

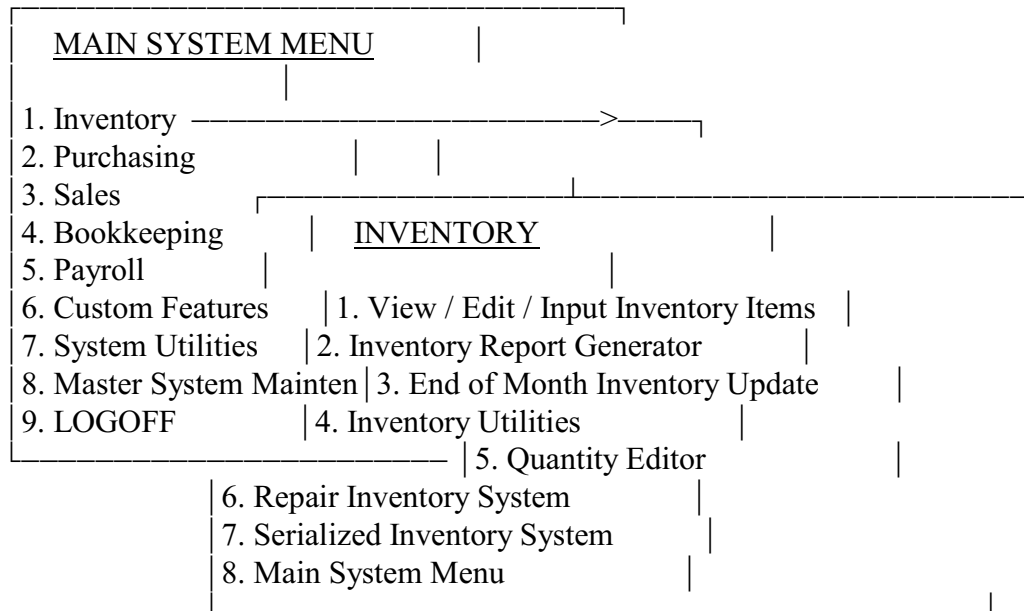
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INVENTORY SYSTEM



The main focus of the entire **StockBoy** System is to provide the Merchandise Manager with "PERPETUAL INVENTORY CONTROL" to make better buying decisions. Because the information is available anytime, without the delay of other inventory practices, you can order more efficiently and improve the turn-over of your flooring investment.

*NOTE - Normally you will EXIT from any point inside this program section by following the screen prompts. However, **StockBoy** provides two ways to instantly LOGOFF from any menu inside the programs just by pressing the <Ctrl> <G> keys, or the <F8> key. This will leave you at PLEASE LOGON with all programs safely terminated and all files properly closed.*

WHAT IS A SKU ????

Throughout this manual and the **StockBoy** System you will be talking about SKUs (pronounced "Skew"), let's define what the SKU is so there are no confusions. In the retail trade the term means "Stock Keeping Unit" or "Store Keeping Unit" you choose which words you like best, the function of the SKU is to provide a number (name) for a specific line item in your inventory. It is YOUR stock number to be used internally.

Usually the number your manufacturer/supplier gives the item is referred to as the "Manufacturer's Part Number" or MPN. Since there is the possibility of the same number being used for different items by different suppliers, you cannot depend on using the supplier's number for all your items. And with no universal co-ordination of stock numbering schemes you will need to be able to establish your own item numbering system. The SKU Number provides you this opportunity.

When you order and receive merchandise you will use the supplier's name or number for the item. However, once received you will assign your own number (or SKU) to the item. This is how you will maintain your own numbering scheme.

SKU STRUCTURE

In large part, the degree of your success with the **StockBoy** System will depend upon how well your SKU numbering structure is planned. The "Customer Oriented Classification System" recommended by the National Retail Merchants Association, and has proven effective for **StockBoy** users. It suggests you structure your SKU numbers by Merchandise Group, Department, Class, and Categories. SKUs should be kept as short as possible for ease of operator keyboarding. SKU numbers that resemble telephone numbers (i.e. 273-3243) are frequently the easiest to read, remember, and type. And a numbering structure like this would allow 10 million SKUs before duplication.

NOTE - Your Maximum SKU Length is set during the initialization (Min=7 & Max=15), however Bar Code users should be aware that a SKU length of 14 characters will barely fit on a standard bar code tag when using the alpha CODE 39. Smaller SKU size is recommended. Those customers wishing to use one inch labels MUST use UPC-A coding (no alpha characters allowed) with a SKU length of 10.

Use the left-most characters to designate the "Merchandise Group" the item falls into. Followed by characters that specify a "Department" within the group, and more specifically to the "Class" within the department. And finally indicate the individual "Category" within the class, within the department, inside the merchandise group. This allows you to take advantage of how **StockBoy** stores the numbers to position items on the printouts.

When you need to review your paint department print a report for all items of that "Department." To review just the enamel paint, print the report for the items inside the correct "Department" and "Category." Well you can see how this would work for your operation. You do not need to include any supplier designation in the SKU structure since **StockBoy** has a separate method (the MPN #) for keeping track of all items belonging to a certain supplier.

StockBoy's QUANTITY LIMITATIONS

Just as everything else in life has limitations, there are certain limits within the **StockBoy** System that control how large a number can be stored in specific categories. **StockBoy** will not allow the QUANTITY ON HAND, QUANTITY ON ORDER, THE FLAG QUANTITY, OR ANY SINGLE MONTH'S SALES HISTORY QUANTITY, for ANY ONE SKU - IN ANY ONE STORE; to exceed 32,767 units. This limitation allows much more data to be stored in a much more economical basis. The item or two that may exceed this parameter can easily be handled by using a second SKU to store the excess quantity in larger units (i.e. make the sales unit equal to the factory pack, etc.). ANY QUANTITY that EXCEEDS +32,767, or -32,768, will simply be recorded as those maximum numbers. The excess will be un-tracked, or lost the system. Your Support Team can help you define special procedures to handle this situation if you think it might become a factor. To help prevent operator errors when inputting quantities, the system will now restrict the quantity editor, purchasing, and quantity display screens to inputs between + 32,000 and < 32,000 >. If you input a number outside this range, the screen will beep and your input will be rejected. The accumulated totals for purchasing, screen displays, printouts, etc. can be any number up 16 digits long (9,999,999,999,999,999).

SINGLE AND MULTI STORE VERSIONS

Certain versions of the **StockBoy** System have been designed specifically to provide centralized ordering and distribution of merchandise for several different stores. These systems can accommodate up to 10 separate inventory groups. (i.e. One Warehouse and up to nine Stores.) These "Multi-Store" versions extend the inventory control and point of sale features found in the "Single Store" versions to the small chain

operation. Since all the "Single Store" version features are found also in the "Multi Store" version both versions are contained in this manual simultaneously. Notations are made when a feature applies to one version or another.

SKU HEADER/FOOTER OVERVIEW

It is important to understand the overview of how the data is maintained between locations, in Multi-Store Systems. Through out this manual we will be referring to HEADER and FOOTER files of the SKU record in the Inventory. Single Store Systems and Master Systems 'own' both the Header and their individual Footer.

StockBoy shares the ownership (or responsibility) for the inventory record between the "Master" system and the "Store" or "Satellite" Systems. The Master system maintains the ordering information and the data that is common to all stores in the "Header" portion of the record. The Master System sends a copy of the Header to the Stores on the "MASTER DISTRIBUTION Network."

The individual stores maintain the data that is unique to their own store in the "Footer" portion of the record. The Footer can be altered by either the Store (when things are sold) or the Master (receiving and distribution). These changes are exchanged between the Master and Stores on the "UP/DOWNLOAD Networks." This exchange of data can be accomplished via diskette or by phone modem, depending upon your system configurations.

The Header File contains all the fields of the Inventory Record that are common to ALL locations. The following diagram will show which fields belong to the HEADER File, all others belong to the FOOTER File:

A SKU:	900-0120	D MPN:	279-3456
B Desc:	TENNIS BALL 3 - PAK	E Desc:	DELUXE TENNIS BALL SET
C Comm:	"BUY 6 CANS FOR CASE DISCOUNT" GREEN F Sup: SUPPLIERS		

	AA	BB	CC	DD	EE	TOTAL
Quan:	***** STORE FOOTER DATA *****					
Ord:	***** STORE FOOTER DATA *****					
Flag:	***** STORE FOOTER DATA *****					

G Retail Price:	4.95	52.7 % GPI	V 1 = CAN
H Target Price:	4.50	48.0 % GPI	W Extended Precision
I Qty Disc Price:	24.99/4.165	43.8 % GPI	Break at 6 CAN
J Sale Price AA:	***** STORE FOOTER DATA *****		

K Factory Pack:	12 CAN	P Distribution Pack:	6 CAN
-----------------	--------	----------------------	-------

L Invoice Cost:	2.327 *	2.127x	Q Location AA:	** STORE FOOTER DATA
M Freight Cost:	0.234	10.1%	R Warranty:	OTC
Landed Cost:	2.561	1.932x	S GL Code:	4001P
N Book Value:	2.343	T Status:	Tax: Y	W-----
O Fac Pac Wt:	3.5	Cubes:	0.6	U Com. Ovr: 100.000%

QUANTITY SCREEN

Curr:	***** STORE FOOTER DATA *****
Jan - Dec:	***** STORE FOOTER DATA *****

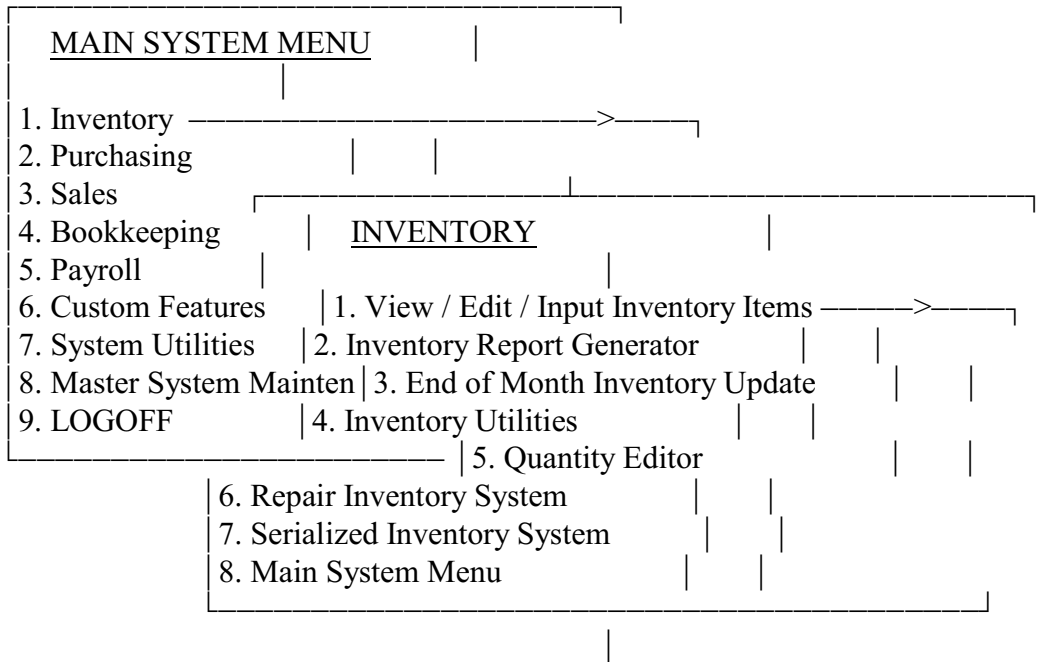
The Footer File contains ONLY the data that is unique to each store. The Footer Fields, as you can see on the diagram above, are:

- | | |
|--|-----------------------------------|
| * Quantity On Hand | * Location text |
| * On Order Amount | * Current Month's Units Sold |
| * Flag | * Past 12 Monthly Sales Histories |
| * Sale Price, Dates, and Units Sold @ Sale Price | |

Multi-Store Systems will establish one of their inventory's as the "Warehouse Inventory." That inventory will then be controlled, or owned, by the Master system. **StockBoy** requires a separate inventory "ID" for each 'store inventory' in your system. It can be any two character "Name" you choose. (Consider designating

your 'Warehouse' Inventory with the letters "WH" to make it stand out from your other store designations.)
In this manual we will refer to the different stores as AA, BB, etc.

VIEW / EDIT / INPUT INVENTORY ITEMS



SKU:	MPN:											
Desc:	Desc:											
Comm:	Sup:											
	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	TOTAL	
Quan:												
Ord:												
Flag:												
Retail Price:						% GPI	+1	=				
Target Price:						% GPI						
Qty Disc Price:						% GPI	Break at					
Sale Price AA:	Sold				% GPI							
Factory Pack:						Distribution Pack:						
Invoice Cost:						Location AA:						
Freight Cost:					%	Warranty:						
Landed Cost:						GL Code:						
Book Value:						Status:	Tax:	-----				
Fac Pac Wt:	Cubes:			Com. Ovr:								
Select SKU # <ENTER> = Exit <?> = Wildcard for SKU Scan <*> = Select by MPN # <&> = Supplier Look-up												

The inventory record is the foundation of the entire **StockBoy** System. **StockBoy** uses three separate screens to display and access all the data contained in the inventory record. They are: the Main Screen, the P.O. Display, and the Quantity Screen.

The screens displayed in this manual will show the SKU records as displayed at a Master System in a five inventory (or store) chain. Screens at individual stores or, systems that are single inventory (one store) systems, will show only one column of quantity figures. However, operations are the same under either configuration.

The Main Screen contains the "most used" data, while the Quantity Screen displays the information about quantities on hand, and sales history. Information about outstanding Purchase Orders that contain this item is displayed on the PO Screen.

INVENTORY ACCESS

Upon selecting "View/Edit/Input Inventory Items" you will see an empty SKU screen similar to example above. Press the <ENTER> key to exit back to the menu. To ACCESS an inventory record, type in the SKU

Number for that item and the record will be displayed on the screen. You will see the record displayed in the Main Screen Format (above). Or type an <*> <ENTER> to shift the selection sequence to call items by the Manufacturer's part Number (MPN), instead of your SKU Number. Pressing <&> <ENTER> will route you to the Alpha Supplier Look-up utility that allows you to scan SKU's for a particular supplier when all you know is the name and NOT the code for the supplier.

NOTE - When you shift to the MPN lookup the system first asks for the Supplier for the item. Then you will be able to lookup items assigned to that Supplier by its MPN (Manufacturer's part Number.) When you want to change to another Supplier's product group you will need to change the Supplier Code designation.

ADDING NEW INVENTORY RECORDS

If the number you typed in does not exist in your file, **StockBoy** will ask if you want to ADD ITEM to inventory.

```
| "XYZ" does NOT exist! Input as new SKU? <Y> N |
| Use Up/Down arrows to access adjacent SKU's |
```

Answer <Y> and you will be routed through the process of creating a new inventory record. It is just that easy to add items. If it was just a mistyping press <ENTER> to type in another SKU Number. Or you can press the Up or Down Arrow keys to see the next item alphabetically before or after THE INCORRECT ENTRY you started with. That way you don't have to key in the whole code if you are looking for the beginning of a section.

When entering new inventory items, **StockBoy** will put an extra prompt on the bottom of the screen after you have entered the GL CODE.

```
| <TAB> = Quick Entry |
```

While this "Quick Entry" prompt is on the screen you can press <TAB> to short-cut data input and go on to the next item. Before the Quick Entry is shown on the screen you do not have the minimum data needed to create a new record. You will need to return to this record and complete the data later.

SKU ORDER

All inventory items are arranged in ALPHABETICAL ORDER of the SKU Number. This means the SKU Number 101A will be printed with the 10's, and the 1002s. (The Alphabetical ranking starts with the SPBAR and goes through the numbers 0 1 2 3 4 5 6 7 8 9; followed by the capital letters; and finally the small letters).

SKU SCANS

If you want to view a particular group of items that have a common prefix, or leading SKU characters, use **StockBoy's** SKU SCAN. (This is great for finding an item when you don't have the full SKU) Type in the common prefix of your code, followed by a question mark. For instance 100-12??. **StockBoy's** screen will clear and give you a special display.

NOTE - If your input uses a wildcard "?" question mark, ANY character will be considered a match in that position. If you input a 'hard' character (number or letter), a SKU will be displayed only if it matches ALL hard characters input in the same positions. If you input any "@" characters, the SKU will be displayed if it has a LETTER (A-Z) in the same position; inputting a "#" character will force a NUMBER to be in the same position for a match.

SKU #	DESCRIPTION	RETAIL	SUP	STK #	QUAN	ORDER	
100-1200	WARMER PARKA SZ MED BLUE	139.95	ABC-EFG	I	4	2	
100-1201	WARMER PARKA SZ LAR RED	209.45	ABC-EFG	K	0	6	
100-1250	WARMER PARKA WMNS MED BLUE	145.15	ABC-EFG	R	3	4	
Select Letter or <*> = Re-do SKU SCAN <ENTER> = Exit Down Arrow = Next Screen / Up Arrow = Previous Screen							

You can utilize this feature while you are searching for an item by MPN also. In that case the items will not necessarily be in SKU order - but rather MPN order.

The SKU Scan (sometimes called the Question Mark Scan) will display the information from in two passes. First the data from the Header files are displayed and then the system will go back and display the data from the Footer files. At any time during the display, you may press the line letter you want and the SKU will appear on the edit screen. You do NOT have to wait for the first or second pass to finish before pressing the line letter you want. This will dramatically improve the time it takes to find a SKU using the question mark scan.

You can type in the Line letter to call the SKU record up as soon as you see it on the screen. The system will stop scanning and bring that SKU record up, without your having to wait for the whole screen to be displayed. If you press <ESC>, or <ENTER>, the system will immediately begin the second pass using just those SKU's on the screen. And then you will see the prompt for line letter selection will appear.

You can press the up or down arrow during any pass to tell the machine to cancel the display and move on to the next/previous group.

Certain input masks may take a long time to search through the inventory looking for matches. The screen will display "SCANNING" at the bottom. During the scanning process the computer will continue to look for <ESC> keys; if it detects one, the line letter selection prompt will immediately appear.

INSIDE THE INVENTORY RECORD

Once you have selected a valid SKU number you will see the Inventory Record's Main Screen displayed. The prompt at the bottom of the screen will change to ask what you want to do inside this record. If you want to type in another SKU # just press <ENTER>.

A SKU:	900-0120	D MPN:	279-3456	
B Desc:	TENNIS BALL 3 - PAK	E Desc:	DELUXE TENNIS BALL SET	
C Comm:	"BUY 6 CANS FOR CASE DISCOUNT" GREEN F Sup: FLEEN			SUPPLIERS

	AA	BB	CC	DD	EE	TOTAL
Quan:	20	104	14	56	65	259
Ord:	6	0	22	8	12	48
Flag:	24	100	35	65	80	304

G Retail Price:	4.95	52.7 % GPI	V 1 = CAN
H Target Price:	4.50	48.0 % GPI	W Extended Precision
I Qty Disc Price:	24.99/4.165	43.8 % GPI	Break at 6 CAN
J Sale Price AA:	3.95	15 sold	40.7 % GPI 03/01/93 ==> 04/01/93

K Factory Pack:	12 CAN	P Distribution Pack:	6 CAN
-----------------	--------	----------------------	-------

L Invoice Cost:	2.327 * 2.127x	Q Location AA:	AISLE K SHELF 1
M Freight Cost:	0.234 10.1%	R Warranty:	OTC
Landed Cost:	2.561 1.932x	S GL Code:	4001P
N Book Value:	2.343	T Status:	Tax: Y W-----
O Fac Pac Wt:	3.5	Cubes:	0.6
		U Com. Ovr:	100.000%

Enter Letter to Edit <ENTER> = Save

INVENTORY RECORD MODES

E dit	P .O. Dsp	Q uan Dsp	<ENTER> = Another SKU
	Use arrow keys to view adjacent SKU's / Stores		

You can enter the EDIT Mode for the SKU by pressing <E>, at the prompt above. You will see the fields that you can edit identified with a letter to the left of the field on the screen. (The SKU Screen in Edit Mode is displayed above)

Once you select a letter to Edit this RECORD IS LOCKED! No other user can sell this item, look at it, or get it on a printout - until you return to the view level. Their screen will display a message like this, if they try to access this record while you have it locked.

| RECORD or FILE being updated by another user |

They will continue to operate as soon as you have closed or UNLOCKED the record. (If the wait is too long they may have to <ESC> out of the lock.) Therefore, EDIT YOUR DATA PROMPTLY AND GET BACK OUT TO THE VIEW LEVEL QUICKLY!

You will need to change screens to be able to edit the quantity fields that do not appear with an edit letter on the Main Screen. You will need to leave the Edit Mode in order to change screens. Press <ENTER> to save your changes and exit the Edit Mode.

The ARROW KEYS can be used in either the Main Screen or the Quantity Screen to assist your inspection or editing. The UP ARROW will display the previous SKU record, the DOWN ARROW brings up the next SKU record. When you use the UP or DOWN Arrow to change SKU Record you will remain in the same screen format that you were in when you pressed the arrow key. The LEFT & RIGHT ARROW Keys move the highlighted indicator from one store to another store. This controls which store you are editing, and on the Main Screen it controls which store's LOCATION and SALES PRICE information are displayed.

INVENTORY RECORD, FIELD by FIELD

The best way to understand how to use the inventory is to go through each field in the record and explain its function as we go. Let's just start at the top and work our way down.

A SKU: 900-0120	D MPN: 279-3456
B Desc: TENNIS BALL 3 - PAK	E Desc: DELUXE TENNIS BALL SET
C Comm: "BUY 6 CANS FOR CASE DISCOUNT"	GREEN F Sup: FLEEN SUPPLIERS

The first field in the record is the SKU #, this is your stock number, or name of the product. You will use this number any time you want to sell, or access this item. (We call it a number but you can use letters, even whole words, i.e. LABOR or CORE.)

NOTE - Your Maximum SKU Length is set during the initialization (Min=7 & Max=15), however Bar Code users should be aware that a SKU length of 14 characters will barely fit on a standard bar code tag when using the alpha CODE 39. Smaller SKU size is recommended. Those customers wishing to use one inch labels MUST use UPC-A coding (no alpha characters allowed) with a SKU length of 10.

After selecting the SKU Number to Edit, a new strip menu appears:

| C opy Header D elete H istory Transfer R ename SKU Q uit |

Copy Header duplicates the HEADER information only to a new SKU that you input.

NOTE - the source SKU and all its data remains unaffected, while the new SKU has NO FOOTER information (quantities, history, location, flag, sale price, etc).

You can Delete the SKU record only if the Quantity AND the On Order are both Zero.

History Transfer will COMBINE the unit sales history and the Out of Stock Indicators (OSI) for all thirteen months with the same data for a target SKU. This allows the operator to move the sales history of 'last years' product into a different SKU.

NOTE - The source SKU unit sales history will be set to zero; the target SKU will show the COMBINED totals for both. The zeroing of the source is performed to eliminate duplication. This history transfer can be run as many times as you like. No header data or information from the remainder of the footer is affected; just the unit sales history (all 13 months) and the OSI.

The OSI works on "OR" logic; if either SKU has an OSI set for any month (at any store), the result at the target SKU will show the OSI. The only way an OSI will NOT be set at the target is if BOTH SKU's had the OSI not set. If either or both of the OSI's are set, the resulting target will be set.

Rename SKU allows the SKU number itself to be altered. You are asked to type in the new SKU Number. If the target SKU name does NOT already exist, the entire inventory record will be placed in the new SKU and the old SKU name will be deleted. All information is moved to the new SKU including header and footer data.

Now back in normal SKU Edit mode you will see to the right of the SKU Number, another number, the Manufacturer's part Number or MPN. You can select the inventory record by the MPN number, as an alternate method of access. The Formal Purchase Orders will use this number for proper identification by your supplier.

The next line down, Desc, is the product description that you will use for this product. It will appear on the sales screen, the receipt, price tags, and on your product reports. The second Desc (on the right) is your supplier's description, it will be used on your Formal Purchase Orders. Fill this out when your description is different from that of your supplier. If blank the system will use the first description.

The Comm field is a supplementary description area called the INVENTORY COMMENT field. This allows you space to input extra information about this product, and have portions of it displayed at the Sales Screen.

The Inventory Comment WILL NOT be printed on the receipt. It is only provided for extra notations. Text that is placed in this field inside quote (") marks will also be displayed at the bottom of the sales screen when this item is sold. Other text outside of the quotes will not be seen at the sales screen. In the sample above only BUY 6 PAKS FOR CASE DISCOUNT would be displayed at the sales screen when this item is sold. The other word, GREEN, would not be seen.

To the right of the Inventory Comment field is the Sup (Supplier) field for this item. This is a five character code that links this item to one of your pre-established Supplier files. Immediately to the right of the code you will see as much of the Supplier's actual name displayed as there is room for. Every item MUST have a valid Supplier code, you cannot bypass this field at the time of entering a new record. Utilizing this field eliminates the need of some other systems to incorporate the Supplier's ID into the SKU number, this gives you more functional flexibility.

	AA	BB	CC	DD	EE	TOTAL
Quan:	20	104	14	56	65	259
Ord:	6	0	22	8	12	48
Flag:	24	100	35	65	80	304

The next group of data in the Main Screen starts with the Individual Inventory Name IDs. One of these IDs will be highlighted to show you which store's footer data will be Edited, or is being displayed. (Footer Data fields are: Quantity, On Order, Flag, Sale Price Info, Location, Current Month's Sales Units, and Previous 12 Month's Sales Histories.)

The Quan On Hand categories show the quantities in each of the stores as of the last data transfer from the stores. You can also see the total units you have in the chain to the right of the stores. The total is obtained by simply adding the store quantities, so it can never be edited. Any Editing of the QUANTITY fields must be done from the Quantity Editor Section. The Quantity, On Order Amounts, and Flags are shown in terms of your SALES UNITS.

The ON ORDER fields are changed only from the Purchasing System. They are displayed here for information purposes only. The FLAGS are edited from the Quantity Screen, or the Flag Adjustment System in the Inventory Utilities. They are only shown here for information.

Retail Pricing

DEFINITION - In order to minimize confusion let us define COST as a charge you PAY; and PRICE as what you CHARGE your customers. Therefore what you pay for product is a "Cost" and what you sell it for is a "Price." This definition will apply through-out the entire **StockBoy** System.

G Retail Price:	4.95	52.7 % GPI	V 1 = CAN
H Target Price:	4.50	48.0 % GPI	W Extended Precision
I Qty Disc Price:	24.99/4.165	43.8 % GPI	Break at 6 CAN
J Sale Price AA:	3.95	15 sold	40.7 % GPI 03/01/93 ==> 04/01/93

The prices you are going to charge are displayed in the next group of data on the Main Screen. Your currently ACTIVE RETAIL PRICE is either the Retail Price or the Sale Price depending upon the dates set in the Sale Price. You'll see all your retail prices automatically displayed with their complementary profit percentages.

These percentages will be in either "GP" Gross Profit, or "MU" for Mark Up. You select either the GP or MU formula in the initialization of your **StockBoy** System. The third letter after the GP or MU indicates which Formula Cost (Invoice Cost, Landed Cost, or Book Value) is used in the computation. (GPL = Gross Profit based upon Landed Cost, MUB = Mark Up based upon Book Value, etc.)

NOTE - The GP% formula takes the difference between your Cost and the Retail and divides it by the Retail (Retail-COST)/Retail. The MU% formula divides the Retail, less the Cost, by the Cost; MU=(Retail-COST)/COST.

There are two general types of price fields. A Price can be either an INPUT Price or a COMPUTED Price.

NOTE - The Retail Price can only be an INPUT price, you will establish whether all other prices will be input or computed, in the System Options of the Master System Maintenance. The same place you will set GP or MU, and the it's Cost base.

An INPUT price means that you must simply type in the price. Input Prices are NOT re-computed when other factors change. Each change must be manually EDITED into the field. COMPUTED prices will change automatically when the base from which they are computed changes. Computed prices can be based upon: the RETAIL PRICE, the ACTIVE RETAIL PRICE, or a desired PROFIT percentage based upon your selected COST.

NOTE - When creating a new inventory item record you will be asked to enter the 'INPUT' price categories. Any category that is an automatic function of another inventory field will be filled automatically with the 'Default' factor. You can come back to each automatic category and EDIT in a unique factor if needed.

When you are editing or changing a Computed Price the prompts are a little unusual. This is because the price you see is NOT the value being stored by the system. The system stores the FACTOR that will generate the price you see. That way the Computed Price will change whenever it's base changes. The actual price changes but the relationship to its base remains the same since the same factor is used. (i.e. if you wanted 38% Mark Up you would maintain 38% Mark Up even when the cost changed.) The prompt for any Computed Price will look something like this:

Enter GP % or \$ for Target Price 89.21739596736%

If you enter a number with a percentage (%) sign (i.e. 42%), you will be asking the system to compute and show you the price that it would generate. You can also enter a number WITHOUT a percentage (%) sign (i.e. 3.99). You will then be asking **StockBoy** to compute and store the factor that will generate this price. In either case the price factor is stored (in 16 digit accuracy) and the retail price is re-computed each time it is viewed, used, or printed out. You will see the factor displayed as the Default when you Edit this price field. The Price used will change anytime the base for this price changes.

*NOTE: Any Price field that is a COMPUTED PRICE will change ANYTIME that the number it is based upon changes. Also when you enter a dollar figure that **StockBoy** must compute the factor for; it is possible to enter a dollar figure that may be returned a penny different from your input because of fractional rounding, although this is rare. Even though you see the price and factor with a limited number of decimal places, remember that **StockBoy** stores the factor to complete 16 digit accuracy.*

G Retail Price: 4.95	52.7 % GPI	V +1 = CAN	
H Target Price: 4.50	48.0 % GPI	W Extended Precision	
I Qty Disc Price: 24.99/4.165	43.8 % GPI	Break at 6 CAN	
J Sale Price BB: 3.95	15 CAN Sold	40.7 % GPI	03/01/93 - 04/01/93

The RETAIL PRICE is the normal price that will be charged at the Sales Screen. It can be over-ridden by the Quantity Discount Price, or the Sale Price.

The TARGET PRICE field is a special field to help you conduct "What if..." pricing questions. This is usually a computed field that is factored against PROFIT. In that case you can enter a desired profit percentage (either MU% or GP%) and have that price calculated for you. Or you could enter a price and see the Profit percentage it will create. This is used when you are exploring new prices for the INPUT fields.

The QTY DISC PRICE is a special pricing field that you activate on an item by item basis. It is designed for items that you want to have an AUTOMATIC price break after a certain minimum quantity has been reached. In our example when you buy 6 Cans of Tennis Balls you will get a Quantity Discount Price of \$24.99 for 6 Cans. The Sales Screen will change its price per Can from 4.95 to 4.1650 (the QDP price per each is displayed with 4 decimals for accuracy). The Sales Screen will then show a "QDP" in the far right-hand column to indicate that this line has a Quantity Discount.

The prompts for editing this category, ask first for the BREAK Quantity of the discount, then you are asked for either a factor of the single price to compute the QUANTITY DISCOUNT PRICE, or you can just the dollar amount to be charged when the exact Break quantity is purchased. This allows you to advertise or promote a volume price, and be confident that anyone who purchases that amount or more on one line of his receipt will automatically be charged at the discounted rate. (e.g. Oil at \$.99/can & a case of 12 sells for \$9.99 or 12 @ \$.8325)

Setting the BREAK amount to zero will turn this feature off for this item. The Inventory Screen will show the price both when extended to the full Break amount and price per unit. (i.e. 24.99/4.1650)

The SALE PRICE AA is your promotional pricing over-ride. Since this field is found in the STORE FOOTER the Sale Price Information can change as you step through the different stores (with the Left/Right Arrow Keys). The data being displayed will be identified with the STORE NAME ID (the AA above).

As you enter a new Sale Price you will be asked if this price is for All Stores or just the store you are editing. Edits made to this field from the Master System will be driven to the Store Systems by the Download process.

NOTE - Also see the "Promo Sale Price Maintenance" Section of the Retail Price Manager for an easy way to set promotional prices for a given sale coming up.

The SALE PRICE will be automatically activated, at the Sales Screen, from the beginning of the start date until the end of the stop date. While it is active the Sale Price will automatically replace the Retail Price and the Quantity Discount Price as your ACTIVE RETAIL PRICE! The Sale Price will blink when displayed at the Sales Screen, and it will print an asterisk (*) on the customer's receipt on the appropriate line.

You will see units "sold," which keeps track of how many units you sell on this Sale. You are asked if want to re-set the Sales Counter at the time you enter a new Sale Price. If you do not reset the units sold as you enter the next Sale Price the counter just keeps adding to the total. Get your promotional reports printed out before you erase the data.

Notice the "1 = CAN", just to the right of the Retail Price. This is the SALES UNIT for this item. You can set this to be either a POSITIVE or NEGATIVE 1. Each time this item is called to the Sales Screen it will be displayed with a Default Quantity to sell of 1. The 1 in the example above indicates that this item will be displayed as a POSITIVE 1 in the quantity column of the Sales Screen. If you are using this item record to handle something that is normally a refund, such as a core exchange, you would set this to "-1." Then this item would appear on the Sales Screen with a default quantity to sell of -1.

Just after the 1, you see "= CAN." This is the UNIT DESCRIPTOR, or name, of the Sales Unit. You can use up to 3 characters to describe your selling unit or package. (i.e. CTN, FT, #, CAS, or even 6PK) This ID will be used on the Sales Screen, the receipt, purchase orders, and any other place that clarity is needed. New items will default to EA. It is strongly suggested that you DO NOT leave many items with an "Each" descriptor. Each what?

Notice also the Extended Precision line, it appears only when you are in Edit Mode. At the time of **StockBoy** installation your firm established how many decimals you wanted to use (and store) for your Quantities, Prices, and Costs. However you may find a few items that simply must break those rules. This line allows you to establish extra decimal accuracy (up to three places) for either Costs, Prices, and/or the Quantities; FOR THIS ONE SKU ONLY. It is recommended that you maintain the standard defaults except for the genuine exceptions that may occur in your operation.

When you select this line to Edit, you will be asked how many decimals you want for the Quantity categories, the Price categories, and the Cost categories. After setting any of these categories the only changes you will see on the screen will be the extra decimals used to display the numbers. Changes to the Price categories will result in unusual retail price structures at the Sales Screen. Remember that even if you charge a three or four decimal price it will be rounded to even pennies at the EXTENSION COLUMN. Therefore 1 @ 4.1657 = \$ 4.17! (Quantity fields are the Quantity on Hand, the On Order, and the Flags. The Prices are edit lines G, H, I, & J. Cost fields are edit lines L, M, N, and Landed Cost. Sales History numbers never include decimals.)

	K Factory Pack:	12 CAN	P Distribution Pack: 6 CAN

The entire inventory record refers to counts, prices, costs, in terms of the Sales Unit (Each). But there are times that you cannot order just 1 each from your supplier. If you have to purchase in multiples of 12 cans you need to set your FACTORY PACK to 12. This will make sure that the Suggested Order Quantity from the Purchase Order program is rounded to make the order in even Factory Packs. The Factory Pack can be turned off by setting it to 1. (If you have a product that can be ordered by ones, but that you usually sell by the pair, set the Factory Pack to 2 to insure that you order in even pairs.)

NOTE - MIN/MAX You can use the Factory Pack field to make an item perform as if you were using a Min/Max type of inventory reordering. Set your Flag to the minimum you want and set the Factory Pack to the Maximum quantity you want to have on hand. (i.e. Flag=50 and Factory Pack=3500.)

MULTI-STORE SYSTEMS ONLY - Now envision a situation where you need to order in Factory Packs of 12 but the product arrives in cartons of 6 cans each. It would be easiest for the warehouse people if they could distribute this product to the stores in groups of 6 cans each. Set the DISTRIBUTION PACK to 6. The Distribution Pack will set the minimum size of package or group unit to be distributed to the individual store. (This works especially well with products like wire where you must purchase 1000 feet at a time, and it comes on 100 foot rolls, but will be sold by the foot.) Store SOQs are rounded to complete Distribution Packs. Setting the Distribution Pack to 1 will turn it off.

NOTE - The LARGER of the Factory Pack or the Distribution Pack MUST be an even multiple of the SMALLER. This allows you to have a Distribution Pack that is larger than your Factory Pack as long as they are even multiples. (i.e. Fac Pac = 1 and Distribution Pack = 24 if you want to have more control than your supplier over small shipments.)

L Invoice Cost:	2.327 *	2.127x
M Freight Cost:	0.234	10.1%
Landed Cost:	2.561	1.932x
N Book Value:	2.343	
O Fac Pac Wt:	3.5	Cubes: 0.6

NOTE - These are the cost selections you can choose to use as your Formula Cost.

INVOICE COST is the "Default" cost that will be used on your next Purchase Order for this item. It is normally updated automatically by the Purchase Order Confirmation mechanism. This number is taken from your P.O. when you "CONFIRM" the P.O. (after adjusting it to reflect the actual costs that you were charged). The Invoice Cost displayed is the actual amount you were last charged for each Sales Unit.

Freeze Invoice Cost <Y> N

NOTE - The asterisk () displayed to the right of the Invoice Cost indicates that you have asked the system to FREEZE INVOICE COST on this item. You will only see this prompt if your company has set the System Level Option in the Master System Maintenance, to allow you to Freeze the Invoice Cost, and stop the updating of this item from the confirmation process. (See Master System Maintenance) Use of this feature will NOT affect the updating of the Book Value. It is used to retain a fixed price list for ordering.*

The FREIGHT COST (Freight/Each) is the weighted average amount you paid in freight charges for each Sales Unit. The "Freight Cost" is updated automatically when you "Confirm" the items on a Purchase Order (See Purchase Order - Confirmation). The Freight Charges are pro-rated to each individual item on the P.O., based upon the cost of the item, to establish an "incoming freight."

The "incoming freight" is then averaged with the previous freight in a weighted average based upon the number of units. The "Freight Cost" is also displayed (to the right of the dollar amount) as a percentage of the Invoice Cost.

The LANDED COST is a calculated number that **StockBoy** will compute for you automatically. You cannot input this number since it is computed, not stored. The Landed Cost is the sum of the "Invoice Cost" and the "Freight Cost."

BOOK VALUE is set automatically during the Confirmation process of the Purchase Order. The Book Value is used for bookkeeping valuation purposes, the "Book Value" of your inventory is ideally the total of the extensions of the units times this Book Value.

The Book Value formula can be set by the end-user in the Master System Maintenance, System Level Options, Software Configuration section (screen 5 option "D").

The system has four possible combinations of actions to take when computing Book Value during confirmation (confirmation is the only place where the *software* will change Book Value).

- 1) Weighted Average between confirmed cost and previous book value.
- 2) Simple replacement of existing book value with last confirmed cost.
- 3) and 4) each of the above with or without weighted average calculation of the freight factor.

In the Master System Maintenance setup, the codes "WF", "RF", "W_" and "R_" show the possible combinations ... 'W' standing for weighted average calculation, 'R' for replacement, 'F' for freight avg calculation and '_' for no freight calc. The system will automatically default to 'WF' ... which is the standard StockBoy method for calculating book value. Remember that the book value variable is used for inventory deduction, inventory valuation, repair inventory valuation, and GMROI calculations. The Physical Inventory Reconciliation System still has the option of using any one of three cost figures.

NOTE: The figures to the right of the three costs represent the cost multiplier of the retail price. The number is calculated by divided the retail price by the cost ... hence the 'x' at the end meaning 'times'.

The FAC PAC WT & CUBE categories are for the shipping Weight and the Cubic Volume of a Purchase Pack. Upon creating a purchase order **StockBoy** will determine how many Purchase Packs are being ordered and will extend the totals of the projected weight and cubic volume of the order. These totals will be printed on your P.O. Worksheets, to help you manage your freight dollar.

Note that the WEIGHT field will change to TARE if the "P" status indicator is set on, as described below.

Q Location BB: AISLE K SHELF 1
R Warranty: OTC
S GL Code: 4001P
T Status: Tax: Y W-----
U Com. Ovr: 100.000%

LOCATION BB is just what it sounds like - but more. (Like the Sale Price field this field is part of the Store's Footer and will change as you change stores with the Left/Right Arrow Keys. Notice the Store ID "BB.") This is a free text line that can be used for almost any special purpose you wish on a store by store basis.

Originally designed to provide a cross reference to the physical location of the product, this field has been used by different operators for several different applications. The location field is not used or affected by any other program, but you can request printouts selected upon the contents, when asking for a report based upon a single store. So it can be used much like a "Memo Line" if desired. (One operator uses it to mark his products for the season they are needed in. Then he can print price catalogs for his sales people by season.)

The WARRANTY CODE is a three character code you can use to designate your warranty procedures on this item. You can enter any three characters you wish, as long as the code has been first identified in the

Supplier's Warranty Code table, in the Purchasing Section. This information is used when a customer returns an item for warranty service, the clerk will be able to call up the exact procedures and terms for warranty by entering the item's SKU Number on the Sales Screen and then pressing <Ctrl><W>. (See Purchasing and Cashier Manuals)

The GL ACCT is the account number from your General Ledger that you want credited when **StockBoy** 'sells' this item. Usually this will be a Revenue Account number. However for "Paid Outs," "Deposits" and other bookkeeping type transactions to be done from the Sales Register you will use the correct G.L. Account for that transaction. (See also: MASTER SYSTEM MAINTENANCE - SYSTEM LEVEL OPTIONS -GENERAL LEDGER OPTIONS - DEFAULT GL ACCOUNT FOR INVENTORY ITEMS)

The STATUS INDICATOR line is used to set (or mark) this record for conditions that will affect the way this item is handled by the system. Reports can be generated based upon these status categories. The first category is the Sales Tax status of the item.

T Status: Tax: Y W-----

The inventory screen will show a dash (-) for categories not activated, and the first letter of the category will show in the correct position for categories that have been activated. Here is an example of a Taxable, Warehouse item, with all other categories not active.

STATUS INDICATOR: TAX asks if this item is subject to Sales Tax. Items that are NEVER Sales Taxed (Gasoline, Prescriptions, Food {in many states}, labor, etc.) should be marked with a "N", these are your NON-TAXABLE SKUs. **StockBoy** will NEVER apply sales tax to these items from the sales screen. Even using the <F3> TAX key will NOT allow these types of SKU's to be taxed.

Sales tax is calculated by a sales tax table, editable from: Master System Maintenance, System Level Options, Edit Sales Tax Tables.

The next nine positions indicate an "On" or "Off" status with respect to Status Categories W-R-S-H-T-B-P-L-D (WAREHOUSE, RECIPE, SERIALIZED, HI-VOLUME, TRACKED, BUYING HISTORY, POUNDS, LABEL, DISCOUNT). The first letter of each status indicator is used for identification ... there are no two status indicators with the same 1st letter. When setting these indicators, you merely input the letter you want activated or de-activated ... the input serves as a toggle switch, press it once to activate and again to de-activate. There are certain status indicators that cannot be 'on' at the same time, but otherwise they are completely independent.

A few status indicators completely change the way the SKU 'works' ... others are simply sort codes that can be used to mark your SKU's for the Inventory Report Generator.

"STATUS INDICATOR: WAREHOUSE" items are those products (in Multi-Store Systems Only) that you intend to stock-pile in your warehouse to redistribute as the stores can use it. Warehouse products will be ordered according to total chain need, but will be distributed only to the warehouse inventory. Warehouse products are then split out to the various stores via a "Warehouse PO." This is a special device that reviews all items marked as Warehouse products and creates a Purchase Order from the warehouse to the stores.

NOTE - Items NOT marked as Warehouse products are assumed to be "Pass Through Products;" which are shipped to the warehouse and then immediately split out to the various stores. "Pass Throughs" are not intended to remain at the warehouse longer than is needed to split and transport.

"STATUS INDICATOR: RECIPE" SKU's are not real items at all. A Recipe is just a recording device to provide your sales people with a 'Short-Hand' way to call up to the Sales Screen a series of other SKUs and quantities. This is intended to be used for promotional packages, or assembled merchandise that is ordered from suppliers by individual components.

Once you mark a SKU as a Recipe Item, NO OTHER STATUS (Warehouse, Serialized, etc.) CAN BE OPERABLE. The other status conditions (except Serialized) can, however, be valid on the SKUs contained in the Recipe. The Recipe must be Taxable, but the items contained can be of any Tax Status desired.

As soon as the Recipe SKU is added to a Sales Ticket and the quantity being sold is established the Sales Screen will ERASE the Recipe SKU and replace it with the SKUs contained in the Recipe. Since it is technically not an inventory item and will never be sold itself, no Unit Sales History will be kept under this SKU, nor will the GL Account (or any other data from this SKU record) be used.

Recipes have no quantity on hand, quantity on order or unit sales history. No quantities can be edited or scrambled, no flag may be input, and no purchase order may contain a Recipe SKU. All activity will be recorded by the individual SKUs contained in the Recipe.

EDITING THE RECIPE

E dit	P .O. Dsp	Q uan Dsp	R ecipe	<ENTER> = Another SKU
Use arrow keys to view adjacent SKU's / Stores				

Upon accessing a SKU marked as a Recipe, a new prompt line will appear at the bottom of the inventory screen, which includes an <R> for recipe. Pressing <R> will force the system to exit the inventory screen and access the Recipe Maintenance Screen. It is here that you can add to, or delete from, the list of component SKU's that comprise the Recipe. Setting the quantity of a component to Zero will delete that component from the recipe.

<u>RECIPE SKU MAINTENANCE</u>			
<u>100-1000 SUMMER PATIO SET</u>			
921-1000	PATIO UMBRELLA	1	VISIBLE
921-1001	PATIO TABLE	1	VISIBLE
921-2301	E-Z CARE PATIO CHAIRS	4	VISIBLE
PROMO	PACKAGE DISCOUNT	<1>	VISIBLE
Enter Component SKU or <ENTER>= Exit			
<*>= Re-display <#>= Printout List			

NOTE - You may not use a Recipe as a component of another Recipe, nor may you use a serialized SKU as a component. Each Recipe has virtually no limit to the number of components. The quantity of each component per ONE (1) Recipe is also input (if each 100-1000 recipe has four 921-2301's, when you sell two 100-1000's, eight 921-2301's will be sold).

ONLY RETAIL PRICES ARE USED ON THE SALES SCREEN with Recipes! Even if a component SKU qualifies for a quantity discount price or sales price, the standard RETAIL PRICE will be used at the sales station!!!

Is Component V isible or N ot Visible at Sales Screen ? V

While you are entering each component into the recipe, you will be asked if this component is going to be "Visible" or not. Components that are "Not Visible" will not be seen on the Sales Screen, or the receipt, when this recipe is activated, but the component will be operational. This can be used to achieve a discount for using the package instead of purchasing the items separately. But be careful in using Not Visible components, the receipt may look strange.

You can create other special Discount SKUs or Package Description type SKU's which are perfectly legitimate to use as components of Recipes. Such a SKU would have a negative quantity and the amount of discount.

(i.e. PROMO PACKAGE DISCOUNT <1> @ \$15.00)

NOTE - Using a Discount SKU has the advantage of itemizing the package discount on the receipt to the customer and of capturing the number of packages sold within its unit sales history. Comments can also be included in the component list of a Recipe to identify a special discount or special terms involving the sale of the package.

Because Recipe SKU's have no quantity, no on order, no retail, and no cost; they will not adversely affect the accuracy of inventory printouts. The summary will include a Recipe SKU as a line item when determining the number of SKU's in the system.

Within the Recipe Maintenance Program, pressing the <#> key will generate a master printout of the components. You will be prompted for a starting and a stopping SKU number. The printout will list all of the component SKU's for every Recipe, and will generate an extended formula cost, retail, and gross profit percentage for each Recipe.

The printout will also 'clean up' the Recipe file, removing components from deleted Recipe SKU's, deleting invalid components such as other recipes, and removing any SKU's that were once marked as a Recipe, but are no longer used in that manner.

NOTE - The Recipe file is maintained at the master computer within a multi-store system, and is sent to satellite stores on the Master Distribution on both diskette and modem network.

HINT - A Recipe SKU can also be used to "translate" an 'old' SKU Number into its new replacement. All that would be needed, would be to establish the new SKU as the component for the old SKU Number which you now mark as a Recipe item.

"STATUS INDICATOR: SERIALIZED" items are those products that must be tracked by individual serial number, in addition to their SKU number, from time of arrival to the point of sale. Marking an item as Serialized will require your entering the correct serial number each time this product is accessed.

Edit P.O. Dsp Q uan Dsp S erial <ENTER> = Another SKU Use arrow keys to view adjacent SKU's / Stores

As with the Recipes above when you access a Serialized SKU the Edit Prompt at the bottom of the SKU Screen will change to include an <S> for Serialized Maintenance. When you press <S> at this prompt you will be taken out of the Inventory Program temporarily to the SERIALIZED UNIT SEARCH Screen.

SKU: 200-1234	MPN: 987636-G
Desc: 19 IN. COLOR/REMOTE CTL TV	Desc: 19 IN. ECONO COLOR TV
Comm:	Sup: FLEEN ACME WAREHOUSE
<u>SERIALIZED UNIT SEARCH</u>	
Searching SKU's from: "200-1234"	
1 200-1234	298234453 Z-8/93
2 200-1234	9854246 Z-8/93
3 200-1234	9861226 R-2/93
4 200-1234	8123405 GEORGE SMITH R-2/93
5 200-2354	2399837333 Z-8/93
6 200-2354	79235023 MARY WORTH Z-8/93
7 200-2354	93402342 JOHN ADAMS R-2/93
Select Serialized Unit <1-9> <N> = New Use Arrows for Next/Previous or <ENTER> = Quit	

From this screen you will see a listing of ALL the Serialized Units - Notice that on item #5 above is the beginning of serialized units for a different SKU Number (200-2345) - starting with the SKU Number you were at when you accessed this screen. You can use the arrow keys to page up or down through all the serialized items. Be careful in selecting the specific unit you want to Edit, you might be grabbing the right serial number but on a different SKU.

The entries with a name in the third column past the edit numbers are units that have been sold, but are on file for your reference. The last column references your flooring package that this unit was involved in. We'll discuss these subjects more in they SERIALIZED UNIT RECORD section on the next page.

SERIALIZED UNIT RECORD

A SKU: 200-1234 8123405 MPN: 987636-G		
Desc: 19 IN. COLOR/REMOTE CTL TV		Desc: 19 IN. ECONO COLOR TV
Comm:	Sup: ACME	ACME WAREHOUSE
PURCHASE INFORMATION		SALE INFORMATION
B Date: 01/28/93	J Date: 03/14/93	
C Name:	K Name: GEORGE SMITH	
D Add1:	L Add1: 1212 SO 121ST EAST	
E Add2:	M Add2: APT # 322	
F Add3:	N Add3: SALT LAKE CITY, UT. 8470	
G Purchase Cost: 132.99	O Selling Price: 199.95 33.48%	
H Purch Warr Date:	P Sale Warr Date: 06/14/93	
I Purch Invoice:	Q Sale Invoice: 1000056	
R Flooring: R-2/93		
S PURCHASED ON T-A #R-2/93 WITH AGREEMENT TO EXPAND XMAS T-A IF CLEARED BY 7/93		
T SOLD ON HOME APPROVAL, MAY RETURN IT IF NOT SATISFACTORY BEFORE 3/16/93		
Enter Letter to Edit <ENTER> = Quit		

This is an example of a Serialized Unit Record of an item that has been sold. Purchase Information (#A through #I & #R) will be updated from the Purchasing program at the time of Stocking the merchandise. The Sale Information (#J through Q) was automatically input from the Sales Register as the receipt was printed out. Items #S (Purchasing Comments) and #T (Sales Comments) are to be edited in from this screen. You can edit or change the data in these fields anytime you need to. You may now use this data in creating various printouts and special mailing lists. Press <ENTER> to each of the prompts and you will be taken out to the Serialized Inventory System Menu.

<u>SERIALIZED INVENTORY SYSTEM</u>		
	1= Access Serial Units by SKU	
	2= Access Serial Units by Customer Name	
	3= Access Serial Units by Flooring Reference	
	4= Serialized Report Generator	
	5= Quantity Discrepancy Analysis	
	6= Purge Serialized Units	
	7= Exit	

Complete analysis of the features available from this menu are discussed in the SERIALIZED INVENTORY SYSTEM Section later in this manual. For now pressing <ENTER> will return you to the SKU Screen that you started out with.

"STATUS INDICATOR: HI-VOLUME" items are those products that are tied into the Hi-Volume Tracking feature. When activated under 8-4-5 screen 2 line "K", Hi Volume tracking creates a new data file that is used to capture a 10 week history of unit sales for all SKU's marked with the 'H' status indicator. This 10 week history rotates automatically, i.e. each Sunday the system will kick out the 10th week's number and zero the current week. The 10 week history will be shown on the inventory header screen just above the quantity/on order/flag rows ... with the oldest weekly sales at the left and the current week at the far right. The quantity screen also shows the same information on the 2nd screen line.

The Inventory Report Generator uses fields #62 through #71 to represent the oldest to current week's sales respectively. (the use of these fields WILL NOT BE DOCUMENTED ON THE SCREEN). In order to printout any of these fields, they MUST be included in a calc field. You cannot include the fields 62-71 directly in a printout format ... include them in a calc field, then print the calc field. Since there are only six calc fields, you cannot print all ten weeks on any one report, but you can add several together, i.e. '#64+#65+#66+#67' equals previous four weeks, '#71' equals the current week, etc. You CAN use a calc field that contains a field 62-71 as a Condition for Which SKU's to Print.

If Hi-Volume tracking is NOT activated, you can still use the "H" status indicator as a sort code for the Inventory Report Generator.

"STATUS INDICATOR: TRACKED" items will be tracked as they are sold on the Critical Edit Report during the End of Day reports. Use this as an added security feature for items that are subject to significant Loss/Theft, and that you want to track their movement on a daily basis. The Critical Edit report will show the salesman, ticket number, customer name, etc. for every Tracked SKU.

"STATUS INDICATOR: BUYING HISTORY" is a status indicator that is reserved for future use. Setting this indicator ON will have no impact on the function of selling the SKU at the sales screen, but the mark can be 'searched for' in the Inventory Report Generator. Buying History is not implemented at this time.

"STATUS INDICATOR: POUNDS" is a status indicator that marks this SKU for ELECTRONIC SCALE QUANTITY INPUT. When a "P" is set ON, the sales screen will automatically look for a digital scale and read the weight as input for the quantity column. You can manually input the quantity. In order for this mechanism to function, the correct brand of scale must be input in the Master System Maintenance, System Level Options, Hardware Configuration, 3rd screen for each terminal that is connected to a scale. When this status is activated, the WEIGHT field becomes TARE .. which is the amount of weight to be deducted

from the automatic scale input. The TARE is used for situations where the container and the product is weighed together and you wish to remove the container from the pricing mechanism.

"STATUS INDICATOR: LABEL" With the "L" set on, the SKU is marked for special labelling considerations. Whenever a price tag is printed for the SKU, any "-" dash characters will be translated to "." periods. This is useful for alerting cashiers to particular products that might be handled in a special way; i.e. anti-theft security tags may be placed on "L" products so that if the cashier rings up a marked product with a period inside the SKU on the price tag, s/he knows to look for the anti-theft tag, also. The bar code printing program automatically 'knows' that any SKU marked with an "L" should not print a bar code label, thus indicating that the "L" item already has the UPC on the packaging.

"STATUS INDICATOR: DISCOUNT" Any SKU marked with a "D" will NOT be included in the calculation of a total ticket discount at the sales register. This setting is completely independent of the Master System Maintenance switch for L DISC, QDP, and SAL restrictions. A "D" SKU can be line item discounted, but never figures into the total ticket discount.

COMM. OVRD. (Commission Over-ride) tells **StockBoy** how much of the salesman's commission rate to use when he sells this item. If you want to give only half commission on promotional items set their Comm. Ovr. to 50.000%. Or use 150.000% to give an extra bonus on slow movers. This percentage is applied to the salesman's commission before it is applied to the amount being charged the customer. If you have some sales people who have 0% commission and they sell \$10 worth of an item with a 100% commission override, they will get 100% of 0% of \$10 - or no commission at all. Percentage Commissions are based upon the actual amount being charged the customer, so they automatically adjust for quantity discounts, sale prices, discounts, and price overrides.

NOTE: Commission structure is determined in the Master System Maintenance, System Level Options, Software Configuration section ... it can be set to either "G" for Gross or "N" for Net. Gross commissions simply take the extension of the sales screen line and multiply that figure times the Commission Override and times the salesman's commission. Net Commissions take the extension of the sales line LESS the current BOOK VALUE of the SKU then multiplies that figure times the Commission Override times the salesman's commission.

In Master System Maintenance, System Level Options, Activate Special Features, you can activate Itemize Commissions at End of Day. This option provides for the recording and subsequent printing of each sales line for commission tracking purposes. The printout will show each salesman on a separate sheet of paper along with each sale item and the formula of how the computer generated the total commissions for the day.

You can even set the Commission Override category to use Spiffs, or Bonuses, instead of the percentage type commission. Simply leave out the percentage sign from the value you put in (or use a '\$' in the input) and **StockBoy** will know that you want to put that much Spiff in the salesman's commission account for each one he sells. A Spiff is not affected by price changes at the point of sale, so you will want to watch quantity discounts, sale prices, price overrides, and discounts given on Spiffed items.

Again take that same salesman with 0% commission and he sells an item with a Spiff, you will find the amount of the Spiff times the quantity sold in the Sales Summary even though you did not set this salesmaker up for any commissions. Under the Spiff method the commission percentage is ignored.

You can set some items in your inventory to use regular percentage commissions and some to use the Spiff or Bonus method. Persons with a commission rate will get the Spiff when on the appropriate items, but non-commissioned persons will not get credit for commissionable sales, this will allow you to utilize your employee reward system most creatively for maximum performance. But, BE CAREFUL not to use SPIFFS when you want COMMISSIONS !

QUANTITY SCREEN

E dit P. O. Dsp Q uan Dsp < ENTER > = Another SKU []
 Use arrows keys for adjacent SKU's/Stores

As mentioned earlier, the Inventory Record for a SKU must be displayed on three screens because of the amount of data maintained. The QUANTITY SCREEN (below) is the second of the Inventory Screens. It is accessed by pressing <Q> from the Main Screen. It is used to: re-arrange the quantity on hand amounts (not increase or decrease the total units on hand); set the flags; correct the histories of quantities sold during any previous month for any store; and display this item's current 'Need.'

900-0120 TENNIS BALL 3 - PAK FLEEN MPN: 279-3456 Last:10/10/93						
	AA	BB	CC	DD	EE	TOTAL
A Quan:	20	104	14	56	65	259
Ord:	6	0	22	8	12	48
B Flag:	24	100	35	65	80	304
C Curr:	3	23	14	38	36 *	114
D JAN:	8	114	32	58	72	284
E FEB:	6	97	45 *	79	95	322
F MAR:	4	103	63	93	110	373
G APR:	8	127	77	115	129	456
H MAY:	9	147	67	145	115	483
I JUN:	12	133	134	168	138	585
J JUL:	16	140	158	172	159	645
K AUG:	18	169	177	156	186	706
L SEP:	24	109	106	144	199	582
M OCT:	22	92	91	138	177	520
N NOV:	17	76	78	104	126	401
O DEC:	28 *	53	53	68	83	285
TOTAL	175	1,383	1,095	1,478	1,625	5,756
Enter Edit Letter, SKU# or <ENTER> = Main Screen						
Use Arrow Keys to Select Next Adjacent SKU #						

LAST (Date Last Stocked) is maintained automatically by **StockBoy** to help you analyze the turn-over of this inventory item. This date is automatically updated each time new product is received and Stocked. It is

possible to receive the same SKU more than once on the same purchase order, in which case only the 1st stocking is recorded for display here.

Press a Letter to Edit any line, the LEFT/RIGHT ARROW KEYS change stores, and the UP/DOWN ARROW KEYS stop the editing of a line. Editing the QUANTITY line allows you to manually re-arrange, or "Scramble," the quantities on hand but you cannot change the total amount on hand. (Changing the total Quantity on Hand is handled by the QUANTITY EDITOR.) If you decide to move 5 items from store BB to store DD simply make the changes to the Quantity on Hand for each store. You must bring the total of the Quantity on Hand line back to the total it started with or you cannot exit the line. The next "Sneaker-Net" Download will adjust the individual store inventories accordingly.

NOTE - Any manual quantity change activity will be reported with your SYSTEM HISTORY. The quantity edit report that follows any printing of the system history. If your configuration has the system history de-activated; it would be wise to print the history and quantity edit report on a daily basis.

The ORD category is updated automatically from the PURCHASE ORDER SYSTEM and cannot be edited here. (Go to the PO DISPLAY for a short-cut to edit the PO.)

When you want to manually change the individual store FLAGS, you will edit them here. There is no 'balance' to check for here so be careful with your edits, you're on your own.

Just below your "Flag" is your Sales History for this item on a store by store and a month by month basis. The slots for each of the months contain the total Sales Units Sold. The month's name that is the same as the month you are currently in (May), will show the amount sold this month Last Year. The sales for this month are in the CURR (Current Month.)

StockBoy will automatically move the CURRENT MONTH's sales figures into the appropriate Month's totals when the INVENTORY END OF MONTH UPDATE is run. These are the figures **StockBoy** will use in forecasting your FUTURE Suggested Flag Adjustments, so be very careful if you decide to alter these figures.

The OUT OF STOCK INDICATOR (OSI) is a series of 13 flags, representing the 13 month unit sales histories per SKU. The OSIs are set "ON" in situations where new product is "Stocked" when the quantity on hand is zero or less. The OSI is displayed on the Quantity screen of the inventory system as the unit sales history BLINKING (shown in this manual with an asterisk).

DEC: 28 * 53 53 68 83 285

EXAMPLE - You receive the SKU "ABC" on a purchase order in February and execute the "stocking" function on the PO. If the quantity on hand is zero (or negative) the February OSI is switched on. If, on a subsequent stocking of SKU "ABC" in February the quantity is not zero or less, the OSI WILL NOT BE REMOVED. The OSI stays with the SKU for that month until the month's unit sales history is replaced the following year, or you edit it off.

The OSI can be manually turned off or on when editing that month's unit sales history figure. As the screen prompts, precede your number input with an "***", and the OSI will toggle on/off. If the OSI was on (blinking a '4'), and you input "***3", the OSI will be set off (steady '5') and the number will of course change to 5. You can toggle the OSI without changing the number by inputting the same number preceding by an "***".

The very first time you stock a new SKU, the OSI will be on ... you have stocked a SKU in a month where the quantity on hand was zero or less.

The Inventory End of Month procedure that copies the current month unit history to the 12 month history table, will also transfer the OSI setting. If you have been out of stock of a certain SKU for two consecutive months and 'stock' it from a purchase order, the computer does NOT set the OSI for any previous months ... only the month in which the stocking occurred will receive the OSI set on.

P.O. DISPLAY

E dit	P. O. Dsp	Q uan Dsp	A lt Supp	< ENTER > = Another SKU []
Use arrows keys for adjacent SKU's/Stores				

We mentioned the P.O. DISPLAY, now lets explain what it is and how you can use it. The P.O. Display is the third Inventory Screen for each SKU. When you press the <P> to access the PURCHASE ORDER DISPLAY, it will look like this.

SKU:	900-0120		MPN: 279-3456			
Desc:	TENNIS BALL 3 - PAK		Desc: DELUXE TENNIS BALL SET			
"BUY 6 CANS FOR CASE DISCOUNT" GREEN			Supplier: FLEEN SUPPLIERS			
	AA	BB	CC	DD	EE	TOTAL
Quan:	20	104	14	56	65	259
Ord:	6	0	22	8	12	48
Flag:	24	100	35	65	80	304
P.O.:	F A		F A			
*JAN	4	0	16	0	4	30
100021	6	0	20	2	12	40
100034	0	0	0	2	0	2
Press <R> = Re-view <F> = F.A. Check <ENTER> = Exit						
Select Any PO Number to Edit						

Just below the Quantity is a category called ORD. This shows you how many Sales Units are On Order, but it does not tell you which Purchase Orders they are on. Are they all on one PO or are there only a few items on each of several POs?

The P O DISPLAY will erase the bottom portion of the screen and display: The Number of each "Placed" (see Purchasing Manual) P.O. that includes this item, and how many of this item is on the order for each store. You can have up to 100 active POs for any item.

F A is an abbreviation for "Freight Area." Items that have been received and "Stocked" at the Warehouse but have not been received by the individual stores (they might be on the freight dock or in transit) are considered to be in the "Freight Area" and will activate an "F A" to be seen, as above. You can see a break down of how many are in the Freight Area for each store by pressing <F> at the prompt above.

	AA	BB	CC	DD	EE	TOTAL
Quan:	20	104	14	56	65	259
Ord:	6	0	22	8	12	48
Flag:	24	100	35	65	80	304
P.O.:						
F.A.:			2	4	6	

The total items in the Freight Areas is displayed under the TOTAL column at the completion of a Freight Area Check. A "Freight Area Check" may take a considerable amount of time to determine if the SKU is in the F.A. This is due, in part, to the fact that the SKU may be on a PO whose supplier is not the same as the primary supplier shown in the inventory record; therefore, no 'quick' check can be made.

NOTE - Once in the PO Display screen, you can input any DISPLAYED PO Number, resulting in a quick jump to the PO header screen for that PO #. The PO number input MUST be displayed on the screen; if you input a PO that is not displayed you will receive a beep even if the PO number is a valid one. The Re-view and Freight area scan options have not been changed, although the prompt is now six characters long which forces the operator to press the <ENTER> key after either the <R> or the <F>.

EDITING THE ORDERED QUANTITY

If you need to change the quantity being ordered or the distribution of the PO, you can take a short cut into the PO from the P.O. Display Screen. Just type in the number of the PO you want to edit. You will be taken to the Purchasing System with that PO's Header displayed.

Select the Edit Mode and you will see the SKU you were working on, displayed at the top of the screen ready for you to begin editing. You can change which store is to receive how many of the units ordered, up until the order is received and processed. But, changing the total amount on order probably should not be done at this time.

Remember that the <TAB> key jumps from the inventory system to the purchasing system, and vice versa.

ALTERNATE SUPPLIERS

If the Alternate Supplier system is activated, an additional prompt letter will appear at the Main Inventory Screen Prompt

E dit	P. O. Dsp	Q uan Dsp	A lt Supp	< ENTER > = Another SKU []
Use arrows keys for adjacent SKU's/Stores				

Basic Overview and Objectives:

The purpose of the Alternate Supplier system can be summarized with seven main points:

1. Provide a 'seamless' addition to the Inventory Item file that provides for information regarding Alternate Suppliers ... storing Order Number, Purchase Pack Cost, Purchase Pack Description, Purchase Pack quantity, and Last Confirmed Date.
2. Allow the automatic use of Alternate Supplier data on external purchase orders (Formal & Fax) to show that particular supplier's Order Number, Cost, and Purchase Pack Description even if the data is different from the Inventory Item file (Header).
3. Make the job of ordering with a 'case' SKU and selling with an 'each' SKU much easier to manage.
4. Make the confirmation process more 'in sync' with the supplier's invoice for easier, faster, and more accurate confirmation, by automatically converting to that supplier's case units and pricing.
5. Be 100% compatible with existing StockBoy data files and procedures, to minimize learning curve time and to eliminate data re-entry.
6. Be optionally activated on a SKU by SKU basis.
7. Conserve hard disk storage space.

Installation: The Alternate Supplier file system can be activated over the telephone with customer support, and involves the creation of a new data file that will range in size from 70,000 to 100,000 bytes per 1000 entries. (30,000 entries equals about 3 megabytes of storage; maximum). Each entry represents the Order Number, Purchase Pack Description, Purchase Pack Cost, Purchase Pack Cost, and Last Confirmation Date. Each SKU can have a practical maximum of 22 suppliers. If a SKU has NO alternate suppliers (it is always ordered from the supplier as shown on the line item screen - called the Primary Supplier), then it may have NO entries in the Alternate Supplier file. The file will expand automatically if needed.

Basic Outline: Whenever an external purchase order (FORMAL or FAX) is printed, the system will search for an entry in the Alternate Supplier file and printout the PO line using the COST and PURCHASE PACK DESCRIPTION in the Alternate Supplier file. If there is NO entry in the Alternate Supplier file for a particular SKU/SUPPLIER combination, then the standard information from the inventory line item HEADER file is used. The PO line will be calculated and will appear as it always has. When a match is found, the quantities will be converted to the A/S purchase pack, and the units will be converted to the Purchase Pack description in the A/S file.

The PO confirmation screens will display A/S data whenever the Supplier Code on the PO matches an entry in the A/S file. This will help the screen appear similar to a supplier's invoice.

The Receiving Worksheet will print the MPN and Order Number along with other A/S line data when the PO Supplier matches an A/S line.

Note: It is likely that the PO Header Total On Order figure will be different than the total of a formal purchase order when using A/S data, if there are line items on the PO whose primary supplier is NOT the supplier on the header of the PO. When this happens, the line will be printed using A/S data, and there's no guarantee that the extension will be identical to the extension if it were ordered from the primary supplier. If there is an A/S line for the primary supplier, the extension will never be different. The PO Worksheet shows both totals ... one for using each SKU's invoice cost times the units on order, and one for the total when using Alternate Supplier data.

ALTERNATE SUPPLIERS FOR "8001-001"									
DESCRIPTION OF PRODUCT HERE	REG	REG-MPN	012345678912	EA	FP=12				

A = FLEEN FLEEN WAREHOUSE DISTRIB	F-1111111	144	1440.00	GRSS	04/01/93				
B = *REG REGIONAL WAREHOUSE	REG-ORD #	12	121.68	CASE	02/15/88				
C = input new entry									
Enter Line to Edit < A - C > [0]									
< 0 > = Exit < * > = Master Printouts < UP/DN ARROW > = Prev/Next SKU									

The above screen represents a sample of the Alternate Supplier (A/S) editor. The SKU is identified in the top portion of the screen along with the SKU description, primary supplier code, MPN (Manufacturer's Part Number), the UPC, the Sales Units, and the Factory Pack.

On each line of the A/S file, you see the Alt Supp Code (also five characters), the name of the Alternate Supplier, the A/S Order Number, the Purchase Pack, the Purchase Pack Cost, the Purchase Pack description, and the Last Confirmed Date. In our example there are two alternate suppliers; the "C" line would be used to add another entry. Each SKU can have a screenful of alternate supplier lines (approximately 18).

Primary Supplier Line: The line marked with an asterisk "*" is the line associated with the primary supplier. A line in the A/S file for the primary supplier is NOT required, but if it IS THERE, the data on that line will be used on external purchase orders (Formal & FAX). Because of this, the purchase pack MUST be equal to the factory pack, and the purchase pack cost must be equal to the extension of the factory pack times the invoice cost. StockBoy will automatically force these numbers to agree. In our example above, the Invoice Cost is \$10.14 in the inventory record and the factory pack is 12 ... so therefore the purchase pack cost must be 12 times 10.14 = 121.68.

When you edit the Factory Pack on the inventory editor screen, the primary supplier line in the A/S will be automatically changed so that the purchase pack matches it. If there is NO primary A/S line, then nothing will be done ... no new A/S line will be added. If you edit the Invoice Cost from the editor screen, the purchase pack cost will be changed in the primary A/S line automatically to reflect the Factory Pack times the new Invoice Cost.

If you edit the Supplier Code from the inventory editor screen, AND if there is a pre-existing A/S line for the supplier code that you have changed TO, the A/S purchase pack will be written automatically to the Factory Pack, and the Invoice Cost will be overwritten with the Purchase Pack Cost divided by the Purchase Pack.

In our example above, the primary supplier is REG. If we edit the main inventory record to show supplier "FLEEN", then the program will automatically change the factory pack to 144, and the Invoice Cost to \$10.00 (\$1440 divided by 144). If we edit the primary supplier on the inventory screen to 'ACME' ...there is no A/S entry for ACME so NOTHING WILL BE AUTOMATICALLY CHANGED.

The use of a primary supplier line in the A/S file allows for automatic use of the supplier's Order Number on external purchase orders. Without a primary supplier line, the PO will show the Manufacturer's Part Number ... this may or may not be completely satisfactory. The A/S Purchase Pack description will be printed on the PO, and that may make it easier for your supplier to properly fill your order.

In our above example, the Formal PO would like this:

Without A/S primary supplier line OR without A/S activated:

12	EA	8001-001	REG-MPN	10.14	121.68
----	----	----------	---------	-------	--------

With A/S primary supplier line:

1	CASE	8001-001	REG-ORD #	121.68	121.68
---	------	----------	-----------	--------	--------

On a Purchase Order to FLEEN:

.083	GRSS	8001-001	F-1111111	1440.00	120.00
------	------	----------	-----------	---------	--------

Note that in our third example line, the information is completely unique, because it is taking the information from the FLEEN A/S line for a FLEEN purchase order. Recall that you can place a SKU from one primary supplier onto a purchase order for another supplier. Without A/S activated, the invoice cost and factory pack for the primary supplier were used on the PO for the secondary supplier. Now, with A/S, the individual line for the targeted supplier will be used. Sometimes this can result in partial case lots, as in our third line example above. When we scanned for the SKU 8001-001, the factory pack of record was 12 ... so it ordered in groups of 12. However, if we edit the PO header and change the supplier to FLEEN, the purchase pack is 144 so the formal and fax PO will show 12 divided by 144 = .0833333. The extension of the PO will still be proper, but your FLEEN representative may want to discuss ordering a fraction of a purchase pack. *In actual practice it is very rare for competing suppliers to offer products in different purchase packs.*

If one alternate supplier has a different price than the primary supplier, the total of the external PO will certainly be a little different than the On Order total on the header of the PO. There is no way to avoid this, but both totals will be printed on the worksheet PO for your reference. In our example above, if we assume the PO header shows FLEEN as the supplier; when we order an '8001-001' (which has REG as the primary supplier) the PO system uses the 12 times 10.14 extension to generate all its totals On Order. However,

the external PO's will use the A/S line which comes out to \$120.00 ... so there will be a \$1.68 difference between the PO header and the total at the bottom of the formal PO.

During confirmation, if a line item on a PO used A/S data, the Invoice Cost WILL NOT BE UPDATED, even if the Invoice Cost is not frozen. This is to reinforce the idea that perhaps the product was ordered from an alternate supplier on a one time basis and that the Invoice Cost of record should not be changed. Confirmation will only update the Invoice Cost if the PO supplier matched the primary supplier and if the Invoice Cost is not frozen. The confirmation printout will show an "***" next to all Invoice Costs that are being updated.

The Book Value will ALWAYS be updated ... regardless of whether A/S data was used. The Book Value extension of your inventory is designed to be as close to your true inventory 'cost basis' as is possible. Freight cost will be updated also, and, of course, if your Book Value update formula calls for it, the freight average will be added in to the Book Value.

Confirmation will never change any part of any alternate supplier line.

The Receiving Worksheet and PO Confirmation screens will also reflect use of A/S data, so that these areas will appear as similar as possible to paperwork received from your supplier.

Multi-store: At present there is no plan to transfer A/S data between the headquarters and the satellite stores. Since purchasing is NOT available at satellite stores, there is no need convert any data from sales units.

Important: All Flags, On Order Quantities, PO scanning, PO editing, stocking, shipping/clearing, inventory control, physical inventory reconciliation, networking, etc is performed in SALES UNITS with no regard for A/S data. The Alternate Supplier conversions are performed 'on-the-fly' for printouts and screen displays ... they are not stored in the system data areas.

Master Printouts: The master report allows you to print data in the Alternate Supplier file by a range of SKU's ... press "***" from the Alt Supplier screen to access the printout. The report only shows those SKU's that have A/S lines. It is structured so that you can easily compare the base unit price and factory pack with the case prices and extensions of A/S file data. The printout will calculate the Sales Unit price (each) and print it at the right margin if it is different than the each price for the SKU in the main inventory record; if there is no unit price printed, that means the A/S Purchase Pack Cost divided by the Purchase Pack is equal to the Invoice Cost ... implying that there is no price advantage in dealing with the Alternate Supplier.

The master printout also 'cleans up' the A/S file ... making sure that all primary lines have correct data (purchase pack = factory pack, and purchase pack cost = invoice cost times purchase pack) and that there are no A/S lines associated with deleted supplier codes and no A/S lines associated with deleted SKU's. Under normal operation these situations should not occur.

Warning: Use of Global Inventory Header Changes with regard to factory pack, invoice cost, and supplier code, DOES NOT INTERACT with the Alternate Supplier system. If you should change any of these three fields, you should immediately run a complete Alternate Supplier Master Printout to make any necessary adjustments.

INVENTORY REPORT GENERATOR

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sales	
4. Bookkeeping	<u>INVENTORY</u>
5. Payroll	
6. Custom Features	1. View / Edit / Input Inventory Items
7. System Utilities	2. Inventory Report Generator >
8. Master System Mainten	3. End of Month Inventory Update
9. LOGOFF	4. Inventory Utilities
	5. Quantity Editor
	6. Repair Inventory System
	7. Serialized Inventory System
	8. Main System Menu

SELECTING RANGE FOR PRINTOUT	
A First SKU: 1	
B Last SKU: ZZZ	
C SKU # Mask: ALL	
D Supplier: ALL	
E Buyer Name: ALL	
Select Printout Range: <Q> = Exit	
<ENTER> = Continue <*> = Edit Formats	

This is your Inventory Report Generator. From here you can create reports of the data stored in the inventory records. The report process is a three stage process, first establish your limits to the search range, then select which conditions within that range for the items that will be printed on the report, and finally you select the Format for this report. <SHIFT> <F1> will take you back out to this screen so you can <Q> to quit.

Press <*> at this screen to create, or change, your Report Formats. (See "Inventory Printout Format Editor" latter in this section.)

Your printouts will all be in 'SKU Number ORDER,' but whether an item is included on the printout depends upon its meeting the conditions you set. The Master System, in the central offices, will be able to select which stores' data to include in the reports and whether the store data is itemized or accumulated. However, if you are at a Satellite Store you will only be able to obtain reports about your store.

Once you have limited the Search Range for this report press <ENTER> to set any additional conditions to specify which items you want included - and excluded. This system will default to print every SKU if you do not set the range or conditions.

SELECTING THE RANGE

IF YOU DO NOT SET A RANGE THE SYSTEM WILL HAVE TO SEARCH THROUGH EVERY INVENTORY ITEM!!

The first two categories are the FIRST SKU # and the LAST SKU #. When you set these categories you have established a RANGE of SKU numbers for scanning. **StockBoy** will begin searching at the First SKU Number and stop when he gets to the Last SKU Number.

For example: if you know that all the fishing poles you want included in the report are within a certain range of numbers (all the 600- numbers.) Your FIRST CODE would be 600-0, and your LAST CODE would be 600-9999.

The SKU # MASK lets you limit which SKUs are included in the report based upon characters located in a specific location inside your SKU number.

In the example above of the fishing poles, lets assume that the third character from the end of the code contained a sub-code for the type of pole. If you wanted to include only those poles with a "4" in that position you would use the Wildcards to establish a "MASK" to sort by. Your Sort Mask would look like this: "?????4??" All other poles would be excluded and your report would be much more manageable.

Selecting a SUPPLIER CODE, as with the First and Last SKU # above, will greatly increase the sorting speed of your printout. LESS SORTING time is used because each item is already "Keyed," or sorted by Supplier in addition to the SKUs. Therefore the system does not have to go through every SKU to find those from a particular Supplier. Spelling and extra spaces count, so be sure to get it right.

The next Range choice allows you to specify items by a particular BUYER. The system will look in the supplier file to find the match, and then each SKU from those Supplier's who match will be printed. DO NOT select BOTH a Supplier Code and a Buyer on the same printout. The results will either be extra work for no value, or you could negate the printout because the Buyer for that Supplier is different. Use this to Select only those SKUs controlled by a particular Buyer. You can use other Selection choices to further narrow the number of SKUs from this Buyer on this report.

Press <ENTER> to continue past the Range Selection Screen. Proper selection the Ranges to be included drastically reduces the amount of time spent in sorting for your printout. Setting no range will mean that the system will have to search EVERY SKU to find the ones you want included. Improper use of Range can result in 'clipping off' some of the data you want, and expect, on your report.

SELECTING ADDITIONAL CONDITIONS

CHOOSING CONDITIONS THAT SELECT WHICH SKU'S TO PRINT					
01= DESCRIPTION	02= SUPPLIER	03= MPN	04= SUP DESCRIPT	05= UNT	
06= GL ACCT	07= COMMENT	08= COMM OVRIDE	09= WC	10= RETAIL	
11= TARG PRCE	12= QUAN DISC	13= INV COST	14= FREIGHT	15= BOOK VAL	
16= PACK	17= DIST	18= BRK	19= WT	20= CUBES	
21= TWRSHBT	22= DEF Q	23= STK DATE	24= QUANTITY	25= ON ORDER	
26= SALE PRICE	27= STRT SALE	28= STP SALE	29= JAN	30= FEB	
31= MAR	32= APR	33= MAY	34= JUN	35= JUL	
36= AUG	37= SEP	38= OCT	39= NOV	40= DEC	
41= CURR	42= LOCATION	43= UT SLD	44= FLAG	45= UNDERLINE	
46= CHK DIGIT	47= GPL	48= 13 MO SLS	49= LAND COST	50= OUT OF STOCK	
51= TURNS	52= ANNL GMROI	53= ACH GPB	54= UPC	55= CALC #55	
56= CALC #56	57= CALC #57	58= CALC #58	59= CALC #59	60= CALC #60	
A NOT DEFINED B NOT DEFINED C NOT DEFINED D NOT DEFINED E NOT DEFINED F PRINT SKU IF ALL DEFINED CONDITIONS ARE MET					
Select Condition Letter to Edit <ENTER> = Continue <Q> = Quit					

This screen allows you to add conditions that identify which SKU's, in the Range selected, will be included in the printout. You will use positions A through E for these conditions, read these lines as if they had an "IF" in front of the line.

NOTE: Items 51, 52, and 53 are shown ONLY with GMROI Tracking activated. Otherwise you will see "N/A" Not Available in those slots ... and of course they cannot be used. Field #54 is UPC only when the UPC option is activated, otherwise it shows "N/A". The six CALC fields have special considerations for this screen.

Let's say that we want to set the conditions to print only those items with a Price more than \$20.00 and that have a Quantity less than their Flag. (Print the SKU: IF QUANTITY IS LESS THAN (<) FLAG, and RETAIL IS MORE THAN (>) 20.00.) Once you select condition A to E the screen will ask:

Enter Field # for A Condition A <#xx> <*> = UN - DEFINE
--

You will type in the first conditions that you want the system to include in the report. An <*> asterisk here will erase what you had in this condition and leave it "Un-Defined." A <#> MUST precede a variable field number or the system will assume that you are inputting a real number (constant) instead. (We will set this Condition to include only those items that have a Quantity Less Than it's Flag.) You should see the A condition change to read:

A QUANTITY	
B NOT DEFINED	
C NOT DEFINED	
D NOT DEFINED	
E NOT DEFINED	
F PRINT SKU IF ALL DEFINED CONDITIONS ARE MET	
Enter Mathematical Relation for Condition A < xx >	
==, >>, <<, <>, =>, <=	

MATHEMATICAL RELATIONSHIPS

Now you are asked what relationship your first field (Quantity) is going to have to the next field (Flag) that you are going to enter? The relationship is expressed in the mathematical symbols at the bottom of the screen.

== means EQUAL TO. You only have to type in one equal sign and press <ENTER>, the system will put in the second equal sign for you.

>> means GREATER THAN. Again with this choice you only have to type in the first symbol and the system will add the next. You will find this character on the period key.

HINT: The Greater and Lesser symbols (< and >) are read with the small end pointing at the smallest of the fields compared. i.e. A<B is read A less than B, and A>B is A greater than B.

<< means LESS THAN. Type in the first symbol, the system will add the second. You will find this character on the comma key.

<> means NOT EQUAL TO. This relationship requires you to type in BOTH symbols. You can type a comma and a period the system will translate for you.

=> means EQUAL TO OR GREATER. You will have to type in both symbols here too.

<= means EQUAL TO OR LESS THAN. Type in both symbols.

Specific categories containing TEXT data (Description, Location, etc) will allow Wildcard Selections. The WILDCARD (?) is a universal space holder. Its use tells the system to ignore whatever is in this position of the field. (See SORT MASK in Range Selection Screen for example.)

In our example, we want to include those items with a Quantity that is LESS THAN the Flag. So you type in the << symbols to indicate a "LESS THAN" relationship. The screen will show these symbols next to the name of your previous field (Quantity), and ask:

```
| Enter Operand for Condition A |
```

The "Operand" is mathematical talk for the other half of the "If Test" we are building. We want to include SKUs that have a Quantity Less Than FLAG. From the top of the screen you see that Flag is field 44. Type in #44, don't forget the <#>, and <ENTER>. You will now see line A looking like this:

```
| A QUANTITY << FLAG |
```

Next you will select Condition B to edit. Continuing with our example go through the same process and make this Condition test for those items that are more than \$20.00. It should read like this when you are through:

```
| B RETAIL >> 20.00 |
```

Notice that you do not use the <#> when you want to put in a number. Since you wanted the RETAIL price compared to the number 20, not CUBES (field #20), you leave out the <#>. The Cursor area for the Operand is quite a bit larger than the other cursor areas. This is to allow you to put in enough characters to get a match with your Text fields like Location or Description. Your Conditions should now look like this:

```
|
| A QUANTITY << FLAG |
| B RETAIL >> 20.00 |
| C NOT DEFINED |
| D NOT DEFINED |
| E NOT DEFINED |
| F PRINT SKU IF ALL DEFINED CONDITIONS ARE MET |
|
| Select Condition Letter to Edit <ENTER> = Continue |
| <Q> = Quit |
|
```

All SKUs that will be included in our example printout will: "Be inside the RANGE selected, and have a QUANTITY Less Than the FLAG and have a RETAIL Greater Than 20.00." Type <ENTER> and you will move on to select the format of the printout.

You can have up to 5 Conditions to any printout, they can include any field displayed at the top of the screen. Through this process it is possible to let the system separate the "Wheat" from the "Chaff" in your reports. Get the detail you need to work on and exclude any other data. This process will "FOCUS" your reports to the task at hand.

What if we want items that have EITHER a Quantity less than Flag OR a Retail greater than \$20.00? Condition F will allow you to select a "AND" relationship or an "OR" relationship between Conditions A through E. The relationships will all be either "AND" or "OR." Press <F> and you will see:

	Print SKU if A ll conditions are met, or if any O ne Condition is met?	
--	--	--

Selecting <A> at this prompt will set the relationship between the conditions to be AND. While, selecting <O> at this prompt will set the relationship between the conditions to be OR.

Using CALC fields for Conditions:

The six CALC fields are available for use as part of the formula in any Condition. This can be very useful if you wish to printout a list of SKU's that meet specific criteria based on the result of a CALC field equation. However, when you set up your conditions you have NOT YET selected your printout format and therefore no CALC fields are available to display on the Condition screen. They are shown as 'CALC #55 CALC #56' etc. When the format is selected, the corresponding CALC field and its title will be brought into the equation and utilized properly. We realize this is cart-ahead-of-horse and we'll evaluate the need to place the format selection screen prior to the condition screen. For now, you will need to know in advance what the CALC field will be when you input a Condition that uses the corresponding CALC field number.

If you select a Condition using a CALC field, then choose a format that does NOT have a CALC of the same number, your printout will most likely generate nothing. The title line on the report will show UNDEFINED in the condition area.

WHICH STORES ARE INCLUDED?

Pressing <ENTER> at the "Select Condition Letter to Edit" prompt will bring up the next stage of your printout. If you are in the Master Environment of a Multi-Store System you will be able to select any one store's data, or have the numbers for each store totalled and reported as a 'combined report for all stores. However, if you are making reports at a Satellite (or Single) Store you will only be able to obtain reports about that store.

	Printout for Which Store? AA	
	<*> = All Stores	

Reports at the Master System will default to printing the Warehouse data only. Reports can be requested using data from any other store inventory by entering the two letter name for the store desired. You can also obtain reports where all of the appropriate store fields are totalled, for over-view reports, by pressing an <*> asterisk.

PRINTOUT FORMAT SELECTION

After selecting which stores to include in your printout you will need to select the Format (what data goes on the paper) of the report. The INVENTORY PRINTOUT FORMAT SELECTION Screen will come up and you will be able to choose any of the twenty eight options displayed. The Format tells the system what data to print in which position of the line for those SKUs that passed your Selection choices.

The INVENTORY PRINTOUT FORMAT SELECTION Screen will look something like this, but your screen will have your own Printout Titles instead of the ones shown here:

INVENTORY PRINTOUT FORMAT SELECTION	
A= GENERAL SKU INFORMATION	O= AVAILABLE FOR MANAGER
B= MARGIN CONTROL	P= AVAILABLE FOR MANAGER
C= COST ANALYSIS	Q= AVAILABLE FOR MANAGER
D= ON ORDER	R= AVAILABLE FOR MANAGER
E= STOCK TO SALES - CURRENT MONTH	S= AVAILABLE FOR MANAGER
F= ANNUALIZED GMROI	T= AVAILABLE FOR MANAGER
G= MONTHLY GMROI	U= AVAILABLE FOR MANAGER
H= 1ST QUARTER SALES PRODUCTIVITY	V= AVAILABLE FOR MANAGER
I= 2ND QUARTER SALES PRODUCTIVITY	W= AVAILABLE FOR MANAGER
J= 3RD QUARTER SALES PRODUCTIVITY	X= AVAILABLE FOR MANAGER
K= 4TH QUARTER SALES PRODUCTIVITY	Y= AVAILABLE FOR MANAGER
L= Y-T-D SALES PRODUCTIVITY	Z= AVAILABLE FOR MANAGER
M= GROSS PROFIT EVALUATION	[= AVAILABLE FOR MANAGER
N= UNUSED	\= AVAILABLE FOR MANAGER
Select Printout Format <ENTER> = Quit	
<*> = Summary Page Only	

The first column of Formats (A - N) are universal formats available to everyone, the second column (O - \) are your own personal formats. Or you could press <*> at the prompt above to tell **StockBoy** that you want the "Summary Page Report" ONLY to be printed.

You will receive a summary page printout automatically with each report printed, however pressing <*> above will produce a special "Summary Page Report" that is similar to the one you get with your normal reports, except none of the report pages will be printed.

The normal summary page you get with your printouts will be a summarization of the data contained in your report. These totals provide an extra dimension to the information you are handling, without any work on your part. Here is what you will find on the summary page and what it means.

SUMMARY PAGE

TOTAL LINE ITEMS PRINTED [Total of lines on report.]
TOTAL LINE ITEMS W/POS. QUANT. [Total of lines with a positive Quantity on hand]

TOTAL RETAIL VALUE OF PRINTOUT [Quantity Times Retail Price]
TOTAL INVOICE COST OF PRINTOUT [Quantity Times Invoice Cost]
TOTAL FREIGHT COST OF PRINTOUT [Quantity Times Freight Cost]
TOTAL LANDED COST OF PRINTOUT [Quantity Times (Invoice Cost + Freight Cost)]
TOTAL BOOK VALUE OF PRINTOUT [Quantity Times Book Value]

TOTAL COST PRINTOUT (FORMULA = L) [Quantity times Formula Cost indicated]
TOTAL POTENTIAL GROSS PROFIT [Total Retail Value less Total Cost Printout
(Formula)]
TOTAL FLAG VALUE [Flag amount Times Formula Cost] % of Formula Cost
TOTAL LAST 12 MONTH SALES AT CURR. RETAIL [12 Months Units sold Times
Current Retail]
TOTAL CURRENT MONTH SALES AT CURR. RETAIL ["Curr." Units sold Times
Current Retail]

TOTAL LINE ITEMS ON ORDER [Total of line items with units on order]
TOTAL ON ORDER VALUE AT FORMULA COST [On Order Units Times Formula Cost]

TOTAL STOCK OVERSTOCK AT FORMULA COST - Or -
TOTAL STOCK DEFICIENCY AT FORMULA COST [Flag less Quantity less On Order @
Formula cost]
ANNUAL PROJECTED TURNS [Current Sales Units Times 12 divided by
Quantity]

TOTAL RETAIL VALUE OF PRINTOUT [Quantity Times Retail Price]
TOTAL TARGET PRICE VALUE OF PRINTOUT [Quantity Times Target Price]

TOTAL (Calc Field Name) [Simple totalling of all extensions of this Calc Field]
TOTAL (Calc Field Name) [Simple totalling of all extensions of this Calc Field]
TOTAL (Calc Field Name) [Simple totalling of all extensions of this Calc Field]
TOTAL (Calc Field Name) [Simple totalling of all extensions of this Calc Field]
TOTAL (Calc Field Name) [Simple totalling of all extensions of this Calc Field]
TOTAL (Calc Field Name) [Simple totalling of all extensions of this Calc Field]

The totals presented on the summary page are based upon data available in the selected inventory records at the time of printing the report. Extensions and projections will be based upon your current retail price not the price you actually charged, and such. The margins, revenues, etc. are presented here ONLY as working projections for management purposes, the Bookkeeping System is the location for the actual totals. Notice the "Projected Annual Turns" category. This field annualizes your Current Month's productivity for these SKUs, you may want to develop a Calc Field to be more exact.

The Summary Page Report is very similar to the summary page you get with your printouts. During a Summary Page Scan, **StockBoy** builds the same grand totals that you normally see at the end of an inventory printout; Total Inventory Valuations for Invoice Cost, Retail Value, Etc. The only differences are: 1) NO Calc Fields will be totaled; and 2) NO individual lines are printed, just the totals. This can quickly provide you with a way to evaluate performance on a wider (department, section, supplier, buyer, etc.) basis, without wasting the time to print the individual line item detail.

*NOTE - If you are on the Master System in a Multi-Inventory **StockBoy** and you select a format that includes information from the store's footers, you will be asked if you want this report to "Itemize" the footer information. If these conditions are not ALL present you will NOT see this prompt.*

Itemize Footer Information? <Y> or <N> Y
--

Itemizing the footer information in your report means that if you answer <N> you will get the footer fields (like quantity on hand) added together into one figure. Answering <Y> will give you a separate column for each store plus a total column, footer fields ONLY.

PREPARE LINE PRINTER - then Select Printer Number to Use 1
<0> = Route printout to screen, print Summary to Default Printer

When you select the format you want, the prompt will change and tell you to get the printer ready. You can DIRECT the printout to a particular printer by entering that printer's number. (Press <ENTER> to use the default printer.)

Zero: The zero input is similar but not identical to the Summary Page Only prompt that appears on the previous screen. The Summary Only option does NOT use any format and therefore pays NO attention to CALC fields. The zero is a way to printout ONLY the summary page AND generate the totals from any CALC fields that might be in the selected format. The system routes the line by line printout to the screen, and then dumps the summary to the printer. This is NOT designed to be a screen viewing utility ... the report on the screen will be unformatted and messy!

"F" File Option: Access to this feature is NOT prompted on the screen! By pressing "F" instead of a printer number or zero as described above, the system will route the printout to a sequential disk file of your naming. The disk file then can be used in MultiWRITE or exported to a spreadsheet program or to DOS.

Enter DOS File Name to Capture Printout IRGNOV15.TXT
--

The default name is derived from Inventory Report Generator and the current date. A three character extension is suggested for conformity with exporting to DOS. No printout will be generated, the entire process will be placed into the file rather than routed to the printer.

If you selected a printer number, the report will be captured by the machine and printed in bursts of a few pages (usually 5 to 8) at a time. This allows one user to order a long printout and still make it possible for other users to order printouts and not have to wait for the first printout to be totally finished before getting their printouts. They will be sandwiched in between those page groups.

When your printout has finished sending all its data to the spooler your screen will return to the Range Selection Screen, even though the spooler may still be sending the report to the printer (printers are the slowest part of a computer system.) You can then order another printout or you can press <SHIFT> <F1> to get on to other tasks. Earlier at the Range Selection Screen we mentioned that you could create your own Report Formats. It was mentioned but we did not explain how. Now let's get into how you create your own special report formats.

CREATE REPORT FORMATS

The EDIT/VIEW FORMAT is a Special Feature of the **StockBoy** System, accessed from the Range Selection Screen. You are not locked to a group of printout formats that **StockBoy** likes. You DESIGN YOUR OWN Printout Formats!!! Arrange the information anyway you need it for OPTIMUM RESULTS for YOUR NEEDS, not what someone 'thought' you'd need. When you enter <*> the Range Selection Screen will clear and you will see your Format Selection Screen, with a different prompt at the bottom. It will look like this:

Select Format to View/Edit <ENTER> = Quit

NOTE - Your Format Screen will display two columns of printout format titles. Remember that the first column (A through N) are universal formats for everyone, and the second column (O and beyond) are your own formats - seen only when someone uses this logon name.

Select one of the formats to Edit, and you will see the EDIT/VIEW INVENTORY FORMAT SCREEN:

EDIT/VIEW INVENTORY FORMAT: (Format Name Here)												
01=	DESCRIPTION	02=	SUPPLIER	03=	MPN	04=	SUP DESCRIPT	05=	UNT			
06=	GL ACCT	07=	COMMENT	08=	COMM OVRIDE	09=	WC	10=	RETAIL			
11=	TARG PRCE	12=	QUAN DISC	13=	INV COST	14=	FREIGHT	15=	BOOK VAL			
16=	PACK	17=	DIST	18=	BRK	19=	WT	20=	CUBES			
21=	TWRSHTB	22=	DEF Q	23=	STK DATE	24=	QUANTITY	25=	ON ORDER			
26=	SALE PRICE	27=	STRT SALE	28=	STP SALE	29=	JAN	30=	FEB			
31=	MAR	32=	APR	33=	MAY	34=	JUN	35=	JUL			
36=	AUG	37=	SEP	38=	OCT	39=	NOV	40=	DEC			
41=	CURR	42=	LOCATION	43=	UT SLD	44=	FLAG	45=	UNDERLINE			
46=	CHK DIGIT	47=	GPL	48=	13 MO SLS	49=	LAND COST	50=	OUT OF STOCK			
51=	URNS	52=	ANNL GMROI	53=	ACH GPB	54=	UPC	55=	NOT DEFINED			
56=	NOT DEFINED	57=	NOT DEFINED	58=	NOT DEFINED	59=	NOT DEFINED	60=	NOT			
DEFINED												
	10	20	30	40	50	60	70	80	90	100	110	120
Line 1	####											
Line 2	==>											
SKU #	-											
Edit C alc Fields R e-do Format S ave or Q uit with NO SAVE												

You can press <Q> to escape out of this routine, it will take you back to the Format Selection Menu without disturbing any of the information here. If you are going to change anything in the Format, you must re-enter everything on the format line. There is no inserting or deleting to an existing format. Also when you are going to make a new format create your new "Calc" fields first.

NOTE - ALL formats are Hard-Wired to begin each item line with the SKU Number. Remember that fields 51-53 are "N/A" if you do not have GMROI activated, and #54 is tied to the UPC option.

CALC FIELDS

A CALC FIELD is a special tool used in creating your own printout formats. It will allow you create a special data field made up by formula from the other numerical data in the record. They allow you to create and print logical extensions to the data in the record (i.e. 1st Quarter Sales, Landed Cost, Forecast Flags, etc.).

EDIT CALC FIELDS Notice the last six fields (#55 through #60) that are titled "NOT DEFINED", these are your Calc Fields. You will assign the Headings to them and determine how the totals will be generated by setting the "Formula" to be used. Calc Fields once defined belong only to the format where they were created, if you want to use the same calc field in another format you will have to re-define it there.

| Edit Calc Field #55 <Y> or <N> |

After selecting <C> for Edit Calc Fields you will see this prompt on the screen. **StockBoy** will step you through each of the Calc Fields before you can return to the screen above. Answer <N> to any Calc Field you do not want to edit and you will be asked about the next. Answer <Y> and you will see this prompt:

| Enter Heading for Calc Field #55 |

The heading you are asked to type in is the heading that will appear on the printout heading above this column of data. Let's call this Calc Field FIRST QTR. Keep your Heading as short as the length of the field or it will get trimmed. The screen will start a series of questions about how you want the data to be printed. (Programmers call this a format statement.)

| FIRST QTR ##### |
| Enter Full Length of field (inc ALL Chrs) 8 |

The heading will appear at the top of the screen with a series of pound signs (#) to show you how many characters you can have at maximum in your answer. The number is also shown as the default answer to the question of how many characters do you want reserved for the largest answer. Remember this includes commas between thousands, decimal points, minus signs and dollar signs. If the answer is always going to be short, set the number of characters to as few as possible to avoid wasting printout space. This question is really asking "How small is your largest answer going to be?"

The rest of the formatting statement questions are very straight forward and easy to answer. Each Calc Field can be different. You will be asked if you want DOLLAR SIGNS? Is this field going to use COMMAS to separate THOUSANDS? Be careful of the space this one takes up. How many DECIMAL PLS to reserve, use only what you need. And how you want any NEGATIVE numbers displayed.

After establishing the way this Calc Field will be printed out you will then need to establish the formula that will give you the total you want calculated. You will select from the "Fields" in the inventory record. They are shown at the top of the screen with a number beside it.

The Calc Field Formula will follow classical math priority, items inside parenthesis will be calculated first, then the multiplication and division computations will be done, and finally the addition and subtractions.

NOTE - A Calc field can use the total from ONE other Calc Field in its formula. When this is needed you will include the first Calc Field in the formula of the second Calc Field just as you would any other field. However, the Calc field referred to should have a smaller field number than the one using it.

Enter Formula: (#29+#30+#31)/3

Precede fields with #, + - / * () are math operators, numbers = constants

This example will take the quantity sold from field # 29 (Jan), add it to field # 30 (Feb), add field # 31 (Mar), and then divide by 3 to give an average number sold each month during the first quarter.

*NOTE - A pound sign (#) is used to tell **StockBoy** that this was FIELD 29 not the number 29. Use these common Math signs + - / * (). (The asterisk <*> is the multiply sign.)*

You will then be asked if you want to save the new info for Calc Field #54. After answering <Y> you will be asked if you want to edit the next Calc Field. You can have up to seven different Calc Fields for each Printout Format. When you are finished you will be routed back to the screen that allows you to design the SKU line format for your printout. You will see that our "FIRST QTR" is now listed in your Calc Field.

| Edit Calc Fields Re-do Format Save or Quit with NO SAVE |

Now press <R> to Re-do the Format. You will see this prompt come on the screen.

| Enter Next Item to be Printed <0> = Done |

All printouts will start with the SKU Number at the beginning of the line. You will select the next field to be printed on the line. As you enter choices you will see a string of pound signs (#) grow under the markers that are numbered to 120.

The pound signs show you roughly how much of the line has been used. If you go past 132 characters on a line, **StockBoy** will automatically create a second line. The pound signs will show you when that is about to happen. TWO LINE formats are the longest you can create. A report formatted to print two lines of data per SKU will indent the second line and put a blank line between SKUs for easier readability.

NOTE - Remember that Multi-Store Systems in Master Mode can select to have the Footer data Itemized which will change the format from horizontal use of the paper to a vertical format for the footer data.

EDIT/VIEW INVENTORY FORMAT: (Format Name Here)											
01= DESCRIPTION 02= SUPPLIER 03= MPN 04= SUP DESCRIPT 05= UNT											
06= GL ACCT 07= COMMENT 08= COMM OVRIDE 09= WC 10= RETAIL											
11= TARG PRCE 12= QUAN DISC 13= INV COST 14= FREIGHT 15= BOOK VAL											
16= PACK 17= DIST 18= BRK 19= WT 20= CUBES											
21= TWRSHTB 22= DEF Q 23= STK DATE 24= QUANTITY 25= ON ORDER											
26= SALE PRICE 27= STRT SALE 28= STP SALE 29= JAN 30= FEB											
31= MAR 32= APR 33= MAY 34= JUN 35= JUL											
36= AUG 37= SEP 38= OCT 39= NOV 40= DEC											
41= CURR 42= LOCATION 43= UT SLD 44= FLAG 45= UNDERLINE											
46= CHK DIGIT 47= GPL 48= 13 MO SLS 49= LAND COST 50= OUT OF STOCK											
51= TURNS 52= ANNL GMROI 53= ACH GPB 54= UPC 55= <u>NOT DEFINED</u>											
56= <u>NOT DEFINED</u> 57= <u>NOT DEFINED</u> 58= <u>NOT DEFINED</u> 59= <u>NOT DEFINED</u> 60= <u>NOT DEFINED</u>											
10 20 30 40 50 60 70 80 90 100 110 120											
Line 1 #####											
Line 2 ==>											
SKU # - DESCRIPTION -											
Enter Next Item to be Printed <0> = Done											

You will also see the headings of your choices listed out across the screen just below the 'line length indicators.' Since your screen can only show 80 columns of text the headings will not synchronize with the line indicators. They are just a way for you to see which categories have already been placed on the printout.

Constants cannot be used here, therefore, you CAN NOT use the pound sign (#) to designate the fields. Just enter the field number and **StockBoy** will do the rest. When you are changing a previous Format you will see the old format choices blink on the screen to help you reconstruct the parts you wanted to save on the new format. When you add field 0, **StockBoy** will know you have finished formatting. You will be asked:

Enter Title for Format # 4

Enter a Title to be used on the Format Menu, and you will exit. You can now order a report using your new format. Wasn't that easy? Go ahead, try another one!

END OF MONTH INVENTORY UPDATE

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sales	
4. Bookkeeping	<u>INVENTORY</u>
5. Payroll	
6. Custom Features	1. View / Edit / Input Inventory Items
7. System Utilities	2. Inventory Report Generator
8. Master System Mainten	3. End of Month Inventory Update
9. LOGOFF	4. Inventory Utilities
	5. Quantity Editor
	6. Repair Inventory System
	7. Serialized Inventory System
	8. Main System Menu

<h3 style="margin: 0;">END OF MONTH INVENTORY UPDATE</h3> <p style="margin: 10px 0;">This Program Transfers the Current Month Unit Sales Figure to the Unit Sales Counter of the Month You Select, Updates the Purchase Figures for all Suppliers, and Zero's the Current Month Sales Counters for the Upcoming Month.</p> <p style="margin: 10px 0; text-align: center;">DO NOT RUN THIS PROGRAM MORE THAN ONCE FOR ANY MONTH!!!!</p> <p style="margin: 10px 0;">Continue With End of Month Inventory Update ? < YES > or < NO ></p>
--

END OF MONTH INVENTORY UPDATE: This Utility MUST be run once - and only once - each month. The purpose and function is described on the screen as you go into this option. You are given a chance to abort and return to the menu if you want. This End of Month will affect **ONLY THE INVENTORY RECORDS**, this does not affect the Bookkeeping End of Period, nor the Payroll periods.

StockBoy will signal you each time you access the Main System Menu, when an End of Month Update is over-due, by displaying "EOM" in the upper left hand corner of the menu screen. (Its kind of like computerized "NAGGING.") The first five times you LOGON to your system without having performed the EOM Update, the system will sound a bell 50 times and display a very nasty message reminding you.

(See Also EOM/SOP at the end of this chapter.) The EOM UPDATE is designed to accomplish several chores. They include:

- A) Moving the number in Curr Month to the appropriate Sales History Month,
- B) Set the Current Month Total to zero.
- C) Adjust the year to date purchases history for each Supplier

Which Sales Month has Just Ended ? 10

Input the number of the month that has just passed. If it's November 1, make certain you answer '10' to place all of the Current Month sales counters in the #10 slot.

You can run this while your sales registers are functioning, however, any sales recorded before **StockBoy** got to an individual record will be assumed to have happened in last month. So you will "Sand-Bag" a few units into the wrong month. This should not be critical to your records UNLESS you are several days late in running the End of Month Update.

This process should not be interrupted mid-way through. However, if you do lose the power during an End of Month Inventory Update, **StockBoy** will know which SKU number he was working on and restart there when you restart the process. The only inventory item in jeopardy is the item where the restart occurs. **StockBoy** will show you this number on the screen. You should go into the inventory and take a look at this record. Look at the Unit Sales History for the month being closed, the sales being stored may have been set to Zero instead of the actual quantity sold last month.

TYPICAL INVENTORY SYSTEM

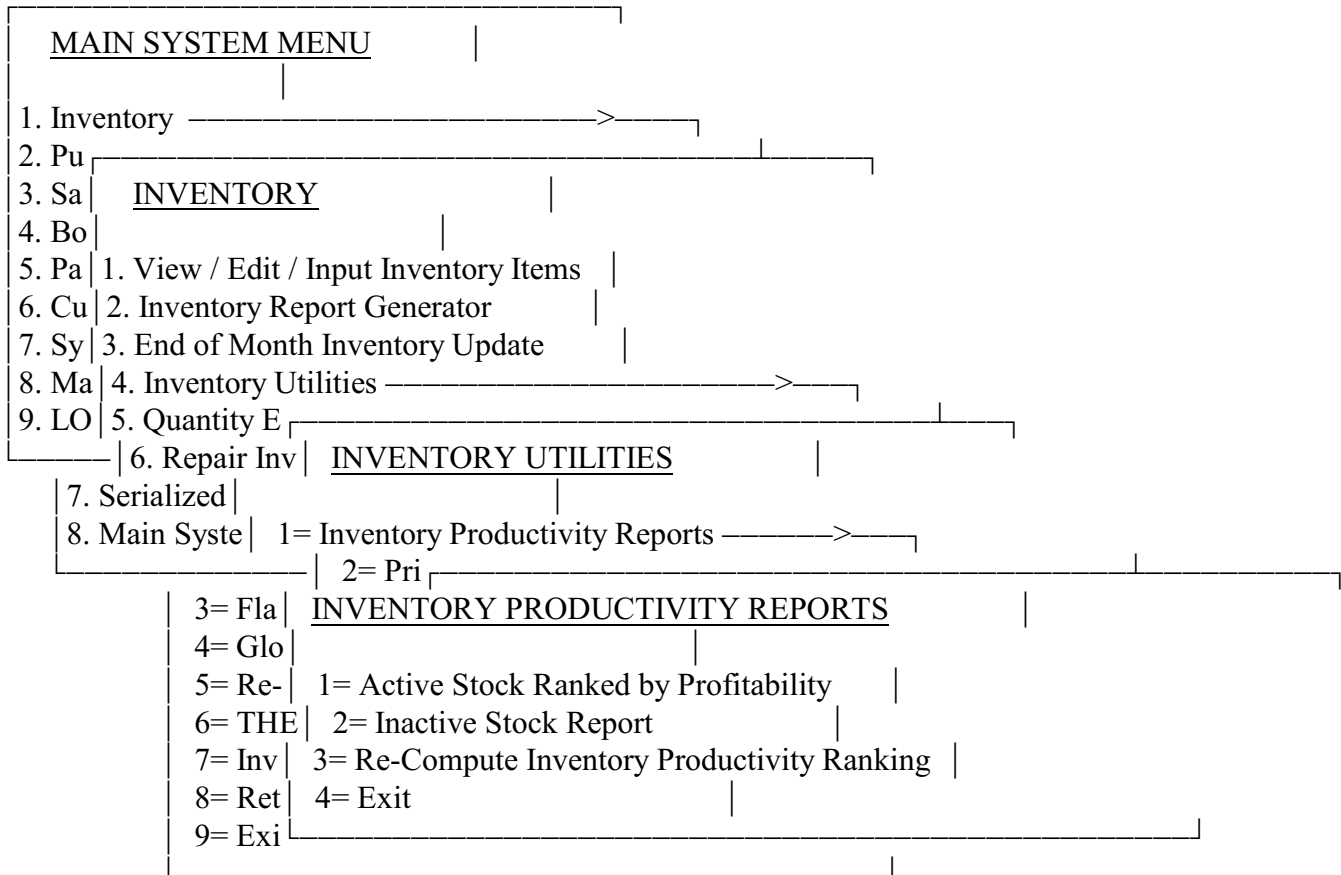
End of Month Standard Operating Procedure

The Inventory System requires that you run your End of Month Update as close to the first of a new month as possible. You will be reminded to run your End of Month Update starting the first day of the new month until you have run the update.

Your procedure might include the following tasks:

- I. PRINT REPORTS OF SALE PRICES AND UNITS SOLD AT SALE PRICE (This data will be erased when you run the update.)
- II. PRINT ANY HISTORY REPORTS REQUIRED
- III. MAKE ARCHIVE OF DATA
- IV. RUN EOM UPDATE
- V. PRINT DISCREPANCY REPORTS
- VI. PRINT PRODUCTIVITY RANKINGS / GMROI REPORTS
- VII. PRINT SALES COMPARISON
- VIII. RUN FLAG ADJUSTMENT PROGRAM
- IX. USE INV REPORT GEN TO EVALUATE STOCKING, SALES, ETC.

INVENTORY UTILITIES INVENTORY PRODUCTIVITY REPORTS



These INVENTORY PRODUCTIVITY REPORTS can give you enough vital information that simply was not available before to pay for your entire system! Remember, one of the primary goals of **StockBoy** is to help you separate the items that need your attention from those that obviously do not. This is one of the most important report utilities designed specifically for that purpose.

These reports are designed for a quick 'snap-shot' analysis. All of the data contained is based on current information within the inventory record. For more detailed information that captures data from earlier settings in the inventory record, use the GMROI Sales Analysis reports inside the Sales Management section.

StockBoy will print reports, based upon the inventory data at time of your last Re-Computation of the Inventory Ranking. You can create special computations targeting on selected time-spans and/or SKU ranges to help you better analyze your stock productivity.

Run the RE-COMPUTE INVENTORY PRODUCTIVITY RANKING option to build an inventory ranking. Then print the ACTIVE STOCK RANKED BY PROFITABILITY to see your TOP 100 profit producing items in stock. Next print the INACTIVE STOCK REPORT to find the 100 non-moving items that are trapping the largest investment. Together these reports will show you the Top 100 items and the Bottom 100 items within the SKU range and time period you selected.

The ACTIVE STOCK RANKED BY PROFITABILITY Reports are based upon the CURRENT RETAIL PRICE LESS the CURRENT FORMULA COST TIMES the QUANTITY SOLD during the time period included. The 100 items with the largest total will be ranked in this list.

The INACTIVE STOCK REPORT is an analysis of the 100 LEAST PROFITABLE (heaviest) products during the same time period as above. This report will only include items that did not sell during the time period. The lowest ranked products will be those with the largest totals based upon the FORMULA COST TIMES the current QUANTITY ON HAND to create the "weight" of the Dead-Stock item. The first step to obtaining your Productivity Reports is to Re-Compute the Inventory Rankings based upon the SKU Range and Time Periods you want. This is what your first screen in the Re-Compute option looks like:

<u>RE-COMPUTING INVENTORY PRODUCTIVITY RANKING</u>	
This scan re-ranks all inventory items in order of highest profit, and largest investment in 'dead stock.' NO CHANGES are made to inventory data. The computer will LOGOFF following the scan so that it may be left unattended. Other users should NOT use this Productivity system until the scan is complete!	
May Take Several Minutes - Continue ? <Y> Y	

Since the system will look at EVERY SKU record, inside the range of SKUs you will set, to find and record the top and bottom 100 SKUs, this process can take a significant amount of time. As the screen states, this process will LOGOFF automatically when it is completed. So you can run this process when you are out to lunch, or even after you have gone home at night. No other operator should attempt to run this process until you have gotten your reports printed out.

After answering <Y> to the prompt above you will be asked for the first and last SKU #s of the Range you want included in this computation. Your choices will then be displayed on the screen for reference.

First SKU #:	100-0001
Last SKU #:	LABOR
Sales Computation Period:	
Select Months <ALL> = All 13 Months 00	
Curr Month = 00. Each month MUST have 2 digits separated by space!	

Then you will be asked to enter which month's Sales Histories that you want this scan to use in computing the rankings. Remember to use 2 digits for each month with a space. The next step is to select "Which Stores to Scan?" Then you will be asked to confirm that your choices and selections, which are displayed on the screen, are correct. (Up to this point you can press <ESC> <ESC> to exit this section, after you confirm your selections and the process starts you need to let it finish.) This will clear any previous ranking

file and create a new one. Be careful that you don't erase someone else's ranking file without realizing it. ONLY one operator should be working in the productivity report section at a time.

Unless the SKU Range you selected has just a few items this Re-Computation will take several minutes. After it finishes, the system will LOGOFF automatically. So you can leave your screen operating unattended while you do something else.

After completing the Re-Computation process go back to this section and printout the reports. Between the Profitability Rankings and the Inactive Stock Report you will be able to spot the items that NEED your attention, while it can still make a difference.

PRICE TAG MAKER

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sa	
4. Bo	<u>INVENTORY</u>
5. Pa	
6. Cu	1. View / Edit / Input Inventory Items
7. Sy	2. Inventory Report Generator
8. Ma	3. End of Month Inventory Update
9. LO	4. Inventory Utilities >
	5. Quantity Editor
6. Repair Inv	
7. Serialized	<u>INVENTORY UTILITIES</u>
8. Main Syste	
	1= Inventory Productivity Reports
	2= Price Tag Maker >
	3= Flag Adjustment System

This action will stop other users from using the Printer 1	
Please wait for any printing on the printer to finish before continuing.	

NOTE - Bar Code Price Tags are produced using the BAR CODE TAG PRINTING option usually located on your Custom Features Menu. This option is only available on systems equipped with Bar Code equipment.

The PRICE TAG MAKER module prints the standard PRICE TAGS for your products. The Price Tags are designed to be printed on the fan-fold price tags available from NEBS Forms (form # 9865). You can utilize any other supplier's price tags that match this format. This standard 9 1/2 inch wide tractor format, will provide you with 8 price tags across each 1 inch by 15/16 inch. You can have 5 horizontal lines on each price tag with a maximum of 15 characters wide.

This module is accessed from either the Inventory System or the Purchasing System. When accessed from the Purchasing System the Price Tag Maker will default to printing price tags for the quantity received on Purchase Orders. Otherwise the use and function will be identical. When you Exit the Price Tag Maker you will return to the menu you entered the Price Tag Maker from.

NOTE - You will get only seven price tags across on systems using printers that cannot print 135 columns of text across an eight inch line. This condition is established in the Printer Set-Up screen. (See Master System Maintenance.)

| This action will stop other users from using the Printer 1 |
| Please wait for any printing on the printer to finish before continuing. |

NOTE - While you are in this module all other users will be stopped from getting their reports until after you are finished. Their printouts will be printed after you are finished. You should exit the Price Tag Maker program as quickly as you can after completing your price tags.

When you first select the Price Tag Maker Option the system will interrupt to remind you that you are about to 'unhook' the printer from the other users, you should wait until their reports are completed before continuing. After their reports have cleared the printer, load your price tags and press <ENTER> at this prompt. Then you will see the Price Tag Maker Menu.

PRICE TAG MAKER MENU

```
|
|   PRICE TAG MAKER   |
|   |                 |   |
|   | 1= Manual Price Tag Printing |   |
|   | 2= Print Price Tags by Purchase Order |   |
|   | 3= Print Price Tags by SKU Range |   |
|   | 4= Change Format on Price Tags |   |
|   | 5= Print Bin Labels |   |
|   | 6= Retail Price Change Tags |   |
|   | 7= Set ONE TAG Status for Sale Units |   |
|   | 8= View/Edit Master Tag Options |   |
|   | 9= Exit |   |
|
```

PRICE TAG MAKER OVERVIEW

You can select to print price tags by 3 different methods. When you just want to make a few specific price tags, for tags that are shop worn, select the "MANUAL ENTRY" method. If you are receiving a PO and want the price tags for the product on the PO you want the "PURCHASE ORDER" method. And when you are doing a major re-pricing of a department or division, use the "SKU NUMBER RANGE" method.

NOTE - If you want to be sure you have the price tag labels loaded in the printer properly, you can do a 'Registration Print' by going to the "Manual Entry" option and ordering 7 or 8 price tags of any SKU in your records. When these Price Tags print properly on the labels you can go to the proper selection and print the tags you need.

You can also CHANGE THE FORMAT of the information on the price tags. This will usually be done rarely. But, when situations change and different information is needed on your price tags, you won't need a programming alteration to change your price tags. You can also choose to PRINT BIN LABELS instead of price tags.

*NOTE - A Master System Maintenance, System Level Option has been provided to allow you to control whether or not the **StockBoy** price tag printing program will print a blank tag in between groups of SKU's. The option is located within Software Configuration. If you answered "Y", (the default option), the system will print one blank tag to separate different SKU's; if you answer "N", there will be no 'spacer' tag.*

This program also provides a RETAIL PRICE CHANGE TAGGING module, to automatically make sure that you have new price tags on all items that have had retail price changes. This module needs to be activated in Master System Maintenance, before you can use it. And finally you can SET ONE TAG STATUS FOR SALE UNITS to limit the number of unwanted price tags, as mentioned above.

PRICE TAGS BY MANUAL ENTRY

This module will print the number of price tags you request for the specific SKU Numbers you indicate. Each SKU will be entered separately and printed. Use this when your price tag needs are not met by either of the other two methods, or you want to check your tag placement in the printer.

```
| Input SKU Number <ENTER> = Quit |
```

Your first prompt will ask you to enter the SKU Number for the price tags you want printed. Type in your SKU Number either with or without the dash, **StockBoy** will do the work for you. The SKU Number you typed in, its Description, and the Manufacturer's part Number will be displayed on the screen for your confirmation.

```
| 900-0120 TENNIS BALL 3- PAK      279-3456 |
|                                     |
| Enter Count <ENTER> = Quit       |
```

Next the system will ask how many price tags you want for this SKU. Enter the count.

```
| Print Sale or Retail Prices ? <S> <R> R |
```

Next you are asked if you want regular Retail prices printed or the Sale price? The system will prompt you to input a target date. If the SKU is on sale on the target date, the price tag will be included in the selection run. This allows you to run price tags for future sales well in advance.

NOTE - Take advantage of what the grocery stores have taught the consumer. Use the Sale price only as a special merchandising tool. Under normal promotions you are going to find that signing the shelf that these 4.99 items are on SALE at 3.99 will do a better merchandising job. The system will automatically know which prices to charge. And when the sale is over you don't have to spend more money and time to re-price the old sale merchandise.

If you include a "Text Line" in your Price Tag Format the system will ask you to type in whatever text you want printed on these price tags. You cannot change text line during a run of manual price tags. You will have to go back out to the price tag menu and start again to change the text.

9000-120	TENNIS BALL 3 - PAK	279-3456
	Count = 27	
	Print Price = RETAIL PRICE	
	Is the Above Information Correct? <Y> Y	

When you have finished with all these questions you will see the results on the screen as **StockBoy** asks one last time if these are all correct. An <N> answer here will erase everything and route you back to the "Input SKU Number" prompt.

When you answer <Y>, which is the default answer, your printer should print the tags and the screen will return to the "Input SKU Number" prompt for your next SKU Number. You can terminate the printout in process by pressing <SHIFT> <F1>.

*NOTE - You may notice that if you ordered 12 price tags that only 8 were printed. This is done to save wasted price tags. **StockBoy** prints only whole rows (8 price tags) at one time. The remaining price tags are held until you order your next SKUs. As soon as you have ordered enough price tags to print a whole row they will all be printed at the same time. If you are finished making price tags press <ENTER> at the SKU prompt and as you leave the module the printer will print any remaining price tags.*

PRICE TAGS BY PURCHASE ORDER

PRICE TAG MAKER	
1= Manual Entry of Price Tags	
2= Print Price Tags by Purchase Order	→
3= Print Price Tags by SKU Range	
4= Change Format on Price Tags	
5= Print Bin Labels	
6= Retail Price Change Tags	
7= Set ONE TAG Status for Sale Units	
8= View/Edit Price Tag Options	
9= Exit	

<p>Price Tags will be Printed for the Quantity Received for Each Item on PO unless Otherwise Specified.</p> <p>Enter PO Number to Print</p> <p><*> = Exit</p>

Above is the first prompt you will find when you select to print price tags by Purchase Order. An <*> asterisk will take you back to the menu, otherwise enter to number of the PO you have received and want price tags for.

<p>A utomatic or S et Quantity of Price Tags A</p>
--

Next the system needs to know if you want to have it print a price tag for each unit being received, or do you want to override, or "SET," a number of price tags to be used for each SKU being received.

<p>Print Tags for Which Store?</p> <p><*>= All <#>= All Except AA <ENTER>= Exit</p>

In Multi-Store systems you will be asked which store you want the tags printed for. You can enter the Store ID (2 letter name) of a single store, or enter an asterisk (*) to include all stores, or enter a pound sign (#) to print price tags for everything except merchandise being sent to your warehouse inventory.

This module will print the Retail Price, with no Bin Labels. Multi-Store systems will print the price tags in store groups to make it easier to distribute the price tags with out-going freight.

PRICE TAGS BY SKU RANGE

PRICE TAG MAKER	
1= Manual Entry of Price Tags	
2= Print Price Tags by Purchase Order	
3= Print Price Tags by SKU Range	>
4= Change Format on Price Tags	
5= Print Bin Labels	
6= Retail Price Change Tags	
7= Set ONE TAG Status for Sale Units	
8= View/Edit Price Tag Options	
9= Exit	

PRINT PRICE TAGS BY SKU RANGE	
Price Tags will be Printed for the Quantity on Hand for Each Item unless Otherwise Specified.	
Enter First SKU # to Generate Price Tag	
Press <SPACE> <ENTER> to Quit	

Printing price tags by SKU Number Range is very straight forward. First enter the beginning SKU to print.

Enter Last SKU # to Generate Price Tag
--

Sort for Which Supplier Code ?
< * > = All Codes < - > to left of code = all EXCEPT that code

The supplier sort is very powerful, but requires a little explanation. You have three basic options at this prompt, 1) input a supplier code and the system will print only those tags whose supplier code matches your input, 2) input an "*" to tell the system to print tags regardless of supplier code, and 3) precede any supplier code with the minus sign "-", to instruct the system to print tags for all suppliers EXCEPT the input one.

Next, you will be asked if you want just the Sale Items printed.

```
| Tag just items on sale? <Y> N |
```

This is used by merchants who want to re-price the merchandise for a promotion. Remember that **StockBoy** makes this un-needed most of the time. Answering <Y> to this prompt will print the SALE PRICE for items currently on Sale.

```
| Automatic or Set Quantity of Price Tags A |
```

The Automatic quantity of price tags is the quantity on hand. You can set a quantity to override the automatic if you wish. When the printing is finished you will be routed back to the Menu.

```
| Print Tags for Which Store? |
| <*>= All <#>= All Except AA <ENTER>= Exit |
```

In Multi-Store systems you will be asked which store's tags you want to print. You can enter the Store ID (2 letter name) of a single store, enter an asterisk (*) to include all stores, or enter a pound sign (#) to print price tags for all merchandise EXCEPT that being sent to your warehouse inventory.

PRICE TAG FORMATS

PRICE TAG MAKER	
1= Manual Entry of Price Tags	
2= Print Price Tags by Purchase Order	
3= Print Price Tags by SKU Range	
4= Change Format on Price Tags	>
5= Print Bin Labels	
6= Retail Price Change Tags	
7= Set ONE TAG Status for Sale Units	
8= View/Edit Price Tag Options	
9= Exit	

<u>CHANGE FORMAT ON PRICE TAGS</u>	
4 A = Store Name	
3 B = Sup Stk #	
C = Product Description (left 14 chrs)	
5 D = Retail Price	
2 E = Price Tag Date	
1 F = SKU Number	
G = Cost Code	
H = Blank Line	
I = Text Line	
J = Product Description (right 15 chrs)	
K = Retail Price Plus Sales Units	
L = UPC Code	
Select Item to be Printed on line # 1 F	

As you can see, in the screen sample above, **StockBoy** asks you what component you want to see on lines 1 through 5. All you need to do is press the letter from the component you want or press <ENTER> to make no change on that line. You will see the line number for the selection displayed to the left of the selection letter after you have made your choice.

It is suggested that you give strong consideration to using the top, or first, line for your SKU number. And use the bottom, or last, line of the Price Tag for the Price. This will leave the critical information needed by the cashier in the easiest location to find, right at the top. Your customer will be able to find the price easily too.

PRICE TAG FORMAT COMPONENTS

The first format component is your "STORE NAME" for price tags. (Store Name for Price Tags is set in the Master System Maintenance section.) If the name is 9 characters or less, this line will be printed in large (10 characters per inch) type size. If the name is longer (10 to 15 characters) the line will automatically be printed in the condensed (16.7 characters per inch) type size.

The second component is your Manufacturer's part NUMBER. This will print your Manufacturer's part number for this item on the price tag.

The third component of the price ticket format will print the first 14 characters of your PRODUCT DESCRIPTION on the price tag.

The fourth component contains the RETAIL PRICE of the item, which will be the Regular Retail Price unless you have ordered Sale Prices. Then it will print the ACTIVE RETAIL.

The fifth component contains a special price tag DATE CODE. The left of this line will start with a three digit number. The first two numbers indicate the month, and the third digit indicates year that this price tag was printed. (Example: 119 means November of 1989; and 021 means February of 1993.)

The middle of the DATE line will contain a "Check-Digit." The check-digit is provided on your Price Tags this way in case you will be using an outside inventory auditing service to verify your inventory value on hand. The **StockBoy** system has no use for a Check-Digit however the equipment used by these service companies may require one. **StockBoy** will also use this space to print "SALE" on price tags that contain a Temporary Sale Price instead of the normal retail price.

To the far right of the DATE line you will see a number. This number simply tells you which price tag-set this tag belongs to. If at the time you are printing Price Tags your printer "eats" them or in some way fouls up the printing, you can tell **StockBoy** to REPRINT just those Price Tags that were chewed up by using this number. After you have accepted the price tags this procedure is no longer available to you. If you are going to use this Reprint Number you must catch the problem BEFORE you leave this module, or request another batch of Price Tags to be printed. You can always order Price Tags for any product in the inventory, the Reprint is just faster.

The sixth component will have your SKU NUMBER. This number will be printed as large as possible given the same limits as in the First Line. The number that will determine the size of type is the MAXIMUM LENGTH of Your SKU number. Place this line on your Price Tag in a position that is easy for the clerk to find (like the top or first line) since this is the most important item on the price tag, to you and your clerk.

NOTE: With Check Digits activated from the Master System Maintenance, the check digit will be printed at the end of the SKU on the right side. There will be no special markings or spaces. When a SKU has the "L" status code set on, any "-" dashes in the SKU will be printed on the tag with a "." period instead.

The seventh component for your price tag format is a special COST CODE (sometimes called the PATHFINDER code) using the key, and cost you established in the Master System Maintenance Options. The cost code will examine the System Level Options to determine which of invoice cost, landed cost or book value will be printed. The code is determined from General Ledger Options under Cost for Deduction from Inventory/Cost of Goods Sold. Whatever cost is listed there will be used in computing your COST CODE.

This will print the cost of the item on the price tag using the letters from your key. If your merchandising includes flexible pricing by the salesmen on the floor you will want to use the Cost Code. This selection allows your salesman to know the cost while he is dealing with his customer on the Sales Floor.

The eighth component is a simple "BLANK" line. This allows you to request a blank line on your price tags to separate the lines for a more appealing appearance or to allow handwritten information room.

The ninth component is a "TEXT LINE." This is a line that you can type in at the time you are printing price tags. This can be used to identify a particular promotional group of merchandise, or any other purpose you have in mind.

The tenth component is another "PRODUCT DESCRIPTION" this component prints the characters after the 14th position (printed by the first Product Description component). Again no more than 14 characters can be printed on a price tag line, so systems using SKU numbers shorter than 10 characters will not be able to print the last few characters of their descriptions on the price tags. But by use of these two Product Description lines you will be able to print most (the first 28 characters) of your descriptions on the price tag.

The eleventh component is similar to the 3rd, with the exception that the Unit Sales Descriptor for that SKU will be printed following the retail price. Remember that the Unit Sales Descriptor can be three characters long and is used to identify the definition of one unit ... i.e. 'EA' 'PKG' 'DOZ', etc.

The twelfth component will show only if the UPC option has been activated ... when selected as one of the tag lines it will cause the UPC field in the inventory record to be printed.

PRICE TAG FORMAT FOR SPECIAL ORDERS

Price tags for items with a customer name included on the Purchase Order line will have a unique format that is automatically used by **StockBoy**. (You DO NOT have the ability to change the Special Order Price Tag Format since it is 'Hard-Wired' into the system.) Such price tags when ADDED to the print batch from purchase orders will be printed with this format:

FIRST LINE - SKU number,
SECOND LINE - Blank,
THIRD LINE - CUST:(Customer's Name inserted),
FOURTH LINE - Blank,
FIFTH LINE - Retail Price

This will help your people identify products dedicated for a certain customer's Special Order from regular stock. It is an excellent customer relations technique to show the customer that this is HIS merchandise and it was given special handling by your company.

BIN LABELS

PRICE TAG MAKER			
1= Manual Entry of Price Tags			
2= Print Price Tags by Purchase Order			
3= Print Price Tags by SKU Range			
4= Change Format on Price Tags			
5= Print Bin Labels	→		
6= Retail Price Change Tags			
7= Set ONE TAG Status for Sale Units			
8= View/Edit Price Tag Options			
9= Exit			

Bin Labels will be Printed for the SKU range selected.	
Enter First SKU # to Generate Bin Label	
Press <ENTER> to Quit	

The Print Bin Labels option allows you to print Bin Labels ONLY, for a group of SKUs. When a section or group of shelves starts to look 'tacky' you will use this feature. The system starts out asking for the First and Last SKU # to print.

Tag just items on sale ? <Y> N

Next you can select to print Bin Labels for just those items on Sale. Then you will be asked to confirm your choices. Prepare the printer and press <ENTER> to start the printing.

RETAIL PRICE CHANGE TAG BATCH

PRICE TAG MAKER	
1= Manual Entry of Price Tags	
2= Print Price Tags by Purchase Order	
3= Print Price Tags by SKU Range	
4= Change Format on Price Tags	
5= Print Bin Labels	
6= Retail Price Change Tags	
7= Set ONE TAG Status for Sale Units	
8= View/Edit Price Tag Options	
9= Exit	

NOTE - You must activate this option in the Master System Maintenance, Activate Special Features before it can accessed from this menu.

The purpose of the Retail Price Change Tag Batch system (referred to as the Tag Batch) is to provide a quick, easy and accurate means of printing price tags for JUST those products whose Retail Price has been changed.

The Tag Batch is simply a file that contains a listing of all SKU's where a change has been made to the RETAIL PRICE (not a sale price or any other field on the inventory screen). Anytime the Retail Price is edited and changed, the SKU is recorded in the Tag Batch. No entry is made to the Tag Batch when a NEW SKU is input.

RETAIL PRICE CHANGE TAGS	
First SKU in Batch: 8001-001	
Last SKU in Batch: 9999-001	
Delete Entire Batch Print Tags Quit [Q]	

When you access this option in the price tag maker, the screen will display the first SKU and the last SKU in the tag batch (or the message 'TAG BATCH IS EMPTY!'). You can then printout tags for SKU's in the tag batch in an identical manner to option #3, Print Price Tags by SKU Range (see above). The only difference, is that these tags are printed from the list in the Tag Batch ... so not every SKU within your selected range will be printed ... only those that have had a retail price edit.

Following the printing of the tag batch, you will be asked whether you wish to delete the printed SKU's from the batch. If you answer "Y", all SKU's that were just printed will be deleted; if you answer "N", no SKU's will be deleted from the tag batch. No inventory data is affected by the delete! The deletion simply removes

the SKU from the tag batch so that tags will NOT be printed again for this SKU until the next time a retail price change is made. You can still print tags for this SKU using any other printing option above, ONLY THE RETAIL PRICE CHANGE TAG BATCH IS AFFECTED BY A DELETE!

The program provides a self-explanatory means for deleting all SKU's in the tag batch. If you do not delete SKU's after printing, you stand a good chance of inadvertently printing them again at some time in the future. Only the tags just printed are deleted.

The supplier code sort works identically here as it does in the Print Tags by SKU Range.

The Tag Batch (if activated) is sent on the Modem Inventory Network for Multi-Store installations. A list of SKU's in the Tag Batch are printed at the master computer and at the receiving store for transmission cross-reference. If a modem net failure prevents a store from receiving that days' tag batch, the system will track which store received which group of tags and will ensure that the proper data is sent during the next modem network. The tag batch is created at the master warehouse CPU and is cleared (similar to the inventory Change file) every time the batch is transmitted to the satellite stores.

Hint: Many operators use a special supplier code to mark close-out items, such as 'DISCO' or 'CLOSE'. The supplier sort routine allows you to print out those tags for this specific supplier in one group. This allows you to print tags on a special color paper or to build a temporary, specific Tag Format for a particular price tag printing run. Once the special tags are printed, delete them, and print the remainder of your standard retail price change tags using standard paper and format.

SET ONE TAG STATUS FOR SALE UNITS

PRICE TAG MAKER	
1= Manual Entry of Price Tags	
2= Print Price Tags by Purchase Order	
3= Print Price Tags by SKU Range	
4= Change Format on Price Tags	
5= Print Bin Labels	
6= Retail Price Change Tags	
7= Set ONE TAG Status for Sale Units	>
8= View/Edit Price Tag Options	
9= Exit	

<u>SET ONE TAG STATUS FOR SALE UNITS</u>	
<u>A</u> = LB	
<u>B</u> = FT	
<u>C</u> = GAL	
<u>D</u> =	
<u>E</u> =	
<u>F</u> =	
<u>G</u> =	
<u>H</u> =	
<u>I</u> =	
<u>J</u> =	
Enter Line Letter to Edit	
<ENTER> = Save & Exit	

SKUs that are marked with a Sales Descriptor that is listed here will receive only one (1) price tag instead of one for each unit on order, or on hand, depending upon how you are ordering price tags to be printed. This device is used to avoid printing unwanted price tags. Use this device for items that you DO NOT want price tags printed based upon quantities, (i.e. gasoline, bulk wire, bulk nails).

Do as the screen says, select a line letter, then enter the Sales Descriptor (up to three letters long) that you want to print only one price tag. Press <ENTER> to save the edits and exit back to the menu.

NOTE - If you want to erase a descriptor from this list, call up the line and type in a <SPACE> <ENTER>.

VIEW/EDIT PRICE TAG OPTIONS

PRICE TAG MAKER	
1= Manual Entry of Price Tags	
2= Print Price Tags by Purchase Order	
3= Print Price Tags by SKU Range	
4= Change Format on Price Tags	
5= Print Bin Labels	
6= Retail Price Change Tags	
7= Set ONE TAG Status for Sale Units	
8= View/Edit Price Tag Options	
9= Exit	

<u>VIEW/EDIT PRICE TAG OPTIONS</u>	
<u>A</u> = Max # of Automatic Tags	24
<u>B</u> = Prompt When Max Exceeded	Y
<u>C</u> = Cost Code on Price Tag	PATHFINDER
<u>D</u> = Inv Field for Cost Code	LC
<u>E</u> = Store Name for Price Tags	STORE NAME
<u>F</u> = Print Spacer Blank Tags	N
Which Line Needs Correction []	
<ENTER> = Save & Exit	

This menu option controls those selections that determine how price tags are printed. Only one person may be editing these variables at a time ... the second person to attempt it will receive a 'File is Locked' message. These options take effect following the < **ENTER** > = Save & Exit.

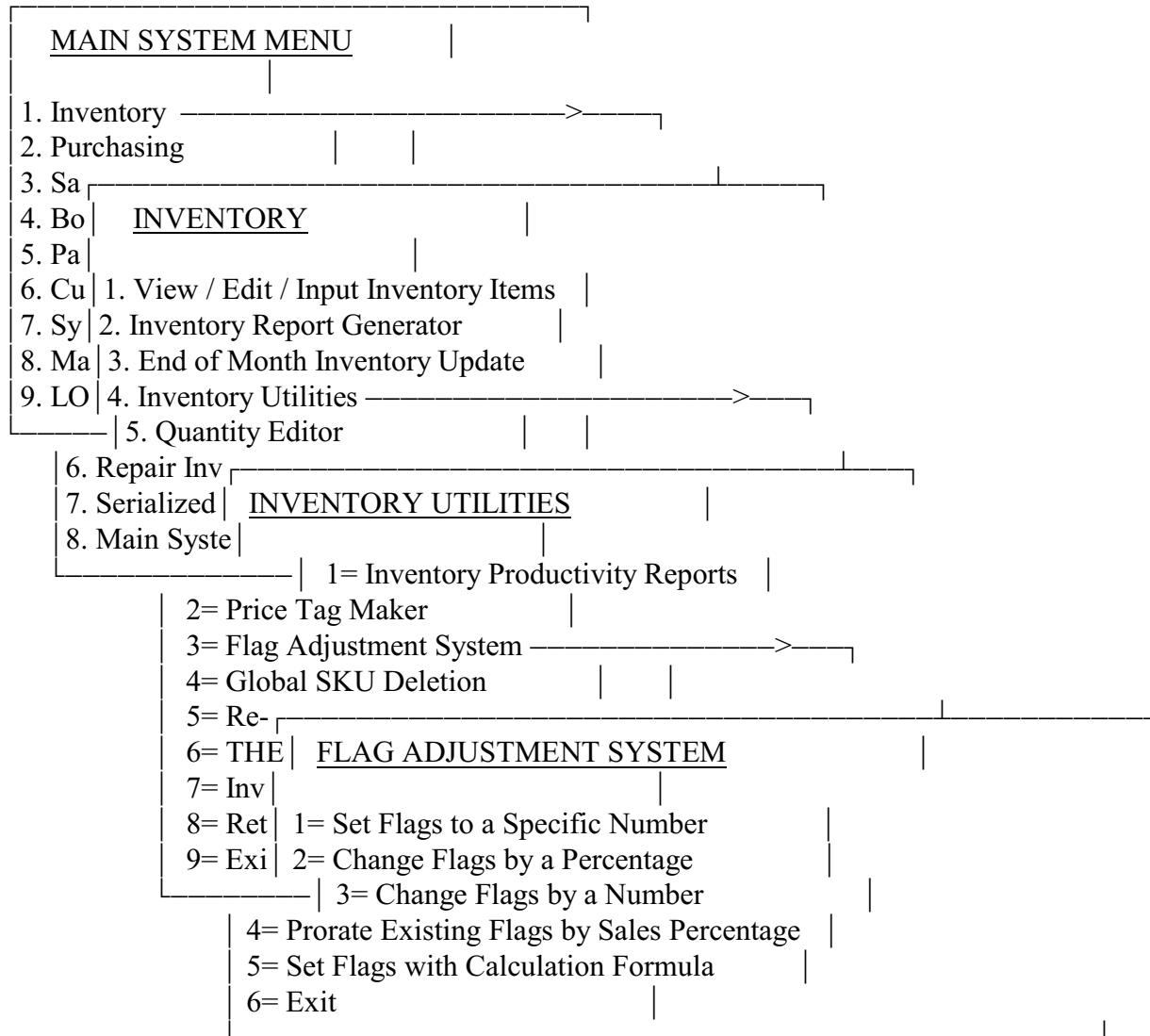
- A) Max # of Automatic Tags. This option controls the maximum number of tags to automatically print for any one SKU. If the count of tags exceeds this maximum, the program will only print one tag for this SKU. This can be used to eliminate or trap the printing of unwanted large quantities of tags. (see One Tag Status, above).
- B) Prompt when Max Exceeded. A "Y" answer will tell the system to pause the tag printing and prompt the operator to input the actual number of tags to print whenever the tag count exceeds the maximum set in option #A above. The operator can then override the maximum number or pick any other number of tags to print on a SKU by SKU basis. Remember that the prompt only appears when 1) this option is set to "Y" and 2) when the automatic count exceeds the maximum set in option A.
- C) Cost Code on Price Tag. This represents the 10 character secret code that the system will use to translate the cost of a product and print it on the price tag. The code uses standard retail

price code logic, the first letter represents '1', the second '2', and so on up to the 10th character representing '0'. Common codes are PATHFINDER and CHARLESTON. Codes must be 10 characters long, and ideally, should have NO repeating characters. The cost code is printed on tags ONLY when the code is included in the tag's format.

- D) Inv Field for Cost Code on Tags. There are three possibilities for which cost is used when printing the cost code (described above), IC = invoice cost, LC = landed cost (invoice cost + freight cost), and BV = book value. This setting only controls which cost figure is used for the cost code on price tags.
- E) Store Name for Price Tags. When the store name field is selected as part of the tag format, this input is used. If the length of the store name is 10 characters or less, this line on the tag will be printed using 10 pitch, if the name is 11-15 characters long, the 16 pitch setting will be automatically used.
- F) Print Spacer Blank Tags: A "Y" answer will instruct the system to separate each SKU with a blank tag to help in identifying the groups of tags. A "N" answer eliminates the spacer tag.

All label format options, One Tag Status, and these six label options are sent on the floppy disk master distribution and on every Inventory Modem Network transmission.

FLAG ADJUSTMENT SYSTEM



The FLAG ADJUSTMENT SYSTEM provides you with almost unlimited POWER to adjust your Flag Levels in order to effortlessly maintain 'Ideal' stocking levels, whenever you need.

You have five (5) different methods for updating or setting your Flags. You can set your Flags to a specific number, raise or lower them by a percentage, raise or lower them by a specific number, prorate them by a percentage of sales, or use the calculation formula to establish all new flags based upon previous demand.

SET FLAGS TO A SPECIFIC NUMBER

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

Enter the New Flag Value

Now you are asked for the new Flag Value that is to be written to all the items that match your parameters above. EVERY SKU that qualifies will have its Flag set to this value.

Print Report ? <Y> Y

You are asked to confirm the parameters, then if you want the report printed or not. Printing the report is usually not required if you have already made a 'Trial Run' with these parameters and already know what is going to happen. In that case it will speed up the process. If this is your first pass today with these parameters ask for the report to be printed.

Update Flags or Trial Run ? T

This is an important device in setting your Flags. You can do a preliminary pass that prints a report of what changes the system WOULD do with your parameters and conditions set this way. You can then review this report BEFORE you actually put these changes into process. It gives you a kind of 'What If' capability. If you answer <N> to the 'Trial Report' prompt, you will activate the Flags of the SKUs that match your parameters to be changed. This will change ALL FLAGS for ALL SKUs selected.

NOTE - If, after reviewing your 'Trial Run' you find that there are a few changes you DON'T want changed, mark them on the report and go back after you do the actual update run and manually change those back to what you wanted.

CHANGE FLAGS BY A PERCENTAGE

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

Enter Percentage Change in Flag
i.e. '20'=20% increase, '-15'=15% decrease

Now you are asked to enter the percentage increase or decrease for your flags. Just type in the number with no percent sign (%). If you include a minus sign (-) you will be asking for the flags to be lowered by that percent. EVERY SKU that qualifies, under your parameters, will have its Flag changed by this percentage amount.

Print Report ? <Y> Y

You are asked to confirm the parameters, then if you want the report printed or not. Printing the report is usually not required if you have already made a 'Trial Run' with these parameters and already know what is going to happen. In that case it will speed up the process. If this is your first pass today with these parameters ask for the report to be printed.

Update Flags or Trial Run ? T

NOTE - If, after reviewing your 'Trial Run' you find that there are a few changes you DON'T want changed, mark them on the report and go back after you do the actual update run and manually change those back to what you wanted.

CHANGE FLAGS BY A NUMBER

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

Change Flags by What Amount ?

Now you are asked to enter the FIXED AMOUNT to increase or decrease your flags. Just type in the number. If you include a minus sign (-) you will be asking for the flags to be lowered by that amount. EVERY SKU that qualifies, under your parameters, will have its Flag changed by this fixed amount.

PRORATE EXISTING FLAGS BY SALES PERCENTAGE

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

You will NOT be asked to enter an amount to increase or decrease the flags. This option will RE-BALANCE Flags in the various stores, pro-rating the total previous flag across each store based upon each store's TOTAL UNITS SOLD for the past 12 Months.

NOTE - This module will ensure that your total Flag amount for all stores is distributed to each store in accordance to their proportional demand. (i.e. if one store sold 35% of a SKU, and your chain's total Flag amount was 100, this module would set the flag for this SKU in this store to 35.)

SET FLAGS WITH CALCULATION FORMULA

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL

As you enter this selection you will be asked to fill in the questions above. You will establish the SKU Range, the more tightly you can define the group of SKUs the faster this process will go. Then you can establish a Sort Mask to eliminate all but a certain sub-group with the range set.

You can default these categories to include your entire inventory. However, you will find your work much easier to complete and control if you break this chore into smaller groups - departments, SKU groups, or Supplier groups.

Next you can select to limit this Flag Adjustment pass to just one Supplier within the parameters already established, or default to any supplier. Then, in Multi-Store systems, you are asked if want to adjust Flags for just one store or all stores in your system.

If you select one supplier, the DEFAULT CALC formula from the supplier file will appear in the prompt input area. You may edit this default formula prior to running the Flag Scan. If you edit the default formula, there will be NO CHANGES MADE to the master file for the Supplier.

FLAG CALCULATION FORMULA

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Store:	ALL
Variable List: <&0 - &11 > = Monthly Sales Relative to xx	
<#F>= Current Flag	<#R>= Recycle Time
<#P>= Factory Pack	<#Q>= Quantity on Hand
<#A>= Annual Sales	<#13>= Current Month Sales
<#S>= Annual Store Sales	<#1-#12>= Monthly Sales
Enter Flag Formula	
Use <#> with variables, + - / * as math operators, numbers=constants	

Now you are asked to enter the FORMULA that you want the system to use in creating new flags. EVERY SKU that qualifies, under your parameters, will have its Flag changed by this formula. This Flag Adjustment module will allow you to change the flags of the SKUs selected by forecasting your future needs based upon the Sales History. Since **StockBoy** maintains your inventory at the "Flag" levels, it is critical that you have an easy, and accurate, method to set these Flags to reflect changing seasonal demands.

The other options in the Flag Adjustment System are of a 'Maintenance' type, using the current Flag as the base for any changes. This module allows you to use other data stored in the SKU record of each store to project your actual demand. The FORMULA feature allows you to forecast that demand based upon actual sales adjusted for your order cycle.

*NOTE - This device actually replaces your old OPEN-TO-BUY process. The purpose of the Open-To-Buy was to forecast your purchasing budget. But that did nothing to tell you which items in what quantities. Your **StockBoy** System reverses this logic. First determine how many of which SKUs do you actually need to stock, then extend these totals to find your anticipated investment level.*

If you are looking for a budget figure for expected purchases over a longer period than your order cycle (i.e. a whole month), go to the Inventory Report Generator to calculate your anticipated sales (Units Sold last June + 10%, etc.) for time period times the Cost.

USING THE FLAG CALCULATION FORMULA

You can use any of the variables shown on the screen to calculate a projected Flag. The variable "RECYCLE TIME" mentioned on the screen comes from the Supplier File for this SKU. It automatically tracks the average number of days between "Placing" an order and "Stocking" it. This plus the number of days you expect to wait between running PO Scans is the length of your ORDER CYCLE.

The other variables on the screen are found in the SKU record of the individual stores, and are in units sold. The "Annual Sales" on the screen is a total of each store's Annual Sales, while the "Annual Store Sales" is the total units sold during the past year for each store.

The "&" variables are the most useful to some. They represent floating variables that represent monthly unit sales in relation to the current calendar month. For example &1 means "add one to the current month" ... so if it's November, the &1 represents unit sales for December of last year. &0 means this same month last year, &8 means eight months ahead (July's sales of last year). These variables can be used to continuously reference unit sales of nearby months. A formula of "(&11+&0+&1)/3" will take October, November and December sales and divide them by three to get a one month flag. During December, this flag formula will calculate for November, December, and January without having to change it.

SAMPLE FLAG ADJUSTMENT REPORT

FLAG ADJUSTMENT SYSTEM <TRIAL RUN> CALC: #01+#02+#03/13*1.5*1.1

FIRST SKU: 900-0001 / LAST SKU: 900-0001 / SKU MASK: ???????? / STORE: All

SKU	DESCRIPTION	S.S.N.	AA	BB	CC	DD	EE	FF	TOTAL
900-0001	WIDGET	MPN 1234-9834 ORIG:	0	23	17	27	9	12	88
		NEW:	0	13	11	14	3	9	50
		# OSI:	0	1	0	3	2	0	6

The FLAG ADJUSTMENT SYSTEM prints out a separate line below the ideal flags showing the number of months with OSI set on per SKU. Therefore, a '3' would indicate that 3 of the 13 months had the OSI on, a zero would indicate that none of them were on. This is the number of OSI months, it does not indicate which months had OSI.

Sales histories based upon months where this SKU was out of stock may need to be manually adjusted to compensate for the true demand of the product which is not reflected in the Sales Forecasts. You must decide if you need to adjust the projected Flag for this SKU. (A simpler method might be to go into the Inventory Quantity Screen and edit in your estimate for the true demand of that month.)

NOTE - The "Calc Formula" used on the Sample Flag Adjustment Report above totals the units sold during January, February, and March; then divides by 13 to get a weekly demand average; then multiplies by 1.5 to adjust for a 10 day order cycle; and multiplies by 1.1 to project a 10% increase in sales over last year.

StockBoy recommends running the Flag Adjustment Report on a regular basis. However, you can run this module as often as you need. The Flag Adjustment Report should be run at least once prior to each Sales Season. (i.e. If you have different Marketing Seasons every three months then run a Flag Report once every quarter as a minimum.) Running this device more frequently, based upon most recent data, will only improve your inventory control and investment turn over rate.

NOTE - Watch the LAST STOCK category in the Inventory Record for unusual re-stocking. The date will tell you if an item has been in-stock too long, indicating a flag too high. And the OSI will tell you if an item has been consistently out of stock when the new product arrives, indicating a Flag set too low.

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GLOBAL SKU DELETION

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sa	
4. Bo	<u>INVENTORY</u>
5. Pa	
6. Cu	1. View / Edit / Input Inventory Items
7. Sy	2. Inventory Report Generator
8. Ma	3. End of Month Inventory Update
9. LO	4. Inventory Utilities
	5. Quantity Editor
6. Repair Inv	
7. Serialized	<u>INVENTORY UTILITIES</u>
8. Main Syste	
	1= Inventory Productivity Reports
	2= Price Tag Maker
	3= Flag Adjustment System
	4= Global SKU Deletion
	5= Re-Validate Inventory Files
	6= THEOS File Maintenance
	7= Inventory Evaluation
	8= Retail Price Management
	9= Exit

Delete SKU's using an Inventory Report Generator File ? <Y> <N> [N]

A sequential file generated by the Inventory Report Generator (printer option "F") can be used to serve as the defining list of which SKU's to attempt to delete. Any printout captured to disk file by the IRG can be used here. Obviously this might be dangerous ... make certain that you are using the correct file if you select this option, and make certain that the parameters you used in creating the report are proper for selecting out a series of SKU's that should be deleted!

If you answer "Y", you will be prompted to input the IRG file name. No SKU will ever be deleted unless it has both zero quantity on hand and zero quantity on order!

First SKU:	123-1222
Last SKU:	123-4999
SKU Sort Mask:	????????
Supplier:	ALL
Print List:	YES
Delete if Flag>0:	YES

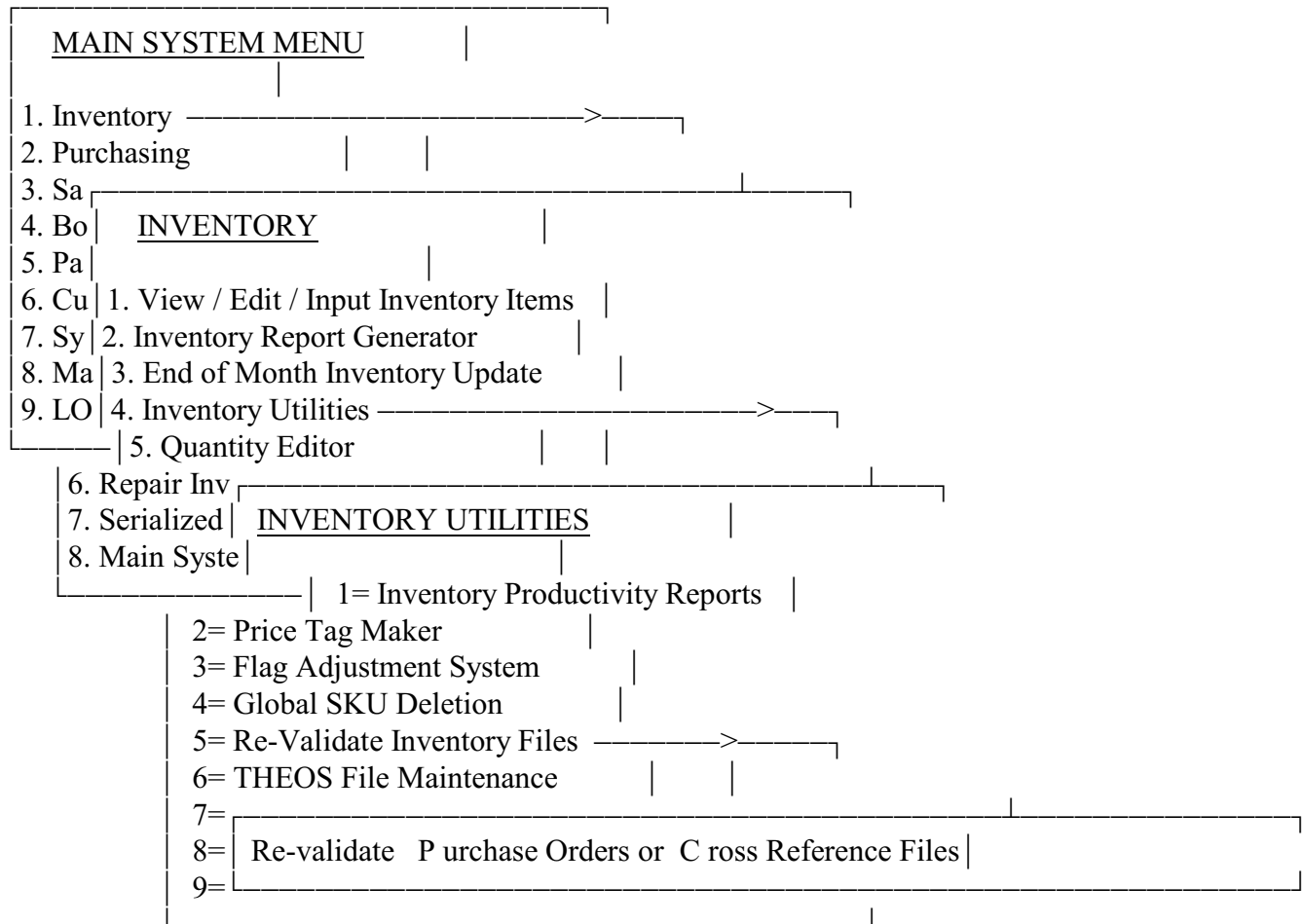
The Global SKU Deletion module is designed to provide you with a convenient way to purge or erase SKU records from your system in a formula-matic fashion within SKU Ranges. This module functions identically to the Supplier Deletion module in the Purchasing System except that you are working from a Range of SKUs instead of a group of SKUs owned by a Supplier.

This module will delete ONLY those SKUs, within the Range selected, that have a Quantity on Hand, AND a Quantity On Order, of ZERO. (If the SKU has 1 or more in stock, 1 on order, or even a negative <1> on hand, for ANY store it will not be erased. The amount on hand and order MUST BE ZERO before any deletion will occur.

You will be asked to establish the Range of SKUs for this pass, plus any Sort Mask and/or Supplier to limit which SKUs within the Range will be deleted. You can then elect to not print the list of which SKUs are being deleted. The SKU Numbers, of the records deleted, will be reported in the System History, no matter what your selection here.

The last option on the Global SKU Deletion screen, asks if you want SKUs deleted when all other conditions are met but the Flag is greater than Zero. Answering <N> to this prompt is another protection to prevent deleting an active SKU Record that happens to temporarily have zero on hand and zero on order and is within the other criteria selected. This is most useful when you are cleaning out obsolete SKUs from a group of active SKUs. You should conduct a pruning like this at regular intervals to keep your inventory files down to a manageable size.

RE-VALIDATE INVENTORY FILES



The Re-Validate Inventory Files option of the Inventory Utilities Menu is a special module to force the system to check itself, and correct any discrepancies that may be present in the Inventory to Purchasing or Supplier Cross Reference Files.

Cross Reference Files are special files containing "Pointers" that tell the system where to find other specific files that link to the record you are accessing. Cross reference files are used throughout the **StockBoy** System to make faster access between different link data areas. This is how the system can scan for a PO as fast as it does, and it is also a key to being able to look up customers by name instead of account number.

RE-VALIDATE PURCHASE ORDERS

You can select to verify either the Purchase Orders or the Inventory to Supplier Cross Reference files. If you select to Verify Purchase Orders, you will see:

<p align="center"><u>RE-VALIDATE INV ON ORDER W/ PURCH ORDERS</u></p>	
<p> This utility will re-balance purchase order totals as well as ON ORDER qty in inventory files.</p>	<p> </p>
<p> NO USER ACTIVITY should be attempted during this run !!!</p>	<p> </p>
<p> This program will LOGOFF when completed.</p>	<p> </p>
<p> </p>	<p> </p>
<p> Continue ? <N> <Y> N</p>	<p> </p>

The Re-validate Purchase Orders will, as the screen says, re-balance the quantity ON ORD in the SKU record to exactly match the quantities actually on "Placed" order types that are supposed to be reflected in the SKU record. (See the Purchasing Manual for more information regarding PO Types.) The need for re-balancing your On Order amounts in the SKU record against the POs actually on order is rare. However, anytime that you feel a question of the accuracy of these numbers you should run this module to be sure.

Allowing someone to use another screen while this operation is being run will probably invalidate you efforts and require that you do it again when you can ensure that no one else will be using the system! (Do it right - or do it over!) It is suggested that you run this module at night when all other users are out of the building. The module is intended to run "Un-attended" and LOGOFF when finished.

RE-VALIDATE CROSS REFERENCE FILES

Re-validating Cross Reference Files will rebuild several files that reference between the Supplier files and the SKU records. The set of pointers that tells the system the address of each SKU that belongs to each Supplier, the SKU # file, the Manufacturer's part Number Cross Reference files, the Warehouse PO Cross Reference, and even the total SKU count.

Again, the need to re-build this file is rare. But if you have reason to doubt the integrity of the cross reference file, run this module. When you access this module you will see:

<p style="text-align: center;"><u>RE-VALIDATE INVENTORY CROSS REFERENCE</u></p>	
<p>This utility will scan the HEADER file, re-build the Supplier - SKU # file and the SUP - MPN - SKU files as well as the WHSE - SUP file. The inventory SKU count is re-computed. NO 'lost headers' will be built, as no scan of the footer is performed. Supplier Name Cross Reference file is re-built.</p>	
<p>NO USER ACTIVITY should be attempted during this run !!!</p>	
<p>This program will LOGOFF when completed.</p>	
<p style="text-align: center;">Continue ? <N> <Y></p>	

Allowing someone to use another screen while this operation is being run will probably invalidate your efforts and require that you do it again when you can ensure that no one else will be using the system! (Do it right - or do it over!) It is suggested that you run this module at night when all other users are out of the building. The module is intended to run "Un-attended" and LOGOFF when finished.

THEOS FILE MAINTENANCE

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sa	
4. Bo	<u>INVENTORY</u>
5. Pa	
6. Cu	1. View / Edit / Input Inventory Items
7. Sy	2. Inventory Report Generator
8. Ma	3. End of Month Inventory Update
9. LO	4. Inventory Utilities >
	5. Quantity Editor
6. Repair Inv	
7. Serialized	<u>INVENTORY UTILITIES</u>
8. Main Syste	
	1= Inventory Productivity Reports
	2= Price Tag Maker
	3= Flag Adjustment System
	4= Global SKU Deletion
	5= Re-Validate Inventory Files
	6= THEOS File Maintenance >
	7= Inventory Valuation
	8= Retail
	9= Exit
	<u>THEOS FILE MAINTENANCE</u>
	1= BYREC All files
	2= Inventory Header File
	3= Inventory Footer File
	4= Inventory Network Change Files
	5= Purchase Order Files
	6= Freight Area Files
	7= THEOS 2.2 / 3.1 BYREC Routines
	8= Verify Footer File
	9= Exit

This section of the Inventory Utilities Menu, the THEOS File Maintenance Menu, is designed to provide operators with access to very sophisticated file maintenance utilities normally only available at the Programming level of access. All options on this menu will perform a BYREC on the files designated by your menu selection.

WHAT IS BYREC?

StockBoy incorporates the power of the THEOS multi-user operating system and a special type of hard disk file storage capability called ISAM's. Indexed Sequential Access Method files allow the operator to input data in any order and have it 'sorted' automatically as it is written to disk in a specified order or sequence. ISAM's are invisible and automatic to the operator; there is no way to manipulate their use at the user level ... this is reserved for programmers.

Because all ISAM files can be read in a particular order (i.e. alphabetically or numerically), the computer needs to keep track of various 'pointers' in the file. These pointers tell the computer which information should be read in what order. The pointers control the order or sequence that data is accessed, rather than relying on the order in which data was first input.

Under THEOS version 2.0 these files do NOT usually need regular maintenance to keep the pointers 'in order'; versions 2.2 and 3.1 both require maintenance for optimum speed performance. Version 2.0 files CANNOT be 'speeded up' by using these utilities; version 2.2 and 3.1 can achieve significant access time improvement by regular use of the BYREC programs.

THEOS File Maintenance is useful for improving access speed on THEOS version 2.2 or 3.1 files that receive a lot of additions and deletions. Simply changing an address or a dollar figure within a file, for example, does NOT affect performance; no pointers need to be moved, data is simply being replaced. Files that are subject to deletions and additions include Networking files, purchase order files, inventory files, and freight area files for multi store systems.

"BYREC" is the name of the file maintenance device used to keep these pointers properly aligned. It is a computer term for copying a file record BY RECOrd. BYREC copying will arrange the pointers of a 2.0 / 3.1 ISAM file into optimum position for fastest possible access.

NOTE - Files with a large amount of adding and deleting of data can suffer a type of space corruption that slows down access times, and will need to be BYRECD to correct the situation. Your Support Team will assist in deciding which files need this activity and how often in your operating situation.

Option # 1 "BYREC All Files" has been disconnected for revision. Options 2 through 6 are for systems NOT operating under THEOS 2.2 or 3.1. Unless you have been told by your Support Team that you have a 2.2 or 3.1 system, use these options. Systems that are using THEOS 2.2 or 3.1 will use Option # 7, only. The function of Options 2 through 7 are self-explanatory on the menu.

BYREC OPERATIONS

B yrec Only C hange File Size or Q uit []
--

When operating any of these modules you will find that they all operate in a similar fashion. You are instructed to ensure that all other users are at PLEASE LOGON, and that they DO NOT try to use the system until this process is completed.

The above prompt allows you to BYREC a file 'in place' ... it copies data back into the original space on the hard drive ... or allows you to re-size the file by entering "C". The Change File Size option can reduce or expand any of the designated header or footer files. Contact Customer Support prior to using the "C" option ... while it may be used to great benefit, it can also cause storage and performance problems ... it cannot destroy data if left to its own devices.

ALL files selected are copied to temporary files, this process will be reported on the screen for you. If there is any abnormality at this time the system will report an Error Message on the screen. You will be asked to check for an Error Message, if none are reported press <C> to continue.

```
| The computer can now be left un-attended |
```

At this point the screen will give you the message above. When this process is completed the system will LOGOFF automatically. You will see indications of the activity on the screen as files are re-written and temporary files are erased. NO ONE MAY USE THE SYSTEM WHILE THIS PROCESS IS ACTIVE!!!

THEOS 2.2 / 3.1 BYREC ROUTINES

Use of this option on systems equipped with THEOS Operating Systems other than 2.2 or 3.1 can cause unusual results. Therefore use this option ONLY if you have the correct operating system. Your Support Team will instruct you if you have either of these two versions of THEOS. Upon entering this option you will see:

```
|
|
|                                     THEOS 2.2 / 3.1 BYREC ROUTINES
|
|      This utility will reorganize a selected list of 2.2 data files
|      to maximize file access time and to verify file integrity.
|
|      This utility may be run any number of times without restriction.
|
| NO OTHER ACTIVITY SHOULD BE OCCURRING ON OTHER TERMINALS DURING THIS
ROUTINE !!!
|
|      Enter File Name (? and * wildcards acceptable) <SPACE>= Exit
|
|
```

This option accommodates every activity of the first seven options, except for the advanced versions only, by allowing the operator to type in file names of the files selected. This is made easier by allowing the use of question marks (?) and asterisks (*) as "wildcard" entries. Your Support Team will provide you with a list of files to BYREC.

NOTE - The question marks (?) are used as imbedded (S??KDATA), or leading wildcards, while asterisks () are used as trailing (STOK****) wildcards. They can both be used in the same entry.*

Verify Footer File: This option helps 'clean up' the inventory footer file by deleting any footer entry with zero quantities and NO corresponding header entry. The utility also creates 'Lost Headers' should it find a non-zero footer with NO corresponding header.

INVENTORY VALUATION

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sa	
4. Bo	<u>INVENTORY</u>
5. Pa	
6. Cu	1. View / Edit / Input Inventory Items
7. Sy	2. Inventory Report Generator
8. Ma	3. End of Month Inventory Update
9. LO	4. Inventory Utilities >
	5. Quantity Editor
6. Repair Inv	
7. Serialized	<u>INVENTORY UTILITIES</u>
8. Main Syste	
	1= Inventory Productivity Reports
	2= Price Tag Maker
	3= Flag Adjustment System
	4= Global SKU Deletion
	5= Re-Validate Inventory Files
	6= THEOS File Maintenance
	7= Inventory Valuation >
	8= Retail Price Manager
	9= Exit
This program will scan the entire inventory, the freight areas, and the network files to determine current inventory valuation.	
Continue ? <YES> NO	

The Inventory Valuation Module is specifically designed to provide you with an extension of all items in the system and their Book Values, to determine the current valuation of your inventory for bookkeeping purposes. This option will take a while to complete. You can start this module running and go home, it is intended to operate "Un-attended" and will LOGOFF when finished.

SPECIAL SITUATIONS

Whenever a quantity edit is made or a transfer from regular inventory into repair inventory is made, the actual book value of the store's inventory is reduced, WITHOUT an appropriate general ledger entry to the bookkeeping system. Because the system cannot determine what the opposing entry might be (certainly not cost of goods sold), **StockBoy** does not provide an automatic mechanism for handling this situation.

A repair inventory transfer might be considered just a temporary activity so that no adjustment to your balance sheet inventory account would be required.

A "scramble" (exchanging quantity values between stores on the "Q" screen) has no net affect on the inventory valuation, so no general ledger activity would be proper (unless you were keeping track of each store's individual inventory valuation with separate GL asset accounts - a procedure we do NOT recommend).

Quantity edits will definitely affect the perpetual inventory and are subject to GL posting consideration.

The software has been modified to printout these warning messages following each master printout in the repair inventory and following quantity edits. If you choose to post GL transactions, they must be made manually via the GL Posting program.

Both the Inventory Valuation Report and the Inventory Valuation by GL Code report can be routed to a sequential file by pressing "F" instead of a printer number. This file can then be exported to DOS or used by MultiWRITE / MultiCALC programs.

RETAIL PRICE MANAGER

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sa	
4. Bo	<u>INVENTORY</u>
5. Pa	
6. Cu	1. View / Edit / Input Inventory Items
7. Sy	2. Inventory Report Generator
8. Ma	3. End of Month Inventory Update
9. LO	4. Inventory Utilities
	5. Quantity Editor
6. Repair Inv	
7. Serialized	<u>INVENTORY UTILITIES</u>
8. Main Syste	
	1= Inventory Productivity Reports
	2= Price Tag Maker
	3= Flag Adjustment System
	4= Global SKU Deletion
	5= Re-Validate Inventory Files
	6= THEOS File Maintenance
	7= Inventory Valuation
	8= Retail Price Manager
	9= Exit

<u>RETAIL PRICE MANAGER</u>	
1= Change Retail by Percentage	
2= Change Retail by Profit Percentage	
3= Set Retail Equal to Target Price	
4= Change Retail by Fixed Amount	
5= Edit Price Point Table	
6= Promo Sale Price Maintenance	
7= Exit	

The Retail Price Manager option, of the Inventory Utilities menu, provides you with a rapid and efficient method to change either Retail Prices or your Sale Prices. The first five options operate in roughly the same fashion, the menu option tells you how it is going to change the Retail Prices. Option # 5 is where you can edit the price point table that controls rounding to Retail (\$1.99 or \$2.19) Price Points when requesting formula price changes that might leave you with grotesque (\$1.07 or \$2.01) price points otherwise. Option

6 creates a file to set Sale Price points for specific SKUs and the dates of the Sale, to be implemented later, or distributed to your other stores.

As the menu states, you can increase/decrease your retail prices by a percentage amount (increase 3%), profit percentage (increase 1% GPL), by a fixed amount (add\$ 0.15), or you can set the retail price to be equal (rounded up to your price points) to your target prices.

RETAIL CHANGES BY PRODUCT RANGE

First SKU:	100-0001
Last SKU:	LABOR
SKU Sort Mask:	????????
Supplier:	All
Print List:	NO

When you are changing retail prices, you will be asked for the amount you want to change the prices according to which menu option you selected. Then you will be able to declare a product range to limit this activity. You will use the standard range selection screen (above) that you have seen in many other modules. Printing the list of prices changed is optional, but the changes will be reported on the System History Report. It will include your LOGON Name, the time and date, and the parameters you used.

NOTE - Once you have set new retail prices here you MUST go to the Price Tag Program in the Purchasing Menu and print new price tags for the merchandise. Then you must re-tag every item whose price was changed. The system's automatic features simply can't reach out and do the tagging for you.

You will see the Price Point Table the system is going to use displayed beside the selected SKU Range. You will see this prompt:

Round UP Retails to Price Points Shown Above ? <Y> or <N>

NOTE - If the Price Point Table hasn't been filled in you will be routed into the Edit Price Point Table option. Or if you don't want to use these price points on this pass, you will need to <ESC> out of this process and jump to the "Edit Price Point Table" option in this section.

Change Retail if Original Retail is ZERO ? <Y> or <N>

The system allows you to protect retail prices that had been set to Zero from change. (i.e. SKUs like: MISC, DEPOSIT, PAID OUT, etc.)

EDIT PRICE POINT TABLE

	1= 0.2999	
	2= 0.4999	
	3= 0.7999	
	4= 0.8888	
	5= 0.9999	
	6= 0.0000	
	7= 0.0000	
	8= 0.0000	
	9= 0.0000	
Which Price Point Line Needs Correction ? <0> = Exit 0		
Lines may be input in any order. At least one line MUST be non-zero		

The Price Point Table controls how the system will round up retail prices that are being re-set with this module. Its understandable that you may not want to have a retail price of \$2.01, when the change you ordered dictates that as the resulting price. **StockBoy** will ROUND UP to the next applicable price point you set in this table. As you can see from the example above, this system would automatically round up the \$2.01 to \$2.29 as the prices were changed. You can still go back in to the SKU record afterward and manually edit in any price you would prefer.

NOTE - As the screen above states, you can input your price points in any order. The system will sort them out in order for you after you leave these screens.

Enter Price Point in Cents
Use '1' to allow whole dollar prices, '0' to remove line

Once you select a line to edit on the screen above, you will see this prompt. Notice that the table allows you to input up to 4 decimal place accuracy. With normal products the extra decimals will be chopped off, however, SKUs with extended precision set for the retail price will need the extra decimal accuracy. If you left the last two places set to zero (0.2900) you could end up with a retail price that would negate the extra precision set for that SKU.

PROMO SALE PRICE MAINTENANCE

The Promo Sale Price Maintenance Module is designed to allow to create a file of SKUs and their Sale Prices, along with the start and stop dates for this promotion, to be activated in individual stores at a later date. This makes it much easier to prepare for 'Back-to-Back' promotions utilizing the same SKUs with different prices, or for simply distributing promotional price changes to individual stores.

Your general procedure will be to (A) determine which items are going to be included in a particular promotion and what prices you are going to charge for these items. (B) Take your list of Sale items (with SKU Numbers) and prices and create a 'New' Promo File. You will (C) type in the Start/Stop dates for this promotion as the Start/Stop dates for this Promo File. Then you will (D) enter each SKU Number and it's

Sale Price. At a convenient point in the future you can then (E) activate this list and each SKU on the list will automatically have its Sale Price set.

NOTE - Remember that the promo file moves from the warehouse to satellite stores during the Master Distribution. Even though the sale price is technically footer information, it is still GLOBAL to the entire chain of stores and is most efficiently handled via the Master Distribution.

Enter Promo Name
<!=> = Directory <N> = New <ENTER> = Exit

The Promo Name asked for above is the name of the Promo File you want to work on. If you are entering a new Promo File type <N>.

Enter Name for Promo File <ENTER> = Exit
--

This name will become the file name, so you are limited to no more than 8 characters (letters or numbers).

Enter Start Date for Promo 06/28/93

Next you are asked to type in the Start Date, followed by the Stop Date, for this promo file, these will be the start and stop dates put into the SKU records along with the Sale Price you set here.

Enter SKU for Promo XXXXX
<*> = Range of SKU's <ENTER> = Exit

Now you can start entering the SKU Numbers of those items going on sale during this promotion. The screen will look something like this after you type in a SKU Number:

Widget	R=4.95 QDP=4.49 COST=2.97 BV=2.89
	Enter Sale Price for 100-1000 \$
<0> = Delete from Promo File. <0%> = percentage reduction from Retail.	

When the prompt is asking for the Sale Price, you will see the description, Retail Price, Quantity Discount Price, Formula Cost, and the Book Value of this item displayed on the screen for verification. Entering a zero sales price will delete this item from the file. You can also choose to set the Sale Price by a percentage of change from the Retail Price by using a percent sign (%). Entering "10%" will result in a Sale Price 10% LOWER than regular Retail.

NOTE - No Price Point Table Rounding will be done in percentage Promo Pricing, the percentage is simply applied -- rounded to the nearest penny.

As mentioned on the screen as you input the SKU Number, you can opt to set a Sale Price for a Range of SKUs by entering an asterisk (*) to that prompt. You will then see:

SET SALE PRICES FOR RANGE OF SKUs

JULY4 06/28/93 thru 07/07/93	
First SKU:	100-0001
Last SKU:	LABOR
SKU Sort Mask:	????????
Supplier:	All
GL Dept Code:	All
Price:	0.00

Once you enter an asterisk (*) to the SKU Number prompt you will see this screen where you can establish a Range of SKU Numbers to be set to the Sale Price - ALL THE SAME PRICE. The SKU Range can be set in the same fashion as other routines that use a screen similar to this. You can establish a Sort Mask , and/or a Supplier within the range of SKU Numbers selected. As with the individual SKU Promo Prices you can elect to set Sale Prices as a percentage of the Regular Retail Prices by using a percent sign (%) in your entry. Entering 10% will establish Sale Prices for this range of SKUs that will be 10% lower than regular retail.

PROMO SALE PRICE MENU

Upon leaving the creation of a new Promo File, or whenever you recall an existing Promo File you will see this Strip Menu of functions available.

A ctivate D elete E dit L ist P rint or Q uit

ACTIVATE will trigger the system to update each Inventory Record of the SKUs in the file with the Start/Stop Dates and the Sale Price from the from the Promo File.

DELETE will simply delete this Promo File.

EDIT allows you to add, delete, or change SKUs and their Sale Prices for this promotion.

LIST will cause the system to print, or re-list, the SKUs and their Sale Prices in the file on the screen from the start.

PRINT will give you a printed report of the data in this Promo File

QUANTITY EDITOR

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	<u>INVENTORY</u>
5. Payroll	
6. Custom Features	1. View / Edit / Input Inventory Items
7. System Utilities	2. Inventory Report Generator
8. Master System Mainten	3. End of Month Inventory Update
9. LOGOFF	4. Inventory Utilities
	5. Quantity Editor
	6. Repair Inventory System

Use Automatic Prefixes when Inputting SKU's? <Y> or <N> Y

The QUANTITY EDITOR is the utility you will use to correct and adjust your Quantity On Hand totals. Remember that in the Inventory Quantity Screen you could only move the quantities from one store to another, but you could not affect the total Quantity On Hand. The Quantity Editor will add or subtract from your total units on hand on a store by store basis.

The Quantity Editor has a unique feature, called "Automatic Prefixes," that is often helpful when entering a long series of SKU numbers. The very first prompt you encounter in this module asks if you want to use the Automatic Prefix mode or not. If you answer <N>, this device will be ignored and you will have to type in the complete SKU Number for each quantity you want to edit. Otherwise the SKU Number prompts will function as described throughout the rest of this section.

NOTE - Edits that are made here will be included in your System History Report even if you have the History turned off, along with the changes in the Valuation of your Inventory for Bookkeeping purposes.

PREPARE LINE PRINTER - then Select Printer Number to Use 1
 Enter <0> for no Printing

Normally you will print out a recap of the quantities you are changing, but if you do not want the printout you can turn it off by entering a Zero to the prompt above.

Enter Store ID for Quantity Editing <ENTER> = Quit

You will first be asked which store's Inventory you wish to adjust, then the SKU Number, and finally you input to amount of change. (Enter a 6 to increase the quantity by 6 units, or a minus six (-6) to remove 6 units from the inventory.)

AUTOMATIC PREFIX

Enter SKU 123-		
<F1> = Cursor Left	<F2> = Cursor Right	<ENTER> = Select New Store

The Quantity Editor's Automatic Prefix option allows you a special data entry short cut, if you have a series of entries that have the same prefix (the characters BEFORE the dash.) Enter your first SKU using the full set of characters and enter the amount of change. On your next item within the SAME PREFIX you will need enter only the portion of the SKU Number that FOLLOWS the dash.

EXAMPLE - Your first SKU is 123-1089, and the next two are 123-1145 and 123-1255. You would enter 123-1089 and the amount of change. Then just type 1145 and the amount of change, followed by 1255 and the amount of change.

NOTE: If Check Digits are activated, the check digit will be required to call up a SKU.

The screen will show the complete SKU Number, the amount of change entered, and the resulting new Quantity On Hand. When you have completed editing those SKUs with a common prefix for this store, press the <F1> key to erase the default prefix, then type in the complete SKU number for the next item to edit. The process will be repeated. (Pressing <F2> will move the cursor to the right-most edge of text in the cursor area.) After you have completed your edits for one store you will need to change your store selection.

Changing stores is accomplished by pressing <ENTER> at the SKU prompt. This will bring up the Store Selection Prompt again. Pressing another <ENTER> there will exit.

SPECIAL CONSIDERATIONS

Whenever a quantity edit is made or a transfer from regular inventory into repair inventory is made, the actual book value of the store's inventory is reduced, WITHOUT an appropriate general ledger entry to the bookkeeping system. Because the system cannot determine what the opposing entry might be (certainly not cost of goods sold), **StockBoy** does not provide an automatic mechanism for handling this situation.

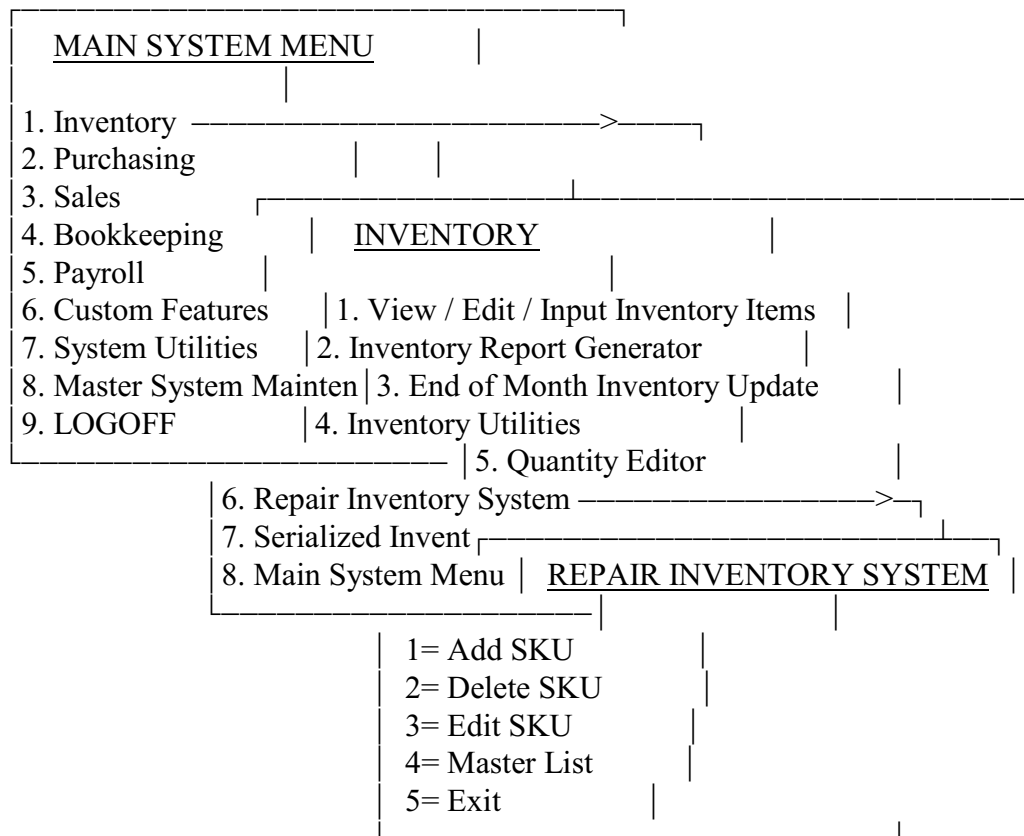
A repair inventory transfer might be considered just a temporary activity so that no adjustment to your balance sheet inventory account would be required.

A "scramble" (exchanging quantity values between stores on the "Q" screen) has no net affect on the inventory valuation, so no general ledger activity would be proper (unless you were keeping track of each store's individual inventory valuation with separate GL asset accounts - a procedure we do NOT recommend).

Quantity edits will definitely affect the perpetual inventory and are subject to GL posting consideration.

The software has been modified to printout these warning messages following each master printout in the repair inventory and following quantity edits. If you choose to post GL transactions, they must be made manually via the GL Posting program.

REPAIR INVENTORY SYSTEM



The Repair Inventory System is designed to handle merchandise that you own, or are responsible for, while it is not available for sale - usually while it is being repaired. This module provides a way to remove merchandise quantities from the 'active' inventory and transfer it to the Repair Inventory. This maintains your inventory valuations, but does not corrupt your re-ordering based upon un-sellable merchandise. Once an item has been made ready for re-sell it can then be transferred back to active inventory.

This module even has the ability to track merchandise that has been sold and has only been returned to you for repair. Customer's goods in for repair are tracked to help you manage this liability. Of course, you will not return Customer's goods to inventory under normal conditions.

ADD SKU TO REPAIR INVENTORY

Once you select the Add SKU option, and enter the SKU Number of the item to be transferred to the Repair Inventory, you will see a screen similar to this:

SKU: 100-1324 /284-9943
Description: GENERIC WIDGET
Supplier: ACME ACME WAREHOUSE & DIST
Date: 06/17/93
Quantity: 3
Book Value: 8.46 25.38
Deducted from Inv: YES

You will be asked for the Date for the Repair Record, the default will be today's date. Then you will be asked for the quantity being added to the repair inventory. Notice that the Book Value from the SKU Record is shown on the screen and it is extended by the quantity being added to the Repair Inventory. Next you will be asked if it should be transferred from "Regular Inventory." If it is not transferred from Regular Inventory the inventory quantity on hand will not be changed and this record will be marked accordingly. This will assist you in knowing how to handle this item when it is time to clear it from the Repair Inventory System.

DELETING SKU FROM REPAIR INVENTORY

To delete or remove an item from the Repair Inventory System, you access this option and identify the SKU Number you want to delete. You will then see the next nine Repair Record Headers on the screen for your selection:

A = 100-1324	GENERIC WIDGET	04/24/93	1
B = 100-1324	GENERIC WIDGET	06/17/93	2
C = 100-1900	SPECIAL WIDGET	05/07/93	4
D = 257-1029	GAS BAR-B-QUE	06/27/93	1
Select Line Letter to Edit <ENTER> = Quit			
<down arrow>= Next, <up arrow>= Previous			

You will see the SKU Number, description, date of Repair Record, and the Quantity. Once you select the proper Repair Record, you will see the complete inventory record displayed on the screen and you will be asked if you want to delete this SKU? Your only option is to delete the ENTIRE Repair Record or not. You will be asked if you want it added back to regular inventory. Then your screen will state that this SKU has been (or has not) been deleted from Inventory.

EDIT SKU IN REPAIR INVENTORY

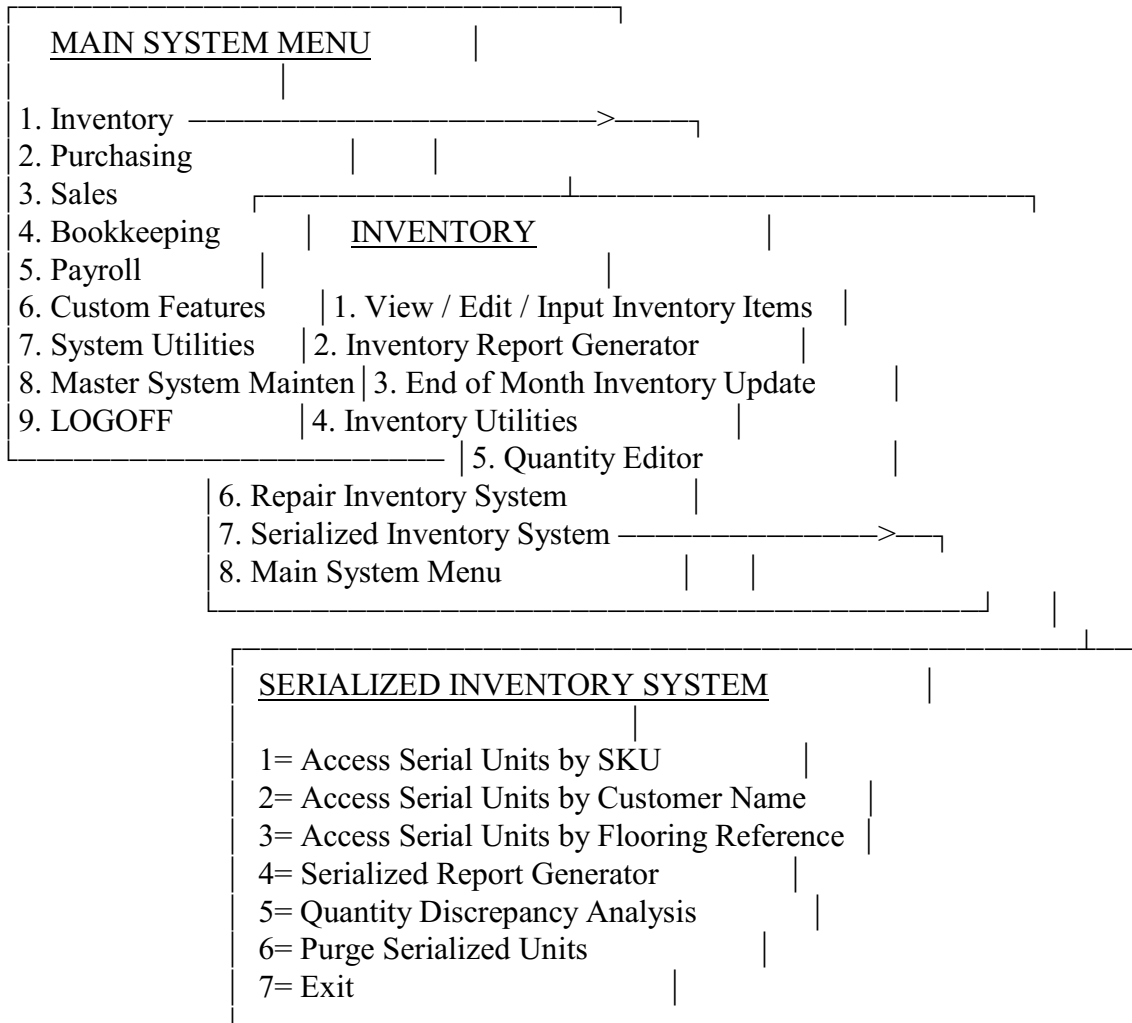
When you select the "Edit SKU in Repair Inventory" option, you will access the correct Repair Record in the same fashion as you do when you delete a SKU. Once you have the record on the screen you are asked for the "Correct Quantity" and the "Correct Cost."

These are the only categories that you can change when editing. At the conclusion you are asked if this is correct. If you answer <N>, NONE of your changes will be stored.

REPAIR INVENTORY MASTER LIST

This option is designed to provide you with printed reports of the merchandise being tracked in the Repair System. You will be asked to input a range of SKU Numbers (you can default ALL), and a range of Dates of Repair Records to include in the report.

SERIALIZED INVENTORY SYSTEM



The Serialized Inventory System is designed to provide you with a way to track individual items within a SKU Number by its Serial Number Id. These items must have the Serial Number identified before the item can be stocked, transferred (see Purchasing Manual), or sold (see Cashier's Manual). The system provides you with a method to also track groups of serialized items by the flooring agreement. When sold, the system will continue to track the item with its date of sale, warranty expiration date, and the customer's name and address. These names can be selected and added to a merge file to create a mailing to these customers through the optional MultiWRITE Word Processor.

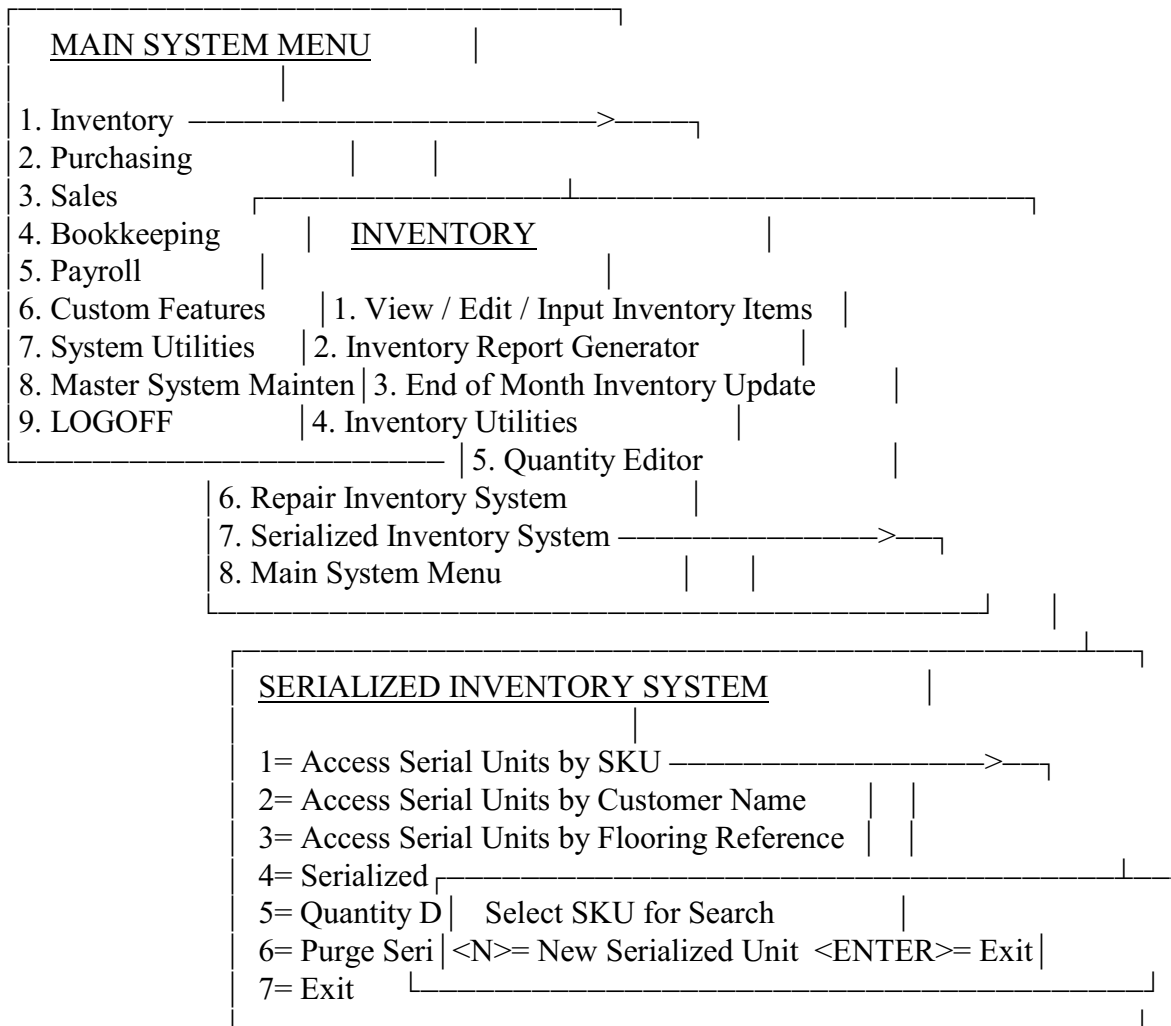
Before you can utilize the Serialized Inventory System you must "Activate" the feature in Master System Maintenance/System Level Options/Activate **StockBoy** Features. And, the individual SKU record must also be marked in the Status Indicators (TWRSHTB) as a Serialized Item.

*NOTE - It is important to remember that if you are changing a switch (Activate **StockBoy** Features) from "N" to "Y", the system will erase any original data and replace the data with blank files of the new size specifications required by your answers to the prompts!*

The Serialized Inventory System actually consists of a special series of computer files, each entry in the file representing one particular piece of inventory with a unique serial number. The theory is very simple: any quantity on hand shown on the inventory screen must have an equal number of IN STOCK itemized serial number units in the serial inventory file.

You can access the serialized inventory files from two locations: A) from the Inventory Menu option #7, and B) from the main inventory editor screen by pressing <S> (the prompt for the "S" only appears when serial inventory has been activated and the SKU being edited is marked in the Status (TWRSHBTB) indicators).

SERIALIZED INVENTORY ACCESS SERIALIZED UNITS BY SKU



The first three options will provide you access to individual unit records based upon either the SKU Number, the Customer Name, or the Flooring Reference. Each of these three options function in a similar fashion, and will allow you to edit, or add new units to the serialized records. (Any information on the unit inventory screen is editable, including the date sold. Normally new units will be added through your Purchasing System as they are received.) New serialized SKUs must be first marked as Serialized in the SKU record itself before any serialized units can be recorded.

You are asked, in Option 1, to enter the SKU Number (does not need to be a Serialized Sku Number) to start its search for the item you want to work on. Then you will see the next nine serialized units summarized on the screen so you can select the individual unit you are looking for. The screen will show the SKU Number, the Serial Number, the Customer's Name - if sold, and the Flooring Reference Code for the unit.

NOTE - The next nine screen listing will start with the serialized units at or after the SKU Number you input, but it will not stop with that SKU's serialized records. The display will show the next nine serialized records no matter what the SKU Number is. In Options 2 & 3 these records will extend beyond the first

reference (Customer Name or Flooring Reference) you typed in. Be careful that you pick the serial number that goes with the correct SKU Number.

NEW SERIALIZED UNIT

In each of the first 3 Options you can input new serialized units. From either the enter the lookup reference (SKU, Customer, or Flooring Reference), or from the next nine screen you will press <N> to create a "New" serialized unit.

You will first be asked to enter the correct SKU Number and then the editing screen will show the standard top three lines for any SKU: SKU number, manufacturer's part number, description, supplier's description, comment, and supplier code / name. The left side of the screen represents information you are recording from your purchase of the unit, the right side for the sales information.

100-2345	239765283	MPN: 8763-333
Desc: WIDGET	Desc: ECONO WIDGET	
Comm:	Sup: ACME ACME WAREHOUSE DIST	
<u>PURCHASE INFORMATION</u>		<u>SALE INFORMATION</u>
B Date:	J Date: IN STOCK	
C Name:	K Name:	
D Add1:	L Add1:	
E Add2:	M Add2:	
F Add3:	N Add3:	
G Purchase Cost: 1.92	O Selling Price: 2.95 33% GP	
H Purch Warr Date:	P Sale Warr Date:	
I Purch Invoice:	Q Sale Invoice:	
R Flooring:		
S		
T		

(Edit Letter "A" = Edit the Serial Number of this record.)

The screen contains the following fields for BOTH purchasing and sales: transaction date, name, address lines one, two, and three, warranty date, and invoice number. There are two 75 character comment lines along with space to input a flooring reference number, a flooring due date, and a flooring information comment area.

You use of these fields is completely optional. The transaction dates are designed to record your date of purchase from the supplier and the date of sale to a customer. The two warranty dates may be used to

record the expiration date of the manufacturer's warranty (if different from your selling warranty date) and the expiration date of the warranty you extend to your customer.

The system recognizes the existence of a DATE SOLD field as evidence of that serialized unit NOT being in stock. If no date is recorded then the item is considered to be IN STOCK. All items IN STOCK are displayed in reverse video on the 'next nine' screens to separate them visually from the units that have been sold.

Anytime you enter a new unit from the serialized inventory program, the quantity on hand for that SKU is automatically increased by one. Anytime you change a unit with no sale date to a valid DATE SOLD, the quantity on hand is reduced by one, and the reverse is true. The system attempts to keep a perfect one-to-one correspondence between the IN STOCK serialized units and the quantity on hand as seen from the main inventory screen.

NOTE - Even though this will increase your quantity on hand it will not update or change the Last Date (Last Stocking Date) found on the Quantity Screen of SKU record. The Last Stocking Date is only updated when a valid Purchase Order is Stocked.

NOTE - A serialized SKU's quantity on hand may NOT be changed from the quantity editor, but quantities may still be scrambled from the Quantity (Q) Screen in the inventory system.

SERIALIZED SKU's and THE PURCHASING SYSTEM

Anytime a serialized SKU is 'stocked', the computer will prompt for serial number and flooring reference information for every individual SKU received. If you are stocking 15 serialized units, you will be forced to input 15 serial numbers during the 'stocking' procedure.

The computer will not allow duplicate or blank serial numbers. When the stocking is finished, the unit inventory screen will show the date of the stocking as the date of purchase, the name and three addresses of the supplier, and the PO number as the purchasing invoice number. No purchase warranty date is input automatically, nor is any information for flooring due date and flooring comment.

SERIALIZED SKU's and THE SALES SCREEN

During the sale of a serialized inventory item, the sales screen will prompts for two additional pieces of information: the serial number and the warranty period. Serialized SKU's will always have a default quantity of ONE on the sales screen.

The system will prompt: "ENTER SKU ==>" on the next line following the line where the serialized SKU is displayed. For this reason, the system will not allow the input of a serialized SKU in the first column when the next two rows are occupied with any information, or if you are at the maximum number of line items for any given ticket (36). The maximum length of any serial number is 15 characters.

If you input a serial number that is unsold in the serialized inventory file, the response will be accepted and the first line after the SKU will read "S/N: xxxx" in the description column. The system will prompt "ENTER # OF DAYS IN WARRANTY ==>". Here, the computer is NOT asking for a date, but for number of days of warranty. The system will automatically calculate the warranty expiration date based on the number of days you input; this makes it very convenient for operators. The date is calculated and instantly displayed in the description column on the 2nd row following the SKU line on the sales screen.

If you do not know the serial number of the item, or if you wish to examine the serial numbers that are still registered in the serialized inventory file, you may input a question mark. This starts a scan of the serialized inventory file beginning with all items that are IN STOCK for the SKU number you have input.

You will then see a group of four serial numbers at a time appear at the top of the sales screen, and you may pick any one of them by pressing a letter A-D. If you wish to escape the serial number question, press the <ENTER> key and the entire SKU line will disappear as though you pressed the <RE-DO> key during standard sales screen operating procedure.

You cannot sell a serialized item without picking a valid serial number from the serialized unit file. The two lines that follow the SKU line (serial number and warranty expiration) will be printed on the sales ticket for customer reference. These two lines may be deleted or over-typed without causing a computer error, but if you type-over or erase the SKU line, the serialized item will not be sold, even if the two additional description lines are left on the screen.

When a sale is finalized that contains one or more serialized units, the computer will automatically write to the sales information side of the serial inventory screen. The date will show the date of the ticket, the customer name and addresses will be taken from the top four lines of the ticket, the invoice number becomes the ticket number, and the warranty date is taken from the cashier's input. No other data fields are altered. The file record for this unit will remain in the computer for future reference, it is NOT deleted when sold. Because it now has a DATE SOLD, the system will consider it sold and will NOT display this unit on any future "?" scans at the sales register. This unit is accessible from the serialized inventory program by SKU / Serial Number, Customer Name, and Flooring Reference.

ACCESS SERIALIZED UNITS BY CUSTOMER NAME

This option, functions just like option #1 except that you will Access Serial Units by Customer Name instead of SKU Number. It is designed for quick access to view or edit the serial unit when you only know the customer's name. When this option is selected, the 'next nine' screen is displayed in customer name alphabetical order (the ^ alpha code may be used to assist in first name / last name transposition). The 'key' order of the screen display is highlighted with intense video to indicate which field is sorted.

ACCESS SERIALIZED UNITS BY FLOORING REFERENCE

This option, functions just like option #1 except that you will Access by Flooring Reference instead of SKU Number. It performs the same functions described above, but places the 'next nine' screen in alpha numeric order of the flooring reference column. This is designed to allow quick access to all items that were purchased under the same flooring document regardless of SKU number.

SERIALIZED INVENTORY SYSTEM
SERIALIZED REPORT GENERATOR

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sales	
4. Bookkeeping	<u>INVENTORY</u>
5. Payroll	
6. Custom Features	1. View / Edit / Input Inventory Items
7. System Utilities	2. Inventory Report Generator
8. Master System Mainten	3. End of Month Inventory Update
9. LOGOFF	4. Inventory Utilities
	5. Quantity Editor
6. Repair Inventory System	
7. Serialized Inventory System	>
8. Main System Menu	

<u>SERIALIZED INVENTORY SYSTEM</u>	
1= Access Serial Units by SKU	
2= Access Serial Units by Customer Name	
3= Access Serial Units by Flooring Reference	
4= Serialized Report Generator	>
5= Quantity Discrepancy Analysis	

CHOOSING CONDITIONS THAT SELECT WHICH SKU'S TO PRINT	
01= PURCH DATE	02= SUPP NAME
03= SUPP ADD 1	04= SUPP ADD 2
05= SUPP ADD 3	06= PURCH COST
07= P WARR DATE	08= P INVOICE
09= FLOOR REF	10= FL DATE
11= FLOOR COMMEN	12= PURCH COMMEN
13= SALE DATE	14= CUST NAME
15= CUST ADD 1	16= CUST ADD 2
17= CUST ADD 3	18= SELL PRICE
19= S WARR DATE	20= S INVOICE
21= SALE COMMENT	22= DESCRIPTION
23= SUP STOCK #	24= SUPPL
25= GP/MU	
A NOT DEFINED	
B NOT DEFINED	
C NOT DEFINED	
D NOT DEFINED	
E NOT DEFINED	
F PRINT SKU IF ALL DEFINED CONDITIONS ARE MET	

Select condition Letter to Edit <ENTER>=Continue
<*> = Edit Formats <Q> = Quit

The serialized inventory Report Generator is very similar to the main inventory printout program. You can pre-define a series of 14 different formats. This and a limitless selection of conditions that determine which SKU's to print on any given report will give you almost unlimited analysis capability.

Because there are no mathematical fields for the serialized inventory units, no calc fields are provided. A hard-wired field for printing a gross profit or markup (depending upon your master options) is included, as well as three fields from the main SKU: description, manufacturer's part number, and supplier code.

One significant difference from the main inventory report generator is the additional capability of printing up to five horizontal lines of information for any one serialized unit. Any one of these five lines is re-editable without having to completely re-do the entire format. The screen that controls the editing of inventory formats has a unique method of determining line length, but is very self explanatory. The field names and field numbers are displayed, with the current line length in reverse video at the end of each line; this allows the operator to establish which fields should go on which lines.

PREPARE LINE PRINTER - then Select Printer Number to Use 1
<M> = MultiWRITE Merge File Creation During Printout

The report generator will also write a data file that the MultiWRITE word processing system can utilize in mail merging. If you press <M> at the Prepare Line Printer prompt, you will be asked to type in the name of the merge file. Once a merge file is designated, whatever units are printed on the ensuing report will be included in the merge file. There are six fields written to the merge file: sale date, customer name, customer address one, two, and three, and sale warranty date in that order. Remember to tell the MultiWRITE merge print program that you are using six lines per record (the program defaults to 8).

SERIALIZED INVENTORY QUANTITY DISCREPANCY ANALYSIS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sales	
4. Bookkeeping	<u>INVENTORY</u>
5. Payroll	
6. Custom Features	1. View / Edit / Input Inventory Items
7. System Utilities	2. Inventory Report Generator
8. Master System Mainten	3. End of Month Inventory Update
9. LOGOFF	4. Inventory Utilities
	5. Quantity Editor
6. Repair Inventory System	
7. Serialized Inventory System	>
8. Main System Menu	

<u>SERIALIZED INVENTORY SYSTEM</u>	
1= Access Serial Units by SKU	
2= Access Serial Units by Customer Name	
3= Access Serial Units by Flooring Reference	
4= Serialized Report Generator	
5= Quantity Discrepancy Analysis	>
6= Purge Serialized Units	

<u>QUANTITY DISCREPANCY ANALYSIS</u>	
This report scans all SKU's in your standard inventory and may require several hours to complete. No changes are made to any Data in any file.	
PREPARE LINE PRINTER - Select Printer Number to Use 1	

It is possible to 'trick' the system by adding serialized units to SKU's that are marked with an "S", then editing the "S" mark out in the main inventory screen. This leaves a group of units that are tied to a SKU number that is not marked as being serialized.

To help detect possible discrepancies, a special report is provided - the Quantity Discrepancy Analysis. This report has two phases: 1) scanning all items in the standard inventory, and comparing all "S" marked SKU's quantity on hand with the number of IN STOCK units from the serialized inventory, 2) scanning the IN STOCK units and seeing if any are tied to SKU's that are NOT marked with an "S". Any discrepancies are printed.

Because the first pass needs to look at every single SKU in the inventory, it may take several hours to complete. This report pays no attention to serialized units that have been sold.

SERIALIZED INVENTORY PURGE SERIALIZED UNITS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	>
2. Purchasing	
3. Sales	
4. Bookkeeping	<u>INVENTORY</u>
5. Payroll	
6. Custom Features	1. View / Edit / Input Inventory Items
7. System Utilities	2. Inventory Report Generator
8. Master System Mainten	3. End of Month Inventory Update
9. LOGOFF	4. Inventory Utilities
	5. Quantity Editor
6. Repair Inventory System	
7. Serialized Inventory System	>
8. Main System Menu	

<u>SERIALIZED INVENTORY SYSTEM</u>	
1= Access Serial Units by SKU	
2= Access Serial Units by Customer Name	
3= Access Serial Units by Flooring Reference	
4= Serialized Report Generator	
5= Quantity Discrepancy Analysis	
6= Purge Serialized Units	>
7= Exit	

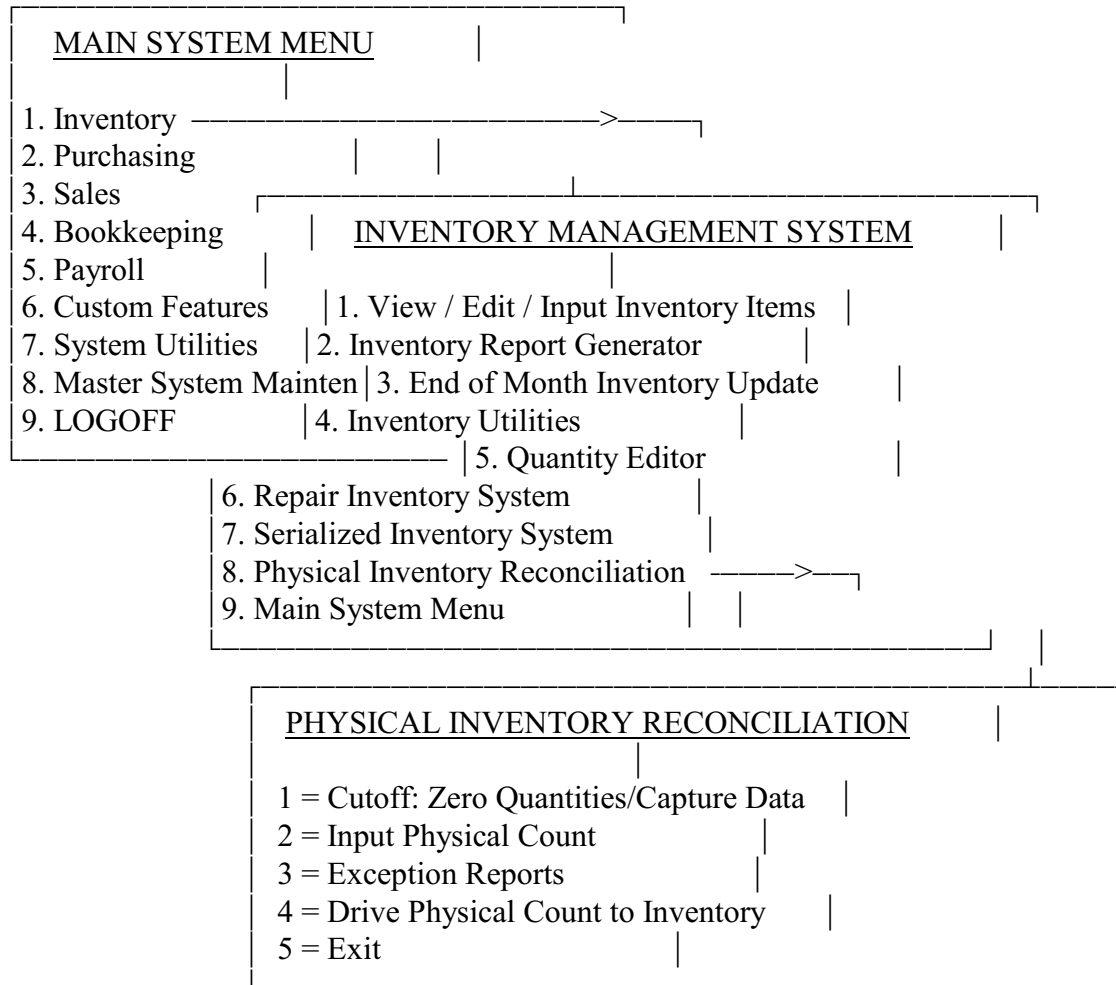
WARNING !	
This utility permanently erases serialized inventory date!	

This Option, PURGE SERIALIZED ITEMS, is designed to prevent you from wasting tremendous amounts of hard disk storage on serialized units that are no longer needed for reference, the purge utility has been written to eliminate outdated information. The purge routine requests a purge date and a reference date. The reference date refers to any one of three possibilities that you may select; date of sale, date of sales warranty, or flooring due date.

The system will automatically scan all of the serialized units, comparing the purge date to the reference date you selected for each item. If the purge date is newer than the item's reference date, the item will be completely erased from the disk. If the purge date and reference date are the same or if the purge date is

older than the reference date, no purging is done. Once data is purged it is NOT recoverable (other than restoring earlier archives).

PHYSICAL INVENTORY RECONCILIATION



*NOTE: You will NOT see the option #8, "Physical Inventory Reconciliation," until you have activated this feature from Master System Maintenance, System Level Options, Activate **StockBoy** Features, Screen #2 !.*

DEFINITION

The Physical Inventory Reconciliation system (PIRS) is a supplementary series of programs that assists in the physical count and subsequent reconciliation of that physical count to the quantities on hand for an individual store's inventory. The PIRS is designed for use at store level (single inventory per environment), and is not a part of the multi-store networking process.

Briefly described, the system provides a means of establishing an inventory cutoff point in time where the quantities on hand are captured to the reconciliation data file on the computer and the quantities are then set to zero. The software provides for manual input of the physical count into the reconciliation file, and a reasonably sophisticated means of printing exception reports that compare the cutoff quantity to the physical count.

Then, following any adjustments, the physical count can be driven back to the quantity on hand, thus setting the computer data equal to the real-world count. The exception reports generate totals that indicate what the differences are in value between the physical and the cutoff count, so that these discrepancies can be entered into the general ledger as adjusting entries.

The system operates under the philosophy that *IDEALLY* the difference between the physical count and the cutoff count is theft/error.

There are two types of SKU's that are NEVER affected by any function of the PIRS, Recipe SKU's and Serialized SKU's. Recipes are not real inventory items and should never represent something that can be counted. Serialized SKU's are best reconciled within the Serialized Inventory System Quantity Discrepancy Analysis. Quantities on hand for these types of SKU's will never be set to zero nor captured to the reconciliation file. Any attempt to input a physical count to these types will be met with a reminder error message!

BENEFIT

The PIRS can handle spot checks on various portions of the inventory as well as the entire data base; allowing for on-going inventory reconciliation to ensure that the quantities on hand are accurate for valuation, purchasing, and warehousing concerns.

The PIRS can substitute for or, in many cases, completely replace those expensive third party independent inventory counting services. Customer Support personnel may also have additional information regarding how data received from independent counting services can be input to the reconciliation file, and how the use of hand-held counting devices may be incorporated into your existing **StockBoy** 7.1 software.

While the cutoff and the recording of the physical count must be done consecutively and without any sales activity or receiving, the input of the physical count, printing of exception reports, and driving of the numbers back to the inventory may be done at any later time, even with sales and receiving going on!

NEGATIVES

The reconciliation file uses approximately 500,000 bytes (one half megabyte) per 10,000 SKU's ... hard disk storage may be a problem.

The PIRS requires that someone (or a pack of someones) enter the physical count quantities for every SKU being reconciled. While this is much faster and cleaner than adjusting the counts using the Quantity Editor or XFER Tickets to Nowhere, it still can represent a good deal of work subject to error.

ACTIVATING THE PHYSICAL INVENTORY RECONCILIATION SYSTEM

The PIRS is activated from Master System Maintenance, System Level Options, Activate **StockBoy** Features, Screen #2, line "G". You are prompted with the question, "Activate Physical Inventory Reconciliation System ? <Y> or <N>." If the system had not been previously activated and you answer "Y", the screen will prompt:

Enter Max Number of SKU's for Physical Inventory Count 1
Answering this question will Erase ANY Previous Data for this Feature !!!

Key in the number of SKU's you anticipate counting. This does NOT mean the total number of individual units, but the total number of unique products that you have identified with separate SKU numbers. Furthermore, this does NOT mean that you should input the current number of SKU's you have in your inventory file. Only the number of SKU's that you plan to count should be input (pad the number with an extra 10 percent or so for the 'just in case' syndrome.)

When the PIRS is activated, the normal flow of the **StockBoy** system is completely unaffected ... nothing is deleted, nothing is slowed down. The only *CHANGE* comes in the menu of the Inventory Management System.

PHYSICAL INVENTORY RECONCILIATION	
1 = Cutoff: Zero Quantities/Capture Data	
2 = Input Physical Count	
3 = Exception Reports	
4 = Drive Physical Count to Inventory	
5 = Exit	

CUTOFF: ZERO QUANTITIES/CAPTURE DATA

The first rule for successful use of the Physical Inventory Reconciliation System is to make sure your procedures are precise when performing the Cutoff. You **MUST** pick a time when there is no sales activity and no purchase order receipts. You must pick a time when activity from other terminals that might affect quantities is stopped, such as quantity editing, transfer tickets, scrambles, etc..

The Cutoff procedure will zero the quantity on hand for a selected range of SKU's, and transfer quantities to the reconciliation file. SKU's with negative quantity on hand will also be transferred to the reconciliation file. In addition, the system will capture the current retail price and book value to store in the reconciliation file for later use. This prevents data accuracy from being corrupted when a retail price and/or book value is edited following the cutoff but prior to printing exception reports.

ATTENTION !

This utility will ZERO the inventory Quantity on Hand numbers
for a selected range of SKU's ! (EXcluding Recipe and Serialized SKUs).

Quantities will be captured to the reconciliation file,
and added to existing data.

Perform this function with NO SALES SCREEN ACTIVITY occurring simultaneously!!

Enter first SKU for Quantity Zero/Capture xxx
<*> = Exit

The system will now prompt you for the first and last SKU to be included in the Zero Quantity/Capture process; the first SKU in your inventory and the last SKU will be the defaults for these prompts.

Once the first and last SKU have been selected, the screen will display a confirming prompt. If you answer "N" you will be re-routed back to input the first and last SKU, if you answer "Q" you will exit the PIRS, if you answer "Y":

Reminder: Cutoff and Physical Count must occur prior to any sales activity !

If you are NOT prepared to perform the physical count immediately,

then DO NOT PROCEED !

Last Chance! Continue with Quantity Zero/Capture ? <YES> NO

If you answer anything but "YES" you will exit the routine; a "YES" answer will begin the Quantity Zero/Capture process. You will see the SKU numbers advancing near the bottom center of the screen. Depending upon speed of computer, hard disk, and other activity (hopefully NOT shipping, receiving, or sales!), the system should complete the procedure at the approximate rate of two SKU's per second. The screen returns to PLEASE LOGON following completion.

You should begin your physical count now! You do NOT have to wait for the computer to finish this inventory scan.

Once the physical count has been recorded you may fully resume all sales, shipping, receiving, quantity edits, scrambles ... everything except auto scan purchase orders. Since all quantities are zero, the computer is going to want to order a flag-full of merchandise! Manual P.O.'s are just fine during this interim period.

NOTE: Whenever a SKU is cutoff (and is present in the PIRS file with a non-zero cutoff quantity) the main Inventory Editing screen will show a blinking quantity on hand. This alerts the operator that the quantity s/he is looking at is NOT correct until after it is driven back via the PIRS program. The Inventory Report Generator also indicates at the bottom of the summary page when any SKU in the report is included in the PIRS file.

The next step after recording the physical count is to input those numbers into the PIRS via option #2, Input Physical Count. As you first enter the program, a reminder message appears on the screen:

<u>INPUT PHYSICAL COUNT</u>	
You are editing the Physical Count - NOT the Quantity on Hand!	
Use Automatic Prefixes when Inputting SKU's <Y> or <N> [Y]	

Next, the system prompts you to enter a SKU number (or <ENTER> to exit). If the input is not a legitimate SKU found in the inventory header file, an error message will appear. If you input a legitimate SKU (example below is '9000-001') you will see:

| Enter Quantity of 9000-001 to ADJUST 0 |

Type in the physical count quantity. The word "ADJUST" is emphasized to promote understanding that whatever amount you type in here will be ADDED to any existing amount in the reconciliation file. This is essential in case you have the same SKU in multiple areas of your store and you end up counting the groups independently.

If you make a quantity input mistake you can correct it by using negative numbers. For example, you input '15', you meant to input '10', simply input a '-5'.

As you type in the physical count quantities, the SKU, the quantity input, and the current total physical quantity currently in the reconciliation file are all shown on the screen. The last 10 SKU's input will always remain on the screen to help you track your progress in case of interruption.

Nowhere on the screen does the system tell you what the CUTOFF QUANTITY was! This helps keep the procedure 'blind' and eliminates the possibility of having an operator 'tell the machine just what it wants to hear.' However, if the cutoff quantity was zero, that fact will be displayed on the screen. This tells the operator that the computer had no quantity on hand for this SKU at the cutoff point; the possibility that the wrong SKU was input is then emphasized.

A quick way to see what the current physical count is for any given SKU is to add zero ... the total will be displayed on the screen and no data will be affected.

EXCEPTION REPORTS

Exception reports allow you to generate hard copy data to paper that show comparisons between the physical count and the cutoff quantity on hand. These exceptions can then be managed individually, if desired, by re-counting.

If you should re-count a SKU and the current quantity on hand is negative, it means that the SKU has been sold since the cutoff. You should add back in the number of sales since the cutoff to your new re-count, then input the difference between that answer and the original physical count into the reconciliation file.

<p align="center"><u>INVENTORY EXCEPTION REPORT</u></p> <p>A = Condition not used B = Condition not used C = Condition not used D = Condition not used E = Condition not used</p> <p>Select SKU if ALL Conditions are met.</p> <p>Enter Condition to Change < A - E > [] <ENTER> = Continue</p>	
---	--

You have five possible conditions that may be examined in a true/false test for each printout. The format is pre-determined and cannot be edited by the end-user. As an example, let's select condition 'A':

<p>Enter Selection Formula for Condition A Condition not used</p> <p>C = Condition not used. B=bk val R=retail Q=quan @ cutoff P=physical count</p>

Each condition can be viewed as a small formula in algebra (yecch!). You can use the four math operators, '+', '-', '*', and '/' for addition, subtraction, multiplication, and division respectively. You may also use the four variables listed below the prompt line. 'B' stands for book value, 'R' stands for the retail price, 'Q' stands for the quantity on hand at the cutoff, and 'P' stands for the current physical count in the reconciliation file. Remember that the book value and retail price were captured into the reconciliation file at Cutoff; the numbers may be different than the current ones in the inventory record.

You may use any amount of parenthetical notation when inputting the formula, in fact the use of parentheses is probably essential for the most common types of exception reports. Remember, too, that the formulas will use standard math hierarchy (multiplication and division performed first, then addition and subtraction).

You must use exactly one mathematical comparison in each formula, '=', '>', '<', '=>', '<=', '<>' for equal to, greater than, less than, equal to or greater than, equal to or less than, and not equal to, respectively.

As an example, let's input the formula that will print out all SKU's where the quantity at cutoff does NOT equal the physical count. The formula could be entered as, "Q<>P".

How about an example where we want to print those SKU's where the book value extension difference between the cutoff quantity and the physical count is greater than one hundred dollars ?, "(B*Q)-(B*P)>100.00", "(B*Q)-(B*P)<-100.00". This example requires two formulas and therefore two conditions.

Put one formula in 'A' the other in 'B'. The first formula takes the extension of the Book Value ($B*Q$), and subtracts the book value extension of the physical count ($B*P$), then tests to see if the answer is greater than 100.00. The second formula takes the exact same calculation, but tests to see if the answer is less than a negative 100.00.

When you press <ENTER> to continue, the system will prompt:

Select SKU if A ll Conditions are met, or if any O ne is met. [A]

For our example, you should answer "O" for any ONE condition. This means that the computer will only print those SKU's in the reconciliation file where the extension value difference is greater than 100 **OR** less than <-100>.

HINT: Sometimes it's easier to determine whether to use 'A' or 'O' if you remember that 'A' means 'AND' while 'O' means 'OR.' Speak the formulas out loud and use 'AND' or 'OR' in between each one. Try saying it with both words, then pick the one that makes the most logical sense. For example: " $Q-P>10$ ", " $P-Q>10$ " would read, "Print SKU's if quantity minus physical count is greater than ten, AND physical minus quantity greater than ten." This doesn't make sense; both equations can't be true at the same time, if one is true then the other one isn't, so 'AND' isn't the right choice.

"Print SKU's if quantity minus physical count is greater than ten OR physical minus quantity is greater than 10." This makes perfectly good sense ... 'O' is the correct logic.

Other common examples might be: " $Q<>P$ " AND " $Q<0$ " This prints all SKU's where the cutoff quantity was a negative number AND the physical count is not equal to the cutoff. (the one formula isn't really necessary, you should not be able to physically count a negative number of widgets!)

" $(Q-P)/P*100.0>10.0$ " OR " $(Q-P)/P*100.0<-10.00$ " would print all SKU's where the difference between the cutoff quantity and the physical count is greater than 10 percent of the physical count.

" $((Q*R)-(P*R))/(P*R)*100.0>15$ " OR " $((Q*R)-(P*R))/(P*R)*100.0<-15$ " would print all SKU's where the retail extended value of the cutoff quantity minus the retail extended value of the physical count exceeds 15 percent of the retail extension of the physical count. While these formulas look terrifying at first glance, they are really quite simple once you get the hang of it.

The Inventory Exception report program then asks for the range of SKU's to include in the printout.

Enter First SKU for Inventory Exception Report xxx
<*> = Exit

Enter Last SKU for Inventory Exception Report xxx
<*> = Exit

This is followed by a confirmation prompt and the Prepare Line Printer prompt. The printout may be terminated pressing the <SHIFT> and the <F1> keys simultaneously. An example of the format is shown below:

INVENTORY EXCEPTION REPORT from "9000-001" through "9000-010"

SKU	DESCRIPTION	BOOK VAL	RETAIL	PHYSICAL	CUTOFF	DIFF	BV DIFF
RET DIFF	% DIFF						
9000-001	GENERIC GOODIE	8.43	12.95	3	4	<1>	<8.43>
25.00-	%						<12.95>
9000-002	GENERAL MERCHANDISE	40.00	59.95	321	323	<2>	<80.00>
<119.90>	0.62-						%
9000-003	MORE GEN MERCHANDISE	39.34	59.95	234	134	100	3,934.00
5,995.00	74.63+						%
9000-005	TEST PUMPS	332.400	549.950	2.0	1.0	1.0	332.40
100.00+	%						549.95
9000-006	FRANZ JOSEPH HANDLES	8.99	12.95	3	0	3	26.97
0.00+	%						38.85
9000-007	WORT WARMERS	9.44	13.29	1	7	<6>	<56.64>
85.71-	%						<79.74>
9000-010	AVERAGE GENERIC GOODIE	9.55	19.95	1,000	1,003	<3>	<28.65>
<59.85>	0.30-						%

SUMMARY PAGE - INVENTORY EXCEPTION REPORT from "9000-001" through "9000-010"

LINE ITEMS 7

PHYSICAL EXTENSION @ BOOK VALUE	32,322.06
CUTOFF EXTENSION @ BOOK VALUE	28,202.41
BOOK VALUE DIFFERENCE	4,119.65 14.61+ %
PHYSICAL EXTENSION @ RETAIL	54,413.14
CUTOFF EXTENSION @ RETAIL	48,101.78
RETAIL DIFFERENCE	6,311.36 13.12+ %

Select SKU if ALL Conditions are met.

P<Q
Condition not used
Condition not used
Condition not used
Condition not used

The appearance of negative numbers in the 'difference' columns indicates that the physical count is 'shorter' than the cutoff quantity ... you're finding less inventory than you expected based on the computer's ideal count at cutoff.

Note that on the summary page a listing of the five condition formulas is printed for your future reference.

DRIVE PHYSICAL COUNT TO INVENTORY

The final step in inventory reconciliation is correcting the physical count numbers so that you feel they are accurate, then driving them to the quantity on hand field in the inventory record.

DRIVE PHYSICAL COUNT TO INVENTORY	
ATTENTION !	
This utility will alter the inventory Quantity on Hand numbers for a selected range of SKU's ! (EXcluding Recipe and Serialized SKU.	
The PHYSICAL count in the reconciliation file will be added to Quan on Hand. All quantities in the reconciliation file will be zeroed for the range of SKUs.	
You may perform this function during Sales Screen Activity.	
Enter first SKU for Drive Physical Count to Inventory xxx	

The system will prompt you to enter the first and last SKU to have numbers driven, following by a confirmation prompt. Then:

Last Chance! Continue with Drive Physical Count to Inventory ? < YES > NO

This gives you one more chance to change your mind ... the default is "NO". When you answer "YES" the system begins adding the physical count number to the existing inventory quantity on hand; then it deletes the SKU from the reconciliation file so that it doesn't accidentally get included in another pass.

To better understand how the numbers are handled, let's step through one SKU's quantity history.

First we decide that it's cutoff time and stop all sales/receiving activity. At cutoff our quantity equals 10, so 10 is recorded as cutoff quantity in the reconciliation file. Next we take our physical count and come up with

8 units. We write this down. The next morning our regular sales activity starts up again. Three days later we input the physical count of 8 into the reconciliation file, and are satisfied that that number is correct. When we examine the computer inventory screen it shows the current quantity on hand to be <3> which indicates we have sold 3 from our starting point of 10. Just to make sure, we check the unit sales history to verify that 3 units have been sold during the current month. (it's handy to cutoff on the last day of a month). Next, we drive the physical count to the inventory. The physical count of 8 is added to the <3> current quantity to leave a new quantity on hand of 5.

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