequence Screen	Used to select the report sequence.
Comparative Sales Analysis Report Detail Screen	Used to select the lowest level of detail for the report.
Comparative Sales Analysis Report Selection Screen	Used to specify the report criteria.
Comparative Sales Analysis Report Date Screen	Used to specify the date from which sales data will be included in the report.

From this option, many variations of reports may be produced. Because of the diversity of reports that you may print, this section includes a few versions of reports that you may receive with varying levels of detail. The versions of the reports depicted in this section are based solely on report sequence 1, as selected on Comparative Sales Analysis Report Sequence Screen (p. 11-3):

- Comparative Sales Summary - Version 1
- Comparative Sales Report - Version 1
- Comparative Sales Summary - Version 2
- Comparative Sales Report - Version 2
- Comparative Sales Report - Version 3

Comparative Sales Analysis Report Sequence Screen



TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is SA399FM_SEQNCE.

This is the initial screen that displays after selecting option 2 - Comparative Sales Analysis from MENU SAREPT. Use this screen to select the report sequence. Depending on the type of report sequence selected here, subsequent screens will display different options for printing.

NOTE: When an asterisk (*) precedes an option, it implies that this option is only available with detailed sales analysis. This means that in Sales Analysis Options Maintenance (MENU XAFILE), **Keep detailed Sales Analysis** is Y. Otherwise, you will not be able to produce a report using the option.

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Comparative Sales Analysis Report Sequence Screen Fields and Function Keys

Field/Function Key	Description
Select report sequence	This field determines the sequence of the report. Options on subsequent screens vary depending on your selection in this field. Key the number that reflects the type of sequence desired for the report. Key the number that reflects the type of sequence desired for the report. • 1 - Territory / Salesrep / Customer Class • 2 - Territory / Salesrep / Item Class • 3 - Territory / Salesrep / Customer Name • 4 - Salesrep / Customer Class • 5 - Salesrep / Item Class • 6 - Salesrep / Customer Name • 7 - Customer Class / Customer Name • 8 - Customer Name • 9 - Item Class / Item Number • 10 - Item Number • 11 - Warehouse / Item Class • 12 - Warehouse / Item Number (N 1,0 Required)
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
Enter	Press ENTER to confirm your report sequence selection. The Comparative Sales Analysis Report Detail Screen (p. 11-5) will display.

Comparative Sales Analysis Report Detail Screen

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is SA399FM_LOWLVL.

This screen displays after selecting a report sequence on the Comparative Sales Analysis Report Sequence Screen (p. 11-3). The options on this screen vary depending on the type of sequence selected on the Comparative Sales Analysis Report Sequence Screen (p. 11-3). Each report sequence is listed below.

NOTE: When an asterisk (*) precedes an option, it implies that this option is only available with detailed sales analysis. This means that in Sales Analysis Options Maintenance (MENU XAFILE), **Keep detailed Sales Analysis** is Y. Otherwise, you will not be able to produce a report using this option.

If you selected report sequence

1 (**Territory/Sales Representative/Cust Class**), this screen displays:

- Territory
- Sales Representative
- Customer Class
- Customer Subclass
- Customer Number
- *Item Class
- *Item Subclass
- *Item Number

2 (**Territory/Sales Representative/Item Class**), this screen displays:

- Territory
- Sales Representative
- *Item Class
- *Item Subclass
- *Item Number
- *Customer Class
- *Customer Subclass
- *Customer Number

3 (**Territory/Sales Representative/Customer Name**), this screen displays:

- Territory
- Sales Representative
- Customer Number

4 (**Sales Representative/Customer Class**), this screen displays:

- Sales Representative
- Customer Class
- Customer Subclass
- Customer Number
- *Item Class
- *Item Subclass
- *Item Number

5 (**Sales Representative/Item Class**), this screen displays:

- Sales Representative
- *Item Class
- *Item Subclass
- *Item Number
- *Customer Class
- *Customer Subclass
- *Customer Number

6 (**Sales Representative/Customer Name**), this screen displays:

- Sales Representative
- Customer Number

7 (**Customer Class/Customer Name**), this screen displays:

- Customer Class
- Customer Subclass
- Customer Number
- *Item Class
- *Item Subclass
- *Item Number

8 (**Customer Name**), this screen is bypassed and the Comparative Sales Analysis Report Selection Screen (p. 11-9) will display.

9 (**Item Class/Item Number**), this screen displays

- Item Class
- Item Subclass
- Item Number
- *Customer Class
- *Customer Subclass
- *Customer Number

10 (**Item Number**), this screen displays:

- Item Number
- Warehouse

11 (**Warehouse/Item Class**), this screen displays:

- Warehouse
- Item Class
- Item Subclass
- Item Number

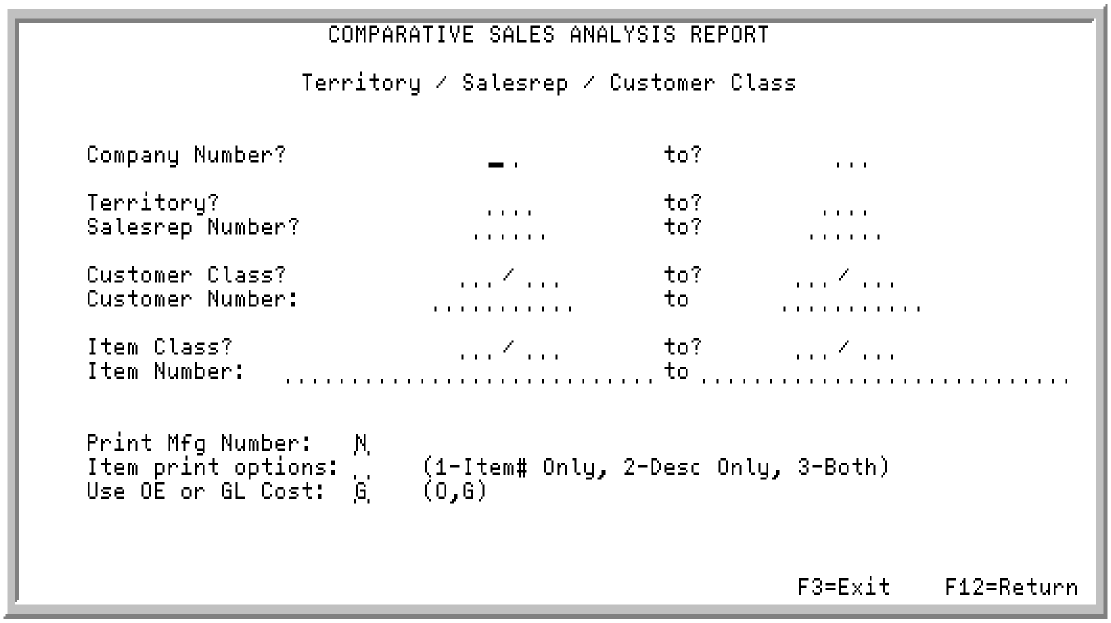
12 (**Warehouse/Item Number**), this screen displays:

- Warehouse
- Item Number

Comparative Sales Analysis Report Detail Screen Fields and Function Keys

Field/Function Key	Description
Select the lowest level of detail to be reported	This field determines the level of detail to be printed on the report. The options that display on this screen vary depending on the type of report sequence selected on the Comparative Sales Analysis Report Sequence Screen (p. 11-3). For example, if you selected report sequence 1 on the Comparative Sales Analysis Report Sequence Screen (p. 11-3), eight options display on this screen. If you key the number 1 (**Territory**) in this field (for the lowest level of detail to be reported), on the next screen, you will be presented with the option to enter criteria for company (if multiple companies exist) and territory ranges only. If you key 5 (**Customer Number**) in this field, you will be able to select criteria for all options up to and including 5, in other words criteria for **Company** (if multiple companies exist), **Territory**, **Sales Representative**, **Customer Class**, **Customer Subclass**, **Customer Number**. NOTE: This example applies to each type of report sequence; the options will vary depending on the type of sequence selected. Key the number that represents the lowest level of detail to be reported. (N 1,0) Required
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
F12=Return	Press F12=RETURN to return to the Comparative Sales Analysis Report Sequence Screen (p. 11-3).
Enter	Press ENTER to confirm your selection. The Comparative Sales Analysis Report Selection Screen (p. 11-9) will display.

Comparative Sales Analysis Report Selection Screen



TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is SA399FM_LIMITS.

This screen appears after you select the lowest level of detail for your report on the Comparative Sales Analysis Report Detail Screen (p. 11-5).

Use the fields on this screen to limit the information to print on the report. The criteria from which you can select is determined by the type of report sequence and level of detail you selected on the previous screens. The fields that appear on this screen will vary based on your selections; however, all options are explained in this section.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Comparative Sales Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers to print. NOTE: Be sure not to include both 12 period accounting and 13 period accounting companies in the range for printing. If you want data for all companies, but some companies are defined as 12 period accounting and others as 13 period accounting, run separate reports. (2 @ N 2,0) Optional
Customer Class	Key the range of customer classes assigned to the customers to print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2 / A 2) Optional
Customer Number	Key the range of customers to print; defined through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ N 10,0) Optional
Item Class	Key the range of item classes and sub-classes, if any, of the items to print. If the sub-class is left blank, all sub-classes within the item range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE). (2 @ A 2 / A 2) Optional
Item Number	Key the range of item numbers (“our” item numbers) to print; item numbers are defined through Item Master Maintenance (MENU IAFILE). (2 @ A 27) Optional
Salesrep Number	Key the range of primary sales representative numbers to print. Sales representatives are defined through Sales Representative Maintenance (MENU SAFILE) for a company. Primary sales representatives are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE) and are not necessarily the sales representatives that receive credit for an order on the Second Order Header Screen (MENU OEMAIN). (2 @ N 5,0) Optional
Territory	Key the range of territories to which the customers to print are assigned. Territories are defined through Territories Maintenance (MENU SAFILE) for a specific company and are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 3) Optional

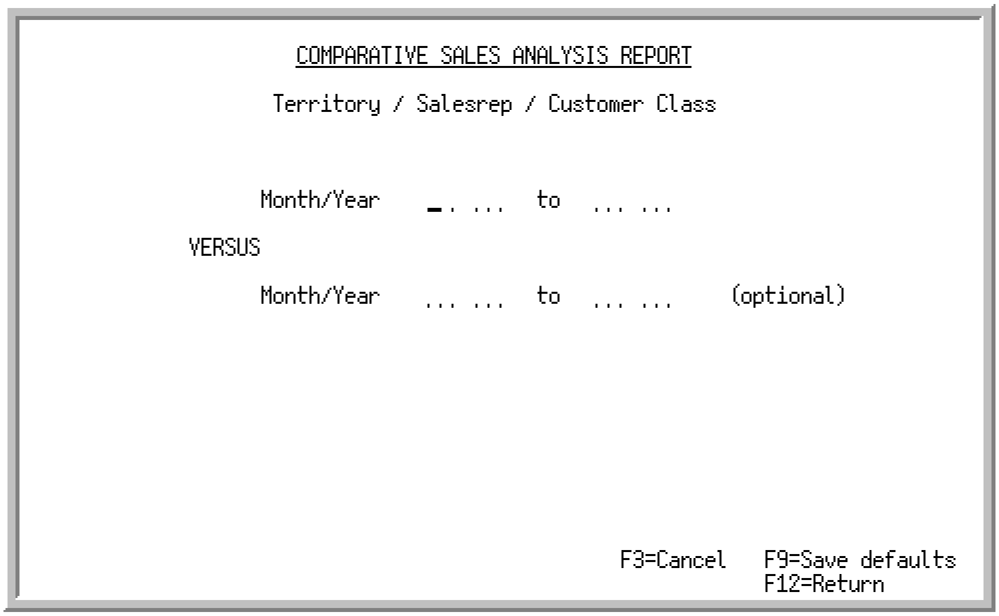
Comparative Sales Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouse numbers in which the items are stocked that you want to print. Warehouses are defined through Warehouse Numbers Maintenance (MENU IAFILE) and are used to stock items through Item Balance Maintenance (MENU IAFILE). (2 @ A 2) Optional
Print Mfg Number	Key Y to print manufacturers' item numbers on the report. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE). Key N to not additionally print the manufacturers' item numbers on the report. *Default Value:* N (A 1) Required
Item print options	Use this field to determine which characteristic of the item will print. Key 1 to print item number(s) only. Key 2 to print item description(s) only. Key 3 to print both item number(s) and description(s). NOTE: This field displays on this screen only if report sequence 1, 2, 4, 5, 7, 9, 11, or 12 was selected on the Comparative Sales Analysis Report Sequence Screen (p. 11-3), and item classes/numbers are included in the selection for the lowest level of detail on the Comparative Sales Analysis Report Detail Screen (p. 11-5). *Valid Values:* 1, 2, or 3 (N 1,0) Required
Use OE or GL Cost	This field is available only if a user has authority to both the **Display OE Cost and Profit (OE, SA, AR, some PO)** and **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field determines the type of cost to use for the report. The profit and gross profit percentage will be based on the cost you select in this field. Key O to use the OE Cost. Key G to use the GL Cost. *Default Value:* the user's **Default Cost to see** as defined in Authority Profile Maintenance (MENU XASCTY). (A 1) Required
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
F12=Return	Press F12=RETURN to return to the Comparative Sales Analysis Report Detail Screen (p. 11-5).

Comparative Sales Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Comparative Sales Analysis Report Date Screen (p. 11-13) will display.

Comparative Sales Analysis Report Date Screen



This screen displays after selecting criteria on the Comparative Sales Analysis Report Selection Screen (p. 11-9). Use this screen to select the dates for the sales analysis comparison.

Comparative Sales Analysis Report Date Screen Fields and Function Keys

Field/Function Key	Description
Month/Year	This is the range of dates to be included on the report. Any time frame can be selected as long as the data is in the Sales History Files. Key the from and to calendar month and year range in the MMYY format, if using 12 period accounting. Key the from and to fiscal period and fiscal year range in the MMYY format, if using 13 period accounting. NOTE: Calendar month or fiscal period is determined through Sales Analysis Options Maintenance (MENU XAFILE). (2 @ N 4,0) Required

Comparative Sales Analysis Report Date Screen Fields and Function Keys

Field/Function Key	Description
Month/Year	This optional field is used to generate information for a second range of dates for comparative purposes. If this field is left blank, sales information is printed for the first month/year range only. Key the from and to calendar month and year range in the MMYY format, if using 12 period accounting. Key the from and to fiscal period and fiscal year in the MMYY format, if using 13 period accounting. NOTE: Calendar month or fiscal period is determined through Sales Analysis Options Maintenance (MENU XAFILE). (2 @ N 4,0) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU SAREPT.
F9=Save defaults	Press F9=SAVE DEFAULTS to save the selections that you have made on each of the preceding screens and this screen. These selections will be used as the defaults the next time you run this report.
F12=Return	Press F12=RETURN to return to the Comparative Sales Analysis Report Selection Screen (p. 11-9).
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

Comparative Sales Summary - Version 1

```
 SA424A   03/14/14  18.07.21                COMPARATIVE SALES SUMMARY                     A4/APDEMO      PAGE:   1
                                          BY TERRITORY / SALESREP / CUSTOMER CLASS
                                                01-A & C Office Supply
                                             * Profit and GP% Based on GL Cost *
  All Companies       All Territories       All Salesreps        All Customer Classes          All Customers
                                                                 All Item Classes           All Items
                                                                Quantity           Sales       GL Cost          Profit   GP%
Territory: EUR Europe                          Nov 12 - Nov 13         1              23            18               5  21.7
Territory: NE  North East                      Nov 12 - Nov 13     2,735-     1,896,733-      294,445-      1,602,288- 84.5
Territory: SE  South East                      Nov 12 - Nov 13        43    3919,306,822        69,748    3919,237,074 100.0
Company: 01 A & C Office Supply                Nov 12 - Nov 13     2,691-   3917,410,113      224,679-    3917,634,792 100.0
```

Comparative Sales Report - Version 1

```
 SA424A   03/14/14  18.07.21                COMPARATIVE SALES REPORT                      A4/APDEMO      PAGE:   1
                                          BY TERRITORY / SALESREP / CUSTOMER CLASS
                                                01-A & C Office Supply
                                             * Profit and GP% Based on GL Cost *
  All Companies       All Territories       All Salesreps        All Customer Classes          All Customers
                                                                 All Item Classes           All Items
Territory: EUR Europe                                           Quantity           Sales       GL Cost          Profit   GP%
Salesrep:     1 Mike Steele
Cust Class: 70    International Sales
Cust Subclass:    International Sales
Cust#:        602 Nishimoto Trading
Item Class: 80    Paper Products
Item Subclass: 3 File Folders
Item Number: A520                       EA     Nov 12 - Nov 13         1              23            18               5  21.7
Item Desc: File Folders - Red
Mfg. Item Number: XJC8737
                                                              ----------   -------------   -------------   ------------- -----
Item Subclass: 3  ...Total                     Nov 12 - Nov 13         1              23            18               5  21.7
Cust#:        602 ...Total                     Nov 12 - Nov 13         1              23            18               5  21.7
Cust Subclass:    ...Total                     Nov 12 - Nov 13         1              23            18               5  21.7
Salesrep:     1 ...Total                       Nov 12 - Nov 13         1              23            18               5  21.7
Territory: EUR .....Total                      Nov 12 - Nov 13         1              23            18               5  21.7
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9’s may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL**

Cost and Profit (OE, SA, AR, some PO) application actions in Application Action Authority Maintenance (MENU XASCTY).

Before each report that prints, a summary will print outlining the information contained on the detailed report, unless 1 is selected as the lowest level of detail to be reported.

This summary prints based on the information selected to generate the The Comparative Sales Report prints following the summary. While many variations of this report may be produced using this option, this particular report was produced by selecting: (p. 11-16). It is sequenced by territory, since report sequence 1 was chosen on the Comparative Sales Analysis Report Sequence Screen (p. 11-3). Other summaries that you may produce will be sequenced by either sales representative, customer class, customer name, item class, item number, or warehouse (depending on the report sequence type chosen).

The Comparative Sales Report prints following the summary. While many variations of this report may be produced using this option, this particular report was produced by selecting:

- **Report sequence** = 1
- **Lowest level of detail to be reported** = 8
- All criteria (from and to ranges left blank)
- **Print Mfg Number** = Y
- **Item print options** = 3
- **Use OE or GL Cost** = G

This is the most detail that may be printed for this type of report sequence. The next report shown in this section contains less detail; the last report shown contains the least detail.

Sales information is printed for a specific month and year range versus a different month and year range for comparative purposes, based on the OE or GL Cost.

NOTE: You must have entered the month and year range in the optional field on the Comparative Sales Analysis Report Date Screen (p. 11-13) in order to compare sales information; otherwise only the month and year range selected in the required field will print.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: Only the Comparative Sales Summary will be exported to Excel .tsv reports.

.

Comparative Sales Summary and Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The sales analysis shown is for this territory, sales representative, customer class, customer sub-class, etc., and based on either the OE Cost or GL Cost, as selected on the Comparative Sales Analysis Report Selection Screen (p. 11-9). NOTE: Sales representatives printed on sales analysis reports are the current primary sales representatives assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE), regardless of the sales representative on the order at the time of the sale. The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.
Report Export Data	Based on the specific report selection criteria, these additional fields will be exported to Excel .tsv reports: **Territory, Territory Description, Sales Rep Number, Sales Rep Name, Period Month Range 1, Period/Month Range 2.**
Mfg Item Number	This is the manufacturer's number for the item. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE) and will print on the report if you selected Y in the **Print Mfg Number** field on the Comparative Sales Analysis Report Selection Screen (p. 11-9).
Month/Year Quantity	The total quantity of the item that was ordered during the specified time period. This information may be compared to a different month and year range, if the optional month and year range was selected. The second line of month and year range prints only if you selected the VERSUS optional month and year range on the Comparative Sales Analysis Report Date Screen (p. 11-13). These fields will be exported to Excel .tsv reports: **Quantity - Range 1, Quantity - Range 2, Quantity Variance, Quantity Variance %**.

Comparative Sales Summary and Report

Report/Listing Fields	Description
Month/Year Orders	The total number of orders that were processed during the specified time period. This information may be compared to a different month and year range, if the optional month and year range was selected. The second line of month and year range prints only if you selected the VERSUS optional month and year range on the Comparative Sales Analysis Report Date Screen (p. 11-13). These fields will be exported to Excel .tsv reports: **Orders - Range 1, Orders - Range 2, Orders Variance, Orders Variance %**.
Month/Year Sales	The total monetary amount of sales revenue generated by this item during the specified time period. This information may be compared to a different month and year range, if the optional month and year range was selected. The second line of month and year range prints only if you selected the VERSUS optional month and year range on the Comparative Sales Analysis Report Date Screen (p. 11-13). These fields will be exported to Excel .tsv reports: **Sales - Range 1, Sales - Range 2, Sales Variance, Sales Variance %**.
Month/Year OE Cost or GL Cost	The OE or GL cost of the item. The cost of an item is defined in Item Balance Maintenance (MENU IAFILE). This information may be compared to a different month and year range, if the optional month and year range was selected. The second line of month and year range prints only if you selected the VERSUS optional month and year range on the Comparative Sales Analysis Report Date Screen (p. 11-13). These fields will be exported to Excel .tsv reports: **Cost - Range 1, Cost - Range 2, Cost Variance, Cost Variance %.**
Month/Year Profit	The total amount of profit attributed to the item during this time period. This is calculated as: total sales revenue minus total cost of the items sold. This information may be compared to a different month and year range, if the optional month and year range was selected. The second line of month and year range prints only if you selected the VERSUS optional month and year range on the Comparative Sales Analysis Report Date Screen (p. 11-13). These fields will be exported to Excel .tsv reports: **Profit - Range 1, Profit - Range 2, Profit Variance, Profit Variance %.**

Comparative Sales Summary and Report

Report/Listing Fields	Description
Month/Year GP%	The gross profit percentage of sales. This is calculated as (1-(cost/ sales))*100, for selected items month-to-date. This information may be compared to a different month and year range, if the optional month and year range was selected. The second line of month and year range prints only if you selected the VERSUS optional month and year range on the Comparative Sales Analysis Report Date Screen (p. 11-13). These fields will be exported to Excel.tsv reports: **Gross Profit - Range 1, Gross Profit - Range 2, Gross Profit Variance, Gross Profit Variance %.**

Comparative Sales Summary - Version 2

```
SA424A   03/14/14  18.16.28              COMPARATIVE SALES SUMMARY                    A4/APDEMO      PAGE:   1
                                      BY TERRITORY / SALESREP / CUSTOMER CLASS
                                             01-A & C Office Supply
                                          * Profit and GP% Based on GL Cost *
  All Companies      All Territories       All Salesreps        All Customer Classes
                                                                  Orders        Sales        GL Cost        Profit   GP%
Territory: EUR Europe                        Nov 12 - Nov 13           1           23           18             5  21.7
Territory: NE  North East                    Nov 12 - Nov 13          31     1,896,733-     294,445-    1,602,288- 84.5
Territory: SE  South East                    Nov 12 - Nov 13           3   3919,306,822      69,748  3919,237,074 100.0
Company: 01 A & C Office Supply              Nov 12 - Nov 13          35   3917,410,113     224,679- 3917,634,792 100.0
```

Comparative Sales Report - Version 2

```
SA424A   03/14/14  18.16.28              COMPARATIVE SALES REPORT                     A4/APDEMO      PAGE:   1
                                      BY TERRITORY / SALESREP / CUSTOMER CLASS
                                             01-A & C Office Supply
                                          * Profit and GP% Based on GL Cost *
  All Companies      All Territories       All Salesreps        All Customer Classes
Territory: EUR Europe                                             Orders        Sales        GL Cost        Profit   GP%
Salesrep:     1 Mike Steele
Cust Class: 70    International Sales
Cust Subclass:    International Sales        Nov 12 - Nov 13           1           23           18             5  21.7
                                                             ........... ............. ............. ............. .....
Salesrep:     1 ...Total                     Nov 12 - Nov 13           1           23           18             5  21.7
Territory: EUR .....Total                    Nov 12 - Nov 13           1           23           18             5  21.7
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

Before each report that prints, a summary will print outlining the information contained on the detailed report, unless 1 is selected as the lowest level of detail to be reported.

This summary prints based on the information selected to generate the Comparative Sales Report - Version 2 (p. 11-20). It is sequenced by territory, since report sequence 1 was chosen on the Comparative Sales Analysis Report Sequence Screen (p. 11-3). Other summaries that you may produce will be sequenced by either sales representative, customer class, customer name, item class, item number, or warehouse (depending on the report sequence type chosen).

The Comparative Sales Report prints following the summary. While many variations of this report may be produced using this option, this particular report was produced by selecting:

- **Report sequence** = 1
- **Lowest level of detail to be reported** = 4
- All criteria (from and to ranges left blank)
- **Use OE or GL Cost** = G

NOTE: **Print Mfg Number** and **Item Print Options** are not included as options because the lowest level of detail to be reported was 4; these options display only if item class/number is included in the level of detail.

The summary contains less detail than the report. Whereas, the report allowed for all selection criteria (the lowest level of detail to be reported was 8), this report was generated using limited criteria (the lowest level of detail to be reported was 4).

Sales information is printed for a specific month and year range versus a different month and year range for comparative purposes, based on the OE Cost or GL Cost. A specific month and year range can only be compared to a different month and year range if you entered the optional month and year range on the Comparative Sales Analysis Report Date Screen (p. 11-13).

Refer to the Comparative Sales Report - Version 1 (p. 11-15) for an explanation of the fields on this report.

NOTE: This report, unlike the Comparative Sales Report - Version 1 (p. 11-15), prints **Orders** instead of **Quantity**. **Quantity** (sold) will print on a report if item classes and item numbers are printed; otherwise, **Orders** (total number of order that were placed by customers generated by the sales representative) will print.

Comparative Sales Report - Version 3

```
 SA424A   03/14/14  18.23.59                    COMPARATIVE SALES REPORT                      A4/APDEMO      PAGE:   1
                                                      BY TERRITORY
                                                  01-A & C Office Supply
                                             * Profit and GP% Based on GL Cost *
  All Companies       All Territories
                                                                    Orders          Sales        GL Cost          Profit   GP%
Territory: EUR Europe                           Nov 12 - Nov 13          1             23             18               5  21.7
Territory: NE  North East                       Nov 12 - Nov 13         31      1,896,733-       294,445-      1,602,288-  84.5
Territory: SE  South East                       Nov 12 - Nov 13          3    3919,306,822         69,748    3919,237,074 100.0
                                                                 ----------  -------------  -------------  -------------- -----
Company: 01 A & C Office Supply                 Nov 12 - Nov 13         35    3917,410,113       224,679-    3917,634,792 100.0
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such situations, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This is the last report depicted in this section and the one with the least detail (territories and companies only). This report was produced by selecting:

- **Report sequence** = 1
- **Lowest level of detail to be reported** = 1
- All criteria (from and to ranges left blank)
- **Use OE or GL Cost** = G

NOTE: **Print Mfg Number** and **Item Print Options** are not included as options because the lowest level of detail to be reported was 1; these options display only if item class/number is included in the level of detail.

A summary did not precede this report because 1 was selected as the lowest level of detail to be reported. A summary will not print for any of the report sequences if 1 is selected as the lowest level of detail.

For an explanation of the fields on this report, refer to Comparative Sales Report - Version 1 (p. 11-15).

NOTE: This report, unlike Comparative Sales Report - Version 1 (p. 11-15), prints **Orders** instead of **Quantity**. **Quantity** (sold) will print on a report if item classes and item numbers are printed; otherwise, **Orders** (total number of order that were placed by customers generated by the sales representative) will print.

CHAPTER 12

Printing Six Month History Reports

12

You can print six month history reports using the Six Month History option on the Sales Analysis Reports Menu (MENU SAREPT). A variety of reports may be produced by this option. You select the detail level of the report and the report sequence desired.

This report is useful for analyzing sales, profits, costs, gross profit percentages, and/or quantities for a selected six month period.

Important

Cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

Six Month History

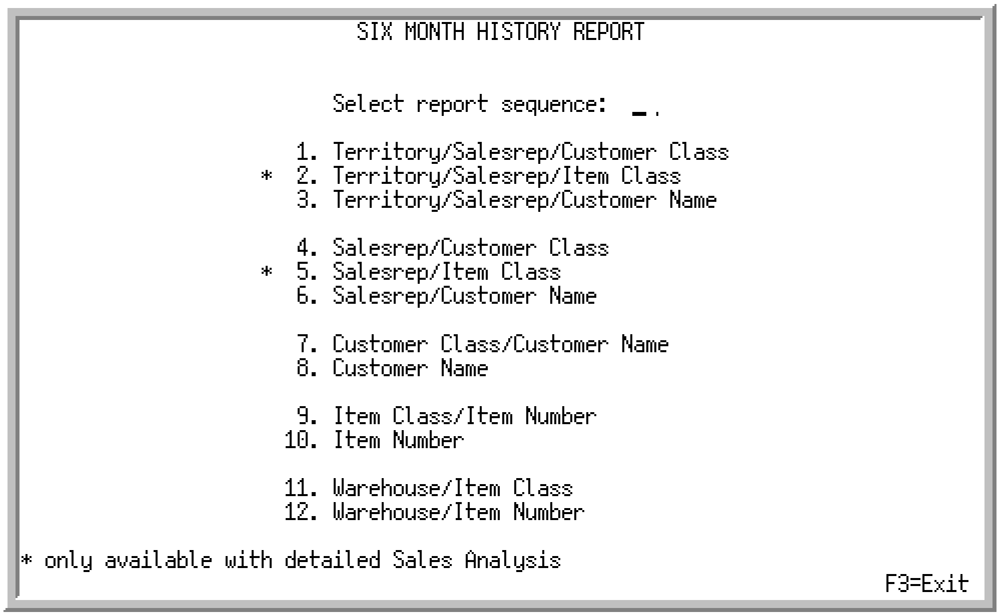
The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Six Month History Report Sequence Screen	Used to select the report sequence.
Six Month History Report Detail Screen	Used to select the lowest level of detail for the report.
Six Month History Report Selection Screen	Used to specify the report criteria.
Six Month History Report Date Screen	Used to specify the date from which sales data will be included in the report.

From this option, many variations of reports may be produced. Because of the diversity of reports that you may print, this section depicts a few versions of reports that you may receive with varying levels of detail. The versions of the reports depicted in this section are based solely on report sequence 1, as selected on the Six Month History Report Sequence Screen (p. 12-3):

- Six Month History Summary - Version 1
- Six Month History Report - Version 1
- Six Month History Summary - Version 2
- Six Month History Report - Version 2
- Six Month History Report - Version 3

Six Month History Report Sequence Screen



TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is SA399FM_SEQNCE.

This is the initial screen that displays after selecting option 3 - Six Month History from MENU SAREPT. Use this screen to select the report sequence.

Depending on the type of report sequence selected here, subsequent screens will display different options for printing.

NOTE: When an asterisk (*) precedes an option, it implies that this option is only available with detailed sales analysis. This means that in Sales Analysis Options Maintenance (MENU XAFILE), **Keep detailed Sales Analysis** is Y. Otherwise, you will not be able to produce a report using the option.

.

Six Month History Report Sequence Screen Fields and Function Keys

Field/Function Key	Description
Select report sequence	This field determines the sequence of the report. Options on subsequent screens vary depending on your selection in this field. Key the number that reflects the type of sequence desired for the report. Key the number that reflects the type of sequence desired for the report. • 1 - Territory / Salesrep / Customer Class • 2 - Territory / Salesrep / Item Class • 3 - Territory / Salesrep / Customer Name • 4 - Salesrep / Customer Class • 5 - Salesrep / Item Class • 6 - Salesrep / Customer Name • 7 - Customer Class / Customer Name • 8 - Customer Name • 9 - Item Class / Item Number • 10 - Item Number • 11 - Warehouse / Item Class • 12 - Warehouse / Item Number (N 1,0) Required
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
Enter	Press ENTER to confirm your report sequence selection. The Six Month History Report Detail Screen (p. 12-5) will display.

Six Month History Report Detail Screen

```
                         SIX MONTH HISTORY REPORT

                  Territory / Salesrep / Customer Class


            Select the lowest level of detail to be reported:  _

                         1. Territory
                         2. Salesrep
                         3. Customer Class
                         4. Customer Subclass
                         5. Customer Number
                      *  6. Item Class
                      *  7. Item Subclass
                      *  8. Item Number




  * only available with detailed sales analysis



                                                    F3=Exit    F12=Return
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is SA399FM_LOWLVL.

This screen displays after selecting a report sequence on the Six Month History Report Sequence Screen (p. 12-3). The options on this screen vary depending on the type of sequence selected on the Six Month History Report Sequence Screen (p. 12-3). Each report sequence is listed below.

NOTE: When an asterisk (*) precedes an option, it implies that this option is only available with detailed sales analysis. This means that in Sales Analysis Options Maintenance (MENU XAFILE), **Keep detailed Sales Analysis** is Y. Otherwise, you will not be able to produce a report using this option.

If you selected report sequence

1 (**Territory/Sales Representative/Cust Class**), this screen displays:

- Territory
- Sales Representative
- Customer Class
- Customer Subclass
- Customer Number
- *Item Class
- *Item Subclass
- *Item Number

2 (**Territory/Sales Representative/Item Class**), this screen displays:

- Territory
- Sales Representative
- *Item Class
- *Item Subclass
- *Item Number
- *Customer Class
- *Customer Subclass
- *Customer Number

3 (**Territory/Sales Representative/Customer Name**), this screen displays:

- Territory
- Sales Representative
- Customer Number

4 (**Sales Representative/Customer Class**), this screen displays:

- Sales Representative
- Customer Class
- Customer Subclass
- Customer Number
- *Item Class
- *Item Subclass
- *Item Number

5 (**Sales Representative/Item Class**), this screen displays:

- Sales Representative
- *Item Class
- *Item Subclass
- *Item Number
- *Customer Class
- *Customer Subclass
- *Customer Number

6 (**Sales Representative/Customer Name**), this screen displays:

- Sales Representative
- Customer Number

7 (**Customer Class/Customer Name**), this screen displays:

- Customer Class

- Customer Subclass
- Customer Number
- *Item Class
- *Item Subclass
- *Item Number

8 (**Customer Name**), this screen is bypassed and the Six Month History Report Selection Screen (p. 12-9) will display.

9 (**Item Class/Item Number**), this screen displays

- Item Class
- Item Subclass
- Item Number
- *Customer Class
- *Customer Subclass
- *Customer Number

10 (**Item Number**), this screen displays:

- Item Number
- Warehouse

11 (**Warehouse/Item Class**), this screen displays:

- Warehouse
- Item Class
- Item Subclass
- Item Number

12 (**Warehouse/Item Number**), this screen displays:

- Warehouse
- Item Number

Six Month History Report Detail Screen Fields and Function Keys

Field/Function Key	Description
Select the lowest level of detail to be reported	This field determines the level of detail to be printed on the report. The options that display on this screen vary depending on the type of report sequence selected on the Six Month History Report Sequence Screen (p. 12-3). For example, if you selected report sequence 1 on the Six Month History Report Sequence Screen (p. 12-3), eight options display on this screen. If you key the number 1 (**Territory**) in this field (for the lowest level of detail to be reported), on the next screen, you will be presented with the option to enter criteria for company (if multiple companies exist) and territory ranges only. If you key 5 (**Customer Number**) in this field, you will be able to select criteria for **Company** (if multiple companies exist), **Territory**, **Sales Representative**, **Customer Class**, **Customer Subclass**, **Customer Number**. NOTE: This example applies to each type of report sequence; the options will vary depending on the type of sequence selected. Key the number that represents the lowest level of detail to be reported. (N 1,0) Required
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
F12=Return	Press F12=RETURN to return to the Six Month History Report Sequence Screen (p. 12-3).
Enter	Press ENTER to confirm your selection. The Six Month History Report Selection Screen (p. 12-9) will display.

Six Month History Report Selection Screen

```
                         SIX MONTH HISTORY REPORT

                  Territory / Salesrep / Customer Class


    Company Number?              ...          to?        ...

    Territory?                   ....         to?       ....
    Salesrep Number?            ......        to?      ......

    Customer Class?            .../...        to?     .../...
    Customer Number:          ...........     to     ...........

    Item Class?                .../...        to?     .../...
    Item Number:   ...........................to...........................


    Print Mfg Number:   N
    Item print options: _    (1-Item# Only, 2-Desc Only, 3-Both)
    Use OE or GL Cost:  G    (O,G)


                                                  F3=Exit    F12=Return
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is SA399FM_LIMITS.

This screen appears after you select the lowest level of detail for your report on the Six Month History Report Detail Screen (p. 12-5). Use the fields on this screen to limit the information to print on the report. The criteria from which you can select is determined by the type of report sequence and level of detail you selected on the previous screens. The fields that appear on this screen will vary based on your selections; however, all options are explained in this section.

Six Month History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the range of company numbers to print (this field displays only if Distribution A+ is tailored to use multiple companies). NOTE: Be sure not to include both 12 period accounting and 13 period accounting companies in the range for printing. If you want data for all companies, but some companies are defined as 12 period accounting and others as 13 period accounting, run separate reports. (2 @ N 2,0) Optional

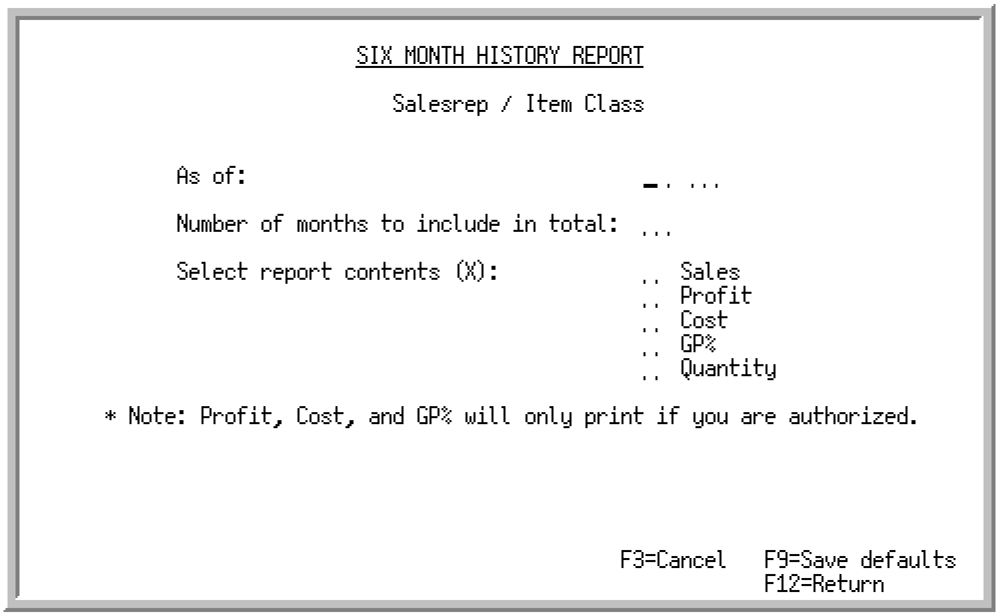
Six Month History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer Class	Key the range of customer classes assigned to the customers to print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A2 / A2) Optional
Customer Number	Key the range of customers to print; defined through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ N 10,0) Optional
Item Class	Key the range of item classes and sub-classes, if any, of the items to print. If the sub-class is left blank, all sub-classes within the item range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE). (2 @ A2 / A2) Optional
Item Number	Key the range of item numbers (“our” item numbers) to print; item numbers are defined through Item Master Maintenance (MENU IAFILE). (2 @ A 27) Optional
Salesrep Number	Key the range of primary sales representative numbers to print. Sales representatives are defined through Sales Representative Maintenance (MENU SAFILE) for a company. Primary sales representatives are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE) and are not necessarily the sales representatives that receive credit for an order on the Second Order Header Screen (MENU OEMAIN). (2 @ N 5,0) Optional
Territory	Key the range of territories to which the customers to print are assigned. Territories are defined through Territories Maintenance (MENU SAFILE) for a specific company and are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 3) Optional
Warehouse	Key the range of warehouse numbers in which the items are stocked that you want to print. Warehouses are defined through Warehouse Numbers Maintenance (MENU IAFILE) and are used to stock items through Item Balance Maintenance (MENU IAFILE). (2 @ A 2) Optional
Print Mfg Number	Key Y to print manufacturers’ item numbers on the report. Manufacturers’ item numbers are defined through Item Master Maintenance (MENU IAFILE). (A 1) Required

Six Month History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Item print options	Use this field to determine which characteristic of the item will print. Key 1 to print item number(s) only. Key 2 to print item description(s) only. Key 3 to print both item number(s) and description(s). NOTE: This field displays on this screen only if report sequence 1, 2, 4, 5, 7, 9, 11, or 12 was selected on the Six Month History Report Sequence Screen (p. 12-3), and item classes/numbers are included in the selection for the lowest level of detail on the Six Month History Report Detail Screen (p. 12-5). (N 1,0) Required
Use OE or GL Cost	This field is available only if a user has authority to both the **Display OE Cost and Profit (OE, SA, AR, some PO)** and **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field determines the type of cost to use for the report. The profit and gross profit percentage will be based on the cost you select in this field. Key O to use the OE Cost. Key G to use the GL Cost. *Default Value:* the user's **Default Cost to see** as defined in Authority Profile Maintenance (MENU XASCTY). (A 1) Required
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
F12=Return	Press F12=RETURN to return to the Six Month History Report Detail Screen (p. 12-5).
Enter	Press ENTER to confirm your selections. The Six Month History Report Date Screen (p. 12-12) will display.

Six Month History Report Date Screen



This screen displays after selecting criteria on the Six Month History Report Selection Screen (p. 12-9) that you want to print on the report. Use this screen to select the as of date and contents of the report.

Six Month History Report Date Screen Fields and Function Keys

Field/Function Key	Description
As of	The date entered here determines the history to print. History is printed for the month and year entered here and the five previous months. Any date can be selected as long as the data is in the Sales History Files. Key the calendar month and year, using MMYY format, if using 12 period accounting. Key the fiscal period and fiscal year using MMYY format, if using 13 period accounting. NOTE: Calendar month or fiscal period is defined for a company through Sales Analysis Options Maintenance (MENU XAFILE). (N 4,0) Required

Six Month History Report Date Screen Fields and Function Keys

Field/Function Key	Description
Number of months to include in total	This field determines the number of months to be included in the total column. Key the desired number of months to be included in this total. For example, if the **As of** date is 01 11, and 2 is entered in this field, the report will print columns Aug 10, Sep 10, Oct 10, Nov 10, Dec 10, and Jan 11 (encompassing 6 months history); the total column will print totals reflecting Dec of 2010 and Jan of 2011 (including the as of date and 1 month preceding). (N 2,0) Required
Select report contents (X)	Use this field to insert an X next to any or all categories displayed. Each category represents an additional row on the report. Key an X next to each category that you want to print on the report. *Valid Values:* An X is required in at least one of the categories (A 1) Required/Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU SAREPT.
F9=Save Defaults	Press F9=SAVE DEFAULTS to save the selections that you have made on each of the preceding screens and this screen. These selections will be used as the defaults the next time you run this report.
F12=Return	Press F12=RETURN to return to the Six Month History Report Selection Screen (p. 12-9).
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

Six Month History Summary - Version 1

```
SA464A   03/17/14  11.49.35                SIX MONTH HISTORY SUMMARY                          AG/APDEMO      PAGE:   1
                                      BY TERRITORY / SALESREP / CUSTOMER CLASS
                                              01-A & C Office Supply
                                    * Cost, Profit and/or GP% Based on GL Cost *
  All Companies        All Territories      All Salesreps         All Customer Classes          All Customers
                                                                  All Item Classes          All Items
```

		Oct 11-Nov 12	Jun 12	Jly 12	Aug 12	Sep 12	Oct 12	Nov 12
Territory: EUR Europe	Sls	156						
	Cst	65						
	Prf	91						
	Qty	18						
	GP%	58.3						
Territory: NC North Central	Sls	22,583						
	Cst	12,748						
	Prf	9,835						
	Qty	1,105						
	GP%	43.5						
Territory: NE North East	Sls	532,064	2,473	3,020	3,020	4,632	812	2,875
	Cst	217,282	457	565	565	914	179	526
	Prf	314,782	2,016	2,455	2,455	3,718	633	2,349
	Qty	30,599	63	40	40	126	13	27
	GP%	59.1	81.5	81.2	81.2	80.2	77.9	81.7
Territory: SC South Central	Sls	61,788						
	Cst	29,196						
	Prf	32,592						
	Qty	3,526						
	GP%	52.7						
Territory: SE South East	Sls	171,439						
	Cst	86,699						
	Prf	84,740						
	Qty	10,898						
	GP%	49.4						

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

Before each report that prints, a summary will print outlining the information contained on the detailed report, unless 1 is selected as the lowest level of detail to be reported.

This summary prints based on the information selected to generate the Six Month History Report - Version 1 (p. 12-16). It is sequenced by territory, since report sequence 1 was chosen on the Six Month History Report Sequence Screen (p. 12-3). Depending on the report sequence selected, summaries will be sequenced by either sales representative, customer class, customer name, item class, item number, or warehouse.

Refer to the Six Month History Report - Version 1 (p. 12-16) for an explanation of the fields on this summary.

Six Month History Report - Version 1

```
 SA464A   03/17/14  11.49.35                   SIX MONTH HISTORY REPORT                       AG/APDEMO      PAGE:   1
                                           BY TERRITORY / SALESREP / CUSTOMER CLASS
                                                   01-A & C Office Supply
                                             * Cost, Profit and/or GP% Based on GL Cost *
  All Companies       All Territories             All Salesreps          All Customer Classes          All Customers
                                                                         All Item Classes          All Items
Territory: EUR Europe                                          Oct 11-
                                                               Nov 12     Jun 12     Jly 12     Aug 12     Sep 12     Oct 12     Nov 12
Salesrep:      1 Mike Steele                        Sls
Cust Class: 70    International Sales                              8
Cust#:         602 Nishimoto Trading                Cst
Item Class: 90    Office Tools                                     2
Item Number: A402                            EA     Prf
Item Desc: Phillips Head Screwdriver                               6
Mfg. Item Number: ZT-117                            Qty            3
                                                    GP%         75.0
Item Number: A404                            EA     Sls
Item Desc: Slip-joint Pliers                                      16
Mfg. Item Number: CJ-1000                           Cst
                                                                   6
                                                    Prf
                                                                  10
                                                    Qty            4
                                                    GP%         62.5
                                                          ---------- ---------- ---------- ---------- ---------- ---------- ---------
Item Subclass:    ...Total                          Sls
                                                                  23
                                                    Cst
                                                                   8
                                                    Prf
                                                                  15
                                                    Qty            7
                                                    GP%         65.2
Cust#:         602 ...Total                         Sls
                                                                  23
                                                    Cst
                                                                   8
                                                    Prf
                                                                  15
                                                    Qty            7
                                                    GP%         65.2
                                                       * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
Cust#:         601 Roman Holiday Travel Service     Sls
Item Class: 30    Toner                                           75
Item Number: A200                            EA     Cst
Item Desc: Sharp Copier Toner Developer                           27
Mfg. Item Number: AR200TD                           Prf
                                                                  48
                                                    Qty            5
                                                    GP%         64.0
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This report prints following the summary. While many variations of this report may be produced using this option, this particular report was produced by selecting:

- Report sequence = 1
- Lowest level of detail to be reported = 8

- All criteria (from and to ranges left blank)
- Print Mfg Number = Y
- Item print options = 3
- Use OE or GL Cost = G

This is the most detail that may be printed for this type of report sequence. The next report shown in this section contains less detail; the last report shown contains the least detail.

Six months of history prints showing sales, costs, profits, quantities, and/or gross profit percentages. This report is sequenced by territory, sales representative, and customer class.

Six Month History Report - Version 1

Report/Listing Fields	Description
Report Selection Criteria	The six months of history shown is for this territory, sales representative, customer class, customer sub-class, etc., as selected on the Six Month History Report Selection Screen (p. 12-9). NOTE: Sales representatives printed on sales analysis reports are the current primary sales representatives assigned to the customer through Customer/Ship to Master Maintenance (MENU IAFILE), regardless of the sales representative on the order at the time of the sale.
Report Contents	This column prints information for sales, costs, profits, quantities, and/or gross profit percentages. You selected the contents of this report on the Six Month History Report Date Screen (p. 12-12) by placing an X next to the desired category or categories. This report also indicates if Cost, Profit and/or Gross Profit Percentage (GP%) is based on the GL Cost or OE Cost.
Total	Totals print for the number of months specified on the Six Month History Report Date Screen (p. 12-12).
History	Sales history is printed for the displayed category or categories for the six month period you selected on the Six Month History Report Date Screen (p. 12-12).
Mfg Item Number	This is the manufacturer's number for the item. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE) and will print on the report if you selected Y in the **Print Mfg Number** field on the Six Month History Report Selection Screen (p. 12-9). NOTE: The report image on the previous page lacks sufficient space to display this number. It will print below the item description.

Six Month History Summary - Version 2

SA464A 03/17/14 12.19.00 SIX MONTH HISTORY SUMMARY AG/APDEMO PAGE: 1
BY TERRITORY / SALESREP / CUSTOMER CLASS
01-A & C Office Supply
* Cost, Profit and/or GP% Based on GL Cost *
All Companies All Territories All Salesreps All Customer Classes

		Oct 11-Nov 12	Jun 12	Jly 12	Aug 12	Sep 12	Oct 12	Nov 12
Territory: EUR Europe	Sls	156						
	Cst	65						
	Prf	91						
	Ord	5						
	GP%	58.3						
Territory: NC North Central	Sls	22,583						
	Cst	12,748						
	Prf	9,835						
	Ord	6						
	GP%	43.5						
Territory: NE North East	Sls	532,064	2,473	3,020	3,020	4,632	812	2,875
	Cst	217,282	457	565	565	914	179	526
	Prf	314,782	2,016	2,455	2,455	3,718	633	2,349
	Ord	138	1	1	1	1	1	1
	GP%	59.1	81.5	81.2	81.2	80.2	77.9	81.7
Territory: SC South Central	Sls	61,788						
	Cst	29,196						
	Prf	32,592						
	Ord	33						
	GP%	52.7						
Territory: SE South East	Sls	171,439						
	Cst	86,699						
	Prf	84,740						
	Ord	31						
	GP%	49.4						

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

Before each report that prints, a summary will print outlining the information contained on the detailed report, unless 1 is selected as the lowest level of detail to be reported.

This summary prints based on the information selected to generate the Six Month History Report - Version 2 (p. 12-20). It is sequenced by territory, since report sequence 1 was chosen on the Six Month History Report Sequence Screen (p. 12-3). Depending on the report sequence selected, summaries will be sequenced by either sales representative, customer class, customer name, item class, item number, or warehouse.

Refer to the Six Month History Report - Version 2 (p. 12-20) for an explanation of the fields on this summary.

Six Month History Report - Version 2

```
 SA464A   03/17/14  12.19.00                   SIX MONTH HISTORY REPORT                        AG/APDEMO       PAGE:   1
                                          BY TERRITORY / SALESREP / CUSTOMER CLASS
                                                  01-A & C Office Supply
                                             * Cost, Profit and/or GP% Based on GL Cost *
  All Companies       All Territories           All Salesreps           All Customer Classes
Territory: EUR Europe                                   Oct 11-
                                                        Nov 12     Jun 12     Jly 12     Aug 12     Sep 12     Oct 12     Nov 12
Salesrep:     1 Mike Steele                        Sls
Cust Class: 70    International Sales                      117
Cust Subclass:                                     Cst
                                                            48
                                                   Prf
                                                            69
                                                   Ord       2
                                                   GP%     58.9
                                                     ---------- ---------- ---------- ---------- ---------- ---------- ----------
Salesrep:     1 ...Total                           Sls
                                                           117
                                                   Cst
                                                            48
                                                   Prf
                                                            69
                                                   Ord       2
                                                   GP%     58.9
                                                   * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
Salesrep:     3 Steven Jones                       Sls
Cust Class: 70    International Sales                       38
                                                   Cst
                                                            16
                                                   Prf
                                                            22
                                                   Ord       3
                                                   GP%     57.8
                                                     ---------- ---------- ---------- ---------- ---------- ---------- ----------
Salesrep:     3 ...Total                           Sls
                                                            38
                                                   Cst
                                                            16
                                                   Prf
                                                            22
                                                   Ord       3
                                                   GP%     57.8
Territory: EUR .....Total                          Sls
                                                           156
                                                   Cst
                                                            65
                                                   Prf
                                                            91
                                                   Ord       5
                                                   GP%     58.3
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This report prints following the summary. While many variations of this report may be produced using this option, this particular report was produced by selecting:

- Report sequence = 1
- Lowest level of detail to be reported = 4

- All criteria (from and to ranges left blank)
- Use OE or GL Cost = G

NOTE: **Print Mfg Number** and **Item Print Options** are not included as options because the lowest level of detail to be reported was 4; these options display only if item class/number is included in the level of detail.

This report contains less detail than the preceding report. Whereas, the Six Month History Report - Version 1 (p. 12-16) allowed for all selection criteria (the lowest level of detail to be reported was 8), this report was generated using limited criteria (the lowest level of detail to be reported was 4).

Refer to the Six Month History Report - Version 1 (p. 12-16) for an explanation of the fields on this report.

Six Month History Report - Version 3

SA464A 03/17/14 12.40.35 SIX MONTH HISTORY REPORT AG/APDEMO PAGE: 1
BY TERRITORY
01-A & C Office Supply
* Cost, Profit and/or GP% Based on GL Cost *

All Companies All Territories

		Oct 11-Nov 12	Jun 12	Jly 12	Aug 12	Sep 12	Oct 12	Nov 12
Territory: EUR Europe	Sls	156						
	Cst	65						
	Prf	91						
	Ord	5						
	GP%	58.3						
Territory: NC North Central	Sls	22,583						
	Cst	12,748						
	Prf	9,835						
	Ord	6						
	GP%	43.5						
Territory: NE North East	Sls	532,064	2,473	3,020	3,020	4,632	812	2,875
	Cst	217,282	457	565	565	914	179	526
	Prf	314,782	2,016	2,455	2,455	3,718	633	2,349
	Ord	138	1	1	1	1	1	1
	GP%	59.1	81.5	81.2	81.2	80.2	77.9	81.7
Territory: SC South Central	Sls	61,788						
	Cst	29,196						
	Prf	32,592						
	Ord	33						
	GP%	52.7						
Territory: SE South East	Sls	171,439						
	Cst	86,699						
	Prf	84,740						
	Ord	31						
	GP%	49.4						

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This is the last report depicted in this section and the one with the least detail (territories and companies only). This report was produced by selecting:

- Report sequence = 1
- Lowest level of detail to be reported = 1
- All criteria (from and to ranges left blank)

- Use OE or GL Cost = G

NOTE: **Print Mfg Number** and **Item Print Options** are not included as options because the Lowest level of detail to be reported was 1; these options display only if item class/number is included in the level of detail.

You may notice that a summary did not precede this report; this is because 1 was selected as the lowest level of detail to be reported. A summary will not print for any of the report sequences if 1 is selected as the lowest level of detail.

For an explanation of the fields on this report, refer to the Six Month History Report - Version 1 (p. 12-16).

CHAPTER 13

Printing Customer Ranking Reports 13

You can print customer ranking reports through the Customer Ranking Report option on the Sales Analysis Report Menu (MENU SAREPT). Customers are ranked based on either this year's or last year's information in any one of the following areas:

- sales
- cost
- profit
- number of orders

Customers with the highest values in any one of the above areas are printed first and can be compared to the customer's sales, cost, profit, or number of orders for this year and last year.

This report is helpful when trying to:

- determine a customer's ranking of sales, profit, cost, or quantity sold for either this year or last year.
- compare a customer's sales, cost, profit, or number of orders.
- determine a customer's percent of total sales, cost, profit, or number of orders based on the other customers included in the ranking.
- compare a customer's rank in sales, cost, profit, or number of orders between this year and last year.

Important

Cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

NOTE: The Customer Ranking Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Customer Ranking Report

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Customer Ranking Report Screen	Used to specify the report criteria.
Customer Ranking Report	Lists customers in ranked order based on selection criteria.

Customer Ranking Report Screen

```
                          CUSTOMER RANKING REPORT

   Rank based on:  _  (1-This year, 2-Last year)

   Rank options:    Rank on:  ..       (1-Sales, 2-Cost, 3-Profit,
                    Print:    ..        4-Number of orders)

   Print all customers ranked 1 through: ..... (blank-all)

   Use OE or GL Cost:  G  (O,G)   * only if Rank Option 2-Cost or 3-Profit

                Company?          ...        to?      ...
                Class?          .../...      to?    .../...
                Territory?        ....       to?      ....
                Salesrep?        ......      to?     ......
                Customer #:    ...........   to    ...........




                                         F3=Cancel      F9=Save defaults
```

This screen displays after selecting option 4 - Customer Ranking Report from MENU SAREPT.

Use this screen to select whether to base the ranking of customers on this year's or last year's information. Once you select which year to rank customers on, you select which area of customer information (sales, cost, profit, number of orders) to rank.

A specific number of customers may be selected to print; for example, the top ranking 100 customers can be selected to print. You may also enter selection criteria to limit the customers that are ranked and printed on the report.

If the **Rank options** field is either 2-Cost or 3-Profit, the **Use OE or GL Cost** field can be used to determine the type of cost to use for the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Customer Ranking Report Screen Fields and Function Keys

Field/Function Key	Description
Rank based on	Customers are ranked based on either this year's or last year's information. Key 1 to rank customers based on this year's information. Key 2 to rank customers based on last year's information. *Valid Values:* 1, 2 (N 1,0) Required

Customer Ranking Report Screen Fields and Function Keys

Field/Function Key	Description
Rank on	Customers are ranked based on their sales, cost, profit, or ordering information for the customer. The information on which you select to rank customers will print on the report. Key 1 to rank customers based on sales monetary amounts. Key 2 to rank customers based on cost monetary amounts. Key 3 to rank customers based on profit monetary amounts. Key 4 to rank customers based on number of orders ordered by the customer. NOTE: Depending on your selection in the *Rank based on* field, the customer information is based on either this year or last year. Additionally, if you are not authorized to view cost and profit information in at least one of the companies specified in the range on the prompt screen, you will not be able to select cost or profit on this screen. *Valid Values:* 1, 2, 3, or 4 (N 1,0) Required
Print	Key 1 to print the sales monetary amounts for the customers being ranked. Key 2 to print the cost monetary amounts for the customers being ranked. Key 3 to print the profit monetary amounts for the customers being ranked. Key 4 to print the number of orders ordered by the customer being ranked. NOTE: Your selections in this field are not used in determining a customer's rank. Additionally, if you are not authorized to view cost and profit information in at least one of the companies specified in the range on the prompt screen, you will not be able to select cost or profit on this screen. *Valid Values:* Since your selection in the *Rank on* field always prints on the report, you may not select the same customer information in this field (i.e., if you selected 1 in the *Rank on* field, you must select either 2, 3, or 4 in this field.) (N 1,0) Required
Print all customers ranked 1 through	All customers ranked from 1 to the number you enter in this field are printed on the report. Key the highest customer rank number which you would like to print on the report. If you entered the number 20 in this field, all customers ranked from 1 to 20 are printed on the report. Leave this field blank to print all customers in the company. (N 4,0) Required

Customer Ranking Report Screen Fields and Function Keys

Field/Function Key	Description
Use OE or GL Cost	This field is available only if a user has authority to both the **Display OE Cost and Profit (OE, SA, AR, some PO)** and **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field determines the type of cost to use for the report. The profit and gross profit percentage will be based on the cost you select in this field. Although this field is a required field, it is only used when the **Rank options** field is either 2-Cost or 3-Profit. Key O to use the OE Cost (if the **Rank options** field is 2-Cost), or OE Profit (if the **Rank options** field is 3-Profit). Key G to use the GL Cost (if the **Rank options** field is 2-Cost), or GL Profit (if the **Rank options** field is 3-Profit). *Default Value:* the user's **Default Cost to see** as defined in Authority Profile Maintenance (MENU XASCTY). (A 1) Required
Company	Key the company number or range of company numbers to print. (2 @ N 2,0) Optional
Class	Key the customer class/sub-class or range of customer classes/sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the class range indicated will print. (2 @ A 2 / A 2) Optional
Territory	Key the territory or range of territory codes assigned to the customers which you would like to print. (2 @ A 3) Optional
Salesrep	Key the sales representative or range of sales representative codes assigned to the customers which you would like to print. (2 @ N 5,0) Optional
Customer #	Key the customer number or range of customer numbers to print. (2 @ N 10,0) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. MENU SAREPT will display.
F9=Save Defaults	Press F9=SAVE DEFAULTS to save the selections entered. The next time this option is selected the values entered will be used as the defaults. After pressing F9=SAVE DEFAULTS, the Report Options Screen will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

Customer Ranking Report

SA306 03/17/14 15.38.54 CUSTOMER RANKING REPORT AG/APDEMO PAGE: 1
BY LAST YEAR'S COST
01-A & C Office Supply
All Companies All Classes All Territories All Salesreps All Customers

Customer #	Name	Class	Rank	LAST YEAR GL Cost	LAST YEAR Orders	LAST YEAR % Of Tot Cost	YEAR TO DATE Rank	YEAR TO DATE GL Cost	YEAR TO DATE Orders	YEAR TO DATE % Of Tot Cost
30	Lebanon School Department	60/1	1	31574.82	13	18.58	7	16.68	2	.01-
40	Attleboro School Department	60/1	2	31314.93	6	18.43	3	86.94	4	.04-
50	Shelton School Department	60/1	3	26314.70	3	15.48	8	.00	0	.00
20	Lithonia School Department	60/1	4	19409.11	5	11.42	5	29.47	2	.01-
70	CBM Insurance Company	20/1	5	11798.98	8	6.94	8	.00	0	.00
170	Jones Department Store	50	6	9668.31	5	5.69	4	57.07	1	.03-
80	Niagara Insurance	20/1	7	8420.62	7	4.95	8	.00	0	.00
140	Huntsville Medical Center	30/1	8	7151.87	4	4.21	8	.00	0	.00
150	Anniston Medical Center	30/1	9	6773.24	1	3.99	8	.00	0	.00
991	Point of Sale Default Customer	99	10	5323.56	4	3.13	8	.00	0	.00
180	Mays Department Store	50/2	11	5036.66	4	2.96	8	.00	0	.00
190	Jordans Department Store	50/1	12	4932.44	2	2.90	8	.00	0	.00
10	Bon Secour School Department	60/1	13	4442.42	8	2.61	1	69718.36	1	30.93-
110	Financial Technologies	10/1	14	4354.10	5	2.56	8	.00	0	.00
220	Stafford School Department	60/2	15	4207.27	2	2.48	8	.00	0	.00
90	Newman Insurance Agency	20/2	16	3285.38	7	1.93	8	.00	0	.00
210	San Antonio School Department	60/2	17	3223.50	2	1.90	8	.00	0	.00
230	Insurance Corp. of Fort Worth	20/2	18	2309.64	2	1.36	8	.00	0	.00
200	Manufacturing Solutions	40/2	19	1982.47	6	1.17	2	1973.16	2	.88-
270	Medical Examiner of Houston	30/2	20	1981.55	3	1.17	8	.00	0	.00
160	Atlanta Medical Center	30/1	21	1080.28	3	.64	8	.00	0	.00
280	Medical Supplies Corp.	30/2	22	715.20	1	.42	8	.00	0	.00
290	Retail Informations	50/2	23	618.54	4	.36	8	.00	0	.00
300	Pearson Manufacturing	40/2	24	64.80	2	.04	8	.00	0	.00

Important

Figures in this report are based upon the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities on this report that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will display at the bottom of the screen. Changing the reporting unit of measure may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This report prints following your selections and pressing ENTER or F9=SAVE DEFAULTS on the Customer Ranking Report Screen (p. 13-3) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

This report prints a company's customers in a ranked order. All customers that match the criteria entered on the Customer Ranking Report Screen (p. 13-3) are printed. The report is sequenced by company number and customer rank. For each company, final totals print.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Customer Ranking Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.
Customer #/Name	The number and name of the customer assigned to the company. A customer is assigned to a company through Customer/Ship to Master Maintenance (MENU IAFILE). These fields will be exported to Excel .tsv reports: **Customer Number, Customer Name**.
Class	The customer class and sub-class assigned to the customer. Customer classes and optional sub-classes are assigned to customers through Customer/Ship to Master Maintenance (MENU IAFILE). These fields will be exported to Excel .tsv reports: **Customer Class, Customer Subclass**.
This Year / Last Year Rank	The sequential number that is assigned to the customer based on all criteria entered on the Customer Ranking Report Screen (p. 13-3). The **This/Last Year Rank** field will be exported to Excel .tsv reports.

Customer Ranking Report

Report/Listing Fields	Description
This Year / Last Year Rank Based on (shows as Last Year Sales)	Depending on your selections in the **Rank based on** and **Rank on** fields on the Customer Ranking Report Screen (p. 13-3), one of the following prints in this field: • This year's or last year's sales monetary amounts for the customer. • This year's or last year's GL or OE cost monetary amounts for the customer. • This year's or last year's profit s for the customer. • This year's or last year's number of orders ordered by the customer. NOTE: This field may determine the ranking order of the report; the largest monetary amount of sales is ranked as 1, and so on. The **This/Last Year Rank On Amount (sales, cost, profit or number of orders)** field will be exported to Excel .tsv reports.
This Year / Last Year Print Based on (shows as Last Year Cost)	Depending on your selections in the **Rank based on** and **Print** fields on the Customer Ranking Report Screen (p. 13-3), one of the following prints in this field: • This year's or last year's sales monetary amounts for the customer. • This year's or last year's GL or OE cost monetary amounts for the customer. • This year's or last year's profit monetary amounts for the customer. • This year's or last year's number of orders ordered by the customer. NOTE: This field may determine the ranking order of the report; the highest cost amount of is ranked as 1, and so on. The **This/Last Year Print On Amount (sales, cost, profit or number of orders)** field will be exported to Excel .tsv reports.

Customer Ranking Report

Report/Listing Fields	Description
This Year / Last Year % of Total (shows as Last Year % of Tot Sales)	Depending on your selections in the **Rank based on** and **Rank** on fields on the Customer Ranking Report Screen (p. 13-3), one of the following prints in this field: • The customer's percentage of the company's total customer sales amounts for this year or last year. • The customer's percentage of the company's total customer GL or OE cost amounts for this year or last year. • The customer's percentage of the company's total customer profit amounts for this year or last year. • The customer's percentage of the company's total number of customer orders for this year or last year. NOTE: This field may determine the ranking order of the report; the highest percent of total sales amount is ranked as 1, and so on. The **This/Last Year Percent of Total (sales, cost, profit or number of orders)** field will be exported to Excel .tsv reports.
YTD Rank	The number that is assigned to the customer, based on the criteria entered on the Customer Ranking Report Screen (p. 13-3). This number is not in sequential order. It is used to compare a customer's ranking between this year (year-to-date) and last year. The **YTD Rank** field will be exported to Excel .tsv reports.
YTD Rank Based on (shows as Year To Date Sales)	Depending on your selections in the **Rank based on** and **Rank on** fields on the Customer Ranking Report Screen (p. 13-3), one of the following prints in this field: • This year's or last year's sales monetary amounts for the customer. • This year's or last year's GL or OE cost monetary amounts for the customer. • This year's or last year's profit monetary amounts for the customer. • This year's or last year's number of orders ordered by the customer. The **YTD Rank On Amount (sales, cost, profit or number of orders)** field will be exported to Excel .tsv reports.

Customer Ranking Report

Report/Listing Fields	Description
YTD Print Based on (shows as Year To Date Cost)	Depending on your selections in the **Rank based** *on* and **Print** fields on the Customer Ranking Report Screen (p. 13-3), one of the following prints in this field: • This year's or last year's sales monetary amounts for the customer. • This year's or last year's GL or OE cost monetary amounts for the customer. • This year's or last year's profit monetary amounts for the customer. • This year's or last year's number of orders ordered by the customer. The **YTD Print On Amount (sales, cost, profit or number of orders)** field will be exported to Excel .tsv reports.
YTD % of Total (shows as Year To Date % of Tot Sales)	Depending on your selections in the **Rank based on** and **Rank on** fields on the Customer Ranking Report Screen (p. 13-3), one of the following prints in this field: • The customer's percentage of the company's total customer sales monetary amounts for this year or last year. • The customer's percentage of the company's total customer GL or OE cost monetary amounts for this year or last year. • The customer's percentage of the company's total customer profit monetary amounts for this year or last year. • The customer's percentage of the company's total number of customer orders for this year or last year. The **YTD Percent of Total (sales, cost, profit or number of orders)** field will be exported to Excel .tsv reports.
Totals for listed Customers	These are final totals for all customers printed on the report. NOTE: This field prints only if you entered a number in the **Print all customers ranked 1 through** field on the Customer Ranking Report Screen (p. 13-3).
All others	These are final totals for all customers which are assigned to the company but were not printed on the report because they did not fall into the ranges entered in the selection criteria and the **Print all customers ranked 1 through** fields on the Customer Ranking Report Screen (p. 13-3). NOTE: This field prints only if you entered a number in the **Print all customers ranked 1 through** field on the Customer Ranking Report Screen (p. 13-3).
Company Totals	These are final totals for all customers which are assigned to the company.

CHAPTER 14

Printing Item Ranking Reports

14

You can print item ranking reports through the Item Ranking Report option on the Sales Analysis Report Menu (MENU SAREPT). This report prints items in a ranked order. The items are ranked based on either this year's or last year's information. Items may be ranked based on information in any one of the following areas:

- sales
- cost
- profit
- number of orders

Items with the highest values in any one of the above areas are printed first and can be compared to the item's sales, cost, profit, or number of orders for this year and last year. This report is helpful when you are trying to:

- determine items' ranking of sales, profit, cost, or quantity sold for either this year or last year.
- compare an item's sales, cost, profit, or number of orders.
- determine an item's percent of total sales, cost, profit, or number of orders based on the other items included in the ranking.
- compare an item's rank in sales, cost, profit, or number of orders between this year and last year.

Important

Cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

NOTE: The Item Ranking Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the reports.

Item Ranking Report

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Item Ranking Report Screen	Used to specify the report criteria.
Item Ranking Report	Lists items in ranked order based on selection criteria.

Item Ranking Report Screen

```
                         ITEM RANKING REPORT

   Rank based on:  _  (1-This year, 2-Last year)

   Rank options:    Rank on:  _      (1-Sales, 2-Cost, 3-Profit,
                    Print:    _       4-Quantity Sold)

   Print items ranked 1 through:  _____  (blank-all)

   Class?              ___/___          to?           ___/___
   ABC Code?             _              to?             _
   Vendor:             _______          to            _______
   Item No:  ___________________________to ___________________________
   Whs?                  ___            to?             ___

   Item print options:  _   (1-Item# Only, 2-Desc Only, 3-Both)

   Print Mfg Number:    N   (Y/N)

   Use OE or GL Cost:   G   (O,G)   * only if Rank Option 2-Cost or 3-Profit

                                               F3=Cancel   F9=Save defaults
```

This screen displays after selecting option 5 - Item Ranking Report from MENU SAREPT.

Use this screen to select whether to base the ranking of items on this year's or last year's information. Once you select which year to rank items on, you select which area of item information (sales, cost, profit, number of orders) to rank.

A specific number of items may be selected to print; for example, the top ranking 100 items can be selected to print. You may also enter selection criteria to limit the items that are ranked and printed on the report.

If the **Rank options** field is either 2-Cost or 3-Profit, the **Use OE or GL Cost** field can be used to determine the type of cost to use for the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Item Ranking Report Screen Fields and Function Keys

Field/Function Key	Description
Rank based on	Items are ranked based on either this year's or last year's information. Key 1 to rank items based on this year's information. Key 2 to rank items based on last year's information. (N 1,0) Required

Item Ranking Report Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Rank on</td><td>Items are ranked based on their sales, cost, profit, or ordering information for the item. The information on which you select to rank items will print on the report.
Key 1 to rank items based on sales monetary amounts.
Key 2 to rank items based on cost monetary amounts.
Key 3 to rank items based on profit monetary amounts.
Key 4 to rank items based on number of orders ordered for the item.
NOTE: Depending on your selection in the Rank based on field, this item information is based on either this year or last year. Additionally, if you are not authorized to view cost and profit information for the default company specified for the user in Authority Profile Maintenance (MENU XASCTY), you will not be able to select cost or profit on this screen.
(N 1,0) Required</td></tr>
<tr><td>Print</td><td>Key 1 to print the sales monetary amounts for the items being ranked.
Key 2 to print the cost monetary amounts for the items being ranked.
Key 3 to print the profit monetary amounts for the items being ranked.
Key 4 to print the number of orders ordered for the item being ranked.
NOTE: Your selections in this field are not used in determining an item’s rank. Additionally, if you are not authorized to view cost and profit information for the default company specified for the user in Authority Profile Maintenance (MENU XASCTY), you will not be able to select cost or profit on this screen.
Valid Values: Since your selection in the Rank on field always prints on the report, you may not select the same item information in this field (i.e., if you selected 1 in the Rank on field, you must select either 2, 3, or 4 in this field.)
(N 1,0) Required</td></tr>
<tr><td>Print all items ranked 1 through</td><td>All items ranked from 1 to the number you enter in this field are printed on the report.
Key the highest item rank number which you would like to print on the report. If you entered the number 20 in this field, all items ranked from 1 to 20 are printed on the report.
Leave this field blank to print all items.
(N 4,0) Required</td></tr>
<tr><td>Class</td><td>Key the range of item classes/sub-classes containing the items to print. If the sub-class is left blank, all sub-classes within the class range indicated will print.
(2 @ A 2 / A 2) Optional</td></tr>
</table>

Item Ranking Report Screen Fields and Function Keys

Field/Function Key	Description
ABC Code	Key the range of ABC codes of the items to print. ABC codes are defined through ABC Codes Maintenance (MENU IAFIL2) and optionally assigned to items through Item Balance Maintenance (MENU IAFILE), or automatically generated through ABC Analysis (IAREPT). (2 @ A 1) Optional
Vendor	Key the range of primary vendors to which the items have been assigned that you want to print. (2 @ A 6) Optional
Item No	Key the range of item numbers to print. (2 @ A 27) Optional
Whs	Key the range of warehouse numbers in which the items are stocked that you want to print. (2 @ A 2) Optional
Item print options	Key 1 to print the item number on the report. Key 2 to print the item description on the report. Key 3 to print the item number and item description on the report. *Valid Values:* 1, 2, or 3. (N 1,0) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Item Ranking Report. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A1) Required

Item Ranking Report Screen Fields and Function Keys

Field/Function Key	Description
Use OE or GL Cost	This field is available only if a user has authority to both the **Display OE Cost and Profit (OE, SA, AR, some PO)** and **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field determines the type of cost to use for the report. The profit and gross profit percentage will be based on the cost you select in this field. Although this field is a required field, it is only used when the **Rank options** field is either 2-Cost or 3-Profit. Key O to use the OE Cost (if the **Rank options** field is 2-Cost), or OE Profit (if the **Rank options** field is 3-Profit). Key G to use the GL Cost (if the **Rank options** field is 2-Cost), or GL Profit (if the **Rank options** field is 3-Profit). *Default Value:* the user's **Default Cost to see** as defined in Authority Profile Maintenance (MENU XASCTY). (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU SAREPT will display.
F9=Save Defaults	Press F9=SAVE DEFAULTS to save the selections entered. The next time this option is accessed, the values entered will be used as the defaults. After pressing F9=SAVE DEFAULTS, the Report Options Screen will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

Item Ranking Report

```
SA316   03/17/14  16.09.55                        ITEM RANKING REPORT                              AG/APDEMO      PAGE:   1
                                                  BY LAST YEAR'S COST
All Classes          All ABC Codes        All Vendors        Item From: A120                          All Warehouses
                                                                    To: A130
                                                       *------------------------- LAST YEAR -------------------------*
Item Number/Description                                                    ----- YEAR TO DATE -----              % Of Tot
  Mfg Item No.                                     U/M Class  Rank              GL Cost                      Qty      Cost
-------------------------------------------------------------------------------------------------------------------------
A120                                               BOX 80/4     1            137,434.20                5,543.000   74.07
Color Copy / Photo Paper 28#                                    1              3,636.84                  174.000  100.00
  102450
A130                                               BOX 80/4     2             48,122.10                1,215.000   25.93
Photo Paper Premium 10.5 ml                                     2                   .00                   19.000     .00
  YZ-171
Report Totals                                                                185,556.30                6,758.000  100.00
                                                                               3,636.84                  193.000  100.00
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This report prints following your selections pressing ENTER or F9=SAVE DEFAULTS on the Item Ranking Report Screen (p. 14-3) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

All items that match the criteria entered on the Item Ranking Report Screen (p. 14-3) are printed. The report is sequenced by item rank. At the end of the listing, final totals print.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

s

Item Ranking Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Item Number / Description	The number and description of the item. These fields will be exported to Excel .tsv reports: **Item Number, Item Description 1**, **Item Description 2.**
Mfg Item No.	The manufacturer's number for the item. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE) and will print on the report if you selected Y in the **Print Mfg Number** field on the Item Ranking Report Screen (p. 14-3). The **Mfg Item Number** field will be exported to Excel .tsv reports.
U/M	The primary (first) unit of measure assigned to the item through Item Master Maintenance (MENU IAFILE). The **U/M** field will be exported to Excel .tsv reports.
Class	The item class and sub-class assigned to the item. Item classes and optional sub-classes are assigned to items through Item Master Maintenance (MENU IAFILE). These fields will be exported to Excel .tsv reports: **Item Class, Item Subclass**.
This Year / Last Year Rank	The sequential number that is assigned to the item, based on all criteria entered on the Item Ranking Report Screen (p. 14-3). The **This/Last Year Rank** field will be exported to Excel .tsv reports.

Item Ranking Report

Report/Listing Field	Description
This Year / Last Year Rank Based On (shows as Last Year Sales)	Depending on your selections in the **Rank based on** and **Rank on** fields on the Item Ranking Report Screen (p. 14-3), one of the following prints in this field: • This year's or last year's sales monetary amounts for the item. • This year's or last year's GL or OE cost monetary amounts for the item. • This year's or last year's profit monetary amounts for the item. • This year's or last year's number of orders for the item. NOTE: This field determines the ranking order of the report; the largest monetary amount of sales is ranked as 1, and so on. The **This/Last Year Rank On Amount (sales, cost, profit, or number of orders)** field will be exported to Excel .tsv reports.
This Year / Last Year Print Based On (shows as Last Year Profit)	Depending on your selections in the **Rank based on** and **Print** fields on the Item Ranking Report Screen (p. 14-3), one of the following prints in this field: • This year's or last year's sales monetary amounts for the item. • This year's or last year's GL or OE cost monetary amounts for the item. • This year's or last year's profit monetary amounts for the item. • This year's or last year's number of orders for the item. NOTE: This field may determine the ranking order of the report; the highest cost amount of is ranked as 1, and so on. The **This/Last Year Print On Amount (sales, cost, profit, or number of orders)** field will be exported to Excel .tsv reports.

Item Ranking Report

Report/Listing Field	Description
% of Tot Sales	Depending on your selections in the **Rank based on** and **Rank on** fields on the Item Ranking Report Screen (p. 14-3), one of the following prints in this field: • The item's percentage of the total item sales monetary amounts for this year or last year. • The item's percentage of the total item cost monetary amounts for this year or last year. • The item's percentage of the total item profit monetary amounts for this year or last year. • The item's percentage of the total number of orders for this year or last year. NOTE: This field may determine the ranking order of the report; the highest percent of total sales amount is ranked as 1, and so on. The **This/Last Year Percent of Total (sales, cost, profit, or number of orders)** field will be exported to Excel .tsv reports.
YTD Rank	The number that is assigned to the item, based on all of the criteria entered on the Item Ranking Report Screen (p. 14-3). This number is not in sequential order. It is used to compare an item's ranking between this year (year-to-date) and last year. The **YTD Rank** field will be exported to Excel .tsv reports.
YTD Rank Based on (shows as Year to Date Sales)	Depending on your selections in the **Rank based on** and **Rank on** fields on the Item Ranking Report Screen (p. 14-3), one of the following prints in this field: • This year's or last year's sales monetary amounts for the item. • This year's or last year's GL or OE cost monetary amounts for the item. • This year's or last year's profit monetary amounts for the item. • This year's or last year's number of orders for the item. The **YTD Rank On Amount (sales, cost, profit, or number of orders)** field will be exported to Excel .tsv reports.

Item Ranking Report

Report/Listing Field	Description
YTD Print Based On (shows as Year to Date Profit	Depending on your selections in the **Rank based on** and **Print** fields on the Item Ranking Report Screen (p. 14-3), one of the following prints in this field: • This year's or last year's sales monetary amounts for the item. • This year's or last year's GL or OE cost monetary amounts for the item. • This year's or last year's profit monetary amounts for the item. • This year's or last year's number of orders for the item. The **YTD Print On Amount (sales, cost, profit, or number of orders)** field will be exported to Excel .tsv reports.
YTD % of Total (shows as Year to Date % of Tot Sales)	Depending on your selections in the **Rank based on** and **Rank on** fields on the Item Ranking Report Screen (p. 14-3), one of the following prints in this field: • The item's percentage of the total item sales monetary amounts for this year or last year. • The item's percentage of the total item GL or OE cost monetary amounts for this year or last year. • The item's percentage of the total item profit monetary amounts for this year or last year. • The item's percentage of the total number of item orders for this year or last year. The **YTD Percent of Total (sales, cost, profit, or number of orders).** field will be exported to Excel .tsv reports.
Totals for listed Items	These are final totals for all items printed on the report. This field prints only if you entered a number in the **Print all items ranked 1 through** field on the Item Ranking Report Screen (p. 14-3).
All others	These are final totals for all items which were not printed on the report because they did not fall into the ranges entered as selection criteria and the **Print all items ranked 1 through** fields on the Item Ranking Report Screen (p. 14-3). This field prints only if you entered a number in the **Print all items ranked 1 through** field on the Item Ranking Report Screen (p. 14-3).
Report Totals	These are final totals for all items.

CHAPTER 15

Printing Customer Drop Shipment Reports

15

You can print customer drop shipment reports through the Customer Drop Shipment Analysis option on the Sales Analysis Report Menu (MENU SAREPT). These reports summarize and analyze the sales and profit monetary amounts for customer orders that have been drop shipped; meaning that an item on a customer order has been back ordered and you have it shipped directly from your vendor to the customer, rather than from the vendor to you and from you to the customer. Drop shipments allow you to avoid customer delays.

This report is useful in determining any of the following:

- The monetary amounts of sales and profit that were drop shipped for an individual customer, customer class/sub-class, and company.
- The drop ship gross profit percentage for an individual customer, customer class/sub-class, and company.

Important

Cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

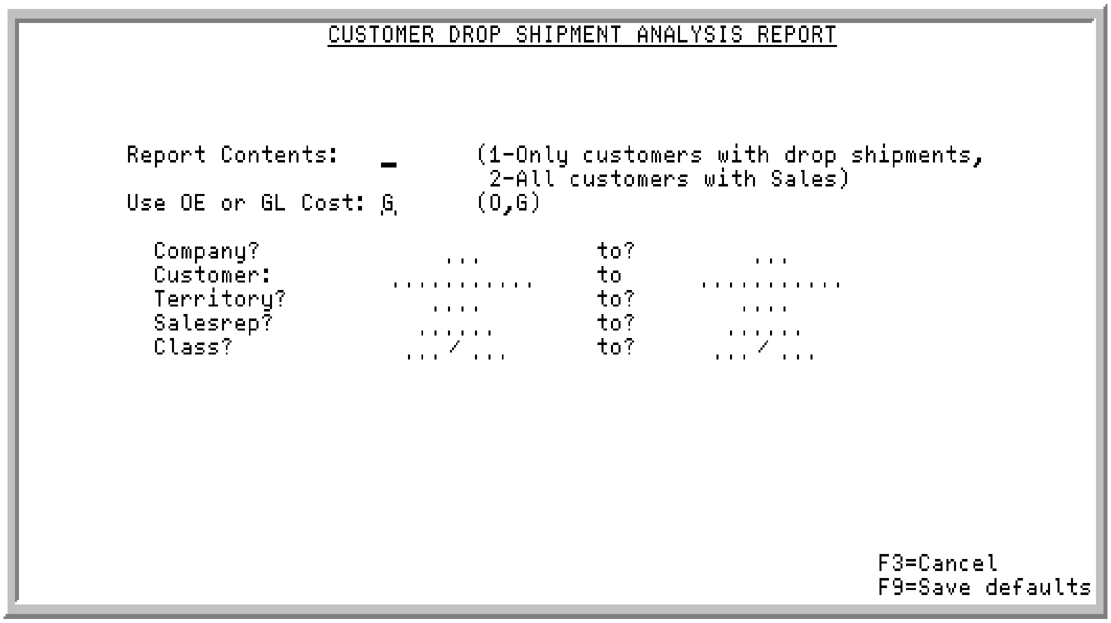
Customer Drop Shipment Analysis

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Customer Drop Ship Report Selection Screen	Used to specify the report criteria.

Title	Purpose
Customer Drop Shipment Summary Report	Provides a summary of the year-to-date percentage of sales, profit, and gross profit for drop shipment by customer class.
Customer Drop Shipment Analysis Report	Provides complete drop shipment data for each customer.

Customer Drop Ship Report Selection Screen



This screen displays after selecting option 6 - Customer Drop Shipment Analysis from MENU SAREPT.

Use this screen to select whether to print all customers with sales or only customers with drop shipments on the reports. The **Use OE or GL Cost** field determines the type of cost to use for the report, and you can also enter selection criteria to limit the customers to print.

Customer Drop Ship Reports Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Contents	This field determines the contents of the report. You may print this report for only customers with drop shipments or for all customers with sales. Key 1 to print only customers with drop shipments on the reports. Key 2 to print all customers with sales on the reports. (N 1,0) Required

Customer Drop Ship Reports Selection Screen Fields and Function Keys

Field/Function Key	Description
Use OE or GL Cost	This field is available only if a user has authority to both the **Display OE Cost and Profit (OE, SA, AR, some PO)** and **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field determines the type of cost to use for the report. The profit and gross profit percentage will be based on the cost you select in this field. Key O to use the OE Cost. Key G to use the GL Cost. *Default Value:* the user's **Default Cost to see** as defined in Authority Profile Maintenance (MENU XASCTY). (A 1) Required
Company	Key the company number or range of company numbers to print. (2 @ N 2,0) Optional
Customer #	Key the customer number or range of customer numbers to print. (2 @ N 10,0) Optional
Territory	Key the territory or range of territory codes assigned to the customers which you would like to print. (2 @ A 3) Optional
Salesrep	Key the sales representative or range of sales representative codes assigned to the customers which you would like to print. (2 @ N 5,0) Optional
Class	Key the customer class/sub-class or range of customer classes/sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the class range indicated will print. (2 @ A 2 / A 2) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. MENU SAREPT will display.
F9=Save Defaults	Press F9=SAVE DEFAULTS to save the selections entered. The next time this option is accessed the selections entered will be used as the defaults. After pressing F9=SAVE DEFAULTS, the Report Options Screen will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

Customer Drop Shipment Summary Report

```
SA322    03/17/14  17.07.17            CUSTOMER DROP SHIPMENT SUMMARY REPORT                  AG/APDEMO     PAGE:   1
                                             ALL CUSTOMERS WITH SALES
                                              01-A & C Office Supply
                                        * Profit and GP% Based on GL Cost *
         All Companies          All Customers            All Territories            All Salesreps            All Classes
                                *------------- YTD SALES -------------*  *------------- YTD PROFIT -------------*  *--YTD GP%--*
Class#   Name                      Drop Ship             Total  % Tot         Drop Ship             Total  % Tot    Drop  Total
------------------------------------------------------------------------------------------------------------------------------
 10  Finance
                                          0        1,910,432-    .0                 0        1,613,143-    .0       .0   84.4
 40  Manufacturing
                                        119             9,485   1.3                97             7,512   1.3     81.4   79.2
 50  Retailer
                                          0                82    .0                 0                25    .0       .0   30.2
 60  Schools
                                          0     3,919,307,080    .0                 0     3,919,237,229    .0       .0  100.0
 70  International Sales
                                          0                23    .0                 0                 5    .0       .0   22.6
           Company Totals:              119     3,917,406,238    .0                97     3,917,631,628    .0     81.4  100.0
```

Important

Figures in this report are based upon the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This is the first report to print following your selections on the Report Options Screen. The Report Options Screen displays after pressing ENTER or F9=SAVE DEFAULTS on the Customer Drop Ship Report Selection Screen (p. 15-3).

Customer classes that match the criteria entered on the Customer Drop Ship Report Selection Screen (p. 15-3) are printed. For each customer, the year-to-date percentage of sales, profit, and gross profit that was drop shipped for a customer is printed. Profit and Gross Profit Percentage (GP%) is based on the GL or OE Cost, as determined on the Customer Drop Ship Report Selection Screen (p. 15-3).

Totals are printed for each individual company and for all companies printed on the report.

The report is sequenced by customer class and company number.

Customer Drop Shipment Summary Report Fields and Function Keys

Report/Listing Fields	Description
Class #/Name	The customer’s class number and name used to classify this customer. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE).
YTD SALES	• **Drop Ship**: The monetary amount of the customer’s sales that has been drop shipped this year. • **Total**: The total monetary amount of the customer’s sales this year. • **% Tot**: This is the drop shipment percentage of the customer’s sales this year. This field is calculated as: (Drop Ship/Total)*100.
YTD PROFIT	• **Drop Ship**: The monetary amount of the customer’s profit that has been drop shipped this year. • **Total**: The total monetary amount of the customer’s profit this year. • **% Tot**: This is the drop shipment percentage of the customer’s profit. This field is calculated as: (Drop Ship/Total)*100.
YTD GP%	• **Drop**: The drop shipment gross profit percentage for the customer this year. This field is calculated as: (Drop Ship YTD Profit/Drop Ship YTD Sales)*100. • **Total**: The gross profit percentage for the customer this year. This field is calculated as: (Total YTD Profit/Total YTD Sales)*100.

Customer Drop Shipment Analysis Report

```
 SA322    03/17/14  17.07.17                CUSTOMER DROP SHIPMENT ANALYSIS REPORT                      AG/APDEMO      PAGE:   1
                                                   ALL CUSTOMERS WITH SALES
                                                   01-A & C Office Supply
                                             * Profit and GP% Based on GL Cost *
        All Companies        All Customers            All Territories              All Salesreps              All Classes
                                  *-------------- YTD SALES --------------*  *-------------- YTD PROFIT --------------*  *--YTD GP%--*
Customer# Name    Rep  Ter           Drop Ship              Total  % Tot          Drop Ship               Total  % Tot     Drop  Total
-------------------------------------------------------------------------------------------------------------------------------------
Class 10/1 -Finance
            High Volume
       100 Financial Management Services
                         1 NE                0          1,910,432-    .0                  0          1,613,143-    .0        .0   84.4
          Class 10 Totals:                   0          1,910,432-    .0                  0          1,613,143-    .0        .0   84.4
Class 40/2 -Manufacturing
            Low Volume
       200 Manufacturing Solutions
                         6 NE              119              9,485    1.3                 97              7,512    1.3      81.4   79.2
          Class 40 Totals:                 119              9,485    1.3                 97              7,512    1.3      81.4   79.2
Class 50   -Retailer
       170 Jones Department Store
                         5 NE                0                 82    .0                   0                 25    .0        .0   30.2
          Class 50 Totals:                   0                 82    .0                   0                 25    .0        .0   30.2
Class 60/1 -Schools
            High Volume
        40 Attleboro School Department
                         6 NE                0                220    .0                   0                133    .0        .0   60.5
        10 Bon Secour School Department
                         3 SE                0      3,919,306,784    .0                   0      3,919,237,065    .0        .0  100.0
        30 Lebanon School Department
                         5 NE                0                 38    .0                   0                 21    .0        .0   56.2
        20 Lithonia School Department
                         4 SE                0                 39    .0                   0                  9    .0        .0   23.9
          Class 60 Totals:                   0      3,919,307,080    .0                   0      3,919,237,229    .0        .0  100.0
Class 70   -International Sales
       602 Nishimoto Trading
                         1 EUR               0                 23    .0                   0                  5    .0        .0   22.6
          Class 70 Totals:                   0                 23    .0                   0                  5    .0        .0   22.6
```

Important

Figures in this report are based upon the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE).

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This is the second report to print following your selections on the Report Options Screen. The Report Options Screen displays after pressing ENTER or F9=SAVE DEFAULTS on the Customer Drop Ship Report Selection Screen (p. 15-3).

All customers that match the criteria entered on the Customer Drop Ship Report Selection Screen (p. 15-3) are printed.

Profit and Gross Profit Percentage (GP%) is based on the GL or OE Cost, as determined on the Customer Drop Ship Report Selection Screen (p. 15-3).

The report is sequenced by customer number, customer class, and company number.

Company totals print for all customers in a company and report totals print for all companies printed on the report.

Customer Drop Ship Analysis Report Fields and Function Keys

Report/Listing Fields	Description
Class/Name	The customer class number and name used to classify a group of customers. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE).
Customer #/Name	The number and name of the customer. Customers are defined through Customer/Ship to Master Maintenance (MENU ARFILE).
Rep	The sales representative number of the primary sales representative assigned to the customer. Sales representative numbers are defined through Sales Representatives Maintenance (MENU SAFILE) and primary sales representatives are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE).
Ter	The territory code assigned to the customer. Territory codes are defined through Territories Maintenance (MENU SAFILE) and are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE).
YTD SALES	• **Drop Ship**: The monetary amount of the customer's sales that has been drop shipped this year. • **Total**: The total monetary amount of the customer's sales. • **% Tot**: This is the drop shipment percentage of the customer's sales. This field is calculated as: (Drop Ship/Total)*100.
YTD PROFIT	• **Drop Ship**: The monetary amount of the customer's profit that has been drop shipped this year. • **Total**: The total monetary amount of the customer's profit. • **% Tot**: This is the drop shipment percentage of the customer's profit. This field is calculated as: (Drop Ship/Total)*100.
YTD GP%	• **Drop**: This year's drop shipment gross profit percentage for the customer. This field is calculated as: (Drop Ship YTD Profit)/Drop Ship YTD Sales)*100. • **Total**: The gross profit percentage for the customer this year. This field is calculated as: (Total YTD Profit)/ Total YTD Sales)*100.

CHAPTER 16

Printing Item Drop Shipment Reports

16

You can print item drop shipment reports through the Item Drop Shipment Analysis option on the Sales Analysis Report Menu (MENU SAREPT). These reports summarize and analyze the sales and profit monetary amounts for item orders that have been drop shipped; meaning that an item on a customer order has been back ordered and you have it shipped directly from your vendor to the customer, rather than from the vendor to you and from you to the customer. Drop shipments allow you to avoid customer delays.

This report is useful in determining any of the following:

- The monetary amount of sales and profit that were drop shipped for an individual item and item class/sub-class.
- The drop-ship gross profit percentage for an individual item and item class/sub-class.

Important:

Cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

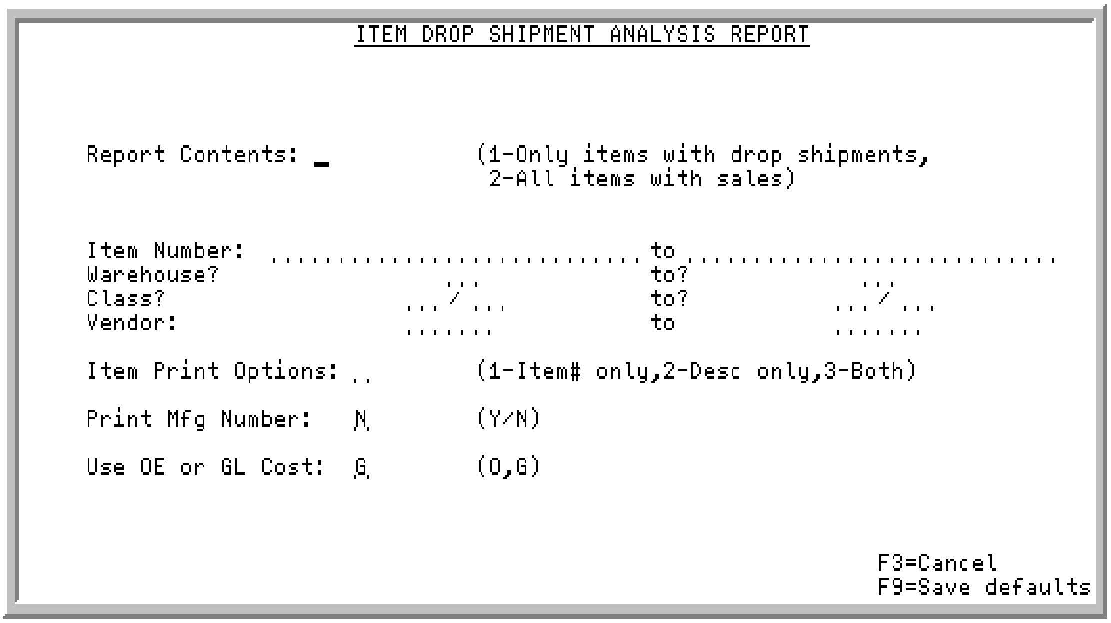
Additionally, the default company specified for the user in security maintenance will be used to determine authorization for the Item Drop Shipment Analysis Report for cost and profit information.

Item Drop Shipment Analysis

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Item Drop Shipment Report Selection Screen	Used to specify the report criteria.
Item Drop Shipment Summary Report	Provides a summary of the year-to-date percentage of sales, profit, and gross profit for drop shipment by item class.
Item Drop Shipment Analysis Report	Provides complete drop shipment data for each item.

Item Drop Shipment Report Selection Screen



This screen displays after selecting option 7 - Item Drop Shipment Analysis from MENU SAREPT.

Use this screen to select whether to print all items with sales or items with drop shipments only on the reports. The **Use OE or GL Cost** field determines the type of cost to use for the report, and you can also enter selection criteria to limit the items to print.

Item Drop Shipment Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Contents	This field determines the contents of the reports. Key 1 to print items with drop shipments only. Key 2 to print all items with sales on the reports. (N 1,0) Required
Item Number	Key the item number or range of item numbers to print. Optional
Warehouse	Key the warehouse or range of warehouse numbers to which the items have been assigned that you want to print. Optional
Class	Key the item class/sub-class or range of item classes/sub-classes assigned to the items to print. If the sub-class is left blank, all sub-classes within the class range indicated will print on the reports. Optional

Item Drop Shipment Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key the vendor or range of vendor numbers to which the items have been assigned that you want to print. Optional
Item print options	Key 1 to print the item number on the report. Key 2 to print the item description on the report. Key 3 to print the item number and description on the report. (N 1,0) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Item Drop Shipment Report. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A1) Required
Use OE or GL Cost	This field is available only if a user has authority to both the **Display OE Cost and Profit (OE, SA, AR, some PO)** and **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY). This field determines the type of cost to use for the report. The gross profit percentage will be based on the cost you select in this field. Key O to use the OE Cost. Key G to use the GL Cost. *Default Value:* the user's **Default Cost to see** as defined in Authority Profile Maintenance (MENU XASCTY). (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU SAREPT will display.
F9=Save Defaults	Press F9=SAVE DEFAULTS to save the selections entered. The next time this option is accessed, the values entered will be used as defaults. After pressing F9, the Report Options Screen displays.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

Item Drop Shipment Summary Report

```
SA332   03/17/14  17.34.44              ITEM DROP SHIPMENT SUMMARY REPORT                       AG/APDEMO     PAGE:   1
                                              ALL ITEMS WITH SALES
                                             * GP% Based on GL Cost *
                                * Data may have been omitted due to security considerations *
                 All Items                All Warehouses         All Classes           All Vendors
                                   *-------------- YTD SALES --------------*  *------ YTD QUANTITY -------*  *--YTD GP%--*
Class#  Name                               Drop Ship           Total  % Tot   Drop Ship       Total  % Tot    Drop  Total
------------------------------------------------------------------------------------------------------------------------
GL                                                 0             131     .0           0           1     .0      .0   70.0
01  Manufactured Items                             0             110     .0           0          11     .0      .0   56.0
20  Binders                                        0          11,311     .0           0       1,771     .0      .0  630.6-
30  Toner                                        119           8,453    1.4          11         488    2.3    81.4   96.4
50  Office Machines                                0      1,893,384-     .0           0      2,955-     .0      .0   84.5
60  Miscellaneous                                  0   3,919,307,343     .0           0          87     .0      .0  100.0
80  Paper Products                                 0          89,829     .0           0       1,957     .0      .0   63.1
90  Office Tools                                   0           1,100     .0           0          52     .0      .0   33.5-
```

Important

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This is the first report to print following your selections on the Report Options Screen. The Report Options Screen displays after pressing ENTER or F9 on the Item Drop Shipment Report Selection Screen (p. 16-3).

This drop shipment summary prints all item classes that match the criteria entered on the Item Drop Shipment Report Selection Screen (p. 16-3); these are either all items with sales or items with drop shipments only.

Gross Profit Percentage (GP%) is based on the GL or OE Cost, as determined on the Item Drop Shipment Report Selection Screen (p. 16-3).

This report is sequenced by item class. Report totals print for all item classes printed on the report.

Item Drop Shipment Summary Report

Report/Listing Fields	Description
Class #/Name	The item class number and name used to classify a group of items. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to items through Item Master Maintenance (MENU IAFILE).
YTD SALES	• **Drop Ship**: The monetary amount of the item's sales that has been drop shipped this year. • **Total**: The total monetary amountof the item's sales this year, including the drop ship value. • **% Tot**: This is the drop shipment percentage of the item's sales. This field is calculated as: (Drop Ship/ Total)*100.
YTD QUANTITY	• *Drop Ship*: The total quantity of items that have been drop shipped year-to-date for this item class. • *Total*: The total quantity of items that have been sold year-to-date for this item class, including the drop ship quantity. • *% Tot*: This is the drop shipment percentage of the quantity of items sold this year for this item class. This field is calculated as: (Drop Ship/ Total)*100.
YTD GP%	• *Drop*: The drop shipment gross profit percentage for the item. • *Total*: The gross profit percentage for the item.

Item Drop Shipment Analysis Report

```
 SA332    03/17/14  17.34.44                  ITEM DROP SHIPMENT ANALYSIS REPORT                     AG/APDEMO      PAGE:    1
                                                        ALL ITEMS WITH SALES
                                                      * GP% Based on GL Cost *
                                        * Data may have been omitted due to security considerations *
                     All Items                      All Warehouses            All Classes            All Vendors
Item Number/                                *--------------- YTD SALES ---------------*  *------- YTD QUANTITY -------*   *--YTD GP%--*
  Mfg Item No.                    Wh U/M        Drop Ship               Total  % Tot    Drop Ship       Total  % Tot     Drop  Total
-------------------------------------------------------------------------------------------------------------------------------------
Class GL    -
A820 3M Spray Mount Adhesive
  021200648144                     1  BOX               0                 131    .0            0            1    .0       .0   70.0
                              Item Totals:              0                 131    .0            0            1    .0       .0   70.0
                          Class GL Totals:              0                 131    .0            0            1    .0       .0   70.0
Class 01    -Manufactured Items
W1020 Overhead Lens Arm Unit
  MFGW1020                         1  EA                0                 110    .0            0           11    .0       .0   56.0
                              Item Totals:              0                 110    .0            0           11    .0       .0   56.0
                          Class 01 Totals:              0                 110    .0            0           11    .0       .0   56.0
Class 20    -Binders
A140 3-Ring Binder - 1" Red
  77771                            2  EA                0               1,157    .0            0          221    .0       .0   58.8
                                   3  EA                0                  59    .0            0           10    .0       .0   63.1
                                   6  EA                0               2,125    .0            0          336    .0       .0  766.0-
                              Item Totals:              0               3,341    .0            0          567    .0       .0  465.7-
A150 3-Ring Binder - 2" Red
  77772                            2  EA                0                 219    .0            0           30    .0       .0   63.0
                                   3  EA                0                  73    .0            0           10    .0       .0   43.0
                                   6  EA                0               1,699    .0            0          220    .0       .0  999.9-
                              Item Totals:              0               1,991    .0            0          260    .0       .0  977.6-
A160 3-Ring Binder - 1" Blue
  77775                            2  EA                0               1,053    .0            0          224    .0       .0   54.0
                                   6  EA                0               1,677    .0            0          263    .0       .0  579.9-
                              Item Totals:              0               2,730    .0            0          487    .0       .0  335.4-
```

Important:

Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such situations, these amounts will print in boldface type, and a warning message will print at the top of the report. Changing the reporting U/M may resolve this situation.

Additionally, cost and profit information will only print on this report if the user has authority to the **Display OE Cost and Profit (OE, SA, AR, some PO)** and/or **Display GL Cost and Profit (OE, SA, AR, some PO)** application actions in Application Action Authority Maintenance (MENU XASCTY).

This is the second report to print following your selections on the Report Options Screen. The Report Options Screen displays after pressing ENTER or F9 on the Item Drop Shipment Report Selection Screen (p. 16-3).

This detail analysis prints all items that match the criteria entered on the Item Drop Shipment Report Selection Screen (p. 16-3); these are either all items with sales or items with drop shipments only.

Gross Profit Percentage (GP%) is based on the GL or OE Cost, as determined on the Item Drop Shipment Report Selection Screen (p. 16-3).

The report is sequenced by item number and item class.

Totals print for all item classes and sub-classes and a report total prints for all items printed on the report.

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Item Drop Shipment Analysis Report Fields and Function Keys

Report/Listing Fields	Description
Class	The item class number and name used to classify the item. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to items through Item Master Maintenance (MENU IAFILE).
Item	The number and description of the item. Items are defined through Item Master Maintenance (MENU IAFILE).
Mfg Item Number	The manufacturer's number for the item. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE) and will print on the report if you selected Y in the *Print Mfg Number* field on the Item Drop Shipment Report Selection Screen (p. 16-3).
Wh	The number of the warehouse where this item is stocked. Warehouse numbers are defined through Warehouse Numbers Maintenance (MENU IAFILE) and a warehouse is assigned to an item through Item Balance Maintenance (MENU IAFILE).
U/M	The first stocking unit of measure for the item. The first stocking unit of measure is assigned to an item through Item Master Maintenance (MENU IAFILE)
YTD SALES	• *Drop Ship*: The monetary amount of the item's sales that has been drop shipped this year. • *Total*: The total monetary amount of the item's sales, including the drop ship value. • *% Tot*: This is the drop shipment percentage of the item's sales. This field is calculated as: (Drop Ship/Total)*100.
YTD QUANTITY	• *Drop Ship*: The total quantity of the item that has been drop shipped this year. • *Total*: The total quantity of the item that has been sold this year. • *% Tot*: This is the drop shipment percentage of the quantity of items sold this year. This field is calculated as: (Drop Ship/Total)*100.
YTD GP%	• *Drop*: This year's drop shipment gross profit percentage for the item. • *Total*: The item's gross profit percentage this year.

CHAPTER 17

Defining Sales Representatives

17

When you define sales representatives, you are creating sales representative numbers that are used when defining the required primary and optional secondary and tertiary sales representatives for a customer through Customer/Ship to Master Maintenance (MENU ARFILE). Once set up, sales representatives are then used when creating an order for that customer through Enter, Change & Ship Orders (MENU OEMAIN).

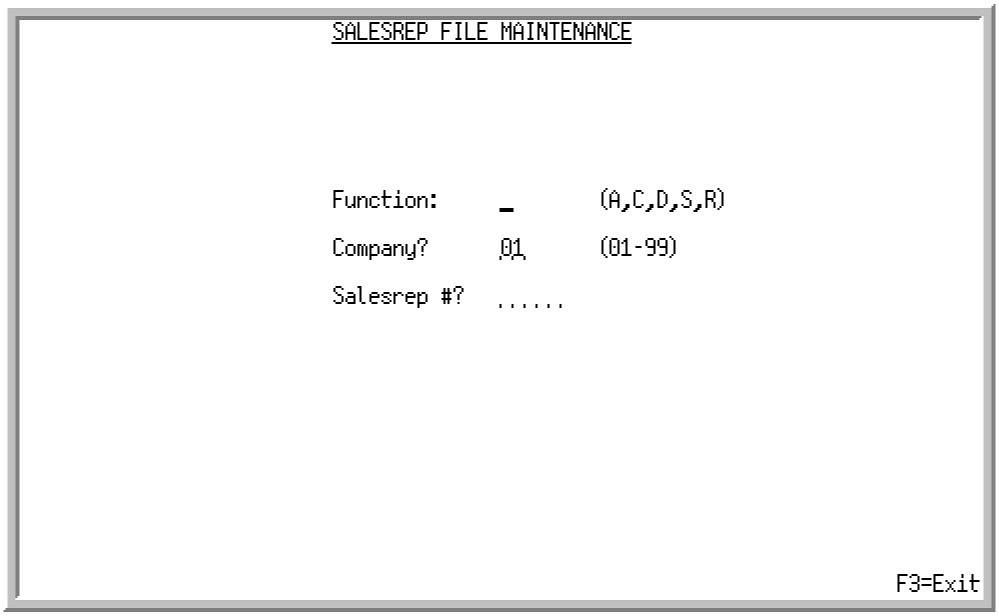
Sales representatives are defined through Salesreps Maintenance on the Sales Analysis File Maintenance Menu (MENU SAFILE). You must define at least one sales representative. You can define as many sales representatives as necessary. However, you cannot use more than one sales representative if the *Allow Multiple Sales Representatives/Order* field is set to N in Order Entry Options Maintenance (MENU XAFILE).

Salesreps Maintenance

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Salesrep File Maintenance Selection Screen	Used to specify the salesrep number
Salesrep File Maintenance Screen	Used to specify the salesrep information.

Salesrep File Maintenance Selection Screen



This screen displays after selecting option 1 - Salesreps Maintenance (MENU SAFILE). Use this screen to add, change, delete, suspend, or reactivate sales representatives in the Sales Representative Master File (REPMS).

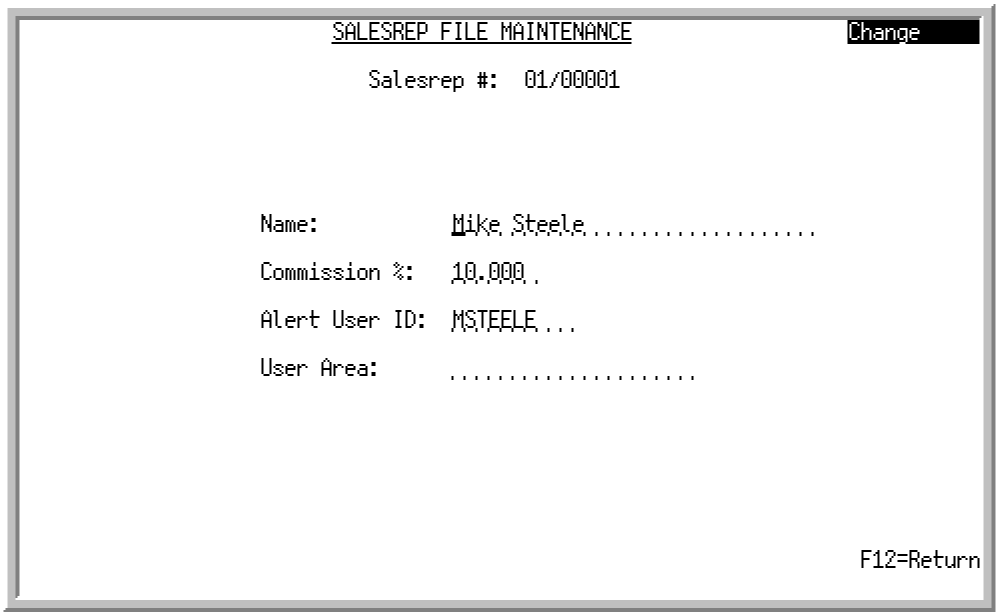
Salesrep File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a sales rep. Key C to change a sales rep. You cannot make changes to a suspended sales rep. To make changes to a suspended sales rep, you must first reactivate the sales rep. Key D to delete a sales rep. A sales rep number cannot be deleted if it was used as the primary sales rep on and order created in the current fiscal year. Key S to suspend a sales rep. Suspended sales reps cannot be maintained. Key R to reactivate a suspended sales rep. Reactivating a sales rep allows it to be maintained. (A 1) Required
Company	Key the number of the company to which the sales rep will be assigned. *Default Value:* The default company specified through System Options Maintenance (MENU XAFILE). *Valid Values:* A company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required

Salesrep File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Salesrep #	Use this field to specify the number of the sales rep you want to maintain. (N 5,0) Required
F3=Exit	Press F3=EXIT to return to the Sales Analysis Main Menu (MENU SAMAIN).
Enter	Press ENTER to confirm your entries. The Salesrep File Maintenance Screen (p. 17-4) appears.

Salesrep File Maintenance Screen



This screen displays after pressing Enter on the Salesrep File Maintenance Selection Screen (p. 17-2). Use this screen to add or change information for a sales representative or to suspend, reactivate, or delete a sales representative.

Salesrep File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Name	Use this field to specify the name of the sales representative associated with the sales rep number. (A 30) Required
Commission %	Use this field to specify the percentage of sales amounts that this sales representative receives for a sale. NOTE: Commissions are informational only and are not used in any calculations to derive a sales representative's commission. *Valid Values:* Any commission on a sale up to and including 99.999% (N 2,3) Optional

Salesrep File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Alert User ID	This field appears only if Workflow Management is installed. Use this field to specify the user ID assigned to this sales representative. Workflow Management uses the entry in this field to determine how to deliver and escalate alert messages with a Sales Rep recipient code. Additionally, Workflow Management uses the Alert User ID for the primary sales representative to determine how to deliver and escalate messages with a Sales Manager recipient code. If you plan to use alerts that send messages to the sales representative or sales manager, you must enter an Alert User ID for each sales representative. Key the sales representative's user ID. *Valid Values:* A user ID defined through Register A+ User IDs (MENU XACFIG). (A 10) Optional
User Area	This field is provided for additional sales representative information. (A 20) Optional
F12=Return	Press F12=RETURN to return to the Salesrep File Maintenance Selection Screen (p. 17-2) without saving your changes.
F24=Delete	F24=DELETE appears only if you selected to delete a sales rep on the Salesrep File Maintenance Selection Screen (p. 17-2). Press F24=DELETE to delete the sales representative. You are returned to the Salesrep File Maintenance Selection Screen (p. 17-2) and the sales representative is deleted. A sales rep number cannot be deleted if it was used as the primary sales rep on and order created in the current fiscal year. A sales rep number can be deleted if open orders without any sales exist. However, if sales are later posted in the Sales Representative Sales File (REPSA), the system will automatically add a master record with a sales representative name of "UNKNOWN."
Enter	Press ENTER twice to confirm your selections. The Salesrep File Maintenance Selection Screen (p. 17-2) displays.

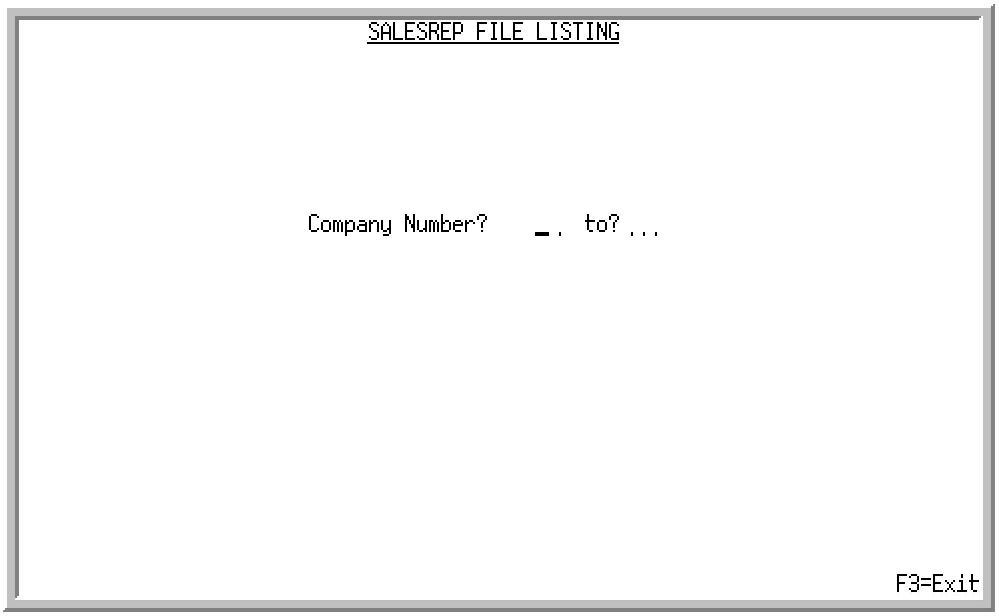
Salesreps Listing

Once you have set up your sales rep numbers, you can print a listing of those numbers through the Salesreps Listing option on the Sales Analysis File Maintenance menu (MENU SAFILE).

The screen in this option and a brief description of its purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Salesrep File Listing Selection Screen	If you have multiple companies defined, used to specify the company to use for the listing.
Salesreps Listing	Lists the defined salesreps and their definitions.

Salesrep File Listing Selection Screen



After selecting option 11 - Salesreps Listing from MENU SAFILE, this screen displays only if you responded with a **Y** for **Multi Company** in System Options Maintenance (MENU XAFILE). Otherwise, the Salesrep File Listing (p. 17-8) will simply print after selecting option 11 - Salesreps Listing and no screens will display.

Use this screen to select the company or companies for which sales representative information will print.

Salesrep File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the range of companies for which sales representative information will print. *Valid Values:* Any valid company number that has been created through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
F3=Exit	Press F3=EXIT to exit this option and return to MENU SAFILE.
Enter	Press ENTER to confirm your selections. The Salesrep File Listing (p. 17-8) will print.

Salesrep File Listing

SA902 19/04/12 11.10.32 SALESREP FILE LIST A9/APDEMO Page: 1
01-A & C Office Supply
ALL COMPANIES SELECTED

	Salesrep Number	Salesrep Name	Commission %	Alert User
	1	Mike Steele	10.000	
	3	Steven Jones	5.000	
	4	Lori Banter	8.000	
	5	Ellen Baker	7.000	
	6	Lyle Morris	6.000	
	7	Lee Morrison	5.000	
	8	Brad Belasco	6.000	
	9	Gina Palazio	9.000	
	10	Jeff Lee	8.000	
* SUSPENDED *	11	Jennifer Grant	9.000	APLUS Demo User
	99	House Rep		

This report lists all of the sales representatives assigned to the companies you selected on the Salesrep File Listing Selection Screen (p. 17-7), with their names and commissions.

When a **Salesrep Number** has been suspended. *** SUSPENEDED *** will print left of the **Salesrep Number** column.

For an explanation of the fields on this listing, refer to Salesrep File Maintenance Screen (p. 17-4).

CHAPTER 18

Defining Sales Representative Budgets

18

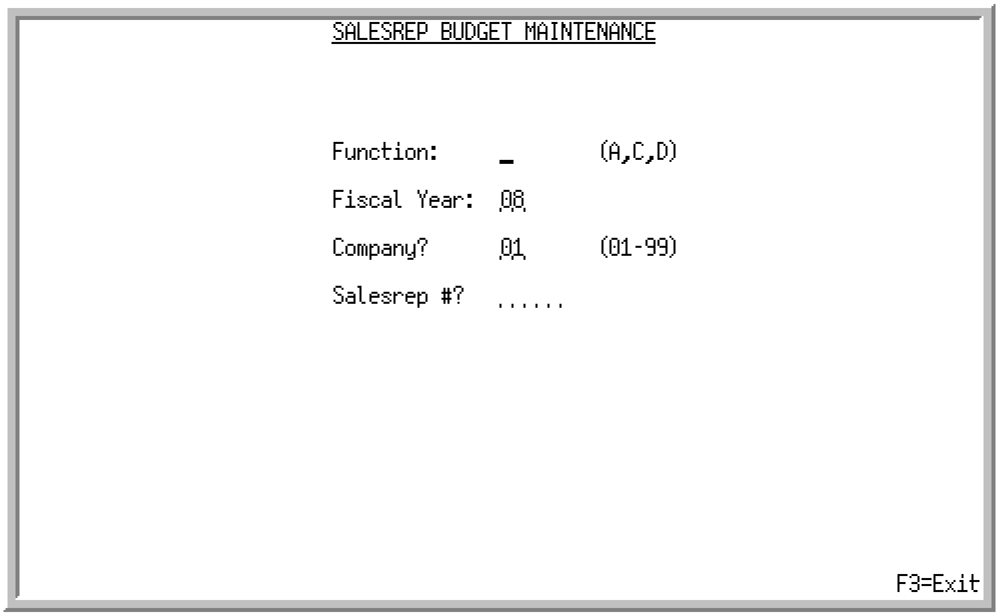
In order to use the Sales Representative Comparison (MENU SAMAIN), you must define budgets for your sales representatives. You can enter budget amounts for sales, profit, and orders for each month of the fiscal year. Sales representative budgets are defined through Salesrep Budgets Maintenance option on the Sales Analysis File Maintenance Menu (MENU SAFILE).

Salesrep Budgets

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Salesrep Budget Maintenance Selection Screen	Used to specify fiscal year and number of the sales rep whose budget you want to maintain.
Salesrep Budget Maintenance Screen	Used to maintain the budget.

Salesrep Budget Maintenance Selection Screen



This screen displays after selecting option 2 - Salesrep Budgets (MENU SAFILE). Use this screen to add, change, or delete sales representative budget information in the Sales Representative Budget File (REPMS).

You cannot define a sales representative's budget information until

- the company to which the sales representative is assigned has Sales Analysis Options set up through Sales Analysis Options Maintenance (MENU XAFILE)
- a sales representative has been created for the company through Sales Representatives Maintenance (MENU SAFILE)

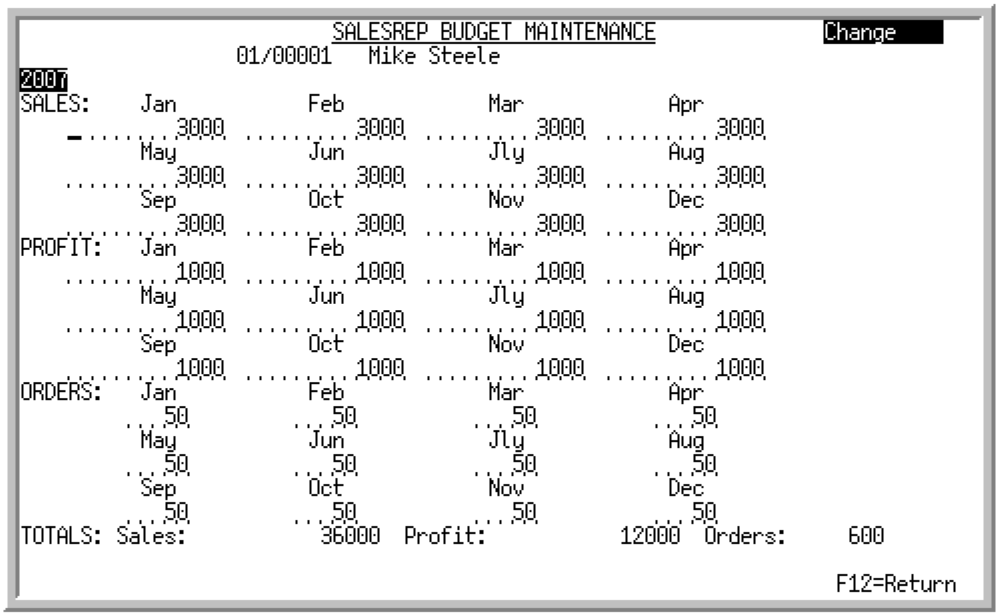
Salesrep Budget Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to define budget information for a sales representative that has been created through Sales Representatives Maintenance (MENU SAFILE). Key C to change existing budget information defined for a sales representative. Key D to delete existing budget information defined for a sales representative. The actual sales representative will not be deleted; the sales representative budget record previously defined through this option will be deleted. (A 1) Required

Salesrep Budget Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Fiscal Year	The fiscal year for which you would like to create the sales representative's budget information. The fiscal year is the actual calendar year in which the accounting year ends. Key the fiscal year for which you would like to create the sales representative's budget information for a company. *Default Value:* The current fiscal year of the default company; the current fiscal year is initially set up for a company through Sales Analysis Options Maintenance (MENU XAFILE). (N 2,0) Required
Company	Key the company number for which the sales representative's budget information is defined. A sales representative is assigned to a company through Sales Representatives Maintenance (MENU SAFILE). *Default Value:* The default company number assigned through System Options Maintenance (MENU XAFILE). *Valid Values:* Any valid company number that has been created through Company Name Maintenance (MENU XAFILE) and defined through Sales Analysis Options Maintenance (MENU XAFILE). NOTE: This field displays only if you selected Y for **Multi Company** in System Options Maintenance (MENU XAFILE). (N 2,0) Required
Sales Representative #	Key the sales representative number for which you are adding, changing, or deleting budget information. *Valid Values:* Any valid sales representative number that has been created through Sales Representatives Maintenance (MENU XAFILE). (N 5,0) Required
F3=Exit	Press F3=EXIT to cancel this option. MENU SAFILE will display.
Enter	Press ENTER to confirm your selections. The Salesrep Budget Maintenance Screen (p. 18-4) displays.

Salesrep Budget Maintenance Screen



This screen displays after pressing ENTER on the Salesrep Budget Maintenance Selection Screen (p. 18-2). Use this screen to add, change, or delete budget information for a sales representative.

NOTE: Values for Sales and Profit budget amounts can be larger than $9,999,999 only when the Expanded Field Use Maintenance (MENU XAFIL2) option for Sales Analysis screens is set to Y.

Salesrep Budget Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company Number/ Sales Representative Number	The company number and sales representative number/name for which you are entering budget information. Display
Fiscal Year	The company's fiscal year for which you are entering budget information. Display
SALES	The amount of sales that this sales representative is budgeted to make for each period/month in the company's fiscal year. Key the sales budget for each period/month. *Valid Values:* Up to $9,999,999 in budgeted sales may be entered for each period/month. (N13,0) Optional

Salesrep Budget Maintenance Screen Fields and Function Keys

Field/Function Key	Description
PROFIT	The amount of profit that this sales representative is budgeted to make for each period/month in the company's fiscal year. Key the sales budget for each period/month. *Valid Values:* Up to $9,999,999 in budgeted sales may be entered for each period/month. (N13,0) Optional
ORDERS	The number of orders that this sales representative is budgeted to make for each period/month in the company's fiscal year. Key the budgeted number of orders for each period/month. *Valid Values:* Up to 9,999,999 budgeted orders may be entered for each period/month. (N 7,0) Optional
TOTALS	The following budget totals calculate and display when you press ENTER after keying figures into the *SALES, PROFIT*, and *ORDERS* fields on this screen: • *Sales*: The sales representative's total sales budget for the fiscal year. This is the total of each period's/month's sales budget added together. • *Profit*: The sales representative's total profit budget for the fiscal year. This is the total of each period's/month's profit budget added together. • *Orders*: The sales representative's total number of orders budgeted for the fiscal year. This is the total of each period's/month's number of orders budget added together. (N 7,0) Display
F12=Return	Press F12=RETURN to return to the Salesrep Budget Maintenance Selection Screen (p. 18-2) without saving your changes.
F24=Delete	F24=DELETE displays in delete mode only. Press F24=DELETE to delete the sales representative budget information displayed. The Salesrep Budget Maintenance Selection Screen (p. 18-2) displays and the sales representative budget information is deleted.
Enter	Press ENTER once to calculate the fiscal year's budget totals and have them display in the *TOTALS* fields. Press ENTER a second time to confirm your selections and return to the Salesrep Budget Maintenance Selection Screen (p. 18-2).

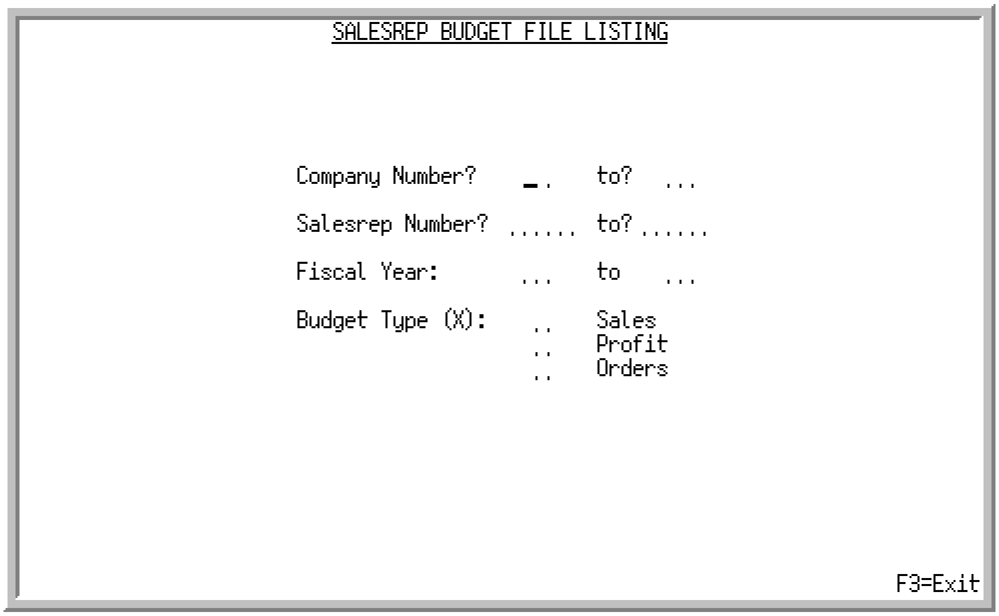
Salesrep Budgets Listing

Once you have set up your sales rep budgets, you can print a listing of the budgets through the Salesrep Budgets Listing option on the Sales Analysis File Maintenance menu (MENU SAFILE).

The screen in this option and a brief description of its purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Salesrep Budget File Listing Selection Screen	Used to specify criteria to limit the budgets that are included in the listing.
Salesrep Budget File Listing	Lists the defined salesreps budgets and their definitions.

Salesrep Budget File Listing Selection Screen



This screen displays after selecting option 12 - Salesrep Budgets Listing (MENU SAFILE). Use this screen to select the sales representatives, budget information, and companies to print on this report.

Salesrep Budget File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Selection Criteria	Use the following field to limit the listing of budgets: • **Company Number**: Key the range of companies to include in the listing. This field appears only if you selected Y for *Multi Company* in System Options Maintenance (MENU XAFILE). • **Salesrep Number**: Key the range of sales representative numbers for which sales representative budget information will print. • **Fiscal Year**: Key the range of fiscal years for which sales representative budget information will print. Optional
Budget Type (X)	This field is used to determine which budget types (sales, profit, and/or orders) will print on the report. You must select at least one budget type to print. Key X in the field to the left of the budget type(s) that you want to print on the report. Leave blank, to exclude the budget type from printing. (A1) Required
F3=Exit	Press F3=EXIT to cancel this option. MENU SAFILE will display.

Salesrep Budget File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Salesrep Budget File Listing (p. 18-9) will print.

Salesrep Budget File Listing

SA912 11/16/09 17.19.10 SALESREP BUDGET FILE LIST AH/APDEMO PAGE: 1

01-A & C Office Supply

ALL COMPANIES ALL SALESREPS ALL YEARS

		Total	Jan	Feb	Mar	Apr	May	Jun	Jly	Aug	Sep	Oct	Nov	Dec
1 Mike Steele														
2006	Sales:	144,000	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000
	Profit:	0	0	0	0	0	0	0	0	0	0	0	0	0
	Orders:	1,440	120	120	120	120	120	120	120	120	120	120	120	120
2007	Sales:	36,000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
	Profit:	12,000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
	Orders:	600	50	50	50	50	50	50	50	50	50	50	50	50
3 Steven Jones														
2007	Sales:	24,000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
	Profit:	9,600	800	800	800	800	800	800	800	800	800	800	800	800
	Orders:	360	30	30	30	30	30	30	30	30	30	30	30	30
4 Lori Banter														
2007	Sales:	14,400	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200
	Profit:	4,800	400	400	400	400	400	400	400	400	400	400	400	400
	Orders:	240	20	20	20	20	20	20	20	20	20	20	20	20

Company: 1

	Total	Jan	Feb	Mar	Apr	May	Jun	Jly	Aug	Sep	Oct	Nov	Dec
Sls	344400	28700	28700	28700	28700	28700	28700	28700	28700	28700	28700	28700	28700
Prof	75600	6300	6300	6300	6300	6300	6300	6300	6300	6300	6300	6300	6300
Ords	4620	385	385	385	385	385	385	385	385	385	385	385	385

This listing prints the budgets for the sales representatives that match the criteria you selected on the Salesrep Budget File Listing Selection Screen (p. 18-7) are printed.

By company, each sales rep will be listed and for the sales year, the budget information for sales, profit and number orders will be displayed by sales period. Company totals are provided for sales, profit, and number of orders by sales period.

For a detail explanation of the fields on this listing, refer to “Salesrep Budget Maintenance Screen Fields and Function Keys” on page 18-4.

CHAPTER 19

Defining Territories

19

A sales territory code is assigned to a customer and/or ship-to address through Customer/Ship to Master Maintenance (MENU ARFILE). Once assigned, the sales territory code is used when creating an order in Enter, Change & Ship Orders (MENU OEMAIN). The sales territory assigned to a customer and ship-to is used to record sales amounts for Sales Analysis.

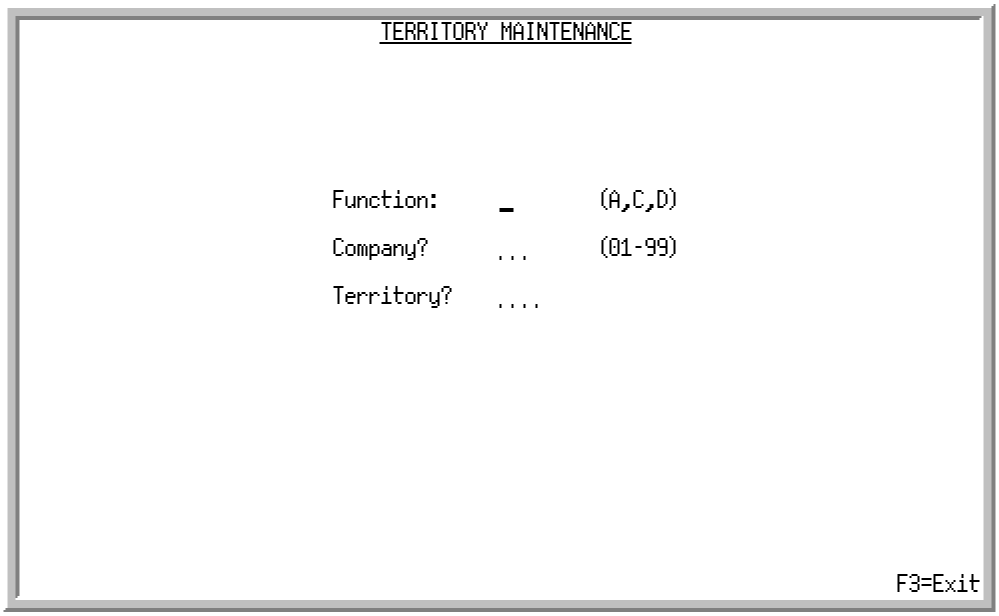
Territories are defined through Territories Maintenance on the Sales Analysis File Maintenance Menu (MENU SAFILE) at least one territory must be defined.

Territories Maintenance

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Territory Maintenance Selection Screen	Used to specify the territory that you want to maintain.
Territory Maintenance Screen	Used to provide a territory description.

Territory Maintenance Selection Screen



This screen displays after selecting option 3 from MENU SAFILE. Use this screen to add, change, or delete sales territories and their descriptions.

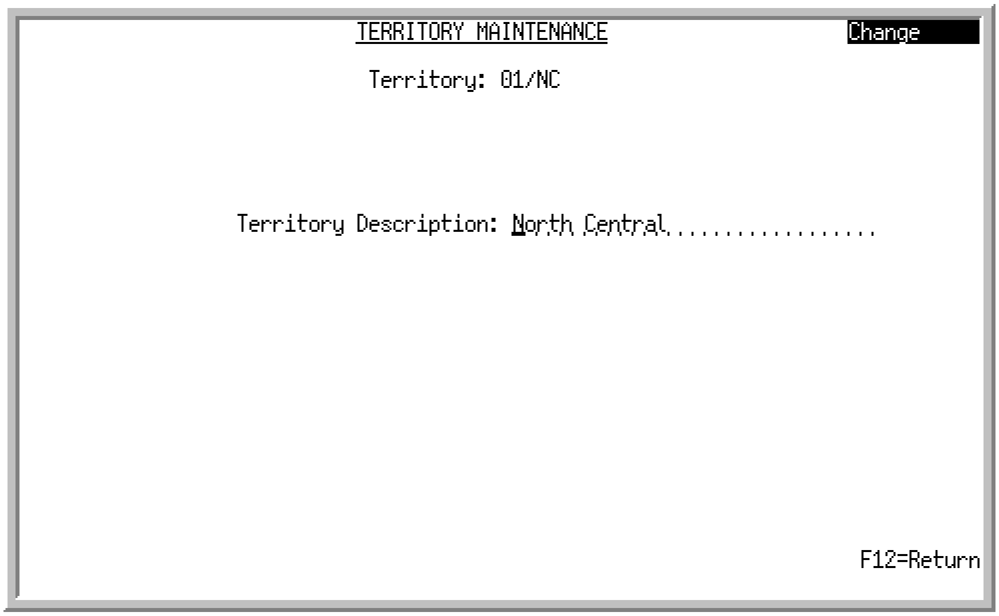
Territory Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a sales territory. Key C to change information for an existing sales territory. Key D to delete an existing sales territory. NOTE: If you delete a sales territory that has been assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE), reports will print “Invalid Territory” for that customer. (A1) Required
Company	Key the company number to which the sales territory will be assigned. *Valid Values:* Any valid company number that has been created through Company Name Maintenance (MENU XAFILE). NOTE: This field displays only if you selected Y for *Multi Company* in System Options Maintenance (MENU XAFILE). (N 2,0) Required
Territory	Key the territory code which you are adding, changing, or deleting. (A 3) Required

Territory Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIt to cancel this option. MENU SAFILE will display.
Enter	Press ENTER to confirm your selections. The Territory Maintenance Screen (p. 19-4) displays.

Territory Maintenance Screen



This screen displays after pressing ENTER on the Territory Maintenance Selection Screen (p. 19-2). Use this screen to add or change the description of a sales territory.

Territory Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Territory Description	The description of this sales territory used throughout Distribution A+. Key the description of this sales territory. (A 30) Required
F12=Return	Press F12=RETURN to return to the Territory Maintenance Selection Screen (p. 19-2) without saving your changes.
F24=Delete	F24=DELETE displays in delete mode only. Press F24=DELETE to delete the sales territory displayed. You are returned to the Territory Maintenance Selection Screen (p. 19-2) and the sales territory is deleted. NOTE: If you delete a sales territory that is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE), reports will print “Invalid Territory” for that customer.
Enter	Press ENTER to confirm your selections. The Territory Maintenance Selection Screen (p. 19-2) will display.

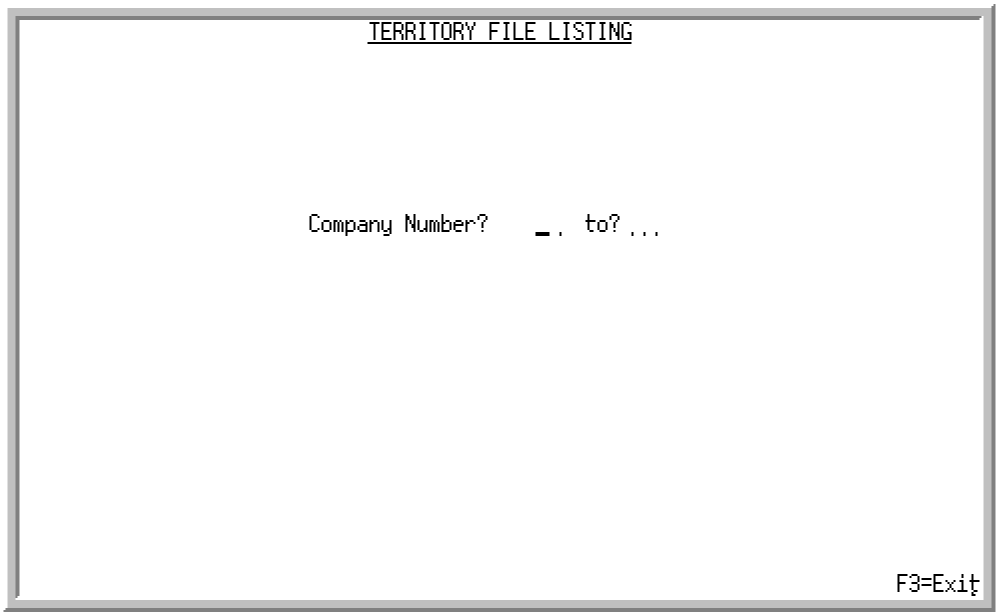
Territories Listing

Once you have set up your territories, you can print a listing of them through the Territories Listing option on the Sales Analysis File Maintenance menu (MENU SAFILE).

The screen in this option and a brief description of its purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	**Purpose**
Territory File Listing Selection Screen	If you have multiple companies defined, used to specify the company to use for the listing.
Territory File Listing	Lists the defined territories and their definitions.

Territory File Listing Selection Screen



When you select option 13 from MENU SAFILE, this screen displays only if you responded with a Y for **Multi Company** in System Options Maintenance (MENU XAGFILE). Otherwise, the Territory File Listing (p. 19-7) prints after selecting option 13 and no screens will display.

Use this screen to select the company or companies for which sales territory information will print.

Territory File Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the range of companies for which sales territory information will print. *Valid Values:* Any valid company number that has been created through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU SAFILE will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display for you to print your Territory File Listing (p. 19-7).

Territory File Listing

```
SA922  11/16/09  17.19.44               TERRITORY FILE LIST                        AH/APDEMO   Page:    1
                                       01-A & C Office Supply
                                        ALL COMPANIES SELECTED
                                  Territory
                                    Code     Territory Description
----------------------------------------------------------------------------------------------------------
                                    EUR      Europe
                                    NC       North Central
                                    NE       North East
                                    SC       South Central
                                    SE       South East
                                    UN       Unassigned
```

This listing lists the sales territory codes and descriptions assigned to the companies you selected on the Territory File Listing Selection Screen (p. 19-6).

For an explanation of the fields on this listing, refer to “Territory Maintenance Screen Fields and Function Keys” on page 19-4.

CHAPTER 20

Defining the SA/PO Fiscal Calendar

20

Sales Analysis/Purchasing (SA/PO) fiscal calendar is used in Order Entry and Purchasing. In Order Entry, the SA/PO fiscal calendar is used by system demand adjustments to convert a requested ship date to a sales analysis fiscal period. Closing dates are generated for each company based on the beginning date you enter with this option and the calendar type defined for the company through IM&P System Options Maintenance (MENU IMFILE). Closing dates may be recalculated through this option.

In Purchasing, SA/PO fiscal calendar is used to update buyer budgets on a specified buyer budget level. There will be 12 or 13 monthly budget buckets, depending upon the options specified for the company in Sales Analysis Options Maintenance (MENU XAFILE). The actual statistics will be updated with the Purchase Order line value when a Purchase Order is printed and when a Purchase Order is maintained. The 12 or 13 actual periods will be updated based on the purchase order print date.

SA/PO fiscal calendars can be defined for each company through the SA/PO Fiscal Calendar Maintenance option on the Sales Analysis File Maintenance Menu (MENU SAFILE). Through this option, you can also specify the number of business days per period, and distribute the sales into sub-periods for the Order Entry Measurement Systems functionality. The corresponding sub-period distribution of sales data is used in the Sales Recap Inquiry (MENU OEINQY) in Order Entry.

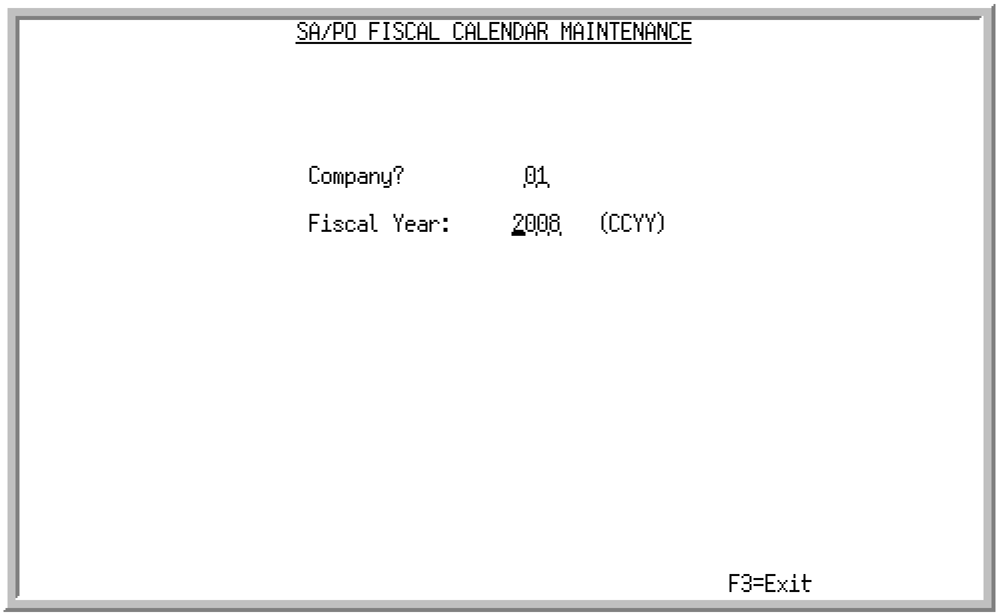
SA/PO Fiscal Calendar

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
SA/PO Fiscal Calendar Maintenance Selection Screen	Used to specify company and year for which you want to maintain a calendar.
SA/PO Fiscal Calendar Maintenance Screen	Used to specify the closing dates for the fiscal calendar.

Title	Purpose
Business Day Distribution Pop-up Window	Used to create sub-periods in which distribute sales.

SA/PO Fiscal Calendar Maintenance Selection Screen

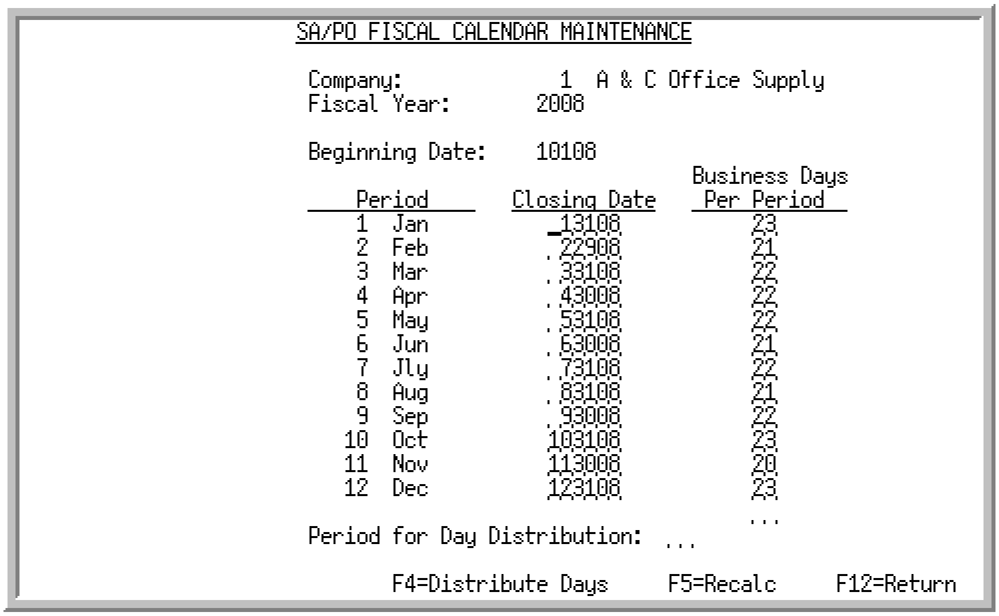


This screen displays after selecting option 4 - SA/PO Fiscal Calendar (MENU SAFILE). Use this screen to select the company and year for which you are defining or maintaining the fiscal calendar.

SA/PO Fiscal Calendar Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays only if you selected Y for **Multi Company** in System Options Maintenance (MENU XAFILE). Key a company for which a fiscal calendar will be created or maintained. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Fiscal Year	Key the year for which you are defining or maintaining a fiscal calendar. (N 4,0) Required, CCYY - Century, Year format
F3=Exit	Press F3=EXIT to cancel this option. MENU SAFILE will display.
Enter	Press ENTER to confirm your selections. The SA/PO Fiscal Calendar Maintenance Screen (p. 20-4) displays.

SA/PO Fiscal Calendar Maintenance Screen



This screen displays after pressing ENTER on the SA/PO Fiscal Calendar Maintenance Selection Screen (p. 20-3). Use this screen to define closing dates for the fiscal calendar for the selected company and year. Additionally, you can use this screen to specify the number of business days per period for order entry measurement systems functionality.

The **Business Days Per Period** and **Period for Day Distribution** fields are used in the Sales Recap Inquiry (MENU OEINQY), and more specifically on the Projections Screen. Refer to the Order Entry User Guide for additional information.

SA/PO Fiscal Calendar Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Beginning Date	This field will display only if the prior fiscal year has been closed. Key the date on which the specified fiscal year begins. *Default Value:* The beginning date defined for the company in IM&P System Options Maintenance (MENU IMFILE), or, if not yet set up, the first fiscal month as defined through Sales Analysis Options Maintenance (MENU XAFILE). *Valid Values:* A date prior to the closing date, entered in the default date format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

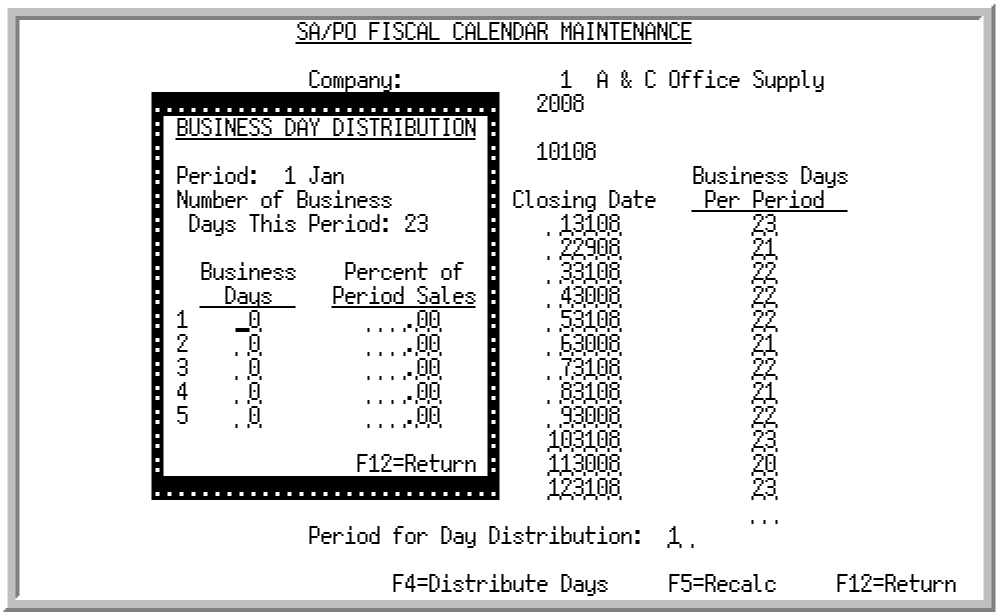
SA/PO Fiscal Calendar Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Period	This field displays the period number and the name for each period. The period number can be keyed in the **Period for Day Distribution** field when selecting a period for which you want to distribute sales into sub-periods. Refer to the **Period for Day Distribution** field. The displayed names are the names of the periods or months used for reporting purposes. Period names are defined in Sales Analysis Options Maintenance (MENU XAFILE). Twelve or thirteen periods may be displayed, depending upon the options specified for the company in Sales Analysis Options Maintenance (MENU XAFILE). Display
Closing Date	This is the closing date associated with each fiscal period. Twelve or thirteen periods may be displayed, depending upon the options specified for the company in Sales Analysis Options Maintenance (MENU XAFILE). Key a closing date for this period. *Valid Values:* A date greater than the beginning date. Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) Closing dates must also be listed in ascending order. (N 6,0) Required
Business Days Per Period	Use this field to specify the number of business days in each associated fiscal period. This number is used for Order Entry Measurement Systems only; it does not affect Sales Analysis functionality. The number of business days should be equal to the number of days for which you plan to run day-end. One business day (working days) equals each different date that you run day-end. If a number of days is entered, but F4=DISTRIBUTE DAYS is not completed or if the number of days on this screen does not equal the total number of days that have been distributed using the F4=DISTRIBUTE DAYS, message **Warning! Business days distribution does not equal days/period** is issued. This warning message so it will not stop the record from being updated. To distribute the business days per period across weeks, enter the period number in the **Period for Day Distribution** field and press F4=DISTRIBUTE DAYS. Key the number of business days you wish to assign to this period. Leave these fields blank if you are not using the Sales Recap Inquiry Projections functionality. (N 2,0) Optional

SA/PO Fiscal Calendar Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Period for Day Distribution	Use this field to select a period/month for which to distribute sales into sub-periods. Key the sales period number of the desired period/month in this field and press F4=DISTRIBUTE DAYS. The Business Day Distribution Pop-up Window (p. 20-7) displays. Use the pop-up window to distribute sales into sub-periods. (N 2,0) Optional
F4=Distribute Days	Press F4=DISTRIBUTE DAYS after keying a sales period number in the **Period for Day Distribution** field to distribute that period's sales into sub-periods. The Business Day Distribution Pop-up Window (p. 20-7) will display.
F5=Recalc	Press F5=RECALC to recalculate all of the closing dates for this fiscal year. The dates are generated based on the beginning date and the calendar type defined for the company in IM&P System Options Maintenance (MENU IMFILE). The existing closing dates will be replaced with the new dates upon confirmation. Once confirmed, you will be returned to the SA/PO Fiscal Calendar Maintenance Selection Screen (p. 20-3).
F12=Return	Press F12=RETURN to return to the SA/PO Fiscal Calendar Maintenance Selection Screen (p. 20-3). Any changes made on this screen will not be saved.
Enter	Press ENTER to confirm your selections. The SA/PO Fiscal Calendar Maintenance Selection Screen (p. 20-3) will display.

Business Day Distribution Pop-up Window



This pop-up window displays after selecting a **Period for Day Distribution** and pressing F4=DISTRIBUTE DAYS on the SA/PO Fiscal Calendar Maintenance Screen (p. 20-4). Use this pop-up window to create sub-periods in which to distribute sales for the selected period. Each period can have up to 5 sub-periods. Use this pop-up window to specify the number of business days in each sub-period, and what percentage of this entire period's sales are expected to occur for those days.

The Business Day Distribution is used by the Sales Recap Inquiry (MENU OEINQY), and more specifically on the Projections Screen. Refer to the Order Entry User Guide for additional information. Leave these fields blank if you are not using the Sales Recap Inquiry Projections functionality.

Business Day Distribution Pop-up Window Fields and Function Keys

Field/Function Key	Description
(Sub-Period)	This field displays the sub-periods of a sales period. A sales period may contain up to 5 sub-periods and at least one sub-period must be defined. Display
Business Days	Use this field to specify the number of business days in the corresponding sub-period. The total number of business days entered in this column must equal the number of days displayed in the **Number of Business Days This Period** field in the upper portion of this pop-up window. Key the number of business days for each sub-period. (5@ N 2,0) Optional

Business Day Distribution Pop-up Window Fields and Function Keys

Field/Function Key	Description
Percent of Period Sales	Use this field to specify the percent of sales that is expected during the business days in the corresponding sub-period. The total percentage of sales for a period must equal 100 percent. Key the percent of sales for each sub-period. (5@ N 5,2) Required
F12=Return	Press F12=RETURN to return to the SA/PO Fiscal Calendar Maintenance Screen (p. 20-4) without saving your changes.
Enter	Press ENTER to confirm your selections. The SA/PO Fiscal Calendar Maintenance Screen (p. 20-4) displays.

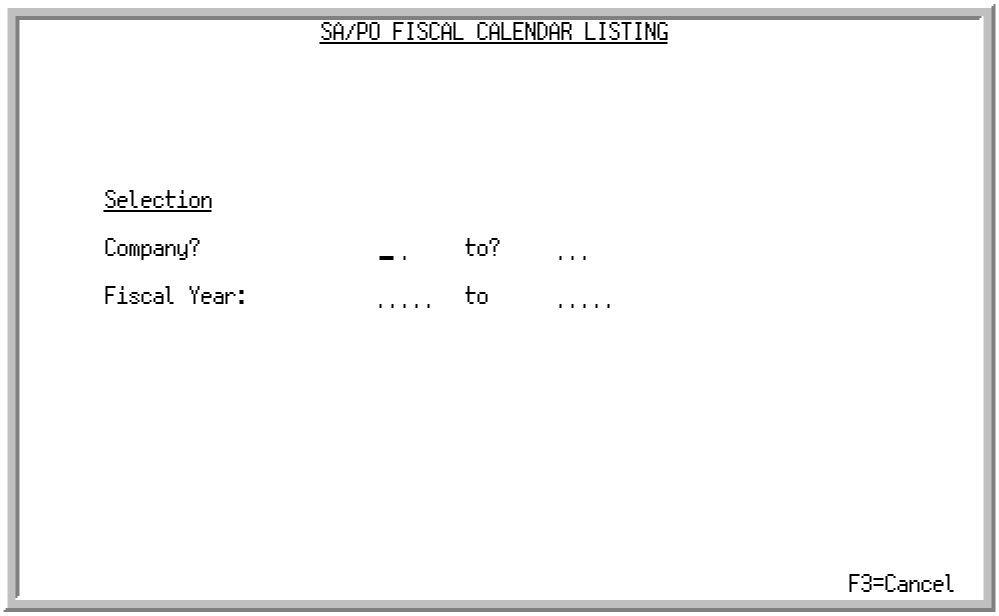
SA/PO Fiscal Calendar Listing

Once you have set up your fiscal calendar, you can print a listing of it through the SA/PO FIscal Calendar Listing option on the Sales Analysis File Maintenance menu (MENU SAFILE).

The screen in this option and a brief description of its purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
SA/PO Fiscal Calendar Listing Selection Screen	Used to specify the company and fiscal year to use for the listing.
SA/PO Fiscal Calendar Listing	Lists the defined calendars and their definitions.

SA/PO Fiscal Calendar Listing Selection Screen


SA/PO FISCAL CALENDAR LISTING

Selection

Company? _ . to? ...

Fiscal Year: ..... to .....

F3=Cancel

This screen displays after selecting option 14 - SA/PO Fiscal Calendar from MENU SAFILE. Use this screen to specify the companies and fiscal periods to include on the SA/PO Fiscal Calendar Listing (p. 20-11). This listing shows the date on which the fiscal year begins, the ending date for each period within the fiscal year, and the number of business days in each period. This listing also shows the distribution of the number of business days into sub-periods and the percent of sales that is expected during each sub-period.

SA/PO Fiscal Calendar Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field displays only if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE). Use this field to specify a range of companies to include on the listing. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
Fiscal Year	Use this field to specify a range of fiscal years to include on the listing. Key the fiscal year to be printed on the report. (2 @ N 4,0) Required, CCYY - Century, Year format
F3=Cancel	Press F3=CANCEL to cancel this option. MENU SAFILE will display.

SA/PO Fiscal Calendar Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

SA/PO Fiscal Calendar Listing

SA845 11/16/09 17.20.55 SA/PO FISCAL CALENDAR FILE LIST AH/APDEMO PAGE 2
01-A & C Office Supply

Fiscal Year	Period	Beginning Date	Period End Date	Business Days	Distribution Days / % Sub-Period 1	Sub-Period 2	Sub-Period 3	Sub-Period 4	Sub-Period 5
	12		12/31/07	21					
2008	01	01/01/08	01/31/08	23					
	02		02/29/08	21					
	03		03/31/08	22					
	04		04/30/08	22					
	05		05/31/08	22					
	06		06/30/08	21					
	07		07/31/08	22					
	08		08/31/08	21					
	09		09/30/08	22					
	10		10/31/08	23					
	11		11/30/08	20					
	12		12/31/08	23					
2009	01	01/01/09	01/31/09	23					
	02		02/28/09	21					
	03		03/31/09	22					
	04		04/30/09	22					
	05		05/31/09	22					
	06		06/30/09	21					
	07		07/31/09	22					
	08		08/31/09	21					
	09		09/30/09	22					
	10		10/31/09	23					
	11		11/30/09	20					
	12		12/31/09	23					
2010	01	01/01/10	01/31/10	20	5 25.00%	5 25.00%	5 25.00%	5 25.00%	
	02		02/28/10	20					
	03		03/31/10	23					
	04		04/30/10	22					
	05		05/31/10	21					
	06		06/30/10	22					
	07		07/31/10	22					
	08		08/31/10	22					
	09		09/30/10	22					
	10		10/31/10	21					
	11		11/30/10	22					
	12		12/31/10	23					

This listing lists the fiscal year information for the companies and years you selected on the SA/PO Fiscal Calendar Listing Selection Screen (p. 20-9).

For an explanation of the fields on this listing, refer to “SA/PO Fiscal Calendar Maintenance Screen Fields and Function Keys” on page 20-4 and “Business Day Distribution Pop-up Window Fields and Function Keys” on page 20-7.

CHAPTER 21

Defining Corporate Groups

21

A corporate group is a group of customers that share a common attribute. For example, you may organize your customers into corporate groups according to geographic units. Combining customers into corporate groups allows you to enhance the evaluation of business performance by instituting a level of sales analysis based on the group's common attribute. You can create corporate groups through Corporate Groups Maintenance option on the Sales Analysis File Maintenance Menu (MENU SAFILE).

Once a corporate group is defined, you can assign it to one or more customers through Customer/Ship-to Master maintenance (MENU ARFILE). As orders for each customer associated with the corporate group are processed, sales data is stored and made available for various sales analyses. These analyses are presented for both the corporate group and its customer members through the following options on the Sales Analysis Main Menu (MENU SAMAIN):

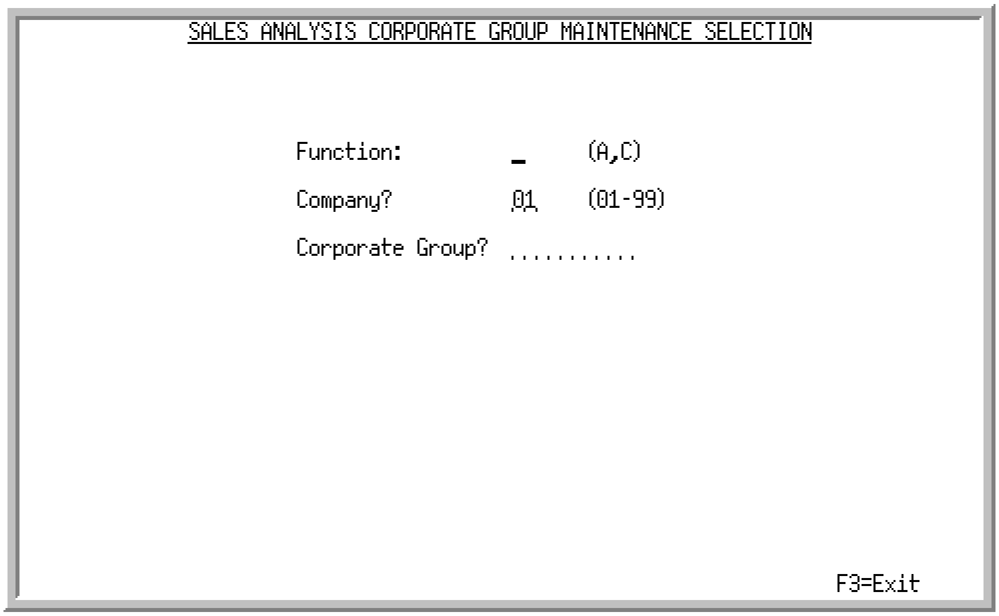
- Customer Comparison
- Customer/Item Analysis
- Item/Customer Analysis

Corporate Groups

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Corporate Group Maintenance Selection Screen	Used to specify the code of the corporate group you want to maintain.
Corporate Group Maintenance Screen	Used to provide a description for the corporate group code.

Corporate Group Maintenance Selection Screen



This screen appears when you select option 5 - Corporate Groups (MENU SAFILE).

Use this screen to add or change a corporate group.

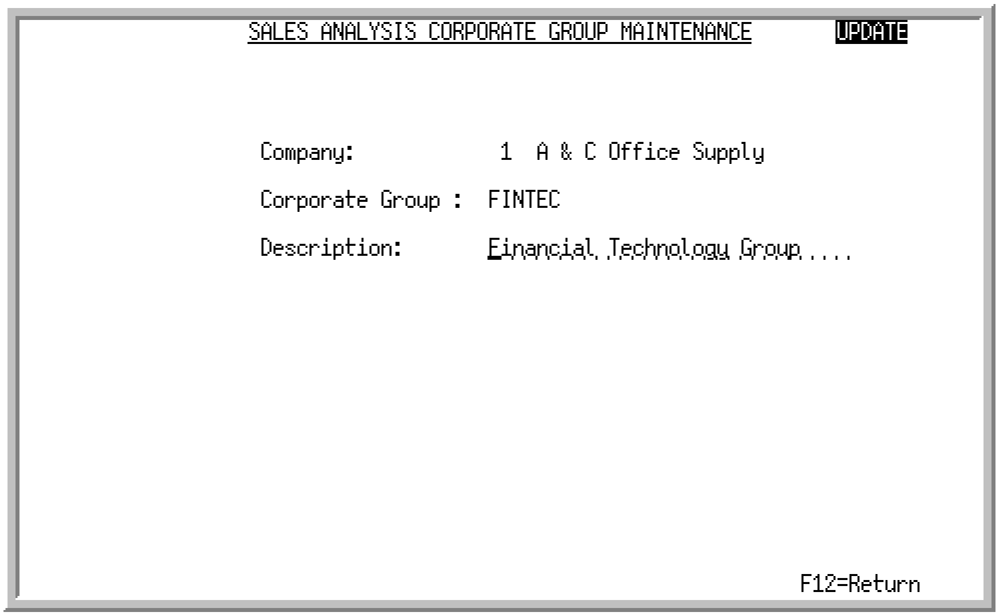
Corporate Group Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a corporate group. Key C to change the description of a corporate group. (A 1) Required
Company	Key the number of the company to which you are adding a corporate group, or the number of the company affected by changing the description of an existing corporate group. This field appears only if you set *Multi Company*, in System Options Maintenance (MENU XAFILE), to Y. *Default Value:* The default company specified in System Options Maintenance (MENU XAFILE). *Valid Values:* A company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Corporate Group	Key the code for the corporate group you are adding or changing. (A 10) Required

Corporate Group Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to cancel this option. MENU SAFILE will reappear.
Enter	Press ENTER to confirm your selections, and advance to the Corporate Group Maintenance Screen (p. 21-4).

Corporate Group Maintenance Screen



This screen appears when you press ENTER on the Corporate Group Maintenance Selection Screen (p. 21-2).

Use this screen to describe the corporate group you are adding or changing.

Corporate Group Maintenance Screen Fields and Function Keys

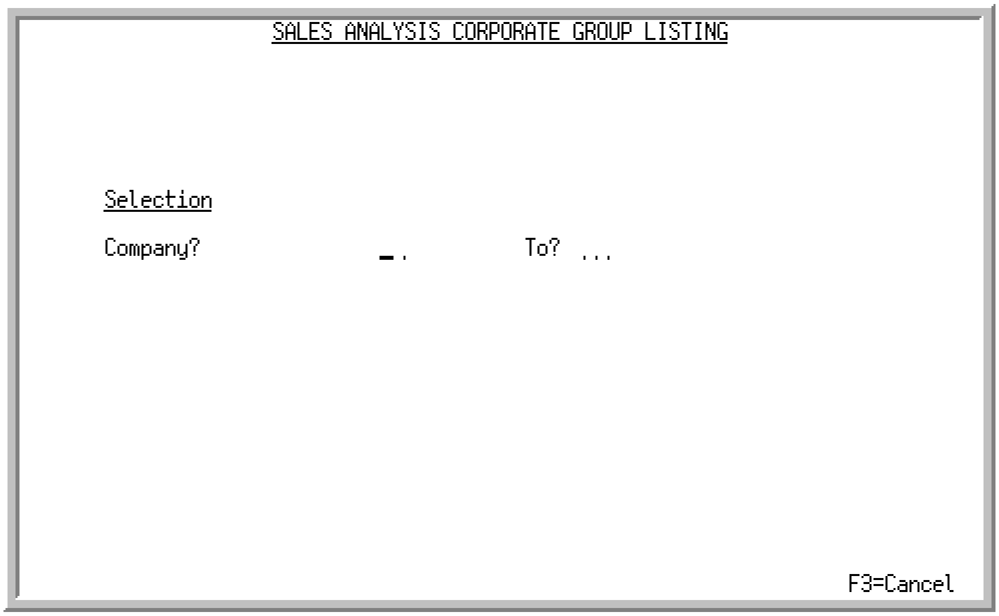
Field/Function Key	Description
Description	Key the description of the corporate group you are adding, or change the description of the displayed corporate group. (A 30) Required
F12=Return	Press F12=RETURN to return to the Corporate Group Maintenance Selection Screen (p. 21-2). Any entries you have keyed will not be saved.
Enter	Press ENTER to save your entries, and return to the Corporate Group Maintenance Selection Screen (p. 21-2).

Corporate Groups Listing

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Corporate Group Listing Selection Screen	Used to specify the company for which you want to print corporate groups.
Corporate Group Listing	Lists the defined corporate groups and their definitions.

Corporate Group Listing Selection Screen



This screen appears when you select option 15- Corporate Groups Listing (MENU SAFILE) only when **Multi Company** in System Options Maintenance (MENU XAFILE), is set to Y.

Use this screen to specify a range of companies for which to print the Corporate Group Listing (p. 21-7). The printed listing will detail each company and its associated corporate groups.

Corporate Group Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company or range of companies for which you want to print corporate group data. Note that leaving both fields blank lists all companies. *Valid Values:* Any company number defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU SAFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear.

Corporate Group Listing

SA851 99/08/10 9:47:32 SALES ANALYSIS CORPORATE GROUP LISTING JU/CBLIGH PAGE: 1
Co Fr: 01
To: 99

Company Number	Company Name	Corporate Group Id	Corporate Group Description
01	A & C OFFICE SUPPLY	AAL	KALUNIAN STORES
01	A & C OFFICE SUPPLY	ABA	S&S DRUGS
01	A & C OFFICE SUPPLY	AMA	O-MART
01	A & C OFFICE SUPPLY	ASE	TONY'S
02	ATLAS STATIONERY	AS1	WHITEHALL
02	ATLAS STATIONERY	AS2	SHEPCO
02	ATLAS STATIONERY	AS3	GRACE INC.
02	ATLAS STATIONERY	AS4	J.P. COATS
02	ATLAS STATIONERY	AS5	CVS
03	E.L. FREEMAN INC	120	MI
03	E.L. FREEMAN INC	140	ME
03	E.L. FREEMAN INC	126	WA
03	E.L. FREEMAN INC	121	CA
03	E.L. FREEMAN INC	133	MA

This listing lists the corporate groups defined for the company you selected on the Corporate Group Listing Selection Screen (p. 21-6).

For an explanation of the fields on this listing, refer to “Corporate Group Maintenance Screen Fields and Function Keys” on page 21-4.

CHAPTER 22 Running Period End Processing

22

Period end processing zeros out the month-to-date fields in the Sales Representative Master File, Item Balance File, and Customer Master File for the companies you select and their assigned warehouses. This is referred to as closing a warehouse. Once you have closed a period, Distribution A+ will advance to the next period.

NOTE: Year end processing zeros out the year to date fields in the same files.

The warehouses to be closed are automatically determined by Distribution A+ based on the company or companies selected. This option will close all warehouses assigned to the companies which you select to close for the period. A warehouse is assigned to a particular company in Warehouse Number Maintenance (MENU IAFILE).

Distribution A+ automatically determines the end of a company's fiscal year based on the last period of the fiscal year. Like period end processing, year end processing closes all warehouses assigned to a company or companies that are at their fiscal year end.

Period End Processing is run through the Period End Processing option on the Sales Analysis Master Menu (MENU SAMAST).

Period End Processing

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Sales Analysis Period End Processing Selection Screen	Used to specify company and year for which you want to maintain a calendar.
Sales Analysis Period End Processing Company Screen	Used to specify the closing dates for the fiscal calendar.

Title	Purpose
Sales Analysis Period End Processing Warehouse Screen	Used to create sub-periods in which distribute sales.
Sales Analysis Period End Processing Screen	Used to initiate period end processing.
Sales Analysis Period End Processing Report	Provides a record of the companies and warehouses that were closed.

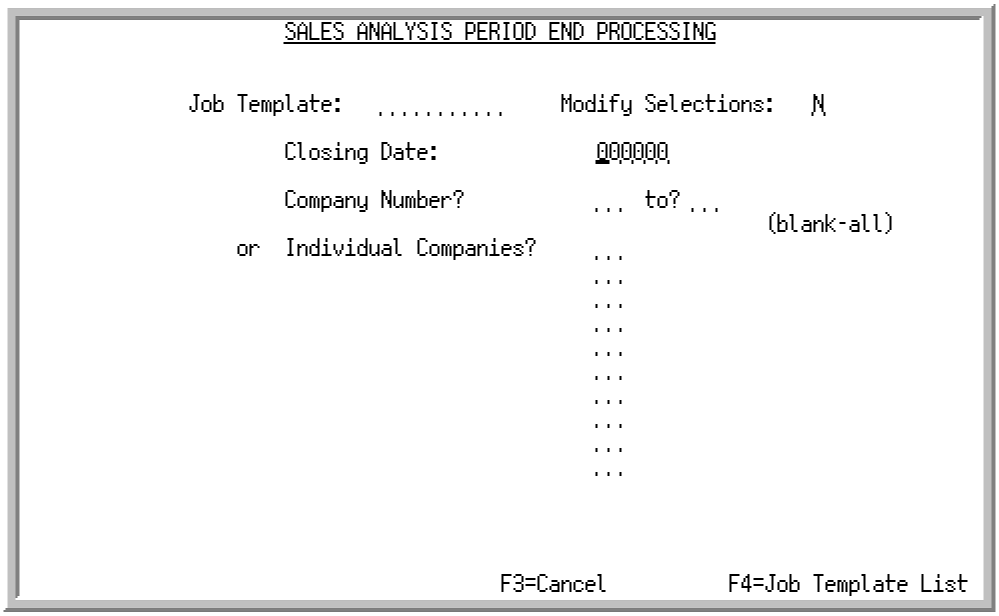
When To Run This Option

Run this option at the end of each period to close out Sales Analysis and Inventory Accounting for one or more companies, and advance to the current sales analysis period. This procedure must be run prior to processing the first day-end run through Day-End Processing (MENU XAMAST) for the next period in order to properly accumulate month-to-date information in the files.

Restart Instructions

The job is submitted to the Transaction Processor after pressing F10 on the Sales Analysis Period End Processing Screen (p. 22-12). If the job is interrupted before it is submitted to the Transaction Processor, restart by selecting this option. If the job is interrupted after it is submitted to the Transaction Processor, refer to the Cross Applications User Guide for information on how to restart the processor.

Sales Analysis Period End Processing Selection Screen



This screen displays when selecting option 3 - Period End Processing (MENU SAMAST). Use this screen to enter the closing date which applies to the period you are closing. If you answered Y to **Multi Company** in System Options Maintenance (MENU XAFILE), you may select the companies to close. Additionally, you can select the job template to be used for processing.

Sales Analysis Period End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the *Modify Selections* field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the *Modify Selections* field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created, press F4=JOB TEMPLATE LIST. *Valid Values:* A job template defined for SA Period End Processing (that is, SA791P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Sales Analysis Period End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the *Job Template* field on this screen or selected one from F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the *Job Template* field is blank. (A1) Optional
Closing Date	The date on which sales are posted to the next period. Key the closing date that applies to this period. For example, April has 30 days, however, because this year, April 30 falls on a Thursday, the period end closing may be as of Friday, April 24. The closing date keyed should be April 24. Sales posted for April 25-30 are considered to be part of May. NOTE: If Inventory Management & Planning is installed, the accuracy of this date becomes important for inventory management and planning since the number of weeks is used for calculations. *Valid Values:* A date entered using the default date format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's default date format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

Sales Analysis Period End Processing Selection Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Company Number</td><td>This field displays only if you selected Y for the Multi Company field in System Options Maintenance (MENU XAFILE).

Use this field if you want to include a company or range of companies in the period end processing.

Key the range of company number(s) to include in the period end processing or leave blank to include all companies. If selecting Individual Companies, this field must be blank.

Additionally, if you are set up to use warehouse transfer orders, be sure to close your transfer company.

Important

If orders for multiple companies are processed against a shared warehouse, it is very important to verify that the companies' period end closings are on the same schedules and are performed simultaneously. This will ensure that warehouse data will reflect the same period.

Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE).

(N 2,0) Optional</td></tr>
<tr><td>Individual Companies</td><td>This field displays only if you selected Y for the Multi Company field in System Options Maintenance (MENU XAFILE).

Use this field if you want to include individual company number(s) for period end processing. You may key up to 10 company numbers.

Key the company numbers to be included in this period end processing; leave blank to include all companies. If a Company Number was selected, this field must be blank. The Company Number field must also be blank to include all companies.

NOTE: If orders for multiple companies are processed against a shared warehouse, it is very important to verify that the companies' period end closings are on the same schedules and are performed simultaneously. This will ensure that warehouse data will reflect the same period.

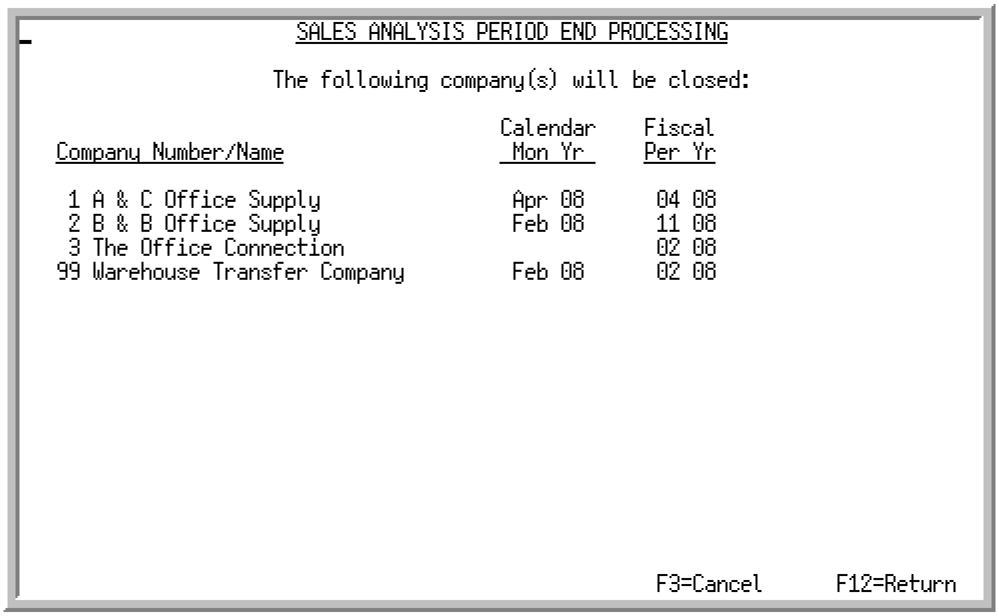
Valid Values: A company number defined through Company Name Maintenance (MENU XAFILE).

(10 @ N 2,0) Optional</td></tr>
<tr><td>F3=Cancel</td><td>Press F3=CANCEL to cancel this option. MENU SAMAST will display.</td></tr>
</table>

Sales Analysis Period End Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Job Template List	Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for SA Period End Processing jobs. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press ENTER to confirm your selections. The Sales Analysis Period End Processing Company Screen (p. 22-8) displays. Additionally, depending on your selections in the *Job Template* and *Modify Selections* fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

Sales Analysis Period End Processing Company Screen



This screen displays a list of the companies you selected on the Sales Analysis Period End Processing Selection Screen (p. 22-3). All companies which display on this screen will be included in the period end processing. For each company displayed, its current calendar date and corresponding fiscal year display.

Use this screen to confirm that the list of companies displayed are to be included in period end processing.

At the end of a company's fiscal year, a message displays for the company and its assigned warehouse informing you that year end processing will be performed with the period end processing.

NOTE: When a fiscal year is closed, the year-to-date fields are moved to the last year fields and are set to zero.

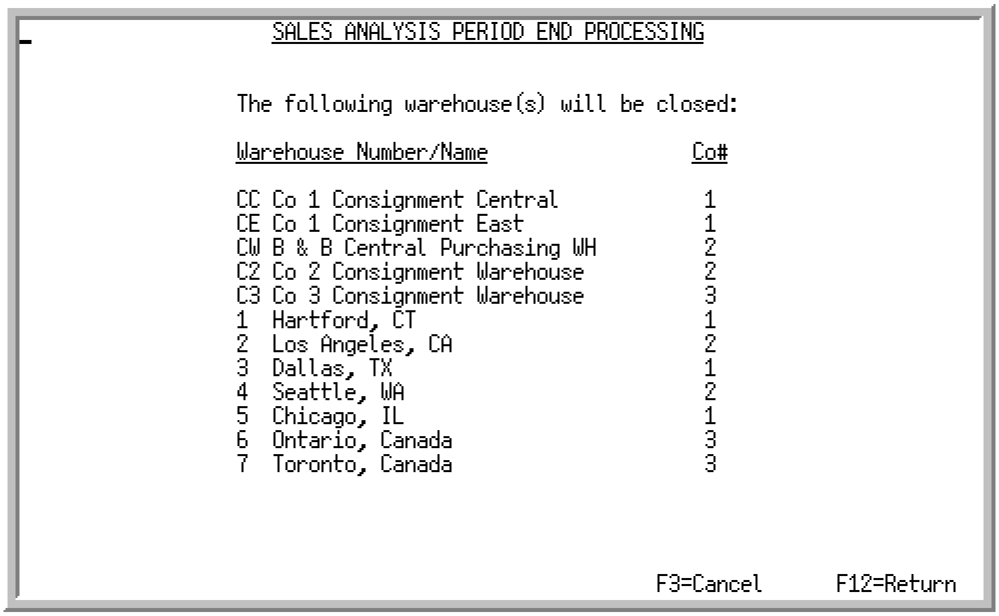
Sales Analysis Period End Processing Company Screen Fields and Function Keys

Field/Function Key	Description
Company Numbering	The number and name of the company to be closed through period end processing. Display
Calendar Mon Yr	The current sales analysis period and year for the company. This is the actual calendar month and year. A fiscal calendar is initially set up for a company through Sales Analysis Options Maintenance (MENU XAFILE). Display

Sales Analysis Period End Processing Company Screen Fields and Function Keys

Field/Function Key	Description
Fiscal Per Yr	The number of the current fiscal period and year for the company. The fiscal period and year is the actual calendar year in which the accounting year ends. This date is initially set up for a company through Sales Analysis Options Maintenance (MENU XAFILE). Display
Company Year End	This system message informs you that year end processing will be performed along with the period end processing for the company. Distribution A+ determines the end of a company's fiscal year based on the last fiscal period defined for a company in Sales Analysis Options Maintenance (MENU XAFILE). Display
F3=Cancel	Press F3=CANCEL to cancel this option. MENU SAMAST will display.
F12=Return	Press F12=RETURN to return to the Sales Analysis Period End Processing Selection Screen (p. 22-3).
Enter	If there are more companies selected to include in the period end processing than are displayed on this screen, press ENTER to display the remaining companies. When all companies have been displayed, press ENTER to display the Sales Analysis Period End Processing Warehouse Screen (p. 22-10).

Sales Analysis Period End Processing Warehouse Screen



This screen displays a list of the warehouses assigned to the companies you selected to close on the Sales Analysis Period End Processing Selection Screen (p. 22-3). All warehouses which display on this screen will be included in the period end processing (and may be included in the year end processing).

Use this screen to confirm that the list of warehouses displayed are to be included in period end processing. For each warehouse displayed, its name and assigned company displays.

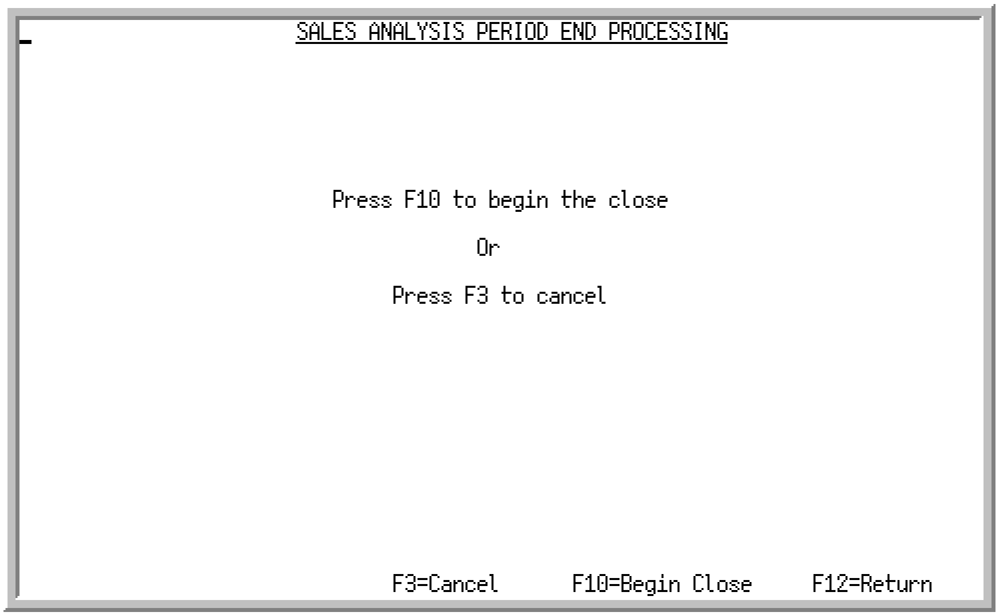
Sales Analysis Period End Processing Warehouse Screen Fields and Function Keys

Field/Function Key	Description
Warehouse Number/ Name	The number and name of the warehouse to be closed through period end processing. Warehouses to be closed are automatically determined according to the warehouses assigned to the company or companies you selected to close. Display
Co#	The number of the company to which this warehouse is assigned. Warehouses are assigned to the companies through Warehouse Numbers Maintenance (MENU IAFILE). Display
Warehouse Year End	This system message informs you that year end processing will be performed along with the period end processing for the warehouse. Year end processing closes all warehouses assigned to a company or companies that are at their fiscal year end. Display

Sales Analysis Period End Processing Warehouse Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel this option. MENU SAMAST will display
F12=Return	Press F12=RETURN to return to the Sales Analysis Period End Processing Selection Screen (p. 22-3).
Enter	If there are more warehouses to be included in the period end processing than are displayed on this screen, press ENTER to display the remaining warehouses. When all warehouses have been displayed, press ENTER to display the Sales Analysis Period End Processing Screen (p. 22-12).

Sales Analysis Period End Processing Screen



This screen displays after pressing ENTER on the Sales Analysis Period End Processing Warehouse Screen (p. 22-10). Use this screen to cancel or begin the period end process.

Sales Analysis Period End Processing Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel this option. MENU SAMAST will display.
F10=Begin Close	Press F10=BEGIN CLOSE to begin the period end processing for the selected companies and their assigned warehouses. Year end processing will also begin for the companies at their fiscal year end along with their assigned warehouses. After pressing F10=BEGIN CLOSE a message displays informing you that the job is submitted to the Transaction Processor. You will be prompted to press ENTER to continue. MENU SAMAST displays and when processing completes, the Sales Analysis Period End Processing Report (p. 22-13) will print.
F12=Return	Press F12=RETURN to return to the Sales Analysis Period End Processing Selection Screen (p. 22-3).

Sales Analysis Period End Processing Report

```
SA791       08/31/09    16.16.45          SALES ANALYSIS PERIOD END PROCESSING              $$/APDEMO              PAGE:    1
                                                   Companies Being Closed
Company No/Name                          Calendar Mo/Yr        Fiscal Per/Yr
-------------------------------------------------------------------------------------------------------------------------------
01 A & C Office Supply                     Mar 2008              03 2008
02 B & B Office Supply                     Jan 2008              10 2008
03 The Office Connection                                         01 2008
99 Warehouse Transfer Company              Jan 2008              01 2008


SA791       08/31/09    16.16.45          SALES ANALYSIS PERIOD END PROCESSING              $$/APDEMO              PAGE:    2
                                                  Warehouses Being Closed
Warehouse No/Name                          Controlling Company
-------------------------------------------------------------------------------------------------------------------------------
CC Co 1 Consignment Central                01  A & C Office Supply
CE Co 1 Consignment East                   01  A & C Office Supply
CW B & B Central Purchasing WH             02  B & B Office Supply
C2 Co 2 Consignment Warehouse              02  B & B Office Supply
C3 Co 3 Consignment Warehouse              03  The Office Connection
1  Hartford, CT                            01  A & C Office Supply
2  Los Angeles, CA                         02  B & B Office Supply
3  Dallas, TX                              01  A & C Office Supply
4  Seattle, WA                             02  B & B Office Supply
5  Chicago, IL                             01  A & C Office Supply
6  Ontario, Canada                         03  The Office Connection
7  Toronto, Canada                         03  The Office Connection
```

After performing Sales Analysis Period End Processing, this report prints for your review so that you may confirm the companies and warehouses that were closed.

NOTE: If you have Inventory Management & Planning installed, the Usage Exception Report may print, depending on actual demand sales versus the percentage of forecast. Refer to this report as presented and explained in the Inventory Management & Planning manual.

To locate this report, key APJOBS on any command line in Distribution A+ and press F10=TP OUTPUT to access Transaction Processor output.

CHAPTER 23

Resetting Corporate Group Sales Data

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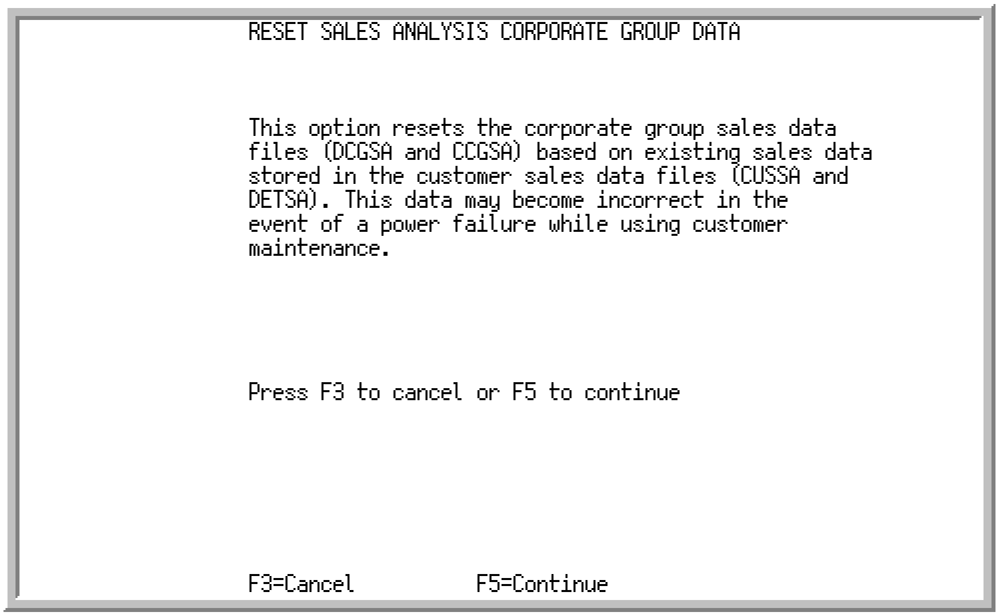
Resetting corporate group sales data rebuilds corporate group files following an interruption in the electrical supply. You can reset corporate group sales data through the Reset Corporate Group option on the Sales Analysis Master Menu (MENU SAMAST). When you select this option following an interruption in electrical power, Distribution A+ clears and rebuilds the Customer Corporate Group Sales Analysis File (CCGSA) and the Detail Corporate Group Sales Analysis File (DCGSA) from the Accounts Receivable Sales History File (CUSSA) and the Sales Analysis Customer/Item Sales History File (DETSA).

Reset Corporate Group Sales Data

The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Reset Sales Analysis Corporate Group Data Screen	Used to initiate the rebuilding process.

Reset Sales Analysis Corporate Group Data Screen



This screen displays after selecting option 5 - Reset Corporate Group Sales Data (MENU SAMAST).

Use this screen to clear and rebuild the Customer Corporate Group Sales Analysis File (CCGSA) and the Detail Corporate Group Sales Analysis File (DCGSA) from the Accounts Receivable Sales History File (CUSSA) and the Sales Analysis Customer/Item Sales History File (DETSA).

Reset Sales Analysis Corporate Group Data Screen

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel this operation and return to MENU SAMAST.
F5=Continue	Press F5=CONTINUE to clear and rebuild the files.

Glossary

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Corporate Group

A group of customers that have a common attribute. For example, a company might organize its customers into corporate groups according to geographic units, such as countries, regions, provinces or states. The purpose of combining customers into corporate groups is to enhance the evaluation of business performance by instituting a level of sales analysis that allows for the groups' common attributes. Thus, to use the example of geography, sales of a particular item in one area of the country can be effectively compared with sales of the same item in a different area of the country.

Current Month

The current (not closed) period or month as defined in SA/PO Fiscal Calendar (MENU SAFILE), according to the last time the Period End Processing (MENU SAMAST) was used to closed the previous period/month.

Demand

The demand of an item is the actual amount required in order to fulfill the current need. The demand may be more than the actual quantity of items that have been shipped and invoiced, depending on the situation and the settings you select to update demand in Distribution A+.

Month-to-date (MTD)

The value used from your last sales analysis month end to the current to date. Month-to-date sales represents the sale quantity since the last month was closed. MTD is retained in the Sales Rep Master File (REPMS), the Customer Master File (CUSMS), and the Item Balance File (ITBAL).

Primary Sales Rep

The principal sales representative you assigned to a customer. In the Customer Master File, up to three sales representatives can be identified as the default for a customer. Once of these three Sales Representatives must be assigned as the Primary Sales Rep. While all three Sales Representatives are carried into this customer's order, sales data is captured only for the Primary Sales Rep by sales amount, cost amount, and total quantity of orders sold.

Sales Analysis Fiscal Calendar

The dated calendar (either 12 or 13 month calendar), which may be defined for each company for each fiscal year in Distribution A+. Calendar months/periods are used when posting sales/demand data in order to differentiate a sales calendar from a general ledger calendar. An order's requested ship date is compared to a Sales Analysis Fiscal Calendar to see which month/period the sales/demand should be attributed to.

Sales Representatives (Sales Rep)
A sales person identified by a numeric code that will be affiliated with that particular sales person's name and commission percentage. Sales Representatives are carried into each order place through OEMAIN 1. This information is used in order to analyze the performance of those Sales Representatives by how many orders each has generated. Order Entry sales data is captured for each Primary Sales Rep by sales amount, cost amount, and total quantity of orders sold.

Sales Rep Budget
A specific sales budget created through Salesrep Budgets (MENU SAFILE - Option 2) for each Sales Representative you have defined in Sales Analysis. A budget can be created against each Sales Representative for each fiscal year. Actual Sales Representative performances can be compared to the budget for each Sales Representative defined.

Standard Report Formats
Those formats which do not change regardless of the selection criteria used.

Territory
A particular area used for or associated with a specific individual Sales Representative. Sales territories are assigned to a customers and then carried into Order Entry. The territories assigned to customers are used to record sales data for Sales Representatives assigned to each territory.

Variable Report Formats
Those formats which look different in presentation and present different data according to the selection criteria used.

Year-to-date (YTD)
The value used from the last sales analysis year end to the current date. Year-to-date sales represents the sale quantity since the last year was closed. YTD is retained in the Sales Rep Master File (REPMS), the Customer Master File (CUSMS), and the Item Balance File (ITBAL).

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