

Printing a Customer Report Sorted by Hits

- Go to the (N) screen, and select the Customer Master Listing by typing **3** and pressing RETURN.

Note: If you want more details, select **7** instead of **3**. This report, the Customer Master Listing with History, includes sales history information such as month-to-date sales and hits, year-to-date sales and hits, and year-to-date gross profit percentage. Because this report has so much information, however, it's a little harder to read than the Customer Master Listing.

```
16:01:17      (N) Customer Selectors rev. (04/22/99)      04/11/00
Number Report: N_CUS1 Selector: N-CUS1
===== MANIFEST SELECTIONS ===== First Order : / / 90 $
Deliveries MTD YTD LST Y Last Order : / / 60 $
Route : Map Loc : Last Payment : / / 30 $
Map Page # Sort Order : Of $ Cur $
Del. Time : to : Days : On Check # Tot $
P/O# -----
Instructions : SALES HITS --- AVERAGES ---
Starting Credit Limit $ Mtd $ # Days #
Additional Salesman # -1 $ # Lines #
===== TAX SELECTIONS ===== -2 $ # Inv. $
Location : District Number : -3 $ #
----- YEAR TO DATE --- LAST YEAR -----
Desc. : Hits # 1111 #
Tax Percent % Credit $ $
Tax Cap Amount $ Sales $ $
Cap by Item : Cost $ $
Gross % %
Fin. $ $

[3 ] Selector Totals Only :N Loc : 1 Prt :Pl Copies : 1 Recs : Chain :N
DO YOU WISH TO SORT FROM HISTORY/TOTALS Y/N ?NY
```

The Customer Master Listing shows basic customer information. (We'll modify both reports here to include a column showing each customer's hits.)

- At Do You Wish to Change All ... Execute, type **A**
- At Change Sorts, type **Y**
- Tab to the Name field, which will be filled with 1s. Fill this field with 2s, as shown in the figure on the first page. This will set customer name as the second sort. (By default it's the first sort for this report.)
- At Suite, press RETURN.
- At Break Page on Sort 2, type **N**
- At Ascend or Descend Order on Sort 2, type **A**.
- Press RETURN until the prompt Do You Wish to Sort From History/Totals appears, and type **Y**
- Tab to Year To Date Hits #, and fill it with 1s, as shown to the left.
- At Credit \$, press RETURN.
- At Break Page on Sort 1, type **N**
- At Ascend or Descend Order on Sort 1, type **D**
- At Change Limits, type **N**
- At Add on Detail Fields, type **Y**

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08:02:59          (N) Customer Selectors rev. (04/22/99)          04/12/00
Number Report: N_CUS1 Selector: N-CUS1
===== MANIFEST SELECTIONS ===== First Order : / / 90 $
Deliveries MTD YTD LST Y Last Order : / / 60 $
Route : Map Loc : Last Payment : / / 30 $
Map Page # Sort Order : Of $ Cur $
Del. Time : to : Days : On Check # Tot $
P/O# -----
Instructions :
                SALES HITS --- AVERAGES ---
Starting Credit Limit $ Mtd $ # Days #
Additional Salesman # -1 $ # Lines #
===== TAX SELECTIONS ===== -2 $ # Inv. $
                -3 $ #
Location : District Number : ----- YEAR TO DATE --- LAST YEAR -----
Desc. : Hits # 1111 #
Tax Percent % Credit $ $
Tax Cap Amount $ Sales $ $
Cap by Item : Cost $ $
                Gross % %
                Fin. $ $

[3 ] Selector Totals Only :N Loc : 1 Prt :P1 Copies : 1 Recs : Chain :N
ENTER COLUMN TEXT FOR THIS FIELD ==> [HITS ]
    
```

- 16 Press RETURN until the prompt Do You Wish to Select Fields from History/Totals appears. Type Y
- 17 Tab to Year To Date Hits #, and fill it with 1s again, as shown in the figure above.
- 18 At Enter Column Text for This Field, type **HITS** and press RETURN. See the same figure.
- 19 At Credit \$, press RETURN.
- 20 At Enter Header Text 1, type **CUSTOMERS SORTED BY** and press the SPACE BAR.

- 21 At Enter Header Text 2, type **ANNUAL HITS** and press RETURN.
- 22 At Totals Only, press TAB.
- 23 At Loc, press TAB.
- 24 At Printer, accept the default printer by pressing TAB, or specify another printer.
- 25 At Copies, print one copy by pressing TAB, or specify a higher number.

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10:38:44          (N) Customer Selectors rev. (04/22/99)          04/12/00
Number Report: N_CUS1 Selector: N-CUS1
===== MANIFEST SELECTIONS ===== First Order : / / 90 $
Deliveries MTD YTD LST Y Last Order : / / 60 $
Route : Map Loc : Last Payment : / / 30 $
Map Page # Sort Order : Of $ Cur $
Del. Time : to : Days : On Check # Tot $
P/O# -----
Instructions :
                SALES HITS --- AVERAGES ---
Starting Credit Limit $ Mtd $ # Days #
Additional Salesman # -1 $ # Lines #
===== TAX SELECTIONS ===== -2 $ # Inv. $
                -3 $ #
Location : District Number : ----- YEAR TO DATE --- LAST YEAR -----
Desc. : Hits # 1111 #
Tax Percent % Credit $ $
Tax Cap Amount $ Sales $ $
Cap by Item : Cost $ $
                Gross % %
                Fin. $ $

[3 ] Selector Totals Only :N Loc : 1 Prt :P1 Copies : 1 Recs : 100 Chain :N
ENTER PRINTER/COPIES/RECORDS
    
```

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26 At Recs, you can limit the report to a specific number of customer records with the most hits. To limit it to the 100 customers with the most hits, for example, type 100 and press TAB. See the figure at the bottom of the previous page.

If you leave the Recs field blank, the report will include every customer record in your database.

27 At Chain, press RETURN.

28 At Do You Wish to Save Sorts and Limits, press RETURN.

29 At Are You Sure, make sure that your printer is online and loaded with paper, and then type **Y**