Diskette
Software

Model PHD 5024
Inventory Management

Seven programs help you track your company's inventory — with computer speed and accuracy.
- INITIALIZATION — Define and customize your inventory categories.
- UPDATE — Enter inventory items and trace movement.
- 32-COLUMN and 72-COLUMN REPORTS — Print your inventory reports.
- DELETE — Delete unwanted records.
- CONVERT 1 — Convert your data file into a format readable by the Personal Record Keeping or Statistics Command Module.
- CONVERT 2 — Convert back into a format readable by the Inventory Management package.

Designed for use with the TI-99/4 Home Computer, the TI Disk Memory System (TI Disk Drive Controller and TI Disk Memory Drive), and the Personal Record Keeping or Statistics Solid State Software™ Command Module (all sold separately).

Author: Texas Instruments

Language: TI-99/4 BASIC

Hardware: TI-99/4 Home Computer
          Disk Controller and Drive
          Thermal Printer or RS232 Interface and
            RS232C-Compatible Printer
          Personal Record Keeping or Statistics Solid State
            Software™ Command Module

Media: Diskette

Keeping track of inventory is an important aspect of any
business. You want to be sure you have enough supplies on hand,
yet you don't want to stock unnecessary items. However, taking
inventory manually can be a time-consuming, as well as
error-prone, process. Now, the Inventory Management package for
the Home Computer introduces computer speed, accuracy, and
thoroughness to your inventory system.

The Inventory Management package contains seven programs to help
you manage your inventory more efficiently.

- INITIALIZATION -- Sets up the records and enables you to
  define the inventory categories yourself, customizing the
  system to your needs.

- UPDATE -- Allows you to enter the items in your inventory and
  trace the movement of those items.

- 32-COLUMN REPORTS and 72-COLUMN REPORTS -- Prints either 32-
  or 72-column inventory reports.

- DELETE -- Deletes unwanted records.

- CONVERT 1 -- Converts your data file to a format readable by
  the Personal Record Keeping or Statistics Command Module.

- CONVERT 2 -- Converts your Personal Record Keeping or
  Statistics file back into a format readable by the Inventory
  Management package.

The Inventory Management package is designed to take advantage
of the file structures of the Personal Record Keeping or
Statistics Command Module. One of these modules must be
inserted in the slot on your computer console before you load
any of the inventory programs. The program also requires a
newly initialized diskette for recording your inventory data.

With the Inventory Management package, you can easily enter,
update, or print information on a maximum of 900 stock items in
your company's inventory. The information on each item includes
the item number, inventory number, description, active or
inactive status, unit cost, unit price, taxable or nontaxable
designation, unit of measurement, quantity on hand, reorder
point, quantity on order, last sales date, and cumulative sales.

The Initialization program initializes positions for 900 records on your data diskette. After the initialization is complete, you can specify the name of your printing device, your company's name, and the current sales-tax rate. In addition, you can define up to 20 major categories for your inventory records, as well as enter the number of items to be included in each category. Then, if you wish, the program prints a list of these categories.

The Initialization program sets up two files on your data diskette. The first file, DSK1.MAIN, contains the printing device name, company name, sales tax rate, number of categories, description of each category, and the first and last item numbers in each category. The other file, DSK1.STOCK, contains entries for up to 900 stock items.

Note: Since the Inventory Management package requires a data diskette in addition to the program diskette, we suggest that you label the data diskette "Inventory Data." We also recommend that you keep an updated backup copy of your data diskette as protection against diskette damage or loss.

Before you use the Initialization program for the first
time, you must initialize your data diskette with the Disk
Manager Command Module (see the module owner's manual for
details). Then you must set up records for 900 inventory
items by initializing the diskette with the Initialization
program in the Inventory Management package.

These two initialization procedures should only be
performed once. If you repeat either one of them, all the
information on your data diskette is erased.

STEP 1:   Be sure that the Personal Record Keeping or Statistics Command Module is inserted into the console. (See the owner's manual for instructions.)

STEP 2:   Press any key to pass the title screen. Then press 1 to select TI BASIC. To load the program, insert the Inventory Management diskette into Disk Drive 1, type

        OLD DSK1.INIT

and press ENTER. When the cursor reappears, type RUN and press ENTER.

STEP 3:   The Initialization title screen appears next. Press any key to continue. The program now reminds you to insert the data diskette. Remove the Inventory Management diskette and insert your data diskette into Disk Drive 1. Then press ENTER.

STEP 4:   Next, the program displays the date as 01/01/00 and asks you to enter "today's date." The program uses the date you enter as the starting date for the records and also as the last date of sale. To enter the date, type the number of the month as two digits and press ENTER. Then enter the day and the year in the same manner.

STEP 5:   The program now displays a selection list, offering you three choices:

1   INITIALIZE INVENTORY DATA DISKETTE
2   UPDATE INVENTORY INFORMATION
3   END SESSION

Type the number beside the option you want, and press ENTER.

OPTION 1:   INITIALIZE INVENTORY DATA DISKETTE

Remember, this option should be selected
only when you are setting up your files for
the first time.

When you press 1, the Initialization display
appears. Press either BACK to return to the
selection list or PROC'D to begin the
initialization. If you press PROC'D, the
program begins initializing 900 records on
the data diskette. Since this process takes
several minutes to complete, each record
number is displayed as it is initialized.
To stop the initialization procedure, press
BACK, and the program displays the Update
Inventory Information selection list.

However, each time you select this
procedure, the program starts over with the
first record. Also, you must initialize all
900 records before you enter your inventory
data.

Note: The initialization process should
only be performed on a newly initialized
diskette.

After the initialization is complete, the
program displays the Update Inventory
Information selection list.

OPTION 2:   UPDATE INVENTORY INFORMATION

When you select Option 2 or complete Option
1, the Update Inventory Information
selection list appears.

1   PRINTING DEVICE NAME
    COMPANY NAME
    SALES TAX RATE
2   DEFINE CATEGORIES
3   LIST CATEGORIES
4   END SESSION

Select the option you want by typing the
number and pressing ENTER.

Printing Device, Company Name, Sales Tax Rate

If you press 1, you are asked to enter the
name of your printing device. The name can
be a maximum of 24 characters long. If you
are using the TI Thermal Printer, the device
name is TP. For a printer connected to the
TI RS232 Interface, the device name is
RS232/1 or RS232/2, depending on which port
your printer is plugged into. (See the
Thermal Printer or RS232 Interface owner's
manual for further details on the full
device name.) Type the name and press ENTER.

Next, enter your company's name, which can
be a maximum of 25 characters long. Then
enter the current sales-tax rate as a
percentage from 0 through 99.00. The
program now returns to the Update Inventory
Information selection list.

Define Categories

When you select this option, you are ready
to define up to 20 categories in your
inventory system. These categories are
intended to help you obtain meaningful
comparisons and groupings of information
with the Inventory Management package.

For example, with a building materials
business, you could set up categories for
Lumber, Hardware, Plywood, Sheetrock, Patio
Decks, and Flooring. Then you can list your
Lumber inventory without listing all of your
items. Or, if you are considering dropping
Patio Decks from your stock, you can list
that category to evaluate your sales. Also,
the items within a category could be listed
according to their size or dimensions, such
as 10-foot two-by-fours, 20-foot
two-by-fours, and 12-foot four-by-fours so
that items can be evaluated individually.
As you enter the number of items in a
category, you might want to leave room to
add other items in the same category later.
To do this, simply enter a last item number
which is larger than the actual number of
items in the category.

The program shows the category numbers and
the default numbers for the items in the
first category. Type the first category
description, using a maximum of 17
characters, and press ENTER. Next, enter
the number of the first item in that
category, changing the default value if
necessary. Then enter the last item
number. Continue entering descriptions and
item numbers until you have defined all of
your categories. Note: You can specify a
maximum of 900 items.

As you are defining the categories, you may
find it helpful to include some
subcategories. To do this, "nest" some of
your categories inside a larger category.
For example, one category could be
"Hardware" and contain items 1 through 50.
The following category descriptions might be
"Screws" for items 1 through 20 and "Nails"
for items 21 through 50.

Occasionally, you may decide to delete a
category. If so, press ENTER until the
cursor is on the appropriate description.
Then press AID and the category is deleted.

After you finish entering and deleting
categories, press PROC'D. The program then
returns to the Update Inventory Information
selection list.

List Categories

If you select the List Categories option,
the program prints a copy of the categories
you defined. If no printer was named
previously, the program asks you to enter
the name of the printing device.

End Session

Select this option from the Update Inventory
Information selection list to stop the
program and return to TI BASIC. The data
files are closed and the message SESSION
COMPLETED is displayed.

OPTION 3:   END SESSION

See "End Session" above.

Using the Update program, you can enter a maximum of 900 stock items. The information entered on each item includes description, inventory number, quantities on hand and on order, reorder point, unit cost, unit price, last sales date, and cumulative sales based on a specified starting date. After the items have been entered, you can trace the movement of your stock, issues, and receipts, and print an audit trail. In addition, you can display information on selected stock items.

When you are entering or changing items in your inventory, the
Update program asks for the information listed in the following
table under FIELD. The answer you enter must be the type shown
on this table, where "Int" means integer (numbers without
decimals), "Char" means character (combination of letters and
numbers), and "Dec" means decimal (numbers with decimals). The
LENGTH column tells you how many numbers or letters you can
enter in each "field," and the DECIMAL column shows the number
of places allowed after the decimal point. ACCEPTABLE VALUES
gives the range of the values you can enter.

FIELD	TYPE	LENGTH	DECIMAL	ACCEPTABLE VALUES
Item Number	Int	3	0	1 to 900
Inventory Number	Char	12	0	------
Description	Char	15	0	------
Active	Char	1	0	Y or N
Unit Cost	Dec	8	2	0.00 to 99999.00
Unit Price	Dec	8	2	0.00 to 99999.00
Taxable	Char	1	0	Y or N
Unit	Char	2	0	------
Qty on Hand	Int	5	0	-99999 to 99999
Reorder Point	Int	4	0	-9999 to 9999
Qty on Order	Int	4	0	-9999 to 9999
Last Sales Date	Int	6	0	01/01/00 to 12/31/99
Cummulative Sales	Int	9	0	0 to 999999999

Notice that the inventory information includes a description of
the unit of sale, which must be entered using two characters.
For your convenience, a list of abbreviations for some common
units is included here. Or, you may prefer to develop your own
unit abbreviations.

Abbreviation	Unit	Abbreviation	Unit
BL	barrel	IN	inch
BU	bushel	L	liter
BX	box	LB	pound
DZ	dozen	M	meter
EA	each	MI	mile
FB	board foot	OZ	ounce
FT	foot	PK	peck
G	gram	PT	pint
GL	gallon	QT	quart
GR	gross	YD	yard

STEP 1: Be sure that the Personal Record Keeping or Statistics Command Module is inserted into the console. (See the owner's manual for instructions.)

STEP 2: Press any key to pass the title screen. Then press 1 to select TI BASIC. To load the program, insert the Inventory Management diskette into Disk Drive 1, type

             CALL FILES(1)

and press ENTER. Next, type NEW and press ENTER. Then type

             OLD DSK1.UPDATE

and press ENTER. When the cursor reappears, type RUN and press ENTER.

STEP 3: The Update title screen appears next. Press any key to continue. The computer then asks if you entered CALL FILES(1) before loading the program. If not, enter N for "no" and you are returned to TI BASIC so that you can reload the program, including the CALL FILES(1) statement. When you have loaded the program with CALL FILES(1), enter Y for "yes" and the program continues.

Note: If you do not enter CALL FILES(1), the program stops and displays the error message, MEMORY FULL IN xxx.

STEP 4: The program now reminds you to insert your data diskette. Remove the Inventory Management diskette and insert your data diskette into Disk Drive 1. Then press ENTER.

STEP 5:   The program now asks you to enter the date.
           This date appears at the top of your printed
           audit trail. Type the month, day, and year
           as two digits, pressing ENTER after each
           entry.

           After the date is completed, you are asked
           for the name of the printing device. The
           display shows the name entered during the
           Initialization program. If it is correct,
           press ENTER. To use a different printer,
           type the new name and press ENTER.

STEP 6:   The Update Inventory Items selection list
           appears next.

           1   SET UP/CHANGE ITEMS
           2   INVENTORY MOVEMENT
           3   DISPLAY ITEMS
           4   END SESSION

           Type the number beside the option you want,
           and press ENTER.

OPTION 1: SET UP/CHANGE ITEMS

           When you press 1, the program asks if you
           want to enter a new starting date for your
           cumulative sales total. To set up or change
           items in your inventory file, enter N for
           "no." To start the cumulative sales total
           from a new date, enter Y for "yes."

           If you enter Y, you can change the starting
           date to help you track monthly, quarterly,
           or annual sales totals. First, specify
           whether all items or only selected
           categories of items are to be restarted. If
           you decide to select only certain
           categories, enter the number of each
           category you want restarted. After the
           items are specified, enter the new starting
           date. The program then sets the cumulative
           sales total for the specified items to zero
           and calculates future totals based on the
           new date. When these operations are
           completed, the display returns to the Update
           Inventory Items selection list.

If you enter N so that you can enter or
change items, you are asked for the item
number. For a new item, type a previously
unused number and press ENTER. Then enter
the remaining information as you are
prompted by the computer. To change an
item, enter its number and the program
displays the current information on that
item. When you have corrected or entered
the data as necessary, press BACK, and the
program returns to the selection list.

Note: Movement of stock items should not be
entered with this option because the
transactions do not appear in your audit
trail. Instead, indicate the movement of
existing items with the "Inventory Movement"
option.

OPTION 2:   INVENTORY MOVEMENT

With Option 2, you can indicate inventory
movement and obtain a printed audit trail of
your stock. First, you are asked whether
the transactions are issues (sales) or
receipts. The choice you make applies to
all transactions until you return to the
selection list and begin the Inventory
Movement option again.

Next, the program asks if you want a listing
of the transactions to follow. If so, enter
Y for "yes," and the program prints either a
32-column report if the Thermal Printer was
specified or a 72-column report if an
RS232C-compatible printer was specified.
(Note: The appropriate printer must be
attached to the computer and turned on.
Otherwise, the error message BAD NAME IN
LINE xx is displayed.)

At this point, you are ready to enter the
item number. If the item you select is one
that you specified as being inactive, you
are asked for another item number. For an
active item, the computer displays the
inventory number, description, and quantity
on hand. Now enter the quantity of this
item that moved (either incoming or
outgoing), and the computer automatically
adjusts the quantity-on-hand total for you.
If this total falls below the reorder point
or becomes backordered, the border turns
yellow and a message appears, reminding you
to reorder. Next, you are asked whether
your entry is correct. If not, enter N for
"no," and then reenter the item number and
quantity. When the information is correct,
enter Y for "yes," and the program changes
the information on your data diskette. The
program now prints a record of this
transaction, if one was requested, and then
asks you for the next item number.

When the transactions are completed, press
BACK. The computer prints the total value
of the transactions for this session, and
the display returns to the selection list.

OPTION 3: DISPLAY ITEMS

When you press 3, the program displays the
categories you defined. To continue, press
ENTER.

Next, enter the number of the first item you
want displayed. The program then displays
the inventory number and the first nine
characters of the description for that item
and any following items, up to 900. An
asterisk (*) appears to the left of the
inventory numbers for all inactive items.

When the display is filled with information,
press either ENTER to display more items or
BACK to return to the selection list.

OPTION 4:   END SESSION

When the selection list is displayed, enter
4 to stop the program and return to TI
BASIC. The data files are closed, and the
message SESSION COMPLETED is displayed.

You may find it helpful to print reports based on certain
information included in your inventory system. With the
32-Column Reports program, you can obtain reports on the
following topics:

    Value at Cost
    Value at Price
    Profit Margins
    Total Sales
    All Items on Order
    Items at Reorder Point
    Backordered Items
    Slow-Moving Items
    Active Inventory Items
    Inactive Inventory Items

Note: The only report which includes inactive items is the
Inactive Inventory Items listing.

STEP 1:   Be sure that the Personal Record Keeping or
Statistics Command Module is inserted into
the console. (See the owner's manual for
instructions.) Also be sure that your
printer is properly attached and turned on.

STEP 2:   Press any key to pass the title screen.
Then press 1 to select TI BASIC. To load
the program, insert the Inventory Management
diskette into Disk Drive 1, type

                CALL FILES(1)

and press ENTER. Next, type NEW and press
ENTER. Then type

                OLD DSK1.REPORT1

and press ENTER. When the cursor reappears,
type RUN and press ENTER.

STEP 3:   The 32-Column Reports title screen appears
next. Press any key to continue. The
program then asks if you entered CALL
FILES(1) before loading the program. If
not, enter N for "no," and you are returned
to TI BASIC so that you can reload the
program, including the CALL FILES(1)
statement. When you have reloaded the
program, enter Y for "yes" and the program
continues.

        Note: If you do not enter CALL FILES(1),
the program stops and displays the error
message, MEMORY FULL IN xxx.

STEP 4:   The program now reminds you to insert your
data diskette. Remove the Inventory
Management diskette and insert your data
diskette into Disk Drive 1. Then press
ENTER.

STEP 5:   Next, the program asks you to enter the
date. This date appears at the top of all
your reports. Type the month, day, and year
as two digits, pressing ENTER after each
entry.

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After the date is completed, you are asked
for the name of the printing device. The
display shows the name entered during the
Initialization program. If this is a device
other than the TI Thermal Printer, the
border turns yellow, and a message appears
to remind you that the program prints
reports which are 32 columns wide. You are
then asked whether you wish to continue. If
so, press Y for "yes." If you enter N for
"no," the program stops. You can then
change printers and run this program again
or use the same printer and load a different
program.

STEP 6:   Next, the main Inventory Reports selection
list appears, giving these options:

1   VALUE OF INVENTORY
2   ITEMS ON ORDER
3   SLOW-MOVING ITEMS
4   LIST INVENTORY ITEMS
5   DISPLAY ITEM CATEGORIES
6   END SESSION

When you select a report, each record is
checked, and its number is displayed so that
you can keep track of where the program is.
If any record contains information
applicable to the option selected, that
record is printed. With the Value of
Inventory report, the computer also prints a
subtotal by category and the grand total of
all items on the report.

When a report is completed, END OF REPORT is
printed at the bottom of the listing, and
the program displays the main Inventory
Reports selection list. To stop the
printout before it is complete, press BACK.
The items on the report are totaled, and the
selection list is displayed.

Type the number beside the option you want,
and press ENTER.

OPTION 1:   VALUE OF INVENTORY

When you press 1, the program asks for the starting and ending categories for the report. After you enter the category numbers, another selection list is displayed. Select one of the four types of reports by entering the appropriate number.

Value at Cost--includes the item number, inventory number, quantity on hand, value of the item at cost, total value of the inventory at cost, and number of backordered items.

Value at Price--gives you the item number, inventory number, quantity on hand, value of the item at price, total net value of the inventory at price, total sales tax on the inventory, total gross value of the inventory at price, and number of backordered items.

Profit Margin--prints the item number, inventory number, and profit margin.

Cumulative Sales--provides the item number, inventory number, and cumulative sales total.

Each report includes subtotals by category and a grand total for the entire report, using the range you specified.

OPTION 2:   ITEMS ON ORDER

If you select Option 2 from the main Inventory Reports selection list, the program asks for the starting and ending category numbers. After you enter the categories for the report, the following selection list is displayed.

1   ALL ITEMS ON ORDER
2   ITEMS AT OR BELOW REORDER POINT
3   ITEMS ON BACKORDER

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Select one of the three types of reports by entering the appropriate number. The information in each report includes the item number, inventory number, quantity on hand, and quantity on order.

OPTION 3:   SLOW-MOVING ITEMS

If you select Slow-Moving Items, the program asks for the starting and ending category numbers. After you enter the categories for the report, enter the date on which you started the cumulative sales totals. The program prints a listing of all items with a cumulative sales total of zero. The information included in the report is item number, inventory number, date of the last sale, and quantity on hand.

OPTION 4:   LIST INVENTORY ITEMS

With Option 4, you choose to print either active items or inactive items. The program first asks for the starting and ending category numbers. After you enter the categories for the report, the listing is printed, giving the item number, inventory number, and description.

OPTION 5:   DISPLAY ITEM CATEGORIES

Option 5 displays the categories you defined in the Initialization program. For each category, the description and the first and last item numbers are shown. When you finish reviewing the list, press ENTER to return to the main Inventory Reports selection list.

OPTION 6:   END SESSION

Select Option 6 to stop the program and return to TI BASIC. The program closes the files and displays the message SESSION COMPLETED.

The 72-Column Reports program provides printed reports that are
maximum of 72 columns wide. Reports can be printed on any of
these topics:

    Value of Inventory
    Items on Order
    Slow-Moving Items
    Inventory Items Listing

Note: The only listing which includes inactive items is the
Inactive items option of the Inventory Items Listing report.

STEP 1: Be sure that the Personal Record Keeping or
         Statistics Command Module is inserted into
         the console. (See the owner's manual for
         instructions.) Also be sure that your
         printer is properly attached and turned on.

STEP 2: Press any key to pass the title screen. Then
         press 1 to select TI BASIC. To load the
         program, insert the Inventory Management
         diskette into Disk Drive 1, type

                   CALL FILES(1)

         and press ENTER. Next, type NEW and press
         ENTER. Then type

                   OLD DSK1.REPORT2

         and press ENTER. When the cursor reappears,
         type RUN and press ENTER.   .

STEP 3: The 72-Column Reports title screen appears
         next. Press any key to continue. The
         program then asks if you entered CALL
         FILES(1) before loading the program. If not,
         enter N for "no" and you are returned to TI
         BASIC so that you can reload the program,
         including the CALL FILES(1) statement. When
         you have reloaded the program, enter Y for
         "yes" and the program continues.

         Note: If you do not enter CALL FILES(1), the
         program stops and displays the error message,
         MEMORY FULL IN xxx.

STEP 4: The program now reminds you to insert your
         data diskette. Remove the Inventory
         Management Diskette and insert your data
         diskette into Disk Drive 1. Then press ENTER.

STEP 5: Next, the program asks you to enter the
         date. This date appears at the top of all
         your reports. Type the month, day, and year
         as two digits, pressing ENTER after each
         entry.

After the date is completed, you are asked
for the name of the printing device. The
display shows the name entered during the
Initialization program. If you specify the
TI Thermal Printer, the border turns yellow,
and a message appears to remind you that the
program prints reports which are 72 columns
wide. You are then asked whether you wish to
continue. If so, press Y for "yes." If you
enter N for "no," the program stops. You can
then change printers and run this program
again or use the same printer and load a
different program.

STEP 6: Next, the main Inventory Reports selection
list appears, giving these options:

1   VALUE OF INVENTORY
2   ITEMS ON ORDER
3   SLOW-MOVING ITEMS
4   LIST INVENTORY ITEMS
5   DISPLAY ITEM CATEGORIES
6   END SESSION

When you select a report, each record is
checked, and its number is displayed so that
you can keep track of where the program is.
If any record contains information applicable
to the option selected, that record is
printed. With the Value of Inventory and
Items on Order reports, the computer also
prints a subtotal by category and the grand
total of all items on the report.

When a report is completed, END OF REPORT is
printed at the bottom of the listing, and the
program displays the main Inventory Reports
selection list. To stop the printout before
it is complete, press BACK. The items on the
report are totaled, and the selection list is
displayed.

Type the number beside the option you want,
and press ENTER.

OPTION 1:   VALUE OF INVENTORY

When you press 1, the program asks for the
starting and ending categories for the
report. After you enter the category
numbers, the report is printed. The
information includes the item number,
inventory number, description, quantity on
hand, value of the inventory at cost, value
of the inventory at price, profit margin,
cumulative sales totals, total value at cost,
total net value at price, total sales tax,
total gross value at price, and number of
backordered items. The report also includes
subtotals by category and a grand total for
the entire report, using the range you
specified.

OPTION 2:   ITEMS ON ORDER

If you select Option 2 from the main
Inventory Reports selection list, you are
asked for the starting and ending category
numbers. After you enter the categories for
the report, the following selection list is
displayed.

1 ALL ITEMS ON ORDER
2 ITEMS AT OR BELOW REORDER POINT
3 ITEMS ON BACKORDER

Select one of the three types of reports by
entering the appropriate number. The
information in each report includes the item
number, inventory number, description,
quantity on hand, reorder point, quantity on
order, value of the order at cost, and total
value of the order at cost.

OPTION 3:   SLOW-MOVING ITEMS

             If you select Slow-Moving Items, the program
             asks for the starting and ending category
             numbers. After you enter the categories for
             the report, enter the date on which you
             started the cumulative sales totals. The
             program prints a listing of all of the items
             with a cumulative sales total of zero. The
             information includes item number, inventory
             number, description, quantity on hand, and
             date of the last sale.

OPTION 4:   LIST INVENTORY ITEMS

             With Option 4, you choose to print either
             active items or inactive items. The program
             asks for the starting and ending category
             numbers. After you enter the categories for
             the report, the listing is printed, giving
             the item number, inventory number,
             description, unit, quantity on hand, unit
             cost, unit price, and whether sales tax is
             applicable.

OPTION 5:   DISPLAY ITEM CATEGORIES

             Option 5 displays the categories you defined
             in the Initialization program. For each
             category, the description and the first and
             last item numbers are shown. When you finish
             reviewing the list, press ENTER to return to
             the main Inventory Reports selection list.

OPTION 6:   END SESSION

             Select Option 6 to stop the program and
             return to TI BASIC. The program closes the
             files and displays the message SESSION
             COMPLETED.

Using the Delete program, you can delete any of the items on
your data diskette to make room for new data. The deletions can
include all of your records, your inactive records, or a
selected portion of your records. The program also lists the
items you delete.

STEP 1:   Be sure that the Personal Record Keeping or
          Statistics Command Module is inserted into
          the console. (See the owner's manual for
          instructions.)

STEP 2:   Press any key to pass the title screen.   Then
          press 1 to select TI BASIC.   To load the
          program, insert the Inventory Management
          diskette into Disk Drive 1, type

                    OLD DSK1.DELETE

          and press ENTER.   When the cursor reappears,
          type RUN and press ENTER.

STEP 3:   The Delete title screen appears next,
          followed by a display reminding you to insert
          the data diskette.   Remove the Inventory
          Management diskette and insert your data
          diskette into Disk Drive 1.   Then press ENTER.

STEP 4:   The categories you defined in the
          Initialization program are displayed next.
          When you finish reviewing the list, press
          ENTER to continue.

STEP 5:   Now the program asks you to enter the
          starting and ending item numbers for your
          review.   For each, type a number from 1
          through 900, and press ENTER.

STEP 6:   The next display provides a selection list
          for you to choose the group of records you
          want to delete.   The options are:

          1 ALL RECORDS
          2 INACTIVE RECORDS
          3 SELECTIVE

          With option 1 or 2, the items in the
          specified range will be automatically
          deleted.   If you select option 3, the program
          will display each item in the specified range
          so that you can decide which ones to delete.

STEP 7:   After choosing the group of records you wish
          to delete, the program asks you to enter the
          current date. Type the month, day, and year
          as two digits, pressing ENTER after each
          entry.

          Next, indicate whether you want a listing of
          the items you delete. If so, enter the name
          of the printing device.

STEP 8:   Now you are ready to delete your records. If
          you selected "All Records" or "Inactive
          Records," the program begins deleting the
          indicated items.

          If you chose "Selective" from the selection
          list, the program displays one item at a
          time, giving you the item number, inventory
          number, description, and status (active or
          inactive) of each. Then you are asked
          whether you want to delete the item. Enter Y
          for "yes" or N for "no."

          With any of the three options, if you
          requested a list of items you delete, the
          computer prints the information before
          deleting the item.

STEP 9:   When the group of items you specified is
          completed, you are asked whether you want to
          end the session. To delete another group of
          items, enter N for "no," and the list of
          categories reappears. To stop the program
          and return to TI BASIC, enter Y for "yes."
          The files are closed, and the message SESSION
          COMPLETED is displayed.

The Convert 1 program lets you convert up to 100 items from your data diskette into a file which can be read by the Personal Record Keeping or Statistics Command Module. In this way, you can utilize the capabilities of either module to manipulate your inventory data.

When you convert your data to a Personal Record Keeping file, you can use the Personal Record Keeping module to perform certain procedures, such as alphabetizing the items, sorting the items into subsets based on a certain characteristic, or performing mathematical calculations. In addition, you can use the Statistics module to perform such statistical calculations as mean, standard deviation, correlation, linear regression, t-tests, and analysis of variance.

The first time you use the Convert 1 program, you must copy an additional file, called INVENTORY, from the Inventory Management diskette to your data diskette (see "User Instructions"). Then when you convert your data into a format readable by the Personal Record Keeping and Statistics modules, the results are stored in the INVENTORY file. The structure of the resulting Personal Record Keeping or Statistics file is as follows:

NUMBER	ITEM	TYPE	WIDTH	DECIMAL PLACES
1	Item #	Int	3	0
2	Inv #	Char	12	0
3	Descr	Char	15	0
4	Unit	Char	2	0
5	On Hand	Int	5	0
6	Reorder Pt	Int	4	0
7	On Order	Int	4	0
8	Cost	Dec	8	2
9	Price	Dec	8	2
10	Taxable	Int	1	0
11	Last Sale	Int	6	0
12	Start Date	Int	6	0
13	Cum Sales	Int	9	0

To manipulate your data with Personal Record Keeping or Statistics, load the INVENTORY file into the computer's memory, following the directions in the module owner's manual. Note that the module indicates taxable items with a 1 and nontaxable item with a 0. In addition, the module converts the Last Sale and Start Date into the YY/MM/DD format so that you can do numerical sorts by date. After you complete the procedures or calculations you want to perform with the module, use the Convert 2 program to convert the file back into the Inventory Management format.

STEP 1:   Before you convert an Inventory Management file into the Personal Record Keeping and Statistics format, the Personal Record Keeping and Statistics file structure must be set up on your data diskette. <u>Note</u>: You only need to perform this step the first time you use the Convert 1 program.

To begin, insert the Personal Record Keeping or Statistics Command Module into the console. Press any key to pass the title screen. Then press 3 to select PERSONAL RECORDS or STATISTICS. Next, insert the Inventory Management diskette into Disk Drive 1.

To load the DSK1.INVENTORY file from the Inventory Management diskette, follow the directions in the "Loading Data" section of the Personal Record Keeping or Statistics owner's manual. Then remove the Inventory Management diskette, insert the data diskette, and follow the directions in the manual for "Storing Data" to copy the file on your data diskette. Next, select the EXIT option from the module's Main Index to leave the module program and return to the master title screen.

STEP 2:   Leave the Personal Record Keeping or Statistics module inserted into the console. Press any key to pass the master title screen. Then press 1 to select TI BASIC. To load the program, insert the Inventory Management diskette into Disk Drive 1, type

CALL P(8000)

and press ENTER. Next, type

OLD DSK1.CONVERT1

and press ENTER. When the cursor reappears, type RUN and press ENTER.

IMPORTANT: You must return to the master title screen and reselect TI BASIC before entering CALL P(8000).

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STEP 3:   The Convert 1 title screen appears next.
          Press any key to continue. The computer then
          asks if you entered CALL P(8000) before
          loading the program. If not, enter N for
          "no" and you are returned to TI BASIC. To
          reload the program, including the CALL
          P(8000) statement, enter BYE to leave TI
          BASIC. Next, press any key to pass the title
          screen and then press 1 to select TI BASIC
          again. Now reload the program. When the
          program asks about CALL P(8000), enter Y for
          "yes" and the program continues.

          Note: If you do not enter CALL P(8000), the
          program stops and displays the error message,
          NUMBER TOO BIG IN xxx.

STEP 4:   The program now reminds you to insert your
          data diskette. Remove the Inventory
          Management diskette and insert your data
          diskette into Disk Drive 1. Then press ENTER.

STEP 5:   The program displays the categories you
          defined in the Initialization program. When
          you finish reviewing the list, press ENTER to
          go on.

STEP 6:   Next, you are asked for the numbers of the
          items you want to convert. With this
          program, you can convert a maximum of 100
          items at a time, as indicated by the default
          item numbers of 1 and 100. Type the starting
          and ending item numbers (from 1 through 900),
          pressing ENTER after each.

When you enter the second item number, the
program begins the conversion. The display
shows you the number of the item currently
being converted and asks you to PLEASE WAIT.
The converted data is stored in the
DSK1.INVENTORY file on your data diskette.
Note: You cannot stop the conversion process
once it starts.

When the conversion is completed, the program
stops, and the files are closed. You are
returned to TI BASIC, and the message SESSION
COMPLETED is displayed.

Now enter BYE to leave TI BASIC. You can
then reselect the Personal Record Keeping or
Statistics module, reload the DSK1.INVENTORY
file from your data diskette, and perform on
your file any of the functions offered by the
module.

Note that you must also enter BYE to leave TI
BASIC and then reselect BASIC before you can
load another program.

The Convert 2 program lets you convert a Personal Record Keeping or Statistics file from the Convert 1 program back into a format which can be read by the Inventory Management package.

STEP 1:   Be sure that the Personal Record Keeping or
          Statistics module is inserted into the
          console. (See the owner's manual for
          instructions.)

STEP 2:   Press any key to pass the master title
          screen. Then press 1 to select TI BASIC. To
          load the program, insert the Inventory
          Management diskette into Disk Drive 1, type

                      CALL P(8000)

          and press ENTER. Next, type

                      OLD DSK1.CONVERT2

          and press ENTER. When the cursor reappears,
          type RUN and press ENTER.

          IMPORTANT: You must return to the master
          title screen and reselect TI BASIC before
          entering CALL P(8000).

STEP 3:   The Convert 2 title screen appears next.
          Press any key to continue. The computer then
          asks if you entered CALL P(8000) before
          loading the program. If not, enter N for
          "no" and you are returned to TI BASIC. To
          reload the program, including the CALL
          P(8000) statement, enter BYE to leave TI
          BASIC. Next, press any key to pass the title
          screen and then press 1 to select TI BASIC
          again. Now reload the program. When the
          program asks about CALL P(8000), enter Y for
          "yes" and the program continues.

          Note: If you do not enter CALL P(8000), the
          program stops and displays the message,
          NUMBER TOO BIG IN xx.

STEP 4:   The program now reminds you to insert your
          data diskette. Remove the Inventory
          Management diskette and insert your data
          diskette into Disk Drive 1. Then press ENTER.

STEP 5:   The program now converts the Personal Record
          Keeping file into a format readable by the
          Inventory Management package. A message
          appears asking you to wait, and the number of
          each item is displayed as the item is
          converted. The results are stored on your
          data diskette. If for some reason the
          structure of the item has been changed so
          that the two files are no longer compatible,
          the item is not converted. If this happens,
          you must reenter that item with the Update
          program.

          When the conversion is completed, the program
          stops, and the files are closed. You are
          returned to TI BASIC, and the message SESSION
          COMPLETED is displayed.

          Note that you must enter BYE to leave TI
          BASIC and then reselect BASIC before you can
          load another program.

The following worksheets can help you collect your category and
inventory information.

CATEGORY WORKSHEET

CATEGORY #   __ __

DESCRIPTION #   __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

FIRST ITEM #   __ __ __

LAST ITEM #   __ __ __

ITEM WORKSHEET

ITEM #   __ __ __

INVENTORY #   __ __ __ __ __ __ __ __ __ __ __ __

DESCRIPTION   __ __ __ __ __ __ __ __ __ __ __ __ __ __

ACTIVE   __

UNIT COST   __ __ __ __ __ . __ __

UNIT PRICE   __ __ __ __ __ . __ __

TAXABLE   __

UNIT   __ __

QTY ON HAND   __ __ __ __ __

REORDER PT   __ __ __ __

QTY ON ORDER   __ __ __ __

LAST SALE   __ __ / __ __ / __ __

CUM SALES   __ __ __ __ __ __ __ __ __

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Active--Designates an item in which you are currently
trading. Seasonal items, such as Christmas ornaments
or swimsuits, may be active only part of the year.

Audit Trail--A printed record of what you have
entered. This printed listing enables you to check the
accuracy of your entries against the original documents.

Backorder--An item for which you have received more
orders than you have units on hand.

Backup--Protecting information on a diskette by copying
information from one diskette to another and putting
the copy in a safe place.

Category--A number you assign to a group of stock items
to distinguish between different kinds of inventory.
With the Inventory Management package, you can define
up to 20 categories of items. You can use the
categories to distinguish high turnover items from low,
wholesale from retail, perishables from
non-perishables, and more.

Cumulative Sales--The total number of units per item
sold since the last starting date.

Description--A description of a stock item which is
printed on the inventory reports to help identify them.

Inventory Number--A 12-character inventory number used
by you or your supplier to identify a stock item.

Issue--The quantity of an item which has been sold or
transferred to another party.

Item Number--A number from 1 through 900 that
references information on a stock item stored on your
data diskette.

Last Sale Date--The date on which you recorded the last
issue or sale of an item.

Profit Margin--The fraction which demonstrates the
difference between the unit cost and the unit price.

Quantity Moved--The quantity either issued or received during a transaction.

Quantity on Hand--The quantity of an item currently in stock.

Quantity on Order--The quantity of an item currently on order.

Receipt--The quantity of an item which has been received.

Record--The block of information on the data diskette that deals with one stock item.

Reorder Point--A minimum quantity of a stock item that you have designated as the point at which it should be reordered.

Slow-Moving Items--Items which have not shown any sales since the last starting date.

Starting Date--The date that you specify from which cumulative sales totals are kept.

Taxable--Designates an item on which you charge sales tax.

Transaction--Any entry that causes information on a stock-item record to be modified. Setting up, deleting, and changing a stock-item record, and entering the issue, order, and receipt of stock items are transactions.

Unit--The quantity of a stock item that is considered a unit. For example, each (EA), pound (LB), and box (BX) are units.

Unit Cost--The buying cost of one unit of a stock item.

Unit Price--The selling price of one unit of a stock item.