

## **MODEL SPIFF LIST REPORT (SPLIST)**

The Model Spiff List Report program ("SPLIST") prints on hard copy. It lists, by category, brand, and models, items given a commission spiff amount as a sales incentive.

## **INVENTORY REPORT BY CATEGORY (DIC)**

The Inventory Report by Category program ('DIC') prints on hard copy. It prints the model inventory file in major category order. It will print all pertinent information about each piece on file such as, sales and cost dollars year-to-date for all locations, the quantity committed for future delivery, assigned for delivery, the present on-hand quantity, on order with vendors, sales and cost dollars month-to-date, all per location. The screen will prompt the following:

### **SELECTIVE PRINT**

If you only want to print a major category or two, press 'Y'. If not, press 'N'.

### **ENTER MAJOR CATEGORY**

Enter the category you want to start at. If a (CR) is pressed instead of entering a category code, the program will end. The report will print from the major category entered through to the end of the file unless you chose the selective print option. If the selective print option was chosen, it will print the category entered and the prompt will return to "ENTER MAJOR CATEGORY" where you can process another or (CR) to end the program.

## **INVENTORY MERCHANDISING REPORT (IMR)**

The Inventory Merchandising Report program ('IMR') prints out on hard copy a history by brand and model, of what the starting on-hand quantity was at the beginning of the month, month by month, what was received into inventory during each month, and the quantity sold each month. The screen will prompt the following:

### **BEGINNING ? (Y/N)**

If you want to print the report for the entire file, press 'Y'. If not, press 'N' and the screen will prompt:

### **SELECTIVE PRINT ? (Y/N)**

If you only want to print data on an individual model or two, press 'Y'. If not, press 'N'.

### **ENTER BRAND**

Enter the brand code you want to start at. If you press (CR) instead of entering a brand code, the program will end.

### **ENTER MODEL#**

Enter the model # you want to start with. To start from the beginning of the brand, press (CR). The report will either start from the beginning or from the brand and model code you entered and print to the end of the file except if you answered yes to selective print. In this case, it will print the

history for the brand and model you requested then the prompt will return to "ENTER BRAND" where you can enter another brand and model or (CR) to end the program.

## **SALES REP. SALES HISTORY (DRH)**

The Sales Rep. Sales History program ('DRH') prints out on hard copy. It lists the sales history, by sales rep. for the year. It will print sales dollars, cost, gross profit dollars, and gross profit percentage, month by month. The screen will prompt the following:

### **SELECTIVE PRINT ? (Y/N)**

If you only want to process data for a sales rep. or two, press 'Y'. If not, press 'N'.

### **ENTER START S-ID #**

Enter the sales-ID# you want to print from. If a (CR) is pressed instead of entering a sales-ID#, the program will end. The report will print from the sales-ID# you entered through to the end of the file unless you choose the selective print option. In that case, it will print for the sales-ID# you enter then the prompt will return to "ENTER START S-ID#" to either process another or (CR) to end the program.

## **STORE SALES HISTORY (DWH)**

The Store Sales History program ('DWH') prints out on hard copy. It lists the sales history, by store location for the year. It will print sales dollars, cost, gross profit dollars, and gross profit percentage, month by month. The screen will prompt the following:

### **SELECTIVE PRINT ? (Y/N)**

If you only want to process data for a location or two, press 'Y'. If not, press 'N'.

### **ENTER START LOC#**

Enter the store# you want to print from. If a (CR) is pressed instead of entering a store#, the program will end. The report will print from the store# you entered through to the end of the file unless you chose the selective print option. In that case, it will print the data for the store you entered then the prompt will return to "ENTER START LOC#" to either process another or press (CR) to end the program.

## **CUSTOMER MAILING LABELS BY ZIP (LABELS)**

The Customer Mailing Labels by Zip program ('LABELS') prints out on hard copy. It prints name and addresses on one (1) inch labels (1 across) for customer mailings. It prints in zip code order by customer class and by store #. The screen will prompt the following:

### **SELECTIVE PRINT BY ZIP CODE ? (Y/N)**

If you want to print labels for a particular zip code or two, press 'Y'. If not, press 'N'.

### **ENTER CUSTOMER CLASS**

All customers on file have a customer class# assigned to them. The default is 10. Enter the class# you want to process.

### **ENTER ZIP CODE**

Enter the zip code number you want to start from. If a (CR) is pressed instead of entering a zip code #, the program will end.

### **ENTER STORE#**

Enter the store# for the customer labels you want printed. If a (CR) is pressed instead of entering a store#, the program will end. The program will print name and address labels for a store starting from the zip code entered through to the end of the file unless you chose the selective print option. In that case, it will print for that particular zip code and the prompt will return to "ENTER ZIP CODE" to either process another or (CR) to end the program.

## **CUSTOMER COUNT BY ZIP (KLABELS)**

The Customer Count by Zip program ('KLABELS') counts through the customer file and prints out on hard copy, the number of customers labels that would be printed in a zip code for a given store or all stores. The screen will prompt the following:

### **DO YOU WANT TO PROCESS BY STORE OR ALL LOCATIONS ? (A/S)**

If you want all locations, press 'A'. If not, press 'S'.

### **ENTER STORE#**

Enter the store# you want to count labels for. If a (CR) is pressed instead of entering a store#, the program will end.

## **SET "MP" STANDARD PRICE GROUP %'S (MPPCT)**

The Set "MP" Standard Price Group %'s program (MPPCT') will display and allow you to change the six different price group percentages used to calculate the suggested selling prices on the price file ('MP'). The screen will display "PRICE GROUP %" for each price group (1 thru 6) and the present percentage. If the percentage displayed is correct, press 'A' to accept it as displayed. If you want to change it, press 'X' then enter the new percentage.

## **SET STORE SELL PRICE PERCENTAGES (PRPCT)**

The Set Store Sell Price Percentages program ('PRPCT') will display and allow you to change the individual store selling price percentages for the printing of the store's price book. The screen will display "STORE #" for the number of stores you have and the selling price percentage for the

store. The percentage here is added to the suggested selling price and printed as the selling price on the store's price book. If the percentage display for the store is correct, press (CR). If you want to change it, enter the new percentage.

## **VENDOR SPIFF SALES OR RECALL REPORT (SPIF)**

The Vendor Spiff Sales or Recall Report program ('SPIF') prints on hard copy. It lists by model # or by brand, serialized items sold within a date range. The customer's name & address, telephone #, date of purchase, price, sales rep#, and customer P.O. # will be printed. The screen will prompt the following:

### **DO YOU WANT TO PRINT BY MODEL # OR BRAND ? (M/B)**

If you want to print by model #, press 'M'. to print by brand code, press 'B'.

### **IS THIS REPORT SPIFF SALES OR MODEL RECALL ? (S/R)**

If you want spiff sales as the heading, press 'S'. If you want model recall as the heading, press 'R'.

Depending on you choice of printing by model # or by brand, the screen will ask for the model # or brand code you want to start from. If a (CR) is pressed, instead of entering a code, the program will end.

### **ENTER FROM DATE**

Enter the starting date range (MMDDYY).

### **ENTER TO DATE**

Enter the ending date (MMDDYY).

## **INVENTORY SALES MOVEMENT REPORT (WIM)**

This report ("WIM") prints by brand and model# the totals sales quantity for each selling store MTD, YTD, and shows sales quantities last year .

## **CUSTOMER MAILING LABELS (3-7/8" x 2-7/8")**

The Customer Mailing Labels (3-7/8" x 2-7/8") program ('WLABEL') prints customer name and address on 3 7/8" x 2-7/8" wide labels, one (1) across. The screen will prompt the following:

### **SELECTIVE PRINT BY ZIP CODE ? (Y/N)**

If you want to print labels for a particular zip code or two, press 'Y'. If not, press 'N'.

### **ENTER ZIP CODE**

Enter the zip code number you want to start from. If a (CR) is pressed instead of entering a #, the program will end.

#### **ENTER STORE#**

Enter the store# for the customer labels you want printed. If a (CR) is pressed instead of entering a store#, the program will end. The program will print starting from the zip code entered through to the end of the file unless you chose the selective print option. In that case, it will print for that particular zip code and the prompt will return to "ENTER ZIP CODE" to either process another or (CR) to end the program.

### **SINGLE CUSTOMER MAILING LABEL (3-7/8" x 2-7/8")**

The Single Customer Mailing Label (3-7/8" x 2-7/8") program ('ILABEL') selectively prints customer name and address on a wide label (3 7/8" x 2-7/8"). The screen will prompt the following:

#### **ENTER CUSTOMER CODE**

Enter the customer's code for the label you want to process. If a (CR) is pressed instead of entering a #, the program will end.

### **SINGLE CUSTOMER MAILING LABEL (1 INCH)**

The Single Customer Mailing Label (1 Inch) program ('ISLABEL') selectively prints a customer name and address on a one (1) inch label and (1) across. The screen will prompt the following:

#### **ENTER CUSTOMER CODE**

Enter the customer's code for the label you want to process. If a (CR) is pressed instead of entering a #, the program will end.

### **CUSTOMER SOLD LABELS IN DATE RANGE**

The Customer Sold Labels In Date Range program ('SLABELS') prints customer labels for those who purchased merchandise in a given date range on one (1) inch labels either (1) across or (3) across. The screen will prompt the following:

#### **ENTER FROM DATE**

Enter the date you want to start from (MMDDYY). If a (CR) is pressed instead of entering a date, the program will end.

#### **ENTER END DATE**

Enter the date you want to end with (MMDDYY).

## **MASTER PRICE BOOK (MPBOOK)**

The Master Price Book program ('MPBOOK') prints on hard copy. It prints by major category, brand and model, the six different selling prices on the price file. The screen will prompt the following:

### **BEGINNING (Y/N)**

If you want to print the price file in its entirety, press 'Y'. If not, press 'N'.

### **SELECTIVE PRINT ? (Y/N)**

If you want to print only those items in a particular major category or two, press 'Y'. The screen will then prompt,

### **PRINT ENTIRE M/CAT? (Y/N)**

If you want to print everything on file for a major category, press 'Y'. If not, press 'N'.

### **ENTER MAJOR CAT"**

Enter the major category you want to start with. If a (CR) is pressed instead of entering a code, the program will end.

### **ENTER BRAND**

Enter the brand you want to start at. The program will process from the point entered through to the end of the file unless the selective print option was chosen. In that case, at the end of the category or brand with the category, the prompt will return to "ENTER MAJOR CAT" where you can process another or (CR) to end the program.

## **SCREEN MASTER PRICE BOOK (SMBOOK)**

The Screen Master Price Book program ('SMBOOK') displays by major category or brand, the six selling prices on the price file. The screen will prompt the following:

### **DO YOU WANT TO DISPLAY BY MAJOR CAT OR BY BRAND? (M/B)**

If you want to display by brand, press 'B'. If not, press 'M'. The screen will then prompt the entry of a brand or major category code depending on the option selected. If a (CR) is pressed instead of entering a code, the program will end. At the bottom of the screen you will be prompted:

**(CR)=Next Page (B)=Page Back (E)=End**

If you want to continue on to the next screen, press (CR). If you want to end or start from another brand or category, press 'E' and the prompt will return to the entry of another brand/major category code or end the program. To re-display the previous page, press 'B'.

## **SCREEN INVENTORY STATUS BY CATEGORY (CDI)**

The Screen Inventory Status by Category program ('CD') displays on screen in major category order, the brand and model inventory information. It will list by store, for each brand and model in a category, the quantity committed, assigned, on-hand, on-order (on purchase order), available for sale, and on-hold. The screen will prompt the following:

### **ENTER MAJOR CAT**

Enter the major category you want to start from. If a (CR) is pressed instead of entering a major category, the program will end. At the bottom of the screen you will be prompted:

(CR)=Continue (E)=End

If you want to continue on to the next screen, press (CR). If not enter 'E' and the prompt will return to "ENTER MAJOR CAT." where you can enter another or press (CR) to end the program.

## **MODEL SALES REPORT (PSA)**

This report ("PSA") prints the cumulative sales units of each brand and model for twelve (12) months as well as what has been sold this month last year. It prints the total sales units per store. This report can be printed selectively by brand, started from a brand, or started at the beginning.

The screen will display "BEGINNING? (Y/N)". Pressing 'Y' will start the report from the beginning. If you press 'N', the screen will display "SELECTIVE PRINT? (Y/N)". If you press 'Y' to this, the report will print only the brand or brands you enter. If you do not enter a brand code but just (CR), the program will end.

## **SCREEN SALES BY BRAND (BMZ)**

The Screen Sales by Brand program ('BMZ') displays the sales history for a brand, in dollars, units sold, cost, gross profit, and gross profit percentage, month by month for an entire year, plus this month last year. The screen will prompt the following:

### **BRAND CODE**

Enter the brand code. If a (CR) is pressed instead of entering a brand code, the program will end. At the bottom of the screen you will be prompted:

### **(CR) TO CONTINUE**

Press (CR) when you are ready to display another brand or end the program.

## **SALES REPORT BY BRAND/CATEGORY (DZ)**

The Sales Report by Brand/Category program ('DZ') prints on hard copy by major category, vendor, and brand, the sales history in dollars, units sold, cost, gross profit, and gross profit

percentage, month by month for an entire year, plus this month last year. The screen will prompt the following:

**SELECTIVE PRINT ? (Y/N)**

If you only want to print a category or two, press 'Y'. If not, press 'N'.

**ENTER START CATEGORY**

Enter the category you want to start from. If a (CR) is pressed instead of entering a category code, the program will end. The report will print from the category code entered through to the end of the file unless the selective print option was chosen. In which case, the prompt will return to "ENTER START CATEGORY", after it has printed the category sales where you can process another category or (CR) to end the program.

## **SALES REPORT BY CATEGORY/BRAND (BDZ)**

The Sales Report by Category/Brand program ('BDZ') prints on hard copy, the sales history by brand, in dollars, units sold, cost, gross profit, and gross profit percentage, month by month for an entire year, plus this month last year. The screen will prompt the following:

**SELECTIVE PRINT ? (Y/N)**

If you only want to print a brand or two, print 'Y'. If not, press 'N'.

**ENTER START BRAND**

Enter the brand you want to start from. If a (CR) is pressed instead of entering a brand code, the program will end. The report will print from the brand code entered through to the end of the file unless the selective print option was chosen. In which case, the prompt will return to "ENTER START BRAND", after it has printed the brand sales where you can process another brand or (CR) to end the program.

## **STORE PRICE BOOK (PBOOK)**

The Store Price Book program ('PBOOK') prints on hard copy. It prints by store and major category, a price book using the store's individual suggested selling price and it's own on hand inventory. It will list the brand, model, description, whether it is a serialized item, quantity on-hand, selling price, and spiff on the item. The screen will prompt the following:

**ENTER STORE**

Enter the store # you want to print a price book for.

**PRINT PRICES ? (Y/N)**

If you want the suggested selling price to print on the report, press 'Y'. If not, press 'N'.

**BEGINNING ? (Y/N)**

If you want to print the price book in it's entirety, press 'Y'. If not, press 'N' and the screen will prompt:



### **SELECTIVE PRINT ? (Y/N)**

If you want to print only those items in a major category or two, press 'Y'. If not, print 'N'.

### **PRINT ENTIRE M/CAT ? (Y/N)**

If you want to print everything in a major category, press 'Y'. If not, press 'N'.

### **ENTER MAJOR CAT**

Enter the major category you want to start from. If a (CR) is pressed instead of entering a code, the program will end.

### **ENTER BRAND**

Enter the brand you want to start at. The report will print from the major category and brand entered through to the end of the file unless the selective print option was chosen. In which case the prompt would return to "ENTER MAJOR CAT" where you can process another or press (CR) to end the program.

## **SCREEN PRICE BOOK (SPBOOK)**

The Screen Price Book program ('SPBOOK') displays by store and major category a price book using the store's suggested selling price and its own on-hand inventory. It will display the brand, model, description, whether it is a serialized item, quantity on-hand, selling price and any spiffs on the item. The screen will prompt the following:

### **ENTER STORE**

Enter the store# you want to process. If a (CR) is pressed instead of entering a store#, the program will end.

### **ENTER MAJOR CAT**

Enter the major category to start from. If a (CR) is pressed instead of entering a major category, the program will end.

### **ENTER START BRAND**

Enter the brand code to start from.

### **ENTER START MODEL#**

Enter the model# to start from. At the bottom of the screen "(CR)=Next Page (B)=Page Back E)=End" will be displayed. If you want to continue on to the next screen, press (CR). To re-display the previous page, press 'B'. To process a different category press 'E' and the prompt will return to "ENTER MAJOR CAT" where you can enter another category or press (CR) to end the program.

## **SCREEN PRICE STATUS (SDP)**

The Screen Price Status program ('SDP') displays by brand, model, and vendor, the starting cost, SPA amount, and net cost. The screen will prompt the following:

## **ENTER START BRAND**

Enter the brand code you want to start from. If (CR) is pressed instead of entering a brand code, the program will end.

## **ENTER MODEL#**

Enter the model# you want to start from. At the bottom of the screen "(CR)=Next Page (B)=Page Back (E)=End" will be displayed. If you want to continue on to the next screen, press (CR). To re-display the previous page press 'B'. To end or start from another brand, press 'E' and the prompt will return to "ENTER START BRAND" where you can enter another brand code or press (CR) to end the program.

## **COMMISSION REPORT (COM)**

The Commission Report ('COM') is printed in Sales-rep order. It calculates commissions based on the commission code in the price file ('MP') and the commission promotion codes entered in order entry and invoice confirmation. The commission report will generate a summary report listing the sales reps in descending order from the highest paid commission sales rep to the lowest paid commission sales rep.

After the report has printed the screen will display "REPRINT? (Y/N)". If you want to reprint the commission report, press 'Y'. If not, press 'N' and the file will be deleted and the program will end.

If there are some manual changes that need to be made to the commission summary, this can be done by running the "CHGCOM1" program. Afterward, to print the summary, run "COM1".

## **COMMISSION REPORT (GPCOM)**

The Commission Report (Gross Margin) ('GPCOM') prints on hard copy in sales-rep order. It calculates commissions based on gross margin. This report will generate a summary report listing the sales reps in descending order from the highest paid commission sales rep to the lowest, for this period.

After the report has printed the screen will display "REPRINT? (Y/N)". If you want to reprint the commission report, press 'Y'. If not, press 'N' and the file will be deleted and the program will end.

If there are some manual changes that need to be made to the commission summary, this can be done by running the "CHGCOM1" program. Afterward, to print the summary, run "COMM1".

## **CHANGE SALES REP. COMMISSION TOTALS**

This program ('CHGCOM1') will display the total commissions for each sales rep. and allow changing.

Each sales rep's totals will display and the prompt will be at the end of the line for acceptance or change. To accept the line press 'A'. To change the line, press 'X'. If you are changing the line the prompt will move across the line allowing you accept or change any value.

This same process will occur for all sales reps. When the last sales rep is displayed and processed, the program will end.

To print the commission summary, run the "COM1" program.

## **COMMISSION SUMMARY (COM1)**

The Commission Summary ('COM1') prints the sales reps totals in descending order from the highest paid sales rep this pay period to the lowest paid sales rep.

## **UPDATE "MP" PRICING (PRICESET)**

The Update 'MP' Pricing program ('PRICESET') reads through the price file and re-calculates the six selling prices on ('MP') based on updated costs. The screen will prompt the following:

### **SELECTIVE PROCESSING BY BRAND**

If you only want to process a brand or two, press 'Y'. If not, press 'N'.

Enter the brand you want to start at. If a (CR) is pressed instead of entering a brand code, the program will end. The program will process from the brand code entered through to the end of the file updating the suggested selling prices for all price groups unless the selective process option was chosen. In which case the prompt would return to "ENTER START BRAND" when it has finished updating a brand where you can enter another brand or press (CR) to end the program.

## **UPDATE "MP" PRICING (NO CENTS) (PRICESET0)**

The Update 'MP' Pricing (No Cents) program ('PRICESET0') reads through the price file and re-calculates the six selling prices, and all prices will be rounded to zero cents, based on updated costs. The screen will prompt the following:

### **SELECTIVE PROCESSING BY BRAND**

If you only want to process a brand or two, press 'Y'. If not, press 'N'.

Enter the brand you want to start at. If a (CR) is pressed instead of entering a brand code, the program will end. The program will process from the brand code entered through to the end of the file updating the suggested selling prices for all price groups unless the selective process option was chosen. In which case the prompt would return to "ENTER START BRAND" when it has finished updating a brand where you can enter another brand or press (CR) to end the program.