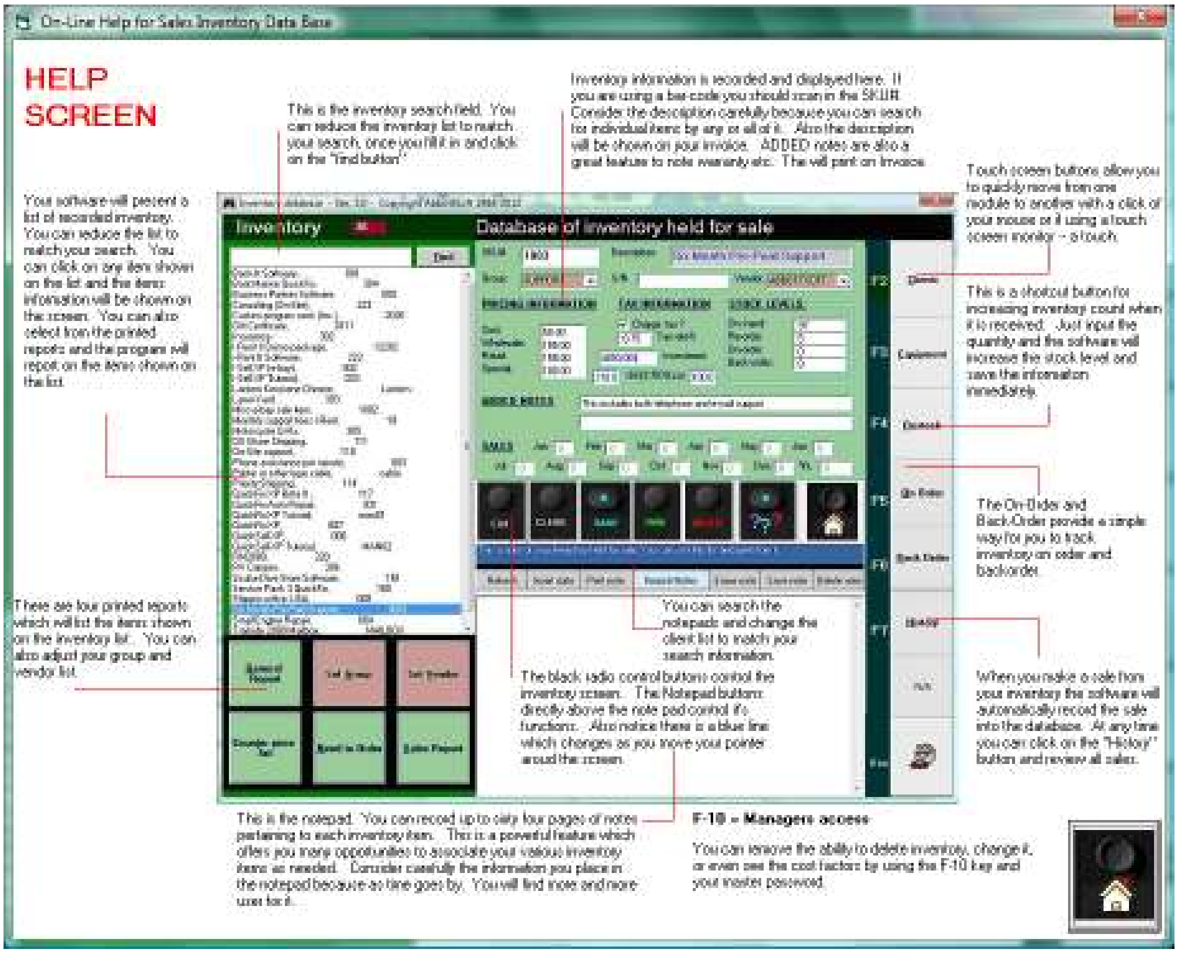
Your inventory database is both a powerful stand-alone program and then a module when used with I-sell, QuickFix or i-Rent from AbbottSoft. Many forms of on-line assistance are available, including the below help screen. Choose the help button to access or F1



WHICH PROGRAM ARE YOU USING?
I-sell is a Point of Sale program with inventory tracking and income/billing.
I-RENT is a Rental Management program with rental equipment/inventory tracking and income/billing.
Quick-Fix is designed to assist a business which repairs items. It can be used with I-Sell and I-Rent.

Computer Settings:
It is necessary that your inventory database be properly installed and that your computer settings be as needed to run this program.

This program should be installed on the same drive and directory as either I-Sell , QuickFix or I-RENT and that the sub directory (folder) \SALEINV be in place. Example c:\program files\quickfix\SALEINV

Your video settings should be at leat 600x800 (Hi Color 16bit or True Color) a high quality monitor. Including a touch screen system if desired.

Working with your sales inventory:

Anything you purchase to re-sale or purchase to consume can be inventory and should be tracked. An inventory item can be as small as a tiny screw and as large as a building, and everything between. Inventory can even include your power bill etc.

When you buy it the item falls into the accounts payable side of the general ledger and when you sell it then it falls into the income side. (outgo – income). With this inventory software you can track both automatically.

When you create the sale, the software will find the item you are selling and assist you by tracking to make sure your inventory database is up to date and indicating that the inventory item is available, the suggested retail and will even put special notes about the item onto the invoice, work order or rental contract. (If you have told the software to do so)

When you close a sale and create an invoice this software will automatically record not only the sale, but who purchased it, how much they paid and it will adjust the inventory count. All accomplished while the printer is creating the invoice.

Once you have recorded your inventory and once the software has started working with the transactions involving it, then you are building a record of your inventory, which you can access when needed and get answers you desire. You can see which items sell the best, if they sell best during any time of year. (Example snow shovels in July)

The power of your inventory is in your hands. How you set up your inventory database will determine how much information you get back. It can even tell you when to order more items predicated on the re-order level you set. You can even have your software provide that report by vendor.

SCREENS AND CONTROLS

Your inventory database has four primary parts (home page).
They are:

1. The touch screen controls on the right side, which allow you to move between modules with the touch of your finger or a click of your mouse. (You can also use the shortcuts)
2. The Inventory List on the left side of your home page (Allows you to select inventory from the list or send a list of inventory to your printer)
3. Information on any one item in the center of your home page (This is where you record and store information for any one inventory item)
4. Notepad: Located on the center bottom of the screen is a notepad. You can type anything you want and attach it to the inventory item shown on the screen. (This is useful for recording notes or for printing more complex instructions for your clients)

CONTROLS:
You have three types of controls and other menu choices, which help you, accomplish tasks while using your programs from AbbottSoft. (See Fig 3.1)

Touch Screen buttons – are on the far right side of the screen and allow you to click your mouse, touch the screen or use the shortcut "Function" key and move between modules or activate the re-stock or history function. You can also hold down the "Alt" key on your keyboard and then press the underlined letter shown on the button itself.

Radio control buttons - are a graphical control resembling push buttons which you might find on an expensive stereo system. They have a descriptive title telling you what they do and to initiate their action you click with your left mouse button or touch the Radio button of your choice. When your mouse pointer is over a radio button it will form the shape of a pointing hand similar to what you would see when using a web browser.

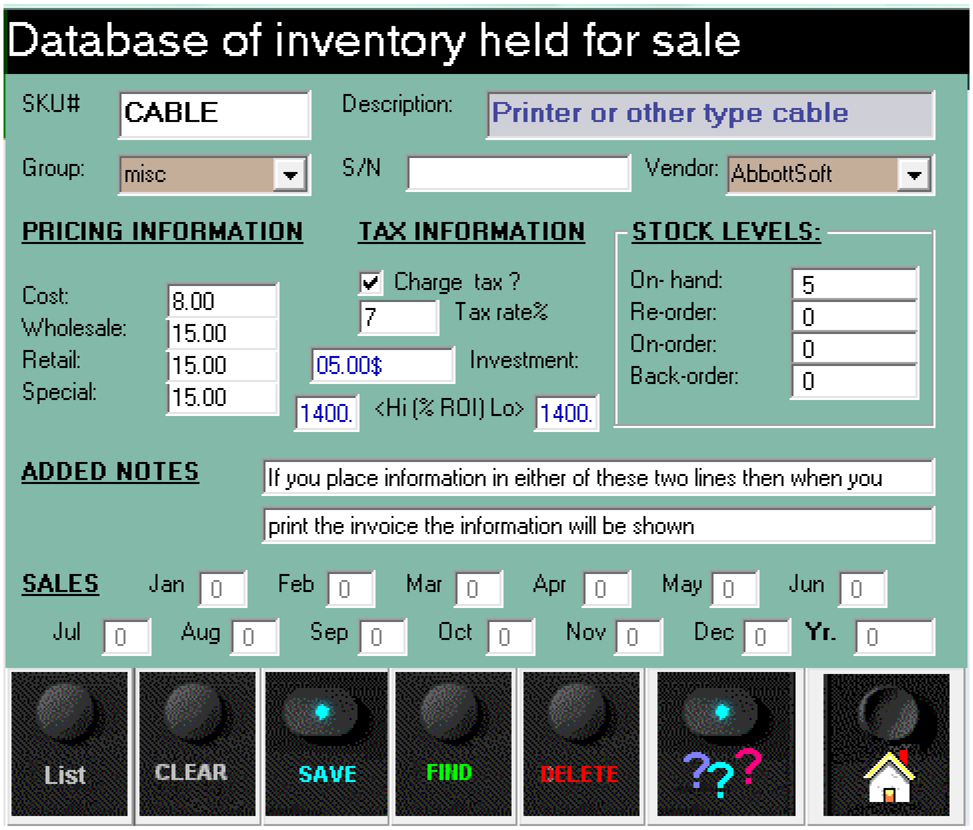
Standard control buttons - are similar to what you see on most windows programs. Rectangular or square in shape they have a description of their action and like the radio control button you click on them with your left mouse button, or touch, they will initiate their action. Most also have a shortcut key sequence which you can initiate by holding down your Alt key then pressing the underlined letter shown on the control.

Help prompts: - are available on all controls and important fields.

Example: When you move your pointer to almost any control button or menu choice and if you stop the pointer on the item for at least one second your program will pop up a little window with a prompt explaining the action which will be taken.

You will also find a line of help information directly below the radio control buttons. The information shown changes as you move your mouse pointer around the screen

INSERTING NEW INVENTORY:
Remember. The more information you record about your inventory the more information you will get back over time. While it is time consuming to set up your initial inventory database you can and should think ahead about what your expectations are from this software.



SKU#: The correct part number is important for two reasons.
First; if using a bar code reader then the software will be using this field of information to find and place the inventory item on the screen. If using a bar-code reader then you should scan your items bar-code direct from the packaging into the software. Just click on the SKU# field and scan the barcode.
Second; Using the manufacturers part number instead of making up one of your own will make it easier for you to re-order inventory.

WARNING: Use nothing other than letters or numbers when filling out information on any module in our program…. **NEVER USE SYMBOLS and limit your SKU# to 20 characters**!

You cannot change the part number after you save the item. You will need delete the inventory item and create another

DESCRIPTION: Consider two things when describing your inventory.
First: Searching. Chose words that help you group similar inventory and change enough of the description to segregate it from other similar items. This will help you locate items on the inventory list, later.
Printed invoice: You can get long winded and write more of a description than that which can fit on the printed invoice. The program will truncate the description removing access wording from the right (end) of the description. With this in mind it would be smart to use your words wisely. Place the basic description to the left then follow up with the difference between the item you are inserting immediately to the right.
Example: Deck Screw stainless 1.5 Inch x 3.16 inch. *Notice there are no symbols representing 1½ x 31/16* **You cannot change the description after you save the item. You will need delete the inventory item and then create another**

GROUP: This is another way of categorizing your inventory into similar groups. When you are inserting a new inventory item just drop down the list and choose the best group that describes the function of the inventory item. If there is not an appropriate group then consider adding another choice by clicking on the "Set Group" button on the bottom left of your screen. More details are available later in this manual. This choice will help your software drill down into the inventory database and provide you with even more meaningful reports.

SERIAL NUMBER (S/N) Your inventory module allows you to record a serial number which is attached to the item being saved. It is noted that there may be multiples of the same inventory item, which you want to track the serial number on. If you need to sell and record the serial number on the same item, over and over, then insert the number 001 into the serial number field.

If you insert the S/N "001" then when you sell this item the program will stop and ask you to record the individual serial number and the warranty if applicable. The software will then attach and associate the serial number to the sale on an individual basis. (See I-Sell POS manual for more instructions on using this feature during the sale.)

VENDOR: You pick the vendor, which you purchase this inventory item from the drop down list. If the vendor is not on the list then you will need to use the “Set Vendor” button located on the bottom left of the screen. More details are available later in this manual.

PRICING YOUR INVENTORY: There are four prices. Each has a unique purpose and should be considered. At the very least you must fill out the retail and cost fields.

Cost: This is what you actually pay for the item. You can average any shipping or financing charges if you wish, but it would probably be better in the long run to use the manufacturers or suppliers actual wholesale price.

Wholesale: This is a price you can set if or when you become the supplier of products to other like business to yours. In other words, the price you set to sell your inventory to other retailers.

Retail: This is the full selling price you charge your clients.

Special: This is a price you charge when you want to offer your client a discount. Perhaps you are bundling items together and would like to lower the price on each item.

Remember, you can change the selling price to any amount you want when actually selling the item on the POS screen.

SALES TAX:

You can and must set each inventory item to be taxable or not taxable, by checking or leaving unchecked the “Charge tax” . You can and must tell the software what your sales tax rate is. Example: If your tax rate is seven percent do not enter “.007” just type in “7”. If your tax rate is 7.27% then you should type in “7.25”

If you have listed the client as “tax exempt” then the tax will be automatically removed or can be removed when closing.

Another option is to choose “X” when inserting an item into the invoice screen and not charge tax on the item being inserted.

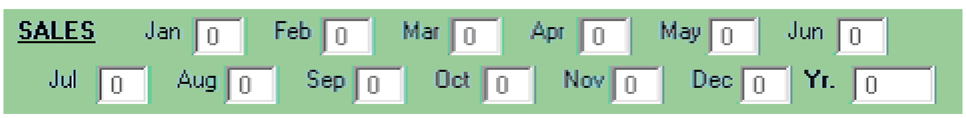
If the state changes the tax rate (Politicians love to raise – not lower them) you can bulk change the tax rate by running the program “Update.exe”. This program is available FREE on our website. You can download and run it anytime you need. Notice that this module does other things more than just change the tax rate for inventory held for re-sale. Take the time to read the built in help, and understand its functions prior to using it.

STOCK LEVELS:

This module provides you the ability to initially set the level for each inventory item; the ability to modify it, easily record newly arrived stock, and define a re-order level when ever you wish. You can also record and adjust both “On-order” and “Back-Order” counts. If you are using the accounts payable (under development) then the program can automatically report “on-order” and you can manually track back-ordered items.

ADDED NOTES:

This is another powerful and unique feature not found on other inventory control and POS programs. If you use one or both of the two fields then whatever information you insert will be shown on the POS screen when you are selling the item and it will be inserted into the closed invoice.   If you do not insert information then the program will ignore these fields and nothing will be done.
Here are some ideas.   You can prompt the sales person to tell and also let the customer read on the invoice special notes about each item. Perhaps notes about using the product, any warranty and even a list of compatible add-on inventory which your customer may want to consider purchasing.

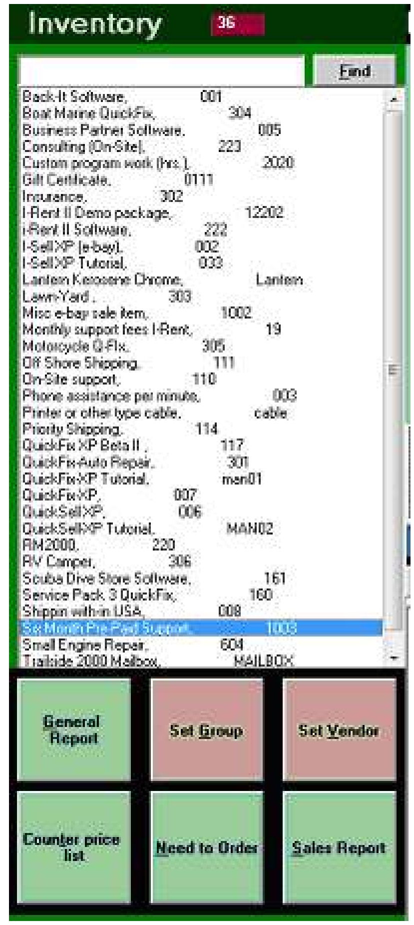


SALES: (Above partial screen snapshot)

Included on your inventory screen is a automated report on your sales of the inventory item on the screen. Each months sales are recorded and a total for the year.
At a quick glance you can see how this item has sold during previous months, the current month and YTD.
Note: There are also printed reports, which you should run and file away for next years comparisons and projections.

THE NOTEPAD: On the bottom center of your inventory screen is a notepad. Each inventory item can have up to 64 pages of notes.   The above controls help you work with the notepad. Consider the potential power of the notepad and the fact that the software will search the notepad and build a inventory list which includes your search string. You could list all the items a particular inventory item fits. If you did this will all your parts then you could search for the item you have linked the parts to and on your inventory list you would find a listing of parts for the item. Think about it.

SEARCHING, FINDING, AND LISTING INVENTORY:



If you only have a few inventory items then you will probably not need to use the powerful search features built into this program. You can just scroll down the inventory list shown on the left side of your screen and then click on the item you want. The information will be filled in on the data screen instantly.

If on the other hand you have hundreds to thousands of inventory items then you will appreciate the capability of this software. Capabilities not normally found on other competing software.

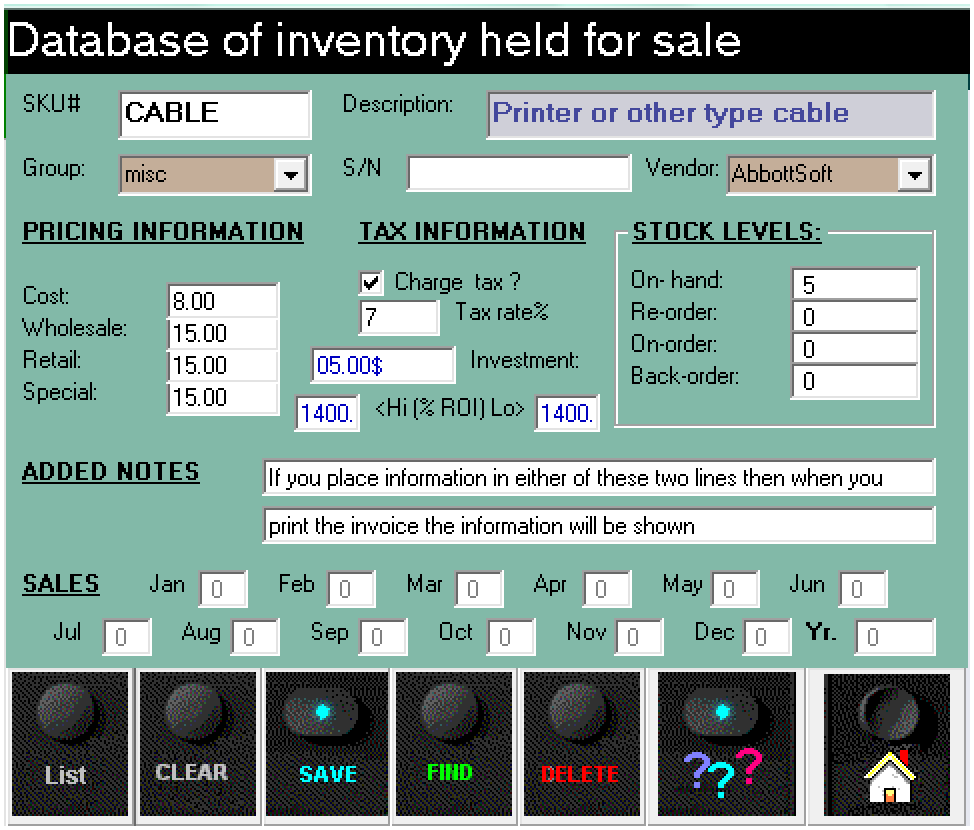
Search the list:
On top of the inventory list is a search field. You can locate any inventory item by typing in all or part of the description you recorded and then when you click on the "Find" button; the list will be reduced down to the items, which match your list. Click on any item and its information will be shown in the details section of your inventory screen.
Be careful about the search string. To little will increase the matches. Too much may pass over the item you are looking for. Think about this when you initially describe the item. "*Keep it simple*"

Searching direct on the information screen:
The fastest way to recover and view a inventory item, regardless the number of items stored is to type in its SKU# and then click on the black "Find" radio control button. The second way is to search for all or part of the description and then clicking on the black "Find" radio control button. If a match is found the information will be shown on the screen and the software will ask if this is the item you wanted. If not then it will continue the search for another match until the computer gets to the end of the list.

The "Inventory List" on the left side of your screen is very powerful. Not only can you click on any inventory item shown and instantly display its information on your details screen, you can also select any one of the four printed reports shown directly below the list and all items on the list will be included in the printed reports. The ability to manipulate the list through searches brings a tremendous amount of power to the software. *More about this feature, later in this chapter.*

Changing and updating the inventory list using the black "List" radio control button:

Your ability to update the inventory list by using the black "list" button opens a whole new way of finding and grouping your inventory into a matched list. You can group your inventory in the list by description, group, or vendor. Once your list is updated you can then review items by clicking on any item shown on the list, or you can produce a printed report on all the items shown on the list. It is quite easy and fast. It is very, powerful.



Order of searching:

1st. Click on the black "Clear" button and remove any items displayed on the details screen.
2nd. Set the search information by typing in all or part of the "Description" or the S/N fields. You can also drop down either your "Group" or "Vendor" list and select any one item from the list.

- You are limited to searching for one thing only. You cannot combine items.
- You can search by Description, Group, S/N or Vendor only.

3rd. Click on the black "List" button and the software will rebuild your inventory list on the left side and populate it with inventory items which match.

SEARCHING WITH THE NOTEPAD:
Yet another feature is your ability to insert key words into the notepad. Words which will relate one inventory item to another. Not only can you link items you can use the notepad to record information you feel you need which is not available in the information screen. Think about and use this powerful feature wisely.

If there is a common word or phrase in your notepads which link various inventory items and you want to find and list them on the inventory list then follow these steps exactly.

1st. Click on the black "Clear" button and remove any information shown on the details screen.

2nd. Click on the "Search Notes" control button.

3rd. Fill in the window which pop's up on the screen with your search string.

4th. When you click on OK the notepad will search the inventory database for each and every inventory item which has data recorded in its notepad. If a match is found the inventory item will be placed on the new list along with any other related items that have a match..

Here is one example of searching the notepad:

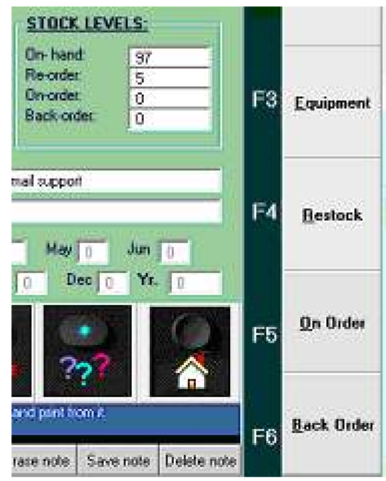
Lets assume you are using this software in a Honda motorcycle repair center. Scattered in your inventory database are items, which will fit many different Honda Motorcycles.

If you were to list all the motorcycles each part would fit into its notepad. – *"say a shifting fork on a particular Honda motorcycle,"* -- then if you also did the same to any other parts which also fit Honda motorcycles – then all you would need to do is search for any particular Honda motorcycle and all the parts would be listed on the left.

MODIFYING YOUR INVENTORY COUNT ON THE FLY:

In the day-to-day operations of your business you should expect to restock inventory often. This software can assist you in tracking the process as well as the quantity.

There are two ways you should expect to receive more stock. The first is by placing an order with your suppliers and then waiting for the inventory to be delivered. The second is if and when a salesman, who sells products, direct and out of the truck arrives and you pick and receive on the spot. Your software is designed to assist you in this process.



When you place an order for later delivery you might want to record how many items you have ordered. To do this click on the “On-Order” button and when the little window pops up and asks how many are ordered, just enter the amount and click on “Ok.” The “On-Order” field will be populated and the record saved.

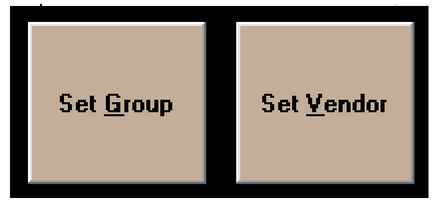
When you actually receive the stock you should click on the “Re-Stock” button, fill in the amount received and click on “Ok”. The “On-Hand” field will be automatically be updated.

If you have an outstanding order waiting for delivery, or just arrived. When you click on “Re-Stock” and if you have a quantity in the “On-Order” field, the program will ask you if you have received items listed in the “On-Order” field. If you have received items placed in the “On-Order” field previously then answer, “Yes” and the program will increase your “On-Hand” quantity and reduce the “On-Order” amount to match.

If you are informed of items Back-ordered, you should click on the “Back-Order” button. Enter the number of inventory items that were back-ordered. When you click on “OK” the program will update the information. If you have items listed in “On-Order” field the program will ask if your “On-Order” quantity should be reduced.

If you have items on “Back- order” and waiting for delivery, or just arrived. When you click on “Re-Stock”, the program will ask you if you have received items listed in the “Back-Order” field. If you have received items placed “Back-Order” then answer, “Yes” and the program will increase your “On-Hand” quantity and reduce the “Back-Order” amount to match.

ADDING AND DELETING TO YOUR GROUP AND VENDOR LIST:

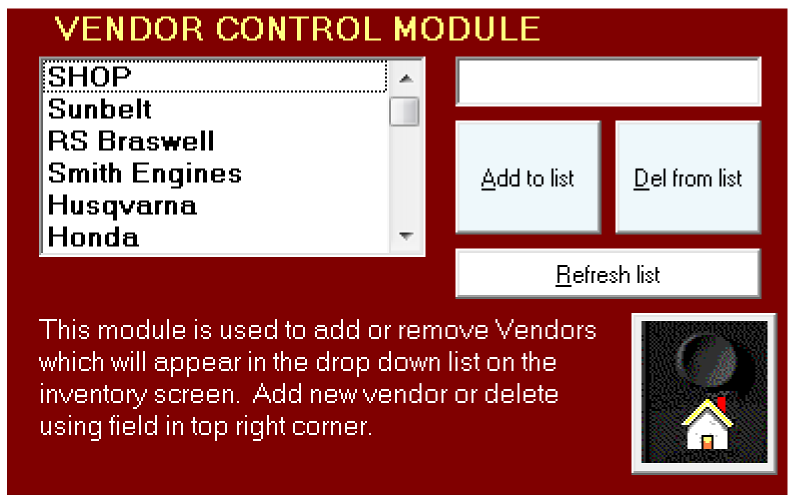


On the bottom left of your inventory screen you will see two buttons which open up a sub module which will allow you to add, modify or delete both Groups and Vendors.

Groups are a list of types of inventory: If you are running a repair center then they could be parts such as tires, brakes, fuel and ignition. If you were running a retail sporting good store then they could be shoes, hats, jackets, hunting, fishing, swimming etc. Regardless how you define your groups they will help you quickly lump inventory into the same group, then list it in various reports.

Vendors are a list of dealers and other suppliers of your inventory. It could be anything from a manufacturer, distributor or even your utility company.

Modifying groups and Vendors:



In this example we are showing you the pop up sub module for working with your vendors. Working with Groups uses the same procedures.

Once you have a Vendor or Group added to your list it will show up on the left side of the sub module.

You can add another item by typing the description in the top right field of the sub module and then clicking on "Add to list". You can then click on "Refresh list" and verify it is now showing on the full list.

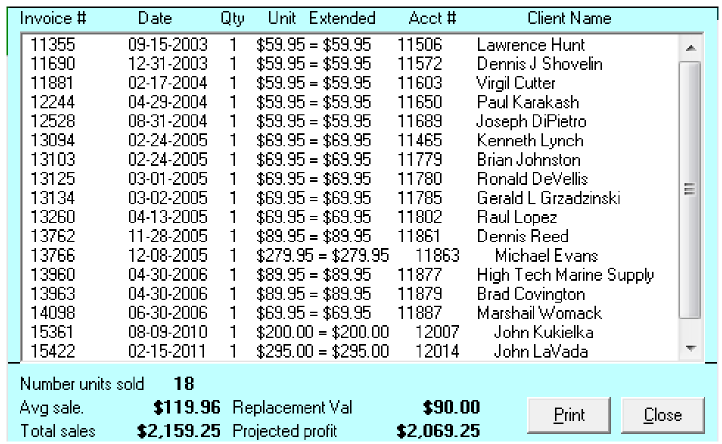
The procedure for deleting group items or vendors is easy. Just click on the master list on the left and you will see it appear inside the top right field. Then click on the "Del from list" button and it will be removed. You can then click on the "Refresh list" button to verify if you desire.

Once you have finished modifying your group and vendor list and return to the inventory screen. If you drop down the list you modified you should see that it has already been updated and is current.

VISUAL AND PRINTED REPORTS ON YOUR INVENTORY:

You can list, review visually and print various reports about your inventory. You can do this as often as you wish. Some will deal with only one inventory item, some will be grouped as you wish and others will be a report on all inventory. There are two places for you to get this information. The first is the inventory module (This chapter) and the other is on your yearly report shown in the "managers' chapter."

Detailed reports; about each inventory item.



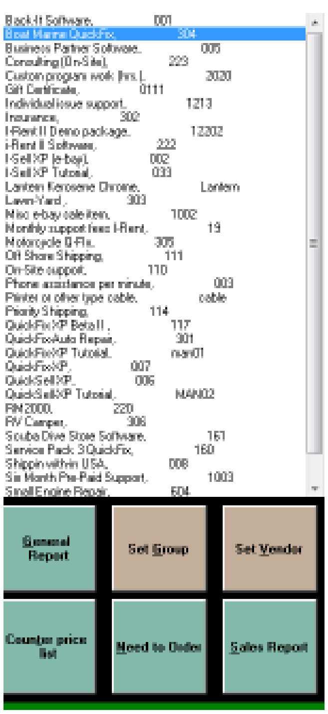
Invoice #	Date	Qty	Unit Extended	Acct #	Client Name
11355	09-15-2003	1	$59.95 = $59.95	11506	Lawrence Hunt
11690	12-31-2003	1	$59.95 = $59.95	11572	Dennis J Shovelin
11881	02-17-2004	1	$59.95 = $59.95	11603	Virgil Cutter
12244	04-29-2004	1	$59.95 = $59.95	11650	Paul Karakash
12528	08-31-2004	1	$59.95 = $59.95	11689	Joseph DiPietro
13094	02-24-2005	1	$69.95 = $69.95	11465	Kenneth Lynch
13103	02-24-2005	1	$69.95 = $69.95	11779	Brian Johnston
13125	03-01-2005	1	$69.95 = $69.95	11780	Ronald DeVellis
13134	03-02-2005	1	$69.95 = $69.95	11785	Gerald L Grzadzinski
13260	04-13-2005	1	$69.95 = $69.95	11802	Raul Lopez
13762	11-28-2005	1	$89.95 = $89.95	11861	Dennis Reed
13766	12-08-2005	1	$279.95 = $279.95	11863	Michael Evans
13960	04-30-2006	1	$89.95 = $89.95	11877	High Tech Marine Supply
13963	04-30-2006	1	$89.95 = $89.95	11879	Brad Covington
14098	06-30-2006	1	$69.95 = $69.95	11887	Marshail Womack
15361	08-09-2010	1	$200.00 = $200.00	12007	John Kukielka
15422	02-15-2011	1	$295.00 = $295.00	12014	John LaVada

Number units sold 18
Avg sale. $119.96 Replacement Val $90.00
Total sales $2,159.25 Projected profit $2,069.25
Print Close

When you have any inventory item displayed on the details screen you can click on the "History" button located on the right side of your screen and the detailed report about all recorded sales for that item will immediately appear.

Each transaction will be shown to include the invoice number and client. At the bottom of the detailed report will also include information to help compute your ROI for the item.

Printed reports from inventory list.



There are four printed reports for any inventory listed in the inventory list. Look on the bottom left and click on any of the buttons and the software will automatically send the report to your printer.

The General Report has to do with describing the item with pricing.

The Counter price list is designed to assist employees if they want to search prices.

The Need to Order list shows any items you have which are at or below the quantity for re-order that you have defined.

The Sales Report shows the amount of sales for each item in the list by the months of the year.

REMEMBER: There are more inventory reports in the Yearly totals page available through the managers menu.