# Chapter 4. Enquiry

This section allows us to enquire and view all particulars of any item's pricing for customers and suppliers, stock balances and location, particulars on customers' bills and outstanding bills. We can also use this as for quick viewing for checking purpose.

### **Customer-Item last price**.

As shown in the figure below, we select the **Enquiry** option from the main menu and then select the wanted option. Example if we want to check the price that we sell to a particular customer, we then select the first one : **Customer-Item last price**.



Once we select this **Customer-Item last price** option, another dialog box will pop up as shown in the next figure.

Psoft Business Software

From the dialog box below, we are ask to enter the customer's account code to see what items and at what prices we have sold them before. Just enter the required customer account code and the selected

Customer No. /	•					
Item No.	Last Date	Recom.	3rd Last	2nd Last	Last Price	
						4
						~
🔽 Sort By Item No.						
Sort By Item Description	n					
<u>T</u> op <u>P</u> rev	Next Bo	ttom		<u>P</u>	rint	E⊻it

customer's price history record will appear as shown below:

Customer N	D. 3000/A02	AMERICAN	PHONECARDS & C	OLLETIBLES P	/L		
Item No.		Last Date	Recom.	3rd Last	2nd Last	Last Price	
P-ACC-CC		20/03/2004	499.00			499.00	<b></b>
UQ-ACER-CI	RN15	24/07/2004	260.00			260.00	
							Y
🔽 Sort By Ite	m No.						
🗖 Sort By Ite	m Description	1					
Top	<u>P</u> rev	<u>N</u> ext <u>I</u>	<u>e</u> ottom		<u> </u>	rint	E <u>x</u> it

We can see from this dialog box that the items and their respective prices that we sold to this customer. In this report, we can see the items'

Psoft Business Software

transacted price in details. We could see the latest 3 pricing on the items sold as well as the recommended price for this customer.

#### Item-Customer last price.

The second option in the **Historical Price Enquiry** menu is the **Item-Customer last price** option. In this option, we can search the pricing information by item first and then by which customer. Once we select this option, a dialog box will appear to allow us to enter the item's number and then a list of customer will also appear next to show that the selected item has been sold to which customer at what price:

Item No.	UQ-ACER-	<b>-</b>			Recommended	26	0.000000
	ACER 15" M	ONITOR			Item Master Price	26	0.000000
Customer No.	3000/A02	<b>-</b>					0.0000000
	AMERICAN P	HONECARDS 6	COLLETIBLES P	/L			0.0000000
Data	Def Ne	01.	Drive	0		21	
Date	Ref. No.	uty	Price	Amount	L	Jiscount %	
24/07/2004	000000012	1	260.00	260.00		0.00	
							×
Date	Туре	Ref. No.	Qty	Price			
24/07/2004	INV 000	0000012	1.0000000	260.0	000000		
11			0.000000	0.0	000000		
11			0.0000000	0.0	000000 🗖 Disp	)lay Discour	nted Price
T-1 1							<b>5.4</b>
Tob	Flex	Next	Bottom			Print	Exit

This report will display item's transacted price in details. It will show the date of transaction, Invoice number, quantity and any discount given.

Psoft Business Software

## **Customer-Item Transacted Price**.

This option in the **Historical Price Enquiry** menu allows us to check on the customer's transacted item price list and it also display a list of bills with all the item sold to them detailed out for us to see.

Once we click on this option in the main menu, the following dialog box will appear:

Customer - Item Transacted Price						
Period From Period To Customer No. From Customer No. To	1 ▼ 7 ▼ JUL 2004 3000/A02 ▼ 3000/A02 ▼					
Item From Item To						
Date From Date To	01/01/1980 01/01/2069					
	Vvith Description					

As shown we are require to enter which period of transactions we want to see and the which customers, followed by what items and between which dates we want to check. Once we have entered all these information, the require report will appear as shown next:

Psoft Business Software

CUSTOMER NO.: 3000/A02									
PD	DATE	TYPE	REFNO	ITEM	QTY	UNIT	PRICE	AMOUNT	
7	24/07/2004	INV	000000014	PS-ACC-C&C PSOFT ACCOUNTING SOFTWARE	1	SET	499.00	499.00	
7	24/07/2004	INV	000000012	UQ-ACER-CRN15 ACER 15" MONITOR	1	SET	260.00	260.00	
7	24/07/2004	INV	0000000014	UQ-POS-TTP243 POS BARCODE PRINTER - CLEV	1	SET	1050.00	1050.00	
6	21/06/2004	INV	000000015	UQ-PRN-2180 EPSON LQ2180 DOT MATRIX PR	1	SET	1100.00	1100.00	
7	24/07/2004	INV	000000014	UQ-RIB-90X30 BARCODE RIBBON 80 X 300M W	0	PCS	25.00	0.00	

#### AMERICAN PHONECARDS & COLLETIBLES P/L

Preview	<u>P</u> rint	C <u>u</u> stomise	Top	<u>P</u> rev	Next	<u>B</u> ottom	E <u>x</u> it

The report will show all the items that have been sold to this particular customer, including the date of transactions, invoice bill numbers, the quantity and the price sold.

Psoft Business Software

🙀 Customer - Item Transacted Price