



# Infor System21 Sales Reporter

Product Guide

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## About this guide

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

## Intended audience

The guide is intended for any users of the AY Sales Reporter business module.

## Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page **Error! Bookmark not defined..**

## Contacting Infor

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## Chapter 1 Overview

When building Business Intelligence solutions over any transaction processing database, issues may arise due to the complexity of the data, the impact on transaction processing and the time taken to download data.

The Sales Reporter enables the extract of Sales Analysis data without having to be concerned about these issues.

Sales Report extracts sales analysis data as csv files for use in a variety of Business Intelligence tools.

### Concepts

The Sales Analysis details are extracted from System21 and transferred to a Windows Server as comma separated files (csvs) using the TCP-IP network and file transfer protocol (FTP).

This data can then be uploaded into Business Intelligence tools.





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## Chapter 2 Sales Analysis Extract

### Sales Analysis Extract [1/AY]

Use this task to FTP the files to the Windows server.

### SA Data Extraction Criteria Window

To display this window, select the **Sales Analysis Extract** task.

#### **Fields**

##### **Year/Period/Week Range**

Use these fields to specify the range of periods or weeks for which you want to extract data.

***Note:** The name of these fields depends on the Lowest Level of Detail that you have specified on the Sales Analysis company profile. If the lowest level of detail is week then this will be year/week, if the lowest level of detail is period then this will be year/period.*

##### **Actual/Budget/Both**

Select one of the following:

Actual - To extract actual balances

Budget - To extract [budgets](#)

Both – To extract both actual and budget balances

##### **Budget Format**

If you have selected **Budget** or **Both** in the Actual/Budget/Both field, enter the budget code.

Alternatively, use the prompt facility to select from the Select Budget or Forecast pop-up.

##### **Budget Type**

If you have selected **Budget** or **Both** in the Actual/Budget/Both field, enter the budget type.

Alternatively, use the prompt facility to select from the Select Budget or Forecast pop-up.

### **FTP Data Automatically**

Use this field to specify whether you want to send the comma-separated files automatically via FTP to the Windows server.

Use this checkbox as follows:

Unchecked - If you do not have a TCP/IP network

Checked - If you do want to send the files automatically

**Note:** *If a TCP/IP network is in not in place, the comma-separated files can be downloaded to the Windows server via an ODBC driver and any ODBC compliant PC tools.*

**Note:** *The following two fields can be used to make the data extracted from Sales Analysis meaningful. For example, some item descriptions could contain the “ character; this would need to be replaced to prevent the comma separated file becoming corrupt.*

### **Replace “ character**

Use this field to specify whether you want to replace “ that occur in the extracted data.

Use this checkbox as follows:

Unchecked - If you do not want to replace “ characters

Checked - If you do want to replace “ characters

### **Replacement character**

Enter the character you want to use instead of “ during the automatic replacement.

## **Functions**

### **Parameters (F15)**

Use this to define the Windows server to which the data is to be sent, the directory to which it should be sent and the names of the files to be sent. The Maintain Parameters window is displayed.

### **FTP Log (F20)**

Use this to display the FTP Log window. If the files do not FTP successfully to the Windows server, the FTP log allows you to identify the cause of the failure.

Select **Update (F8)** to run the extract program for the parameters specified.

## Maintain Parameters Window

To display this window, select **Parameters (F15)** on the SA Data Extraction Criteria window.

Use this window to add additional/bespoke extraction processes to the system.

There is no reason to maintain or delete the system-defined parameter SAEX.

You can select sub-codes of parameter SAEX by selecting the Sub-codes option.

### Fields

#### **Enter Type**

##### **Type (Untitled)**

If you are adding a new type, enter it in this field.

If you are maintaining an existing type, this field is for information only.

##### **Description (Untitled)**

Enter or amend the description of the type.

##### **Value 1 Req. (Untitled)**

If value 1 is required for this type, enter **1** in this field.

##### **Value 2 Req. (Untitled)**

If value 2 is required for this type, enter **1** in this field.

##### **Code Length (Untitled)**

Enter or amend the code length.

### Options

#### **Maintain**

Use this to amend an existing type in the input fields at the bottom of the window.

#### **Delete**

Use this to delete an existing type.

System parameters cannot be deleted.

#### **Sub-codes**

Use this to display the Maintain Parameters Sub-codes window.

Press Enter to update the parameters and then select **Previous (F12)** to return to the SA Data Extraction Criteria window.

## Maintain Parameters Sub-codes Window

To display this window, select **Sub-codes** against a line on the Maintain Parameters window.

### **Fields**

#### **Enter New Code**

##### **Code (Untitled)**

If you are adding a new sub-code, enter it in this field.

If you are maintaining an existing sub-code, this field is for information only.

##### **Description (Untitled)**

Enter or amend the description of the sub-code.

### **Options**

#### **Maintain**

Use this to amend a sub-code.

#### **Delete**

Use this to delete a code.

Press Enter to update the sub-codes and then select **Previous (F12)** twice to return to the SA Data Extraction Criteria window

## Parameters List of AY types

The following parameters define the names of the comma-separated files to be sent to the Windows server. Each of these files should end in .CSV to ensure they are registered as comma-separated files on the Windows server.

### **ACTUALS**

Containing actual balances, the layout of this file varies depending on the attributes defined in Sales Analysis.

### **BUDGETS**

Containing budget balances, the layout of this file varies depending on the attributes defined in Sales Analysis.

### **CUSTOMERS**

Containing a list of customers and their attributes as defined in Sales Analysis.

### **ITEMS**

Containing a list of items and their attributes as defined in Sales Analysis.

The following parameters define the names of the FTP parameters required for the above files to be successfully transferred to the Windows server via FTP.

### **DIRECTORY**

This is the directory defined in the FTP server set-up as the FTP Server Directory.

### **PASSWORD**

This is the password required to log on to the Windows server.

### **SERVER**

This is the name of the Windows server (if DNS is active) or the TCP/IP address of the Windows server.

### **USER**

This is the user ID required to log on to the Windows server.

Press Enter to update the sub-codes and then select **Previous (F12)** twice to return to the SA Data Extraction Criteria window.

## FTP Log Window

To display this window, select **FTP Log (F20)** on the SA Data Extraction Criteria window.

Should the FTP transfer of the comma-separated files fail, the FTP Log will provide a useful troubleshooting log of the FTP session to help you identify where the FTP process failed.

Select **Previous (F12)** to return to the SA Data Extraction Criteria window.

## Appendix A Glossary

### **Actuals**

These are the actual balances for your company's accounts created from the total of transactions posted for a period and balances brought forward.

### **Budgets**

These are forecasts or estimates expressed in a value against attributes of items or customers.