Infor XA – Sales Analysis User's Guide

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To the reader

This book contains the information you need to understand and run this application. The information in this book applies only to MAPICS XA.

For a complete list of books in the MAPICS XA library, see the bibliography on the MAPICS XA documentation CD.

Before you begin

If you are not familiar with the AS/400, please complete the AS/400 system education for the basic operating concepts of the AS/400 system.

What this book contains

Chapters 1 and 2 acquaint you with the application. Be sure to read the first two chapters before you use the instructions in the remaining sections. Use these chapters to understand how this application works and what you need to know to manage it.

The next group of chapters describes the options on the Main Menu. For example, Chapter 3 contains information about option 1 of the Main Menu. Each chapter includes information about how to use the displays associated with each option.

The last group of chapters describes the reports and forms for this application.

Use the appendixes to find information about using offline files or other functions specific to your application.

Summary of changes

This book has been optimized for on-line viewing.

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Chapter 1. Introducing the Sales Analysis application

This chapter contains general information about Sales Analysis (SA):

Some concepts and features that are common to most of the MAPICS XA applications are discussed in two other books: *Getting Started with MAPICS XA* and *Planning and Installing MAPICS XA*.

- Menus and displays
- Group Job support
- Master file searches
- Audits and controls
- Security.

What Sales Analysis does

The Sales Analysis application, when integrated with the other MAPICS XA applications, provides sales, cost, profit amount, and profit percent reporting for management analysis. Using summaries of sales transactions with relation to customer, item, and sales representative data, the sales analysis reports enable more effective management decisions toward higher profitability on goods sold and, at the same time, reduction of sales overhead.

The application is designed to furnish critical information on demand, including history data or open period only. This information can help you evaluate and track:

- Individual customer purchasing statistics
- Profit amount and percent reported by customer, item, item within item class, and sales representative
- Individual sales representative's productivity
- Sales organization effectiveness, including sales representative assignments and product line coverage
- New marketing strategies.

The Sales Analysis Main Menu

To understand the main functions of SA, look at the SA Main Menu.

The SA Main Menu has five options that lead to secondary menus that offer additional options.

```
AMSM00                          Sales Analysis                    **********
                                  Main Menu

Type option or command; press Enter.

     1. Inquiry >>
     2. Reports >>
     3. Period Closing >>
     4. File Maintenance >>
     5. File Listings >>







==> _________________________________________________________________________

F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Inquiry. Use this option to review information from the master files.

Option 2. Reports. Use this option to select the reports to be printed.

Option 3. Period Closing. Use this option to close the current period and to perform sales analysis close.

Option 4. File Maintenance. Use this option to add, change, delete, suspend, or reactivate sales information records in the master files.

Option 5. File Listing. Use this option to list information in master files or to print grand total reports.

How Sales Analysis works with other applications

Sales Analysis does not provide information to other applications, but it receives information from Accounts Receivable, Customer Order Management, and Inventory Management if they are actively interfacing with SA.

SA sends information to …

COM Edits salesrep number.

FCST Item summary information for Forecasting implementation.

SA receives information from …

AR Updates the Customer Interface or Salesrep Interface file during transaction processing.

COM Customer, salesrep, and end item quantities and amounts.

IM Sales and quantity information by updating or adding items in the Item Interface file during sales transaction processing.

How the information flows within Sales Analysis

The following summarizes the flow of information in the Sales Analysis application. The numbers in the following discussion refer to this figure.

At month-end, sales statistics are printed in reports showing customer, item, and sales representative performance.

On request, a series of reports is available for customers, items, and sales representatives showing period/month sales information for the current year or the last fiscal year.

On request, shipment reports are available that show order and item shipments for a selected range of customers.

How the application is designed

In MAPICS XA, a standard system structure supports the application and system functions. Most of the structure elements are discussed in Getting Started with MAPICS. Following is a discussion of the structure elements you need to understand in Sales Analysis.

Files

The Sales Analysis application uses three types of files:

- System Control file
- Master files
- Job files

System Control file

The System Control file is the major system file for MAPICS XA. It shows relatively unchanging information that is used by more than one application or operation. When you install an application and enter responses to the Questionnaire, the information is stored in the SYSCTL. It contains the functional options you chose, the report options you chose, and any constant information you entered (such as company name). To change information in the System Control file, answer the questionnaire again or use Cross Application Support.

Master files

Information in the Sales Analysis application is maintained in seven master files that are created during installation. Unlike job files, information in these files is more permanent and is used repeatedly in reporting and inquiry. For example, a sales representative’s name would be stored in the Salesrep Master file for use by any task that requires that information.

The master files are:

- Customer sales files
  - Customer Summary (CUSSUM)
  - Customer Interface (CUSTSA)
- Item sales files
  - Item Summary (ITEMSM)
  - Item Interface (ITEMSA)
- Salesrep sales files
  - Salesrep Master (SLSMAS)
  - Salesrep Summary (SLSMSM)
  - Salesrep Interface (SLSMSA)

Customer sales files. The Customer Summary file contains up to two records for each customer that has had sales activity during the year. These records contain current year and last year sales information. The company, customer numbers, and year flag form the key for locating and storing information in this file.

The Customer Interface file contains up to three records for each customer for each period that has not had a sales analysis close (up to 2), for each customer that has had sales activity during the period or month. These records hold period/month-to-date figures. The company, customer, and month or period numbers form the key for locating and storing information in this file.

Item sales files. The Item Summary file contains up to two records for each item that has had activity during the year. These records hold current and last year sales quantities and amounts. The company number, item number, and year flag are the keys for locating and storing information in this file.

The Item Interface file contains up to three records for each period that has not had a sales analysis close (up to 2), for each item that has had sales activity during the month or period. These records hold period/month-to-date figures. The company number, item number, and month or period numbers form the key for locating and storing information in this file.

Build-to-order items do not maintain their associated detailed specifications in Sales Analysis. For example, if you sold one red widget (item number = 125) and one white widget (item number = 125), Sales Analysis would show that two widgets (item 125) were sold. Sales Analysis would not break down the sale of item 125 into one red widget and one white widget.

If detailed sales information is required by specific configurations, you can assign each configuration of an item a unique item number. For example, white widgets could be assigned item number 1251 and red widgets could be assigned item number 1252.

Additional information can be found in the Material Requirements Planning User's Guide under the discussion of feature/option planning factors.

Salesrep sales file. The Salesrep Master file contains one record for each sales representative. These records hold information such as salesrep number, salesrep name, home company number and territory number. The salesrep number is the key for locating and storing information in this file.

The Salesrep Summary file contains up to two records for each sales representative that has had sales activity during the year. These records contain current year and last year sales information. The company, salesrep numbers, and year flag form the key for locating and storing information in this file.

The Salesrep Interface file contains up to three records for each sales representative for each period that has not had a sales analysis close (up to 2), that has had sales activity during the month or period. These records hold period/month-to-date figures. The salesrep number and month or period numbers form the key for locating and storing information in this file.

Job files

Job files are created by the application to hold information for later processing. You cannot access these files directly. Sales Analysis job files include:

- Customer Extract
- Item Extract
- Salesrep Extract.

File maintenance

You can enter new sales information interactively from a work station, or prepare the information offline in files on a separate system.

The interactive method directly updates the master files as the information is typed in. This method uses the File Maintenance menu to access the master files.

To enter sales information from offline, use the offline file load option on the MAPICS XA Master Menu (see the *Cross Application Support User's Guide*).

The offline file load method is useful when initially loading your files. All of your sales information can be created offline, using the layouts in Appendix B, prior to installation of Sales Analysis, and edited and loaded in one or two steps when installation takes place. The offline load method should only be used when adding a large number of new customers, items, or sales representatives.

The interactive method is more useful when adding only a few new customers, items, or sales representative. The new records go directly into the master files without interrupting any of your normal operations.

Master file searches

MAPICS XA has master file searches that you can use to look up information in various master files. To begin a search, type a question mark (?) in a field that supports searching. The eligible fields are identified in the individual display descriptions in this book.

For more information about the master file searches in general, see *Getting Started with MAPICS XA*.

Major reports

The major reports printed by this application are:

- Customer performance
- Open Period reports:
  - Profit Analysis by Customer shows sales volume and profitability for each customer or a selected group of customers for the selected open month or period. The report is arranged by customer within company.
  - Profit Analysis by Customer Class shows sales volume and profitability for each customer class or a selected group of customer classes for the selected open month or period. The report is arranged by customer class within company.
  - Profit Analysis by Customer Sales Amount shows profitability for all or selected customers for the current period in descending sales amount, and are arranged by customer within company.
- Comparative reports:
  - Profit Analysis by Customer shows sales volume and profitability for each customer or a selected group of customers for the selected range of months or periods and year-to-date. The report is arranged by customer within company.

- Sales Analysis by Customer shows the selected range of month or period sales this year compared to the selected range of month or period sales last year and this year-to-date sales compared to last year-to-date sales information. The report is arranged by customer within company.
- Sales Analysis by Customer Class is the same as Sales Analysis by Customer except the information is grouped by customer class.
- Shipment reports show order shipments and item shipments for a selected range of customer orders.

• Item performance

• Open Period reports:

- Profit Analysis by Item shows the sales volume and profitability of all or selected items for the selected open month or period. The report is arranged by item within company.
- Profit Analysis by Item Class shows the sales volume and profitability of all or selected item classes for the selected open month or period. The report is arranged by item class within company.
- Profit Analysis by Item Sales Amount shows the profitability of all or selected items for the selected open month or period in descending sales amount and are arranged by item within company.

Note: Only those items designated for tracking by Sales Analysis are used for the sales reports.

• Comparative reports:

- Profit Analysis by Item shows sales volume and profitability for the selected range of months or periods and year-to-date quantities and sales amounts of all or selected items this year. The report is arranged by item within company.
- Sales Analysis by Item shows current period/month sales and quantities this year compared to the selected range of months or periods sales and quantities last year, with percentage differences. It also shows year-to-date sales and quantities for this year compared to year-to-date sales and quantity information for last year, with percentage differences.
- Sales Analysis by Item Class is the same as Sales Analysis by Item except that statistics are grouped by item class.

Note: Only those items designated for use by Sales Analysis are used for the sales reports.

• Salesrep performance

• Open Period reports:

- Profit Analysis by Salesrep Home Company shows sales volume and profitability for all or selected sales representatives for the selected open months or periods. The report is arranged by sales representative within home company.

• Comparative reports:

- Sales Analysis by Salesrep Home Company shows sales for each sales representative or a selected group of sales representatives for the selected range of months or periods and year-to-date totals for this year and last year and the percent of difference in this year and last year sales. The report is arranged by sales representative within home company.

- Profit Analysis by Salesrep Home Company shows sales volume and profitability for all or selected sales representatives for this year. The report is arranged by sales representative within home company.
- Sales Analysis by Salesrep shows the selected range of month or period sales this year compared to current month or period sales last year and this year-to-date sales compared to last year-to-date sales information for each sales representative or a selected group of sales representatives. The report is arranged by sales representative within company.

Inquiries

In addition to reports, you can have certain current information shown at your work station. An action that causes information to be displayed is called an inquiry. The Sales Analysis application permits inquiries about customers, items, sales representative even if some other Sales Analysis task or another application is running. Three inquiries are available:

Customer Number

This inquiry shows for the selected customer, information related to the accounting cycle (current month, etc.) and displays the past 12 months or 13 periods of activity, based on your own accounting cycle.

Item Number

This inquiry shows for the selected item, information related to the accounting cycle (current month, etc.) and shows the past 12 months or 13 periods of activity, based on your own accounting cycle. Both sales amount and quantity are shown.

Salesrep Number

This inquiry shows, for the selected sales representative, information related to the accounting cycle (current month, etc.) and shows the past 12 months or 13 periods of activity, based on your own accounting cycle.

Using eWorkPlace with MAPICS XA documentation

eWorkPlace (eWP) is the Microsoft®, Windows‘™-based graphical user interface for MAPICS XA. The eWP windows co-exist with the MAPICS XA character-based displays, called Host screens. If you are using eWP, you can view the corresponding Host screen for any eWP window, if necessary.

Note: If you have modified a Host screen, the GUI default is used. The default GUI feature can be enabled or disabled.

The user’s guides and help text contain instructions that reference the host MAPICS XA screens (called panels and displays) rather than the eWP windows.

To understand how a Host screen instruction relates to an action on a eWP window, it is helpful to look for text on a window control that corresponds to the instruction. For example, **Cancel** on a button and on a File pull-down corresponds to the user guide instruction “use **F12=Cancel** to return to the previous display”.

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Note: For the instruction “press **Enter**”, the corresponding control on an eWP window is an **OK** button.

The following table shows other examples of instructions from the documentation and the corresponding actions you take on the eWorkPlace window.

Documentation instructions	eWorkPlace actions
To change the details of a vendor, type **2** next to the vendor and press **Enter**.	Select a vendor, then select Change or type C from the List menu or select Change using the right mouse. Click the OK button.
To create a vendor, use **F6**.	Select Create on the Functions menu or click the Create button.
Position to command. If you want to skip to a particular command, type the full or partial command.	Type the full or partial command in the position to entry field and click the Position button.
Type the information requested and press **Enter**.	Type values in or select values for the entry fields and click the OK button.
Type the information requested and use a function key.	Type values in or select values for the entry fields and click a button or select an action on the Functions pull-down.
Use the Item Master maintenance display to......	Use the Item Master maintenance window to.....

For more information about eWP, see *Getting Started with eWorkPlace*.

Chapter 2. Managing Sales Analysis

This chapter contains information about using Sales Analysis features and functions in your business operations.

Before you begin Sales Analysis operations

A discussion of each one of these tasks follows.

Determine the tasks

First, examine the operation and divide the work into several major tasks and decide who is to do them. This activity helps you to organize your entire operation so that you can focus on one major task at a time. For example, in Sales Analysis you can:

- Print reports
- Print sales information in bar graph format
- Close the current reporting period
- Close and update sales files for each period in the sales year
- Inquire into sales histories
- Maintain sales histories
- List sales files.

Establish accounting controls

Accounting controls are critical to your business, not only for accurate sales reporting, but also for maintaining efficiency and guarding against erroneous information.

For example, comparing the totals eliminates errors early in the cycle. Some errors could be detrimental to the company, such as entering the wrong amount or discount for an invoice, allowing the wrong discount, or posting to a wrong customer. Determine who is to provide the control totals and have the operator use these in filling out control forms. Use of control forms and examples of their completion are described in Chapter 10 “Accounting controls and audits”.

Also, your operating procedures should include the use of inquiry displays and other features of the application to check the information being entered or already on file.

Assign numbers for sales representatives

The salesrep number is the key the application uses to identify a particular sales representative. Whether you are building master files or entering invoices through Accounts Receivable or Customer Order Management, the salesrep number tells the application which sales representative the information is concerned with.

The salesrep number must be from one to five digits in length. How you assign the salesrep number depends on your company's needs.

Note: Salesrep number 00000 is not allowed.

There is no strict means of corresponding a specific sales representative to a specific company. If you want your sales representative associated with a specific company, you have the flexibility when assigning the number to allocate the first one or two digits as the company number and the last three or four positions as the individual salesrep number. For example, if sales representative 200 is associated with company 12, his new salesrep number will be 12200, for company 12, salesrep 200.

While you can assign the five-digit salesrep number any way you like, you may want to follow an alphabetic scheme. For example, all sales representatives whose names begin with A might have numbers that begin with a 1; those beginning with B might have numbers that begin with 2; those beginning with C might have numbers that begin with 3, and so forth. You may want the last digit to be consecutive or skip from 1 to 5 to 10. Skipping allows you to insert new salesrep numbers in approximately alphabetic order. For example, Adams, Alexander and Baker could be coded 01100, 01105, 01200, representing company 01, sales representatives 100, 105 and 200. The leading 1 represents last names beginning with A, while the 2 indicates last names beginning with B. Numbering sales representatives at 5 digit increments will allow new sales representatives to be inserted in approximate alphabetic sequence.

Understand the calculations and application functions

The Sales Analysis master files contain the sales data used to produce reports. The following information is contained in these files:

- The name, number, and territory assigned to the sales representative is stored only in the Salesrep Master file.
- Sales amount, cost amount, quantity, lost quantity, and number of invoices can be stored for two closed periods and one current open period of the current fiscal year.
- Sales amount, cost amount, quantity, lost quantity, and number of invoices is stored for each of the 12 months or 13 periods for current year and last year.

This information is kept for each customer, item, and/or sales representative, depending on which other applications are actively interfacing (Accounts Receivable, Customer Order Management, and/or Inventory Management).

You can create these files in two ways:

1. If you have some or all of the information, you can organize it and present it in such a way that an operator can enter it at a work station or in an offline file. The file maintenance forms described in Chapter 9, "Forms" will help you organize data for work station entry. If you are using offline file load you must follow the layout of the offline forms in Appendix A, "Offline file load" .
2. If you have no historical data, you can create the sales files as in method 1 with either estimated or blank values. If no sales values are entered when the files are created, the sales reports giving comparisons to the same period/month last year or comparison percents will be less meaningful for the first year.

Calculations

Sales Analysis uses these calculations:

- For profit:

  Profit amount = sales amount - cost amount
  If based on net sales:
  Gross profit percent equals (profit amount) divided by (sales amount)

- If based on net cost:

  Gross profit percent equals (profit amount) divided by (cost amount)

The method used to determine gross profit percent is based on your response to the Sales Analysis questionnaire.

Set the sequence

Your business needs largely determine the sequence in which Sales Analysis tasks are run. You can request reports and inquiries when needed. The application imposes few restrictions as to what order you request its services. Nevertheless, there are good reasons for you to establish a cycle in which Sales Analysis tasks occur. A response to an inquiry, for example, may be worthless if the master file does not contain the latest information. The text and accompanying figures that follow should help you work out a sequence for running the Sales Analysis tasks.

Updating master files

This figure illustrates updating master files.

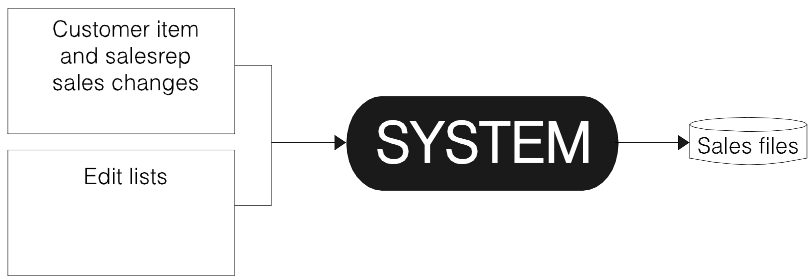


Figure 2-1. Updating master files

Closing

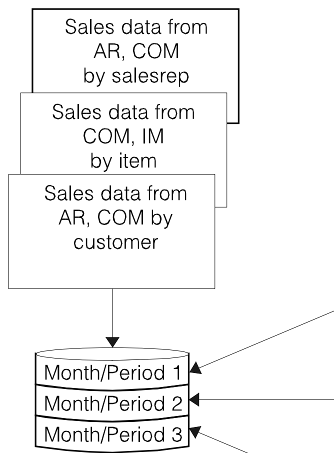
Sales Analysis Close cannot take place if a Reporting Period Close/month-end close or file maintenance processing has been requested and has not been completed. Similarly, Sales Analysis Close or file maintenance processing cannot take place if Sales Analysis Close has been requested and has not been completed.

The Sales Analysis Close Error List (AMS05) prints when any information is found in the interface record and not found in the Salesrep Master file. The information on this report can only be entered into the system through file maintenance.

As explained in “How Sales Analysis works with other applications” on page 1-2, Accounts Receivable, Customer Order Management, and Inventory Management pass information to Sales Analysis by means of interface files: one record for each customer, item, and sales representative. This information belongs to an associated reporting month or period. A reporting month or period is the month or period to which a sale is associated. If an invoice is printed in June, the reporting period for that sale should be 06. After selecting the Reporting Period Close option, the next sequential month or period becomes the current one, and the next information that is passed to Sales Analysis is recorded in that new period. In Figure 2-2, period 2 is closed and the current reporting period becomes period 3. Only two such closes can occur in succession; after the second, a Sales Analysis Close must be run. In other words, there can only be a maximum of three periods worth of data in the interface file. Once there are three unposted months of data, a Sales Analysis Close must be run to close the oldest month. A Sales Analysis Close takes the information held in the interface file and posts it to the Sales Analysis Summary files.

The Sales Analysis Close for a specific period cannot precede the reporting month or period close for the same period. In other words, posting to a specific month must be completed (by running Reporting Period Close) before the interface information can be posted to the Sales Analysis Summary files (by running Sales Analysis Close). After selecting the Sales Analysis Close option, the last Sales Analysis Close period becomes the number of the period just closed. In the example below, period 1 is closed using Sales Analysis Close and the last Sales Analysis period closed becomes 1. Period 1 information in the Interface file that was used for the Sales Analysis Close of period 1 is no longer needed, and that space can be reused.

During the twelfth month or thirteenth period Sales Analysis Close (fiscal year-end) year-end close will occur in addition to Sales Analysis Close.



	Closings	
Month/Period	Reporting	Sales Analysis
1	Yes	Yes
2 (Current SA month/period)	Yes	No
3 (Current SA reporting month/period)	No	No
12	No	No
13 (13-period acctg. cycle only)	No	No

Figure 2-2. Closes for reporting month or period and for Sales Analysis

Month-end or period-end reports

Figure 2-3 illustrates the Sales Analysis reports. If you elected to print reports at month or period close, the selected reports are printed before the month's or period's sales figures are updated. The updated totals are printed for each file that is updated.

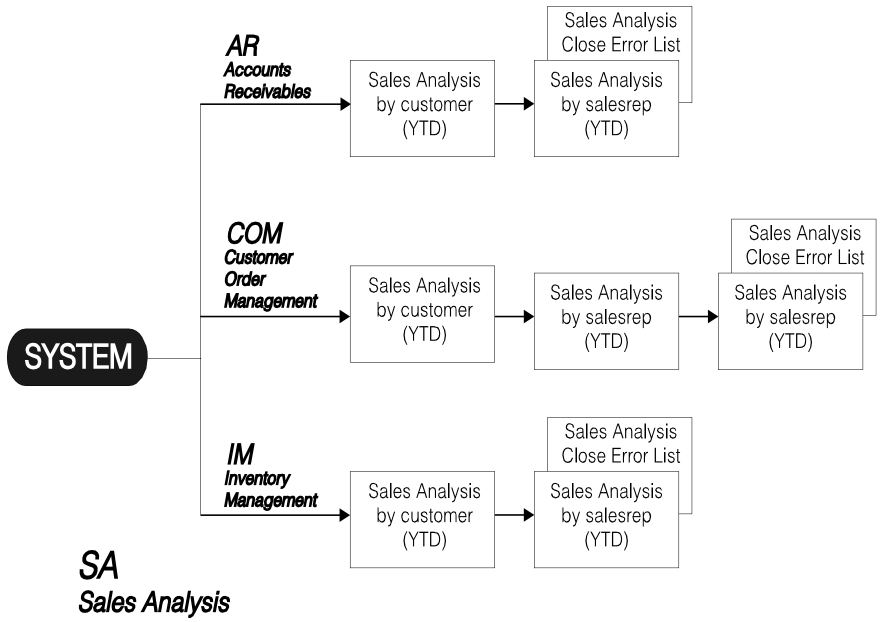


Figure 2-3. Month-end or period-end reports

On-demand reports

Management may request various reports during the month or period. Reports can be requested that show sales figures for customers, items, or sales representatives for the open period month or period.

Other reports show year-to-date sales figures for customers, items, and sales representatives as compared to last year.

Shipment reports show summary or detail information for a specified range of order shipments or item shipments.

Figure 2-4 on page 2-7 shows these reports which you can print at any time.

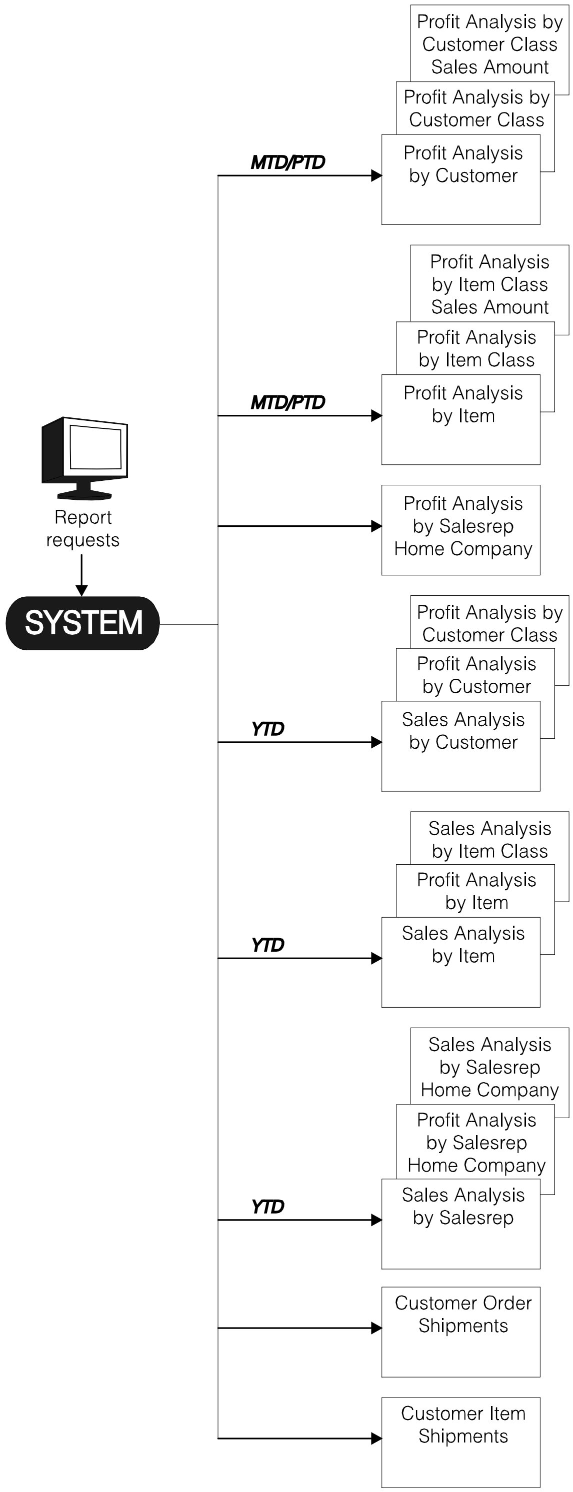


Figure 2-4. On-demand reports

File listings

Periodically, you may want to print the contents of the sales files to supply other departments with current information. Figure 2-5 shows the file listings you can print.

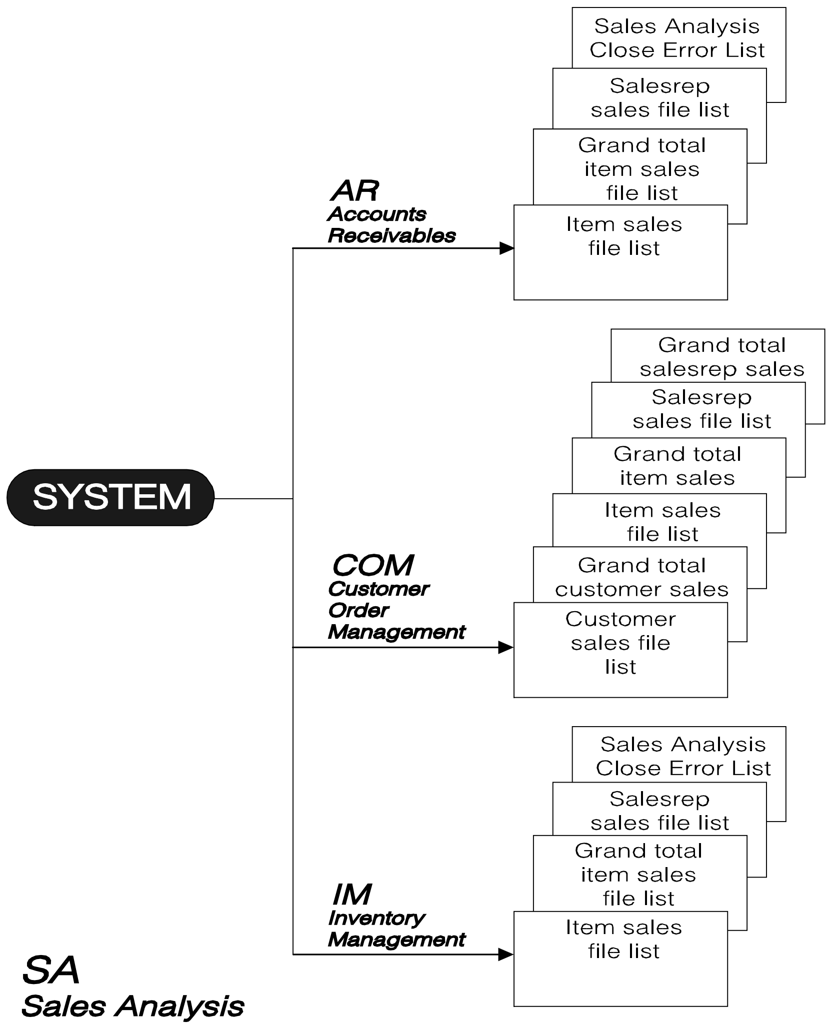


Figure 2-5. File listings

Daily operational considerations

At the start of each day's work, certain things should be done. Here are some things you should consider:

- Determine the status of the previous day's work. Check yesterday's reports for any outstanding work that must be done.
- Check the status of files. Do any of the files need reorganization? It may be necessary to use some inquiry displays or print a file list to see if file maintenance is needed.
- Plan the day's work.
  - Are there any master files that need to be reorganized?
  - Are there report requests not entered from yesterday?
  - Is file maintenance needed?
  - Is there to be any special processing today?
  - Is it scheduled?
  - What reports are to be run today?
  - Are there new sales representatives to be added to the files?
  - Is there any preparation for month-end or period-end processing or other work in the schedule?
- Check the other departments or applications. Conditions in other parts of the company or in the system could affect your work for the day. If you know about them, you can better plan the work you need to get done and make adjustments.

Chapter 3. Inquiry

Use the inquiry menu to display sales information for these types:

- Customer. This information is available only if Sales Analysis interfaces with either the Accounts Receivable or the Customer Order Management application.
- Item. This information is available only if Sales Analysis interfaces with either the Customer Order Management or the Inventory Management application.
- Sales Representative. This information is supplied by the Accounts Receivable or the Customer Order Management application. If Inventory Management alone interfaces with Sales Analysis, you must enter the information for the sales representative inquiry using file maintenance (option 4 on the Main Menu (AMSM00)).

When you select option 1 on the Main Menu (AMSM00), the Inquiry menu (AMSM10) appears. The format of the inquiry displays depends on whether the applications are using 13-period or 12-month accounting. Both formats are shown in this section.

When you select the type of inquiry (customer, item, or sales representative) from the Inquiry menu, a display appears for you to further define the request.

Two different displays are possible for inquiry, depending on the accounting cycle set up during application tailoring: a 12-month or a 13-period reporting cycle. If you chose 12-month accounting, the information is presented by months. If you chose 13-period accounting, the information is presented by periods.

Each display can toggle between current year and last year information. You use a function key to move between the two years.

Four bar graph displays are available for sales inquiry:

- Customer sales information
- Item sales information
- Sales representative sales information
- Item quantity sales by period or month.

```
AMSM10                          Sales Analysis                    **********
                                   Inquiry

Type option or command; press Enter.

     1. Customer Information
     2. Item Information
     3. Salesrep Information









==> _________________________________________________________________________

F3=Exit          F4=Prompt    F9=Retrieve     F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Customer Information. Use this option to show customer sales information.

Option 2. Item Information. Use this option to show item sales and quantity sales information.

Option 3. Salesrep Information. Use this option to show sales representative sales information.

Option 1. Customer Information (AMSM10)

Use this option anytime you want to see fiscal year or last year information about a customer.

What information you need: The customer and company numbers for each customer you want to see.

What reports are printed: None.

What forms you need: None.

The basic steps to perform an inquiry for all customer sales are listed below each display.

AMS341 – Customer Sales Inquiry—Last/Current Year (Inquiry)

Use this display to review either last fiscal year or current fiscal year customer sales information. The second line of the heading shows the fiscal year you are reviewing, either LAST YEAR or CURRENT YEAR.

This display appears when you select option 1 on the Inquiry menu (AMSM10) and are using 13-period accounting.

```
DATE **/**/**          CUSTOMER SALES INQUIRY           INQUIRY    AMS341  **
                              LAST YEAR

COMPANY NUMBER  nn  CUSTOMER NUMBER  aaaaaaA8  NAME  *************************
                          CLASS    *****

PER              SALES                 COST          GROSS PROFIT     INVOICES
 1   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
 2   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
 3   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
 4   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
 5   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
 6   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
 7   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
 8   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
 9   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
10   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
11   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
12   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
13   * ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-    *****
TOTAL  ****,***,***,***.**-  ****,***,***,***.**-  ****,***,***,***.**-  *******

                                                     F08 CURRENT YEAR
                                                     F24 END OF JOB
```

What to do

To look at the information for a customer, type in:

- Company number
- Customer number.

Press **Field Exit**, then press **Enter**. The Customer Sales Inquiry display (AMS341) appears again with the information about the customer you requested. Do one of the following:

- To look at the information for another customer, type over the customer and company number shown at the top of the display. Press **Field Exit**, then press **Enter**. The display appears again with the information about the customer you requested.
- To view information for a different year than the information on the display, use **F07** or **F08**. The display appears again with the information about the customer you requested.

Function keys

F07 LAST YEAR causes this display to appear again with customer sales information for the last fiscal year. **F07** appears only when the display shows customer sales information for the current fiscal year.

F08 CURRENT YEAR causes this display to appear again with customer sales information for the current fiscal year. **F08** appears only when the display shows customer sales information for the last fiscal year.

F24 END OF JOB cancels the Inquiry and causes the Inquiry menu (AMSM10) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Required, if multiple company support was selected during Install/Tailor, to distinguish between customers with the same customer number but in different companies. Type in the number of the company for the sales information you want to see.

CUSTOMER NUMBER [?]. Type in the customer number for the specific customer sales information that you want to see.

NAME. The name of the customer corresponding to the Customer Number field above, which is provided from the Customer Master file. This field shows the first 25 positions of the customer name.

CLASS. The code your company chose to indicate to which industry segment the customer belongs.

PER. The period number for the line of sales information.

Period Indicator. A single character code for the period information.

C Current Period
N Open Period
blank Closed Period

SALES. The sales amount for each period.

COST. The cost amount for each period.

GROSS PROFIT. The gross profit for each period. Gross profit equals sales minus cost.

INVOICES. The number of invoices processed for each period.

TOTAL.

Total Sales. The total sales amount for the 13 periods.

Total Cost. The total cost amount for the 13 periods.

Total Gross Profit. The total gross profit for the 13 periods.

Total Invoices. Total number of invoices processed for the 13 periods.

AMS342 – Customer Sales Inquiry—Last/Current Year (Inquiry)

Use this display to review either last fiscal year or current fiscal year customer sales information. The second line of the heading shows the fiscal year you are reviewing, either LAST YEAR or CURRENT YEAR.

This display appears when you select option 1 on the Inquiry menu (AMSM10) and are using 12-month accounting.

```
DATE **/**/**          CUSTOMER SALES INQUIRY             INQUIRY    AMS342 **
                              LAST YEAR

COMPANY NUMBER  nn  CUSTOMER NUMBER  aaaaaaA8  NAME  *************************
                          CLASS    *****

MTH              SALES                 COST          GROSS PROFIT     INVOICES
JAN * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
FEB * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
MAR * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
APR * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
MAY * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
JUN * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
JUL * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
AUG * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
SEP * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
OCT * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
NOV * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
DEC * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****

TOTAL ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**- *******

                                                     F08 CURRENT YEAR
                                                     F24 END OF JOB
```

What to do

To look at the information for a customer, type in:

- Company number
- Customer number.

Press **Field Exit**, then press **Enter**. The Customer Sales Inquiry display (AMS342) appears again with the information about the customer you requested. Do one of the following:

- To look at the information for another customer, type over the customer and company number shown at the top of the display. Press **Field Exit**, then press **Enter**. The display appears again with the information about the customer you requested.
- To view information for a different year than the information on the display, use **F07** or **F08**. The display appears again with the information about the customer you requested.

Function keys

F07 LAST YEAR causes this display to appear again with customer sales information for the last fiscal year. **F07** appears only when the display shows customer sales information for the current fiscal year.

F08 CURRENT YEAR causes this display to appear again with customer sales information for the current fiscal year. **F08** appears only when the display shows customer sales information for the last fiscal year.

F24 END OF JOB cancels the Inquiry and causes the Inquiry menu (AMSM10) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Required, if multiple company support was selected during Install/Tailor, to distinguish between customers with the same customer number but in different companies. Type in the number of the company for the sales information you want to see.

CUSTOMER NUMBER [?]. Type in the customer number for the specific customer sales information that you want to see.

NAME. The name of the customer corresponding to the Customer Number field above, which is provided from the Customer Master file. This field shows the first 25 positions of the customer name.

CLASS. The code your company chose to indicate to which industry segment the customer belongs.

MTH. The month for the line of sales information.

MONTH INDICATOR. A single character code for the month information.

C	Current Month
N	Open Month
blank	Closed Month

SALES. The sales amount for each month.

COST. The cost amount for each month.

GROSS PROFIT. The gross profit for each month. Gross profit equals sales minus cost.

INVOICES. The number of invoices processed for each month.

Contents | Index | Exit

TOTAL.

Total Sales. The total sales amount for the 12 months.

Total Cost. The total cost amount for the 12 months.

Total Gross Profit. The total gross profit for the 12 months.

Total Invoices. Total number of invoices processed for the 12 months.

Total Gross Profit. The total gross profit for the 12 months.

Total Invoices. Total number of invoices processed for the 12 months.

Option 2. Item Information (AMSM10)

Use this option anytime you want to see fiscal year or last year information about an item.

What information you need: The item number and company numbers for each item you want to see.

What reports are printed: None.

What forms you need: None.

The basic steps to perform an inquiry for all item sales are listed below each display.

AMS361 – Item Sales Inquiry—Last/Current Year (Inquiry)

Use this display to review either current fiscal year or last fiscal year item sales information. The second line of the heading shows the fiscal year you are reviewing, either LAST YEAR or CURRENT YEAR.

This display appears when you select option 2 on the Inquiry menu (AMSM10) and are using 13-period accounting.

```
DATE **/**/**             ITEM SALES INQUIRY              INQUIRY    AMS361  **
                              LAST YEAR

   COMPANY NUMBER  nn   ITEM NUMBER          aaaaaaaaaaaaA15    CLASS  ****
                                DESCRIPTION  ******************************

PER               SALES                    COST            GROSS PROFIT
       INVOICES            QUANTITY           LOST QUANTITY
 1  * *,***,***,***,***.**-   *,***,***,***,***.**-   *,***,***,***,***.**-
         **,***-         **,***,***.***-          *,***,***-
 2  * *,***,***,***,***.**-   *,***,***,***,***.**-   *,***,***,***,***.**-
         **,***-         **,***,***.***-          *,***,***-
 3  * *,***,***,***,***.**-   *,***,***,***,***.**-   *,***,***,***,***.**-
         **,***-         **,***,***.***-          *,***,***-
 4  * *,***,***,***,***.**-   *,***,***,***,***.**-   *,***,***,***,***.**-  +
         **,***-         **,***,***.***-          *,***,***-

TOTAL *,***,***,***,***.**-   *,***,***,***,***.**-   *,***,***,***,***.**-
      *,***,***-      *,***,***,***.***-        ***,***,***-

                            USE ROLL UP/DOWN
                            F08 CURRENT YEAR
                                                     F12 ADDITIONAL FIELDS
                                                     F24 END OF JOB
```

What to do

To look at the information for an item, type in:

- Company number
- Item number.

Press **Field Exit,** then press **Enter**. The Item Sales Inquiry display (AMS361) appears again with the information about the item you requested. Do one of the following:

- To look at the information for another item, type over the item and company number shown at the top of the display. Press **Field Exit**, then press **Enter**. The display appears again with the information about the item you requested.
- To view information for a different year than the information on the display, use **F07** or **F08**. The display appears again with the information about the item you requested.

Function keys

F07 LAST YEAR causes this display to appear again with item sales information for the last fiscal year. **F07** appears only when the display shows item sales information for the current fiscal year.

F08 CURRENT YEAR causes this display to appear again with item sales information for the current fiscal year. **F08** appears only when the display shows item sales information for the last fiscal year.

F12 ADDITIONAL FIELDS causes this display to show additional item sales information.

F24 END OF JOB cancels the Inquiry and returns you to the Inquiry menu (AMSM10).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Required, if multiple company support was selected during Install/Tailor, to distinguish between items with the same item number but sold by different companies. Type in the number of the company for the sales information you want to see.

ITEM NUMBER [?]. Type in the item number for the specific item sales information that you want to see.

CLASS. The code your company chose to indicate to which industry segment the item belongs.

DESCRIPTION. The description of the item corresponding to the Item Number above and which is provided from the Item Master file.

PER. The period number for the line of sales information.

PERIOD INDICATOR. A single character code for the period information.

C	Current Period
N	Open Period
blank	Closed Period

SALES. The sales amount for each period.

COST. The cost amount for each period.

GROSS PROFIT. The gross profit for each period. Gross profit equals sales minus cost.

INVOICES. The number of invoices processed for each period.

QUANTITY. The total number of items sold for each period.

LOST QUANTITY. The number of items ordered but not shipped for each period.

TOTAL.

Total Sales. The total sales amount for the 13 periods.

Total Cost. The total cost amount for the 13 periods.

Total Gross Profit. The total gross profit for the 13 periods. It is derived by subtracting Total Cost from Total Sales.

Total Invoices. Total number of invoices processed for the 13 periods.

Total Quantity. The total number of items sold for the 13 periods.

Total Lost Quantity. The number of items ordered but not shipped for the 13 periods.

AMS362 – Item Sales Inquiry—Last/Current Year (Inquiry)

Use this display to review either current fiscal year or last fiscal year item sales information. The second line of the heading shows the fiscal year you are reviewing, either LAST YEAR or CURRENT YEAR.

This display appears when you select option 2 on the Inquiry menu (AMSM10) and you are using 12-month accounting.

```
DATE **/**/**             ITEM SALES INQUIRY              INQUIRY    AMS361   **
                              LAST YEAR

   COMPANY NUMBER  nn    ITEM NUMBER          aaaaaaaaaaaaA15    CLASS  ****
                                DESCRIPTION  ******************************

PER               SALES                    COST            GROSS PROFIT
       INVOICES            QUANTITY            LOST QUANTITY
 1  * *,***,***,***,***.**_    *,***,***,***,***.**_    *,***,***,***,***.**_
         **,***_         **,***,***.***_         *,***,***_
 2  * *,***,***,***,***.**_    *,***,***,***,***.**_    *,***,***,***,***.**_
         **,***_         **,***,***.***_         *,***,***_
 3  * *,***,***,***,***.**_    *,***,***,***,***.**_    *,***,***,***,***.**_
         **,***_         **,***,***.***_         *,***,***_
 4  * *,***,***,***,***.**_    *,***,***,***,***.**_    *,***,***,***,***.**_  +
         **,***_         **,***,***.***_         *,***,***_

TOTAL *,***,***,***,***.**_    *,***,***,***,***.**_    *,***,***,***,***.**_
      *,***,***_      *,***,***,***.***_       ***,***,***_

                            USE ROLL UP/DOWN
                            F08 CURRENT YEAR
                                                     F12 ADDITIONAL FIELDS
                                                     F24 END OF JOB
```

What to do

To look at the information for an item, type in:

- Company number
- Item number.

Press **Field Exit**, then press **Enter**. The Item Sales Inquiry display (AMS362) appears again with the information about the item you requested. Do one of the following:

- To look at the information for another item, type over the item and company number shown at the top of the display. Press **Field Exit**, then press **Enter**. The display appears again with the information about the item you requested.
- To view information for a different year than the information on the display, use **F07** or **F08**. The display appears again with the information about the item you requested.

Function keys

F07 LAST YEAR causes this display to appear again with item sales information for the last fiscal year. **F07** appears only when the display shows item sales information for the current fiscal year.

F08 CURRENT YEAR causes this display to appear again with item sales information for the current fiscal year. **F08** appears only when the display shows item sales information for the last fiscal year.

F12 ADDITIONAL FIELDS causes this display to show additional item sales information.

F24 END OF JOB cancels the Inquiry and returns you to the Inquiry menu (AMSM10).

USE ROLL UP/DOWN to scroll up and down through the item sales information on the display.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Required, if multiple company support was selected during Install/Tailor, to distinguish between items with the same item number but in different companies. Type in the number of the company for the sales information you want to see.

ITEM NUMBER [?]. Type in the item number for the specific item sales information that you want to see.

CLASS. The code your company chose to indicate to which industry segment the item belongs.

DESCRIPTION. The description of the item corresponding to the Item Number above and which is provided from the Item Master file.

MTH. The month number for the line of information.

MONTH INDICATOR. A single character code for the month information.

C	Current Month
N	Open Month
blank	Closed Month

SALES. The sales amount for each month.

COST. The cost amount for each month.

GROSS PROFIT. The gross profit for each month. Gross profit equals sales minus cost.

INVOICES. The number of invoices processed for each month.

QUANTITY. The total number of items sold for each month.

LOST QUANTITY. The number of items ordered but not shipped for each month.

TOTAL.

Total Sales. The total sales amount for the 12 months.

Total Cost. The total cost amount for the 12 months.

Total Gross Profit. The total gross profit for the 12 months. It is derived by subtracting Total Cost from Total Sales.

Total Invoices. Total number of invoices processed for the 12 months.

Total Gross Profit. The total gross profit for the 12 months. It is derived by subtracting Total Cost from Total Sales.

Total Invoices. Total number of invoices processed for the 12 months.

Total Gross Profit. The total gross profit for the 12 months. It is derived by subtracting Total Cost from Total Sales.

Total Invoices. Total number of invoices processed for the 12 months.

Option 3. Salesrep Information (AMSM10)

Use this option anytime you want to see fiscal year or last year information about a sales representative.

What information you need: The salesrep number and company numbers for each sales representative you want to see.

What reports are printed: None.

What forms you need: None.

The basic steps to perform an inquiry for all salesreps are listed below each display.

AMS381 – Salesrep Sales Inquiry—Last/Current Year (Inquiry)

Use this display to review either current fiscal year or last fiscal year sales representative sales information. The second line of the heading shows the fiscal year you are reviewing, either LAST YEAR or CURRENT YEAR.

This display appears when you select option 3 on the Inquiry menu (AMSM10) and you are using 13-period accounting.

```
DATE **/**/**          SALESREP SALES INQUIRY            INQUIRY    AMS381  **
                                LAST YEAR

COMPANY NUMBER  nn  SALESREP NUMBER     aaaA5  NAME  *************************
                    HOME COMPANY NUMBER    **

PER               SALES                  COST         GROSS PROFIT     INVOICES
 1  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
 2  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
 3  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
 4  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
 5  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
 6  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
 7  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
 8  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
 9  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
10  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
11  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
12  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
13  * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
TOTAL ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**- *******

                                                     F08 CURRENT YEAR
                                                     F24 END OF JOB
```

What to do

To look at the information for an item, type in:

- Company number
- Salesrep number.

Press **Field Exit**, then press **Enter**. The Salesrep Sales Inquiry display (AMS381) appears again with the information about the salesrep you requested. Do one of the following:

- To look at the information for another salesrep, type over the salesrep and company number shown at the top of the display. Press **Field Exit**, then press **Enter**. The display appears again with the information about the salesrep you requested.
- To view information for a different year than the information on the display, use **F07** or **F08**. The display appears again with the information about the salesrep you requested.

Function keys

F07 LAST YEAR causes this display to appear again with sales representative sales information from the last fiscal year. **F07** appears only when the display shows sales representative sales information from the current fiscal year.

F08 CURRENT YEAR causes the display to appear again with sales representative sales information from the current fiscal year. **F08** appears only when the display shows sales representative sales information from the last fiscal year.

F24 END OF JOB cancels the Inquiry and returns you to the Inquiry menu (AMSM10).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Required, if multiple company support was selected during the Install/Tailor, to distinguish sales representatives with the same number but with credited sales in different companies. Type in the number of the company for the sales information you want to see.

SALESREP NUMBER [?]. Type in the sales representative number for the specific sales representative sales information you want to see.

NAME. The name of the sales representative whose sales information appears.

HOME COMPANY NUMBER. Indicates the company where the sales representative is assigned.

PER. The period number of the line of information.

PERIOD INDICATOR. A single character code for the period information.

C	Current Period
N	Open Period
blank	Closed Period

SALES. The sales amount for each period.

COST. The cost amount for each period.

GROSS PROFIT. The gross profit for each period. Gross profit equals sales minus cost.

INVOICES. The number of invoices processed for each period.

TOTAL.

Total Sales. The total sales amount for the 13 periods.

Total Cost. The total cost amount for the 13 periods.

Total Gross Profit. The total gross profit for the 13 periods. It is derived by subtracting Total Cost from Total Sales.

Total Invoices. The total number of invoices processed for the 13 periods.

AMS382 – Salesrep Sales Inquiry—Last/Current Year (Inquiry)

Use this display to review either current fiscal year or last fiscal year sales representative sales information. The second line of the heading shows the fiscal year you are reviewing, either LAST YEAR or CURRENT YEAR.

This display appears when you select option 3 on the Inquiry menu (AMSM10) and you are using 12-month accounting.

```
DATE **/**/**          SALESREP SALES INQUIRY             INQUIRY    AMS382  **
                              LAST YEAR

COMPANY NUMBER  nn  SALESREP NUMBER     aaaA5  NAME  *************************
                    HOME COMPANY NUMBER    **

MTH              SALES                 COST         GROSS PROFIT     INVOICES
JAN * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
FEB * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
MAR * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
APR * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
MAY * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
JUN * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
JUL * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
AUG * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
SEP * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
OCT * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
NOV * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****
DEC * ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-   *****

TOTAL ****,***,***,***.**- ****,***,***,***.**- ****,***,***,***.**-  ******

                                                     F08 CURRENT YEAR
                                                     F24 END OF JOB
```

What to do

To look at the information for an item, type in:

- Company number
- Salesrep number.

Press **Field Exit**, then press **Enter**. The Salesrep Sales Inquiry display (AMS382) appears again with the information about the salesrep you requested. Do one of the following:

- To look at the information for another salesrep, type over the salesrep and company number shown at the top of the display. Press **Field Exit**, then press **Enter**. The display appears again with the information about the salesrep you requested.
- To view information for a different year than the information on the display, use **F07** or **F08**. The display appears again with the information about the salesrep you requested.

Function keys

F07 LAST YEAR causes this display to appear again with sales representative sales information from the last fiscal year. **F07** appears only when the display shows sales representative sales information from the current fiscal year.

F08 CURRENT YEAR causes the display to appear again with sales representative sales information from the current fiscal year. **F08** appears only when the display shows sales representative sales information from the last fiscal year.

F24 END OF JOB cancels the Inquiry and returns you to the Inquiry menu (AMSM10).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

HOME COMPANY NUMBER. Required, if multiple company support was selected during install/tailor, to distinguish sales representatives with the same number but with credited sales in different companies. Type in the number of the company for the sales information you want to see.

SALESREP NUMBER [?]. Type in the sales representative number for the specific sales representative sales information you want to see.

NAME. The name of the sales representative whose sales information appears.

HOME COMPANY NUMBER. Indicates the company where the sales representative is assigned.

MTH. The month of the line of information.

MONTH INDICATOR. A single character code for the month information.

C	Current Month
N	Open Month
blank	Closed Month

SALES. The sales amount for each month.

COST. The cost amount for each month.

GROSS PROFIT. The gross profit for each month. Gross profit equals sales minus cost.

INVOICES. The number of invoices processed for each month.

TOTAL.

Total Sales. The total sales amount for the 12 months.

Total Cost. The total cost amount for the 12 months.

Chapter 4. Reports

When you select option 2 on the Main Menu (AMSM00), the Reports menu (AMSM20) appears. You can print open period reports or comparative reports by customer, item, or sales representative. You can also print reports for customer order and item shipments.

Open period reports are available only for those periods that have not been processed through Sales Analysis Close, which can include up to two open periods and the current period.

The comparative reports consist of open period information and the year-to-date information for those periods processed through Sales Analysis Close. You may print a range of periods, starting with the first fiscal period through the offset entered, but not to exceed beyond the next open period to close.

The customer reports are available only if Sales Analysis interfaces with either the Accounts Receivable or the Customer Order Management application. The item reports are available only if Sales Analysis interfaces with either the Customer Order Management or the Inventory Management application. Information for the sales representatives reports is supplied by the Accounts Receivable or the Customer Order Management applications. If Inventory Management alone interfaces with Sales Analysis, the information for the sales representatives reports must be entered using file maintenance (option 4 on the Main Menu (AMSM00)).

Customer Order Shipments and Customer Item Shipments Reports are made through the Customer Order Management application, which describes order and item shipments. These reports are only available if the Customer Order Management application is installed and tailored for shipment history.

When you select either customer, item, or sales representative reports, a reports options display appears so you can define exactly what report or reports you want to print. The application then submits the request to the job queue for printing.

```
AMSM20                          Sales Analysis                    **********
                                   Reports

Type option or command; press Enter.

     1. Customer Open Period
     2. Item Open Period
     3. Salesrep Open Period
     4. Customer Comparative
     5. Item Comparative
     6. Salesrep Comparative
     7. Customer Order Shipments
     8. Customer Item Shipments

 _________________________________________________________________________

F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Customer Open Period. Use this option to print customer reports for an open period.

Option 2. Item Open Period. Use this option to print item reports for an open period.

Option 3. Salesrep Open Period. Use this option to print sales representative reports for an open period.

Option 4. Customer Comparative. Use this option to print comparative reports for customers.

Option 5. Item Comparative. Use this option to print comparative reports for items.

Option 6. Salesrep Comparative. Use this option to print comparative reports for sales representatives.

Option 7. Customer Order Shipments. Use this option to print reports for customer order shipments.

Option 8. Customer Item Shipments. Use this option to print reports for customer item shipments.

Option 1. Customer Open Period (AMSM20)

Use this option anytime you need to select customer reports for the open periods. The customer selection depends on the application’s support of multiple companies.

What information you need: None.

What reports are printed:

- Profit Analysis by Customer (AMS122)
- Profit Analysis by Customer Class (AMS161)
- Profit Analysis by Customer Sales Amount (AMS163).

The basic steps to print a report are listed below each display.

AMS081 – Customer Report Options—Open Periods (Options)

Use the options on this display to define the open period customer reports you want to print. Some guidelines for using the display are:

- If there are multiple companies and you do not indicate a range of companies, information for all companies is printed on the report. This selection is available only if multiple company support was chosen during application tailoring.
- If you do not indicate a range of customers, information for all customers is printed on the report.
- If you request Profit Analysis by Customer Class and do not indicate a range of class codes, information for all customer class codes is printed on the report.
- If you request active customers only, information for customers who have purchased during the last period you select is printed in the report.
- If you do not select a reporting period code, information for the current period is printed in the report.

Use this display to select options for printing customer sales reports for the open reporting periods.

This display appears when you select option 1 on the Reports menu (AMSM20).

Three sets of entries are required:

- The customer sales reports you want to print
- The range of information to include in these reports
- The reporting period.

```
DATE **/**/**         CUSTOMER REPORT OPTIONS           OPTIONS     AMS081 **
                           OPEN PERIODS


         PROFIT ANALYSIS REPORT SELECTION:
              BY CUSTOMER <Y/N>               A
              BY CUSTOMER CLASS <Y/N>         A
              BY CUSTOMER SALES AMOUNT <Y/N>  A

         OPTIONAL REPORT LIMITS:
              COMPANY NUMBER         FROM: nn         TO: nn
              CUSTOMER NUMBER        FROM: nnnnnnnn   TO: nnnnnnnn
              CUSTOMER CLASS CODES   FROM: aaaA5      TO: aaaA5

              ACTIVE CUSTOMERS ONLY <Y/N>  A

         REPORTING PERIOD  <1/2/3>  n




                                                F24 CANCEL THE JOB
```

What to do

To select the reports for printing, type in the information requested and press **Enter**. The system schedules the reports for printing, and the Reports menu (AMSM20) appears again.

Function keys

F24 CANCEL THE JOB ignores anything you have entered, prints no report, and causes the Reports menu (AMSM20) to appear.

Fields

PROFIT ANALYSIS REPORT SELECTION. You must answer **Y** to at least one of the following selections:

> ***BY CUSTOMER <Y/N>***. Type in **Y** to print the Profit Analysis by Customer report, or type in **N** not to print the report. The default is Y.
>
> ***BY CUSTOMER CLASS <Y/N>***. Type in **Y** to print the Profit Analysis by Customer Class report, or type in **N** not to print the report. The default is Y.
>
> ***BY CUSTOMER SALES AMOUNT <Y/N>***. Type in **Y** to print the Profit Analysis by Customer Sales Amount report, or type in **N** not to print the report. The default is Y.

OPTIONAL REPORT LIMITS. Use the following fields to select report limits:

> ***COMPANY NUMBER (FROM) (TO)***. Type in the range of company numbers (from 01 to 89) to include in the report. If you do not type in a ***From*** number, the report begins with the first company number. If you do not type in a ***To*** number, the report ends with the last company number.
>
> ***CUSTOMER NUMBER (FROM) (TO)***. Type in the range of customer numbers (from 00000000 to 99999999) to include in the report. If you do not type in a ***From*** number, the report begins with the first customer number. If you do not type in a ***To*** number, the report ends with the last customer number.
>
> ***CUSTOMER CLASS CODES (FROM) (TO)***. Type in the range of customer class codes to include in the report (from <blanks> to 99999). If you do not type in a ***From*** code, the report begins with the first customer class code. If you do not type in a ***To*** code the report ends with the last customer class code.
>
> ***ACTIVE CUSTOMERS ONLY<Y/N>***. Type in ***Y*** to include only customers that have bought items during the open reporting period in your reports; otherwise type in ***N***.

REPORTING PERIOD <1/2/3>. Type in one of the following codes for the reporting period data to include in your reports:

1	Data for the current period
2	Data for the open period prior to the current period that has not been through Sales Analysis Close
3	Data for two periods prior to the current period that have not been through Sales Analysis Close.

Option 2. Item Open Period (AMSM20)

Use this option anytime you need to select item reports for the open period.

What information you need: None.

What reports are printed:

- Profit Analysis by Item (AMS241)
- Profit Analysis by Item Class (AMS242)
- Profit Analysis by Item Sales Amount (AMS243).

The basic steps to print a report are listed below each display.

AMS082 – Item Report Options—Open Periods (Options)

Use the options on this display to define the open period item reports you want to have printed. Some guidelines for using the display are:

- If there are multiple companies and you do not indicate a range of companies, information for all companies is printed in your report. This selection is available only if multiple company support was chosen during application tailoring.
- If you do not indicate a range of items, all item information is printed in the report.
- If you request Profit Analysis by Item Class and do not indicate a range of class codes, information for all class codes is printed in the report.
- If you request active items only, information for items sold during the last period you select is printed in the report.
- If you do not select a reporting period code, only information for the current period is printed in the report.

This display appears when you select option 2 on the Reports menu (AMSM20).

Three sets of entries are required:

- The item sales reports you want to print
- The range of information to include in these reports
- The reporting period.

```
 DATE **/**/**          ITEM REPORT OPTIONS               OPTIONS    AMS082   **
                           OPEN PERIODS


         PROFIT ANALYSIS REPORT SELECTION:
              BY ITEM <Y/N>                A
              BY ITEM CLASS <Y/N>          A
              BY ITEM SALES AMOUNT <Y/N>   A

         OPTIONAL REPORT LIMITS:
              COMPANY NUMBER     FROM: nn                 TO: nn
              ITEM NUMBER        FROM: aaaaaaaaaaaaA15    TO: aaaaaaaaaaaaA15
              ITEM CLASS CODE    FROM: aaA4               TO: aaA4

              ACTIVE ITEMS ONLY <Y/N>  A

         REPORTING PERIOD  <1/2/3>  n






                                                          F24 CANCEL THE JOB
```

What to do

To select the reports for printing, type in the information requested and press **Enter**. The system schedules the reports for printing, and the Reports menu (AMSM20) appears again.

Function keys

F24 CANCEL THE JOB ignores anything you have entered, prints no report, and causes the Reports menu (AMSM20) to appear.

Fields

PROFIT ANALYSIS REPORT SELECTION. You must answer Y to at least one of the following selections:

> ***BY ITEM <Y/N>***. Type in **Y** to print the Profit Analysis by Item report, or type in **N** not to print the report. The default is Y.
>
> ***BY ITEM CLASS <Y/N>***. Type in **Y** to print the Profit Analysis by Item Class report, or type in **N** not to print the report. The default is Y.
>
> ***BY ITEM SALES AMOUNT <Y/N>***. Type in **Y** to print the Profit Analysis by Item Sales Amount report, or type in **N** not to print the report. The default is Y.

OPTIONAL REPORT LIMITS. Use the following fields to select report limits:

> **COMPANY NUMBER (FROM) (TO)**. Type in the range of company numbers (from 01 to 89) to include in the report. If you do not type in a ***From*** number, the report begins with the first company number. If you do not type in a **To** number, the report ends with the last company number.
>
> ***ITEM NUMBER (FROM) (TO)***. Type in the range of item numbers (from <blanks> to 999999999999999) to include in the report. If you do not type in a ***From*** number, the report begins with the first item number. If you do not type in a ***To*** number, the report ends with the last item number.
>
> ***ITEM CLASS CODE (FROM) (TO)***. Type in the range (from <blanks> to 9999) of item class codes to print on the report. If you do not type in a ***From*** number, the report will begin with the first item class code. If you do not type in a ***To*** number, the report ends with the last item class code.
>
> ***ACTIVE ITEMS ONLY <Y/N>***. Type in **Y** to include only items sold during the open reporting period in your reports; otherwise type in **N**.

REPORTING PERIOD <1/2/3>. Type in one of the following codes for the reporting period data to include in your reports:

1 Data for the current period

2 Data for the open period prior to the current period that has not been through Sales Analysis Close

3 Data for two periods prior to the current period that has not been through Sales Analysis Close.

Option 3. Salesrep Open Period (AMSM20)

Use this option anytime you need to select salesrep reports for the open period.

What information you need: None.

What reports are printed: Profit Analysis by Salesrep Home Company (AMS33).

The basic steps to print a report are listed below each display.

AMS083 – Salesrep Report Options—Open Periods (Options)

Use the options on this display to define the open period sales representative reports you want to print. Some guidelines for using the display are:

- If there are multiple home companies, and you do not indicate a range of companies, information for all companies is printed in the report. This selection is available only if multiple company support was chosen during application tailoring.
- If you do not indicate a range of sales representatives, information for all sales representatives is printed in the report.
- If you request active salesreps only, information for sales representatives who have sold during the last period you select is printed in the report.
- If you do not select a reporting period code, information for the current open period is printed in your report.

This display appears when you select option 3 on the Reports menu (AMSM20).

Three sets of entries are required:

- The sales representative reports you want to print
- The range of information to include in these reports
- The reporting period.

```
DATE **/**/**         SALESREP REPORT OPTIONS            OPTIONS    AMS083   **
                           OPEN PERIODS

         PROFIT ANALYSIS REPORT SELECTION:
              BY SALESREP HOME COMPANY <Y/N>   A

         OPTIONAL REPORT LIMITS
              HOME COMPANY NUMBER    FROM: nn      TO: nn
              SALESREP NUMBER        FROM: nnnnn   TO: nnnnn

              ACTIVE SALESREPS ONLY <Y/N>   A

         REPORTING PERIOD  <1/2/3>   n




                                                      F24 CANCEL THE JOB
```

What to do

To select the reports for printing, type in the information requested and press **Enter**. The system schedules the reports for printing, and the Reports menu (AMSM20) appears again.

Function keys

F24 CANCEL THE JOB ignores anything you have entered, prints no reports, and causes the Reports menu (AMSM20) to appear.

Fields

PROFIT ANALYSIS REPORT SELECTION. You must answer Y or N to the following selection.

> ***BY SALESREP HOME COMPANY <Y/N>***. Type in **Y** to print the Profit Analysis by Salesrep Home Company report, or type in **N** not to print the report. The default is Y.

OPTIONAL REPORT LIMITS. Use the following fields to select report limits:

> ***HOME COMPANY NUMBER (FROM) (TO)***. Type in the range of home company numbers (from 01 to 89) to include in the report. If you do not type in a ***From*** number, the report begins with the first home company number. If you do not type in a ***To*** number the report ends with the last home company number.
>
> ***SALESREP NUMBER (FROM) (TO)***. Type in the range of salesrep numbers (from 00000 to 99999) to include in the report. If you do not type in a ***From*** number, the report begins with the first salesrep number. If you do not type in a ***To*** number, the report ends with the last salesrep number.
>
> ***ACTIVE SALESREP ONLY <Y/N>***. Type in **Y** to include only sales representatives that have sold during the open reporting period in your reports; otherwise type in **N**.

REPORTING PERIOD <1/2/3>. Type in one of the following codes for the reporting period data to include in your reports:

1 Data for the current period

2 Data for the open period prior to the current period that has not been through Sales Analysis Close

3 Data for two periods prior to the current period that has not been through Sales Analysis Close.

Option 4. Customer Comparative (AMSM20)

Use this option anytime you need to select comparative reports for customers. The customer selection depends on the application’s support of multiple companies.

What information you need: None.

What reports are printed:

- Sales Analysis by Customer (AMS121)
- Profit Analysis by Customer (AMS123)
- Sales Analysis by Customer Class YTD (AMS162).

The basic steps to print a report are listed below each display.

AMS084 – Customer Report Options—Comparative (Options)

Use the options on this display to define the comparative customer reports you want to print. Some guidelines for using the display are:

- If there are multiple companies and you do not indicate a range of companies, information for all companies is printed in the report. This selection is available only if multiple company support was chosen during application tailoring.
- If you do not indicate a range of customers, information for all customers is printed in the report.
- If you request Sales Analysis by Customer Class and do not indicate a range of class codes, information for all customer class codes is printed in the report.
- If you request active customers only, information for customers who have purchased during the last period you select is printed in the report.
- If you do not select an offset from fiscal year, information for the first period or month of the fiscal year is printed in the report.

This display appears when you select option 4 on the Reports menu (AMSM20).

Three sets of entries are required:

- The customer sales reports you want to print
- The range of information to include in these reports
- The offset from fiscal year begin.

```
DATE **/**/**         CUSTOMER REPORT OPTIONS            OPTIONS    AMS084   **
                            COMPARATIVE


         REPORT SELECTION:
              SALES ANALYSIS BY CUSTOMER <Y/N>        A
              PROFIT ANALYSIS BY CUSTOMER <Y/N>       A
              SALES ANALYSIS BY CUSTOMER CLASS <Y/N>  A

         OPTIONAL REPORT LIMITS:
              COMPANY NUMBER         FROM: nn         TO: nn
              CUSTOMER NUMBER        FROM: nnnnnnnn   TO: nnnnnnnn
              CUSTOMER CLASS CODES   FROM: aaaA5      TO: aaaA5

              ACTIVE CUSTOMERS ONLY <Y/N>  A

         OFFSET FROM FISCAL YEAR BEGIN  nn





                                                      F24 CANCEL THE JOB
```

What to do

To select the reports for printing, type in the information requested and press **Enter**. The system schedules the reports for printing, and the Reports menu (AMSM20) appears again.

Function keys

F24 CANCEL THE JOB ignores anything you have entered, prints no reports, and causes the Reports menu (AMSM20) to appear.

Fields

REPORT SELECTION. You must answer Y to at least one of the following selections.

SALES ANALYSIS BY CUSTOMER <Y/N>. Type in **Y** to print the Sales Analysis by Customer comparative report, or type in **N** not to print the report. The default is Y.

PROFIT ANALYSIS BY CUSTOMER <Y/N>. Type in **Y** to print the Profit Analysis by Customer comparative report, or type in **N** not to print the report. The default is Y.

SALES ANALYSIS BY CUSTOMER CLASS<Y/N>. Type in **Y** to print the Sales Analysis by Customer Class comparative report, or type in **N** not to print the report. The default is Y.

OPTIONAL REPORT LIMITS. Use the following fields to select report limits:

COMPANY NUMBER (FROM) (TO). Type in the range of company numbers (from 01 to 89) to include in the report. If you do not type in a ***From*** number, the report begins with the first company number. If you do not type in a ***To*** number, the report ends with the last company number.

CUSTOMER NUMBER (FROM) (TO). Type in the range of customer numbers (from 0000000 to 9999999) to include in the report. If you do not type in a ***From*** number, the report begins with the first customer number. If you do not type in a ***To*** number, the report ends with the last customer number.

CUSTOMER CLASS CODES (FROM) (TO). Type in the range of customer class codes (from <blanks> to 99999) to include in the report. If you do not type in a ***From*** code, the report begins with the first customer class code. If you do not type in a ***To*** code, the report ends with the last customer class code.

ACTIVE CUSTOMERS ONLY<Y/N>. Type in **Y** to include only customers that have bought items during the open reporting period in your reports; otherwise type in **N**.

OFFSET FROM FISCAL YEAR BEGIN. Type in a number from 1-13 to represent the number of periods to include in your reports from the beginning of the fiscal year (depending on your accounting selection during install/tailor).

Option 5. Item Comparative (AMSM20)

Use this option anytime you need to select comparative reports for items.

What information you need: None.

What reports are printed:

- Sales Analysis by Item (AMS221)
- Profit Analysis by Item (AMS223)
- Sales Analysis by Item Class YTD (AMS222).

The basic steps to print a report are listed below each display.

AMS085 – Item Report Options—Comparative (Options)

Use the options on this display to define the comparative item reports you want to print. Some guidelines for using the display are:

- If there are multiple companies and you do not indicate a range of companies, information for all companies is printed in the report. This selection is available only if multiple company support was chosen during application tailoring.
- If you do not indicate a range of items, information for all items is printed in the report.
- If you request Sales Analysis by Item Class and do not indicate a range of class codes, information for all item class codes is printed in the report.
- If you request active items only, information for items sold during the last period you select is printed in the report.
- If you do not select an offset from fiscal year, information for the first period or month of the fiscal year is printed in the report.

This display appears when you select option 5 on the Reports menu (AMSM20).

Three sets of entries are required:

- The item reports you want to print
- The range of information to include in these reports
- The offset from fiscal year begin.

```
DATE **/**/**            ITEM REPORT OPTIONS              OPTIONS    AMS085  **
                             COMPARATIVE


         REPORT SELECTION:
              SALES ANALYSIS BY ITEM <Y/N>        A
              PROFIT ANALYSIS BY ITEM <Y/N>       A
              SALES ANALYSIS BY ITEM CLASS <Y/N>  A

         OPTIONAL REPORT LIMITS:
              COMPANY NUMBER     FROM: nn                TO: nn
              ITEM NUMBER        FROM: aaaaaaaaaaaaA15   TO: aaaaaaaaaaaaA15
              ITEM CLASS CODE    FROM: aaA4              TO: aaA4

              ACTIVE ITEMS ONLY <Y/N>  A

         OFFSET FROM FISCAL YEAR BEGIN  nn




                                                          F24 CANCEL THE JOB
```

What to do

To select the reports for printing, type in the information requested and press **Enter**. The system schedules the reports for printing, and the Reports menu (AMSM20) appears again.

Function keys

F24 CANCEL THE JOB ignores anything you have entered, prints no reports, and causes the Reports menu (AMSM20) to appear.

Fields

REPORT SELECTION. You must answer Y to at least one of the following selections.

SALES ANALYSIS BY ITEM <Y/N>. Type in **Y** to print the Sales Analysis by Item comparative report, or type in **N** not to print the report. The default is Y.

PROFIT ANALYSIS BY ITEM <Y/N>. Type in **Y** to print the Profit Analysis by Item Comparative Report to be printed, or type in **N** not to print the report. The default is Y.

SALES ANALYSIS BY ITEM CLASS<Y/N>. Type in **Y** to print the Sales Analysis by Item Class comparative report, or type in **N** not to print the report. The default is Y.

OPTIONAL REPORT LIMITS. Use the following fields to select report limits:

COMPANY NUMBER (FROM) (TO). Type in the range of company numbers (from 01 to 89) to include in the report. If you do not type in a ***From*** number, the report begins with the first company number. If you do not type in a ***To*** number, the report ends with the last company number.

ITEM NUMBER (FROM) (TO). Type in the range of item numbers (from <blanks> to 999999999999999) to include in the report. If you do not type in a **From** number, the report begins with the first item number. If you do not type in a **To** number, the report ends with the last item number.

ITEM CLASS CODE (FROM) (TO). Type in the range of item class code (from <blanks> to 9999) to include in the report. If you do not type in a ***From*** number, the report begins with the first item class code. If you do not type in a ***To*** number, the report ends with the last item class code.

ACTIVE ITEMS ONLY <Y/N>. Type in **Y** to include only items sold during the open reporting period in your reports; otherwise type in **N**.

OFFSET FROM FISCAL YEAR BEGIN. Type in a number from 1-13 to represent the number of periods to include in your reports from the beginning of the fiscal year (depending on your accounting selection during install/tailor).

Option 6. Salesrep Comparative (AMSM20)

Use this option anytime you need to select comparative reports for salesreps.

What information you need: None.

What reports are printed:

- Sales Analysis by Salesrep (AMS31)
- Sales Analysis by Salesrep Home Company (AMS321)
- Profit Analysis by Salesrep Home Company (AMS322).

The basic steps to print a report are listed below each display.

AMS086 – Salesrep Report Options—Comparative (Options)

Use the options on this display to define the comparative sales representatives reports you want to print. Some guidelines for using the display are:

- If there are multiple home companies, and you do not indicate a range of home companies, information for all home companies is printed in the report. This selection is available only if multiple company support was chosen during application tailoring.
- If you do not indicate a range of sales representatives, information for all sales representatives is printed in the report.
- If there are multiple companies and you do not indicate a range of companies, information for all companies is printed in the report. This selection is available only if multiple company support was chosen during application tailoring.
- If you request active salesreps only, information for sales representatives who have sold during the last period you select is printed in the report.
- If you do not select an offset from fiscal year, information for the first period or month of the fiscal year is printed in the report.

This display appears when you select option 6 on the Reports menu (AMSM20).

Three sets of entries are required:

- The sales representative reports you want to print
- The range of information to include in these reports
- The offset from fiscal year begin.

```
DATE **/**/**          SALESREP REPORT OPTIONS            OPTIONS    AMS086  **
                            COMPARATIVE


         REPORT SELECTION:
              SALES ANALYSIS BY SALESREP HOME COMPANY <Y/N>   A
              PROFIT ANALYSIS BY SALESREP HOME COMPANY <Y/N>  A
              SALES ANALYSIS BY SALESREP <Y/N>                A

         OPTIONAL REPORT LIMITS:
              HOME COMPANY NUMBER     FROM: nn      TO: nn
              SALESREP NUMBER         FROM: nnnnn   TO: nnnnn
              COMPANY NUMBER          FROM: nn      TO: nn

              ACTIVE SALESREPS ONLY <Y/N>  A

         OFFSET FROM FISCAL YEAR BEGIN  nn




                                                              F24 CANCEL THE JOB
```

What to do

To select the reports for printing, type in the information requested and press **Enter**. The system schedules the reports for printing, and the Reports menu (AMSM20) appears again.

Function keys

F24 CANCEL THE JOB ignores anything you have entered, prints no reports, and causes the Reports menu (AMSM20) to appear.

Fields

REPORT SELECTION. You must answer **Y** to at least one of the following selections.

> ***SALES ANALYSIS BY SALESREP HOME COMPANY <Y/N>***. Type in **Y** to print the Sales Analysis by Salesrep Home Company comparative report, or type in **N** not to print the report. The default is Y.
>
> ***PROFIT ANALYSIS BY SALESREP HOME COMPANY <Y/N>***. Type in **Y** to print the Profit Analysis by Salesrep Home Company comparative report, or type in **N** not to print the report. The default is Y.
>
> ***SALES ANALYSIS BY SALESREP<Y/N>***. Type in **Y** to print the Sales Analysis by Salesrep comparative report, or type in **N** not to print the report. The default is Y.

OPTIONAL REPORT LIMITS. Use the following fields to select report limits:

> ***HOME COMPANY NUMBER (FROM) (TO)***. Type in the range of home company numbers (from 01 to 89) to include in the report. If you do not type in a ***From*** number, the report begins with the first home company number. If you do not type in a ***To*** number, the report ends with the last home company number.
>
> **SALESREP NUMBER (FROM) (TO)**. Type in the range of salesrep numbers (from <blanks> to 999999999999999) to include in the report. If you do not type in a ***From*** number, the report begins with the first salesrep number. If you do not type in a ***To*** number, the report ends with the last salesrep number.
>
> ***COMPANY NUMBER (FROM) (TO)***. Type in the range of company numbers (from <blanks> to 9999) to include in the report. If you do not type in a ***From*** number, the report begins with the first company number. If you do not type in a ***To*** number, the report ends with the last company number.
>
> ***ACTIVE ITEMS ONLY <Y/N>***. Type in **Y** to include only items sold during the open reporting period in your reports; otherwise type in **N**.

OFFSET FROM FISCAL YEAR BEGIN. Type in a number from 1-13 to represent the number of periods to include in your reports from the beginning of the fiscal year (depending on your accounting selection during install/tailor).

Option 7. Customer Order Shipments (AMSM20)

Use this option anytime you need to select reports for customer order shipments.

What information you need: None.

What reports are printed:

- Customer Order Shipments (Summary) (AMSROS1)
- Customer Order Shipments (Detail) (AMSROS2).

The basic steps to print a report are listed below each display.

AMSROS00 – Customer Order Shipments Report

Use the options on this display to format and sequence information in the Customer Order Shipments report. Some guidelines for using the display are:

- If you do not select a report type, a summary report prints with the order information.
- If you do not indicate whether to include item information, the report does not include item detail or summary.

  If you do not select a report sequence, the report organizes the information first by company/customer. Then the information is sorted by all of the remaining eight entries in the order that they appear in the displayed report sequence.
- If you do not press **F17** to specify arguments to narrow the report sequence or fields down to a subset, the report will include all list entries for every field.

This display appears when you select option 7 on the Reports menu (AMSM20).

```
AMSROS00           Customer Order Shipments Report            New mail waiting

Type selections; then press Enter.

Select report type  . . . .   n  1=Summary
                                 2=Detail

Include item information  .   n  1=Do not include
                                 2=Include item summary
                                 3=Include item detail

Select report sequence  . .   n  1=Company/customer
                                 2=Order number
                                 3=Order date
                                 4=Ship date
                                 5=Invoice number
                                 6=Invoice date
                                 7=Customer class
                                 8=Salesrep number
                                 9=Territory

Command ===> _________________________________________________________________
                    F5=Refresh          F11=Job Status      F12=Cancel
F17=Subset          F22=Messages
```

What to do

To select the reports for printing, type in the information requested and press **Enter**. The system schedules the reports for printing, and the Reports menu (AMSM20) appears again.

Function keys

F5=Refresh resets the panel with the original values that existed before you made any changes.

F11=Job Status shows a list of your current system and job information. You can see the status of your current job, including:

- System ID

- Date
- Job number and name
- Your ID and workstation ID
- The default output queue and output queue library
- The MAPICS XA environment.
- The default output queue and output queue library
- The MAPICS XA environment.

F12=Cancel ignores any options or changes that you typed on the current panel, and returns you to the previous panel. Pressing this key also processes any other options that you typed on the previous panel.

F17=Subset shows you another panel, the Subset Customer Order Shipments Report panel (AMSSOS00), where you can create a subset of a list. By using this subset panel, you can narrow the list down to a smaller group that contains only the entries that meet all the criteria that you enter.

F22=Messages shows a list of all the messages currently sent to this panel. From this list, you can choose to see secondary message text for any of the messages.

Fields

Select report type. Type in **1** to print a summary report or **2** to print a detail report.

Include item information. Type in a number to select the information to appear in a report.

1 Do not include item information in the report
2 Include an item summary in your report
3 Include an item detail in your report

Select report sequence. Type in a number to select the information to use to organize the entries on the report. The system uses your selection to sort information for the report. The information is then sorted by all of the remaining fields in the order that they appear in the list below.

For example, if you want to see information on the report organized by customer class, type in **7** in this field. The resulting report shows you order information for the lowest customer class value first. Then, the report shows you order information for each higher customer class value.

Within each customer class, order information is sorted by company/customer number, then order number, order date, ship date, invoice number, invoice date, salesrep number, and territory.

The default value is company/customer number. The list of all values follows:

1 Company/customer. A unique identifier for a particular company and/or customer.

2 Order number. A control number assigned to the order.

3 Order date. The date on which you begin to process an order.

4 Ship date. The date on which an order or part of an order was shipped to a company or customer.

5 Invoice number. A number to identify a specific invoice.

6 Invoice date. The date the invoice is generated for a customer order or order shipment.

7 Customer class. A number to indicate the industry class to which the customer belongs.

8 Salesrep number. The code that identifies the sales representative to a customer account.

9 Territory. The code that designates the customer's geographic area.

AMSSOS00 – Subset Customer Order Shipments Report

Use this display to narrow the selection criteria on the Customer Order Shipments Report.

This display appears when you use **F17=Subset** on display AMSROS00.

The panel displays some arguments for each field. An ellipsis (º) indicates there are other arguments, too. Look at the help text to see all the ways you can use a field to narrow your list:

***ALL**
: Type *ALL to include all list entries for this field. The default is *ALL.

***LIST**
: Type *LIST to include only list entries matching specific values in this field. After you type *LIST and press **Enter**, you can enter your specific values in the input areas shown.

***RANGE**
: Type *RANGE to include only list entries with a value that falls in the range you enter. After you type *RANGE and press **Enter**, you can enter your range in From and To. The range starts with and includes the value you type in From; it ends with and includes the value you type in To. If you do not enter a value for From, the list starts with the first value for this field. If you do not enter a value for To, the list ends with the highest value for this field.

```
AMSSOS00           Subset Customer Order Shipment Report    New mail waiting

Type choices; then press Enter.

 Company number. .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Customer number .    aaaaaaA8                    *ALL, *LIST, *RANGE, ...

 Sold-to customer name . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35

 Customer class  .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Order number  . .    aaaaaA7                     *ALL, *LIST, *RANGE, ...

 Order type  . . .    aA2                         *ALL, *LIST, *RANGE, ...

 Order date  . . .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Shipment date . .    aaaaA6                      *ALL, *LIST, *RANGE, ...


F1=Help            F5=Refresh            F7=Backward          F8=Forward
F11=Job Status     F12=Cancel            F22=Messages
```

```
AMSSOS00          Subset Customer Order Shipment Report    New mail waiting

Type choices; then press Enter.

 Invoice number. .     aaaaA6                      *ALL, *LIST, *RANGE, ...

 Invoice date  . .     aaaaA6                      *ALL, *LIST, *RANGE, ...

 Salesrep number .     aaaaA6                      *ALL, *LIST, *RANGE, ...

 Territory code. .     aaaaA6                      *ALL, *LIST, *RANGE, ...

 P.O. number . . .     aaaaaaaaaaaaaaaaaaaA22





F1=Help          F5=Refresh          F7=Backward         F8=Forward
F11=Job Status   F12=Cancel          F22=Messages
```

Function keys

F1=HELP shows help information about this panel. Pressing **F1** or pressing the help key shows the same information.

F5=Refresh resets the panel with *ALL in every field. Press **F5** to refresh the panel as a quick way to return to the complete list instead of a subsetted list.

F7=Backward shows the previous set of entries for the list. You can press **F7** when you see More: + in the upper right part of the panel.

F8=Forward shows the next set of entries for the list. You can press **F8** when you see More: + in the upper right part of the panel.

F11=Job Status shows a list of your current system and job information. You can see the status of your current job, including:

- System ID
- Date
- Job number and name
- Your ID and workstation ID
- The default output queue and output queue library
- The MAPICS XA environment.

F12=Cancel ignores any options or changes that you typed on the current panel, and returns you to the previous panel. Pressing this key also processes any other options that you typed on the previous panel.

F22=Messages shows a list of all the messages currently sent to this panel. From this list, you can choose to see secondary message text for any of the messages.

Fields

Company number. Unique identifier for a particular company.

Customer number. Control number assigned to this customer or company.

Sold-to customer name. Unique name assigned to this customer or company.

Customer class. Identifier you use to indicate the industry class to which the customer belongs.

Order number. Control number assigned to the order.

Order type. Code that describes the type of order:

1 Order
4 Credit memo.

Order date. The date on which you begin processing an order.

Shipment date. The date on which an order or part of an order was shipped to a company or customer.

Invoice number. Number identifying a specific invoice.

Invoice date. Date that the invoice is generated for a customer order or order shipment.

Salesrep number. Code you use to identify the sales representative assigned to a customer account.

Territory code. Code you use to designate the customer's geographic area.

Option 8. Customer Item Shipments (AMSM20)

Use this option anytime you need to select reports for customer item shipments.

What information you need: None.

What reports are printed:

- Customer Item Shipments (Summary) (AMSRIS1)
- Customer Item Shipments (Detail) (AMSRIS2).

The basic steps to print a report are listed below each display.

AMSRIS00 – Customer Item Shipments Report

Use the options on this display to format and sequence information in the Customer Item Shipments report. Some guidelines for using the display are:

- If you do not select a report type, a summary report prints with the item information.
- If you do not select a report sequence, the report organizes the information first by company/customer. Then the information is sorted by all of the remaining entries in the order that they appear in the displayed report sequence.
- If you do not press **F17** to specify arguments to narrow the report sequence or fields down to a subset, the report will include all list entries for every field.

This display appears when you select option 8 on the Reports menu (AMSM20).

```
AMSRIS00           Customer Item Shipments Report            New mail waiting

Type selections; then press Enter.

Select report type . . . .   n  1=Summary
                                2=Detail

Select report sequence . .   n  1=Company/customer
                                2=Item number
                                3=Item class
                                4=Order number
                                5=Ship date
                                6=Invoice number
                                7=Invoice date
                                8=Salesrep number




Command ===> _________________________________________________________________
                    F5=Refresh          F11=Job Status      F12=Cancel
F17=Subset          F22=Messages
```

What to do

To select the reports for printing, type in the information requested and press **Enter**. The system schedules the reports for printing, and the Reports menu (AMSM20) appears again.

Function keys

F5=Refresh resets the panel with the original values that existed before you made any changes.

F11=Job Status shows a list of your current system and job information. You can see the status of your current job, including:

- System ID
- Date
- Job number and name
- Your ID and workstation ID

- The default output queue and output queue library
- The MAPICS XA environment.
- The default output queue and output queue library
- The MAPICS XA environment.

F12=Cancel ignores any options or changes that you typed on the current panel, and returns you to the previous panel. Pressing this key also processes any other options that you typed on the previous panel.

F17=Subset displays another panel, the Subset Customer Order Shipments Report panel (AMSSOS00), where you can create a subset of a list. By using this subset panel, you can narrow the list down to a smaller group that contains only the entries that meet all the criteria that you enter.

F22=Messages shows a list of all the messages currently sent to this panel. From this list, you can choose to see secondary message text for any of the messages.

Fields

Select report type. Type in **1** to print a summary report or **2** to print a detail report:

Select report sequence. Type in a number to select the information to use to organize the entries on the report. The system uses your selection to sort information for the report. The information is then sorted by all of the remaining fields in the order that they appear in the list below.

For example, if you want to see information on the report organized by customer class, type in **7** in this field. The resulting report shows you order information for the lowest customer class value first. Then, the report shows you order information for each higher customer class value.

Within each customer class, order information is sorted by company/customer number, then order number, order date, ship date, invoice number, invoice date, salesrep number, and territory.

The default value is company/customer number. The list of all values follows:

1 Company/customer. A unique identifier for a particular company and/or customer

2 Order number. A control number assigned to the order.

3 Order date. The date on which you begin to process an order.

4 Ship date. The date on which an order or part of an order was shipped to a company or customer.

5 Invoice number. A number to identify a specific invoice.

6 Invoice date. The date the invoice is generated for a customer order or order shipment.

7 Customer class. A number to indicate the industry class to which the customer belongs.

8 Salesrep number. The code that identifies the sales representative to a customer account.

9 Territory. The code that designates the customer’s geographic area.

AMSSIS00 – Subset Customer Item Shipments Report

Use this display to narrow the selection criteria on the Customer Item Shipments Report.

This display appears when you use **F17=Subset** on display AMSRIS00.

The panel displays some arguments for each field. An ellipsis (º) indicates there are other arguments, too. Look at the help text to see all the ways you can use a field to narrow your list:

***ALL**
Type ***ALL** to include all list entries for this field. The default is *ALL.

***LIST**
Type ***LIST** to include only list entries matching specific values in this field. After you type *LIST and press **Enter**, you can enter your specific values in the input areas shown.

***RANGE**
Type ***RANGE** to include only list entries with a value that falls in the range you enter. After you type ***RANGE** and press **Enter**, you can enter your range in ***From*** and ***To***. The range starts with and includes the value you type in ***From***; it ends with and includes the value you type in ***To***. If you do not enter a value for ***From***, the list starts with the first value for this field. If you do not enter a value for ***To***, the list ends with the highest value for this field.

```
AMSSIS00            Subset Customer Item Shipment Report     New mail waiting

Type choices; then press Enter.

 Company number. .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Customer number .    aaaaaaA8                    *ALL, *LIST, *RANGE, ...

 Customer name . .    aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35

 Item number   . .    aaaaaaaaaaaaA15             *ALL, *LIST, *RANGE, ...

 Item description.    aaaaaaaaaaaaaaaaaaaaaaaaaaaA30

 Item class  . . .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Order number  . .    aaaaaA7                     *ALL, *LIST, *RANGE, ...

 Order type  . . .    aA2                         *ALL, *LIST, *RANGE, ...


F1=Help            F5=Refresh            F7=Backward         F8=Forward
F11=Job Status     F12=Cancel            F22=Messages
```

```
AMSSIS00            Subset Customer Item Shipment Report      New mail waiting

Type choices; then press Enter.

 Order date  . . .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Shipment date . .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Warehouse   . . .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Invoice number. .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Invoice date  . .    aaaaA6                      *ALL, *LIST, *RANGE, ...

 Salesrep number .    aaaaA6                      *ALL, *LIST, *RANGE, ...




F1=Help           F5=Refresh            F7=Backward         F8=Forward
F11=Job Status    F12=Cancel            F22=Messages
```

Function keys

F1=HELP shows help information about this panel. Pressing **F1** or pressing the help key shows the same information.

F5=Refresh resets the panel with *ALL in every field. Press **F5** to refresh the panel as a quick way to return to the complete list instead of a subsetted list.

F7=Backward shows the previous set of entries for the list. You can press **F7** when you see More: + in the upper right part of the panel.

F8=Forward shows the next set of entries for the list. You can press **F8** when you see More: + in the upper right part of the panel.

F11=Job Status shows a list of your current system and job information. You can see the status of your current job, including:

- System ID
- Date
- Job number and name
- Your ID and workstation ID
- The default output queue and output queue library
- The MAPICS XA environment.

F12=Cancel ignores any options or changes that you typed on the current panel, and returns you to the previous panel. Pressing this key also processes any other options that you typed on the previous panel.

F22=Messages shows a list of all the messages currently sent to this panel. From this list, you can choose to see secondary message text for any of the messages.

Fields

Order date. The date on which you begin processing an order.

Company number. Unique identifier for a particular company.

Customer number. Unique identifier for this customer.

Customer name. Name of this customer.

Item number. Unique identifier for this customer.

Item description. Description of this item.

Item class. Code assigned by your company that identifies the classification to which this item belongs. For example, STEL might mean items made of steel.

Order number. Control number assigned to the order.

Order type. Code that describes the type of order:

1 Order
4 Credit memo.

Shipment date. The date on which an item or part of an item was shipped to a company or customer.

Warehouse. ID of the warehouse in which this item is currently stocked.

Invoice number. Number identifying a specific invoice.

Invoice date. Date that the invoice is generated for an item or item shipment.

Salesrep number. Code you use to identify the sales representative assigned to a customer account.

Chapter 5. Period Closing

When you select option 3 on the Main Menu, the Period Closing menu (AMSM30) appears. You can perform either a Reporting Period Close or a Sales Analysis Close. In addition, if the period you have selected for closing is the last period of the fiscal year for the company selected, either of these options will also perform year-end close.

Current sales information is stored in the current Open Period. When a Reporting Period Close is performed, the current Open Period is closed, although it is still called an open period, and a new current Open Period is created. There can be only one current Open Period and only two Open Periods. A Sales Analysis Close must be performed on an open period before another Reporting Period Close is performed. If Customer Order Management (COM) and Sales Analysis (SA) are interfacing, you must run the Month-End Close menu (AMBM00–04) option. The Reporting Period Close menu will be inhibited from executing.

When Sales Analysis Close is performed on an open period, the information is passed to a summary file that contains sales information for each period in the Current Fiscal year. The Summary file also contains a record of the last fiscal year. When a current fiscal year is complete, the information is stored as the last fiscal year in the Summary files and in a history file, and a new Current Fiscal year is begun.

These are the conditions for a Sales Analysis Close:

- The period to be closed has gone through Reporting Period Close (either by Sales Analysis or the Customer Order Management application). The current open reporting period cannot be closed.
- Sales Analysis Close must be run if two reporting periods are closed and it is time to close the current open reporting period.
- You have done file maintenance so that year-to-date reporting is accurate when this period's information is added to the fiscal year-to-date totals.
- Sales Analysis File Maintenance and Report Period Close are not going on in the application when you request the closing.
- No interfacing applications (COM, AP, AR, and IM) are active and Month-End Close is not running.

Year-end Close does the following:

- Updates the year-to-date and history sales figures for the last fiscal month or period (month 12 or period 13).
- Removes information from the interface files representing the month or period close.
- Changes the value of the last sales analysis period closed.
- Prints any reports selected.

```
AMSM30                          Sales Analysis                  **********
                                Period Closing

Type option or command; press Enter.

     1. Reporting Period Close
     2. Sales Analysis Close

==> ________________________________________________________________________

F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Reporting Period Close. Use this option to close the current Open Period.

Option 2. Sales Analysis Close. Use this option to remove a period from the open status and add the information to the current fiscal year.

Option 1. Reporting Period Close (AMSM30)

Use this option when you are ready to close a reporting period.

What information you need: None.

What report is printed: Completed Close List (AMV07).

The basic steps for performing these tasks are listed below each display.

AMV061–Reporting Period Close–Company Selections

Use this display to show the reporting month or period available to be closed for each company. If the application determines that no company is ready to be closed, the display also includes a message to that effect, and you must cancel the job. If the month or period is ready to be closed, you may either cancel the job or type Y in the SEL <Y> field for each company you want to close.

If a company is defined in MAPICS XA and can not undergo a reporting period close because it already has two reporting periods closed, the company will not display. You should then perform a sales analysis close. If COM is not interfacing with Sales Analysis, before you close the period, make sure:

- All information for the month or period is in the Sales Analysis interface files.
- You have closed no more than one other reporting period since the last Sales Analysis Close (only two closed reporting periods can exist).
- You have done file maintenance so that reports for this period will be accurate after it is closed. Use option 4 on the Main Menu.
- No other Sales Analysis file maintenance or close activity is being processed when you request the month or period close.

This display appears when you select option 1 on the(AMSM30). This option is not available if Customer Order Management is interfacing with Sales Analysis.

```
DATE **/**/**            REPORTING PERIOD CLOSE                     AMV061 **
                           COMPANY SELECTIONS

   SEL   CO                  DATE OF      PERIOD    LAST S/A    FISCAL YR
   <Y>   NO  COMPANY NAME   LAST CLOSE   TO CLOSE    CLOSE        BEGIN

    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **
    A    **  ***************  **/**/**      **         **           **    +

                                                       USE ROLL UP/DOWN
                                                       F24 CANCEL THE JOB
```

What to do

To close the period and print the report, type in **Y** beside each company available. Press Enter.

Function keys

USE ROLL UP/DOWN to scroll up and down through the list of batches on the displays.

F24 CANCEL THE JOB cancels all reporting period close operations and causes the Period Closing menu (AMSM30) to appear.

Fields

SEL <Y>. Type in **Y** beside each company for which you want to perform a Reporting Period Close or **N** if you do not want to perform the close. You must type in Y or N next to each company.

CO NO. The company number for the companies available for Reporting Period Close. A company is not shown if it already has two reporting periods closed.

COMPANY NAME. The name of the company.

DATE OF LAST CLOSE. The date of the last reporting period close.

PERIOD TO CLOSE. A two-digit number corresponding to the number of the Current Open Period.

LAST S/A CLOSE. A two-digit number corresponding to the number of the last reporting period closed in which a Sales Analysis Close was performed.

FISCAL YR BEGIN. A two-digit number corresponding to the period that a fiscal year begins for each company.

Option 2. Sales Analysis Close (AMSM30)

Use this option when you are ready to do a Sales Analysis close. Before you do the Sales Analysis Close, make sure:

- The period to be closed has gone through Reporting Period Close (either by Sales Analysis or Customer Order Management application). A current reporting period cannot be Sales Analysis closed.
- Sales Analysis Close must be run if two reporting periods are closed and it is time to close the current reporting period.
- You have done file maintenance so that year-to-date reporting will be accurate when the YTD totals are calculated.
- No other Sales Analysis file maintenance or close activity is being processed when you request the month or period close.

What information you need: None.

What reports are printed: Depending on the options chosen during system tailoring, the following reports are printed:

- Completed Close List (AMV07)
- Salesrep Update Totals (AMS05)
- Sales Analysis by Customer YTD (AMS121)
- Sales Analysis by Item YTD (AMS221)
- Sales Analysis by Salesrep YTD (AMS31)
- Year-end Update Totals (AMS064).

The basic steps for performing these tasks are listed below each display.

AMV062–Sales Analysis Close–Company Selections

Use this display to show the sales analysis month or period to be closed for all companies. If the application determines that the close cannot take place, for all companies, the display also includes a message to that effect, and you must cancel the job. If closing can take place, you may either cancel the job or type **Y** in the ***SEL <Y>*** field for each company you want to close.

This display appears when you select option 2 on the Period Closing menu (AMSM30).

```
DATE **/**/**            SALES ANALYSIS CLOSE                        AMV062  **
                          COMPANY SELECTIONS

 SEL   CO                     AT YEAR  S/A PERIOD  CURRENT  LAST S/A  FISCAL YR
 <Y>   NO  COMPANY NAME         END     TO CLOSE   PERIOD    CLOSE     BEGIN

  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **
  A    **  ***************      **        **         **       **        **    +

                                                     USE ROLL UP/DOWN
                                                     F24 CANCEL THE JOB
```

What to do

To begin the period closing, type in **Y** beside each company number available and press **Enter**. Go to display AMV063.

Function keys

USE ROLL UP/DOWN to scroll up and down through the list of companies on the displays.

F24 CANCEL THE JOB cancels all sales analysis close operations and causes the Period Closing menu (AMSM30) to appear.

Fields

SEL <Y>. Type in **Y** beside each company for which you want to perform a Sales Analysis Close or **N** not to close. You must enter Y or N.

CO NO. The company number for the companies that are allowed to have a Sales Analysis Close. A company does not appear if it does not have any closed reporting periods.

COMPANY NAME. The name of the company.

AT YEAR END. Asterisks appear in this field when the period to be closed is the last period of the Current Fiscal Year. When this occurs, all fields on the row are highlighted.

S/A PERIOD TO CLOSE. A two-digit number corresponding to the number of the open period to be closed.

CURRENT PERIOD. A two-digit number corresponding to the Current Open Period.

LAST S/A CLOSE. A two-digit number corresponding to the number of the last reporting period closed.

FISCAL YR BEGIN. A two-digit number corresponding to the period a fiscal year begins.

Contents | Index | Exit

AMV063–Sales Analysis Close–Report (Options)

Use this display to show the Sales Analysis Close report options. You can select one or all reports, for customer, item and sales representative, and can also choose to limit the reports to active customers, items, or salesreps only. You can either cancel the job or indicate which report(s) to print by typing **Y** in one or more of the following fields:

- **PRINT REPORT <Y/N>** and ***ACTIVE CUSTOMERS ONLY <Y/N>***
- ***PRINT REPORT <Y/N>*** and ***ACTIVE ITEMS ONLY <Y/N>***
- ***PRINT REPORT <Y/N>*** and ***ACTIVE SALESREPS ONLY <Y/N>***

This display appears when you press **Enter** on the Sales Analysis Close–Company Selections display (AMV062). When the display appears, the fields show the options you chose during Install/Tailor.

```
DATE **/**/**            SALES ANALYSIS CLOSE             OPTIONS    AMV063 **
                            REPORT OPTIONS


        CUSTOMER ANALYSIS REPORT OPTIONS
             PRINT REPORT                <Y/N>  A
             ACTIVE CUSTOMERS ONLY       <Y/N>  A


        ITEM ANALYSIS REPORT OPTIONS
             PRINT REPORT                <Y/N>  A
             ACTIVE ITEMS ONLY           <Y/N>  A


        SALESREP ANALYSIS REPORT OPTIONS
             PRINT REPORT                <Y/N>  A
             ACTIVE SALESREPS ONLY       <Y/N>  A






                                                          F18 REFRESH DISPLAY
                                                          F24 CANCEL THE JOB
```

What to do

To override report options set during the Install/Tailor program, type in **Y** or **N** for the requested options and press **Enter**. If you are closing the last period of the fiscal year for at least one company, go to display AMV064. If you are not closing the last period of the fiscal year for any companies, the system schedules the close processing and the reports for printing, and the Period Closing menu (AMSM30) appears again.

Function keys

F18 REFRESH DISPLAY ignores any changes you made and causes the display to appear again with the original Install/Tailor options.

F24 CANCEL THE JOB cancels all sales analysis close operations and causes the Period Closing menu (AMSM30) to appear.

Fields

CUSTOMER ANALYSIS REPORT OPTIONS.

PRINT REPORT <Y/N>. Type in **Y** to print the Sales Analysis by Customer Comparative Report, or **N** to not print the report.

ACTIVE CUSTOMERS ONLY <Y/N>. Type in **Y** to include only customers that had sales activity in the period being closed in the report or **N** to include all customers in the report.

ITEM ANALYSIS REPORT OPTIONS.

PRINT REPORT <Y/N>. Type in **Y** to print the Sales Analysis by Item Comparative Report, or **N** to not print the report.

ACTIVE ITEM ONLY <Y/N>. Type in **Y** to include only items that had sales activity in the period being closed in the report or **N** to include all items in the report.

SALESREP ANALYSIS REPORT OPTIONS.

PRINT REPORT <Y/N>. Type in **Y** to print the Sales Analysis by Salesrep Comparative Report, or **N** to not print the report.

ACTIVE SALESREP ONLY <Y/N>. Type in **Y** to include only sales representatives who have sold during the period being closed in the report or **N** to include all sales representatives in the report.

AMV064–Sales Analysis Year End Close–Fiscal Year Assignment

Use this display to assign a year number to a fiscal year undergoing year end close.

Year-end close can occur when the sales analysis period being closed is one period/ month prior to the beginning of the new fiscal year.

Year End Close closes both the last month of the fiscal year, as well as the fiscal year. If the application determines that the year-end close cannot take place, the display includes a message to that effect, and you must cancel the job. If closing can take place, you may either press **Enter** to initiate the closing or cancel the job. Enter the fiscal year to be assigned to the current year being closed and saved to the history file. This year will be the same for all companies selected for year-end close.

This display appears after you press **Enter** on the Sales Analysis Close–Reports (Options) display (AMV063), if you selected to close any companies that are at the end of their fiscal year. Companies that are to undergo a year-end close are shown highlighted on the Sales Analysis Close–Company Selections display (AMV062.)

```
DATE **/**/**        SALES ANALYSIS YEAR END CLOSE                 AMV064 **
                        FISCAL YEAR ASSIGNMENT




                        FISCAL YEAR CLOSING: nnnn














                                                           F24 CANCEL THE JOB
```

What to do

To enter the year to be attached to all records in this fiscal year, type in the fiscal year and press **Enter**. The system schedules the close processing and the reports for printing, and the Period Closing menu (AMSM30) appears again.

Function keys

F24 CANCEL THE JOB cancels the year-end close process and causes the Period Closing menu (AMSM30) to appear.

Fields

FISCAL YEAR CLOSING. Type in the number for the fiscal year that is to be closed. This number will be applied to all companies selected and highlighted on the Sales Analysis Close–Company Selections display (AMV062).

Chapter 6. File Maintenance

When you select option 4 on the Main Menu (AMSM00), the File Maintenance menu (AMSM40) appears. File maintenance can be performed at any time, but it is best to schedule this work around the times for closings and printing reports. In this way, the information appearing in reports is accurate and up-to-date.

File maintenance changes any Sales Analysis file that contains the information you are updating.

The File Maintenance menu provides options for updating the three types of Sales Analysis files.


```
AMSM40                          Sales Analysis                    **********
                               File Maintenance

Type option or command; press Enter.

     1. Customer Sales
     2. Item Sales
     3. Salesrep Sales









==> _________________________________________________________________________

F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Customer Sales. Use this option to maintain customer sales files.

Option 2. Item Sales. Use this option to maintain item sales files.

Option 3. Salesrep Sales. Use this option to maintain salesrep sales files.

When you select the type of file maintenance (customer, item, or sales representative) by choosing that option on the File Maintenance menu, a display appears. Use this display to type in the action code telling the application what kind of maintenance is requested. The application then shows the contents of the record, if it is an existing record or shows the field names with zero values when a new record is being entered.

Regardless of which kind of file is chosen for maintenance, three types of maintenance are possible:

- Adding a record
- Deleting a record
- Changing a record.

In addition, for sales representative files only, two additional kinds of maintenance are possible:

- Suspending a record. A salesrep number can be suspended so that it becomes unavailable for any later transactions, even though the to-date sales figures for that sales representative are retained and appear on sales reports.
- Reactivating a record. A suspended salesrep number can be reactivated for continued use.
- Suspending a record. A salesrep number can be suspended so that it becomes unavailable for any later transactions, even though the to-date sales figures for that sales representative are retained and appear on sales reports.
- Reactivating a record. A suspended salesrep number can be reactivated for continued use.

Deleting a record is not recommended until immediately after Year-end Close. Deleting records within a fiscal year period may cause sales information to be misleading.

A status display provides information for each file maintenance session (such as how many records have been added, changed, deleted, reactivated, or suspended during the session). Also use this display to end the job.

File maintenance forms to assist you with entering file information are found in Chapter 9 “Forms”.

Option 1. Customer Sales (AMSM40)

Use this option anytime you need to add, change, or delete customer summary or customer interface records in the customer sales files.

What information you need: Form SA-01.

What reports are printed: Customer Sales Edit List (AMS46).

The basic steps to perform file maintenance are listed below the display.

AMS461–Customer Sales File Maintenance (Select)

Use this display to select the customer records to maintain and the maintenance action to perform. You can add, change, or delete customer records. This applies to interface, current year summary, or last year summary records by customer number (and company number if applicable).

This display appears when you select option 1 on the File Maintenance menu (AMSM40).

```
 DATE **/**/**       CUSTOMER SALES FILE MAINTENANCE       SELECT     AMS461   **


                    ACTION CODE <A/C/D>  A
                    RECORD TYPE <1/2/3>  n
                    CUSTOMER NUMBER      aaaaaaA8
                    COMPANY NUMBER       nn






   RECORD TYPE       DESCRIPTION
        1            INTERFACE RECORDS
        2            CURRENT YEAR SUMMARY
        3            LAST YEAR SUMMARY




                                                       F24 DISPLAY STATUS
```

What to do

To add, change, or delete a customer summary or customer interface record, type in the appropriate action code and record type. Then type in the company number and customer number and press **Enter**.

If you selected record type 1, go to display AMS462. If you selected record type 2 or record type 3, and you are using 13-period accounting, go to display AMS463. If you selected record type 2 or record type 3, and you are using 12-month accounting, go to display AMS464.

Function keys

F24 DISPLAY STATUS causes the Customer Sales File Maintenance (Status) display (AMS465) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

ACTION CODE <A/C/D>. Required. Type in one of the following codes for the type of maintenance you want to perform:

A Add a new customer to the sales file
C Change customer information in the sales file
D Delete a customer from the sales file.

RECORD TYPE <1/2/3>. Type in one of the following codes for the type of customer sales records you want to update:

1 Interface records
2 Current year summary
3 Last year summary.

CUSTOMER NUMBER [?]. Type in the number of the customer for which records are to be added, deleted, or changed.

COMPANY NUMBER. Required and appears only if multiple company support is selected during Install/Tailor. Type in the number of the company for which records are to be added, deleted, or changed.

AMS462–Customer Sales File Maintenance—Interface Records (Add, Change, or Delete)

Use this display to add, change, or delete customer sales information in any of the three periods stored in the Customer Sales Interface file.

This display appears when you choose record type 1, Interface Records, on the Customer Sales File Maintenance (Select) display (AMS461).

```
DATE **/**/**      CUSTOMER SALES FILE MAINTENANCE     DELETE       AMS462  **
                          INTERFACE RECORDS

COMPANY NUMBER  **  CUSTOMER NUMBER  ********  NAME  *************************
                             CLASS    aaaA5

     DELETE          CUSTOMER
     <Y/N>    PERIOD   CLASS          SALES               COST    INVOICES

       A        **     aaaA5   nnnnnnnnnnnn.nn-  nnnnnnnnnnnn.nn-  nnnnn-

       A        **     aaaA5   nnnnnnnnnnnn.nn-  nnnnnnnnnnnn.nn-  nnnnn-

       A        **     aaaA5   nnnnnnnnnnnn.nn-  nnnnnnnnnnnn.nn-  nnnnn-




                                                      F18 REFRESH DISPLAY
                                                      F19 RETURN TO SELECT
```

What to do

- To add the customer interface record, type in the information you need and press **Enter**.
- To change the customer interface record, type over information you want to change and press **Enter**.
- To delete the customer interface record, type in **Y** beside each record you want to delete and press **Enter**.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original customer sales information.

F19 RETURN TO SELECT ignores any customer sales information typed in and causes the Customer Sales File Maintenance (Select) display (AMS461) to appear.

Fields

COMPANY NUMBER. The number of the company with which the customer is associated.

CUSTOMER NUMBER. The number of the customer.

NAME. The first 25 positions of the customer name.

CLASS. The customer class code. Type in a new Customer Class code to change the class for the entire year.

DELETE <Y/N>. This field appears only if you entered D in ***Action Code*** on display AMS461. Type in **Y** to delete the customer sales information for that period, or type in **N** if you do not want to delete the information. The default value is N.

PERIOD. The period number of the open period for which customer sales information is to be maintained.

CUSTOMER CLASS. The customer class code. Type in a new code to change the Customer Class for a specific period.

SALES. The amount of customer sales for each period. Type in a new amount to add a new customer sales interface record, or type over the amount shown to change an existing interface record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

COST. The cost of the items sold to a customer for each period. Type in a new amount to add a new customer sales interface record, or type over the amount shown to change an existing interface record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

INVOICES. The number of invoices from a customer for each period. Type in a new amount to add a new customer sales interface record, or type over the amount shown to change an existing interface record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMS463–Customer Sales File Maintenance—Last/Current Year Summary (Add, Change, or Delete)

Use this display to add, change, or delete customer sales information for either the current fiscal year or the last fiscal year.

The display appears if you choose record type 2 or 3 on the Customer Sales File Maintenance (Select) display (AMS461) and you are using 13-period accounting.

```
DATE **/**/**      CUSTOMER SALES FILE MAINTENANCE     DELETE       AMS463  **
                          LAST YEAR SUMMARY

COMPANY NUMBER  **  CUSTOMER NUMBER  ********  NAME  *************************
                               CLASS    aaaA5

   PERIOD             SALES                    COST          INVOICES

      1        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      2        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      3        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      4        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      5        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      6        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      7        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      8        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      9        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     10        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     11        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     12        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     13        nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-

                                                        F18 REFRESH DISPLAY
                                                        F19 RETURN TO SELECT
```

What to do

- To add the customer summary record, type in the information you need and press **Enter**.
- To change the customer summary record, type over information you want to change and press **Enter**.
- To delete the customer summary record, check the customer number to make sure that this is the record you want to delete and press **Enter**.

  Note: You cannot delete a customer having active records without first going through Sales Analysis close. Deleting a record is not recommended until immediately after year-end close. Deleting records within a fiscal year period may cause sales information to be misleading.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original customer sales information.

F19 RETURN TO SELECT causes the application to ignore any customer sales information you typed in and causes the Customer Sales File Maintenance (Select) display (AMS461) to appear again.

Fields

COMPANY NUMBER. The number of the company with which the customer is associated.

CUSTOMER NUMBER. The number of the customer.

NAME. The first 25 positions of the customer name.

CLASS. The customer class code. Type in a new Customer Class code to change the class for the entire year.

PERIOD. The period in either the current or last fiscal year for which you are adding, changing, or deleting the sales, cost, and invoice amounts.

SALES. The amount of customer sales for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

COST. The cost for items sold to the customer for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

INVOICES. The number of customer invoices for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMS464 –Customer Sales File Maintenance—Last/Current Year Summary (Add, Change, or Delete)

Use this display to add, change, or delete customer sales information for either the current fiscal year or the last fiscal year.

The display appears if you choose record type 2 or 3 on the Customer Sales File Maintenance (Select) display (AMS461) and you are using 12-month accounting.

```
DATE **/**/**      CUSTOMER SALES FILE MAINTENANCE        DELETE     AMS464  **
                          LAST YEAR SUMMARY

COMPANY NUMBER  **  CUSTOMER NUMBER  ********  NAME  *************************
                       CLASS    aaaA5

   MONTH               SALES                    COST          INVOICES

    JAN       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    FEB       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    MAR       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    APR       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    MAY       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    JUN       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    JUL       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    AUG       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    SEP       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    OCT       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    NOV       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-
    DEC       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-         nnnnn-

                                                       F18 REFRESH DISPLAY
                                                       F19 RETURN TO SELECT
```

What to do

- To add the customer summary record, type in the information you need and press **Enter**.
- To change the customer summary record, type over information you want to change and press **Enter**.
- To delete the customer summary record, check the customer number to make sure that this is the record you want to delete and press **Enter**.

  Note: You cannot delete a customer having active records without first going through Sales Analysis close. Deleting a record is not recommended until immediately after year-end close. Deleting records within a fiscal year period may cause sales information to be misleading.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original customer sales information.

F19 RETURN TO SELECT causes the application to ignore any customer sales information you typed in and causes the Customer Sales File Maintenance (Select) display (AMS461) to appear again.

Fields

COMPANY NUMBER. The number of the company with which the customer is associated.

CUSTOMER NUMBER. The number of the customer.

NAME. The first 25 positions of the customer name.

CLASS. The customer class code. Type in a new customer class code to change the class for the entire year.

MONTH. The month in either the current or last fiscal year for which you are adding, changing, or deleting the sales, cost, and invoice amounts.

SALES. The amount of customer sales for each month in either the last fiscal year or the current fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

COST. The cost for items sold to the customer for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

INVOICES. The number of customer invoices for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMS465–Customer Sales File Maintenance (Status)

Use this display to review the number of records added, changed, or deleted in the Customer Summary file and the Customer Interface file.

This display appears after you use **F24 DISPLAY STATUS** on the Customer Sales File Maintenance (Select) display (AMS461).

```
DATE **/**/**      CUSTOMER SALES FILE MAINTENANCE        STATUS     AMS465   **


                      ------SESSION STATISTICS------

                      CUSTOMER SUMMARY

                        RECORDS ADDED    *,***,***,***
                        RECORDS CHANGED  *,***,***,***
                        RECORDS DELETED  *,***,***,***

                      CUSTOMER INTERFACE

                        RECORDS ADDED    *,***,***,***
                        RECORDS CHANGED  *,***,***,***
                        RECORDS DELETED  *,***,***,***



                                                          ENTER TO CONTINUE
                                                          F24 END OF JOB
```

What to do

To end the session, press **F24**. Menu AMSM40 appears.

Function keys

F24 END OF JOB ends the customer sales file maintenance session and causes the File Maintenance menu (AMSM40) to appear.

Fields

These fields are provided by the application and are defined here for your information.

CUSTOMER SUMMARY. These three fields show the status of the Customer Summary file during the current file maintenance session:

RECORDS ADDED: The number of records added.
RECORDS CHANGED: The number of records changed.
RECORDS DELETED: The number of records deleted.

CUSTOMER INTERFACE. These three fields show the status of the Customer Interface file during the current file maintenance session:

RECORDS ADDED: The number of records added.
RECORDS CHANGED: The number of records changed.
RECORDS DELETED: The number of records deleted.

AMS466–Customer Sales File Maintenance—Current Year History Save (Delete)

Use this display to delete a customer sales current year summary record and, optionally, to save the information in the Customer Sales History file.

This display appears when you press **Enter** a second time on the Customer Sales File Maintenance–Last/Current Year Summary displays (AMS463 or AMS464) and you are deleting a current year summary record.

```
DATE  **/**/**      CUSTOMER SALES FILE MAINTENANCE   DELETE         AMS466  **
                       CURRENT YEAR HISTORY SAVE


                  SAVE CURRENT YEAR SUMMARY <Y/N>  A

                  CURRENT FISCAL YEAR SAVING    nnnn










                                                    F19 RETURN TO SELECT
```

What to do

- To save the current year summary of the customer summary file, type in **Y** and press **Enter**.
- To assign the fiscal year you are saving, type in the fiscal year and press **Enter**.

  Note: This save is optional. You can delete the current year summary record without saving. The last year summary, if it exists, will also be deleted.

- To save the current year summary of the customer summary file, type in **Y** and press **Enter**.
- To assign the fiscal year you are saving, type in the fiscal year and press **Enter**.

  Note: This save is optional. You can delete the current year summary record without saving. The last year summary, if it exists, will also be deleted.

Function keys

F19 RETURN TO SELECT cancels the save and deletion and causes the Customer Sales File Maintenance (Select) display (AMS461) to appear again.

Fields

SAVE CURRENT YEAR SUMMARY <Y/N>. Type in **Y** to save the current year summary record in the Customer Sales History file. Type in **N** to delete the summary record without saving the information to the Customer Sales History file. The default is Y.

CURRENT FISCAL YEAR SAVING. Type in the year in which this record is to be saved in the Customer Sales History file.

Option 2. Item Sales (AMSM40)

Use this option when you want to add, change, or delete item sales information.

What information you need: Form SA-02.

What reports are printed: Item Sales Edit List (AMS50).

The basic steps to perform file maintenance appear with each display.

AMS501–Item Sales File Maintenance (Select)

Use this display to select the item whose records you want to maintain and the maintenance action you want to perform.

This display appears when you select option 2 on the File Maintenance menu (AMSM40).

```
DATE  **/**/**      ITEM SALES FILE MAINTENANCE         SELECT     AMS501   **


                  ACTION CODE <A/C/D>   A
                  RECORD TYPE <1/2/3>   n
                  ITEM NUMBER           aaaaaaaaaaaaA15
                  COMPANY NUMBER        nn





  RECORD TYPE        DESCRIPTION
       1             INTERFACE RECORDS
       2             CURRENT YEAR SUMMARY
       3             LAST YEAR SUMMARY


                                                      F24 DISPLAY STATUS
```

What to do

To add, change, or delete an item summary or item interface record, type in the appropriate action code and record type. Then type in the company number and item number and press **Enter**.

If you selected record type 1, go to display AMS5022. If you are using 13-period accounting and you selected record type 2 or record type 3, go to display AMS503. If you are using 12-month accounting, and you selected record type 2 or record type 3, go to display AMS504.

Function keys

F24 DISPLAY STATUS causes the Item Sales File Maintenance (Status) display (AMS507) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

ACTION CODE <A/C/D>. Required. Type in one of the following codes for the type of maintenance you want to perform.

A Add a new item to the sales file
C Change item information in the sales file
D Delete an item from the sales file

RECORD TYPE <1/2/3>. Type in one of the following codes for the type of sales records you want to update.

1 Interface records
2 Current year summary
3 Last year summary

ITEM NUMBER. Type in the number of the item for which you want to perform record maintenance.

COMPANY NUMBER. Required. Appears only if multiple company support is selected during installation. It is used to distinguish between items with the same item number but associated with different companies. The company number is the same as the item's company number.

AMS502–Item Sales File Maintenance—Interface Records (Add, Change, or Delete)

Use this display to add, change, or delete item records. This applies to interface, current year summary, or last year summary records by item number (and company number if applicable).

This display appears when you choose record type 1, Interface records, on the Item Sales File Maintenance (Select) display (AMS501).

```
DATE **/**/**        ITEM SALES FILE MAINTENANCE       DELETE        AMS502  **
                          INTERFACE RECORDS


   COMPANY NUMBER **        ITEM NUMBER       ***************
                                 DESCRIPTION  ******************************

DELETE                                                                 LOST
<Y/N>  PER    CLS      SALES / COST      INVOICES    QUANTITY          QUANTITY

  A     **    aaA4   nnnnnnnnnnnnn.nn-    nnnnn-    nnnnnnnn.nnn      nnnnnnn-
                     nnnnnnnnnnnnn.nn-    nnnnn-    nnnnnnnn.nnn      nnnnnnn-
  A     **    aaA4   nnnnnnnnnnnnn.nn-    nnnnn-    nnnnnnnn.nnn      nnnnnnn-
                     nnnnnnnnnnnnn.nn-    nnnnn-    nnnnnnnn.nnn      nnnnnnn-
  A     **    aaA4   nnnnnnnnnnnnn.nn-    nnnnn-    nnnnnnnn.nnn      nnnnnnn-




                                                  F18 REFRESH DISPLAY
                                                  F19 RETURN TO SELECT
```

What to do

- To add the item interface record, type in the information you need and press **Enter**.
- To change the item interface record, type over information you want to change and press **Enter**.
- To delete the item interface record, type in Y beside each record you want to delete and press **Enter**.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original item sales information.

F19 RETURN TO SELECT ignores any item sales information typed in and returns you to Item Sales File Maintenance (Select) display (AMS501).

Fields

COMPANY NUMBER. The number of the company with which the item is associated.

ITEM NUMBER. The number of the item.

DESCRIPTION. The description of the item.

DELETE <Y/N>. This field appears only if you entered D in Action Code on display AMS501. Type in **Y** to delete the item sales information for that period, or type in **N** if you do not want to delete the information. The default value is N.

PER. The period number of the open period for which item sales information is to be maintained.

CLS (Class). The item class code. Type in a new code to change the item class.

SALES. The amount of item sales for each period. Type in a new amount to add a new item sales record, or type over the amount shown to change an existing record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

COST. The cost of the items sold to an item for each period. Type in a new amount to add a new item sales record, or type over the amount shown to change an existing record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

INVOICES. The number of invoices for an item for each period. Type in a new amount to add a new item sales record, or type over the amount shown to change an existing record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

QUANTITY. The quantity of the item sold for each period. Type in a new amount to add a new item sales record, or type over the amount shown to change an existing record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

LOST QUANTITY. The quantity of the item ordered but not shipped for each period. Type in a new amount to add a new item sales record, or type over the amount shown to change an existing record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMS503–Item Sales File Maintenance—Last/Current Year Summary (Add, Change, or Delete)

Use this display to add, change, or delete item sales information for either the current fiscal year or the last fiscal year.

This display appears if you choose record type 1, 2, or 3 on the Item Sales File Maintenance (Select) display (AMS503) and you are using 13-period accounting.

```
DATE **/**/**         ITEM SALES FILE MAINTENANCE      DELETE        AMS503  **
                           LAST YEAR SUMMARY

   COMPANY NUMBER **        ITEM NUMBER       ***************      CLASS aaA4
                                 DESCRIPTION  ******************************

   PERIOD             SALES                     COST          INVOICES

      1       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      2       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      3       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      4       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      5       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      6       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      7       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      8       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      9       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     10       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     11       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     12       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     13       nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-

                                                    F18 REFRESH DISPLAY
                                                    F19 RETURN TO SELECT
```

What to do

- To add the summary record, type in the information you need and press **Enter**.
- To change the summary record, type over information you want to change and press **Enter**.
- To delete the summary record, check the item number to make sure that this is the record you want to delete and press **Enter**.

  Note: You cannot delete an item having active records without first going through Sales Analysis close.

  Deleting a record is not recommended until immediately after year-end close. Deleting records within a fiscal year period may cause sales information to be misleading.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original item sales information.

F19 RETURN TO SELECT ignores any item sales information typed in and returns you to Item Sales File Maintenance (Select) display (AMS501).

Fields

COMPANY NUMBER. The number of the company with which the item is associated.

ITEM NUMBER. The number of the item.

CLASS. The item class code. Type in a new item class code to change the class.

DESCRIPTION. The description of the item.

PERIOD. The period in either the current or last fiscal year for which you are adding, changing, or deleting the sales, cost, and invoice amounts.

SALES. The amount of item sales for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

COST. The cost for items produced for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

INVOICES. The number of invoices for the item for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMS504–Item Sales File Maintenance—Last/Current Year Summary (Add, Change, or Delete)

Use this display to add, change, or delete item quantity information for either the current fiscal year or the last fiscal year.

This display appears when you press **Enter** on the Item Sales File Maintenance–Last/Current Year Summary (Add, Change, or Delete) display (AMS503).

```
DATE **/**/**        ITEM SALES FILE MAINTENANCE      DELETE        AMS504   **
                          LAST YEAR SUMMARY

   COMPANY NUMBER **        ITEM NUMBER       ***************     CLASS ****
                                 DESCRIPTION  ******************************

   PERIOD                   QUANTITY                   LOST QUANTITY

       1                    nnnnnnnn.nnn-                    nnnnnnn-
       2                    nnnnnnnn.nnn-                    nnnnnnn-
       3                    nnnnnnnn.nnn-                    nnnnnnn-
       4                    nnnnnnnn.nnn-                    nnnnnnn-
       5                    nnnnnnnn.nnn-                    nnnnnnn-
       6                    nnnnnnnn.nnn-                    nnnnnnn-
       7                    nnnnnnnn.nnn-                    nnnnnnn-
       8                    nnnnnnnn.nnn-                    nnnnnnn-
       9                    nnnnnnnn.nnn-                    nnnnnnn-
      10                    nnnnnnnn.nnn-                    nnnnnnn-
      11                    nnnnnnnn.nnn-                    nnnnnnn-
      12                    nnnnnnnn.nnn-                    nnnnnnn-
      13                    nnnnnnnn.nnn-                    nnnnnnn-

                                                         F18 REFRESH DISPLAY
                                                         F19 RETURN TO SELECT
```

What to do

- To add the summary record, type in the information you need and press **Enter**.
- To change the summary record, type over information you want to change and press **Enter**.
- To delete the summary record, check the item number to make sure that this is the record you want to delete and press **Enter**.

  Note: You cannot delete an item having active records without first going through Sales Analysis close. Deleting a record is not recommended until immediately after year-end close. Deleting records within a fiscal year period may cause sales information to be misleading.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original item sales information.

F19 RETURN TO SELECT ignores any item sales information typed in and returns you to the Item Sales File Maintenance (Select) display (AMS501).

Fields

COMPANY NUMBER. The number of the company with which the item is associated.

ITEM NUMBER. The number of the item.

CLASS. The item class code.

DESCRIPTION. The description of the item.

PERIOD. The period in either the current or last fiscal year for which you are adding, changing, or deleting the item quantity information.

QUANTITY. The quantity of items sold for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

LOST QUANTITY. The quantity of items ordered but not shipped for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMS505–Item Sales File Maintenance—Last/Current Year Summary (Add, Change, or Delete)

Use this display to add, change, or delete item sales information for either the current fiscal year or the last fiscal year.

This display appears if you choose record type 2 or 3 on the Item Sales File Maintenance (Select) display (AMS503) and you are using 12-month accounting.

```
DATE **/**/**        ITEM SALES FILE MAINTENANCE       DELETE        AMS505   **
                          LAST YEAR SUMMARY

   COMPANY NUMBER **        ITEM NUMBER       ***************      CLASS aaA4
                                 DESCRIPTION  ******************************

   MONTH              SALES                    COST          INVOICES

    JAN         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    FEB         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    MAR         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    APR         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    MAY         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    JUN         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    JUL         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    AUG         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    SEP         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    OCT         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    NOV         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
    DEC         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-


                                                          F18 REFRESH DISPLAY
                                                          F19 RETURN TO SELECT
```

What to do

- To add the summary record, type in the information you need and press **Enter**.
- To change the summary record, type over information you want to change and press **Enter**.
- To delete the summary record, check the item number to make sure that this is the record you want to delete and press **Enter**.

  Note: You cannot delete an item having active records without first going through Sales Analysis close. Deleting a record is not recommended until immediately after year-end close. Deleting records within a fiscal year period may cause sales information to be misleading.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original item sales information.

F19 RETURN TO SELECT ignores any item sales information typed in and returns you to Item Sales File Maintenance (Select) display (AMS501).

Fields

COMPANY NUMBER. The number of the company with which the item is associated.

ITEM NUMBER. The number of the item.

CLASS. The item class code. Type in a new item class code to change the class.

DESCRIPTION. The description of the item.

MONTH. The month in either the current or last fiscal year for which you are adding, changing, or deleting the sales, cost, and invoice amounts.

SALES. The amount of item sales for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

COST. The cost for items produced for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

INVOICES. The number of invoices for the item for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMS506–Item Sales File Maintenance—Last/Current Year Summary (Add, Change, or Delete)

Use this display to add, change, or delete item quantity information for either the current fiscal year or the last fiscal year.

This display appears when you press **Enter** on the Item Sales File Maintenance\ Last/Current Year Summary (Add, Change, or Delete) display (AMS505) and you are using 12-month accounting.

```
 DATE **/**/**        ITEM SALES FILE MAINTENANCE       DELETE        AMS506  **
                           LAST YEAR SUMMARY

    COMPANY NUMBER **        ITEM NUMBER       ***************     CLASS ****
                                  DESCRIPTION  ******************************

    MONTH                    QUANTITY                    LOST QUANTITY

     JAN                     nnnnnnnn.nnn-                     nnnnnnn-
     FEB                     nnnnnnnn.nnn-                     nnnnnnn-
     MAR                     nnnnnnnn.nnn-                     nnnnnnn-
     APR                     nnnnnnnn.nnn-                     nnnnnnn-
     MAY                     nnnnnnnn.nnn-                     nnnnnnn-
     JUN                     nnnnnnnn.nnn-                     nnnnnnn-
     JUL                     nnnnnnnn.nnn-                     nnnnnnn-
     AUG                     nnnnnnnn.nnn-                     nnnnnnn-
     SEP                     nnnnnnnn.nnn-                     nnnnnnn-
     OCT                     nnnnnnnn.nnn-                     nnnnnnn-
     NOV                     nnnnnnnn.nnn-                     nnnnnnn-
     DEC                     nnnnnnnn.nnn-                     nnnnnnn-

                                                             F18 REFRESH DISPLAY
                                                             F19 RETURN TO SELECT
```

What to do

- To add the summary record, type in the information you need and press **Enter**.
- To change the summary record, type over information you want to change and press **Enter**.
- To delete the summary record, check the item number to make sure that this is the record you want to delete and press **Enter**.

  Note: You cannot delete an item having active records without first going through Sales Analysis close. Deleting a record is not recommended until immediately after year-end close. Deleting records within a fiscal year period may cause sales information to be misleading.

Function keysFunction keys

F18 REFRESH DISPLAY causes the display to appear again with the original item sales information.

F19 RETURN TO SELECT ignores any item sales information typed in and returns you to the Item Sales File Maintenance (Select) display (AMS501).

Fields

COMPANY NUMBER. The number of the company with which the item is associated.

ITEM NUMBER. The number of the item.

CLASS. The item class code.

DESCRIPTION. The description of the item.

MONTH. The month in either the current or last fiscal year for which you are adding, changing, or deleting the item quantity information.

QUANTITY. The quantity of items sold for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

LOST QUANTITY. The quantity of items ordered but not shipped for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

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AMS507–Item Sales File Maintenance (Status)

Use this display to review the number of records added, changed, or deleted in the Item Summary and the Item Interface files.

This display appears after you use **F24 DISPLAY STATUS** on the Item Sales File Maintenance (Select) display (AMS501).

```
DATE  **/**/**      ITEM SALES FILE MAINTENANCE         STATUS     AMS507   **


                      ------SESSION STATISTICS------

                      ITEM SUMMARY

                        RECORDS ADDED   *,***,***,***
                        RECORDS CHANGED *,***,***,***
                        RECORDS DELETED *,***,***,***


                      ITEM INTERFACE

                        RECORDS ADDED   *,***,***,***
                        RECORDS CHANGED *,***,***,***
                        RECORDS DELETED *,***,***,***




                                                    ENTER TO CONTINUE
                                                    F24 END OF JOB
```

What to do

To end the session, press **F24**. Menu AMSM40 appears.

Function keys

F24 END OF JOB ends the item sales file maintenance session and returns you to the File Maintenance menu (AMSM40).

Fields

These fields are provided by the application and are defined here for your information.

ITEM SUMMARY. These three fields give the status of the Item Summary file during the current file maintenance session:

RECORDS ADDED: The number of records added.
RECORDS CHANGED: The number of records changed.
RECORDS DELETED: The number of records deleted.

ITEM INTERFACE. These three fields give the status of the Item Interface file during the current file maintenance session:

RECORDS ADDED: The number of records added.
RECORDS CHANGED: The number of records changed.
RECORDS DELETED: The number of records deleted.

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AMS508–Item Sales File Maintenance—Current Year History Save (Delete)

Use this display to delete an item sales current year summary record and, optionally, to save the information in the Item Sales History file.

This display appears when you press **Enter** a second time on the Item Sales File Maintenance–Last/Current Year Summary displays (AMS504 or AMS506) and you are deleting a current year summary record.

```
 DATE  **/**/**       ITEM SALES FILE MAINTENANCE      DELETE         AMS508   **
                       CURRENT YEAR HISTORY SAVE


                  SAVE CURRENT YEAR SUMMARY <Y/N>  A

                  CURRENT FISCAL YEAR SAVING    nnnn





                                                      F19 RETURN TO SELECT
```

What to do

- To save the current year summary of the item sales summary file, type in Y and press **Enter**.
- To assign the fiscal year you are saving, type in the fiscal year and press **Enter**.

  Note: This save is optional. You can delete the current year summary record without saving. The last year summary, if it exists, will also be deleted.

Function keys

F19 RETURN TO SELECT cancels the selected save and deletion, and causes the Item Sales File Maintenance (Select) display (AMS501) to appear again.

Fields

SAVE CURRENT YEAR SUMMARY <Y/N>. Type in **Y** to save the current year summary record in the Item Sales History file. Type in **N** to delete the Summary record without saving the information to the Item Sales History file. The default is Y.

CURRENT FISCAL YEAR SAVING. Type in the year in which this record is to be saved in the Item Sales History file.

Option 3. Salesrep Sales (AMSM40)

Use this option anytime you need to add, change, delete, suspend, or reactivate salesrep sales information.

What information you need: Form SA-03.

What reports are printed: Salesrep Sales Edit List (AMS54).

The basic steps to perform file maintenance are listed below the display.

AMV581–Salesrep Sales File Maintenance (Select)

Use this display to select the sales representative records to maintain, and the maintenance action to be performed. You can add, change, delete, reactivate, or suspend sales representative records. This applies to interface, current year summary, last year summary, or salesrep master records by salesrep number (and company number if applicable).

This display appears when you select option 3 on the File maintenance menu (AMSM40).

```
DATE 11/23/**       SALESREP SALES FILE MAINTENANCE       SELECT     AMV581   **


                  ACTION CODE <A/C/D/R/S> A
                  RECORD TYPE <1/2/3/4>   1
                  SALESREP NUMBER
                  COMPANY NUMBER          01



  RECORD TYPE          DESCRIPTION
       1               INTERFACE RECORDS
       2               CURRENT YEAR SUMMARY
       3               LAST YEAR SUMMARY
       4               SALESREP MASTER


                                                  F24 DISPLAY STATUS
```

What to do

To add, change, delete, suspend, or reactivate a salesrep master record, a salesrep summary record, or a salesrep interface record, type in the appropriate action code and record type fields. Then type in the company number and salesrep number and press **Enter**.

If you selected record type 1, go to display AMS543. If you selected record type 2 or record type 3, and you are using 13-period accounting, go to display AMS544. If you selected record type 2 or record type 3, and you are using 12-month accounting, go to display AMS545. If you selected record type 4, go to display AMS542.

Function keys

F24 DISPLAY STATUS causes the Salesrep Sales File Maintenance (Status) display (AMS546) to appear.

Fields

[?]appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

ACTION CODE <A/C/D/R/S>. Required. Type in one of the following codes for the type of maintenance you want to perform:

A Add a new sales representative to the files
C Change information about a sales representative
D Delete a sales representative from the files
R Reactivate sales representative master information
S Suspend sales representative master information.

RECORD TYPE <1/2/3/4>. Type in one of the following codes for the type of records you want to update:

1 Interface records
2 Current year summary
3 Last year summary
4 Salesrep master.

SALESREP NUMBER [?]. Required. Type in the number of the sales representative whose sales information you want to update.

COMPANY NUMBER. Required and appears only if multiple company support is selected during Install/Tailor. It is used to distinguish between sales representatives with the same salesrep number but associated with different companies.

AMV582–Salesrep Sales File Maintenance

Use this display to maintain the Salesrep Master file information.

This display appears when you choose record type 4, Salesrep Master, on the Salesrep Sales File Maintenance (Select) display (AMV581) and press Enter.

```
DATE **/**/**      SALESREP SALES FILE MAINTENANCE     CHANGE        AMV582   **


                   SALESREP NUMBER  00151

                            NAME    ASDF

                   HOME COMPANY NUMBER                  01

                   TERRITORY NUMBER                     22









                                                           F18 REFRESH DISPLAY
                                                           F19 RETURN TO SELECT
```

What to do

- To add the salesrep master record, type in the information you need and press **Enter**.
- To change the salesrep master record, type over information you want to change and press **Enter**.
- To delete the salesrep master record, check the salesrep number to make sure that this is the record you want to delete. Press **Enter**.

  Note: You cannot delete a salesrep master record having active records without first going through Sales Analysis close.

  Deleting a record is not recommended until immediately after year-end close. Deleting records within a fiscal year period may cause sales information to be misleading.
- To suspend the salesrep master record, check the salesrep number to make sure that this is the record you want to suspend, and press **Enter**.
- To reactivate the salesrep master record, check the salesrep number to make sure that this is the record you want to reactivate, and press **Enter**.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original sales representative sales information.

F19 RETURN TO SELECT ignores any sales representative sales information typed in and causes the Salesrep Sales File Maintenance (Select) display (AMV581) to appear.

Fields

[?]appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

SALESREP NUMBER. The salesrep number you typed on the Salesrep Sales File Maintenance (Select) display (AMV581).

NAME. The name assigned to this sales representative in the salesrep master record. Type in data when adding sales representative information or type over the data when changing it.

HOME COMPANY NUMBER. Indicates the company assigned to the sales representative. Type in data when adding sales representative information or type over the data when changing it.

TERRITORY NUMBER [?]. The territory number assigned to this sales representative in the Salesrep Master record. Type in data when adding sales representative information or type over the data when changing it.

AMV583–Salesrep Sales File Maintenance–Interface Records (Add, Change, or Delete)

Use this display to add, change, or delete sales representative sales information in the three periods stored in the Salesrep Interface file.

This display appears when you choose record type 1, Interface Records, on the Salesrep Sales File maintenance (Select) display (AMV581).

```
DATE 11/23/**      SALESREP SALES FILE MAINTENANCE     ADD            AMV583  **
                          INTERFACE RECORDS

COMPANY NUMBER  01   SALESREP NUMBER   00151  NAME  ASDF
                     HOME COMPANY NUMBER  01

             PERIOD           SALES                 COST      INVOICES

               02                .00                   .00          0

               01                .00                   .00          0




                                                         F18 REFRESH DISPLAY
                                                         F19 RETURN TO SELECT
```

What to do

- To add the customer interface record, type in the information you need and press **Enter**.
- To change the customer interface record, type over information you want to change and press **Enter**.
- To delete the customer interface record, type in **Y** beside each record you want to delete and press **Enter**.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original sales representative sales information.

F19 RETURN TO SELECT ignores any sales representative sales information typed in and causes the Salesrep Sales File Maintenance (Select) display (AMV581) to appear.

Fields

COMPANY NUMBER. The number of the company with which the sales representative is associated.

SALESREP NUMBER. The number of the sales representative.

NAME. The name of the sales representative.

HOME COMPANY NUMBER. Indicates the company assigned to the sales representative.

DELETE <Y/N>. This field appears only if you entered D in ***Action Code*** on display AMV581. Type in **Y** to delete the sales representative sales information for that period, or type in **N** if you do not want to delete the information. The default value is N.

PERIOD. The period number of the open period for which sales representative sales information is to be maintained.

SALES. The amount of sales representative sales for each period. Type in a new amount, to add a new sales representative sales record, or type over the amount shown, to change an existing record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

COST. The cost of the salesreps sold by a sales representative for each period. Type in a new amount, to add a new sales representative sales record, or type over the amount shown, to change an existing record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

INVOICES. The number of invoices from a sales representative for each period. Type in a new amount, to add a new sales representative sales record, or type over the amount shown, to change an existing record. The amount you enter replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMV584–Salesrep Sales File Maintenance–Last/Current Year Summary (Add, Change, or Delete)

Use this display to add, change, or delete sales representative sales information for either the current or the last fiscal year.

This display appears if you choose record type 2 or 3 on the Salesrep Sales File Maintenance (Select) display (AMV581) and you are using 13-period accounting.

```
DATE **/**/**      SALESREP SALES FILE MAINTENANCE     DELETE        AMV584  **
                          LAST YEAR SUMMARY

COMPANY NUMBER  **    SALESREP NUMBER   *****  NAME  *************************
                      HOME COMPANY NUMBER  **

   PERIOD              SALES                     COST         INVOICES

      1         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      2         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      3         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      4         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      5         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      6         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      7         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      8         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
      9         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     10         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     11         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     12         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-
     13         nnnnnnnnnnnnn.nn-       nnnnnnnnnnnnn.nn-       nnnnn-

                                                           F18 REFRESH DISPLAY
                                                           F19 RETURN TO SELECT
```

What to do

- To add the summary record, type in the information you need and press **Enter**.
- To change the summary record, type over information you want to change and press **Enter**.
- To delete the summary record, check the salesrep number to make sure that this is the record you want to delete and press **Enter**.

  Note: You cannot delete a salesrep having active records without first going through Sales Analysis close.

  Deleting a record is not recommended until immediately after year-end close. Deleting records within a fiscal year period may cause sales information to be misleading.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original sales representative sales information.

F19 RETURN TO SELECT ignores any sales representative sales information typed in and causes the Salesrep Sales File Maintenance (Select) display (AMV581) to appear.

Fields

COMPANY NUMBER. The number of the company with which the sales representative is associated.

SALESREP NUMBER. The number of the sales representative.

NAME. The name of the sales representative.

HOME COMPANY NUMBER. Indicates the company assigned to the sales representative.

PERIOD. The period in either the current or last fiscal year for which you are adding, changing, or deleting the sales, cost, and invoice amounts.

SALES. The amount of sales representative sales for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

COST. The cost for salesreps sold by the sales representative for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

INVOICES. The number of sales representative invoices for each period in either the current fiscal year or the last fiscal year. Type in a new amount to change any period. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMV585—Salesrep Sales File Maintenance—Last/Current Year Summary (Add, Change, or Delete)

Use this display to add, change, or delete sales representative sales information for either the current fiscal year or the last fiscal year.

This display appears if you choose record type 2 or 3 on the Salesrep Sales File Maintenance (Select) display (AMV583) and you are using 12-month accounting.

```
DATE **/**/**      SALESREP SALES FILE MAINTENANCE       ADD        AMV585   **
                          LAST YEAR SUMMARY

 COMPANY NUMBER  01 SALESREP NUMBER    00151   NAME   ASDF
                     HOME COMPANY NUMBER  01

   MONTH                SALES                    COST         INVOICES

    JAN                      .00                      .00            0
    FEB                      .00                      .00            0
    MAR                      .00                      .00            0
    APR                      .00                      .00            0
    MAY                      .00                      .00            0
    JUN                      .00                      .00            0
    JUL                      .00                      .00            0
    AUG                      .00                      .00            0
    SEP                      .00                      .00            0
    OCT                      .00                      .00            0
    NOV                      .00                      .00            0
    DEC                      .00                      .00            0

                                                     F18 REFRESH DISPLAY
                                                     F19 RETURN TO SELECT
```

What to do

- To add the summary record, type in the information you need and press **Enter**.
- To change the summary record, type over information you want to change and press **Enter**.
- To delete the summary record, check the salesrep number to make sure that this is the record you want to delete and press **Enter**.

  Note: You cannot delete a salesrep having active records without first going through Sales Analysis close.

  Deleting a record is not recommended until immediately after year-end close. Deleting records within a fiscal year period may cause sales information to be misleading.

Function keys

F18 REFRESH DISPLAY causes the display to appear again with the original sales representative sales information.

F19 RETURN TO SELECT ignores any sales representative sales information typed in and causes the Salesrep Sales File Maintenance (Select) display (AMV581) to appear.

Fields

COMPANY NUMBER. The number of the company with which the sales representative is associated.

SALESREP NUMBER. The number of the sales representative.

NAME. The name of the sales representative.

HOME COMPANY NUMBER. Indicates the company assigned to the sales representative.

MONTH. The month in either the current or last fiscal year for which you are adding, changing, or deleting the sales, cost, and invoice amounts.

SALES. The amount of sales representative sales for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

COST. The cost for salesreps sold by the sales representative for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

INVOICES. The number of sales representative invoices for each month in either the current fiscal year or the last fiscal year. Type in a new amount to change any month. The amount you type in replaces the amount shown. It will not be added to or subtracted from the amount shown.

AMV586—Salesrep Sales File Maintenance (Status)

Use this display to review the number of records added, changed, or deleted in the Salesrep Master file, Salesrep Summary file, and the Salesrep Interface file.

This display appears after you use **F24 DISPLAY STATUS** on the Salesrep Sales File Maintenance (Select) display (AMV581).

```
DATE **/**/**      SALESREP SALES FILE MAINTENANCE       STATUS     AMV586  **

                      ------SESSION STATISTICS------

                      SALESREP MASTER

                        RECORDS ADDED              0
                        RECORDS CHANGED            0
                        RECORDS DELETED            0

                      SALESREP SUMMARY

                        RECORDS ADDED              0
                        RECORDS CHANGED            0
                        RECORDS DELETED            0

                      SALESREP INTERFACE

                        RECORDS ADDED              0
                        RECORDS CHANGED            0
                        RECORDS DELETED            0

                                                         ENTER TO CONTINUE
                                                         F24 END OF JOB
```

What to do

To end the session, press **F24**. Menu AMSM40 appears.

Function keys

F24 END OF JOB ends the Salesrep Sales File Maintenance session and causes the File Maintenance menu (AMSM40) to appear.

Fields

These fields are provided by the application and are defined here for your information.

SALESREP MASTER. These three fields give the status of the Salesrep Master file during the current file maintenance session:

RECORDS ADDED: The number of records added
RECORDS CHANGED: The number of records changed
RECORDS DELETED: The number of records deleted.

SALESREP SUMMARY. These three fields give the status of the Salesrep Summary file during the current file maintenance session:

RECORDS ADDED: The number of records added
RECORDS CHANGED: The number of records changed
RECORDS DELETED: The number of records deleted.

SALESREP INTERFACE. These three fields give the status of the Salesrep Interface file during the current file maintenance session:

RECORDS ADDED: The number of records added
RECORDS CHANGED: The number of records changed
RECORDS DELETED: The number of records deleted.

AMV587–Salesrep Sales File Maintenance–Current Year History Save (Delete)

Use this display to delete a salesrep sales current year summary record and, optionally, to save the information in the Salesrep Sales History file.

This display appears when you press **Enter** a second time on the Salesrep Sales File Maintenance— Last/Current Year Summary displays (AMV584 or AMV585), and you are deleting a current year summary record.

This display also appears when you press **Enter** a second time on the Salesrep Sales File Maintenance display (AMV582), and you are deleting a sales representative master record.

```
DATE  **/**/**      SALESREP SALES FILE MAINTENANCE   DELETE         AMV587  **
                       CURRENT YEAR HISTORY SAVE


                  SAVE CURRENT YEAR SUMMARY <Y/N>  A

                  CURRENT FISCAL YEAR SAVING    nnnn









                                                        F19 RETURN TO SELECT
```

What to do

- To save the current year summary of the salesrep sales summary file, type in **Y** and press **Enter**.
- To assign the fiscal year you are saving, type in the fiscal year and press **Enter**.

  Note: This save is optional. You can delete the current year summary record without saving. The last year summary record, if it exists, will be deleted.

Function keys

F19 RETURN TO SELECT cancels the selected save and deletion, and causes the Salesrep Sales File Maintenance (Select) display (AMV581) to appear again.

Fields

SAVE CURRENT YEAR SUMMARY <Y/N>. Type in **Y** to save the current year summary record in the Salesrep Sales History file. Type in **N** to delete the Summary record without saving the information to the Salesrep Sales History file. The default is Y.

CURRENT FISCAL YEAR SAVING. Type in the year in which this record is to be saved in Salesrep Sales History file.

Chapter 7. File Listing

When you select option 5 on the Main Menu, the File Listing menu (AMSM50) appears. The first three options provide detail information by individual customer, item, and sales representative. The last three options provide file grand totals for customers, items, and sales representatives.


```
AMSM50                          Sales Analysis                    **********
                                 File Listing

Type option or command; press Enter.

     1. Customer Sales
     2. Item Sales
     3. Salesrep Sales
     4. Grand Total Customer Sales
     5. Grand Total Item Sales
     6. Grand Total Salesrep Sales

 ________________________________________________________________________

F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Customer Sales. Use this option to print all or part of the Customer Sales file listing.

Option 2. Item Sales. Use this option to print all or part of the Item Sales file listing.

Option 3. Salesrep Sales. Use this option to print all or part of the Salesrep Sales file listing.

Option 4. Grand Total Customer Sales. Use this option to print grand totals of the Customer Sales file.

Option 5. Grand Total Item Sales. Use this option to print grand totals of the Item Sales file.

Option 6. Grand Total Salesrep Sales. Use this option to print grand totals of the Salesrep Sales file.

When you select option 1, 2, or 3 on the File Listing menu (AMSM50), a display appears that is used to define the contents of the list. The application then submits the request to the job queue for printing. When you select option 4, 5, or 6 on the File Listing menu, the application submits a printing request for Grand Totals directly to the job queue.

The lists for customer sales are available only if Sales Analysis interfaces with either the Accounts Receivable or the Customer Order Management application. The lists for item sales are available only if Sales Analysis interfaces with either the Customer Order Management or the Inventory Management application.

The detail reports can be used to provide a permanent record of sales amounts for discontinued items and terminated customers and sales representatives. Before using the file maintenance option to delete an item, customer, or sales representative from the files, use the file list option to print the appropriate detail report.

Option 1. Customer Sales (AMSM50)

Use this option anytime you need a listing of the customers in your Customer Sales file.

What information you need: If you are not printing all Customer Sales file records, the beginning and ending customer number, and the beginning and ending company number.

What report is printed: Customer Sales File List (AMS481).

The basic steps to obtain the file listing are listed below each display.

AMS441 – Customer List Options (Options)

Use this display to select optional report limits for the Customer File Listing. Some guidelines for using the display are:

- You must indicate whether you want to include information from the last fiscal year.
- If you do not set a range of company numbers and customer numbers, information for all customers and all companies prints on the list.

This display appears when you select option 1 on the File Listings menu (AMSM50).

```
DATE **/**/**          CUSTOMER LIST OPTIONS            OPTIONS    AMS441


         INCLUDE INFORMATION FROM LAST YEAR? <Y/N>  A

         OPTIONAL REPORT LIMITS:
              COMPANY NUMBER      FROM: nn         TO: nn
              CUSTOMER NUMBER     FROM: nnnnnnnn   TO: nnnnnnnn















                                                                F24 CANCEL THE JOB
```

What to do

To select the listing, type in the information requested and press **Enter**. The system schedules the Customer Sales File List for printing.

Note: If you press **Enter** without typing anything on this display, the listing includes all customers for all companies you have installed.

Function keys

F24 CANCEL THE JOB cancels the listing to be scheduled for printing and causes the File Listing menu (AMSM50) to appear.

Fields

INCLUDE INFORMATION FROM LAST YEAR <Y/N>. Type in **Y** to include customer sales information for the last fiscal year. Type in **N** to include only current fiscal year customer sales information. The default is N.

OPTIONAL REPORTS LIMITS.

COMPANY NUMBER (FROM) (TO). Type in the range (from 01 to 89) of company numbers to include in the listing. If you do not type in a ***From*** number, the listing begins with the first company number. If you do not type in a ***To*** number, the listing ends with the last company number.

CUSTOMER NUMBER (FROM) (TO). Type in the range (from 00000000 to 99999999) of customer numbers to include in the listing. If you do not type in a ***From*** number, the listing begins with the first customer number. If you do not type in a ***To*** number, the listing ends with the last customer number.

Option 2. Item Sales (AMSM50)

Use this option anytime you need a listing of the items in your Item Sales file.

What information you need: If you are not printing all Item Summary file records, the beginning and ending item number, and the beginning and ending company number.

What report is printed: Item Sales File List (AMS521).

The basic steps to obtain the file listing are listed below each display.

AMS442 – Item List Options (Options)

Use this display to select optional report limits for the Item File Listing.

This display appears when you select option 2 on the File Listings menu (AMSM50).

Some guidelines for using the display are:

- You must indicate whether you want to include information from the last fiscal year.
- If you do not set a range of company numbers and item numbers, information for all items and all companies prints on the list.

```
DATE **/**/**            ITEM LIST OPTIONS              OPTIONS    AMS442


         INCLUDE INFORMATION FROM LAST YEAR? <Y/N>  A

         OPTIONAL REPORT LIMITS:
              COMPANY NUMBER  FROM: nn                 TO: nn
              ITEM NUMBER     FROM: aaaaaaaaaaaaA15    TO: aaaaaaaaaaaaA15















                                                        F24 CANCEL THE JOB
```

What to do

To select the listing, type in the information requested and press **Enter**. The system schedules the Item Sales File List for printing.

Note: If you press **Enter** without typing anything on this display, the listing includes all items for all companies you have installed.

Function keys

F24 CANCEL THE JOB cancels the listing to be scheduled for printing and causes the File Listing menu (AMSM50) to appear.

Fields

INCLUDE INFORMATION FROM LAST YEAR <Y/N>. Type in **Y** to include item sales information for the last fiscal year. Type in **N** to include only current fiscal year item sales information. The default is N.

OPTIONAL REPORT LIMITS.

COMPANY NUMBER (FROM) (TO). Type in the range (from 01 to 89) of company numbers to include in the listing. If you do not type in a ***From*** number, the listing begins with the first company number. If you do not type in a ***To*** number, the listing ends with the last company number.

ITEM NUMBER (FROM) (TO). Type in the range (from <blanks> to 999999999999999) of item numbers to include in the listing. If you do not type in a ***From*** number, the listing begins with the first item number. If you do not type in a ***To*** number, the listing ends with the last item number.

Option 3. Salesrep Sales (AMSM50)

Use this option anytime you need a listing of the sales representatives in your Salesrep Master file.

What information you need: If you are not printing all Salesrep Sales File records, the beginning and ending salesrep number, and the beginning and ending company number.

What report is printed: Salesrep Sales File List (AMS561).

The basic steps to obtain the file listing are listed below each display.

Contents | Index | Exit

AMS443 – Salesrep List Options (Options)

Use this display to select optional report limits for the Salesrep File Listing.

This display appears when you select option 3 on the File Listings menu (AMSM50).

Some guidelines for using the display are:

- You must indicate whether you want to include information from the last fiscal year.
- If you do not set a range of company numbers and salesrep numbers, information for all salesreps and all companies prints on the list.

```
DATE **/**/**          SALESREP LIST OPTIONS            OPTIONS    AMS443


         INCLUDE INFORMATION FROM LAST YEAR? <Y/N>  A

         OPTIONAL REPORT LIMITS:
              COMPANY NUMBER      FROM: nn       TO: nn
              SALESREP NUMBER     FROM: nnnnn    TO: nnnnn









                                                  F24 CANCEL THE JOB
```

What to do

To select the listing, type in the information requested and press **Enter**. The system schedules the Salesrep Sales File List for printing.

Note: If you press **Enter** without typing anything on this display, the listing includes all sales representatives for all companies you have installed.

Function keys

F24 CANCEL THE JOB cancels the listing to be scheduled for printing and causes the File Listing menu (AMSM50) to appear.

Fields

INCLUDE INFORMATION FROM LAST YEAR <Y/N>. Type in **Y** to include sales representative sales information for the last fiscal year. Type in **N** to exclude the information. The default is N.

OPTIONAL REPORT LIMITS.

COMPANY NUMBER (FROM) (TO). Type in the range (from 01 to 89) of company numbers to include in the listing. If you do not type in a ***From*** number, the listing begins with the first company number. If you do not type in a ***To*** number, the listing ends with the last company number.

SALESREP NUMBER (FROM) (TO). Type in the range (from 00000 to 99999) of sales representative numbers to include in the listing. If you do not type in a ***From*** number, the listing begins with the first sales representative number. If you do not type in a ***To*** number, the listing ends with the last sales representative number.

Option 4–6. Grand Total Sales (AMSM50)

Use these options anytime you need a report of the grand total sales in your Customer, Item, or Salesrep sales files.

What information you need: None.

What reports are printed: Depending on the option you choose, one of the following listings is printed:

- Grand Total Customer Sales (AMS482)
- Grand Total Item Sales (AMS522)
- Grand Total Salesrep Sales (AMS562).

On the menu, choose one of the following options:

- For customer sales, type in **4** and press **Enter**. The system schedules the Grand Total Customer Sales report for printing.
- For item sales, type in **5** and press **Enter**. The system schedules the Grand Total Item Sales report for printing.
- For salesrep sales, type in **6** and press **Enter**. The system schedules the Grand Total Salesrep Sales report for printing.

No displays are associated with these options.

Chapter 8. Report descriptions

This section contains samples of every report the Sales Analysis application produces, presented by report name, in alphabetical order. The tables on the next pages help you locate the report you need. Depending on which functions you choose when you tailor the application to your company's needs, you may not need some of the reports.

Note: Some report samples show an Other Totals field. This field appears if you selected to print active customers, items, or salesreps for the period or month only. The amount in the Other Totals field is the sum of the year-to-date amounts not shown on the report. The amounts in the Other Totals field plus the individual company amounts printed equal the Final Total shown on the report.

Table 8-1. (Page 1 of 2) List of reports, sorted by report name

Table 8-1. (Page 2 of 2) List of reports, sorted by report name

Report	ID	See page
Salesrep Sales Edit	AMKS3	8-64
Salesrep Sales Edit List	AMV58	8-65
Salesrep Sales File List	AMS561	8-67
Year-End Update Totals	AMS064	8-69
Year-End Update Totals–Deleted Sales Analysis Customers	AMS061	8-70
Year-End Update Totals–Deleted Sales Analysis Items	AMS062	8-72
Year-End Update Totals–Suspended Salesrep List	AMS063	8-74

Table 8-2. (Page 1 of 2) List of reports, sorted by report ID

ID	Report	See page
AMKS1	Customer Sales Edit	8-12
AMKS2	Item Sales Edit	8-24
AMKS3	Salesrep Sales Edit	8-64
AMSRIS00	Customer Item Shipments	8-5
AMSROS00	Customer Order Shipments	8-9
AMS05	Sales Analysis Close Error List	8-63
AMS061	Year-End Update Totals–Deleted Sales Analysis Customers	8-70
AMS062	Year-End Update Totals–Deleted Sales Analysis Items	8-72
AMS063	Year-End Update Totals–Suspended Salesrep List	8-74
AMS064	Year-End Update Totals	8-69
AMS121	Sales Analysis by Customer (PTD or MTD/YTD)	8-50
AMS122	Profit Analysis by Customer (PTD/MTD)	8-29
AMS123	Profit Analysis by Customer (PTD or MTD/YTD)	8-31
AMS161	Profit Analysis by Customer Class (PTD/MTD)	8-33
AMS162	Sales Analysis by Customer Class (PTD or MTD/YTD)	8-52
AMS163	Profit Analysis by Customer Sales Amount (PTD/MTD)	8-35
AMS221	Sales Analysis by Item (PTD or MTD/YTD)	8-54
AMS222	Sales Analysis by Item Class (PTD or MTD/YTD)	8-57
AMS223	Profit Analysis by Item (PTD or MTD/YTD)	8-39
AMS241	Profit Analysis by Item (PTD/MTD)	8-37
AMS242	Profit Analysis by Item Class (PTD/MTD)	8-41
AMS243	Profit Analysis by Item Sales Amount (PTD/MTD)	8-43
AMS31	Sales Analysis by Salesrep (PTD or MTD/YTD)	8-59
AMS321	Sales Analysis by Salesrep Home Company (PTD or MTD/YTD)	8-61
AMS322	Profit Analysis by Salesrep Home Company (PTD or MTD/YTD)	8-47
AMS33	Profit Analysis by Salesrep Home Company (PTD/MTD)	8-45
AMS46	Customer Sales Edit List	8-16
AMS481	Customer Sales File List	8-14
AMS482	Grand Total Customer Sales	8-18
AMS50	Item Sales Edit List	8-25

Table 8-2. (Page 2 of 2) List of reports, sorted by report ID

ID	**Report**	**See page**
AMS521	Item Sales File List	8-27
AMS522	Grand Total Item Sales	8-20
AMS561	Salesrep Sales File List	8-67
AMS562	Grand Total Salesrep Sales	8-22
AMV07	Completed Close List	8-4
AMV58	Salesrep Sales Edit List	8-65

Completed Close List (AMV07)

```
                          COMPLETED CLOSE LIST                    DATE  7/20/**  TIME 13:15:57  PAGE    1  AMV07
                         REPORTING PERIOD CLOSE

                                                *---- CURRENT STATUS AFTER CLOSE ----*
COMPANY                     PERIOD    PERIOD    CURRENT  SALES ANALYSIS  PERIOD FISCAL
NUMBER  NAME                CLOSED  CLOSE DATE  PERIOD    CLOSE PERIOD     YEAR BEGINS

   1    NORTHCREEK IND.        6       7/20/**     7          6                 7
```

This report is printed when you select Option 1 on the Period Closing menu (AMSM30).

Fields

Company number. The number of the company with which the close is associated.

Name. The name of the company.

Period closed. The reporting period or month that has been closed.

Period close date. The date the period or month was closed.

Current Period/month. Shows the current open period or month.

Sales Analysis Close Period/month. Shows the last Sales Analysis period or month available closed.

Period fiscal year begins. Shows the number of the period or month that the accounting fiscal year begins.

Customer Item Shipments (AMSRISI)

```
      ABC Mfg. Co.                                Customer Item Shipments          Date 06/15/**  Time 13.15.12  Page    1 AMSRIS1
                                            Detail Report Sequenced by  Company/Customer

Co/Customer  Item           Itm Seq  Rel #   Class Wh   Order #      Ship Seq   Order Qty     Req Date  Invoice  Curr ID   Rep
Name                    Item Description          UM     Ord Date Ship Date  Shipped Qty   Mfg Due   Inv Date Lang Code Surchg

01     1200  SHOE86394        0000001  00001   OXFD  ATL  01-CO  39763   0000001      500.000  07/01/**   397574    FFR     12121
FRED'S FRENCH SHOE CO.  MEN'S SUEDE SHOES         PR    05/15/** 06/15/**      500.000  06/13/**  06/15/**    FNC     A01

                  Con Unit Price           Base Price        Selling Price        Conv Sell Price       Net Sales Amt     Qty disc%
    Amount:                0.000              450.000              450.000          450.0000000          202,500.00      10.000
    Local curr:            0.000               90.000               90.000           90.0000000           40,500.00

    Comment:    SUEDE SHOES                                                                   Internal:  NO
    Inv Lang:   THE TRANSLATION OF SUEDE SHOES INTO FRENCH

01     1300  LDUV86394        0000001  00001   BYCL  ATL  01-CO  45098   0000001       10.000  07/01/**   769754            12121
SMITH, BANNER & WHEEMS  BICYCLE                   EA    05/15/** 06/15/**       10.000  06/13/**  06/15/**            A01

                  Con Unit Price           Base Price        Selling Price        Conv Sell Price       Net Sales Amt     Qty disc%
    Amount:                0.000              300.000              300.000          300.0000000            3,000.00       0.000

    Option   Item Number        Description                      Invoice Language Description    Phantom    Expanded Qty/Per Unit
      01     RE983              BLUE METALLIC PAINT              BLUE METALLIC PAINT               NO                1.0000000
      02     UK397478           CHROME RIMS                      CHROME RIMS                       NO                2.0000000
      03     BRK988787          COASTER BRAKE                    COASTER BRAKE                     NO                1.0000000

    Serial #:              S0047659964540           S0047659964541           S0047659964542           S0047659964543
    Serial #:              S0047659964544           S0047659964545           S0047659964546           S0047659964547
    Serial #:              S0047659964548           S0047659964549

01     1300  KIT987           0000001  00001   KIT   ATL  01-CO  45098   0000001       10.000  07/01/**   769754            12121
SMITH, BANNER & WHEEMS  BICYCLE KIT               EA    05/15/** 06/15/**       10.000  06/13/**  06/15/**            A01

                  Con Unit Price           Base Price        Selling Price        Conv Sell Price       Net Sales Amt     Qty disc%
    Amount:                0.000               30.000               30.000           30.0000000              300.00       0.000

    Kit Component    Kit Component Description        Quantity Per
    JFHGR834647      STREAMERS                               2.000
    IU4856843        LIGHT                                   1.000
    OIRY90009        SADDLE BAGS                             2.000

    Surchg:     Description                      Amount                Cost
                Invoice language description
                KIT HANDLING                                 30.00                15.00
                KIT HANDLING

                                              *** End of Report ***
```

This report is printed when you select option 8 on the Reports menu (AMSM20).

Fields

Co/Customer. A numeric value that identifies the company assigned to the customer's account, and a numeric value that identifies the customer.

Name. The first 25 positions of the customer name.

Item. An alphanumeric value that identifies the item or kit that the customer is ordering.

Itm Seq (Item sequence). The number assigned at entry time denoting the sequence that the item was entered on the order.

Rel # (Release number). A unique numbered list of the customer item shipments that were released.

Item Description. The spelled-out name of the item for the item number shown.

Class. Code assigned by your company that identifies the classification to which this item belongs.

Wh (Warehouse ID). ID of the warehouse in which this item is currently stocked.

Order # (Order number). Control number assigned to the order.

UM (Unit of measure). Indicates the unit that the item is stocked and sold by.

Order Date. The date on which the customer placed the order.

Ship seq (Ship sequence). Assigned during invoicing to denote all associated shipment records.

Ship Date. The date on which an item or part of an item was shipped to a company or customer.

Order Qty (Order quantity). The amount or quantity that the customer ordered.

Shipped Qty (Shipped quantity). The quantity that was shipped to the customer.

Req Date (Required date). The date that the customer wants the order.

Mfg Date (Manufacturing date). Date on which the line item is ready for shipment to the customer.

Invoice. Number identifying a specific invoice.

Inv Date (Invoice date). Date that the invoice is generated for an item or an item shipment.

Curr ID (Currency ID). Identifies the currency ID that applies to a transaction. Only appears when multi-currency is active.

Lang Code (Language code). Identifies the language for item text, order comment text, special charge text, and export orders text. Text appears in both the local country language and the customer’s language.

Rep (Representative). Sales representative number assigned to this order.

Surchg (Surcharge). Additional cost added to this order.

Con Unit Price (Contract unit price). The contract price for the item if the item is covered by a contract with the customer

Base Price. The base price used in calculating the selling price of the item.

Selling Price. The amount used to calculate the extended price for the item if not using price conversion.

Conv Selling Price (Conventional selling price). The amount used to calculate the extended price for an item.

Net Sales Amt (Net sales amount). The extended price of a line item.

Qty disc % (Quantity discount percent). The discount percent based on quantity price breaks in the Quantity Price file.

Amount. Trading amounts (if Multi-Currency Support (MCS) is on).

Local curr (Local currency). Local currency amounts (if MCS is on).

Comment. The item comments associated with the item.

Inv Lang (Invoice language)

The item comments translated into the specified language code.

Internal. YES or NO. If YES, the comments print only on pick lists. If NO, the comments print on all documents.

Option. The option number for the component item that is used for assembling the end item.

Item Number. The item number for the component that is associated with the specified option.

Description. The descriptive text for the item number.

Invoice Language Description. The descriptive text for the item number in the specified language code.

Phantom. YES or NO. Specifies if the item for this option is a phantom or not.

Expanded Qty/Per Unit (Expanded quantity per unit). The total quantity of this component necessary to complete the required number of items for this order.

Serial # (Serial number). Unique number identifying a specific item.

Kit Component. An item that is part of a kit.

Kit Component Description. The item description of a kit component.

Quantity Per (Quantity per kit). The quantity of a kit component contained in one kit.

Surchg (Surcharge). Miscellaneous, special added charges to the order, which are calculated as a percentage of the net amount of a line item or special charge.

Description. Unique description of the surcharge.

Invoice language description. The description translated into the customer's language.

Amount. The charge amount for the surcharge.

Cost. The cost amount associated with this surcharge.

Customer Order Shipments (AMSROS2)

```
'
       ABC Mfg. Co.                                  Customer Order Shipments          Date 06/15/**  Time 13.15.12  Page    1 AMSROS2
                                                Detail Report Sequenced By Company/Customer            Item information excluded

Co/Customer     Class  Order Number  Ship Seq  Purchase Order Number  Export     Invoice #        Invoice Amt     Curr ID   Rep
Name                        Ord Date Ship Date P.O. Date     P.O. Rev            Invoice Date     Invoice Amt LC  Lang Code Terr

01     1200        A1  01-CO    3754    0000001  SLKYFM195386           YES       003864                25,567.00     FFR      12121
FRED'S FRENCH SHOE CO.      06/01/** 06/05/**  05/25/**                           06/05/**               5,113.40     FNC      73

Sold-to                     Ship-to                     Bill-to                     Order Value / LC    Exchange Rate   Ex Override
FRED'S FRENCH SHOE CO.      FRED'S FRENCH SHOE CO.      FRED'S FRENCH SHOE CO.              25,000.00         5.000000
93558 RUE DE FIRM           93558 RUE DE FIRM           93558 RUE DE FIRM                    5,000.00
SUITE 322                   SUITE 322                   SUITE 322
ATTN: FRED                  ATTN: FRED                  ATTN: FRED                  Invoice Type
PARIS            PA         PARIS            PA         PARIS            PA         Standard
               JRU 375 FD                  JRU 375 FD                  JRU 375 FD
FRANCE                      FRANCE                      FRANCE

Terms %  Terms Description          Shipping Instructions          Lead Time  Current Order Cost   Disc %  Weight
  10.000 10 Net 30                  DHL                                10          2,500.00        15.000       3,456.0 KG

Comment:   THIS IS A TEST COMMENT TO DEMONSTRATE WHERE COMMENT TEXT PRINTS ON THIS RPT.      Internal:  NO
           THERE CAN BE MANY LINES IN A COMMENT.
Inv Lang:  THIS WOULD BE THE ENGLISH TO FRENCH TRANSLATION FOR THE COMMENT ABOVE.


Spc Chg:   Description                      Amount                Cost                   Special Charge Code
           Invoice Language Description     Amount local curr
           FREIGHT                                     300.00                  60.00     Amount (Freight)
           THIS WOULD BE THE FRENCH TRANSLATION.        60.00

           Comment:    THIS IS A COMMENT ON A SPECIAL CHARGE.                                        Internal:  NO
           Inv Lang:   THIS WOULD BE THE FRENCH TRANSLATION.

                                                        *** End of Report ***
```

This report is printed when you select option 7 on the Reports menu (AMSM20).

Fields

Co/Customer (Company/customer). A numeric value that identifies the company assigned to the customer’s account, and a numeric value that identifies the customer.

Class. Identifier you use to indicate the industry class to which the customer belongs.

Order Number. The order or control number assigned to the order.

Ord Date (Order date). The date on which the customer placed the order.

Ship Seq (Shipment sequence). Assigned during invoicing to denote all associated shipment records.

Ship Date (Shipment date). The date on which an order or part of an order was shipped to a company or customer.

Purchase Order Number. The PO number assigned to this order.

P.O. Date. The date that this PO was issued.

P.O. Revision. The PO revision number, if any.

Export. YES or NO; indicates whether the orders have to be exported.

Invoice # (Invoice number). Number identifying a specific invoice.

Invoice Date. Date that the invoice is generated for a customer order or order shipment.

Invoice Amt (Invoice amount). Dollar amount of the invoice.

Invoice Amt LC (Invoice amount in local currency). The invoice amount in local currency for MCS customers.

Curr ID (Currency ID). Identifies the currency ID that applies to a transaction. Only appears when multi-currency is active.

Lang Code (Language code). Identifies the language for item text, order comment text, special charge text, and export orders text. Text appears in both the local country language and the customer's language.

Rep (Sales representative). Code used to identify the sales representative assigned to a customer account.

Terr (Territory). Code you use to designate the customer's geographic area.

Sold-to. Name and address of the customer who placed the order. Only the first 25 positions are printed.

Ship-to. Name and address of the customer to receive the order. Only the first 25 positions are printed.

Bill-to. Name and address of the customer to receive the invoice. Only the first 25 positions are printed.

Order value. The total amount for all line items on the order.

L/C (Local currency). Shows total amount in local currency (if MCS is on).

Exchange rate. The rate of exchange for the invoice (if MCS is on).

Ex Override (Exchange override). The effective date of the exchange rate to be used in the currency conversion calculations.

Terms % and Description. The percent and description specified during application tailoring that is associated with this customer.

Shipping Instructions. Unique instructions for shipment of the order to the customer.

Lead Time. The estimated number of days to ship an order to the customer.

Current Order Cost. Total cost of the order.

Disc % (Discount percent). How much is the order discounted, in percentage.

Weight. Total weight of items on order.

Comment. Order comments.

Inv Lang (Invoice language). Order comments in foreign text.

Internal. Specifies where to print the order.

Spc Chg (Special charges). Miscellaneous, special added charges to the order.

Description. Unique identification of the special charge.

Invoice Language Description. The descriptive text for the item number in the specified language code.

Amount. Charge amount for the special charge.

Amount local curr (Amount local currency). Local currency amounts (if MCS is on).

Cost. The cost amount associated with this special charge.

Special Charge Code. The code to show the type of special charge.

Amount (freight). Specific charge amount for freight with this special charge.

Comment. Descriptive comment on special charge.

Inv Lang (Invoice language). Invoice language; the translated comment in the specified language code.

Customer Sales Edit (AMKS1)

```
                                      CUSTOMER SALES EDIT                  DATE  7/20/**  TIME 16.41.48  PAGE    1  AMKS1
                                                                                                  OPER       UPDATE# 049
COMPANY NUMBER    CUSTOMER NUMBER     CUSTOMER CLASS
      01               00000100            00010
THIS YEAR  SALES BY PERIOD
             1            500,050.00    2          1,000,000.00    3          7,777,77.0     4            100.5
             5                898.11    6              1,000.99    7               100.5     8            898.1
             9              1,000.99   10                100.55   11               898.1    12          1,000.00
            13            788,050.00
           COST BY PERIOD
             1            250,025.00    2            500,000.00    3          333,333.00     4             50.75
             5                 66.66    6                   .00    7               50.75     8             66.66
             9                   .00   10                 50.75   11               66.66    12               .00
            13            250,025.00
           INVOICES BY PERIOD
             1                   .5     2                     6    3                   1     4                1
             5                   5      6                    15    7                   1     8                5
             9                  15     10                     1   11                   5    12               15
            13                   5
COMPANY NUMBER     CUSTOMER NUMBER    CUSTOMER CLASS
      01                00000100           00010
LAST YEAR  SALES BY PERIOD
             1            500,050.00    2          1,000,000.00    3        7,777,777.00     4            100.55
             5                898.11    6              1,000.99    7              100.55     8            898.11
             9              1,000.99   10                100.55   11              898.11    12          1,000.99
            13            788,050.00

           COST BY PERIOD
             1            250,025.00    2            500,000.00    3          333,333.00     4             50.75
             5                 66.66    6                   .00    7               50.75     8             66.66
             9                   .00   10                 50.75   11               66.66    12               .00
            13            250,025.00

           INVOICES BY PERIOD
             1                   .5     2                     6    3                   1     4                1
             5                   5      6                    15    7                   1     8                5
             9                  15     10                     1   11                   5     12              15
            13                   5



                                      CUSTOMER SALES EDIT                  DATE  7/20/**  TIME 16.41.48  PAGE    2  AMKS1
LOAD STATUS
        RECORDS ADDED            4    RECORDS REJECTED        0
OPTIONS SELECTED
                 EDIT AND LOAD
```

Fields

Company number. The number of the company with which the customer is associated.

Customer number. The number assigned to identify the customer.

Customer class. The industry segment code for the customer being described on this report.

This year. The header that indicates this column information is this year’s sales data.

Note: On the following fields, the period number or month abbreviation associated with the field information appears to the left of the line.

Sales by Period/month. The total sales amount before taxes, discounts and special charges for this customer to date for this period or month.

Cost by Period/month. The total cost amount for items sold to this customer to date for this period or month.

Invoices by Period/month. The total number of invoices processed for this customer to date for this period or month.

Last year. The header that indicates this column information is last year's sales data.

Load status. The number of records added or rejected.

Options selected. The report options selected.

Customer Sales Edit List (AMS46)

```
                                CUSTOMER SALES EDIT LIST                DATE  7/20/**  TIME 16.41.48  PAGE    1  AMS46
                                                                                             OPER       UPDATE# 38

 COMPANY NUMBER    CUSTOMER NUMBER    CLASS     MAINTENANCE DATE
       01               00000400      00040             7/19/**     BEFORE
                   THIS YEAR          PERIOD              SALES                    COST       INVOICES
                                         1                  .00                     .00            0
                                         2               500.50                  500.00            2
                                         3               450.25                  450.00            4
                                         4                  .00                     .00            0
                                         5                  .00                     .00            0
                                         6                  .00                     .00            0
                                         7                  .00                     .00            0
                                         8                  .00                     .00            0
                                         9                  .00                     .00            0
                                        10                  .00                     .00            0
                                        11                  .00                     .00            0
                                        12                  .00                     .00            0
                                        13                  .00                     .00            0

 COMPANY NUMBER    CUSTOMER NUMBER    CLASS     MAINTENANCE DATE
       01               00000400      00040             7/19/**     AFTER
                   THIS YEAR          PERIOD              SALES                    COST       INVOICES
                                         1                  .00                     .00            0
                                         2               500.50                  500.00            2
                                         3               450.25                  450.00            3
                                         4                  .00                     .00            0
                                         5                  .00                     .00            0
                                         6                  .00                     .00            0
                                         7                  .00                     .00            0
                                         8                  .00                     .00            0
                                         9                  .00                     .00            0
                                        10                  .00                     .00            0
                                        11                  .00                     .00            0
                                        12                  .00                     .00            0
                                        13                  .00                     .00            0


COMPANY NUMBER     CUSTOMER NUMBER              MAINTENANCE DATE
      01             00001200                        2/01/**        ADDED
                                      CLASS               SALES                    COST       INVOICES
```

This report is printed when you select option 1 on the File Maintenance menu (AMSM40).

Fields

Company number. The number of the company with which the customer is associated.

Customer number. The number assigned to identify the customer.

Class. The industry segment code for the customer being described on this report.

Maintenance date. The system date when the last change to this customer was made.

Status. A code identifying the status of the specified record. The code can be one of the following:

Added: Indicates a record has been added.
Before: Indicates this was the status of the record before it has been changed.
After: Indicates this is the status of the record after it has been changed.

Deleted: Indicates this sales data has been deleted from the customer sales file.

This year. The header that indicates this column information is this year's sales data.

Period/month. The period number or month abbreviation associated with the field information to the right.

Sales. The total sales amount before taxes, discounts and special charges for this customer to date for this period or month.

Cost. The total cost amount for items sold to this customer.

Invoices. The total number of invoices processed for this customer to date for this period or month.

Period maintained. The current period or month being maintained in this change.

Customer Sales File List (AMS481)

```
                                   CUSTOMER SALES FILE LIST            DATE  7/20/**  TIME 16.41.48  PAGE    1  AMS481

COMPANY NUMBER    01
CUSTOMER NUMBER  00000800  NAME DEKALB CHEMICAL CO.            CLASS 00070
    CURRENT YEAR
                                                                         GROSS
    PERIOD                     SALES                    COST            PROFIT        INVOICES
           1                     595.28                   500.00           95.28          150
           2                     816.41                   900.00           83.59           10   CURRENT PERIOD
           3                     650.25                   600.00           50.25          151
           4                     900.25                   950.25           50.00-         152
           5                     200.25                   195.22            5.03          163
           6                     468.00                   470.00            2.00-         150
           7                     595.95                   550.50           45.45          152
           8                     794.61                   765.33           29.28          149
           9                     993.26                   990.64            2.62          163
          10                     452.58                   450.50            2.08          156
          11                     993.26                   990.25            3.01          145
          12                     893.93                   965.90           71.97-         158
          13                     900.00                   901.00            1.00-         160
    YEAR-TO-DATE
       TOTALS                  9,254.03                 9,229.59           24.44        1,859
    LAST YEAR
                                                                         GROSS
    PERIOD                     SALES                    COST            PROFIT        INVOICES

           1                     698.25                   695.25            3.00          150
           2                     700.25                   700.60             .35-         125
           3                     725.25                   700.23           25.02          130
           4                     695.25                   596.36           98.89          110
           5                     800.25                   795.36            4.89          130
           6                     595.35                   590.25            5.10          140
           7                     656.23                   640.25           15.98          135
           8                     725.36                   720.22            5.14          143
           9                     700.50                   696.00            4.50          150
          10                     609.36                   909.00          299.64-         145
          11                     800.65                   800.55             .10          147
          12                     765.25                   765.00             .25          150
          13                     736.45                   730.65            5.80          161
    YEAR END
     TOTALS                    9,208.40                 9,339.72          131.32        1,816
```

This report is printed when you select option 1 on the File Listing menu (AMSM50).

Fields

Company number. The number of the company with which the customer is associated.

Customer number. The number assigned to identify the customer.

Name. The name that identifies the customer. This field shows the first 25 positions of the customer name.

Class. The industry segment code for the customer being described on this report.

Current year. The header that indicates this column information is this year's sales data.

Period/month. The period number or month abbreviation associated with the field information on the same line of the report.

Sales. The total sales amount before taxes, discounts and special charges for this customer to date for this period or month.

Cost. The total cost amount for items sold to this customer to date for this period or month.

Gross profit. The profit percent for all items credited to this customer to date for this period or month.

Invoices. The total number of invoices processed for this customer to date for this period or month.

Current Period/month. The data on this row is for the current reporting period/ month.

Year-to-date totals. The year to date amounts for Sales, Cost, Gross Profit, and Invoices.

Last year. The header that indicates this column information is last year’s sales data.

Year end totals. The total amounts for Sales, Cost, Gross Profit, and Invoices for all the last year.

Grand Total Customer Sales (AMS482)

```
NORTHCREEK IND.    NO. 01              GRAND TOTAL CUSTOMER SALES              DATE  7/20/**  TIME 16.45.20  PAGE    1  AMS482

                             PERIOD-TO-DATE              YEAR-TO-DATE             LAST YEAR YTD
  SALES                         14,955.47                  23,925.59                  65,982.72
  COST                          14,589.90                  23,449.99                  70,031.15
  INVOICES                         10                       2,050                      1,778

  PERIOD                          SALES                       COST               INVOICES

           1                       595.28                     500.00                  150
           2                       532.50                     530.50                  160
           3                       650.25                     600.00                  151
           4                       900.25                     950.25                  152
           5                       200.25                     195.22                  163
           6                       468.00                     470.00                  150
           7                       595.95                     550.50                  152
           8                       794.61                     765.33                  149
           9                       993.26                     990.64                  163
          10                       452.58                     450.50                  156
          11                       993.26                     990.25                  145
          12                       893.93                     965.90                  158
           13                        900.00                     901.00                  160
```

This report is printed when you select option 4 on the File Listing menu (AMSM50).

Fields

Period/month-to-date. The total sales and cost amounts, and number of invoices at this period/month-to-date point.

Sales. The total sales amount before taxes, discounts and special charges for all customers to date for this period or month.

Cost. The total cost amount for items sold to all customers to date for this period or month.

Invoices. The total number of invoices processed for all customers to date for this period or month.

Year-to-date. The total sales and cost amounts, and number of invoices at this year-to-date point.

Sales. The total sales amount before taxes, discounts and special charges for all customers to date for this year, not including the total sales amount for all customers to date for this period or month.

Cost. The total cost amount for items sold to all customers to date for this year, not including the total cost amount for items sold to all customers to date for this period or month.

Invoices. The total number of invoices processed for all customers to date for this year.

Last year YTD. The total sales and cost amounts, and number of invoices last year at this year-to-date point.

Sales. The total sales amount before taxes, discounts and special charges for all customers last year at this year-to-date point.

Cost. The total cost amount for items sold to all customers to date for this period last year at this year-to-date point.

Invoices. The total number of invoices processed for all customers to date for last year at the year-to-date point of the Year-to-date Invoices field.

Period/month. The period number or month abbreviation associated with the field information to the right.

Sales. The total sales amount for all customers for the period/month specified.

Cost. The total cost amount for all items sold to all customers for the period/month specified.

Invoices. The total number of invoices processed for all customers for the period/month specified.

Grand Total Item Sales (AMS522)

```
NORTHCREEK IND.    NO. 01             GRAND TOTAL ITEM SALES                  DATE  7/20/**  TIME 16.45.30  PAGE    1  AMS522

            PERIOD-TO-DATE                 YEAR-TO-DATE                 LAST YEAR YTD
  SALES             10,180.65                    38,869.41                    93,330.85
  COST               5,592.70                    41,963.07                    75,189.78
  INVOICES              45                        1,330                        2,351
  QUANTITY             307                        1,707                        6,306
  LOST QTY              14                           35                           81
  PERIOD                      SALES                     COST           INVOICES         QUANTITY  LOST QUANTITY

          1                   1,563.01                  9,213.05          100              100             2
          2                   2,092.05                  2,096.30           95               95             2
          3                   2,596.01                  2,598.31          102              102             1
          4                   2,296.05                  2,290.30           99               93             2
          5                   2,391.00                  2,394.25           95              100             2
          6                   2,596.02                  2,596.55           98              100             0
          7                   1,356.05                  1,357.26           97               96             4
          8                   1,820.00                  1,812.45           99              113             1
          9                   2,195.02                  2,190.45          102              105             1
         10                   2,406.03                  2,400.95           96              114             0
         11                   2,194.06                  2,192.50          103              134             4
         12                   2,890.05                  2,891.50          104              115             0
         13                   2,293.41                  2,335.50           95              133             2
```

This report is printed when you select option 5 on the File Listing menu (AMSM50).

Fields

Period/month-to-date. The total sales and cost amounts, number of invoices, quantity and lost quantity amounts at this period/month-to-date point.

Sales. The total sales amount before taxes, discounts and special charges for all items to date for this period or month.

Cost. The total cost amount of all items sold to date for this period or month.

Invoices. The total number of invoices processed to date for this period or month containing all items.

Quantity. The total number of all items sold to date for this period or month.

Lost qty. The total quantity ordered and not shipped of all items to date for this period or month.

Year-to-date. The total sales and cost amounts, number of invoices, quantity and lost quantity amounts at this year-to-date point.

Sales. The total sales amount before taxes, discounts and special charges for all items to date for this year, not including the total sales amount for the items to date for this period or month.

Cost. The total cost amount of all items sold to date for this year, not including the total cost amount of all items sold to date for this period or month.

Invoices. The total number of invoices processed to date for this year containing all items, not including the number of invoices processed to date for this period or month.

Quantity. The total number of all items sold to date for this year, not including the total number of all items sold to date for this period or month.

Lost qty. The total quantity ordered and not shipped of all items to date for this year, not including the total quantity ordered and not shipped to date for this period or month.

Last year YTD. The total sales and cost amounts, number of invoices, quantity and lost quantity amounts last year at this year-to-date point.

Sales. The total sales amount before taxes, discounts and special charges for all items last year at the year-to-date point of the Year-to-date sales field.

Cost. The total cost amount of all items sold last year at the year-to-date point of the Year-to-date cost field.

Invoices. The total number of invoices processed to date for last year at the year-to-date point of the Year-to-date invoices field.

Quantity. The total number of all items sold last year at the year-to-date point of the Year-to-date Quantity field.

Lost qty. The total quantity ordered and not shipped of all items to date for last year in the Year-to-date Lost Quantity field.

Period/month. The period number or month abbreviation associated with the field information to the right.

Sales. The total sales amount of all items for the period or month specified.

Cost. The total cost amount of all items sold for the period or month specified.

Invoices. The total invoices processed for all items sold for the period or month specified.

Quantity. The total number of items sold for the period or month specified.

Lost quantity. The total quantity of items ordered and not shipped for the period or month specified.

Grand Total Salesrep Sales (AMS562)

```
NORTHCREEK IND.   NO. 01               GRAND TOTAL SALESREP SALES            DATE  7/20/**  TIME 16.45.40  PAGE    1  AMS562

                        PERIOD-TO-DATE             YEAR-TO-DATE                LAST YEAR YTD
  SALES                      168,725.14              1,615,230.89                  1,053,882.11
  COST                        81,729.81              1,529,574.54                  1,478,165.80
  INVOICES                           41                     4,531                         2,403

  PERIOD                         SALES                      COST                INVOICES

           1                  84,584.69                120,382.05                   342
           2                 116,621.30                116,502.21                   319
           3                 117,627.46                117,809.07                   326
           4                 117,252.03                 85,669.93                   339
           5                 115,888.74                113,875.10                   341
           6                 120,729.38                119,163.99                   341
           7                 110,401.20                111,729.17                   345
           8                 108,413.70                109,180.26                   346
           9                 112,777.28                112,676.52                   359
          10                 117,840.88                117,602.98                   374
          11                 113,995.70                114,025.58                   326
          12                 104,078.61                104,078.61                   372
           13                  106,119.26                 105,119.26                   360
```

This report is printed when you select option 6 on the File Listing menu (AMSM50).

Fields

Period/month-to-date. The total sales and cost amounts, and number of invoices at this period/month-to-date point.

Sales. The total sales amount before taxes, discounts, and special charges for all sales by representatives to date for this period or month.

Cost. The total cost amount of all sales by representatives sold to date for this period or month.

Invoices. The total number of invoices credited to sales representatives to date for this period or month.

Year-to-date. The total sales and cost amounts, and number of invoices at this year-to-date point.

Sales. The total sales amount before taxes, discounts, and special charges for all sales by representatives to date for this year, not including the total sales amount for the sales by representatives to date for this period or month.

Cost. The total cost amount of all items sold by sales representatives to date for this year, not including the total cost amount of all items sold by sales representatives to date for this period or month.

Invoices. The total number of invoices credited to sales representatives to date for this year, not including the number of invoices credited to sales representatives to date for this period or month.

Last year YTD. The total sales and cost amounts, and number of invoices last year at this year-to-date point.

Sales. The total sales amount before taxes, discounts, and special charges for all sales by representatives last year at the year-to-date point.

Cost. The total cost amount of all items sold by sales representatives last year at the year-to-date point of the Year-to-date Cost field.

Invoices. The total number of invoices credited to sales representatives to date for last year at the year-to-date point of the Year-to-date Invoices field.

Period/month. The period number or month abbreviation associated with the field information to the right.

Sales. The total sales amount of all sales by representatives for the period or month specified.

Cost. The total cost amount of all items sold by sales representatives for the period or month specified.

Invoices. The total invoices credited to sales representatives for the period or month specified.

Item Sales Edit (AMKS2)

```
                                        ITEM SALES EDIT                          DATE  7/20/**  TIME 16.41.48  PAGE     1  AMKS2
                                                                                                           OPER     UPDATE#109
COMPANY NUMBER      ITEM NUMBER          ITEM CLASS
      01                 BICY004            0001
THIS YEAR   SALES BY PERIOD
                1          500,050.00      2          1,000,000.00     3            100.55       4              898.1
                5              100.55      6                898.11     7            100.55       8              898.11
                9        8,991,222.00     10              4,545.00-   11        8,991,222.00    12            4,545.00-
               13          788,050.00
            COST BY PERIOD
                1          250,025.00      2            500,000.00     3             50.75       4               66.66
                5               50.75      6                 66.66     7             50.75       8               66.66
                9          310,000.00     10            500,000.00    11          310,000.00    12           500,000.00
               13          250,025.00
            INVOICES BY PERIOD
                1                   5      2                     6     3                  1      4                 5
                5                   1      6                     5     7                  1      8                 5
                9                 561     10                     0    11                561     12                 0
               13                   5
            QUANTITY BY PERIOD
                1              456.77      2               900.007     3          1,000.990      4              15.000
                5            1,000.99      6                15.000     7          1,000.990      8              15.000
                9             909.999-    10                55.670    11            909.999-    12              55.670
               13                 .00
            LOST QUANTITY BY PERIOD
                1                 660      2                    10     3                  0      4                 0
                5                   0      6                     0     7                  0      8                 0
                9                 999     10                     1    11                999     12                 1
               13                   0
```

Fields

Company number. The number of the company with which the item is associated.

Item number. The set of characters assigned to identify an item.

Item class. The category of items to which this item belongs.

This year. The header that indicates this column information is for this year's sales data.

Note: On the following fields, the period number or month abbreviation associated with the field information appears to the left of the line.

Sales by period/month. The total sales amount before taxes, discounts, and special charges for this item to date for this period or month.

Cost by period/month. The total cost of this item to date for this period or month.

Invoices by period/month. The number of invoices processed to date for this period or month containing this item.

Quantity by period/month. The total number of this item sold to date for this period or month.

Lost quantity by period/month. The total quantity ordered and not shipped to date for this period or month.

Item Sales Edit List (AMS50)

```
                                    ITEM SALES EDIT LIST                 DATE   7/20/**  TIME 17.44.44  PAGE     1  AMS50
                                                                                                   OPER       UPDATE#   39

COMPANY NUMBER      ITEM NUMBER          CLASS     MAINTENANCE DATE
      01             03010                0070         7/19/**         BEFORE

                    THIS YEAR     PERIOD              SALES                   COST    INVOICES        QUANTITY          LOST QTY
                                     1               900.50                 900.50       20             20.000                 1
                                     2               875.35                 875.35       22             21.000                 1
                                     3                  .00                    .00        0               .000                 0
                                     4                  .00                    .00        0               .000                 0
                                     5                  .00                    .00        0               .000                 0
                                     6                  .00                    .00        0               .000                 0
                                     7                  .00                    .00        0               .000                 0
                                     8                  .00                    .00        0               .000                 0
                                     9                  .00                    .00        0               .000                 0
                                    10                  .00                    .00        0               .000                 0
                                    11                  .00                    .00        0               .000                 0
                                    12                  .00                    .00        0               .000                 0
                                    13                  .00                    .00        0               .000                 0

COMPANY NUMBER      ITEM NUMBER          CLASS     MAINTENANCE DATE
      01             03010                0070         7/19/**         AFTER

                    THIS YEAR     PERIOD              SALES                   COST    INVOICES        QUANTITY          LOST QTY
                                     1               900.50                 900.50       20             20.000                 1
                                     2               875.35                 875.35       21             21.000                 1
                                     3                  .00                    .00        0               .000                 0
                                     4                  .00                    .00        0               .000                 0
                                     5                  .00                    .00        0               .000                 0
                                     6                  .00                    .00        0               .000                 0
                                     7                  .00                    .00        0               .000                 0
                                     8                  .00                    .00        0               .000                 0
                                     9                  .00                    .00        0               .000                 0
                                    10                  .00                    .00        0               .000                 0
                                    11                  .00                    .00        0               .000                 0
                                    12                  .00                    .00        0               .000                 0
                                    13                  .00                    .00        0               .000                 0

COMPANY NUMBER      ITEM NUMBER                    MAINTENANCE DATE
      01          99001                                7/19/**         ADDED
                                    CLASS              SALES                  COST    INVOICES        QUANTITY          LOST QTY
          PERIOD MAINTAINED    02    0070             5,735.00              3,143.60       6            37,000                 2

COMPANY NUMBER      ITEM NUMBER                    MAINTENANCE DATE    DELETED
      01          99002                                2/01/**
                                    CLASS              SALES                  COST    INVOICES        QUANTITY          LOST QTY
          PERIOD MAINTAINED    02    0070             5,835.00              3,243.00       7            38,000                 2
```

This report is printed when you select option 2 on the File Maintenance menu (AMSM40).

Fields

Company number. The number of the company with which the item is associated.

Item number. The set of characters assigned to identify an item.

Class. The category of items to which this item belongs.

Maintenance date. The system date that pertains to the last time item information being shown was maintained.

This year. The header that indicates this column information is for this year's sales data.

Note: On the following fields, the period number or month abbreviation associated with the field information appears to the left of the line.

Sales. The total sales amount before taxes, discounts, and special charges for this item to date for this period or month.

Cost. The total cost of this item to date for this period or month.

Invoices. The number of invoices processed to date for this period or month containing this item.

Quantity. The total number of this item sold to date for this period or month.

Lost quantity. The total quantity ordered and not shipped to date for this period or month. The number of invoices processed to date for this period or month containing this item.

Period maintained. The period or month being maintained in this change, followed by the period totals for sales, cost, invoices, quantity, and lost quantity before and after the change.

Status. A code identifying the status of the specified record. The code can be one of the following:

Added: Indicates a record has been added.
Before: Indicates this was the status of the record before it has been changed.
After: Indicates this is the status of the record after it has been changed.
Deleted: Indicates this sales data has been deleted from the file.

Item Sales File List (AMS521)

ITEM SALES FILE LIST DATE 7/20/** TIME 16.41.48 PAGE 1 AMS521

COMPANY NUMBER 01
ITEM NUMBER 03385 DESCRIPTION WRENCH CLASS 0080
CURRENT YEAR

PERIOD	SALES/COST	GROSS PROFIT	INVOICES	QUANTITY	LOST QUANTITY
1	93.01	.04-	20	30.000	1
2	92.05	4.00-	20	35.000	0
3	96.01	2.05-	20	36.000	1
4	96.05	5.00	20	34.000	0
5	91.00	3.00-	20	34.000	1
6	96.02	.28-	20	32.000	0
7	96.05	.96-	20	36.000	1
8	98.00	7.80	20	31.000	1
9	95.02	4.82	20	30.000	0
10	96.03	5.33	20	35.000	0
11	94.06	1.81	20	39.000	1
12	97.05	1.20-	20	35.000	0
13	93.05	2.45-	20	34.000	1
YEAR-TO-DATE TOTALS	1,233.40	10.78	260	441.000	7

LAST YEAR

PERIOD	SALES/COST	GROSS PROFIT	INVOICES	QUANTITY	LOST QUANTITY
1	93.15	.15	20	35.000	1
2	100.00	1.00-	20	35.000	0
3	98.00	1.00	20	36.000	1
4	99.00	1.00	20	39.000	2
5	97.00	1.00	20	38.000	1
6	96.00	1.00	20	37.000	0
7	89.70	.20	20	34.000	1
8	97.98	1.48	20	36.000	2
9	103.50	.50	20	31.000	0
10	106.95	.95	20	30.000	0
11	103.50	2.00-	20	35.000	1
12	97.98	.52-	20	38.000	2
13	89.90	.01	20	39.000	1
YEAR END TOTALS	1,272.66	3.77	260	463.000	12

This report is printed when you select option 2 on the File Listing menu (AMSM50).

Fields

Company number. The number of the company with which the item is associated.

Item number. The set of characters assigned to identify an item.

Description. The name or description of the item.

Class. The category of items to which this item belongs.

Current year. The header that indicates this column information is this year's sales data.

Period/month. The period number or month abbreviation associated with the field information on that line.

Sales. The total sales amount before taxes, discounts, and special charges for this item to date for this period or month.

Cost. The total cost of this item to date for this period or month.

Gross profit. The gross profit percent for this item to date for this period or month.

Invoices. The number of invoices processed to date for this period or month containing this item.

Quantity. The total number of this item sold to date for this period or month.

Lost quantity. The total quantity ordered and not shipped to date for this period or month.

Year-to-date totals. The total amounts to date for this year for fields Sales, Cost, Gross Profit, Invoices, Quantity, and Lost Quantity.

Last year. The header which indicates this column information is last year’s sales data.

Year end totals. The total amounts for all of last year for Sales, Cost, Gross Profit, Invoices, Quantity, and Lost Quantity.

Profit Analysis by Customer (PTD/MTD) (AMS122)

```
  NORTHCREEK IND.   NO. 01              PROFIT ANALYSIS BY CUSTOMER              DATE  7/20/**  TIME 16.41.48  PAGE    1  AMS122
                                          FOR PERIOD 02 PTD
                                            *------------------------------ PERIOD-TO-DATE -----------------------------*
CUSTOMER                               SALESREP
 NUMBER          CUSTOMER NAME          NUMBER        SALES AMOUNT              COST AMOUNT           GROSS PROFIT          PCT

00000800   DEKALB CHEMICAL CO.          31901              816.41                   900.00                 83.59-       10.2-
00001000   FOREMOST MACHINE SHOP        31702              907.92                   850.00                 57.92         6.4
00001100   GORDON'S PRINT SHOP          31701            1,582.37                 1,341.26                241.11        15.2
00001200   QUAKER CITY FOUNDRY          31901            6,312.41                 6,256.20                 56.21          .9
01135000   APOLLO  SUPPLY  CO.          31701            1,072.17                   914.30                157.87        14.7
01444000   ALMON SAFETY EQUIPMENT       31705            1,297.43                 1,199.87                 97.56         7.5
01454000   AL'S CLEANING SERVICE        31706              437.52                   430.80                  6.72         1.5
01483000   AMERICAN STEEL               31709              732.41                   710.06                 22.35         3.1
01487000   AMERICAN WOOD PRESERVING     31709            1,796.83                 1,987.41                190.58-       10.6-
                         COMPANY TOTALS                 14,955.47                14,589.90                365.57         2.4



                                        PROFIT ANALYSIS BY CUSTOMER              DATE  7/20/**  TIME 16.41.48  PAGE    2  AMS122

                                       *------------------------------- PERIOD TO DATE -------------------------------*

                                            SALES AMOUNT              COST AMOUNT            GROSS POFIT        PCT
                         FINAL TOTALS             14,955.47                14,589.90                365.57        2.4

 REPORT LIMITS CHOSEN:

     COMPANY NUMBERS        FROM 01          TO 01
     CUSTOMER NUMBERS       FROM 00000000    TO 99999999

     ACTIVE CUSTOMERS ONLY N

     REQUESTED REPORTING PERIOD 1

 NUMBER OF RECORDS PRINTED             9
```

This report is printed when you select option 1 on the Reports menu (AMSM20).

Fields

For Period/month. The open period or month to which the information on this report applies.

Customer number. The number assigned to identify this specific customer.

Customer name. The name of the customer to which the information applies. This field shows the first 25 positions of the customer name.

Salesrep number. The number assigned to identify a specific sales representative. This is the sales representative who is primarily responsible for this customer.

Sales amount. The total sales amount before taxes discounts and special charges for this customer to date for this period or month.

Cost amount. The total cost amount for items sold to this customer to date for this period or month.

Gross profit. The gross profit amount for items sold to this customer to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for all items credited to this customer for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

Company totals. The totals of the Period/Month-to-date fields for all customers associated with a specific company.

Final totals. The totals of the period/month-to-date Sales Amounts, Cost Amounts, Gross Profits, and PCTS for all customers of all companies selected.

Profit Analysis by Customer (PTD or MTD/YTD) (AMS123)

```
  NORTHCREEK IND.   NO. 01              PROFIT ANALYSIS BY CUSTOMER              DATE  7/21/**  TIME 10.24.40  PAGE    1  AMS123
  FIRST FISCAL PERIOD   07               FOR 09 PERIODS BY PTD/YTD
CUSTOMER NAME              *--------------PERIOD-TO-DATE ---------------*  *-------------- YEAR-TO-DATE ---------------*
CUSTOMER SALESREP                SALES AMOUNT         GROSS PROFIT              SALES AMOUNT         GROSS PROFIT       LAST
 NUMBER   NUMBER                  COST AMOUNT                  PCT               COST AMOUNT                  PCT     YEAR PCT

DEKALB CHEMICAL CO.                    816.41               83.59-                 7,035.28                21.16
00000800   31901                       900.00               10.2-                  7,014.12                  .3           4.1-
FOREMOST MACHINE SHOP                  700.00                5.00-                   700.00                 5.00-
00001000   31702                       705.00                 .7                     705.00                  .7-          3.8
QUAKER CITY FOUNDRY                  6,312.41               56.21                  6,312.41                56.21
00001200  31901                      6,256.20                 .9                   6,256.20                  .9          37.8-
APOLLO  SUPPLY  CO.                  1,072.17              157.87                  1,072.17               157.87
01135000  31701                        914.30               14.7                     914.30                14.7            .7-
ALMON SAFETY EQUIPMENT               1,297.43               97.56                  1,297.43                97.56
01444000  31705                      1,199.87                7.5                   1,199.87                 7.5          16.4-
AL'S CLEANING SERVICE                  437.52                6.72                    437.52                 6.72
01454000  31706                        430.80                1.5                     430.80                 1.5          83.1-
AMERICAN STEEL                         732.41               22.35                    732.41                22.35
01483000  31709                        710.06                3.1                     710.06                 3.1          13.8
AMERICAN WOOD PRESERVING             1,796.83              190.58-                 1,796.83               190.58-
01487000  31709                      1,987.41               10.6-                  1,987.41                10.6-         18.2
              COMPANY               13,165.18               61.54                 19,384.05               166.29
              TOTALS                13,103.64                 .5                  19,217.76                  .9
                AM-4020 OFFSET BEYOND NEXT PERIOD TO CLOSE



                                        PROFIT ANALYSIS BY CUSTOMER              DATE  7/21/**  TIME 10.24.40  PAGE    2  AMS123


                           *--------------PERIOD-TO-DATE ---------------*  *-------------- YEAR-TO-DATE ---------------*
                                 SALES AMOUNT        GROSS PROFIT               SALES AMOUNT         GROSS PROFIT
                                  COST AMOUNT                 PCT                COST AMOUNT                  PCT
              OTHER                                                             9,479.95                44.74-
              TOTALS                                                            9,524.69                  .5-
              FINAL                13,165.18               61.54               28,864.00               121.55
              TOTALS               13,103.64                 .5                28,742.45                  .4

 REPORT LIMITS CHOSEN:

     COMPANY NUMBERS      FROM 01        TO 01
     CUSTOMER NUMBERS     FROM 00000000  TO 99999999

     ACTIVE CUSTOMERS ONLY N

     REQUESTED OFFSET FROM FISCAL PERIOD BEGIN  13

 NUMBER OF RECORDS PRINTED            7
```

This report is printed when you select option 4 on the Reports menu (AMSM20).

Fields

For periods/months. The number of months/periods to which the information on this report applies.

Customer name. The name of the customer to which the information applies. This field shows the first 25 positions of the customer name.

Customer number. The number assigned to identify this specific customer.

Salesrep number. The number assigned to identify a specific sales representative. This is the sales representative who is primarily responsible for this customer.

Period/month-to-date. The total sales and cost amounts, and gross profit amounts and percentage at this period/month-to-date point.

Sales amount. The total sales amount before taxes, discounts, and special charges for this customer to date for this period or month.

Cost amount. The total cost amount for items sold to this customer to date for this period or month.

Gross profit. The gross profit amount for items sold to this customer to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for all items credited to this customer for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

Year-to-date. The total sales and cost amounts, and gross profit amounts and percentage at this year-to-date point.

Sales amount. The total sales amount before taxes, discounts, and special charges for this customer to date for this year, including the total sales amount for this customer to date for this period or month.

Cost amount. The total cost amount for items sold to this customer to date for this year, including the total cost amount for items sold to this customer to date for this period or month.

Gross profit. The gross profit amount for items sold to this customer to date for this year, including the current period or month. It is the difference between year-to-date sales amount and year-to-date cost amount.

PCT. The gross profit percentage for all items credited to this customer to date for this year, including the current period or month. It is the relationship of gross profit to either year-to-date sales amount or year-to-date cost amount, depending upon your response to Sales Analysis installation tailoring.

Last year PCT. The gross profit percentage for all items credited to this customer for the same periods as year-to-date percentage, but for last year.

Company totals. The totals of the period/month-to-date fields for all customers associated with a specific company.

Other totals. The totals of year-to-date amounts not shown on the report. The sum of Other Totals plus the amounts printed equal the final report totals.

Final totals. The totals of all period/month-to-date and year-to-date fields for all customers of all companies selected.

Profit Analysis by Customer Class (PTD/MTD) (AMS161)

```
NORTHCREEK IND.   NO. 01            PROFIT ANALYSIS BY CUSTOMER CLASS            DATE  8/04/**  TIME 10.05.26  PAGE     1  AMS161
                                      FOR PERIOD 02 PTD
CUSTOMER  *------------------------- PERIOD-TO-DATE -----------------------------------*
 CLASS          SALES AMOUNT           COST AMOUNT           GROSS PROFIT         PCT

 00010                8,084.58              7,875.50               209.0         2.6
 00011                1,297.43              1,199.87                97.56        7.
 00070                  816.41                900.00                83.59-      10.2
 00078                1,796.83              1,987.41               190.58-      10.6-
 00090                  732.41                710.06                22.35        3.1
 00099                  437.52                430.80                 6.72        1.5
COMPANY
 TOTALS              13,165.18             13,103.64                61.54         .5


                                    PROFIT ANALYSIS BY CUSTOMER CLASS            DATE  8/04/**  TIME 10.05.26  PAGE    2   AMS161

         *------------------------ PERIOD-TO-DATE ------------------------------------*
               SALES AMOUNT           COST AMOUNT          GROSS PROFIT         PCT
  FINAL
 TOTALS              13,165.18             13,103.64               61.5          .5

REPORT LIMITS CHOSEN:

    COMPANY NUMBERS       FROM 01        TO 01
    CUSTOMER NUMBERS      FROM 00000000  TO 99999999
    CUSTOMER CLASS CODES  FROM 00000     TO 99999

    ACTIVE CUSTOMERS ONLY N

    REQUESTED REPORTING PERIOD 1

NUMBER OF RECORDS PRINTED          8
```

This report is printed when you select option 1 on the Reports menu (AMSM20).

Fields

For period/month. The open period or month to which the information on this report applies.

Customer class. The number assigned to identify this specific customer.

Sales amount. The total sales amount before taxes, discounts and special charges for this customer class to date for this period or month.

Cost amount. The total cost amount for items sold to this customer class to date for this period or month.

Gross profit. The gross profit amount for items sold to this customer class to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for all items credited to this customer class for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

Company totals. The totals of the period/month-to-date fields for all customer classes in a specific company.

Final totals. The totals of all period/month-to-date fields for all customers of all companies selected.

Profit Analysis by Customer Sales Amount (PTD/MTD) (AMS163)

```
  NORTHCREEK IND.   NO. 01         PROFIT ANALYSIS BY CUSTOMER SALES AMOUNT       DATE  7/20/**  TIME 16.41.53  PAGE    1  AMS163
                                              FOR PERIOD 02 PTD
CUSTOMER NAME              CUSTOMER  SALESREP    *------------------------------- PERIOD-TO-DATE -----------------------------*
                            NUMBER    NUMBER           SALES AMOUNT            COST AMOUNT           GROSS PROFIT        PCT

GORDON'S PRINT SHOP        00001100    31701                       .00                    .00                    .00        .0
AL'S CLEANING SERVICE      01454000    31706                    437.52                 430.80                   6.72       1.5
FOREMOST MACHINE SHOP      00001000    31702                    700.00                 705.00                   5.00-       .7-
AMERICAN STEEL             01483000    31709                    732.41                 710.06                  22.35       3.1
DEKALB CHEMICAL CO.        00000800    31901                    816.41                 900.00                  83.59-     10.2-
APOLLO  SUPPLY  CO.        01135000    31701                  1,072.17                 914.30                5787.00      14.7
ALMON SAFETY EQUIPMENT     01444000    31705                  1,297.43               1,199.87                9756.00       7.5
AMERICAN WOOD PRESERVING   01487000    31709                  1,796.83               1,987.41                9058.00-     10.6-
QUAKER CITY FOUNDRY        00001200    31901                  6,312.41               6,256.20                  56.21        .9
                           COMPANY TOTALS                    13,165.18              13,103.64                  61.54        .5


                                   PROFIT ANALYSIS BY CUSTOMER SALES AMOUNT       DATE  7/20/**  TIME 16.41.53  PAGE    2  AMS163

                                            *------------------------------- PERIOD-TO-DATE ---------------------------*
                                                 SALES AMOUNT            COST AMOUNT           GROSS PROFIT        PCT

                           FINAL  TOTALS                14,955.47              14,589.90                365.57      2.4

  REPORT LIMITS CHOSEN:

      COMPANY NUMBERS      FROM 01       TO 01
      CUSTOMER NUMBERS     FROM 00000000 TO 99999999

      ACTIVE CUSTOMERS ONLY N

      REQUESTED REPORTING PERIOD 1

 NUMBER OF RECORDS PRINTED          9
```

This report is printed when you select option 1 on the Reports menu (AMSM20).

Fields

For period/month. The open period or month to which the information on this report applies.

Customer name. The name of the customer to which the information applies. This field shows the first 25 positions of the customer name.

Customer number. The number assigned to identify this specific customer.

Salesrep number. The number assigned to identify a specific sales representative. This is the sales representative who is primarily responsible for this customer.

Sales amount. The total sales amount before taxes, discounts, and special charges for this customer to date for this period or month.

Cost amount. The total cost amount for items sold to this customer to date for this period or month.

Gross profit. The gross profit amount for items sold to this customer to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for all items credited to this customer for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

Company totals. The totals of the period/month-to-date fields for all customers associated with a specific company.

Final totals. The totals of the period/month-to-date fields for all customers in all classes selected.

Profit Analysis by Item (PTD/MTD) (AMS241)

```
   NORTHCREEK IND.    NO. 01                PROFIT ANALYSIS BY ITEM               DATE  7/20/**  TIME 16:42:21  PAGE    1  AMS241
                                               FOR PERIOD 02 PTD
ITEM  ITEM                                *------------------------------------ PERIOD-TO-DATE ---------------------------------------*
CLASS NUMBER/DESCRIPTION                    QUANTITY       SALES AMOUNT            COST AMOUNT           GROSS PROFIT        PCT

   20 03424                                       70             705.00                 700.00                   5.00          .7
      TREADLE ASSEMBLY
   80 03591-08                                    10              15.00                   7.50                   7.50        50.0
      WHEEL 8 IN DIA
   80 03591-10                                    35              87.50                  43.75                  43.75        50.0
      WHEEL 12 IN DIA
   80 03591-12                                    20              50.00                  25.00                  25.00        50.0
      WHEEL 18 IN DIA
   20 27005-A                                     35           2,625.00               1,320.00               1,305.00        49.7
      PUMPING UNIT
   70 33480-A                                     17              50.15                  31.45                  18.70        37.3
      CONTROL BOX
   20 34250-A                                     83             913.00                 321.40                 591.60        64.8
      TANK COVER ASSM
   10 99001                                       37           5,735.00               3,143.60               2,591.40        45.2
      SPRAY UNIT

                      COMPANY TOTALS             307          10,180.65               5,592.70               4,587.95        45.1



                                            PROFIT ANALYSIS BY ITEM               DATE  7/20/**  TIME 16:42:21  PAGE    2   AMS241

                                          *----------------------------------- PERIOD-TO-DATE ---------------------------------------*
                                            QUANTITY        SALES AMOUNT          COST AMOUNT             GROSS PROFIT        PCT
                        FINAL TOTALS             307           10,180.65             5,592.70                 4,587.95         45.1

 REPORT LIMITS CHOSEN

     COMPANY NUMBERS        FROM 01               TO 01
     ITEM NUMBERS           FROM 000000000000000  TO 999999999999999

     ACTIVE ITEMS ONLY N

     REQUESTED REPORTING PERIOD 1

  NUMBER OF RECORDS PRINTED         8
```

This report is printed when you select option 2 on the Reports menu (AMSM20).

Fields

For period/month. The open period or month to which the information on this report applies.

Item class. The category of items to which this item belongs.

Item number. The set of characters assigned to identify this item.

Description. The name of the item to which this information applies.

Quantity. The total number of this item sold to date for this period or month.

Sales amount. The total sales amount before taxes, discounts, and special charges for this item to date for this period or month.

Cost amount. The total cost of this item to date for this period or month.

Gross profit. The gross profit amount this item sold to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for this item sold to date for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

Company totals. The totals of the period/month-to-date fields for all items within a specific company.

Final totals. The totals of the period/month-to-date fields for all items within all item classes, for all companies selected.

Profit Analysis by Item (PTD or MTD/YTD) (AMS223)

```
NORTHCREEK IND.   NO. 01              PROFIT ANALYSIS BY ITEM                DATE  7/20/**  TIME 16.43.47  PAGE    1  AMS223
FIRST FISCAL PERIOD   07             FOR 09 PERIODS BY PTD/YTD
           *----- QUANTITIES ------* *-------- PROFIT PTD --------* *---- YTD AMOUNT ---* *-------------- PROFIT YTD -----------*
ITEM         SOLD PTD       LOST PTD                                  SALES                                          L.YR
NUMBER/DESC SOLD YTD       LOST YTD       GROSS AMOUNT        PCT         COST          GROSS AMOUNT        PCT        PCT

03591-08        WHEEL 8 IN DIA
                  10               1                                     15.00
                  10               1             7.50      50.0           7.50                 7.50     50.0        .0

03591-10        WHEEL 12 IN DIA
                  35              10                                     87.50
                  35              10            43.75      50.0          43.75                43.75     50.0        .0

03591-12        WHEEL 18 IN DIA
                  20               0                                     50.00
                  20               0            25.00      50.0          25.00                25.00     50.0        .0


                                        PROFIT ANALYSIS BY ITEM                DATE  7/20/**  TIME 16.43.47  PAGE    2  AMS223

          *----- QUANTITIES ------*  *-------- PROFIT PTD --------* *---- YTD AMOUNT ---* *-------------- PROFIT YTD -----------*
           SOLD PTD       LOST PTD                                    SALES
           SOLD YTD       LOST YTD       GROSS AMOUNT        PCT         COST          GROSS AMOUNT        PCT

 OTHER                                                                  762.27
TOTALS            0              0                                      747.16                15.11       .0
 FINAL          237             13                                   10,237.92
TOTALS          237             13           4,582.95      45.1        5,639.86             4,598.06     11.9

  REPORT LIMITS CHOSEN:

      COMPANY NUMBERS      FROM 01              TO 01
      ITEM NUMBERS         FROM 000000000000000 TO 999999999999999

      ACTIVE ITEMS ONLY N
```

This report is printed when you select option 5 on the Reports menu (AMSM20).

Fields

First fiscal period. The first fiscal period that is covered in this report.

For periods/months. The starting fiscal period and the number of months or periods to which the information on this report applies.

Item number. The set of characters assigned to identify this item.

Desc. The name or description of the item.

Quantities. The total quantity sold and lost period/month-to-date and year-to-date.

Sold PDT/MTD. The total number of this item sold to date for this period or month.

Sold YTD. The total number of this item sold to date for this year, including the total number of this item sold to date for this period or month.

Lost PTD/MTD. The total quantity ordered and not shipped to date for this period or month.

Lost YTD. The total quantity ordered and not shipped to date for this year, including quantity ordered and not shipped to date for this period or month.

Profit PTD/MTD. The gross profit amount and percentage at this period/month-to-date point.

Gross amount. The gross profit amount for this item, sold to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for this item for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

YTD amount. The total sales and cost amount at this year-to-date point.

Sales. The total sales amount before taxes, discounts and special charges for this item to date for this year, including the total sales amount for this item to date for this period or month.

Cost. The total cost of this item to date for this year, including the total cost of this item to date for this period or month.

Profit YTD. The gross profit amount and percentage at this year-to-date point, and the percentage for all last year.

Gross amount. The gross profit amount for this item to date for this year, including the current period or month. It is the difference between year-to-date sales amount and year-to-date cost amount.

PCT. The gross profit percentage for this item to date for this year, including the current period or month. It is the relationship of gross profit to either year-to-date sales amount or year-to-date cost amount, depending upon your response to Sales Analysis installation tailoring.

L.YR PCT. The profit percent for this item for all of last year.

Company totals. The totals of all fields for all items within a specific company.

Other totals. The totals of year-to-date amounts not shown on the report. The sum of Other Totals plus the amounts printed equal the final report totals.

Final totals. The totals of all period/month-to-date and year-to-date fields for all items in all companies selected.

Profit Analysis by Item Class (PTD/MTD) (AMS242)

```
  NORTHCREEK IND.    NO. 01            PROFIT ANALYSIS BY ITEM CLASS              DATE  7/20/**  TIME 16:42:25  PAGE    1  AMS242
                                             FOR PERIOD 02 PTD
                   ITEM    *------------------------------------ PERIOD-TO-DATE ----------------------------------------*
                  CLASS       QUANTITY          SALES AMOUNT              COST AMOUNT             GROSS PROFIT        PCT
                   0010            37               5,735.00                 3,143.60                 2,591.40       45.2

                   0020           188               4,243.00                 2,341.40                 1,901.60       44.8

                   0070            17                  50.15                    31.45                    18.70       37.3

                   0080            65                 152.50                    76.25                    76.25       50.0
         COMPANY TOTALS           307              10,180.65                 5,592.70                 4,587.95       45.1



                                       PROFIT ANALYSIS BY ITEM CLASS              DATE  7/20/**  TIME 16:42:25  PAGE    2  AMS242

                            *----------------------------------- PERIOD-TO-DATE ----------------------------------------*
                              QUANTITY              SALES AMOUNT          COST AMOUNT             GROSS PROFIT       PCT
         FINAL TOTALS             307                  10,180.65             5,592.70                 4,587.95      45.1

REPORT LIMITS CHOSEN

    COMPANY NUMBERS       FROM 01                  TO 01
    ITEM NUMBERS          FROM 000000000000000     TO 999999999999999
    ITEM CLASS CODES      FROM 0000                TO 9999

    ACTIVE ITEMS ONLY N

    REQUESTED REPORTING PERIOD 1

 NUMBER OF RECORDS PRINTED          4
```

This report is printed when you select option 2 on the Reports menu (AMSM20).

Fields

For period/month. The open period or month to which the information on this report applies.

Item class. The category of items to which this item belongs.

Quantity. The total number of this item class sold to date for this period or month.

Sales amount. The total sales amount before taxes, discounts, and special charges for this item class to date for this period or month.

Cost amount. The total cost of this item class to date for this period or month.

Gross profit. The gross profit amount this item sold to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for this item class credited to date for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

Company totals. The totals of the period/month-to-date fields for all item classes in a specific company.

Final totals. The totals of all period/month-to-date fields for all items in all companies selected.

Profit Analysis by Item Sales Amount (PTD/MTD) (AMS243)

```
   NORTHCREEK IND.    NO. 01        PROFIT ANALYSIS BY ITEM SALES AMOUNT           DATE  7/20/**  TIME 16:42:28  PAGE    1  AMS243
                                              FOR PERIOD 02 PTD
ITEM  ITEM                                  *----------------------------------- PERIOD-TO-DATE -------------------------------------*
CLASS NUMBER/DESCRIPTION                      QUANTITY        SALES AMOUNT           COST AMOUNT           GROSS PROFIT         PCT

0080  03591-08                                      10               15.00                  7.50                  7.50         50.0
      WHEEL 8 IN DIA
0080  03591-12                                      20               50.00                 25.00                 25.00         50.0
      WHEEL 18 IN DIA
0070  33480-A                                       17               50.15                 31.45                 18.70         37.3
      CONTROL BOX
0080  03591-10                                      35               87.50                 43.75                 43.75         50.0
      WHEEL 12 IN DIA
0020  03424                                         70              705.00                700.00                  5.00           .7
      TREADLE ASSEMBLY
0020  34250-A                                       83              913.00                321.40                591.60         64.8
      TANK COVER ASSM
0020  27005-A                                       35            2,625.00              1,320.00              1,305.00         49.7
      PUMPING UNIT
0010  99001                                         37            5,735.00              3,143.60              2,591.40         45.2
      SPRAY UNIT
                          COMPANY TOTALS           307           10,180.65              5,592.70              4,587.95         45.1



                                    PROFIT ANALYSIS BY ITEM SALES AMOUNT           DATE  7/20/**  TIME 16:42:28  PAGE    2  AMS243

                                        *----------------------------------- PERIOD-TO-DATE -------------------------------------*
                                         QUANTITY        SALES AMOUNT           COST AMOUNT           GROSS PROFIT     PCT
                        FINAL TOTALS          307           10,180.65              5,592.70              4,587.95     45.1

 REPORT LIMITS CHOSEN

     COMPANY NUMBERS        FROM 01               TO 01
     ITEM NUMBERS           FROM 000000000000000  TO 999999999999999

     ACTIVE ITEMS ONLY N

     REQUESTED REPORTING PERIOD 1

  NUMBER OF RECORDS PRINTED         8
```

This report is printed when you select option 2 on the Reports menu (AMSM20).

Fields

For period/month. The open period or month to which the information on this report applies.

Item class. The category of items to which this item belongs.

Item number. The set of characters assigned to identify an item.

Description. The name of the item to which this information applies.

Quantity. The total number of this item sold to date for this period or month.

Sales amount. The total sales amount before taxes, discounts, and special charges for this item to date for this period or month.

Cost amount. The total cost of this item to date for this period or month.

Gross profit. The gross profit amount for this item sold to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for this item credited to date for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

Company totals. The totals of the period/month-to-date fields for all item classes in a specific company.

Final totals. The totals of all period/month-to-date fields for all items in all companies selected.

Profit Analysis by Salesrep Home Company (PTD/MTD) (AMS33)

```
  NORTHCREEK IND.    NO. 01        PROFIT ANALYSIS BY SALESREP HOME COMPANY        DATE  7/20/**  TIME 16.42.53  PAGE    1  AMS33
                                             FOR PERIOD 02 PTD
                                             *-------------------------- PERIOD-TO-DATE -------------------------------*
SALESREP  SALESREP                      COMPANY
NUMBER    NAME                          NUMBER       SALES AMOUNT            COST AMOUNT           GROSS PROFIT       PCT

 31701    ROBERT G. ARRON                  01            4,900.50               4,950.20                49.70-      1.0-
 31702    BOBBY JOE ADAMS                  01            4,000.00               4,000.50                  .50-       .0
 31703    JOHN W. ENDSLEY                  01              100.00                  95.00                 5.00       5.0
 31705    WILLIAM E AMDERSON               01            4,200.25               4,200.00                  .25        .0
 31706    CHARKES W. ARNOLD                01            4,980.05               4,850.01               130.04       2.6
 31709    JOE DON BAKER                    01           88,510.25              88,500.25                10.00        .0
 31756    EDWARD (SAM) HOUSTON             01              100.00                 100.00                  .00        .0
 31791    R J (LEROY) BROWN                01              225.00                 200.00                25.00      11.1
 31794    W A (HARRY) GREENBURG            01              900.25                 900.00                  .25        .0
 31901    RAY PIERCE                       01            4,600.00               4,601.25                 1.25-       .0

                HOME COMPANY TOTALS                    112,516.30             112,397.21               119.09        .1



                                   PROFIT ANALYSIS BY SALESREP HOME COMPANY        DATE  7/20/**  TIME 16.42.53  PAGE    2  AMS33

                                             *-------------------------- PERIOD-TO-DATE -------------------------------*
                                                 SALES AMOUNT            COST AMOUNT           GROSS PROFIT       PCT
                       FINAL TOTALS                112,516.30             112,397.21               119.09        .1

REPORT LIMITS CHOSEN

    HOME COMPANY NUMBERS  FROM 01    TO 01
    SALESREP NUMBERS      FROM 00000 TO 99999

    ACTIVE SALESREPS ONLY N

    REQUESTED REPORTING PERIOD 1

NUMBER OF RECORDS PRINTED          10
```

This report is printed when you select option 3 on the Reports menu (AMSM20).

Fields

For period/month. The open period or month to which the information on this report applies.

Salesrep number. The number assigned to identify a specific sales representative.

Salesrep name. The name of the sales representative to which the information applies.

Company number. The number of the company for which the sales representative has sold items.

Sales amount. The total sales amount before taxes, discounts, and special charges credited to this sales representative to date for this period or month.

Cost amount. The total cost of items credited to this sales representative to date for this period or month.

Gross profit. The gross profit amount for items sold by this sales representative to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for all items sold by this sales representative for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

Home company totals. The totals of the period/month-to-date fields for all sales by representatives for a specific home company selected.

Final totals. The totals of all period/month-to-date fields for all sales by representatives in all home companies selected.

Profit Analysis by Salesrep Home Company (PTD or MTD/YTD) (AMS322)

```
   NORTHCREEK IND.   NO. 01        PROFIT ANALYSIS BY SALESREP HOME COMPANY          DATE  7/20/** TIME 16.44.20  PAGE    1    AMS322
   FIRST FISCAL PERIOD   07                FOR 09 PERIODS BY PTD/YTD

SALESREP        *------------------- PERIOD-TO-DATE ----------------* *---------------------- YEAR-TO-DATE ------------------------*
 NUMBER   NAME                                                                                                         LAST
           COMPANY      SALES AMOUNT                                   SALES AMOUNT                                    YEAR
            NUMBER       COST AMOUNT          GROSS PROFIT       PCT      COST AMOUNT           GROSS PROFIT      PCT      PCT

  31701    ROBERT G. ARRON
              01             9,320.10                                       51,867.01
                             9,327.12                 7.02-       .1-       51,485.96                 381.05       .7         .0

  31702    BOBBY JOE ADAMS
              01            39,607.17                                       79,216.29
                            27,538.53             2,068.64      30.5        67,467.17              11,749.12     14.8         .3

  31703    JOHN W. ENDSLEY
              01                  .00                                          946.00
                                  .00                  .00        .0           830.00                 116.00     12.3         .0

  31709    JOE DON BAKER
              01            33,074.20                                      647,789.72
                            15,102.12            17,972.08      54.3       629,032.97              18,756.75      2.9         .8

  31901    RAY PIERCE
              01            32,340.12                                       73,042.54
                             9,870.37            22,469.75      69.5        49,824.35              23,218.19     31.8        5.6-
        HOME COMPANY       114,341.59                                      852,861.56
        TOTALS              61,838.14            42,503.45      51.6       798,640.45              54,221.11      5.1
      AM-4020 OFFSET BEYOND NEXT PERIOD TO CLOSE



                                  PROFIT ANALYSIS BY SALESREP HOME COMPANY          DATE  7/20/**  TIME 16.44.20  PAGE    2  AMS322

                 *------------------PERIOD-TO-DATE ----------------* *---------------------- YEAR-TO-DATE -----------------------*

                      SALES AMOUNT                                 SALES AMOUNT
                       COST AMOUNT          GROSS PROFIT      PCT     COST AMOUNT            GROSS PROFIT       PCT

       OTHER                                                          33,826.00
       TOTALS                                                         33,830.00                    4.00-      .0
       FINAL              114,341.59                                 886,687.56
       TOTALS              61,838.14            42,503.45      51.6  832,470.45               54,217.11      5.1

  REPORT LIMITS CHOSEN:

      HOME COMPANY NUMBERS  FROM 01    TO 01
      SALESREP NUMBERS      FROM 00000 TO 99999

      ACTIVE SALESREPS ONLY N

      REQUESTED OFFSET FROM FISCAL PERIOD BEGIN  13

  NUMBER OF RECORDS PRINTED          5
```

This report is printed when you select option 6 on the Reports menu (AMSM20).

Fields

First fiscal period. The first fiscal period that is covered in this report.

For periods/months. The starting fiscal period and the number of months or periods to which the information on this report applies.

Salesrep number. The number assigned to identify a specific sales representative.

Name. The name of the sales representative to which the information applies.

Company number. The number of the company for which the sales representative has sold items.

Period/month-to-date. The total sales and cost amounts, and gross profit amount and percentage at this period/month-to-date point.

Sales amount. The total sales amount before taxes, discounts, and special charges credited to this sales representative to date for this period or month.

Cost amount. The total cost of items credited to this sales representative to date for this period or month.

Gross profit. The gross profit amount for items sold by this sales representative to date for this period or month. It is the difference between current sales amount and current cost amount.

PCT. The gross profit percentage for all items sold by this sales representative for this period or month. It is the relationship of gross profit to either current sales amount or current cost amount, depending upon your response to Sales Analysis installation tailoring.

Year-to-date. The total cost and sales amounts, and gross profit amount and percentage at this year-to-date point.

Sales amount. The total sales amount before taxes, discounts, and special charges credited to this sales representative to date for this year, including the total sales amount credited to this sales representative to date for this period or month.

Cost amount. The total cost of items credited to this sales representative to date for this year, including the total cost of items credited to this sales representative to date for this period or month.

Gross profit. The gross profit amount for items sold by this sales representative to date for this year, including the current period or month. It is the difference between year-to-date sales amount and year-to-date cost amount.

PCT. The gross profit percentage for all items sold by this sales representative to date for this year, including the current period or month. It is the relationship of gross profit to either year-to-date sales amount or year-to-date cost amount, depending upon your response to Sales Analysis installation tailoring.

Last year PCT. The profit percent for all items sold by this sales representative for all of last year.

Home company totals

The totals of the period/month-to-date and year-to-date fields for all sales by representatives for a specific home company.

Other totals. The totals of year-to-date amounts not shown on the report. The sum of Other Totals plus the amounts printed equal the final report totals.

Final totals. The totals of all period/month-to-date and year-to-date fields for all sales by representatives in all home companies selected.

Sales Analysis by Customer (PTD or MTD/YTD) (AMS121)

```
   NORTHCREEK IND.   NO. 01              SALES ANALYSIS BY CUSTOMER               DATE  7/21/**  TIME 10.24.37  PAGE    1  AMS121
   FIRST FISCAL PERIOD   07               FOR 09 PERIODS BY PTD/YTD
                           *------------PERIOD-TO-DATE SALES AMOUNTS ---------* *----------- YEAR-TO-DATE SALES AMOUNTS -----------*
 CUSTOMER     SLSRP                                                 PCT                                                  PCT
 NUMBER/NAME  NUMBER                THIS YEAR            LAST YEAR      DIFF         THIS YEAR              LAST YEAR     DIFF

 00000800     31901                        816.41                70.25    16.6            7,035.28              6,392.30    10.1
 DEKALB CHEMICAL CO.
 00001000     31702                        700.00                  .00 9,999.9              700.00              6,362.67    89.0-
 FOREMOST MACHINE SHOP
 00001200     31901                      6,312.41                  .00 9,999.9            6,312.41              6,906.78     8.6-
 QUAKER CITY FOUNDRY
 01135000     31701                      1,072.17                  .00 9,999.9            1,072.17              5,179.33    79.3-
 APOLLO  SUPPLY  CO.
 01444000     31705                      1,297.43                  .00 9,999.9            1,297.43              6,012.29    78.4-
 ALMON SAFETY EQUIPMENT
 01454000     31706                        437.52               650.25    32.7-             437.52              4,886.72    91.0-
 AL'S CLEANING SERVICE
 01483000     31709                        732.41                  .00 9,999.9              732.41              7,442.10    90.2-
 AMERICAN STEEL
 01487000     31709                      1,796.83                  .00 9,999.9            1,796.83             14,832.61    87.9-
 AMERICAN WOOD PRESERVING
              COMPANY TOTALS            13,165.18               720.50   874.8           19,384.05             58,044.80    66.6-
                           AM-4020 OFFSET BEYOND NEXT PERIOD TO CLOSE



                                         SALES ANALYSIS BY CUSTOMER               DATE  7/21/**  TIME 10.24.37  PAGE    2  AMS121

                            *------------PERIOD-TO-DATE SALES AMOUNTS ---------* *------------ YEAR-TO-DATE SALES AMOUNTS ---------*
                                                                    PCT                                                  PCT
                                     THIS YEAR            LAST YEAR      DIFF          THIS YEAR              LAST YEAR    DIFF
              OTHER TOTALS                                        .00                   9,479.95              9,758.52    2.9
              FINAL TOTALS              13,165.18               720.50    874.8        28,864.00             67,803.32   57.4-

  REPORT LIMITS CHOSEN:

      COMPANY NUMBERS      FROM 01       TO 01
      CUSTOMER NUMBERS     FROM 00000000 TO 99999999

      ACTIVE CUSTOMERS ONLY N

      REQUESTED OFFSET FROM FISCAL PERIOD BEGIN  13

  NUMBER OF RECORDS PRINTED            8
```

This report is printed when you select option 4 on the Reports menu (AMSM20) or on the Period Closing menu (AMSM30).

Fields

First fiscal period. The first fiscal period that is covered in this report.

For periods/months. The starting fiscal period and the number of periods or months to which the information on this report applies.

Customer number. The number assigned to identify the customer.

Name. The name of the customer to which the information applies. This field shows the first 25 positions of the customer name.

SLSRP number. The number assigned to identify a specific sales representative. This is the sales representative who is primarily responsible for this customer.

Period/month-to-date sales amounts. The total sales amount at this current and last year period/month-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges credited to this customer to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges credited to this customer for this period or month last year.

PCT diff. The percentage difference between this period or month's sales and the same period or month last year. It is calculated by dividing this period or month's sales by this period or month last year's sales.

Year-to-date sales amounts. The total sales amount at this current and last year year-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges credited to this customer to date for this year, including the total sales amount credited to this customer to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges credited to this customer year-to-date last year, including the total sales amount credited to this customer to date for this period or month.

PCT diff. The percentage difference between this year's sales and the same period last year. it is calculated the same way as the period/month-to-date percentage difference except using year-to-date figures.

Company totals. The totals of all fields for all customers within a specific company.

Other totals. The totals of year-to-date amounts not shown on the report. The sum of Other Totals plus the amounts printed equal the final report totals.

Final totals. The totals of all period/month-to-date and year-to-date fields for all customers of all companies selected.

Sales Analysis by Customer Class (PTD or MTD/YTD) (AMS162)

```
NORTHCREEK IND.    NO. 01            SALES ANALYSIS BY CUSTOMER CLASS            DATE  7/20/**  TIME 16.43.19  PAGE    1  AMS162
FIRST FISCAL PERIOD   07                FOR 09 PERIODS BY PTD/YTD

                   *--------------PERIOD-TO-DATE SALES AMOUNTS---------*  *------------- YEAR-TO-DATE SALES AMOUNTS------------*
           CUSTOMER                                            PCT                                                    PCT
            CLASS             THIS YEAR           LAST YEAR    DIFF           THIS YEAR            LAST YEAR         DIFF

            00011              1,297.43                 .00  9,999.9           1,297.43             6,012.29         78.4-
            00070                816.41              700.25     16.6           7,035.28             6,392.30         10.1
            00078              1,796.83                 .00  9,999.9           1,796.83            14,832.61         87.9-
            00090                732.41                 .00  9,999.9             732.41             7,442.10         90.2-
            00099                437.52              650.25     32.7-            437.52             4,886.72         91.0-
      COMPANY TOTALS          13,165.18            1,350.50    874.8          19,384.05            58,014.80         66.6-


                                     SALES ANALYSIS BY CUSTOMER CLASS            DATE  7/20/**  TIME 16.43.19  PAGE    2  AMS162

                   *--------------PERIOD-TO-DATE SALES AMOUNTS--------*  *------------- YEAR-TO-DATE SALES AMOUNTS------------*
                                                               PCT                                                    PCT
                               THIS YEAR          LAST YEAR    DIFF           THIS YEAR             LAST YEAR        DIFF
      FINAL TOTALS             13,165.18           1,350.50    874.8          19,384.05             58,014.80        66.6-

 REPORT LIMITS CHOSEN:

     COMPANY NUMBERS       FROM 01       TO 01
     CUSTOMER NUMBERS      FROM 00000000 TO 99999999
     CUSTOMER CLASS CODES  FROM 00000    TO 99999

     ACTIVE CUSTOMERS ONLY N

     REQUESTED OFFSET FROM FISCAL PERIOD BEGIN 13

NUMBER OF RECORDS PRINTED          5
```

This report is printed when you select option 4 on the Reports menu (AMSM20).

Fields

First fiscal period. The first fiscal period that is covered in this report.

For periods/months. The starting fiscal period and the number of months or periods to which the information on this report applies.

Customer class. The number which identifies the industry segment to which a set of customers belong.

Period/month-to-date sales amounts. The total sales amount at this current and last year period/month-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges credited to this customer class to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges credited to this customer class for this period last year.

PCT diff. The percentage difference between this period or month's sales and the same period or month last year. It is calculated by dividing this period or month's sales by this period or month last year's sales.

Year-to-date sales amounts. The total sales amount at this current and last year year-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges credited to this customer class to date for this year including the total sales amount credited to this sales representative to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges credited to this customer class year-to-date last year, including the total sales amount credited to this sales representative to date for this period or month.

PCT Diff. The percentage difference between this year's sales and the same period/ month last year. It is calculated the same way as the period/month-to-date percentage difference except using year-to-date figures.

Company totals. The totals of the period/month-to-date and year-to-date fields for all customer classes in a specific company.

Final totals. The totals of all period/month-to-date and year-to-date fields for all customer classes within all companies selected.

Sales Analysis by Item (PTD or MTD/YTD) (AMS221)

```
 NORTHCREEK IND.   NO. 01             SALES ANALYSIS BY ITEM                DATE 07/20/**  TIME 16:43:43  PAGE    1  AMS221
 FIRST FISCAL PERIOD   07            FOR 09 PERIODS BY PTD/YTD
                  *---- PTD QUANTITY ----* *---- PTD SALES AMOUNTS -----*  *---- YTD QUANTITY -----* *---- YTD SALES AMOUNTS -----*
ITEM NUMBER/DESC
                      THIS YEAR                  THIS YEAR                     THIS YEAR                    THIS YEAR
                      LAST YEAR     PCT          LAST YEAR       PCT           LAST YEAR     PCT            LAST YEAR       PCT
03591-10         WHEEL 12 IN DIA
                            35                       87.50                            35                        87.50
                             0        .0               .00         .0                304     11.5              760.00      11.5

03591-12         WHEEL 18 IN DIA
                            20                       50.00                            20                        50.00
                             0        .0              .007         .0                152     13.2              365.00      13.7

27005-A          PUMPING UNIT
                            35                    2,625.00                            35                     2,625.00
                             0        .0               .00         .0                305     11.5           22,875.00      11.5

33480-A          CONTROL BOX
                            17                       50.15                            17                        50.15
                             0        .0               .00         .0                154     11.0              454.30      11.0

34250-A          TANK COVER ASSM
                            83                      913.00                            83                       913.00
                             0        .0               .00         .0                549     15.1            6,105.00      15.0

99001            SPRAY UNIT
                            37                    5,735.00                            37                     5,735.00
                             0        .0               .00         .0                305     12.1           47,275.00      12.1

   COMPANY                 227                    9,460.65                           227                     9,460.65
    TOTALS                   0        .0               .00         .0              1,769     15.8           77,834.30      28.3

  AM-4020 OFFSET BEYOND NEXT PERIOD TO CLOSE



                                      SALES ANALYSIS BY ITEM                DATE 07/20/**  TIME 16:43:43  PAGE    2  AMS221

                  *---- PTD QUANTITY ----* *---- PTD SALES AMOUNTS -----* *----- YTD QUANTITY -----* *---- YTD SALES AMOUNTS -----*
                         THIS YEAR               THIS YEAR                     THIS YEAR                    THIS YEAR
                         LAST YEAR     PCT       LAST YEAR       PCT           LAST YEAR     PCT            LAST YEAR       PCT
     OTHER                                                                            35                       100.00
    TOTALS                                                                           313     11.2              882.66      11.3
     FINAL                   227                  9,460.65                           262                     9,560.65
    TOTALS                     0        .0             .00         .0              2,082     15.6           78,716.96      28.1

REPORT LIMITS CHOSEN:

    COMPANY NUMBERS      FROM 01              TO 01
    ITEM NUMBERS         FROM 000000000000000 TO 999999999999999

    ACTIVE ITEMS ONLY N

    REQUESTED OFFSET FROM FISCAL PERIOD BEGIN  13

NUMBER OF RECORDS PRINTED          6
```

This report is printed when you select option 5 on the Reports menu (AMSM20) or option 2 on the Period Closing menu (AMSM30).

Fields

First fiscal period. The first fiscal period that is covered in this report.

For periods/months. The starting fiscal period and the number of months or periods to which the information on this report applies.

Item number. The set of characters assigned to identify this item.

Desc. The name of the item to which this information applies.

PTD/MTD quantity. The total quantity sold at this current and last year period/ month-to-date points, and the percentage difference.

This year. The total number of this item sold to date for this period or month.

Last year. The total number of this item sold for this period or month last year.

PCT. The percentage difference between this period or month's quantity sold and the quantity sold this period or month last year.

PTD/MTD sales amounts. The total sales amount at this current and last year period/month-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges for this item to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges for this item for this period or month last year.

PCT. The percentage difference between this period or month's sales and the sales for this period or month last year.

YTD quantity. The total quantity sold at this current and last year year-to-date points, and the percentage difference.

This year. The total number of this item sold to date for this year including the total number of this item sold to date for this period or month.

Last year. The total number of this item sold at the same year-to-date month or period last year, including the total number of this item sold for this period or month last year.

PCT. The percentage difference between this year-to-date quantity sold and the quantity sold year-to-date last year.

YTD sales amounts. The total sales amount at this current and last year year-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges for this item to date for this year, including the total sales amount for this item to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges for this item last year at this year-to-date point.

PCT. The percentage difference between this year's year-to-date sales and last year's year-to-date sales.

Company totals. The totals of all fields for all items within a specific company.

Other totals. The totals of year-to-date amounts not shown on the report. The sum of Other Totals plus the amounts printed equal the final report totals.

Final totals. The totals of all period/month-to-date and year-to-date fields for all items in all companies selected.

Sales Analysis by Item Class (PTD or MTD/YTD) (AMS222)

```
NORTHCREEK IND.    NO. 01            SALES ANALYSIS BY ITEM CLASS                DATE 07/20/**  TIME 16:43:50  PAGE    1  AMS222
FIRST FISCAL PERIOD   07              FOR 09 PERIODS BY PTD/YTD
           *--- PTD QUANTITY ----* *----- PTD SALES AMOUNTS ----*    *---- YTD QUANTITY ----*    *---- YTD SALES AMOUNTS -----*
    ITEM        THIS YEAR                   THIS YEAR                   THIS YEAR                     THIS YEAR
    CLASS       LAST YEAR     PCT           LAST YEAR        PCT        LAST YEAR     PCT             LAST YEAR         PCT
     0010              37                    5,735.00                          37                      5,735.00
                        0       .0                .00         .0              305      12.1           47,275.00        12.1

     0020             188                    4,243.00                         828                     20,198.36
                      499     37.7           1,550.25       273.7           4,952      16.7           43,404.89        46.5

     0070              17                       50.15                          17                         50.15
                        0       .0                .00         .0              154      11.0              454.30        11.0

     0080              65                      152.50                          65                        152.50
                        0       .0                .00         .0              582      11.2            1,314.00        11.6

  COMPANY             307                   10,180.65                         947                     26,136.01
   TOTALS             499     61.5           1,550.25       656.7           5,993      15.8           92,448.19        28.3

 AM-4020 OFFSET BEYOND NEXT PERIOD TO CLOSE


                                     SALES ANALYSIS BY ITEM CLASS                DATE 07/20/**  TIME 16:43:50  PAGE    2  AMS222

           *--- PTD QUANTITY ----* *----- PTD SALES AMOUNTS ----*   *---- YTD QUANTITY -----*    *---- YTD SALES AMOUNTS -----*
                THIS YEAR                   THIS YEAR                  THIS YEAR                      THIS YEAR
                LAST YEAR     PCT           LAST YEAR        PCT       LAST YEAR     PCT              LAST YEAR          PCT
    OTHER                                                                     35                         100.00
   TOTALS                                                                    313      11.2              882.66          11.3
    FINAL             307                   10,180.65                        982                      26,236.01
   TOTALS             499     61.5           1,550.25       656.7          6,306      15.6           93,330.85          28.1

REPORT LIMITS CHOSEN:

    COMPANY NUMBERS       FROM 01               TO 01
    ITEM NUMBERS          FROM 000000000000000  TO 999999999999999
    ITEM CLASS CODES      FROM 0000             TO 9999

    ACTIVE ITEMS ONLY N

    REQUESTED OFFSET FROM FISCAL PERIOD BEGIN  13

NUMBER OF RECORDS PRINTED          4
```

This report is printed when you select option 5 on the Reports menu (AMSM20).

Fields

First fiscal period. The first fiscal period that is covered in this report.

For periods/months. The starting fiscal period and the number of periods or months to which the information on this report applies.

Item class. The category of items to which this item belongs.

PTD/MTD quantity. The total quantity sold at this current and last year period/month-to-date points, and the percentage difference.

This year. The total number of items in this item class sold to date for this period or month.

Last year. The total number of items in this item class sold for this period or month last year.

PCT. The percentage difference between this period or month's quantity sold and the quantity sold this period or month last year.

PTD/MTD sales amounts. The total sales amount at this current and last year period/month-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges for this item class to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges for this item class for this period or month last year.

PCT. The percentage difference between this period or month sales and the sales for this period or month last year.

YTD quantity. The total quantity sold at this current and last year year-to-date points, and the percentage difference.

This year. The total number of items in this item class sold to date for this year, including the total number of this item sold to date for this period or month.

Last year. The total number of items in this item class sold at the same year-to-date period or month last year, including the total number of this item sold for this period or month last year.

PCT. The percentage difference between this year-to-date quantity sold and the quantity sold year-to-date last year.

YTD sales amounts. The total sales amount at this current and last year year-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges for items in this item class to date for this year, including the total sales amount for this item to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges for items in this item class last year at this year-to-date point.

PCT. The percentage difference between this year's year-to-date sales and last year's year-to-date sales.

Company totals. The totals of the period/month-to-date and year-to-date fields for all item classes in a specific company.

Other totals. The totals of year-to-date amounts not shown on the report. The sum of Other Totals plus the amounts printed equal the final report totals.

Final totals. The totals of all period/month-to-date and year-to-date fields for all items in all companies selected.

Sales Analysis by Salesrep (PTD or MTD/YTD) (AMS31)

```
   NORTHCREEK IND.   NO. 01               SALES ANALYSIS BY SALESREP                DATE  7/20/**  TIME 16.44.23  PAGE    1  AMS31
   FIRST FISCAL PERIOD   07                FOR 09 PERIODS BY PTD/YTD
                        *----------- PERIOD-TO-DATE SALES AMOUNTS -----------* *------------ YEAR-TO-DATE SALES AMOUNTS ----------*
SALESREP NUMBER                                                       PCT                                                    PCT
         NAME                      THIS YEAR             LAST YEAR     DIFF              THIS YEAR             LAST YEAR     DIFF

31701                                  9,320.10              5,498.70    69.5               51,867.01             47,718.64     8.7
ROBERT G. ARRON
31702                                 39,607.17              5,895.83   571.8               79,216.29             49,043.75    61.5
BOBBY JOE ADAMS
31703                                       .00                   .00      .0                  946.00                   .00 9,999.9
JOHN W. ENDSLEY
31705                                 27,241.12              4,563.89   496.9               65,469.13             39,386.82    66.2
WILLIAM E. AMDERSON
31706                                 27,142.43              5,136.89   428.4               65,153.29             46,910.33    38.9
CHARKES W. ARNOLD
31709                                 33,074.20             88,082.72    62.5-             647,789.72            784,552.62    17.4-
JOE DON BAKER
31756                                       .00                   .00      .0                  800.00                   .00 9,999.9
EDWARD (SAM) HOUSTON
31791                                       .00                   .00      .0                1,800.00                   .00 9,999.9
R J (LEROY) BROWN
31794                                       .00                   .00      .0                7,202.00                   .00 9,999.9
W A (HARRY) GREENBURG
31901                                 32,340.12              5,360.01   503.4               73,042.54             48,269.95    51.3
RAY PIERCE
         COMPANY TOTALS              168,725.14            114,538.04    47.3              993,285.98          1,015,882.11     2.2-

                        AM-4020 OFFSET BEYOND NEXT PERIOD TO CLOSE



                                          SALES ANALYSIS BY SALESREP                DATE  7/20/**  TIME 16.44.23  PAGE    2  AMS31

                         *-----------PERIOD-TO-DATE SALES AMOUNTS -----------* *------------ YEAR-TO-DATE SALES AMOUNTS ----------*
                                                                      PCT                                                    PCT
                                  THIS YEAR             LAST YEAR     DIFF              THIS YEAR             LAST YEAR     DIFF
         OTHER TOTALS                                                                    33,826.00             38,000.00    11.0-
         FINAL TOTALS               168,725.14            114,538.04    47.3            1,027,111.98          1,053,882.11     2.5-

  REPORT LIMITS CHOSEN:

      COMPANY NUMBERS        FROM 01     TO 01
      SALESREP NUMBERS       FROM 00000  TO 99999

      ACTIVE SALESREPS ONLY N

      REQUESTED OFFSET FROM FISCAL PERIOD BEGIN   13

  NUMBER OF RECORDS PRINTED          10
```

This report is printed when you select option 6 on the Reports menu (AMSM20) or option 2 on the Period Closing menu (AMSM30).

Fields

First fiscal period. The first fiscal period that is covered in this report.

For periods/months. The starting fiscal period and the number of periods or months to which the information on this report applies.

Salesrep number. The number assigned to identify a specific sales representative.

Name. The name of the sales representative to which the information applies.

Period/month-to-date sales amounts. The total sales amount at this current and last year period/month-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges credited to this sales representative to date for this period or month.

Last year. The total sales amount before taxes, discounts and special charges credited to this sales representative for this period or month last year.

PCT diff. The percentage difference between this period or month's sales and the same period or month last year. It is calculated by dividing this period or month's sales by this period or month last year's sales.

Year-to-date sales amounts. The total sales amount at this current and last year year-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges credited to this sales representative to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges credited to this sales representative year-to-date last year, including the total sales amount credited to this sales representative to date for this period or month.

PCT diff. The percentage difference between this year's sales and the same period or month last year. It is calculated the same way as the period/month-to-date percentage difference except using year-to-date figures.

Company totals. The totals of the period/month-to-date and year-to-date fields for all sales by representatives for a specific company.

Other totals. The totals of year-to-date amounts not shown on the report. The sum of Other Totals plus the amounts printed equal the final report totals.

Final totals. The totals of all period/month-to-date and year-to-date fields for all sales by representatives in all companies selected.

Sales Analysis by Salesrep Home Company (PTD or MTD/YTD) (AMS321)

```
 NORTHCREEK IND.    NO. 01        SALES ANALYSIS BY SALESREP HOME COMPANY         DATE  7/20/**  TIME 16.44.17  PAGE    1  AMS321
 FIRST FISCAL PERIOD   07                FOR 09 PERIODS BY PTD/YTD
                    *-----------PERIOD-TO-DATE SALES AMOUNTS -----------*  *------------- YEAR-TO-DATE SALES AMOUNTS -----------*
SALESREP NUMBER/NAME                                            PCT                                                      PCT
             COMPANY        THIS YEAR            LAST YEAR     DIFF            THIS YEAR            LAST YEAR     DIFF

31701   ROBERT G. ARRON
               01              9,320.10             5,498.70     69.5            51,867.01            47,718.64      8.7
31702   BOBBY JOE ADAMS
               01             39,607.17             5,895.83    571.8            79,216.29            49,043.75     61.5
31703   JOHN W. ENDSLEY
               01                   .00                  .00       .0               946.00                  .00  9,999.9
31705   WILLIAM E AMDERSON
               01             27,241.12             4,563.89    496.9            65,469.13            39,386.82     66.2
31706   CHARKES W. ARNOLD
               01             27,142.43             5,136.89    428.4            65,153.29            46,910.33     38.9
31709   JOE DON BAKER
               01             33,074.20            88,082.72    62.5-           647,789.72           784,552.62     17.4-
31756   EDWARD (SAM) HOUSTON
               01                   .00                  .00       .0               800.00                  .00  9,999.9
31791   R J (LEROY) BROWN
               01                   .00                  .00       .0             1,800.00                  .00  9,999.9
31794   W A (HARRY) GREENBURG
               01                   .00                  .00       .0             7,202.00                  .00  9,999.9
31901   RAY PIERCE
               01             32,340.12             5,360.01    503.4            73,042.54            48,269.95     51.3
 HOME COMPANY TOTALS         168,725.14           114,538.04     47.3           993,285.98         1,015,882.11      2.2-
                 AM-4020 OFFSET BEYOND NEXT PERIOD TO CLOSE




                                  SALES ANALYSIS BY SALESREP HOME COMPANY         DATE  7/20/**  TIME 16.44.17  PAGE    2  AMS321

                    *-----------PERIOD-TO-DATE SALES AMOUNT -----------*  *------------- YEAR-TO-DATE SALES AMOUNTS -----------*
                                                                PCT                                                      PCT
                            THIS YEAR            LAST YEAR     DIFF            THIS YEAR            LAST YEAR     DIFF
OTHER TOTALS                                                                     33,826.00            38,000.00     11.0-
FINAL TOTALS                 168,725.14           114,538.04     47.3         1,027,111.98         1,053,882.11      2.5-

REPORT LIMITS CHOSEN:

    HOME COMPANY NUMBERS  FROM 01     TO 01
    SALESREP NUMBERS      FROM 00000  TO 99999

    ACTIVE SALESREPS ONLY N

    REQUESTED OFFSET FROM FISCAL PERIOD BEGIN  13

NUMBER OF RECORDS PRINTED         10
```

This report is printed when you select option 6 on the Reports menu (AMSM20).

Fields

First fiscal period. The first fiscal period that is covered in this report.

For periods/months. The starting fiscal period and the number of months or periods to which the information on this report applies.

Salesrep number. The number assigned to identify a specific sales representative.

Name. The name of the sales representative to which the information applies.

Company. The number of the company for which the sales representative has sold items.

Period/month-to-date sales amounts. The total sales amount at this current and last year period/month-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges credited to this sales representative to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges credited to this sales representative for this period or month last year.

PCT diff. The percentage difference between this period or month’s sales and the same period or month last year. It is calculated by dividing this period or month’s sales by this period or month last year’s sales.

Year-to-date sales amounts. The total sales amount at this current and last year year-to-date points, and the percentage difference.

This year. The total sales amount before taxes, discounts, and special charges credited to this sales representative to date for this period or month.

Last year. The total sales amount before taxes, discounts, and special charges credited to this sales representative year-to-date last year, including the total sales amount credited to this sales representative to date for this period or month.

PCT diff. The percentage difference between this year’s sales and the same period or month last year. It is calculated the same way as the period/month-to-date percentage difference except using year-to-date figures.

Home company totals. The totals of the period/month-to-date and year-to-date fields for all sales by representatives in a specific home company.

Other totals. The totals of year-to-date amounts not shown on the report. The sum of Other Totals plus the amounts printed equal the final report totals.

Final totals. The totals of all period/month-to-date and year-to-date fields for all sales by representatives in all home companies selected.

Sales Analysis Close Error List (AMS05)

```
  NORTHCREEK IND.   NO. 01              SALES ANALYSIS CLOSE ERROR LIST          DATE  8/17/**  TIME 16.00.29  PAGE    1  AMS05
 THE FOLLOWING MUST BE ENTERED USING MAINTENANCE
            SALESREP     *--------------------PERIOD-TO-DATE ----------------------------*
             NUMBER           SALES AMOUNT            COST AMOUNT              INVOICES      LAST MAINTENANCE DATE
             31701                  995.98                  734.88                  2              08/16/**
             31709                6,566.00                3,500.99                  3              08/16/**
             31901                   19.95                    7.76                  1              08/16/**
```

This report is printed when you select option 2 on the Period Closing menu (AMSM30).

Fields

For period/month. The current month or period to which the information on this report applies.

Note: A message appears for any information that was found in the Salesrep Sales Interface record but not found in the Salesrep Master file:

```
THE FOLLOWING MUST BE ENTERED USING FILE MAINTENANCE
```

Salesrep number. The number assigned to identify a specific sales representative.

Sales amount. The total sales amount before taxes, discounts, and special charges for this salesrep that was not posted to the Salesrep Sales Summary file for this period or month.

Cost amount. The total cost amount for items sold by this sales representative that was not posted to the Salesrep Sales Summary file for this period or month.

Invoices. The total number of invoices credited to this sales representative to date for this period or month that was not posted.

Last maintenance date. The system date when the last change to this sales representative record was made.

Salesrep Sales Edit (AMKS3)

```
                                          SALESREP SALES EDIT                  DATE 07/20/**  TIME 16.41.48  PAGE    1  AMKS3
                                                                                                   OPER     UPDATE#046
 COMPANY NUMBER     SALESREP NUMBER
       01                00100
 THIS YEAR  SALES BY PERIOD
            1           500,050.00      2          1,000,000.00     3          7,777,777.00     4              100.55
            5               898.11      6              1,000.99     7                100.55     8              898.11
            9             1,000.99     10                100.55    11                898.11    12            1,000.99
           13           788,050.00
           COST BY PERIOD
            1           250,025.00      2            500,000.00     3            333,333.00     4               50.75
            5                66.66      6                   .00     7                 50.75     8               66.66
            9                  .00     10                 50.75    11                 66.66    12                 .00
           13           250,025.00
           INVOICES BY PERIOD
            1                  5        2                  6        3                  1        4                1
            5                  5        6                 15        7                  1        8                5
            9                 15       10                  1       11                  5       12               15
           13                  5

 COMPANY NUMBER     SALESREP NUMBER
       01                00100
   LAST YEAR  SALES BY PERIOD
            1           500,050.00      2          1,000,000.00     3          7,777,777.00     4              100.55
            5               898.11      6              1,000.99     7                100.55     8              898.11
            9             1,000.99     10                100.55    11                898.11    12            1,000.99
           13           788,050.00
           COST BY PERIOD
            1           250,025.00      2            500,000.00     3            333,333.00     4               50.75
            5                66.66      6                   .00     7                 50.75     8               66.66
            9                  .00     10                 50.75    11                 66.66    12                 .00
           13           250,025.00
           INVOICES BY PERIOD
            1                  5        2                  6        3                  1        4                1
            5                  5        6                 15        7                  1        8                5
            9                 15       10                  1       11                  5       12               15
           13                  5
```

Fields

Company number. The number of the company with which the sales representative is associated.

Salesrep number. The number assigned to identify a specific sales representative.

This year. The header that indicates this column information is this year's sales data.

Sales by period/month. The total sales amount before taxes, discounts and special charges credited to this sales representative to date for this period or month.

Cost by period/month. The total cost of items credited to this sales representative to date for this period or month.

Invoices by period/month. The total number of invoices credited to this sales representative to date for this period or month.

Last year. The header that indicates this column information is last year's sales data.

Salesrep Sales Edit List (AMV58)

```
                                          SALESREP SALES EDIT LIST                 DATE  7/19/**  TIME 17.50.52  PAGE    1  AMV58
                                                                                                          OPER       UPDATE# 034

  COMPANY NUMBER     SALESREP NUMBER                  MAINTENANCE DATE
        01                 31700                           7/19/**          BEFORE

                     THIS YEAR           PERIOD              SALES                  COST        INVOICES

                                            1                  200.00                 200.00         10
                                            2                  250.25                 250.50         11
                                            3                  225.30                 210.00         10
                                            4                     .00                    .00          0
                                            5                     .00                    .00          0
                                            6                     .00                    .00          0
                                            7                     .00                    .00          0
                                            8                     .00                    .00          0
                                            9                     .00                    .00          0
                                           10                     .00                    .00          0
                                           11                     .00                    .00          0
                                           12                     .00                    .00          0
                                           13                     .00                    .00          0

  COMPANY NUMBER     SALESREP NUMBER                  MAINTENANCE DATE
        01                 31700                           7/19/**          AFTER

                     THIS YEAR           PERIOD              SALES                  COST        INVOICES

                                            1                  200.00                 200.00         10
                                            2                  250.25                 250.50         11
                                            3                  225.30                 210.00          9
                                            4                     .00                    .00          0
                                            5                     .00                    .00          0
                                            6                     .00                    .00          0
                                            7                     .00                    .00          0
                                            8                     .00                    .00          0
                                            9                     .00                    .00          0
                                           10                     .00                    .00          0
                                           11                     .00                    .00          0
                                           12                     .00                    .00          0
                                           13                     .00                    .00          0

 COMPANY NUMBER      SALESREP NUMBER                  MAINTENANCE DATE

       01                31702                             7/19/**          ADDED
                                                             SALES                  COST        INVOICES
           PERIOD MAINTAINED  02                           39,600.17              7,538.53         12

 COMPANY NUMBER      SALESREP NUMBER                  MAINTENANCE DATE
       01                31706                             7/19/**          DELETED

                                                             SALES                  COST        INVOICES
           PERIOD MAINTAINED  02                           27,142.43             10,012.22          5
```

This report is printed when you select Option 3 on the File Maintenance menu (AMSM40).

Fields

Company number. The number of the company with which the sales representative is associated.

Salesrep number. The number assigned to identify a specific sales representative.

Maintenance date. The system date when the last change to this sales representative's sales data was made.

Status. A code identifying the status of the specified record. The code can be one of the following:

Added: Indicates a record has been added.

Before: Indicates this was the status of the record before it has been changed.

After: Indicates this is the status of the record after it has been changed.

Deleted: Indicates this sales data has been deleted from the file.

This year. The header that indicates this column information is this year's sales data.

Period/month. The period number or month abbreviation associated with the field information to the right.

Sales. The total sales amount before taxes, discounts and special charges credited to this sales representative to date for this period or month.

Cost. The total cost of items credited to this sales representative to date for this period or month.

Invoices. The total number of invoices credited to this sales representative to date for this period or month.

Period maintained. The open period or month being maintained in this change.

Salesrep Sales File List (AMS561)

```
                                          SALESREP SALES FILE LIST                 DATE  7/20/**  TIME 16.45.08  PAGE    1  AMS561
 COMPANY NUMBER     01
 SALESREP NUMBER  31701        NAME ROBERT G. ARRON             HOME COMPANY  01          TERRITORY 10
     CURRENT YEAR
                                                                                     GROSS
     PERIOD                       SALES                     COST                    PROFIT       INVOICES
        2                      9,320.10                 9,327.12                     7.02-            4     CURRENT PERIOD
        3                      4,800.15                 4,750.36                     49.79           55
        4                      4,825.25                 4,725.69                     99.56           60
        5                      4,500.36                 4,600.68                   100.32-           65
        6                      4,900.35                 4,920.30                    19.95-           70
        7                      5,618.76                 5,610.70                      8.06           72
        8                      6,311.24                 6,300.34                     10.90           71
        9                      5,161.19                 5,160.25                       .94           90
       10                      5,034.24                 5,030.20                      4.04           85
       11                      5,161.22                 5,150.37                     10.85           50
       12                      5,248.12                 5,220.89                     27.23           90
       13                      5,200.25                 5,199.26                       .99           89
     YEAR-TO-DATE
      TOTALS                  70,893.12                70,482.99                    410.13          873
     LAST YEAR
                                                                                     GROSS
     PERIOD                       SALES                     COST                    PROFIT       INVOICES
        1                      5,918.44                 5,910.25                      8.19           60
        2                      5,498.70                 5,496.45                      2.25           56
        3                      5,411.88                 5,312.56                     99.32           59
        4                      5,480.18                 5,479.15                      1.03           58
        5                      5,248.82                 5,246.85                      1.97           57
        6                      5,248.02                 5,246.69                      1.33           53
        7                      5,300.00                 5,300.02                       .02-          56
        8                      5,890.00                 5,860.25                     29.75           54
        9                      5,000.00                 5,001.01                      1.01-          52
       10                      4,985.25                 4,982.45                      2.80           58
       11                      5,200.26                 5,209.87                      9.61-          57
       12                      4,825.36                 4,852.60                     27.24-          52
       13                      5,100.63                 5,125.69                     25.06-          59
     YEAR END
      TOTALS                  69,107.54                69,023.84                     83.70          731
```

This report is printed when you select option 3 on the File Listing menu (AMSM50).

Fields

Company number. The number of the company for which the sales representative has sold items.

Salesrep number. The number assigned to identify a specific sales representative.

Name. The name of the sales representative to which the information applies.

Home company. The number of the sales representative's home company.

Territory. The number of the sales representative's territory.

Current year. The header that indicates this column information is this year's sales data.

Sales. The total sales amount before taxes, discounts, and special charges credited to this sales representative to date for this period or month.

Cost. The total cost of items credited to this sales representative to date for this period or month.

Gross profit. The profit percent for all items credited to this sales representative for this period or month.

Invoices. The total number of invoices credited to this sales representative to date for this period or month.

Current period/month. The data on this row is for the current reporting period.

Year-to-date totals. The totals of the period/month-to-date fields for sales, cost, gross profit, and invoices to date for this year for a specific sales representative.

Last year. The header that indicates this column information is last year’s sales data.

Year end totals. The totals of the period/month-to-date fields for sales, cost, gross profit, and invoices for all of last year for a specific sales representative.

Year-End Update Totals (AMS064)

```
NORTHCREEK IND.   NO. 01            YEAR-END UPDATE TOTALS                    DATE  7/20/**  TIME 16.41.48  PAGE    1  AMS064
            CUSTOMER SALES AMOUNT             9,570.12
            ITEM SALES AMOUNT                27,455.00
            ITEM QUANTITY                     1,051
            SALESREP SALES AMOUNT           786,813.69
```

This report is printed when you select option 2 on the Period Closing menu (AMSM30).

Fields

Customer sales amount. The total sales amount before taxes, discounts, and special charges for all customers that is posted to the Customer Sales Summary file for the year just closed.

Item sales amount. The total sales amount before taxes, discounts, and special charges for all items that is posted to the Item Sales Summary file for the year just closed.

Item quantity. The total quantity of all items sold that is posted to the Item Sales Summary file for the year just closed.

Salesrep sales amount. The total sales amount before taxes, discounts, and special charges for all sales by representatives that is posted to the Salesrep Sales Summary file for the year just closed.

Year-End Update Totals–Deleted Sales Analysis Customers (AMS061)

```
  NORTHCREEK IND.   NO. 01                YEAR-END UPDATE TOTALS                     DATE  7/20/**  TIME 16.41.48  PAGE    1  AMS061
                                        DELETED SALES ANALYSIS CUSTOMERS
CUSTOMER NUMBER    00000800      CLASS 00070
  CURRENT YEAR

    PERIOD                 SALES                     COST      INVOICES
       1                     695.28                    750.00        25
       2                     532.50                    530.50        20
       3                     650.25                    600.00        21
       4                     900.25                    950.25        22
       5                     200.25                    195.22        23
       6                     468.00                    470.00        24
       7                     595.95                    550.50        25
       8                     794.61                    765.33        25
       9                     993.26                    990.64        26
      10                     892.58                    990.50        22
      11                     993.26                    990.25        23
      12                     893.93                    965.90        24
      13                     960.00                    970.00        25
    YEAR-TO-DATE
       TOTALS              9,570.12                  9,719.09       305
  LAST YEAR
    PERIOD                 SALES                     COST      INVOICES
       1                        .00                       .00         0
       2                        .00                       .00         0
       3                        .00                       .00         0
       4                        .00                       .00         0
       5                        .00                       .00         0
       6                        .00                       .00         0
       7                        .00                       .00         0
       8                        .00                       .00         0
       9                        .00                       .00         0
      10                        .00                       .00         0
      11                        .00                       .00         0
      12                        .00                       .00         0
      13                        .00                       .00         0
    YEAR END
    TOTALS                      .00                       .00         0
```

Fields

Customer number. The number assigned to identify this specific customer.

Class. The industry segment code for the customer being described on this report.

Current year. The header that indicates this column information is this year's deleted customer SALES, COST, and INVOICES.

Period/month. The period number or month abbreviation associated with the field information to the right.

Sales. The total sales amount before taxes, discounts, and special charges for this customer that was deleted from the Customer Sales Summary file for this period or month.

Cost. The total sales cost amount for this customer that was deleted from the Customer Sales Summary file for this period or month.

Invoices. The total number of invoices credited to this customer that was deleted from the Customer Sales Summary file for this period or month.

Year-to-date totals. The total Sales, Cost, and Invoices for this customer that were deleted from the Customer Sales Summary file to date for this year.

Last year. The header that indicates this column information is last year's deleted customer Sales, Cost, and Invoices.

Year end totals. The total Sales, Cost, and Invoices for this customer that were deleted from the Customer Sales Summary file for all of last year.

Year-End Update Totals–Deleted Sales Analysis Items (AMS062)

```
  NORTHCREEK IND.   NO. 01              YEAR-END UPDATE TOTALS                DATE  7/20/**  TIME 16.41.48  PAGE    1  AMS062
                                       DELETED SALES ANALYSIS ITEMS
 ITEM NUMBER 03424            CLASS 0020
  CURRENT YEAR
                                                                                  LOST
    PERIOD              SALES               COST      INVOICES      QUANTITY      QUANTITY
       1                1,470.00            9,120.00       80            70             0
       2                2,000.00            2,000.25       75            60             0
       3                2,500.00            2,500.25       82            66             0
       4                2,200.00            2,200.25       79            59             0
       5                2,300.00            2,300.25       75            66             0
       6                2,500.00            2,500.25       78            68             0
       7                1,260.00            1,260.25       77            60             0
       8                1,722.00            1,722.25       79            82             0
       9                2,100.00            2,100.25       82           100             0
      10                2,310.00            2,310.25       76           110             0
      11                2,100.00            2,100.25       83           100             0
      12                2,793.00            2,793.25       84           110             0
      13                2,200.00            2,200.00       85           100             0
    YEAR-TO-DATE
       TOTALS          27,455.00           35,107.75    1,035         1,051             0
   LAST YEAR
                                                                                  LOST
    PERIOD              SALES               COST      INVOICES         QUANTITY   QUANTITY
       1                     .00                 .00        0             0             0
       2                     .00                 .00        0             0             0
       3                     .00                 .00        0             0             0
       4                     .00                 .00        0             0             0
       5                     .00                 .00        0             0             0
       6                     .00                 .00        0             0             0
       7                     .00                 .00        0             0             0
       8                     .00                 .00        0             0             0
       9                     .00                 .00        0             0             0
      10                     .00                 .00        0             0             0
      11                     .00                 .00        0             0             0
      12                     .00                 .00        0             0             0
      13                     .00                 .00        0             0             0
    YEAR END
     TOTALS                  .00                 .00        0             0             0
```

Fields

Item number. The set of characters assigned to identify an item.

Class. The industry segment code for the item being described on this report.

Current year. The header that indicates this column information is this year's deleted items by Sales, Cost, and Invoices.

Period/month. The period number or month abbreviation associated with the field information to the right.

Sales. The total sales amount before taxes, discounts, and special charges for this item that was deleted from the Item Sales Summary file for this period or month.

Cost. The total sales cost amount for this item that was deleted from the Item Sales Summary file for this period or month.

Invoices. The total number of invoices credited to this item that was deleted from the Item Sales Summary file for this period or month.

Quantity. The total quantity of this item sold that was deleted from the Item Sales Summary file for this period or month.

Lost quantity. The total quantity of items ordered and not shipped for the month or period specified.

Year-to-date totals. The total for Sales, Cost, Invoices, and Quantity for this item that were deleted from the Item Sales Summary file to date for this year.

Last year. The header that indicates this column information is last year's deleted items for Sales, Cost, Invoices, and Quantity.

Year end totals. The totals for Sales, Cost, Invoices, and Quantity for this item that were deleted from the Item Sales Summary file for all of last year.

Year-End Update Totals–Suspended Salesrep List (AMS063)

```
NORTHCREEK IND.   NO. 01              YEAR-END UPDATE TOTALS               DATE  7/20/**  TIME 16.41.48  PAGE    1  AMS063
                                      SUSPENDED SALESREP LIST

                            SALESREP NUMBER         SALESREP NAME         HOME COMPANY
                                  31701       ROBERT G. ARRON                  01
                                  31702       BOBBY JOE ADAMS                  01
                                  31705       WILLIAM E AMDERSON               01
```

Fields

Salesrep number. The number assigned to identify a specific sales representative.

Salesrep name. The name of the sales representative.

Home company. The number of the home company associated with the sales representative.

Chapter 9. Forms

This chapter contains all forms used by Sales Analysis.

Table 9-1. List of forms, sorted by task and form ID

File maintenance forms

Eight different forms are used for maintaining Sales Analysis data during online file maintenance. Do not use these forms for offline file load. The offline forms (SA-13, SA-14, and SA-15) outline the proper file layouts to load sales analysis information from offline sources. The file maintenance forms are:

1. Customer Sales Summary form. Use this form to enter the customer's period sales activity.
2. Customer Sales Interface form. Use this form to enter the customer's past activity.
3. Item Sales Summary form. Use this form to enter the item's period sales activity.
4. Item Quantity Summary form. Use this form to enter the item's quantity period activity. Use this form in conjunction with SA-03, Item Sales Summary.
5. Item Sales Interface form. Use this form to enter the item's past activity.
6. Salesrep Sales Summary form. Use this form to enter the sales representative's period sales activity.
7. Salesrep Sales Interface form. Use this form to enter the sales representative's past activity.
8. Salesrep Master form. Use this form to enter the sales representative's identifying information.

Note: For interface files, do not load more than three periods at one time. Once data for three periods has been loaded, you must run SA Close before loading additional interface records.

To help you complete the forms, each form directs you to the displays where the fields are described.

Customer Sales Summary–Form SA-01

```
Display AMS461

* Select Action Code and Record Type (A1)      Check one:
                                               _ A - Add         _ 1 - Interface
                                               _ C - Change      _ 2 - Current Year
                                               _ D - Delete      _ 3 - Last Year

*  Company no. (COMN)  (N2)                    _ _
*  Customer no. (CUSNO) (N8)                   _ _ _ _ _ _ _ _
   Class (CUSCL) (A5)                          _ _ _ _ _

Display AMS463/AMS464
SALES BY PERIOD/MONTH

   Period 1 CSJAN (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 2 CSFEB (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 3 CSMAR (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 4 CSAPR (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 5 CSMAY (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 6 CSJUN (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 7 CSJUL (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 8 CSAUG (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 9 CSSEP (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 10 CSOCT (N15.2)                     _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 11 CSNOV (N15.2)                     _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 12 CSDEC (N15.2)                     _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 13 CS13P (N15.2)                     _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

*  This is a required field.
```

Customer Sales Summary–Form SA-01, Part 2

```
Display AMS463/AMS464
COST BY PERIOD MONTH
   Period 1 CCJAN (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 2 CCFEB (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 3 CCMAR (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 4 CCAPR (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 5 CCMAY (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 6 CCJUN (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 7 CCJUL (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 8 CCAUG (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 9 CCSEP (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 10 CCOCT (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 11 CCNOV (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 12 CCDEC (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 13 CC13P (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

INVOICES BY PERIOD/MONTH
   Period 1 CIJAN (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 2 CIFEB (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 3 CIMAR (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 4 CIAPR (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 5 CIMAY (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 6 CIJUN (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 7 CIJUL (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 8 CIAUG (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 9 CISEP (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 10 CIOCT (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 11 CINOV (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 12 CIDEC (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 13 CI13P (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
```

Customer Sales Interface Records–Form SA-02

Display AMS461

* Select Action Code and Record Type (A1)	Check one:	
	_ A - Add	_ 1 - Interface
	_ C - Change	_ 2 - Current Year
	_ D - Delete	_ 3 - Last Year

Display AMS462

* Company no. (COMNO) (N2)	_ _
* Customer no. (CUSTNO) (N8)	_ _ _ _ _ _ _ _
Delete Y/N (DELET1)	_
Period (MONTH1) (N2)	_ _
Class (CUSCL) (A5)	_ _ _ _ _
Sales (CSALA1) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Cost (CCSTA1) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Invoices (CORDA1) (N5)	_ _ _ _ _
Delete Y/N (DELET2)	_
Period (MONTH2) (N2)	_ _
Class (CUSCL) (A5)	_ _ _ _ _
Sales (CSALA2) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Cost (CCSTA2) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Invoices (CORDA2) (N5)	_ _ _ _ _
Delete Y/N (DELET3)	_
Period (MONTH3) (N2)	_ _
Class (CUSCL) (A5)	_ _ _ _ _
Sales (CSALA3) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Cost (CCSTA3) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Invoices (CORDA3) (N5)	_ _ _ _ _

* This is a required field.

Item Sales Summary–Form SA-03

Display AMS501

* Select Action Code and Record Type (A1) Check one:

_ A - Add _ 1 - Interface

_ C - Change _ 2 - Current Year

_ D - Delete _ 3 - Last Year

* Company no. (COMN) (N2) _ _

* Customer no. (CUSNO) (N8) _ _ _ _ _ _ _ _

Class (CUSCL) (A5) _ _ _ _ _

Display AMS503/505

SALES BY PERIOD/MONTH

Period 1 ISJAN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 2 ISFEB (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 3 ISMAR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 4 ISAPR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 5 ISMAY (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 6 ISJUN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 7 ISJUL (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 8 ISAUG (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 9 ISSEP (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 10 ISOCT (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 11 ISNOV (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 12 ISDEC (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 13 IS13P (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

* This is a required field.

Customer Sales Summary–Form SA-03, Part 2

```
Display AMS503/AMS505

COST BY PERIOD MONTH
   Period 1 ICJAN (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 2 ICFEB (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 3 ICMAR (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 4 ICAPR (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 5 ICMAY (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 6 ICJUN (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 7 ICJUL (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 8 ICAUG (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 9 ICSEP (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 10 ICOCT (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 11 ICNOV (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 12 ICDEC (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 13 IC13P (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

INVOICES BY PERIOD/MONTH
   Period 1 IIJAN (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 2 IIFEB (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 3 IIMAR (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 4 IIAPR (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 5 IIMAY (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 6 IIJUN (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 7 IIJUL (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 8 IIAUG (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 9 IISEP (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 10 IIOCT (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 11 IINOV (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 12 IIDEC (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Period 13 II13P (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
```

Item Quantity Summary–Form SA-04

Display AMS501

* Select Action Code and Record Type (A1)	Check one:	
	_ A - Add	_ 1 - Interface
	_ C - Change	_ 2 - Current Year
	_ D - Delete	_ 3 - Last Year
* Company no. (COMN) (N2)	_ _	
* Customer no. (CUSNO) (N8)	_ _ _ _ _ _ _ _	
Class (CUSCL) (A5)	_ _ _ _ _	

Display AMS504/AMS506

QUANTITY BY PERIOD/MONTH

Period 1 IQJAN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 2 IQFEB (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 3 IQMAR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 4 IQAPR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 5 IQMAY (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 6 IQJUN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 7 IQJUL (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 8 IQAUG (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 9 IQSEP (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 10 IQOCT (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 11 IQNOV (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 12 IQDEC (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 13 IQ13P (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

* This is a required field.

Item Quantity Summary–Form SA-04, Part 2

```
Display AMS504/AMS506

LOST QUANTITY BY PERIOD/MONTH

   Period 1 IQJAN (N15.2)          _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 2 IQFEB (N15.2)          _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 3 IQMAR (N15.2)          _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 4 IQAPR (N15.2)          _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 5 IQMAY (N15.2)          _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 6 IQJUN (N15.2)          _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 7 IQJUL (N15.2)          _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 8 IQAUG (N15.2)          _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 9 IQSEP (N15.2)          _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 10 IQOCT (N15.2)         _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 11 IQNOV (N15.2)         _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 12 IQDEC (N15.2)         _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
   Period 13 IQ13P (N15.2)         _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
```

Item Sales Interface Records–Form SA-05

Display AMS501

* Select Action Code and Record Type (A1)

Check one:

_ A - Add	_ 1 - Interface
_ C - Change	_ 2 - Current Year
_ D - Delete	_ 3 - Last Year

Display AMS502

* Company no. (COMNO) (N2)	_ _
* Customer no. (CUSTNO) (N8)	_ _ _ _ _ _ _ _
Delete Y/N (DELET1)	_
Period (MONTH1) (N2)	_ _
Class (ITMCL) (A5)	_ _ _ _ _
Sales (SALMO1) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Cost (CCSTA1) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Invoices (CORDA1) (N5)	_ _ _ _ _
Quantity (SACMO1) (N11.3)	_ _ _ _ _ _ _ _ . _ _ _
Lost Quantity (LOSTMq) (N7)	_ _ _ _ _ _ _
Delete Y/N (DELET2)	_
Period (MONTH2) (N2)	_ _
Class (ITMCL) (A5)	_ _ _ _ _
Sales (ITMCL) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Cost (SACMO2) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Invoices (CORD12) (N5)	_ _ _ _ _
Quantity (SAQMO2) (N11.3)	_ _ _ _ _ _ _ _ . _ _ _
Lost Quantity (LOSTMq) (N7)	_ _ _ _ _ _ _
Delete Y/N (DELET3)	_
Period (MONTH3) (N2)	_ _
Class (ITMCL) (A5)	_ _ _ _ _
Sales (SALMO3) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Cost (SACMO3) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Invoices (CORD13) (N5)	_ _ _ _ _
Quantity (SAQMO3) (N11.3)	_ _ _ _ _ _ _ _ . _ _ _
Lost Quantity (LOSTMq) (N7)	_ _ _ _ _ _ _

* This is a required field.

Salesrep Sales Summary–Form SA-06

Display AMS541

* Select Action Code and Record Type (A1)	Check one:	
	_ A - Add	_ 1 - Interface
	_ C - Change	_ 2 - Current Year
	_ D - Delete	_ 3 - Last Year
* Company no. (COMN) (N2)	_ _	
* Salesrep no. (SLSNO) (N8)	_ _ _ _ _ _ _ _	

Display AMS544/AMS545

SALES BY PERIOD/MONTH

Period 1 SSJAN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 2 SSFEB (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 3 SSMAR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 4 SSAPR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 5 SSMAY (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 6 SSJUN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 7 SSJUL (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 8 SSAUG (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 9 SSSEP (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 10 SSOCT (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 11 SSNOV (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 12 SSDEC (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 13 SS13P (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

* This is a required field.

Salesrep Sales Summary–Form SA-06, Part 2

Display AMS544/AMS545	
COST BY PERIOD MONTH	
Period 1 SCJAN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 2 SCFEB (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 3 SCMAR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 4 SCAPR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 5 SCMAY (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 6 SCJUN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 7 SCJUL (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 8 SCAUG (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 9 SCSEP (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 10 SCOCT (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 11 SCNOV (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 12 SCDEC (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 13 SC13P (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
INVOICES BY PERIOD/MONTH	
Period 1 SIJAN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 2 SIFEB (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 3 SIMAR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 4 SIAPR (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 5 SIMAY (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 6 SIJUN (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 7 SIJUL (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 8 SIAUG (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 9 SISEP (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 10 SIOCT (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 11 SINOV (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 12 SIDEC (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Period 13 SI13P (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

Salesrep Sales Interface Records–Form SA-07

```
Display AMS543

* Select Action Code and Record Type (A1)     Check one:

                                              _ A - Add           _ 1 - Interface

                                              _ C - Change        _ 2 - Current Year

                                              _ D - Delete        _ 3 - Last Year

Display AMS462

*  Company no. (COMNO) (N2)                   _ _

*  Customer no. (CUSTNO) (N8)                 _ _ _ _ _ _ _ _

   Delete Y/N (DELET1)                        _

   Period (MONTH1) (N2)                       _ _

   Sales (SPAMT1) (N15.2)                     _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Cost (CHOAM1) (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Invoices (SPOTD1) (N5)                     _ _ _ _ _


   Delete Y/N (DELET2)                        _

   Period (MONTH2) (N2)                       _ _

   Sales (SPAMT2) (N15.2)                     _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Cost (CHOAM2) (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Invoices (SPOTD2) (N5)                     _ _ _ _ _


   Delete Y/N (DELET3)                        _

   Period (MONTH3) (N2)                       _ _

   Sales (SPAMT3) (N15.2)                     _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Cost (CHOAM3) (N15.2)                      _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

   Invoices (SPOTD3) (N5)                     _ _ _ _ _


*  This is a required field.
```

Salesrep Master–Form SA-08

```
Display AMS541

*  Select Action Code and Record Type (A1)     Check one:

                                               _ A - Add          _ 1 - Interface

                                               _ C - Change       _ 2 - Current Year

                                               _ D - Delete       _ 3 - Last Year

                                               _ S - Suspend      _ 4 - Salesrep Master

                                               _ R - Reactivate

Display AMS542

*  Salesrep no. (SLSNO) (N5)                  _ _ _ _ _

*  Name (SLSNM) (A25)                         _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Home company no. (HOMEC) (N2)              _ _

   Territory no. (SLSTR) (A6)                 _ _ _ _ _ _

*  This is a required field.
```

Offline file load forms

Use the following forms in loading files from offline sources:

1. Customer Sales Offline File Load. Use this form to load customer sales file information from offline sources.
2. Item Sales Offline File Load. Use this form to load item sales file information from offline sources.
3. Salesrep Sales Offline File Load. Use this form to load salesrep sales file information from offline sources.

Customer Sales Offline File Load–Form SA-13

```
Initial File Load

Company number (COMNO) (N2)                   _ _
Customer number (CUSTNO) (N8)                 _ _ _ _ _ _ _ _
Sales Analysis Year Flat (YFLAG) (N1)         _
Customer Class (CUSCL) (A5)                   _ _ _ _ _
Set 1 Period (FMONTH) (N2)                    _ _
Customer Sales Set 1 (FSALES) (N15.2)         _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Customer Cost Set 1 (FCOST) (N15.2)           _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Customer Invoices Set 1 (FINVO) (N5)          _ _ _ _ _
Set 2 Period (SMONTH) (N2)                    _ _
Customer Sales Set 2 (SSALES) (N15.2)         _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Customer Cost Set 2 (SCOST) (N15.2)           _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Customer Invoices Set 2 (SINVO) (N5)          _ _ _ _ _
Set 3 Period (TMONTH) (N2)                    _ _
Customer Sales Set 3 (TSALES) (N15.2)         _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Customer Cost Set 3 (TCOST) (N15.2)           _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Customer Invoices Set 3 (TINVO) (N5)          _ _ _ _ _
```

Item Sales Offline File Load–Form SA-14

Initial File Load

Company number (COMNO) (N2)	_ _
Item number (ITNBR) (N15)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Sales analysis Year Flag (YTFLAG) (N1)	_
Item Class (ITCLS) (A4)	_ _ _ _
Set 1 Period (FMONTH) (N2)	_ _
Item Sales Set 1 (FSALES) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Item Cost Set 1 (FCOST) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Item Invoices Set 1 (FINVO) (N5)	_ _ _ _ _
Item Quantity Set 1 (FQUAN) (N11.3)	_ _ _ _ _ _ _ _ . _ _ _
Item Lost Quantity Set 1 (FLQUA) (N7)	_ _ _ _ _ _ _

Salesrep Sales Offline File Load–Form SA-15

Initial File Load

Company number (COMNO) (N2)	_ _
Salesrep number (CUSTNO) (N8)	_ _ _ _ _ _ _ _
Sales Analysis Year Flat (YFLAG) (N1)	_
Set 1 Period (FMONTH) (N2)	_ _
Salesrep Sales Set 1 (FSALES) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Salesrep Cost Set 1 (FCOST) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Salesrep Invoices Set 1 (FINVO) (N5)	_ _ _ _ _
Set 2 Period (SMONTH) (N2)	_ _
Salesrep Sales Set 2 (SSALES) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Salesrep Cost Set 2 (SCOST) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Salesrep Invoices Set 2 (SINVO) (N5)	_ _ _ _ _
Set 3 Period (TMONTH) (N2)	_ _
Salesrep Sales Set 3 (TSALES) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Salesrep Cost Set 3 (TCOST) (N15.2)	_ _ _ _ _ _ _ _ _ _ _ _ _ . _ _
Salesrep Invoices Set 3 (TINVO) (N5)	_ _ _ _ _

Accounting controls and audits forms

Use the following forms in maintaining control and audits of the master files:

1. Customer Sales Control Log. Use this form to create an audit trail when maintaining the Customer Sales master file.
2. Item Sales Control Log. Use this form to create an audit trail when maintaining the Item Sales master file.
3. Salesrep Sales Control Log. Use this form to create an audit trail when maintaining the Salesrep Sales master file.

Customer Sales Control Log–Form SA-16

SALES		DATE _ _ _ _ _ _	
Period 1	__________	Period 1	__________
Period 2	__________	Period 2	__________
Period 3	__________	Period 3	__________
Period 4	__________	Period 4	__________
Period 5	__________	Period 5	__________
Period 6	__________	Period 6	__________
Period 7	__________	Period 7	__________
Period 8	__________	Period 8	__________
Period 9	__________	Period 9	__________
Period 10	__________	Period 10	__________
Period 12	__________	Period 11	__________
Period 13	__________	Period 12	__________
Period 14	__________	Period 13	__________
COST			
Period 1	__________	Period 1	__________
Period 2	__________	Period 2	__________
Period 3	__________	Period 3	__________
Period 4	__________	Period 4	__________
Period 5	__________	Period 5	__________
Period 6	__________	Period 6	__________
Period 7	__________	Period 7	__________
Period 8	__________	Period 8	__________
Period 9	__________	Period 9	__________
Period 10	__________	Period 10	__________
Period 12	__________	Period 11	__________
Period 13	__________	Period 12	__________
Period 14	__________	Period 13	__________

Item Sales Control Log–Form SA-17

QUANTITY		DATE	_ _ _ _ _ _
Period 1	________	Period 1	________
Period 2	________	Period 2	________
Period 3	________	Period 3	________
Period 4	________	Period 4	________
Period 5	________	Period 5	________
Period 6	________	Period 6	________
Period 7	________	Period 7	________
Period 8	________	Period 8	________
Period 9	________	Period 9	________
Period 10	________	Period 10	________
Period 12	________	Period 11	________
Period 13	________	Period 12	________
Period 14	________	Period 13	________
LOST QUANTITY			
Period 1	________	Period 1	________
Period 2	________	Period 2	________
Period 3	________	Period 3	________
Period 4	________	Period 4	________
Period 5	________	Period 5	________
Period 6	________	Period 6	________
Period 7	________	Period 7	________
Period 8	________	Period 8	________
Period 9	________	Period 9	________
Period 10	________	Period 10	________
Period 12	________	Period 11	________
Period 13	________	Period 12	________
Period 14	________	Period 13	________

Item Sales Control Log–Form SA-17, Part 2

SALES		DATE _ _ _ _ _ _	
Period 1	________	Period 1	________
Period 2	________	Period 2	________
Period 3	________	Period 3	________
Period 4	________	Period 4	________
Period 5	________	Period 5	________
Period 6	________	Period 6	________
Period 7	________	Period 7	________
Period 8	________	Period 8	________
Period 9	________	Period 9	________
Period 10	________	Period 10	________
Period 12	________	Period 11	________
Period 13	________	Period 12	________
Period 14	________	Period 13	________
COST			
Period 1	________	Period 1	________
Period 2	________	Period 2	________
Period 3	________	Period 3	________
Period 4	________	Period 4	________
Period 5	________	Period 5	________
Period 6	________	Period 6	________
Period 7	________	Period 7	________
Period 8	________	Period 8	________
Period 9	________	Period 9	________
Period 10	________	Period 10	________
Period 12	________	Period 11	________
Period 13	________	Period 12	________
Period 14	________	Period 13	________

Salesrep Sales Control Log–Form SA-18

SALES		DATE	_ _ _ _ _ _
Period 1	________	Period 1	________
Period 2	________	Period 2	________
Period 3	________	Period 3	________
Period 4	________	Period 4	________
Period 5	________	Period 5	________
Period 6	________	Period 6	________
Period 7	________	Period 7	________
Period 8	________	Period 8	________
Period 9	________	Period 9	________
Period 10	________	Period 10	________
Period 12	________	Period 11	________
Period 13	________	Period 12	________
Period 14	________	Period 13	________
COST			
Period 1	________	Period 1	________
Period 2	________	Period 2	________
Period 3	________	Period 3	________
Period 4	________	Period 4	________
Period 5	________	Period 5	________
Period 6	________	Period 6	________
Period 7	________	Period 7	________
Period 8	________	Period 8	________
Period 9	________	Period 9	________
Period 10	________	Period 10	________
Period 12	________	Period 11	________
Period 13	________	Period 12	________
Period 14	________	Period 13	________

Chapter 10. Accounting controls and audits

When you created your master files during installation, the sales figures should have been checked and double-checked for accuracy. The same care must be taken as you use the application.

How to use these controls

The people in your firm who prepare the file maintenance entry forms you use to add or change information should take calculator or adding-machine totals on the data to be recorded. Then, when the system takes totals on the same fields and prints these totals, you or your operator must make sure these totals agree. If they do not, the error must be found and corrected before proceeding.

Since the application has built-in edits and control totals, your main responsibility is to see that these controls are always used. This section describes how to use the control forms and controls provided by the application. (Blank control forms are in Chapter 9 “Forms”.)

In addition to using the control totals, you should scan the file maintenance edit lists for any erroneous data and correct any information that is in error.

Control logs

For Sales Analysis you have the Sales Analysis Entry Control Log for customer, item, and salesrep sales to help you control your information.

How to log your entry forms

Use the control forms to verify changes to the customer sales files histories. Before doing any maintenance, print the Grand Total Customer Sales report and enter the totals on the control form. Make a calculator or adding-machine control tape of the changes being entered. When the maintenance is completed, print the Grand Total Customer Sales report again and enter the new totals on the control form. The new totals should equal the control tape figures. If not, review the file maintenance edit list and the entry forms for the discrepancy and correct the portion in error. If the new control totals and your control tape do not agree, check to make sure your control tape matches the data on the data entry forms. If the control tape is correct, use the Customer Sales Edit List to make sure the data was entered correctly, or locate where the entry mistake was made. This same technique is used for the item and salesrep forms.

Reconciling Sales Analysis reports with interfacing applications

Some reports in other applications are generated from information passed to that application when the Customer Order Management files are updated. Sometimes the data on the other application reports does not always equal the data on the Customer Order Management reports because non-inventoried item and special charge data are not passed to Sales Analysis by item. The methods to use if you want to reconcile the reports follow.

The Inventory Transaction Register (AMV3G) is printed when transaction posting for Inventory Management or Customer Order Management are run. The Invoice Register (AMV451) is printed when unposted transactions for Accounts Receivable or Customer Order Management are processed. These reports contain sales and cost information for data just processed. These amounts can be reconciled with each other and the other reports in Customer Order Management, Accounts Receivable, Inventory Management, and Sales Analysis. Various reports whose values are used in the following reconciliation example are illustrated in:

- AMV34
- AMV451.

These report images show values obtained from the Inventory Transaction Register for reconciliation of reports.

```
   NORTHCREEK IND.                INVENTORY TRANSACTION REGISTER                 DATE 02/19/
**  TIME 09.13.44   PAGE     1 AMV3G
                                          PROCESSED ITEMS                        OPER 04
                                                                                         * CALCULATED

TRANS. CD:  SA                TYPE:   SALE      ***          BCH-NO:               058        WS-ID:        04
ORDER NO:   C000089           ITEM NO:    03010              PLATE                            SEQ:          000
    BLK:  0000
LOCATION:                     WHS:        1                  QUANTITY:          65.000        U/M:          EA
TO LOC:                       TO WHS:                        AMOUNT:             9.75  *      12COMP. CD:
GRN NO.:                      B/
L NO.:                                                          VENDOR:      036657
REASON:                       REFERENCE:                     OLD TRAN. DT:     08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:      6601.000    NEW ON-HAND:        6536.000   OLD STD COST:         .1500      NEW STD COST:
OLD ON-ORDER:         .000    NEW ON-ORDER:           .000   VALUE CHNG:          9.75-
        VARIANCE:             .00
OLD ALLOC.:        250.000    NEW ALLOC.:          250.000
OLD AVAIL.:       6351.000    NEW AVAIL.:         6286.000

                                                             SALES AMOUNT:     1045.89 8
*****                                  ** NON-SALES-ANALYSIS ITEM

TRANS. CD:  SA                TYPE:   SALE      ***          BCH-NO:               058        WS-ID:        04
ORDER NO:   C000089           ITEM NO:    03010              PLATE                            SEQ:          000
    BLK:  0000
LOCATION:                     WHS:        1                  QUANTITY:          20.000-       U/M:          EA
TO LOC:                       TO WHS:                        AMOUNT:             3.00- *      COMP. CD:
GRN NO.:                      B/
L NO.:                                                          VENDOR:      036657
REASON:                       REFERENCE:                     OLD TRAN. DT:     08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:      6536.000    NEW ON-HAND:        6536.000   OLD STD COST:         .1500      NEW STD COST:
OLD ON-ORDER:         .000    NEW ON-
ORDER:          .000        VALUE CHNG:           .00      VARIANCE:             .00
OLD ALLOC.:        250.000    NEW ALLOC.:          250.000
OLD AVAIL.:       6286.000    NEW AVAIL.:         6286.000

                                                             SALES AMOUNT: 19   33.40CR 8
  AM-3321 CUSTOMER ALLOWANCE
*****                                  ** NON-SALES-ANALYSIS ITEM

TRANS. CD:  SA                TYPE:   SALE      ***          BCH-NO:               058        WS-ID:        04
ORDER NO:   C000090           ITEM NO:    03010              PLATE                            SEQ:          000
    BLK:  0000
LOCATION:                     WHS:        1                  QUANTITY:          70.000-       U/M:          EA
TO LOC:                       TO WHS:                        AMOUNT:            10.50- *      COMP. CD:
GRN NO.:                      B/
L NO.:                                                          VENDOR:      036657
REASON:                       REFERENCE:                     OLD TRAN. DT:     08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:      6536.000    NEW ON-HAND:        6536.000   OLD STD COST:         .1500      NEW STD COST:
OLD ON-ORDER:         .000    NEW ON-
ORDER:          .000        VALUE CHNG:           .00      VARIANCE:             .00
OLD ALLOC.:        250.000    NEW ALLOC.:          250.000
OLD AVAIL.:       6286.000    NEW AVAIL.:         6286.000

                                                             SALES AMOUNT: 20  569.10CR 8
  AM-3321 CUSTOMER ALLOWANCE
*****                                  ** NON-SALES-ANALYSIS ITEM

TRANS. CD:  SA                TYPE:   SALE      ***          BCH-NO:               058        WS-ID:        04
ORDER NO:   C000091           ITEM NO:    03010              PLATE                            SEQ:          000
    BLK:  0000
LOCATION:                     WHS:        1                  QUANTITY:          65.000        U/M:          EA
TO LOC:                       TO WHS:                        AMOUNT:             9.75  *      12COMP. CD:
GRN NO.:                      B/
L NO.:                                                          VENDOR:      036657
REASON:                       REFERENCE:                     OLD TRAN. DT:     08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:      6536.000    NEW ON-HAND:        6471.000   OLD STD COST:         .1500      NEW STD COST:
OLD ON-ORDER:         .000    NEW ON-ORDER:           .000   VALUE CHNG:          9.75-
        VARIANCE:             .00
OLD ALLOC.:        250.000    NEW ALLOC.:          250.000
OLD AVAIL.:       6286.000    NEW AVAIL.:         6221.000
```

```
   NORTHCREEK IND.                INVENTORY TRANSACTION REGISTER                 DATE 02/19/
**  TIME 09.13.44  PAGE     2 AMV3G
                                        PROCESSED ITEMS                          OPER 04
                                                                                         * CALCULATED

TRANS. CD:  SA                 TYPE:   SALE      ***              BCH-NO:              058       WS-ID:        04
ORDER NO:   C000090            ITEM NO:    03011                  THROW-
OFF COLLAR                    SEQ:          000      BLK:  0000
LOCATION:                      WHS:         1                     QUANTITY:          15.000      U/M:          EA
TO LOC:                        TO WHS:                            AMOUNT:             8.25  *    13COMP. CD:
GRN NO.:                       B/
L NO.:                                                               VENDOR:      078444
REASON:                        REFERENCE:                         OLD TRAN. DT:     08/08/**     NEW TRAN. DT: 08/
08/**
OLD ON-HAND:     15548.000     NEW ON-HAND:      15533.000        OLD STD COST:        .5500     NEW STD COST:
OLD ON-ORDER:         .000     NEW ON-ORDER:          .000        VALUE CHNG:         8.25-
        VARIANCE:              .00
OLD ALLOC.:        250.000     NEW ALLOC.:         250.000
OLD AVAIL.:      15298.000     NEW AVAIL.:       15283.000

                                                                  SALES AMOUNT:      59.93 9
*****                                    ** NON-SALES-ANALYSIS ITEM

TRANS. CD:  SA                 TYPE:   SALE      ***              BCH-NO:              058       WS-ID:        04
ORDER NO:   C000091            ITEM NO:    03011                  THROW-
OFF COLLAR                    SEQ:          000      BLK:  0000
LOCATION:                      WHS:         1                     QUANTITY:          10.000      U/M:          EA
TO LOC:                        TO WHS:                            AMOUNT:             5.50  *    13COMP. CD:
GRN NO.:                       B/
L NO.:                                                               VENDOR:      078444
REASON:                        REFERENCE:                         OLD TRAN. DT:     08/08/**     NEW TRAN. DT: 08/
08/**
OLD ON-HAND:     15533.000     NEW ON-HAND:      15523.000        OLD STD COST:        .5500     NEW STD COST:
OLD ON-ORDER:         .000     NEW ON-ORDER:          .000        VALUE CHNG:         5.50-
        VARIANCE:              .00
OLD ALLOC.:        250.000     NEW ALLOC.:         250.000
OLD AVAIL.:      15288.000     NEW AVAIL.:       15273.000

                                                                  SALES AMOUNT:      39.95 9
*****                                    ** NON-SALES-ANALYSIS ITEM

TRANS. CD:  SA                 TYPE:   SALE      ***              BCH-NO:              058       WS-ID:        04
ORDER NO:   C000091            ITEM NO:    03012                  SPRING                         SEQ:          000
    BLK:  0000
LOCATION:                      WHS:         1                     QUANTITY:           5.000-     U/M:          EA
TO LOC:                        TO WHS:                            AMOUNT:              .05- *    COMP. CD:
GRN NO.:                       B/
L NO.:                                                               VENDOR:      078444
REASON:                        REFERENCE:                         OLD TRAN. DT:     08/08/**     NEW TRAN. DT: 08/
08/**
OLD ON-HAND:     30737.000     NEW ON-HAND:      30737.000        OLD STD COST:        .0100     NEW STD COST:
OLD ON-ORDER:         .000     NEW ON-
ORDER:          .000         VALUE CHNG:           .00          VARIANCE:            .00
OLD ALLOC.:        250.000     NEW ALLOC.:         250.000
OLD AVAIL.:      30487.000     NEW AVAIL.:       30487.000

                                                                  SALES AMOUNT: 21    3.55CR 10
  AM-3321 CUSTOMER ALLOWANCE
*****                                    ** NON-SALES-ANALYSIS ITEM

TRANS. CD:  SA                 TYPE:   SALE      ***              BCH-NO:              058       WS-ID:        04
ORDER NO:   C000090            ITEM NO:    03021                  VALVE                          SEQ:          000
    BLK:  0000
LOCATION:                      WHS:         1                     QUANTITY:          20.000      U/M:          EA
TO LOC:                        TO WHS:                            AMOUNT:             5.00  *    14COMP. CD:
GRN NO.:                       B/
L NO.:                                                               VENDOR:      030716
REASON:                        REFERENCE:                         OLD TRAN. DT:     08/08/**     NEW TRAN. DT: 08/
08/**
OLD ON-HAND:      8476.000     NEW ON-HAND:       8456.000        OLD STD COST:        .2500     NEW STD COST:
OLD ON-ORDER:         .000     NEW ON-ORDER:          .000        VALUE CHNG:         5.00-
        VARIANCE:              .00
OLD ALLOC.:           .000     NEW ALLOC.:            .000
OLD AVAIL.:       8476.000     NEW AVAIL.:        8456.000
```

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   NORTHCREEK IND.                INVENTORY TRANSACTION REGISTER                   DATE 02/19/
**  TIME 09.13.44   PAGE     3 AMV3G
                                       PROCESSED ITEMS                             OPER 04
                                                                                           * CALCULATED

TRANS. CD:  SA                TYPE:   SALE      ***          BCH-NO:              058        WS-ID:         04
ORDER NO:   C000090           ITEM NO:    12345                                              SEQ:           000
    BLK:  0000
LOCATION:                     WHS:        1                  QUANTITY:          70.000       U/M:           EA
TO LOC:                       TO WHS:                        AMOUNT:           560.00  *     16COMP. CD:
GRN NO.:                      B/L NO.:                                                       VENDOR:
REASON:                       REFERENCE:                     OLD TRAN. DT:    08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:           .000   NEW ON-HAND:          .000     OLD STD COST:       8.0000      NEW STD COST:
OLD ON-ORDER:          .000   NEW ON-
ORDER:           .000       VALUE CHNG:            .00     VARIANCE:            .00
OLD ALLOC.:            .000   NEW ALLOC.:           .000
OLD AVAIL.:            .000   NEW AVAIL.:           .000

                                                             SALES AMOUNT:      700.00
  AM-3322 NON-INVENTORIED ITEM ON CUSTOMER ORDER

TRANS. CD:  SA                TYPE:   SALE      ***          BCH-NO:              058        WS-ID:         04
ORDER NO:   C000089           ITEM NO:    26006-
20               TANK 8 BY 12 INCHES              SEQ:        000     BLK:  0000
LOCATION:                     WHS:        1                  QUANTITY:           2.000       U/M:           EA
TO LOC:                       TO WHS:                        AMOUNT:            38.17  *     COMP. CD:
GRN NO.:                      B/L NO.:                                                       VENDOR:
REASON:                       REFERENCE:                     OLD TRAN. DT:    08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:         48.000   NEW ON-HAND:        46.000     OLD STD COST:      19.0840      NEW STD COST:
OLD ON-ORDER:          .000   NEW ON-ORDER:         .000     VALUE CHNG:        38.17-
        VARIANCE:             .00
OLD ALLOC.:            .000   NEW ALLOC.:           .000
OLD AVAIL.:          48.000   NEW AVAIL.:         46.000

                                                             SALES AMOUNT:      100.18

TRANS. CD:  SA                TYPE:   SALE      ***          BCH-NO:              058        WS-ID:         04
ORDER NO:   C000090           ITEM NO:    26006-
20               TANK 8 BY 12 INCHES              SEQ:        000     BLK:  0000
LOCATION:                     WHS:        1                  QUANTITY:           3.000       U/M:           EA
TO LOC:                       TO WHS:                        AMOUNT:            57.25  *     COMP. CD:
GRN NO.:                      B/L NO.:                                                       VENDOR:
REASON:                       REFERENCE:                     OLD TRAN. DT:    08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:         46.000   NEW ON-HAND:        43.000     OLD STD COST:      19.0840      NEW STD COST:
OLD ON-ORDER:          .000   NEW ON-ORDER:         .000     VALUE CHNG:        57.25-
        VARIANCE:             .00
OLD ALLOC.:            .000   NEW ALLOC.:           .000
OLD AVAIL.:          46.000   NEW AVAIL.:         43.000

                                                             SALES AMOUNT:       41.33

TRANS. CD:  SA                TYPE:   SALE      ***          BCH-NO:              058        WS-ID:         04
ORDER NO:   C000091           ITEM NO:    26006-
20               TANK 8 BY 12 INCHES              SEQ:        000     BLK:  0000
LOCATION:                     WHS:        1                  QUANTITY:          25.000       U/M:           EA
TO LOC:                       TO WHS:                        AMOUNT:           477.10  *     COMP. CD:
GRN NO.:                      B/L NO.:                                                       VENDOR:
REASON:                       REFERENCE:                     OLD TRAN. DT:    08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:         43.000   NEW ON-HAND:        18.000     OLD STD COST:      19.0840      NEW STD COST:
OLD ON-ORDER:          .000   NEW ON-ORDER:         .000     VALUE CHNG:       477.10-
        VARIANCE:             .00
OLD ALLOC.:            .000   NEW ALLOC.:           .000
OLD AVAIL.:          43.000   NEW AVAIL.:         18.000

                                                             SALES AMOUNT:      399.75
```

```
  NORTHCREEK IND.                INVENTORY TRANSACTION REGISTER                 DATE 02/19/
** TIME 09.13.44  PAGE     4 AMV3G
                                         PROCESSED ITEMS                        OPER 04
                                                                                        * CALCULATED

TRANS. CD:  SA              TYPE:   SALE      ***          BCH-NO:                058        WS-ID:        04
ORDER NO:   C000091         ITEM NO:    26006-
22               TANK 12 BY 24 INCHES              SEQ:     000     BLK:  0000
LOCATION:                   WHS:        1                  QUANTITY:             10.000      U/M:          EA
TO LOC:                     TO WHS:                        AMOUNT:              342.53  *    COMP. CD:
GRN NO.:                    B/L NO.:                                                         VENDOR:
REASON:                     REFERENCE:                     OLD TRAN. DT:       08/08/**      NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       230.000  NEW ON-HAND:       220.000     OLD STD COST:        34.2530      NEW STD COST:
OLD ON-ORDER:         .000  NEW ON-ORDER:         .000     VALUE CHNG:          342.53-
        VARIANCE:           .00
OLD ALLOC.:           .000  NEW ALLOC.:           .000
OLD AVAIL.:        230.000  NEW AVAIL.:        220.000
                                                           SALES AMOUNT:        419.50


TRANS. CD:  SA              TYPE:   SALE      ***          BCH-NO:                058        WS-ID:        04
ORDER NO:   C000091         ITEM NO:    26006-
22               TANK 12 BY 24 INCHES              SEQ:     000     BLK:  0000
LOCATION:                   WHS:        1                  QUANTITY:              5.000      U/M:          EA
TO LOC:                     TO WHS:                        AMOUNT:              171.27  *    COMP. CD:
GRN NO.:                    B/L NO.:                                                         VENDOR:
REASON:                     REFERENCE:                     OLD TRAN. DT:       08/08/**      NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       220.000  NEW ON-HAND:       215.000     OLD STD COST:        34.2530      NEW STD COST:
OLD ON-ORDER:         .000  NEW ON-ORDER:         .000     VALUE CHNG:          171.27-
        VARIANCE:           .00
OLD ALLOC.:           .000  NEW ALLOC.:           .000
OLD AVAIL.:        220.000  NEW AVAIL.:        215.000

                                                           SALES AMOUNT:        209.75

TRANS. CD:  SA              TYPE:   SALE      ***          BCH-NO:                058        WS-ID:        04
ORDER NO:   C000089         ITEM NO:    27005-
A                PUMPING UNIT                     SEQ:     000     BLK:  0000
LOCATION:                   WHS:        1                  QUANTITY:             11.000-     U/M:          EA
TO LOC:                     TO WHS:                        AMOUNT:              389.96- *    COMP. CD:
GRN NO.:                    B/
L NO.:                                                        VENDOR:       036657
REASON:                     REFERENCE:                     OLD TRAN. DT:       08/08/**      NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       297.000  NEW ON-HAND:       297.000     OLD STD COST:        35.451       NEW STD COST:
OLD ON-ORDER:      225.000  NEW ON-
ORDER:      225.000       VALUE CHNG:            .00     VARIANCE:             .00
OLD ALLOC.:          3.000  NEW ALLOC.:          3.000
OLD AVAIL.:        519.000  NEW AVAIL.:        519.000

                                                           SALES AMOUNT: 23  208.67CR
  AM-3321 CUSTOMER ALLOWANCE

TRANS. CD:  SA              TYPE:   SALE      ***          BCH-NO:                058        WS-ID:        04
ORDER NO:   C000090         ITEM NO:    27005-
A                PUMPING UNIT                     SEQ:     000     BLK:  0000
LOCATION:                   WHS:        1                  QUANTITY:             20.000      U/M:          EA
TO LOC:                     TO WHS:                        AMOUNT:              709.01  *    COMP. CD:
GRN NO.:                    B/
L NO.:                                                        VENDOR:       036657
REASON:                     REFERENCE:                     OLD TRAN. DT:       08/08/**      NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       297.000  NEW ON-HAND:       277.000     OLD STD COST:        35.451       NEW STD COST:
OLD ON-ORDER:      225.000  NEW ON-ORDER:      225.000     VALUE CHNG:          709.01-
        VARIANCE:           .00
OLD ALLOC.:          3.000  NEW ALLOC.:          3.000
OLD AVAIL.:        519.000  NEW AVAIL.:        499.000
```

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   NORTHCREEK IND.                INVENTORY TRANSACTION REGISTER                  DATE 02/19/
**  TIME 09.13.44  PAGE     5 AMV3G
                                          PROCESSED ITEMS                         OPER 04
                                                                                          * CALCULATED

TRANS. CD:  SA                TYPE:   SALE      ***           BCH-NO:                058        WS-ID:        04
ORDER NO:   C000092           ITEM NO:    27005-
A                PUMPING UNIT                    SEQ:         000     BLK:  0000
LOCATION:                     WHS:        1                   QUANTITY:            11.000-      U/M:          EA
TO LOC:                       TO WHS:                         AMOUNT:             389.96- *     COMP. CD:
GRN NO.:                      B/
L NO.:                                                           VENDOR:       036657
REASON:                       REFERENCE:                      OLD TRAN. DT:      08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       267.000    NEW ON-HAND:        267.000     OLD STD COST:         35.451      NEW STD COST:
OLD ON-ORDER:      225.000    NEW ON-
ORDER:      225.000         VALUE CHNG:             .00     VARIANCE:             .00
OLD ALLOC.:          3.000    NEW ALLOC.:           3.000
OLD AVAIL.:        489.000    NEW AVAIL.:         489.000

                                                              SALES AMOUNT: 24  208.67CR
  AM-3321 CUSTOMER ALLOWANCE

TRANS. CD:  SA                TYPE:   SALE      ***           BCH-NO:                058        WS-ID:        04
ORDER NO:   C000089           ITEM NO:    45218                                                 SEQ:          000
    BLK:  0000
LOCATION:                     WHS:        1                   QUANTITY:            20.000       U/M:          EA
TO LOC:                       TO WHS:                         AMOUNT:             250.00  *     17COMP. CD:
GRN NO.:                      B/
L NO.:                                                           VENDOR:       45218
REASON:                       REFERENCE:                      OLD TRAN. DT:      08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:          .000    NEW ON-HAND:           .000     OLD STD COST:        12.5000      NEW STD COST:
OLD ON-ORDER:         .000    NEW ON-
ORDER:          .000        VALUE CHNG:             .00     VARIANCE:             .00
OLD ALLOC.:           .000    NEW ALLOC.:            .000
OLD AVAIL.:           .000    NEW AVAIL.:            .000

                                                              SALES AMOUNT:       300.00
  AM-3322 NON-INVENTORIED ITEM ON CUSTOMER ORDER

TRANS. CD:  SA                TYPE:   SALE      ***           BCH-NO:                058        WS-ID:        04
ORDER NO:   C000090           ITEM NO:    45218                                                 SEQ:          000
    BLK:  0000
LOCATION:                     WHS:        1                   QUANTITY:            20.000       U/M:          EA
TO LOC:                       TO WHS:                         AMOUNT:             250.00  *     17COMP. CD:
GRN NO.:                      B/
L NO.:                                                           VENDOR:       45218
REASON:                       REFERENCE:                      OLD TRAN. DT:      08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:          .000    NEW ON-HAND:           .000     OLD STD COST:        12.5000      NEW STD COST:
OLD ON-ORDER:         .000    NEW ON-
ORDER:          .000        VALUE CHNG:             .00     VARIANCE:             .00
OLD ALLOC.:           .000    NEW ALLOC.:            .000
OLD AVAIL.:           .000    NEW AVAIL.:            .000

                                                              SALES AMOUNT:       300.00
  AM-3322 NON-INVENTORIED ITEM ON CUSTOMER ORDER

TRANS. CD:  SA                TYPE:   SALE      ***           BCH-NO:                058        WS-ID:        04
ORDER NO:   C000090           ITEM NO:    99001               SPRAY UNIT                       SEQ:          000
   BLK:  0000
LOCATION:                     WHS:        1                   QUANTITY:           200.000       U/M:          EA
TO LOC:                       TO WHS:                         AMOUNT:           22182.70  *     COMP. CD:
GRN NO.:                      B/
L NO.:                                                           VENDOR:       036657
REASON:                       REFERENCE:                      OLD TRAN. DT:      08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       497.000    NEW ON-HAND:        297.000     OLD STD COST:        110.913      NEW STD COST:
OLD ON-ORDER:      325.000    NEW ON-ORDER:       325.000     VALUE CHNG:       22182.70-
        VARIANCE:             .00
```

```
   NORTHCREEK IND.                INVENTORY TRANSACTION REGISTER                 DATE 02/19/
** TIME 09.13.44  PAGE     5 AMV3G
                                          PROCESSED ITEMS                        OPER 04
                                                                                         * CALCULATED

TRANS. CD:  SA              TYPE:   SALE      ***           BCH-NO:               058        WS-ID:        04
ORDER NO:   C000092         ITEM NO:   27005-
A               PUMPING UNIT                     SEQ:       000     BLK:  0000
LOCATION:                   WHS:        1                   QUANTITY:           11.000-      U/M:          EA
TO LOC:                     TO WHS:                         AMOUNT:            389.96- *     COMP. CD:
GRN NO.:                    B/
L NO.:                                                         VENDOR:       036657
REASON:                     REFERENCE:                      OLD TRAN. DT:     08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       267.000  NEW ON-HAND:        267.000     OLD STD COST:        35.451      NEW STD COST:
OLD ON-ORDER:      225.000  NEW ON-
ORDER:      225.000       VALUE CHNG:              .00    VARIANCE:              .00
OLD ALLOC.:          3.000  NEW ALLOC.:           3.000
OLD AVAIL.:        489.000  NEW AVAIL.:         489.000

                                                            SALES AMOUNT: 24  208.67CR
  AM-3321 CUSTOMER ALLOWANCE

TRANS. CD:  SA              TYPE:   SALE      ***           BCH-NO:               058        WS-ID:        04
ORDER NO:   C000089         ITEM NO:   45218                                                 SEQ:          000
    BLK:  0000
LOCATION:                   WHS:        1                   QUANTITY:           20.000       U/M:          EA
TO LOC:                     TO WHS:                         AMOUNT:            250.00  *     17COMP. CD:
GRN NO.:                    B/
L NO.:                                                         VENDOR:       45218
REASON:                     REFERENCE:                      OLD TRAN. DT:     08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:          .000  NEW ON-HAND:           .000     OLD STD COST:        12.5000     NEW STD COST:
OLD ON-ORDER:         .000  NEW ON-
ORDER:         .000       VALUE CHNG:              .00    VARIANCE:              .00
OLD ALLOC.:           .000  NEW ALLOC.:            .000
OLD AVAIL.:           .000  NEW AVAIL.:            .000

                                                            SALES AMOUNT:        300.00
  AM-3322 NON-INVENTORIED ITEM ON CUSTOMER ORDER

TRANS. CD:  SA              TYPE:   SALE      ***           BCH-NO:               058        WS-ID:        04
ORDER NO:   C000090         ITEM NO:   45218                                                 SEQ:          000
    BLK:  0000
LOCATION:                   WHS:        1                   QUANTITY:           20.000       U/M:          EA
TO LOC:                     TO WHS:                         AMOUNT:            250.00  *     17COMP. CD:
GRN NO.:                    B/
L NO.:                                                         VENDOR:       45218
REASON:                     REFERENCE:                      OLD TRAN. DT:     08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:          .000  NEW ON-HAND:           .000     OLD STD COST:        12.5000     NEW STD COST:
OLD ON-ORDER:         .000  NEW ON-
ORDER:         .000       VALUE CHNG:              .00    VARIANCE:              .00
OLD ALLOC.:           .000  NEW ALLOC.:            .000
OLD AVAIL.:           .000  NEW AVAIL.:            .000

                                                            SALES AMOUNT:        300.00
  AM-3322 NON-INVENTORIED ITEM ON CUSTOMER ORDER

TRANS. CD:  SA              TYPE:   SALE      ***           BCH-NO:               058        WS-ID:        04
ORDER NO:   C000090         ITEM NO:   99001                SPRAY UNIT                      SEQ:          000
   BLK:  0000
LOCATION:                   WHS:        1                   QUANTITY:          200.000       U/M:          EA
TO LOC:                     TO WHS:                         AMOUNT:          22182.70  *     COMP. CD:
GRN NO.:                    B/
L NO.:                                                         VENDOR:       036657
REASON:                     REFERENCE:                      OLD TRAN. DT:     08/08/**       NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       497.000  NEW ON-HAND:        297.000     OLD STD COST:       110.913      NEW STD COST:
OLD ON-ORDER:      325.000  NEW ON-ORDER:       325.000     VALUE CHNG:       22182.70-
        VARIANCE:           .00
```

```
   NORTHCREEK IND.                INVENTORY TRANSACTION REGISTER                  DATE 02/19/
**  TIME 09.13.44  PAGE     5 AMV3G
                                          PROCESSED ITEMS                         OPER 04
                                                                                          * CALCULATED

TRANS. CD:  SA                TYPE:   SALE      ***         BCH-NO:                058        WS-ID:        04
ORDER NO:   C000092           ITEM NO:    27005-
A                PUMPING UNIT                    SEQ:       000     BLK:  0000
LOCATION:                     WHS:        1                 QUANTITY:            11.000-      U/M:          EA
TO LOC:                       TO WHS:                       AMOUNT:             389.96- *     COMP. CD:
GRN NO.:                      B/
L NO.:                                                         VENDOR:       036657
REASON:                       REFERENCE:                    OLD TRAN. DT:       08/08/**      NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       267.000    NEW ON-HAND:        267.000   OLD STD COST:         35.451      NEW STD COST:
OLD ON-ORDER:      225.000    NEW ON-
ORDER:       225.000        VALUE CHNG:            .00    VARIANCE:               .00
OLD ALLOC.:          3.000    NEW ALLOC.:           3.000
OLD AVAIL.:        489.000    NEW AVAIL.:         489.000

                                                            SALES AMOUNT: 24  208.67CR
  AM-3321 CUSTOMER ALLOWANCE

TRANS. CD:  SA                TYPE:   SALE      ***         BCH-NO:                058        WS-ID:        04
ORDER NO:   C000089           ITEM NO:    45218                                               SEQ:          000
    BLK:  0000
LOCATION:                     WHS:        1                 QUANTITY:            20.000       U/M:          EA
TO LOC:                       TO WHS:                       AMOUNT:             250.00  *     17COMP. CD:
GRN NO.:                      B/
L NO.:                                                         VENDOR:       45218
REASON:                       REFERENCE:                    OLD TRAN. DT:       08/08/**      NEW TRAN. DT: 08/
08/**
OLD ON-HAND:          .000    NEW ON-HAND:           .000   OLD STD COST:        12.5000      NEW STD COST:
OLD ON-ORDER:         .000    NEW ON-
ORDER:        .000          VALUE CHNG:            .00    VARIANCE:               .00
OLD ALLOC.:           .000    NEW ALLOC.:            .000
OLD AVAIL.:           .000    NEW AVAIL.:            .000

                                                            SALES AMOUNT:         300.00
  AM-3322 NON-INVENTORIED ITEM ON CUSTOMER ORDER

TRANS. CD:  SA                TYPE:   SALE      ***         BCH-NO:                058        WS-ID:        04
ORDER NO:   C000090           ITEM NO:    45218                                               SEQ:          000
    BLK:  0000
LOCATION:                     WHS:        1                 QUANTITY:            20.000       U/M:          EA
TO LOC:                       TO WHS:                       AMOUNT:             250.00  *     17COMP. CD:
GRN NO.:                      B/
L NO.:                                                         VENDOR:       45218
REASON:                       REFERENCE:                    OLD TRAN. DT:       08/08/**      NEW TRAN. DT: 08/
08/**
OLD ON-HAND:          .000    NEW ON-HAND:           .000   OLD STD COST:        12.5000      NEW STD COST:
OLD ON-ORDER:         .000    NEW ON-
ORDER:        .000          VALUE CHNG:            .00    VARIANCE:               .00
OLD ALLOC.:           .000    NEW ALLOC.:            .000
OLD AVAIL.:           .000    NEW AVAIL.:            .000

                                                            SALES AMOUNT:         300.00
  AM-3322 NON-INVENTORIED ITEM ON CUSTOMER ORDER

TRANS. CD:  SA                TYPE:   SALE      ***         BCH-NO:                058        WS-ID:        04
ORDER NO:   C000090           ITEM NO:    99001             SPRAY UNIT                       SEQ:          000
   BLK:  0000
LOCATION:                     WHS:        1                 QUANTITY:           200.000       U/M:          EA
TO LOC:                       TO WHS:                       AMOUNT:           22182.70  *     COMP. CD:
GRN NO.:                      B/
L NO.:                                                         VENDOR:       036657
REASON:                       REFERENCE:                    OLD TRAN. DT:       08/08/**      NEW TRAN. DT: 08/
08/**
OLD ON-HAND:       497.000    NEW ON-HAND:        297.000   OLD STD COST:        110.913      NEW STD COST:
OLD ON-ORDER:      325.000    NEW ON-ORDER:       325.000   VALUE CHNG:       22182.70-
        VARIANCE:             .00
```

```
   NORTHCREEK IND.                INVENTORY TRANSACTION REGISTER TOTALS           DATE 02/19/
**  TIME 09.13.44  PAGE     6 AMV3G
                                                                                  OPER 65

                                                                                                    INVENTORY
   INVENTORY
    TRANSACTION TYPES    TRAN CODE  NO OF TRANS   TOTAL QTY     TOTAL TRANS AMT  TOTAL REPLACE COST    VALUE CHANGE
 VARIANCE ACCT


SALE      ***             SA                25          498.000       43,725.49               .0000       26,466.09-
             .00


    FINAL TOTALS                            25          498.000       43,725.49               .0000       26,466.09-
             .00


*** SALES TOTAL BREAKDOWN

    TRANSACTION TYPES               NO OF TRANS   TOTAL QTY     TOTAL TRANS AMT   TOTAL VALUE CHANGE


INVENTORY ITEM - NO ALLOWANCE               16          475.000       43,148.88           26,466.09
INVENTORY ITEM - WITH ALLOWANCE              5          117.000-       1,023.39-                .00
NON-INVENTORY - NO ALLOWANCE                 4          140.000        1,600.004              .00
```

This report image shows the values obtained from the Apply Invoices to Master File report for reconciliation of reports.

```
                                                 APPLY INVOICES TO MASTER FILE             DATE 02/19/
**  TIME 09.13.44  PAGE    2  AMV34


     FINAL TOTALS-  A/R AMOUNT        DISCOUNT   SALES AMOUNT     TAX 1 /    TAX 2 /  SPEC. CHG./
     COST AMOUNT    INVOICE
                                                                  TAX 3      TAX 4    FRT. CHG.                     C
OUNT

  A/R INV/CR MEMO-
    43,836.49            .00      43,725.49        .00         .00        35.00       27,776.09          4
                                                                    .00        .00        76.00

  CASH AND COD    -
      .00                .00            .00        .00         .00          .00             .00          0
                                                                    .00        .00          .00

    TOTALS        -
    43,836.49            .00      43,725.49        .00         .00        35.00       27,776.09          4
                                                                    .00        .00        76.00


  FUTURE A/R DUE -           .00
  ERROR RECORDS  -             0
  UNIDENTIFIED   -             0

  CUSTOMER NUMBER
    HASH TOTALS  -         5,000
```

This report image shows the totals obtained from the Invoice Register—Order Invoicing report for reconciliation of reports.

```
                                      INVOICE REGISTER-ORDER INVOICING            DATE 02/19/
**  TIME 09.13.44  PAGE    2  AMV451

FINAL     TOTALS    COM       COUNT

FUT. AR -            .00

SALES   -      43,725.49
SPECIAL -          35.00
FREIGHT -          76.00
DISCOUNT-            .00

TAX 1   -            .00

TAX 2   -            .00

TAX 3   -            .00

TAX 4   -            .00

INVOICES-      43,836.49         4

INV.COST-      27,776.09

GROSS PROFIT:

  AMOUNT-      15,969.40

  PERCNT-          36.5
```

To reconcile the reports, get the following values:

A Total sales amount (sales for all items and applicable charges).

A = [1] + [2] + [3] where [1], [2], and [3] are found on the Invoice Register (AMV451) under ***Final totals***.

B Sales amount for non-inventoried items.

B =[4] + [5] where [4] and [5] are found on the Inventory Transaction Register, AMV3G, under the ***Sales total breakdown***.

C Sales amounts for all special charges.

C =[2] + [3] where [2] and [3] are found on the Invoice Register (AMV451) under ***Final totals***.

D Sales amount for code 3 special charges.

D =[7] where [7] is found on the Apply Invoices to Master File report (AMV34) under ***Final totals***.

E Sales amount of all items not coded for passing to Sales Analysis, excluding non-inventoried items. This field can be calculated from the Inventory Transaction Register (AMV3G), by totalling the sales amounts for all items flagged as Non-Sales-Analysis.

E =0 + 0 + 0 + [11], where 0, 0, 0, and [11] are the sales amounts for items 03010, 03011, 03012 and 03021, because these are the items in the example that do not feed to Sales Analysis. An adding machine tape is generated for E.

W Cost of inventoried items not passed to Sales Analysis. This field can be calculated from the Inventory Transaction Register (AMV3G) by totalling the cost amounts for all inventoried items that do not feed to Sales Analysis. Note that costs for allowances are ignored; only costs for regular invoices and credits coded as returns are used to calculate this cost. The cost for allowances is shown only for informational purposes.

W = 0 + [13] + [14] where 0, [13], and [14] are the costs associated with items 03010, 03011 and 03021, in this example. An adding machine tape is generated for W.

X Total cost of all inventory sold and returned plus the cost of all special charges.

X = [15] where [15] is found on the Invoice Register (AMV451) under ***Final totals***.

Y Cost of non-inventoried items sold. This field can be calculated from the Inventory Transaction Register (AMV3G) by totalling the invoice and return costs for all items flagged as non-inventoried.

Y = [16] + [17] where [16] and [17] are found on the Inventory Transaction Register (AMV3G) under the detail section. An adding machine tape is generated for Y.

Z Cost of all special charges. This field can be calculated from special charge 3 cost found under Final totals on the Apply Invoices to Master Files report and summing all additional special charge costs using data entry input sheets.

Z = [18] where [18] is found on the Apply Invoices to Master Files report, AMV34, under ***Final totals***.

By using the previous definitions along with the chart in the table that follows, you can reconcile the reports.

Report	Sales amount	Cost amount
Inventory Transaction Register, AMV3G	A - C	X - (Y + Z)
Invoice Register, AMV451	A - C	X
Apply Invoices to Master File, AMV34	A - C	X
Profit Analysis by Customer, AMS122 and Grand Total Customer Sales, AMS482	(A - C) + D	X
Profit Analysis by Item, AMS241 and Grand Total Item Sales, AMS522	A - (B + C + E)	X - (W + Y + Z)
Profit Analysis by Salesrep Home Company, AMS33 and Grand Total Salesrep Sales, AMS562	(A - C) + D	X

Table 10-1. Report reconciliation chart

For an example exercise, use the example profit analysis reports which follow Step 1 and reconcile them with the grand total reports that follow.

Calculate the following values defined in the preceding report images.

A = [1] + [2] + [3] = 43,725.49 + 35.00 + 76.00 = 43,836.49

B = [4] + [5] = 1,600 + 0.00- = 1,600.00

C = [2] + [3] = 35.-- + 76.00 = 111.00

D = [7] = 20.00

E = [8] + [9] + [10] + [11] = 1,346.24 + 139.8 + 3.55- + 1,042.60 = 2,525.12

F = [19] + [20] + [21] + [22] + [23] + [24] = 33.40- + 569.10 + 3.55 + 121.90 + 208.67 + 208.67 + 1,145.29

W = [12] + [13] + [14] = 19.50 + 19.25 + 5.00 = 43.75

X = [15] = 27,776.09

Y = [16] + [17] = 9--/-- + 500.00 = 1,300.00

Z = [18] = 10.00

Reconcile the following reports:

```
   NORTHCREEK IND.   NO. 01            PROFIT ANALYSIS BY CUSTOMER               DATE 02/19/
**  TIME  9.13.44  PAGE    1  AMS122
                                          FOR MONTH 02 MTD

                                            *----------------------------- MONTH-TO-DATE -------------------------
------*

 CUSTOMER                           SALESREP
  NUMBER        CUSTOMER NAME        NUMBER        SALES AMOUNT           COST AMOUNT           GROSS PROFIT
 PCT

 00000800   DEKALB CHEMICAL CO.       31901              1,543.95                543.41               1,000.54
  64.8
 00001000   FOREMOST MACHINE SHOP     31702                   .00                   .00                    .00
    .0
 00001100   GORDON'S PRINT SHOP       31701             40,543.86             26,216.54              14,347.32
  35.4


   NORTHCREEK IND.   NO. 01           GRAND TOTAL CUSTOMER SALES                 DATE 02/19/
**  TIME  9.13.44  PAGE    1  AMS482

                              MONTH-TO-DATE             YEAR-TO-DATE            LAST YEAR YTD

     SALES                          43,745.49              117,209.36              112,677.36
     COST                           27,776.09               91,830.10               76,895.90
     INVOICES                               4                     253                     250

     MONTH                             SALES                     COST            INVOICES
     JANUARY                       117,209.36               91,830.10                 253
     FEBRUARY                             .00                     .00                   0
     MARCH                                .00                     .00                   0
     APRIL                                .00                     .00                   0
     MAY                                  .00                     .00                   0
     JUNE                                 .00                     .00                   0
     JULY                                 .00                     .00                   0
     AUGUST                               .00                     .00                   0
     SEPTEMBER                            .00                     .00                   0
     OCTOBER                              .00                     .00                   0
     NOVEMBER                             .00                     .00                   0
     DECEMBER                             .00                     .00                   0
```

Sales = (A - C) + D = 48,836.49 - 111.00 + 20.00 = 43,745.49

Cost = X = 27,776.09

```
   NORTHCREEK IND.    NO. 01          PROFIT ANALYSIS BY ITEM              DATE 02/19/
** TIME  9:13:44  PAGE    1  AMS241
                                         FOR MONTH 02 MTD

ITEM  ITEM                              *------------------------------------ MONTH-TO-DATE -------------------------
-------------*
CLASS NUMBER/
DESCRIPTION                    QUANTITY        SALES AMOUNT           COST AMOUNT           GROSS PROFIT        PCT

   50 26006-
20                                    30                541.26                572.52                 31.26-
      5.8-
      TANK 8 BY 12 INCHES
   50 26006-21                                 5-               121.90-               128.47-
                  6.57       5.4
      TANK 10 BY 18 INCHES
   50 26006-
22                                    15                629.25                513.80                115.45      18.
3
      TANK 12 BY 24 INCHES
   20 27005-
A                                      8                151.76              1,063.52                911.76-


   NORTHCREEK IND.   NO. 01          GRAND TOTAL ITEM SALES                DATE 02/19/
** TIME  9.13.44  PAGE    1  AMS522

              PERIOD-TO-DATE              YEAR-TO-DATE               LAST YEAR YTD
     SALES            39,600.37                104,806.56                 165,693.20
     COST             26,422.34                 76,551.46                        .00
     INVOICES                 4                   731                         0
     QUANTITY               268                 3,369                     7,971
     LOST QTY                 0                                               0

     MONTH                      SALES                    COST         INVOICES        QUANTITY  LOST QUANTITY
     JANUARY                104,806.56               76,551.46            731           3,369              0
     FEBRUARY                      .00                     .00              0               0              0
     MARCH                         .00                     .00              0               0              0
     APRIL                         .00                     .00              0               0              0
     MAY                           .00                     .00              0               0              0
     JUNE                          .00                     .00              0               0              0
     JULY                          .00                     .00              0               0              0
     AUGUST                        .00                     .00              0               0              0
     SEPTEMBER                     .00                     .05              0               0              0
     OCTOBER                       .00                     .05              0               0              0
     NOVEMBER                      .00                     .00              0               0              0
```

Sales = A - (B + C + E) = 43,836.49 - (1,600.00 + 111.000 + 2,525.12) = 43,836.49 - 4,236.12 = 39,600.37

Cost = X - (W + Y + Z) = 27,776.09 - (43.75 + 1,300.00 + 10.00) = 27,776.09 - 1,353.74 = 26,422.34

```
   NORTHCREEK IND.   NO. 01         PROFIT ANALYSIS BY SALESREP HOME COMPANY         DATE 02/19/
**  TIME  9.13.44  PAGE    1  AMS33
                                                FOR MONTH 02 MTD

SALESREP   SALESREP                COMPANY  *-------------------------- MONTH-TO-DATE ------------------------------
-*
 NUMBER    NAME                    NUMBER        SALES AMOUNT          COST AMOUNT          GROSS PROFIT       PCT

  31701    ROBERT G. ARRON            01             40,543.86            26,216.54             14,347.32     35.
0
  31702    BOBBY JOE ADAMS            01              1,866.35             1,016.14                830.21     45.
0
  31703    JOHN W. ENDSLEY            01                   .00                  .00                   .00       .
0
  31705    WILLIAM E AMDERSON         01                   .00                  .00                   .00       .
0
  31706    CHARKES W. ARNOLD          01                208.67-                 .00                208.67-
   100.0

   NORTHCREEK IND.   NO. 01               GRAND TOTAL SALESREP SALES                 DATE 02/19/
**  TIME  9.13.44  PAGE    1  AMS562

                              MONTH-TO-DATE           YEAR-TO-DATE                LAST YEAR YTD

     SALES                           43,745.49            921,678.74                   603,356.71
     COST                            27,776.09            786,056.04                   528,497.28
     INVOICES                                4                   407                            0

     MONTH                              SALES                  COST               INVOICES
     JANUARY                        921,678.74            786,056.04                  407
    .00
     FEBRUARY                              .00                   .00                    0
     MARCH                                 .00                   .00                    0
     APRIL                                 .00                   .00                    0
     MAY                                   .00                   .00                    0
     JUNE                                  .00                   .00                    0
     JULY                                  .00                   .00                    0
     AUGUST                                .00                   .00                    0
     SEPTEMBER                             .00                   .00                    0
     OCTOBER                               .00                   .00                    0
     NOVEMBER                              .00                   .00                    0
```

Sales = (A - C) + D = 43,836.49 - 111.00 + 20.00 = 43,745.49

Cost = X = 27,776.09

Note: In these examples, there was no prior PTD/MTD activity. If previous PTD/MTD amounts exist, these amounts must be added to the calculated sales and cost values in order for the amounts shown on the above reports to equal the calculated amounts.

Appendix A. Offline file load

As an alternative to entering master file data interactively using MAPICS XA, you can prepare the information offline in files on a separate system. The files that you create offline can then be loaded into the MAPICS XA system and processed by MAPICS XA. Offline files can be created on a diskette or written to a disk file. The same format requirements apply to both.

To use data from offline files in MAPICS XA, you must:

1. Gather the information to be entered.
2. Create a file with the information on diskette or disk. The file must follow the corresponding file format given in this appendix.
3. Process the offline files by selecting a MAPICS XA menu option.

This appendix describes those activities.

Note: The sales data which you are loading will be placed in the existing interface files for Sales Analysis. As such, the normal three-month restriction applies. If you have more than three months data to load, you must run Sales Analysis Close for the periods loaded before loading additional data. Failure to do so will cause errors on Sales Analysis Close.

Gathering the information

See Chapter 9. “Forms” for blank forms. Fill out the offline file load input forms as though you were going to use them to enter the data directly into the system.

Creating a diskette or disk file

You can create offline files on diskette or disk. You can create the files in several ways. For example:

- You can create the records with a user-written program on an offline data entry device, and write them to a disk or diskette file.
- You can have another system create the records on tape using the required file layout. You copy the tape file to disk or diskette.
- You can have a remote location send the records via telecommunications. You can write them to a disk or diskette file.

It does not matter how or where the records originate. As long as they reside in a disk or diskette file that has the defined file layout, they can be processed by MAPICS XA.

File format

Use the file format shown later in this appendix to set up records for the file you want to load from diskette or disk. The format gives you the following information for each enterable field:

- A brief description of the field
- The short field name (5 characters)
- The position of the field in the record (From and To)

- Whether the field is alphabetic or numeric (A/N)
- For numeric fields only, the number of decimal positions in the field (Dec. Pos.).

The long field names in the format match the information fields on the entry forms you filled out.

File name

Assign a special name to each file, or use the default name listed here. You must enter the name when you load the file.

Master File to be Loaded/Updated	Offline File Name (Default)
Customer Sales Initial File Load	AMSD01
Item Sales Initial File Load	AMSD02
Salesrep Sales Initial File Load	AMSD03

Record length

Assign a record length of 128, unless otherwise specified.

Special data requirements

To enter the information for an offline record, you no longer need a record code. The FU, FW, GW, and FS record codes have been eliminated from Sales Analysis.

If you enter dates, type them in using the same date format you use for the AS/400 system and for all MAPICS XA applications.

Type the information carefully. The system will check for errors when you process the files. If it finds errors, you must correct the records with errors before you can finish processing them.

Processing the offline files

When you have finished creating the offline files, you are ready to load the information onto the system.

The following pages list the record formats for the offline files you can load for this application.

File formats

Customer Sales Initial File Load format

Master file name: Customer Sales Interface File (CUSTSA)
Offline file name (default): Customer Sales Initial File Load (AMSD01)
Record length: 128
Function: Add information to the Customer Interface file

Field Description	Field Name	From	To	A/N	Dec. Pos.
Company number	COMNO	1	2	N	0
Customer number	CUSNO	3	10	N	0
Sales analysis year flag	YFLAG*	11	11	N	0
Customer class	CUSCL	12	16	A	
Set 1 period	FMONTH	17	18	N	0
Customer sales set 1	FSALES	19	33	N	2
Customer cost set 1	FCOST	34	48	N	2
Customer invoices set 1	FINVO	49	53	N	0
Set 2 period	SMONTH	54	55	N	0
Customer sales set 2	SSALES	56	70	N	2
Customer cost set 2	SCOST	71	85	N	2
Customer invoices set 2	SINVO	86	90	N	0
Set 3 period	TMONTH	91	92	N	0
Customer sales set 3	TSALES	93	107	N	2
Customer cost set 3	TCOST	108	122	N	2
Customer invoices set 3	TINVO	123	127	N	0
Reserved	RS001	128	128	A	

*YFLAG values:
0 = Current
1 = Previous.

Item Sales Initial File Load format

Master file name: Item Sales Interface File (ITEMSA)
Offline file name (default): Item Sales Initial File Load (AMSD02)
Record length: 128
Function: Add information to the Item Interface file

Field Description	Field Name	From	To	A/N	Dec. Pos.
Company number	COMNO	1	2	N	0
Item number	ITNBR	3	17	A	
Sales analysis year flag	YFLAG*	18	18	N	0
Item class	ITCLS	19	22	A	
Set 1 period	FMONTH	23	24	N	0
Item sales set 1	FSALES	25	39	N	2
Item cost set 1	FCOST	40	54	N	2
Item invoices set 1	FINVO	55	59	N	0
Item quantity set 1	FQUAN	60	70	N	3
Item lost quantity set 1	FLQUAN	71	77	N	0
Reserved	RS051	78	128	A	

*YFLAG values:
0 = Current
1 = Previous.

Salesrep Sales Initial File Load format

Master file name: Salesrep Sales Interface File (SLSMSA)
Offline file name (default): Salesrep Sales Initial File Load (AMSD03)
Record length: 128
Function: Add information to the Salesrep Interface file

Field Description	Field Name	From	To	A/N	Dec. Pos.
Company number	COMNO	1	2	N	0
Salesrep number	SLSREP	3	10	N	0
Sales analysis year flag	YFLAG*	8	8	N	0
Set 1 period	FMONTH	9	10	N	0
Salesrep sales set 1	FSALES	11	25	N	2
Salesrep cost set 1	FCOST	26	40	N	2
Salesrep invoices set 1	FINVO	41	45	N	0
Set 2 period	SMONTH	46	47	N	0
Salesrep sales set 2	SSALES	48	62	N	2
Salesrep cost set 2	SCOST	63	77	N	2
Salesrep invoices set 2	SINVO	78	82	N	0
Set 3 period	TMONTH	83	84	N	0
Salesrep sales set 3	TSALES	85	99	N	2
Salesrep cost set 3	TCOST	100	114	N	2
Salesrep invoices set 3	TINVO	115	119	N	0
Reserved	RS009	120	128	A	

*YFLAG values:
0 = Current
1 = Previous.

Appendix B. Security areas

The options on the CAS Security Maintenance menu (AMZM38) allow you to protect application tasks from unauthorized users. You can define security areas and then define specific tasks associated with each area.

Security areas protect access to a group of menu options. The following table shows the application security areas and their associated menu options and task IDs. To print a report of all application areas, see the description of the Generate reports option in the Security Maintenance chapter of the *CAS User's Guide*.

Security area	Menu/option	Description	Task ID
Current Period Reports	AMSM20/1	Customer Open Period	AMSM2001
	AMSM20/2	Item Open Period	AMSM2002
	AMSM20/3	Salesrep Open Period	AMSM2003
	AMSM20/7	Customer Order Shipments	AMSM2007
	AMSM20/8	Customer Item Shipments	AMSM2008
Comparative Period Reports	AMSM20/4	Customer Comparative	AMSM2004
	AMSM20/5	item Comparative	AMSM2005
	AMSM20/6	Salesrep Comparative	AMSM2006
Inquiry	AMSM10/1	Customer Information	AMSM1001
	AMSM10/2	Item Information	AMSM1002
	AMSM10/3	Salesrep Information	AMSM1003
Close	AMSM30/1	Reporting Period Close	AMSM3001
	AMSM30/2	Sales Analysis Close	AMSM3002
File Maintenance	AMSM40/1	Customer Sales	AMSM4001
	AMSM40/2	Item Sales	AMSM4002
	AMSM40/3	Salesrep Sales	AMSM4003
File Lists	AMSM50/1	Customer Sales	AMSM5001
	AMSM50/2	Item Sales	AMSM5002
	AMSM50/3	Salesrep Sales	AMSM5003
	AMSM50/4	Grand Total Customer Sales	AMSM5004
	AMSM50/5	Grand Total Item Sales	AMSM5005
	AMSM50/6	Grand Total Salesrep Sales	AMSM5006

Glossary

This glossary defines terms that are important for this book. It does not include all MAPICS terms nor all terms established for your system. If you do not find the term you are looking for, refer to the Index in this book or to glossaries in other MAPICS publications.

This glossary includes definitions from:

- The American National Dictionary for Information Processing Systems, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by symbol (A) after definition.
- The ISO Vocabulary – Information Processing and the ISO Vocabulary – Office Machines, developed by the International Organization for Standardization, Technical Committee 97, Subcommittee 1. Definitions of published sections of the vocabulary are identified by symbol (I) after definition; definitions from draft international standards draft proposals, and working papers in development by the ISO/TC97/SC1 vocabulary subcommittee are identified by symbol (T) after definition, indicating final agreement has not yet been reached among participating members.

accounting period. A period at the end of which and for which financial statements are prepared.

alphabetic. Pertaining to the letters A through Z.

alphanumeric. Consisting of both letters and numbers and often other symbols, such as punctuation marks and mathematical symbols.

application. The use to which a data processing system is put; for example, keeping a record of a company's inventory.

application program. A program that performs a particular data processing task; for example, one that provides an inventory report or payroll checks.

audit. To review and examine the activities of a data processing system mainly to test the adequacy and effectiveness of procedures for data security and data integrity. (T)

audit trail. Information that allows the history of an account, item record, order, etc., to be traced. The more recent information may be stored online for retrieval.

batch. An accumulation of data to be processed, as in a batch of transactions.

batch number. A number printed on a document to delineate a group of transactions.

cancel. To end the current job before it is completed.

character. A member of a set of elements that is used for the representation, organization, or control of data. Characters may be letters, digits, punctuation marks, or other symbols. (T)

close. To make a file unavailable for processing.

command. A request for the performance of an operation or the execution of a particular program. A command consists of the command name, which identifies the requested function, and parameters.

control sheet. A document, generally posted daily with summary totals from other reports, that is used to prove that all entries affecting a master file or ledger have been properly posted and that the master file or ledger itself is correct.

control tape. Generally, an adding-machine listing of amounts from source documents such as invoices and cash remittances. The total from this tape, once proved, is used to ensure that corresponding entries to a master file or ledger are made correctly.

copy. To read data from a source, leaving the source data unchanged, and to write the same data elsewhere in a physical form that may differ from that of the source; for example, to copy main storage to disk.

current period. The open month or period whose data is associated with today's date. Reporting Period Close will close the current period and start a new current reporting period. Also see open period.

data. A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by human or automatic means. (A)

data file. A collection of related data records organized in a specific manner. For example, a payroll file (one record for each employee, showing rate of pay, and so on) or an inventory file (one record for each inventory item showing the cost, selling price, number in stock, and so on.)

database. A collection of stored data.

database file. An organized collection of related records in the database.

default. An alternative attribute, option, or value that is assumed when none has been specified.

delete. To remove a unit of data such as a character, field, file, or record.

description. The details required to identify a given item or commodity.

disk. A round flat plate coated with a magnetic substance on which data for a computer is stored.

disk file. An organized collection of related records on disk that are treated as a unit.

diskette. A small, flexible, magnetic disk permanently enclosed in a protective jacket. Diskettes are a removable medium used to store information until it is required for processing.

diskette file. An organized collection of related records on diskette that are treated as a unit.

display. (1) A visual presentation of data. (A) (2) To present an image on the screen of a display device. (3) The part of a workstation on which data, messages, or other information is displayed.

edit. To verify the form or format of data; for example, to test a data field such as customer number.

enter. To send coding, data, or a message to a computer from a keyboard.

entry. (1) An element of information in a table, list, queue, or other organized structure of data or control information, such as the record of a financial transaction in its appropriate book of account or master file. (2) The act of recording a transaction in the book of account or master file.

entry date. The date on which a transaction is entered into a master file.

error message. An indication that an error has been detected. (A) Contrast with informational message and warning message.

field. In a form, display, or record, a specified area used for a particular category of data. For example, the area on a display that is regularly used to show an item number.

file. An organized collection of related records treated as a unit.

file maintenance. The online process of updating MAPICS application master files.

file name. An arbitrary symbol created by the programmer or program to identify and refer to a collection of related records.

fiscal year. In Sales Analysis, the term fiscal year refers to the accounting year. It represents the data for the 12 months or 13 periods for last year, the current year, and the 3 open reporting periods of the next year if the current year has not yet been closed.

function key. One of the keys of the workstation keyboard to request specific functions from the system or application program.

hash total. A control total, accumulated manually from a batch of input documents, that helps ensure that entry of data into the computer system is correct and documents are not lost. Hash totals can be kept on quantities, part number, invoice number, and so on.

help text. Panels or windows of information, displayed online within an application.

home company. The number of a specified home company with which a sales representative is associated.

ID. Identification.

informational message. A message that is not the result of an error condition. Normally, an informational message gives the status of a job or operation. Contrast with error message and warning message.

input data. Data to be processed.

input job queue. A list of jobs waiting to be processed by the system.

input/output. Pertaining to either input or output, or both.

inquiry. A request for information stored in, or calculated from, one or more data files.

inquiry mode. The mode of operation when the system is responding to an inquiry.

interactive data entry. A method of entering data in which the computer carries on a dialog with a work station operator alternately accepting entries and responding to them.

interface. (1) The hardware and programs that permit exchange of information between computer systems or among devices. (2) The facility to allow information to pass from one application to another.

item. Any raw material, manufactured or purchased part, or assembly.

job. (1) A single identifiable sequence of processing actions that represents a single use of the system. A job is the basic unit of work that is identified to the system. (2) The period of time between sign on and sign off at a workstation or the system console is also referred to as a job.

job queue. A list of jobs waiting to be processed by the system. See input job queue.

load. (1) To enter data or programs into storage; for example, to load a master file. (2) The amount of capacity requirements for manufacturing facilities (usually by time period) based on the master production schedule, the material requirements plan, and standard operating times.

lost sale. Customer demand that cannot be met. It should be included in the current sum of demand in order to properly calculate safety stock.

main menu. The first or primary menu in a series of menus. See also secondary menu.

MAPICS. Manufacturing Accounting and Production Information Control System.

master file. A file that is used as an authority in a given job and that is relatively permanent, even though its contents may change. (A)

menu. A displayed list of items from which the operator makes a selection.

message. A series of words or symbols, appearing on the display screen or printed output, that convey information. See also error message, informational message, warning message.

mode. A method of operation.

numeric. Pertaining to the digits 0 through 9.

online. Pertaining to equipment or devices under direct control of the processing unit.

open. To prepare a file for processing.

open period. One of up to three reporting periods that have not undergone sales analysis close.

option. A feature of an end product, usually specified by the customer, which is not necessary for the product to function.

password. An alphanumeric security code that allows access to a set of computer operations or data. See AS/400 password, MAPICS password.

program. An object that contains a set of instructions that tells a computer where to get input data, how to process it, and where to put the results. A program is created as a result of a compilation.

record. (1) A collection of related data that is treated as a unit. For example, one line of an invoice could constitute a record. (2) To store data on a reusable input/output medium, such as a disk, diskette, or punched cards.

reporting period. Synonym for accounting period.

sales analysis. The statistical accumulation of data regarding the sales of goods made by a company in various classifications and categories.

secondary menu. A menu showing an expanded list of options for an item that appears on a Main Menu. See also main menu.

sign off. To end a session at a workstation.

sign-off. The procedure by which an operator ends a workstation session.

sign on. To begin a session at a workstation.

sign-on. The procedure by which an operator begins a workstation session.

sort. To arrange records in a specified sequence, according to data contained in one or more specific fields within the records.

source document. The original record of a transaction.

special character. A character other than alphabetic or numeric.

transaction. An item of business, such as receipt of an order or paying a bill.

update. To modify a file with current information according to a specified procedure.

user ID. A special value assigned to an operator and typed in when the operator signs on. The system uses the value to determine whether the operator is authorized to use the system or requested function.

user password. A string of characters known to a system and a user to allow access to a system.

warning message. An indication that an error has been detected. (A) You do not have to correct the error before you continue. Contrast with error message and informational message.

window. An area of the screen with visible boundaries through which panel information is displayed. A window can be smaller than or equal in size to the screen. Windows can overlap on the screen and give the appearance of one window being on top of another.

workstation. An input/output device that contains a display on which data is shown and an attached keyboard through which data is entered.

workstation printer. A serial printer that is designated during installation to print workstation output data.

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