# Sales History Inquiry

Some businesses do not have fixed price lists. Instead, the price they charge a customer for an item is related to their most recent cost of the item or the most recent price they have charged this customer or have charged other customers.

Sales History Inquiry provides a time-saving way to establish a price by assembling past cost and price information in a single window.

Sales History Inquiry features:

- Display data for a range of dates.
- Filter sales history by Item Number, by Customer Number or by Location, separately or in combination.
- Sort data by Customer, Item, Salesperson, Customer/Transaction Date, Item Transaction Date, or Salesperson/Transaction date.

Sales History Inquiry displays information based on user permissions. Columns will be hidden if users do not have permission to view the data.

- Users require access to the Sales History program in Order Entry to use Sales History Inquiry.
- Users require access to the Purchase History program in Purchase Orders in order to see the purchase order related columns.
- In addition, users must have the Item Cost Inquiry right in order to see the columns showing costs.

The Sales History Inquiry icon appears under **TaiRox Productivity Tools > Order Entry Tools** on the Sage 300 desktop and can be copied to other menu locations.

Sage 300 - Sample Company	Limit	ted							Administrator	- 0	×
Home											
<ul> <li>TaiRox CRM and Collections</li> <li>TaiRox Productivity Tools</li> </ul>	^	Order Entr	y Tools								
Accounts Payable Tools Accounts Receivable Tools Administrative Services Tools		Licensed to: Dealer: CC:	Don Thomson, TAIROX TAIROX SOFTWARE ING TAIROX SOFTWARE ING	SOFTWARE INC							
General Ledger Tools Inventory Control Tools Multi-Company Tools Order Entry Tools		Extended Order Entry	Extended Shipment Entry	Extended O/E Invoice Entry	Extended CR/DR Note Entry	Ship Orders	Invoice Shipments	Update Orders	Update Shipments	Delete Orde	512
Payroll Tools Purchase Order Tools > US Payroll > Visual Process Flows		Delete Quotes	Complete Orders	Create O/E Credit Notes	Extended Ship-Via Codes	Sales History Inquiry	Shipment Picking Slips	Email Packing Slips	Customer Backorders		
Soge For Help, press F1	~								Session Da	te: 2023-09-07	à

# Using Sales History Inquiry

Click the Sales History Inquiry icon to display the Sales History Inquiry screen – shown below.

A large number of drill-down operations are available from Sales History Inquiry, including the ability to drill to TaiRox's Customer Inquiry program. Drill-down operations are limited by users' rights.

<mark></mark>	History Inquiry					-		×
From Year 2020 Item Number Customer Number Customer Number Custorer Number Custorer By Custorer State	D Q Period (		To Year 202	20 Q Period	1			
Le Number Descrip	potion Custom	er Number Custo	omer Name Custome	r Currency Locati 4 5 5 5 5 5 5 5 5 5 5 5 5 5	Year Penod	Quantity on	Ha [	
Load							Close	

## Select a date range for sales history lookup

• Select a start and end year and period sales history. The program default is for the current period, but it remembers the last setting that you used.

## Select the item for which you want sales information

If you do not specify an item number, the program will load all items for the date range, customer and location you specify.

• Click the Item Number button.

E PTDEMO	- Sales	History Inquiry						
<u>F</u> ile <u>H</u> elp								
Search	lamp							Find
Active Item	s Only							
Item Number		Status	Description	Category	Default Picking	Commodity Num	Comment 1	Comment 2
A1-103/0		Active	Fluorescent Des	A1	0040		Comes with stan	Uses a 13W m
A1-310/0		Active	Halogen Desk Li	A1	0041		Desk lamp with	Equipped with

- Enter one or more words or word fragments in the next field to search multiple tables and fields.
- You can filter for Active items only.

 Search returns items that contain the search string in any of the searched fields – for example, one record may have "Desk" in the Description field, where another may have it in the Comment 1 field. Both items will be displayed.

See Using the Item Number SmartFinder button for more information.

## Select the customer for which you want sales information

If you do not specify a customer the program will load information for the specified item for all customers with sales in the date range and location you specify.

• Click the Customer Number button.

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<u>F</u> ile <u>H</u>	<u>H</u> elp							
Search	black							Find
Activ	e Customers	Only						
Custor	ner Number	Status	Customer Name	Short Name	🖪 Address Lin	Address Line 2	Address Line 3	Address Line 4
1200		Active	Mr. Ronald Black	BLACK	2820 Wabash R			

- Enter one or more words or word fragments in the entry field to search multiple tables and fields.
- You can filter to retrieve active customers only and active ship-to locations only.
- Search returns customers and ship-to location records which contain the search string in any of the searched fields.
  - The top grid displays the customers matching the search criteria. Double-click to select an order.
  - The bottom grid displays the ship-to locations that match the search criteria.

Note that the ship-to locations *may not* be related to the customer records displayed in the top part of the screen. Ship-to locations appear *only* if they contain the search string.

- Using multiple words in the search? Enter "300 Main" and the search will find entries "<u>300</u> <u>Main</u> Street" as well as "123 <u>Main</u> Street, Suite <u>300</u>".
- **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(<u>451</u>) 555-<u>8991</u>" as well as "(408) <u>451-8991</u>".

See Using the Customer Number SmartFinder button for more information.

### Select the location for which you want sales information

If you do not specify a location the program will load information for the specified item and customer with sales in the date range you specify.

• Click the Finder button beside the location code and select the location you want.

### Select the order in which you want data displayed

Sales History Inquiry lets you sort the item cost and pricing data by Customer, Item, Salesperson, Customer/Transaction Date, Item Transaction Date, or Salesperson/Transaction date.

Customer/Transaction Date	-
Customer	
Item	
Salesperson	
Customer/Transaction Date	
Item/Transaction Date	
Salesperson/Transaction Date	

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<u>F</u> ile <u>H</u> elp									
From Year	2020 Q	Period 1	To Year	2020	Q Period		1 ‡		
Item Number		Q							
Customer Number									
Location									
Order By	Customer/Trans	action Date	• •						
🖆 Item Number	Description	Customer Number	Customer Name	Customer Currency	Locati	Year	Period	Quantity on Ha	Ľ
A1-103/0	Fluorescent Des	1200	Mr. Ronald Black	USD	4	2020	1	205	
A1-310/0	Halogen Desk Li	1200	Mr. Ronald Black	USD	1	2020	1	113	-
A1-320/0	50W/12V Halog	1200	Mr. Ronald Black	USD	1	2020	1	80	-
A1-400/0	Desk Note Book	1200	Mr. Ronald Black	USD	4	2020	1	32	
A1-450/0	Bulletin Board	1200	Mr. Ronald Black	USD	4	2020	1	167	
A1-103/0	Fluorescent Des	1240	The Courtyard	USD	4	2020	1	205	
A1-310/0	Halogen Desk Li	1240	The Courtyard	USD	2	2020	1	165	
A1-320/0	50W/12V Halog	1240	The Courtyard	USD	1	2020	1	80	
A1-400/0	Desk Note Book	1240	The Courtyard	USD	4	2020	1	32	
A1-401/0	Desk Calendar	1240	The Courtyard	USD	4	2020	1	87	
									-
•									•
Load								Clo	se

## Click the Load button to display item information in the grid

• Double-click an Item Number or click the Item Number column heading to display location information.

From Year	2020 Q	Period	1 🗘 To Year 2020	Q Period	1 🗘		
Item Numb	er		0 🖬				
Customer Nur	nber	🗓 PTDEMO	<ul> <li>I/C Location Details</li> </ul>				×
location		<u>File</u> <u>H</u> elp					
Order By	Customer/Trar	Item Number	A1400/0	► ► Q + Desk N	iote Book		
🗳 Item Numb	er Description	Q. Location	Name	Picking Sequen	Allowed	in Use	^
A1-103/0	Fluorescent Des	1	Central warehouse - Seattle	0042	Yes	Yes	_
A1-310/D	Halogen De	2	Portland Office	0042	Yee	Yee	
1-320/0	anna anna anna anna anna anna anna ann	3	Newark New Jerney	0042	Yes	Yes	
1-400/0	Desk Note Book	4	Port of Vancouver	0042	Yee	Yee	
1-450/0	Bulletin Board			0012			
1-103/0	Fluorescent Des.						1
A1-310/0	Halogen Desk Li.						
1-320/0	50W/12V Halog.						
A1-400/0	Desk Note Book						-
1-401/0	Desk Calendar					_	
		Save	Sgrial Cost			Q	se
							_

• Double-click a Customer Number or click the Customer Number column heading to display information using TaiRox Extended Customer Inquiry.

			Customer No. 14 4	1240	) H Q 🖪	The Courtyard	Amounts In O	ustomer Currency 👻 USC
PIDEMO	- Sales History	Inquiry	Documents Beo	eins Refynds Ad	justments Pegd	ing QE Orders QE In	voices QE Sales	C Contract Pricing
and Long	2020	Derived [	1	and Choice	ine   colliners	Concerning 1 Tanh.	in Liveon charges [	Acomposes
in real		( Pellou	Short Name	COURT			Start Date	01/01/2009
tem Number			Group Code	WHL	Wholesale Sale	s Group	Last Maintained	08/18/2010
Justomer Numb	xer		Account Set	USA	Accounts Rece	ivable. Other	Inactive	11
cation			Pate Tune	SP			On Hold	
for De	Customer/Trace	action Date	Nate Type	31		Our bur		-
ин су	Costonier		Tentory	AK .	Account Type	Upen tem	Allow Web St	ore Shopping
tem Number	Description	Customer N	Aur Price L	WHS	Customer Type	Base	Allow Partial S	Shipmenta
-103/0	Ruorescent Des	1200	FOr Foint				Allow Backord	der Quantities
1-310/0	Halogen Desk LL	1200					Dist Outeren	-
1-320/0	50W/12V Halog	1200	Inventory Location				Phrs scatemer	nts
1-400/0	Desk Note Book	1200	Ship Via					
1-450/0	Bulletin Board	1200	Payment Code	CHECK	Check			
1-103/0	Hubrescent Des	1240	Check Language	ENG	Check for Dunk	ate POs None		
1.320/0	50W/12V Halon	1240	Contract Congrego	Mail				
1-400/0	Desk Note Book	1240	Delivery Method	Mail				
401/0	Deak Calendar	1240	Billing Cycle	BILLMT	Monthly Billing (	lycle		
			Interest Profile	INTWHS	Interest Profile -	Wholesale		
			Terms Code	N30	Net 30 Days			
			Detries Trees					
			Petanage rems					
			Retainage %	0.00000				
	-		Retention Period	0	Days			
			-					
Load								
			-					

• You can also drill down on orders, shipments, invoices, receipts, vendors, and quantities available, on PO, on S/O, committed, etc. by double-clicking items or clicking on column headings.

Rows highlighted in yellow are invoices to which credits have been applied.

# Columns displayed on the Sales History Inquiry screen

Note the following points:

- Columns will be hidden if users do not have permission to view the data.
- Users require access to the Sales History program in Order Entry to use Sales History Inquiry.
- Users require access to the Purchase History program in Purchase Orders in order to see the purchase order related columns.
- In addition, users must have the Item Cost Inquiry right in order to see the columns showing costs.

Column Name	Drill Down	Drill Down Screen
Customer Number	Yes	Extended Customer Inquiry
Customer Name		
Customer Currency		
Location		
Year		
Period		
Quantity on Hand		
Quantity on S/O	Yes	Pop-Up Quantity on S/O
Order Number	Yes	Extended Order Entry
Order Date		
Quantity Sold		
Unit Price		
Last Purchase Cost		
Last Purchase Qty.		
Last Purchase UOM		
Vendor	Yes	Extended Vendor Inquiry
Vendor Currency		
Receipt Number	Yes	Extended PO Receipt Entry
Receipt Date		
Vendor Name		
Shipment Number	Yes	Extended Shipment Entry
Ship Date		
Invoice Number	Yes	O/E Invoice Entry

Column Name	Drill Down	Drill Down Screen
Invoice Date		
Quantity On P/O	Yes	Pop-Up Quantity on P/O
Quantity Available		
Total Quantity on P/O	Yes	Pop-Up Quantity on P/O
Total Quantity On Hand		
Total Quantity on S/O	Yes	Pop-Up Quantity on S/O
Total Quantity Available		
Quantity Committed	Yes	Pop-up Quantity Committed
Total Quantity Committed	Yes	Pop-up Quantity Committed
Salesperson		
Salesperson Name		
Unit Price Including Tax		
Tracking Number		

# Using the Item Number SmartFinder button

Click the Item Number button to open the SmartFinder for items.

From Year	2020	Q Period	1 🗘	To Year 20	)20 Q	Period 12 🗘
Item Number	A1-103/0		Q 🖪	Fluorescent Desk Lar	mp	
Customer Num	per 1200		୍ 🖸	Mr. Ronald Black		
Location			Q			
Order By	Customer/1	Fransaction Date	•			
👳 PTDEMO - Sal	es History Inquiry					
<u>F</u> ile <u>H</u> elp						
Search des	c lamp					Find
Active Items On	y					
Item Number	Status	Description	Category	Base Price (CAD)	Default Price List C	Code Stocking Unit of M
A1-103/0	Active	Fluorescent Des	A1	59.99	CANADA	Ea.
A1-310/0	Active	Halogen Desk Li	A1	70.99	CANADA	Fa

The Item SmartFinder provides a Search field for entering search words and a selection grid with the search results.

- Enter one or more words or word fragments in the Search field to search multiple tables and fields.
- Click the checkbox to search for Active items only.
- Search returns items that contain the search string in any of the searched fields.

In the example above, "desk lamp" appears in the description for one item and in the comment field for the other item. Both items are displayed.

Note:

• All of the word fragments must be present in one of the fields being searched.

For example, if you searched for "desk lamp", you will not see an item where only "desk" is in the Description field and only "lamp" is in the Comment 1 field.

- Using multiple words in the search? Enter "300 Main" and the search will find entries "<u>300</u> <u>Main</u> Street" as well as "123 <u>Main</u> Street, Suite <u>300</u>".
- **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(<u>451</u>) 555-<u>8991</u>" as well as "(408) <u>451-8991</u>".

Looking up location details with the Item Drill Down button

From Year	2020	Q Period		1 \$	To Year	2020 ූ	Period	12 🗘	
Item Number	A1-103/0	)		୍  ୍ 🎴	Fluorescent Desk L	.amp			
Customer Number	1200			୍ ର୍ 🖸	Mr. Ronald Black				
Location				Q					
Order By	Custome	r/Transaction Dat	te	<b>•</b>					
				•					
PTDEMO	- I/C L	ocation De	etails					-	□ ×
File Help									
The Help									
Item Number	🖌 🖌 🖌	103/0			] • • Q + [	Fluorescent De	esk Lamp		
	· · _								
Dupetity on P/O (		Quantity on S	/0 (	O Cost I	Init of Measure	Standard	Cost (Cos	ting [ Init )	Maet
Juantity on P/O (		Quantity on S	/0 (	Q, Cost (	Unit of Measure	Standard	Cost (Cos	ting Unit)	Most ^
Quantity on P/O (	60	Quantity on S	/O ( 0	Q, Cost I Ea.	Unit of Measure	Standard	Cost (Cos	ting Unit) 0.000000	Most
Juantity on P/O (	60 0 26	Quantity on S	/O ( 0 9	Q, Cost I Ea. Ea. Fa	Unit of Measure	Standard	Cost (Cos	ting Unit) 0.000000 0.000000	Most
Quantity on P/O (	( 🖆 60 26 0	Quantity on S	/O ( 0 9 0 10	Q, Cost U Ea. Ea. Ea. Fa.	Unit of Measure	Standard	Cost (Cos	ting Unit) 0.000000 0.000000 0.000000 0.000000	Most
Quantity on P/O (	( 60 0 26 0 0	Quantity on S	/O ( 0 9 0 10 0	Q, Cost I Ea. Ea. Ea. Ea. Ea.	Unit of Measure	Standard	Cost (Cos	ting Unit) 0.000000 0.000000 0.000000 0.000000 0.000000	Most
Quantity on P/O (	( 60 0 26 0 0 0	Quantity on S	/O ( 0 9 0 10	Q Cost I Ea. Ea. Ea. Ea. Ea.	Unit of Measure	Standard	Cost (Cos	ting Unit) 0.000000 0.000000 0.000000 0.000000 0.000000	Most
Quantity on P/O (	60 60 26 0 0	Quantity on S	/O ( 0 9 0 10 0	Q Cost I Ea. Ea. Ea. Ea. Ea.	Unit of Measure	Standard	Cost (Cos	ting Unit) 0.000000 0.000000 0.000000 0.000000 0.000000	Most
Quantity on P/O (	60 0 26 0 0	Quantity on S	/O ( 0 9 0 10 0	Q Cost U Ea. Ea. Ea. Ea.	Unit of Measure	Standard	Cost (Cos	ting Unit) 0.000000 0.000000 0.000000 0.000000 0.000000	Most A
Quantity on P/O (	( 🖬	Quantity on S	/O ( 0 9 0 10 0	Q Cost ( Ea. Ea. Ea. Ea.	Unit of Measure	Standard	Cost (Cos	ting Unit) 0.000000 0.000000 0.000000 0.000000 0.000000	Most A

# Using the Customer Number SmartFinder button

Click the Customer Number button to open the SmartFinder for searching customers.

From Year	2020	Q Period	1 🗘	To Year	2020	Q Period	12 ‡
Item Number	A1-103/0		् 🛯	Fluorescent D	lesk Lamp		
Customer Numbe	r 1200		Q 0	Mr. Ronald Bl	ack		
Location			Q				
Order By	Customer/	Transaction Date	•	<u>,</u>			
PTDEMO - Sales	History Inquiry					_	- • ×
File Help							
Search black							Find
Active Customers	Only						
Customer Number	Status	Customer Name	Short Name	🖃 Address Lin	Address Line 2	Address Line 3	Address Line 4
1200	Active	Mr. Bonald Black	BLACK	2820 Wabash B			

- Enter part of a name or address (or contact phone or email address) and click the Find button.
- Double-click the customer to select it and return you to the Inquiry form.

### Search:

• Enter one or more words or word fragments in the entry field to search multiple tables and fields.

- You can filter to retrieve active customers only and active ship-to locations only.
- Search returns customers and ship-to location records which contain the search string in any of the searched fields – for example, one record may have "Royal" in the name, where another may have it in the address field. Both records will be displayed.
  - **Using multiple words in the search?** Enter "300 Main" and the search will find entries "<u>300</u> <u>Main</u> Street" as well as "123 <u>Main</u> Street, Suite <u>300</u>".
  - **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(<u>451</u>) 555-<u>8991</u>" as well as "(408) <u>451-8991</u>".

#### Note:

- All of the word fragments must be present in one of the fields being searched. (For example, if you searched for "Ross Blvd", you will not see a customer where "Ross" is in the Customer Name field and "Blvd" is in the Address 1 field.)
- Addresses (e.g. the Bill-To addresses) are treated as a single field.

### Display:

- The top grid displays the customers matching the search criteria. Double-click to select a customer.
- The bottom grid displays the ship-to locations that match the search criteria.

Note that the ship-to locations *may not* be related to the customer records displayed in the top part of the screen. Ship-to locations appear *only* if they contain the search string.

• Click the Address column heading or double-click the address to launch **Google Maps** with the bill-to address. You can also check the locations of ship-to addresses.



• Double-click email addresses (such as the Bill-To Contact E-mail) to create new emails.

# Looking up customer details with Extended Customer Inquiry

The Customer Inquiry button displays the TaiRox Productivity Tools Extended Customer Inquiry screen – a convenient way to view all data related to the customer. Each tab focuses on an aspect of the customer's data.

You can also look up details for other customers while you are on this screen.

Sales History Inquiry

Item Number ustomer Number ation er By	A1-103/0 1200 Customer/Trans		Tuorescent Desk Lamp
PTDEMO - Ex le <u>H</u> elp A/F Customer No. I 4	(tended Custom R Customer Inquiry 1200 eipts   Refynds   Ad	er Inquiry	Amounts In Customer Currency USD
Profile Address	Tax/Sales Credit Sta	atus Comments Optional Flds. Ship	To Recur. Charges Activity/Stats
Group Code	RTL	Retail Sales Group	Last Maintained 03/01/2013
Account Set	USA	Accounts Receivable, Other	
			nactive / /
Rate Type	SP		On Hold
Rate Type Territory	SP	Account Type Balance Forward	Inactive 7 7 On Hold Allow Web Store Shopping
Rate Type Temtory Price List	SP CA USA	Account Type Balance Forward Customer Type Base	Inactive
Rate Type Territory Price List FOB Point	SP CA USA	Account Type Balance Forward Customer Type Base	I hactive
Rate Type Territory Price List FOB Point Inventory Location	SP CA USA	Account Type Balance Forward Customer Type Base Central warehouse - Seattle	Inactive 77 On Hold Allow Web Store Shopping Allow Partial Shipments Allow Backorder Quantities Print Statements
Rate Type Tenitory Price List FOB Point Inventory Location Ship Via	SP CA USA 1	Account Type Balance Forward Customer Type Base Central warehouse - Seattle	Inactive 77 On Hold Allow Web Store Shopping Allow Partial Shipments Allow Backorder Quantities Print Statements
Rate Type Tenttory Price List FOB Point Inventory Location Ship Via Payment Code	SP CA USA 1 CHECK	Account Type Balance Forward Customer Type Base Central warehouse - Seattle Check	Inactive 77 On Hold Allow Web Store Shopping Allow Partial Shipments Allow Backorder Quantities Print Statements
Rate Type Tenttory Price List FOB Point Inventory Location Ship Via Payment Code Check Language	SP CA USA 1 CHECK ENG	Account Type Balance Forward Customer Type Base Central warehouse - Seattle Check Check Check FOs None	Inactive In
Rate Type Tentlory Price List FOB Point Inventory Location Ship Via Payment Code Check Language Delivery Method	SP CA USA 1 CHECK ENG Mail	Account Type Balance Forward Customer Type Base Central warehouse - Seattle Check Check for Duplicate POs None	Inactive In
Rate Type Tenttory Price List FOB Point Inventory Location Ship Via Payment Code Check Language Delivery Method Billing Cycle	SP CA USA 1 CHECK ENG Mail BILLWK	Account Type Balance Forward Customer Type Base Central warehouse - Seattle Check Check for Duplicate POs None Weekly Billing Cycle	Inactive In
Rate Type Tenttory Price List FOB Point Invertory Location Ship Via Payment Code Check Language Delivery Method Billing Cycle Interest Profile	SP CA USA 1 CHECK ENG Mail BILLWK INTRTL	Account Type Balance Forward Customer Type Base Central warehouse - Seattle Check Check for Duplicate POs None Weekly Billing Cycle Interest Profile - Retail	Inactive In
Rate Type Tenttory Price List FOB Point Invertory Location Ship Via Payment Code Check Language Delivery Method Billing Cycle Interest Profile Terms Code	SP CA USA 1 CHECK ENG Mail BILLWK INTRTL DUETBL	Account Type Balance Forward Customer Type Base Central warehouse - Seattle Check Check for Duplicate POs None Weekly Billing Cycle Interest Profile - Retail Due by Invoice Date	Inactive 77 On Hold Allow Web Store Shopping Allow Partial Shipments Allow Backorder Quantities Print Statements
Rate Type Tenttory Price List FOB Point Invertory Location Ship Via Payment Code Check Language Delivery Method Billing Cycle Interest Profile Terms Code Retainage Terms	SP CA USA 1 CHECK ENG Mail BILLWK INTRTL DUETBL	Account Type Balance Forward Customer Type Base Central warehouse - Seattle Check Check for Duplicate POs None Weekly Billing Cycle Interest Profile - Retail Due by Invoice Date	Inactive 77 On Hold Allow Web Store Shopping Allow Partial Shipments Allow Backorder Quantities Print Statements
Rate Type Tenttory Price List FOB Point Inventory Location Ship Via Payment Code Check Language Delivery Method Billing Cycle Interest Profile Terms Code Retainage Terms Retainage %	SP CA USA 1 CHECK ENG Mail BILLWK INTRTL DUETBL 0.00000	Account Type Balance Forward Customer Type Base Central warehouse - Seattle Check Check for Duplicate POs None Weekly Billing Cycle Interest Profile - Retail Due by Invoice Date	<ul> <li>Inactive</li> <li>On Hold</li> <li>Allow Web Store Shopping</li> <li>Allow Partial Shipments</li> <li>Allow Backorder Quantities</li> <li>Print Statements</li> </ul>