Multi Location Stock Control Programme

What the Programme Does

The information below shows what the program does. You don't have to use the entire program all the time, but some parts of it might be useful to you and save you time, once you have learnt how to use it.

← Use the Bookmarks to Move around the information

Opening Screen

Allows you to put your own picture/logo on the front of the program and visit the Website for updates. You can also see the latest readme Notes on the Program. Initially displays opening identification screen and 30 day License.

Main Menu

This allows you to navigate round the program as does the tool bar at the top of the screen. In addition you can select any Category of People or Companies and then communicate with them, manage your stock from Quoting via Orders to Invoicing (incl. Statements and VAT Reports) and finally see your Telephone Log and change the Screen Colour.

Quotes – This is where you prepare Quotes

1. Select Customer if Required
2. Enter Quote Date
3. Select item for Quote (Only items with more than one Supplier will be shown
4. See Product Code and Product Notes
5. Change over proper case Control if you want

On the sub form:

1. Select Supplier
2. Ender in Email Address if required
3. Enter Text for Body of Email
4. Enter No. to Quote For
5. Enter Quote Purchase price, when received
6. Enter Quote Sale Price if required.
7. Email Quote, if using Microsoft Outlook etc.
8. View Quote if required
9. Add to Order automatically
10. Add to Invoice automatically if required
11. Select another supplier or more
12. Add New Quote, Delete a Quote, Open Orders, Open Invoices and Close.

Existing Quotes (Which you can Print Out)

1. Shows Individual Quote Requests with
   a) Supplier Name & Address
   b) Date, Quote and Sub Quote number taken from Quote form – Can add your own Quote Details
   c) Shows Product Code and Name, Quote Number and Quote price if previously entered
   d) The message for the Body of the email is also shown for information
   e) Delete Quote, Do Envelope to Supplier, Enter Footer, Preview Quote for Printing, Save, Show Supplier & Close

Orders – This is where you place Orders:

1. Select Supplier and Email Address
2. Enter Low Stock Automatically
3. Enter Stock by Product Code or Name or open pop-up to select code from List (Select by Category if required)
4. Select from Other Suppliers either Low Stock or all Stock
5. Select number to Order and change cost if necessary
6. Delete item
7. Show header and/or Footer
8. Enter Footer and Email Body Text Details
9. Find Past Orders
10. Show Supplier Details
11. Save or Save and Print Invoice (Invoices can be printed, emailed (You must have Outlook etc) or saved to another format).
12. Orders cannot be changed after Printing

Receive Orders (By Order No. Or Product)

1. Select by Order No. or Product
2. Shows Order No. Order Date and Supplier
3. Shows Product Number and Name
4. Allows Price and Location to be changed
5. Shows Number on Order, already Delivered and Balance
6. Allows Standard Delivery Reference and Date
7. Enter Number Received
8. Insert multiplier (e.g. 1 bag supplied – 1000 nails received for each suppler) if required and Update Stock
9. Surplus undelivered items can be cancelled or reordered from another supplier.

Return Orders

This is for returning Stock Items, already received and is similar to the Order Form, but without the Mass Selection facilities.

Product Sales

1. Shows all your Clients
2. Add Products from a Selected Location
3. Adjust Price if Required
4. Enter Number To Invoice
5. Automatically add to existing Invoice from All Locations or create New One.
6. Arrange Clients by Company and First or Last Name.
7. See Client Details by Double Clicking them.

Invoices (This is split into Stock from all Locations and Stock from one Location)

1. Select Client (Show Invoice Address & Delivery Address) and Credit Limit.
2. Enter Location Sold From, Order No. and Shipper
3. Show Header, Footer, Delivery Address & Shipper Address on Invoice as necessary
4. Select By Product No. or Name or from popup screen, where you can narrow selection to a category and select from the chosen location or all locations, depending, which form you are using
5. Enter Quantity and change Price if required
6. Include VAT on Item
7. Discount overall or by item and show separately or include in price
8. Enter Standard Rate VAT on all items if required
9. Enter Delivery Charge
10. Enter Notes
11. Show when paid
12. Delete Invoice
13. Find Past Invoices
14. Footer – Amend details and Enter Email Body Text
15. Print Quote, Estimate or Proforma, (selected in Settings)
16. Print and Save Invoice (incl. Email with Outlook etc.) and/or Delivery/Pro Forma/Estimate Note
17. Invoice cannot be changed after printing
18. Print Delivery Note
19. Open Statements

Shop Sales

This is the same as the Invoice Form, but all sales from one location and client ignored.

Credit Note

Again this is the same as the Invoice (Reversed), but without the Delivery Note and Statements. It also does not affect the Stock.

Statements

1. Select Client (Automatically selected if opened from Invoice Form etc.)
2. Shows all active Invoices and total of Archived Ones
3. Shows Money received, and netting Off
4. Statement of Netted Off Items and Outstanding
5. Do simple Statements or age related ones

Find Invoice and Orders

1. You can search for a particular Invoice, Credit Note or Order, Return and when you have found it you can open in.
2. Show by Invoice/Order No, Date or Customer/Supplier
3. Write Notes
4. Print out Lists of them

Move Stock

Move Stock between Locations in Bulk:

1. Enter Location to Move Stock From
2. Enter Location to Move Stock To
3. Select by Name or Number and Limit to Category if required
4. Populate Form & enter Number to be Moved
5. Move and Print Report (keep old Records if required)

Stock Details

1. Password Protected
2. Select Product by Code or Name
3. Product Code and Name Can Be Changed
4. Select Supplier – Double Click for Details
5. Select Category
6. Select Unit of Measure
7. Two Fields you can name yourself
8. Purchase & Sale Price
9. Total Stock (Calculated)
10. Reorder Level & Number
11. On Order
12. No of Items at each Location
13. Order No., Delivery Date & Reference of all items
14. Supplier Reference (for Cross Checking with Address Book)
15. Notes
16. Add Additional Suppliers for Quote purposes
17. Delete Item or Location, with items at it.
18. Attach Connected Files and make Time & Dated Notes of Phone Calls etc..
19. Attach Standard letters & open them
20. Show Picture of Products
21. See Supplier Contact Details

22) The Product Code is important because it is sensitive to the first letter:

'X...' - This can be used for items of Stock that are not for sale, but are important enough to be recorded (e.g. A Concrete Mixer in a building company or A Display Case in an antique shop). Such Items can be Ordered, Moved (between Locations), Included in Reports and Stocktaking, but cannot be sold. They do appear on the Low Stock Report if applicable.

'Y...' - This is used for Labour etc. (e.g. The Hourly Rate for a Builder or Polisher or a Standard Fee). It cannot be Ordered, but can be Moved (between Locations) and Invoiced. It does not appear on any Report or Stocktaking.

'Z...' - This is used for incidental items (e.g. Nails or Polish) which are bought, but not accounted for. They can be Ordered, Moved (between Locations) and appear in the Low Stock Report. However they cannot be Invoiced and do not appear in any of the Reports or Stocktaking.

Check Stock

1. This gives a quick way of Checking Stock and is the same as 7 above.
2. Attach Connected Files and Open them and make Time & Dated Notes of Phone Calls.
3. The Supplier can be contacted, but nothing can be changed.

Check Outstanding Orders

1. This shows out standing Orders by Selected Supplier with Details
2. Include or Exclude part Details received
3. Show Supplier Details if required
4. Contact Supplier from Screen

Check Sales

1. This shows Sales by Selected Customer
2. Show details of Sales
3. Show Customer details if required
4. Contact Customer from Screen

Check Sales By Stock

This shows Sales by Product Name or Number

Check Purchase and Sale By Stock Item

Select a Product by Name or Number and show:

1. Total Stock, On Order, Re Order Number
2. What is held at what Location
3. Details of all Purchases, showing Supplier, Order Date & reference, Container/Delivery Ref., Delivery Date, Number Delivered and Delivery Date
4. Details of all Sales, showing Customer, Sale Ref., Sale Date Sale Number and Sale Price.
5. Print Report from Selected Date

Address Book

1. Hold Names and Address by Person and Company
2. Holds as many addresses for each as you like
3. Link People to Companies
4. Select by All, or by Selection of Category e.g. Client, Employee, Other, Shipper, Staff (of other Companies) and Supplier or anything else.
5. Include First Name, Initials, Last Name, Post Name, Short Name, Title Gender, Status and Category for People
6. Include Company Name, Short Name, Category, Contacts with mobile, Car phone and email address for Company.
7. First and Second Salutation calculated from information for people entered for Companies.
8. Record Birthdays and Age (Can be hidden)
9. 3 Address Fields and Town, County, Post Code, Country and Switchboard, Direct Line, Direct Fax, Fax, Home Telephone 1 and Home Telephone 2, Select Address for Labels and also for Invoice Address or Delivery Address
10. Notes field, both public and private, VAT No, Credit Limit, Standard Discount
11. Email Address and Website
12. Search database by Address or Telephone Number
13. Do Envelopes to Married and Single Address or 1st & 2nd Contact for Companies.
14. Export to another program Married and Single Address or 1st & 2nd Contact for Companies.
15. Do multiple labels for Single Address or 2nd Company Contact
16. Show what Lists the person or company is on, delete them and add current person/Company to many Lists at once
17. Attach Connected Files and make Time & Dated Notes of Phone Calls. Attach Standard Letters.
18. Add Standard Letter/File Links and open them
19. Include and show a Picture of the person (Or Company), which can be printed.

Diary

1. This allows you to enter appointments for any employee including, Start Date, Start Time, End Date, End Time, Details of Appointment and any Notes.
2. Depending on the period set in the Settings Program, any Appointments within the period will be shown, when the program opens and can also be seen from the top Menu.
3. Appointments can be printed out for a given period either for an individual or for everyone.

Lists

1. You can make as many lists as you want of anyone or company on your database.
2. You can select Names for a current List or choose an existing List and copy from it.
3. Shows Name, Start Date & Time and End Date and Time, together with any Notes about the list.
4. Then for each name you have a Name, Company (if applicable, Note, Sent Date, Received Date and Select)
5. You can enter and remove all Sent and Received Dates
6. You can add selected Names to another List
7. You can add names via a pop up form, where you can limit selection by category
8. You can add either the Contact Name with a Company Connection or as a Private unconnected person
9. You can change a name on the List (e.g. Marriage or change of Company Contact)
10. You can use either the Office or Home Address for the Linked Contacts
11. You can do a Report of the List
12. You can show anyone on the List's Address details
13. Do labels of the list (16 different sizes)
14. Mail Merge the List to another program
15. Copy names from another list to the current list.
16. You can use either the Home Address or Company Address for people Linked to Companies

Email Lists

1. This allows you to do email lists for emailing your clients, suppliers or whoever.
2. Select a previous List or start a new one
3. Show Name of list and start Date & Time.
4. Select emails from pop up list, which can be narrow down by Category
5. Shows Name, email address and two fields one to 'Use' on this occasion and one to 'Copy' this address to another list.
6. Copy selected names from other Lists
7. Copy emails either to Outlook, Outlook Express etc. or so they can be copied into AOL etc. (See Settings)
8. Do a report of the List
9. See Address details of anyone on the List

Work to Do

1. You can do as many lists as you want of Things to do.
2. You can do Lists with or without Locations and you don't have to include a Location on a Location List.
3. You can include Locations and Staff
4. You can add new Locations and New Staff
5. You can enter Dates, Locations and items, together with a completed 'Tick' and a Date Completed.
6. You can see the Address Details of the Owner of the Location of the Item and the details of Staff Working on it.
7. You can display a List by Date, (Location on Location List and Person on Person List) or Completed Date and this will be reflected in the Print Out.
8. The List can be Printed Out either as All Items, Completed Items or Items still to Do. In Addition you can Print out for a Location.

Report Menu

1. There are 23 build in reports:
2. Stock Sales Between Dates By Client Top Sales – This can either be a % or a Number (See Settings)
3. Stock Sales Between Dates By Client Bottom Sales – This can either be a % or a Number (See Settings)
4. Total Stock By Product With Purchase Price
5. Total Stock By Product With Purchase & Sale Price
6. Total Stock By Product With Sale Price
7. Total Stock By Product No. With Purchase Price
8. Total Stock By Product No. With Purchase & Sale Price
9. Total Stock By Product No. With Sale Price
10. Total Stock Valuation of a Supplier
11. Stock By Location With Purchase & Sale Price
12. Stock By Location With Sale Price
13. Stock By Location With Purchase Price
14. Stock By Category with Purchase & Sale Price
15. Stock By Category with Sale Price
16. Stock By Category with Purchase Price
17. Low Stock
18. Low Stock By Category
19. Outstanding Orders
20. Orders Placed Between Dates
21. Orders Placed Between Dates With Supplier
22. Stock Sales Between Dates
23. Stock Sales Between Dates By Client
24. VAT Report on Sales Invoiced and Guide on Orders.

Maintenance Menu

There are 3 subsidiary forms located here:

1. Locations
2. Categories
3. V.A.T.

Locations

If your locations are in different areas, the details can be entered here:

1. Select or Enter New Location
2. 3 Lines for Address and Town, County, Post Code and Country
3. Notes
4. Telephone, Facsimile, Manager and Commission
5. You can attach a Location to anyone in the Address Book and see details of that person or Company

Categories

This allows you to enter Categories on a Pop up Menu

V.A.T.

This allows you enter and revise VAT Rates. The Abbreviation letter is entered automatically and is the one you use to pick the VAT Rate ion the Invoice.

Help

Help can be obtained from the Main Menu and from every form in the Program by using the F1 key.

Stock Take Menu

1. The stock take forms take two forms, one form to carry out the stock take, with Estimated Stock & Room to Enter the found Stock. The other Form Allows you to reconcile the found stock, show any gains and loses, print out the form and update the Stock.
2. The Stock Take forms are:
3. Stock Take by Location and Product
4. Stock Reconciliation by Location and Product
5. Stock Take by Location and Product Code
6. Stock Reconciliation by Location and Product Code
7. Stock Take at a Location by Product
8. Stock Reconciliation at a Location By Product
9. Stock Take at a Location by Product Code
10. Stock Reconciliation at a Location by Product Code
11. Stock Take at a Location by Category and Product
12. Stock Reconciliation at a Location by Category and Product
13. Stock Take at a Location by Category and Product Code
14. Stock Reconciliation at a Location by Category and Product Code
15. Stock Take at a Location of a Category by Product
16. Stock Reconciliation at a Location of a Category by Product
17. Stock Take at a Location of a Category by Product Code
18. Stock Reconciliation at a Location of a Category by Product Code

Settings

1. Pre Dial – This allows you to enter any figure such as 9, necessary to get a telephone line.
2. Own Telephone No. – Enter your own telephone Number, or the one your computer will be dialing out on.
3. Open Telephone – This opens a screen for you to select your computer's modem to dial out with.
4. Select company Name – This is necessary to allow for the build in Headers to be completed.
5. Select Operators Name for Diary use
6. First Name – You can use either the First Name or the Initials in your Salutations or Address Line
7. Mr./Esq. – You can use either Mr. or Esq. in your Salutations or Address Line
8. Email System – Select either Outlook etc. or AOL etc.
9. Proper Case – this part of the program puts the first letter into uppercase automatically. It can be turned off here.
10. Show Header, Show Footer, Show Delivery Address and Show Shipper Address on Invoices etc. Can be set here or not, and can equally be changed on the individual Order or Invoice etc.
11. Invoice Warning – you can be warned of the number of days till your invoices are due.
12. Invoice Date – You can set the date to be reminded of to do your Invoices
13. Diary Appointments – You can set how many days warning you want of your Diary Appointments
14. Enter 1st Default Name for Stock Details
15. Enter2nd Default Name for Stock Details
16. Select Location for Low Stock – Low Stock can either be applied to all your Stock, or Stock at a particular Location.
17. Default Location – This is used if you are selecting Stock from one Location and is also the Default Location for receiving Stock into. In Addition it is the default location on sales from All Locations, when you enter the item on the screen, rather than from a popup form or from the Product Sales Form.
18. Enter Name for "Location" if different (e.g. "Cars")

19. Select Pro Forma etc. – You can select whether to Issue Pro Forma Invoices, Estimates or Quotations
20. Back Up Period – You can select the number of Days between system back ups.
21. Top Sales Report – You can set the number and whether you want it to be a % (True)or not (False)
22. Bottom Sales Report - You can set the number and whether you want it to be a % (True)or not (False)
23. You can Open the Settings Table, where the information is stored.

Archive Menu

1. This allows you to Archive Invoices, Shop Sales and Credit Notes that have been paid form a Date
2. This allows you to Archive orders and returns that have been received, from a Date
3. You can see and print out archived documents, but you cannot change them.

Passwords

This is a single Password program, but you can enter and change the password. A different password is used on the Stock Details Form. This could be developed if required so different parts of the program could be available to different employees.

Back Up Data

a) This allows you to back up your data file
b) Reminder period to do it set in the Settings Menu
c) Can be used to copy any other file on your computer to another place.

View Low Stock

This opens a Pop up menu showing any items, falling into Low Stock. It can be ordered by Product Name & Code and also selected by Category. It can be printed out. You can also Order the Order Reorder Number for any item Shown. This is either added to that 1st unprinted Order or a new order is created.

Communications

Like all Shaw programs, this is as much a communication system as a Stock Control one.

1. By connecting a telephone with a splitter to the same line as the computer, any telephone number in the program can be dialed.
   See Useful Hints on (**www.shawprograms.co.uk**) for a telephone modem if your computer has not got one.
2. Any Fax number can be copied and exported to another programme
3. Depending on your set up, any email addresses can be automatically inserted into a new email (With Outlook or Outlook Express etc.) or copied, ready to be posted into any programme like AOL.
4. Any website can be visited.

Export

Any printed report can be exported to Word or analyzed with Excel. In Addition the follow items can be exported to Excel, Word, csv , NotePad or HTML and either saved or saved and viewed:

1. All Invoices
2. All Orders
3. Address Book
4. Categories
5. Locations
6. Stock
7. Current Order
8. Current Invoice
9. Current Shop Sale
10. Current Credit Note
11. Current List
12. Current email List
13. Current Things to Do
14. All Diary Appointments
15. Settings (Useful when downloading Updates, so they can be copied back after the download.)

Networking

The Program can be networked. The Front End of the Program has 4 Back End Files, Data, Mail Merge, Archive and Private Notes. The Data and Archive Files want to be placed on the server, The Private Notes and the Front End want to go on the User's Computer and the Mail Merge file can go on either. The Additional Cost is £50 per User's computer.

Development

The Program can be developed to your or your Company's requirements. This could include individual Passwords and Control, Changing the Background Colour or amending the Program.

The cost would be £25 an hour or by negotiation.