

Manual and User Guide for

Office Master

Cash Book

Final Accounts

Mailist

Easiledger

Invoices & Statements

Stock Control

Full Documentation

BBC Micro A or B 32K

GEMINI

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This program has been prepared for use by the general public and every effort has, therefore, been made to make a complex subject as clearly understandable as possible to anyone with a minimum of accounting knowledge. No responsibility, however, is accepted for possible misrepresentation or omissions arising from the need to simplify a complex subject.

GEMINI CASH BOOK

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General System Overview

The Gemini Cashbook package for the BBC microcomputer is designed for a hardware system consisting of:

- i) BBC 32k microcomputer (model A or B)
- ii) 80 column printer
- iii) Cassette data storage, or disk data storage.

Note that running the program on disk will not change the way that the program works, but you will have the benefit of the far greater speed and reliability for the loading and saving of files that a disk system provides.

There is a total of 8 fixed accounts, each of which has been assigned a unique code (see section 5 of this manual for a complete list of the accounts).

You will keep a data file containing all the account balances and VAT details, which can be loaded, updated, and saved in its entirety by the Cashbook program. The same file is also used by the final accounts program for the printing of Profit and Loss and Balance Sheet accounts. This means, therefore, that every time you run the Cashbook program you will have to load your data file into the program - see section 2 for full details. The only time that you do not load a data file is when you wish to start completely from scratch - in which case all account balances, VAT memo accounts, etc. will be zero.

Since the data file does not keep a record of individual transactions, but rather the cumulative totals of the accounts, a facility is provided for printing out all batch information and journals entered, so as to provide an audit trail.

Operating Notes

Throughout the running of the program, you will find that you are guided through the various stages by "prompts" - very often the answer required from you is just a single key press e.g. "IS THIS CORRECT?" - press either Y or N for yes or no. In this case, you do not need to press the RETURN key. However, at other times, you may be asked for information, e.g. "ENTER AMOUNT" - at this point a flashing white cursor will appear, indicating that you are required to type in the answer, and then press the RETURN key, before any action can be taken by the computer.

In general, when a message is screened, informing you of an error or the result of a routine, the information will remain on the screen for a fixed length of time (about 4 seconds) - pressing any key will cause the program to continue straight away.

The "Escape" key on the BBC computer in normal operation will cause the microcomputer to stop whatever it is doing and return to BASIC. As this key is rather unfortunately sited next to the numeric keys, it is very easy to press the key by mistake. For this reason, during the running of the Cashbook program, pressing the "Escape" key will cause the program to return to the main menu. It is virtually guaranteed that all that will be lost is the information currently being entered, but on rare occasions the accounts may be wrongly updated. If you, therefore, use the "Escape" key while entering a batch, we strongly suggest that you check the accounts carefully, print the batch details, and save the file straight away. If in any doubt at all, run the program again and re-enter all the transactions.

After entering a certain amount of transaction information (typically about 10 batches), there will be no more room for further information in the current run. At this stage, a message will be displayed on the main menu screen. When this occurs, save the data file, print the batch details, and if you have more information to enter, run the program again.

Getting Started

3.1 PRINTER CONFIGURATION

There being a very wide variety of printers on the market, the program cannot be expected to cope without a certain amount of "tailoring" for the printer that you are using. By avoiding printer control commands etc., there is very little that needs to be changed, apart from the following:

- i) The printer must be set for automatic carriage return at the end of a line. To ensure this, if you find that when printing, the paper does not feed through so that all the printout appears on one line, first of all try typing *FX6,0 (Zero, not the letter O,) before loading the program. If this still does not work, you will have to refer to your printer manual in order to set the printer for automatic line feed.
- ii) The character code required for the "E" sign varies from printer to printer. This code is held on the accounts data file, and can be changed to that required immediately after loading the file, whenever necessary. Again, you will have to refer to the printer manual for the code for your particular printer.

3.2 STORAGE SYSTEMS

A. CASSETTE SYSTEMS

To load and run either program, carry out the following procedure:

- (i) Ensure that all leads are plugged in, and that the volume/tone controls on your recorder are set to about half way, or whatever levels best suit your system.
- (ii) Place the program cassette in the recorder and fully rewind it.
- (iii) Type CHAIN "CASHBK" and press the RETURN key - then press the "play" button on the tape recorder.

After a few minutes, the program will load and run, displaying our copyright notice.

If you have difficulty loading the program with messages such as Header?, Block? or Data? appearing on the screen, try adjusting the volume/tone controls until these messages disappear - then press the BREAK key, and start again.

B. DISK SYSTEMS

To load and run either program, type CHAIN "CASHBK" or CHAIN "ACCTS" and press RETURN.

3.3 LOADING DATA FILES

After loading and running the program, our copyright notice will be displayed - press any key to continue. Now you are asked for the date - type it in, in the format 12/5/83 for the 12th of May 1983, then press RETURN.

Next you are asked whether you have a file to load - press Y or N for yes or no. The only time that you do not have a file to load is when you wish to start a completely new set of accounts. For the configuration required for a new file of accounts refer to the last part of this section.

To load a file, follow the following procedure:

- (i) Press either S, F, or D when asked for the type of file you wish to load. D should be chosen if you are loading a disk file, F is for a cassette file saved at 1200 baud (fast transfer speed), S is for a cassette file saved at 300 baud (slow transfer speed). When using tape files, you will find that although 1200 baud is far quicker, it also tends to be less reliable, and in fact, is virtually unusable on microcomputers with version 0.1 of the operating system. (The demonstration file supplied is recorded at 300 baud). To find which version of the operating system you have, type *FX0 and press RETURN (the number zero, not the letter O).
- (ii) After selecting the type of data file you are asked to give the file name, to a maximum of 6 characters, with no spaces. To load the demonstration file supplied, use the name DEMO, otherwise the name of the file is whatever you called it when it was last saved, using option 8 from the main menu of the program. The error most likely to occur while loading from disk is when the message "Channel" appears - this means that the file named by you does not exist, or else you have placed the wrong disk in the drive. On tape, if you get messages like Data, Block or Header, then the volume or tone controls on the recorder may need adjusting.
- (iii) After loading, the current character code that will be used in order to print the "£" sign on the printer is shown. If this is correct, just press RETURN - if it is incorrect, type in the new value and press RETURN. To find which code you require, refer to your printer manual.

Next you will be asked if you wish to re-configure the program for VAT purposes. This will be necessary if:

- (a) Your own VAT structure has changed, or
- (b) New rates of VAT have been introduced by the Government.

If you answer no, the program will continue to the main menu, with the same VAT memo accounts as before.

If you answer yes, all relevant VAT information to date will be displayed. First of all, make a note of the memo account figures, as these will be required for the preparation of your next VAT return.

Next you are asked whether you want to clear the memo accounts - answer yes, and again yes when prompted "Are you sure?", and the memo accounts will be automatically reset to zero.

You will now enter the VAT configuration routine.

3.4 VAT CONFIGURATION

(iv) If you have not loaded a file you will be asked the following question:

- How many rates of VAT are applicable?

You are given the following choice of answers:

- 0 - You are not VAT registered.
- 1 - You only have zero rated inputs and outputs.
- 2 - You have standard rate inputs and outputs only or a mixture of zero rated and standard rated inputs and outputs.
- 3 - Provides for a multi-rated VAT system of up to 3 rates including zero rate.

If there is a change in your VAT rate structure, you may re-configure the program after loading your data file as described at the end of section 3 of this manual.

- Are you extracting output VAT
at point of sale?

- No - The program will prompt you to analyse your gross purchases for resale between the various VAT rates in order that the memorandum VAT accounts can store this data to enable those users on Retailer Special Schemes to calculate their output tax on the basis of their taxable inputs.
- Yes - There will be no prompt to analyse your gross purchases for resale.

3.5 DATA PREPARATION

We strongly advise that prior to processing data you organize your data into manageable batches and use batch labels which are a permanently retained record showing the following information:

- Processing date
- Batch number
- Control total
- Number of transactions

Always compare the batch label information with the batch output data produced by the computer at the end of each run.

N.B. When batching your data, you must be prepared to input NET sales and purchases i.e. after manually adjusting for any sales refunds or purchase credits.

The Main Menu

The main menu for the Cashbook program consists of a total of 9 options. Each option is briefly described, with the number to press for that routine at the left. The options are as follows:

4.0 OPTION 0 EXIT PROGRAM

If you have made any journal or transactions entries that you wish to keep on the file, it is essential that before using this routine, you use option 8 of the menu (Write File) to save the newly updated accounts on to tape or disk.

Having selected this routine, if you have entered any new data, you are asked if you wish to print the transaction details as your permanent record of postings to the accounts. Press Y or N for yes or no - if no, then you are asked "Are you sure?" - again press Y to exit, N to return to the main menu.

Before opting to print the batch details, ensure that the printer is ready, and that you have paper inserted. If the printout does not work, press the "Escape" key to return to the menu, check all your printer connections, then try again.

All journal entries are printed last of all, in the form of a trial balance, giving the totals for debits and credits. All memo account journals are appended with the message ****memo**** - these amounts are NOT added to the debit/credit totals.

4.1 OPTION 1 CASH RECEIPTS

The program will ask for a batch total and then whether you wish to analyse this total;

Answer No The total will automatically be posted to the Sales 1 account. You will be asked to enter a reference and this is purely optional for your own control purposes. 8 characters of reference are available. If you do not wish to give a reference press RETURN.

Answer Yes The screen will display a table of analysis options over 12 account headings, together with the facility for up to 8 characters of reference.

CURSOR

The cursor will move from left to right through the reference field and amount to be posted, and down the analysis table at the command of the RETURN key.

If you have completed the analysis of your batch total and wish to get to the bottom of the analysis table quickly press **ASTERISK (*)**.

INPUT

After entering your data the program will add the figures up and display the total entry and compare this with the batch total.

The prompt **"Delete or Update"** data will appear. Press either **D** or **U**.

- (1) **"D"** Means that you do not wish to process the batch. All figures will be ignored and you will be returned to the main menu;
- (2) **"U"** If the analysis total agrees to batch total and the flashing message **CORRECT** is displayed, you will be asked to confirm that you wish the batch to be processed. If you answer **NO**, the batch will be deleted. If you answer **YES**, the appropriate nominal account will be updated.

If the analysis total does not agree to the batch total the flashing message **INCORRECT** will appear. Selecting **"U"** will allow you to reanalyse the batch. If a particular reference or value is correct, just press the **RETURN** key to move on to the next item. To correct an error type in the new reference or value and press **RETURN**.

4.2. OPTION 2 CASH PAYMENTS/BANKINGS

The cash payments option from the main menu will display a sub-menu of four further options as follows:

0 Returns you to the main menu.

1 Purchases for resale.

A maximum of 25 transactions may be entered in one batch, and each transaction may be analysed over 5 accounts as follows:

Purchases 1 - 4, Input VAT

A series of prompts will appear as follows:

1) Enter batch total

2) If you elected not to analyse your output VAT at point of sale on setting up the program, you will be asked to analyse your gross purchases over the various rates of VAT applicable.

NB: These amounts will be stored in memorandum

accounts and if you do not wish to use the memorandum accounts for VAT purposes, simply press the RETURN key for each of the figures requested.

- 3) You will then be asked how many transactions there are in your batch (up to a maximum of 25).
- 4) For each transaction enter the gross amount and then analyse according to the table displayed.
- 5) The program will not allow you to proceed to the next transaction until the analysis total agrees with the gross amount.

If the amounts do not agree, the message TOTAL INCORRECT will appear and you will be returned to the gross amount prompt which you may then amend as necessary.

- 6) After inputting all your transactions, the program will compare the transaction total with the control total.

If the totals agree, you have the option either to process or delete the data by pressing either Y or N in answer to the prompt "confirm to update data". Updating the accounts may take a few seconds.

If the totals do not agree the message BATCH TOTAL INCORRECT will be screened with a summary of the transactions and totals so far entered. Now enter the transaction number you wish to correct (or enter @ if you wish to delete the batch). You will then be returned to that transaction for amendment of the figures and the procedure will continue until the transaction totals agree to the batch control total.

2 Other expenses

Use this option for any items of cash expenditure other than purchases for resale.

The following prompts will appear:-

- 1) Enter batch total.
- 2) Enter the number of transactions in the batch (up to a maximum of 25).
- 3) For each transaction enter the gross amount and you then have the facility to analyse the amount over a maximum of 5 accounts of your choice.

Enter the account number and the account name will be screened to confirm that you have chosen the appropriate nominal code. If the code that you enter is either invalid or inappropriate for a cash payment, it will be rejected.

When you have finished entering your transactions, the same procedure will apply as outlined in the purchases for resale option to ensure that the transaction total agrees with the batch total.

3 Banking of cash received

This option must be used to record all bankings of cash received. The procedure is exactly the same as for "other expenses" except for the fact that for each transaction the only information required is the gross amount and the bank account to be credited, and any reference you may wish to record.

Note that after you have entered a certain amount of batch information when you enter the payments routine from the main menu, there may not be sufficient memory space available for the full 25 transactions. In this case, the number of transactions that may be entered is given when you are prompted by the program to type in the number of transactions required. You are advised to store your data before proceeding.

4.3 OPTION 3 BANK RECEIPTS/WITHDRAWALS

This option will screen the prompt "BANK ACCOUNT 1 OR 2" - just nominate to which account the receipt is to be posted.

From then on, the procedure is exactly the same as for cash receipts. Remember that if you do not wish to analyse, the receipt will be automatically posted to the sales (1) account.

4.4 OPTION 4 BANK PAYMENTS

This option will display the following sub-menu:

- 0 - Exit to menu.
- 1 - Purchases for resale.
- 2 - Other expenses.

These routines are exactly the same as the cash payments, purchases for resale, other expenses routines, with the exception that you are required to nominate the bank account from which the payments are made.

- 3 - Withdrawal of cash

This option is used when you withdraw cash from the bank to finance any cash expenditure, including drawings. The procedure is exactly the same as that described in the banking of cash received section of the manual. The amount entered for each batch will automatically reduce the balance of the bank account(s), and increase your cash account balance. Any expenditure funded from cash withdrawals should be analysed using the cash payments section of the program.

4.5 OPTION 5 JOURNAL

The following sub-menu is displayed:

0 - Exit to Menu

When this option is chosen, the program will automatically check that you have left the nominal accounts in balance. If they are in balance you will be returned to the main menu. If not a flashing warning message will appear, giving the amount by which the nominal accounts are out of balance. (Remember, a negative figure is a debit). If you still wish to exit from the routine, you may do so, in order to trace your error by any of the following routines:

- i) Print batch details which will give all your journal entries.
- ii) Print the trial balance.
- iii) List and check the nominal accounts.

You may continue running the program without correcting the journal error if you wish, but every time you use the journal routine, the same warning message will be screened until the error is corrected.

If you print the final accounts without correcting the error, the program will assume that it is a rounding error, and allocate it to sundry expenses.

1 - Set up/Amend Nominal Accounts

This allows you to input your opening trial balance which will be obtained from your last balance sheet, or to put through adjustments to the nominal accounts. When using the journal feature, it is essential to observe the principles of double entry in order to maintain the accounts in balance.

First of all, enter the account number, and the name of that account is displayed, together with the current balance. Now enter the amount, and whether it is a credit or a debit. The final balance will then be displayed, and you are asked to confirm whether the entry is correct. If you answer yes, the program will repeat for another journal entry - if this is not required, press RETURN, and you will be directed back to the journal sub-menu. If you answer no, the item is cancelled, and you can then re-enter the journal.

(N.B. For the accounts to remain in balance, every debit entry must have a corresponding credit entry, and vice versa).

The journal facility is particularly useful for entering the closing adjustments to produce the final accounts. e.g.

- 1) Debtors and prepayments
- ii) Creditors and accruals
- iii) Closing stock and work-in-progress
- iv) Depreciation
- v) Disposals of Fixed Assets
- vi) Hire purchase adjustments

Note: No debtor or creditor needs to be entered for VAT as the final accounts program will automatically calculate this from the original input data.

2 - Update Memo Accounts

The memorandum accounts do not form part of the trial balance or the final accounts, but are purely available to store information to enable you to complete your VAT return: Since these accounts are cumulative, you are advised to clear them down to zero at the end of each quarter - this facility is provided by the VAT summary routine on the main menu.

A sub-menu will be displayed, showing the memorandum accounts applicable to your VAT configuration. Enter the number for the account that you wish to adjust, then the amount, and whether it is a credit or debit, and then confirm whether the entry is correct.

4.6 OPTION 6 LIST/PRINT ACCOUNTS

After selection of this option, a further sub-menu of 4 options is displayed, as follows:

- 1) Option 0 - Exit to Main Menu
- ii) Option 1 - List Nominal Accounts

All nominal accounts are listed, a screenful at a time, with the current balance followed by a C for credit or a D for debit given. To move on to the next "page" of accounts, press any key.

- iii) Option 2 - List Memo Accounts

The memo accounts appropriate to your circumstances are listed on the screen, press any key to continue.

- iv) Option 3 - Print Trial Balance

This prints (on the printer) all accounts whose balance is not zero, and the totals of credits and debits are given.

4.7 OPTION 7 VAT SUMMARY

This routine lists all three VAT control accounts (VAT input, VAT output, and VAT refunds/payments), and the relevant memo accounts.

The accounts headed VAT Nominal accounts form part of the Trial Balance, and when the Final Accounts program is run, it will combine all three accounts to arrive at the year-end debtor or creditor. The following briefly summarises the function of each account:-

NOMINAL ACCOUNTS

VAT INPUT (I/P) TAX ACCOUNT

This account contains the VAT element of all payment transactions whether they originate from the cash or bank accounts. The total in this account will enable you to complete box 5 of your periodic VAT return. BUT note that this is a cumulative total and you need, therefore, to deduct from the balance in the account the amounts already included on your previous VAT returns submitted during the period under review. You are, therefore, urged to keep copies of all your VAT returns.

VAT OUTPUT (O/P) TAX ACCOUNT

This account contains the VAT element of all sales whether from cash sales or direct credits to a bank account. The source of this data will come either from your own analysis on the cash and bank receipts routines or, if you have configured so that you do not extract VAT at the point of sale, from a journal adjustment that you will be required to make.

As noted above, REMEMBER that the total in this account, from which you will complete box 1 of your VAT return, is cumulative and you need, therefore, to deduct from the balance in the account the amounts already included on previous VAT returns made during the period under review.

VAT REFUNDS AND PAYMENTS

This account will be used for all payments made to, or refunds received from, H.M. Customs and Excise. Therefore, ensure that such items are posted to this account (no.76) and not to VAT input or output tax accounts.

MEMO ACCOUNTS

Depending on your VAT configuration the following memo accounts will be displayed:

- (1) Configured to analyse output tax at point of sale.

Total sales: The total in this account records the total sales net of VAT and will be used to complete box 9 of your VAT return. The program is set up to use the ALTERNATIVE BASIS for completion of box 9 of the VAT return i.e. all your net business outputs will be declared. Everything posted to the following nominal accounts will automatically be posted to this memorandum account

- Sales accounts
- Proceeds from sales of fixed assets

Remember that own consumption should be declared for VAT purposes and both the VAT nominal and memo accounts should be adjusted through the journal routine for this item.

Net payments: The total in this account records the total payments net of VAT and will be used to complete box 10 of your VAT return. Again, the ALTERNATIVE BASIS for completion of box 10 is used i.e. all your net business inputs will be declared which includes purchases for resale and the appropriate business expense accounts.

Original transactions entered via the journal routine e.g. use of home as office, will require you to update the VAT accounts manually through the journal.

- (2) Configured NOT to analyse output tax at point of sale.

Total sales: Unlike the previous option, this account will record the GROSS sales i.e. inclusive of output tax and therefore, you must at the end of each VAT period complete the following routine:

- 1 - Calculate your output tax and transfer this via the journal routine to the credit of the VAT output account (no.75) and to the debit of the relevant sales account (nos.1 - 4).
- 2 - Debit the VAT total sales memorandum account in order that this shows the net sales as required for box 9 of the VAT return.

For those retailers using the VAT special schemes, this section of the program contains the gross purchases for resale memo accounts at the different VAT rates to enable you to calculate output tax from your taxable inputs.

Net payments: This account contains the same information as described earlier in the section of the manual dealing with the option to analyse VAT at the point of sale.

VAT inputs at different rates: As noted above, these accounts contain the gross purchases for resale at the various rates to enable you to calculate output tax on the basis of taxable inputs.

For the sake of convenience, we would recommend that your VAT quarters are consistent with your accounts year consult your VAT office for the procedure to be adopted.

4.8 OPTION 8 WRITE FILE

This routine is essential to ensure that any changes to the nominal accounts or the memo accounts are recorded so that they may be loaded by the program next time it is run. The procedure is as follows:

- i) Press **S**, **F** or **D** for the type of data file.
- ii) Enter the file name (up to 6 characters) and press **RETURN**. In this case you may use any file name you wish, but it is suggested that you use the same file name each time, to avoid confusion.
- iii) Place a blank tape, or a tape which is no longer required in the recorder, press record and play, wait for about 5 seconds, and then press any key on the BBC computer.
- iv) The file is now saved - a number of dots will appear one for each account as it is written onto the tape, so that you can see at a glance how much of the file has been saved.

THE NOMINAL ACCOUNTS

PROFIT/LOSS

1: SALES (1)
 2: SALES (2)
 3: SALES (3)
 4: SALES (4)
 6: OWN CONSUMPTION
 7: OPENING STOCK
 8: PURCHASES (1)
 9: PURCHASES (2)
 10: PURCHASES (3)
 11: PURCHASES (4)
 12: CLOSING STOCK & WIP
 13: SUNDRY INCOME
 14: WAGES
 15: WIFE'S WAGES
 16: RENT & RATES
 17: HEAT LIGHT & POWER
 18: TELEPHONE
 19: USE OF HOME AS OFFICE
 20: INSURANCE
 21: MOTOR EXPENSES
 22: TRAVELLING & SUBSISTENCE
 23: CARRIAGE
 24: REPAIRS & RENEWALS
 25: PRINTING, POSTAGE & STATIONERY
 26: ADVERTISING
 27: SUNDRY EXPENSES
 28: ACCOUNTANCY
 29: LEGAL & PROFESSIONAL
 30: LEASING CHARGES
 31: FINANCE CHARGES
 32: BAD DEBTS WRITTEN OFF
 33: VEHICLES - DEP'N
 34: FIXTURES & FITTINGS - DEP'N
 35: PLANT & EQUIP'T - DEP'N
 36: LEASEHOLD - DEP'N
 37: SALE OF F/ASSETS
 39: FREEHOLD - DEP'N

BALANCE SHEET

47: CASH
 48: BANK (1)
 49: BANK (2)
 50: FREEHOLD PROPERTY
 51: FREEHOLD PROPERTY - ACC DEP'N
 52: LEASEHOLD PROPERTY
 53: LEASEHOLD PROPERTY- ACC DEP'N
 54: FIXTURES & FITTINGS
 55: FIXTURES & FITTINGS - ACC DEP'N
 56: MOTOR VEHICLES
 57: MOTOR VEHICLES - ACC DEP'N
 58: PLANT & EQUIPMENT
 59: PLANT & EQUIPMENT - ACC DEP'N
 60: GOODWILL
 61: DEBTORS & PREPAYMENTS
 62: OTHER CURRENT ASSETS
 63: CREDITORS & ACCRUALS
 64: SHORT TERM LOANS
 65: H.P. (1)
 66: H.P. (2)
 67: H.P. (3)
 68: H.P. (4)
 69: H.P. INTEREST RES (1)
 70: H.P. INTEREST RES (2)
 71: H.P. INTEREST RES (3)
 72: H.P. INTEREST RES (4)
 73: OTHER LIABILITIES
 74: VAT I/P TAX
 75: VAT O/P TAX
 76: VAT R'FNDS/P'MNTS
 77: CAPITAL A/C (1)
 78: CAPITAL A/C (2)
 79: CAPITAL A/C (3)
 80: CAPITAL A/C (4)
 81: CAPITAL INTRO (1)
 82: CAPITAL INTRO (2)
 83: CAPITAL INTRO (3)
 84: CAPITAL INTRO (4)
 85: DRAWINGS (1)
 86: DRAWINGS (2)
 87: DRAWINGS (3)
 88: DRAWINGS (4)
 89: LONG TERM LOANS
 90: STOCK & WIP (B.S.)

Final Accounts

This program must have at least one data file to be able to run for the printing of the final accounts. If you have a data file of the previous year's figures, or budget figures, which you wish to include on the accounts as comparative figures, this can be loaded as well. The procedure for setting up the program for printing is as follows:

- i) Load the data file of the current year's figures, as described in section 3 of this manual.
- ii) Answer yes or no to the prompt "DO YOU HAVE A FILE OF COMPARATIVE FIGURES TO LOAD?" - if yes, then repeat the file loading procedure, with your second data file.
- iii) Enter the business name (up to 37 characters)
- iv) Enter the date of the accounts (e.g. 31/5/83 for the 31st May 1983)
- v) Answer yes or no to the prompt "IS THIS CORRECT?" - if no you are returned to step (iii).
- vi) Answer yes or no to the prompt "PRINT TRIAL BALANCE?" - if yes, the trial balance for the current year is printed, rounded up or down to the nearest pound. Any imbalance in the accounts after rounding is assumed to be a rounding error, and is posted to sundry expenses. After printing, you may re-print the trial balance as many times as you wish.

You will now be presented with the main menu of the final accounts program, with the following options:-

- 6.0 OPTION 0 - EXIT PROGRAM
- 6.1 OPTION 1 - PRINT TRADING ACCOUNT

After selecting this option, enter the following information:

- i) The period length of the accounts.
- ii) The title to be printed for the current year (e.g. 1983).
- iii) If appropriate, the title for the comparative year (e.g. 1982 or budget).
- iv) Ensure that the printer is ready, then press any key.

v) After printing the Profit and Loss account, the profit or loss must be assigned to the appropriate capital accounts - enter the amount to be posted to each account. (This must be carried out for the current year's accounts, and if appropriate, for the comparative year). This routine is necessary because some businesses are conducted as partnerships with various profit/loss sharing ratios.

6.2 OPTION 2 - PRINT BALANCE SHEET

This option may only be selected after printing of the trading account, as the net profit figure must be available for this routine.

6.3 OPTION 3 - VAT SUMMARY

This routine prints the 3 VAT accounts, and the balances of the relevant memorandum accounts.

Conclusion

It will be apparent both from the manual and your own experience using the program that it can be as basic or as sophisticated as you wish.

The choice is yours. Either treat the program as an ordinary cash-book recording your day-by-day cash and bank transactions, or test your accounting knowledge to the limit and amaze your friends by producing a set of final accounts worthy of any professional!

Undoubtedly, there will be some users whose accounting knowledge is limited. We strongly advise these users to consult their professional advisor before proceeding to the final accounts program to ensure that all the appropriate adjustments have been made.

Whilst Gemini Marketing Limited will endeavour to answer all technical queries regarding the program itself, it cannot answer individual users' book-keeping queries and, again, users are referred to their professional advisors. If you do need our assistance, please be prepared to quote the reference number on the front page of your user manual.

Finally, we wish you every success with your business and trust that our program will take the drudgery out of your book-keeping, and that you will from now on actually enjoy keeping your records the modern way!

INVOICES AND STATEMENTS

1. INTRODUCTION

The Gemini Invoices and Statements package for the BBC Model A/B microcomputer is designed for the easy entry of invoice or statement information at the keyboard, with a subsequent printout of as many copies as you may require. The printout includes a 'header', and is therefore for plain paper only (single sheets or continuous stationery). Any discounts, VAT amounts and running totals are calculated and printed as necessary.

A data file may be used with the program for the storage of the user's company information, and also for storing customer address details—from the program you may update/delete this information as required. Data files may be stored on disk, or on tape at either 300 or 1200 baud.

2. COPYRIGHT

Gemini Marketing Ltd. sell this program on the express condition that it will not be re-sold, lent, copied for use by any third party or transferred by any means to another machine.

3. PRINTER TYPES AND PAPER LENGTH

The system as written is for an Epson MX80FT III printer, but the few small differences between printer types may easily be catered for by changing line 10 of the program. The variables on this line are as follows:

- (i) PL=66—this is the page length to be used. Standard paper lengths are generally either 66 or 72 lines for continuous feed stationery. once this variable is correct, each invoice or statement will be automatically formatted to the correct size. However, please note that if you enter more lines on an invoice than may be held in the page length specified, the printing will continue as normal, except that the invoice will 'overflow' onto a second page. You will then have to re-align the print head to the top of the next sheet of paper before printing the next invoice.
- (ii) R%=13—this is the ASCII control code for a carriage return—almost inevitably this will be 13, but it may differ.

- (iii) **DB\$=CHR\$(142)**—the control character(s) to be used to engage double width print must be assigned to **DB\$**. If you are unsure what this should be, or your printer does not provide this facility, use **DB\$=" "**, which will use ordinary sized print.
- (iv) **P%=35**—the character code for a £ sign, as specified in your printer manual.
- (v) **U\$="="**—the underline character. You may prefer to change this to say, an asterisk.

Note that your printer must be set for automatic carriage return at the end of a line, which may necessitate setting the appropriate DIP switches in the printer. Alternatively, typing ***FX6,0** and pressing the **RETURN** key before running the program will give the correct line feeds on certain printers, e.g. Epson, CP80 etc.

4. OPERATING PROCEDURE

Ensure that all leads are properly connected, and switch on the printer, then the microcomputer. Set the volume/tone controls on the tape recorder to about midway, or whatever levels best suit your system, type **LOAD "INVSTAT"** and press **RETURN**. Press **PLAY** on tape and the program should load in a couple of minutes. If you need to change the printer control characters, type **LIST 10**, to see the line to be altered. It is easier to type in the complete new line (without forgetting to enter a value for any of the variables) e.g.:

```
10 PL=72:R%=13:DB$=CHR$(10)+CHR$(142):P%=35:U$="-"
```

Now type **RUN**, and our copyright notice will be displayed—press any key to continue. Enter the date, as e.g. **01.11.82** for the first of November 1982. Next you are asked if you have a data file to load—press **Y** or **N** for yes or no.

- (i) Select **Y** to load either your own file, or the demonstration file supplied, immediately after the main program. Press **S/F** for Slow/Fast transfer from tape, or **D** for load from disk. Now enter the file name and press **RETURN**, or just press **RETURN** for the default name of **IVDATA**. The file will be loaded up, and then the program will carry on to the main menu. The demo file supplied is called **IVDATA**, and is recorded at slow transfer speed.
- (ii) Select **N** to start a new data file. You are then asked for the following 'setting up' information:
 - (a) Your company's name, address (7 lines), and VAT registration number (if any)—now press **Y** or **N** to the prompt "IS

THIS CORRECT?" (pressing **N** will allow re-entry of any incorrect lines—for each line press either just **RETURN** to keep the information, or type in the new line followed by **RETURN** to change the information).

- (b) Enter 3 invoice and 3 statement footer messages—these are printed centrally at the end of every invoice/statement. They may be changed from the main program at any time later if required.

5. THE ESCAPE KEY

Using the **ESCAPE** key on the BBC keyboard will normally break into the running of a program, however, as the key is rather unfortunately sited for accidental operation, pressing this key while **INVSTAT** is running will cause the program to jump straight back to the main menu. You may in an emergency use this key to interrupt the printing of an invoice etc., but it is not generally recommended that this key be used as a 'short cut' back to the main menu, as data may be corrupted if the program is performing database routines or calculations when interrupted.

6. THE DATABASE

A database is included for the storage of customer's names and addresses, and there is a set of routines which may be accessed through Option 7 of the main menu for viewing and/or amending this file. Each set of customer details is allocated a record number for the database—when prompted to enter a customer address etc. for the printing of an invoice or statement, you may type * followed by a record number to instruct the database routines to search for, retrieve and display the appropriate customer details.

7. THE MAIN MENU

Whether you loaded a data file, or entered a new set of details for your company, you will next be presented with a table of 8 options to choose from as follows:

7.1 OPTION 1—PRINT INVOICE

After pressing **1** from the main menu, you may now enter all the information for the printing of an invoice.

- (i) Enter the details of the company to whom the invoice is to be sent (5 lines of up to 22 characters each). Alternatively, you may enter *

followed by a number which refers to a record in the integral database (see Section 6 of this manual), in which case the record details found are listed. Now press **Y** or **N** for yes or no to the prompt "IS THIS CORRECT?"—press **N** to re-enter the details.

- (ii) If a new address has been entered, you are now given the option of storing this record on the database—either the record number to be associated with the new customer will be shown, or if there is insufficient memory space, an error message will be screened.
- (iii) Enter the delivery address—either just press **RETURN** if the address is the same as in (i), or enter 5 lines of new information, or use * and a database record number.
- (iv) Enter the carrier name (if any).
- (v) If a carrier name was entered, type in the carrier charge and VAT rate in percent.
- (vi) Enter the advice note number (if any).
- (vii) Enter the invoice number (if any).
- (viii) Enter the order number (if any).
- (ix) Enter the discount in percent to be subtracted from the total of goods (if any).
- (x) Enter the number of items to be included on the invoice, and the VAT rate (in percent) that must be added. Note that if a VAT rate was entered for the carrier charge, then this VAT rate must be either zero, or the same as the carrier VAT.
- (xi) For each item enter the quantity (**1-99999**), the description (up to 5 lines—to be able to enter an extra line, type a **HASH** sign at the end of the line and then press **RETURN**, and just press **RETURN** to end the description), and then enter the unit price (up to **£99999.99**). Note that with the quantities and amounts permissible, it is possible to give a total (price times quantity) that will not 'fit' into the field allocated on the invoice—this will not display a number greater than **99999.99** accurately. In this case, the figures after the decimal place may be lost, giving an inaccurate total. The writer of this program apologises if this inconveniences any user, but at the time it was considered that a total of 1 penny less than 1 million pounds would be sufficient!

After entering all the information you may print the invoice immediately if you wish (press **Y** to the prompt "PRINT INVOICE?")—otherwise press **N**. The program will return to the main menu (after printing a copy of the invoice if you selected **Y**), and if you now require a copy of the same invoice, use only Option 2 from the main menu. Selection of any other option (including option 1) may lose the invoice information just entered.

Note that when calculating VAT amounts, totals, etc., half pence are rounded up.

7.2 OPTION 2—REPRINT AN INVOICE

This option may only be selected if you have entered invoice details using Option 1.

7.3 OPTION 3—PRINT A STATEMENT

Enter the following information for the printing of a statement:

- (i) Enter Company address (as for invoice).
- (ii) For each transaction to be included on the statement, enter the transaction date (e.g. 23.11.82), the reference (up to 41 characters), the amount (up to £99999.99), and then press either **C** or **D** for credit or debit.
- (iii) When you have typed in all the transactions that you require when the program moves on to the next transaction for entry, just press **RETURN** for transaction date.

You may now print the statement immediately—reprints are carried out as for invoices, but using Option 4 from the main menu.

7.4 OPTION 4—REPRINT STATEMENT

This option may only be selected if you have just entered statement details using Option 3.

7.5 OPTION 5—WRITE FILE

This routine saves all company details (your own, and the customer addresses stored on the database) onto disk, or on tape at either 300 or 1200 baud. The data file may be called any valid BBC file name up to 7 characters—just press **RETURN** for a default file name of IVDATA.

7.6 OPTION 6—CHANGE FOOTER MESSAGES

For each of the three footer messages for invoices and the three messages for statements, you may either change a line by typing the new line followed by **RETURN**, or press just **RETURN** to keep a line as it is.

7.7 OPTION 7—INSPECT CUSTOMER FILE

Selection of this menu will display a sub-menu of 5 options for the changing/viewing of customer records on the integral database, and for changing your company details. The choices are:

1—Add a Record—Enter the five lines of a new customer record. There is a maximum of 70 records for the 32K BBC and 15 records for the 16K BBC. If you try and enter more records, the message "***NO ROOM***" will appear.

2—List Records—Enter the numbers of the first and last records that you wish to view—each record will be screened one by one, press any key to move on to the next. If you enter invalid numbers (e.g. for records not yet assigned), the program will return straight to the sub-menu.

3—Delete a Record—Type in the number of the record to be deleted, and the record will be displayed. Now press either **Y** or **N** to the prompt "IS THIS CORRECT?"—pressing **N** will return the program to the sub-menu with no action taken. Note that if a record is deleted all records with a number greater than the one removed will be "Shuffled" down one place, and their record numbers will therefore change.

4—Change Set-Up Details—If you change your company address, name, etc., then you may use this routine to alter those details without affecting the customer database in any way. For each line displayed, to change the information, type in the new line followed by **RETURN** or just press **RETURN** to keep the line as it is.

5—Exit to Main Menu—Returns the program to the main menu of options.

7.8 OPTION 8—EXIT PROGRAM

Press **8** from the main menu to terminate execution of the program—after selecting this option press either **Y** or **N** to the prompt "ARE YOU SURE?".

EASILEDGER

1. INTRODUCTION

The Gemini commercial accounts program for the BBC microcomputer will run on either the model A or model B machines, although obviously the number of transactions that can be held depends upon the memory size of the machine. There is a maximum of 35 records on a 16K machine, and 220 records on a 32K machine. This program features a wide range of ledger facilities, and its main purpose is to allow the user to keep a tight rein on the cash flow aspect of his business. VAT routines are included, for listing/printing VAT input/output summaries.

You may keep as many data files as you wish, but only one at a time may be loaded into the computer. Please note that data files can be stored at either 300 or 1200 baud (slow or fast storage) on tape or on disk—although 1200 baud is far quicker and more convenient, it is less reliable, and in fact will not work at all on micros with version 0.1 of the operating system.

In general, if an error message is displayed for an illegal entry, it will be displayed for a set length of time, but pressing any key will cause it to be removed instantly, so that the program can continue.

2. OPERATING PROCEDURE

The program is loaded and run by the usual command **CHAIN "COMMACC"**, and is recorded at the default cassette transfer speed of 1200 baud. At the prompt "DO YOU HAVE A FILE TO LOAD?", press either **Y** or **N** for yes or no. If you answer yes, then enter the tape speed (press **S** or **F**, the demonstration file is recorded at 300 baud i.e. **S**), or press **D** for disk.

3. MAIN MENU

After loading the data file (if appropriate), the main menu of 11 options is displayed. To select a particular option, press the key for the letter or number given for the option. If a data file was not loaded, there will be no transactions on the file, in which case you will find that the only option that you may select is Option 1—enter transaction.

3.1 TRANSACTION MENU

The transaction menu has the following transaction types, selected as for the main menu. They are as follows:

1—Credit Sales—Use this transaction for goods supplied to customers who do not pay immediately.

2—Receipts for Credit Sales—This is for entering receipts and payments from customers who have been allocated an account in (1). When an account is settled, the original credit sale transaction is changed to a type 3 (cash sale), and the invoice number is preceded with an * to indicate that it was originally a credit sale. If part payments are entered, the amount for the credit sale transaction is decreased by the amount given, until the full amount has been paid, when all the part payments are deleted from the file. If a transaction of this type is entered, and the account name and invoice numbers do not tie up with any existing transactions, an error message will be screened, and the transaction will not be placed on file.

3—Other Receipts—For non-account customers, cash sales, etc.

4—Credit Purchases—For entering purchases from suppliers with whom you operate on credit.

5—Cheque Payments for Credit Purchases—Enter payments by cheque to credit suppliers who have been allocated an account in (4). Part/full payments are treated as for Type 2 transactions, except that on final settlement, the original transaction is converted to a Type 6 (cheque payments—other).

6—Cheque Payments—Other—Self-explanatory—remember to include any bank standing order payments or other regular non-cheque debits to the account.

7—Bank Deposits—Enter all credits to the bank account in this category.

Upon selection of any of the above, you will be asked for the date (in the form day and month, e.g. 0406), the account name (up to 12 characters), the amount (which can be entered in any sterling decimal format, e.g. 5.20, 5.2, 4, 4.0, etc.—note that no pound sign is required). You will also be asked for the invoice number, the order number, the VAT rate and the cheque number where appropriate. The invoice/order/cheque numbers may be up to 6 of any character (except for the > sign).

8—Delete Transaction—This option may be used to completely remove any transaction from the file. Enter the transaction number, and the account name and date of transaction will be displayed. Next you are asked to confirm to delete the transaction—press Y or N for yes or no.

Note that all the transactions above the one deleted are 'shuffled' down one place, and so their transaction numbers will change. This means that if

you have more than one transaction to delete at any time, it is easier to delete them in reverse order, starting with the highest up in the file.

3.2 OPTION 2—PRINT JOURNAL

This lists all the transactions on the file, from any transaction number to any other.

3.3 OPTION 3—ACCOUNTS RECEIVABLE

This lists all Type 1 transaction types, i.e. all accounts which have not been paid, with the total.

3.4 OPTION 4—ACCOUNTS PAYABLE

This lists all type 4 transactions, i.e. all accounts which are still payable by you.

3.5 OPTION 5—ACCOUNT SEARCH

This routine prompts for an account name, and then lists all the journal transactions for that name, giving the total transaction value. Note that this total can only be significant if the transactions are either all receipts, or all payments.

3.6 OPTION 6—BANK SUMMARY AND BALANCE

This option allows you to view the bank transactions either for a particular month, or for the year to date with the credit/debit totals, and the balance of the account.

3.7 OPTION 7—YEAR TO DATE SUMMARY

This displays a complete summary of the sales, receipts, purchases, and payments for each month, with the totals.

3.8 OPTION 8—VAT SUMMARY

Press either **I** or **O** for the VAT input or output summary, and the summary will then be listed.

3.9 OPTION 9—SAVE FILE ON TAPE

This saves a file called CADATA on the cassette or disk, enter either **S** or **F** for slow or fast cassette transfer speeds, or **D** for disk. A file does not have to be saved at the same speed at which it was originally loaded.

3.10 OPTION P—SWITCH PRINTER ON/OFF

This option switches the printer on or off. If the printer is switched on, then there will be a small flashing 'P' in the top left of the main menu screen. With the printer switched on and connected, selection of Options 2 to 8 will cause the listings to be printed on the printer, exactly as on the screen. If you find that the printer does not 'line feed' correctly, exit from the program, type ***FX6,0**, and then **GOTO 110**. This should cure the problem—if it does, in future runs of the program, always type ***FX6,0** before running the program.

3.11 OPTION E—EXIT PROGRAM

This routine first asks you if you wish to save the data in memory first—if this is not done, then the information entered since the file was loaded will be lost. If you exit by accident, type **GOTO 110** immediately, to restore the program with data intact.

MAILIST

1. SYSTEM OVERVIEW

The mailing list system has been designed and implemented to facilitate fast production of address labels for mail shots and circulars. It may also be extremely useful to the user who has no printer, as a dedicated database for very selective sorts and searches. The selectivity is quite comprehensive; for example you could, if you wish, instruct the program to produce labels only for all companies who have an annual turnover in excess of £50,000, who are in the London area, who have more than 300 employees, whose Managing Director is married etc, etc. The restriction of 50 entries for the Model A, and 220 entries for the Model B per datafile may simply be overcome by the use of as many datafiles on cassette or disk as you like.

2. LOADING THE PROGRAM

Insert the program disk and close the drive door, or insert and rewind the program cassette. Type **CHAIN "MAILIST"** and press the **RETURN** key. When using tape, press the play key on the recorder—if error messages such as **DATA?**, **BLOCK?** or **HEADER?** appear, adjust the volume/tone controls on your tape recorder until these messages disappear, then rewind the tape and start again.

After loading, the program will run, displaying our copyright notice—press any key to continue.

3. COPYRIGHT

We do not believe in copy protection attributes which do not allow the user to list or modify the programs that they buy. Please feel free to make personal backups but remember that you are contravening the laws of copyright if you sell, hire or transfer the program in any way to a third party.

4. START-UP PROCEDURE

First of all enter a 3-character file reference—this will be the name of the data file to be used by the program. This is **ML** for the demonstration file supplied.

Next you are asked whether you have a file to load—press **N** if you wish to start a new file of names and addresses, or press **Y** to load either the demo file, or your own file.

If you press **Y**, then press either **S**, **F** or **D** for slow/fast speed on tape, or load from disk. On tape, the demonstration file is saved at slow speed, immediately after the program.

Whether you loaded a data file or not, you will next be presented with main menu.

5. MAIN MENU

From this mode, you may select 10 routines as follows which are described in more detail later:

- A**—Add records
- B**—Browse file
- C**—Change record
- D**—Delete record
- E**—Exit program
- F**—Find records
- M**—Check memory
- P**—Print records
- S**—Sort records
- W**—Write file

To select any option, simply type in its letter as above.

5.1 ADD A NAME AND ADDRESS

The method of input is self explanatory and you will be presented with a graphic representation on-screen of your label and a guide label to prompt you with the necessary information. On the guide label you will see the record number and your cassette file reference alongside the search key entry in the format RECNo./REF/Searchkeys. Searchkeys and their use are described more fully later on. Be careful to use the correct fields for your data if you wish to exploit the search and sort facilities to the full.

If the address is say:

39 Kirkside Drive
Devizes
Wiltshire

then you should leave the field named 'address 2' blank by just pressing **RETURN**. Note that you must not type the characters " and > . To exit from this routine press * (asterisk)—*not* the **Escape** key.

5.2 BROWSE THROUGH RECORDS

Type **B** in command mode, then enter the number of the first record that you wish to see. Use the keys **Q** to see the record last in the file, and **W** to see the next record, and **E** to go back to the command mode. The record number is continuously displayed.

5.3 CHANGE A RECORD

Select the record number. You may change the data within the record by typing the new line. To retain an existing correct field, type **RETURN** on its own. This routine is very similar in operation to the 'Add' record routine.

5.4 DELETE A NAME

To delete a name, type in the letter **D** in the command mode. You are asked to enter the number of the record. You will note that when a record has been deleted then all of the records more recently added to the file will have a record number one lower than that prior to the deletion.

5.5 FIND RECORDS

This asks if you wish to search by Field (check for certain values in any particular field), search by searchkey (see section for the use of searchkeys), Both or Neither (lists all records).

5.6 MEMORY CHECK

Simply displays available free space in bytes. It is advisable to check this function from time to time when adding records to see exactly how quickly you are using space in the memory.

5.7 PRINT RECORDS

To print records onto labels, press **P** in the command mode. You will be asked if you wish for a telephone list. Dealing first with the telephone list, as this is the most simple to use, load your printer with plain stationery and press **Y**. If you press **N** you will be asked for the following information:

Enter left-hand tab—type in the starting column number for printing (0 to 50).

Enter spacing between labels—type in number of blank lines from one record to the next.

How many copies of each label—any number.

Do you want searchkeys printed—type **Y** or **N**.

Do you want a test label—press **Y** to check label format.

You will now be in the Find Records routine—follow instructions as for this section. All records found will be listed on the printer.

5.8 SORT FILE

Searching or sorting may both be carried out using either field number or searchkeys. The sort may take a few minutes if there are quite a few records in the file. Obviously the fewer records there are on the file, the faster the sort will be.

5.9 WRITE FILE

You will be prompted to insert your tape or disk onto which the data file is to be recorded. If an error occurs during this routine, a message will be screened for a while, before returning to the main menu. It is important therefore, especially when using disk, to ensure that the data file is saved correctly.

The most common errors when saving to disk are:

- (i) Can't Extend—you will have to save the file on a different disk, or re-name the file.
- (ii) Disk Full—as above.
- (iii) Read Only—the disk write protection tab is in place.
- (iv) Disk Fault—the disk is corrupted, or unformatted.

6. SEARCHKEYS

When you enter searchkeys under the routine 'add a record' you may enter a string (line of text) such as **abd12**. This string may be between 0 and 10 characters long. You may have decided that you will allocate an **a** in the first string position for a company that has a low credit rating, and **b** in position 2 to indicate that their turnover is in excess of £100,000 per annum. It is entirely up to you how you use this searchkey function and with a little thought before you set up your mailing list you will find it extremely useful and powerful.

When searching or printing by searchkey, the searchkey must be entered according to the following rules. Any character typed must be the same as, and in the same relative position in the searchkey string as that of a record in the file if that record is to be recognised as required. If you are not bothered about a particular character in a searchkey whilst declaring your parameters for search, then for that particular letter you should type a space.

STOCK CONTROL

1. INTRODUCTION

The Gemini Stock Control program for the BBC microcomputer will run on Model A and Model B machines without modification. An automatic function within the program allows up to 50 records for the 16K machine, and up to 220 records on the 32K machine.

The program enables you to keep a comprehensive record of stock items with such details as re-order quantity, supplier name, unit quantity, minimum stock level, etc. Each stock item is held as a record in a tape or disk file which may be loaded by the program for inspection or amending. Facilities are included for adding/amending stock records, viewing understocked items, printing/listing a stock summary and calculating the cost and sale value of stock.

2. OPERATING PROCEDURE

Place the program cassette in the cassette recorder, ensure all leads are properly connected and type **CHAIN "ICS"**. The program will load up and run within a couple of minutes. First of all our copyright notice will be displayed—press any key to continue. With a disk system, place the disk in the drive, close the drive door and type **CHAIN "ICS"**.

3. DATA FILES

Data files may be loaded or saved on tape at either 300 or 1200 baud, or they may be saved/loaded onto disk. All files are named—when asked for the file name, you must enter a valid file name up to 7 characters—see the BBC manual for further details. If you press **RETURN** for the file name, it will be set to "DATA", which is the name of the demo file supplied on the program cassette immediately after the main program "ICS".

Note that although the data file may be saved on disk, it does not make the program truly 'disk-based'—the program is run and works in exactly the same way, but saving and loading will be much faster.

If an error occurs during the saving or loading of a data file, the message "READ/WRITE ERROR" will appear, with the reason for the error below. For more comprehensive explanation of these errors, refer to the

BBC manual. The most common error on disk is likely to be "Channel", in which the data file named probably doesn't exist, and the most common error on tape is "Block" or "Data?", in which case the data file is corrupted, or the volume/tone settings are incorrect.

4. THE ESCAPE KEY

At all times, the escape key on the BBC will cause the program to jump back to the main menu. This may be useful for example if you select a printer routine with no printer connected. In which case the program will 'hang up'—pressing **ESCAPE** will return the program to the main menu. This practice of using the escape key is not generally recommended, as any calculations that the program is performing when interrupted will be incomplete, possibly resulting in corrupted data.

5. ENTERING REFERENCE/STOCK NUMBERS

When asked which record you wish to change, delete, print, etc., you may enter one of two values:

- (i) Enter the computer-allocated record number.
- (ii) Enter * followed by the reference code of the stock item required. You do not have to enter the complete reference number, but just enough characters to uniquely identify it, e.g. *A1 will find the first stock item whose reference starts with A1.

For either method, if the number entered is invalid, or no such reference exists, the message ""NO SUCH RECORD ON FILE"" will appear, and the program will return to the menu.

6. THE MAIN MENU

The main menu of the program is a table of 11 options which may be selected by pressing the key given at the left of the required option. Also shown is the number of stock records already filled—if this is zero, the only options that you may select are A (Add Records) or E (Exit Program).

6.1 OPTION A—ADD STOCK ITEMS

After selecting this option the program will search through the file in memory for an empty record, or one which was previously deleted (when a record is deleted, it is not physically removed from the file, but a flag is set up to indicate that effectively this record does not exist and may be overwritten at any time by a new record). The record number selected is

displayed at the top of the screen, and you will see two boxes for the number of bytes (characters) free in memory and the number of records still free for use. Note that although 50 or 220 records are allowed for 16K or 32K or memory respectively, if you fill all the fields in each record to capacity, you may not be able to hold the maximum number. For this reason, while adding records, the memory still free is displayed so that you can check on your progress.

You may enter the 9 lines of information for the stock record as follows:

- (i) Reference (up to 7 characters of text).
- (ii) Description (up to 23 characters of text).
- (iii) Unit quantity (up to 9 characters of text).
- (iv) Units in stock (up to 5 characters, maximum value 99999).
- (v) Cost price per unit (up to 8 characters maximum value £99999.99)—note that no pound sign is required.
- (vi) Sale price per unit (as for cost price)—note that for cost and sale prices, any digits entered after the first two decimal places will be ignored.
- (vii) Minimum stock level (maximum value 99999).
- (viii) Re-order quantity (maximum value 99999).
- (ix) Supplier name (up to 23 characters of text).

Using this system, you may either use your own stock reference codes, or the computer allocated ones.

After entry of the last field, the next record for entry will be selected and may then be entered. To exit from this routine press * (SHIFT colon)—do NOT press the **Escape** Key.

6.2 OPTION C—CHANGE AN ITEM

See Section 5 for entry of the item reference. The stock item selected will be displayed, and you may now move from line to line of the record, changing any information if you wish. To keep a particular line as it is, just press **RETURN**. To change it, type the new line, followed by **RETURN**. To exit from this routine immediately, keeping all changes made to the stock record, press *.

6.3 OPTION D—DELETE AN ITEM

Enter the stock reference/number as described in Section 5, and the stock record will be displayed. Now confirm whether this is the correct record—press **N** to leave it on the file, or **Y** to remove it. As described in Section 6.1, the record is not actually physically removed—e.g. if you delete record number 50, that record is now flagged as being a free record. In this way, the record number of the stock items will not be changed. After deleting a record, the prompt "Compact?" will appear—if you wish all records to be shuffled down so that they all appear on the file sequentially, press **Y**, otherwise press **N**.

6.4 OPTION E—EXIT PROGRAM

This routine has a safety check to ensure that you do not exit by accident. Press **Y** or **N** to the prompt "Are you sure?".

6.5 OPTION F—FINANCIAL SUMMARY

This will give you totals for the cost value of your inventory (quantity times cost price), the sale value (quantity times sale price), the overall gross profit margin (total sale cost divided by total sale value), and the cost of new purchases (re-order quantity times cost price for all understocked items).

6.6 OPTION I—ENTER STOCK IN

Use this routine to enter additional stock received—type in the item number or reference, and then the amount (number of units) to be added.

6.7 OPTION L—LIST/PRINT ROUTINES

Selection of this routine gives rise to the display of a sub-menu of 5 options as follows

- (i) **Browse Through File**
Enter the reference or number of the item that you wish to see (press **RETURN** for the first stock record). Once that record is displayed, you may use **Q** to move back through the file (to the preceding records), **W** to move forwards through the file (to the following records), or ***** to return to the sub-menu. Note that deleted records will appear on this option, with the word "DELETED" in all string fields.
- (ii) **List Stock Summary**
This gives brief details of every record on the file, being the stock record number, reference, description and number of units in stock. The records are listed a page at a time—press any key to move on to the next page of information.
- (iii) **Print a Record**
This prints all the details for any one given record.
- (iv) **Print Stock Summary**
For every record on the file, this lists on printer the record number, reference, description, units in stock, cost value (cv), and sale value (sv).
- (v) **Exit to Main Menu**
Press key **5** to return to the main menu of options.

The printed listings were written using an Epson FTIII printer, there should be no problems with printer compatability, apart from ensuring that your printer is set for automatic carriage return—refer to your printer manual for the DIP switch settings necessary.

6.8 OPTION O—ENTER STOCK OUT

As for Option I—Enter Stock In, but for stock quantities removed.

6.9 OPTION U—UNDERSTOCKED ITEMS

This routine will list on the screen, one by one, all stock items whose quantities are less than the minimum stock level. To move on to the next record, press any key, to exit the routine without completing the search, press the * key.

6.10 OPTION W—WRITE FILE

After making any additions or alterations to your stock records, use this routine to re-save the complete file on disk, or on tape at either 300 or 1200 baud (slow or fast data transfer rate). If using tape, you will find that 300 baud is very slow, but generally more reliable.

6.11 OPTION Z—ZERO ALL STOCK

The zero stock quantity facility is provided to enable you at any time to reduce your stock holding on the computer to zero throughout the whole file. The advantage with this system may be apparent for example at the end of a particular period, say quarterly stock take, when a physical stock check may indicate the necessity for a new inventory. With this facility whole records do not have to be regenerated. Use with caution!



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