ICS Multi-Drive

CONVERTING TO 50HZ OPERATION

The TRS-80 Model II Operating System (TRSDOS) is designed
for use with a 60 hertz AC power supply. Some countrie's
use 50 hertz AC power. System and applications software
purchased from Radio Shack is on 60HZ diskettes unless
marked "50HZ". If you are in a 50HZ area, you should
convert your diskettes. Only the diskettes which are used
in Drive 0 need to be converted.

To convert diskettes to 50HZ, a program called HERZ50 is
run. This program is on all TRSDOS diskettes and most
application software diskettes. If HERZ50 is not on the
diskette, either place a TRSDOS diskette of the same
version in Drive 1 (multi-drive system) or copy the program
from a TRSDOS diskette to the Application diskette (single
drive system). To perform the procedure, do the following:

1. Place the disk to be converted in drive 0.

2. At TRSDOS Ready, type: DO HERZ50 and press ENTER.

3. A series of messages will appear; press ENTER after
each one.

4. When the conversion is complete, press the RESET switch
on the front panel. The disk has been permanently
converted to 50HZ.

5. If you copied HERZ50 to the diskette, remove it using
the command: KILL HERZ50.

875-9029

Please note the following corrections to the manual:

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The third paragraph should read as follows:

If you did not receive this line item, press ⟦F2⟧ . You may then display the next line item. Press ⟦N⟧ if you received this item but not in the quantity ordered (see Receiving Partial Orders on page 39). Press ⟦Y⟧ if the quantity ordered was received. If "Y," the cursor will move to UNIT COST. If the order unit cost has changed since the order was placed, enter the current order unit cost. Press the ⟦↓⟧ key if the order unit cost has not changed.

Page 43

The second sentence in the first paragraph should read as follows:

You may purchase labels from Radio Shack (Cat. No. 72-400).

The second sentence of the second paragraph should read as follows:

Load 2 1/2" x 15/16" (3-across) labels.

PLEASE BE AWARE THAT THIS SOFTWARE

PACKAGE REQUIRES A 132 COLUMN PRINTER

WITH A 15" CARRIAGE.

875-9105

READ ME FIRST

All computer software is subject to change, correction, or improvement as the manufacturer receives customer comments and experiences. Radio Shack has established a system to keep you immediately informed of any reported problems with this software, and the solutions. We have a customer service network including representatives in many Radio Shack Computer Centers, and a large group in Fort Worth, Texas, to help with any specific errors you may find in your use of the programs. We will also furnish information on any improvements or changes that are ''cut in'' on later production versions.

To take advantage of these services, you must do three things:

(1) Send in the postage-paid software registration card included in this manual immediately. (Postage must be affixed in Canada.)

(2) If you change your address, you must send us a change of address card (enclosed), listing your old address exactly as it is currently on file with us.

(3) As we furnish updates or ''patches'', and you update your software, you must keep an accurate record of the current version numbers on the logs below. (The version number will be furnished with each update.)

Keep this card in your manual at all times, and refer to the current version numbers when requesting information or help from us. Thank you.

APPLICATIONS SOFTWARE VERSION LOG		OP. SYSTEM VERSION LOG
01.00.00 _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Software Registration Card

Cat. No. 2 6 0 4 6 0 2

Version 01.00.00

Name _____

Company _____

Address _____

City _____ Phone (____) ____ - ____

State _____ Zip _____

STOP

Read Carefully

In order for us to notify you of modifications or updates to this program you MUST complete this card and return it immediately. This card gets you information only and is NOT a warranty registration. Register one software package per card only. The registration card is postage paid—it costs you nothing to mail.

Two change of address cards have been included so that you may continue to receive information in the event that you move. Copy all address information from the Registration Card onto them prior to sending the Registration Card. They must show your "old address" exactly as you originally registered it with us.

Change of address

NEW ADDRESS

Name _____

Company _____

Address _____

City _____ Phone (____) ____ - ____

State _____ Zip _____

OLD ADDRESS

Name _____

Company _____

Address _____

City _____ Phone (____) ____ - ____

State _____ Zip _____

Change of address

NEW ADDRESS

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

OLD ADDRESS
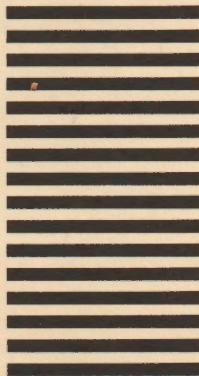
Name _____

Company _____

Address _____

City _____

State _____ Zip _____

PLACE
STAMP
HERE

**Software Registration
Data Processing Dept.
P.O. Box 2910
Fort Worth, Texas 76113-2910**

PLACE
STAMP
HERE

**Software Registration
Data Processing Dept.
P.O. Box 2910
Fort Worth, Texas 76113-2910**

Table of Contents

Introduction

Periodic inventory counting is a necessity in business. The Radio Shack Inventory Control System (ICS) will make the task less tedious and save the business money.

The ICS Multi-Drive System is designed to make inventory control easier and and more accurate. The System assists you in cycle counting, ordering from vendors, and numerous other tasks.

Features

- Produces a Reorder Report showing items below designated reorder level.

- Produces an On Hand Listing.

- Provides a suggested order listing by prime vendor (based on a pre-defined inventory level).

- Prints six major reports:

  Inventory List

  Vendor List

  Counter Price List

  Zero Reorder Point List

  Open Purchase Order List

  Cost of Inventory

- Prints up to five Custom Reports (designed by the user).

- Prints Purchase Orders.

- Provides a Sales Journal.

- Prints a Cycle Count Worksheet.

- Posts receipts of inventory items.

- Prints Labels.

Capacities

99 Vendors

99 Purchase Orders (P.O.'s)

5100 P.O. line items

3000 Inventory items per data diskette

9000 Inventory items maximum (three inventory data diskettes)

Required Equipment

Radio Shack Model II 64K Computer

One Expansion Drive for each 3000 items in your inventory
  (maximum of three Expansion Drives)

Radio Shack 132 Column Tractor-Feed Printer

Printer Cable

The Model II Inventory Control System uses a minimum of two drives —
Drive 0 (which holds the Program diskette), and Drive 1 (which holds the
Data diskette). If your inventory does not exceed 3000 items, you will only
need these two drives.

If your inventory consists of 3000 items, you will need to add an Expansion
Disk Drive and one data diskette for each additional 3000 inventory items.

Two Expansion Drives will increase the system's capacity to 6000 items
(using two data diskettes).

Three Expansion Drives will increase the system's data capacity to 9000
items (using three data diskettes).

Making Backups of the Master Disk

Disks can be damaged through contact with magnetic fields, mishandling, etc. To insure against loss of your program, make a "backup" copy of the Program disk before you begin installing the system. See Appendix A for Backup instructions.

After making a backup copy of the master Program disk, store the master disk in a safe place. Do not use the master to install the system. It should only be used to make a backup copy. The backup copies will be used to run the system. If you need additional data disks, see Appendix B for instructions.

System Conventions

The following key routines will apply throughout the program:

1. If you make a mistake while entering information, press the ⬅ key to start over.

2. Use the ⬆ key to return to a previous line.

3. Use the ⬇ key to move the cursor down one line.

4. When entering dollar amounts and quantities, do not use commas. For example, $5,550 is entered as [5][5][5][0] . If the amount includes a cents amount, it is required that you enter the decimal. For example, $1,447.99 is entered as [1][4][4][7][.][9][9] .

5. When entering dates, enter two digits each for month, day, and year. For example, June 30, 1981 is entered as [0][6][3][0][8][1] . The program will automatically insert the slashes (/).

6. If you select a function by misktake, press [F1] to exit. Use [F1] to return to a previous function or menu. [F1] is also used to exit the system. No matter where you are in the program, [F1] will move you closer to the Main Menu each time it is pressed. When you press [F1] at the Main Menu, TRSDOS READY will be displayed.

Note: Never remove the disks from the drives unless the program is displaying TRSDOS READY. Do not turn off the system while disks are still in the drives. To do so will cause a loss of data, rendering your disks useless and requiring you to start over with new disks.

Anytime you need to exit the program or turn off your computer system, press [F1] until the screen shows TRSDOS READY. Remove all disks from the drives before turning off the system.

Running the System

Turn on the TRS-80 Model II Computer and the Expansion Disk Drives. Make sure your printer is connected and is on-line. When you're ready to run the system, follow these steps:

1. Press the light bar which is built into the drive door of the Computer to open the drive door. Insert the Backup copy of the Program in Drive Ø. This disk must have a piece of gummed foil tape over the upper deep notch. Close the drive door firmly.

2. Insert the DATA #1 disk in Drive 1. If you have a DATA #2 disk, insert it in Drive 2. If you have a DATA #3 disk, insert it in Drive 3. Each Data disk must have a piece of gummed foil tape over the upper deep notch. Close the drive door after you insert each disk.

The screen will show:	You type:
INITIALIZING	
Enter Date (MM/DD/YYYY)	Type today's date and press ENTER. For example, to enter June 30, 1982 type Ø6/3Ø/1982 and press ENTER.
Enter Time (HH.MM.SS)	Press ENTER.
TRSDOS READY	Press the CAPS key. The small red light built into the key should be on.
	Type INV and press ENTER.
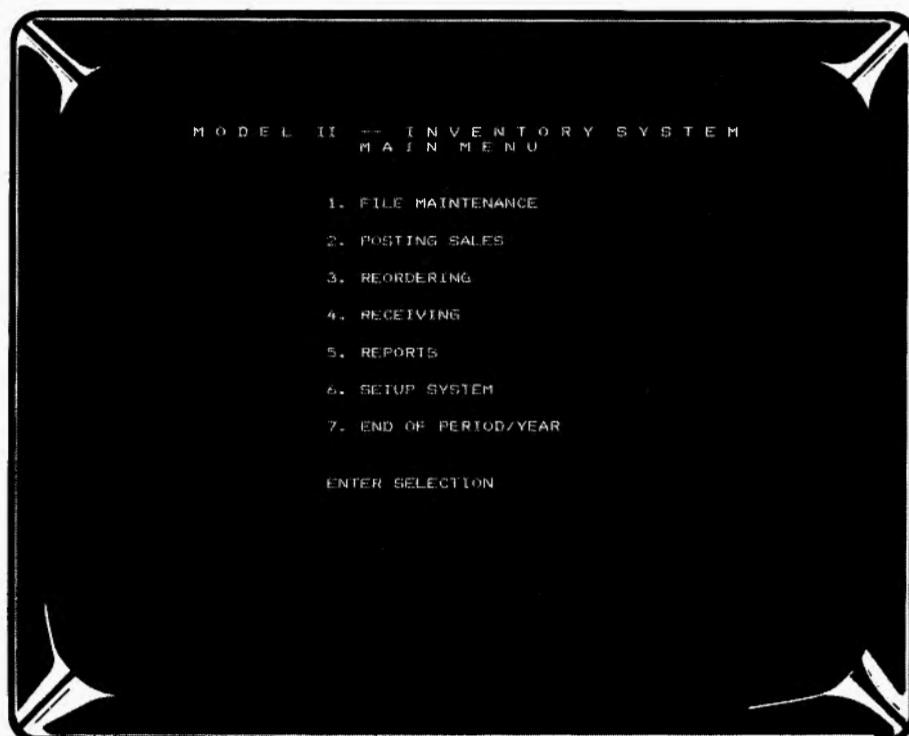
The Main Menu will be displayed.

The Main Menu

The screen shows:

```
M O D E L   I I   --   I N V E N T O R Y   S Y S T E M
            M A I N   M E N U

         1. FILE MAINTENANCE

         2. POSTING SALES

         3. REORDERING

         4. RECEIVING

         5. REPORTS

         6. SETUP SYSTEM

         7. END OF PERIOD/YEAR


         ENTER SELECTION
```

The Main Menu, like a Table of Contents, lists the main functions of the program. To begin operating the ICS Multi-Drive System, you must first set the system up for operation.
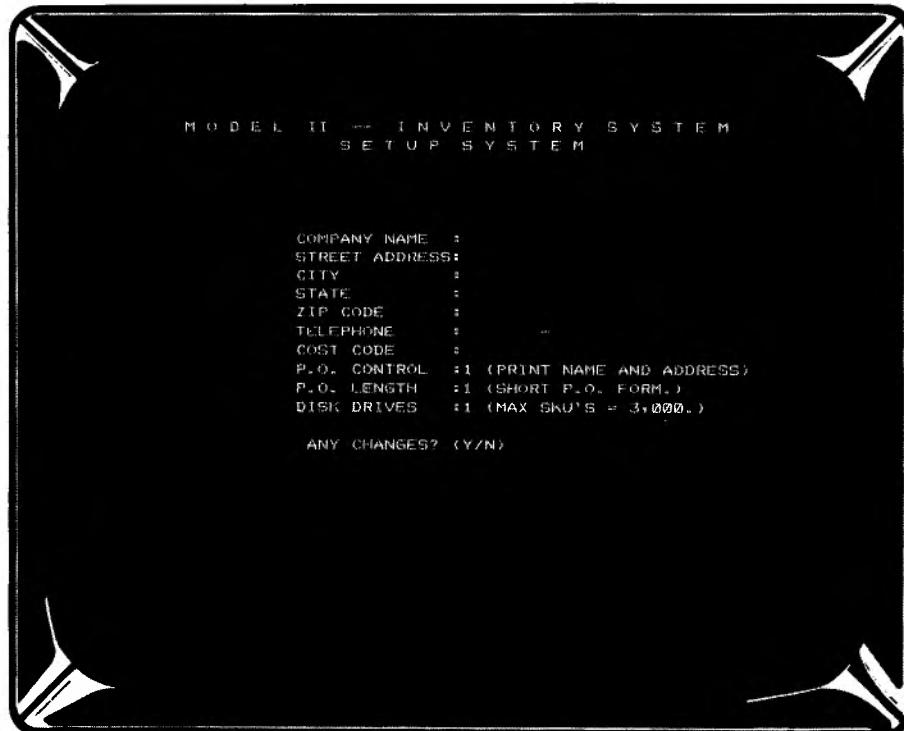
Entering Your Company Information

The first step in setting up the system is entering your company information. At the Main Menu, press 6 for SETUP SYSTEM. The screen will show: CHANGE NUMBER OF DRIVES ONLY? (Y/N).

Press N.

The screen will show:

```
                M O D E L   I I  --  I N V E N T O R Y   S Y S T E M
                          S E T U P   S Y S T E M


                    COMPANY NAME   :
                    STREET ADDRESS:
                    CITY           :
                    STATE          :
                    ZIP CODE       :
                    TELEPHONE      :
                    COST CODE      :
                    P.O. CONTROL   :1  (PRINT NAME AND ADDRESS)
                    P.O. LENGTH    :1  (SHORT P.O. FORM.)
                    DISK DRIVES    :1  (MAX SKU'S = 3,000.)

                    ANY CHANGES? (Y/N)
```

Note: When instructed to "enter" information, press ENTER if you do not use the maximum number of characters allowed for the entry. If you make a mistake, press the ← key to re-enter that line. The ↑ key returns you to a previous line.

The cursor is positioned at ANY CHANGES (Y/N)? Press Y to proceed with entering your company information. Press N if you need to return to the Main Menu.

If Y , the cursor will be positioned at COMPANY NAME. Enter your company's name (up to 28 characters). Enter the STREET ADDRESS (up to 28 characters).

Enter the CITY (up to 20 characters). Now type the standard two-letter abbreviation for your STATE. It is not necessary to press Enter here. The cursor moves to ZIP CODE. Enter the zip code (up to 10 characters).

The cursor moves to TELEPHONE. Type the area code (3 digits). If you do not wish to include the area code, press [ENTER]. Now type the telephone number (7 digits). The cursor moves to COST CODE.

You will assign cost codes to represent prices. Ten characters or symbols are allowed. The system will internally convert these characters to numbers ($\emptyset$-9). For example, the first code symbol you enter will represent ($\emptyset$), the next symbol will represent 1, etc.

Let's assume you have typed A, B, C, D, E, F, G, H, I, and J as code symbols. Your code assignment would look like this:

A B C D E F G H I J

$\emptyset$ 1 2 3 4 5 6 7 8 9

Each character (or symbol) you type will represent a number. In the future when you print labels or a Counter Price List, the cost code (average cost) of the item will be indicated. Using the cost code above, a cost of $10.95 would appear as BAJF. A cost of $23.00 would appear as CDAA.

Now that you know what cost codes are all about, proceed with entering your cost codes (up to 10 characters or symbols). Using cost codes is optional. If you do not wish to use cost codes, just press [ENTER].

The cursor moves to P.O. CONTROL. If you want your company name and address printed on your purchase orders by the program, enter [1]. If you do not want the program to print your company name and address, (i.e. pre-printed), enter [2].

After you enter a control number, the program displays a description of what will be printed on the purchase order. The cursor moves to P.O. LENGTH. This is where you tell the computer the size or length of your purchase orders (P.O.'s).

The program is set to print on short P.O. forms. If you're using short forms, press the [↓] key. Press [2] if you're using long forms. You may return to this screen to change your form length selection if you need to at a later time. Short P.O. forms will hold a maximum of 16 line items. Long P.O. forms will hold a maximum of 37 line items.

After you enter the P.O. Length, the screen will show: DISK DRIVES. This is where you tell the computer how many disk drives you're using. Before you answer this question, if you have more than one Data disk, the additional Data disk(s) must be inserted in the appropriate drive(s) or an error will occur. See Appendix B if necessary.

When all disks are in the drives, answer the DISK DRIVES question.
Tell the computer how many drives you're using. If you're using the Program and Data disk only, press **2** . If you're using the Program and two Data disks, press **3** . If you're using the Program and three Data disks, press **4** .

After you enter the number of drives, the system's data capacity will be displayed (SKU's = Stock Keeping Units). The screen will show: ANY CHANGES? (Y/N). Review the information you have entered. If there are no changes, press **N** .

To make changes, press **Y** . Use the **↓** key to move to the line that must be changed. After making the change, press the **F2** key. ANY CHANGES? (Y/N) is displayed again. If there are no more changes, press **N** . When you press **N** , the program records the information and returns to the Main Menu.

Changing Your Company Information

To inquire or change your company information, at the Main Menu press **6** . When the screen shows: CHANGE NUMBER OF DISK DRIVES ONLY? (Y/N) , press **N** . Your company information will be displayed. The screen then shows: ANY CHANGES? (Y/N) . If there are no changes, press **N** .

Press **Y** to make a change. Use the **↑** and **↓** keys to move the cursor to the entry you wish to change. After entering the change, press the **F2** key. The screen will show: ANY CHANGES? (Y/N). Press **N** if there are no more changes. When you press **N** , the program records the changes and returns to the Main Menu.

Increasing the Data Capacity

If you start out with a small inventory (using the Program and only one Data disk), you may want to increase the data capacity later on. To increase the system's data capacity, follow the instructions in Appendix B. After completing the instructions in Appendix B, you may proceed with the following instructions.

To increase to a three-drive system, press ⑥ at the Main Menu. Insert the blank DATA #2 disk in Drive 2. The cursor will be positioned at CHANGE NUMBER OF DRIVES ONLY? Press Ⓨ . The cursor will move to NUMBER OF DRIVES? Press ③ . When the expansion process is complete, the Main Menu will be displayed.

To increase to a four-drive system, press ⑥ at the Main Menu. Insert the blank DATA #3 disk in Drive 3. The cursor will be positioned at CHANGE NUMBER OF DRIVES ONLY? Press Ⓨ . The cursor will move to NUMBER OF DRIVES? Press ④ . When the expansion process is complete, the Main Menu will be displayed.

Input/Output (I/O) Error Messages

When you expand or increase the number of drives, a blank formatted disk must be inserted in the drive being added. If you fail to insert the disk before entering the number of drives, an I/O ERROR DRIVE ⟨drive #⟩ message will appear on the screen.

If, for example, you forget to insert a formatted Data disk in Drive 2 while expanding to three drives, the I/O Error message will appear and the program will return to CHANGE NUMBER OF DRIVES ONLY? If this happens, insert the formatted disk in Drive 2 and repeat the expanding drive procedure.
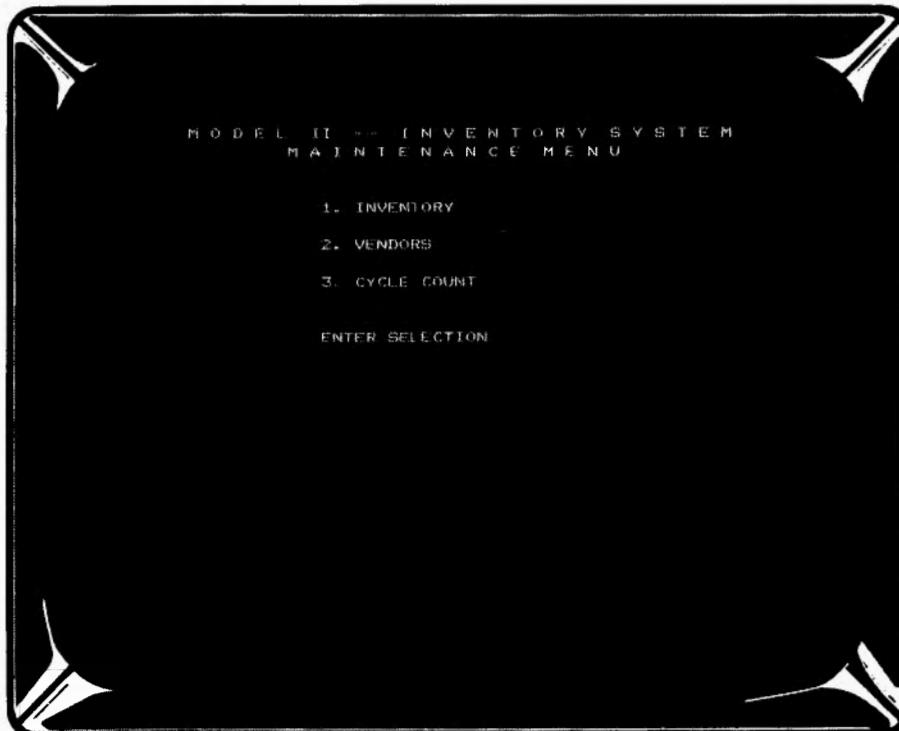
Labeling Your Data Disks

When you have more than one Data disk, label the Data disks with numbers i.e. DATA #1, DATA #2, etc. This is important because Data disks must be inserted in their originally designated drives. If you insert a Data disk in the wrong drive, an error or loss of data could occur. The date should also be noted on the label (see Appendix B).

File Maintenance

The second step in setting up your system is entering vendor information and an item-by-item inventory. At the Main Menu press 1 for FILE MAINTENANCE. The Maintenance Menu will be displayed:

```
MODEL  II  --  INVENTORY  SYSTEM
      MAINTENANCE  MENU


      1.  INVENTORY

      2.  VENDORS

      3.  CYCLE COUNT


      ENTER SELECTION
```

Setting up vendor and inventory records is a rather lengthy process. If you take a break or need to turn off your system to continue the next day, follow this procedure. Make a note to yourself where you should continue. Use the F1 key to exit the system. When TRSDOS READY is displayed, remove all disks from the drives then turn off your computer system.
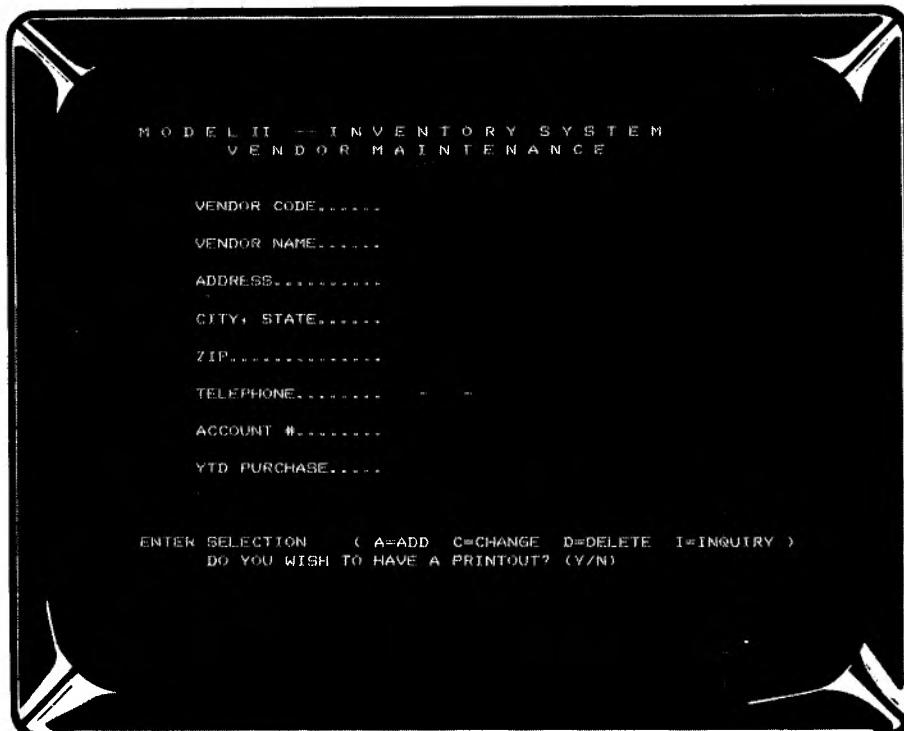
Vendors
Adding Vendor Records

Vendor files must be created before inventory files. To enter your vendors, you will need all your vendor records, including addresses, your account number with each vendor, and your up-to-date purchase records. When you have the information you need, at the Maintenance Menu press ② for VENDORS.

The screen will show:

```
        M O D E L  I I  --  I N V E N T O R Y   S Y S T E M
              V E N D O R   M A I N T E N A N C E


          VENDOR CODE.......

          VENDOR NAME.......

          ADDRESS...........

          CITY, STATE.......

          ZIP...............

          TELEPHONE.........      -   --

          ACCOUNT #.........

          YTD PURCHASE......



     ENTER SELECTION    ( A=ADD  C=CHANGE  D=DELETE  I=INQUIRY )
          DO YOU WISH TO HAVE A PRINTOUT? (Y/N)
```

You are asked: DO YOU WISH TO HAVE A PRINTOUT? (Y/N). Press Ⓨ if you want a printed list of each addition, change, and deletion you make. Press Ⓝ if you do not want a printout. After answering this question, please note the four options at the bottom of the screen.

To add new vendor records, press Ⓐ for Add. To change a vendor record, press Ⓒ for Change. To delete a vendor record, press Ⓓ for Delete. To display a vendor record on the screen, press Ⓘ for Inquiry.

To set up your vendor records, press Ⓐ for Add. The cursor will be positioned at VENDOR CODE. You will assign a code for each vendor. At times, you might purchase a similar or identical item from different vendors. The vendor from whom the item is most frequently ordered is considered the "primary" vendor.

The codes you assign your vendors may consist of any three letters, numbers, or alphanumeric characters. You can use the first three letters of a vendor's name, or a combination like V-1, V-2, V-3, etc. Enter your first vendor code (up to 3 characters).

The cursor moves to VENDOR NAME. Enter the vendor's name (up to 28 characters). Enter the vendor's address (up to 28 characters). The cursor is now positioned at CITY, STATE.

To complete the vendor's address, enter the city (up to 20 characters). Type the standard two-letter abbreviation for state. The cursor moves to ZIP. Enter the zip code (up to 10 characters).

Now enter the vendor's telephone number. Type the area code first (3 digits). Press ⟦ENTER⟧ if you do not want to include the area code. Now enter the telephone number (7 digits).

The cursor moves to ACCOUNT #. Enter your account number with this vendor (up to 15 characters). The cursor moves to YTD PURCHASE. Enter the total amount of purchases you have made from this vendor so far this year. Do not include commas. For example, $1,550.00 is entered as ⟦1⟧⟦5⟧⟦5⟧⟦∅⟧ . Include the decimal if the amount includes "cents." For example, $1,150.53 is entered as ⟦1⟧⟦1⟧⟦5⟧⟦∅⟧⟦.⟧⟦5⟧⟦3⟧ .

After you enter the YTD PURCHASE, it will be maintained by the system to a maximum of $9,999,999.99. If you answered ⟦Y⟧ for a printout, the vendor code and the word *ADDED* will be printed.

The cursor returns to VENDOR CODE. Enter the remaining vendors in the same manner described above. When the last vendor has been entered, press ⟦F1⟧ at VENDOR CODE. The program will exit the Add mode.

Changing Vendor Records

To change information in a vendor's record, press ⟦C⟧ for Change. Enter the vendor's code. The record is displayed on the screen. Use the ⟦↑⟧ and ⟦↓⟧ keys to move to the entry you wish to change.

When all changes have been made, press the ⟦F2⟧ key. The screen will show: ANY CHANGES? (Y/N). Review the information. Press ⟦Y⟧ if you need to make more changes. Press ⟦N⟧ if there are no changes. When you answer ⟦N⟧ , the program records the information and returns to VENDOR CODE. Press ⟦F1⟧ to exit the Change mode.

Deleting Vendor Records

You should not delete a vendor if you show items in your inventory with this vendor as the "primary" vendor, or if you have outstanding orders from this vendor.

To delete a vendor record, press ▢D for Delete. Enter the vendor's code. The record will be displayed on the screen. You are asked: IS THIS THE VENDOR YOU WANT TO DELETE? (Y/N).

Press ▢N if you entered the wrong vendor code. If you press ▢Y , the vendor record which is displayed on the screen will be deleted. The cursor will return to VENDOR CODE. Press ▢F1 to exit the Delete mode.

Inquiring Vendor Records

To review a vendor record, press ▢I for Inquiry. Enter the vendor's code. The record will be displayed on the screen. The screen will show: DISPLAY NEXT? (Y/N). Press ▢N to exit the Inquiry mode, or press ▢Y to see the next record.

Each time ▢Y is pressed, the next vendor record will be displayed. If the last record is displayed, the program will indicate END OF FILE and automatically exit the Inquiry mode.

Press ▢F1 to return to the Maintenance Menu.

Inventory

Next, you will enter your item-by-item inventory. Before you begin, you need to gather all descriptive and statistical information available on each item of your inventory. This includes sales and order records. When you're ready, press ⬚1⬚ at the Maintenance Menu.

The screen will show:

```
                    M O D E L   I I  --  I N V E N T O R Y   S Y S T E M
                        I N V E N T O R Y   M A I N T E N A N C E


        STOCK #......:                      UNIT COST(LAST)..:
        DESCRIPTION..:                      UNIT COST(AVER)..:
        LOCATION.....:                      SELLING PRICE 1..:
        TYPE CODE....:                      SELLING PRICE 2..:
        VENDOR CODE..:                      SELLING PRICE 3..:
        ORDER UNIT...:                      PTD SALES........:
        FACTOR.......:                      YTD SALES........:
        SELLING UNIT.:                      QTY ON HAND......:
        CYCLE........:                      REORDER POINT....:
        DATE LAST ORDER(MM/DD/YY):  /  /     REORDER QUANITY..:




        ENTER SELECTION   ( A=ADD  C=CHANGE  D=DELETE  I=INQUIRY )
               DO YOU WANT A MAINTENANCE REPORT? (Y/N)
```

You are asked: DO YOU WANT A MAINTENANCE REPORT? (Y/N). This is a printout the program produces when all information has been entered. The report will only include the most important details. Press ⬚Y⬚ if you want a printout. Press ⬚N⬚ if you do not want a printout. After answering this question, please note the four options at the bottom of the screen.

Adding Your Inventory

To enter your inventory items, press ⬚A⬚ for Add. There are 20 fields of data to enter for each item. Use the ⬚↓⬚ key to skip entries you do not wish to answer. Use the ⬚←⬚ key if you make a mistake and need to return to a previous entry.

The cursor is positioned at STOCK #. Use vendor Part Numbers and/or create your own stock numbers. We recommend using vendor Part Numbers In either case, the program allows you to enter up to 12 characters per stock number.

Stock numbers must be of the same length to enable the program to report the stock items in proper sequence. If you have more than one vendor, their part numbers may vary in length.

The longest part number determines the number of characters you will enter for each stock number. The shorter part numbers will be preceded with zeroes to make the stock numbers the same length.

Let's assume you have different vendors using stock numbers such as these: 012-A, 3-3904, 0001, 26-4388. The longest part number (26-4388) is seven characters long. To make the stock numbers consistent in length, add zeroes to the shorter numbers. You would enter these numbers: 00012-A, 03-3904, 0000001, 26-4388. In this case, any stock numbers you create must also be seven characters long.

If you do not want to use vendor part numbers, but create your own stock numbers instead, you may do so. Let's assume your inventory consists of 500 items. Your stock numbers would all be 3 characters long. The first item could be assigned 001, the next 002, etc.

Let's assume your inventory consists of 9000 items. In this case, your stock numbers would be 4 characters long. The first item could be assigned 0001, the next 0002, etc.

Note: Once the record for a stock number is complete, the stock number cannot be changed. If a stock number is entered incorrectly, the item must be deleted then added again, using the correct stock number.

Enter a stock number for your first item. Stock numbers will be used by the system to locate, add, change, and delete items.

The cursor moves to DESCRIPTION. Enter a description of the item (up to 22 characters). Enter the item's location (up to 5 characters). For example, you could enter "AIS1" if the item is located in aisle 1. Create your own codes to describe locations. If you do not wish to enter a location, press the ⬇ key.

The cursor moves to TYPE CODE. This code indicates the rate at which different items are sold. You may recognize this as the ABC Code for selling speeds (A = Fast, B = Average, C = Slow).

If you enter Type Codes, they will appear on the Inventory List Report and may be helpful when you reorder. Using Type Codes is optional. Enter the item's Type Code or press the ⬇ key to skip this entry.

The cursor is now positioned at VENDOR CODE. The vendor codes you assigned when setting up you vendor records will now be used. Enter the vendor's code from whom the item is usually purchased (the primary vendor). You must enter a vendor code (up to 3 characters).

The cursor moves to ORDER UNIT. Items are sold by vendors in order units. For example, dozens, gross, each, etc. Use two characters to indicate the item's order unit. You may use alphanumerics or abbreviations.

For example, if the item you're entering is ordered by the dozen, enter D Z . Use E A for each, G R for gross, etc. If the item is ordered in groups of ten, enter 1 Ø for the order unit. Enter the item's order unit or press the ↓ key to skip this entry.

The cursor moves to FACTOR. The factor converts order units to selling units, using this equation: order units × factor = selling units. For example, if the item is purchased by the gross but sold by the dozen, the factor is 12.

If the item is purchased in 50's but sold individually (each), the factor is 50. When the two are equal, the factor is 1. Enter the factor for this item If you press the ↓ key, the program will assume the factor 1.

After you enter the factor, the cursor will move to SELLING UNIT. Use an alphanumeric symbol or abbreviation to indicate the normal selling unit for the item. For example, you could use D Z for dozen. G R for gross, etc. Enter the item's selling unit or press the ↓ key to skip this entry.

The cursor moves to CYCLE. Use alphanumeric codes to indicate the frequency at which you want items counted. You must use cycle codes if you plan to use the system's cycle counting program. Press the ↓ key if you do not want to use the system's cycle counting.

To create cycle codes, use one character to represent each counting period. You may use letters, numbers, or symbols for cycle codes. For example, use letters such as: W for weekly counting, B for bi-weekly, M for monthly, etc. If you wish, use numbers: i.e. 1 for weekly, 2 for bi-weekly; or use symbols i.e. # for weekly, * for bi-weekly, etc.

Create cycle codes to represent the intervals at which you will be doing cycle counts and note them on paper. When creating your cycle codes, you may want to consider the following hint.

Hint: If you're using Type Codes, items with the same selling speeds can be counted at the same time. Assign a cycle code to each Type Code and note this on paper. For example, you may want to assign all Type A items for weekly counting; Type B items for bi-weekly counting, etc. As you add each inventory record, enter the cycle code you assigned to the item's Type Code.

Note: The section entitled Cycle Count will explain how cycle counting is done.

Now that you know what cycle codes are all about, enter the appropriate cycle code for the item you are currently entering (1 character only).

The cursor moves to DATE LAST ORDER (MM/DD/YY). Enter the date the item was last purchased from vendor. For example, May 31, 1982 is entered as 0̲5̲3̲1̲8̲2̲ .

The cursor moves to UNIT COST (LAST). Enter the selling unit cost you paid on the last purchase (up to 8 digits). The maximum amount you may enter is 99999.99. Do not use commas. If the amount includes a "cents" amount, you must include the decimal.

After you enter the last unit cost, the cursor will move to UNIT COST (AVER). Average unit cost is a method used for inventory valuation.

If you are currently using this method, enter the item's current average unit cost (up to 99,999.99). If you are not using the average cost method but wish to start, we recommend entering the last unit cost.

Each time an order is received from the vendor, the program will compute a new average cost. The average cost is calculated using this formula:

$$\text{New Avg. Cost Per Selling Unit} = \frac{(C \times Q) + (N \times R)}{(Q + R)}$$

C = Current Average Cost
Q = Quantity On Hand
N = New Cost
R = Received Quantity

This entry is optional. Enter the item's average cost or press the ⬇ key to skip this entry. If you do not enter the average cost, future average costs computed by the system will be distorted and should be disregarded.

The cursor is positioned at SELLING PRICE 1. You may enter 3 selling prices. For Price 1, enter the price at which the item is normally sold to customers (up to 99999.99). When you post sales later, you can press ENTER to default (or automatically enter) the Price 1 value. This entry is optional. Enter a Price 1 value or press the ⬇ key to skip this entry.

The cursor moves to SELLING PRICE 2. Price 2 may be used for special customer categories: i.e. wholesale, jobbers, etc. The program will not default the Price 2 value during posting. This entry is optional. Enter a Price 2 value or press the ⬇ key to skip this entry.

The cursor moves to SELLING PRICE 3. Price 3 may be used for special or discount prices. The program will not default the Price 3 value during

posting. This entry is optional. Enter a Price 3 value or press the ⬇ key to skip this entry.

The cursor moves to PTD SALES. Enter the item's period-to-date sales total (up to $9,999,999.99). Do not enter commas. Enter a decimal if the amount includes "cents." From this point on, the system will maintain the period-to-date total.

The cursor moves to YTD SALES. Enter the item's year-to-date sales total (up to $9,999,999.99). Do not enter commas. Include the decimal when necessary. From this point on, the system will maintain the year-to-date total.

The cursor moves to QTY ON HAND. Enter the current quantity on hand (up to 99,999). Enter the quantity in selling units. The program will automatically insert the commas. From this point on, the item's inventory will be maintained by the system.

The cursor moves to REORDER POINT. Enter the smallest quantity you want on hand before reordering (up to 99,999). Enter the quantity in **Selling** units.

Run a Reorder Listing Report whenever you want a list of the items which have reached reorder point. The Suggested Order Report, a similar report, also indicates items which have reached reorder point.

The cursor moves to REORDER QUANTITY. Enter the quantity you usually order from the vendor (up to 99,999). Enter the quantity in **Order** units.

When this item reaches reorder point, the quantity you have entered here will appear on the Suggested Order Report. You don't necessarily have to reorder this quantity. The quantity appears as a suggestion.

If you selected the Maintenance Report, the program will print the inventory stock number and the word ADDED for each item you enter.

The cursor will return to STOCK #. Enter each inventory item in the manner described above. When the last item has been entered and the cursor returns to STOCK #, press the **F1** key to exit the Add mode.

Note: If you make a mistake while entering an item, use the ⬅ , ⬆ , ⬇ , and ➡ keys to make the correction. If you want to start over, press the **F1** key and the cursor will return to STOCK #.

As you can see, entering inventory items is a rather lengthy process. If you take a break or wish to turn off your computer to continue the next day, you must exit the system by using the **F1** key. When TRSDOS READY is displayed, remove all disks from the drives then turn off the computer system.

It would also be helpful to note where to begin when you return. Do not remove disks until TRSDOS READY is displayed on the screen. Never turn off the system while disks are in the drives.

Changing Inventory Records

To edit or change an inventory record, press **C** for Change. Enter the item's stock number. Use the **↓** key to move the cursor. Use the **↑** key to return to a previous line. When all changes have been made, press the **F2** key. The screen will show: ANY CHANGES? (Y/N). Review the information which is displayed on the screen. If there are no changes, press **N** .

Press **Y** if you need to make more changes. After making the changes, press the **F2** key. When ANY CHANGES? (Y/N) is displayed, press **N** . When you press **N** , the changes are recorded and the cursor returns to STOCK #. Change another record or press **F1** to exit the Change mode.

Deleting Inventory Records

You can delete an inventory record if the item is not on order from the vendor and the quantity on-hand is zero.

To delete an inventory record, press **D** for Delete. Enter the item's stock number. The record cannot be deleted if the program indicates ON HAND QUANTITY.

If the record can be deleted, the record will be displayed and the screen will show: DELETE? (Y/N). Is this the record you want to delete?

Press **N** if you entered the wrong stock number. Press **Y** to delete the record which is displayed. After the record is deleted, the cursor will return to STOCK #. Delete another record or press **F1** to exit the Delete mode.

Inquiring Inventory Records

To review an inventory record, press **I** for Inquiry. Enter the item's stock number. The record will be displayed. The cursor will return to STOCK #. Review another record or press **F1** to exit the Inquiry mode.

When you have entered all the items in your inventory, we recommend printing an Inventory List. The Inventory List is generated from the Reports Menu. It will provide you with a listing of your inventory. To print the Inventory List, press **F1** twice. The Main Menu will be displayed.

Press **5** at the Main Menu. When the Reports Menu is displayed, press **1** . Press **1** again for Option 1. Press **ENTER** twice. After the Inventory List is printed, the Reports Menu will be displayed. Press **F1** to return to the Main Menu.

You may begin full operation of your ICS Multi-Drive System. Before you begin, we advise reading this manual in its entirety to familiarize yourself with the purpose and operation of each function.

Cycle Count

If you entered a cycle code for each item in your inventory, you may use the system's Cycle Count function. Cycle Count is a function of File Maintenance, so press ☐1 at the Main Menu. When the Maintenance Menu is displayed, press ☐3 . The cursor will be positioned at INVENTORY CYCLE. Enter the cycle code which represents the cycle you are counting.

For example, to count items designated for weekly counting, on a weekly basis you must select Cycle Count then enter the cycle code you created for "weekly" counting. To do bi-weekly counting, every two weeks, you must enter the cycle code you created for "bi-weekly" counting, etc.

If you have grouped items for counting by Type Codes, whenever you want to count a particular Type Code group, select Cycle Count then enter the cycle code you assigned to that group.

After you enter the cycle code, the program will print a worksheet listing stock numbers, descriptions, locations, U/M (unit of measure), a column for a hand count entry, and a column for the counter's name.
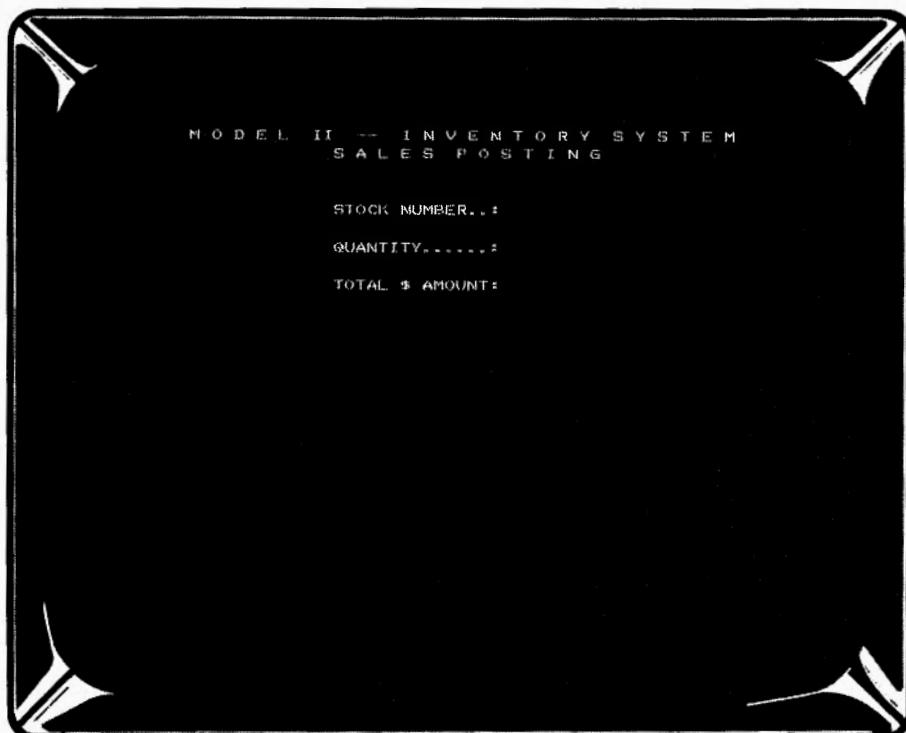
The program will then print a second worksheet which will indicate the system's perpetual count and average costs. When the second worksheet has finished printing, press ☐F1 twice to return to the Main Menu.

Use the first worksheet to record the results of your physical count. Compare the first worksheet and the second worksheet. Differences between the physical count and the perpetual count should be researched. Correction to the perpetual count can be made through the File Maintenance (Inventory) function.

Posting Sales

Entering your sales on a regular basis is a key to making this system work. On-hand quantities will be reduced. Period and Year-to-Date sales will be increased. Accurate reports will depend on regular sales posting. To post sales, press ② at the Main Menu.

The screen will show:

```
            M O D E L   I I   - -   I N V E N T O R Y   S Y S T E M
                      S A L E S   P O S T I N G


                 STOCK NUMBER..:

                 QUANTITY......:

                 TOTAL $ AMOUNT:
```

Enter the STOCK NUMBER of the item sold. The description will be displayed. Enter the QUANTITY sold. The cursor will move to TOTAL $ AMOUNT. If you press [ENTER] to default to Price 1, the program will automatically calculate and enter the total sale amount. If the item was not sold at Price 1, you must calculate the total sale and enter that amount.

For example, let's assume you entered a quantity of 10. Price 1 for the item is $2.99. However, the item was sold at 1.99. After calculating the sale total on paper (1.99 × 10), you would enter [1][9][.][9][0] for TOTAL $ AMOUNT.

The cursor is currently positioned at TOTAL $ AMOUNT. Enter the total sale amount or press [ENTER] to default to Price 1. The screen will show: ANY CHANGES? (Y/N). Review the information which is displayed on the screen. Press [Y] to make a change. Press [N] to post the sale entry. After the sale is posted, the cursor will return to STOCK NUMBER.

Posting Sales (continued)

Post each sale in the manner described above. When the last sale is posted and the cursor returns to STOCK NUMBER, press [F1] to print the Sales Journal. The Sales Journal will list each sale you have posted and may be used for your records. After printing the Sales Journal, the program will return to the Main Menu.

Note: Post sales on a regular basis. We recommend posting at the end of each day. Sales that exceed the quantity on hand will not be processed and will be listed as such on your Sales Journal. For this reason, make sure your inventory is accurate before you begin posting sales.

Correcting Posting Errors

Review the Sales Journal printout. If you find an error in the quantity or unit price, select Posting Sales again. Enter the stock number of the item in error.

An accepted practice is to "back-out" the entire sales transaction and re-enter it correctly, "Back-out" refers to entering negative numbers to cancel or clear incorrect figures.

To correct the quantity or amount, the entire sale must be backed-out then re-entered correctly. For example, let's assume you found this error. The quantity was posted correctly, however, the sale amount posted as 100.00 should have been 10.00 (quantity = 2, amount = 100.00). "Back-out" the entire sales entry and re-enter it correctly.

At the Main Menu, select Posting Sales. Enter the stock number of the item in error. For quantity, you would enter [−][2] . Enter [−][1][Ø][Ø] for the amount. When the cursor returns to STOCK NUMBER, re-enter the stock number. This time, enter [2] for the quantity. Enter [1][Ø] for the amount.

When the cursor returns to STOCK NUMBER, press [F1] for the Sales Journal printout. This printout shows the posting error as being corrected. The program automatically returns to the Main Menu.

Reordering

When it's time to reorder items in your inventory, press ③ at the Main Menu. This is where you enter purchase order information. The cursor is positioned at VENDOR CODE. Enter the code for the vendor from whom you are ordering.

The screen will show: PRINT SUGGESTED ORDER? (Y/N). The Suggested Order is a sub-report which informs you of the items at or below reorder point. This report will also suggest the quantity to reorder. Press Ⓨ for a Suggested Order report.

The cursor is now positioned at P. O. #. You have two options. If you enter a P.O. number, the program will automatically create a purchase order for the items appearing on the Suggested Order report. You may add, delete, or make changes to the purchase order later.

If you'd rather enter all line items yourself, press [ENTER] instead of entering a P.O. number.

Note: If you enter a P.O. number, enter the number that falls in sequence to the last P.O. number used (up to 4 digits). For example, if the last P.O. number used was 0034, the purchase order you are currently entering would be assigned 0035. If you are starting a new series of P.O. numbers, you should begin with 0001.

After you enter the P.O. number or press [ENTER] , the Suggested Order report will be printed. Two @@ symbols preceding an item means the item already exists on an open purchase order.

The Suggested Order report will not be printed if nothing needs to be ordered from the vendor. The program will return to the Main Menu. If you still want to order from the vendor, follow the instructions for Adding Items to the Order (on page 31).

If the Suggested Order report is printed, the screen will show: DO YOU WANT AN ON HAND LISTING BY THIS VENDOR? (Y/N). This is a list of all items sold by this vendor and the current quantity on hand.

The On Hand Listing is recommended if you want to enter all line items yourself or add items to the purchase order. There are two methods available. Use whichever method is appropriate for you.

1. If you entered a P.O. number earlier, the items which appeared on the Suggested Order report are considered "ordered." To add items to the order, press Ⓨ for an On Hand Listing and continue with the Adding Items to the Order instructions.

To change or delete items on the order, see Changing or Deleting Items on the Order. If there are no additions, deletions, or changes to the order, proceed with printing the purchase order.

2. If you did not enter a P.O. number earlier, the items which appear on the Suggested Order report are "not" on order. To order these items and any additional items, press Ⓨ for an On Hand Listing. This listing provides stock numbers, descriptions, and other information you will need.
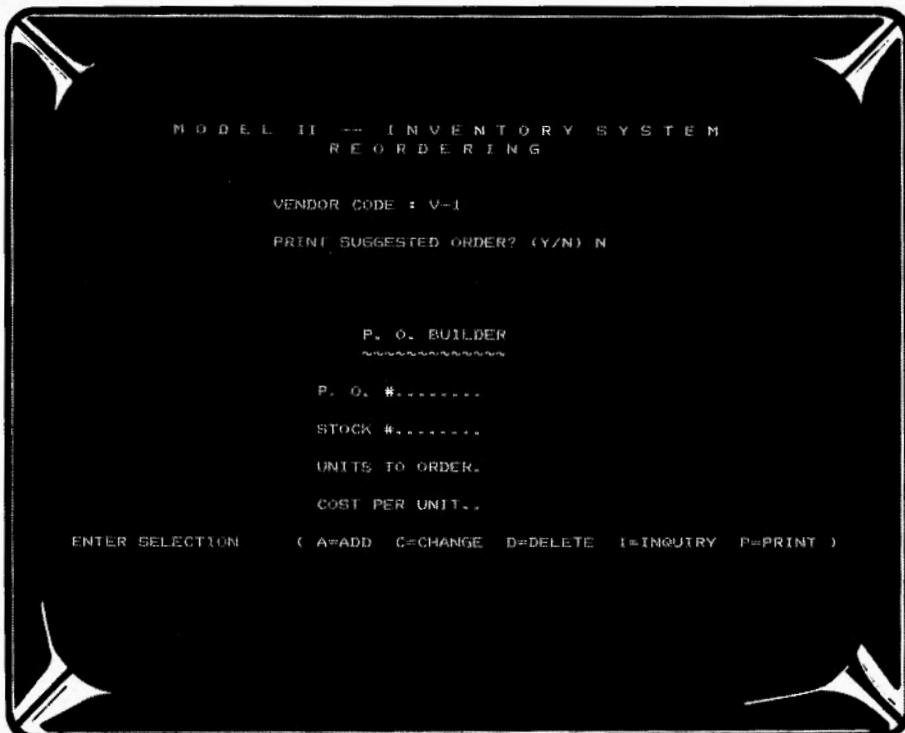
Items which appeared on the Suggested Order report will also appear on the On Hand Listing. Items preceded by two asterisks (**) have an on hand quantity less than or equal to the reorder point quantity. Continue with the Adding Items to the Order Instructions to enter the items which appeared on the Suggested Order report and any additional items you want to order.

Note: Print a Reorder Items Report when you're not ready to order from the vendor but want to know what items are less than or equal to their reorder point. This report will provide information similar to that of the Suggested Order report. For details, see the section on Reports — Inventory List, Option 2. (Reorder Items).

Adding Items to the Order

To enter or add line items to a purchase order, the P.O. Builder must be displayed:

```
          M O D E L   I I   --   I N V E N T O R Y   S Y S T E M
                    R E O R D E R I N G


             VENDOR CODE : V-1

             PRINT SUGGESTED ORDER? (Y/N) N




                    P. O. BUILDER
                    ~~~~~~~~~~~~~~

                 P. O. #.........

                 STOCK #.........

                 UNITS TO ORDER.

                 COST PER UNIT..

     ENTER SELECTION    ( A=ADD  C=CHANGE  D=DELETE  I=INQUIRY  P=PRINT )
```

If the P.O. Builder is not displayed, press ③ at the Main Menu. Enter the vendor's code. Press Ⓝ in answer to the Suggested Order report question.

There are four options at the bottom of the screen. Press Ⓐ for Add. The cursor moves to P. O. #. Enter the P.O. number to which you want the item(s) added. If the screen shows: PURCHASE ORDER DOES NOT EXIST IS THIS A NEW P.O.? (Y/N), the program does not recognize the P.O. number you entered.

If you're adding items to an existing purchase order, you may have entered the wrong P.O. number. Press Ⓝ to enter the correct P.O. number. To enter all line items or create a new purchase order, press Ⓨ . For example, if you did not enter a P.O. number earlier and wish to order the items appearing on the Suggested Order report, press Ⓨ .

The cursor will move to STOCK #. Enter a stock number. After you enter the stock number, one of the following messages may appear:

1. If LINE ITEM ALREADY EXISTS, PLEASE TRY AGAIN appears, the item has already been entered on the order. The cursor, in this case,

will return to STOCK #. If there are other items to add, enter the next stock number.

2. If the screen shows: NOT THE PRIME VENDOR FOR THIS ITEM, DO YOU WISH TO CONTINUE? (Y/N), the vendor code which was entered is not the vendor this item is usually purchased from. There are three options:

Press **N** if you entered the wrong stock number. Press **Y** if you wish to proceed with ordering this item from this vendor. To change the vendor code, press **N** , press **F1** twice, press **F2** and enter the new vendor code.

If neither message appears, the cursor will be positioned at UNITS TO ORDER. A suggested quantity will be displayed on the screen. Press the **↓** key to default (or automatically enter) the quantity which is displayed. If you wish to order a different quantity, enter the quantity in order units.

The cursor moves to COST PER UNIT. The last order unit cost is displayed on the screen. Press the **↓** key if the order unit cost has not changed. If the order unit cost has changed, enter the current order unit cost.

The screen will show: ANY CHANGES? (Y/N). Review the information you have entered. Press **Y** to make a change. Press **N** if there is no change. When you press **N** , the line item will be recorded and the cursor will return to STOCK #.

Enter the next line item. When the last item has been entered and the cursor returns to STOCK #, press the **F1** key. The cursor will return to P. O. #. Enter another purchase order or press **F1** to exit the Add mode.

To order from a different vendor, press **F2** at ENTER SELECTION and enter another vendor code. If you do not wish to order from another vendor, press **F1** at ENTER SELECTION to return to the Main Menu.

You may print purchase orders whenever you choose. The system allows you to build purchase orders (adding items to the order day by day).

Changing Items on the Order

To change an item on a purchase order, press **C** for Change. Enter the P.O. number on which the item appears. Enter the stock number. The cursor moves to UNITS TO ORDER. Press the **↓** key if the ordered quantity has not changed. If there is a change, enter the quantity in order units.

The cursor moves to COST PER UNIT. Press the ⬇ key if there is no change. If the order unit cost has changed, enter the current order unit cost. The screen will show: ANY CHANGES? (Y/N).

Review the information you have entered. Press Y to make more changes. Press N to record changes. After you record your changes, press F1 to exit the Change mode.

Deleting Items from the Order

To delete an item from a purchase order, press D for Delete. Enter the P.O. number on which the item appears. Enter the stock number. The quantity ordered and the unit cost will be displayed on the screen.

The screen will show: IS THIS THE LINE ITEM YOU WANT TO DELETE? (Y/N). Press N if you entered the wrong P.O. number. Press Y if the displayed item is the one you want to delete. After the item is deleted, press F1 to exit the Delete mode.

When all line items on a purchase order are deleted, the P.O. number must be cleared through the system. At the P.O. Builder, enter the P.O. number. The screen will show: NO EXISTING LINE ITEMS UNDER THIS P. O. OK TO DELETE? (Y/N). Press Y to delete the purchase order. If you want to use the P.O. number again, press N .

Inquiring Items on Order

To find out if an item is on order, press I for Inquiry. Enter the item's stock number. The screen will show: LINE ITEM NOT FOUND, PLEASE TRY AGAIN if the item is not on order. If the item appears on another purchase order, the screen will show: DISPLAY NEXT LINE ITEM (Y/N).

Press N to enter a different stock number. Press Y to see each purchase order on which the item appears. When the last purchase order is displayed, the program will indicate END OF FILE and return to STOCK #. Enter a different stock number or press F1 to exit the Inquiry mode.

Printing Purchase Orders

To print purchase orders, remove the standard printer paper from the printer. Load the purchase order forms into the printer. Consult your printer's instruction manual if you need loading instructions.

To print purchase orders, the P.O. Builder must be displayed. You can reach the P.O. Builder by answering **[N]** to the Suggested Order report question.

When the P.O. Builder is displayed, press **[P]** for Print. Enter the P.O. number you want to print. The screen will show: DO YOU WISH TO CONTINUE? (Y/N). Press **[N]** if you do not wish to continue. Press **[Y]** to continue. If **[Y]**, the screen will show: ALIGNMENT MASK? (Y/N). Press **[Y]** to print the alignment mask.

The alignment mask is used to align the printing on the forms. If the alignment mask does not print properly on the form, adjust the paper alignment in the printer. Adjust the forms if necessary. Press **[Y]** to print the alignment mask again.

Alignment is correct when the X's are printed and properly centered in the box at the top of the form. You may have to print the alignment mask several times and use several forms before proper alignment is achieved. Press **[N]** when proper alignment is achieved.

The screen will show: PRINT PURCHASE ORDER AS OF DATE / /. Enter two digits each for month, day, and year. For example, May 31, 1982 is entered as **[0][5][3][1][8][2]**. The program prints the purchase order after you enter the date. The cursor will return to P. O. # when printing is complete.

To print another purchase order, enter the P.O. number. Proceed in the same manner described above. It is not necessary to print the alignment mask again if the forms have not been removed from the printer.

After the purchase order is printed, the cursor will return to P. O. #. Repeat the steps outlined above until you have printed all the purchase orders you want printed at this time.

The program continues to store purchase order information even after the order has been printed. As long as the purchase order has not been deleted or received, it can be reprinted. To reprint a purchase order, press **[P]** for Print. Enter the P.O. number. The screen will show: DO YOU WISH TO CONTINUE? (Y/N). Press **[Y]** to continue.

The screen then shows: P. O. PRINTED BEFORE. DO YOU WISH TO PRINT IT AGAIN? (Y/N). Press **[Y]**. Press **[Y]** again if you need to print the alignment mask. The purchase order will be printed.
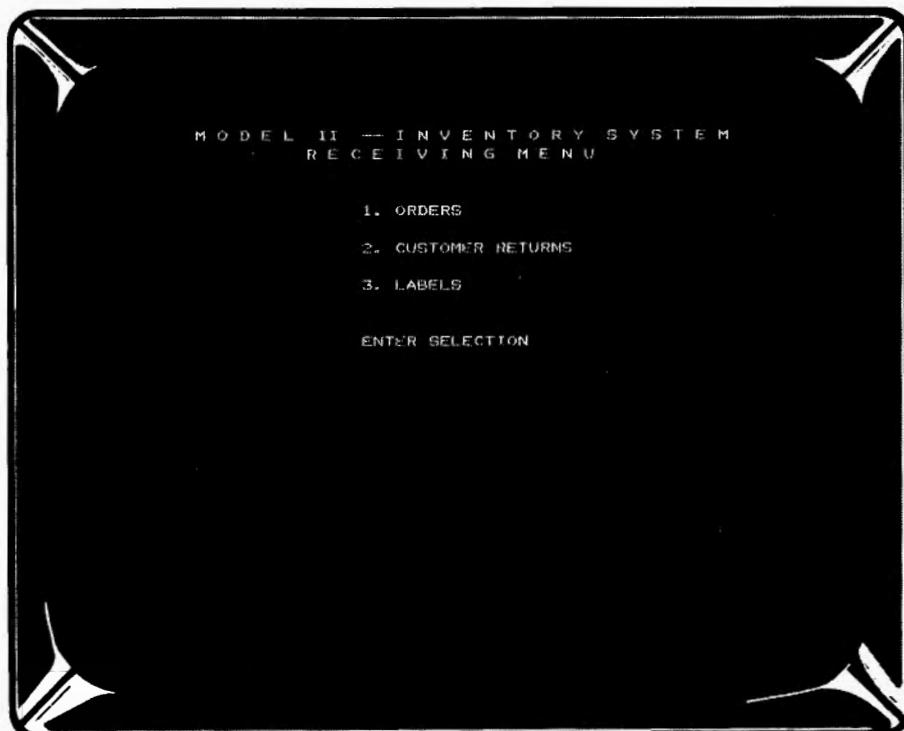
When you have finished printing purchase orders, press [F1] at P. O. #.
Press [F1] again to return to the Main Menu. Before you send purchase
orders to the vendors, check the stock numbers. If the stock numbers you
use are different from those used by the vendor, write in the vendor's stock
number.

Receiving

When an item is returned by a customer or received from the vendor, press **4** at the Main Menu.

The screen will show:

```
        M O D E L   I I   --   I N V E N T O R Y   S Y S T E M
                   R E C E I V I N G   M E N U


                  1.  ORDERS

                  2.  CUSTOMER RETURNS

                  3.  LABELS


                  ENTER SELECTION
```
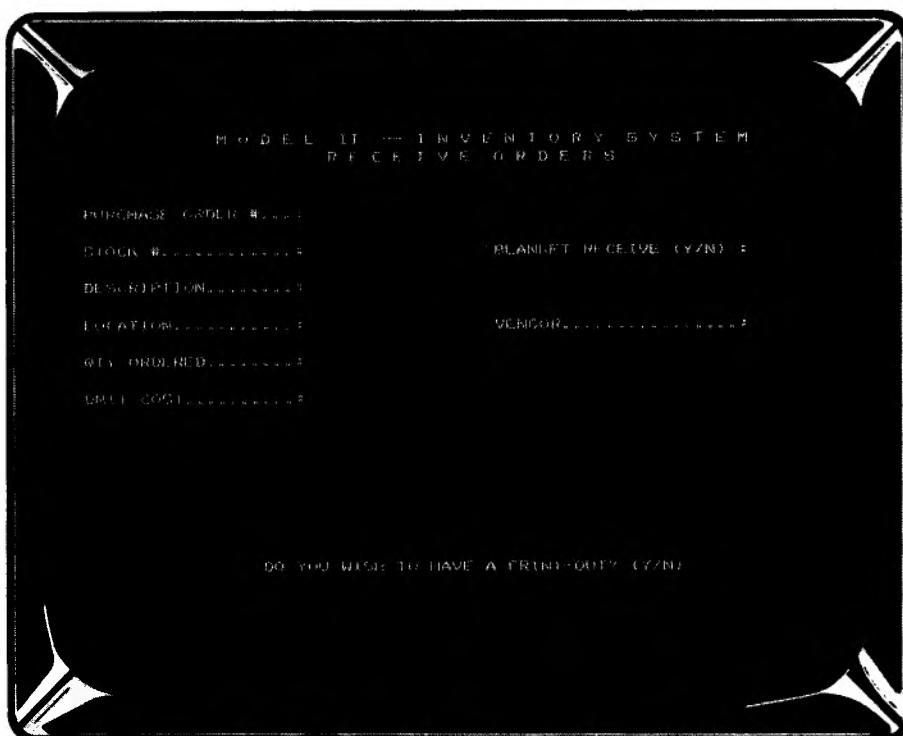
This is the Receiving Menu. Press **1** to process orders received from vendors.

Receiving (continued)

The screen will show:

Orders

The screen then shows: DO YOU WISH TO HAVE A PRINT-OUT? (Y/N).
We recommend always answering **Y** to this question to receive a printout of your receiving stock.

The cursor will move to PURCHASE ORDER #. Enter the P.O. number of the order received. The first line item will be displayed on the screen. The cursor is positioned at BLANKET RECEIVE (Y/N).

If you did not receive this line item, press **F2**. You may then display the next line item. Press **N** if you received this item but not in the quantity ordered (see Receiving Partial Orders on page 39). Press **Y** if the quantity ordered was received. If Y, the cursor will move to UNIT COST. If the order unit cost has changed since the order was placed, enter the current order unit cost. Press the **↓** key if the order unit cost has not changed.

The screen then shows: ANY CHANGES? (Y/N). Press **N** if there are no changes. Press **Y** to make changes. If you pressed **Y**, the cursor will return to PURCHASE ORDER # and the screen will be blanked out. Enter the correct information. ANY CHANGES? (Y/N) will be displayed again. Press **N** if all information is correct.

When you press **N** , the screen will show: ORDER-RECEIVING RECORDED. The screen then shows: NEXT LINE ITEM? (Y/N). Each item you receive should be entered in the manner described above. Press **Y** to enter the next item received. Press **N** when the last receipt has been entered.

When all items are received, the screen will show: NO EXISTING LINE ITEM UNDER THIS P. O.   OK TO DELETE? (Y/N). You have the option to delete the purchase order or retain it so it may be used again.

Press **Y** to delete the purchase order. If this is a blanket purchase order that you use for repetitive purchases, press **N** to retain the purchase order. This enables you to continue adding, deleting, and receiving items using this P.O. number. Press **F1** to return to the Receiving Menu.

Receiving Partial Orders

When you do not receive the quantity ordered, press **N** at BLANKET RECEIVE (Y/N). The cursor will move to QTY RECEIVED. Enter the quantity you actually received in selling units.

The cursor will move to UNIT COST. If the selling unit cost has changed, enter the current selling unit cost. If the unit cost has not changed, press the **↓** key.

If you receive a fraction of an order unit, enter the quantity you actually received in selling units. For example, you ordered 5 dozen but received 3½ dozen. At QTY RECEIVED, you would enter **4** **2** .

The program records this order as 42 received with 2 dozen remaining outstanding. Your on hand quantity is only increased by the quantity actually received (42). The quantity remaining outstanding (on order) is rounded to the next highest order unit.

As each open item on the purchase order is received, return to the Receiving function to enter the quantity received. Enter the information in the same manner described above. QTY ORDERED will indicate the quantity outstanding.

After all outstanding items on the purchase order have been received, the screen will show: NO EXISTING LINE ITEM UNDER THIS P.O.   OK TO DELETE? (Y/N). Press **Y** to delete the purchase order. Press **N** if you want to use the P.O. number again. When you're finished, press **F1** to return to the Receiving Menu. Press **F1** again to return to the Main Menu.

Cancelling Orders

Sometimes an item on a purchase order is cancelled because the vendor cannot deliver or you received a partial order and cancelled the back order. When this happens, you must return to the Reordering function. Delete the line item through the P.O. Builder (see Deleting Items from the Order on page 33).
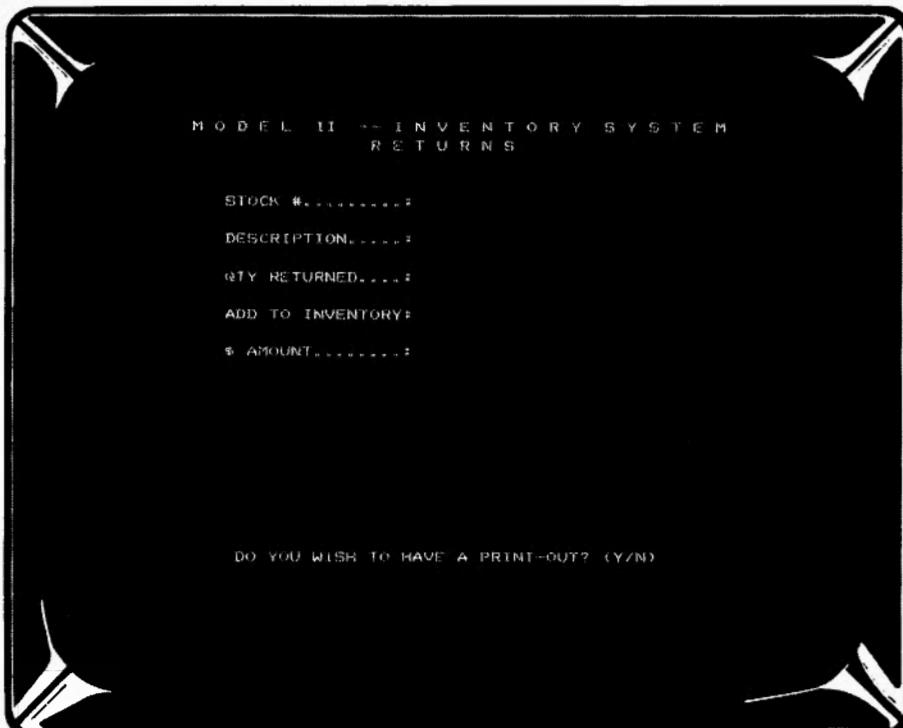
Customer Returns

Sometimes items are returned from customers. To return an item to stock and/or reduce your Period-to-Date and Year-to-Date sales, press **4** at the Main Menu. At the Receiving Menu, press **2** for Customer Returns.

The screen will show:

```
          MODEL II -- INVENTORY SYSTEM
                  RETURNS


            STOCK #.........:

            DESCRIPTION.....:

            QTY RETURNED....:

            ADD TO INVENTORY:

            $ AMOUNT........:







          DO YOU WISH TO HAVE A PRINT-OUT? (Y/N)
```

Press **Y** to receive a printout for your records. Now enter the stock number of the returned item. A description of the item will be displayed on the screen.

The cursor is positioned at QTY RETURNED. Enter the quantity returned. The cursor will move to ADD TO INVENTORY. Enter the quantity being returned to stock. Press **ENTER** if the item(s) is damaged and will not be returned to stock. When you press **ENTER**, the program defaults to (∅) quantity.

After you enter the Add to Inventory quantity, the cursor will move to $ AMOUNT. Enter the sales total or the amount refunded to the customer (Quantity × Selling Price). The sales total (or refund) will be deducted from your Period-to-Date and Year-to-Date sales.

The screen then shows: ANY CHANGES? (Y/N). Press **Y** to make changes. Press **N** to record the return. If **N**, the cursor will return to

STOCK #. Enter another stock number or press **F1** to return to the Receiving Menu. Press **F1** again to return to the Main Menu.

Sometimes a returned item is replaced or exchanged for another item. The returned item is entered in the same manner described above. The replacement or exchanged item must be "posted" as an individual sale.

Labels

When an order is received from the vendor, you may need to print labels for your new items. You may purchase labels from Radio Shack (Cat. No. 72-0200). To print labels, press **4** at the Main Menu. When the Receiving Menu is displayed, press **3** .

Remove the standard printer paper from the printer. Load 2″ × 1″ (3- across) labels. Return to the screen when the labels are loaded. The screen will show: ALIGNMENT MASK? (Y/N).

The alignment mask will help you align the printing on the forms. We recommend pressing **Y** to print the alignment mask. Alignment is correct if 23 X's are printed and centered horizontally across the top of the label.

Adjust the labels in the printer if alignment is not correct. Press **Y** to print the alignment mask again. You may have to print the alignment mask several times before achieving proper alignment. Press **N** when proper alignment is achieved.

The cursor will move to STOCK NUMBER. Press **F1** if you entered this function in error. Otherwise, enter the stock number for which you want labels printed. The cursor will move to NUMBER OF LABELS. Enter the number of labels you want printed. The price will be Price 1 and the coded cost will be the average unit cost.

When printing stops, the cursor will return to STOCK #. Enter another stock number. If you are finished printing labels, press **F1** two times to return to the Main Menu. Remove the labels from the printer. Reload the standard printer paper.

Reports

To generate reports, press ⑤ at the Main Menu.

The screen will show:

```
M O D E L   I I   --   I N V E N T O R Y   S Y S T E M
          R E P O R T S   M E N U

          1.  INVENTORY LIST

          2.  VENDOR LIST

          3.  COUNTER PRICE LIST

          4.  ZERO REORDER POINT LIST

          5.  OPEN PURCHASE ORDERS

          6.  COST OF INVENTORY

          7.  CUSTOM REPORT FORMAT

          8.  CUSTOM REPORT PRINT


          ENTER SELECTION
```

This is the Reports Menu. There are six main reports. The program allows you to customize five additional reports. Use the last two selections of the Reports Menu to define and print custom reports. See Appendix D if you wish to see sample reports.

Inventory List

Press ① to print an inventory listing. The screen will show two options:

1. ALL ITEMS — Press ① (or press **ENTER**) to list your inventory. The program will request a beginning and ending stock number.

   To list a certain portion of your inventory, enter a beginning and ending stock number. To list your entire inventory, instead of entering a beginning and ending stock number, press **ENTER** twice. After printing the listing, the program returns to the Reports Menu.

2. REORDER ITEMS — Press ② to list items which are currently at or below reorder point. The program will request a beginning and ending

stock number. To list a certain portion of your inventory enter a beginning and ending stock number.

To list all items in your inventory which are at or below reorder point, instead of entering a beginning and ending stock number, press **ENTER** twice. After printing the listing, the program returns to the Reports Menu.

Note: Pressing **F1** at the Reports Menu will return you to the Main Menu.

Vendor List

Press **2** to list your vendors. This list will also include updated Year-to-Date purchase figures from that vendor. The program will return to the Reports Menu after printing the listing.

Counter Price List

Press **3** to receive a price listing of your inventory. Use this report as an extra price book for your sales people. It contains retail information they will need to make sales and the coded average cost. The program will return to the Reports Menu after printing the listing.

Zero Reorder Point List

Press **4** to list items having a reorder point of zero. Enter a vendor code if you want to list a specific vendor. Enter **A L L** if you want to list all items (regardless of vendor). The program will return to the Reports Menu after printing the listing.

Open Purchase Orders

Press **5** to list open item purchase orders. This report will list oustanding line items from all open purchase orders. The program will return to the Reports Menu after printing the listing.

Cost of Inventory

Press **6** for a total Cost of Inventory report. Enter a vendor code to list items from a specific vendor. Enter **A L L** to list all items (regardless of vendor).

The Period and Year-to-Date sales totals will be included. The report will also indicate the total number of items in your inventory, the total retail

value, and the total cost by each vendor. The program will return to the Reports Menu after printing the listing.

Cancelling Reports

To cancel a report while it is in process, press the printer's Off-Line button (key or switch). The screen will show: DO YOU WISH TO CANCEL THIS REPORT? (Y/N).

Before answering this question, put the printer back On-Line then press **Y** . Pressing **Y** cancels the report. If you press **N** , the program will continue printing. Cycle Count and Custom reports may be cancelled in the same manner.

Custom Reports
Custom Report Format

Custom Report Format lets you create and define custom reports (up to five reports). To design a custom report, at the Reports Menu press ⑦ . Make sure the printer is On-Line.

The screen will show: WORKSHEET? (Y/N). Press Ⓨ to print the worksheet. The program will return to the Reports Menu after printing the worksheet.

You will use the worksheet to outline the format of your report. When you have finished filling out the worksheet, you will use it to enter the report in the Custom Report Builder. The completed Worksheet will look something like this:

```
                          REPORT FORMAT WORKSHEET
                      ▦ ▦  ▦ ▦ ▦ YTD Sales ▦ ▦ ▦ ▦ ▦ ▦
                              PRINT LINE LAY-OUT

1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80...85...90...95..100..105..110..115..120..125....132
                    | STOCK #  |          | DESCRIPTION  |      |LOC|      |YTD    |
  ------------------------------------------------------------------------------------------------
```

FIELD	LENGTH	HEADING	LENGTH	TYPE	TOT/CNT	PRINT POS.	TOT/CNT ?
①	⑫	STOCK NUMBER ✔	12	ALPHA/NUMERIC	C	25	✔
②	22	DESCRIPTION ✔	11	ALPHA/NUMERIC		50	----
③	5	LOC. ✔	4	ALPHA/NUMERIC		83	----
4	1	T	1	ALPHA/NUMERIC		----	----
5	3	VND.	4	ALPHA/NUMERIC		----	----
6	5	ON HAND	9	NUMERIC (NO DEC)	T		----
7	7	LAST COST	13	NUMERIC (DEC)	T	----	----
8	7	AVG. COST	13	NUMERIC (DEC)	T	----	----
9	7	PRICE-1	13	NUMERIC (DEC)	T	----	----
10	7	PRICE-2	9	NUMERIC (DEC)		----	----
11	7	PRICE-3	9	NUMERIC (DEC)		----	----
12	2	SU	2	ALPHA/NUMERIC		----	----
13	2	OU	2	ALPHA/NUMERIC		----	----
14	5	R/P	9	NUMERIC (NO DEC)		----	----
15	5	ORD.	9	NUMERIC (NO DEC)		----	----
16	10	PTD SALES	13	NUMERIC (DEC)	T	98	✔
⑰	10	YTD SALES ✔	⑬	NUMERIC (DEC)	T	98	✔
18	1	C	1	ALPHA/NUMERIC		----	----
19	6	ORD. DT.	8	DATE		----	----
20	3	C/F	9	NUMERIC (NO DEC)		----	----

Use the rule at the top of the Worsheet to count print positions (or spaces) on the report. There are 132 print positions (or spaces) per line. Each print position corresponds with a position number.

The third column of the worksheet gives a list of the headings you may use in your report.

STOCK NUMBER
DESCRIPTION
LOC. (Location)
T — (Type Codes)
VND. — (Vendors)
ON HAND
LAST COST

AVG. COST
PRICE —1
PRICE —2
PRICE —3
SU (Selling Units)
OU (Order Units)
R/P Reorder Point)
ORD. (Order Quantity)
PTD SALES
YTD SALES
C (Cycle Codes)
ORD. DT. (Date of Last Order)
C/F (Conversion Factor)

Select the headings for your report and check (✓) them off on the Worksheet (see completed worksheet).

The first column of the worksheet indicates field numbers. Each field number corresponds with a field heading. For example, the field number for STOCK NUMBER is 1. The field number for PTD SALES is 16. The field number for VND. (Vendors) is 5, etc.

From now on, the headings will be referred to as "fields" and will be identified by "field numbers." On the worksheet, circle the field numbers of the fields you want to appear on your report (see completed worksheet — compare Columns 1 and 3).

Let's move to the LENGTH columns now. The first LENGTH column shows the number of spaces the program has reserved for data (data field lengths). Commas and decimals are included in the data field length. The second LENGTH column shows the number of spaces each field heading will use.

Circle the larger length number. For example, if you're using Field #3 in your report, on the worksheet you would circle 5 for the LENGTH. If you're using Field #17, you would circle 13 for the LENGTH. If the LENGTH is the same in both columns, you may circle either LENGTH. The circled length numbers will be used later on when you position the fields.

When you have finished circling the lengths, move to the TYPE column. This column is for your information only. It describes the type of data each field is expected to receive (alpha, numerics, or alphanumerics).

Move to the next column (TOT/CNT). If a C or T appears for a field, its data can be counted or totaled by the program. If you want the data counted or totaled, place a check in the last column of the worksheet (TOT/CNT?).

For example, Field #3 cannot be counted or totaled because a letter is not indicated. A C is indicated for Field #1 which means you have the option

of having the stock numbers counted. To have the stock numbers counted, you would place a check (✔) in the last column of the worksheet.

On the worksheet, check the fields you want counted/totaled. When you are finished, move to the PRINT POS. column. In this column, you will write the starting position number for each field of your report. You may arrange the fields in any order you want. To find the starting position for each field, decide what your field arrangement will be, then follow these steps.

Using the rule at the top of the Worksheet, find a position number which marks where you want your first field to start. Mark the position number beneath the rule. In the PRINT POS. column, write the starting position number (see completed worksheet).

Now, the LENGTH number you have circled will be used to find the field's ending position number. For example, let's assume the LENGTH number you have circled is 9. You would count 9 spaces on the rule beginning with the field's starting position number.

The last space counted is the field's ending position number. Mark the ending position number beneath the rule. Write in the field name (see completed worksheet).
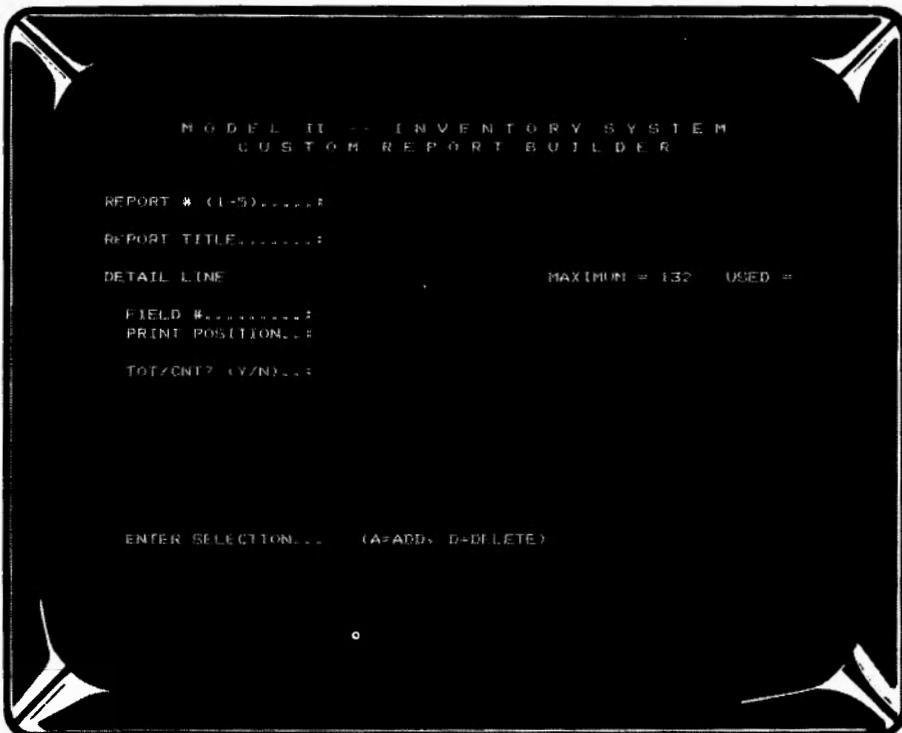
Position each field of your report in the same manner described in the three previous paragraphs. Use your own judgement to center the fields. Leave at least two spaces between the fields when you are positioning them. When you mark the starting and ending position numbers, be sure to mark the appropriate number.

For example, to mark position 35, place the mark under the 5. The "3" in 35 is actually position number 34. When all fields are positioned, the worksheet is complete.

Custom Report Builder

Press ⑦ at the Reports Menu. This time, press Ⓝ in answer to the WORK-SHEET? question.

The screen will show:


```
            M O D E L   I I  --  I N V E N T O R Y   S Y S T E M
                    C U S T O M   R E P O R T   B U I L D E R


     REPORT #  (1-5).......:

     REPORT TITLE........:

     DETAIL LINE                          MAXIMUM = 132   USED =

          FIELD #..........:
          PRINT POSITION...:

          TOT/CNT? (Y/N)...:







     ENTER SELECTION...   (A=ADD, D=DELETE)
```

Press Ⓐ for Add. Now you will enter the format specifications you have outlined on the worksheet. In addition to the information you have entered on the worksheet, you must enter a report number (①-⑤) and a report title.

The cursor is positioned at REPORT # (1-5). Enter a report number. For example, enter ① if this is your first custom report. Enter ③ if this is your third report. The cursor will move to REPORT TITLE. You may use up to 20 characters for the report title.

If the title is less than 20 characters long, it should be preceded by blank spaces to center it on the report. For example, a ten character title requires you to enter five blank spaces before entering the title. Enter a title for your report. Use the Back Space key if you make a mistake.

After you enter the report title, the cursor will move to FIELD #. Enter the first field number of your report. For example, if LAST COST is the first field heading of your report, you would enter ⑦. Use the Back Space and ⬆ keys if you make a mistake. Field numbers must be entered in beginning print position sequence.

Reports (continued)

When you enter a field number, the field name and the field length will be displayed to the right of the screen. The cursor then moves to PRINT POSITION. At PRINT POSITION, enter the field's starting position number (the number you have written in the PRINT POS. column of the worksheet).

Once you enter the print position number, the system will not allow you to make changes. The cursor will move to TOT/CNT? (Y/N) if the data can be counted/totaled. Press **Y** if you want the data counted/totaled; otherwise press **N** . The field entry is completed when the screen shows the number of spaces used (MAXIMUM = 132 USED = ##).

The cursor will return to FIELD #. Finish entering the fields of your report in the manner described in the previous three paragraphs. When the last field has been entered and the cursor returns to FIELD #, press **F1** to record your Custom Report. Press **F1** to return to the Reports Menu. You may define up to five Custom Reports.

Custom Report Print

To print a Custom Report, press **8** at the Reports Menu. Make sure the printer is On-Line. The screen will show: REPORT NUMBER. Enter the report number you want to print. The program will return to REPORT NUMBER after printing the report. Press **F1** to return to the Reports Menu. Press **F1** again to return to the Main Menu.

Deleting Custom Reports

A report cannot be changed once it has been recorded. If a change is necessary, the report must be deleted then added again. To delete a report, press **D** for Delete. Enter the report number. The screen will show: IS THIS THE REPORT YOU WISH TO DELETE? (Y/N).

Press **Y** to delete. Press **N** if you entered the wrong report number or entered the Delete function by mistake. If the report is deleted, the program will automatically exit the Delete mode. The report number may be used again for a new report.

End of Period/Year

This function sets your Period-to-Date or Year-to-Date sales totals to zero. PTD = Period-to-Date / YTD = Year-to-Date. The End-of-Period selection allows you to clear out the Period-to-Date sales in each record. The End-of-Year selection allows you to clear out both the PTD and the YTD sales, as well as the YTD purchase figures from each vendor.

Press **7** at the Main Menu for END OF PERIOD/YEAR.

The screen will show:

> END OF PERIOD (Y/N)
> END OF YEAR (Y/N)

If this is the end of the year, press **N** then press **Y** . If this is the end of a period, press **Y** only. After you answer the question, the screen will show: DO YOU WISH TO CONTINUE? (Y/N). If you need to check anything before the sales figures are cleared, press **N** . Press **Y** to clear sales totals.

When the clear totals process is complete, the program automatically returns to the Main Menu. If you have other business to conduct, select the appropriate function. If you are through for the day, press **F1** until you exit the system (TRSDOS READY).

Duplicating Your System's Disks

We strongly recommend that you make a backup (copy) of each of your working disks. A duplicate set of working disks will guard against the possible loss of data in the future. If something goes wrong with your working disks, you will have a duplicate set to rely on. See Appendix C for instructions.

Backing Up Your Diskettes

Making a Backup consists of two processes. These processes are: Format (or prepare) the disk for information storage, and Backup (or copy) all the information from the original disk to the new, formatted disk. Here is the step-by-step Backup procedure:

1. Turn on the Expansion Drives first. The Expansion Drives are in a separate box near the computer. A single switch on the right side of the front panel turns the drives on.

2. Turn on the Model II computer (the switch marked "POWER" below the name plate on the front panel).

3. Insert the Program disk (or a TRSDOS 2.0a disk) in Drive 0 (the disk drive that is built into the Model II). Insert the disk with the label facing to the right. You will feel the disk click into place. Close the drive door firmly. Wait for the red light on the disk drive door to go off.

4. Insert the blank disk (or a disk you wish to reuse) in Drive 1 and close the door. There must be a gummed foil tape covering the upper notch on the disk.

5. Type today's date and press [ENTER]. For example, January 9, 1982 would be [0][1][/][0][9][/][1][9][8][2] [ENTER]. Press the [ENTER] key in response to the time question. TRSDOS READY will appear with a line of dots. Press the [CAPS] key. The red light should be on.

6. Type: [F][O][R][M][A][T][□][1][□][A][B][S] and press [ENTER]. The Format process will take several minutes. After the disk is formatted, the message: 00 FLAWED TRACKS should appear. If there are any flawed tracks, you must erase the disk and try again, or use a new blank disk. Do not use a disk that has flawed tracks. After the disk is formatted, the TRSDOS READY message will reappear.

Note: If you just need a new, formatted disk to store data, you are finished at this point. You can remove the disk and mark the label as a data disk.

To copy a program disk, or to copy existing data disks, continue with the instructions.

7. Type: [B][A][C][K][U][P][□][0][□][T][O][□][1] [ENTER].

8. The screen shows: Source Diskette Ready? (Y/Q). The Source disk has the information you wish to copy to the new disk. Insert the Source disk in Drive 0, close the drive door, and press [Y] and [ENTER].

9. The computer will read the first track of the Source disk, then ask: DESTINATION Disk Ready? (Y/Q). Press **Y** **ENTER** . The last question is: Change Diskette Information . Press **N** **ENTER** to make an exact copy of the Source disk.

During the Backup, the computer will appear to stop for short periods, as if "hung up" or not running. This is normal. The program is bringing in information from the Source disk, then transferring the data to the Destination disk. Some programs are very large and take a long time to transfer.

The Backup procedure takes several minutes to complete. When the Backup is finished, remove the original disk, and store it in the protective sleeve. Keep the original in a safe place.

Preparing Additional Data Diskettes

To increase to a three-drive system, you will format a blank diskette. This diskette will be used to store data (a second Data disk). The working Program diskette will remain in Drive Ø. Insert a blank new diskette (with gummed foil over the notch) in Drive 1 and close the drive door.

At TRSDOS READY, type: 🄵🄾🄰🄼🄰🄃 1 🄰🄱🄂 and press 🄴🄽🅃🄴🅁. When formatting is complete, TRSDOS READY will be displayed on the screen. Remove the diskette from Drive 1. On the label, write "DATA #2" and the date. When operating the ICS program, the DATA #2 diskette will always go in Drive 2. Your system is now capable of handling up to 6000 items (using three drives).

To increase to a four-drive system, you need to format a blank diskette. This diskette will be used to store data (a third Data disk). The working Program diskette remains in Drive Ø. Insert a blank diskette (with gummed foil over the notch) in Drive 1 and close the drive door. Type: 🄵🄾🄰🄼🄰🄃 1 🄰🄱🄂 and press 🄴🄽🅃🄴🅁 .

When formatting is complete, TRSDOS READY will be displayed on the screen. Remove the diskette from Drive 1. On the label, write "DATA #3 and the date. When running the ICS program, the DATA #3 diskette will always go in Drive 3. A four-drive system is capable of handling up to 9000 items (using all four drives).

Note: If you are setting up your system, return to the front of the manual (the section entitled Entering Your Company Information, on page 10). If you have been running the system and are increasing your system's data capacity, continue with the section of the manual entitled Increasing the Data Capacity.

Preparing a Duplicate Set

After you begin running the ICS program, we recommend that you prepare a duplicate set of diskettes. Preparing a duplicate set simply involves making a backup copy of each working diskette you have (disk for disk). We recommend preparing the duplicate set of disks after the first day of operating the ICS program.

To prepare the duplicate set, count the number of working diskettes you have. You will need to format the same number of blank diskettes. To format the blank diskettes, the working Program diskette remains in Drive 0. Insert a blank diskette (with gummed foil over the notch) in Drive 1. At TRSDOS READY, type: **FORMAT□1□ABS** and press **ENTER**. When formatting is complete, remove the diskette from Drive 1.

Format the next blank diskette. Remember to place gummed foil over the notch. After formatting the last blank diskette, you may proceed with the Backup procedure. You will backup the Program diskette first. The Program diskette remains in Drive 0. Insert a pre-formatted diskette in Drive 1. At TRSDOS READY, type: **BACKUP□0□TO□1□ABS** and press **ENTER**.

The system copies information from Drive 0 to Drive 1. When the Backup is complete, remove the duplicate Program diskette from Drive 1. On the label, write "(COPY B) ICS-Program" and today's date. After labeling the duplicate diskette, put it aside.

Now you will backup your DATA #1 diskette. Insert your duplicate Program diskette in Drive 0. Insert a pre-formatted diskette in Drive 1. Type: **BACKUP□0□TO□1**.

The screen shows: Source Diskette Ready? (Y/Q). The Source disk has the information you wish to copy to the new disk. Insert the Source disk in Drive 0, close the drive door, and press **Y** and **ENTER**.

The computer will read the first track of the Source disk, then ask: DESTINATION Disk Ready? (Y/Q). Press **Y** **ENTER**. The last question is: Change Diskette Information. Press **N** **ENTER** to make an exact copy of the Source disk.

During the Backup, the computer will appear to stop for short periods, as if "hung up" or not running. This is normal. The program is bringing in information from the Source disk, then transferring the data to the Destination disk. Some programs are very large and take a long time to transfer.

The Backup procedure takes several minutes to complete. When the Backup is finished, remove the original disk, and store it in the protective sleeve. Keep the original in a safe place.

On the label of the duplicate, write "(Copy B) DATA #1" and today's date.

If you have a DATA #2 and DATA #3 diskette follow the same procedure for duplication.

After backing up all your working diskettes and labeling the duplicates in the manner described above, you are finished. Keep the duplicates together and store them in a safe place.

You will continue to run the system using the working diskettes. Your duplicate set will not be used unless the working set becomes damaged. In the meantime, you should update your duplicate set on a regular basis. Updating may be done daily, weekly, after Posting, or whenever you choose. To keep your duplicate set as current as possible, we recommend updating the duplicates at the end of each day.

Updating the Duplicate Set

Updating the duplicate set involves backing up each working diskette. Follow the Backup procedures as described above. Each time you update or backup the duplicate set, note the date on the label of each diskette in the set. This way you can always tell how current your duplicates are.

Appendix D — Sample Reports

1. Inventory List

```
DATE: 01/20/82                                                                          PAGE:   1
FREQ: MONTHLY                                                                           500-LST
PRINT OPTION:  ALL

STOCK NUMBER          ON HAND   SELLING  TYPE   LOC    SELL UNT   ORDR PNT  LAST ORDR   AVG. COST    EXTEND AVG    SALES PTD
DESCRIPTION           VENDOR    PRICES   CYCLE  C/F    ORDR UNT   ORDR QTY              LAST COST    EXTEND LST    SALES YTD

60178                    15      4.49     C    B-22     DZ          12      11/01/81      2.00         30.00         56.00
STORAGE BOX,LIBERTY     200      4.25     C       12    GR           2                    2.00         30.00         56.00
                                 4.15

60670                    24      3.29     B    B-20     EA          12      01/05/82      1.50         36.00         15.00
DESK TRAY/STACKABLE     200      3.29     A       12    DZ           2                    1.50         36.00         15.00
                                 3.29

61085                     8     26.98     A    A-38     EA           6      12/23/81     13.00        104.00        310.00
CLOCK,WALL,ELEC.        300     26.98     C        1    EA          12                   13.00        104.00        310.00
                                26.98

61465                    12     29.98     B    B-42     EA           6      09/30/81     14.00        168.00        299.80
DESK LAMP,ADJ.,FLOR.    300     29.98     B        1    EA          12                   14.00        168.00        299.80
                                24.00

62471                    20      9.98     B    B-49     EA          24      11/30/81      4.00         80.00        121.00
CLIPBOARD               100      8.00     B       12    DZ           3                    4.00         80.00        121.00
                                 7.50

65037                     5     99.98     C    A-18     EA           3      11/15/81     45.00        225.00      1,165.70
PAYMASTER CHK. PROT.    300     95.00     B        1    EA           6                   45.00        225.00      1,165.70
                                90.00

65185                     8     65.98     C    A-32     EA           6      11/01/81     30.00        240.00        112.00
PENCIL SHARP., ELEC.    500     63.00     C        1    EA          12                   30.00        240.00        112.00
                                60.00

65201                    36      2.49     C    C-36     EA          12      09/28/81      1.10         39.60          .00
DSK CALEND.,LOOSE LEAF  200      2.49     C       12    DZ           2                    1.10         39.60          .00
                                 2.49

65383                     8    119.98     B    A-12     EA           0      12/20/81     53.70        429.60        110.98
CALC., PRINT/DISP.      100    115.00     A       12    DZ           1                   54.00        432.00        110.98
                               110.00

65540                    36     18.98     A    B-10     EA          12      12/15/81      9.00        324.00          .00
COPY STAND              100     18.98     C       12    DZ           3                    9.00        324.00          .00
                                18.98

65623                    18    129.98     B    B-57     EA          12      01/05/82     65.00      1,170.00      1,299.80
TYPING STAND            100       .00     C        1    EA          12                   65.00      1,170.00      1,299.80
                                  .00

**** TOTALS ****       ITEMS =    11                                                               2,846.20      3,490.28
                                                                                                   2,848.60      3,490.28

********* END OF REPORT *********
```

2. Vendor List

```
                                      CITY OFFICE SUPPLY
DATE: 01/20/82                     MODEL II -- INVENTORY SYSTEM                         PAGE:  1
FREQ: ON REQUEST                            VENDOR LIST                                 500-VDL

    VENDOR CODE     NAME                    STREET                  CITY              STATE     ZIP
                    PHONE                   ACCT NO.                YTD PURCHASE


        100         OFFICE EQUIPMENT INC.   300 MAPLE AVE.          FOXWOOD             MI      20261
                    469-870-1212                                          390.00


        200         CITY OFFICE SUPPLY      1800 FLEMING            TUCSON              AZ      450897221
                    743-546-8470            2300                           0.00


        300         BUSINESS EQUIP. CORP.   1800 MAIN ST.           ATLANTA             GA      74289
                    764-311-8990            781                            0.00


        500         SERVICE SUPPLY          560 GRAND               CHICAGO             IL      45890
                    347-244-8686            7541                           0.00


        TOTAL COUNT  4  VENDORS                      TOTAL YTD PURCHASE        390.00

********* END OF REPORT *********
```

3. Cost of Inventory

```
                                       CITY OFFICE SUPPLY
DATE: 01/20/82                      MODEL II -- INVENTORY SYSTEM                         PAGE:   1
FREQ: AS REQUESTED                       COST OF INVENTORY                               500-CST

        VENDOR      P-T-D SALES     Y-T-D SALES      NO. ITEMS    RETAIL VALUE    AVG COST    LAST COST

        100          1,531.78        1,531.78            4         4,182.36       2,003.60     2,006.00

        200             71.00           71.00            3           235.95         105.60       105.60

        300          1,775.50        1,775.50            3         1,075.50         497.00       497.00

        500            112.00          112.00            1           527.84         240.00       240.00


        TOTAL        3,490.28        3,490.28           11         6,021.65       2,846.20     2,848.60

********* END OF REPORT *********
```

4. Open Purchase Orders

```
                                      CITY OFFICE SUPPLY
DATE: 01/20/82                  MODEL II -- INVENTORY SYSTEM                   PAGE:   1
FREQ: MONTHLY                       OPEN PURCHASE ORDERS                       500-OPO

    P.O. #        DATE      VENDOR      STOCK #            DESCRIPTION      QUAN.        COST

    1000       01/20/82      100       62471        CLIPBOARD              3  DZ      144.00
                                       65383        CALC., PRINT/DISP.     1  DZ      648.00
                                       65540        COPY STAND             3  DZ      324.00

                                                    TOTALS OUTSTANDING     7        1,116.00

    2000       01/20/82      500       65185        PENCIL SHARP., ELEC.  12  EA      360.00

                                                    TOTALS OUTSTANDING    12          360.00


********* END OF REPORT *********
```

5. Zero Reorder Point

```
                                      CITY OFFICE SUPPLY
DATE: 01/20/82                  MODEL II -- INVENTORY SYSTEM                   PAGE:   1
FREQ: MONTHLY                       ZERO REORDER POINT                        500-ZRP

       STOCK NUMBER      DESCRIPTION        LOCATION    VENDOR   ON HAND   U/M    COST    EXTENDED

          65383       CALC., PRINT/DISP.     A-12        100        8      EA    53.70     429.60

              1 ITEMS                                                           VALUE      429.60

********* END OF REPORT *********
```

6. Cycle Count Worksheet

```
                                      CITY OFFICE SUPPLY
DATE: 01/20/82                  MODEL II -- INVENTORY SYSTEM                   PAGE:   1
FREQ: ON REQUEST                   CYCLE COUNT WORKSHEET                       100-CNT

                                    INVENTORY CYCLE B

        STOCK NUMBER        DESCRIPTION          LOCATION    U/M    ON HAND    COUNTER

           61465         DESK LAMP,ADJ.,FLOR.      B-42      EA

           62471         CLIPBOARD                .B-49      EA

           65037         PAYMASTER CHK. PROT.      A-18      EA
```

7. Perpetual Inventory

```
                                         CITY OFFICE SUPPLY
    DATE: 01/20/82                   MODEL II -- INVENTORY SYSTEM                      PAGE:   1
    FREQ: ON REQUEST                     PERPETUAL INVENTORY                          100-CNT

                                        INVENTORY CYCLE B

        STOCK NUMBER          DESCRIPTION            LOCATION     U/M      ON HAND      VALUE a AVG.

        61465                 DESK LAMP,ADJ.,FLOR.    B-42        EA         12          168.00

        62471                 CLIPBOARD               B-49        EA         20           80.00

        65037                 PAYMASTER CHK. PROT.    A-18        EA          5          225.00


                                                     TOTAL                  37          473.00

    ********* END OF REPORT *********
```

8. YTD Sales (Sample Custom Report)

```
                                         CITY OFFICE SUPPLY
    DATE: 01/20/82                   MODEL II -- INVENTORY SYSTEM                      PAGE:   1
    FREQ: AS REQUIRED                        YTD SALES                               500-PRT

            STOCK NUMBER              DESCRIPTION              LOC.           YTD SALES

            60178                  STORAGE BOX,LIBERTY         B-22               56.00
            60670                  DESK TRAY/STACKABLE         B-20               15.00
            61085                  CLOCK,WALL,ELEC.            A-38              310.00
            61465                  DESK LAMP,ADJ.,FLOR.        B-42              299.80
            62471                  CLIPBOARD                   B-49              121.00
            65037                  PAYMASTER CHK. PROT.        A-18            1,165.70
            65185                  PENCIL SHARP., ELEC.        A-32              112.00
            65201                  DSK CALEND.,LOOSE LEAF      C-36                .00
            65383                  CALC., PRINT/DISP.          A-12              110.98
            65540                  COPY STAND                  B-10                .00
            65623                  TYPING STAND                B-57            1,299.80

            11                                                                 3,490.28
    ********* END OF REPORT *********
```

9. Counter Price List

```
                                         CITY OFFICE SUPPLY
    DATE: 01/20/82                   MODEL II -- INVENTORY SYSTEM                      PAGE:   1
    FREQ: MONTHLY                        COUNTER PRICE LIST                          500-PRC

       STOCK NUMBER      DESCRIPTION            LOCATION   ON HAND  UM   PRICE 1    PRICE 2    PRICE 3   VENDOR   C/C

        60178          STORAGE BOX,LIBERTY       B-22       15     DZ     4.49       4.25       4.15     200      CAA
        60670          DESK TRAY/STACKABLE       B-20       24     EA     3.29       3.29       3.29     200      BFA
        61085          CLOCK,WALL,ELEC.          A-38        8     EA    26.98      26.98      26.98     300      BDAA
        61465          DESK LAMP,ADJ.,FLOR.      B-42       12     EA    29.98      29.98      24.00     300      BEAA
        62471          CLIPBOARD                 B-49       20     EA     9.98       8.00       7.50     100      EAA
        65037          PAYMASTER CHK. PROT.      A-18        5     EA    99.98      95.00      90.00     300      EFAA
        65185          PENCIL SHARP., ELEC.      A-32        8     EA    65.98      63.00      60.00     500      DAAA
        65201          DSK CALEND.,LOOSE LEAF    C-36       36     EA     2.49       2.49       2.49     200      BBA
        65383          CALC., PRINT/DISP.        A-12        8     EA   119.98     115.00     110.00     100      FDHA
        65540          COPY STAND                B-10       36     EA    18.98      18.98      18.98     100      JAA
        65623          TYPING STAND              B-57       18     EA   129.98        .00        .00     100      GFAA


    ********* END OF REPORT *********
```

10. Sample Purchase Order (Short Form)

	DATE	NUMBER
PURCHASE ORDER	01/20/82	1759

CITY OFFICE SUPPLY
800 ELM ST.
ST. LOUIS   MO
              56187

ACCOUNT NO.   2300

PAGE   1

PHONE   (544)-621-8484

TO

EMPIRE DISTRIBUTORS
1800 FLEMING
TUCSON   AZ
              85702

STOCK #	DESCRIPTION	ORDER QTY	UNIT COST	AMOUNT
60178	STORAGE BOX,LIBERTY	2 GR	84.00	168.00
60670	DESK TRAY/STACKABLE	2 DZ	24.00	48.00
65201	DSK CALEND.,LOOSE LEAF	2 DZ	24.00	48.00

	TOTAL
	264.00

10. Sample Purchase Order (Long Form)

```
CITY OFFICE SUPPLY                    PURCHASE ORDER    DATE      NUMBER
800 ELM ST.                                            01/20/82   1800
ST. LOUIS          MO                                          PAGE   1
                   56187             ACCOUNT NO.   2300

PHONE   (544)-621-8484

TO

EMPIRE DISTRIBUTORS
1800 FLEMING
TUCSON             AZ
                   85702
```

STOCK #	DESCRIPTION	ORDER QTY	UNIT COST	AMOUNT
60178	STORAGE BOX,LIBERTY	2 GR	84.00	168.00
60670	DESK TRAY/STACKABLE	2 DZ	24.00	48.00
61085	CLOCK,WALL,ELEC.	12 EA	13.00	156.00
61465	DESK LAMP,ADJ.,FLOR.	12 EA	14.00	168.00
65037	PAYMASTER CHK. PROT.	6 EA	50.00	300.00
65185	PENCIL SHARP., ELEC.	12 EA	30.00	360.00
65201	DSK CALEND.,LOOSE LEAF	2 DZ	24.00	48.00
65383	CALC., PRINT/DISP.	1 DZ	648.00	648.00
65540	COPY STAND	3 DZ	108.00	324.00
65623	TYPING STAND	12 EA	65.00	780.00

```
                                                        TOTAL
                                                      3,000.00
```

TRS 80 FORM CATALOG NO. 1097

FOLD HERE TO FIT DOUBLE WINDOW ENVELOPE

11. Sales Journal

```
                                          CITY OFFICE SUPPLY
DATE: 01/25/82                      MODEL II -- INVENTORY SYSTEM                          PAGE:   1
FREQ: DAILY                              SALES JOURNAL                                    300-SLS

     STOCK NUMBER         DESCRIPTION       QTY SOLD       U/M       AMT SOLD     LAST COST    AVG COST

     65540                COPY STAND            1          EA          18.98         9.00        9.00

     65623                TYPING STAND          1          EA         129.98        65.00       65.00


                          TOTAL                 2                     148.96        74.00       74.00
```

12. Receive Orders

```
                                          CITY OFFICE SUPPLY
DATE: 01/20/82                     MODEL II -- INVENTORY SYSTEM                           PAGE:   1
FREQ: ON REQUEST                        RECEIVE ORDERS                                    200-ORD

      P. O. #               STOCK #          QTY ORDERED         QTY REC'VED         COST

      1759                60178                2 GR                24 DZ            7.00 DZ
      1759                60670                2 DZ                24 EA            2.00 EA
      1759                65201                2 DZ                24 EA            2.00 EA
      1759              **DELETED**
```

13. Customer Returns

```
                                          CITY OFFICE SUPPLY
DATE: 01/25/82                     MODEL II -- INVENTORY SYSTEM                           PAGE:   1
FREQ: ON REQUEST                        CUSTOMER RETURNS                                  200-RTN

      STOCK #          DESCRIPTION       QTY RETURNED        ADD TO INVENTORY     DELETE FROM SALES

      65623            TYPING STAND           1                    1                   129.98
```

14. Suggested Order Report

```
                                        CITY OFFICE SUPPLY
DATE: 01/20/82                      MODEL II -- INVENTORY SYSTEM                          PAGE:  1
FREQ: ON REQUEST                        SUGGESTED ORDER                                   400-REO

                                          VENDOR : 200

                        REORDER              SELLING     ORDER    ORDER      COST PER        LAST
         STOCK #    LOC  POINT    ON HAND     UNIT        QTY      UNIT     ORDER UNIT    ORDER DATE
  @@   60670       B-20    12        9         EA          2       DZ         24.00       01/20/82
  @@   60178       B-22    12       10         DZ          2       GR         84.00       01/20/82
  @@   65201       C-36    12       11         EA          2       DZ         24.00       01/20/82
```

15. On Hand Listing

```
                                        CITY OFFICE SUPPLY
DATE: 01/20/82                      MODEL II -- INVENTORY SYSTEM                          PAGE:  1
FREQ: ON REQUEST                        ON HAND LISTING                                   400-OHN

                                          VENDOR : 200

                        REORDER              SELLING     ORDER    ORDER      COST PER        LAST
         STOCK #    LOC  POINT    ON HAND     UNIT        QTY      UNIT     ORDER UNIT    ORDER DATE
  **   60670       B-20    12        9         EA          2       DZ         24.00       01/20/82
  **   60178       B-22    12       10         DZ          2       GR         84.00       01/20/82
  **   65201       C-36    12       11         EA          2       DZ         24.00       01/20/82
```

Radio Shack®
A Division of Tandy Corporation

ORDER INFORMATION AND PRICING AVAILABLE FROM YOUR NEAREST RADIO SHACK COMPUTER CENTER OR COMPUTER DEPARTMENT

THIS FORM FOR SOFTWARE
CATALOG NO. 26-4602

DESIGNED FOR USE ON TRS-80™ PRINTERS

*¹ (SOME PRINTERS WILL NOT WORK WITH 5 PART FORMS)

	DATE	NUMBER
PURCHASE ORDER	07-20-81	105
		PAGE 1

AVERAGE BUSINESS CO.
1234 ANY STREET
ANY TOWN, STATE ZIP

ACCOUNT NO.   123456

TO
ACE DISTRIBUTORS, INC.
1111 MAIN ST.
NEW YORK,   NY
              00101

STOCK #	DECRIPTION	ORDER QTY	UNIT COST	AMOUNT
14-201	ASH TRAY	12 DZ	6.00	72.00
18-349	STAPLER	24 DZ	54.00	1296.00
18-358	STAPLER	6 DZ	69.95	419.70
25-101	CHAIR	2 EA	45.50	91.00

TOTAL
1878.70

FOLD HERE TO FIT DOUBLE WINDOW ENVELOPE

EXAMPLE AT LEFT SHOWS ALL IMPRINTING POSITIONS. CIRCLED NUMBERS CORRESPOND TO THE ORDER FORM.

EXAMPLE HAS BEEN REDUCED TO 45% OF ACTUAL SIZE. FORM IS 9½ x 10½ (8½ x 10½ WITHOUT MARGINS).

EXAMPLE OF A PRINTOUT IS SHOWN.
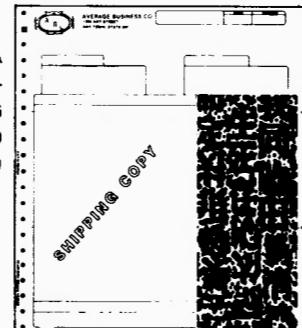
BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING IMPRINTED IN BLACK INK.

WE WILL PRINT YOUR CUSTOM LOGO FOR AN ADDITIONAL CHARGE. YOU MUST FORWARD CAMERA READY ARTWORK.

SPECIAL NOTE: IF FORM IS USED WITH CUSTOM SOFTWARE, SOME OF ITS OTHER USES ARE:

•INVOICE	•STATEMENT	•WORK ORDER	•DUN NOTICE
•TRAVEL AGENCY ITINERARY	•PATIENT BILL	•SERVICE ORDER	•ACKNOWLEDGEMENT
•CREDIT MEMO	•SHOP ORDER	•DELIVERY RECEIPT	•DUES NOTICE

*² PART NUMBER FIVE ONLY IS A "PACKING LIST" OR A "RECEIVING REPORT". IT HAS "SHIPPING COPY" PRINTED IN RED INK AND ALL PRICE COLUMNS BLOCKED OUT.

FORM NAME	GENERAL PURPOSE FORM					
NUMBER OF PARTS	ONE		THREE		FIVE *¹ *²	
CATALOG NUMBER (IMPRINTED)	N/A	720-0155	N/A	720-0156	N/A	720-0157
CATALOG NUMBER (NON-IMPRINTED)	N/A	720-0255	N/A	720-0256	N/A	720-0257
FORM COLOR	BROWN	BLUE	BROWN	BLUE	BROWN	BLUE
PAPER SPECS.	PART 1 = 20 LB. WHITE BOND		PART 1 = 15 LB. WHITE CARBONLESS 2 = 14 LB. CANARY " 3 = 15 LB. PINK "		PART 1 = 15 LB. CARBONLESS WHITE 2 = 14 LB. " CANARY 3 = 14 LB. " PINK 4 = 14 LB. " GREEN 5 = 15 LB. " WHITE	
ENVELOPE SPECS.	CATALOG NO. 720-0206 IS A SPECIAL DOUBLE WINDOW ENVELOPE DESIGNED TO WORK WITH THIS FORM. IT IS A #9 ENVELOPE (3-7/8 x 8-7/8) WITH NO INSIDE TINT. THIS ENVELOPE WORKS WITH EITHER BLANK OR IMPRINTED FORMS.					

*¹ SOME PRINTERS WILL NOT WORK WITH 5 PART FORMS.

AVERAGE BUSINESS CO.
1234 ANY STREET
ANY TOWN, STATE ZIP

DATE	NUMBER

- ALL MULTIPLE PART FORMS FEATURE CLEAN, CONVENIENT CARBONLESS BOND PAPER.

- TO COMPLETE YOUR SYSTEM, BE SURE TO ORDER OUR SPECIAL MATCHING WINDOW ENVELOPES.

- FOR FURTHER ENHANCEMENT OF THIS FORM, YOU MAY ORDER A CUSTOM LOGO.

Radio Shack®
A Division of Tandy Corporation
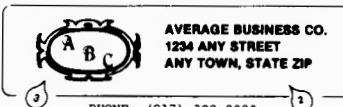
ORDER INFORMATION AND PRICING AVAILABLE FROM YOUR NEAREST RADIO SHACK COMPUTER CENTER OR COMPUTER DEPARTMENT

DESIGNED FOR USE ON TRS-80™ PRINTERS

THIS FORM FOR SOFTWARE
CATALOG NO. 26-4602

*¹ (SOME PRINTERS WILL NOT WORK WITH 5 PART FORMS)

EXAMPLE AT LEFT SHOWS ALL IMPRINTING POSITIONS. CIRCLED NUMBERS CORRESPOND TO THE ORDER FORM.

EXAMPLE HAS BEEN REDUCED TO 55% OF ACTUAL SIZE. FORM IS 9½ x 7 (8½ x 7 WITHOUT MARGINS).

EXAMPLE OF PRINTOUT IS SHOWN.

BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING. IMPRINTED IN BLACK INK.

WE WILL PRINT YOUR CUSTOM LOGO FOR AN ADDITIONAL CHARGE. YOU MUST FORWARD CAMERA READY ARTOWRK.

*² PART NUMBER FIVE ONLY IS A "PACKING LIST" OR A "RECEIVING REPORT". IT HAS "SHIPPING COPY" PRINTED IN RED INK AND ALL PRICE COLUMNS BLOCKED OUT.

IF FORM IS USED WITH CUSTOM SOFTWARE, SOME OF ITS OTHER USES ARE:

- PURCHASE ORDER
- TRAVEL AGENCY ITINERARY
- CREDIT MEMO

- PACKING LIST
- PATIENT BILL
- SHOP ORDER

- WORK ORDER
- SERVICE ORDER
- DELIVERY RECEIPT

- DUN NOTICE
- ACKNOWLEDGEMENT
- DUES NOTICE

FORM NAME	**GENERAL PURPOSE FORM**					
NUMBER OF PARTS	ONE		THREE		FIVE *¹ *²	
CATALOG NUMBER (IMPRINTED)	720-0103	720-0119	720-0104	720-0120	N/A	720-0136
CATALOG NUMBER (NON-IMPRINTED)	720-0203	720-0219	720-0204	720-0220	N/A	720-0236
FORM COLOR	BROWN	BLUE	BROWN	BLUE	BROWN	BLUE
PAPER SPECS.	PART 1 = 20 LB. WHITE BOND		PART 1 = 15 LB. WHITE CARBONLESS 2 = 14 LB. CANARY " 3 = 15 LB. PINK "		PART 1 = 15 LB. CARBONLESS WHITE 2 = 14 LB. " CANARY 3 = 14 LB. " PINK 4 = 14 LB. " GREEN 5 = 15 LB. WHITE	
ENVELOPE SPECS.	CATALOG NO. 720-0206 IS A SPECIAL DOUBLE WINDOW ENVELOPE DESIGNED TO WORK WITH THIS FORM. IT IS A #9 ENVELOPE (3-7/8 x 8-7/8) WITH NO INSIDE TINT. THIS ENVELOPE WORKS WITH EITHER BLANK OR IMPRINTED FORMS.					

*¹ SOME PRINTERS WILL NOT WORK WITH 5 PART FORMS.

EXAMPLE SHOWN BELOW IS ACTUAL SIZE. STANDARD IMPRINTING IS SHOWN.

	DATE	NUMBER

AVERAGE BUSINESS CO.
1234 ANY STREET
ANY TOWN, STATE ZIP

- ALL MULTIPLE PART FORMS FEATURE CLEAN, CONVENIENT CARBONLESS BOND PAPER.
- TO COMPLETE YOUR SYSTEM, BE SURE TO ORDER OUR SPECIAL MATCHING WINDOW ENVELOPES.
- FOR FURTHER ENHANCEMENT OF THIS FORM, YOU MAY ORDER A CUSTOM LOGO.