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WARRANTY

While every effort has been made to verify that this software works as described, it is not possible to test any program of this complexity under all possible conditions. Therefore STOCK-AID is provided 'as is' without warranty of any kind, either express or implied.

SOFT 940 (TAPE)

SOFT 1940 (DISC)

STOCK-AID

STOCK-AID is a simple but effective Stock Control program. Emphasis has been placed on ease of entry and access to information, using a single screen format. Full reporting facilities are available to both screen and printer. STOCK-AID manages its data 'in memory', resulting in a limit of 100 records per tape file. Any number of files may be created.

'Stock Records' contain the following information:

REFERENCE :Unique Stock Code - Description - Supplier
PRICES :Current Unit Cost - Current Unit Sale
INPUTS :Last Entry with Data & Details
 :Units Bought & Value to date + number of
 Transactions
OUTPUTS :Last Entry with Date & Details
 :Units Sold & Value to date + number of
 Transactions
RE-ORDERS :Minimum Stock level - Units to re-order -Value
 of re-order
UPDATES :Balance & Value of Stock - Profit on Sales

'Record Handling' allows the following operations:

ENTER or AMEND. Refs.-Unit Prices-Minimum Stock & Re-order Levels.

DELETE a Record where no Stock remains.

INPUT & OUTPUT stock as Transactions or Adjustments.

COMPARE last, prior & average Unit Cost & Sales Prices.

BROWSE through file 'window', retaining current Record on view.

NEXT displays the next logical Record on file.

LAST displays the last logical Record on file.

FIND a recurrence of information in the Reference section.

PRINT the Record on view.

GLOBAL reports Lines, Stock Value, Inputs, Outputs & Profit.

'Reports' available to the Screen or Printer are:

1. Value of Stock in Hand - Balances at Unit Cost Price.
2. Re-order Stock Schedule - Stocks below preset minimum levels.
3. Transactions - Inputs & Outputs to date.
4. Last Entries - Inputs & Outputs for process date.
5. Deletions - Reported by Reference Fields only.
6. Stock Take Sheet - Spaces for 'actuals' & 'differences'.
7. Prices - Unit Cost, Unit Sales & Margin.

'Utilities' : Features include:

- Save File to Tape.
- Sort File by any Stock Code, Description or order of Input.
- Re-set File with Stock Balances carried forward.
- Re-set File with all transactions set to zero.

NOTE: Within this program, when prompted to enter information it is assumed that the information required will be typed then entered by pressing the large **[ENTER]** key. The following text also makes this assumption.

For example when asked to:

Enter File Name:

Type in the required name and then press **[ENTER]**.

STOCK-AID

Getting Started

Reset the computer by holding down **[CTRL]**, **[SHIFT]** and **[ESC]** keys together in that order. Place cassette into the datacoder. Rewind tape to the beginning and then press **STOP/EJECT** once. Press **[CTRL]** and small **[ENTER]** keys simultaneously then press **PLAY** followed by any key. This tape will take up to 6 minutes to load.

SECURITY

Having 'loaded' the program, remove the STOCK-AID tape from the datacoder and replace with a blank tape to be used for storing your 'data'. Ensure that the leader 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 tape for security.

ENTRIES

Data Entry points are marked by a dotted line. The length of this line dictates the maximum length of entry allowed. Use the **[DEL]** key to erase each last character. To abort a complete entry, hold the **[SHIFT]** key down and press **[ENTER]**. If only **[ENTER]** is pressed on a prompt, then various defaults come into effect, as protection. These actions are described later under the respective sections where Data Entry is expected. The alphabetic keys will be disabled when only numeric data is required, as with Dates, etc.

PROGRAM START-UP

On running STOCK-AID you will be asked:

```
>> Is this a Colour Monitor ? y/n
```

This simply determines the screen colours.

>> Enter Report Date:/..../.. dd/mm/yy

You should use the form [dd/mm/yy] as suggested. Press **[ENTER]** after each input of Day, Month & Year. The complete entry will be accepted, if the date is valid and will appear on all printed reports.

>> Data File: Create or Load? c/l

As you are starting a NEW file you will need CREATE, press **[c]**.

>> Enter File Name:

Enter the name for the Stock Records File and press **[ENTER]**. This name may only be up to eight characters in length.

When **[L]** is selected to 'load' an existing file, place your data tape in the datacorder and rewind. Press **PLAY** then any key, to search for the file as named, OR press the **[CTRL]** key and **[e]** key to abort from the Loading Option. To abort 'loading' when the tape is running, press **[ESC]**. Once loaded the 'File Name' and 'Last Report Date' will display.

NOTE: If **[ENTER]** alone is pressed on any of the 'start-up' prompts, you will be returned to the previous prompt.

The **MAIN OPTIONS** will now be offered as follows:

ACCESS STOCK REPORTS	[a]
GENERATE REPORTS	[g]
FILE DATA TO TAPE	[f]
SORT STOCK RECORDS	[s]
RE-SET DATA FILE	[r]
EXIST TO BASIC	[x]

On creating a NEW file, you may only choose the ACCESS or EXIT options.

ACCESS STOCK RECORDS

Press **[a]** from the MAIN OPTIONS and the screen will display the Stock Record Format. Stock Record information is permanently displayed in this single screen format allowing a variety of activities, once the first Stock Record has been created.

If using the program for the first time, you will firstly be required to enter:

- Stock Code
- Stock Description
- Stock Supplier - Current Unit Cost
- Current Unit Sale
- Re-order Stock Level
- Re-order Quantity

Each Stock Code must have at least 3 characters and be unique, since you will not be permitted to enter the same Stock Code twice. This may sound restrictive, but allows a potential of 238,328 unique codes to be created, using a combination of letters (upper & lower case) and figures (0-9).

Negative values will be changed to positive on 'numeric fields' and you must enter something on each field. If this is the first record of your file there is no escape, otherwise:

- To return to the Stock Record options, press **[ENTER]** on the Stock Code prompt.
- To replicate the contents of a 'field' from the record displayed, press **[ENTER]** on the corresponding prompt.

Having entered your first 'record' you will be asked if you wish to accept it. Press 'Y' to confirm and press 'N' to re-enter the information required.

Having confirmed that the first record is correct, the Stock Record options will be displayed in a 'box' at the bottom of the screen. These are:

[e] ENTER	[i] INPUT	
[a] AMEND	[o] OUTPUT	
[d] DELETE	[c] COMPARE	
[b] BROWSE	[f] FIND	
[n] NEXT	[p] PRINT	
[l] LAST	[g] GLOBAL	[x] EXIT

[e] ENTER

This option allows you to enter a new record into the file.

[a] AMEND

Allows you to amend to record currently on display. Type the required amendments, pressing **[ENTER]** if the subsequent 'field' is not to be changed. If **[ENTER]** is pressed on the Stock Code prompt you will be returned to the Stock Record options, therefore Stock Codes must be re-entered as before or amended.

Having finished the amendments required, press 'Y' to return to the Stock Record option.

[d] DELETE

Allows you to delete the Stock Record currently on display. This action is only permissible where the Stock Balance is 'Nil'. You may adjust stock levels by increasing **OUTPUTS** or decreasing **INPUTS** to effect a Nil Balance.

[i] INPUT and [o] OUTPUT

Stock may be entered as **[t]**ransactions (counted) or as **[a]**djustments, normally related to the buying and selling of stock by way of invoice. Press **[t]** or **[a]** as required. You will then be asked to enter.

Movement Date

-Enter the date. To use the report date, type **[00]** and then press **[ENTER]**.

Units Supplied

-Enter the number of units, evaluated as round numbers (integers).

Value of Goods

-Enter the value of these units. To enter 'actual' amounts press **[£]** & **[ENTER]**. Now input the figure. To calculate amounts using the Current Unit Price, press **[@]** & **[ENTER]**.

Details/Ref

-Enter details. This may be an invoice number etc.

All entries are verified with the current Stock position. Any invalid entry will call an error message. Pressing **[ENTER]** only will abort entries and return the 'Date' prompt. Pressing **[ENTER]** on the 'Date' prompt will return the Stock Record options.

Having confirmed your entry, the on screen data for 'Units' and 'Values' will be immediately updated under the TO DATE headings. INPUT and OUTPUT counters, which record the number of transactions made to date, will also be incremented. This feature is particularly useful in evaluating Stock movements within a given period, and may help to establish proper 'Minimum' and 'Re-order' Stock Levels. Values of INPUTS & OUTPUTS may be entered as 'zero', if only Unit movements are being monitored. Adjustments may be made in respect to erroneous entries, Stock losses, physical differences in Stock Levels etc.

[c] COMPARE

This option allows you to review the Unit Cost and Unit Sale Prices for 'Last Entries', 'Prior Entries' (averaged before Last Entries), and 'Average Unit Prices' (overall) from the Inputs and Outputs recorded.

These may be compared with the fixed Current Unit Prices. Profit Margins (Unit Sale less Unit Cost) are also recorded for comparison.

[b] BROWSE

Allows you to browse through the file reports. Number, Code, Description and Supplier data are displayed for all records. You may browse from the 'beginning of the file' or from the 'Record displayed'. Records are scrolled in groups of six to include 'deleted' records. You may choose to display a particular record on full screen, by selecting the 'view' option.

[n] NEXT

Displays on full screen the 'Next' logical record on file.

[l] LAST

Displays on full screen the 'Last' logical record on file.

[f] FIND

You may 'Find' a record by entering details which correspond to either 'Stock Code, Description or Supplier'. Details need only partially match 'field' information to satisfy the search. The Stock Code & Details found will be displayed in reverse video. If you

do not wish to continue the search and press 'N', the record found will be automatically displayed on the full screen. Otherwise, every occurrence of the details entered will be reported.

[p] PRINT

The Stock Record currently displayed will be output to a printer. Appropriate escape and warning messages are offered prior to printing.

[g] GLOBAL

Displayed a complete file report, showing 'To Date':

- Number of Current and Deleted Stock Lines.
- Total Value of Current Stock Balances.
- Total Value of INPUTS & OUTPUTS.
- Accumulated Profit/Loss on Transactions.

NOTE: The Value of the Balance of Stock on any record is calculated using the current Unit Cost Price. This value is then deducted from the total INPUTS to establish the margin against OUTPUTS, or the (estimated) Profit on Sales. This system may not be considered accurate enough for those operating strict 'last in - first out' stock controls. You may of course AMEND the Current Unit Cost Price at any time, and re-value Stock as required. The [C]ompare option will show value movements and respective margins.

[x] EXIT

Pressing [x] returns the MAIN OPTIONS.

GENERATE REPORTS

Select [g] from the MAIN OPTIONS and the REPORTS OPTIONS will display. On selecting any of the following reports you will be given the choice of outputting the file to the Screen or to a Printer. The following reports can be obtained:

1. Valuation of Stock in hand [v]

Report includes details of:

1. Stock Code
2. Description
3. Balance of Stock
4. Current Unit Cost
5. Value of Stock Remaining

The Total Value of Stock is recorded at the end of the Report.

2. Re-order Stock Schedule [r]

This report only lists Records with balances that are equal to (or have fallen below) the Minimum Stock Level.

Report includes details of:

1. Stock Code
2. Description
3. Minimum Order Level
4. Re-Order Quantity
5. Current Unit Cost
6. Value of Re-Order

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

3. Transactions to Date [t]

Report includes details of:

1. Stock Code
2. Units for Inputs to date
3. Value of Inputs to date
4. Number of Input Transactions
5. Units for Outputs to date
6. Value of Outputs to date
7. Number of Output Transactions

Total Values are calculated at the end of the Report.

4. Last Entries [l]

Report includes details of:

1. Stock Code
2. Input Units
3. Input Value
4. Input Details
5. Output Units
6. Output Value
7. Output Details

Total Values are calculated at the end of the Report.

5. Deletions [d]

Reports only details of:

1. Stock Code
2. Description
3. Supplier

6. Stock Take Sheet [s]

Effectively produces a stationery sheet where 'actual' Units counted and any 'differences' in Stock may be recorded manually.

Sheet includes details of:

1. Stock Code
2. Description
3. Supplier
4. Balance of Stock recorded
5. Space for Counted Stock
6. Space for Differences

7. Prices [p]

Produces a current Price List with details of:

1. Stock Code
2. Description
3. Supplier
4. Current Unit Cost Price
5. Current Unit Sale Price
6. Profit Margin

FILE DATA TO TAPE

Select **[f]** from the MAIN OPTIONS to 'save' Stock Records to tape. The file name will be the same as that recorded at 'start-up' and all 'deleted' records will be wiped from the file saved.

Place data tape into datacorder, press **REC/PLAY** then any key. To escape from this option press **[CTRL] & [e]**. To abort 'saving when the tape is running, press **[ESC]**.

SORT STOCK RECORDS

Select **[s]** from the MAIN OPTIONS to Sort the Records. You may sort the Stock Records by:

1. Stock Code
2. Description
3. Order in Input

Deleted Records will appear at the end of the file, except if **[3]**.

RE-SET DATA FILE

Select **[r]** from the MAIN OPTIONS to Re-set the Data File. This action will zeroise all transactions on Stock Records, if required for accounting purposes. All References information will be retained. However, you will be given the option to:

1. Bring Balances (& Values) of Stock forward for each Record, and/or:
2. Re-set all Input & Output Data to zero.

The function of disc based software is identical to the cassette equivalent, with the exception of the loading instruction where the usual disc loader:

RUN "DISC

should be used. An additional disc directory facility has been added either to the 'Utilities' option or elsewhere within the program.