

\*\*\* NOTES \*\*\*

TI-COUNT  
INVENTORY SYSTEM

MANUAL

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PIKE CREEK COMPUTER COMPANY, INC.  
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NEWARK DE 19711

PREFACE

HOW TO USE THE TI-COUNT MANUALS

PIKE CREEK COMPUTERS' COMPLETE "TI-COUNT" BUSINESS SYSTEM CONSISTS OF SIX MODULES:

- o GENERAL LEDGER
- o ACCOUNTS RECEIVABLE
- o ACCOUNTS PAYABLE
- o INVENTORY
- o PAYROLL
- o MAIL SYSTEM

DESIGNED WITH COMMON FILES. EVERY "TI-COUNT" MODULE HAS ITS OWN MANUAL, DISTINGUISHED BY LOGICAL ORGANIZATION AND THE SAME FORMAT.

EACH MANUAL IS DIVIDED INTO FIVE SECTIONS:

1. INTRODUCTION
2. THE DAILY OPERATING PROCEDURE
3. PREPARING THE MODULE FOR OPERATION
4. SPECIAL PROCEDURES SPECIFIC TO EACH TI-COUNT MODULE
5. APPENDICES

ENABLING THE USER TO LOCATE INFORMATION AND SPECIFIC PROCEDURES QUICKLY, NO MATTER WHICH MODULE THEY'RE USING. KEY POINTS OF EACH SECTION ARE SUMMARIZED BELOW:

SECTION	KEY POINTS	MOST FREQUENT USER
1	MODULE PURPOSE, FEATURES, CONVENTIONS AND EQUIPMENT.	SUPERVISOR
2	ROUTINE OPERATION OF THE MODULE ACCOMPANIED BY THE ACTUAL DISPLAY SEEN BY THE OPERATOR AT EACH STEP.	OPERATOR
3	COMPLETE DIRECTIONS FOR SETTING UP THE MODULE FOR OPERATION, EDITING AND PRINTING PROCEDURES.	SUPERVISOR AND OPERATOR
4	SPECIAL PROCEDURES FOR THE SPECIFIC MODULE	SUPERVISOR AND OPERATOR
5	ERROR RECOVERY AND ANY TROUBLE SHOOTING PROCEDURES NOT AUTOMATICALLY COVERED BY THE PROGRAMS	OPERATOR

THE SUPERVISOR AND OPERATOR SHOULD SET THE SYSTEM UP FOR USE BY ENTERING THE NECESSARY DATA (SECTIONS 3 & 4). THE OPERATOR CAN ASSUME RESPONSIBILITY FOR DAILY OPERATION OF THE MODULE, ENTERING DATA, ORDERING FORMS AND SUPPLIES AND PROVIDING THE PRINTOUTS NEEDED FOR PROFITABLE MANAGEMENT OF THE BUSINESS.

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  - B. ERROR RECOVERY

## CHAPTER 1 INTRODUCTION

## 1-1. GENERAL FEATURES OF THE INVENTORY SYSTEM

## 1-2. EQUIPMENT REQUIREMENTS

## 1-3. SPECIAL SUPPLIES

## 1-4. READ THIS FIRST

## 1-1. GENERAL FEATURES OF THE INVENTORY SYSTEM

THE TI-COUNT INVENTORY SYSTEM IS DESIGNED TO BE OPERATED COMPLETELY BY ITSELF OR AS AN EXTENSION OF THE GENERAL LEDGER SYSTEM. IT IS MADE UP OF A NUMBER OF RECORDS, ONE FOR EACH ITEM IN THE INVENTORY. THE RECORDS ARE COMBINED INTO DEPARTMENTS AND ARE STORED ON INVENTORY DISKS. THE ACTUAL JOURNAL ENTRIES TO THE GENERAL JOURNAL DEPEND ON THE TYPE OF INVENTORY - EITHER PERPETUAL OR PERIODIC - INITIALLY DECLARED BY THE USER. A PERPETUAL INVENTORY WILL REQUIRE "DAILY OR WEEKLY" ENTRIES TO THE INVENTORY LEDGER ACCOUNT AND "COST OF GOODS SOLD" ACCOUNTS WHILE A PERIODIC INVENTORY REQUIRES ADJUSTING ENTRIES ONLY AT THE END OF A PERIOD. A COPY OF ALL OF THE INFORMATION REQUIRED BY THESE ENTRIES WILL BE PRINTED.

UP TO 700 ITEMS IN 4 DEPARTMENTS CAN BE STORED ON ONE INVENTORY DISK. ANY NUMBER OF INVENTORY DISKS CAN BE COMBINED TO INCREASE THE TOTAL NUMBER OF ITEMS IN THE INVENTORY. EACH ITEM'S RECORD CONTAINS "CURRENT", "PERIOD TO DATE" AND "VENDOR" INFORMATION. "CURRENT" INCLUDES THE NUMBER OF UNITS IN STOCK, ON ORDER, ON BACK-ORDER AND REORDER NUMBER, THE AVERAGE UNIT COST OF THE STOCK AND THE CURRENT UNIT COST OF THE ITEM, THE LIST AND SELLING PRICE AND THE CURRENT INVENTORY VALUE. THE "PERIOD TO DATE" INFORMATION INCLUDES TOTAL UNITS SOLD AND AMOUNT, TOTAL PURCHASES AND AMOUNT. IF A PERPETUAL INVENTORY HAS BEEN DECLARED THE COST OF GOODS SOLD DURING THE PERIOD IS RETAINED OTHERWISE, THE BEGINNING INVENTORY VALUE IS STORED. THE VENDOR NUMBER, PART NUMBER AND DATE OF LAST PURCHASE ORDER IS STORED FOR EACH ITEM.

THE INVENTORY SYSTEM INSTRUCTS THE USER STEP BY STEP ON THE COLOR MONITOR SCREEN. EACH INVENTORY TRANSACTION IS TYPED INTO A FORM ON THE SCREEN, EDITED AND IMMEDIATELY PRINTED ON THE PRINTER. SALES TRANSACTIONS CAN BE ENTERED DIRECTLY TO THE INVENTORY OR INDIRECTLY THROUGH AN INVOICE WRITING SYSTEM. THE INVOICING SYSTEM CAN BE OPERATED USING ONLY THE INVENTORY SYSTEM OR CAN BE SETUP TO COMBINE TI-COUNT'S ACCOUNTS RECEIVABLE, GENERAL LEDGER AND INVENTORY SYSTEM.

## OTHER INVENTORY FEATURES:

1. PERIODIC INVENTORIES CAN BE BASED ON AVERAGE COST OR LAST IN FIRST OUT (LIFO)
2. UP TO 14 LIFO LAYERS
3. PRINTS INVENTORY LABELS (GROUP LABELS OR ONE FOR EACH ITEM)
4. PRINTS INVOICE FORMS
5. UP TO 8 ITEMS ON AN INVOICE
6. SALES TAX COMPUTED FOR AND FREIGHT ADDED TO INVOICES
7. INVENTORY REPORT BASIS SELECTED BY OPERATOR

THE PERSON WHO SETS UP THE INVENTORY SYSTEM AND PURCHASES THE ITEMS SHOULD HAVE SOME KNOWLEDGE OF THE ACCOUNTING PROCEDURE. HOWEVER, THE TI-COUNT INVENTORY SYSTEM DAILY OPERATOR NEEDS TO BE CONCERNED ONLY WITH THE PROCEDURES IN CHAPTER 2 AND DOES NOT REQUIRE AN ACCOUNTING BACKGROUND.

## 1-2. EQUIPMENT NEEDED TO OPERATE THE TI-COUNT INVENTORY SYSTEM

THE TI-COUNT INVENTORY SYSTEM PROGRAMS WILL OPERATE WITH THE FOLLOWING MINIMUM TEXAS INSTRUMENTS 99/4 AND 99/4A PERSONAL COMPUTER EQUIPMENT.

1. 99/4 OR 99/4A MAIN COMPUTER CONSOLE.
2. 10" COLOR MONITOR OR COLOR TV WITH AN RF MODULATOR
3. DISK DRIVE CONTROLLER AND ONE 5 1/4" DISK DRIVE
4. RS232 INTERFACE AND 80-COLUMN PRINTER WITH FORM ADVANCE
5. EXTENDED BASIC COMMAND MODULE

YOU MUST ADD THE MEMORY EXPANSION TO CONNECT INVENTORY TO THE GENERAL LEDGER AND ACCOUNTS RECEIVABLE SYSTEMS AND TO PRINT THE INVENTORY LIST IN ALPHABETICAL ORDER. A SECOND DISK DRIVE IS RECOMMENDED TO SIMPLIFY COPYING DISKS AND TO MINIMIZE THE SHUFFLING OF DISKS DURING NORMAL OPERATION.

## 1-3. SPECIAL SUPPLIES

1. THE PRINTING FORMAT FOR THE ENTIRE INVENTORY SYSTEM IS DESIGNED TO FIT ON 8 1/2" X 11" PAPER. THE PRINTOUTS CAN BE EASILY FILED IN STANDARD BINDERS AND FOLDERS. CONTINUOUS FORM PAPER WITH PERFORATED SIDES THAT TEAR DOWN TO 8 1/2" X 11" (2600 SHEETS/BOX) OR ANY EQUIVALENT PRODUCT WILL BE SATISFACTORY.
2. ONLY QUALITY 5 1/4" SOFT SECTOR DISKS ARE RECOMMENDED BECAUSE OF THEIR RELIABILITY. A MINIMUM OF ONE DISK IS NEEDED TO SET UP THE INVENTORY SYSTEM.
3. THE TI-COUNT INVENTORY SYSTEM CAN PRINT CONTINUOUS FORM INVOICES ON:
  - A. PLAIN PAPER
  - B. INVOICE FORMS PRE-PRINTED WITH YOUR COMPANY NAME FROM PIKE CREEK COMPUTER COMPANY.
4. INVENTORY LABELS FOR YOUR SHELVES OR PRODUCTS ARE PRINTED ON 3 1/2" X 15/16" ADHESIVE LABELS.

ALL OF THE SUPPLIES ABOVE CAN BE PURCHASED DIRECTLY FROM PIKE CREEK COMPUTER COMPANY (SAMPLES AND CATALOG ARE AVAILABLE):

PIKE CREEK COMPUTER CO, INC  
2 GALAXY DR  
P.O. BOX 9619  
NEWARK DE 19714-9619  
(302) 239-5113

## 1-4. READ THIS FIRST

THE TI-COUNT INVENTORY SYSTEM PROGRAMS AND THIS MANUAL ARE WRITTEN WITH THE FOLLOWING CONVENTIONS:

## 1. RESPONSES FROM OPERATORS

- A. YES RESPONSE (Y)  
A RESPONSE OF Y MEANS THE OPERATOR SHOULD PRESS THE KEY LABELED Y FOLLOWED BY PRESSING THE KEY LABELED ENTER. THIS IS THE MOST FREQUENTLY USED OPERATOR RESPONSE IN TI-COUNT. THE PROGRAMS ARE WRITTEN TO ACCEPT Y AND ONLY Y, SO FOLLOW THE SYSTEM'S INSTRUCTION AS THEY APPEAR ON THE SCREEN.
- B. YES OR NO RESPONSE (Y/N)  
A RESPONSE OF Y/N MEANS THE OPERATOR SHOULD PRESS ONLY THE KEYS LABELED Y OR N FOLLOWED BY THE KEY LABELED ENTER.
- C. THE OPTIONS ON ALL MENUS BOTH FOR THE SYSTEM AND IN THE PROGRAMS ARE NUMBERED. THE OPERATOR'S CHOICE IS MADE BY PRESSING THE KEY LABELED WITH THAT NUMBER FOLLOWED BY PRESSING THE KEY LABELED ENTER.

## 2. MONITOR SCREENS

ALL PROGRAMS ON THE MONITOR SCREEN DISPLAY TITLES WITH MOVING BORDERS TO VERIFY THAT THE COMPUTER IS RUNNING PROPERLY AND SHOW THE OPERATOR WHICH PROGRAM IS BEING EXECUTED. THE BORDERS SHOULD CONTINUE TO MOVE EXCEPT WHEN THE DISK LIGHT IS ON INDICATING INFORMATION TRANSFER TO AND FROM THE DISK DRIVES OR TO THE PRINTER.

## 3. SYSTEM DISK

THE COLOR OF THE TI-COUNT INVENTORY SYSTEM DISK'S LABEL IS GRAY.

## 4. NUMBER OF DISK DRIVES

TI-COUNT'S DISK CHANGING INSTRUCTIONS ARE DESIGNED FOR ONE DISK DRIVE SYSTEMS. MANY OF THESE COMMANDS CAN BE IGNORED IN TWO AND THREE DISK SYSTEMS BECAUSE THE DISK(S) WERE ALREADY LOADED INTO ONE OF THE DRIVES. ALWAYS START THE SYSTEM WITH THE TI-COUNT(GRAY) SYSTEM DISK IN DISK DRIVE #1.

## 5. ERROR RECOVERY

COMMON TYPING ERRORS ARE CORRECTED IMMEDIATELY AND FILE WRITING ERRORS ARE AUTOMATICALLY PREVENTED BY THE TI-COUNT PROGRAMS. HOWEVER, OTHER ERRORS MAY OCCUR BECAUSE OF INCORRECT ACCOUNTING INPUT BY OPERATOR, NATURAL DISASTERS, BROWNOUTS, ETC. THE OPERATOR SHOULD REVIEW THE ERROR IDENTIFICATION AND RECOVERY PROCEDURES IN APPENDIX B.

CHAPTER 2 THE DAILY OPERATING PROCEDURE

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- 2-1. THE TI-COUNT TITLE SCREEN
- 2-2. THE INVENTORY MENU
- 2-3. GOOD MORNING
- 2-4. INVENTORY TRANSACTIONS
- 2-5. INVENTORY REPORT
- 2-6. WRITE AN INVOICE
- 2-7. PERPETUAL INVENTORY CORRECTING ENTRIES

2-1. THE TI-COUNT TITLE SCREEN

THE TI-COUNT INVENTORY SYSTEM STARTS WITH TURNING ON THE COMPUTER AND ENDS WITH THE PRINTING OF AN INVOICE. THE FOLLOWING EIGHT-STEP DETAILED DAILY OPERATING PROCEDURE WILL QUICKLY BECOME AUTOMATIC EVEN FOR NEW OPERATORS.

- STEP 1: TURN ON THE POWER TO THE COMPUTER AND ITS PERIFERAL COMPONENTS ACCORDING TO THE INSTRUCTIONS GIVEN IN THE TEXAS INSTRMENTS 99/4A REFERENCE MANUAL AND THE DISK MEMORY SYSTEM MANUAL. BE SURE TO FOLLOW THE INSTRUCTIONS CAREFULLY AS THE 99/4A WILL RECOGNIZE ONLY THOSE COMPONENTS THAT HAVE BEEN TURNED ON IN PROPER SEQUENCE. THE COMPUTER WILL RESPOND BY DISPLAYING THE TEXAS INSTRUMENTS MASTER TITLE SCREEN.
- STEP 2: INSERT THE EXTENDED BASIC COMMAND MODULE. AGAIN, THE THE MASTER TITLE SCREEN WILL BE DISPLAYED TO CONFIRM COMPLETION OF THIS STEP.
- STEP 3: LOAD THE TI-COUNT GRAY LABEL DISK INTO DISK DRIVE #1.
- STEP 4: PRESS ANY KEY FOR MASTER SELECTION SCREEN. NEXT, PRESS ANY NUMBER TO SELECT EXTENDED BASIC AND AUTOMATICALLY START THE TI-COUNT SYSTEM BY READING A PROGRAM FROM DISK DRIVE #1. AFTER ABOUT FIVE SECONDS, THE SCREEN WILL CHANGE COLOR AND DISPLAY THE TI-COUNT TITLE SCREEN.

2-2. THE INVENTORY MENU

THE TITLE SCREEN CHANGES AFTER 20 SECONDS TO THE TI-COUNT INVENTORY MENU. THE INVENTORY SYSTEM IS NOW READY TO USE.

OPERATOR RESPONSE

CHOOSE A NUMBER BETWEEN 1 AND 6. CHOICES 1,2,3 AND 5 SELECT THE DAILY OPERATING PROGRAMS. CHOICE 5 CALLS UP ANOTHER MENU THAT IS ONLY USED PERIODICALLY. CHOICE 6 EXITS THE INVENTORY SYSTEM TO TI EXTENDED BASIC,

COMPUTER SCREEN

<p>-----                  INVENTORY MENU                  -----</p>
<p>1. GOOD MORNING</p>
<p>2. INVENTORY TRANSACTIONS</p>
<p>3. INVENTORY REPORT</p>
<p>4. WRITE AN INVOICE</p>
<p>5. UTILITY PROGRAMS (MENU)</p>
<p>6. EXIT</p>
<p>CHOOSE ONE --&gt;1</p>



2-3. GOOD MORNING (CHOICE 1 ON INVENTORY MENU)  
REQUIRES: TI-COUNT(GRAY)

STEP 5: THE GOOD MORNING PROGRAM IS USED TO ENTER THE DAY'S DATE AND TO CHANGE THE COMPUTER SYSTEMS NAME FOR THE PRINTER. THE FOLLOWING SCREEN IS CALLED UP BY THE INVENTORY MENU WHEN CHOICE 1 IS ENTERED.

OPERATOR RESPONSE

TYPE IN MONTH (1-12), DAY (1-31) AND THE YEAR (LAST TWO DIGITS). REMOVE THE DISK'S WRITE TAB AND TYPE "Y". TYPE IN YOUR PRINTER NAME OR PRESS ENTER TO ACCEPT NAME DISPLAYED ON SCREEN. REPLACE WRITE TAB: TYPE Y. THE PROGRAM RETURNS TO THE INVENTORY MENU

COMPUTER SCREEN

```

-----
GOOD MORNING
-----
TODAY'S DATE?-->  /  /
REMOVE WRITE TAB FROM DISK..
...Y..Y
PRINTER=RS232.BA=4800
REPLACE WRITE TAB ON DISK...
..Y..Y
    
```

HOWEVER, IF THE DIFFERENCE BETWEEN THE LAST DATE AND NEW DATE IS MORE THAN A WEEK, ANOTHER SCREEN WILL WARN OF THE SITUATION. FOR EXAMPLE:

OPERATOR RESPONSE

CHOOSE BETWEEN 1,2,OR 3. CHOICE 1 ALLOW THE OPERATOR TO RETYPE THE DATE. CHOICE 2 OVERRIDES THE WARNING. CHOICE 3 RETURNS TO THE INVENTORY MENU.

COMPUTER SCREEN

```

-----
GOOD MORNING
-----
TODAY'S DATE?--> 7 /28/82
OLD DATE--> 7/28/81
NEW DATE--> 7/28/82
PLEASE RECHECK ABOVE DATE
1. RETYPE THE DATE
2. OVERRIDE THE WARNING
3. EXIT AND DECIDE
CHOOSE ONE-->2
    
```

2-4 INVENTORY TRANSACTIONS (CHOICE 2 ON INVENTORY MENU)  
REQUIRES: TI-COUNT(GRAY), INVENTORY DISK

STEP 6: INVENTORY TRANSACTIONS IS USED TO ENTER AND RETRIEVE INFORMATION ABOUT SPECIFIC ITEMS IN THE INVENTORY. THE OPERATOR CAN DETERMINE THE STATUS OF AN INVENTORY ITEM, ENTER THE SALE OF AN ITEM, ENTER THE RETURN OF AN ITEM PREVIOUSLY SOLD, ENTER THE PURCHASE OF AN ITEM AND THE RETURN OF AN ITEM PREVIOUSLY PURCHASED, ALL ON A SINGLE SCREEN.

OPERATOR RESPONSE

THE PROGRAM MOVES THE CURSOR TO THE BOTTOM LINE OF THE SCREEN SO THE INVENTORY DISK NAME CAN BE ENTERED (A). THE CURSOR ADVANCES TO THE END OF THE LINE AND THE DEPARTMENT NAME (CC). THE INSTRUCTION TO LOAD THE INVENTORY DISK IS DISPLAYED ABOVE THE BOTTOM LINE ON THE SCREEN. ONCE DISK A HAS BEEN LOADED AND THE PROGRAM FINDS THE FILE CC, THE INSTRUCTION IS ERASED AND THE CURSOR IS MOVED TO THE LINE ABOVE, READY TO ACCEPT THE OPERATORS NEXT COMMAND. ENTERING A N WILL REPEAT THE ABOVE PROCEDURE. A M RETURNS THE PROGRAM CONTROLS TO THE INVENTORY MENU. COMMANDS S,R AND P LEAD TO SCREEN # 2

COMPUTER SCREEN # 1

```

-----
INVENTORY TRANSACTIONS
-----
****                               ****
IN STOCK _____ ON ORDER _____
SALES PRICE $ _____
NUMBER OF ITEMS SOLD _____
TOTAL SALE $ _____
S(SALE),R(RETURNS),M(MENU)
P(PURCHASE),N(NEW DEPT) _
LOAD DISK A.....Y.Y
INVENTORY DK A DEPARTMENT CC
    
```

ENTER A SALE -----

OPERATOR RESPONSE

ENTERING A S COMMAND CAUSES THE PROMPT "ITEM #?" TO APPEAR ABOVE BOTTOM LINE. ENTER ITEM NUMBER. IT WILL STAY ON THE SCREEN UNTIL THE COMMAND IS COMPLETED. THE PROGRAM READS THE ITEM INFORMATION FROM THE INVENTORY DISK AND DISPLAYS THE ITEM'S DESCRIPTION, THE NUMBER IN STOCK, THE NUMBER ON ORDER AND THE UNIT SALES PRICE. THE CURSOR IS MOVED TO THE "NUMBER OF ITEMS SOLD" LINE AWAITING THE OPERATOR TO ENTER EITHER

1. ZERO IF WRONG ITEM.
2. NUMBER SOLD

THE CURSOR IS MOVED TO THE "TOTAL SALES PRICE". THE OPERATOR MAY:

1. ACCEPT PRICE BY PRESSING ENTER
2. CHANGE NUMBER AND ACCEPT
3. ERASE AND REENTER NUMBER SOLD

COMPUTER SCREEN # 2

```

-----
SALE OF ITEM# ACC1
-----
**** ELECTRONIC WIDGETS ****
IN STOCK 2000 ON ORDER 100
SALES PRICE $ 15.95
NUMBER OF ITEMS SOLD 20
TOTAL SALE $ 319.00
S(SALE),R(RETURNS),M(MENU)
P(PURCHASE),N(NEW DEPT) S
ITEM #? 1
INVENTORY DK A DEPARTMENT CC
    
```

ACCEPTING THE PRICE CAUSES THE PRINTER TO RECORD THE TRANSACTION AND THE PROGRAM TO ENTER THE CHANGES INTO THE ITEMS' FILE ON THE INVENTORY DISK. THE INFORMATION IS THEN CLEAR FROM THE SCREEN AND SCREEN # 1 IS REDISPLAYED WITH THE CURSOR READY TO ACCEPT ANOTHER COMMAND.

ENTER A PURCHASE -----

OPERATOR RESPONSE

ENTERING A P COMMAND CAUSES THE SCREEN TO CHANGE TO PURCHASING TITLES AND THE PROMPT LINE "ITEM #?" TO APPEAR ABOVE BOTTOM LINE. ENTER THE ITEM NUMBER. IT WILL STAY ON THE SCREEN UNTIL THE COMMAND IS COMPLETED. THE PROGRAM READS THE ITEM INFORMATION FROM THE INVENTORY DISK AND DISPLAYS ITEM'S DESCRIPTION, NUMBER IN STOCK, NUMBER ON ORDER AND ITEM UNIT COST. THE CURSOR MOVES TO THE "# OF ITEMS PURCHASED" LINE. THE OPERATOR MAY ENTER EITHER:

1. ZERO IF WRONG ITEM
2. NUMBER PURCHASED

THE CURSOR MOVES TO THE "TOTAL COST". THE OPERATOR MAY:

1. ACCEPT PRICE BY PRESSING ENTER
2. CHANGE NUMBER AND ACCEPT
3. ERASE NUMBER, REENTER THE NUMBER PURCHASED.

COMPUTER SCREEN # 3

```

-----
PURCHASE OF ITEM# ACC1
-----
**** ELECTRONIC WIDGETS ****
IN STOCK 2000  ON ORDER 100
ITEM COST    $ 9.95
C
# OF ITEMS PURCHASES    10
TOTAL COST   $ 99.50
S(SALE),R(RETURNS),M(MENU)
P(PURCHASE),N(NEW DEPT) P
ITEM #? 1
INVENTORY DK A DEPARTMENT CC
    
```

SHELF AND ITEM LABEL OPTION

AFTER THE FIRST PURCHASE IS ENTERED THE PROMPT "LABELS ?" APPEARS ON THE LINE ABOVE THE BOTTOM LINE OF THE SCREEN. IF 15/16" X 3 1/2" ADHESIVE LABELS ARE TO BE PRINTED, RESPOND WITH A "Y". ANY OTHER RESPONSE WILL CAUSE THE TRANSACTION TO BE PRINTED LIKE A SALES TRANSACTION. A "Y" WILL CAUSE ANOTHER PROMPT "GROUP Y/N" TO APPEAR ON THE SAME LINE. A "Y" WILL INSTRUCT THE PRINTER TO PRINT ONE LABEL FOR EACH GROUP OF ITEMS ENTERED AS A PURCHASE. A "N" WILL INSTRUCT THE PRINTER TO PRINT ONE LABEL FOR EACH ITEM PURCHASED. THE GROUP LABEL CAN BE MOUNTED ON THE INVENTORY SHELF. THE INDIVIDUAL LABELS CAN BE MOUNTED ON EACH ITEM IN THE INVENTORY. THE PROGRAM DISPLAYS THESE PROMPTS ONLY ONCE WHEN RUNNING. BEFORE SELECTING THE LABELS OPTION, LOAD THE 1 UP LABELS INTO THE PRINTER WITH THE PRINT HEAD ON THE FIRST LINE OF A LABEL.

RETURNS -----

ENTERING AN R COMMAND CAUSES A PROMPT "SALES/PURCHASE RETURNS(S/P)" TO APPEAR ABOVE THE COMMAND LINE. THE OPERATOR CHOOSES EITHER A SALES OR PURCHASE RETURN BY ENTERING EITHER A "S" OR "P".

ENTER A SALES RETURN -----

OPERATOR RESPONSE

AFTER ENTERING A R COMMAND, SELECT S FOR SALES RETURNS. THE SCREEN DISPLAY WILL CHANGE SALES RETURN TITLES AND THE PROMPT LINE "ITEM #?" WILL APPEAR ABOVE THE BOTTOM LINE. IT WILL STAY ON THE SCREEN UNTIL THE COMMAND IS COMPLETED. THE PROGRAM READS THE ITEM INFORMATION FROM THE INVENTORY DISK AND DISPLAYS THE ITEM'S DESCRIPTION, THE NUMBER IN STOCK, THE NUMBER ON ORDER AND THE SALES PRICE. THE CURSOR MOVES TO THE "# OF ITEMS RETURNED" LINE. THE OPERATOR MAY ENTER EITHER:

1. ZERO IF WRONG ITEM
2. NUMBER RETURNED

THE CURSOR MOVES TO "RETURNED \$". THE OPERATOR MAY:

1. ACCEPT AMOUNT RETURNED BY PRESSING ENTER.
2. CHANGE AMOUNT AND ACCEPT
3. ERASE NUMBER, REENTER THE NUMBER RETURNED.

COMPUTER SCREEN # 4

```

-----
SALE RETURN OF ITEM# ACC1
-----
**** ELECTRONIC WIDGETS ****
IN STOCK 2000  ON ORDER 100
SALES PRICE $ 15.95
# OF ITEMS RETURNED    10
RETURNED    $ 159.50
SALES/PURCHASE RETURN(S/P) S
S(SALE),R(RETURNS),M(MENU)
P(PURCHASE),N(NEW DEPT) R
ITEM #? 1
INVENTORY DK A DEPARTMENT CC
    
```

ENTER A PURCHASE RETURN -----

OPERATOR RESPONSE

AFTER ENTERING A R COMMAND, SELECT P FOR PURCHASE RETURNS. THE SCREEN DISPLAY WILL CHANGE TO PURCHASE RETURN TITLES. THE PROMPT LINE "ITEM #?" WILL APPEAR ABOVE THE BOTTOM LINE. IT WILL STAY ON THE SCREEN UNTIL THE COMMAND IS COMPLETED. THE PROGRAM READS THE ITEM INFORMATION FROM THE INVENTORY DISK AND DISPLAYS THE ITEM'S DESCRIPTION, THE NUMBER IN STOCK, THE NUMBER ON ORDER AND THE SALES PRICE. THE CURSOR MOVES TO THE "# OF ITEMS RETURNED" LINE. THE OPERATOR MAY ENTER EITHER:

1. ZERO IF WRONG ITEM
2. NUMBER RETURNED

THE CURSOR MOVES TO "RETURNED \$". THE OPERATOR MAY:

1. ACCEPT AMOUNT RETURNED BY PRESSING ENTER.
2. CHANGE AMOUNT AND ACCEPT
3. ERASE NUMBER, REENTER THE NUMBER RETURNED.

COMPUTER SCREEN # 5

```

-----
PURCHASE RETURN ITEM# ACC1
-----
**** ELECTRONIC WIDGETS ****
IN STOCK 2000  ON ORDER 100
ITEM COST    $ 9.95
# OF ITEMS RETURNED    10
RETURNED    $ 99.50
SALES/PURCHASE RETURN(S/P) P
S(SALE),R(RETURNS),M(MENU)
P(PURCHASE),N(NEW DEPT) R
ITEM #? 1
INVENTORY DK A DEPARTMENT CC
    
```

2-5 INVENTORY REPORT (CHOICE 3 ON INVENTORY MENU)  
 REQUIRES: TI-COUNT(GRAY), INVENTORY DISK

STEP 7: INVENTORY REPORT PRINTS A COMPLETE OR SELECTIVE REPORT ON THE ITEMS ON THE INVENTORY DISKS. THE OPERATOR CONTROLS THE PRINTING ON THE FOLLOWING SCREENS.

OPERATOR RESPONSE

THE PROGRAM PLACES THE CURSOR OVER THE FIRST UNDERLINE ON THE BOTTOM LINE OF THE SCREEN. TYPE THE NAME OF THE INVENTORY DISK FOLLOWING THE INSTRUCTIONS ON THE SCREEN. SCREEN # 2 THEN APPEARS.

COMPUTER SCREEN # 1

```

-----
INVENTORY REPORT
-----

PRESS ENTER TO RETURN TO THE
INVENTORY MENU OR TYPE NAME
OF INVENTORY DISK

INVENTORY DK A DEPARTMENT
    
```

OPERATOR RESPONSE

THE PROGRAM MOVES THE CURSOR OVER THE UNDERLINE ON THE BOTTOM RIGHT OF THE SCREEN. THE OPERATOR FOLLOWS THE NEW INSTRUCTIONS ON THE SCREEN, CHOOSING WHETHER THE REPORT IS TO COVER ONE DEPARTMENT OR A COMPLETE INVENTORY DISK. SCREEN #3 THEN APPEARS.

COMPUTER SCREEN # 2

```

-----
INVENTORY REPORT
-----

PRESS ENTER TO RETURN TO THE
INVENTORY MENU OR TYPE NAME
OF INVENTORY DISK

PRESS ENTER FOR DISK REPORT
OR TYPE NAME FOR DEPARTMENT
REPORT

INVENTORY DK A DEPARTMENT CC
    
```

OPERATOR RESPONSE

THE OPERATOR CHOOSES TO PRINT ALL ITEMS (1) OR SELECTED ITEMS (2-6). A SINGLE ITEM MAY BE PRINTED IF A DEPARTMENT REPORT HAD PREVIOUSLY BEEN SELECTED. CHOICE 8 RETURNS OPERATOR TO THE INVENTORY MENU.

COMPUTER SCREEN # 3

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-----
INVENTORY REPORT
-----

DISK OR DEPARTMENT

1 ALL ITEMS
2 OUT OF STOCK
3 <=REORDER PT
4 <=REORDER - NOT ON ORDER
5 ON ORDER
6 BACK-ORDERED

7 SINGLE ITEM

8 RETURN TO INVENTORY MENU

      CHOOSE ONE-->1

INVENTORY DK A DEPARTMENT CC
    
```

THE INVENTORY REPORT CONTAINS THE FOLLOWING SIX LINES OF INFORMATION ON EACH ITEM.

LINE 1: THE INVENTORY DISK NAME, DEPARTMENT NAME AND ITEM NUMBER FOLLOWED BY THE DESCRIPTION OF THE ITEM AND THE DATE OF THE REPORT.

LINE 2 AND 3: CURRENT INVENTORY INFORMATION

REPORT TITLE	DEFINITION
IN STOCK	THE NUMBER OF UNITS IN STOCK
ON ORDER	THE NUMBER OF UNITS ON ORDER
BKOR	THE NUMBER OF UNITS ON BACK-ORDER
REOR	THE STOCK IS TO BE ORDERED IF <= THIS NUMBER
AV U/COST	THE AVERAGE UNIT COST OF THE STOCK
CUR U/COST	THE CURRENT UNIT COST OF AN ITEM
LIST \$	THE LIST PRICE
SELL \$	THE SELLING PRICE
CUR INV VAL	THE CURRENT INVENTORY VALUE

LINE 4: VENDOR INFORMATION

REPORT TITLE	DEFINITION
VENDOR #	THE ACCOUNTS PAYABLE VENDOR NUMBER
PART #	THE VENDOR'S PART NUMBER FOR THE ITEM
LAST ORDER DATE	THE DATE OF THE LAST PURCHASE ORDER



LINES 5 AND 6: PERIOD TO DATE INFORMATION

REPORT TITLE	DEFINITION
SALES \$	THE TOTAL SALES DURING THE PERIOD
PURCH \$	THE TOTAL PURCHASES DURING THE PERIOD
AV SALES PR \$	THE AVERAGE SALES PRICE DURING THE PERIOD
AV PURCH \$	THE AVERAGE PURCHASE PRICE DURING THE PERIOD
# SOLD	THE TOTAL NUMBER SOLD DURING THE PERIOD
# PURCH	THE TOTAL NUMBER PURCHASED DURING THE PERIOD
FOR A PERPETUAL INVENTORY	
AV COST \$	AVERAGE UNIT COST OF GOODS SOLD IN THE PERIOD
OGS \$	TOTAL COST OF GOODS SOLD IN THE PERIOD
FOR A PERIODIC INVENTORY	
GROSS M \$	GROSS MARGIN DURING THE PERIOD
BEGIN I \$	THE VALUE OF INVENTORY AT THE BEGINNING OF THE PERIOD

DURING THE PRINTING OF AN INVENTORY REPORT, A DEPARTMENTAL SUMMARY BASED ON THE PERIOD TO DATE FINANCIAL INFORMATION FOLLOWS. ALL PRINTING OF ALL OF THE ITEMS IN THAT DEPARTMENT. EXAMPLES OF THESE FOR PERPETUAL AND PERIODIC INVENTORIES ARE SHOWN BELOW. A SIMILAR COMPLETE INVENTORY SUMMARY IS PRINTED WHEN THE DISK REPORT AND ALL ITEMS OPTION ARE SELECTED.

PERPETUAL INVENTORY DEPARTMENT SUMMARY

\*\*\*\*\*

SUMMARY OF DISK A DEPARTMENT CC		
SALES REVENUE	\$	80000.00
LESS: COST OF GOODS SOLD	\$	55000.00
GROSS MARGIN	\$	25000.00
CURRENT INVENTORY	\$	40000.00

\*\*\*\*\*

PERIODIC COMPLETE INVENTORY SUMMARY

\*\*\*\*\*

COMPLETE INVENTORY REPORT 12/25/82

SALES REVENUE	\$		80000.00
BEGINNING INVENTORY	\$	45000.00	
TOTAL PURCHASES	\$	50000.00	
LESS: CURRENT INVENTORY	\$	40000.00	
COST OF GOODS SOLD	\$		55000.00
GROSS MARGIN	\$		25000.00

\*\*\*\*\*

2-6. WRITE AN INVOICE (CHOICE 4 ON INVENTORY MENU)  
REQUIRES: TI-COUNT(GRAY), INVENTORY DISK: OPTIONAL (CUSTOMER DISK, SALESJ DISK)

STEP 8: "WRITE AN INVOICE" IS USED TO PRINT INVOICES.

THE USER HAS THE OPTION TO PRINT INVOICES USING THE INVENTORY SYSTEM (OPTION 1) OR TO ADD (OPTION A) (REQUIRES EXTENDED MEMORY) THE ACCOUNTS RECEIVABLE AND GENERAL LEDGER SYSTEMS. SELECTION OF THE OPTIONS (1 & A) AND THE INVOICE PRINTING INSTRUCTIONS ARE CONTROLLED BY THE INVENTORY PARAMETER PROGRAM ON THE UTILITY MENU.

OPERATOR RESPONSE

COMPUTER SCREEN # 1

THE SCREEN DISPLAYS DISK-CHANGING INSTRUCTIONS FOR A ONE DISK SYSTEM. AFTER PERFORMING STEP 2, TYPE IN Y AND SCREEN #2 WILL APPEAR WITH OPTION A AND SCREEN #6 WITH OPTION 1.

```

-----
WRITE AN INVOICE
-----
1. REMOVE TI-COUNT(GRAY)
2. LOAD LEDGER DISK...Y.
    
```

OPTION A (INVENTORY, ACCOUNTS RECEIVABLE AND GENERAL LEDGER SYSTEMS) -----

OPERATOR RESPONSE

COMPUTER SCREEN # 2

ENTER THE CUSTOMER NUMBER, A ONE CHARACTER CUSTOMER DISK NAME AND 1 TO 4 DIGITS. THE PROGRAM TRIES TO READ THE CUSTOMER DISK. IF IT IS NOT LOADED, THE OPERATOR IS REMINDED TO LOAD THE DISK. THE PROGRAM DISPLAYS THE CUSTOMER NAME AND REQUESTS THE OPERATOR TO CONFIRM THE NAME. THE MESSAGE "NOT A VALID CUSTOMER#" IS DISPLAYED FOR IMPROPER NUMBERS. THE MESSAGE "INVOICE FILE FULL" INDICATES FULL FILES. OPERATOR CONFIRMATION OF THE CUSTOMER # CALLS UP SCREEN #3.

```

-----
WRITE AN INVOICE
-----
ENTER CUSTOMER # A123
LOAD CUSTOMER DISK A..Y.Y
IS CUSTOMER # RIGHT?..Y.Y
    
```

OPERATOR RESPONSE

COMPUTER SCREEN # 3

THE INVOICE # IS DISPLAYED IN THE SCREEN'S BANNER STRIPE AND THE DATE ON LINE 1. ENTER THE TAX OPTION 1 TO 4 AND THE NUMBER OF INVOICES ITEMS 1 TO 8. THE CUSTOMER # IS DISPLAYED AFTER "SOLD TO:" AND THE NAME AND ADDRESS ON LINES 2-5. IF THE OPERATOR ENTERS "S" IN FIRST CODE POSITION; "SOLD TO:" CHANGES TO "SHIP TO:" SO THE OPERATOR CAN ENTER THE SHIPPING ADDRESS ON 2-5. ANY OTHER CHARACTER CAUSES SCREEN # 4 TO BE DISPLAYED.

```

-----
INVOICE # 12
-----
1. DATE 12/25/82 TAX ITEMS
SOLD TO: A123 CODES
2.
3.
4.
5.
    
```

OPERATOR RESPONSE

THE INVOICE FORM FOR 1-4 ITEMS IS AT THE BOTTOM OF SCREEN #3. THE ENTIRE AREA OF SCREEN # 4 IS NEEDED FOR 5 TO 8 ITEMS. ENTER S,B OR O FOR EACH ITEM TO REPRESENT THE METHOD OF SHIPPING. B IS FOR BACK-ORDERS. THE ITEMS ARE PRINTED ON THE INVOICE BUT NOT ADDED INTO TOTAL. ITEMS WITH S OR O ARE ADDED INTO INVOICE TOTAL. (FOR EXAMPLE: S FOR UPS AND O FOR CASH) NEXT, ENTER THE NUMBER OF UNITS ORDERED AND AN 18 CHARACTER NAME FOR THE ITEM. THE PROGRAM THEN DISPLAYS "UNIT \$". ENTER THE UNIT PRICE. IF A INVENTORY NUMBER IS TYPED INTO THE NAME FIELD (ITEM 7), THE INVENTORY SYSTEM SUPPLIES THE UNIT PRICE. CHANGE OR ACCEPT THE PRICE AND THE NUMBER ORDERED IS SUBTRACTED FROM INVENTORY STOCK. BACK-ORDERS ARE ADDED TO THOSE ALREADY ON BACK-ORDER. (SEE NOTE 1 FOR MORE DETAILS) WHEN ALL ITEMS ARE FILLED, ENTER THE FREIGHT CHARGE. THE INVOICE WILL THEN BE PRINTED AND SCREEN #5 WILL APPEAR.

COMPUTER SCREEN # 4

```

-----
                INVOICE # 12
-----
# S ORDER DESCRIPTION
1 S 100  WIDGETS
                UNIT $ 5.60
2 B 1    WHITE ONE
                UNIT $ .88
3 S 5    GREEN ONE
                UNIT $ .98
4
5
6
7 S 100  ACC1
                UNIT $ 15.95
8
--6. FREIGHT $ 3.24
    
```

OPERATOR RESPONSE

CHOICE ONE LEADS THE OPERATOR BACK TO SCREEN # 2 SO THE OPERATOR CAN ENTER ANOTHER INVOICE. CHOICE TWO DISPLAYS THE INSTRUCTIONS FOR THE OPERATOR TO RETURN TO THE INVENTORY MENU.

COMPUTER SCREEN # 5

```

-----
                INVENTORY INVOICE
-----
1. WRITE ANOTHER INVOICE
2. RETURN TO INVENTORY MENU

                CHOOSE ONE-->1
    
```

OPTION 1 (INVENTORY SYSTEM) -----

OPERATOR RESPONSE

CHOICE ONE LEADS THE OPERATOR TO SCREEN # 7 AND ANOTHER INVOICE. CHOICE TWO RETURNS CONTROL TO THE INVENTORY MENU.

COMPUTER SCREEN # 6

```

-----
                INVENTORY INVOICE
-----
1. WRITE ANOTHER INVOICE
2. RETURN TO INVENTORY MENU

                CHOOSE ONE-->1
    
```

OPERATOR RESPONSE

YOUR COMPANY NAME AND ADDRESS MUST BE TYPED FOR THE FIRST INVOICE IF YOU DO NOT USE FORMS (OPTION 2). ENTER THE INVOICE NUMBER, THE TAX OPTION 1 TO 4 AND THE NUMBER OF INVOICE ITEMS 1 TO 8. ENTER THE CUSTOMERS NAME AND ADDRESS ON LINES 2-5. IF THE OPERATOR ENTERS "S" IN FIRST CODE POSITION; "SOLD TO:" CHANGES TO "SHIP TO" SO THE SHIPPING ADDRESS CAN BE ENTERED ON LINES 2-5. ANY OTHER LETTER CAUSES SCREEN #8 TO APPEAR.

COMPUTER SCREEN # 7

```

-----
                INVOICE # 12
-----
1. DATE 12/25/82  TAX ITEMS
SOLD TO:          CODES
2.
3.
4.
5.
    
```

OPERATOR RESPONSE

THE INVOICE FORM FOR 1-4 ITEMS IS AT THE BOTTOM OF SCREEN # 3. 5 TO 8 ITEMS. THE ENTIRE AREA OF SCREEN # 4 IS NEEDED FOR EACH ITEM. ENTER S,B OR O TO REPRESENT THE THE METHOD OF SHIPPING. B IS FOR BACK-ORDERS. THE ITEMS ARE PRINTED ON THE INVOICE BUT NOT ADDED INTO TOTAL. ITEMS WITH S OR O ARE ADDED INTO INVOICE TOTAL. (FOR EXAMPLE: S FOR UPS AND O FOR CASH) NEXT, ENTER THE NUMBER OF UNITS ORDERED AND AN 18 CHARACTER NAME FOR THE ITEM. THE PROGRAM THEN DISPLAYS "UNIT \$". TYPE IN THE UNIT PRICE. IF A INVENTORY NUMBER IS TYPED INTO THE NAME FIELD (ITEM 7), THE INVENTORY SYSTEM SUPPLIES THE UNIT PRICE. CHANGE OR ACCEPT THE PRICE AND THE NUMBER ORDERED IS SUBTRACTED FROM INVENTORY STOCK. BACK-ORDERS ARE ADDED TO THOSE ALREADY ON BACK ORDER. (SEE NOTE 1 FOR MORE DETAILS) WHEN ALL ITEMS ARE FILLED, ENTER THE FREIGHT CHARGE. THE INVOICE WILL THEN BE PRINTED AND SCREEN #6 WILL APPEAR.

COMPUTER SCREEN # 8

```

-----
                INVOICE # 12
-----
# S ORDER DESCRIPTION
1 S 100  WIDGETS
                UNIT $ 5.60
2 B 1    WHITE ONE
                UNIT $ .88
3 S 5    GREEN ONE
                UNIT $ .98
4
5
6
7 S 100  ACC1
                UNIT $ 15.95
8
--6. FREIGHT $ 3.24
    
```

NOTE 1: WHEN THE INVENTORY NUMBER IS ENTERED AND THE ITEM IS FOUND IN THE INVENTORY, THE DESCRIPTION IS DISPLAYED IN FIELD ERASING THE INVENTORY NUMBER. IF THE WRONG ITEM IS DISPLAYED, ERASE THE UNIT PRICE, PRESS ENTER AND THE PROCEDURE WILL BE REPEATED. NO INVENTORY NUMBERS HAVE BEEN CHANGED.

2-7 PERPETUAL INVENTORY CORRECTING ENTRIES

PERPETUAL INVENTORY CORRECTING ENTRIES SHOULD BE MADE DAILY OR AT MOST ON A WEEKLY SCHEDULE. THESE ENTRIES KEEP THE INVENTORY LEDGER ACCOUNTS UP TO DATE SO THAT THE INTERIM STATEMENTS OF THE GENERAL LEDGER ARE ACCURATE. THE FOLLOWING GENERAL LEDGER ACCOUNTS ARE USED BY A PERPETUAL INVENTORY:

1. SALES REVENUE LEDGER ACCOUNT
2. COST OF GOODS SOLD LEDGER ACCOUNT
3. CURRENT INVENTORY LEDGER ACCOUNT

THE ACCOUNT BALANCES ABOVE ARE PRINTED BY THE PRINT LEDGER UTILITY PROGRAM IN GENERAL LEDGER. THE PERPETUAL INVENTORY SYSTEM INDEPENDENTLY MAINTAINS THESE ACCOUNT BALANCES AND PRINTS THE UP TO DATE AMOUNT WHEN THE INVENTORY REPORT IS RUN WITH THE DISK, ALL ITEMS OPTION. THE USER MUST MAKE THE CORRECTING ENTRIES IN THE GENERAL JOURNAL THAT CORRECT GENERAL LEDGERS' ACCOUNTS TO BE EQUAL TO THE INVENTORY'S SYSTEMS AMOUNTS. DEBIT OR CREDIT THE LEDGER ACCOUNTS THE DIFFERENCE BETWEEN THE AMOUNTS IN ORDER TO CORRECT THE BALANCES TO THE AMOUNTS PRINTED ON THE INVENTORY REPORT.

AN EXAMPLE OF THE ENTRIES FOR A PERPETUAL INVENTORY

	DEBIT	CREDIT
PURCHASE 200 ITEMS @ \$4 (COST)		
INVENTORY	800.00	
CASH		800.00
SELL 100 ITEMS @ \$6 (PRICE)		
CASH	600.00	
SALES REVENUE		600.00
SELL 100 ITEMS @ \$4 (COST)		
COST OF GOODS SOLD	400.00	
INVENTORY		400.00

CHAPTER 3 PREPARING THE INVENTORY SYSTEM FOR OPERATION

---

3-1 INTRODUCTION

3-2 INVENTORY DISK NAMES

3-3 START AN INVENTORY DISK

3-4 ADD, EDIT INVENTORY ITEMS

3-5 PRINT INVENTORY LISTS

3-6 INVENTORY PARAMETERS

3-1 INTRODUCTION - THE INVENTORY SYSTEM IS EASILY SET UP AND PUT INTO OPERATION BY FOLLOWING THE PROCEDURES IN THIS CHAPTER. THE INVENTORY DISKS ARE NAMED (3-2) AND STARTED (3-3) SO THAT THE INVENTORY ITEMS CAN BE ENTERED (3-4). NEXT PRINT THE INVENTORY LISTS (3-5) AS A REFERENCE TO THE DISK. FINALLY, ENTER THE LEDGER ACCOUNTS (CONNECTING THE SYSTEM TO THE GENERAL LEDGER SYSTEM), SALES MESSAGES AND FORMS CONTROL PARAMETERS (3-6).

AN EXPERIMENTAL INVENTORY DISK W IS SUGGESTED FOR THE NEW USER. EXPERIMENT AND TEST THE FEATURES OF THE SYSTEM (SEE APPENDIX A). COPY THIS DISK AND WORK ONLY WITH THE COPY BECAUSE SOME OF THE INFORMATION MAY BE ERASED OR ALTERED DURING THE TESTING.

3-2 INVENTORY DISK NAMES

THE TI-COUNT INVENTORY SYSTEM USES ONE CHARACTER NAMES FOR THE INVENTORY DISKS. ANY CHARACTER (EXCEPT A BLANK OR PERIOD) CAN BE USED AS THE NAME SUCH AS A,B,#,1..ETC. THE DEFAULT NAME IS A, SO FOR CONVICIENCE, NAME YOUR MOST FREQUENTLY USED INVENTORY DISK A. EACH OF THESE DISKS CAN STORE 700 ITEMS IN FOUR DEPARTMENTS.

VALID NAMES	INVALID NAMES
A,B,\$,% ,1	.

3-3. START INVENTORY DISKS

FIRST, THE NEW DISK MUST BE INITIALIZED AND NAMED USING THE TI DISK MANAGER MODULE. WHEN THE MANAGER REQUESTS THE NEW DISK NAME, TYPE IN INV/ AND THE INVENTORY DISK NAME AS SHOWN BELOW.

INVENTORY DISK NAME	TYPE IN
A	INV/A
B	INV/B
#	INV/#
3	INV/3

SECOND, THE INITIALIZED DISK IS STARTED BY THE FIRST PROGRAM ON THE UTILITY MENU. SELECT CHOICE 6 ON THE INVENTORY MENU AND THE UTILITY MENU WILL BE DISPLAYED (SEE BELOW)

```

-----
          UTILITY MENU
-----
1. START AN INVENTORY DISK
2. ADD,EDIT INVENTORY ITEMS
3. INVENTORY PARAMETERS
4. PRINT INVENTORY LISTS
5. CLOSE THE INVENTORY
6. RETURN TO INVENTORY MENU

      CHOOSE ONE-->1
    
```

3-3 START AN INVENTORY DISK (CHOICE 1 ON UTILITY MENU) REQUIRES: TI-COUNT(GRAY), INVENTORY DISK

"START AN INVENTORY DISK" IS USED TO RESERVE SPACE FOR INVENTORY ITEMS ON A NEW INVENTORY DISK. ITEMS CANNOT BE ADDED UNTIL THIS PROGRAM IS RUN. THE DISK IS DIVIDED INTO THREE, 200 ITEM DEPARTMENTS AND ONE, 100 ITEM DEPARTMENT. A TWO CHARACTER NAME AND DESCRIPTION OF EACH DEPARTMENT IS ENTERED ON THE SCREEN. FINALLY, THE OPERATOR DECLARES THE TYPE OF INVENTORY TO BE A PERPETUAL INVENTORY, A PERIODIC INVENTORY OR A PERIODIC LIFO INVENTORY. IF THE PROGRAM IS RUN ON A DISK THAT HAD PREVIOUSLY BEEN STARTED, THE OPERATOR CAN CHANGE THE DESCRIPTIONS OF THE DEPARTMENTS.

OPERATOR RESPONSE  
 FOLLOW THE DISK-CHANGING COMMANDS ON THE SCREEN. ENTER THE NAME ASSIGNED TO THE NEW INVENTORY DISK. IF THE DISK HAS ALREADY BEEN STARTED GO TO SCREEN# 4, OTHERWISE, GO TO SCREEN # 2.

```

-----
          COMPUTER SCREEN # 1
-----
START AN INVENTORY DISK
-----
1 REMOVE TI-COUNT(GRAY)
2 TYPE NAME OF NEW INVENTORY DISK A
3 LOAD INVENTORY DISK.Y.Y
    
```

OPERATOR RESPONSE  
 THE SCREEN IS CLEARED AND A NEW FORM IS DISPLAYED. THE CURSOR MOVES DOWN THE FORM FOR THE OPERATOR TO ENTER THE 2 CHARACTER FILE NAME AND THE 28 CHARACTER DESCRIPTION OF EACH DEPARTMENT. THE INFORMATION FOR THE FIRST DEPARTMENT IS FILLED OUT IN THE SAMPLE. GO TO SCREEN #3.

```

-----
          COMPUTER SCREEN # 2
-----
START AN INVENTORY DISK
-----
INVENTORY FILE NAME CC
200 ITEMS -- DESCRIPTION:
TI PARTS AND SOFTWARE
INVENTORY FILE NAME
200 ITEMS -- DESCRIPTION:
-----
INVENTORY FILE NAME
200 ITEMS -- DESCRIPTION:
-----
INVENTORY FILE NAME
100 ITEMS -- DESCRIPTION:
-----
    
```



OPERATOR RESPONSE

AFTER THE SCREEN IS CLEARED, THE OPERATOR IS INFORMED THAT THE NEW DISK HAS BEEN STARTED. THE UPPER PART OF THE SCREEN DISPLAYS THE INVENTORY CHOICE TO THE OPERATOR. THE TYPE MUST BE SELECTED TO RETURN TO THE INVENTORY MENU.

COMPUTER SCREEN # 3

```

-----
START AN INVENTORY DISK
-----
DECLARE TYPE OF INVENTORY
1 PERPETUAL INVENTORY
2 PERIODIC INVENTORY
3 PERIODIC LIFO INVENTORY

      CHOOSE ONE-->2

5 THE NEW DISK CALLED A
  HAS BEEN STARTED.
    
```

OPERATOR RESPONSE

THE SCREEN IS CLEARED AND THE OPERATOR IS INFORMED THAT THE DISK HAD ALREADY BEEN STARTED AND TO DECIDE WHETHER OR NOT TO CHANGE A DEPARTMENT DESCRIPTION. THE DEPARTMENTAL NAME AND DESCRIPTION ARE DISPLAYED IN ORDER, ALLOWING FOR CORRECTION OF THE DESCRIPTION FIELD. WHEN COMPLETE THE OPERATOR IS RETURNED TO THE INVENTORY MENU.

COMPUTER SCREEN #4

```

-----
START AN INVENTORY DISK
-----
THIS DISK HAS ALREADY BEEN
STARTED.....
DO YOU WANT TO CHANGE
DEPARTMENT NAMES?..Y/N..Y

DEPARTMENT CC
NAME:
TI PARTS AND SOFTWARE
    
```

3-4 ADD, EDIT AND DELETE ITEMS(CHOICE 2 ON UTILITY MENU) REQUIRES: TI-COUNT(GRAY), INVENTORY DISK

THIS PROGRAM IS USED TO ADD, EDIT OR DELETE ITEMS FROM THE INVENTORY. CERTAIN INVENTORY TRANSACTIONS (SEE NOTE 1) SUCH AS FILLING BACK-ORDERS AND ENTERING PURCHASING ORDER INFORMATION ARE PERFORMED WITH THIS PROGRAM.

OPERATOR RESPONSE

THE CURSOR STARTS ON THE BOTTOM LINE. THE OPERATOR TYPES IN THE INVENTORY AND DEPARTMENT NAMES. THE CURSOR MOVES TO THE DECISION POSITION ON THE LINE ABOVE THE THE BOTTOM LINE. THE CHOICE IS TO A(ADD),E(EDIT),D(DELETE),N(NEW FILE),M(MENU).

COMPUTER SCREEN # 1

```

-----
ADD,UPDATE ITEMS
-----
1 CURRENT INFORMATION
NAME _____ CD L
S# _____ LIST $ _____
R# _____ COST $ _____
O# _____ BKOR # _____
STOCK VALUE $ _____
2 PERIOD TO DATE
SOLD # _____ $ _____
PURC # _____ $ _____
OGS $ _____
3 VENDOR INFORMATION
V# _____ LAST PO ____/____/____
PART # _____

CORR#,A(ADD),E(EDIT),M(MENU)
D(DELETE),N(NEW DEPT) _____

INVENTORY DK DEPARTMENT
    
```

CHOICE A(ADD): THE PROGRAM DISPLAYS THE INVENTORY NUMBER OF THE NEXT AVAILABLE ITEM IN THE DEPARTMENT ON THE BANNER STRIPE. THE CURSOR STARTS AT THE TOP AND ADVANCES DOWN THE FORM WHILE THE OPERATOR FILLS IN THE FORM (SEE NOTE 2). WHEN COMPLETE THE OPERATOR CAN EDIT THE INFORMATION BY ENTERING THE SECTION NUMBER 1,2 OR 3. ENTERING ANOTHER A WILL COMPLETE THE FUNCTION ADD AND SAVE THE INFORMATION ON THE DISK. ANOTHER FUNCTION MUST BE CHOSEN IF A IS NOT SELECTED.

CHOICE E(EDIT): THE PROMPT "ITEM #?" APPEARS ABOVE THE BOTTOM LINE. THE OPERATOR MUST TYPE THE ITEM NUMBER. WHEN THE ITEM IS FOUND ON THE INVENTORY DISK, IT'S DATA IS SHOWN ON THE DISPLAY. THE CURSOR MOVES TO THE DECISION POSITION. THE OPERATOR CAN CHOOSE THE SECTION TO BE EDITED BY ENTERING 1,2 OR 3. THE CURSOR ADVANCES THROUGH EACH SECTION WHILE THE OPERATOR EITHER ACCEPTS OR EDITS THE DATA. WHEN COMPLETE, ENTER E TO RETURN THE DATA TO THE DISK.

CHOICE D(DELETE): THE PROMPT "ITEM #?" APPEARS ABOVE THE BOTTOM LINE. THE OPERATOR TYPES THE ITEM NUMBER. THE PROGRAM PRINTS THE DATA IN THE FILE ON THE PRINTER FOR FUTURE REFERENCE AND RETURNS ALL ZEROS AND BLANKS TO THE DISK.



CHOICE N(NEW DEPT): THE CURSOR MOVES TO THE BOTTOM LINE READY TO ACCEPT A NEW DISK AND DEPARTMENT NAME. THE CURSOR THEN RETURNS TO THE DECISION POSITION.

CHOICE M(MENU): DISK CHANGING INSTRUCTIONS ARE DISPLAYED THAT RETURN THE PROGRAM CONTROL TO THE INVENTORY MENU.

NOTE 1: BACK-ORDERS ARE ENTERED INTO THE FILES FROM THIS PROGRAM OR FROM THE INVOICE PROGRAM. WHEN BACK-ORDERS ARE FILLED SUBTRACT THEM FROM THE TOTAL BACK-ORDERS USING THIS PROGRAM. ENTER PURCHASING INFORMATION WITH THIS PROGRAM SO THAT DISPLAY ON ORDER NUMBER WILL ALWAYS BE UP TO DATE.

NOTE 2:

1 CURRENT INFORMATION

FORM TITLE	DEFINITION
NAME	DESCRIPTION OF THE ITEM
CD	DISCOUNT %, L FOR LIST PRICE, 1-4 FROM PARAMETER PROGRAM.
S#	NUMBER IN STOCK
LIST \$	LIST PRICE
R#	REORDER NUMBER
COST \$	CURRENT COST
O#	NUMBER OF ITEMS ON ORDER
BKOR #	NUMBER ON BACK-ORDER
STOCK VALUE \$	VALUE OF ITEMS IN STOCK

2 PERIOD TO DATE

FORM TITLE	DEFINITION
SOLD #	TOTAL NUMBER SOLD IN PERIOD
\$	TOTAL DOLLAR VALUE OF NUMBER SOLD
PURC #	TOTAL NUMBER PURCHASED IN PERIOD
\$	TOTAL DOLLAR VALUE OF NUMBER PURCHASED
CGS\$(PERPETUAL INV)	COST OF GOOD SOLD
BINV(PERIODIC INV)	BEGINNING INVENTORY FOR THE PERIOD

3 VENDOR INFORMATION

FORM TITLE	DEFINITION
V#	VENDOR NUMBER (1 LETTER AND 4 NUMBERS, A0,100)
PART #	VENDORS PART NUMBER
LAST PO	DATE OF LAST PURCHASE ORDER

3-5 PRINT THE INVENTORY LISTS (CHOICE 4 ON UTILITY MENU) REQUIRES: TI-COUNT(GRAY), INVENTORY DISK

THE INVENTORY LIST OF ANY DEPARTMENT CAN BE PRINTED WITH THE INVENTORY NUMBERS IN NUMERICAL ORDER OR THE DESCRIPTION IN ALPHABETICAL ORDER (ONLY WITH MEMORY EXPANSION ATTACHED). THE PROGRAM CAN ALSO PRINT SINGLE ITEMS, A DEPARTMENTAL PHYSICAL INVENTORY LIST AND A DEPARTMENTAL PRICE LIST.

OPERATOR RESPONSE	COMPUTER SCREEN # 1
TYPE IN CHOICE: FOR CHOICES 1,2,4 AND 5 SEE NOTE 1.	----- PRINT INVENTORY DEPT LIST -----
CHOICE 1: ALL OF THE ITEMS ON DISK A, DEPARTMENT CC WILL BE PRINTED IN NUMERICAL ORDER OF THE ITEM NUMBER.	1 NUMERICAL ORDER
CHOICE 2: IF THE MEMORY EXPANSION IS ATTACHED, THE ITEM DESCRIPTIONS ARE SORTED AND PRINTED ALPHABETICALLY. THE PROGRAM INFORMS THE OPERATOR THAT THE SORT IS TAKING PLACE. THE NUMBER BEING SORTED AND THE TOTAL NUMBER OF ITEMS ARE BOTH DISPLAYED ON THE SCREEN.	2 ALPHABETICAL ORDER
CHOICE 3: THE PROGRAM REQUESTS THE INVENTORY NUMBER (DISK NAME, DEPARTMENT NAME AND ITEM NUMBER). THE INVENTORY DESCRIPTION AND THE NUMBER IN STOCK IS PRINTED.	3 SINGLE ITEM
CHOICE 4: THE SAME AS CHOICE 1 WITH TWO EXTRA BLANK FIELDS. USE THIS CHOICE WHEN TAKING A PHYSICAL COUNT OF THE INVENTORY.	4 PHYSICAL INVENTORY LIST
CHOICE 5: THE SAME AS CHOICE 1 PLUS THE LIST AND SELLING PRICE.	5 PRICE LIST
CHOICE 6: DISK CHANGING INSTRUCTIONS RETURN THE OPERATOR TO INVENTORY MENU.	6 RETURN TO INVENTORY MENU
	CHOOSE ONE -->1
	ENTER INVENTORY DISK NAME? A
	ENTER DEPARTMENT NAME CC

NOTE 1: THE PROGRAM REQUESTS THE INVENTORY DISK NAME (ABOVE BOTTOM LINE). TYPE IT IN. THE DEPARTMENT NAME IS TYPED ON THE BOTTOM LINE. THE PROGRAM PRINTS THE INVENTORY NUMBER, THE ITEM DESCRIPTION AND THE NUMBER IN STOCK.

3-6 INVENTORY PARAMETERS (CHOICE 3 ON UTILITY MENU)  
REQUIRES: TI-COUNT(GRAY), INVENTORY DISK

EACH INVENTORY SYSTEM DISK (TI-COUNT(GRAY)) SUPPORTS ONE PHYSICAL INVENTORY. THE INFORMATION ABOUT THE ITEMS ARE STORED ON THE INVENTORY DISKS AND THE PARAMETERS ARE STORED ON TI-COUNT(GRAY).

OPERATOR RESPONSE

THE DISCOUNT OPTION VALUES ARE USED TO CALCULATE THE SELLING PRICE FROM THE LIST PRICE. FOUR OPTION VALUES ARE SHOWN ON SCREEN # 1. A 5% DISCOUNT MAKES THE SELLING PRICE 95% OF THE LIST PRICE. 10% DISCOUNT CAUSES THE SELLING PRICE TO BE 90% OF THE LIST PRICE. OPTION L ALWAYS MAKES SELLING PRICE EQUAL TO LIST PRICE. THE CURSOR MOVES DOWN THE OPTIONS SO THAT YOU CAN ENTER YOUR DISCOUNT OPTION VALUES. THE CURSOR MOVES TO THE NEXT DECISION LINE. WITHOUT EXTENDED MEMORY ONLY 1 CAN BE SELECTED. WITH EXTENDED MEMORY THE OPERATOR CAN CHOOSE A WHICH CONNECTS THE INVOICE TO SYSTEMS INVENTORY, GENERAL LEDGER AND ACCOUNTS RECEIVABLE. TYPE Y IN THE CORRECTIONS LINE AND RETURN THE CURSOR TO REPEAT THE FORM. TYPING N WITH CHOICE 1 LEADS TO SCREEN #2. WITH CHOICE A THE PARAMETERS ARE RETRIEVED FROM THE ACCOUNTS RECEIVABLE DISK AND THE PROGRAM GOES TO SCREEN # 4 IF THE INVENTORY HAS BEEN DECLARED A LIFO INVENTORY. OTHERWISE, THE PROGRAM RETURNS TO THE INVENTORY MENU.

COMPUTER SCREEN # 1

```

-----
DISCOUNT VALUES
-----
OPTION L LIST PRICE
OPTION 1 5 %
OPTION 2 10 %
OPTION 3 12.5 %
OPTION 4 15 %
CONNENCT INVOICE TO SYSTEM:
I(IV),A(IV,GL,AR) A
ANY CORRECTIONS...Y/N,N
    
```

OPERATOR RESPONSE

A SALES MESSAGE IS PRINTED ON INVOICES. THE OPERATOR ENTERS IT ON THE SCREEN. THE FORMAT IS 8 LINES OF 24 CHARACTERS EXACTLY AS TYPED ON SCREEN # 2. THESE LINES ARE PAIRED (I.E. LINES 1 AND 2) TO 4 LINES OF 48 CHARACTERS EACH ON THE INVOICE. TYPE AND CONFIRM EACH LINE BY PRESSING ENTER. CORRECTIONS ARE MADE BY PRESSING Y AND RECONFIRMING OR EDITING EACH OF THE 8 LINES USING THE TI EDITING KEYS. TYPE N ON THE LAST LINE TO ADVANCE TO SCREEN # 3.

COMPUTER SCREEN # 2

```

-----
MESSAGE ON INVOICES
-----
8 LINES - 24 CHARACTERS
1 TYPE THE FIRST LINE HERE....
2 SECOND LINE .....
3
4
5
6
7
8
ANY CORRECTIONS...Y/N,N
    
```

OPERATOR RESPONSE

THE INVOICE PRINTING PARAMETERS ARE ENTERED ON THIS SCREEN.  
1 FORM OPTION 1 PRINTS THE INVOICE ON 8 1/2 X 11 INCH BLANK PAPER. 2 PRINTS THE INVOICE ON 7" CONTINUOUS FORMS.  
2 SET THE NUMBER OF COPIES FROM ZERO TO NINE.  
3 THIS FIELD WILL BE PRINTED BEFORE THE INVOICE NUMBER FOLLOWED BY INVOICE # AND # OF ITEMS (ADD INITIALS, MONTH OR YEAR). A BLANK RESPONSE WILL CAUSE ONLY THE INVOICE NUMBER (SALES JOURNAL ENTRY NUMBER) TO BE PRINTED.  
4 THE OPERATOR CAN ENTER FOUR SALES TAX PERCENTAGE OPTIONS. ONE IS SELECTED WHEN THE INVOICE IS PRINTED.  
5 WHEN AN INVOICE IS WRITTEN S,B OR O IS SELECTED AND THE CORRESPONDING SHIPPING CODES ARE PRINTED, TO DESIGNATE THE METHOD OF SHIPMENT. B STANDS FOR BACK-ORDER. THE ITEMS ARE PRINTED BUT NOT ADDED INTO THE TOTAL (TYPE "BKOR"). S FOR SHIPPING CAN BE TYPED AS "SHIP" OR "UPS" OR "PP" OR "MAIL". O FOR OTHER SHIPPING METHODS THAT WILL BEST FIT YOUR BUSINESS.  
6 PRESS Y FOR CORRECTIONS AND N FOR SCREEN # 4 IF THE INVENTORY HAS BEEN DECLARED A LIFO INVENTORY. OTHERWISE, THE PROGRAM RETURNS TO THE INVENTORY MENU.

COMPUTER SCREEN # 3

```

-----
INVOICE PARAMETERS
-----
1 FORMS OPTION (1,2) ? ___
2 # OF COPIES (0-9) ? ___
3 ADD TO INVOICE# _____
4 SALES TAX %
OPTION 1 _____
OPTION 2 _____
OPTION 3 _____
OPTION 4 _____
S _____ B _____ O _____
ANY CORRECTIONS...Y/N,N
    
```



4-1 INTRODUCTION

THE PERPETUAL, PERIODIC OR LIFO PERIODIC INVENTORY TYPE IS DECLARED WHEN THE SYSTEM IS STARTED. IT CAN ONLY BE CHANGED BY STARTING A COMPLETELY NEW INVENTORY SYSTEM. THIS PROTECTS THE USER FROM BECOMING HOPELESSLY LOST IN DEBITS AND CREDITS. TO CHANGE THE TYPE OF INVENTORY; DELETE OLD INVENTORY LEDGER ACCOUNTS AND START NEW ONES. DECLARE YOUR NEW TYPE INVENTORY WHEN STARTING THE NEW INVENTORY DISKS.

THE SYSTEM ALWAYS KNOWS THE TYPE OF INVENTORY YOU ORIGINALLY DECLARED AND ONLY PRINTS AND DISPLAYS INFORMATION RELATIVE TO THAT TYPE. THEREFORE, READ THE CLOSING PROCEDURE THAT MATCHES YOUR TYPE. THE OTHER PROCEDURES WILL HAVE NO MEANING SINCE THEIR PROGRAMS AND DISPLAYS WILL NOT BE EXECUTED.

4-2 PERPETUAL INVENTORY

FOLLOW THIS PROCEDURE FOR CLOSING A PERPETUAL INVENTORY

4-2-1 RUN THE "PRINT INVENTORY LISTS" PROGRAM (CHOICE 4 ON UTILITY MENU). SELECT OPTION 4 AND PRINT A PHYSICAL INVENTORY LIST FOR EACH DEPARTMENT IN THE INVENTORY. THESE PRINTOUTS WILL CONTAIN THE INVENTORY NUMBER, THE ITEM DESCRIPTION, THE NUMBER OF UNITS IN STOCK AND A PLACE TO WRITE DOWN THE ACTUAL NUMBER IN INVENTORY OF THE ITEM.

4-2-2 DO AN ACTUAL COUNT OF YOUR INVENTORY, MANUALLY WRITING DOWN THE ACTUAL NUMBER ON THE PHYSICAL INVENTORY LIST.

4-2-3 RUN THE "CLOSE THE INVENTORY" PROGRAM (CHOICE 5 ON THE UTILITY MENU).

OPERATOR RESPONSE

RESPOND TO THE QUESTION WITH A YES (Y) AND ANOTHER PROGRAM WILL BE CALLED AND SCREEN # 2 WILL APPEAR.

COMPUTER SCREEN # 1

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-----
CLOSE THE INVENTORY
-----
RUN THIS PROGRAM ONLY AT THE
END OF A FINANCIAL PERIOD.

ENTER THE PHYSICAL INVENTORY
DATA ?...Y/N.Y

INVENTORY DK  _ DEPARTMENT  _
    
```

OPERATOR RESPONSE

THE OPERATOR DECIDES WHETHER TO ADJUST THE INVENTORY FOR A SINGLE ITEM, A DEPARTMENT OR TO RETURN TO THE INVENTORY MENU. ENTER DISK AND DEPARTMENT NAME FOR A DEPARTMENT. ENTER INVENTORY NUMBER FOR A SINGLE ITEM. DURING CLOSING REPEAT UNTIL ALL ITEMS ARE ADJUSTED THEN RETURN TO THE INVENTORY MENU.

COMPUTER SCREEN # 2

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ADJUSTS PHYSICAL INVENTORY
-----
1 DEPARTMENT
2 SINGLE ITEM
3 RETURN TO INVENTORY MENU

      CHOOSE ONE-->1

ENTER INVENTORY DISK NAME  A
ENTER DEPARTMENT NAME     CC
    
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OPERATOR RESPONSE

THE DESCRIPTION, INVENTORY NUMBER THE OLD NUMBER IN STOCK AND THE NEW NUMBER IN STOCK OF EACH ITEM IN A DEPARTMENT IS DISPLAYED ON THE SCREEN. THE CURSOR MOVES TO THE NEW STOCK # AND WAITS FOR THE OPERATOR TO ACCEPT THE NUMBER OR TYPE IN A ACTUAL COUNT FROM THE PHYSICAL INVENTORY SHEET. ALL OF THE NUMBERS ARE RECORDED BY THE PRINTER AND THE NEXT ITEM IS DISPLAYED ON THE SCREEN. WHEN THE DEPARTMENT IS COMPLETE, THE PROGRAM RETURNS TO SCREEN # 2.

COMPUTER SCREEN # 3

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ADJUSTS PHYSICAL INVENTORY
-----
*** ITEM DESCRIPTION ***

      ITEM # ACC1

OLD STOCK # 115
NEW STOCK # 115
    
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4-2-4 RUN THE "CLOSE THE INVENTORY" PROGRAM AGAIN. THIS TIME RESPOND TO THE QUESTION ON SCREEN # 1 WITH A "N". THE CURSOR WILL MOVE TO THE BOTTOM LINE, ENTER THE NAME OF THE INVENTORY DISK. THE PROGRAM WILL PRINE A COMPLETE INVENTORY REPORT WHILE DISPLAYING THE NAME OF THE DEPARTMENT ON THE RIGHT SIDE OF THE BOTTOM LINE. WHEN WHEN THE DISK IS COMPLETED THE QUESTION, "ANOTHER INVENTORY DISK.Y/N." WILL BE DISPLAYED ON THE SCREEN. RESPOND WITH A "Y" IF ANOTHER DISK IS TO BE CLOSED AND THE PROCESS ABOVE WILL BE REPEATED. A "N" WILL SUMMERIZE THE INVENTORY WITH IN THE FOLLOWING PRINTOUT

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INVENTORY CLOSING 2/20/83

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SALES REVENUE          $ 80000.00
LESS: COST OF GOODS SOLD $ 55000.00
GROSS MARGIN          $ 25000.00
CURRENT INVENTORY     $ 40000.00
    
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4-2-5 ADJUST THE PERPETUAL INVENTORY LEDGER ACCOUNTS TO MATCH THE PHYSICAL INVENTORY COUNT. USE THE SAME PROCEDURE THAT WAS DESCRIBED IN CHAPTER 2, SECTION 2-7. NO OTHER ENTRIES ARE NEEDED TO CLOSE THE PERPETUAL INVENTORY SINCE THE LEDGER ACCOUNTS ARE ALWAYS UP TO DATE.

4-3 PERIODIC INVENTORY

FOLLOW THIS PROCEDURE FOR CLOSING A PERIODIC INVENTORY

4-3-1 SAME AS 4-2-1

4-3-2 SAME AS 4-2-2

4-3-3 SAME AS 4-2-3

4-3-4 SAME AS 4-2-4 EXCEPT THE REPORT PROGRAM WILL PRINT THE FOLLOWING:

INVENTORY CLOSING 2/20/83

SALES REVENUE	\$	80000.00
BEGINNING INVENTORY	\$	45000.00
TOTAL PURCHASES	\$	50000.00
LESS: CURRENT INVENTORY	\$	40000.00
COST OF GOODS SOLD	\$	55000.00
GROSS MARGIN	\$	25000.00

4-3-5 DIRECTIONS FOR PROGRAMMING THE COST OF GOODS SPECIAL SCHEDULE FOR A PERIODIC INVENTORY ARE IN THE APPENDICIES OF THE GENERAL LEDGER MANUAL. IT RECOMMENDS STARTING TWO DUMMY EXPENSE ACCOUNTS (USED ONLY DURING CLOSING) CALLED "BEGINNING INVENTORY" (A DEBIT ACCOUNT) AND "ENDING INVENTORY" (A CREDIT ACCOUNT). THE ACTUAL INVENTORY ACCOUNT IS A BALANCE SHEET DEBIT ACCOUNT CALLED "INVENTORY". MAKE THE FOLLOWING ADJUSTMENTS DURING STEP TWO OF CLOSING.

FOR EXAMPLE:

THE INVENTORY ACCOUNT EQUALS 10000 DOLLARS AND THE CURRENT INVENTORY FROM THE INVENTORY REPORT EQUALS 15000 DOLLARS.

	DEBITS	CREDITS
BEGINNING INVENTORY	10000	
INVENTORY		10000
INVENTORY	15000	
ENDING INVENTORY		15000

IF THE COST OF GOODS SOLD SPECIAL SCHEDULE IS PROGRAMMED THEN THE GENERAL LEDGER CLOSING PROCEDURE WILL COMPLETE THE CLOSING OF THE PERIODIC INVENTORY.

4-4 LIFO PERIODIC INVENTORY

FOLLOW THIS PROCEDURE TO CLOSE A LIFO PERIODIC INVENTORY.

REVIEW THE ACCOUNTING PRINCIPLES BEHIND THE LIFO (LAST IN FIRST OUT) PERIODIC INVENTORY. ANY MODERN INTERMEDIATE ACCOUNTING TEXT BOOK WILL COVER THE LIFO METHOD IN DETAIL. SELECT AN INVENTORY INDEX THAT REPRESENTS THE TYPE OF MATERIAL IN YOUR INVENTORY. CHOOSE YOUR BASE YEAR. THE OPERATOR ENTERS THE INDEX ON SCREEN # 4.

4-4-1 SAME AS 4-2-1

4-4-2 SAME AS 4-2-2

4-4-3 SAME AS 4-2-3

4-4-4 SAME AS 4-2-4

4-4-5

OPERATOR RESPONSE

COMPUTER SCREEN # 4

THE SCREEN DISPLAYS THE PAST LIFO LAYERS VALUES WITH A LINE SET ASIDE FOR THE CURRENT YEAR AND THE LAYER YEARS. THE CURSOR MOVES TO THE TOP OF THE INDEX COLUMN. THE OPERATOR ENTERS THE INDEX VALUE FOR EACH YEAR ON THE TABLE. A COPY OF THIS TABLE IS PRINTED. THE PROGRAM COMPUTES THE CHANGES IN THE LAYERS DUE TO THE CURRENT YEAR AND DISPLAYS THE NEW TABLE AND THE CURRENT VALUE OF THE LIFO INVENTORY ON THE SCREEN WHILE A COPY IS BEING PRINTED. WHEN COMPLETE THE PROGRAM RETURNS TO THE INVENTORY MENU.

LIFO LAYERS		
LAYER VALUE	YEAR	INDEX
12000	1980	1.000
10000	1981	1.100
6000	1982	1.150
CURRENT	1983	1.200
LIFO INVENTORY VALUE		35000

4-4-6 THE LIFO CURRENT INVENTORY VALUE IS USED DURING CLOSING EXACTLY AS THE CURRENT INVENTORY VALUE IN A PERIODIC INVENTORY CLOSING. FOLLOW THE PROCEDURE IN 4-3-5.



APPENDIX A  
INVENTORY EXPERIMENTAL DISK

- A. PREPARE AN INVENTORY EXPERIMENTAL DISK CALLED W WITH YOUR TI-COUNT (GRAY) PROGRAMS.
1. NAME YOUR FOUR DEPARTMENTS AA, BB, CC AND DD. DECLARE A PERIODIC INVENTORY.
  2. ENTER A NUMBER OF ITEMS IN EACH DEPARTMENT.
  3. RUN ANY INVENTORY PROGRAM AND EXPERIMENT WITH THE SYSTEM.
    - a. PRINT THE INVENTORY LIST
    - b. PRINT THE INVENTORY REPORT
    - c. PRINT AN INVOICE
    - d. ENTER TRANSACTIONS

APPENDIX B  
ERROR RECOVERY

- A. DEBIT AND CREDIT MEMORANDUM - TO CORRECT OVER OR UNDER CHARGES WHEN THE INVENTORY IS CONNECTED TO THE ACCOUNTS RECEIVABLE AND GENERAL LEDGER SYSTEMS.
- 1A. ENTER THE NUMBER AND THE AMOUNT RETURNED INTO THE INVENTORY SYSTEM WITH CHOICE 2 ON THE INVENTORY MENU, "INVENTORY TRANSACTION".
  - 1B. CREDIT MEMORANDUM: "RECEIVE A CHECK" (CHOICE 4 ON RECEIVABLE MENU IS USED TO ENTER SALES RETURNS AND ERRORS OF OVERCHARGING. REFER TO THIS ACTION AS A CREDIT MEMORANDUM. USE THE INSTRUCTIONS ON PAGE 13 WITH THE FOLLOWING ADDITIONS:
    - a. Screen #3, line 3: Type in the word "CREDIT". It will be printed on all of the reports to easily identify the action.
    - b. Screen #3, line 4: enter the number of accounts to be charged (3 to 8).
    - c. Screen #4, line 1: This is the automatic DEBIT to CASH IN BANKS, set the value to 0.00. Line 2 is an automatic CREDIT to ACCOUNTS RECEIVABLE. It's value must equal the total of the amount to be credited. This is divided between the accounts that are to be DEBITED such as SALES REVENUE, SALES TAX PAYABLE, FREIGHT PAYABLE and INTEREST REVENUE.
  2. DEBIT MEMORANDUM: "WRITE AN INVOICE" (CHOICE 2 ON RECEIVABLE MENU) IS USED TO CORRECT ERRORS OF UNDERCHARGING. REFER TO THIS ACTION AS A DEBIT MEMORANDUM. USE THE INSTRUCTIONS ON PAGE 10 & 11 WITH THE FOLLOWING ADDITIONS.
    - a. Screen #3, line 1: Type in the word DEBIT in CODES and 1 in ITEM.
    - b. Screen #4, line 1: Type S then 1 then DEBIT MEMO for ITEM #1. Enter the amount of undercharge in UNIT # field.
- B. AT CLOSING, ONLY WORK WITH A COPY OF THE INVENTORY DISK. IF ANYTHING SHOULD GO WRONG SUCH AS ENTERING THE WRONG INDEX IN THE LIFO CLOSING, RECOPY AND START OVER NO INFORMATION HAS BEEN LOST.
- C. AN INVENTORY DISK IS DESTROYED (SUCH AS BY LIGHTING).
1. ALWAYS MAKE COPIES OF YOUR WORKING DISKS AS YOU USE THEM SO YOU CAN RESTORE AND RESTART THE SYSTEM IF NECESSARY.
- D. HOW DO YOU TEST THE INVENTORY SYSTEM DISK?
1. REMOVE THE WRITE TAB.
  2. IN EXTENDED BASIC LOAD THE SYSTEMS DISK INTO DRIVE #1 AND TYPE ... RUN "DSK1.GRAY". THE PROGRAM RUNS FOR 4 MINUTES LOADING EACH PROGRAM FROM THE DISK IN ORDER AND ENDS BY DISPLAYING THE INVENTORY MENU. IF THIS PROGRAM RUNS TO COMPLETION THEN THE DISK IS IN GOOD ORDER.
  3. REPLACE WRITE TAB.