EXECUTIVE JEWELLER

Reports Manual

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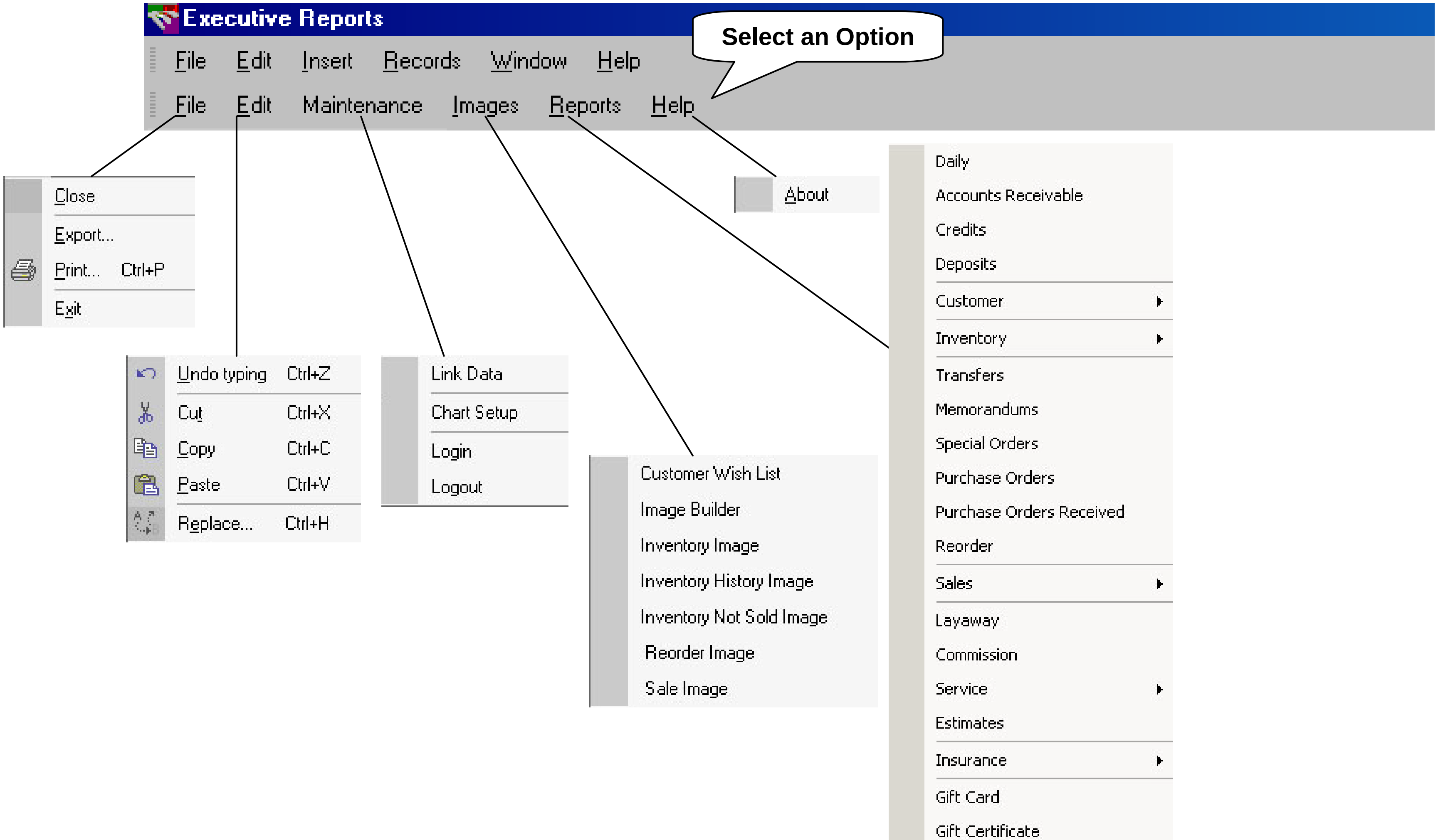
Navigating the Main Menu

The **Main Menu** is located at the top of the **Executive Reports** window. It contains many of the advanced features that are not included on the **Main Switchboard**.



Navigating the Main Switchboard

The **Main Switchboard** is a menu that contains buttons that are linked to the most common tasks in **Executive Reports**.

Click on a button to perform the task

Click to Exit the Program

Shortcut

You may also navigate the buttons on the **Main Switchboard** using the **Tab** and **Arrow Directional** buttons on the Keyboard.

Tip

You can position the mouse over each button to see the keyboard shortcut.

Chapter 1: Daily Reports

Purpose

Use this feature to document the daily financial transactions of your store.

Summary Sales Report by Day

The Summary Sales Report gives you a summary of the sales for the date specified.

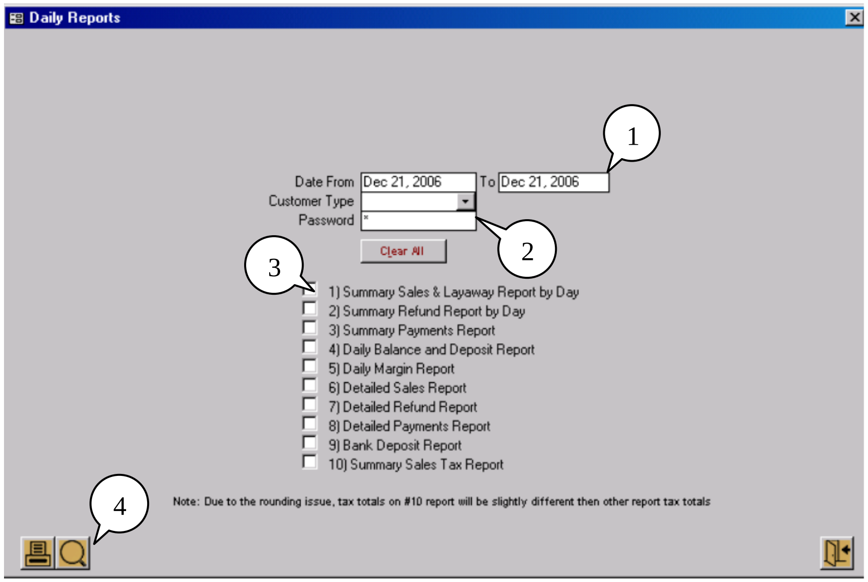
To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.

1. Enter the beginning and end period for which you would like to view the report. To view the report for a single day, enter the same day in both the **Date From** and **Date To** fields.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

3. Select the **Summary Sales Report by Day** (#1) by clicking the checkbox beside its name.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Tip

To remove any search criteria selected, press the **Clear All** button.

Summary Refund Report by Day

The Summary Refund Report lists the amount of money that has been refunded to your clients on the date specified.

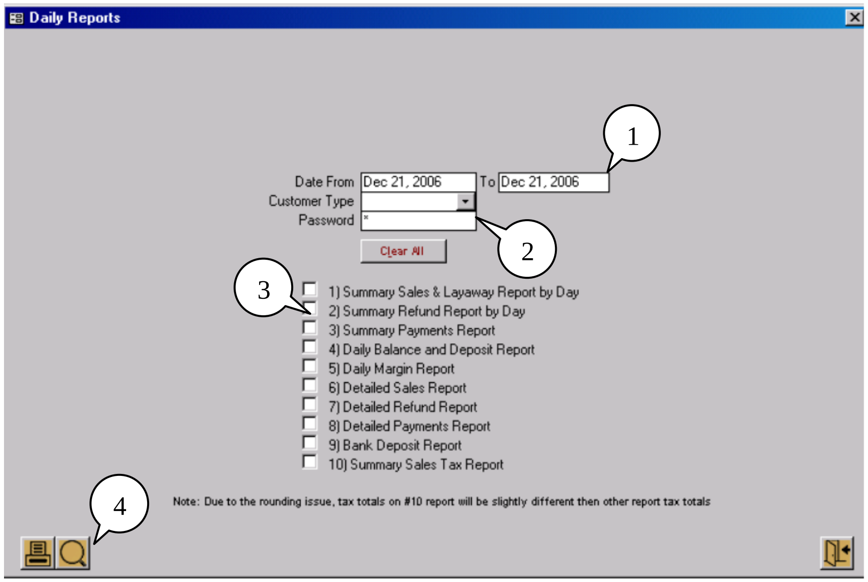
To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.

1. Enter the beginning and end period for which you would like to view the report. To view the report for a single day, enter the same day in both the **Date From** and **Date To** fields.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

3. Select the **Summary Refund Report by Day** (#2) by clicking the checkbox beside its name.

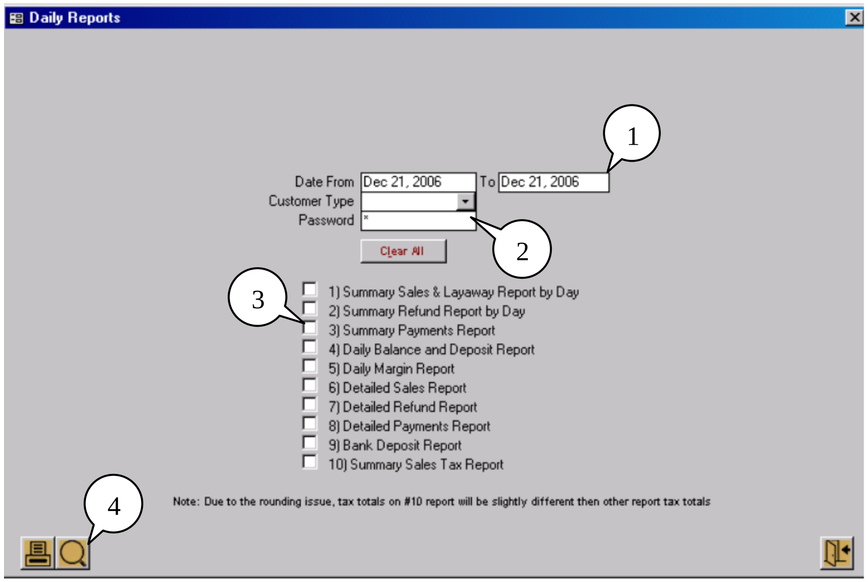
4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Summary Payment Report

The Summary Payment Report breaks down sales into types of payment for the day or period specified.

To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.



1. Enter the beginning and end period for which you would like to view the report. To view the report for a single day, enter the same day in both the **Date From** and **Date To** fields.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

3. Select the **Summary Payment Report** (#3) by clicking the checkbox beside its name.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Daily Balance and Deposit Report

The Daily Balance and Deposit Report breaks down every single transaction for the day specified. It also helps determine if the transaction totals in the system are the same as the actual monies taken in for that day.

To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.

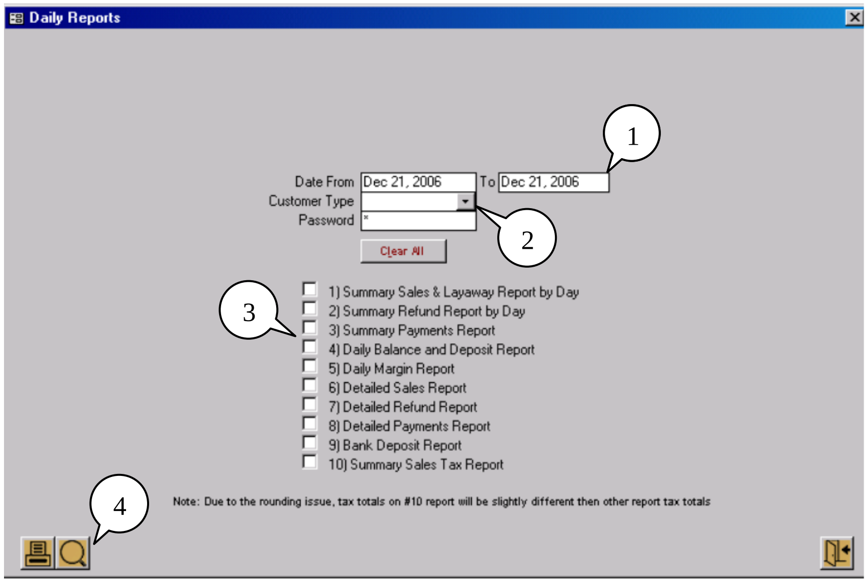
1. Enter the beginning and end period for which you would like to view the report.

> **Note**
> As this is a Daily Balance Report, the beginning date and end date must be the same.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

3. Select the **Daily Balance & Deposit Report** (#4) by clicking the checkbox beside its name.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

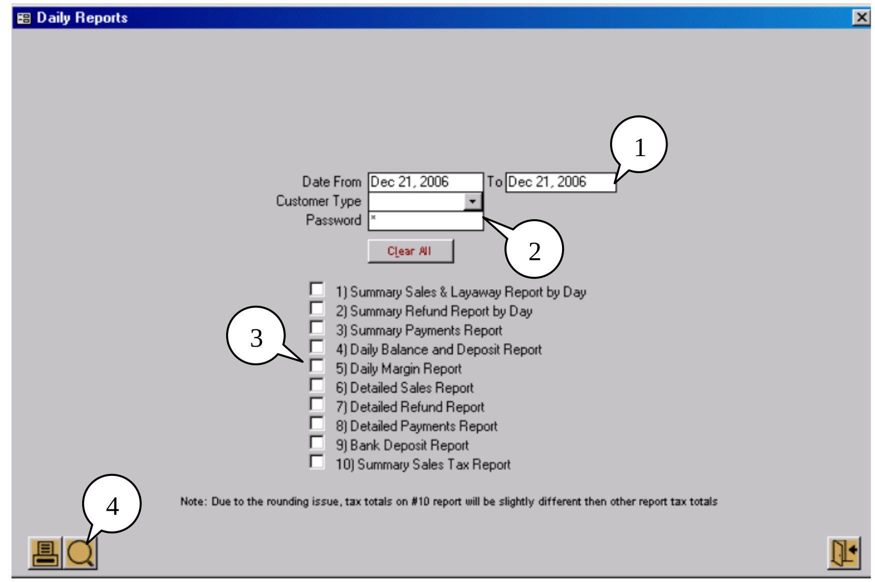


> **Note**
> This report should be printed daily.

Daily Margin Report

The Daily Margin Report captures a true image of your actual profit. It displays all sales information as well as gross profit %.

To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.



1. Enter the beginning and end period for which you would like to view the report. Recall that entering the same day in each date field will display the Daily Margin Report for that specific day only.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

3. Select the **Daily Margin Report** (#5) by clicking the checkbox beside its name.

4. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

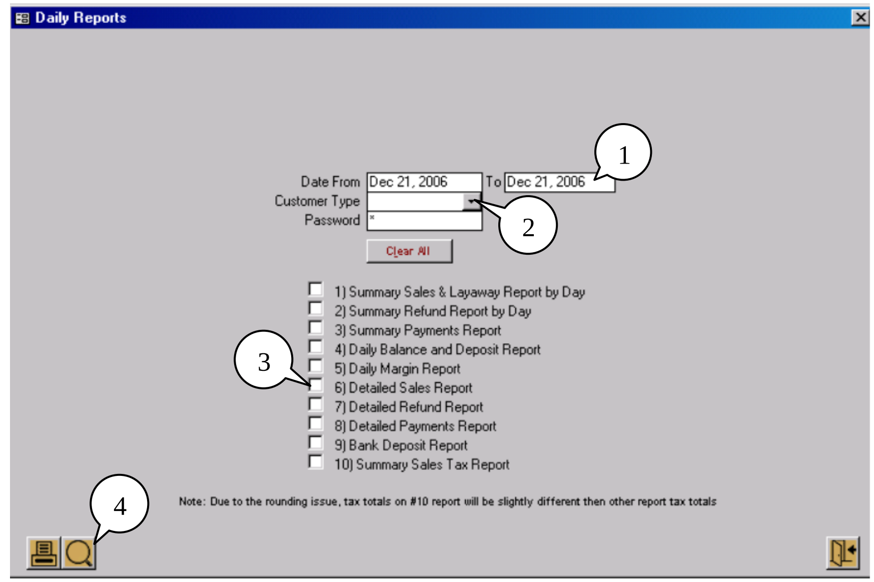
Detailed Sales Report

The Detailed Sales Report displays all sales information for the specified time period including invoice number, customer name, total amount as well as the date and the employee who entered the sale.

Note

This report should be printed daily.

To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.



1. Enter the beginning and end period for which you would like to view the report. Recall that entering the same day in each date field will display the Daily Margin Report for that specific day only.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

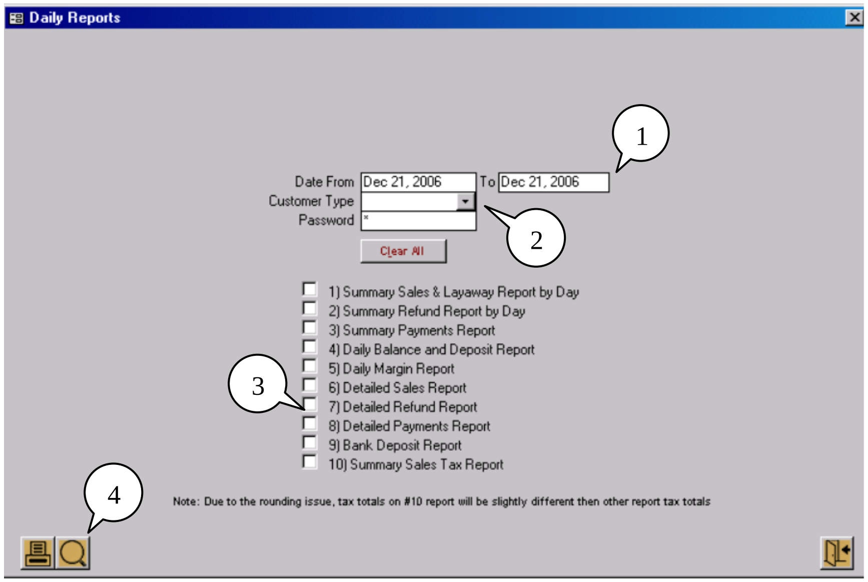
3. Select the **Detailed Sales Report** (#6) by clicking the checkbox beside its name.

4. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Detailed Refund Report

The Detailed Refund Report lists a detailed description of the money that has been refunded to your clients on the date specified including the invoice number of the refund.

To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.



1. Enter the beginning and end period for which you would like to view the report. To view the report for a single day, enter the same day in both the **Date From** and **Date To** fields.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

3. Select the **Detailed Refund Report** (#7) by clicking the checkbox beside its name.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Detailed Payment Report by Payment Method

The Detailed Payment Report by Payment Method categorizes all sales by payment method displaying the invoice, amount, customer and total amount for that payment method.

Note

This report should be printed daily.

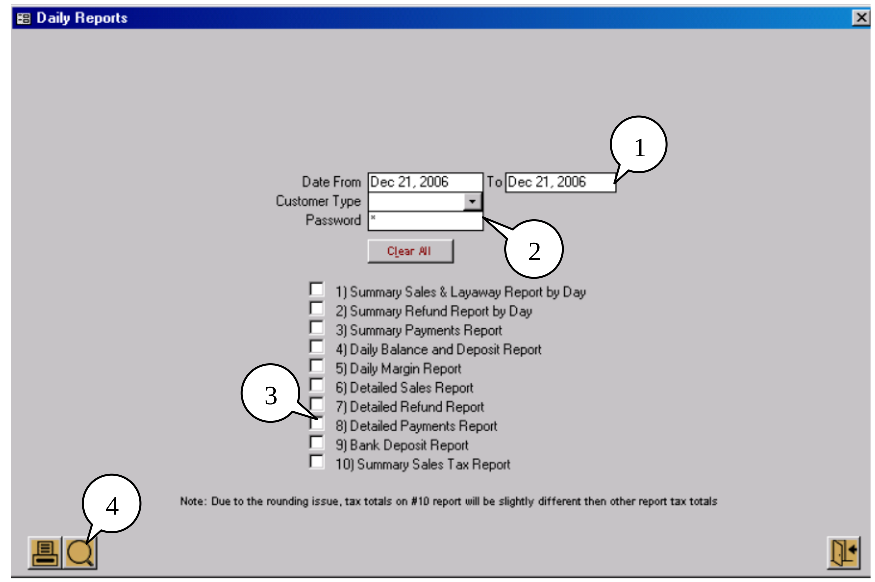
To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.

1. Enter the beginning and end period for which you would like to view the report. Recall that entering the same day in each date field will display the Daily Margin Report for that specific day only.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

3. Select the **Detailed Payment Report by Payment Method** (#8) by clicking the checkbox beside its name.

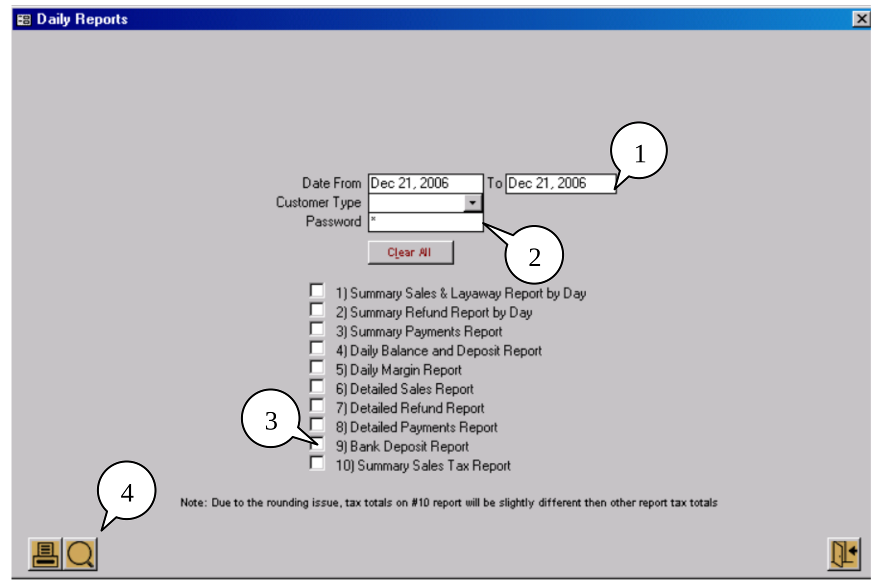
4. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Bank Deposit Report

The Bank Deposit Report is used to keep track of all money (cheque, cash, credit card and debit transactions) that is deposited into your bank account.

To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.



1. Enter the beginning and end period for which you would like to view the report.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

3. Select the **Bank Deposit Report** (#9) by clicking the checkbox beside its name.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Summary Sales Tax Report

The Summary Sales Tax Report provides a breakdown of tax amounts for sales and refunds.

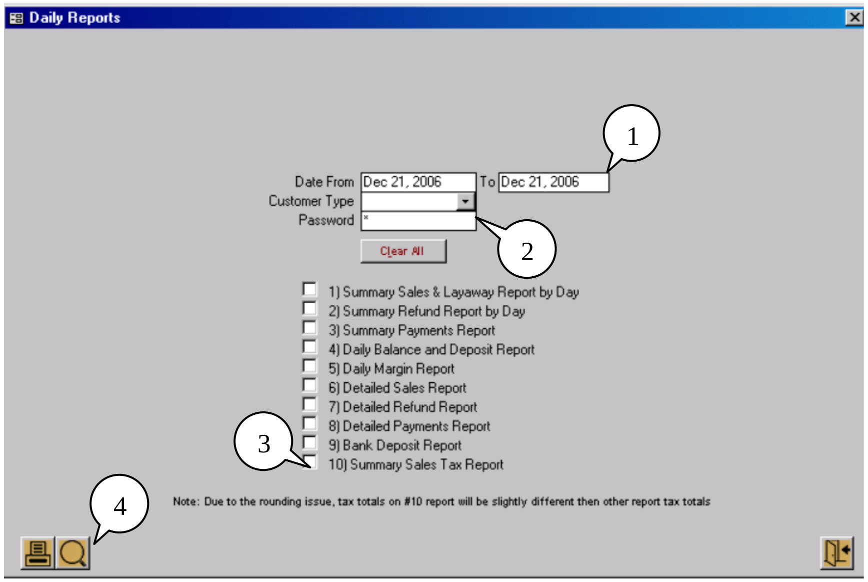
To open the **Daily** Reports, from the **Main Switchboard**, click on the **Daily** button.

1. Enter the beginning and end period for which you would like to view the report.

2. Enter the correct password in the **Password** field.
   Note: If you are unsure of the password for this report, you may find it within Executive (not Executive Reports) in the **Maintenance** menu under **Password** in the **System** submenu.

3. Select the **Summary Sales Tax Report** (#10) by clicking the checkbox beside its name.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Chapter 2: Accounts Receivable Reports

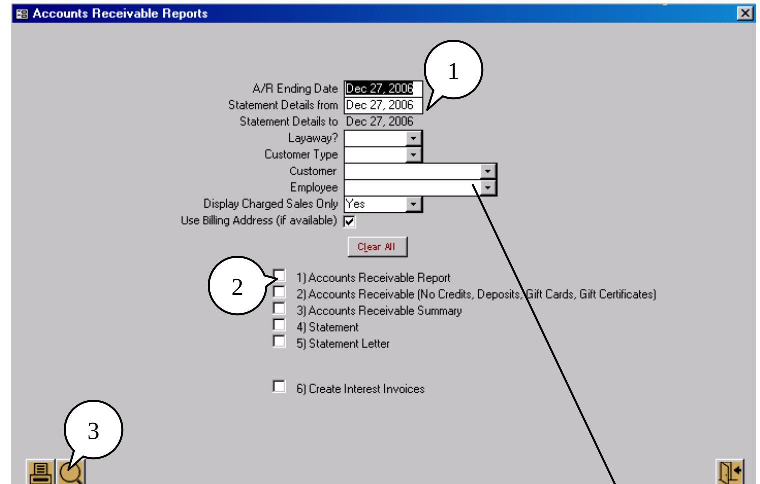
Purpose

To view all outstanding customer accounts to determine amounts owing, as well as deposits, credits, gift cards and gift certificates available.

Accounts Receivable ReportThe Accounts Receivable Report provides a breakdown of all accounts
including the date of original sale, payment amounts and number of days since last payment.

To open the **Accounts Receivable** Reports, from the **Main Switchboard**, click on the **Accounts Receivable** button.

1. Enter an accounts receivable ending date in the corresponding box.
2. Select the **Accounts Receivable Report** (#1) by clicking the checkbox beside its name.
3. To print the report, select the print icon or to view it prior to printing, select the preview icon .

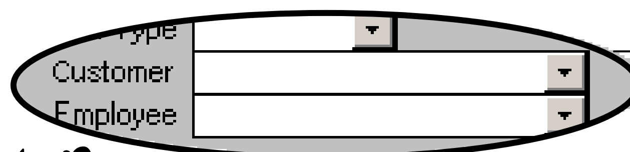


Related Task

Accounts receivable report #2 provides account information without deposits or gift certificates while report #3 generates a summary of accounts receivable activity.

Tip

To view/print accounts receivable information for a particular customer, select that customer from the customer drop down list.



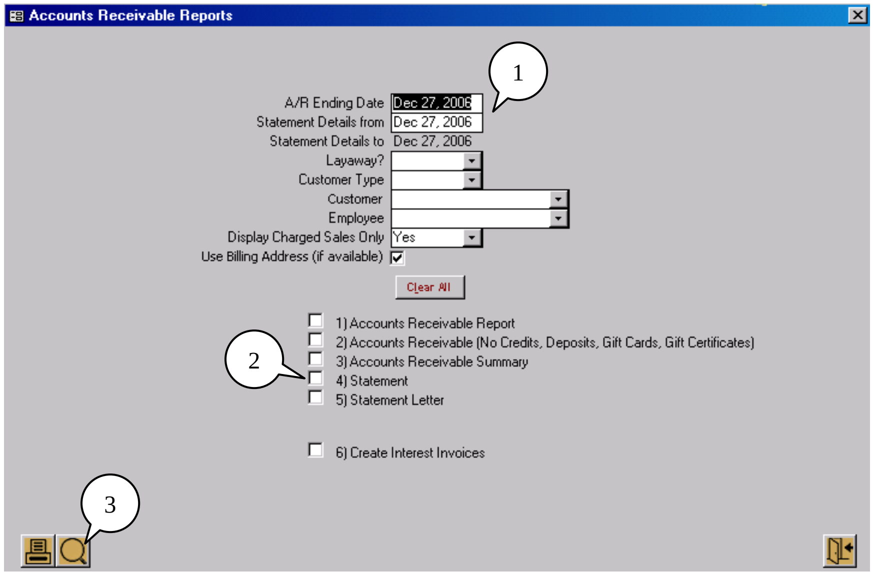
New Feature

To view A/R information of a customer with a zero balance, select the customer from the customer list. This will list all previous account activity for that customer.

Accounts Receivable Statement Report

The Account Receivable Statement Report generates a statement for an individual customer and breaks down the amount of money owed plus account activity.

To open the **Accounts Receivable** Reports, from the **Main Switchboard**, click on the **Accounts Receivable** button.



1. Enter the Accounts Receivable ending date in the corresponding input box.

2. Select the **Statement Report** (#4) by clicking the checkbox beside its name.

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: You can generate multiple statement reports for that period or you can create a statement for an individual customer by selecting that customer in the customer drop down list.

Related Task

To create a letter for the customer alerting them to money they may owe on their account use Accounts Receivable report #5. To use this report follow the instructions outlined above.

Create Interest Invoices

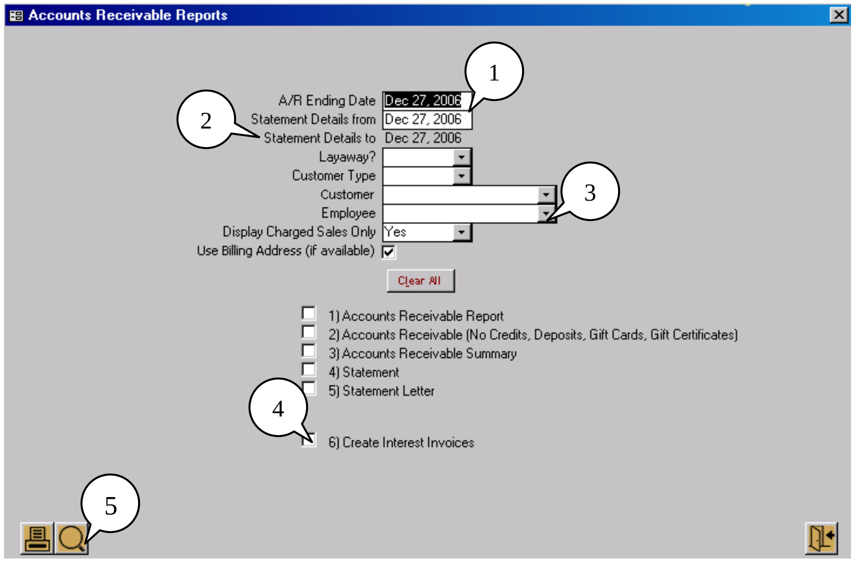
Executive Reports can calculate interest payments on any outstanding account via the Create Interest Invoices option.

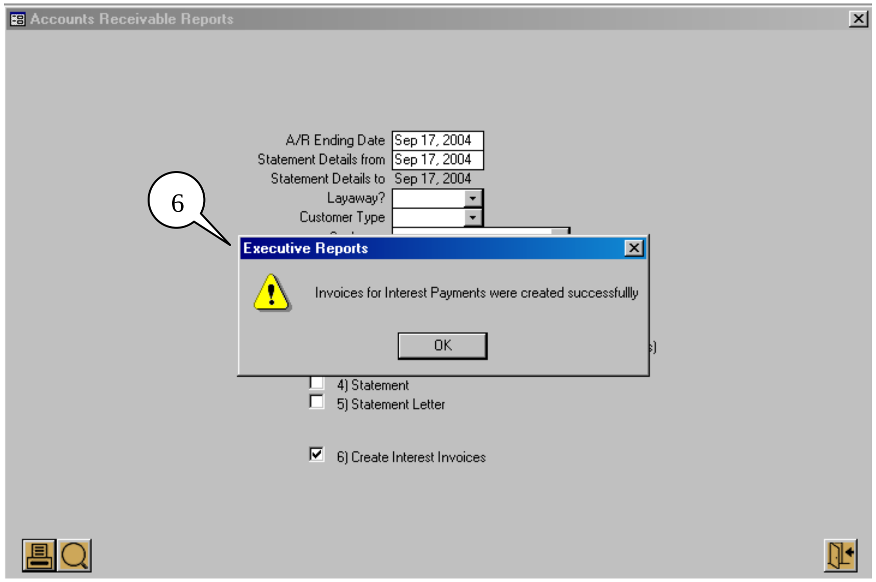
To open the **Accounts Receivable** Reports, from the **Main Switchboard**, click on the **Accounts Receivable** button.

1. Enter the A/R ending date in the corresponding text box.
2. Enter the date to which you would like to view all payment history from in the **Statement Details From** text box.
3. Select an Employee (i.e. yourself) from the employee drop down list.
4. Select the **Create Interest Invoices** report (#6) by clicking the checkbox beside its name.
5. Select the print icon or the preview icon to generate the interest calculations (both buttons will do the same task).
6. A prompt will appear when the calculations have been completed. Press OK to return to the A/R reports screen. When you re-run your client statements their interest charge will be added to their account.

Related Task

To select an interest % for a customer see section **2C-2** of this manual.



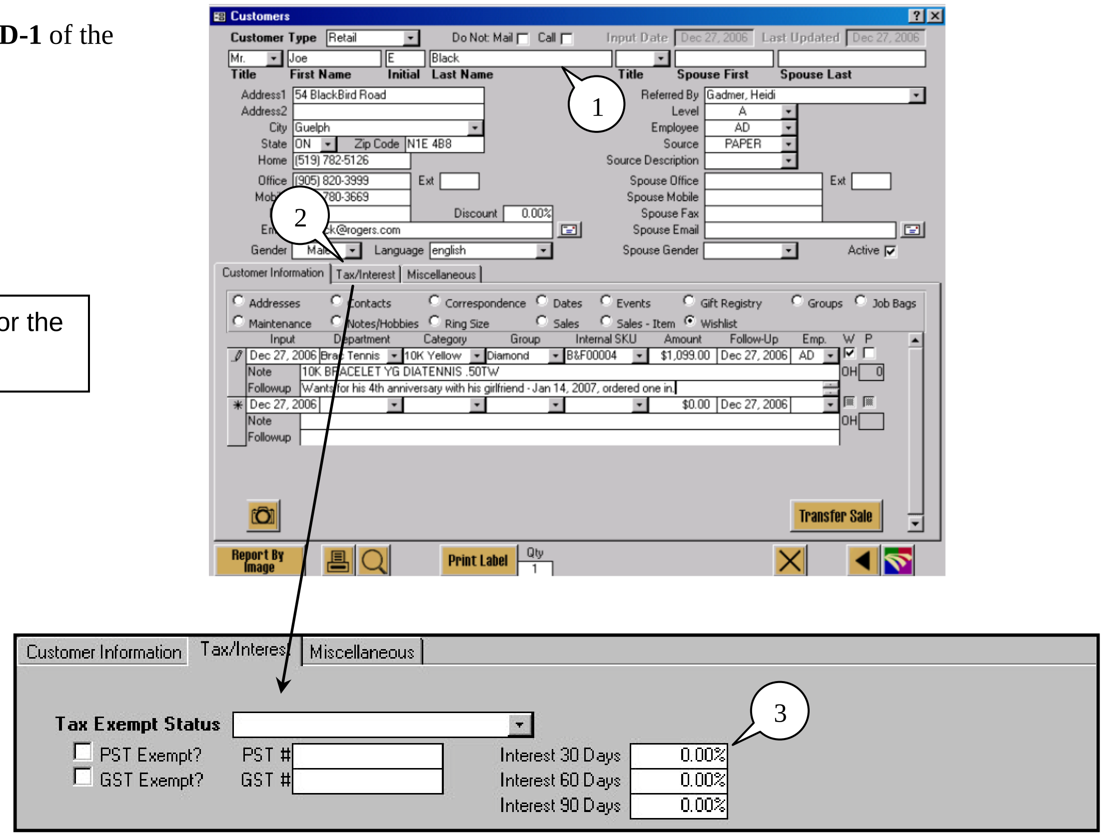


Creating Customer Interest Levels

1. Find the specific customer within Executive (see section **5D-1** of the **Executive User's Manual** if unclear).
2. Select the Tax/Interest Tab on the tab bar.
3. Enter Interest amounts for 30, 60, and 90 days.

Note

If an account is over 90 days past due, the interest rate for the 90 days option will apply.



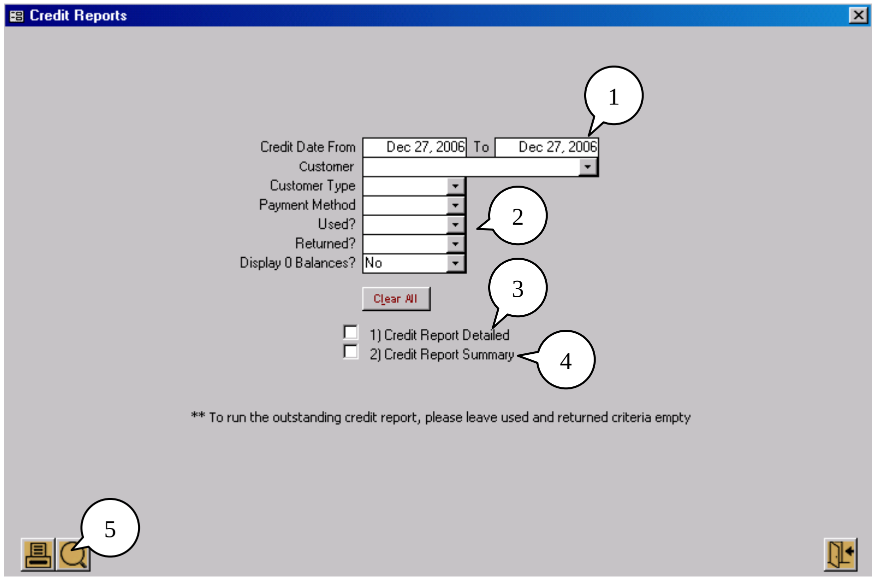
Chapter 3: Deposit/Credit Reports

Purpose

Use this feature to display the deposit/credit activity recorded in Executive Jeweller.

Credit Report

To open the **Credit** Reports, from the **Main Switchboard**, click on the **Deposit/Credit** button to open the **Deposit/Credit Reports** menu. Then, click on the **Credit** button.



1. Select the period of time you would like to view the credit report for.

2. You can also select additional criteria to search for used or returned credits.

3. Select the Credit Report (#1) by clicking the checkbox beside its name. This will give a breakdown of each person's credit account.

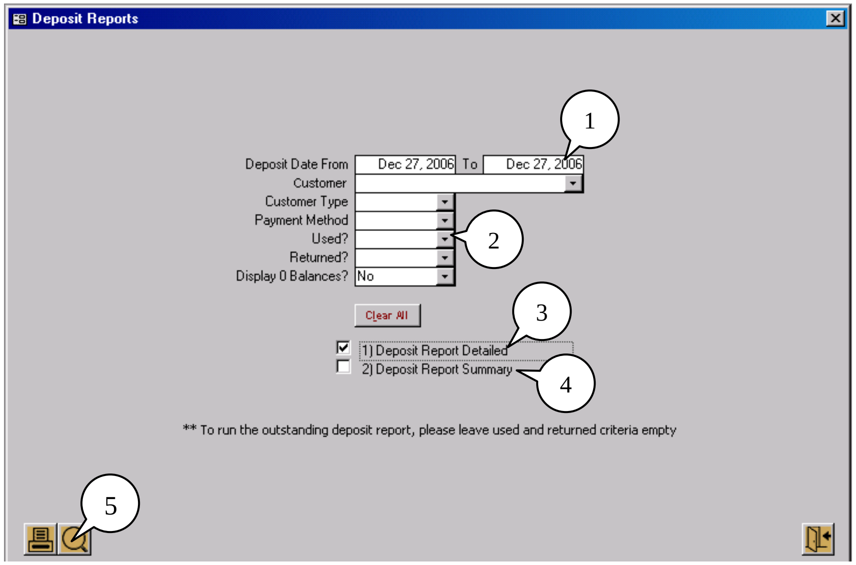
4. If you would like a less detailed report select Credit Report Summary (#2). This will give you the client's information and their total amount on Credit.

Note: To run an Outstanding Credit Report, please leave the Used and Returned criteria empty.

5. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Deposit Report

To open the **Deposit** Reports, from the **Main Switchboard**, click on the **Deposit/Credit** button to open the **Deposit/Credit Reports** menu. Then, click on the **Deposit** button.



1. Select the period of time you would like to view the deposit report for.

2. You can also select additional criteria to search for used or returned deposits.

3. Select the Deposit Report (#1) by clicking the checkbox beside its name. This will give you a breakdown of each person's Deposit account.

4. If you would like a less detailed report select Deposit Report Summary (#2). This will give you the client's information and their total amount on Credit.

Note: To run an Outstanding Credit Report, please leave the Used and Returned criteria empty.

5. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Chapter 4: Customer Reports

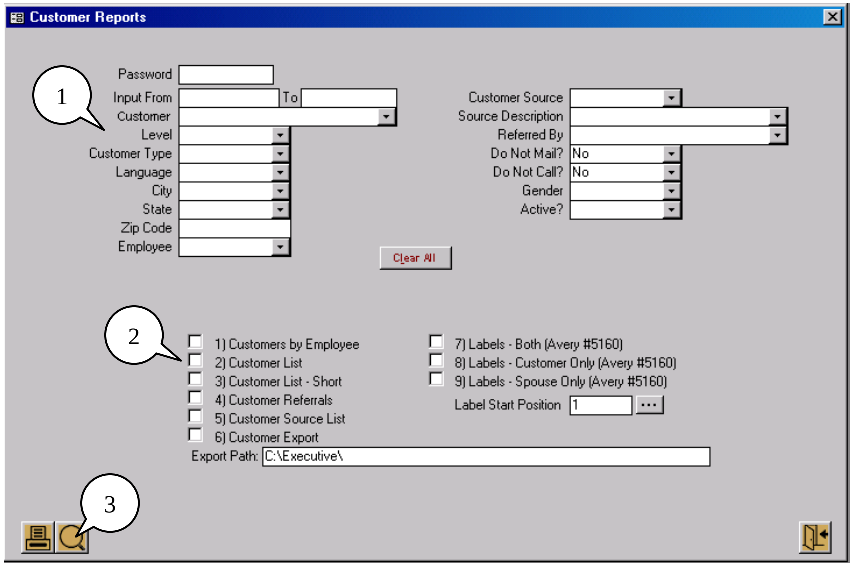
Purpose

Customer Reports allows you to maintain a complete knowledge base of your customers for informational purposes, promotional targeting, and other useful sales strategies.

Customer Report

The Customer Report gives a list of customers within the database. You can use the different reports and the search criteria to pinpoint a specific target area.

To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customers** button.



1. Enter the search criteria for your customer search such as **Level**, **City**, or **Customer Type**.

2. Select the appropriate report you would like generated by clicking the box to the left of the name.
   Note: Reports 7 through 9 can generate labels based on that report. For a more detailed description on generating labels see page **4A-2**.

Related Task

Report #6 (Customer Export) will export a text file to the path specified in the **Export Path** field. By default, it is set to C:\Executive\.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.

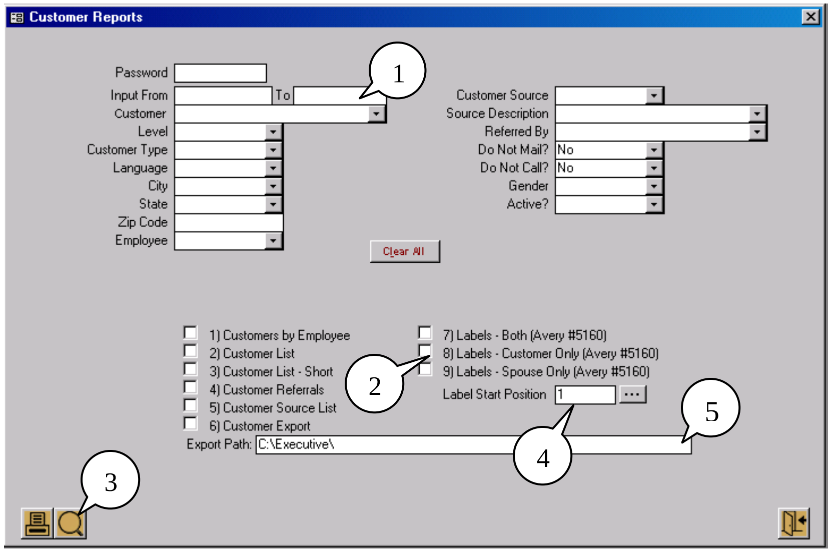
Note

It is advantageous to export a customer list to import it into Word or Excel for mail merges, etc. For instructions on how to integrate this powerful feature, see **Chapter 20: Importing into Other Programs**.

Creating Labels

Executive Reports can create printable labels based on the report that has been generated.

To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customers** button.



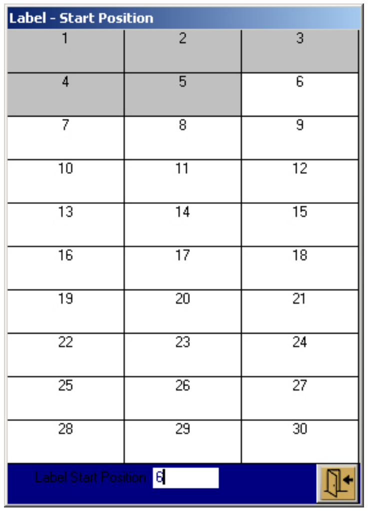
1. Generate the report in the same manner described in section **Customer Report 4A-1.**

2. Click the corresponding label you would like printed. Some will generate a customer name or a spouse name, or both.
   Note: All of the labels used in Executive Reports are formatted to print to the **Avery #5160** label.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.

4. **Note:** You can specify a starting point to where your labels will start on the label page. Enter the numeric value in the **Label Start Position** field or,

5. Click the "**…**" button and visually pick the label start position. The grayed out areas indicate where a label will **not** be printed.



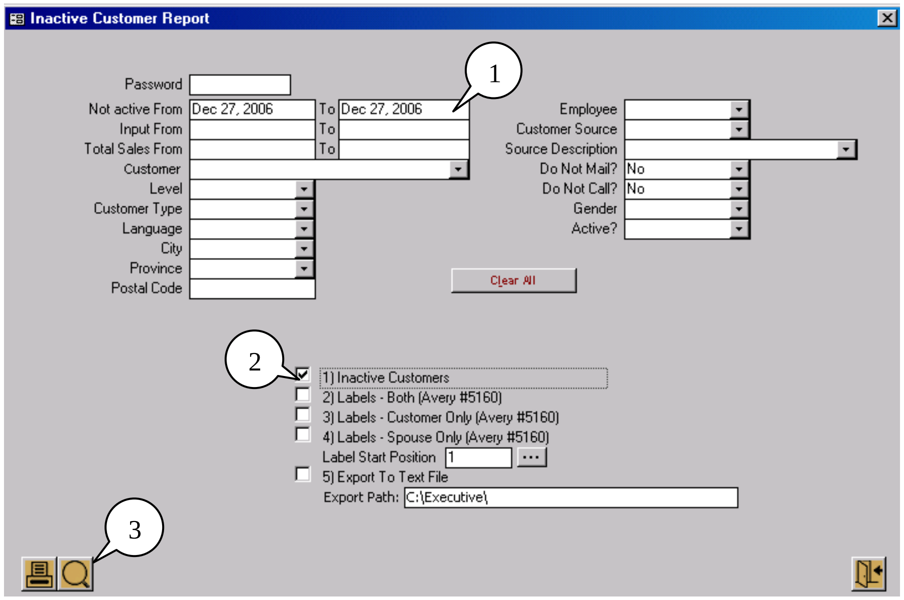
Caution

The labels will print the customer's name and addresses as entered in Executive Jeweller.

Inactive Customer Report

The Inactive Customer Report displays all customers whom have not made a purchase within a specific period of time.

To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customer - Inactive** button.



1. Enter the appropriate search criteria, the most useful will be the **Not Active Since** date field. This will display all inactive customers from the date specified until the current date (as specified by your system's CPU).

Note

To check the system date, click on the **Start Menu** and scroll to **Settings – Control Panel**. Within the Control Panel double click the **Date/Time** icon.

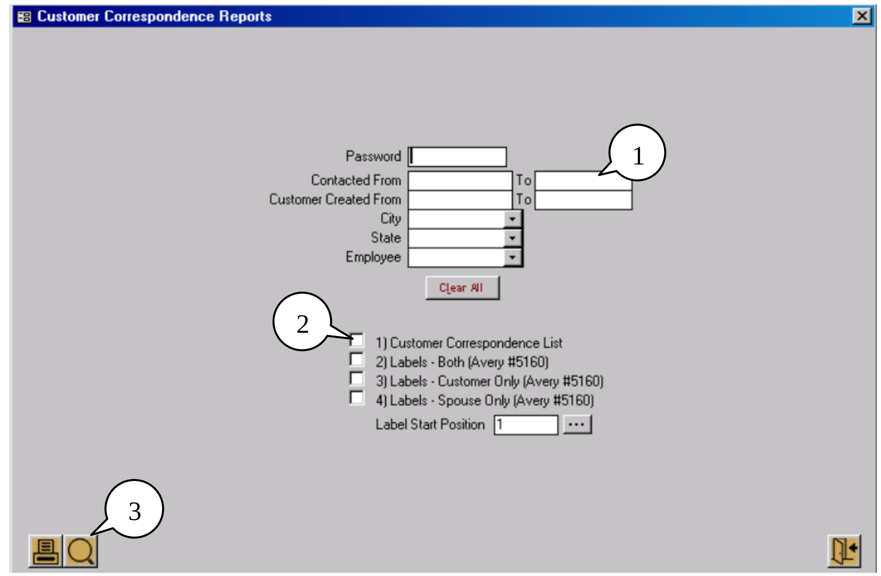
2. Select the Inactive Customer Report (#1).
   Note: You can also print customer-mailing labels (for instructions see section **4A-2**) and export the report to a text file. By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.

Customer Correspondence Report

The Customer Correspondence Reports allows you to view correspondence details for cutomers.

To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customer -Correspondence** button.

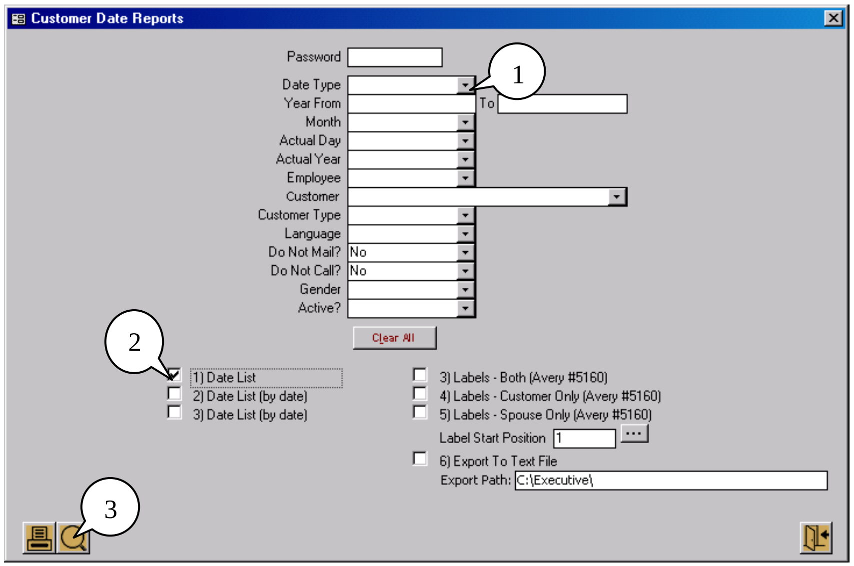


1. Enter the appropriate criteria for the search. Key information would include the time period when the correspondence has taken place.

2. Select the Customer Correspondence List Report (#1). The label reports will print the correspondence list you created on a Avery #5160 labels sheet.

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Customer Dates Report



The Customer Birthday/Anniversary Report lists customers dates based on input within Executive. It is recommended that you enter in as much client information as possible to take full advantage of these reports and the features within Executive (see **Section 5A-1 Managing Customers** in the **Executive User's Manual** for a more detailed discussion).

To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customer – Dates** button.

1. Enter the type of date you wish to view (i.e. Birthday or Anniversary) from the **Date Type** drop down list.

2. Select the Date List Report (#1).
   Note: You can also export the report to a text file (option #2). By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field.

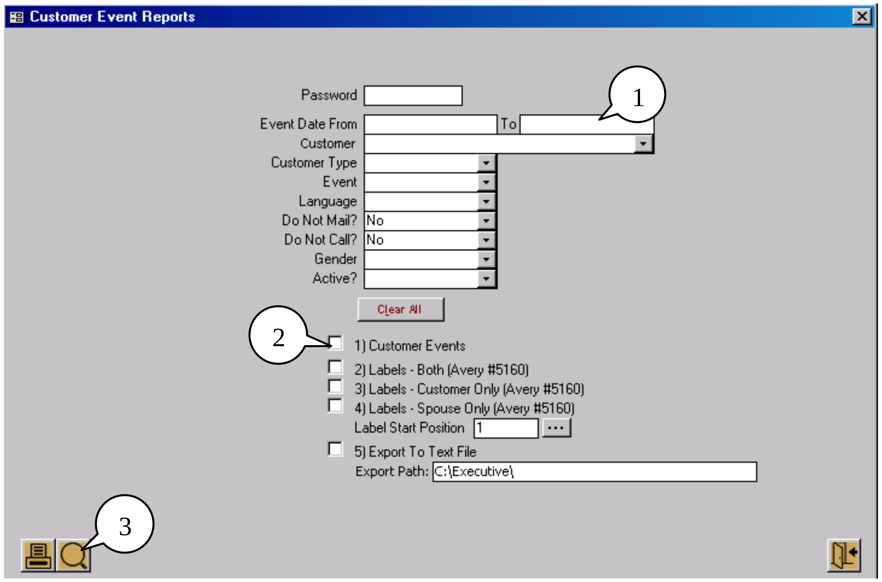
3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.

Related Task

To add an important date to the Dates List see **Modifying Customer Menus 1D-5** in the **Executive User's Manual.**

Customer Events Report

The Customer Event Report lists customers that have been assigned to a specific event based on individual store setup.



Tip

To see more on adding customer events in Executive, refer to the **Executive User's Manual** page **1D-4**.

To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customer - Event** button.

1. Define your search by entering the required filters in the text boxes.
2. Select the Customer Events Report (#1).

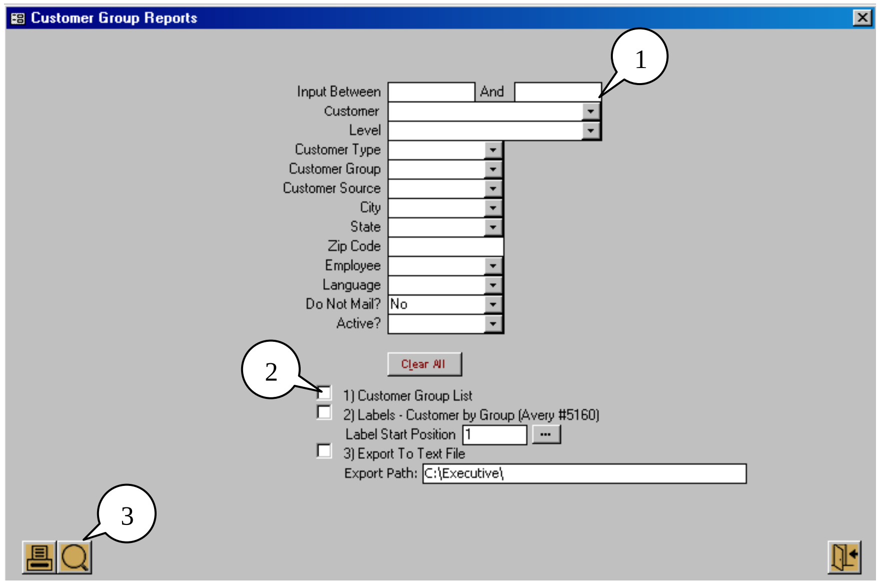
Note: You can also print customer-mailing labels (for instructions see section **4A-2**) and export the report to a text file. By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field.

Select the print icon to print this report or the preview icon to view the report prior to printing.

Customer Group Report

The Customer Group Report lists customers that have been assigned to a specific goup or category based on individual store setup.

To see more on adding customer groups in Executive, refer to the **Executive User's Manual** page **1D-4**.



To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customer - Group** button.

3. Define your search by entering the required filters in the text boxes.

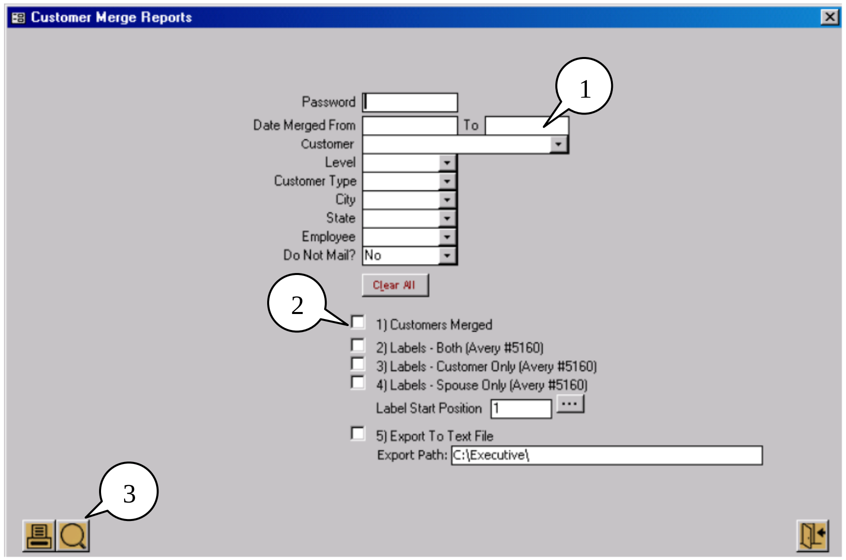
4. Select the Customer Group List Report (#1).
   Note: You can also print customer-mailing labels (for instructions see section **4A-2**) and export the report to a text file. By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field.

5. Select the print icon to print this report or the preview icon to view the report prior to printing.

Customer Merge Report

The Customer Merge Report displays information on customers that have been merged together within Executive. **Recall**: merging a customer refers to combining the information of one customer with that of a second, whereby the first is the only customer to retain his/her name in the database.

To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customer – Merge** button.



1. Use the text boxes to narrow down your search criteria by customer, customer type, when the customers were merged, etc. **Note**: By leaving all the fields blank, you will generate a report of all the customers that have been merged in the system.

2. Select the Customer Merged Report (#1).
   Note: You can also export the report to a text file. By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field. You can also print all of the report to Avery labels (#2-#4).

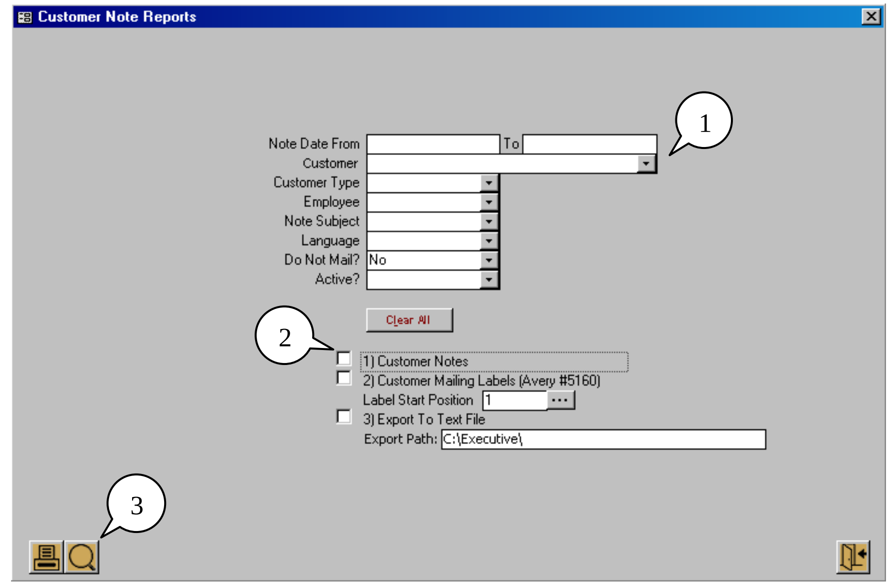
3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.

Related Task

For more on merging customers see page **14L-1** in the **Executive User's Manual.**

Customer Notes Report

The Customer Notes Report provides the user with a list of all notes created for each customer by employees. These notes could be information about customers such as hobbies, future sale information, an alternate address/phone number, email address, etc.



To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customer Notes** button.

1. Select the date range for which you would like to view these notes. You can also view the report for a single customer by selecting a customer from the drop down list or by using any of the other available search criteria.

2. Select the Customer Notes Report (#1).
   Note: You can also print customer-mailing labels (for instructions see section **4A-2**) and export the report to a text file. By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field.

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.

Customer Wish List/Preferred Item Report

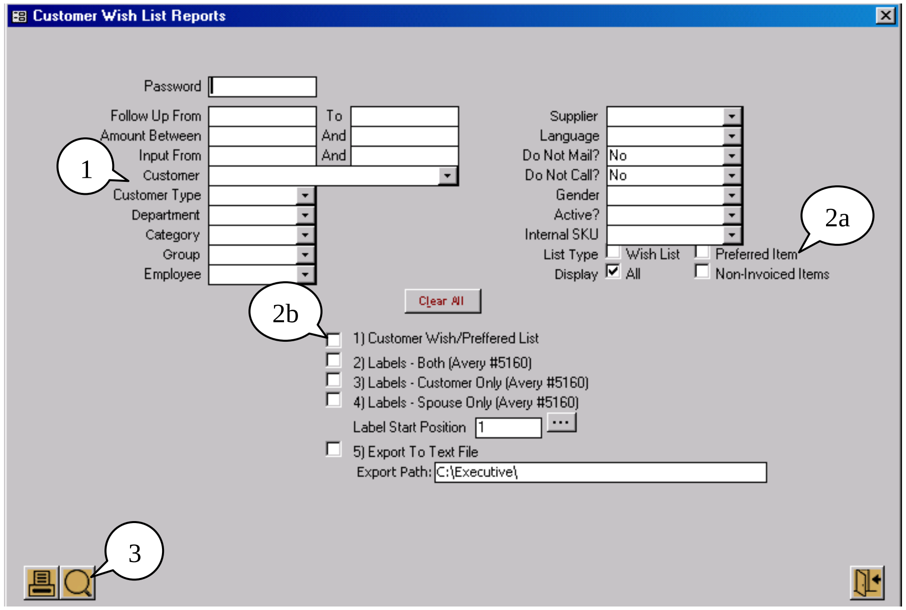
The Customer Wish List/Preferred Item Report displays both customer and item information that has been entered in the **Wish List** tab in the customer profile in Executive Jeweller (see below).

To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Customer – Wish List** button.

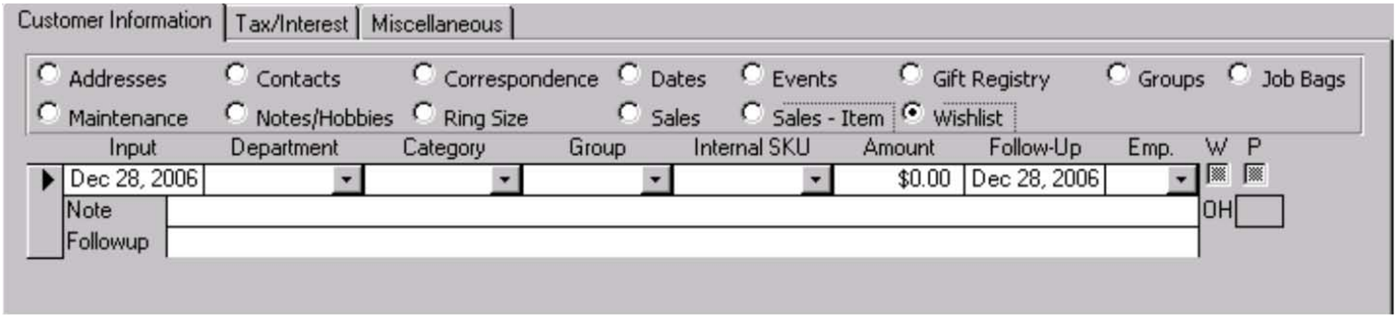
1. Select the customer you would like to view the report for or other search criteria such as customer group.

2. a) Select the type of report you would like to view (either **Wish List** or **Preferred Item**)
   b) Select the Customer Wish/Preferred List Report (#1).
   Note: You can also export the report to a text file. By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field.

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.

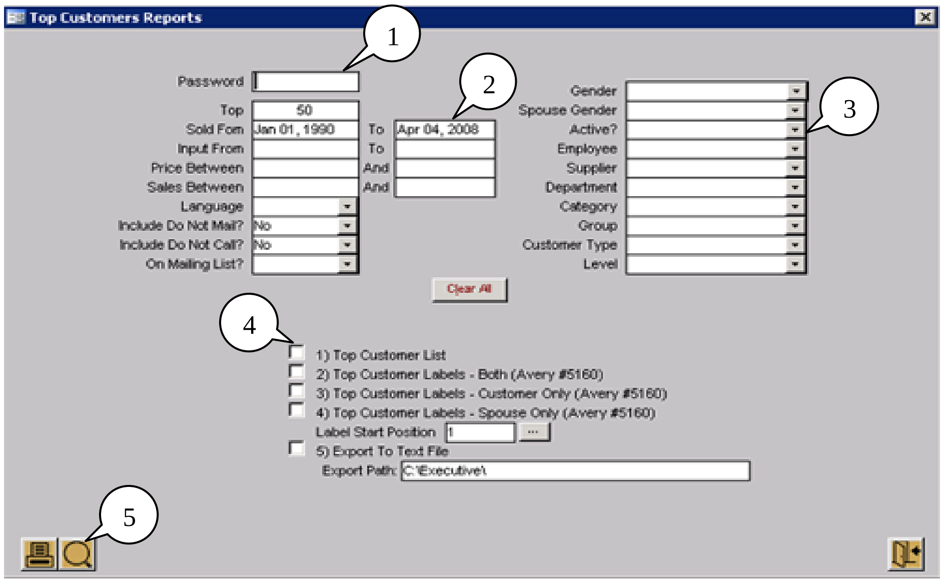


Tip: For a more detailed description of the **Wish List** tab, refer to page **5B-3** in the **Executive User's Manual.**



Top Customer Report

The Top Customer Report displays those customers that have the highest total sale amount during the dates specified in the **Sold From** fields. By default, it is set to return the top customers from all the sales you performed since using Executive. The report is sorted in descending order with the customer spending the most at the top of the list.



To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Top Customer** button.

1. Select the number of top customers you would like to view for the report.

2. Ensure that the dates in the **Sold From** fields are the dates desired for the report.

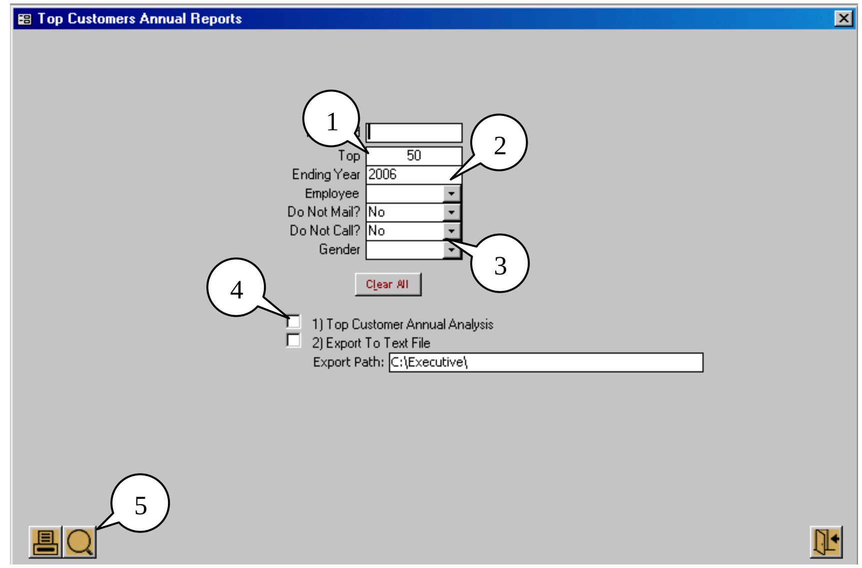
3. Select any other search criteria you would like for the report.

4. Select the Top Customer List Report (#1).
   Note: You can also print customer-mailing labels (for instructions see section **4A-2**) and export the report to a text file. By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field.

5. Select the print icon to print this report or the preview icon to view the report prior to printing.

Top Customer Annual Report

The Top Customer Annual Report displays those customers that have the highest total sale amounts for the ending year specified. Also, for comparison purposes, the report will display those customers' spending for the previous two years. The results are sorted alphabetically by the customer's last name.



To open the **Customer** Reports, from the **Main Switchboard**, click on the **Customer** button to open the **Customer Reports** menu. Then click on the **Top Customer - Annual** button.

1. Select the number of top customers (annual) you would like to view for the report.

2. Ensure that the **Ending Year** is correct for the report you would like to generate.

3. Select any other search criteria you would like for the report.

4. Select the Top Customer Annual Analysis Report (#1).
   Note: You can also export the report to a text file. By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field.

5. Select the print icon to print this report or the preview icon to view the report prior to printing.

Note

The Top Customer Annual and Top Customer reports may generate different results. This is because the Annual report is only looking at sales made by the customer in the past year, whereas the Top Customer report looks at the sum of sales over several years.

Chapter 5: Inventory Reports

Purpose

Inventory Reports make at-a-glance viewing of existing inventory items easy and manageable.

Note

The gross margin information within these reports is now password protected. If the correct password is not entered in the password field, the report will generate but will exclude all financial information.

Inventory Report

The Inventory Report allows you to view inventory levels and details based on specific search criteria such as supplier, department, category, and more.

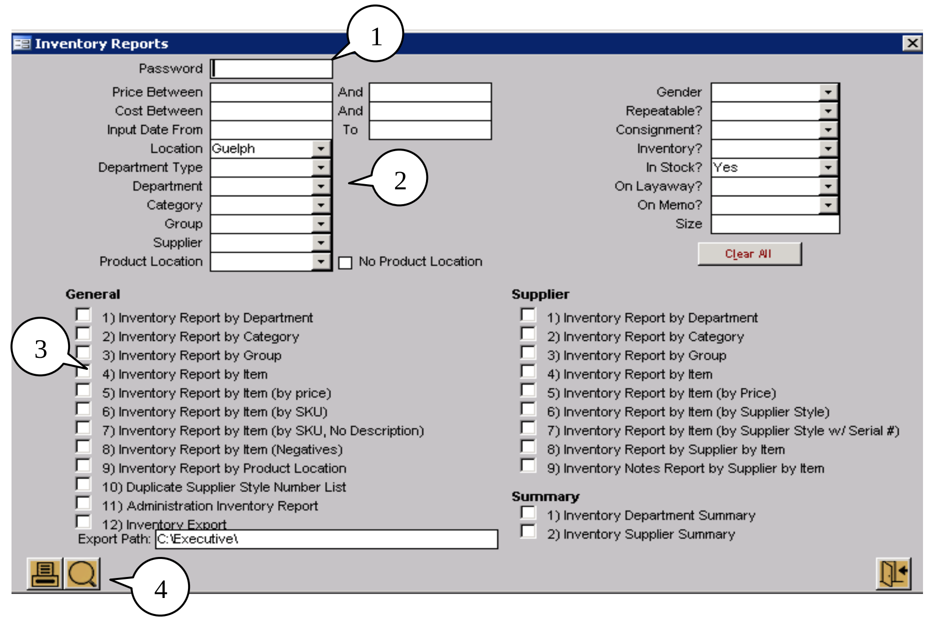
To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Inventory** button.

1. Enter the correct password in the **Password** field.
   Note: If you do not enter in a password, the report generated will not include details such as cost prices and margins.

2. Use the various categories of this report to search for the inventory item that meets your needs (e.g. All engagement rings priced between $1000 and $2000 or all items by supplier X).

3. Select the appropriate report by checking the appropriate checkbox.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Related Task

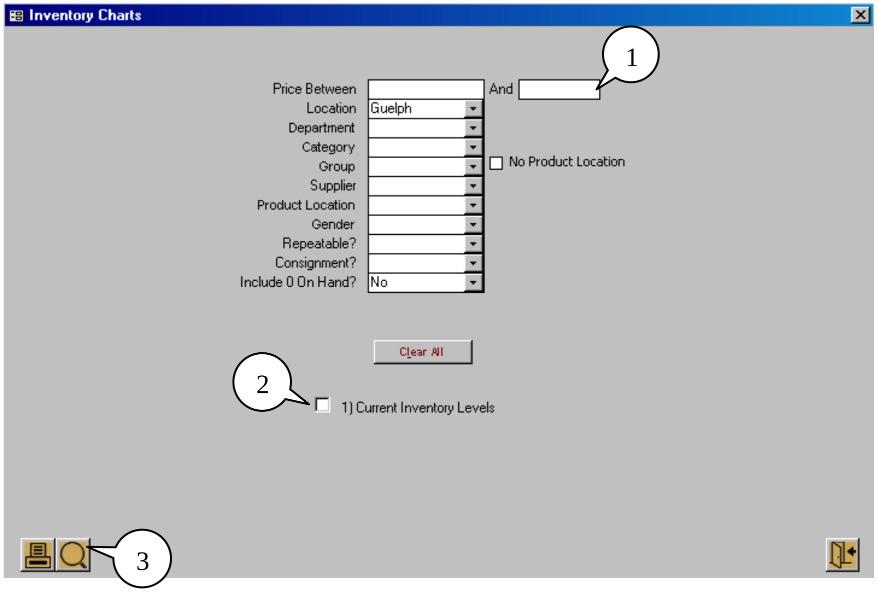
The Inventory Wholesale reports function in a similar way and is intended for our wholesale clients who use Executive Jeweller.

Inventory Charts

The Inventory Charts allows you to obtain a pie graph of the current inventory levels.

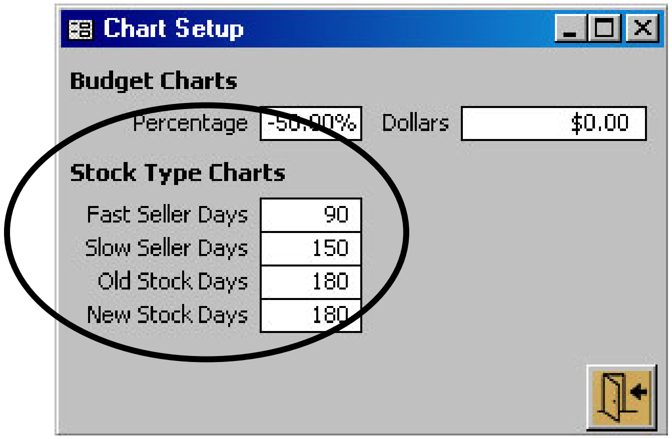
To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Inventory Charts** button.

1. Enter the criteria for your inventory chart.
2. Select the Current Inventory Levels chart (#1).
3. Select the print icon to print this report or the preview icon to view the report prior to printing.



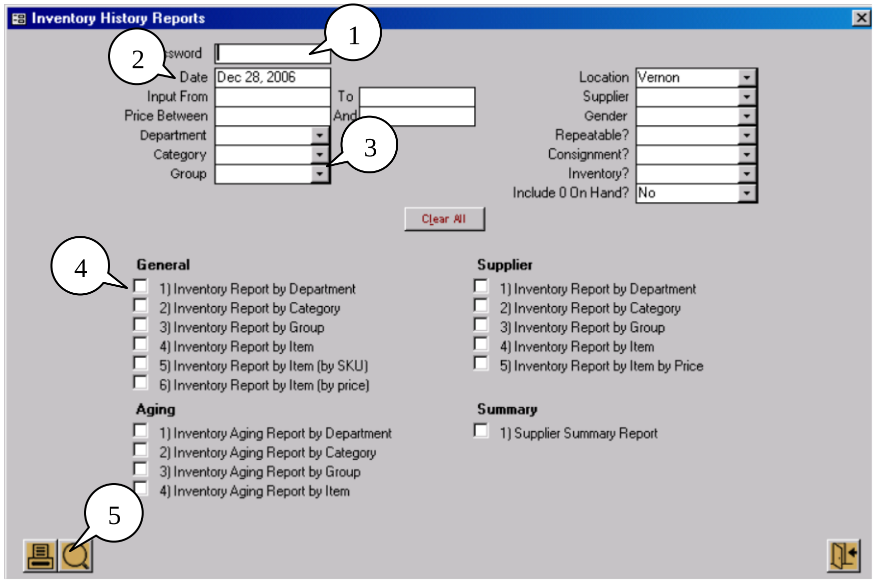
Note

You can set up the chart information by choosing **Chart Setup** under the **Maintenance** menu, and changing the settings under **Stock Type Charts**.



Inventory History Report

The Inventory History Report allows you to obtain a list of all inventory items that have ever been in stock.



To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Inventory History** button.

1. Enter the correct password in the **Password** field.
   Note: If you do not enter in a password, the report generated will not include details such as cost prices and margins.

2. Specify the date you would like to run the Inventory History report for. The report generated will list inventory levels for the day entered.

3. Enter the search criteria for your inventory search.

4. Select the appropriate report you would like generated by clicking the box to the left.

5. Select the print icon  to print this report or the preview icon  to view the report prior to printing.

Note

To obtain descriptions of inventory items that you do not have in stock at present, make sure the **Include 0 Quantities** field is set to **Yes**.

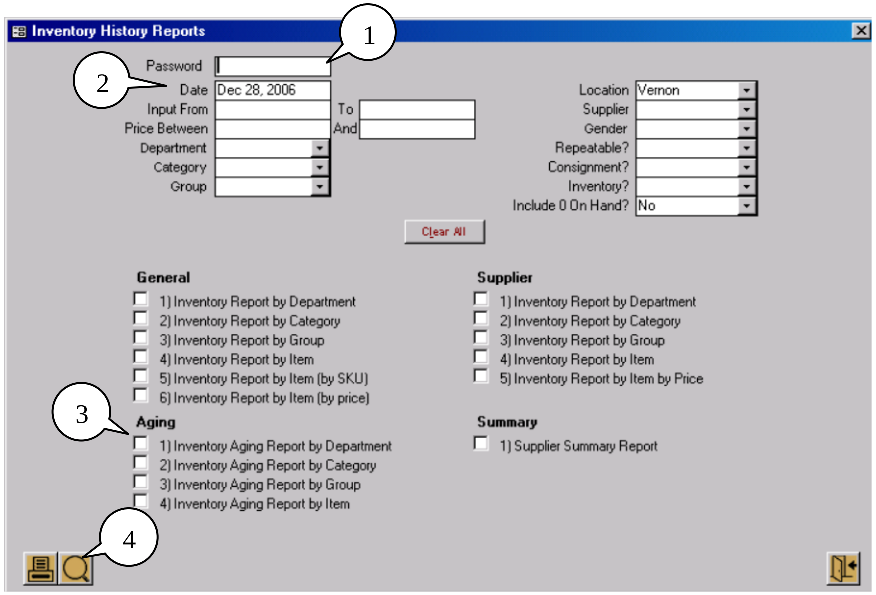
Related Task

The Inventory History Wholesale reports function in a similar way and is intended for our wholesale clients who use Executive Jeweller.

Inventory History – Aging Report

The Inventory History - Aging Report allows you to obtain a breakdown of the inventory according to the age of the stock.

To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Inventory History** button.



1. Enter the correct password in the **Password** field. **Note**: If you do not enter in a password, the report generated will not include details such as cost prices and margins.

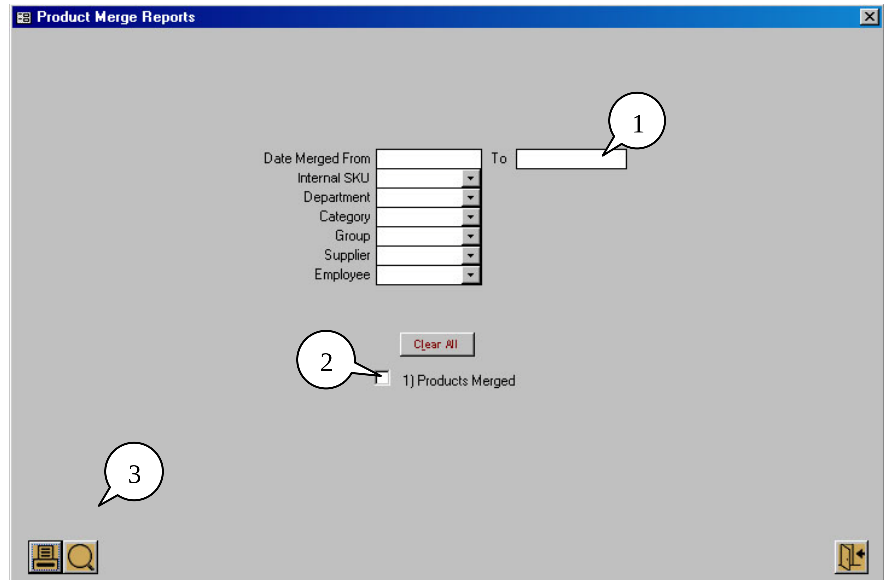
2. Enter the search criteria for your inventory search.

3. Select the appropriate report under the **Aging** heading, you would like generated by clicking the box to the left.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.

Inventory Merge Report

An inventory merge is used to merge information from one inventory item to another, whereby the first item retains the information and the second item is deleted from the database. The Inventory Merge Report provides a list of all inventory merges within the system. The report is useful for monitoring why and how often this is happening.



To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Inventory Merge** button.

1. Enter the search criteria for your inventory merge search.

2. Select the Products Merged Report (#1).

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.

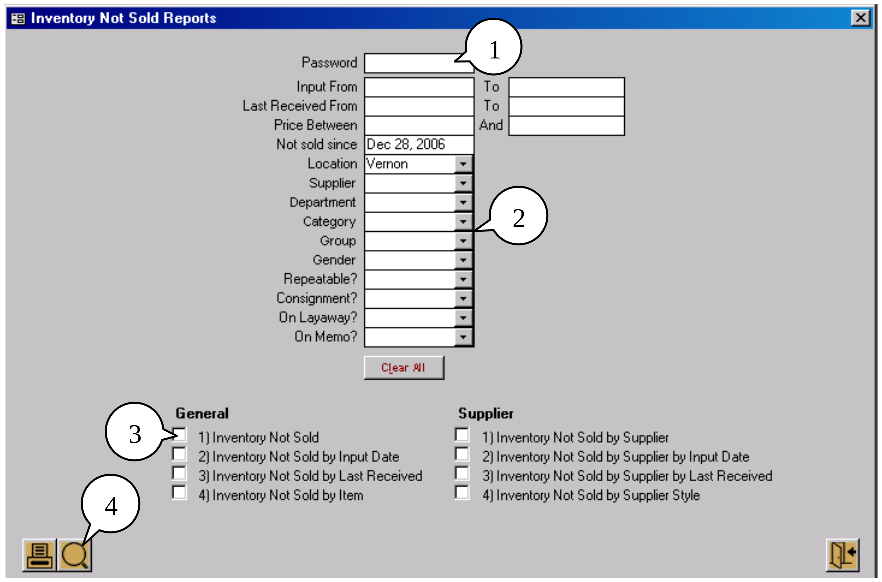
Related Task

To learn more on performing an Inventory Merge refer to the **Executive User's Manual** page **14F-1**.

Inventory Not Sold Report

The Inventory Not Sold Report generates a list of inventory items that were not sold within a specified time period. This report is useful for reviewing what you did not sell against what you anticipated selling for a specific period.

To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Inventory Not Sold** button.



1. Enter the correct password in the **Password** field.
   Note: If you do not enter in a password, the report generated will not include details such as cost prices and margins.

2. Enter the search criteria for your report.

3. Select the appropriate report by clicking the box to the left. You have the option of searching by inventory not sold (no date criteria), date when the inventory was inputted, when the inventory was last received or by item.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.

Related Task

The Inventory Not Sold Wholesale reports function in a similar way and is intended for our wholesale clients who use Executive Jeweller.

Reconcile History Report

Reconciling inventory is an integral part of your day to day operations. With Executive Reports, keeping track of reconciled inventory is easy and accurate.

To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Reconcile History** button.

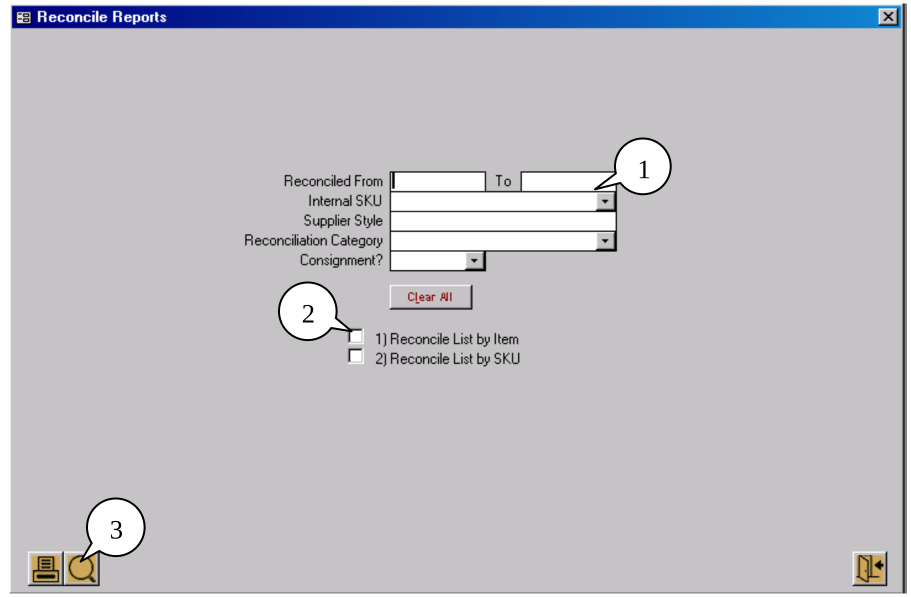
1. Enter the date period to which you would like to view the reconciled items.

2. Select the Reconcile List by Item Report (#1). You can also choose Reconcile List by SKU (#2).

3. Select the print icon to print this report or the preview icon to view the report prior to printing.

Related Task

To learn more on performing an Inventory Reconcile refer to the **Executive User's Manual** page **15C-1** or **15D-1** (for automated inventory reconciliation).



SKU History Report

The SKU History Report is a useful tool to show the activity of a specific sku in the system if there is a discrepancy between your physical count and the value within the computer system.

To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **SKU History** button.

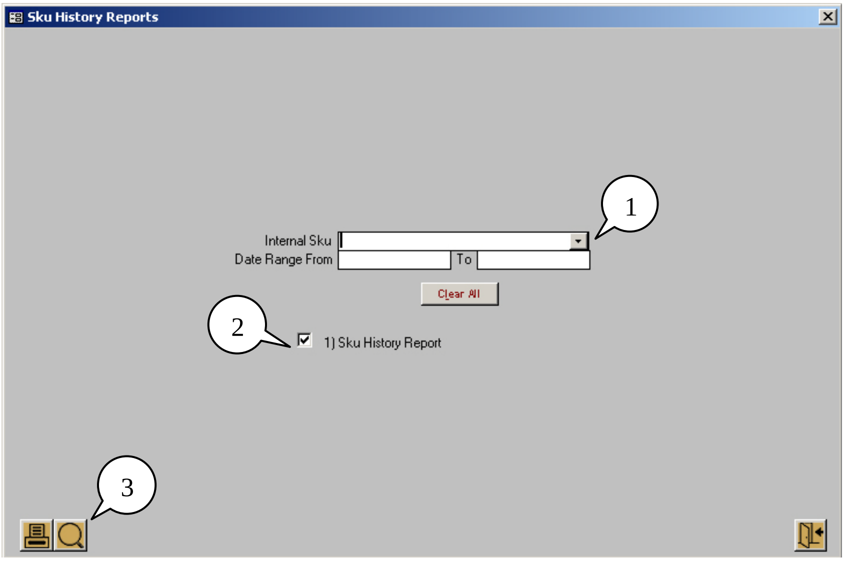
1. Select the SKU for which you would like to view the activity.

2. Select the SKU History Report (#1).

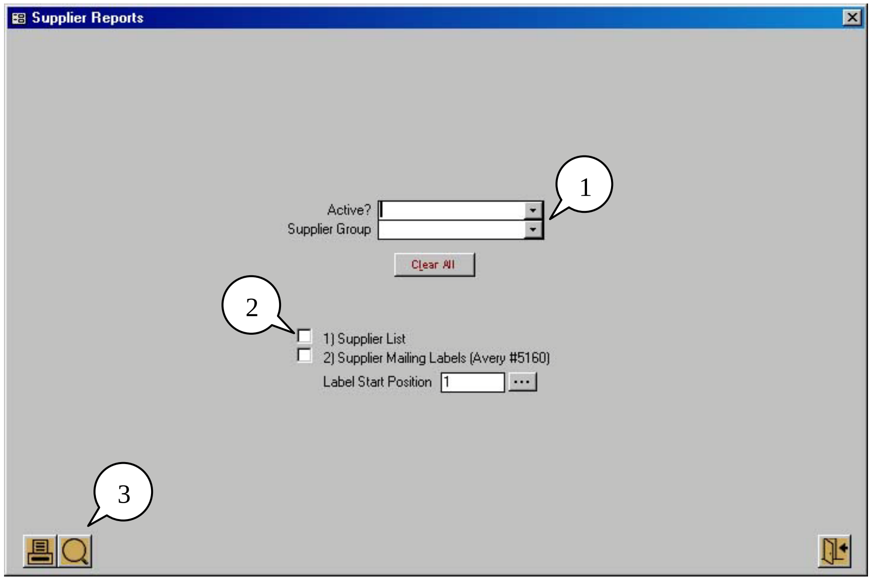
3. Select the print icon to print this report or the preview icon to view the report prior to printing.

Note

This report can also be accessed from the inventory screen.



Suppliers Report



The Suppliers Report provides the user with a list of all suppliers and their information.

To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Suppliers** button.

1. Choose the type of supplier you would like to view information for, by using the search criteria active or by selecting a supplier group from the categories available: Inventory, Appraisals, Custom Work, and Repair. (To change supplier groups, please refer to the **Executive User Manual**, section **1N-1**.) Leaving these fields blank will select the entire supplier list.

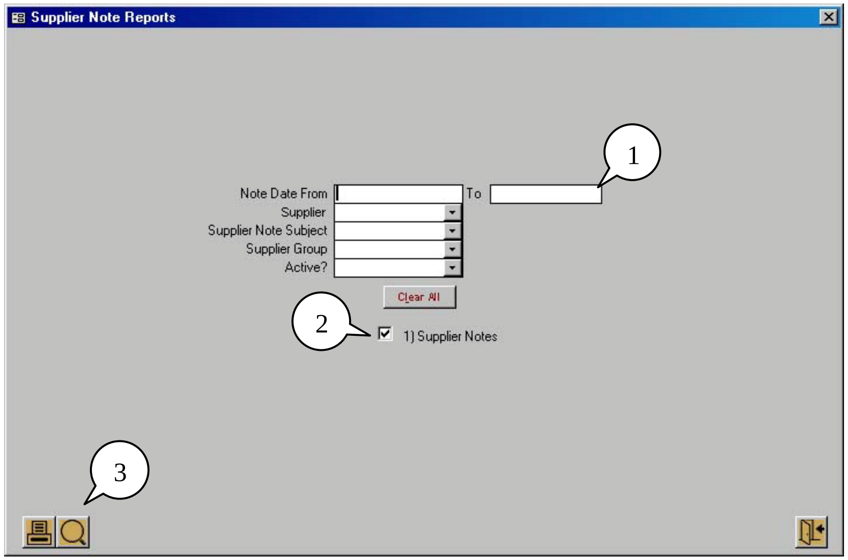
2. Select the Suppliers List Report (#1).

3. Select the print icon to print this report or the preview icon to view the report prior to printing.

Related Task

> You can also print mailing labels based on this supplier information. To review how to print labels see **section 4A-2**.

Supplier Notes Report



The Supplier Notes Report provides the user with a list of all notes created for each supplier by employees. These notes could be information about suppliers such as an alternate address/phone number, hours of operation, etc.

To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Supplier Notes** button.

1. Select the date range for which you would like to view these notes. You can also view the report for a single supplier by selecting that supplier from the drop down list or by using any of the other available search criteria.

2. Select the Supplier Notes Report (#1).

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.

Inventory Export Report

The Inventory Export Report allows you to export a list of inventory items to a text file specified in the **Export Path**. By default, it is set to C:\Executive\.

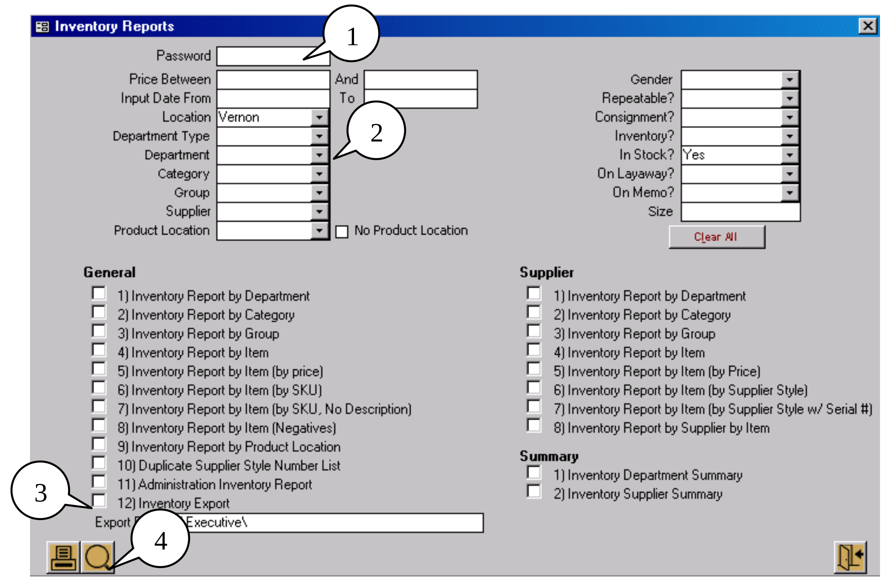
To open the **Inventory** Reports, from the **Main Switchboard**, click on the **Inventory** button to open the **Inventory Reports** menu. Then click on the **Inventory** button.

1. Enter the correct password in the **Password** field.
   Note: If you do not enter in a password, the report generated will not include details such as cost prices and margins.

2. Enter the search criteria for your inventory search.

3. Select the Inventory Export Report (#9). By default, the text file will be exported to the Executive folder on your local drive (C:\Executive\). However, you can change the destination location by entering a new path in the **Export Path** field.

4. Select preview icon  to export the report.



Chapter 6: Transfer Reports

Purpose

The Transfer Report is relevant for multiple store users only. It displays the inventory items that have been transferred between store locations.

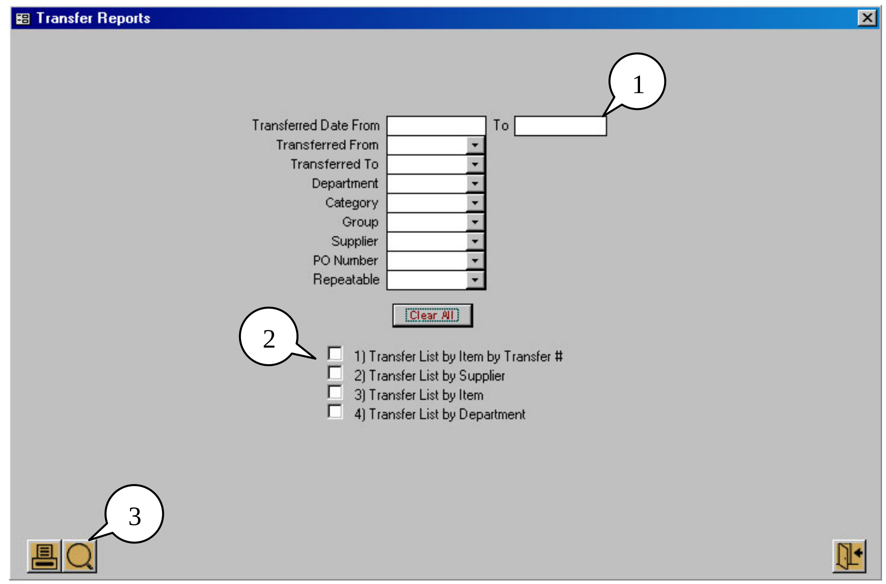
Transfer Report

To open the **Transfer** Reports, from the **Main Switchboard**, click on the **Transfer** button.

1. Select the date range of which you would like to view these transferred items. By using the search criteria you can focus your report on when the item was transferred, where it was transferred to, the department, category, or group of the items you are looking for and/or by the supplier name.

2. Select which report you would like to generate depending on how you plan to view the information. Available for viewing:
    a. Transfer List by Item by Transfer# (displays items according to its transfer number).
    b. Transfer List by Supplier
    c. Transfer List by Item
    d. Transfer List by Department

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.



Related Task

To find more information on transferring inventory refer to the **Executive User's Manual** page **14H-1**.

Chapter 7: Memorandum Reports

Purpose

Use this report to determine what pieces have been removed from the store for viewing to potential clients.

Memorandum Report

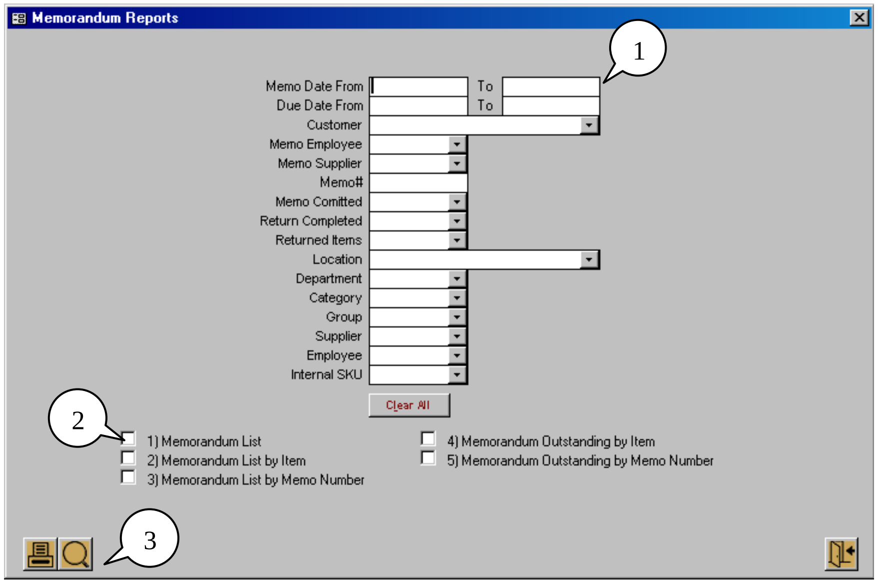
The Memorandum Reports #1 through #3 give a complete list of all items that have been lent to either a customer or to an employee.

To open the **Memorandum** Reports, from the **Main Switchboard**, click on the **Memorandum** button.

1. Enter in the appropriate search criteria into the text boxes. Example: You have the ability to view memo reports that were issued during a specific time frame, are due within a specific time frame, memos which have certain pieces in it, items from a specific department, category or group, etc.

2. Select how you would like to view the information by selecting reports 1, 2, or 3. Memorandum Reports 4 and 5 will display memorandums that are still outstanding.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Related Task

For more information on Memorandums refer to **Chapter 10** in the **Executive User's Manual.**

Chapter 8: Special Order Reports

Purpose

The Special Order Report is designed to track those items that are currently out of stock and are required for a customer by a certain date.

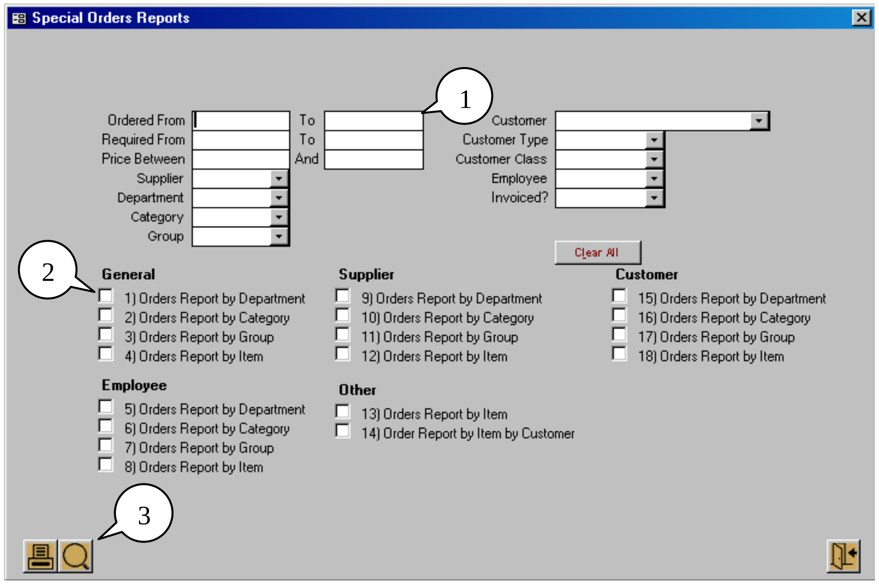
Special Order Report

To open the **Special Order** Reports, from the **Main Switchboard**, click on the **Special Order** button.

1. Enter the appropriate search criteria into the text boxes. For instance, you can search by when the Special Order was input, when it is required, by customer, etc.

2. Select how you would like to view the information by selecting the appropriate sub-heading. These are listed below:
   General – Displays product information of items that are currently on special order.
   Employee – Displays special order information relative to a selected employee (or all employees if not specific).
   Supplier – Lists an Order Report by giving item and customer information.
   Customer – Displays the number of customers that require a special order.
   Other – Displays order reports by item.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Related Task

For more information on Special Orders refer to **Chapter 7** in the **Executive User's Manual**.

Chapter 9: Purchase Order Reports

Purpose

> Use this feature to organize and retrieve Purchase Order information.

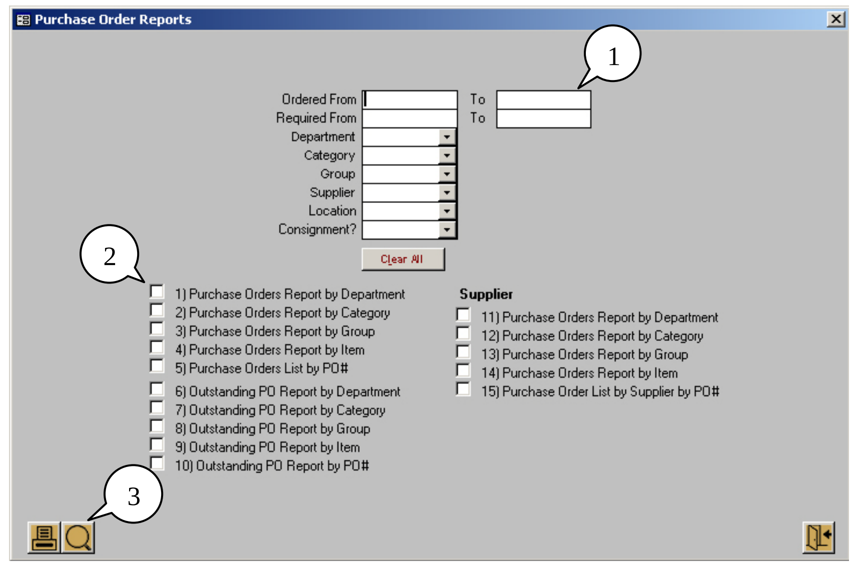
Purchase Order Report

To open the **Purchase Order** Reports, from the **Main Switchboard**, click on the **Purchase Order** button.

1. Executive Reports allows you to filter for specific information within the form. For example, if you only wanted to view purchase orders for a specific supplier or for a specified date range you can enter in the appropriate search criteria in the available boxes.

2. Select how you would like the information displayed by clicking the appropriate check box. Within this report you have the option of viewing all the purchase orders or to view only those purchase orders that are outstanding. In addition, you can also view the report by supplier.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Chapter 10: Purchase Order Received Reports

Purpose

Use this feature to display information on purchase orders that have already been received.

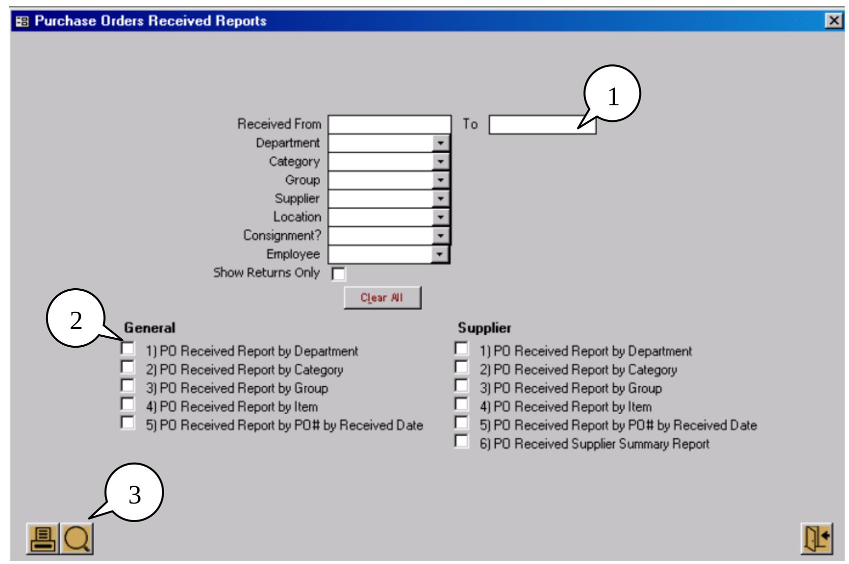
Purchase Order Received Report

To open the **Purchase Order Received** Reports, from the **Main Switchboard**, click on the **PO Received** button.

1. Enter the search criteria for the purchase order received report in the corresponding text boxes. For example, entering in dates in the **Received From** text boxes will only display purchase orders received from the period specified.

2. Select the appropriate report by checking the appropriate box.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

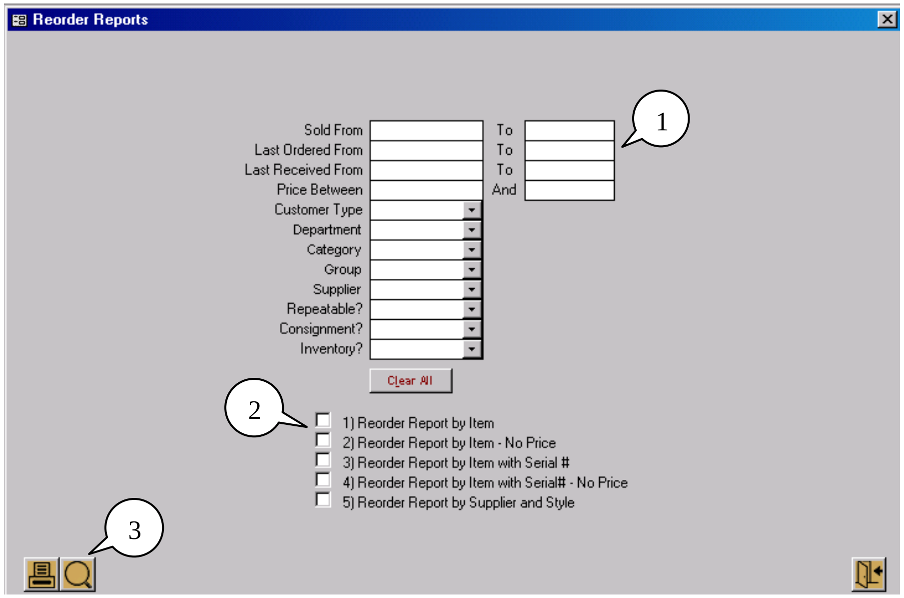


Chapter 11: Reorder Reports

Purpose

The Reorder Report allows you to see the quantity of your inventory - what has been sold and what is currently on order.

Reorder Report



To open the **Reorder** Reports, from the **Main Switchboard**, click on the **Reorder** button.

1. Enter the appropriate filter information into the text boxes.

2. Select how you would like the report formatted (by item, by serial #, by serial # without price, or by supplier and style)

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Note

For a SKU to be classified as **Repeatable** or **Consignment**, the appropriate check box must be selected in the **Inventory Details** screen. For more information about entering in inventory refer to **Chapter 3** in the **Executive User's Manual.**

Chapter 12: Sales Reports

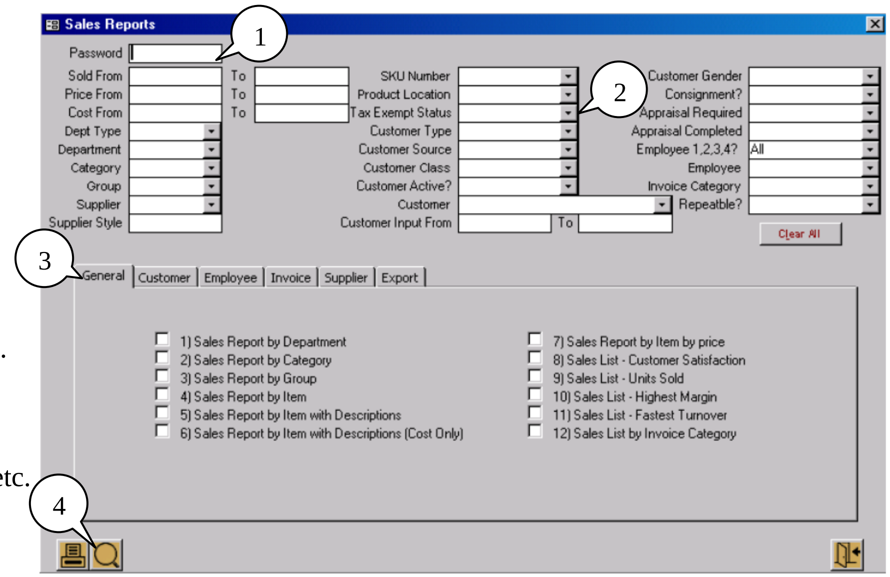
Purpose

These reports are used to display a wide range of sales information.

Sales Report

Sales Reports are an integral portion of running your business. You can track buying patterns and other mission critical information.

To open the **Sales** Reports, from the **Main Switchboard**, click on the **Sales** button to open the **Sales Reports** menu. Then click on the **Sales** button.



1. Enter the correct password in the **Password** field.

2. Enter in the appropriate information for the report you would like to view.

3. Select the report that you would like to generate. There are six subcategories.
   General – Lists sales information such as cost, units sold, gross margin, etc.
   Customer – Sales information collected by customer.
   Employee – List the sales information but with employee selling history.
   Invoice – List the invoice information.
   Supplier – Same information as above but grouped by each supplier.
   Export – Sales information collected by customer.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

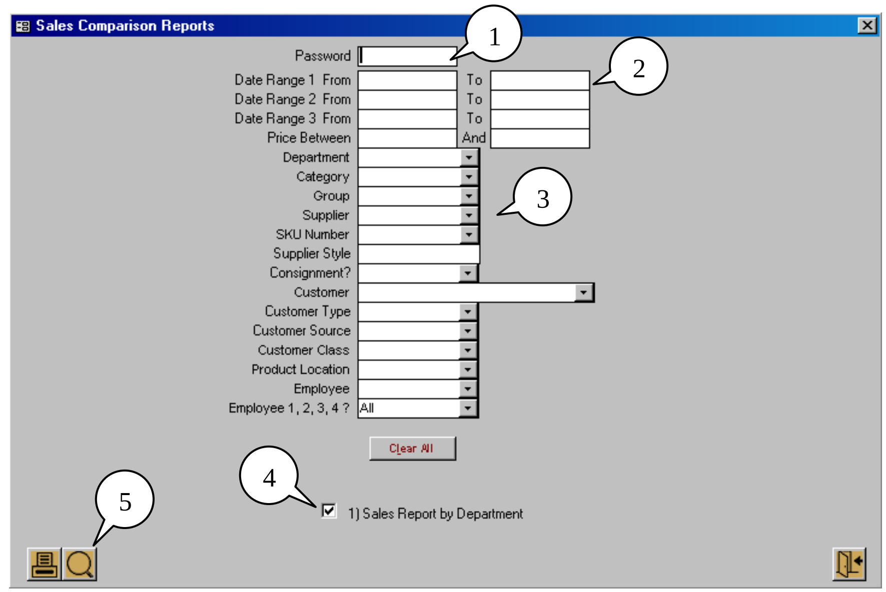
Tip

To maximize these invaluable reports we have included numerous search fields to pinpoint exactly what information you are attempting to retrieve. For example, a sales report could allow you to view all sales history of customers with a specific customer class who bought a piece between December 12th and December 24th of last year. The possibilities for marketing strategies/advertising are limitless.

Sales Comparison Report

The Sales Comparison Report allows you to view sales information for up to three specific time periods and to compare them against one another for research purposes.

To open the **Sales** Reports, from the **Main Switchboard**, click on the **Sales** button to open the **Sales Reports** menu. Then click on the **Sales Comparison** button.



1. Enter the correct password in the **Password** field.

2. Use the **Date Range** fields to identify a sales comparison period.
   Note: Date Range fields 1 and 2 are mandatory, the 3rd range is optional.

3. Enter in any other search criteria in the other boxes.

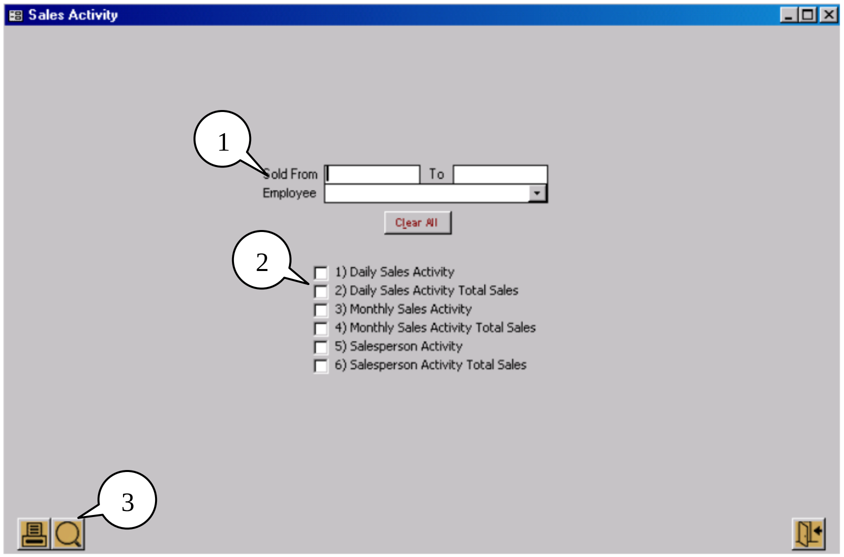
4. Select the Sales Report by Department Report (#1).

5. Select the print icon to print this report or the preview icon to view the report prior to printing.

Related Task

You can also use this report to compare sale periods of a specific employee. This is beneficial to determine problem areas with your staff. Do this in the same manner as above but select a specific employee in the **Employee** field.

Sales Activity Report



With the Sales Activity Report you can determine the daily sales activity for all employees to assist with establishing an employee schedule that reflects their sales, determine if employees are meeting performance levels, establish bonuses, and manage your sales team more effectively.

To open the **Sales** Reports, from the **Main Switchboard**, click on the **Sales** button to open the **Sales Reports** menu. Then click on the **Sales Activity** button.

1. Enter a **Sold From** period in the appropriate field.

2. Select the appropriate Sales Activity Report.

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.

Sales Charts

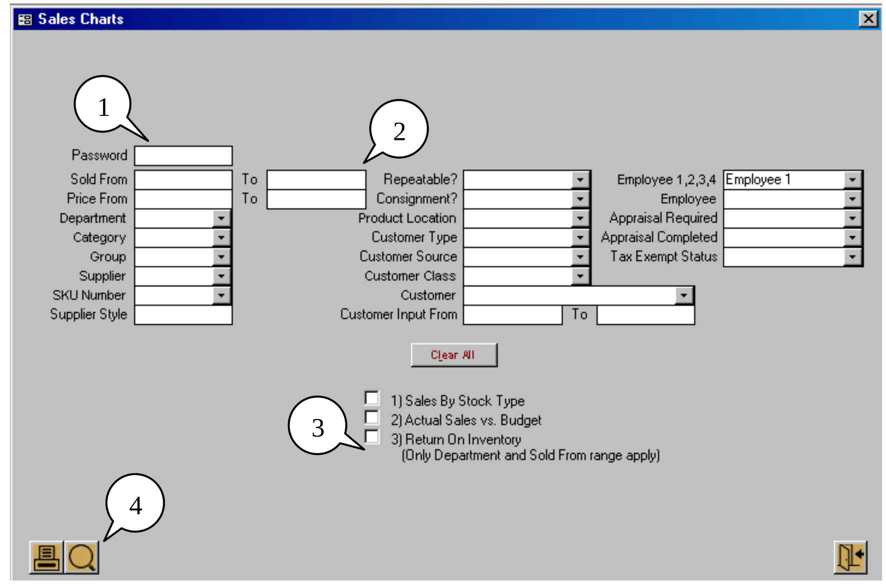
With the Sales Chart you can generate graphs depicting the sale comparisons you would like to visualize.

To open the **Sales Charts**, from the **Main Switchboard**, click on the **Sales** button to open the **Sales Reports** menu. Then click on the **Sales Charts** button.

1. Enter the correct password in the **Password** field.

2. Enter in any search criteria in the available fields.

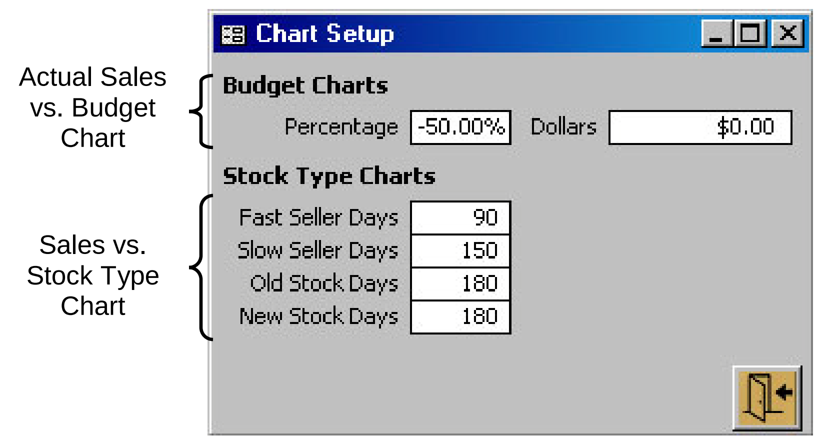
3. Select the desired Sales Chart Report by checking off the corresponding checkbox beside it: Sales by Stock Type (#1), Actual Sales vs. Budget (#2), or Return on Inventory (#3).



Note

For the Actual Sales vs. Budget report (#2), the **Sold From** dates must be entered. For the Return on Inventory report (#3), the **Sold From** dates and a **Department** must be entered.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.



Note

You can set up the chart information by choosing **Chart Setup** under the **Maintenance** menu.

- For the ***Actual Sales vs. Budget*** chart, you must enter values under **Budget Charts** – either a percentage or dollar amount, which can be positive or negative. The budget is determined by applying this value to last year's sales during the same period that you entered in the **Sold From** fields.
- For the ***Sales vs. Stock Type*** chart, you must enter values under **Stock Type Charts**.

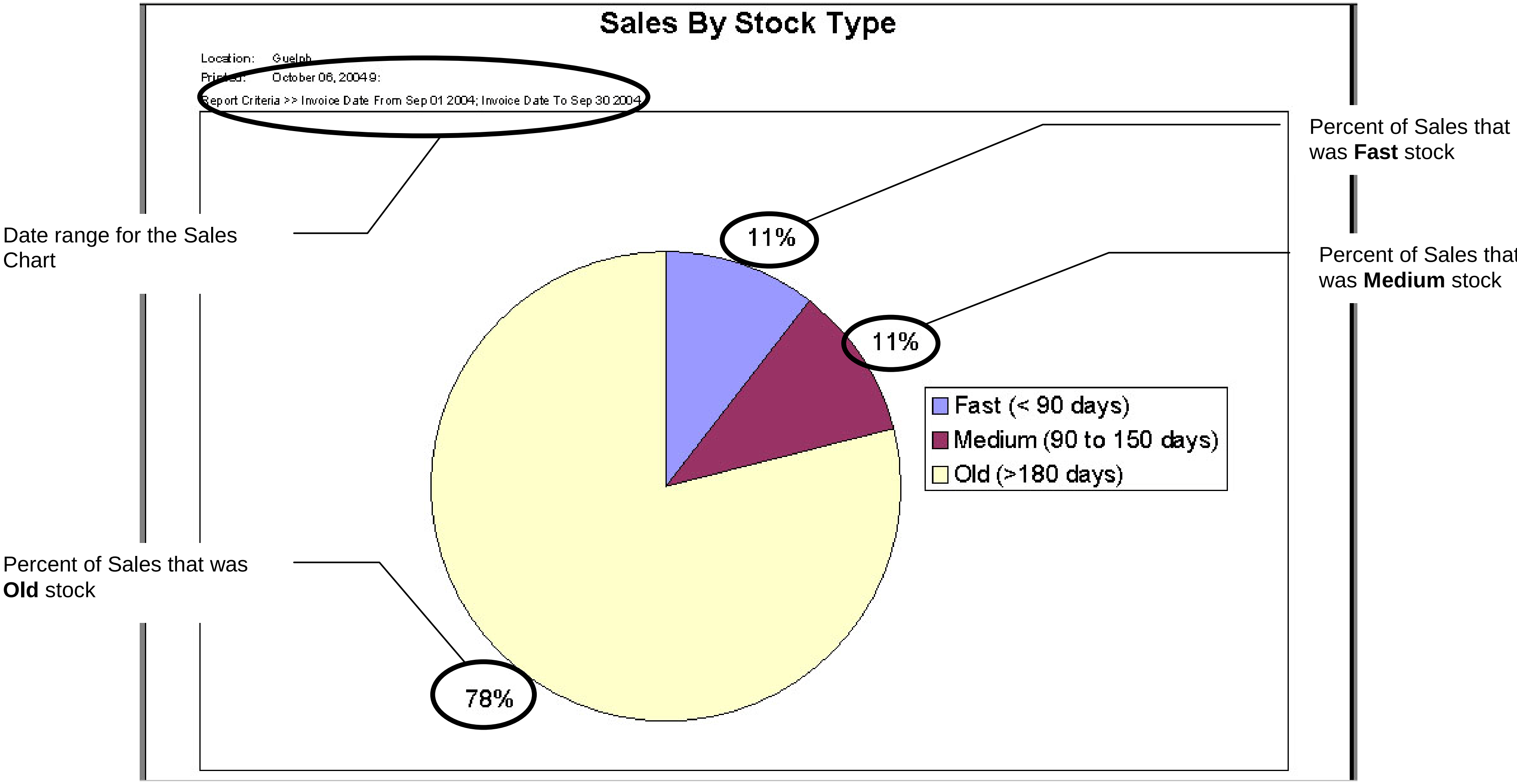
Sales Charts Samples

Sales by Stock Type

This chart shows you the age of stock as it sells. In the sample provided below:

- 11% of stock sold was in the store for less than 90 days
- 11% of stock sold was in the store for 90 to 150 days
- 78% of stock sold was over 180 days

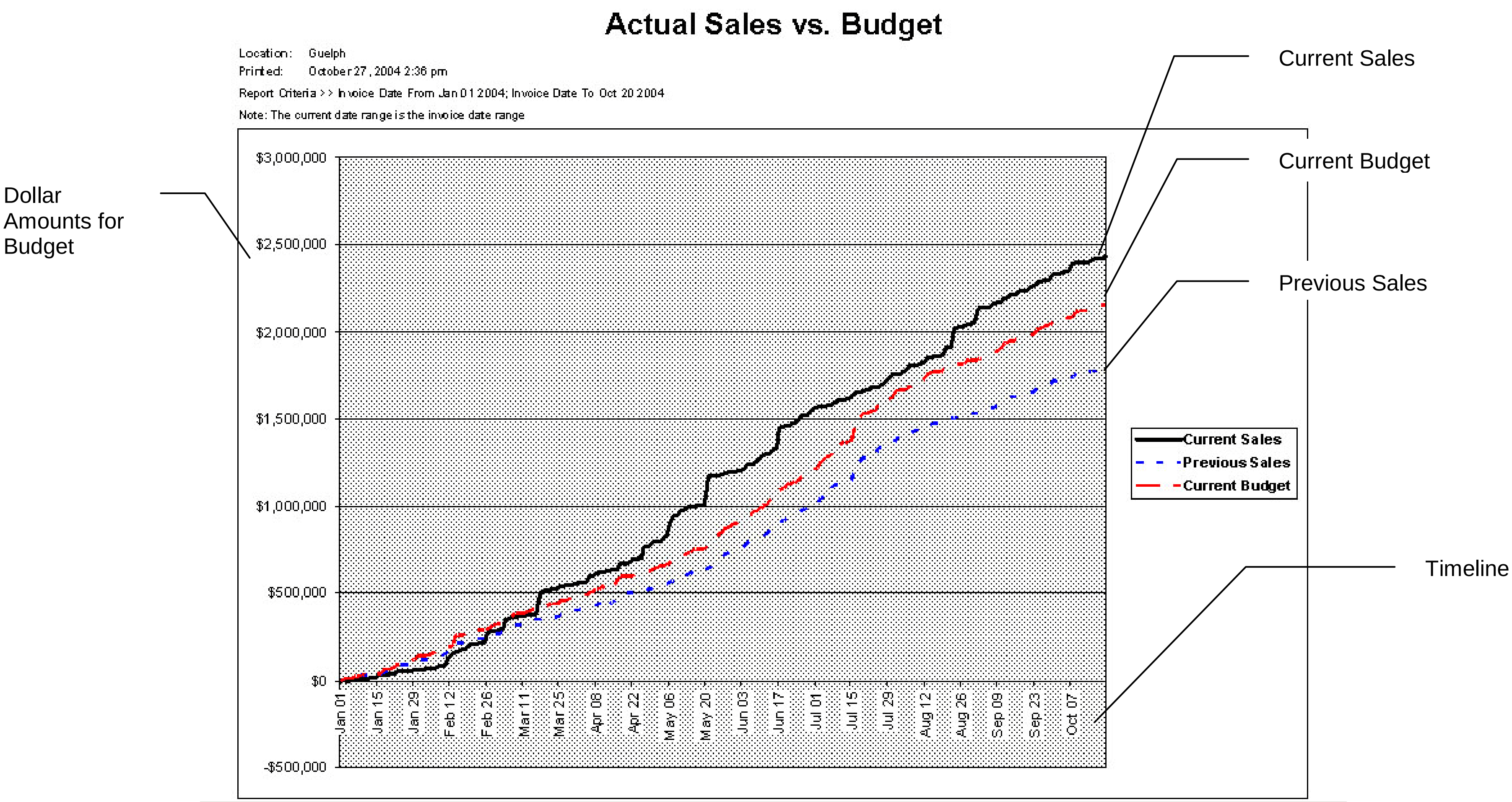
You can compare this report with the Current Inventory Levels Report.



Sales Chart Samples (con't)

Actual Sales vs. Budget

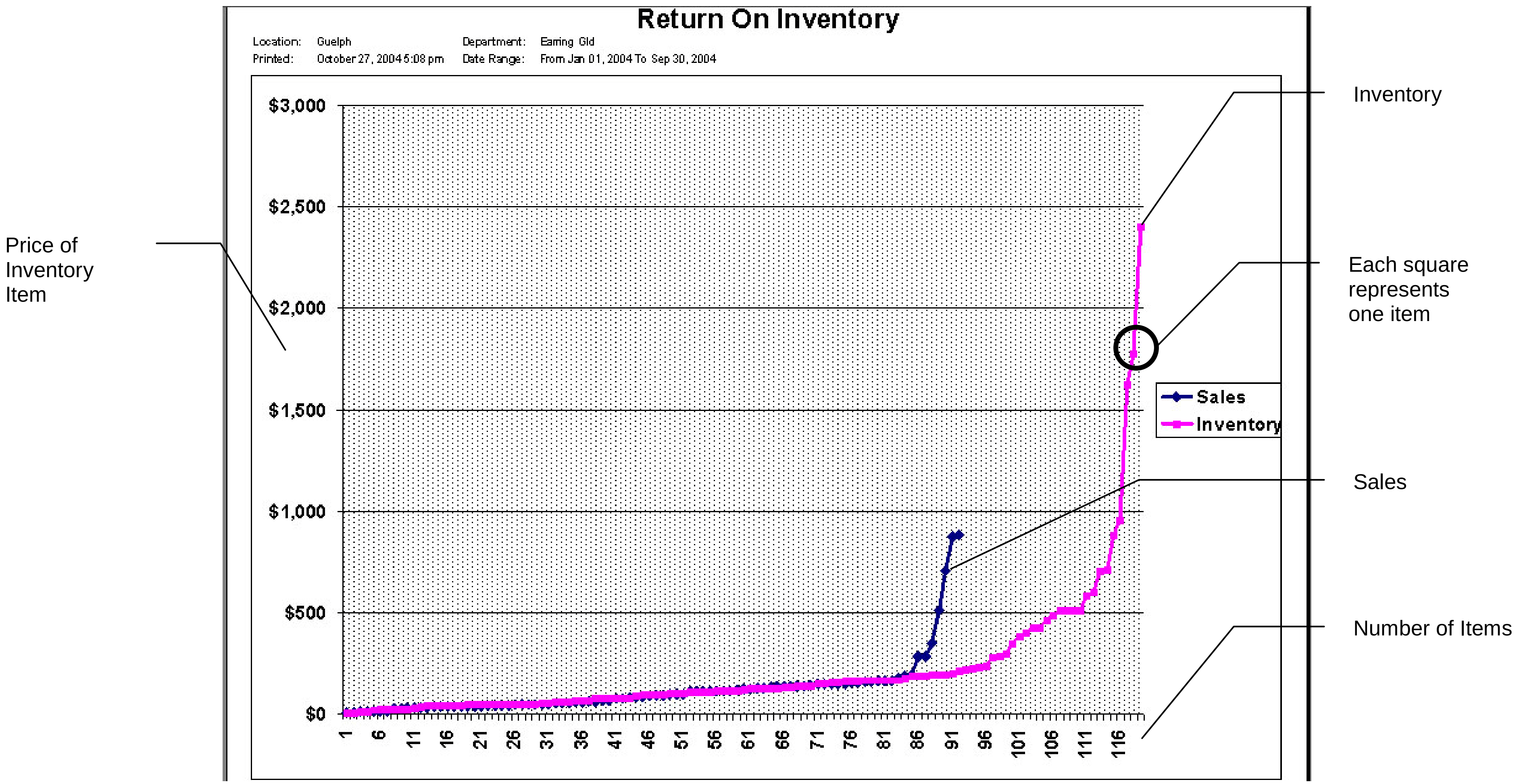
This report shows you last year's sales, your budget for this year and your current sales. In the sample provided below, at the beginning of the year, current sales, previous sales and current budget were almost the same. However, later in the year, current sales rose above the budget and previous sales. This is good because you exceeded your previous sales at the same time last year. On the other hand, you also exceeded your current budget, meaning you may not have accounted for the increase in sales. Next year, you may want to adjust your budget accordingly.



Sales Chart Samples (con't)

Return on Inventory

This report compares what you have sold with inventory levels. In the sample provided below, Gold Earring stock matches sales up until the $500.00 price range. This sample shows a few pieces higher than $500.00 not selling. However, it is important to have a few of these pieces in stock for those customers who tend to purchase more expensive items. It would be a concern if you had many items over $1000.00 since not many clients usually purchase gold earrings over $1000.00.



Chapter 13: Layaway Reports

Purpose

To display information concerning layaway sales made within Executive Jeweller.

Layaway Report

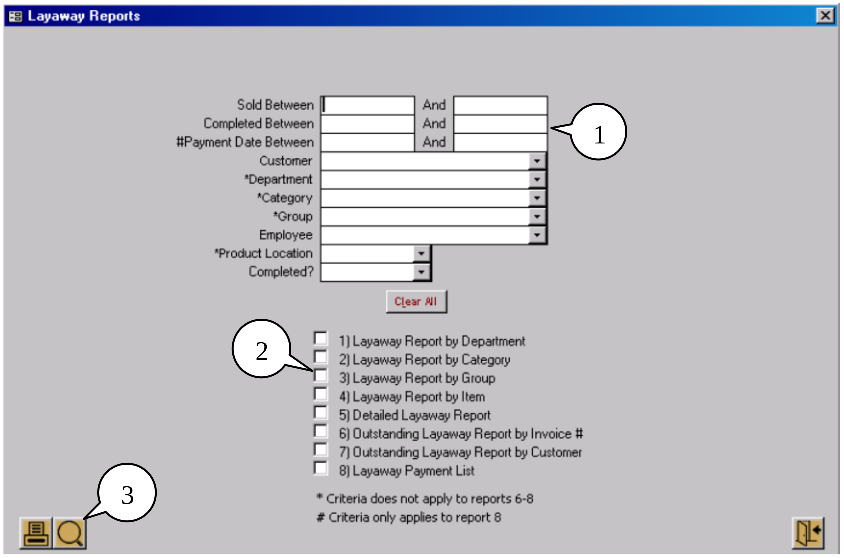
A Layaway sale is made when a customer makes a partial payment for an item, but does not receive that item until the balance owing is paid. These reports will display information concerning these sales.

To open the **Layaway** Reports, from the **Main Switchboard**, click on the **Layaway** button.

1. Enter the appropriate information for the report you would like to view.

2. Select the report that you would like to generate.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via
   the print icon at the top and adjust the page margin properties via the page setup icon.



Note

For an item to be considered a layaway, a **Layaway** sale must be made. A regular sale with payment on account is not considered a layaway sale within the system.

Tip

The layaway report can display all layaways, only ones that are still outstanding, or only ones that have been completed. With the amount of flexibility in this report, you should be able to find the information you are looking for with ease.

Chapter 14: Commission Reports

Purpose

Use this feature to retrieve commission information for members of your sales staff.

Commission Reports

To open the **Commission** Reports, from the **Main Switchboard**, click on the **Commission** button.

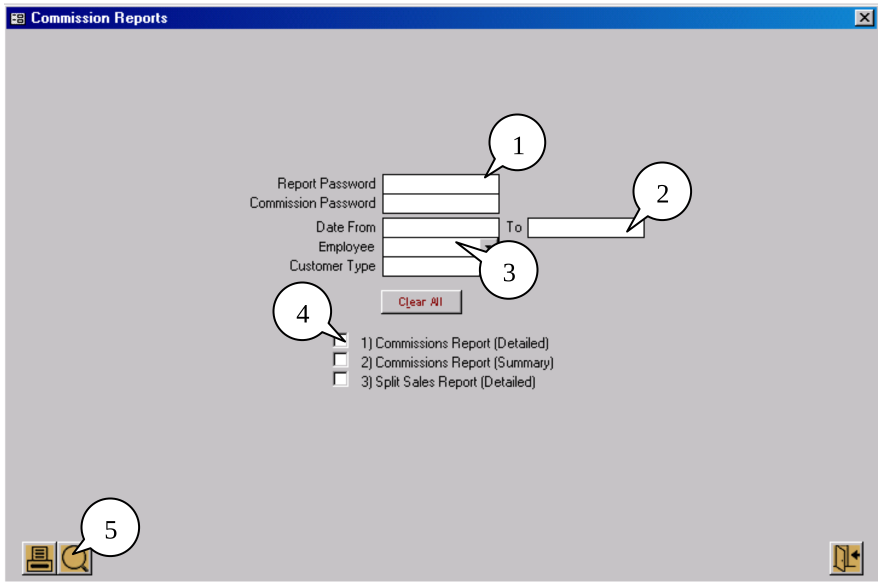
1. Enter the appropriate password in the **Password** field.

2. Enter the beginning and end period to which you would like to generate commission reports.

3. Select the employee you would like to generate the commission report for.

4. If you would like to generate a Detailed Commission Report select #1, for Summary Report select #2, and for a Split Sales Report select #3.

5. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Note

You have three choices for selecting a commission formula.
1. % of net sales
2. % of total sales
3. specific dollar amount of specific inventory

Tip

You must select a commission structure within Executive Jeweller under **Maintenance – System – Store Setup**. You may select only one commission structure; you cannot combine these calculations.

Setting Employee Commission Rates

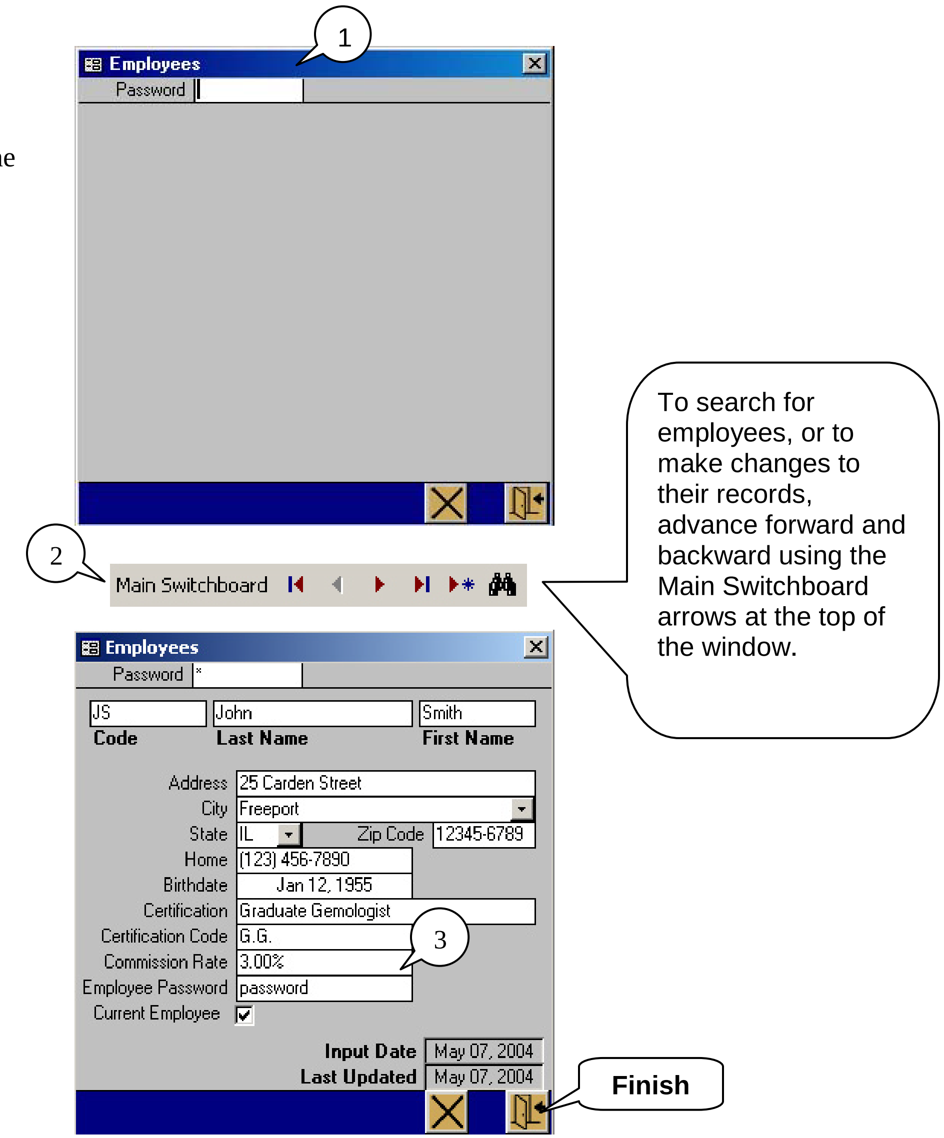
For an employee to receive a commission, he/she must have a commission rate set up in their employee information file within Executive Jeweller.

To open the Employees window (you must be in Executive Jeweller and not in the Executive Reports), select Employee from the Maintenance menu to open the Employees menu.

1. Enter the correct password.

2. Use the arrows to search for the specific employee.

3. Enter the commission rate in the appropriate field as a decimal value. Example: 0.03 = 3.00%.



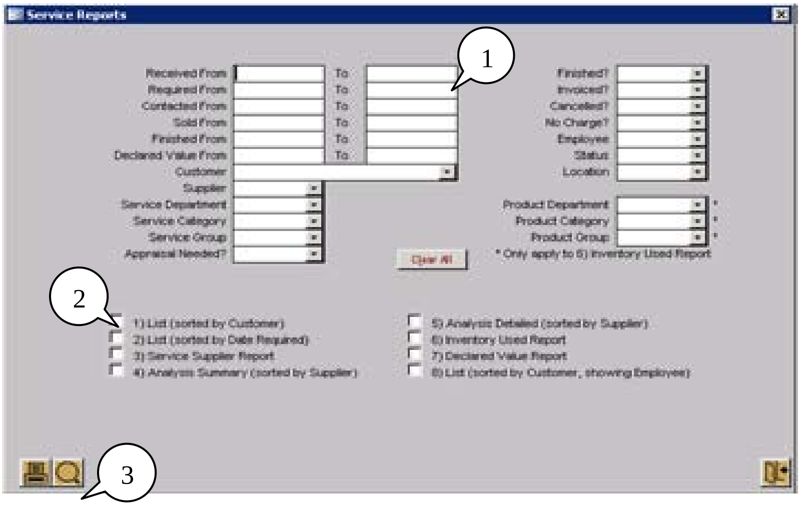
Chapter 15: Service Reports

Purpose

The Service Report allows you to view Job Bag information.

Service Report

To open the **Service** Reports, from the **Main Switchboard**, click on the **Service** button to open the **Service Reports** menu. Then click on the **Service** button.



1. Enter in the information about what you would like to view concerning your Job Bags. Important information might be what job bags have been finished/invoiced or what job bags are required for a particular date, etc.

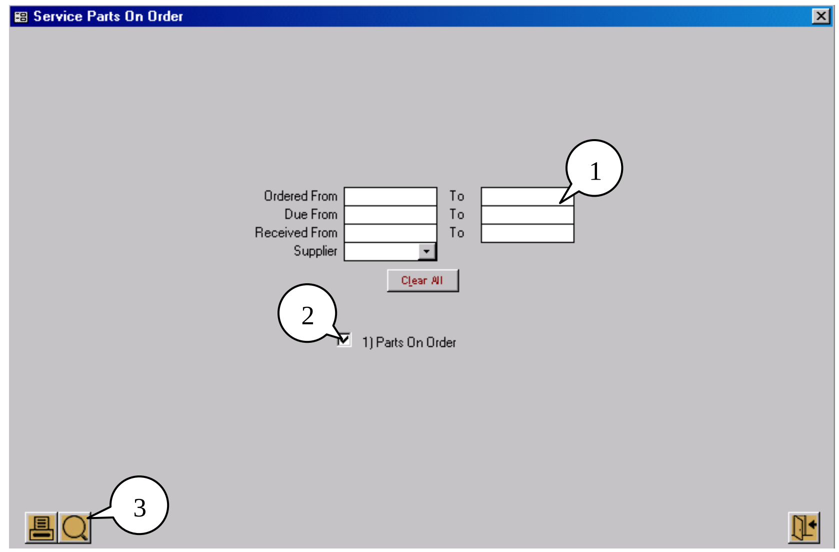
2. Select the report you would like to view. Reports #1 through #5 will give you the job bag information. Report #6 will display the inventory used within the Job Bags (Product Department, Category and Group filters only work with this report). Report #7 will display the declared value on the report.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Service Parts On Order Report

The Service Parts On Order Report generates a report that lists all parts on order for the specified dates.

To open the **Service** Reports, from the **Main Switchboard**, click on the **Service** button to open the **Service Reports** menu. Then click on the **Service Parts Order** button.



1. Enter in the dates you would like to generate the report for in the Ordered From fields, and any other search criteria (due dates, supplier).

Note

If you do not fill in any criteria, it will display all parts that were ever on order.

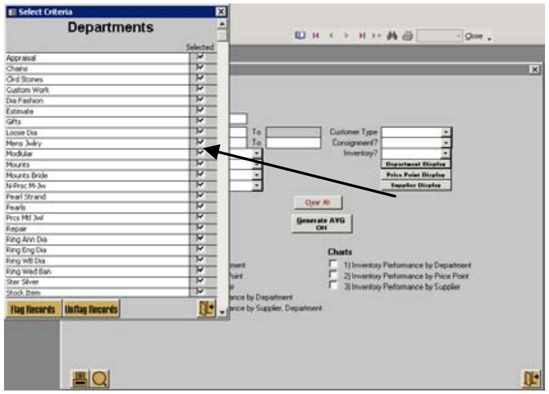
2. Select the Parts On Order Report (#1).

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Chapter 16: GMROI Report

Background

GMROI stands for gross margin return on inventory investment. It is a measure of inventory productivity that expresses the relationship between total sales, the gross profit margin earned on those sales, and the number of dollars invested in inventory. GMROI can be expressed as either a percentage or a dollar multiple that tells you how many times you have received your original inventory investment back during one year. In the report created the GMROI is expressed as a percentage.

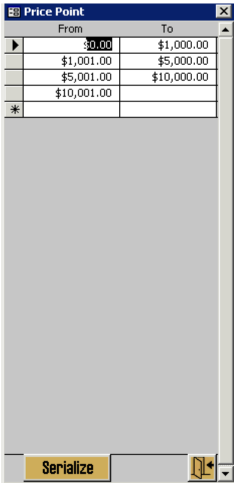


Before running the report you must click on the department, price point and supplier displays and flag or un-flag the departments price points and suppliers that you want included in your report. IF this is not done you receive a message that says “No Data to display”.

PLEASE NOTE: To run this report all 3: department, price point and supplier displays MUST have flagged records.

Setting Up the Price Points

To set up the price points go to **Maintenance,** then go to **Inventory** and click on **Price Point** this will bring up the **Price Point Window**. This allows you to set up your price points for the GMROI reports.



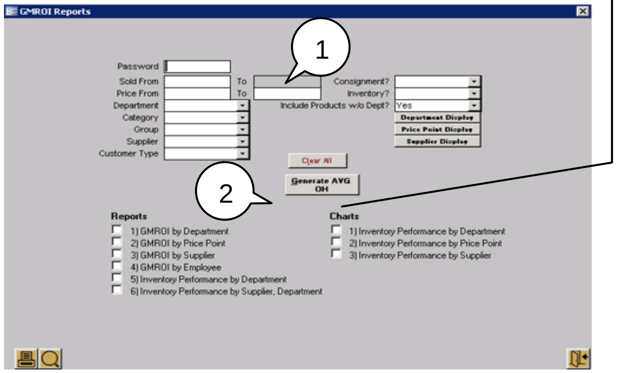
1. Type the range of price points that you want your inventory grouped by. For example, $0-$1000, can be used for the first grouping. Continue that pattern for all the price points that you would like to add.

2. Press the **Serialize** button to apply the above price points to the corresponding reports. All of the inventory will be updated and put into these specified price point groups and will take a few minutes to update the inventory.

Note

The final price point does not need an ending price point. Therefore anything over the first amount specified in your final price point will be included in that grouping.

Generating the average on-hand based on month end gives the most accurate reports as it allows for seasonal fluctuations



Generating the Average On-Hand

To open **GMROI** go into the Executive Reports click on **GMROI** on the **Main Switchboard.**

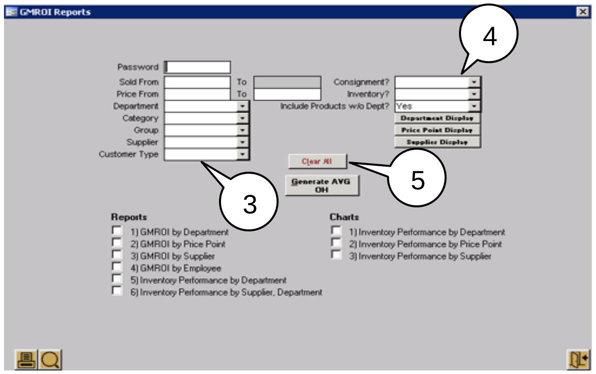
1. First generate an average on hand of your inventory. You do this by first filling out a beginning date in the **Sold From/To** field and it will automatically fill in an ending date one year from the start date.

2. You then click on **Generate AVG OH**. This will generate an average on-hand that is based on average calculations done monthly.
   Note: Generating the average on-hand takes a few minutes to process.

3. You can choose any of the drop-down lists to specify the price range, department, category, group, supplier, and customer type that you would like the report for.

4. You can also use the consignment, inventory, and include products without departments yes or no drop-down lists to narrow the search.

5. You can click on the **Clear All** button to clear all the information within the above list. If you press this button the information on your generated average on-hand is still saved.



Creating a GMROI Report by Department

**** Make sure that you have generated an average on-hand report before creating a GMROI ****

1. Start by putting in the password for the report in the **Password** box, which is **gmroi.**

2. Put in the date for the year that you want the report for in the **Sold From/To** field.

3. You can choose any of the drop-down lists to specify the price range, department, category, group, supplier, and customer type that you would like the report for.

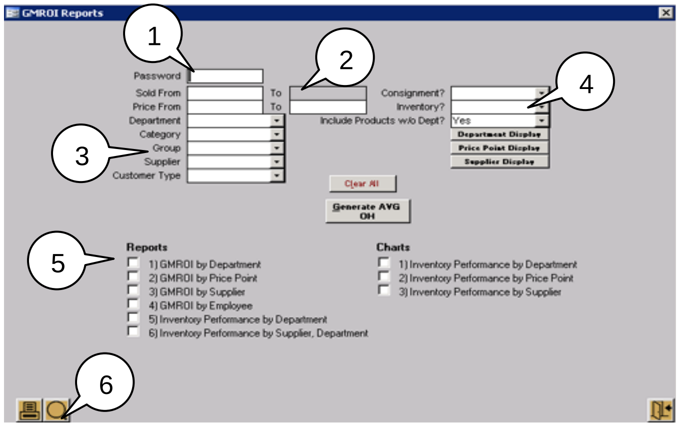
4. You can also use the consignment, inventory, and include products without departments yes or no drop-down lists to narrow the search.

5. Check the box **GMROI by Department** under the **Reports** title.

Note: the report may take some time to create depending on how much information it needs to go through.

6. Click  to see the report generated. To print the report, press the  button.

See the next page for an explanation of the GMROI.



Note

The calculation for the GMROI is:

$$\textbf{GMROI} = \frac{\textbf{Gross Profit Dollars (for a year)}}{\textbf{Average Inventory (for a year)}}$$

This calculation gives you the return for every single dollar that you have invested in inventory. The industry standard for GMROI is 1.14 or 114%.

Creating a GMROI Report by Department

Sample Report:

GMROI By Department

Report Criteria >> Invoice Date From Jan 01, 2004; Invoice Date To Jan 01, 2005

Location:

Printed: June 22, 2005 3:59 pm

Department	Units Sold	Sales $	Cost $ of Product	Margin per Unit	Gross Margin $	Gross Margin %	Avg. Inv Cost Level	# Turns per Year	GMROI %	% Total Gross Margin	Cost of Remaining Inv	Qty Left
	791	$19,284.54	$9,946.00	$11.81	$9,338.54	48.42%	$257.92	38.56	3620.76%	0.94%	$1,076.50	17
Chains	136	$35,336.02	$13,211.38	$162.68	$22,124.64	62.61%	$36,607.05	0.36	60.44%	2.24%	$35,040.25	271
Clrd Stones	114	$131,865.49	$60,607.09	$625.07	$71,258.40	54.04%	$170,381.48	0.36	41.82%	7.20%	$203,882.62	292
Dia Fashion	201	$327,509.00	$156,956.84	$848.52	$170,552.16	52.08%	$333,116.99	0.47	51.20%	17.23%	$504,635.12	368
Gits	246	$27,102.28	$14,789.44	$50.05	$12,312.83	45.43%	$24,783.71	0.60	49.68%	1.24%	$34,829.43	240
Loose Dia	33	$117,407.43	$75,685.61	$1,264.30	$41,721.82	35.54%	$137,685.30	0.55	30.30%	4.21%	$131,597.03	70
Mens Jwlry	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]50.41	57.68%	$39,653.46	0.29	39.97%	1.60%	$36,579.97	93
Modlular	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]73.46	51.50%	$320.00	29.65	3147.95%	1.02%	$0.00	0
Mounts	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]41.48	49.99%	$2,122.09	0.02	1.95%	0.00%	$8,292.94	32
N-Prsc M-Jw	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]07.52	57.50%	$10,202.13	0.76	102.99%	1.06%	$29,392.78	329
Pearl Strand	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]25.06	49.67%	$19,546.99	1.34	132.12%	2.61%	$63,264.77	60
Pearls	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]18.06	50.76%	$33,812.26	0.87	89.37%	3.05%	$54,697.32	144
Prcs Mtl Jwl	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]27.63	57.43%	$139,767.64	0.53	71.28%	10.06%	$133,307.21	490
Ring Ann Dia	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]85.52	48.93%	$99,637.57	0.45	42.64%	4.29%	$97,330.47	63
Ring Eng Dia	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]76.91	45.27%	$288,443.20	0.54	44.68%	13.02%	$324,311.11	127
Ring Mnt Brd	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]64.60	56.09%	$35,734.75	0.32	41.04%	1.48%	$64,959.11	45
Ring WB Dia	8	$10,620.26	$4,451.71	$771.07	$6,168.56	58.08%	$14,788.40	0.30	41.71%	0.62%	$9,897.23	26
Ring Wed Ban	98	$72,948.74	$31,436.59	$423.59	$41,512.15	56.91%	$51,064.32	0.62	81.29%	4.19%	$55,331.13	187
Ster Silver	442	$49,211.46	$19,791.98	$66.56	$29,419.48	59.78%	$17,020.16	1.16	172.85%	2.97%	$23,204.45	304
Watches	397	$1,360,936.56	$1,153,610.85	$522.23	$207,325.71	15.23%	$327,223.81	3.53	63.36%	20.94%	$342,379.26	364
	4290	$2,900,275.38	$1,910,370.47	$230.75	$989,904.91	34.13%	$1,782,169.23	1.07	55.54%	100.00%	$2,154,008.70	3522

Turns per year are the number of times in one year that the inventory cycles or turns per year. A typical "successful" jeweler has a turn ranging from 0.9 to 1.8.

Department	Units Sold	Sales $	Cost $ of Product	Margin per Unit	Gross Margin $	Gross Margin %	Avg. Inv Cost Level	# Turns per Year	GMROI %	% Total Gross Margin	Cost of Remaining Inv	Qty Left
Ring WB Dia	8	$10,620.26	$4,451.71	$771.07	$6,168.56	58.08%	$14,788.40	0.30	41.71%	0.62%	$9,897.23	26
Ring Wed Ban	98	$72,948.74	$31,436.59	$423.59	$41,512.15	56.91%	$51,064.32	0.62	81.29%	4.19%	$55,331.13	187
Ster Silver	442	$49,211.46	$19,791.98	$66.56	$29,419.48	59.78%	$17,020.16	1.16	172.85%	2.97%	$23,204.45	304
Watches	397	$1,360,936.56	$1,153,610.85	$522.23	$207,325.71	15.23%	$327,223.81	3.53	63.36%	20.94%	$342,379.26	364

Important

There are 3 reasons why you might not be reaching the 1.14 GMROI which are:

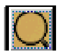
1. If the inventory levels are too high compared to sales of the particular item or department.
2. If the inventory levels are too low compared to the sales of the particular item or department.
3. If you have the wrong price points in the inventory compared with what you are selling.

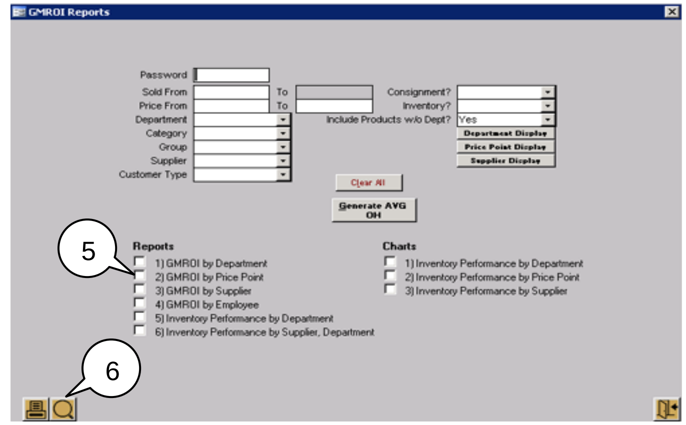
Note: To find if you have the wrong price point: first look at your inventory levels compared with units sold, if they are similar or the same and your GMROI is:

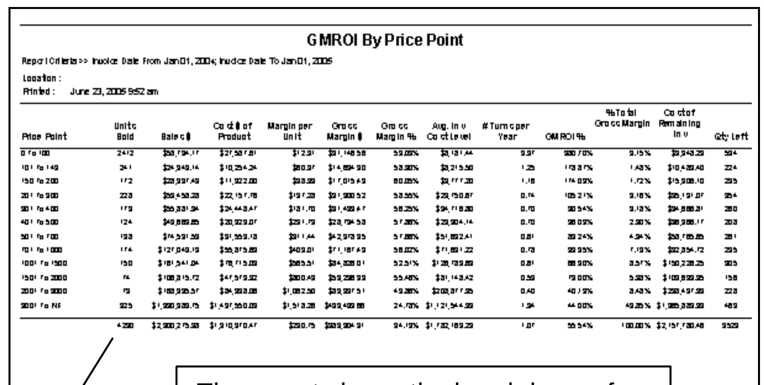
Creating the GMROI by Price Point

Follow the steps 1 through 4 in the Creating a GMROI by department.

5. Check the box **GMROI by Price Point** under the **Reports** title.

6. Click  to see the report generated. To print the report, press the  button.





GMROI By Price Point

Report Criteria>> Invoice Date From Jan01, 2004; Invoice Date To Jan01, 2005

Location :

Printed : June 23, 2005 9:52 am

Price Point	Units Sold	Sales $	Cost $ of Product	Margin per Unit	Gross Margin $	Gross Margin %	Avg. Inv Cost Level	# Turns per Year	GMROI %	% Total Gross Margin	Cost of Remaining Inv	Qty Left
0 To 100	2412	$58,794.17	$27,587.81	$12.91	$31,148.58	53.03%	$3,131.44	9.97	330.70%	3.15%	$3,943.23	594
101 To 149	241	$24,949.14	$10,254.24	$60.97	$14,694.90	58.90%	$8,215.50	1.25	178.87%	1.48%	$10,438.40	224
150 To 200	172	$28,937.49	$11,922.00	$98.93	$17,015.49	60.05%	$9,777.20	1.18	174.03%	1.72%	$15,908.10	295
201 To 300	223	$53,453.23	$22,157.78	$137.23	$31,300.52	58.55%	$29,750.87	0.74	105.21%	3.18%	$35,191.07	354
301 To 400	179	$55,881.94	$24,443.47	$181.70	$31,438.47	56.25%	$34,718.30	0.70	90.54%	3.13%	$34,888.31	280
401 To 500	124	$49,869.85	$20,929.07	$231.79	$28,794.53	57.28%	$29,904.14	0.70	96.09%	2.90%	$38,988.17	203
501 To 700	133	$74,591.59	$31,559.13	$311.44	$42,978.95	57.88%	$51,832.41	0.81	83.24%	4.34%	$53,785.85	281
701 To 1000	174	$127,049.19	$55,875.89	$409.01	$71,187.49	56.02%	$71,831.22	0.78	93.95%	7.19%	$82,354.72	235
1001 To 1500	150	$181,541.04	$78,715.03	$685.51	$34,328.01	52.51%	$128,733.89	0.81	88.90%	3.57%	$150,228.25	305
1501 To 2000	74	$108,815.72	$47,579.92	$800.49	$59,238.99	55.48%	$81,148.42	0.59	73.00%	5.98%	$109,839.35	158
2001 To 3000	73	$183,995.57	$84,998.08	$1,082.50	$83,997.51	49.28%	$203,377.35	0.40	40.79%	3.43%	$238,497.59	223
3001 To INF	325	$1,930,920.75	$1,497,550.03	$1,513.28	$433,433.88	24.73%	$1,121,544.59	1.34	44.00%	43.25%	$1,385,339.59	489
	4290	$2,900,275.93	$1,910,970.47	$230.75	$989,304.91	34.15%	$1,732,189.23	1.07	55.54%	100.00%	$2,157,730.48	3529

The report shows the breakdown of the GMROI by price point.

Note

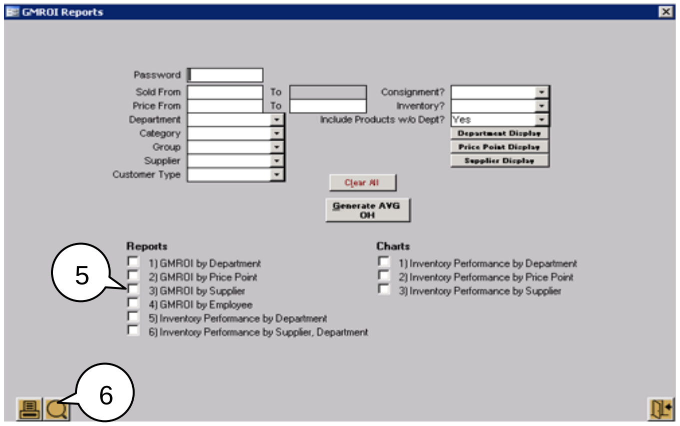
To set up the price points that you would like to use go to main switchboard in Executive Main, click **Maintenance,** scroll down to **Inventory** and choose **Price Point**.

Creating a GMROI Report by Supplier/Employee

Follow the steps 1 through 4 in the Creating a GMROI by department.

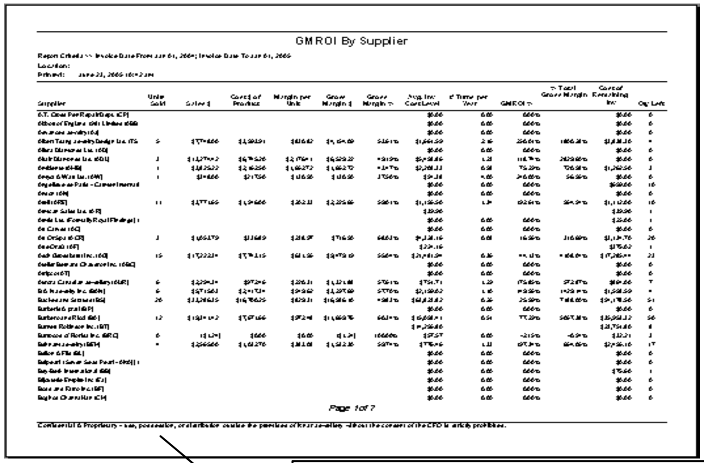
5. Check the box **GMROI by Supplier** or **GMROI by Employee** under the **Reports** title.

6. Click  to see the report generated. To print the report, press the  button.



Note

You are able to run more than one report at one time. It is possible to create the GMROI reports by supplier, employee, department, and price point all at once!

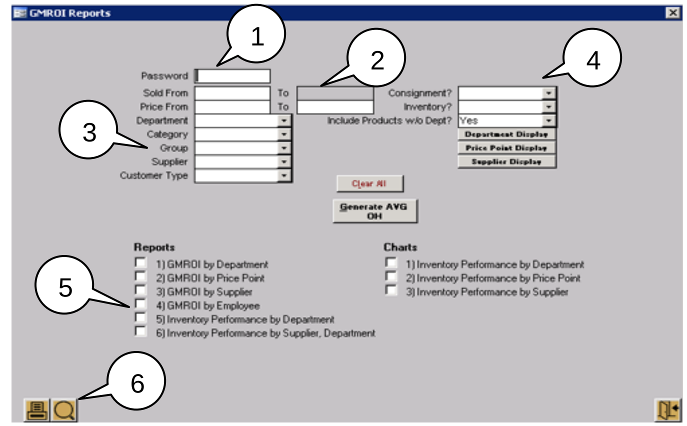


The report shows the breakdown of GMROI by suppliers.

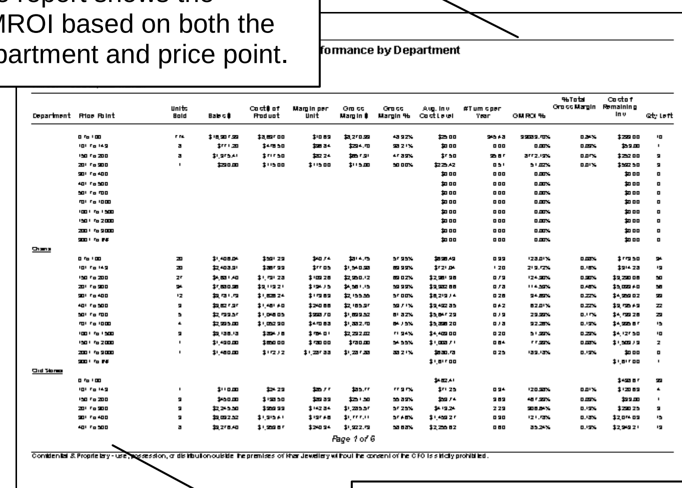
Creating an Inventory Performance By Department Report

Purpose

These reports are a more in-depth look into the GMROI. It breaks the inventory into department as well as price point in one report.



The report shows the GMROI based on both the department and price point.



The report breaks down the information by department as well as price point.

**** Remember to generate your average on-hand for the year and then run the report****

1. Start by putting in the password for the report in the **Password** box.

2. Put in the date for the year that you want the report for in the **Sold From/To** field.

3.You can choose any of the drop-down lists to specify the price range, department, category, group, supplier, and customer type that you would like the report for.

4. You can also use the consignment, inventory, and include products without departments yes or no drop-down lists to narrow the search.

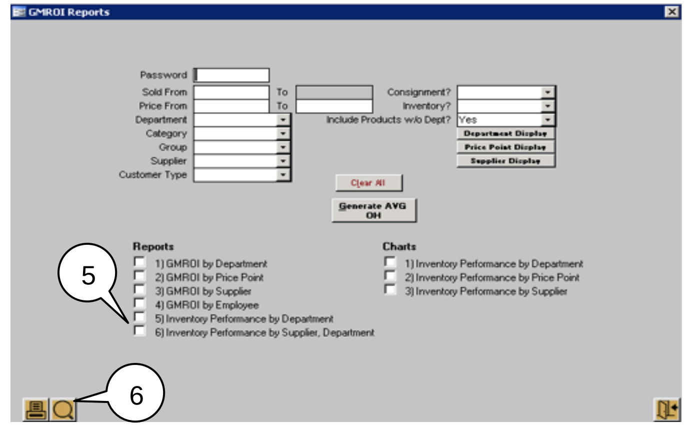
5. Check the **box Inventory Performance by Department** under the **Reports** title.

6. Click  to see the report generated. To print the report, press the  button.

Creating an Inventory by Supplier, Department Report

Purpose

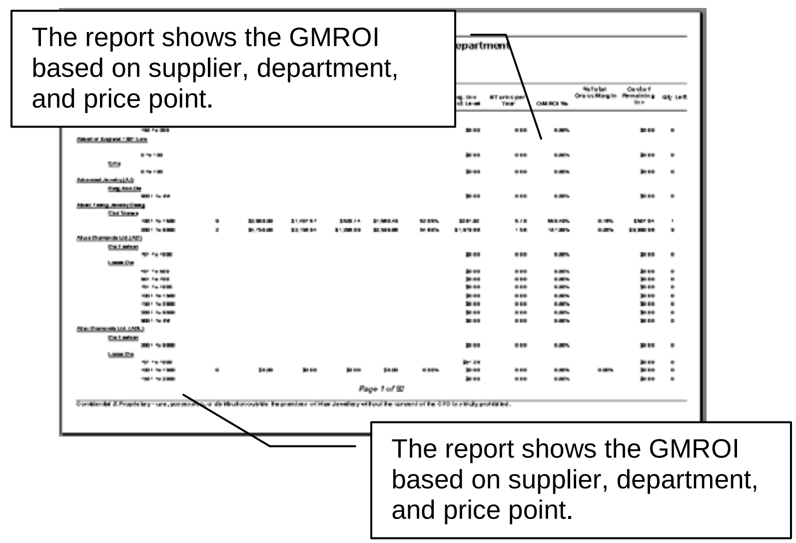
These reports are a more in-depth look into the GMROI. It breaks the inventory into supplier, department, and price point in one report.



Follow the steps 1 through 4 in **Creating an Inventory by Department** Report.

5. Check the **box Inventory Performance by Department** under the **Reports** title.

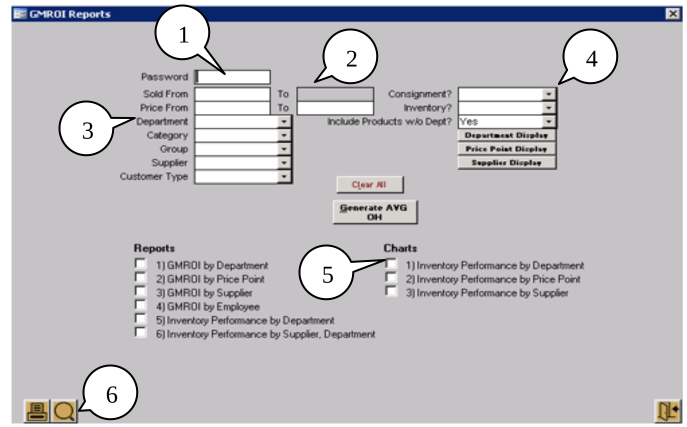
6. Click to see the report generated. To print the report, press the button.

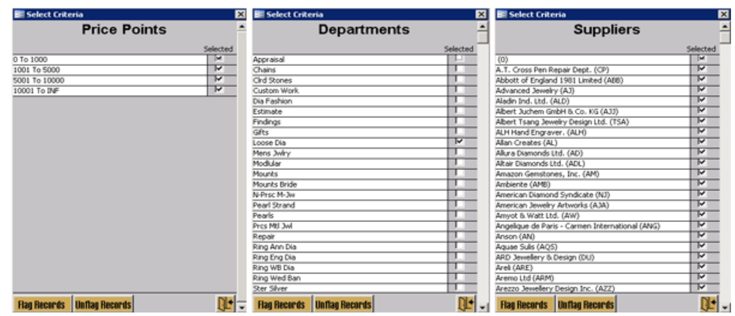


Creating an Inventory Performance Chart

Purpose

This chart visually shows the sales, cost, and the margin between them in dollars.





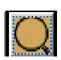
1. Start by putting in the password for the report in the **Password** box.

2. Put in the date for the year that you want the report for in the **Sold From/To** field.

3.You can choose any of the drop-down lists to specify the price range, department, category, group, supplier, and customer type that you would like the report for.

4.You can also use the consignment, inventory, and include products without department yes or no drop-down lists to narrow the search.

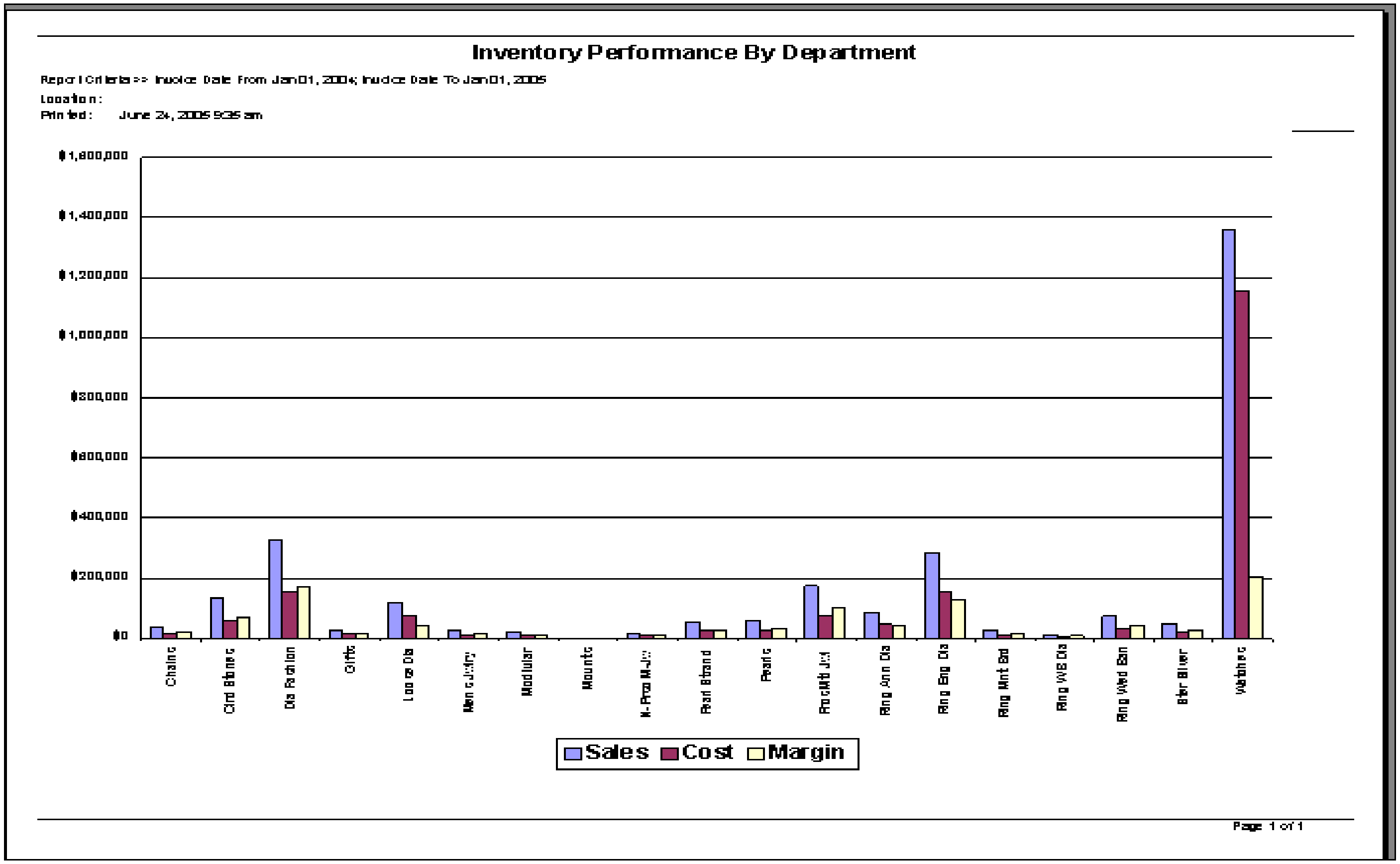
5. Under **Charts** click on the Inventory Performance by Department, Price Point or Supplier.

6. Click  to see the report generated. To print the report, press the  button.

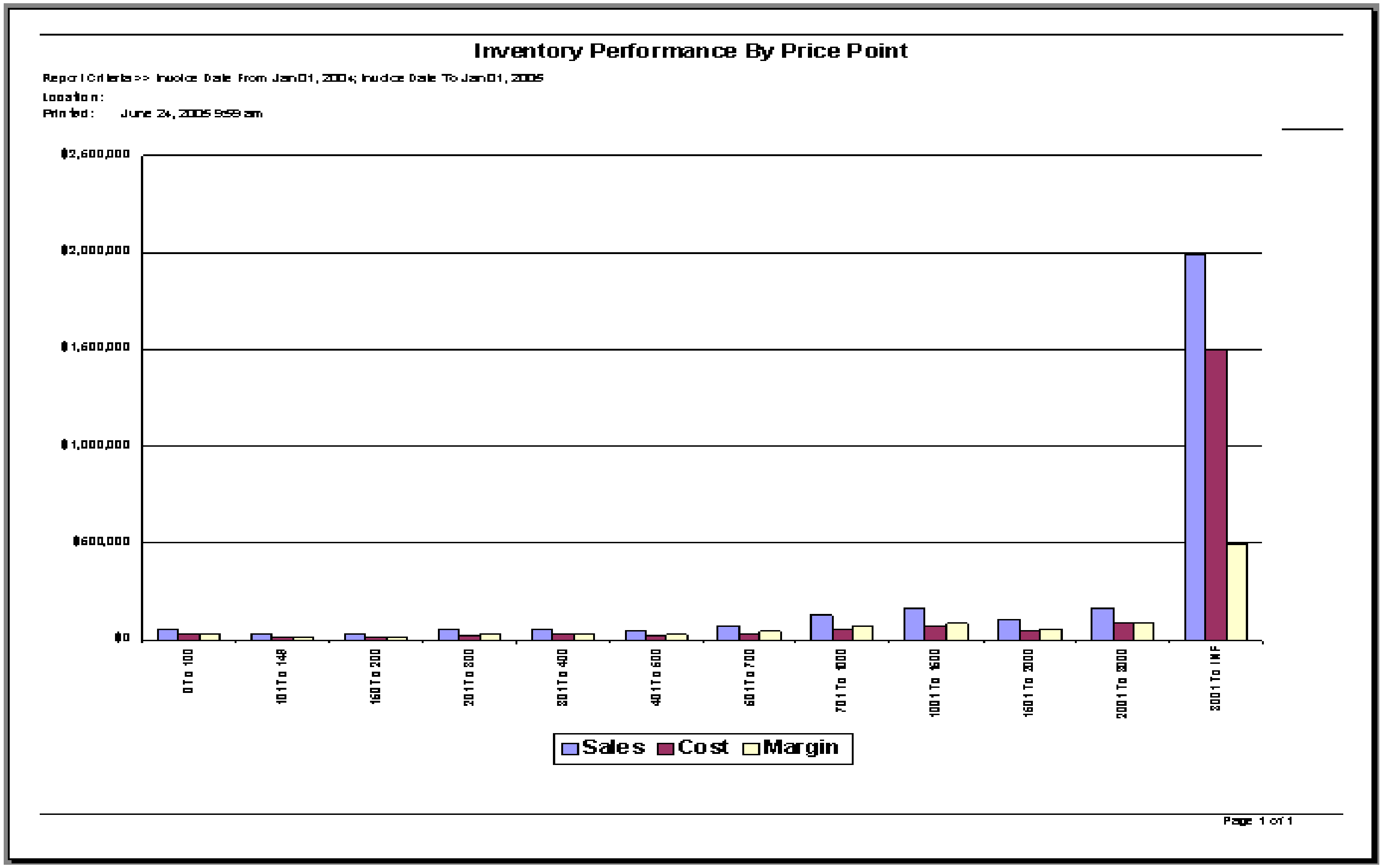
Note

You can change the price point, supplies, and departments for any report or chart that you would like to look at.

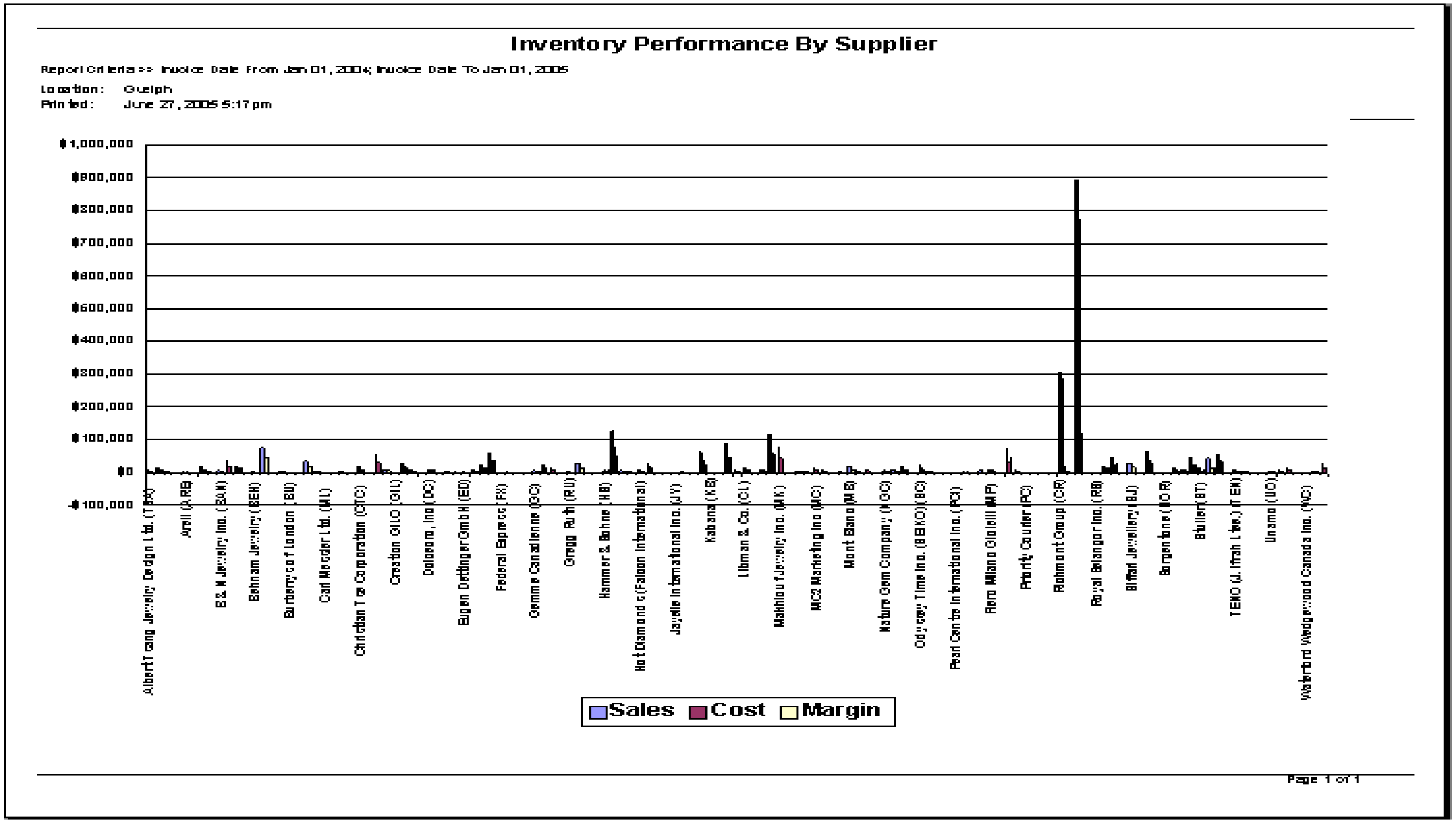
Sample Inventory Performance by Department Chart



Sample Inventory Performance by Price Point Chart



Sample Inventory Performance by Supplier Chart



Chapter 17: Insurance Reports

Purpose

Insurance Reports provide at a glance viewing of Insurance sales, companies and quotes currently within Executive Jeweller.

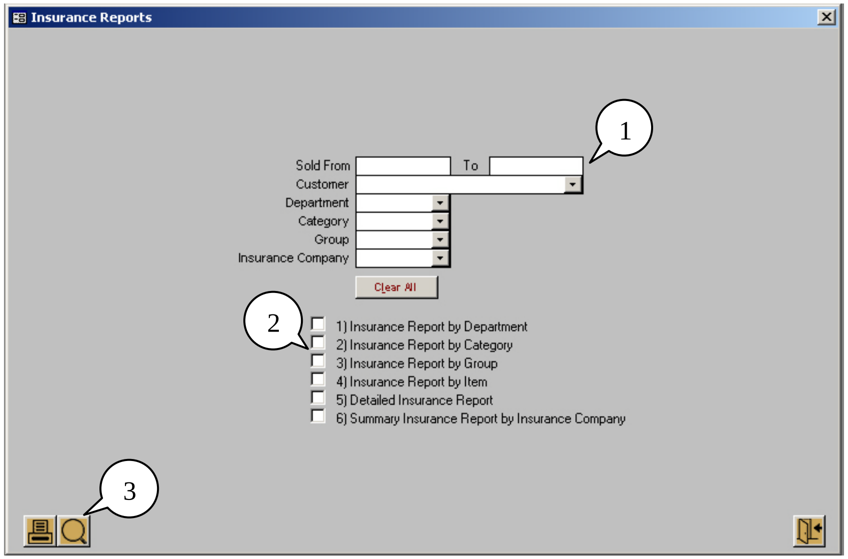
Insurance Sales Report

To open the **Insurance** Reports, from the **Main Switchboard**, click on the **Insurance** button. Then click on the **Insurance Sales** button.

1. Enter in the appropriate information in the fields provided. This might include the sales from a specific time period or perhaps all the sales from a certain insurance company.

2. Select the report you would like to view.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



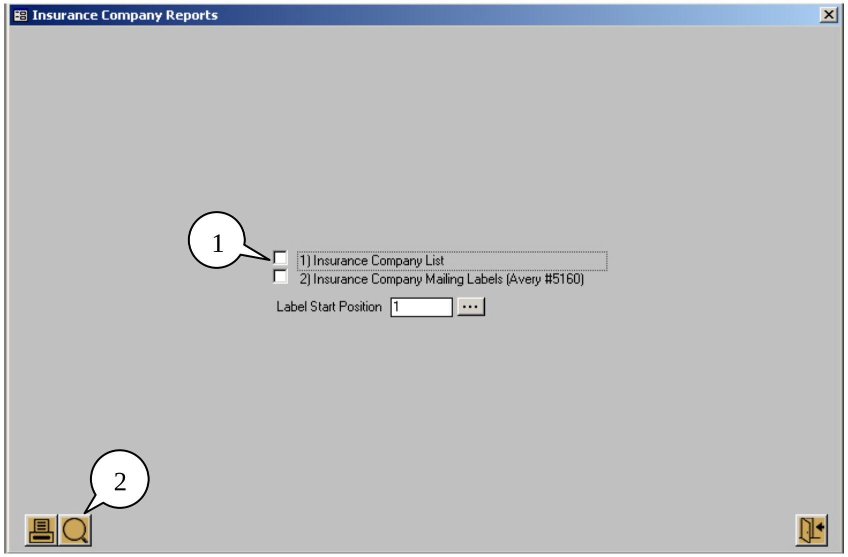
Tip

To learn more about creating an Insurance Sale within Executive, see **section 8E-1** in the **Executive User's Manual.**

Insurance Company Report

The Insurance Copmany Report allows you to view information about all the insurance companies entered in the database.

To open the **Insurance** Reports, from the **Main Switchboard**, click on the **Insurance** button to open the **Insurance Reports** menu. Then click on the **Insurance Company** button.



1. Select the Insurance Company List Report (#1).
   Note: If you would like to print labels for your insurance companies, select the Insurance Company Mail Labels Report (#2).

2. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Insurance Company Note Report

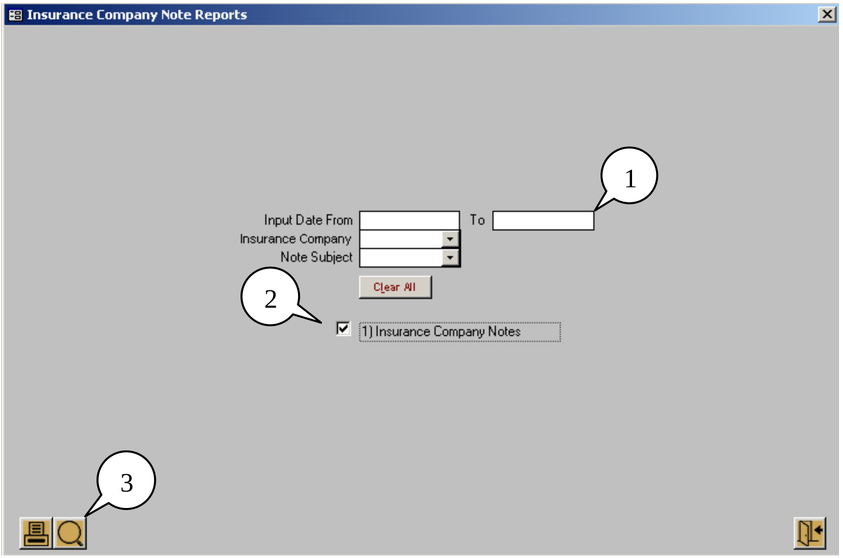
The Insurance Copmany Note Report allows you to view all the correspondence that has taken place between you and the particular insurance company.

To open the **Insurance** Reports, from the **Main Switchboard**, click on the **Insurance** button to open the **Insurance Reports** menu. Then click on the **Insurance Company Note** button.

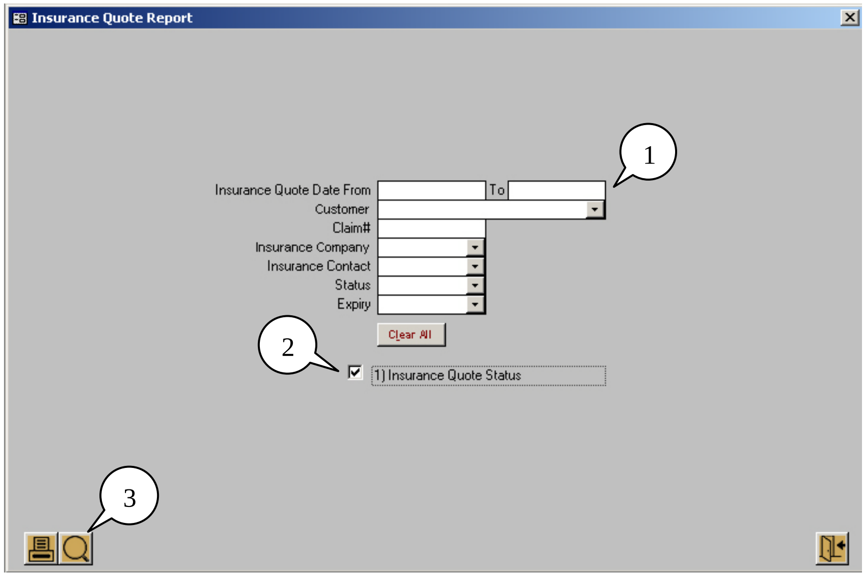
1. Enter the appropriate information such as the Input Date or the name of the Insurance Company.

2. Select the Insurance Company Notes Report (#1).

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Insurance Quote Report



The Insurance Quote Report allows you to view information on insurance quotes that have been entered into the system.

To open the **Insurance** Reports, from the **Main Switchboard**, click on the **Insurance** button to open the **Insurance Reports** menu. Then click on the **Insurance Company Quote** button.

1. Enter the appropriate information such as the Input Date or the name of the Insurance Company.
   Hint: If you want to find information on a specific quote, type in the **Claim#** in the corresponding box.

2. Select the Insurance Quote Status Report (#1).

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

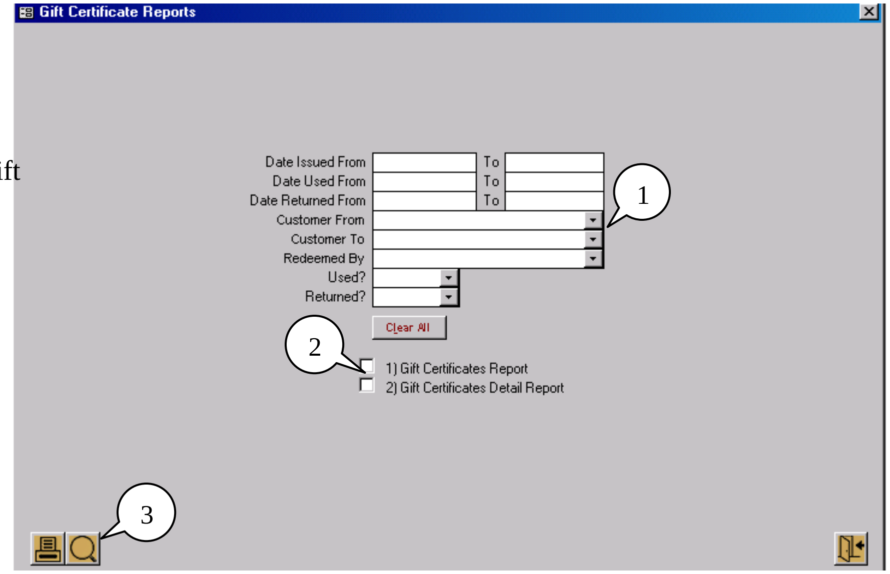
Chapter 18: Gift Certificate Reports

Purpose

Executive Reports gives you detailed information regarding gift certificates such as which customers have gift certificates, date issued, amounts used, etc.

Gift Certificate Report

To open the **Gift Certificate** Reports, from the **Main Switchboard**, click on the **Gift Certificate** button to open the Gift Certificate menu, and then click on the **Gift Certificate** button.



1. Enter in the appropriate information into the text boxes. For example, you can view gift certificates that were purchased within a certain timeframe, gift certificates that are to (or from) a specific customer, or whether or not the gift certificate has been redeemed.

2. Select the Gift Certificates Report (#1).

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Tip

For more information on entering a Gift Certificate within Executive Jeweller, refer to **Chapter 12A-1** in the **Executive User's Manual.**

Gift Card Report

Purpose

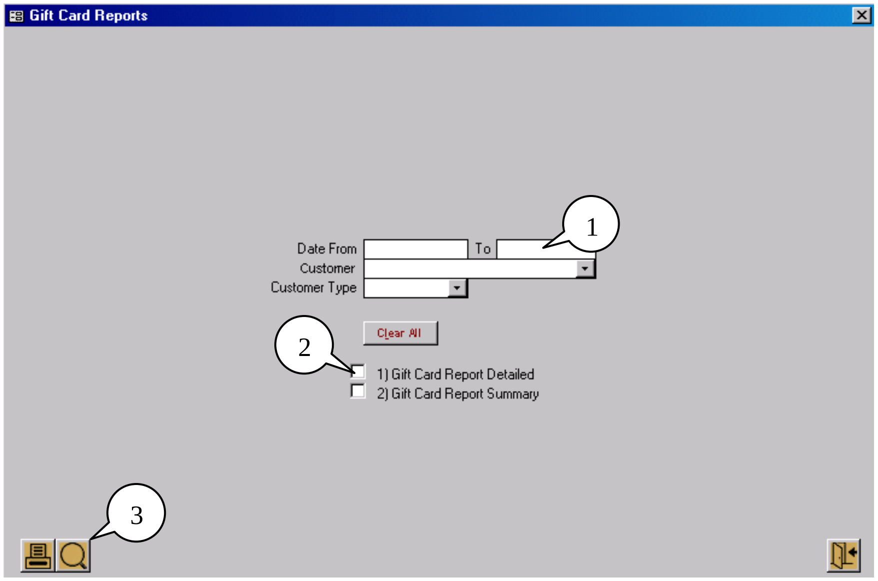
Executive Reports gives you detailed information regarding gift cards such as which customers have gift cards, date issued, amounts used, etc.

To open the **Gift Card** Reports, from the **Main Switchboard**, click on the **Gift Certificate** button to open the Gift Certificates menu, and then click on the **Gift Card** button.

1. Enter in the appropriate information into the text boxes. For example, you can view gift cards that were purchased within a certain timeframe, or gift cards that are to (or from) a specific customer.

2. Select the Gift Card Report (#1).

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Tip

For more information on entering a Gift Card within Executive Jeweller, refer to **Chapter 12D-1** in the **Executive User's Manual.**

Chapter 19: Image Reports

Image Report Preparation Work

The Image Report is a fantastic visual tool. There are a number of preparatory steps that need to be performed to maximize the potential of the image reports.

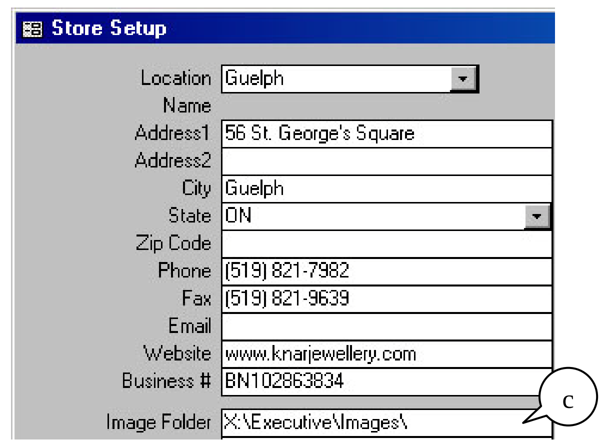
1. Be diligent in attaching your images within Executive Jeweller. If you are not thorough in imaging your inventory, you will not be using the image report to its fullest potential.

2. When taking images of your inventory, make sure the image is saved in JPEG format and in the smallest file size possible. This will generate the report more quickly and use less of your valuable system resources.

3. Image reports can be quite labour intensive depending on the image size, report size, computer processor speed and RAM limitations. With this in mind, it is recommended that you run your image reports from the fastest computer possible and when others are not using Executive.

4. Make sure the image path is correct. If it is wrong, the image report will not be generated. To check the image path perform the following:

    a. Open Executive Jeweller, click on the **Maintenance** menu.
    b. From the drop down menu, select **System**, then **Store Setup**.
    c. The image folder path should read **X:\Executive\Images**. Where X is the mapped drive letter of your server. This is where you should be saving your images. However, you may decide you would like to store the images elsewhere on your computer. Simply ensure that the path in the **Image Folder** field accurately reflects the location.

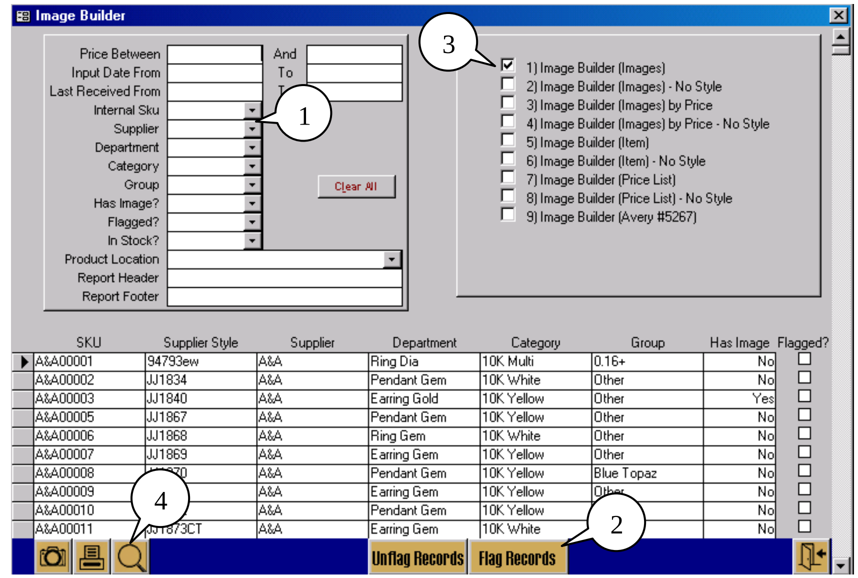


Chapter 19: Image Reports

Purpose

Executive Image Reports allow you to create a report based on images that have been entered into the system. This is a great visual tool for buying trends, etc.

Image Builder



The Image Builder is a fantastic tool that will allow you to generate an inventory report with images.

To open the **Image** Reports, from the **Main Menu**, select **Image Builder** from the **Images** option listed in the menu bar located at the top of the screen.

1. Enter in the parameters for the report in the text boxes to the left. This will give you a specific inventory list at the bottom. For example, selecting supplier X will only list inventory from that specific supplier.

2. Once you have a list of inventory that you would like to view, click on the ‘flag records’ button. Executive will prompt you if you would like to flag all items. Select option ‘Yes’. You may flag only certain records by checking on the checkbox under the **Flagged?** heading for specific SKUs.

3. Check off which report you would like to view. Report #1 through #4 will generate an image report whereas reports #5 through #9 will not display images.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Tip

To learn how to attach an image to an item, refer to **section 3C-1** in the **Executive User’s Manual.**

Customer Wish List Image Report

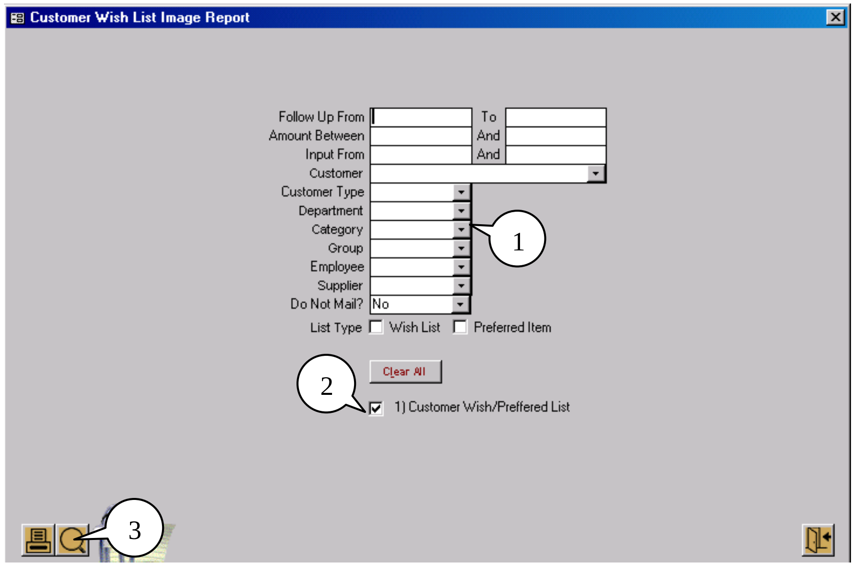
The Customer Wish List Image Report will generate a customer's inventory wish list while displaying images of each item.

To open the **Image** Reports, from the **Main Menu**, select **Customer Wish List Image Report** from the **Images** option listed in the menu bar located at the top of the screen.

1. Enter in the appropriate search criteria.

2. Select the report you would like to generate. Report #1 will display images of inventory items on the customer's Wish List. If an item does not have an image attached, it will list the description with no image displayed.

Select the print icon to print this report or the preview icon to view the report prior to printing.
Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Inventory Image Report

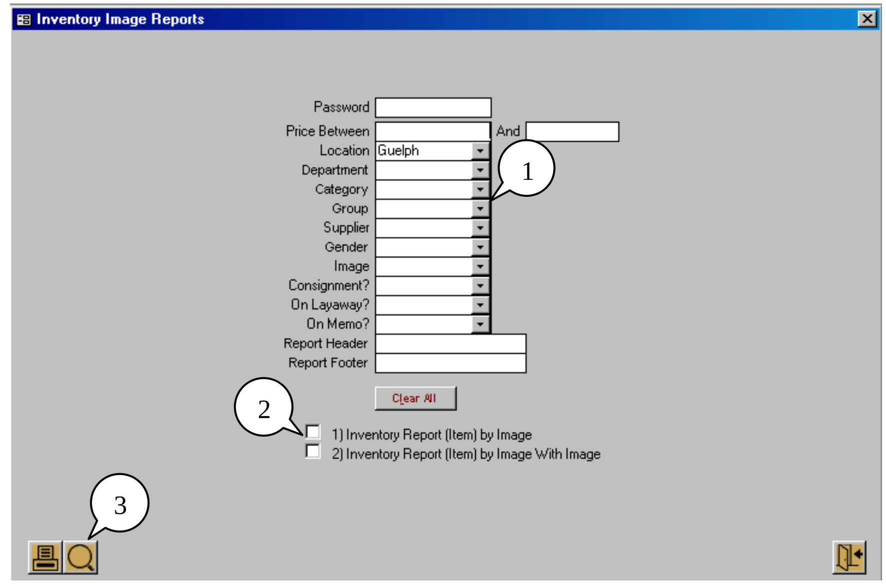
The Inventory Image Report will generate an inventory list displaying images of the item.

To open the **Image** Reports, from the **Main Menu**, select **Inventory Image** from the **Images** option listed in the menu bar located at the top of the screen.

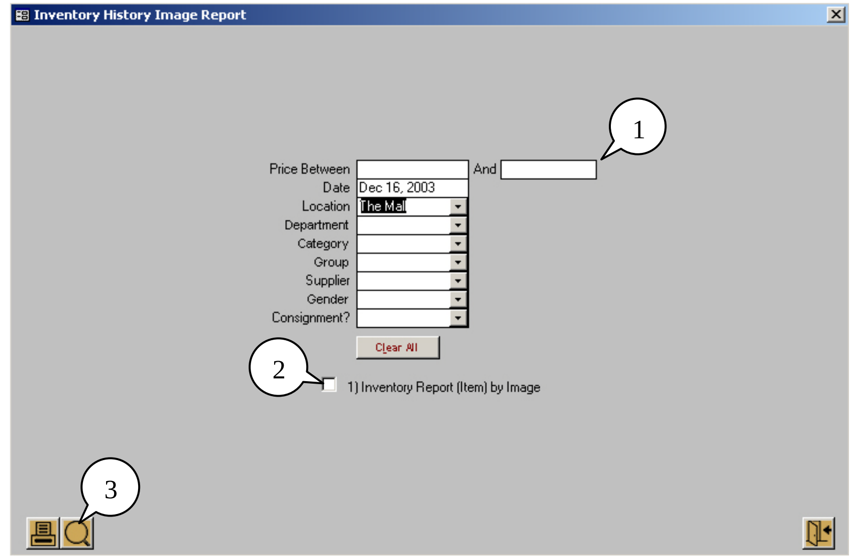
3. Enter in the appropriate search criteria. You can customize the titles for this report by typing in the header/footer in the corresponding box.

4. Select the report you would like to generate. Report #2 will display images of inventory items. If an item does not have an image attached, it will list the description with no image displayed.

5. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Inventory History Image Report



The Inventory History Image Report is a visual version of the Inventory History Report discussed in Chapter 5.

To open the **Image** Reports, from the **Main Menu**, select **Inventory History Image** from the **Images** option listed in the menu bar located at the top of the screen.

1. Enter in the appropriate search criteria.

2. Select the Inventory Report (Item) by Image (#1).

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Inventory Not Sold Image Report

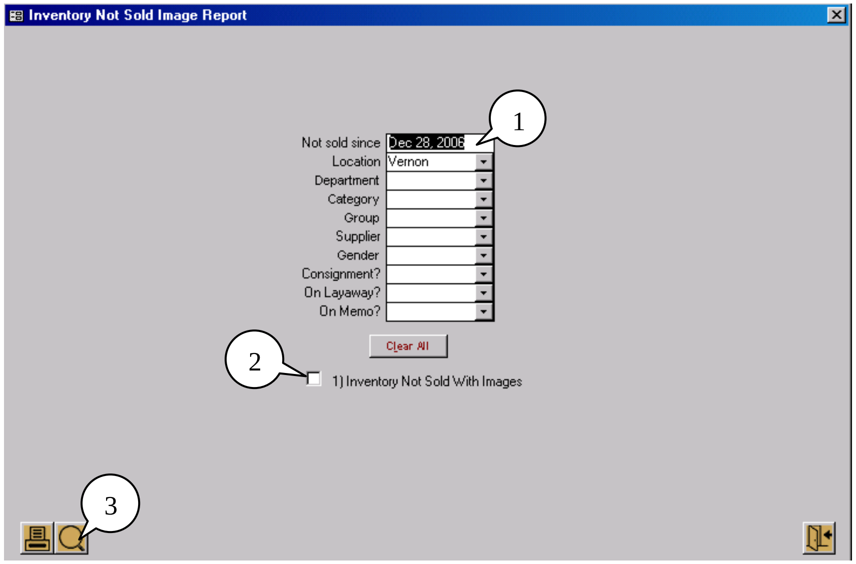
The Inventory Not Sold Image Report is a visual version of the Inventory Not Sold Report discussed in Chapter 5.

To open the **Image** Reports, from the **Main Menu**, select **Inventory Not Sold Image** from the **Images** option listed in the menu bar located at the top of the screen.

1. Enter in the appropriate search criteria.

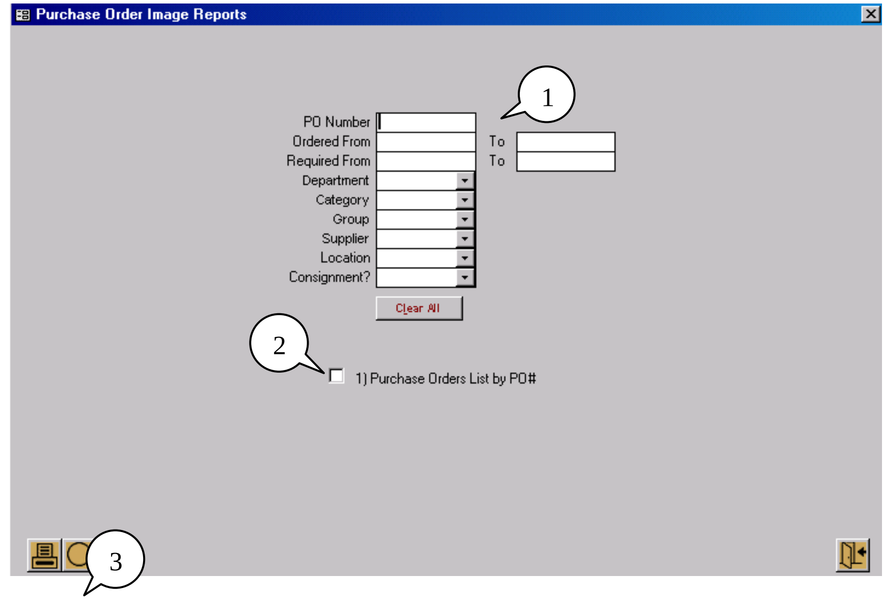
2. Select the Inventory Not Sold Report With Images Report (#1). This will generate a report sorted by item.

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Purchase Order Image Report

The Inventory Purchase Order Image Report is a visual version of the Purchase Order report discussed in Chapter 9.



To open the **Image** Reports, from the **Main Menu**, select **Purchase Order Image Report** from the **Images** option listed in the menu bar located at the top of the screen.

1. Enter in the appropriate search criteria.

2. Select the Purchase Order Images Report (#1). This will generate a report that will show all the purchase orders by PO number.

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

Reorder Image Report

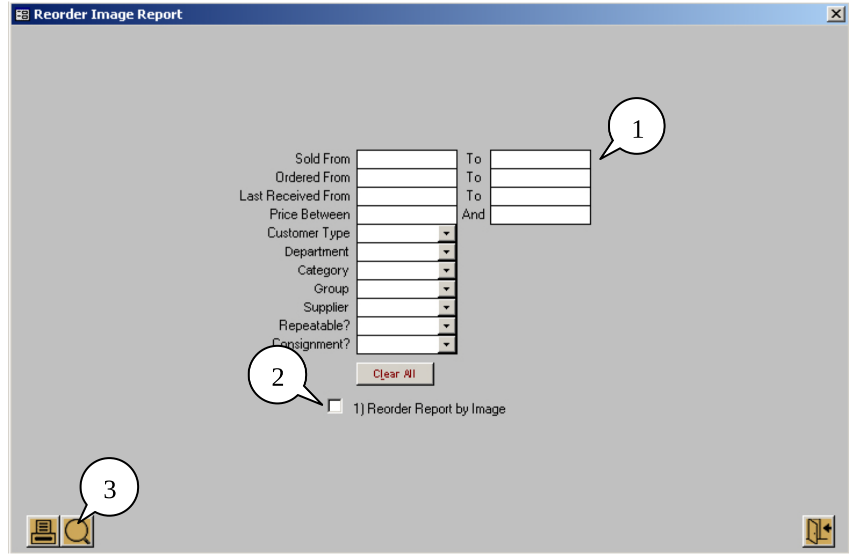
The Reorder Image Report is functionally similar to the Reorder Report previously described in Chapter 11. It will include an image of the inventory item if present.

To open the **Image** Reports, from the **Main Menu**, select **Reorder Image** from the **Images** option listed in the menu bar located at the top of the screen.

1. Enter the appropriate filtering criteria such as items that were sold over a period of time, priced between certain dollar amounts, or by a specific supplier.

2. Select the Reorder Report by Image Report (#1).

3. Select the print icon  to print this report or the preview icon  to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Sale Image Report

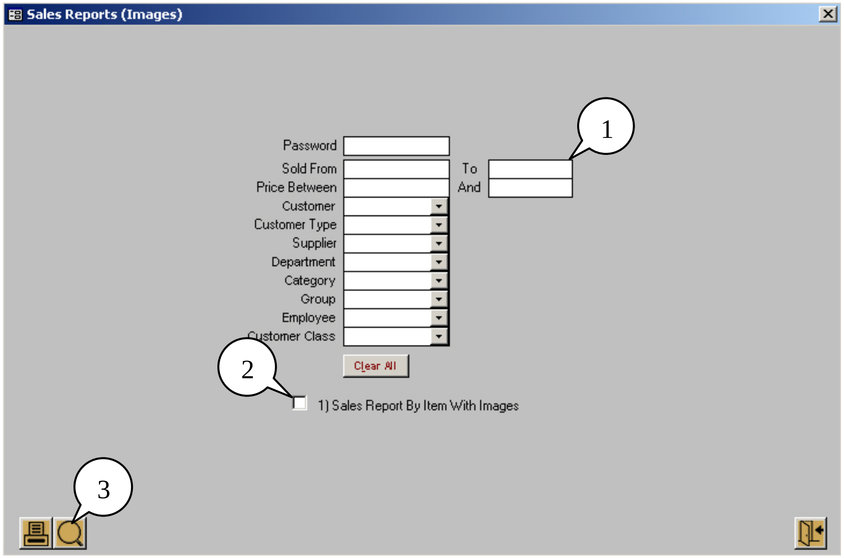
The Sale Image Report is functionally similar to the Sales Report previously described in Chapter 12.

To open the **Image** Reports, from the **Main Menu**, select **Sale Image** from the **Images** option listed in the menu bar located at the top of the screen.

1. Enter the appropriate filtering criteria such as items that were sold over a period of time, priced between certain dollar amounts, or by a specific supplier.

2. Select the Sales Report by Item With Images Report (#1).

3. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.



Note

The default password for Sales report is different than that of the Sale Image Report. See **Section 1L-4** in the **Executive User Manual** for a list of default passwords and instructions on how to check/change passwords.

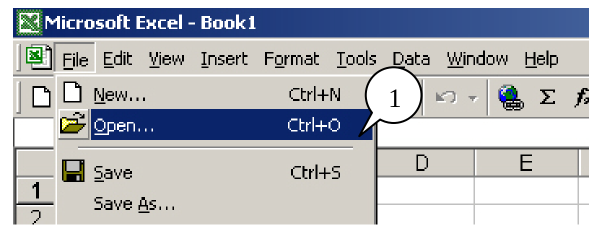
Chapter 20: Importing into Other Programs

Importing into Excel

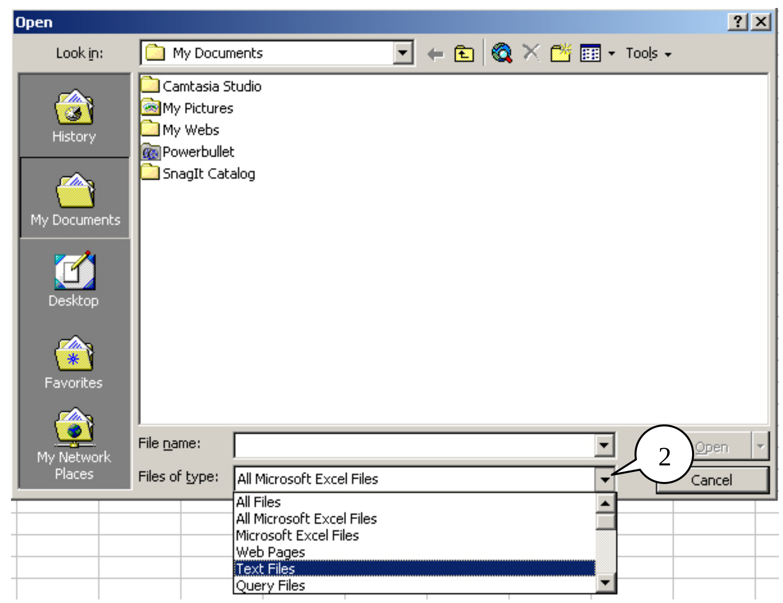
Executive Reports has the ability to export into a text file. These text files can be imported into Microsoft Excel. With this feature you can manipulate data within Excel as you see fit.

To import a text file into Excel:

1. With Microsoft Excel open, select **File** and then **Open** from the Main Menu located at the top of the screen.
2. In the **Open** window, browse to the location of the text file.
   Note: Make sure to select **Text File** as **Files of type**.



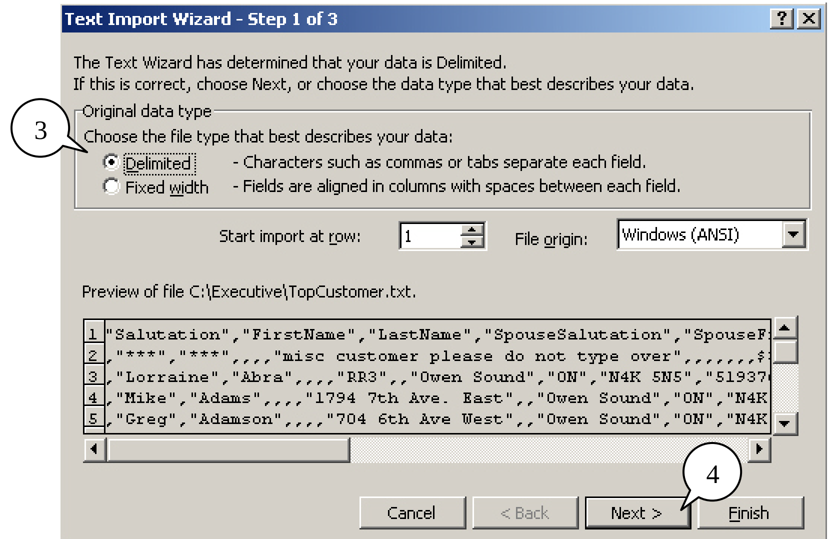
For more information on importing data into Microsoft Excel, please consult the **Help** section within Excel.



Importing into Excel (continued)

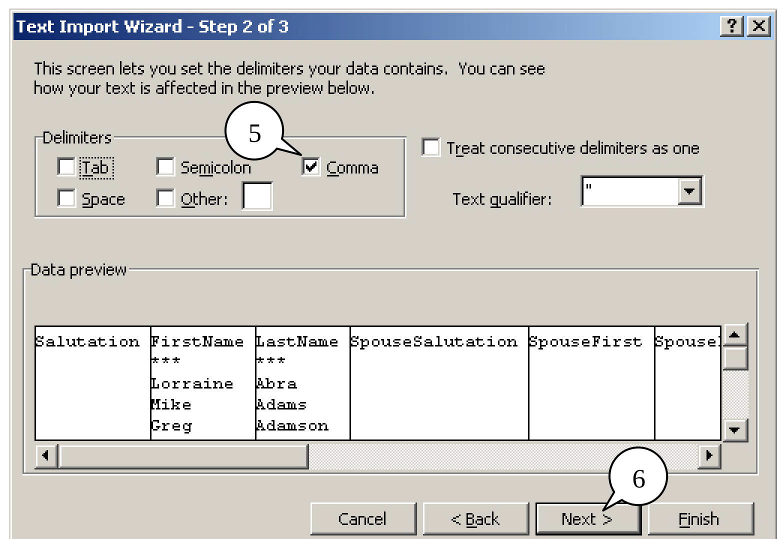
3. The Import Text Wizard will appear. Select **Delimited.**

4. Hit the **Next** button.



5. Select how the text file is delimited. You will choose **Comma**.

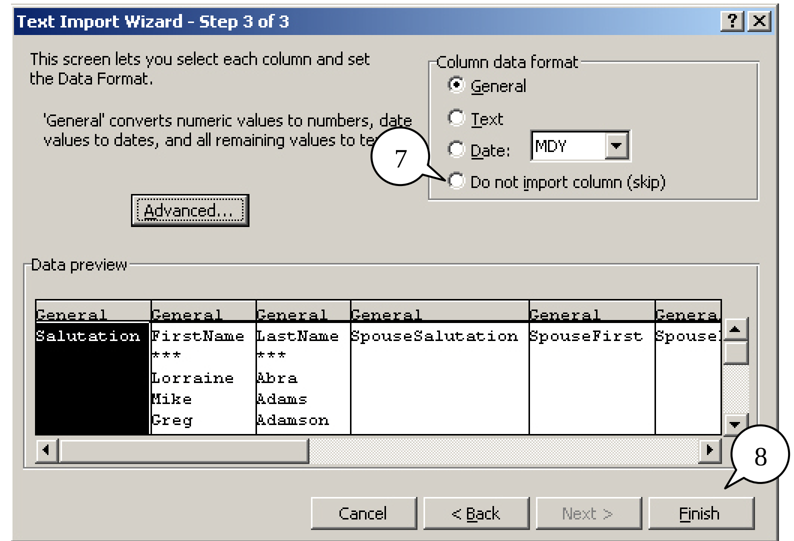
6. Hit the **Next** button.



Importing into Excel (continued)

7. If you choose to not import specific fields, select these fields and check the **Do Not Import Column** button.

8. Select the **Finish** button.



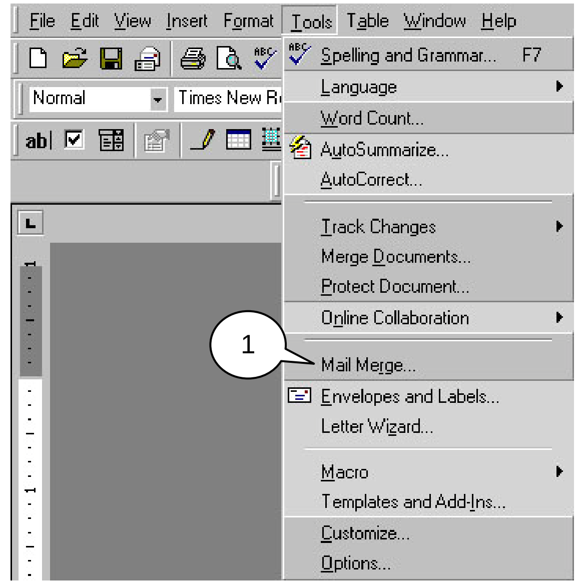
Performing a Mail Merge in Word

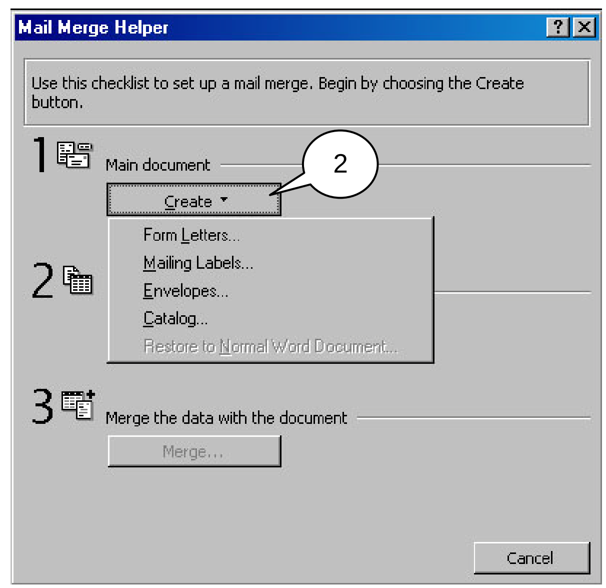
You may want to create customized letters, labels or envelopes for your customers. Performing a mail merge in Word is a simple and effective way to do so.

To perform a mail merge in Word:

1. With Microsoft Word open to a new document, select **Tools** and then **Mail Merge** from the menu bar located at the top of the screen.

2. In the **Mail Merge Helper** window, click on the **Create** drop-down menu to select the type of document you want to create (i.e., letters, mailing labels, envelopes, etc.).



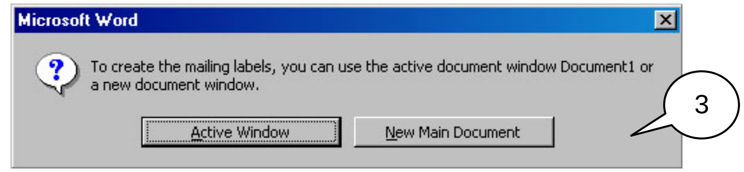


Tip

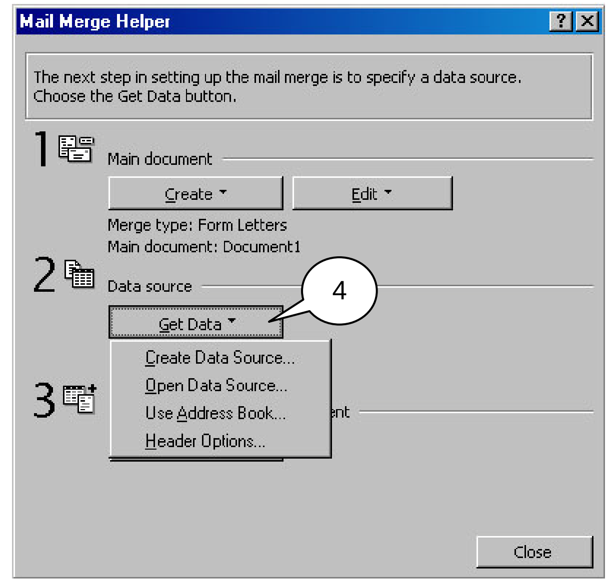
For more information about performing mail merges in Microsoft Word, please consult the **Help** section within Word.

Performing a Mail Merge in Word (con't)

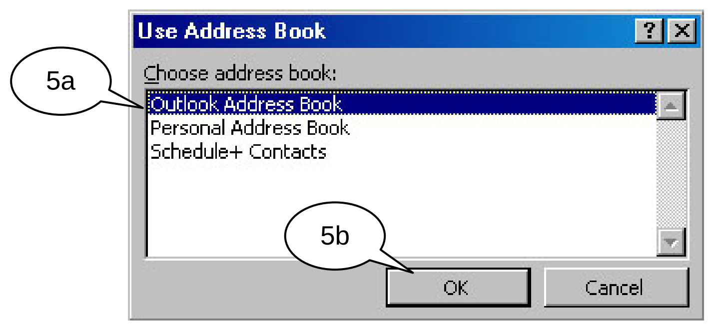
3. Select whether you would like to create the main document in a new file or use the existing document.



4. Click on the **Get Data** drop-down list to select where you want to obtain the mail merge information form (new file, existing file, address book, etc.).



5. **To use an address book**:
   a. From the Use Address Book window, select the address book you would like to use.
   b. Click on the **OK** button to proceed to the next step.



Performing a Mail Merge in Word (con't)

5. (con't)

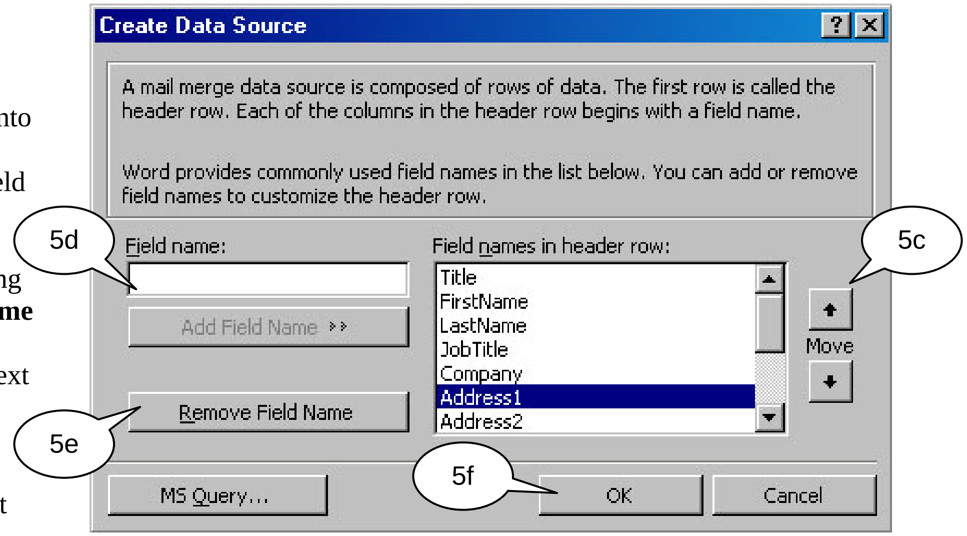
To create a data source:

c. There are default merge fields listed that you can arrange into a particular order by using the **Move** arrow keys.

d. You can add additional field names by entering the new field in the **Field Name** text box and then clicking on the **Add Field Name** button.

e. You can also remove an existing merge field by highlighting that field name and then clicking on the **Remove Field Name** button.

f. When finished, click on the **OK** button to proceed to the next step.

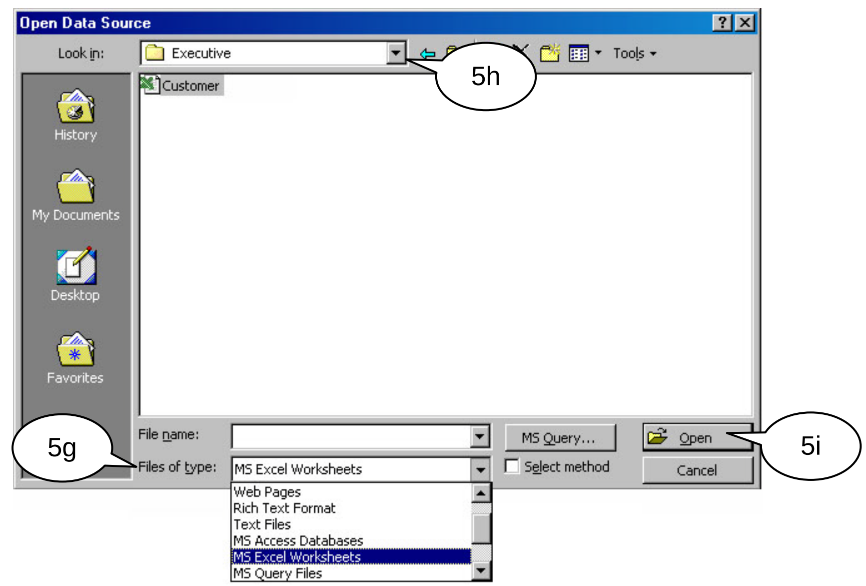


To open a data source:

g. From the **Files of Type** drop-down menu, select the correct type of file (i.e., Word document, Excel Worksheet, MS Access database).

Related Task

After an exporting a report in Executive and importing the data into Excel, you may use that information for a mail merge in Microsoft Word. Ensure that all columns in the Excel worksheet refer to a merge field you would like to have in your mail merge document (i.e., first name, last name, address, city, state, zip code, etc.).

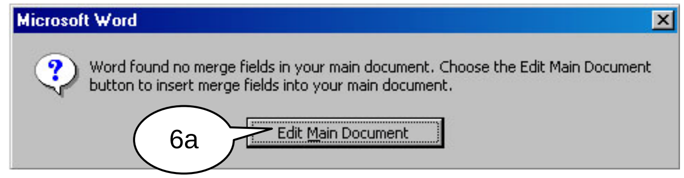


h. Browse to the correct folder and select the file containing the data for the merge.

i. When finished, click on **Open** to use that file in the mail merge.

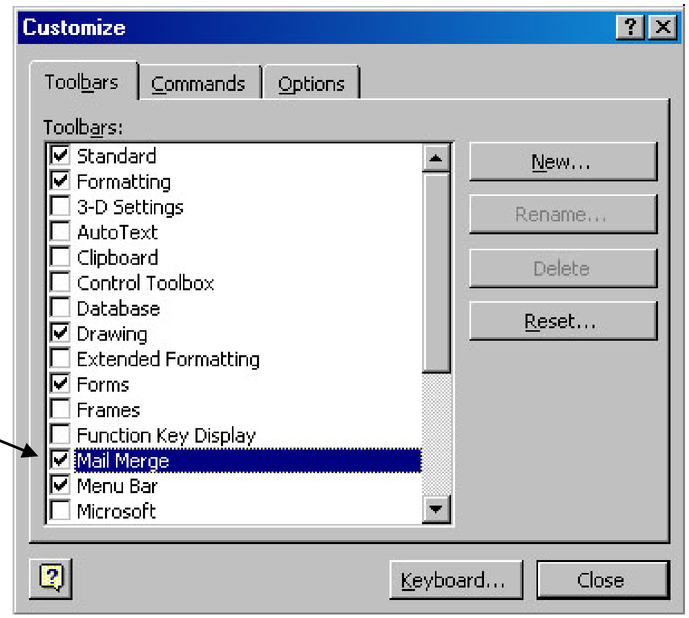
Performing a Mail Merge in Word (con't)

6. **For Form Letters**:
   a) Word will prompt you to insert merge fields in your main document. Click on the **Edit Main Document** button to go back to the main document.



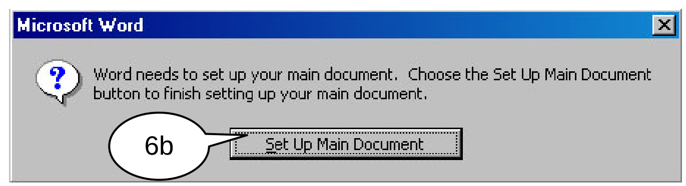
Note

Ensure that you have the **Mail Merge** toolbar available on the tool bar located at the top of screen. If not, select **Tools** and then **Customize** from the menu bar located at the top of the screen. In the **Customize** window, ensure that the **Mail Merge** is checked on in the **Toolbars** tab.



For Mailing Labels and Envelopes:

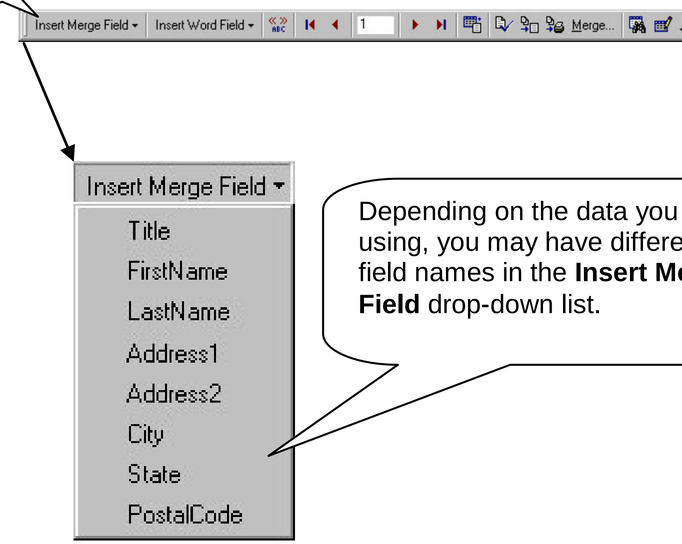
b) Word will prompt you to set up your main document. Click on the **Set Up Main Document** button to proceed with the set up.



Performing a Mail Merge in Word (con't)

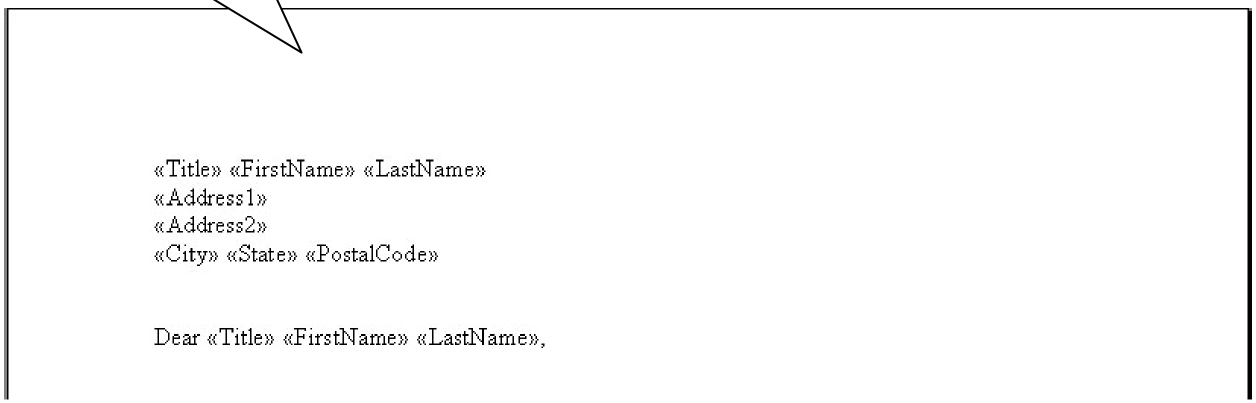
7. **For Form Letters**:
   a) In the main document, you can insert a merge field by selecting a field from the insert merge field drop-down list.

7a



Depending on the data you are using, you may have different field names in the **Insert Merge Field** drop-down list.

Sample form letter with merge fields inserted.



«Title» «FirstName» «LastName»
«Address1»
«Address2»
«City» «State» «PostalCode»

Dear «Title» «FirstName» «LastName»,

Performing a Mail Merge in Word (con't)

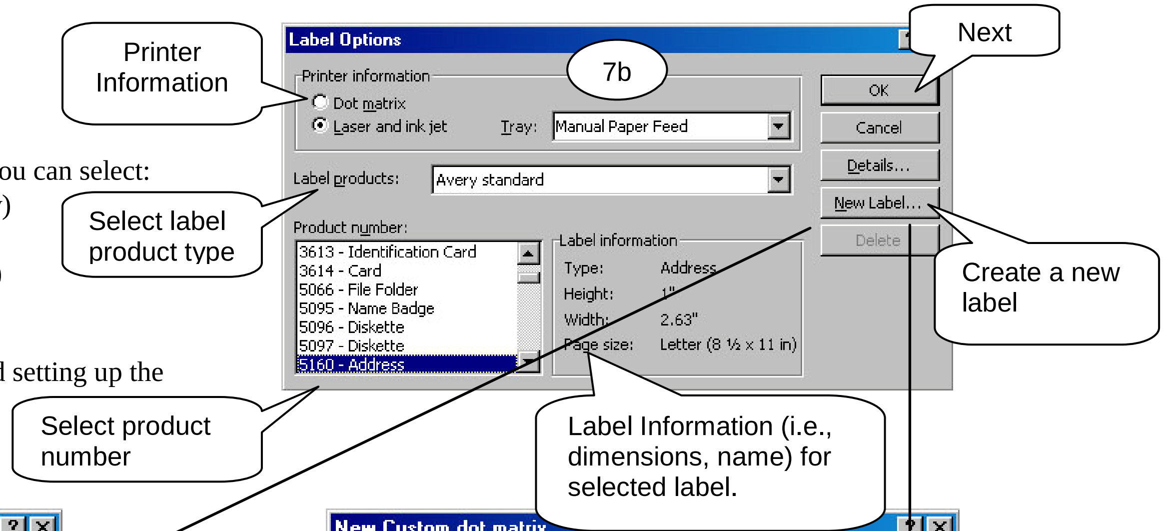
7. (con't)

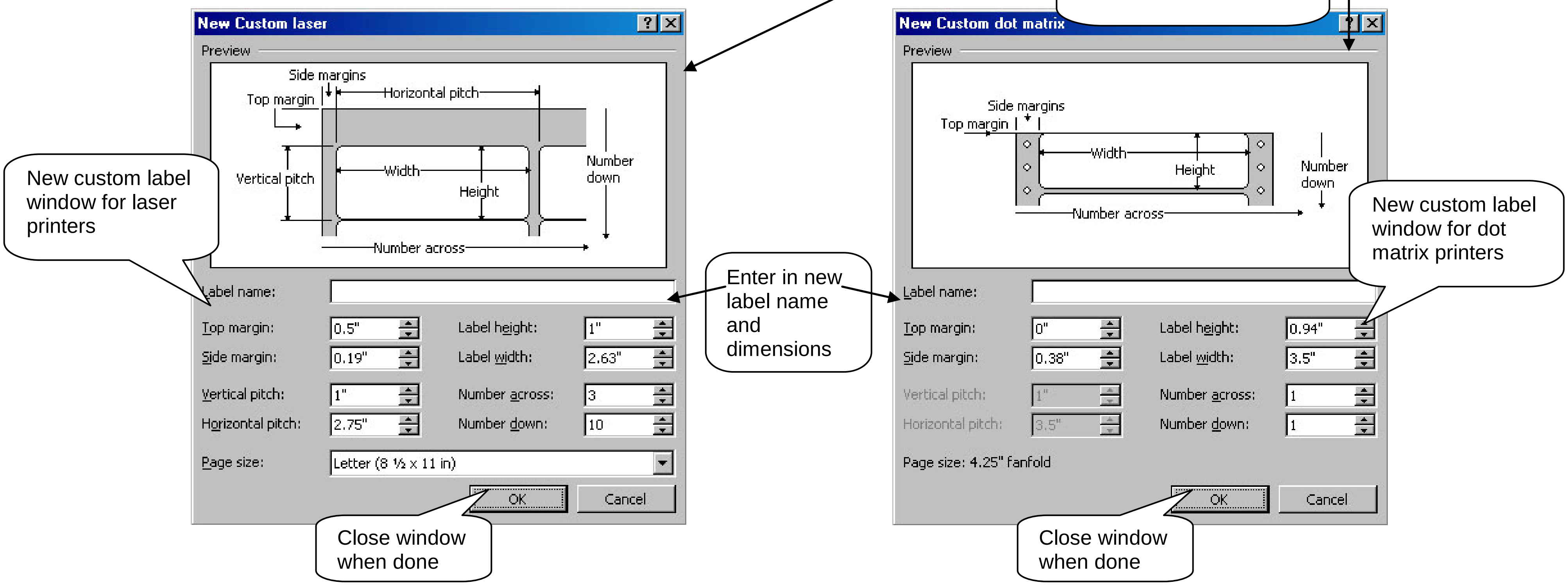
For Mailing Labels:

b) The **Label Options** window will appear. Here you can select:

- Printer information (printer type, paper tray)
- Label product (i.e., Avery standard)
- Product number (select one from the menu)
- Create a new label.

Click on the **OK** button when you have finished setting up the label options.

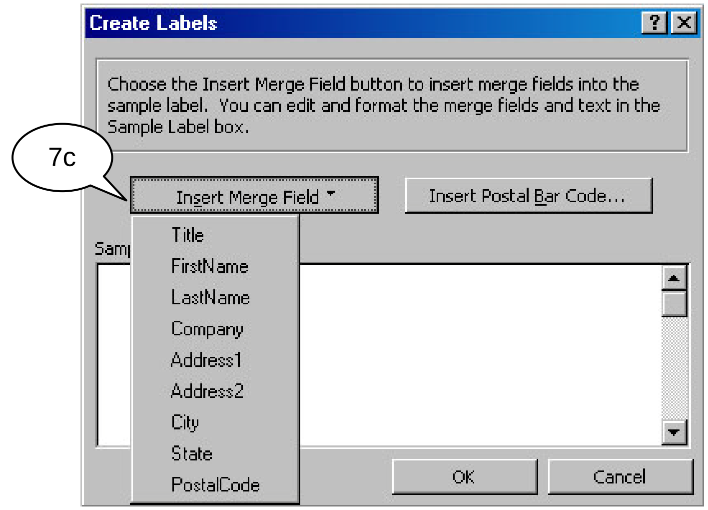


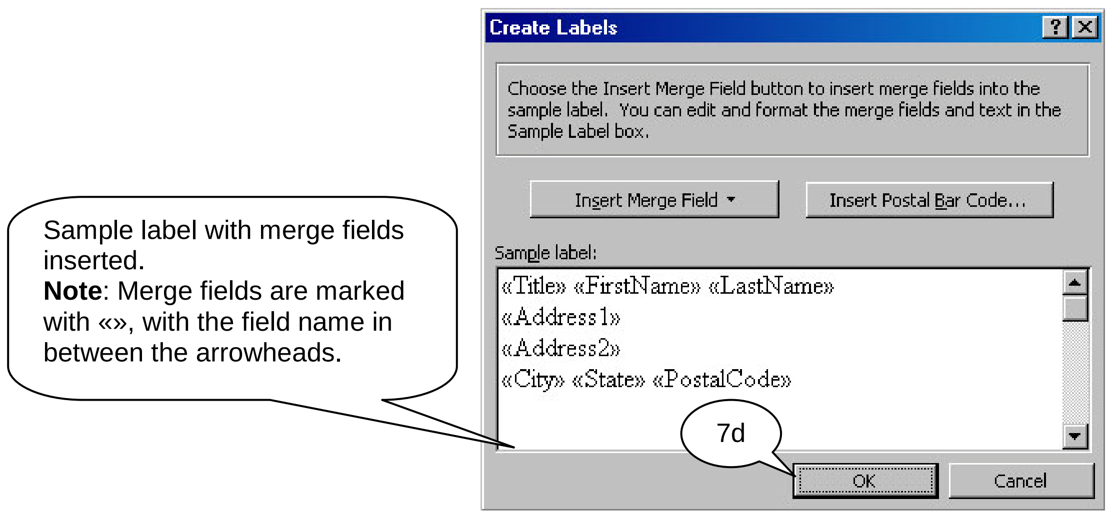


Performing a Mail Merge in Word (con't)

7. (con't)
   For Mailing Labels (con't):
   c) The **Create Labels** window will appear prompting you to insert merge fields into the sample label. From the **Insert Merge Field** drop-down list, you can select which fields you would like to add to the label and arrange it to desired set-up.

   d) Click on the **OK** button when you have finished setting up the sample label.





Performing a Mail Merge in Word (con't)

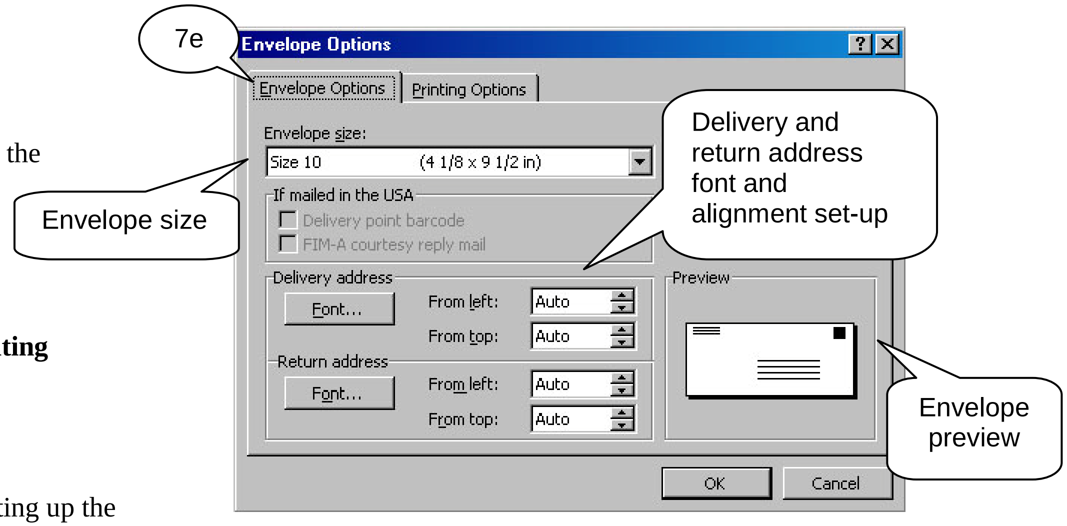
7. (con't)

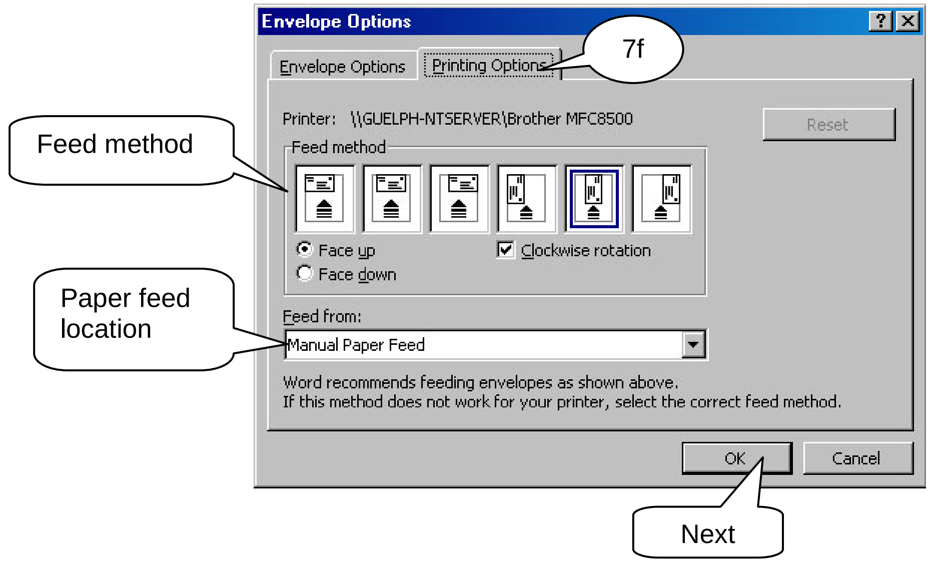
For Envelopes:

e) The **Envelope Options** window will appear open to the **Envelope Options** tab. Here you can select:
   - Envelope size
   - Delivery address font and alignment
   - Return address font and alignment

f) You can set up print options by clicking on the **Printing Options** tab. Here you can select:
   - Feed Method
   - Paper Tray

   Click on the **OK** button when you have finished setting up the envelope options.

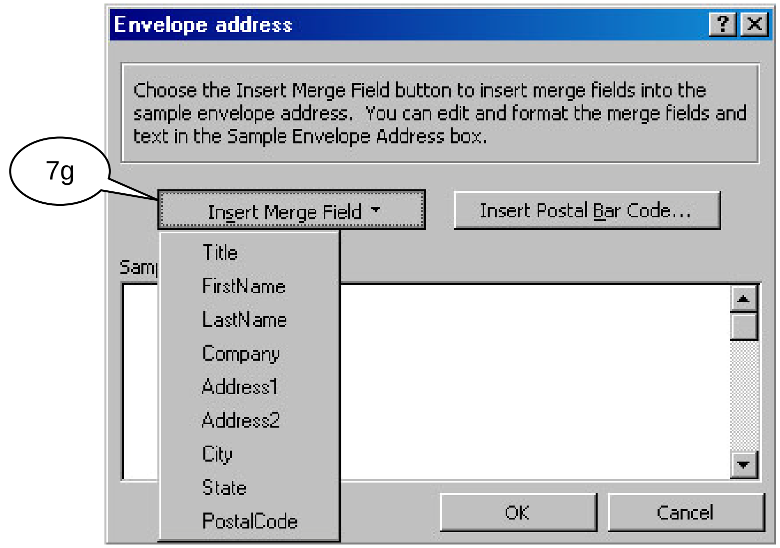




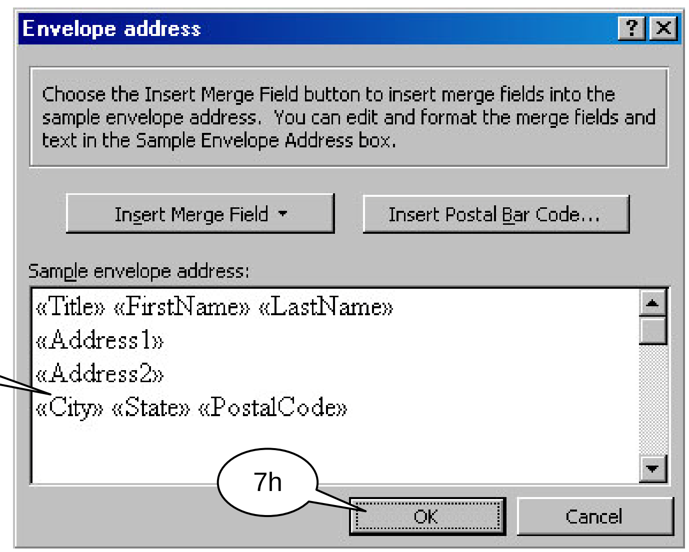
Performing a Mail Merge in Word (con't)

7. (con't)
   For Envelopes:
   g) The **Envelope Address** window will appear prompting you to insert merge fields into the sample envelope address. From the **Insert Merge Field** drop-down list, you can select which fields you would like to add to the label and arrange it to desired set-up.

   h) Click on the **OK** button when you have finished setting up the sample envelope address.



Sample envelope address with merge fields inserted.
Note: Merge fields are marked with «», with the field name in between the arrowheads.

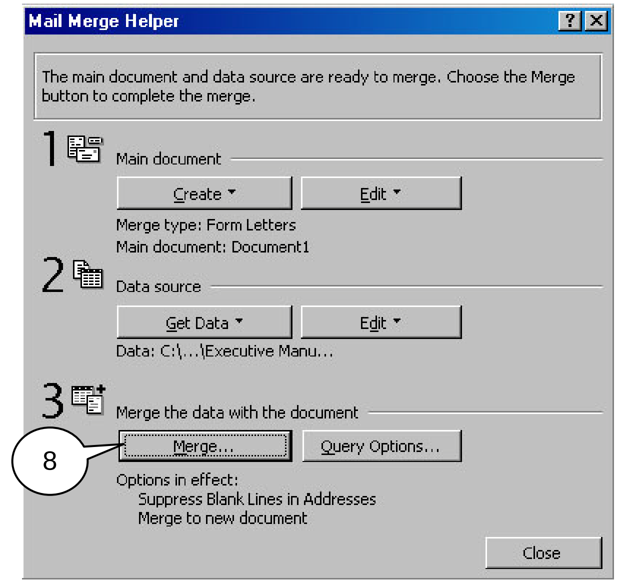


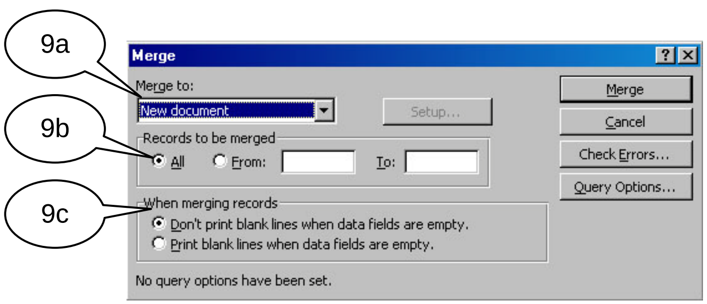
Performing a Mail Merge in Word (con't)

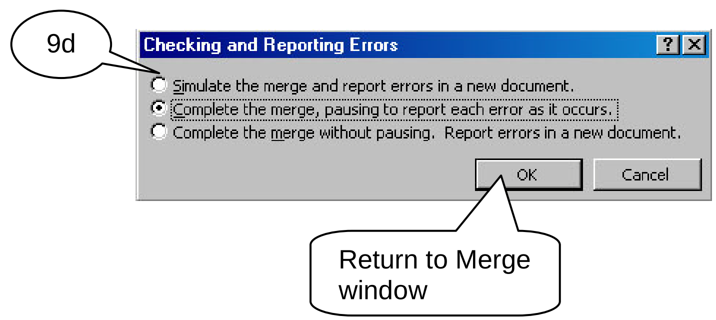
8. Once you have finished entering merge fields in your document and the document is complete, proceed to perform the merge by clicking on the **Merge** button in the **Mail Merge Helper** window. **Note**: You may have to reopen the window by selecting **Tools** and then **Mail Merge** from the menu bar located at the top of the screen.

9. The Merge window will come up where you can:
   a) Select from the **Merge To** drop-down menu where you want the merged file to go (i.e., a new document, etc.)
   b) Select which records you want merged (**All** or indicate the records in the **From** and **To** fields)
   c) Select an option for **When Merging Records**.
   d) **Optional**: Click on the **Check Errors** button to select an option for checking and reporting errors. Click **OK** after you make your selection.

   When finished, click on the **Merge** button to perform the merge.





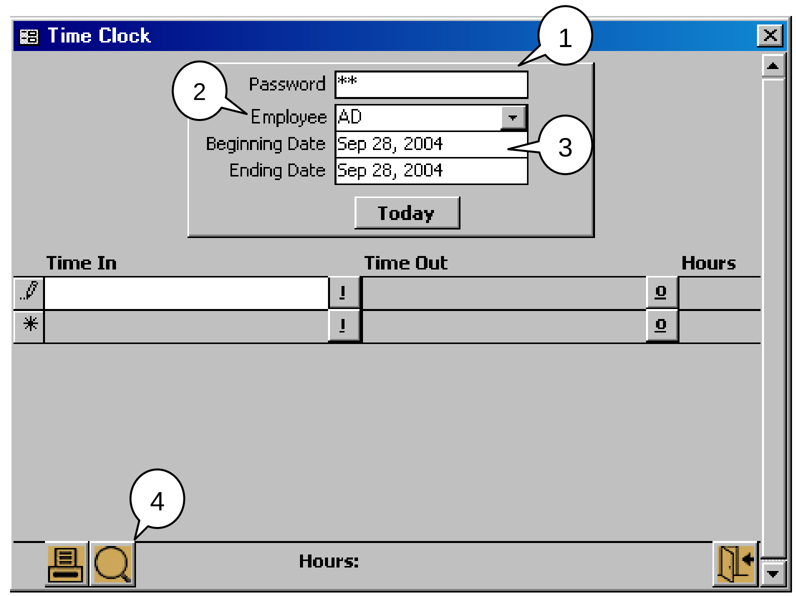


Chapter 21: Time Clock Reports

Purpose

This feature allows you to easily keep track of hours worked by employees who log in and out with the Time Clock. The Time Clock Report will generate a list of all hours worked for the specified dates, a summary of total hours worked each day, and the total hours worked for the specified dates.

To open the **Time Clock** window, you must return to the Executive Jeweller program and not Executive Reports. Select **Time Clock** from the **Maintenance** menu, or from the **Main Switchboard**, click on the **Time Clock** button.



1. Enter the appropriate password in the **Password** field.

2. Select the employee you would like to generate the time clock report for.

Note

If you would like to generate a report for all employees, leave the employee field empty.

3. Enter the beginning and end period for which you would like to generate the time clock report.

4. Select the print icon to print this report or the preview icon to view the report prior to printing.
   Note: Within **Print Preview** mode you have the ability to print via the print icon at the top and adjust the page margin properties via the page setup icon.

REPORTS MANUAL CHANGES MADE (2008)

Chapter	Section	Page Number(s)
4 – Customer Reports	4J-1 – Top Customer – Image	1
5 – Inventory Reports	5A-1 – Inventory Report – Image	1
15 – Service Reports	15A-1 – Service Report – Image	1
16 – Estimate and GMROI	16B-1 – GMROI – Image	2-3,5-9