SALES ANALYSIS

Introduction

This section of the manual will take the user through a conceptual overview of the Sales Analysis Module, the setup process that is required to define the codes used in the module, and training on the mechanics of the software. The steps are as follows:

A. **Current Process Review –** We will need to review your current process of capturing sales analysis data. Basically, we will be reviewing how the system captures sales analysis data for sales orders and jobs and what impact other modules have on the collection process. This will aid us in the setup and training phases of the Sales Analysis Module. Some of the questions that we will be asking are contained in the Current Process Section that follows.

B. **Conceptual Overview of the structure of the Sales Analysis Module** – This step involves the review of the basic setup required for the Sales Analysis Module to function properly. This step is necessary to insure the user has a good understanding of how the Sales Analysis Module is integrated with the other modules.

C. **Basic File Maintenance Training** – File maintenance training is what we refer to when training the user how to enter the basic information that is the foundation of the system. The Sales Analysis Module does not require any basic file maintenance training.

D. **Core Process Training** – This phase of the training will vary some what from company to company but the main emphasis will be on how the Sales Analysis Module is integrated with eh Order/Invoice Processing and Service Repair/Job Billing. We will review how Job Closing and Job Reopening affect the Sales Analysis cost for jobs. Sales Analysis Inquiries and Reports will be included in the training session.

E. **Advanced File Maintenance Training** – This step will cover additional file maintenance items that were not covered during the Basic File Maintenance Training. Advanced File Training is not applicable for the Sales Analysis Module.

F. **Advanced Process Training** – This step will cover the more advanced options of the Sales Analysis System such as the Executive Summary.

G. **Month End Processing** – This step will cover additional reporting features of the system and any processing recommended for month-end and year-end. This step usually does not take place until after you are live on the system. The AR Period End closing will be discussed and how this affects Sales Analysis. The Purge Zero Balance Records on the Sales Analysis-Period End menu will be discussed.

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A. CURRENT PROCESS REVIEW

In this section we will review how you currently collect and use the Sales Analysis data. The standard system contains a vast variety of Sales Analysis Inquiries and Reports. We will review the Sales Analysis information that is available and determine if you may have additional requirements for your Sales Analysis inquiries and reports.

We will need to review how you want to group the sales analysis data reported by the system. Sales Analysis data for jobs and sales orders can be reported and analyzed separately or on the same report or inquiry. We will discuss how Product Types for sales orders and Job Types for jobs will impact the Sales Analysis reports and inquiries.

A list of survey questions will assist ACS in reviewing your current process, determining who will be responsible for making decisions on how the Sales Analysis module will be setup, and identifying the individuals that will need to be trained on the different aspects of the software.

The list of questions can be found in the *Installation Overview.*

Note: *When determining Product Type and Job Type codes, you may want to consider a different coding system for sales orders and jobs.*

Note: *If you have several companies or divisions, we will need to discuss if the Sales Analysis data needs to be separate for each division.*

B. CONCEPTUAL OVERVIEW OF THE STRUCTURE OF THE SALES ANALYSIS MODULE

Sales Analysis data is collected automatically during the invoicing, job closing/job reopening processes. Sales analysis parameters are automatically set for the user. The Sale Analysis tasks only print or display the data already collected. Changing the setup of the files prior to printing or displaying does not have any impact on the reporting of previously collected data.

There are no setup code requirements for the Sales Analysis Module. The Sales Analysis parameters will be set up to collect the data at the item number level with the exception of non-stock items.

All sales analysis information can be displayed on-screen or printed by report. Information is retained for each period and year. The Current and Prior Year can be displayed or printed. Unless the sales analysis information is purged, all prior information is available. Sales dollars, costs, and units are retained for each period and year. Gross profit margin (dollars and percentage) is calculated on all Sales Analysis reports.

Caution: *If records that govern the way Sales Analysis data is collected are changed in the middle of a reporting period, the data on the resulting reports can be extremely confusing.*

Integration with Sales Order/Invoice Processing

Total cost, sales, and units are automatically updated to the Sales Analysis Module after each sales order is updated during the Sales Register Update. Sales analysis data is collected for Line Types S, N, and O. Product types are used to capture sales analysis data for stock and non-stock items. Stock items are summarized by product type and item number. Non-stock items are summarized by product type and non-stock description.

Note: *In order for the system to use product types for Line Types "N" and "O", the appropriate flag must be set in the Order/Invoice Line Code Maintenance. E=Enter Type or D=Use Default Type.*

Integration with Job Billing/Invoice Processing

Total cost, sales, and units are automatically updated to the Sales Analysis Module after each job invoice is updated during the Sales Register Update. The Inventory Control Module uses Product Types to capture sales analysis data for stock and non-stock items on sales orders. The Service Repair Module uses the *Job Type as the Product Type* to capture sales analysis data for jobs. In order to separate jobs from sales orders on the reports, you may want to use different coding systems.

Integration with Job Closing/Job Reopening

The sales analysis data for jobs is updated during the Job Closing and Job Reopening process. Only the sales analysis cost is affected during Job Closing and Job Reopening.

Note: *If a job is closed in a different month than it was invoiced and cost was posted after the invoice was updated, the additional cost will show in the month it was closed (**based on job closing processing date**) and may not be the same month the sale occurred.*

Integration with AR Period End Processing

When closing Period 12 in *Accounts Receivable-Period End-Period End Update*, the current year sales analysis data is moved to the *prior* year sales analysis and the *current* year amounts are reset to zero.
Note: *Sales Analysis data is retained for current and prior years.*

Integration with Executive Summary

The system uses the invoice history to report to the Sales Analysis Module. *Executive Summary-Summary Analysis-Sales Analysis* will display invoice history *total sales* and *total cost* aged by invoice date into the correct month/day.

C. BASIC FILE MAINTENANCE TRAINING (Not applicable)

D. CORE PROCESS TRAINING

Scope

The emphasis of this session will be to review how sales analysis data is collected in the Sales Register Update for jobs and orders. We will review how sales analysis data is collected during Job Closing and Job Reopening. Sales Analysis Inquiries and Sales Analysis Reports will be part of the training process.

This session will cover several areas and therefore you may want to schedule your users based on the times below.

Training Schedule

1. How Sales Register updates sales analysis data for jobs and orders. (15 minutes).
2. How Job Closing and Job Reopening updates sales analysis data. (10 minutes)
3. Review Sales Analysis Inquiries (15 minutes)
4. Review Sales Analysis Reports (15 minutes)

Who should attend?

1. All individuals that will be responsible for updating Sales Registers, closing and reopening jobs, and running AR Period End Update.
2. The person or persons that you have assigned the responsibility of using the Sales Analysis inquiries and reports.

Prerequisites

1. Trainees should have Navigation training
2. Trainees should have some basic understanding of the sales analysis system.
3. Sufficient information has been setup in the system to allow training. This would include the following.
   - ✓ Product Types
   - ✓ Job Types
   - ✓ Sales orders and jobs that have been updated by the Sales Register Update.

How Sales Analysis Files Are Updated

Sales Register Update - Orders
During the Sales Register Update, the total cost, sales, and units update each Sales Analysis file for orders. The data is collected for Line Types S, N, and O. Stock items use the product type from the *Inventory Item Maintenance-Item Master Information*. Non-stock items use the product type entered by the user. Stock items are summarized by product type and item number. Non-stock items are summarized by product type and non-stock description.

Note: *In order for the system to use product types for non-stock items, the appropriate flag must be set in the Order/Invoice Line Code Maintenance. E=Enter Type or D=Use Default Type.*

Sales Register Update - Jobs
During the Sales Register Update, the total cost, sales, and units update each Sales Analysis file for jobs. The Service Repair Module uses the Job Type as the Product Type to capture the sales analysis data.

Note: *A job invoice is equal to one unit. When linked jobs are being used and the primary job is invoiced, the unit is recorded for the primary job only. The units for the secondary jobs are not recorded. Because the sales analysis total sales and total cost are updated based on each individual job, the sales analysis files will reflect the correct sales and cost for each linked job.*

Note: *The Sales Analysis by Distribution Code uses the job invoice header distribution code from the Customer Master. This distribution code may differ from the job distribution code.*

Job Closing/Job Reopening
Only the sales analysis cost is affected during Job Closing and Job Reopening. If additional cost was added to a job after it was invoiced, the additional cost will be added to the sales analysis files during Job Closing.

When a job is reopened, the job is removed from history and put back in the active job file. Any additional cost added to the job after it was invoiced will be subtracted from the sales analysis files during Job Reopening.

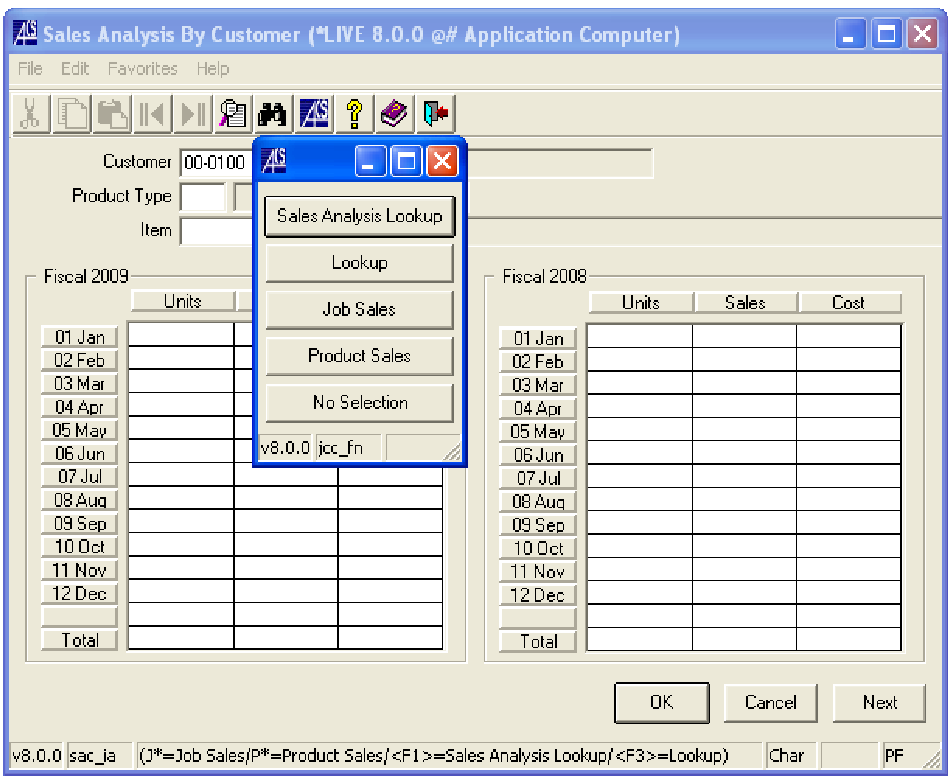
Note: *If a job is closed in a different month than it was invoiced and cost was posted after the invoice was updated, the additional cost will show in the month it was closed (**based on job closing processing date**) and may not be the same month the sale occurred.*

Distribution →Sales Analysis →Inquiries

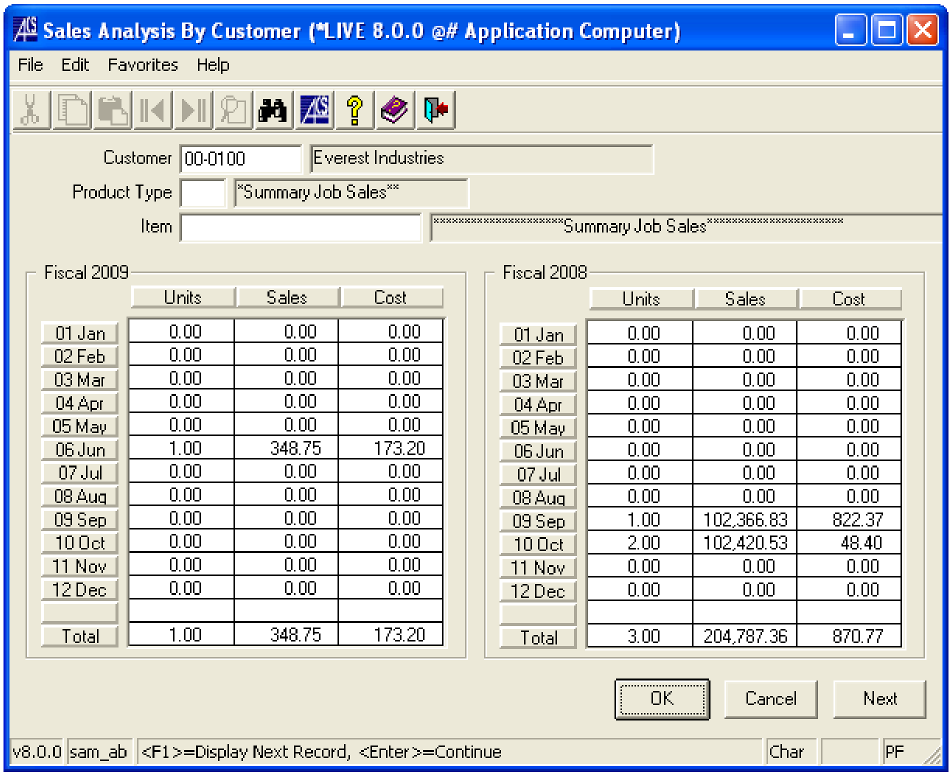
Most of the sales analysis inquiries function the same way. Product Type and/or Item criteria can be entered for each inquiry. Product Type can be detailed by **"J"** for Job Sales or **"P"** for Product Sales. Enter **J*** in the Product Type for job sales, enter **P*** for product sales, or right click on the Product Type field for available options. If both job sales and product sales are to be included in the inquiry, press **<F4>** at the Product Type field for a **SUMMARY** of both.

Each inquiry displays the Period, Units, Sales, and Cos**t** for the *Current* and *Prior* years. The Fiscal Calendar in the *General Ledger-Maintenance-Parameter Maintenance* determines what periods will display. Closing Period 12 in AR Period End Update affects what current and prior fiscal year will display. Totals for Units, Sales, and Cost are displayed. Selecting **<F1>** or clicking the **NEXT** button allows the user to go to the next record.

Example: Sales Analysis by Customer (Inquiry)



Display job sales by entering **J*** in the Product Type field or right click to select the **Job Sales** option.



Sales Analysis By Customer (*LIVE 8.0.0 @# Application Computer)

File Edit Favorites Help

Customer 00-0100 Everest Industries

Product Type *Summary Job Sales**

Item ********************Summary Job Sales**********************

Fiscal 2009

	Units	Sales	Cost
01 Jan	0.00	0.00	0.00
02 Feb	0.00	0.00	0.00
03 Mar	0.00	0.00	0.00
04 Apr	0.00	0.00	0.00
05 May	0.00	0.00	0.00
06 Jun	1.00	348.75	173.20
07 Jul	0.00	0.00	0.00
08 Aug	0.00	0.00	0.00
09 Sep	0.00	0.00	0.00
10 Oct	0.00	0.00	0.00
11 Nov	0.00	0.00	0.00
12 Dec	0.00	0.00	0.00
Total	1.00	348.75	173.20

Fiscal 2008

	Units	Sales	Cost
01 Jan	0.00	0.00	0.00
02 Feb	0.00	0.00	0.00
03 Mar	0.00	0.00	0.00
04 Apr	0.00	0.00	0.00
05 May	0.00	0.00	0.00
06 Jun	0.00	0.00	0.00
07 Jul	0.00	0.00	0.00
08 Aug	0.00	0.00	0.00
09 Sep	1.00	102,366.83	822.37
10 Oct	2.00	102,420.53	48.40
11 Nov	0.00	0.00	0.00
12 Dec	0.00	0.00	0.00
Total	3.00	204,787.36	870.77

OK Cancel Next

v8.0.0 sam_ab <F1>=Display Next Record, <Enter>=Continue Char PF

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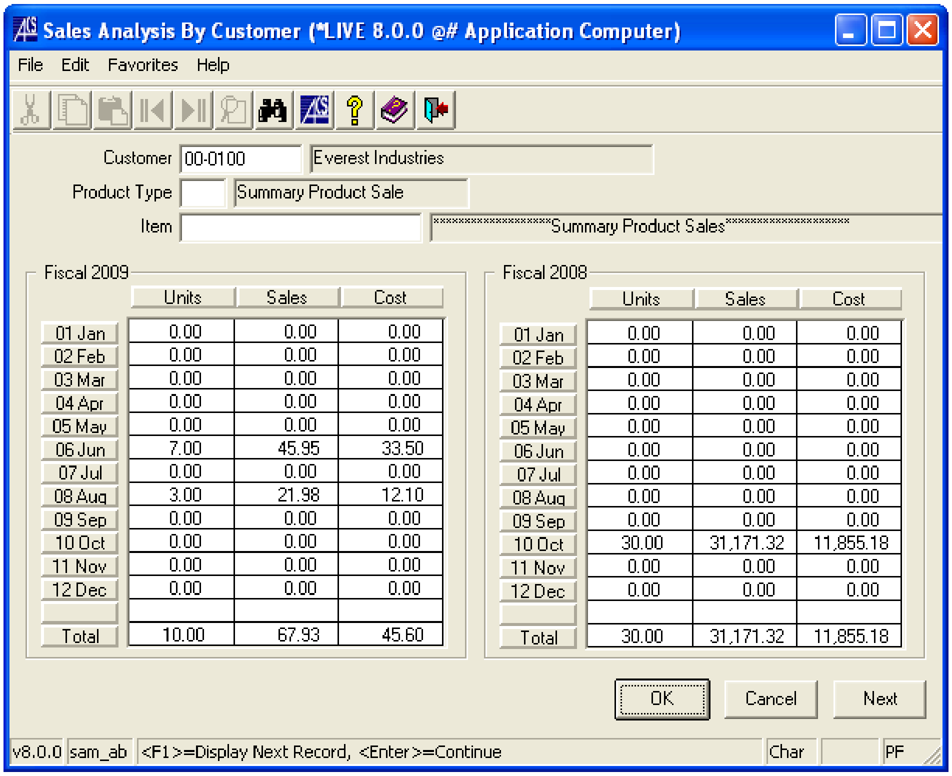
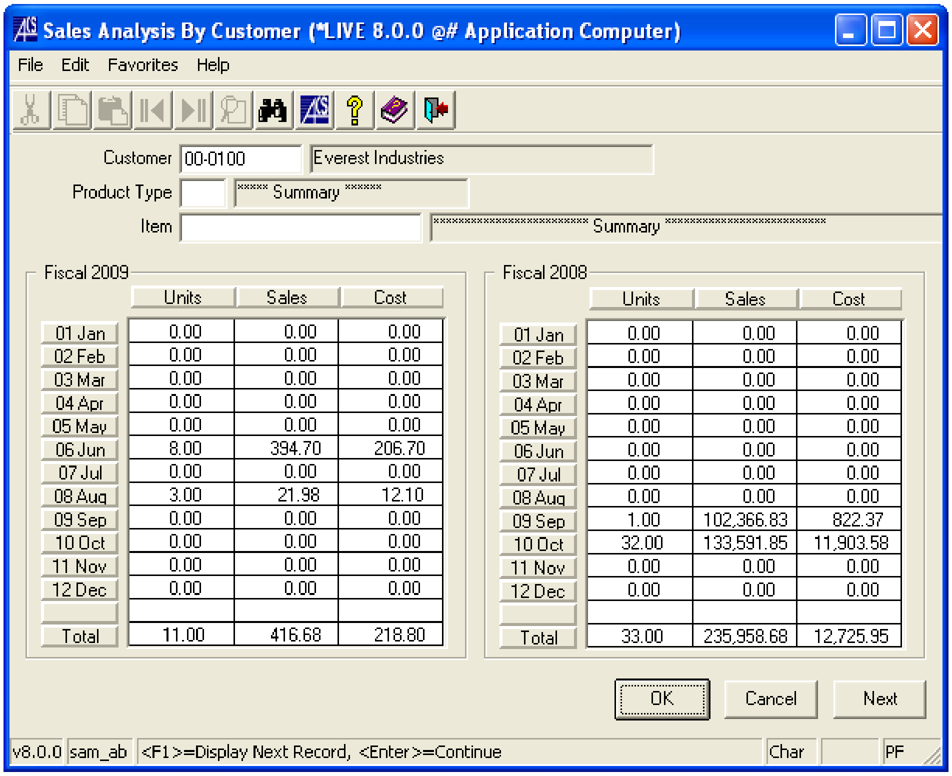
Sales Analysis

Display job sales by entering **P*** in the Product Type field or right click to select the **Product Sales** option.



If both job sales and product sales are to be included in the inquiry, press **<F4>** at the Product Type for a **SUMMARY** of both.



Fiscal 2009

	Units	Sales	Cost
01 Jan	0.00	0.00	0.00
02 Feb	0.00	0.00	0.00
03 Mar	0.00	0.00	0.00
04 Apr	0.00	0.00	0.00
05 May	0.00	0.00	0.00
06 Jun	8.00	394.70	206.70
07 Jul	0.00	0.00	0.00
08 Aug	3.00	21.98	12.10
09 Sep	0.00	0.00	0.00
10 Oct	0.00	0.00	0.00
11 Nov	0.00	0.00	0.00
12 Dec	0.00	0.00	0.00
Total	11.00	416.68	218.80

Fiscal 2008

	Units	Sales	Cost
01 Jan	0.00	0.00	0.00
02 Feb	0.00	0.00	0.00
03 Mar	0.00	0.00	0.00
04 Apr	0.00	0.00	0.00
05 May	0.00	0.00	0.00
06 Jun	0.00	0.00	0.00
07 Jul	0.00	0.00	0.00
08 Aug	0.00	0.00	0.00
09 Sep	1.00	102,366.83	822.37
10 Oct	32.00	133,591.85	11,903.58
11 Nov	0.00	0.00	0.00
12 Dec	0.00	0.00	0.00
Total	33.00	235,958.68	12,725.95

Sales Analysis Inquiries

By Customer – Customer number from the invoice header.

By Territory – Territory number from the invoice header.

By Salesperson – Salesperson number from the invoice header.

By Customer Type – Customer Type from *Customer Maintenance-Profile Maintenance*

By Customer Ship-To – Customer number and Ship-To number from invoice header.

By SIC – Customer SIC from *Customer Maintenance-Name/Address Maintenance*

By Product – Stock item product types come from *Inventory Maintenance-Inventory Item Maintenance*. Non-stock product types are entered by the user during the *Order/Invoice Entry* process. If the invoice is a job invoice, the product type is the job type.

Note: *In order for the system to use product types for non-stock items, the appropriate flag must be set in the Order/Invoice Line Code Maintenance. E=Enter Type or D=Use Default Type.*

By Warehouse – Warehouse code from the invoice detail stock item.

By Stocking Vendor – If the stocking level is "W", the stocking vendor comes from the *Warehouse Information*. If the stocking level is "I", the stocking vendor comes from the *Inventory Item Maintenance.*

By Distribution Code – Distribution code from invoice header for orders and jobs.

Note: *the Distribution on the job invoice header may not match the job department distribution code.*

By Non-Stock Desc – Non-stock description and product type come from the invoice detail lines.

By Product/Item/Customer – Stock item product types come from Inventory Item Maintenance. Non-stock item product types are entered by the user during the *Order/Invoice Entry* process. If the invoice is a job invoice, the product type is the job type. Item number comes from the invoice detail line item. Customer number comes from invoice header.

Note: *When job types are created in the Job Type Maintenance, a cross-reference sales analysis file is updated with the job type.*

Distribution →Sales Analysis →Reports

The reports in the Sales Analysis Module all print and sort in the same manner, determined by the entries you make to the criteria fields. The Fiscal **Period/Year** is entered. A **Detail Level** can be entered for each report. Each report task has a **Sequence** field where you tell the module to sort the report information in an ascending, descending, or unsorted order. If **Include Zero Sales Lines** is "N", the report will not print lines with all zero amounts. The **Include Jobs/New Products/All** option allows the reports to be printed for jobs, new products, or both. **Product Type** and **Item Number** criteria can be entered for most sales analysis reports. Exceptions are the Sales Analysis by Customer Ship-To which uses Customer Ship-To and Item Number criteria and Sales Analysis by Non-Stock Desc which uses Product Type and Non-stock Desc criteria. The reports also include a **Page Break** option.

When you create a 12-period report by entering **Y** in the **12 Period Report** field, you have the option of basing the report on sales or units. The total sales or units are then sorted to the level of detail you select in the **Detail Level** field.

When you do not create a 12-period report by entering **N** in the **12 Period Report** field, the sort is automatically based on *sales of the detail level*. The report is further defined with the **MTD, YTD or Prior** field, where you enter which reporting period appears first, second, and third on the report.

Note: The *Sales* refers to the *Extended Price* of the item. The *Cost* is the *Unit Cost* * *Ship Quantity*. The *Units* for non-stock and stock items on sales orders refer to the *Ship Quantity*. The *Units* for jobs are reported as a quantity of one.

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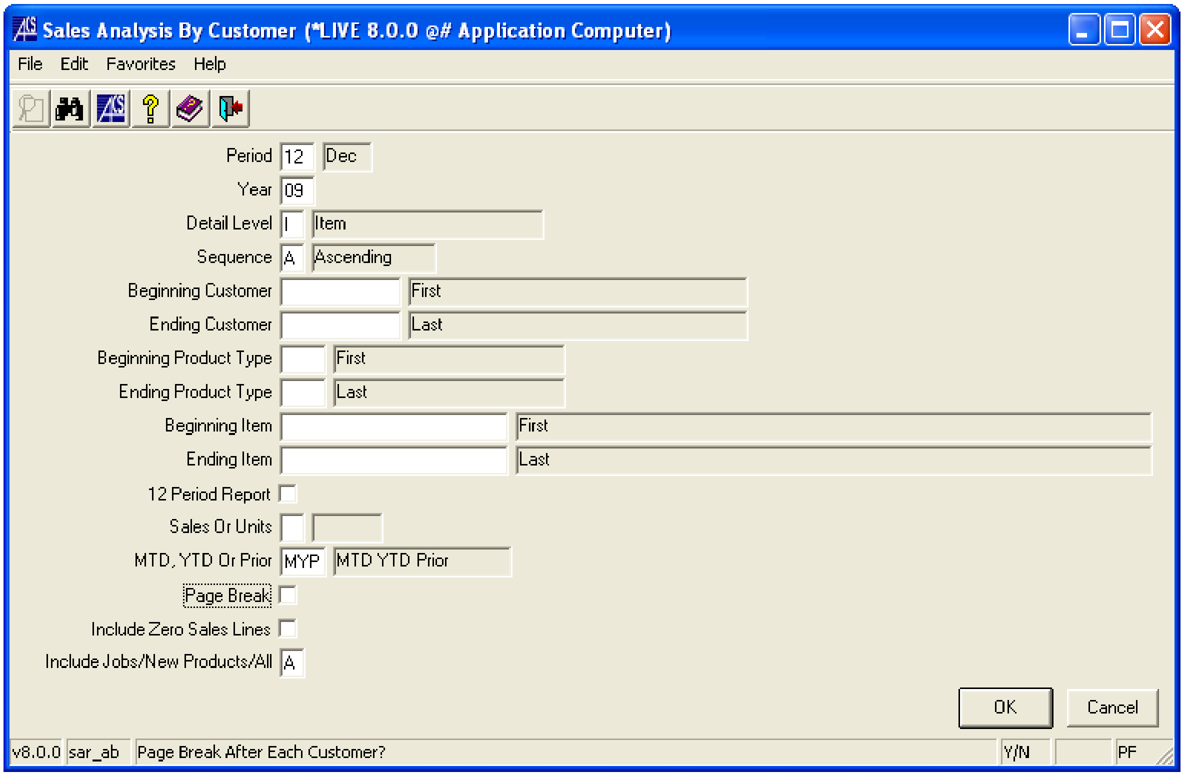
Example: Sales Analysis by Customer (Report)



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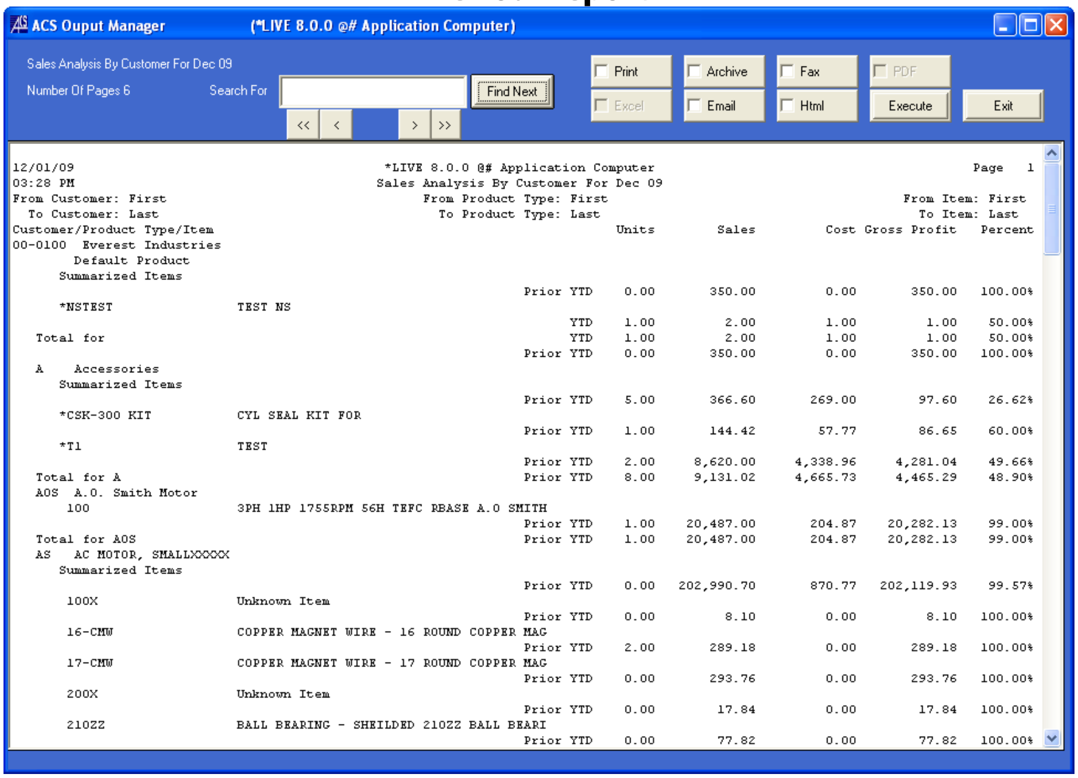
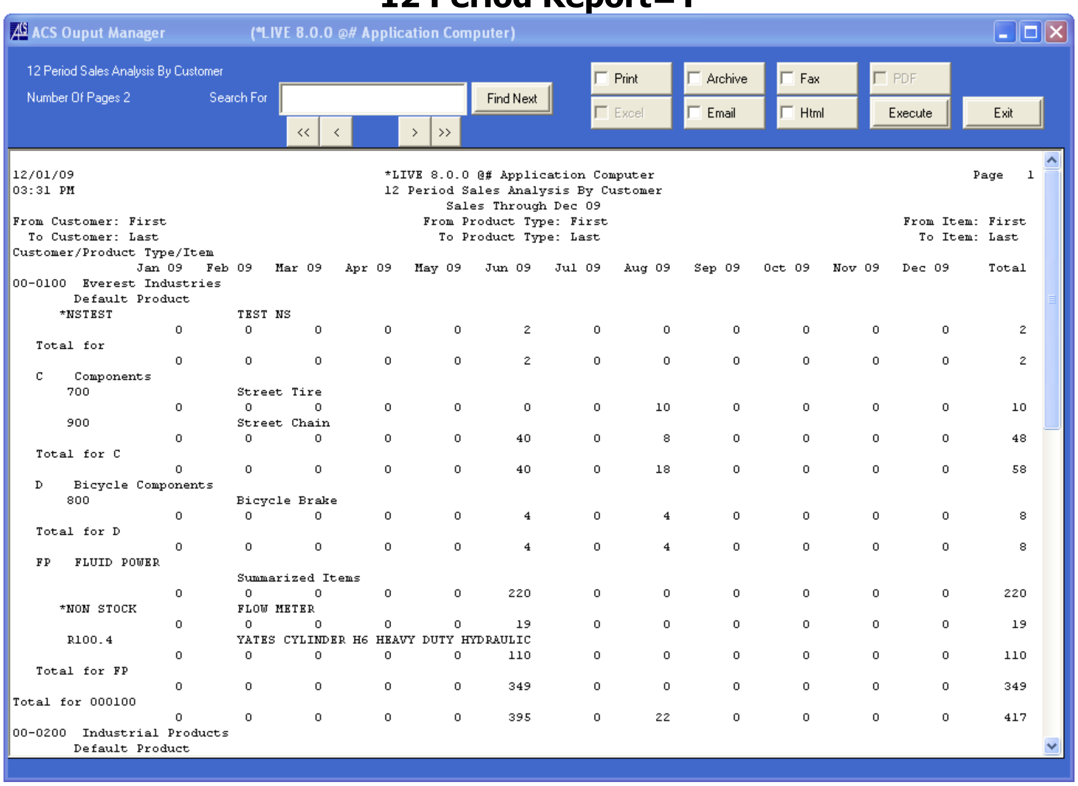
12 Period Report=N




```
12/01/09                                  *LIVE 8.0.0 @# Application Computer                                  Page   1
03:28 PM                                 Sales Analysis By Customer For Dec 09
From Customer: First                           From Product Type: First                            From Item: First
  To Customer: Last                              To Product Type: Last                               To Item: Last
Customer/Product Type/Item                                            Units        Sales         Cost Gross Profit   Percent
00-0100  Everest Industries
        Default Product
      Summarized Items
                                                           Prior YTD    0.00       350.00         0.00       350.00   100.00%
      *NSTEST                TEST NS
                                                                 YTD    1.00         2.00         1.00         1.00    50.00%
   Total  for                                                    YTD    1.00         2.00         1.00         1.00    50.00%
                                                           Prior YTD    0.00       350.00         0.00       350.00   100.00%
   A    Accessories
      Summarized Items
                                                           Prior YTD    5.00       366.60       269.00        97.60    26.62%
      *CSK-300 KIT           CYL SEAL KIT FOR
                                                           Prior YTD    1.00       144.42        57.77        86.65    60.00%
      *T1                    TEST
                                                           Prior YTD    2.00     8,620.00     4,338.96     4,281.04    49.66%
   Total for A                                             Prior YTD    8.00     9,131.02     4,665.73     4,465.29    48.90%
   AOS  A.O. Smith Motor
       100                   3PH 1HP 1755RPM 56H TEFC RBASE A.0 SMITH
                                                           Prior YTD    1.00    20,487.00       204.87    20,282.13    99.00%
   Total for AOS                                           Prior YTD    1.00    20,487.00       204.87    20,282.13    99.00%
   AS   AC MOTOR, SMALLXXXXX
      Summarized Items
                                                           Prior YTD    0.00   202,990.70       870.77   202,119.93    99.57%
       100X                  Unknown Item
                                                           Prior YTD    0.00         8.10         0.00         8.10   100.00%
       16-CMW                COPPER MAGNET WIRE - 16 ROUND COPPER MAG
                                                           Prior YTD    2.00       289.18         0.00       289.18   100.00%
       17-CMW                COPPER MAGNET WIRE - 17 ROUND COPPER MAG
                                                           Prior YTD    0.00       293.76         0.00       293.76   100.00%
       200X                  Unknown Item
                                                           Prior YTD    0.00        17.84         0.00        17.84   100.00%
       210ZZ                 BALL BEARING - SHEILDED 210ZZ BALL BEARI
                                                           Prior YTD    0.00        77.82         0.00        77.82   100.00%
```

12 Period Report=Y




```
12/01/09                                  *LIVE 8.0.0 @# Application Computer                                  Page   1
03:31 PM                                   12 Period Sales Analysis By Customer
                                                 Sales Through Dec 09
From Customer: First                           From Product Type: First                            From Item: First
  To Customer: Last                              To Product Type: Last                               To Item: Last
Customer/Product Type/Item
                Jan 09   Feb 09   Mar 09   Apr 09   May 09   Jun 09   Jul 09   Aug 09   Sep 09   Oct 09   Nov 09   Dec 09     Total
00-0100  Everest Industries
        Default Product
      *NSTEST                TEST NS
                     0        0        0        0        0        2        0        0        0        0        0        0         2
   Total  for
                     0        0        0        0        0        2        0        0        0        0        0        0         2
   C    Components
       700                   Street Tire
                     0        0        0        0        0        0        0       10        0        0        0        0        10
       900                   Street Chain
                     0        0        0        0        0       40        0        8        0        0        0        0        48
   Total for C
                     0        0        0        0        0       40        0       18        0        0        0        0        58
   D    Bicycle Components
       800                   Bicycle Brake
                     0        0        0        0        0        4        0        4        0        0        0        0         8
   Total for D
                     0        0        0        0        0        4        0        4        0        0        0        0         8
   FP   FLUID POWER
                             Summarized Items
                     0        0        0        0        0      220        0        0        0        0        0        0       220
      *NON STOCK             FLOW METER
                     0        0        0        0        0       19        0        0        0        0        0        0        19
       R100.4                YATES CYLINDER H6 HEAVY DUTY HYDRAULIC
                     0        0        0        0        0      110        0        0        0        0        0        0       110
   Total for FP
                     0        0        0        0        0      349        0        0        0        0        0        0       349
Total for 000100
                     0        0        0        0        0      395        0       22        0        0        0        0       417
00-0200  Industrial Products
        Default Product
```

Sales Analysis Reports

By Customer – Customer number from the invoice header.

By Territory – Territory number from the invoice header.

By Salesperson – Salesperson number from the invoice header.

By Customer Type – Customer Type from *Customer Maintenance-Profile Maintenance*

By Customer Ship-To – Customer number and Ship-To number from invoice header.

By SIC – Customer SIC from *Customer Maintenance-Name/Address Maintenance*

By Product – Stock item product types come from *Inventory Maintenance-Inventory Item Maintenance*. Non-stock product types are entered by the user during the *Order/Invoice Entry* process. If the invoice is a job invoice, the product type is the job type.

Note: *In order for the system to use product types for non-stock items, the appropriate flag must be set in the Order/Invoice Line Code Maintenance. E=Enter Type or D=Use Default Type.*

By Warehouse – Warehouse code from the invoice detail stock item.

By Stocking Vendor – If the stocking level is "W", the stocking vendor comes from the *Warehouse Information*. If the stocking level is "I", the stocking vendor comes from the *Inventory Item Maintenance.*

By Distribution Code – Distribution code from invoice header for orders and jobs.

Note: *The Distribution on the job invoice header may not match the job department distribution code.*

By Non-Stock Desc – Non-stock description and product type come from the invoice detail lines.

By Product/Item/Customer – Stock item product types come from Inventory Item Maintenance. Non-stock item product types are entered by the user during the *Order/Invoice Entry* process. If the invoice is a job invoice, the product type is the job type. Item number comes from the invoice detail line item. Customer number comes from invoice header.

By Territory/Cust – Territory number from invoice header. Customer number from invoice header.

Note: *When job types are created in the Job Type Maintenance, a cross-reference sales analysis file is updated with the job type.*

Frequent Questions

How do I pull up one customer to find out all of the sales and what the profit was?

- ✓ Use the Sales Analysis Report for Product/Item/Customer, Detail Level C, and then enter the Beginning/Ending Customer Number.
- ✓ Print the Invoice History Report for a particular customer.

Why does the Sales Analysis by Customer not match the Invoice History cost?

- ✓ If additional cost was posted after a job was invoiced, the job may have been closed with a different date than the original invoice date. Use a job closing date that is the same as the invoice date.

Why are the units not the same in the Sales Analysis when running the report by Salesperson in MTD and 12-Period Report?

- ✓ Check the criteria for both reports. Be sure the user is comparing the same Period/Year. Jobs are recorded as one unit.

Why does the Sales Analysis by Distribution Code not match the distribution code for jobs?

- ✓ This report uses the distribution code from the invoice header that comes from the customer file, not the distribution code from the job department.

Why is the Current and Prior Year in Sales Analysis Inquiries incorrect?

- ✓ Closing Period 12 in AR Period End Update determines what displays as the Current and Prior Years.

Do Sales Analysis Inquiries/Reports have data for past years?

- ✓ Sales Analysis Inquiries only display the Current and Prior Years, but previous year's data is available when printing the sales analysis reports.
- ✓ Sales Analysis Reports can be printed by Period/Year for any previous year if data has not been purged.
- ✓ Use ODBC to create reports from the sales analysis files.

E. Advanced File Maintenance (Not applicable)

F. ADVANCED PROCESS TRAINING

Scope

The emphasis of this session will be to cover the more advanced features in the Sales Analysis Module. The Executive Summary-Sales Analysis option will be reviewed in this session.

This session will cover several areas and therefore you may want to schedule your people based on the times below.

Training Schedule

1. Executive Summary-Sales Analysis (15 minutes).

Who should attend?

1. All individuals that will be responsible for Sales Analysis information.

Prerequisites

1. Trainees should have Navigation training
2. Trainees should have some basic understanding of the sales analysis system.
3. Sufficient information has been setup in the system to allow training. This would include the following.
   - ✓ Product Types
   - ✓ Job Types
   - ✓ Sales orders and jobs that have been updated by the Sales Register Update.

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Sales Analysis

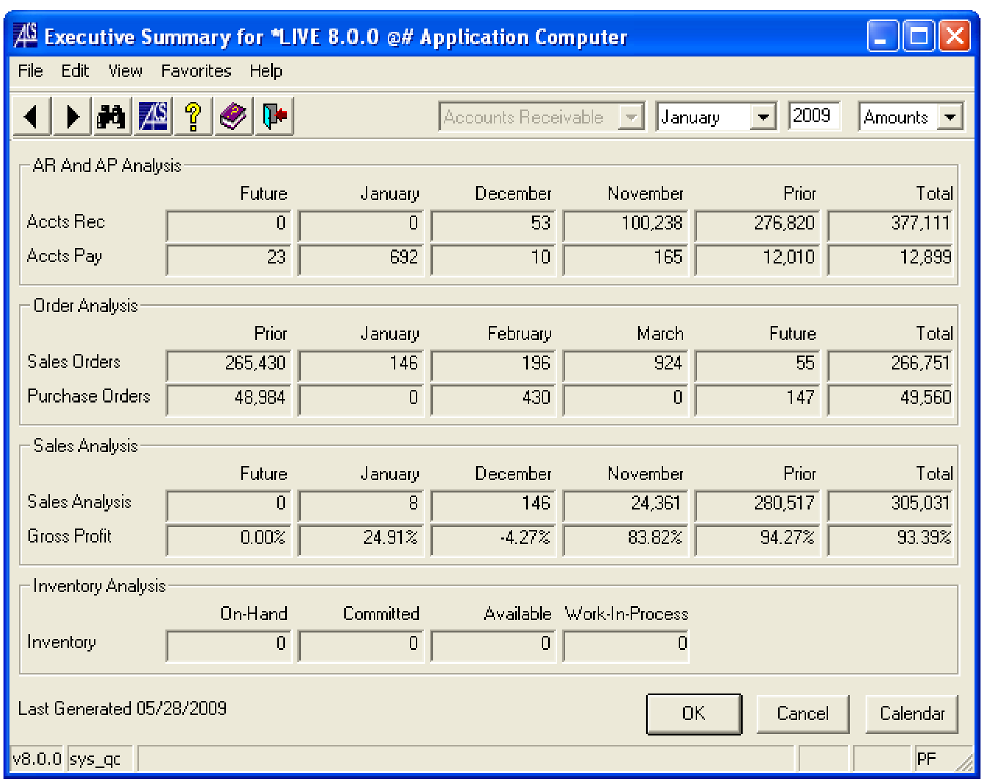
Executive Summary ➔Summary Analysis

Sales Analysis – Displays invoice history *total sale* amounts. Prior and Future sales amounts are displayed. This amount does not include tax, freight, or discounts and are aged by invoice date into the correct month/day. The amounts should be the same as those found on the Invoice History Report.

Gross Profit – The total gross profit percentages for each month are displayed. Prior and Future percentages are displayed. Invoice history *total cost* amounts are aged by the invoice date into the correct month/day. The percentage is calculated by dividing the gross profit (total sales minus total cost) by the total sales amount.

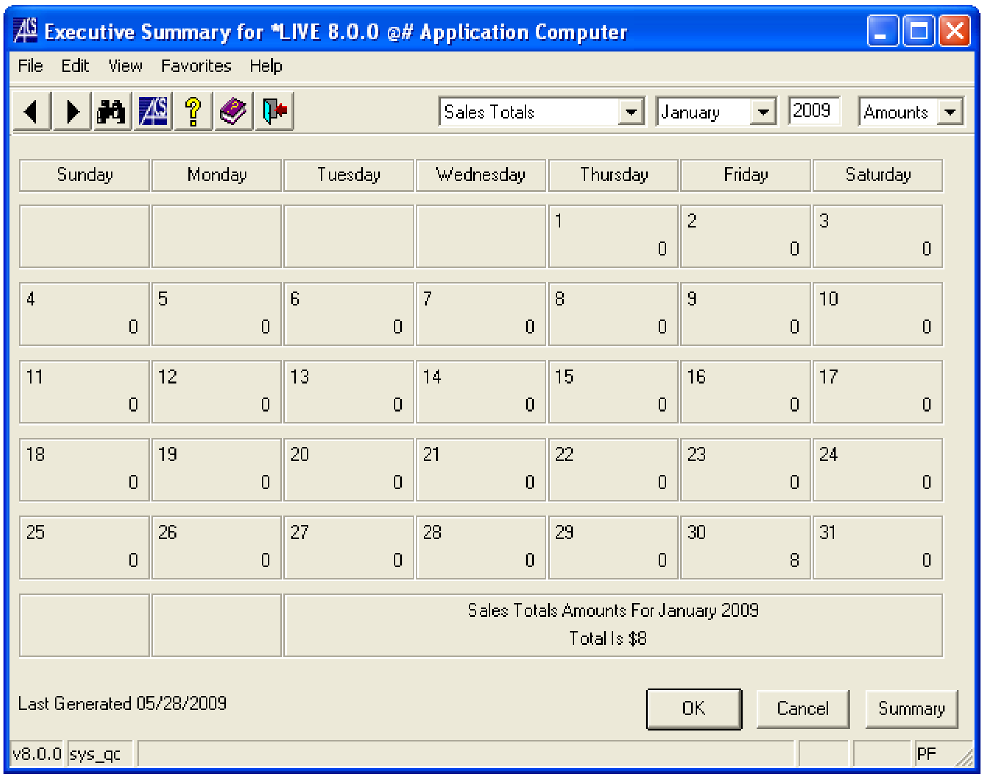
Note: *The Total column displays the total sales and total gross profit since the beginning of the invoice history.*

Note: *The Executive Summary displays the Last Generated Date at the bottom of the screen. The Generate Executive Summary should be run on a regular basis to reflect current sales and gross profit.*



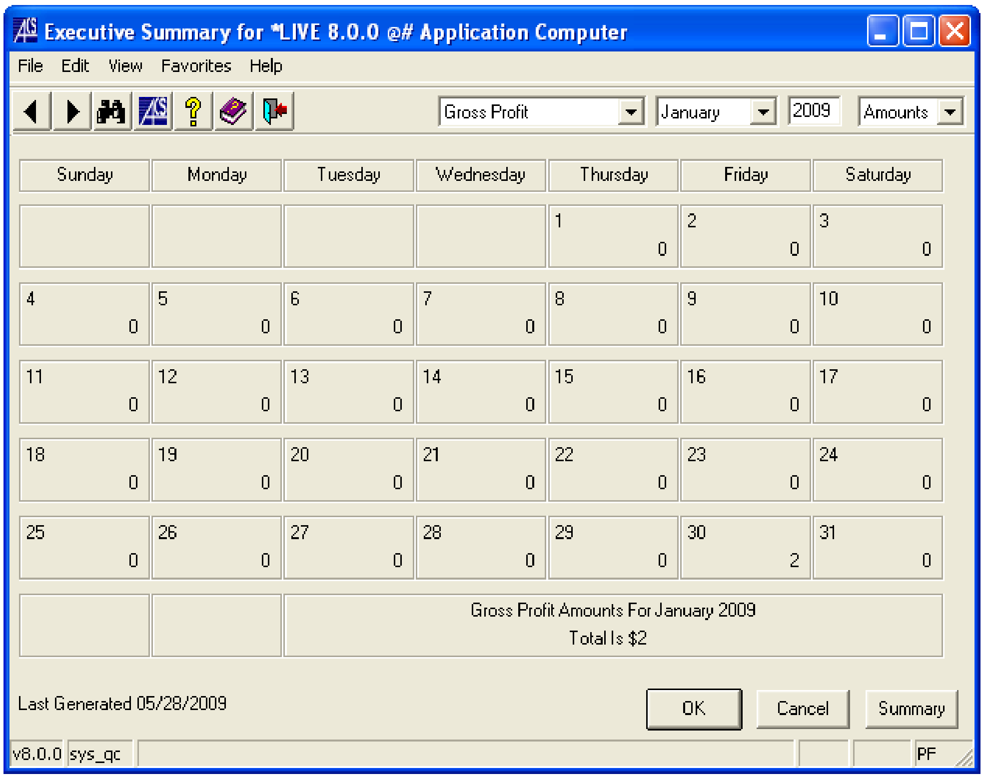
Executive Summary →Calendar

The calendar option allows the user to view the **Sales Totals** for each day of the month. The calendar can be displayed for any month or year. The totals can be displayed by amount, units, or averages. To return to the Summary Analysis, click on the Summary button.



Application Computer Systems, Inc.
Sales Analysis

The calendar option allows the user to view the **Gross Profit** for each day of the month. The calendar can be displayed for any month or year. The totals can be displayed by amount, units, or averages. To return to the Summary Analysis, click on the Summary button.



G. MONTH END PROCESSING

Distribution ➔Sales Analysis ➔Period End ➔Purge Zero Balance Records

This task is **NOT** recommended. This option **permanently deletes** Sales Analysis records based on the selected criteria.

The Sales Analysis Module does not require any month end processing. However, the *Accounts Receivable-Period End-Period End Update* does affect the sales analysis files when **Period 12** is closed.

When closing **Period 12** in *Accounts Receivable-Period End-Period End Update*, the current year sales analysis data is moved to the *prior* year sales analysis and the *current* year amounts are reset to zero.

Note: *Closing Period 12 in Accounts Receivable will determine what Current and Prior years display in the Sales Analysis Inquiries.*