# Database and Excel
2 peas in a pod

Agenda

- FT Data
- Refreshing Data on frequently used reports
- TOP 7 FT reports from the system
- Sorting
- Filters
- Vlookup
- Formulas
- Subtotals
- Bar Code Labels
- Mailing Labels

FT Data

- If this is your first time File Transferring Data – set up PICK folder on your hard drive C:\PICK

- Start / my computer / C local drive / right click and select NEW folder PICK

FT Data
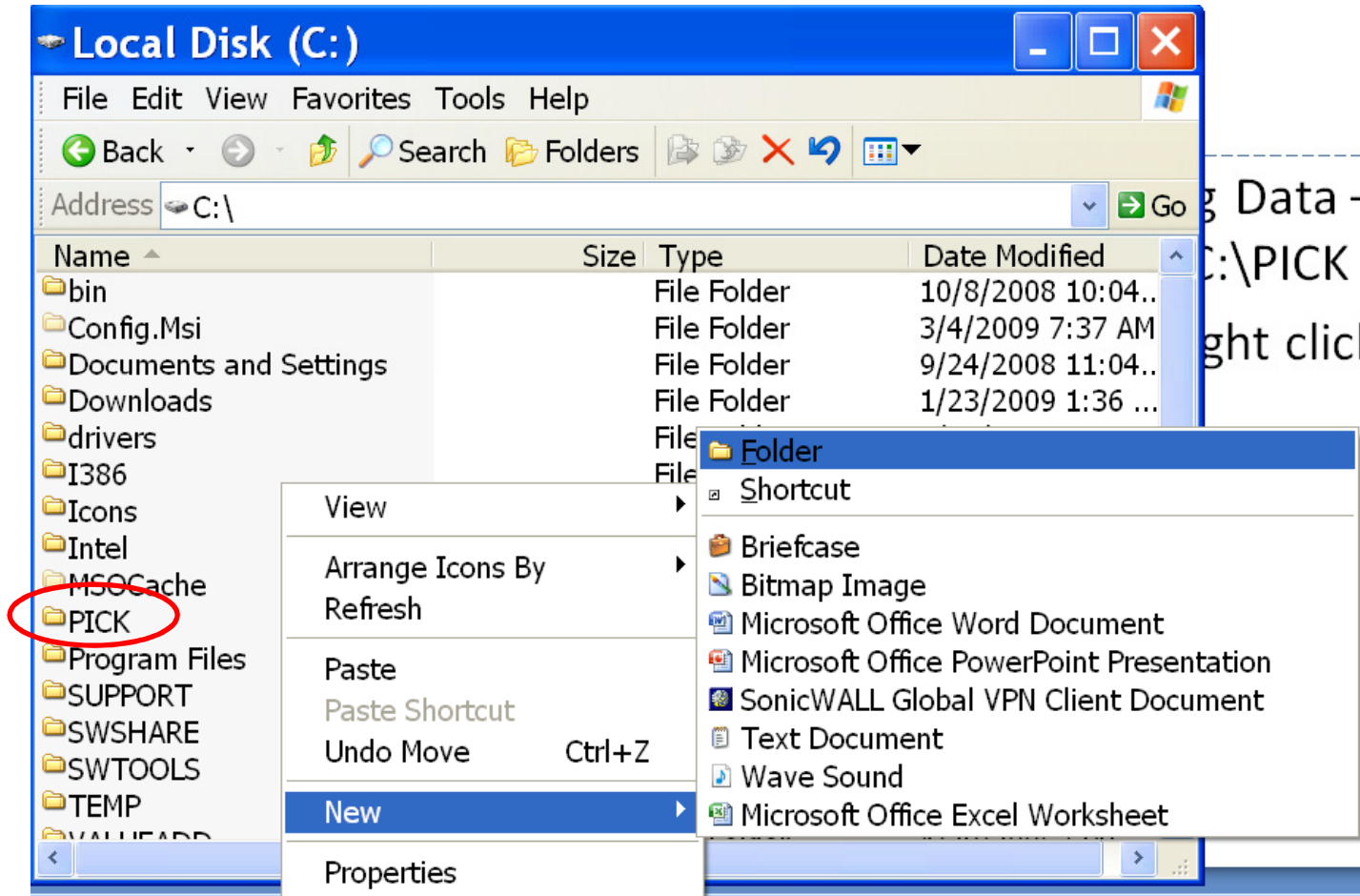
FT Data

0	inactive	23	PRINTER-COMPUTER ROOM
1	inactive	22	INV PRINTER BY DAVID
2	inactive	127	JNO PICK PACK PRINTER
3	inactive	123	LASER PTR BY DONNA
4	inactive	404	Harold Office
5	inactive	405	Upstairs Laser
6	inactive	406	JBR PICK PACK PRINTER
7	inactive	407	JNO PICK PRTR 7
8	inactive	125	Warranty Room
9	inactive	124	BRAD LASER PRINTER
10	inactive	126	Brian Office Laser
11	inactive	122	JBR Invoice Printer
12	inactive	6	Small Parts Label Print
13	inactive	413	JBR LABEL PRTR 13
14	inactive	24	Receiving Label Printer
15	inactive	25	New Whse Label Ptr
16	inactive	416	JBR LABEL PRTR 16
17	inactive	417	JBR LABEL PRTR 17
18	inactive	418	BRAD'S REPORT PRINTER
19	inactive	419	JNO Whse Laser PRTR
20	active	420	JNO Winston Laser PRTR
21	inactive	421	JNO Will Call Counter
22	inactive	422	Randy's Office Printe
23	inactive	423	JNO Label Printer
24	inactive	424	JNO Laser Printer
25	inactive	425	BR Lsr Ptr 17CPI
26	inactive	426	BR Barcode Ptr
27	inactive	427	JNO PTR 27 17 CPI
28	inactive	428	JBR REPORT PTR 28
29	inactive	429	Bill Barber Ptr
30	inactive	430	Donna Report Ptr
31	inactive	431	JBR Will Call
32	inactive	432	Cheryl's Printer
33	inactive	433	Susan's Printer
40	inactive	440	Slidell Pick Pack
41	inactive	441	Slidell Invoice Ptr
42	inactive	442	Slidel Label #42
43	inactive	443	Slidel Label #43
44	inactive	444	Slidel Label #44
45	inactive	445	Slidel Report #45 17C

Line#   Status   Copies   Form#
  1   hs   1   0

ENTER PRINTER#, HS, AS-lave, FAX, EM-ail, D-isplay or <ENTER> for current FT_

FT Data

ROUTINE TO FT ANY SPOOLER HOLD ENTRY ITEM

[404] 1 items selected out of 1 items.

AccuTerm File Transfer Utility

File Transfer Status

Kermit download in progress

Abort

File: ft.txt

Size: Transferred: 9621   Errors: 0

Total (1 file)

Size: Transferred: 9621   Errors: 0

Open Up Excel to Import the Data: DATA/FROM TEXT

FT Wizard – Step 1 : Fixed Width

FT Wizard – Step 2: Set your columns by dragging current or clicking for new
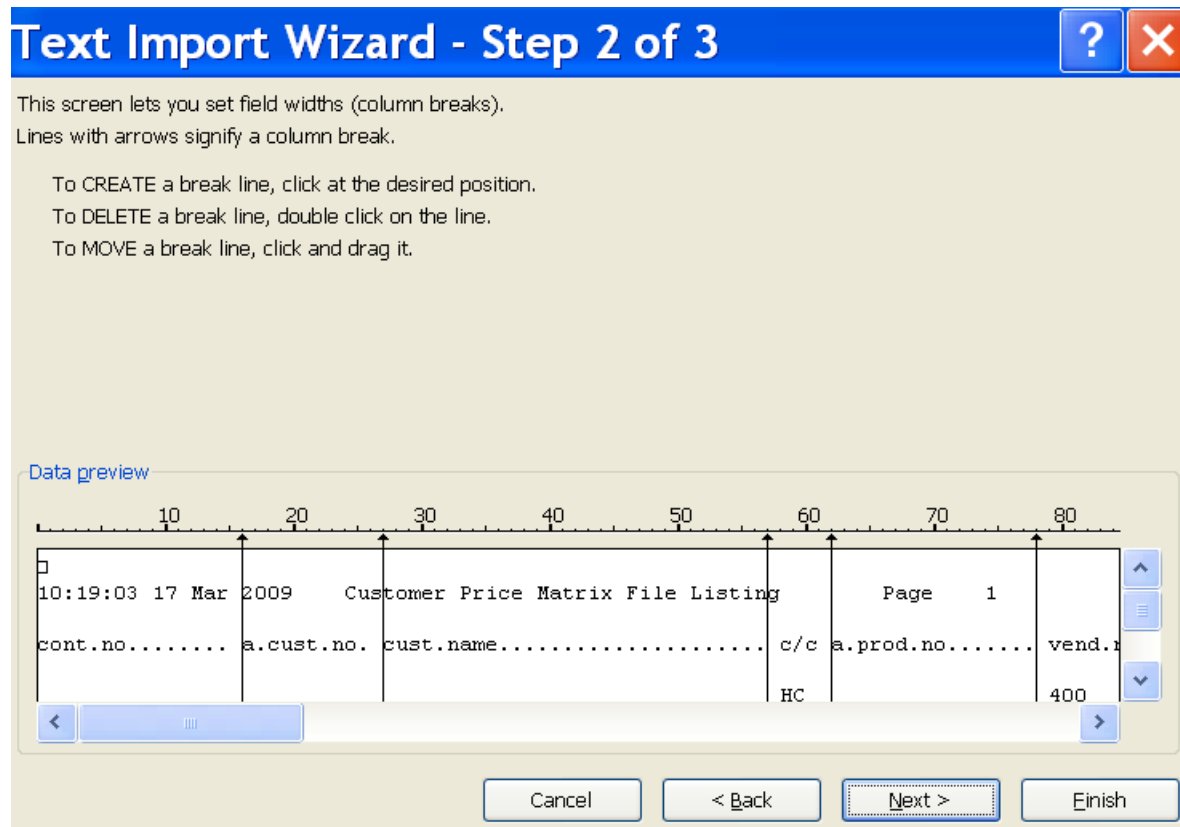
FT Wizard – Step 3: make any columns with leading zeros txt

Refresh data from an imported text file

- Select the worksheet that contains the imported text file.
- On the **Data** tab, in the **Connections** group, click the arrow next to **Refresh**, and then click **Refresh ALL**.
- It will automatically open the **Import Text File** dialog box, select your text file FT, and then click **Import**.
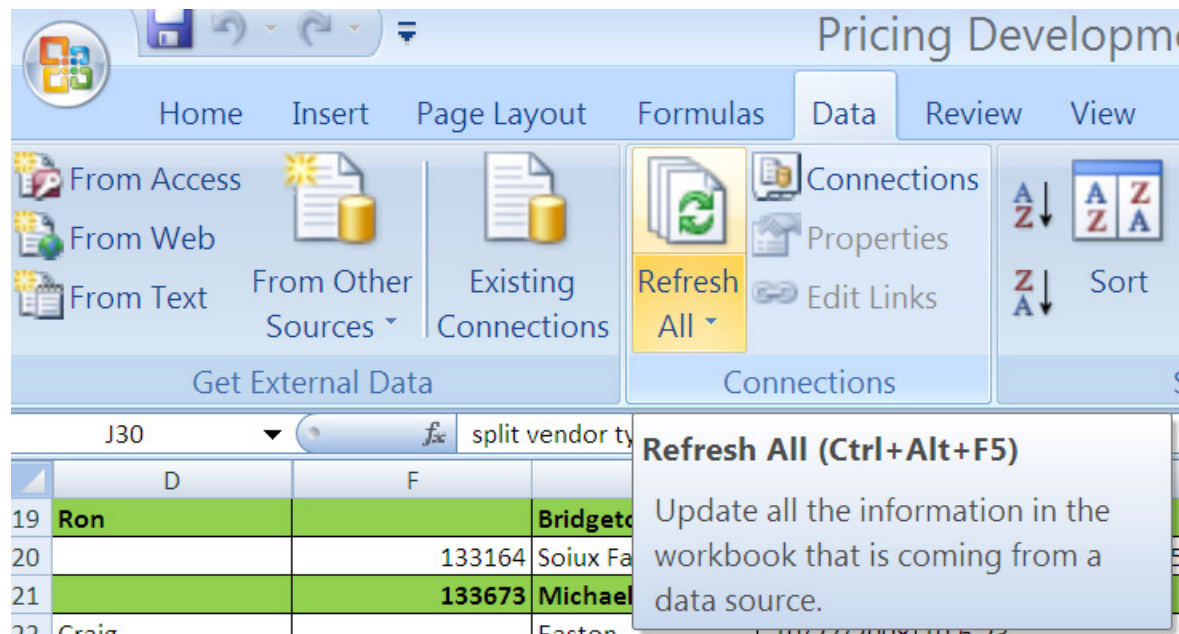
Top 7 Database FT Reports

- **11.10 List of items sold for a customer**
- **12.3.38 Product pad**
- **12.3.32 Category On hand report**
- **12.2.40 Customer ABC Report**
- 12.2.2.30 List of Customer info
- 5.35 Matrix Listing
- 6.32 ABC Product Ranking Report

Sorting

- Sorting puts a list of data in order, alphabetically or numerically. The list must not contain any empty rows or columns. Before you sort, select a single cell in the column on which to sort. Excel will select the entire list, stopping when it reaches an empty row or column. If the list contains a header row formatted differently than the other rows, the header row will remain at the top of the list after the sort occurs.

Sorting by One Column
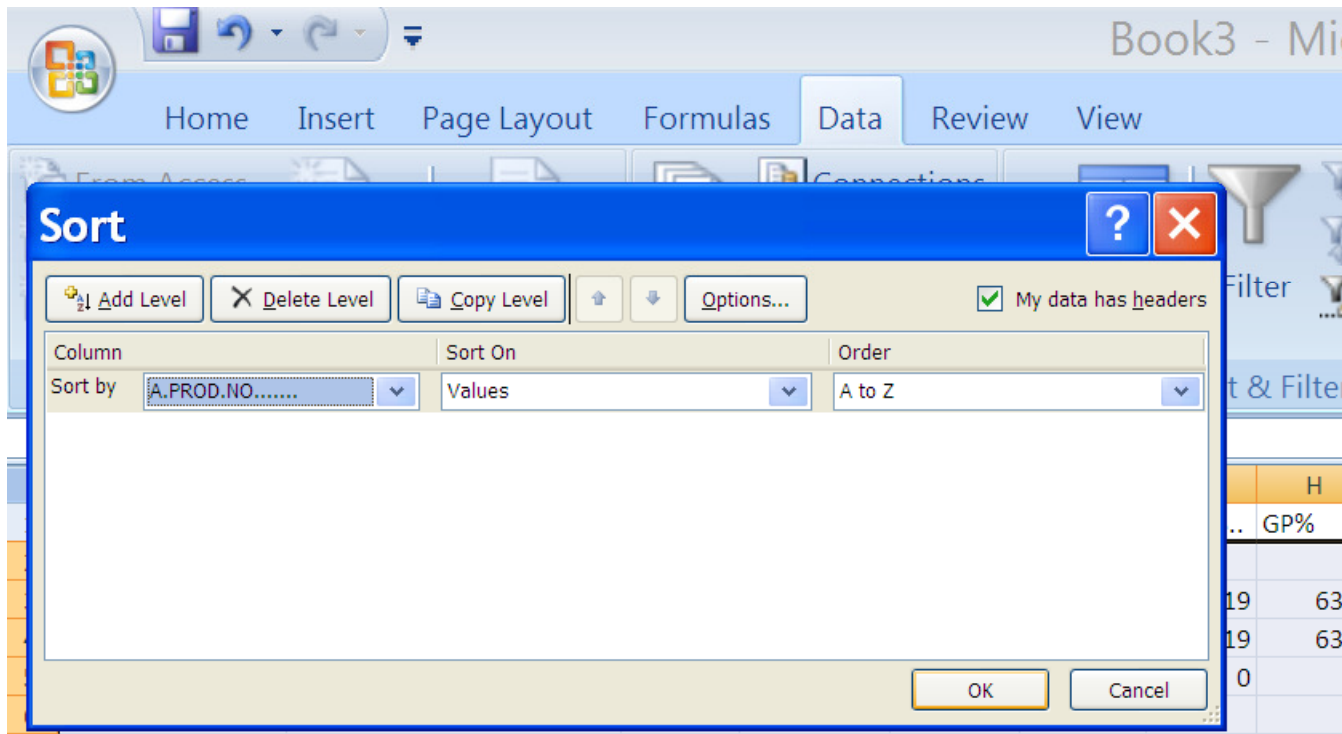
Sorting in Ascending Order

- If you sort on text, ascending order is alphabetical, starting with A and ending with Z. If the data is numeric, ascending order sorts the lowest numbers at the top of the list and the highest numbers at the bottom. If you sort by dates, the oldest dates sort to the top of the list and most recent dates go to the bottom. To sort in Ascending order :

- Click on any cell in the column that you want to sort.

- In the Ribbon, select data [sort and filter[sort A to Z.

Sorting in Descending Order

- If you sort on text, descending order is alphabetical, starting with Z and ending with A. If the data is numeric, ascending order sorts the highest numbers at the top of the list and the lowest numbers at the bottom. If you sort by dates, the most recent dates sort to the top of the list and most oldest dates go to the bottom. To sort in Descending order :

- Click on any cell in the column that you want to sort.

- In the Ribbon, select data [sort and filter[sort Z to A.

Sorting on Multiple Columns

- You can sort by one column , sub sort by a second column and so on. You can specify up to 64 levels of sorting. When sorting by more than one column, you do not need to click on the particular column, but you must click somewhere in the list.
  - Click on any cell in the list.
  - In the Ribbon, choose data[sort and filter[sort
  - Select the first sort by.
  - Click Add a level select second sort by.
  - Click OK.

  You can check the MY data has headers box to exclude the column headings.

M 12.2.40 Customer ABC Report

	Column	Sort On	Order
Sort by	ABC	Values	A to Z
Then by	SALES 12MO	Values	Largest to Smallest

	A	B	C	D	E	F	G	H
1	TYP	CL	CUST#.	CUST.NAME................	SALES 12MO	PCAT.MULT.	ABC	ABC2
2	AC	AC	107039	JERRY KELLY HEATING & A/C	652,090	0.455	A	A
3	AC	0	15	PREFERRED CASH CUSTOMER	599,375	0.575	A	A
4	AC	AC	24575	DESIGN AIRE	433,764	0.455	A	A
5	AC	AC	110674	FRANK FISCHER INC	239,402	0.455	A	A
6	AC	AC	111707	ROWDEN'S HTG & COOLING	29,879	0.455	B	B
7	AC	AC	111339	BRIAN GRANNEMANN SERIVCE	29,633	0.46	B	B
8	AC	AC	106504	VIVIANO HEATING & A/C	29,144	0.46	B	B
9	AC	AC	59462	MISSOURI FURNACE COMPANY	28,533	0.455	B	B
10	FM	FM	108460	R.F. MEEH COMPANY	11,996	0.49	C	C
11	AC	AC	109913	COMPLETE MAINTENANCE/RPR	11,967	0.475	C	C
12	AC	AC	31075	FRUEH SERVICES	11,892	0.47	C	C
13	AC	AC	109326	BROWN HEATING & AIR	11,814	0.455	C	C
14	CR	CR	109170	ST LOUIS STAINLESS SVC	11,777	0.475	C	C
15	AC	AC	103211	STEINMAN SERVICE	11,742	0.475	C	C
16	AC	AC	102473	MIDWEST PETROLEUM COMPANY	11,671	0.465	C	C
17	AC	AC	31840	GATEWAY FINISHING	5,983	0.485	D	D
18	AC	AC	19400	LARRY COLEMAN'S HTG & CLG	5,978	0.475	D	D
19	CR	CR	108117	CRONIN REFRIGERATION	5,954	0.475	D	D
20	AC	AC	109391	FULLERS REFRIGERATION/AC	5,934	0.485	D	D
21	AC	AC	850	AAA HEATING AND COOLING	5,928	0.475	D	D

Sorting by Color

- Using Excel 2007 you can sort by color. We will sort a list of products based on the background color in one column of cells.
  - Click on any cell in the list.
  - In the Ribbon, select data/sort. The Sort box opens.
  - For Sort BY select Product name.
  - For Sort ON, select Cell Color.
  - For Order, select Blue click on add a level
  - For then by, select Product name, cell color, Orange
  - Click add a Level then by , select product name, cell color, white, on bottom. Click OK.
  - The products are sorted by Blue/orange/white.

Color Sort on Product Number (Product Pad FT 12.3.38)

Orange = No Sales$$
White = Sales $1-$1000
Blue = Sales $1000 or over

	B	C	F	G	H	I	J	N	R	Z	AA	AB	AD	AE	AF	AL	AM
1	PRODUCT#........	pd.long......................	pm.vend	PM.VEND.NAME........	p/t	PC.	CATEG.	ON ..	rop....	list.each.	BR. COST	dir.cost.	wt...	last.cost	taxable	SALES$......	QTY SOLD
2	B95-312	GPG10601403 D00V 5T	A544	GOODMAN MFG EQUIPMEN	544	315	315-09	0	0	4,626.38	1592.31	1561.389	548	1592	N	0	
3	B95-973	GSC130181 1.5T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	1	2	0	506.14	464.731	173	447.877	N	2,732	
4	B95-974	GSC130241 2T 13SEER AC	O544	GOODMAN MFG EQUIPMEN	544	315	315-01	3	5	0	520.46	520.463	195	505.182	N	8,124	
5	B95-975	GSC130301 2.5T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	3	4	0	594.25	545.632	195	538.126	N	13,804	
6	B95-976	GSC130361 3T 13SEER AC	O544	GOODMAN MFG EQUIPMEN	544	315	315-01	2	4	0	605.86	605.859	199	600.375	N	12,162	
7	B95-977	GSC130421 3.5T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	2	0	0	746.98	685.861	199	666.085	N	5,598	
8	B95-978	GSC130481 4T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	1	0	0	841.94	773.054	207	750.582	N	1,017	
9	B95-979	GSC130601 5T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	1	0	0	976.06	896.203	242	870.135	N	2,116	
10	B95-981	GSH130241B 2T 13S HP	O544	GOODMAN MFG EQUIPMEN	544	315	315-05	0	0	0	694.85	694.85	198	714.225	N	979	
11	B95-982	GSH130301B 2.5T 13S HP	O544	GOODMAN MFG EQUIPMEN	544	315	315-05	1	0	0	779.35	779.346	199	756.874	N	0	
12	B95-983	GSH130361 3T 13SEER HP	O544	GOODMAN MFG EQUIPMEN	544	315	315-05	1	0	0	846.76	846.764	207	822.494	N	1,158	
13	B95-984	GSH130421 3.5T 13SEER HP	O544	GOODMAN MFG EQUIPMEN	544	315	315-05	1	0	0	898	898.001	219	862.081	N	6,073	
14	B95-988	CAPF3030A6 2.5T CSD COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	1	1	0	180.14	165.398	39	160.557	N	825	
15	B95-990	CAPF3636A6 3T CASED COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	0	0	0	200.7	184.275	46	176.185	N	230	
16	B96-001	CSCF4860N6 COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	0	0	740.43	272.16	249.894	65	272.16	N	348	
17	B96-004	CAUF1824A6 2T UC COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	0	0	332.92	122.38	112.363	20	122.38	N	300	
18	B96-005	CAUF1824B6 2T UC COIL	A544	GOODMAN MFG EQUIPMEN	001	315	315-04	0	0	338.26	124.33	114.16	24	116.5	N	0	
19	B96-006	CAUF3636B6 3T UC COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	0	0	460.77	169.37	155.51	32	159.58	N	0	
20	B96-011	CAPF1824A6 2T CS COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	1	1	0	144.89	133.037	35	132.957	N	1,474	
21	B96-012	CAPF1824B6 2T CS COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	1	0	0	147.83	135.734	40	143.91	N	335	

Lists in Excel

- A list is a set of Rows, called records, which contain similar data such as the product list shown below. Excel has several features that let you flexibly work with a list if the list is set up properly.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	whse	PRODUCT#........	pd.long......................	MFR.NO.................	vend.no.	pm.vend	PM.VEND.NAME..	p/t	PC.	CATEG.	SEAS.CODE...	STD ...	avail...	ON ..
2	001	011758	94A RETURN GRILLE 24X24	011758	651	O651	HART & COOLEY,	999	999		A	2	0	0
3	001	011920	265 20x30GS FLOOR GRILLE	011920	651	O651	HART & COOLEY,	NS3	999			1	0	0
4	001	030955	MODULAR DIFFUSER	030955	651	O651	HART & COOLEY,	NS4	999		A	1	0	
5	001	048702	20-10 ROUND DIFFUSER	048702	651	O651	HART & COOLEY,	DIS	999		A	1	0	0
6	001	050303	441 1-WAY SURFAIRE T-BAR	050303	651	O651	HART & COOLEY,	NS3	999		A	1	0	0
7	001	050304	445 2-CORNER SURFAIRETBAR	050304	651	O651	HART & COOLEY,	NS3	999		A	1	0	0
8	001	050743	A504OB CEIL DIFF 12X12(W)	050743	651	O651	HART & COOLEY,	MVM	999		A	5P	0	0
9	001	060818	MODULAR DIFFUSER	060818	651	O651	HART & COOLEY,	NS4	999		A	1	0	
10	001	066003	RE5-8X8 RETURN GRILLE	066003	651	O651	HART & COOLEY,	DIS	999		A	10P	0	0
11	001	066008	RE5-10X10 RETURN GRILLE	066008	651	O651	HART & COOLEY,	MVM	999		A	10P	0	0
12	001	10TLC18	10"X18" TLC CHIMNEY PIPE	10TLC18	651	O651	HART & COOLEY,	NS3	999		A	1	0	
13	001	10TLCCS	10" CEILING SUPPORT	10TLCCS	651	O651	HART & COOLEY,	NS3	999		A	1	0	
14	001	10TLCSC	10" STORM COLLAR	10TLCSC	651	O651	HART & COOLEY,	NS3	999		A	1	0	
15	001	14877	672 28x17W RET AIR GRILLE	14877	651	O651	HART & COOLEY	NS3	999		A	1	0	

List Requirements

- Requirements:
  - The top of the list must contain a single row of column headings.
  - The list must not contain completely blank rows or columns, not even a blank row between the header row and the data.
  - The list must have at least one blank row and one blank column between it and the other data to help Excel identify the boundaries of the list.
  - Column headings should have a format distinctive from the rest of the data to help Excel distinguish the header row from the rest of the data
  - Each Column must contain data of a similar type

Moving through Lists

- When you have a continuous range of data, you can quickly move to the top, bottom, left , or right edges of it. If you start on a non-blank cell, the following method will move to the last non-blank cell in the current row or column.

- Click on any cell in the list.

- Hold CTRL and briefly press the down arrow

- Release CTRL. The cursor moves down to the last cell containing data.

Freezing Panes

- When working with a large List you may want to "freeze" the headers at the top of the list so that they don't scroll out of sight when you move down the list.

  – In the Ribbon, select VIEW [freeze panes]freeze top row. You can now scroll down the page with the headers in sight.

  – To unfreeze: In the ribbon, select VIEW[freeze panes]unfreeze panes

Freezing Panes

Filters

- Filtering is a quick way to display only certain rows in a list without moving or sorting the actual data. When you filter a list, Excel displays only those rows that meet specified search criteria. All other rows hide and can be redisplayed later.
- To filter:
  - Click on any cell in the data list
  - In the Ribbon, select Data{Sort and Filter{Filter
  - Arrows appear to the right of each column heading
  - At H1 Click the down arrow
  - A List displays, showing sorting and search options
  - Uncheck (select ALL)
  - Select P/T 999
  - NOTE: You can check multiple items to find
  - Click OK
  - Only rows with 999 PC will display. All other rows are hidden.

Filter on Row H Product Type 999

Removing Filtering Criteria

- At P/C (Cell H1) click the drop down arrow
- Choose (select ALL) and click OK.

The list is no longer filtered by Product Class 999. All Rows Display.

Generating Automatic Subtotals

- Automatic subtotals create calculations within a list by inserting subtotals for specified groups of rows. You must first sort the list by the column on which to group. Subtotals automatically recalculate as you edit data.
  - First sort by the column by which you want to subtotal.
  - In the Ribbon, select data[sort and filter[sort A to Z on column Product Number
  - In the Ribbon, select Data[outline[subtotal. The subtotal box appears.
  - For At change in, select QTY and Sales
  - For Use Function, select SUM
  - For Add subtotal to, verify Total is selected
  - This will SUM totals for each QTY and Sales and produce a grand total for both at the bottom of the list.
  - Click OK

Subtotals : Additional Example – QTY Sales

Using an Outline

- Subtotals add an outline to the spreadsheet/ Outlines organize large amounts of information into levels where detailed data is the lowest level and grand total summary info is the highest level (1.) When an outline is applied outline symbols appear at the left edge and/OR top of the worksheet. They let you show or hide details.

Subtotals Summary – Outline 2

		A.PROD.NO.......	DESC...............	QTY...	PRICE..	COST......	SALES$.	COST$..	GP%	CUST.PO.NO.......	REL.NO.....	DATE....	PM VENDOR
+	4	021-500 Total		0			0						
+	6	040-20X36X1 Total		1			4						
+	8	040-21X21X1 Total		2			6						
+	11	111-14 Total		2			24						
+	13	138-003 Total		1			53						
+	18	138-005 Total		2			208						
+	20	138-006 Total		1			106						
+	22	138-012 Total		1			150						
+	28	138-P15X43 Total		3			61						
+	31	138-P28X28 Total		3			98						
+	33	138-P32X60 Total		1			60						
+	35	138-PL1113-3 Total		1			44						
+	39	138-PL1117-3 Total		3			140						
+	41	138-PL1120-3 Total		1			54						
+	43	138-PL1120-4 Total		1			64						
+	45	138-PL1619-3 Total		1			61						
+	47	138-PL1619-4 Total		2			152						
+	49	138-PL1920-4 Total		1			80						
+	51	138-PL2130-3 Total		1			76						
+	54	138-PL2130-4 Total		2			195						
+	59	138-PL2421-4 Total		0			0						

Removing Subtotals

- Click on any cell in the list.

- In the Ribbon, select **Data[outline[subtotal**

- In the subtotals box, click **remove ALL**

- The list will return to its original layout prior to the subtotals.

Vlookups

- You can use this function when you have multiple spreadsheets of data that you want to combine onto one. To use this specific Vlookup function you must have one similar column on all sheets – for example customer number.
- Vlookup calculation

  =VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)
- Look_up value: is the value to find in the first column of the list.
- Col_index_num: The Column number in table_array from which the matching value must be returned. A col_index_num of 1 returns the value in the first column in table_array, a col_index num of 2 returns the value in the second column in the table_array, and so on.
- Range_lookup: FALSE. We are looking for exact matches in this demonstration.

Vlookup (M5.21 and 12.2.40)

- In cell # E4 enter =Vlookup(match field,second spreadsheet range to look for match, the cell that you want returned,FALSE)
- Click on Cell A and drag it down. If will apply the Vlookup formula to the entire column.

E4 =VLOOKUP(A4,'12.2.40'!A:H,7,FALSE)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	CUST #..	CUST.NAME......	CONTRACT..	PGM.NAME..	ABC RANK	Multiplier	slsm	CDATE...	SOLD..	SOLD..	SOLD..	SALES$	SALES$	SALES$	COST$.	COST$.	COST$.
2									MTD	YTD	LY	MTD	YTD	LY	MTD	YTD	LY
3																	
4	109662	ALL CLIMATE SER	114-1	Eveready L	A	0.455	032						16		31		14
5	6425	BARNES JEWISH S	114-1	Eveready L	A	0.465	008		288	1048	844	124	563	791	81	320	382
6	110572	BARNES WEST CNT	114-1	Eveready L	B	0.485	008			10			140			122	
7	HOT-1	HOT-1 TEST ACCO	114-1	Eveready L	D	0.455	222										
8	110392	JOHNSON CONTROL	114-1	Eveready L	D	0.505	008										
9	54550	MARTINS SERVICE	114-1	Eveready L	A	0.46	032										
10	110194	SAUER HEATING &	114-1	Eveready L	B	0.455	064										
11	80450	ST JOSEPH HOSP	114-1	Eveready L	D	0.485	008										
12	112159	ABSOLUTE COMFOR	114-2	Eveready L	N	0.495	064	4/18/2008									
13	1805	ACADEMY AIR HEA	114-2	Eveready L	A	0.455	064	12/23/2008									
14	110596	AIR CLIMATE SER	114-2	Eveready L	C	0.47	222										
15	102722	AUTOMATIC CLIMA	114-2	Eveready L	D	0.495	444										
16	112258	AZTEC CLIMATE C	114-2	Eveready L	N	0.455	064	11/3/2008									
17	26899	EHRLICH'S INSTA	114-2	Eveready L	D	0.485	064										
18	109966	FASZOLD SERVICE	114-2	Eveready L	C	0.465	064										
19	31360	GALMICHE & SONS	114-2	Eveready L	C	0.485	064										
20	108729	GRAND OAKS HEAT	114-2	Eveready L	C	0.465	064										
21	108959	HOFF HEATING &	114-2	Eveready L	D	0.495	064										

Text To Columns

- You can use text to columns when you have data in one column that you need to separate into 2 different columns.
- Go to the Ribbon[data[text to columns[fixed width.
- Click next in the wizard.
- Click where you want the current column to separate.
- Click next. Format your columns. Click Finish.
- ***Text to Columns works really well on EOD reports that you want to combine for tracking and analyzing.

Text to Columns

Text to Columns Wizard

Formulas

- Formulas are equations that perform calculations on values in your worksheet. A formula starts with an equal sign (=). For example, the following formula multiplies 2 by 3 and then adds 5 to the result.

  =5+2*3

  Some Frequently used formulas:
  - Add(+)/Divide(/)/Subtract(-)/Multiply(*)
  - SUM and Auto Sum
  - Average
  - Count
  - =(Sales-Cost)/Sales GP % ** Please update this formula on your PRINTED slides
  - =Sales-Cost $ GP

Menu 11.10 List of Items sold for a customer

	H3	▼	fx	=F3-G3						
	A	B	C	D	E	F	G	H	I	J	K
1	A.PROD.NO.......	DESC...............	QTY...	PRICE..	COST......	SALES$.	COST$..	GP $$	GP %	CUST.PO.NO.......	PM VENDOR
2											
3	G21-892	POCF12.5 CAPACITOR	4	2.57	1.54	10	6	4	40%	804258	A477
4	G21-895	POCF15 CAPACITOR	5	2.67	1.6	13	8	5	38%	WARRANTY	A477
5	G22-819	POCF5 CAPACITOR	10	1.42	0.814	14	8	6	43%	804214	A477
6	G22-820	POCF7.5 CAPACITOR	12	1.92	1.15	23	13	10	43%	804258	A477
7	G22-821	POCF10 CAPACITOR	9	2.23	1.34	20	12	8	40%	804214	A477
8	G22-824	POCF40 CAPACITOR	1	5.68	3.137	6	3	3	50%	WARRANTY	A477
9	G33-039	POP3 LIL POPPER 3 AM	1	12.36	7.63	12	8	4	33%	804103	A688
10	G84-620	DO1 OILER	1	1.46	0.53	1	1	0	0%	804198	C328
11	H26-705	2823804 FLUKE 116/32	1	216.65	195.697	217	196	21	10%	804456	A306
12	H85-424	1530 LG ELEC/MAINT B	1	31.99	25.701	32	26	6	19%	804456	C944
13	KDHA-RENT	HOME AIRBOX-DAILY RE	3	30	0.01	90	0	90	100%	804455	OKDE
14	L37-110	.75X70A NOZZLE	1	3.88	2.34	4	2	2	50%	804137	A666
15	L37-502	36C03-300 24V GAS VL	1	46.99	37.033	47	37	10	21%	804157	A626
16	L38-808	S1-43101972100 CNTRL	1	95.96	54.04	96	54	42	44%	804087	A615
17	L39-025	RF-4 FILTER CARTRIDG	1	1.96	0.59	2	1	1	50%	804137	A665
18	L41-806	21D64-2 NITRIDE UPGR	14	26.14	16.99	366	238	128	35%	804292	A626
19	L43-406	S1-37323884001 CNTRL	1	149.69	85.03	150	85	65	43%	804059	A615
20	L80-234	1213 MEDIA UPGRADE-2	1	41.18	35	41	35	6	15%	804218	A508
21	L86-468	FC100A1029 16X25 MED	1	18.31	16.922	18	17	1	6%	804197	A630

Auto Sum – Category On Hand Report M12.3.32

Bar Code Labels for Warehouse Locations

- Create your spreadsheet in Excel
- Make sure that you have the FREE 3 of 9 EXT font saved in *c:\windows\fonts*
- Mail Merge in MS Word

DAA	DAA
DAB	DAB
DAC	DAC
DAD	DAD
DAE	DAE
DAF	DAF
DBA	DBA
DBB	DBB
DBC	DBC
DBD	DBD
DBE	DBE
DBF	DBF
DCA	DCA
DCB	DCB
DCC	DCC
DCD	DCD
DCE	DCE
DCF	DCF
DDA	DDA
DDB	DDB
DDC	DDC

Mailing Labels

- 12.2.36 @ prompt 1 R for Report FT into Excel

- Mail Merge in MS Word

```
       CUSTOMER MASTER LIST/LABEL SELECTION ROUTINE
 1. 'R'eport, 'L'abels, 'LB'last batch, 'N'ew cust labels.. r
 2. Company # (2N) or <Enter> for all..................... ALL
 3. Beginning zip code or <Enter> for all................. ALL
 4. Ending zip code.......................................
 5. Types or <Enter> for all.............................. ALL
 6. Classes or <Enter> for all............................ ALL
 7. Salesmen or <Enter> for all........................... ALL
 8. Territorys or <Enter> for all......................... ALL
 9. Terms codes or <Enter> for all........................ ALL
10. Beg create date or <Enter> for all.................... ALL
11. End create date........................................
SALES ACTIVITY:
    1. Activity in last 12 months
    2. No sales activity
    3. All customers
12. Sales activity option................................. 1
SORT SELECTION:
    1. By customer name  2. By customer number
    3. By zip code by customer name
    4. By zip code by customer number
    5. By salesman by customer name
13. Sort selection option................................. 1
Enter line #, Backout, or 0 to accept 0
```

Questions??