INFOLAB

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RETAIL - REPORTS

Introduction

Reports in **INFOLAB** Retail, as with all **INFOLAB** Modules, are flexible. A range of standard Reports are provided, and these are supplemented by additional Reports done according to your requirements, during implementation, plus Reports that you create yourself (using the Report Writers provided in **INFOLAB**). Therefore, the Reports looked at in this Document should not be seen as exhaustive, but merely as examples of what may be present in your system.

Another aspect to bear in mind is the fact that some of the Reports presented here may look different at your site. This is because the Reports are also customizable, and specifically Reports like Customer Statements, Invoices, Credit Notes, Delivery Notes and some others, can be implemented according to your specifications.

Report examples are presented with **INFOLAB** templates. Your own Reports will (of course) exhibit your Company templates, e.g. Headers, backgrounds, etc.

Report Overview

Before we look at any specific reports, it is useful to understand a general principle about the execution of Reports in **INFOLAB**. Some of the flexibility of Report Execution in **INFOLAB** necessitates that the User exercise choices. With regards to Report format and output options, there are choices like Printer, Text File, HTML File, e-mail, Templates, and others. Also, Reports are not merely done for selected ranges by number, but you have different Data Selection options with different Reports, and quite often, multiple Data Selection options. In other

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words, you would not be restricted to a start and end Code or pattern for a Report based on Account Codes or Product Codes, but you may also apply criteria as to Names, Descriptions, Groups, Categories, and many other criteria. The Screen shown above will appear with most Reports when they are executed, and you can exercise your choices and / or apply your Selection Criteria here. (Please see the Navigator User Manual for more detail.)

Retail Reports

All of the indicated choices have Report options. In the case of 'Sales and Quotations', the main Retail Screen (also called the Deal Screen), there are a number of Report options, e.g. Invoice, Credit Note and other prints, in addition to the Deal functionality.

The other choices deal exclusively with Reports.

The print options offered on the Deal Screen are also available from other options, so we will not look at those here, specifically. (There is a User Manual on Quotes, Sales and Orders, which presents the Deal screen in detail.)

Customer Prints

These are typical options offered on the 'Customer Prints' choice.

Invoice Re-Print
Credit Note Re-Print
Credit Voucher Re-Print
Delivery Note Re-Print
Statement
None of These

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The options that state 'Re-Print' are all executed automatically when the original action is performed from the Deal Screen, e.g. when an Invoice is processed, it also prints. The re-print options, on the other hand, will always require a way of identifying the Document Number that must be re-printed. We present an example of this –
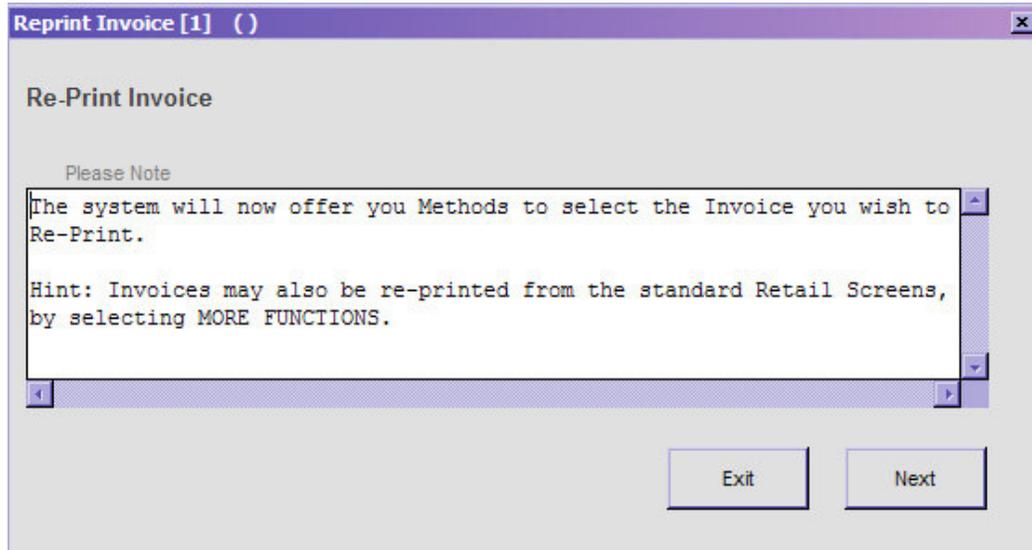

Above, the system explains what is happening, and what may be expected of you. In the picture shown next, we have already chosen the 'CRM' method to select the Customer.
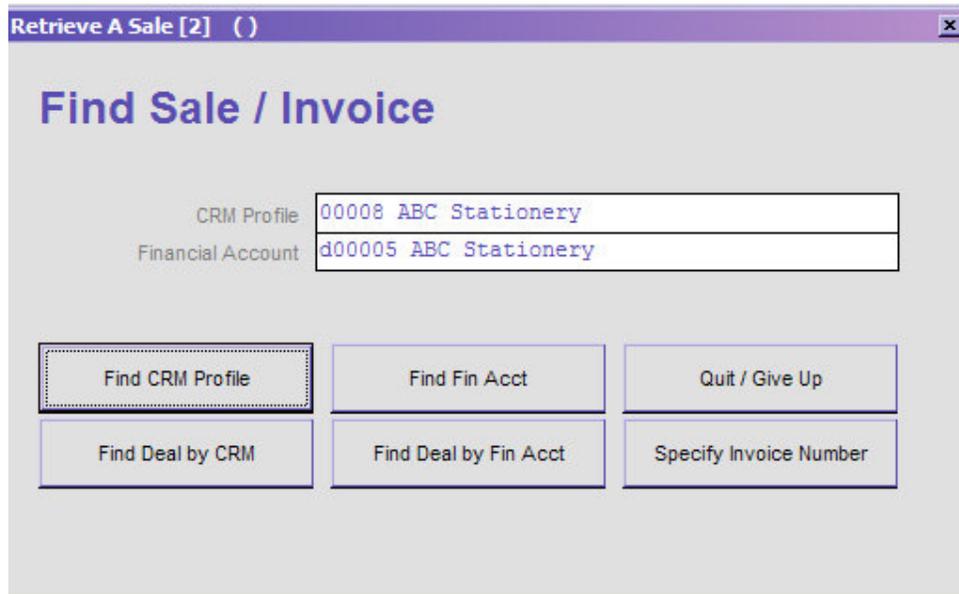
As you can see, there are a number of methods available. If the Invoice Number is known, it may be specified. Alternatively, the Invoice may be searched from the Customer CRM Record or from the Customer's Financial Account. Simply choose the desired method, and select from the list offered (if any). Once the Invoice is selected, the system offers the pre-Report screen (shown at the

beginning of this Document), and once you have exercised your choices (if any, i.e. you may simply choose NEXT to accept the default values), the system produces the Invoice re-print. Below, we show a portion of the content, but this is not terribly important, since it is only an example of what your Invoice layout may (or may not) look like.
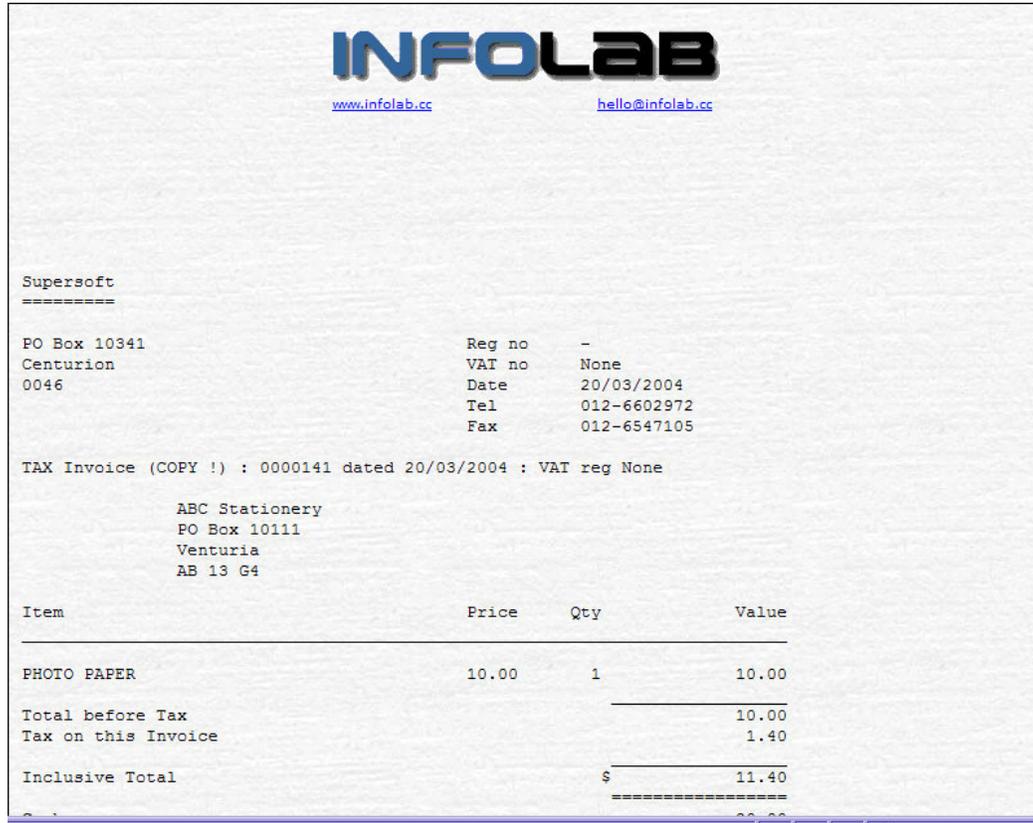
The other re-print options follow much the same sequence, whereas in the case of a (Customer) Statement, you will select the Customer Financial Account, and the Period for which the Statement should be produced.

Catalog Listings

The Catalog Listings all list parts of, or the entire Catalog, depending on the Criteria you select. There are 4 standard variations, each with a different display set, and an option that explains which is which.

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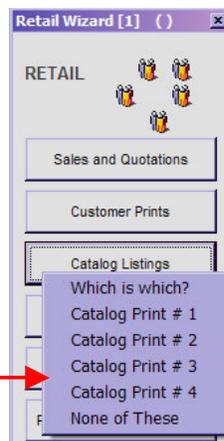
Clearly you may have additional options here, if none of the provided Catalog Listings cover all the items you wish to see on a Catalog Print.

Here is a sample –

As an interesting aside, you may notice examples of both Upper and Lower case in the Values shown. This is deliberate, demonstrating that the system is not case sensitive. However, you may choose to apply specific standards, which the system will support.

Master Listings

Master Listings include Report options on some of the Master Files.
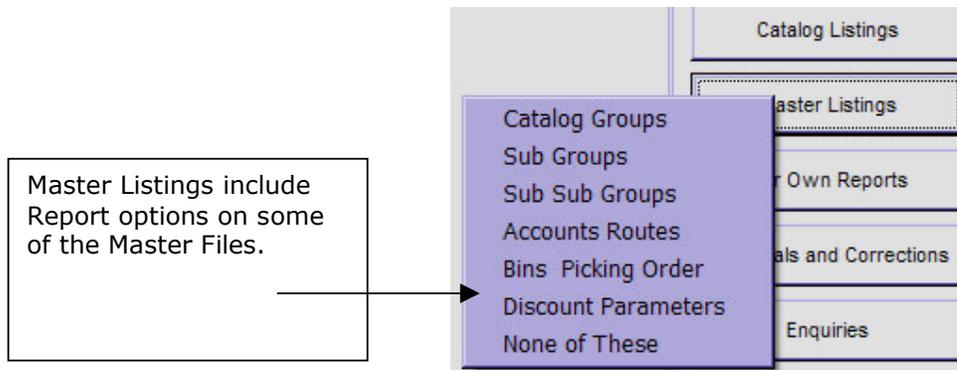
Execution of the Master Listings is quite like what has already been explained, and since the benefit of these Reports lie in your ability to report on your own data, there is little purpose in showing more examples of sample data here.

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Our Own Reports

```
SINGLE SELECT: Local Reports

Select Report

1    Open Customer Orders
2    Open Delivery Notes
3    Open Order Items
4    Open Manufacture Items
5    None of These


     Select ALL        OK        Cancel
```

The options shown above are standard options with each installation, but you can expect to have any number of options in addition to those shown, since this is the typical place where your 'local' Reports will be offered.

Open Customer Orders

✓ This Report is used to list Orders (or Sales), with outstanding Line Items that have not yet been supplied or delivered.

Open Delivery Notes

✓ This Report is used to list Delivery Notes that do not qualify as complete. Delivery Notes are managed by 'method of delivery'. In other words, if the method is by Courier, for example, the qualifying step to completion may be a requirement to specify a Courier Tracking Number, before the system will consider the delivery as executed, and that the Delivery Note may be closed.

Open Order Items

✓ This Report is used to list Items that are outstanding, pending receipt of Items being requested to be ordered, i.e. not available from current Stock.

Open Manufacture Items

✓ This Report is used to list Items that await supply from the Manufacture or Assembly department, i.e. Direct Items that are set to Assemble / Manufacture rather than 'Available'.