



Platinum by best

Utilities Series

A / R A D V A N C E D R E P O R T S *for DOS – USER GUIDE*

Other STC Utilities For Platinum

A/R– Advanced Cash Receipts • Advanced Reports • Invoice Import • Counter Sales /POS

A/P- Voucher Import **Shipping Wizard™**, **Bank Book** – Imports

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*We're Passionate About Platinum software from **best!***

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INSTALLATION INSTRUCTIONS

Begin at a DOS Prompt (in or out of Windows) but **be sure**

- (1) **To BACK COMPLETELY OUT OF PLATINUM and**
- (2) **that Platinum is *not* in use anywhere on your network.**

DO NOT try to install the program from the Platinum Shell.

1. Insert the diskette into drive A: of your computer. At the DOS prompt, switch the default drive to A: and then type:

INSTALL <Enter> **Note:** the Service Technologies Logo will appear

2. The program will prompt you to enter the Letter of the drive where Platinum is installed (e.g. If Platinum is on your C drive, type < C >) Then, press <Enter> to install
You will get an "Installation Complete" message when processing is finished.

3. When the DOS prompt returns, **start Platinum as you normally do.** From the System Manager Main Menu, select the following options in order:

COMPANY SETUP <Enter>
INITIALIZE DATA FILES <Enter> (Proceed through the **CAUTION** Message)
ACCOUNTS RECEIVABLE <Enter>

Arrow down the list of files to

STC REPORT OPTIONS Press <Enter>

The following Grid will appear, with your **Company Key** replacing the **DEMO** example:

FILE SELECTED FOR INITIALIZATION	
Description	STC REPORT OPTIONS
File Name	ARRPTOPT
Company Key	DEMO

6. Press <Enter> to initialize the **STC REPORT OPTIONS** file.

Installation is now complete! The STC Reports Bundle should appear on your A/R Module Menu

FEATURE OVERVIEW

INVOICE REPRINT

STC's Invoice Reprint allows the user to select and reprint A/R Invoices after they are posted. Any range of contiguous Dates or Invoice Numbers may be reprinted. Additionally, up to eight individually selected invoice numbers may be selected for reprinting in one operation. Reprinted Invoices can be identified with or without the word "Reprint" in the invoice header.

CUSTOMER PROFILE

Customer Profile generates a customer profile by date (similar to the standard report) sorted across any contiguous range of the following parameters:

Customer Keys or Names Class Key/Customer Name
Salesperson Key/Customer Name Territory Key/Customer Name
Customer Key/Ship To Key

This report is designed to expedite management of large multi-location customers handled by multiple sales personnel or distributors. Key Improvements vs. the standard report are that activity is reported based on the Customer Class in the Customer Master, not the invoice, so that all relevant items are shown. Invoices are aged by Due Date (not Invoice date) to speed collections. The listing is also more condensed and no line items are reported.

PRODUCT SALES REPORT

Similar to the Customer Profile Report, the Product Sales Report offers the enhanced Sort Options/Ranges across any range of Dates and Product Items by the following parameters:

Customer Keys or Names Class Key/Customer Name
Salesperson Key/Customer Name Territory Key/Customer Name
Customer Key/Ship To Key

Summary or Detail Reports are available

INVOICE REPRINT - PARAMETER SCREEN

- Range of Invoice No./Dates Option

06/28/99 REPRINT CUSTOMER INVOICES	
Add Change Inquire First Last Next Prior Output	
REPORT ID	01
REPORT NAME	MAY INVOICES
FROM INVOICE	FIRST
TO INVOICE	LAST
FROM DATE	05/01/99
THRU DATE	05/31/99
REPRINT HEADER	
.<F5>= Process <F2>= Clear Screen <Esc>= Return to Menu.	

REPORT ID <Alt-I> <Alt Z>
& REPORT NAME

Type a Key & Description to define a new report setup or press <Alt-I> to select a predefined report. To view or change a previously saved record, type the appropriate key. A Report ID is only required if the record is to be saved.

INVOICE RANGE <Alt Z>
(FIRST/LAST)

Enter (or select from the Lookup Windows) the range of Invoices to be reprinted. Press <Tab> to default <FIRST> / <LAST>.

DATE RANGE (FIRST/LAST)

Enter the range of Dates for which invoices are to be Reprinted. Press <Tab> to default <FIRST> / <LAST>.

REPRINT HEADER

Enter Y if you wish to print “**REPRINT**” on the Invoice header.

-Specific Invoice No. Option

This screen is similar to the above but allows up to eight non-contiguous invoices (selectable via Lookup Window <Alt-Z>) to be selected for reprinting.

PRODUCT SALES – PARAMETER SCREEN

01/28/99	PRODUCT SALES	.
Add Change Inquire First Last Next Prior Output .		
. REPORT ID	01	
. REPORT NAME	Major Accounts	
FROM CLASS	FIRST	CYCLE START DATE 12/01/99
TO CLASS	LAST	CYCLE END DATE 12/31/99
FROM ITEM KEY	FIRST	
TO ITEM KEY	LAST	SUMMARY/ DETAIL
FROM LOCATION	FIRST	
TO LOCATION	LAST	
. <F5>= Process, <F2>= Clear Screen, <Esc>= Return to Menu .		

REPORT ID <Alt-I> <Alt Z>
& REPORT NAME

Type a Key & Description to define a new report setup or press <Alt-I> to select a predefined report. To view or change a previously saved record, type the appropriate key. A Report ID is only required if the record is to be saved.

FROM/TO (CUSTOMER GROUPS)
e.g. Cust ID, Class, Ship To

Enter (or select from the Lookup Windows) the range values for which data is to be Reported. Press <Tab> to default <FIRST> / <LAST>.

CYCLE START/END DATES

Enter the desired range of dates to report. Press <Tab> to default <FIRST> / <LAST>.

FROM/TO ITEM KEY,
LOCATION

Enter (or select from the Lookup Windows) the range values for which data is to be Reported. Press <Tab> to default <FIRST> / <LAST>.

SUMMARY/DETAIL

Enter **S** or **D** for the desired Format. Detail prints Inv #, Inv Date, & Ship Date.

CUSTOMER PROFILE – PARAMETER SCREEN

01/28/00		CUSTOMER PROFILE	
Add	Change	Inquire	First Last Next Prior Output
. REPORT ID	01	. REPORT NAME	Major Accounts
FROM CLASS	FIRST	CYCLE START DATE	12/01/98
TO CLASS	LAST	CYCLE END DATE	12/31/98
AGE AS OF DATE	11/15/98	START DAYS PAST DUE	10
PRINT AGING DETAIL	Y	AGE BRACKET 1 LIMIT	30
LONG/SHORT FORMAT	L	AGE BRACKET 2 LIMIT	60
		AGE BRACKET 3 LIMIT	90
Note: Invoices are aged by Due Date Not Invoice Date			
. <F5>= Process, <F2>= Clear Screen, <Esc>= Return to Menu .			

REPORT ID <Alt-I> <Alt Z>
& REPORT NAME

Type a Key & Description to define a new report setup or press <Alt-I> to select a predefined report. To view or change a previously saved record, type the appropriate key. A Report ID is only required if the record is to be saved.

FROM/TO (CUSTOMER GROUPS)

Enter (or select from the Lookup Windows) the range values for which data is to be Reported. Press <Tab> to default <FIRST> / <LAST>.

CYCLE START/END DATES

Enter the desired Period to be used to calculate average days to pay. Press <Tab> to default <FIRST> / <LAST>.

AGE AS OF DATE

Enter The desired “As Of” Date on which the Aging will be based.

PRINT AGING DETAIL

Enter 0, 1 or 2 to print detail information.

- 0=No Detail
- 1= Detail w/ Open Invoices
- 2=Detail w/ Open & Paid Invoices

LONG/SHORT FORMAT

Enter L or S for the desired Format

START DAYS PAST DUE

Entry here restricts report to show only Invoices already past due by at least this number of days.

AGE BRACKET LIMITS 1,2,3

Enter the desired number of days and Column Title for each Aging bracket.

Defaults are 30, 60, 90

