AUK2000 Van Sales Database & Invoicing System.

***ANY*™ Version 4.x**

Getting Started!

Introduction and Hardware Specifications

INTRODUCTION

The Van Sales Database Program (Sales on the Move) has been designed and written for novice and experienced computer users alike. Its easy-to-use functions and reporting facilities make it an essential Item for the Items distributor. This program has grown and developed from feedback from hundreds of Distributors over the past twelve years, and in doing so has been adopted by one, and used by another of the big three Van Sales companies plus numerous Independents.

Distributors who are currently using the program have found that it can save them up to two hours a day on paperwork, therefore allowing them more time for themselves or the family or even being able to cope with a larger customer list. Improvements in turnover of up to 15% have been attributed to it.

This Manual is a step by step guide to the basics covering detailed instructions on how to set up your Database: - Entering Initial stock, Entering Customers, Creating an Invoice, Quotes, and Reports, etc.

HARDWARE REQUIREMENTS: -

1. Minimum P11 with 32Mb RAM
2. Minimum of 580k free base memory
3. Installation requires 2.5Mb of Hard Disk
4. Program will generate 1Mb of data / month
5. Will run in Windows XP and Win 7 Professional

Preferred system any of the Acer/ Advent/ Dell/ entry level notebooks/Netbook with a USB Pen drive for backup purposes

License and Legalities: See end of manual, a necessary evil, so please read before using the software. Use of the software does mean that you agree to abide by the license.

Page left intentionally blank

INSTALLING YOUR ITEMS DATABASE SYSTEM

NOTE: - This version is not compatible with earlier versions; if you have an earlier version of the system on your computer, please rename your old directories before continuing. This applies to ASTMENU, AUKTOOLS and the ATEST folder.

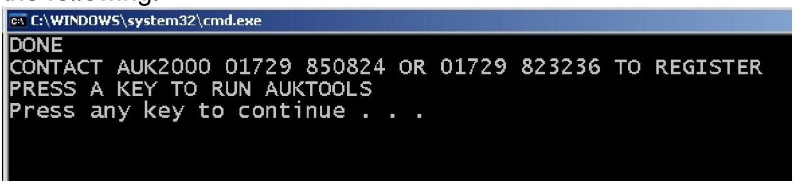
To register the software after payment and convert from the DEMO version to your details in the system (This does not affect any data you have input into the system while practicing) Please ring us for your code. Please have your Agent Number (We suggest you put your contact phone number here if you do not have an agent no.)and V.A.T Number to hand BEFORE you ring, as you will be asked for this information, and will require a new code from us to change the entries.

To install in Windows from CD if you have AUTORUN switched of on your system.

1. At the **START BUTTON** on your task bar, right mouse click
Then left mouse click **EXPLORE**

2. In the left hand column find your **CD/DVD** drive and left mouse click, this will now show you the files on the CD in the right hand column.

3. Left mouse click the **INSTALL** file, when it has finished it will show you the following.



4. There will now be 3 icons on the desktop.

5. Double left click the ASTMENU to open it. If the window appears very small Press the ALT key and ENTER key together to take it to full screen mode. If you have any problems with this, or want to adjust it to a larger window but not full screen, please ring for help as systems vary.
To navigate around the menu system use arrow keys (←→↑↓)

6, In the ASTMENU highlight TOOLS DATABASE
then Press **ENTER**
NOTE:- When the program installs it places two copies of the program on your Hard Disk, AUKTOOLS. AUKTEST is the practice program identical

to the main program. So you can practice as much as you like without damaging your data.

6, To access the practice program Highlight ATEST in the ASTMENU menu Press **ENTER**

BEFORE YOU BEGIN

1, When you open the program you will find a box with the following:-

Last used	**:**	**02/09/00**
Date Today	**:**	**03/09/00**
Time Now	**:**	**12:00**

ALWAYS check this **every time** you use the program. If the settings are not correct select **<NO>** and change accordingly. Note that the time is in 24hr format.

2, When you are happy with the contents of the box
Select **<YES>: -** Press **Y**

3, The program will then put up another box when you first start up: - saying that a dated Invoice Log has not been found, and asks if it should create it.

4, Select **<YES>** Press **Y**

Note: - The program will prompt you to make a new Invoice Log at the beginning of each month.

6, The next screen contains the main menu: -

7, To choose an Item on the menu either use the Arrow Keys/Cursor keys (←→↑↓) to scroll and highlight the item you want or press the appropriate highlighted letter.

SETUP

1. Select **SETUP** by either using the arrow keys to scroll and highlight **SETUP** then, Press **ENTER**.

2. Bank Acc. Type in your account No. Press **ENTER**

3. Sort Code. Type in your Banks Sort Code Press **ENTER**

4. **Last Invoice No**. Type in your last invoice number
Press **ENTER**

5. **RA Period (Revolving account weeks)** 8 (Adjustable)

6. **Show name on Invoice** (Type N = **ANY Items Invoice/Receipt** not printed) Press **Y**

7. Print RA Payment
Press **Y or N**

8. **Printer Type** Use Arrow Keys to highlight choice
Press **ENTER**

9. **Invoice Top Margin** 2
(You can set this to accommodate a letterhead)

10. **Invoice left Margin** 0 (**Adjustable**)

NOTE: -"0" creates 80-column print width, which is normal. other number will force it into 136 column print width i.e. condensed, and move the Invoice into the centre of the page. This also affects the left hand margin in Stock Order printouts.

11. **Report Lines per Page** 60 (Adjustable)

12. **Open/monthly account Top Margin**: -
NOTE: -To adjust the top margin by number of lines when printing Open/monthly account statements and letters only, type in a number
*Press **ENTER***

13. **Open/monthly account Left Margin**: - Adjust as above
Press **ENTER**

14. **Open/monthly account Lines /Page**: - Press **ENTER**

NOTE: -The following to be printed on the bottom all open/monthly account invoices and statements. Note: suggestions only: -

15. Type in a Thank you message
i.e. “Thank you for your custom” Press **ENTER**

16. **Message line 1**
Type in: - Account due within 28 days Press **ENTER**

17. **Message line 2**
Type in: - Cheques Payable to: Your name Press **ENTER**

18. **Message line 3**
Type in: - First line of your address Press **ENTER**

19. **Message line 4**
Type in: - The rest of your address Press **ENTER**

20. To adjust **V.A.T**. rates Press **F2**

21. To **Accept** and **Save** Press **F10**

ENTERING INITIAL STOCK

1. Select **ITEMS** with the Arrow keys Press **ENTER**

2. The window that you see now is the **Items Database** window.
The screen shows the Items and Stock stored in your **Items Database**, which will show a file stock level of **0** for each part until you have entered some stock.

3. To confirm that the database stock level is set to **0**, before you begin to enter your initial stock Press **R**

4. A box will appear and ask you confirm that you want the Stock to be set to **0** Press **Y**

5. To start entering your initial stock Press **CTRL + L**
NOTE: hold down CTRL and press L together

6. Next Press **G**

7. You will now see a new box

8. Type in a **ITEM No** Press **ENTER**

9. In the next box type in the **number** to put in stock Press **ENTER**

10. Type in another **ITEM No** Press **ENTER**

11. Type in the **number** to put in stock Press **ENTER**

12. Continue until you have entered your stock.
NOTE: - If you wish to take a break while you are entering stock and wish to shut down the computer

13. To leave the ITEM Number box Press **ESC**

14. To leave the Items database Press **ESC**

15. A box will appear asking if you wish to save some data as we have used the **CTRL+L** command there is no need to save the data at this time as the program has been saving your entries to file as you entered each item. Press **N**

16. To get back to the menu Press **ESC**

17. Next to Close the program Press **ESC**

To continue entering your stock

1. Select **ITEMS** with the Arrow keys Press **ENTER**

2. Next Press **CTRL+L**

3. Next Press **F**

4. Next highlight READ TOTALS FROM STOCK FILE Press **ENTER**

5. Continue as before

ENTERING CUSTOMER DATA

1. Select **CUSTOMERS** from the menu Press **ENTER**

2. At this point you will notice that Customer No 1 is blank to Edit Press **E**

NOTE: - it is suggested that you call Customer No.1 CASH SALE

3. To begin entering your Customers details Press **N**

4. At this point you will see another box: -

5. Enter your Customer's details and **INVOICE** Address, which will also be printed on **OPEN/MONTHLY ACCOUNT** statements and letters then: - At **ACCOUNT** you will be offered a choice of account: -

AUKTOOLS version
C. Cash Sale
R. Revolving account (Timed payments)
E. Extended Credit
M. Monthly Account
N. NONE

6. At **CALL ON**: - Highlight a day Press **ENTER**

7. At **ACCOUNT VALUE** enter an amount that the customer owes you to date if he is an existing customer. For a new Customer leave blank

8. To **ACCEPT** the Data and save Press **F10**

9. Continue until you have entered all your Customers.

DELETING CUSTOMERS

NOTE: - If you wish to remove a customer from your Customer list for whatever reason i.e. the customer has left the area or has not come on to the van for some time.

1. Highlight **CUSTOMERS** on the menu	Press **ENTER**
2. Highlight the customer you wish to remove	Press **D**
3. A Box will appear asking if you are sure	Press **ENTER**

UNDELETING CUSTOMERS

1. Highlight **CUSTOMERS** on the menu	Press **ENTER**
2. To bring up a list of deleted customers	Press **U**
3. Highlight the customer	Press **ENTER**

NOTE: - This will bring the customer back with his original Account Number.

CREATING AN INVOICE

1. At the menu box highlight **INVOICE** Press **ENTER**

2. In the Customer box enter the Customer number if you know it
Press **ENTER**

3. Or to bring up a scrolling box of your existing Customers
Press **ALT**

4. Or if to add a new customer in invoice Press **F2**

5. This box will allow you to enter the Initial letter of your customers name and if there are more of the same initial will allow you to scroll through them if you continue to press the same letter. Or you may search using the arrow keys on your keyboard.

6. When you have highlighted the Customer Press **ENTER**

7. The **LAST PAID** box will now appear (Open Account)
Press **ENTER**

8. The **ITEMS BOX** will now appear, type in a part Press **ENTER**

9. This will place the part on the invoice. Type in quantity Press **ENTER**

10. To add another Item Press **ENTER**

11. To order an Item **not** in stock Press **F5**

*NOTE: -This automatically updates Your Stock Orders and Customer orders. ordered appear with a **

12. To add a **Non Stock Item** to the Invoice, while you are in the **ITEMS BOX** Press **F2**

13. If you wish to create an Order Number at this point Press **F3**

14. To stop entering Items, when the Items box window is empty
Press **ENTER**

15. You will now be in the **PAID BOX**

NOTE: -This allows you to enter how much the customer is paying you on this occasion. If the customer is paying by cheque you may enter a cheque number and account details

16. If the customer is paying by check or card — Press **SHIFT +F10**

17. Type in the customers details etc. — Press **ENTER**

NOTE: -At this point another box will appear which will allow you to fill in your customers bank/card details which will appear as part of your daily report as a paying in slip. See Section on Daily Report.

To exit and finish — Press **ESC**

18. If not paying by cheque and you are satisfied with your entries — Press **F10**

19. If you are happy with the data — Press **Y**

20. If not and you wish to change something, Which will return you to the Invoice. — Press **N**

21. To print the invoice — Press **Y**

TO MAKE A CORRECTION TO AN INVOICE

NOTE: - If you make a mistake on an Invoice after you have accepted it, it is impossible to edit. Therefore you must make another Invoice to correct the figures.

1. Select the customer — Press **ENTER**
2. Select NON STOCK ITEM — Press **F2**
3. Type for example "Correction to Invoice No. 6654" for the description
4. Type in the number of the Items to be returned to stock
5. In the "TOTAL" Type for example a minus value "-50"
6. In the PAID Box, type "0" — Press **F10**
7. Verify that the values are correct i.e. "Items Value £-50", Paid £0" — Press **Y**

NOTE: - This will correct your Customer Account and your Total Sales.

TO EDIT A ITEM DESCRIPTION /PRICE WHILE IN THE INVOICE

1. Type in a part Press **ENTER**

2. This will place the part on the invoice. Type in quantity Press **ENTER**

3. While the cursor is in the right hand Totals box Press **Shift +TAB**

NOTE: - This will allow you to edit the price and description of a part.

TO ENTER A NON VAT ITEM WHILE IN THE INVOICE

1. Type in a part Press **ENTER**

2. This will place the part on the invoice. Type in quantity Press **ENTER**

3. To enter a **NON VAT** total Press **CTRL +ENTER**

TO ENTER A TRADE - IN IN INVOICE

1. Select the customer Press **ENTER**

2. Type Trade-in Press **ENTER**

3. Type in amount Press **ENTER**

4. Continue as normal for the rest of the invoice

TO SUSPEND A TRANSACTION IN INVOICE

This feature has been added by popular request, you know what happens, you are in the middle on a transaction with one client when another requests if they can just make a payment. Now you can simply suspend the invoice you are creating run of a receipt then return to the suspended invoice and continue, saving time and effort.

1. In invoice Press **F8**
2. Create the new invoice as usual
3. To return to the suspended invoice Press **F8**
   this will bring up a list of suspended transactions
4 Select transaction you require Press **ENTER**
   you can now continue where you left of

CALCULATOR IN INVOICE

1. While in invoice in the unit price, total or paid field	
2. For example to deduct 10% of an amount	Press **ALT**
3. Next	Press **–**
4. Next type in 10	
5. Next	Press **SHIFT+5**
6. Next	Press **ENTER**

TO CREATE A QUOTE IN INVOICE

NOTE: - Quotes can be transferred to an invoice, which is very useful if you have a customer who needs a quote containing a lot of i.e. and insurance quote.

1. In Invoice choose the customer	Press **ALT**
2. Highlight the customer	Press **ENTER**
3. Next	Press **SHIFT + F2**
4. Next to create quote	Press **Q**
5. Highlight Make new Quote	Press **ENTER**
6. No Items chosen will pop up	Press **ENTER**
7. Choose the Items required by highlighting the part no.	Press **ENTER**
8. When you have finished	Press **ESC**
9. Type in discount to be given	Press **ENTER**
10. To check the quote highlight SCREEN	Press **ENTER**
11. To leave the screen view	Press **ESC**
12. To save to file highlight file	Press **ENTER**

13. Type in a Name (No more than 8 characters, no spaces)
Press **ENTER**

14. To convert a quote to an invoice either load old quote or make a new one Press **P**

15. To exit Press **ESC**

16. A box will pop up and ask if you wish to convert to an invoice
Press **Y**

*NOTE: - to be able to convert a quote to an invoice later the quote must **always be printed**. The quote can then be attached to the invoice for the customer's reference.*

BROKEN ITEMS IN INVOICE

NOTE: - Broken Items are entered into an invoice, but it does not change your figures as this module only orders the replacement required. You may then give the customer the print out as a receipt for the returned Item.

1. In the Invoice, to find your BROKEN ITEM account Press **ALT**

2. When you have found it Press **ENTER**

3. Type in the appropriate Customer No. Press **ENTER**

4. Enter the Item Part Number Press **ENTER**

5. Type in a description of the fault Press **ENTER**

6. Press ENTER again then Press **F10**

7. If you are happy with the details Press **ENTER**

8. To Print out the invoice Press **ENTER**

TO ATTACH A REMARK TO A CUSTOMER IN INVOICE

NOTE: - You may want, for example, to make a note that the customer is interested in a Item to order at a later date, OR the customer owes you some money, you can add a REMARK, which will be saved against the customer as a handy reminder

1. To add a remark to the customer while in the invoice screen
   Press **F9**
2. Type in your remark i.e. "wants item ABC next time" Press **ENTER**
3. To leave a remark box which has opened in an invoice
   Press **ESC**
4. To remove a remark Press **F2**
5. To accept your remark Press **F10**

NOTE: - Now when you create a new invoice against a customer with a remark it will pop up as a reminder.

CUSTOMER ORDERS IN INVOICE

NOTE: - If a customer has ordered some Items previously, a box will appear when you create an invoice for that customer.

1. Highlight with bar the item ordered that has been delivered
   Press **ENTER**

NOTE: -This will place the item on the invoice

2. To enter more repeat the above Press **ENTER**
3. To close the **ordered** box Press **ESC**

TO DELETE A CUSTOMER ORDER

1. Select and highlight CLIENT ORDERS on the menu Press **ENTER**
2. Select and highlight the order you wish to delete Press **D**
3. To delete more than one order select an order Press **T**
4. Continue until you have tagged all the orders you wish to delete
   Press **D**
5. Select TAGGED Press **B**

TO ATTACH A DATED REMINDER IN INVOICE

NOTE: - This is for dated reminders that will print out on your daily round, for example a customer comes on the van and asks if you can bring a specific item for them to see next time you call. You can enter a reminder while in INVOICE which will print out on the appropriate days round. For Daily Round see Page 26

1.	While in invoice and you have a customer entered	Press **SHIFT+F9**
2.	Next	Press **N**
3.	Highlight the appropriate date	Press **ENTER**
4.	Type out the reminder	Press **F10**
5.	To continue entering data into INVOICE	Press **ESC**

TO VIEW A SINGLE CUSTOMER ACCOUNT

1. Highlight the customer's account you wish to view	Press **A**
2, Using arrow keys set the start date	Press **ENTER**
3, Set the end date	Press **ENTER**
4, To print list	Press **P**

TO VIEW MULTIPLE CUSTOMER ACCOUNTS

1. In the Customer list Tag the customers you wish to view
Press **T**

2, Having tagged the required customers Press **V**

3, To Print list Press **P**

NOTE: - At this point you may export the file as a CSV Press **X**

4, Choose Export Mail merge to produce an address file to use in Word, or Word Pro Press **M**
NOTE: - Useful for mail shots etc.

5, Give the file a name (No more than eight Characters no spaces)
Press **ENTER**

OR
6, Choose Export Accounts To view in a Spreadsheet e.g. Excel, or Lotus
Press **A**
NOTE: - Useful for producing Graphs etc

7, Give the file a name (No more than eight Characters no spaces)
Press **ENTER**

NOTE: -To retrieve the files from windows, you will find them in your AUKTOOLS Directory

TO VIEW & SORT CUSTOMER ACCOUNTS

1, In customer list Press **CTRL +A**

2, Using arrow keys set the start date Press **ENTER**

3, Set the end date Press **ENTER**

4, Choose whether to include all types of account or individual types
Press **ENTER**

5, Choose weather to view by Goods Purchased Press **G**

6, Or By Payments Received Press **P**

7, Or by Account Balance Press **A**

8, Next Press **ENTER**

9, To Print Press **P**

AGED ACCOUNTS (Bad Debts)

NOTE: - Something we can all do without, but hopefully this section will help you keep track. You will find that in your customer list, aged accounts will have the Last Paid box flashing.

To View and Print Aged Accounts etc.

1, Highlight CUSTOMERS — Press **ENTER**

2, Next — Press **CTRL +L**

3, Highlight weeks since last Payment — Press **ENTER**

4, Enter the number of weeks you wish to go back — Press **ENTER**

5, Choose which category you wish to view by using arrow keys and the space bar to add or remove marks "X". — Press **ENTER**

6, If you have aged accounts the box will now show you.
To Print — Press **P**

7, To view results — Press **ESC**

NOTE: -This section will also allow you to view when a customer last bought thing from you, useful for deciding whether to keep a customer on your list or not.

TO PRINT OUT ALL THE PURCHASES FOR A CUSTOMER

NOTE: If you would like to see a complete list of all the Items a particular customer has purchased for a period with the Invoice Date, Invoice, Part Number Description ETC plus the Total spent with you.

1. Highlight Customers in the menu — Press **ENTER**
2. Highlight the Customer you are interested in — Press **A**
3. Use Arrow keys to go back to an appropriate date — Press **ENTER**
4. Next — Press **P**
5. Highlight Purchase List — Press **ENTER**

ADJUSTMENTS TO CUSTOMER ACCOUNTS

*NOTE: You can not edit Customer balances in Customer Accounts. Instead Please make an adjustment in an Invoice using Non Stock Item and entering **Adjustment to invoice No. ?** in Description.*

RESET COMMAND IN CUSTOMER ACCOUNTS

*NOTE: The Reset command in Customer Accounts **CLEARS ALL** of the accounts of the chosen customer.*

CHECK COMMAND IN CUSTOMER ACCOUNTS

This facility is to be used carefully and you should **BACK UP** before doing so. The Check command deals with irregularities in a Customers Account.

1. Highlight Customers — Press **ENTER**
2. Highlight the Customer whose account has problems — Press **A**
3. Use arrow keys to set the start date — Press **ENTER**
4. Next — Press **ENTER**
5. The screen shows the list of invoices — Press **C**

*NOTE: If you have made adjustments to an account other than in Invoice and there is an error and contact us. — Press **N***

6. If you have NOT made adjustments in Accounts and errors exist — Press **Y**

TO PRINT AN OPEN / MONTHLY ACCOUNT STATEMENT

1. To print out an Open/monthly account statement highlight **REPORTS**
Press **ENTER**

2. Highlight **OPEN/MONTHLY ACCOUNTS** Press **ENTER**

3. Select the Date Press **ENTER**

4. Highlight and Tag the customers you wish to send a statement to
Press **T**

5. To Print Press **P**

6. You may at this point print to screen to review your statements before printing them.

NOTE: - If you have tagged more than one customer, to view when you have printed to screen, use the ENTER key until you have seen them all.

7. To Remove Tags Highlight the Customer Press **T**

NOTE:-If you wish to have the customers name used in greeting i.e. Dear Mr. Smith etc., you may set this up.

1. Highlight **CUSTOMERS** on the menu Press **ENTER**

2. Highlight a customer Press **O**

3. Type in the Greeting placing @ signs in front, and at the end i.e.: **@Dear Mr. Smith@**

4. To accept Press **F10**

NOTE: - Whenever you print a letter to this customer it will start with your greeting

TO DELETE ITEMS FROM THE DATABASE

NOTE: - This is where you can remove discontinued items from your database. Please make sure you have none of the you wish to delete on order before you proceed.

1, Highlight ITEMS in the menu Press **ENTER**

2, Highlight the item you wish to delete Press **D**

3, The box will prompt you YES or NO to delete Press **Y**

NOTE: -This system will now rebuild the index and sort, which takes a few minuets so if you wish to delete more than one item i.e. all the discontinued denoted by a star then

1, Highlight each item you wish to delete Press **T**

2, When you have finished tagging the to delete Press **D**

3, The box will prompt you YES or NO to delete tagged Press **Y**

TO ADD NEW ITEMS TO THE DATABASE

1, Highlight ITEMS in the main menu Press **ENTER**

2, Next Press **NEW**

3, Fill in the Part number (This is the unique code, which can be thing for example ET120, (No Spaces Allowed here) if the code already exists it will tell you so you can make up another. Next…

A, Description i.e. Makers name + ratchet ½ inch,
B, Discount code (this represents your margin)
C, List Price (Don't put in the £ sign)
D, Warranty Code if necessary
E, Catalog Page if appropriate
F, VAT Rate
G, Supplier Code = a list will appear (to add a supplier go to **SUPPLIERS** in the main menu and Press **N**
H, Stock Level = enter the number of the item you have in stock
I, Reorder quantity = 1
J, Re-order = Yes - if you do not wish to re-order a part choose No

4, When done Press **F10**

NOTE: - See Things to Remember + Tips section

TO CREATE A QUOTE IN ITEMS MENU

1. Select and highlight **ITEMS** on the menu — Press **ENTER**
2. To create the **QUOTE** for a customer — Press **Q**
3. Highlight **MAKE NEW QUOTE** — Press **ENTER**
4. A Box will appear asking you to choose some Items — Press **ENTER**
5. When you have selected all the Items for the Quote — Press **ESC**
6. Type in the Customers Name and **%** discount if — Press **ENTER**
7. You are now given the choice to print out the Quote for the customer — Press **P**
8. To save the Quote file for reference later — Press **F**
9. Type in a Name (No more than 8 characters, no spaces) — Press **ENTER**
10. To print to Screen to view the quote before printing — Press **S**
11. To Finish and take you back to the menu — Press **ESC**
12. To create a new quote without leaving the **ITEMS** screen — Press **R**
13. A box will appear asking to reset totals to zero — Press **ENTER**
14. Continue as above item **2**
15. To open a saved Quote Select **ITEMS** from the menu — Press **ENTER**
16. To open the saved quote — Press **Q**
17. Highlight **LOAD OLD QUOTE** — Press **ENTER**
18. Highlight the name of the quote — Press **ENTER**

19. Enter the name of the customer Press **ENTER**

NOTE: - You can adjust the discount here

20. Now you can choose to **Print/Save**/or **Print** to screen
Press **ENTER**

21. To finish Press **ESC**

NOTE: - If you wish to convert a quote to an invoice load a quote in invoice, print the quote and you will be prompted to convert to invoice. See Creating a Quote in Invoice page

STOCK ORDERS

NOTE: - When you have sold some Items or ordered Items for your customers, or wish to order additional stock, you can view and edit your STOCK ORDERS.

1. At the menu highlight **STOCK ORDERS** Press **ENTER**

2. A dual box appears: -

NOTE: - The upper box contains to be ordered. The lower box contains to be booked in when they have been delivered to you

3. To add to your order Press **G**

4. Select the Part needed Press **ENTER**

5. Type in Number required Press **ENTER**

6. To edit the number of an item to be ordered.
Highlight the item Press **E**

7. Type in the new number Press **Enter**

8. To print Your **STOCK ORDER** Press **P**

9. Highlight **PRINT TO PRINTER** Press **ENTER**

NOTE: - The you have ordered will now move to the lower box.

10. To exit from **STOCK ORDERS** Press **ESC**

DELIVERY ADDRESS

NOTE: - If you wish to have your orders delivered to a particular address, a neighbour for example, you may set that up in this section.

1. At the menu highlight Stock Orders Press **ENTER**

2. To enter your delivery address Press **A**

3. Type in the Address Press **F10**

NOTE: - This will now be printed on your order to your supplier

BOOKING IN STOCK

1. To Book in Stock Delivered Highlight **STOCK ORDERS** Press **ENTER**

2. To enter the lower box Press **TAB**

3. Highlight an Item to be booked in Press **ENTER**

4. Type in the number to be booked in Press **ENTER**

5. To Update the daily report Press **Y**

6. Continue until you have booked in all your deliveries

7. To return to the menu Press **ENTER**

8. To reset to be reordered. (Back Orders) Press **R**

NOTE: - Booking in/Resetting and Deleting can be done in batches if the necessary are tagged.

NOTE ALSO: - Each month a file will be created that can be imported into a spreadsheet, for example for the month of August you will find a file called 0800BKIN.CSV.

9. This can be inspected Press **H**

10. The current month will be shown

11. To view other months Press **F**

12. Highlight the file required Press **ENTER**

13. To Print Press **P**

DAILY ROUND

NOTE: - You can print out your Daily Round, and organize your visits to suit.

1, On the main Menu highlight Customers Press **ENTER**

2, Next Press **CTRL +R**

3, Highlight the date you wish to work on Press **ENTER**

4, To change the order of your calls highlight the customer to change Press **C**

5, Type in the number you wish to move the customer to Press **ENTER**

6, To make more changes continue from No 4 until finished and save Press **F10**

8. To find a name or shop Press **F**
(useful when you want to group people together who are at the same address)

9. Highlight find name or find shop Press **Enter**

10. Type in the first few letters Press **Enter**
continue from 8 to find all

7, To print out the Daily Round List Press **P**

8, Highlight Round Order Press **ENTER**

9, Make sure all the boxes are marked Press **ENTER**

NOTE: - If the Reminder box is marked, then orders, or remarks for a customer will be printed out against that customer for that day. This is very useful when remembering customer orders to be taken out and reminders you have added from within invoice.

The Daily Round has a number of uses, so please feel free to experiment.

USING THE NOTEPAD

NOTE: - Notepad is totally date oriented i.e. you can create a reminder for a specific date which can then be printed out on its own or in conjunction with your daily round.

1. To use Notepad in the main Menu Highlight **NOTEPAD**
   Press **ENTER**

2. To create a new Note — Press **N**

3. Using the Arrow keys highlight a date — Press **ENTER**

4. Type in a note i.e. Customer wants quote/delivery today
   Press **ENTER**

5. To accept your note — Press **F10**

CREATING A DAILY REPORT

NOTE: - Before creating Reports please make sure that you are completely up to date with your collections etc. We suggest that you create your Daily Report as the last job of the day.

1. To Create a Report highlight **REPORTS** Press **ENTER**

2. To Create a **DAILY** Report Highlight **DAILY REPORT** Press **ENTER**

3. Select the Date by using the arrow keys Press **ENTER**

4. To select contents to be included in the daily report use the arrow keys and the spacebar Press **ENTER**

   a. Summary prints out totals of cash sale/ RA totals/turn missed collections/ Open/monthly account

   b. Invoice prints out the invoice amounts for the day for the various types of account, plus the list of customers with no transactions for the day, plus the Summary.

   c. Sales prints out the Daily Sales Report for the day

   d. Checks prints out the checks received for the day with the customer's bank details, plus cash received for the day.

5. At this point highlight **Print to Screen** or **Print to Printer** Press **ENTER**

*NOTE: - It is **VERY** important that you print the **SUMMARY** of your daily report. This may be printed to file if necessary, but if neither Print to file or Print is done every day, it will not reconcile the accounts, and it will **not** update your **WEEKLY Report.** If necessary the **DAILY REPORT** can be edited to adjust the Totals before creating a **WEEKLY REPORT.***
If you are going on holiday or just taking a break, when you return, update Daily reports for the days away using the calendar to take you back to each day and also create a weekly report on its normal day, then carry on as normal.

CREATING A WEEKLY REPORT

1. Highlight **REPORTS** on the menu Press **ENTER**

2. Highlight **WEEKLY REPORT** Press **ENTER**

3. Select **End of Week** to print using arrow keys then Press **ENTER**

4. You will now see a box, which includes all your data for the week: -
Here you can edit your previous balance Brought Forward
Press **E**

NOTE: - This is the place where you reset your Totals + Week Number at the beginning of each year.

5. To accept the data Press **F10**

7. To See the **SUMMARY** Press **F2**

8. To print Your **WEEKLY REPORT** Press **P**

9. To return to the menu Press **ESC**

*NOTE: - You will notice that you can now export the Weekly Report as a *.CSV for use in Excel or other Spreadsheet software just press X in the first screen. The file can be found in your AUKTOOLS directory.*

PRINTING OUT A BROKEN ITEMS REPORT

1. At the Main Menu Select Client Orders	Press **E**
2. To Select BROKEN ITEMS	Press **B**
3. To set the Top Of Form height for your printer	Press **S**
4. Type in the figure required	Press **ENTER**

NOTE: - Experiment with this on some blank paper

5. To tag the you wish printed	Press **T**
6. To Print out your Report	Press **P**
7. Chose All or Tagged	Press **ENTER**

*NOTE: -The report will now print out to match your **BROKEN ITEMS** Form*

TO CREATE / PRINT A LETTER

1. To Create a Letter to a customer highlight **LETTERS** Press **ENTER**

2. To open a Sample Reminder letters Press **ALT + F+O**

3. Type in the name of the letter you want to see Press **ENTER**

4. You will notice that **@** signs are used.

NOTE: -This enables the program to pick up the customers Last Paid date, and Account Value.

*If you wish to create your own letter always use the **@** sign in front and at the end of **@LASTPAID@** and **@ACCVAL@** as seen in the sample letters.*

5. To create a new letter Press **N**

6. Type your letter using **@LASTPAID@** and **@ACCVAL@** then

7. To save your letter Press **ALT + F + S**

8. Type a name for your letter no more than **8** characters long without spaces and remember to use the suffix **.LET**
e.g. **REMINDER.LET** Press **ENTER**

9. To Exit Press **ALT + F + X**

10. To Print out a letter/reminder Highlight **CUSTOMERS**
Press **ENTER**

11. Find the customer you want by either by customer name
Press **F**

12. Type in the customers name (Surname or Comp name)
Press **ENTER**

13. or by Customer Number Press **G**

14. Enter the Customers Number Press **ENTER**

15. Next to print the letter Press **P**

16. A box appears, highlight **MERGE CURRENT LETTER**
Press **ENTER**

17. Highlight the letter you wish to use Press **ENTER**

18. Use the arrow keys to highlight the date you wish to appear on your letter Press **ENTER**

19. The letter will now be sent to the printer

20. To exit the Print Box Press **ESC**

NOTE: - You may print the same letter to more than one customer by tagging each customer

21. To tag customers in the Customer box highlight the customer
Press **T**

22. To Print out letter to tagged customers highlight **MERGE TAGGED LETTERS** Press **ENTER**
24. To Un-tag Customers highlight tagged customer then again
Press **T**

NOTE: -To save time we have included three very basic letters
a. REM1.LET b. REM2.LET c. FINAL.LET

THE DREADED STOCK TAKE

1, Highlight Items Press **ENTER**

2, Next Press **L**

3, Next get your first item Press **G**

4, Use arrow keys to navigate the list and highlight a part
Press **ENTER**

5, Type in the number you have in stock Press **ENTER**

6, Continue doing this until you need a break or have finished
Press **ESC**

7, It will prompt you to save every 25 Press **Y**

8, Highlight Save Totals to Disk File Press **ENTER**

9, Give the file a name such as 260400 i.e. the date of the stock take
Press **ENTER**

9, If you have not finished and wish to take a break Press **ESC**

10, Next Press **Y**

11, Highlight Save Totals from Disk File Press **ENTER**

12, If you have already saved it before Press **Y**

13, Next overwrite Press **Y**
*Note: this will **add** the new data to your stock take file.*
14, Next Press **ENTER**

15, Next Press **ESC**

16, Do you wish to reload this file when you return Press **Y**

Note: This will take you strait back to your stock take file so you can carry on entering your data.

TO COMPARE STOCK FILE WITH STOCK DATABASE

1, To compare the stock take file with the stock database Press **F**
Note: To find what is missing etc

2, Highlight Load Totals from Disk File	Press **ENTER**
3, Highlight your Stock Take file	Press **ENTER**
4, Next	Press **C**
5, Type in your managers name	Press **ENTER**
6, To print out the results	Press **P**

TO BRING YOUR STOCK DATABASE UP TO DATE AFTER A STOCK TAKE

NOTE: -When you have checked the inventory for missing stock if thing and wish to bring your stock database up to date, you may load your stock file into the database.

1, In Items	Press **L**
2, Next	Press **F**
3, Highlight Load Totals From Disk File	Press **ENTER**
4, Highlight your Stock Take File	Press **ENTER**
5, Next	Press **F**
6, Highlight Write Totals To Stock File	Press **ENTER**
7, Highlight ALL ITEM TOTALS	Press **ENTER**
8, Next	Press **N**

THINGS TO REMEMBER + TIPS

1, The **F1** function key will invoke the help box in the following**: -**
Set-up, Customers, **Stock Items**, **Stock Orders**, **Invoice**,
2, The Function Key **F10** used throughout the program always means accept. The **ESC** Key takes you back one step OR undoes changes that may have been made to an Invoice Etc.

3, Always **BACKUP** your Data files regularly preferably daily,
either by copying your files in the AUKTOOLS directory across to your **ATEST** directory. You can find this on your AUK2000 menu. This will save you a lot of grief if your hard drive acquires bad sectors and looses data, and will mean that you will at most only lose a days' input, or by using the Back-up facility on the AUK2000 Menu system.

4, Use **Scandisk** REGULARLY, preferably once a week, to keep an eye on your hard disk and remove lost/broken files that can take up space and cause problems. **Scandisk** can be found on your **AUKITEMS** menu system if running in Dos or can be invoked by right clicking the drive in Windows explorer left click Properties left click Tools tab, and left click Check Now.

5, If you source Items from other than your Normal supplier use the **SKU Code** *NOTE: -Both letters and numbers are OK, no spaces e.g. SEA21 up to 9 characters,* when adding Items in the Items database to indicate the supplier; this will enable you to sort your orders appropriately in the orders section.

6. Missing Days in Weekly Report

a, Go to EDIT Daily Report
b, Use arrow ← → keys to navigate back and forth
c, Check that reports are present and in order
d, If out of order press **S** for SORT
e, If missing reprint report for that day
f, Re enter edit daily report and Press S for Sort again
g, Then inspect Weekly report

If you have saved the Weekly Report without one of the Daily reports then exit the software and at c:\AUKTOOLS type **DELWR** and press enter. This will delete the last Weekly Report
! THIS IS A LAST RESORT AND MUST BE USED VERY CAREFULLY!

CHANGES & IMPROVEMENTS

1, In INVOICE from the part number selection SHIFT+F2 brings up the Items list from which you can search by description to enter a part into the invoice, and also create and print Quotes.

2, Note that in Items selection box retains last choice to facilitate multiple entries e.g. Sockets.

3, All sales of Items on database are logged to a file XXXXSLS.CSV e.g. 0200SLS.CSV. These files can be imported into a Spread Sheet for example EXCEL to extract your monthly sales.

4, In customer database CTRL+B (Bad Debts) has been replaced by CTRL+L, which allows you to determine last purchases or payments by Account Type, and Tags matching records.

5, Also in the Customer database, pressing V shows the tagged records, U un-tags and X will export a .CSV file, which can be imported as a mail merge file into Word or similar word processor or Accounts to be imported into Excel or other spreadsheet.

6, You can now sort your Customer Accounts to show who is your best customer, for promotion purposes.

7, The Delete and un-delete in customers has been changed, less key presses and more reliable.

8, Adding new stock, you are now able to set up your own supplier codes so as to make reordering a lot simpler.

9, You can now delete unwanted items from the Stock Database easily.

10, In the Stock database the last sale date and number of sales of Items are now shown.

11, Most areas will now allow you to export *.CSV files for use in Windows applications.

12, You can now suspend invoices as required

13, Now prints standard envelopes

ADVANTAGE CALCULATOR

NOTE: - Lurking in the Invoice is a little utility. This is a little additional program that calculates interest on repayments.

This is for Evaluation purposes only and is not guaranteed to the penny, but is not far off. It allows you to enter different percentages, amounts and times etc.

In invoice list	Press **I**
In the invoice itself, when you are in the paid box	Press **F4**

Notes

Notes

Notes

Date	Copy Tools to Test	Daily Back Up	Full Back Up	Scan Disk	Defrag

Date	Copy Tools to Test	Daily Back Up	Full Back Up	Scan Disk	Defrag Hard Disk

Date	Copy Tools to Test	Daily Back Up	Full Back Up	Scan Disk	Defrag Hard Disk

Legal Stuff (Unfortunately a necessary evil)

License

ELECTRONIC END-USER SOFTWARE LICENSE AGREEMENT

THIS AGREEMENT IS A LEGAL DOCUMENT. READ IT CAREFULLY BEFORE COMPLETING THE INSTALLATION PROCESS AND USING THE SOFTWARE. IT PROVIDES A LICENSE TO USE THE SOFTWARE AND CONTAINS WARRANTY INFORMATION AND LIABILITY DISCLAIMERS. BY INSTALLING AND USING THE SOFTWARE, YOU ARE CONFIRMING ACCEPTANCE OF THE SOFTWARE AND AGREEING TO BECOME BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT WISH TO DO SO, DO NOT COMPLETE THE INSTALLATION PROCESS. PROMPTLY RETURN THE ENTIRE PACKAGE TO THE PLACE WHERE YOU OBTAINED IT, FOR A FULL REFUND.

1. Definitions

(a) "Software" means the programs supplied by AUK2000 herewith, and all updates thereto.

2. License

This Agreement allows you to:

(a) Install and use the Software on a single computer and make one copy of the Software solely for backup purposes.

3. License Restrictions

Other than as set forth in Section 2, you may not make or distribute copies of the Software, or electronically transfer the Software from one computer to another or over a network. You may not decompile, reverse engineer, disassemble, or otherwise reduce the Software to a human-perceivable form. You may not rent, lease or sublicense the Software. You may not modify the Software or create derivative works based upon the Software.

4. Upgrades

If this copy of the Software is an upgrade from an earlier version of the Software, it is provided to you on a license exchange basis. You agree by your installation and use of this copy of the Software to voluntarily terminate your earlier end-user license and that you will not continue to use the earlier version of the Software nor transfer it to another.

5. Ownership

The foregoing license gives you limited rights to use the Software. Although you own the media on which the Software is recorded, you do not become the owner of, and AUK2000 retains title to, the Software, and all copies thereof. All rights not specifically granted in this Agreement, including British and International Copyrights, are reserved by AUK2000

6. *Limited Warranties*

(a) AUK2000 warrants that, for a period of SIXTY (60) days from the date of delivery (as evidenced by the date on recorded /special delivery receipt): (i) when used with a recommended hardware configuration, the Software will perform in substantial conformance with the documentation supplied with the Software; and (ii) that the media on which the Software is furnished will be free from defects in materials and workmanship under normal use. EXCEPT AS SET FORTH IN THE FOREGOING LIMITED WARRANTY, AUK2000 DISCLAIMS ALL OTHER WARRANTIES OR CONDITIONS, EITHER EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. IF APPLICABLE LAW IMPLIES WARRANTIES WITH RESPECT TO THE SOFTWARE, ALL SUCH WARRANTIES ARE LIMITED IN DURATION TO SIXTY (60) DAYS FROM THE DATE OF DELIVERY.

No oral or written information or advice given by AUK2000, its dealers, distributors, agents or employees shall create a warranty or in anyway increase the scope of this warranty.

7. *Exclusive Remedy*

Your exclusive remedy under Section 6 is to return the Software and the Hasp to the place you acquired it, with a copy of your receipt and a description of the problem. AUK2000 will use reasonable commercial efforts to supply you with a replacement copy of the Software that substantially conforms to the documentation, provide a replacement for defective media, or refund to you your purchase price for the Software, at its discretion. AUK2000 shall have no responsibility if the Software has been altered in anyway, if the media has been damaged by accident, abuse or misapplication, or if the failure arises out of use of the Software with other than a recommended hardware configuration.

8. *Limitations of Damages*

(a) AUK2000 OR OF ITS ASSOCIATES SHALL NOT BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES (***INCLUDING DAMAGES FOR LOSS OF BUSINESS, LOSS OF PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, IMPLODING HAMSTERS OR THE END OF CIVILISATION AS WE KNOW IT, AND THE LIKE***), WHETHER BASED ON BREACH OF CONTRACT, PRODUCT LIABILITY OR OTHERWISE, EVEN IF AUK2000 OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IF A REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

9. *Consumer End Users*

The limitations or exclusions of warranties and liability contained in this agreement do not affect or prejudice the statutory rights of a consumer.