



Infor Distribution A+ Sales Analysis User Guide

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About this guide

This guide describes workflow, concepts and procedures for installing Infor Distribution A+ Sales Analysis module.

Related documentation

You can find related documentation at Infor Documentation Central (docs.infor.com). We recommend that you check this website periodically for updated documentation.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and select **Infor Customer Portal** to create a case.

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If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Sales Analysis Overview

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 Infor Distribution A+ 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 (**DE TSA**) 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 inquiries 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

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 XAFIL).
- Customer Ship-to Sales Analysis File (**CSHSA**). Updating this file is optional and effected through Sales Analysis Options Maintenance (MENU XAFIL).
- Detail Customer Ship-to Sales Analysis (**DSHSA**). Updating this file is optional and effected through Sales Analysis Options Maintenance (MENU XAFIL).
- 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 (**DE TSA**) 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 XAFIL). If you elect not to update this file, you may access the Order History Detail File (**HSD ET**), 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 XAFIL). 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	Sales	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	

Data Updated Daily	Sales Amount	Cost of Sales	No of Orders	Quantity Sold
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 (DE TSA)	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 user guide 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

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.

Title	Purpose
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

```

SALESREP COMPARISON

As of:          02 08

Company Number? 01

Salesrep Number? _ . . . .

F3=Exit
    
```

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	<p>This is the month (or period) and year for which sales representative comparisons will be made through this option.</p> <p>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.</p> <ul style="list-style-type: none"> • 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. <p>Default Value: The current period for the default company. (N 2 @ 2,0) Required</p>

Field/Function Key	Description
Company Number	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>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.</p> <p>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)</p> <p>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).</p> <p>(N 2,0) Required</p>
Sales Representative Number	<p>Key the number of the sales representative for which the comparison inquiry will be performed.</p> <p>Valid Values: Any sales representative number that has been defined for the specified through Sales Representatives Maintenance (MENU SAFILE)</p> <p>(N 5,0) Required</p>
F3=Exit	Press F3=EXIT to cancel this option. MENU SAMAIN will display.
Enter	Press ENTER to confirm your selections. The Salesrep Comparison Screen appears.

Salesrep Comparison Screen

01, 00001, Mike Steele		As of: 04, 13, Current Month: 04 2013		
	<u>Orders</u>	<u>Sales</u>	<u>GL Profit</u>	<u>GP %</u>
Apr 2013:				
Apr 2012:				
Variance:	0	0	0	.0
YTD Apr 2013:	7	813	751	92.3
YTD Apr 2012:	18	32,662	19,493	59.7
Variance:	11-	31,849-	18,742-	54.6
Fiscal 2013:	7	813	751	92.4
Fiscal 2012:	18	32,662	19,493	59.7
Variance:	11-	31,849-	18,742-	54.8
		F2=Cost	F8=OE Cost	
		F3=Exit	F10=Act vs Bud	F12=Return

This screen appears after pressing **ENTER** on the [Salesrep Comparison Selection Screen](#).

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)	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>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.</p> <p>Default Value: The company selected on the Salesrep Comparison Selection Screen</p> <p>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).</p> <p>(N 2,0) Required</p>
(Sales Representative Number)	<p>Key the number of the sales representative for which the comparison inquiry will be performed.</p> <p>Default Value: The sales representative selected on the Salesrep Comparison Selection Screen</p> <p>Valid Values: Any sales representative number that has been defined for the specified through Sales Representatives Maintenance (MENU SAFILE)</p> <p>(N 5,0) Required</p>
As of	<p>This is the month (or period) and year for which customer comparisons will be made through this option.</p> <p>Key the as of date to redisplay the data on this screen showing a different sales period.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>Default Value: The As of period selected on the Salesrep Comparison Selection Screen</p> <p>(N 4,0) Required</p>
Current Month	<p>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.</p> <p>Display</p>

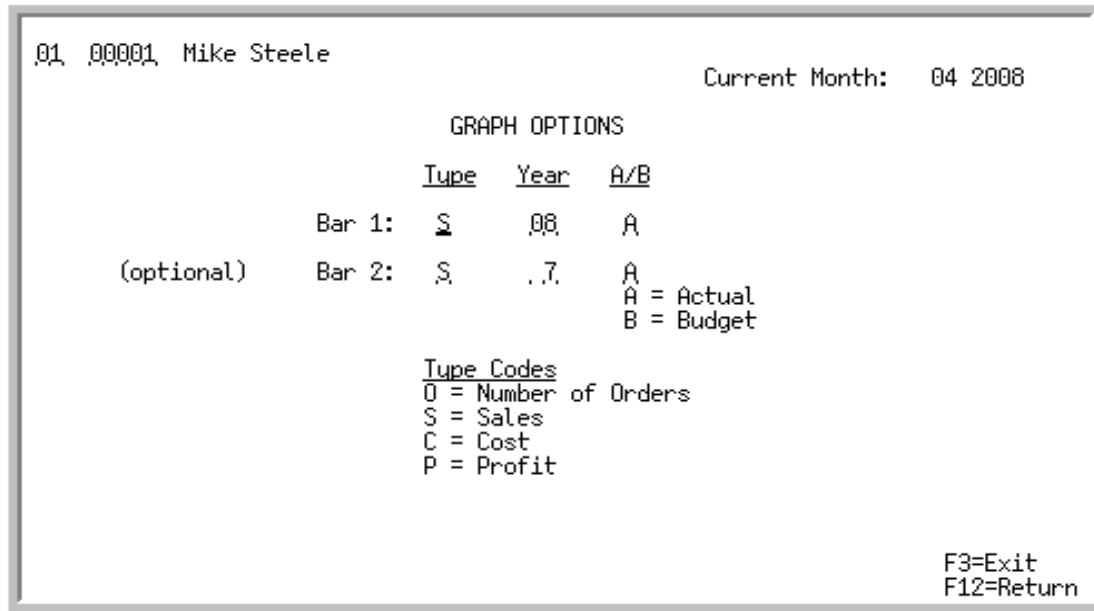
Field/Function Key	Description
(Sales Representative Performance Information)	<p>For the selected sales representative and date, each of these columns display the following information for each of the comparison values rows:</p> <ul style="list-style-type: none"> • Orders: The total number of orders 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. <p>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).</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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).</p> <p>Display</p>

Field/Function Key	Description
Comparison Values: Single Period	<p>These rows compare the corresponding Sales Representative Performance Information of the selected As of period to either the:</p> <ul style="list-style-type: none"> • sales representative's performance for the same period one year prior • sales representative's budget for the selected period <p>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.</p> <p>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).</p> <p>Display</p>
Comparison Values: Year-to-date	<p>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:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>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.</p> <p>Display</p>

Field/Function Key	Description
Comparison Values: Total fiscal year	<p>These rows compare the corresponding Sales Representative Performance Information for the entire fiscal year that the selected period falls in to either the</p> <ul style="list-style-type: none"> • sales representative's performance for the entire previous fiscal year • sales representative's budget for the entire previous fiscal year <p>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.</p> <p>Display</p>
F2=Cost / F2=Profit	<p>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).</p> <p>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.</p> <p>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.</p> <p>Press F2=PROFIT to display the total GL Profit / OE Profit earned by the selected sales representative for the corresponding time period or budget.</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAMAIN will display.</p>
F8=OE Cost / F8=GL Cost	<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p>

Field/Function Key	Description
F10=Act vs Bud/ F10=Prev Year	<p>This key is used as a toggle to compare the sales representative performance to the previous year, or to the sales representative's budget.</p> <p>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.</p> <p>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).</p> <p>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.</p>
F12=Return	Press F12=RETURN to return to the Salesrep Comparison Selection Screen .
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 will display.

Salesrep Comparison Graph Options Screen



This screen appears after you press **ENTER** on the [Salesrep Comparison Screen](#), or **F12=RETURN** from the [Salesrep Comparison Graph Screen](#). It is used to select the options for the bar graph that will display on the [Salesrep Comparison Graph Screen](#).

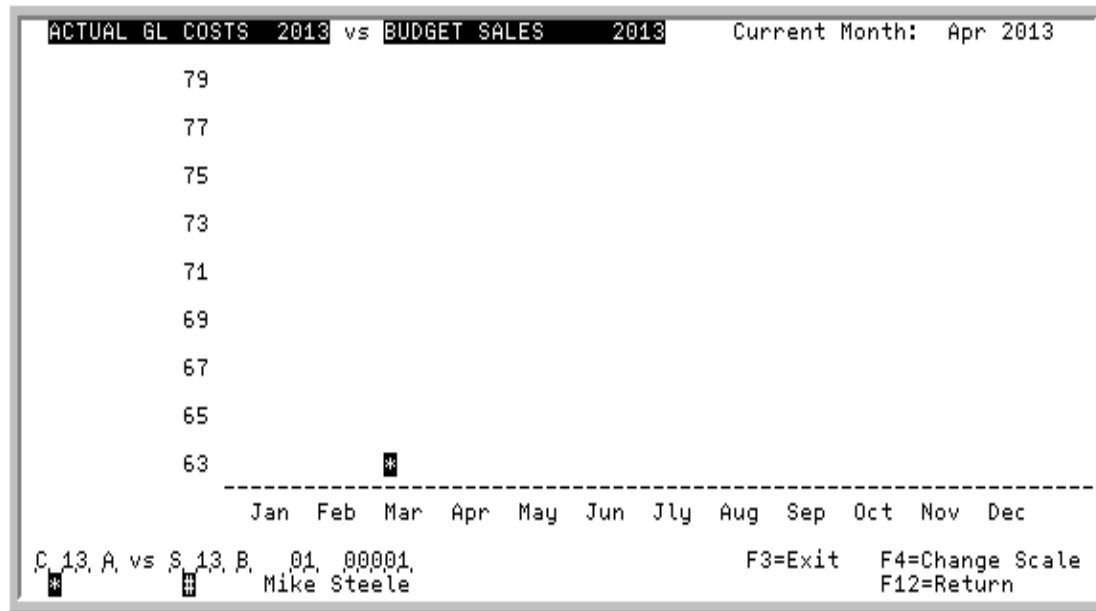
Salesrep Comparison Graph Options Screen Fields and Function Keys

Field/Function Key	Description
(Company)	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>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.</p> <p>Default Value: The company selected on the Salesrep Comparison Screen</p> <p>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).</p> <p>(N 2,0) Required</p>

Field/Function Key	Description
(Sales Representative Number)	<p>Key the number of the sales representative for which the comparison inquiry will be performed.</p> <p>Default Value: The sales representative selected on the Salesrep Comparison Screen</p> <p>Valid Values: Any sales representative number that has been defined for the specified through Sales Representatives Maintenance (MENU SAFILE) (N 5,0) Required</p>
Current Month	<p>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</p>
Sales Representative Criteria	<p>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.</p> <p>Default Value: The Sales Representative Number from the Salesrep Comparison Screen.</p> <p>(N 2,0 / N 5,0) Optional</p>
Type	<p>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; 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.</p> <p>Key O if you want the corresponding bar (1 or 2) to represent the total number of orders attributed to the selected sales representative.</p> <p>Key S if you want the corresponding bar to represent the total amount of sales made by the selected sales representative.</p> <p>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.</p> <p>Key P if you want the corresponding bar to represent the total amount of GL or OE profit earned by the selected sales representative.</p> <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.</p> <p>Default Value: S (A 1) Required/Optional</p>

Field/Function Key	Description
Year	<p>For Bar 1 or optional Bar 2, this is the fiscal year represented on the Salesrep Comparison Graph Screen. The type of information displayed with this bar is for the fiscal year keyed in this field.</p> <p>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 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.</p> <p>Key the two digit fiscal year represented by the corresponding bar on the graph. All months or periods for this year will display.</p> <p>Default Value: The as of year that was displayed or changed on the Salesrep Comparison Screen.</p> <p>(N 2,0) Required</p>
A/B	<p>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.</p> <p>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).</p> <p>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.</p> <p>(A 1) Required</p>
F3=Exit	<p>Press F3=EXIT to return to the Sales Analysis Main Menu (MENU SAMAIN).</p>
F12=Return	<p>Press F12=RETURN to return to the Salesrep Comparison Screen.</p>
Enter	<p>Press ENTER to confirm your selections. The Salesrep Comparison Graph Screen will display with the bar graph defined on this screen.</p>

Salesrep Comparison Graph Screen



This screen displays a graph which depicts the conditions specified on the [Salesrep Comparison Graph Options Screen](#).

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](#), and what type was selected on the [Salesrep Comparison Graph Options Screen](#).

This screen also provides access to the [Salesrep Change Scale of Graph Screen](#), where the graph scale can be changed and the quantities viewed.

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

Field/Function Key	Description
Sales Representative Comparison Graph	<p>This graph displays the results of the sales representative comparison for the selected sales representative and corresponding fiscal years.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>Display</p>
(Bar 1 Criteria)	<p>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, represent the following:</p> <ul style="list-style-type: none"> • 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 <p>The representation on the graph of this Bar 1 definition is a high intensity bar, depicted with *.</p> <p>Default Value: The Type, Year, and A/B code defined for Bar 1 on the Salesrep Comparison Graph Options Screen.</p> <p>Valid Values: Type: O, S, C, or P; Year: Any fiscal year containing a budget or sales history; A/B code: A or B</p> <p>(A 1 / N 2,0 / A 1) Required</p>

Field/Function Key	Description
vs (Bar 2 Criteria)	<p>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, represent the following:</p> <ul style="list-style-type: none"> • 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 <p>The representation on the graph of this definition is a low intensity bar, depicted with #.</p> <p>Default Value: The Type, Year, and A/B code defined for Bar 2 on the Salesrep Comparison Graph Options Screen.</p> <p>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</p>
(Company Number)	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify.</p> <p>Default Value: The company selected on the Salesrep Comparison Graph Options Screen</p> <p>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</p>
Sales Representative Criteria	<p>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.</p> <p>Default Value: The sales representative number specified on the Salesrep Comparison Graph Options Screen.</p> <p>N 2,0 / N 5,0) Required</p>
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 appears.
F12=Return	Press F12=RETURN to return to the Salesrep Comparison Graph Options Screen .

Field/Function Key	Description
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

CHANGE SCALE OF GRAPH			
01 00001	Mike Steele		Current Month: Apr 2013
	ACTUAL	BUDGET	
Month	GL COSTS 2013	SALES 2013	
Jan			
Feb			
Mar	63		Type Year A/B
Apr			Col 1: C, 13, A
May			Col 2: S, 13, B
Jun			A=Actual
Jly			B=Budget
Aug			
Sep			Type Codes
Oct			O = Number of Orders
Nov			S = Sales
Dec			C = Cost
Totals:	63		P = Profit
Top Val:79.		
Bottom Val:63.		
			F3=Exit

This screen appears after you press **F4=CHANGE SCALE** on the [Salesrep Comparison Graph Screen](#).

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](#), and what type was selected on the [Salesrep Comparison Graph Options Screen](#).

Salesrep Change of Scale Graph Screen Fields and Function Keys

Field/Function Key	Description
(Company)	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>Key a company number. The inquiry will be restricted to the company you specify.</p> <p>Default Value: The company selected on Salesrep Comparison Graph Screen</p> <p>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).</p> <p>(N 2,0) Required</p>
Current Month	<p>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.</p> <p>Display</p>
Sales Representative Number	<p>The company number and sales representative for which the comparison inquiry will be performed.</p> <p>(N 5,0) Required</p>
Values for Bar 1	<p>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, 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.</p> <p>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.</p> <p>Display</p>

Field/Function Key	Description
Values for Bar 2	<p>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, depicted on the graph in low intensity and the # character.</p> <p>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.</p> <p>Display</p>
Col 1	<p>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. You may accept or override each of these fields.</p> <ul style="list-style-type: none"> • 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 <p>Default Value: The Type, Year, and A/B code defined for Bar 2 on the Salesrep Comparison Graph Options Screen.</p> <p>Valid Values: Type: O, S, C, or P; Year: Any fiscal year containing a budget or sales history; A/B: A or B</p> <p>(A 1 / N 2 / A 1) Required</p>
Col 2	<p>The Type, Year, and x 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. If you leave these fields blank, then only the data for Col 1 will display on this screen and appear on the graph.</p> <ul style="list-style-type: none"> • 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 <p>Default Value: The Type, Year, and A/B code defined for Bar 2 on the Salesrep Comparison Graph Options Screen.</p> <p>Valid Values: Type: O, S, C, or P; Year: Any fiscal year containing a budget or sales history; A/B: A or B</p> <p>.(A 1 / N 2 / A 1) Optional</p>

Field/Function Key	Description
Top Value	<p>When the graph on the Salesrep Comparison Graph Screen 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.</p> <p>Key the highest value for the scale and press ENTER.</p> <p>The Salesrep Comparison Graph Screen 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.</p> <p>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.</p> <p>Default Value: The highest value currently used on the graph displayed on the Salesrep Comparison Graph Screen.</p> <p>(N 13,0) Required</p>
Bottom Value	<p>When the graph shown on the Salesrep Comparison Graph Screen 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.</p> <p>Key the lowest value for the scale and press ENTER.</p> <p>The Salesrep Comparison Graph Screen 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.</p> <p>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.</p> <p>Default Value: The lowest value currently used on the graph displayed on the Salesrep Comparison Graph Screen</p> <p>Valid Values: Cannot be greater than Top Value</p> <p>(N 13,0) Required</p>

Field/Function Key	Description
F3=Exit	Press F3=EXIT to return to the Sales Analysis Main Menu (MENU SAMAIN).
Enter	Press ENTER either after: <ul style="list-style-type: none">• 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.

Chapter 4 Comparing Customers

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, or ship-to address for the inquiry.
Customer Comparison Screen	Displays the comparative performance data for the inquiry criteria.
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

```

          CUSTOMER COMPARISON

As of:           02 08
Company Number? 01
Corporate Group? - .....
-or-
Customer Number: .....
                Find: .....
                City: ..... St/Prov: .....
Ship To No:     .....
-or-
Alternate Ship To: .. ( ,1,2)

          F3=Exit   F4=Ship To Search   F5=Customer Search
  
```

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	<p>This is the month (or period) and year for which customer comparisons will be made through this option.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>Default Value: The current period for the default company (N 2 @ 2,0) Required</p>
Company Number	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>This is the company to use in the customer comparison inquiry. The customer list will be filtered to those for this company.</p> <p>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)</p> <p>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</p>
Corporate Group	<p>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.</p> <p>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</p>
Customer Number	<p>This field is required when the Corporate Group field is blank, or if the Ship-to Number field contains a value.</p> <p>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.</p> <p>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</p>

Field/Function Key	Description
Find	<p>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:</p> <ul style="list-style-type: none"> • 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 <p>For information about entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Either alone or with the Find and St/Prov fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Either alone or with the Find and City fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 10) Optional</p>
Ship To No	<p>Use this field, together with the customer number, to access sales data for a specific ship-to address.</p> <p>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.</p> <p>(N 7,0) Optional</p>

Field/Function Key	Description
Alternate Ship To	<p>Use this field, together with the customer number, to access sales data for the following kinds of orders:</p> <ul style="list-style-type: none"> • 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 <p>Note that you can use this field only if you do not key a ship-to number in the Ship To Number field.</p> <p>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.</p> <p>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.</p> <p>(N 1,0) Optional</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAMAIN will display.</p>
F4=Ship To Search	<p>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.</p>
F5=Customer Search	<p>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.</p>
Enter	<p>Press ENTER to confirm your selections. The Customer Comparison Screen 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 Infor Distribution A+ Accounts Receivable User Guide for more information about this screen.</p>

Customer Comparison Screen

01, 0000000010, Bon Secour School Department		As of: 04, 13,		
Ship To: Alt: ..		Current Month: 04 2013		
Rep: 3 Steven Jones				
	<u>Orders</u>	<u>Sales</u>	<u>GL Profit</u>	<u>GP %</u>
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](#).

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)	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify.</p> <p>Default Value: The company selected on the Customer Comparison Screen</p> <p>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).</p> <p>(N 2,0) Required</p>
(Customer Number or Corporate Group)	<p>The customer number and customer name or corporate group code with the description shown immediately to the right.</p> <p>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.</p> <p>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)</p> <p>(A 10,0) Required</p>
As of	<p>This is the month (or period) and year for which customer comparisons will be made through this option.</p> <p>Key the as of date to redisplay the data on this screen showing a different sales period.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>Default Value: The As of period selected on the Customer Comparison Selection Screen</p> <p>(N 2 @ 2,0) Required</p>
Ship To	<p>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.</p> <p>Use this field, together with the customer number, to access sales data for a specific ship-to address.</p> <p>(A 7) Optional</p>

Field/Function Key	Description
Alt	<p>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.</p> <p>Use the Alt (Alternate Ship-to) field to access data for all of the customer's ship-to addresses, regardless of ship-to number.</p> <p>Key 1 to have the data is filtered to all orders with ship-to addresses, Ship-to sold-to add appears to the right.</p> <p>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.</p> <p>(N 1,0) Optional</p>
Current Month	<p>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.</p> <p>Display</p>
Sales Rep	<p>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.</p> <p>The primary sales rep assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE)</p> <p>Display</p>

Field/Function Key	Description
(Customer Sales Information)	<p>These columns display the following information for each of the Comparison Values rows:</p> <ul style="list-style-type: none"> • 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. <p>Profit is calculated as the total sales revenue minus the total cost of the items sold. Refer to the Infor Distribution A+ Order Entry User Guide for a detailed description of how costs are used in profit calculations.</p> <ul style="list-style-type: none"> • 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. <p>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).</p> <p>Display</p>
Comparison Values: Single Period	<p>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.</p> <p>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.</p> <p>Display</p>

Field/Function Key	Description
Comparison Values: Year-to-date	<p>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.</p> <p>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.</p> <p>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.</p> <p>Display</p>
Comparison Values: Total fiscal year	<p>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.</p> <p>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.</p> <p>Display</p>
F2=Cost / F2=Profit	<p>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).</p> <p>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.</p> <p>Press F2=COST to display the total GL Cost / OE Cost of items purchased by the selected customer for the corresponding time period.</p> <p>Press F2=PROFIT to display the total GL Profit / OE Profit earned from sales made to the selected customer for the corresponding time period.</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAMAIN will display.</p>
F5=Search	<p>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 Infor Distribution A+ Accounts Receivable User Guide for information about this screen.</p> <p>This key is not available when you specify a corporate group instead of a customer.</p>

Field/Function Key	Description
<p>F8=OE Cost / F8=GL Cost</p>	<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p>
<p>F9=Customer/Item Analysis</p>	<p>Press F9=CUSTOMER/ ITEM ANALYSIS to access the Customer/Item Sales Inquiry Selection Screen. YTD sales information for the selected items will display for the customer.</p>
<p>F12=Return</p>	<p>Press F12=RETURN to return to the Customer Comparison Selection Screen.</p>
<p>Enter</p>	<p>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 will appear.</p>

Customer Comparison Graph Options Screen

```

01_0000000100 Financial Management Services
Ship To: ..... Alt: ..
Current Month: 04 2008

      GRAPH OPTIONS
      Type  Year
Bar 1:  S   08
Bar 2:  S   07 (optional)

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

F3=Exit      F5=Search
              F12=Return
  
```

This screen appears when you press **ENTER** on the [Customer Comparison Screen](#) or **F12=RETURN** on the [Customer Comparison Graph Screen](#). Use it to select the fiscal years and type of data you want to graphically represent.

Customer Comparison Graph Options Screen Fields and Function Keys

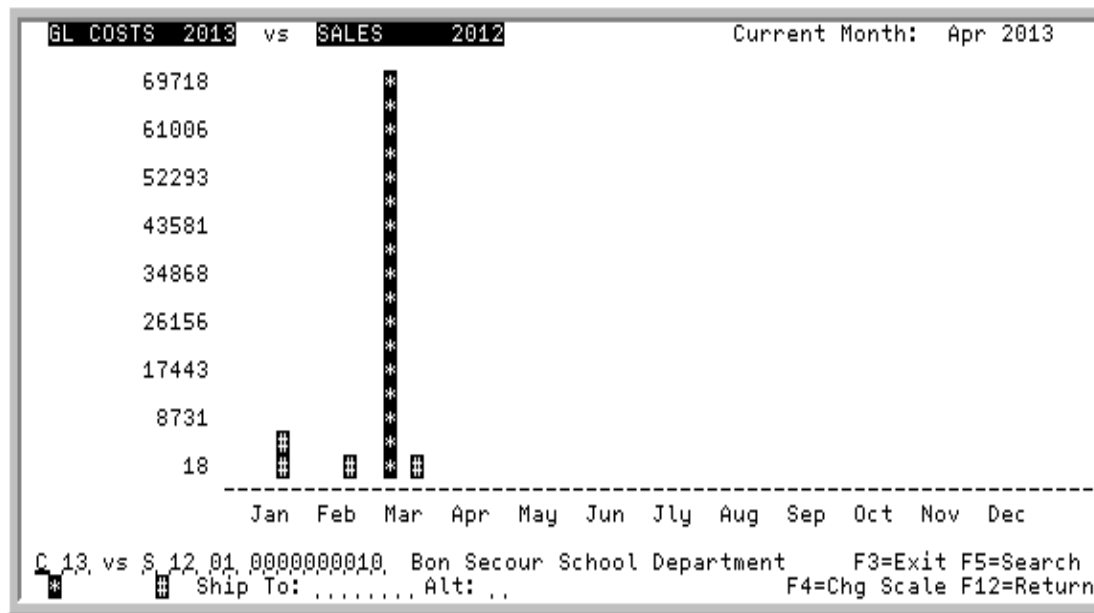
Field/Function Key	Description
Field/Function Key	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>Key a company number. The inquiry will be restricted to the company you specify.</p> <p>Default Value: The company selected on the Customer Comparison Screen.</p> <p>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).</p> <p>(N 2,0) Required</p>

Field/Function Key	Description
(Customer Number / Corporate Group)	<p>The customer number and customer name or corporate group code with the description shown immediately to the right.</p> <p>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.</p> <p>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)</p> <p>(A 10) Required/Blank</p>
Ship To	<p>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.</p> <p>Use this field, together with the customer number, to access sales data for a specific ship-to address.</p> <p>(A 7) Optional</p>
Current Month	<p>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.</p> <p>Display</p>
Alt	<p>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.</p> <p>Use the Alt (Alternate Ship-to) field to access data for all of the customer's ship-to addresses, regardless of ship-to number.</p> <p>Key 1 to have the data is filtered to all orders with ship-to addresses, Ship-to sold-to add appears to the right.</p> <p>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.</p> <p>(N 1,0) Optional</p>

Field/Function Key	Description
Type	<p>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 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.</p> <p>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.</p> <p>Thus, to represent the total number of orders, key O.</p> <p>To represent the total amount of sales, key S.</p> <p>To represent the total GL or OE cost, key C.</p> <p>To represent the total amount of GL or OE profit, key P.</p> <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.</p> <p>Default Value: S (A 1) Required / Optional</p>
Year	<p>For Bar 1 or optional Bar 2, this is the fiscal year represented on the Customer Comparison Graph Screen. The type of information displayed with this bar is for the fiscal year keyed in this field.</p> <p>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 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.</p> <p>Key the two digit fiscal year represented by the corresponding bar on the graph. All months or periods for this year will display.</p> <p>Default Value: The as of year that was displayed or changed on the Customer Comparison Screen.</p> <p>(N 2,0) Required for Bar 1; Optional for Bar 2</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAMAIN will display.</p>

Field/Function Key	Description
F5=Search	<p>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 Infor Distribution A+ Accounts Receivable User Guide for information about this screen.</p> <p>This key is not available when you specify a corporate group instead of a customer.</p>
F12=Return	<p>Press F12=RETURN to return to the Customer Comparison Screen.</p>
Enter	<p>Press ENTER to confirm your selections. The Customer Comparison Graph Screen will display with the bar graph defined on this screen.</p>

Customer Comparison Graph Screen



This screen displays a graph which depicts the conditions defined on the [Customer Comparison Graph Options Screen](#).

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](#), and what type was selected on the [Customer Comparison Graph Options Screen](#).

This screen also provides access to the [Customer Change Scale of Graph Screen](#), 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

Field/Function Key	Description
Customer Comparison Graph	<p>For the selected customer, corporate group, or ship-to address, this graph displays comparison results for the fiscal year and type code specified.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>Display</p>
(Bar 1 Criteria)	<p>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, represent the following:</p> <ul style="list-style-type: none"> • 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 <p>The representation on the graph of this definition is a high intensity bar, depicted with *.</p> <p>Default Value: The Type and Year defined for Bar 1 on the Customer Comparison Graph Options Screen.</p> <p>Valid Values: Type: O,S, C, or P; Year: Any fiscal year containing sales history</p> <p>(A 1 / N 2,0) Required</p>

Field/Function Key	Description
vs (Bar 2 Criteria)	<p>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, represent the following:</p> <ul style="list-style-type: none"> • 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 <p>The representation on the graph of this definition is a low intensity bar, depicted with #.</p> <p>Default Value: The Type and Year defined for Bar 2 on the Customer Comparison Graph Options Screen.</p> <p>Valid Values: Type: O, S, C, or P; Year: Any fiscal year containing sales history</p> <p>(A 1 / N 2,0) Optional</p>
(Company Number)	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify.</p> <p>Default Value: The company selected on the Customer Comparison Graph Options Screen</p> <p>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).</p> <p>(N 2,0) Required</p>
(Customer Number or Corporate Group)	<p>The customer number and customer name or corporate group code with the description shown immediately to the right.</p> <p>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.</p> <p>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)</p> <p>(A 10,0) Required</p>
Ship To	<p>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.</p> <p>Use this field, together with the customer number, to access sales data for a specific ship-to address.</p> <p>(A 7) Optional</p>

Field/Function Key	Description
Alt	<p>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.</p> <p>Use the Alt (Alternate Ship-to) field to access data for all of the customer's ship-to addresses, regardless of ship-to number.</p> <p>Key 1 to have the data is filtered to all orders with ship-to addresses, Ship-to sold-to add appears to the right.</p> <p>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.</p> <p>(N 1,0) Optional</p>
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 will display
F5=Search	<p>Press F5=SEARCH to display the Customer Search Screen to search for a different customer as the object of your inquiry. Refer to the Infor Distribution A+ Accounts Receivable User Guide for more information about this screen.</p> <p>This key is not available when you specify a corporate group instead of a customer.</p>
F12=Return	Press F12=RETURN to return to the Customer Comparison Graph Options Screen .
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	Col 1: C, 13,
Apr			Col 2: S, 12,
May			
Jun			
Jly			
Aug			
Sep			Type Codes
Oct			O = Number of Orders
Nov			S = Sales
Dec			C = Cost
Totals:	69,718	7,961	P = Profit
Top Val:	69,718		
Bottom Val:	18		
F3=Exit		F9=Customer/Item Analysis	

This screen displays after pressing **F4=CHG SCALE** on the [Customer Comparison Graph Screen](#).

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](#), and what type was selected on the [Customer Comparison Graph Options Screen](#).

Customer Change Scale of Graph Screen Fields and Function Keys

Field/Function Key	Description
(Company Number)	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>Key a company number. The inquiry will be restricted to the company you specify.</p> <p>Default Value: The company selected on Customer Comparison Graph Screen</p> <p>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).</p> <p>(N 2,0) Required</p>
(Customer Number or Corporate Group)	<p>The customer number and customer name or corporate group code with the description shown immediately to the right.</p> <p>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.</p> <p>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)</p> <p>(A 10,0) Required</p>
Current Month	<p>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.</p> <p>Display</p>
Ship To	<p>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.</p> <p>Use this field, together with the customer number, to access sales data for a specific ship-to address.</p> <p>(N 7,0) Optional</p>
Alt	<p>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.</p> <p>Use the Alt (Alternate Ship-to) field to access data for all of the customer's ship-to addresses, regardless of ship-to number.</p> <p>Key 1 to have the data is filtered to all orders with ship-to addresses, Ship-to sold-to add appears to the right.</p> <p>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.</p> <p>(N 1,0) Optional</p>

Field/Function Key	Description
Values for Bar 1	<p>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, 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.</p> <p>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.</p> <p>Display</p>
Values for Bar 2	<p>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, depicted in the graph in low intensity and the # character.</p> <p>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.</p> <p>Display</p>
Col 1	<p>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. You may accept or override the values for both of these fields.</p> <ul style="list-style-type: none"> • 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 <p>The representation on the graph of this definition is a high intensity bar, depicted with *.</p> <p>Default Value: The Type and Year defined for Bar 1 on the Customer Comparison Graph Options Screen.</p> <p>Valid Values: Type: O, S, C, or P; Year: Any fiscal year containing sales history</p> <p>(A 1 / N 2,0) Required</p>

Field/Function Key	Description
Col 2	<p>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. If you leave these fields blank, then only the data for Col 1 will display on this screen and appear on the graph.</p> <ul style="list-style-type: none"> • 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 <p>Default Value: The Type and Year defined for Bar 1 on the Customer Comparison Graph Options Screen.</p> <p>Valid Values: Type: O, S, C, or P; Year: Any fiscal year containing sales history</p> <p>(A 1 / N 2,0) Optional</p>
Top Value	<p>When the graph on the Customer Comparison Graph Screen 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.</p> <p>Key the highest value for the scale and press ENTER.</p> <p>The Customer Comparison Graph Screen 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.</p> <p>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.</p> <p>Default Value: The highest value currently used on the graph displayed on the Customer Comparison Graph Screen.</p> <p>(N 13,0) Required</p>

Field/Function Key	Description
Bottom Value	<p>When the graph on the Customer Comparison Graph Screen 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.</p> <p>Key the lowest value for the scale and press ENTER.</p> <p>The Customer Comparison Graph Screen 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.</p> <p>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.</p> <p>Default Value: The lowest value currently used on the graph displayed on the Customer Comparison Graph Screen.</p> <p>Valid Values: Cannot be greater than Top Value (N 13,0) Required</p>
F3=Exit	Press F3=EXIT to exit from this option and return to MENU SAMAIN.
F5= Search	<p>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 Infor Distribution A+ Accounts Receivable User Guide for more information about this screen.</p> <p>This key is not available when you specify a corporate group instead of a customer.</p>
F9=Customer/Item Analysis	Press F9=CUSTOMER/ITEM ANALYSIS to access the Customer/Item Sales Inquiry Item Selection Screen . YTD sales information for the selected items will display for the customer.
Enter	<p>Press ENTER either after:</p> <ul style="list-style-type: none"> • 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.

Chapter 5 Comparing Item Sales

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.
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

ITEM COMPARISON

As of: 02 08

Item Number: -

Warehouse? 1 . (blank for all)

Company Number? 01

U/M?

Find:

Item No: Class:

F3=Exit

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	<p>This is the month (or period) and year for which item comparisons will be made through this option.</p> <p>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.</p> <ul style="list-style-type: none"> • 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. <p>Default Value: The current period for the default company (N 2 @ 2,0) Required</p>

Field/Function Key	Description
Item Number	<p>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.</p> <p>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)</p> <p>(A 27) Required</p>
Warehouse	<p>Use this field to optionally select in a specific warehouse for which the performance of the selected item will display in this inquiry.</p> <p>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.</p> <p>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.</p> <p>Valid Values: Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>
Company Number	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>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.</p> <p>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)</p> <p>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).</p> <p>(N 2,0) Required</p>
U/M	<p>Use this field to enter the unit of measure that will be used to express item quantities in this inquiry.</p> <p>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).</p> <p>Valid Values: Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE)</p> <p>(A 3) Optional</p>

Field/Function Key	Description
Find	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>(A 40) Optional</p>
Item No	<p>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.</p> <p>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.</p> <p>For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>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.</p> <p>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.</p> <p>For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAMAIN will display.</p>
Enter	<p>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 will display.</p>

Item Comparison Screen

A100		All-in-One Printer Model V515W		As of: 04, 13	
WH? 1		Company? 01		Print, Copy, Fax, Scan	
U/M? EA				Current Month: 04 2013	
	<u>Quantity</u>	<u>Sales</u>	<u>GL Profit</u>	<u>GP %</u>	
Apr 2013:					
Apr 2012:	5	3,200	2,679	83.7	
Variance:	5-	3,200-	2,679-	100.0-	
YTD Apr 2013:	11	6,600	5,454	82.6	
YTD Apr 2012:	19	12,039	8,831	73.4	
Variance:	8-	5,439-	3,377-	12.5	
Fiscal 2013:	11	6,600	5,454	82.6	
Fiscal 2012:	48	30,278	24,048	79.4	
Variance:	37-	23,678-	18,594-	4.0	
F2=Cost		F5=Search		F11=RGA	
F3=Exit		F8=OE Cost		F12=Return	
		F9=Item/Customer Analysis			

This screen displays after pressing **ENTER** from the [Item Comparison Selection Screen](#) 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)	<p>The item number selected on the Item Comparison Selection Screen with the item description.</p> <p>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.</p> <p>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)</p> <p>(A 27) Required</p>
WH	<p>The warehouse selected on the Item Comparison Selection Screen.</p> <p>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.</p> <p>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.</p> <p>Valid Values: Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 1) Optional</p>
Company	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>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.</p> <p>Default Value: The company selected on the Item Comparison Selection Screen</p> <p>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).</p> <p>(N 2,0) Required</p>

Field/Function Key	Description
As Of	<p>This is the month (or period) and year for which item comparisons will be made through this option.</p> <p>Key the as of date to redisplay the data on this screen showing a different sales period.</p> <p>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.</p> <ul style="list-style-type: none"> • 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. <p>Default Value: The month/period and year selected on the Item Comparison Selection Screen</p> <p>(N 2 @ 2,0) Required</p>
U/M	<p>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).</p> <p>Default Value: The unit of measure selected on the Item Comparison Selection Screen, or the unit of measure defined as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE)</p> <p>Valid Values: Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE)</p> <p>(A 3) Required</p>
Current Month	<p>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.</p> <p>Display</p>

Field/Function Key	Description
(Item Sales Information)	<p>For the selected item, warehouse (if any), and date, each of these columns display the following information for each of the Comparison Values rows:</p> <ul style="list-style-type: none"> • 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. <p>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 Infor Distribution A+ Order Entry User Guide for a detailed description of how costs are used in profit calculations.</p> <ul style="list-style-type: none"> • 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. <p>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).</p> <p>Display</p>
Comparison Values: Single Period	<p>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.</p> <p>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.</p> <p>Display</p>

Field/Function Key	Description
Comparison Values: Year-to-date	<p>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.</p> <p>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.</p> <p>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</p> <p>Display</p>
Comparison Values: Total fiscal year	<p>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.</p> <p>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.</p> <p>Display</p>
F2=Cost/Profit	<p>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).</p> <p>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.</p> <p>Press F2=COST to display the total GL Cost / OE Cost of items sold for the corresponding time period.</p> <p>Press F2=PROFIT to display the total GL Profit / OE Profit of the items for the corresponding time period.</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAMAIN will display.</p>
F5=Search	<p>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.</p>

Field/Function Key	Description
F8=OE Cost / F8=GL Cost	<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p>
F9=Item/Customer Analysis	<p>Press F9=ITEM/CUSTOMER ANALYSIS to access the Item/Customer Sales Inquiry Screen. YTD sales information for the selected customers will display for the item.</p>
F11=RGA	<p>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 Infor Distribution A+ Order Entry User Guide.</p>
F12=Return	<p>Press F12=RETURN to return to the Item Comparison Selection Screen.</p>
Enter	<p>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 will display.</p>

Item Comparison Graph Options Screen

```

A100 ..... Current Month: 04 2008
WH? 1 ..... Sharp Fax Machine
U/M? EA ..... Company? 01 ..... Model SX-765

          GRAPH OPTIONS

          Type  Year
Bar 1:  S      08
Bar 2:  S      07  (optional)

          Type Codes
Q = Quantity
S = Sales
C = Cost
P = Profit

          F3=Exit      F5=Search
                          F12=Return
  
```

This screen displays after pressing **ENTER** from the [Item Comparison Screen](#). It is used to select the options for the bar graph that will display on the [Item Comparison Graph Screen](#).

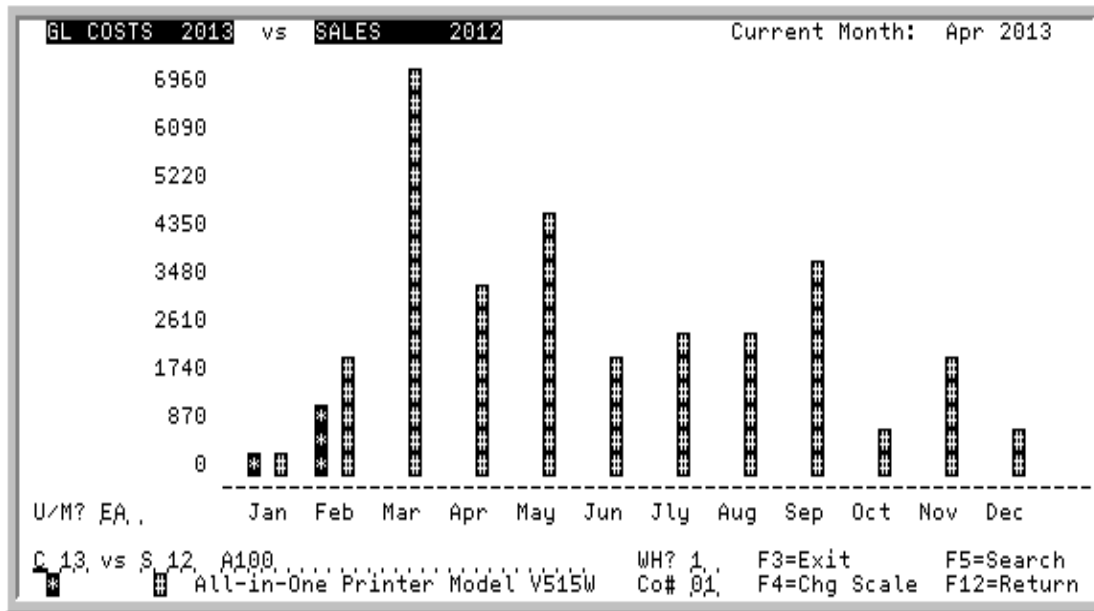
Item Comparison Graph Options Screen Fields and Function Keys

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 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

Field/Function Key	Description
WH	<p>The warehouse selected on the Item Comparison Selection Screen. 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.</p> <p>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.</p> <p>Valid Values: Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 1) Optional</p>
Company	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>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.</p> <p>Default Value: The company selected on the Item Comparison Selection Screen</p> <p>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</p>
U/M	<p>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).</p> <p>Default Value: The unit of measure selected on the Item Comparison Selection Screen, or the unit of measure defined as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE)</p> <p>Valid Values: Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required</p>

Field/Function Key	Description
Type	<p>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, 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.</p> <p>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.</p> <p>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.</p> <p>Key S if you want the corresponding bar to represent the total amount of sales revenue from the selected item.</p> <p>Key C if you want the corresponding bar to represent the total GL or OE cost amount of the selected item.</p> <p>Key P if you want the corresponding bar to represent the total amount of GL or OE profit attributed to the selected item.</p> <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.</p> <p>Default Value: S (A 1) Required/Optional</p>
Year	<p>For Bar 1 or optional Bar 2, this is the fiscal year represented by the bar on the Item Comparison Graph Screen. The type of information displayed with this bar is for the fiscal year keyed in this field.</p> <p>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.</p> <p>Key the two-digit fiscal year represented by the corresponding bar on the graph. All months or periods for this year will display.</p> <p>(N 2,0) Required for Bar 1; Optional for Bar 2</p>
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 .
Enter	Press ENTER to confirm your selections. The Item Comparison Graph Screen 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](#).

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](#), and what type was selected on the [Item Comparison Graph Options Screen](#).

This screen also provides access to the [Item Change Scale of Graph Screen](#), 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	<p>This is the current Sales Analysis month, determined the last time that Period End Processing (MENU SAMAST) was performed.</p> <p>Display</p>
Item Comparison Graph	<p>This graph displays the results of the item comparison for the selected item and corresponding fiscal year(s).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>Display</p>
U/M	<p>Use this field to enter the unit of measure that will be used to express item quantities in the graph.</p> <p>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).</p> <p>Valid Values: A valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE)</p> <p>(A 3) Required</p>

Field/Function Key	Description
Bar 1 Criteria	<p>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, represent the following:</p> <ul style="list-style-type: none"> • 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 <p>The representation on the graph of this definition is a high intensity bar, depicted with *.</p> <p>Valid Values: Type: Q, S, C, or P; Year: Any fiscal year containing sales history</p> <p>(A 1 / N 2,0) Required</p>
vs (Bar 2 Criteria)	<p>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, represent the following:</p> <ul style="list-style-type: none"> • 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 <p>The representation on the graph of this definition is a low intensity bar, depicted with #.</p> <p>Valid Values: Type: Q, S, C, or P; Year: Any fiscal year containing sales history</p> <p>(A1 / N 2,0) Optional</p>
(Item Number)	<p>The item number selected on the Item Comparison Selection Screen with the item description.</p> <p>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.</p> <p>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)</p> <p>(A 27) Required</p>

Field/Function Key	Description
WH	<p>The warehouse selected on the Item Comparison Selection Screen.</p> <p>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.</p> <p>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.</p> <p>Valid Values: Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 1) Optional</p>
Company	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>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.</p> <p>Default Value: The company selected on the Item Comparison Selection Screen</p> <p>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).</p> <p>(N 2,0) Required</p>
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 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 .
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	Col 2: S, 12
Jly				2,560	
Aug				2,560	
Sep				3,600	Type Codes
Oct				600	
Nov				1,920	Q = Quantity
Dec				600	S = Sales
Totals:		1,146		30,280	C = Cost
					P = Profit
Top Val:		6,960			
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](#) may resolve this situation.

This screen displays after pressing **F4=CHG SCALE** on the [Item Comparison Graph Screen](#). 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](#), and what type was selected on the [Item Comparison Graph Options Screen](#).

Item Change of Scale Graph Screen Fields and Function Keys

Field/Function Key	Description
Item	<p>The item number selected on the Item Comparison Selection Screen with the item description.</p> <p>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.</p> <p>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)</p> <p>(A 27) Required</p>
WH	<p>The warehouse selected on the Item Comparison Selection Screen.</p> <p>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.</p> <p>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.</p> <p>Valid Values: Any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 1) Optional</p>
Company	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>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.</p> <p>Default Value: The company selected on the Item Comparison Selection Screen</p> <p>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).</p> <p>(N 2,0) Required</p>
U/M	<p>The unit of measure that will be used to express item quantities in the graph.</p> <p>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).</p> <p>Valid Values: A valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE)</p> <p>(A 3) Required</p>

Field/Function Key	Description
Values for Bar 1	<p>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, 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.</p> <p>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.</p> <p>Display</p>
Values for Bar 2	<p>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, depicted in the graph in low intensity and the # character.</p> <p>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.</p> <p>Display</p>
Col 1	<p>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. You may accept or override the values for both of these fields.</p> <ul style="list-style-type: none"> • 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 <p>The representation on the graph of this definition is a high intensity bar, depicted with *.</p> <p>Default Value: The Type and Year defined for Bar 1 on the Item Comparison Graph Screen.</p> <p>Valid Values: Type: O,S, C, or P; Year: Any fiscal year containing sales history</p> <p>(A 1 / N 2,0) Required</p>

Field/Function Key	Description
Col 2	<p>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. If you leave these fields blank, then only the data for Col 1 will display on this screen and appear on the graph.</p> <ul style="list-style-type: none"> • 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 <p>Default Value: The Type and Year defined for Bar 1 on the Item Comparison Graph Options Screen.</p> <p>Valid Values: Type: O,S, C, or P; Year: Any fiscal year containing sales history</p> <p>(A 1 / N 2,0) Optional</p>
Top Value	<p>When the graph on the Item Comparison Graph Screen 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.</p> <p>Key the highest value for the scale and press ENTER.</p> <p>The Item Comparison Graph Screen 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.</p> <p>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.</p> <p>Default Value: The highest value currently used on the graph displayed on the Item Comparison Graph Screen</p> <p>(N 13,0) Required</p>

Field/Function Key	Description
Bottom Value	<p>When the graph on the Item Comparison Graph Screen 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.</p> <p>Key the lowest value for the scale and press ENTER.</p> <p>The Item Comparison Graph Screen 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.</p> <p>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.</p> <p>Default Value: The lowest value currently used on the graph displayed on the Item Comparison Graph Screen</p> <p>Valid Values: Cannot be greater than Top Value (N 13,0) Required</p>
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 . YTD sales information for the selected customers will display for the item.
Enter	<p>Press ENTER either after</p> <ul style="list-style-type: none"> • 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

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.

Title	Purpose
Customer/Item Sales Inquiry Sales Detail Screen	Displays detailed sales data for the inquiry criteria.

Customer/Item Sales Inquiry Selection Screen

```

      CUSTOMER/ITEM SALES INQUIRY

Company Number?      01
Corporate Group?    - .....
-or-
Customer Number:    .....
      Find:          .....
      City:          .....   St/Prov: .....

      Ship To No:    .....
-or-
      Alternate Ship To: .. ( ,1,2)

Year:                08
Item Class?         ... / ... to? ... / ...

                                     F4=Ship To Search  F3=Exit
  
```

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	<p>This field appears only if the Multi Company field is set to Y through System Options Maintenance (MENU XAFILE).</p> <p>Key a company number. The inquiry will be restricted to the company you specify.</p> <p>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)</p> <p>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).</p> <p>(N 2,0) Required</p>
Corporate Group	<p>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.</p> <p>Valid Values: A corporate group code defined for the selected company through Corporate Groups Maintenance (MENU SAFILE or MENU ARFIL2).</p> <p>(A 10) Required/Blank</p>
Customer Number	<p>This field is required where the Corporate Group field is blank, or if the Ship-to Number field contains a value.</p> <p>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.</p> <p>Valid Values: A customer number defined for the selected company through Customer/Ship to Master Maintenance (MENU ARFILE)</p> <p>(N 10,0) Required/Blank</p>
Find	<p>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:</p> <ul style="list-style-type: none"> • 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 <p>For information about entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 40) Optional</p>

Field/Function Key	Description
City	<p>Either alone or with the Find and St/Prov fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Either alone or with the Find and City fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 10) Optional</p>
Ship To No	<p>Use this field, together with the customer number, to access sales data for a specific ship-to address.</p> <p>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.</p> <p>(N 7,0) Optional</p>
Alternate Ship To	<p>Use this field, together with the customer number, to access sales data for orders that</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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.</p> <p>Note that you can use this field only if you do not key a ship-to number in the Ship To Number field.</p> <p>(N 1,0) Optional</p>

Field/Function Key	Description
Year	<p>Key the fiscal year for which sales history will be displayed in this inquiry.</p> <p>Default Value: The current Sales Analysis fiscal year. This is determined by the fiscal periods defined through Sales Analysis Options Maintenance (MENU XAFILE)</p> <p>Valid Values: Must be a fiscal year that is equal to or less than the current fiscal year</p> <p>(N 2,0) Required</p>
Item Class	<p>Key a range of item classes/sub-classes containing the items that will display for the selected customer, using from/to ranges.</p> <p>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.</p> <p>(2 @ A 2 / A 2) Optional</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAMAIN will display.</p>
F4=Ship To Search	<p>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.</p>
Enter	<p>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 will display.</p>

Customer/Item Sales Inquiry Item Selection Screen

CUSTOMER/ITEM SALES INQUIRY						
Customer? 01,10, Bon Secour School Department				Year: 13,		GL
Ship To: Alt: ..						YTD
All Classes						GP %
Ref	Item	YTD	U/M	YTD Sales		
		Quantity				
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=0E 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](#). 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)	<p>The Company number is displayed only if the Multi Company field in System Options Maintenance (MENU XAFILE) is set to Y.</p> <p>Key a company number. The inquiry will be restricted to the company you specify.</p> <p>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)</p> <p>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).</p> <p>(N 2,0) Required</p>
Corp Grp	<p>The Corp Grp only displays when the Corporate Group is selected on the Customer/Item Sales Inquiry Selection Screen.</p> <p>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.</p> <p>Valid Values: A corporate group code defined for the selected company through Corporate Groups Maintenance (MENU SAFILE or MENU ARFIL2).</p> <p>(A 10) Required when displayed</p>
Customer	<p>The Customer only displays when the Customer Number is selected on the Customer/Item Sales Inquiry Selection Screen.</p> <p>Key the number of the customer for which you want access to sales data.</p> <p>To view combined sales information for a pre-defined group of customers, leave this field blank and use the Corporate Group field.</p> <p>Valid Values: A customer number defined for the selected company through Customer/Ship to Master Maintenance (MENU ARFILE)</p> <p>(N 10,0) Required when displayed</p>
Ship To	<p>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.</p> <p>Use this field, together with the customer number, to access sales data for a specific ship-to address.</p> <p>(N 7,0) Optional</p>

Field/Function Key	Description
Alt	<p>Use this field, together with the customer number, to access sales data for orders that</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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.</p> <p>Note that you can use this field only if you do not key a ship-to number in the Ship To field.</p> <p>(N 1,0) Optional</p>
Year	<p>This field contains the last two digits of the fiscal year for which each period will display sales data.</p> <p>Key the fiscal year for which sales history will be displayed in this inquiry.</p> <p>Default Value: The current Sales Analysis fiscal year. This is determined by the fiscal periods defined through Sales Analysis Options Maintenance (MENU XAFILE)</p> <p>Valid Values: Must be a fiscal year that is equal to or less than the current fiscal year</p> <p>(N 2,0) Required</p>
Ref	<p>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> <p>Display</p>
Item	<p>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, then only items assigned to those classes/sub-classes will be displayed.</p> <p>Display</p>

Field/Function Key	Description
YTD Quantity	<p>The quantity of each item purchased in the specified year by the specified customer, corporate group, ship-to or alternate ship-to address.</p> <p>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.</p> <p>Display</p>
U/M	<p>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).</p> <p>Display</p>
YTD Sales	<p>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.</p> <p>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.</p> <p>Display</p>
GL or OE YTD GP%	<p>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).</p> <p>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.</p> <p>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.</p> <p>Display</p>
...Ref	<p>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> <p>(N 2,0) Optional</p>

Field/Function Key	Description
Locate	<p>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.</p> <p>(A 27) Optional</p>
F2=Item # Only / F2=Desc Only / F2=Item #/Desc	<p>This 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.</p>
F3=Exit	<p>Press F3=EXIT exit from this option. MENU SAMAIN will display.</p>
F8=OE Cost / F8=GL Cost	<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p>
F12=Return	<p>Press F12=RETURN to return to the Customer/Item Sales Inquiry Selection Screen.</p>

Customer/Item Sales Inquiry Sales Detail Screen

CUSTOMER/ITEM SALES INQUIRY						
1/0000000010		Bon Secour School Department		Year: 13		U/M? EA,
Ship To: A140		Alt: 3-Ring Binder - 1" Red				
	Quantity	EA	Sales	GL Cost	GP %	Avg Price
Jan						
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: A140		Alt: 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	10.000		58.50	21.60	63.1	
		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](#). 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 Infor Distribution A+ 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
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 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 . 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 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 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
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 XAFIL2) Valid Values: Must be a fiscal year that is equal to or less than the current fiscal year (N 2,0) Required

Field/Function Key	Description
Company Number	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify.</p> <p>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)</p> <p>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).</p> <p>(N 2,0) Required</p>
U/M	<p>This field displays the unit of measure used to express quantities on this screen.</p> <p>Accept the default or key a different U/M.</p> <p>Default Value: The inquiry unit of measure defined for the item through Item Master Maintenance (MENU IAFILE)</p> <p>Valid Values: Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE)</p> <p>(A 3) Required</p>
(Fiscal Periods)	<p>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.</p> <p>Display</p>
Quantity	<p>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.</p> <p>The unit of measure in which this quantity is expressed is displayed to the right of the quantity for the first fiscal period.</p> <p>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.</p> <p>Display</p>
Sales	<p>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.</p> <p>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.</p> <p>Display</p>

Field/Function Key	Description
GL Profit / OE Profit GL Cost / OE Cost	<p>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.</p> <p>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).</p> <p>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).</p> <p>Display</p>
GP%	<p>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.</p> <p>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).</p> <p>Display</p>
Avg Price	<p>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.</p> <p>The unit of measure that this quantity is expressed in is displayed to the right of the quantity for the first fiscal period.</p> <p>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.</p> <p>Display</p>

Field/Function Key	Description
F2=Cost/F2=Profit	<p>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).</p> <p>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.</p> <p>Press F2=COST to display the total GL Cost/OE Cost of items sold for the corresponding time period.</p> <p>Press F2=PROFIT to display the total GL Profit/OE Profit of the items for the corresponding time period.</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAMAIN will display.</p>
F4=Average Price/ F4=GP%	<p>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.</p> <p>Note: The F4=AVERAGE PRICE/F4=GP% toggle function key displays on this screen in expanded screen mode only.</p>
F8=OE Cost / F8=GL Cost	<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p>
F12=Return	<p>Press F12=RETURN to return to the previous screen.</p>
Enter	<p>Press ENTER if you keyed a different year in the Year field on this screen. The screen will redisplay the requested information</p>

Chapter 7 Comparing Item/Customer Sales

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

ITEM/CUSTOMER SALES INQUIRY

Company Number? 01

Detail Level: - (1-Corp Group, 2-Sold To, 3-Ship To)

Item Number: U/M?

-or-

Find:

Item No: Class:

Year: 00

Customer Class? .../... to? .../... (blank-all)

F3=Exit

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	<p>This field appears only if you have set Multi Company in System Options (MENU XAFILE) to Y.</p> <p>Key a company number. This will restrict the inquiry to sales data for items associated with the company you specify.</p> <p>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)</p> <p>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).</p> <p>(N 2,0) Required</p>

Field/Function Key	Description
Detail Level	<p>Key 1 to display all a company's corporate groups and the sales data associated with each group.</p> <p>Key 2 to display all a company's sold-to names (that is, customer names) and the sales data associated with each sold-to.</p> <p>Key 3 to display all a company's and customer's ship-to addresses and the sales data associated with each ship-to address.</p> <p>(N 1,0) Required</p>
Item Number	<p>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 <i>Find/Item No/Class</i> fields on this screen to display the Item Description Search Screen.</p> <p>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)</p> <p>(A 27) Required</p>
U/M	<p>Use this field to enter the unit of measure you want to use to express quantities in this inquiry.</p> <p>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).</p> <p>Optional</p>
Find	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>(A 40) Optional</p>

Field/Function Key	Description
Item No	<p>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.</p> <p>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.</p> <p>For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>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.</p> <p>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.</p> <p>For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
Year	<p>Key the fiscal year for which sales history will be displayed in this inquiry.</p> <p>Default Value: The current Sales Analysis fiscal year, determined by the fiscal periods defined through Sales Analysis Options Maintenance (MENU XAFILE)</p> <p>Valid Values: Must be a fiscal year that is equal to or less than the current fiscal year</p> <p>(N 2,0) Required</p>
Customer Class/ Subclass	<p>Key a range of customer classes/sub-classes that contain the customers that will display for the selected item, using from/to ranges.</p> <p>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.</p> <p>(2 @ A 2 / A 2) Optional</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAMAIN will display.</p>
Enter	<p>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 will display.</p>

Item/Customer Sales Inquiry Screen

ITEM/CUSTOMER SALES INQUIRY					
Co? 01		All-in-One Printer Model V515W		Year: 13	
Item: A100		Print, Copy, Fax, Scan			
U/M? EA					
Ref	Customer	All Classes Cust Name	YTD Quantity	YTD Sales	GL YTD 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					
F3=Exit		F5=Dsp Ship To Level		F12=Return	
		F8=OE Cost			

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](#) may resolve this situation.

This screen varies with the level of detail selected on the [Item/Customer Sales Inquiry Selection Screen](#). 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	<p>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.</p> <p>Default Value: The company, item, year, and, if any, unit of measure that were specified on the Item/Customer Sales Inquiry Selection Screen. 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.</p> <p>(N 2,0/A 27/N 2,0/A 3) Required</p>
Ref	<p>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> <p>Display</p>

Field/Function Key	Description
Corp Group/Customer/ Ship To	<p>If you selected Corp Group on the Item/Customer Sales Inquiry Selection Screen 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.</p> <p>If you selected Sold To on the Item/Customer Sales Inquiry Selection Screen, 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.</p> <p>If you selected Ship To on the Item/Customer Sales Inquiry Selection Screen, 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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>Display</p>
YTD Quantity	<p>This column displays the quantity of the item that was sold to each customer during the specified fiscal year.</p> <p>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.</p> <p>Display</p>
YTD Sales	<p>This column displays the sales revenue generated from each customer who purchased the specified item during the specified fiscal year.</p> <p>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.</p> <p>Display</p>

Field/Function Key	Description
GL or OE YTD GP%	<p>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).</p> <p>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.</p> <p>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.</p> <p>Display</p>
...Ref	<p>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> <p>(N 2,0) Optional</p>
F2=Cust No/Ship To No	<p>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> <p>Use this key to toggle between the customer number and ship-to number for each customer. The fields Customer and Ship To change accordingly.</p> <p>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:</p> <ul style="list-style-type: none"> • 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	<p>Press F3=EXIT to exit from this option. MENU SAMAIN will display.</p>
F4=Cust Name/ F4=Ship To Name	<p>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> <p>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.</p>

Field/Function Key	Description
F5=Dsp Ship To Level/ F5=Dsp Sold To Level	<p>This key appears as F5=DSP SHIP TO LEVEL only if you selected Sold To on the Item/Customer Sales Inquiry Selection Screen. Press F5=DSP SHIP TO LEVEL to display sales data for all a company's ship-to numbers and their corresponding ship-to names.</p> <p>This key appears as F5=DSP SOLD TO LEVEL only if you selected Corp Group on the Item/Customer Sales Inquiry Selection Screen. Press F5=DSP SOLD TO LEVEL to display sales data for all a company's sold-to numbers and their corresponding sold-to names.</p>
F8=OE Cost / F8=GL Cost	<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p>
F12=Return	<p>Press F12=RETURN to return to the Item/Customer Sales Inquiry Selection Screen.</p>
Enter	<p>Press ENTER after keying a reference number in the ...Ref field. The Item/Customer Sales Inquiry Sales Detail Screen will appear.</p> <p>Press ENTER after keying new values in the Co, Item, U/M, or Year fields and this screen will redisplay with the changed data.</p>

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	EA	Sales	GL Cost	GP %	Avg Price
Jan						
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	1.000		99.00	437.49	341.9-	
			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](#). 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 Infor Distribution A+ 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	<p>Use these fields, which appear as header information, to change selection criteria without revisiting the Customer/Item Sales Inquiry Item Selection Screen. (Note that certain fields may not appear on this screen, depending on which criteria you originally selected.)</p> <ul style="list-style-type: none"> • Company number: This field is displayed only if the Multi Company field in System Options Maintenance (MENU XAFIL2) 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. <p>For more information about these fields, refer to the Customer/Item Sales Inquiry Item Selection Screen.</p> <p>(N 2,0) Optional</p>
U/M	<p>This field displays the unit of measure used to express quantities on this screen.</p> <p>Accept the default or key a different U/M.</p> <p>Default Value: The inquiry unit of measure defined for the item through Item Master Maintenance (MENU IAFIL2) and displayed on the Customer/Item Sales Inquiry Item Selection Screen</p> <p>Valid Values: Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFIL2)</p> <p>(A 2) Required</p>

Field/Function Key	Description
Fiscal Periods	<p>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.</p> <p>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.</p> <p>Display</p>
Quantity	<p>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).</p> <p>The unit of measure in which this quantity is expressed is displayed to the right of the quantity for the first fiscal period.</p> <p>Display</p>
Sales	<p>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.</p> <p>Display</p>
GL Profit / OE Profit GL Cost / OE Cost	<p>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.</p> <p>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).</p> <p>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).</p> <p>Display</p>

Field/Function Key	Description
GP%	<p>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.</p> <p>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).</p> <p>Display</p>
Avg Price	<p>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.</p> <p>The unit of measure that this quantity is expressed in is displayed to the right of the quantity for the first fiscal period.</p> <p>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.</p> <p>Display</p>
F2=Cost/Profit	<p>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).</p> <p>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.</p> <p>F2=COST</p> <p>Press to display the total GL Cost/OE Cost of items sold for the corresponding time period.</p> <p>F2=PROFIT</p> <p>Press to display the total GL Profit/OE Profit of the items for the corresponding time period.</p>
F3=Exit	<p>Press to cancel this option. MENU SAMAIN will display.</p>

Field/Function Key	Description
F4=Average Price/ F4=GP%	<p>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.</p> <p>Note: The F4=AVERAGE PRICE/F4=GP% toggle function key displays on this screen in expanded screen mode only.</p>
F8=OE Cost / F8=GL Cost	<p>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.</p> <p>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.</p> <p>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.</p>
F12=Return	<p>Press F12=RETURN to return to the previous screen.</p>
Enter	<p>Press ENTER if you keyed a different year in the Year field on this screen. The screen will redisplay the requested information.</p>

Chapter 8 Inquiring on Customer Accounts Receivable Status

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 Infor Distribution A+ Accounts Receivable User Guide for a detailed explanation of this option.

Chapter 9 Inquiring on Items

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 Infor Distribution A+ Inventory Accounting User Guide for detailed information about this option.

Chapter 10 Printing MTD/YTD Sales Analysis Reports

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 Infor Distribution A+ 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](#):

- [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 XAFIL), **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	<p>This field determines the sequence of the report. Options on subsequent screens vary depending on your selection in this field.</p> <p>Key the number that reflects the type of sequence desired for the report.</p> <ul style="list-style-type: none"> • 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 <p>(N 2,0) Required</p>
F3=Exit	<p>Press F3=EXIT to exit this option. MENU SAREPT will display.</p>
Enter	<p>Press ENTER to confirm your report sequence selection. The MTD/YTD Sales Analysis Report Detail Screen will display.</p>

MTD/YTD Sales Analysis Report Detail Screen

```

      MTD / YTD SALES ANALYSIS 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
  
```

This screen displays after selecting a report sequence on the [MTD/YTD Sales Analysis Report Sequence Screen](#). The options on this screen vary depending on the type of sequence selected on the [MTD/YTD Sales Analysis Report Sequence Screen](#). 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 XAFIL), **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 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	<p>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> <p>For example, if you selected report sequence 1 on the MTD/YTD Sales Analysis Report Sequence Screen, 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.</p> <p>Key the number that represents the lowest level of detail to be reported.</p> <p>Note: This example applies to each type of report sequence; the options will vary depending on the type of sequence selected.</p> <p>(N 1,0) Required</p>
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
Enter	Press ENTER to confirm your selection. The MTD/YTD Sales Analysis Report Selection Screen will display.
F12=Return	Press F12=RETURN to return to the MTD/YTD Sales Analysis Report Sequence Screen .

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,      (0,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](#).

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 Infor Distribution A+ 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	<p>This field appears only if the Multi Company field is set to Y through System Options Maintenance (MENU XAFILE).</p> <p>Key the range of company numbers to print.</p> <p>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.</p> <p>(2 @ N 2,0) Optional</p>

Field/Function Key	Description
Customer Class	<p>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).</p> <p>(2 @ A 2 / A 2) Optional</p>
Customer Number	<p>Key the range of customers to print; defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(2 @ N 10,0) Optional</p>
Item Class	<p>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).</p> <p>(2 @ A 2 / A 2) Optional</p>
Item Number	<p>Key the range of item numbers (“our” item numbers) to print; item numbers are defined through Item Master Maintenance (MENU IAFILE).</p> <p>(2 @ A 27) Optional</p>
Salesrep Number	<p>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).</p> <p>(2 @ N 5,0) Optional</p>
Territory	<p>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).</p> <p>(2 @ A 3) Optional</p>
Warehouse	<p>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).</p> <p>(2 @ A 2) Optional</p>

Field/Function Key	Description
Print Mfg Number	<p>Key Y to print manufacturers' item numbers on the report. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE).</p> <p>Key N to not additionally print the manufacturers' item numbers on the report.</p> <p>Default Value: N (A 1) Required</p>
Item print options	<p>Use this field to determine which characteristic of the item will print.</p> <p>Key 1 to print item number(s) only.</p> <p>Key 2 to print item description(s) only.</p> <p>Key 3 to print both item number(s) and description(s).</p> <p>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, 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> <p>Valid Values: 1, 2, or 3 (N 1,0) Required</p>
Use OE or GL Cost	<p>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).</p> <p>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.</p> <p>Key O to use the OE Cost.</p> <p>Key G to use the GL Cost.</p> <p>Default Value: the user's Default Cost to see as defined in Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 1) Required</p>
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 .
Enter	Press ENTER to confirm your selections. The MTD/YTD Sales Analysis Report Date Screen will display.

MTD/YTD Sales Analysis Report Date Screen

MTD/YTD SALES ANALYSIS

Territory / Salesrep / Customer Class

As of: _

F3=Cancel F9=Save defaults
F12=Return

This screen displays after selecting the report criteria on the [MTD/YTD Sales Analysis Report Selection Screen](#). 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	<p>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.</p> <p>If you are using 12 period accounting, key the calendar month and year in MM YY format.</p> <p>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.</p> <p>Note: Calendar month or fiscal period is defined for a company through Sales Analysis Options Maintenance (MENU XAFILE).</p> <p>(N 4,0) Required</p>
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.

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the MTD/YTD Sales Analysis Report Selection Screen .
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			
		MONTH TO DATE		YEAR TO DATE			
	Quantity	Sales	Profit GP %	Quantity	Sales	Profit GP %	
Territory: EUR Europe							
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							
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: EURTotal	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](#). It is sequenced by territory, since report sequence 1 was chosen on the [MTD/YTD Sales Analysis Report Sequence Screen](#). 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.

MTD/YTD Sales Analysis Summary and Report

Report/Listing Fields	Description
Headings	<p>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.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>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> <p>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.</p> <p>The company number and name are also printed and the Company Number field will be exported to Excel .tsv reports.</p>
Report Export Data	<p>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.</p>
Mfg Item Number	<p>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>
MONTH TO DATE Quantity	<p>The total quantity of the item that was ordered month-to-date. The MTD Quantity field will be exported to Excel .tsv reports.</p>
MONTH TO DATE Orders	<p>The total number of orders that were processed month-to-date. The MTD Orders field will be exported to Excel .tsv reports.</p>
MONTH TO DATE Sales	<p>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.</p>
MONTH TO DATE Profit	<p>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.</p>
MONTH TO DATE GP%	<p>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.</p>

Report/Listing Fields	Description
YEAR TO DATE Quantity	<p>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.</p> <p>The YTD Quantity field will be exported to Excel .tsv reports.</p>
YEAR TO DATE Orders	<p>The total number of orders that were processed year-to-date.</p> <p>The YTD Orders field will be exported to Excel .tsv reports.</p>
YEAR TO DATE Sales	<p>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.</p> <p>The YTD Sales field will be exported to Excel .tsv reports.</p>
YEAR TO DATE Profit	<p>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.</p> <p>The YTD Profit field will be exported to Excel .tsv reports.</p>
YEAR TO DATE GP%	<p>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.</p> <p>The YTD GP% field will be exported to Excel .tsv reports.</p>

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				
		MONTH TO DATE				YEAR TO DATE		
	Orders	Sales	Profit	GP %	Orders	Sales	Profit	GP %
Territory: EUR Europe								
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: EURTotal	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. It is sequenced by territory, since report sequence 1 was chosen on the [MTD/YTD Sales Analysis Report Sequence Screen](#). 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](#) contains less detail than the [MTD/YTD Sales Analysis Report - Version 1](#). Whereas, the MTD/YTD Sales Analysis Report - Version 1 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](#) for an explanation of the fields on this report.

Note: This report, unlike [MTD/YTD Sales Analysis Report - Version 1](#), 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](#).

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

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 Infor Distribution A+ 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.

Title	Purpose
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](#):

- [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

```
COMPARATIVE 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
```

TECHNICAL Note: This is a shared screen that displays in multiple places. The actual screen format name is SA399FM_SEQNCE. [Comparative Sales Analysis Report Detail Screen](#)

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 XAFIL), **Keep detailed Sales Analysis** is **Y**. Otherwise, you will not be able to produce a report using the option.

Comparative Sales Analysis Report Sequence Screen Fields and Function Keys

Field/Function Key	Description
Select report sequence	<p>This field determines the sequence of the report. Options on subsequent screens vary depending on your selection in this field.</p> <p>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.</p> <ul style="list-style-type: none"> • 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 <p>(N 1,0 Required)</p>
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 will display.

Comparative Sales Analysis Report Detail Screen

```
COMPARATIVE SALES ANALYSIS 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 [Comparative Sales Analysis Report Sequence Screen](#). The options on this screen vary depending on the type of sequence selected on the [Comparative Sales Analysis Report Sequence Screen](#). 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 XAFIL), **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](#) 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	<p>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> <p>For example, if you selected report sequence 1 on the Comparative Sales Analysis Report Sequence Screen, 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.</p> <p>Note: This example applies to each type of report sequence; the options will vary depending on the type of sequence selected.</p> <p>Key the number that represents the lowest level of detail to be reported. (N 1,0) Required</p>
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
Enter	Press ENTER to confirm your selection. The Comparative Sales Analysis Report Selection Screen will display.
F12=Return	Press F12=RETURN to return to the Comparative Sales Analysis Report Sequence Screen .

Comparative Sales Analysis Report Selection Screen

```

COMPARATIVE 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,      (0,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 [Comparative Sales Analysis Report Detail Screen](#).

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 Infor Distribution A+ 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	<p>This field appears only if the Multi Company field is set to Y through System Options Maintenance (MENU XAFILE).</p> <p>Key the range of company numbers to print.</p> <p>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.</p> <p>(2 @ N 2,0) Optional</p>

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
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

Field/Function Key	Description
Item print options	<p>Use this field to determine which characteristic of the item will print.</p> <p>Key 1 to print item number(s) only.</p> <p>Key 2 to print item description(s) only.</p> <p>Key 3 to print both item number(s) and description(s).</p> <p>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, and item classes/numbers are included in the selection for the lowest level of detail on the Comparative Sales Analysis Report Detail Screen.</p> <p>Valid Values: 1, 2, or 3 (N 1,0) Required</p>
Use OE or GL Cost	<p>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).</p> <p>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.</p> <p>Key O to use the OE Cost.</p> <p>Key G to use the GL Cost.</p> <p>Default Value: the user's Default Cost to see as defined in Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 1) Required</p>
F3=Exit	<p>Press F3=EXIT to exit this option. MENU SAREPT will display.</p>
F12=Return	<p>Press F12=RETURN to return to the Comparative Sales Analysis Report Detail Screen.</p>
Enter	<p>Press ENTER to confirm your selections. The Comparative Sales Analysis Report Date Screen will display.</p>

Comparative Sales Analysis Report Date Screen

COMPARATIVE SALES ANALYSIS REPORT

Territory / Salesrep / Customer Class

Month/Year _ to

VERSUS

Month/Year to (optional)

F3=Cancel F9=Save defaults
F12=Return

This screen displays after selecting criteria on the [Comparative Sales Analysis Report Selection Screen](#). 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	<p>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.</p> <p>Key the from and to calendar month and year range in the MMY format, if using 12 period accounting.</p> <p>Key the from and to fiscal period and fiscal year range in the MMY format, if using 13 period accounting.</p> <p>Note: Calendar month or fiscal period is determined through Sales Analysis Options Maintenance (MENU XAFIL).</p> <p>(2 @ N 4,0) Required</p>

Field/Function Key	Description
Month/Year	<p>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.</p> <p>Key the from and to calendar month and year range in the MMY format, if using 12 period accounting.</p> <p>Key the from and to fiscal period and fiscal year in the MMY format, if using 13 period accounting.</p> <p>Note: Calendar month or fiscal period is determined through Sales Analysis Options Maintenance (MENU XAFIL).</p> <p>(2 @ N 4,0) Optional</p>
F3=Cancel	<p>Press F3=CANCEL to cancel this option and return to MENU SAREPT.</p>
F9=Save defaults	<p>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.</p>
F12=Return	<p>Press F12=RETURN to return to the Comparative Sales Analysis Report Selection Screen.</p>
Enter	<p>Press ENTER to confirm your selections. The Report Options Screen will display.</p>

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	
		Quantity	Sales	GL Cost	Profit GP%
Territory: EUR Europe					
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: EURTotal			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 prints following the summary. While many variations of this report may be produced using this option, this particular report was produced by selecting: It is sequenced by territory, since report sequence 1 was chosen on the [Comparative Sales Analysis Report Sequence Screen](#). 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](#) 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

Field/Function Key	Description
Headings	<p>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.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>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> <p>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.</p> <p>The company number and name are also printed and the Company Number field will be exported to Excel .tsv reports.</p>
Report Export Data	<p>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.</p>
Mfg Item Number	<p>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>
Month/Year Quantity	<p>The total quantity of the item that was ordered during the specified time period.</p> <p>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> <p>These fields will be exported to Excel .tsv reports: Quantity - Range 1, Quantity - Range 2, Quantity Variance, Quantity Variance %.</p>
Month/Year Orders	<p>The total number of orders that were processed during the specified time period.</p> <p>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> <p>These fields will be exported to Excel .tsv reports: Orders - Range 1, Orders - Range 2, Orders Variance, Orders Variance %.</p>

Field/Function Key	Description
Month/Year Sales	<p>The total monetary amount of sales revenue generated by this item during the specified time period.</p> <p>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> <p>These fields will be exported to Excel .tsv reports: Sales - Range 1, Sales - Range 2, Sales Variance, Sales Variance %.</p>
Month/Year OE Cost or GL Cost	<p>The OE or GL cost of the item. The cost of an item is defined in Item Balance Maintenance (MENU IAFILE).</p> <p>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> <p>These fields will be exported to Excel .tsv reports: Cost - Range 1, Cost - Range 2, Cost Variance, Cost Variance %.</p>
Month/Year Profit	<p>The total amount of profit attributed to the item during this time period.</p> <p>This is calculated as: total sales revenue minus total cost of the items sold.</p> <p>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> <p>These fields will be exported to Excel .tsv reports: Profit - Range 1, Profit - Range 2, Profit Variance, Profit Variance %.</p>
Month/Year GP%	<p>The gross profit percentage of sales. This is calculated as $(1 - (\text{cost} / \text{sales})) * 100$, for selected items month-to-date.</p> <p>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> <p>These fields will be exported to Excel .tsv reports: Gross Profit - Range 1, Gross Profit - Range 2, Gross Profit Variance, Gross Profit Variance %.</p>

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			
			Orders	Sales	GL Cost	Profit GP%
Territory: EUR Europe						
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: EURTotal		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](#). It is sequenced by territory, since report sequence 1 was chosen on the [Comparative Sales Analysis Report Sequence Screen](#). 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](#).

Refer to the [Comparative Sales Report - Version 1](#) for an explanation of the fields on this report.

Note: This report, unlike the [Comparative Sales Report - Version 1](#), 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 BY TERRITORY 01-A & C Office Supply * Profit and GP% Based on GL Cost *			A4/APDEMO	PAGE: 1
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](#).

Note: This report, unlike [Comparative Sales Report - Version 1](#), 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

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](#):

- [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

```
SIX MONTH HISTORY 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
```

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 XAFIL), **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	<p>This field determines the sequence of the report. Options on subsequent screens vary depending on your selection in this field.</p> <p>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.</p> <ul style="list-style-type: none"> • 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 <p>(N 1,0) Required</p>
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 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](#). The options on this screen vary depending on the type of sequence selected on the [Six Month History Report Sequence Screen](#). 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 XAFIL), **Keep detailed Sales Analysis** is Y. Otherwise, you will not be able to produce a report using this option.

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](#) 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	<p>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> <p>For example, if you selected report sequence 1 on the Comparative Sales Analysis Report Sequence Screen, 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.</p> <p>Note: This example applies to each type of report sequence; the options will vary depending on the type of sequence selected.</p> <p>Key the number that represents the lowest level of detail to be reported. (N 1,0) Required</p>
F3=Exit	Press F3=EXIT to exit this option. MENU SAREPT will display.
Enter	Press ENTER to confirm your selection. The Six Month History Report Selection Screen will display.
F12=Return	Press F12=RETURN to return to the Six Month History Report Sequence Screen .

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,      (0,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](#). 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	<p>This field appears only if the Multi Company field is set to Y through System Options Maintenance (MENU XAFILE).</p> <p>Key the range of company numbers to print.</p> <p>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.</p> <p>(2 @ N 2,0) Optional</p>

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
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

Field/Function Key	Description
Item print options	<p>Use this field to determine which characteristic of the item will print.</p> <p>Key 1 to print item number(s) only.</p> <p>Key 2 to print item description(s) only.</p> <p>Key 3 to print both item number(s) and description(s).</p> <p>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 and item classes/numbers are included in the selection for the lowest level of detail on the Six Month History Report Detail Screen</p> <p>Valid Values: 1, 2, or 3</p> <p>(N 1,0) Required</p>
Use OE or GL Cost	<p>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).</p> <p>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.</p> <p>Key O to use the OE Cost.</p> <p>Key G to use the GL Cost.</p> <p>Default Value: the user's Default Cost to see as defined in Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 1) Required</p>
F3=Exit	<p>Press F3=EXIT to exit this option. MENU SAREPT will display.</p>
F12=Return	<p>Press F12=RETURN to return to the Six Month History Report Detail Screen.</p>
Enter	<p>Press ENTER to confirm your selections. The Six Month History Report Date Screen will display.</p>

Six Month History Report Date Screen

```

                SIX MONTH HISTORY REPORT
                Salesrep / Item Class

As of:                - . . . .
Number of months to include in total:  ...
Select report contents (X):
                        .. Sales
                        .. Profit
                        .. Cost
                        .. GP%
                        .. Quantity

* Note: Profit, Cost, and GP% will only print if you are authorized.

                                F3=Cancel  F9=Save defaults
                                F12=Return
    
```

This screen displays after selecting criteria on the [Six Month History Report Selection Screen](#) 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	<p>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.</p> <p>Key the calendar month and year, using MMY format, if using 12 period accounting.</p> <p>Key the fiscal period and fiscal year using MMY format, if using 13 period accounting.</p> <p>Note: Calendar month or fiscal period is defined for a company through Sales Analysis Options Maintenance (MENU XAFIL).</p> <p>(N 4,0) Required</p>

Field/Function Key	Description
Number of months to include in total	<p>This field determines the number of months to be included in the total column.</p> <p>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).</p> <p>(N 2,0) Required</p>
Select report contents (X)	<p>Use this field to insert an X next to any or all categories displayed. Each category represents an additional row on the report.</p> <p>Key an X next to each category that you want to print on the report.</p> <p>Valid Values: An X is required in at least one of the categories</p> <p>(A 1) Required/Optional</p>
F3=Cancel	<p>Press F3=CANCEL to cancel this option and return to MENU SAREPT.</p>
F9=Save Defaults	<p>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.</p>
F12=Return	<p>Press F12=RETURN to return to the Six Month History Report Selection Screen.</p>
Enter	<p>Press ENTER to confirm your selections. The Report Options Screen will display.</p>

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 Item Classes	All Customers				
			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		812	
		Cst	217,282	457	565	565	4,632	179	2,875
		Prf	314,782	2,016	565	2,455	914	633	526
		Qty	30,599	63	40	40	3,718	13	2,349
		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](#). It is sequenced by territory, since report sequence **1** was chosen on the [Six Month History Report Sequence Screen](#). 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](#) 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 Item Classes	All Customers						
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	EA Qty			3						
		EA GP%			75.0						
Item Number:	A404	EA Sls									
Item Desc:	Slip-joint Pliers				16						
Mfg. Item Number:	CJ-1000	Cst									
		Prf			6						
		Qty			10						
		GP%			4						
					62.5						

Item Subclass:	...Total	Sls			23						
		Cst									
		Prf			8						
		Qty			15						
		GP%			7						
					65.2						
Cust#:	602 ...Total	Sls			23						
		Cst									
		Prf			8						
		Qty			15						
		GP%			7						
					65.2						

Cust#:	601 Roman Holiday Travel Service	Sls			75						
Item Class:	30 Toner										
Item Number:	A200	EA Cst			27						
Item Desc:	Sharp Copier Toner Developer										
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	<p>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> <p>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.</p>
Report Contents	<p>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 by placing an X next to the desired category or categories.</p> <p>This report also indicates if Cost, Profit and/or Gross Profit Percentage (GP%) is based on the GL Cost or OE Cost.</p>
Total	<p>Totals print for the number of months specified on the Six Month History Report Date Screen.</p>
History	<p>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>
Mfg Item Number	<p>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> <p>Note: The report image on the previous page lacks sufficient space to display this number. It will print below the item description.</p>

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	Oct 11- Nov 12	Jun 12	Jly 12	Aug 12	Sep 12	Oct 12	Nov 12	
Territory: EUR Europe		S1s	156							
		Cst	65							
		Prf	91							
		Ord	5							
		GP%	58.3							
Territory: NC North Central		S1s	22,583							
		Cst	12,748							
		Prf	9,835							
		Ord	6							
		GP%	43.5							
Territory: NE North East		S1s	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	565	2,455	633	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		S1s	61,788							
		Cst	29,196							
		Prf	32,592							
		Ord	33							
		GP%	52.7							
Territory: SE South East		S1s	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](#). It is sequenced by territory, since report sequence 1 was chosen on the [Six Month History](#)

[Report Sequence Screen](#). 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](#) 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		S1s								
Cust Class: 70 International Sales		Cst		117						
Cust Subclass:		Prf		48						
		Ord		69						
		GP%		2						
				58.9						

Salesrep: 1 ...Total		S1s		117						
		Cst		48						
		Prf		69						
		Ord		2						
		GP%		58.9						

Salesrep: 3 Steven Jones		S1s		38						
Cust Class: 70 International Sales		Cst		16						
		Prf		22						
		Ord		3						
		GP%		57.8						

Salesrep: 3 ...Total		S1s		38						
		Cst		16						
		Prf		22						
		Ord		3						
		GP%		57.8						

Territory: EURTotal		S1s		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](#) 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](#) 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 BY TERRITORY 01-A & C Office Supply * Cost, Profit and/or GP% Based on GL Cost *						AG/APDEMO	PAGE: 1
All Companies	All Territories		Oct 11- Nov 12	Jun 12	Jul 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).

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](#).

Chapter 13 Printing Customer Ranking Reports

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 Infor Distribution A+ 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, (0,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 Infor Distribution A+ 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

Field/Function Key	Description
Rank on	<p>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.</p> <p>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.</p> <p>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.</p> <p>Valid Values: 1, 2, 3, or 4 (N 1,0) Required</p>
Print	<p>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.</p> <p>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.</p> <p>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</p>
Print all customers ranked 1 through	<p>All customers ranked from 1 to the number you enter in this field are printed on the report.</p> <p>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.</p> <p>Leave this field blank to print all customers in the company. (N 4,0) Required</p>

Field/Function Key	Description
Use OE or GL Cost	<p>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).</p> <p>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.</p> <p>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).</p> <p>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).</p> <p>Default Value: the user's Default Cost to see as defined in Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 1) Required</p>
Company	<p>Key the company number or range of company numbers to print.</p> <p>(2 @ N 2,0) Optional</p>
Class	<p>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.</p> <p>(2 @ A 2 / A 2) Optional</p>
Territory	<p>Key the territory or range of territory codes assigned to the customers which you would like to print.</p> <p>(2 @ A 3) Optional</p>
Salesrep	<p>Key the sales representative or range of sales representative codes assigned to the customers which you would like to print.</p> <p>(2 @ N 5,0) Optional</p>
Customer #	<p>Key the customer number or range of customer numbers to print.</p>
F3=Cancel	<p>Press F3=CANCEL to cancel this option. MENU SAREPT will display.</p>
F9=Save Defaults	<p>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.</p>
Enter	<p>Press ENTER to confirm your selections. The Report Options Screen will display.</p>

Customer Ranking Report

SA306		03/17/14		15.38.54		CUSTOMER RANKING REPORT				AG/APDEMO		PAGE: 1	
		All Companies		All Classes		All Territories		All Salesreps		All Customers		YEAR TO DATE	
Customer #	Name	Class	Rank	GL Cost	Orders	% Of Tot Cost	Rank	GL Cost	Orders	% 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](#) and the Report Options Screen (refer to the Infor Distribution A+ 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](#) 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

Field/Function Key	Description
Headings	<p>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.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The company number and name are also printed and the Company Number field will be exported to Excel .tsv reports.</p>
Customer #/Name	<p>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).</p> <p>These fields will be exported to Excel .tsv reports: Customer Number, Customer Name.</p>
Class	<p>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).</p> <p>These fields will be exported to Excel .tsv reports: Customer Class, Customer Subclass.</p>
This Year / Last Year Rank	<p>The sequential number that is assigned to the customer based on all criteria entered on the Customer Ranking Report Screen.</p> <p>The This/Last Year Rank field will be exported to Excel .tsv reports.</p>
This Year / Last Year Rank Based on (shows as Last Year Sales)	<p>Depending on your selections in the Rank based on and Rank on fields on the Customer Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>Note: This field may determine the ranking order of the report; the largest monetary amount of sales is ranked as 1, and so on.</p> <p>The This/Last Year Rank On Amount (sales, cost, profit or number of orders) field will be exported to Excel .tsv reports.</p>

Field/Function Key	Description
This Year / Last Year Print Based on (shows as Last Year Cost)	<p>Depending on your selections in the Rank based on and Print fields on the Customer Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>Note: This field may determine the ranking order of the report; the highest cost amount of is ranked as 1, and so on.</p> <p>The This/Last Year Print On Amount (sales, cost, profit or number of orders) field will be exported to Excel .tsv reports.</p>
This Year / Last Year % of Total (shows as Last Year % of Tot Sales)	<p>Depending on your selections in the Rank based on and Rank on fields on the Customer Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>The This/Last Year Percent of Total (sales, cost, profit or number of orders) field will be exported to Excel .tsv reports.</p>
YTD Rank	<p>The number that is assigned to the customer, based on the criteria entered on the Customer Ranking Report Screen. 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.</p> <p>The YTD Rank field will be exported to Excel .tsv reports.</p>

Field/Function Key	Description
YTD Rank Based on (shows as Year To Date Sales)	<p>Depending on your selections in the Rank based on and Rank on fields on the Customer Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>The YTD Rank On Amount (sales, cost, profit or number of orders) field will be exported to Excel .tsv reports.</p>
YTD Print Based on (shows as Year To Date Cost)	<p>Depending on your selections in the Rank based on and Print fields on the Customer Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>The YTD Print On Amount (sales, cost, profit or number of orders) field will be exported to Excel .tsv reports.</p>
YTD % of Total (shows as Year To Date % of Tot Sales)	<p>Depending on your selections in the Rank based on and Rank on fields on the Customer Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>The YTD Percent of Total (sales, cost, profit or number of orders) field will be exported to Excel .tsv reports.</p>
Totals for listed Customers	<p>These are final totals for all customers printed on the report.</p> <p>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>

Field/Function Key	Description
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 . 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 .
Company Totals	These are final totals for all customers which are assigned to the company.

Chapter 14 Printing Item Ranking Reports

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 Infor Distribution A+ 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 Infor Distribution A+ 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

Field/Function Key	Description
Rank on	<p>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.</p> <p>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.</p> <p>Note:</p> <ul style="list-style-type: none"> 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. <p>(N 1,0) Required</p>
Print	<p>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.</p> <p>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.</p> <p>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.)</p> <p>(N 1,0) Required</p>
Print all items ranked 1 through	<p>All items ranked from 1 to the number you enter in this field are printed on the report.</p> <p>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.</p> <p>Leave this field blank to print all items.</p> <p>(N 4,0) Required</p>
Class	<p>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.</p> <p>(2 @ A 2 / A 2) Optional</p>

Field/Function Key	Description
ABC Code	<p>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).</p> <p>(2 @ A 1) Optional</p>
Vendor	<p>Key the range of primary vendors to which the items have been assigned that you want to print.</p> <p>(2 @ A 6) Optional</p>
Item No	<p>Key the range of item numbers to print.</p> <p>(2 @ A 27) Optional</p>
Whs	<p>Key the range of warehouse numbers in which the items are stocked that you want to print.</p> <p>(2 @ A 2) Optional</p>
Item print options	<p>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</p>
Print Mfg Number	<p>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).</p> <p>Accept the default or key Y if you want manufacturers' item numbers to print on the report.</p> <p>Default Value: N (A1) Required</p>

Field/Function Key	Description
Use OE or GL Cost	<p>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).</p> <p>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.</p> <p>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).</p> <p>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).</p> <p>Default Value: the user's Default Cost to see as defined in Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 1) Required</p>
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 BY LAST YEAR'S COST			AG/APDEMO	PAGE: 1
A11 Classes	A11 ABC Codes	A11 Vendors	Item From: A120 To: A130		A11 Warehouses	
Item Number/Description Mfg Item No.		U/M Class	Rank	GL Cost	Qty	% Of Tot Cost
A120	Color Copy / Photo Paper 28#	BOX 80/4	1	137,434.20	5,543.000	74.07
102450			1	3,636.84	174.000	100.00
A130	Photo Paper Premium 10.5 ml	BOX 80/4	2	48,122.10	1,215.000	25.93
YZ-171			2	.00	19.000	.00
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](#) and the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen).

All items that match the criteria entered on the [Item Ranking Report Screen](#) 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).

Item Ranking Report

Report/Listing Field	Description
Headings	<p>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.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p>
Item Number / Description	<p>The number and description of the item.</p> <p>These fields will be exported to Excel .tsv reports: Item Number, Item Description 1, Item Description 2.</p>
Mfg Item No.	<p>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> <p>The Mfg Item Number field will be exported to Excel .tsv reports.</p>
U/M	<p>The primary (first) unit of measure assigned to the item through Item Master Maintenance (MENU IAFILE).</p> <p>The U/M field will be exported to Excel .tsv reports.</p>
Class	<p>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).</p> <p>These fields will be exported to Excel .tsv reports: Item Class, Item Subclass.</p>
This Year / Last Year Rank	<p>The sequential number that is assigned to the item, based on all criteria entered on the Item Ranking Report Screen.</p> <p>The This/Last Year Rank field will be exported to Excel .tsv reports.</p>
This Year / Last Year Rank Based On (shows as Last Year Sales)	<p>Depending on your selections in the Rank based on and Rank on fields on the Item Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>Note: This field determines the ranking order of the report; the largest monetary amount of sales is ranked as 1, and so on.</p> <p>The This/Last Year Rank On Amount (sales, cost, profit, or number of orders) field will be exported to Excel .tsv reports.</p>

Report/Listing Field	Description
<p>This Year / Last Year Print Based On (shows as Last Year Profit)</p>	<p>Depending on your selections in the Rank based on and Print fields on the Item Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>Note: This field may determine the ranking order of the report; the highest cost amount of is ranked as 1, and so on.</p> <p>The This/Last Year Print On Amount (sales, cost, profit, or number of orders) field will be exported to Excel .tsv reports.</p>
<p>% of Tot Sales</p>	<p>Depending on your selections in the Rank based on and Rank on fields on the Item Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>The This/Last Year Percent of Total (sales, cost, profit, or number of orders) field will be exported to Excel .tsv reports.</p>
<p>YTD Rank</p>	<p>The number that is assigned to the item, based on all of the criteria entered on the Item Ranking Report Screen. 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.</p> <p>The YTD Rank field will be exported to Excel .tsv reports.</p>
<p>YTD Rank Based on (shows as Year to Date Sales)</p>	<p>Depending on your selections in the Rank based on and Rank on fields on the Item Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>The YTD Rank On Amount (sales, cost, profit, or number of orders) field will be exported to Excel .tsv reports.</p>

Report/Listing Field	Description
YTD Print Based On (shows as Year to Date Profit)	<p>Depending on your selections in the Rank based on and Print fields on the Item Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>The YTD Print On Amount (sales, cost, profit, or number of orders) field will be exported to Excel .tsv reports.</p>
YTD % of Total (shows as Year to Date % of Tot Sales)	<p>Depending on your selections in the Rank based on and Rank on fields on the Item Ranking Report Screen, one of the following prints in this field:</p> <ul style="list-style-type: none"> • 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. <p>The YTD Percent of Total (sales, cost, profit, or number of orders). field will be exported to Excel .tsv reports</p>
Totals for listed Items	<p>These are final totals for all items printed on the report.</p> <p>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>
All others	<p>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> <p>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>
Report Totals	<p>These are final totals for all items.</p>

Chapter 15 Printing Customer Drop Shipment Reports

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.
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 Drop Ship Report Selection Screen

CUSTOMER DROP SHIPMENT ANALYSIS REPORT

Report Contents: - (1-Only customers with drop shipments,
2-All customers with Sales)

Use OE or GL Cost: 0 (0,G)

Company? ... to? ...

Customer: to

Territory? ... to?

Salesrep? to?

Class? ... / ... to? ... / ...

F3=Cancel
F9=Save defaults

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

Field/Function Key	Description
Use OE or GL Cost	<p>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).</p> <p>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.</p> <p>Key O to use the OE Cost.</p> <p>Key G to use the GL Cost.</p> <p>Default Value: the user's Default Cost to see as defined in Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 1) Required</p>
Company	<p>Key the company number or range of company numbers to print.</p> <p>(2 @ N 2,0) Optional</p>
Customer #	<p>Key the customer number or range of customer numbers to print.</p> <p>(2 @ N 10,0) Optional</p>
Territory	<p>Key the territory or range of territory codes assigned to the customers which you would like to print.</p> <p>(2 @ A 3) Optional</p>
Salesrep	<p>Key the sales representative or range of sales representative codes assigned to the customers which you would like to print.</p> <p>(2 @ N 5,0) Optional</p>
Class	<p>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.</p> <p>(2 @ A 2 / A 2) Optional</p>
F3=Cancel	<p>Press F3=CANCEL to cancel this option. MENU SAREPT will display.</p>
F9=Save Defaults	<p>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.</p>
Enter	<p>Press ENTER to confirm your selections. The Report Options Screen will display.</p>

Customer Drop Shipment Summary Report

All Companies		All Customers			All Territories			All Salesreps		All Classes	
Class#	Name	Drop Ship	YTD SALES	Total % Tot	Drop Ship	YTD PROFIT	Total % Tot	Drop	Total	YTD GP%*	
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](#).

Customer classes that match the criteria entered on the [Customer Drop Ship Report Selection Screen](#) 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](#).

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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%	<ul style="list-style-type: none"> • 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 Territories										
All Companies						All Customers						All Salesreps				
						* YTD SALES						* YTD PROFIT				
						* Drop Ship						* Drop Ship				
						Total % Tot						Total % Tot				
						* Drop Ship						* Drop Ship				
						* YTD GP%*						* YTD GP%*				
						* Drop Ship						* Drop Ship				
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					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](#).

All customers that match the criteria entered on the [Customer Drop Ship Report Selection Screen](#) 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](#).

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

Field/Function Key	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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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%	<ul style="list-style-type: none"> • 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.

Chapter 16 Printing Item Drop Shipment Reports

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

```

ITEM DROP SHIPMENT ANALYSIS REPORT

Report Contents:  _      (1-Only items with drop shipments,
                        2-All items with sales)

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

Item Print Options: .. (1-Item# only,2-Desc only,3-Both)
Print Mfg Number:  N, (Y/N)
Use OE or GL Cost:  G, (0,G)

F3=Cancel
F9=Save defaults
    
```

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

Field/Function Key	Description
Vendor	<p>Key the vendor or range of vendor numbers to which the items have been assigned that you want to print.</p> <p>Optional</p>
Item print options	<p>Key 1 to print the item number on the report.</p> <p>Key 2 to print the item description on the report.</p> <p>Key 3 to print the item number and description on the report.</p> <p>(N 1,0) Required</p>
Print Mfg Number	<p>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).</p> <p>Accept the default or key Y if you want manufacturers' item numbers to print on the report.</p> <p>Default Value: N</p> <p>(A1) Required</p>
Use OE or GL Cost	<p>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).</p> <p>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.</p> <p>Key O to use the OE Cost.</p> <p>Key G to use the GL Cost.</p> <p>Default Value: the user's Default Cost to see as defined in Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 1) Required</p>
F3=Cancel	<p>Press F3=CANCEL to cancel this option. MENU SAREPT will display</p>
F9=Save Defaults	<p>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.</p>
Enter	<p>Press ENTER to confirm your selections. The Report Options Screen will display.</p>

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			
Class#	Name	YTD SALES		YTD QUANTITY		YTD GP%			
		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](#).

This drop shipment summary prints all item classes that match the criteria entered on the [Item Drop Shipment Report Selection Screen](#); 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](#).

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

Item Drop Shipment Summary Report

Field/Function Key	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	<ul style="list-style-type: none"> • 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 this year, including the drop ship value. • % Tot: This is the drop shipment percentage of the item's sales. This field is calculated as: $(\text{Drop Ship} / \text{Total}) * 100$.
YTD QUANTITY	<p>Drop Ship: The total quantity of items that have been drop shipped year-to-date for this item class.</p> <p>Total: The total quantity of items that have been sold year-to-date for this item class, including the drop ship quantity.</p> <p>% Tot: This is the drop shipment percentage of the quantity of items sold this year for this item class. This field is calculated as: $(\text{Drop Ship} / \text{Total}) * 100$.</p>
YTD GP%	<p>Drop: The drop shipment gross profit percentage for the customer this year. This field is calculated as: $(\text{Drop Ship YTD Profit} / \text{Drop Ship YTD Sales}) * 100$.</p> <p>Total: The gross profit percentage for the customer this year. This field is calculated as: $(\text{Total YTD Profit} / \text{Total YTD Sales}) * 100$.</p>

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/ Mfg Item No.	Wh U/M	Drop Ship	YTD SALES	Total	% Tot	Drop Ship	YTD QUANTITY	Total	% Tot	*--YTD GP%--*	
		-----			-----			-----		-----	
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	1,577	.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](#).

This detail analysis prints all items that match the criteria entered on the [Item Drop Shipment Report Selection Screen](#); 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](#).

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.

Item Drop Shipment Analysis Report Fields and Function Keys

Field/Function Key	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 .
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	<ul style="list-style-type: none"> • <i>Drop Ship</i>: The monetary amount of the customer's sales that has been drop shipped this year. • <i>Total</i>: The total monetary amount of the customer's sales this year. • <i>% Tot</i>: This is the drop shipment percentage of the customer's sales this year. This field is calculated as: $(\text{Drop Ship}/\text{Total}) \times 100$.
YTD PROFIT	<ul style="list-style-type: none"> • <i>Drop Ship</i>: The monetary amount of the customer's profit that has been drop shipped this year. • <i>Total</i>: The total monetary amount of the customer's profit this year. • <i>% Tot</i>: This is the drop shipment percentage of the customer's profit. This field is calculated as: $(\text{Drop Ship}/\text{Total}) \times 100$.
YTD GP%	<ul style="list-style-type: none"> • <i>Drop</i>: The drop shipment gross profit percentage for the customer this year. This field is calculated as: $(\text{Drop Ship YTD Profit}/\text{Drop Ship YTD Sales}) \times 100$. • <i>Total</i>: The gross profit percentage for the customer this year. This field is calculated as: $(\text{Total YTD Profit}/\text{Total YTD Sales}) \times 100$.

Chapter 17 Defining Sales Representatives

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

SALESREP FILE MAINTENANCE

Function: - (A,C,D,S,R)

Company? 01 (01-99)

Salesrep #?

F3=Exit

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	<p>Key A to add a sales rep.</p> <p>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.</p> <p>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.</p> <p>Key S to suspend a sales rep. Suspended sales reps cannot be maintained.</p> <p>Key R to reactivate a suspended sales rep. Reactivating a sales rep allows it to be maintained.</p> <p>(A 1) Required</p>

Field/Function Key	Description
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 #	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 appears.

Salesrep File Maintenance Screen

The screenshot shows a terminal window titled "SALESREP FILE MAINTENANCE" with a "Change" button in the top right corner. The screen displays the following information:

```

SALESREP FILE MAINTENANCE
Salesrep #: 01/00001

Name:      Mike Steele.....
Commission %: 10.000.
Alert User ID: MSTEELE...
User Area: .....

F12=Return
    
```

This screen displays after pressing **Enter** on the [Salesrep File Maintenance Selection Screen](#). 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

Field/Function Key	Description
Alert User ID	<p>This field appears only if Workflow Management is installed.</p> <p>Use this field to specify the user ID assigned to this sales representative.</p> <p>Workflow Management uses the entry in this field to determine how to deliver and escalate alert messages with a Sales Rep recipient code.</p> <p>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.</p> <p>Key the sales representative's user ID.</p> <p>Valid Values: A user ID defined through Register A+ User IDs (MENU XACFIG).</p> <p>(A 10) Optional</p>
User Area	<p>This field is provided for additional sales representative information.</p> <p>(A 20) Optional</p>
F12=Return	<p>Press F12=RETURN to return to the Salesrep File Maintenance Selection Screen without saving your changes.</p>
F24=Delete	<p>F24=DELETE appears only if you selected to delete a sales rep on the Salesrep File Maintenance Selection Screen.</p> <p>Press F24=DELETE to delete the sales representative. You are returned to the Salesrep File Maintenance Selection Screen and the sales representative is deleted.</p> <p>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."</p>
Enter	<p>Press ENTER twice to confirm your selections. The Salesrep File Maintenance Selection Screen displays.</p>

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

SALESREP FILE LISTING

Company Number? - . to? ...

F3=Exit

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](#) 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 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 Palazzo	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](#), with their names and commissions.

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

For an explanation of the fields on this listing, refer to [Salesrep File Maintenance Screen](#).

Chapter 18 Defining Sales Representative Budgets

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

SALESREP BUDGET MAINTENANCE

Function: _ (A,C,D)

Fiscal Year: 00

Company? 01 (01-99)

Salesrep #?

F3=Exit

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	<p>Key A to define budget information for a sales representative that has been created through Sales Representatives Maintenance (MENU SAFILE).</p> <p>Key C to change existing budget information defined for a sales representative.</p> <p>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.</p> <p>(A 1) Required</p>

Field/Function Key	Description
Fiscal Year	<p>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.</p> <p>Key the fiscal year for which you would like to create the sales representative's budget information for a company.</p> <p>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).</p> <p>(N 2,0) Required</p>
Company	<p>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).</p> <p>Default Value: The default company number assigned through System Options Maintenance (MENU XAFILE).</p> <p>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).</p> <p>Note: This field displays only if you selected Y for Multi Company in System Options Maintenance (MENU XAFILE).</p> <p>(N 2,0) Required</p>
Sales Representative #	<p>Key the sales representative number for which you are adding, changing, or deleting budget information.</p> <p>Valid Values: Any valid sales representative number that has been created through Sales Representatives Maintenance (MENU XAFILE).</p> <p>(N 5,0) Required</p>
F3=Exit	<p>Press F3=EXIT to cancel this option. MENU SAFILE will display.</p>
Enter	<p>Press ENTER to confirm your selections. The Salesrep Budget Maintenance Screen displays.</p>

Salesrep Budget Maintenance Screen

```

SALESREP BUDGET MAINTENANCE
01/00001 Mike Steele
Change
2007
SALES:  Jan      Feb      Mar      Apr
- ..... 3000 ..... 3000 ..... 3000 ..... 3000
      May      Jun      July     Aug
..... 3000 ..... 3000 ..... 3000 ..... 3000
      Sep      Oct      Nov      Dec
..... 3000 ..... 3000 ..... 3000 ..... 3000
PROFIT: Jan      Feb      Mar      Apr
..... 1000 ..... 1000 ..... 1000 ..... 1000
      May      Jun      July     Aug
..... 1000 ..... 1000 ..... 1000 ..... 1000
      Sep      Oct      Nov      Dec
..... 1000 ..... 1000 ..... 1000 ..... 1000
ORDERS: Jan      Feb      Mar      Apr
..... 50 ..... 50 ..... 50 ..... 50
      May      Jun      July     Aug
..... 50 ..... 50 ..... 50 ..... 50
      Sep      Oct      Nov      Dec
..... 50 ..... 50 ..... 50 ..... 50
TOTALS: Sales:      36000 Profit:      12000 Orders:      600
F12=Return
    
```

This screen displays after pressing **ENTER** on the [Salesrep Budget Maintenance Selection Screen](#). 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

Field/Function Key	Description
PROFIT	<p>The amount of profit that this sales representative is budgeted to make for each period/month in the company's fiscal year.</p> <p>Key the sales budget for each period/month.</p> <p>Valid Values: Up to \$9,999,999 in budgeted sales may be entered for each period/month.</p> <p>(N13,0) Optional</p>
ORDERS	<p>The number of orders that this sales representative is budgeted to make for each period/month in the company's fiscal year.</p> <p>Key the budgeted number of orders for each period/month.</p> <p>Valid Values: Up to 9,999,999 budgeted orders may be entered for each period/month.</p> <p>(N 7,0) Optional</p>
TOTALS	<p>The following budget totals calculate and display when you press ENTER after keying figures into the SALES, PROFIT, and ORDERS fields on this screen:</p> <ul style="list-style-type: none"> • 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. <p>(N 7,0) Display</p>
F12=Return	<p>Press F12=RETURN to return to the Salesrep Budget Maintenance Selection Screen without saving your changes.</p>
F24=Delete	<p>F24=DELETE displays in delete mode only.</p> <p>Press F24=DELETE to delete the sales representative budget information displayed. The Salesrep Budget Maintenance Selection Screen displays and the sales representative budget information is deleted.</p>
Enter	<p>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>

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.

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Salesrep Budget File Listing will print.

Salesrep Budget File Listing

SA912 11/16/09 17.19.10		SALESREP BUDGET FILE LIST										AH/APDEMO		PAGE: 1
ALL COMPANIES		01-A & C Office Supply 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	344400	28700	28700	28700	28700	28700	28700	28700	28700	28700	28700	28700	28700	
STs	75600	6300	6300	6300	6300	6300	6300	6300	6300	6300	6300	6300	6300	
Prof	4620	385	385	385	385	385	385	385	385	385	385	385	385	
Ords														

This listing prints the budgets for the sales representatives that match the criteria you selected on the [Salesrep Budget File Listing Selection Screen](#) 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".

Chapter 19 Defining Territories

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.

Defining Territories

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 displays.

Territory Maintenance Screen

TERRITORY MAINTENANCE Change

Territory: 01/NC

Territory Description: North Central.....

F12=Return

This screen displays after pressing **ENTER** on the [Territory Maintenance Selection Screen](#). 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 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 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 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

TERRITORY FILE LISTING

Company Number? _ . to? ...

F3=Exit

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](#) 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 .

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](#).

For an explanation of the fields on this listing, refer to “[Territory Maintenance Screen](#) Fields and Function Keys”.

Chapter 20 Defining the SA/PO Fiscal Calendar

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.
Business Day Distribution Pop-up Window	Used to create sub-periods in which distribute sales.

SA/PO Fiscal Calendar Maintenance Selection Screen

```

SA/PO FISCAL CALENDAR MAINTENANCE

Company?      01
Fiscal Year:  2008 (CCYY)

F3=Exit
    
```

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 Number	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.
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 displays.

SA/PO Fiscal Calendar Maintenance Screen

SA/PO FISCAL CALENDAR MAINTENANCE		
Company:	1 A & C Office Supply	
Fiscal Year:	2008	
Beginning Date:	10108	
Period	Closing Date	Business Days Per Period
1 Jan	13108	23
2 Feb	22908	21
3 Mar	33108	22
4 Apr	43008	22
5 May	53108	22
6 Jun	63008	21
7 Jly	73108	22
8 Aug	83108	21
9 Sep	93008	22
10 Oct	103108	23
11 Nov	113008	20
12 Dec	123108	23
Period for Day Distribution:
F4=Distribute Days		F5=Recalc
F12=Return		

This screen displays after pressing **ENTER** on the [SA/PO Fiscal Calendar Maintenance Selection Screen](#). 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 Infor Distribution A+ Order Entry User Guide for additional information.

SA/PO Fiscal Calendar Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Beginning Date	<p>This field will display only if the prior fiscal year has been closed.</p> <p>Key the date on which the specified fiscal year begins.</p> <p>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).</p> <p>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).</p> <p>(N 6,0) Required</p>

Field/Function Key	Description
Period	<p>This field displays the period number and the name for each period.</p> <p>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.</p> <p>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).</p> <p>Twelve or thirteen periods may be displayed, depending upon the options specified for the company in Sales Analysis Options Maintenance (MENU XAFILE).</p> <p>Display</p>
Closing Date	<p>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).</p> <p>Key a closing date for this period.</p> <p>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.</p> <p>(N 6,0) Required</p>
Business Days Per Period	<p>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.</p> <p>One business day (working days) equals each different date that you run day- end.</p> <p>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.</p> <p>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.</p> <p>(N 2,0) Optional</p>

Field/Function Key	Description
Period for Day Distribution	<p>Use this field to select a period/month for which to distribute sales into sub-periods.</p> <p>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 displays. Use the pop-up window to distribute sales into sub-periods.</p> <p>(N 2,0) Optional</p>
F4=Distribute Days	<p>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 will display.</p>
F5=Recalc	<p>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>
F12=Return	<p>Press F12=RETURN to return to the SA/PO Fiscal Calendar Maintenance Selection Screen. Any changes made on this screen will not be saved.</p>
Enter	<p>Press ENTER to confirm your selections. The SA/PO Fiscal Calendar Maintenance Selection Screen will display.</p>

Business Day Distribution Pop-up Window

SA/PO FISCAL CALENDAR MAINTENANCE

Company: 1 A & C Office Supply
2008

BUSINESS DAY DISTRIBUTION

Period: 1 Jan
Number of Business Days This Period: 23

Business Days	Percent of Period Sales	Closing Date	Business Days Per Period
1	.0	.13108	23
2	.0	.22908	21
3	.0	.33108	22
4	.0	.43008	22
5	.0	.53108	22
		.63008	21
		.73108	22
		.83108	21
		.93008	22
		1.03108	23
		1.13008	20
		1.23108	23

F12=Return

Period for Day Distribution: 1 .

F4=Distribute Days F5=Recalc F12=Return

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](#). 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 Infor Distribution A+ 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

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 without saving your changes.
Enter	Press ENTER to confirm your selections. The SA/PO Fiscal Calendar Maintenance Screen 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](#). 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	<p>This field displays only if the Multi Company field is set to Y in System Options Maintenance (MENU XAFILE).</p> <p>Use this field to specify a range of companies to include on the listing.</p> <p>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).</p> <p>(2 @ N 2,0) Optional</p>
Fiscal Year	<p>Use this field to specify a range of fiscal years to include on the listing.</p> <p>Key the fiscal year to be printed on the report.</p> <p>(2 @ N 4,0) Required, CCYY - Century, Year format</p>
F3=Cancel	<p>Press F3=CANCEL to cancel this option. MENU SAFILE will display.</p>

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	Sub-Period 1	Sub-Period 2	Sub-Period 3	Sub-Period 4	Sub-Period 5	
2008	12	01/01/08	12/31/07	21						
	01		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						
2009	12	01/01/09	12/31/08	23						
	01		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						
2010	12	01/01/10	12/31/09	23	5	25.00%	5	25.00%	5	25.00%
	01		01/31/10	20						
	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](#).

For an explanation of the fields on this listing, refer to “SA/PO Fiscal Calendar Maintenance Screen Fields and Function Keys” and “Business Day Distribution Pop-up Window Fields and Function Keys”.

Chapter 21 Defining Corporate Groups

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

SALES ANALYSIS CORPORATE GROUP MAINTENANCE SELECTION

Function: - (A,C)

Company? 01 (01-99)

Corporate Group?

F3=Exit

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

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 .

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](#). 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

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](#).

For an explanation of the fields on this listing, refer to "Corporate Group Maintenance Screen Fields and Function Keys".

Chapter 22 Running Period End Processing

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.
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](#). 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 Infor Distribution A+ Cross Applications User Guide for information on how to restart the processor.

Sales Analysis Period End Processing Selection Screen

```
SALES ANALYSIS PERIOD END PROCESSING

Job Template: .....      Modify Selections:  N
Closing Date:      @@@@@@
Company Number?   ... to? ...      (blank-all)
or Individual Companies? ...
                  ...
                  ...
                  ...
                  ...
                  ...
                  ...
                  ...
                  ...
                  ...
                  ...

F3=Cancel          F4=Job Template List
```

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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note: To review a list of existing job templates that have been created, press F4=JOB TEMPLATE LIST.</p> <p>Valid Values: A job template defined for SA Period End Processing (that is, SA791P) through Job Template Maintenance (MENU XAFILE).</p> <p>(A 10) Optional</p>

Field/Function Key	Description
Modify Selections	<p>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.</p> <p>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 Infor Distribution A+ Cross Applications User Guide.</p> <p>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.</p> <p>Valid Values: Y or N; cannot be Y if the Job Template field is blank. (A1) Optional</p>
Closing Date	<p>The date on which sales are posted to the next period.</p> <p>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.</p> <p>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.</p> <p>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</p>

Field/Function Key	Description
Company Number	<p>This field displays only if you selected Y for the Multi Company field in System Options Maintenance (MENU XAFILE).</p> <p>Use this field if you want to include a company or range of companies in the period end processing.</p> <p>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.</p> <p>Additionally, if you are set up to use warehouse transfer orders, be sure to close your transfer company.</p> <hr/> <p>Important</p> <p>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.</p> <hr/> <p>Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional</p>
Individual Companies	<p>This field displays only if you selected Y for the Multi Company field in System Options Maintenance (MENU XAFILE).</p> <p>Use this field if you want to include individual company number(s) for period end processing. You may key up to 10 company numbers.</p> <p>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.</p> <p>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.</p> <p>Valid Values: A company number defined through Company Name Maintenance (MENU XAFILE). (10 @ N 2,0) Optional</p>
F3=Cancel	<p>Press F3=CANCEL to cancel this option. MENU SAMAST will display.</p>
F4=Job Template List	<p>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.</p> <p>Refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide for further details.</p>

Field/Function Key	Description
Enter	<p>Press ENTER to confirm your selections. The Sales Analysis Period End Processing Company Screen displays.</p> <p>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 Infor Distribution A+ Cross Applications User Guide.</p>

Sales Analysis Period End Processing Company Screen

<u>SALES ANALYSIS PERIOD END PROCESSING</u>		
The following company(s) will be closed:		
<u>Company Number/Name</u>	<u>Calendar Mon Yr</u>	<u>Fiscal Per Yr</u>
1 A & C Office Supply	Apr 08	04 08
2 B & B Office Supply	Feb 08	11 08
3 The Office Connection		02 08
99 Warehouse Transfer Company	Feb 08	02 08

F3=Cancel F12=Return

This screen displays a list of the companies you selected on the [Sales Analysis Period End Processing Selection Screen](#). 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

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 .
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 .

Sales Analysis Period End Processing Warehouse Screen

SALES ANALYSIS PERIOD END PROCESSING	
The following warehouse(s) will be closed:	
<u>Warehouse Number/Name</u>	<u>Co#</u>
CC Co 1 Consignment Central	1
CE Co 1 Consignment East	1
CW B & B Central Purchasing WH	2
C2 Co 2 Consignment Warehouse	2
C3 Co 3 Consignment Warehouse	3
1 Hartford, CT	1
2 Los Angeles, CA	2
3 Dallas, TX	1
4 Seattle, WA	2
5 Chicago, IL	1
6 Ontario, Canada	3
7 Toronto, Canada	3
F3=Cancel F12=Return	

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](#). 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

Field/Function Key	Description
Warehouse Year End	<p>This system message informs you that year end processing will be performed along with the period end processing for the warehouse.</p> <p>Year end processing closes all warehouses assigned to a company or companies that are at their fiscal year end.</p> <p>Display</p>
F3=Cancel	<p>Press F3=CANCEL to cancel this option. MENU SAMAST will display</p>
F12=Return	<p>Press F12=RETURN to return to the Sales Analysis Period End Processing Selection Screen.</p>
Enter	<p>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>

Sales Analysis Period End Processing Screen



This screen displays after pressing **ENTER** on the [Sales Analysis Period End Processing Warehouse Screen](#). 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	<p>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.</p> <p>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 will print.</p>
F12=Return	Press F12=RETURN to return to the Sales Analysis Period End Processing Selection Screen .

Sales Analysis Period End Processing Report

SA791	08/31/09	16.16.45	SALES ANALYSIS PERIOD END PROCESSING		\$\$/APDEMO	PAGE: 1
Company No/Name			Calendar Mo/Yr	Fiscal Per/Yr	Companies Being Closed	
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
Warehouse No/Name			Controlling Company	Warehouses Being Closed		
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 Infor Distribution A+ Inventory Management & Planning User Guide.

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

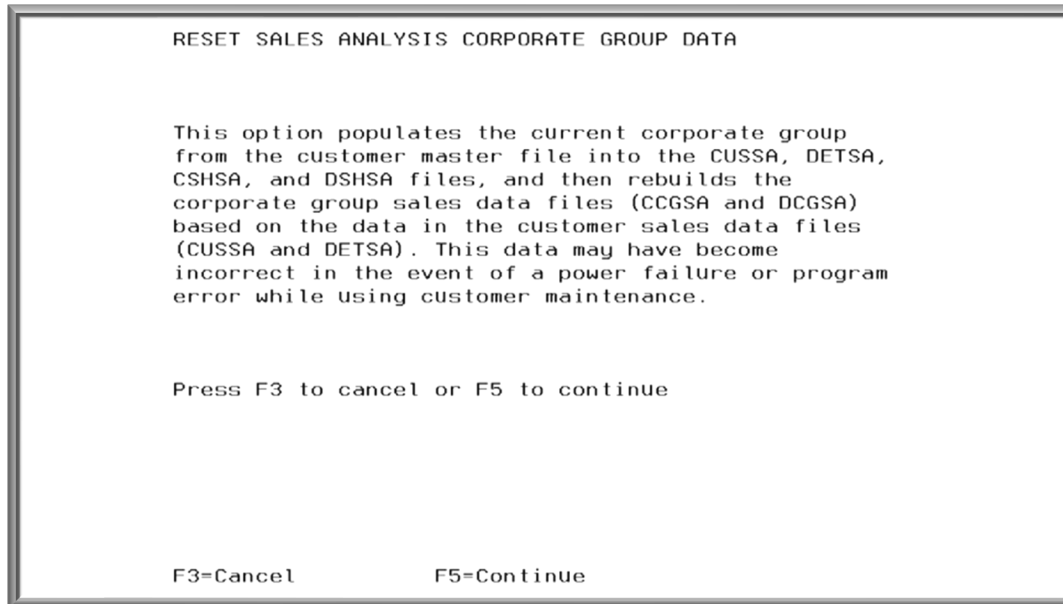
Resetting corporate group sales data rebuilds corporate group files following an interruption in the electrical supply. You can reset corporate group sales data through the Reset Corporate Group option on the Sales Analysis Master Menu (MENU SAMAST). When you select this option following an interruption 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 (**DE TSA**).

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



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 (**DETTA**) files. Note that this option will first populate the corporate group value from the customer master file into the CUSSA and DETSA, as well as the ship-to related files Customer Ship to Sales Analysis (CSHSA) and Detail Sales Analysis by Ship-to (**DSHSA**), to ensure the most current customer's corporate group is used.

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

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).