Term

This license is effective until terminated. You may terminate it at any time by destroying the program together with all copies, modifications, and merged portions in any form. It will also terminate upon conditions set forth elsewhere in this Agreement or if you fail to comply with any term or condition of this Agreement. You agree upon such termination to destroy the program together with all copies, modifications, and merged portions in any form.

Limitation of Liability

A) EXCEPT AS OTHERWISE EXPRESSLY PROVIDED HEREIN, PC/POLL SYSTEMS MAKES NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING BUT NOT LIMITED TO: IMPLIED WARRANTIES, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

B) Except as otherwise provided herein, PC/POLL SYSTEMS shall not be liable for any claims, damages or expenses of any kind, whether made or suffered by the Buyer or any other person, unless such claims, damages, or expenses are directly caused by PC/POLL SYSTEMS negligence or willful misconduct.

C) The parties agree that in the event any liability is imposed on PC/POLL SYSTEMS arising out of or in connection with the purchase or sales of PC/POLL SYSTEMS' products, it shall be impractical or extremely difficult to fix actual damages and, therefore, agrees that the aggregate amounts payable by PC/POLL SYSTEMS by reason thereof shall not exceed the amount paid to PC/POLL SYSTEMS by the Buyer for the product with respect to which such liability is imposed. PC/POLL SYSTEMS shall not be liable for delays.

D) PC/POLL SYSTEMS shall in no event be liable to the Buyer or any other party for lost profits, diminution of good will, any other incidental, or consequential damages or loss of use, or other commercial loss, however occasioned.

Software License

The PC/POLL SYSTEMS program can be used on a single PC

OR

The program can be copied into any machine readable or printed form for backup or modification purposes in support of your use of the program on a single PC (certain programs, however, may include mechanisms to limit or inhibit copying.)

YOU MAY NOT USE, MODIFY, OR TRANSFER THE PROGRAM OR ANY COPY, MODIFICATION, OR MERGED PORTION, IN WHOLE OR IN PART, EXCEPT AS EXPRESSLY PROVIDED FOR IN THIS LICENSE.

IF YOU TRANSFER POSSESSION OF ANY COPY, MODIFICATION, OR MERGED PORTION OF THE PROGRAM TO ANOTHER PARTY, YOUR LICENSE IS AUTOMATICALLY TERMINATED.

Software Warranty

PC/POLL SYSTEMS warrants any article or component supplied but not developed and produced by PC/POLL SYSTEMS to the extent warranted to PC/POLL SYSTEMS by the manufacturer of such article or component and only to such extent. PC/POLL SYSTEMS warrants that, for a period of thirty (30) days from the date of delivery thereof, any software developed and produced by PC/POLL SYSTEMS shall be free from defects in materials and workmanship, provided, however that PC/POLL SYSTEMS' obligation shall be limited to repair or replacement of any such software which is returned to PC/POLL SYSTEMS and shown to PC/POLL SYSTEMS' satisfaction to be defective. PC/POLL SYSTEMS' repair or replacement of defective software shall be performed during PC/POLL SYSTEMS' normal working hours. This warranty does not apply to any software that has been subject to misuse (including failure to follow corrective routines or instructions), negligence, or accident by other causes not arising from the fault or negligence of PC/POLL SYSTEMS.

PC/POLL SYSTEMS RETURN POLICY

NO RETURNS OR REFUNDS ON SOFTWARE PURCHASES OLDER THAN 30 DAYS.

Due to current technology capabilities, all dealers and prospective customers are encouraged to request a one (1) week demo code to preview the software, thus allowing users to make an informed decision before purchasing. After an order has been processed, customers have 30 days to return the software for credit only. After 30 days have expired, no refund or credit will be issued.

Returned merchandise must be accompanied by an RMA number issued by PC/POLL SYSTEMS. RMA numbers will be issued only upon receipt of a serial number or other identifying number of the product purchased from PC/POLL SYSTEMS, and the number of the PC/POLL SYSTEMS invoice wherein the product was purchased. Returns for credit are accepted only if the product being returned is in “like new” condition and complete, including but not limited to, all packaging materials, instructions manuals, and accessories within the 30 day period.

On products produced from vendors other than PC/POLL SYSTEMS, the manufacturer’s warranties apply. PC/POLL SYSTEMS does not give or imply that it gives any warranty on any product(s) it distributes, including modems and cables. PC/POLL SYSTEMS will provide assistance, on a best-effort basis only, to customers needing warranty assistance in dealings with the manufacturer(s) of the product(s) PC/POLL SYSTEMS distributes.

Receiving Technical Support

First, check the manual that came with the software. When using Windows versions of PC/POLL SYSTEMS Polling Software, click the **Help** button that appears on the main menu, and then **About** on the drop down menu.

Call the cash register dealer who sold the cash register and PC/POLL SYSTEMS software for answers.

If your dealer cannot help you, contact PC/POLL SYSTEMS through email or fax:

- E-mail PC/POLL SYSTEMS at support@pcpoll.com. Briefly describe your problem and ask for the corresponding form. Include your name, company information, telephone number, e-mail address.
- Visiting our website at www.pcpoll.com/download/dwnld_v6.html. Scroll to the bottom of the page and click on the email link in the gray box labeled "Having Trouble using Version 6."
- Fax PC/POLL SYSTEMS at 563-556-0405. Include the same information as you would for the e-mail.

Crucial Information

The following information is very important during the analysis of any problem:

1. The **version and serial numbers** of our software are located on the software disk or on the top of the window of the running Version 6 program under **Help | About**.
2. The **EPROM (ROM) version** of the register and the date it was issued, plus the **make and model** of the cash register.
3. The exact wording of the error message.
4. The program in use: Version 6, QuickBooks Interface, DRPC, or Inventory. Also know what you were doing at the time the problem occurred.
5. Computer type, system version, and amount of available memory. Also, have the Network configuration if applicable.
6. Printer manufacturer, type, and model.
7. Modem manufacturer, type, and model.

It is often helpful to record answers to your support questions in the software manual in case the same problem is encountered in the future.

Contents

Term ... 1
Limitation of Liability ... 1
Software License ... 2
Software Warranty ... 2
PC/POLL SYSTEMS RETURN POLICY ... 3
Receiving Technical Support ... 4
Contents ... 5
Introduction ... 7
Getting Started ... 8
  Recommended System Additions ... 8
  Installation Instructions ... 9
  End-User Support ... 11
General Information ... 12
  Importing and Exporting Files ... 12
    Receive Example 1 ... 13
    Physical Inventory Example 1 ... 14
  Importing into and Exporting from Excel ... 15
    Importing into Excel ... 15
    Exporting from Excel ... 15
  Connecting to Version 6 Polling ... 16
  Quick Setup to Version 6 Polling ... 21
  Transferring Data from Inventory to a Cash Register ... 22
  Creating a Purchase Order ... 23
  Toolbars ... 27
    Print Preview Toolbars ... 27
    Grid View Toolbars ... 28
  Menus and Shortcut Keys ... 28
  Find Screen Options ... 29
  Print Preview ... 30
Frequently Asked Questions ... 33
    Access Violation ... 33
    Deleting Items in Polling ... 33
    Importing and Exporting Results Screens ... 33
    Extra Price Fields ... 35
    Missing Fields on Export to Polling ... 36
    Missing Fields on Import into Inventory ... 36
    Missing History Tab ... 36
    Negative Prices ... 36
    New Items ... 36
    Price Levels ... 36
    Printing Questions ... 36
    Promo and Waste Values ... 37
    QR Preview Already Exists ... 37
    Removing Item Type ... 37
    Run Time Error 216 ... 37
    Transferring Items ... 37
Maintenance ... 38
  Maintenance Menu ... 38
  Maintenance Buttons ... 38
  Facility Menu ... 40
  Vendor Menu ... 41

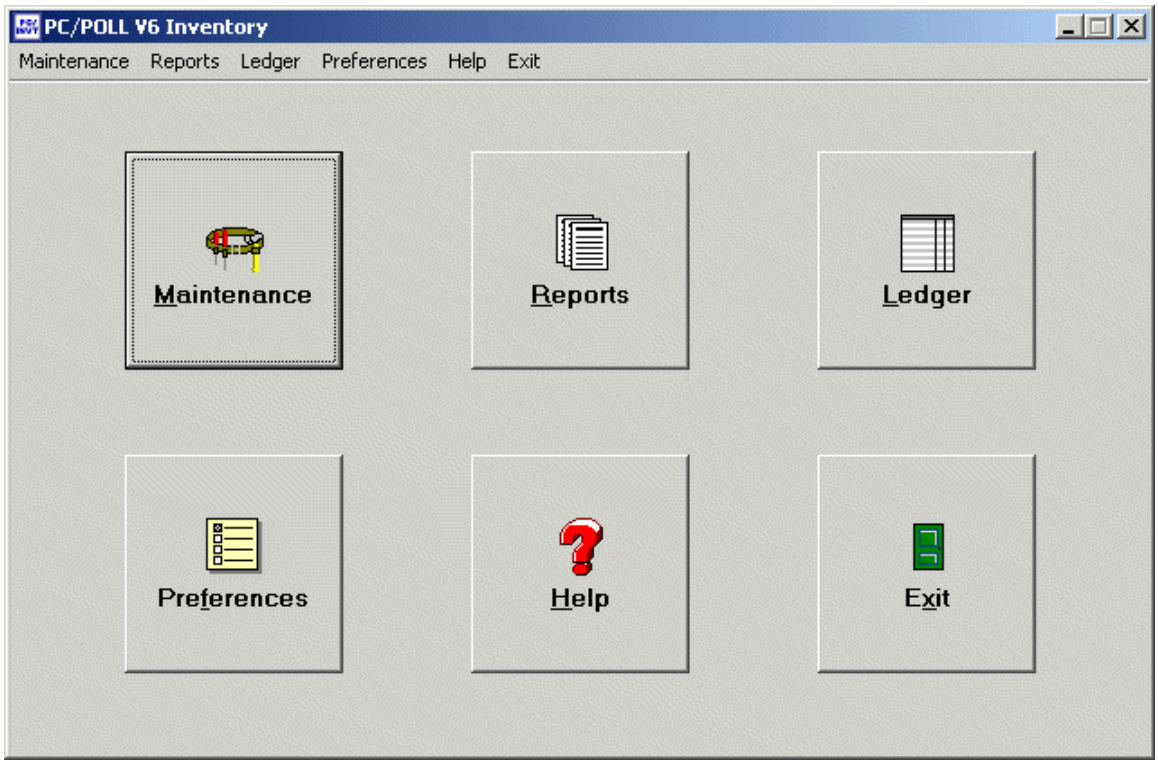
Location Section 41
Item Section 42
Item Type Section 45
Reports 49
Reports Menu 49
Ledger 51
Ledger Menu 51
Receive Items Section 51
Receive PO Section 53
Sales Section 56
Adjust Section 57
Transfer Section 60
Purchase Order Section 62
New PO Section 64
Physical Inventory Section 66
Preferences 68
Preferences Menu 68
V6 Polling Menu 69
Backup Menu 70
Help 73
Help Menu 73
About Menu 74
Sample Reports 75
Top Usage Report 75
Low Usage Report 75
Top Cost Items Report 76
On Hand Report 77
Item Short Report 78
Item Near Short Report 79
Received POs Report 80
Open POs Report 81
Pending POs Report 82
Adjustment Report 83
Receive Report 84
Sales Report 85
Transfer Report 85
Physical Form Report 86
Physical Inventory Difference Report 86
Index 87

Last Updated 03/19/07

Introduction

Version 6 Inventory is a software package that is designed to help business owners track the purchase and sale of their hard good items using LIFO, FIFO, or weighted average costing methods. This software allows users to receive and sell items, as well as generate purchase orders and update their inventory off of physical inventory reports. The stock tracking system used within Version 6 Inventory allows users to continue operating the software even when stock levels go negative. Many reports can be generated on demand, such as Top Usage, Item Near Short, Sales, and Pending POs. The package also includes customization options for importing, exporting and printing, as well as built-in backup routines and enhanced entry options.

Version 6 Inventory can be used as a standalone module or interfaced with Version 6 Polling. The interface allows users to import items from, export item changes to, and update inventory counters off of Version 6 Polling data. The two packages can interact seamlessly.



Getting Started

Recommended System Additions

System Requirements

- A PC capable of running a Window's Operating System
- Windows Printer Installed
- Minimum 256 colors
- Minimum 800 x 600 resolution
- 128 MB of RAM
- 233 MHz processor speed
- Serial port or modem (if interfacing to V6 Polling)

System Recommendations

- Pentium 3/500 MHz or equivalent processor
- 20 GB hard drive
- 16 million colors video display
- Backup medium (ex: zip drive, CD-ROM drive, 3.5 inch floppy drive)

Backup System

For safety's sake, a system must be used to backup critical business data. Within the Inventory software, there is a built-in backup procedure. If that is not used, an alternate backup procedure must be used to protect against data loss.

When Using Inventory in Conjunction with Version 6 Polling the Following are Recommended:

Bus Mouse
A Bus Mouse will insure that there are no conflicts in contention for serial ports. Such conflicts are a source of problems as Polling uses serial ports to connect to ECRs.

PC/POLL SYSTEMS' Modems
PC/POLL SYSTEMS' Modems are manufactured and tested for compatibility with PC/POLL SYSTEMS' Software and the ECRs. They are the only modems that receive PC/POLL SYSTEMS Support. PC/POLL SYSTEMS does not provide modem support for ANY modems not purchased from PC/POLL SYSTEMS.

HAYES modems should also be compatible, but they are not guaranteed by PC/POLL SYSTEMS.
Internal modems can be difficult to configure for use with PC/POLL SYSTEMS' Polling Software. Due to the lack of external indicators, trouble-shooting a working internal modem can be difficult. Also, testing an internal modem can be especially problematic.

PC/POLL SYSTEMS' Custom ECR Cables
PC/POLL SYSTEMS' ECR Cables are manufactured and tested for compatibility with the Polling Software and the ECRs. While the Register Appendices have Cable Diagrams, only PC/POLL SYSTEMS' Custom ECR Cables receive support from PC/POLL SYSTEMS.

Installation Instructions

If the inv_full.exe file has been downloaded from the Internet, please search for the file name to locate it on your hard drive. If the file has originated from a diskette the name will be setup.exe. However, if the install is from a CD, just click on the Version 6 Inventory Install link. (**Note:** If the extension (exe) cannot be seen, click **View | Details** on the window where the file is located.)

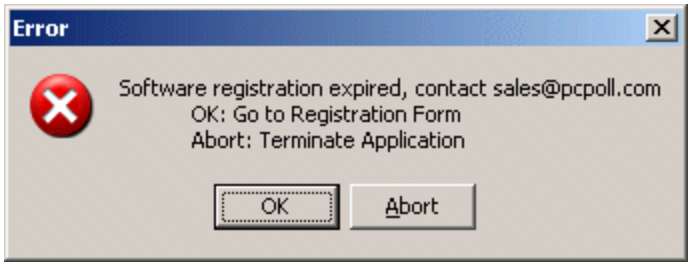
The first screen that appears will read "PC/POLL SYSTEMS Version Six Inventory." Click **Next**.

The "Welcome" screen is then displayed recommending that all other running applications be closed before continuing with the Setup.

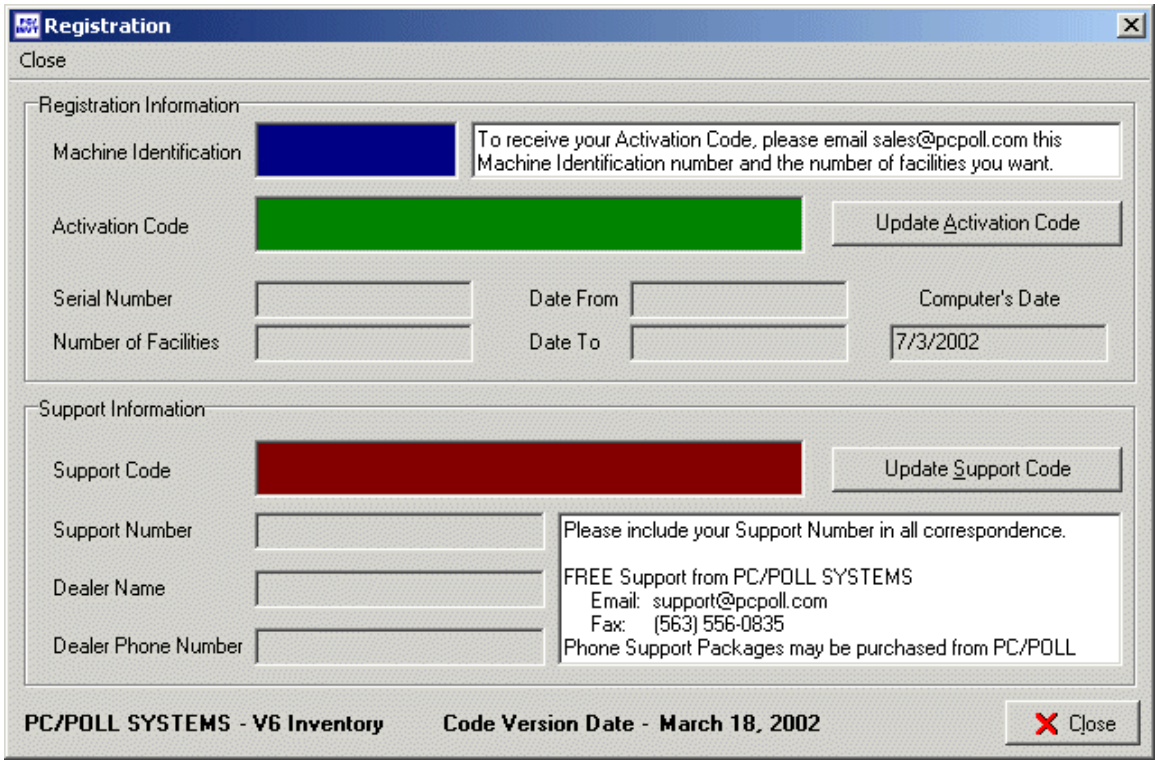
Click **Next** to view the License Agreement screen. If you agree to the conditions listed, click **Next**. Then, select a destination for the software. It is recommended that the suggested location not be altered unless absolutely necessary. Click **Next** to begin installing the files.

After the Setup is finished, click **Finish** on the final screen to complete the install. A Version Six Inventory icon will be placed on your desktop.

Now the program can be opened. You will be prompted to either "Go to Registration Form" or "Terminate Application."



After clicking OK a registration screen will be brought up.



Please email your Machine Identification number to PC/POLL SYSTEMS at sales2007@pcpoll.com for the most efficient way of obtaining the new Release Code. If email is not available, call 563-556-2323 or fax 563-556-0405.

Someone from PC/POLL SYSTEMS will then generate an Activation and Support Code and email those codes to you. Enter each code into the appropriate location and then hit the corresponding Update button. After the codes have been entered and accepted by the program, hit the **Close** button to enter the software.

The **Machine Identification** is an automatically generated number that is unique to your PC. The PC/POLL SYSTEMS' staff must have that number in order to generate a release code.

The **Activation Code** determines the Serial Number, Number of Facilities, and date range within which the software can be used. The Activation Code automatically updates this information; it cannot be edited.

The **Support Code** inputs the Support Number and Dealer Phone Number. These fields cannot be edited. The Dealer Name must be manually entered. The Support Information section is not required for demonstration copies of the software, only for licensed copies.

End-Users should always contact their dealers first with PC/POLL questions. If the dealer is unable to answer the question support options are available.

End-User Support

- All PC/POLL SYSTEMS End-Users receive FREE UNLIMITED mail, fax, and email support.
- Software support does not include cash register, installation, or basic computer usage support.
- All phone support needs to be prepaid.

Phone support prices are for 1 End-User at 1 PC/POLL SYSTEMS location. Extra charges apply for additional users and locations:

Level 1 Support

Price		Maximum # of Hours	$/hour
$25	Per 15 minutes	Unlimited	$100
$150	Per week	3	$50
$300	Per month	10	$30
$450	Per 6 months	15	$30
$900	Per year	30	$30

Level 2 Support

Level 2 Support is sometimes needed for complex configurations or support packages being used by multiple users. End-Users may be required to purchase PCANYWHERE from Symantec to use Level 2 Support. Additional charges may be required, so please call or email PC/POLL SYSTEMS for more information.

PC/POLL SYSTEMS Contact Information:

PHONE: 563-556-2323 SALES: 410-268-0733
FAX: 563-556-0405
E-MAIL:support@pcpoll.com
MAIL: PC/POLL SYSTEMS
3162 Cedar Crest Ridge
Dubuque, IA 52003

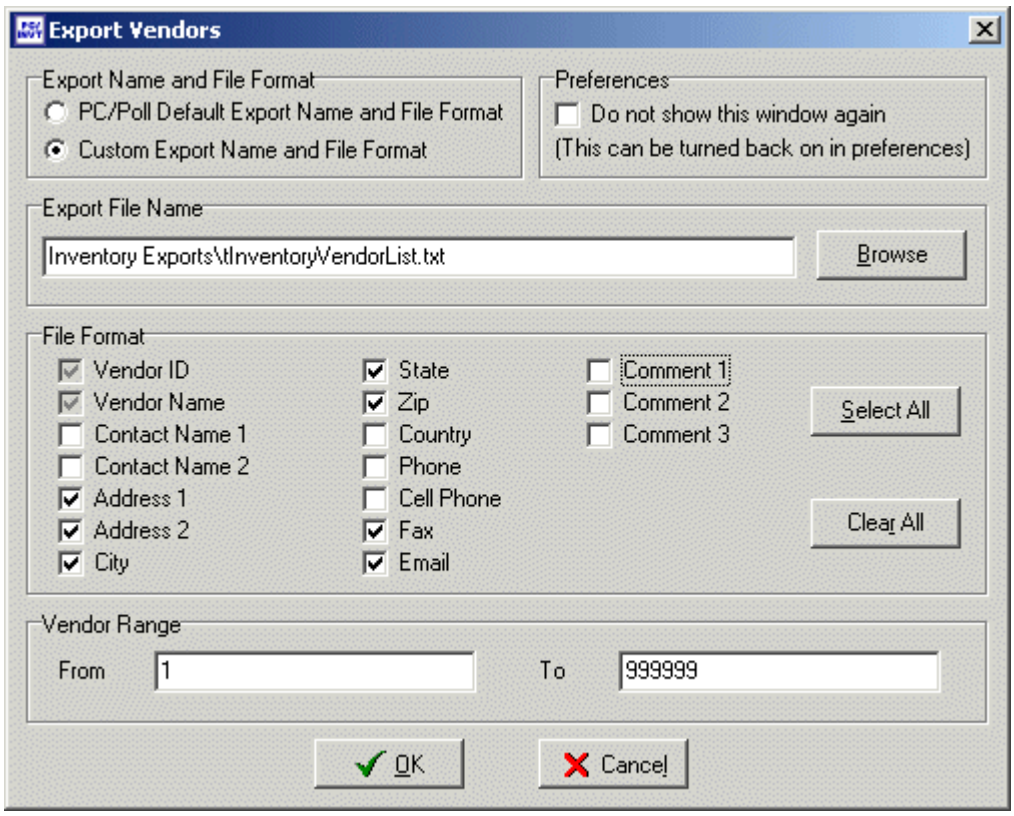
General Information

Importing and Exporting Files

Within the Version 6 Inventory, there are three areas that allow users to import comma delimited (*.txt and *.csv) files to input data quickly: Maintenance, Receive, and Physical Inventory entry sections.

The **Maintenance** section of the program allows users to both import and export data. The **Export** button can be used to export data to other applications (such as Notepad, WordPad, and Excel) to make modifications then import the data back into Inventory. This area is designed to allow users to add new items or to modify existing ones. The import does not replace the file or delete any records; it only edits the file.

To export maintenance data, enter the Inventory software and press the **Maintenance** button. Open the program area that needs to be exported (i.e. Facilities, Vendors, Location, Item, or Item Type). To create the export file, click the **Export** button. The default location for the exported file is C:\Program Files\PCPOLL SYSTEMS\Inventory\Invt_Data\Inventory Exports. However, by clicking on the **Custom Export Name and File Format** option, users can select their own export location, the fields that they want to export, range of records, and the name for the file. Users also have the ability to save their customized options by checking the **Do not show this window again** checkbox. This will allow users to simply apply their customized options without rechecking them each time they export. Users can always reset this option within the **Preferences** section of the program.



The fields that are grayed out cannot be deselected. In the example on the previous page, **Vendor ID** and **Vendor Name** must be exported. To export the minimum number of options, click the **Clear All** button. To reset the default options, simply click the **Select All** button.

It is also best to always export in *.txt format. If an Excel format is desired, first export in *.txt format, import into Excel using the Excel Wizard, save in *.csv format, and reimport into Inventory in *.csv format. For more instructions on importing into Excel see page 14.

The first record that is always exported contains the names of the fields that were selected to export. This list is required in order for the software to import customized files correctly. Below are two sample export files:

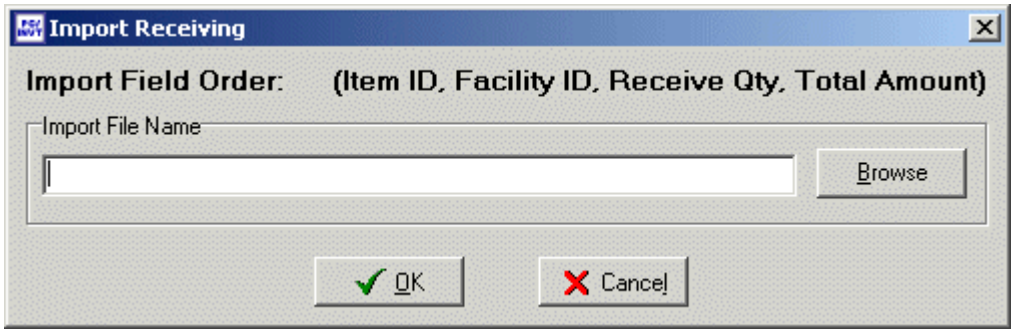
Maintenance Default Example 1

"VendorID","VendorName","Contact1","Contact2","Address1","Address2","City","State","Zip","Country","Phone","CellPhone","Fax","Email","Comment1","Comment2","Comment3"
"1","Contemporay Music, Inc.","Richard Waters","Sally Johnson","1029 W. 3rd Street","Suite B","Oakdale","AZ","52136","USA","(319)555-9878 X102","(319)555-7834","(319)555-8899","watersr@comtempmusic.com","Sally's extension is 233","Andrew Jenson X345","web: www.comtempmusic.com"

Maintenance Customized Example 2

"VendorID","VendorName","Address1","Address2","City","State","Zip","Fax","Email"
"1","Contemporay Music, Inc.","1029 W. 3rd Street","Suite B","Oakdale","AZ","52136","(319)555-8899","watersr@comtempmusic.com"

The **Receive** section of the program allows users to import data created in an external file or, with a scanner, to avoid manually entering in all received items. To import this file enter the **Ledger** section of the program, click on the **Receive** button, select **Items**, and click the **Import from File/Scanner** button. Browse to find your file and then hit the **OK** button on the Import Receiving screen.



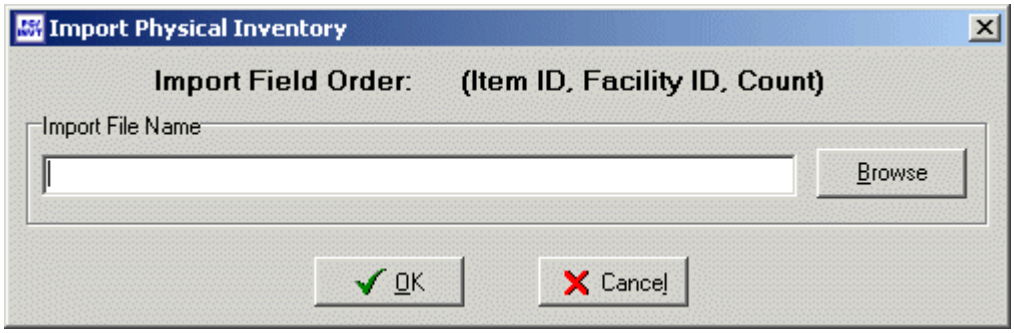
The import will only accept comma-delimited files in Item ID, Facility ID, Receive Qty, and Total Amount format.

Receive Example 1

78562354,1,12,119.88
78562354,2,25,249.75
78562354,3,3,29.97

Note: If any of the items within the text file are not found in Inventory they will be skipped and not imported into the software.

The **Physical Inventory** section of the program allows users to import data created in an external file or, with a scanner, to avoid manually entering in all items counted or scanned during a physical inventory. To import this file, enter the **Ledger** section of the program, click on the **Physical Inventory** button, and click the **Import from File/Scanner** button. Browse to find your file and then hit the **OK** button on the Import Physical Inventory screen.



The import will only accept comma-delimited files in Item ID, Facility ID, and Count format.

Physical Inventory Example 1

78562354,1,54
78562354,2,32
78562354,3,61

Note: If any of the items within the text file are not found in Inventory they will be skipped and not imported into the software.

Importing into and Exporting from Excel

Importing into Excel

1) First, export the data from Version 6 Inventory. Enter the Version 6 Inventory software, and press the **Maintenance** button. Open the program area that needs to be exported: Facility, Vendor, Location, Item, or Item Type . To create the export file, click the **Export** button and either use the **PC/POLL Default Export Name and File Format** or **Custom Export Name and File Format** option and customize your export. *Remember the name and location of the export file!*
2) Exit Inventory and enter Microsoft Excel.
3) Select **File** | **Open…**. Change the **Files of Type** area (located at the bottom of the window) to **Text Files** (*.prn; *.txt; *.csv).
4) Select the exported file that was just created and press **Open**.
5) The next window will be called "Text Import Wizard - Step 1." Select **Delimited**, Start at **Row 1**, and **File Origin** is **Windows (ANSI)**. Click **Next** to advance to Step 2.
6) In the **Delimiters** box, deselect all options and choose **Comma**. Select **"** in the Text Qualifier area. Do **NOT** check 'Treat consecutive delimiters as one'. Click **Next** and go to Step 3.
7) Select the type of information being imported in the 'Column data format.' Click on the **Column** and select the type. The table will import correctly even if this stays at the default setting, which is General. The only exception to this rule is if the file contains item numbers larger than 10 digits. Then the user MUST import the item column in as Text. If this is not done Excel will use scientific notation to display the item numbers and drop off insignificant digits.
8) Click **Finish** and the table will be created.
9) Edit the file as desired.
10) When finished, save the file as a comma delimited file (*.csv) and use the same naming convention as the Inventory export.

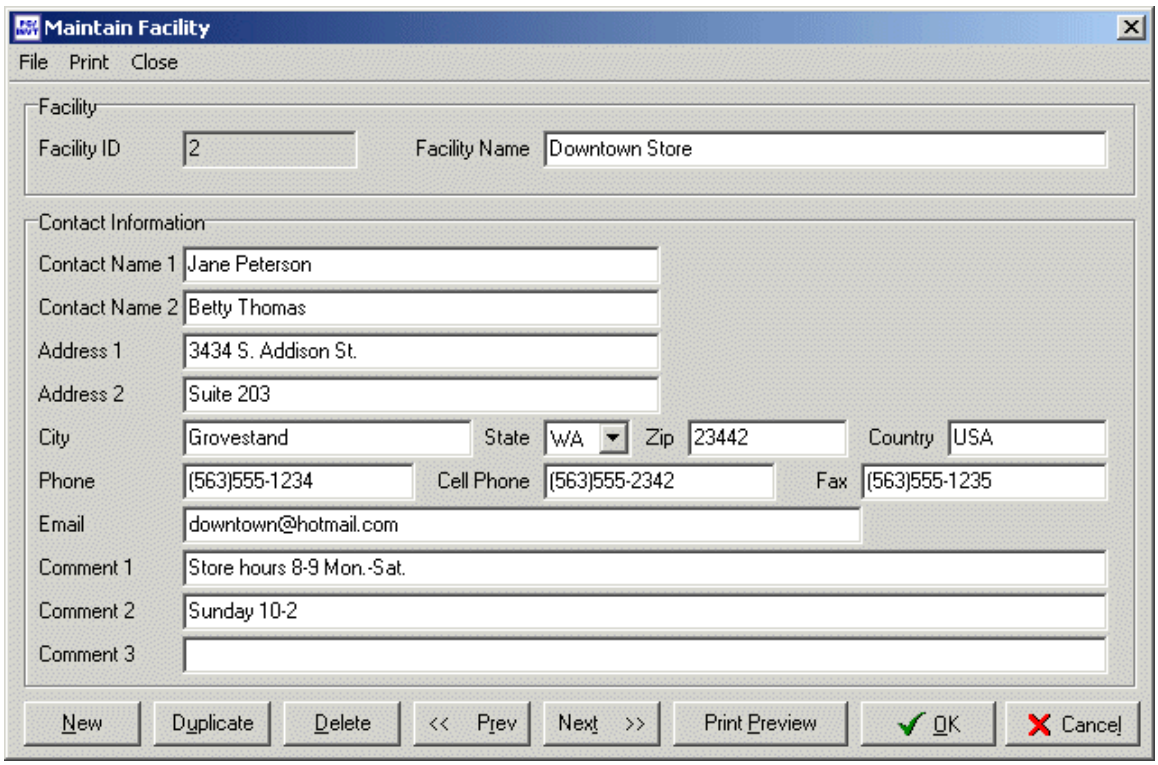
Exporting from Excel

1) Open the Excel file where the information to import is located.
2) If the Export will be imported into Version 6 Inventory, make sure the fields are in the correct order! E-mail support@pcpoll.com for the listings. To use within Version 6 Inventory be sure to put headings on the first row.
3) In Excel, click **File** and select **Save As**. Locate the folder C:\Program Files\PCPOLL SYSTEMS\Inventory\Invt_Data\Inventory Exports.
4) Change the **Type** to **CSV** (comma delimited (*.csv)).
5) Enter the file name and do not include an extension.
6) Click **OK**. (If Excel prompts you asking whether or not to keep the file in CSV format, click **Yes**.)
7) Close Excel and open the folder C:\Program Files\PCPOLL SYSTEMS\Inventory\Invt_Data\Inventory Exports.
8) Delete the old **.txt** file. Then, right-click once on the ***.csv file**. Choose rename, and change the extension to **.txt**. Click **Yes** when Windows prompts asking whether or not you really want to rename the file.
9) Open **Version 6 Inventory** again. Click the **Maintenance** button and select the desired maintenance area.
10) Press the **Import** button. The program will automatically retrieve the text file if the **PC/POLL Default Export Name and File Format** was used on the export and selected on the **Import** options screen. Otherwise, select the **Custom Export Name and File Format** option and import the customized file.
11) The software will import the data into Inventory. (Note: The import will only edit existing records and add new ones to the file. It will not delete any data.)

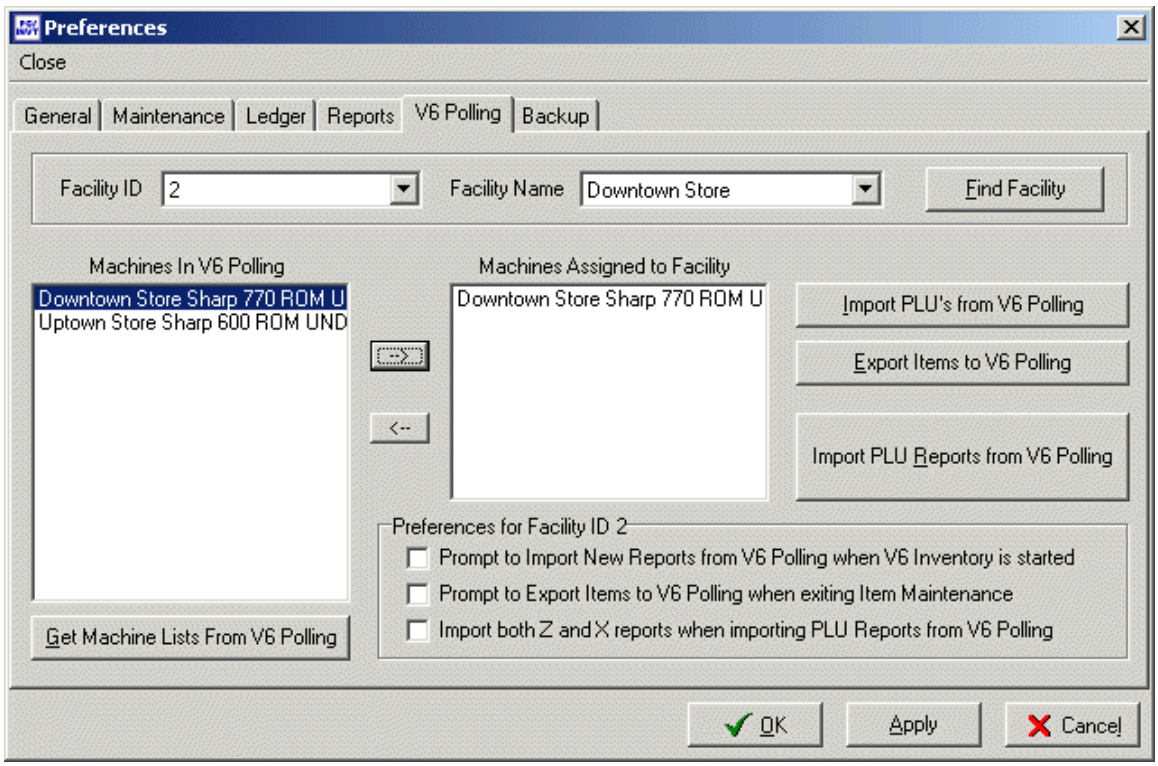
Connecting to Version 6 Polling

The instructions below describe how to connect Version 6 Inventory to Version 6 Polling. For a quick reference please refer to page 21.

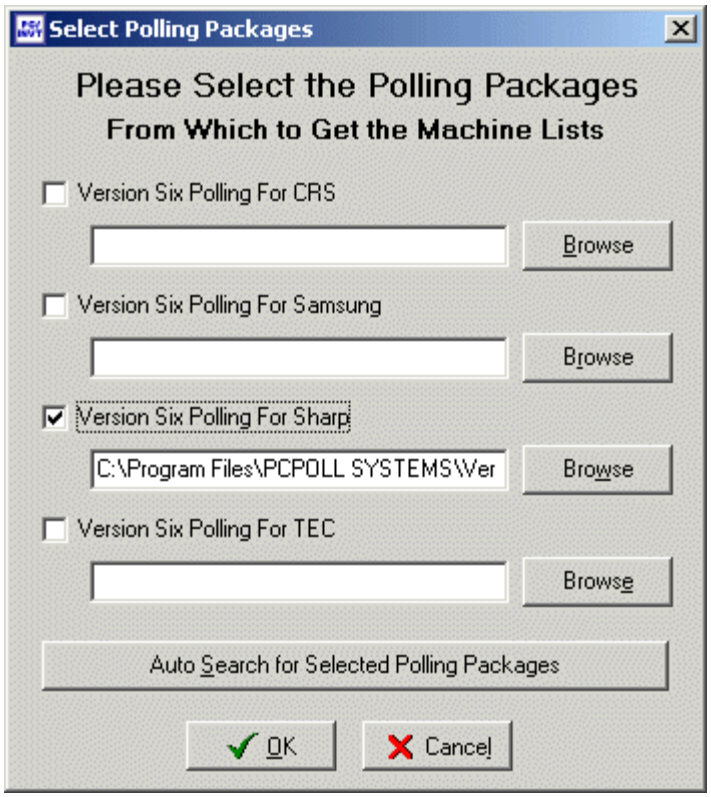
Begin by opening Version 6 Inventory. From the main screen, single-click on the **Maintenance** button to display the Maintenance area menu. Next, single-click on the **Facility** button. On the right-hand side of the Facilities, single-click the **New** button to add a new facility. Fill in the entry fields on the Maintain Facility form. The **Facility ID** is automatically generated by the system and the only required field is **Facility Name** (see screen below). Either single-click **OK** to exit the maintenance area and return to the Facilities grid, or single-click **New** to add another facility.



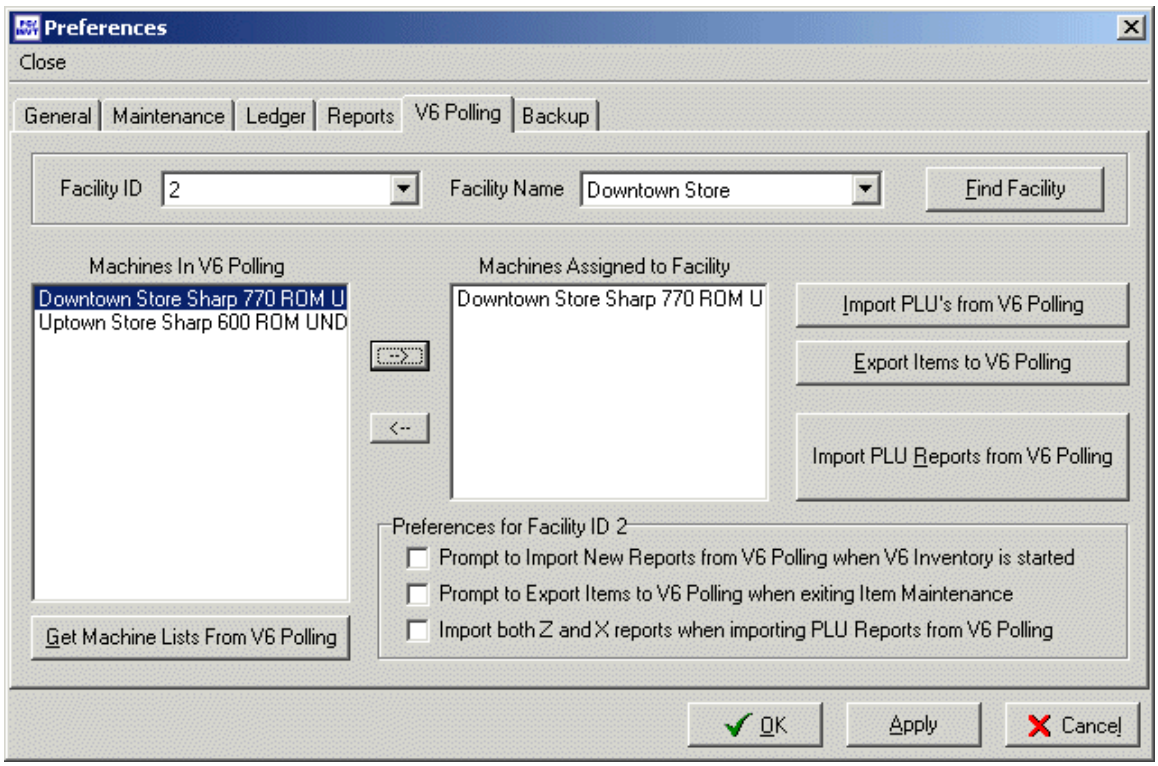
After all your facilities are added, click the **Close** buttons until the software returns to the main menu screen. Next, single-click the **Preferences** button. Within Preferences, single-click on the **V6 Polling** tab (see screen below).



Now select a **Facility ID** and the **Facility Name** field will be automatically filled in with the appropriate value. To obtain the machine list from Version 6 Polling, single-click on the **Get Machine Lists From V6 Polling** button. The **Select Polling Packages** screen will appear (see screen below). To pull in Version 6 Polling machine list(s) single-click in the small checkbox in front of the desired manufacturer(s). Next select the path of the executable(s) to open by using the **Browse** button(s). To automatically find all Version 6 executables on the computer, use the **Auto Search for Selected Polling Packages** button. Click **OK** to populate the **Machines In V6 Polling** area. In the example below only the Sharp machine list will be pulled into Inventory.

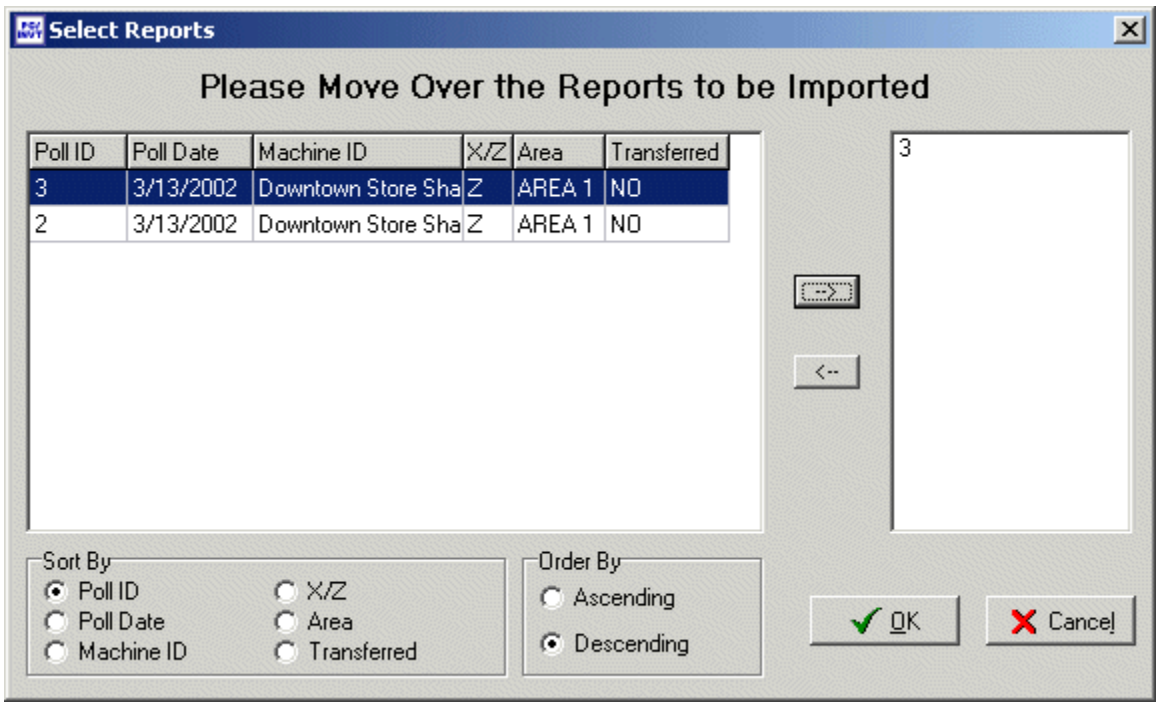


From the **V6 Polling** tab, single-click on the machine name inside the **Machines In V6 Polling** list to highlight a machine (see screen on next page). Next, click on the top arrow to move the machine name to the right and into the **Machines Assigned to Facility** list. This will link the moved machine with the displayed facility. Repeat this process until all desired machines are in the **Machines Assigned to Facility** list. After the list is completed and the **Apply** button is clicked, the displayed Facility will be linked to the displayed machine(s). The linking process must be completed for each Facility individually.



To import PLU items from Version 6 Polling into Inventory, single-click the **Import PLU's from V6 Polling** button. The "This operation cannot be reversed. Continue?" prompt will be displayed. By clicking **Yes,** the items will be imported into Inventory. The import does not replace the item list; it only appends to the current list. Inventory will now contain a list of items from polling including the PLU number, item name, item price(s) and item signs (positive or negative). All other information fields will need to be manually entered into Inventory from the Maintenance section of the software.

One may also export inventory items to polling, import V6 PLU report data, and setup other preferences for the displayed facility from the **V6 Polling** tab. Export inventory items to V6 Polling by clicking on the **Export Items to V6 Polling** button. All the items assigned to the displayed facility will be exported to all the linked machine(s). *Note: New items can be exported into polling, however, users will need to go into Version 6 Polling and finish setting up the item's properties BEFORE the items are sent to the register.* Import PLU reports by single clicking on the **Import PLU Reports from V6 Polling** button. Inventory will look through Version 6 Polling's All Polls files and generate a list of possible reports that can be transferred into Inventory (see screen on next page). Click on a desired report to highlight and then single-click on the top arrow to move the report to the right. This will place the selected Poll ID in the **To Be Imported** list. When reports have been selected, click **OK** and the report totals will be imported into Inventory and the sold items' **Quantity On Hand** values will be adjusted appropriately. A processing screen will display the status of the exporting. After all the reports are exported from Polling, an **Export Results** screen will be displayed. Click the **Close** button to return to the **V6 Polling** tab.
*Note: To have both X and Z reports displayed on the **Select Reports** screen check the **Import both Z and X reports when importing PLU Reports from V6 Polling** options before clicking the **Import PLU Reports from V6 Polling** button.*



The **Preferences for Facility ID 2** area allows users to automate transfers between Version 6 Polling and Inventory. Select the options that are desired or leave all three areas unchecked, and the default setting will allow users to return to the Preferences | V6 Polling area where the **Import PLU's from V6 Polling**, **Export Items to V6 Polling**, and **Import PLU Reports from V6 Polling** may be used to transfer data on demand.

After all desired options are set and information transferred for all facilities, click the **Apply** button followed by the **OK** button to return to the main screen.

To enter the Item List area to finish entering item information, click on the **Maintenance** button followed by the **Item** button. From the Item List, select a desired item and click on the **Maintain** button or double-click the item from the Item List grid, and then fill in all desired fields.

Quick Setup to Version 6 Polling

1. Open Inventory.
2. Click on the **Maintenance** button.
3. Click on the **Facility** button.
4. Click on the **New** button to add a Facility.
5. Fill in **Facility Name** and any other desired fields.
6. Click **OK** to return to the Facilities grid or click **New** to add another facility.
7. Repeat steps 4-6 until all Facilities are added.
8. From the Facilities grid click **Close.**
9. From the Maintenance screen click **Close** to return to the main screen.
10. Click the **Preferences** button.
11. Click on the **V6 Polling** tab.
12. Select a **Facility ID** to work with.
13. Click on the **Get Machine Lists from V6 Polling** button.
14. Check all desired polling packages i.e. CRS, Samsung, Sharp, and/or TEC.
15. Click the **Auto Search for Selected Polling Packages** button.
16. Click **OK.**
17. Single-click on a desired machine to highlight the entry.
18. Click on the top arrow to transfer the machine to the right.
19. Click the **Import PLU's from V6 Polling** button.
20. Click **Yes** to the transfer prompt.
21. All PLU items are imported into Inventory.
22. The only fields that are transferred from polling are the PLU number, item name, item price(s) and item signs (positive or negative). The transferred items will be added to the current inventory list. The import does not replace the item file.
23. To transfer items back to polling, click the **Export Items to V6 Polling** button.
24. To import PLU report sales data into inventory, click the **Import PLU Reports from V6 Polling** button, move the desired polls to the import list area and click the **OK** button.
25. Options to automate the transfer process between Version 6 Polling and Inventory can also be checked on the **V6 Polling** tab.
26. Click **Apply** followed by **OK** to finish the setup.
27. Return to the main screen and select **Maintenance** | **Item** to enter the Item List area.
28. Enter each item listed in the Item List and fill in the rest of the item information.

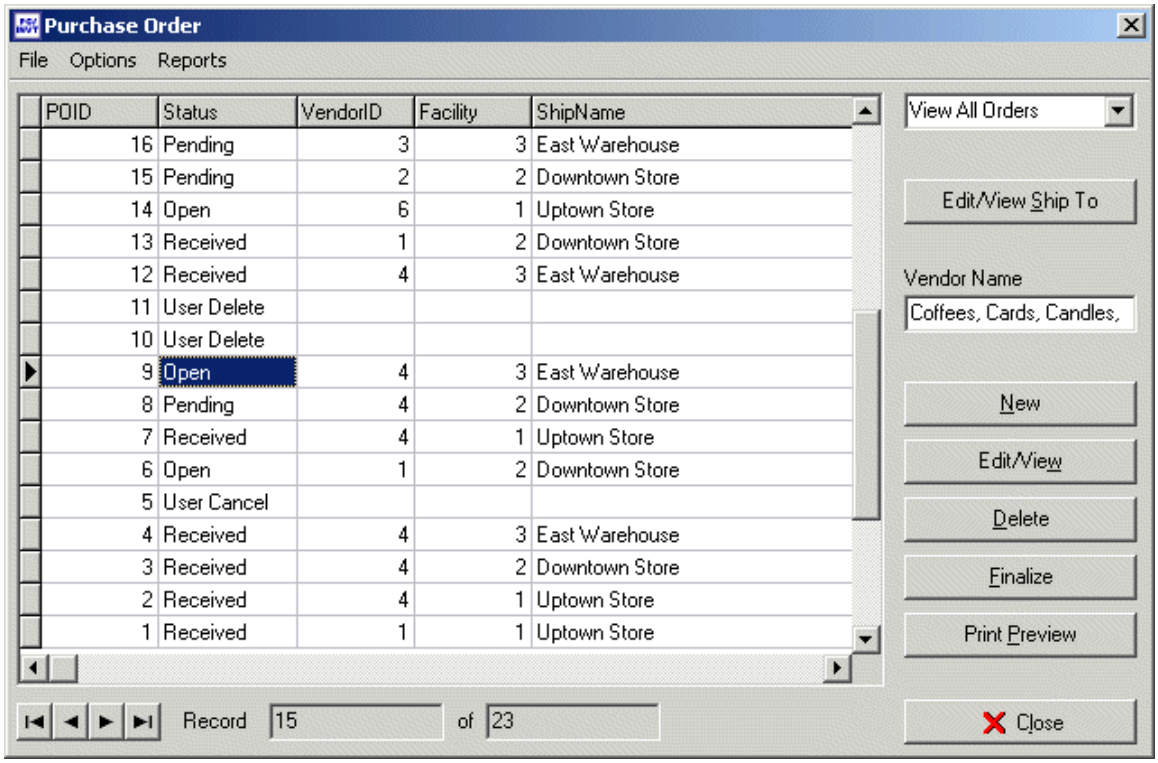
Transferring Data from Inventory to a Cash Register

1. First, each Facility within Inventory must be linked and the PLUs imported from the desired register within Polling. For steps see page 16 or for a quick reference see page 21.
2. Within the software, single-click on the **Preferences** button.
3. Single-click on the **V6 Polling** tab.
4. Select the desired Facility from the **Facility ID** list box.
5. On the lower portion of the screen is a **Preferences for Facility ID #**area. Single-click to select the **Prompt to Export Items to V6 Polling when Exiting Item Maintenance**. By setting this option, the sending process will be automated. If this is not desired, leave this option unchecked and use the **Export Items to V6 Polling** button to manually send the item file to polling.
6. Click the **Apply** button.
7. Repeat steps 4-6 for all Facilities.
8. Click the **OK** button.
9. Single-click the **Maintenance** button.
10. Single-click the **Item** button.
11. Make changes to the desired items.
12. Click the **Close** button to exit the Item area.
13. A prompt will appear asking "**Export Items to Polling?**" By clicking **Yes,** ALL the items linked to Facilities**Error! Reference source not found.** that have the **Prompt to Export Items to V6 Polling when Exiting Item Maintenance** preference checked on the **V6 Polling** tab will be exported to their respective machines in Version 6 Polling. If the **Prompt to Export Items to V6 Polling when Exiting Item Maintenance** preference was not checked, return to the **V6 Polling** tab and manually export the items.
14. After the export is complete, an Export Results screen will appear showing the results. Click the **Close** button to close the Items area.
15. Minimize Version 6 Inventory.
16. Open Version 6 Polling.
17. Single-click on **Communicate**.
18. Single-click on **Send A Program**.
19. Click on a machine from the Machine List and click **Select**.
20. Single-click the **PLU Changes Only** program (where applicable) OR the **PLU** program to send the PLU file to the register.
21. Click the **Cancel** button on the Program Selector to terminate communications.
22. Steps 16-17 can be skipped if the Version 6 Polling Calendar is setup to automatically send the **PLU** or **PLU Changes Only** file. See the Help Files within the Version 6 Polling software for more information on setting up the Calendar.

Creating a Purchase Order

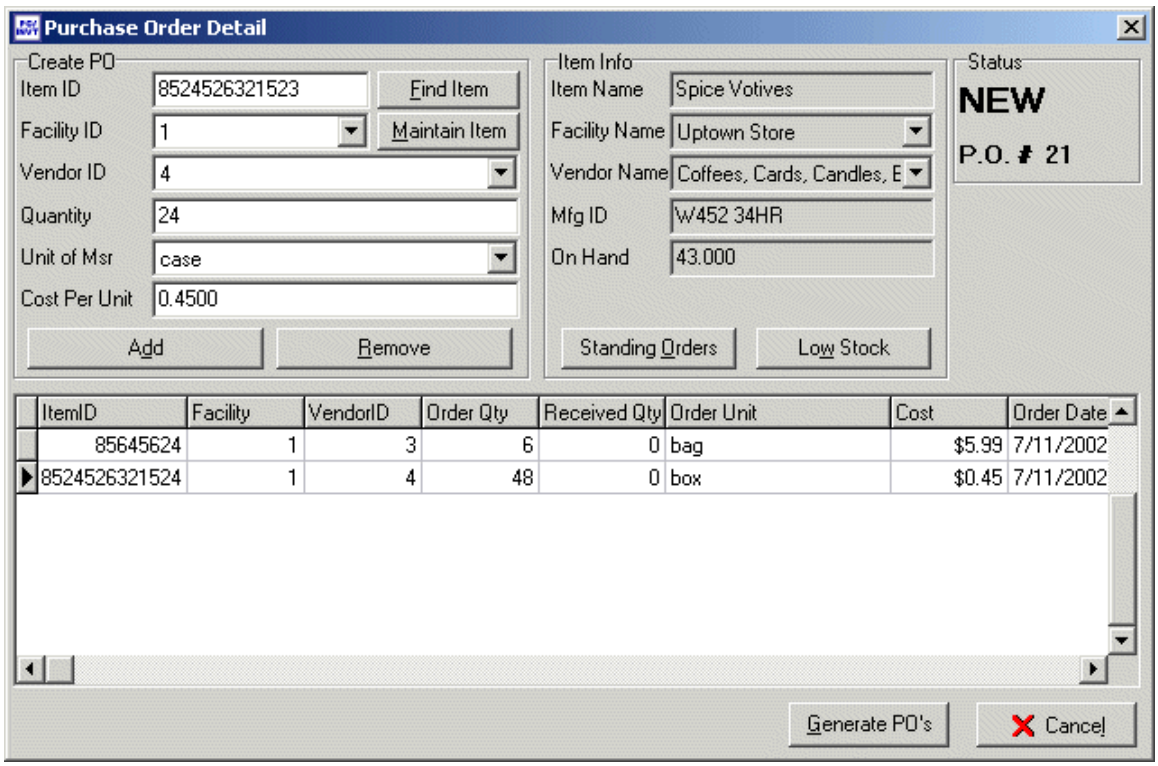
Version 6 Inventory allows users to generate purchase orders for all inventory items. Prior to creating a purchase order, users must have their Facility, Vendor and Item areas of Maintenance completely setup.

Purchase Orders can only be accessed from the Ledger section of the program. Begin by clicking the **Ledger** button. Next click the **Purchase Order** button. This will bring up a Purchase Order grid containing all existing Open, Pending, Received, User Cancel and User Delete POs (see image below).



Note: Only Open POs can be deleted. All other entries will remain permanently on the Purchase Order grid. Within Preferences users can choose not to display the User Cancel entries.

To create a new PO, simply click the **New** button. This will bring up the Purchase Order Detail form so that items to order can be added (see image on next page).



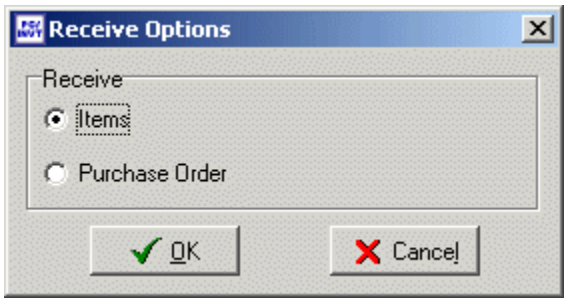
After all the desired items have been added, click the **Generate PO's** button to have the software create the purchase order(s). The POs are divided up by Vendor and by Facility. In the example above, two POs would be created - one for Vendor 3 and one for Vendor 4.

Click **OK** on the Confirm screen to return to the Purchase Order grid. PO #21 will now be displayed in the grid with an Open status.

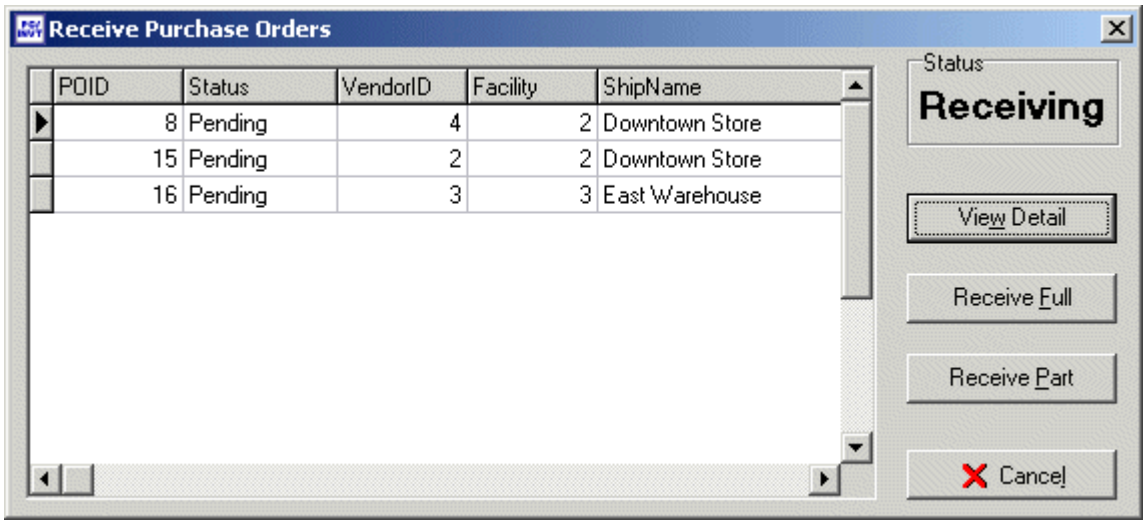
From the Purchase Order grid, users have the option to edit the Ship-To address by clicking the **Edit/View Ship To** button. Users can also **View/Edit**, **Delete**, and **Finalize** the PO. The edit option allows users to add to or view an existing PO. The delete option will remove the PO. The Finalize option will bring up a Purchase Order report for the user to print and send to the Vendor and change the Status of the PO to Pending. The **Print Preview** button will also bring up the Purchase Order report for printing.

Click the **Finalize** button off the Purchase Order grid after all edits have been made to the PO, then click **Close** to return to the Ledger menu.

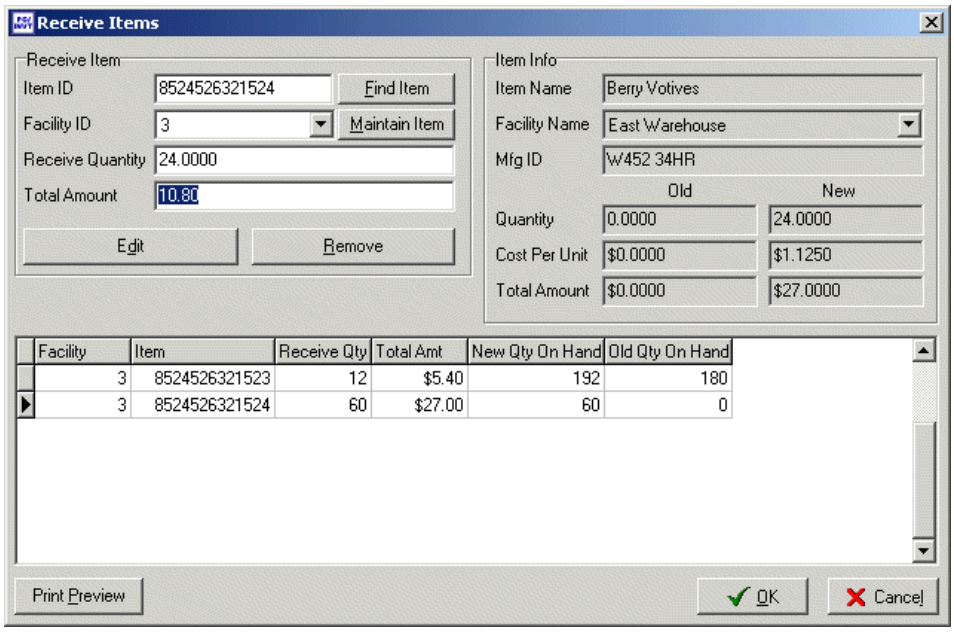
When the ordered items are received, return to the Ledger menu and click on the **Receive** button. From the Receive Option screen (see image below), select the **Purchase Order** option and click **OK**.



Next, the Receive Purchase Orders screen (see image on next page) will appear. From this screen, single-click on the received PO to select and then choose the desired option. The **View Detail** button will bring up a read-only copy of the Purchase Order Detail form. The **Receive Full** button processes the entire PO and updates inventory stock levels accordingly. The PO is then marked as Received. The **Cancel** button closes the Receive Purchase Orders screen.



The **Receive Part** button recalls the Purchase Order Detail form to allow users to edit the **Receive Quantity** and **Total Amount** fields to reflect the actual amounts received (see image below). By default, the **Receive Quantities** are set to the entire amount ordered. Each item that is received in part must be edited individually. After the **OK** button is clicked, the PO will be processed and the inventory stock levels updated. The PO will retain the Pending status until all the items are received. In the example below, 10 items were received for $10.80 instead of 60 for $27.00.



After all the items within a PO area are received, the Status within the Purchase Order Grid is set to Received and the PO is closed.

To learn more about POs see page 62.

Toolbars

Print Preview Toolbars

On the top of each print view screens there will be a toolbar to help navigate through the preview and to change viewing options.

Zoom to Fit Resizes the viewing options so that one page will fit completely on the screen.

100% Resizes the image so that the picture on the screen is the actual size of the report that will print.

Zoom to Width Alters the picture so the width of the displayed paper will equal the width of the screen.

First Page Takes the user to the first page of the listing.

Previous Page Displays the page before the one currently displayed.

Next Page Displays the next page in the series.

Last Page Takes the user to the last page of the listing.

Printer Setup Displays the current printer setup for the computer's default printer.

Print Prints a copy of the entire report using the default printer.

Save Requests what name the list should be saved as and where it should be saved.

Load Displays a screen asking the user to find the location of a previously saved list.

Close Shuts the current list window.

Grid View Toolbars

Throughout the program, in the lower left-hand corner, there will be a navigator to move the cursor through the displayed records along with a current record number display area.

First Page		Takes user to the first page of the listing.
Previous Page		Displays the page before the one currently displayed.
Next Page		Displays the next page in the series.
Last Page		Takes the user to the last page of the listing.
Record Number		Displays the current record as well as the total number of records in the file.

Menus and Shortcut Keys

Throughout Version 6 Inventory, users can access areas of the program in a variety of ways: single-clicking the desired button, accessing the desired area via a menu, or by using keyboard shortcuts (Hot Keys).

For Example, to access the Vendor section of Maintenance, users can:

1. Click the button.

2. Single-click the Menu at the top of the Maintenance or Main screen and select Vendor.

3. Hold down the Ctrl key on the keyboard and press the letter D. (The letter underscored on the Vendor button.)

Below is a listing of some of the Hot Keys throughout the software. Hot Keys are distinguished by underscores.

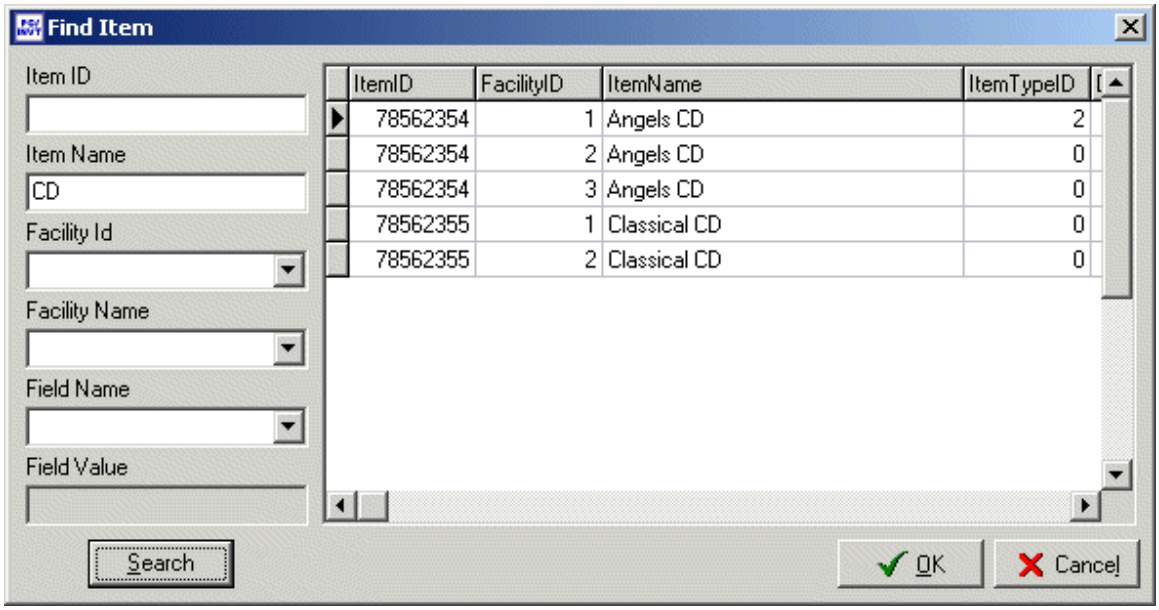
Main Screen
Maintenance: alt M, ctrl M
Reports: alt R; ctrl R
Ledger: alt L; ctrl L
Preferences: alt F; ctrl F
Help: alt H; ctrl H
Exit: alt X; ctrl X

Maintenance Screen
Facility: alt F; ctrl F
Vendor: alt D; ctrl D
Location: alt N; ctrl N
Item: alt M; ctrl M
Item Type: alt T; ctrl T

General Commands
Close: alt L; ctrl L
Print Preview: alt P; ctrl P
OK: alt O; ctrl O
Cancel: alt L; ctrl L

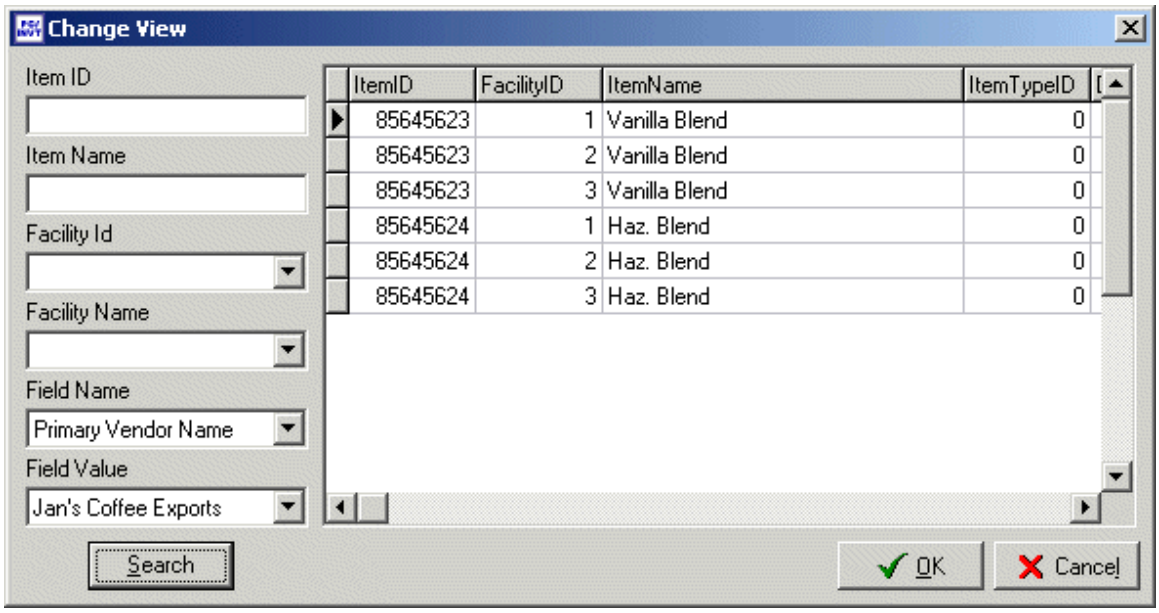
Find Screen Options

Throughout Inventory there are **Find** and **Filter** buttons to assist users in locating Items, Facilities, Vendors, Item Types, and Locations. To use these buttons, simply fill in the information that is known about the topic to search for and click the **Search** button. As a general rule, if you are uncertain about a specific parameter, leave that parameter blank. In the example below, the word "CD" was entered into the **Item Name** entry area and the **Search** button was clicked. Within the display box all Items with the word "CD" in their name were displayed.



All Find and Filter screens allow users to conduct a search based upon Item ID, Item Name, Facility ID, or Facility Name. These search areas also include a Field Name and Field Value box that allow the user to select any other entry fields related to the item as the search criteria.

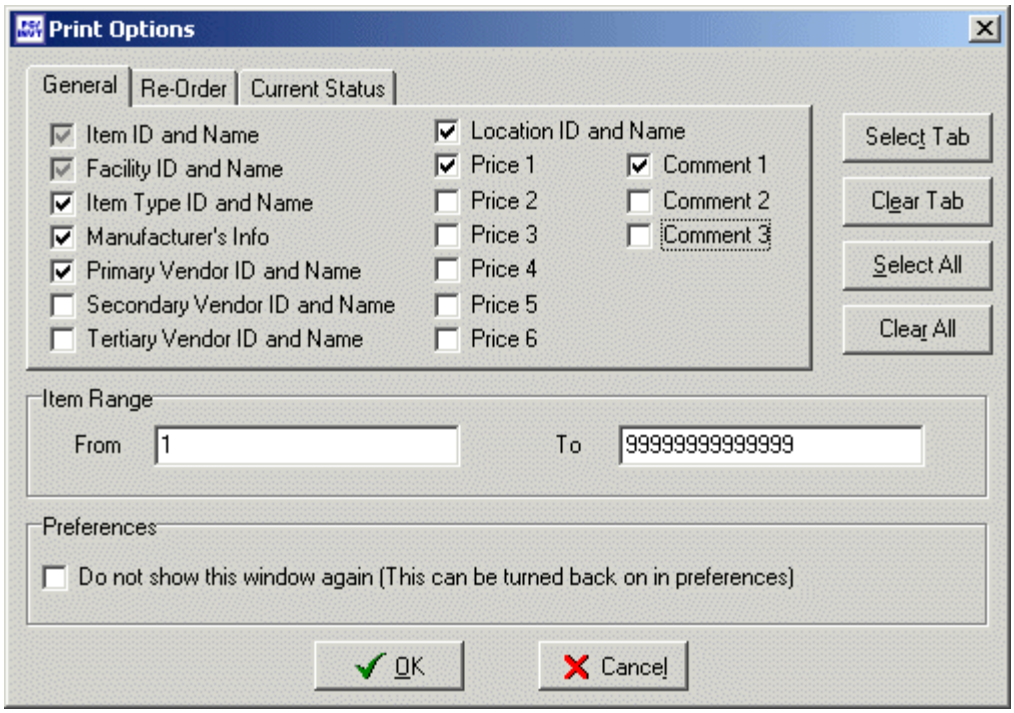
The Filter option works the same as the Find, except that after the **OK** button is clicked, the user's view on the main grid will be revised to only display the items that fit the Filter criteria. To restore the main grid view to include all items, users must re-enter the Filter area, leave all the criteria areas blank, and click **OK**. This operation will in essence filter the display to include all items. In the example below, the Field Name and Field Value areas were set to Primary Vendor Name and Jan's Coffee Exports. The items within the display are all the items that have Jan's Coffee Exports as their Primary Vendor.



Print Preview

Throughout Version 6 Inventory, there are **Print Preview** buttons which generate printable reports of the current data. Some of these buttons simply display the current data on the screen, while others prompt the user to select which fields they would like to have displayed on the reports. For more information about the Reports section Print Previews see page 49.

An example of a selection print is displayed below. The selection screen was activated from within the Item area of the program. **Item ID and Name** and **Facility ID and Name** are required fields and are thus grayed out.


Print Options
General
Re-Order
Current Status
Item ID and Name
Facility ID and Name
Item Type ID and Name
Manufacturer's Info
Primary Vendor ID and Name
Secondary Vendor ID and Name
Tertiary Vendor ID and Name
Location ID and Name
Price 1
Price 2
Price 3
Price 4
Price 5
Price 6
Comment 1
Comment 2
Comment 3
Select Tab
Clear Tab
Select All
Clear All
Item Range
From
1
To
99999999999999
Preferences
Do not show this window again (This can be turned back on in preferences)
OK
Cancel

Select Tab: Checks all the option areas on the currently displayed tab.

Clear Tab: Deselects all the selectable options on the currently displayed tab.

Select All: Selects all the available options.

Clear All: Deselects all the selectable options.

Item Range: Allows users to set a number range to print.

Do not show this window again: Allows users to save their current Print Options settings and not be prompted to make the selection again.

The screen below shows a sample print preview generated from within the Item area of Inventory.

Date: 7/10/2002 11:17:44 PM — Items — Page: 4

General	Item ID	8524526321523	Item Name	Spice Votives
	Facility ID	1	Facility Name	Uptown Store
	Item Type ID	0	Item Type Name	
	Manufacturer	Foremost Fragrances	Manufacturer's ID	W452 34HR
	Primary Vendor ID	4	Primary Vendor Name	Coffees, Cards, Candles, Etc.
	Location ID	10	Location Name	Row 2
	Price 1	$0.99		
	Comment 1	Be sure to order this product at least 2 weeks in advance as		
Re-Order	Default Cost	$0.45		
	Quantity Sold In	12		
	Unit of Measure 1 Name	case	Quantity	12
	Unit of Measure 2 Name	box	Quantity	60
	Unit of Measure 3 Name	carton	Quantity	120
	Standing Order	True	Quantity To Order	12
	Low Point Order	True	Re-Order Point	18
			Quantity To Order	60
Current Status				
	Quantity On Hand	43		
	Total Amount	$15.05		
	Cost Per Unit	$0.35		
	On Order	36		

Frequently Asked Questions

Access Violation

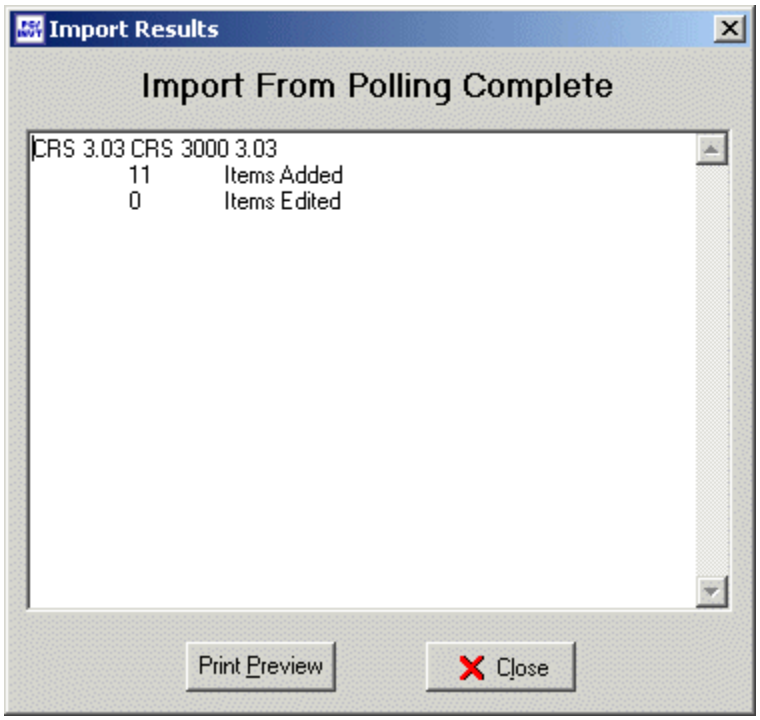
If an Access Violation is encountered, exit the program. The Access Violation occurs when the computer and the software get out of sync. If the problem continues, reboot the computer or contact support@pcpoll.com.

Deleting Items in Polling

The only way to remove items from Polling is to open Polling and delete them. Items can be deleted within Inventory, however, they will not be removed from Polling even when Inventory data is exported to Polling. The same is true about deleting items within Polling and transferring that data to Inventory. The Inventory item will not be deleted by the import.

Importing and Exporting Results Screens

After importing and exporting data between Version 6 Polling and Version 6 Inventory a results screen will appear indicating the success of the import or export. The following are a few sample screens and explanation of the results displayed.



With the example above, all 11 items within the Polling PLU file were successfully imported into Inventory . 0 items edited indicates that none of the 11 imported items were currently in Inventory. If any items are skipped that indicates that the V6 Polling packages contains items with a zero or a negative PLU code number. Theses numbers are invalid entries and will not be imported in Inventory. This import was done via the V6 Polling tab within Preferences.

Example Two

```
CRS 3.03 CRS 3000 3.03
        5        Items Added
        6        Items Edited
```

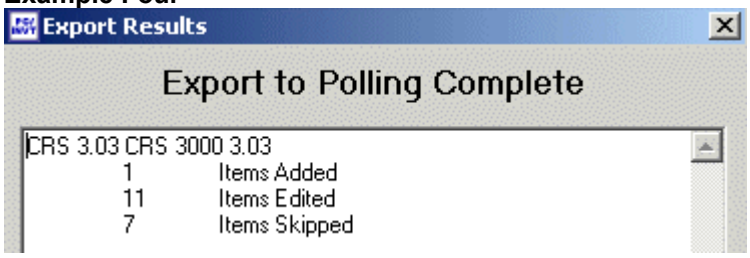
In Example Two, 5 items were successfully added to Inventory and 6 items within Inventory were edited.

Example Three

```
CRS 3.03 CRS 3000 3.03
        0        Items Added
        11       Items Edited
```

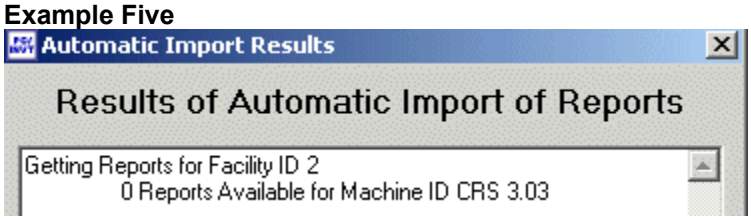
In Example Three, all 11 items were edited.

Example Four



When exporting PLU data either via the V6 Polling tab or automatically within the Items area *(see page 22 on how to setup an automatic transfer)* the software will edit any existing PLUs within Polling, add any new items, and skip items that do not fit the specific register's format for PLUs. In this example, 7 items were skipped because their item numbers were larger than the accepted PLU number for a CRS 3000 register.

Example Five



By checking the **Prompt to Import New Reports from V6 Polling when V6 Inventory is Started** within the Preferences area on the V6 Polling tab the software will automatically check for reports to import on startup. In Example Five there were no new reports to import.

Example Six

```
Getting Reports for Facility ID 2
        2 Reports Available for Machine ID CRS 3.03

Imported 390 Items from Report with Poll ID 27 for Facility ID 2
        Item # 1 not found
        Item # 2 not found
        Item # 3 not found
        Item # 4 not found
        Item # 12 not found
        Item # 13 not found
Imported 390 Items from Report with Poll ID 61 for Facility ID 2
        Item # 1 not found
        Item # 2 not found
        Item # 3 not found
        Item # 4 not found
```

In Example Six there were two reports imported out of two available and both of the reports contained items on the reports that were not within Inventory. The Item # is the actual PLU code number on the report. The screen also displays the Poll ID number from Version 6 Polling for reference.

Example Seven

```
Getting Reports for Facility ID 2
        1 Reports Available for Machine ID CRS 3.03
```

If Inventory is able to find Polling data to transfer, the program will prompt the user to import the data. If the user selects **No** to the "Reports Available, Do You Wish to Import Them?" prompt, the screen in Example Seven will be displayed.

Example Eight

```
Imported 390 Items from Report with Poll ID 61 for Facility ID 2
        Item # 1 from Poll ID 61 not found
        Item # 2 from Poll ID 61 not found
        Item # 3 from Poll ID 61 not found
        Item # 4 from Poll ID 61 not found

Imported 390 Items from Report with Poll ID 27 for Facility ID 2
        Item # 1 from Poll ID 27 not found
        Item # 2 from Poll ID 27 not found
        Item # 3 from Poll ID 27 not found
        Item # 4 from Poll ID 27 not found
        Item # 12 from Poll ID 27 not found
        Item # 13 from Poll ID 27 not found
```

Similar report results screens can be seen if the report import is done manually from the V6 Polling tab.

Extra Price Fields

In order to interface with all TEC, CRS, Sharp, and Samsung registers, 6 price fields were included. On registers that do not support price fields 2-6, simply leave the prices set to $0.00. When the software interfaces with the Polling register, it will only transfer the supported number of prices.

Missing Fields on Export to Polling

When data is exported from Inventory to Polling, only the item price, item sign (positive (+) or negative (-)) and the item name are exported. All other fields must be edited manually. This is especially important when adding new items to Polling. Version 6 Polling will not be able to send the new PLU to the register until the other fields are filled in with appropriate values. The same is true on importing data from Polling into Inventory.

Missing Fields on Import into Inventory

When data is into Inventory from Polling only the item price, item sign (positive (+) or negative (-)) and the item name are imported. All other fields must be edited manually. This is especially important when adding new items to Inventory. Version 6 Inventory will not be able to fully use the new items until the other fields are filled in with appropriate values. The same is true on exporting data from Inventory into Polling.

Missing History Tab

When clicking the **Maintain Item** button from within the Ledger area, only the **General**, **Re-Order**, and **Current Status** tabs will be accessible to the user. The **History** tab can only be viewed from within the Item maintenance section of the program. The reason for this is because the **History** tab's data is driven off of Ledger information and having that section of the program open while within Ledger would create a conflict.

Negative Prices

To set a negative price value on an item, simply type in a negative sign (-) in front of the price. If the item is then exported to Version 6 Polling, the negative sign (-) will be removed as all cash registers only accept positive values in the PLU price fields. To get a negative price in the cash register, Inventory sets the PLU's sign field to negative. On registers such as the SPS 1000 and all TEC registers, the negative sign (-) must be manually set within the PLU Status Group and Department programs respectively.

New Items

Within the Inventory program, only items stored in the Items area of the program can be added to a PO, received, or sold. Items can be added on-the-fly from the PO, Receive Item, and Sales area for user convenience.

Price Levels

Currently Price Level sales collected with Version 6 Polling will not be transferred to Version 6 Inventory. Only the values from Level 1 will transfer. The other Price Level values will need to be manually entered by the user to keep accurate count of item totals. This feature will be added to the software for all applicable registers as soon as possible.

Printing Questions

If a report print preview does not display information properly, please check the settings on the default printer. For example, a user has their printer set up to print on a card-sized area. When this user views reports in the report print preview area, only one PLU is shown on each page. After changing the options for the default printer, the preview showed the report correctly. Viewing problems could also occur if the user does not have any printers installed. Please install a printer on the system and attempt to view the print preview again. For other system requirements see page 8.

Promo and Waste Values

Currently Promo and Waste values collected with Version 6 Polling will not be transferred to Version 6 Inventory. Those values will need to be manually entered by the user to keep accurate count of item totals. This feature will be added to the software for all applicable registers as soon as possible. Certain registers like the Samsung 650 and 5100 do not keep track of Promo and Waste amounts separately and thus cannot be transferred to Inventory. Contact support@pcpoll.com for a complete list of registers that do not support Promo and Waste value transfers.

QR Preview Already Exists

This error message is usually the result of not closing the program and rebooting the computer after seeing an Access Violation. Forms of this error include:
"A component named QRStandardPreview already exists."
After receiving the error, close the program and start it again. If this does not work, close the program and reboot the computer.

Removing Item Type

If an item is linked to an Item Type and then that Item Type is removed, then the inherited values will remain set in the item until they are manually overwritten. When the Item Type is removed, all the inherited fields will be ungrayed to allow users to change the values.

Run Time Error 216

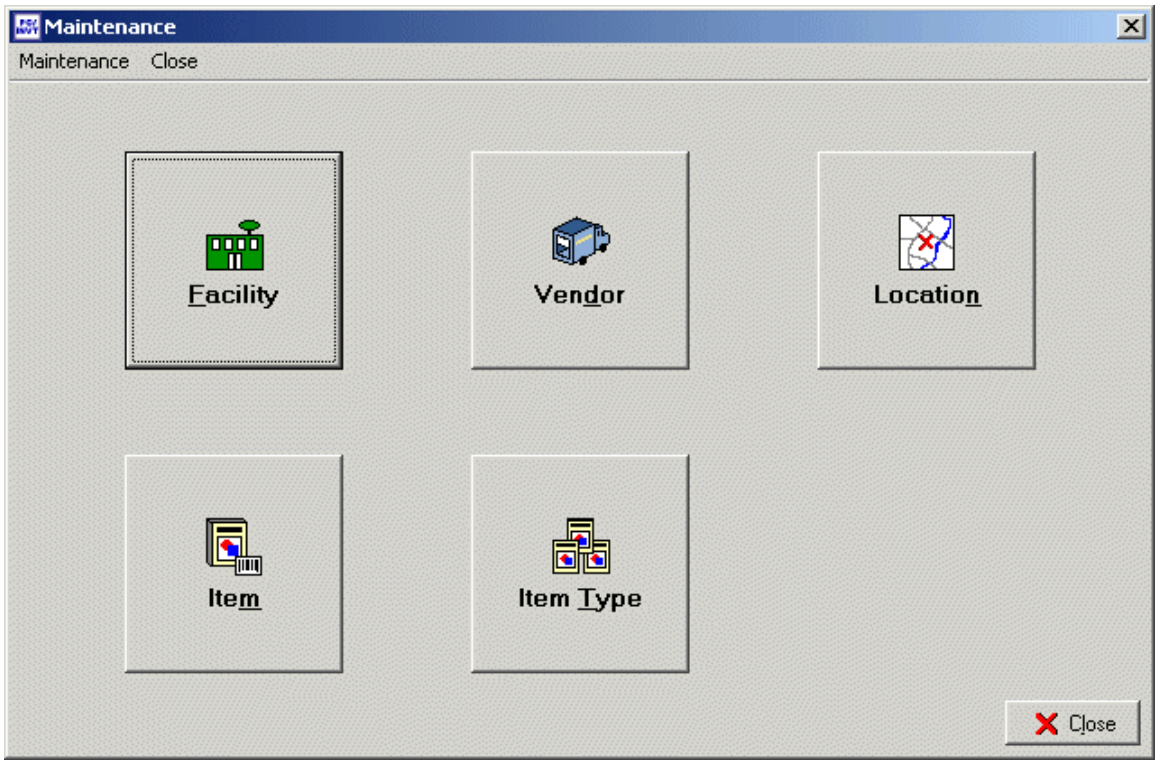
If a Run Time Error 216 is encountered, exit the program. The Run Time Error 216 occurs when the computer and the software get out of sync. If the problem continues, reboot the computer or contact support@pcpoll.com.

Transferring Items

Items may only be transferred between facilities that already contain those items. Users cannot transfer items without first adding that item, within the Items area, to the specified facility.

Maintenance

Maintenance Menu

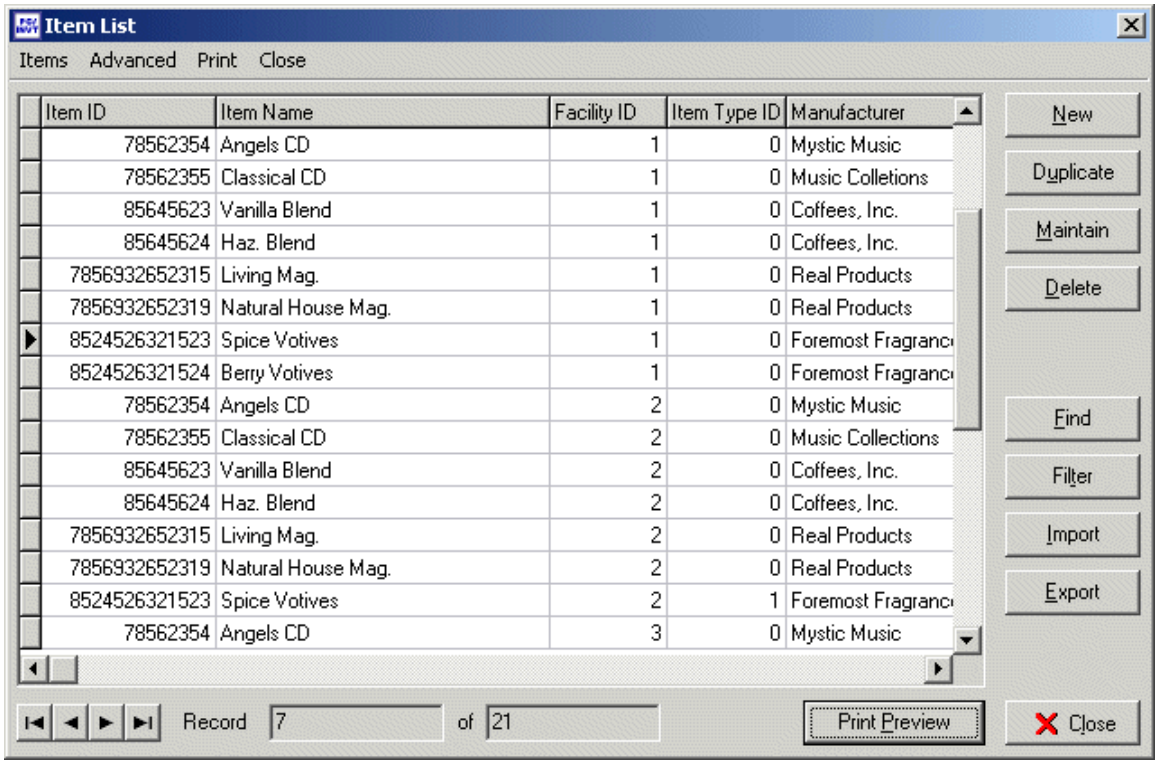


The Maintenance section is the setup section of Version 6 Inventory. Within this section, users enter in all of their Facility, Vendor, Location, and Item information.

Maintenance Buttons

Within each of the Maintenance area sections, Vendor, Facility, Location, Item, and Item Type, Inventory will display a grid listing all the records associated with that particular area of the program. When each of the areas is first viewed, some of the button options will be grayed out until the first record is added to the file.

In the example on the next page, the Item List grid is displayed. All Maintenance areas display a similar grid.



New: When clicked, a new record will be created and a maintenance screen will be brought up for the user to populate.

Duplicate: When clicked, a new record will be created containing all duplicatable data. An example of non-duplicatable data is the Facility ID in the Facility section. The ID number is automatically generated by the software. Another example can be Facility ID in the Item section. Users will be prompted to make a change when **This Item already exists in this Facility**.

Maintain: When clicked, this brings up the user entry area for the selected record. The Maintain area can also be brought up by double-clicking on a desired record.

Delete: When clicked, this deletes the selected record.

Find: When clicked, this brings up the Find screen to help users locate particular records. For more information about this area see page 29.

Filter: When clicked, this brings up the Change View screen to help users locate particular records, as well as filter their view of the current table. For more information about this area see page 29.

Import: When clicked, this brings up the import selection screen. For more information about this area see page 12.

Export: When clicked, this brings up the export selection screen. For more information about this area see page 12.

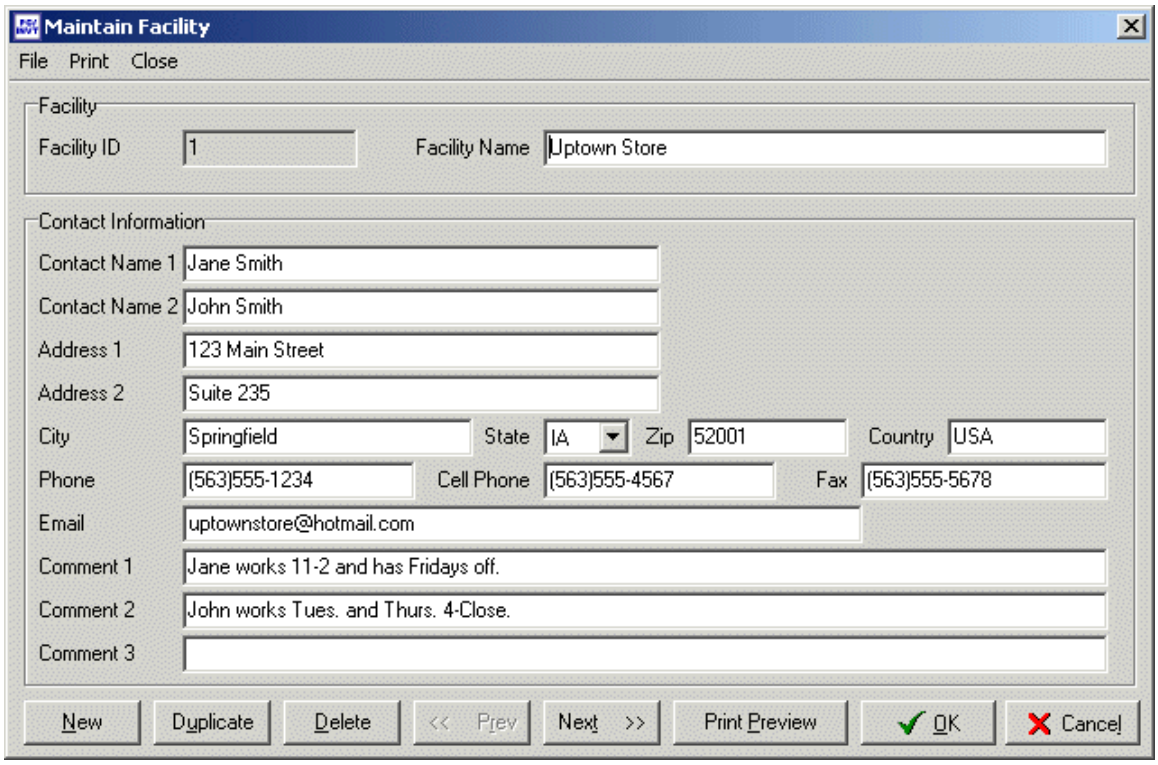
Close: When clicked, this closes the section grid.

Print Preview: When clicked, this brings up the Print Options screen to allow users to select which fields they want displayed on the report. For more information about this area see page 30.

For an explanation of the record navigator and number display see page 27.

Facility Menu

The Facility section of the program is where users enter in their facility or store information. When a new store or warehouse is created, the Facility ID field is automatically filled in by the software. All other fields are optional.

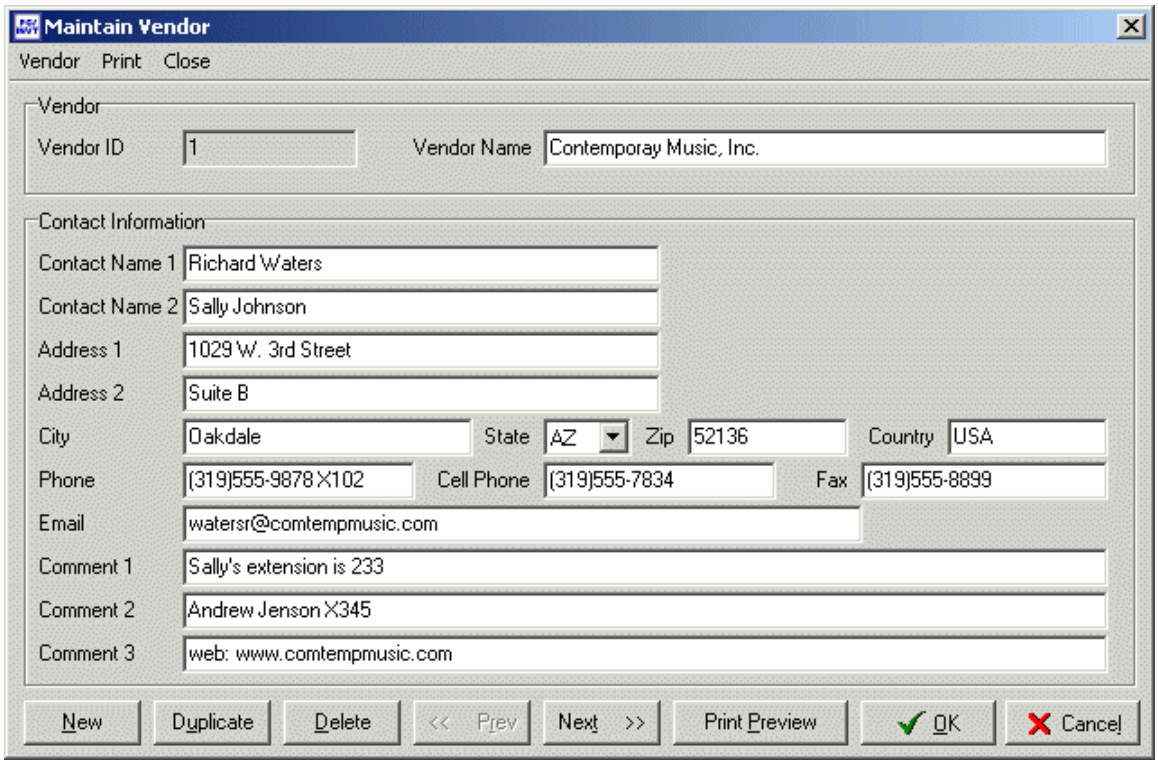


An added feature within Facility is a duplicate items option. Whenever the **Duplicate** button is clicked within Facility, a prompt will appear asking "Duplicate all items too?" By clicking **OK,** all items associated with the selected Facility will be duplicated with the new Facility's ID number. This feature allows users to quickly create items within multiple facilities.

For additional information on using the Facility grid please consult page 38.

Vendor Menu

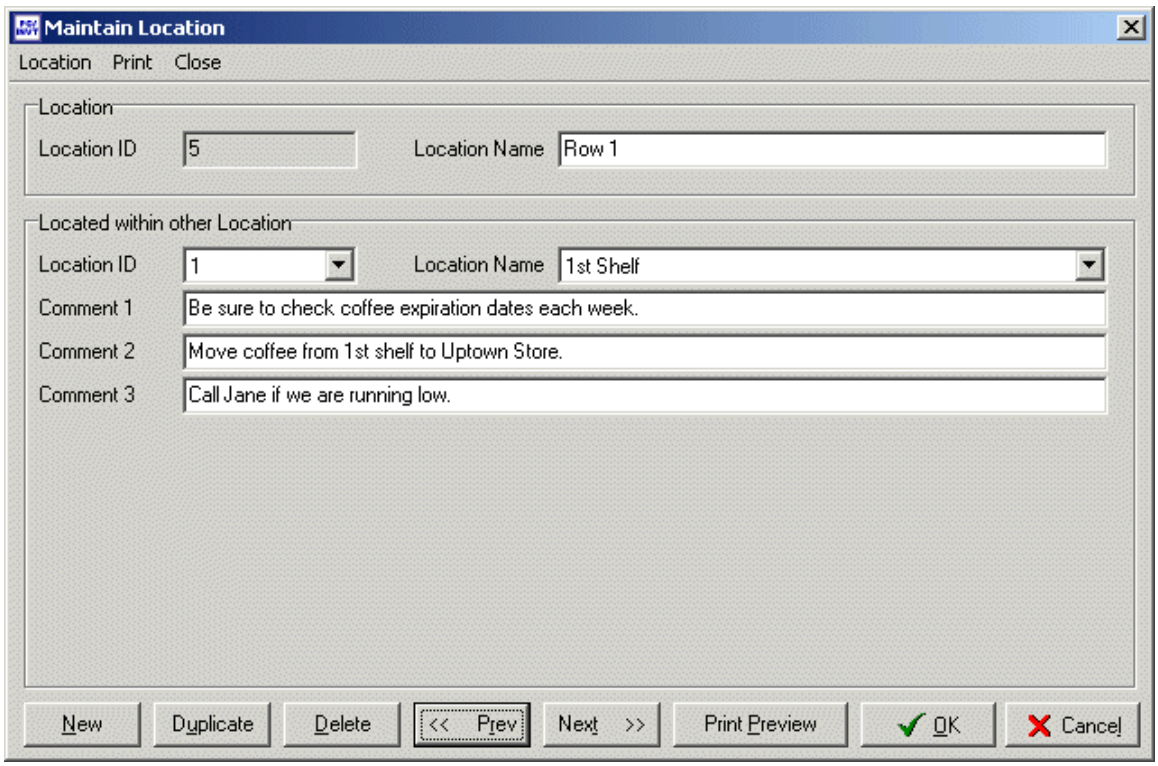
The Vendor section of the program is where users enter in their product vendor information. When a new vendor is created, the Vendor ID field is automatically filled in by the software. All other fields are optional.



For additional information on using the Vendors grid please consult page 38.

Location Section

The Location section of the program is where users enter in the product location information. When a location such as Shelf 1 is created, the Location ID field is automatically filled in by the software. All other fields are optional.



This section of the program allows users to place locations within locations. In the example on the previous page, Location ID 5 is Row 1, which is located within Location ID 1: the 1st shelf.

For additional information on using the Location grid please consult page 38.

Item Section

The Item section of the program is where users enter their item or PLU information. The only fields required by the software are **Item ID**, **Item Name**, and **Facility ID**. However, in order to fully track item information and generate POs, users will need to fill in other fields such as **Primary Vendor ID**, **Price 1** and **Default Cost**. The Other fields are optional. The screen below is an example of the General tab within Item maintenance. Notice that **Price 1** is filled in, while **Price 2 - 6** are left at $0.00. **Price 2 - 6** may be required depending on the cash register type used. If Inventory is being used as a standalone module, then **Price 2 - 6** will never be used.

Maintain Item

Item ID 8524526321523 Name Spice Votives Facility ID 1 Name Uptown Store

Item Type ID 0 Name

General | Re-Order | Current Status | History

Manufacturer	Foremost Fragrances	Manufacturer ID	W452 34HR
Primary Vendor ID	4	Primary Vendor Name	Coffees, Cards, Candles, Etc.
Secondary Vendor ID	7	Secondary Vendor Name	Simply Scents
Tertiary Vendor ID	8	Tertiary Vendor Name	Taylor-Made Products
Location ID	10	Location Name	Row 2
Price 1	$0.99	Price 4	$0.00
Price 2	$0.00	Price 5	$0.00
Price 3	$0.00	Price 6	$0.00

Comment 1: Be sure to order this product at least 2 weeks in advance as

Comment 2: it is a very popular item. There is an extra charge if I

Comment 3: order it from vendor 2 if I buy less than 20 boxes.

New | Duplicate | Delete | << Prev | Next >> | Print Preview | OK | Cancel

On the Re-Order tab example on the next page, the **Standing Order** and **Low Point Order** options are both checked. The **Standing Order** option will add the **Quantity to Order** to every PO generated from designated **Primary Vendor**. In this example it would be Coffees, Cards, Candles, Etc. The **Low Point Order** option will add the **Quantity to Orde**r to a PO whenever the **Quantity on Hand** is at or below the **Re-Order Point**; in this example the **Re-Order Point** is 18.

Maintain Item

Item ID 8524526321523 Name Spice Votives Facility ID 1 Name Uptown Store

Item Type ID 0 Name

General | Re-Order | Current Status | History

Default Cost - Normal Purchasing Price $0.45 (in single units)

Quantity Sold In (i.e. 1) 12.0000

Unit of Measure 1	Name (i.e. Eaches)	case	Quantity (i.e. 1)	12.0000
Unit of Measure 2	Name (i.e. Case)	box	Quantity (i.e. 24)	60.0000
Unit of Measure 3	Name (i.e. Palette)	carton	Quantity (i.e. 100)	120.0000

☑ Standing Order - Order this item everytime a Purchase Order is created for the Primary Vendor

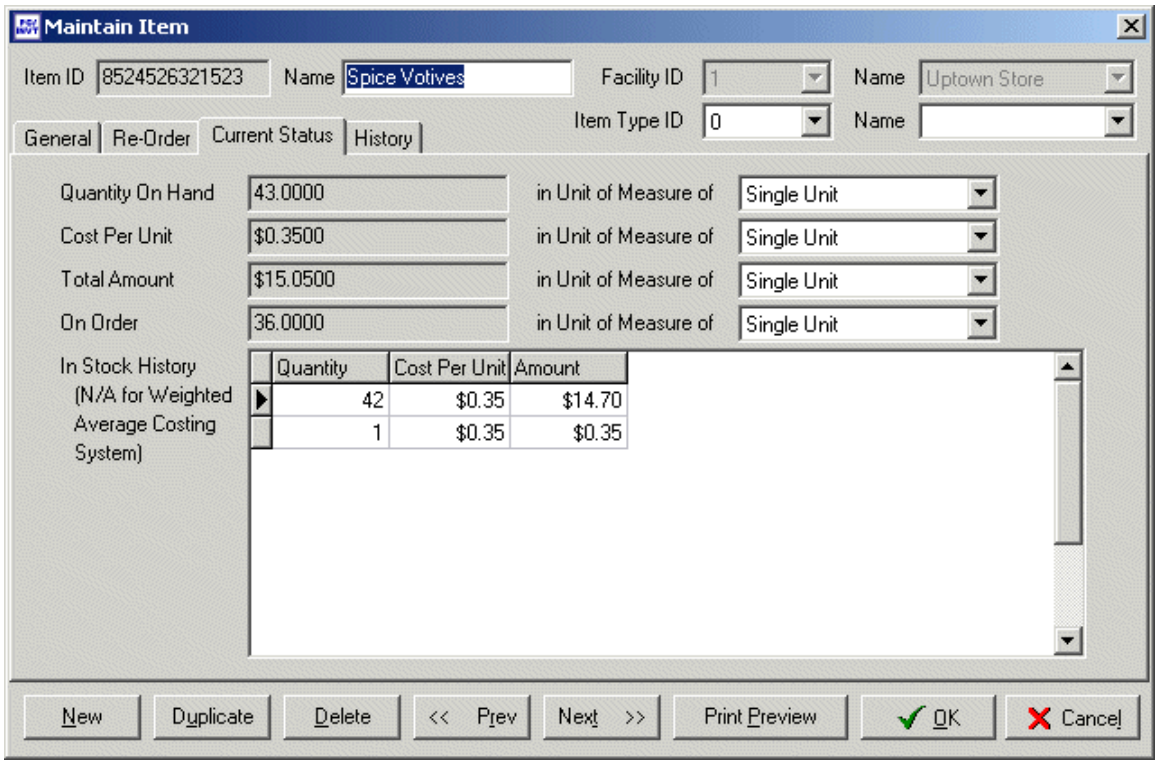
Quantity to Order 12.0000 (in single units)

☑ Low Point Order - Order this item everytime quantity reaches Re-Order Point

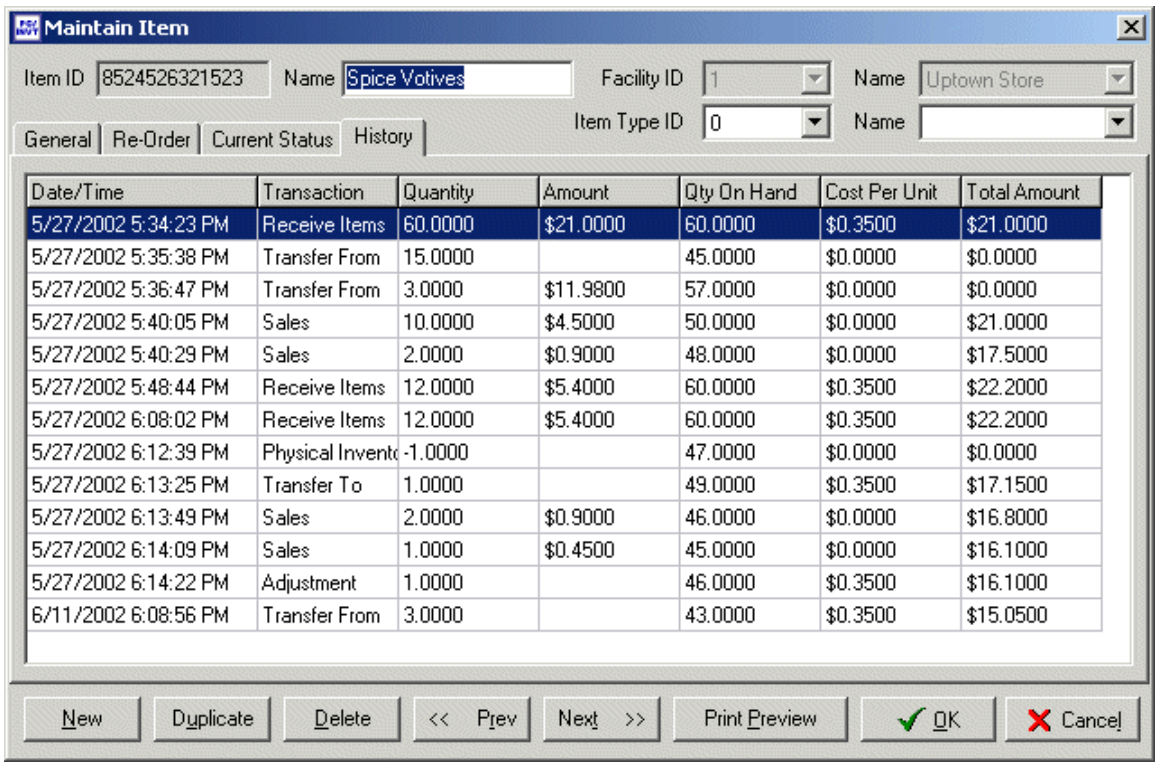
Re-Order Point 18.0000 Quantity to Order 60.0000 (both in single units)

New | Duplicate | Delete | << Prev | Next >> | Print Preview | OK | Cancel

The Current Status and History tabs are for viewing inventory stock information. The data cannot be edited. The values on the Current Status tab are calculated off of item pricing, sales, and receiving information. The **In Stock History** area is only used for LIFO and FIFO costing systems. In the example below FIFO is being used, thus any sales will be deducted from the 42 quantity entry. When all 42 items are sold, that entry will be deleted.



All Ledger transactions are displayed on the History tab.



Date/Time	Transaction	Quantity	Amount	Qty On Hand	Cost Per Unit	Total Amount
5/27/2002 5:34:23 PM	Receive Items	60.0000	$21.0000	60.0000	$0.3500	$21.0000
5/27/2002 5:35:38 PM	Transfer From	15.0000		45.0000	$0.0000	$0.0000
5/27/2002 5:36:47 PM	Transfer From	3.0000	$11.9800	57.0000	$0.0000	$0.0000
5/27/2002 5:40:05 PM	Sales	10.0000	$4.5000	50.0000	$0.0000	$21.0000
5/27/2002 5:40:29 PM	Sales	2.0000	$0.9000	48.0000	$0.0000	$17.5000
5/27/2002 5:48:44 PM	Receive Items	12.0000	$5.4000	60.0000	$0.3500	$22.2000
5/27/2002 6:08:02 PM	Receive Items	12.0000	$5.4000	60.0000	$0.3500	$22.2000
5/27/2002 6:12:39 PM	Physical Invent	-1.0000		47.0000	$0.0000	$0.0000
5/27/2002 6:13:25 PM	Transfer To	1.0000		49.0000	$0.3500	$17.1500
5/27/2002 6:13:49 PM	Sales	2.0000	$0.9000	46.0000	$0.0000	$16.8000
5/27/2002 6:14:09 PM	Sales	1.0000	$0.4500	45.0000	$0.0000	$16.1000
5/27/2002 6:14:22 PM	Adjustment	1.0000		46.0000	$0.3500	$16.1000
6/11/2002 6:08:56 PM	Transfer From	3.0000		43.0000	$0.3500	$15.0500

For additional information on using the Item grid please consult page 38.

Item Type Section

The Item Type section of the program is designed to decrease both item creation and maintenance time. This section allows users to create an Item Type and set any or all entry areas on the Item General and Re-Order tabs. Then by going into the Item area and linking an item or series of items to an Item Type, the pre-set fields will be automatically filled in with the Item Type's values. All inherited values within Item maintenance will be grayed out and users will only be able to edit those values within the Item Type section. Whenever edits are made to an Item Type, all linked items will be automatically updated. The following screens show an example of Item Type and an item linked to that Item Type.

Item Type Example

Maintain Item Type

Item Type ID: 1 | Item Type Name: Votive

General | Re-Order

Manufacturer	Foremost Fragrances	Manufacturer ID	W452 34HR
Primary Vendor ID	4	Primary Vendor Name	Coffees, Cards, Candles, Etc.
Secondary Vendor ID	7	Secondary Vendor Name	Simply Scents
Tertiary Vendor ID	8	Tertiary Vendor Name	Taylor-Made Products
Location ID	10	Location Name	Row 2
Price 1	$0.99	Price 4	$0.00
Price 2	$0.00	Price 5	$0.00
Price 3	$0.00	Price 6	$0.00
Comment 1			
Comment 2			
Comment 3			

New | Duplicate | Delete | << Prev | Next >> | Print Preview | OK | Cancel

Maintain Item Type

Item Type ID: 1 | Item Type Name: Votive

General | Re-Order

Default Cost - Normal Purchasing Price: $0.45 (in single units)

Quantity Sold In (i.e. 1):

Unit of Measure 1	Name (i.e. Eaches)	Quantity (i.e. 1)	
Unit of Measure 2	Name (i.e. Case)	Quantity (i.e. 24)	
Unit of Measure 3	Name (i.e. Palette)	Quantity (i.e. 100)	

☑ Standing Order - Order this item everytime a Purchase Order is created for the Primary Vendor

Quantity to Order: 10.0000 (in single units)

☑ Low Point Order - Order this item everytime quantity reaches Re-Order Point

Re-Order Point: 12.0000 Quantity to Order: 24.0000 (both in single units)

New | Duplicate | Delete | << Prev | Next >> | Print Preview | OK | Cancel

Item Linked to Item Type Example

Maintain Item

Item ID 8524526321523 Name Spice Votives Facility ID 2 Name Downtown Store

Item Type ID 1 Name Votive

General | Re-Order | Current Status | History

Manufacturer	Foremost Fragrances	Manufacturer ID	W452 34HR
Primary Vendor ID	4	Primary Vendor Name	Coffees, Cards, Candles, Etc.
Secondary Vendor ID	7	Secondary Vendor Name	Simply Scents
Tertiary Vendor ID	8	Tertiary Vendor Name	Taylor-Made Products
Location ID	10	Location Name	Row 2
Price 1	$0.99	Price 4	$0.00
Price 2	$0.00	Price 5	$0.00
Price 3	$0.00	Price 6	$0.00

Comment 1: Be sure to order this product at least 2 weeks in advance as

Comment 2: it is a very popular item. There is an extra charge if I

Comment 3: order it from vendor 2 if I buy less than 20 boxes.

New | Duplicate | Delete | << Prev | Next >> | Print Preview | OK | Cancel

Maintain Item

Item ID 8524526321523 Name Spice Votives Facility ID 2 Name Downtown Store

Item Type ID 1 Name Votive

General | Re-Order | Current Status | History

Default Cost - Normal Purchasing Price $0.45 (in single units)

Quantity Sold In (i.e. 1) 12.0000

Unit of Measure 1	Name (i.e. Eaches)	case	Quantity (i.e. 1)	12.0000
Unit of Measure 2	Name (i.e. Case)	box	Quantity (i.e. 24)	60.0000
Unit of Measure 3	Name (i.e. Palette)	carton	Quantity (i.e. 100)	120.0000

☑ Standing Order - Order this item everytime a Purchase Order is created for the Primary Vendor

Quantity to Order 10.0000 (in single units)

☑ Low Point Order - Order this item everytime quantity reaches Re-Order Point

Re-Order Point 12.0000 Quantity to Order 24.0000 (both in single units)

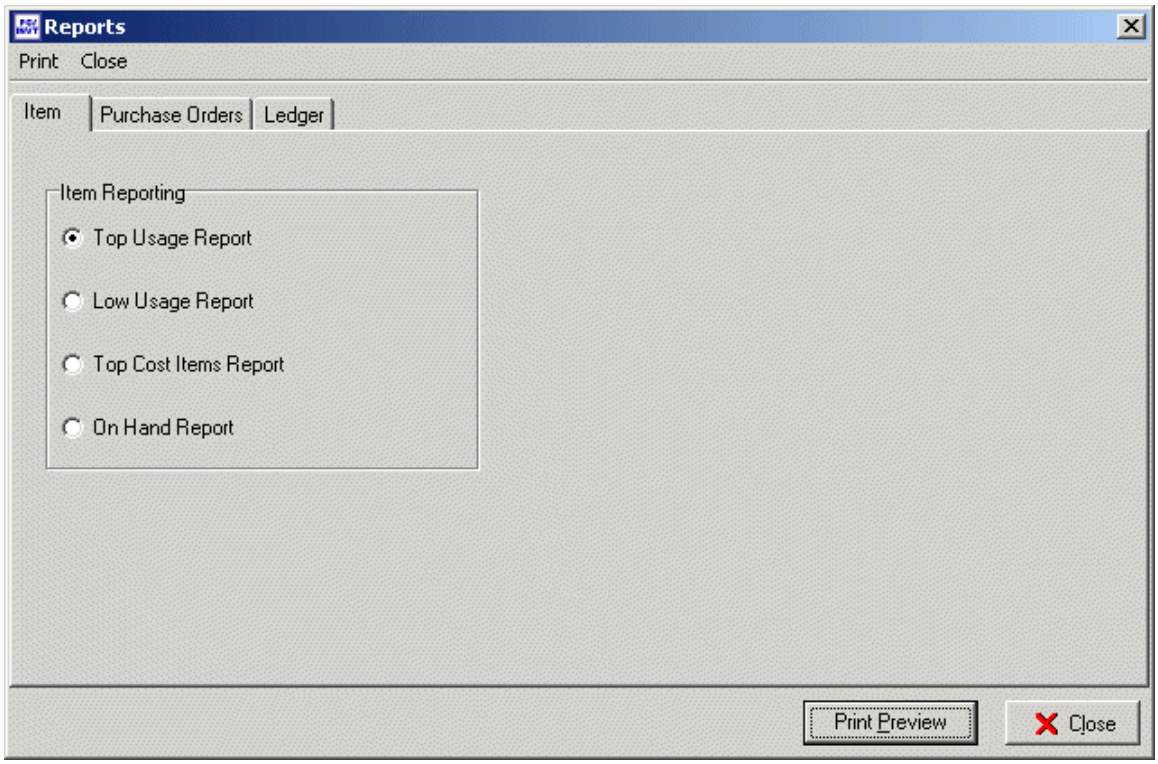
New | Duplicate | Delete | << Prev | Next >> | Print Preview | OK | Cancel

Note: When an item that was formerly linked to an Item Type has it's link removed or when the Item Type is deleted, the item's entry areas will retain the Item Type's information until those values are manually changed.

For additional information on Item see page 42. For additional information on using the Item Type grid please consult page 38.

Reports

Reports Menu



From the Reports section of Inventory, users can generate customized reports on demand. There are 3 main areas of reports:

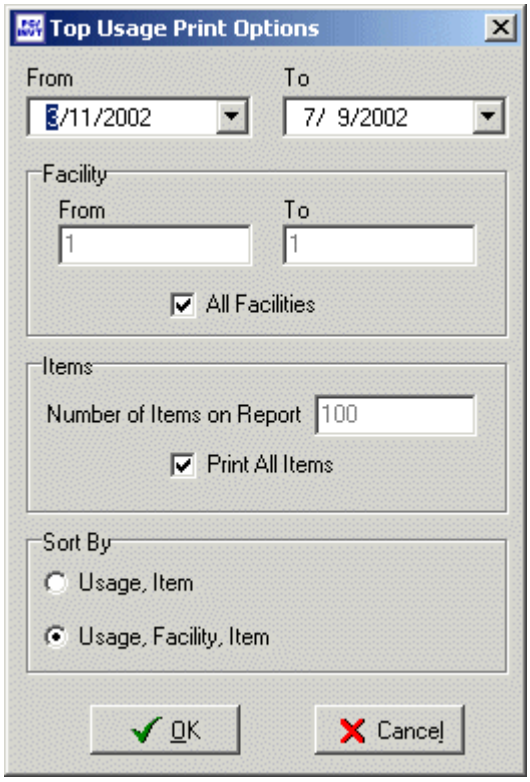
Item
Top Usage Report - A list of the most commonly sold items.
Low Usage Report - A list of the least commonly sold items.
Top Cost Items Report - A list of the highest costing items.
On Hand Report - A list of all the items in stock.

Purchase Orders
Item Short - A list of items that are out of stock.
Item Near Short - A list of items that are almost out of stock based off of a % value set in Preferences.
Open POs - A list of all open purchase orders.
Pending POs - A list of all pending purchase orders.
Received POs - A list of all received purchase orders.

Ledger
Adjustment Report - A list of all items that have been adjusted.
Receive Report - A list of all items that have been received, not including POs.
Sales Report - A list of all items that have been sold.
Transfer Report - A list of all items that have been transferred.

To select a desired report, simply click on the correct tab, click on the report name, and click the

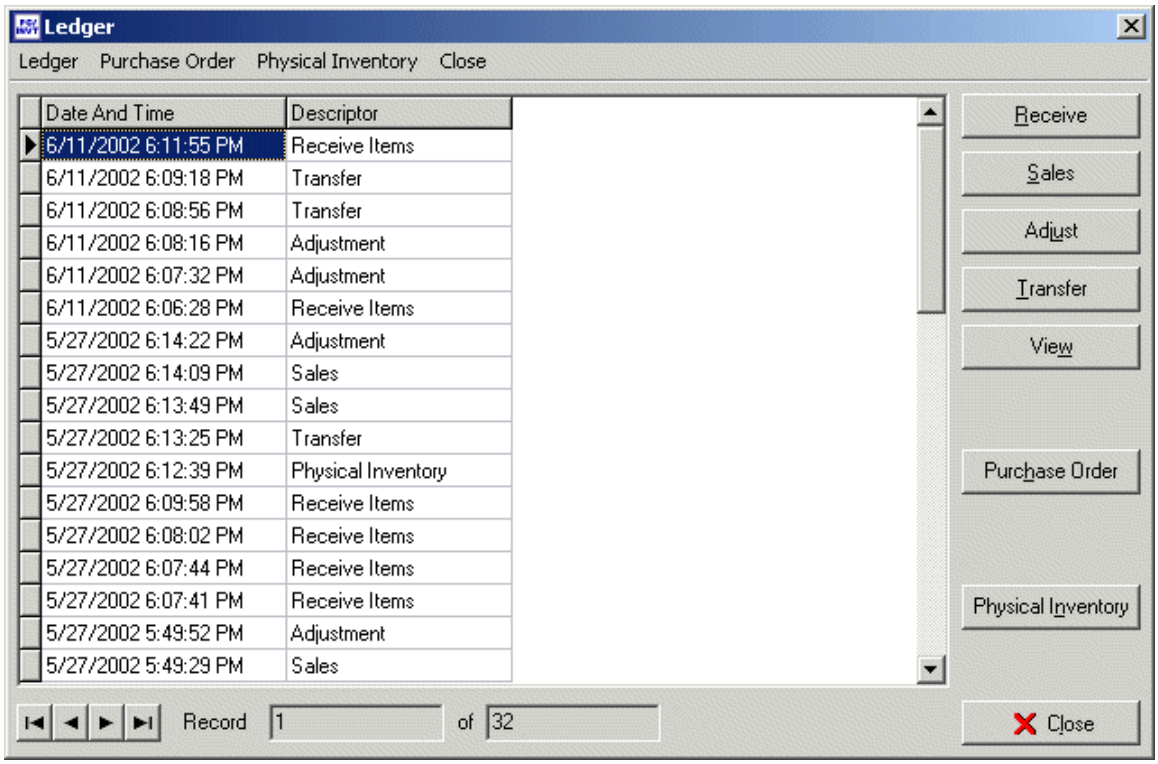
Print Preview button. This will bring up a **Print Options** screen for customization. In the example on the next page, the user can select the date range for the report, the facilities to look at, the number of items displayed on the report, and the type of sort used for the display.



Each report has its own options, however, all the screens are similar. If there is a report not currently in the software that you desire, please email requests to support@pcpoll.com.

Ledger

Ledger Menu

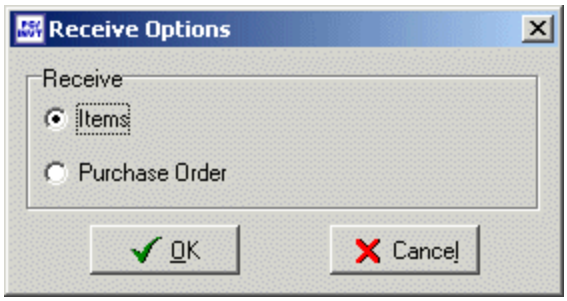


The Ledger section is where all Sales, Transfers, Receives, and Adjustments take place. Users can also create and receive Purchase Orders and run a Physical Inventory report from the Ledger section. The main screen of the Ledger section displays a list of all Ledger transactions along with a **Date and Time** stamp. The list displays the most recent events first. By selecting an entry and clicking the **View** button, a read-only copy of the event will appear. The only options available from this view menu are **Close** and **Print Preview**.

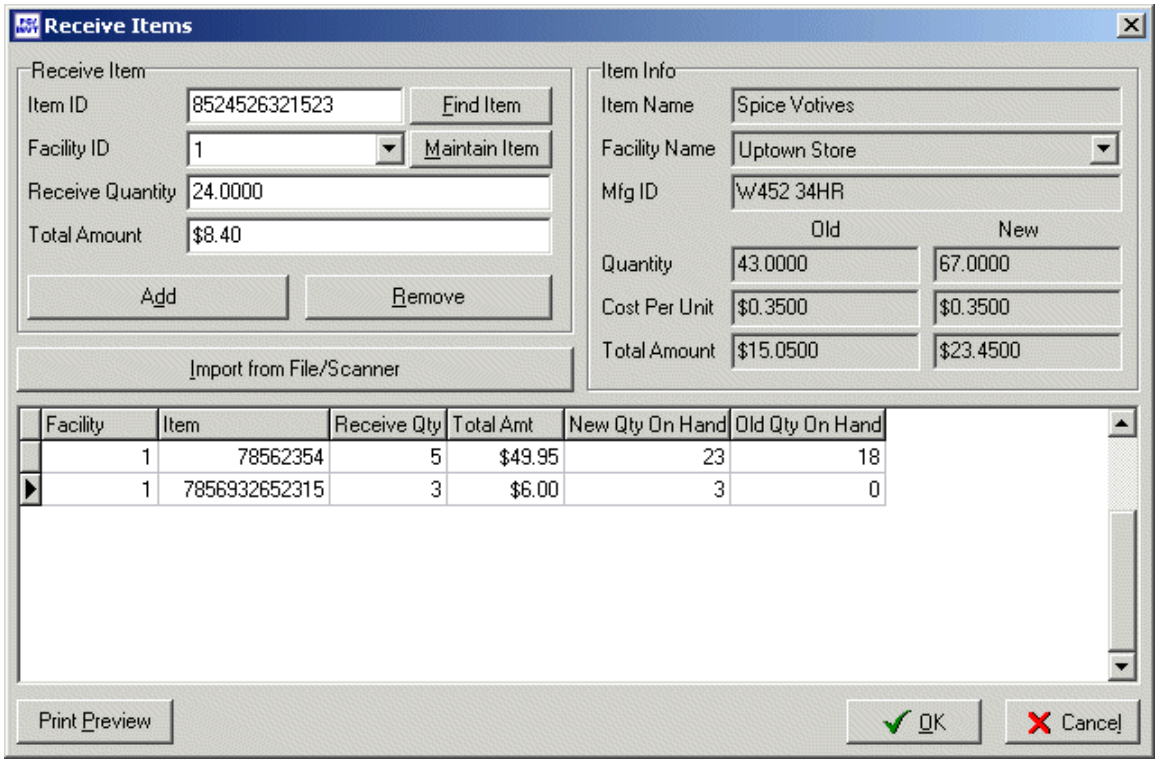
For an explanation on the record navigator and number display see page 27.

Receive Items Section

The **Receive** button on the main Ledger screen allows users to receive both individual items and Purchase Orders (see image below). The following text describes how to receive items. For more information on receiving Purchase Orders see page 53.



By selecting Items and clicking **OK**, a Receive Items screen is displayed to allow users to manually create a list of received items. The list can also be imported from a text file or a scanner file by clicking on the **Import from File/Scanner** button.



Item ID: To fill in this area, either manually type in the **Item ID** number and hit the **Tab** key, or click the **Find Item** button and select your item from the searched list. The **Facility ID** field and the entire **Item Info** areas will be automatically populated.

Find Item: Click on this button to pull up a search screen to find a desired item. To learn more about this feature, see page 29.

Facility ID: Using the drop-down selection box, choose which Facility the item is being received into. If the desired Facility is not in the list, simply click the **Maintain Item** button and add the item to the desired Facility.

Maintain Item: Click on this button to bring up item maintenance. From the Item List, users can edit existing items or add new items on-the-fly. This view of Item Maintenance does not display the History tab. For more information, see page 42 and page 36.

Receive Quantity: Enter in the total number of received items out to 4 decimal places.

Total Amount: Enter in the total cash value of all received items.

Add: After **Item ID**, **Facility ID**, **Receive Quantity** and **Total Amount** are correctly filled in, simply click the Add button to add the item to the **Receiving Grid**.

Remove: To remove an item that was inadvertently added to the **Receiving Grid**, click on the item within the grid, let the software populate the **Item ID**, **Facility ID**, **Receive Quantity**, and **Total Amount** fields with your entered data, and click the **Remove** button. This will delete the item from the list.

Edit: To edit an item already added to the **Receiving Grid**, click on the item to select it, make the desired changes, and then click the **Edit** button. This will replace the current grid entry with the updated values. The word "Edit" will replace the word "Add" when an item from the grid is selected.

Import from File/Scanner: This button will allow users to import their item list from a comma delimited text file. The file's record layout must be in **Item ID**, **Facility ID**, **Receive Quantity** and **Total Amount** order. For more information on importing see page 12.

Item Info Section: This section displays detailed information on the selected item, including the current or "Old" **Quantity On Hand**, **Cost Per Unit**, and **Total Amount** values, as well as the adjusted or "New" values calculated off of the newly entered **Received Quantity** and **Total Amount**. The only field within this area that can be edited is **Facility Name**. The drop-down selection box can be used to change the **Facility Name** and **Facility ID** fields.

Receiving Grid: The grid displays all items that have been added to the receiving list. All items within this list can be edited or deleted.

Print Preview: By clicking this button, a **Receiving Report** will be generated that can be printed for record keeping purposes. For general information on Print Previews see page 30.

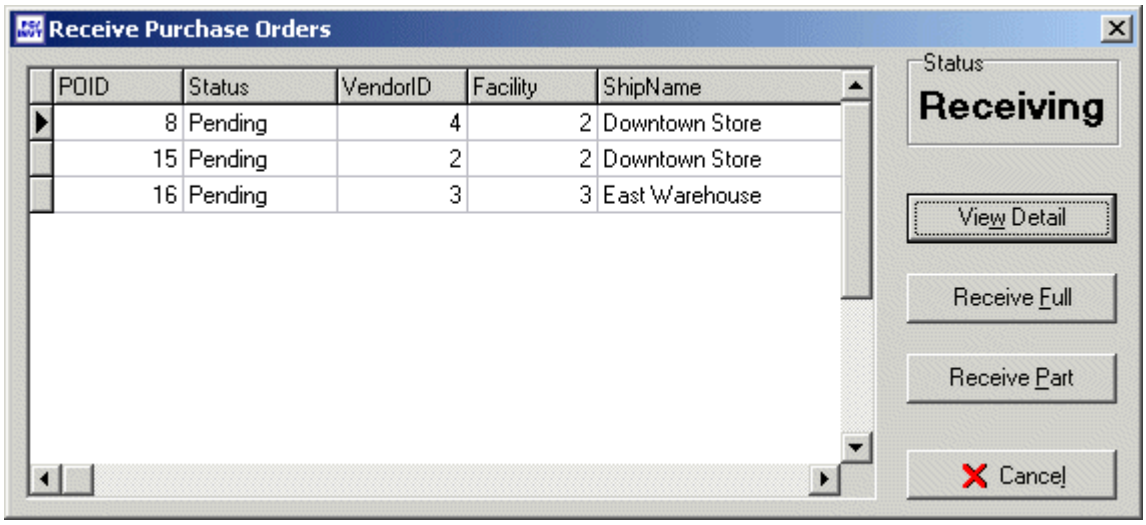
OK: When this button is clicked, all items within the **Receiving Grid** will be received and the amounts on hand adjusted accordingly.

Cancel: This button cancels the receive.

Receive PO Section

The **Receive** button on the main Ledger screen allows users to receive both individual items and Purchase Orders. The following text describes how to receive POs. For information on receiving Items see page 51.

After the **Receive** button is clicked, users will be prompted to select **Items** or **Purchase Orders** from the Receive Options screen. By selecting **Purchase Orders,** the Receive Purchase Orders screen will appear. Only Pending POs can be received. If a particular PO is not displayed, return to the PO area and check to be sure that the PO was Finalized.

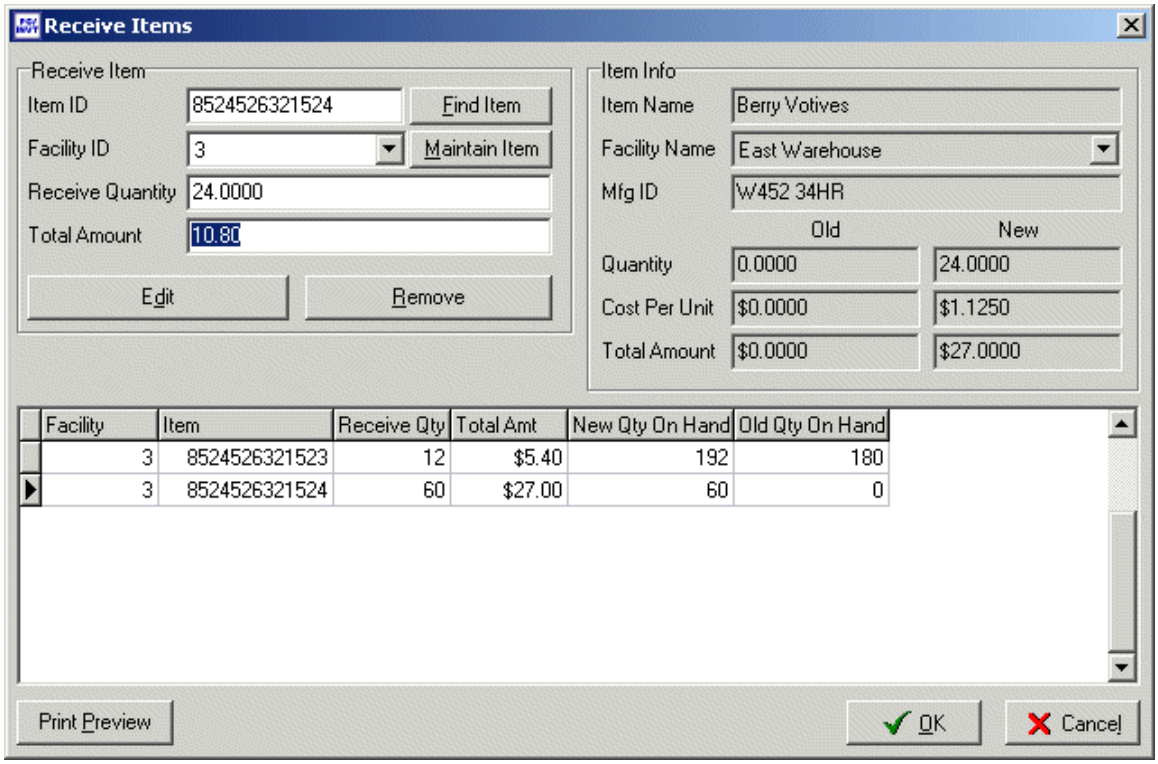


View Detail: Displays a read-only copy of the Purchase Order Detail form for users to view.

Receive Full: Processes the entire PO and updates inventory stock levels accordingly. The PO is then marked as **Received**.

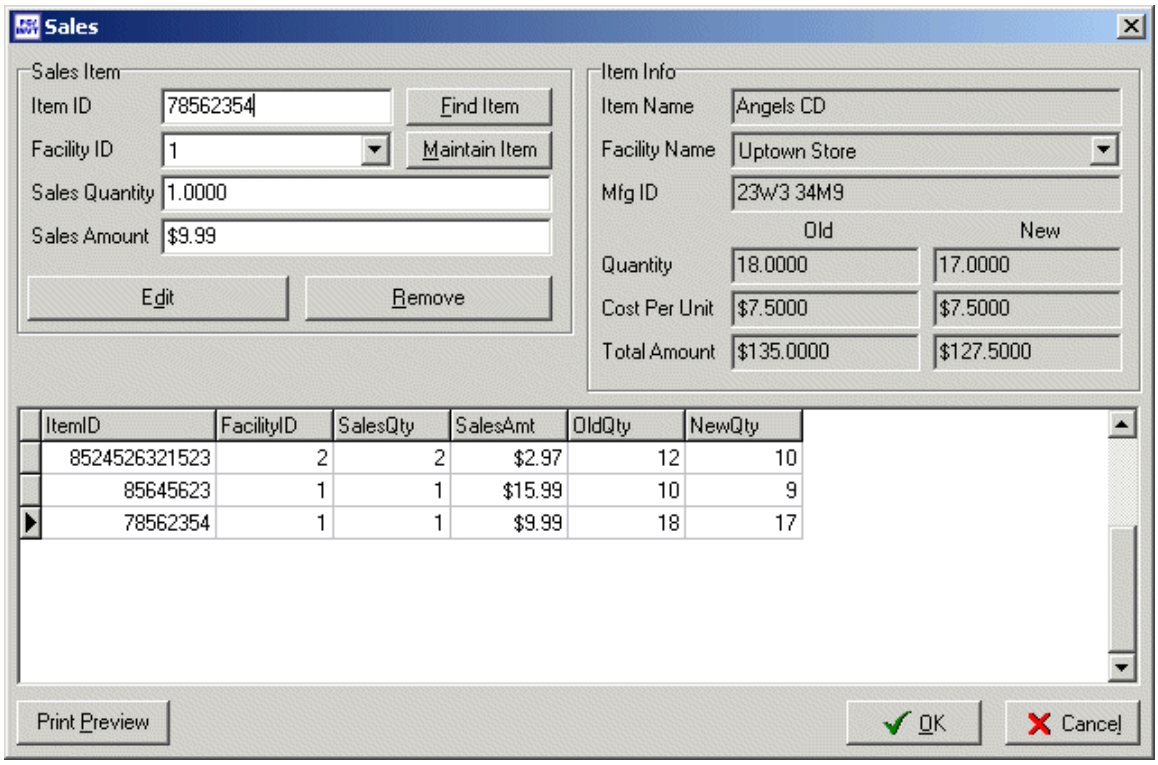
Receive Part: Recalls the Purchase Order Detail form to allow users to edit the **Receive Quantity** and **Total Amount** fields to reflect the actual amounts received (see image below). By default, the Receive Quantities are set to the entire amount ordered. Each item that is received in part must be edited individually. After the **OK** button is clicked, the PO will be processed and the inventory stock levels updated. The PO will retain the **Pending** status until all the items are received. For more information on the Purchase Order Detail form see page 64.

Cancel: This button closes the Receive Purchase Orders screen.


Receive Items
Receive Item
Item ID
8524526321524
Find Item
Facility ID
3
Maintain Item
Receive Quantity
24.0000
Total Amount
10.80
Edit
Remove
Item Info
Item Name
Berry Votives
Facility Name
East Warehouse
Mfg ID
W452 34HR
Old
New
Quantity
0.0000
24.0000
Cost Per Unit
$0.0000
$1.1250
Total Amount
$0.0000
$27.0000
Facility
Item
Receive Qty
Total Amt
New Qty On Hand
Old Qty On Hand
3
8524526321523
12
$5.40
192
180
3
8524526321524
60
$27.00
60
0
Print Preview
OK
Cancel

Sales Section

The **Sales** button on the main Ledger screen allows users to create a list of items sold and have those totals deducted from Inventory. A list of sold items can also be imported from Version 6 Polling. For an explanation of that process please refer to page 16.



Item ID: To fill in this area, either manually type in the **Item ID** number and hit the **Tab** key, or click the **Find Item** button and select your item from the searched list. The **Facility ID** field and the entire **Item Information** areas will be automatically populated.

Find Item: Click on this button to pull up a search screen to find a desired item. To learn more about this feature, see page 29.

Facility ID: Using the drop-down selection box, choose from which Facility the item is being sold. If the desired Facility is not in the list, simply click the **Maintain Item** button and add the item to the desired Facility.

Maintain Item: Click on this button to bring up item maintenance. From the Item List, users can edit existing items or add new items on-the-fly. This view of Item Maintenance does not display the History tab. For more information, see page 42 and 36.

Sales Quantity: Enter in the total number of sold items out to 4 decimal places.

Sales Amount: Enter in the total cash value of the sold items.

Add: After **Item ID**, **Facility ID**, **Sales Quantity** and **Sales Amount** are correctly filled in, simply click the **Add** button to add the item to the **Sales Grid**.

Remove: To remove an item that was inadvertently added to the **Sales Grid**, click on the item within the grid, let the software populate the **Item ID**, **Facility ID**, **Sales Quantity**, and **Sales Amount** fields with your entered data, and click the **Remove** button. This will delete the item from the list.

Edit: To edit an item already added to the **Sales Grid**, click on the item to select it, make the desired changes, and then click the **Edit** button. This will replace the current grid entry with the updated values. The word "Edit" will replace the word "Add" when an item from the grid is selected.

Item Info Section: This section displays detailed information on the selected item, including the current or "Old" **Quantity On Hand**, **Cost Per Unit**, and **Total Amount** values, as well as the adjusted or "New" values calculated off of the newly entered **Sales Quantity**. The only field within this area that can be edited is **Facility Name**. The drop-down selection box can be used to change the **Facility Name** and **Facility ID** fields.

Sales Grid: The grid displays all items that have been added to the sales list. All items within this list can be edited or deleted.

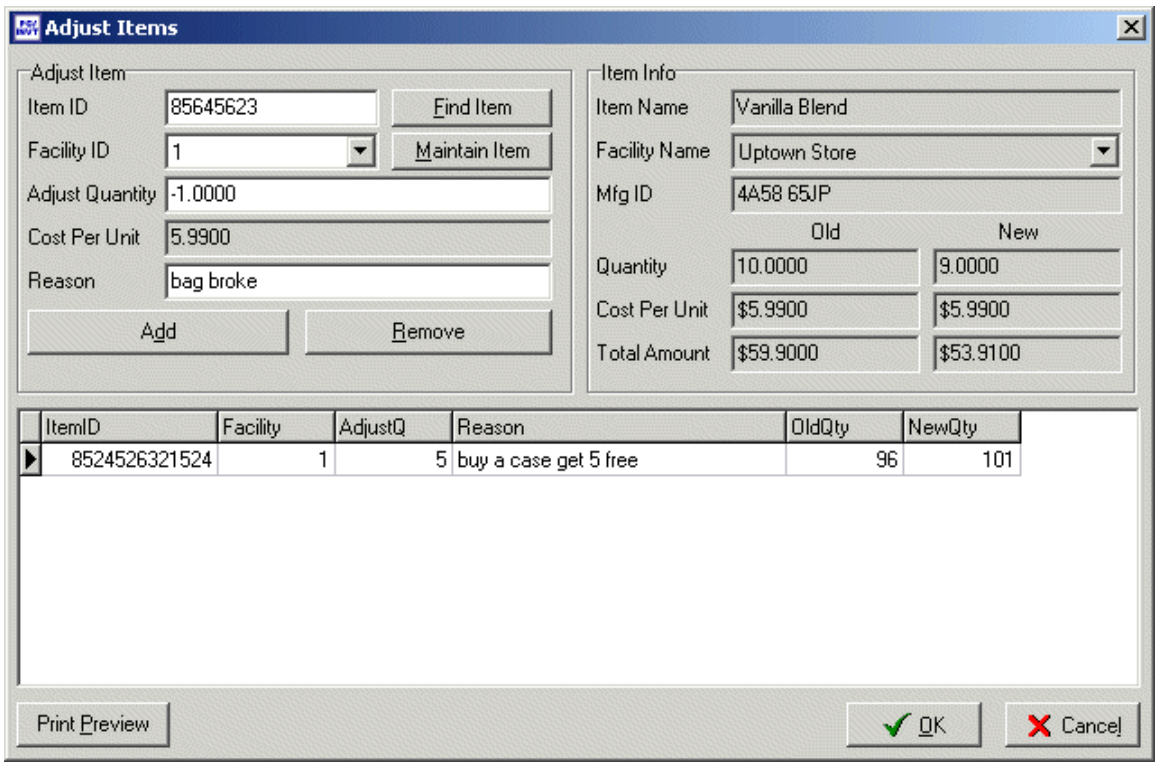
Print Preview: By clicking this button, a **Sales Report** will be generated that can be printed for record keeping purposes. For general information on Print Previews see page 30.

OK: When this button is clicked, all items within the **Sales Grid** will be sold and the amounts on hand adjusted accordingly.

Cancel: This button cancels the sale.

Adjust Section

The **Adjust** button on the main Ledger screen allows users to manually add or subtract items from their current quantity-on-hand values. This section can be used separately or in conjunction with Physical Inventory to update stock levels on found or broken items.



Item ID: To fill in this area, either manually type in the **Item ID** number and hit the **Tab** key, or click the **Find Item** button and select your item from the searched list. The **Facility ID** field and the entire **Item Info** areas will be automatically populated.

Find Item: Click on this button to pull up a search screen to find a desired item. To learn more about this feature, see page 29.

Facility ID: Using the drop-down selection box, choose from which Facility the item is being adjusted. If the desired Facility is not in the list, simply click the **Maintain Item** button and add the item to the desired Facility.

Maintain Item: Click on this button to bring up item maintenance. From the Item List, users can edit existing items or add new items on-the-fly. This view of Item Maintenance does not display the History tab. For more information, see page 42 and 36.

Adjust Quantity: Enter in the total number of items to adjust out to 4 decimal places. This number can be positive or negative. In the example on the previous page, the quantity-on-hand was adjusted by -1, thus the new quantity-on-hand is 9.

Cost Per Unit: Enter in the unit cost for the adjusted item. This field cannot be adjusted if the **Adjust Quantity** is negative. In the example on the previous page, the unit cost is set based off of the calculated **Cost Per Unit** within Inventory.

Reason: Enter the reason for the adjustment.

Add: After **Item ID**, **Facility ID**, **Adjust Quantity**, **Cost Per Unit**, and **Reason** are correctly filled in, simply click the Add button to add the item to the **Adjust Grid**.

Remove: To remove an item that was inadvertently added to the **Adjust Grid**, click on the item within the grid, let the software populate the **Item ID**, **Facility ID**, **Adjust Quantity**, **Cost Per**

Unit, and **Reason** fields with your entered data, and click the **Remove** button. This will delete the item from the list.

Edit: To edit an item already added to the **Adjust Grid**, click on the item to select it, make the desired changes, and then click the **Edit** button. This will replace the current grid entry with the updated values. The word "Edit" will replace the word "Add" when an item from the grid is selected.

Item Info Section: This section displays detailed information on the selected item, including the current or "Old" **Quantity On Hand**, **Cost Per Unit**, and **Total Amount** values, as well as the adjusted or "New" values calculated off of the newly entered **Adjust Quantity**. The only field within this area that can be edited is **Facility Name**. The drop-down selection box can be used to change the **Facility Name** and **Facility ID** fields.

Adjust Grid: The grid displays all items that have been added to the adjust list. All items within this list can be edited or deleted.

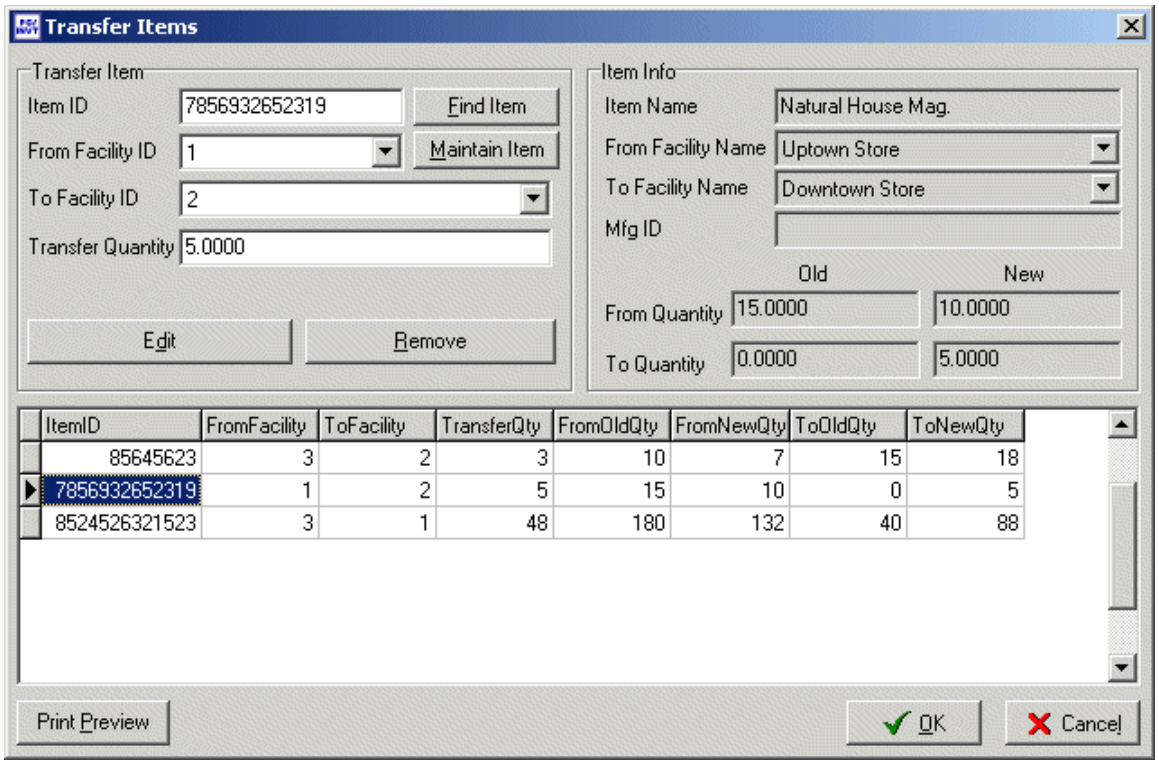
Print Preview: By clicking this button, an **Adjustment Report** will be generated that can be printed for record keeping purposes. For general information on Print Previews see page 30.

OK: When this button is clicked, all items within the **Adjust Grid** will be processed and the amounts on hand adjusted accordingly.

Cancel: This button cancels the adjustment.

Transfer Section

The **Transfer** button on the main Ledger screen allows users to transfer items from one Facility to another. This section even allows users to transfer items from a facility with a zero or negative quantity-on-hand value. The program will display an error message if a user tries to transfer an item from and to the same Facility.



Item ID: To fill in this area, either manually type in the **Item ID** number and hit the **Tab** key, or click the **Find Item** button and select your item from the searched list. The **Facility ID** field and the entire **Item Info** areas will be automatically populated.

Find Item: Click on this button to pull up a search screen to find a desired item. To learn more about this feature, see page 29.

From Facility ID: Using the drop-down selection box, choose the Facility from which the item is being transferred. If the desired Facility is not in the list, simply click the **Maintain Item** button and add the item to the desired Facility.

Maintain Item: Click on this button to bring up item maintenance. From the Item List, users can edit existing items or add new items on-the-fly. This view of Item Maintenance does not display the History tab. For more information, see page 42 and 36.

To Facility ID: Using the drop-down selection box, choose the Facility to which the item is being transferred. If the desired Facility is not in the list, simply click the **Maintain Item** button and add the item to the desired Facility.

Transfer Quantity: Enter in the total number of items to transfer out to 4 decimal places. This number can be positive or negative.

Cost Per: Enter in the unit cost for the transferred item. This entry area will only appear if the quantity-on-hand for the **From Facility ID** is zero or negative.

Add: After **Item ID**, **From Facility ID**, **To Facility ID**, **Transfer Quantity**, and **Cost Per** are correctly filled in, simply click the **Add** button to add the item to the **Transfer Grid**.

Remove: To remove an item that was inadvertently added to the **Transfer Grid**, click on the item within the grid, let the software populate the **Item ID**, **From Facility ID**, **To Facility ID**, **Transfer Quantity**, and **Cost Per** fields with your entered data, and click the **Remove** button. This will delete the item from the list.

Edit: To edit an item already added to the **Transfer Grid**, click on the item to select it, make the desired changes, and then click the **Edit** button. This will replace the current grid entry with the updated values. The word "Edit" will replace the word "Add" when an item from the grid is selected.

Item Info Section: This section displays detailed information on the selected item, including the current or "Old" **From Quantity** and **To Quantity** values, as well as the adjusted or "New" values calculated off of the newly entered **Transfer Quantity**. The only field within this area that can be edited is **From Facility Name**. The drop-down selection box can be used to change the **From Facility Name** and **From Facility ID** fields.

Transfer Grid: The grid displays all items that have been added to the transfer list. All items within this list can be edited or deleted.

Print Preview: By clicking this button, a **Transfer Report** will be generated that can be printed for record keeping purposes. For general information on Print Previews see page 30.

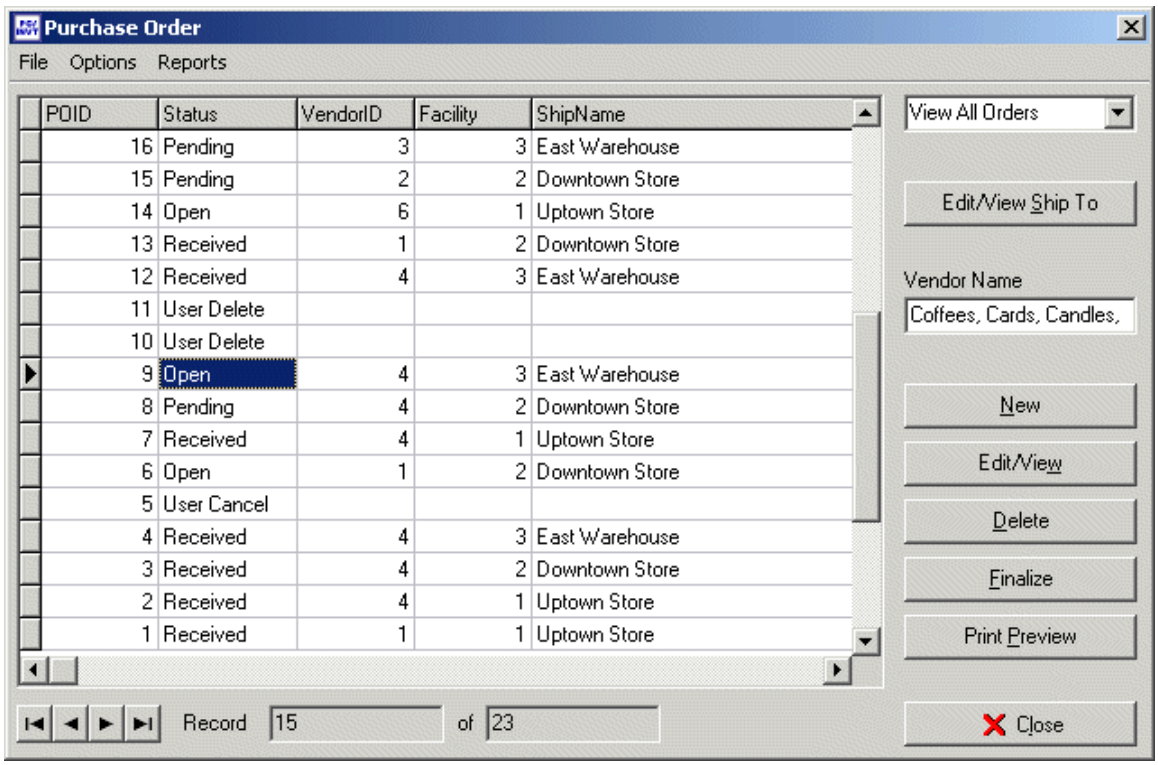
OK: When this button is clicked, all items within the **Transfer Grid** will be processed and the amounts on hand adjusted accordingly.

Cancel: This button cancels the transfer.

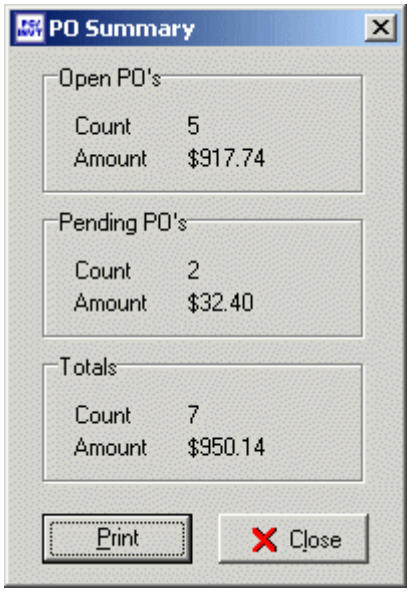
Purchase Order Section

The **Purchase Order** button on the main Ledger screen brings up the Purchase Order screen from which users can create, edit, remove and finalize their POs.

The PO Grid below contains a column entitled Status, which displays the current status of the PO. Status values include: Open, Pending, Received, User Cancel, and User Delete. Only Open POs can be deleted. All other entries will remain permanently on the PO Grid. Within Preferences users can choose not to display the User Cancel entries.



Options Menu: The Options menu gives users the opportunity to print off a costing **PO Summary** of their created POs.



Reports Menu: The Reports menu allows users to generate **Item Short** and **Item Near Short** reports from within the PO section. For additional information on reports see page 49.

Viewing Options: A drop-down selection box to allow users to change the view of their PO Grid display. The options include: **View All Orders**, **View Open Orders**, **View Pending Orders**, **View Received Orders**, and **View Deleted Orders**.

Edit/View Ship To: A button that brings up the Override Ship-To screen. Within this area users can manually change the Ship-To location of a PO. This operation can only be performed on an open PO.

Vendor Name: Displays the name of the vendor of the currently selected record.

New: Creates a new Purchase Order. For more information see page 23.

Edit/View: Select an item from the **PO Grid** and click on the **Edit/View button** to bring up a display of the Purchase Order. The entry areas from the Edit area are identical to the New area. Only Open Orders can be edited. All other PO types can be viewed.

Delete: To remove a PO that was inadvertently added to the **PO Grid**, simply single-click on the PO listing and hit the **Delete** button. Only Open Orders can be deleted.

Finalize: Click on this button to generate a copy of the PO to send to the Vendor and thus close out the Open Order. Only Open Orders can be finalized. Once a PO has been finalized it can be received.

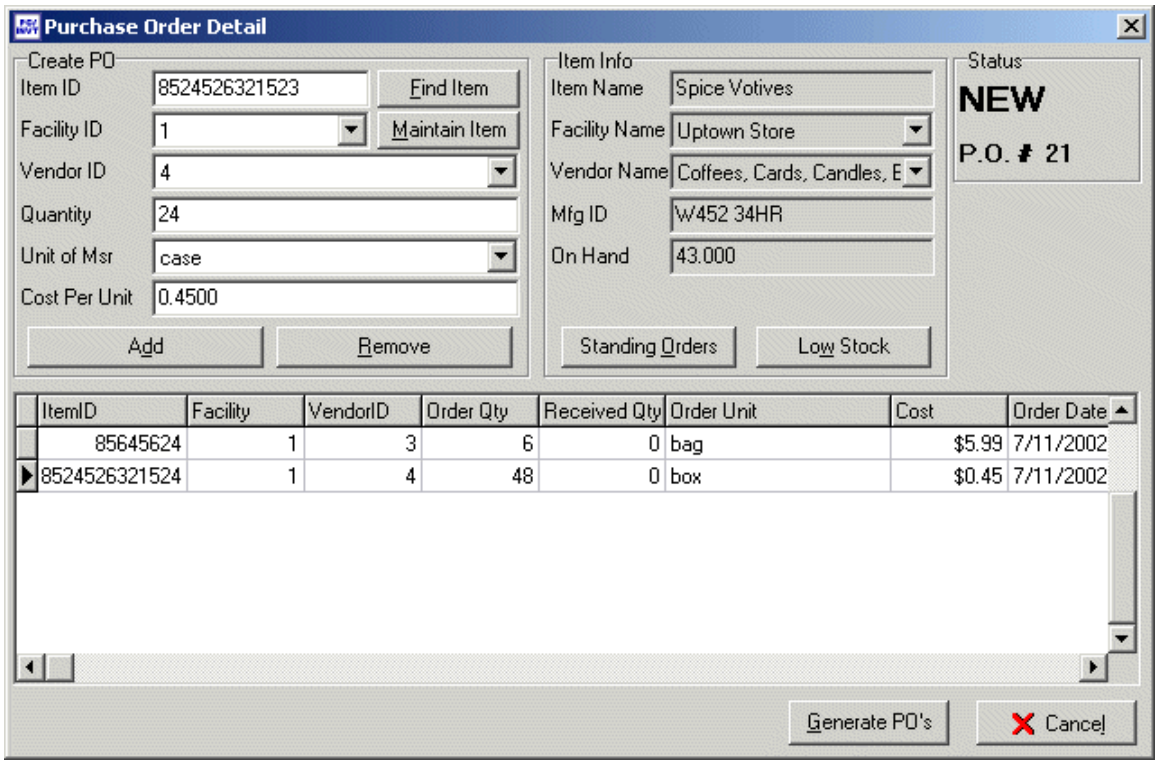
Print Preview: By clicking this button, an additional copy of the PO Finalize Report will be generated. This report can be printed for record keeping purposes or to send to the Vendor. For general information on Print Previews see page 30.

Close: This button closes the PO section.

For an explanation on the record navigator and number display see page 27.

New PO Section

Within the Purchase Order subsection of Ledger, users will be able to bring up the Purchase Order Detail form by either clicking the **View** button or the **New** button from the PO Grid. The **View** option recalls a read-only display of the PO while the **New** button creates a new PO for use. The following text describes a new PO.



Item ID: To fill in this area, either manually type in the **Item ID** number and hit the **Tab** key, or click the **Find Item** button and select your item from the searched list. The **Facility ID** field and the entire **Item Information** areas will be automatically populated.

Find Item: Click on this button to pull up a search screen to find a desired item. To learn more about this feature, see page 29.

Facility ID: Using the drop-down selection box, choose the Facility for the item. If the desired Facility is not in the list, simply click the **Maintain Item** button and add the item to the desired Facility.

Maintain Item: Click on this button to bring up item maintenance. From the Item List, users can edit existing items or add new items on-the-fly. This view of Item Maintenance does not display the History tab. For more information, see page 42 and 36.

Vendor ID: Using the drop-down selection box, choose the Vendor for the item. If the desired Vendor is not in the list, simply click the **Maintain Item** button and add the item to the desired Vendor to the selected Item's Vendor entry fields.

Quantity: Enter in the total number of items to order out to 4 decimal places.

Unit of Msr: Using the drop-down selection box, choose the **Unit of Measure**. If the drop-down box is empty, click the **MaintainError! Reference source not found. Item** button and edit the desired Item's **Unit of Measure** fields 1-3.

Cost Per Unit: Enter in the unit cost for the item.

Add: After **Item ID**, **Facility ID**, **Vendor ID**, **Quantity**, **Unit of Msr** and **Cost Per Unit** are correctly filled in, simply click the **Add** button to add the item to the **PO Grid**.

Remove: To remove an item that was inadvertently added to the **PO Grid**, click on the item within the grid, let the software populate the **Item ID**, **Facility ID**, **Vendor ID**, **Quantity**, **Unit of Msr** and **Cost Per Unit** fields with your entered data, and click the **Remove** button. This will delete the item from the list.

Edit: To edit an item already added to the **PO Grid**, click on the item to select it, make the desired changes, and then click the **Edit** button. This will replace the current grid entry with the updated values. The word "Edit" will replace the word "Add" when an item from the grid is selected.

Item Info Section: This section displays detailed information on the selected item, including the current **On Hand** values. The only fields within this area that can be edited are **Facility Name** and **Vendor Name**. The drop-down selection boxes can be used to change the **Facility ID** and **Vendor ID** fields.

Standing Orders: By clicking this button, a Vendor Selection window will appear. By selecting a Vendor and clicking **OK**, all items associated with that Vendor which have the **Standing Order** checkbox marked will be automatically added to the current PO.

Low Stock: By clicking this button, all Items that have reached their **Re-Order Point** and have the **Low Point Order** checkbox marked will be automatically added to the current PO.

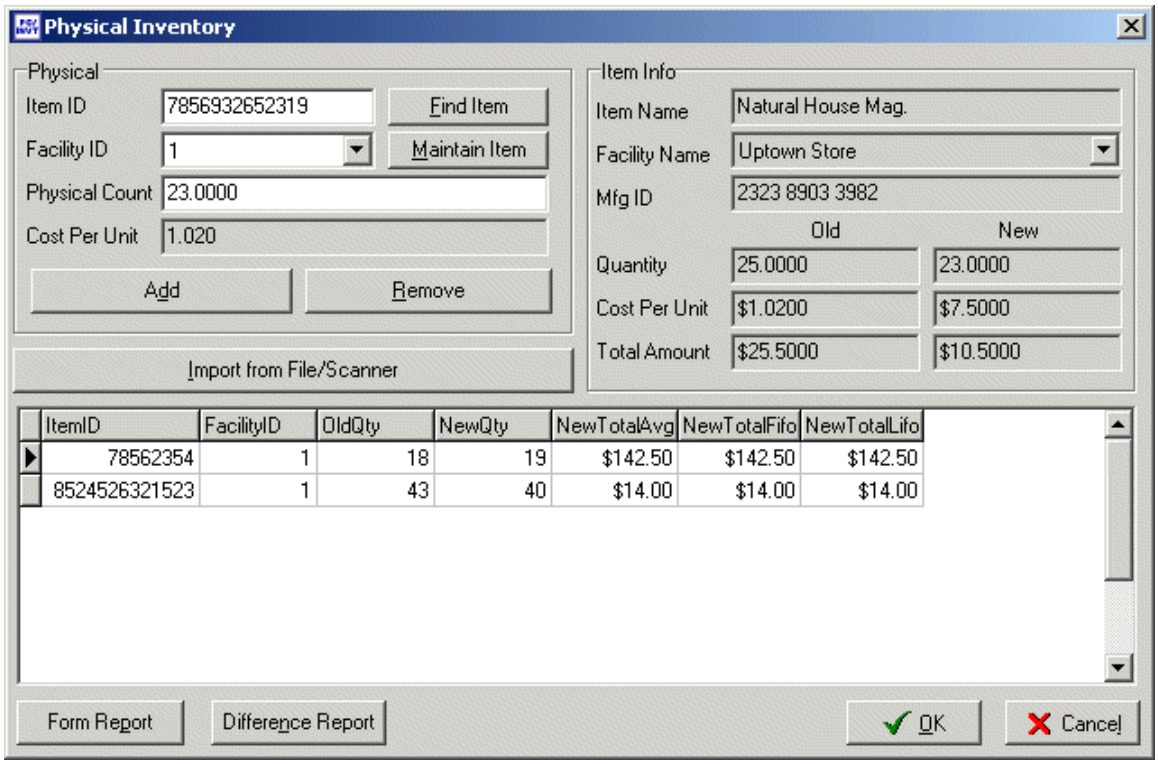
PO Grid: The grid displays all items that have been added to the PO list. This can contain multiple Vendors. All items within this list can be edited or deleted.

Generate POs: When this button is clicked, all items within the **PO Grid** will be placed into Purchases Orders. The POs will be generated based off of **Vendor ID** number. In the example on the previous page, 2 POs will be created. One for Vendor 3 and one for Vendor 4.

Cancel: This button cancels the PO.

Physical Inventory Section

The **Physical Inventory** button on the main Ledger screen allows users to adjust their inventory quantity-on-hand values by manually adding each individual item to a list or by importing a text file or scanner file. This section can also be used to generate a Physical Inventory report in order to conduct a manual count of all inventory items.



Item ID: To fill in this area, either manually type in the **Item ID** number and hit the **Tab** key, or click the **Find Item** button and select your item from the searched list. The **Facility ID** field and the entire **Item Info** areas will be automatically populated.

Find Item: Click on this button to pull up a search screen to find a desired item. To learn more about this feature, see page 29.

Facility ID: Using the drop-down selection box, choose from which Facility the item is being adjusted. If the desired Facility is not in the list, simply click the **Maintain Item** button and add the item to the desired Facility.

Maintain Item: Click on this button to bring up item maintenance. From the Item List, users can edit existing items or add new items on-the-fly. This view of Item Maintenance does not display the History tab. For more information, see page 42 and 36.

Physical Count: Enter in the total number of counted items out to 4 decimal places. This number can be positive or negative.

Cost Per Unit: Enter in the unit price. Entry will be prohibited and this edit area will be grayed out if the **Physical Count** value is negative.

Add: After **Item ID**, **Facility ID**, **Physical Count**, and **Cost Per Unit** are correctly filled in, simply click the **Add** button to add the item to the **Physical Inventory Grid**.

Remove: To remove an item that was inadvertently added to the **Physical Inventory Grid**, click on the item within the grid, let the software populate the **Item ID**, **Facility ID**, **Physical Count**, and **Cost Per Unit** fields with your entered data, and click the **Remove** button. This will delete the item from the list.

Edit: To edit an item already added to the **Physical Inventory Grid**, click on the item to select it, make the desired changes, and then click the **Edit** button. This will replace the current grid entry with the updated values. The word "Edit" will replace the word "Add" when an item from the grid is selected.

Import from File/Scanner: This button will allow users to import their item list from a comma delimited text file. The file's record layout must be in **Item ID**, **Facility ID**, and **Count** order. For more information on importing see page 12.

Item Info Section: This section displays detailed information on the selected item, including the current or "Old" **Quantity On Hand**, **Cost Per Unit**, and **Total Amount** values, as well as the adjusted or "New" values calculated off of the newly entered **Physical Count** and **Cost Per Unit**. The only field within this area that can be edited is **Facility Name**. The drop-down selection box can be used to change the **Facility Name** and **Facility ID** fields.

Physical Inventory Grid: The grid displays all items that have been added to the Physical Inventory list. All items within this list can be edited or deleted.

Form Report: By clicking this button, a **Physical Form Report** will be generated that can be printed and used by the company's staff to conduct a Physical Inventory count. The report contains entry areas for **Count** and **Counted By**. An option within Preferences can also be set to display or hide the quantity-on-hand value. For general information on Print Previews see page 30.

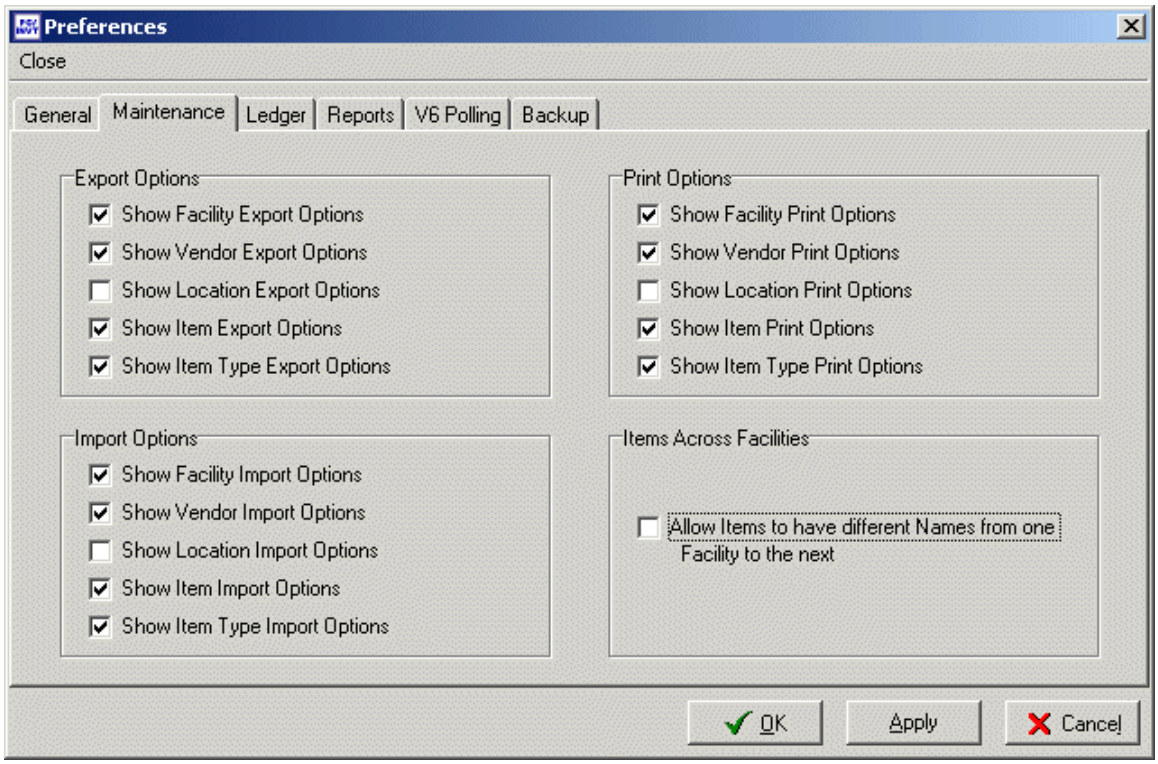
Difference Report: By clicking this button, a **Physical Inventory Difference Report** will be generated, which can be printed for record keeping purposes. The report details both cost and quantity-on-hand differences. For general information on Print Previews see page 30.

OK: When this button is clicked, all items within the **Physical Inventory Grid** will be updated and the amounts on hand adjusted accordingly.

Cancel: This button cancels the Physical Inventory update.

Preferences

Preferences Menu



The Preferences section is designed to allow users to customize their Inventory package. Within this area, users can turn prompts on and off, connect their Facilities to Polling, or create a backup of their files. To make changes, simply click on the desired tab, make selections, click **Apply**, and then click **OK**.

General: This tab allows users to change their Inventory costing method on-the-fly. The methods supported are FIFO (First In First Out), LIFO (Last In First Out), and Weighted Average. By changing this option, users will also be affecting their display on the Current Status tab within Item maintenance.

Maintenance: This tab gives users the option to turn on or off some of the prompts that are displayed within the Maintenance area of the program. This section also includes an option to **Allow Items to have different Names from one Facility to the next.** The default option is for this feature to be off, and thus when a user changes the name of an item in one Facility that item's name will change in all Facilities that contain that item.

Ledger: This tab currently contains two options, **View User Deletes** from within the Purchase Orders section of Ledger and a **Print On Hand Qts on Form Report** from within the Physical Inventory section of Ledger. The first option allows users to hide PO entries that were never used or fully created, just deleted. The second option lets users choose whether or not they want the current quantity-on-hand values to be printed on Physical Inventory report forms. This is a security feature.

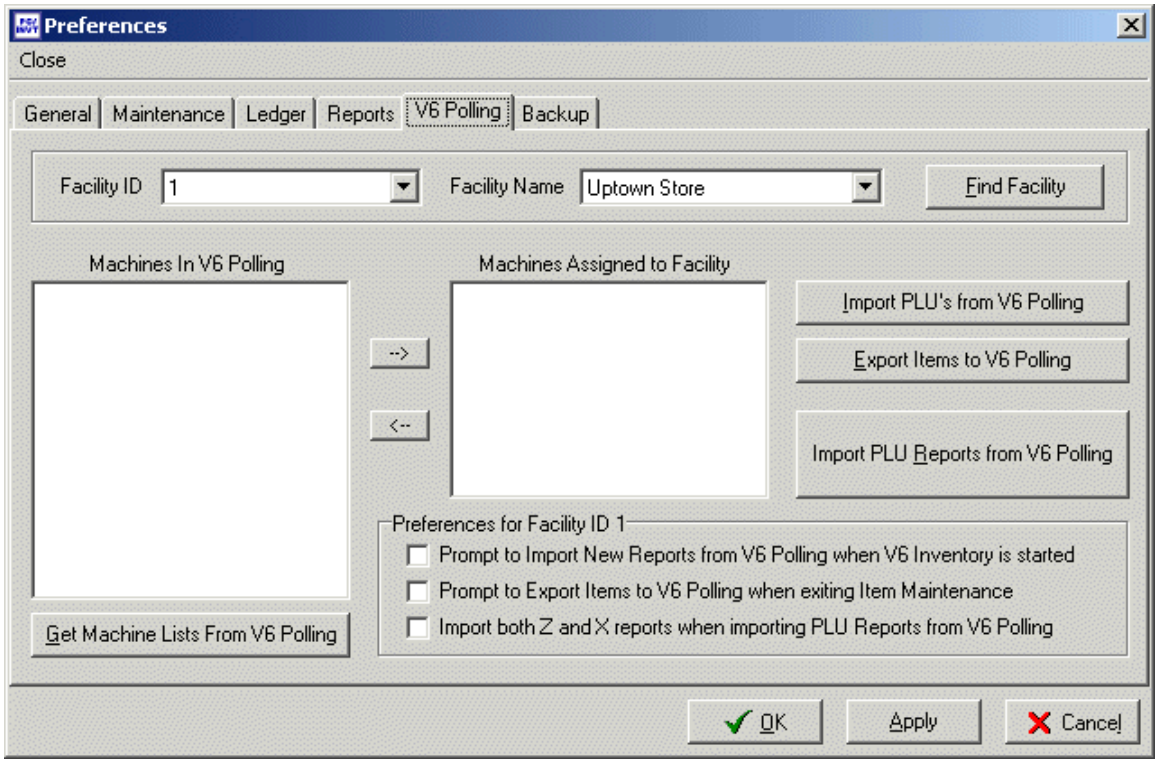
Reports: This tab allows users to customize their percentage value on their Item Near Short report. For more information on reports see page 49.

V6 Polling: From this tab users can connect their Inventory Facilities to Polling cash registers. For more information see page 69.

Backup: This tab allows users to customize their Deferred Backup options and initiate an Immediate Backup and backup recovery. For more information on conducting backups see page 70.

V6 Polling Menu

The V6 Polling tab is where a user sets up the connectivity between Version 6 Polling and Version 6 Inventory. From this tab users select which Facilities will be linked to which Polling registers. Users can also import PLUs from, export items to, and import reports from Polling.



Facility ID: A drop-down box that displays all the **Facility IDs** in use. By selecting a number, the **Facility Name** field is automatically filled in for the user.

Facility Name: A drop-down box that displays all the **Facility Names** in use. By selecting a name, the **Facility ID** field is automatically filled in for the user.

Find Facility: A button that brings up a **Find Facility** window from which users can enter in criteria such as **Facility ID**, **Facility Name**, **Contact Name 1**, **Phone**, or select any of the other fields within Facility and execute a search to find that Facility. After the Facility is found, single click on it to select it and then hit **OK**. This will populate the **Facility ID** with the selected number. For more information on using a find screen see page 29.

Machines In V6 Polling: A listing area that displays all Polling machines that were imported into Inventory.

Get Machine Lists From V6 Polling: A button to bring Polling machine lists into Inventory.

Right Arrow: A button to transfer the highlighted Polling machine from the **Machines In V6 Polling** area to the **Machines Assigned to Facility** area.

Left Arrow: A button to transfer the highlighted Polling machine from the **Machines Assigned to Facility** area to the **Machines In V6 Polling** area.

Machines Assigned to Facility: A listing area that displays all Polling machines currently assigned to the displayed Facility.

Import PLUs from V6 Polling: A button to transfer PLU items from the Polling machines within the **Machines Assigned to Facility** area to the Items area within Inventory. The transfer also assigns the imported PLUs to the displayed Facility. Only the PLU descriptor, sign, and the price(s) of the item are transferred.

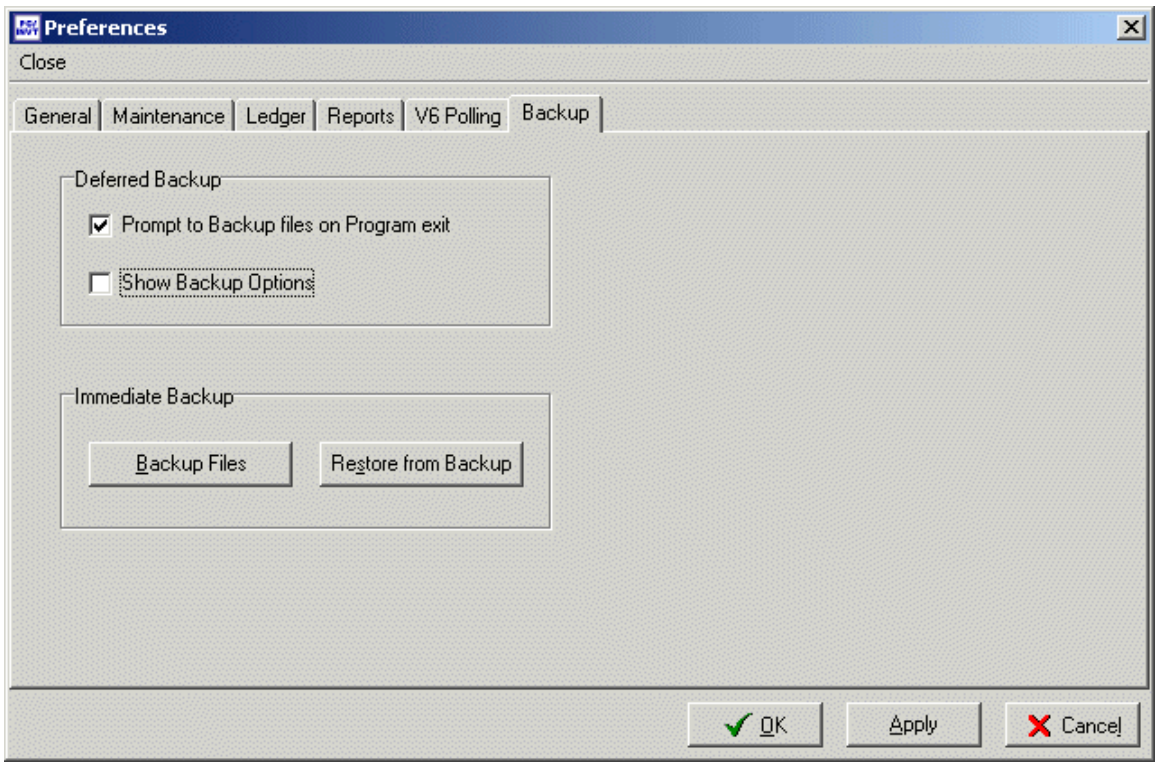
Export Items to V6 Polling: A button to transfer Items from Inventory to the PLU files of the machines displayed within the **Machines Assigned to Facility** area. Only the PLU descriptor, sign (+ or -), and the price(s) of the item are transferred.

Import PLU Reports from V6 Polling: A button that brings up the **Select Reports** screen. From this screen, users can view all available PLU reports**Error! Reference source not found.** for the machines displayed within the **Machines Assigned to Facility** area. Users can then select which reports they wish to import into Inventory. After the selections have been made, the user can simply click **OK** to import the report totals or **Cancel** to exit.

Preferences for Facility ID #: An options area for users to setup whether they want to have the software **Prompt to Import new Reports from V6 Polling when V6 Inventory is started**, **Prompt to Export Items to V6 Polling when exiting Item Maintenance**, or **Import both Z and X reports when importing PLU reports from V6 Polling**. The first two options automate the transfer process between Polling and Inventory. The last option will only be used by customers who want to update their Inventory totals off of X reports in addition to Z reports.

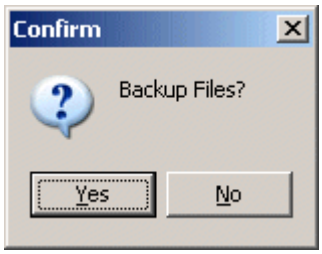
For more information on Connecting Inventory to Polling, see page 16, or on Sending see page 22.

Backup Menu

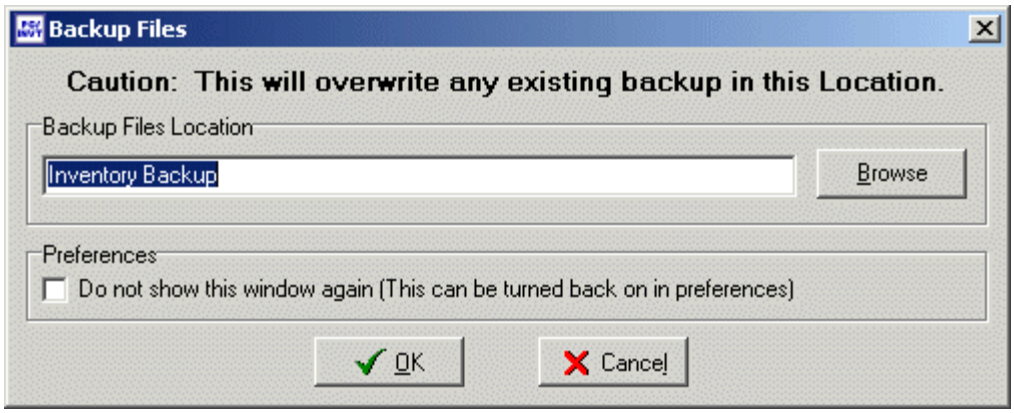


From the Backup tab, users can select Deferred Backup options as well as conduct Immediate Backups and restore from previous backups.
Note: Both backup and recovery procedures will completely overwrite all existing data files within the destination location.

Prompt to Backup files on Program exit: An option to have the software prompt for a backup on exit. When this option is checked, the software will display the prompt below.



Show Backup Options: When a user clicks the **OK** button to the above prompt, the Backup Files screen below will be displayed to allow the user to choose a destination for their backup. By unchecking this preference or checking the **Do not show this window again** option on the Backup Files screen, the user's last destination will always be used for the backup.

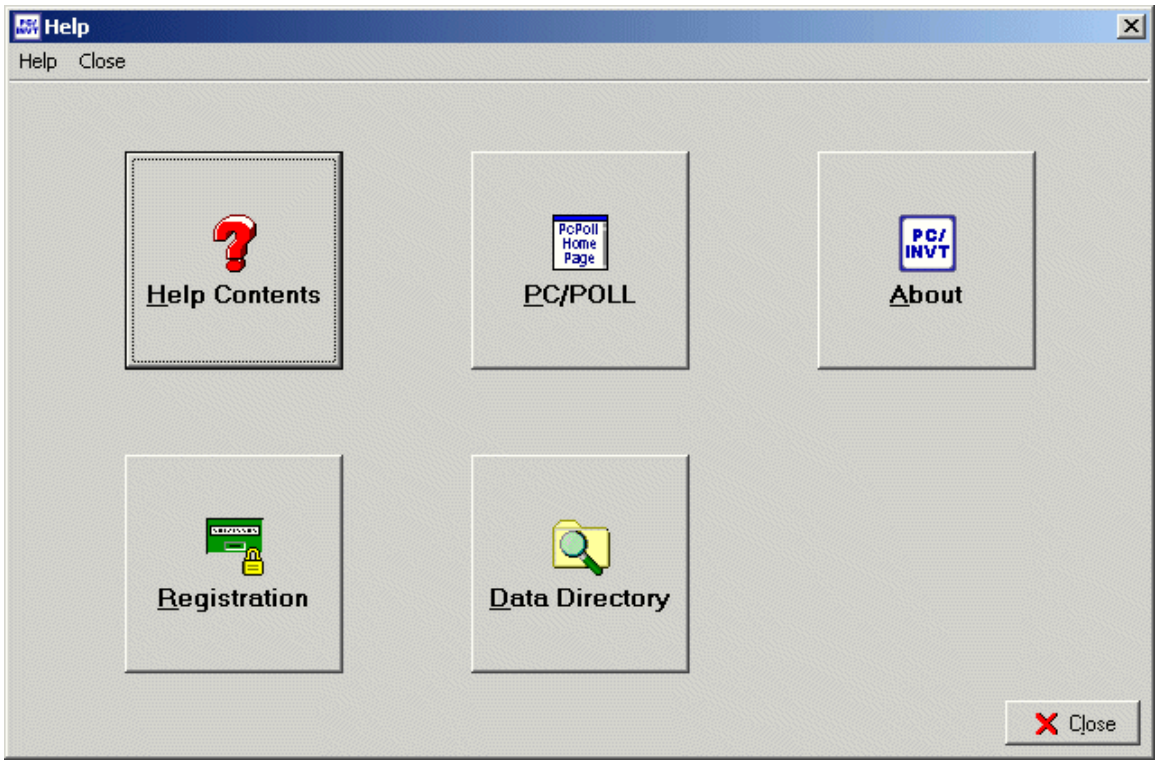


Backup Files: A button to execute an immediate backup of all Inventory files. Users will be prompted to select a destination for the backup files.

Restore Files: A button to restore files from a particular backup location. This operation will overwrite all data files currently in Inventory.

Help

Help Menu



The Help section of Inventory is designed to be a resource for users to find answers on how to use the software, contact PC/POLL SYSTEMS' support staff, and find out how the software is registered.

Help Contents: Click on this button to directly access the Help Files.

PC/POLL: Click on this button to bring up PC/POLL SYSTEMS' web site. Here users can check for updates or product news.

About: Click on this button to display the Version and Build number of the current software. For more information see page 74.

Registration: Click on this button to view release code information such as expiration dates, PC/POLL support information, and the phone number of the cash register dealer who sold the package. For more information, see page 9.

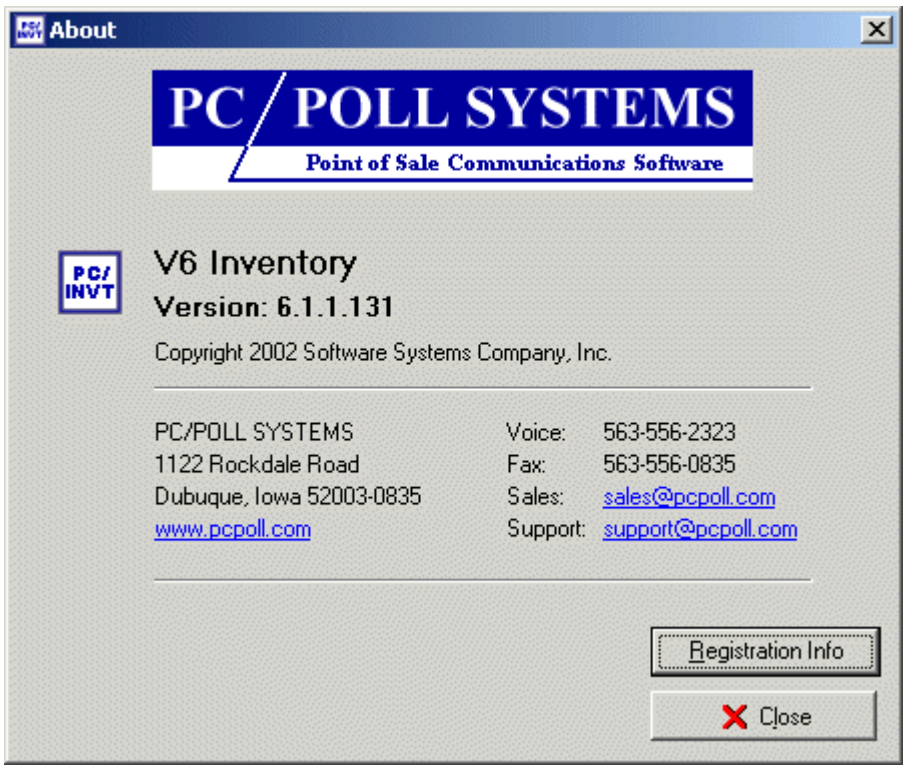
Data Directory: Click on this button to open a Window's Explorer view of the current Inventory data directory. This feature will most likely be used by the user to create manual backups of their files or to send database files to support@pcpoll.com for review.

About Menu

The Help | About section of the program displays the software's Version and Build numbers, as well as important PC/POLL SYSTEMS' contact information. In the example below, the Version number of the software is 6.1.1.131 and the Build number is the last three digits of the version, in this case 131.

This area also contains a button to link the user directly to their **Registration Info** screen. End-users should always contact their dealer FIRST when they encounter any error that they are not able to resolve on their own or with the assistance of these Help Files. For more information on end-user support information, see page 11.

(Note: The email address for PC/POLL SYSTEMS has changed to sales2007@pcpoll.com. Our new address is 3162 Cedar Crest Ridge, Dubuque, IA 52003. Fax number is 563-556-0405.)



Sample Reports

Top Usage Report

Printed: 7/16/02 2:08:39 PM

Top Usage Items

Page: 1

From Date 4/1/02

To Date 7/16/02

Item ID	Item Name	Facility ID	Facility Name	Sales Quantity	Sales Amount
8524526321523	Spice Votives	1	Uptown Store	15.0000	$6.7500
78562354	Angels CD	1	Uptown Store	5.0000	$53.9500
78562355	Classical CD	1	Uptown Store	1.0000	$10.9900
7856932652315	Living Mag.	1	Uptown Store	1.0000	$2.9900
78562354	Angels CD	2	Downtown Store	3.0000	$29.9700
8524526321523	Spice Votives	2	Downtown Store	3.0000	$1.3500
85645623	Vanilla Blend	3	East Warehouse	25.0000	$399.7500
85645624	Haz. Blend	3	East Warehouse	10.0000	$159.9000
TOTALS:				63.0000	$665.6500

Low Usage Report

Printed: 7/16/02 2:10:07 PM

Low Usage Items

Page: 1

From Date 3/1/02

To Date 7/16/02

Item ID	Item Name	Facility ID	Facility Name	Sales Quantity	Sales Amount
78562355	Classical CD	1	Uptown Store	1.0000	$10.9900
7856932652315	Living Mag.	1	Uptown Store	1.0000	$2.9900
78562354	Angels CD	2	Downtown Store	3.0000	$29.9700
8524526321523	Spice Votives	2	Downtown Store	3.0000	$1.3500
78562354	Angels CD	1	Uptown Store	5.0000	$53.9500
85645624	Haz. Blend	3	East Warehouse	10.0000	$159.9000
8524526321523	Spice Votives	1	Uptown Store	15.0000	$6.7500
85645623	Vanilla Blend	3	East Warehouse	25.0000	$399.7500
TOTALS:				63.0000	$665.6500

Top Cost Items Report

Printed: 7/15/2002 10:10:48 PM

Top Cost Items

Page: 1

Item ID	85645623	**Vendor ID**	3	**On Hand**	10
Item Name	Vanilla Blend	**Vndr Name**	Jan's Coffee Exports	**Cost**	$5.99
Facility ID	1	**Location**	5		
Fac Name	Uptown Store			**Total**	$59.90
Item ID	85645624	**Vendor ID**	3	**On Hand**	23
Item Name	Haz. Blend	**Vndr Name**	Jan's Coffee Exports	**Cost**	$5.99
Facility ID	1	**Location**	5		
Fac Name	Uptown Store			**Total**	$137.77
Item ID	7856932652319	**Vendor ID**	2	**On Hand**	25
Item Name	Natural House Mag.	**Vndr Name**	Gift Shop Magazines	**Cost**	$1.02
Facility ID	1	**Location**	0		
Fac Name	Uptown Store			**Total**	$25.50
Item ID	8524526321523	**Vendor ID**	4	**On Hand**	67
Item Name	Spice Votives	**Vndr Name**	Coffees, Cards, Candles, Etc.	**Cost**	$.45
Facility ID	1	**Location**	10		
Fac Name	Uptown Store			**Total**	$30.15
Item ID	8524526321524	**Vendor ID**	4	**On Hand**	48
Item Name	Berry Votives	**Vndr Name**	Coffees, Cards, Candles, Etc.	**Cost**	$.45
Facility ID	1	**Location**	10		
Fac Name	Uptown Store			**Total**	$21.60
Item ID	78562354	**Vendor ID**	1	**On Hand**	18
Item Name	Angels CD	**Vndr Name**	Contemporay Music, Inc.	**Cost**	$.00
Facility ID	1	**Location**	0		
Fac Name	Uptown Store			**Total**	$0.00

TOTALS: $274.92

On Hand Report

Printed: 7/16/02 2:10:43 PM

On Hand Items

Page: 2

Item ID	8524526321523	**Vendor ID**	4	**On Hand**	12.00
Item Name	Spice Votives	**Vendor Name**	Coffees, Cards, Candles, Etc.	**Cost**	$.45
Facility ID	2	**Location**	10		
Fac Name	Downtown Store			**Total**	$5.40
Item ID	85645623	**Vendor ID**	3	**On Hand**	-15.00
Item Name	Vanilla Blend	**Vendor Name**	Jan's Coffee Exports	**Cost**	$5.99
Facility ID	3	**Location**	5		
Fac Name	East Warehouse			**Total**	($89.85)
Item ID	85645624	**Vendor ID**	3	**On Hand**	16.00
Item Name	Haz. Blend	**Vendor Name**	Jan's Coffee Exports	**Cost**	$5.99
Facility ID	3	**Location**	5		
Fac Name	East Warehouse			**Total**	$95.84
Item ID	8524526321523	**Vendor ID**	4	**On Hand**	181.00
Item Name	Spice Votives	**Vendor Name**	Coffees, Cards, Candles, Etc.	**Cost**	$.45
Facility ID	3	**Location**	10		
Fac Name	East Warehouse			**Total**	$81.45
Item ID	8524526321524	**Vendor ID**	4	**On Hand**	60.00
Item Name	Berry Votives	**Vendor Name**	Coffees, Cards, Candles, Etc.	**Cost**	$.45
Facility ID	3	**Location**	10		
Fac Name	East Warehouse			**Total**	$27.00

TOTALS:

Grand Total On Hand	469.00
Grand Total Dollars	$620.44

Item Short Report

Printed: 7/16/02 2:13:39 PM

Item Short

Page: 1

Item ID	78562355	**Vendor ID**	1	**On Order**	0.000
Item Name	Classical CD	**Vendor Name**	Contemporay Music, Inc.	**Reorder Qty**	0.000
Facility	2	**Qty on Hand**	0.000	**Cost**	$0.000
Facility Name	Downtown Store	**Reorder Point**	0.000	**Total**	$0.00
Mfg ID	883 CLA				
Item ID	7856932652315	**Vendor ID**	2	**On Order**	10.000
Item Name	Living Mag.	**Vendor Name**	Gift Shop Magazines	**Reorder Qty**	5.000
Facility	1	**Qty on Hand**	1.000	**Cost**	$1.090
Facility Name	Uptown Store	**Reorder Point**	1.000	**Total**	$5.45
Mfg ID	MAG 2343				
Item ID	85645623	**Vendor ID**	3	**On Order**	0.000
Item Name	Vanilla Blend	**Vendor Name**	Jan's Coffee Exports	**Reorder Qty**	0.000
Facility	3	**Qty on Hand**	-15.000	**Cost**	$5.990
Facility Name	East Warehouse	**Reorder Point**	0.000	**Total**	$0.00
Mfg ID	4A58 65JP				
Item ID	8524526321523	**Vendor ID**	4	**On Order**	84.000
Item Name	Spice Votives	**Vendor Name**	Coffees, Cards, Candles, Etc.	**Reorder Qty**	24.000
Facility	2	**Qty on Hand**	12.000	**Cost**	$0.450
Facility Name	Downtown Store	**Reorder Point**	12.000	**Total**	$10.80
Mfg ID	W452 34HR				

TOTALS:

Reorder Qty 29.000

Total $16.25

Item Near Short Report

Printed: 7/16/02 2:14:35 PM

Item Near Short

Page: 1

Percent Allowance: 35

Item ID	7856932652315	**Vendor ID**	2	**On Order**	10.000
Item Name	Living Mag.	**Vendor Name**	Gift Shop Magazines	**Reorder Qty**	5.000
Facility	1	**Qty on Hand**	1.000	**Cost**	$1.090
Facility Name	Uptown Store	**Reorder Point**	1.000	**Total**	$5.45
Mfg ID	MAG 2343				
Item ID	78562355	**Vendor ID**	1	**On Order**	0.000
Item Name	Classical CD	**Vendor Name**	Contemporay Music, Inc.	**Reorder Qty**	0.000
Facility	2	**Qty on Hand**	0.000	**Cost**	$0.000
Facility Name	Downtown Store	**Reorder Point**	0.000	**Total**	$0.00
Mfg ID	883 CLA				
Item ID	8524526321523	**Vendor ID**	4	**On Order**	84.000
Item Name	Spice Votives	**Vendor Name**	Coffees, Cards, Candles, Etc.	**Reorder Qty**	24.000
Facility	2	**Qty on Hand**	12.000	**Cost**	$0.450
Facility Name	Downtown Store	**Reorder Point**	12.000	**Total**	$10.80
Mfg ID	W452 34HR				
Item ID	85645623	**Vendor ID**	3	**On Order**	0.000
Item Name	Vanilla Blend	**Vendor Name**	Jan's Coffee Exports	**Reorder Qty**	0.000
Facility	3	**Qty on Hand**	-15.000	**Cost**	$5.990
Facility Name	East Warehouse	**Reorder Point**	0.000	**Total**	$0.00
Mfg ID	4A58 65JP				

TOTALS: **Reorder Qty** 29.000

Received POs Report

Printed: 7/16/02 2:31:54 PM

Received Purchase Order

Page: 2

PO ID	19	**Vendor ID**	2	**Facility ID**	1	Received
Order Date	6/11/02 6:05:17 PM	**Vendor Name**	Gift Shop Magazines	**Fac Name**	Uptown Store	

Item ID	7856932652319	**Order Qty**	2.00	**Receive Date** 6/11/02 6:06:28 PM
Item Name	Natural House Mag.	**Cost**	$3.99	
Mfg ID	2323 8903 3982			

PO ID	20	**Vendor ID**	3	**Facility ID**	1	Received
Order Date	6/11/02 6:11:14 PM	**Vendor Name**	Jan's Coffee Exports	**Fac Name**	Uptown Store	

Item ID	85645624	**Order Qty**	2.00	**Receive Date** 6/11/02 6:11:55 PM
Item Name	Haz. Blend	**Cost**	$5.99	
Mfg ID	4A58 65JP			

PO ID	22	**Vendor ID**	4	**Facility ID**	1	Received
Order Date	7/15/02 8:15:21 AM	**Vendor Name**	Coffees, Cards, Candles,	**Fac Name**	Uptown Store	

Item ID	8524526321523	**Order Qty**	24.00	**Receive Date** 7/15/02 9:12:02 PM
Item Name	Spice Votives	**Cost**	$.45	
Mfg ID	W452 34HR			

Item ID	8524526321524	**Order Qty**	48.00	**Receive Date** 7/15/02 9:12:02 PM
Item Name	Berry Votives	**Cost**	$.45	
Mfg ID	W452 34HR			

Total Qty 249.0000

Total Cost $277.7100

Open POs Report

Printed: 7/16/02 2:27:36 PM

Open Purchase Order

Page: 1

PO ID	14	**Vendor ID**	6	**Facility ID**	1	Open
Order Date	5/27/02 6:02:21 PM	**Vendor Name**	Gift Shop Music	**Fac Name**	Uptown Store	
Item ID	78562354	**Order Qty**	1.00			
Item Name	Angels CD	**Cost**	$5.99			
Mfg ID	23W3 34M9					
PO ID	28	**Vendor ID**	3	**Facility ID**	1	Open
Order Date	7/16/02 1:44:35 PM	**Vendor Name**	Jan's Coffee Exports	**Fac Name**	Uptown Store	
Item ID	85645623	**Order Qty**	10.00			
Item Name	Vanilla Blend	**Cost**	$5.99			
Mfg ID	4A58 65JP					
Item ID	85645624	**Order Qty**	5.00			
Item Name	Haz. Blend	**Cost**	$5.99			
Mfg ID	4A58 65JP					
PO ID	31	**Vendor ID**	2	**Facility ID**	2	Open
Order Date	7/16/02 1:58:37 PM	**Vendor Name**	Gift Shop Magazines	**Fac Name**	Downtown Store	
Item ID	7856932652319	**Order Qty**	3.00			
Item Name	Natural House Mag.	**Cost**	$1.02			
Mfg ID	NHM 3993					
PO ID	32	**Vendor ID**	2	**Facility ID**	1	Open
Order Date	7/16/02 1:58:37 PM	**Vendor Name**	Gift Shop Magazines	**Fac Name**	Uptown Store	
Item ID	7856932652315	**Order Qty**	5.00			
Item Name	Living Mag.	**Cost**	$1.09			
Mfg ID	MAG 2343					

Total Qty 24.00
Total Cost $104.35

Pending POs Report

Printed: 7/16/02 2:31:11 PM

Pending Purchase Order

Page: 1

PO ID	9	**Vendor ID**	4	**Facility ID**	3	Pending
Order Date	5/27/02 5:54:58 PM	**Vendor Name**	Coffees, Cards, Candles,	**Fac Name**	East Warehouse	
Item ID	8524526321523	**Order Qty**	12.00			
Item Name	Spice Votives	**Cost**	$.45			
Mfg ID	W452 34HR					
Item ID	8524526321524	**Order Qty**	60.00			
Item Name	Berry Votives	**Cost**	$.45			
Mfg ID	W452 34HR					
PO ID	16	**Vendor ID**	3	**Facility ID**	3	Pending
Order Date	5/27/02 6:04:58 PM	**Vendor Name**	Jan's Coffee Exports	**Fac Name**	East Warehouse	
Item ID	8524526321524	**Order Qty**	24.00			
Item Name	Berry Votives	**Cost**	$.45			
Mfg ID	W452 34HR					
PO ID	33	**Vendor ID**	3	**Facility ID**	1	Pending
Order Date	7/16/02 2:29:49 PM	**Vendor Name**	Jan's Coffee Exports	**Fac Name**	Uptown Store	
Item ID	85645623	**Order Qty**	2.00			
Item Name	Vanilla Blend	**Cost**	$5.99			
Mfg ID	4A58 65JP					
Item ID	85645624	**Order Qty**	2.00			
Item Name	Haz. Blend	**Cost**	$5.99			
Mfg ID	4A58 65JP					
Item ID	8524526321523	**Order Qty**	5.00			
Item Name	Spice Votives	**Cost**	$.45			
Mfg ID	W452 34HR					

Total Qty 105.00

Total Cost $69.41

Adjustment Report

Printed: 7/16/02 2:48:54 PM

Adjustment Report

Page: 1

From Date 3/1/02 **To Date** 7/16/02

Item ID	85645624	**Reason**	Bag Broke	**Old Qty**	20.0000
Item Name	Haz. Blend	**Adjust Qty**	1.0000	**New Qty**	21.0000
Facility	1	**Adjust Total**	$5.9900	**Old Cost Per**	$5.9900
Facility Name	Uptown Store			**New Cost Per**	$5.9900
Item ID	7856932652315	**Reason**	found	**Old Qty**	0.0000
Item Name	Living Mag.	**Adjust Qty**	1.0000	**New Qty**	1.0000
Facility	1	**Adjust Total**	$1.9900	**Old Cost Per**	$0.0000
Facility Name	Uptown Store			**New Cost Per**	$1.9900
Item ID	7856932652315	**Reason**	found	**Old Qty**	0.0000
Item Name	Living Mag.	**Adjust Qty**	1.0000	**New Qty**	1.0000
Facility	2	**Adjust Total**	$1.9900	**Old Cost Per**	$0.0000
Facility Name	Downtown Store			**New Cost Per**	$1.9900
Item ID	8524526321523	**Reason**	Miscount	**Old Qty**	48.0000
Item Name	Spice Votives	**Adjust Qty**	60.0000	**New Qty**	108.0000
Facility	3	**Adjust Total**	$15.0000	**Old Cost Per**	$0.3500
Facility Name	East Warehouse			**New Cost Per**	$0.2500
Item ID	8524526321523	**Reason**	miscount	**Old Qty**	45.0000
Item Name	Spice Votives	**Adjust Qty**	1.0000	**New Qty**	46.0000
Facility	1	**Adjust Total**	$0.3500	**Old Cost Per**	$0.3500
Facility Name	Uptown Store			**New Cost Per**	$0.3500

TOTALS: $25.3200

Receive Report

Printed: 7/16/02 2:50:59 PM **Page:** 1

Receive Report

From Date 5/1/02 **To Date** 7/16/02

Item ID	85645623	**Receive Qty**	10.0000	**Old Cost Per**	$0.0000	**Received**	
Item Name	Vanilla Blend	**Total Amount**	59.9000	**New Cost Per**	$5.9900	5/27/02	
Facility	3	**Old Qty**	0.0000	**Old Total Amt**	$0.0000	5:42:19 PM	
Facility Name	East Warehouse	**New Qty**	10.0000	**New Total Amt**	$59.9000		
Item ID	85645624	**Receive Qty**	1.0000	**Old Cost Per**	$0.0000	**Received**	
Item Name	Haz. Blend	**Total Amount**	5.9900	**New Cost Per**	$5.9900	5/27/02	
Facility	3	**Old Qty**	0.0000	**Old Total Amt**	$0.0000	5:42:19 PM	
Facility Name	East Warehouse	**New Qty**	1.0000	**New Total Amt**	$5.9900		
Item ID	85645624	**Receive Qty**	25.0000	**Old Cost Per**	$0.0000	**Received**	
Item Name	Haz. Blend	**Total Amount**	249.7500	**New Cost Per**	$9.9900	7/16/02	
Facility	3	**Old Qty**	-9.0000	**Old Total Amt**	$0.0000	1:41:01 PM	
Facility Name	East Warehouse	**New Qty**	16.0000	**New Total Amt**	$159.8400		
Item ID	8524526321523	**Receive Qty**	120.0000	**Old Cost Per**	$0.3500	**Received**	
Item Name	Spice Votives	**Total Amount**	30.0000	**New Cost Per**	$0.2500	5/27/02	
Facility	3	**Old Qty**	60.0000	**Old Total Amt**	$21.0000	5:37:24 PM	
Facility Name	East Warehouse	**New Qty**	180.0000	**New Total Amt**	$51.0000		
Item ID	8524526321523	**Receive Qty**	12.0000	**Old Cost Per**	$0.2500	**Received**	
Item Name	Spice Votives	**Total Amount**	5.4000	**New Cost Per**	$0.2500	5/27/02	
Facility	3	**Old Qty**	180.0000	**Old Total Amt**	$51.0000	6:07:44 PM	
Facility Name	East Warehouse	**New Qty**	192.0000	**New Total Amt**	$56.4000		
Item ID	8524526321523	**Receive Qty**	1.0000	**Old Cost Per**	$0.2500	**Received**	
Item Name	Spice Votives	**Total Amount**	0.4500	**New Cost Per**	$0.2500	7/15/02	
Facility	3	**Old Qty**	180.0000	**Old Total Amt**	$51.0000	8:17:20 PM	
Facility Name	East Warehouse	**New Qty**	181.0000	**New Total Amt**	$51.4500		
Item ID	8524526321524	**Receive Qty**	60.0000	**Old Cost Per**	$0.0000	**Received**	
Item Name	Berry Votives	**Total Amount**	27.0000	**New Cost Per**	$0.4500	7/15/02	
Facility	3	**Old Qty**	0.0000	**Old Total Amt**	$0.0000	8:17:20 PM	
Facility Name	East Warehouse	**New Qty**	60.0000	**New Total Amt**	$27.0000		

TOTALS: **Receive Qty** 229.0000
Total Amount $378.4900

Sales Report

Printed: 7/16/02 2:57:57 PM **Page:** 2

Sales Report

From Date 3/1/02 **To Date** 7/16/02

Item ID	8524526321523	**Sales Qty**	2.0000
Item Name	Spice Votives	**Sales Amount**	$0.9000
Facility	1	**Old Qty**	48.0000
Facility Name	Uptown Store	**New Qty**	46.0000
Item ID	8524526321523	**Sales Qty**	2.0000
Item Name	Spice Votives	**Sales Amount**	$0.9000
Facility	2	**Old Qty**	11.0000
Facility Name	Downtown Store	**New Qty**	9.0000
Item ID	8524526321523	**Sales Qty**	2.0000
Item Name	Spice Votives	**Sales Amount**	$0.9000
Facility	1	**Old Qty**	50.0000
Facility Name	Uptown Store	**New Qty**	48.0000
Item ID	8524526321523	**Sales Qty**	10.0000
Item Name	Spice Votives	**Sales Amount**	$4.5000
Facility	1	**Old Qty**	60.0000
Facility Name	Uptown Store	**New Qty**	50.0000
Item ID	8524526321524	**Sales Qty**	1.0000
Item Name	Berry Votives	**Sales Amount**	$0.9900
Facility	1	**Old Qty**	48.0000
Facility Name	Uptown Store	**New Qty**	47.0000
	TOTALS:	**Sales Qty**	71.000
		Sales Amount	$677.5700

Transfer Report

Printed: 7/16/02 2:59:20 PM **Page:** 1

Transfer Report

From Date 6/1/02 **To Date** 7/16/02

Item ID	8524526321523	**Transfer Qty**	3.0000
Item Name	Spice Votives		
From Facility	1	**From Old Qty**	46.0000
Facility Name	Uptown Store	**From New Qty**	43.0000
To Facility	2	**To Old Qty**	9.0000
Facility Name	Downtown Store	**To New Qty**	12.0000
Item ID	78562354	**Transfer Qty**	3.0000
Item Name	Angels CD		
From Facility	1	**From Old Qty**	21.0000
Facility Name	Uptown Store	**From New Qty**	18.0000
To Facility	3	**To Old Qty**	0.0000
Facility Name	East Warehouse	**To New Qty**	3.0000
	TOTALS:	**Transfer Qty**	6.0000

Physical Form Report

Printed: 7/16/02 3:08:54 PM **Page:** 1

Physical Form

Item ID	78562354	**Vendor ID**	1	**On Hand**	17.00
Item Name	Angels CD	**Vendor Name**	Contemporay Music, Inc.	**Count**	_____
Facility ID	1	**Location**	7	**Counted By**	_____
Fac Name	Uptown Store				
Item ID	78562355	**Vendor ID**	1	**On Hand**	4.00
Item Name	Classical CD	**Vendor Name**	Contemporay Music, Inc.	**Count**	_____
Facility ID	1	**Location**	0	**Counted By**	_____
Fac Name	Uptown Store				
Item ID	7856932652315	**Vendor ID**	2	**On Hand**	1.00
Item Name	Living Mag.	**Vendor Name**	Gift Shop Magazines	**Count**	_____
Facility ID	1	**Location**	0	**Counted By**	_____
Fac Name	Uptown Store				
Item ID	7856932652319	**Vendor ID**	2	**On Hand**	23.00
Item Name	Natural House Mag.	**Vendor Name**	Gift Shop Magazines	**Count**	_____
Facility ID	1	**Location**	0	**Counted By**	_____
Fac Name	Uptown Store				
Item ID	85645623	**Vendor ID**	3	**On Hand**	10.00
Item Name	Vanilla Blend	**Vendor Name**	Jan's Coffee Exports	**Count**	_____
Facility ID	1	**Location**	5	**Counted By**	_____
Fac Name	Uptown Store				
Item ID	85645624	**Vendor ID**	3	**On Hand**	23.00
Item Name	Haz. Blend	**Vendor Name**	Jan's Coffee Exports	**Count**	_____
Facility ID	1	**Location**	5	**Counted By**	_____
Fac Name	Uptown Store				
Item ID	8524526321523	**Vendor ID**	4	**On Hand**	62.00
Item Name	Spice Votives	**Vendor Name**	Coffees, Cards, Candles, Etc.	**Count**	_____
Facility ID	1	**Location**	10	**Counted By**	_____
Fac Name	Uptown Store				
Item ID	8524526321524	**Vendor ID**	4	**On Hand**	47.00
Item Name	Berry Votives	**Vendor Name**	Coffees, Cards, Candles, Etc.	**Count**	_____
Facility ID	1	**Location**	10	**Counted By**	_____
Fac Name	Uptown Store				

Physical Inventory Difference Report

Printed: 7/16/02 3:08:38 PM **Page:** 1

Physical Inventory Difference

Item ID	Item Name	Facility ID	Count	On Hand	Difference	Cost Per Unit	Cost Diff
78562354	Angels CD	2	1.0000	-3.0000	4.0000	$5.9900	$23.9600
85645623	Vanilla Blend	1	11.0000	10.0000	1.0000	$5.9900	$5.9900
85645623	Vanilla Blend	2	9.0000	10.0000	-1.0000	$5.9900	($5.9900)
7856932652319	Natural House Mag.	1	24.0000	23.0000	1.0000	$1.0200	$1.0200
8524526321523	Spice Votives	3	180.0000	181.0000	-1.0000	$0.2500	($0.2500)
TOTALS:			225.0000	221.0000	4.0000		$24.7300

Index

*.csv 12, 13, 15
*.txt.....12, 13, 15
Access Violation 31, 35
Adjust Grid 53, 54
Adjust Quantity.....53, 54
Adjustment Report.....45, 54, 74
Backup.....8, 64, 66, 67
Browse.....14, 17
Bus Mouse.....8
comma-delimited 14
Cost Per Unit..... 49, 52, 53, 54, 60, 61, 62
CRS 20, 32, 33
Current Status.....34, 41, 63
ECRs 8
Excel 12, 13, 15
export..... 12, 13, 15, 18, 21, 31, 37, 64
Facility 14, 15, 16, 17, 20, 21, 22, 27, 36, 37, 38, 40, 48, 49, 51, 53, 55, 59, 60, 61, 62, 63, 65
Facility ID. 14, 16, 17, 20, 21, 28, 37, 38, 40, 48, 49, 51, 52, 53, 54, 55, 56, 59, 60, 61, 62, 64
Facility Name. 16, 17, 20, 28, 49, 52, 54, 56, 60, 62, 64
Field Name 28
Field Value.....28
fields .. 10, 12, 13, 15, 16, 18, 19, 20, 24, 28, 29, 33, 34, 35, 37, 38, 39, 40, 42, 48, 49, 50, 52, 54, 56, 59, 60, 62, 64
FIFO.....41, 63
Filter.....27, 28, 37
Find.....27, 28
Help Files.....21, 68, 69
History..... 34, 41, 48, 51, 53, 55, 59, 61
Hot Keys 26, 27
import. 12, 13, 14, 15, 16, 18, 20, 31, 32, 33, 37, 49, 62, 64, 65
interface 33
inv_full.exe.....9
Inventory 8, 9, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 26, 27, 28, 29, 31, 32, 33, 34, 35, 36, 40, 45, 51, 53, 61, 62, 63, 64, 65, 67, 68
Item.... 12, 14, 15, 19, 20, 21, 22, 27, 28, 29, 33, 34, 35, 36, 37, 40, 42, 44, 45, 48, 49, 51, 52, 53, 54, 56, 57, 59, 60, 61, 62, 63, 65, 72
Item ID..... 29, 40, 48, 51, 52, 53, 55, 59, 61
Item Near Short 45, 57, 63, 72
Item Short 45
Item Type..... 12, 15, 35, 36, 42, 44
Ledger 14, 22, 23, 27, 34, 41, 45, 47, 49, 51, 52, 55, 57, 59, 61, 63
License Agreement..... 9
LIFO 41, 63
Location 12, 15, 27, 36, 39, 40
Location ID..... 39, 40
Low Usage Report 45, 70
machine name 17
Maintain Item..... 34, 48, 51, 53, 55, 59, 61
Maintenance .. 12, 13, 15, 16, 19, 20, 21, 22, 26, 27, 36, 48, 51, 53, 55, 59, 61, 63, 65
Modems 8
negative 31, 34, 53, 55, 61
On Hand Report..... 45, 71
Pending..... 22, 23, 24, 45, 49, 50, 57, 58
Physical Count..... 61, 62
Physical Inventory 12, 14, 47, 52, 61, 62, 63, 77
PLU 18, 19, 20, 21, 31, 32, 33, 34, 40, 65
PO Grid 22, 57, 58, 59, 60
Poll ID 18, 33
Polling .. 8, 16, 17, 18, 19, 20, 21, 31, 32, 33, 34, 35, 51, 63, 64, 65
POs 22, 23, 40, 45, 49, 57, 60, 73
Preferences.... 12, 16, 19, 20, 21, 22, 27, 31, 32, 45, 57, 62, 63, 65
Price Level 34
Print Options 29, 37, 45
printing 23
Promo 35
QRStandardPreview 35
Quantity On Hand 18, 49, 52, 54, 62
Receive 12, 13, 14, 23, 24, 34, 45, 47, 48, 49, 50, 75
Receive Full..... 23
records 12, 16, 26, 36, 37
Registration..... 9, 68, 69
Re-Order 34, 40, 42, 60
Reports 18, 19, 20, 27, 32, 33, 45, 57, 63, 65
Restore Files 67
Run Time Error 216 35
Sales 34, 47, 51, 52, 75
Sales Amount..... 51, 52
Sales Grid 51, 52
Sales Quantity..... 51, 52
Sales Report 45
Samsung..... 20, 33, 35
scanner 13, 14, 48, 61
Sharp 17, 20, 33
stock..... 23, 24, 41, 45, 50, 52
support 8, 10, 11, 15, 33, 35, 68
TEC 20, 33, 34
Terminate Application 9
Text Qualifier..... 15
Top Cost Items Report..... 45, 71

Top Usage 45, 70
Transfer Grid 56
Transfer Report.....45, 56, 76
Transfers.....47
Vendor 13, 15, 22, 23, 26, 27, 28, 36, 39, 40, 58, 59, 60
Vendor ID 13, 39, 40, 59, 60
Vendor Name..... 13, 28, 58, 60
Version 6.... 9, 12, 15, 16, 17, 18, 19, 20, 21, 22, 26, 28, 31, 33, 34, 35, 36, 51, 64
Waste 35