

WINDOWS INVENTORY

General Procedures Guide

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by

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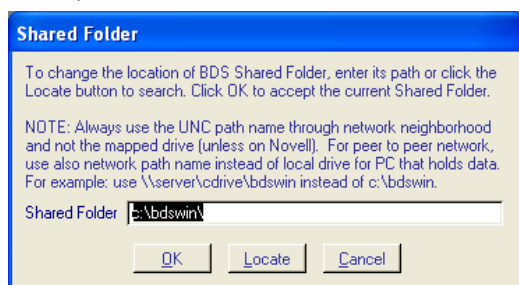
README FIRST

Software Installation

- Only install to the local drive of PCs where the application is run.
- Have a minimum of 500 Megabytes free disk space available to install.
- Close all programs before installing the BDS Software
- Insert the BDS CD in the CD-ROM Drive
- Installation should start automatically, if it does not: Click on **Start** button; Select **Run**; Type in the **Open** text box "**D:\setup**" and press enter.
- Follow instructions on the screen to complete the installation.

Sharing Data

When BDS application is run for the first time, it will prompt you for the location of the Shared Folder (see below).

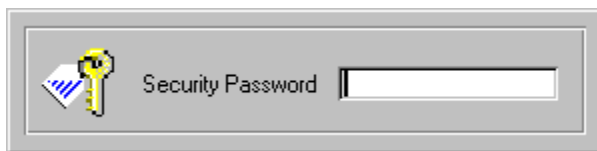


Where data is stored and shared.

Note: Allow one station to complete the initial start-up before allowing other stations to use the application.

USING THE SOFTWARE

There is an icon (shortcut) for each installed application. Click on the icon and the software will ask for your security password.

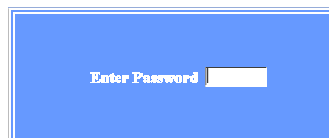


Two passwords are available. They are: **MASTER** and **BDS**

The **MASTER** password, is used to setup and change passwords. The **BDS** password, is used to access the application software. The password BDS has been set up for you. In addition, you can assign Rights to passwords for those who will be looking through the data but not allowed to make entries or changes. The default access rights is Full Read/Write access.

Creating New Passwords and Changing MASTER Password

1. At the password entry screen enter your master password: MASTER and then press ENTER key
NOTE: If you have changed MASTER enter that password instead.



2. The Password screen then appears:

User Name	Password	Rights
MASTER PASSWORD	12345678	Read/Write
BDS	ABC	Read/Write
New Name	Kim	Read/Write

Click to Return to Password Entry Screen

Under **User Name**, click on next open field, enter new user name, and then enter password. Using the drop down list, select the rights level for this user.

To change MASTER Password, simply click on password field for master password and enter in new MASTER Password. **Note: If you change your Master password, please keep it on file so BDS can have access to your password setup when and if needed.**

When you are finished entering all users, select the on **“Click to Return to Password Entry Screen”**. This will take you back to **Enter Password** screen, where you can enter your security password and begin working.

Backup/Restore

Backups are very important as copies of data can protect you against loss or damage. Reconstructing work can be time consuming and sometimes impossible. **It is important to keep at least four backups at all times.**

To use Backup/Restore: Click on **Tools** on the top menu bar and select **Backup/Restore**.

Setup Tab: The default backup path is c:\bdswin\. You can change it to the path or folder of your choice in the setup screen.

Locations of your backups—3 possible destinations.

Click on locate to browse for the path. 3-possible destinations.

Time between failed attempts

IMPORTANT NOTE: Please be advised that it is the responsibility of the operator to ensure that a backup is performed. This backup may be made to a directory on a computer server, station or to tape. If you desire to make your backups to tape on a regular basis please consult with your hardware vendor and ask to have the **Data** directory backed up on a regular basis.

Backup/Restore Tab: By **right clicking** on record selector of the chosen backup, the popup menu will now appear with all the options available to choose from.

Right Click

Description	Date	Location
backup 2	05-02-98 9:02pm Sat	C:\BDSWIN\PAY\
backup 1	05-02-98 9:01pm Sat	C:\BDSWIN\PAY\

- Overwrite Selected Backup
- Create New Backup
- Restore Selected Backup
- Locate Unlisted Backup
- Remove Selected Backup

last four backup of database!

- To create a new backup, select **Create New Backup**.
- To search for a backup that is not listed, select **Locate Unlisted Backup**.
- To restore a backup, select **Restore Selected Backup**.
- Use **Remove Selected Backup** to delete unwanted backup files to free up disk space.

Note: To rename a backup, simply highlight the description of chosen backup and then type a new description.

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Overview

The Windows Inventory software is designed to provide users with a greater degree of control over basic inventory functions. This is accomplished by establishing control procedures for all items that are purchased or sold, by creating a means to track sales information on an on-going basis, and by providing reporting capabilities to review this information whenever necessary.

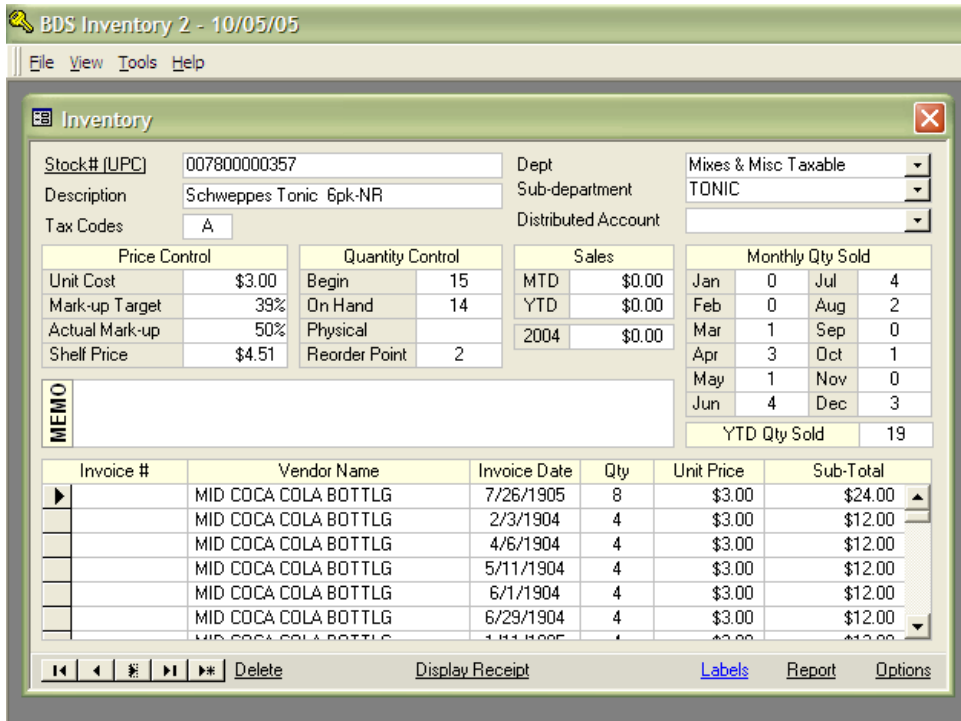
Properly used, the Inventory software will simplify daily procedures like: checking on stock levels, monitoring the need for product reorders, tracking sales information that can later be used to establish sales trends and anticipate demand for specific products. The inventory application will also streamline periodic functions like: reviewing monthly sales reports, and completing accurate physical inventories.

Getting Started

After installing the Windows Inventory software, left click on the Inventory shortcut on your desktop.



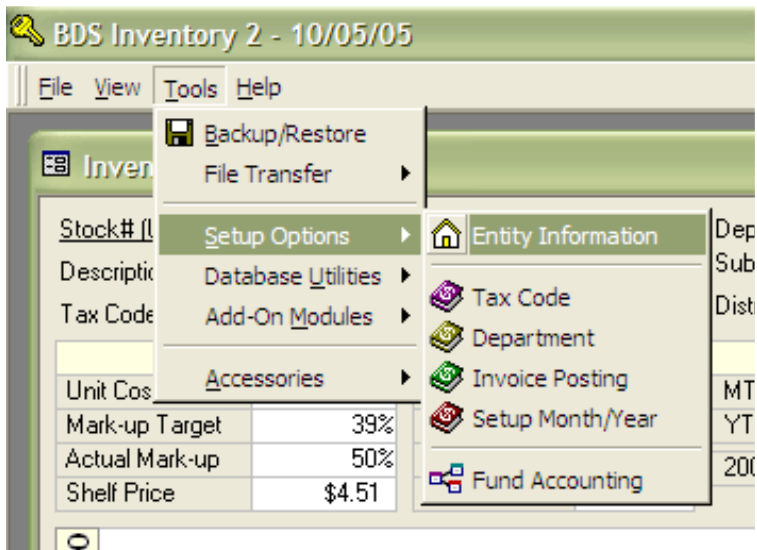
Enter your password.



This is your normal inventory screen.

Setup

Click on Tools on the top menu. Click on Setup Options and select the option you need to edit.



Entity Information: where you enter your company's information.

Tax Codes:

The screenshot shows the 'Taxes' dialog box with a table containing the following data:

ID	Description	Rate(%)	Distributed Account
A	Sales Tax	6.50	G-609-22801
B	Sales Tax 9.00	9.00	G-609-22801
C	RT Tax	7.00	G-609-22801

ID: use a letter from A to Z

Description: the type of tax it is

Rate (%): enter the percentage (%) of the tax

Distributed Account: if you are also using the BDS Fund Accounting program (after you have set your path to Fund Accounting) you can click on the down arrow and select the account code from Fund Accounting. Also see Appendix B.

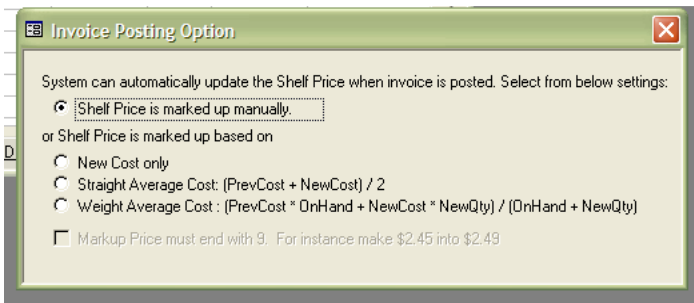
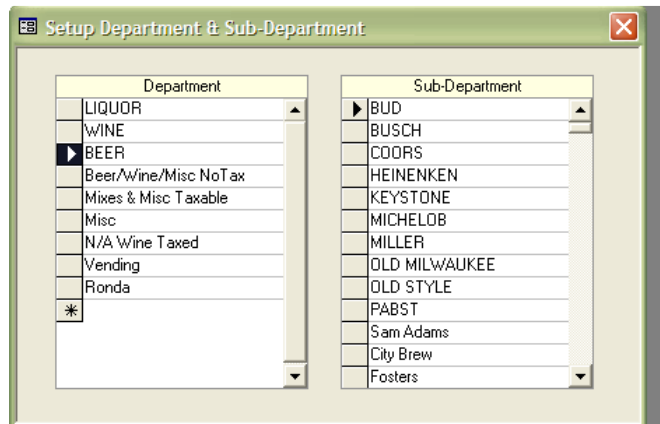
Note: If you are using the Point of Sale program make sure that the Tax codes are setup the same in Point of Sale as they are in Inventory. Also see Appendix A.

Departments and Sub-Departments

Department: enter main departments

Sub-Departments: further divisions of the main departments.

Example: Beer is the main Department on the left side. Bud, Busch and Coors are the Sub-Departments.



Invoice Posting

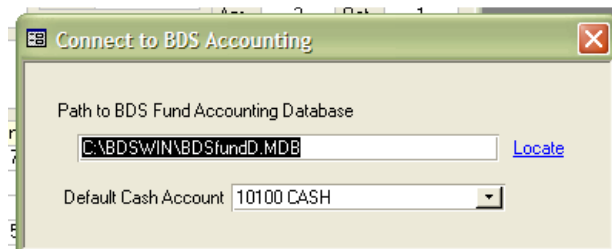
Select to update the Shelf price when invoice is posted:

Either Manually or

Based on: New Cost only, Straight Average Cost, or Weight Average Cost.

Fund Accounting

To set your path to Fund Accounting: click on Tools on the top menu, click on Setup Options and select Fund Accounting. Also see Appendix A



Create a New Inventory Item

Click on the asterisk with the arrow in the lower left corner of the inventory screen.

The screenshot shows the 'Inventory' window with the following data:

Stock# (UPC)	001200000018	Dept	Mixes & Misc Taxable
Description	Pepsi 6 pk cans	Sub-department	POP
Tax Codes	A	Distributed Account	

Price Control		Quantity Control		Sales		Monthly Qty Sold			
Unit Cost	\$1.25	Begin	18	MTD	\$16.45	Jan	1	Jul	1
Mark-up Target	2%	On Hand	16	YTD	\$12.45	Feb	2	Aug	3
Actual Mark-up	99%	Physical	877	2004	\$0.00	Mar	2	Sep	1
Shelf Price	\$2.49	Reorder Point	2			Apr	2	Oct	9
						May	0	Nov	3
						Jun	3	Dec	3
						YTD Qty Sold	30		

At the bottom left, the asterisk button is circled in red.

Enter the new Stock number

Enter the product Description and Tax Code (found in the Tax table in setup).

The screenshot shows the 'Inventory' window with the following data:

Stock# (UPC)	000044551212	Dept	
Description	Pepsi Light Lemon	Sub-department	
Tax Codes	Q	Distributed Account	

Price Control		Quantity Control		Sales		Monthly Qty Sold			
Unit Cost		Begin		MTD		Jan		Jul	
Mark-up Target		On Hand	0	YTD		Feb		Aug	
Actual Mark-up		Physical		2004		Mar		Sep	
Shelf Price		Reorder Point				Apr		Oct	
						May		Nov	
						Jun		Dec	
						YTD Qty Sold	0		

Red arrows point to the Department, Sub-department, and Distributed Account dropdown menus.

Select the Department and the Sub-department from the list setup. The Distributed Account can be selected from the fund accounting list if you attached to BDS Fund Accounting.

Invoice

Create new Invoice

Left click on View on the menu at the top left corner of you screen. Select Invoice.

Click on the asterisk with the arrow

Enter the new invoice number

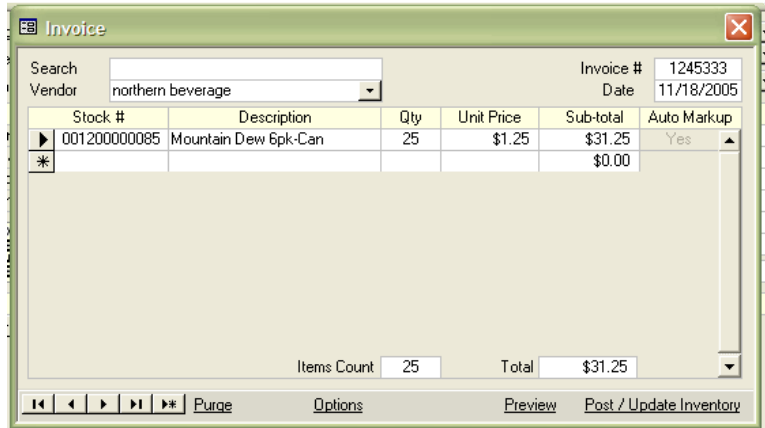


Enter Invoice # 1245333

Enter the Vendor: Start typing the vendor name in the Search line or click on the down arrow to the right of the vendor line and select the vendor from the list.

Enter the date.

Enter the Stock #: Click inside the cell under the Stock # column, an arrow and a list of inventory items will appear. Select the inventory item from the list. It will automatically enter the description. Enter the quantity.



Stock #	Description	Qty	Unit Price	Sub-total	Auto Markup
00120000085	Mountain Dew 6pk-Can	25	\$1.25	\$31.25	Yes
*				\$0.00	

Items Count 25 Total \$31.25

Purge

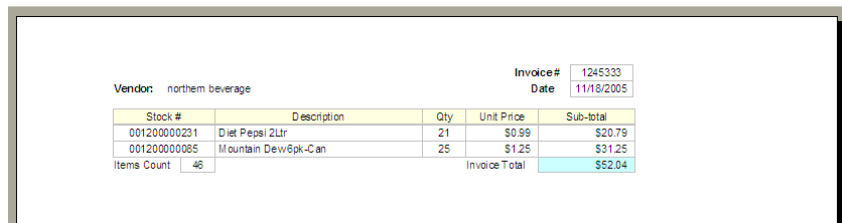
Purge will delete the invoice.

Options

- Set markup options
- Set accounting connection
- Set invoice report printer

Preview

Inventory Report



Stock #	Description	Qty	Unit Price	Sub-total
001200000231	Diet Pepsi 2Ltr	21	\$0.99	\$20.79
00120000085	Mountain Dew 6pk-Can	25	\$1.25	\$31.25

Items Count 46 Invoice Total \$52.04

Post / Update Inventory

Post / Update will post the invoice.

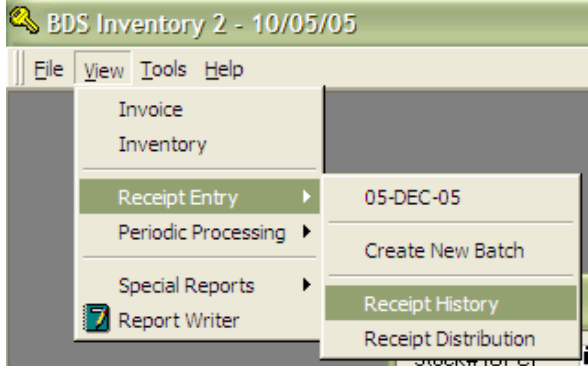
Invoice History



Click on Display Invoice to view Invoice history for the item

Receipt Entry (if using *Banyon Point of Sale Software*, receipts will come over to inventory automatically and put into a batch and posted.) See page 13 for processing transactions using *Banyon Point of Sale*.

Left click on View in the upper left corner menu

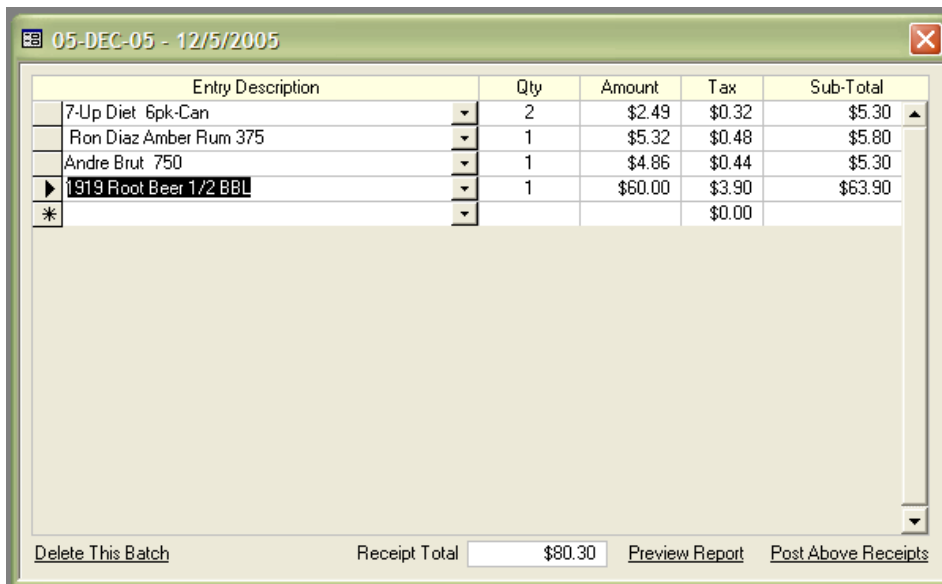


Create new Receipt batch

Select Create New Batch

Enter Name of New Receipt Batch

Enter Receipt Batch name



Start typing the description or click on the down arrow and select the item from the list. Enter the quantity. The Amount, Tax and Sub-Total will automatically update.

Preview Report

When finished enter the receipt, select Preview Report and Print the Report

CITY OF MORRIS
12/06/05 12:33 PM
Page 1

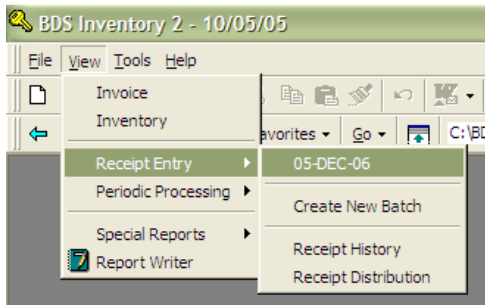
Receipts
Batch Name: 05-DEC-06
Batch Date: 12/6/2005

Stock #	Description	Qty	Unit Price	Tax	Sub-Total
008210017923	Arbor Mist Blackberry Merlot	5	\$4.54	\$2.04	\$24.74
008210073709	Alice White Lexia	2	\$11.32	\$2.04	\$24.68
008210017925	Arbor Mist Cranberry Twist	1	\$4.54	\$0.41	\$4.95
			\$49.88	\$4.49	\$54.37

Select Post Above Receipts, Backup and finish posting.

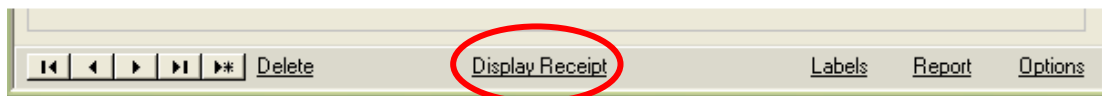
Posting Receipt Batch

If you transfer from BDS Point of Sale or have an un-posted batch you want to finish, left click on the View in the upper left corner menu



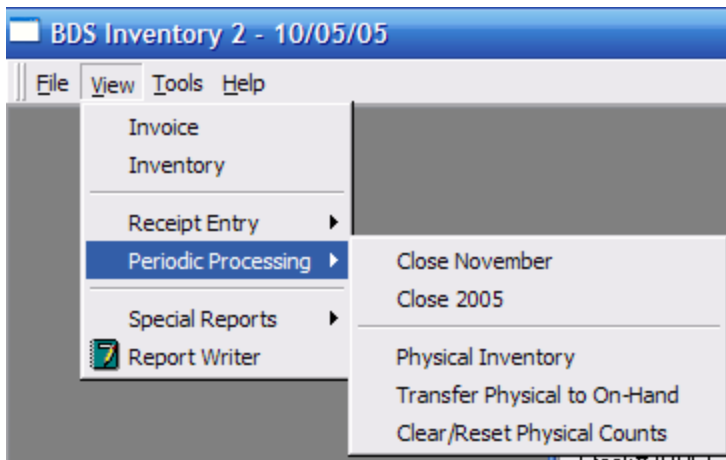
Select the Receipt batch you want to post.
Preview and Print the Report.
Back up and Post the receipts.

Receipt History



Click on Display Receipt to view Receipt history for the item

Periodic Processing



Close the Month or period

Clears the MTD Sales

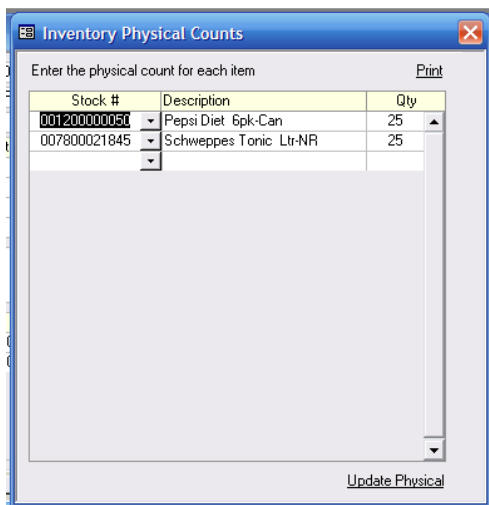
Close the Year

Clears the YTD Sales

Clears the Monthly Quantity Sold

Moves YTD Sales to Last Years Sales

Physical Inventory



Click on Stock # down arrow

Select or enter the Stock #

The description will automatically be entered

Enter the physical count under Qty column

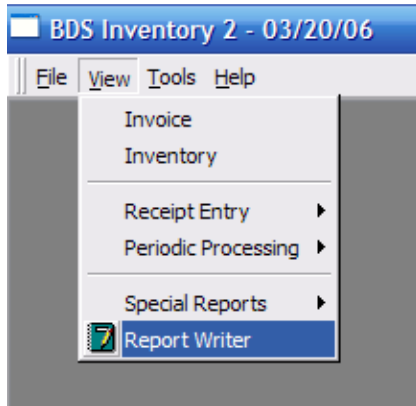
Print the report by clicking on Print

Click on Update Physical to update your physical inventory

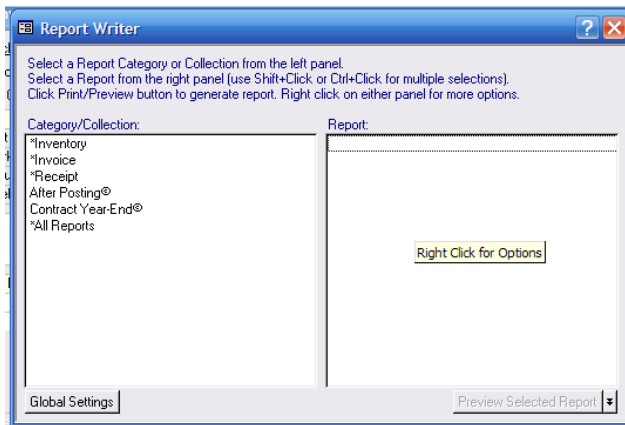
Click on **Transfer Physical to On-Hand** to move the physical count into On-Hand

Click on **Clear/Reset Physical Counts** to clear out the counts and prepare them for the next physical count.

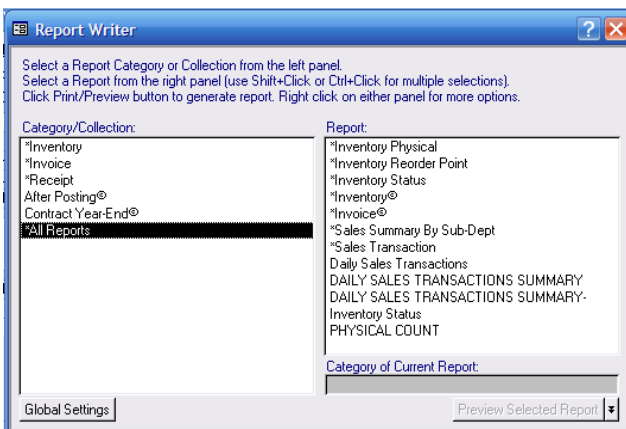
Report Writer



To access the Report Writer module, click on the View menu option in the upper left corner of screen and click on Report Writer menu option.



A full set of standard reports will appear in the left box (Category / Collection). Click on a Report Category and set of reports will appear in the right box.



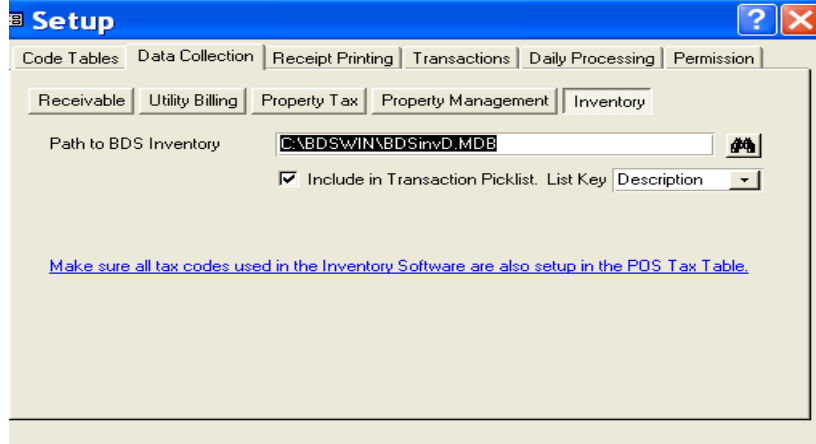
Right click on the specific report and you can preview, print, sort or filter. Add new to create a new report in the category.

With Banyon's report writer you can generate a report for any field used in the Inventory software. You can also sort ascending or descending on a specific field for printing. Furthermore, filter the report for only certain items or stock or date range.

APPENDIX A (Processing Receipts Using Banyon POS)

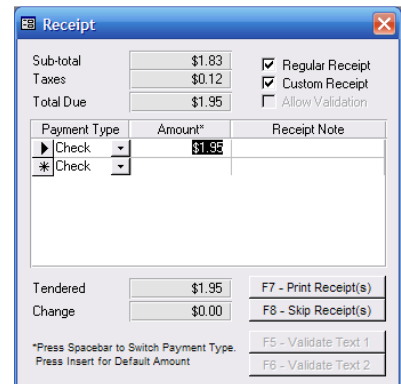
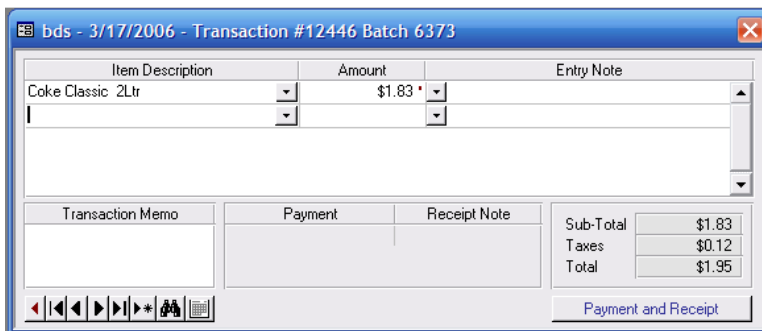
Connecting to Point of Sale Software (one time set up)

1. To establish your connection you will go into the Point of Sale software, Left click on Tools in the upper left corner of the screen. Then choose Setup Options, Interface to Other BDS Applications. The file name is **BDSInvD.mdb**

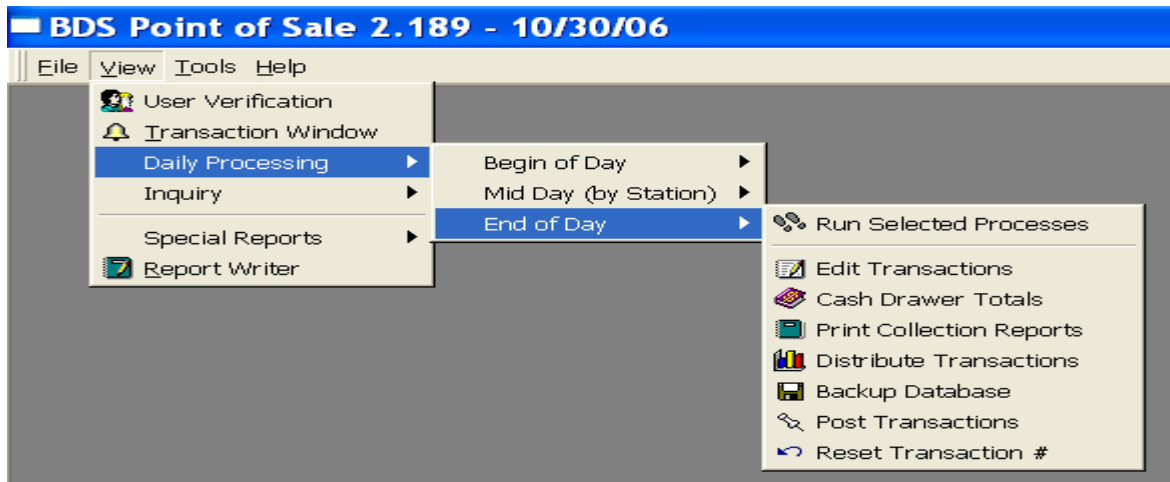


2. Processing a transaction using Banyon POS is a smooth process. If you are using a bar code scanning, simply scan the items and they will show up in the transaction window as you are scanning. If no scanner is being used, click on the drop down to look up the item.

3. Once the items are scanned or looked up click on the payment/receipt option. Select the payment type like cash, credit card, or check. If paying by cash, the system will prompt the clerk with the appropriate change due. A customer can also pay by more than one option. Now either print receipt for customer or skip receipt and you are ready for the next transaction.



- Once all transactions are done for the day, you will run an end of day process



One of the steps is to balance the cash drawer (cash drawer totals)

The 'Verify Cash Drawer Totals' form is used for reconciling unposted transaction receipts. It includes a station selection dropdown (set to 'All Station') and a 'Clear Entries' button. The form is divided into two main sections: 'Enter quantity of each denomination' and 'Enter amount for each type of receipt'.

Enter quantity of each denomination.			Enter amount for each type of receipt. Press <Insert> for adding table			
	Qty	Amount	Actual	Recorded	Short/Over*	
Hundreds	10	\$1,000.00	Initial Cash	\$100.00	\$100.00	In Balance
Fifties	20	\$1,000.00	Drawer Cash	\$3,538.30	\$20,700.00	-\$17,161.70
Twenties	40	\$800.00	Checks	\$4,744.93	\$29,175.33	-\$24,430.40
Tens	40	\$400.00	Money Orders			
Fives	26	\$130.00	Credits	0		
Ones	200	\$200.00	Fund Transfer			
Quarters	20	\$5.00	Others			
Dimes	20	\$2.00				
Nickles	20	\$1.00				
Pennies	30	\$0.30				
Other Cash						
Petty Cash						
			Total	\$8,283.23	\$49,875.33	-\$41,592.10

*Red/blue balance indicates short/over.
[Print Bank Deposit Slip](#) [Preview Report](#)

Here, you will record how much of each currency you have in the cash drawer. As you record the cash, the actual column changes for drawer cash. The recorded column shows what the software has recorded as cash payment type. Next, add the checks up and put in the actual checks column and that should balance with the recorded column. Last, do the same with credit card payments.

Now if you want to print your deposit slip, simply select print bank deposit slip and the following will print.

DEMO DATA

8217 38TH AVE N
NEW HOPE MN 55427

Date 1/25/2007 Reference No. _____

AUTHORIZED SIGNATURE

BANK NAME HERE

100 MAIN ST
P O BOX 100
YOUR CITY, US 55555-5555

TOTAL CASH (INCLUDING COINS)		3,438.30	
CHECKS	AMOUNT	CHECKS	AMOUNT
1	28.32	14	1,389.64
2	25.00	15	45.50
3	25.00	16	7,567.64
4	171.64	17	980.84
5	139.97	18	1,420.32
6	100.00	19	500.00
7	4,255.00	20	9.77
8	20.00	21	10.00
9	10.00	22	33.87
10	10.00	23	34.60
11	6,138.00	24	38.00
12	6,197.22	TOTAL FROM ATTACHED LIST	
13	25.00		

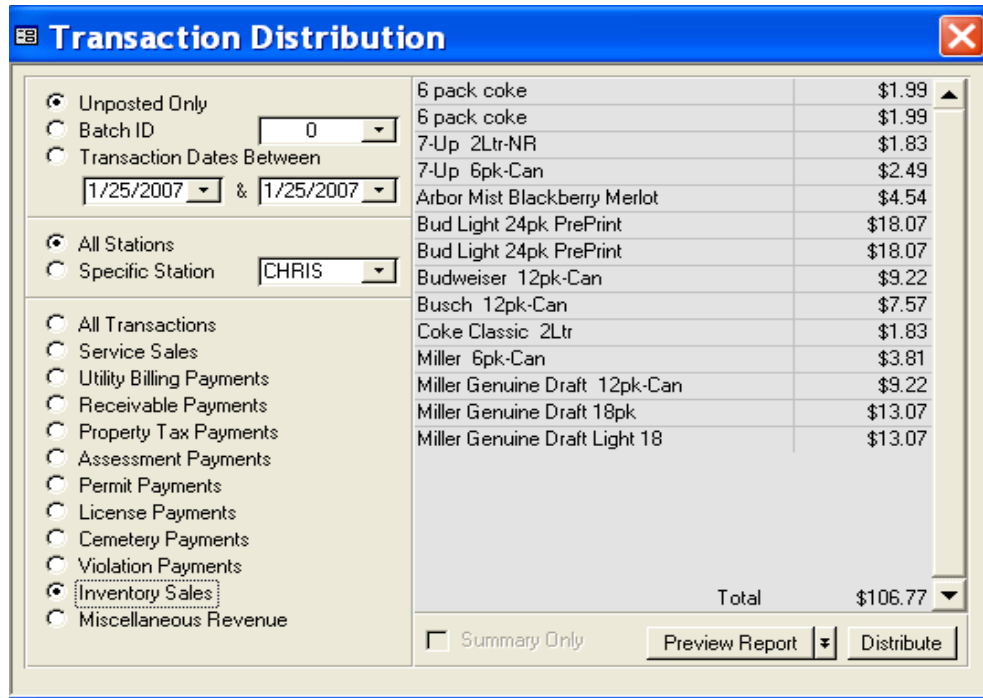
deposit ticket

TOTAL ITEMS **24** TOTAL DEPOSIT **32,613.63**

⑆ 123456789⑆ 011022033044⑆

CHECK NO.	AMOUNT	CHECK NO.	AMOUNT	CHECK NO.	AMOUNT	CHECK NO.	AMOUNT
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4. The next step is distributing the transactions to inventory. Preview and Print the report then click distribute in the lower left corner of the page. A new window will come up asking what you'd like to name the batch. You can choose the default or create a name of your own.



5. To view the receipt batch that was sent to inventory, open up inventory and select view, receipt entry, and click on the batch name that was sent over.

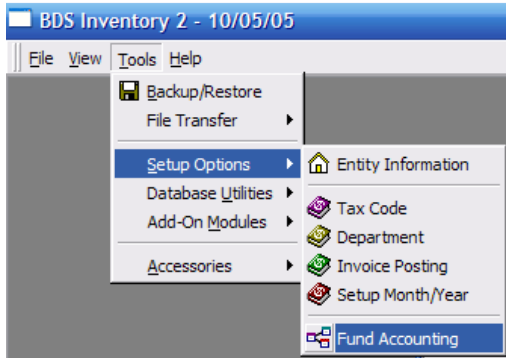
6. Verify the receipt total and then click post above receipts.



APPENDIX B

Connecting to Banyon Fund Accounting

If you transfer into Banyon Fund Accounting you will also want to enter your data path. Go to Tools in the upper-left corner of your screen, then Setup Options, click on Fund Accounting.



Click on Locate and find your data file - **bdsfundd.mdb**. Note that the path should be the same as your data path in your fund accounting.

