

INVENTORY CONTROL

Release III

A
Program
for
Business

Revisions 01/01

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developed by

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making technology uncomplicated ... for PeopleSM

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NOTICE

Every effort has been made to eliminate any problems with the Inventory Control III program. While as many conceivable situations as possible have been covered, Micro Mike's, Inc., realizes some problems may arise under unusual or extreme circumstances. Should you encounter a problem in calculations or a "bug," in the programs, please contact Micro Mike's, Inc., immediately. A copy of the data disk may be necessary to duplicate a problem.

Changes in the program format can be made by the programmer. Contact Micro Mike's for additional information on custom programming.

Updates or revisions of the Inventory Control III programs will be made only on receipt of the original program disk. Only those who have returned registrations cards will be notified about new releases or major problems.

Portions of this manual have been duplicated. The purpose was not to make the manual longer but to eliminate the need for the user to flip from one section of the manual to another to find information or direction.

File create will be found only in Section 3, Getting Started, which also includes detailed descriptions of the programs needed to start the Inventory Control files. Those descriptions are repeated in Section 5, Operation Detail where all of the programs appearing on the Inventory Control Menu are described.

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INTRODUCTION

At a time when poor judgment or misjudgment because of a lack of or outdated information can be costly, Inventory Control III by Micro Mike's, Inc., can offer the owner or manager information and reports as timely as the last entry.

Inventory which moves very slowly or running out of a fast moving item can be cut profits for a business, but Below Minimum, Over Maximum and Old Stock reports can give the owner or manager the information needed to keep a balance in his inventory. With timely information, one can know almost at a glance the status of any one item or a group of items in inventory.

While not designed to make decisions, rapid retrieval of information through Inventory Control gives management a greater opportunity to make decisions concerning the inventory.

Additionally, as the data base grows, monthly reports can provide a sales history for an item or groups of items which in turn may give a reasonable prediction of future sales.

Through a wide range of reports, management can determine which items are moving and a gross percent profit on each item sold, based on the average cost per item and the number of units and retail price during the month and for the year.

Items can be identified by an alphanumeric three-digit manufacturer's or supplier's number followed by another alphanumeric field of up to 15 characters for the stock or part number.

Inventory can be ordered, received and relieved through programs, as well as priced, to give the owner or manager the capability of knowing at any given time how much inventory is on hand as well as its value, either average cost or retail.

Other reports which can be generated include a list of parts or items with number of items on hand, number sold for the month and year to date, inventory by groups, items which are below minimum, over maximum and on order.

Reports also include monthly sales, old stock and a price list. Another program produces, for physical inventory, a printout which contains a list of parts with spaces for noting numbers. Another program makes adjustment of the number of items in stock a relatively simple process.

Prices of stock items can be changed at any time individually, or all prices can be raised or lowered by an across-the-board percentage or dollar amount.

Inventory Control operates from a menu and the operator is guided through a series of prompts and instructions in entering data. All programs start from the Inventory Control Menu and return to that menu after the programs have been executed.

The Inventory Control Menu is as follows:

Inventory Control Menu	
Enter Number	
##	
*** File Maintenance ***	*** Reports ***
1. Stock Inquire	15. Stock Master (CRT)
2. Mfg. Inquire	16. Stock Master (HC)
3. Company Name	17. Mfg & File Size
4. Change Date	18. Below Minimum
	19. Over Maximum
*** Update ***	20. On Order Master
5. Ordering	21. On Order (MTD)
6. Receiving	22. Monthly Sales
7. Sales Adjustment	23. Sales All (Month/Year/Prev)
8. Sales Tickets	24. Old Stock
9. End of Month	25. Hand Count
10. End of Year	26. Dollar by Mfg
11. Price Adjustments (Manual)	27. Price List
12. Price Adjustments (Auto %)	28. Stock # Only
13. Stock Adjustments	29. Received MTD
14. Change Stock Number	

1.1 Brief Descriptions

The following are brief descriptions of each option on the Inventory Control Menu:

1.1.1 Stock Inquire

Items can be entered through this program or adjustments made to information for individual items. Each item has a unique number consisting of a prefix of one to three alphanumeric characters designating the manufacturer, followed by an item code field of up to 15 characters. In addition to a 20 character description, information on each item includes type of sale, taxable, unit of sale (each, cartons or gallons,) unit type, minimum, maximum, lead time required for ordering, number in minimum order, unit of order (carton or truck load,) number in package, retail price, average price, last cost, date and number on order, number in stock and date last sold.

Month, year-to-date, and previous year costs, number of units, retail price and gross percentage figures are kept. Cost, quantity for orders year to date and previous year to date are kept along with an extension of the current value of the stock.

1.1.2 Manufacturer Inquire

The first program to be run, manufacturer inquire creates the manufacturers files, permitting the user to determine the manufacturer three-digit code, a description and the maximum number of records for which the file is to be created.

1.1.3 Company Name

Company name and address used on reports are contained in this file along with three levels of passwords.

1.1.4 Change Date

The day's date is changed through this program which is used by various programs. The date may be changed, for example, to reflect receipt or sale of stock items. In the uDoZ version, DOS can be turnkeyed so that the Inventory program will start with the Change Date option each time the system is started.

1.1.5 Ordering

When ordering items, this program is used to get that information into the stock inquire file. Among the reports generated are two, a master list of all items ordered but not received and another list of those items ordered only during the current month.

1.1.6 Receiving

Items already on file may be added to inventory through this program. If new items are received, a new file must be set up for each item under Option 1, Stock Inquire.

1.1.7 Sales Adjustments

This program gives the capability of adjusting month-to-date and year-to-date sales figures when adjustments are received by the company, such as a reduced sale price on a tire to compensate for a warranty and then adding the adjustment price to the sales figures when the manufacture makes its adjustment.

1.1.8 Sales tickets

Inventory is relieved through the recording of sales tickets or invoices, showing the manufacturer and item codes, number of items sold and the total price.

1.1.9 End of Month

After all of the reports are printed, this program is run at the end of the month to clear out all of the sales information for the month, and add the appropriate monthly totals to the year-to-date totals.

1.1.10 End of Year

Similar to option 9, this program, after all the reports are printed, is run at the end of the year to move the year-to-date figures to the previous year column.

1.1.11 Price Adjustments (Manual)

Through this program, you can change the retail prices for a group of items under one manufacturer code.

1.1.12 Price Adjustments (Auto %)

All prices of items in inventory under a manufacture code can be raised or lowered either by a dollar and cents amount or by a percentage through this program.

1.1.13 Stock Adjustments

Following a physical count, any adjustments in the quantity of any item in stock can be changed through this program which brings items from a manufacturer group to the screen one record at a time.

1.1.14 Change Stock Number

If for any reason, a stock number should be changed, this program will make that change in all appropriate files where that stock number is found.

1.1.15 Stock Master (on the screen)

This report can be viewed on the screen and includes stock number, description, quantity on hand, quantity on order, date of last order, unit cost and extension. Stock items are called by manufacturer group, one group at a time.

1.1.16 Stock Master (on the printer)

This report goes to the printer and has the option of printing a single manufacturer group or all manufacturer groups within the inventory files.

1.1.17 Manufacturer and File Size

A print out of all of the manufactures codes and descriptions is produced by this program along with the size of each file and the number of records in use.

1.1.18 Below Minimum

All items, for which a minimum number was entered when the item file was set up, are printed out when this program is run and the number has fallen below that minimum number.

1.1.19 Over Maximum

Similar to Option 18, this program lists all items which are over the number set in stock file maintenance program.

1.1.20 On Order (Master)

A printout of all items which are on order and the number and date of order is produced by this program.

1.1.21 On Order (MTD)

This listing is limited to only those items which were ordered during the month.

1.1.22 Monthly Sales

Items sold during the month are listed in this report by number, number sold and the cost and retail price.

1.1.23 Sales All (Month/Year/Previous Year)

This report is similar to Option 22, but gives the option of selecting either month-to-date, year-to-date or previous year sales information on all items in stock, whether sales were recorded during the month or not.

1.1.24 Old Stock

A listing of all items which have not moved at a determined date is produced by this program.

1.1.25 Hand Count

A listing of all items with blanks is produced by this program which then can be used for taking physical inventory.

1.26 Dollar by Manufacturer

The dollar value of items by a specific manufacturer is determined by this report.

1.1.27 Price List

If needed for sales reference, this program will produce a list of all items in inventory with a retail price for each item.

1.1.28 Stock Number Only

A list of all stock numbers arranged by manufacturers groups is provided in this printout.

1.1.29 Received Month-to-Date

This program makes a list of all items received during the month.

Stock Add

While not on the Inventory Control Menu, a special program may be modified by the user to aid in more rapid entry of items for the first time or when adding a large number of parts or items at any given time.

GENERAL INFORMATION

System Requirements, determining disk capacity and backing up data files will be covered in this section.

2.1 System Requirements

Inventory Control requires a microcomputer with a Z-80 processor, a minimum of 48K RAM internal random accessory memory, a MicroDoZ or CP/M operating system, two double density 5" disk drives or 8" single-density disk drives. a 24x80 terminal capable of cursor addressing, and a printer capable of producing 132 column wide reports or compressed print.

2.2 Determining Disk Capacities

Programs for Inventory Control require 110K bytes of disk space and normally reside on Drive 1 or A. Inventory records are divided by manufacturer groups and then by individual records.

Also to be taken into consideration is the number of items ordered and the number received during any given month. The busiest month of the year for ordering and receiving needs to be used for estimating needs. The file create program can help you determine your space allotment.

For estimating purposes, a factor of 280 bytes per stock item or 1.1 blocks of 256 bytes each can be used.

The company name and date files are maintained on the program disk. The number of items relative to the amount of disk space will vary according to the number of manufacturer groups, the number of items which may be ordered during the month for inventory and the number of items received during the same period.

Working with a disk space of 9,999 256-byte blocks (2.5 plus megabytes, one could have 100 manufacturing groups, place orders for 250 items and receive 250 items and have space for 9,300 stock items. Fewer manufacturer groups, orders and shipments received would increase the number of items.

While Inventory Control was designed to run on a hard disk, it can, with careful planning, operate on a floppy disk system. See Section 3, Getting Started for suggestions on determining how to determine file sizes when creating data files.

2.3 Data Backup

Data Files should be copied or backed up on a regular basis, at the end of the day or after a significant amount of data has been entered and at the end of the month and year end before files are cleared, either to start a new month or new year.

The general rule of thumb is to backup data files when it would take more time to re-enter the data files than to go through the back up process.

Five files are common to all users of the Inventory Control Program NAMEFM is used to store the company name, address and passwords, MANF and MANFK are used to store information on manufacturers or suppliers and the ORDMTD and RECMTD store data on orders month-to-date and received month-to-date.

Item files are identified by the three-character manufacturer code and each has a key file associated with it.

The following files should be backed up on a regular basis.

NAMEFM on Drive 1

On Drive 2

MANFK
MANF
ORDMTD
RECMTD

The following are examples for stock files:

ABC
ABCK
AGI
AGIK
JCO
JCOK
LLU
LLUK
TEM
TEMK

Data files under ba^zic for CP/M or MP/M have extensions of .003.

For the mechanics of backup, check your MicroDoZba^zic or CP/M manuals.

GETTING STARTED

Starting an inventory control program is no easy task, but careful planning now may eliminate many problems in the future.

After some preliminary planning, determine a procedure and a schedule and select a date at which time your inventory control program will start.

Once the data files are created, you could "play" with the program by using the various entry programs and print out some of the reports. Just remember to clear all of the files before starting the Inventory Control program in earnest.

Items in inventory are first identified by a three-digit, alphanumeric manufacturer or supplier code (manufacturer or mfg. code is used throughout this manual) and then a 15-digit stock number, also alphanumeric.

3.1 Preliminary Information

If items in your inventory have a manufacturer or supplier stock number, we suggest that you use those numbers to avoid any confusion when ordering or receiving stock and later relieving the inventory following the sale.

With this in mind and with a note pad or 3x5 cards, list the manufacturers or suppliers associated with your business and assign a code of one to three numbers or letters or any combination. Project into the future about those lines which you may want to add. Combine the number of suppliers or manufacturers you are now using with the projected number and then add another 10 percent. Manufacturer files take up relatively little space.

After determining the number of manufacturer groups, determine the number of items associated with each group. Again, you should project and determine a number that will serve you in the future. Think big at this point and depending upon your storage capacity, you may make adjustments when the files are created.

Next, determine number of items ordered each month and the number received. Use your busiest month of the year for each.

Now, do the following:

Create data files (see Section 3.2)

Enter Name File data, Option 2 on the Inventory Control Menu
(see Section 3.3 and 5.3)

Create the Manufacture Groups, Option 2 on the Inventory Control Menu (See Section 3.2 and 5.2)

For each stock item, establish at least a manufacturer or supplier code, stock number, description, retail price, and cost.

At this point, one of several procedures may be followed.

A physical inventory can be conducted and additional information for each item can be entered. Additional information includes type of sale, how sold (each, dozen, carton, etc.,) taxable or non-taxable, maximum and minimum in stock, how ordered (gross, carton, truckload, etc.,) lead time for ordering, minimum order and number in stock.

Or, items can be entered and using the Hand Count option, produce a printout which will list all items and spaces for entering numbers determined by a physical count. Conduct the physical inventory and through the Stock Adjustment program enter the numbers of items in stock.

If several persons are involved in the project, one could enter the information on one group while another is gathering data for the next group.

Another alternative would be to begin inventory control of one group of items before moving on to the next group.

The ultimate goal should be to grasp control of inventory as quickly as possible.

3.2 Create Data Files

If you are working with a hard disk system, create the program and data segments and copy the Inventory Control programs to the program segment. (See the system software manual for details)

If you are working with a floppy disk system, put the program disk in Drive 1 or A and an initialized blank disk in Drive 2 or B (or combinations according to your system.)

Start the computer or flip the reset switch. When the program fails to find the MANFK File, the program will go automatically to the file create program, which will appear as follows:

File Create

	#ofRec	#ofBlocks	Blocks left
1. # Blocks :	####		
2. # Mfg :			
3. # OrdMTD :			
4. # RecMTD :			
# of Items:			

The cursor will be on the first # in a prompt character field of four (####) requesting the number of 256-byte blocks available for data. Enter this figure. If the prompt character field is not filled, press Return and the cursor will move to Field 2, number of manufacturer groups. Enter that number and the cursor will move to Field 3 and then to Field 4 for orders month-to-date and received month-to-date.

As each entry is made, the program will calculate the number of blocks and the number of blocks left, and finally the number of stock item records which the files will hold.

You may find that your preliminary expectations have exceeded your disk capacity, or that you have room to spare. You can, at this point, adjust your entries to fit the situation, because you are not committed until you press 0-Ok to create the data files.

The following is an example of files created for 9999 blocks of data space:

```

                                File Create
Enter #-Change 0-Ok
#

1. # Rlocks   :      #ofRec      #ofBlocks      Blocks left
2. # Mfg      :      9999          20             9979
3. # OrdMTD   :      100          52             9927
4. # RecMTD   :      250          58             9869
   # of Items:      9312

```

You may adjust display items 1 through 4 to accommodate your needs. When the entered data is the way you want it, press 0 to record.

3.3 Set Today's Date

After the files are created, the program will go automatically to Today's Date. The following will appear on the screen:

```

                                Inventory Control - Today's Date
Enter 1-Change 2-Menu
#

```

Today's Date is: 03/05/82

If the date is correct, press 2 and the program will return you to the Inventory Control Menu.

To change the date, press 1 and the following will appear:

```

                                Inventory Control - Today's Date
Enter 1-Change 2-Menu
#

```

Today's Date is: MM/DD/YY

The cursor will be on the MM. Enter the month, then day and then year. After the year is entered, the cursor will go back to the top of the screen with the prompt:

Inventory Control - Today's Date
Enter 1-Change 2-Menu
#

Today's Date is: 03/05/82

After the date has been set, press 2-Menu and the following will appear on the screen:

Inventory Menu

Enter Number
##

*** File Maintenance ***

1. Stock Inquire
2. Mfg. Inquire
3. Company Name
4. Change Date

*** Update ***

5. Ordering
6. Receiving
7. Sales Adjustment
8. Sales Tickets
9. End of Month
10. End of Year
11. Price Adjustments (Manual)
12. Price Adjustments (Auto %)
13. Stock Adjustments
14. Change Stock Number

*** Reports ***

15. Stock Master (On Screen)
16. Stock Master (Hard Copy)
17. Mfg & File Size
18. Below Minimum
19. Over Maximum
20. On Order Master
21. On Order (MTD)
22. Monthly Sales
23. Sales All (Month/Year/Prev)
24. Old Stock
25. Hand Count
26. Dollar by Mfg
27. Price List
28. Stock # Only
29. Received MTD

3.4 Company Name

Company name and address used on reports are contained in this file along with three levels of passwords.

The Inventory Control Menu is on the screen. Press 3 and Return (or 03) and the following will appear on the screen with the prompt:

Company Name File

Enter Password

1. Company Name :
2. Address :
3. Address :
4. City :
5. State :
6. Zip :
7. Phone :
8. Password #1 : (For Company Name File)
9. Password #2 : (For Manufacture Delete Program)
10. Password #3 : (For For Year Clear Program)

The Inventory Control Program disk is delivered without any passwords. Press Return and the next prompt will be:

Company Name File

Enter # to Change 0 Record
##

If filling out the company name for the first time start with Field 1. Press 1 and Return (or 01) and the cursor will go to the first prompt character space. Enter the name and if the prompt character field is not filled, press Return. The cursor will go back to the top the screen and the prompt:

Company Name File

Enter # to Change 0 Record
##

Repeat the process. Limitations of each field are as follows:

Company Name File

Enter Password

1. Company Name : 40 characters
2. Address : 20 characters
3. Address : 30 characters
4. City : 20 characters
5. State : 20 characters
6. Zip : 10 spaces
7. Phone : 20 spaces
8. Password #1 : 6 characters
9. Password #2 : 6 characters
10. Password #3 : 6 characters

If you use passwords, be sure that you remember the passwords. If you forget, you may have to get a programmer to retrieve the company name file password for you.

Password #1 is for the company name file. If the password is used, no changes can be made until the password is entered. Password #2 protects the manufacturer codes and no code can be deleted without entering the password. Password #3 protects year-end clear. The clear option cannot be used until that password is entered.

A password can be any combination of letters, numbers or characters. The password must be entered exactly as it was entered the first time. The program will refuse any entry except the exact password and is very unforgiving if any other combination is used.

When completed, press 00 to record. the program will return you automatically to the Inventory Control Menu.

3.5 Manufacturer Inquire

The first program to be run, Manufacturer Inquire creates the manufacturers files, permitting the user to determine the manufacturer three-digit code, the manufacturer name and the maximum number of records for which the file is to be created.

Starting from the Inventory Control Menu, press 2 and Return (or 02.) The first prompt will be:

```

*** Add/Inquire/Delete Mfg. Code ***
Enter 1=Add, 2=Inquire or Change, 3=Delete
#

1. Mfg Code      :
2. Description   :
3. Max/#/Records :
```

3.5.1 To Add A Manufacture Record

To add a record, Press 1. The following will appear on the screen with the prompt:

```

*** Add/Inquire/Delete Mfg. Code ***
Enter 1=Add, 2=Inquire or Change, 3=Delete
#

1. Mfg Code      : ***
2. Description   :
3. Max/#/Records :
```

The cursor will go automatically to Field 1, Manufacturer code and a prompt character field of ***. You may use one, two or three alphanumeric digits. If you do not fill the field, press Return.

The cursor will go to Field 2, Description, limited to 20 spaces. If the field is not filled, press Return and the cursor will go to Field 3, Maximum Number of Records to be in file.

Estimate the number of different items that are to be in inventory and enter the number. Be sure to have an ample number because these are fixed files and can be expanded only with the aid of a programmer. Estimate your needs and then add a cushion. The manufacturer files require relatively little space.

After you have pressed Return, the program will tell you that the record is created and will inform you as each blank record is written into the file.

3.5.2 To Inquire or Change a Record

To inquire about or change a record, press 2. The following will appear on the screen with the prompt:

```

*** Add/Inquire/Delete Mfg. Code ***
Enter Mfg Code
###

```

Enter the manufacturer code and that record will be brought up on the screen with the prompt:

```

*** Add/Inquire/Delete Mfg. Code ***
Enter Field # to Change 0-Record
#

```

```

1. Mfg Code      : LLU
2. Description   : Lorilou Supply Co.
3. Max/#/Records : 25

```

The program will not permit changing the manufacturer code, and Field 3, Maximum Number of Records should be changed only in conjunction with another program EXPAND. Manufacturer files cannot be adjusted on the floppy disk.

3.5.3 To Delete a File

To delete a manufacturer's file, press 3. The first prompt will be:

```

Enter Password
*****

```

The password will be Password #2 as determined in the Company Name File, Section 4.3. Enter the password and if the prompt character field is not filled, press Return. The next prompt will be:

```

Enter Mfg. Code
***

```

Enter the code and the mask will be filled out and the next prompt will be:

Enter Delete Code (DEL)

If this is the manufacturer's file you want to delete, enter DEL (note all capital letters) and the program will inform you that the record has been deleted and return you to the original prompt:

*** Add/Inquire/Delete Mfg. Code ***
Enter 1=Add, 2=Inquire or Change, 3=Delete
#

Press ESCape as needed to get back to the Inventory Control Menu.

3.6 Stock Add

When starting inventory data files initially, you have two options. Option 1 on the Inventory Control Menu or a special program which can be adapted by the user to meet specific needs.

Option 1, Stock Inquire, has provisions for adding items. The program begins at Field 1, Manufacturer Code and as data is entered, the cursor is stepped down a field at a time until Field 19 is reached.

The special program permits the user to select the fields where data is to be entered and the cursor will move to those fields only.

If you want to use Option 1, start from the Inventory Control Menu, press 1 and Return (or \uparrow) and the following will appear on the screen with the prompt:

*** Add/Inquire/Delete ***

1 Add, 2 Inquire or Change 3 Delete

#					
1. Mfg Code	:			*** Month to Date ***	
2. Stock #	:		20. Cost	:	
3. Description	:		21. #/Units:		
4. Type of Sale:			22. Retail :		
5. Taxable	:		Gross %:		
6. Unit Type	:		*** Year to Date ***		
7. Minimum	:		23. Cost :		
8. Maximum	:		24. #/Units:		
9. Lead Time	:		25. Retail :		
10. #/Min/Order	:		Gross %:		
11. Type Unit	:		*** Previous Year ***		
12. #/in/Pkg	:		26. Cost :		
13. R/Price	:		27. #/Units:		
14. Average	:		28. Retail :		
15. Last Cost	:		Gross %:		
16. Date/Order	:	/ /	** Order YTD		PYD **
17. # on order	:	/ /	29. Cost:		32.
18. Date/Sold	:	/ /	30. Qty :		33.
19. #/in/Stock	:		31. Ext :		XX

The following is a description or explanation of each line in the Stock Inquire:

1. Mfg Code -- A one to three-place alphanumeric code to designate manufactures or suppliers.
2. Item Code -- A one to 15-place alphanumeric code which is unique to each item within a manufacturer's group.
3. Description -- Up to 20 spaces for the description of the item can be used.
4. Type of Sale -- A one-place field, type of sale can be used in conjunction with Accounts Receivable in keeping track of type of sales.
5. Taxable -- A one-place field, this also may be used in conjunction with the Accounts Receivable program.
6. Unit Type -- How the items are sold, such as each, carton, gallons, by the gross, etc- is specified in this three-place field.
7. Minimum -- The minimum number of items to be in inventory is established in this 11-place field.
8. Maximum -- Also an 11-place field, the maximum inventory is established in this field.

9. Lead Time -- The amount of time required between the ordering of this item and the delivery. Time is expressed in days or months up to 99. You should be consistent throughout the inventory.
10. #/Min/Order -- The minimum number of this item which should be ordered is set out in this 11-place field.
11. Type Unit -- A three-place field, this designates how items are ordered each, by the dozen, carton, etc.
12. #/in/Pkg -- This three-place field describes how the items are received.
13. R/Price -- Retail Price. An 11-digit field.
14. Average -- Average cost of the items is determined by total value of items in inventory under one price, adding the total value of items received under a new price and taking the average per items of the sum of the two totals.
15. Last Cost -- The last price paid for these items.
16. Date/Order -- The date of the last order.
17. # on Order -- The number on order
18. Date Sold -- The date of the last sale of this item.
19. #/in/Stock -- This should represent the number of items actually on hand.

Fields 20 through 33 are sales data. For further description, see Section 5.1

3.6.1 To Add a Record

With the Inventory Control Menu on the screen, press 1 and the following Stock Add/Inquire/Delete mask will appear on the screen with prompt:

```

*** Add/Inquire/Delete ***
Enter Mfg Code
***

```

Enter the manufacturer code and the cursor will go automatically to the stock or item number. Enter the stock or item number. If the prompt character spaces are not filled, press Return and the cursor will go to Field 3, Description. Enter the description. The limit is 20 letters, punctuation marks, symbols or spaces. When the description field is filled or you press Return, the cursor to field 4, type of sale. If you do not want to add data to a field, press Return.

From this field, the cursor will advance automatically to the next field as the prompt character spaces are filled or a Return is entered until field 19. number in stock is reached. After this field is filled or a Return is entered, the cursor will go back to the top of the screen and the add, change or delete prompt will appear.

The program will flash a message on the screen:

RECORD CREATED

You may enter another record or press ESCape to return to the Inventory Control Menu.

3.6.2 First Time Add

When setting up inventory data files initially or when entering a large number of items at any given time, a special program may be modified by the user so that the cursor will go only to those fields where data is to be entered. This change will help speed up the process of data entry because the user will have to enter data only in those fields where data is required.

We strongly suggest that you work with a copy of your Inventory Control Program Disk so that if something goes wrong you have another program disk to turn to. It is a good practice always to work with a copy.

Starting from the Inventory Control Menu, press CTRL C. The following will appear on the screen with the prompt:

STOP IN LINE 60365
READY

Enter LOAD PART1 and press return. When READY appears on the screen, enter:

LINE 132

Press Return and when the prompt says READY enter

EDIT 201

Press Return and the following will appear on the screen:

201IFN=2ORN=3ORN=7ORN=8OPN=14ORN=15ORN=19THEN220\GOTO240

Determine from the mask below in which fields you want to enter data. Fields 1, Manufacturer Code, 2, Stock Number and 3, Description are mandatory. We believe that the minimum information also should include:

- 7 Minimum :
- 8 Maximum :
- 13. R/Price :
- 14. Average :
- 15. Last Cost :
- 19. #/in/Stock :

Bear in mind that the more information that is entered now, the less that will have to be added in the future. Adding future data will be done by entering a field number, then the data and entering another field number.

Determine from the following mask those fields you want to include or exclude in this program. You are limited to Fields 1 through 19.

*** Add/Inquire/Delete ***

1 Add, 2 Inquire or Change 3 Delete
#

- | | | |
|----------------------|-----------------------|-----------------------|
| 1. Mfg Code : | 20. Cost : | *** Month to Date *** |
| 2. Stock # : | 21. #/Units: | |
| 3. Description : | 22. Retail : | |
| 4. Type of Sale: | Gross %: | |
| 5. Taxable : | *** Year to Date *** | |
| 6. Unit Type : | 23. Cost : | |
| 7. Minimum : | 24. #/Units: | |
| 8. Maximum : | 25. Retail : | |
| 9. Lead Time : | Gross %: | |
| 10. #/Min/Order : | *** Previous Year *** | |
| 11. Type Unit : | 26. Cost : | |
| 12. #/in/Pkg : | 27. #/Units: | |
| 13. R/Price : | 28. Retail : | |
| 14. Average : | Gross %: | |
| 15. Last Cost : | ** Order YTD | PYD ** |
| 16. Date/Order : / / | 29. Cost: | 32. |
| 17. # on Order : | 30 Qty : | 33. |
| 18. Date/Sold : / / | 31. Ext : | |
| 19. #/in/Stock : | | |

Line 201 is on your screen as follows:

```
EDIT 201
201IFN=2ORN=3ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
```

Note that the program statement says IF N=2 OR N=3, etc., and that it is directing the cursor to go to those fields. This example is asking for data entry in fields 2, stock number, 3, description, 7, minimum, 8, maximum, 13, retail price, 14, average cost, 15, last cost, and 19, number in stock.

If we want to add a field, say 5, Taxable, we would do the following:

With a ^A (hold the the Control (CTRL) key down and press the A key and this will duplicate the code one letter at a time) copy the line to this point:

```
201IFN=2ORN=3ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
201IFN=2ORN=3
```

Now press ^Y (hold the CTRL key down and press Y) and < will be inserted in the new line as follows.

```
201IFN=2ORN=3<
```

Now enter ORN=5. The line now will appear as

```
201IFN=2ORN=3<ORN=5
```

Press ^G (hold the CTRL key down and press G) and the rest of the line will be copied automatically and the line will appear as follows:

```
201IFN=2ORN=3<ORN=5ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
```

Press Return and ^G again and the line will be duplicated as follows but without the < symbol which means to insert:

```
201IFN=2ORN=3<ORN=5ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
201IFN=2ORN=3ORN=5ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
```

You must press return to enter this line in the program.

To delete a field, (let's delete field 5) the process is as follows:

With a ^A (hold the the CTRL key down and press the A key and this will duplicate the code one letter at a time) and copy the line to this point:

```
201IFN=2ORN=3ORN=5ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
201IFN=2ORN=3
```

Now press ^Z (hold the CTRL key down and press Z) and A % symbol inserted. Press ^Z four times more so that the new line as follows.

```
201IFN=2ORN=3ORN=5ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
201IFN=2ORN=3% % % %
```

Press ^G (hold the CTRL key down and press G) and the rest of the line will be copied and will appear as follows:

```
201IFN=2ORN=3% % % %ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
```

Press Return and ^G again and the line will be duplicated as follows but without the % symbols which mean to delete:

```
201IFN=2ORN=3%***ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
201IFN=2ORN=3ORN=7ORN=8ORN=13ORN=14ORN=15ORN=19THEN220\GOTO240
```

After the line has been changed to suit your needs, press Return and enter:

SAVE PART1

To use this program again, enter LOAD PART1. Press Return and when READY appears on the screen, enter RUN. The following will appear on the screen with the prompt:

```
*** Add/Inquire/Delete ***
1 Add, 2 Inquire or Change 3 Delete
#
```

The cursor will be in first prompt character in Field 1, Mfg. Code. **Note: The manufacture file must first be created, either on the initial startup or through Option 2, Manufacture Inquire.**

Enter the manufacture code and the cursor will go to Field 2, Stock #. Enter the stock number and then the description when the cursor goes to Field 3.

The cursor will go then to the fields you designated.

After the number in stock has been entered, the program will tell you that the record has been created and the cursor will return to Field 2, Stock Number. If you need to change the manufacturer code, press ESCape as need to get back to the prompt:

```
*** Add/Inquire/Delete ***
1 Add, 2 Inquire or Change 3 Delete
#
```

When finished with this program, press ESCape as needed to return to the Inventory Control Menu.

You may recall this program if needed later by starting from the Inventory Control Menu and pressing 31.

ROUTINES & PROCEDURES

Inventory Control is flexible and can accommodate a variety of routines for inventory management. Because of its rapid recovery of information, the manager or owner can have timely reports on items in stock, items ordered and items received as well as sales information. This provides the capability of maintaining stock to keep up with the flow of business.

The following routines are only suggestions, but a company should work out routines or procedure to get the most use of the Inventory Control program.

Conditions will determine how often some reports will be run. As an example, the Old Stock report may be run once a month or every three months, depending on the flow of business and the need to keep track of slow moving inventory. Any of the reports can be run at any time.

Running of the Below Minimum report could be a daily procedure, but that is a decision for the operator or manager to make.

4.1 Daily

- Enter stock received, change retail prices if necessary
- Enter sales tickets
- Print Below Minimum report, if needed
- Order, if needed

4.2 End of Month

- Print Sales Reports, for month, year and previous year
- Print On Order Master and Ordered Month-to-Date reports
- Print Received Master and Month-to-Date reports
- Print new price list, if needed
- Print Below Minimum report
- Print Over Maximum report
- Print Old Stock report for stock not moved in past 60 days
- Copy Data Files
- Run End-of-Month clear
- Clear Received Month-to-Date file
- Clear Ordered Month-to-Date file
- Start New Month

4.3 End of Year

Print all reports
Print out hand count report and take physical inventory
Make adjustments, if needed, to number in stock
Copy data files
Run End of Year clear
Check inventory reports for manufacturer groups and items no
longer carried and delete those from the files.
Start new year

OPERATION DETAIL

Operation of each of the options on the Inventory Control menu is described in detail in this section. Examples used in this section come from The Testing Company, a demonstration company established only to provide a data base for reports.

All operations start from the Inventory Control Menu and return to that menu when the program has been executed.

At the beginning of each day the Inventory Control program should go automatically to Today's date. The first display on the screen will be:

```
Inventory Control - Today's Date
Enter 1-Change 2-Menu
#
```

Today's Date is: 03/05/82

If the date is correct, press 2 and the program will return you to the Inventory Control Menu.

To change the date, press 1 and the following will appear:

```
Inventory Control - Today's Date
Enter 1-Change 2-Menu
#
```

Today's Date is: MM/DD/YY

The cursor will be on the MM. Enter the month, then day and then year. After the year is entered, the cursor will go back to the top of the screen with the prompt:

```
Inventory Control - Today's Date
Enter 1-Change 2-Menu
#
```

Today's Date is: 03/05/82

After the date has been set, press 2-Menu and the following will appear on the screen:

Inventory Menu

Enter Number

##

*** File Maintenance ***

1. Stock Inquire
2. Mfg. Inquire
3. Company Name
4. Change Date

*** Update ***

5. Ordering
6. Receiving
7. Sales Adjustment
8. Sales Tickets
9. End of Month
10. End of Year
11. Price Adjustments (Manual)
12. Price Adjustments (Auto %)
13. Stock Adjustments
14. Change Stock Number

*** Reports ***

15. Stock Master (On Screen)
16. Stock Master (Hard Copy)
17. Mfg & File Size
18. Below Minimum
19. Over Maximum
20. On Order Master
21. On Order (MTD)
22. Monthly Sales
23. Sales All (Month/Year/Prev)
24. Old Stock
25. Hand Count
26. Dollar by Mfg
27. Price List
28. Stock # Only
29. Received MTD

5.1 Stock Inquire

Stock items may be entered through this program and items may be called up individually to check information. Also information may be changed or the item can be deleted from the files.

Each stock item has a unique number, that number consisting of a prefix of one to three alphanumeric characters designating the manufacturer, followed by an item code field of up to 15 characters. In addition to a 20 character description, information on each item includes type of sale, taxable, unit of sale, (each, cartons or gallons,) unit type, minimum, maximum, lead time required for ordering, number in minimum order, unit of order (carton or truck load,) number in package, retail price, average price, last cost, date and number on order, number in stock and date last sold.

Month-to-date, year-to-date, and previous year costs, number of units, retail price and gross percentage figures are kept. Cost, quantity for orders year to date and previous year to date are maintained along with an extension of the current value of the item in stock.

With the Inventory Control Menu on the screen, press 1 and Return (or 01) and the following will appear on the screen with the prompt:

*** Add/Inquire/Delete ***

1 Add, 2 Inquire or Change 3 Delete

```

#
1. Mfg Code      :
2. Stock #      :
3. Description   :
4. Type of Sale :
5. Taxable      :
6. Unit Type    :
7. Minimum      :
8. Maximum      :
9. Lead Time    :
10. #/Min/Order :
11. Type Unit   :
12. #/in/Pkg    :
13. R/Price     :
14. Average     :
15. Last Cost   :
16. Date/Order  : / /
17. # on Order  :
18. Date/Sold   : / /
19. #/in/Stock  :

*** Month to Date ***
20. Cost       :
21. #/Units:
22. Retail    :
    Gross %:
*** Year to Date ***
23. Cost       :
24. #/Units:
25. Retail    :
    Gross %:
*** Previous Year ***
26. Cost       :
27. #/Units:
28. Retail    :
    Gross %:
** Order VTD          PYD **
29. Cost:           32.
30. Qty :           33.
31. Ext :
                    XX
    
```

The following is a description or explanation of each line in the Stock Inquire:

1. Mfg Code -- A one to three-place alphanumeric code to designate manufactures or suppliers.
2. Stock # -- A one to 15-place alphanumeric code which is unique to each item within a manufacturer's group.
3. Description -- Up to 20 spaces for the description of the item can be used.
4. Type of Sale -- A one-place field, type of sale can be used in conjunction with Accounts Receivable in keeping track of type of sales.
5. Taxable -- A one-place field, this also may be used in conjunction with the Accounts Receivable program.
6. Unit Type -- How the items are sold, such as each, carton, gallons, by the gross etc, is specified in this three-place field.
7. Minimum -- The minimum number of items to be in inventory is established in this 11-place field.
8. Maximum -- Also an 11-place field, the maximum inventory is established in this field.

9. Lead Time -- The amount of time required between the ordering of this item and the delivery. Time may expressed in days, weeks or months, up to 99. Be consistent throughout the inventory.
10. #/Min/Order -- The minimum number of this item which should be ordered is set out in this 11-place field.
11. Type Unit -- A three-place field, this designates how items are ordered, each, by the dozen, carton etc.
12. #/in/Pkg -- This three-place field describes how the items are received.
13. R/Price -- Retail Price. An 11-digit field.
14. Average -- Average cost of the items is determined by total value of items in inventory under one price, adding the total value of items received under a new price and taking the average per item of the sum of the two totals.
15. Last Cost -- The last price paid for these items.
16. Date/Order -- The date of the last order.
17. # on Order -- The number on order
18. Date Sold -- The date of the last sale of this item.
19. #/in/Stock -- This should represent the number of items actually on hand.

The following three items represent the month-to-date sales of each item in inventory.

20. Cost -- The average cost of the items sold during the month.
21. #/Units -- The number of units sold during the month.
22. Retail -- The amount received in the sale of the items, followed by Gross % which is the difference between the cost and the selling price of the items.

The following three items represent year-to-date sales.

23. Cost -- The actual cost of the item sold year-to-date.
24. #/Units -- The number of units sold year-to-date.
25. Retail -- The amount received in the sale of the items, followed by Gross % which is the difference between the cost and the selling price of the items.

The following three items represent the activity of the item in the previous year of business.

- 26 Cost -- The average cost of the items sold last year.
27. #/Units -- The number of units sold last year.
- 28 Retail -- The amount received in the sale of the items, followed by Gross % which is the difference between the cost and the selling price of the items.

The following items designate the status of orders during the current year:

29. Cost -- Represents the amount spent on getting these items into inventory during the year.
30. Qty -- Represent the number of items purchased during the year.
31. Ext -- Extension of field 19, this represents the cost value of this item and is determined by the number in stock and the average cost.
32. The amount spent on this item last year.
33. The number ordered last year.

Another figure without a field number may appear. This figure represents the number of items in stock which have not been priced. This is a figure used by the programmer to determine how the program is operating and generally should be ignored, other than to be sure that the latest items have been priced.

5.1.1 To Add a Record

With the Inventory Control Menu on the screen, press 1 and the following Stock Add/Inquire/Delete mask will appear on the screen with the prompt:

```

*** Add/Inquire/Delete ***
Enter Mfg Code
***

```

Enter the manufacturer code and the cursor will go automatically to the stock or item number. Enter the stock or item number. If the prompt character spaces are not filled, press Return and the cursor will go to Field 3, Description. Enter the description. The limit is 20 letters, punctuation marks, symbols or spaces. When the description field is filled or you press Return, the cursor to field 4, type of sale.

From this field, the cursor will advance automatically to the next field as the prompt character spaces are filled or a Return is entered until field 19, number in stock is reached. After this field is filled or a Return is entered, the cursor will go back to the top of the screen and the add, change or delete prompt will appear.

The program will flash a message on the screen:

RECORD CREATED

You may enter another record using the same process or press ESCape to return to the Inventory Control Menu.

5.1.2 To Inquire or Change a Record

To inquire about a stock item or to make changes press 2. The following will appear with the prompt:

```
*** Add/Inquire/Delete ***
Enter Mfg Code
***
```

Enter the manufacture code and the next prompt will be:

```
*** Add/Inquire/Delete ***
Enter Stock #
*****
```

Enter the item code and all data available for that item will appear on the screen. The next prompt will be:

```
*** Add/Inquire/Delete ***
Enter Field # to Change 0-Record
#
```

Enter the field number for any changes or adjustments. If any changes are made- be certain that you press 0 to record. If you use ESCape or ^B to back out of the program none of the changes will be recorded.

This program will not permit the changing of the manufacturer code and stock number. Make these changes through Option 14, Change Stock Number

5.1.3 To Delete an Item

To delete a stock item, press 3. The first prompt will be:

```
*** Add/Inquire/Delete ***
Enter Mfg Code
***
```

Enter the manufacture code and the next prompt will be:

```
*** Add/Inquire/Delete ***
Enter Stock #
*****
```

Enter the stock number and the rest of the screen will be filled out with the prompt:

*** Add/Inquire/Delete ***
 Enter Delete Code (DEL)

Verify that this is the record that you want to delete. If it is enter DEL (note all Capital letters). After a moment, the program will flash a message on the screen:

RECORD DELETED

The cursor will be returned to the top of the screen and the prompt:

*** Add/Inquire/Delete ***
 1 Add, 2 Inquire or Change 3 Delete
 #

5.2 Manufacturer Inquire

The first program to be run, Group Update creates the manufacturers files- permitting the user to determine the manufacture three-digit code, a description and the maximum number records for which the file is to be created.

Starting from the Inventory Control Menu, press 2 and Return (or 02.) The first prompt will be:

*** Add/Inquire/Delete Mfg. Code ***
 Enter 1=Add, 2=Inquire or Change, 3=Delete
 #

1. Mfg Code :
 2. Description :
 3. Max/#/Records :

5.2.1 To Add A Manufacture Record

To add a record, Press 1. The following will appear on the screen with the prompt:

*** Add/Inquire/Delete Mfg. Code ***
 Enter 1=Add, 2=Inquire or Change, 3=Delete
 #

1. Mfg Code :
 2. Description :
 3. Max/#/Records :

The cursor will go automatically to Field 1, Manufacturer code and a prompt character field of ***. You may use one, two or three alphanumeric digits. If you do not fill the field, press Return.

The cursor will go to Field 2, Description, which is limited to 20 spaces. If the field is not filled, press Return and the cursor will go automatically to Field 3, Maximum Number of Records to be in file. Estimate the number of different items that are to be in inventory and enter the number. Be sure to have an ample number because these are static files and can be expanded only with the aid of a programmer.

After you have pressed Return, the program will tell you that the record is created and will inform you as each blank record is written into the file.

5.2.2 To Inquire or Change a Record

To inquire about or change a record, press 2. The following will appear on the screen with the prompt:

```

*** Add/Inquire/Delete Mfg. Code ***
Enter Mfg Code
***

```

Enter the manufacturer code and that record will be brought up on the screen with the prompt:

```

*** Add/Inquire/Delete Mfg. Code ***
Enter Field # to Change 0-Record
#

```

```

1. Mfg Code      : LLU
2. Description   : Lorilou Supply Co.
3. Max/#/Records : 25

```

The program will not permit changing the manufacturer code, and Field 3, Maximum Number of Records should be changed only in conjunction with another program EXPAND. Manufacturer files cannot be adjusted on the floppy disk.

5.2.3 To Delete a File

To delete a manufacturer's file, press 3. The first prompt will be:

```

Enter Password
*****

```

The password will be Password #2 as determined in the Company Name File, Section 5.3. Enter the password and if the prompt character field is not filled, and press Return. The next prompt will be:

```

Enter Manufacturer Code
***

```

Enter the code and the mask will be filled out and the next prompt will be:

*** Add/Inquire/Delete Mfg. Code ***

Enter Delete Code (DEL)

1. Mfg Code : LLU
2. Description : Lorilou Supply Co.
3. Max/#/Records : 25

If this is the manufacturer's file you want to delete, enter DEL (note all capital letters) and the program will inform you that the record has been deleted and return you to the original prompt. Enter ESCape the appropriate number of times to get back to the Inventory Menu.

5.3 Company Name

Company name and address used on reports are contained in this file along with three levels of passwords.

The Inventory Control Menu is on the screen. Press 3 and Return (or 03) and the following will appear on the screen with the prompt:

Company name and address used on reports are contained in this file along with three levels of passwords.

Company Name File

Enter Password

1. Company Name :
2. Address :
3. Address :
4. City :
5. State :
6. Zip :
7. Phone :
8. Password #1 : For Company Name File
9. Password #2 : For Manufacture Delete Program
10. Password #3 : For For Year Clear Program

The Inventory Control Program disk is delivered without any passwords. Press Return and the next prompt will be:

Company Name File

Enter # to Change 0 Record

##

If filling out the company name for the first time start with Field 1. Press 1 and Return (or 01) and the cursor will go to the first prompt character space. Enter the name and if the prompt character field is not filled, press Return. The cursor will go back to the top the screen and the prompt:

Company Name File
 Enter # to Change 0 Record
 ##

Repeat the process. The following is offered with limitations or explanations for each field:

Company Name File
 Enter Password

1. Company Name : 40 characters
2. Address : 30 characters
3. Address : 30 characters
4. City : 20 characters
5. State : 20 characters
6. Zip : 10 spaces
7. Phone : 20 spaces
8. Password #1 : 6 characters
9. Password #2 : 6 characters
10. Password #3 : 6 characters

When completed, press 0 to record. the program will return you automatically to the Inventory Control Menu.

5.4 Date Inquire

The day's date is changed through this program which then becomes automatic within the various programs. The Inventory program will start with the Change Date option each time the system is started.

The date can be changed during the day as needed to reflect receipt or sales of items.

With the Inventory Control Menu on the screen, Press 4 and Return (or 04) and the following will appear on the screen with the prompt:

Inventory Control - Today's Date
 Enter 1-Change 2-Menu
 #

Today's Date is: 03/05/82

If the date is correct, press 2 and the program will return you to the Inventory Control Menu.

To change the date, press 1 and the following will appear:

Inventory Control - Today's Date
 Enter 1-Change 2-Menu
 #

Today's Date is: MM/DD/YY

The cursor will be on the MM. Enter the month, then day and then year. After the year is entered, the cursor will go back to the top of the screen with the prompt:

```

                Inventory Control - Today's Date
Enter 1-Change 2-Menu
#
    
```

Today's Date is: 03/05/82

5.5 Ordering

This program is used to get ordering information into the item field. Two reports may be printed utilizing this file, one a master order report which shows all items which have been ordered and one showing items ordered month-to-date.

With the Inventory Control Menu on the screen, press 5 and Return (or 05) and the following will appear on the screen with the prompt:

```

                *** Ordering ***
Enter 1-Continue 2-Menu
#
Mfg Code      :
Stock #       :
Description   :
Quantity on Order :          Total Units on Order
Date Last Ordered :
Quantity in Stock :
Minimum       :
Maximum       :
Unit Type     :
Minimum/Order :
#/in/Package  :
Last/Cost     :
Quantity Sold MTD :
Quantity Sold YTD :

Quantity to Order :
Total Units Order :
    
```

If you are in this program in error, press 2 and the program will return you to the Inventory Control Menu.

Press 1-Continue and the cursor will go automatically to manufacturer code. Enter the manufacturer code. After the program verifies the code, the cursor will go to stock number. Enter the stock number and the rest of the mask will be filled out with the cursor on Quantity to Order. Enter the number and press Return.

The next prompt will be:

*** Ordering ***

Enter 1-OK 2-Incorrect
#

If the quantity ordered is correct press 1 and that item order will be recorded and the prompt will return to:

*** Ordering ***

Enter 1-Continue 2-Menu
#

If the quantity is incorrect, press 2 and the cursor will go back to the Quantity to Order field.

When through with the program, press 2 or ESCape to return to the Inventory Control Menu.

A figure in the upper right hand corner of the screen (shown on the previous mask as XXX) represents the number of orders which have been placed during the month.

5.6 Receiving

Items already on file may be added to inventory through this program. If new items are received, a new record must be set up for each item under Option 1, Stock Inquire.

With the Inventory Control Menu on the screen, press 5 and Return (or Ø5) and the following will appear on the screen with the prompt:

```

*** Receiving ***
Enter 1-Continue 2-Menu
#
Mfg. Code      :
Stock #        :
Description    :
Date Last Ordered :
Quantity Ordered :          Total Units on Order
#/in/Pkg      :
Quantity in Stock :
Average Cost   :
Last Cost     :

Quantity Received :          Total Units Received
Total This Invoice :
Current Cost Each :
```

If you are in this program by mistake, press 2 and the program will return you to the Inventory Control Menu.

Enter 1-Continue and the cursor will go to the first # in a field of three for the manufacturer code. Enter the manufacturer code and the cursor will go automatically to the Item Code. After the Item Code field is filled out, Description through Last Cost will be filled in with information from the Item File. The cursor will go automatically to Quantity Received, then Total This Invoice. The Current Cost Each will be calculated and filled out.

The cursor will go back to the top of the screen and the prompt:

```
*** Receiving ***  
Enter 1-OK 2-Incorrect  
#
```

With a 1-OK response, the date will be recorded and the program will return to the original prompt:

```
*** Receiving ***  
Enter 1-Continue 2-Menu  
#
```

With a 2-Incorrect response, the screen will be erased and the cursor will go back to Group Name and you must enter the data again.

A figure in the upper right hand corner of the screen (shown on the previous mask as XXX) represents the number of shipments which have been received during the month.

To return to the Inventory Control Menu press ESCape or 2.

5.7 Sales Adjustments

The Sales Adjustment program is designed to make changes in sales which may be covered by later warrant adjustments by the manufacturer.

For example, a tire is sold to a customer, who returns sometime within the warranty period. Another tire is installed- but the customer is charged only a part of the retail price of the tire. Inventory will be relieved and sales credited with the actual cash the customer pays. Later, when the manufacturer makes his adjustment, that adjustment is entered through this program. These adjustments will be reflected in the month and year-to-date sales.

With the Inventory Control Menu on the screen, press 7 and Return (or 07) and the following will appear on the screen with the prompt:

Sales Adjustments

Enter 1-Continue 2-Menu
#

1. Manufacturer :
2. Stock # :
3. Description :
4. Dollar Amount :

If this is not the correct program, press 2 and the program will return you to the Inventory Control Menu.

Press 1-Continue and the cursor will go automatically to Field 1, Manufacturer's Code. Enter the code and the cursor will go automatically to Field 2, Item Code. Enter the stock or part number and the program will find that record, enter the description and the cursor will be in Field 4, Dollar Amount. Enter the retail price you want to appear in the Price List.

The next prompt will be:

Enter 0-OK Field Number to Change

Enter 0 to record the change or the Field Number if you want to make another change or correction.

After the change is recorded, the program will return you to the original prompt. Press ESCape as needed to get back to the Inventory Menu.

5.8 Sales tickets

Inventory is relieved through the recording of sales tickets or invoices, showing the manufacturer's and item codes, number of items sold and the total price.

This program will handle sales returns and get inventory back into stock by entering the quantity sold and the amount of the sale as negative numbers.

With the Inventory Control Menu on the screen, press 8 and Return (or 08) and the following will appear on the screen with the prompt:

Sales Ticket

Enter 1-Continue 2 Menu
#

Mfg Code :
Item Code :
Description :
Qty Sold :
Price Total :

If this is not the correct program, press 2 and the program will return you to the Inventory Control Menu.

Enter 1-Continue and the cursor will go automatically to the Manufacturer's Code. Enter the code the the cursor will go to the Item Code. The program fills out the description and the cursor will go automatically to the Quantity Sold. If this is right item. enter the quantity sold and the total price sold.

If it is not the right item, press ESCape to get back to item code or manufacturer's code.

The next prompt will be:

Enter 0-OK Field Number to Change.
#

When all of the information is correct, press 0. If not, enter Field Number and make the appropriate changes.

After the sales ticket is recorded, the program will take you back to the original prompt to enter more tickets. If you are through, press 2 to return to the Inventory Menu.

5.9 End of Month

This program is run at the end of the month to clear out all of the sales information for the month, and add the appropriate monthly totals to the year-to-date totals.

With the Inventory Control Menu on the screen, press 9 and Return (or 09) and the following will appear on the screen with the prompt:

*** Month Clear ***
Enter 1-All 2-Select 3-Menu
#

Enter 1-All if you want ALL of the records cleared, 2 if you want to clear only selected manufacturer's groups. Press 3 if you are in the program by mistake or you want to return to the Inventory Menu.

Enter 1-All and the program will start clearing out all of the monthly figures. flashing each item on the screen as it goes through the data disk.

Enter 2-Select and the next prompt will be:

Enter Mfg Code

Enter the manufacturer's code and the program will go though only that set of items.

5.10 End of Year

Similar to Option 9, this program is run at the end of the year to move the year-to-date figures to the previous year column.

The Inventory Control Menu is on the screen. Press 10 and the following will appear with the prompt:

```

*** Year Update & Clear ***
Enter Password
*****

```

Password will be Password #3 as entered in the Name File, Option 3 on the Inventory Control Menu.

Enter the password and the next prompt will be:

```

*** Year Update & Clear ***
Enter 1-All 2-Select 3-Menu

```

Enter 1-All and the program will start clearing out all of the monthly figures, flashing each item on the screen as it goes through the data disk.

Enter 2-Select and the next prompt will be:

```

Enter Mfg. Code
###

```

Enter the manufacturer's code and the program will go through that group of items only.

IMPORTANT: If one manufacturer group is cleared for the year by the select method, it is imperative that the other manufacturer groups be cleared one at a time. If one group is cleared by select and the rest cleared using the All option, the previous year totals for the group cleared by select will be lost.

5.11 Price Adjustments (Manual)

Through this program, you can change the retail prices for a group of items under one manufacturer's code.

```

Change Retail Price
Enter 1-Continue 2-Menu

```

#

If you are in this program by mistake, press 2 to return to the Inventory Control Menu.

Enter 1-Continue and the next prompt will be:

```

Enter Amount
*****

```

Enter the percent of change and enter decimals as whole figures.
The next prompt will be:

Enter Mfg. Code

Enter the manufacturer's code and each item under that code will appear on the screen one at a time with the current price followed by a ? as follows:

LLU 101-47-1002 Elec. Tool Kit, Sm 569.12 ?

Enter an X and press Return and the program will calculate the new price and bring the next item to the screen. You can enter the new price and press Return. Press a Return if you don't want to change the price.

Enter a B to back up to the last price or an E to stop the program.

5.12 Price Adjustment (Automatic)

Through this program. all prices of all items in a manufacturer group can be raised either by a dollar and cents amount or by a percentage.

With the Inventory Control Menu on the screen, press 12 and the following will appear on the screen with the prompt:

Change Retail Price by % or Fix Amount
Enter 1-Continue 2-Menu
#

Press 2 to return to the Inventory Control Menu if you are in this program by error.

Enter 1-Continue and the next prompt will be:

Enter Mfg. Code
###

Enter the manufacturer's code and the next prompt will be:

Enter 1-% Increase 2-Amount
#

Enter 1 or 2 and the next prompt will be:

Enter Amount

If you select percent increase, enter the percent as a whole number, using the decimal point only when adding a fraction of a percent, such as 10.5%. If you select a dollar amount, enter that with the decimal point. If you did not fill the prompt character field press Return.

The program will bring up each item on the screen and make the changes automatically.

LLU 101-47-1002 Elec. Tool Kit, Sm 569.12 579.12?

After it has gone through a manufacturer's group, the program will return you to the original prompt, "Enter Manufacturer."

5.13 Stock Adjustments

Following a physical count, any adjustments in the quantity of any item in stock can be changed through this program which brings items from any manufacturer's group to the screen one at a time.

With the Inventory Control Menu on the screen, press 13 and the following will appear on the screen with the prompt:

```

Adjust Quantity on Hand
Enter 1-Continue 2-Menu
#

```

Should you be in this program by mistake, press 2 to get back to the Inventory Control Menu.

Enter 1-Continue and the next prompt will be:

```

Adjust Quantity on Hand
Enter Mfg
###

```

Enter the manufacture code and each item under that code will appear on the screen one at a time as follows:

LLU 101-47-1002 Elec. Tool Kit, Sm 5 ?

If the quantity is to be changed, enter the number and press Return. If the quantity is not to be changed, simply press Return. Press B to back up to the previous item. A CTRL B will stop the listing.

5.14 Change Stock Number

If for any reason, a stock number should be changed, this program will make that change in all appropriate files where that stock number is found.

If you are going to change the manufacture code, be certain that manufacturer appears in the file.

With the Control Menu on the screen, press 14. The following will appear on the screen with the prompt:

```

                Change Stock #
Enter 1-Continue 2-Menu
#

1. Old Group#  :
2. Old Stock#  :

3. New Group#  :
4. New Stock#  :

5. Description :
```

If you are in this program through error, press 2 to return to the Inventory Control Menu.

With a 1-Continue response, the cursor will go to Field 1, for the existing manufacture code. Enter the code and the cursor will go to Field 3, existing stock number and then to the new manufacturer code and new stock number. Enter the description.

Press ESCape to return to the Inventory Control Menu.

5.15 Stock Master (on Terminal Screen)

This report can be viewed on the screen or on paper and includes stock number, description, quantity on hand, quantity on order, date of last order, unit cost and extension.

With the Inventory Control Menu on the screen, press 15. The following will be displayed with the prompt:

```

                Part List
Enter 0-CRT 2-Printer 3-Menu
#
```

If you are in this program by error, press 3 and the program will return you to the Inventory Control Menu.

^ 0-CRT response will display the information on the screen. A 2-Printer response will direct the program to activate the printer. Be sure that the printer is turned on and is on line.

The next prompt will be:

```

                Part List
Enter Manufacturer Name
###
```

Enter the manufacture code and the information will be displayed on the screen or printed and then return to the prompt:

Part List
Enter Manufacturer Name
###

When the report is completed, press ESCape as needed to return to the Inventory Control Menu.

5.16 Stock Master (HC)

Similar to option 15, this program produces a hard copy of the parts list, either by a single manufacturer group or by all groups in the file.

With the Inventory Control Menu on the screen, press 16. The following will appear on the screen with the prompt:

Stock Master
Enter 1-All 2-Select 3-Menu
#

If you are in the program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

Before pressing 1 or 2, be sure the printer is turned on and is on line.

Press 1 and the program will activate the printer.

Press 2, and the next prompt will be:

Stock Master
Enter Mfg. Code
###

Enter the manufacturer code and the program will activate the printer and print out that group only.

When the printout is completed, the program will return to the prompt:

Stock Master
Enter 1-All 2-Select 3-Menu
#

5.17 Manufacturer and File Size

A print out of all of the manufactures codes and descriptions is produced by this program along with the size of each file and the number of records in use.

You have the Inventory Control Menu on the screen. Press 17 and the first prompt will be:

Manufacturer Report

1-Continue 2-Menu
#

A 2-Menu response will return you to the Inventory Control Menu.

Before pressing 1-Continue, be sure that the printer is turned on and is on line. When the printout is completed, the program will redisplay the prompt:

Manufacturer Report

1-Continue 2-Menu
#

Press ESCape or 2 to return to the Inventory Control Menu.

5.18 Below Minimum

All items, for which a minimum number was entered when the item file was set up, are printed out when this program is run and the quantity in stock falls below that number.

With the Inventory Control Menu on the screen, press 18 and the first prompt will be:

Minimum Quantity Report

Enter 1-All 2-Select 3-Menu
#

If you are in this program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

A 1-All response will print out all of the items in all categories in the inventory file which fall below the minimum quantity designated to be on hand. Be sure that the printer is turned on and is on line.

With a 2-Select response, the next prompt will be:

Minimum Quantity Report

Enter Mfg. Code

Enter the manufacturer code and all items below the minimum number in that category will be printed out. Be sure that the printer is turned on and is on line. When that category is printed out, the program will return to the prompt:

Minimum Quantity Report

Enter 1-All 2-Select 3-Menu
#

When completed with this program, press 3 or ESCape to return to the Inventory Control Menu.

5.19 Over Maximum

Similar to Option 18, this program lists all items which are over the number set as the maximum quantity determined in item file maintenance.

With the Inventory Control Menu on the screen, press 19. The first prompt will be:

```

                Over Maximum Report
Enter 1-All 2-Select 3-Menu
#

```

If you are in this program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

Enter 1-All and the printer will be activated. Be sure that the printer is turned on and is on line. All items in all categories which are over the maximum number in the files will be printed out.

With a 2-Select response, the next prompt will be:

```

                Over Maximum Report
Enter Mfg. Code
***

```

Enter the manufacture code and the program will print out all items in that category which exceed the maximum number as determined by the figure in the item category. After the category has been printed. the program will return to the prompt:

```

                Over Maximum Report
Enter 1-All 2-Select 3-Menu
#

```

Press 3 or ESCape to return to the Inventory Control Menu.

5.20 On Order (Master)

A printout of all items which are on order and the number and date of order can be obtained through this program.

The Inventory Control Menu is on the screen. Press 20 and the first prompt will be:

```

                Quantity on Order Report
Enter 1-All 2-Select 3-Menu
#

```

If you are in this program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

Enter 1-All and the printer will be activated. Be sure that the printer is turned on and is on line. All items in all categories which have been ordered and not relieved by the inventory received program will be printed out.

With a 2-Select response, the next prompt will be:

```

                Quantity on Order Report
Enter Mfg. Code
***

```

Enter the manufacture code and the program will print out all items in that category have been ordered and that order file not relieved by the inventory received program. After the category has been printed, the program will return to the prompt:

```

                Quantity on Order Report
Enter 1-All 2-Select 3-Menu
#

```

Press 3 or ESCape to return to the Inventory Control Menu.

5.21 On Order (Month to Date)

This printout is limited only to those items which were ordered during the month.

With the Inventory Control Menu on the screen, press 21. The first prompt will be:

```

                Order MTD Report
Enter 1-All 2-Select 3-Menu
#

```

If you are in this program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

Enter 1-All and the printer will be activated. Be sure that the printer is turned on and is on line. All items in all categories which have been ordered during the current month only will be printed out.

With a 2-Select response, the next prompt will be:

```

                Order MTD Report
Enter Mfg. Code
***

```

Enter the manufacture code and the program will print out all items in that category which exceed the maximum number as determined by the figure in the item category. After the category has been printed, the program will return to the prompt:

Order MTD Report
Enter 1-All 2-Select 3-Menu
#

Press 3 or ESCape to return to the Inventory Control Menu.

5.22 Monthly Sales

Those items for which sales were recorded during the month will be listed by number, number sold and the cost and retail prices. The report does not list those items for which there were no sales.

With the Inventory Control Menu on the screen, press 22 and the first prompt will be:

```
*** Monthly Sales Report ***  
Enter 1-All 2-Select 3-Menu  
#
```

If you are in this program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

Enter 1-All and the printer will be activated. Be sure that the printer is turned on and is on line. All items in all categories will be printed out.

With a 2-Select response, the next prompt will be:

```
*** Monthly Sales Report ***  
Enter Mfg. Code  
***
```

Enter the manufacture code and the program will print out all of the items in that category. After the category has been printed, the program will return to the prompt:

```
*** Monthly Sales Report ***  
Enter 1-All 2-Select 3-Menu  
#
```

Press 3 or ESCape to return to the Inventory Control Menu.

5.23 Sales All (Month/Year/Previous Year)

This report will list all items in inventory whether the item sold or not, giving number, description- number sold amount and a gross percent.

Starting from the Inventory Control Menu, press 23. The first prompt will be:

```
*** Sales Report ***  
Enter 1-All 2-Select 3-Menu  
#
```

If you are in this program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

Enter 1 if you want all stock items printed or 2 if you want a selected manufacturer group

With either 1 1-All or a 2-Select response, the next prompt will be:

```
*** Sales Report ***
Enter M-Month Y-Year P-Prev. Year
#
```

If 1-All is selected, all categories and all stock items will be printed out.

With a 2-Select response, the next prompt will be:

```
*** Sales Report ***
Enter Mfg. Code
***
```

Enter the manufacture code and the program will print out all items in that category. After the category has been printed. the program will return to the prompt:

```
*** Sales Report ***
Enter 1-All 2-Select 3-Menu
#
```

Press 3 or ESCape to return to the Inventory Control Menu.

5.24 Old Stock

A listing of all items which have not moved by a certain date determined by the user is produced by this program.

With the Inventory Control Menu on the screen, press 24. The first prompt will be:

```
*** Old Stock Report ***
Enter 1-All 2-Select 3-Menu
#
```

If you are in this program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

Enter 1-All and the next prompt will be:

```
*** Old Stock Report ***
Enter Date
MM/DD/YY
```

The program will use the date entered here as the point to determine all of the non-selling stock from that date backward. After the date is entered, the printer will be activated. Be sure that the printer is turned on and is on line. All items in all categories which have no recorded sales from that date and earlier will be printed out.

With a 2-Select response. the next prompt will be:

```

*** Old Stock Report ***
Enter Mfg. Code
***

```

Enter the manufacture code and the next prompt will be:

```

*** Old Stock Report ***
Enter Date
MM/DD/YY

```

The program will use the date entered here as the point to determine all of the stock from that date backward. After the date is entered, the printer will be activated. Be sure that the printer is turned on and is on line. All items in that category which have no recorded sales from that date backward will be printed out.

When the printout is completed, the program will return to the prompt:

```

*** Old Stock Report ***
Enter 1-All 2-Select 3-Menu
#

```

Press 3 or ESCape to return to the Inventory Control Menu.

5.25 Hand Count

A listing of all items with blanks is produced by this program which then can be used for taking physical inventory.

Starting from the Inventory Control Menu, press 25 and the first prompt will be:

```

Part <Hand Count> List
Enter 1-All 2-Select 3-Menu
#

```

If you are in this program by mistake, a 2-Menu response will return you to the Inventory Control Menu.

Before pressing 1-All or 2-Select, be sure the printer is turned on and is on line.

Press 1-All and the program will activate the printer.

Press 2-Select and the next prompt will be:

Part <Hand Count> List
Enter Mfg. Code ESC for Menu

Enter the manufacturer code and the printer will be activated.

When the printout is completed, the program will return to the prompt:

Part <Hand Count> List
Enter 1-All 2-Select 3-Menu

When finished with this program, press ESCape as needed to return to the Inventory Control Menu.

5.26 Dollar by Manufacturer

The dollar value of items by a specific manufacturer code is determined by this report.

Starting from the Inventory Control Menu, press 26 and the first prompt will be:

*** Dollar Amount Report ***
Enter 1-All 2-Select 3-Menu
#

If you are in this program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

Enter 1-All and the printer will be activated. Be sure that the printer is turned on and is on line. All items in all categories will be printed out.

With a 2-Select response, the next prompt will be:

*** Dollar Amount Report ***
Enter Mfg. Code

Enter the manufacturer code and the program will print out all of the items in that category. After the category has been printed, the program will return to the prompt:

*** Dollar Amount Report ***
Enter 1-All 2-Select 3-Menu
#

To return to the Inventory Control Menu, press 3 or ESCape.

5.27 Price List

If needed for sales reference, this program will produce a list of all items in inventory with a retail price for each item.

With the Inventory Control Menu on the screen, press 27 and the following will be displayed with the prompt:

```
*** Quantity and Price List ***
Enter 1-All 2-Select 3-Menu
#
```

If you are in this program by mistake, press 3 or ESCape to return to the Inventory Control Menu.

Enter 1-All and the printer will be activated. Be sure that the printer is turned on and is on line. All items in all categories will be printed out.

With a 2-Select response, the next prompt will be:

```
*** Quantity and Price List ***
Enter Mfg. Code
***
```

Enter the manufacture code and the program will print out all of the items in that category. After the category has been printed, the program will return to the prompt:

```
*** Quantity and Price List ***
Enter 1-All 2-Select 3-Menu
#
```

Press 3 or ESCape to return to the Inventory Control Menu.

5.28 Stock Number Only

A list of all stock numbers arranged by manufacturers groups is provided in this printout.

With the Inventory Control Menu on the screen, press 28 and the first prompt will be:

```
*** Part Number List to Printer ***
Enter Mfg. Code / ESC Menu
***
```

If you are in this program by mistake, press ESCape to return to the Inventory Control Menu.

Enter the manufacture code and the program will print out all of the items in that category. After the category has been printed, the program will return to the prompt:

*** Part Number List to Printer ***
Enter Mfg. Code / ESC Menu

Press 3 to return to the Inventory Control Menu.

5.29 Received Month-to-Date

This report makes a list of all items received during the month.

With the Inventory Control Menu on the screen, press 29 and the first prompt will be:

Receive/Add Report
Enter 1-Print 2-Clear 3-Menu
#

Number of Records in File: XXX

A 1-Print response will activate the printer and printout all of the records in the file. Be sure that the printer is turned on and is on line.

A 2-Clear response will clear the file. Press 3 to return to the Inventory Control Menu.

5.30 First Time Add

When setting up inventory data files initially or when entering a large number of items at any given time, a special program may be modified by the user so that the cursor will go only to those fields where data is to be entered. This change will help speed up the process of data entry because the cursor will have to enter data only in those fields where data is required.

The procedure will be found in Section 3.6.2 in the Getting Started Section.