

How to generate a report of customers with no sales activity since a specific date

Required actions

1. Go to PROMPT Business System Master menu and chose **MK**
2. From the PROMPT Marketing and Word Processing menu chose **5**
3. In the first "USER FIELD" enter **24**
4. In the Condition on the same line where you entered the 24 enter **<**
5. On the same line under Data enter the desired date such as **01/01/05**
6. Using the above example you are asking for all accounts with a date of last sale older than 01/01/05
7. In the "Create Report File" field enter a (**Y**)
8. To get the report in alpha sequence enter "Sequence Filed" (**38**), otherwise leave blank for account number sequence

Optional actions

There are many other fields in the customer master file that can be used to filter customer records to generate the report. Enter any of these you desire to make the report more useful for you.

Generation of the report file

Once the screen data is properly entered press enter to generate the report file and get a count of the number of records generated.

You will get this message "You are about to count customer records;Are Ready? (Y/N) (Y)

Simply press enter to continue

Next a count will appear when finished and the message "Set/Count/Clear processing completed.

Printing the report

Chose option **6** on the PROMPT Marketing and Word Processing Main Menu to print a list of records selected.