

2020 Compare User Guide



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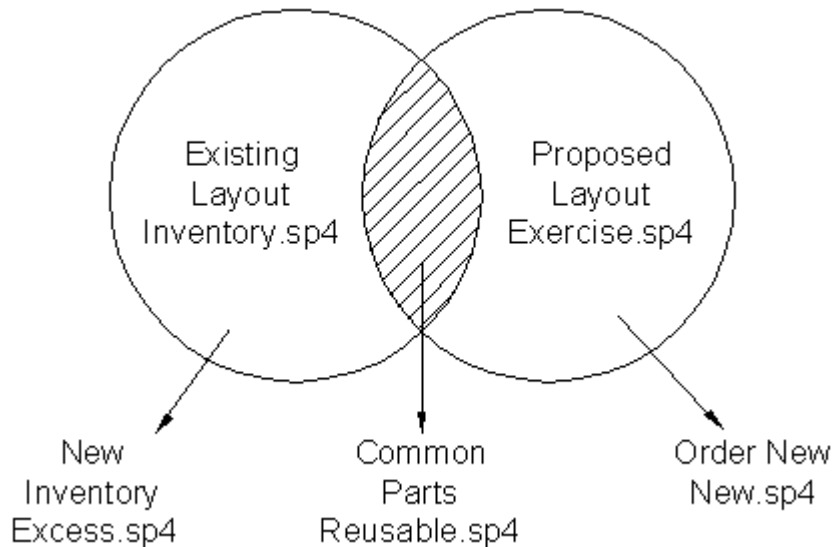
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About 2020 Compare

2020 Compare is a feature that assists in re-configuration projects. For example, a client requests a new configuration for their office space, but wants existing furniture used before new components are purchased.

2020 Compare compares two files (existing inventory and required components) and produces three reports:

- ▶ Product to be ordered (New)
- ▶ Product left in inventory (Excess)
- ▶ Product to be reused from inventory (Reusable)



Exercise - use 20-20 Compare

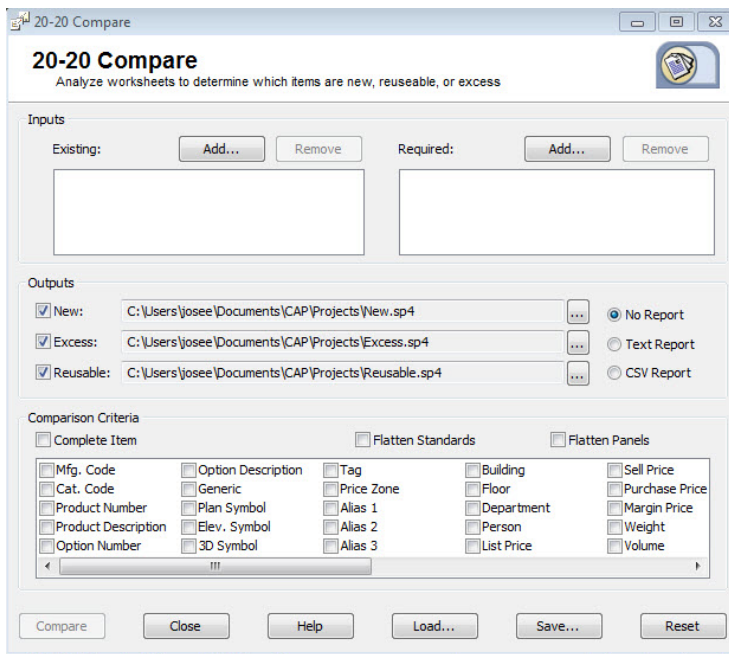
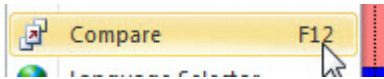
In this section, you will learn how to compare a list of required products with an existing inventory. You will first create a list of existing products called **Inventory.sp4**. Then you will use 2020 Compare to compare this file to another file.

First, you need to make an inventory file:


1. Open any worksheet. For the purpose of this exercise we will refer to this worksheet as **Exercise.sp4**.
2. From the 2020 Worksheet **File** menu, click **Save As**, and name the new file **Inventory.sp4**.
3. Modify the quantities of the existing inventory. Make some of the quantities higher and some lower.
4. Save and close **Inventory.sp4**.

Now, compare the existing inventory layout (**Inventory.sp4**) with the required project total (**Exercise.sp4**).

1. Make sure that both worksheets are closed.
2. Click the **Tools** menu and then choose **Compare**, or press the **F12** key.



3. Under **Inputs**, add the **Existing** file (Inventory.sp4) and the **Required** file (Exercise.sp4) by clicking the **Add** button and locating these files.

4. Under **Outputs**, you may want to change the names and/or locations of the three output files. To do this, click .
5. Check the type of report you want. The report will provide a printed summary sheet of the three output files.

The **Text Report** will open with Notepad while the **CSV Report** will open with **Excel**.

6. In the **Comparison Criteria** section, check **Complete Item**, then only check only **Product Number, Product Description, Option Number** and **Option Description** (uncheck all other boxes).

In some situations, users may want to run Compare as well on the flattened version of a configuration. To have the output list **Flatten Standards** and **Flatten Panels**, these options can also be checked.

7. If you want to save this information for a future Compare, click **Save**.
8. Click **Compare**.

The **Print Report** will appear in a **Notepad** or **Excel** window.

After you do a compare, the next step is to review the 3 files created. Open **New.sp4** (required product file). Open the other 2 worksheets, **Excess.sp4** and **Reusable.sp4**.

Note: The program does not make judgment calls such as making two 12" panels equivalent to one 24" panel, even though that may be possible in the design. It merges identical products only. Two products are not identical if they are discounted or optioned differently.