

**SALES REPORTING PROCEDURE DESCRIPTION**

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SALES REPORTING PROCEDURE DESCRIPTION.DOC

SR2-2 Sales Reporting and Analysis

Procedure Description

# Business Info-Solution Sales Reporting and Analysis

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# Business Info-Solution Sales Reporting and Analysis

## JOB: Maintenance of Company Master

This job allows entry update and listing of the company master file.

### Step 1. BSRCLWCMP – Work with Company Master

This procedure allows you to maintain company information, divisions, and links to other Sales Reporting & Analysis information related to a company. The opening screen will look like the following example;

```
Work with Company Master                                BSRRG510 1

Company Id . . . .
Division Id. . . .

Type options, press Enter.
 2=Change   4=Delete   5=Display   7=Stores   9=Wkly Rpts
 3=Copy                                           8=Weeks   10=Dft Cnst

  Co Divsn  Company or
Opt Id Id   Division name
 01        BAR B Q UNLIMITED
 01 AWFHOT  AWFULLY HOT
 01 REDHOT  RED HOT
 01 VRYHOT  VERY HOT
 02        COMPANY TWO
 03        COMPANY THREE
 04        NEW DIVISION OF PERFECTION
 10        COMPANY NUMBER 10
 20        COMPANY NUMBER 20
 20 ONE    DIVISION ONE

F3=Exit    F5=Refresh    F6=Create

More...
```

Figure 1.

This display shows all companies and divisions currently defined for the Sales Reporting and Analysis system. The operator may use either the roll up and down keys or enter a company/division id at the top of the screen to reposition the display.

The following options may be entered to initiate several data functions or links to other maintenance processes.

- 2 = Change a company or division definition. Displays the screen that allows the operator to update fields defining the company or division. See figure 2.
- 3 = Copy a company or division definition. Start a process that will copy the company or division definition. See figure 2.

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- 4 = Delete a company or division. Start a process that will delete a company or division definition and all associated records for that company if deleting a company. See figure 3.
- 5 = Display a company or division. Displays a screen showing fields defining this company or division. See figure 2.
- 7 = Go to the display that allows the maintenance of all stores for the associated company. See procedure BSRCLWSTR.
- 8 = Go to the display that allows the maintenance of weeks for the associated company. See procedure BSRCLWWEK.
- 9 = Go to the display that allows the maintenance of all weekly report forms for the associated company. See procedure BSRCLWDSC.
- 10 = Go to the display that allows the maintenance of all named constants that can be referenced on a report form for the associated company. See procedure BSRCLWDFT.

In addition to the options listed above the following function keys may be pressed to initiate the following program actions;

- Roll Up/Roll Down = To position the display up or down thru companies and divisions in the file.
- F3 = Exit the program. Company/division maintenance is complete for now.
- F5 = Refresh this display.
- F6 = Add a new company or division id. A screen will then be presented to enter fields to define a company or division id. See figure 2.

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The following fields are prompted in response to either a company/division id 2=Change, 3=Copy, 5=Display, or F6=Add function key.

```
UPDATE                               Work with Company Master           BSRRG510 2

Company Id . . . . 01
Division Id. . . .           (leave Division Id blank on Company record)

Type information, press Enter.
Company or
Division name . BAR B Q UNLIMITED

F3=Exit      F5=Refresh      F12=Cancel

Roll up/down
```

Figure 2.

These fields are defined as follows;

## **Company Id**

Two-character alphanumeric code identifying the particular company.

## **Division Id**

Enter blanks for a company definition. Six-character division id for a division definition.

## **Company or Division Name**

Thirty-character name of this company or division.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position the display up or down thru companies and divisions in the file.

F3 = Exit the program. Company/division maintenance is complete for now.

F5 = Refresh this display.

F12 = Cancel any changes entered on the display and return to work with companies/divisions display.

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The following display is shown in response to a company id (not division) option 4=Delete request;

```
UPDATE                               Work with Company Master          BSRRG510 2
Company Id . . . . 01 BAR B Q UNLIMITED

Type information, press Enter.

WARNING: You are about to remove the above Company Id.
Keying DELETE and pressing ENTER will continue
the deletion of the Company Id and ALL of the
following:
*****
** Division and Store Masters          **
** Week Control Master                 **
** Weekly Report Description and Default Constants **
*****

Please enter DELETE if you wish to DELETE ALL of the
records associated with this Company Id. . . . .

F3=Exit                               F12=Cancel
```

Figure 3.

This screen allows for the entry of a confirmation field declaring the operator's intention to delete all records pertaining to the selected company id. The literal field "DELETE" must be entered before the deletion process will continue. Please note informational warning message on the display screen. This process step when confirmed is not recoverable.

The following fields are requested;

## DELETE

Six character literal that confirms the intent to delete a company.

The following function keys may be pressed to initiate the following program actions;

F3 = Exit the delete company process.

F12 = Cancel the delete company process.

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## **Step 2. BSRCLLCMP - List Company Master**

This procedure lists companies and divisions defined in the company master.

# Business Info-Solution Sales Reporting and Analysis

## JOB: Maintenance of Store Master

This job allows entry update and listing of the store master file.

### Step 1. BSRCLWSTR – Work with Store Master

The procedure allows you to maintain store information for the Sales Reporting and Analysis System. The opening screen will look like the following example;

```
Work with Store Master                                BSRRG511 1
Company Id . . . . 01 BAR B Q UNLIMITED
Store # . . . . .

Type options, press Enter.
 2=Change      4=Delete      5=Display
 3=Copy

Co Store
Opt Id #      Store Name/Location                    Divsn Str
              Store Name/Location                    Group Sts
01           1 STORE NUMBER UNO                      VRYHOT O
01           2 STORE DOS                              REDHOT
01           22 STORE DUO DOS                        REDHOT
01           23 STORE DOS TRES                       REDHOT B
01          100 STORE NO. 100                        VRYHOT O
01          1313 MOCKINGBIRD STORE                   VRYHOT
01          6316 STORE IN TESTING                    REDHOT

F3=Exit      F5=Refresh      F6=Add

Bottom
```

Figure 1.

This display shows all stores currently defined in the store master. If this display was initiated via a request from company maintenance (BSRCLWCMP) only stores for the previously selected company will be shown. The operator may use either the roll up and down keys or enter store # at the top of the screen to reposition the display in the file.

The following options may be entered to initiate several data functions;

- 2 = Change a store definition. Displays the screen that allows the operator to update fields defining a store. See figure 2.
- 3 = Copy a store definition. Start a process that will copy all the data values associated with the store id. See figure 2.
- 4 = Delete a store definition. Start a process that will delete all data associated with the store id.

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5 = Display a store definition. Displays a screen showing fields defining this store id. See figure 2.

In addition to the options listed above the following function keys may be pressed to initiate the following program actions;

F3 = Exit the program. Store maintenance is complete for now.

F5 = Refresh this display.

F6 = Add a new store id. A screen will then be presented to enter fields to define a store id. See figure 2.

# Business Info-Solution Sales Reporting and Analysis

The following fields are prompted in response to either a store id 2=Change, 3=Copy, 5=Display, or F6=Add function key;

Screen 1 of 2

```
UPDATE                               Work with Store Master                               BSRRG511 2

Company Id . . . . 01 + VERY HOT
Store # . . . . . 1313

Type information, press Enter.
Store Name/Loc. . MOCKINGBIRD STORE
Address 1 . MOCKINGBIRD LANE
Address 2 .
City. . . . DALLAS                               St TX Zip 74333 2032
Franchise StoreId 232222-4
Curr Status/Date. O + 2006/07/01 +
Last Status/Date.  +
Division Id . . . VRYHOT + VERY HOT
Region. . . . . TEXAS
District. . . . . SCENTR

Store Voice Phone (214)555-0232
Store Fax Phone .
Data Modem/Addr .

F3=Exit      F5=Refresh      F9=Lookup+      F12=Cancel      Roll up/down
```

Figure 2a.

These fields are defined as follows;

### **Company Id**

Two-character alphanumeric code identifying the company.

### **Store #**

Six-digit numeric code identifying the store.

### **Store Name/Location**

Thirty-character field for store name, location or other identifying description.

### **Store Address 1**

Thirty-character field for store address line 1.

### **Store Address 2**

Thirty-character field for store address line 2.

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**Store City**

Twenty-character field for store city name.

**Store State**

Two character abbreviation for the store state is located in.

**Store Zip**

Five digit and four digit store zip code and zip code extension fields.

**Franchise Store Id**

Twenty four character field for storing the store's identification number used by the franchising company.

**Current Store Status/Date**

One-character code indicating the current status of this store and an eight digit date the status became effective as of. Date format is yyymmdd.

**Last Store Status/Date**

One-character code indicating the last status of this store and an eight digit date the status became effective as of. Date format is yyymmdd.

**Division Id**

Six-character division id that this store belongs to.

**Region**

Six-character region id that this store belongs to.

**District**

Six-character district id that this store belongs to.

**Store Voice Phone**

Twenty character voice phone number. [(xxx) xxxx-xxxx xxx]

**Store Fax Phone**

Twenty character faxphone number. [(xxx) xxxx-xxxx xxx]

**Data Modem/Addr**

Twenty character modem phone number [(xxx) xxx-xxxx] or data address such as IP address [xxx.xxx.xxx.xxx].

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Screen 2 of 2.

UPDATE	Work with Store Master	BSRRG511 2
Company Id . . . . .	01 + BAR B Q UNLIMITED	
Store # . . . . .	1313 MOCKINGBIRD STORE	
Type information, press Enter.		
Direct Mkt Area .	123	
Area Domn Influ .	A123	
Supervisor Id . .	232002222	
Field Supervisor.	234567890	
Vice President. .	023222233	
Payroll Dept. . .	1313	
Cost Center . . .	71313	
Taxing State Id .	TX	
Taxing City Id. .	DALLAS	
Taxing County Id.	LOVE	
Taxing Authority.	MTA	
F3=Exit	F5=Refresh	F12=Cancel
		Roll up/down

Figure 2b.

These fields are defined as follows;

**Company Id**

Two-character alphanumeric code identifying the company.

**Store #**

Six-digit numeric code identifying the store.

**Direct Mkt Area**

Ten character field to record the store's direct marketing area id.

**Area Domn Influ**

Ten character field to record the store's area of dominant influence for advertising.

**Supervisor Id**

Ten character field to record the store's supervisor id.

**Field Supervisor Id**

Ten character field to record the store's field supervisor id.

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**Vice President Id**

Ten character field to record the store's vice president.

**Payroll Dept**

Four character field to record the store's payroll department id.

**Cost Center**

Six digit field to record the store's general ledger cost center number.

**Taxing State Id**

Two character state abbreviation to be used in locating sales tax authority.

**Taxing City Id**

Ten character field to record the store's city to be used in locating sales tax authority.

**Taxing County Id**

Ten character field to record the store's county to be used in locating sales tax authority.

**Taxing Authority Id**

Ten character field to record the store's optional additional taxing authority.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position the display up or down thru stores in the file.

F3 = Exit the program. Store maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to enter in that field.

F12 = Cancel any changes entered on the display and return to work with stores display.

# Business Info-Solution Sales Reporting and Analysis

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## **Step 2. BSRCLLSTR - List Store Master**

This procedure edits and lists stores defined in the store master. Stores may be selected for listing by company number and store number or all stores may be selected.



# Business Info-Solution Sales Reporting and Analysis

## JOB: Maintenance of Weekly Report Description Master

### Step 1. BSRCLWDSC – Work with Weekly Report Description Master

The procedure allows you to maintain information describing week sales reporting forms for the Sales Reporting and Analysis System. The opening screen will look like the following example;

```
Work with Weekly Report Desc Mstr                BSRRG513 1

Company Id . . . . . 01 BAR B Q UNLIMITED
Form # . . . . . 0

Type options, press Enter.
  1=Lines      2=Change      4=Delete      5=Display
                3=Copy

  Co
Opt Id Frm# Report Title
01  1  SALES RECAP REPORT
01  2  SALES RECAP REPORT TWO
01  95 DENNY'S DAILY NEWS
01  99 RICK'S NEW SAMPLE REPORT

F3=Exit      F5=Refresh      F6=Add

Bottom
```

Figure 1.

This display shows all forms currently defined in the weekly report description master. If this display was initiated via a request from company maintenance (BSRCLWCMP) only forms for the previously selected company will be shown. The operator may use either the roll up and down keys or enter a form number at the top of the screen to reposition the display in the file.

The following options may be entered to initiate several data functions;

- 1 = Go to the display that allows the maintenance of the lines defined for the associated form number. See figure 3.
- 2 = Change a form definition. Displays the screen that allows the operator to update fields defining a form. See figure 2.
- 3 = Copy a form definition. Start a process that will copy all the data values associated with the form number. See figure 2.

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- 4 = Delete a form definition. Start a process that will delete all data associated with the form number.
- 5 = Display a form definition. Displays a screen showing fields defining this form number. See figure 2.

In addition to the options listed above the following function keys may be pressed to initiate the following program actions;

- F3 = Exit the program. Form maintenance is complete for now.
- F5 = Refresh this display.
- F6 = Add a new form number. A screen will then be presented to enter fields to define a form number. See figure 2.

# Business Info-Solution Sales Reporting and Analysis

---

The following fields are prompted in response to either a form number 2=Change, 3=Copy, 5=Display, or F6=Add function key;

```
UPDATE                               Work with Weekly Report Desc Mstr          BSRRG513 2

Company Id . . . . . 01 BAR B Q UNLIMITED
Form # . . . . . 1

Type information, press Enter.
Report Title. . . SALES RECAP REPORT

F3=Exit          F5=Refresh          F12=Cancel          Roll up/down
```

Figure 2.

These fields are defined as follows;

**Company Id**

Two-character alphanumeric code to identify the company.

**Form #**

Two-digit number identifying this weekly sales report form.

**Report Title**

Thirty-five character field to describe report form.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position the display up or down thru forms in the file.

F3 = Exit the program. Form maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to enter in that field.

F12 = Cancel any changes entered on the display and return to work with forms display.

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The following Work with Weekly Report Description Master–Lines screen is displayed in response to an option 1=Lines on the Work with Weekly Report Description Master display. This screen will allow the maintenance of the selected report form number for the associated company;

```

Work with Weekly Report Desc Mstr-Lines          BSRRG515 1

Company Id . . . . . 01 BAR B Q UNLIMITED
Form # . . . . . 1 SALES RECAP REPORT
Line Sequence #. . . 0

Type options, press Enter.
2=Change      4=Delete      5=Display      I=Insert same      F6=Add Type
3=Copy                               II,IT,IR,IH,IS=Insert type      Input
Line                               Inp Clear Add Pge Scn
Opt Seq Line Description           Tot# Totals Sub Brk Brk G/L B/R
50 TOTAL INVOICES THIS MONTH      I                               A 5      Y
51 OFFSET FOR COUNT POSTING       T 5 . . . .Y                               Y
55 NEW CUSTOMER INVOICES THIS MONTH I                               A 5
59 % OF NEW CUSTOMERS THIS MONTH  R          YYYYY
300 # 7810 OPEN 3 SHELF - OCS      I                               A 1      Y
301 $ 7810 OPEN 3 SHELF - OCS     I                               A 2
302 AVG SALES PRICE - 7810        R
320 # 7812 OPEN 3 SHELF VENDING  I                               A 1
321 $ 7812 OPEN 3 SHELF          I                               A 2
322 AVG SALES PRICE - 7812        R

F3=Exit      F5=Refresh      F6=Add      F7=Add Format      More...
    
```

Figure 3.

This display can be used to change, copy, delete or display lines on a weekly sales report form.

The following options may be requested;

- 2 = Change a report line. See figures 5,6,7,8, or 9.
- 3 = Copy a report line. See figures 5,6,7,8, or 9.
- 4 = Delete a report line.
- 5 = Display a report line. See figures 5,6,7,8, or 9.
- I = Insert a report line after this line. Format of the line will be the same as this line. Sequence number for the newly inserted line will be computed as the halfway point between the sequence number on this line and the next line in the form. If no more lines exist in the form, the current sequence will be incremented by 10. If no room exists for a new sequence number, then 999 will be displayed. Operator can override any sequence number generated. See figures 5,6,7,8, or 9.

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II, IT, IR, IH, IS = Insert a report line after this line. Format will be according to the option name entered: II=Input line (see Figure 5), IT=Total line (see Figure 6), IR=Result line (see Figure 7), IH=Heading line (see Figure 8), IS=Supplemental detail line (See Figure 9). Sequence number is computed as described in “I” option above.

The following function keys will perform these tasks;

- F3 = Exit this display and return to Work with Weekly Report Description Master display.
- F5 = Refresh the Work with Weekly Report Description Master-Lines display.
- F6 = Add a new report line. Line format will be based on the format of the last line added or changed. Note message in upper right corner of screen that displays the add line format. Sequence number will be computed as described in the “I” option.
- F7 = Add a new report line with line format selection. Same functionality as F6 key except that the line format will be prompted for operator selection in a window that will look like the following:

```
.Select Type of Line to Add.....
: Type line number, press Enter :
: 01 1=Input Line                :
:      2=Total Line              :
:      3=Result Line             :
:      4=Heading Line           :
:      5=Supplemental Detail Line :
.F12=Cancel.....
```

Figure 4.

The following field is to be entered;

### **Line Type**

Numeric value defining line format as documented on screen.

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The following fields are prompted in response to a request for an Input line type initiated by options 2=Change, 3=Copy, 5=Display, I=Insert, II=Insert input, or function keys F6=Add or F7=Add with line type = 1.

```
UPDATE                Work with Weekly Report Desc Mstr-Lines                BSRRG515 2

Company Id . . . . . 01 BAR B Q UNLIMITED
Form # . . . . . 1 SALES RECAP REPORT
Line Sequence #. . . 50 I Input

Type information, press Enter.
Line Description. TOTAL INVOICES THIS MONTH
Sum Column Calc . . . +
Default Cnst/Name          0 /          +
Edit code . . . . . P +          Clear totals. . . . . +
Add/Subtract. . . . . A +          Add to total #. . . 5 +
Count field . . . . . Y +          Save history. . . . . Y +
New page. . . . . +          New screen. . . . . +
Rev. G/L amount . . . +          Gen bank deposit. . . +
Use store center. . . +          Use prev day/Seq# Y + 55
                                Center Major Subsd MWS Protect . . . +
G/L Account +          0 + 9900 0

                                Roll up/down
F3=Exit          F5=Refresh          F9=Lookup+          F12=Cancel
```

Figure 5.

These fields are defined as follows;

## Company Id

Two-character alphanumeric code to identify the company.

## Form #

Two-digit number identifying this weekly sales report form.

## Line Sequence #

Three-digit number identifying a particular line within this weekly sales report form. It is recommended the sequence numbers be incremented by 10 to allow for inserting new lines with out re-sequencing. Once data has been collected for a line this line definition should not be removed or significantly changed in its definition or unpredictable results can occur during system processes.

## Line Description

Thirty five-character field to describe this line on the sales data entry screen and printouts.

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## Summary Column Calculation

A single character code indicating how this amount is to be calculated for a summary column (see the weekly total column on the weekly sales report or the monthly total column on the weekly sales history by month report).

- 'F' = Take the first (oldest) non-zero amount from columns on this line and place it in the summary column.
- 'L' = Take the last (most recent) non-zero amount and place it in the summary column.
- 'N' = Take the minimum (smallest non-zero) amount and place it in the summary column.
- 'S',blank = Sum the amounts on this line from each column, adding them into the total amount on this line in the summary column.
- 'X' = Take the maximum (largest non-zero) amount and place it in the summary column.

## Default Constant/Name

Eleven-digit amount to be automatically used on this line if an amount is not entered. For dollar amounts, enter this amount with two decimal places (xxxxxxxx.xx). For counts, enter as a whole number (xxxxxxxx.). Instead of entering the amount, you may enter a constant name, which identifies a constant amount described in the default constants master.

## Edit code

Single character code indicating that the amount entered or displayed on this line is to be tested for validity. An invalid amount is indicated by a warning error on the entry screen.

- 'B' = Should be either positive or negative but not zero
- 'N' = Should be negative.
- 'O' = Should be negative or zero.
- 'P' = Should be positive.
- 'Q' = Should be positive or zero.
- 'Z' = Should be zero.
- blank = Can be any number (not tested).

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## Clear totals

Five characters indicating if any of the five total accumulators should be zeroed out after this line is entered or displayed. Enter 'Y' in the position corresponding to the total that is to be cleared, enter 'N' or blank if the total is to be left unchanged. For example, if total two is to be cleared, enter NYNNN.

## Add/Subtract

Single character code to indicate that the amount displayed or entered is to be added or subtracted to a total accumulator.

'A' = add to a total  
'S' = subtract from a total  
blank = do not add or subtract

## Add to total #

Single digit number indicating which total accumulator is to be added to or subtracted from. This is valid only if the add/subtract code = 'A' or 'S'. Valid numbers are 1-5.

## Count field

Single character code indicating if the amount entered or displayed on this line is to be entered, printed and displayed as a whole number with no decimal places. (It is still stored with two decimal places.)

'Y' = count  
blank,'N' = dollar amount with two decimal places

## Save history

Single character code indicating if this line is to be summarized into the weekly history file. Result lines computed by division or multiplication will not actually be saved, but will be recalculated at printing. All lines which result lines depend on, including total lines, must be saved for recalculation.

'Y', blank = saved/printed in weekly history  
'N' = not saved

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## **New page**

Single character code indicating if this line should start a new page when the weekly sales report is printed.

'Y' = start a new page  
blank, 'N' = do not start a new page

## **New screen**

Single character code indicating if this line should start a new screen when entering weekly sales.

'Y' = start a new screen  
blank, 'N' = do not start a new screen

## **Reverse G/L amount**

Single character code indicating whether to use the actual amount displayed or reverse that amount on the general ledger transactions.

'Y' = reverse the amount  
blank = use the actual amount

## **Generate bank deposit**

Single character code indicating whether a Bank Reconciliation deposit should be created for this line. Should not be specified on a result multiply/divide line. If specified then a major account number will be required.

'Y' = generate a deposit  
blank, 'N' = do not generate a deposit

## **Use store center**

Single character code indicating whether to use the store number as the general ledger cost center.

blank, 'Y' = use store number  
'N' = use specified cost center

## **Use previous day**

One character code where 'Y'=yes, N or blank=no. If yes, then when this line is input, yesterday's (this line's day minus one day) amount for the line specified by the Previous Day Seq # field that follows, will be accessed to show a default amount on input. This amount will override any default constant.

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SALES REPORTING PROCEDURE DESCRIPTION.DOC

# Business Info-Solution Sales Reporting and Analysis

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## **Use previous Seq#**

Three-digit numeric sequence number specifying the report sequence line number to be used to pick up the previous days amount for this line. Valid only when previous day field above is 'Y'(yes) and line is an input line.

## **MWS Protect**

One character code which allows for the protection from entry of this field in the Manager's WorkStation module. Enter a "Y" to protect from entry in MWS.

## **G/L Account**

### **Center**

Six-digit cost center to post the amount on this line. Can be overridden to store number based on option above.

### **Major**

Six-digit numeric general ledger account number that the amount on this line will be posted to. If Bank Reconciliation deposit is specified, then this account number is required. If not entered, no general ledger transaction will be generated.

### **Subsidiary**

Six-digit general ledger subsidiary account number.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position the display up or down thru the lines in the form. This may cause the display to change the line format being displayed.

F3 = Exit the program. Form maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to enter in that field.

F12 = Cancel any changes entered on the display and return to work with form lines.

# Business Info-Solution Sales Reporting and Analysis

The following fields are prompted in response to a request for a Total line type initiated by options 2=Change, 3=Copy, 5=Display, I=Insert, IT=Insert total, or function keys F6=Add or F7=Add with line type = 2.

```
UPDATE                Work with Weekly Report Desc Mstr-Lines                BSRRG515 2

Company Id . . . . . 01 BAR B Q UNLIMITED
Form # . . . . . 1 SALES RECAP REPORT
Line Sequence #. . . 51 T Total

Type information, press Enter.
Line Description. OFFSET FOR COUNT POSTING

Print total . . . 5 +
Edit code . . . . +
Add/Subtract. . . +
Count field . . . Y +
New page. . . . . +
Rev. G/L amount . Y +
Use store center. +
                                Center      Major      Subsd
G/L Account +      0 +      9920      0

Clear totals. . . . . Y +
Add to total #. . . 0 +
Save history. . . . +
New screen. . . . . +
Gen bank deposit. . +

                                Roll up/down
F3=Exit      F5=Refresh                F9=Lookup+      F12=Cancel
```

Figure 6.

These fields are defined as follows;

## Company Id

Two-character alphanumeric code to identify the company.

## Form #

Two-digit number identifying this weekly sales report form.

## Line Sequence #

Three-digit number identifying a particular line within this weekly sales report form. It is recommended the sequence numbers be incremented by 10 to allow for inserting new lines with out re-sequencing. Once data has been collected for a line this line definition should not be removed or significantly changed in its definition or unpredictable results can occur during system processes.

## Line Description -

Thirty five-character field to describe this line on the sales data entry screen and printouts.

# Business Info-Solution Sales Reporting and Analysis

---

## **Print Total**

Single digit number indicating which total accumulator is to be displayed or printed. Valid numbers are 1-5.

<b>Edit code -</b>	)	
<b>Clear totals -</b>	)	
<b>Add/Subtract -</b>	)	
<b>Add to total # -</b>	)	
<b>Count field -</b>	)	
<b>Save history -</b>	)	
<b>New page -</b>	)	
<b>New screen -</b>	)	See Input record
<b>Reverse G/L amount -</b>	)	
<b>Generate bank deposit -</b>	)	
<b>Use store center -</b>	)	
<b>G/L Center -</b>	)	
<b>G/L Major -</b>	)	
<b>G/L Subsidiary -</b>	)	

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position the display up or down thru the lines in the form. This may cause the display to change the line format being displayed.

F3 = Exit the program. Form maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to enter in that field.

F12 = Cancel any changes entered on the display and return to work with form lines.

# Business Info-Solution Sales Reporting and Analysis

The following fields are prompted in response to a request for a Result line type initiated by options 2=Change, 3=Copy, 5=Display, I=Insert, IR=Insert result, or function keys F6=Add or F7=Add with line type = 3.

```
UPDATE                Work with Weekly Report Desc Mstr-Lines                BSRRG515 2

Company Id . . . . . 01 BAR B Q UNLIMITED
Form # . . . . . 1 SALES RECAP REPORT
Line Sequence #. . . 59 R Result

Type information, press Enter.
Line Description. % OF NEW CUSTOMERS THIS MONTH
                  Fc1 Op Fc2
Calculation . . . 055 M T3 +          Sum Column Calc . C +
Shift Dec Point . 0
Default Cnst/Name          0 /          +
Edit code . . . . . P +          Clear totals. . . YYYY +
Add/Subtract. . . +          Add to total #. . 0 +
Count field . . . +          Save history. . . Y +
New page. . . . . +          New screen. . . . +
Rev. G/L amount . +          Gen bank deposit. +
Use store center. +

                  Center Major Subsd
G/L Account +      0 +      0      0

F3=Exit          F5=Refresh          F9=Lookup+          Roll up/down
                  F12=Cancel
```

Figure 7.

These fields are defined as follows;

## Company Id

Two-character alphanumeric code to identify the company.

## Form #

Two-digit number identifying this weekly sales report form.

## Line Sequence #

Three-digit number identifying a particular line within this weekly sales report form. It is recommended the sequence numbers be incremented by 10 to allow for inserting new lines with out re-sequencing. Once data has been collected for a line this line definition should not be removed or significantly changed in its definition or unpredictable results can occur during system processes.

## Line Description -

Thirty five-character field to describe this line on the sales data entry screen and printouts.

# Business Info-Solution Sales Reporting and Analysis

---

## Calculation:

### Factor 1

Three character field indicating the sequence number of an input record to be used to get an amount or the total accumulator to be used or a constant to be used. If a total accumulator is to be used, a 'T' must be entered in the first position and a number indicating which total (1-5) must be entered in the second position. If the constant is to be used, a 'C' must be entered in the first position. If an input amount is to be used, the sequence number of the input record should precede the sequence number of this result record. This insures that an amount has been entered before performing this calculation.

### Operation

A single character code indicating the type of operation to be performed.

- 'A' = Add factor 1 & factor 2.
- 'S' = Subtract factor 2 from factor 1.
- 'D' = Divide factor 1 by factor 2.
- 'M' = Multiply factor 1 times factor 2.

Divide or multiply should not be used on a deposit line or a line generating ledger transactions unless a constant is used in Factor 1 or Factor 2.

### Factor 2

See Factor 1.

Example: T1 M 350 This example takes the amount accumulated in total one and multiplies times the amount entered on line sequence number 350.

## Summary Column Calculation

A single character code indicating how this amount is to be calculated for a summary column (see the weekly total column on the weekly sales report or the monthly total column on the weekly sales history by month report).

- 'C', blank = Recalculate this amount in the summary column based on amounts already in the summary column.
- 'S' = Sum the amounts on this line from each column, adding them into the total amount on this line in the summary column.

# Business Info-Solution Sales Reporting and Analysis

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## Shift Decimal Point

A single digit signed number indicating how many places to shift the decimal point after performing the result calculation. A negative number moves the decimal point to the left (divides by  $10^N$ ). A positive number moves the decimal point to the right (multiplies by  $10^N$ ). This is particularly useful when calculating amounts based on a rate or percentage such as sales tax.

## Constant/Name

Eleven-digit two decimal place amount Constant (xxxxxxxx.xx) to be used in the result calculation. This amount may be used in factor 1 or factor 2 where a 'C' was entered to indicate that this constant should be used. Instead of entering the amount, you may enter a constant name which identifies a constant amount described in the default constants master file.

<b>Edit code -</b>	)
<b>Clear totals -</b>	)
<b>Add/Subtract -</b>	)
<b>Add to total # -</b>	)
<b>Count field -</b>	)
<b>Save history -</b>	)
<b>New page -</b>	)
<b>New screen -</b>	) See Input record
<b>Reverse G/L amount -</b>	)
<b>Generate bank deposit -</b>	)
<b>Use store center -</b>	)
<b>G/L Center -</b>	)
<b>G/L Major -</b>	)
<b>G/L Subsidiary -</b>	)

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position the display up or down thru the lines in the form. This may cause the display to change the line format being displayed.

F3 = Exit the program. Form maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to enter in that field.

F12 = Cancel any changes entered on the display and return to work with form lines.

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SALES REPORTING PROCEDURE DESCRIPTION.DOC

# Business Info-Solution Sales Reporting and Analysis

The following fields are prompted in response to a request for a Heading line type initiated by options 2=Change, 3=Copy, 5=Display, I=Insert, IH=Insert heading, or function keys F6=Add or F7=Add with line type = 4.

```
ADD                               Work with Weekly Report Desc Mstr-Lines          BSRRG515 2

Company Id . . . . . 01 BAR B Q UNLIMITED
Form # . . . . . 1 SALES RECAP REPORT
Line Sequence #. . . 53 H Heading

Type information, press Enter.
Line Description. TOTAL ALL DEPOSITS
New page. . . . . Y +
New screen. . . . . N +

F3=Exit      F5=Refresh      F9=Lookup+   F12=Cancel
```

Figure 8.

These fields are defined as follows;

## Company Id

Two-character alphanumeric code to identify the company.

## Form #

Two-digit number identifying this weekly sales report form.

## Line Sequence #

Three-digit number identifying a particular line within this weekly sales report form. It is recommended the sequence numbers be incremented by 10 to allow for inserting new lines with out re-sequencing. Once data has been collected for a line this line definition should not be removed or significantly changed in its definition or unpredictable results can occur during system processes.

## Line Description -

Thirty five-character field to describe this line on the sales data entry screen and printouts.

# Business Info-Solution Sales Reporting and Analysis

---

**New Page -** ) See Input Record  
**New Screen -** )

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position the display up or down thru the lines in the form. This may cause the display to change the line format being displayed.

F3 = Exit the program. Form maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to enter in that field.

F12 = Cancel any changes entered on the display and return to work with form lines.

# Business Info-Solution Sales Reporting and Analysis

The following fields are prompted in response to a request for a Supplemental detail line type initiated by options 2=Change, 3=Copy, 5=Display, I=Insert, IS=Insert supp detail, or function keys F6=Add or F7=Add with line type = 5.

```
ADD                                Work with Weekly Report Desc Mstr-Lines          BSRRG515 2

Company Id . . . . 01 BAR B Q UNLIMITED
Form # . . . . . 1 SALES RECAP REPORT
Line Sequence # . . 575 S Supp Detail

Type information, press Enter.
Line Description.
Sum Column Calc . . . +
Default Cnst/Name . . . . . 0 / . . . . . +
Edit code . . . . . + Clear totals . . . . . +
Add/Subtract . . . . . + Add to total #. . . 0 +
Count field . . . . . + Save history . . . . . +
New page . . . . . + New screen . . . . . +
Rev. G/L amount . . . . . + Gen bank deposit . . . . . +
Use store center . . . . . + MWS Protect . . . . . +

Center Major Subsd
G/L Account + 0 + 0 0

F3=Exit      F5=Refresh      F9=Lookup+    F12=Cancel
```

Figure 9.

These fields are defined as follows;

## Company Id

Two-character alphanumeric code to identify the company.

## Form #

Two-digit number identifying this weekly sales report form.

## Line Sequence #

Three-digit number identifying a particular line within this weekly sales report form. It is recommended the sequence numbers be incremented by 10 to allow for inserting new lines with out re-sequencing. Once data has been collected for a line this line definition should not be removed or significantly changed in its definition or unpredictable results can occur during system processes.

# Business Info-Solution Sales Reporting and Analysis

---

## **Line Description -**

Thirty five-character field to describe this line on the sales data entry screen and printouts.

**Summary column calculation** )  
**Default constant/name** )  
**Edit code -** )  
**Clear totals -** )  
**Add/Subtract -** )  
**Add to total # -** )  
**Count field -** )  
**Save history -** )  
**New page -** )  
**New screen -** ) See Input record  
**Reverse G/L amount -** )  
**Generate bank deposit -** )  
**Use store center -** )  
**MWS protect -** )  
**G/L Center -** )  
**G/L Major -** )  
**G/L Subsidiary -** )

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position the display up or down thru the lines in the form. This may cause the display to change the line format being displayed.

F3 = Exit the program. Form maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to enter in that field.

F12 = Cancel any changes entered on the display and return to work with form lines.

## Business Info-Solution Sales Reporting and Analysis

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Supplemental detail lines (identified by the '+' in the last position of the description field) on the weekly sales entry screen allow the entry of additional supplemental information. To enter supplemental detail records, position the cursor to the amount field for the supplemental line on the weekly sales entry screen and press command key 9 (F9=Detail). You may want to enter the total amount of supplemental detail on this line before pressing F9. This total amount then functions as a control total when entering the supplemental detail records.

When F9 is pressed, the supplemental detail entry screen is displayed allowing the entry of multiple supplemental detail records. For each record you may enter a description, amount and G/L account #. Additional information fields (vendor, invoice#, etc.) may also be entered by pressing command key 8 (F8=Alt Format). You may return to the weekly sales entry screen by pressing command key 3 (F3=Exit) if the total amount of supplemental detail records entered equals the control total (the amount entered on the weekly sales entry line). If the total entered does not equal the control total, you must correct the entered amounts or use command key 6 (F6=Accept Error) to return to the weekly sales entry screen. F6 takes the total amount of supplemental detail entered and updates the amount of the supplemental line on the weekly sales entry screen.

When entering weekly sales amounts, you may enter a supplemental total but temporarily skip entering the supplemental detail records (you never press F9=Detail to display the supplemental detail entry screen). Then when you press Enter to go to the next weekly sales entry screen, the program automatically displays the supplemental detail entry screen to ensure that supplemental records are entered to support each supplemental total amount that was on the weekly sales entry screen.

# Business Info-Solution Sales Reporting and Analysis

The following is a sample weekly sales report description:

SALES REPORTING & ANALYSIS		WEEKLY SALES REPORT DESCRIPTION MASTER				10:54	8/08/94	PAGE 1				
COMPANY # 01 - RESTAURANT MANAGEMENT		T	E	CLEAR	A	T	C	S	NEW	NEW	*****ACCOUNT*****	
FORM	SEQ#	DESCRIPTION	Y	PRT	CALCULATE	DEFAULT	D	TOTAL	D	O	N	A
			P	TOT	RESULT	CONSTANT	T	12345	D	T	T	V
											CD #	CD #
											MAJOR.SUB	CENTER
												R
												V
												R
50	000	RESTAURANT MGMT FORM #50 REPORT									01	01
50	010	SALES-----	H								01	01
50	015	1. CURRENT REGISTER "Z"	I								01	01
50	020	2. PREVIOUS REGISTER "Z"	I								01	01
50	030	3. GROSS SALES (LINE 1 MINUS 2)	T								01	01
50	040	4. LESS VOIDS	I								01	01
50	050	5. MANUAL ADDITIONS	I								01	01
50	060	6. ADJ. GROSS SALES	T								01	01
50	065	SALES BREAKDOWN	M								01	01
50	070	7. FOOD SALES	I								01	01
50	080	8. LIQUOR SALES	I								01	01
50	090	9. NET SALES	T								01	01
50	100	10. SALES TAX	I								01	01
50	105	11. TOTAL SALES (EQUAL LINE 6)	T								01	01
50	110	EXPENSES-----	M								01	01
50	120	12. HOUSE ACCOUNT	I								01	02
50	130	13. ADVERTISING	I								01	02
50	140	14. AMERICAN EXPRESS	I								01	02
50	150	15. VISA/MASTERCARD	I								01	02
50	155	16. BAD CHECKS/CREDIT CARDS	I								01	02
50	160	17. MEAT	I								01	02
50	170	18. PRODUCE	I								01	02
50	180	19. DAIRY	I								01	02
50	190	20. LIQUOR	I								01	02
50	200	21. GROCERIES/OTHER FOOD	I								01	02
50	210	22. REPAIRS AND MAINT.	I								01	02
50	220	23. SUPPLIES	I								01	02
50	230	24. MISC. EXPENSE	I								01	02
50	240	25. TOTAL EXPENSES	T								01	02
50	300	DAILY DEPOSITS	M								01	03
50	310	26. DEPOSIT SHOULD BE (A-B)	I								01	03
50	320	27. A.M. DEPOSIT	I								01	03
50	330	28. P.M. DEPOSIT	I								01	03
50	340	29. DEPOSIT OVER/SHORT	T								01	03
50	350	30. CUSTOMER COUNT	I								01	03
50	360	31. AVG FOOD SALE PER CUSTOMER	T								01	03

Figure 10.

- A. Report Title Record (Seq. #000) is required.
- B. Line types: H=Heading, I=Input, T=Total, R=Result, S=Supplemental Detail
- C. Total # 1 is printed or displayed. Here, total # 1 consists of sequence # 015 (Current Register "Z") minus sequence #020 (Previous Register "Z"). D. The amount from sequence number 070 (Food Sales) will be divided by the amount from sequence number 350 (Customer Count) giving an average food sale per customer.
- E. Deposit over/short amount should be zero. If it is not, a warning will be shown on the entry screen.
- F. After being printed or displayed, total accumulator number 1 is zeroed out so it can be reused.

# Business Info-Solution Sales Reporting and Analysis

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- G. Sequence number 015 (Current Register "Z") is added into total accumulator # 1.
- H. Sequence # 350 is entered, printed and displayed as a whole number. (Though it is stored with two decimal places).
- Y. Sequence # 110 will be the first line displayed on the second entry screen when entering weekly sales.
- J. When General Ledger transactions are generated, use the store number as the cost center.
- K. Since income is normally posted as a credit, reverse the sign for these amounts when generating ledger transactions.
- L. Deposits will generate Bank Account Reconciliation transactions when weekly sales are summarized into weekly history.

## **Step 2. BSRCLLDSC - List Weekly Report Description Master**

This procedure edits and lists the weekly report description master file. A range of report description forms may be selected by company and form number or all may be selected. Descriptions are edited for valid codes. Errors are indicated on the printout by asterisks.

## **Step; BSRCLCPYD - Copy Description**

This procedure copies the weekly report descriptions from a company number/form number to another company number/form number. The operator can then make alterations to the new report description using procedure BSRCLWDSC.

# Business Info-Solution Sales Reporting and Analysis

## JOB: Maintenance of Week Master

This job allows entry update and listing of the sales week master.

### Step 1. BSRCLWWEK – Work with Week Master

This procedure allows you to maintain week ending schedules for each company and/or divisions within a company. From this file you specify what the current sales reporting form is per any week ending date. Note that week-ending dates for different divisions within a company must be the same. After entering or updating weeks, they must be edited using procedure BSRCLLWEK before weekly sales may be entered.

The opening screen will look like the following example;

UPDATE	Work with Week Master	BSRRG512 1
Company Id . . . .	01 BAR B Q UNLIMITED	
Division . . . . .		
Week Ending. . . .	(mmdyyy)	
Type options, press Enter.		
4=Delete	6=Start Create	
Week		
Co	Ending	Form Week Mnth Days
Opt Id+ Div+	MoDaYear Day	#+ Cls+ Cls+ Week in
01	10242004 Sun	1 7
01	10312004 Sun	1 7
01	11072004 Sun	1 7
01	11142004 Sun	1 7
01	11212004 Sun	1 7
01	11282004 Sun	1 7
01	12052004 Sun	1 7
01	12122004 Sun	1 7
01	12192004 Sun	1 7
01	12262004 Sun	1 7
F3=Exit	F9=Lookup+	F17=Top
F5=Refresh	F6=Add mode	F18=Bottom
		More...
		F12=Repeat option

Figure 1.

This display shows all sales weeks currently defined in sales reporting and analysis system. The operator may use either the roll up and down keys, enter a company, division, and week ending date, or press the F17 or F18 to reposition the display in the file.

# Business Info-Solution Sales Reporting and Analysis

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The Work with Week Master display initially starts in an update mode of operation. Weekly records may be changed on this display. See the function key section for changing from Update to Add mode of operation (F6/F11). In either mode the following fields can be maintained;

## **Company Id**

Two-character alphanumeric code to identify the company.

## **Division Id**

Six-character code identifying the division that this form number applies to.

## **Week Ending**

Eight-digit date in the form *mmdyyy* on which this week ends. If a division id is specified, this week-end date must already be defined as a company record (division id=blanks).

## **Form #**

Two-digit number identifying the report description form number to be used for this week. This form must be described in the report description master.

## **Previous Month Closed?**

Single character code to indicate whether or not to allow weekly sales to be entered for those days during this week that fall in the previous calendar month. This code is only used for those weeks that overlap the end of a month.

'C' = Closed, do not allow entry of weekly sales for those days that fall in the previous month.

blank = Those days are open, allow entry of weekly sales. Week must also be open.

## **This Week Closed?**

Single character code to indicate whether or not to allow weekly sales to be entered for any day during this week.

'C' = Closed, do not allow entry of weekly sales for this week.

blank = This week is open, allow entry of weekly sales.

# Business Info-Solution Sales Reporting and Analysis

---

Week Closings example:

<u>Weekend</u>	<u>Prev</u> <u>Mnth</u>	<u>This</u> <u>Week</u>	
12/25/2003		C	In this example weekly sales may be entered for <u>any</u> day in the month of January. Weekly sales may also be entered for the first five days of February. Even though the last six days of December fall within the week ending on 01/01/2004, weekly sales may <u>not</u> be entered for those days because the previous month code for the week ending on 01/01/2004 is 'C'.
01/01/2004	C		
01/08/2004			
01/15/2004			
01/22/2004			
01/29/2004			
02/05/2004			
02/12/2004		C	

The following options may be entered to initiate the associated data functions;

- 4 = Delete a sales week. Start a process that will delete sales week record associated with this company/division id.
  
- 6 = Start create sales weeks. Start a process by opening a window requesting parameters about the creation of multiple week ending dates starting with the date on which this option was specified. See figure 2.

In addition to the option listed above the following function keys may be pressed to initiate the following program actions;

- Roll Up/Roll Down = To position display up or down thru sales weeks in the file.
- F3 = Exit the program. Sales week master maintenance is complete for now.
- F5 = Refresh the display.
- F6 = Change to Add mode of operation. This allows for the entry of multiple new sales weeks to the file.
- F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.
- F11 = Change to Update mode of operation. This allows for the changing of multiple sales weeks currently displayed on the screen.
- F13 = Repeat the option entered to the end of the display file. Allows for quick specification of multiple sales week deletes.
- F17 = Go to the top of all records being displayed.
- F18 = Go to the bottom (last) of all records being displayed.

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SALES REPORTING PROCEDURE DESCRIPTION.DOC

# Business Info-Solution Sales Reporting and Analysis

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The following window is displayed when option 6=Start Create is entered to specify creation parameters for new sales week endings;

```
.Create Weeks.....
: Type parameters and press Enter:
: For Company. 01 BAR B Q UNLIMITED
: Division. BAR B Q UNLIMITED
: Start Date . 10/24/2004 with Form # 1
: # of Weeks . 000
: Create . . . Y (Y=Create period,N=Do not)
: Update . . . N (Y=Update period,N=Do not)
: Enter or F3=Cancel.....
```

Figure 2,

The following parameters should be reviewed and entered;

### # of Weeks

Three digit number specifying the number of weeks to be generated. Can be a value from 001 to 520 (ten years).

### Create

One character code either “Y” = yes or “N”=no. Yes option indicates you wish to create any new sales week ending record that did not previously exist. No will not generate any new week ending dates.

### Update

One character code either “Y” = yes or “N”=no. Yes option indicates you wish to update any sales week ending record that did previously exist in the file. No will prevent updating of any week ending dates previously in the file.

NOTE --Any combination of Create and Update yes and no is valid, but specifying No on both options will not make any changes to the file.

In addition to the options listed above the following function keys may be pressed to initiate the following program actions from the create weeks window;

F3 = Cancel the create weeks process.

# Business Info-Solution Sales Reporting and Analysis

---

## **Step 2. BSRCLLWEK - Edit/List Week Control File**

This procedure edits and lists the week control file. Weeks may be selected by company, division id and week ending date or all weeks may be selected. Weeks may be edited with only the errors printed or all selected weeks may be printed. All defined weeks must be edited before weekly sales may be entered. Weeks are edited for valid week ending dates, form number and codes. Errors are indicated on the printout by asterisks underneath the field in error.

## **Step; BSRCLCPYW - Copy Weeks**

This procedure copies week control records from a company/ division to another company/division. The operator can then make alterations to the weeks for the new company/division using procedure BSRCLWWEK.

# Business Info-Solution Sales Reporting and Analysis

## Job: Maintenance of Default Constants Master

This job allows entry update and listing of the constants master.

### Step 1. BSRCLWDFT - Work with Default Constants Master

This procedure allows you to maintain defaulting constants that are used in the Report Description Master file. The opening screen will look like the following example;

```
Work with Default Constants                                BSRRG514 1
Company Id. . . 01   BAR B Q UNLIMITED
Store # . . . .
Constant Name .
Effective Date.      (mmdyyy)

Type options, press Enter.
2=Change      4=Delete      5=Display
3=Copy

Opt Co Store# Const Name Effective Description      Default
Constant Amt
01      ADVERT      1/01/1996 ADV RATE      200
01      OK          1/01/1981 STATE OF OKALHOMA      50000
01      ROYALTY      1/01/1996 ROY RATE      400
01      TAX RATE      1/01/1995 TAX RATE      107000
01      TAX RATE      1/01/1996 TAX RATE      107000
01      TX           1/01/1995 TEXAS STATE TAX      81250
01      TX           4/15/1995 NEW RATE FOR TEXAS      70000
01      TX           7/01/1995 TEXAS RATE      50000
01      22 TAXRATE      1/01/2004 TEXAS RATE      5500
01      23 TAXRATE      1/01/2004 TEXAS RATE      6500
More...

F3=Exit      F5=Refresh      F6=Add
```

Figure 1.

This display shows all constants currently defined in the sale reporting and analysis system. The operator may use either the roll up or down keys or enter a company id, store number, constant name, and effective date at the top of the screen to reposition the display in the file.

The following option may be entered to initiate several data functions;

- 2 = Change a constant definition. Display the screen which allows the operator to update fields defining the constant. See figure 2.
- 3 = Copy a constant definition. Start a process that will copy the data associated with the constant selected.
- 4 = Delete a constant definition. Start a process that will delete the data associated with the constant selected.

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5 = Display a constant definition. Displays a screen showing fields defining this constant.

In addition to the options listed above the following function keys may be pressed to initiate the following program functions.

F3 = Exit the program. Constants maintenance is complete for now.

F5 = Refresh the display.

F6 = Add a new constant. A screen will then be presented to enter fields to define a named constant.

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The following fields are prompted in response to either a constant name  
2=Change, 5=Display, or F6=Add function key;

```
UPDATE                               Work with Default Constants          BSRRG514 2

Company Id. . . 01 + BAR B Q UNLIMITED
Store # . . . . . +
Constant Name . ROYALTY
Effective Date. 1012001 (mmdyyyy)

Type information, press Enter.
Description . . . . . ROYALTY RATE
Default Constant Amount . . . . . 400

F3=Exit      F5=Refresh      F9=Lookup+      Roll up/down
F12=Cancel
```

Figure 2.

These fields are defined as follows;

## Company Id

Two-character alphanumeric code to identify the company.

## Store #

Six-digit numeric code to identify the store. You may leave this field blank to make a default record to be used if a corresponding store # is not entered.

## Constant Name

Ten-character name to identify this constant.

## Effective Date

Eight-digit date in the form *mmdyyyy* when this constant amount becomes effective.

## Description

Thirty-character field to describe this constant.

## Default Constant Amount

Eleven-digit amount to be used as a constant where this constant name has been specified in the Report Description Master.

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The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position display up or down thru constants in the file.

F3 = Exit the program. Constant maintenance is complete for now.

F5 = Refresh the display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to enter in that field.

F12 = Cancel any changes entered on the display and return to work with constants display.

## **Step 2. BSRCLLDFT - List Default Constants Master File**

This procedure lists the default constants master file. A range of default constants may be selected for printing by company, store number and constant name or all default constants may be selected.

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## **JOB: Enter Daily Sales**

### **Step 1. BSRCLUWKS - Enter/Update Daily Sales**

This procedure allows the entry and updating of weekly sales amounts using a workstation program. After entering the desired company number, store number and date for these weekly sales figures, you will be presented a weekly sales entry screen with up to 15 lines for entry/update of weekly sales. These lines are defined in the description master. After entering/updating the desired amounts press enter to continue to the next screen. The next 15 lines of the weekly sales form are presented. This continues until the end of the weekly sales form. Totals displayed may be recomputed by pressing command key 5. After all amount screens have been entered, a screen for entry of daily comments is displayed. Command Key 2 will suppress amount screens if only comments are desired. The Help key will display a list of other command key functions.

#### **Entry Formats:**

##### **Company #**

Two-character alphanumeric code to identify the company.

##### **Store #**

Six-digit numeric code to identify the store.

##### **Sales Date**

Six-digit date in the form *mmddy* for these sales amounts.

##### **Amount**

Up to fifteen lines per screen for entry/update of sales amounts. These lines are defined in the description master.

##### **Daily Comments**

Four lines of fifty characters each may be entered for each day.

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## POSSIBLE ERRORS:

*Invalid Company #/Store #*

Store number not defined in store master

*Invalid Sales Date*

Invalid date.

*Day Can Not Be Entered*

This date is closed. The week-end date for this week (which overlaps the end of the month) has the previous month closed.

*Week Can Not Be Entered*

Week ending date not defined in week control file or week is closed.

*Form # Not Found*

Report description form number defined on week control record for this week not found in report description master.

*Total Amount Entered Not Equal to Control Total*

The total amount of supplemental detail entered on the supplemental detail entry screen is not equal to the supplemental total entered on the weekly sales entry screen. Correct the supplemental detail or use F6=Accept error to update the supplemental total on the weekly sales entry screen.

*Invalid Cntr/Major,Sub Account*

An invalid general ledger cost center/major,sub account was entered for a supplemental detail record. If entered, these must be valid accounts defined in the ledger master.

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## **Step 2. BSRCLPWSR - Print Weekly Sales Reports**

This procedure prints weekly sales reports according to the report description form showing daily detailed amounts that have been entered for the stores. If desired, daily comments and supplemental detail will also be printed. A range of weekly sales figures may be selected by company number; store number and week or all weekly sales may be selected.

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## **JOB: End Of Week Processing**

### **Step 1. BSRCLSOMS - Summarize Weekly Sales**

This procedure summarizes the daily detail of weekly sales into weekly totals. These weekly totals are posted to a weekly history file and the daily detail is removed. To save daily detail in a daily history file, see system option BSR-DHST. Updating weekly sales (procedure BSRCLUWKS) or listing (procedure BSRCLPWSR) should be completed before running this procedure. Weekly sales amounts are summarized only for closed days (days that are no longer open for update, see procedure BSRCLWWEK). To summarize open days also, see system option BSR-SUMO. Detail amounts entered and summarized for a week that was already summarized will be added to existing weekly totals. Bank Account Reconciliation deposits may be generated from weekly sales at this point. (See system options BSR-GABR ). A range of weekly sales may be selected for summarizing by company and store number. The operator must enter the beginning and ending dates to be summarized.

### **Step 2. BSRCLGENL - Create Weekly Sales General Ledger Transactions**

This procedure creates and lists general ledger transactions from weekly totals. Therefore, weekly sales must be summarized (procedure BSRCLSOMS) before ledger transactions may be created. Weekly sales amounts with no major account number defined (see procedure BSRCLWDSC) will not generate ledger transactions. General ledger transactions must zero balance for each store/week. A PROOF list showing ledger transactions that will be created may be printed to check for valid account number and zero balance before the FINAL posting of the ledger transactions. A range of weekly totals may be selected by company, store number, and week or all weeks may be selected. If you are generating actual book dates (see system option BSR -GLBK), a month and year may be specified to create ledger transactions only for the specified month when selecting a week which overlaps the beginning or end of that month. If you do not want actual book dates, you may specify a mo/yr to be forced into the book date for all transactions or allow the book date to default to the week-end date.

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## **Step 3. BSRCLPWST - Print Weekly History**

This procedure prints weekly totals from the history file according to the report description form either by month or by week.

When printing by month, weekly totals are listed for each week in a selected month along with a total for the month. Weekly totals for those weeks that overlap the beginning or end of a selected month, include only the amounts, which fell within that selected month. The listed monthly total is therefore a true total for that calendar month. If desired daily comments may also be printed. A range of weekly totals may be selected by company; store number and month or all weekly totals may be selected.

When printing by week, up to six weeks may be selected to be printed. These may be any week that has been summarized and may be in any order. This provides capability for comparisons such as this week vs. last week, this week vs. the same week last year, etc. If desired daily comments and supplemental detail may also be printed. The designated weeks may be selected for a range of company and store numbers or for all companies and stores.

## **Step 3. BSRCLCPGL – Create Preliminary G/L Transactions**

This process is run if the user would like to make daily sales amounts available for General Ledger reporting through the Prepare Month End process. This process will NOT affect Weekly Sales.

After this option is run temporary General Ledger batches (?xxx) are created, which then can be merged and used in Prepare Month End process. Create Preliminary G/L Transactions WILL NOT affect Sales Reporting and will only generate temporary General Ledger Transaction batches. After the General Ledger reporting has been completed the temporary General Ledger batches MUST be pulled back and deleted. If ALL of these temporary transactions have NOT been pulled back and deleted the General Ledger Close Month & Update Balances WILL NOT RUN.

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## **JOB: Backup/Remove History Files**

### **Step; BSRCLPDHS - Backup/Remove Daily History**

This procedure will remove daily history transactions from disk and save them on mag media. These transactions are the detailed daily amounts saved when weekly sales was summarized (see system option BSR -DHST). The operator may specify a week ending date thru which all transactions are to be removed. A range of companies and stores may be selected or all may be selected. A list is printed showing the stores and weeks that are removed.

### **Step; BSRCLRDHS - Restore Daily**

This procedure restores to disk the daily history transactions that have been saved on mag media. All transactions from the specified mag media file are restored. A listing is printed showing the stores and weeks that are being restored.

**NOTE:** If duplicate history transactions already exist on disk, a warning is printed on the list. If you choose to continue, the duplicate history transactions already on disk will be replaced with the transactions from the mag media. Therefore, if transactions on the mag media need to be updated, you should restore those transactions before entering and summarizing new weekly sales to update history.

### **Step; BSRCLPWHS - Backup/Remove Weekly History**

This procedure will remove weekly history transactions and daily comments from disk and save them on mag media. These transactions are the weekly totals created when weekly sales are summarized. The operator may specify a week ending date thru which all transactions are to be removed. A range of companies and stores may be selected or all may be selected. A list is printed showing the stores and weeks that are removed.

### **Step; BSRCLRWHS - Restore Weekly History**

The procedure restores to disk the weekly history transactions and comments that have been saved on mag media. All transactions from the specified mag media file are restored. A listing is printed showing the stores and weeks that are being restored.

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**NOTE:** If duplicate history transactions already exist on disk, a warning is printed on the list. If you choose to continue, the duplicate history transactions already on disk will be replaced with the transactions from the mag media. Therefore, if transactions on the mag media need to be updated, you should restore those transactions before entering and summarizing new weekly sales to update history.

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## **JOB: Generate Sales Analysis Reports**

### SALES ANALYSIS REPORTS OVERVIEW

Sales Analysis Reporting provides the ability to custom design a report using any sales figures kept in the weekly history file. You define the headings, the format of the report and the selection of data for each column and row on the report. Totals, subtotals and percentage/average calculations may be defined. Page length, width and line spacing may all be specified. Field editing (negative sign, commas, decimal places, etc.) may be defined for each column and row.

The sales analysis report specifications are stored in the sales analysis report master file. These specifications are maintained using a workstation program called by procedure BSRCLUSRM. Procedure BSRCLLSRM will print a listing of the sales report descriptions. See figure 2 for sample listing.

Once a sales analysis report has been defined in the master file, procedure BSRCLPSRP can print the report. This procedure may be run at anytime after the desired weekly sales have been entered and summarized into the weekly history file. See figure 3 for a sample report.

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In the following example, a sales analysis report is defined. This report shows the months average sales per guest and compares each week of this month with the corresponding week of last year. See figure 3 for the generated sales analysis report.

Figure 2.

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Continued Figure 2

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SALES REPORTING PROCEDURE DESCRIPTION.DOC

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Procedure Description

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- A. This report is designed to print on 8 1/2 x 14 7/8 stock paper. At 8 lines per inch (L.P.I.) this gives 68 lines per page. (L.P.P.) Headings and columns (See columns I-L) are defined in print positions greater than 132. Therefore, it must be printed in a compressed mode of 15 characters per inch (C.P.I.). All print parameters are default values and may be overridden when the report is printed.
- B. Data from the South division of company # 01 will be selected for this report. All from/thru select parameters are default values and may be overridden when the report is printed.
- C. Select sets define selection parameters to be used in columns and rows.
- D. This substitution keyword substitutes the current date ("as of" date) minus 52 weeks resulting in this week from last year.
- E. Field type "SL" indicates a special select set consisting of a combination of other select sets. In this example, set # 40 consists of a combination of set # 20 and SET # 35. This means set # 40 selects only sequence # 090 for store # 001101.
- F. Column specifications describe each column to be printed. Column "A" consists of data from 4 weeks ago (select set # 09). It is printed with a minus sign if less than zero, no commas and a decimal places. It has a leading dollar sign but leading zeros are suppressed.
- G. Page headings are defined here. Up to five lines may be described, each up to 198 characters long. Substitution keywords are used for run date and time, page number, company name and weekend dates.
- H. Row descriptions define each line of the report. Rows can be
  - H - Heading lines,
  - D - Details lines,
  - S - Summary lines or
  - T - Total lines. Row # 20 selects sequence # 090 from store # 001101 (select set # 40). It also prints a short description starting in position 1 "NET SALES".

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- I. Since "GUEST COUNT" is a whole number not a dollar amount, the field editing for this row overrides the field editing for each column and prints with zero decimal places and no decimal point. The dollar sign is also suppressed.
  
- J. Sales per guest are computed by dividing the net sales by the guest count. "AV" indicates this computation. Sales per guest (Row # 40) has the same select set # as net sales (Row # 20). Row # 20 is the divisor. Row base 30 indicates that row # 30 is to be used as the dividend. Note that row # 30 has Base = "Y".

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Figure 3.

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## **Step 1. BSRCLUSRM - Enter/Update Sales Analysis Report**

This procedure maintains sales analysis report descriptions using a workstation program. Refer to "Workstation Maintenance Program Operation" at the back of this section for an explanation of operation instructions.

### **Report Title Record**

The first record of a report description must be a title record. This record also defines print parameters and selection parameters. All fields on this record may be overridden when this report is printed.

### **Report Title (40 characters alpha)**

May be substituted into headings (see substitution keywords).

### **Print Zero Balances**

ZERO or NOZERO. The NOZERO option will suppress detail lines in which all amounts to be printed is zero. This also means that the description on that line is not printed and forms spacing is not performed (page skipping will be done however).

### **Work File Size ( 8 digit)**

This is the number of records required for a work file used when printing this report. If left zero, this size defaults the size of the weekly history file.

### **Number of Copies (2 digit )**

Number of copies of this report to be printed. Default is 01.

### **Forms Id (4 character)**

Forms id to be used when printing this report. If forms id is different from the current forms when this report is printed, the operator will be requested to change forms. Defaults to forms id defined in system configuration.

### **Lines Per Page (3 digit )**

Specifies the total length of the pages. Valid values are 006 - 112. The printer skips to a new page when six less than the number of lines specified is printed or a new page is requested (see Heading, Detail or Total Record). Default is 066. (66 lines per page at 6 lines per inch for 11-inch paper).

### **Lines Per Inch (single digit)**

Specifies the vertical print density. Valid values are 6 or 8. (May not be

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applicable to all printers). Defaults to 6.

## **Characters Per Inch (2 digit)**

Specifies the horizontal print density. Valid values are 10 or 15. (May not be applicable to all printers). 15 C.P.I. must be used when printing past column 132 (compressed mode). Default is 10.

## **From/Thru Select Parameters:**

These fields are used to select data to be used in this report. Using these select parameters reduces the need for select sets and decreases the time it takes to print this report. These fields may be overridden when this report is printed. If a from value is entered but the corresponding thru value is not, the thru value defaults to the from value. If neither is entered, all is assumed. (0 - 9 for numeric, blank - 9 for alpha).

## **Company Id (2 character)**

From and thru companies to be selected for this report.

## **Division Id (6 character)**

From and thru divisions to be selected for this report.

## **Store Number (6 digit)**

From and thru stores to be selected for this report.

## **Week-Ending Date (mmdyy)**

From and thru weeks to be selected for this report.

## **Calendar Month Period**

From and thru calendar months in month/year format (mm/yy).

## **Store Status (single character)**

From and thru status codes to be selected for this report.

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## Listing Codes:

These codes indicate that the data selected for this report should be sorted on the specified field. When the report is printed, if the data in the specified field changes, a new report should begin. For example, if list by company is specified then the selected data is sorted on company number. When printed, a separate report is produced for each company. Up to three fields may be specified by entering codes 1 -3. Code 1 indicates the primary or highest order sort field and code 3 indicates the lowest. Blank or zero indicate no sorting is to be done on this field. Each sort field is sorted in ascending order

<b>List By Company -</b>	) Single digit
<b>List By Division -</b>	) listing codes.
<b>List By Store -</b>	) Valid codes are
<b>List By Week-End -</b>	) 1 - 3. Up to
<b>List By Period -</b>	) three fields may
<b>List By Status -</b>	) be specified.

## Select Set Record

This record defines specific selections or combinations required for this report.

**Report Id -** ) See Title Record

## Select Set Number (2 digit)

Identifies a specific selection or combination of selections.

## Field Type (2 character)

Identifies which field this set selects from.

AC - calendar month period

CO - company number

DV - division id

SQ - sequence # (See Weekly Sales Report Description)

SS - store status

ST - store number

WK - week-end date

SL - This is a special type used to combine select sets.

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## Selection Parameters (50 characters)

This field is used to define the data to be selected from the specified field type. A list of data items may be entered separated by commas (ex. 01,02,05,10). Ranges of data items may also be entered (ex. 010-205). Keywords substitute a date computed from the "AS OF" date entered when the report is printed. Keywords must be in the following format:

\*WKaxx Where "a" = D if a week-ending date is to be selected only if it falls exactly on the substituted date. If "a" = R, week-ending dates will be selected if they fall within the preceding 7 days that ends on the substituted date. This may be useful in comparing companies whose weeks do not end on the same day. If "a" = S, week ending dates will be selected if they fall within the following 7 days that begins on the substituted date.

Valid only for field type "WK".

xx = 2 digit number of weeks before the "AS OF" date.

Examples:

\*WKD00 - substitutes the "AS OF" date entered when this report is printed. Only that date will be selected.

\*WKR52 - substitutes the "AS OF" date minus 52 weeks (one year ago). Any week-ending dates that fall within the seven days previous to the substituted date will be selected.

\*ALL Where any field value will be selected for reporting on this field. Valid for all field types except "SL".

\*CMYxx Where xx = 2 digit number of months before the "AS OF" month and year.

Examples:

\*CMY00 - substitutes the month and year "AS OF" when the report is printed. Only that month and year will be selected.

\*CMY12 - substitutes the "AS OF" month and year minus twelve months (one year ago). Valid only for field type "AC".

Selection parameters for field type "SL" may consist of multiple combinations of select set numbers separated by a space, the letter "N" or the word "OR". For example:

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SET #	FLD	SELECT
1	SL	20N35
2	SL	20 35 OR 20 36

In the example, Set # 1 defines a combination of Set # 20 and Set # 35. Weekly history records will be selected for Set # 1 if they satisfy the selection parameters for Set # 20 and they do not satisfy the selection parameters of Set # 35. If Set # 20 selects store 1101 and Set # 35 selects sequence 250 then Set # 1 selects any records from store 1101 that are not sequence 250. Set # 2 defines another combination. Assume Set # 20 selects store 1101, Set # 35 selects sequence 250 and Set # 36 selects sequence 950. Set # 2 selects both sequence 250 from store 1101 and sequence 950 from store 1101.

## Column Description Record

This record type defines the columns to be printed on this report.

**Report Id -** ) See Title Record

## Column Id (single character)

Identifies a specific column on the report. Valid values are A - Z.

## Select Set (2 digit)

Set # which defines selection of data to be printed in this column. Or "PC", "AV" to indicate the amounts to be printed in this column are the result of a percent or average calculation.

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## **Column Ending Position (3 digit)**

Defines the ending print position of this column. The width of each column is implied by the number of positions between each column ending position up to a maximum width of 15 positions. This will allow a 9 digit with 2 decimal places, a decimal point, commas and a \$ sign. If it is known that the amounts will not be this large, a smaller width may be defined (See column width) in order to put more columns in a smaller space. If the amount to be printed is longer than the column width will allow, an "\*" will be printed in the left-most position of the amount to indicate truncation has occurred. Valid values: are 1 -198. Anything past position 132 is ignored unless compressed print (15 C.P.I.) is requested. The highest position which can be printed for different page sizes and print modes are:

- 10 cpi/wide stock
- 132 positions
- 15 cpi/wide stock
- 198 positions
- 10 cpi/letter size
- 85 positions
- 15 cpi/letter size
- 127 positions

## **Column Width (3 digit)**

Number of print positions this column uses. See Column Ending Position for an explanation of the default.

## **Column to Divide (single character)**

If a percent/average calculation determines the amount to be printed in this column, this field specifies the column id to be used as the divisor.

## **Use Column Base (single character)**

If a percent/average calculation is indicated, this field specifies the column to be used as the dividend. The amount in each row of the column-to-divide will be divided by the amount from the corresponding row in the column identified here as the column base. See Row Base for an example.

## **Use Row Base (4 digit)**

If a percent/average calculation is indicated, this field specifies which row under the designated column-to-divide is to be used as the dividend. The amount in each row of the column-to-divide will be divided by amount from the row identified here as the row base.

In the following example, column C is defined as column A

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(column-to-divide) divided by row 3 (use row base). Column D is defined as column A (column-to-divide) divided by column B (use column base).

	Col. A	Col. B	Col. C	Col. D
			(row base)	(column base)
row 1	A1	B1	A1/A3	A1/B1
row 2	A2	B2	A2/A3	A2/B2
row 3	A3	B3	A3/A3	A3/B3

## Negative Sign (1 character)

Negative amounts may be indicated by a minus sign, parenthesis, or CR.  
Enter -, (, C. Default is minus.

**NOTE: The negative indicator is placed after the column ending position.**

## Insert Commas (1 character)

Enter "Y" if commas are to be inserted into amount fields, blank or "N" if commas are not desired.

**NOTE: One position of column width is used for each comma printed.**

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**Decimal Point (1 character)**

Enter "Y" if a decimal point is to be printed, blank or "N" if a decimal point is not desired. NOTE: One position of column width is used for the decimal point.

**Decimal Places (1 digit)**

Number of places to be printed to the right of the decimal point. Valid values are 0 - 2 for amounts, 0 - 5 for percent/averages.

**Suppress Leading Zeros (1 character)**

Enter "Y" to suppress printing-leading zeros, blank or "N" to print leading zeros.

**Reverse Sign (1 character)**

Enter "Y" to change the sign of the amounts from positive to negative or vice versa. Enter blank or "N" to leave the sign unchanged.

**Dollar Sign (1 character)**

Enter "Y" to print a dollar sign in the first position of each amount. Enter blank or "N" to suppress the dollar sign.

**Page Heading Record (See form id SR08)**

This record type defines up to five lines to print at the top of each page of this report.

**Report Id -** ) See Title Record

**Line Number (single digit)**

Indicates which line of heading information is described here. Valid values are 1 - 5.

**Description (198 char alpha)**

The description field allows free format entry of any heading information. Anything entered past position 132 will be truncated unless compressed print is requested when financial statements are printed.

Special Keywords may be entered instead of a description. These Keywords identify certain literal expressions to be substituted into the description lines. The format of the keyword specification is:

@XXXXXX,YNNN where

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@ = Delimiter indicating a keyword follows  
XXXXXX = Keyword code (see following table)  
Y = Justification code: L - left, R - right, C - center. Default is left justify  
NNN = Length of keyword substitution field.  
(005-198). Length defaults according to which keyword is used.

These literals may be centered within the substitution field or may be left or right justified. The length of the substitution field may be from 005 to 198 characters long, and can be entered at any point in the description line. The beginning position for the substitution field is the "@", and continues for the specified length. For example, @CMPNAM,C025 may be entered instead of the company name. The company name from the Company Master file will be placed on the description line and **centered within the 25-character space** defined by the substitution field.

## SUBSTITUTION KEYWORDS:

CMPNAM - Company name described in the company master file. Default length is 30.

DIVNAM - Division name described in the company master file. Default length is 30.

DIVNUM - Six-character division id. Default length is 6.

PAGNUM - Page number of the report. Page number is incremented automatically and prints in the form: PAGE 0001. Default length is 9.

RTITLE - Report title from the Title Record for this report. Default length is 40.

SEQDSC - Sequence number description defined in the weekly report description master file. Default length is 35.

STRNAM - Store name described in the store master file. Default length is 30.

STRNUM - Six-digit store number. Default length is 6.

UDATEA - User run date in alpha format. (December 31, 1982). Default length is 18.

UDATEN - User run date in numeric format (mm-dd-yy). Default length is 8.

UTIMEN - User run time in numeric format (hh.mm). Default length is 5.

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WDATEA - Week-ending date in alpha format (December 31, 1982) of data being printed. Default length is 18.

WDATEN - Week-end date in numeric format (mm-dd-yy) of data being printed. Default length is 8.

WKDxxA - A date in alpha format (December 31, 1982) computed from the "AS OF" date entered for the report. "xx" is a two digit number of weeks before the "AS OF" date.

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WKDxxN - A date in numeric form (mm-dd-yy) computed from the "AS OF" date entered for the report. "xx" is a two digit number of weeks before the "AS OF" date. Example: WKD00N substitutes the "AS OF" date. WKD52N substitutes the "AS OF" minus 52 weeks (one year ago).

CMYxxA - A month and year in alpha format (December, 1983) computed from the "AS OF" date entered for the report. "xx" is a two digit number of month before the "AS OF" month and year.

CMYxxN - A month and year numeric form (mm-yy) computed from the "AS OF" date entered for the report. "xx" is a two digit number of month before the "AS OF" month and year.

## Heading Record

This record type defines text to be printed in this report on lines that require no amounts such as section headings.

**Report Id -** ) See Title Record

## Row # (4 digit)

Uniquely identifies this line on the report. It is recommended that rows be numbered in increments of 0010 to allow later insertion of lines.

## Heading Code (single character)

"H" is automatically entered in this field to indicate this is a heading.

## Space Before (1 digit)

Number of lines to skip before printing this line. (0 - 3)

## Space After (1 digit)

Number of line to skip after printing this line. (0 - 3) If both space before and space after are blank, the report will skip one line after.

## New Page (1 character)

Enter "Y" to skip to a new page before printing this line.

## Detail Record

**Report Id -** ) See Title Record  
**Row # -** ) See Heading Record  
**Description -** )

**NOTE:** The system does not prevent a description from extending into the

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amount column positions; it is the user's responsibility to ensure that this does not happen. If such a conflict should occur however, the amounts have priority and will overlay any line descriptions that might get in the way.

## **Detail/Summary Code (1 character)**

Enter "S" if all data items selected are to be accumulated and printed as one amount. If sequence number 100 and 200 are selected (see select set #), they will be added together and printed on one line. Enter "D" if each data item selected is to be printed on a separate line, therefore generating multiple print lines from this one detail record. If sequence number 100 and 200 are selected, sequence number 100 will print on one line and sequence 200 will print on the next line.

## **Select Set # (2 digit)**

Identifies which set to use in selecting what is to be printed on this line. A select set with field type "SL" may not be used if detail summary code is "D".

## **Percent/Average (2 character)**

Enter "PC" or "AV" to indicate the amounts to be printed on this line is the result of a percent or average calculation. Either a column base or a row base must also be specified.

## **Use Column Base (single character)**

If a percent/average calculation is indicated, this field specifies the column in this row to be used as the dividend. The amount selected for each column in this row will be divided by the amount in this row under the column identified here as the column base. See Row Base for an example.

## **Use Row Base (4 digit)**

If a percent/average calculation is indicated, this field specifies which row is to be used as the dividend. The amount in each column of this row will be divided by the amount in the same column from the row identified here as the row base.

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In the following example, row 2 is defined with row 1 as the row base. Row 3 is defined with column A as the column base.

	Col. A	Col. B	Col. C
row 1	A1	B1	C1
row 2	A2/A1	B2/B1	C2/C3
row 3	A3/A3	B3/A3	C3/A3

## Base for Percent/Average (1 character)

Enter "Y" if this row is to be used as a row base for another row.

**Space Before -**

**Space After -** ) See Heading Record

**New Page -**

## Underline (1 char alpha)

A non-blank character in this field will cause a line made up to that character to be printed under the amounts in each column.

## Overline (1 char alpha)

Similar to Underline but the line is printed above the amounts in each column.

**Negative Sign -**

) See Column Description

**Insert Commas -**

) Record

**Decimal Point -**

) NOTE: If not entered

**Decimal Places -**

) these fields default

**Suppress Leading Zeros -**

) to the column descrip-

**Reverse Sign -**

) tion for each column.

## Clear Totals (8 x 1 char alpha)

Indicates which total accumulator (1 - 8) is to be cleared after this line is printed. Enter Y in the position corresponding to the total accumulator number that is to be cleared, enter N or blank for each total accumulator, which is to be left, unchanged. For example if total four is to be cleared, enter NNNYNNNN (Y in the fourth position). See Total line for a further explanation of totaling.

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## Total Record

The total record defines the amounts to be printed on total lines. Eight total accumulators are provided which contain the sum of amounts from each Detail Line. The Total Line provides the facility to print one accumulator per Total Line.

**Report Id -** ) See Title Record  
**Row # -** ) See Heading Record  
**Description -** )

## Total Code (single character)

"T" is automatically entered in this field to indicate this is a total line.

## Total to Print (single digit)

The total accumulator which is to be printed on this line (1- 8).

**Percent/Average -** )  
**Use Column Base -** ) See Detail Record  
**Use Row Base -** )  
**Base for Percent/Average -** )  
**Space Before -** )  
**Space After -** ) See Heading Record  
**New Page -** )  
**Underline -** ) See Column Description  
**Overline -** ) Record  
**Negative Sign -** ) NOTE: If not entered,  
**Insert Commas -** ) these column descrip-  
**Decimal Point -** ) tion for each column.  
**Decimal Places -** )  
**Suppress Leading Zeros -** )  
**Reverse Sign -** )  
**Dollar Sign -** )  
**Clear Totals -** )

## Step 2. BSRCLLSRM - List Sales Analysis Report Master

This procedure lists this sales analysis report master file. Entire report descriptions may be listed or a directory of only report ids and titles may be listed. All report ids may be selected for printing or a range of reports may be selected by report id.

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## **Step; BSRCLCPYS - Copy Sales Report Descriptions**

This procedure copies sales analysis report descriptions from one report id to another. The operator can then make alterations to the new report description using procedure BSRCLUSRM.

## **Step 3. BSRCLPSRP - Print Sales Analysis Report**

This procedure prints a sales analysis report defined in the sales analysis report master file. The operator is prompted for the report id to be printed. Print parameters and select parameters for that report are then displayed from the report title record. These parameters may be changed for this run. An "as of" date for this report must also be entered.

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## **JOB: Save And Remove Sales Reporting Files From Disk/Restore Files**

### **Step : BSRCLSOFF - Back Off Files To Mag Media**

This procedure allows operator to create a mag media copy of weekly sales files (BSR ). The mag media volume ID may be specified by the operator. This mag media may be used later to restore these files for later processing or file recovery in case of application or hardware failure. After copying to mag media the operator will be prompted to optionally delete all the files just copied from the disk. This would only be done if another copy of the files were to be restored at a later time.

**\*\*CAUTION \*\*** If all files are deleted from disk, a non-defective mag media copy of the files deleted must be available, since no recovery of the deleted disk files is possible after deletion.

### **Step; BSRCLSON - Reload Files To Disk**

This procedure using the mag media files created by SOFF copies those weekly sales (BSR .) files from mag media to the disk for program processing. Files can only be copied to disk if they do not previously exist on the disk. NO automatic deletion of current copies of the disk files is done in this procedure. See SOFF to remove the files on disk before trying to run this restoration.

### **Step; BSRCLFCPY - Reorganize Master Files**

This procedure will check all sales reporting master file sizes and automatically copy the files dropping all deleted records.

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## Workstation Maintenance Program Operation

During the execution of a workstation maintenance program, the operator is required to specify a "mode" of operation. The possible modes are: UPDATE or ENTER. These modes of operation indicate the type of action being requested. UPDATE mode indicates that the requests for changes to the file will be updating old records already found in the file. ENTER Mode indicates that the requests for changes to the file will be creating new records not previously found in the file.

The following maintenance functions may be accomplished with the accompanying steps:

### **ADD a record:**

-Place program in ENTER mode with command key 10 (if not already in ENTER Mode).

-If a different record format is desired, press command key 7. This displays a list of valid record formats. Enter the number of the desired format and press the enter key. The new record format is now selected and displayed. Note that the title of the selected record format appears above the record key fields.

-Enter key record to be added.

-Enter data for the record (i.e. descriptions, codes, etc.) that is to be added.

-Press enter key. Editing of all data will occur at this time. If no errors are detected, a new display will be shown for the entry of a new record. If errors are found in the data entered, a message will be displayed, the workstation alarm will sound, and all fields found in error will be displayed in reverse image. No additions (or updating) of the record will occur unless; 1) the enter key is pressed to initiate the editing of data and 2) no errors are found for the record. Only then will the file be modified.

### **CHANGE a record;**

-Place program in UPDATE mode with command key 11 (if not already in UPDATE Mode).

-Record format selection is the same as in entry mode described above.

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-Enter key field of the record to be changed.

-Press enter key. If the record is found active on file, a display will be shown to allow operator to key changes over the current data found in the record. If the record is not found on file an error message is displayed and the operator may re-key the correct key field values.

-Press enter key after all changes are entered. Editing of all data including fields not modified will occur. Error checking and reporting is similar to enter mode described above. If no errors are detected, a new display will be shown for entry of the next record key to be updated.

## **DELETE a record (deductions only);**

-Place program in UPDATE mode with command key 11 (if not already in UPDATE Mode).

-Record format selection is the same as in update mode.

-Enter key of record to be deleted.

-Press enter key. If record is not active on file an error message will be issued. If found active on file, the operator should verify by looking at the data in the record displayed that this is the record the operator wishes to be deleted.

-Press command key 4 to delete the record. If the record is not the correct one to be deleted or the operator wishes to not delete this record for some other reason, pressing enter without changing any data fields or pressing command key 11 will cancel the deletion. If command key 4 is pressed and the deletion is completed, a message will be displayed indicating the successful completion of the deletion.

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Keys Used In Workstation Maintenance Programs

Procedures:

BSRCLUSRM - Sales Analysis Report Master Maintenance

COMMAND KEY	DESCRIPTION
3	End of job
4	Delete a record
7	Select format
10	Change to Enter Mode
11	Change to Update Mode

HELP KEY Provides definitions of all keys used in that program.  
ENTER KEY Accepts new or updated records/keys entered by the operator.