

CATEGORY FILE MAINTENANCE

Category codes are used as sort and total options in Inventory item Lookup, Reports and listings. They are OPTIONAL. They group inventory items into smaller or different divisions than the Department. The Category Number is a *four-digit numeric* field.

Here are some examples:

Department 1 - Oil

Category 1 Drums

Category 2 Pails

Category 3 Cases

Other suggestions would be by weight or vendor or use type (motor vehicle, machinery, etc.). The Sales Analysis Generator can be run by Category so that you can see sales and profitability by Category. Count Sheets, price lists, reorder reports may all be sorted by Category. Use selection criteria to print only a specific category.

Menu Select.

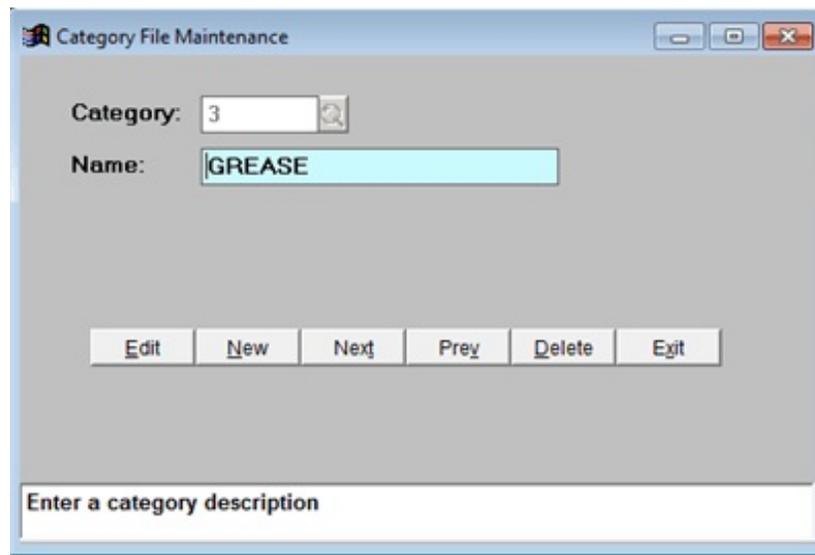
From the Master File Maintenance submenu, select - *Categories*.

Add Change Delete Categories

Category Report

Quit

Add Change Delete Categories



Category File Maintenance

Category: 3

Name: GREASE

Edit New Next Prey Delete Exit

Enter a category description

Category.

Enter a Category Number (up to 4 digits - numeric).

Description.

Enter a Description for the Category.

OPTION BUTTONS. Click on the button or press the underlined letter.

<Edit> Click on the field to be changed or click <Edit> and then the field to change.

<New> Add a NEW record.

<Next> Display the next record.

<Prey> Display the previous record.

<Delete> Delete to delete this record.

A popup box with 'Do You Want to Delete This Record? (Y or N)?' displays.

Click the 'Yes' button to delete the record or the 'No' button to cancel the delete.

<Exit> Exit/quit Fuel Type file maintenance.

Category Report

Description:

The Category Report is a listing of all category records in the file.

Menu Select:

From the Master File Maintenance submenu, select - *Categories*
From the Categories submenu, select - *Categories Report*.

Enter Report Options:

Output to: *S=Screen* *P=Printer* *F=Text File* *Q=Quit*

Enter The Date.

The current system date displays. Press *enter* to accept the date or enter a report date. This date has no affect on the report.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Y - print the report using the selected printer or screen.

P - change to a different printer or print option.

N or Q - quit without printing.

Date: 03/23/2006	Petro-Data Demo	Page No.
Time: 16:45:17	Category File Report 03/23/2006	1
Category Code	Description	
1	TRUCK TIRES	
2	PASSENGER TIRES	
3	SUV TIRES	
4	LARGE TRUCK TIRES	
11	OIL - CASES	
12	OIL - PAILS	
13	OIL - DRUMS	
14	OIL - BULK	
15	GREASE	
16	OTHER WAREHOUSE	
99	CREDIT FOR ALCOHOL FUEL	

Category File Report