

IBM System/32 QUERY...

for handling inquiries
and special reports fast

```
ITEMAST      ITEM MASTER FILE      01
INQUIRY      000104
DESCRIPTION   UNIT PRICE      QTY-ON-HAND
COTTER PINS  001.15          00260
              //
              -
```



Inquiries answered promptly...

A customer telephones to place a rush order.

How quickly can your order clerk:

- Check the quantity on hand?
- Quote the current price?
- Set a ship date?

Using System/32 with QUERY, your order clerk can get answers to those questions while your customer is on the phone.

Chances are almost any of your people, from clerical staff to managers and executives, could use QUERY just as successfully. To get fast answers to key questions... To help improve customer service... tighten controls... increase profits.



Reports easily prepared and printed...

Now your staff can respond to management requests for special exception reports. For example, to recap accounts with balances over any amount you select, or to identify items that have sold more than a given dollar value.

Following the easy steps used for inquiries, your people can also prepare and print a wide variety of routine reports... inventory analyses... daily sales... weekly cash receipts... and many more. With the help of QUERY, all are easily produced without special programming when the information is already stored in your System/32.

Reports are printed with the date, title, and page numbers. Headings are at the top of each column of data.

Here is a typical Weekly Cash Receipts Report:

QUERY works this way...

```
INQUIRY ITEMAST,INVQTY_
```

To get the file:

Key in the word INQUIRY, the abbreviated name of the desired file, such as ITEMAST (item master file), and the name of a predefined QUERY format, INVQTY (inventory quantity). Your operator, using a self-study course, can probably learn to define and name these formats in about 3 to 6 hours.

```
ITEMAST      ITEM MASTER FILE      01
INQUIRY
ITEM NUMBER  DESCRIPTION
000104      COTTER PINS
          //
```

To get the record:

Just key in the item number—in this case, 000104—and the descriptive information for that item will be displayed. The operator can then verify the item by visually checking the description.

```
ITEMAST      ITEM MASTER FILE      01
INQUIRY      DESCRIPTION      UNIT PRICE      QTY-ON-HAND
COTTER PINS      001.15      00260
          //
```

To get the details:

Press the appropriate command key and more information about that item will be displayed. To answer other questions, your operator can 'page' through a file...view different items...check prices...last payment dates...year-to-date amounts. And even print out the information displayed.

Date, title, page number on a single line

Column headings

Data for each selected record listed on a separate line in desired sequence

10/30/7-		WEEKLY CASH RECEIPTS			PAGE 1	
CUSTOMER NUMBER	DATE	INVOICE NUMBER	AMOUNT	CREDIT	CREDIT REASON	
1313	10/21/7-	XC1231	124.29			
1313	10/23/7-	XC2114	78.25			
1313	10/30/7-	XC4312	35.16			
1313	10/31/7-	IN1319		28.76		UNUSED MATERIAL
			237.70	28.76		
14121	10/30/7-	XC4314	705.00			
			705.00	0.00		
21884	10/21/7-	XC1259	28.30			
21884	10/30/7-	XC4313	95.23			
			123.53	0.00		
34129	10/26/7-	XC2815	12.95			
34129	10/28/7-	IN1308		6.50		WRONG PART NUMBER
			12.95	6.50		
			1079.18	35.26		

Subtotals printed for each customer if desired

Final totals print at end of each report

If data is not available, the space is left blank

Files easily created and maintained...

Using the Data File Utility, your employees can readily create and maintain files. The instructions are simple, and there are no programs to be learned, no knowledge of special computer language required.

With the same simplicity of making an in-

quiry, new information can be keyed into the System/32, verified on the display screen, modified if necessary, and stored. For an audit trail, the System/32 can total quantities, dollars or any specified fields, and print a report.

IBM System/32 Utilities Program Product

Programs we wrote so you won't have to. Data File Utility. A program designed for:

- Creating files
- Maintaining data files (modifying, adding, deleting)
- Displaying information from data file
- Preparing and printing reports from the data file (At operator's option, data may be sorted prior to printing).

Sort. Provides function and capabilities of the proven IBM System/3 Sort Utility program.

Source Entry Utility. Simplifies creation, maintenance of Operation Control Language and RPG II Source Code.

"QUERY" is a term used to describe the capability provided by the Data File Utility feature of the System/32 Utilities Program Product.



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Review with your IBM representative your inquiry-handling and special-report needs. Let him show you what QUERY can mean to you in terms of new operating efficiency.

Here are some of the things you can do with QUERY:	You can do them when...			
	Creating Files	Maintaining Files	Displaying Information	Listing Data
Create record keys	✓	✓	✓	✓
Use multiple record types	✓	✓	✓	✓
Edit fields	✓	✓	✓	✓
Delete records		✓		
Set up field names and headings	✓	✓	✓	✓
Space between fields	✓	✓	✓	✓
Duplicate fields automatically	✓	✓		
Accumulate fields	✓	✓		✓
Use self-check fields	✓	✓		
Sort fields				✓
Record select by field value				✓
Calculate fields				✓
Select on record type	✓	✓	✓	✓
Title reports	✓	✓	✓	✓
Print reports and records	✓	✓	✓	✓
Subtotal				✓
Detail or summarize information				✓
Call out a related file				✓