Infor Distribution FACTS
Sales Analysis Users Guide

Release level 9.1

Contents

About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS Sales Analysis module.

Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

Organization

This table shows the chapters of the guide:

Section	Description
About this guide	Lists the intended audience as all users. Describe the purpose and the related documentation.
Overview	The overview section described the purpose of the application in terms of the business solutions that it provides, program listings, and menu trees, as applicable to the application.
Work Flows & Program Concepts	This section includes process flows for each module, program descriptions and concepts that are key to using this FACTS module.
Transaction Procedures	This section contains daily, weekly and end of year procedures as well as step-by-step processing information for SA entry, inquiry and transaction programs.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "Contacting Infor" on page 6.

Refer to the contents of the FACTS Version 9.1 & Incrementals folder located at www.inforxtreme.com. Click Search>Browse Documentation>FACTS> Version 9.1 & Incrementals to view a document tree similar to this.

- *FACTS Version 9.1 & Incrementals*
  - *Installation and Administration Guides*
    - *Installation Guide*
    - *Product Compatibility Matrix*
    - *Hardware Guide*
  - *Release Notes*
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    - *Standard modules User Guides*

Contacting Infor

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

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1   Overview

1

The Infor Distribution FACTS Sales Analysis module maintains accurate file information that has been posted from other modules in the system.

All information stored in Sales Analysis is created in the Accounts Receivable, Sales Orders, Job Cost, and Equipment Rental modules. The sales information is posted from the AR Invoice Register, JC Invoice Register, and ER Daily Rental Register and the SO Daily Sales Register.

You can determine which modules sales information the SA module uses via settings in the SA Static Control F/M program.

Most files in the Sales Analysis system store 26 periods of information. Customer, salesperson/territory and branch information includes sales, cost, gross margin $ and gross margin %. Item information includes sales, cost, gross margin $, gross margin % and units. Two additional files store customer/item month-to-date and year-to-date information and current period item/invoice information.

In all SA multi-period reports, you can select one of the three following available formats: 1) accumulations of sums, 2) comparison of any range of periods to any other range (i.e., current year to previous year), including variance and 3) multiple periods printing up to twelve periods selected.

You can also set which of the available figures to print and the order in which they print (sales, cost, gross margin $, gross margin % and units). In addition to the figures, you can set a cutoff to exclude figures above or below a certain number. You can also flag reports to print figures in descending order.

The Sales Analysis module is divided into these menus.

Inquiries

Reports & Prints, including Customer Reports, Salesperson/Territory Reports, Item Reports and the Branch Report

Commissions

File Maintenances, including Infrequent F/Ms.

Chapter 2   Work flow and program concepts

2

Inquiries

Use the Inquiry programs to view historical data by customer, item, salesperson, and branch for the current period and 26 previous periods.

Program concepts

These programs are available from the Inquiries menu.

Customer Inquiry provides historical sales information, such as sales, cost of goods sold, gross margin and gross margin percentage, for each customer on record. Accumulated, Comparison, Multiperiod and Graph formats are available in this inquiry. When you access this screen, the system displays the current period for your company.

Item/Warehouse Inquiry allows you to review historical sales information for items by warehouse and shipment type so that you can track sales from inventory vs. sales direct from the vendor. Information provided includes sales, cost of goods sold, gross margin and gross margin percentage and can be viewed in Accumulated, Comparison, Multiperiod and Graph format.

Item Inquiry allows you to review historical sales information, such as sales, cost of goods sold, gross margin and gross margin percentage, for specific items. This information is available in Accumulated, Comparison, Multiperiod or Graph format.

Item/Invoice Inquiry allows you to enter an item number and view the list of invoices on which that item appears. The browser in the lower portion of the screen lists the invoice lines in descending invoice number order so that the more recent invoices display first. This inquiry also shows you the customer number, date of invoice, warehouse, amount of sale, cost of sale, gross margin, gross margin percent, how many units were ordered and the unit of measure (actual and default).

Salesperson/Territory Inquiry enables you to review historical sales information, such as sales, cost of goods sold, gross margin and gross margin percentage, for different salespeople on record.

Temporary item Inquiry allows you to analyze sales of temporary items by warehouse.

Item class Inquiry enables you to review historical sales information by item class (i.e. dock equipment, warehouse equipment, etc.)

Lot item Inquiry allows you review and track lot item sales by warehouse. FACTS displays the lot numbers, the vendor from which the lot item was purchased (including P.O. number and date), the

customers to whom the item has been sold (including invoice number and date), the number of units sold to that customer and the unit price.

Customer/item Inquiry This program allows you to review sales of a specific item by customer. This inquiry can help you track customer buying patterns and the buying patterns of a customer's different locations.

Serial item Inquiry This program is similar to the Lot Item Inquiry. It allows you to review and track sales of items that have been assigned serial numbers. For each serialized item, FACTS displays the serial numbers assigned to the item and, under that, vendor information (including P.O. number and date), the customers to which the serial item has been sold (including invoice number and date), as well as unit price and unit cost.

Customer/item PTD, YTD Inquiry This program allows you to review a customer's period-to-date and year-to-date purchases for a specific item. You can also track customer buying patterns for the period or year for each customer location.

Commissions Inquiry This program enables you to review a salesperson's commissions by invoice. For each invoice listed, the program displays the invoice date, the branch, customer, invoice total (sales), cost of goods sold, the percentage of commission, the actual amount of commission, and the status of the commission, i.e., whether or not the commission was paid.

Customer item class Inquiry This program allows you to review customer purchasing patterns in terms of specific groups of items, or item classes.

Branch Inquiry This program enables you to review historical sales information by branch. You can view this inquiry in Accumulated, Comparison, Multiperiod and Graph format.

Salesperson/item class Inquiry This program allows you to track a salesperson's historical sales data in terms of item classes, or user-defined groups of items.

Sales Analysis information can be viewed in four formats.

Accumulated displays the sales dollars, cost, gross margin ($), gross margin (%) and, in item and item class inquiries, units for the current period, previous period, year-to-date, prior year-to-date, prior year, past 6 periods and past 12 periods.

When making comparison between year-to-date figures and prior year figures, keep in mind that year-to-date figures include the current period; however, prior-year-to-date figures exclude the current period 12 months ago. As a result, more accurate comparison can be made at the beginning of each period.

Comparison format provides a historical comparison of the sales dollars, cost, gross margin ($), gross margin (%) and, in item and item class inquiries, units. This format requires you to enter a beginning and ending period as well as the number of past periods to compare. Historical comparison data will display for the periods.

- the current period vs. the corresponding period for the prior year
- the entered range of periods for the current year vs. the corresponding range of periods for the prior year
- the difference between the two periods in percentage

Multiperiod format displays the sales dollars, cost, gross margin ($), gross margin (%) and units (for item and item class inquiries only) for the current period and the previous periods you specify.

The Chart displays sales, cost, gross margin or units (in item and item class information) in a graphical format. Graphs also allow comparison graphing of sales vs. gross margin or any other combination of sales, cost, and gross margin.

Reports & Prints

Sales Analysis Report programs provide information in these major categories.

Branch Multiperiod Analysis, which is used to review branch information stored in the SA branch file in three formats.

Salesperson/Territory Reports, which are used to review to analyze sales for an individual salesperson, range of salespeople or a region or range of regions.

Sales Analysis Item Reports, which are used to analyze sales for individual items or item classes or a range of items or item classes.

Customer Reports, which are used to analyze sales for an individual customer or a range of customers.

Current period resolution in templates

Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for Customer/Item Multiperiod Analysis, Salesperson/Territory Item Multiperiod Analysis or Item Multiperiod Analysis and select "Current Period" for the Beginning Period field, when that template is selected to run again (either manually or via Job Stream) the current period will be derived based on the setting of Current period in the Nonstatic Control F/M (SAF990) when the report is run not the period when the template was created.

Customer reports

Sales Analysis Customer reports allow you to analyze sales for an individual customer or a range of customers.

All multiperiod reports access 26 previous periods of customer information plus the current period. Current period information and the 26 previous periods of information is printed in whole numbers. Multiperiod reports print in three formats - comparison, multiperiod, and accumulated. The Customer/Item MTD, YTD Report displays for the customer(s) and item(s) chosen, month-to-date and year-to-date sales information.

Reports include this information.

- Accumulated - customer number and name, item number and description, sales, cost, gross margin ($) and/or gross margin (%) for the ending period selected and the range of periods selected.

- Comparison - customer number and name, item number and description, sales, cost, gross margin ($) and/or gross margin (%) for the ending period selected, the period selected for the comparison, and the percentage difference, and the range of periods selected, range selected for comparison and the percentage difference.

- Multiperiod - customer number and name, item number and description, sales, cost, gross margin ($) and/or gross margin (%) for each period within the range of periods selected plus a total for each period and for the range of periods.

In all three formats report, totals are included and, if customer class or salesperson/territory print order is selected, then subtotals are printed. The total number of customers listed is also included.

Program concepts

These customer reports are located on the Reports & Prints menu.

Customer Multiperiod Analysis (SAR210), which is used to print customer information stored in the SA customer file in three formats.

Customer/Item Class Multiperiod Analysis (SAR220), which is used to print item class information by customer stored in the SA customer/item class file in three formats.

Customer/Item Multiperiod Analysis (SAR230), which is used to print item information by customer stored in the SA customer/item file in three formats.

Customer/Item MTD, YTD Analysis (SAR240), which is used to print month-to-date and year-to-date customer/item information stored in the SA customer/item file. Report information includes the following: customer number and name, item and description(s), ship-to number and name, selling unit of measure, last purchase date, number of invoices, and month-to-date and/or year-to-date, sales, cost, gross margin ($), gross margin (%) and/or units. Customer totals are included and if customer class or salesperson/ territory print order is selected, then subtotals are printed. The total number of customers listed is also included.

Salesperson/Territory Reports

These programs are available from the Reports menu. The Salesperson/Territory reports allow you to analyze sales for an individual salesperson, range of salespeople or a region or range of regions.

All multiperiod reports access 26 previous periods of salesperson/territory information plus the current period. Current period information and the 26 previous period's information are printed in whole numbers. Multiperiod reports print in three formats — comparison, multiperiod, and accumulated.

Reports include this information.

- Accumulated - salesperson number and name, item class and description, sales, cost, gross margin ($) and/or gross margin (%) for the ending period selected and the range of periods selected.

- Comparison - salesperson number and name, item class and description, sales, cost, gross margin ($) and/or gross margin (%) for the ending period selected, the period selected for the comparison, and the percentage difference, and the range of periods selected, range selected for comparison and the percentage difference.

- Multiperiod - salesperson number and name, item class and description, sales, cost, gross margin ($) and/or gross margin (%) for each period within the range of periods selected plus a total for each period and for the range of periods.

The total number of salespeople listed is also included.

Program concepts

These Salesperson/Territory reports are located on the Reports & Prints menu.

Salesperson/Territory Multiperiod Analysis (SAR310), which is used to print salesperson/territory information stored in the SA salesperson file in three formats.

Salesperson/Territory Item Class Multiperiod Analysis (SAR320), which is used to print item class information by salesperson stored in the SA salesperson item class file in three formats.

Item Reports

Use the Sales Analysis Item Reports to analyze sales for individual items or item classes or a range of items or item classes.

All multiperiod reports access 26 previous periods of item or item class information plus information from the current period. Current period information and the 26 previous periods information print in whole numbers. Multiperiod reports print in three formats — comparison, multiperiod, and accumulated.

Report information includes these formats.

- Accumulated - item number and description, sales, cost, gross margin ($), gross margin (%) and/or units for the ending period selected and the range of periods selected.

- Comparison - item number and description, sales, cost, gross margin ($), gross margin (%), units, average cost, and/or average price for the ending period selected, the period selected for the comparison and the percentage difference, and the range of periods selected, range selected for comparison and the percentage difference

- Multiperiod - item number and description, sales, cost, gross margin ($), gross margin (%), units, average cost and/or average price for each period within the range of periods selected plus a total for each period and for the range of periods.

In the three formats, item and report totals and the total number of items listed are printed. If the print order selected is vendor, the report prints item class totals within vendor and vendor totals. If the

print order selected is item class, the reports prints vendor totals within item class and item class totals.

FACTS report formatter and multiple output options

This report has access to the FACTS Report Formatter and Multiple Output option. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows you to expand your reporting capabilities beyond defining a printer (in Printer F/M). To access the FACTS Report Formatter, select Custom Report Layout-->Customize Report from the menu bar.

Program concepts

These programs are available from the Item Reports menu.

Item Multiperiod Analysis (SAR410), which is used to print item information stored in the SA item file in three formats.

Item Class Multiperiod Analysis (SAR420), which is used to print item class information stored in the SA item class file in three formats.

Item/Customer Multiperiod Analysis (SAR430), which is used to print customer information by item stored in the SA item/customer file in three formats.

Item/Customer MTD, YTD Analysis (SAR440), which is used to print month-to-date and year-to-date item/customer information stored in the SA item/customer file. Report information includes the following: item number, description, customer number and name, ship-to number and name, selling unit of measure, customer number, name, last purchase date and month-to-date and/or year-to-date number of invoices, sales, cost, gross margin ($), gross margin (%) and/or units. Item and report totals and the total number of items listed are printed. If the print order selected is vendor, the report prints item class totals within vendor and vendor totals. If the print order selected is item class, the report prints vendor totals within item class and item class totals.

Item Class/Customer Multiperiod Analysis (SAR450), which is used to print customer by item class information stored in the SA item class/customer file in three formats.

Item Class/SLSP Multiperiod Analysis (SAR460), which is used to print salesperson information by item class stored in the SA item class/salesperson file in three formats.

Item/Warehouse Multiperiod Analysis (SAR470), which is used to print item/ warehouse information stored in the SA item/warehouse file in three formats. In the three formats, item and report totals and the total number of items listed are printed. If the print order selected is vendor, the report prints item class totals within vendor and vendor totals. If the print order selected is item class, the report prints vendor totals within item class and item class totals. If printing in item/warehouse order, item totals are printed and, if printing in warehouse/item order, warehouse totals are printed.

Current Period Item/Invoice Analysis (SAR480), which is used to print invoice by item information for the current period.

Temporary Item Report (SAR485), which is used to print a report of all temporary items sold. Report information includes the following: the item number and description, units sold, selling unit of measure, sales, cost, gross margin ($), gross margin (%) and units. Warehouse and report totals are printed. If the report order selected is item class, item class totals are also printed. The total number of items listed is also included.

Item Lots Report (SAR490), which is used to print a report of item lot information. Report information includes the following: warehouse and description, item number and description and for each lot number, number, receipt date, cost, costing unit of measure, PO number and vendor. For each invoice the lot sold on, invoice number, sale date, customer number and name, units sold, selling unit of measure, price, pricing unit of measure and extension is printed. An asterisk (*) indicates the lot is still on file in inventory. Lot, item, warehouse and report totals are printed and the total number of items listed is also included.

Serial Item Report (SAR495), which is used to print purchasing and sales information of serialized items. Report information includes warehouse and description, item number and description and for each serial number; the purchasing information includes the receipt date, cost, costing unit of measure, purchase order number and vendor; the sales information includes the sale date, price, pricing unit of measure, invoice number, customer number and name. An asterisk (*) indicates the serial number is still on file in inventory. Item, warehouse and report totals are printed. The total number of items listed is also included.

Branch Multiperiod Analysis (SAR510), which is used to print branch information stored in the SA branch file in three formats.

Commissions

The Commissions submodule is used to enter, correct and track commissions for sales. Commissions Entry/Correction F/M (SAE910) allows you to enter/correct commissions in the commission file. The information in this file is used to print the Commission Report. The Commission Report prints a commission report for each salesman. Commissions may be based on the salesman's %, item % of customer % as set by the priority in the company static control record and may be calculated on gross sales or gross margin. The report divides commissions into paid and unpaid sales. In order to bring these sales up to date when the Commission Report is run, users must run the Flag Commissions For Payment program. This program runs through each invoice for each salesperson/territory and flags the invoice as to whether it has been paid. The Commission Report is not related to SA periods but rather to the invoice dates. You can run it, as needed, by date and optionally remove records after the report is printed.

Program concepts

These programs are located on the Commissions menu.

Commission Entry/Correction F/M, which is used to enter/correct commissions in the commission file. The Commission Entry/Correction screen consists of two sections. The upper portion of the screen is called the header portion where salesperson, invoice, etc. is entered. The lower portion is called the line-item portion where each item, price, quantity, etc. is entered. While maintaining the

commission file, you have the option of changing, adding to line-items or deleting the commission records.

Commission Report (SAR330), which is used to print a Commission Report to determine which invoices have commissions eligible for payment. Commissions may be based on the percentage assigned to the salesperson, customer or item and is set up in the SM Company Control F/M. Commissions are then calculated based on sales or gross margin depending on the flag set in the SA Static Control F/M.

Through the Flag Commissions for Payment program, you can flag which invoices have been paid by customers and then choose to print paid and/or unpaid invoices on the report. The optional update removes only printed invoices with the status of paid. Pay and hold totals are included by customer (optional), salesperson and report, and the total number of salespeople listed is also included.

The report includes this information.

- Summary: salesperson number and name, customer number and name, invoice number, invoice date, branch, sales dollars, commission %, commission $, status (pay or hold) and costing information (optional) (cost, gross margin $ and gross margin %).
- Detail: summary information and breaks down each invoice and prints all information for each line-item including quantity and price.

Flag Commissions for Payment (SAU310), which is used to update the pay/hold status codes in the commission file. Commissions on hold are changed to Pay if the invoice in the open documents file was removed (indicating it was paid) or the current balance is zero. This program is optional. If your company only pays commissions on invoices that have been paid, then invoices will automatically post into the commission file as hold based on the Post Commission flag set in the SA Static Control F/M. This program checks the commissions on hold (H), and if the customer has paid its invoice, the status will be changed to pay (P).

Documents with a hold status appear on the SA Commission Report as unpaid sales.

The Commissions Inquiry (SAI624) program enables you to review a salesperson's commissions by invoice. For each invoice listed, the program displays the invoice date, the branch, customer, invoice total (sales), cost of goods sold, the percentage of commission, the actual amount of commission, and the status of the commission, i.e., whether or not the commission was paid.

File Maintenances

File Maintenance programs allow you to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system.

You may find that you use certain file maintenances often, while others you only use during installation. We refer to the latter as Infrequent File Maintenances. However, the information in the

infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the payroll period and all the check register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the payroll system do not need to be maintained by the user and it is unlikely that they will be used.

Program concepts

These programs are located on the File Maintenance and Infrequent File Maintenance menus.

Branch Data Entry (SAE910), which is used to create and maintain the SA branch file that includes sales and costing information for the current period and 26 previous periods.

Customer Data Entry SAE915), which is used to create and maintain the SA customer by ship-to file that includes sales and costing information for the current period and 26 previous periods.

Salesperson Data Entry (SAE920), which is used create and maintain the SA salesperson/territory file, which includes sales and costing information for the current period and 26 previous periods.

Item Data Entry (SAE925), which is used to create and maintain the SA item file that includes sales, costing and units sold for the current period and the 26 previous periods.

Item Class Data Entry (SAE930), which is used to create and maintain the SA item class file that includes sales, costing and unit sales information for the current period and 26 previous periods.

Customer/Item Data Entry (SAE935), which is used to create and maintain the SA customer/ item file that includes sales, costing and unit sales information for the current period and 26 previous periods. The information in this file is used to print the following reports: Customer/Item Multiperiod Analysis and Item/Customer Multiperiod Analysis.

Customer/Item Class Data Entry (SAE940), which is used to create and maintain the SA customer/item class file that include sales and costing information for the current period and 26 previous periods. The information in this file is used to print the following reports: Customer/Item Multiperiod Analysis and Item/Customer Multiperiod Analysis.

Salesperson/Item Class Data Entry (SAE945), which is used to create and maintain the SA salesperson/item class file, which includes sales and costing information for the current period and 26 previous periods. The information in this file is used to print the following reports: Salesperson/Item Class Multiperiod Analysis and Item Class/Salesperson Multiperiod Analysis.

Item/Warehouse F/M (SAF950), which is used to create and maintain the SA item/warehouse file that includes sales, costing and unit sales figures for the current period and 26 previous periods. The information in this file is used to print the Item/Warehouse Multiperiod Analysis.

Item/Invoice F/M (SAF955), which is used to create and maintain the SA item/invoice file which includes for each item sold the invoice number, line number, customer number, dollar sales, cost, unit sales, register date, and warehouse. The information in this file is used to print the Current Period Item/Invoice Analysis.

Customer/Item MTD Data Entry (SAE960), which is used to create and maintain the SA MTD, YTD customer/item file which includes month-to-date and year-to-date customer, item and ship-to information. The information in this file is used to print the following reports: Customer/Item MTD, YTD Analysis and Item/Customer MTD, YTD Analysis.

Temporary Item F/M (SAF965), which is used to create and maintain the SA temporary item file that will be used to print the Temporary Item Report. Items that have been entered in the IC Temporary Item F/M carry over to this program. The report shows information regarding the most recent sales of temporary items as well as cumulative data.

Lot Item F/M (SAF975), which is used to create and maintain the SA item lot file, which includes purchase information and sales information on each lot item number. The information in this file is used to print the Item Lots Report.

Serial Item F/M (SAF970), which is used to create and maintain the serial item file, which includes purchase information and sales information on each serial number item. The information in this file is used to print the Serial Item Report.

Static Control F/M (SAF980) contains a number of settings that affect how the SA module operates; it is critical to how Sales Analysis functions.

CAUTION: Infor™ strongly recommends that administrators password-protect this program. Changes should be made only with extreme caution and under the supervision of your Affiliate.

Chapter 3   Transaction procedures

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Recommended operating procedures

Daily procedures (or as needed)

1   Run System Clean Up F/M (SMF993) as needed.

The System Clean Up F/M (SMF993) program removes the period records in each file according to user input. For each file that is set up in the SA Static Control record as being used, you can enter the number of periods to retain this information. Each SA data file can have a different number of periods to store the information. The program will remove the records that are older than the number of periods selected. The Commission File is not affected by the System Clean Up F/M (SMF993) program. The commission file is cleared by the optional update at the end of the Commission Report.

2   Run Flag Commissions for Payment program.

3   Run/update Commission Report.

4   Print necessary reports.

Creating/correcting commissions

1   Click **Sales Analysis>File Maintenances>Commission Entry/Correction F/M (SAE910)**.

2   (Optional) Press **F1** to display the Set Commission Amount dialog box, where you can specify the commission amount of the item (+/-99999.99) to calculate the commission from. This field is skipped if the commission percent was entered.

3   Specify the **salesperson/territory**, **customer**, and **invoice** (up to 6 digits).

Note that In Commission Entry/Correction, if an entry contains a cost discrepancy that affects an already paid commission then the word "Continuation" will be displayed next to the Invoice number. If processing adds multiple records for a cost discrepancy that affects an already paid commission, the word "Continuation will be followed by the word "(Multiple)" which indicates, for the given salesperson and customer and invoice, there are multiple cost discrepancies on file.

Multiple cost discrepancies can be viewed individually in the Commission Inquiry or from within Commission Entry/Correction by clicking Done and pressing F3 until the words Continuation and Multiple no longer display.

4   Specify the sales register **date**.

5   Specify the **branch** number.

6   Indicate whether the status of the commission is **P-to be paid** or **H-to hold**. The status determines whether the invoice prints as paid (P) or unpaid (H) sales on the Commission Report. Press **Enter** to default to P.

7   Specify the **item** number on the invoice. If the item number is in the item file, the description is displayed and the program proceeds to the extended price. If the item number entered here was not in the item file, specify the item description (up to 30 characters).

8   Specify the **quantity sold** on the invoice.

9   Specify the **extended price** on the invoice (+/- 999999.99).

10 Specify the **extended cost** on the invoice (+/-999999.99). The original cost is displayed. If you process a cost discrepancy that affects an already paid commission, then the new entry will display what the original cost would have been. If you add a new commission item, here in Commission Entry/Correction, to a record created through processing a cost discrepancy on an already paid commission, then original cost for that item will display as 0. In the line browser, the Original Cost column will be blank unless the original cost is different from the actual cost in the list box. If the two costs differ then the original cost column will be highlighted yellow for the line that has the cost discrepancy.

11 Press **F1** to display the Set Commission Percent dialog box, where you can specify the commission percent of the item (0-99.99) to calculate the commission from. If the percent is entered, the commission amount is calculated and displayed in the next column.)

Or

Press **F1** to display the Set Commission Amount dialog box, where you can specify the commission amount of the item (+/-99999.99) to calculate the commission from. This field is skipped if the commission percent was entered in field #12.

12 Click **Save**.

13 When you are finished working with commission entry/correction information for the specified salesperson/customer/invoice combination, click **Done**.

14 Click **Done** again to exit the screen.

Posting invoices to sales analysis

1   Access this program by choosing **Sales Analysis>Post Invoices to SA> Post Invoices to SA**.

2   The program displays the first invoice on file for the Sales Orders, Accounts Receivable, Job Cost, and Equipment Rental modules.

3   In the **Post From SO** field, enter Y or N to indicate whether you want to post from the Sales Orders holding file. The program defaults to Y. If you enter N, the program skips the Beginning Invoice and Ending Invoice inputs. The program skips this input if there are no invoices in the SO holding file.

4   In the **Beginning Invoice** and **Ending Invoice** fields, enter the first and last invoice in the SO holding file that you want to post to Sales Analysis.

5   In the **Post From AR** field, enter Y or N to indicate whether you want to post from the Accounts Receivable holding file. The program defaults to Y. If you enter N, the program skips the Beginning Invoice and Ending Invoice inputs. The program skips this input if there are no invoices in the AR holding file.

6   In the **Beginning Invoice** and **Ending Invoice** fields, enter the first and last invoice in the AR holding file that you want to post to Sales Analysis.

7   In the **Post From JC** field, enter Y or N to indicate whether you want to post from the Job Costing holding file. The program defaults to Y. If you enter N, the program skips the Beginning Invoice and Ending Invoice inputs. The program skips this input if there are no invoices in the JC holding file.

8   In the **Beginning Invoice** and **Ending Invoice** fields, enter the first and last invoice in the JC holding file that you want to post to Sales Analysis.

9   At the command prompt, the system displays the message: *End of Inputs. Enter Yes to continue, F4 -Backup.* Specify YES to post the selected invoices to the Sales Analysis module.

10   The system updates the SA files for the specified invoices and displays update information at the bottom of the screen.

11   When the processing is complete, the system displays a message indicating the program is complete. Click **OK** to exit the program.