SALES ANALYSIS REPORTS AND INQUIRIES

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ADVR- ADVERTISING ALLOWANCE REPORT

Introduction

The Advertising Allowance Report program produces output indicating advertising allowance amounts calculated from transactions processed through the billing program. The user may run a variety of sort options, as well as invoice summary or detailed line item information.

Procedure

From the menu, enter "ADVR":

To see only data where advertising allowance was calculated, enter "<>0" in the advertising allowance search field. This entry indicates to search the files for records where the advertising allowance is NOT ZERO. All of the search criteria described in ‘Searching Data Fields’ found in the General Information Section may be utilized to construct the selection statement.

Select the sort options:
COGS- COST OF GOODS SOLD

Introduction

The Cost of Goods Sold program produces a variety of reports based on the parameters entered by the user. This report will provide the user with summary cost of goods information by transaction, as well as detailed cost of goods data based on each line item shipped for the selected time period.

Procedure

From the menu, enter "COGS", and select the type of report.

Select the print and the profit percentage options:

1. To calculate the Gross Profit Percentage.
   \[
   \text{PROFIT} \% = \frac{\text{PROFIT}}{\text{NET SALES}}
   \]

2. To calculate the Gross Margin Percentage.
   \[
   \text{MARGIN} \% = \frac{\text{PROFIT}}{\text{TOTAL COST}}
   \]

Depending on the choice, the percentage will be placed under the PROFIT % column.

Select the Total Amt Options
   - will print the total gross amount of an invoice
   - will print the A/R amount of an invoice
The next screen provides the ability for the user to select the cost of goods sold report based on multiple and varied selection criteria.

**Selection Criteria.**

```
From Tran. Date: [ ]
Thru Tran. Date: [ ]

Division: [ ]
Customer Type: [ ]
Department: [ ]
Billing Method: [ ]
Branch: [ ]
Territory: [ ]
Customer ID: [ ]
Customer S/A CAT A: [ ]
Customer Name: [ ]
Customer S/A CAT B: [ ]
Ship To ID: [ ]
Customer S/A CAT C: [ ]
Ship To Name: [ ]
Customer S/A CAT D: [ ]
Order Number: [ ]
Invoice Number: [ ]
Sales Agent 1: [ ]
Sales Agent 2: [ ]
HDR. Tran.Type: [ ]
Customer PO No.: [ ]
Remarks: [ ]
```

The following screens illustrate the various sort options that are available based upon the print option selected in the primary menu.

Sort Options:
Print Totals Only:
This option provides a one line summary by Customer for any of the sort options except: #3 By Div, By Ref No. #4 By Branch, By Reference No.
If sort option # 3 or # 4 is selected this field will not be accessible to the user. If #7 or 8 is chosen and outputted to Excel. The Ship To Id and name will also be included.
CILST - CUSTOMER/ITEM LOT/SERIAL NUMBER TRACKING

Introduction

This program allows tracking of shipments where warehouse, bin, or lot/serial numbers are input at the time of shipping or billing.

Procedure

From the menu, enter "CILST":

Press S to Query Sales: Enter in your selection criteria. Click OK.
A List will appear in the next window. For each line you click on, detailed information will appear below. The first section is related to shipping and billing. The second lower half of the screen contains receiver information. If multiply receivers are tied to that line, you will have the ability to scroll through these by clicking the arrows (shown on the right. Circled in Red).

Additional fields can be displayed by right clicking the mouse on any of the column headings. In the example to the right the list appears. Just click on each one you would like to appear. Or click it again to have it removed from the column heading. This feature is standard throughout WINGS.
CISI- CUSTOMER/ITEM SALES INQUIRY

Introduction

The Customer/Item Sales Inquiry program provides the user with the ability to review the history of shipments for customer by item.

Procedure

From the menu, enter “CISI”: click on the “Query” button and select the Customer you wish to View.

Click the “OK” button once you have selected the customer and then select the item or items you wish to View.
Enter your item selection, and click on the "Summary" or "Detail" button.

If the "Summary" button is selected, the summary window will appear. For a hard copy, click the "Report" button and select the printer.

If you click on the "Detail" button, the detail window will appear. For a hard copy, click on the "Report" button and select a printer. To see more detail, click on the "Zoom" button.
To zoom in on a particular shipment, place the cursor on the required order and click on the "Zoom" button.
CPR- CUSTOMER PROFITABILITY REPORT

Introduction

The purpose of the Customer Profitability Report is to provide the user with a method of including the cost of ordering in determining the gross profit on a customer basis.

Procedure

From the menu, enter "CPR":

![Image of CPR - Customer Profitability Report]

Enter the type of report to be created in the print option box.

Enter the Cost factor per order associated with placing an order e.g. 50.00. The default value that is displayed on this screen is controlled by act option sa020.

If credit transactions are to be included on the report enter Y, else leave the default value of N.

Enter the # of days over to calculate the A/R Balance on. This entry is relevant for Print option 1 only.
The following screen will be displayed enabling the user to enter selection criteria for the report.

Selection Criteria

The following screen displays the sort options that are available to the user.

Sort options

[Diagram showing selection and sort options]
CSA - CUSTOMER SALES ANALYSIS

Introduction

The Customer Sales Analysis program produces a report showing sales information for the current period, as well as year to date sales. In this report the user is able to print customer sales information for any current or prior sales period providing that the data has not been purged. The user has the ability to create reports using a "from" and "thru" date format. To have this option, refer to special instructions for updating your "PGC" records on your system.

Procedure

From the menu, enter "CSA":

The following fields may be entered:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Selection Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALES ANALYSIS YEAR</td>
<td>The sales analysis year must be entered as a four-digit figure, 'YYYY,' such as &quot;1999.&quot;</td>
</tr>
<tr>
<td>SALES ANALYSIS FROM PERIOD</td>
<td>Select the sales analysis period from the drop down window</td>
</tr>
<tr>
<td>SALES ANALYSIS THRU PERIOD</td>
<td>Select the sales analysis period from the drop down window. These dates are maintained through the program SAPM.</td>
</tr>
<tr>
<td>ENTER THE SELECTION CRITERIA</td>
<td>In the above example, you could enter specific Divisions and or Customer. To select all simply tab through the fields, or hit the Return or click the &quot;OK&quot; button.</td>
</tr>
</tbody>
</table>
The key fields may vary according to the user's requirements. To select all records simply tab through the fields, or select specified records by accessing one of the key fields. All of the search criteria described in the 'Searching Data Fields' portion of the General Information Section can be used to construct the selection statement.

Click on the appropriate button.

The (C)ron Job permits the production of a report on an output device at a previously selected date and time. This type of output operation is often used to produce reports automatically unattended. A detailed explanation of the cron fields may be reviewed in the System Utilities section under a program called CRONM.

Flexible and moving date parameters can be established when the output is generated if the user specifies that the output is not variable, the report will use the fixed aging date for the output.

If user specifies that the date parameters are variable, the output will be based on the start date of the report. The start date will be a calculated date based on the system date. Output will take the system date at the time the output is generated and add days (plus or minus) to the system date to arrive at the start date. This start date is then utilized as the aging date.

In addition to automatic cron scheduling of user-specified reports in background processing, CRONM also allows the user to actually create a program record for a particular cron job. A program record is normally maintained in the PGC program where records created allow for defining what programs may be run directly from the menu.

These features are setup through additional windows after this initial window is completed.

SEE CRONM for detailed instructions on setting up crons.
CSA1- CUSTOMER SALES ANALYSIS 1

Introduction

The Customer Sales Analysis 1 program is the same as CSA - Customer Sales Analysis, except that the report produced shows sales information for descending year to date periods. The user has the ability to create reports using a "from" and "thru" date format. To have this option, refer to special instructions for updating your "PGC" records on your system.

Procedure

From the menu, enter "CSA1":

The following fields may be entered:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Selection Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALES ANALYSIS YEAR</td>
<td>The sales analysis year must be entered as a four-digit figure, <code>YYYY</code>, such as &quot;1999.&quot;</td>
</tr>
<tr>
<td>SALES ANALYSIS FROM PERIOD</td>
<td>Select the sales analysis period from the drop down window</td>
</tr>
<tr>
<td>SALES ANALYSIS THRU PERIOD</td>
<td>Select the sales analysis period from the drop down window. These dates are maintained through the program SAPM.</td>
</tr>
<tr>
<td>ENTER THE SELECTION CRITERIA</td>
<td>In the above example, you could enter specific Divisions YTD Sort and or Customer. To select all simply tab through the fields, or hit the Return or click the &quot;OK&quot; button.</td>
</tr>
</tbody>
</table>
ISA- ITEM SALES ANALYSIS

Introduction

The Item Sales Analysis program produces a report showing sales information for the current period, as well as year to date data. In this report, the user is able to print item sales information for any current or prior sales period, provided that the data has not been purged. The user has the ability to create reports using a “from” and “thru” date format. To have this option, refer to special instructions for updating your “PGC” records on your system.

Procedure

*From the menu, enter “ISA”:*

![SAR - Sales Analysis Report (ISA)](image)

The following fields may be entered:

- **SALES ANALYSIS YEAR**
  - The sales analysis year must be entered as a four-digit figure, ‘YYYY,’ such as “1999.”

- **SALES ANALYSIS FROM PERIOD**
  - Select the sales analysis period from the drop down window

- **SALES ANALYSIS THRU PERIOD**
  - Select the sales analysis period from the drop down window. These dates are maintained through the program SAPM.

- **ENTER THE SELECTION CRITERIA**
  - In the above example, you could enter specific Product Groups and or Customer. To select all, simply tab through the fields, or hit the Return or click the “OK” button.

The key fields may vary according to the user’s requirements. All records may be selected by clicking the "OK" button or specified records may be selected by accessing one of the key fields. All of the search criteria described in the ‘Searching Data Fields’ portion of the General Information Section may be used to construct the selection statement.
ISA1 - ITEM SALES ANALYSIS 1

Introduction

The Item Sales Analysis 1 program is similar to ISA, except that the report shows sales information by Division by Customer by Item. The user has the ability to create reports using a "from" and "thru" period format. To have this option, refer to special instructions for updating your "PGC" records on your system.

Procedure

From the menu, enter "ISA1":

Refer to program ISA for additional information on the procedure for this program.
REBR- REBATE REPORT

Introduction

The purpose of the Rebate Report is to produce a report of invoicing activity detailing rebate amounts for each transaction.

Procedure

From the menu, enter "REBR":

Select the sort options:
SACSAU- CHANGE SALES AGENT ID ON A TRANSACTION

Introduction

The purpose of the SACSAU program is to allow a user to change a Sales Agent ID on a selected billed transaction and affect appropriate files. ACF options sa021 through sa023 have been added to control this program.

Procedure

From the menu, enter "SACSAU".

The program will display sales analysis table(s) that need to be regathered after this program is run.

Enter "proceed" to go the selection screen.

Enter the selection criteria to find the appropriate record to change.
Click on the "Update" button to update the record.

Enter the appropriate Sales Agent ID, and then click the "Update" key to save the record.
SAMR- SALES ANALYSIS MATRIX REPORT

This report will enable a user to run a multi-dimensional report on the fly for a variety of selection options (i.e. customer, sales agent, product group, etc). A user may select up to three different sort options on the report to display summarized sales analysis information. Report options are available should a user wish to breakdown sales analysis data by week, month, quarter or year.

From the Menu, enter SAMR. Enter the From and Thru Date, then select the sorting options (up to three sorts).
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Sales Analysis

Enter any selection criteria you desire.

Enter your Output Option.

Sample report with output to the Screen.
SAPM - SALES ANALYSIS PERIOD DATES

Introduction

The Sales Analysis Period Dates program is used to establish the Period Ending Dates for the sales analysis files. The sales analysis files that store Monthly and YTD sales data store the data in periods as defined in this file. A typical output report is the CSA (Customer Sales Analysis) program or ISA (Item Sales Analysis) program.

Based on transaction dates for invoices/credits, the sales gather program will place the sales data in the appropriate period as defined in this file. A period may be closed if the user no longer wants any sales information to be entered for that period.

Procedure

From the menu, enter “SAPM”:

Click on the “OK” button to maintain the Sales Analysis Period:

The key to this file is the year. Once the year is entered, the program allows the user to maintain the period ending dates for each period.
The TEMP_CLOSE option allows the user to temporarily close accounting activity. The user may maintain the TEMP_CLOSE date which stores this date in the ACF file under "tmpclose" option. Programs that enter a transaction date will check this date to insure no transaction dates are entered prior to this date. User may maintain this date to move it forward in time. This option effectively allows the user to temporarily close and re-open accounting periods without having to do a formal close. Once the formal period close is done, an accounting period may not be reopened.
If the TEMP_CLOSE option is selected:

The operator has the option to set a temporary closing date for accounting options.
SAPRG- SALES ANALYSIS YEAR TO DATE FILES PURGE

Introduction

The Sales Analysis YTD Files Purge program is used to purge files based on user entered parameters. The user is permitted to leave YTD Sales files on the disk for unlimited prior time periods, assuming disk space is available. Eventually, the YTD sales data may have to be purged in order to free up disk space for more current information.

This program can be run on demand by the user and is geared to purging an entire year for the files selected. This purge allows the user to purge data from either the SACUSTA through SACUSTL files or the SAITEMA, through SAITEML files. Users typically will not be utilizing all of these files, therefore only files in use will be called up for purging.

The Systems Administrator should place appropriate security on this program to insure access by only authorized individuals.

Procedure

From the menu, enter "SAPRG":

Enter the fiscal year that you wish to remove:

Period Ending Dates:

01 - 07 -
02 - 08 -
03 - 09 -
04 - 10 -
05 - 11 -
06 - 12 -
13 -

Proceed:

Type PROCEED to Continue or "E" to exit:
Select the year you wish to be removed and click the "OK" button:

A warning message will appear. If you wish to proceed, click the "Yes" button, then type the word "PROCEED".

The listed periods will be REMOVED from Sales History - Correct?

Yes  No
Make any necessary modifications to the list of programs, then click on the "Correct" button and type the word "PROCEED" in the proceed box. Click the "OK" button.
SAQ-  SALES ANALYSIS QUERY TEMPLATE

Introduction to the SAQ template

The Sales Analysis Query Program is a template or shell that can be used for pre-defined sales analysis reports. It provides a method to compare this year's sales to last year's sales on a month by month basis. The template may be utilized with existing customer and item sales analysis gathered tables; which are the basis for the (CSA and ISA reports). SAQ Query programs that use this template will display total sales year-to-date this year and last year, by month, for the selected year in summary format.

Saving the Report as a text file

Most any program that can output reports to the screen can also be downloaded as text files to your PC. To accomplish this, call up the program like you normally would and enter your selection and sorting options. A window will appear with several output options. Select the S for Screen Option. Once the report has been outputted to the screen, choose the Save to PC button located at the bottom of the screen. Next, an "Open file" window will appear in which you select the directory and filename to output the report. Double click on the filename or highlight the file and click the Open button. The report will automatically be downloaded to a text file on your computer.

Note: A file has to exist before the report will be created. If no file exists, right click and select New, then select Text document.

To put security on this feature use the standard security method the rest of the system uses. In The SSM Program use option 1 -Security by Program option. Under the Program Name - Enter "REPORT" (this is generic for all reports). Under the Type of Security, enter a "U" for user. Then enter the Value fields as you would normally. (See SSM for instructions on how to set up security for programs and features).

Frequency Data Option

Frequency data can be included based on the "print frequency" flag defined for the report. Options are available to always include frequency, never include frequency or to prompt the user to indicate if frequency should be included when generating the report. If frequency will be included, the system will select the corresponding frequency data from the sales analysis frequency tables (sacusta1, saitema1, etc.) for the corresponding sales analysis files being used (i.e. sacusta, saitema, etc.).

Frequency data for the item sales analysis tables is defined as the number of times an item is billed through the Billing program. Frequency data for the customer sales analysis tables is defined as the number of times transactions have been billed for the customer through the Billing program.

In other words, anytime an item is billed, the frequency count for that item will be increased by one. If an item appears multiple times on a transaction, the frequency will be incremented by one each time it appears. This is not the number of items; it is the number of times the item has been billed.

Likewise, anytime a transaction is billed for a customer, the frequency count for that customer will be increased by one. This is the number of times a transaction has been billed for the customer. If the same sales order is billed multiple times as a result of some items being backordered, the frequency for the customer will be incremented by 1 each time the transaction is billed.

When updating the sales analysis tables, the frequency will be incremented regardless of the transaction type as long as the transaction type is included in the sales analysis table. In other words, if a customer sales analysis table is defined to save data for regular invoices (IN), drop shipments (DS), credit memos (CM) and drop shipment credits (CS), the system will increment the frequency by one in the customer sales analysis table anytime one of these transactions types are billed.
Note that it is the billing program (not the order entry program) that will update these fields.

These frequency counts are stored in monthly bucket fields within the files, just like the normal sales analysis sales dollars costs and quantities are.

The frequency fields can provide insight into how many transactions you are doing with each of your customers and how many transactions each of your items appear on.
Procedure

From the menu enter SAQ.
A list will appear for all the CSA and ISA reports that are available on your system.
Select the report you desire and click on the OK button, or simple hit the Return key.

After selecting the desired report, enter the information that is required such as:

Sales Analysis Year: Enter the year to display.
Inquiry Option: Click on either GP %/sales/Cost or Units/Sales
Note: The Units/Sales option is only valid with item based reports, i.e. ISA’s
Chose to print Frequency Data: (Yes or No)
Enter any addition Selection Criteria: Such as Division, Department, Customer, etc.

Once you have selected the report you desire, enter your selection criteria.
Sample of CSAQ GP %/sales/Cost option:
The following screen will be displayed.

<table>
<thead>
<tr>
<th>Date</th>
<th>GP</th>
<th>Sales</th>
<th>Cost</th>
<th>Frequency</th>
<th>GP</th>
<th>Sales</th>
<th>Cost</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/07</td>
<td>35</td>
<td>5408.72</td>
<td>4054.74</td>
<td>262</td>
<td>1471.77</td>
<td>7.35</td>
<td>3935.03</td>
<td>3561.12</td>
</tr>
<tr>
<td>02/28/07</td>
<td>69.23</td>
<td>10397.17</td>
<td>11357.88</td>
<td>12</td>
<td>3568.10</td>
<td>-1.39</td>
<td>5216.69</td>
<td>5413.00</td>
</tr>
<tr>
<td>03/31/07</td>
<td>25.19</td>
<td>1030.77</td>
<td>887.26</td>
<td>7</td>
<td>-82.69</td>
<td>7.71</td>
<td>5058.70</td>
<td>5490.82</td>
</tr>
<tr>
<td>04/30/07</td>
<td>58.40</td>
<td>66666.46</td>
<td>27816.79</td>
<td>25</td>
<td>482.80</td>
<td>76.77</td>
<td>11471.03</td>
<td>2458.17</td>
</tr>
<tr>
<td>05/31/07</td>
<td>96.02</td>
<td>-106532.03</td>
<td>2498.32</td>
<td>22</td>
<td>-10404.20</td>
<td>-10.79</td>
<td>2003.32</td>
<td>2214.35</td>
</tr>
<tr>
<td>06/30/07</td>
<td>62.42</td>
<td>120930.24</td>
<td>4939.61</td>
<td>47</td>
<td>8792.74</td>
<td>-76.49</td>
<td>1432.01</td>
<td>2241.90</td>
</tr>
<tr>
<td>07/31/07</td>
<td>77.03</td>
<td>7497.56</td>
<td>1649.16</td>
<td>20</td>
<td>-65.02</td>
<td>40.17</td>
<td>13528.08</td>
<td>5094.40</td>
</tr>
<tr>
<td>08/31/07</td>
<td>5.40</td>
<td>9320.51</td>
<td>9399.96</td>
<td>21</td>
<td>-67.16</td>
<td>21.05</td>
<td>29390.06</td>
<td>23620.98</td>
</tr>
<tr>
<td>09/30/07</td>
<td>31.31</td>
<td>2933.62</td>
<td>2034.75</td>
<td>47</td>
<td>1228.47</td>
<td>-11.73</td>
<td>1314.21</td>
<td>2106.22</td>
</tr>
<tr>
<td>10/31/07</td>
<td>26.07</td>
<td>1377.65</td>
<td>1442.86</td>
<td>20</td>
<td>-39.67</td>
<td>39.26</td>
<td>150356.40</td>
<td>9678.92</td>
</tr>
<tr>
<td>11/30/07</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>11</td>
<td>0.00</td>
<td>70.27</td>
<td>5692.04</td>
<td>896.32</td>
</tr>
<tr>
<td>12/31/07</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12</td>
<td>0.00</td>
<td>52.93</td>
<td>10928.46</td>
<td>5596.47</td>
</tr>
<tr>
<td>13/01/08</td>
<td>50.00</td>
<td>1026.40</td>
<td>1007.84</td>
<td>22</td>
<td>200.80</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>9.01</td>
<td>207450.33</td>
<td>179421.00</td>
<td>449</td>
<td>457.58</td>
<td>96.43</td>
<td>1199620.93</td>
<td>29370.20</td>
</tr>
</tbody>
</table>

To Filter
SAR- SALES ANALYSIS REPORT TEMPLATE

Introduction to the SAR template

The Sales Analysis Report Program is a template or shell that can be used for pre-defined sales analysis reports. It provides a method to compare the current period sales to the same period last year and the current year to date sales to last year's year to date sales. The template may be utilized with existing customer and item sales analysis gathered tables; which are the basis for the (CSA and ISA reports). Output options allow the report to go directly to a screen, a printer, a hold file, a cron job or an excel file.

Saving the Report as an Excel

Several programs such as the sales analysis reports which were created under the SAR, SAQ and SAY shells, have the capability of outputting the results to an EXCEL spreadsheet. These are all the CSA1, CSA2, ISA1, ISA2, etc reports that maybe available on your system.

To accomplish this, call up the program like you normally would and enter your selection and sorting options. A window will open with several output options. If the report you are running has this feature, an Excel button will be displayed. Select the Excel button. Next, an 'Open File' window will display in which you select the directory and file name to output the report. Double click on the file name or highlight the file and click the Open button. The report will automatically be downloaded to the spreadsheet. You can then adjust the columns, rearrange or edit the report using the standard Excel commands.

NOTE: An Excel file has to exist before the report will be created. If no Excel file exists, right click and select New, then select Microsoft Excel Worksheet.

User security may be placed on the output to Excel option. Use program SSM.
   Select Security By Program option.
   Program Name will be 'exceldde'.
   Type of Security will be "U".
   Value will be the user login id

Security for the output to Excel option is for all programs that may be output in this format.

Saving the Report as a text file

Most any program that can output reports to the screen can also be downloaded as text files to your PC. To accomplish this, call up the program like you normally would and enter your selection and sorting options. A window will appear with several output options. Select the S for Screen Option. Once the report has been outputted to the screen, choose the Save to PC button located at the bottom of the screen. Next, an "Open file" window will appear in which you select the directory and filename to output the report. Double click on the filename or highlight the file and click the Open button. The report will automatically be downloaded to a text file on your computer.

Note: A file has to exist before the report will be created. If no file exists, right click and select New, then select Text document.

To put security on this feature use the standard security method the rest of the system uses. In The SSM Program use option 1 -Security by Program option. Under the Program Name - Enter "REPORT" (this is generic for all reports). Under the Type of Security, enter a "U" for user. Then enter the Value fields as you would normally. (See SSM for instructions on how to set up security for programs and features). Frequency data can be included based on the "print frequency" flag defined for the report. Options are available to always include frequency, never include frequency or to prompt the user to indicate if
frequency should be included when generating the report. If frequency will be included, the system will select the corresponding frequency data from the sales analysis frequency tables (sacusta1, saitema1, etc.) for the corresponding sales analysis files being used (i.e. sacusta, saitema, etc.).

Frequency data Option

Frequency data for the item sales analysis tables is defined as the number of times an item is billed through the Billing program. Frequency data for the customer sales analysis tables is defined as the number of times transactions have been billed for the customer through the Billing program.

In other words, anytime an item is billed, the frequency count for that item will be increased by one. If an item appears multiple times on a transaction, the frequency will be incremented by one each time it appears. This is not the number of items; it is the number of times the item has been billed.

Likewise, anytime a transaction is billed for a customer, the frequency count for that customer will be increased by one. This is the number of times a transaction has been billed for the customer. If the same sales order is billed multiple times as a result of some items being backordered, the frequency for the customer will be incremented by 1 each time the transaction is billed.

When updating the sales analysis tables, the frequency will be incremented regardless of the transaction type as long as the transaction type is included in the sales analysis table. In other words, if a customer sales analysis table is defined to save data for regular invoices (IN), drop shipments (DS), credit memos (CM) and drop shipment credits (CS), the system will increment the frequency by one in the customer sales analysis table anytime one of these transactions types are billed.

Note that it is the billing program (not the order entry program) that will update these fields.

These frequency counts are stored in monthly bucket fields within the files, just like the normal sales analysis sales dollars costs and quantities are.

The frequency fields can provide insight into how many transactions you are doing with each of your customers and how many transactions each of your items appear on.
Procedure

From the menu enter SAR.
A list will appear for all the CSA and ISA reports that are available on your system.
Select the report you desire and click on the OK button, or simply hit the Return key.

After selecting the desired report, enter the information that is required such as:

Sales Analysis Year: Enter the year to display.
Sales Analysis From Period: Enter the From period
Sales Analysis Thru Period: Enter the Thru period

Enter any addition Selection Criteria: Such as Division, Department, Customer, etc.

Chose to print Frequency Data: (Yes or No)
Chose number of Records to be Printed: The user may limit the # of records printed by entering the number here. If all records are required enter '0'.
Enter a Report Title: (If desired)
Once you have selected the report you desire, enter your selection criteria.

Sample report output:

Output options allow the report to go directly to a screen, a printer, a hold file, a cron job or an excel file.
SAY- SALES ANALYSIS YEARLY TEMPLATE

Introduction to the SAY template

The Sales Analysis Multiple Yearly Program is a template or shell that can be used for pre-defined sales analysis reports. It provides a method to compare up to 4 years of sales. The template may be utilized with existing customer and item sales analysis gathered tables; which are the basis for the (CSA and ISA reports). Output options allow the report to go directly to a screen, a printer, a hold file, a cron job or an excel file.

Saving the Report as an Excel file

Several programs such as the sales analysis reports which were created under the SAR, SAQ and SAY shells, have the capability of outputting the results to an EXCEL spreadsheet. These are all the CSA1, CSA2, ISA1, ISA2, etc reports that maybe available on your system.

To accomplish this, call up the program like you normally would and enter your selection and sorting options. A window will open with several output options. If the report you are running has this feature, an Excel button will be displayed. Select the Excel button. Next, an 'Open File' window will display in which you select the directory and file name to output the report. Double click on the file name or highlight the file and click the Open button. The report will automatically be downloaded to the spreadsheet. You can then adjust the columns, rearrange or edit the report using the standard Excel commands.

NOTE: An Excel file has to exist before the report will be created. If no Excel file exists, right click and select New, then select Microsoft Excel Worksheet. See the User Guide and Reference Manual under Saving Report Output to Excel Spreadsheets section for detailed instructions.

User security may be placed on the output to Excel option. Use program SSM.
  Select Security By Program option.
  Program Name will be 'exceldde'.
  Type of Security will be 'U'.
  Value will be the user login id

Security for the output to Excel option is for all programs that may be output in this format.

Saving the Report as a text file

Most any program that can output reports to the screen can also be downloaded as text files to your PC. To accomplish this, call up the program like you normally would and enter your selection and sorting options. A window will appear with several output options. Select the S for Screen Option. Once the report has been outputted to the screen, choose the Save to PC button located at the bottom of the screen. Next, an "Open file" window will appear in which you select the directory and filename to output the report. Double click on the filename or highlight the file and click the Open button. The report will automatically be downloaded to a text file on your computer.

Note: A file has to exist before the report will be created. If no file exists, right click and select New, then select Text document.

To put security on this feature use the standard security method the rest of the system uses. In The SSM Program use option 1 -Security by Program option. Under the Program Name - Enter "REPORT" (this is generic for all reports). Under the Type of Security, enter a "U" for user. Then enter the Value fields as you would normally. (See SSM for instructions on how to set up security for programs and features).
Frequency data Option

Frequency data can be included based on the "print frequency" flag defined for the report. Options are available to always include frequency, never include frequency or to prompt the user to indicate if frequency should be included when generating the report. If frequency will be included, the system will select the corresponding frequency data from the sales analysis frequency tables (sacusta1, saitema1, etc.) for the corresponding sales analysis files being used (i.e. sacusta, saitema, etc.).

Frequency data for the item sales analysis tables is defined as the number of times an item is billed through the Billing program. Frequency data for the customer sales analysis tables is defined as the number of times transactions have been billed for the customer through the Billing program.

In other words, anytime an item is billed, the frequency count for that item will be increased by one. If an item appears multiple times on a transaction, the frequency will be incremented by one each time it appears. This is not the number of items; it is the number of times the item has been billed.

Likewise, anytime a transaction is billed for a customer, the frequency count for that customer will be increased by one. This is the number of times a transaction has been billed for the customer. If the same sales order is billed multiple times as a result of some items being backordered, the frequency for the customer will be incremented by 1 each time the transaction is billed.

When updating the sales analysis tables, the frequency will be incremented regardless of the transaction type as long as the transaction type is included in the sales analysis table. In other words, if a customer sales analysis table is defined to save data for regular invoices (IN), drop shipments (DS), credit memos (CM) and drop shipment credits (CS), the system will increment the frequency by one in the customer sales analysis table anytime one of these transactions types are billed.

Note that it is the billing program (not the order entry program) that will update these fields.

These frequency counts are stored in monthly bucket fields within the files, just like the normal sales analysis sales dollars costs and quantities are.

The frequency fields can provide insight into how many transactions you are doing with each of your customers and how many transactions each of your items appear on.
**Procedure**

*From the menu enter SAY.*

A list will appear for all the CSA and ISA reports that are available on your system.

*Select the report you desire and click on the OK button, or simple hit the Return key.*

![Sales Analysis Yearly Report](image)

After selecting the desired report, enter the information that is required such as:

- **Sales Analysis Year:** Enter the year to display.
- **Enter the Sales Analysis From Period:** Enter the From date
- **Enter the Sales analysis Thru Period:** Enter the Through date
- **Enter the Sales Analysis From Period:** Enter the from period
- **Enter the Sales Analysis Thru Period:** Enter the thru period
- **Enter any addition Selection Criteria:** Such as Division, Department, Customer, etc.
- **Chose to print Frequency Data:** (Yes or No)
- **Chose number of Records to be Printed:** The user may limit the # of records printed by entering the number here. If all records are required enter '0'.
- **Enter a Report Title:** (If desired)
Once you have selected the report you desire, enter your output:

**Sample Report output:**

**Output Options:**
STR- SALES TAX REPORT

Introduction

The Sales Tax Report program provides the user with several output report options to produce reports detailing transactions where sales tax was applicable.

Procedure

From the menu, enter "STR":

![Image of Sales Analysis Tax Report interface]

**NOTE**: ACF option sa024 allows the user to combine handling and freight charges into the freight column on the report.
**Introduction**

The purpose of the Shipment History Query program is to allow the user to query by customer the items shipped to that customer. Several options are offered for sorting and selecting information.

**Procedure**

*From the menu, enter “SHQ”.*

![Shipment History Query Interface](image-url)
ACF option SA016 is used to determine the default number of days for backward searching on sales. Default is 365 days; however, this can be amended by the user.