



ECi USERS CONFERENCE
Empowerment 2008

Using Daily Reports

Contents

Accounts Receivable Batch	3
Printing the A/R Batch Report	3
Accounts Payable Batch	6
Printing the A/P Batch Report	6
President's Screen A/R (PDA) Printout	9
Printing the President's Screen Printout	9
P.O.S. Tender Totals Reports	10
Printing the P.O.S. Tendered Totals Report	10
Daily Invoice Register	12
Printing the Daily Invoice Register	13
Open Pick Report	16
Printing the Open Pick Records Report	16
Order Entry Exceptions	20
Printing the Order Entry Exceptions Report	20
Order Entry Verification Exceptions	21
Printing the Order Entry Verification Exceptions Report	21
Margin Exceptions Report (UR-B, Margin Exceptions)	22
Printing the Margin Exceptions Report	22

Accounts Receivable Batch

The A/R Batch Report shows the detail of each posting in a batch, as well as the total of all postings made in a batch. Batch reports are used to verify the accuracy of A/R postings. You can also release A/R batches while printing this report. Releasing a batch deletes it from the AR-BATCH file. If the Auto Post parameter in the (L2) G/L Master Numbers screen is set to Y, releasing also posts the summary records to a general ledger batch.

Note: You should print an A/R Batch Report and release the batches at the end of each business day. Save the report for your audit trail, since it provides a record of all accounts receivable and order entry activity.

You must assign batch numbers for manual postings in the Accounts Receivable Posting window. However, batch numbers are assigned for order entry transactions. Different types of order entry transactions are assigned to different batch numbers. Transactions are divided by the terminal type that generated the order. Batch numbers are assigned according to the following:

Batch Number	Description	Terminal
9##1	Transfers	All
9##2	Credit Returns	All
9##3	Cash & Cash Returns POS	Point-of-Sale
9##4	CODs	Point-of-Sale
9##5	Charges	Point-of-Sale
9##6	Cash & Cash Returns POS	Commercial
9##7	CODs	Commercial
9##8	Charges	Commercial
9##9	Finance Charges	All

Note: The characters ## represent the G/L location where the batches were created. For example, batch number 9011 would contain transfers for location 01.

Printing the A/R Batch Report

- 1 From the (OR) screen, select the [A] Batch action code.
- 2 In the Batch Nbr field, specify the range of batch numbers to include on the report. Enter the beginning of the range in the first field and enter the end of the range in the corresponding To field. To include all batches, press Tab.

Using Daily Reports

Note: Releasing batches while printing the A/R Batch Report is a dedicated function.

3 In the Release field, type **Y** to release the batches included in this report. Releasing a batch deletes it from the AR-BATCH file. Releasing a batch also posts the summary records to a general ledger batch, as long as the Auto-Post parameter in the (LG2) G/L Master Numbers screen is set to **Y**. To skip this field, press Enter. Go to **Step 5**.

Note: If you release all batches, the entire AR-BATCH file is deleted. If you specified a range of batch numbers, only those batches are deleted.

4 At the Enter Password prompt, enter the password. It is set in the Release field in the (LA) Customer and A/R Parameters screen.

5 Use the Location field to limit by location. To limit the report to a single location, specify the location number. If you enter a single digit location, press Tab. To include all locations, leave the Location field blank.

6 Use the Printer field to specify the printer to use.

7 Use the Copies field to specify the number of copies to print.

8 You can specify the business period to which to release the A/R batches. To do so, you must specify **Y** in the Release field (**Step 3**), limit the report to a single location (**Step 5**), and set the Prompt For Period When Releasing Batches By Loc field in the (LA2) A/R Parameters screen to **Y**. At the Release Batches To Period prompt, enter the business period.

Note: Use wide paper or set your printer for compressed print (17 characters per inch). To set your printer for compressed print, change the print setting manually. Refer to your printer manual for instructions.

The A/R Batch Report shows the following for each posting:

- Invoice number
- Invoice date
- Check number
- Charge or payment amount
- Posting type
- Posting remarks
- Control general ledger account number
- Reverse general ledger account number.

Using Daily Reports

The report also includes the following summary information:

- Total charges (including amounts re-entered for voided checks)
- Total payments (including entries in the payments column)
- Vendor account balance.

INVOICE #	DATE	CHECK #	CHARGES	PAYMENTS	T	REMARKS	CONTROL	REVERSE
ECI2 BATCH REPORT OF A/R POSTINGS 03/28/08 4400 ALLIANCE GATEWAY FWY BATCH 9016 LOC 1 PHONE CASH & RETURNS 09:25:50 FORT WORTH TX 76177 PAGE 1								
10465-0	03/27/08	CARD 1	.00	12.44	3	PAYMENT DEP	0110201	0110101
10466-0	03/27/08	CARD 1	.00	73.45	3	PAYMENT DEP	0110201	0110101
		Denton				Route :		
		suite 222						
		mockingbird ln						
		fort worth		tx76179				
		10022 PREPAY 0 UP FRONT				\$ -85.89		
10483-0	03/28/08	CASH	135.29	.00	1	CASH SALE	0110101	
10483-0	03/28/08	CASH	.00	15.30		TAX		0122030
(01)	-119.99							
		10002 MARTINEZ PAINTING				\$ 135.29		
		NUMBER OF INVOICES	1	AVERAGE OF \$		135.29		
10484-0	03/28/08	14567	32.56	.00	1	CASH SALE	0110101	
10484-0	03/28/08	14567	.00	1.55		TAX		0122030
(01)	-11.05 (09)	-19.96						
		10015 A TOUCH OF LOVE HOME HEALTH				\$ 32.56		
		NUMBER OF INVOICES	1	AVERAGE OF \$		32.56		
10485-0	03/28/08	CARD 0	35.32	.00	1	CASH SALE	0110101	
10485-0	03/28/08	CARD 0	.00	1.36		TAX		0122030
(01)	-30.98 (09)	-2.98						
		10014 BANDY INVESTMENTS				\$ 35.32		
		NUMBER OF INVOICES	1	AVERAGE OF \$		35.32		

Accounts Payable Batch

The A/P Batch Report shows the details of each posting made in a batch, as well as the total of all postings in a batch. You can use batch reports to verify the accuracy of A/P postings.

Printing the A/P Batch Report

You can also release A/P batches while printing this report. Releasing the batch reduces the demand on computer storage space. However, releasing a batch deletes it from the AP-BATCH file. If the Auto Post parameter in the (L2) screen is set to Y, releasing also posts the summary records to the GL-BATCH file. (To release the GL-BATCH file to general ledger, you must release the G/L batches through the (W) General Ledger Reports screen.)

Note: ECI recommends that you first print the report without releasing the batches.

Printing the report first allows you to make adjustments to the batch. Once the accuracy of the postings in a batch is verified, print the report and release the batches. The final A/P Batch Report should be saved in a safe place. It provides a permanent record for your audit trail.

- 1 In the (QR) Accounts Payable Reports screen, select the [A] Print A/P Batch report code.

Note: Releasing batches while printing this report is a dedicated function.

- 2 In the Batch Number # field, specify a range of batch numbers to include on the report. Enter the beginning of the range in the first field and enter the end of the range in the corresponding To field.

To print a specific batch, specify the same batch number in the Batch Number # and corresponding To fields.

To include all batches, press Tab.

- 3 In the Release field, indicate whether to release the batches included in this report. Releasing a batch deletes it from the AP-BATCH file. If the Auto Post field in the (L2) screen is set to Y, releasing a batch also posts the summary records to the G/L batch file #9999. (To release the GL-BATCH file to general ledger, you must release the G/L batches through the (W) screen.)

Note: Print the report first without releasing the batches. After viewing the report and making any adjustments to the batch, print the report and release the specified batches.

To not release the A/P batches, press Enter. Go to **Step 6**.

To release the A/P batches, type **Y**.

Note: If you release all batches, the entire AP-BATCH file is deleted. If you specified a range of batch numbers, only those batches are deleted.

4 Use the Location field to limit the report by location. To limit to a single location, specify the location number. If you enter a single-digit number, press Tab.

To include all locations, leave the field blank.

5 If you are releasing batches, the Enter Password prompt appears. Enter the password set in the Release field in the (LC) Vendor And A/P Parameters screen.

6 Use the Printer field to specify the printer to use.

Note: You must use wide paper or set your printer for compressed print (17 characters per inch) to print this report. To set your printer for compressed print, change the print setting manually. Refer to your printer manual for instructions.

7 In the Copies field, enter the number of copies to print. The report prints.

Note: If you released the batches, you should be sure the release procedure is complete before performing other A/P functions. Open TBLServer and click Users, then Administrator. The program name ;RPT:QA means the release is still in progress. When this program name no longer appears, the process is complete.

The A/P Batch Report shows the following for each posting:

- Invoice number
- Vendor number
- Invoice date
- Check number
- Voucher and net date
- Posting remarks
- Charge or payment amount
- Discount percentage
- Control general ledger account number

Using Daily Reports

- Reverse general ledger number
- Invoice specials.

The report also includes the following summary information:

- Total charges (including amounts re-entered for voided checks)
- Total payments (including entries in the payments column)
- Vendor account balance.

A general ledger summation prints at the end of the information for each batch. This summation includes the following information:

- General ledger account number and description
- Total posted to the account
- Count or number of transactions posted to the account
- Business periods.

The last page of the report shows summary information and general ledger totals for all batches.

Note: A line of asterisks (*) next to a G/L number in the G/L summation indicates that the G/L number does not exist in the Chart of Accounts.

INVOICE	VENDOR #	DATE	CHECK #	VOUCHER	NET DATE	R E M A R K S	CHARGES	PAYMENTS	DIS%	DISCOUNT	CONT. G/L	REV. G/L
506631	GLOBAL	03/23/08		03/23/08	03/23/08		500.00	.00	00.0	.00	01-201-01	01-104-15
8004	KNL	03/23/08		03/23/08	03/23/08		60.35	.00	00.0	.00	01-201-01	01-621-43
8004	KNL	03/23/08		03/23/08	03/23/08		1500.00	.00	00.0	.00	01-201-01	01-104-18
							2060.35	.00		.00	TOTAL	2060.35
G E N E R A L L E D G E R S U M M A T I O N												
G/L NBR.	D E S C R I P T I O N		TOTAL	COUNT	BP							
01-104-15	INVENTORY-DEPT E		500.00	1	3							
01-104-18	INVENTORY-DEPT H		1500.00	1	3							
01-201-01	ACCOUNTS PAYABLE TRADE		-2060.35	3	3							
01-621-43	FREIGHT OUT CARRIERS		60.35	1	3							
			.00									

ECI			BATCH REPORT OF A/P POSTINGS			04/14/08		
4400 ALLIANCE GATEWAY FWY			BATCH NUMBER (123)			09:04:14		
FORT WORTH						PAGE 1		

^ECI			BATCH REPORT OF A/P POSTINGS			04/14/08		
4400 ALLIANCE GATEWAY FWY			BATCH NUMBER (424)			09:04:14		
FORT WORTH						PAGE 1		

President's Screen A/R (PDA) Printout

The (PDA) President's A/R screen displays totals of all of your receivables. This screen can show you at a glance how much of your assets consist of receivables. It includes year-to-date and daily figures, and can also show you month-to-date and quarterly figures. You use the (PDA) President's A/R screen and the A/R Batch Report to perform your daily accounts receivable audit.

The (PDA) screen displays accounts receivable totals for a particular location or for all locations. (If you are maintaining separate locations by keeping customer database records on more than one unit, the total accounts receivable displayed only includes all locations for the unit you are using.) Make sure that the accounts receivable totals are displayed for all locations (or for all locations on this unit, if you have customer database records on more than one unit). If the Location field in the lower left corner of the (PDA) screen is blank, the figures shown are for all locations. If a location number is displayed, the accounts receivable totals are only for that location. To see the figures for all locations, choose the [L] Set Loc option code. When the cursor moves to the Location field, use the Spacebar to clear the location number.

The (PDA) screen shows the total accounts receivable for all customers. This screen is updated each time you do any of the following:

- Create an invoice or credit memo in the Order Entry window
- Post a transaction to a customer's account in the Accounts Receivable Posting window
- Age your accounts receivable through the (O) Accounts Receivable Selectors or (OR) Accounts Receivable Reports screen
- Create finance charges in the (O) or (OR) screens.

Printing the President's Screen Printout

In the (PDA) screen:

- 1 Use the Printer field to specify the printer to use.
- 2 In the Copies field, enter the number of copies to print.
- 3 At the Are You Sure prompt, type **Y**.

Using Daily Reports

ECI2		Presidents A/R Screen		03/28/08	
4400 ALLIANCE GATEWAY FWY				09:43:11	
FORT WORTH TX 76177					
=====					
				YTD	Daily 03/28/08
Over 90	\$.00	Finance Charges	\$.00	\$.00	\$.00
Over 60	\$ 84005.58	High Credit	\$ 165194.28	\$ 2423.75	\$ 2423.75
Over 30	\$ 371335.70	Hits	\$ 420	\$ 11	\$ 11
Current	\$ 122823.08	Avg Lines	\$ 8	\$ 2	\$ 2
Total	\$ 578164.36	Avg Amount	\$ 1290.00	\$ 171.92	\$ 171.92
		YTD		Daily 03/28/08	
Previous Balance		\$ -4194.11		\$ 575740.61	
Invoices	\$ 580020.61		\$ 2423.75		
Payments	\$ 85.89		\$.00		
Credits	\$.00		\$.00		
Adjustments	\$.00		\$.00		
Net Change	\$ 579934.72		\$ 2423.75		
New Balance	\$ 575740.61		\$ 578164.36		
Location ()					

P.O.S. Tender Totals Reports

This report shows the sales activity for the day. The report lists invoice numbers and is sorted by the logical name of the terminal within the location. However, since received-on-accounts and payouts do not have invoice numbers, they print at the beginning of the report for that terminal.

Printing the P.O.S. Tendered Totals Report

Note: You must print this report before you enter ending drawer totals in the Retail Order Entry window or before performing day-end procedures. When you perform these functions, the information in the P-TENDER file flushes to the file JO-TENDER. Also, you should rename the file JO-TENDER at the end of each month. If you don't, a blank tender file is created when you reprint from your renamed sales journal.

If multiple tenders are used during a transaction, each tender type appears as a separate entry on the report.

- 1 In the (T) Order Entry Selectors screen, enter the number of the report to print in the Selector field.
- 2 At the Do You Wish To Change All prompt, type **E** to print the report without making changes.

Type **P** to make changes to the print line.

Type **A** to make changes to the body of the report.

Note: You must use wide paper or set your printer for compressed print (17 characters per inch) to print this report. To set your printer for compressed print, change the print setting manually. Refer to your printer manual for instructions.

This report includes the following information:

- Order-taker
- Invoice number
- Invoice date
- Authorization code
- Tender code
- Check number
- Credit card number or account number
- Total amount tendered
- Change back
- Cash tender amount
- Check tender amount
- Credit card tender amount
- Other amounts tendered
- Starting drawer totals.

In addition, this report includes the following sub-totals for each terminal and location, as well as the combined totals for each location:

- Total number of transactions
- True invoice amount (total amount tendered minus change back)
- Total amount tendered
- Total change back
- Total cash tendered
- Total check tendered
- Total credit card tendered
- Total other amounts tendered.

Using Daily Reports

ECI2		P.O.S. TENDERED TOTALS REPORT										09:25:09	
4400 ALLIANCE GATEWAY FWY												03/28/08	
FORT WORTH TX 76177		FOR LOCATION (1)										PAGE 1	
ORDR	INVOICE	AUTH	TENDER			TOTAL	CHANGE	CASH	CHECKS	CREDIT CD.	OTHER		
TAKR	INVOICE #	DATE	CODE	CHECK #	ACCT NUMBER								
FOR LOCATION (1)													
FOR TERMINAL (T0)													
101	10461-0	03/27/08		3	4111111111111111			.00	.00	.00	.00		
101	10461-0	03/27/08		3	4111111111111111			.00	.00	.00	.00		
101	10462-0	03/27/08		3	4111111111111111			.00	.00	.00	.00		
101	10463-0	03/27/08		3	4111111111111111			.00	.00	.00	.00		
101	10464-0	03/27/08		3	4111111111111111			.00	.00	.00	.00		
101	10464-0	03/27/08		3	4111111111111111			.00	.00	.00	.00		
101	10465-0	03/27/08		3	4111111111111111	12.44	.00	.00	.00	.00	12.44		
101	10466-0	03/27/08		3	4111111111111111	73.45	.00	.00	.00	.00	73.45		
101	10483-0	03/28/08		1		135.29	.00	135.29	.00	.00	.00		
101	10484-0	03/28/08		2	14567 111112222222244	32.56	.00	.00	32.56	.00	.00		
101	10485-0	03/28/08	123456	3	5555555555555555	35.32	.00	.00	.00	.00	35.32		
TERMINAL (T0) TRANSACTIONS:				11	TRUE \$ AMOUNT	289.06		289.06	.00	135.29	32.56	121.21	.00
LOCATION (1) TRANSACTIONS:				11	TRUE \$ AMOUNT	289.06		289.06	.00	135.29	32.56	121.21	.00
TOTAL TRANSACTIONS:				11	TRUE \$ AMOUNT	289.06		289.06	.00	135.29	32.56	121.21	.00

Daily Invoice Register

This report lists the day's invoices and gives sales total information. You must print it before performing the (MA) Daily Backup Procedure.

This report includes the following information for each invoice:

- Company logo
- Invoice number
- Customer account number and department
- Customer name
- Invoice sub-total
- Invoice discount
- Invoice tax
- Invoice total
- Invoice type (cash, charge, COD, and so on)
- Daily total number of line entries
- Daily total number of invoices
- Daily average dollar amount per invoice

- Daily sales sub-total amount
- Daily sales discount amount
- Daily sales tax amount
- Daily sales total amount.

Printing the Daily Invoice Register

- 1 In the (TR) screen, select the [F] Daily Invoice Register report code.
- 2 When the cursor moves to the Pick # field, you can set limits. Use them to define the records to include on the report. To print information for all of your invoices, press Enter and go to **Step 3**.

To limit the report to one ticket, enter the same number in both the Pick # and To # fields.

To specify a range, enter the beginning of the range in the first field and enter the end of the range in the corresponding To field. Press Enter. You cannot limit by route, zip code, order-writer, or customer name.

- Use the Pick # and To # fields to limit by a range of pick ticket numbers.
 - Use the Route # and To # fields to limit reports to a range of delivery route numbers. When you enter a range of numbers, you can use either the number from the Route box in the Customer Master tab, or the number in the Route box in the Shipping Manifest in the Buyers/Manifest tab. To use the Route box in the Customer Master tab, type **R**. To use the Route box in the Shipping Manifest, type **M**.
 - Use the Zip # and To # fields to limit reports to a range of zip codes.
 - Use the Writer and To fields to limit reports to a range of order-writer numbers.
 - Use the Name and To fields to limit reports to a range of customer names.
- 3 The cursor moves to the Sort Order 1 field. Sorts determine the order in which the pick tickets print. To accept the default sort (sorting by pick ticket number), press Enter and go to **Step 4**.

You can specify up to two codes. Enter the appropriate sort code in the Sort Order 1 and 2 fields. For example, to sort tickets by date, type **D** in the Sort Order 1 field. Always define the priority for your sorts beginning with the most general and narrowing to the most specific.

Using Daily Reports

By specifying sort parameters for a report, you establish the order and grouping of any records included in the report. For example, if you sort by customer name, all of the information for each customer is grouped together and printed in alphabetical order by name. There also can be sorts within sorts. For example, if you sort by customer name and date, the report groups customer names according to date.

Sorts use either ascending or descending order. Ascending order is from first to last (from A to Z, for example). Descending order is from last to first (from 10 to 1, for example). You cannot combine ascending and descending sorts for a single report.

- To sort reports or tickets by pick ticket number, type **#**.
 - To sort by customer name, type **C**.
 - To sort by the date the order was entered, type **D**.
 - To sort by the shipping route, type **M**. The shipping route is set in the Route box in the Shipping Manifest in the Buyers/Manifest tab.
 - To sort by the route number, type **R**. The route number is set in the Route box in the Customer Master tab.
 - To sort by salesperson, type **S**. The salesperson number is set in the Salesperson 1 box in the Customer Master tab.
 - To sort by order-taker number, type **T**.
 - To sort by zip code, type **Z**. The zip code is set in the Zip box in the Customer Master tab.
- 4** In the Loc field, enter the inventory location for the report. To include all inventory locations, space through the Loc field.
 - 5** In the Printer field, enter the logical name of the printer to use.
 - 6** In the Copies field, enter the number of copies to print.
 - 7** In the Totals field, to print only total lines for the report, type **Y**. To include detail for each pick ticket, type **N**.

(The standard report is displayed next, with the custom report following.)

Using Daily Reports

ECI2		DAILY INVOICE REGISTER					03/28/08	
4400 ALLIANCE GATEWAY FWY							09:24:13	
FORT WORTH TX 76177		LOCATION (1)					PAGE 1	
INVOICE	CUSTOMER KEY	CUSTOMER NAME	SUB-TOTAL	DISCOUNT	TAX	TOTAL	TYPE	
10465-0	10022	PREPAY 0 UP FRONT	11.85	.00	.59	12.44	PREPAID	
10466-0	10022	PREPAY 0 UP FRONT	69.95	.00	3.50	73.45	PREPAID	
10470-0	10002	MARTINEZ PAINTING	210.00	.00	26.78	236.78	CHARGE	
10472-0	10001	PROFESSIONAL LANDSCAPE SERVICE	529.47	.00	72.80	602.27	CHARGE	
10473-0	10003	RITE-WAY ROOFING	.00	.00	.00	.00	NO-CHARGE	
10474-0	10000	SMITH CONTRACTING	371.85	.00	13.95	385.80	CHARGE	
10475-0	10009	CLARK JEWELRY	28.27	1.69	1.33	27.91	CHARGE	
10476-0	10010	ANTHONY TRAVEL	622.02	.00	24.88	646.90	CHARGE	
10477-0	10011	DOLLAR CHECK CASHING	23.37	.00	.94	24.31	CHARGE	
10478-0	10020	GONZALES LABOR SYSTEMS INC.	109.56	.00	5.48	115.04	CHARGE	
10479-0	10021	ALLTEX PARKER MECHANICAL SVCS	85.29	.00	4.27	89.56	CHARGE	
10480-0	10018	FULLERS JEWELRY	10.49	.00	.53	11.02	CHARGE	
10481-0	10014	BANDY INVESTMENTS	136.93	13.69	4.93	128.17	CHARGE	
10482-0	10011	DOLLAR CHECK CASHING	149.99	.00	6.00	155.99	CHARGE	
10483-0	10002	MARTINEZ PAINTING	119.99	.00	15.30	135.29	CASH	
10484-0	10015	A TOUCH OF LOVE HOME HEALTH	31.01	.00	1.55	32.56	CASH	
10485-0	10014	BANDY INVESTMENTS	34.28	.32	1.36	35.32	CASH	
DAILY TOTAL								
LINES (30)	INVOICES (17)	AVG (159.58)	2544.32	15.70	184.19	2712.81		
LINES (6)	INVOICES (4)	AVG (50.79)	185.28	.32	18.21	203.17	CASH	
LINES (24)	INVOICES (13)	AVG (193.05)	2359.04	15.38	165.98	2509.64	CHARGE	

ECI2		DAILY INVOICE REGISTER					03/28/08	
4400 ALLIANCE GATEWAY FWY							09:23:37	
FORT WORTH TX 76177		LOCATION (1)					PAGE 1	
INVOICE	CUSTOMER KEY	CUSTOMER NAME	SUB-TOTAL	DISCOUNT	TAX	TOTAL	TYPE	
10465-0	10022	PREPAY 0 UP FRONT	11.85	.00	.59	12.44	4	
10466-0	10022	PREPAY 0 UP FRONT	69.95	.00	3.50	73.45	4	
10470-0	10002	MARTINEZ PAINTING	210.00	.00	26.78	236.78	2	
10472-0	10001	PROFESSIONAL LANDSCAPE SERVICE	529.47	.00	72.80	602.27	2	
10473-0	10003	RITE-WAY ROOFING	.00	.00	.00	.00	0	
10474-0	10000	SMITH CONTRACTING	371.85	.00	13.95	385.80	2	
10475-0	10009	CLARK JEWELRY	28.27	1.69	1.33	27.91	2	
10476-0	10010	ANTHONY TRAVEL	622.02	.00	24.88	646.90	2	
10477-0	10011	DOLLAR CHECK CASHING	23.37	.00	.94	24.31	2	
10478-0	10020	GONZALES LABOR SYSTEMS INC.	109.56	.00	5.48	115.04	2	
10479-0	10021	ALLTEX PARKER MECHANICAL SVCS	85.29	.00	4.27	89.56	2	
10480-0	10018	FULLERS JEWELRY	10.49	.00	.53	11.02	2	
10481-0	10014	BANDY INVESTMENTS	136.93	13.69	4.93	128.17	2	
10482-0	10011	DOLLAR CHECK CASHING	149.99	.00	6.00	155.99	2	
10483-0	10002	MARTINEZ PAINTING	119.99	.00	15.30	135.29	1	
10484-0	10015	A TOUCH OF LOVE HOME HEALTH	31.01	.00	1.55	32.56	1	
10485-0	10014	BANDY INVESTMENTS	34.28	.32	1.36	35.32	1	
DAILY TOTAL								
LINES (30)	INVOICES (17)	AVG (159.58)	2,544.32	15.70	184.19	2,712.81		

Open Pick Report

The Open Pick Records Report shows all tickets that have not been invoiced.

Printing the Open Pick Records Report

- 1 In the (TR) screen, select the [E] Pick File Report code.
- 2 In the Reindex field, type N.
- 3 In the Today's field, type Y to print only today's open pick tickets. To include the previous day's tickets, type N.
- 4 Use the Paycode field to limit the report by paycode or tab past it.
To limit the report to a range of paycodes, enter the beginning of the range in the first field and enter the end of the range in the corresponding To field.

Note: To include quotes on the report, you must specify 0 in the first field and 9 in the corresponding To field.

To limit the report to tickets with the same paycode, enter the same pay code in both fields.

- 5 Use the Status field to limit the report by status code, or press Enter to leave the field blank.

To limit the report to tickets with the same status code, enter the same status in both fields.

To limit the report to a range of status codes, enter the beginning of the range in the first field and enter the end of the range in the corresponding To field.

- 6 The cursor moves to the Pick # field. You can use the limit fields to define the records to include on the report. To print all pick tickets, press Enter and go to **Step 7**.

To limit the report to one ticket, enter the same number in both the Pick # and To # fields.

To specify a range, enter the beginning of the range in the first field, and enter the end of the range in the corresponding To field. Press Enter. You cannot limit by route, zip code, order-writer, or customer name.

- Use the Pick # and To # fields to limit reports by specifying a range of pick ticket numbers.

- Use the Route # and To # fields to limit reports to a range of delivery route numbers. When you enter a range of numbers, use the number from the Route box in the Customer Master tab or the number in the Route box in the Shipping Manifest in the Buyers/Manifest tab. To use the Route box in the Customer Master tab, type **R**. To use the Route box in the Shipping Manifest, type **M**.
 - Use the Zip # and To # fields to limit reports to a range of zip codes.
 - Use the Writer and To fields to limit reports to a range of order-writer numbers.
 - Use the Name and To fields to limit reports to a range of customer names.
- 7 The cursor moves to the Sort Order 1 field. Sorts determine the order in which the pick tickets print. To accept the default sort (sorting by pick ticket number), press Enter and go to **Step 8**.

You can specify up to two codes. Enter the appropriate sort code in the Sort Order 1 and 2 fields. For example, to sort tickets by date, type **D** in the Sort Order 1 field. Always define the priority for your sorts beginning with the most general and narrowing to the most specific.

By specifying sort parameters for a report, you establish the order and grouping of any records included in the report. For example, if you sort by customer name, all of the information for each customer is grouped together and printed in alphabetical order by name. There also can be sorts within sorts. For example, if you sort by customer name and date, the report groups customer names according to date.

Sorts use either ascending or descending order. Ascending order is from first to last (from A to Z, for example). Descending order is from last to first (from 10 to 1, for example). You cannot combine ascending and descending sorts for a single report.

To sort reports or tickets by pick ticket number, type #.

To sort by customer name, type **C**.

To sort by the date the order was entered, type **D**.

To sort by the shipping route, type **M**. The shipping route is set in the Route box in the Shipping Manifest in the Buyers/Manifest tab.

To sort by the route number, type **R**. The route number is set in the Route box in the Customer Master tab.

To sort by salesperson, type **S**. The salesperson number is set in the Salesperson 1 box in the Customer Master tab.

Using Daily Reports

To sort by order-taker number, type **T**.

To sort by zip code, type **Z**. The zip code is set in the Zip box in the Customer Master tab.

- 8** In the Loc field, enter the inventory location for which to print pick tickets. To print pick tickets for all inventory locations, space through the Loc field.
- 9** In the Printer field, enter the logical name of the printer to use.
- 10** In the Copies field, enter the number of copies to print.
- 11** In the Totals field, to print only total lines for the report, type **Y**. To include detail for each pick ticket, type **N**.

The Open Pick Records Report is sorted by pick ticket number and includes the following information, if applicable:

- Company logo
- Location
- Pick ticket number
- Customer account number
- Customer department
- Item number
- Company
- Order status code
- Order-writer number
- Pick ticket date
- Quantity ordered
- Quantity shipped
- Quantity backordered
- Pay code type
- Discount type
- Item's unit cost
- Items's unit price.

(The standard report is displayed next, with the custom report following.)

Using Daily Reports

ECI2		OPEN PICK RECORDS							03/28/08				
4400 ALLIANCE GATEWAY FWY									09:21:34				
FORT WORTH TX 76177		FOR LOCATION (1)							PAGE 1				
PICK NO.	CUST NO.	DEPT	ITEM NUMBER	CO.	S	OT	DATE	ORDER	SHIP	BACK	P D	COST	PRICE
10454-0	10016		85818	PAP	7	101	03/23/08	7		7	2 S	2.530	5.262
10454-0	10016		654	DRB	7	101	03/23/08	1		1	2 S	66.730	81.592
10454-0	10016		32	UNS	7	101	03/23/08	100		100	2 S	.450	.655
10454-0	10016		9871	SAF	7	101	03/23/08	1		1	2 *	218.060	249.990
10454-0	10016		3830	TOP	7	101	03/23/08	5		5	2 *	9.540	15.490
10454-0	10016		121	IPS	7	101	03/23/08	1		1	2 S	39.760	110.441
10455-0	10020		E1110.3824C		7	101	03/23/08	1		1	2 N	104.500	135.850
10455-0	10020		E1110.3824E		7	101	03/23/08	1		1	2 N	161.000	209.300
10455-0	10020		E1110.3830C		7	101	03/23/08	1		1	2 N	116.000	150.800
10455-0	10020		E1110.3830E		7	101	03/23/08	1		1	2 N	172.000	223.600
10455-0	10020		E1110.3848E		7	101	03/23/08	2		2	2 N	206.500	268.450
10455-0	10020		E1110.7030E		7	101	03/23/08	2		2	2 N	203.500	264.550
10455-0	10020		E1110.7048E		7	101	03/23/08	1		1	2 N	237.500	308.750
10455-0	10020		E1120.38		7	101	03/23/08	2		2	2 N	14.000	18.200
10455-0	10020		E1120.70		7	101	03/23/08	2		2	2 N	21.000	27.300
10455-0	10020		E1220.38SRE		7	101	03/23/08	2		2	2 N	67.500	87.750
10455-0	10020		E1220.70SRE		7	101	03/23/08	2		2	2 N	83.000	107.900
10455-0	10020		E1250.38S		7	101	03/23/08	2		2	2 N	18.000	23.400
10455-0	10020		E1251.32S		7	101	03/23/08	2		2	2 N	14.500	18.850
10455-0	10020		E1420.1624F		7	101	03/23/08	4		4	2 N	31.500	40.950
10455-0	10020		E1420.1624V		7	101	03/23/08	2		2	2 N	20.500	26.650
10455-0	10020		E1420.1630F		7	101	03/23/08	11		11	2 N	33.500	43.550

ECI2		OPEN PICK REPORT							09:21:09				
4400 ALLIANCE GATEWAY FWY									03/28/08				
FORT WORTH TX 76177		FOR LOCATION [1]							PAGE 1				
PICK NO.	CUST. NO.	DEPT	ITEM NUMBER	CO.	S	O/T	DATE	ORDER	SHIP	BACK	P D	COST	PRICE
10454-0	10016		85818	PAP	7	101	03-23-08	7		7	2 S	2.530	5.262
10454-0	10016		654	DRB	7	101	03-23-08	1		1	2 S	66.730	81.592
10454-0	10016		32	UNS	7	101	03-23-08	100		100	2 S	.450	.655
10454-0	10016		9871	SAF	7	101	03-23-08	1		1	2 *	218.060	249.990
10454-0	10016		3830	TOP	7	101	03-23-08	5		5	2 *	9.540	15.490
10454-0	10016		121	IPS	7	101	03-23-08	1		1	2 S	39.760	110.441
10455-0	10020		E1110.3824C		7	101	03-23-08	1		1	2 N	104.500	135.850
24w			-										
Package Type =			-									Count = 1	
Option = BU			Black-	Umber									
Option = BU			Black-	Umber									
10455-0	10020		E1110.3824E		7	101	03-23-08	1		1	2 N	161.000	209.300
Package Type =			-									Count = 1	
Option = BU			Black-	Umber									
Option = BU			Black-	Umber									
10455-0	10020		E1110.3830C		7	101	03-23-08	1		1	2 N	116.000	150.800
30w			-										
Package Type =			-									Count = 1	
Option = BU			Black-	Umber									
Option = BU			Black-	Umber									
10455-0	10020		E1110.3830E		7	101	03-23-08	1		1	2 N	172.000	223.600
Package Type =			-									Count = 1	
Option = BU			Black-	Umber									
Option = BU			Black-	Umber									
10455-0	10020		E1110.3848E		7	101	03-23-08	2		2	2 N	206.500	268.450

Order Entry Exceptions

This report displays actions that may be contrary to company policy. The information that is included on the report comes from the EXCEPTIONS file.

The exception code is listed in the EXCEPTIONS file while the code's description is printed on the report. Neither the file nor the report show both the code and the description.

The Exceptions Report is sorted by exception code and includes the following information for each line entry:

- Ticket number
- Order-writer number
- Customer account number
- Item number and item code
- Date of the exception
- Time of the exception
- Exception description.

When you print the Exceptions Report, the printed items are purged from the EXCEPTIONS file. If the Exceptions Report is printed for location 1, only items from location 1 are purged. If the report is printed for all locations, all items are purged.

Printing the Order Entry Exceptions Report

- 1 Go to the (TR) Order Entry Reports screen.
- 2 In the Lost Sales Field, type **Y** to include lost sales or **N** to exclude them on the report.
- 3 In the Delete field, type **Y** to delete the sales after the report prints, or **N** to leave them in the system.
- 4 Use the Location field to limit the report by location. To limit to a single location, specify the location number. If you enter a single-digit number, press Tab.
To include all locations, leave the field blank.
- 5 Use the Printer field to specify the printer to use.
- 6 In the Copies field, enter the number of copies to print.
- 7 At the Are You Sure prompt, type **Y** to print the report.

INVOICE #	O.T.	CUSTOMER KEY	ITEM KEY		DATE	TIME	EXCEPTION MESSAGE		
10470-0	101	10002	99004	FEL	03/28/08	08:02:34	PRICE OVERRIDE \$	22.990->	21.000
10471-0	101	10008	4075BP72T	HON	03/28/08	08:03:55	PRICE OVERRIDE \$	414.000->	44444.400
10470-0	101	10002	99004	FEL	03/28/08	08:02:34	SALESMAN OVERRIDE	->	101
10472-0	101	10001	808PADHWC	MMM	03/28/08	08:05:11	SALESMAN OVERRIDE	->	500
10473-0	101	10003	99081	FEL	03/28/08	08:06:04	SALESMAN OVERRIDE	->	100
10472-0	101	10001	808PADHWC	MMM	03/28/08	08:05:11	COST OVERRIDE \$	216.030->	20.000
10472-0	101	10001	808PADHWC	MMM	03/28/08	08:05:14	COST OVERRIDE \$	216.030->	21.000
10474-0	101	10000	654YW	MMM	03/28/08	08:46:05	PAST DUE OVERRIDE		
10475-0	101	10009	45562	GEO	03/28/08	08:46:56	PAST DUE OVERRIDE		
10476-0	101	10010	9822	MMM	03/28/08	08:47:38	PAST DUE OVERRIDE		
10477-0	101	10011	72441B	ACC	03/28/08	08:48:46	PAST DUE OVERRIDE		
10479-0	101	10021	30090	ITA	03/28/08	08:49:49	PAST DUE OVERRIDE		
10480-0	101	10018	2000	EPI	03/28/08	08:51:08	PAST DUE OVERRIDE		
10481-0	101	10014	4511100038	OCE	03/28/08	08:51:39	PAST DUE OVERRIDE		
10482-0	101	10011	LT27LG	BRT	03/28/08	08:52:18	PAST DUE OVERRIDE		

Order Entry Verification Exceptions

This report includes information for each exception that meets the limits you set. Each line of the report shows the invoice number, followed by the customer and item keys (the customer key is the customer's account number; the item key is the item number and company). Each line also includes the time the exception occurred and the verifier's order-taker number. Next is the old price and the old quantity. These columns display amounts only if the exception changed the price or the quantity. Finally, the exception code and exception description print.

This report has no default limits. The default sorts are location, exception date, and invoice number. It breaks a page for each location and for each exception date. This means that each day's verification exceptions print on a new page.

Printing the Order Entry Verification Exceptions Report

- 1 In the (T) Customer Selectors screen, type **8**.
- 2 At the Do You Wish To Change All prompt, type **E** to print the report without making changes.
Type **P** to make changes to the print line.
Type **A** to make changes to the body of the report.

Note: You must use wide paper or set your printer for compressed print (17 characters per inch) to print this report. To set your printer for compressed print, change the print setting manually. Refer to your printer manual for instructions.

Using Daily Reports

- After you complete the print request, the Delete File After Printing prompt appears.

To save the exceptions in the VER-EXCEPT file, type N. To delete the exceptions from the VER-EXCEPT file, type Y. Any exceptions that did not meet the limits you set, and therefore did not print, remain in the VER-EXCEPT file.

ECI2				VERIFICATION EXCEPTIONS				09:22:07	
4400 ALLIANCE GATEWAY FWY				LOCATION [1]				03/28/08	
FORT WORTH TX 76177				DATE OF [02/07/08]				PAGE 1	
INVOICE #	CUSTOMER KEY	ITEM KEY		TIME	O.T.	OLD PRICE	O.QTY	CD	EXCEPTION DESCRIPTION
X100-0	10012	1531	IPS	11:42:29	101			261	Substituted Item During Change
X101-0	10012	1531	IPS	11:43:27	101			261	Substituted Item During Change
X102-0	10012	15328	GBC	11:57:42	101			261	Substituted Item During Change
X104-0	10012	15369	SMD	11:58:41	101			261	Substituted Item During Change
X104-0	10012	1536GYEL	GLW	11:59:00	101			261	Substituted Item During Change
X105-0	10012	1536GYEL	GLW	11:59:45	101			261	Substituted Item During Change
X105-0	10012	15379	SMD	12:00:32	101			261	Substituted Item During Change
X105-0	10012	15390	SMD	12:00:58	101			261	Substituted Item During Change
X106-0	10012	15379	SMD	12:01:47	101			261	Substituted Item During Change
X107-0	10012	15379	SMD	12:02:20	101			261	Substituted Item During Change
X112-0	10012	15670	ACC	12:02:49	101			261	Substituted Item During Change
X113-0	10012	15670	ACC	12:03:14	101			261	Substituted Item During Change
X115-0	10012	158	IPS	11:35:35	101			261	Substituted Item During Change
X116-0	10012	158	IPS	11:41:14	101			261	Substituted Item During Change

Margin Exceptions Report (UR-B, Margin Exceptions)

The Sales Exceptions Report, also known as the Margin Report or Bad Margin Report, shows items sold with profit margins that fall outside your normal range of margins. Unlike most reports, the range you specify for this report is exclusive rather than inclusive.

The default sorts for this report are salesperson number and customer account number. There are no default limits for this report.

Printing the Margin Exceptions Report

- In the (UR) Sales Reports screen, select the [B] Items Sold Restock Report code.
- In the Margins From and To fields, enter a range of normal gross profit percentages. The lower end of this range should represent the smallest percentage of profit that you can afford to make on a sale. The higher percentage should represent a gross profit percentage that is probably not attainable unless you enter incorrect costs.

For example, if you entered a range of 15% to 75%, the only items appearing on the report would be those with a gross profit percentage of less than 15% and over 75%.

- 3 Use the Cost Type field to specify which cost prints on the report.
 - To print the manufacturer's cost, type **M**. It is the current cost to buy the item from your manufacturer. This cost is displayed in the Direct Buy/Cost boxes in the Item Master tab. If no manufacturer's cost is specified for an item, the cost defaults to the wholesaler's cost. If a manufacturer's record exists for an item but has no cost, the report prints a zero cost.
 - To print the wholesaler's cost, type **W**. It is the current cost to buy the item from your wholesaler. This cost is displayed in the Primary (Whl.)/Cost boxes in the Item Master tab. If no wholesaler's cost is specified for an item, the cost defaults to the average or actual cost. If a wholesaler's record exists for an item but has no cost, the report prints a zero cost.
 - To print the average or actual cost, type **A**. It is the one listed in the Purchasing/Cost boxes in the Item Master tab at the time of the order. It also can be the cost from a received purchase order. Both of these costs are in the file JOUR-S. If you have accurate on-hand inventory, this is your true cost.
 - To print the pricing cost, type **P**. It is the cost in file JOUR-S that is assigned to the customer in order entry when an item is sold. If a pricing cost does not exist for an item, the cost defaults to the average or actual cost.
- 4 Limits define the information included in a report. You set limits by specifying a range of information (account numbers, item numbers and customer names, for example).

Information falling within the range is included in the report; information outside the range is excluded. For example, when generating a salesperson report, you can limit the report to only salesperson numbers within a certain range, or even to one specific salesperson number.

You can set several limits for a report. However, a record must meet all the limits to be included in the report.

To limit the report, tab to the fields to use and enter the beginning range in the From field. Enter the ending value in the To field. To limit the report to a single piece of information, enter the same text in both From and To fields.

To include all the applicable information, press Enter. Go to **Step 5**.

Using Daily Reports

- Use the Slsm From and To fields to limit by salesperson number.
 - Use the Cust From and To fields to limit by customer number.
 - Use the Invoice From and To fields to limit by assigned invoice numbers and their extensions. If you specify invoice numbers with no extensions, all invoices with the specified number print.
 - Use the Contract From and To fields to limit by contract number.
 - Use the Dates From and To fields to limit by invoice date.
 - Use the District From and To fields to limit by tax district.
 - Use the Writer From and To fields to limit by order-taker number.
 - Use the I Dept From and To fields to limit by inventory department.
 - Use the Class and To fields to limit by inventory stock class. To show only items on which commissions are paid, press Tab in the Class field and type X in the To field.
- 5 In the Location field, enter the G/L location for which to print this report.
- 6 In the Printer field, enter the name of the printer to use.

Note: You must use wide paper or set your printer for compressed print (17 characters per inch) to print this report. To set your printer for compressed print, change the print setting manually. Refer to your printer manual for instructions.

- 7 In the Copies field, enter the number of copies to print.
- 8 In the Totals Only field, press Tab. This field does not apply.
- 9 In the File field, enter the name of the sales journal from which to gather information. To accept the default sales journal, JOUR-S, press Tab. To print this report using information from a previous month's sales journal, enter the name you assigned the file during the month-end procedure.
- 10 In the Volume field, enter the volume serial of the unit where the file is located. The default volume serial comes from the Sales Jour field in the Volume Serials Record of the (LØ) screen. To accept the default volume serial, press Tab. The report prints.

Using Daily Reports

INVOICE #	DATE	TAKER	ITEM NUMBER	CO.	DESCRIPTION	C	QTY	COST	PRICE	GROSS %
ECI2 4400 ALLIANCE GATEWAY FWY FORT WORTH TX 76177					EXCEPTION REPORT		03/28/08 09:23:06 PAGE 1			
					GROSS % (15-80)					
=====										
*****	SALESMAN:	CUSTOMER:	10001	PROFESSIONAL LANDSCAPE SERVICE						
10431-0	03/06/08	101 15926	LOP	HIGHLIGHTER, JUMBO GRIP, FLUOR Y W	W	1	5.32	166.37	96.8%	
*****	SALESMAN:	CUSTOMER:	10002	MARTINEZ PAINTING						
10429-0	03/06/08	101 55	MER	DICTIONARY, MEDICAL DESK	W	1	25.82	5.78	-346.7%	
*****	SALESMAN:	CUSTOMER:	10003	RITE-WAY ROOFING						
10432-0	03/06/08	101 15G042M	LEX	CRTDG, C752, X752E, MA	W	1	335.02	166.37	-101.4%	
*****	SALESMAN:	CUSTOMER:	10006	CITY OF FORT WORTH						
10421-0	03/06/08	101 4	MCG	CHANGER, MONEY, 4COIN, SLVR	W	1	15.18	2.91	-421.7%	
10421-0	03/06/08	101 4200	SAF	HOOK, 2 NAIL HEAD COAT, SAM	W	1	17.11	.38	4402.6%	
10421-0	03/06/08	101 44000	PIL	HILIGHTER, SPOTLITER, 4/ST	W	1	2.92	22.55	87.1%	
*****	SALESMAN:	CUSTOMER:	10007	COWTOWN RODEO						
10423-0	03/06/08	101 48	CMC	CARRIER, JANI, GY	W	1	6.24	.38	1542.1%	
*****	SALESMAN:	311 CUSTOMER:	10015	A TOUCH OF LOVE HOME HEALTH						
10397-0	03/03/08	101 10B031C	LEX	LSR TNR CYN OPTRA C750 6000PY	W	1	282.61	318.50	11.3%	
10435-0	03/11/08	101 10B031C	LEX	LSR TNR CYN OPTRA C750 6000PY	W	1	282.61	318.50	11.3%	
*****	SALESMAN:	611 CUSTOMER:	10009	CLARK JEWELRY						
10422-0	03/06/08	101 460-0	SHF	PEN, FOUNTAIN, AGIO 460, MED PT	W	1	34.10	.38	8873.7%	
*****	SALESMAN:	611 CUSTOMER:	10014	BANDY INVESTMENTS						
10420-0	03/06/08	101 3400	APO	PROJECTOR, OVERHD, CONCPT	W	1	379.10	.38	9663.2%	
10420-0	03/06/08	101 3600	JOJ	LOTION, DLY MOISTR, AVENOL2OZ	W	1	7.07	2.91	-143.0%	

TOTAL NUMBER OF BAD LINE ITEMS : 12								1393.10	1005.41	-38.6%