ORDER INVOICING SYSTEM



The ORDER/INVOICING SYSTEM is used to post and print Order/Invoices at a point of sale terminal/printer.

A typical order is posted to the system as an Open Order, no invoice date is given at that time, and an un-priced Delivery/Shipping Ticket is printed. After delivery is made, the original Order is pulled up on screen and edited for corrections; (enter additional quantities Shipped or Returned...). The Order is then automatically priced and invoiced and the final Invoice is printed. Stock is automatically committed or relieved in the Inventory Control System, Cylinder Activity records are automatically posted in the Cylinder Control System and serial number activity is recorded in the Serial Number database. Invoices are batched daily to an Invoice Journal, and then updated to Accounts Receivable.

8



1729 Gateway Circle, OH 43123 • Grove City, OH 43123 • Phone 614-875-2006 www.infonetx.com • e-mail: info@infonetx.com • Fax 614-875-7761

ORDER/INVOICING MENU

ORDER/INVOICING

- The POST ORDERS program is used to post new orders to the system. View Screens are available to view and select reference information from related databases.
- The **POST SHIPPING LABELS** program prints 5" wide x 4" high shipping labels used on packages shipped to customers.
- The **OPEN ORDER REPORT** shows only open (not finalized or invoiced) orders.

INVOICING

- The **POST INVOICES** program is used to finalize orders into invoices, and print, fax or email the actual Invoice
- The INVOICE JOURNAL program produces a journal listing in numerical order of selected invoices.
- The **INVOICE BATCH** programs provide an alternative to printing, faxing or emailing as the invoices are finalized.
- The UPDATE INVOICES TO A/R program is used to automatically create the appropriate transactions in the Receivables Database for a batch of invoices.
- The INVOICE EXCEPTION REPORT program lists invoices in numerical order restricted to only those which contain exception or error conditions.
- The **SALES TAX REPORT** lists sales tax liabilities by state, county, city and other local jurisdiction for monthly or quarterly reporting procedures.

AUTOMATIC FILLING

- The **ORDER PICKING REPORT** lists open orders which can be pulled for delivery based on current inventory quantities.
- The **PRINT PACKING SLIPS** program prints open orders which can be pulled for delivery based on current inventory quantities.

Order/Invoicing Menu(gawda@infonetc/17) Jogon: gawda@infonetx:/17 Order/	Invoicing Menu Thu Apr 2 14:34:20 2009
Inter Number Of Selection	
> 1 ORDER ENTRY	19. Post Quotation
2. Post Orders	20. Copy Quote To On-Line
3. Post Shipping Labels	21 SALES ANALYSIS
4. Open Order Report	22. Sales Analysis: Customer
5 INVOICING	23. Sales Analysis: Cust/Part
6. Post Invoices	24. Sales Analysis: Cust/Type
7. Invoice Journal	25. Sales Analysis: CType
8. Print Invoice Batch	26. Sales Analysis: Cust/Manf
9. Email/Fax Invoice Batch	27. Sales Analysis: Cust/Acct
10. Print Group Invoices	28. Sales Analysis: Part
11. Update Invoices To A/R	29. Sales Analysis: Prod Type
12. Invoice Exception Report	30. Sales Analysis: Manufact.
13 SPECIAL REPORTS	31. Sales Analysis: Account
14. Sales Tax Report	32. Sales Analysis: Category
15 AUTOMATIC FILLING	33. Sales Analysis: Operator
16. Order Picking Report	34. Sales Analysis: Territory
17. Print Packing Slips	35. Sales Analysis: State
18 QUOTATION	36. Sales Analysis: Driver
Lot goothiron	our barbo that joint bertor
First Prev Next Last	NFONETICS Go Exit

ORDER/INVOICING MENU

QUOTATIONS

• The **POST QUOTATIONS** program serves the sales force with quotation generation in Order/Invoice format without compromising Post Order numbering system or viewing display.

SALES ANALYSIS

• The SALES ANALYSIS programs generate monthly, detailed or comparative spreadsheet analyses of sales history. Each analysis can be ranked from highest to lowest by gross sales, volume cost, profit or margin.

MISCELLANEOUS

- The **MOVE INVOICES TO ARCHIVE** program is used periodically to move current invoices into the Archive Database. The orders can still be accessed on-line and are available for reference and sales analysis purposes.
- The **PURGE INVOICES FROM ON-LINE** program **removes** invoices from the on line database. Used ONLY when **permanent removal** of an order from On-Line memory is desired.



The POST ORDERS program is used to post new orders to the system, finalize orders into invoices, and print

the actual Order/Invoice.

It is also used to view customers' names, addresses, contact and telephone #, order/ invoice history, Inventory Part file and current stock quantities, part sales history, cylinder balances and serial numbers.

- Data associated with each Order/Invoice:
 - Order Number
 - Customer/Ship-To ID
 - Sold To Name and Address (can be overridden on each Order/Invoice)
 - Ship-To Name and Address (also can be overridden on individual Order/ Invoice)
 - Customer Contact Name, Telephone Number, Type Classification, Comment, Current A/R Balance and Credit Limit displayed for reference
 - Dates Ordered and Invoiced,
 - Customer Wanted and actual Shipped Date, and Date Payment Due
 - Purchase Order and Job/Release ID's
 - Warehouse or store ID
 - Sales category; Cash/Will Call, Cash/Delivered, Charge Will Call, or Charge/Delivered
 - Operator/Account Rep ID
 - Route/territory
 - Tax Jurisdiction (Set Automatically from Customer File)
 - Prompt Pay Discount calculation
- Data associated with each line item on order:
 - Part ID
 - **Description** (can be changed/overridden on certain items)
 - Cylinders Shipped/Returned for "GAS" products
 - Quantity Ordered, Backordered and Sold for regular hardgoods/supply items
 - Serial Number Shipped and Serial Number Returned for both cylinders and hardgoods
 - Unit Price and Extended Price
 - Sales Tax status for each item
 - Unit Cost can be changed/overridden on certain items only

Automatic Features And Warnings; as each Order/Invoice is entered, the following checks and balances are performed:

- Over Credit Limit; This order would push customer's Accounts Receivable over their credit limit.
- **C.O.D. Warning**; Customer has been flagged as Cash On Delivery, but Order is marked as "Charge".
- **Inactive Account**; Customer's account has been closed (usually as a last resort) and should no longer be used.
- Old Unpaid A/R; Warns if a customer account is greater than 60 days old.

Ver 2 22

• **P.O. Required**; Customer requires purchase order on invoice, but none has been entered.

Post Orders(gawda@infonetx/17)				
Logon: gawda@infonetx:/17 Pos	t Orders	Thu Ap	2 14:5	8:45 2009
			CONTRACT	
WARNING: Already Invoiced Old Unpaid				
	216-793-8917 LI			
	216-793-8918 IN		Cur	0.00
Customer/Ship-To LITTL - 0		0 DaysOld		0.00
B NEW MIDDLETOWN FINANCE CO.	S LITTLE AUTO W	RECKING CO		271.93
	H YARD #2		90	
	IT15 PLANK ROAD		120	2974.81
	PONEW SPRINGFIE			0.00
Ordr'd Invc'd Want'd Ship'd Due'd Pu		Job/Rel	leas Bal	8323.69
121508 121508 121508 121508 22009 99				W 1
Sales Category Operator	Territory	ST/1	ax Driv	Discount
3 CHARGE WILL CALL MW WILHELM WESTL	AN N1 NORTH RC	UTE # OH		0.00
Part Description	Ordr/Sh BO/Rt	Sold	Price Tx	Total
1 ARG125 ARGON, COMPRESSED	5 4	5	35.00N	175.00
2 TWE11-40 TIP	10	10	0.6000N	6.00
3 LIN35-332 3/32 LINCOLN 6011	100	100	1.6940N	169.40
4 \$HM HAZARDOUS MATERIAL	c	1	2.00N	2.00
5 \$SUR400015 ARCON SURCHARGE		5	10.000N	0.50
6 \$TAXOH N OHIO TAX EXEMPT		352.90		
7 \$THANKYOU THANK-YOU FOR YOUR	ORDER AND CONTI	NUED		
Overall Price=350.40 LastCost=88.15	Prof=262.25 M	arg=75%		352.90
First Prev Next Last Comput IN	FONETICS Clear	Update V:	lew Voi	d Exit

EDITING SCREEN: POST ORDERS

- Stock Below Minimum/Out Of Stock; The product being committed will fall below its re-order point or may actually be out of stock.
- Cylinder Out Of Balance; Customer is not currently checked out with the number of cylinders he is trying to return.
- Serial Number Exception alerts such as New Or Unknown Serial #, Double Shipped, Double Returned, Returned From Wrong Customer or Ship-To address, and Change In Part ID.
- Automatic Pricing; 4 levels of pricing; Quantity discounting, Dated Special Customer Gas Pricing, and Dated Special Customer Supplies Pricing by either product group, manufacturer or specific item, and Global Sale Pricing.
- Special pricing highlighted on screen for easy identification.
- Issues and tracks **Material Safety Data Sheets** as necessary per item for each customer.
- Provides option to apply **Hazardous Material Surcharge** to any item requiring MSDS.
- Automatic Delivery Charges; Calculates delivery charge as a flat charge per order (each Customer/Ship-To can have its own rates).
- Automatic Drayage Charge; Can calculate delivery surcharge for each cylinder shipped.
- Automatic Foreign Service Surcharge; Can calculate surcharge for each foreign cylinder shipped.
- Automatic Taxes; Calculates applicable sales tax/non-taxable subtotals for appropriate tax jurisdiction.
- Inventory Control; Commits/relieves stock as Order/Invoice is posted.
- **Cylinder Control**; Posts Cylinders Shipped/Returned to Cylinder Activity file.
- Serial Number; Posts Serial Numbers Shipped/Returned to Serial Number Activity file.
- Accounts Receivable; Invoices are prepared for Updating To A/R in daily batches.





Post Orders	(root@infone	tx:/7)	8 CIPS	_		_			x
Logon: r	oot@info	one	tx:/7	Pos	st Orders		Fri	Jan 23 15:40:51 2	2009
Keyl Not	Found						CHECK	ON CONTRACT	
all hoe	1 o uno			Tele:	216-793	-8917	LITTLE\MS	S. LILLY	
Order	Custome	er-		Date		P.O.	No	1st Line Item	
			-Ordr'd-	-Invo'd-	-Ship'd-			Description	
19724	LITTL	0	06/27/06	06/29/06	06/28/06	44890)	ACETYLENE, DISSOI	VEI
19732	LITTL	0	07/11/06	07/13/06	07/12/06			ELECTRODE 1/2 DC	-C0
19740	LITTL	0	07/25/06	07/27/06	07/26/06			ARGON, COMPRESSED	6
19748	LITTL	0	08/08/06	08/10/06	08/09/06			ACETYLENE, DISSOI	VE
19713	LITTL	0	08/10/06	08/11/06	08/11/06			OXYGEN, COMPRESSE	D
198026	LITTL	0	08/15/07	08/16/07	08/15/07			ARGON, COMPRESSED	5
198026	LITTL	0	08/15/07	08/16/07	08/15/07			ARGON, COMPRESSED	5
198035	LITTL	0	01/05/08	01/06/08	01/05/08			REPAIR - BOBCAT	
198055	LITTL	0	09/23/08	09/23/08	09/23/08	12589)	OXYGEN, COMPRESSE	D
198056	LITTL	0	09/23/08	09/23/08	09/23/08			TIP	
198057	LITTL	0	09/23/08	09/24/08	09/23/08			SCREWDRIVER BIT H	TT
100050	T T D D T	~	00/00/00	00/00/00	00100100			AND OTTACH OF IMPRATO	

Logon: root@infonetx:	77	Post Orders		an 23 15: N CONTRAC	38:49 200
Keyl Not Found Customer	LITTL -	Tele: 216-793-8 0 LITTLE AUTO	917 LITTLE\MS.	LILLY	1
		S ANOTHER CATALO	GUE		
		S NEW CATALOCUE CONTRACT WITH	OTHER SUPPLIER	EXPIRES	IN
APRIL OF 2009 GET NEW CONTR		CK LATE FEBRUARY	TO TOUCH BASE	AND TRY	то

ALL or OPEN or QUANTITY or PURCHASED Parts (A/O/Q/P)

Post Orders(gawda@infonetx/17)

View

gawda@infonetx:/

Description

CONNECTOR RED

CABLE CONNECTION SUP

CONTACT TIP 11-23

MUREX 6011-A 3/16"

CONNECTOR, CABLE2010-2103

Wh1

12

27

22

8

3

37

ASSY

ASSY

Available

MBP-2B

TWE1-MBP-R

TWE10-P

TWE101R

TWE102

TWE104

WE11-23

MUR6011A-316

VIEW SCREEN: ALL ORDERS FOR A CUSTOMER

View Orders, either chronologically for a selected customer, or for all customers.

View Customer Name & Address. Locate via Customer ID, Alphabetically by Name, or Address or City/State.

View Customer's Blanket Purchase Orders on file.

VIEW SCREEN: CUSTOMER NOTES

Complete customer notes file can be viewed from any of the Post Orders dates fields for informatioon management at point of sale.

VIEW SCREEN: INVENTORY PART FILE

View Part Files numerically by Part ID or partial Part ID.

Post Orders(root@info	ieou //	-				
Logon: root@in	fonetx:/7		Post Orders			21:20 2009
View ALL or OP	EN OF QUANT					r
PartWh1 Available						
LIN35-18 262		LN 6011		2.6600	LBS	0.0000 ,B34
LIN35-316 24	3/16 LINC 9	DLN 6011		1.5490	LBS	0.5640
LIN35-332 6	3/32 LINC 0	DLN 6011		1.6940	LBS	0.6780
LIN35-532 7	5/32 LINC 5 2ND LINE			1.56	LBS	0.57
LIN35-316-P	3/16 LINC	DLN 6011	PALLET	749.8000	/PAL	564.0000

VIEW SCREEN: INVENTORY PART FILE

View Part Files by Description or any portion of Description (example shown: viewing by "6011").

0.3880

Location

.1200

6.11

0.5200

12.3400

2800

4200

0.350

46:57

A53

b 40

A40

List Unit LastCost

Thu Apr

Price

2400

13.50 PAIR

0.8100 EACH

20.7500 EACH

24.0000 RACH

24.2500 EACH

0.7790 LBS

0.600 EACH

a

Tele: 216-793-8917 LITTLE\LILLY



POST ORDERS

VIEW SCREEN: SALES TOTALS

View customer's sales history by part displaying Latest Order Number, Date & Unit Price as well as Month-To-Date and Period-To-Date quantities & prices.

VIEW SCREEN: CYLINDER BALANCES

View Customers' Cylinder Balances for each specific gas/size; Beginning, Shipped/ Returned this month, Ending, number of serial numbers on file and Customer Owned or Leased. Also shows Gas Prices and Rent Rates.

VIEW SCREEN: ITEM INVENTORY HISTORY

View Transaction Dates, Quanties, Invoice/ Purchase Order Number and Customer/ Vendor by warehouse/store for selected item.

Open Orders/P.O.'s are indicated visually by paranthesis.

VIEW SCREEN: STOCKING INFORMATION

View Part Stocking Quantities; On Hand, Available, On Order and Buy Points for each warehouse/store.

Post Orders(root@infonetx/7)			- • ×
Logon: root@infonetx:/7	Post Orders		
View ALL or OPEN or QUANTITY or P	URCHACED Dante (A/	CHECK ON CONTRACT	
	ele: 216-793-8917		
PartLatest-			
ACE3 19751 04/13/06			Tot Price 2566.18
ACETYLENE, DISSOLVED		11415	2500.10
ACB5 198028 11/04/07		1860	311.21
ACETYLENE, DISSOLVED ACEB 198074 01/21/09		48.13 17	163.66
ACETYLENE, DISSOLVED			
ARC22-082-003 19732 07/13/06	94.0000	2	188.00
ELECTRODE 1/2 DC-CC 50/MIN ARG/CO2/7525M 19169 12/27/93	35.00	2	70.00
COMPRESSED GAS, N.O.S.	2.2 UN1956		
ARG/CO2/7525T 198065 10/22/08 COMPRESSED GAS, N.O.S.		82	4296.80

Post Ord	ders(root@infonetx	<i>(</i> 7)	_	_	_			_	_	-	-	
Logon:	root@info	netx:/7		Pos	t Ore	lers		I	ri Ja	an 23 1	5:58:0	09 2009
										I CONTI	ACT	
View A	LL or OPEN	or QUANTIT	Y OI							LILLY		
LITTLE	AUTO WRECH	KING CO.\DA	VID							-Owner	ship-	NET-
	escription	Gas Price	Rent	: Rate	-Beg	Ship	Retd	-End		-01	Z -	-BAL
ACE3		16.5200 CUFT	R	2.120	2			2	1			2
ACE5 #5	ACETYLENE	20.7300 CUFT	R	2.120	1			1				1
ACEB	ACETYLENE	9.6250 CYL	R	2.120	1	5	4	2				2
ARG125	ACETTLENE	35.0000 CYL	R	2.120	1			1				1
ARG336 336	ARCON	52.4000 CYL	R	2.120	20			20				20
0XY125	ARGON	10.0000	R	2.120	4			4				4

8	Post Invoices(root@in	fonetx/15)									ж
Log	gon: root@in	fonetx:/15	5	Post Invoi	ices		Tu	e Oct	20 09	15:26 2	1005
NO?	TE: ALSO CHE	CK PROFAX									
			1	tele:							
TWI	в11-23	CONTACT	TIP 11-23	3							
Wh	Date	-Received	-Shipped	Cost/	/Price	Tr	ans ID-	Descr	iption	r/Reasor	1
1	01/23/09	450			0.350	Ι	0				
1	01/23/09	200			0.350	Ι	0				
1	03/18/09		10		0.510	0	198101	JOE'S	BODY	SHOP	
1	03/19/09		5		0.510	0	198103	JOE'S	BODY	SHOP	
1	03/25/09		10		0.510	0	198105	JOE'S	BODY	SHOP	
1	07/16/09		25		0.510	0	198111	JOE'S	BODY	SHOP	
1	08/06/09		25		0.510	0	198112	JOE'S	BODY	SHOP	
1	08/27/09		5		0.510	0	198114	JOE'S	BODY	SHOP	
1	09/22/09		10		0.510	0	198117	JOE'S	BODY	SHOP	
1	09/22/09	50		0.350		P	1176-1	0.K.I	. BERI	ING CO.	
1	IN TRANS		25	0.310		х	1081-1	XFER	TO NEW	CASTLE	
1	(12/17/08)		10		0.500	0	19615	NEW M	IDDLE	NOWN FIN	IAN
1	(01/11/09)	10		0.350		P	1105-1	TWECO	ARCA1	R	

ogon: gawda@i	nfonet	x:/17	Post O:	rders		Thu	Apr 2	15:23:36	20
							ON CONTR		
ARNING: Alrea	dy Inv	oiced C			-		redit Lir	nit	
			Tele: 21			LITTLE\M9	S. LILLY		
art		P+-316	3/16 LIN						
h Location On						Minimum	BuyPoin	Maximum	Er
COMBINED	1055	855		100	955				ÖV
	405	255			255	150	350	500	Bu
	300	300			300	100	200	350	
	50					50	100	200	MI
	300	300		100	400	200	350	600	

POST ORDERS



Logon: root	infon	etx:/	7	Post	: Orders	Fri Jan 23 16	43:10 200
View ALL or	OPEN	or QU	ANTITY (or PURCH/ Tele:	ASED Parts (A/O	/Q/P) 🧕	
Part		Desc	ription-		Quantity	Discount	Effective
	Wh				Breakpoint	Rate%Amount	Price
LIN35-18		1/8	LINCOLN	6011	1000		0.7100
LIN35-18		1/8	LINCOLN	6011	3000		0.6800
LIN35-18	2	1/8	LINCOLN	6011	0		0.8000
LIN35-18	2	1/8	LINCOLN	6011	1000		0.7300
LIN35-18	2	1/8	LINCOLN	6011	3000		0.7480
LIN35-18	3	1/8	LINCOLN	6011	0		0.8000
LIN35-18	3	1/8	LINCOLN	6011	1000		0.7300
LIN35-18	3	1/8	LINCOLN	6011	3000		0.7000

VIEW SCREEN: QUANTITY PRICING

Lists quantity price breakpoints for current part displaying part ID, breakpoint quantities, flat price, discount rate and effective price by quantity breakpoint as recorded for this part in "Edit Inventory Part File" program in the Inventory Control System.

Logon: root@infonetx:/7 📃	Post Ord	lers		Fri	Jan 23 1	5:48:34	200
Sort By Serial/Customer S	Show Last/All Tele:	Activi	ty 🛂				
Serial# Lot/H							
	//		Ven	dor		W1	h R
3687687	06/24/96	19662	MIDOH	0	OXYEM	1	R
368787	06/24/96	19662	MIDOH	0	OXYEM	1	8
369873874	06/24/96	19662	MIDOH	0	OXYEM	1	8
3756	11/15/95	19358	MIDOH	0	OXYEM	1	8
3757	12/21/89	123456	BULK	0	ARGJ		8
3758	12/21/89	123456	BULK	0	ARGJ		s
3759	12/21/89	123456	BULK	0	OXY337		s
3760	12/21/89		BULK	0	oxy337		s
761	12/21/89		BULK	0	ARGJ		s
3762	12/21/89				ARGJ		s
37867454	10/22/93				OXYDM	1	s

VIEW SCREEN: LISTING OF ALL SERIAL NUMBERS IN SYSTEM

Lists all serial numbers currently in the system in numerical order.

Logon: ro	oteinfo	netx:/7	Post Invoices	Fri Jan 23	16:59:3	23 200
			ci di ci	HECK ON CONS	RACT	
Sort By S	erial/C	ustomer 🧧	Show Last/All Activity 🗾			
, Are You	Sure?	(YES,NO)	YES Tele: 216-793-8917 LITT	LE\MS. LILLY		
Customer	LITTL	0 LITTLE	AUTO WRECKING CO.\DAVID	Part I.D		Shp
Date	-Order#	Serial#	Lot/Batch		Wh	Ro
7/12/93	19119	121		OXY251		Shp
7/12/93	19119	123		OXY251		Shp
07/12/93	19119	124		OXY251		Shp
7/12/93	19119	125		OXY251		Shp
7/12/93	19119	126		OXY251		Shp
0/22/93	19139	873874865	5	OXYDM	1	Shp
0/22/93	19139	37867454		OXYDM	1	Shp
1/15/95	19357	98576		OXY251	1	Rc
1/15/95	19357	0276		OXY251	1	Shp
5/18/00		445566		OXY251		Shp
05/18/00	19471			ACE3		Re
05/10/00	10471			a cm 3		(1)

VIEW SCREEN: LISTING OF ALL CUR-RENT SERIAL NUMBERS FOR SELECTED CUSTOMER

Lists all serial numbers currently recorded checked out to the selected customer in chronological order.



- Orders are posted to the system as Open Order, no invoice date is given at that time, and an unpriced Delivery/Shipping Ticket is printed.
- After **delivery is made**, original order is pulled up on screen and **edited for corrections**; (enter additional quantities Shipped or Returned...). The order is then **automatically priced** and **invoiced** (Invoice Date entered) and **final Invoice** is printed.
- Daily, Invoices are **batched and balanced** to an Invoice Journal, and then **Updated To Accounts Receivable**. This provides a reliable control point for verifying a day's activity.

CLOSED MOTOR VEH CYLINDERS MUST N	DRTING GAS CYLINDERS IN CARS, NCLES IS DANGEROUS AND SHOULI EVER BE MOVED IN CLOSED SPACE R TRUNKS, DUE TO THE HIGH RISK I	BE AVOID	ED. GAS ING BUT	INVC	DIC	E	COME IN C	LET NO OIL, GREAS ONTACT WITH ANY P 38, AS THIS IS CONS OGEN ARE FLAMMAE US.	DERED DANG	EROUS. ACETY	ER, REGULATOR
	×.	4	Your & Log 1234 Some Phone (13	go G	oes	He me City	re , он 431	23	Your 1234	ASE REMI Company 4 Somewhe e City, OH DATE 03/19/	Name ere St. 43123 PAGE
D 52	DE'S BODY SHOP 140 SOUTH PARK STR ROVEPORI, IN 443 SALES CATEGORY		12: SLSM/STORE	3456	9 H P T O	5240	S BODY SOUIH EPORI,	PARK SIRE IN 4432	E2 ET	123450	
JOE'S 0	CHARGE WILL CALL		JJC 1	P.O.#				5051	ELEADE NO.		03/19/09
PRODUCT		HAZARD		QTY.SHIPPED		RETO		PART NO.	CUBIC	UNIT PRICE	
OXYGEN, COM	IPRESSED	2.2	UN1072	2	CYL	1	OXY25	1	502	17.50	
ACEIYLENE,	DISSOLVED	2.1	ZARDOUS UN1001	1	CUFI	1	ACE4		190	20.5000	38.95
CONTACT TIP	11-23	HA	ZARDOUS	5	EACH		IWE11	-23		0.510	2.55
3/16 LINCOL	N 6010+			100	LBS		LIN5P			2.2410	
GLOVE, ELLI				2	EACH EACH	3	ELLRR SHM	1000A		11.1350 2.00	
OHIO SALES IHANK-YOU P	OR YOUR ORDER AND URRY BACK FOR IWE	CONI	INUED	1	EACH		0 HIN			6.750	
TOTAL WEIGH	it: 184.00 lB	,									
In Case Of	Chemical Emergend	у, Са	ll Chem	trec at	1-80	0-424	-9300				
PLEASE PAY	BY 04/18/09										
CUSTOMER'S SIG	NATURE		5.6		CAPS	HIPPED	CAPS RET	DRIVER'S INIT.	тот	AL	346.80
UNLESS OTHER TANCE OF THIS I ANY CYLINDER L (THE ABOVE MATE	WISE STATED, THE CYLINDE DELIVERY, THE CUSTOMER / .OST OR DAMAGED. RIAL WILL REMAIN THE PROPE	SSUME:	S RESPONSI	BILITY FOR 1	THE COU PAYMENT	UNT AND HAS BEE	THE DOL	LAR VALUE OF	TERMS: NET INVOICES NO TERMS ARE S OF 1.5% PER	20 DAYS FROM T PAID IN ACC UBJECT TO ASS MONTH, 18% P	
FOR TRANSPORT	THAT THE HERE-IN NAMED MA ATION ACCORDING TO THE AP TE THAT THESE GOODS WERE IF THE REGULATIONS OF THE I	PLICABLE PRODUC	E REGULATIO	NS OF THE D	ALL REC	UIREMEN	TRANSPOR	TATION.			

SAMPLE OUTPUT: ORDER/INVOICE





EDIT SCREEN: POST SHIPPING LABELS

The POST SHIPPING LABELS program prints 5" wide x 4" high shipping labels used on packages shipped to customers.

- Shipping address is **linked to the informa**tion in the customer database or may be entered from the keyboard.
- Uses attractive **double-high double-wide** printer font for easy reading.
- Can be printed on **pre-printed custom label stock** or on **blank stock**.
- Output can be directed to the screen, .PDF preview, any printer, fax, email or a net-worked harddrive on the server.

0		$\Big O$
0	Your Company Name & Logo Goes Here	0
0	1234 Somewhere Street • Some City, OH 43123 Phone (123) 123-1234 • Fax (123) 123-1235	0
0	S LITTLE AUTO WRECKING CO.	0
	H T YARD #2	
0	I O 15 PLANK ROAD	0
0	P NEW SPRINGFIELD, OH 44403	0
	ATTN: MS. LILLY LITTLE	
0	PURCHASE ORDER NO INVOICE	0
0	9997 19092	

SAMPLE OUTPUT: SHIPPING LABEL



- The OPEN ORDER REPORT, INVOICE JOURNAL and INVOICE EXCEPTION REPORT programs share the same setup screen but vary by their default restrictor field settings in accordance with the information they are designed to provide.
- The OPEN ORDER REPORT program lists all open (without Invoice Date) orders. Identifies old or accidently uninvoiced orders for consideration.
- The INVOICE JOURNAL program lists invoices in numerical order with sales totals. Used primarily as a daily sales report to balance the day and to balance charge sales and cash drawer, it also can analyze specific order/invoice data through various restrictor fields.
- The UPDATE INVOICES TO A/R program creates transactions in the Accounts Receivables System for charge invoices. Used primarily to batch update day's charge sales.
- The INVOICE EXCEPTION REPORT program lists invoices in numerical order restricted to only those which contain exception or error conditions.

The SALES TAX REPORT lists sales tax liabilities by state, county, city and other local jurisdiction for monthly or quarterly reporting procedures.

The ORDER PICKING REPORT lists open orders which can be pulled for delivery based on current inventory quantities.

- Reports can be generated in **detailed mode** showing all information contained in the order, or in **summary mode** for just totals.
- Information shown can include customer ID and name, dates ordered, invoiced, wanted, shipped and payment due date, purchase order numbers, and other codes, and each line item with pricing.
- Orders to be included can be restricted by **number**, **date**, and **customer**. For example:
 - Open orders only (no invoice date filled in).
 - Orders placed during a specified date range.
 - Orders shipped during a specified date range.
 - Orders invoiced during a specified date range
- Orders can be further restricted to those for customers which match **Customer Flag** settings.
- Exception Checking Options allow the report to highlight missing orders, orders that may have had customer A/R information changed, orders with line items that do not have the appropriate



SETUP SCREEN: OPEN ORDER REPORT

Mon Apr 13 15:37:47 2009 Page: 1



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	1 TOP 1 3/16 LINCELN SOLD+	10 0 100 0	30 100	0 0.6367 0 2.2400		0.3200	10.04	61.76 Z			
	1 MODS SHEET REGULARED FOR ACETYLENE	0 0	1	0	0.00		0.00	0.00			
	1 MODE SHEET REQUIRED FOR CONSEN		1	0 2.0000			0.00	2.00 100	0.00%		
	 HADARDITS INSTRIAL CONTLIANCE CHARGE DELEVERY CHARGE 	0 0		0 2.00			0.00	2.00			
	1 FUEL SURGWARE, TE-POWER	õ õ		0 8.00							
	1 IN TAX EXEMPT.OTHER	0.00 0.00			0.00			0.00			
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	1 THER OVER \$7253 1 THER-YOU FOR YOUR ORDER AND CONTINUED	0.00 0.00		0.00 1.00	0.00	4.00	0.00	0.00			
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				4 Ort						1 3 28.005 78.005	
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										6.201 90.705	

SAMPLE OUTPUT: INVOICE JOURNAL

Involce Journal)

Mon Apr 13 18:37:47 2009





- SALES ANALYSES are generalized reports in which order/invoices are sorted by various criteria. Data analyzed in the sort processes are compiled and can be displayed in three formats; 12 monthly subtotals spread across the report, month to date and year to date side by side and full detail formats. Ranking for user designated number of top or bottom performers is also available. Orders can be sorted by the following keys:
 - -Customer
 - Customer/Part
 - Customer/Type
 - Customer/Manf
 - Customer/Account
 - -Part
 - Product Type
 - Manufacturer
 - Account
 - Operator
 - State
 - Category
 - Route
- Categories can be **ranked from highest to lowest** and restricted to a **top or lowest number** by Quantity, Volumn, Selling Price or Cost, Profit and Margin (%).

Logon: root@infor	letx:/10	Sales A	alysis: Cus	scomer	Tue Jan 27	14:54:33 20
Order Number		0 Rep	ortTitle <mark>Sa</mark>	ales Analy	sis: Custor	ner
Date Ranges	Ordr 99	0 Invc	10108 Want 123108	e 0 s 999999	hip 0 999999	Due 0
Order Codes	Key 1 R	Key 2	Key 3	Key 4	Key	7 5
Part Codes	Wh	ID .	~~~~~	Туре	Manf	Sales
Customer ID	~~~~~ 99	0 Type	Rep 1	lerr	ST 2	lip
Customer Flags -J	AB	-C- <mark>D-</mark>	EF(3- <mark>_</mark> - <mark>H-</mark>	I- <mark>-J-</mark> -I	κ- <mark></mark> -L- <mark>_</mark> Μ-
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Rank (+=Top/-=Bot	e) 🚺 🚺	By N Oua	n. Volmn. S	Sales. Cos	t. Profit.	Margin, Non
Page Break (Y/N)	N		Price Min		-	
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ormat (Y/C/2/3/4/	/M/S/D/X)	Year.Com	p.2Fvr.3Fvi	r.Month.Sh	ort.Detail.	Label, eXpor

SETUP SCREEN: SALES ANALYSIS

- Numerous restriction fields and ranges for in-depth analytical review.
- Various formats: Full year speadsheet, one month and year-todate and full detail.
- Output can be directed to the screen, .PDF preview, any printer, fax, email or a networked harddrive on the server.

Lagana daniktivfanat Formatis Yearly Spr					Sales A	DIFORT Wiljster (305. Des Ustame					Tue J	in 27 1743	7407 2009 Page: 1
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Costa	100.38	21.17	1049.80	1122.49	144.50	645.45	2368.74	199.14	1389.17	235.59	349.95	193.73	7522.48	
Profile	172,01	129.57	328,40	1291.03	149,40	630.88	11965.42	113,81	1336,33	149,48	155.51	-60.37	36352.97	
Tanýfins	63.158	05.738	23,625	\$3,4%	50.028	40.235	85.208	36.37%	40.028	30.025	30,77%	-45.205	03.528	
Last Date:	01/05/06	02/16/08	03/14/06	01/30/08		06/19/08	07/25/06	08/26/08	09/10/08	10/02/08	11/02/06	12/92/08	12/02/08	
LastPrice	22,00	35.00	1378.00	19,23	2,65	22,00	10.00	22.00	2615.00	22,00	22.00	19,23	19,23	
Custoner: L17	148 15 NG	IO LITTLE 10 42 PLANK READ I SPRINGFIE	10.0H 44	403		MG. LILLY								
Hol unes	1	753	2253	251	753	0	0	1250	0	0	0	200	5461	
Saless	353.00	\$7.49	177104	19.23	57.69	1.40	46.90	135.10	170.00	275-25	2495.19	223, 53	5411.50	
Costa	0.00	9.03	1157.34	3.01	9.00	0.93	0.00	0.00	67.90	192.07	1253.03	80.25	2729.49	
Profits	352.00	48.66	411.90	16.22	43.64	0.75	45.90	195.10	110.20	123.18	1245.14	141.29	2992.01	
Terçino	100.025	84.365		84.395	84.351	44.543 06/14/08	100.008	200.005 06/10/08	09/30/38	44.794	49.905	64.105	\$1.365	
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Costs	100.38	30,40	2206.04	1125,90	153,53	646.58	2968.74	199.14	1454.37	387.46	1599.08	273.95	30349.37	
Profits	\$22,01	178.23	942.30	1307,25	198.06	601.63	12033.82	248.91	1446.53	212,66	1400.67	82.91	19734.98	
Tergins	83.87\$	85.355	29,925	53,74%	56.338	48.335	85.335	55.595	49.82%	41.3%	46.68%	23.23	65.24\$	
Last Date:	\$1/05/08	02/16/08	03/34/08	04/30/08	05/22/08	06/15/08	07/24/08	08/26/08	09/30/28	10/15/08	11/30/08	12/15/08	12/15/08	
LestPrices	352,3000	35.000	1378.3000	19-2300	2,9500	22,000	10.0000	22.0000	178,0000	199.5000	11.7000	9.6250	9.5250	

SAMPLE OUTPUT: SALES ANALYSIS: CUSTOMER



1	10	
	- 80 -	

Logon: dwdindonetx:/6				DEDICT	335, Dec.				7.4.3	en 27 17:22:20 2009
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			HACKED	2.0						
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Cost: Profit:		3.25 6.75			3.25	6.90 13.90		6.90 3.90		19.90
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58045	\$7.69	\$7.69	17.69	19.23					19.25	211.65
Cost	9.03	9.03	9.03	3.01					3.01	35.11
Profit:	49.66	49.66	49.66	16.22					16.22	178.42
Pargin	84.365	94.335	84.385	94.395					94.305	84.385
Last Date:	02/02/08	04/30/08	05/15/08	05/19/08					12/02/08	12/02/08
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Cost: 3.18	9.03 12	.72 12.28	9.03	3.01	3.25	6.50		6.60	3.01	68.51
Profit: 10.08		.2 \$5.42	44.65	16.22	6.76	148.60		3.60	16.22	404.42
Mangin: 76.025	84.355 76.		84,305	94.305	67.505	95.825		1,605	94.305	253.36
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Lastivice: 13.35	18.D D	.25 30.00	19.25	19.25	10.00	10.00	1	10.00	29.25	19.25

SAMPLE OUTPUT: SALES ANALYSIS: PART

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10 541251	KETYLDE												
3760	3600	2440	3500	2880	3360	2770	2547	2825	3630	2250	1999	34561	
919.14	907.00	614.63	853.37	726.24	\$35.70	687.39	637.54	704.49	451.87	942.45	\$21.85	9424.37	
s same	JAKON												
3000	3064	3343	2690	1600	3891	2690	3024	4706	4563	2362	2006	37115	
419.20	664.00	471.40	49.30	252.00	\$76.40	489.20	471.60	733.60	981.20	346.80	314.40	5539.20	
S SAES	CARBON DI	DADE											
5000	7500	5000	\$750	6800	-0750	5000	4900	6100	1900	5000	3750	65458	
1180.00	1770.00	1180.00	1357.00	1416.00	1121.00	1565.75	1156,40	1439.60	1392.40	1180.00	885.00	15643.15	
SO SALES:	VETRO/S O	(IDE											
1900	1290	1625	1375	1625	1125	1500	1375	3125	3625	1290	1000	18075	
210.00	225.00	290.10	247.50	292.56	202.50	270.00	247.50	1312.50	351.50	225.00	180.00	4257.50	
5 5452	ALTROSEN												
5120	4508	3840	4096	4352	3584	4448	4608	2560	3048	1536	1034	41824	
375.00	137.50	36.35	300.30	318.75	362.50	318.75	337.50	187.50	150.00	112.50	75.00	3096.25	
23.62 G	DridDv												
3102	753	1128	878	753	1379	3495	3750	3781	1378	250	501	21148	
145.06	\$7.68	\$3.64	0.00	\$7.68	72.27	152.80	335.10	657.96	73.04	27.62	30.23	1739.39	
		r. r.											
	SALES: (1992 - C											
21482	21075	17174	18219	17290	18089	23703	20204	23095	18144	12638	10290	218473	
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KGTMLDRE 3500 3440 3500 3 Sullis. KGTMLDRE 3500 3440 3500 3 Sullis. KGTMLDRE 810.127 8100 3441 3600 3 Sullis. KGTMLDRE 3000 3964 3343 3600 5 Sullis. KGTMLDRE 5000 5700 1364.00 1377.00 5 Sullis. KGTMLDRE 1000 1370.00 1387.00 247.30 5 Sullis. KGTMLDRE 1000 1270.00 280.10 247.30 5 Sullis. KGTMLDRE 1000 1270.00 280.10 247.30 5 Sullis. KGTMLDRE 1000 1270.00 280.10 247.30 5 Sullis. KGTMLDRE 1280 1285 300.00 375.00 384.35 300.00 10 Sullis. KGTMLDRE 1375.00 2375.30 2375.30 2375.30 300.20 300.20	Jun 100 Feb 100 Hur 100 Apr 100 Hur 106 3260 3500 3440 3550 3866 3260 3500 3440 3550 2866 3260 3500 3440 853.27 725.24 3260 3046 314.0 863.27 725.24 3000 3064 314.0 869.37 725.24 5000 3064 314.0 869.37 725.24 5000 3064 314.0 869.37 725.24 5000 3064 314.0 869.0 282.01 5000 3064 314.0 269.0 282.01 5000 1770.00 1180.00 1375.00 146.00 5000 1270.00 285.10 247.30 247.30 5100 4250 1255 1255 1255 5100 4208 5840 4096 4157 315.00 137.50 387.03 30.0.30 31.7.5 50	Jun 100 File 108 Her 108 Apr 108 Her 106 Jun 108 3160 3500 3400 3500 2881 3560 3160 3500 3400 3500 2881 3560 3160 3500 3400 853.27 725.21 885.79 51215 2000 3044 314.0 2960 1985 3000 3044 314.0 2960 1985 386.4 419.70 664.01 471.40 489.70 282.01 575.40 5 5.4125 6480 810.126 575.00 121.00 5 3000 1770.00 1180.00 1375.00 146.00 1121.00 5 3425 6170.50 1125 1255 1425 1255 1000 1270.00 285.00 364.00 4056 4152 356.40 5100 4608 3840 4056 4152 356.40 5100 4608 3840 4056	Jan 100 Feb 101 Her 100 Apr. 100 Hey 106 Jan 100 Jan 100 0 SALSS KETYLERE 3500 3600 3600 3500 2866 3360 2710 3760 3500 1440 3500 2866 3360 2770 59.1.4 907.00 434.03 613.27 726.24 616.75 667.39 5 44.05 4000 371.40 489.30 262.01 536.40 489.30 5 54.05 4000 1371.40 489.30 262.01 536.40 489.30 5 54.05 1000 1370.00 1367.30 146.00 1121.00 1565.15 5 54.05 1700.00 1367.30 267.30 267.30 270.30 270.30 5 50.00 270.00 270.40 270.40 270.40 270.40 270.40 270.40 5 50.00 270.40 270.40 270.40 270.40 270.40 270.40 270.40 270.40 270.40 270.40 270.40 270.40<	Jan '00 Fib '08 Hur '30 Jan '30 Hur '30 Hur '30 Hur '30 Jan '30 <t< td=""><td>Jan 100 Fib. 100 Hor 100 Hor 100 Hor 100 Jan 100 <</td><td>Jan '90 Feb '00 Her '30 Apr '30 Her '30 Jan '30 Jan '30 Aug '30 Sep '30 Ort '30 350 3503 340 3500 386 3360 2770 2547 2825 550 3760 3503 3400 3500 386 3360 2770 2547 2825 550 3780 3503 3440 3500 386 3360 2770 2547 2825 550 3781 3503 3544 881.17 881.77 726.24 881.75 687.35 671.40 681.87 3000 3964 371.40 489.0 352.05 576.40 481.30 733.46 681.30 5 3000 3964 301.40 387.30 373.40 1386.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 1397.40 13</td><td>Jan '00 Feb '00 Her '30 Apr '30 Her '05 Jan '05 Jul '30 Aug '30 Sp-'08 Oct '08 Her '30 3'50 3500 3640 3500 2888 3560 2770 2547 2825 3630 2250 3'50 3600 5440 3500 2888 3560 2770 2547 2825 3630 2250 3'510 3600 5440 3500 2888 3560 2770 2547 2825 3630 282.16 5'4125: 498.14 991.0 611.0 912.17 725.21 611.4 901.4 901.4 914.6 282.15 5'4125: 498.00 3964 396.1 390.4 4754 495.0 390.4 100.9 100.0 100.0 100.0 100.0 110.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 287.30 287.30</td><td>Jan '00 Fib '08 Nor '10 Apr '10 Nor '06 Jan '00 Jal '00 Jang '00 Sap '00 Ort '00 Nor '00 Des '00 0 SALES: ACTIVENE 3500 3600 3440 3500 2886 1360 2770 2547 2825 3500 2220 1999 289.1.4 601.07 726.2.4 881.75 687.25 637.54 704.0 631.27 622.18 631.48 631.47 642.18 631.48 631.47 642.18 631.48 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Oct '08 Her '30 3'50 3500 3640 3500 2888 3560 2770 2547 2825 3630 2250 3'50 3600 5440 3500 2888 3560 2770 2547 2825 3630 2250 3'510 3600 5440 3500 2888 3560 2770 2547 2825 3630 282.16 5'4125: 498.14 991.0 611.0 912.17 725.21 611.4 901.4 901.4 914.6 282.15 5'4125: 498.00 3964 396.1 390.4 4754 495.0 390.4 100.9 100.0 100.0 100.0 100.0 110.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 1100.00 287.30 287.30	Jan '00 Fib '08 Nor '10 Apr '10 Nor '06 Jan '00 Jal '00 Jang '00 Sap '00 Ort '00 Nor '00 Des '00 0 SALES: ACTIVENE 3500 3600 3440 3500 2886 1360 2770 2547 2825 3500 2220 1999 289.1.4 601.07 726.2.4 881.75 687.25 637.54 704.0 631.27 622.18 631.48 631.47 642.18 631.48 631.47 642.18 631.48 631.47 642.18 631.48 631.47 642.18 631.48 631.47 642.18 631.48	Jan '00 Fib '08 Hur '30 Jun '06 Jun '00 Jul '00 Kug '00 Sap '30 Ort '00 Hur '30 Jun '00 Jul '00 Kug '00 Sap '30 Ort '00 Hur '30 Des '00 Hur '10 Jun '00 Jul '00 Kug '00 Sap '30 Ort '00 Hur '30 Des '00 Hur '10 Jun '00 Jun '00 Jun '00 Sap '30 Ort '00 Hur '10 Jun '00 Jun '00 <t< td=""></t<>

SAMPLE OUTPUT: SALES ANALYSIS: ACCOUNT