ACTIVANT®

Pricing Reports

Release 8.6.5 (Eterm)

Legal Notices

Activant® Eclipse™ 8.6.5 (Eterm) Online Help System

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Pricing Overview

Eclipse Pricing Management helps you maintain consistent costing and pricing information. From updating price sheets to reporting on sales outcomes and commissions earned, Pricing Management provides a reliable and accurate way of costing and pricing merchandise.

Price Updates

Vendors supply their price information to you through price sheets or price update files. You can then update your pricing information manually or automatically. The system can also automatically add product records for new products during a price update.

Price Lines

When new products are added to the product file they are assigned to price lines. Price lines are groups of products used for sales performance reporting, unit of measure descriptors, and commission groups. Price lines provide default information for the products within a price line.

Price Sheet Entry

Vendors provide basis names associated with a dollar amount on the vendor's price sheet. Each vendor may use different basis names to define their pricing, so cross-reference vendor basis names with Eclipse basis names to create a standard pricing scheme for each price line.

Pricing Matrix

The system prices items using a pricing matrix. A sell matrix defines the pricing rules for your sales, branch transfers, and adjustments. A buy matrix defines pricing rules involving the costs for products on purchase orders.

Within each matrix cell, a formula and a basis name calculation defines the cost or price on an order. You can include the following price- or cost-determining factors in matrix cells:

- Buy and sell groups that share the same pricing rules.
- Quantity break pricing that offer discounts for buying quantity.
- Combination groups that offer quantity break discounts on the combined total of items.
- Rebate pricing that offers customers discounts directly from your vendors.

Commissions

Set up your salespeople with commission plans that regulate how the system calculates commissions for each salesperson. Set up commission plans to calculate commissions based on one of the following:

- Gross profit dollars.
- Sales dollars.

- Net sales dollars.
- Items sold as members of a product commission group.

Quotes

Use Quote Maintenance to offer special pricing to customers during limited periods.

Running the Sell Matrix Proof Report

Run the Sell Matrix Proof Report to review how your sell matrix cells are set up for any sell group and customer class combination.

To run the Sell Matrix Proof Report:

1. From the **Files** > **Price Maintenance** > **Reports** menu, select **Sell Matrix Proof** to display the Sell Matrix Proof Report screen.
2. In the **Branch** field, enter the branch to include in the report. **Multiple** and **All** branches are not options. If you have not set up branch specific matrix cells, the report is identical for every branch.
3. In the **Effective Date** field, enter the date that the matrix cells are in effect.
4. In the **Start Price Class** field, enter the first price class to include in the report.
5. In the **End Price Class** field, enter the last price class to include in the report.

   The report prints columns for five price classes in portrait orientation. The following are guidelines for entering price classes in this report:

   - To present the report in a readable form, do not specify more than five price classes.
   - If you enter a starting price class, you must enter an ending price class.
   - If you do not enter a starting price class, you cannot enter an ending price class.
   - If you leave the **Start Price Class** and **End Price Class** fields blank, you must enter a customer type or use the **Types** hot key to enter multiple customer types.
6. In the **Customer Types** field, do one of the following:
   - Leave this field blank if you entered starting and ending price classes.
   - Press **F10** and select a customer type to restrict the report to one customer type.
   - Use the **Types** hot key to include all customer types, or to select multiple types in the report. If you select multiple customer types, *Multi* displays in this field, and price classes are sorted by customer type.
7. Set options, if needed, and generate the report.

What the Report Shows

The report sorts as follows:

- If multiple customer types are selected for the report, the price classes are sorted by customer type.
- If the group has a matrix cell set up for a different class than you ran the report for, the system displays *NF* in the **Type** column.

Column	Description
Branch	The name of the branch on the matrix cell.
Price Group	The sell group associated with the matrix cell.
Description	Name of the sell group and its description.
Cls:	Names the customer price class in the column heading, and lists the basis and formula used by the matrix cell in the column.
Lvl	The status of the sell matrix cell as follows: • b – Branch specific • d – Default (no branch or territory specified) • t – Territory specific • g – Group = All • c – Class = All • a – All Class = All Group • ! – No matrix cell found
Tag Along Comment	Any comment attached to the matrix cell.

Running the Sell Matrix Cost Overrides Proof Report

The Sell Matrix Cost Overrides Proof Report displays sell matrix cell information and any occurrences of cost overrides assigned to a sell matrix cell. If a matrix cell has a cost override, the report shows the normal basis name and formula followed by the basis name and formula defined in the override. The report displays product-specific matrix cells followed by group matrix cells.

To run the Sell Matrix Cost Overrides Proof Report:

1. From the **Files** > **Price Maintenance** > **Reports** menu, select **Sell Matrix Cost Overrides Proof** to display the Sell Matrix Cost Override Proof Report screen.
2. Complete the following fields, as needed:

Field	Description
Br/Tr/ALL	Enter the branch or territory to include in the report. Enter **ALL** to include all branches and territories.
Effective Date	Enter the effective date of the matrix cells to include on the report. **Note:** This field supports variable dating.
Customer **Customer Type** **Price Class**	Do one of the following to include or limit these items on the report: • **Leave any of these fields blank** – Includes all customers, types, or classes associated with the matrix cells. • **Enter a customer, customer type, or price class** – Includes each item entered in the report. Press **F10** to select from a list for each field. • **Use the Multi hot key** – Includes multiple items in any of the fields. Press **F10** to select from a list for each field.
Sales Type	Enter one of the following: • **Inside** – Defines the salesperson as an inside salesperson. • **Outside** – Defines the salesperson as an outside salesperson.
Salesperson	Enter the salesperson's user ID to limit the inside or outside salesperson listed in the customer record. Use the **Multi** hot key to include multiple salespeople.
Select By	Enter one of the following to limit the report columns. • **Product** • Price Line • Sell Group Use the **Multi** hot key to include multiple items of one type in the report. The following fields display depending on your entry the **Select By** field: • **Produc**t – Enter a product ID to limit the report to that product. • **Price Line** – Enter a price line ID to limit the report to that price line. • **Sell Group** – Enter a sell group ID to limit the report to that sell group. Use the **Multi** hot key to include multiple items in the report.

Field	Description

Primary Sort by	Enter one of the following to determine how the report sorts data:
	• **Customer by Price Line** – Sorts by customer and then by price line. This is the default.
	• **Price Line by Customer** – Sorts by price line and then by customer, based on the **Sort by** field in Customer Maintenance.
	• **Salesperson** – Sorts by salesperson. You must set the **Sales Type** field if you select this option. The following fields display under **Salesperson**:
	  • **Secondary Sort by** – Enter a secondary sort option, such as a sales group.
	  • **Page Break (Y/N)** – Inserts a page break for each salesperson listed.
	• **Customer by Sell Group** – Sorts by customer, based on the **Sort by** field in Customer Maintenance, and then by sell group.
	• **Sell Group by Customer** – Sorts by sell group and then by customer, based on the **Sort by** field in Customer Maintenance.

Cost Override Code	Do one of the following: • **Leave the field blank** – Includes all cost override codes in the report. • **Enter a cost override code** – Narrows the report to one cost override code. Use the **Multi** hot key to include multiple cost override codes.
All Customers for Home Branch	Do one of the following: • **Leave this field blank** – Includes all customers. • **Enter a branch ID** – Limits the report to a customer assigned to that branch as their home branch.
Ignore Expanded Overrides (Y/N)	Enter one of the following: • **Y** – Includes expired cost overrides in the report. • **N** – Limits the report to effective cost overrides. This is the default.

Show GP%	Enter one of the following:
	• **Y** – Includes the gross profit percentage (GP%). The following fields display:
	  • **Br** – Enter the branch for your base GP%.
	  • **GP Cost Basis** – Enter the cost basis for your GP%. COGS-COST is the default.
	• **N** – Does not include the GP%.

Only Cost Overrides (Y/N)	Enter one of the following: • **Y** – Includes only matrix cells that have a cost override applied to them and meet the other criteria on this report. • **N** – Includes all matrix cells that meet the criteria on this report, including those with cost overrides.

3. Set options, if needed, and generate the report.

What the Report Shows

The Sell Matrix Cost Overrides Proof Report shows the following information:

Column	Description
Branch(es)/Territory	The pricing branch associated with each matrix cells.
Customer **Customer Type** **Price Class**	Depending on your selection, the report is based on a single customer, customer type, or price class, or any combination of the three.
Salesperson	Any salesperson who applies overrides to the matrix cells.
Product/Group	The product or group designation on the sell matrix cells. This field displays: • Any cost override codes associated with the matrix cells. • The original product quantity. The **Extend** column, described below, displays the remaining product quantity.
UPC#	UPC code of the products designated on the sell matrix cells.
Basis	Basis name used to price items from each sell matrix cell.
Formula	Formula used to price items from each sell matrix cell.
Extend	The remaining product quantity calculated from the product field, above.
GP%	Gross profit percent of the product or group.
Effective	The date the matrix cells became effective.
Expires	The expiration date of the matrix cells

Running the Sell Matrix Usage Report

Use the Sell Matrix Usage Report to monitor how the system uses the sell matrix for pricing products.

To run the Sell Matrix Usage Report:

1. From the **Files** > **Price Maintenance** > **Reports** menu, select **Sell Matrix Usage Report** to display the Sell Matrix Usage Report screen.
2. In the **Br/Tr/All** field, enter the branch or territory to include in the report. Enter **ALL** to include all branches and territories. Select ****Multiple Branches**** to include a list of branches.
3. In the **Start Date** field, enter the earliest date for the sales order to include in the report.
4. In the **End Date** field, enter the latest date for the sales order to include in the report.
5. In the **Detail Level** field, enter one of the following detail levels:

This detail level:	Displays the following on the report:

Detail by Product	• One line of information for each line item for each sales order in the sell group/price class.
	• The matrix cell type (Man Ovrd, Cust Spec, or Matrix) used for that order in each sell group/price class or price class/sell group combination.
	• A total line for each product in each sell group or price class, depending on your entry in the **Group by** field. For example, if you enter the sell group in the Group by field, there is a total for each price class within that sell group.
	• Summary information for any other sell group/price class or price class/sell group combinations.
	• An additional **Ovrd Code** column, which is located between the **Ext Price** column and the **GP$** column. If there was a manual override for the following, the column displays as described:
	  • **Cost** – Displays "C" for cost override
	  • **Price** – Displays "S" for sell price override
	  • **Both** – Displays "B" for both cost the price overrides.

This detail level:	Displays the following on the report:

Detail by Branch	• One line of information for each line item for each sales order in the sell group/price class.
	• The matrix cell type (Man Ovrd, Cust Spec, or Matrix) used for that order in each sell group/price class or price class/sell group combination.
	• A total line for each branch in each sell group or price class, depending on your entry in the **Group by** field. For example, if you enter the sell group in the Group by field, there is a total for each price class within that sell group.
	• Summary information for any other sell group/price class or price class/sell group combinations.
	• An additional **Ovrd Code** column, which is located between the **Ext Price** column and the **GP$** column. If there was a manual override for the following, the column displays as described:
	  • **Cost** – Displays "C" for cost override
	  • **Price** – Displays "S" for sell price override
	  • **Both** – Displays "B" for both cost the price overrides.

Summary by Product	• One line of information for each product in each sell group/price class or price class/sell group combination. • A total line for each sell group or price class, depending on your entry in the **Group by** field. For example, if you enter the sell group in the Group by field, there is a total for each price class within that sell group. • Summary information for any other sell group/price class or price class/sell group combinations.
Summary by Branch	• One line of information for each branch in each sell group/price class or price class/sell group combination. • A total line for each sell group or price class, depending on your entry in the **Group by** field. For example, if you enter the sell group in the Group by field, there is a total for each price class within that sell group. • Summary information for any other sell group/price class or price class/sell group combinations.
Summary	• One line of information for each sell group/price class or price class/sell group combination. • A total line for each sell group or price class, depending on your entry in the **Group by** field. • Summary information for any other sell group/price class or price class/sell group combinations.

6. In the **Group by** field, enter one of the following:

- **Sell Group –** Sorts the report by sell group and displays totals according to price class.
- **Price Class –** Sorts the report by price class and displays totals according to sell group.

7. In the **Select by** field, enter one of the following:
    - **Buy line –** Includes products according to buy line. Press **F10** to select from a list. **Buy Line** becomes the next field name.
    - **Price line –** Includes products according to price line. Press **F10** to select from a list. **Price Line** becomes the next field name.
8. In the **Buy Line** or **Price Line** field, enter the buy line or price line whose products you want to include in the report.
9. In the **Cutoff Usage %** field, enter a number to include Matrix-type cells that were used less than this percent of the time to sell a product.

    Note: Use this field only with summary reports.
10. In the **Cutoff GP %** field, enter a number to ignore all line items with a gross profit percent less than this amount. The GP% on the report corresponds only to the items on the report.
11. In the **Product Status** field, do one of the following:
    - Press **F10** and select a product status – Restricts the report to that status.
    - Leave the field blank – Includes products for all statuses.
    - Use the **Multi** hot key – Includes the list of statuses you enter on the Product Statuses Selection screen.
12. In the **Directs** field, indicate if you want to include, exclude, or report on only matrix cells used for direct sales.
13. In the **Customer Specific Override** field, enter one of the following to include usage of customer-specific matrix cells:
    - **Cost –** Includes only items that used a customer-specific matrix cell to determine the cost.
    - **Price –** Includes only items that used a customer-specific matrix cell to determine the price.
    - **Cost & Price –** Includes only items that used a customer-specific matrix cell to determine the cost or price.
14. Set options, if needed, and generate the report.

What the Report Shows

The Sell Matrix Usage Report shows the following information:

Column	Description
Price Class or **Sell Group**	The report organizes products by price class or sell group depending on what you select in the **Group By** field.
Branch	The name of the branch from the sell matrix.
Matrix Type	The matrix type from the sell matrix.
Priced	The type of override, if any, placed on the order.
Quantity	Order quantity for products.
Ext Price	The extended price is the order quantity times the unit price.
Ovrd Code	Overrides for cost (c), sales (s), or both (b).
GP$	Gross profit dollar amount on the product.
GP%	Gross profit percent on the product.
Man Ovrd%	The total percentage of the product sales that occurred using a manual override of the price.
Man GP%	The total average gross profit percentage for items sold using a manual override of the price.
Matrix%	The percent of items that have a matrix cell, divided by the total items.
Matrix GP%	The total matrix gross profit percent, divided by the number of matrix cells. This gives the average gross profit per matrix cell.

Running the Buy Matrix Proof Report

Run the Buy Matrix Proof Report to see how the system uses buy matrix cells when purchasing from your vendors. This report shows which cost basis and formulas for each buy matrix cell being used on purchase orders.

To run the Buy Matrix Proof Report:

1. From the **Files** > **Price Maintenance** > **Reports** menu, select **Buy Matrix Proof** to display the Buy Matrix Proof Report screen.
2. In the **Br/Tr/ALL** field, enter the branch or territory to include in the report. Enter **ALL** to include all branches and territories.
3. In the **Effective Date** field, enter the matrix cell effective date to include in the report. The current date is the default.

   The report's **Effective** column displays all matrix cells that include this date as effective.

   Note: This field supports variable dating.

4. Set options, if needed, and generate the report.

What the Report Shows

The Buy Matrix Proof Report shows the following information for each vendor:

Column	Description
Branches	The branch entered on the matrix cell.
Product/Group	The product or the group of products you purchased from the vendor.
Basis	The basis name from the matrix cell used in the purchase.
Formula	The formula from the matrix cell used in the purchase.
Effective	The matrix cell effective date.
Brch	The purchasing branch.
Tag Along Comment	Any comment attached to the matrix cell.

Running the Customer Pricing Proof Report

The Customer Pricing Proof Report produces a list of a customer's sell matrix pricing rules by branch. You can narrow the report to include only matrix cells for bill-to or ship-to customers.

To run the Customer Pricing Proof Report:

1. From the **Files > Price Maintenance > Reports** menu, select **Customer Pricing Proof** to display the Customer Pricing Proof Report screen.
2. In the **Branch** field, enter the branch name to include in the report.
3. In the **Effective Date** field, enter the matrix cell effective date to include in the report. The current date is the default.

   Note: This field supports variable dating.

4. In the **Bill-To/Ship-To** field, enter one of the following to determine which customer type to include:
   - **Ship-To** – Includes only ship-to customers. This is the default.
   - **Bill-To** – Includes only bill-to customers.
5. In the **Customer** field, enter the customer ID whose matrix cell pricing you want to include.
6. In the **Print All Price Lines (Y/N)** field, enter one of the following:
   - **Y** – Includes all price lines.
   - **N** – Includes only those price lines assigned to the customer record.
7. In the **Show GP% (Y/N)** field, enter one of the following:
   - **Y** – Includes the GP% for the products using the matrix cells.
   - **N** – Does not include the GP% for products using the matrix cells.
8. In the **GP Cost Basis** field, enter the global cost basis from the matrix cells that determine the Cost and gross profit percent.
9. Set options, if needed, and generate the report.

What the Report Shows

The Customer Pricing Proof Report shows the following information:

Column	Description
Customer	The ship-to or bill-to customer entered in the **Customer** and **Bill-To/Ship-To** fields.
Branch	The pricing branch of each matrix cell.
Product/Group	The reports sorts groups and products as follows: • First by price basis name and formula for customer/group cells in alphabetical order by group. • Secondly by customer/product cells sorted first in alphabetical order by price line and then sorted by product sort code.
Basis	The global basis name used on each matrix cell.
Formula	The formula used on each matrix cell.
Effect	All matrix cells that include this date as effective.
Expire	The expire date of the matrix cells selected by the report.
Cost	The gross profit percent from the matrix cells. If there is no valid cost for a matrix cell, this column displays 0.000.
GP%	The gross profit percent from the matrix cells. If there is no gross profit percent for a matrix cell, this column display 0.00%.

Running the Sell Matrix GP% Audit Report

The Sell Matrix GP% Audit Report determines the gross profit percent (GP%) for the items in each matrix cell by comparing the sell price on a matrix cell to the global basis cost.

To run this report, you must have the &INDEX&.SGRP index in the product file's dictionary. If the system does not find the index, it displays an error message and aborts the report. Contact your system administrator if you get an error message. See Eclipse Dictionary Overview for more information.

To run the Sell Matrix GP% Audit Report:

1. From the **Files** > **Price Maintenance** > **Reports** menu, select **Sell Matrix GP% Audit** Report to display the **Sell Matrix GP% Audit** Report screen.
2. In the **Branch** field, enter the branch ID to include in the report.
3. In the **Effective Date** field, enter the matrix cell effective date to include in the report. The current date is the default.

   The report's **Effective** column displays all matrix cells that include this date as effective.

   Note: This field supports variable dating.

4. In the **Customer**, **Price Class**, **Customer Type**, **Price Line**, and **Price Group** fields, enter a combination of customer and product information. You can include multiple items in each field:

Enter information in this field...	To...	If you leave this fields blank...
Customer	assign the default customer price class, and limits the report to sell matrix cells assigned to that customer.	enter a customer type or price class.
Price Class	limit the report to sell matrix cells that contain that customer price class.	enter a customer or customer type.
Customer Type	limit the report to sell matrix cells that contain that customer type.	enter a customer or price class.
Price Line	limit the report to sell matrix cells that contain that price line.	enter a price group.
Price Group	limit the report to cell matrix cells that contain that price group.	enter a price line.

Keep the following guidelines in mind when selecting items in this field:

- If you leave the **Customer**, **Price Line**, and **Price Group** fields blank, but enter a customer type, the report includes all price groups for the customer.
- If you leave the **Price Group** field blank and do not enter a price line, the cursor returns to the **Price Group** field.

- If you leave the **Customer**, **Price Class**, and **Customer Type** fields blank, you are prompted to enter a customer or price class .

5. In the **Compare To** field, enter the basis name of the global cost to use to calculate the gross profit percentages on the report.
6. In the **Show Items With GP% Under _%** field, enter the gross profit percent (GP%) to limit the report to matrix cells with a GP% below that percentage. The system looks for GP% that are possibly understated.
7. In the **Over _%** field, enter the gross profit percent (GP%) to limit the report to matrix cells with a gross profit percent above that percentage. The system looks for GP% that are possibly overstated.
8. In the **Catalog Items (Inc/Exc/Only)** field, indicate if you want to include, exclude, or show only catalog items on the report.:
9. Set options, if needed, and generate the report.

What the Report Shows

The Sell Matrix GP% Audit Report shows the following information:

Column	Description
Compr Basis	Cost basis used to calculate the gross profit percentage.
Effective Date	Effective date on the matrix cell.
Branch	Pricing branch from the matrix cell.
Show Items With GP% Under % or Over %	The gross profit percent range selected in the report.
Matrix information: Sell Group Product Price Line Customer Class Customer Name Customer Type	Matrix cell set up from the sell matrix cell. See the **Customer**, **Price Class**, **Customer Type**, **Price Line**, and **Price Group** fields description above to determine what the report shows for these selections.
HIts	Numbers of hits on each product. The system calculates the report's **Hits** column using the equation: (Raw hits for demand period) x (365)
Disc Class	Product discount class from the product record.
Catalog	Lists catalog items if selected.

Running the Matrix Cell Expiration Report

Create a report that shows which matrix cells expire in a time period. The report also displays sales summary information over a time period. This information helps you determine which matrix cell expiration dates to change.

To run the Matrix Cell Expiration Report:

1. From the **Files** > **Price Maintenance** > **Reports** menu, select **Matrix Cell Expiration Report** to display the Matrix Cell Expiration Report screen.
2. In the **Br/Tr/ALL** field, enter the branch or territory to include in the report. Type **ALL** to include all branches and territories.
3. In the **Select by** field, enter one of the following:
   - **Customer**
   - **In Salesperson**
   - **Out Salesperson**

   Use the **Multi** hot key to enter multiple customers or salespeople.

   The next field's name depends on your entry in this field.
4. In the **Customer**, **In Salesperson**, or **Out Salesperson** field, enter the name of the customer or salesperson.
5. In the **Cell Expiration Start Date** field, enter the earliest expiration date to include in the report.
6. In the **Cell Expiration End Date** field, enter the latest expiration date to display on the report.
7. In the Sales **Summary Start Date** field, enter the earliest date for the sales summary information to include in the report.
8. In the **Sales Summary End Date** field, enter the latest date for the sales summary information to include in the report.
9. Set options, if needed, and generate the report.

What the Report Shows

The Product Matrix Cell Expiration Report shows the following information:

Column	Description
Branch	Branch name on the matrix cell.
Customer	The criteria displayed depending on what you entered in the **Select by** field.
In Salesperson	
Out Salesperson	

Column	Description
Product/Group	The product criteria used by the matrix cell, either product or group.
Basis	Basis used by the matrix cell.
Formula	Formula used by the matrix cell.
UM Sales	The amount in the **Qty Brks** field on the matrix cell.
Expired Price	Product list price before matrix cell was used.
Sold Ratio	This field prints only for group matrix cells. The number of products before expired date, divided by the number of products in the sell group.

After viewing the Matrix Cell Expiration Report, you can change multiple matrix cell expiration dates, if necessary.

Running the Product Sell Matrix Audit Report

Use the Product Sell Matrix Audit Report to list effective product sell matrix cells and the gross profit percent (GP%) for the sale of items included in those matrix cells, compare the GP% for the items in each matrix cell, and view velocity pricing data.

To run the Product Sell Matrix Audit Report:

1. From the **Files** > **Price Maintenance** > **Reports** menu, select **Product Sell Matrix Audit Report** to display the Product Sell Matrix Audit Report screen.
2. In the **Br/Tr/All** field, enter the branch or territory to include in the report. Type **ALL** to include all branches and territories.
3. In the **Effective Date** field, enter the matrix cell effective date to include in the report. The current date is the default.

   The report's **Effective** column displays all matrix cells that include this date as effective.

   Note: This field supports variable dating.

4. In the **Price Line** field, do one of the following:
   - Enter a price line name – Runs the report for that price line. Press **F10** to select from a list.
   - Leave the field blank – Includes all price lines.
   - Use the **Lines** hot key – Runs the report for all the price lines you enter in the Price Line Selection screen. The **Price Line** field displays *Multi* to show there are multiple entries.
5. In the **Sell Group** field, do one of the following:
   - Enter a sell group ID – Runs the report for that sell group. Press **F10** to select from a list.
   - Leave the field blank – Includes all sell groups.
   - Use the **Groups** hot key – Runs the report for all the sell groups you enter in the Price Group Selection screen. The **Sell Groups** field displays *Multi* to show there are multiple entries.
6. In the **Price Class** field, do one of the following:
   - Enter a price class name – Runs the report for that price class. Press **F10** to select from a list.
   - Leave the field blank – Includes all price classes.
   - Use the **Classes** hot key – Runs the report for all the price classes you enter in the Price Class Selection screen. The **Price Class** field displays *Multi* to show there are multiple entries.

7. In the **Customer** field, do one of the following:
   - Enter a customer name – Runs the report for that customer. Press **F10** to select from a list. The system populates the **Price Class** field with that customer's price class.
   - Leave the field blank – Includes all customers.
8. In the **Product Rank #** field, enter a product rank to run the report for the basis name and multiplier assigned to a product rank for velocity pricing purposes. Press **F10** to select from a list.

   The rank displays in the **Velocity Code** column of the report, and if there is a velocity formula for that rank, the formula displays in the **Velocity Multiplier** column.
9. In the **Compare To** field, enter the basis name of the global cost to use to calculate the gross profit percents for the report.
10. In the **Show Items With GP% Max _%** field, enter the gross profit percent (GP%) to limit the report to matrix cells with a GP% below that percentage. The system looks for GP% that are possibly understated
11. In the **Min _%** field, enter the gross profit percent (GP%), to limit the report to matrix cells with a GP% above that percentage. The system looks for GP% that are possibly overstated.
12. In the **Show Only Active Products** field, indicate if you want to limit the products on the report to only those that are active at the selected branches.
13. In the **Customer-Specific** field, indicate if you want to include, exclude, or show only the customer-specific matrix cells.
14. Set options, if needed, and generate the report.

What the Report Shows

The Product Sell Matrix Audit Report shows the following information:

Column	Description
Branch/Territory	Name of branch entered on the report.
Description	Product description from the product record.
GP Basis	The global basis used to calculate the gross profit percent.
Br	Lists the branches in a territory, if necessary.
Price Class	Customer price class from the product/customer matrix cell.
Sell Group	Sell group from the product sell matrix cell.
Basis	Basis from the product sell matrix cell, or if you entered a rank, from the Product Velocity Pricing screen.
Velocity Code	The product rank from the Product Velocity Pricing window.
Velocity Form	Velocity multiplier from the Product Velocity Pricing window.
Rank	Product rank from the Product Price Maintenance window.
GP%	The gross profit percent for the items in each matrix cell determined by comparing the sell price on the matrix cells to the global basis cost.

Running the Price Variance Report

Use the Price Variance report to check new pricing from vendors or Trade Service to ensure that your costing and pricing bases are being used as required. Following are two examples of how you can use the report:

- If you use average cost as cost of goods sold, run this report to compare a frozen average cost to the current average cost of an item. This report shows gross differences in the average cost over time. Reviewing these costs periodically can help you determine the cause of abnormal increases or decreases.
- Compare LIST to another price or cost basis to determine how to adjust matrix cells to maximize profits and enhance customer service. For example, compare REP-COST with your list price to determine how much of a discount you can feasibly offer customers. Then, create or adjust your sell matrix cells based on those results.

To run the Price Variance Report:

1. From the **Other > Prc Upd** menu, select **Price Variance Report** to display the Price Variance Report screen.
2. In the **Branch** field, enter the branch to include in the report. Type **All** to include all branches.
3. In the **Price Line** field, do one of the following:
   - Enter a price line ID – Runs the report on a single price line. Press **F10** to select from a list of price lines.
   - Use the **PLine** hot key – Displays the Price Line Selection screen, where you list multiple price lines to include in the report.
4. In the **Allow Decr** (allow decrease) and **Allow Incr** (allow increase) fields, do the following:
   - **Allow Decr –** Enter a percentage to limit the report to price changes that have decreased by that percent.
   - **Allow Incr –** Enter a percentage to limit the report to price changes that have increased by that percent.

   The variance percentages, determined by the product's Average Cost and Last Cost, include products that are above or below the percentages entered, and exclude products that are within the range selected.

   For example, to include only products whose prices have increased or decreased by 15 percent, enter **15** in both **Allow Decr** and **Allow Incr** field.
5. In the **Basis #1** field, enter the price or cost basis that you want to compare on this report. Average Cost is the default.

6. In the **Exclude Products with Unit Costs Less Than** field, enter the lowest unit cost to include for the products in the **Basis #1** field.
7. In the and **Basis #2** field, enter the price or cost basis to compare with your entry in the **Basis #1** field. Last Cost is the default.
8. In the **Exclude Products with Unit Costs Less Than** field, enter the lowest unit cost to include for the products in the **Basis #2** field.
9. In the **As of** fields, enter the as of date for the basis named in the **Basis 1** and **Basis 2** fields to include on this report. The default is today's date.
10. In the **Show Product Select Code** field, indicate if you want to include the product select code from the product record.
11. In the **Show Only Products with Onhand** field, indicate if you want to include only products that are currently on hand.
12. Set options, if needed, and generate the report.

What the Report Shows

The Price Variance Report shows the following information:

Column	Description
Branches	The branches selected on the report.
S	Product status from the product record.
Stk Ohnd	The number of product on hand.
Basis #1 and **Basis #2**	The prices of each product compared by basis names.
Variance%	The difference between the prices listed in the **Basis #1** and **Basis #2** columns. If the first price column on the report equals zero, the report displays ******* in the variance column.
Product Select Code	The product select code from the product record.
BR	The pricing branch of the product.
Prod ID	The product identification number from the product record.

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