



# Printing a Customer Report Sorted by Sales

centage. Because this report has so much information, however, it's a little harder to read than the Customer Master Listing.

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

- 3** At Do You Wish to Change All ... Execute, type **A**
- 4** At Change Sorts, type **Y**
- 5** Tab to the Name field, which will be filled with 1s.

```
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. $
                -3 $ #
Location : District Number : ----- YEAR TO DATE --- LAST YEAR -----
Desc. : Hits # #
Tax Percent % Credit $ $
Tax Cap Amount $ Sales $111111111 $
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
```

Fill this field with 2s, as shown on the previous page. This will set customer name as the second sort. (By default it's the first sort for this report.)

- 6** At Suite, press RETURN.
- 7** At Break Page on Sort 2, type **N**
- 8** At Ascend or Descend Order on Sort 2, type **A**.
- 9** Press RETURN until the prompt Do You Wish to Sort From History/Totals appears, and type **Y**
- 10** Tab to Year To Date Sales \$, and fill it with 1s, as shown to the left.
- 11** At Cost \$, press RETURN.
- 12** At Break Page on Sort 1, type **N**
- 13** At Ascend or Descend Order on Sort 1, type **D**
- 14** At Change Limits, type **N**
- 15** At Add on Detail Fields, type **Y**
- 16** Press RETURN until the prompt Do You Wish to Select Fields from History/Totals appears. Type **Y**
- 17** Tab to Year To Date Sales \$, and fill it with 1s again.

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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 #              #
Tax Percent %      Credit $      $
Tax Cap Amount $   Sales $1111111111 $
Cap by Item :      Cost $          $
                Gross %              %
                Fin. $            $

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

- 18** At Enter Column Text for This Field, type **ANNUAL SALES** and press RETURN. See the figure above.
- 19** At Cost\$, 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 SALES** 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.
- 26** At Recs, you can limit the report to a specific number of customers with the most sales. To limit it to the 100 customers with the most sales, for example, type 100 and press TAB.  
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, type **N**
- 29** At Are You Sure, make sure that your printer is on-line and loaded with paper, and then type **Y**