

“*dialog...*”

STOCK AID

DIALOG SOFTWARE

“dialog...”

STOCK-AID
Stock Control System

D I A L O G S O F T W A R E

“dialog...”

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STOCKAID

System Overview

STOCKAID is a suite of three programs. The Host program is called STOCKS, which maintains all Stock Records. Collectively these Records are known as a Stock File. From the STOCK program may be loaded two other programs:

HANDLER - for Record, File & Print Utilities
and REPORTS - for outputting information to Screen or Printer.
These two program may not be run independantly from STOCKS.

Stock Records contain the following information;

REFERENCE: Unique Stock Code - Description - Supplier
PRICES : Current Unit Cost - Current Unit Sale
INPUTS : Units Bought & Value to date + Number of Transactions
OUTPUTS : Units Sold & Value to date + Number of Transactions
RE-ORDERS: Minimum Stock Level - Units to Re-order - Value of Re-order
UPDATE : Balance & Value of Stock - Profit on Sales

This information is permanently displayed 'on' screen for various activities. Firstly, you will be required to set up the Reference Data, Prices, Minimum and Re-order Stock Levels. These are fixed for each Record and do not change unless 'Amended'. The Stock Code must be unique within a File and is only 3 Characters in length. This may seem restrictive, but in fact allows approximately 46,500 unique Codes to be created, using a combination of letters and figures.

The Input and Output sections describe Stock movements on a cumulative basis. Items are entered as Stock 'transactions' or 'adjustments'. Transactions normally relate the buying and selling of Stock by way of invoice. In each case, the number of Units is recorded along with its total Value. This value may be entered as an actual figure or calculated using the fixed Unit Prices. Data will immediately be updated. Input and Output counters, which record the number of Transactions made to date, will also be incremented. Particularly useful in respect to evaluating the way Stock moves within a given period, this feature may help to establish proper Minimum and Re-order Stock Levels, which affect Cash Flow. Values of Inputs & Outputs may be entered as 'zero', if the System is to be 'Unit Only' based. Every (last) Transaction made is remembered by the program and may be 'recalled' to view at any time.

Adjustments may be made in respect to erroneous entries, Stock losses, physical differences in stock levels, etc.

All other information is calculated within the Record base, from Data supplied. Of note is Profit on Sales. This is based on the Total Value of Outputs to date less the Cost of those Outputs - ie Total Inputs less Stock in Hand. The Value of Stock in Hand is calculated (by the program) on the Balance of Stock x the Current Unit Cost Price. It must be stated that the resulting Profit figure will be misleading, if some of the residue Stock was purchased at different (probably lower) prices. Therefore Profit on Sales is subject to the scrutiny of Accounting accuracy and should only serve as an indicator, if Stock valuation is based on a 'first in - first out' basis. You should consult you Accountant for advise if this fact causes concern.

Please note that all Value entries should be Net of inclusive Taxes.

S T O C K A I D

System Overview

RECORD HANDLING Summary:

Enter & Amend Refs., Unit prices, Minimum stock & Re-order levels.
Delete a record where no stock remains.
Input & Output stock as Transactions or Adjustments.
Recall last entries on Inputs & Outputs with process dates.
Browse through file 'window', retaining current record on view.
Find a record by its Stock Code.
< & > to display the previous or following Record on file.
Print Record on view.
Compare last unit Cost & Sales prices with Current fixed Prices.
Update Number of lines, Value of stock held, Inputs & Outputs.

UTILITIES are accessed by way of the HANDLER program.
A variety of features are offered which include:

Rename File
Zero reset for File Inputs & Outputs
Sort File by any Reference field
Disk Directory / Format Data Disk
Printer - Line Feed & Controls
Decimal Placing for Units & Prices

Finally the following REPORTS are available within the System:

Scan File displays all Records by Reference fields only.

Available to Screen or Printer are:
Re-order Stock Schedule
Valuation of Stock in Hand
Deletions

Output to Printer only:
Financial Report
Current Prices
Physical Stock Take Sheet
Transactions Report

All Utility and Report selections are described in full under the SYSTEM OPERATION which follows.

STOCKAID is a simple but effective Stock Control program. Emphasis has been placed on ease of entry and access to information, using the Single Screen format. The program manages its data 'in memory', resulting in a limit of 200 records per file. Any number of files may be created.

SYSTEM OPERATION

Load STOCKAID Program from Disk or Tape provided.

SECURITY

After 'loading' the program, remove the Disk or Tape and replace with a Data disk or tape. You will need to 'format' any new Data disks that are to be used by the program for storing information. For COMMODORE users, Disk formatting is available in the Utilities section of the program. Alternatively, consult your disk manual, Dealer or our Software Support. With tape, ensure that the leader tape is wound on so that the magnetic tape is exposed to the tape head. During program execution, it is advisable to re-save Stock Files to a back-up Disk or Tape for security. Although Micro hardware is generally reliable, medium corruption can occur without warning or recovery.

INPUTS

Information that you enter will be contained within square brackets. The space between the brackets dictates the maximum length of input allowed. Use the DELETE key to erase each last character input. To abort a complete entry, hold the SHIFT key down and press RETURN. On most input prompts, where no data has been entered, the pressing of RETURN will cause the program to back-step to a previous prompt or 'escape' to one of the option Menus. The alphabetic keys will be disabled when a numeric input is expected.

PROGRAM START-UP

Run STOCKAID and the Report Date will be requested. You should use the form [dd.mm.yy] or [dd/mm/yy] suggested. This date will appear on all printed reports.

STOCK RECORDS

CREATE NEW FILE OR LOAD EXISTING FILE

As you will need CREATE a new File for Stock Records, press C.

ENTER FILE NAME

Enter the name for the Stock Records File and press RETURN. This name may be changed later by using UTILITIES.

If 'loading' an existing Stock File, the Last Report Date will be displayed.

The main program options will now be offered under the title of STOCKAID MENU. These options are as follows:

ACCESS STOCK RECORDS

REPORTS

SAVE STOCK FILE

UTILITIES

END PROGRAM OR RETURN TO RESTART

The REPORTS and SAVE STOCK FILE options will not be offered until at least one Stock Record has been set up, using the ACCESS option.

Having initiated a new Stock File, we should first examine the facilities offered under UTILITIES, which affect File maintenance.

Press U and instructions will be given for 'loading' the program.

SYSTEM OPERATION

UTILITIES

RENAME FILE / ZEROISE INPUTS & OUTPUTS
SORT FILE : INDEX = < NONE >

DISK DIRECTORY / FORMAT DATA DISK

LINE FEED TO PRINTER : OFF
CHARACTER \$ TO PRINTER : OFF

PRICES : DECIMAL PLACES = 2
UNITS : DECIMAL PLACES = 0

File Handling

RENAME - Only the name of the File currently in memory will be changed. Renaming in conjunction with 'Saving' Files is discussed later.
ZEROISE Inputs & Outputs (+ Transaction Counters) may be performed for all Stock Records to reset the accumulators for a new Accounting Period. Balances brought forward will not be affected by this action.
SORT - Stock Records may be sorted (alphabetically) by Stock Code, Description or Supplier Reference. The resulting INDEX will be displayed on the th^e Menu. Where no Index exists, < NONE > will be reported.

Disk Handling

DIRECTORY will display Stock File Names. Program Names are excluded.
FORMAT - Applicable to COMMODORE users only, you will be asked to insert a new disk into DRIVE 0 and enter a two character identification code. Letters and/or numbers may be used and you should ensure that this ID is unique. Press RETURN to escape this option, or N to the question 'FORMAT Y/N'. WARNING: Formatting will erase all Files on Disk.

Printer Handling

LINE FEED is switched OFF until L is pressed. Press L again and Line Feeding is disabled. Check if your printer has automatic Line Feeding.
CHARACTER \$ (STRING) is initially switched OFF. To send a string to the printer, press C and enter the number of the character string to send. The number will appear on the Menu. NB Even if this option is switched OFF by pressing C again, the printer may still maintain the instruction. Switching the printer off and on again should restore normal printer status.

Decimal Placing

PRICES are set up for decimalised currency; ie two decimal places.
UNITS are set up for whole numbers (integers); ie zero decimal places.
Press U or P respectively to change these from 0 - 4 decimal places.
Inputs to Stock Records will not be affected by this option. Only the screen layouts will be modified to display the formats selected.

Press RETURN to display instructions for reloading STOCKAID Menu.
Press RETURN again and the Utilities will be recalled.

SYSTEM OPERATION

ACCESS STOCK RECORDS

Press A from the STOCKAID Menu and the screen will display the Stock Record Format. The reporting elements have been discussed in OVERVIEW. A 'box' is reserved at the bottom of the screen for Menu options and 'on-screen' reporting.

If no Stock Records have been set up, the program will automatically prompt the ENTER a New Record routine, described below.

Stock Record Options are as follows:

<u>ENTER</u>	<u>INPUT</u>	<u>BROWSE</u>	<u>PRINT</u>
<u>AMEND</u>	<u>OUTPUT</u>	<u>FIND</u>	<u>COMPARE</u>
<u>DELETE</u>	<u>RECALL</u>	<u>< OR ></u>	<u>UPDATE</u>

ENTER a New Stock Record will request the following information; Stock Code / Description / Supplier Reference / Current Unit Cost Price / Minimum Stock Level / Re-order Level / Current Unit Sale Price
If a Stock Code has been previously entered, then an 'already allocated' message will appear and you may re-enter the Code. If information is not known for any prompt, press RETURN and a '?' will be inserted, for future amendment.

AMEND an existing Stock Record will allow re-entry of all data, as ENTERed, for the Record currently on display. Stock Codes may be amended if required, but note original Code if an 'active' Record. If NO amendment is to be made on a particular 'field', press RETURN.

DELETE an existing Stock Record may only be actioned where there is no record of any Stock movements and the Stock Level is Nil. Up to 10 Deletions may be made, in any one session. The Deletions Report will then need to be printed.

INPUT of Stock may be as a Transaction or an Adjustment. The routine will request the number of incoming UNITS and the VALUE of those Units. The Value may be 'actual' or calculated on the Current Unit Cost Price, by entering '@' and RETURN on the prompt. If no DETAILS are to be entered, press RETURN.

OUTPUT of Stock is identical to the INPUT routine, except it is recording the number of outgoing UNITS and their VALUE, which may be 'actual' or calculated on the Current Unit Sale Price, by entering '@' and RETURN on the prompt. If no DETAILS are to be entered, press RETURN.

RECALL will report the Date, Units and Value of the last entries made on INPUTS & OUTPUTS for the Record on display.

BROWSE reports the Reference Data for the last, current and next Stock Record. You may now scroll through the File, using the NEXT and LAST Keys. The centre Record is high-lighted, so that when selecting VIEW, the full Stock Record will be called to the screen. EXIT will leave the routine and return the Sub-menu, without affecting the Record on display.

SYSTEM OPERATION

ACCESS STOCK RECORDS (cont)

PRINT will 'dump' the Stock Record currently on view to a Printer. Appropriate escape and warning messages are offered prior to printing.

COMPARE reviews the Unit Cost and Sale Prices calculated from the last Inputs and Outputs recorded. These may be compared with the fixed Current Unit Prices and Amendments may then be made, if required. Average Prices to date are also reported to indicate trends.

UPDATE reports - to date - the number of Stock LINES (after deletions), their VALUE on balance, and the Total Value of INPUTS & OUTPUTS.

All these options are grouped in columns according to type and should make Record Handling comparatively easy. After printing Reports or using Utilities, you may return to Access Stock Records and the last Record viewed will be the first to be displayed. In other words you can start where you left off.

Press RETURN to recall the STOCKAID Menu.

SAVE STOCK FILE

This option allows you to record your Stock Records to Disk or Tape. The File name will be the same as that recorded at Start-up. You may change this name through the Utilities Program. This procedure may be desirable whenever your Stock Records have been updated, enabling you to keep permanent and separate historical records of Stock movements. If your Printed Reports prove adequate documentation, then 'saving' under the current File Name will suffice. Be warned that this action will overwrite any File of the same Name currently on Disk. If you wish to escape this option press RETURN when the DISK or TAPE request is made.

To perform a RESTART, press RETURN from the STOCKAID Menu. Options to 'Create a New File or Load an Existing File' will be offered again.

DO NOT RESTART THE PROGRAM WITHOUT FIRST SAVING THE CURRENT FILE

If a File is currently in Memory, you will be warned accordingly. If you wish to proceed then refer to the Start-up routine. Otherwise press RETURN to recall STOCKAID Menu.

To END the program, you will be prompted with an 'ARE YOU SURE ? Y/N' message.

DO NOT END THE PROGRAM WITHOUT FIRST SAVING THE CURRENT FILE

Pressing N will return you to the STOCKAID Menu.

SYSTEM OPERATION

REPORTS

Select R from the STOCKAID Menu and instructions will be given to load the REPORTS program.

Report Options are as follows:

SCAN FILE
RE-ORDER STOCK SCHEDULE
VALUATION OF STOCK IN HAND
DELETIONS AS AT (Report Date)
PRINT : FINANCIAL REPORT
 : CURRENT PRICES
 : PHYSICAL STOCK TAKE SHEET
 : TRANSACTIONS FOR (Report Date)

SCAN FILE will recall the Stock Records by Reference Details Only. The display appears in blocks of 15 Records at a time. Sequence will be by either Order-of-Input or Indexed by the Reference 'field' last sorted. Options will be given to 'Continue' the display or 'Return to Menu' if at File-end.

Output to Screen or Printer

RE-ORDER STOCK SCHEDULE reports only those items that have fallen below the Minimum Stock Level.

Headings include:

- [1] Stock Code
- [2] Current Unit Cost Price
- [3] Minimum Order Level
- [4] Re-Order Level
- [5] Value of Re-Order

The Total Value of Re-orders is recorded at the end of the Report.

VALUATION OF STOCK IN HAND describes Balance of Stock carried forward.

Headings include:

- [1] Stock Code
- [2] Unit Balance of Stock
- [3] Current Unit Cost Price
- [4] Valuation of Stock at Current Unit Cost Price
- [5] Profit on Stock Sold or Booked Out

The Totals for Balance of Stock and Profit are recorded at the end of the Report.

You may END the program directly from the REPORTS program.

DO NOT END THE PROGRAM WITHOUT FIRST SAVING THE CURRENT FILE

SYSTEM OPERATION

REPORTS (cont)

DELETIONS show Stocks Records removed (in order of deletion) for any Report Date. This temporary 'file' is held in memory and maintains up to 10 deleted Stock Lines. The Report should always be printed before leaving the program to display:

[1] Stock Code - Description - Supplier

Output to Printer Only

FINANCIAL REPORT is dedicated to showing the cumulative effect of INPUTS and OUTPUTS. Headings include:

[1] Stock Code - Description - Supplier
[2] Units for Inputs to date
[3] Value of Inputs to date
[4] Units for Outputs to date
[5] Value of Outputs to date

Total Values are calculated at the end of the Report.

CURRENT PRICES refers to the fixed Unit Cost and Sales Prices. Headings include:

[1] Stock Code - Description - Supplier
[2] Current Unit Cost Price
[3] Current Unit Sale Price
[4] Margin (value)

PHYSICAL STOCK TAKE SHEET provides a listing on which you may record 'actual' Units counted in Stock with any 'differences'. Headings include:

[1] Stock Code - Description - Supplier
[2] Balance of Stock (on Record)
[3] Space for Counted Stock
[4] Space for Differences

TRANSACTIONS for the Report Date are listed by Record. If more than one transaction has been made into one particular Stock Record then only the last entry will be recorded. Headings include:

[1] Stock Code
[2] Details of Input
[3] Number of Units input
[4] Value of Units input
[5] Details of Output
[6] Number of Units output
[7] Value of Units output

Total Values are calculated at the end of the Report.

Press RETURN for instructions to re-load STOCKAID Menu.
Press RETURN again to recall REPORTS Menu.

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