Legal and Warranty Information

ACCESSORY PACK! is protected under the Copyright laws of the United States of America and International Copyright laws. It is illegal to duplicate this software or instruction manual for
other than archival purposes.

Included in your **ACCESSORY PACK!** package is a Limited Warranty and License Agreement.
This agreement gives you specific legal rights. Each license granted your company by **TOPP*Soft* Computer Solutions** allows you one concurrent use of **ACCESSORY PACK!** on a stand alone computer or on a network. Concurrent licensing is defined as the use of software by one person in one location at a single time. Each lot location and each computer station requires a separate concurrent user license. Please read and become familiar with the enclosed Limited Warranty and License Agreement for more detailed information. If you do not agree with the terms set forth in the License Agreement, return the entire contents of your **ACCESSORY PACK!** package (with the disk envelope seal unbroken) to **TOPP*Soft* Computer Solutions** for a full refund of your purchase price.

Contact **TOPP*Soft* Computer Solutions** at 5811 Memorial Hwy Suite 204, Tampa, FL 33615 or call toll-free (800) 771-BEST to obtain license pricing for additional concurrent users or to address questions concerning the legal use of **ACCESSORY PACK!**.

Acknowledgments

We would like to extend our sincere appreciation to:

TopperKING, Inc. in Brandon, FL for their help and suggestions in developing the TOPPSoft product line.

The Beasley Family for all of their encouragement and support in our endeavor.

I:\Data\Support\Manual\AP3MAN JanelNEW1--Dec1-97.WPD

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Introduction

Congratulations on your purchase of **ACCESSORY PACK!** This Software is part of the **TOPP*Soft*** product family. **TOPP*Soft*** is the most complete inventory control, point of sale, customer tracking, and *Management* reporting system available for truck cap and accessory dealers. These products are developed by professionals for professionals. Over six years of research, development, and testing have gone into the **TOPP*Soft*** project.

TOPP*Soft* manages both serialized cap inventory (**CAP TRACKER!**) and non-serialized accessory inventory (**ACCESSORY PACK!**). Other available **TOPP*Soft*** modules include **POS INTEGRATOR!** (a complete point of sale interface for the **CAP TRACKER!** and **ACCESSORY PACK!** modules) and **ACCOUNT LINKS!** (an interface program to link your business data to several off-the-shelf accounting packages). Each module may be used alone or
in conjunction with any combination of the other modules in the product family to provide the best custom-designed inventory control system on the market for your business.

ACCESSORY PACK! is designed to accurately track and invoice your accessories inventory. Tasks include ordering, receiving, point of sale, statistical reporting, and sales returns. In addition, **ACCESSORY PACK!** provides extensive *Management* reporting, mailing labels, and much more.

Package Contents

Your **ACCESSORY PACK!** package contains the following components:

1 ea Installation Diskette

1 ea Reference Manual

1 ea License Agreement and Limited Warranty

1 ea Service Level Agreement

Call **TOPP*Soft* Computer Solutions** at (800) 771-BEST to arrange shipment of a new of diskette if the enclosed installation diskette is not compatible with your computer.

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System Requirements

See Table 0.1 for computer system requirements. Generally, the fastest computer in your price
range will serve your company much longer without becoming obsolete.

PC SYSTEM REQUIREMENTS	
MINIMUM	**RECOMMENDED**
80386 Processor	Pentium Class Processor
Monochrome Graphics	VGA Color Graphics
550KB free DOS RAM	600KB free DOS RAM
10MB free disk space	10MB free disk space
DOS ver. 3.3 or higher	DOS ver. 6.22 or higher
	4MB RAM
Compatible with most network systems. Please refer to our license agreement for network guidelines.	

TABLE 0.1 Computer System Requirements

Overview

The **ACCESSORY PACK!** reference manual is intended to guide you through the various tasks involved in using the **ACCESSORY PACK!** software program. Before you begin using **ACCESSORY PACK!**, you should carefully read the Getting Started chapter for valuable insights and practical guidelines for initial start up as well as step by step configuration instructions. Upon completion of your initial system set up, the manual provides detailed explanations for use in performing each distinct task necessary for maintaining your inventory using **ACCESSORY PACK!**. The **ACCESSORY PACK!** manual is organized by menu function into the chapters listed on the following page.

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Introduction. A short orientation on **ACCESSORY PACK!** including system requirements.

Chapter 1: *Getting Started*. Contains installation instructions, how to start **ACCESSORY PACK!**, and guidelines for initial set up of the program. Instructions for changing your password and using the Suggestion Box are included as well.

Chapter 2: *The Orders Menu*. A detailed explanation of the ordering and receiving process. Also included are step by step instructions for **ACCESSORY PACK!** tasks appearing on the Orders Menu.

Chapter 3: *The Sales Menu*. A detailed explanation of the sales process and step by step instructions for **ACCESSORY PACK!** tasks appearing on the Sales Menu.

Chapter 4: *The Reports Menu*. A complete list of reports available from **ACCESSORY PACK!**. Also included are step by step instructions for generating each individual report.

Chapter 5: *The Maintenance Menu*. An illustrated guide to maintaining the reference databases used by **ACCESSORY PACK!**.

Chapter 6: *The Customers Menu*. Explains how to view and edit your customer list, create mailing labels, and create mail merge files for use with your word processor.

Chapter 7: *The Management Menu*. A guide to efficient *Management* of the program. This section also includes detailed information concerning the security features of the software.

Chapter 8: *Hot Tips*.

Appendix A: *Initial Setup Forms.* Explains the importance of and some guidelines for designing workable codes for your data. Also included are forms designed to help you gather and organize all information necessary to begin using **ACCESSORY PACK!** effectively.

Appendix B: *System Messages*. An alphabetical list of common system messages and their meanings. Answers the most frequently asked trouble shooting questions about **ACCESSORY PACK!**.

Appendix C: *Common Support Questions*. Troubleshooting tips and the most commonly asked questions.

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Appendix D: *End of Month Program.*

Glossary. Definitions of computer terms and other technical terms found in the manual.

Index.

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Conventions

Standard text will be used for all narrative descriptions such as this sentence. All simulated computer screens will be represented using the following typeface for ease of identification:

```
C:\> TYPE CONFIG.SYS

           FILES=130
           BUFFERS=30
           STACKS=9,256
           DEVICE=C:\DOS\HIMEM.SYS
           DEVICE=C:\DOS\SETVER.EXE
           DEVICE=C:\DOS\ANSI.SYS
           SHELL=C:\DOS\COMMAND.COM C:\DOS\  /p /e:512
           DOS=HIGH,umb
```

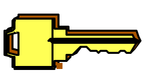
Menu items and field names from **ACCESSORY PACK!** are represented in an italic typeface such as the following:

Choose *System Settings* from the *Management Menu*.

Characters entered by the user are represented in the following bold typeface:

```
C:\> TYPE CONFIG.SYS
```

Symbols and Abbreviations



The key symbol is used to designate information intended to broaden your understanding of the current subject (i.e. a tip for ease of use or a key point about the current subject).

!

The exclamation symbol identifies a potential hazard. This symbol is used to alert the user to possible problems that may arise while performing the current task.

Special keyboard function keys are displayed using key caps. A partial list of special keys is listed in Table 0.2 on the following page:

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Special Key	Description
E	The Enter key is above your right shift key. It is used to select entries from tables and to advance to the next field on a form.
C	Use the Control key (usually next to or below the shift key) by holding it down while selecting the key represented by ??. Cc would be accomplished by holding down the C key and pressing the c key.
A	Use the Alt key (usually next to the space bar) by holding it down while selecting the key represented by ??. Ac is achieved by holding down the A key and pressing the c key.
! to +	The function keys are either across the top of the keyboard or in a block of keys to the left side of the keyboard. Valid keys range from ! to+. ! is the HELP key.
X	The X key is at the top left of the keyboard. It is used to back out of a screen without saving your changes.
<Num Lock>	The number lock key is above the numeric keypad. It is used to switch your numeric keypad between arrow keys and numbers. Numeric values of the keypad are valid when the <NumLock> light on the keyboard is <u>on</u>.
<Caps Lock>	The Caps Lock key is to the left of the **A** key. It forces capitalization when active. <CapsLock> is active if the indicator light on the keyboard is on.
T	The tab key is above the <CapsLock> key.
<Back Space>	The Back Space key deletes characters to the left of your cursor.
<Insert>	The Insert key is on the numeric keypad and may also be above the isolated arrow keys between the typewriter keyboard and the numeric keypad. <Insert> is used to add entries to tables. When entering a numeric value, it also determines whether entry is from left to right or right to left.
=	The delete key is on the numeric keypad and may also be above the arrow keys between the typewriter keyboard and the numeric keypad. = is used to delete entries from tables or to delete characters to the right of your cursor.
YZQR	Up, down, right, and left arrow keys. These keys move your cursor in the direction of the arrow.

TABLE 0.2 Special Function Keys

On some keyboards, the = Y Z Q R and **<Insert>** keys require the use of **<NumLock>** to operate properly. The NumLock light should be off to activate these keys on your keypad.

Types of Screens

There are five different types of screens in use with **ACCESSORY PACK!**. They are menus, tables, forms (also called templates), help, and warning screens.

Menus are used to select the various functions in **ACCESSORY PACK!**. Menus are grey with bright white, single-line borders and titles. You can navigate menus by selecting the first letter of the menu option or by using the arrow keys. Exit the menu by pressing the X key or selecting the appropriate menu option. When using the first letter where several menu options begin with the same letter, repeatedly pressing the correct letter will cycle through all available selections. Press E to choose a menu option.

Tables are lists of information. Each list will be sorted in a specific sequence and may be filtered depending on your selection criteria. Tables have an aqua background, yellow, double-lined borders, and bright white titles. The list portion has a blue background with bright white lettering. Highlighted entries are grey with blue letters. On many tables, you may quickly find entries on the list by using our Rapid Scan® feature. Simply type the first few letters of the value to locate and the table will scan directly to the proper entry on the list.

Forms (or templates) are screens used to add or change information. They are blue with bright white titles and double-lined borders. Entry fields are yellow and turn white with a black background during actual entry. For many fields, popup lists are available by pressing E on a blank field or by pressing @ (@ is indicated to the right of the field when available).

Help Screens are informational screens that give you guidance on how to proceed from your current place in the program. They have black backgrounds with bright white single-line borders, aqua titles, and normal text. Links to other screens are bright white and function like menu choices in that they are accessible by their first letter or by using the arrow keys. Press X to return to the previous screen in the program.

Warning screens let you know about an unusual circumstance or condition in the program. They may display information that warns you about potentially damaging actions or may provide an error message prior to terminating program execution. Please read these screens carefully. If you have any questions about any of these messages, please write down the exact text of the message (or print it with the Print Screen key) and call **TOPP*Soft* Computer Solutions** for a more detailed explanation.

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Getting Help

If you have questions while using **ACCESSORY PACK!**, you can find help in several different places. Each screen in **ACCESSORY PACK!** offers help prompts along the bottom of the screen which describe valid function keys.

All **TOPP*Soft*** programs also offer online, context-sensitive help. Online help offers quick access to documentation without reaching for a manual. Press the ! key to access the online help screen for the current on screen task. You may press E while highlighting the BRIGHT words on the help screen for further information related to the current topic. Use the arrow keys or the first letter of each bolded word to move around the screen. Words highlighted in yellow designate valid keystrokes for the current task. Press X to return to the program.

Refer to the **ACCESSORY PACK!** user manual for more detailed instructions or for background information. The manual is arranged by menu task and offers detailed, step-by-step instructions for each task associated with **ACCESSORY PACK!**

If you need further assistance beyond what online help and the manual provide, contact the **TOPP*Soft* Computer Solutions** help line at (800) 771-BEST. Help line calls are free for the first 90 days following shipment of all **TOPP*Soft*** products and for members of the **TOPP*Soft*** customer support program. Refer to the enclosed brochure or contact **TOPP*Soft* Computer Solutions** for more information concerning the benefits of our comprehensive customer support program.

Before calling, please be prepared to explain your problem. Try to duplicate it, then write down what happened. Be at your computer and have the following available:

- License number and version number (from your installation diskette or the Main Screen). These numbers are <u>required</u> when calling for customer support.
- **ACCESSORY PACK!** reference manual
- Original **ACCESSORY PACK!** installation and update diskettes
- The brand name, type, and model of your computer
- The brand name, type, and model of your printer (for printer problems only)

Chapter 1
Getting Started

ACCESSORY PACK!

Developed especially for Your Company!

License # xxxxxxxxx

Main menu

Orders
Sales
Reports
Maintenance
Customers
Management
Change Password
Suggestion Box
Exit

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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Chapter 1

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To begin using **ACCESSORY PACK!**, you must complete the following tasks:

- # Install the **ACCESSORY PACK!** software
- # Check your system configuration
- # Start the **ACCESSORY PACK!** program
- # Load your administrative data
- # Set and maintain your password

Install ACCESSORY PACK!

Install from DOS or from Windows.

DOS Installation for **ACCESSORY PACK!** to hard drive:

1. Place the Installation Diskette into your floppy drive.

2. From the DOS Prompt, type the drive letter of the floppy drive where you placed the diskette. For drive A, enter the following commands:

```
C:\>A:E
A:\>INSTALL E
```

The installation procedure will begin when you press the second E key.

3. Follow the online screen prompts until the installation is complete. If you have **CAP TRACKER!** installed in a directory other the CT on the hard disk, you must enter the name of directory where it is installed instead of using the `C:\CT` selection for the first prompt.

Windows Installation for **ACCESSORY PACK!** to hard drive:

1. Go to Start, Run.

2.

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Check Your Computer Configuration

The installation program will automatically update your CONFIG.SYS program. If you are unsure about whether the changes were properly made, you can verify the settings in the CONFIG.SYS system file. This file is located in the root directory of your boot disk. On a hard disk system, this is typically the 'C' drive.

To find the CONFIG.SYS file, enter the following commands from the DOS prompt:

```
A:\>C: E
C:\BAT>CD \ E
C:\>TYPE CONFIG.SYSE
```

These commands should display the CONFIG.SYS file on your screen. If your computer boots
from a drive other than ‘C’, substitute that drive letter for C: on the first line.

If your computer has a menu system, you must completely exit the menu prior to executing the above commands.

If your computer automatically loads Windows, you must exit Windows before entering the above commands. From the **F**ile menu in Program Manager, select the Exit Windows... option. Answer **OK** to the "This will end your Windows session" confirmation prompt.

Your CONFIG.SYS File should contain the line FILES=150. This number must be at least 150 for **ACCESSORY PACK!** to run properly. Certain menu systems and Windows may also require a minimum number of files to run. This minimum number of files must be added to the 150 required for **ACCESSORY PACK!** to configure your system properly. Consult the user manual for your menu program and the Windows user manual for the number of files necessary to run these programs.

If no line reads FILES=150, edit your CONFIG.SYS file and add the line **FILES=150** to the top of the file. If the line exists, but is less than 150, edit your CONFIG.SYS file and modify this line. Use your favorite ASCII editor (not your word processor) to make necessary changes. Reboot the computer after you have saved your changes.

If you are unsure how to change your CONFIG.SYS file, call the **TOPP*Soft* COMPUTER SOLUTIONS** help line for assistance. Have a bootable floppy disk or your original DOS diskettes handy when calling.

Start ACCESSORY PACK!

To start **ACCESSORY PACK!**, type the following commands:

C:\>CD \CTE
C:\CT>APE

The **ACCESSORY PACK!** login screen will appear. If you have **CAP TRACKER!** installed, continue to use your existing employee accounts and passwords. Otherwise, enter the initials **MGR** and press E twice to enter the program the first time, as illustrated in Figure 1.1 on the following page.

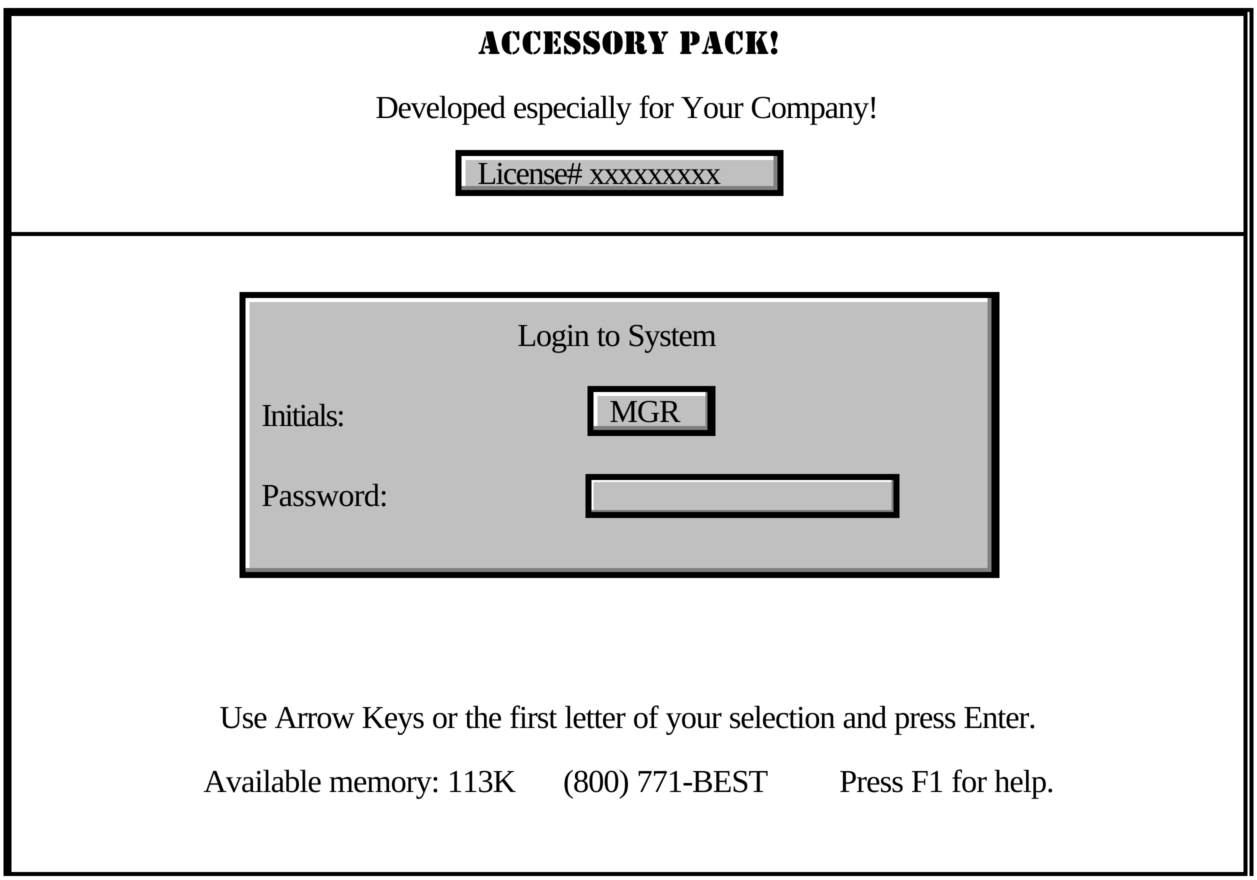

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FIGURE 1.1 The **ACCESSORY PACK!** Login Screen

See Appendix B: *System Messages* for detailed explanations and step by step solutions if you have problems starting **ACCESSORY PACK!**.

Load Your Administrative Data

Basic information describing your company, your employees, the manufacturers you deal with, and the accessories you stock must be entered to customize **ACCESSORY PACK!** to work for your business. This information must be initially loaded via the **ACCESSORY PACK!** *Management* and *Maintenance* Menus. Both of these menus are accessed from the *Main Menu* (See the cover page of this chapter for an illustration).

You should complete some preliminary paperwork before starting the initial set up procedure. Carefully read the instructions and photocopy the forms contained in Appendix A: *Initial Setup Forms* for help organizing your data entry information and creating meaningful, practical computer codes for your data.

Upon completion of the preliminary paperwork steps detailed in *Appendix A*, you are prepared to begin the data entry process. Of the following items, those marked with an asterisk (*) may already be completed from the installation of **CAP TRACKER!**. It is a good idea to fill out all
paperwork before initiating the data entry process. This ensures no information is forgotten during your initial setup procedure. Follow the steps outlined below to begin the initial setup procedure:

Store Location(s)

You will need to enter your different store locations first. Follow the steps outlined below:

1. Choose *Management Menu* by choosing it from the *Main Menu*.

2. Select the *Sites* option from the *Management Menu*.

3. Enter the information detailed on each of your *Site* forms. As you enter stores, they will display on the *Site Table*. Press **<Insert>** to enter each new site. Repeat the step until all sites have been entered. If you wish to change an entry now, highlight it, press E and make your changes. This information may be altered at a later time by users with manager security clearance.

System Settings

Next, you will need to enter information describing your business. *System Settings* are the general setup parameters necessary for overall operation of **ACCESSORY PACK!**. You only need to complete this information once per installation. Follow the steps below:

1. Choose the *System Settings* option from the *Management Menu*.

2. Enter the information detailed on the *System Settings* form you filled out earlier. This information may be updated at any time by users with manager security clearance.

3. Refer to *Chapter 7: The Management Menu* for more detailed instructions.

Employee Templates

Employee information should be entered upon completing the *System Settings* form. The employee template is where you specify each individual employee's commission rates and security clearance. Only employees with templates will be able to enter the system.

1. Choose the *Employees* option from the *Management Menu*.

2. Enter each employee's personal information as detailed on your *Employee* forms. This information may be updated at any time by users with manager security clearance.

! Employee sales history information will be lost if employee initials are modified. Do not alter existing employee initials after you have sold inventory from **ACCESSORY PACK!** or **CAP TRACKER!**.

Manufacturer Templates

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You are now ready to enter your manufacturer information. The manufacturer entry screen is located on the *Maintenance Menu*. Follow the steps outlined below:

1. Choose the *Maintenance Menu* option from the *Main Menu*.

2. Select the *Manufacturers* option from the *Maintenance Menu*.

3. Select m for the proper list. Enter the information detailed on each *Manufacturer* form. This information may be modified at any time by users with management security clearance.

! Manufacturer statistical history may be lost if manufacturer codes are modified. Do not alter existing manufacturer codes after your initial data load.

Truck and Color Templates

There are three more tables you need to become familiar with before you begin loading your inventory information. Follow the steps detailed below to inspect and possibly modify the truck, color group, and color tables:

1. Select the *Trucks* option from the *Maintenance Menu*. This table has been pre-loaded with current truck size information. We define *domestic* trucks as full-sized pickups and *import* trucks as all mini-sized trucks (including Ford Ranger, Chevy S-10, Toyota, etc.).

2. Inspect the pre-loaded truck information. If necessary, enter or modify the information from your forms detailing each truck type. This information may be modified at any time by users with manager security clearance. If you wish to change the truck codes, it should be done now <u>before your initial data load</u>.

3. Choose *Color Categories* from the *Maintenance Menu*. This table allows you to define color groups for more meaningful analysis of color trends in your day to day sales.

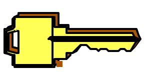
4. Inspect the pre-loaded color group entries. If necessary, enter or modify the descriptions for each category. This information may be modified at any time by users with manager security clearance.

5. Select *Colors* from the *Maintenance Menu*. The color table is the last configuration table you need to inspect. Over 1000 color codes have been pre-loaded for your convenience. This list includes the complete list of manufacturer truck colors from 1990-1995 and most color codes from 1988-1989. You may add new colors as necessary.

6. Feel free to use the codes we have defined or to customize this information to best suit your needs. This information may be modified at any time by users with *Management* security clearance.

Load Inventory

The **ACCESSORY PACK!** *Load Inventory Function* requires a little more consideration. Each accessory item in stock has unique characteristics that must be itemized to ensure the greatest accuracy in inventory *Management* . These characteristics are the inventory category, truck size (if applicable), pricing, suppliers, beginning inventory, and the ordering criteria for each specific item. Follow the procedure below to inspect the characteristics that are pre-loaded into **ACCESSORY PACK!**. You may use the pre-loaded categories, or you may wish to enter new categories to customize **ACCESSORY PACK!** for your individual needs.



Enter your inventory one category at a time. The job will go much quicker and determining your starting inventory can be done in smaller batches. Start with a category with a small number of items to allow yourself time to become familiar with the software.

1. Select *Inventory Categories* from the *Maintenance Menu*. Inventory Categories group inventory items for the purposes of reporting and statistics. For instance, you may wish to create categories for bedliners, toolboxes, and electrical accessories.

2. Inspect the pre-loaded categories. If necessary, enter or modify the Categories detailed on your setup forms. This information may be modified at any time by users with management security clearance.

Now that your categories have been entered, you can begin loading inventory. Use the *Load Inventory* option from the management menu to load your original inventory. These templates contain the standard characteristics of each accessory item. You will want to identify on the catalog template your most common supplier, ordering parameters, and other critical values

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typically used for each of your inventory items. As you will soon see, this will make ordering, receiving, and selling inventory quick and easy.

3. Choose the *Load Inventory* option from the *Management Menu*.

4. Enter the information detailed on each of the *Load Inventory* forms you have completed. This information may be modified at any time by any user with manager security clearance.

! Sales history and inventory information will be lost if part numbers are modified here. Do not alter part numbers after the initial data load. If part numbers have to be modified or altered, use the TSTOOLS/Modify Critical Data feature.

When you enter your inventory, you are creating the catalog, the inventory for one site, and the initial quantities on hand and on order. To maintain an audit trail, orders and receipts were automatically created by the computer to track this activity.

If you need to setup inventory for a second site,

1. Select the *Inventory* option on the *Maintenance Menu*.

2. Enter the information detailed on each *Inventory* form you have completed. Each form adds one current inventory item for use in **ACCESSORY PACK!**. This information may be altered at any time by users with manager security clearance.

3. Once all of the inventory items have been ordered, you must enter the initial stock level for each item. This is accomplished by creating an initial set of orders to establish your on hand quantities and document the data entry. Chapter 2 explains how to create, post, and receive stock orders.

You are now ready to begin working with **ACCESSORY PACK!**. Choose the *Reports* option from the *Main Menu*. Select the *Print Stock Report* option from the *Reports Menu*. Make sure your printer is turned on and ready to print. Enter the site code for the data you have just entered. Verify the accuracy of your inventory by inspecting your stock report for data entry errors and make any necessary changes. Your system is now fully configured and ready to go into production!

Set and Maintain Your Password

```
          Change Password
       Record will be Changed

 Old password:
 New Password:
 Retype new  :
```

FIGURE

Each employee with authorized access to **ACCESSORY PACK!** has a personal account with a confidential password. Each employee's account name and code is defined on the *Employee Table* on the *Management Menu*. Under normal circumstances, each employee's account code is set to be their first, middle, and last name initials. If you are unsure what your account code is, please ask the person responsible for initially setting up the program.

The first time each employee logs in to the system, no password is required. After logging into the system for the first time, each employee should set a confidential password.

The process for setting your password for the first time is as follows:

1. Select *Change Password* from the **ACCESSORY PACK!** *Main Menu*.

2. Press E.

3. Type your confidential password and press E.

4. Retype your new password and press E to confirm the change.

Your password will not be changed if the characters typed in steps 3 and 4 do not match exactly or if your old password is entered incorrectly.

It is a good idea to change your personal password often. This practice adds an extra level of security to the system. Follow the steps below to periodically change your password:

1. Select *Change Password* from the **ACCESSORY PACK!** *Main Menu*.

2. Type your old password and press E.

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3. Type your new confidential password and press E.

4. Retype your password and press E to confirm the change.

! Password protection is the only mechanism for preventing unauthorized persons from accessing your data. Each employee password should be kept confidential for security reasons. Change your password immediately if you suspect someone has learned it.

Using the Suggestion Box

```
                         Suggestion Box
Enter your suggestion





F1:Help    Ctrl-ESC:Previous Menu   Ctrl-ENTER:Complete Form
```

FIGURE

As illustrated above in Figure suggestion box is used to assist us with tracking program enhancements and other suggestions for improving **ACCESSORY PACK!**, we have included a *Suggestion Box* on the *Main Menu*.

To use the *Suggestion Box*:

1. Select *Suggestion Box* from the **ACCESSORY PACK!** *Main Menu*.

2. Enter your suggestion.

3. To complete the form and print, press CE.

4. Fax your suggestion to us or fold, stamp and mail it.

Customers covered under our support program receive first priority for all enhancements. As we integrate your suggestions into our program, we give them to you at no charge as part of your support package.

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Chapter 2
The Orders Menu

ACCESSORY PACK!

Developed especially for Your Company!

License # xxxxxxxxx

Orders Menu

Edit Pending Orders	Customer Order List
Create Auto Orders	Cancel Orders
Post Pending Orders	View/Reprint Orders
Receive Orders	

Main Menu

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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Chapter 2

Ordering Overview

There are several tasks associated with ordering and receiving. In all cases, *Pending Orders* are created that can be reviewed prior to posting. Once the orders are correct, they are posted. Posting generates unique, sequential purchase order numbers for each supplier, prints the order, and prepares the system for receipt of the item. Pending orders for accessory inventory items can be created three different ways.

1. Generate a customer order from the *Customer Sales* option of the *Sales Menu*.

2. Automatically generate stock reorders based upon your customized stocking levels by using the *Create Auto Orders* option on the *Orders Menu*. You may restrict order creation to a single supplier. This means that when you are ready to let the system review your inventory levels and suggest reorders for accessories, you can specify a search of items purchased only from a specific supplier.

3. Add an item to the order manually by pressing the **<Insert>** key from the *Edit Pending Orders* table. Customer Orders and automatic orders can be adjusted from this table when they have been created by methods 1 or 2.

Besides receiving orders, other related tasks are:

- Cancel Orders
- View/Print Orders

Dates should <u>always</u> be accurate on orders and receipts. This practice ensures the accuracy of your inventory carrying statistics.

Ideally, different people should be responsible for ordering inventory and receiving inventory. For security purposes, sales personnel generally should not perform either of these functions.

Edit Pending Orders

Orders are manually created from the *Orders Menu* by selecting *Edit Pending Orders*. Existing unposted orders will display on the *Pending Orders* screen. If there are no unposted orders, you will automatically be placed in the *Pending Orders* Form. From the *Pending Orders Table*, the keys detailed in Table 2.1 on the following page are active.

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Function Key	Description
!	View online help for the current task
<Ins>	Add a new accessory order
=	Delete the highlighted pending order
E	Change the highlighted pending order
X	Return to previous menu
#	Set HOLD for posting item

TABLE 2.1 Valid Function Keys for the Pending Orders Table

```
                    Stock Order Form
                  Creating a new Record

  Line #  :  1
  Site    : 01 Central Location
  Item    :

  Quantity:
  Cost    :  $0.00
  Supplier:  0
```

FIGURE

Following is a description of each field located on the *Pending Orders* form:

Site Enter the destination lot location for the order. The E key displays a list of lots defined in the system. A short description of the selected site will display to the right of the site field. The default set in *System Settings* is automatically displayed.

Item To simplify order creation, the part number is displayed on the *Pending Orders Table.*

Qty Enter the quantity to be ordered.

Cost Enter the unit cost of the item. The default will be the last cost paid for the item for the selected site.

Supplier A list of available suppliers appears. Select the desired source for the selected item from the list of suppliers. Users with *Management* level access may add new suppliers to this list.

Create Auto Orders

```
            Auto Order Options

Order for Site:  2 0 for all
Category      : 00 0 for all; F2 for list

Supplier      :  0 0 for all; F2 for list
```

FIGURE

As you initially entered Catalog and Inventory data, you established a set of ordering criteria such as reorder point, reorder quantity and lead time. These criteria work together to create automatic inventory orders. By selecting *Create Auto Orders*, you need only identify which site requires orders (or use **0** to select all) and which categories of inventory to reorder (use **0** again to select all categories). Store 1 is the main store. It can generate automatic orders for any other store. Stores 2-99 can only generate automatic orders for themselves. The store number is set on the *Management , System Settings, Company* screen. All stores can only receive orders destined for themselves. Pending orders are automatically created for your review. These orders may be modified in the *Edit Pending Orders* Table or posted via the *Post Pending Orders* function.

When you select *Create Auto Orders* and enter a site, you may restrict order creation to a single supplier. This means that when you are ready to let the system review your inventory levels and suggest reorders for accessories, you can specify a search of items purchased only from a specific supplier. To generate order suggestions for only one supplier, press @ and choose from your list of suppliers. To generate order suggestions for all suppliers, enter 0.

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ACCESSORY PACK! cycles through all inventory items that meet your selection criteria to generate pending orders. A pending order is created if an item meets the following criteria:

1. A *Reorder Quantity* not equal to zero exists for the item.

2. The *On Hand Quantity* is less than <u>or equal to</u> the *Reorder Point*.

If both conditions are true, the *Reorder Quantity* is calculated by taking the *Reorder Point* and adding any *On Hand Quantities* less than zero. For example, given the following set of values:

Reorder Quantity	4
On Hand Quantity	1
Reorder Point	3

Since a reorder quantity exists (condition 1); and the On Hand Quantity is less than the reorder point (condition 2); the reorder quantity will be four (4) plus the difference between the on hand quantity and the reorder point. The total pending order for this item would be six (6).

The *Reorder Quantity*, and *Reorder Point* are set by selecting *Inventory* option from the *Maintenance Menu*. Reorder defaults for new inventory items are set by changing the Catalog entry for an item through the *Maintenance Menu*.

Post Pending Orders

If the print order option is set to **Y**es in your *System Settings* screen, your pending orders from the *Pending Orders Table* will print for approval. Before posting orders, you now have the option to hold specific items from the purchase order. This feature enables you to post some of the items listed on the *Pending Orders Table* without having to delete and re-enter the other items. To hold an item prior to posting orders, select *Edit Pending Orders* from the *Orders Menu*. Highlight the item you wish to hold and press #. In the HELD column, you will see the word **Yes** indicating that it will now be retained when the rest of the orders are posted. You may place holds on as many items as necessary from the list. To remove a hold, highlight the item and press # again. The # key toggles the held status on and off. Next, you are prompted for permission to proceed with posting the confirmed orders to the pending receipts list. Enter **Y**es to post your orders when you are satisfied they are correct.

If you respond with **N**o when asked if orders are correct, a two second beep will sound from your computer and no orders will be posted to pending receipts. You have the opportunity at this time to correct the orders from the *Edit Pending Orders* table before reprinting and posting your corrections.

Orders must be posted before they can be received or sold. The purchase order report now prints the long manufacturer instead of the short manufacturer.

Receive Orders

Once an item is ordered, it must be received to enter physical inventory. Orders are received from the *Receive Orders* option on the *Orders Menu*. If no outstanding orders exist, the system will beep and return to the menu. The *Outstanding Purchase Orders* table displays a list of open Purchase Orders. Highlight the desired purchase order and press E to view detailed line items. This list includes only outstanding ordered items. Each line displays the item, the quantity of inventory that has yet to be received, and the amount of inventory to be received when the Post ()) is completed. Both the *Receive Orders* and Cancel Orders display the site with which you are working, at the top of the screen. On this screen, the keys detailed in Table 2.3 on the following page are active.

All stores can only receive orders destined for themselves. The store number is set on the *Management* , System Settings, Company screen.

Key	Description
!	View online help
E	Entry form to receive highlighted item
(	Receive an entire order
)	Post receipts
X	Return to previous menu

TABLE 2.3 Valid Function Keys for *Receive Orders* table and Cancel Purchase Orders table

Pressing (sets all *Receive Quantities* equal to the *Outstanding Quantities*.

To receive only part of an order, highlight the desired item and press E. The *Receive Inventory* form will appear. Following is a description of each field displayed on the *Receive Inventory* form:

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Quantity Enter the quantity received. The field will default to the maximum amount available to receive. You may receive any amount up to the maximum. By receiving the maximum, this line item will close and will not be available for future receiving activity.

Cost Enter the unit cost of the item. The default will be the last cost of the item for the selected site. This cost will be used to calculate the average inventory cost for the item at the receiving site.

Once the last field on the form is completed, the *Receive Orders* Table is redisplayed. At this point, the user may abort this receipt by pressing X, receive additional items by entering receiving quantities, or post the receipts against the Purchase Order. To post the receipts, press the) key and complete the *Post Receipt Information* form. Complete the following fields or press X to abort this receiving activity:

Shipping Costs Enter the shipping costs for the current shipment. Depending on the value of the *Allocate Shipping Costs* flag on the *System Settings* screen, these costs may only be captured for reference purposes, or may be allocated between the inventory items received. If the flag is set to **Yes**, the costs will automatically be distributed evenly between all line items received.

Receiving Date Enter the date that the inventory was actually received. This date is used to calculate inventory turn over rates and for aging reports. The date will default to the current system date in your computer.

Customer Order List

Cancel Orders

If an accessory order is canceled, the cancellation must be reflected in the system to maintain the accuracy of your statistical reports. Cancelling an order creates an activity record which displays on the *Inventory Exception Report*. If you elect not to use the system to cancel an order, cancelled units may accidentally be received into inventory. In addition, your current order status statistics will be inaccurate.

To cancel an order, select the *Cancel Orders* option on the *Orders Menu*. The *Cancel Orders* screen now displays the site with which you are working, at the top of the screen. Highlight the desired order on the *Cancel Purchase Orders* table and press E.

Pressing E displays a list of line items for the highlighted purchase order. This list includes only outstanding ordered items. Each line displays the item, the quantity of inventory that has yet to be received, and the amount of inventory to be received when the Post ()) is completed. The keys detailed in Table 2.3 are active on the *Cancel Purchase Orders* table.

Press (to receive the entire order. The (key sets all *Cancelled Quantities* equal to the *Outstanding Quantities* so the receipts are ready to post.

To cancel only part of the order, highlight the desired item and press E. This calls the *Cancel Inventory* form. Following is a description of each field displayed on the *Cancel Inventory* form.

Quantity Enter the quantity of items to be cancelled. The field will default to the current outstanding quantity. You may cancel any amount up to this value. By cancelling the total number ordered, the line item will close and will not be available for future cancellation or receiving activity.

Once the last field on the form is completed, the *Cancel Orders* table is redisplayed. You may abort the cancellation procedure by pressing X. To cancel additional items from the same purchase order, enter the desired quantities to cancel. Press the) key to post the cancellations.

View/Print Orders

Occasionally, you may have the need to go back and review the status of old purchase orders. This may be accomplished from the *View Orders* option located on the *View Orders* table. This table displays all purchase orders in numerical order. Use Rapid Scan® to quickly locate the desired purchase order.

Once you have selected the correct purchase order, highlight it and press E to view the line item detail of the order. This *Purchase Order Detail* displays each line item with the *Line Number*, the *Description*, the *Quantity Ordered*, the *Quantity Received, and the Unit Cost*. When viewing a purchase order, the # hot key is available to reprint the purchase order.

You may use X to exit, or ! for help at any time while accessing these tables.

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Chapter 3
The Sales Menu

ACCESSORY PACK!

Developed especially for Your Company!

License # xxxxxxxxx

Sales

Customer Sales
Available Stock
Layaways
Sales Returns
Research Sales
Main Menu

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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Chapter 3

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From the Sales Menu, you can perform the following functions:

- Customer Sales, Orders and Quotations
- Review Available Stock
- Accept Layaway Payments
- Process Sales Returns
- Research prior sales

Customer Sales, Orders, and Quotations

The first option on the *Sales Menu* allows you to create customer invoices and sell inventory items from stock, create customer orders, and create quotations. Only stock sales post invoices. Once a sale is posted, the inventory database is automatically updated to reflect the sale. The following types of line items may appear on a sales invoice.

Accessory Inventory Non-serialized inventory kept in quantities. Examples include bedliners, toolboxes, and lights.

Serialized Inventory Uniquely identifiable inventory such as caps where each item has some unique identifying number (serial number). These items are tracked in the **ACCESSORY PACK!** module. Posting sales from **ACCESSORY PACK!** relieves serialized inventory automatically.

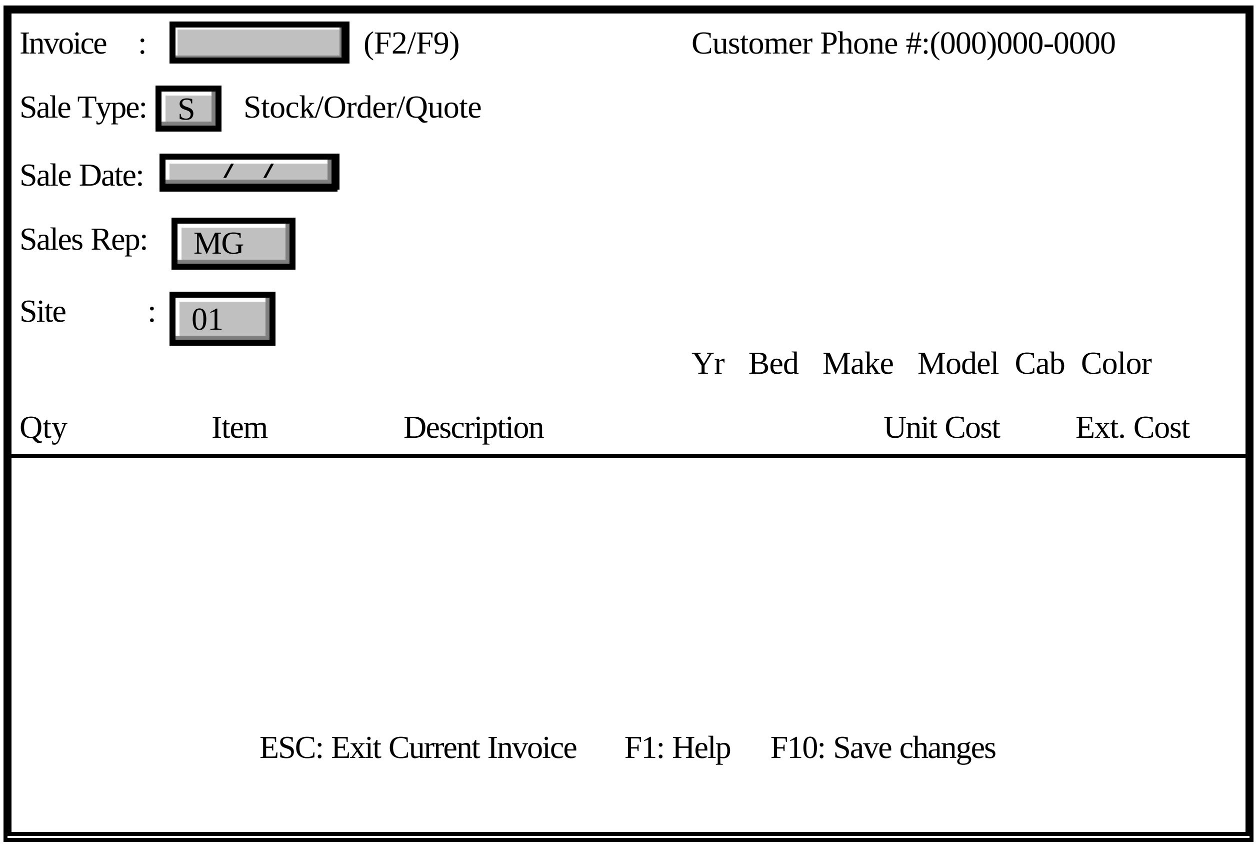
Serialized Inventory Options Options sold with serialized inventory. Each option is priced and tracked separately. These items are connected to the preceding serialized inventory item on the invoice. Each serialized inventory item may have several options.

Nonstock Items These are items which may be sold, but are not considered stock items. They are not considered inventory and are not tracked in the inventory statistics. Some examples of nonstock items may include such components as clamps or footage of boot material. You have the option to inventory any type of item, but have the flexibility to sell items not established in inventory.

Remarks Entries on the invoice with no associated dollar value. Remarks may be used to create white space on an invoice or to provide space for more detailed descriptions or notes on an invoice.

These items may be mixed on a single invoice allowing great flexibility in the creation of customer receipts.

To create an invoice, select *Customer Sales* from the *Sales Menu*. A blank invoice will appear with the cursor positioned in the *Invoice* field.



You may either press @ for a list of open invoices (or quotes), press (to generate the next sequential invoice number or manually enter an invoice number and press E. If an existing, open invoice matches the number entered, the information for the open invoice will be displayed for editing. Otherwise, a new invoice will be created and you may enter information about your sale. You may disable creation of new invoice numbers out of sequence from the *System Settings Menu* accessible from the *Management Menu*. If you enter an invoice code for

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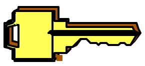
an invoice that has already been posted, the computer will beep and display the line items for the invoice. The following list of fields must be completed to create a valid invoice:

Invoice Enter the customer's receipt or invoice number. You may enter up to ten characters to create this value. If the user is creating a new invoice, simply enter the new invoice number and a blank invoice form will be prepared for data entry. Alternatively, use @ to view a list of open invoices and quotes, or press (to generate the next available invoice number.



The *Customer Invoice* must always be unique.

Sale Type Select the type of invoice you intend to create. For the following list of transactions, use the identified type.

Stock Sale	STOCK
Customer Order	ORDER
Create Layaway for an order	ORDER
Accept Payment for future pickup	ORDER
Create Layaway for stock unit	QUOTE
Customer Quotation	QUOTE

Sale Date Enter the date of sale for the invoice. This field will default to the date kept by your computer.

Employee Enter the sales person's initials. The default is set to the user who is currently logged into the system at this station. Delete the default value and press the E key to display a list of current sales staff.

Site Enter the site code. The default will be set to the site code entered on the *System Settings* form. If you wish to select the site from the *Site*Table, set the *Site* field to 0 and press E. The *Site*Table will appear ready for selection. Highlight the desired site and press E.

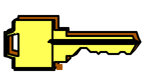
Customer Phone # Allows you to select a repeat customer. Enter the customer phone number and press E. You can omit the area code if it matches your stores area code. If the customer is already in your database, their information will appear. If not, you will be prompted to enter their name and address. At the customer Phone # prompt, if you do not wish to enter a phone number, use the @ key to conduct customer entry. If you do not enter a phone number, the first customer record without a phone number will be retrieved and updated. Sales for this new customer and the existing customer in the database will both belong to the new customer. By pressing @, you will be able to search for the customer by company or last name and add a new customer with the <INS> key. Remember, **pressing @ with no phone number does not add a new customer, it replaces an existing customer**. The list of valid customers can be searched by last name or company name by pressing the @ key. If you wish to update a customer record, press CE to edit the highlighted customer's information. Press # to toggle the sort order between last name and company name. Press E to select the highlighted customer entry.

With the customer's information, you can enter an alternate phone number to reach them. This will print on the invoice just below their primary phone number. As with the main customer phone number, the local area code is also added to the alternate phone number when it has been omitted. For tax exempt sales, enter the tax exemption number under the *TaxID* prompt.

Truck Parameters

You may also enter descriptive information about the customer's truck. Following is a sample of values you may wish to use for each prompt.

Yr - Last two digits of truck year (95 = 1995)
Bed - LB = Long Bed, SB = Short Bed, SS = Step Side
Make - Chevy, Ford, Toyota, Dodge, GMC, etc.
Model - K1500, F150, T100, 2500, Sonoma, etc.
Cab - Reg = Regular Cab, XCab = Extended Cab, CCab = Crew Cab
Color - Industry color code, WA Code, or just the name of the color



The *Color Table* is available by pressing the @ key. All truck description fields are optional.

Once you have completed the basic information for the *Sales Invoice*, you are ready to enter line items. If you are editing an existing invoice, the first detail line of the invoice will be highlighted. Otherwise, on a new invoice, you will immediately be positioned to enter the first line item. The keys listed in Table 3.1 are active at this point.

Key	Description
!	View online help
E	Edit the highlighted line item
<Ins>	Add a new line item to the invoice
=	Delete the highlighted line item

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)	Post the current sale
X	Return to previous screen
@	Add labor to line item

TABLE 3.1 Valid Function Keys for the Customer Invoice form

The following fields exist for each line item:

Qty Enter the quantity sold. If the *Qty* field is set to 0, the line is considered a remark and the *Item* and *Unit Cost* fields will be skipped. For serialized inventory, and value greater than one will automatically be adjusted back to one.

Item This field will accept three different types of values. You may enter an accessory part number, a serial number, or any other code for nonstock items.

If you wish to select an accessory part number or a serial number from your inventory list, press E while the field is blank. When adding a new record, you are given a choice to select caps or accessories, each sorted several different ways. When selling a truck cap, the front access sold is now detailed on the invoice. If no options are installed on the cap, the "None" option is omitted from the invoice. You may also select Tint if you installed the Tint feature. You may then select the desired item from the appropriate list. For a new line item, the *Description* field will automatically default to the description of the selected item. For customer orders, you can select to order accessories or truck caps.

Choose Item and Sort Order

Accessories	Truck Caps	Other
Part #	Serial # Tint	
Truck	Truck	
CategoryModel		

Stock Sales and Quotations

Choose Item and Sort Order

Accessories

Truck Caps

Customer Orders

With Customer Orders, the sales person is prompted for the necesary information to create the order. For truck caps, the specifics of the cap will be entered. For accessories, the part number is entered.

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Labor - A hot key is available to add Labor to specific line items and change the account code for the inventory record. Once the line item requiring labor is highlighted, press @ to access the *Sales Line Options Form*. On this form, you may enter a labor charge and change the account code for this inventory item. The labor will be totalled separately at the end of the invoice or receipt. For serialized inventory, the *Qty* field will automatically adjust to **1** if a higher number is entered. Also, the details of the truck cap will be presented on additional lines of the invoice with additional pricing, when applicable.

For serialized inventory, the *Qty* field will automatically adjust to **1** if a higher number is entered. Also, the details of the truck cap will be presented on additional lines of the invoice with additional pricing, when applicable.

To enter a nonstock item, enter a part number not found in the inventory system. This item will not affect inventory quantities or statistics when the sale is completed. It will also prompt for the taxable status of the item.

Nonstock item taxable status refers to the item, <u>not the customer</u>. If the item is normally taxed in your tax district, answer yes. You will tell the system to make the entire invoice tax exempt on the *Invoice Summary Screen*.

It is good practice to standardize codes for nonstock items to whatever extent is practical in your business. For instance, you may wish to always use the code **LABOR** for labor charges, if they exist, on a separate line item.

To change a line item type to Serialized or from Serialized, delete the existing line item and re-enter it.

Description When adding a new accessory or cap line item, the description field defaults to the standard description for the selected item. If necessary, you may edit the default description. When editing existing line items, the existing description will be maintained, but can be changed by the user.

Unit Cost For all line item types except remarks, you may edit the unit cost. As with the *Description* field, the standard price is set when adding a new line item.

Ext. Cost The extended cost is automatically calculated by multiplying the quantity by the unit cost.

Once all line items have been completed, you must save and continue to complete the transaction. To do so, press the) key. The next screen is either the *Customer Invoice Summary* for Stock and Quotation transactions or the *Customer Order Summary* for customer orders. The following fields must be completed on the *Customer Invoice Summary* screen:

Taxable This field determines whether or not sales tax is calculated for this invoice. The default is determined by the presence of a *Tax Exempt ID* in the customer database. If it exists, the default is set to **N**ot taxable.

Shipping Enter any shipping costs associated with this sales invoice. These costs will be included in the total for the invoice.

For quotes, *Pay Type* and *Payment Reference* are not entered.

Pay Type Select the pay type for the invoice. Split payments should be indicated on the notes line described below. When selecting A/R as the payment type, the invoice payment line prints A/R. If you have purchased and installed **A/R MANAGER!** and have entered payment terms for this customer, the payment terms will also print on the invoice.

Payment Reference For checks, credit cards, A/R and split payments, you can enter information such as check number, authorization code, driver's license number, account number, etc. For cash sales, this field is skipped.

Notes Enter any notes about the sales invoice such as split payments, or special terms for the sale.

Once the final field is completed, the user is prompted to confirm the totals on the sales invoice and press E to complete the sale. If any items on the invoice contain a labor charge, a labor total will print above the subtotal at the bottom of the invoice. The Labor total will be included in the subtotal. Likewise if you have charged shipping on the invoice, a Freight line item will be added above and included in the subtotal. The customer's invoice or quotation will now print if printing has been enabled.

The following fields must be completed on the *Customer Order Summary* screen:

Taxable This field determines whether or not sales tax is calculated for this invoice. The default is determined by the presence of a *Tax Exempt ID* in the customer database. If it exists, the default is set to **N**ot taxable.

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Shipping Enter any shipping costs associated with this sales invoice. These costs will be included in the total for the invoice.

Deposit Enter the amount of the deposit to be paid.

Pay Type Select the pay type for the invoice. Split payments should be indicated on the notes line described below.

Payment Reference For checks, credit cards, A/R and split payments, you can enter information such as check number, authorization code, driver's license number, account number, etc. For cash sales, this field is skipped.

Notes Enter any notes about the sales invoice such as split payments, or special terms for the sale.

Once the final field is completed, the user is prompted to confirm the totals on the sales invoice and press E to complete the sale. The customer's payment receipt will now print if printing has been enabled and pending orders will be created for review by the inventory manager. Reprints for invoices will state **REPRINT** near the invoice number. This helps you distinguish original invoices from computer-generated duplicates.

For stores that don't need a full-sized invoice, an invoice layout has been created using a seven inch form length. This invoice option has been designed to provide complete information about each sale and still allows twenty lines of detail for each page of the invoice.

Available Stock

If the sales person wishes to check for the availability of stock or verify the price of a cap or accessory without creating an invoice or order, they may do so by selecting the *Available Stock* option from the *Sales Menu*. You can also view Accessories by Part# and see the Qty on Hand, and Qty on Order

After pressing E on this option from the *Sales Menu*, highlight the site where you wish to locate the desired items, and press E again. Identify the sort order you wish to use to view your stock. Your choices are Part # or Manufacturer.

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When searching by part #, you may Rapid Scan® the part number to quickly find the desired item. When searching by Manufacturer, first choose the manufacturer from the list and press E. You may then use Rapid Scan® on the part number to quickly locate the desired item.

Layaways

```
                   Process Layaway Payment

Invoice            :
Customer           :
                    ,
Taxable            :
Total Sale         :       $0.00
Total Labor        :       $0.00
Tax                :       $0.00
Shipping & Handling:       $0.00
                    ------------
TOTAL              :       $0.00
                    ------------
Payment Date       :11/03/97
```

FIGURE

There are three steps in processing layaways. Each step is handled by a different menu option in **ACCESSORY PACK!**. The summary on the following page should guide you in creating and updating layaways.

Create Layaway for a stock unit	*Customer Sales* on *Sales Menu* Create invoice as STOCK
Create Layaway for an order	*Customer Sales* on *Sales Menu* Create invoice as ORDER
Add payment to Layaway	*Layaways* on *Sales Menu*
Close Layaway (Sold and Delivered)	*Customer Sales* on *Sales Menu* Create invoice as STOCK

For Layaway payments, select *Layaways* from the *Sales Menu* and press E. You will be presented with the *Open Invoices and Quotes* table. At this point you may use any of the keys listed in Table 3.2 below:

Key	Description
!	View online help
E	Add a payment to the highlighted invoice
@	View the invoice
YZ	Move the highlight bar to different invoices
Rapid Scan®	Enter the invoice number to quickly find it.
X	Return to previous screen

TABLE 3.2 Valid Keys for the Layaway Table

After you have highlighted the invoice for which you intend to post an additional payment, you must press E. Now simply complete the *Layaway Payment Form* by entering information into the following fields. A new payment receipt will print to the invoice printer (if enabled in *System Settings*).

Notes Enter any notes about the sales invoice such as split payments, or special terms for the sale.

Date Enter the payment date.

Payment/ Deposit Enter the amount of the additional payment made at this time. It will increase the deposit amount listed on the right side of the form. Select the form of payment.

Payment Reference For checks, credit cards, A/R and split payments, you can enter information such as check number, authorization code, driver's license number, account number, etc. For cash sales, this field is skipped.

Sales Returns

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Occasionally, a customer may wish to return an item. These items must be accounted for in inventory as they are returned. To facilitate proper accounting, use the *Sales Returns* function to log all sales return activity. Highlight *Sales Returns* on the *Sales Menu* and press E. A list of posted Sales will appear. At this time, you may enter the sales invoice number to quickly locate the proper sale. Highlight the desired sales invoice and press E. The detailed line items for the invoice will appear on screen.

To process the return of a line item, highlight it, press E, and press E again to confirm the return. Enter the account number to post the return. The item will be cancelled from the sales invoice and an entry will be posted that prints with your *Inventory Exceptions Report* .

Research Sales

To review the history for a particular invoice, you may wish to view it online. The *View Invoices* feature allows viewing of invoices created in both **CAP TRACKER!** and **ACCESSORY PACK!**.

To view a sales invoice, highlight the *Research Sales* option on the *Sales Menu* and press E. A list of sales invoices appear. At this time, you may enter the sales invoice number to quickly locate the proper invoice. Highlight the sales invoice and press E. The line item detail for the invoice will appear on screen. You can view a summary of the invoice by pressing @. The summary shows totals, deposits, tax, and payment type for the selected invoice.

If you wish to reprint the invoice, simply press # and it will print on your invoice printer. Use the $ key to view the accounting transactions generated by the highlighted invoice.

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Chapter 4
The Reports Menu

ACCESSORY PACK!

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License # xxxxxxxxx

Reports Menu

Print Daily Sales
Print Daily Deposit Report
Print Accs Transfer Sheet
Show Stats Summary
Print Stock Report
Print Sales Invoice Report
Print Commission Report
Print Receiving Report
Print Tax Report
Print Inv/Sales Exceptions
Maintenance Reports Menu
Main Menu

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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Chapter 4

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The *Reports Menu* allows access to the various reports available in **ACCESSORY PACK!**. Each report prompts you for various information allowing you to customize how the report operates. Reports can be generated for a single location or for all locations if you have more than one site defined in your *System Settings*. The following is a list of **ACCESSORY PACK!** reports:

- #*Daily Sales Report*
- #*Daily Deposit Report*
- #*Accs Transfer Sheet*
- #*Show Stats Summary*
- #*Stock Report*
- #*Sales Invoice Report*
- #*Commission Report*
- #*Receiving Report*
- #*Tax Report*
- #*Inventory/Sales Exceptions Report*
- #*Maintenance Reports*

```
        Report Menu

   Print Daily Sales
   Print Daily Deposit Report
   Print Accs Transfer Sheet
   Show Stats Summary
   Print Stock Report
   Print Sales Invoice Report
   Print Commission Report
   Print Receiving Report
   Print Tax Report
   Print Inv/Sales Exceptions
   Maintenance Reports Menu
   Main Menu

   Type EOM at CT Prompt for
   End of Month Reports.
```

Daily Sales Report

The *Daily Sales Report* provides detailed information on your sales for a single day. This report includes detailed information about each sales invoice and each customer. See Figure 4.1 on the following page for a diagram of the report layout.

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Totals are calculated for costs, selling price, and margins. These totals appear at the bottom of the report. Accounts with *Management* Rights can disable printing of costs and margins by accessing the *System Settings* functions.

To generate the report, select *Print Daily Sales* from the *Reports Menu*. Enter the date and site code you wish to report. Any valid date may be entered. This feature provides flexibility for reporting on historic sales as well as current sales. Enter the site code to report for a single site or enter `0` to report for all sites. A scrolling list of valid sites is available by pressing `@`.

Daily Sales Report
Site: Central Office
October 9, 1996

			Cost	Ext. Price	Margin
Invoice: RP1235 Paid By:					
Sold to: Your First Customer					
1	BLSBFU	Bedliner, SBF, Under	$139.00	$199.00	30.2%
1		Aluminum Cap, used	$200.00	$390.00	48.7%
1	Labor		$ 0.00	$ 0.00	0.0%
		90 Day Warranty	$ 0.00	$ 0.00	0.0%
1	Miscellaneous	Items		$ 6.00	100.0%
Line Item Totals:			$339.00	$595.00	43.0%
Other Totals:	Tax:			$ 38.68	
	Labor:			$ 0.00	
	Shipping:			$ 0.00	
Invoice: RP1236					
Sold to: Your Second Customer					
1	BGSBFBLK	Bug Guard, SBF, Black	$ 39.93	$ 89.00	55.1%
		90 Day Warranty	$ 0.00	$ 0.00	0.0%
Line Item Totals:			$ 39.93	$ 89.00	55.1%
Other Totals	Tax:			$ 5.79	
	Labor:		$ 0.00		
	Shipping:		$ 0.00		
Line Item Totals:			$ 0.00	$ 0.00	0.0%
Tax Total:				$ 44.47	
Labor Total:				$ 0.00	
Shipping Total:				$ 0.00	
TOTAL SALES FOR OCT			$ 0.00		

FIGURE 4.1 Daily Sales Report Layout

Daily Deposit Report

The *Daily Deposit Report* shows total collections for the day. It shows a total for cash and credit cards and itemizes checks collected for the bank deposit. Please note: This report will be blank for any dates prior to installing your update.

Accessories Transfer Sheet

By choosing *Management* from the *Main Menu*, and choosing *Transfer Stock* option, you may transfer stock from one site to another. A wonderful tracking device built into the software is the *Accessory Transfer Sheet* which will inform you of all transfers made in this time period specified. This feature will accurately track all inventory transfers placed in the system.

Statistics Summary

The *Statistics Summary* is a statistical analysis tool. Statistics are generated by part, manufacturer, color group, model style, employee, zip code and more. Each statistical report can be viewed on your screen prior to actually printing it. Also, more detailed sales and inventory statistics are available for each on screen item at the touch of a button.

To generate these statistics, select *Show Stats Summary* from the *Reports Menu* and enter the date you wish to detail. Any valid date may be entered. This feature provides flexible reporting on historic sales as well as current sales. Statistics will be compiled for the twelve months preceding the date entered. Enter a site code to report for a single site or enter 0 to report for all sites. Press @ to display a list of valid sites.

At the *Summary Type* prompt at the top of the screen, enter the category you wish to view. Press the code number of the category you wish to view to activate the summary. Press ! to display the following list of category codes:

0	Parts Summary	4	Taxable/Nontaxable Sales Summary

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1	Manufacturer Summary	5	Zip Code Summary
2	Supplier Summary	6	Customer Category Statistics Screen
3	Sales Person Summary	7	Accessory Type Summary

Once a category has been selected, you may use Rapid Scan® to quickly find specific information detailed in the displayed list. A hard copy report is available from Print Menu by pressing **Shift** &. See Table 4.2 on the following page for a list of active function keys for the *Stats Summary Screen*.

Function Key	Description
!	Displays context-sensitive help for the current function.
X	Returns to the *Summary Type* prompt. Press **<Esc>** again to exit the *Stats Summary Table*.
E	Displays detailed statistics for the highlighted entry in the table. See the descriptions below for more information on detailed statistics.
S&	Displays the *Sales and Order Statistical Reports Menu*. See the descriptions below for more information about each report. All reports are available as options for the End of Month batch reporting Process.

TABLE 4.2 Active Function Keys for Stats Summary Screen

The *Detailed Statistics* screen is available by pressing E. This feature displays the following information about the highlighted record:

Current MTD Sales Current number of units sold this calendar month up to and including the date entered on the report options form.

Current YTD Sales Current number of units sold this calendar year up to and including the date entered on the report options form.

Prev. Year Sales Number of units sold during the calendar year prior to the date entered on the report options form.

Avg. Growth Rate The amount of sales growth expressed as a percentage. This number is calculated by prorating the current year to date (YTD) sales and comparing them to the prior year. If sales from the previous year are incomplete, this number will be overstated.

MTD Sales

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Volume Current dollar value for units sold this calendar month up to and including the date entered in the report options form.

YTD Sales Volume Current dollar value for units sold this calendar year up to and including the date entered in the report options form.

Inventory Turnover The inventory turnover rate is calculated by comparing the number of units in stock to the number of units sold to determine how many months it will take to sell all in-stock inventory at the current rate. Shorter turnover rates indicate sales are healthy, while longer turnover rates may indicate that you are overstocking certain items.

Current Value Current wholesale cost for all in-stock units.

Sales History On the right side of the *Detailed Statistics* screen, unit sales for the twelve months prior to the date entered in the report options are displayed. To obtain history for earlier time frames, regenerate the statistics using an earlier date.

Statistics Summary Reports

Pressing B& displays a menu of *Statistical Reports* available for output to your printer. The following is a description of each report.

Sales Summary The *Accessories Summary Report* prints the month to date (MTD) and year to date (YTD) orders and sales in the system as of the date specified on the report option form. It also calculates the current number of units in stock and on order. This information prints for each accessory item defined in the *Inventory Templates*.

Manufacturers
The *Manufacturer Summary Report* prints MTD and YTD orders and sales in the system as of the date specified on the report option form. It also calculates the

current number of units in stock and on order. This information prints for all accessory items, is totalled by manufacturer and now includes the manufacturer code.

Suppliers The *Supplier Summary Report* prints MTD and YTD orders in the system as of the date specified on the report option form. It also calculates the current number of units in stock and on order. This information prints for all accessory items and is totalled by supplier.

Sales Staff The *Sales Staff Summary Report* prints MTD and YTD unit and dollar sales in the system as of the date specified on the report option.

Tax Status The *Taxable Sales Summary Report* prints MTD and YTD unit sales in the system as of the specified date on the report options form. This information is summarized for taxable sales, non-taxable sales, and unknown tax status (non-sales).

Zip Codes The *Zip Code Summary Report* prints MTD and YTD unit and dollar sales in the system as of the specified date on the report options form. Information is summarized for each zip code. This feature illustrates where your customers come from and provides valuable information to be used in target marketing campaigns.

Customer Category The *Customer Category Statistics* Screen shows statistics available for sales summarized by *Customer Category*. Once the statistics are generated a hard copy report is available from Print Menu by pressing S&. The *Accessory Groups Summary Report* prints MTD and YTD orders and sales in the system as of the date specified on the report options form. Also printed are the current number of units in stock and on order. This information prints for each model style.

Accessory Groups

Stock Report

The *Stock Report* lists the inventory currently on the designated lot. Select *Stock Report* from the *Reports Menu*. You can restrict the content of the report by category, manufacturer, and by site.

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You may select these restrictions from a list by pressing @. Select 0 to disable restrictions by any of these criteria. You can also specify whether to include items with zero quantity on hand.

Finally, you can designate a sort order. Select either *Category, Manufacturer, Stock Location Code, or Part Number* as the sort order. By creating a location scheme that reflects how your inventory is physically organized and using those location codes in your inventory database, you can easily conduct a physical inventory without frantically searching for items in your store or on the report. When sorting the inventory report by location, the site code prompt requires selection of a single site.

The *Stock Report* prints double spaced, in checklist format with space at the beginning of the line to enter the actual quantity counted. It is a list intended for use during your physical inventory process. Part number, description, on hand quantity, on order quantity, and truck type display on a single line. If Print Costs is enabled in *System Settings*, cost information is also printed on the report. The inventory for each site is grouped together and then sorted by *Accessory Group* and *Part Number*.

Sales Invoice Report

The *Sales Invoice Report* prints a summary of sales or other activities for a specific range of dates. You specify the starting and ending dates and select the site (enter 0 for all sites) to be reported. The available activity codes include Open, Posted, and Cancelled sales transactions. Each invoice prints on a single line. This allows a large number of sales to be summarized on a minimal number of pages.

Each line of the *Sales Invoice Report* displays the invoice number, sale date, sales person, retail, price, labor, tax & shipping and handling, the dollar total, and the pay type. If Print Costs are enabled on the *System Settings* screens, the report also totals costs and displays the gross margins for each invoice. The report is sorted by invoice number. Totals for Retail Price, Labor, and Tax & Shipping and Handling are located at the end of the report.

Commission Report

The *Commission Report* displays the commissions for all sales staff between a given date range. Once you enter the starting and ending dates, the report displays invoice totals for each invoice in the date range and the total commission for each sales person. The report is first sorted by sales person and then by invoice number. Totals are generated for each sales person.

Daily Collections and Deposit Report
All Sites
For Oct 24, 1995

Description		Amount	
Cash Total		$447.00	
LESS:	Starting Cash Drawer Balance	$150.00	
Bank Deposit Total			$297.00
OTHER RECEIPTS			
Total Other Receipts			
Bank Deposit Total			$297.00
PLUS:	Total Other Receipts		
PLUS:	Previous Deposits		
LESS:	New Deposits		
LESS:	A/R Payments		
TOTAL FOR DAILY SALES REPORT		$297.00	

Report includes deposits, layaway and A/R payments taken during the day and excludes previously collected deposits for sold and delivered invoices.

Receiving Report

The *Receiving Report* prints detailed inventory receipts for a specific range of dates. You enter the starting and ending dates and select the site (enter **0** for all sites) to be reported. Each receipt of an item prints on a single line. Lines are grouped by order number and by item.

Each line of the *Receiving Report* displays the order number, order line number, item description, received date, quantity received, and unit costs.

Sales Tax Report

The *Sales Tax Report* prints sales tax collections data for each posted invoice in the specified date range. You enter the starting and ending dates and select the site (enter 0 for all sites) to be reported. Each posted invoice prints on a single line. Lines are sorted by invoice number.

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Nontaxable sales are included on this report, but no tax collections are reported for those sales.

Inventory/Sales Exceptions Report

The *Inventory/Sales Exceptions Report* generates a list of adjustments and changes to inventory that do not stem from sales activities. This report details irregular transactions created by sales returns, cancelled orders, and deleted inventory items. This report enhances the security of the **ACCESSORY PACK!** system by forcing an audit trail of all abnormal transactions. To generate this report, specify a date range and site code. For all sites, enter **0**. For a list of sites, press the @ key. This report displays disposition, document number, part numbers, descriptions, costs, quantities and transaction dates for each line item on the report.

End of Month

The *End of Month* option is a collection of reports that can be printed as a batch process. You can enable or disable various reports by selecting *Yes* to include or *No* to ignore for each report listed on the *Systems Settings* form of the **ACCESSORY PACK!** *Management* Menu. On the following page is a list of available reports for this feature:

- # Manufacturer Summary *
- # Models Summary *
- # Materials Summary *
- # Salesman Summary *
- # Stock Report
- # Tax Collections
- # Taxable Sales *
- # Customers Summaries *
- # Inventory Except
- # Model Styles Summary *
- # Color Groups

* denotes reports generated as part of the *Statistical Summary Report*.

To run *End of Month*, enter a date within that month and identify the site for the report. For all sites, enter 0. For a list of sites, press the @ key.

Maintenance Reports

```
Maintenance Reports Menu

 Print Manufacturers
 Print Suppliers
 Print Catalog
 Print Trucks
 Report Menu
```

Several reports exist on the *Maintenance Reports* sub menu. These reports print information contained in some of the reference tables available in **CAP TRACKER!** and in **ACCESSORY PACK!**. The following is a list of maintenance reports available in **ACCESSORY PACK!**:

Manufacturers Prints a reference list of manufacturers sorted by company name and manufacturer code.

Suppliers Prints a reference list of suppliers sorted by company name.

Catalog Prints the catalog of available parts grouped by Accessory Group and sorted by description.

Trucks Prints a reference list of trucks sorted by truck name. Bed sizes are included on this report as well.

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Chapter 5
The Maintenance Menu

ACCESSORY PACK!

Developed especially for Your Company!

License # xxxxxxxxx

Maintenance Menu

Catalog
Inventory
Inventory Categories
Manufacturers
Trucks
Colors

Cities
Payment Types
Customer Types

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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5811 Memorial Hwy (800) 771-2378
Suite 204 Tampa, FL 33615

Chapter 5

The *Maintenance Menu* contains the administrative databases used for reference purposes in **ACCESSORY PACK!**. The following is a list of databases available from this menu:

- # Catalog
- # Inventory
- # Inventory Categories
- # Manufacturers
- # Trucks
- # Colors
- # Color Categories
- # Cities
- # Payment Types
- # Customer Types

The standard keys that are active on the *Maintenance Menu* reference tables are described in Table 5.1. All keys are active unless otherwise indicated in the description for each reference table below.

Function Key	Description
!	View online help for the current task
<Insert>	Add a new entry to the table
E	Change the highlighted entry on the table
X	Return to previous screen

TABLE 5.1 Valid Function Keys for Reference Tables

Catalog

```
          Catalog Selection Criteria

 Limit by Category: 00  0 for all; F2 for list

 Sort Order       : Part #
                    Description
                    Truck
                    Manufacturer
```

FIGURE

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Each catalog entry contains descriptive information about your inventory. It describes the inventory without maintaining quantity or other specific information about stocking levels and locations. Simply put, it stores the standard values and descriptions for your accessory inventory.

Inventory must be entered in the catalog before it can be logged as inventory on specific sites. You can use the *Load Inventory* feature on the *Management* Menu to create the catalog, inventory, and initial stocking levels from a single screen.

To access the *Catalog Table*, select it from the *Maintenance Menu*, enter a category selection (use 0 for all or press @ for a list), and select a sort order to view the table. **ACCESSORY PACK!** limits the capability to add lookup information on the fly to help maintain data integrity. Lookups affected include: COLORS, MODELS, OPTIONS, TRUCKS, CUSTOMER TYPES, INSTALLATION TYPES, MANUFACTURERS, and SUPPLIERS. When adding or changing a catalog entry, following are descriptions for each field found on the *Catalog* Form.

Part # Enter a unique part number for the inventory item. Reference *Appendix A* for guidelines on creating useful part numbers.

Truck Enter the code for the truck this item fits. If you are unsure of the correct code for the truck, press @. This action, as well as entering an invalid code, will present the *Trucks* Table which allows you to select the correct truck by name. Once a code has been selected, a description of the truck displays to the right of the entry field. Completing this field is optional.

Manufacturer The *Manufacturer* Table automatically appears if an invalid code is entered. This allows the user to select the correct manufacturer for the current part. If you know the code, type it in and press E. Otherwise, from the table, highlight the desired entry and press E to select it. Users with *Management* level security may press **<Insert>** to add new manufacturers.

Mfc Part # Enter the manufacturer's part number for this item. This number will serve as a handy cross-reference when creating, receiving and verifying orders. To use the standard part number, press the @ key.

Description When entering the description, start with the most critical elements first. For example, when entering a bedliner, start with something that tells you it's a bedliner, not the color, size, etc. For a short bed Ford, under rail bedliner, you may enter Bedliner, SBF, Underrail. Make sure all bedliners are entered consistently to make them easily retrievable in the future.

The description will be used as the default description on all orders and customer invoices.

Std Supplier The *Supplier* Table automatically appears if an invalid code is entered. This allows the user to select the default supplier for this part. Highlight the desired entry and press E to select it. Users with management level security may press **<Ins>** to add new suppliers. If you know the code, type it and press E.

Standard Cost Enter the standard cost for the item. This cost will be used automatically when ordering new inventory and when creating inventory items for specific sites.

Sales Price Enter the standard selling price for the item. This value is used on the invoice when selling inventory. Each item in the Catalog can have five different selling prices. Each price is designated A, B, C, D, or E. Price level A is your standard selling price. Price levels B through E can be calculated as a discount from Price A, a markup over your cost, or entered directly into the system. To access and set the pricing levels B through E, press @ on the *Catalog* Form until you reach the Sales Price field. While editing the Sales Price, press @. The Multi-Level Price Entry Form allows you to enter the pricing for levels B through E.

Rather than enter additional price levels for each item individually, use the new utility program TSTOOLS! to make changes to a range of items based on supplier, manufacturer, and inventory category. To access this new program, exit to DOS, type TSTOOLS!, and press E. Access requires *Management* level initials and a password. From the Main Menu, select *Multi-Level Pricing* and then select *Set Accessory Prices*. Choose a price level to set and the parameters for the calculation. The example in the middle of the form show the results for your calculation. Select the filters to determine which catalog items will be affected and press E to confirm and proceed.

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TOPPSoft TSTOOLS! Utility

Multi-Level Price Entry for Accessories

Select a level		:	A B C D E	
Adjustment Basis :		Std-Cost+		Jobber+ Fixed
			Price A-Discount	MSRP-Discount
Adjustment Type :		Percent	Dollar	
Adjustment		:		%
Zero if Basis = 0		:	Yes	No
Example-Basis	$100.00		Result:	$0.00
Filters	Use 0 for all;		F2 for list.	
Manufacturer	:	0		
Supplier	:	0		
Category	:	0		
Units Affected	:	0		

Tax Status Indicate whether or not this item is usually taxable. This field is used as the default when adding accessories to the Sales Invoice. Acceptable values are **Y** and **N**. **Y** indicates an item is taxable.

Category The *Inventory Category* Table will automatically appear allowing you to select the correct category for the inventory item. Users with *Management* level security can add new inventory categories by pressing the **<Insert>** key. Press E to select the proper category.

Specs Enter any detailed specifications for this inventory item. This field is optional.

Lead Time Enter the lead time (in days) expected for this item for ordering. This lead time will be used to assist in calculating the economic order quantity (EOQ) for inventory in the *Create Auto Orders* function. When adding a new catalog entry, it automatically defaults to the Lead Time field specified on the Accessory Category Form for this category of inventory.

Reorder Pt. Enter the reorder point for generating new orders for this item. An automatic order will be created if the on hand quantity drops below this level. Completing this field is optional. This option can be very useful in maintaining stock levels of inventory items. If it is left at zero, automatic reorders will only occur when you are completely out of this item.

Reorder Amt. Enter the typical reorder amount. When running Create Auto Orders and the on hand quantity is equal to or lower than the reorder point, a pending order will automatically be generated for this quantity of the item plus the difference between the on hand amount and reorder point. Leaving this value at zero (**0**) disables automatic order creation for this particular inventory item.

Inventory

```
             Inventory Selection Criteria

  Site   : 2 Tampa Location
  Sort By:   Part #     Manufacturer
```

FIGURE

Once catalog entry is complete, you may create inventory items from the catalog for specific sites. Highlight the *Inventory* option on the *Maintenance Menu* and press E. This action prompts you for the correct site and sort order and then displays the *Inventory Table*. Press E on the site code as **0**, then Select the site code from the *Sites Table*. Choose either Part # or Manufacturer as the sort order to display the inventory table.

You may now view a detailed ordering and sales history for each stock item. After selecting the site code and sort order, you may Rapid Scan® the list to highlight stock items. Once the desired item is highlighted, use the @ key to view a detailed order history or # to view a detailed sales history. These histories include the document number (purchase order or invoice), transaction date, quantity, reference (supplier or customer) and dollar amount.

To add inventory or change a specific item, the following fields must be completed.

Part Number Enter a part number from the catalog for this inventory item. Press E at the Item prompt to display a list of valid catalog entries.

Supplier The *Supplier Table* automatically appears allowing the user to select the supplier for this part. Highlight the desired entry and press E to select it.

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Users with management level security may press **<Insert>** to add new suppliers. This field is automatically set to the Standard supplier indicated on the Catalog Form.

Lead Time — Enter the lead time (in days) expected for ordering the item. Lead time is used to calculate the economic order quantity (EOQ) when using the Create Auto Orders function. The field automatically defaults to the Lead Time entered on the Catalog Form for the item.

Reorder Pt. — Enter the reorder point for new orders of this item. An automatic order will be created if the on hand quantity drops below this level. Filling this field is optional. This option can be very useful in maintaining stock levels of inventory items. If it is left at zero, automatic reorders will only occur when you are completely out of this item.

For critical inventory items, the reorder point should be set high enough to allow adequate shipping time for new orders. This field automatically defaults to the *Reorder Point* specified on the *Catalog Form* for the item.

Reorder Amt. — Enter the reorder amount. If the on hand quantity for this item is lower than the reorder point, a pending order will automatically be generated for this quantity of the item plus the difference between the reorder point and the on hand quantity when running the *Create Auto Orders* function. Leaving this value at zero (**0**) disables automatic order creation for this inventory item. This field automatically defaults to the *Reorder Amt* specified on the *Catalog Form*.

Location/Bin — Enter a bin number or other location code. This code can determine the sort order of the *Stock Report* to make physical inventory counts proceed more quickly. This field is optional.

Specs — Enter any detailed specifications for the inventory item. This field is optional.

Stock Status — Enter the inventory status code for this item. Valid selections are Regular, Special, and Other.

The other fields displayed on the Accessory Inventory Form are for reference only. These values can be modified on other screens within the **ACCESSORY PACK!** program.

Inventory Categories

```
                  Inventory Categories
                  Creating a new Record

   Code          :41
   Description   :
   Std. Lead Time:0 Days
   Account       :
```

FIGURE

Inventory Categories are logical groupings for inventory items allowing easy *Management* of the items as a group. Inventory statistics and defaults are set using these categories. New categories can be easily entered from the Inventory Categories table on the *Maintenance Menu* by pressing **<Insert>**. You may also wish to edit an existing category. This action is accomplished by pressing E while highlighting the desired record and completing the following required fields:

Description Enter a description for the inventory category.

Std Lead Time Enter the lead time for ordering equipment. This figure is used to generate the lead time when adding items belonging to this category.

Account Enter the account number from your Chart of Accounts where revenues for sales of these items should post.

Manufacturers

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```
                     Manufacturer Form     23
                    Creating a new Record

Manufacturer:
Long Name   :
Contact     :
Address     :
Zip Code    :
Phone #     :(000)000-0000
Fax #       :(000)000-0000
Order phone :(000)000-0000
```

FIGURE

The *Manufacturer Form* is used to add and modify manufacturers, suppliers, and OEMs. Select *Manufacturer* from the *Maintenance Menu* to access this form. The function keys listed in Table 5.1 are active on this screen.

Before viewing the table, you must decide which type of company you wish to view. The valid options are detailed in Table 5.2 on the following page.

Values	Description
M	Designates the manufacturer of inventory items
S	Indicates suppliers for inventory
O	Indicates Original Equipment Manufacturers. These are the originating sources for items such as paint colors.

TABLE 5.2 Manufacturer Table category codes

The following list details fields found on the Manufacturer Form:

Manufacturer Enter a short name for the manufacturer. This name will be used on forms and reports where the long name would consume too much space.

Long Name Enter a long name for the manufacturer. This name will be used on forms and reports where it easily fits.

Contact Enter the name of your contact person for the manufacturer.

Address Enter the manufacturer street address.

Zip Code Enter the zip code for the manufacturer. If the zip code is already in your reference table, the city and state will automatically display to the right of the zip code field. If the zip code is not defined, the Zip Code Form will appear. This table allows entry of new zip codes. Zip+4 and international zip codes are supported up to 10 characters. To view the Cities Table, press the @ key.

Phone # Enter the manufacturer phone number.

Fax # Enter the manufacturer fax number.

Order Phone Enter the phone number you use to place orders from the manufacturer.

Trucks

The *Trucks Form* is used to add and modify truck types. Select *Trucks* from the *Maintenance Menu* to access this form. The function keys listed in Table 5.1 are active on the Trucks table. The following is a list of fields located on the *Trucks Form*:

```
                Truck Form
           Creating a new Record

   Code:
   Name:
   Type:   Domestic Import

   Bed Size-Length   0.000"
            Width    0.000"
```

FIGURE

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Code Enter a unique code for the truck. Be sure to use the guidelines in *Appendix A* for assistance in developing workable codes.

Name Enter a descriptive name for the truck. To make the trucks easier to find, use the most significant piece of information (such as the Make) first in the description. A description that is easy to find might read GMC, Sonoma, SB, XCab, 94+.

Type Select **I**mport or **D**omestic by using the R and Q keys or by pressing the first letter of the desired option to highlight it. Press E to select the highlighted item.

Bed Size Length If known, enter the length of the truck bed. This value should be entered using inches.

Bed Size Width If known, enter the width of the truck bed. This value should be entered using inches.

Colors

The colors database keeps track of manufacturer color codes. The *Colors Form* is used to add and modify manufacturer color codes. Select *Colors* from the *Maintenance Menu*. To access this form. The function keys listed in Table 5.1 are active on the *Colors Form*. The following is a list of fields located on the Colors Form:

```
                        Color Form
                   Creating a new Record

Code        :
Name        :
Start Year  :00
```

FIGURE

Code Enter the manufacturer color code. Each code in the system must be unique.

Name Enter the full name for the color.

Start Year Enter the first year this color was used.

Color Group Select the corresponding color category from the *Color Group Table*. These groups are used to generate statistics by color to identify color trends in your sales.

Manufacturer Press E to select the original equipment manufacturer (OEM) from the list.

Color Categories

Color categories are logical groupings for specific color codes allowing statistical reporting of the colors in groups. Inventory statistics are created using these categories. New categories can be easily entered from the *Color Categories* table on the *Maintenance Menu* by pressing **<Insert>**. You may also wish to edit an existing category. This action is accomplished by pressing E while highlighting the desired record and completing the following required field:

```
                   Color Categories
                 Creating a new Record

  Code       :41
  Description:
```

Description Enter a description for the color category.

Cities

The Cities database keeps track of city names and zip codes for all your customers. These cities are used in addresses throughout **ACCESSORY PACK!**. The *Cities Form* is used to add and modify new cities and zip codes. Select *Cities* from the *Maintenance Menu* to access this form. The function keys listed in Table 5.1 are active on the Cities Form. The following is a list of fields located on the Cities Form:

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```
             Cities
      Creating a new Record

 City :
 State:
 Zip  :
```

City Enter the name of the city.

State Enter a two character abbreviation for the state or province.

Zip Enter the zip code. Zip+4 and international zip codes are supported up to ten characters.

Payment Types

```
                    Payment Types
                Creating a new Record

 Code           :41
 Description    :
 Account        :
```

FIGURE

```
           Payment Types

Accounts Receivable
Cash
credit  card









INS:Add Record    DEL:Delete Record
F1:Help  ENTER:Change  ESC:Previous
```

FIGURE

Customer Types

Customer Types **are logical groupings for specific customers allowing statistical reporting of the customers by your target markets. Sales statistics are created using these categories. New types can be easily entered from the** ***Customer Types*** **table on the** ***Maintenance Menu*** **by pressing <Insert>. You may also wish to edit an existing type. This action is accomplished by pressing E while highlighting the desired record and completing the following required fields:**

```
                 Customer Categories
                Creating a new Record

Code           :41
Description    :
Account        :
Std Price Level:@  A B C D E
```

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Description	**Enter a description for the color category.**
Account	**Enter the account from your chart of accounts where you wish to post revenues for this market segment.**
Standard Price Level	

Chapter 6
The Customers Menu

ACCESSORY PACK!

Developed especially for Your Company!

License # xxxxxxxxx

Customer Menu

Customer Table
Print Labels
Export Labels

Main Menu

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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Chapter 6

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The *Customer Menu* allows you to perform three basic functions:

- **Maintain Your Customer Database**
- **Print Customer Labels**
- **Export Customer Labels**

Maintain Your Customer Database

The *Customer List* is accessed by selecting the *Customer Table* option from the *Customer Menu*. If no customers exist, you will automatically be placed in the *Customer Form* where you may enter a new customer. Each customer can be set to automatically use alternate price levels when creating invoices. By selecting the price level for customers, invoices created will reflect prices from the catalog matching their price level. If a customer doesn't have a level, the price level for their customer category takes precedence. If the customer category doesn't have a valid level, Price Level A is used.

The *Customer Table* provides the flexibility of viewing your customer list alphabetically either by name or company. The current sort order is indicated by the name of the table. To change the sort order, press the # key. Press @ to see a detailed sales history for the current customer. If no history exists, the computer will beep and remain on the *Customer Table.*

The *Customer Table* uses the Rapid Scan® feature. Rapid Scan® locates records based on the current sort order. New customers may be added by pressing the <Insert> key. Comments are now available on the customer record. When viewing customer lists on screen an asterix(*) appears on the far right if a comment has been entered into a customer record. To change an existing customer record, highlight the customer you wish to modify and press E. See Table 6.1, on the following page, for an illustration of the *Customer Form*.

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```
                    Customer Form               00047
                 Creating a new Record

  Company      :
  First Name   :
  Last Name    :
  Phone Number :(000)000-0000
  Alt Phone #  :(000)000-0000 Type:
  Address      :
  Zip          :
  Tax Exempt ID:
  Type         :   0
  Price Level  :     A B C D E
  Payment Terms:
  Comment      :
```

Table 6.1 The Customer Form

The following list describes each field found on the *Customer Form*:

Company	**For commercial customers, enter the company name. For private customers, leave this field blank.**
First Name	**For commercial customers, enter the first name of the company contact. For private customers, enter the first name of the customer.**
Last Name	**For commercial customers, enter the last name of the company contact. For private customers, enter the last name of the customer.**
Phone Number	**Enter the phone number where the customer can be reached.**
Alt Phone #	**Enter an alternate phone number where the customer can be reached.**
Alt Phone Type	**Enter a short description of the alternate phone number. Examples might be home, work, beep, cell, Mom, etc.**
Address	**Enter the customer street address.**

Zip Code Enter the customer zip code. If the zip code is already in your reference table, the city and state will automatically display to the right of the zip code field. If the zip code is not listed, the Cities Table will appear, allowing you to enter the new zip code. Zip+4 and international zip codes up to ten characters are supported.

Zip Code Entry**.** **Zip Code entry has been simplified wherever zip codes are used (customer and site addresses). If the zip code is not found in the database, the entry form will pop up and ask for the city and state. This match is based on the standard 5 digit zip code. To allow for international postal codes, the first step in the match is the check for a dash in the sixth position of the postal code. If it is present, everything past the dash is ignored for the purpose of finding a match. If the sixth character is not a dash, the entire field is used to determine a match in the City database. The following examples illustrate the values used to make a match for specific zip codes.**

If you enter this ...	The program will match this ...
33615	33615
33615-3535	33615
1H5 F5V	1H5 F5V
1H5F5V	1H5F5V (different due to spacing).

Tax Exempt ID For commercial accounts, enter the *Tax Exempt ID* . Customers with data in this field will automatically be recognized as non taxable on the invoice system.

Type Choose between commercial, retail, manufacturer, dealership, etc.

Price Level These price levels can be set to A through E. Price level A is your normal, or list price.

Comment List any additional information about this customer in the comment field.

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Two reports are available from the *Customer Menu*. You have the option to print out mailing labels or to export your label information for use with word processing programs.

Print Customer Labels

To print labels, you must enter the low and high zip codes for your labels. The labels will print sorted numerically by zip code. You may also specify a date range to only include customers with invoices within that range. To include all customers, use dates that include all possible invoice dates in your system. The Label Report is designed for use with one inch, single column (one-up) labels.

```
       Report Options

Low zip code       :
High zip code      :
Starting Sales Date:  /  /
Ending Sales Date  :  /  /
```

Export Customer Labels

```
                    Report Options

Low zip code       :
High zip code      :
Starting Sales Date:  /  /
Ending Sales Date  :  /  /
File name          :report.fil
```

FIGURE

For printing other label formats or for advanced mail merge functions, use the *Export Labels* option. This option creates an ASCII file suitable for use with many word processors. To export your labels, enter the low and high zip codes for your labels. Next, enter the destination file name for the merge file. Use standard DOS naming conventions when naming your output file. Refer to your DOS manual for more information on file naming conventions. Your labels will export sorted numerically by zip code. You may also specify a date range to only include customers with invoices within that range. To include all customers, use dates that include all possible invoice dates in your system.

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ACCESSORY PACK! comes with a batch file that creates a merge file suitable for use with WordPerfect . To use the batch file, export your labels in a range of zip codes and make note of the output file name you entered. Exit the program and go to the DOS prompt. Assuming WordPerfect is in your search path, you can run CVT immediately. Enter the following commands to run CVT.

```
C:\>CD \CT
C:\CT\>CVT ??
```

`CT` is the ACCESSORY PACK! directory and ?? is the file name you entered when exporting your labels. When prompted for characters to exclude, enter a double quotation mark ("). This key is the <Shift> key. Two single quotes are not the same as one double quote. Your file has been converted and a new file named `CAPTRACK.MRG` exists. `CAPTRACK.MRG` is a WordPerfect® secondary merge file. Refer to your WordPerfect Reference Manual for more information on working with merge files.

The merge file described above can be created only if WordPerfect is installed on your computer. Refer to your word processing software manual for instructions on creating mail merge files from an imported ASCII file if your word processor is not WordPerfect .

Chapter 7
The Management Menu

ACCESSORY PACK!

Developed especially for Your Company!

License # xxxxxxxxx

Management Menu

Dispose Inventory
Adjust Inventory
Transfer Stock
Cancel Invoice
Group Cost/Price Edits
View Receipts
Employees
Sites
Load Inventory
System Settings
Main Menu

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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Chapter 7

The *Management Menu* contains tasks restricted to employees with management security clearance. These tasks include:

#	Dispose of Inventory	#	View Receipts
#	Adjust Inventory	#	Employees
#	Transfer Stock	#	Sites
#	Cancel Invoice	#	Load Inventory
#	Group Cost/Price Edits	#	System Settings
		#	Main Menu

Dispose of Inventory

This screen allows you to temporarily or permanently remove items from inventory. Inventory is temporarily removed to accurately maintain your physical count while stock has been returned to the manufacturer or supplier for repair. To dispose of an inventory item, highlight *Dispose Inventory* on the *Management Menu* and press E.

Enter the site code where the inventory is located. You may select it from a table by pressing @ if you are unsure of the code. On the *Dispose Inventory* table, you will see all inventory items for the selected site. To dispose of an inventory item, highlight the desired entry and press E.

The *Inventory Disposition* form will appear on the screen. It shows the description for the selected inventory item and the quantity of inventory on hand. The entry fields on this screen are as follows:

Disposal — Select the reason the item is being disposed by entering the first letter of your selection or by using Q and R and pressing E. Return is for temporary returns to the manufacturer for repairs or other reasons.
Deletion permanently removes an item from inventory. Both selections create an audit trail which can be seen on the *Inventory Exceptions Report*.

Qty to Return — Enter the quantity of items to dispose. This quantity may not exceed the on hand quantity. If a quantity greater than the on hand quantity is entered, the computer will beep and remain on the field awaiting valid input.

Unit Cost Enter the unit cost for the items to dispose. The default is set to the cost for the item the last time it was received for this site. This default value may be modified.

All inventory items processed through the *Dispose Inventory* option are detailed on the *Inventory Exception Report* for auditing purposes.

Adjust Inventory

```
                 Inventory Adjustment Form
                   Record will be Changed

  Site       :Central Location
  Part number:TINTFP
  Description:Tint, Front Passenger Window
  Category   :Tint Installations

••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
  Inventory Quantities

  Current Quantity on Hand :     0
  Actual Quantity on Hand  :     0
```

FIGURE

This screen allows you to adjust your on hand quantity to accurately maintain your physical count. To adjust an inventory item, highlight *Adjust Inventory* on the *Management Menu* and press E.

Enter the site code where the inventory is located. You may select it from a table by pressing @ if you are unsure of the code. On the Adjust Inventory table, you will see all inventory items for the selected site. To adjust the quantity of an inventory item, highlight the desired entry and press E.

The *Inventory Adjustment* form will appear on the screen. It shows the description for the selected inventory item and the quantity of inventory on hand. Enter the correct quantity on hand for the selected item. An audit record will be created which will be detailed on the *Inventory Exception Report* for auditing purposes.

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Transfer Stock

This screen allows any manager to generate a stock transfer between two stores. To use this option, you must have at least two stores defined on the *Sites Table* of the *Management Menu*. To transfer stock between stores, select this menu option with the E key. Enter the originating site code (or press E again to choose it from a list of defined sites). Find the part you wish to transfer (Rapid Scan® is available) and press E to process the transfer. The *Inventory Transfer Form* displays information on the selected item, including the current quantity on hand. Enter the quantity to transfer and the destination site code to complete the transfer. Once you have completed the final entry, the transfer quantity is deducted from the originating site and added to the inventory for the destination site.

```
                  Inventory Transfer Form
                   Record will be Changed

  Site       :Tampa Location
  Part number:
  Description:
  Category   :

••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
  Inventory Quantities
  Current Quantity on Hand :    -1
  Transfer How Many        ?     0
  Transfer to Which Site   ? 0
```

Cancel Invoice

To cancel an invoice, select *Cancel Invoice* from the *Management* Menu. You may use the arrow keys, page keys, or Rapid Scan® to find the invoice you wish to cancel. Once the correct invoice is highlighted, press # to cancel the invoice. Enter the refund type for the cancellation. Active keys from the *Cancel Invoice List* are:

Keys	Description
#	**Cancel highlighted invoice**
!	**Access Help Screens**
E	**View contents of highlighted invoice**
$	**View Invoice Accounting transactions**

Group Cost/Price Edits

Unlike most other functions in ACCESSORY PACK!, this batch function does not display any tables. <u>If you are unsure about how this function works, please do not experiment</u>. The following warning is now displayed on the *Group Cost/Price Edits Form*: "Make a backup of your data BEFORE running this procedure if you are the least bit unsure of the results from using this feature for the first time.. This procedure will make PERMANENT changes to your standard costs and price levels for all affected items." Once the edit form is completed, it will process the requested changes and create an audit trail viewable from the *Inventory Exception Report*. Once you have pressed E from the *Management Menu,* you must complete the following fields:

Supplier — **Select a standard supplier whose costs or prices are going to be affected. You may view the list by pressing @ or enter 0 for all suppliers.**

Category — **Select the category of inventory whose costs or prices are going to be affected. You may view the list by pressing @ or enter 0 for all categories.**

At this point, the number of units affected will be counted. This simple reality check identifies for you the scope of the change you are about to implement. If you selected 0 for both previous prompts, you will affect every accessory item you carry. If the number of items affected seems odd, use the X key to retreat. <u>Changes made based on the results of this screen are not reversible.</u>

Type of

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Adjustment Select the type of adjustment. Selecting Percent will force entry of the Percent Adjustment line while either of the other selections will force entry of the Dollar Adjustment line.

Percent Adustments

Cost Enter a percentage change for your costs. If the change is downward, enter the percentage first and use the minus key to make it negative. Leave this value at zero (0) if your costs have not changed.

Price Enter a percentage change for your selling price. If the change is downward, enter the percentage first and use the minus key to make it negative. Leave this value at zero (0) if your selling prices have not changed.

Dollar Adjustments

Cost Enter the change in your costs for each unit. If the change is downward, enter the amount first and use the minus key to make it negative. Leave this value at zero (0) if your costs have not changed. If the Type of Adjustment was Dollar, the amounts entered will be the difference from the existing cost. If the Type of Adjustment was Fix, the amounts entered will be the new cost.

Price Enter the change in your selling price for each unit. If the change is downward, enter the amount first and use the minus key to make it negative. Leave this value at zero (0) if your selling price has not changed. If the Type of Adjustment was Dollar, the amounts entered will be the difference from the existing selling price. If the Type of Adjustment was Fix, the amounts entered will be the new selling price.

Item	Adj Type	Old Cost	Change	New Cost	Old Price	Change	New Price
1	P	$50.00	10%	$55.00	$100.00	0%	$100.00
2	P	$50.00	0%	$50.00	$100.00	-3%	$97.00
3	D	$50.00	$10.00	$60.00	$100.00	$15.00	$115.00
4	D	$50.00	$4.00	$54.00	$100.00	$0.00	$100.00

5	F	$50.00	$64.00	$64.00	$100.00	$175.00	$175.00
6	F	$50.00	$44.00	$44.00	$100.00	$0.00	$100.00

Table 7.1: Group Cost/Price Change Examples

Once the form is complete, the changes are processed and a comprehensive report of the changes is printed to your report printer. Table 7.1 on the page above provides examples of the changes applied to a sample of inventory.

View Receipts

The *View Receipts* table allows the user to see the document reference, quantity, unit price, part number and transaction date for all entries in the receipts database. Entries are posted to the receipts database as they are received into inventory through the *Receive Inventory* function and through *Sales Returns* . In addition, order cancellations are posted to the receipts database for cross-referencing the database. Each of these transactions may be viewed from the *View Receipts* table.

Employees

```
                           Employees
                    Record will be Changed

Initials      :MGR
Last Name     :none
First Name    :none
Soc Security #:000-00-0000
Address Line 1:
Address Line 2:
Zip Code      :00000
Primary Phone :(000)000-0000
Alt Phone     :(000)000-0000
Spouse's Name :
Sales staff   :Y  Yes No

                  Caps     Accs
Sales Percent : 0.000%   0.000
Gross Percent : 0.000%   0.000
Management    :1
Site          :01 Central Location
Clear Password:N  No Yes
```

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FIGURE

The Employees option allows you to add and modify employee information. The following fields are located on the Employees template:

Initials — **Each employee must be assigned a unique set of initials. Typically, you would use the initials from the employee's name.**

! **Once this code has been set and sales have been made by the employee, do not change the code. Changing the code will cause errors in your statistics and other reports.**

Last Name — **Enter the** **<u>last</u>** **name for the employee.**

First Name — **Enter the** **<u>first</u>** **name for the employee.**

Social Security Number — **Enter the Social Security Number for this employee.**

Address1 — **Enter the street address of this particular employee.**

Address2 — **Enter Apt # or Additional Street information.**

Zip Code — **Enter the zip code of the employee.**

Primary Phone — **Enter the phone number at which the employee is most commonly reached.**

Alternate Phone — **Enter an alternate phone number for employee if applicable.**

Spouse's Name — **Enter spouse's name if applicable.**

Salesperson — **Indicate whether the employee is a sales person by entering Yes or No or by using Q and R to highlight the desired option. If No is selected, the Sales %age and Gross %age entry fields will be skipped.**

Sales %age — **Enter the commission percentage the sales person receives from their own caps and accessories sales.**

Gross %age Enter the commission percentage the sales person receives from sales of caps and accessories for the lot. This might be used for Sales Managers or for other upper level staff.

Management Indicate whether the employee should have management authorization.

Management level access should be restricted since it gives unlimited access to the system.

! Make sure that at least one employee has *Management* access. If management access is removed from all employee accounts, no one can access this screen to add it back!

Site Identify the *Site* where this employee will be located. If no valid site code is entered, the *SiteTable* will be presented for selection.

Clear Password In the case where an employee has forgotten their password, it can be cleared from this screen. They should immediately log in and create a new password. Select Y to clear the password.

Sites

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```
                      Site Form
                Creating a new Record

Site Name:
Address  :
Zip Code :
Phone    :(000)000-0000
Fax      :(000)000-0000
Contact  :

Tax Calculations
State Tax on Products  : 0.000
State Tax on Labor     : 0.000
Federal Tax on Products: 0.000
Federal Tax on Labor   : 0.000
Tax Mixed Labor        :Y  Yes No
```

FIGURE

The *Sites* option allows you to add and modify sites. The area code and phone number on site form. have been separated to allow use of area code when creating customer invoices. The Area code for the current site is automatically used if no area code is entered for the customer phone number. The following fields are located on the *Sites* template:

SiteName **Enter the name of the site. If all sites have the same company name, you should use some other identifying characteristic as part of the name. For example, if your business is called Tops, Inc. and you have two locations — one on Main Street and one on Park Avenue, you might designate them as Tops, Inc. - Main Street and Tops, Inc. - Park Avenue.**

Address **Enter the street address for the site.**

Zip Code **Enter the zip code for the site. If the zip code is not listed in the database, the *Cities Table* will display allowing you to select another zip code or to add the new zip code to your list. Zip+4 and international zip codes are supported up to 10 characters.**

Phone **Enter the phone number for the site.**

Fax **Enter the fax number for the site. This field is optional.**

Contact Enter the primary contact person for the site. This might be the Branch Manager or another key contact person for the site.

State Tax on Products Enter the taxable rate for goods in your state or province.

State Tax on Labor Enter the taxable rate for labor in your state or province. Use 0 if labor is not taxed in your area.

Federal Tax on Products For international installations, enter the federal tax rate for goods. For installations in the United States, this field may be used to detail local taxes on goods.

Federal Tax on Labor For international installations, enter the federal tax rate for labor. For installations in the United States, this field may be used for local taxes on labor.

Tax Mixed Labor Different tax jurisdictions have distinctive methods of calculating tax on labor when it accompanies the sale of tangible goods. Some tax it at the normal tax rate for goods, and others don't tax it at all. If your taxing district taxes labor at the same rate as the tangible good when it accompanies the sale of those tangible goods, enter Yes for this field. Otherwise, enter No.

Load Inventory

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```
                   Load Inventory Form
                   Creating a new Record

 Part #       :
 Truck        :                                      (F2)
 Manufacturer :0000
 Mfc Part #   :                         F2-Set to Part #
 Description  :
 Supplier     :0000
 Jobber       :      $0.00  WD Cost   :      $0.00
 Your Cost    :      $0.00  Sugg. Retail:    $0.00
 Sales Price A:      $0.00
 Tax Status   :       Yes No
 Category     : 0
 Specs        :
 Lead Time    : 0 (days)
 Reorder Point:    0  Reorder Amount:    0
 Current Stock:    0  Qty on Order  :    0
•••••••••••••••••••••••••••••••••••••••••••••••••••••••••
 Site Code    : 2 Tampa Location
 Inv Status   :   Regular Special Other
 Location/Bin :
```

FIGURE

!

This feature is designed to replace the *Catalog* and *Inventory Forms* and to set an initial stocking level. It can only create stock for a single site. Additional sites should be stocked by utilizing the *Inventory Form* on the *Maintenance Menu* and by creating and receiving an initial stock order from the *Order Menu*.

This feature is included on the *Management* Menu to simplify the processing of getting up and running when you first install ACCESSORY PACK!. To use this feature, select it from the *Management Menu* with the E key. Enter the site you wish to create the inventory for and a stock date. This stock date will be the ordering and receiving date for the initial inventory order created by the system.

Once you press E on the stock date, you will be presented with the *Load Inventory Form*. To exit this form, press X or CX. To create your Catalog, Inventory, and initial quantities, complete the following fields for each accessory item.

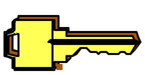
Part # Enter a unique part number and description for the inventory item. Reference *Appendix A* for guidelines on creating useful part numbers.

Truck Enter the code for the truck this item fits. If you are unsure of the correct code for the truck, press @. This action, as well as entering an invalid code, will present the *Trucks Table* which allows you to select the correct truck by name. Once a code has been selected, a description of the truck displays to the right of the entry field. Completing this field is optional.

Manufacturer The *Manufacturer Table* automatically appears if an invalid code is entered. This allows the user to select the correct manufacturer for the current part. If you know the code, type it in and press E. Otherwise, from the table, highlight the desired entry and press E to select it. Users with management level security may press <Insert> to add new manufacturers.

Mfc Part # Enter the manufacturer's part number for this item. This number will serve as a handy cross-reference when creating, receiving and verifying orders. To use the standard part number, press the @ key.

Description When entering the unique description, start with the most critical elements first. For example, when entering a bedliner, start with something that tells you it's a bedliner, not the color, size, etc. For a short bed Ford, underrail bedliner, you may enter Bedliner, SBF, Underrail. Make sure all bedliners are entered consistently to make them easily retrievable in the future.



The description will be used as the default description on all orders and customer invoices.

Std Supplier The *Supplier Table* automatically appears if an invalid code is entered. This allows the user to select the default supplier for this part. Highlight the desired entry and press E to select it. Users with management level security may press <Insert> to add new suppliers. If you know the code, type it in and press E.

Standard Cost Enter the standard cost for the item. This cost will be used automatically when ordering new inventory and when creating inventory items for specific sites. For all Catalog and Inventory

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entries, Jobber, MSRP, and Wholesale Distributor pricing fields are now available for use in multi-level and retail price calculations.

Sales Price — Enter the standard selling price for the item. This value is used on the invoice when selling inventory.

Tax Status — Indicate whether or not this item is usually taxable. This field is used as the default when adding accessories to the Sales Invoice. Acceptable values are Y and N. Y indicates an item is taxable.

Category — The *Inventory Category Table* will automatically appear allowing you to select the correct category for the inventory item. Users with management level security can add new inventory categories by pressing the <Insert> key. Press E to select the proper category.

Specs — Enter any detailed specifications for this inventory item. This field is optional.

Lead Time — Enter the lead time (in days) expected for this item. This lead time will be used to assist in calculating the economic order quantity (EOQ) for inventory in the *Create Auto Orders* function. When adding a new catalog entry, it automatically defaults to the *Lead Time* field specified on the *Accessory Category Form* for this category of inventory.

Reorder Point — Enter the reorder point for generating new orders. An automatic order will be created if the on hand quantity drops below this level. Completing this field is optional. This option can be very useful in maintaining stock levels of inventory items. If it is left at zero, automatic reorders will only occur when you are completely out of this item.

Reorder Amount — Enter the typical reorder amount. When running *Create Auto Orders* and the on hand quantity is lower than the reorder point, a pending order will automatically be generated for this quantity of the item plus the difference between the on hand amount and reorder point. Leaving this value at zero (0) disables automatic order creation for this particular inventory item.

Current Stock — Enter the number of units currently in stock.

Qty on Order Enter the number of units currently on order. They will be placed on an open purchase order and can be received from the *Receive Inventory* function on the *Order Menu*.

Inv Status Enter the status code for this item. Valid selections are Regular, Special, and Other.

Location/Bin Enter a bin number or some other location code. This code can determine the sort order of the *Stock Report* to make physical inventory counts proceed more quickly. This field is optional.

System Settings

```
                    System Settings - Company Information
                            Record will be Changed

Company            :TOPPSoft Computer Solutions
Default Site Code :02 F2:List   Tampa Location
Address            :5811 Memorial Hwy.,  Suite 204
Zip Code           :33615        Tampa, FL
Phone No.          :813-249-5522
Fax Number         :813-885-4655
Default Stock Date: 9/06/97

   F1:Help     ESC: Previous Field     Ctrl-ESC: Abort to previous screen
```

FIGURE

The *System Settings* option is used to alter settings that affect the operation of ACCESSORY PACK!, to capture specific facts about your company, and to describe your equipment. *System Settings* has been split into four screens that logically group the various settings. *Print Company Info on Invoice*. When this option is activated by selecting Y, the company information is now retrieved from the Sites database rather than the *System Settings* database. The address and phone numbers matching the site selected on the invoice will print on the invoice and customer receipts. For each screen, the following fields can be entered.

Company

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Company	**Enter your company name. This name will display on many of the screens and reports found in ACCESSORY PACK!.**
Default Site Code	**Enter the default site code for this installation. This code will be presented as the default when ordering and creating inventory and when prompted for site code on all report options screens.**
Address	**Enter the address for your company headquarters or administrative offices.**
Zip Code	**Enter the zip code for your company headquarters or administrative offices. If the zip code is not listed in your database, the Cities Table will appear allowing you to select another zip code or add the new zip code to the list. Zip+4 and international zip codes are supported up to 10 characters.**
Phone No.	**Enter the phone number for your company headquarters or administrative offices.**
Fax No.	**Enter the fax number for your company headquarters or administrative offices.**
Default Stock Date	**Enter the default stock date for your initial data entry of inventory. This date will be used for Order and Receive dates on items that are entered directly into the database.**

```
                    System Settings-Report Processing
                       Record will be Changed

 Print the following during End of Month Processing?
 Manufacturer Summary? Y Yes No          Customer Summaries  ? Y Yes No
 Model Summary       ? Y Yes No          Inventory Except    ? Y Yes No
 Materials Summary   ? Y Yes No          Model Styles Summary? Y Yes No
 Salesman Summary    ? Y Yes No          Color Groups        ? Y Yes No
 Stock Report        ? Y Yes No          Tax Collections     ? Y Yes No
 Taxable Sales       ? Y Yes No

••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••

Sort Order for Stock Report  :L  Serial Truck Location
Print Orders                 :N  Yes No
Sales Invoice Copies         :0  0 disables printing of invoices
Print company info on invoice:Y  Yes No
Invoice Layout               :1  11"_Form  7"_Form  Letterhead  Custom
Invoice Message: Thank You.  Please come again.

    F1:Help     ESC: Previous field     Ctrl-ESC: Abort to previous screen
```

FIGURE

Sort Order for Stock Report

For the *End of Month* procedure, indicate how you wish to sort your *Stock Report*.

Print Orders

Indicate with Y or N whether you wish to print orders during the *Post Orders* procedure.

Sales Invoice Copies

If your company requires multiple copies of sales invoices and payment receipts, indicate how many copies should print. When you are using multi-part forms, the number you enter here will determine the number of times the invoice prints. With a three part form and a setting of two, you will end up with six copies of your

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invoice. To disable invoice printing, enter 0 for the number of copies.

Print Company Info on Invoice	**Enter N to disable printing of your company information on the top, left corner of invoices and payment receipts. You may wish to do this if you are using preprinted invoice forms with your logo.**
Invoice Layout	**Choose the type of invoice your company uses. Choose between 11" Form, 7" Form, Letterhead, or Custom forms.**
Invoice Message	**Enter the message you wish to have printed on the bottom of each invoice and payment receipt. To turn off the message, leave this entry blank.**

Custom

```
                    System Settings-Custom Features
                         Record will be Changed

  Default Stock Date     :09/06/97
  Allocate Shipping costs:N  Yes No
  Cash Drawer Start Bal. :   $150.00
  Cap Auto-Reorder Limit :  0 Enter 0 to automatically reorder all stock.
                              Enter 999 to disable automatic stock reorders.
  Cap Model for Used     :

  Allow Edit of Invoice #  ?N  Yes No
  Catalog part for Nonstock?                F2 for Catalog by Item.
  Invoice number prefix    ?PA              Last used invoice #    :00108561
  Credit Memo prefix       ?CM              Last used Credit Memo #:00107274
  Print costs on Reports   ?Y  No Yes
  Type of costs for Accs   ?S  Average Last Standard
  Invoice message:Thank You.  Please come again.

     F1:Help     ESC:Previous field     Ctrl-ESC:Abort to previous screen
```

FIGURE

Default Stock Date

Enter the default stock date for your initial data entry of inventory. This date will be used for Order and Receive dates on items that are entered directly into the database.

Allocate Shipping

When using ACCESSORY PACK!, shipping costs may be distributed among all non-serialized inventory items received on an order. Indicate whether shipping costs should be distributed by entering Yes or No or by using Q and R to highlight the desired option. Press E to confirm your selection.

Cash Drawer Starting Balance

Enter the beginning balance of your cash drawer, if applicable. If you use a cash drawer, there should be a set amount that you begin with in the drawer on a daily basis. If you do not use a cash drawer, this number should reflect a $0 amount.

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Cap Auto - Reorder Limit This feature allows you to enter 0 to have all caps auto ordered. To disable this automatic stock reorder process, use 999 as your entry.

Cap Model for Used

Allow Edit of Invoice # Indicate with *Y* or *N* whether you wish to print orders during the *Post Orders* procedure.

Invoice Number Prefix Enter a two character prefix that will be used on your automatic invoice numbering. If you don't require a prefix, you may leave this field blank. This prefix could be used to ensure unique sequences between different stores, to establish different sequences by year, or any other criteria you may be concerned with. The prefix can be composed of letters or numbers.

Last Used Invoice # Enter the last invoice number used in your automatic numbering sequence. The system will use this value to generate the next available number.

Credit Memo Prefix Enter a two character prefix that will be used on your automatic credit memo numbering. If you don't require a prefix, you may leave this field blank. Since credit memos are stored in the same database as invoices, you should give them a prefix that is different from the invoice prefix. We highly recommend using some type of prefix. The standard of CM is easy to remember. For a company with several sites, you may wish to use C1, C2, etc.

Last Used Credit Memo # Enter the last credit memo number used in your automatic numbering sequence. The system will use this value to generate the next available number.

Print Costs on Reports

If you do not want to see cost and margin information on standard reports from the *Reports Menu*, including the *End of Month Reports*, select N. Otherwise, select Y to display costs and margin information on your reports.

Type of Costs for Accs

Indicate how you want costs calculated for the reports and tracking. The system tracks your average cost, your last cost, and a standard cost. You may use any of these costs to generate your historical cost basis for stock and margin reporting.

Invoice Message

Enter the message you wish to have printed on the bottom of each invoice and payment receipt. To turn off the message, leave this entry blank.

Hardware

```
                         System Settings-Hardware
                          Record will be Changed

             Report Printer  :43    HP Laserjet II/III
             Report LPT Port :LPT1  LPT1 LPT2 LPT3

             Invoice Printer :34    PANASONIC KX-P1124 / LQ-2500
             Invoice LPT Port:LPT1  LPT1 LPT2 LPT3

             Cash Drawer Port:DISA  DISABLE COM1 COM2 COM3 COM4
             Cash Drawer Ctrl:  0   0   0   0

     F1:Help     ESC:Previous field     Ctrl-ESC:Abort to previous screen
```

FIGURE

Report Printer

Select your printer type from the list of available printers. If your printer is not specifically listed, consult your printer manual for a

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list of compatible printers. If your printer manual offers no help, try the HP Laserjet option for laser printers or the Epson FX option for dot matrix printers. If neither of these printers work properly, select Generic Printer from the list of available printers.

If you select Generic Printer, reports that require compressed print capabilities may not fit on a printed page. You will need to set compressed mode manually on your printer in this circumstance. Please refer to your printer manual for directions.

Report LPT Port

Select the port your report printer is connected to. On a network, this port would correspond to the logical printer connections established by your system administrator.

Invoice Printer

Select your printer type from the list of available printers. If your printer is not specifically listed, consult your printer manual for a list of compatible printers. If your printer manual offers no help, try the HP Laserjet option for laser printers or the Epson FX option for dot matrix printers. If neither of these printers work properly, select Generic Printer from the list of available printers.

Invoice LPT Port

Select the port your invoice printer is connected to. On a network, this port would correspond to the logical printer connections established by your system administrator. If your reports and invoices go to the same printer, you would use the same setting as *Report LPT Port*. Be sure to change forms if necessary when switching between report and invoice printing.

Cash Drawer Port

Select the serial port your cash drawer is connected to. If you are unsure, try COM1 first and COM2 next.

Cash Drawer Control

Enter the ASCII codes necessary to control your cash drawer. Please refer to your manual for the cash drawer to identify the proper codes. ASCII codes range from 0 to 255.

FIGURE

```
                    System Settings-Accounting Codes
                         Record will be Changed

        Customer Deposits GL:2100



        Select the correct account for each type
        Cash GL Account     :0030 Cash
        Checking GL Account :0036
        A/R GL Account      :0031 Accounts Receivable



     F1:Help     ESC:Previous field     Ctrl-ESC:Abort to previous screen
```

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Chapter 8
Hot Tips

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Appendix A
Initial Setup Forms

The following pages contain forms corresponding to menu choices from the **ACCESSORY PACK!** *Maintenance* and *Management* menus. These forms were designed to closely match actual data entry screens. Completing these forms before using the computer will make it easier for you to plan ahead and will shorten the time necessary to configure **ACCESSORY PACK!** to meet your custom specifications. The forms contained in *Appendix A* may be freely duplicated for the purpose of entering your data into **ACCESSORY PACK!**.

After your initial system setup is complete, store your completed setup forms in a safe location off site. They may save you some work should a disaster occur.

A large part of the level of success you will achieve using **ACCESSORY PACK!** depends upon the codes you select for your inventory items. The simplest codes to use are the actual manufacturers part numbers. If you choose to use codes other than the manufacturers codes, spend some time thinking about the codes you wish to use. You may wish to create your codes and enter some test inventory to test out your coding scheme. Reinstall **ACCESSORY PACK!** and start fresh when you are satisfied with the codes you have developed. You will need to devise a coding system for each of the following categories:

- Part Numbers

- Truck Sizes

ACCESSORY PACK! comes pre-loaded with quite a bit of valuable information. Over 1000 truck colors are included. Many truck types are loaded complete with bed sizes and other helpful information. These codes have been tested to maximize ease of use and to minimize ambiguity. You are free to use as many of our codes as you wish. You may alter any codes which do not meet your specifications.

! Significant data corruption and/or data loss may result from changing existing codes after inventory data has been loaded. Make all changes to your codes <u>BEFORE</u> entering your data.

Creating Good Reference Codes

Creating good reference codes is an essential part of getting the most benefit out of **ACCESSORY PACK!**. Good reference codes have the following characteristics:

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Modular	Codes should be constructed using small components that identify key features of the item you wish to define. By putting these components together, you can create codes that uniquely identify items.
Consistent	Codes should always be created using the same components in the same order. When you use a component of an item, keep the same designation for all codes that use that component. For example, if you use R for Ranger, use R every time ranger appears as a component of an item.
Meaningful	Codes should relate in some way to the item they describe. Using components that identify key features of the item make the code meaningful. A meaningful code is always easier to remember. If you use an arbitrary value, such as sequential numbers or A, B, C, ..., the codes will have to be committed to memory.
Concise	Don't put extraneous information into your codes. If two components are sufficient to uniquely define an item, don't use three.
Flexible	Many of the databases contained in **ACCESSORY PACK!** will change with the times. Manufacturers will release new truck styles, new cap manufacturers may enter the market, existing truck styles may change bed sizes and so on. Make sure your codes are flexible enough to accommodate future growth.

Paying attention to these characteristics will make your codes easy to use. Even simple codes such as truck codes require careful consideration. For example, codes need to be developed for trucks that uniquely identify the truck, yet are short and fairly easy to remember. To create a unique, meaningful code, you should start by identifying all of the characteristics about a truck that differentiate it from another. These factors are the bed size (in inches or feet), model, make, year, and type of cab. You may identify other features, but this list will be used for example purposes.

Bed Size	Using the length of the bed can be very helpful in defining a truck code. The bed size is a critical element that must be considered when customers order caps. However, different trucks may have the same bed length yet not provide a good fit for the cap. This means that some other component would have to be used to uniquely identify the truck. For the bed size, many people commonly refer to full-size domestic trucks as eight foot trucks. Yet import truck beds aren't necessarily a round number of feet in length. It would be easier to refer to mini-truck bed sizes in inches. For any model year of a truck, you may wish to simply refer to the bed size as long bed, short bed, or narrow bed.

Model	This is a very descriptive feature that can be used as a component. It lacks the uniqueness that is required unless truck name is used with another component to create a unique code.
Make	This component is very general. It describes a group of trucks rather than a specific truck. You may decide that the model information is sufficient. In either case, be sure to include the Make in the description to allow searching on this important piece of information.
Year	Here is another critical component that is not specific to any single truck. Often times, it is the only feature that differentiates two different trucks.
Cab Size	Many trucks have optional features such as extra cabs that affect the dimensions of the vehicle. This may need to be referenced if it is a factor.

It is evident after examining this list of potential components that no single component would serve as a unique truck code. To determine the best possible combination of facts, for the above example, use the following list of general statements:

1. Some accessories are not impacted by specific characteristics of the truck. For instance, hood accessories generally do not change if the bed size is different between two different trucks of the same model.

2. Many trucks have names that are commonly used to refer to them. The name is sometimes the make and sometimes the model. Examples include Toyota, Ranger, and Sonoma.

3. Full-size truck bed sizes have traditionally been more stable. Many mini-truck manufacturers change the bed size regularly even two or more times in a model year!

4. Manufacturers have been known to change the bed size of a truck without changing any other listed component. The only differentiating factor is the model year.

5. The type of cab can affect many accessories.

Based on these statements, the following guidelines were developed for trucks.

1. For mini-sized models, use the length in inches as the initial component. For full-sized trucks, specify long bed (LB) or short bed (SB).

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2. Use the manufacturer initial as the next component since the list of manufacturers is fairly stable. Where two manufacturers, such as Mazda and Mitsubishi have the same initial, use two initials (MA for Mazda and MI for Mitsubishi for example). The only exception would be early full-size trucks with eight foot beds where the cap would fit both Chevy and Dodge. This might be designated as U for universal.

3. Add any other code necessary to completely differentiate trucks with different bed sizes. For instance, use EC for extra cab, KC for king cab, and the model year for a year where it is the only component that changed.

Code	Truck	Code	Truck
LBU	long bed (8') universal	LBC	long bed Chevy
91T	91" Toyota	76R	76" Ranger
SBCEC	short bed Chevy, extra cab	SBF	short bed Ford

TABLE A.1 Possible Truck Codes

Table A.1 illustrates truck codes developed using the above guidelines. By following a similar method of reasoning, you can be assured that your codes will work for your company and can grow with you. In summary, here are the steps necessary to develop good, meaningful codes.

1. Identify the key features that are used to describe the item.

2. Determine how many different features would be required as part of the code to ensure the code uniquely describes the item.

3. Select the most important components to provide the information necessary to identify the item. Determine how each component should be used in the code. This includes determining the number of characters needed, the placement of components in your code, and any special considerations that are particular to each component.

4. Identify possible exceptions and define how those exceptions should be handled.

5. Create your codes.

Site Form

Site Name :____________________

Address :____________________

Zip Code :________

Phone :(___) ____-_____

Fax :(___) ____-_____

Contact :____________________

TAX CALCULATIONS :

State Tax on Products ______________________
State Tax on Labor ______________________
Federal Tax on Products ____________________
Federal Tax on Labor ____________________
Tax Mixed Labor ____ Yes No

Site Name :____________________

Address :____________________

Zip Code :________

Phone :(___) ____-_____

Fax :(___) ____-_____

Contact :____________________

TAX CALCULATIONS

State Tax on Products ______________________
State Tax on Labor ______________________
Federal Tax on Products ____________________
Federal Tax on Labor ____________________
Tax Mixed Labor ____ Yes No

Site Name :____________________

Address :____________________

Zip Code :________

Phone :(___) ____-_____

Fax :(___) ____-_____

Contact :____________________

TAX CALCULATIONS :

State Tax on Products ______________________
State Tax on Labor ______________________
Federal Tax on Products ____________________

Site Name :____________________

Address :____________________

Zip Code :________

Phone :(___) ____-_____

Fax :(___) ____-_____

Contact :____________________

TAX CALCULATIONS

State Tax on Products ______________________
State Tax on Labor ______________________
Federal Tax on Products ____________________

Instructions:
Use this form to describe physical information about each of your lot locations. The contact field should be filled in with the manager name for each lot.

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Load Inventory Form

Part # :__________________
Truck :__________________ **(F2)**
Manufacturer :__________________
Mfc Part # :__________________ **F2 - Set to Part #**
Description :__________________
Supplier :__________________
Jobber :$_______ WD Cost :$______
Your Cost :$_______ Sug Retail :$______
Sales Price A :$_______
Tax Status :____Yes No
Category :_________________
Specs :________________________________
Lead Time :_____(days)
Reorder Point :_____ Reorder Amt :_____
Current Stock :_____ Qty on Order :_____

Site Code :_____Your Company Name
Inv Status :_____ Regular Special Other
Location/Bin :_____

Part # :__________________
Truck :__________________ **(F2)**
Manufacturer :__________________
Mfc Part # :__________________ **F2 - Set to Part #**
Description :__________________
Supplier :__________________
Jobber :$_______ **WD Cost** :$______
Your Cost :$_______ **Sug Retail** :$______
Sales Price A :$_______
Tax Status :____**Yes No**
Category :_________________
Specs :________________________________
Lead Time :_____**(days)**
Reorder Point :_____ **Reorder Amt** :_____
Current Stock :_____ **Qty on Order** :_____

Site Code :_____**Your Company Name**
Inv Status :_____ **Regular Special Other**
Location/Bin :_____

Instructions:

Use the form on the prior page for all entries of new accessories

1. Enter Accessory part number.
2. Enter truck code for part or press F2 to search.
3. Enter Manufacturer number.
4. Enter Manufacturer part number or press F2 to set this number same as part number.
5. Enter Description of part.
6. Enter Supplier number.
7. Enter your cost, jobber, sugg. retail, and sales price A.
8. Enter Tax Status. Yes or No
9. Enter Category for part.
10. Enter Specifications.
11. Enter lead time, reorder point, reorder amt, current stock and qty on order for auto orders.

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System Settings Forms

COMPANY

Company :________________________________
Default Site Code :______ F2:List
Address :________________________________
Zip Code :_______
Phone No. :(__) ____-_________
Fax Number :(__) ____-_________
Default Stock Date :__ /__ /__

Instructions:

< Enter your company information as prompted. The Default Site Code is the number designated to represent the lot location you are setting up.
< The Default Stock Date is the default ordering and receiving date for all stock entered during the initial set up procedure. This could be the date you actually begin entering data.

REPORTS

Print the following during end of month processing?

Manufacturer Summary	? Y Yes No	Customers Summaries	? Y Yes No
Models Summary	? Y Yes No	Inventory Except	? Y Yes No
Materials Summary	? Y Yes No	Model Styles Summary	? Y Yes No
Salesman Summary	? Y Yes No	Color Groups	? Y Yes No
Stock Report	? Y Yes No		
Taxable Sales	? Y Yes No	Tax Collections	? Y Yes No

Sort Orders for Stock Report :___ Serial Truck Location
Print Orders? :___ Yes No
Sales Invoice Copies :___ (0 Disables printing of invoices)
Print Co. info on invoice? :___ Yes No
Invoice Layout :___ 11" Form 7" Form Letterhead Custom
Invoice Message :____

Instructions:

< Choose Yes for the reports you wish to print automatically at the end of each month.

< Choose Yes for Print Orders if you wish to print orders for verification or to send to your suppliers.

CUSTOM

Default Stock Date :___\ ___\ ___
Allocate Shipping Costs :____ Yes No
Cash Drawer Start Bal :$_______
Cap Auto-Reorder Limit :___ Enter 0 to automatically reorder all.
Enter 999 to disable automatic stock reorders.

Allow edit of invoice # ?___ Yes No
Invoice number prefix ?___ Last Used Invoice # :00000000
Credit memo prefix ?___ Last Used Credit Memo :00000000
Print costs on reports ?___ Yes No
Type of costs for accs ?___ Average Last Standard
Invoice Message : ____________________________________

Instructions:

< Set Allocate Shipping to Yes if you are using **ACCESSORY PACK!** and you wish to distribute the cost of shipping among non-serialized inventory items.

< Enter the number of copies of each customer invoice you wish to print.

< Enter a custom message to appear at the bottom of your customer invoices.

HARDWARE

Report Printer :____ Your Printer Type
Report LPT Port :____ LPT1 LPT2 LPT3

Invoice Printer :____ Your Printer Type
Invoice LPT Port :____ LPT1 LPT2 LPT3

Cash Drawer Port :____ COM1 COM2 COM3 COM4
Cash Drawer Control :____ 0 0 0

Instructions:

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< Enter the make and model of your invoice and report printers. Indicate which ports they are connected to on the computer (LPT1, LPT2, or LPT3).

ACCOUNTING

Customer Deposits GL :___________

Select the correct account for each type:

Cash GL Account :__________
Checking GL Account :__________
A/R GL Accounts :__________

Instructions:

< Enter your Customer Deposits General Ledger account number and then choose the GL account numbers for Cash, Check, and Accounts Receivable

Employee Form

```
Initials       :______
Last Name      :____________________
First Name     :____________________
Social Security #:____-___-____
Address 1      :____________________
Address 2      :____________________
Zip Code       :__________   City, St
Primary phone:(___)___-_____
Alt Phone      :(___)___-_____
Spouse's Name:____________________
Sales Staff    :_____          Yes    No

                        Caps   Accs
Sales Percent:          ____%  ____%
Gross Percent:          ____%  ____%
Management     :        0
Site           :        ___    Company Name
Clear Password:         ___    No      Yes
```

```
Initials       :______
Last Name      :___________________
First Name     :___________________
Social Security #:____-___-____
Address 1      :___________________
Address 2      :___________________
Zip Code:      :__________   City, St
Primary phone:(___)____-_____
Alt Phone      :(___)____-_____
Spouse's Name:____________________
Sales Staff    :_____          Yes    No

                        Caps   Accs
Sales Percent:          ____%  ____%
Gross Percent:          ____%  ____%
Management     :        0
Site           :        ___    Company Name
Clear Password:         ___    No      Yes
```

Instructions:

1. Enter each employee's initials and name. Each person must have a unique set of initials.
2. Enter Social Security number for employee.
3. Enter address information and telephone numbers.
4. Enter spouse's name.
5. Enter Yes for employees of sales status.
6. Enter sales and gross percentages each employee receives from his\her sales of caps and accessories.
7. Enter employment Management status. Default = 0, which is No for Management status, and Yes = 1, which is setting employee to Management status. You must have at least one employee with manager authority. Once a manager has been created, you should remove manager authority from the MGR account.

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8. Enter Site Code for employment location of employee.
9. Enter No for Clear employee password.

For security reasons, very few users should be given Management clearance (a setting of 1.)

Truck Form

Code:_______

Name:_________________________________

Type: Domestic Import (circle one)

Bed   Length:________

Width :

Code:_______

Name:_________________________________

Type: Domestic Import (circle one)

Bed   Length:________

Width :

Code:_______

Name:_________________________________

Type: Domestic Import (circle one)

Bed   Length:________

Width :________

Code:_______

Name:_________________________________

Type: Domestic Import (circle one)

Bed   Length:________

Width :________

Code:_______

Name:_________________________________

Type: Domestic Import (circle one)

Bed   Length:________

Width :________

Code:_______

Name:_________________________________

Type: Domestic Import (circle one)

Bed   Length:________

Width :________

Instructions:

Many truck sizes have been pre-loaded for your convenience. Browse the Trucks Table on the *Maintenance Menu* to determine which (if any) truck templates need to be added or modified to meet your specifications.

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Color Categories Form

Code :________ Code :_______
Description :_____________________ Description :__________________

Code :________ Code :________
Description :_____________________ Description :__________________
Code :________ Code :________
Description :_____________________ Description :___________________
Code :________ Code :________
Description :_____________________ Description :___________________
Code :________ Code :________
Description :_____________________ Description :___________________
Code :________ Code :________
Description :_____________________ Description :___________________
Code :________ Code :________
Description :_____________________ Description :___________________
Code :________ Code :________
Description :_____________________ Description :___________________
Code :________ Code :________
Description :_____________________ Description :___________________

Instructions:

Many color categories have been pre-loaded for your convenience. Browse the Color Categories Table on the Maintenance Menu to determine which (if any) color groups need to be added or modified to meet your specifications.

Color Form

Code :_____ Code :_____

Name :___________________ Name :____________________

Start Year :_____ Start Year :_____

Color Group :____________ Color Group :____________

Manufacturer :____________ Manufacturer :____________

Code : ______

Name : ______________________

Start Year : ______

Color Group : _____________

Manufacturer : ______________

Code : ______

Name : ________________________

Start Year : ______

Color Group : ______________

Manufacturer : ______________

Code : ______

Name : ______________________

Start Year : ______

Color Group : ______________

Manufacturer : ______________

Code : ______

Name : _______________________

Start Year : ______

Color Group : ______________

Manufacturer : ______________

Instructions:

Many colors have been pre-loaded for your convenience. Browse the Colors Table on the Maintenance Menu to determine which (if any) colors need to be added or modified to meet your specifications.

The accessory catalog form is located on the next page. Follow the instructions listed below for
assistance in filling out this form.

Instructions:

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1. Enter your part number for the current catalog item and the truck the item fits. The truck field may be left blank at your discretion.
2. Name the manufacturer of the item, the manufacturer's part number, and the supplier from whom you most often order this item.
3. Give a brief description of the item.
4. Specify the wholesale cost most often paid for this item and your sales price for the item.
5. Indicate whether the item is taxable or nontaxable.
6. Specify the accessory category of the item.
7. Enter any unique specifications associated with the item.
8. Estimate the typical number of days lead time necessary to receive a new order of the item.
9. Indicate the number of items in stock at which point you would most often order more of the item and the number of items you would most likely order.

Catalog Form

Part # :__________

Truck :__________

Manufacturer :______________

Mfc Part # :__________

Description :____________________

Std Supplier :______________

Your Cost :$_____ Jobber :$_____

Sugg. Retail :$_____ WD :$_____

Sales Price :$_____

Tax Status :_____ Yes No

Category :______________

Add'l Specs :__________________________

Lead Time :______ days

Part #

Reorder Pt. :_____ Reorder Amt :____

Truck :__________

Manufacturer :________________

Mfc Part # :__________

Description :______________________

Std Supplier :__________

Your Cost :$_____ Jobber :$_____

Sugg. Retail :$_____ WD :$_____

Sales Price :$_____

Tax Status :_____ Yes No

Category :______________

Add'l Specs :__________________________

Part # :__________

Truck :__________

c

Manufacturer :______________

Mfc Part # :__________

Description :______________________

Std Supplier :______________

Your cost :$_____ Jobber :$_____

Sugg. Retail :$_____ WD :$_____

Sales Price :$_____

Tax Status : _____ Yes No

Category :______________

Part # :__________

Add'l Specs :__________________________

Truck :

Lead Time :_____ days

Manufacturer :______________

Reorder Pt. :_____ Reorder Amt :_____

Mfc Part # :__________

Description :______________________

Std Supplier :______________

Your cost :$_____ Jobber :$_____

Sugg. Retail :$_____ WD :$_____

Sales Price :$_____

Tax Status : _____ Yes No

Category :______________

Add'l Specs :__________________________

Lead Time :_____ days

Reorder Pt. :_____ Reorder Amt :_____

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Manufacturer Form

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order Phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order Phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order Phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____

Order Phone : (___) ___-____

Order phone : (___) ___-____

Instructions:

Each manufacturer and supplier must have a template. Enter the short and long names, contact, address, and telephone information.

Inventory Categories

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :

Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

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Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Code :
Description :
Std. Lead Time:______ Days
Account :

Customer Categories

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

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Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

Code :_____
Description :______________
Account :___________
Std Price Level:___ A B C D E

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Customer Form

Company :______________________________
First Name :____________________
Last Name :____________________
Phone Number :(___)____-________
Alt Phone # :(___)____-________
Address :_____________________________
Zip :_____________ City, State
Tax Exempt ID :_____________________
Type :______
Price Level :___ A B C D E
Comment :______________________________

Company :______________________________
First Name :____________________
Last Name :____________________
Phone Number :(___)____-________
Alt Phone # :(___)____-________
Address :_____________________________
Zip :_____________ City, State
Tax Exempt ID :_____________________
Type :______
Price Level :___ A B C D E
Comment :______________________________

Company :______________________________
First Name :____________________
Last Name :____________________
Phone Number :(___)____-________
Alt Phone # :(___)____-________
Address :_____________________________
Zip :_____________ City, State
Tax Exempt ID :_____________________
Type :______
Price Level :___ A B C D E
Comment :______________________________

Appendix B
System Messages

The following appendix contains descriptions of system messages that may occur while using **ACCESSORY PACK!** They are listed alphabetically for ease of use. If the suggested remedy does not correct the problem, call the **TOPP*Soft* Computer Solutions** help line at (800)771-BEST for technical support.

PROBLEM	SOLUTION
CANNOT BUILD ??? - ERROR: A problem has occurred in the key files for the ??? database. The database could not be accessed to repair the key files.	Make sure all users have exited **ACCESSORY PACK!** and restart the program.
CANNOT SHARE ??? - ERROR: The ??? database cannot be opened in multi-user mode. This happens when the files statement in your CONFIG.SYS file has not been set properly or another station has locked the ??? file for exclusive use. This may occur while running some utility functions on other stations.	Make sure all utility programs have completed successfully. Exit and restart **ACCESSORY PACK!** If the problem persists, you must edit your CONFIG.SYS file. Reference the Getting Started chapter for further instructions on editing the CONFIG.SYS file.
CHANGED BY ANOTHER STATION: Another user on your network has already made changes to the record on your screen.	**ACCESSORY PACK!** will display the current information in the record instead of saving the information you have just entered. Re-enter your changes and then save your work.
CREATES DUPLICATE ENTRY: The value you entered for the current field must be unique in the system. The value you entered is already in use by another record in the database.	Enter a different value for the current field. Make sure your new value is unique from any already in use by the system.
CREATING A NEW RECORD: In a form that allows addition of more than one record at a time, additional records will be added until you press X. Pressing X returns you to the previous screen.	
ERROR UPDATING CAP: Occurs while transferring a cap from one site to another or changing the cost of a cap more than once in a single day.	You may either try the transaction on a different day, or change the system date of your computer and retry the transaction. Refer to your DOS manual for instructions on changing your system date.

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ERROR: ?? Adding to ???: Internal error ?? occurred while adding records to database ???.	Contact TOPPS*oft* Computer Solutions with the exact wording of this message for assistance.
PROBLEM	**SOLUTION**
ERROR: ?? Deleting from ???: Internal error ?? occurred while deleting records from database ???.	Contact TOPPS*oft* Computer Solutions with the exact wording of this message for assistance.
FILE NOT FOUND: A required database file was not found by the program.	Make sure you are in the correct directory when launching the program. If you are in the correct directory, some of your database files may have been deleted. Call TOPPS*oft* Computer Solutions for technical support.
INSUFFICIENT MEMORY: Your computer does not have enough available DOS memory (RAM) to run the program. At least 550K of RAM memory must be available.	Type **MEM** or **CHKDSK** from the `C:\>` prompt to verify the amount of available RAM. If this command verifies that you are short of memory, disable any auxiliary programs that may be consuming your computer memory.
INVALID KEY FILE: One of database key files has been corrupted.	Delete all of the key files with K?? extension for the database and restart the program. Your keys will be rebuilt. NOTE: On a network, no other users can run the program while the keys are rebuilding.
INVALID LICENSE NUMBER: An invalid license number has been installed for the software.	The installation program automatically adds your license number. Re install the program to reset the license number. Refer to the Getting Started chapter of this manual for further instructions. If the error is not resolved, contact TOPPS*oft* Computer Solutions technical support.
LICENSE ERROR 01: The license database is not in the current directory or is locked by another station.	Exit and restart **ACCESSORY PACK!** to clear the error.

LICENSE ERROR 02: The license number in use by this station no longer exists in the license database.	Exit and restart **ACCESSORY PACK!**. If the problem persists, reinstall the program to reset the license number. Refer to the Getting Started chapter of this manual for further instructions.
PROBLEM	**SOLUTION**
LICENSE IN USE: Too many stations are attempting to access **CAP TRACKER!** This error may occur if you do not own enough license numbers for all users on your network.	Contact TOPPS*oft* Computer Solutions to purchase additional network licenses of the software.
NO LICENSE EXISTS: No legal license number has been installed for the software.	Reinstall the software. Refer to the Getting Started chapter of this manual for further instructions.
PASSWORD NOT CORRECTLY TYPED: An error occurred while changing your password. Your password was not changed.	Retry your changing your password. **Press Enter to Delete:** Pressing E will delete the entry on the screen. Press X to return to the previous screen without deleting the current entry.
REBUILDING KEYS FOR ??: The keys for database ?? were deleted. The program is rebuilding your keys.	Wait until the rebuild process has completed and continue with your work.
RECORD NOT FOUND: The record you are looking for does not exist in the database.	
RECORD WILL BE ADDED: A new item is being added to the current database.	
RECORD WILL BE CHANGED: An existing entry in the current database is being modified.	

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SECURITY ERROR, PLEASE RETRY: An error occurred while logging into the system or during the password change process.	Retry your current action.
UNKNOWN MATERIAL TYPE: This error may occur while generating Summary Statistics. The error indicates possible data corruption in your model templates.	Call TOPPS*oft* Computer Solutions for technical support immediately.
USER ABORTED BY CONTROL BREAK: The C-Break key combination was pressed.	This key sequence abnormally leaves the program. Check your data for possible data corruption.
PROBLEM	**SOLUTION**
VIRTUAL MEMORY ERROR: The virtual memory allocated to the program has errors.	Disable the use of virtual memory. See your DOS manuals for more information on this topic.

Appendix C Common Support Questions

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Appendix D
End of Month Program

Glossary

80486. Type of CPU. It designates either a model from a company named Intel or a compatible model from one of several other companies.

Access restrictions. The levels of access granted to users on a network. Users must have read and write access to the **ACCESSORY PACK!** directory for proper operation.

ASCII. American Standard Code for Information Interchange. This is a standard format used by many computers for representing the letters, numbers and other characters on a computer screen. Using this standard helps different computer programs share information.

Batch file. A series of instructions and programs to be executed by the computer.

Batch process. A batch process is a series of tasks grouped together to simplify operations. The batch can be initiated and run without any user intervention.

Bootable floppy. A floppy disk that is capable of starting the computer. It has DOS installed so that the computer can function properly.

Byte. A single character of information. 1024 bytes equal one kilobyte.

Cap. Generic term for a unit placed over the bed of a pickup truck It has various names in different regions. Some names include topper, top, camper top, truck cover, canopy, and shell.

Context Sensitive Help. Online help that gives you specific information to help you with your current task. All help is accessed by pressing !.

CPU. This Central Processing Unit is the brain inside the computer. It handles all of the calculations and instructions to create the screens and reports found in **ACCESSORY PACK!**

Current Directory. This is the directory that is currently in use by the computer. To run **ACCESSORY PACK!**, the current directory must be the directory where the program and database files are located.

Cursor. The blinking square on the screen that indicates the current location for data entry. New characters that are typed will appear where the cursor is located.

Directory. This is a list of files and other directories found on a hard disk. It can be compared to a drawer in a file cabinet. Each drawer is a different directory which may contain different files or smaller drawers.

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Disk Cache. A buffer used by the computer to speed up a computer program that frequently accesses the hard disk. Generally, the larger the disk cache, the faster the computer will run.

DOS. Disk Operating System. This is the control program the computer uses to handle basic input and output devices connected to the computer. It manages and controls access to these devices so that they can be shared by different programs in the computer.

Dot Matrix Printer. A printer that creates characters by pressing a group of pins onto the page. The pattern of pins used determines the character that is printed. This type of printing is called impact printing. It's advantage is that the printers are low cost and are capable of making several copies simultaneously using multi-part forms.

Field. Each entry area on a form is called a field. This is where a single element of data, such as a phone number can be entered.

File. A single collection of characters, or bytes stored in the computer.

Font. This is the type face used by the computer. The screen has a set of fonts and the printer also has a set of fonts. Fonts can be different styles and sizes.

Form. Data entry screens which allow users to add and change information in a database. Forms are usually accessed from tables.

Floppy Diskette. A flat object made of plastic used as storage by the computer. They come in two different sizes 3½" and 5¼". They must be inserted into a special slot (the floppy diskette drive) in the computer to be used.

Floppy Diskette Drive. This is an input/output device on the computer that reads and writes to floppy diskettes. A single computer may have several of these devices.

Form. A screen used to enter or update information in the database.

Function Keys. A set of special keys found on a computer keyboard. They are usually found on the left hand side of the keyboard in two columns or across the top in a single row.

Hard Disk. A device usually found inside the computer that lets you store programs and data. This device is described by the amount of storage available (e.g. 200 MB). Information kept on a hard disk is stored until erased by programs or the user.

Hardware. The equipment component of a computer system. Each of the physical parts that you can touch are considered hardware.

Hot Key. A special key that can be pressed at any time to perform some special task. Any screen with hot keys will have information near the bottom about that hot key.

IDE. A technical specification that identifies the type of hard disk installed on the computer system.

KB. See kilobyte.

Kilobyte. 1024 bytes of information. Usually designated with the abbreviation 'KB.' 1024 KB equals 1 megabyte.

Laser Printer. A printer that creates pages by heating the paper with a laser and applying toner (ink) to the page. This type of printing is called non-impact printing. It's advantage is that the output is very high quality and prints very quickly.

License. Each license purchased allows one user to access the system. To use **ACCESSORY PACK!** by more than one person on a network, you must purchase additional licenses. Please refer to your license agreement for a detailed explanation of the license agreement.

Mail Merge. The process of creating a quantity of form letters or other reports by combining a standard letter with a mailing list on the computer. Each letter would be customized using the information from the mailing list.

MB. See megabyte.

Megabyte. 1024 kilobytes or a little more than one million bytes of information. Usually designated with the abbreviation 'MB.' **ACCESSORY PACK!** uses almost 2 MB of hard disk space when it is first installed. A megabyte is equivalent to about 250 pages of printed text.

Network. A system used to connect computers so that they may communicate and share resources such as printers and hard disks. A network is required to allow several users to access the same data at the same time.

Pixel. A picture element on the screen. Each little dot that makes up the characters on the computer screen is a pixel.

Program. See the glossary entry for software.

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RAM. ***R***andom ***A***ccess ***M***emory. Temporary storage used by the computer as working space for programs while they are in use. It is automatically erased when you turn off the computer.

Rapid Scan. A feature that allows a user to quickly find a single record among hundreds or thousands by simply entering the first few characters of the key field. Within seconds, the correct entry can be located.

Root Directory. The top directory of a hard disk or floppy disk. It is the master file cabinet for each disk in the computer.

SCSI. Small Computer Systems Interface.

Secondary Merge File. A mailing list created and used by WordPerfect for creating form letters.

Serialized Inventory. Inventory items that contain serial numbers and can be individually tracked. Each serialized item is stored with a complete record of activity for that item. Serial numbers must be unique to ensure proper tracking.

Software. A set of instructions for the computer that accomplishes a specific task. **ACCESSORY PACK!** is an example of software that manages your cap inventory.

Station. A single computer which may be on a network.

String. A sequence of ASCII characters referenced together as a group.

System Date. The date that the computer keeps. It is the basis for many of the default dates used by the program. To correct the system date, use the DATE command from the DOS prompt.

Table. Lists of database records that scroll up and down on the screen. Entries on tables may be selected, changed, added and deleted.

VGA. ***V***ideo ***G***raphics ***A***rray. A high resolution graphics standard for computer screens and monitors. VGA is capable of displaying up to 640 x 480 pixels on the screen in 16 colors or 320 x 200 pixels at 256 colors.

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