Infor System21 Sales Analysis

Product Guide

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Contents

About this guide

The purpose of this document is to describe the functions that can be used within the Sales Analysis Module.

Intended audience

The guide is intended for any users of the SA Sales Analysis business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

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Chapter 1   Overview

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Introduction

The Sales Analysis application enables you to produce your own views of sales information, to enable you to make comparisons and identify trends which are vital to strategic planning.

One of the great strengths of Sales Analysis is the extent to which each individual user is able to tailor the system to his/her own requirements without the need for any programming. This flexibility starts with the Sales History database which is defined by the user, along with the level at which Sales History is held. The formats of enquiry are chosen by the user, and a new view of the information may be created quickly and easily without the need for data processing personnel.

Reports may be created via a simple series of prompts, may be requested on a regular basis or may be simple ad-hoc enquiries to answer a pressing question.

Relationship to Other Applications

The Sales Analysis application makes use of primary data held in the Inventory Management and Sales Order Processing applications.

It is within Inventory Management that details of items are held, including data such as item type, item group, division and whether or not an item should be posted to Sales Analysis.

Inventory Management also contains a database of codes and descriptions, used to maintain an abbreviated code for such details as item group, or salesman, together with a meaningful description. The great benefit of the Descriptions file is that it enables a consistent and easily validated use of codes, and also provides for a meaningful description at report or enquiry time.

Customer details are held within the Sales Order Processing application, including data such as salesman, territory, and customer class.

Sales Analysis data can be used as input for the Forecasting application. Forecasting takes the sales quantities as demand on which to base the generated yearly forecasts. If Forecasting is going to be implemented and Sales Analysis used for demand, the following points should be taken into account.

- Forecasting uses three user-defined data elements for each item: Stockroom Code, Minor Product Group and Quantity.

- Sales Analysis has the ability to hold quantities in the Inventory item master issue unit of measure or the item stockroom issue unit of measure. If the generated forecasts are to be transferred to the Distribution Requirements Planning application, demand quantities should be held in Sales Analysis in the Inventory item master issue unit. This is because Distribution Requirements Planning expects forecasts to be in this unit.

Sales Analysis also interfaces with Style. When installed, the additional features which form an integral part of Style are included, and displayed within the Style Matrix. This is particularly relevant to enquiries and reports.

Company Profile

As with all applications, Sales Analysis may be used by a number of companies, each with differing requirements. A profile of each company using the application is maintained, with details such as the name of the company and the level at which sales history is to be held.

Calendar

To maintain independence from financial or manufacturing time periods, Sales Analysis has its own calendar, which holds the dates on which sales weeks or periods end. This enables Sales Analysis to allocate each sale to the appropriate period, according to its date.

Budgets

Budgets may be defined within Sales Analysis, and have two main characteristics, a type and a format.

The type is an overall classification, such as Budget, Target or Forecast. The format describes the attribute or attributes to which the budget relates. For example, it is possible to have a Target for Salesman, salesman being a possible item on the Sales History database, or a Forecast for Customer account by Item group.

Budgets are entered by Sales History Period for a type and format previously defined. Spread profiles may be used to aid the creation of budgets, allowing an annual total to be spread over the year's sales periods according to a known pattern.

Sales Analysis reports enable the comparison of budgeted values with actual sales.

The Sales History Database

This is designed to enable a high level of tailoring to individual requirements without programming changes.

When the application is installed, you are able to choose the customer and item data elements which you wish to hold on the database. In addition to the item code, customer code and sales period, you may choose six data elements relating to the Inventory Management Item Master file, and six relating to the Sales Order Processing Customer Master file. Quantity, Cost and Sales Value are also held, with provision for four further values.

You may also choose to change the window and report headings for the data elements held on the database. For example, if you use Item Type, to indicate whether an item is made in or bought out, you can change the heading to say just that. This change is then fully incorporated within the database itself, allowing full utilisation of third party query utilities, which will print your chosen column headings.

Updates and Processing

Sales History Update

Actual sales history is drawn from the Sales Order Processing invoice data. The Sales History Update task takes this data and adds it to the Sales History database, using the calendar to determine the appropriate sales period.

This may be run as often as required, the actual frequency depending upon how up-to-date the sales history needs to be.

Sales History Refresh

Sales Analysis enables you to refresh customer or item data on the database selectively in the event of a change.

For example, if sales regions are re-organised, so that customers fall into different regions, after the customer data in Sales Order Processing has been updated, it is possible to use the Refresh Sales History task to bring the Sales History database into line with this re-organisation, and allow analysis to show past sales to customers, within their new regions.

Periodic Updates

Whilst Sales Analysis has no pre-defined month end reports, the tasks are provided to allow you to run whatever regular reporting is required.

As you create your own reports, you are prompted to specify whether they are to be run on a regular basis, for example daily, or at month end. The daily, weekly, period-end, and year-end update tasks select those reports you have requested, and produce them at the appropriate time.

These regular updates also maintain the current period and year, held on the company profile.

Enquiries

Sales Analysis provides a powerful enquiry task, which enables you to create a view of any data element on the [database](#), analysed in terms of any other data item. The values displayed may also be chosen from the values on the database, and the time periods may be defined in a variety of different ways.

A new view may be created simply by asking for an analysis which has not previously been used, and the application will then offer to create it.

The Sales Enquiry provides you with four columns of values, chosen by means of a number of formats, created and set up at installation time.

A format specifies the time periods to be displayed, together with the particular value to be displayed.

For example:

- This period
- Last period
- 3 periods ago
- 4 periods ago
- Value to be shown = Sales Value

Or:

- This period
- Last period
- This year
- Last year
- Value to be shown = Quantity

To enquire on sales history, in a chosen format, you must enter two items:

- The data element on which to enquire
- The data element by which to analyse

For example, enquire on salesman 01 by item group, would show a breakdown by item group of salesman 01 sales. The enquiry may then be advanced to show the next salesman's sales by item group, and so forth.

Tasks are provided to invert the display, in order to show the sales of a selected item group by all salesmen, and thus view product group by salesman, in order to see the sales by all salesmen of a particular item group.

A bar chart option is also provided to give a graphical representation of the data.

Reports

Sales Analysis contains report generator tasks which allow you to specify your own reports simply and quickly. A report can be created to run regularly, perhaps at month-end, or a report may be used once to answer an ad-hoc enquiry.

Item File Print

This provides a listing of the items defined within Inventory Management, together with their attributes chosen for inclusion on the Sales History database.

Customer File Print

This provides a listing of the Customers defined within Sales Order Processing, together with their attributes chosen for inclusion on the Sales History database.

Report Specification Print

This provides a listing of the specifications of reports defined within Sales Analysis.

Sales Reports

The Sales Analysis system provides tasks which enable you to run an existing sales report, or to create and optionally run a new or ad-hoc report.

Such is the ease of creating a report that Sales Analysis is particularly adept at providing reports for ad-hoc queries.

A report is created using a series of prompts by means of which you specify the report's sequence, selection and content, and when the report is to be run.

The report specification can be saved, and is then available to be run regularly, or on request.

Ranking Analysis

The Ranking Analysis task within Sales Analysis is used to sequence or rank elements by the results of a summarised value, and optionally, to make comparisons between one period and another.

Thus, you could for example, choose to rank salesmen by sales value, which would summarise their sales values in order. You might choose to make a comparison and compare this month's ranking with last month's, to see what changes have taken place.

The ranking task may also be made to work at a second level, and rank one element within another. For example you could rank item groups within region, showing the best selling item groups for each region.

Utilities

Sales Analysis contains a set of utility tasks which are intended for use at application installation time, or under certain special circumstances.

These utilities facilitate software installation, and continued maintenance.

Prerequisites

This section deals with all the steps involved from the initial installation of the application to the production of the first enquiries and reports.

Sales Analysis may be installed as an additional module within an existing environment, or may be part of a new installation.

The logical prerequisites are the same in both cases.

As with other products, Sales Analysis is supported by Application Manager, which must be installed first.

Sales Analysis also requires that Inventory Management and Sales Order Processing be installed. It obtains details from Inventory Management about the items which are sold and obtains details of customers and invoice details (representing sales) from Sales Order Processing.

In order for Sales Analysis to extract information about sales, the item details held within Inventory Management must be maintained so that the information for analysis is present. Importantly, the Sales Analysis flag on the Inventory Item Master must be set correctly to determine which items are required in Sales Analysis.

Similarly, the customer details required for analysis must be present within Sales Order Processing and invoices must have been printed.

In order to print some of the reports contained in Sales Analysis, it is necessary to use printers which support 198 character line widths.

Application Configuration

Before you can use Sales Analysis, you have to configure the application by providing the system with information on your business procedures.

These details can be split into five areas:

- Basic Data
- Database
- Budgets
- Sales History

- Technical Configuration

Entering Basic Data

You must initialise your application by entering the following basic data.

Company Profile

A company profile must be created for each company which is to use the application. This contains processing details specific to each company, and also the current year and period, maintained by period-end routines.

Calendars

Sales Analysis provides information grouped by sales period, whereas invoices are created as individual dates. In order for invoices to be placed in the appropriate period, a calendar is used.

Calendars must be created before processing starts. If you choose to hold history at a weekly level, calendars should be created for both week and period for all years which you intend to process.

Sales History Time Period Selection

The information shown on the Sales Analysis enquiry is determined by the creation of formats.

These formats define the time periods and the values which will be shown, and must be created before any attempt is made to use the enquiry activity of Sales Analysis.

A default format 1 is used by the application, and therefore, this at least must be created.

Database

Central to the Sales Analysis application is its database, which must be defined before processing is to start.

Change Initial Field Descriptions

Within Sales Analysis, data elements or fields have internal names, which cannot be altered, but also external names by which they are identified to users of the system. The Change Initial Field Descriptions activity may be used to step through the data elements, and change the names or descriptions of these in order to suit a particular installation.

Define Database

The database must be created before processing can begin. You should consider the data elements which you wish to hold before you create the database. See the section on Sales History Database.

Budgets

Within Sales Analysis you may choose to maintain budgets, and in reports, compare budgets with actual sales. You may choose to run the application without budgets initially and introduce them later. A budget is defined in terms of a budget format and a budget type.

Definition

In order to describe the data element(s) to which a budget applies, a format must be created. This also determines the kind of value to be held, for example, cost value or sales value.

The Budget Format task should be used to create the formats you require.

Spread Profiles

The Spread Profiles task enables you to define the pattern of sales over a year, by period. A number of profiles may be created and used to aid budget entry.

Budget Entry

Budgets may be entered for a year, against the data elements defined by the budget format, for the values also specified by the format.

Spread profiles may be used to spread an annual total over all periods in a year.

Sales History

Sales Analysis draws its information on sales from data within Sales Order Processing. For processing to start, invoices must have been printed within Sales Order Processing.

Updating Sales Analysis

The Sales History Update task takes printed invoice data and posts the information to the Sales History database. Once posted, the invoices are marked as such and will not be included in subsequent updates. If large volumes of data are involved this may take some time to complete.

Enquiry

The Sales Enquiry task will prompt you to enter a data element on which to enquire, and to select a data element by which to analyse. The first time a new enquiry combination is selected, the system will build summary data, but thereafter the enquiry will be performed straight away.

Reporting

Sales Analysis enables you to create your own Sales reports and Ranking Analysis reports.

The Report Specifications and Ranking Analysis Specification tasks allow you to define reports quickly and easily. They may be created and run as part of the specification maintenance, or they may be selected by name at a later time, or included in the regular update runs.

Technical Configuration

Library for User-created Objects

Sales Analysis creates program and file objects during its execution. These must be directed to a specific library. A data area called SAUSRLIB contains the name of the library in which these objects will be placed. The default supplied by the system will be the file library containing the Sales Analysis files.

Bar Chart Characters and Colours

The characters to be used in the Enquiry bar chart are contained in the data area SABARCHARS, in hexadecimal, and the display attributes are held in the data area SABARCHCOL. These both contain default values, which you may change to tailor the bar chart display.

Note: *This only applies to a 5250 emulation such as Client Access. Bar charts are currently not fully supported in Workspace.*

Chapter 2   Processing and Updates

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About Sales Analysis Processing and Updates

You can use the Sales Analysis Processing and Updates tasks to:

- Produce Sales Analysis Reports at regular intervals
- Manage the data in the Sales History Database

Regular Updates

When you create report specifications and ranking analysis specifications, you can specify when you want them to be printed.

You can use the Daily, Weekly, Period End and Year End Update tasks to produce Sales reports and Ranking Analysis reports at regular intervals:

- The Daily Update task prints the reports that you decide to produce daily.
- The Weekly Update task prints the reports that you decide to produce weekly.
- The Period End Update task prints the reports that you decide to produce at period end.
- The Year End Update prints the reports that you want to produce at the end of the year.

Each update task submits a batch job, which creates and prints any Sales Analysis reports flagged for production at that time.

Caution: It is recommended that you run the year end update before using the period end update. At the end of each year, the period end update will increment the year number by 1 and reset the period number to 1.

Sales History Database Management

You can use two processing tasks to manage the data in the Sales History database.

- Use the Refresh Sales History task to refresh the customer and item attributes in the Sales History database.
- Use the Sales History Update task to update the Sales History database with sales information from invoices.

Daily Update [1/SAP]

Use this task to select and print reports that have been specified for production at the end of each day.

Any reports that have been specified for day end production will be printed.

Select **Confirm Submit (F8)** to submit the batch job.

Weekly Update [2/SAP]

Use this task to select and print reports that have been specified for production at the end of the week.

Any reports that have been specified for week end production will be printed. The week number on the company profile will be incremented by 1 or, on completing the last week in the year, will revert back to week 1.

Select **Confirm Submit (F8)** to submit the batch job.

Period End Update [3/SAP]

Use this task to select and print reports that have been specified for production at the end of the period.

 The period number on the company profile is incremented by 1 or, on completing the last period in the year, will increment the year by 1 and revert the period back to period 1.

Select **Confirm Submit (F8)** to submit the batch job.

Year End Update [4/SAP]

Use this task to select and print reports that have been specified for production at the end of the year.

Any reports that have been specified for year end production are printed.

Caution: At year end, you should run the year end update task to print the year end reports before running the period end update, which increments the year number.

Select **Confirm Submit (F8)** to submit the batch job.

Refresh Sales History [5/SAP]

Use this task to refresh the customer and item attributes in the Sales History database.

Note: When you have completed this refresh, the Sales History Summary file will benefit from a physical file re-organisation. Refer to the Reorganise Sales History section in the Utilities chapter of this product guide for further information.

When you set up your Sales History database, you select the customer and item attributes you want to include in your Sales Analysis reports and enquiries.

If any of these customer and item attributes is changed in Inventory Management or Sales Order Processing, you can use this task to refresh the Sales History database with the new data.

For example, if you had included sales regions in your Sales History database and your sales regions were re-organised, you could use this task to refresh the database with this new information. Any subsequent sales analysis will be performed with the sales regions in their new arrangement.

You can:

- Select the attributes you want to refresh.
- Choose to refresh your Sales History data starting from a specific year and period. (Any Sales History data before this year and period is left unchanged.)

You then submit a batch job to perform the update.

Note: You cannot refresh the invoice data in the Sales History database.

Refresh Sales History Window

To display this window, select the Refresh Sales History task.

Use this window to select the attributes you want to refresh. You can choose to refresh your Sales History data starting from a specific year and period. (Any Sales History data before this year and period is left unchanged.)

Fields

    Refresh From Date

    Enter the year and period from which you want to refresh the Sales History data.

    Refresh Fields

    Select the fields you want to refresh.

    Use this checkbox as follows:

Unchecked - Not to refresh the Sales History data for this field

Checked - To refresh the Sales History data for this field

Select **Update (F8)** to submit the batch job.

Sales History Update [6/SAP]

Use this task to update the Sales History database with sales information from invoices.

When you use this task, the Sales Analysis Calendar Maintenance windows are displayed, so that you can make sure that the calendar required for the update exists.

You can also use this task to maintain the calendar before submitting the update.

Caution: It is strongly recommended that you align your Sales Analysis, Inventory Management and Forecasting Calendar periods.

Failure to do this will affect the accuracy of any reports and forecasts you produce.

For example, if the Sales Analysis calendar is not aligned with the Inventory calendar, the period recorded on an invoice, and its corresponding stock movement, will not align with the cost values and sales values recorded in Sales Analysis.

The frequency with which you run the Sales History Update depends on:

* How frequently you produce sales reports
* Your requirement for up to date data in your Sales Analysis enquiries

You could benefit by including the Sales History Update as part of any automatic day end processing that you perform.

You can use System21 Machine Manager to schedule more regular updates.

Note: The Sales History Update may take some time to complete, depending on the volume of data to be processed.

Calendar Maintenance Selection Window

To display this window, select the Sales History Update task.

When you use this task, the Calendar Maintenance windows are displayed, so that you can make sure that the calendar required for the update exists.

If the calendar required for the update does not exist, you must create it so that the Sales History Update functions correctly.

You can maintain an existing calendar before submitting the update.

For more information about how to maintain Sales Analysis calendars, please see the Calendar section in the Maintenance chapter of this product guide.

Fields

Year

Enter the year on which the update is to be based.

Type

Select one of the following to determine the type of calendar you want to use:

Period (1) - To maintain end dates for periods

Week (2) - To maintain end dates for weeks

Press Enter to display the Calendar Maintenance Detail window.

Calendar Maintenance Detail Window

To display this window, press Enter on the Calendar Maintenance Selection window.

The periods (or weeks) and end dates for the year are displayed on this window. If there are no end dates, you must enter them or the Sales History Update will not function correctly.

Fields

End Date

Enter or select the last date of the period (or week).

If you are creating a new calendar, you can enter or select just the end date for the first period (or week) and then press Enter; the software will generate the remaining end dates. You can accept these or change them.

Elapsed Days

Enter the number of days that have elapsed in the selected period.

Selling Days

Enter the number of selling days in the period selected.

Select **Update (F8)** to save any changes to the period end dates and re-display the Calendar Maintenance Selection window. Select **Confirm Update (F8)** to submit the Sales History Update batch job.

Chapter 3   Maintenance

3

Sales Analysis Set Up and Maintenance

Sales Analysis uses data contained in other applications, in addition to data defined within Sales Analysis itself.

From Inventory Management, Sales Analysis uses data from the Item Master file and the [Descriptions file](#).

From Sales Order Processing, Sales Analysis uses data from the Customer Master file.

The following data is set up within the Sales Analysis application:

- A company profile, which holds specific details about each Sales Analysis company
- A calendar to convert dates to Sales Analysis periods
- Budget formats and budgets
- Report and ranking analysis specifications
- Spread profiles
- Sales history time periods

Relationship to Other Applications

Sales Analysis uses primary data held in the Inventory Management and Sales Order Processing applications.

You can also use Sales Analysis data in the Forecasting application. Forecasting takes the sales quantities as the demand on which to base the generated yearly forecasts. If you plan to implement Forecasting and use Sales Analysis for demand, you should take the following points into account:

- Forecasting uses three user-defined data elements for each item: the stockroom code, the minor item group and the quantity.
- Sales Analysis can hold quantities in the Inventory item master issue unit of measure or the item stockroom issue unit of measure. Distribution Requirements Planning processes forecasts in the Inventory item master issue unit. If you plan to transfer the generated forecasts to the Distribution Requirements Planning application, you should hold Sales Analysis demand quantities in the Inventory item master issue unit of measure.

Prerequisites

The applications that are prerequisite for the operation of Sales Analysis are:

- Inventory Management
- Sales Order Processing
- System Manager

You can install Sales Analysis as an additional application within an existing environment, or as part of a new installation. The logical prerequisites are the same in both cases.

As with other System21 products, Sales Analysis is supported by System Manager, which must be installed first.

You need to install both Inventory Management and Sales Order Processing before Sales Analysis. Sales Analysis uses details from Inventory about items, and customer and invoice details, (which represent sales) from Sales Order Processing.

For Sales Analysis to extract sales information, you must maintain the item details from Inventory so that the information for analysis is present. The customer details required for analysis must exist within Sales Order Processing and some invoices must have been printed.

To print some of the reports contained in Sales Analysis, you need to use printers that support 198 character line widths.

Application Configuration

Before you can use Sales Analysis you have to configure the application by providing the software with information on your business procedures.

These details can be split into five areas:

- Basic data
- Database
- Budgets
- Sales history
- Technical configuration

Entering Basic Data

To initialise the application, you must enter the following basic data:

- Company Profile

  You must create a company profile for each company that will use Sales Analysis. This contains processing details specific to each company, and the current year and period, maintained by period end routines.

- Calendars

  Sales Analysis provides information grouped by sales period, whereas invoices are created for individual dates. Sales Analysis uses the calendar to make sure that invoices are posted into the appropriate period.

  You must create calendars before you start processing. If you choose to hold history at a weekly level, you should create both weekly and period calendars for all years that you want to process.

> **Caution:** It is strongly recommended that you align your Sales Analysis, Inventory Management and Forecasting periods, as failure to do so will affect the accuracy of any reports and forecasts produced.

- Sales History Time Period Selection

  The information shown on the Sales Analysis enquiry is determined by formats.

- Formats

  Formats define the time periods and the values that will be shown. You must create formats before you attempt to use the enquiry function in Sales Analysis. The application uses the default format 1, and therefore you must create this at least.

Database

The Sales History database is central to Sales Analysis. You must define this before you begin processing.

- Change Initial Field Descriptions

  Within Sales Analysis, data elements or fields have internal names, which cannot be altered, and the external names by which they are identified to the user. You can use the Change Initial Field Descriptions task to step through the data elements, and change the names or descriptions of these so that they better suit your business and your users.

- Define Database

  You should consider the data elements that you want to hold before you create the database.

Budgets

You maintain budgets in Sales Analysis, and compare planned and actual sales in your reports. You can run Sales Analysis without budgets initially and introduce them later, if you they are required. A budget is defined with a budget format and a budget type.

- Definition

  To describe the data elements to which a budget applies, you must create a format. This also determines the kind of value to be held, for example, cost value or sales value. A budget type lets you create several sets of values against the same budget format. You can set up budget types in the Inventory Descriptions file.

- Spread Profiles

  Spread profiles help you define the pattern of sales over a year, by period. You can create a number of profiles to aid budget entry.

- Budget Entry

  You can enter budgets for a year, against the data elements defined by the budget format.

Sales History

Sales Analysis uses sales data from Sales Order Processing. To begin processing in Sales Analysis you must already have printed sales invoices.

- Updating Sales Analysis

The Sales History Update task takes printed invoice data and posts the information to the Sales History Database. Once posted, the invoices are marked so that they are not included in subsequent updates. If large volumes of data are involved, this may take some time to complete.

- Enquiry

The Sales enquiry task will prompt you to enter a data element on which to enquire, and a data element by which to analyse it. The first time you select a new enquiry combination, the software will build summary data, but after that the enquiry will be performed straight away.

- Reporting

You can create your own sales reports and ranking analysis reports. You can use the Reports Specifications and Ranking Analysis Specification tasks to define reports.

Technical Configuration

- Library for User-created Objects
- Sales Analysis creates program and file objects during its execution. These must be directed to a specific library. A data area called SAUSRLIB contains the name of the library in which these objects will be placed. The default supplied with the software is the file library containing the Sales Analysis files.
- Bar Chart Characters and Colours
- The characters to be used in the enquiry bar chart are contained in the data area SABARCHARS, in hexadecimal, and the display attributes are held in the data area SABARCHCOL. These both contain default values, which you can change to tailor the bar chart display.

Note: This only applies to a 5250 emulation such as Client Access. Bar charts are currently not fully supported in Workspace.

Maintain Company Profile [1/SAU]

You use this task to set up some of the default values used in Sales Analysis reports and enquiries.

Maintain Company Profile Selection Window

To display this window, select the Maintain Company Profile task.

You use this window to select an existing company to maintain or to enter a new code to create a new company. The window displays a list of all companies currently defined to the application.

Fields

Enter Company Code to Maintain

Enter a new company code to create a new company.

Options

Select Company

Use this to select the company whose default details you want to maintain.

Press Enter to display the Maintain Company Profile Amendment window.

Maintain Company Profile Amendment Window

To display this window, select a company or enter a new company and then press Enter on the Company Profile Maintenance window.

You use this window to maintain company-specific processing tasks. If you are maintaining an existing company, any existing details will be displayed. For a new company, default values are displayed.

If you are creating a new Sales Analysis company and a Sales Order Processing company of the same name already exists, the Sales Analysis company name defaults to the name of the existing Sales Order Processing company.

Fields

SOP Company

Use this to specify the Sales Order Processing company with which you want this Sales Analysis company to interface. The software will extract data from this company, to create reports.

This field defaults to the same company as the Sales Analysis company, but you can enter a different company.

Inventory Company

Use this to specify the Inventory Management company with which you want this Sales Analysis company to interface. The software will extract data from this company, to create reports.

This field defaults to the same company as the Sales Analysis company, but you can enter a different company.

Current Year

You should enter the current year during system installation; subsequently, this is updated by the software during the last Period End Update run of the year.

Period

You should enter the current sales period during system installation; subsequently this is updated by the Sales Analysis Period End Update task.

Week

You should enter the current week during system installation; subsequently, this is updated by the Sales Analysis Week End Update task.

No. Periods This Year

Enter the number of periods in the current year. Enter **12** if your sales periods are calendar months or **13** if they are four-week periods.

No. Weeks This Year

Enter the number of weeks in the current year. Enter either **52** or **53**.

No. Weeks Last Year

Enter the number of weeks in the last year. Enter either **52** or **53**.

Lowest Level of History

Select one of the following:

Period (1) - To hold sales data at period level

Your sales reports will only show period end and year end update figures.

Week (2) - To hold sales data at a weekly level

Your sales reports will show weekly, period end and year end figures.

Margin

Select one of the following:

Sales (1) - To express margins as a percentage of sales values

Cost (2) - To express margins as a percentage of cost value

Value Derivation

Use this field to determine how you see details of sales kit components on your Sales Analysis reports.

Select one of the following:

Apportionment on basis of cost (1) - If you want the value of each kit component to be calculated by applying the margin for the kit parent to the components cost value

Standard selling price of item master (2) - If you want to use the Inventory base price list as the value for kit components

UoM for Sales Quantities

This field determines the unit of measure in which invoice line quantities are posted to Sales Analysis.

Select one of the following:

Item/stockroom issue unit of measure (1) - To use the unit of measure from the item's issuing stockroom

Item master issue unit of measure (2) - To use the unit of measure on the Inventory Item Master file

Note: If you plan to transfer the sales history to Forecasting and the forecasts to the Distribution Requirements Planning application, you should hold Sales Analysis demand quantities in the Inventory item master issue unit of measure.

Invoice History Source

Select one of the following:

OE (1) - To source Sales Analysis data from Sales Order Processing

AI (2) - To source Sales Analysis data from EDI, or Electronic Data Interface

Note: If you select OE to source from Sales Order Processing, System21 gathers sales analysis data for just that company. If you select AI to source using EDI, you can capture sales analysis data for your customers as well as your own, thus saving time when updating your customer database.

Press Enter to validate the values on the window and write them to the company profile.

Items [1/SAM]

Use this task to create or amend the primary Item Master information. This information is primarily concerned with classifying and describing an item.

This task is the same as the Items task in Inventory Management. For more information, see the Items section in the Maintenance chapter of the Inventory Management product guide.

Maintain Customers [2/SAM]

Use this task to maintain your customer database. It makes sure that invoices, statements and acknowledgements, as well as the goods, are sent to the correct address.

This task is the same as the Maintain Customers task in Sales Order Processing. For more information, see the Maintain Customers section in the Maintenance chapter of the Sales Order Processing product guide.

Maintain Descriptions [3/SAM]

Use this task to create and maintain the [Descriptions file](#) that System21 uses to determine parameter values for the application.

The software uses parameter files for a number of reasons, for example, at data entry time instead of long repetitive data.

Once set up and checked, parameter files help to make sure that data input is both accurate and acceptable to the software.

This task is the same as the Maintain Descriptions task in Inventory Management. For more information, see the Maintain Descriptions section in the Maintenance chapter of the Inventory Management product guide.

Calendar [4/SAM, 6/SAP]

Sales Analysis has its own calendar. You use this calendar to maintain Sales Analysis periods that are independent from your Financial, Inventory and Manufacturing periods.

The Sales Analysis calendar translates a date into a sales year, period and week, so that you can allocate each sale to its appropriate Sales Analysis period.

You enter the year for which you want to maintain the calendar and choose whether you want to maintain weeks or periods for that year.

If, on the Sales Analysis company profile, you set the Lowest Level of History field to **Period**, you need only maintain periods.

If you set the Lowest Level of History field to **Week**, you need to maintain weeks and periods for this calendar.

Note: *You can maintain calendars from within the Sales History Update task. If you are using the Sales History Update task, a batch job updates the Sales History [database](#) with details of invoices from Sales Order Processing.*

Note: *You must enter a calendar that includes all dates you expect Sales Analysis to encounter. If you hold details at weekly level, you must create a calendar for both period and week end dates.*

Calendar Maintenance Selection Window

To display this window, select the Calendar task.

Use this window to select the year and type for the calendar you want to maintain.

Fields

Year

Enter the year for which you want to maintain the calendar.

Type

Select one of the following to determine the calendar type you want to maintain.

Period (1) - To maintain end dates for periods

Week (2) - To maintain end dates for weeks

Press Enter to display the Calendar Maintenance Details window.

Calendar Maintenance Details Window

To display this window, enter a calendar and calendar type and then press Enter on the Calendar Maintenance Selection window.

This window is displayed for the year, broken down by the number of periods or weeks in the year, depending on the calendar type you entered on the Maintain Calendar Selection window. The number of periods or weeks defaults from the company profile.

Fields

End Date

Enter or select the calendar date on which the period (or week) ends.

If you are creating a new calendar, you can enter or select just the date on which the first period (or week) ends and then press Enter; the software will generate the remaining end dates. You can accept these or change them if required.

Elapsed Days

You can enter the number of elapsed days for each time period. This data is not updated by the software, but you can maintain these details for reference purposes.

Selling Days

You can enter the number of selling days for each time period. This data is not maintained by the software, but you can maintain these details for reference purposes.

Select **Update (F8)** to update the calendar with the entered details.

Budget Formats Maintenance [5/SAM]

You use budget formats to choose which customer attributes, item attributes and budget values to include in your sales budgets.

You can create any number of budget formats and use them, along with budget types and spread profiles, to create sales budgets.

There are some things that you need to bear in mind when creating sales budgets.

The level of detail you include in your budget formats has a bearing on the amount of data you will have to enter when you create sales budgets.

For example, if you create a budget format for salespeople and item class and there are 10 salespeople in your organisation, and you classify your items into 10 item classes, you will potentially have to enter 100 sets of data to cover every salesperson and item class combination.

Note: A budget format cannot be altered once it has been used to create a budget in either Budget Maintenance (7/SAM) or Create New Budget (11/SAM).

Sales Budget Definition Selection Window

To display this window, select the Budget Formats task.

You use this window to enter the budget format you want to maintain.

Fields

Format

Enter a new code to create a new budget format, or enter an existing code.

Alternatively, use the prompt facility to select from the Budget Format Selection pop-up.

Press Enter to display the Sales Budget Definition Budget Level window.

Sales Budget Definition Budget Level Window

To display this window, enter or select a budget format code and then press Enter on the Sales Budget Definition Selection window.

Use this window to choose the customer-related and item-related attributes that you want to include in the format. You can choose only one customer-related attribute and one item-related attribute, but you do not have to choose from both groups of attributes.

For example, you could select salesman to create a budget format that will show the performance of your salespeople. If you also selected item class, the format would show how your salespeople performed when selling items from a particular item class.

Fields

Customer Related

Use this checkbox as follows:

Unchecked - For the attributes not to be included in this budget format

Checked - Against the attribute you want to include in this budget format

You can select only one customer attribute.

Item Related

Use these checkboxes as follows:

Unchecked - For the attributes not to be included in this budget format

Checked - Against the attribute you want to include in this budget format

You can select only one item attribute.

Press Enter to display the Sales Budget Definition Budget Values window.

Sales Budget Definition Budget Values Window

To display this window, check the attributes you require and press Enter on the Sales Budget Definition Budget Level window.

Use this window to select up to four of the displayed value-related attributes. These should be the values that you want to compare with actual sales values in your Sales Analysis reports.

For example, if you choose Quantity and Margin, any budgets you create using this format will show the profit margin for any given sales quantity.

<u>**Fields**</u>

Budgeted Items

A list of the possible values you can use is displayed.

Use the checkboxes as follows:

Unchecked - For the attributes you do not want to use

Checked - For the attributes you want to use

Select up to four values.

Press Enter to create the budget format and re-display the Sales Budget Definition window.

Spread Profiles [6/SAM]

You use this task to maintain spread profiles. You can use spread profiles to spread an annual sales budget over the periods of a year.

Spread profiles simplify data entry when you are setting up sales budgets. They allow you to distribute annual sales figures automatically across the periods of a year, according to a pre-determined pattern.

Spread profiles are particularly useful if your sales are subject to seasonal variations. You can enter your total annual sales figures into a budget and the spread profile shows you at a glance what you need to achieve on a month-by-month basis.

Maintain Spread Profiles Selection Window

To display this window, select the Spread Profiles task.

You use this window to enter the spread profile that you want to create or maintain.

The window displays a list of existing spread profiles.

Fields

Enter the Code of the Profile to be Maintained

Enter a three-character code for the spread profile you want to create or maintain.

Press Enter to display the Maintain Spread Profiles Details window.

Maintain Spread Profiles Details Window

To display this window, enter a profile code and then press Enter on the Maintain Spread Profiles Selection window.

Use this window to maintain:

- The percentage of the total year's budgeted sales, for each period.
- A description of the spread profile.

When you enter budget details, you can use this spread profile to spread the total sales over the periods for a year, according to the percentages on the spread profile.

Fields

Period %

For each period, enter the percentage of total demand sales you want to budget for the period. The percentages for all the periods must add up to 100%.

Profile Description

Enter a description of the profile, using up to 30 characters.

Press Enter to update the profile.

Budgets [7/SAM]

You use this task to create sales budgets. Sales budgets are used in Sales Analysis reports to compare planned and actual sales figures.

You do not have to set up budgets when you first set up your system. You can run Sales Analysis without budgets initially and introduce them later, if required.

There are three stages involved in setting up a working budget:

1   Create budget formats to determine which customer and item attributes and which budget values are included.

2   Create budget types. You can use budget types to create several sets of values against the same budget format. Budget types are set up in the Inventory Descriptions file, under major type BUDG.

3   Create spread profiles. You can use spread profiles to define sales patterns for a year. These spread profiles can be used to spread the annual budget value across the year.

To create a budget:

1   Choose a budget format.

2   Choose a budget type.

3   Optionally choose a spread profile.

4   Enter the required budget values.

You can also create a new budget by basing it on an existing one. Refer to the Create New Budget section (11/SAM).

Maintain Sales Budgets Format Selection Window

To display this window, select the Budgets task.

Use this window to select the budget format and budget type for the budget you want to create or maintain.

Fields

Format

Enter a budget format. Budget formats are set up using the Budget Formats task.

Alternatively, use the prompt facility to select from the Budget Format Selection pop-up.

Type

Enter a budget type.

Alternatively, use the prompt facility to select from the BUDG Budget Types pop-up.

Press Enter to display Maintain Sales Budgets Year Selection window.

Maintain Sales Budgets Year Selection Window

To display this window, enter a budget format and budget type and then press Enter on the Maintain Sales Budgets Format Selection window.

Use this window to:

- Enter the year to which the budget relates
- Enter values for the customer-related and item-related attributes of the budget format

The fields you see on this window depend on what was set up in the budget format you are using.

Year

Enter the year to which the budget relates.

Attributes

The two fields displayed here depend on what was set up in the budget format you are using.

Enter values for the customer-related and item-related attributes of the budget format.

You can use the prompt facility, where applicable, to select a value from the relevant pop-up.

Press Enter to display Maintain Sales Budgets Detail window.

Maintain Sales Budgets Detail Window

To display this window, enter details for the budget type and then press Enter on the Maintain Sales Budgets Year Selection window.

Use this window to enter values for the budget you are maintaining. The fields displayed on this window are determined by the budgeted items set up in the budget format.

There are two different ways you can enter data on this window:

1   You can manually enter values in all of the budgeted item fields, for each period. When you press Enter, the software calculates the totals for the year.

2   You can use a spread profile. You enter the spread profile you want to use and the expected total quantities of your budgeted items for the year. When you press Enter, the software calculates the quantities for each individual period, based on the spread profile.

Fields

Period Total

If you use spread profiles, enter a profile code in the first field and a value in the second field to spread over the year and then press Enter. The software calculates the quantities for each individual period, based on the spread in the spread profile.

Periods

If you do not use spread profiles, enter the budgeted value for that period only, leaving the fields at the top of the window blank.

Select **Update (F8)** to save these values to the Budget file.

Report Specifications [8/SAM]

You use this task to set up Sales Analysis reports and define the format in which they are printed. You choose what to include in the report from the attributes in your Sales History database. You can select up to five from the customer-related and item-related attributes, and four invoice values.

The invoice values can be totalled for either:

- Current week and period to date
- Current period and year to date

For example, a typical Sales Analysis report might contain invoice values such as quantity, cost value, goods value and percentage margin. These could be listed, for example, for the current period and year to date, for each item, sold by each salesperson.

You can also include pre-defined budgets for the same time span, to compare your planned and actual sales figures.

The report will display totals for each invoice value and finally, a grand total for the whole report.

There are three stages to producing a Sales Analysis report:

1 You create a report specification.

2 System21 compiles a program from the specification.

3 System21 runs the program to produce the report.

System21 performs the last two stages when you produce the report for the first time.

You can produce Sales Analysis reports:

- At the time you create the report specification
- During Day End, Week End, Period End and Year End processing updates
- On an ad-hoc basis

Maintain Report Specifications Selection Window

To display this window, select the Report Specifications task.

You use this window to enter the reference for the report you want to maintain.

Fields

Report Reference

Enter the name of the existing report you want to maintain, or a new report you want to create. The name of a new report must begin with an alphabetic character, and must be no longer than eight characters.

Alternatively, use the prompt facility to select from the Report Selection pop-up.

You can base a new report on an existing one. Enter a report reference for the new report and then select **Based On (F10)** to view a list of existing reports.

Functions

Based On (F10)

Use this to view a list of reports on which to base new reports.

Press Enter to display the Maintain Report Specifications Sequence window.

Maintain Report Specifications Sequence Window

To display this window, enter or select a report reference and then press Enter on the Maintain Report Specifications Selection window.

You use this window to:

- Enter a name for the report
- Specify which attributes to include in the report
- Decide how these attributes are sequenced
- Decide how the data is printed on the report
- Include any budgets you require

You will need to use **Page Up** and **Page Down** to see all of the fields available for selection.

Fields

Report Name

Enter text of up to 50 characters of text to describe the report.

Sequence

The report sequence determines which attributes are included in the report. You can specify up to five by selecting a number from 1 to 5 against them.

1 - Identifies the lowest level of detail in the report

2 - 5 - Identify four levels of sub-totals

If you want to generate a report with several levels, which shows, for example, totals for each item sold by each salesman, you need to select **1** in the Sequence field against Item and select **2** in the Sequence field against Salesman.

Descend

By default, the selected attributes are sorted into ascending order.

Use these checkboxes as follows:

Unchecked - To sort any of the attributes into ascending order

Checked - To sort any of the attributes into descending order

New Page

You use these fields to determine where you want page breaks to appear in your reports.

Use these checkboxes as follows:

Unchecked - Not to use this attribute as a trigger for page breaks

Checked - To start a new page when this attribute changes

Budget

You can include budget figures for any attribute, as long as a valid budget exists for that attribute, for the current year.

Use these checkboxes as follows:

Unchecked - Not to check for a valid budget for that attribute

Checked - To check that a valid budget exists for that attribute

You can then include budget figures for the attribute and compare them with your actual sales figures.

Functions

Budget Search (F4)

You can use this to display a list of budgets already defined. If you select an existing budget, the Budget fields on this window are filled in automatically for the attributes selected in that budget.

Press Enter to display the Maintain Report Specifications Records window.

Maintain Report Specifications Records Window

To display this window, enter the sequence details and then press Enter on the Maintain Report Specifications Sequence window.

You use this window to limit the amount of information printed on the report. If you leave all of the fields blank, all records that satisfy the report criteria are printed.

You will need to use **Page Up** and **Page Down** to see all of the fields available for selection.

Fields

No. Records to Print

You would normally leave this field blank, but any number entered will limit the number of detail lines printed.

This facility is useful when you first create a report. You could, for example, just print the first few lines of a report to check that the report is formatted correctly.

From

Enter a From value to print from, or leave this field blank for all records.

To

Enter a To value to print to, or leave this field blank for all records.

You can use the To and From fields, for example, to limit a report to a range of customers, or a single geographical region.

Note: You are not restricted to the fields selected on the previous window.

Press Enter to display the Maintain Report Specifications Exit window.

Maintain Report Specifications Exit Window

To display this window, enter a value range and then press Enter on the Maintain Report Specifications Record Selection window.

You use this window to specify which values are printed on your Sales Analysis reports, and when the report is printed.

<u>**Fields**</u>

Save Specifications or Delete after Next Print

You can save your report specifications or delete them after they are printed. This gives you the ability to create standard reports, which you store on your system, and to create ad-hoc reports that you use only once.

Select one of the following:

Save (1) - To save the report specification after it has been printed

Delete (2) - To delete the report specification after it has been printed

Produce at End Of

Use this group of fields to determine when the report will be printed.

Use these checkboxes as follows:

Unchecked - Not to produce the report when that periodic update is submitted

Checked - To produce the report when that periodic update is submitted

Ad-Hoc

Use this checkbox as follows:

Unchecked - Not to run the report on request

Checked - To run the report on request and not at regular intervals

Submit Report Now

Use this checkbox as follows:

Unchecked (default) - To print the report later

Checked - To submit the report for printing immediately

Format

You use these fields to determine what sales figures are included in the report.

Select one of the following:

YTD (1) - To include only year to date figures

PTD (2) - To include only period to date figures

Both (3) - To include both year to date and period to date figures

You can only include period to date figures in your reports if you set the Lowest Level of History field as **Week** on your Sales Analysis company profile.

Budget Type

This field displays the budget type associated with the customer or item attributes selected; it is only displayed if you included any budgets when you were setting up the report sequence.

Budget Format

This field displays the budget format associated with the customer or item attributes selected. It is only displayed if you included any budgets when you were setting up the report sequence.

Value Selection

Exclusion Type

If you use kits, you can use this field to determine how Sales Analysis will handle possible double counting, caused by posting sales figures for both kit parent and kit components from Sales Order Processing.

Select one of the following:

None (0) - To include sales figures for both kit parent and kit components

If you choose this, you may get some double counting of sales figures.

Exclude Components (1) - To exclude kit components from the enquiry, if both kit parents and components have been posted

Exclude Parents (2) - To exclude kit parents from the enquiry, if both have been posted

Note: Kit details can only be reported if those details have first been captured. This is determined by the setting of Sales Analysis flag on the Inventory Item Master file. Refer to the Inventory Management product guide for details.

Value Selection

Select up to four values for inclusion in the report by selecting 1 to 4 against the values required.

The number you place in the field determines the column in which that value is printed on the report.

Print Details

If you are not using budgets, enter **1** against the relevant field to print actuals for this year, last year or both. If you are using budget values, variance and variance percentage, you can include values by entering **1** against them. You must choose at least one value.

Actual

Use these checkboxes as follows:

Unchecked - Not to include actual sales figures for this year or last year

Checked - To include actual sales figures for this year or last year

Budget

Enter one of the following:

0 - Not to include budget figures for this year and last year

1 - To include budget figures for this year and last year

Variance

Enter one of the following:

0 - Not to print any variance between actual and budget figures as a value

1 - To print any variance between actual and budget figures as a value

Var%

Enter one of the following:

0 - Not to print any variance between actual and budget figures as a percentage

1 - To print any variance between actual and budget figures as a percentage

Press Enter to confirm the entries, create the report and re-display the first Maintain Report Specification window.

Ranking Analysis Specification [9/SAM]

You use this task to set up your Ranking Analysis reports and define the format in which they are printed.

Ranking Analysis reports are used to rank a selected customer or item attribute on the basis of a summarised invoice value, over a selected time period.

For example, a simple Ranking Analysis report might:

* Rank all salespeople
* On the basis of sales quantity
* Over the first six months of the year

You can create more sophisticated Ranking Analysis reports by selecting a second customer or item attribute, which is ranked within the first.

This type of report could show, for example:

* The best five items
* For each salesperson
* Ranked in terms of sales quantity
* Over the first six months of the year

In both types of report, you can choose to compare the results of the analysis with the same time period from last year. If you do this, the invoice value is totalled over both time periods, and the selected customer or item attribute is ranked on the difference between the two figures.

There are three stages to producing a Ranking Analysis report:

1   Create a report specification.

2   System21 compiles a program from the specification.

3   System21 runs the program to produce the report.

System21 performs the last two stages when you produce the report for the first time.

You can produce Ranking Analysis reports:

* At the time you create the report specification
* During Day End, Week End, Period End and Year End processing updates
* On an ad-hoc basis

Maintain Ranking Analysis Specifications Selection Window

To display this window select the Ranking Analysis Specification task.

Use this window to select the name of the report you want to create or maintain.

Fields

Report Reference

Enter the name of the report you want to create or maintain. A report name must start with an alphabetic character and be a maximum of eight characters long. It may contain numbers after the initial letter.

Alternatively, use the prompt facility to select from the Ranking Analysis Specification Selection pop-up.

If you are creating a new report, you can select **Based On (F10)** to display a list of existing reports on which to base the new one.

Functions

Based On (F10)

Use this to view a list of existing reports on which to base new reports.

Press Enter to display the Maintain Ranking Analysis Major and Minor Level window.

Maintain Ranking Analysis Major and Minor Level Window

To display this window, enter or select a report and then press Enter on the Maintain Ranking Analysis Selection window.

You use this window to enter a name for the report specification and choose the customer and item information you want to include in the report.

You can select any one of the displayed customer and item attributes as the major level for the report. If you only specify a major level, the report will rank that attribute according to the invoice value you select on the next window.

You can also select a further attribute as the minor level for the report. If you select a minor level, the report ranks this minor level attribute according to the chosen invoice value, within the major level attribute.

For example, you could create a report that ranks all items sold by each sales representative according to the goods value of sales made. To do this, select salesman as the major level and select item as the minor level.

Note: The selection criteria available on this window depend on those chosen when you define your Sales History database.

Fields

Report Name

Enter up to 50 characters of text to describe the report.

Major Level

Use these checkboxes as follows:

Unchecked - If the attribute is not to be used as the major level for ranking

Checked - To indicate that the attribute is to be used as the major level for ranking

If you do not enter a minor level, the major level will be used as the actual ranking field. If you enter a minor level, the minor level will be ranked within each major level field.

No. Records to Print

You can restrict the number of records printed, by entering a number in this field.

Enter the number of minor level records to print within a major level, if both are entered, or the number of major level records to print if only a major level is specified.

If you choose a major level and a minor level for the report, enter a number against the major level to restrict the number of minor level records printed on the report.

Major Level Selection From/To

You can select a specific range of major level values by entering or selecting the upper and lower limits here.

Minor Level

Use these checkboxes as follows:

Unchecked - If the attribute is not to be used as the minor level for ranking

Checked - To indicate that the attribute is to be used as the minor level for ranking

This field will then be ranked within the major level.

Press Enter to display the Maintain Ranking Analysis Specifications Time Period and Ranking window.

Maintain Ranking Analysis Time Period and Ranking Window

To display this window, select level details and then press Enter on the Maintain Ranking Analysis Major and Minor Level window.

Use this window to specify the time periods that the report is to span, and the values to be used for ranking.

<u>**Fields**</u>

Time Period

Enter two sets of values in the From and To fields, to define the time period for the report.

Enter the year, period and week if history is held at weekly level. You must leave the Week fields blank if history is held at period level.

Compared With

If a comparison is being made between two time periods, enter the From and To values to define the time period with which to compare the above period.

If no comparison is being made, leave these fields blank.

Ranking On

You use this group of fields to make selections for the invoice value. This invoice value will be totalled for the selected time period.

Asc/Dsc

Use this field to select and rank the required invoice value.

Select one of the following:

Ascending (1) - To select it and rank the results in ascending order

Descending (2) - To select it and rank the results in descending order

Selection From/To

Enter values for the lower and upper limits of the value to be used for ranking in the From and To fields.

Difference % or Value

If you are comparing your sales figures with an earlier period, you can express the difference as a percentage or as a value.

Select one of the following:

Difference % (1) - To express the difference between compared time periods as a percentage

Value (2) - To express the difference between compared time periods as a value

Print

You can print one other invoice value on the report. This value will be totalled and printed on the report, but not used for ranking.

Check the box against an additional value to print it on the report.

Press Enter to display the Maintain Ranking Analysis Specifications Exit window.

Maintain Ranking Analysis Specifications Exit Window

To display this window, enter time period details and then press Enter on the Maintain Ranking Analysis Time Period and Ranking window.

Use this window to specify when a Ranking Analysis report is to be produced.

Fields

Save Specifications

Select one of the following:

Save (1) - To save the report specification for use again

Delete After Next Print (2) - To delete the specification after the report is printed

Produce at End Of

Use this group of fields to determine when the report will be printed. The report is then submitted when the appropriate periodic update is run.

Day

Use this checkbox as follows:

Unchecked - Not to produce this report when Day End processing is performed

Checked - To produce this report each time Day End processing is performed

Week

Use this checkbox as follows:

Unchecked - Not to produce this report when Week End processing is performed

Checked - To produce this report each time Week End processing is performed

Period

Use this checkbox as follows:

Unchecked - Not to produce this report when Period End processing is performed

Checked - To produce this report each time Period End processing is performed

Year

Use this checkbox as follows:

Unchecked - Not to produce this report when Year End processing is performed

Checked - To produce this report each time Year End processing is performed

Ad-Hoc

Use this checkbox as follows:

Unchecked - Not to allow this report to be produced on an ad-hoc basis

Checked - To allow this report to be produced on an ad-hoc basis, as and when required

Exclusion Type

If you use kits, you can use this field to determine how Sales Analysis will handle possible double counting, caused by posting sales figures for both kit parent and kit components from Sales Order Processing.

Select one of the following:

None (0) - This will include sales figures for both kit parent and kit components

If you select this, you may get some double counting of sales figures.

Exc. components (1) - To exclude kit components from the enquiry, if both kit parents and components have been posted

Exc. parents (2) - To exclude kit parents from the enquiry, if both have been posted

> *Note: Kit details can only be reported if those details have first been captured. This is determined by the setting of Sales Analysis flag on the Inventory Item Master file. Refer to the Inventory Management product guide for details.*

Submit Report Now

Use this checkbox as follows:

Unchecked (default) - To submit this report later

Checked - To submit this report for printing now

Press Enter to save the report and return to the Maintain Ranking Analysis Selection window.

Sales History Time Period Selection [10/SAM]

You use this task to maintain the formats used by your Sales Analysis enquiries. You define the time intervals, and the invoice value displayed by the enquiry.

Sales Analysis enquiries display sales figures, for four time intervals, for a selected customer or item attribute, analysed by a second customer or item attribute. You can also display any invoice value on the enquiry.

The customer and item attributes and invoice value are chosen from those included in your Sales History database.

A typical enquiry might show, for a customer, the total quantity of each item sold, for the current period, and the three preceding periods.

You can create up to 36 enquiry formats for each Sales Analysis company.

Sales History Time Periods Selection Window

To display this window, select the Sales History Time Period Sel. task.

You use this window to enter the enquiry format to be created or maintained.

Fields

Enquiry Format

Enter a single character code for the format you want to maintain.

Alternatively, use the prompt facility to select from the Time Period Format Selection pop-up.

> *Note: Format 1 is mandatory; other format codes must be in the range 1-9 or A-Z.*

Press Enter to display the Sales History Enquiry Time Period Details window.

Sales History Enquiry Time Period Details Window

To display this window, enter or select an enquiry format and then press Enter on the Sales History Enquiry Time Periods Selection window.

You use this window to define the time periods and the invoice value that are displayed when you use this format in your Sales Analysis enquiries.

The way that you use this window to create an enquiry format is best described by example.

For example, if you want to create an enquiry format to display sales quantities for the current calendar period, and the previous three periods, do the following:

- Select **Period** in each of the Period Type fields to indicate sales calendar periods.
- Leave Column 1 (Ago) **blank** to signify the current calendar period. Sales figures for the current period will then be displayed in Column 1 of the enquiry.
- Enter **01** in Column 2 (Ago) to signify the previous calendar period.
- Enter **02** in Column 3 (Ago).
- Enter **03** in Column 4 (Ago).
- Choose **Select** in the Quantity (**1**) field to display sales quantities for the specified calendar periods.

Sales Analysis enquiries produced with this format will display total sales quantities for the current calendar period and the previous three calendar periods.

Fields

Ago

You use these fields to define the period lag for values displayed in each column.

If you leave a Column field blank, this column on the report would display figures for the current period. If you enter **01** that column would display figures for one period ago, **02** would indicate two periods ago and so on.

Period Type

You can create enquiry formats for different time intervals by entering different values in these fields.

Select one of the following:

Year (1) - For the enquiry to show sales quantities for the current year and the previous three years

Moving annual (2) - For the enquiry to show a moving annual total for the current year and the preceding three years

A moving annual total is the total for the year from the current period of the previous year, to the current period of this year. For example, if the current period is the eighth and the current year is 2000, Column 1 will display sales figures from period eight of 1997, to period seven of 2000. Column 2 will display sales figures from period eight of 1996, to period seven of 1997, and so on. If you ran this enquiry again in period nine, Column 1 would display sales figures from period nine of 1997, to period eight of 2000.

Week (3) - For the enquiry to show sales quantities for the current week and the previous three weeks

Period (4) - For the enquiry to show sales quantities for the current period and the previous three periods

You can mix these values if you want. For example, you could create an enquiry format that shows sales figures for the current year, the current week and the previous two periods.

Default Value

You use this field to define the value you want to see displayed as a default for this format. The value selected will be displayed in the four columns according to the rules defined above. The required value may be selected from the list.

Press Enter to save the enquiry format.

Create New Budget [11/SAM]

You can use this task to create a new budget based on an existing one. You can incorporate a percentage change by which to increase, or decrease, the old budget. In this way you can incorporate all of the details of the old budget without the need for lengthy re-calculations.

Create New Budget Window

To display this window, select the Create New Budget task.

You use this window to enter the old budget format and new budget format details.

<u>**Fields**</u>

Old Format

Enter the budget format of the budget on which you want to base the new budget.

Year

Enter the year of the old budget.

Type

Enter the budget type for the old budget.

New Format

Enter the budget format for the new budget to be created.

Year

Enter the year of the new budget.

Type

Enter the budget type for the new budget.

Factor %

Enter the percentage change for the new budget. The values in the old budget will be increased or decreased by this percentage. If you want to specify a decrease, enter the number and then a minus sign.

Press Enter to validate the information and then select **Update (F8)** to confirm creation of the new budget.

Chapter 4   Reports and Enquiries

Sales Enquiry [1/SAE]

You use this task to create and view your own Sales History enquiries. You create your own views by choosing an <u>attribute</u> on which to enquire and an attribute by which to analyse.

There are two stages to setting up a Sales Analysis enquiry:

- Define the enquiry format.
- Process the enquiry.

Sales History Enquiry Selection Window

To display this window, select the Sales Enquiry task.

This window displays a list of the available attributes on which you can enquire.

You select the attribute on which to enquire and by which to analyse.

Fields

Exclusion Type

If you use <u>kits</u>, you can use this field to determine how Sales Analysis will handle possible double counting, caused by posting sales figures for both kit parent and kit components from Sales Order Processing.

Select one of the following:

Exclude neither kit parent or component (0) - To include sales figures for both kit parent and kit components

If you choose this, you may get some double counting of sales figures.

Exclude component if you post the kit parent and component (1) - To exclude kit components from the enquiry, if both kit parents and components have been posted

Exclude kit parent if you post both (2) - To exclude kit parents from the enquiry, if both have been posted

Note: Kit details can only be reported if those details have first been captured. This is determined by the setting of Sales Analysis flag on the Inventory Item Master. Refer to the Inventory Management product guide for details.

Enquire On

Choose one [attribute](#) on which to enquire, by entering a value for the attribute in the left-hand column.

You can use the prompt facility on each field to select from the relevant pop-up.

Analysed By

Select one attribute by which to analyse.

Use this checkbox as follows:

Unchecked - Not to select the attribute

Checked - To select the attribute

Press Enter to display the next Sales History Enquiry window.

The next window that is displayed depends on whether the combination of the two attributes exists as an enquiry.

If the enquiry already exists, the Sales History Enquiry Details window is displayed.

If the enquiry does not exist, the Sales History Enquiry Creation window is displayed.

Sales History Enquiry Creation Window

This window is displayed if you have selected two [attributes](#) that have not previously been used and then selected OK on the Sales History Enquiry Selection window.

You use this window to create a new enquiry. You will need to create a new enquiry if you want to enquire on a set of attributes that have not been previously used.

The two attributes chosen on the previous window are displayed.

When you create the enquiry, the software will generate summary files to provide the information for the enquiry. Once they have been created, these summary files will be updated during future Sales History updates.

If you create the enquiry interactively, the Sales History Enquiry Selection window is re-displayed on completion. Press Enter to use the enquiry. If you create the enquiry as a batch job, wait for the job to complete before using it.

Fields

Batch/Interactive

Select one of the following to determine when the enquiry is created.

Batch (1) - To create the enquiry as part of a batch process

Interactive (2) - To create the enquiry interactively

Note: If you are handling large amounts of sales history data, we recommend that you create the enquiry in batch. Creating the enquiry interactively could render your terminal inoperable for a long time.

Select **Submit (F8)** to create the enquiry.

Sales History Enquiry Details Window

To display this window, select an existing enquiry and then press Enter on the Sales History Enquiry Selection window.

You use this window to view the detailed analysis produced by the enquiry. The actual data displayed is determined by a combination of factors.

Essentially, the window displays a single attribute analysed by another attribute. For example, if you have created an enquiry for customers analysed by items, the customer is displayed at the top of the window, and the items sold to the customer are listed down the window. For each item, there are four columns of data, the content of which is determined by the enquiry format. The current content of each column in terms of time period and value is indicated on the window.

Fields

Format (Fmt)

Enter a valid format previously defined in the Sales History Time Period Selection task. The formats are maintained by the Sales History Period Selection task, and determine which time periods are used, and which values are displayed. This will default to **1**.

Alternatively, use the prompt facility to select from the Time Period Format Selection pop-up.

Enter another format code to change the information displayed in the columns to that defined for the new format.

Currency Code

You can optionally enter a different currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Attribute

You can enter a value for the attribute on which you are enquiring, to display an analysis for that value of the attribute.

For example, if you chose to use customer as your attribute, you can enter a new customer reference number here to view the enquiry for another customer.

Alternatively, you can press Enter to display the values in sequence.

You can use the prompt facility to select from the relevant pop-up.

<u>Options</u>

Upside Down

Use this to turn the enquiry upside down

For example, if you are enquiring on a customer and the enquiry window displays the items they have bought, you can select an item and look at a list of the customers who have bought it.

Graph

Use this to display the data in graph format.

For example, if you are enquiring on items sold to a particular customer, you can view data for another customer by typing in a different customer name. Alternatively, if you just press Enter, the display advances automatically to the next customer in your customer database.

Note: The graph displays information in periods, even if you have specified that the enquiry be run in weekly time periods.

<u>Functions</u>

Default Scaling (F5)

Use this to restore the default scaling factors for the enquiry.

Values (F8)

Use this to display the Sales History Enquiry Display Values Selection window. You use this window to change the invoice value used in the Sales History Enquiry.

Press Enter to return to the Sales History Enquiry Selection window.

Sales History Enquiry Display Values Selection Window

To display this window, select **Values (F8)** on the Sales History Enquiry Details window.

You can use this window to change the invoice value used in the Sales History Enquiry, while keeping the time periods the same.

You can also change the scaling factors for each of the invoice values. These scaling factors default to the values set up when you defined the Sales History database.

<u>Fields</u>

Scaling

You can change the scaling factor for an invoice value.

If you use scaling factors to display an invoice value in thousands, for example, a value of less than 1,000 will not be shown. In this event, the field will show 0 but will be highlighted, to indicate that a value is present, but that the value is too small to display using the current scaling factor.

If a value is too large to display without setting the scaling factor to larger units, the field is also highlighted in a different colour, to indicate that there is an overflow.

Select one of the following values against each invoice value to determine its scaling factor:

- Units (01)
- Tens (02)
- Hundreds (03)
- Thousands (04)
- Ten thousands (05)

The scaling factors for all invoice values default to Units (01)

Options

Select

Use this to choose the invoice value you want to display.

Select an invoice value or press Enter to return to the Sales History Enquiry Details window. The change of the scaling factor remains in effect only for the duration of the enquiry.

About Sales Analysis Reports

You use the Sales Analysis reports tasks to run previously defined reports.

There are three main types of Sales Analysis report:

- Sales reports
- Ranking Analysis reports
- Sales Totals by Period report

Sales Reports

Sales reports contain chosen attributes from your Sales History database. They can contain up to five customer-related and item-related attributes, and four invoice values, which are analysed for a particular time period.

These reports are defined using the Report Specifications Maintenance task.

Ranking Analysis Reports

Ranking Analysis reports are used to rank a selected customer or item attribute on the basis of a summarised invoice value, over a specified time period.

For example, a Ranking Analysis report might:

- Rank all salespeople
- On the basis of sales quantity
- Over the first six months of the year

These reports are defined using the Ranking Analysis Specifications Maintenance task.

Sales Totals by Period Report

The Sales Totals by Period report is used to produce a list of all sales made during a single calendar period.

Printing File Lists

There are also tasks you can use to print information about:

- Items
- Customers
- Report Specifications

The Item File Print task is used to print a list of the items defined to Inventory.

The Customer File Print task is used to print a list of the customers defined to Sales Order Processing.

The Report Specification Print task is used to print a list of the Sales Analysis Report specifications you have defined.

Sales Reports [2/SAE]

All Sales Analysis reports are user-defined in terms of sequence, selection and content. The Sales Analysis report generator produces its own programs, and therefore creating a new report takes longer than running an existing one, since the system has to compile your report specifications into executable code. This should be taken into account if you need to create a large number of new reports.

There is a data area that is used to show where the reports that you define using these options are stored. The data area is called SAUSRLIB.

Other data areas in AULT2P2 include:

- SABARCHARS - Used in the enquiry for characters to be used in the bar chart
- SABARCHOL - Used in the enquiry for colours to be used in the bar chart

Once reports have been created, however, they are available to run on request.

Request Sales Report Selection Window

To display this window, select the Sales Report task.

Use this window to enter the report reference, period, week and year.

Fields

Report Reference

Enter the name of the report you want to run. These are defined in the Report Specifications Maintenance task.

Alternatively, use the prompt facility to select from the Report Selection pop-up.

Reporting Year

Enter the year for which you want to produce the report.

Period

Enter the period for which you want to produce the report.

Week

Enter the week for which you want to produce the report.

Press Enter to confirm your entries and then select **Submit (F8)** to create the report.

Ranking Analysis Reports [3/SAE]

You use this task to select and run previously specified Ranking Analysis reports.

Request Ranking Analysis Selection Window

To display this window, select the Ranking Analysis Reports task.

You use this window to select the report to be run.

Fields

Report Reference

Enter the reference of the report you want to run. These are defined in the Ranking Analysis Specifications Maintenance task.

Alternatively, use the prompt facility to select from the Ranking Analysis Specification Selection pop-up.

Press Enter to confirm your selection and then select **Submit (F8)** to produce the report.

Item File Print [4/SAE]

You can use this task to produce a list of the items defined within Inventory Management, together with their attributes chosen for inclusion on the Sales History database.

This task submits a batch job that produces the list and sends it to the print queue.

Select **Confirm Submit (F8)** to submit the batch job.

Customer File Print [5/SAE]

You can use this task to produce a listing of the customers defined within Sales Order Processing, together with their attributes chosen for inclusion on the Sales History database.

This task submits a batch job that produces the list and sends it to the print queue.

Select **Confirm Submit (F8)** to submit the batch job.

Report Specification Print [6/SAE]

You can use this task to produce a listing of the Report Specifications defined within Sales Analysis.

This task submits a batch job that produces the list and sends it to the print queue.

Select **Confirm Submit (F8)** to submit the batch job.

Sales Totals by Period Report [7/SAE]

You can use this task to produce a listing of the sales totals held within the Sales History database. You can list the sales totals for a specific year and period, a specific year or for all years and periods held on the database.

Sales Totals by Period Selection Window

To display this window, select the Sales Totals by Period Report task.

You use this window to enter the year and period for the Sales Totals by Period report, and to specify how sales figures for kits are displayed.

Fields

Select Report Type and Press Enter

Select one of the following to determine the report you want to run:

Single year & period (1) - To include a single year and period in the report

All periods for a single year (2) - To include all periods for a single year in the report

Rolling periods (3) - To include rolling periods in the report

All (4) - To include all periods in all years held on the Sales History database

Press Enter to display the Sales Totals by Period Details window.

Sales Totals by Period Details Window

To display this window, select the report type you want to produce and then press Enter on the Sales Totals by Period Selection window.

Note: The fields displayed on this window depend on the type of report that you chose on the Sales Totals by Period Selection window.

Use this window to specify the values that you want to include in your selected report.

Fields

Year

Enter the year, or range of years, for which you want to produce the report. All periods to date will be listed. Leave this field blank to list all periods and years in your Sales Analysis database.

Note: If you select report type Single year & period or All periods for a single year, you can only use this field to select a specific year, not a range of years.

Period

Enter the period, or range of periods, for which you want to produce the report. Only the specified period will be listed.

Note: If you select report type Single year & period, you can only use this field to select a specific year, not a range of years.

Note: If you select report type All periods for a single year, this field is not displayed.

Exclusion Type

If you use kits, select one of the following:

Exclude neither kit parent or component (0) - To include both kit parents and components and therefore have possible double counting

Exclude component if you post the kit parent and component (1) - To exclude kit components from the report, if you post both kit parents and components

In other words, they have both been extracted from your Invoice files into the Sales Analysis database; this is controlled by the Sales Analysis flag on the item master record of the kit parent.

Exclude kit parent if you post both (2) - To exclude the kit parents if you post both

Note: This field is displayed on each of the three report types.

Press Enter to validate your entries. Select **Confirm (F8)** to submit the batch job.

Chapter 5   Utilities

5

Maintain Company Profile [1/SAU]

Please refer to Maintenance chapter of this product guide where this task is described in full.

Clear Database [2/SAU]

You can use this task to clear all user data in the Sales Analysis system. This can be useful if you want to clear test data at installation time, before running the system live.

Caution: This utility will clear ALL data in the Sales Analysis system, not just the Sales History database.

Note: *Before you use this task, make sure the logical file SALESSUM, or physical file SALANALD, has not been created in the interactive library QTEMP. This will cause problems when you re-create the database later. If the logical file SALESSUM has been created in QTEMP, sign off to clear QTEMP. You can now use the Clear Database task.*

If you use this task, the following files are cleared:

- Calendar file
- Sales Analysis History file
- Sales Analysis Budget file
- Spread Profile Detail file
- Spread Profile Header file
- Budget Format file
- Sales History Format file
- Sales Enquiry Format file
- Ranking Analysis file
- Sales Analysis Report file
- Record Locking file
- Sales Analysis Report Select/Omit file

Clear Database Confirmation Window

To display this window, select the Clear Database task.

Use this window to confirm that the database is to be cleared.

Press Enter to clear the database or select **Exit (F3)** to leave the task

Reset Invoice Posted Flag for Company [3/SAU]

You use this task to re-set the Invoice Posted flag on the Invoice Details file. This flag indicates whether or not invoices have been posted to Sales Analysis.

Note: You can use this task before running the Sales History Update task for a second time with the same invoice data when, for example, the Sales History database has been re-defined.

Note: This task requires exclusive use of the system.

Reset Invoice Posted Flag Selection Window

To display this window, select the Reset Inv. Posted Flag - Comp task.

Use this window to select the company that will have its Invoice Posted flag re-set.

Fields

Company Number

Enter the code for the company for which you want to re-set this flag.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Press Enter to display the Reset Invoice Posted Flag Confirmation window.

Reset Invoice Posted Flag Confirmation Window

To display this window, press Enter on the Reset Invoice Posted Flag Selection window.

Use this window to confirm that the selected company will have its Invoice Posted flag re-set.

Select **Confirm (F8)** to submit the batch job.

Reset Invoice Posted Flag within Dates [4/SAU]

This task is similar to the Reset Invoice Posted Flag for Company task, but you can restrict the time period that you want to process by entering a range of dates as well as specifying the company.

Reset Invoice Posted Flag within Dates Selection Window

To display this window, select the Reset Inv. Posted Flag - Date task.

Use this window to select the company and time period that will have its Invoice Posted flag re-set.

Fields

Company Number

Enter the code for the company for which you want to re-set this flag.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Dates From/To

Enter or select the required date range. Enter dates using the format DDMMYY, where DD is day, MM is month and YY is year.

Press Enter to display the Reset Invoice Posted Flag within Dates Confirmation window.

Reset Invoice Posted Flag within Dates Confirmation Window

To display this window, press Enter on the Reset Invoice Posted Flag within Dates Selection window.

Use this window to confirm the company and time period that will have its Invoice Posted flag re-set.

Select **Confirm (F8)** to submit the batch job.

Flag All Invoices as Posted for Company [5/SAU]

Use this task to flag invoice details as having been posted to Sales Analysis for a particular company.

Flag All Invoices as Posted Selection Window

To display this window, select the Flag All Inv. As Posted - Comp task.

Use this window to select the company that will have all its invoice details flagged as having been posted.

Fields

Company Number

Enter the code for the company for which you want to flag all invoices as posted.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Press Enter to display the Flag All Invoices as Posted Confirmation window.

Flag All Invoices as Posted Confirmation Window

To display this window, press Enter on the Flag All Invoices as Posted Selection window.

Use this window to confirm the company that will have all its invoice details flagged as having been posted.

Select **Confirm (F8)** to submit the batch job.

Zeroise Sales Analysis Values for a Period/Company [6/SAU]

Use this task to zeroise sales history data on the Sales History database for a specified company and period.

If you use this task, the following files will have some fields cleared:

• Sales Analysis History file
• Sales History Summary file

Note: *You can re-set data for a company or simply re-set any unnecessary test data.*

Zeroise Sales Analysis Values for a Period Selection Window

To display this window, select the Zeroise SA Values - Per/Comp. task.

Use this window to select the company and period that will have all its sales history data zeroised.

Fields

Company Number

Enter the company code for which you want to zeroise the sales history data.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Date… Year

Enter the year for which you want to zeroise the sales history data.

Period

Enter the period within your selected year for which you want to zeroise the sales history data.

Press Enter to display the Zeroise Sales Analysis Values for a Period Confirmation window.

Zeroise Sales Analysis Values for a Period Confirmation Window

To display this window, press Enter on the Zeroise Sales Analysis Values for a Period Selection window.

Use this window to confirm the company and period that will have all its sales history data zeroised.

Select **Confirm (F8)** to submit the batch job.

Delete Sales Analysis Data for a Year/Company [7/SAU]

You use this task to delete data from the Sales History database for a selected company and year.

Note: You could use this task to delete old data that is no longer of interest, or simply to remove unwanted test data.

If you use this task, the following files are purged:

- Sales Analysis History file
- Sales Analysis Summary file

Delete Sales Analysis Data for a Year Selection Window

To display this window, select the Delete SA Data for Year/Comp task.

Use this window to select the company and year that will have all its sales history data deleted.

Fields

Company Number

Enter the company for which you want to delete Sales Analysis data.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Date…Year

Enter the year for which you want to delete data.

Press Enter to display the Delete Sales Analysis Data for a Year Confirmation window.

Delete Sales Analysis Data for a Year Confirmation Window

To display this window, press Enter on the Delete Sales Analysis Data for a Year Selection window.

Use this window to confirm the company and year that will have all its sales history data deleted.

Select **Confirm (F8)** to submit the batch job to delete the data.

Change Initial Field Descriptions [8/SAU]

Use this task to change the descriptions of fields known to Sales Analysis. To be effective, you must do this before creating the Sales History [database](). The names of the fields shown on displays and enquiries are defined in this task.

Changes made using this task are incorporated into the Sales History database when it is created and are available to IBM utilities such as DFU and Query.

Initial Field Short Descriptions Window

To display this window, select the Change Initial Field Desc. Task.

Use this window to change the descriptions of fields known to Sales Analysis.

You can step through the fields in sequence and overtype the descriptions of the fields as required.

Fields

Field Type

This field displays the field type. You cannot change this information.

Field Name

This field displays the field name. You cannot change this information.

Description

This field displays the description for the specified field. You cannot change this information.

Short Name

Enter up to three short names for the given field type. These default to any existing names, but can be changed if required.

Note: The three fields are used as follows: you can enter two short names in the first two fields, for example, Customer in the first field and Class in the second field and then a combination of those two field names in the third, in this case, Customer Class.

Press Enter to update the information and go on to the next field.

Change Database Field Descriptions [9/SAU]

This task is similar to the Change Initial Field Description task, except that it only changes those fields chosen for incorporation in the Sales History database, and can be used after the Sales History database has been created.

Changes made using this task are only apparent within the Sales Analysis application, and will not be accessible to IBM utilities, such as DFU and Query.

Database Short Descriptions Window

To display this window, select the Change Database Field Desc. task.

Use this window to change those fields chosen for incorporation in the Sales History database. This can be used after the Sales History database has been created.

You can step through the fields in sequence and overtype the descriptions of fields where required.

Fields

Field Name

This field displays the field name. You cannot change this information.

From

This field displays the original name for the field. You cannot change this information.

File

This field displays the name of the file in which the original field is found. You cannot change this information.

Short Name

Enter up to three short names for the given field. These default to any existing names, but can be changed if required.

> **Note:** *The three fields are used as follows: you can enter two short names in the first two fields, for example, Customer in the first field and Class in the second field and then a combination of those two field names in the third, in this case, Customer Class.*

Press Enter to update the information and go on to the next field.

Define Database [10/SAU]

Use this task at installation to define the contents of the Sales History database.

You can choose up to six customer-related fields, up to six item-related fields, and up to five value-related or invoice-related fields.

Caution: There is only one database definition for all companies in an installation of Sales Analysis, which means all companies in a System21 Environment.

Note: *Ensure that the choice of item and customer attributes is sufficient to support analysis in all companies in the environment.*

The submitted batch job deletes the existing Sales History database, and creates a new version according to your definition.

Caution: This means all companies in the environment's database.

The Sales History database uses information from both Inventory Management and Sales Order Processing. This structure allows easy manipulation and analysis of the available information.

Selection of Data Elements

Use this task to define a database containing those data elements that are important or relevant to you.

You may be looking for trends, such as the changes in sales volumes across regions, or the relative performance of members of your sales force; or you may want to analyse the sales performance of different item groups, and so on.

The nature of the analysis you want to perform, together with the information held for items and customers, should serve as a guide when defining the database.

If you group your customers by region and you wish to analyse the sales performance by region, you should choose the region from the customer related information for inclusion on the database. If the performance of your salespeople is important, you should include this data element. Similarly, if the item group from the item related information is important, this should be included.

The Sales Analysis application itself incorporates the customer code and delivery sequence, the item code, and the value fields cost, quantity and sales value.

Values

When you define the database, you need to consider the sales volumes that you expect to handle, as particularly high values may be too large to display on the enquiry, if they are in excess of nine digits. In this event, use scaling factors to scale values into 10s, 100s, 1000s or 10,000s.

The default is a factor of 01, which represents standard units. 02 will scale in 10s, 03 in 100s, 04 in 1000s and 05 in 10,000s.

Defining the Time Period

Whilst this is not a part of the Create Database task, you should also consider the level of analysis you require in terms of the time period.

You can define this on the company profile, and it can be by week or by period. If you hold information at a weekly level, more information is stored than if it is held by period. You should not change this value during the normal operation of the system.

Note: There is only one database definition for all companies in an installation of Sales Analysis. All companies may use this definition independently, once created.

Re-naming Data Elements

You can alter the names of data elements or fields that are displayed when using the software.

For example, if you use the customer-related field Territory to mean County, you can change the name used in Sales Analysis. There are two ways to do this, although they have slightly differing effects.

- You can use the Change Initial Field Descriptions task to change the names of fields before database creation. The changed names are available in views of the database external to Sales Analysis, for example, IBM utilities such as Query.
- You can use the Change Database Field Descriptions task after database creation, and only change the names within Sales Analysis.

Define Sales History Database Selection Window

To display this window, select the Define Database task.

You use this window to select the attributes you want to include in the database. Use **Page Up** or **Page Down** to view all of the attributes.

Fields

Select (Untitled)

Enter **1** against the attributes you want to include in the database. You can choose up to six customer-related fields, six item-related fields, and five value-related or invoice-related fields.

Short Name/Line 1+2

Use these fields to maintain the short name that will be used within Sales Analysis. These names will be incorporated into the database definition of Sales Analysis, and will therefore be available to IBM utilities.

Scaling Factor (S/F)

You can enter any of the following as scaling factors for your value fields:

    1 (default) - Units

    2 - Tens

    3 - Hundreds

    4 - Thousands

    5 - Ten thousands

Select **Confirm Update (F8)** to update the files.

Change Default Scaling Factors [11/SAU]

When you create the Sales History database you must specify scaling factors to scale the data shown on the enquiry. However, you may need to change the defaults at some time. You use this task to do this.

Change Scaling Factors Window

To display this window, select the Change Default Scaling Factors task.

Use this window to change the scaling factor defaults.

Fields

Scaling Factor

You can overtype any of the displayed scaling factors.

Valid scaling factors are:

    1 - Units

    2 - Tens

    3 - Hundreds

    4 - Thousands

    5 - Ten thousands

Select **Update (F8)** to update the information.

Reorganise Sales History File [12/SAU]

Use this task to perform a physical re-organisation the Sales History Summary database file (SAP70).

To retain the best performance when accessing the Sales History Summary this re-organisation should be run after any substantial alteration to the sales history database, for example after using the Refresh Sales History task [6/SAP].

Select **Confirm Submit (F8)** to submit the batch job.

Appendix A Glossary
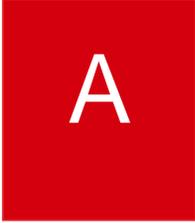
A

Attribute

In Sales Analysis, a characteristic of either a customer or an item

Budget

A forecast or estimate expressed in a value, against attributes of items or customers

Database

The collection of Sales History information used for enquiries and reports

Descriptions File

This file is maintained within Inventory Management and defines a number of parameter codes and their descriptions.

Kit

A group of items that can be sold as a set

It is maintained in Inventory Management as a single-level list.

Library

A means of grouping programs and files on the database

Ranking

Sequencing by value, for example cost or quantity

It is used in Sales Analysis as a means of report sequencing.