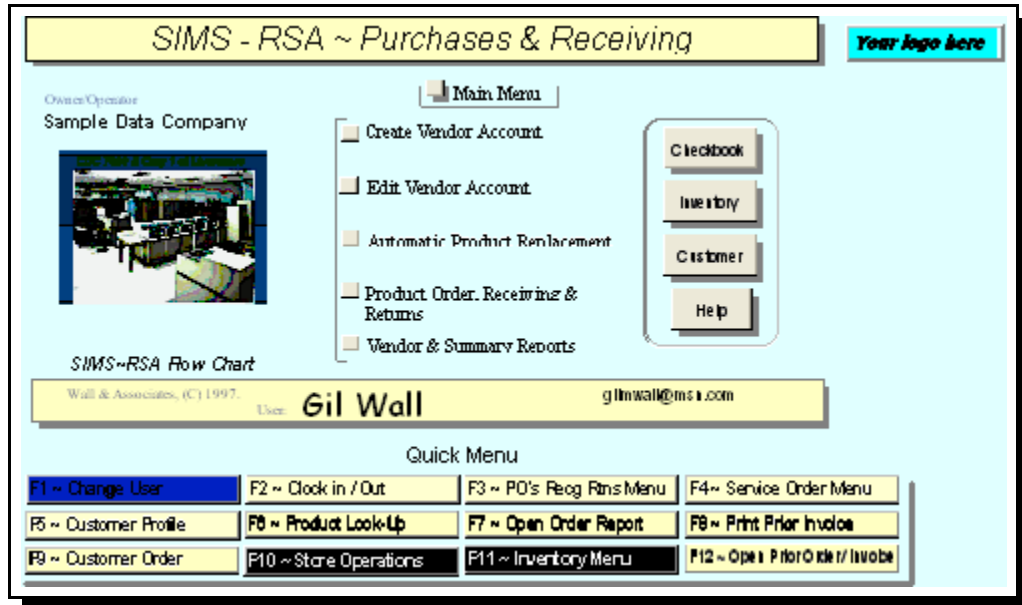


Vendor Menu, Menu Four**Create and Edit Vendor**

Vendor links to Inventory Orders, Receiving Product Return, Client (Owner) and Checkbook. All inventory items have a vendor owner. Creating a new vendor an assignment of the vendor account number creates the vendor record. Clicking done invokes the vendor edit form where all properties of the vendor are entered. The lower bar of vendor edit provides numbers and dates related to the purchase and payment of inventory products. Vendor is created for your bank too. This is useful in tracking deposits. If you want the system will track misc purchases but a vendor will need to be created for each person or business the misc check are written to.

Vendor creation is used for the banks your bank accounts. A vendor needs to be created for each bank account.

Automatic Product Replacement (APR)

APR is a form in two parts on one form. This is a quick view and edit of inventory items to be received and a quick view of the inventory items owner. By selecting the vendor the properties of the inventory items are displayed in the scrolling window. Here the quantity received is entered. When entered the inventory items and vendor record is updated.

To change vendor's click the LOCATE button this will place the form in a macor find. by clicking the vendor name or other fields ie, Type Catagory you can narrow you find. These fields are drop down windows. By clicking the on the arrow scroll down the window to select your options. Now the options are set press the ENTER key. The find will display the inventory items and vendor.

Product Order and Receiving

Product Order is a quick and easy to use form. When selecting Product Order the inventory items that have negative quantities or quantities at it's order point will all ready be qued. Just enter the quantity to order is all that is required, the cost and other inventory fields can be changed if required. Once the displayed item changes have been completed, click the Next

button to que up the next item. By clicking on the FIND button you can choose your own items that you would like to order. Product Order have a item ordered report and purchase order form that print on you letter head. Each group of orders are recorded stamped by the vendor and today's date or (order date). This is for quick receiving of the ordered items.

Received Items

When selecting, the first form is a macro find, this form has a dropdown window, click on the dropdown arrow and select the batch of items you wish to receive. The data includes a record stamp that has the vendor name and date of order. Once selected press the enter key, invoking the Receiving Form (this form is different from the APR mentioned).

This form is very easy to use just enter the quantity received then click the next item button to bring up the next inventory item.

This also has a report, it prints all items received sorted and grouped by vendor and date.

Check Book

Bank Account's		
Bank Accounts -- Select One		
0014 Account#1 Wellfargo Bank Bank Name \$7,829.03 Balance Acct#1	na Account#2 Na Bank Name \$0.00 Balance Acct#2	na Account#3 Na Bank Name \$0.00 Balance Acct#3
Select	Select	Select

Menu Check Register

Checkbook is a neat program, ties to the vendor table, that ties to the inventory table. This give you a true picture of your financial picture. This can be view via your edit inventory. Once in edit inventory click the BOTTOM button and click on print INVENTORY SUMMARIES.

Checkbook has five complete steps this is for deposits and withdrawals. Checkbook is able to work with three different checking accounts. These checking accounts are setup from Menu One, select Store Operations then Edit Client and click Bank Accounts.

How checkbook works.

1. From the Vendors Menu click Checkbook
2. Select the bank
3. Select the Vendor you wish to pay and click CORRECT
4. Click Check Withdrawl amd click Correct
5. Fill in the check and click POST

6. Message will display and click FINISHED or STOP only to view the check only corrections on the english fields can be changed, do not change the amount because it has been posted.
7. Print the check register click Check Register this invokes a macro find use the blocked fields to select the date and/or Bank.

How Deposits Work

Create a vendor for each bank and the link to Checkbook will be created and tracing of deposits will be inplace.