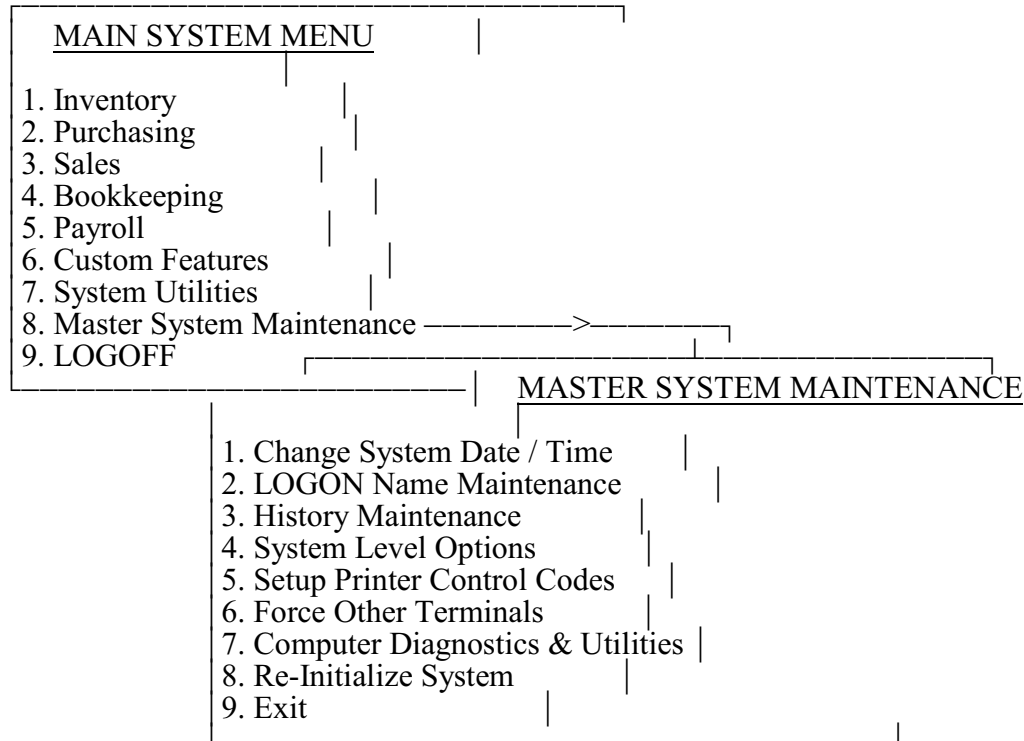


TABLE OF CONTENTS

CHANGE SYSTEM DATE / TIME.	3
LOGON NAME MAINTENANCE.....	5
PRIVILEGE LEVELS.	5
MASTER LIST.	6
BARRICADE MAINTENANCE.	8
HISTORY MAINTENANCE.	10
HISTORY GAP TIME MAINTENANCE.	11
HISTORY REPORT.	12
LISTING OF INVENTORY QUANTITY EDITS.	13
AUTO CLEAR SYSTEM HISTORY.....	13
SYSTEM LEVEL OPTIONS.	16
HARDWARE CONFIGURATION.....	17
DEFINE TERMINALS.	17
DEFINE COMMON PRINTERS.	21
SPECIAL PARAMETERS.	23
SETUP PRINTOUTS.	24
SOFTWARE CONFIGURATION.	28
GENERAL LEDGER OPTIONS.	41
SALES REGISTER OPTIONS.	45
ACTIVATE SPECIAL FEATURES.....	52
Activate GMROI Tracking.	57
Activate Physical Inventory Reconciliation.....	61
SALES TAX TABLES.	64
SETUP PRINTER CONTROL	66
FORCE OTHER TERMINALS.....	70
COMPUTER DIAGNOSTICS & UTILITIES.....	72
PRINT SPOOLER UTILITIES.	73
HARD DISK UTILITIES.	76
FILE UTILITIES.	78
SYSTEM INFORMATION UTILITIES.....	80
CREATE DIAGNOSTIC / BOOT DISKETTE.....	81
RE-INITIALIZE SYSTEM	87
INITIALIZING - SYSTEM PARAMETERS.	92

MASTER SYSTEM MAINTENANCE



NOTE - Access to the features and options in this entire Menu Selection should be limited to only your SYSTEM MANAGER(S), since these switches have broad and far reaching impact throughout the system.

The MASTER SYSTEM MAINTENANCE Section allows you to establish new Logon Names, manage the System Environment, and set the Function Switches that control the general use and configuration of your **StockBoy** System.

DATA CONTROLLED BY MULTI-STORE MASTER SYSTEM

You will notice many items on the following screens that are marked with an asterisk (*). These items, IN MULTI-STORE SYSTEMS, are controlled by the operators at the Headquarters computer (often called the Warehouse computer). They CAN NOT be edited at Satellite Stores. Here is an example:

D= *	Allow Retail to be LESS than Invoice Cost	Y
E=	First hour of business day	8

Items with no asterisk (*) are controlled at each Satellite Store individually. These variables will not be over-written or changed by network transmissions.

MASTER SYSTEM MAINTENANCE SECTION OVERVIEW

The "SYSTEM DATE/TIME" is used by all programs throughout the **StockBoy** system as the automatic date. This is a KEY variable that the System uses for co-ordination. Be very careful in using this feature. Normally you will only use this to allow for DAYLIGHT SAVINGS TIME, twice a year. The internal clock/calendar will maintain this data accurately for you, if not contact Customer Support.

"LOGON NAMES" establishes who can use **StockBoy** and what functions they can utilize.

"SYSTEM HISTORY" provides a way you can trace activity in your system, by Logon Name.

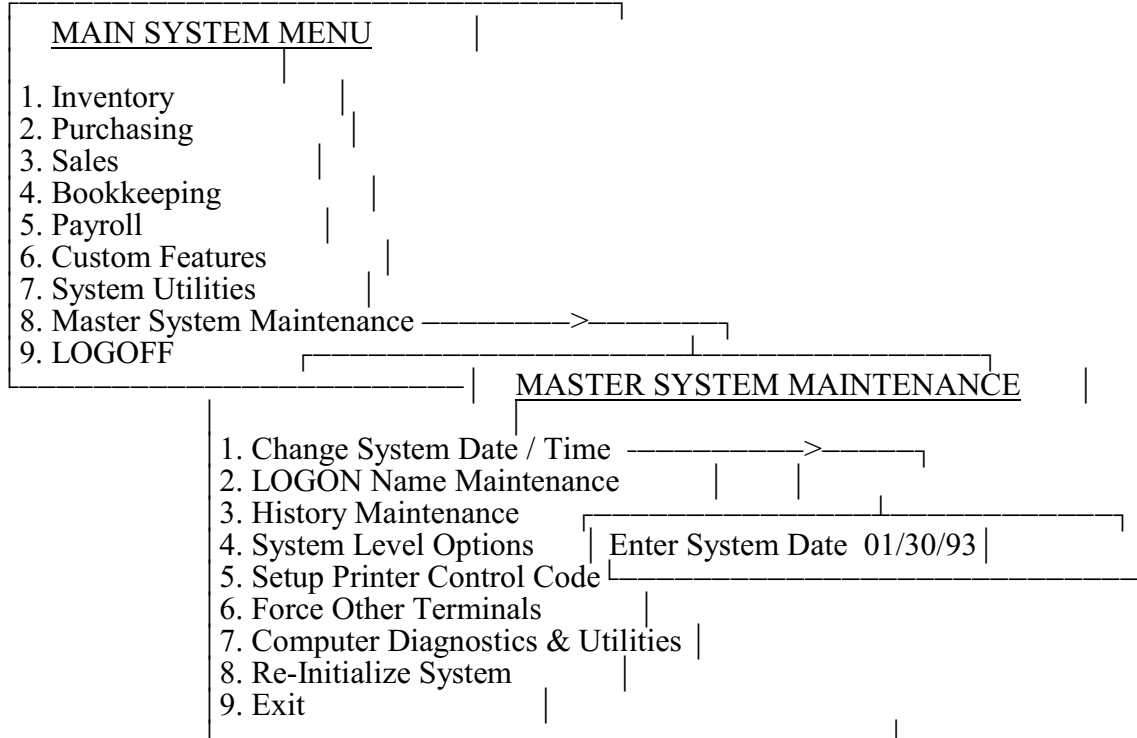
"SYSTEM LEVEL OPTIONS" are the "switches" that control which features are activated in your system and how they function. These Function Switches control which features will be operational for your use. Before changing any of these switches you should consult with your Support Team.

"PRINTER CONTROL CODES" are the codes the system must send to the printer to control the way the reports look. You will find these codes in your Printer Manual.

"FORCE OTHER USERS" will allow you to release a terminal that is 'hung up.'

"RE-INITIALIZE SYSTEM" will ERASE ALL of YOUR data in the System and prepare for a complete re-start of the system. *Proceed ONLY after consulting with Customer Support!*

CHANGE SYSTEM DATE / TIME



CHANGE SYSTEM DATE/TIME is used to change the date and/or time in the computer. This is used **ONLY** when your Support Team tells you it is all right to use. Since many files are kept by **StockBoy** automatically using times and dates, misuse of this module can cause program malfunctions. Be very careful in its use.

NOTE - The most common use of this module is to adjust the time in the system for Daylight Savings Time, twice a year. Computer clocks are notoriously inaccurate. Depending upon the amount of heavy use, most clocks will slow down by a few minutes each day ... this is perfectly normal. The computer will keep track of Leap Year days for you automatically.

| Enter System Date 01/30/93 |

The current date in the system will be displayed as the default. If you want to change the time only, and not change the date, simply press <ENTER> to accept the default.

| Enter System Time 15:29:15 |

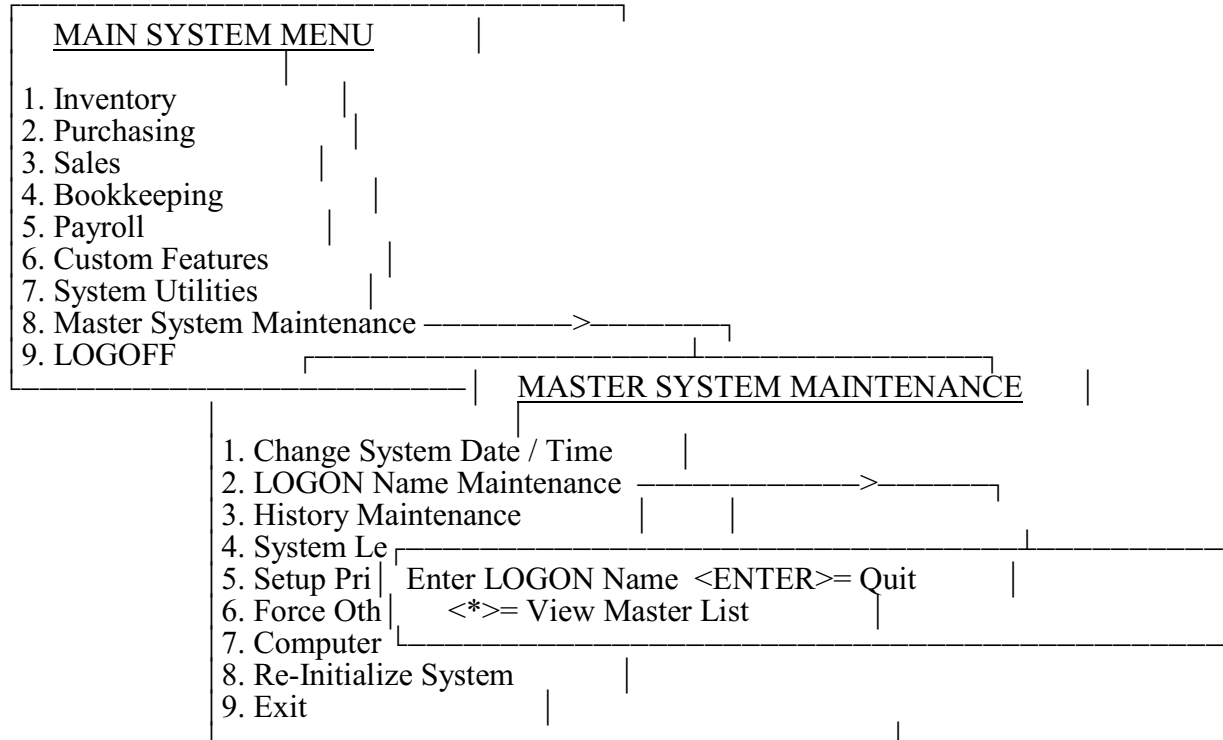
The current time in the system will be displayed as the default. If you do not want to change the time just press <ENTER> to accept the default. The time must be entered in military (24 hour) time so that **StockBoy** can tell the difference from 3 a.m. and 3 p.m.

| System Date and Time Have Been Set to: 01/30/93 15:29:15 |

The last step is to verify the new date and time that you just set. If they are not correct, repeat the process. You will be automatically routed back to the Menu.

NOTE: There is usually an internal clock micro-chip inside each computer (especially in the 286 and 386 type computers) that is powered by battery during times when the computer is turned off. The battery may be located inside the computer cabinet or taped on to the outside back of the machine. Should the time and date be very inaccurate upon power up, it is possible your batteries need replacement. During normal use, the batteries should last about two years; less, if the computer is left turned off a great deal.

LOGON NAME MAINTENANCE



LOGON NAMES

There are really two types of LOGON Names in the **StockBoy** System. There are the TILL NAMES which are used at the PLEASE LOGON prompt to go into the Sales Screen only. You establish these names in the Till Name Maintenance Section of the Sales Management System menu.

True LOGON NAMES, which never route you to the Sales Screen, go to the MAIN SYSTEM MENU and are established here.

PRIVILEGE LEVELS

There is one of three possible privilege levels for every option on the Main System Menu:

- NO ACCESS -** Cannot access this option at all.
- LIMITED ACCESS -** Identical to FULL ACCESS with the exception that the LOGON NAME is subject to barricades and therefore can be prevented from accessing specified program functions (see barricades).
- FULL ACCESS -** Able to use all functions within this Menu Option.

It may help to visualize these privilege levels as roadblocks on the nine original Main System Menu options. They represent an easy way to prohibit selected LOGON NAMES from having access to any of the major sections of the **StockBoy** system. Limited Access allows the LOGON NAME to access the menu path for the selected Main System Menu option and still be subject to being 'barricaded.' A barricade is a program-specific roadblock as opposed to a NO ACCESS status which blocks the entire menu path.

Enter LOGON Name <ENTER>= Quit <*>= View Master List <#>= View/Edit Salesman Passwords
--

The MASTER LIST is accessed by typing in an asterisk <*>. It will show ALL LOGON NAMES; both Till Names and true LOGON Names. You will see the LOGON Name and its Password displayed side by side. A Till Logon name can be distinguished by an underline beneath the name.

NOTE: Since all LOGON NAMES and passwords are completely visible on this screen, you must be careful to restrict access to LOGON NAME MAINTENANCE !

When you wish to access an existing LOGON NAME (or to enter a new one), simply key in the name. If you input an existing name, you will see a screen similar to the one printed below; if you type a name that does not exist, the system will prompt:

```
|  CHUCK does NOT exist ! Enter New Name ? <Y>  [N]  |
```

In our example above, "CHUCK" was input and was not previously stored in the computer.

NOTE: When a prompt is displaying one suggested answer (as in the <Y> above) rather than two or more possible answers, it means that the single answer is the ONLY way to continue; ANY other keystroke will be interpreted as a 'no'. In the above example, a "Y" will proceed to input a new LOGON NAME, any other keystroke will exit (including the default).

When you first create a new LOGON NAME, all of the menu options will be set to 'NO ACCESS' with the exception of System Utilities (set to LIMITED) and LOGOFF which cannot be changed from 'FULL'. It is recommended that System Utilities be set to LIMITED or FULL ACCESS so that each LOGON NAME can use the utilities to change their own password and to perform basic maintenance functions of the computer system.

NOTE - LOGON NAMES must begin with a letter and can be comprised of a combination of up to 8 letters and numbers. Because certain programs will utilize the LOGON NAME for Theos file specifications, you CANNOT utilize SPACES within a LOGON NAME. Passwords, however, may have spaces.

A completed LOGON NAME screen is shown below. Please remember that the Menu options shown here may differ significantly from yours. Letters A through I represent the nine options from the Main System Menu, J through Q are found in Custom Features. If you have no custom feature options, the right side of the screen will be blank.

LOGON Name Maintenance			
Name: JOHN		Password: JOHN	
A= Inventory	LIMITED	J= Multi Store Network	NO ACCESS
B= Purchasing	FULL	K= Preferred Customer	NO ACCESS
C= Sales	LIMITED	L= Bar Code Tag Printing	NO ACCESS
D= Bookkeeping	NO ACCESS	M= Multi WRITE	NO ACCESS
E= Payroll	NO ACCESS	N= Multi CALC	NO ACCESS
F= Custom Feature	LIMITED	O= Modem Networking	NO ACCESS
G= System Utilities	NO ACCESS	P= Layaway Master Reports	NO ACCESS
H= Master System Maint	NO ACCESS	Q=	
I= LOGOFF	FULL		
Which Access Needs Correction? < A - Q > or <ENTER> = Save			
< X >=Delete LOGON Name <Y>=Barricade Maintenance <Z>=Set LOGOFF Status			

To change the Privilege Level, press the letter corresponding to the menu option "A" through "Q".

Enter Privilege Level for (menu option inserted here)
F ull L imited N o Access

Make your selection and **StockBoy** will return you to the previous screen so you can change other Options.

The <ENTER> key will return you to the 'Enter LOGON Name' prompt following a brief screen message, "Changes take effect at next **JOHN** Logon." Since all passwords and barricades are examined during the PLEASE LOGON procedure, no edits made in this program will take effect until that LOGON NAME logs on again.

<X>. If you press "X" for delete LOGON NAME, you will receive a confirmation screen prompt:

Delete JOHN ? < YES >

Any answer, other than "YES", will leave the LOGON Name in the computer's master file. A "YES" answer will delete the LOGON Name. Deleting a LOGON Name that is currently LOGGED ON will generate strange results ... a LOGON Name without a password and without any privilege level access. Go back and re-delete the name after it is logged off!

<Y>. If you press "Y" for Barricade Maintenance, you will be directed to this screen:

<u>LOGON BARRICADE MAINTENANCE</u>	
Name: DEMO	Password: DEMO
A = FILE MAINTENANCE	
B = GL SYSTEM BALANCE CH	
C = TILL NAME MAINTENANCE	
D =	
E =	
F =	
G =	
H =	
I =	
J =	
K =	
L =	
Which Barricade Needs Correction? <ENTER> = Quit	
Barricades stop activity on LIMITED access menu paths only!	

Barricades are tied to the reverse video headings that appear frequently throughout the **StockBoy** system. An example is "LOGON BARRICADE MAINTENANCE" -- the text appears in 'reverse video', i.e. black letters on amber (green if you have a green monitor) background.

When you input a barricade, in items 'A' through 'L' above, that exactly matches a reverse video heading on ANY program where the source menu option was marked 'LIMITED ACCESS' for the LOGON NAME in question, the user will receive an "ACCESS DENIED" message and will be routed back to the Main System Menu.

In addition, a forced entry will be made into the System History file, "*** A/D ** FILE MAINTENANCE", where A/D refers to Access Denied and the name FILE MAINTENANCE is an example of a barricade name.

Enter Reverse Video Heading for Barricade

The order of the barricades on the screen ('A' through 'L') makes no difference; you may leave any line blank. Type the barricades in ALL CAPS. The barricade field may not be long enough to type in the entire reverse video heading that you wish to input; just type in as much as you can regardless of whether the text completes a full word or not. You have 12 barricades for any given LOGON name.

A barricade will function perfectly ONLY if it matches the left 20 characters of a reverse video heading. Leading and trailing spaces are ignored when testing for a match. For example, a barricade "FILE" will not stop access to "FILE MAINTENANCE", the barricade "TILL NAME MAINTENANC" will work because the barricade exactly matches the left 20 characters of 'TILL NAME MAINTENANCE.'

NOTE: There may be occasions where one barricade may block more than one program because the left 20 characters of the reverse video headings are identical.

NOTE - TILL Logon Names cannot set privilege levels since TILL Names cannot access any of the Menu Options. However TILL Names are automatically set to LIMITED privilege level so you CAN use the Barricade system to limit sales clerk's access to options on the Sales Services Menu <F4>. When a user is barricaded in the sales screen area, the Access Denied message is written to the End of Day Critical Edit report NOT to the System History.

<Z>. Set LOGOFF Status. The 'Z' option can be used under rare circumstances when a LOGON name (Till or Standard) cannot be used because the system is displaying the message, "TILL is already logged on!". By calling up the proper LOGON name and pressing 'Z', the system will send the codes to the proper places that tell the software that the name in question is LOGGED OFF. This, in effect, re-opens a till for use. Again, this situation is quite rare and you'll most likely be in touch with customer support staff via telephone.

VIEW/EDIT SALESMAN CODE PASSWORD

The <#> key accesses this option from the first Logon Maintenance prompt. At first glance, this location (inside LOGON Name Maintenance) appears to be inappropriate for maintaining any data regarding the salesmen file, but since the information can be of great concern with regard to system security, the program has been placed in a 'safe' menu location.

Every salesman code can be a maximum of three characters long and is created/deleted/changed in the Salesman Code Maintenance section of the Sales Management System option #3 from the Main System Menu. There is an OPTIONAL single character password that can be added, deleted or changed from this menu location.

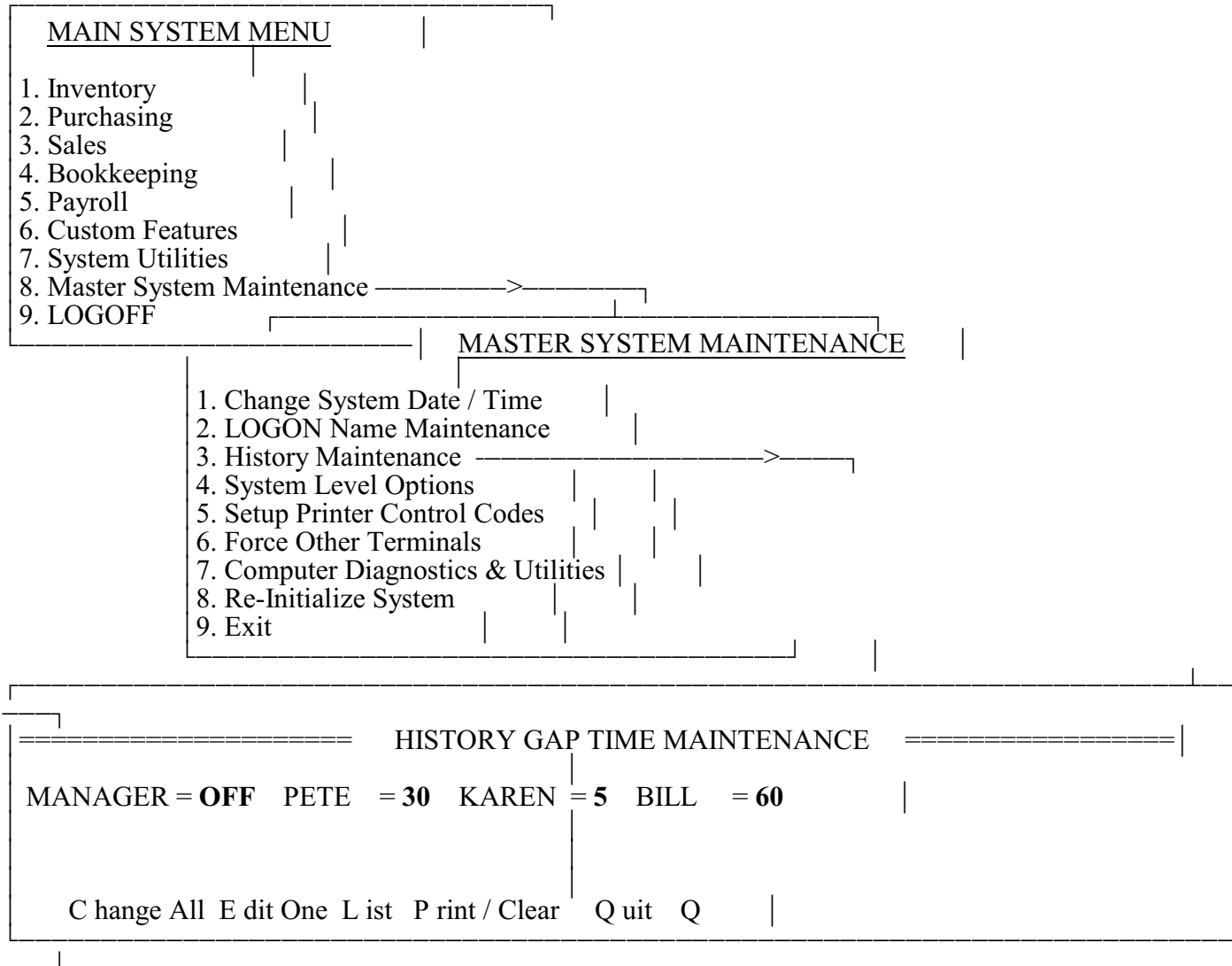
The single character password helps prevent un-authorized use of a salesman's code. In situations where commissions are paid based on sales recorded using salesmen codes, it is vitally important to make sure that the codes really do represent the people doing the transaction.

Everytime the sales screen requests a salesman code, the password MUST be used. If the password is blank it is, in effect, disabled. One code may have a password while another does not. The password can be any print-able key on the keyboard, but <SPACE> de-activates the password.

Once a password is assigned to salesman code, it can only be changed and/or viewed from this screen ... therefore a salesman CANNOT change their own password on their salesman code. This has no affect on their LOGON Name and password.

The salesman code password DOES NOT PRINT on any receipt and is never displayed on any screen except this one.

HISTORY MAINTENANCE



The System History is a **StockBoy** feature that captures information regarding the menu activities of the various LOGON NAMES throughout the working day. Data is captured to a special file on the hard disk of the computer and is accessible ONLY through the System History Maintenance.

The System History file records the time, date, and terminal number each time a LOGON NAME accesses a program with a REVERSE VIDEO HEADING (see Barricades above). In addition, the History captures all LOGON's, LOGOFF's, error messages, Access Denied messages, as well as information regarding specific functions throughout the **StockBoy** system such as Deleting SKU's, deleting purchase orders, deleting Till Names, etc..

The purpose of the System History is to provide a written, permanent record of critical activities for purposes of time/efficiency evaluation and audit tracking of sensitive procedures. Therefore, it is highly recommended that access to this section of the software be kept to a minimum of key personnel.

HISTORY GAP TIME MAINTENANCE				
MANAGER	= OFF	PETE = 30	KAREN = 5	BILL = 60
C hange All E dit One L ist P rint / Clear Q uit Q				

GAP TIME: Press "E" to edit one LOGON Name gap time, "C" to change gap times for all LOGON Names. The screen above, "History Gap Time Maintenance," refers to a selectable time frame (gap time) that can be set for any individual LOGON Name to control the frequency that the System History records access to programs using the reverse video heading.

As an example: a gap time of 15 means that every 15 minutes, the System History 'wakes up' and records the *NEXT* time that LOGON Name encounters a reverse video heading. The minimum amount of elapsed time between entries in the System History for this LOGON name would be 15 minutes (excepting 'forced' messages as described above.)

Gap times may be set from 60 minutes to zero minutes for any LOGON Name. Not all LOGON Names need have the same gap time.

If you access "E" for Edit One:

Enter LOGON Name to set History Gap <ENTER> = Quit
Enter Gap Time < 0 - 60 minutes > <*> = Off *

Setting the gap time to "off" prevents the System History from capturing ANY reverse video heading information. The 'forced' entries will still continue (LOGON, LOGOFF, deletes, etc.). A gap time of zero will tell the system to record EVERY reverse video heading encountered.

WARNING! Setting small gap times may slow your system down significantly ! If the computer is forced to record every reverse video heading for every LOGON name, it may write thousands of entries per day. Make sure your system manager watches for the "HIST" message at the Main System Menu telling him to print and clear the history file!

If you access "C" for Change All, you will be prompted to enter the Gap Time; then, all LOGON Names will have that gap time set automatically. Till Names are not affected by Gap Time or System History recording.

"L" for List will simply re-display the LOGON Names and associated gap times. This may be useful if the number of LOGON Names exceeds one screenful.

"P" Print / Clear is the option that generates the System History printout and allows you to erase the file's contents to 'start over.'

ATTENTION ! - All Computer Files
are LOCKED until AFTER you answer the CLEAR HISTORY prompt !
Other users will receive an ERROR message if they move to a new screen!

PREPARE LINE PRINTER - then Select Printer Number to Use [1]

This screen warns the operator that the **StockBoy** system will be locked from use by other users during the printout. This lock-out prevents data from being recorded during the printout which could lead to information being lost.

SYSTEM HISTORY REPORT

LOGON	DATE	TIME	TERMINAL	ACTIVITY
-------	------	------	----------	----------

NO NAME	02/01/93	07:45	1	***BOOT***
---------	----------	-------	---	------------

DEMO GAP = 45

DEMO	02/01/93	09:02	2	LOGON
DEMO	02/01/93	09:11	2	DELETE PO 434323
DEMO	02/01/93	09:55	2	PURCHASING
DEMO	02/01/93	10:22	2	LOGOFF

MANAGER GAP = OFF

MANAGER	02/01/93	07:49	1	LOGON
MANAGER	02/01/93	07:50	1	MAIN SYSTEM MENU
MANAGER	02/01/93	07:50	1	MASTER SYSTEM MAINTENANCE
MANAGER	02/01/93	07:50	1	HISTORY GAP TIME MAINTENANCE
MANAGER	02/01/93	07:51	1	LOGOFF
MANAGER	02/01/93	07:51	1	LOGON
MANAGER	02/01/93	08:11	1	ACCESS DENIED - SELECTION 8
MANAGER	02/01/93	08:15	1	DELETE LOGON NAME: TEST

LISTING OF INVENTORY QUANTITY EDITS

SKU	DATE	TIME	LOG NAME	WH	AA	BB
9000-001	01/30/93	11:42	MANAGER	-10	5	5
9000-002	01/30/93	14:33	DEMO	4	0	0
9000-002	01/30/93	14:33	DEMO	0	3	1
9000-999	02/01/93	10:14	JOHN	3	0	0
9000-102	02/02/93	08:29	JOHN	4	-4	0

TOTAL BOOK VALUE CHANGE FOR WH	3,132.33
TOTAL BOOK VALUE CHANGE FOR AA	-333.32
TOTAL BOOK VALUE CHANGE FOR BB	1,433.09

Changes to quantities will affect inventory valuation. All adjustments should be made via the General Ledger posting program.

In the brief sample printed above, a power-up boot is recorded ('NO NAME' must be used because there is no one logged on at boot-up!). The System History report is grouped by LOGON Name in alphabetical order, starting with " NO NAME" ... yes, there is a space in front to keep it at the front of the printout. Note that the gap time is printed prior to each LOGON's activity; the gap is the *current* gap, not necessarily the gap time that was in effect during the course of the report.

LISTING OF INVENTORY QUANTITY EDITS

A separate report will immediately follow the System History report - the Listing of Inventory Quantity Edits. This report shows the activities that occurred in the Inventory Quantity Editor and Quantity Display screens, showing changes to inventory quantity figures for what stores by which LOGON Names on which dates.

The net book value change in inventory valuation is printed at the conclusion of the report to assist accounting personnel in making manual adjustments to inventory if desired. If your implementation of the **StockBoy** system calls for tracking perpetual inventory as an itemized asset on the balance sheet, you may wish to seriously consider posting this book value change on a periodic basis.

An multi-store inventory 'scramble' is recorded on the first line of the report, showing a negative figure to one store and the positive complementary figure to another ... this results in a net effect of zero to the system, but will alter the inventory valuation for both stores. The scramble is made in the inventory quantity display screen, line "A".

The reasoning behind the Listing of Inventory Quantity Edits is quite simple: there is no paperwork audit trail for these quantity edits. Persons with access to the quantity editor should NOT be given access to this report in order to maintain double blind checks and balances.

	Clear History File ? <Y> [N]	
--	--------------------------------	--

If you answer anything but "Y", the System History and the Listing of Inventory Quantity Edits will be left untouched and still available for later re-print. A "Y" answer will force the system to complete clear out the System History and the Listing of Inventory Quantity Edits. Following your answer to this question, the system will route you back to the Master System Maintenance main menu.

NOTE: The System History will generate the "HIST" blinking message at the Main System Menu when the file exceeds 300 line item entries ... it is most unwise to let the history file continue to expand without periodic clearing.

AUTO CLEAR SYSTEM HISTORY

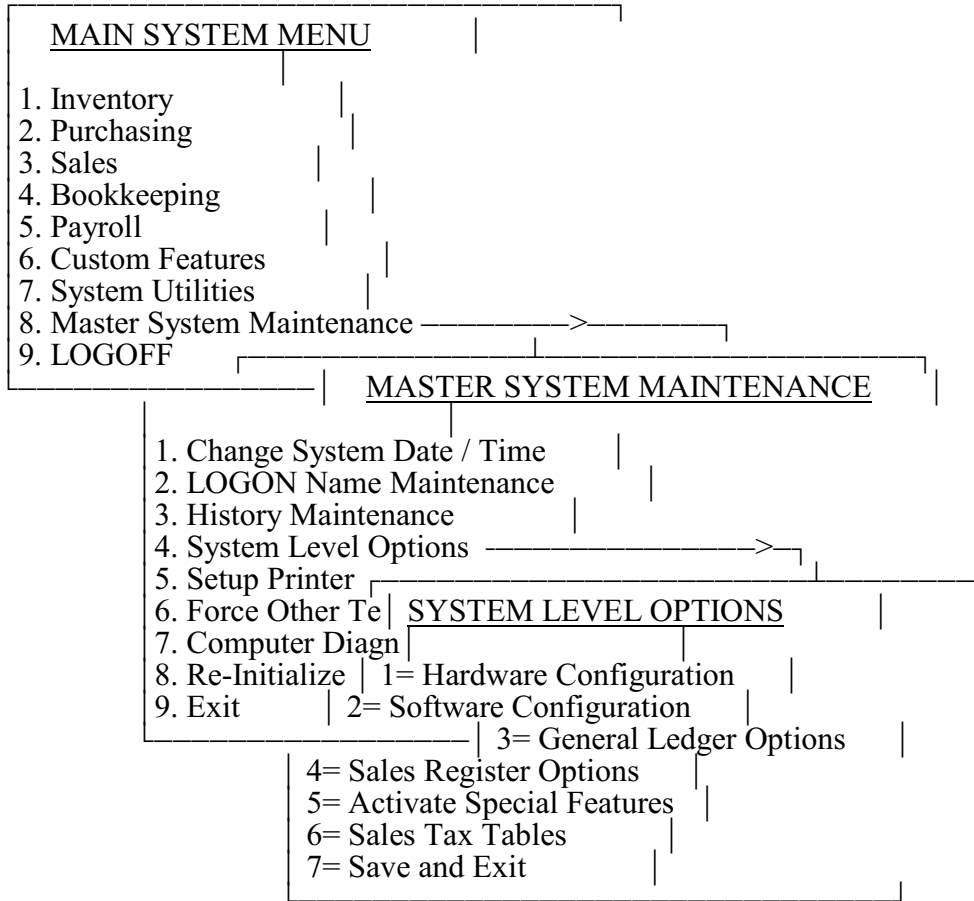
The **StockBoy** system can be set to Automatically Clear the System History report without operator intervention. Auto Clear can be set from Master System Maintenance, System Level Options, Activate Special Features, Screen #2, line "D."

If Auto Clear is set to "Y", the system will automatically erase both the System History and the Listing of Inventory Quantity Edits whenever the System History file gets 'full' --- approximately 300 line item entries. Instead of displaying the "HIST" blinking message at the main system menu, the Auto Clear mechanism takes over and erases the two files automatically.

This feature is NOT recommended for larger installations where multiple persons are using the computer. For the smaller stores where the owner, system manager, and quantity editor are all the same person, this feature can save a lot of hassle.

THIS PAGE INTENTIONALLY LEFT BLANK

SYSTEM LEVEL OPTIONS



SYSTEM LEVEL OPTIONS - OVERVIEW

This section contains the 'switches' that control which features are activated in your **StockBoy** System, and how they operate. It is where the flexibility of the **StockBoy** system is controlled and maintained; only persons with adequate training and responsibility should be allowed access to this section of the software!

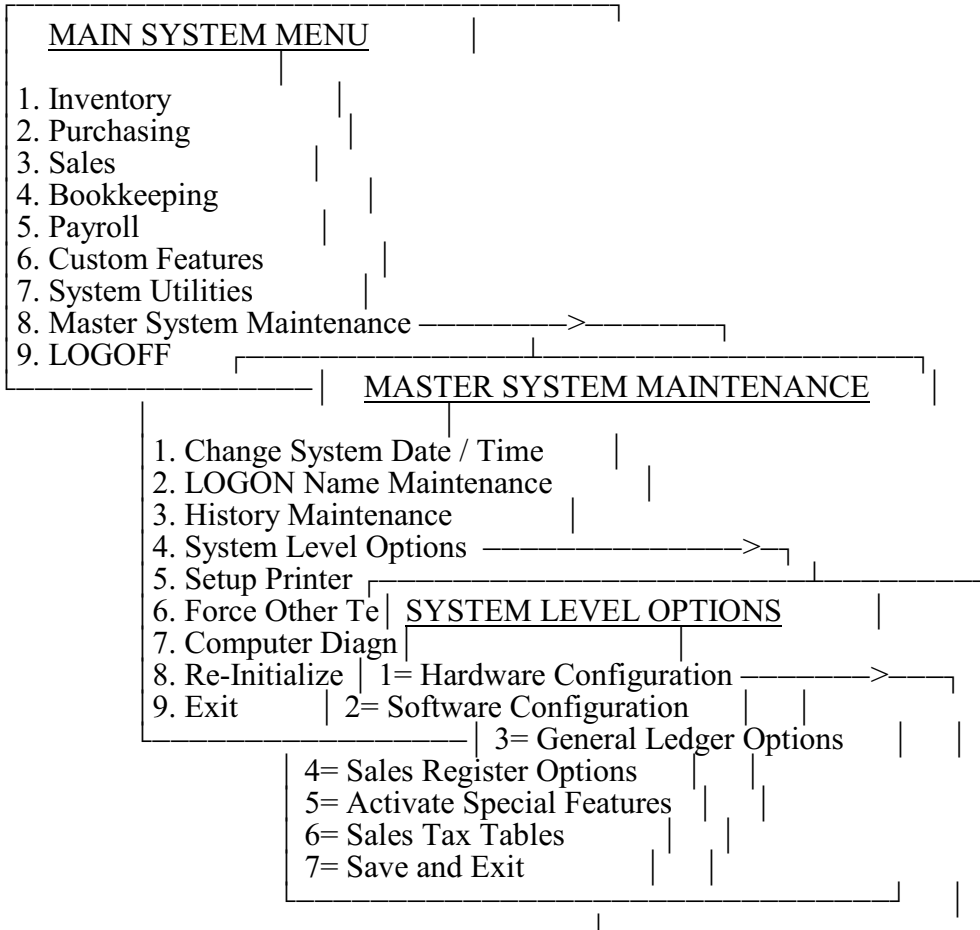
There are approximately 120 options built into the **StockBoy** system; it is not important to memorize any of them. It is important to maintain dialogue with Customer Support personnel regarding difficulties, wishes, and problems that you are encountering - perhaps flipping a software switch will activate a much-needed feature or option of which you had no knowledge!

These switches are loaded into each user's internal working memory every time the user **LOGS ON**. If one terminal changes a switch or activates a function, all other terminals won't 'know' about it until they **LOG ON** again!

At the end of every session inside the System Level Options, the screen will remind you:

| Options Take Effect for Other Terminals at their Next LOGON ! |

HARDWARE CONFIGURATION



HARDWARE CONFIGURATION is the option that allows you to change how the software 'talks' to the hardware. Hardware configuration allows you to add and remove terminals and printers without requiring the services of expensive computer programmers. The power to change is the power to destroy -- please be careful when working in Hardware Configuration. Although it is NOT possible to damage equipment by entering incorrect data, it is certainly possible that nothing will work correctly! Anything you do in the Hardware Configuration CAN be un-done ... but it might require significant time to straighten it out.

Consult your Support Team for advice prior to entering this module! At the very least, please read through this manual section COMPLETELY before proceeding. Caution - once you have selected this option, YOU MUST GO THROUGH ALL HARDWARE CONFIGURATION SCREENS BEFORE YOU CAN EXIT.

```
|  
|   | _____ |  
|   | HARDWARE CONFIGURATION - DEFINE TERMINALS |  
|   | _____ |  
|   | 1 CONSOLE |  
| 2 WYSE-60, BAUD 38400, DTR, INTERNAL COM FIRST PORT |  
|   | _____ |  
|   | A dd D elete E dit or C ontinue C |  
| Changes on this screen take affect AFTER re-boot! |
```

When you select "A" "D" or "E", you will be prompted to input the number of the terminal with which you wish to work. Remember that the main console is always #1 (the video screen and keyboard that plug directly into the computer with separate cables) ... it cannot be edited or deleted since it is always part of the computer and cannot be 'detached.'

| Enter Terminal Number to Add <ENTER> = Exit |

This first screen of the hardware configuration ALWAYS is referring to serial ports for any number past #1. For ease of use, **StockBoy** numbers the first available serial port as #2 (remember #1 is the main console). The second port is #3, and so on; this numbering scheme holds true *even if the terminal is not used nor physically available*.

IT IS IMPORTANT THAT YOU DO NOT ATTEMPT TO ASSIGN TERMINALS TO PORTS THAT DO NOT PHYSICALLY EXIST !

Customers with MS-DOS experience will recognize that the first two serial ports (#2 and #3) are often called COM1 and COM2 in their DOS manuals, and are the same two ports that are most standardized within the IBM-PC family of computers.

For those technically inclined: #2 is located at 03F8H on interrupt 4, #3 is located at 02F8H on interrupt 3. These addresses and interrupt numbers are computer jargon that might need to be referenced in your computer's technical manual.

The ports #4 - #19 are not standardized within the industry. The THEOS operating system supports a modest variety of 'multi-port' add-on cards to give your computer more serial ports. There are four port cards, some sixers, many eight port, and even a few 16 port cards that can be added. Your computer is most likely capable of expanding to 64 terminals, but that would require tremendous amounts of extra memory, storage, and dollars!

StockBoy comes pre-configured to handle up to 19 terminals (including the main console). The software refers to the ports as SIO2, SIO3, SIO4, etc. for 'serial in-out'. There are places in other parts of the software where you will be asked to assign a specific 'SIO' number for your barcode or modem.

It is completely feasible that you have a terminal #4 without having a terminal #2. There is no requirement to assign consecutive numbers; all numbers must represent a real physical port.

When you select the terminal number to add, that number will appear on the screen, followed by a series of options. These options MAY or MAY NOT be correct when your first add a terminal!

Let's examine the sample options: WYSE-60, BAUD 38400, DTR HANDSHAKING, INTERNAL COM1

The first item indicates the brand of terminal, the second represents the speed - called 'baud', the third item is the type of electronic connection, and the fourth is the physical port identifier.

Pressing "E" for EDIT:

Enter Terminal Number to Edit <ENTER> = Exit	
--	--

<u>HARDWARE CONFIGURATION - DEFINE TERMINALS</u>	
2 WYSE-60, BAUD 38400, DTR, INTERNAL COM FIRST PORT	
	60 = WYSE-60
	99 = KIMTRON KT-7/PC
	77 = KIMTRON KT-7
	70 = KIMTRON KT-70/PC
	201= Ergo 201
	100= THEOS computer
	72 = DOS computer
	150= WYSE 150
	90 = PC Terminal
Select Terminal Type 60	

These are the terminals and devices currently supported without extra charge by **StockBoy**. Number 100 refers to another CPU running THEOS and using the THEOS terminal program. Number 72 refers to a standard DOS CPU running the **StockBoy** communications software for DOS. Number 90 refers to any brand of terminal that can emulate a PC Terminal (many newer models do this); this setting can also be used with the THEOS product SCAN-TERM to allow DOS machines to serve as terminals. See your Dealer for more details on these settings.

Once you select <E> to edit, you will see only the line you are editing displayed on the screen and the terminal types available will be displayed first. Currently these terminals, and terminals that can emulate (or mimic) them, are the only ones supported by **StockBoy**. Select the correct one for your situation.

NOTE - While you can have different terminals in various positions in your system, ALL Sales Stations must be the same Brand and Model. All SLAVE receipt printers (printers that are attached directly to a terminal rather than attached directly to the main computer) must be the same also.

2 WYSE-60, BAUD 38400, DTR HANDSHAKING, INTERNAL COM1	
	38400
	19200
	9600
	4800
	2400
	1200
	300
Select a BAUD Rate for this Terminal 34800	

Next you will be asked to select the Baud Rate for the terminal. The BAUD Rate is the speed of data transmission between the computer and the Terminal. Your terminal's capabilities and/or the length of cable between the terminal and the computer will determine what the fastest speeds are. Your Support Team will help you determine the optimum speed to use. Make sure that the settings you make here match the settings in your terminal. (See "SETTING UP YOUR DATA TERMINAL FOR **StockBoy** USE" later in this manual.)

2 WYSE-60, BAUD 38400, DTR HANDSHAKING, INTERNAL COM1	
	1 = DTR (four wire)
	2 = XON/XOFF (three wire)
	0 = NO HANDSHAKING (slow baud rates only)
	5 = XPC (PC terminals)
Select Handshaking Protocol 1	

Handshaking or protocol refers to the type of electronic connection between the computer and the terminal. In simple terms it is tied to the location and number of physical wires that the cable has inside. It is extremely rare that a four wire connection is NOT 'DTR'. 'DTR' stands for Data Terminal Ready and represents a particular wire that acts like a street light for automobiles. When the terminal is busy processing data it puts up a 'red light' telling the computer to wait a moment before sending any data down the cable. When the terminal is ready to accept data, it issues a 'green light' on the DTR circuit, and the computer starts sending again. All of this stop and start happens THOUSANDS OF TIMES PER SECOND ... it prevents the computer from sending too much information to the terminal over too short a period of time.

If your system is NOT using DTR handshaking, it is important to find out why. There may be a good reason such as wiring restrictions.

Note that you are NOT asked to input the physical port; it's because you have already determined the physical port by inputting the terminal number. There is one and only one number per possible port.

Upon finishing the protocol question you will be routed back to the Define Terminals screen with your new defaults appearing on the screen. You will notice that one additional item has been added to the terminal line automatically. You may edit and re-edit as many times as you need.

No handshaking is necessary at 300 and 600 baud. The XPC handshaking is the industry standard for PC Terminals as described above.

Pressing "D" for DELETE:

```
|      | Enter Terminal # to Delete  <ENTER> = Exit      |
```

Simply input the unwanted terminal number and it will disappear from your configuration screen.

Once your DEFINE TERMINALS screen is satisfactory, press "C" to continue on to the next screen.

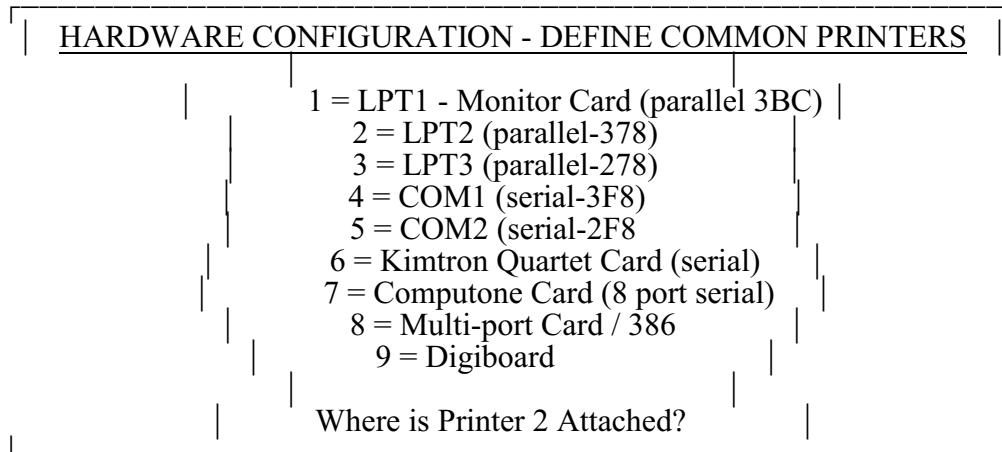
DEFINE COMMON PRINTERS

```
|  | HARDWARE CONFIGURATION - DEFINE COMMON PRINTERS  | |
|  |                                                    |
|  | 1 COMMON PRINTER PARALLEL LPT1 - MONOCHROME CARD (3BC) |
|  |                                                    |
|  | | These printers are attached directly to the computer |
|  | | and are available for use by ALL work stations!      |
|  | |                                                    |
|  | | A dd D elete E dit serial printer or C ontinue      |
|  | | Changes on this screen take effect AFTER re-boot!    |
|  | |                                                    |
```

The second screen of the Hardware Configuration, DEFINE COMMON PRINTERS, is where you go to add, delete, or edit the parameters of the printers connected directly to the computer. These are the COMMON printers that can be shared by every terminal. The screen does NOT refer to SLAVE printers (those receipt printers attached directly to terminals at the point of sale).

"A" for ADD. The printer numbers are not 'hard-wired' like the terminal numbers. For technical reasons, the number of COMMON printers is limited to three, #1, #2, #3. You can call any printer any one of the three numbers; the numbers do NOT have to be consecutive; you do NOT have to have a #1; you DO have to have at least one common printer.

```
|      | Enter Printer Number to Add  <ENTER> = Exit [ ]      |
```



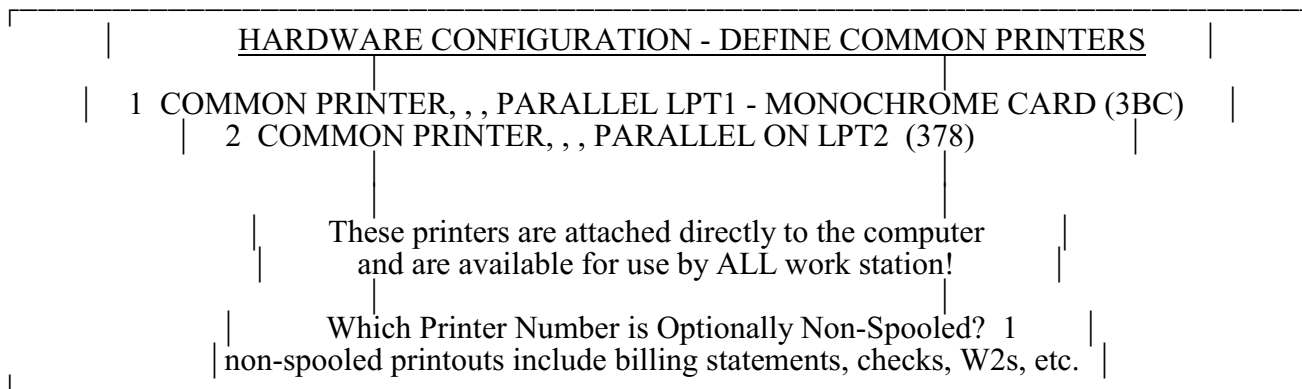
Here, you must enter the physical port assignment. Parallel Common printers must be located in any one of the first three ports. Customer Support most generally will have pre-determined your printer port locations. The numbers following the descriptions are the computer addresses for each physical port; they may come in handy if you have to refer to your computer's technical documentation.

If you attempt to add a printer to a port that is already assigned a terminal or another printer, the system will respond with an error message. Some of the options shown above may be slightly different depending upon which version of the THEOS operating system you have ... Customer Support can help you select which entries to make.

Deleting a printer is identical to deleting a terminal; just key in the printer number at the prompt and it will disappear from the DEFINE COMMON PRINTERS screen.

"E" for EDIT: Because parallel ports and parallel printers are pre-defined by the industry, there is no reason and no capability to edit the parameters of any parallel printer. However, serial printers need all of the same options set as do terminals. The screens are similar to the ones described above regarding setting up terminals.

When the COMMON PRINTER screen is satisfactory, press "C" to continue.



At this point you input one of your defined common printers to be the optionally non-spoiled printer. If you attempt to input a printer number that has not been defined, an error message will appear, and you will be forced to enter a correct printer number. You MUST assign an optionally non-spoiled printer.

In order to understand what a non-spoiled printer is, we must first define what a spooled printer is. The spooler is a computer program that is running all the time in the 'background.' Its only purpose is to control

printouts to the common printers. The spooler serves as a clearing house for all the reports that are generated anywhere in the **StockBoy** system; making sure that the printout goes to the selected physical printer and that no two (or more) printouts go to the same printer AT THE SAME TIME.

The spooler allows one report at a time to be printed on any given common printer. It does this by capturing the printout in a memory area (called a RAM DISK - Random Access Memory Disk), then releasing the data at the appropriate time. All printouts to common printers are spooled. That is why you will often see the printout line numbers in the lower right hand corner of a screen, BEFORE any printing actually begins. This is because the computer 'thinks' it's printing to the printer, when in actuality, it is being captured by the spooler.

Periodically, the spooler must release the data to the printer. It performs this release (de-spooling) when (1) the printout is completed, (2) printout is terminated with <SHIFT> <F1>, or (3) when the spooler is too 'full' to capture any more data.

Besides controlling the flow of the printouts in a multi-user situation where several terminals may be sharing one common printer, the spooler serves another major purpose: speed of throughput. The spooler captures your printout faster than your printer can print the data. That means that the computer time required to print a report is shortened; that means your terminal screen returns to a menu much faster than if you had to wait for the printing to finish.

This is an excellent feature of the **StockBoy** system. You can even 'load' several printouts into the spooler, go back to PLEASE LOGON, go to lunch, and come back to find all of your reports waiting for you at the printer.

There is, however, a situation where the spooler is actually a disadvantage; hence, the system provides a method for routing around the spooler for certain specified reports. Non-spoiled reports include price tags, billing statements, checks, W2 forms, and mailing labels. These reports usually require custom paper forms. Wouldn't it be a tremendous headache if you were printing payroll checks and all of a sudden an inventory report starting printing! This, then, is a case where we want the spooler temporarily shut off. We want the printer dedicated to our task. We want everybody else 'on hold' until we complete our special printout, and then we can release the spooler to utilize the printer.

StockBoy requires that you designate one of your printers to be the optionally non-spoiled printer. This is the common printer where ALL of the non-spoiled reports will be printed. Prior to any non-spoiled report (don't worry, the computer knows which ones they are!) the screen will alert you to wait for any printing to finish, then press <ENTER> to de-activate the spooler from printing to this printer until after your special report is complete.

When the spooler is de-activated from the optionally non-spoiled printer, any other common printer in your system will continue to work as before. All printouts will continue to be captured by the spooler; just the de-spooling to the one printer is stopped.

<u>HARDWARE CONFIGURATION - SPECIAL PARAMETERS</u>	
Enter Number of 64K Blocks for RAM DISK Print Spooler	1
NOTE: If you are uncertain of your answer, type in '1' or use the default.	

The hardware configuration next asks you to establish the size of RAM disk the system will use for your Print Spooler, which will control the number of spooled pages each user can have. The size of the RAM disk is totally dependent upon physical hardware optional equipment, and will default automatically to what the original programmers determined was the maximum size for your installation. Consult with your Support Team before you exceed the default.

HARDWARE CONFIGURATION - SPECIAL PARAMETERS	
Enter Number of Spooled Pages per User	1
Do NOT exceed X pages unless instructed by customer support!	

From our previous description of the RAM disk and the spooler, you will remember that the spooler must release data when it gets 'full.' The size of the RAM disk and the number of terminals will determine when the spooler gets full. Your answer here tells the spooler that anytime any user reaches your input number of pages in a printout, it will de-spool and release your printout to the printer.

The above screen message takes the number of blocks of RAM disk and divides it by the number of defined terminals to generate a 'safe' answer at the bottom of the screen. If you use the 'safe' answer (represented by an 'X' in the sample above), you are in no danger of filling up the spooler and perhaps losing a printout.

The safe answer is, however, sometimes too conservative for optimum performance. If you have five terminals defined and you use 3 blocks of 64K for your RAM disk the computer will suggest the number of spooled pages per user to be 4. The computer figures eight pages per 64K; that means a total of 24 pages divided by five rounded downward. Now let's say that two of your terminals are sales stations which will never use common printers (just the slave receipt printers), and that one of your terminals is a workstation at the shipping/receiving department that will rarely run a large number of printouts. This means that a better divisor might be two instead of five, leaving an answer of 12 (24 divided by 2).

Why all the fuss? The larger the number of spooled pages per user, the larger number of consecutive pages you can expect to receive on a long printout. If two persons tell the computer to print at about the same time (with the number of spooled pages set to four), one report gets four pages, then the next four pages belong to the second report, then the next four pages to come out of the printer come from the first report, etc. The computer keeps accurate track of the page numbers and the data, it's just that your ability to get consecutive pages from the printer is broken up by the number of spooled pages per user.

It is important to realize that the maximum number of consecutive pages is established by the number of spooled pages per user; you may get even fewer consecutive pages at times. The bigger the number of spooled pages per user, the more consecutive pages are possible.

The spooler 'breaks up' these reports so that a long report does not monopolize the printer. Say for example that one terminal begins a 50 page inventory report and another is just completing a posting session. It would not be good to have the second user wait 50 pages before seeing a one page mandatory journal printout come out of the printer. With this spooler mechanism in place, each user is assured of a spot in line for using the printer.

The blinking message: "SPOOLER BUFFER FULL - WAITING FOR AVAILABLE SPACE" is caused when the spooler is releasing data to the printer(s) but the flow of data IN to the spooler is still greater than the flow OUT to the printer. When this situation occurs, the system is back to standard speed of throughput as though the spooler was not in place; you must wait till the printer can pull enough data out of the spooler before new data can be fed into the spooler. The spooler will clear up as fast as the printer can print the data. These spooler full messages can often occur if your printer(s) are turned off or are 'off line.' The spooler is still capturing, but it cannot release to the printer, so eventually it will fill up.

The message: "SPOOLER DISK FULL" is more serious. This message puts the computer in a situation that is not recoverable. It means that the number of spooled pages per user is too big; no user that is printing has reached his maximum number of spooled pages and yet the RAM disk has no more room to capture data.

If all of the reports in the spooler are ones that can be re-printed, then your best procedure is to immediately lower your number of spooled pages per user (probably by one will do it), then get as many terminals to PLEASE LOGON as is possible (the ones with the spooler disk full message will be 'hung up'), then re-boot your computer. If you have a SPOOLER DISK FULL message and any of the reports are not re-printable, then contact Customer Support immediately.

SETUP PRINTOUTS

HARDWARE CONFIGURATION - SETUP PRINTOUTS											
Term	Rcpt	Style	Inv.	MOP	Inv.Ptr	Pr	Tags	Trigger	Trigger	Codes	Scan Scl
1		1	1	1			C				
2	S	C	AL		1	C	P	(prtr code)			

This is the final screen of the Hardware Configuration procedure; changes that you make here result in how various types of printing are handled by the previously defined terminals. It is here that you will determine what type of customer receipt is printed (invoice or tape), where the receipt is printed, where price tags are printed, and how cash drawers are triggered (opened automatically during a sale).

Your screen will most likely be different from the sample above. There is one numbered row for each terminal that has been defined. If you add a new terminal in the preceding screens, that new number will appear on this screen with all of the information blank.

The column headings are especially important: terminal number, receipt printer, style of customer receipt, special method of payment for invoices, invoice printer, price tags, trigger device location, and trigger codes. The headings are abbreviated to fit on one horizontal line.

You may be FORCED to answer every question on every line for every terminal ... the previous answer will be defaulted at each prompt. The system starts with terminal #1 from left to right, and highlights the option being prompted for with reverse video (black letters on amber background).

TERMINAL #1: Enter Printer for Receipts	
<S> = Slave or <1,2,or 3> Common Printer	<TAB> = Save and Exit

The <TAB> key can be pressed here to save all settings currently on the screen and exit. This prompt only is useable at the first prompt of each line (each terminal) and serves as a handy defaulter. The double escape <ESC> <ESC> can be used at any time to forget any and all changes and return back to the first screen of the System Level Options.

Your answer here determines where the customer receipt will be printed for this terminal; out any one of the three possible common printers or out a slave printer attached directly to the terminal. You cannot physically have a slave printer attached to terminal #1, the main system console. The system will double check to make sure that the printer number you input has been defined previously in Hardware Configuration.

TERMINAL #1: Enter Style of Receipts	
Tape	1 086 Invoice 9 040 Invoice or C ombination

Your four possible answers are listed at the bottom of the screen, "T", "1", "9" or "C". The invoice format is a pre-defined mini-sized invoice (**StockBoy** 1086 form or Nebs 9040) for those who wish their customers to have the maximum amount of detail regarding each sale. These forms are readily available ... contact your support team for details.

The tape receipt is a 4 1/2" wide roll paper cash register type receipt, printed using the Star DP 8340 printer or similar piece of equipment.

Combination refers to a situation where you might want to print an invoice for certain types of tickets and tape receipts for others. If you answer "C" for Combination, you will see the screen immediately below, otherwise it will be skipped.

(FOR COMBINATION STYLE OF RECEIPT ONLY)

```
| TERMINAL #1: Enter MOP TYPE for Printing 1086 Invoices |
| (All other MOP type tickets will print TAPE format receipts) |
```

The MOP TYPE refers to the Method of Payment type codes found in the MOP Code File Maintenance section of the system. The codes are "\$" for cash tendering, "X" for checks, "C" for deposit-able charge cards (VISA, MasterCard), "A" for accounts receivable, "G" for general ledger, "R" for Received on Account, and "L" for layaway.

You have a seven character input field to enter in all of the MOP type codes that will generate a **StockBoy** 1086 invoice format receipt. If a single ticket has multiple methods of payment, the computer will generate an invoice receipt if ANY ONE of the MOP's matches ANY ONE of the codes input here. The most common use of the Combination option is to print invoices for "A" and "R" types ... accounts receivable and received on account type tickets, while printing tape receipts for all other types of tickets.

This option does NOT affect the *number* of receipts printed as established in the Master System Maintenance, System Level Options.

(FOR COMBINATION STYLE OF RECEIPT ONLY)

```
| TERMINAL #1: Enter Printer for 1086 Invoices |
| <S>=Slave or <1,2, or 3> Common Printer |
```

Next, you must tell the system where to physically print the INVOICES. This must be different than where you told the system to print receipts (two steps above). When an MOP type on a given ticket matches the answer you put for combination receipts, the invoice will be printed on the printer you select here. All other method of payment type tickets will be printed on the receipt printer you selected as the first prompt on this screen (for the selected terminal).

```
|
| TERMINAL #1: Enter Printer for Price Tags <SPACE> = None [C] |
| <S> = Slave <C> = Common non-spoiled <1,2 or 3> = Common Printer |
|
```

The printer that is going to be used for printing Price Tags by this terminal needs to be identified at this time. If the price tag printer is also used for other managerial reports on a regular basis, you might want to consider selecting "C" for common non-spoiled. This will route price tags to the optionally non-spoiled printer much like statements and checks. The computer will prompt you to wait for existing printouts to finish, then stop the spooler from accessing this printer until after you have finished your price tags. If there is minimal chance of conflicting with other printouts, you may select any of the common printers #1 through #3. Many of the larger shipping and receiving systems will have their own dedicated printer attached directly to a terminal for printing price tags ... this would be a use for the "S" slave option.

```
| TERMINAL #1: Enter Cash Drawer Trigger Location |
| <P> = Receipt Printer <2-9>=Serial Port # <SPACE>=None |
```

A cash drawer trigger is an electronic device that automatically opens a cash drawer when it receives a special code from the computer (at the conclusion of a sales ticket, or when you VOID a ticket.) This prompt asks you to identify where the trigger is physically located.

If you are using DP8340 or SP300 tape receipt printers (or equivalent) input "P" for printer. The printer code maintenance area of the software (described later) will instruct the printer how to trigger the drawer.

Some triggers may be independently attached to a specified serial port on your computer ... simply key in the port #.

(THIS SCREEN WILL BE SKIPPED IF YOU ANSWERED <SPACE> - NO CASH DRAWER TRIGGER or "P" for RECEIPT PRINTER)

TERMINAL #1: Enter Hex Code to Trigger Drawer Use spaces between Hex byte pairs
--

A Hex Code has nothing to do with voodoo, although you might suspect that it does! This term refers to hexadecimal (base 16), a mathematical base that is used by computers and computer equipment rather than the familiar base 10 humans work with. Hex is quite simple: when counting in base 16 you don't stop at 9 and start over with a new column (10). The carry over occurs at 16 ... 1,2,3,4,5,6,7,8,9,A,B,C,D,E,F then 10.

Customer support will clue you in as to what hexadecimal codes your particular cash drawer trigger requires. Most all triggers will be set to use the codes "1C". Many will use multiple occurrences of "1C". It is very common to use "1C 1C 1C" as the answer for this prompt.

Enter Bar Code Scanning Device Type
<SPACE> = None, Metrologic, Symbol wedge-types <SP> = Spectra Physics

If your installation uses electronic scanners and/or scales, you must input the correct answer here. If you use wedge-type devices (those that physically attach between the computer and the terminal or between the terminal and the terminal's own keyboard) you will most likely answer <SPACE>.

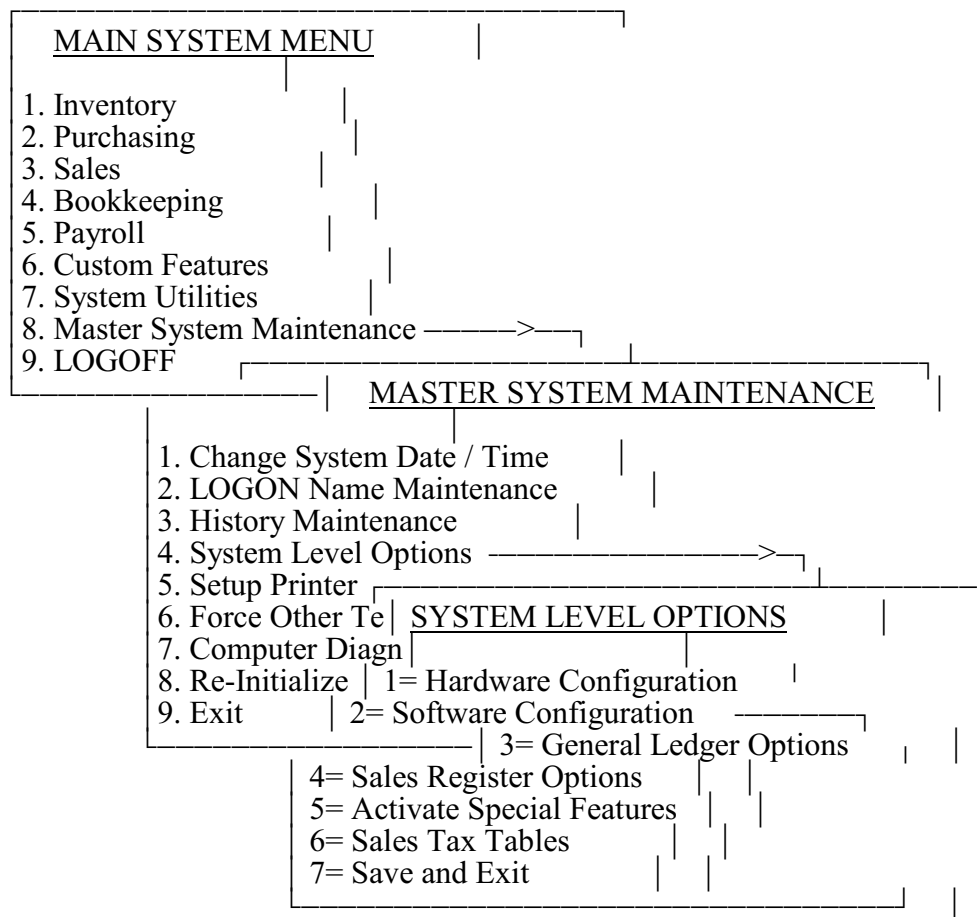
Enter Electronic Digital Scale Type
<SPACE> = NONE <SP> = Spectra Physics

As with the previous scanner question, it would be best to contact Customer Support regarding your use of electronic weighing devices at the point of sale. Any installation without an electronic scale tied in to the point of sale terminal should answer with <ENTER> or <SPACE>.

When you complete this question for the last terminal that has been defined in your system, the Hardware Configuration is complete. The screen will note: "Changes Take Effect only After Re-Boot!", and you will be routed back to SYSTEM LEVEL OPTIONS.

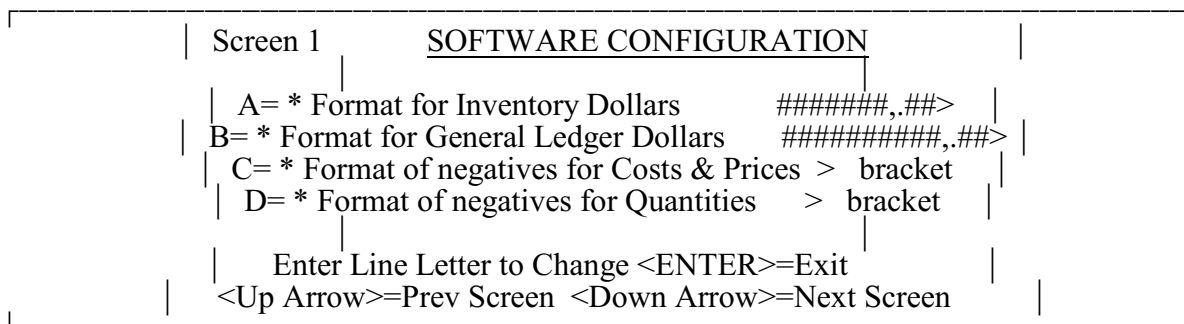
IMPORTANT NOTE: Any changes in the Terminals, Printers, or RAM Disk sections will take effect only after a re-boot! Changes in the printer set-ups will take place for each terminal at that terminal's next LOGON. To make the terminal and printer changes take effect, you must have all users get back to PLEASE LOGON, then re-boot.

SOFTWARE CONFIGURATION



The SOFTWARE CONFIGURATIONS Option of the "System Level Options" is where you will establish over-all software conditions that determine how your **StockBoy** System functions for you. Many of these act like switches, turning on or off various features, while others establish the formats and styles you want to use. Consult with your Support Team before changing these settings to be sure you are aware of the results before you surprised by them. Software Configurations, which are grouped by function, are displayed on eight different screens.

NOTE - This section has at least 8 different Screens. If you want to jump directly to a particular Screen, you can type in the Screen Number instead of a line letter to edit and the system will take you directly to that screen.



Screen 1 controls how your system will display and print monetary figures in both the General Ledger and the Sales/Inventory Sections. Each is set separately since they will have different requirements.

*REMINDER: An "***" in front of the option heading means that this variable is global to all stores of a multi-store system, and can ONLY be changed at the Master computer. The variables with "***" are sent down from the Master to the individual stores during the Master Distribution process. Single store installations are not affected by the "***" designation.*

* Format for Inventory, and General Ledger, Dollars (OPTIONS A & B) These format variables control the way **StockBoy** will print the numbers you see in the general ledger printouts, inventory printouts, purchase orders, sales reports, and the sales tickets.

The computer will display the somewhat cryptic codes on the right hand side of the screen that tell the software how to translate your format into computer-speak. Pay no particular attention to them.

These two variables control how dollar figures are to be displayed or printed, and even affect how large of a number the system can print. The prompts will ask you if you want the numbers to be printed with or without dollar signs; with or without commas; and how to print negative amounts.

	Print Dollar Signs at Left ? <Y> or <N>	[]	
--	---	-----	--

Printing a dollar sign at the left will shorten the maximum length of a dollar figure display by one character. A pair of '\$\$' will appear at the left of the code as it is displayed on the screen ... this indicates that dollar signs are set on.

	Print Comma's to Separate Thousands ? <Y> or <N>	[]	
--	--	-----	--

A "Y" answer will tell the software to automatically separate the thousands with a comma. Comma's will shorten the maximum size of the number but will make the large entries easier to read. The code will show one comma next to the decimal point when comma's are activated.

	Enter Format of negatives []	
	Choose ">" or "-" or "+" or " "	

There are four possible ways that the **StockBoy** system can display/print negative numbers. If you input ">", the system will show negatives surrounded by the greater than/less than symbols, i.e. <432.33>. YOU CANNOT HAVE BOTH DOLLAR SIGNS AND BRACKETS SELECTED AT THE SAME TIME!

The "-" will force a trailing minus sign for negative numbers, a trailing blank space for positive numbers, i.e. 12345.67-.

The "+" will force a trailing minus sign for negative numbers and a trailing plus sign for positive numbers.

The " " <SPACEBAR> will tell the computer to show a negative sign at the left of the number, i.e. -432.33.

YOU MAY NOT HAVE BOTH DOLLAR SIGNS AND LEADING NEGATIVE SIGNS SELECTED AT THE SAME TIME!

OPTIONS 'C' & 'D'

Enter Format of negatives for Costs and Prices Choose: ">" or "-" or "+" or " "
--

These two options allow you to set the format for display/print of negative figures for costs and prices in the inventory control system, as well as the format for negative quantities.

NOTE: If your system generates a number that exceeds the number of positions you have available in your format, the computer will ignore the format, print a "%" sign in FRONT of the number, then print the number. These 'field overflow' numbers are usually easy to spot on a printout because they do not line up the decimal points properly. The data is perfectly O.K. -- but you may want to adjust your formats here to allow more numbers in the format.

Screen 2	<u>SOFTWARE CONFIGURATION</u>
A= Default New SKU to Taxable	Y
B= Terminal Numbers with Bar Code Scanning	
C= * Freeze Invoice Cost (def=Y,def=N,Y,N)	1
Enter Line Letter to Change <ENTER>=Exit	
<Up Arrow>=Prev Screen <Down Arrow>=Next Screen	

(A) Default New SKU to Taxable, sets the default status code for any new SKU added via the standard inventory line item editor screen, via purchase orders, via quantity editor, or via Lost Header routines in the multi-store networking and End of Month Inventory updates. This feature is handy for those retail outlets that primarily will sell non-taxable items such as grocery stores in many states.

(B) Terminal Numbers with Bar Code Scanning establishes which terminals have bar code scanners.

Terminal #'s with Bar Code Scanning < SPACE > = None
Enter each number as a 2 digit number.

You must input "02" to activate scanning on terminal #2. Do not leave spaces between the terminal numbers; i.e. 02040506 would activate 2,4,5, and 6 for scanning.

The ONLY software difference between scanning and not-scanning is the access to quantity sold columns at the sales registers and the default quantity when using the quantity editor. If scanning is set on for a given terminal, that terminal will have the sales screen react differently: the highlighted cursor block will NOT automatically move to the quantity sold column ... it will insert a '1' and move down to the next row awaiting the next SKU.

The reason for this is fairly obvious; when you are scanning (using a laser gun, CCD device, or light wand), the quantity per scan is always one. You may move the cursor to the quantity column and change the amount sold for any line on the sales screen.

(C) * Freeze Invoice Cost (def=Y,def=N,Y,N) This prompt controls the way the system handles updating your Invoice Cost.

Freeze Invoice Cost (1=def Y, 2=def N, 3=always Y, 4=always N) [3]

The system has the ability to replace your invoice cost with the last cost charged you by your supplier. "FREEZING" the Invoice Cost blocks this update from happening. You can elect to simply freeze all Invoice Costs from automatic update (#3), let them all update (Un-Freeze) (#4), or you can have the system prompt you on the main inventory line item screen whether or not you wish to freeze the invoice cost. This prompt will appear for every SKU when you edit and change the invoice cost. Option #1 leaves a default "Y" answer, while option #2 leaves a default "N" ... but either answer may be input.

NOTE - Freezing the Invoice Cost does NOT affect the computation of your Book Value or Freight Cost; nor does it limit your ability to edit Invoice Costs. This Freezing ONLY concerns invoice cost changes triggered by the Purchase Order Confirmation Process. Freezing only takes place when you CHANGE the invoice cost manually ... if you never manually access the invoice cost, the freezing mark is never placed on the SKU.

Screen 3	SOFTWARE CONFIGURATION
A= Supplier for Warehouse POs	WHSE
B= Number of Packing Lists to Print	1
C= Last P.O. Number Used	100032
D= * Allow Retail to be LESS than Invoice Cost	Warn
E= First hour of business day	8
F= Last hour of business day	21
G= Gross or Net calc per line item for Comm.	G
Enter Line Letter to Change <ENTER>=Exit	
<Up Arrow>=Prev Screen <Down Arrow>=Next Screen	

(A) Supplier for Warehouse POs. This option applies ONLY to multi-store systems. A legitimate supplier code must be input here to serve as the default supplier for warehouse purchase orders. Warehouse PO's cannot be used if there is no supplier code input here.

(B) Number of Packing Lists to Print allows you to pre-select how many copies of the packing list will be printed automatically when transferring merchandise from your warehouse to satellite stores. This function applies ONLY to multi-store systems.

(C) Last P.O. Number Used is the variable that the system will base your next default PO Number upon. The next default PO Number will be one greater than this number. How the default PO number is used is described in detail in the Purchasing Reference Manual.

(D) * Allow Retail to be LESS than Invoice Cost allows you to stop the input of any retail price for a SKU that is less than the current Invoice Cost. An "F" answer means FORBID and will not allow a SKU to be edited and saved with the Retail price less than the invoice cost. A "W" means WARN and will cause a warning message to appear at the conclusion of editing a SKU in the main inventory screen ... but it WILL ALLOW the retail to be less. The "I" answer stands for IGNORE.

(E) First hour of business day

(F) Last hour of business day

These two variables affect the printing of the Time Sales Analysis report, setting the first and last hour that will be printed and captured at the point of sale. The Time Sales Analysis is a report that identifies the number of tickets and dollar volume of sales during any whole hour of the business day.

NOTE - These settings will only become operative after being set here AND after activating the "Time/Sales Analysis" in the "Activate Special Features," found later in this manual.

(G) Gross or Net calc per line item for Commission, controls whether your system will base the commission computations on the gross (total ticket less sales tax) or the net (total ticket less sales tax less book value cost of goods sold). Calculations are made on a line by line basis, not by accumulating totals for the entire ticket.

If you want commissions computed upon the amount of the sale enter <G> for Gross. Otherwise enter <N> to have **StockBoy** subtract the book value cost from the selling price to obtain a "Net" amount to base the commission computation upon. This option only affects commissions based upon a percentage rate, not the bonuses or spiffs (see commission override in the Inventory Management Reference Manual).

Screen 4		<u>SOFTWARE CONFIGURATION</u>	
Inventory Header Merge Network Triggers			
A=	* Specified List of Mandatory Fields	YES	
B=	* Supplier Information	NO	
C=	* Status Codes	NO	
D=	* Costs	NO	
E=	* Any & All Changes to Header Fields	NO	
New SKU	Deleted SKU	Description	
Retail	Target Retail	Quantity Discount Price	
Break Point	Comment	Commission Override	
Sales Units	Def. Sales Qty	Tax	
UPC Code	GL Code	Warranty	
Enter Line Letter to Change <ENTER>=Exit			
<Up Arrow>=Prev Screen <Down Arrow>=Next Screen			

FOR MULTI-STORE SYSTEMS ONLY !

To reduce the amount of information sent on the network's Master Distribution (disk or modem), and to reduce the amount of time required for each transmission, SKU Headers are transmitted only when certain fields within that Header have been changed. Any change to the fields listed at the bottom of this screen will trigger the SKU Header to be transmitted to the Satellite Stores during the Master Distribution.

This option allows the Master system to determine exactly which edits will trigger the header transmission. (A) * Specified List of Mandatory Fields - Setting this to YES will tell the system to send a SKU header when any of the fields at the bottom of the screen are changed. This is the recommended setting to utilize (the only one with a "YES"), since any important changes are triggering network activity. The following four options can be set additionally, but since satellite stores have little or no use for purchasing information, status codes, or costs, it might seem unnecessary to 'bog down' the master distribution with SKU's where this kind of information alone has been edited.

(B) * Supplier Information - A YES in this category will instruct the system to add the SKU Header to the Master Distribution transmission if there has been any change to the Supplier data. The Supplier data fields include: Supplier Code, Manufacturer's part Number, and the Supplier Description.

(C) * Status Codes - A YES in this category instructs the system to transmit the Header data for SKUs that have had a change in their Status Codes (Tax, Warehouse, Recipe, Serialized, Hazardous, Tracked, or any future status codes that might be added.)

(D) * Costs - A YES here will include Header data for SKUs that have experienced any changes to the item's costs. These include Invoice Cost, Freight, and Book Value.

(E) * Any & All Changes to Header Fields - A YES in this position will include Header data for all SKUs that have had any change to ANY of the Header data.

None of these options affects how a FULL MASTER DISTRIBUTION FUNCTIONS. The FULL Master Distribution takes every SKU header at the Master computer and moves it to the satellite stores; the merge Master Distribution is selective on which SKU's need to be transmitted.

Screen 5	SOFTWARE CONFIGURATION	
A= Default State Name for Payroll	ANYSTATE	
B= * Inventory SKU Dash Location	05/00/00	
C= Auto Boot-up	NO	
D= * Book Value Calculation	Wt Avg - Avg Frt	
Enter Line Letter to Change <ENTER>=Exit		
<Up Arrow>=Prev Screen <Down Arrow>=Next Screen		

(A) State Name for Payroll Type in the name of the State that is your default or main state for using in the Payroll System. The multi-state payroll system will allow you to change between various states, but the one indicated in this prompt will always be the first one that is used when you enter the Payroll system.

(B) * Inventory SKU Dash Location The **StockBoy** system allows for the automated input of dashes (or breaks) in the SKU number without requiring them to be typed in. Dashes ("-") are used to help the operators visually break apart the numbers for easier input, just as is done with telephone numbers by the convention of using three digits, a dash, and four digits.

You may use this option to establish up to three breaks in a SKU number, although one or two is far more common than three. The dashes are automatically inserted at the position(s) you input.

Enter First Inventory SKU Dash Location 05
--

You will be asked for the dash locations three times ... if you do not want to have the system automatically insert dashes, enter '0' for each or any of the three questions.

The automatic dash insertion is nothing more than shorthand for the operators. It does not take any existing SKU and insert dashes into the stored information. It merely allows the operator to key in the SKU number without breaks, and have the input appear on the screen WITH the dashes in place. For example, you set dash location for 5 ... you input '1234567', the computer interprets that as '1234-567' ... the dash is in the fifth character position. The dashes are INSERTED; they do not overwrite any digit.

If you set dash locations for 3 and 8 ... you input '123456789', the computer returns with '12-3456-789'.

Dash insertion only occurs when the first character of the input SKU is a number (not a letter), when the length of the input is equal to or greater than the dash location, and when you haven't input the dashes already, i.e. an input of '123' is not going to generate '123 -' if your dash location is 5. An input of '1234-678' is not going to generate '1234--678'.

The computer stores the SKU's with the dashes. You may still type in the dashes if you want to, but be careful if you change the location of the dashes with this option; SKU's previously input with a dash location of 4 may be difficult or impossible to access if the computer is automatically inserting dashes at position 5!

WARNING!: If you change your dash locations AFTER you have input SKU's, it is possible to prevent your being able to access them easily! The dashes are stored as part of the SKU ... the computer's shorthand method of automatically inserting the dashes may conflict with SKU's saved earlier under a different dash method. Consult your Support Staff prior to changing this data once you have begun entering SKU's!

(C) Auto Boot-up: This feature allows you to instruct the computer to automatically begin a sequence of actions upon first power-up (boot-up) of the day. Auto Boot-up is very handy for starting specialized reports that must be run prior to business hours, to execute tape archives automatically, to initiate modem multi-store networking, etc. There is only ONE auto boot-up sequence available for any one computer, regardless of the number of environments or LOGON names.

You activate Auto Boot-up by answering "Y", de-activate with an "N".

The Auto Boot-up takes place PRIOR to starting terminals and will PREVENT the automatic starting of terminals (although they can be started up easily after the Auto Boot-up routine is complete). The Auto Boot-up is closely associated with MACRO's, which are described in this manual under LOGON NAME OPTIONS. A MACRO is a user-defined program that is nothing more than a pre-recorded series of keystrokes that can be automatically 'played back' like a tape recording. Keystrokes can be recorded in the LOGON NAME OPTIONS area of SYSTEM UTILITIES. When a MACRO exists for a particular LOGON Name and that LOGON Name LOGS ON (with name and password), those MACRO keystrokes are 'played back' starting from the Main System Menu. Ideally, the MACRO routine should end with an <F8> LOGOFF keystroke to leave the system resting at PLEASE LOGON following the MACRO's execution.

The Auto Boot-up simply tells the system to automatically LOGON with the pre-selected LOGON NAME (input below) and begin executing any MACRO keystrokes recorded for that LOGON name. This automatic LOGON takes place PRIOR to any terminals being started. When you return to the PLEASE LOGON screen following an Auto Boot-up, a message will be displayed at the bottom of the screen,

| AUTO BOOT-UP EXECUTED EARLIER TODAY. Please re-boot system to start terminals. |

You may safely press your computer's RESET button or use CTRL ALT DEL to re-boot. DO NOT turn off the power to re-boot your computer ... it is not necessary! Whenever you turn off the power you should first 'BYE' ... and in this situation it's simply a waste of time to 'BYE', power off, wait a few seconds, then power back on.

The system will 'know' how to Auto Boot-up based on four factors:

- 1) the option must be set to "YES" (above)
- 2) there must be a designated LOGON Name (described next)
- 3) there must be a start/stop time for the Auto Boot-up to verify (described later)
- 4) there should be a MACRO recording for the designated LOGON Name.

When Auto Boot-up is activated, the screen will show the LOGON name rather than 'YES' ... when it is not activated the screen shows 'NO'. It is not prudent, therefore, to create a LOGON name called 'NO' or 'N' and use it for Auto Boot-up!

If this feature is set to 'NO'...the system performs no special activity during the normal boot-up procedure ... when set to 'YES', the computer steps you through the next series of prompts.

| Enter LOGON Name for Auto Boot-up AUTO |

The LOGON name should be specifically for this Auto Boot-up purpose only. Since a MACRO will be assigned to the name, the macro will begin executing whenever the name is used to LOGON ... very inconvenient if you plan to use the name on a regular basis for something other than what the macro is doing. Create a LOGON Name for Auto Boot-up in the same way you'd create one for any managerial use ... it can be a TILL name, but no macro can be assigned to a till.

| Enter Environment # for Auto Boot-up 00 |

Use the default environment number unless otherwise instructed by your Support Team! If you are in a satellite store and the store's environment number is 01, please use 01 for your answer. Using another environment number will cause the system to create a new environment, wasting disk space and causing some unwanted error messages sometime down the road.

| Enter Earliest Possible Time for Auto Boot-up <HH:MM> 05:00 |

| Enter Latest Possible Time for Auto Boot-up <HH:MM> 07:30 |

The system knows when to perform the Auto Boot-up based on these two prompts ... one for the earliest time and one for the latest time.

WHEN THE SYSTEM IS POWERED UP OR RE-BOOTED AND THE COMPUTER'S INTERNAL CLOCK INDICATES A TIME THAT LIES BETWEEN THE EARLIEST AND LATEST AUTO BOOT-UP TIME, THE SYSTEM WILL EXECUTE AN AUTO-BOOT PROCEDURE. IF THE COMPUTER TIME AT POWER UP IS OUTSIDE THE LIMITS OF THE AUTO-BOOT TIMES, THE SYSTEM WILL POWER UP NORMALLY.

The system CAN NOT detect an Auto Boot-up during normal operation...the earliest/latest times are examined ONLY during the re-boot process.

NOTE: Auto Boot-up can be temporarily disabled by pressing the <ENTER> key once during the boot-up procedure. The computer will recognize the <ENTER> key if pressed sometime AFTER the StockBoy copyright notice box appears and before the 'Starting Terminals' display. The screen will display "AUTO BOOT-UP DISABLED"... but it may take a few seconds for the message to appear. Pressing the <ENTER> key disables Auto Boot-up TEMPORARILY. The next time the computer is re-booted between the earliest/latest times, the Auto Boot-up mechanism will take over ... unless, of course, the <ENTER> key is pressed again. This feature allows an operator to access the system without Auto Boot-up during the time frame contained between the earliest and latest Auto Boot-up times.

(D) Book Value Calculation: The way the system computes Book Value is controllable by the end-user. There are two factors that control how Book Value is calculated which leaves four possible combinations:

- 1) Weighted Average with Avg Freight
- 2) Weighted Average without freight
- 3) Replacement Cost with Avg Freight
- 4) Replacement Cost without freight

Weighted Average with Avg Freight is the DEFAULT answer for calculating Book Value.

Weighted Averaging (if selected) takes place ONLY at Purchase Order Confirmation. The system will take the confirmed cost of each SKU and the confirmed quantity, then average that with the Book Value and quantity on hand that was present when the SKU was stocked. The formula works like this:

$$\frac{\begin{array}{c} \text{Confirmation Cost (times) Confirmation Quantity} \\ \text{(plus)} \\ \text{Book Value at stocking (times) Quantity on hand at stocking} \\ \text{(divided by)} \\ \text{Confirmation Quantity + Quantity on hand at stocking} \end{array}}$$

Example: You have 5 units on hand at 7 dollars Book Value each when you stock a new shipment. The new shipment is later confirmed for 10 additional units at 8 dollars each. The new Book Value is $(5 \times 7.00) + (10 \times 8.00) / (5 + 10) = (35 + 80) / 15 = 115 / 15 = 7.67$. The weighted average mathematics allow for greater weight to the larger order. The 10 new units at 8 dollars make the average cost exceed 7.5 ... if we had received an additional 5 units (instead of 10) the weighted average would be 7.5. $(5 \times 7.00) + (5 \times 8.00) / (5 + 5) = (35 + 40) / 10 = 75 / 10 = 7.5$.

The theory behind a weighted average is to make certain that the extended valuation of any SKU represents the total amount that was actually paid for those items (subject to mathematical rounding). In our example above, the extension of the Book Value is 15 units times 7.67 each, which equals \$115.05...we actually paid \$115.00 for the items. In a LIFO or FIFO system, the valuation is less accurate at any given moment ... FIFO would figure the extension at 15*8 or \$120.00 while LIFO would calculate 15*7=\$105.00.

If at any time the quantity on hand is zero when the product is stocked, the weighted average can calculate only the replacement cost (see below) ... therefore the confirmed cost is placed directly into the Book Value variable without any mathematical calculation.

Replacement Cost calculation is very simple: the confirmed cost replaces any existing Book Value at time of confirmation. This method assumes that the cost on the confirmed purchase order (which is the INV COST from the inventory screen) is the correct cost for inventory valuation. If the confirmation process changes the Book Value, the entire quantity on hand will be valued at the last confirmed cost ... this serves as the 'replacement cost' of your inventory.

Freight averaging also ONLY takes place during confirmation. Any input freight dollar amount is prorated against the line items that are approved on the purchase order ... this prorated freight amount is then averaged with any previous freight cost (as shown on the main inventory line item screen). This is a simple averaging process and mathematically applies more 'weight' to later freight shipments. If the existing freight cost field is zero, the new prorated freight will replace the zero (you cannot average a number with zero).

Screen 6	<u>SOFTWARE CONFIGURATION</u>	
A= *	Restricted Editing at Satellite Stores	Y
B= *	GP or MU Cost Formula	GP / L
C= *	Target Retail	P / 33.33
D= *	Quantity Discount Price	A / 90
Enter Line Letter to Change <ENTER>=Exit		
<Up Arrow>=Prev Screen <Down Arrow>=Next Screen		

THIS SCREEN APPLIES TO MULTI-STORE SYSTEMS ONLY !

(A) * Restricted Editing at Satellite Stores - If this option is set to "Y", there are only two fields on the inventory screen that can be edited by a satellite store, LOCATION and SALE PRICE. ('Sale Price' refers to all of the sale price data including price, start date, stop date and units sold on sale). If the option is set to "N" the satellite store can edit all inventory information.

*IMPORTANT: Only the LOCATION and SALE PRICE fields can be edited permanently at a store. The next Master Distribution (or modem network Header Changes transmission) from the headquarters CPU will overwrite any and all information in the inventory header **EXCEPT** LOCATION and SALE PRICE data. These two fields are sent to the headquarters on the upload from the stores **IF** the stores edited them. If a store makes edits to an inventory header, it should be considered VERY TEMPORARY .. and identical edits must be made at the headquarters system if the changes are to be kept permanent in the chain of stores.*

THESE OPTIONS ARE APPLICABLE TO ALL SYSTEMS

(B) * GP or MU Cost Formula This important option allows you to establish how the entire **StockBoy** system displays and prints profit-oriented information. GP (gross profit) or MU (markup) are standardized methods for showing profit margin ... GP is defined as (RETAIL minus COST) divided by RETAIL, while MU Markup is defined as (RETAIL minus COST) divided by COST.

Examples: You buy a product for \$5.00 and sell it for \$10.00 - the GP is 50% the MU is 100%. You buy a product for \$10.00 and sell it for \$15.00 - the GP is 33.33% the MU is 50%.

The GP or MU is displayed on the inventory screen and is represented as a pre-defined field in the Inventory Report Generator. You may change the GP or MU at any time you wish without danger of corrupting data.

Enter Basis of GP Cost <I/L/B> L

The second part of this prompt asks you to select the cost basis to be used in your choice of either GP or MU. You can choose <I>nvoice Cost, <L>anded Cost, or your ook Value of the SKU to be the cost factor used in the formula.

StockBoy will append the cost factor to the method of profit display for clarity; i.e. GPL = gross profit calculated using landed cost, MUI = mark up using invoice cost, GPB = gross profit using book value.

(C) * Target Retail The **StockBoy** system allows you to define a formula as to how two SKU header fields are calculated, target retail and quantity discount price. This prompt establishes that formula and sets a default answer for all subsequently input new SKU's.

Target Retail is a Percentage of Which Inventory Field ? [P]
Possible Choices are: I,R,A,P

The target retail (as well as the quantity discount price) is programmable in one of four ways:

- "I" Input variable. When set to "I" the target retail must be input manually from the inventory screen. No calculations are made, no automatic updates are performed. The answer remains the same until manually changed.
- "R" Retail. When set to "R" the target retail becomes directly related to the Retail Price. The target retail is technically then stored as a percentage of the Retail Price. When you edit the target retail (set to "R") you can input either a dollar figure OR a percentage of Retail Price ... either way, the system will convert the answer to a percentage of retail and store THAT PERCENTAGE permanently (until changed). Therefore, whenever the Retail Price changes, the target retail will also change automatically to maintain the same percentage difference.

Example: Retail is 10.95, target retail is 90% of retail (displayed on the inventory screen as 9.86). The Retail Price is changed to 11.95 ... the target retail instantly becomes 10.76 which is 90% of 11.95.

- "A" Active Retail. When set to "A" the target retail becomes a function of the active retail, which is the Sale Price when today's date falls between the Start and Stop dates, or the Retail Price when the Sale Price does not apply. The percentage calculation works identically to the method described under "R" above.
- "P" Profit. This means that the target retail will always reflect the input percentage of profit as determined by the GP or MU selection. The target price will instantly track the correct profit percentage whenever the appropriate cost or retail is changed.

Enter Default Percentage for Price Field 33.33 Enter as PERCENTAGE (i.e. 90 = 90%)

The default percentage will be used when a new SKU is first input via the inventory system. Naturally, this figure can be changed at any time.

(D) * Quantity Discount Price Select the Structure (Input, Retail, Active Retail, or Profit Percentage) for the Quantity Discount Prices, then enter the default percentage for new SKUs. The quantity discount price will work identically to the target retail price as far as the I,R,A, and P options are concerned.

NOTE: It is extremely unwise to alter the I,R,A,P choices once you have made the decision the first time! The computer will be storing the quantity discount price and the target retail as a percentage number; if you suddenly change the basis for the calculation, the computer will generate strange results for these two variables. As an example: you have a variable designated as tied to "P" for a profit percentage and have 40% entered. When you change that variable's function from "P" to "R", the screen display will now show the variable as 40% of retail ... certainly a different dollar figure! However, no other data is affected by these changes.

Screen 7	<u>SOFTWARE CONFIGURATION</u>
A= * Store Stock Priority	AA BB CC DD EE FF
B= * Environment Number for Warehouse	00
C= * Two Letter Code for Store # 0	WH
D= * Two Letter Code for Store # 1	AA
E= * Two Letter Code for Store # 2	BB
F= * Two Letter Code for Store # 3	CC
G= * Two Letter Code for Store # 4	DD
H= * Two Letter Code for Store # 5	EE
I= * Two Letter Code for Store # 6	FF
J= * Two Letter Code for Store # 7	GG
K= * Two Letter Code for Store # 8	HH
L= * Two Letter Code for Store # 9	II
M= * Two Letter Code for Store # 10	
Enter Line Letter to Change <ENTER>=Exit	
<Up Arrow>=Prev Screen <Down Arrow>=Next Screen	

(A) * Store Stock Priority tells the system how to apportion any partial Factory Packs that are 'left over' after filling all store requirements during an automatic purchase order scan. This sets the distribution order of

which store will be sent any excess merchandise received, first to last. (See Purchasing Manual for more detail.)

Type in the two character store ID separated by a space ... highest priority at the left to lowest priority at the right. Any store can be left out of the stocking priority, but at least ONE store MUST be input to the prompt.

Single store installations should type in the store ID code.

(B) * Environment Number for Warehouse. Each Master System can have only one Warehouse, however that warehouse does not have to be the first inventory in the system. This prompt is the one used if you want the warehouse in any other position than the first. This prompt is asking for the STORE ENVIRONMENT NUMBER, not the two letter Store Code, to be designated as your warehouse.

NOTE: Once set, do not change this option!

(C) - (M) * Two Letter Code for Store # 0 through #10 You determine what two letter abbreviation your system will use for each of your stores (store ID). Be careful not to duplicate any store ID and to use upper case letters. It is strongly recommended that the store identification consist of two letters, not just one. These store ID's will be used frequently, so input abbreviations that are extremely easy to remember.

	Enter Store Stocking Rank Position	
--	------------------------------------	--

This prompt is a fail-safe reminder. It asks you to indicate what position within the store stocking priority is the store you are editing. If this store is the first in the priority, input a '1'. You may still go back and re-edit the stocking priority through option #A above. This redundant prompt is necessary in the event that you change the store ID's AFTER setting the stocking priority, which would leave the stocking priority with an improper store ID code.

Screen 8	<u>SOFTWARE CONFIGURATION</u>	
	WH = AA = A BB = B CC = C DD = D EE = E FF = GG = HH = II =	
	Select Store to Change <ENTER> = Exit	

FOR MULTI-STORE SYSTEMS WITH BOOKKEEPING NETWORK ONLY !

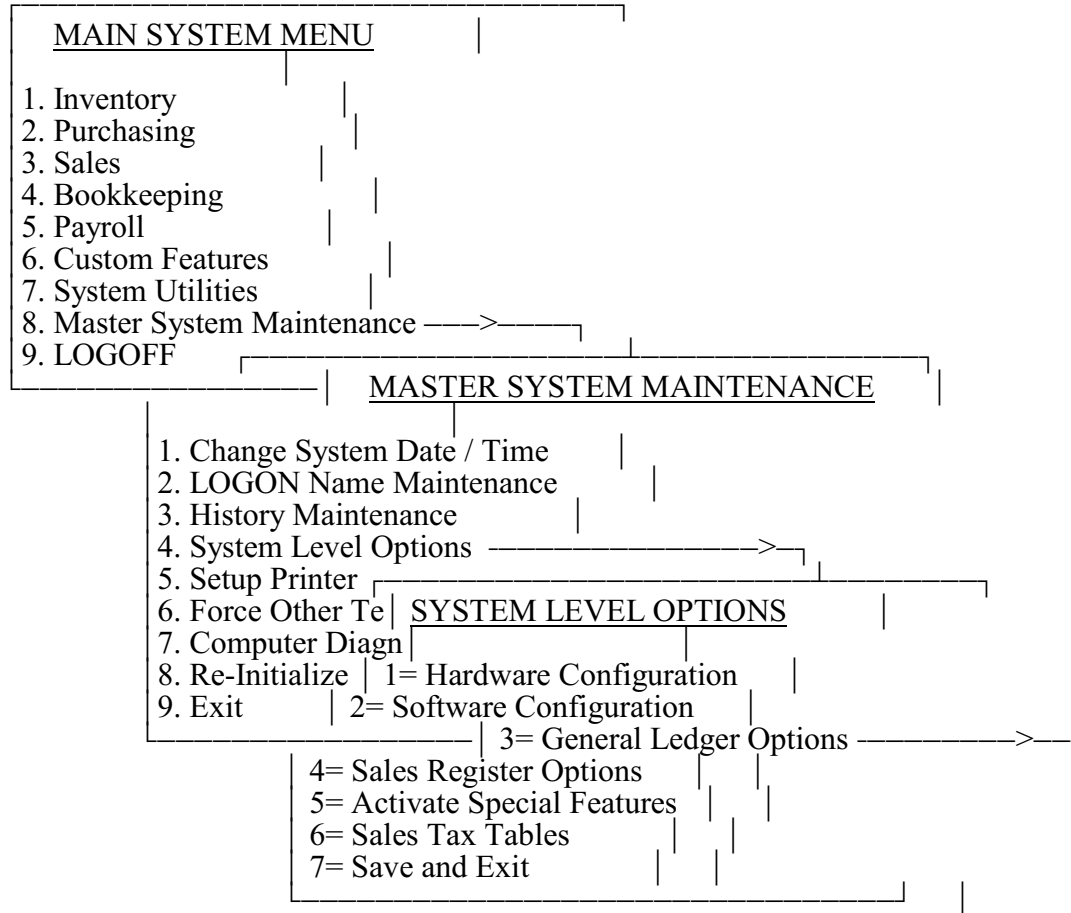
Multi-Store Systems usually track each individual store in the General Ledger as separate departments by using the GL department codes "A" through "Z". In these situations the system can be set to mark the bookkeeping end of day transfers from the Satellite Stores with the Department Code you establish here. These transactions will then be tracked separately in the books at the Master computer. For more information about GL Departments see the BOOKKEEPING MANUAL, or your Support Team.

The store ID names of all your stores are listed vertically on the screen. You may assign any active department code to any of the stores ... do not duplicate codes.

Enter Correct Department for Store AA I

Select the Store to Edit and type in the single letter GL Department Code for that Satellite Store. When you are finished press <ENTER>.

GENERAL LEDGER OPTIONS



Screen 1 <u>GENERAL LEDGER OPTIONS</u>	
A= Default A/P Invoice Authorization	Y
B= Ignore Due Date to take Discounts	N
C= Force Department Code on All Postings	N
D= Billing Stmt descrip text	
E= GL Expense Category Number 1 Name	COST OF GOODS SOLD
F= GL Expense Category Number 2 Name	PAYROLL OVERHEAD
G= GL Expense Category Number 3 Name	FIXED OPERATING OVERHEAD
H= GL Expense Category Number 4 Name	VARIABLE OPERATING OVRHD.
I= GL Expense Category Number 5 Name	MISCELLANEOUS OVERHEAD
<p>Enter Line Letter to Change <ENTER> = Exit</p> <p><Up Arrow> = Prev Screen <Down Arrow> = Next Screen</p>	

(A) Default A/P Invoice Authorization controls the way new Accounts Payable Invoices are stored in your Bookkeeping system. Set this variable to "Y" if you want your new A/P Invoices to default to a "YES" authorization to pay. An "N" will set it to a "NO" authorization. Again, this is just the *default* authorization; any payable's status can be changed in the A/P Authorization Program.

(B) Ignore Due Date to take Discounts . A "Y" answer here will instruct the automatic accounts payable check writing routine to pay no attention to the due date when deciding whether or not to deduct the pre-input discount amount for a given invoice. The discount will be taken regardless of the past due status of the invoice. A "N" answer tells the system to compare the invoice's due date with the date of the check run; if the invoice is past due, no discount will be taken.

(C) Force Department Code on All Postings will let you require that every entry in the GL Posting System has a Department Code included. If this switch is set to "Y" no GL Account number will be accepted if it does not include a Department designator. An "N" will allow you to mix some postings with Department Codes and others without, or you may choose to not use any Department Codes.

The advantage to the "Y" option is that the sum of all of the Department P&L statements will exactly match the main Income Statement; otherwise, any posting made without using a department code would be left out of the Departmental P&L.

(D) Billing Stmt descrip text controls the Invoice Description information transferred automatically from charge sales, made at the **StockBoy** Sales Register, to the Accounts Receivable customer folio. Leaving this variable blank will tell **StockBoy** to include the description of the first SKU line as the description of the charge invoice when transferring A/R detail from the End of Day to the GL. If you want to override this with any other description (such as "CHARGE SALE" or "INVOICE") for ALL charge invoices created at the Sales Register, just type in the text you want.

(E) - (I) GL Expense Category Number 1-5 Name and the next four variables all establish the expense category headings that appear on your Income Statement at the account number series break points. Type in the text that you want to use as the headings of your expense categories. The Income Statement will print these headings for the accounts with left digits 5,6,7,8, and 9 respectively.

	Screen 2	<u>GENERAL LEDGER OPTIONS</u>	
A= GL Account for Cash Drawer	1003 COMBINED TILLS		
B= * GL Account for Till Shortage	8011 TILL SHORTAGE EXPENS		
C= GL Account for Sales Tax Payable	2200 SALES TAX PAYABLE		
D= * GL Account for Special Order Deposits	1400 SPECIAL ORDER DEPOSI		
E= * GL Acct for Balancing End of Day	8020 BALANCE E.O.D. EXPEN		
F= * Default GL Account for Inventory Items	4001P / 2		
G= * Non-Taxable GL Account Mask	41???		
H= * Discount Sales GL Account Mask	42???		
I= * Cost of Goods Sold GL Account Mask	50???		
J= Inventory Deduction GL Account Number	1500		
<div style="text-align: center;">Enter Line Letter to Change <ENTER> = Exit</div> <div style="text-align: center;"><Up Arrow> = Prev Screen <Down Arrow> = Next Screen</div>			

WARNING - It is best NOT to activate or change these variables in the middle of a sales day. Try to manage these options following an End of Day update.

NOTE: Advice of your financial officer or accountant is strongly recommended. Some of the examples included here represent a common practice standard, but it should not be implied that the examples given are the ONLY correct answers.

(A) GL Account for Cash Drawer, enter the account number from the GL that records the beginning and ending till cash. Whenever the End of Day needs to change the ending amount of money kept in the tills, it will write to this account. Ideally this should be considered an asset, very similar to a petty cash account ... it represents cash on hand in the building.

(B) * GL Account for Till Shortage, enter the GL Account that will record your Till shortages or overages. If you are usually short in the till, you might consider this account an expense, otherwise a revenue.

(C) GL Account for Sales Tax Payable, enter the GL Account that will track the amount of Sales Tax that has been collected and is payable to the State. Note that this variable can be set at the individual store of a multi-store system to allow different accounts for different states.

NOTE - The Sales Tax Category in the End of Day Summary Report, and the amount transferred to the GL Account for Sales Tax Payable, is a simple totalling of each Sales Tax subtotal on the individual sales tickets. It is NOT a percentage of the gross taxable revenue, if your state requires a percentage of gross sales, you may need to do an adjusting entry before you make your Sales Tax payment to compensate for the difference.

(D) * GL Account for Special Order Deposits is the GL Account that you designate as the holding account for these deposits. All Special Order down payments will be posted to this account. If you feel that the down payment is a non-refundable deposit, then perhaps this should be an asset account; otherwise, if you feel you should return the money if you are unable to get the merchandise for the customer, you might consider this account a liability.

(E) * GL Acct for Balancing StockBoy End of Day. This is the famous 'slop' account, a catch-all safety valve in the event that the **StockBoy** system does NOT generate an End of Day report where debits equal credits. The End of Day routine will place the difference between debits and credits in this account, so that a balanced transaction is created.

NOTE: Anytime an End of Day Balance Adjustment is recorded on the Posting Summary, you should take immediately steps to identify what might have gone wrong. The most common cause of an EOD Bal Adj is an untimely power failure. Contact Customer Support for additional assistance.

(F) * Default GL Account for Inventory Items is the GL Account number that will appear by default in new SKU records in the inventory. You can change this on a SKU by SKU basis, but unless changed the inventory SKU will carry this GL Revenue Account Number. The Inventory GL Account number is used in the Sales Register to identify which revenue account is credited when this item is sold. (The SKU's GL Account number is the basis for most of the 'GL ACCOUNT MASKS' that are mentioned in this section.)

	Enter Number of Characters in SKU to Overlay for Default GL Account [2]	
--	---	--

Notice to the right of the Default GL Account Number for Inventory Items you see a slash (/) followed by a number. This is the mask for interpolating a Default GL Account Number based upon the first numbers of the SKU. The number to the right of the slash indicates how many of the left-most numbers of the SKU number are to become the right-most numbers of the GL Account.

Therefore, in our example of "4001 / 2" the Default GL Account is 4001, except when the system finds the first two characters of the SKU Number are digits (lets use SKU # 9000-001). Then the Default GL Account Number, for this SKU, becomes "4090." This can be overridden by manually typing in whatever Valid Account Number you wish.

When the left two characters of a SKU are NOT numbers (SKU = "ABCDEFGF") this automatic feature is ignored ... the default GL account number becomes 4001 in our example.

The main purpose behind the manipulation of the GL account number is to help prevent the wrong GL code being entered by non-accounting personnel during the input of new SKU's.

DEFINITION OF MASK:

Masks are a very powerful accounting tool in the **StockBoy** system ... understanding them is very important! A mask is simply a translation device; it takes the original GL Revenue Code in the SKU's inventory record, and translates it to a new number when the SKU is sold in a special way.

The mask consists of a GL code that may be comprised of numbers and wildcards (question marks). The translation from the original GL Revenue Code to a new GL account number is dependent upon the numbers and wildcards and their respective positions. Numbers will translate by over-writing the same character position, wildcards will translate by passing the original code's character in that position.

Example: a mask of '51??' will translate the GL Code '4001' to '5101'. The question mark wildcards let the original numbers come through, while numbers in the mask overwrite the original data. A mask of '????A' would translate '4001' to '4001A'. A mask of '?1????' would translate '4001B' to '4101B'.

Masks are used to translate the one revenue code into four other codes without having to input those four other codes for every SKU in your inventory!

If a mask is left blank it will be ignored.

NOTE: Masks have a nasty habit of generating GL account numbers that might NOT be in your chart of accounts! In this case, your End of Day Posting Summary will print an ACCOUNT NOT FOUND message. The chart of accounts must contain all of the possible results that masks might generate.

(G) * Non-Taxable GL Account Mask is the 'Mask' for the number of the GL Account(s) that will record your sales that are NOT taxed. Anytime a SKU is sold with the "NTX" designation on the sale screen, the corresponding revenue will be written to the account determined by this mask. The <F3> key is the non-taxable key; the mask applies to line item and total ticket tax exempt sales.

(H) * Discount Sales GL Account Mask. This feature allows you to record sales revenue at full value in the revenues to maintain consistent COGS percentages, while maintaining your sales discounts separately. Any Discount applied at the point of sale (with the <DISC> key <F2>) will transfer the amount of the discount to the account specified by the mask, while the original revenue amount goes to the original GL code in the inventory record.

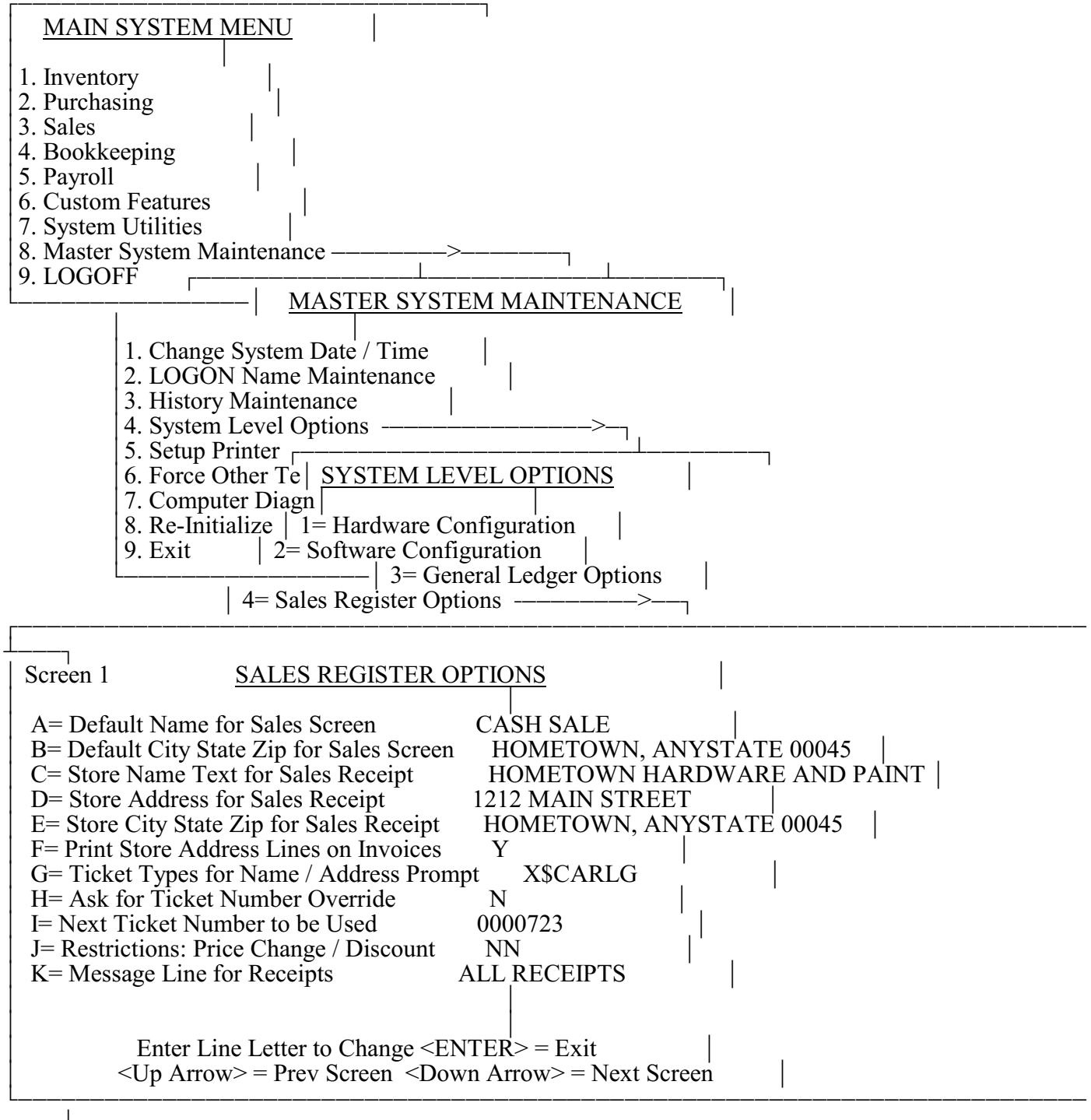
(I)* Cost of Goods Sold GL Account Mask. This mask and the option below, (J) Inventory Deduction GL Account Number MUST BE HANDLED TOGETHER. If one is set then both must be set, or neither must be set.

This mask will translate the GL revenue code into a new account number that captures the Book Value cost of goods sold for each SKU. This becomes your perpetual cost of goods sold expense account update method.

The complimentary bookkeeping entry to the COGS is a reduction of the asset account for Inventory Valuation at Book Value. With every sale, and with these last two options activated, the system can be reducing your inventory value and charging it off to cost of goods sold completely automatically.

Contact your accounting advisor on the best ways to implement the perpetual inventory system.

SALES REGISTER OPTIONS



Generally speaking, these system level options are designed to control functions that occur at the Sales Register or during the point of sale process.

(A) Default Name for Sales Screen

(B) Default City State Zip for Sales Screen

The sales register screen provides four lines for name, address, etc.; the text you input for option (A) will appear on every sales screen at the top line, the option (B) will appear in the fourth (bottom) line. These entries are defaults ... you may overtype any information at the sales screen. The purpose, of course, is to eliminate unnecessary typing by cashiers; a common use is to put 'CASH SALE' for the top line, and your prevalent city, state, and zip as the default fourth line.

(C) Store Name Text for Sales Receipt

(D) Store Address for Sales Receipt

(E) Store City State Zip for Sales Receipt

Use these options to print your store name, address, and city, state, zip code, (or any other text messages) on sales receipts. These options should definitely be used for tape receipts; 1086 invoice forms might already be pre-printed with your store's return address, so leaving these three options blank is your best bet. See option (F) below.

(F) Print Store Address Lines on Invoices refers to systems that have both a tape receipt printer for some methods of payment and a standard 80 column computer printer for the 1086 invoice format for other method of payment types. Answering <N> to this prompt will prevent the information in options C, D, and E from being printed on your invoices (assuming your address is pre-printed), but will still print the information on tape receipts.

(G) Ticket Types for Name / Address Prompt. This option selects which types of tickets force the sales register operator to answer the name/address prompts at the top of the screen. The possible ticket types are identified by the method of payment type code, '\$' for cash tendering, 'X' for checks, 'C' for credit card (depositable; i.e. VISA/MasterCard), 'R' for received on account, 'A' for accounts receivable (charge), 'G' for general ledger, and 'L' for layaway. Input as many or as few of the codes that wish to trigger the name/address prompts.

If any ONE of the methods of payment on a given ticket match ANY of the codes input here, the ticket process WILL prompt for the name/address by positioning the highlighted cursor bar at the top of the screen following the last amount tendered.

This option does NOT FORCE the operator to input a valid name, it simply allows the input to be made. If NONE of the methods of payment of a given ticket match ANY of the codes input here, the sales register will NOT prompt for name/address.

It might be handy to force checks and credit cards ('X' and 'C' types) to have the name/address prompt, so that the operator has a friendly reminder to input name information. The top line name that is recorded on these types of tickets, will be captured by the system for use at End of Day.

(H) Ask for Ticket Number Override. This option forces the sales register cashiers to enter the ticket number for each sales transaction. This prompt occurs following the input of the salesman's code (max of three characters) and prior to the input of the first SKU line of the ticket. The next sequential number, normally assigned by the computer, will appear as the default ... all the operator has to do is press <ENTER> to accept the next number.

For those businesses that utilize outside sales tickets that might be pre-numbered, this option provides a handy way of inputting data in a consistent manner. If an outside service man writes up a customer invoice on a pre-numbered form, then brings the invoice back to the store at the end of the shift to input into the **StockBoy** system, this option will allow him to use the exact same number ... thus eliminating confusion at billing time.

If you do NOT use the default ticket number, **StockBoy** will NOT increment the ticket number and will NOT use the overridden number as the next ticket number. Only when you accept the defaulted number will the system automatically increment to the next number. See option (I) below.

(I) Next Ticket Number to be Used. **StockBoy** sequentially numbers all sales tickets in the order of their starting. The number you see displayed here is going to be the next invoice or receipt number used by the system. If you want to change it or set it back at the beginning of your year, just type in whatever number you want to be the next number used.

NOTE - In Multi-Store Systems, many have chosen to set this number such that the left-most digit corresponds with the number of the store. This makes it easier to chase down where a charge invoice originated, or a refund came from originally.

The ticket number is always seven numbers long, can contain no alphabetic letters, and will 'pad' zeroes to the left of the number if the computer assigns the number. Practice Till ticket numbers are ALWAYS '0000000.' **StockBoy** will not allow any ticket number to duplicate during the day. Should you input a number at the sales screen that is already present (during the same business day) the system will display a 'DUPLICATE NUMBER' message on the screen, and force you to re-input a unique ticket number.

(J) Restrictions: Price Change / Discount. This option controls two important functions at the sales register; the ability to manually override a retail price and the ability to use the discount key <F2>. When restrictions are applied, they control ALL TILLS and ALL SALESMEN.

Enter 2 Restriction Codes: Price Change and Discount <R> <N> <R> = Restricted, <N> = Not Restricted
--

You must input two characters here, either a 'N' for no restriction or a 'R' for restricted. Your answer must be 'RR', 'RN', 'NR', or 'NN'.

The first character controls the price change column on the sales screen. If you select the restricted option, NO ACCESS TO THE SALES SCREEN'S FOURTH (price each) COLUMN WILL BE ALLOWED. The cashiers will have no way to alter a price other than the use of sale prices or quantity discount prices ... i.e. no manual overrides are allowed.

NOTE: Be judicious in restricting the price column. 'Generic' departmental SKU's with ZERO retail price are the ONLY SKU's where the price can be changed easily by the cashier. Zero retail SKU's are never subject to this restriction.

If you input an 'R' in the second position, you are restricting use of the <F2> discount key for both total ticket discounts and for line item discounts.

MANAGERIAL OVERRIDE: If either or both of these restrictions are set, they can be overridden on a temporary, ticket-by-ticket basis with a security procedure. From the Salesman, or Cashier, three character prompt, the manager can press the < CTRL > key and the < R > key at the same time. This will display a prompt for typing in the Manager's Keyword.

If the keyword is correctly input, the prompt will return to the cashier or salesman's initial prompt and the following single ticket will have ALL restrictions removed. The TICKET NUMBER WILL BLINK to indicate a successful override of the ticket restrictions. If the Manager's Keyword is not correctly input, the prompt returns to the cashier/salesman prompt and the ticket maintains the same level of restriction.

The restriction removal from the managerial override lasts for only one ticket. If the ticket is voided or suspended, it will revert back to the currently set restrictions.

NOTE: Remember that all discounts and all price overrides are captured on the Critical Edit report at End of Day. While this feature does NOT prevent unauthorized use of overrides and discounts, it can prevent their use going unnoticed by management.

(K) Message Line for Receipts. This option allows you to input a 39 character line of text that will be printed on ALL selected receipts (either tape OR invoice OR both). If the message line is blank, no message will be printed and no vertical lines of text will be occupied on the invoice or the tape receipt.

Which Receipts Print Message ? [] Invoices Only Tape Receipts Only All Receipts

The prompt is looking for an "I" for invoices only, or a "T" for tape only or an "A" for all receipts (both formats.) This message is not selectable by method of payment code types; the message will print on ALL receipts of the selected format.

Enter One Line Message

To disable this feature, leave the message blank and select ALL RECEIPTS. To blank a message, simply type in a <SPACE> then <ENTER>.

The message line (if activated) appears at the very bottom of the tape receipt, and as the last item in the main body of the invoice receipt.

Screen 2	<u>SALES REGISTER OPTIONS</u>
A= * SKU Mask for quantity back figure	GAS??????
B= Special Order Down Pmt. Percentage	.50
C= Layaway Taxable by Ticket or Payment	T
D= Layaway Default Terms:	
PAYMENTS REQUIRED MONTHLY - ALL PAYMENTS NON-REFUNDABLE	
E= Default Sales Discount (%)	10% / Y
F= Managers access Keyword	BOSS
G= Require Keyword for Over Credit Limit	Y
H= Format for Sales Scsreen '?' Search	DANT
Enter Line Letter to Change <ENTER> = Exit	
<Up Arrow> = Prev Screen <Down Arrow> = Next Screen	

(A) * SKU mask for quantity back figure. This option tells the sales screen system that anytime a SKU is sold that matches this mask, that the quantity sold is determined by back figuring the dollar amount for the SKU.

Remember that the mask can be comprised of wildcards and alphanumeric characters. The "?" character is a wildcard for any character, the "@" is a wildcard for any letter, and the "#" is a wildcard for any number. In our above example, any SKU that starts with the left three characters "GAS", regardless of the next six characters, will force the system to back figure the quantity sold.

A good example for how back figuring works is gasoline: When you sell any SKU that matches the mask, the system will prompt for the dollars sold, i.e. \$20.00. Then the quantity sold is computed by taking the \$20.00 dividing it by the price per gallon, to derive the fractional number of gallons sold. This is much easier and more accurate than inputting the quantity first as with a standard SKU.

To deactivate this mask, simply enter a <SPACE>.

(B) Special Order Down Pmt. Percentage. This is the default percentage of the total SPO ticket that **StockBoy** will ask for as a minimum down payment on all special orders. Here you enter the percentage you want **StockBoy** to use in calculating the default amount.

(C) Layaway Taxable by Ticket or Payment. **THIS FEATURE IS NOT CURRENTLY AVAILABLE. ITS AVAILABILITY WILL BE SUBJECT TO INTERPRETATION OF SPECIFIC STATE LAWS REGARDING THE TAXATION OF LAYAWAY TRANSACTIONS.**

(D) Layaway Default Terms. The text line that you type in here will appear on all layaways and their history reports, unless over-written by the sales person at the time of sale. The text line must be split into two lines for sales receipts; when you edit this option, we suggest that you try a sample ticket on the PRACTICE TILL to see how the printing appears on the receipts.

(E) Default Sales Discount (%). The number that you enter here becomes the DEFAULT for the sales screen discount prompts. The cashier may override the default or accept it, but this option controls the default answer for both total ticket discounts and individual line item discounts. Enter a whole number for the percentage desired, i.e. '10' equals ten percent (.10), '.05' equals five hundredths of a percent (.0005), '1' equals one percent (.01).

The second part of this prompt is significant, "Allow Ticket Discounts on L DISC, SAL, and QDP items?" The system has the capability of NOT including these three discounts when calculating a total ticket discount. The three items are Line Item Discounts, Sale Price, and Quantity Discount Price. The theory here is that once a line item has already been discounted it should not be discounted further by means of a total ticket discount. If you answer "Y", then any SKU can be included in the total ticket discount EVEN IF IT IS ALREADY DISCOUNTED by any one of these three specified means. A "N" answer means that the total ticket discount will IGNORE any line item that is marked with any of the three special discounts already.

This restriction only applies to Total Ticket discounts. Any line on the sales screen can be subject to a Line Item Discount.

Individual SKU's can be restricted from discounting on a total ticket discount calculation by using the "D" status mark ... see the Inventory Reference Manual.

(F) Manager's access Keyword. The Manager's Keyword (not to be confused with any LOGON Name PASSWORD) is a special password that can be used to perform several managerial functions associated within the sales screen. As we have previously discussed with PRICE/DISCOUNT RESTRICTIONS above, the keyword has many uses. Knowledge of this option should be restricted to managerial staff.

	Enter Manager's access Keyword	
--	--------------------------------	--

You may now input any combination of characters and numbers up to a length of eight. To disable the Manager's Keyword, simply enter <SPACE> <ENTER>. Once you enter a keyword, you are routed to another screen:

SALES REGISTER OPTIONS	
You must now select Sales Services to control with the entered keyword.	
The keyword will control access to the following:	
Sales Race Access :	Yes
Transfer Ticket :	No
Accts/Receivable Access:	Yes
Control Access to Sales Race ? <Y> or <N> [Y]	

The prompt at the bottom of the screen will step you through three questions, "Control Access to " (1) Sales Race Access, (2) Transfer Tickets, and (3) Accounts Receivable Access. You must answer "Y" or "N" to each one.

If set to "Y", the Manager's Keyword must be input before Sales Service Menu access is granted to anyone attempting any one of these three menu options. If upper management feels that any of these menu options should not be available for cashiers, any one can be prohibited by setting the option here to "Y" and making sure that the Manager's Keyword is privately held.

NOTE: When inputting the Manager's Keyword at the sales station, "" asterisks will appear on the screen to help keep the code secure.*

When the third question has been answered the system will return to the System Level Options menu! Due to internal computer considerations the program cannot route you back to where you left ... from the menu you can access this screen again by pressing '4' for Sales Register Options, then a down arrow key.

(G) Require Keyword for Over Credit Limit. A "Y" answer here will direct the sales registers to not allow a charge sale that exceeds a customer's established credit limit (if activated) unless the Manager's Keyword is prompted for and entered correctly. A "N" answer will effectively disconnect the credit limit check. When a sale is charged that would exceed the customer's credit limit, the screen will flash a message, but WILL CONTINUE ON WITH THE SALE.

A "Y" answer will prevent an over-credit-limit sale unless the Manager's Keyword is known and input. Remember that the credit limit is not active for a given customer if it is set to zero (in the A/R Customer File Maintenance section of the Bookkeeping System), and will *never* allow a sale to made if the credit limit is set to any negative number.

(H) Format for Sales Screen "?" Search. The format of the Sales Screen "?" search (four line SKU display) is user-selectable by inputting a string of characters that represent various fields of information that can be displayed on each line. It is possible to attempt to include more information on each line than will physically fit on the screen ... the data will 'wrap' around down to the next line and will negatively affect the appearance of the sales screen. While this will NOT hurt any data or input capability, it is NOT cosmetically appealing and could cause cashier confusion!

The variables that are used to determine the line format represent various SKU fields; fields are contained in the header, footer, and other associated files. If your selected format includes fields that come from all of these files, the display will take longer to generate due to the fact that the system must open up each of these files, read the data, calculate the information, close the file, and move on to the next line. Therefore, certain fields are 'faster' than others; the fields (and their associated variable names) are listed in SPEED order, the first ones are fastest, the last ones are slowest. The speed of the "?" display can be SIGNIFICANTLY changed by the selection of these variables.

D	Description of SKU - 38 minus length of SKU chars (fast)
E	1/2 Description of SKU - left 20 characters (fast)
S	Supplier Code - 5 characters (fast)
N	Sales Units - 3 characters (fast)
U	UPC (if activated - 10 characters) (fast)
G	GL Code - 7 characters max (fast)
P	Manufacturer's part Number (set during init 7-17 chrs) (fast)
A	Active Retail approx 8 chars (sale price blinking) (medium fast)
C	Cost approx 8 chars (BV,LC determined by price tag format) (medium fast)
T	Cost Code 3 to 8 chars (determined by price tag format) (medium)
Q	Quantity on Hand 6 chars (slow)
L	Location 16 chars (slower)
O	On order from 7 to 16 chars (molasses) (NOT useful at satellite store - strongly NOT recommended)

NOTE: The edit letter A-D and the SKU are always printed at the left of each line.

Input the letter of the field you wish to display in the order you wish it shown. The change takes affect following your logoff and following the logoff-logon of any sales station.

This option does NOT affect storage, data, or computation; it merely determines which piece of information is displayed during the question mark search at the sales screen.

	Screen 3	<u>SALES REGISTER OPTIONS</u>
	A= Number of Receipts for \$ (cash) Ticket	0
	B= Number of Receipts for X (checks) Tickets	1
	C= Number of Receipts for C (credit cards) Tickets	1
	D= Number of Receipts for A (A/R) Tickets	2
	E= Number of Receipts for R (ROA) Tickets	1
	F= Number of Receipts for L (layaway) Tickets	1
	G= Number of Receipts for G (general ledger) Tickets	1
	Enter Line Letter to Change <ENTER> = Exit	
	<Up Arrow> = Prev Screen <Down Arrow> = Next Screen	

(A) - (G) Number of Receipts for ? (type) Ticket

These seven variables tell **StockBoy** how many receipts (tape format or invoices) are to be printed for each method of payment ticket type. If more than one method of payment is used on a single ticket, the ticket will be printed as many times as the largest request. (i.e. as above, on a ticket with both check (print 1 time) and charge (print 2 time) the ticket would be printed twice.)

A particular type may be set to zero; some merchants find that cash only sales do not need to automatically print a receipt ... if the customer requests a receipt, the cashier can easily perform the re-print option.

ACTIVATE SPECIAL FEATURES

<u>MAIN SYSTEM MENU</u>																																											
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Maintenance 9. LOGOFF																																											
<u>MASTER SYSTEM MAINTENANCE</u>																																											
1. Change System Date / Time 2. LOGON Name Maintenance 3. History Maintenance 4. System Level Options 5. Setup Printer 6. Force Other Te 7. Computer Diagn 8. Re-Initialize 9. Exit			1= Hardware Configuration 2= Software Configuration 3= General Ledger Options 4= Sales Register Options 5= Activate Special Features 6= Sales Tax Tables 7= Save and Exit																																								
<u>SYSTEM LEVEL OPTIONS</u>																																											
<div style="display: flex; justify-content: space-between;"> <div> <p>Screen 1</p> <p><u>ACTIVATE SPECIAL FEATURES</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>A= Activate Cashier Tracking</td><td style="text-align: center;">N</td><td></td><td></td></tr> <tr><td>B= Auto Post of EOD Summary to General Ledger</td><td></td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>C= * Activate Bookkeeping Network</td><td></td><td style="text-align: center;">N</td><td></td></tr> <tr><td>D= Auto 'Z' Tills</td><td style="text-align: center;">N</td><td></td><td></td></tr> <tr><td>E= Activate Tax Exempt Customer Name Lookup</td><td></td><td style="text-align: center;">N</td><td></td></tr> <tr><td>F= Activate Time/Sales Analysis</td><td style="text-align: center;">Y</td><td></td><td></td></tr> <tr><td>G= Activate Bad Check Lookup</td><td style="text-align: center;">N</td><td></td><td></td></tr> <tr><td>H= Activate Serialized Inventory</td><td style="text-align: center;">N</td><td></td><td></td></tr> <tr><td>I= Activate Repair Inventory</td><td style="text-align: center;">Y</td><td></td><td></td></tr> <tr><td>J= Activate Daily A/R Folio</td><td style="text-align: center;">N</td><td></td><td></td></tr> </table> <p style="text-align: center; margin-top: 10px;"> Enter Line Letter to Change <ENTER> = Exit <Up Arrow> = Prev Screen <Down Arrow> = Next Screen </p> </div> </div>				A= Activate Cashier Tracking	N			B= Auto Post of EOD Summary to General Ledger		Y		C= * Activate Bookkeeping Network		N		D= Auto 'Z' Tills	N			E= Activate Tax Exempt Customer Name Lookup		N		F= Activate Time/Sales Analysis	Y			G= Activate Bad Check Lookup	N			H= Activate Serialized Inventory	N			I= Activate Repair Inventory	Y			J= Activate Daily A/R Folio	N		
A= Activate Cashier Tracking	N																																										
B= Auto Post of EOD Summary to General Ledger		Y																																									
C= * Activate Bookkeeping Network		N																																									
D= Auto 'Z' Tills	N																																										
E= Activate Tax Exempt Customer Name Lookup		N																																									
F= Activate Time/Sales Analysis	Y																																										
G= Activate Bad Check Lookup	N																																										
H= Activate Serialized Inventory	N																																										
I= Activate Repair Inventory	Y																																										
J= Activate Daily A/R Folio	N																																										

Activate Special features comprises two screens of very significant choices. The options represent major features that can add completely new menu options or noticeably alter the way a software procedure functions.

This section should be reviewed carefully. Remember that all changes to System Level Options take effect at the next LOGON for any/all LOGON Names.

WARNING: A few of these features alter the tracking of daily sales information; we strongly recommend that you consult with your Support Team prior to activating any feature. Remember that the activation of any particular feature occurs when each user Logs On ... some options would then take effect mid-way through the business day and only show partial results when examined. Sometimes it's best to activate these types of features FOLLOWING an appropriate event, i.e. End of Day, End of Month, etc..

IMPORTANT: Many of these features require a new data file to be created in your computer. Some options may require more storage than you have available; a 'DISK FULL' message may result. Contact Customer Support immediately!

Remember to treat these questions with intelligence and realism. If you input a maximum number that is too small, your system will be slowed down by the fact that the file will be distributed in small chunks of storage over the hard disk; if you input a number that is unrealistically large, you stand a chance of reserving too much space for this feature and not leaving enough room for another feature.

(A) Activate Cashier Tracking. Cashier tracking provides an extra procedure for cash control at the point of sale. When activated, **StockBoy** will make three changes: 1) an extra three character prompt will appear PRIOR to the salesman's initials at the sales screen (this is the cashier code prompt), 2) under File Maintenance in the Sales Management System, the Salesman Code Maintenance program will include a section for Cashier Code Maintenance, and 3) the End of Day routine will include a report that itemizes the amount of money handled by each cashier.

If Cashier Tracking is changed from "N" to "Y", the system will prompt for the number of cashier codes you expect to have.

Enter Maximum Number of Cashiers		
Answering this Question will Erase ANY Previous Data for this Feature !!!		

Since the system is going to size the data file to match your expected number of cashier codes, it must erase any previous data file. If you are accessing this prompt inadvertently, make sure you press <ESC><ESC> ... otherwise the old file will be erased and a new one will be created.

When you first activate Cashier Tracking, a cashier code '111' is automatically put into the file for you to use. It can be deleted in an identical manner to that used in the Salesman Code File Maintenance.

The cashier tracking system records the number of tickets and gross sales dollar volume for every cashier on every active till. In addition, totals are given for each cashier for all tills combined, along with an average dollar per ticket calculation. The Cashier Productivity Report is printed during the End of Day just preceding the Master Daily Sales Report.

Cashier information is NOT maintained in the Salesman Summary. No permanent record of data is made; the report is for daily evaluation of general information regarding each cashier for productivity analysis.

(B) Auto Post of EOD Summary to General Ledger. If you want **StockBoy** to automatically transfer the Posting Summary from the End of Day reports to the General Ledger, set this option to "Y", otherwise set it to "N". The EOD transfer is accomplished automatically following your approval of the End of Day report set, and will generate a standard Mandatory Journal Printout.

If power failure or re-boot caused an internal out of balance situation during the sales day, the system will write the corresponding make-up entry to the End of Day Balance Adjustment Account (as described above in General Ledger Options).

If an entry was made to a non-existent GL account (usually a mask error), the Posting Summary will show the original error account and amount on the report, then will include the amount in the EOD Balance Adjustment Account to make a balancing entry.

If the Auto Post option is set to "Y" and the posting summary is in balance, a message will be printed at the bottom of the summary, "POSTING SUMMARY WILL BE TRANSFERRED TO GL".

If this Auto Post option is set off ("N"), you will transfer this posting information to your GL books via the posting program.

(C) * Activate Bookkeeping Network. USED ONLY BY MULTI-STORE SYSTEMS. This feature will activate the transmitting of the End of Day posting summary from the Satellite Stores to the Master System. It is activated independently of the inventory network system. With this option set on, each store's computer will record the Posting Summary into a special file that will later be transmitted to the master store during the Bookkeeping Network. If the option is off, there is no file to transmit and no program menu to select for Bookkeeping Network.

NOTE: This option is set at the master computer and carried to the satellite stores via the Master Distribution (that's why the "" is shown). BOTH computers (at each end of the network transmission) need to have this switch on to make the network work.*

(D) Auto 'Z' Tills. Auto 'Z' is a feature that is used by merchants who generally do not wish to take the time to cash account for each of their tills independently, opting rather to reconcile cash in 'one big pile' during the End of Day procedure.

If Auto 'Z' is set to "Y" (on), the option "K" ('Z' the till) at the sales screen's Services menu will disappear and no individual till may be Z'ed. Instead, all of the tills in the system are automatically marked as having been Z'ed when you see them at the beginning of the End of Day routine. All till I.D.'s will be highlighted in reverse video just as though each till had been previously Z'ed one at a time.

If a till is still open, it cannot be Z'ed and the Auto 'Z' End of Day attempt will be rejected.

Under the Auto 'Z' feature, you will perform all cash denomination work at the master till reconciliation section during the End of Day routine. The computer system will have added up all the checks and credit cards from all of the tills and combined them into the one master till.

If Auto 'Z' is off ("N"), each till must be individually Z'ed before it can be included in the End of Day procedure. You may still perform a reconciliation at the master till routine; all of the denominations from all of the individual Z's will be accumulated in the master till.

(E) Activate Tax Exempt Customer Name Lookup. **StockBoy** is capable of maintaining a full data base on your tax exempt customers that is accessible via the sales screen for ease of status confirmation and input of the tax exempt number.

Activation of this option is similar to that of the Cashier Tracking described above; first you must answer a <Y> or <N> question with "Y", then enter the maximum number of tax exempt customers.

Once this feature is activated, anytime a tax exempt SKU is sold or is exempted (using the <F3> key), the sales screen will prompt you for the name of the tax exempt customer. A complete discussion of how to use the sales screen with Tax Exempt Lookup is described in the Sales Screen Reference Manual; how to maintain the data base is included in the Sales Management Reference Manual.

(F) Activate Time/Sales Analysis. Once activated, this module will track, and help you analyze, your sales activity on an hour by hour basis. The gross dollar amount of every sale (less sales tax) is captured on an hourly basis each day, along with the total number of tickets per hour. Then, by using the Time / Sales Analysis printout (Sales Management System, Summary Reports), you can evaluate peak sales periods, peak sales days of the week, and average dollars per ticket data for scheduling and other managerial purposes.

This feature does require a modest amount of hard disk storage. When the End of Day program alerts you:

	ATTENTION! Sales Summary has 666 days' Information. []	
	Use PURGE Option under Summary Reports to Reduce Storage	

It's a great idea to purge data for both the Sales Summary and the Time/Sales Analysis on a regular basis; leaving a years' worth of data could occupy about four million characters of storage. We recommend a maximum of 100 days ... any data older than that is most likely useless for scheduling purposes, and long term sales comparison data is available in the Sales History, Sales Analysis, and in the General Ledger.

Using the Time/Sales Analysis printout is described in full in the Sales Management Reference Manual.

Activating the Time/Sales Analysis forces the Modem Network utility to send Salesmen Summary data from the satellite stores to the headquarters CPU. With T/S not activated, the modem network ignores the transmission of the file.

(G) Activate Bad Check Lookup. This module allows management to control a data base of bad check account numbers that can help in trapping problems at the sales register. When activated, this feature will force the cashiers at the sales screen to input the account number of the check whenever a check-type ('X' is the M.O.P. code) method of payment is tendered. If the input account number matches a previously input account number in the Bad Check File Maintenance section, the sales transaction can be optionally stopped.

	Activate Bad Check Lookup ? <Y> <N> <M> = Manager Keyword [N]	
--	---	--

An "N" selection disconnects the entire feature ... tendered amounts to a M.O.P. code type 'X' are not affected in any way, and the Bad Check File Maintenance program will be non-accessible.

A "Y" answer will set the system on. Every time a M.O.P. type code 'X' is tendered, the sales screen operator will be required to input an account number. If the account number matches a previously input number, the account number and the previously input comment will appear on the screen; the cashier will see the prompt:

	Enter Your Initials, Re-do or VOID	
--	------------------------------------	--

Here, the cashier may press the Re-do key <F6>, void the ticket <ESC><ESC> or enter their initials to help management track the persons responsible for accepting the check. THE INITIALS ARE NOT VERIFIED BY THE COMPUTER IN ANY WAY. Any text may be input to allow the sale to continue.

An "M" answer works identically to the "Y" option, except that the sale is NOT NECESSARILY STOPPED.

	Enter Manager's Keyword, Re-do, or VOID	
--	---	--

The tendering of a check type MOP and the subsequent matching of a bad account number, may be overridden by using the Manager's Keyword. If the keyword is correctly entered, the sale can proceed; if the correct keyword is NOT known, the sale will be stopped from using the MOP for checks. Of course, the operator can press Re-do < F6 > or VOID <ESC> <ESC>.

As with many other **StockBoy** feature activations, you will be prompted to select the maximum number of bad check entries you anticipate storing.

See the Sales Management Reference Manual for full details on how to use the Bad Check File Maintenance program.

(H) Activate Serialized Inventory. The Serialized Inventory System is a major series of programs designed to track the sale and purchase of serialized inventory items. Tracking of serialized units is critical for those retail businesses who sell and service limited warranty products such as large appliances, electronics, bicycles, sewing machines, vacuum cleaners, etc.

There are no options to the activation of serialized inventory, just "Y" or "N". When activated, the status indicator for each SKU (edit letter "T") will become important ... the "S" will mark that SKU as a serialized SKU.

Detailed information on the Serialized Inventory System is contained in the **StockBoy** Inventory Management Reference Manual.

(I) Activate Repair Inventory. The repair inventory system is designed to help merchants track SKU's that are 'out for repair' but still are owned by the business. Repair inventory can be used for a variety of purposes, and is explained in detail in the **StockBoy** Inventory Management System Reference Manual.

(J) Activate Daily A/R Folio. With this option activated, **StockBoy** will show accounts receivable charge sales and payments from the sales screen immediately in the General Ledger program where you view/edit A/R Customers master information and folio data. With this option not activated, the A/R sales data is 'batched' to the accounts receivable program with the acceptance of the End of Day routine.

The benefit of this feature is live-time data transfer. With this module activated, if a customer charges a sale in the morning, you can see the total balance for the customer if he comes back later that same day. Otherwise, the folio and master information screen for A/R Customers will not reflect the charge until after the End of Day.

When activated, this feature will marginally slow down the sales screen process, in that it must update the daily folio file with every A/R transaction.

A complete description of how the Daily A/R Folio works is contained in the General Ledger Reference Manual.

Screen 2	Activate Special Features
A = Activate GMROI Tracking	SMG
C = Activate Multi-State Payroll	N
D = Auto Clear System History	Y
E = Activate Retail Price Change Tag Batch	N
F = Itemize Commissions at End of Day	N
G = Activate Physical Inventory Reconciliation	B
H = Activate Special Order Recall	N
I = * Activate Check Digits	N
J = * Activate Warranty Code Maintenance	N
Enter Line Letter to Change <ENTER> = Exit	
<Up Arrow> = Prev Screen <Down Arrow> = Next Screen	

(A) Activate GMROI Tracking. GMROI (Gross Margin Return on Investment) is a financial management tool used by progressive retailers to assist in comparing the net worth of stocking and selling a particular product or group of products to other products.

StockBoy has now implemented a supplementary series of software programs that will track the numbers necessary to generate GMROI, achieved gross profit from book value, and inventory turns based on book value cost. These figures can be generated for every SKU in your system, and/or for every GL revenue account in your inventory.

As of this release, GMROI tracking is available only for one inventory per environment per computer system. GMROI can be tracked for the warehouse inventory at the master computer of a multi-store installation, and at the individual satellite stores of a multi-store installation. There is no method of networking the GMROI data from a satellite store up to the master system. All GMROI activation and reports must be handled at store level. Single store installations can track GMROI for the inventory file in every environment.

Of course, GMROI tracking is supported on multiple environments independently. One environment may activate features completely independently of other environments.

GMROI tracking also allows (at your option) profitability by salesman to be recorded in a 19 week rotating file. Since there is no such animal as an ending inventory for each salesman, there can be no turns or GMROI calculations; but the system can still record the actual revenues and actual cost of goods sold for each salesman's code.

BENEFITS

As with all computer decisions there are trade-offs to consider before implementing the GMROI tracking system. Your benefits include the ability to use GMROI, achieved gross profit on book value, and cost turns as three new fields in your inventory report generator, and the capability to categorize or rank your SKU's by eight ranges of GMROI ('A'-'H') and to have that letter classification appear on your purchase order screens and printouts for better buying evaluation and editing.

GMROI is superior to 'turns' as an evaluation of SKU performance because it reflects the cost of stocking the merchandise and the amount of profit achieved during the sale. Turns can only show you the velocity of money, GMROI takes into consideration how much investment was made in the inventory to generate the turns.

The inventory report generator will allow you to compare your intended gross margin with your achieved gross margin (the difference being discounts and markdowns/markups). Sales Analysis reports can show you what percent of your entire inventory profitability is generated by any given SKU or GL revenue account. GMROI classification for each SKU can give you better information during the editing of a purchase order as far as which items to eliminate if budgets are tight, and conversely, which items to be sure to order regardless of budgets.

NEGATIVES

GMROI tracking by SKU uses a ton of hard disk storage ... you may not have enough room on your system to allow SKU by SKU GMROI tracking. It requires four million bytes of storage for every 10,000 SKU's tracked. Tracking all of the GL revenue codes and/or salesman's codes requires very little data room and should be of no consequence as far as hard disk storage is concerned.

GMROI tracking will slow down your sales register procedures. During the printing of the customer's receipt, the computer must write additional information to the hard disk - once for each SKU (if SKU tracking is activated), once for each GL revenue code (if GL Code tracking is activated), and once per ticket (if Salesman tracking is activated.) This extra work may or may not be noticeable or significant. Once GMROI tracking has been activated, it may be turned off if the slowdown at the sales register is not acceptable.

	Activate GMROI Tracking	S K U	G L Code	Sales M an	
--	-------------------------	-------	----------	------------	--

You have a three character input field length and may type 'S', 'M', and/or 'G.' You may use all three, any two, any one, or none to activate the various options. Unlike other **StockBoy** activations, you may return to this screen and change the activation answer without erasing all previous data. It is conceivable that you may wish to active GL Code tracking now, then come back later and activate SKU; this is perfectly acceptable but with restrictions given below.

Enter Max Number of GMROI Entries		
1	per active SKU, 1 per GL Sales Code, 1 per Salesman Code	

The computer will use the answer you give here as an indicator of how large to build the GMROI data capture file on the hard disk. If your answer is too small, the file will grow into several pieces and may slow access time to the data (negatively affecting sales register speed). If your answer is unnecessarily large you could receive a "DISK IS FULL" error message or you could be, at best, wasting a lot of room for future expansion.

Input a number that will cover your anticipated number of active SKU's, plus one for each GL Sales Code in your inventory system and one for each Salesman. Of course, only add the numbers for those categories you are activating. Active SKU's are those SKU's that will have at least one sale OR at least one penny of cost valuation at the end of any month.

For example: if you have 10,000 SKU's, 10 GL codes, and 25 salesman codes, the input of '10035' is most accurate, but '11000' would be a safer move. If about 500 of your SKU's are discontinued but still in inventory, do NOT reduce your input - those SKU's will occupy storage if they have positive valuation at the end of any month! You may wish to increase your input to allow for at least the same number of SKU's that were provided for during system initialization.

NOTE: Your first time answer is the ONLY answer that matters! Once this file has been sized, it cannot be re-sized! If you activate for only GL Codes and Salesman (answering '35'), then decide later that you wish to activate SKU's, the computer will ignore your request for 11,000 more storage locations! If you have grossly under-sized or over-sized the file based on your first answer, contact Customer Support.

GMROI CLASSIFICATION SCALE

Following your answer to the above prompt, the system will display the GMROI Classification Scale, a representation of which is shown below. You will see this only if you are tracking SKU's!

EDIT GMROI CLASSIFICATION SCALE		
{A}	= from	11.01 and greater
{B}	= from	9.01 to 11.00
{C}	= from	7.01 to 9.00
{D}	= from	5.01 to 7.00
{E}	= from	3.01 to 5.00
{F}	= from	1.01 to 3.00
{G}	= from	0.51 to 1.00
{H}	= from	up to 0.50
Enter Line to Edit <ENTER> = Save & Exit		

The Classification Scale allows you to define eight ranks A - H for each SKU in your system. The scale is edited like a tax table; each line must be in value order from bottom to top and there should be NO GAPS in the numerical sequence. Each line should start at .01 above the line below it.

The numbers on the screen represent GMROI figures. The samples shown above are probably unrealistically high for most retail stores ... GMROI's are usually good at 1.0 and excellent above 2.0 - see your accountant for interpretation.

When you select a line letter to edit, you will see the prompt:

Enter Maximum Value for Classification {H}
--

In this example, we selected line {H}. Note the curved braces surrounding the letter; this is the standardized **StockBoy** convention for showing GMROI classification. Anytime you see a letter A-H surrounded by braces, you know that it represents GMROI classification.

Input the maximum value for that particular line and press <ENTER>. The screen will re-display the scale and will automatically put the value you entered PLUS .01 as the starting value for the line above.

It is best to start at line {H} and work upward. Note that line {H} has zero for a starting point and that line {A} has no maximum value. Remember that this table can be re-edited at any time, your answers are not cast in cement!

When you are finished inputting values into the classification scale, press <ENTER> to Save & Exit. You are then returned to the second screen of the Activate Special Features with your GMROI activation code(s) displayed on the screen. Following the next LOGON, each sales station will begin tracking GMROI data as per your setup.

PROCEDURAL CHANGES FOLLOWING GMROI ACTIVATION

Several things change when the GMROI tracking is activated.

- 1) Sales screen activity may slow down during ticket printing, especially soon after GMROI activation. The system takes longer to enter a newly used SKU into the GMROI file than it does to update data for an existing SKU.
- 2) The GMROI classification code will appear to the right of the SKU on the inventory editor screen. All SKU's will be set to {H} (the lowest code possible) when GMROI is activated.
- 3) The purchase order screen line item display will now show the GMROI classification code, as well as the worksheet and split report.
- 4) The Inventory Report Generator will have three new fields instead of 'N/A': #51, #52, and #53 will be TURNS, ANNL GMROI, and ACH GPB, which stand for Cost Turns, Annual Gross Margin Return on Investment, and Achieved Gross Profit on Book Value, respectively. These new fields can be included in formats and used as conditions that select which SKU's to print. The GMROI classification code is NOT a new field. If you need to see a printout containing all of your {B} codes, simply use the ANNL GMROI field to test for a range of values.
- 5) There is a new menu option called Sales Analysis in the Summary Reports program. This is accessed from Sales Management System (#3 from Main System Menu), Summary Reports (#2). The Sales Analysis system contains pre-defined GMROI reports and another place to edit the GMROI Classification Scale.
- 6) The Inventory End of Month Update will take longer to complete if you have activated GMROI tracking by SKU. The EOM routine must calculate and write the book value extension of the quantity on hand, and must re-classify each SKU by matching its current GMROI against the current GMROI Classification Scale.

NOTE: No other significant procedural differences will be encountered following GMROI activation ! The boot-up hard disk diagnostics will briefly display salesman codes on the first boot following Midnight each Saturday if Salesman GMROI Tracking is activated.

A complete discussion of the GMROI tracking is found in the Sales Management System Reference Manual.

THERE IS NO OPTION 'B' ON THIS SCREEN!

(C) Activate Multi-State Payroll. **StockBoy** version 7.1 allows for any number of states to be incorporated into the payroll system. You establish a primary default state in the Master System Level Options, Software

Configuration screens; here, you tell the payroll system that more than one state will be used, hence more than one state tax table, etc..

When this option is activated, the payroll maintenance screens will prompt for which state, the payroll computation program will prompt for which state, and the payroll employee master file maintenance screen will prompt for which state.

(D) Auto Clear System History. The System History is defined earlier in this reference manual. Setting this option to "Y" means that the history file will be automatically erased (cleared) every time the computer detects that the history file is 'full' (about 300 line entries). If this option is set to "N", the System History will capture data indefinitely, although a "HIST" blinking warning message will appear in the upper left hand corner of the Main System Menu when the file reaches or exceeds the 300 line size.

(E) Activate Retail Price Change Tag Batch. This feature, designed primarily for multi-store installations, tracks all changes in the Retail Price field for each inventory SKU for the purpose of printing a series of new price tags. Anytime the Retail Price is manually edited or changed via the Retail Price Manager program, the SKU is saved to the Retail Price Change Tag Batch file. This file is then directly accessible by the Price Tag Maker program for printing of tags specifically for those SKU's with a Retail Price change ... a significant aid in re-marking existing shelf goods. (see Price Tag Maker in the Inventory Reference Manual for details on how the Tag Batch can be used)

The tag batch moves on the Modem Multi-store Network and is tracked independently for each store in the chain.

(F) Itemize Commissions at End of Day. This feature will trigger the printing of a separate report during the End of Day update procedure that will fully itemize all commission calculations for all salespersons during the business day. This report is handy for those businesses who wish to audit the commission figures that **StockBoy** generates. The report will print a separate sheet of paper for each salesman code so that the report may be given to the person.

This function can be turned off at any time once the system has been 'proven.' If you activate itemized commissions during the MIDDLE of a business day, only those transactions rung up since the activation will be included on the End of Day Itemized Commission report.

Turning this feature on and off will NOT affect commission calculations or the standard reports you see at End of Day.

(G) Activate Physical Inventory Reconciliation. The Physical Inventory Reconciliation system (PIRS) is 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.

Activate P.I.R.S. ? <I>=Inv Cost <L>=Lan Cost =Book Value <N>=No B

You activate the PIRS by selecting any of the three cost formulas ... de-activate with "N". The cost variables are used by PIRS when printing exception reports, allowing the system to show you what the differences are between the physical count and the computer's ideal count with cost extensions.

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 group 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 Special 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.

(H) Activate Special Order Recall. Special Order Recall is the sales screen option that can be used to record a customer's special request, collect a down payment, and then process the sale when the item is available for sale. The SPO system can recall any SPO ticket by customer's name; any item(s) can be sold or kept on order at the command of the cashier. The <TAB> key is used on the recall to put the line item on 'backorder' ... the line will be saved for another recall. Any line item on a recall that is NOT tabbed (showing a blinking asterisk) will be sold, deducted from inventory, commissioned, and sales raced (a standard ticket).

Full implementation of SPO recall requires the following steps be performed in order:

1. Determine and input a General Ledger account for SPO deposits (down payments); this must be a liability or equity account ... not a revenue.
2. Input a SKU in the inventory control system to represent the 'sale' of the deposits and to give the system a place to put the deposit on the SPO recall.
3. Set the GL Code in the deposit SKU equal to your GL account number for SPO deposits.
4. Activate SPO Recall at this point in the software, keying in the proper SKU information when requested.
5. These changes will take effect for all sales screen terminals AFTER you logoff and they logoff.

The computer will prompt you to input the SKU that will be used by the system to capture the SPO down payments. You will also decide whether or not any previously saved SPO line items on a ticket can be changed when you recall the SPO. This allows/prevents a cashier from making any changes to the original SPO ticket.

(I) Activate Check Digits. Check Digits are single character numbers that are generated by the computer (using the MOD 10 formula - an industry standard) to help minimize the input of improper SKU numbers. The check digit formula, stated very simply, 'adds up' the numbers (and letters) in the SKU and generates a total. The total is mathematically manipulated and re-added to generate a single number.

Check digits are placed at the end of the SKU, forcing an extra keystroke, but are not stored in the system and are therefore NOT a permanent part of the data. By calculating the check digit formula for every SKU input, the system can determine whether the input is valid or not PRIOR to accessing the hard drive in an attempt to find the SKU. Check digits, by their mathematical nature, help to eliminate input errors due to transposition (reversing the position of any two adjacent characters).

Example: You have 8 digit SKU's. The SKU 9000-001 calculates a check digit of '9' ... the system will reject any operator input for a SKU that is not 9000-0019. If you miss ANY ONE character or mis-type ANY ONE character, the check digit '9' will not be valid and the system will properly reject the input. If you accidentally input 9000-0109 (reversing the 1 and 0), the check digit '9' is not valid ... to input that SKU you would have to type 9000-0100 ... the zero is the proper check digit calculation for 9000-010. In order to make an input mistake, you have to miss two of the nine digits ... thus greatly reducing (but not totally eliminating) the possibility of input error.

Remember that check digits are not stored. They are calculated 'on the fly' and used to pre-screen SKU input for validity.

Check digits are used with SKU input in the Physical Inventory Reconciliation system, in the Quantity Editor, and on the Sales Screen. These are the three critical areas where repetitive SKU number input is made and where data accuracy is vital. With the Check Digit option set to "Y", the prompts will read, "Enter SKU with Check Digit" to help the operator know when a check digit is required. The length of the input field reverse video box is also extended by one character in these situations.

Check digits are automatically printed at the immediate right of the SKU on all standard price tags, with this feature activated. If your SKU length is 10 characters, the addition of the check digit will force the price tags to print the SKU line in condensed pitch typeface.

(J) * Activate Warranty Code Maintenance. The warranty code is a 3 character code set aside for each item in inventory that can be used to assist cashiers in determining proper policy/procedure for warranty handling of returned merchandise or for any information about any particular SKU that might be appropriate. Since the warranty code file may be quite large, it is left here as an activated option. Warranty codes are maintained via Sales Management, File Maintenance.

SALES TAX TABLES

MAIN SYSTEM MENU			
1. Inventory			
2. Purchasing			
3. Sales			
4. Bookkeeping			
5. Payroll			
6. Custom Features			
7. System Utilities			
8. Master System Maintenance			
9. LOGOFF			

MASTER SYSTEM MAINTENANCE			
1. Change System Date / Time			
2. LOGON Name Maintenance			
3. History Maintenance			
4. System Level Options			
5. Setup Printer			
6. Force Other Te			
7. Computer Diagn			
8. Re-Initialize			
9. Exit			

SYSTEM LEVEL OPTIONS			
1= Hardware Configuration			
2= Software Configuration			
3= General Ledger Options			
4= Sales Register Options			
5= Activate Special Features			
6= Sales Tax Tables			
7= Save and Exit			

EDITING SALES TAX TABLE			
A = from	0.00 thru	0.17 =>	0.00 tax
B = from	0.18 thru	0.33 =>	0.01 tax
C = from	0.34 thru	0.50 =>	0.02 tax
D = from	0.51 thru	0.67 =>	0.03 tax
E = from	0.68 thru	0.83 =>	0.04 tax
F = from	0.84 thru	1.00 =>	0.05
G = from	1.01 thru	9,999,999.99	times 0.05000 REPEAT 1st Dollar
H = from			
I = from			
J = from			
K = from			
L = from			
M = from			
N = from			
O = from			

Enter Tax Line to Edit <ENTER> = Save & Exit

The sales screen taxation calculations are based on the above single table. The table is designed like an income tax bracket form, allowing you to set up to a total of 15 levels. The example shown above represents the breakdown for a 5% sales tax state.

You do NOT need to fill all 15 lines, the table effectively stops when you input a REPEAT entry, similar to the one shown on line "G" above.

To access any of the rate lines, simply key in the appropriate line letter.

Enter LOWEST Sale Amount for this Tax Rate \$

The system is looking for the lowest ticket total that applies to this rate line. The first rate line MUST begin with zero (refunds are handled automatically so there's no need to input negative dollar figures).

Enter HIGHEST Sale Amount for this Tax Rate \$

Here you input the highest ticket total that applies to the rate line. There can be NO gaps between the various rate lines, i.e. the lowest amount from line B must be .01 greater than the highest amount from line A, etc.

Enter Sales Tax or <R> = Repeat Rate

For each line you input the amount of tax that is appropriate for the range of sale amounts on the same line. Once your tax table starts repeating you enter "R" for repeat rate.

Enter Repeat Sales Tax Rate

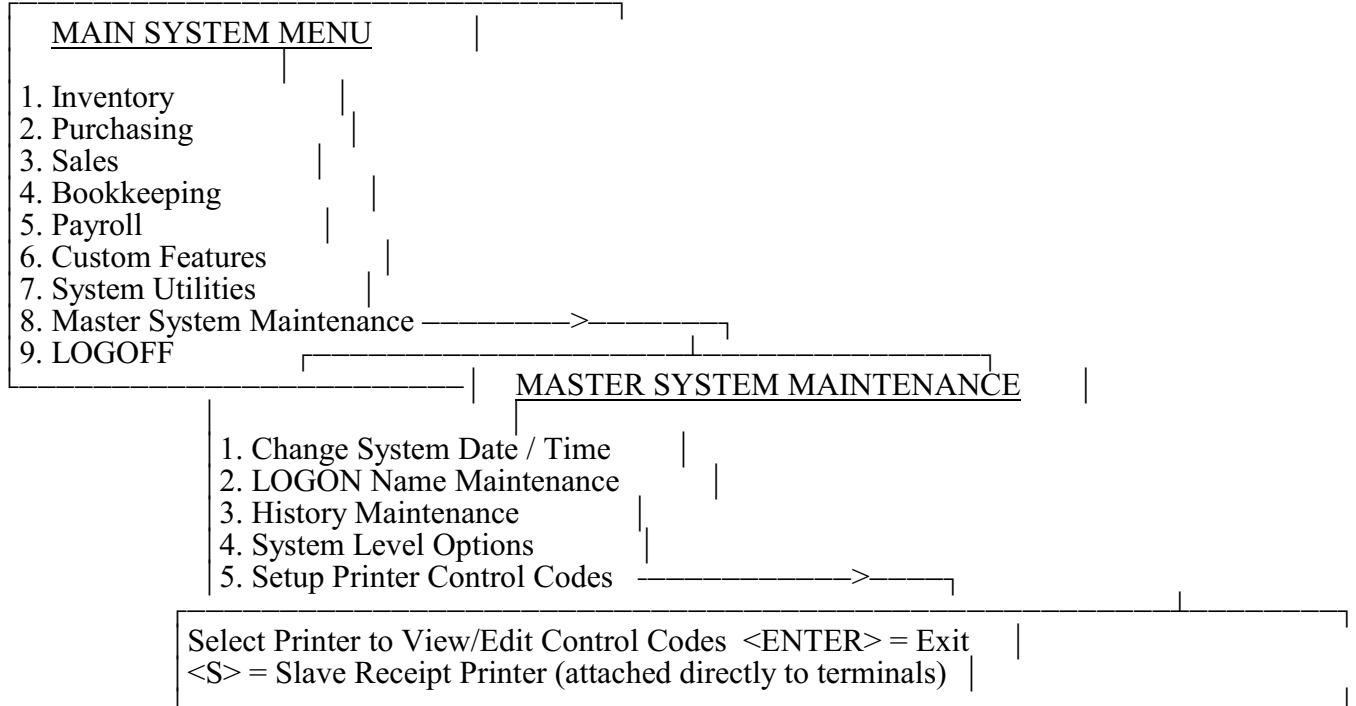
The rate that you input here will be applied to WHOLE dollar figures, then the first dollar rate will be applied on remaining cents. If you have a 6.5% sales tax, enter '.065' if you have a 5% tax rate, enter '.05' for the repeating rate.

Example: If your ticket is \$125.25 (using the tax table example above), the system will determine that \$125.25 lies on line "G", and will take the 125.00 (whole dollar), multiply it by the repeat rate (.050), then take the 25 cent remainder and finds it in the tax table (on line "B"), then will add the tax from line "B" to the earlier multiplication to get: $6.25 + .01 = \$6.26$ tax.

Example: Ticket: \$1.44. 1.44 is between the parameters on line "G", take $1.00 \times .05 = .05$. Then take the remainder, .44, on line "C" => $.02 \text{ tax} + .05 = .07 \text{ tax}$.

We recommend that you use the PRACTICE till to test out your edited tax table. If your state allows straight multiplication, you MUST still break out the 1st dollar on a line by line basis. The standard rule for even division is to take the decimal equivalent of the reciprocal of the tax rate multiplied by 100: i.e. 5% rate = $1/(.05 \times 100) = 1/5 = .20 = \text{five steps of twenty cents each}$. i.e. $6 \frac{1}{2}\%$ rate = $1/(.0625 \times 100) = 1/6.25 = .16 = \text{steps of 16 cents each}$.

SETUP PRINTER CONTROL CODES



This section of the Master System Maintenance controls the specialized functions of your printers to ensure that reports (and especially price tags) are printed correctly.

You may input the printer number(s) that you have assigned in the Hardware Configuration (above in this manual), or "S" for slave printer. All slave printers (those printers attached directly to terminals NOT to the computer itself) must use identical printer codes, as there is only one Setup Printer Control Code screen for all Slave printers.

NOTE: If you are uncertain as to the settings for your particular brand of printer, do the following: (1) set your printer to emulate (perform the same as) an IBM Graphics Printer, and (2) input the printer codes identical to the ones shown below. Your printer should have a dip switch setting that allows it to perform with the same codes as an IBM Graphics Printer.

NOTE: These printer control code settings DO NOT affect any third party software products such as MultiWRITE or MultiCALC by Logic eXtension Resources. These programs have their own software that corresponds to the input of printer control codes.

PRT01	
Setup Printer Control Codes	
A= Hex Code for 66 Line Page Length	1B 43 42
B= Hex Code for 42 Line Page Length	1B 43 2A
C= Hex Code for 6 Line Page Length	1B 43 06
D= Hex Code for Condensed Printing - START	0F
E= Hex Code for Condensed Printing - STOP	12
F= Actual CPI in Condensed Mode Printing	17.1
G= # of chars. per line in Condensed Print	136
H= Hex Code for Tirggering Cash Drawer	07 1C
I= Hex Printer Code for BOLD Printing - START	
J= Hex Printer Code for BOLD Printing - STOP	
K= Hex Code for Special Feature - START	1B 2D 01
L= Hex Code for Special Feature - STOP	1B 2D 00
M= Maximum Number of Lines to Print on Page	58

Printer codes are the internal signals that printers use to accomplish a certain task besides printing the alpha-numeric characters. Your printer's operating manual is essential to discovering which codes do which tasks for your specific printer. Printer codes are input into the **StockBoy** system using *hexadecimal* format (base 16); nearly every modern, popular printer manual will also refer to these codes in hexadecimal (and other formats in addition.).

Hexadecimal codes ALWAYS appear in pairs; notice the first three options A, B, & C ... the information is written in pairs of information separated by one space.

If your **StockBoy** printouts and/or price tags do not appear correctly on paper, it is certain that the codes on this screen do NOT match the codes your printer uses. The codes displayed above are very 'generic;' nearly every printer that claims to be IBM Graphics Printer compatible will use these exact codes ... so the odds are you will never have to come here for editing.

(A) Hex Code for 66 Line Page Length

(B) Hex Code for 42 Line Page Length

(C) Hex Code for 6 Line Page Length

These are vital codes to have correct. **StockBoy** needs these codes to tell the printer how long each piece of paper is ... 66 lines for standard reports, 42 lines for checks and billing statements, and 6 lines for mailing labels and price tags.

All modern printers can be 'told' how many lines per page to print. Your printer's manual will give you hexadecimal codes for setting 'FORM LENGTH' or 'PAGE LENGTH'. Most printers use the codes '1B 43' followed by the number of lines you wish to set; '42' is hexadecimal for the number 66, '2A' is hexadecimal for the number 42, and '06' is hexadecimal for the number 6.

(D) Hex Code for Condensed Printing - START

(E) Hex Code for Condensed Printing - STOP

These are vital codes to have correct, also. For most printers that have an eight inch print width, **StockBoy** needs to 'condense' the print to allow at least 132 characters to be printed on one line. For wide carriage printers (13" or larger), there is no need to condense the typeface, so these two code lines should be left blank.

The printer's manual will describe how to print in condensed mode and how to cease condensed mode printing.

(F) Actual CPI in Condensed Mode Printing

This setting is vital to having your price tags print correctly ... no other report is affected by your answer here. The actual Characters Per Inch (CPI) for condensed mode printing (see 'D' and 'E' above) can vary from brand to brand. Two common CPI's are 16.7 and 17.1. If your printer manual indicates that your CPI in condensed mode is different from these two settings you might have to experiment with changing these codes to generate the best result on your price tags.

(G) # of chars. per line in Condensed Print

This setting will affect the appearance of your price tags and customer invoices ... no other reports are affected by this option. If you experience an occasional extra line feed when printing price tags, try reducing this figure by one ... this may stop a 'wrap-around' problem if the exact count of characters is off slightly.

If your printer's manual tells you the number of characters per line in condensed mode, then input that number. If you input a number less than 134, the price tag maker program will only print seven labels across (you have told the software that your printer cannot print enough characters to fill out the right hand side of the eighth label).

Most modern printers will print 137 characters across using 17.1 CPI ... and this is the best solution for printing price tags. It is likely that if your condensed print is 16.7, your number of characters per line will be 132 and that your printer will only generate seven labels across.

(H) Hex Code for cash drawer trigger

When using Star DP8340 type receipt printers, use the code '07 1C'. When using Star SP312 printers, also use '07 1C'. If you are using another brand of printer that has the ability to trigger cash drawers, use the codes described in the operator's manual for IMMEDIATE triggering. There are some devices that embed the trigger code in the printed text so that it is buffered (temporarily stored in the printer's memory) ... this would result in the trigger coming at the same point in time during the printing of the ticket ... not necessarily the best plan. Immediate triggering skips the buffer and sends the open signal to the drawer as soon as the ticket starts.

Some printers and cash drawers do not SYNC up with each other and occasionally fail to open the drawer. If this should occur, your first option would be to use the code '07' in addition to a few '1C's.

(I) Hex Printer Code for BOLD Printing - START

(J) Hex Printer Code for BOLD Printing - STOP

Use of the above two codes has been reserved for future use.

(K) Hex Code for Special Feature - START

(L) Hex Code for Special Feature - STOP

This pair of printer control codes is used by the **StockBoy** System on tape format receipt printers (i.e. Star DP8340) to turn on and off the red ink printing that is used for negative amounts, discounts, and graphic lines on the customers' receipt. The codes for Red Ink On/Off for a Star DP8340 Receipt printer: '1B 34' and '1B 35'. These same codes will generate 'reverse video' printing on a Star SP300 series printer.

The system will also use this feature on standard report printers to show a difference between 'Placed' and 'Un-Placed' POs. When **StockBoy** displays an unplaced P.O., it will show the number with an underline. When the system prints an unplaced P.O. number, it will send the printer the Special Feature Start code, then print the number, then send the Special Feature Stop code. If your printer has a code for underlining, you might want to insert that code here. This Special Feature code is also used by the inventory report generator when printing monthly unit sales history fields that have marked with Out of Stock Indicators.

NOTE - Printer Codes for IBM compatible printers use these codes to Underline: Start = '1B 2D 01' and Stop = '1B 2D 00'.

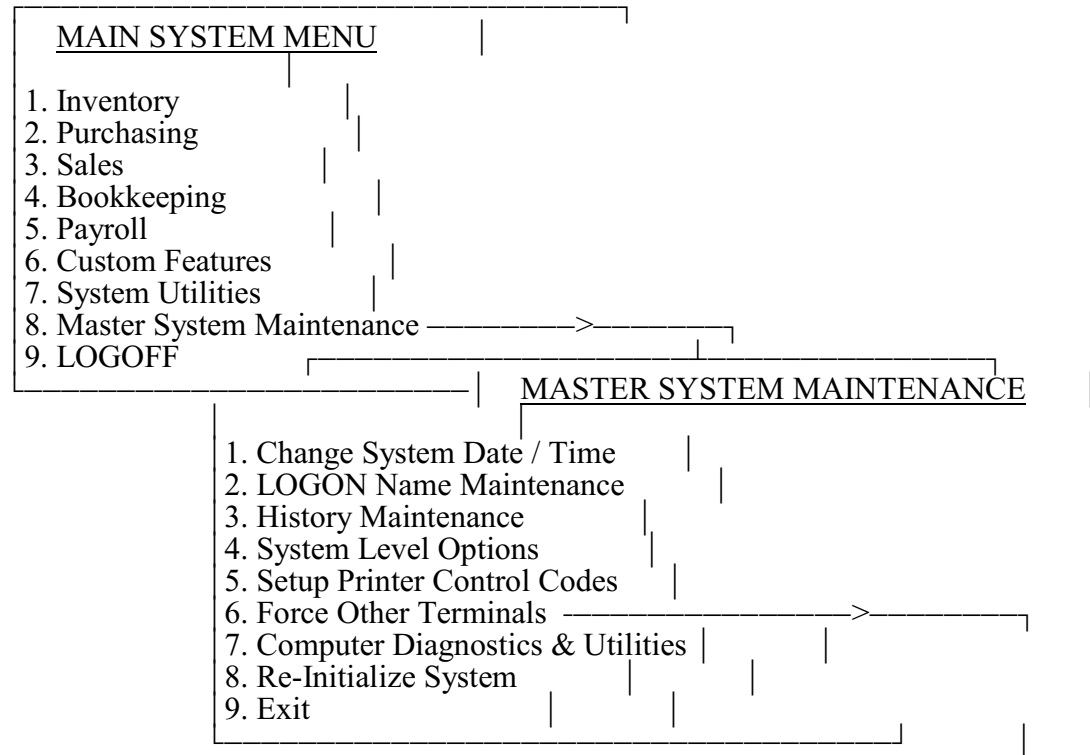
(M) Maximum Number of Lines to Print on Page

This option will control the appearance of every report in the **StockBoy** system. A standard 8 1/2 by 11 inch sheet of paper will contain possible lines of print on any type of typewriter or computer printer. This option controls how many lines of type will be printed on any given page before the computer rolls the paper to the top of the next sheet, prints the heading, and begins again. A common setting here is 58.

Experimentation with a few other numbers will allow you to adjust your top and bottom margins of printing so that they are most pleasing to you.

NOTE: Any change in these settings will be picked up by other users when they next perform a LOGON! Changes cannot affect any printout currently in progress, either captured in the spooler or physically printing.

FORCE OTHER TERMINALS



FORCE OTHER TERMINALS

WARNING !!!

This utility should ONLY be used to release a terminal that is 'hung up!'

Hang ups will occur if floppy disk activities are executed without a diskette in the drive, or when some functions are tried using non-formatted diskettes.

The forced LOGON Name will receive a 'Duplicate Logon Message at his next LOGON.'

Use this procedure ONLY AS A LAST RESORT !

Press <ENTER> to Continue

This is a LAST RESORT function ! It is possible upon occasion for an operator to 'wander' off into portions of the software unintentionally, and cause their terminal to freeze or 'hang up.' Examples include floppy disk utilities, tape utilities, changing screen colors, etc..

Certain programming functions, especially those involving the use of floppy diskettes, will rely on the operator's ability to follow the screen prompts exactly. If, for example, you attempt to format a floppy diskette WITHOUT

a floppy disk in the disk drive, the terminal will 'hang up' and you may wish to use this 'FORCE OTHER TERMINALS' option to free it up.

When a terminal is FORCED by another, you will usually have to type in 'L USER' <ENTER> to get the terminal going again.

Term #	LOGON	Env #	Program / Routine	Time
01*	WILLIAM	00	DISPLAY TERMINALS	09:42
02	RICHARD	00	GENERAL LEDGER SYSTEM	08:56
04	LARRY	00	FORMAT DISKETTES	09:32
Force Which Terminal # <ENTER>= Quit				

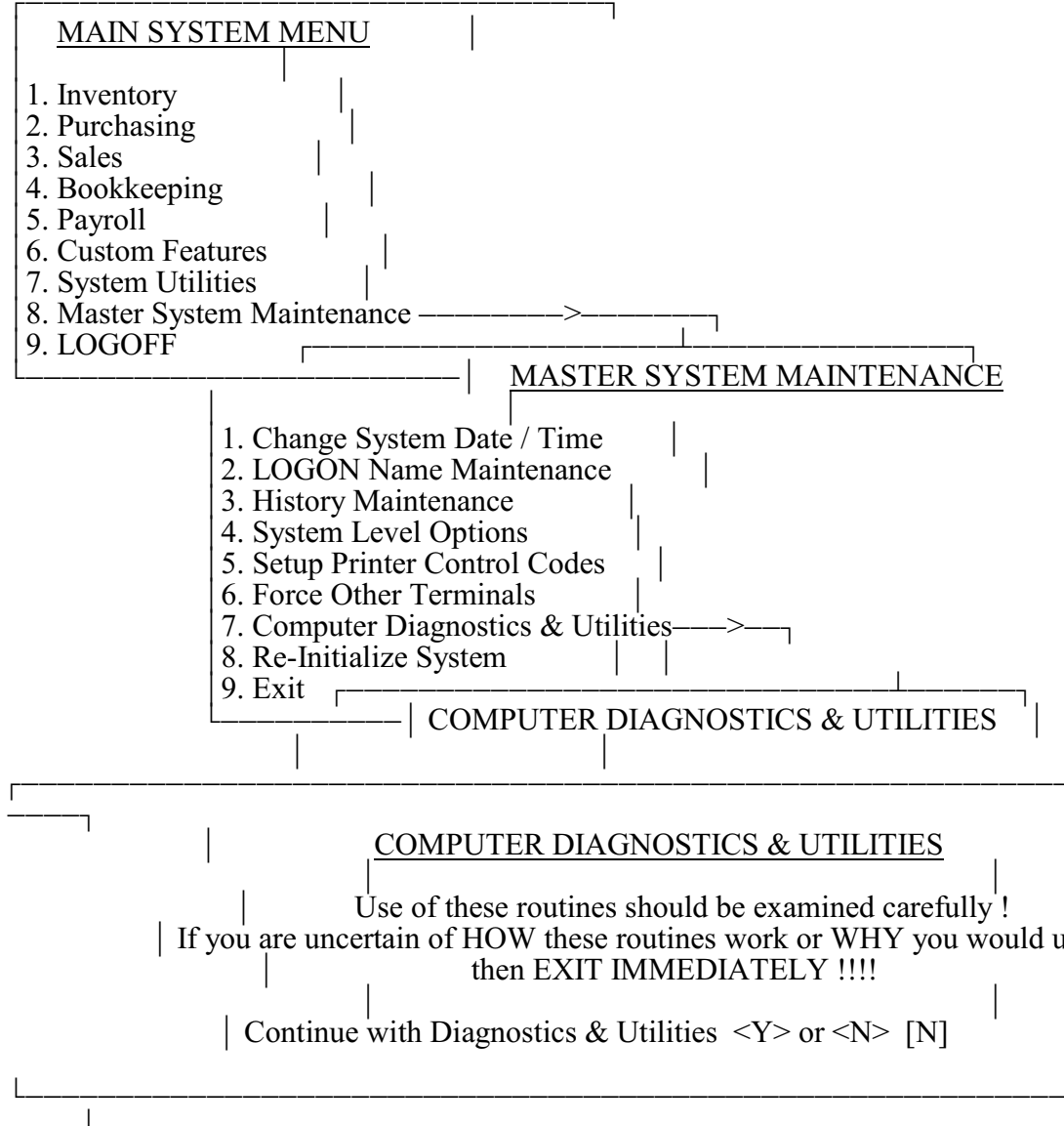
You can press <ENTER> to quit and return to the Master System Maintenance Menu without affecting any other user. This screen is used by some system managers to get a quick view of how the system is being used and by whom.

If you input a valid terminal number, that terminal will see a 'USER - V >' message on the screen (or something very similar). From this point, the forced terminal can enter 'LOGON USER' or 'L USER' followed by the <ENTER> key to return to PLEASE LOGON.

NOTE: When the forced terminal's operator returns to LOGON, he will receive a message indicating that he is 'already logged on'; this is to be expected because the terminal did not LOGOFF. Press <ENTER> to bypass the reminder message.

The FORCE OTHER TERMINAL may not always work! There are situations where the terminal is so 'hung up' that it can't recognize the FORCE. In this scenario the only possibility is to have all other terminals get back to PLEASE LOGON, then re-boot the computer.

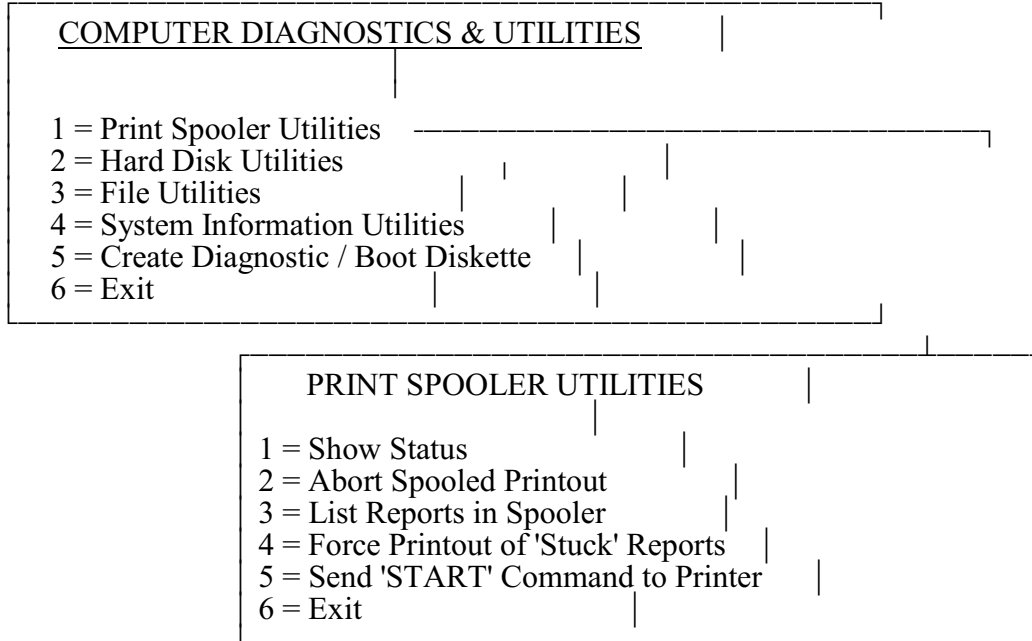
COMPUTER DIAGNOSTICS & UTILITIES



These Computer Diagnostics & Utilities programs are designed to assist system managers in determining problems and fixing operating system data without the direct assistance of Customer Support. Each time you enter the Computer Diagnostics menu from the Master System Maintenance, this warning message will appear. This warning will not be repeated as you continue to work inside the Diagnostics area, but the warning is serious!

THESE UTILITIES ARE POOR AREAS FOR EXPERIMENTATION! A few minutes of training is strongly suggested before ANY access to this area is attempted. While the possibility of damaging data is extremely remote, an un-educated user could 'hang up' the system or delete spooled reports.

PRINT SPOOLER UTILITIES



Print Spooler Utilities involve the examination and control of the memory print spooler. The screens involve semi-technical information that are derived directly from the THEOS Operating System, and are sometimes less than 'user-friendly.'

The spooler captures every report (except those that are designated NON SPOOLED such as checks, statements, etc.) in a special reserved memory area that is active only when the power is on. A power loss means loss of all data in the print spooler.

The spooler serves as a buffer and as a centralized control mechanism for handling printers that are common to the system. It's the spooler that keeps track of each user's printout to make sure that all the information from a report is kept together on a page by page basis, even if more than one terminal is running a printout at the same time. The spooler also allows the computer to 'dump' the report quickly and return control back to the operator long before the printer is physically able to kick out the printout.

This 'buffering' capability means that the printer does not have to wait for the computer to generate data after each line of print, and that the computer does not have to wait for the printer to finish printing each line before getting the data ready for the next line. This means faster 'throughput' for the whole system.

It is quite conceivable that several reports will be captured in the spooler at any given time, waiting for the printer to wrap up a previous report. These reports are in the 'QUEUE'. The size of the spooler determines how many pages of data it can capture before sending a "printer buffer full - waiting for available space" message to the workstations. The size of the spooler is determined by the amount of available memory (not by the amount of hard disk storage), and is controlled via the Master System Maintenance, System Level Options, Software Configuration options.

(1) Show Status allows the operator to see whether or not the spooler has been stopped. "Stopped" simply means that the output has been halted temporarily - usually to allow non-spoiled use of the physical printer for checks and statements, etc. Input is continuing, but output is halted when the spooler is stopped. The screen will show all spooled printers and the current status of each.

```

| PRINT SPOOLER STATUS |
| Printer "LPT1" is waiting for work. |
| -- and has form "A" mounted. |
| Press <ENTER> key to continue |

```

If you have more than one common printer defined in your Hardware Configuration you may see other printers listed here. The key phrase to watch for is, "waiting for work." This means the spooler is working fine ... if you aren't getting printouts better check your cabling, printer, or printer on-line status indicator.

If the message says "Printer 'xxx' is stopped.", it means that the printer has been deliberately (and temporarily) disconnected from spooler output. This occurs when the printer is being used for non-spoiled printouts such as checks, statements, W2's, etc.

```

| PRINT SPOOLER STATUS |
| Printer "LPT1" is printing report # 5 |
| -- created by account USER - on page 1 of 10 |
| -- and has form "A" mounted. |
| Press <ENTER> key to continue |

```

This screen indicates that a printout is in progress. The report # is maintained by the computer and has no significance other than pure identification.

NOTE: SPOOLER GAG ! If your screen message shows 'strange' information, it is probable that the operating system has a spooler problem we call a spooler 'gag.' Strange information consists of data that does not make sense, i.e. if the screen shows that the printer is printing report # 0 (zero) or if the spooler is on page #0 or if the spooler is printing page 4 of 3 or if the spooler is printing page 3 of 0.

When this occurs your spooler is 'stuck!' See "FORCE PRINTOUT OF STUCK REPORTS" below.

(2) Abort Spooled Printout. This is the only way to selectively stop a single report from finishing printing. If you should inadvertently begin printing a very long report that you wish to terminate, you would press the <SHIFT> <F1> to tell the computer to stop gathering data and return to a menu. This would stop any new data from going to the spooler, but any data ALREADY in the spooler from this printout would still be left processing.

The Abort command will tell the spooler to 'throw away' the printout currently being 'de-spoiled'. If the report is a long one, it may be broken up into many different spooler reports, in which case you might have to issue the Abort command several times before the report is finally stopped.

NOTE - The abort instruction may have stopped the spooled printout, but the printer might have been storing data and may be continuing to print. The only way to drop internally buffered data within a printer is to turn the power off to the printer.

Remember that aborting a printout in the spooler completely drops that report (or section of report) and moves on to the next report in the queue. The program remains at the printer prompt to allow the operator to rapidly key in a series of aborts until the printing stops. Attempting to abort a printout that does not exist does NOT cause any problems.

(3) List Reports in Spooler will generate an operating system screen display showing the various reports that are presently in the spooler. Each report has a unique number. The date and time that each report was started is perhaps the only useful information. All printouts will be 'owned' by USER; the operating system cannot tell which LOGON name started the reports. If there are no reports in the spooler, no display will be shown.

HARD DISK UTILITIES

COMPUTER DIAGNOSTICS & UTILITIES	
1 = Print Spooler Utilities	
2 = Hard Disk Utilities	
3 = File Utilities	
4 = System Information Utilities	
5 = Create Diagnostic / Boot Diskette	
6 = Exit	

HARD DISK UTILITIES	
1 = Show Parameters 'DISK S'	
2 = Fix Mis-allocations 'DISK S (FIX)'	
3 = Verify Readability 'DISK S (V)'	
4 = Disk Map 'DISK S (MAP)'	
5 = Hard Disk Partitioning 'DISK S (PART)'	
6 = Free Space Map 'DISK S (FREE)'	
7 = Disk Cacheing 'CACHE'	
8 = Exit	

(1) Show Parameters. This option displays some vital information regarding your hard disk drive.

DISK PARAMETERS	
S[3:2:0] label: "Customer".	
Density = 15 (non removable, 512 bytes per sector).	
Capacity = 42,771,456 (819 cylinders, 6 heads, 34 sects).	
Main Directory uses 452 out of 2,012 files.	
Total files = 1,134.	
Allocated bytes = 17,037,312.	
Available bytes = 25,734,144.	
Press <ENTER> key to continue	

The available bytes indicates how much storage is available for expanded features on your hard drive. Remember that the **StockBoy** system pre-allocates storage based on the size information you submitted during the initialization of your data. For example, if you set up for 10,000 Accounts Receivable customers, the system will reserve enough room for the 10,000 names AND THAT STORAGE WILL BE INCLUDED IN THE ALLOCATED BYTES. The only way you will use up the available bytes would be to exceed your original sizes or to add new features.

If a reverse video (black letters on yellow background) error message appears at the end of the screen display, "xxx Bytes Under Allocated" or "xxx Bytes Over Allocated", then immediately contact Customer Support.

(2) Fix Mis-allocations. This utility may only be run when all other terminals are at PLEASE LOGON.

A mis-allocation simply means that the 'directory' (table of contents) is not certain how much physical data is written in certain areas on the hard disk. Mis-allocations can only occur when a power failure, re-boot, or improper software event prevents the system from writing information to the hard disk. Improper use of software includes Restoring while other terminals are actively using the hard disk. LOGGING on during critical functions such as hard disk utilities, re-initialization, program updates, etc., can also cause mis-allocations of the Hard Disk. Mis-allocations do not happen frequently.

Powering off the computer during its boot-up process will ALWAYS cause a mis-allocation. Re-booting in the middle of critical update programs such as the mandatory journal printout, End of Day update, etc., have a modest chance of creating a small problem.

This is NOT necessarily serious; executing a Fix Mis-allocation routine will clear up nearly all storage related problems.

NOTE - The boot-up process each day executes the hard disk diagnostic function identical to the 'FIX' to eliminate the possibility of long term mis-allocations.

(3) Verify Readability. This is a NON DESTRUCTIVE test to identify any locations (sectors) on the hard disk that are physically defective and unable to store data properly. This procedure displays a series of numbers on the screen, and may take 10 to 40 minutes to run, depending upon the size of your hard disk and the amount of use during the test by other terminals. This utility could be run after closing; any errors will be left on the screen for you to examine. The system will be slowed down when running this utility.

Under normal circumstances, any weak location on the hard disk has already been 'locked out' from use by the manufacturer. If the computer is bumped or moved while the power is on or if the machine was not "BYE'ed" prior to power down, it is possible that a sector will become defective. This utility is the only way to determine if a sector is bad.

If you receive 'DISK S data transfer errors' or 'DISK S sector not found' errors (or similar errors on DRIVE "S"), that means that a sector is weakening or has failed.

Run this verify readability utility to correctly identify the bad sectors and WRITE THE INFORMATION DOWN! The information will be required to fix the problem with the "Spare Bad Sectors" option.

(4) Disk Map. The Disk Map simply indicates the exact position of every file on the hard disk. This information is useful by customer support personnel in determining the level of disk file fragmentation and the amount of free space in various parts of the disk. The map is NON DESTRUCTIVE and can be routed to the screen or to the printer.

The amount of information generated is voluminous (large)! Some systems may create a screen display that exceeds 80 pages ... be prepared to view or print for an extended period of time!

(5) Hard Disk Partitioning. *ACCESS THIS OPTION ONLY WITH ASSISTANCE FROM CUSTOMER SUPPORT!* This utility controls the very heart of your hard disk! You can use this option to allow room on your hard drive for other operating systems (such as DOS or UNIX) to co-reside. While it is impossible for the computer to be running any two operating systems at the same time (such as **StockBoy** on one terminal and DOS on another), it IS possible to use this partitioning software to allow the computer to alternate between operating systems at boot-up. You can use this software to set the computer to boot-up under DOS or THEOS or any other resident operating system.

The use of emulator products such as THEO+DOS from THEOS Software Corporation, allows the use of DOS as a sub-set of THEOS, which gives the appearance and function of allowing two operating systems to work on the same computer at the same time (even though there is a performance degradation and reasonable levels of non-compatibility.)

THIS OPTION CAN BE USED TO DESTROY ALL DATA ON YOUR HARD DRIVE ! BE CAREFUL!

(6) Free Space Map. This is a non-destructive utility that simply shows the number and location of free space areas on the hard drive. A perfectly packed hard drive has one free space area (fat chance!). The display shows two columns of numbers, the left one is labeled 'SECTADDR' for sector address and the right column is the COUNT. The count indicates the number of 256K byte blocks that are unused beginning at the sector address number to the left. A typical installation has two to five screenfuls of free space map entries;

significantly more screens usually means that the performance of the system can be improved with a re-pack of the data ... contact your Support Team.

(7) Disk Caching. THEOS version 3.1 and later ONLY! This option executes the THEOS CACHE utility which allows the operator to turn on/off the disk caching, view caching statistics, and turn on/off write delay. Because this utility is written by THEOS Software Corporation, it is not fully documented here.

We strongly advise AGAINST enabling write delay even though you have a proven battery backup system on your computer. While write delay does improve system speed performance, it is dangerous to use unless you are certain of no power failures! Because the data is not written to disk immediately after the program tells it to, the data is kept in volatile memory for a few moments, until the system is idle enough to allow an efficient write. Should the power fail while data is kept in memory, your system integrity would be compromised (data would be lost forever)! As of this writing, **StockBoy** recommends NO WRITE DELAY!

FILE UTILITIES

<u>COMPUTER DIAGNOSTICS & UTILITIES</u>	
1 = Print Spooler Utilities	
2 = Hard Disk Utilities	
3 = File Utilities	
4 = System Information Utilities	
5 = Create Diagnostic / Boot Diskette	
6 = Exit	

<u>FILE UTILITIES</u>
1 = File Directories
2 = Display File Contents
3 = Display Program Checksum
4 = Export File to DOS Diskette
5 = Import File from DOS Diskette
6 = Erase Files from Hard Disk
7 = Exit

These utilities are designed to assist the maintenance of certain files on the hard disk, and to generate information helpful to customer support personnel.

(1) File Directories. This option will generate a screen display that shows all of the file names that reside on the hard disk based on a selection mask you input.

	Enter Filename or Wildcard Mask for Directory	
	<ENTER> = Exit	

This utility communicates directly with the THEOS Filelist command and uses the operating system conventions for wildcards: "*" for wildcard entire field and "?" for wildcard single character.

Note that the prompt "Enter Filename or Wildcard Mask for Directory" is followed by a 26 character input field. This allows you to key in a file name, file type, and member name (8 chrs, 8 chrs, 8 chrs with a period in between).

Entering "*" will perform a directory on the entire hard disk (may take a long time to display...probably 50 or more screenfuls). The date and time of the last written change to the file is recorded and display by the directory. Your Support Team may need to know the information contained in the last three columns on the right as it pertains to size of data files.

(2) Display File Contents. This can be used to attempt to display data from a hard disk file for diagnosing file problems. Not every file can be displayed in a meaningful fashion and NO DATA can be changed by use of this utility. Some files may require dozens of screenfuls to list, so be prepared to wait if you pick a huge data base to view (such as your inventory header file). Customer support personnel may use this from time to time to examine data files directly without having to access protected software functions within **StockBoy**.

NOTE - This can be helpful in recovering forgotten passwords, forgotten options, etc. System managers may wish to barricade these utilities or to severely restrict access to Master System Maintenance.

Experienced operators may learn the names of specific **StockBoy** data files that might contain sensitive information (LOGON names, payroll records, etc). While this utility cannot CHANGE the data, it might be possible for the data to be interpreted on the screen even though the data appears in 'computer language.'

The screen display shows line numbers down the left side of the screen to aid in identifying positionally dependent variables in certain master files.

There is an option available that will route the display to Printer #1. No other printer choice is available, but this at least can give the operator hard copy of the file contents.

(3) Display Program Checksum. This is a diagnostic tool for customer service personnel in determining whether or not a **StockBoy** program has been corrupted due to mis-allocation, bad sector, or bad copy from floppy. All **StockBoy** programs are displayed on the screen, along with dates, times, a checksum number for comparison to master information, a user privilege level, a user version number, and a user version date.

(4) Export File to DOS Diskette. This utility can be used to transfer a THEOS sequential file to a DOS readable diskette. You must have a 1.2 meg 5 1/4" DOS formatted diskette available.

Enter Sequential File Name for Export <ENTER>= Exit.

Input the THEOS name of the file. Only sequential files may be transferred ... these include any files created for or by MultiWRITE and files designed to capture printouts such as the Inventory Report Generator file option and the file options for Inventory Valuation.

This utility is generally used by system managers who have had special programming modules written for them.

(5) Import File from DOS Diskette. This utility is designed to assist system managers in importing data from DOS to the THEOS environment. Any DOS ASCII file can be brought into THEOS this way, but translating data into **StockBoy** requires special programming. DOS ASCII files can be imported into MultiWRITE without difficulty. The source DOS disk must be a 1.2 meg 5 1/4" floppy in drive 'A'.

Enter Sequential File Name for Import <ENTER>= Exit.

(6) Erase Files from Hard Disk. While this sounds tremendously dangerous, the utility is highly controlled to prevent accidental erasure of critical data. *Regardless of the filename(s) or wildcards you input, you cannot delete specified **StockBoy** data files or programs!*

Enter Filename to Erase (wild cards acceptable) <ENTER>= Exit.

Use this utility to erase *.BACKUP and *.MWMERGE and *.MWPRINT files that are carryovers from improper exiting from MultiWRITE.

SYSTEM INFORMATION UTILITIES

<u>COMPUTER DIAGNOSTICS & UTILITIES</u>	
1 = Print Spooler Utilities	
2 = Hard Disk Utilities	
3 = File Utilities	
4 = System Information Utilities	
5 = Create Diagnostic / Boot Diskette	
6 = Exit	

<u>SYSTEM INFORMATION UTILITIES</u>	
1 = Memory Map	
2 = THEOS Users Display	
3 = Exit	

(1) Memory Map. This option produces a detailed listing of all memory resident modules along with their location and length. At the end of the Memory Map is a summary which contains one useful piece of information for the end-user; the amount of free space available in memory. In a standard situation this figure should be larger than the number of users on the system times 64 (counting ALL sales stations as one). If you have a three user system, the amount of free space should exceed 192K. This is not a hard and fast rule; the amount of free memory will change frequently and the amount of memory that is occupied by loaded programs will have a significant impact on the free memory requirements.

(2) THEOS Users Display. This screen shows all active terminals on the system, including not just the Users (as is shown by the **StockBoy** screens), but also the print spoolers and any sub-tasks that might be generated. This screen is NOT useful in determining what terminal is performing what function under what LOGON name; **StockBoy**'s Observe Other Terminals screen is best for that. Certain operating system data is contained on this screen that might be useful for customer support personnel.

The actual screen format may vary with different versions of the THEOS operating system.

CREATE DIAGNOSTIC / BOOT DISKETTE

COMPUTER DIAGNOSTICS & UTILITIES	
1 = Print Spooler Utilities	
2 = Hard Disk Utilities	
3 = File Utilities	
4 = System Information Utilities	
5 = Create Diagnostic / Boot Diskette	
6 = Exit	

This utility will create a floppy diskette that can be used to boot up your computer should you experience a problem with your hard drive.	
It is highly recommended that you have a boot disk on hand at ALL TIMES !!!	
Please have one formatted floppy diskette ready BEFORE you continue ...	
Continue with Boot Disk Creation ? < YES > NO	

There are certain situations that can cause your computer system to fail to boot-up properly:

- 1) Failure to 'BYE' prior to powering down.
- 2) Re-booting or powering down during the booting process (especially during Hard Disk Diagnostics on the first boot of each day.
- 3) Re-booting or powering down while terminals are still initializing.
- 4) Re-booting or powering down on system error messages.
- 5) Where the hard drive storage is badly fragmented due to large numbers of non-**StockBoy** files (such as MultiWRITE or MultiCALC files).
- 6) Where the free space on the hard drive is less than one megabyte.

Most of these problems can be solved by proper use of the Diagnostic / Boot Diskette! But before the diskette can be used, it must first be CREATED!... and this is the utility that creates the boot disk.

You can create as many boot disks as you like. You should always have one on hand nearby the computer in case of emergency need! Murphy's Law for computers states that you will only need your Boot Disk when you do not have it!

NOTE: Your boot disk is for your specific computer only! Someone else's boot disk will cause IRREPARABLE HARM unless modified by customer support ! If you should change hardware, change hard drive or change your monitor type, you should immediately create new Boot Disks!

The only pre-requisite for creating the Boot Disk is a previously formatted floppy diskette of double sided high-density type (a 1.2 meg floppy is required - it is the same type of diskette that you use for your archives).

It does NOT matter if the diskette has any old data on it ... any pre-existing data on the floppy WILL BE FOREVER ERASED by the Boot Disk creation program!

To begin the process, simply type in 'YES' at the 'Continue with Boot Disk Creation ?' prompt.

NOTE: The creation of a boot disk can be performed at any time, with any other terminals performing any other task. The creation may take 10 minutes to complete!

The system will prompt you to insert a formatted floppy diskette, then press <ENTER>. Then the MAKEBOOT program takes over and performs all necessary file copies to create a floppy diskette that can be used to fix problems on the hard drive.

HOW TO USE THE DIAGNOSTIC / BOOT DISKETTE

If your computer system fails to boot-up to PLEASE LOGON, DO NOT turn off the power! Contact Customer Support. If support staff is not available and you do not wish to wait for staff to become available, you may proceed to use the Boot Disk with reasonable odds of fixing the problem.

Insert your Boot Disk in the top floppy drive and press the Re-Set button on your computer or press <CTRL> <ALT> keys simultaneously ... this will re-boot the computer onto the Boot Disk, which will skip the access to the hard drive and allow us to fix problems.

Following the THEOS copyright notices and a LOGON IPL message, your screen should show:

ATTENTION !!!!

The following diagnostic utilities are designed to assist you in fixing a problem that is preventing your hard disk from booting up properly.

Contact Customer Support if you need assistance!

If Customer Support is unavailable, we recommend that you execute 3 options:

<E> Erase Corrupted Files

<F> Fix Hard Disk Mis-allocations

<R> Re-boot System

In this sequence!

This has the best chance of fixing most boot up problems caused by power failure or failing to 'BYE' the system properly.

<E> <F> <R> may not work 100% of the time, but it can NOT CREATE a problem, and can be executed any number of times.

Press <ENTER> to continue

DIAGNOSTICS / BOOT DISKETTE

<E> Erase Corrupted Files
<F> Fix Hard Disk Mis-allocations
<R> Re-boot Computer
<J> 'Jump Start' System
<M> Map of Hard Disk
<P> Park Hard Disk for Transport
<S> Show Hard Disk Parameters
<V> Verify ENTIRE Hard Disk (long time)
<W> Write Boot Track to Hard Disk
<Z> Set up Hard Drive Size

Make Your Selection ==>

You'll notice that many of these menu options are identical to functions contained in the Hard Disk Utilities described above.

If Customer Support is not available and you cannot wait ... execute option <E>, then option <F> (watching for error messages), then option <R>. If the system boots up correctly, you have an excellent chance of requiring nothing further from technical support. If you notice any unusual operation after performing these utilities, even though the system boots properly, you should contact customer support as soon as possible.

<E> Erase Corrupted Files. This is a safe option to run. It will erase only those data files that are unnecessary and that have a higher probability of being the problem. Following the use of this option, we recommend running the <F> option.

<F> Fix Hard Disk Mis-allocations. This is the one utility that will fix all problems in about 85% of the cases. It is always safe to do, but it may not always work without using the <E> option first! If you see error messages ('xxxx' corrupted), the utility did NOT fix the problem. You must contact Customer Support in this eventuality. When this sequence is running, it is common to see numbers appearing on the screen to let you know that the computer is working.

<R> Re-boot Computer. After attempting an <E> and an <F>, access this option to re-boot the computer. Be sure to remove the Boot Disk prior to re-booting so that the system can attempt to use the hard drive.

<J> Jump Start System. On the rare occasion that the hard drive works perfectly but has a corrupted or defective boot sector, this option will allow you to boot to the floppy then transfer control over to the hard drive.

<M> Map of Hard Disk. This utility will show a listing of all files in their respective physical positions on the hard drive. It does not change or alter data and may be run safely. The information here is rather technical, and may be necessary for Customer Support personnel. Using this option will NEVER fix your problem ... it is merely an information-gathering device for technical assistance.

<P> Park Hard Disk for Transport. This option, in effect, executes a 'BYE'. It parks the hard drive for powering down and/or for moving the computer. If you are unsuccessful in fixing your hard disk problem, perform this function last to ensure that if the system has to be shipped, that no further damage to the hard drive will occur.

<S> Show Hard Disk Parameters. This utility will show the hard disk information that might be required by Customer Support. This test is non-destructive, can be safely run any number of times, and will NOT fix any problem. If the last message on the screen shows 'OVER' or 'UNDER' allocations, your problem can be most generally fixed by running an <E> and <F> series of instructions.

<V> Verify ENTIRE Hard Disk (long time). Do not execute this function unless you have approximately one minute per megabyte of hard disk storage of time available. A 40 meg hard drive may take 40 minutes to verify. This utility will read every location on the hard drive and will report any errors. Please write down any information that this function specifies ... every error message shows a bad location on the hard drive.

If you receive dozens of error messages, your hard disk has probably failed and will have to be replaced or repaired. A few (less than 10) errors is reasonably common.

Use the <X> option to mark these error locations as bad. It is strongly advised that you wait for Customer Support to assist you in marking these sectors ... it is possible for you to lose data! Bad sector numbers are displayed on the screen ... the information you may see about Heads and Cylinders is NOT useful! Only the sector numbers should be written down for possible use under option <X>.

<W> Write Boot Track to Hard Disk. This option writes the boot-up information to the initial tracks of the hard drive so that it may boot-up the operating system properly. This option may be safely executed, but it is required only in rare instances.

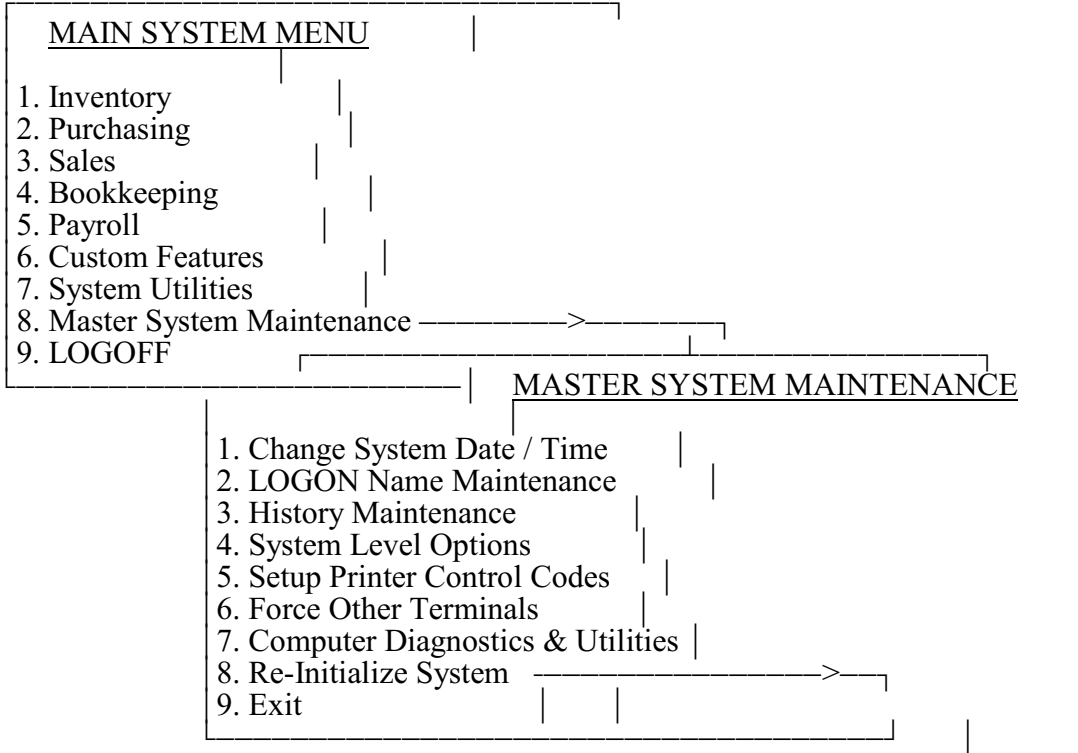
<Z> Set up Hard Drive Size. This utility alters important hard drive information ... do NOT use it unless you are in contact with Customer Support! This program asks you for critical technical data about your hard disk 1) number of cylinders, 2) number of heads, 3) write pre-compensation cylinder, and 4) landing zone.

If you answer these questions incorrectly, your Boot Disk will become completely useless, and it is possible for you to lose all data on your hard drive if you attempt other options described above!

Customer Support personnel may need to use this utility if you change hard drives or are using a Boot Disk prepared by another **StockBoy** customer.

|

RE-INITIALIZE SYSTEM



<u>RE-INITIALIZE SYSTEM</u>	
<u>ATTENTION !</u>	
This utility will mark the data in this environment for re-initialization!	
This action is PERMANENT!	
ALL Bookkeeping, Payroll, Inventory, Purchasing, and Sales files will be deleted from your computer!	
A full ARCHIVE is highly recommended before proceeding!	
Re-Initialize? <YES> NO! I AM GOING TO STOP AND THINK ABOUT IT AGAIN	

NOTE: This process will prepare the data in an environment for re-initialization. Re-Initializing an environment is a TOTALLY DESTRUCTIVE process to any and all data currently stored in that environment. It is normally only used when you first get your system and are ready to erase the demonstration data or practice data that arrives with the system. The next step is to initialize the files for your parameters and make the system ready for inputting your 'Real' data.

ANY USE OF THIS MODULE SHOULD BE DONE ONLY AFTER CONSULTING WITH CUSTOMER SUPPORT!!!

The system has a SAFE default, you need to type in all three letters of "YES" to proceed past this point. As the screen suggests, take a full archive before proceeding.

This procedure will "Mark" critical data files in such a way that next time you LOGON in this environment, you will be routed through the initialization process. *The initialization process WILL erase data.* If you decide that you do not want to re-initialize after you have marked the files for re-initialization - and before you have gone through the initialization sequence - the process can be reversed. But not after you log back on and go through the initialization steps.

Enter Re-Initialization Password

The screen now asks for the Re-initialization Password, you will get this from your Support Team. You CANNOT proceed without this password. This is another protection against accidental re-initialization of your files. You have no control over this password; there is no software method of editing it, but it may be changed with help from Customer Support.

SYSTEM IS BEING MARKED FOR RE-INITIALIZATION
--

Once you enter the password, the files are actually marked for re-initialization and you are routed back to the PLEASE LOGON prompt.

PLEASE LOGON

Nothing further will happen until someone logs on in this environment. Then you will be routed through the rest of the initialization process.

INITIALIZING - BOOKKEEPING PARAMETERS

NOTE - All inputs in the initialization process MUST be in UPPER CASE. You will want to press your <CAPS LOCK> key to ensure your input is accepted. Normally the system will do this for you but you are initializing the system, and this instruction has not been set.

PLEASE LOGON

When you Logon to an environment that has been marked for re-initialization, or a new environment that has not been used before, you will be routed to this screen.

BOOKKEEPING INITIALIZATION
ATTENTION !

Bookkeeping System has NOT been initialized!

This sequence will completely erase ALL Bookkeeping data (if in existence)!
and will create the new files necessary to run the GL in Environment XX.

Continue with Initialization Sequence? <YES> NO

If you intend to initialize a new environment type Y-E-S. An <NO> here will reverse the re-initialization process of books ONLY. Your Bookkeeping data and your **StockBoy** (Sales, Inventory, and Purchasing) data are initialized separately. This allows you to use other environments for keeping books only of other ventures or businesses that are totally separate from the main environment's business. Use of other environments may be done only if you have sufficient room on your hard disk, consult with your Support Team before going past this point.

NOTE - Before continuing past this point, go through the questions that will be coming up and decide ahead of time what your answers should be. Write them down and have them available when you start the initialization sequence. Your Support Team will provide some very valuable assistance in this process.

Are You Absolutely Sure? <YES> or <NO>

Answer <YES> to this prompt ONLY if you have consulted with your Support Team and have an approved plan that ensures enough disk space!

INITIALIZATION NOW UNDERWAY

Well you've done it now! We're starting the initialization process. Answers to the prompts coming up are often permanent, requiring a programmer to change any mis-spellings or wrong answers. Keep your list of parameters (You did write them down, didn't you?) where you can refer to it easily.

Enter Business Name NEEDS COMPANY NAME!

This is the ONLY PLACE TO SET COMPANY NAME WITHOUT PROGRAMMER'S HELP! The name you type in here will appear on ALL reports and printouts.

THEOS Operating System 2.0, 2.2, 2.3, 3.0, 3.1

Y

The accuracy of this answer is VITAL! Do not guess! Ask Customer Support for assistance if you are uncertain!

Enter Number of Digits for GL Account Numbers <3-6> 4

This is asking for the LENGTH OF YOUR ACCOUNT NUMBERS. Do you want to see 401, 4001, 40001, or 400001 as an account number? All GL Account numbers will be the same length. Your Accountant, working with your Support Team, is the best source of advice on the following questions.

Length of GL Acct #'s: 4	
Current Assets	1000-1499
Fixed Assets	1500-1749
Other Assets	1750-1999
Short Term Liabilities	2000-2499
Long Term Liabilities	2500-2999
Capital	3000-3999
Revenues	4000-4999
NOT SET	5000-5999
NOT SET	6000-6999
NOT SET	7000-7999
NOT SET	8000-8999
NOT SET	9000-9999

| Enter Division Between CURRENT and FIXED Assets <1000 - 1749> 1500 |

The LEFT-MOST DIGIT in the account number determines the five (1=Assets, 2=Liabilities, etc.) accounting categories that the system will use. The next few questions will establish the internal divisions within this chart of accounts. The prompts will display the available number positions, which may differ from what is shown here, depending upon your previous inputs.

| Enter Division between FIXED and OTHER Assets <1500-1999> 1750 |

| Enter Division between SHORT and LONG Liabilities <2000-2999> 2500 |

| Enter Name for Expenses in 5000 Range NOT SET |

The question asking for the name of the Expense Category Sub-division is repeated for each of the 6000's, 7000's, 8000's, & 9000's. You do not have to use all expense categories. Simply enter a <SPACE> at the name prompt to blank that category.

| Is this Information ENTIRELY Correct? <YES> or <NO> |

After you have answered these prompts each response will be displayed on the screen for your review. You can redo these questions by answering <NO> to the "Is it Correct?" prompt.

GL Chart of Accounts Numbering Sequence ACCEPTED.
Enter Accts Payable Key Account Number <2000-2999>

After answering <YES> that the sub-categories in your numbering system were correct, the system will check to make sure the numbering sequence is in accordance with the system requirements. The screen will start asking you to define certain other critical accounts. The first is the KEY ACCOUNT for your Accounts Payable, the prompt will show you the acceptable number range.

Enter Accts Receivable Key Account Number <1000-1999>

Then the system will then ask for your Accounts Receivable Key Account, just like the Accounts Payable prompt above.

Enter Length of A/P Account Numbers <3-6> 4

Enter Length of A/R Account Numbers <3-6> 4

The next two questions ask for you to set the length of the Vendor or Customer Sub-Account Number. If you will NEVER have more than 999 A/R customers on file you could use a three digit Account Number for their files, otherwise use the next larger. You can select account number lengths of three to six digits, and the A/P can be different from the A/R if you prefer. The A/P Vendor Numbers are set up the same way.

NOTE - It is often a wise idea to make your Sub-Account numbers a different length than your GL Account number length to eliminate confusion in reading reports.

GL Chart of Accounts Numbering Sequence ACCEPTED.
A/P Key Acct. Number: 2100
A/R Key Acct. Number: 1100
Length of A/P #'s: 3
Length of A/R #'s: 3
Enter Number of W2's to Print at End of Year 1

The last question in this group asks for an approximation of how many W-2's do you expect to print at the end of the year.

Is Above Information ENTIRELY Correct? <YES> or <NO>
--

You can go back and re-do these parameters by answering <NO> at this point. Otherwise when you answer <YES> the system will start erasing the old files from the disk.

CLEARING ANY EXISTING BOOKKEEPING OR PAYROLL FILES FROM ENVIRONMENT # XX

You will see this heading on the screen followed by a listing of all files actually being erased so new files can be created using the new parameters. You need do nothing while this happens, the files are displayed simply to let you know what is being done.

SIZING DATA FILES	
Maximum # of GL Accounts:	200
Max # of GL Entries per Month:	2000
Maximum Number of A/P Vendors:	100
Maximum Number of A/P Invoices:	500
Maximum Number of A/P Checks:	200
Maximum Number of A/R Invoices:	500
Are these Parameters ENTIRELY Correct? <YES> or <NO>	

The figures input here will translate to how large of a pre-allocated file is created and therefore how much disk space is used. If a file grows larger than you anticipate the SYSTEM WILL NOT STOP YOU, unless you have run out of available disk space. The main problem with files that grow beyond these parameters, is that they create an in-efficiency in memory management and can lead to slow operation.

CREATING AND SIZING DATA FILES - ENVIRONMENT XX

Once you have approved the parameters above the screen will clear and you will see the heading above followed by a listing of all files as they are created. Again you don't need to do anything the files are displayed only to show you what is happening.

GL FILES NOW COMPLETE

After successful creation of the GL Files you will see this heading on the screen, you will then be logged off. Your new GL is now ready for you to start establishing accounts and data. You must log back on to finish the **StockBoy** portion of the initialization.

INITIALIZING - SYSTEM PARAMETERS

Now you are ready to continue with the second phase of the initialization sequence, "Initializing the **StockBoy** Parameters." You have established the parameters for the bookkeeping system on this environment, now you need to establish them for the Inventory, Purchasing, & Sales parts of the system.

Many Companies use a second environment to do the books of another business they have interest in, but that is completely a separate entity from the firm on the main environment. In this case it is common that they only want to use the books and do not intend to use the inventory. The system still needs to establish certain files that will be used internally. These files will occupy approximately 150 KB of disk space.

PLEASE LOGON:

When you log on after completing the bookkeeping initialization you are automatically routed to the next initialization process.

ATTENTION !

Inventory System has NOT been initialized!

This sequence will completely erase ALL data (if in existence)!
and will create the new files necessary to run StockBoy 7.1 in Environment XX.

Continue with Initialization Sequence? <YES> YES

Answering <NO> to this prompt will allow you to choose between just simply exiting so you can do this later, and terminating the initialization process in order to create a Bookkeeping ONLY use of this environment.

StockBoy INITIALIZATION SEQUENCE - 7.1

IMPORTANT !!!

Length of SKU #: 0
Length of Manufacturer's part #: 0
Number of Inventory SKU #'s: 0
Number of Active Purchase Orders: 0
Number of PO Line Items: 0
Number of Sales Tickets per Day: 0
Number of Layaway Customers: 0
Number of Special Orders: 0

A <YES> answer to the first screen will bring this list of parameters to the screen. You will be prompted to answer each category with your best optimistic estimates of the amount of data to be contained.

Again just like with the books you will want to be a bit over what you anticipate your exact needs to be, but conservative because storage space on the hard disk is limited. Any limits, such as SKU # length that must be between 7 and 15 characters, will be shown in the prompt for the category.

Enter Length of SKU # (7 to 15)
Maximum length if using BAR CODE is 14 !

NOTE - THIS IS THE MOST FUNDAMENTAL VARIABLE OF YOUR ENTIRE INVENTORY/SALES SYSTEM!!! CHANGING THE LENGTH OF SKU NUMBER LATER CAN ONLY BE DONE WITH A COMPLETE RE-INITIALIZATION OF YOUR SYSTEM, PLUS RE-ENTERING OF YOUR DATA.

The SKU (Stock Keeping Unit) is YOUR number or name for the item in your inventory. The system asks you to determine the length of the longest SKU number you will EVER use. You can use shorter SKU numbers, but not longer, than the length you input here. In this prompt you want to be EXACT and not over-estimate the length needed. The system allows you 38 spaces TOTAL for both the SKU number and the Description. The longer your SKU number the shorter your description.

If you have just a few SKUs that would be longer than any of the rest, consider changing the SKU designation for those few items. The disk storage space saved will be more than significant. Remember, your entire inventory/sales system is based upon this variable.

ATTENTION BAR CODE USERS: 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. Firms wishing to use one inch labels MUST use UPC-A coding (no alpha characters allowed) with a SKU length of 10.

| Enter Length of Manufacturer's part Number (7 to 15) |

The Manufacturer's part Number Length will probably be different from your SKU number, this is what they (your supplier) call the item. It is the number you order it by. Again set this variable to accommodate your longest manufacturer's part number, you can still use shorter ones. But you cannot use a Manufacturer's part Number that is longer than the length set here.

| Enter Number of SKU's |

How many individual lines of merchandise do you anticipate having on file at any one time? Set this figure to accommodate your current number of line items with a modest expansion amount.

| Enter Initial Number of Complete Inventories 1 |

If this is a Master System for a Multi-Store Chain you would indicate how many stores (inventories) will be tracked. Any additional environments that use multiple store inventories have a possibility of running out of disk space and causing an error. Consult your Support Team before trying to add more than one Multiple Store inventory to your system. Single Store Systems and Satellite Store Systems MUST answer this prompt with the digit 1.

A two store chain will actually use the same amount of storage space as a ten store chain. But, the two store chain will find operations quicker because the system will not spend the time to look through all ten inventories. This variable will allow adding another store (up to a total of ten inventories). Adding stores will require the assistance of your Support Team.

NOTE: UPC. If you have purchased the StockBoy UPC option, you may be asked to confirm use of the UPC cross reference file here. This option is only for those customers who plan to scan or manually input the UPC numbers in addition to using their own SKU numbering scheme.

| Enter Environment Number for Warehouse System 00 |

If you are uncertain as to what environment the warehouse is located, answer '00'!!! Every store (including the warehouse) is situated on a separate environment number in a multi-store installation. **StockBoy** must know which environment contains the warehouse. If your answer here is not accurate, your ability to access Bookkeeping and Purchasing will be eliminated.

Single store installations should answer with the current environment number. If your are initializing environment number 02, then answer 02.

If you answer this prompt incorrectly, the 'damage' can be corrected over the telephone with Customer Support personnel.

| Enter Number of Active Purchase Orders |

What is the largest number of Purchase Orders, that you anticipate, on file at any one time.

| Enter Number of Active Line Items on ALL PO's |

What would be the largest number of line items on order at any one time?

| Enter Maximum Number of Sales Tickets per Day |

Take your biggest sales day, add a small percentage, to arrive at your anticipated maximum number of sales. Then enter it here.

| Enter Maximum Number of Layaway Customers |

Give the system a good estimate of the largest number of layaways you expect the have on file at any one time.

| Enter Maximum Number of Special Orders on File |

Now estimate how many Special Orders you will have on file at any one time.

| Is All This Information Correct? <YES> or <NO> |

If you've made a mistake in one of the lines above answer <NO> and you can re-do them. Yes you have to re-do all of them. Otherwise accept your parameters with a <YES>.

| Are You Sure you want to Initialize? <YES> NO |

One last time to change your mind...

| ERASING DATA FILES |

OK! The old files if any existed are being erased and you will see a listing of them.

| CREATING **StockBoy** 7.1 DATA FILES - ENV XX |

Next you will see this heading and a listing of new files as they are created in the sizes you just ordered - This will take a few minutes.

| Establishing Default Information for New System |

After you see this heading on the screen you only have one more detail to attend to.

| HARDWARE CONFIGURATION - DEFINE TERMINALS |

You are now routed to the hardware configuration section to define your terminal's printer assignments. Default all prompts, until you get to the third screen - printout assignments for each terminal. Establishing these assignments completes your initialization of this environment.

NOTE - Changes made to the first two screens globally affect ALL environments. Make NO CHANGES to the first two screens, just press <C> to continue. The third screen is particular to each environment. It is this third screen that needs to be set up.

| Writing Printout Parameters to Disk |

When you have finished you will see this statement on the screen, and few moments later your screen will be logged off.

MASTER SYSTEM MAINTENANCE INDEX

'z'	9, 52, 54	common printer.	21-23, 25, 26, 74
<esc>.	25, 53, 55, 56	computer diagnostics & utilities.1, 3, 10, 70, 7	2, 73, 76, 78, 80, 81, 87
<f1>.	22, 74	computone.	21
<f2>.	44, 47	condensed print.	67, 68
<f3>.	44, 54	condensed printing.	67
<f4>.	9	conditions.	28, 60
<f6>.	55	configuration1, 16-19, 21-25, 27, 28, 30-33, 3	7, 39-41, 45, 52, 60, 64, 66, 73, 74, 96
1086 invoice.	26, 46	confirmation.	7, 31, 36, 54
a/p vendor.	91	confirmation screen.	7
a/r customer.	50	contact customer support. 2, 24, 27, 43, 53, 5	8, 76, 82, 84
abort spooled printout.	73, 74	cost code.	51
access denied.	8-10, 12	cost of goods sold.	32, 41, 42, 44, 57
account not found.	44	credit limit.	48, 50
accounts payable.	41, 91	credits.	43
accounts receivable26, 42, 46, 50, 56, 76, 91		critical edit.	9, 47
accts payable key account number.	90	cursor.	30, 46
accts receivable key account number.	91	customer support.2, 9, 16, 18, 21-24, 27, 43,	53, 58, 62, 72, 76, 77, 78, 79, 8
ach gpb.	60		1-89, 94
achieved gross profit.	57, 60	cutoff.	61, 62
activate bad check lookup.	52, 55	cutoff count.	61
activate bookkeeping network.	52, 54	cutoff quantity.	61
activate daily a/r folio.	52, 56	daily a/r folio.	52, 56
activate gmroi tracking.	57, 58	daily folio.	56
activate repair inventory.	52, 56	dash.	33, 34
activate serialized inventory.	52, 56	dash location.	33, 34
activate tax exempt customer name		data transfer errors.	77
lookup.	52, 54	debits.	43
activate time/sales analysis.	52, 55	default a/p invoice authorization.	41
active retail.	38, 51	default quantity.	30
allow retail to be less than invoice cost		define common printers.	21, 22
.	1, 31	deleting till names.	10
archive.	87	department code.	40-42
assets.	90	deposit.	26, 43, 62, 63
authorization.	41	diagnostic boot disk.	18
auto 'z' tills.	52, 54	diagnostics1, 3, 10, 60, 70, 72, 73, 76, 78, 80	81, 84, 87
auto boot-up.	33-35	digiboard.	21
auto clear system history.	13, 57, 60	directory.	76, 78, 79
auto post.	52-54	discount.	32, 37, 38, 41, 42, 44, 45, 47-49
back figure.	48	discount key.	47
backup.	78, 80	discrepancies.	61
bad check.	52, 55, 56	disk drive.	70, 76
bad check lookup.	52, 55	disk is full.	58
balance sheet.	13	disk map.	76, 77
bar code.	7, 18, 27, 30, 93, 94	diskettes.	70, 71
bar code scanning.	27, 30	display file contents.	78, 79
barricade.	5, 7-9, 79	dos.	18, 19, 77-80
billing.	22, 23, 41, 42, 46, 67	down payment.	43, 49, 62
billing stmt descrip text.	41, 42	due date.	41
book value12, 13, 31-33, 36, 37, 44, 57, 60, 6	1	end of day9, 40, 42-44, 46, 47, 53-57, 61, 75,	77
bookkeeping network.	40, 52, 54	end of month update.	60
boot disk.	18, 81, 82, 85, 86	entry.	8, 42-44, 54, 65
cash drawer.	26, 27, 42, 67, 68		
cash drawer trigger.	26, 27, 68		
cashier.	47, 49-55, 62, 63		
check printing.	75		
commission.	32, 61		
commission override.	32		

environment.1, 35, 39, 57, 61, 79, 87, 88, 91-94, 96	income statement. 42
error message. 12, 22, 58, 76, 85	initialization. 58, 76, 77, 87-89, 92, 93, 96
escape. 25	initializing - bookkeeping. 88
fifo. 36	input field. 26, 58, 63, 79
file directories. 78	interest. 92
file maintenance. 8, 26, 50, 53, 55, 56, 60, 63	inventory.1, 3, 5, 7, 10, 12, 13, 16, 17, 23, 24, 28-33, 36, 37, 38, 39, 41-45, 49, 52, 54, 56-58, 60-64, 66, 69, 70, 72, 79, 87, 88, 92-94
file utilities. 73, 76, 78, 80, 81	inventory cutoff. 61
fill. 24, 65, 68	inventory deduction. 42, 44
fix mis-allocations. 76	inventory management system. 56, 62
floppy disk. 70	inventory network. 54
floppy disk utilities. 70	inventory report generator. 37, 57, 60, 69, 79
folio. 42, 52, 56	inventory valuation. 12, 13, 36, 44, 79
footer. 51	invoice cost. 1, 30, 31, 33, 37
force department code. 41, 42	invoice description. 42
force other terminals. 1, 3, 10, 70, 72, 87	invoice format. 25, 26, 46
format.25, 26, 28-30, 46, 48, 50, 51, 67, 68, 70, 71, 81	ipl. 82
format of negatives. 28-30	itemized commissions. 61
formatted diskettes. 70	kimtron. 19, 21
freeze invoice cost. 30	landed cost. 37
freight. 31, 33, 36	last hour of business day. 31
freight cost. 31, 36	last p.o. number used. 31
full access. 5, 6	layaway. 7, 26, 46, 48, 49, 51, 93, 95
gap time. 10-13	layaway default terms. 48, 49
general ledger options.16, 17, 28, 41, 42, 45, 52, 54, 64	ledger.12, 16, 17, 26, 28, 29, 40-42, 45, 46, 51-56, 61, 62, 64, 71
gl account. 42-44, 54, 63, 89, 91	length of a/p account numbers. 91
gl account masks. 43	length of a/r account numbers. 91
gl code. 32, 43, 44, 51, 58, 63	length of gl acct #'s. 90
gl codes. 58	length of sku. 51, 93
gl departments. 40	length of manufacturer's part #. 93
gl expense category. 41, 42	liabilities. 90
gl revenue code. 44, 58	lifo. 36
gmroi. 57-60	limited access. 5, 8
gmroi classification scale. 59, 60	line item discount. 49
gmroi tracking. 57, 58, 60	list reports in spooler. 73, 75
gp or mu cost formula. 37	listing of inventory quantity edits. 12, 13
gross margin. 57, 60	location. 9, 20, 25, 26, 33, 34, 37, 51, 77, 78, 80, 85
gross profit. 37, 57, 60	logoff.1, 3, 5-7, 9-12, 16, 17, 28, 34, 41, 45, 51, 52, 63, 64, 66, 70-72, 75, 87
handshaking. 19, 20	logon1-3, 5-13, 16, 17, 23, 24, 27, 28, 34, 35, 41, 45, 49, 51, 52, 59, 64, 66, 69-72, 75, 76, 79, 81, 82, 87, 88, 92
hard disk.10, 53, 55, 58, 60, 62, 73, 75-86, 88, 93	logon name.1-3, 5-13, 16, 17, 28, 34, 35, 41, 45, 49, 52, 64, 66, 70, 72, 75, 81, 87
hard disk storage. 55, 58, 62, 73, 85	logon name maintenance.1, 3, 5-7, 9, 10, 16, 17, 28, 41, 45, 52, 64, 66, 70, 72, 82, 87
hard disk utilities. 73, 76-78, 80, 81, 84	m.o.p. 55
hardware configuration.16-19, 21-25, 27, 28, 41, 45, 52, 64, 66, 74, 96	m.o.p. type. 55
hazardous. 32	macro. 34, 35
header. 30, 32, 33, 37, 38, 51, 79	mailing labels. 23, 67
hex. 27, 67, 68	main console. 18
hex code. 27, 67, 68	manager's access keyword. 49
hexadecimal. 27, 67	managerial override. 47
history.1-3, 5, 8-13, 16, 17, 28, 41, 45, 49, 52, 55, 57, 60, 64, 66, 69, 70, 72, 87	mandatory fields. 32
history gap time maintenance. 10-12	
history maintenance.1, 3, 5, 10, 16, 17, 28, 41, 45, 52, 64, 66, 70, 72, 87	
ibm-pc. 18	
ideal count. 61	
ignore due date to take discounts. 41	

mandatory journal printout. 24, 53, 77
 markdowns. 57
 markup. 37
 mask. 42-44, 48, 49, 54, 78, 79
 master distribution. 29, 32, 33, 37, 54
 master system maintenance. 1-3, 5, 10, 12, 13
 , 16, 17, 26, 28, 41, 45, 52, 62,
 64, 66, 70-73, 79, 87, i
 memory. 16, 18, 22, 68, 73, 75, 78, 80, 92
 memory map. 80
 menu. 1, 3, 5-13, 16, 17, 23, 28, 34, 41, 45, 50
 , 52, 54, 60-62, 64, 66, 70-72, 7
 4, 84, 87
 merge. 32, 33
 message. 7-9, 11-13, 22-24, 31, 34, 35, 44, 45,
 47, 48, 50, 53, 54, 58, 61, 70-7
 4, 76, 82, 85
 method of payment. 25, 26, 46, 48, 51, 55
 mid. 53
 modem. 7, 18, 32, 34, 37, 55, 61
 modem network. 37, 55
 mop. 24, 26, 56
 mop code. 26
 mop type. 26
 multi-store. 1, 13, 29-32, 34, 37, 40, 43, 47, 54
 , 57, 61, 94
 multiwrite. 66, 79-81
 mwmerge. 80
 negative quantities. 30
 network. 1, 7, 32, 37, 40, 52, 54, 55, 61
 networking. 7, 30, 34, 57, 61
 non-spooled printer. 22, 23, 26
 non-taxable. 30, 42, 44
 ntx. 44
 observe other terminals. 81
 operating system. 18, 22, 72-75, 77, 79, 81, 85
 , 89
 out of balance. 54
 over credit limit. 48, 50
 packing list. 31
 password. 6-9, 34, 49, 88
 payroll checks. 23
 payroll maintenance. 60
 physical count. 61, 62
 physical inventory count. 62
 physical inventory reconciliation. 57, 61-63
 pirs. 61, 62
 please logon. 5, 7, 23, 24, 27, 34, 71, 76, 82,
 88, 92
 po number. 31
 posting. 12, 13, 24, 42-44, 53, 54
 posting summary. 43, 44, 53, 54
 power failures. 78
 practice till. 47, 49, 65
 preferred customer. 7
 prepare line printer. 12
 price tag. 26, 51, 61, 68
 price tag format. 51
 price tag maker. 61, 68
 print spooler. 23, 73, 74, 76, 78, 80, 81
 print spooler utilities. 73, 76, 78, 80, 81
 printer control code. 3, 66
 printout of 'stuck' reports. 73, 75
 privilege levels. 5, 9
 profit percentage. 38
 purchase order. 31, 36, 39, 57, 58, 60
 qdp. 49
 quantity. 2-14, 30, 32, 36-38, 47-49, 51, 60-63
 quantity discount price. 32, 37, 38, 49
 quantity editor. 13, 14, 30, 62, 63
 quantity on hand. 36, 51, 60, 61
 question mark search. 51
 ram disk. 22-24, 27
 re-boot. 17, 18, 21, 24, 27, 34, 35, 54, 71, 75,
 76, 82, 83, 84, 85
 re-initialization password. 88
 re-initialize system. 1-3, 5, 10, 70, 72, 87
 receipt. 9, 19, 21, 24-27, 45, 46, 48, 51, 58, 66
 , 68
 receipt printer. 25-27, 46, 66, 68
 received on account. 26, 46
 recipe. 32
 redo. 90
 refund. 47
 reminder. 29, 39, 46, 71
 repair inventory. 52, 56
 report generator. 37, 57, 60, 69, 79
 reset. 34
 reset button. 34
 restricted editing. 37
 retail price. 31, 38, 47, 57, 61
 retail price manager. 61
 return address. 46
 return on investment. 57, 60
 reverse video. 8-11, 25, 54, 63, 68, 76
 roa. 51
 sale price. 37, 38, 49, 51
 sales analysis. 31, 32, 52, 55, 57, 60
 sales code. 58
 sales history. 55, 69
 sales race. 50
 sales receipt. 45, 46
 sales register options. 16, 17, 28, 41, 45, 48, 5
 0-52, 64
 sales screen. 5, 9, 30, 45, 47-51, 53-56, 60, 62
 -64
 sales services menu. 9
 sales summary. 55
 sales tax. 16, 17, 28, 32, 41-43, 52, 55, 64, 65
 sales tax payable. 42, 43
 salesman code. 9, 53, 58, 61
 salesman code password. 9
 satellite store. 1, 35, 37, 40, 51, 57, 94
 scanning. 27, 30
 scramble. 13
 sector not found. 77
 send start command to spooler. 75
 serialized inventory. 52, 56
 setup. 1, 3, 5, 10, 16, 17, 24, 28, 41, 45, 52, 5
 9, 64, 66, 67, 70, 72, 87
 setup printer control codes. 1, 10, 66, 67, 70,
 72, 87

setup printouts.	24	total ticket discount.	49
show status.	73	tracked.	32, 40, 57, 58, 61, 94
sku0, 12, 30-34, 36-38, 42-44, 46-51, 54, 56-63, 93, 94		transfer ticket.	50
sku length.	63, 94	trigger.	24-27, 32, 46, 61, 68
sku number.	33, 43, 63, 93, 94	turns.	57, 60
slave printer.	25, 66	type code.	46, 55
software configuration16, 17, 28, 30-33, 37, 39-41, 45, 52, 60, 64, 73		unit sales history.	69
spare bad sectors.	77	upc.	32, 51, 94
special order.	42, 43, 48, 49, 57, 62	update.	31, 42, 44, 56, 60, 61, 77
split.	49, 60	update programs.	77
split report.	60	upload.	37
spo.	49, 62, 63	vendor.	91
spooled pages.	23, 24	verify readability.	76, 77
spooled reports.	23, 72, 75	void.	26, 55, 56
spooler.	22-24, 26, 69, 73-76, 78, 80, 81	volume.	31, 53
state tax.	60	w2.	23, 74, 91
status.	5, 7, 9, 30, 32, 41, 49, 54, 56, 73-75	warranty.	32, 56, 57, 63
status codes.	32	weight.	36
status indicator.	56, 74	weighted average.	36
stock keeping unit.	93	wildcard.	48, 78, 79
stocking.	36, 39, 57	worksheet.	60
store id.	39, 40	wyse-60.	17, 19, 20
store name.	45, 46	z'ed.	54
store stocking priority.	39	zip code.	46
summary reports.	55, 60		
supplier code.	31, 32, 51		
manufacturer's part number.	32, 51, 94		
manufacturer's part number.	94		
system date.1-3, 5, 10, 16, 17, 28, 41, 45, 52, 64, 66, 70, 72, 87			
system history.	2, 8-13, 57, 60		
system initialization.	58		
system manager.	1, 11, 14		
system utilities1, 3, 5-7, 10, 16, 17, 28, 34, 41, 45, 52, 64, 66, 70, 72, 87			
tag batch.	57, 61		
tape format.	26, 51, 68		
tape receipts.	25, 26, 46		
tape utilities.	70		
target price.	38		
target retail.	32, 37, 38		
tax1.6,.17,.28,.32,.41-44, 52, 54, 55, 59, 60, 64, 65			
tax exempt.	44, 52, 54, 55		
tax exempt customer.	52, 54		
tax table.	59, 60, 64, 65		
terminal2,.10,.12,.16,.18-27, 30, 70, 71, 73, 75, 77, 81, 96			
theos.	6, 18, 19, 22, 73, 77-82, 89		
ticket discount.	49		
ticket number override.	45, 46		
ticket printing.	60		
till logon name.	6		
till name.	5, 8, 35		
till name maintenance.	5, 8		
till reconciliation.	54		
till shortage.	42		
time / sales analysis.	55		
time sales analysis.	31		