INVENTORY

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IMPORTANT TIPS
For using the MMG Inventory with other MMG BUSINESS PACKAGES

This MMG Inventory package will handle all of your inventory needs easily and quickly, but a few notes on interfacing this with the other modules of the MMG Business Series are in order. Ordering new inventory will generally be done through the MMG Accounts Payable package, which will produce a check voucher. Sales of inventory will generally be done through the MMG Accounts Receivable package, which will produce the appropriate invoice for you. These invoices and check vouchers can then be used to update your inventory using this MMG Inventory package, which will then handle re-ordering and control of inventory.

The MMG General Ledger is designed to use standard double-entry accounting procedures, and the other modules in the MMG Business Series all post to the appropriate offsetting accounts, so that the final ledger balances. However, the only current account in the MMG General Ledger which is updated by the MMG Inventory is Account #100 - Inventory. Therefore, to keep the ledger balanced, you will need to manually post (via the Edit Journal File mode) a corresponding entry to offset the change in the value of inventory. This was set up this way to allow maximum flexability in the way you choose to handle inventory on your ledger balance sheet. <u>If you fail to post in this manner, your ledger will not balance!!!</u>

OVERVIEW

The MMG Inventory program was created with the needs of the small-business owner in mind. The program will keep track of your inventory and sales records and the vendors from whom you purchase. Many print reports (screen and hard-copy) can be generated: from a list of your current inventory items (including those that have been depleted to or below their re-order point), to a complete report of all vendors, inventory items and their descriptions. When printing reports on your printer, you may even generate a customized INVENTORY REPORT. You can choose (write) your own heading for the report and select only those fields which you actually wish to print. One use for this feature would be to create reports which list only the selling price, only the purchase price, or both, for each item you carry.

The program is entirely menu-driven and is simple to use. Screen prompts are displayed when necessary and extensive error-protection is employed in order to minimize the chance of entering incorrect information or inadvertently destroying a file or losing data. An example of the degree of error-protection incorporated in these programs can be seen when entering dates. You cannot enter non-existent dates or months. The program is even "intelligent" enough to recognize leap years and will allow for 29 days in February of those years.

600 inventory items (single density) and 1,000 items (dual density) can be accommodated by the program. 245 vendors may be entered, along with descriptive information for each vendor. While "Inventory" will run on one disk drive, two disk drives are highly recommended to eliminate disk swapping and to ensure smooth and rapid execution of the program.

--- NOTE ---

Atari's "NOTE" and "POINT" are used extensively within this program. Due to a bug present within the computer (BASIC, DOS, operating system), certain errors cannot always be detected when writing to the disk when using "NOTE" and "POINT". For example, if you insert a write-protected disk in the drive and attempt to write to the disk, occasionally the error (ERROR 144) will not be detected. There is NO WAY to correct this problem, unless and until Atari recognizes and releases a "fix" for it. Error-protection to prevent these errors from occurring IS present in the program: it just won't work reliably (all the time). In any event, this should not become a problem, since your DATA disk (the one you will be writing to) should NEVER be write-protected.

START-UP

There are many pointers and important instructions contained in this manual. We strongly recommend that you read the manual in its entirety before using the program or any of its modules.

In addition to the PROGRAM disk you will need a BLANK disk which will be used as a DATA disk. This disk can be pre-formatted or it can be a new, unformatted disk. As you read through this manual, you will be instructed in how to create a DATA disk from the blank disk just mentioned.

If you are using the Atari 400, 800 or 1200, insert the BASIC Cartridge in the appropriate slot in the computer. In the new 'XL' series computers, BASIC is self-contained and no cartridge need be inserted. Turn on your disk drive(s) and place the PROGRAM disk in DRIVE #1. Turn on the computer and the program will boot-up.

First you will be asked to enter "today's date". Be sure to enter the correct date, as this date will be utilized throughout the program. The program will not accept frivolous input. In other words, you will not be able to enter a non-existent date or month: the program has been written to prevent this. The date is important because it is utilized in the print reports, as the "Date of Last Sale" (when entering data) and in other crucial places throughout the program.

After entering the date, you must select a disk drive in which the DATA disk will be placed (not supplied). If you have only one disk drive, select DRIVE #1 as the disk drive for the DATA disk. When using one disk drive you will be required to "swap" the PROGRAM and DATA disks while running the various programs and modules. You will be prompted whenever this becomes necessary. If you have more than one disk drive, select a disk drive other than DRIVE #1 for the DATA disk (we suggest DRIVE #2). When using two disk drives, no disk swapping will be necessary.

Two disks are required while using the Inventory program. The first, the PROGRAM disk, must always be inserted in DRIVE #1. The second disk you will need is your DATA disk. The DATA disk stores all the information pertaining to your inventory, vendors, item descriptions and their prices, and monthly and yearly sales totals, along with other pertinent information. The DATA disk should be placed in the disk drive selected for it when you first boot-up.

Since the information (data) you will store on your DATA disk is quite valuable, we suggest that you keep TWO copies on-hand at all times. The second copy of the DATA disk is referred to as a "back-up" copy. It will be an exact duplicate of the DATA disk and should be kept in the event that the DATA disk is lost or damaged.

THE MENU SYSTEM

"INVENTORY" is a menu-driven program. A menu-driven program enables the user to (easily) step through the various program modules without having to decipher coded or abbreviated screen prompts. This is accomplished through the use of MENUs (lists) from which the user may choose the desired operation.

The MAIN MENU is color-coded. When you enter the MAIN MENU you will see each selection displayed in a different band of color. This feature makes it easier to read and choose from the MAIN MENU. You will also find that each selection is "followed-through" with the color in which it is displayed on the MAIN MENU. For example, if you choose #1, "INITIALIZE DATA DISK" (shown in green), all the following prompts, modules and program executions under that title will be presented with a green background color. We have found this system to be of great help in making an initial selection and in aiding the user to see (at a glance) which module of the program is currently being executed.

The MAIN MENU allows you to select from a wide variety of options. You make your selection by pressing just one key. After choosing from the MAIN MENU, a SUB-MENU is displayed. The purpose of the SUB-MENU is to further break down the available features of the particular module chosen. For example, the first choice (#1) on the MAIN MENU is "INITIALIZE DATA DISK". Selecting #1 presents a SUB-MENU entitled "INITIALIZATION MENU", which allows a number of choices to be made, depending upon the desired operation. The second choice (#2) on the MAIN MENU is "ADD-EDIT-LIST INVENTORY". Selecting #2 will present a SUB-MENU entitled "INVENTORY MENU", allowing the actual selections (ADD, EDIT, & LIST) to be made.

Since a great many menu items are available, no attempt will be made to explain them all in this manual. You will find some of the choices to be self-explanatory and those will not be elaborated upon. An explanation will be offered for those choices that require one. As you read through this manual (and use the program), you will become familiar with the terminology and will find "INVENTORY" quite simple to use. A description and explanation of the many facets of the program(s) will follow the order in which the items appear on the MAIN MENU, and then in the order in which they appear on the SUB-MENU(s).

CREATE/BACKUP DATA DISK

After you select the disk drive in which the DATA disk will reside, the MAIN MENU will appear. Choose the first selection (#1), "INITIALIZE DATA DISK". A SUB-MENU will be presented, allowing you to (1) INITIALIZE DATA DISK, (2) ZERO Y-T-D (year to date) TOTALS, and (3) RETURN TO MAIN MENU. Insert a fresh (new) disk or a pre-formatted disk in the disk drive previously selected to hold your DATA disk and press "1" to INITIALIZE the DATA disk. You will now be asked whether you wish to initialize the disk or initialize and format. If the disk you inserted has already been formatted, choose "initialize"; if not, choose "format and initialize". The initialization process sets up all the necessary files and pointers and writes them onto the DATA disk. This is a complex process and takes a few minutes. After the DATA disk has been initialized, the SUB-MENU will re-appear.

As previously mentioned, it is recommended that you retain TWO copies of the DATA disk. The importance of this will be realized in the event that one of your DATA disks is accidentally damaged or lost. Without a back-up copy, all your valuable records can be lost. There are many things that can cause data on a disk to be lost: spilled coffee, dust and dirt, static electricity and power outages are but a few. It is therefore suggested that you duplicate the DATA disk from time to time, by entering Atari's DOS MENU and utilizing the "J" (DUPLICATE DISK) option. We suggest duplicating your DATA disk AT LEAST once a week, but preferably at the close of each session.

#2, "ZERO Y-T-D TOTALS" should be used ONLY when you wish to zero the sales totals on the DATA disk WITHOUT erasing your inventory and vendor information (files). This option will normally be used at the year's end. It allows you to retain all your present inventory and vendor records but begin new sales record data. Let's say that you have used "INVENTORY" throughout the year and are now beginning a new year. Naturally you want your sales information to pertain only to the new year, but your inventory and vendor records to remain current. In other words, if you have 45 widgets which you purchased from Joe's Hardware in stock on December 31st, you'll still have them on January 1st. But if you sold 100 widgets last year, you do NOT want to begin the new year with a record of 100 sold; you want to begin with none sold. Here's how it is done. Make TWO copies of your latest DATA disk using the "J" (DUPLICATE DISK) feature from the DOS MENU (you should now have FOUR disks). Store the two duplicated DATA disks for future use and referral. Boot-up the INVENTORY program and select "INITIALIZE DISK" from the MAIN MENU. Now, instead of initializing a disk, choose (#2) "ZERO Y-T-D TOTALS" from the SUB-MENU. Using the two remaining DATA disks, follow the prompts and ZERO BOTH disks. When you have finished, the two DATA disks will contain all your inventory and vendor records, but will have no sales records on them. Use these disks for the new year and repeat this procedure each year.

THE MAIN MENU

The MAIN MENU displays all the choices available to you within a given category. Some of these categories consist of more than one option, such as "#2" (which consists of three). Each choice is highlighted in a different band of color. The MAIN MENU offers a total of six selections as listed below:

1. INITIALIZE DATA DISK - (green band)

2. ADD-EDIT-LIST INVENTORY - (gray band)

3. ADD-EDIT-LIST VENDORS - (violet band)

4. ADD-EDIT-LIST-POST TRANSACTIONS - (red band)

5. PRINT REPORTS - (olive-green band)

6. QUIT - (pink band)

--- NOTES ---

1. When printing reports or LISTing data to your printer, the computer will "count" the number of lines on each page. Printing will never occur on a page-boundary, as long as you use ONLY a standard 11 inch page. If you own a printer with special printing features, do NOT set it to print 8 lines per inch or to any other non-standard print-mode. If you own a printer that allows you to automatically skip over page-boundaries (such as the Epson), be sure that this feature is turned OFF.

2. Pressing the "ESC" key will "back-up" while using the programs. If you press "ESC" while EDITing or ADDing data, the cursor will move upwards through the various fields displayed on the screen. If you press "ESC" while the cursor is on the TOP field, the previously displayed menu will re-appear.

The only exception to the above rule(s) will be noted while selecting the fields to be PRINTed (PRINT REPORTS). When you use the PRINT module, pressing the "ESC" key will return you to the previously displayed menu as soon as it is pressed, regardless of the field the cursor may be on.

THE SUB-MENU

To simplify menu selection, a SUB-MENU system has been incorporated. After choosing from the MAIN MENU, a SUB-MENU will be displayed. The purpose of a SUB-MENU is to allow you to make individual choices from within the primary category. For example, if you wish to SORT your Inventory List, choose "#2" from the MAIN MENU. The SUB-MENU then displayed, allows you to choose from the individual three options (ADD, EDIT & LIST) that were shown on the MAIN MENU.

USING THE PROGRAM

The use and explanation of the program and its modules will be explained in the order in which the choices appear on the MAIN-MENU and then on the SUB-MENUs. This may not, however, necessarily be the order in which you will actually use the program.

--- IMPORTANT NOTE ---

Before you actually begin entering INVENTORY data, you MUST enter your "VENDOR INFORMATION" (refer to the "Vendor Information" module and the instructions in its use). Utilizing the VENDOR INFORMATION module, you may enter the vendor, vendor's address and telephone number (or other reference). The computer will then assign each vendor a unique (different) Vendor Number so that it (the computer) will be able to distinguish between vendors. It is only then that you should begin to ADD INVENTORY information.

When you ADD INVENTORY ITEMS, you will also be required to add the VENDOR from whom that particular item is purchased. (Bear in mind that one vendor may supply you with many items). Therefore, (to simplify your entries), before you begin ADDing information, you should <u>PRINT</u> a complete list of your vendors (along with their associated information), utilizing your printer. It is from this (printed) list that you may easily retrieve your VENDOR NUMBERS when working with the ADD INVENTORY module. This is why the vendors must be added <u>first</u>; so that the computer may designate a VENDOR NUMBER for each one, enabling you to generate a printed list of them all.

The first choice on the MAIN-MENU is "INITIALIZE DATA DISK". This choice has been fully covered under the heading "CREATE/BACKUP DATA DISK". Next to appear is #2, "ADD-EDIT-LIST INVENTORY". After pressing "#2", the SUB-MENU entitled "INVENTORY MENU" appears. "ADD INVENTORY" is the first choice. Press "#1" to choose "ADD INVENTORY". Notice that <u>another</u> SUB-MENU appears, entitled "ADD INVENTORY". This is what is meant by a SUB-MENU SYSTEM. The screen should now display all the fields (information) available to you from the INVENTORY module.

EXPLANATION OF THE FIELDS

When you enter data in any of the following fields, these general rules will apply:

1. After entering data, press "RETURN" on <u>each</u> line. This "tells" the computer that you are finished adding to (or editing) that line.

2. The "ESC" key will allow you to back-up through the fields so that you may make corrections or ADDitions. If you press "ESC" while the cursor is on the <u>top</u> field, you will back-up to the <u>previous</u> MENU. Any data that you have just ADDed or EDITed will be lost (disregarded).

3. If you enter data in a field and change your mind, press "ESC" <u>before</u> or <u>instead</u> of pressing the RETURN key. The cursor will move upwards one field and delete any data you have already typed. Any data that was present in the field <u>before</u> you began editing will be restored.

4. When you ADD or EDIT data, pressing the "RETURN" key while the cursor is on the bottom line (field) signals the computer that you have finished. A prompt is then displayed, "asking" you whether the data is correct (Y) or not (N). Pressing "Y" writes the data to the DATA disk. Pressing "N" allows you to start over. When using the "EDIT (not ADD) INVENTORY" module, pressing the "START" & the "SELECT" keys together (at any time during EDITing), also displays the prompt asking you "whether the information is correct". If you press "Y", you will exit the EDIT mode and the record you just EDITed will be written to the disk with the change(s) made. If you press "N", the cursor will be moved to the TOP field (ITEM NUMBER) so that you may re-edit the record. This was done so that you could easily EDIT just one field (and exit the EDIT module), without stepping through all the fields by pressing "RETURN" many times.

If (while EDITing) you make changes and then decide that you do NOT want to actually write the changes to the disk, press the "ESC" key until you back-up to the TOP field (ITEM NUMBER). Then press "ESC" once again, and you will exit the EDIT" module without writing the change(s). You will be returned to the menu asking you "What record do you wish to EDIT?" If you continue pressing "ESC", you will back-up through all the previously displayed menus, to the INVENTORY MENU.

5. When ADDing data, you must enter an ITEM NUMBER. Since the "search routine" is based upon the item number, the program will not allow this field to remain empty. If you are using single density disk drives, you may enter up to 600 separate items. In a dual density system, the program will accommodate 1,000 items.

6. When ADDing data, you must enter a VENDOR NUMBER. The program will not allow this field to remain empty, since if you stock an Inventory Item, it must (obviously) be supplied by a vendor. You may enter as many as 245 vendors. Vendor numbers are assigned by the computer, (using a separate module), BEFORE you enter the actual Inventory Information. This (entering the vendor numbers) will be fully explained later.

7. When ADDing data, you must enter the number of ITEMS / UNIT. Since computations are made, that are based upon

information contained in this field, the program will not allow this field to remain blank.

8. You cannot enter a duplicate Inventory Item number, as two separate items with the same number will "confuse" the computer. The computer will "warn" you if you inadvertently do so, and allow you to choose again.

ADD INVENTORY (FIELDS)

ITEM NUMBER

The "Item Number" is a number that MUST be assigned to each item you enter as inventory. The search routine "looks" for this number and the items are SORTed using this number. The program will not allow you to proceed without making an entry in this field. This field is alpha-numeric; you may enter numbers, letters, and/or certain symbols, in any order you wish, up to the maximum (indicated by the number of dots in the field). It may be helpful to choose an Inventory Number that is meaningful to you; one that relates in some way, to the actual Inventory Item. For example, "#2 pencils" might be designated as "PE2" and "#1 pencils" as "PE1", while "#10 envelopes" might be designated as "ENV10".

Although you may, it is strongly suggested that you do NOT use a numeric entry (a number) as the first (or beginning) character(s) in the "ITEM NUMBER" field. Each time you ADD or EDIT information, the items are sorted. The reason they are SORTed is so that they (the Inventory ITEMs) may be placed in a recognizable order. The sort checks the characters used in the "Item Number", beginning with the left-most character and performs the actual sort in order of ATASCII, from left to right.

The sort is performed using ATASCII codes between 32 and 90 (inclusive). In other words, if one of the items is numbered "9" (or "999999") it will appear BEFORE "A". The ATASCII code for "9" is "57" and the ATASCII code for "A" is "65". Since "57" is LESS than "65", "9" (or any other numeral or combination of numerals), will SORT before (as less than) "A" (or any other letter). This is why we suggest using letters as the beginning characters. Following these rules, when you print a list of all your Inventory Items, they will appear in alphabetical order (by ITEM NUMBER). See appendix I at the back of this manual for a complete list of the ATASCII codes you may use in this field.

--- WARNING ---

If you do not follow this advice (begin the field with alpha characters), your records will be inter-mixed! all your Item Numbers beginning with numerals will appear <u>before</u> those beginning with letters.

Why sort? Since it is unlikely that all your Inventory Items will be entered at one time, unless SORTed, the Inventory <u>NUMBERS</u> (and consequently, the Inventory ITEMS) will not be in any particular order. If you LIST the items, they will list in the order in which they were entered; <u>NOT</u> in sorted order. Once the records are sorted, they will list <u>FIRST</u> in numerical and <u>THEN</u> in alphabetical order. The sort is performed in machine language and is <u>very</u> fast. 600 records are sorted in seconds.

Once sorted, you should PRINT a list of all your Inventory Items (using the LIST INVENTORY option). If, for example, you have hundreds of Inventory Items recorded, and list them on the SCREEN, it will take a (relatively) <u>long</u> time. It takes approximately 7 minutes to list 100 records on the screen. It is <u>much</u> faster to glance at a pre-printed list, than to search using the screen display.

Since it is not likely that you will print an Inventory List each time you update (ADD or EDIT) records, the data contained on your printed list will not always be current. The INVENTORY NUMBERS <u>will</u>, however, be correct. Using these numbers, you may obtain the latest information contained in the respective records by utilizing a screen display. Any time you do this, the screen display <u>will</u> reflect the latest changes made to the record, although it may appear differently on your (less recent) printed list. This is because the information for a screen display is drawn <u>directly</u> from the disk (which contains the latest updates), while the printed report may have been printed a day, a month, or a long while ago.

ITEM DESCRIPTION

Note that there are two separate lines (of dots) for this field. When entering the description, you must press RETURN on each of these lines when you have finished entering the data. A description of the Inventory Item should be entered in this field. An item is considered to be ONE piece, such as pencil, pen, #10 envelope, etc.....

VENDOR NUMBER

A vendor is a company or an individual from whom you purchase stock (inventory). Vendors are automatically assigned different numbers as you add them to the program (using the "ADD VENDORS" module). The computer will (automatically) assign the number "1" to the first vendor and will "carry" up to 245 different vendors. Therefore, only the numbers from "1" to "245" (inclusive) may be entered in this field. Refer to the "list of VENDORS" (you should have) already printed, to retrieve the applicable VENDOR NUMBER to be entered in this field. The vendor number entered in this field should be that of the vendor that supplies the ITEM described in "Item Description".

UNIT DESCRIPTION

A UNIT is made up of one or more (usually more) items. If you sell pencils, they may be sold individually or by the box (dozen), but you probably purchase them in multiples of a gross (144). If so, describe them as "gross", "gross of pencils", or however you wish. Gross would be best, as the ITEM description would be pencil and therefore it would follow that the UNIT description should be gross.

ITEMS / UNIT

Using the above example, enter 144 in this field. This will "tell" the computer how many pieces make up an entire UNIT. This is how the computer keeps track of how many UNITS you have in stock and is able to generate correct stock and re-order reports.

UNITS ON HAND

This field contains the number of UNITS you presently have in stock. Normally, you will make an entry in this field only the first time you enter a particular Inventory Item. If you are using the program for the first time and you have 216 pencils in stock, enter 1.5 in this field (one and one-half UNITS). Then, each time you update your sales records (enter your sales), the computer will automatically update this field. If you sell 72 pencils, the "1.50" will change to a "1.00" and the next time you enter this module, "1.00" will be displayed. When you receive a delivery (and enter the associated information), this field will again be updated. If you receive 2 gross of pencils, the figure will change from "1.00" to "3.00". Your SALES and DELIVERY records may be accessed by using a module entitled "TRANSACTIONS".

UNITS ON ORDER

This field is similar in usage, to the one above. Again, when you first use the program, if you have any pencils on order, enter the number of UNITS on order in this field. This field will also be updated automatically, the data being retrieved (as above) from another module.

REORDER QUANTITY

The "Reorder Quantity" is the minimum number of UNITS that you wish to keep in stock. If, for example, you never wish to have less than 5 gross of pencils, enter "5" here. This instructs the computer (when you print a "Reorder Report") to list this item if 5 gross or fewer pencils are in stock. The REORDER REPORT lists all the items you carry that are currently at or below the desired "stock quantity".

SHIPPING TIME

Shipping Time is the time (in days) it will take the ordered item to arrive. Inspection of this information allows you to see how far in advance you need to re-order an item. The largest number that you may enter in this field is 255.

--- NOTE ---

In the following four fields (PRICE/ITEM, PRICE/UNIT,

LAST SALE DATE

Each time you enter "SALES" information (explained later), this field will automatically change. It reflects the most recent date that the sales information for the particular Inventory Item was updated. This is one of the reasons that it is important to enter the correct date when booting-up. Inspection of the date displayed in this field will enable you to see from which date you should begin updating your sales records.

LAST ORDER DATE

This field is quite similar to the one above, except that it reflects the last date that you placed an order for the particular Inventory Item. This information will enable you to see how fast an item "moves". If, for example, you find yourself ordering pencils too often, you may wish to increase the number entered in "Reorder Quantity". As an alternative, you may increase the number of UNITS ordered each time you place an order.

--- NOTE ---

If you have current information relating to the following four fields, enter it as applicable. If you do not, leave these fields empty. The computer will automatically update these fields as described below. (M-T-D means "Month to Date" and Y-T-D means "Year to Date").

M-T-D SALES-ITEMS

The user does NOT enter data in this field. This field will automatically display the number of ITEMS sold during the present month. The data reflected here is drawn from the information contained and entered in the SALES REPORT (explained later). The accuracy of the information displayed here depends directly upon the accuracy of the data you enter in your "sales" and "delivery" modules.

M-T-D SALES-UNITS

Same as "M-T-D SALES-ITEMS" except that sales figures on UNITS are displayed.

Y-T-D SALES-ITEMS

Same as "M-T-D SALES-ITEMS" except that YEARLY sales figures are shown.

Y-T-D SALES-UNITS

Same as "M-T-D SALES-UNITS" except that YEARLY sales figures are shown.

EDIT INVENTORY

When you select "#2", "EDIT INVENTORY" (from the Inventory Menu), a prompt will appear asking for the Inventory Number. You will have to know the Inventory Number of the item you wish to edit. A Master Inventory List can be generated (containing these numbers), as will be explained next. If you do not remember the number, retrieve it from the master list, enter the appropriate number and press "RETURN". All the information (fields) pertaining to the selected Inventory Number will now appear. You may now make any changes you wish to the fields that are displayed. The "Edit" option should be utilized whenever you wish to make changes to information that has already be ADDed.

LIST INVENTORY

To enter the "LIST INVENTORY" sub-menu, select "#3" from the Inventory Menu. After you press "3", a prompt will appear, requiring you to decide whether you wish to display the data on the screen or print it on your printer. If you wish to print the data, press "P" (for printer). If you press "S" (for screen), the data will be displayed on the screen.

If you select "P", a prompt will remind you to align the paper in the printer and turn the printer on. Next will appear a duplicate

the contents of the report. The Print Report is quite flexible: use it in any way you wish.

VENDOR MENU(S)

To work with Vendor Information, choose "3" from the MAIN MENU. A sub-menu will be displayed, titled "VENDOR MENU". This sub-menu offers you four choices: 1. ADD VENDORS 2. EDIT VENDORS 3. LIST VENDORS and 4. RETURN to MAIN MENU.

The modules are almost identical (in operation) to those in the INVENTORY section; so much so, that an explanation will be offered only where there are differences. Press "#1" to ADD vendors.

ADD VENDORS (FIELDS)

You should now have a sub-menu on your screen entitled "ADD VENDORS". Note that the display is quite similar to the one in the "Add Inventory" module, except that the fields contain different information.

VENDOR NUMBER

The VENDOR NUMBER is a number assigned (automatically) to each vendor by the computer. The vendors are assigned numbers beginning with "1" and running consecutively, to "245". All the fields should now be blank with the exception of the "VENDOR NUMBER", which should have a "1" displayed in it.

--- NOTE ---

There is one exception to the "consecutive numbering" routine mentioned above. If you delete a vendor from your list (file), the computer will utilize the deleted VENDOR NUMBER the next time you ADD a vendor. For example, let's assume that you have 200 vendors in your file and you then delete two vendors; #55 and #75. Those vendor numbers then become available for re-use. The next time you enter the "Add Vendors" module, the number "55" will be chosen and displayed for use as the first vendor to be ADDed. The next number displayed will be "75" and then the number "201". In other words, the computer will automatically fill-in any vendor numbers that have been deleted and then "jump" to the next available number.

The purpose of the Vendor Number is to allow the computer to keep track of the vendors and their related information.

NAME

In this field, enter the NAME of the vendor with whom you do business. You will later be able to search using this field, so we recommend that you do not use abbreviations or cryptic names that you will not be able to recall.

ADDRESS

The vendor's address should be entered in either or both of these TWO fields. Two lines have been provided for the entries, so that you may enter a suite number or other address information.

CITY - STATE

These two fields are self-explanatory.

ZIP CODE

The zip-code field allows up to 9 digits (in order to accommodate business and foreign zip-codes). Although U.S. zip-codes use only numerals, most foreign zip-codes (including Canada) utilize letters and numerals. The zip-code field is therefore an alpha-numeric field.

REFERENCE

Use this field for a telephone number, comment, or other notation you may wish to make.

EDIT VENDORS

Select #2 from the VENDOR MENU and you will be able to EDIT your vendor files. In addition to EDITing, you can search for specific vendors and view all the information in their record(s). When you enter this module, a prompt will "ask" you, "Search on which field?": 1. VENDOR NUMBER or 2. VENDOR NAME. If you have a (printed) vendor list you may use it to select the vendor(s) by NUMBER (or from memory if you remember the number). You may also select a specific record by using the vendor's NAME. Make the appropriate selection (#1 or #2). After you type the requested information, the computer will check your information (number or name). If the information you typed is valid, the record will appear on the screen; otherwise you will be prompted and have to try again. After the record appears, you may make changes (EDIT), delete the record, or simply inspect the information contained in it.

LIST VENDORS

The "LIST" module is identical to that used in the Inventory section. Only the fields that will be displayed or printed will differ.

--- REMINDER ---

A complete list of your vendor numbers is necessary in order to ADD inventory. It is suggested that you add the vendors first, print a complete list of them (and their numbers) and use this list when you enter your inventory information.

TRANSACTION MENU(S)

The Transaction Menu will be loaded when you select "4" from the Main Menu. The Transaction Menu offers you 5 choices: 1. ADD TRANSACTIONS 2. EDIT TRANSACTIONS 3. LIST TRANSACTIONS 4. POST TRANSACTIONS 5. RETURN to MAIN MENU.

As before, the operation of the individual modules is quite similar to those contained in the INVENTORY section, and explanations will be offered only when necessary.

ADD TRANSACTIONS (FIELDS)

The sub-menu now seen is entitled "ADD TRANSACTIONS". Again, the design of the display should be familiar to you: only the contents of the fields are different. Up to 50 separate transactions may be entered at one time. If you have more than fifty, ADD the first fifty, EDIT them if necessary, POST them, and then continue to ADD more.

DATE OF TRANSACTION

A "transaction" can be a SALE, an ORDER, or the RECEIPT of goods. It is important that you enter the correct date of the transaction. This date represents the date on which the transaction was made - not the date that you enter the transaction. For example, if you sold a number of pencils on 06-01-83 and a few more on 06-03-83, you would not have to enter the sales on the day on which they were made. You could enter your sales at the end of the week if you chose to. What you would have to remember, is to enter the date representative of the individual sale. In other words, do NOT total up the number of pencils sold during the entire week and enter them on one date (as one figure). Enter the sales one at a time, as they were made, beginning with the earliest sale date and progressing to the latest sale date. This is important, because when you POST the transactions, the "LAST SALE DATE" will be (automatically) recorded by the program. If the last date you enter is incorrect, the wrong information will appear as the LAST SALE DATE (explained earlier). This information applies when entering dates pertaining to SALES, ORDERS or RECEIPT of goods. In addition, if you group the SALEs, a printed report will NOT show individual sales or the date on which they were made. It will "look" like you sold many pencils on one day, rather than a few, on separate days. The present date will appear in the "DATE OF TRANS." field automatically when the menu appears. If you are entering sales, orders, or receipt of goods that were made on this day, leave the date as-is. Otherwise, you may change this date as applicable.

ITEM NUMBER

The ITEM NUMBER is actually the INVENTORY NUMBER. You MUST enter data in this field to proceed. You may retrieve the number (or name) from a master list (which you should print periodically) of all your inventory items. This number "tells" the program exactly how to process (which item to ADD to, or SUBTRACT from) the information you give it. The SALE or RECEIPT of goods is automatically added to, or subtracted from, the number that the Inventory program "thinks" are currently on-hand when you POST the transaction(s) at the close of the session (explained later).

SALE - ORDER - RCV

In this field, you "tell" the computer what type of transaction you are performing. Press "S" for SALE, "O" for ORDER, and "R" for RECEIPT of goods.

ITEMS

In this field, enter the number of ITEMS concerned. If you sell 6 pencils, enter "6". The only time this field is utilized, is when entering a SALE, since you do not order or receive in ITEM quantities.

UNITS

This field can be utilized when entering any transaction. The program will not allow you to enter an ORDER or the RECEIPT of goods as items - only as UNITS.

<u>EDIT TRANSACTIONS</u>

When you begin to "Edit Transactions", you must first choose a "search field". This is a field on which the program will search for the specific record (or records) you wish to EDIT. The program then searches for the record based upon the information you typed. You may search on the ITEM NUMBER or for information marked as "**S**ale, **O**rder, or **R**eceipt of goods. Choosing "#1" from the EDIT TRANSACTIONS MENU will allow you to search on the ITEM NUMBER and choosing "#2" will allow you to search on the <u>type</u> of transaction.

If you wish to EDIT the transactions, you **<u>MUST</u>** EDIT them <u>before</u> you POST them. Once POSTed, the transactions become a permanent part of the Inventory file. The only way to EDIT the data is to EDIT the Inventory information, by entering that (separate) module.

The EDIT TRANSACTIONS module is virtually identical to the Edit Inventory module, with one exception. In the TRANSACTION module, you <u>CAN</u> have more than one record with the <u>same</u> ITEM NUMBER. Let's say you have entered 5 sales, each made on a separate day, each sale being the sale of pencils. Since "pencils" all have the <u>same</u> Item Number, each sale you record will indicate the same number as the "Item Number". If you then perform a search on the Item Number, a prompt will appear, asking you, " Is this the correct record?" If you answer "Y", you will be able to EDIT that record. If you answer "N", the next record with the <u>SAME</u> Item Number will appear, and so on.

The second type of search is performed on the field(s) SALE, ORDER, or RECEIPT of goods. Let's say you wish to EDIT a sale (before it is POSTed). Select "#2". Now select one of the three possible choices (S-O-R). Assume you have pressed "S" for SALE. The program will search for all the SALEs you have entered, and, as with Item Number, prompt you as to whether the record is the correct one, etc....

When you have found the record you wish to EDIT, use EDITing procedures IDENTICAL to those used in the Inventory module. The purpose of the EDITing procedures used here are to allow you to review and make corrections (if necessary) to your records before you POST them. As in the Inventory Module, pressing START-SELECT from any field will complete the EDIT operation.

LIST TRANSACTIONS

This module will LIST all the transactions (maximum 50 at a time) already entered. You may LIST them on a PRINTED REPORT or on the SCREEN. The purpose of LISTing the records is two-fold. You may examine them for possible errors, and if you wish, keep a printed list for future reference. Once the records are POSTed, there is **NO WAY** to recover the individual transactions! they become part of the permanent file on the disk. Therefore, it is recommended that you make a PRINTed report for accounting and record-keeping purposes. This report will contain all the transactions made, and will list them in the order in which they were entered. The report also indicates the date of the report and the dates that the individual transactions were made. This is why you should never group individual sales together. While it may be easier to make a single entry than it is five separate ones, your PRINTed report will "look" like only one large sale was made on one particular date, rather than a number of smaller sales made on separate dates.

Remember - you may only enter 50 transactions at a time. The limitation of fifty includes all types of transactions; SALES, ORDERS, and RECEIPT of goods. After you have entered the 50th record, the program will automatically save them to the Transaction File. If this happens, you should LIST and/or EDIT the transactions as necessary, and then POST them to the master file. Do **NOT** under any circumstances, attempt to ADD any more transactions until the first 50 are POSTed! if you do, the entire 50 transactions already entered will be lost. Always remember to POST the transactions after they are entered, PRINTed, and/or EDITed.

POST TRANSACTIONS

To enable the POSTing operation, select "4" from the Transaction Menu. You will be given ONE chance to change your mind before POSTing begins. This is done in the event that you press "4" accidentally, or instead of another intended selection (such as EDIT). POSTing TRANSACTIONS adds the transactions that you have entered (and EDITed) to the master file. What actually happens is quite complicated. The process will not be explained, only the result(s). POSTing makes all necessary changes to the figures contained in the file(s). The effects of POSTing are many. The number of UNITS on-hand, on order, and sold are changed accordingly. The program "knows" how many sales you made and whether any goods were received, and adds and subtracts the amounts and inserts the figures in the appropriate fields in the master file. Last Order Date, Last Sale Date, Average Cost, are also changed, depending upon the information contained in the latest transaction.

The importance of POSTing cannot be overemphasized! The accuracy of the entire program depends upon timely and correct POSTing of the transactions. Simply ADDing transactions and then neglecting to POST them will result in inaccurate information to be contained in the master file.

UPDATING GENERAL LEDGER

The "Inventory" program can update the General Ledger files (if you own the MMG General Ledger package). After you have POSTed the transactions, you will be asked "What General Ledger account" you want to POST to. If you do not own "General Ledger", press "ESC". You may change the default account number (100) to any number between 1 and 899, or press "RETURN" to use "100" as the account number in the General Ledger update.

When you press "RETURN", the program will check to see whether you have inserted the General Ledger Data Disk in your drive. If so, that disk will be updated. If not, the program will not continue until you do insert the General Ledger Data Disk.

If you have pressed "RETURN" accidentally, you may abort the updating by pressing "ESC".

--- NOTE ---

This program has been written to prevent "double-POSTing". This means that once you have POSTed any specific data, you will NOT be able to POST that data again. You will not be able to POST again until you enter NEW data, utilizing the Transaction Menu. If you attempt to double-POST, you will see your disk drive "turn on" and re-write a transaction file, but no double-POSTing will occur!

PRINT REPORTS

The "Print Reports" module enables you to generate hard-copy reports utilizing your printer, and/or view selected information on the screen. To utilize the "Print Reports" feature, select "#5" from the MAIN MENU. A sub-menu will then appear, listing the choices (reports) that are available to you. The individual choices and features will be reviewed and explained in the order in which they appear on the sub-menu.

After you make a selection, the computer will begin to read data from the data disk. This process can take some time, depending upon the number of records that need to be read. Next, a prompt will be displayed, requiring you to choose between a Screen report and a Printed report. If you choose a PRINTED report, you will be asked to select a title for the report, after which, the printing will begin. As with other print routines in this program, you may pause while printing, and abort the print routine by pressing "ESC". If you have chosen a SCREEN report, the information will be displayed on the screen.

THE PRINT MENU

The options (print reports) available to you from the sub-menu are (1) LOW INVENTORY REPORT, (2) VENDOR REPORT, (3) INVENTORY ITEM REPORT, (4) SALES BY ITEM REPORT, and (5) INACTIVITY REPORT.

LOW INVENTORY REPORT

The LOW INVENTORY report lists all the Inventory Items you carry that have fallen below their reorder point. The major purpose of this report is to aid you in re-ordering merchandise. The report enables you to see (at a glance) which items need to be re-ordered, and just how many should be ordered. The list is grouped by VENDOR. This means, that if multiple items carried by one vendor fall below their reorder point, all these items will be printed together, listed with the particular vendor that supplies those items. This feature will greatly facilitate the re-ordering of merchandise. The vendors are printed in order, beginning with the LOWEST vendor number. Remember, only those vendors who supply merchandise that has fallen below the re-order point (selected by you) will appear on the list.

When you print a "LOW INVENTORY" or a "VENDOR" report, that each time a NEW vendor number is printed, a row of stars (asterisks) is printed above the informational grouping. This enables you to easily see when items carried by a different vendor begin to print. The actual information is printed side-by-side, beginning on the left-hand side of the paper. If more than one item is to be printed, the second will be printed in a column at the right-hand side of the paper. Additional items will be printed in the same manner, until there are no more items to be re-ordered for that particular vendor. Then a row of asterisks will be printed, and the routine will repeat itself. The fields that are printed in this report were selected based upon the information necessary to facilitate re-ordering of merchandise.

When using SCREEN reports, the information will be visible ONE RECORD AT A TIME. When stepping through the records while using "SCREEN reports", you will only be able to step through the records in a forward direction.

VENDOR REPORT

To use VENDOR REPORT, select "#2" from the sub-menu. The Vendor Report has but one purpose; to give you easy access to a list of ALL the merchandise (Inventory Items) you carry, grouped by VENDOR. Utilization of this report is as described above.

INVENTORY ITEM REPORT

This report will display ONE ITEM AT A TIME, on the screen, and then give you the option of PRINTing the information on your printer. Select "#3" from the sub-menu to begin. Now enter the ITEM NUMBER applicable to the information you wish to view. Once this is done, the disk is "searched" for the information and it is displayed on the screen. After viewing the information, you may press "ESC" to choose another item (or return to the sub-menu), or "P" to PRINT the item on your printer.

SALES BY ITEM REPORT

Select "#4" for this report. This report will list ALL the inventory items you carry, displaying the applicable information for each, in order of DECREASING sales. In other words, the first item shown will be the one that has sold the MOST (best moving item) during the current YEAR. Be careful when interpreting this data. Remember, that if you sell 10,000 pencils on January 1st, and do not sell any more pencils during the entire year, pencils will appear first on the list, unless another item outsells (more than 10,000) them. The figures are computed over the course of an entire year, so that you may see whether an item should be discontinued. This can most easily be accomplished by observing the information contained in the field entitled, "LAST SALE DATE". The date displayed in this field is the last date on which the item was sold. An item appearing EARLY on the list, with a RECENT date displayed in this field, indicates a "well moving item". An item in the "same spot" with a less recent date would indicate an item that was NOT moving as well (even though the item appeared early on the list). The SCREEN report will list the first item in the file, allowing you to step through the entire file, one item at a time. The PRINT report will print the entire file.

INACTIVITY REPORT

Select "#5" from the sub-menu to choose this option. The Inactivity Report generates a report that lists all the items that have NOT been sold after a specific date. For example, let us assume that the CURRENT MONTH is October. If you enter a specific date in January, the report will consist of all items that were sold ON or BEFORE that particular date. The resultant list would, of course, reflect slow-moving items. If, on the other hand, NO items were listed, you could conclude that at least one sale was made of each item you have in stock, since January (the date you entered). If this should happen, enter another (later) date and try again. By carefully selecting the date, you can get an accurate representation of the items that are, and are NOT selling well.

--- NOTE ---

Before PRINTing reports, be sure to set the paper to the "top of form". This means that you should insert the paper so that the first printed line is at the top of the paper. The program will "count" the number of lines printed, and will NOT print on a page-boundary. The only exception to this "rule" is when PRINTing Inventory Items. Inventory Items are printed one at a time. Since the program has no way to know whether you wish to print 1 or 1,000 items, no attention is paid to where the printer is currently printing. It is up to you (the user) to be sure you do not print over a page-boundary. Of course, if this does not matter, you may simply continue to print as many records consecutively, as desired.

CUSTOMIZING THE PROGRAM

If you have a specific need that is not filled by this program, do not hesitate to contact MMG Micro Software. We can provide custom routines and reports at a reasonable and modest cost.

APPENDIX I

ATASCII CHARACTERS

CHARACTER	ATASCII CODE	CHARACTER	ATASCII CODE
SPACE	32	A	65
!	33	B	66
"	34	C	67
#	35	D	68
$	36	E	69
%	37	F	70
&	38	G	71
'	39	H	72
(	40	I	73
)	41	J	74
*	42	K	75
+	43	L	76
,	44	M	77
-	45	N	78
.	46	O	79
/	47	P	80
0	48	Q	81
1	49	R	82
2	50	S	83
3	51	T	84
4	52	U	85
5	53	V	86
6	54	W	87
7	55	X	88
8	56	Y	89
9	57	Z	90
:	58		
;	59		
<	60		
=	61		
>	62		
?	63		
@	64		