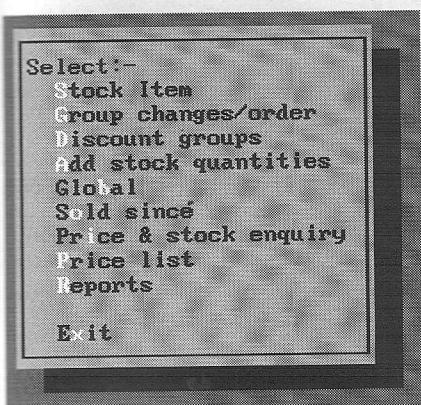


Sales Stock



- Create new and examine/change and report on existing items
- Create/edit/review family groups & change order of groups for price lists
- Create/edit/review discount groups
- Bulk addition of stock quantities
- Change globally - prices, balance levels, VAT codes and locations
- Update the "Sold since" totals on stock records
- Display price and current stock position
- Prepare/print a sales price list
- Prints stock level reports

STOCK ITEM

The main stock records screen.

Here you can add new stock records, change existing details, show past activity - graphically and historically by contract/jobsheet, and delete those no longer required.

NEW ITEM

Stock items can be entered with or without a template - the template method requires firstly inputting an existing code, then changing those details that are not the same for the new record. Stock numbers can be any combination of letters and numbers up to 15 characters. The system will check to

ensure that the stock number has not been used before. Next enter the details for the description and stock location of the product. The *On order* quantity is maintained by the *Purchase Order* section of the system and shows how many of this item are currently due on outstanding purchase orders. The *Rec. level* is the stock level that should ideally be maintained - when using the *Level...* option when placing a purchase order any stock items that have fallen below this level, and are ordered from the supplier on the order, will be shown and can be added to that order at the press of a key.

Stock Number K532		Stock item Description 5/32 HSS Drill Bits	
Location	CH	Supplier "A" THE DRILL BIT SUPPLY CO. LTD. 1276 HIGH ROAD LONDON SE36 4ED	
Stock Cost		Telephone No 9998 723452	
Total	146.19	VAT Code	T1 (17.50%)
Average	11.33	Last Price Change	N/A
Quantities		Cost Prices	
Balance	129	A	3.90
On order	50	B	
Rec. level	180	C	
>>02/04/99	101	Family Group: HSS DRILL BITS	
Last Movement			
01 May 2000			
Sale Prices			
Standard	8.13		
Special	7.40		
Units of	10		

- New item
- Change
- All Details
- Description
- Location
- Quantities
- Supplier
- Prices
- Family group
- Links...
- U.A.T. Rate
- Value
- Order
- Activity
- History
- Delete
- Browse
- Find
- Exit

Cost Prices			
A	5.00	25.00%	= 3.75
B	5.00	20.00%	= 4.00
C	0.00	0.00%	= 0.00

The sales and cost prices can now be entered. Two sales prices can be entered - *Standard* and *Special*. Which one is used depends on the setting for each customer in the

Customer Details file (page 22). If a customer has been set up to use the *Special* price, this will only apply when a *Special* price exists, otherwise the *Standard* price will be used.

Balance		Cost price each	
Add	10	Cost "A"	0.70
		Cost "B"	0.75
		Average	0.70
		Enter	0.80

Every time a change is made to the stock quantity you will be asked to enter the cost of the stock items that are being added/subtracted. This is used to keep both a total stock value and calculate the average cost price.

A nett price can be set up for individual customers - see later in this section.

Each product can be linked to a discount group - this discount group is used by the *Customer Details* file to determine the percentage discount that should apply to each of the products that are in that group.

See the *Discount Groups* section on page 51 for details on how to apply discount descriptions.

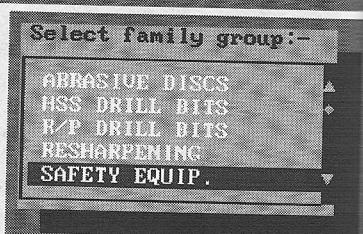
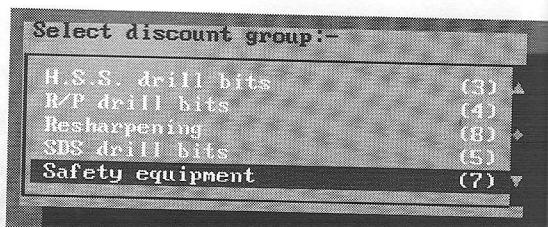
Products can also be placed in family groups - these can be used in place of discount groups (as set up in *Utilities/Default settings/Options*) and for activity graphs and are also used to allow items to be rapidly entered on contracts, quotations and purchase orders.

At any time products can be moved from one group to another by selecting the new group and pressing *Enter*.

Next select the VAT code.

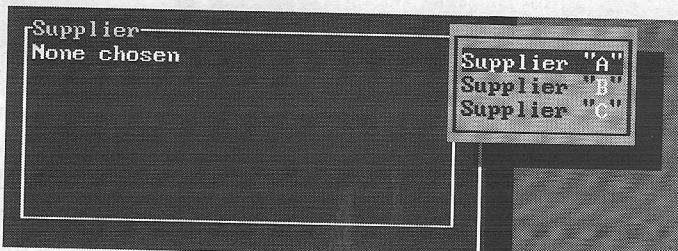
These codes represent the description and rate as set up in the *Default* section of *Utilities*.

VAT	
T0 Zero rated	0.00
T1 Standard rate	17.50
T2	0.00
T3	0.00
T4	0.00
T5	0.00
T6	0.00
T7	0.00
T8	0.00
T9 Exempt	0.00

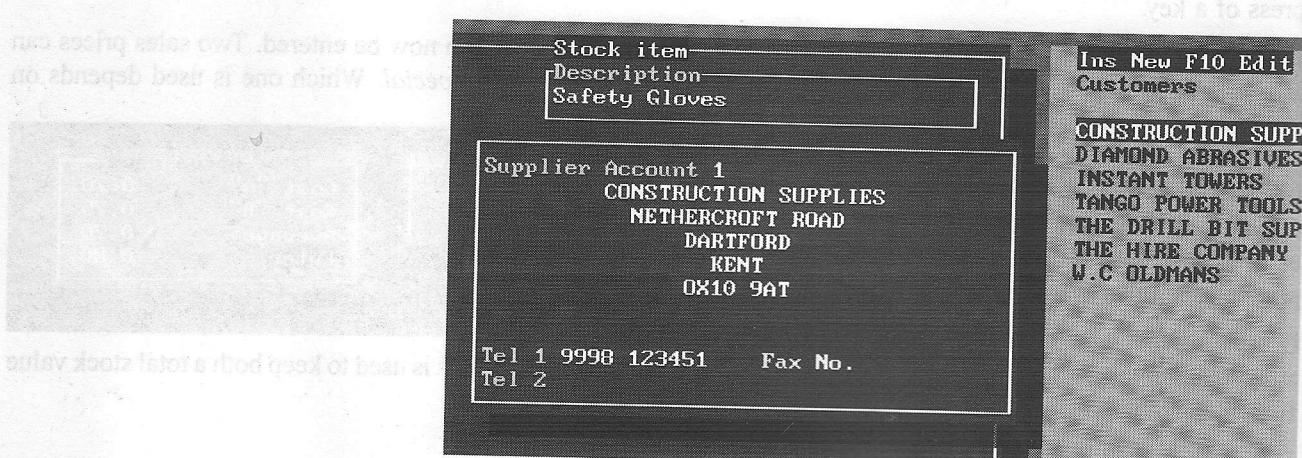


Up to 3 suppliers can be stored against each product. The suppliers own product code for the item can also be recorded here - this will then be used when placing orders from that supplier using the *Purchase Order* section of the system (on page 56). An entry here is required if the *Recommended Level* function described earlier is to be used.

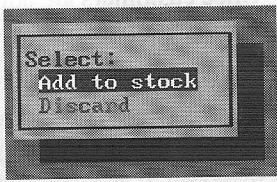
To add a supplier highlight the supplier letter (A, B or C) and press *Enter*. The suppliers account number can be entered or the first few letters of the suppliers name will produce a list from which to choose. New supplier details can be created if required by pressing either *Enter* in the *Supplier ref.* box or *Insert* from the list. The supplier details can be edited by pressing *F10* from the list.



If you do not want to specify a supplier, or when you have finished adding supplier details, press *Esc* at the Supplier "A", "B" or "C" choice box.



Once all details have been entered you are then asked to confirm the addition to the stock file. Stock quantities and values can be set to be maintain a record of the stock level and value - once set this cannot be changed.



New item
Change:
All Details
Description
Location
Quantities
Supplier
Prices
Discount band
Family group
V.A.T. Rate
Value
Order
Activity
History
Delete
Browse
Find
Exit

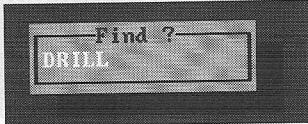
CHANGE

The list under *Change*: allows either all details or just a selected part to be changed. If you wish to change the stock number (you will require exclusive use of the system) firstly select *All details* then *Stock number*. If a number is changed then all references to the old number throughout the system will also be changed.

DELETE

To remove the details on any product - provided there is no stock quantity held.

FIND



To locate any product within the stock file - you can either enter a full or part stock number, a part of the items description, or the suppliers code.

Searches can be cancelled by pressing the *Esc* key.

Stock Number K532	Stock item Description 5/32 HSS Drill Bits
Location	Supplier "A" THE DRILL BIT SUPPLY CO. LTD. 1276 HIGH ROAD LONDON SE36 4ED
Stock Cost Total 77.61	Telephone No 9998 723452
Average< 3.90	
Quantities Balance 199	
On order 10	
Rec level 180	
>12/05/94 21	
Sale Prices Standard 8.13	Cost Prices A 3.90 B C
Special 7.40	Other Discount Band 3 Family Group: HSS DRILL BITS
Units of 10	
Last Movement 10 May 95	VAT Code T1 (17.50%)
	Last Price Change N/A

- K116
- K12
- K132
- K14
- K164
- K18
- K32
- K364
- K38
- K532**
- K564
- K964
- L16
- L10A
- L10B
- L10C
- L10D
- L10E

BROWSE

brings a list box up in place of the menu.

Now as you scroll through the list, using arrow or page keys, the stock details are displayed.

PRICES

For adjusting the standard/special sales prices and quantity break pricing and to set customer dependent nett prices for the product. For quantity breaks enter the quantity from which the price takes effect - prices can be entered for both types of fixed price.

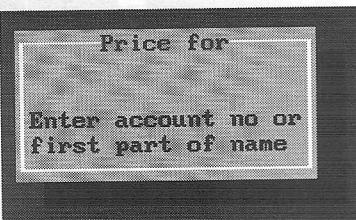
Stock Number WSG	Stock item Description Safety Gloves
Quantities Balance 10	Special prices
On order	
Cost Prices A 3.75	Customer Net Price
B 4.00	
C	
Average< 3.75	
Sale Prices Standard 5.00	
Special	
Units of 1	

Insert add Esc exit



Nett prices can be specified for any product, these too can have quantity pricing breaks set.

To add a customer to the nett prices list press *Insert*. Customers can be added via their account number or picked from a list generated by entering the first few letters of the



customers name.

Once customers are added the nett price can be entered.

Please note that where nett prices exist, these prices will take precedence. Any discount the customer would otherwise receive will be ignored. Nett prices cannot be discounted.

To access the quantity break set-up press the *F12* key.

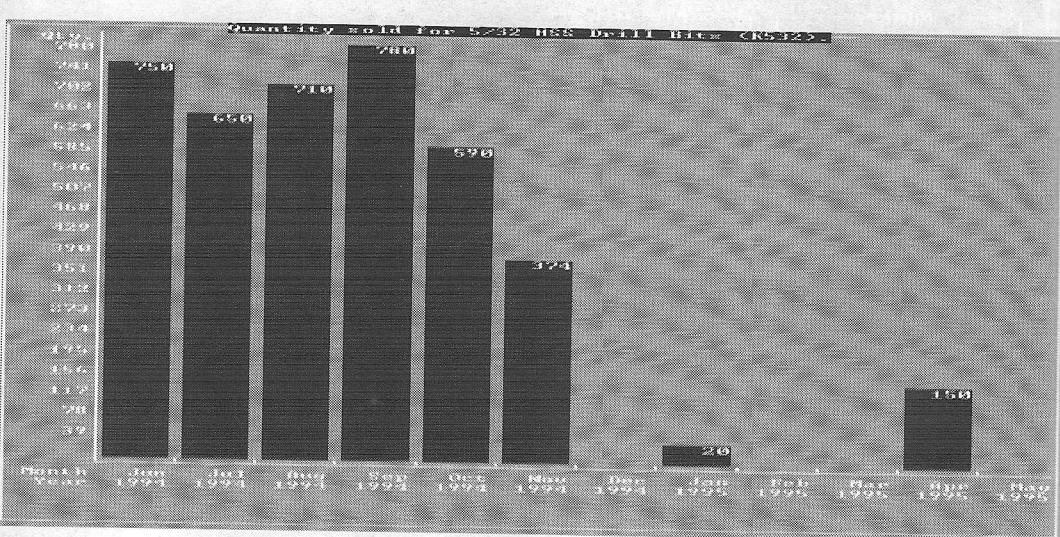
To remove a customer from the list, first highlight that customer then press *Delete*.

Nett prices can also be set up from Customer Details.

Stock Number WSG	Stock item Description Safety Gloves
Quantities	Special prices
Balance 10	Customer Net Price
On order	THISTLE SECURIT 3.55
	THE FIRE PROTEC 3.40
Cost Prices	
A 3.75	
B 4.00	
C	
Average** 3.75	
Sale Prices	Account 1 (Credit)
Standard 5.00	THISTLE SECURITY
Special	Ins add Del remove Esc exit
Units of 1	

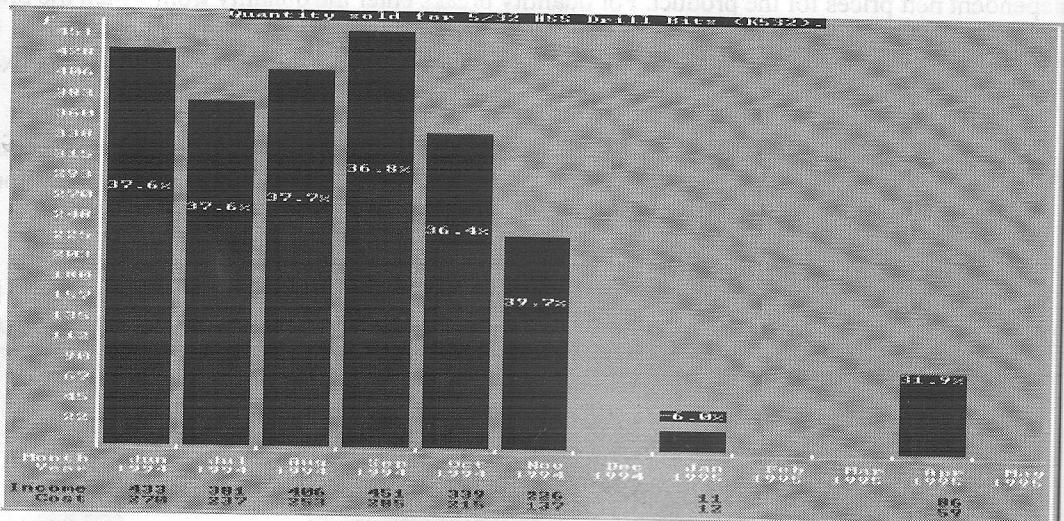
ACTIVITY

Shows a graph of the quantity sold of this stock item, or its family group, over any 12 month period.



An additional graph will be displayed showing income and cost if you press your hot key combination whilst the first graph is visible.

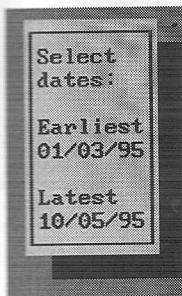
(See *User Details* in the *Utilities* section on page 81 for details on hot key combination.)



HISTORY

Allows the history of all movements - both in and out - to be displayed with the ability to load the source document. Additionally, provides a history of previous sales between two dates, and shows both the customers and nett price paid.

Any contract can be loaded by highlighting the line in question and pressing *Enter*.



Stock Number	Description	Contract Name	History	Dated	Qty	Nett
WRG	Rigger Gloves	10 THISTLE SECURITY		26/04/95	1	1.73

Enter to load contract Esc to exit

VALUE

For redefining the stock value. The revised value for each item is required.

Adjust value of stock.

Value (each) : 0.70

ORDER

Used to place products in the order required when printing a customer price list.

Once this option is selected, all members of the family group will be shown on screen.

To move any item up or down in the list, follow the following procedure.

Highlight the line you wish to move then, whilst holding down the *Ctrl* key, move the line to its new position with the up/down arrows.

Stock No.	Stock item	Description	Group	HSS	DRILL	BITS
6		1/64 HSS Drill Bits				
K164		1/64 HSS Drill Bits				
K132		1/32 HSS Drill Bits				
K364		3/64 HSS Drill Bits				
K116		1/16 HSS Drill Bits				
K564		5/64 HSS Drill Bits				
K332		3/32 HSS Drill Bits				
K18		1/8 HSS Drill Bits				
K964		9/64 HSS Drill Bits				
K532		5/32 HSS Drill Bits				
K14		1/4 HSS Drill Bits				
K38		3/8 HSS Drill Bits				
K12		1/2 HSS Drill Bits				

Move: Ctrl+Up or Ctrl+Down Esc Save/cancel

LINKS...

Select:
Alternatives
Accessories

Technical tip:
Family
Item

Trade in
Exit

Alternatives Facilitates different items to be specified as an alternative to the current item. Where alternatives are specified they can be accessed by pressing the *F12* key when creating a contract.

Stock Number	Description	Sell at	Balance	
B1	Jigsaw	123.00 each	0	
Description		Stock Number	Sell at	Balance
** None defined **				
Insert Add an alternative	Delete Remove an alternative			Esc Exit

Accessories a list of stock items that can be added to a contract at the push of a key. Quantities can be changed at the point of raising the contract.

Stock Number	Description	Sell at	Balance	
B1	Jigsaw	123.00 each	0	
Qty	Description	Stock Number	Sell at	Balance
1	Safety Gloves	WSG	5.00	10
1	Ear Plugs (Pair) 110DB	WEP	0.43	7

Insert Add Enter Change quantity Delete Remove Esc Exit

Trade In For stock items sold in units of 1, a trade in allowance can be set up.

Trade in allowance: On

Standard	25.00
Maximum	40.00
Trade in cost	
Trade in price	
Zero	

Technical Tips A brief note can be added at both the family and item level (up to 250 characters). If a tip has been entered this tip can be displayed when adding that stock item to a contract. You will be notified on the product line of a contract if a tip exists.

GROUP CHANGES / ORDER

This option allows the creation of family groups.

To add a new group press the *Insert* key and enter the family group name.

To remove a family group press *Delete*. (Only those with no members can be deleted).

You can see a list of items included in any family by highlighting that group and pressing *F10*.

The order in which groups are added to a price list can also be set.

8 families defined		
Family name	Members	
ABRASIVE DISCS	6	
HSS DRILL BITS	12	
R/P DRILL BITS	22	
RESHARPPENING	12	
SAFETY EQUIP.	5	
SANDING BELTS	3	
SCREWS	12	
SDS DRILL BITS	29	
List	New	Delete
F10	Ins	Del
		Exit
		Esc
Page 1 of 1		

DISCOUNT GROUPS

Dependant on the setting of discount type within Utilities/Default Settings/Options

This option is used to apply names to each discount group in use. Once descriptions are assigned they can be allocated to stock items.

See *Customer Details* for further details on applying percentages and individual customers to discount groups.

Discount groups & descriptions	
No.	Description
1)	Abrasive cutting discs
2)	Sanding belts
3)	H.S.S. drill bits
4)	R/P drill bits
5)	SDS drill bits
6)	Screws
7)	Safety equipment
8)	Resharpening
9)	UNASSIGNED
10)	UNASSIGNED
F10	Edit
	Del
	Remove description
	Page 1 of 10
	Esc
	Exit

ADDING STOCK QUANTITIES

To add stock quantities to an existing stock number - see the section on page 54 for further details.

SOLD SINCE

This option updates the *sold since* quantities showing on the stock records (shown as >> followed by the date from which the count was last calculated).

Balance	220
On order	10
Rec level	180
>>09/05/94	

Enter date to start "Sold since" count....
Start count from
12/05/94

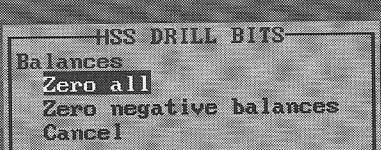
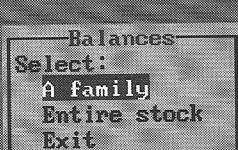
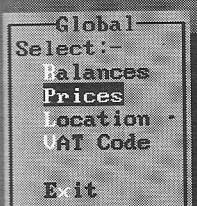
This option can be run at any time and will examine all contracts and jobsheets to determine the revised figure sold to date. This option can take a few minutes to complete.

GLOBAL

Make changes to the entire sales stock file or just a single family group.

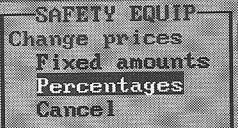
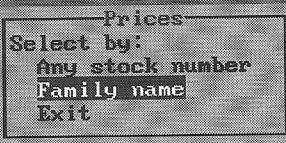
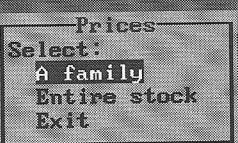
For each option if *A family* is selected that family

can be selected either by the family name or by any member of that family's stock number. Sales *Balances* can be zeroed, either just those balances that may show a negative stock quantity or all balances.



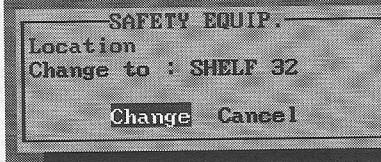
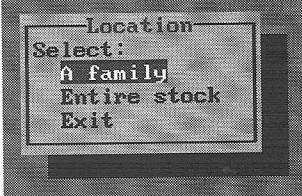
Prices both sales and cost can be raised either by a percentage or a fixed amount.

Please note this adjustment will not affect any special nett sales prices - these can be altered via the *Customer details* section customer by customer..



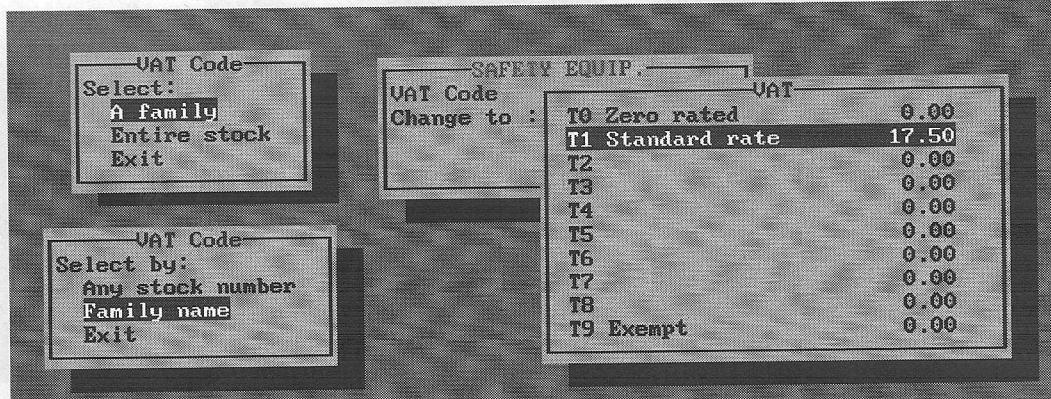
SAFETY EQUIP.		
Enter changes by percentage		
Standard Price	10.00%	
Special Price	8.00%	
Cost Price "A"	10.00%	
Cost Price "B"	10.00%	
Cost Price "C"	8.00%	
		Make changes
		Cancel

The location of a family group of products can be changed.



VAT codes can also be adjusted globally. The codes and their descriptions are set in the *Defaults* section of *Utilities* - see page 82.

Stock number prefixes/suffixes can also be changed either by family or for the entire stock file. This operation can take some time as all historical references to the old stock number throughout the system are also changed. This option requires exclusive use of the system.



SAFETY EQUIP.		VAT
T0	Zero rated	0.00
T1	Standard rate	17.50
T2		0.00
T3		0.00
T4		0.00
T5		0.00
T6		0.00
T7		0.00
T8		0.00
T9	Exempt	0.00

PRICE & STOCK ENQUIRY

Shows balance, stock number and price.

Output can be limited to particular groups by entering the first part of the description, stock number or family group. Leaving the input blank will display the entire stock.

This information is also accessible within the *Availability/Price* option of the *Hire/Sales Contracts* section.

PRICE LIST

Used to create a new, or edit an existing, sales price list layout.

Once a layout is created, all prices will be taken from the sales stock records data, thus ensuring that a price list remains up to date.

To prepare a price list from scratch, firstly choose the *Create..* option. This will read in data from the existing sales stock, together with family group names and descriptions of each item

Any item may be repositioned, and items not required on the price list may be deleted. Deletion only affects the price list, all sales stock data remains intact.

Once all items are positioned to your satisfaction, pressing *Esc* saves the price list.

Descriptions and headings may be edited.

Duplicate headings should be removed, so that when the price list is printed like items are grouped together under the appropriate heading.

Once prepared, both general and individual customer price lists may be printed, inclusive or exclusive of VAT.

Group	Example	89 items
ABRASIVE DISCS	4" Stone Cutting Discs	
ABRASIVE DISCS	7" Stone Cutting Discs	
ABRASIVE DISCS	9" Stone Cutting Discs	
ABRASIVE DISCS	4" Metal Cutting Discs	
ABRASIVE DISCS	7" Metal Cutting Discs	
ABRASIVE DISCS	9" Metal Cutting Discs	
HSS DRILL BITS	1/16 HSS Drill Bits	
HSS DRILL BITS	1/2 HSS Drill Bits	
HSS DRILL BITS	1/32 HSS Drill Bits	
HSS DRILL BITS	1/4 HSS Drill Bits	
HSS DRILL BITS	1/64 HSS Drill Bits	
HSS DRILL BITS	1/8 HSS Drill Bits	
HSS DRILL BITS	3/32 HSS Drill Bits	
HSS DRILL BITS	3/64 HSS Drill Bits	
HSS DRILL BITS	3/8 HSS Drill Bits	

Select the item to be repositioned then press **Enter**
Delete Remove from price list

Esc **Exit**

Individual customer price lists can take into account any discounts that the customer may enjoy (accessed through the *Customer details* menu).

Once prepared, both general and individual customer price lists may be printed, inclusive or exclusive of VAT.

Heading	Sales Price List Details to print
ABRASIVE DISCS	4" Stone Cutting Discs 7" Stone Cutting Discs 9" Stone Cutting Discs 4" Metal Cutting Discs 7" Metal Cutting Discs 9" Metal Cutting Discs
HSS DRILL BITS	1/16 HSS Drill Bits 1/2 HSS Drill Bits 1/32 HSS Drill Bits 1/4 HSS Drill Bits 1/64 HSS Drill Bits 1/8 HSS Drill Bits 3/32 HSS Drill Bits 3/64 HSS Drill Bits 3/8 HSS Drill Bits

Edit appearance of price list as required.
 Items will be grouped by heading when printed.

F9 remove heading
Esc **Exit**

REPORTS

Standard stock reports.

Select:
All Stock Items regardless of balance
Stock Items showing a stock holding
All items from the same family group
Only items from the same family that show stock
All items that match a prefix (eg "A")
Only items that match a prefix and show stock
Items that match a description
Only items that match a description and show stock
Items that have fallen below recommended level
Exit

ADDING STOCK ITEMS & PRICE ENQUIRIES

This screen will enable stock to be added - but not deducted, and price enquiries. Unless hot-key privileges have been granted, only the list prices will be visible.

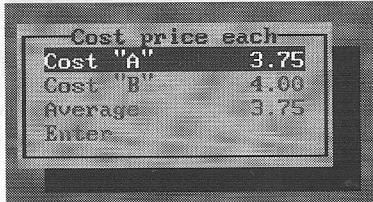
Stock - Sales prices & additions

Stock Code	Description	Current Balance	Addition	New Balance
WSG	Safety Gloves 5.00 each (Standard)	10		

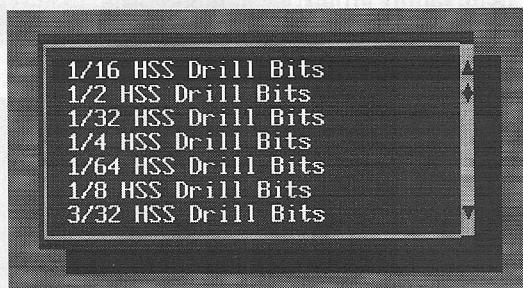
Quantity to add

When stock is added the cost of that stock will be required.

If the user has hot key access rights by using their hot key combination when a product's details are displayed the cost prices will be shown.



Stock items can be displayed by entering the stock number, entering the first part of the number and picking the item from a list, or searching the file for by entering part of the description



ADDING STOCK ITEMS & PRICE ENQUIRIES

This screen will enable stock to be added - but not deducted, and price enquiries. Unless hot-key privileges have been granted, only the list prices will be visible.

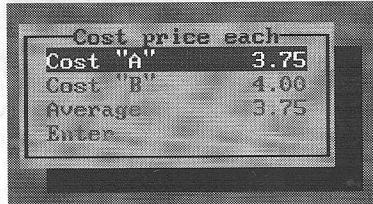
Stock - Sales prices & additions

Stock Code	Description	Current Balance	Addition	New Balance
WSG	Safety Gloves 5.00 each (Standard)	10		

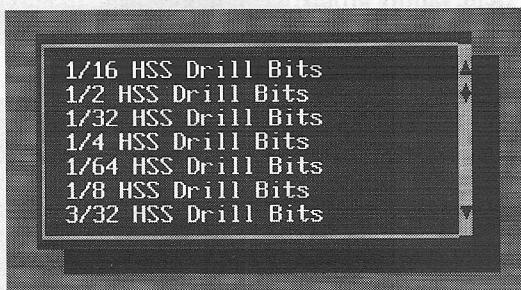
Quantity to add

When stock is added the cost of that stock will be required.

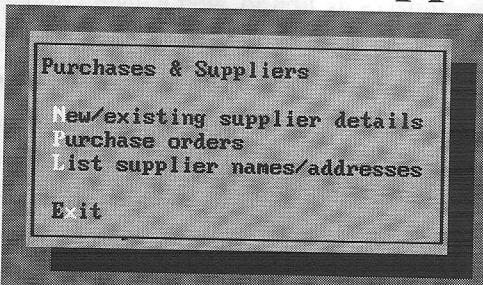
If the user has hot key access rights by using their hot key combination when a product's details are displayed the cost prices will be shown.



Stock items can be displayed by entering the stock number, entering the first part of the number and picking the item from a list, or searching the file for by entering part of the description



Purchases & Suppliers



- Create/edit supplier details - review orders, activity and goods supplied
- Add/review orders, reduce outstanding items on orders, list balances due
- Prints a list of suppliers names & addresses

A list of suppliers, either in full or showing their name only, can be printed.

NEW/EXISTING SUPPLIER DETAILS

Account 7 THE DRILL BIT SUPPLY CO. LTD. 1276 HIGH ROAD LONDON SE36 4ED		Opened	New supplier Change: Details Status Payee details Bank account Notes Live orders Purchase activity History Delete Browse Find Items supplied Print Details Account No./Type Exit
Tel 1 9998 723452 Tel 2	Fax No.	Status OK	
General Contact:	Hire Days/week	Balance	
Order No. Optional Area	Discount 0.00%	Aged c 1 2 3 +	
VAT No	Holiday credit No	Limit	
Last used	Credit account Yes	Turnover	
Default codes	Payment days		
Nominal VAT	From Month end		
	Settlement 0.00%		

New supplier To create new supplier account.

Change details Allows all items entered with exception of the account number to be edited.

Status The credit limit and whether an account is active.

Payee Details For use with the Purchase Ledge - Allows an alternative name to be entered for making payments.

Bank account Records the suppliers bank account details and the preferred method of payment.

Notes Attach a note or reminder to the supplier account. Reminders are displayed whenever a cross hire or purchase order for the supplier are accessed.

Outstanding orders Shows both types of order - purchase and cross hire - any existing order can be loaded from the list.

Purchase activity Shows graphically the quantity and value of items supplied. Can be limited to a particular stock item, family group or can report on all items supplied. (See the section under Sales Stock for detailed information on Activity).

History Displays a list for either purchase or cross hire orders showing date, order number and quantity supplied. Any order may be loaded for further review.

Browse Displays records in either alphabetical or account number order.

Find Locates an account either by inputting the account number or the first part of the accounts name.

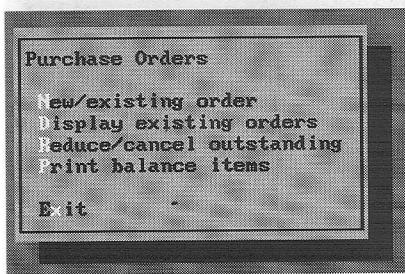
Items supplied Shows a list of all items that are available from this supplier. Those items for which this supplier is the main supplier are tagged with an asterix. Any stock record may be loaded direct from this list.

Account No./Type To change the suppliers account number. This option requires exclusive use of the system.

Account 7 THE DRILL BIT SUPPLY CO. LTD. Marked as a supplier of:	
1/16 HSS Drill Bits	3.44 *
1/2 HSS Drill Bits	31.22 *
1/32 HSS Drill Bits	5.45 *
1/4 HSS Drill Bits	7.30 *
1/64 HSS Drill Bits	8.99 *
1/8 HSS Drill Bits	3.24 *
3/32 HSS Drill Bits	3.08 *
3/64 HSS Drill Bits	4.99 *
3/8 HSS Drill Bits	16.03 *
5/32 HSS Drill Bits	3.98 *
5/64 HSS Drill Bits	3.80 *
9/64 HSS Drill Bits	4.26 *
10mm x Std. R/P Bits	1.00 *
18mm x 160mm R/P Bits	1.13 *

Enter to load stock details "*" = Main supplier

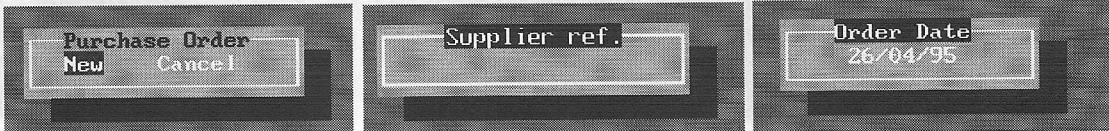
Purchase Orders



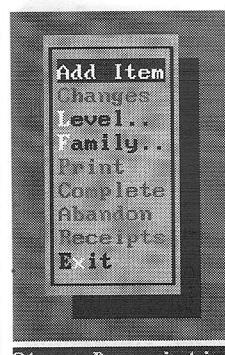
- Creates new, examines and books in existing orders
- Displays a list of orders complete/incomplete/all for one or every supplier
- Reduce or delete outstanding items on orders
- Prints a list of outstanding order balances

NEW/EXISTING ORDERS

To create a new purchase order select New - once orders are



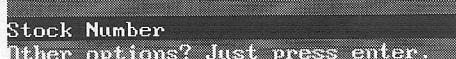
present on the system (Cancel will be replaced with Existing). A suppliers reference is then required for the company you are to place the order with. This can either be the suppliers account number, or the first part of the company name to provide a pick-list.



The suppliers details will then appear at the top left of the new hire order. Any delivery address and/or supplier contact name can now be entered. The operators name is added automatically.

Now you are able to pick from the order menu.

To add an item to the order select Add item. Items may be added by using sales stock codes and picked from a list by entering the first part of a stock number. Other options are searching the sales stock file and adding non stock items.



If an item from the stock file is entered, details on the current stock level, the recommended stock level and any that may already be on order are shown. If a suppliers code for the product

Qty	Description	No entries	Supplier's Code	Cost	Per Disc%	Total
	1/8 HSS Drill Bits				10	
Stock	Rec Level	On Order				
200	180	10				

has been entered this will also be shown - if not it can be added if required. A note of

the cost price and current selling price is also made together with the due delivery date and who the order is for.

Supplier		PURCHASE ORDER PO_L5003		26 April 95	
CONSTRUCTION SUPPLIES		Delivery to			
NETHERCROFT ROAD					
DARTFORD					
KENT					
DA10 9AT					
Telephone No 9998 123451		Contact name			
		Placed by A. OPE			
Qty	Description	No entries	Supplier's Code	Cost	Per Disc%
10	1/8 HSS Drill Bits		232323232323	3.24	10

The Level.. option searches through the sales stock files and produces a list showing all those items that are obtained from this

supplier (up to 3 suppliers details can be stored against every stock item in the sales stock file) that have fallen below the recommended stock level. The recommended order quantities are shown - and may be amended as necessary. Add items from this list to the order by pressing Insert or press Esc to discard.

Items with balance below recommended levels							
Balance	Ordered	Rec	stk	Order	Description	Cost	List
13			18	5	Ear Plugs [Pair] 110Db	0.11	0.43
14			18	4	High Impact Goggles	0.70	3.30
14			18	4	Mask BS6016 Type 2	0.97	1.66
15			18	3	Rigger Gloves	0.50	1.92

Enter quantities required. F10 Rec/none. Ins add to order. Esc cancels.
Page 1 of 1

The family option allows stock items that belong to the same family group to be added to the order in bulk.

You are required to enter the code of any member of that family to call up the list showing all members. To add any items required to the order, fill out the Order column then press Insert Esc cancels.

Family Order					
Balance	Ordered	Rec	stk	Order	Description
190		180		10	1/64 HSS Drill Bits
200		180		10	1/32 HSS Drill Bits
200		180		10	3/64 HSS Drill Bits
190		180		10	1/16 HSS Drill Bits
190		180		10	5/64 HSS Drill Bits
190		180		10	3/32 HSS Drill Bits
200	20	180		10	1/8 HSS Drill Bits
200	10	180		10	9/64 HSS Drill Bits
200	10	180		10	5/32 HSS Drill Bits
200	10	180		10	1/4 HSS Drill Bits
200	10	180		10	3/8 HSS Drill Bits
200		180		10	1/2 HSS Drill Bits

Enter quantities required. F10 Rec/none. Ins add to order. Esc cancels.

Page 1 of 1

Once all items are added to the order select *Complete*. The order may then be printed if required.

CONSTRUCTION SUPPLIES		PURCHASE ORDER PO_L5003	Delivery to	26 April 95
NETHERCROFT ROAD				
DARTFORD				
KENT				
OX10 9AT				
Telephone No 9998 123451				
Qty	Description	5 Lines	Contact name Placed by A. OPERATOR	
10	1/8 HSS Drill Bits		Supplier's Code 2323232323	
10	5/64 HSS Drill Bits			Disc% Total
10	3/32 HSS Drill Bits			3.24
10	5/32 HSS Drill Bits			3.80
10	1/4 HSS Drill Bits			3.90

- Add Item
- Changes
- Leave
- Family...
- Print
- Complete
- Abandon
- Rese. P.O.
- Exit

To recall an existing order, select *Existing* - the most recent order number used will be displayed. If this order is not the one you require press F10 to list all existing purchase orders.

Purchase Order	New	Existing
----------------	-----	----------

Order No
PO_L5003
F10 list

Dated	Order Number	Description	Ordered From
26/04/95	PO_L5003	1/8 HSS Drill Bits	CONSTRUCTION SUPPL

Any of the listed orders can be loaded by highlighting any item from that order and then pressing Enter.

To book in goods received, select *Receipts*, enter the date of receipt, and a box listing all outstanding items from the order will appear. Initially all of the outstanding quantities appear in the *In now?* column, these can be altered to reflect the actual quantities received.

All items with current stock numbers are automatically added to the sales stock quantities.

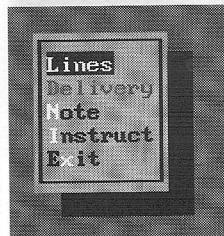
Outstanding items from this order			
Total Received	Description	Due	In now?
10	0 1/8 HSS Drill Bits	10	10
10	0 5/64 HSS Drill Bits	10	10
10	0 3/32 HSS Drill Bits	10	10
10	0 5/32 HSS Drill Bits	10	10
10	0 1/4 HSS Drill Bits	10	10

Enter quantities returned. F10 due/none. End to save. Esc cancels

Should any of the prices - either cost or resale - differ from those in the stock file you will be given the option of updating those prices.

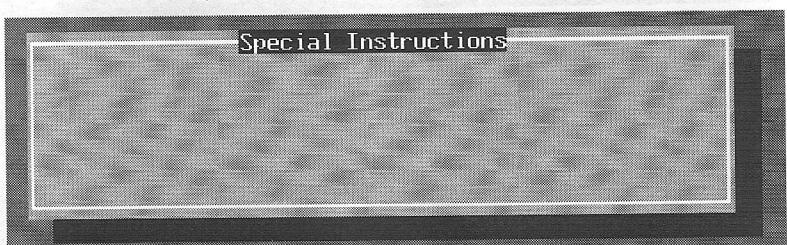
Prices differ. Adjust as required...

This order List Price	15.20	Cost Price	7.00
Stock file prices			
Standard Price	15.20	Cost "A"	7.30
Special Price	13.80	Cost "B"	
Priced per	10	Cost "C"	



The *Changes* option from the order menu allows changes to be made to the transaction lines of the order, any note or special instructions and the delivery address.

Transaction lines can only be adjusted and deleted whilst the order is incomplete. To remove items no longer required choose *Reduce/cancel outstanding* from the Purchase Order main menu.



If *Notes* or *Instructions* contain any text, the first few words will appear at the bottom of the screen. The delivery address can only be altered whilst the order is incomplete.

Further information on the state of the order can be obtained by selecting *Lines* then pressing *F8*. The right hand side of the display will change to show who the item has been ordered for, the quantity received, the quantity due and the due delivery date.

Pressing *F8* once more returns the screen to its normal display.

PURCHASE ORDER PO_L5003						26 April 95
CONSTRUCTION SUPPLIES NETHERCROFT ROAD DARTFORD KENT DX10 9AT Telephone No 9998 123451			Delivery to			
Dty	Description	Line 5 of 5	Supplier's Code	Cost	Per Disc%	Total
10	1/8 HSS Drill Bits		232323232323	3.24	10	3.24
10	5/64 HSS Drill Bits			3.80	10	3.80
10	3/32 HSS Drill Bits			3.08	10	3.08
10	5/32 HSS Drill Bits			3.90	10	3.90
10	1/4 HSS Drill Bits			7.30	10	7.30

Move Page Up Page Down F8 F9 F10 ESC

PURCHASE ORDER PO_L5003						26 April 95
CONSTRUCTION SUPPLIES NETHERCROFT ROAD DARTFORD KENT DX10 9AT Telephone No 9998 123451			Delivery to			
Total	Description	Placed by A. OPERATOR	Ordered for	Qty in Cmplte	Due On	
10	1/8 HSS Drill Bits	MR H JONES		5		5 27/04
10	5/64 HSS Drill Bits			10	09/05	
10	3/32 HSS Drill Bits			10	09/05	
10	5/32 HSS Drill Bits			10	09/05	
10	1/4 HSS Drill Bits			10	09/05	

Move Page Up Page Down F8 F9 F10 ESC

REDUCE/CANCEL OUTSTANDING

Used to reduce or cancel any outstanding item or items on an order.

Outstanding Purchase Orders			Due Supplier
Ordered	Order Number	Description	
26/04/95	PO_L5003	1/8 HSS Drill Bits	10 CONSTRUCTION SUP

O/No.PO_L5003 for MR H JONES

Ordered	Received	Balance
10	0	10

Order Date	26 April 95
Description	1/8 HSS Drill Bits
Stock Number	K18

Supplier

CONSTRUCTION SUPPLIES NETHERCROFT ROAD DARTFORD KENT OX10 9AT Telephone No. 9998 123451
--

Reduce balance to

Any order can either be called up by entering the purchase order number, or all outstanding orders can be displayed.

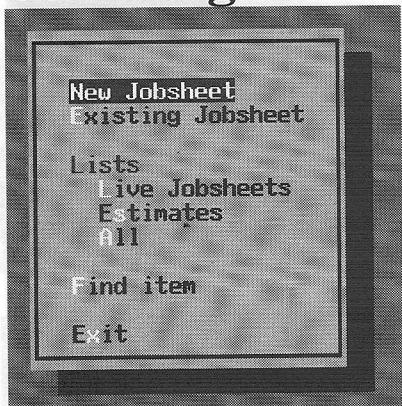
Pick the item you wish to reduce or cancel from the list and press *Enter*. The boxes at the bottom of the screen will appear showing the order line details and the full address of the supplier.

Enter the quantity to replace the outstanding balance. To delete a line entirely enter zero as the revised order quantity.

PRINT BALANCE ITEMS

Produces a list showing all outstanding orders together with the supplier details.

Servicing



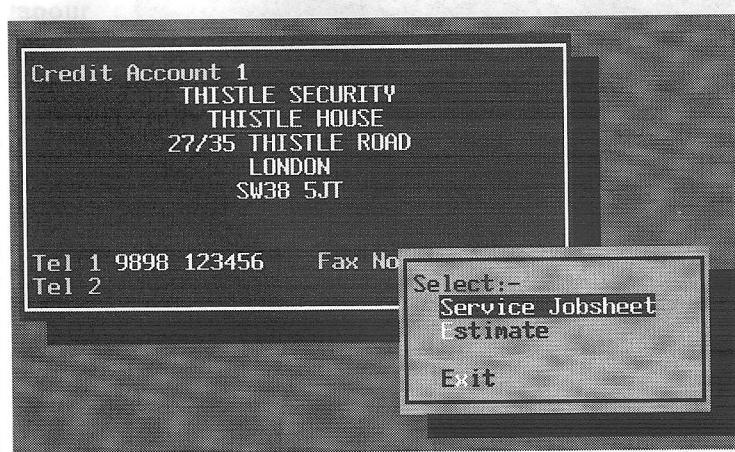
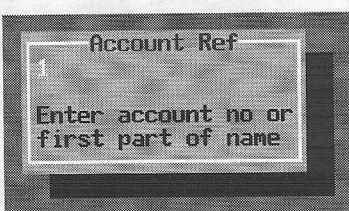
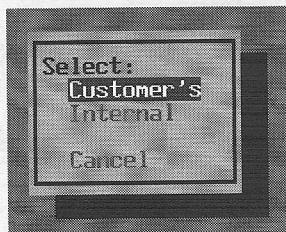
- Create a new jobsheet - both internal and customers repairs
- Load an existing repair or estimate jobsheet
- To create a list from which jobsheets can be loaded
- A list of work in progress jobsheets
- A list of estimates
- Lists both estimates and jobsheets between two dates
- Find an item on a jobsheet via its number or a part of its description

NEW JOBSITE

A new jobsheet can be created for either a customers or hire fleet equipment.

Safety tests can be recorded for both types.

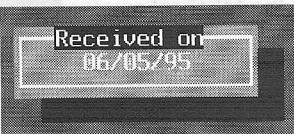
For customers, firstly select the appropriate account. If the account exists, the account number can be entered or, if this is not known, by entering the first few letters of the name a pick list will become available to choose from. Credit customers must be those already existing, cash accounts can be created here by the system.



Either a jobsheet or an estimate can be created. An estimate is the same as a jobsheet except no adjustments are made to stock quantities.

Should an estimate be approved, it can be converted to a repair job sheet by selecting the *Convert* option from the Estimate menu, this option will carry out all necessary stock adjustments.

To continue booking an item in, enter the date of receipt. (Pressing *Esc* here will cancel the Jobsheet).



To pick an existing site address, or to enter an address which you wish to save, use the *Search file* option. These addresses can also be accessed in hire/sales contracts, customer details and sales invoice/credit notes.

Site/Delivery Addresses	
No.	Address
1	THISTLE SECURITY, 135 LONG LANE, CHELSEA, LONDON SE33
2	35 THE GABLES, 235 LONG LANE, BATTERSEA, LONDON SW93
3	1278 CLIFFTOP ROAD, ANDERTON INDUSTRIAL ESTATE, CHELMSFORD, ESSEX
4	UNITS 12-14 TRENTON BUSINESS PARK, STAFFORD WAY, YORK
5	66 THE GABLES, THISTLE HOUSE, 1234 THISTLE ROAD, NEWCASTLE

Select an address then Enter to use or F10 to Edit - Ins New address - ESC none.

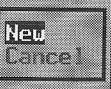
Charge can be converted by selecting 'Convert' from the Estimate menu. The record will be removed.

A record for any previous repairs will be stored on the system, and the item can be located either by entering the ID number of that item, or a search conducted using any part of the description of that item.

Should any matching items be found a list will appear from which the appropriate item can be chosen.

THISTLE SECURITY THISTLE HOUSE 27/35 THISTLE ROAD, LONDON			A/C 1 (Crdt)	Tel 9898 123456	Fax	Site Address	Job No. 8	
Owner ID No	Serial No	Description	SERVICE	Parts	Lbr/Tst	Order Number	Rate Per Disc%	Value
SAW			Total			A/123456		

If no match is found, or the item you want to book in is not listed, by pressing *Esc* you will have the option of adding details on a new item.

 There are two mandatory entries, namely the description of the item and an ID number - either a number the customer has assigned to that item or the serial number. This is required so that this item can be identified in the future. The remainder of the information may be entered if you wish, but is not essential, and can always be added later. If there is no independent identification number, the serial number is assumed to be the identification number as well, and duplicated.

The item is now booked in for repair, any accessories that have been supplied with that item together with any special instructions from the customer may be entered by selecting *Accessory* from the Jobsheet menu.



Description	CIRCULAR SAW ?"
ID number	1234567
Other details	
Serial number	
Power	110V
Earth	
Fuse	
Flash test	
Engine speed	
Output spindle	
Cable type	
Cable length	
PPE kit	
Safety leaflet	
Test frequency	0 days
Last test date	
services	
Last service	

For hire fleet items the item concerned can be booked in by entering either the fleet number or located from a partial entry of the description.

Hire fleet entries must be off-hired before they are booked in for repair.

If the *Exchange* option is used from within a hire/sale contract a hire fleet item may be directly booked in for repair. In this instance the hire/sales contract number will appear against the *Authority* heading on the jobsheet together with the customers name and address listed under *Delivery Address*.

A record of all repair charges is available from the items hire fleet record, together with the number of repairs undertaken.

The differences between customers repairs and internal repairs now are slight.

Fleet item	
Description	
Fleet number	TRANS
Serial number	
Date to fleet	
Status	
Test frequency	
Last test date	
services	
Last service	
Jobsheet No.	
Parts cost	
Labour cost	
Labour hours	
Use since	

Labour
 Parts
 Changes
 Test...
 Notes
 Accessory
 Complete
 Invoice
 Print...
 Spec.
 History
 Exit

The jobsheet is displayed on screen.

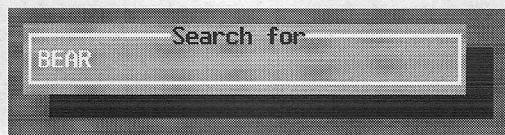
By selecting *Print...* followed by *Receipt* a receipt for the item, together with the information entered in the Accessory box, will be printed.



To add charges to the jobsheet select the relevant option from the menu.

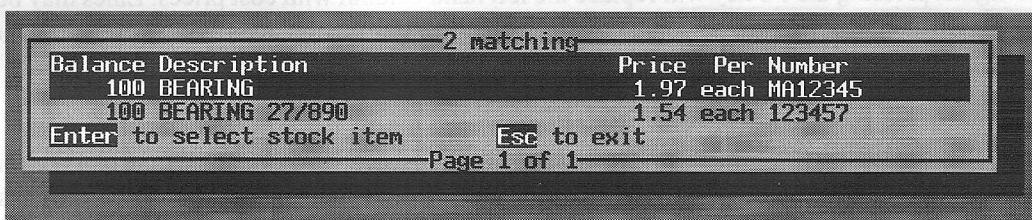
PARTS The data used for calling up parts is stored within the sales stock file.

To add a part, or a sales item, for which stock records are held either enter the number, the first part of the number to alone to search for **Part Number** **Other options? Just press enter** pick from a list, or press *Enter* an item by using part of its description.



In this instance, a list of parts containing "BEAR" is displayed.

To add an item to the jobsheet from the list press the *Enter* key on the item required.



LABOUR

Charges for labour can be added in quarter of an hour increments, entered in a decimal format (e.g. 1.25, 0.75).

THISTLE SECURITY		A/C 1 (Crdt)	Job No. 8	
THISTLE HOUSE		Tel 9898 123456	Site Address	
27/35 THISTLE ROAD, LONDON		Fax	THISTLE SECURITY	
CIRCULAR SAW 7"		SERVICE	135 LONG LANE	
Owner ID No	1234567	Parts	CHELSEA	
Serial No		Lbr/Tst	LONDON	
Number	Qty	Total	SE33	
Labour	1.00	HOURS	Order Number A/123456	
			Rate	Per Disc%
			17.00	1
			Value 17.00	
Confirm Abandon Edit				

The standard labour rate is stored in the *Utilities* section under *Defaults* (on page 82).

TEST Safety test results can be stored for both internal hire fleet records and customer repairs. A note can be directly attached to each test record. The job sheet from which the test was requested is also noted on the test record.

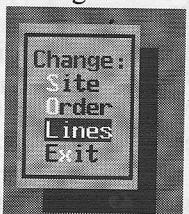
DETAILS - Electrical			ID number	Serial number	First
CIRCULAR SAW 7"					06 May 95
Power	Earth	Fuse	Flash Test	Engine speed	Safety leaflet
110V		0		R P spindle	
				Cable type	Cable length
					PPE kit
TEST RESULTS			Test Date		
No damage Clean Plug & fuse Cable & entry Frame & case Weld, wheels & mountings Nuts, bolts & fixings Guards & safety devices Switches & interlocks			Earth bond resistance Insulation resistance Operating current Engine/motor speed Output spindle speed Output 55-0-55v Output voltage Labels Safety instructions Protective equipment		
			Select: New Test Exit		
Notes			Inspection certificate Tested By Workshop label Job Sheet No.		
			STATUS Repair		

These test records can be printed either individually or in a date range.

The standard test charge is stored in the *Utilities* section under *Defaults*. The charge can be cancelled by selecting *Abandon* when returned to the jobsheet - this will only cancel the charge the test record will be retained.

CHANGES

The changes option brings forward a menu that enables the Site address, order number and transaction lines to be changed.



To view cost prices, if you have hotkey

combination rights, pressing the *F8* key will replace the left hand column with cost prices. Lines may be deleted, by pressing *F9*, but only until the jobsheet is complete. *F10* will allow transaction lines to be altered until the jobsheet is invoiced.

NOTE

Allows a detailed report of the work carried out to be added to a jobsheet. If you want the note or a portion of the note printed out on the return note and/or the invoice enclose that part of the note between inverted commas.

COMPLETE

Record the date on which the items repair was completed. Once completed hire fleet items are returned to being available for hire. A return note can be printed from the *Print* menu.

INVOICE

Once complete, and only once complete, the jobsheet invoice can be raised.

If you choose not to raise an invoice here, in the case of customers repairs only, the invoice will be generated during a period end invoicing run - see the *Sales Ledger* section on page 69.

THISTLE SECURITY THISTLE HOUSE 22/35 THISTLE ROAD, LONDON		A/C 1 (Crdt) Tel 9898 123456 Fax	Site Address THISTLE SECURITY 135 LONG LANE CHELSEA LONDON SE33	
Owner ID No Serial No		SERVICE		
Number	Qty	Description	Line 2 of 2	
Labour	1.00	HOURS		
MA12345	1	BEARING	Total 18.97	Order Number A/123456
			Rate 17.00	Per Disc% 1
			1.97	Value 17.00
				1.97

Move Page Up Page Down F8 Details Delete F9 Changes F10 Exit ESC

Date 06 May 95	A/C 1 (Crdt)	Job No. 8
THISTLE SECURITY	Tel 9898 123456	
THISTLE HOUSE	Fax	
22/35 THISTLE ROAD, LONDON	COMPLETE	
CIRCULAR SAW 7"	Parts 1.97	
Owner ID No 1234567	Lbr/Tst 22.00	
06 May 95	Total 23.97	Invoice No 30
Qty Description	Line 2 of 3	Rate Per
1.00 HOURS		17.00 hour
1 BEARING		1.97 1
1 Safety Test (06/05/95)		5.00 1
		17.00 1.97 5.00
		17.00 1.97 5.00
		17.00 1.97 5.00

Move Page Up Page Down F9 Split F10 Print Exit ESC U.A.T. 4.20 Sub Total Invoice 23.97 28.17

Invoices for internal repairs - if required - can only be raised from within the jobsheets themselves.

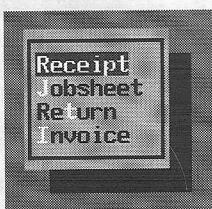
The invoice can be printed by pressing the *F10* key. There are 3 types of invoice that can be printed, showing: full details, a summary or the total repair charge only.

F9 - Split shows an analysis of how the invoice totals are made up.

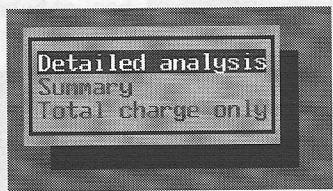
Safety Test	5.00
Labour	17.00
Sale/Parts	1.97
Value	23.97
V.A.T.	4.20
TOTAL	28.17

PRINT

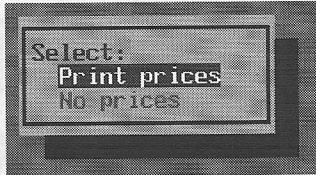
Receipt Prints a receipt including details entered in the *Accessory* box.



Jobsheet The jobsheet can be printed - with or without cost prices.



Return there are 3 types of return note that can be printed. *Detailed analysis* shows every line as on the jobsheet, *Summary* shows total parts and total labour, *Total charge only* prints just that.

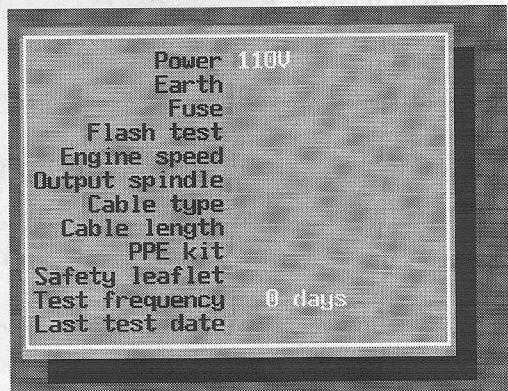


You can also elect to print the return note with or without prices.

Invoice prints an invoice in the format selected (same choices as the *Return Note*).

SPEC.

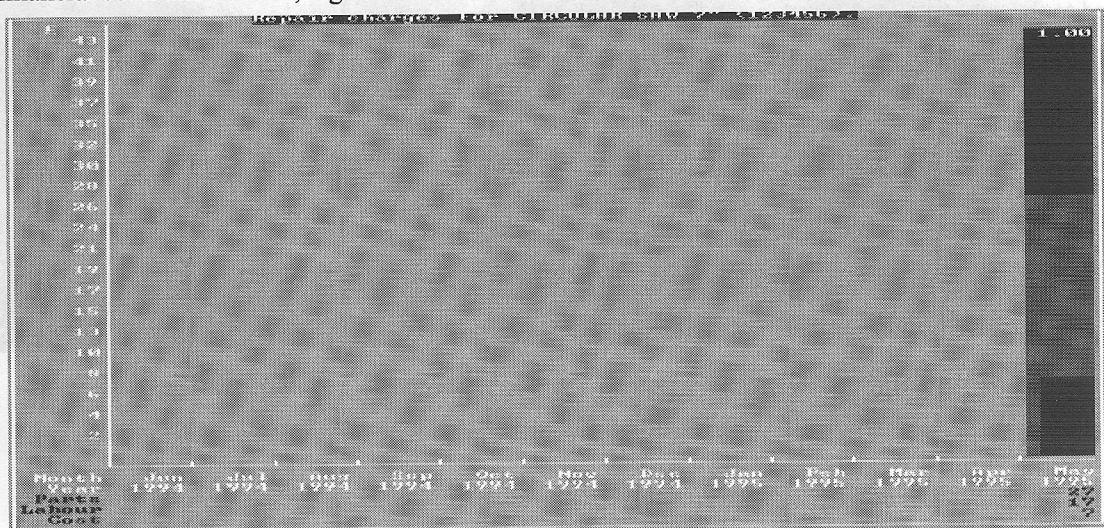
Allows the specifications for equipment to be added or edited.



HISTORY

A graphical representation of any previous repairs that may have been done over any 12 month period. The graph will show the quantity of days in for repair.

By pressing your hot-key combination (see *User details* in *Utilities* on page 81 for hot key details) a second graph giving financial costs and income, together with the total labour hours will show.



EXISTING JOBSHEET

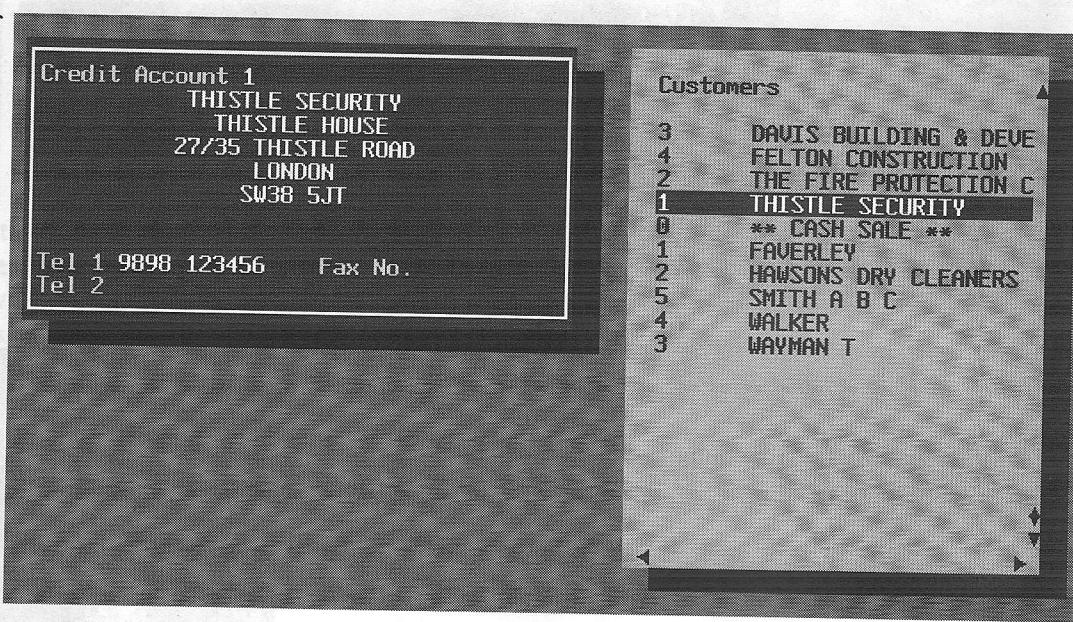
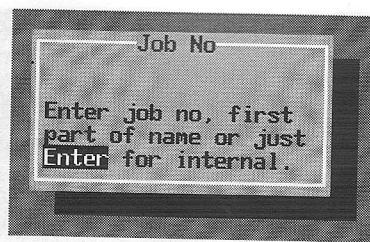
Used to locate an existing job sheets.

At the input box either enter the jobsheet number, or enter the first few letters of the customers name. For internal repairs press *Enter* alone

If a jobsheet is found the following steps are bypassed and the jobsheet is immediately loaded.

If the first part of a customers name has been entered you will be asked whether this is a credit or a cash account.

If a matching account is located this will then be displayed. You are then able to move through the list on the right of the screen to locate the intended customers account.



Once identified, press *Enter* and the most recent jobsheet for that customer will be loaded. You are then able to browse through a list and as you do so the contract will be displayed on the screen.

Once you have found the jobsheet you are looking for press *Enter* and that jobsheet will be loaded.

When you have finished you will be returned to the list from which you can select another jobsheet or press *Esc* to exit to the menu.

Once a jobsheet is loaded the menu will either appear immediately or can be called up by pressing *F10*.

All jobsheet operations are described at the beginning of this section under *New jobsheet/estimate*.

LISTS

The lists Estimates same way output pro

Once a li any jobsh press I exiting jobsheet returned

Estimate can have restricted span.

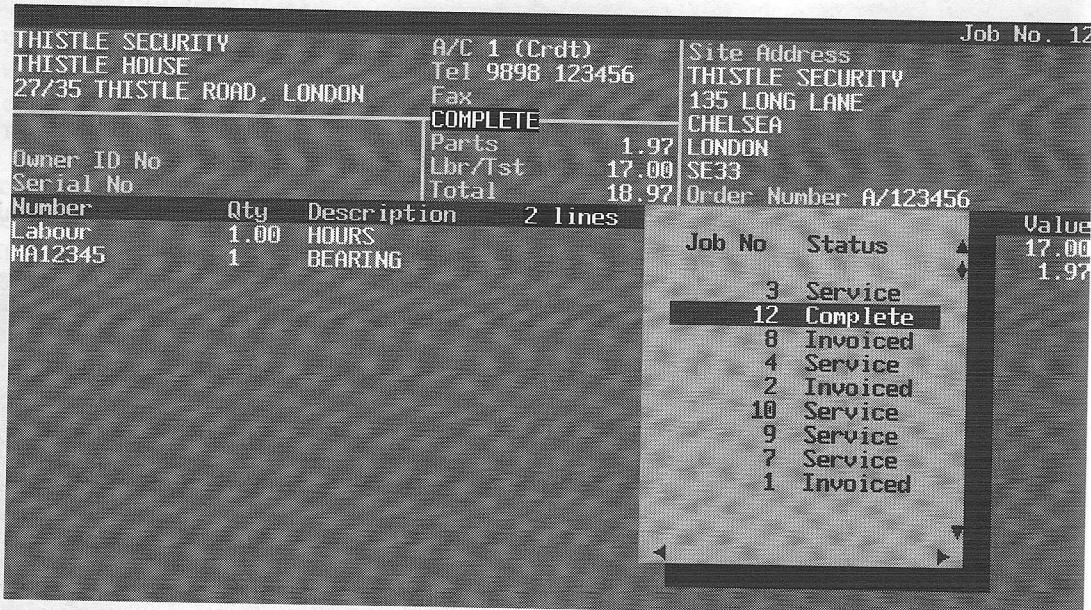
FIND ITEM

Used t locate an item on jobsheet.

The sea internal (

A part of number i

All occu
Pressing

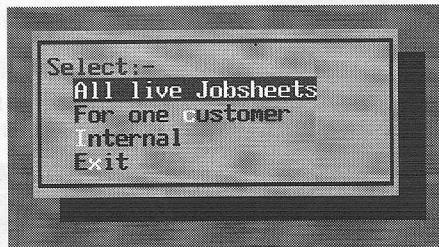


LISTS

The lists available *Live jobsheets*, *Estimates* and *All* work in exactly the same way, the only difference being the output provided.

Once a list has been generated to load any jobsheet highlight the line and then press *Enter* after exiting from the jobsheet you will be returned to the list.

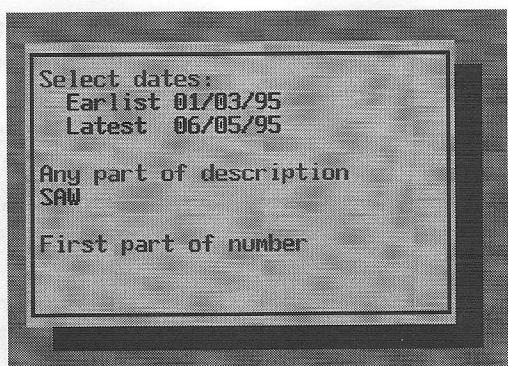
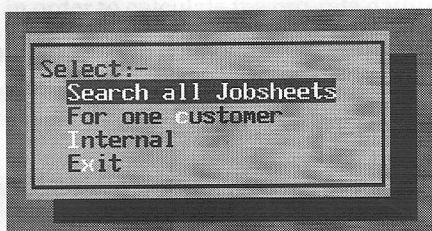
Estimates and *All* lists can have their range restricted to a date span.



2 matching				
Name...	Date	Job No.	Description...	Number
FAVERLEY	11/04/95	3	KANGO 980	2323
** Internal **	30/04/95	7	CIRCULAR SAW 7"	ASP 13
Enter to load jobsheet				
Esc to exit				
Page 1 of 1				

FIND ITEM

Used to locate any item on a jobsheet.



The search can be restricted to a single customer or internal (hire fleet) if desired, and between two dates.

A part of the items description and/or a part of the items number is required to perform a search.

1 matching				
Name...	Date	Job No.	Description...	Number
** Internal **	30/04/95	7	CIRCULAR SAW 7"	ASP 13
Enter to load jobsheet				
Esc to exit				
Page 1 of 1				

All occurrences are listed, together with the total number of matches found.

Pressing *Enter* on any highlighted line from the list will load that jobsheet.