Legal and Warranty Information

CAP TRACKER! is protected under the Copyright laws of the United States of America and International Copyright laws. It is illegal to duplicate this software or instruction manual for other than archival purposes.

Included in your **CAP TRACKER!** package is a Limited Warranty and License Agreement. This agreement gives you specific legal rights. Each license granted your company by **TOPP*Soft* Computer Solutions** allows you one concurrent use of **CAP TRACKER!** on a stand alone computer or on a network. Concurrent licensing is defined as the use of software by one person in one location at a single time. Each lot location and each computer station requires a separate concurrent user license. Please read and become familiar with the enclosed Limited Warranty and License Agreement for more detailed information. If you do not agree with the terms set forth in the License Agreement, return the entire contents of your **CAP TRACKER!** package (with the disk envelope seal unbroken) to **TOPP*Soft* Computer Solutions** for a full refund of your purchase price.

Contact **TOPP*Soft* Computer Solutions** at 5811 Memorial Hwy Suite 204, Tampa, FL 33615 or at (800) 771-BEST to obtain license pricing for additional concurrent users or to address questions concerning the legal use of **CAP TRACKER!**.

Acknowledgments

We would like to extend our sincere appreciation to:

TopperKING, Inc. in Brandon, FL for their help and suggestions in developing the **TOPP*Soft*** product line.

The Beasley Family for all of their encouragement and support in our endeavor.

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Introduction

Congratulations on your purchase of **CAP TRACKER!** This Software is part of the **TOPP*Soft*** product family. **TOPP*Soft*** is the most complete inventory control system available for truck cap and accessory dealers. These products are developed by professionals for professionals. Over six years of research, development, and testing have gone into the initial **CAP TRACKER!** project.

TOPP*Soft* manages both serialized cap inventory (**CAP TRACKER!**) and non-serialized accessory inventory (**ACCESSORY PACK!**). Other available **TOPP*Soft*** modules include **POS INTEGRATOR!** (a complete point of sale interface for the **CAP TRACKER!** and **ACCESSORY PACK!** modules) and **A/R MANGER!** (our interface for a variety of popular bookkeeping and accounting systems). Additional modules may be used in conjunction with any combination of the other modules in the product family to provide the best custom designed inventory control system on the market for your business.

CAP TRACKER! is designed to accurately track and invoice your serialized cap inventory. Tasks include ordering, receiving, and selling caps, tracking loaners, returns and stock transfers. In addition, **CAP TRACKER!** provides extensive management reporting, mailing labels, point of sale, and much more.

Package Contents

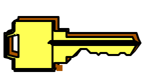
Your **CAP TRACKER!** package contains the following components:

1 ea Installation Diskette

1 ea Reference Manual

1 ea License Agreement and Limited Warranty

1 ea Service Level Agreement



Call **TOPP*Soft* Computer Solutions** at **(800) 771-BEST** to arrange shipment of a new diskette if the enclosed installation diskette is not compatible with your computer.

System Requirements

See Table 0.1 for computer system requirements. Generally, the fastest computer in your price range will serve your company much longer without becoming obsolete.

PC SYSTEM REQUIREMENTS	
MINIMUM	**RECOMMENDED**
80386 Processor	80486 Processor
Monochrome Graphics	VGA Color Graphics
550KB free DOS RAM	600KB free DOS RAM
10MB free disk space	10MB free disk space
DOS ver. 3.3 or higher	DOS ver. 6.2 or higher
	4MB RAM
Compatible with most network systems. Please refer to our license agreement for network guidelines.	

TABLE 0.1 Computer System Requirements

Overview

The **CAP TRACKER!** reference manual is intended to guide you through the various tasks involved in using the **CAP TRACKER!** software program. Before you begin using **CAP TRACKER!**, you should carefully read the *Getting Started* chapter for valuable insights concerning practical guidelines for initial start up as well as step by step configuration instructions. Upon completion of your initial system set up, the manual provides detailed explanations for use in performing each distinct task necessary for maintaining your inventory using **CAP TRACKER!**. The **CAP TRACKER!** manual is organized by menu functions into the following chapters:

Introduction. A short orientation on **CAP TRACKER!** including system requirements.

Chapter 1: *Getting Started*. Contains installation instructions, how to start **CAP TRACKER!**, and guidelines for initial set up of the program. Instructions for changing your password are included as well.

Chapter 2: *The Orders Menu*. A detailed explanation of the ordering and receiving process. Also included are step by step instructions for **CAP TRACKER!** tasks appearing on the *Orders Menu*.

Chapter 3: *The Sales Menu*. A detailed explanation of the sales process and step by step instructions for **CAP TRACKER!** tasks appearing on the *Sales Menu*.

Chapter 4: *The Reports Menu*. A complete list of reports available from **CAP TRACKER!**. Also included are step by step instructions for generating each individual report.

Chapter 5: *The Maintenance Menu*. An illustrated guide to maintaining the reference databases used by **CAP TRACKER!**.

Chapter 6: *The Customers Menu*. Explains how to view and edit your customer list, create mailing labels, and create mail merge files for use with your word processor.

Chapter 7: *The Management Menu*. A guide to efficient management of the **CAP TRACKER!** program. Includes detailed information concerning the security features of the software.

Chapter 8: *Hot Tips*.

Appendix A: *Initial Setup Forms.* Explains the importance of and some guidelines for designing workable codes for your data. Also included are forms designed to help you gather and organize all information necessary to begin using **CAP TRACKER!** effectively.

Appendix B: *System Messages*. An alphabetical list of common system messages and their meanings. Answers the most frequently asked trouble shooting questions about **CAP TRACKER!**.

Glossary. Definitions of computer and other technical terms found in the manual.

Index.

Conventions

Standard text will be used for all narrative descriptions such as this sentence. All simulated computer screens will be represented using the following typeface for ease of identification:

```
C:\> TYPE CONFIG.SYS

FILES=130
BUFFERS=30
STACKS=9,256
DEVICE=C:\DOS\HIMEM.SYS
DEVICE=C:\DOS\SERVER.EXE
DEVICE=C:\DOS\ANSI.SYS
SHELL=C:\DOS\COMMAND.COM C:\DOS\  /p /e:512
DOS=HIGH,umb
```

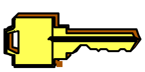
Menu items and field names from **CAP TRACKER!** are represented in an italic typeface such as the following:

Choose *System Settings* from the *Management Menu*.

Characters entered by the user are represented in the following bold typeface:

```
C:\> TYPE CONFIG.SYS
```

Symbols and Abbreviations



The key symbol is used to designate information intended to broaden your understanding of the current subject (i.e. a tip for ease of use or a key point about the current subject).

!

The exclamation symbol identifies a potential hazard. This symbol is used to alert the user to possible problems that may arise while performing the current task.

Special keyboard function keys are displayed using the key symbols (e.g. E) or enclosed in <> brackets. A partial list of special keys is listed in Table 0.2 on the following page.

Special Key	Description
E	The Enter key is above your right shift key. It is used to select entries from tables and to advance to the next field on a form.
C	Use the Control key (usually next to or below the shift key) by holding it down while selecting the second key. Cc would be accomplished by holding down the C key and pressing the c key.
A	Use the Alt key (usually next to the space bar) by holding it down while selecting the second key. Ac is achieved by holding down the A key and pressing the c key.
! to +	The function keys are either across the top of the keyboard or in a block of keys to the left side of the keyboard. Valid keys range from ! to +. ! is the HELP key.
X	The Escape key is at the top left of the keyboard. It is used to back out of a screen without saving your changes.
<NumLock>	The Number lock key is above the numeric keypad. It is used to switch your numeric keypad between arrow keys and numbers. Numeric values of the keypad are valid when the <NumLock> light is on.
<Caps Lock>	The Caps Lock key is to the left of the **A** key. It forces capitalization when active. <Caps Lock> is active if the indicator light is on.
T	The Tab Key is above your <Caps Lock> key.
<Back Space>	The Back Space key deletes characters to the left of your cursor.
<Insert>	The Insert key is on the numeric keypad and may also be above the isolated arrow keys between the typewriter keyboard and the numeric keypad. <Insert> is used to add entries to tables.
=	The delete key is on the numeric keypad and may also be above the arrow keys between the typewriter keyboard and the numeric keypad. = is used to delete entries from tables or to delete the character at your current cursor position.

YZQR	Up, down, right, and left arrow keys. These keys move your cursor in the direction of the arrow.

TABLE 0.2 Special Function Keys

On some keyboards, the = Y Z Q R and **<Insert>** keys require the use of **<NumLock>** to operate properly. The NumLock light should be off to activate these keys on your keypad.

Types of Screens

There are five different types of screens in use with **CAP TRACKER!**. They are menus, tables, forms (also called templates), help, and warning screens.

Menus are used to select the various functions in **CAP TRACKER!**. Menus are grey with bright white, single-line borders and titles. You can navigate menus by selecting the first letter of the menu option or by using the arrow keys. Exit the menu by pressing the X key or selecting the appropriate menu option. When using the first letter where several menu options begin with the same letter, repeatedly pressing the correct letter will cycle through all available selections. Press E to choose a menu option.

Tables are lists of information. Each list will be sorted in a specific sequence and may be filtered depending on your selection criteria. Tables have an aqua background, yellow, double-lined borders, and bright white titles. The list portion has a blue background with bright white lettering. Highlighted entries are grey with blue letters. On many tables, you may quickly find entries on the list by using our Rapid Scan® feature. Simply type the first few letters of the value to locate and the table will scan directly to the proper entry on the list.

Forms (or templates) are screens used to add or change information. They are blue with bright white titles and double-lined borders. Entry fields are yellow and turn white with a black background during actual entry. For many fields, pop-up lists are available by pressing E on a blank field or by pressing @ (@ is indicated to the right of the field if available).

Help Screens are informational screens that give you guidance on how to proceed from your current place in the program. They have black backgrounds with bright white single-line borders, aqua titles, and normal text. Links to other screens are bright white and function like menu choices in that they are accessible by their first letter or by using the arrow keys. Press X to return to the previous screen in the program.

Warning screens let you know about an unusual circumstance or condition in the program. They may display information that warns you about potentially damaging actions or may provide an error message prior to terminating program execution. Please read these screens carefully. If you have any questions about any of these messages, please write down the exact text of the message (or print it with the Print Screen key) and call **TOPPSoft Computer Solutions** for a more detailed explanation.

Getting Help

If you have questions while using **CAP TRACKER!**, you can find help in several different places. Each screen in **CAP TRACKER!** offers help prompts along the bottom of the screen which describe valid function keys.

All **TOPPSoft** programs also offer online, context-sensitive help. Online help offers quick access to documentation without reaching for a manual. Press the ! key to access the online help screen for the current on screen task. You may press E while highlighting the BRIGHT words on the help screen for further information related to the current topic. Use the arrow keys or the first letter of each bolded word to move around the screen. Words highlighted in yellow designate valid keystrokes for the current task. Press X to return to the program.

Refer to the **CAP TRACKER!** user manual for more detailed instructions or for background information. The manual is arranged by menu task and offers detailed, step by step instructions for each task associated with **CAP TRACKER!**

The **TOPPSoft Computer Solutions** help line can be reached at (800) 771-BEST. Help line calls are free for the first 90 days following shipment of all **TOPPSoft** products and for members of the **TOPPSoft** customer support program. In exchange for this free service, we do ask that you explore the on-line help system and manual for answers to your questions before you call. Refer to the enclosed brochure or contact **TOPPSoft Computer Solutions** for more information concerning the benefits of our comprehensive customer support program.

When calling, please be prepared to explain your problem. Try to duplicate it, then write down what happened. Be at your computer and have the following available:

- License number and version number (from your installation diskette) These numbers are required when calling for customer support.

- **CAP TRACKER!** reference manual
- Original **CAP TRACKER!** installation and update diskettes
- The brand name, type, and model of your computer
- The brand name, type, and model of your printer (for printer problems only)

Chapter 1

Getting Started

CAP TRACKER!

Developed especially for Your Company!

License # xxxxxxxxx

Main Menu

Orders
Sales
Reports
Maintenance
Customers
Management
Change Password
Suggestion Box
Exit

Use Arrow Keys or the first letter of your selection and press Enter.
Available memory: 113K (800) 771-BEST Press F1 for help.

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To begin using **CAP TRACKER!**, you must complete the following tasks:

- # Install the **CAP TRACKER!** software
- # Check your computer configuration
- # Start the **CAP TRACKER!** program
- # Load your administrative data
- # Set and maintain your password

Install **CAP TRACKER!**

Follow these steps to install **CAP TRACKER!** to your hard drive:

1. Place the Installation Diskette into your floppy drive.

2. From the DOS Prompt, type the drive letter of the floppy drive where you placed the diskette. For drive A, enter the following commands:

   ```
   C:\>A:E
   A:\>INSTALLE
   ```

   The installation procedure will begin when you press the second E key.

3. Follow the online screen prompts until the installation is complete. If you have **CAP TRACKER!** installed in a directory other the CT on the hard disk, you must enter the name of directory where it is installed instead of using the `C:\CT` selection for the first prompt.

Check Your Computer Configuration

The installation program will automatically update your CONFIG.SYS program. If you are unsure about whether the changes were properly made, you can verify the settings in the CONFIG.SYS system file. This file is located in the root directory of your boot disk. On a hard disk system, this is typically the 'C' drive.

To find the CONFIG.SYS file, enter the following commands from the DOS prompt:

```
A:\>C:E
C:\BAT>CD \E
C:\>TYPE CONFIG.SYSE
```

These commands should display the CONFIG.SYS file on your screen. If your computer boots from a drive other than 'C', substitute that drive letter for C: on the first line.

If your computer has a menu system, you must completely exit the menu prior to executing the above commands.

If your computer automatically loads Windows, you must exit Windows before entering the above commands. From the **F**ile menu in Program Manager, select the E**x**it Windows...option. Answer **OK** to the "This will end your Windows session" confirmation prompt.

Your CONFIG.SYS File should contain the line FILES=150. This number must be at least 150 for **CAP TRACKER!** to run properly. Certain menu systems and Windows may also require a minimum number of files to run. This minimum number of files must be added to the 150 required for **CAP TRACKER!** to configure your system properly. Consult the user manual for your menu program and the Windows user manual for the number of files necessary to run these programs.

If no line reads FILES=150, edit your CONFIG.SYS file and add the line **FILES=150** to the top of the file. If the line exists, but is less than 150, edit your CONFIG.SYS file and modify this line. Use your favorite ASCII editor (not your word processor) to make necessary changes. Reboot the computer after you have saved your changes.

If you are unsure how to change your CONFIG.SYS file, call the **TOPP*Soft* Computer Solutions** help line for assistance. Have a bootable floppy disk or your original DOS diskettes handy when calling.

Start **CAP TRACKER!**

To start **CAP TRACKER!**, type the following commands:

```
C:\>CD \CTE
```

```
C:\CT>CTE
```

The **CAP TRACKER!** log in screen will appear. If you have **CAP TRACKER!** installed, continue to use your existing employee accounts and passwords. Otherwise, enter the initials **MGR** and press E twice to enter the program the first time, as illustrated in Figure 1.1 on the following page.

CAP TRACKER!

Developed especially for Your Company!

License # xxxxxxxxx

Log in to System

Initials: MGR

Password:

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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Figure 1.1 The CAP TRACKER! Log in Screen

See Appendix B: *System Messages* for detailed explanations and step by step Solutions if you have problems starting **CAP TRACKER!**.

Load Your Administrative Data

Basic information describing your company, your employees, the manufacturers you deal with, and the models of caps you stock must be entered to customize **CAP TRACKER!** to work for your business. This information must be initially loaded via the **CAP TRACKER!** *Management* and *Maintenance* Menus. Both of these menus are accessed from the *Main Menu* (See the cover page of this chapter for an illustration).

You should complete some preliminary paperwork before starting the initial set up procedure. Carefully read the instructions and photocopy the forms contained in Appendix A: *Initial Setup Forms* for help organizing your data entry information and creating meaningful, practical computer codes for your data.

Upon completion of the preliminary paperwork steps detailed in *Appendix A*, you are prepared to begin the data entry process. It is a good idea to fill out all paperwork before initiating the data entry process. This ensures no information is forgotten during your initial setup procedure. Follow the steps outlined below to begin the initial setup procedure:

Store Location(s)

You will need to enter your different lot location(s) first. Follow the steps outlined below:

1. Choose *Management Menu* from the *Main Menu*.

2. Select the *Sites* option from the *Management Menu*.

3. Enter the information detailed on each of your *Site* forms. As you enter stores, they will display on the *Site Table*. Press **<Insert>** to enter each new site. Repeat step until all sites have been entered. If you wish to change an entry now, highlight it, press E and make your changes. This information may be altered at a later time by users with manager security clearance.

System Settings

Next, you will need to enter information describing your business. *System Settings* are the general setup parameters necessary for overall operation of **CAP TRACKER!**. You only need to complete this information once per installation. Follow the steps below:

1. Choose the *System Settings* option from the *Management Menu*.

2. Enter the information detailed on the *System Settings* form you filled out earlier. This information may be updated at any time by users with manager security clearance.

3. Refer to <u>*Chapter 7*</u>*: The Management Menu* for more detailed instructions.

Employee Templates

Employee information should be entered upon completing the *System Settings* form. The employee template is where you specify each individual employees' commission rates and security clearance. Only employees with templates will be able to enter the system.

1. Choose the *Employees* option from the *Management Menu*.

2. Enter each employee's personal information as detailed on your *Employee* forms. This information may be updated at any time by users with manager security clearance.

! Employee sales history will be lost if employee initials are modified. Do not alter existing employee initials after you have sold inventory from **CAP TRACKER!**.

Manufacturer Templates

You are now ready to enter your manufacturer information. The manufacturer entry screen is located on the *Maintenance Menu*. Follow the steps outlined below:

1. Choose the *Maintenance Menu* option from the *Main Menu*.

2. Select the *Manufacturers* option from the *Maintenance Menu*.

3. Select m for the proper list. Enter the information detailed on each *Manufacturer* form. This information may be modified at any time by users with management security clearance.

! Manufacturer statistical history may be lost if manufacturer codes are modified. Do not alter existing manufacturer codes after your initial data load.

Truck and Color Templates

There are three more tables you need to become familiar with before you begin loading your inventory information. Follow the steps detailed below to inspect and possibly modify the truck, color group, and color tables:

1. Select the *Trucks* option from the *Maintenance Menu*. This table has been pre-loaded with current truck size information. We define *domestic* trucks as full-sized pickups and *import* trucks as all mini-sized trucks (including Ford Ranger, Chevy S-10, Toyota, etc.).

2. Inspect the pre-loaded truck information. If necessary, enter or modify the information from your forms detailing each truck type. This information may be modified at any time by users with manager security clearance. If you wish to change the truck codes, it should be done now <u>before your initial data load</u>.

3. Choose *Color Categories* from the *Maintenance Menu*. This table allows you to define color categories for more meaningful analysis of color trends in your day to day sales.

4. Inspect the pre-loaded color group entries. If necessary, enter or modify the descriptions for each category. This information may be modified at any time by users with manager security clearance.

5. Select *Colors* from the *Maintenance Menu*. The color table is the last reference table you need to inspect. Over 800 color codes have been pre-loaded for your convenience. This list includes the complete list of manufacturer truck colors from 1990-1995 and most color codes from 1988-1989. You may add new colors as necessary.

6. Feel free to use the codes we have defined or to customize this information to best suit your needs. This information may be modified at any time by users with management security clearance.

Model Templates

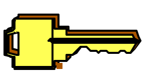
```
                    Model Styles
                Creating a new Record

Code            :41
Description     :
Account Code    :
```

Figure 1.2 Screen Shot for Creating a New Model Style

The **CAP TRACKER!** *Model Templates* require careful consideration. Each cap model you stock has unique characteristics that must be itemized to ensure the greatest accuracy in inventory management. These characteristics are the model style, window style, and the standard options you normally order for each specific cap model. Follow the procedure below to inspect the characteristics that are pre-loaded into **CAP TRACKER!**. You may use the pre-loaded categories, enter new information or change existing information to customize **CAP TRACKER!** for your individual needs.

To effectively use the model templates, you should create only one template to describe each type of cap you stock. For example, if you stock one manufacturer's tops and they have six models of fiberglass and three aluminum models, you will have a total of nine entries in the *Model Templates* list. Each entry describes how you typically order a stock unit. The model templates do not contain information about specific units in stock such as the type of truck it fits, the color, or the windows and installed options.



By setting the option and window values in the model template, you are only establishing a starting point for individual unit orders. Each unit may still be ordered with any windows or options.

1. Select *Model Styles* from the *Maintenance Menu*. A model style is a general category defined for each type of cap model (i.e. the Leer 100 series and the Triglas Laser are both CABHI model styles).

2. Inspect the pre-loaded model styles. If necessary, enter or modify the *Model Styles* detailed on your setup forms. This information may be modified at any time by users with management security clearance.

3. Choose the *Window Styles* option from the *Maintenance Menu*.

4. Inspect the pre-loaded window styles. If necessary, enter or modify the *Window Styles* detailed on your setup forms. This information may be modified at any time by users with management security clearance.

! Historical data may be lost if window style codes are altered. Do not alter these codes after your initial data load.

5. Select *Options* from the *Maintenance Menu*.

6. Inspect the pre-loaded options. If necessary, enter or modify the *Options* detailed on your setup forms. This information may be modified at any time by users with management security clearance.

Now that all possible variations of style have been entered, you can define your model templates. The model templates contain the standard characteristics of each cap. You will want to detail on the model template all options, window styles, etc. that you typically order for each of your cap models. As you will soon see, this will make ordering, receiving, and selling caps quick and easy.

7. Choose the *Model Templates* option from the *Maintenance Menu*.

8. Enter the information detailed on each of the *Model* forms you have completed. This information may be modified at any time by any user with manager security clearance.

! Model sales history and inventory information will be lost if model codes are modified. Do not alter model codes after your initial data load.

Load Inventory

At this point, all preliminary set up information has been entered and you are ready to begin loading your current inventory. Follow the instructions detailed below:

1. Select the *Load Inventory* option on the *Management Menu*.

2. Enter the site code and stock date. The stock date will be used as the ordering and receiving date for your inventory.

3. Enter the information detailed on each *Cap Inventory* form you have completed. Each form adds one current inventory item for use in **CAP TRACKER!**. Most of

this information may be altered at any time by users with manager security clearance.

You are now ready to begin working with **CAP TRACKER!**. Choose the *Reports* option from the *Main Menu*. Select the *Print Stock Report* option from the *Reports Menu*. Make sure your printer is turned on and ready to print. Enter the site code for the data you have just entered. Verify the accuracy of your inventory by inspecting your stock report for data entry errors and making any necessary changes. Your system is now fully configured and ready to go into production!

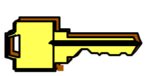
Set and Maintain Your Password

Each employee with authorized access to **CAP TRACKER!** has a personal account with a confidential password. Each employee's account name is defined on the *Employee Table* on the *Management Menu*. Under normal circumstances, each employee's account name is set to be their first, middle, and last name initials. If you are unsure what your account name is, please ask the person responsible for initially setting up the program.

The first time each employee logs in to the system, no password is required. After logging into the system for the first time, each employee should set a confidential password.

The process for setting your password for the first time is as follows:

1. Select *Change Password* from the **CAP TRACKER!** *Main Menu*.
2. Press E.
3. Type your confidential password and press E.
4. Retype your new password and press E to confirm the change.



Your password will not be changed if the characters typed in steps 3 and 4 do not match exactly or if your old password is entered incorrectly.

It is a good idea to change your personal password often. This practice adds an extra level of security to the system. Follow the steps below to periodically change your password:

1. Select *Change Password* from the **CAP TRACKER!** *Main Menu*.

2. Type your old password and press E.

3. Type your new confidential password and press E.

4. Retype your password and press E to confirm the change.

! Password protection is the only mechanism for preventing unauthorized persons from accessing your data. Each employee password should be kept confidential for security reasons. Change your password immediately if you suspect someone has learned it.

Using the Suggestion Box

To assist us in implementing program enhancements and other suggestions for improving **CAP TRACKER!**, we have included a *Suggestion Box* on the *Main Menu*.

To use the *Suggestion Box*:

1. Select *Suggestion Box* from the **CAP TRACKER!** *Main Menu*.

2. Enter your suggestion.

3. To complete the form, press CE.

4. Fax the suggestion to us or fold, stamp and mail it.

Customers covered under our support program receive first priority for all enhancements. As we integrate your suggestions into our program, we give them to you at no charge as part of your support package.

Chapter 2

The Orders Menu

CAP TRACKER!

Developed especially for Your Company!

License # xxxxxxxxx

Orders Menu
Orders Need Posting

Create Orders
Post Orders
Receive Orders
Receive Repair
Cancel Orders
Main Menu

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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Ordering Overview

There are several tasks associated with ordering and receiving. In all cases, *Pending Orders* are created that can be reviewed from *Create Orders* prior to posting. Once the orders are correct, they are posted. Posting generates a purchase order for each supplier, prints the order, and prepares the system for receipt of the item. Pending orders for serialized inventory items are created three different ways.

1. Generate a customer order from the *Customer Sales* option of the *Sales Menu*.

2. Stock reorders are automatically created when a stock unit is sold using the *Customer Sales* option of the *Sales Menu*.

3. An item can be manually entered onto the order by pressing the **<Insert>** key from the *Create Orders* table on the *Orders Menu*. Customer Orders and automatic stock orders can be adjusted from this table when they have been created by methods 1 or 2.

Other related tasks are:

- Receive Repair
- Cancel Order

After your initial data load, all incoming stock must be entered through the **CAP TRACKER!** order process. Dates should always be accurate on orders and receipts. This practice ensures the accuracy of your statistics.

Ideally, different people should be responsible for ordering inventory and receiving inventory. For security purposes, sales personnel generally should not perform either of these functions.

Create Orders

```
                         Cap Order Form
                      Creating a new record
Specifications
Truck        :
Model        :
Color        :                            Year:00
Front Access :         PIC FS BOOT ACCBOOT NONE OTHER
Windows-Left :
       -Right:
Order Number :
```

Figure 2.1 Creating an Order Form

To create an order, go to the *Orders Menu* and select *Create Orders*. If any unposted orders exist, the *Cap Orders Table* will display on your screen. If there are no unposted orders, you will automatically be placed in the *Cap Order Form*. From the *Cap Orders Table*, the keys detailed in Table 2.2 below are active.

Function Key	Description
!	View online help for the current task.
Insert	Add a new cap order.
=	Delete the highlighted pending order.
E	Change the highlighted pending order.
@	View/edit options for the highlighted pending order.
X	Return to previous menu

Table 2.2 Valid Function Keys for the Pending Orders Table

Following is a description of each field located on the *Cap Order Form*:

Truck Enter the truck code for the specific truck the cap is designed to fit. Leave the entry field blank and press E if you are unsure of the correct code for a truck. A scrolling table will appear if an invalid code is entered or if the field is left blank. From this point, use Rapid Scan to find the desired truck and press E. A description of the truck will display to the right of the truck entry field on the order form.

Model Enter the model code for the cap. If you don't know the correct code, leave the entry field blank and press the E key to bring up a list of valid selections. A description of each model will display to the right of the model entry field on the order form.

Color Enter the color code for the cap. A scrolling table of colors will appear if an invalid color code is entered or if the color entry field is left blank when you press E. The color name will display to the right of the color entry field on the order form.

Front Access Enter the front access ordered from the manufacturer. Select from the list of choices appearing to the right of the field. The standard you established in the *Model Template* will automatically display for selection. Your choices are detailed in Table 2.3.

Standard Access	Description
PIC	Picture Window
FS	Front Slider
BOOT	Sponge Boot
ACCBOOT	Accordion Boot
NONE	No Cutout
OTHER	Other Cutout (Use the notes field at the bottom of the screen to detail the cutout for future reference.)

Table 2.3 Standard Front Access Choices

Windows Enter the left and right window styles for the cap. A list of valid window styles will appear if an invalid style is entered or if the entry field is left blank. A description of the window style will display to the right of each window entry field on the order form. The standards you chose in your model template are automatically displayed.

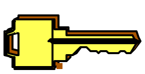
Order Number Enter your internal P.O. number to identify this order when receiving inventory.

Site Code Enter the lot location at which the order will be received. The E key displays a list of your lots. A description of the selected site will display to the right of the site field. The default set in *System Settings* is automatically displayed.

Post Orders

This option performs two different tasks. If the print order option is set to **Y**es on your *System Settings* screen, it prints your pending orders from the *Create Orders* screen for approval. Next, you are prompted for permission to proceed with posting the confirmed orders to the pending receipts list. Enter **Y**es to post your orders when you are satisfied the orders are correct.

If you respond with **N**o when asked if Orders are Correct, a three second beep will sound from your computer and no orders will be posted to pending receipts. You have the opportunity at this time to correct the orders from the *Create Orders* screen before reprinting and posting your corrections.



Orders must be posted before they can be received or sold.

Receive Orders

```
             Receive Inventory
            Record will be Changed

  Specifications Ordered
  Truck Type  :Jeep Commanche Short Bed
  Model       :
  Manufacturer:
  Color       :Atlantic Blue
  Window Style:
  Order PO #  :108496
  Total Cost  :  $1,100.00
••••••••••••••••••••••••••••••••••••••••••••••
  Receiving Information

  Shipping Invoice:
  Base Cost       :$1,100.00
  Date Received   :11/03/97
  Serial Number   :
  Location        :
```

Figure 2.4 Receive Inventory Order Form

Once an item is ordered, it must be received to enter physical inventory. When receiving an order, you have the capability to change the installed options on each cap as needed. This is accomplished on the *Cap Options Table*. Serial numbers for each item must be unique. The serial number must not be the same as any in existing inventory.

To receive an order, go to the *Orders Menu* and select *Receive Orders*. If no outstanding orders exist, the system will beep and return to the menu. From the *Outstanding Orders Table*, the keys detailed in Table 2.5 are active.

Function Key	Description
!	View online help.
E	Receive a cap order.
@	View/edit options for the highlighted order.
X	Return to previous menu

Table 2.5 Valid Function Keys for the Receive Orders table and the Receive Repaired Inventory table

The following is a description of each field displayed on the *Receive Inventory* form:

Shipping Invoice Enter the invoice number on the shipping label. There should be a number for each delivery from each manufacturer.

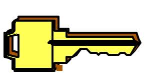
Base Cost Enter your wholesale cost for each unit. The standard cost from the *Model Template* will automatically display and may be overridden at this point. This feature allows you to make adjustments to accommodate rebates or other special pricing. This should be the base cost only and must not include any costs detailed in the *Cap Options* listing.

Date Received Enter the date that the inventory was actually received. This date is used to calculate inventory turnover rates and for aging reports. The date will automatically set to the current system date in your computer.

Serial Number Enter the serial number for each cap. A serial number can only be present in current inventory once. The computer will beep and remain at the prompt awaiting a valid serial number if you enter a number that is currently in use by the system. The serial number is used for inventory control and warranty purposes.

Location Enter a rack number or some other location code. This code can determine the sort order of the *Stock Report* to make physical inventory counts proceed more quickly. This field is optional.

Once the last field on the form is completed, the *Cap Options Table* is displayed. This table details the options installed on the current cap. From this table, options can be added, changed and deleted. Use **<Insert>** to add an option, = to delete the highlighted option, and E to change the highlighted option.



Inventory items must be received before they can be sold.

Receive Repairs

```
              Customer Cap Inventory Return
                Record will be Changed

  Specifications Ordered

  Truck Type  :Dakota Short Bed
  Model       :
  Manufacturer:
  Color       :Amazon Blue Met
  Left Window :30" Jal
  Right Window:18" Jal
  Order PO #  :100025
••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
  Cap Return Information

  Date Received:11/03/97
  Serial Number:5664655423
  Notes        :Return of scrap plus issue RMA#
  Location     :
```

Figure 2.6 Receive Repair Screen

If an item has been sent back to the manufacturer for repair, it must be received again to return it to your physical inventory. When receiving a repair, you have the option to change any installed options. Items out for repair print on a separate page of the *Stock Report*.

To receive a repair, go to the *Orders Menu* and select *Receive Repair*. If no items are out for repair, the system will beep and return to the menu. From the *Receive Repaired Inventory* table, the keys detailed in Table 2.5 are active.

The following is a description of each field on the *Receive Repaired Inventory* form.

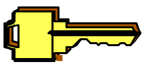
Date Received Enter the date that the inventory was actually received. This date is used to calculate inventory turnover rates and for aging reports. The date will automatically set to the current system date in your computer.

Serial

Number Enter the serial number for the cap. The original serial number for the cap is displayed. The serial number may be changed if the manufacturer replaced the unit rather than repaired it. The serial number for each item must be unique. It must not be the same as any existing inventory. This number is used for inventory control and warranty purposes.

Notes Enter any notes related to this receipt.

Location Enter a rack number or some other location code. This code can determine the sort order of the *Stock Report* to make physical inventory counts proceed more quickly. This field is optional.



Repaired inventory items must be received before they can be sold.

Cancel Order

```
                Cancel Order
             Record will be Changed

  Specifications Ordered

  Truck Type  :
  Model       :
  Manufacturer:
  Color       :
  Window Style:
  Order PO #  :
••••••••••••••••••••••••••••••••••••••••••••••
  Press Enter to Cancel Order or ESC for menu.
```

Figure 2.6 Cancel Order Screen

If a cap order is cancelled, the cancellation must be reflected in the system to maintain the accuracy of your reports. Canceling an order creates an activity record which displays on your *Inventory Exception Report*. If you elect not to use the system to cancel an order, canceled units may accidently be received into inventory. In addition, your current order status statistics will be inaccurate.

To cancel an order, select the *Cancel Orders* option on the *Orders Menu*. Highlight the desired order and press E. A confirmation screen will display. To confirm the cancellation, press E again. To refuse the cancellation, press X.

Chapter 3

The Sales Menu

CAP TRACKER!

Developed especially for Your Company!

License # xxxxxxxxx

Sales

Customer Sales
Available Stock
Layaways
Sales Returns
Research Sales
Loaner Return

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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From the Sales menu, you can perform the following functions:

```
   Sales Menu

Customer Sales
Available Stock
Layaways
Sales Returns
Research Sales
Loaner Return

Main Menu
```

Figure 3.1 Sales Menu Screen

Customer Sales, Orders, and Quotations

The first option on the *Sales Menu* allows you to create customer invoices and sell inventory items from stock, create customer orders, and create quotations. Only stock sales post invoices. Once a sale is posted, the inventory database is automatically updated to reflect the sale. The following types of line items may appear on a sales invoice.

Accessory Inventory Non-serialized inventory kept in quantities. Examples include bed liners, toolboxes, and lights.

Serialized Inventory Uniquely identifiable inventory such as caps where each item has some unique identifying number (serial number). These items are tracked in the **CAP TRACKER!** module. Posting sales from **CAP TRACKER!** relieves serialized inventory automatically.

Serialized Inventory

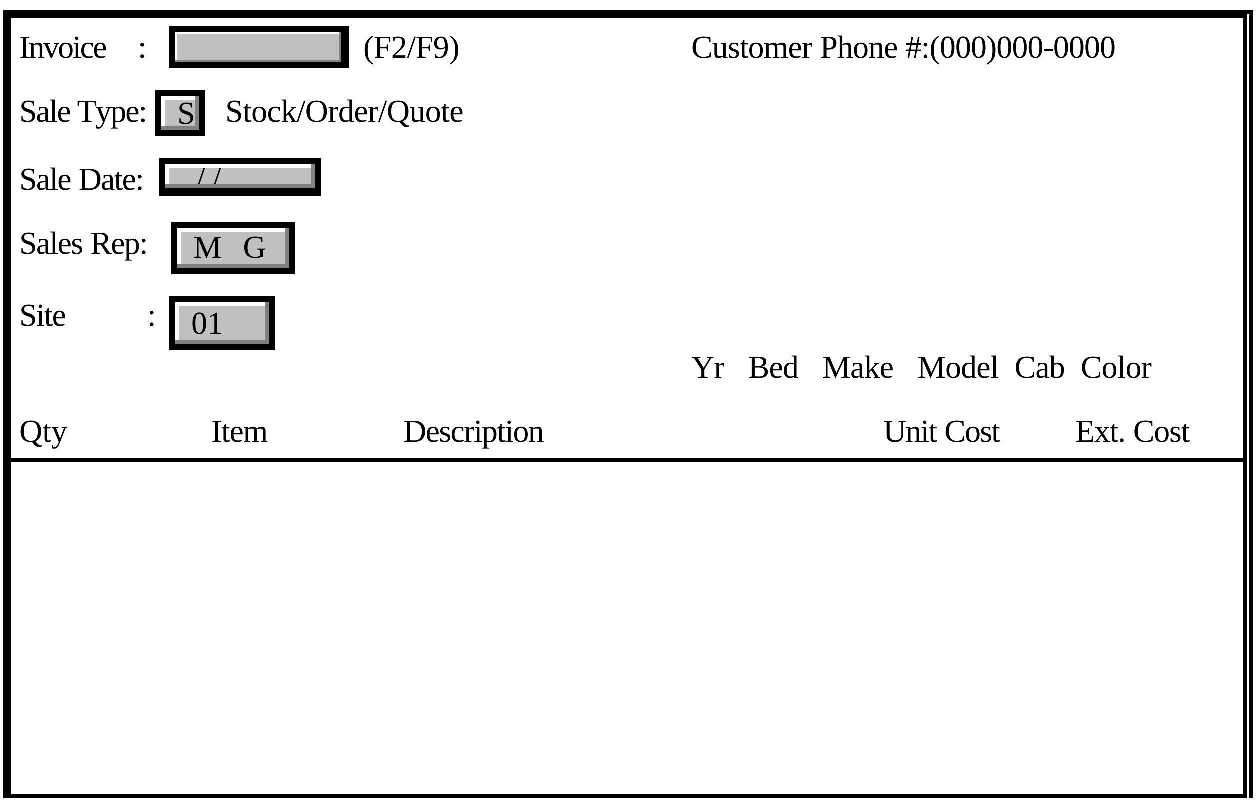
Options Options sold with serialized inventory. Each option is priced and tracked separately. These items are connected to the preceding serialized inventory item on the invoice. Each serialized inventory item may have several options.

Nonstock Items These are items which may be sold, but are not considered stock items. They are not considered inventory and are not tracked in the inventory statistics. Some examples of nonstock items may include such components as clamps or footage of boot material. You have the option to inventory any type of item, but have the flexibility to sell items not established in inventory.

Remarks Entries on the invoice with no associated dollar value. Remarks may be used to create white space on an invoice or to provide space for more detailed descriptions or notes on an invoice.

These items may be mixed on a single invoice allowing great flexibility in the creation of customer receipts.

To create an invoice, select *Customer Sales* from the *Sales Menu*. A blank invoice will appear with the cursor positioned in the *Invoice* field.

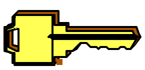


ESC: Exit Current Invoice F1: Help F10: Save changes

Figure 3.2 Screen Shot of an Invoice

You may either press @ for a list of open invoices (or quotes), press (to generate the next sequential invoice number or manually enter an invoice number and press E). If an existing, open invoice matches the number entered, the information for the open invoice will be displayed for editing. Otherwise, a new invoice will be created and you may enter information about your sale. You may disable creation of new invoice numbers out of sequence from the *System Settings Menu* accessible from the *Management Menu*. If you enter an invoice code for an invoice that has already been posted, the computer will beep and display the line items for the invoice. The following list of fields must completed to create a valid invoice:

Invoice Enter the customer's receipt or invoice number. You may enter up to ten characters to create this value. If the user is creating a new invoice, simply enter the new invoice number and a blank invoice form will be prepared for data entry. Alternatively, use @ to view a list of open invoices and quotes, or press (to generate the next available invoice number.



The *Customer Invoice* must always be unique.

Sale Type Select the type of invoice you intend to create. For the following list of transactions, use the identified type.

Stock Sale	STOCK
Customer Order	ORDER
Create Layaway for an order	ORDER
Accept Payment for future pickup	ORDER
Create Layaway for stock unit	QUOTE
Customer Quotation	QUOTE

Sale Date Enter the date of sale for the invoice. This field will automatically set to the date kept by your computer.

Employee Enter the sales person's initials. It is automatically set to the user who is currently logged into the system at this station. Delete the preset value and press the E key to display a list of current sales staff.

Site Enter the site code. The standard value will be set to the site code entered on the *System Settings* form. If you wish to select the site from the *Site Table*, set the *Site* field to 0 and press E. The *Site Table* will appear ready for selection. Highlight the desired site and press E.

Customer Phone # Allows you to select a repeat customer. Enter the customer phone number and press E. You can omit the area code if it matches your stores area code. If the customer is already in your database, their information will appear. If not, you will be prompted to enter their name and address. The list of valid customers can be searched by last name or company name by pressing the @ key. If you wish to update a customer record, press CE to edit the highlighted customer's information. Press # to toggle the sort order between last name and company name. Press E to select the highlighted customer entry.

With the customer's information, you can enter an alternate phone number to reach them. For tax exempt sales, enter the tax exemption number under the *TaxID* prompt.

Truck Parameters You may also enter descriptive information about the customer's truck. Following is a sample of values you may wish to use for each prompt.

Yr	Last two digits of truck year (95 = 1995)
Bed	LB = Long Bed, SB = Short Bed, SS = Step Side
Make	Chevy, Ford, Toyota, Dodge, GMC, etc.
Model	K1500, F150, T100, 2500, Sonoma, etc.
Cab	Reg = Regular Cab, XCab = Extended Cab, CCab = Crew Cab
Color	Industry color code, WA Code, or just the name of the color

The *Color Table* is available by pressing the @ key. All truck description fields are optional.

Once you have completed the basic information for the *Sales Invoice*, you are ready to enter line items. If you are editing an existing invoice, the first detail line of the invoice will be highlighted. Otherwise, on a new invoice, you will immediately be positioned to enter the first line item. The keys listed in Table 3.3 are active at this point.

Key	Description
!	View online help
E	Edit the highlighted line item
<Insert>	Add a new line item to the invoice
=	Delete the highlighted line item
)	Post the current sale
X	Return to previous screen

TABLE 3.3 Valid Function Keys for the Customer Invoice form

The following fields exist for each line item:

Qty Enter the quantity sold. If the *Qty* field is set to 0, the line is considered a remark and the *Item* and *Unit Cost* fields will be skipped. For serialized inventory, and value greater than one will automatically be adjusted back to one.

Item This field will accept three different types of values. You may enter an accessory part number, a serial number, or any other code for nonstock items.

If you wish to select an accessory part number or a serial number from your inventory list, press E while the field is blank. When adding a new record, you are given a choice to select caps or accessories, each sorted several different ways. You may also select Tint if you installed the Tint feature. You may then select the desired item from the appropriate list. For a new line item, the *Description* field will automatically be set to the description of the selected item. For customer orders, you can select to order accessories or truck caps.

Choose Item and Sort Order

Accessories	Truck Caps	Other
Part #	Serial # Tint	
Truck	Truck	
Category	Model	

Stock Sales and Quotations

Choose Item and Sort Order

Accessories

Truck Caps

Customer Orders

With Customer Orders, the sales person is prompted for the necessary information to create the order. For truck caps, the specifics of the cap will be entered. For accessories, the Part number is entered.

Labor - A hot key is available to add Labor to specific line items and change the account code for the inventory record. Once the line item requiring labor is highlighted, press @ to access the Sales Line Options Form. On this form, you may enter a labor charge and change the account code for this inventory item. The labor will be totaled separately at the end of the invoice or receipt. For serialized inventory, the Qty field will automatically adjust to 1 if a higher number is entered. Also, the details of the truck cap will be presented on additional lines of the invoice with additional pricing, when applicable.

For serialized inventory, the *Qty* field will automatically adjust to **1** if a higher number is entered. Also, the details of the truck cap will be presented on additional lines of the invoice with additional pricing, if necessary.

To enter a nonstock item, enter a part number not found in the inventory system. This item will not affect inventory quantities or statistics when the sale is completed. It will also prompt for the taxable status of the item.

Nonstock item taxable status refers to the item, <u>not the customer</u>. If the item is normally taxed in your tax district, answer yes. You will tell the system to make the entire invoice tax exempt on the *Invoice Summary Screen*.

It is good practice to standardize codes for nonstock items to whatever extent is practical in your business. For instance, you may wish to always use the code **LABOR** for labor charges if they exist on a separate line items.

To change a line item type to Serialized or from Serialized, delete the existing line item and re-enter it.

Description When adding a new accessory or cap line item, the description field is automatically set to the standard description for the selected item. If necessary, you may edit the standard description. When editing existing line items, the existing description will be maintained, but can be changed by the user.

Unit Cost For all line item types except remarks, you may edit the unit cost. As with the *Description* field, the standard price is set when adding a new line item.

Ext. Cost The extended cost is automatically calculated by multiplying the quantity by the unit cost.

Once all line items have been completed, you must save and continue to complete the transaction. To do so, press the) key. The next screen is either the *Customer Invoice Summary* for Stock and Quotation transactions or the *Customer Order Summary* for customer orders. The following fields must be completed on the *Customer Invoice Summary* screen:

Taxable This field determines whether or not sales tax is calculated for this invoice. The value is automatically determined by the presence of a *Tax Exempt ID* in the customer database. If it exists, the value is set to **N**ot taxable.

Shipping Enter any shipping costs associated with this sales invoice. These costs will be included in the total for the invoice.

Pay Type Select the pay type for the invoice. Split payments should be indicated on the notes line described below. For quotes, *Pay Type* and *Payment Reference* are no longer entered.

Payment Reference For checks, credit cards, A/R and split payments, you can enter information such as check number, authorization code, driver's license number, account number, etc. For cash sales, this field is skipped.

Notes Enter any notes about the sales invoice such as split payments, or special terms for the sale.

Once the final field is completed, the user is prompted to confirm the totals on the sales invoice and press E to complete the sale. The customer's invoice or quotation will now print if printing has been enabled.

The following fields must be completed on the *Customer Order Summary* screen:

Taxable This field determines whether or not sales tax is calculated for this invoice. The value is determined by the presence of a *Tax Exempt ID* in the customer database. If it exists, the value is set to **N**ot taxable.

Shipping Enter any shipping costs associated with this sales invoice. These costs will be included in the total for the invoice.

Deposit Enter the amount of the deposit to be paid.

Pay Type Select the pay type for the invoice. Split payments should be indicated on the notes line described below.

Payment Reference For checks, credit cards, A/R and split payments, you can enter information such as check number, authorization code, driver's license number, account number, etc. For cash sales, this field is skipped.

Notes Enter any notes about the sales invoice such as split payments, or special terms for the sale.

Once the final field is completed, the user is prompted to confirm the totals on the sales invoice and press E to complete the sale. The customer's payment receipt will now print if printing has been enabled and pending orders will be created for review by the inventory manager.

Available Stock

If the sales person wishes to check for the availability of stock or verify the price of an item without creating an invoice or order, they may do so by selecting the *Available Stock* option from the *Sales Menu*.

After pressing E on this option from the *Sales Menu*, identify the sort order you wish to use to view the stock. Your choices are by Serial #, by Truck, or by Model. You may Rapid Scan® by your selected sort order to quickly find the desired item.

Layaways

```
                   Process Layaway Payment

   Invoice            :PA108540
   Customer           :
                       ,
   Taxable            :
   Total Sale         :       $0.00
   Total Labor        :       $0.00
   Tax                :       $0.00
   Shipping & Handling:       $0.00
                       ------------
   TOTAL              :       $0.00
                       ------------
   Payment Date       :11/03/97
```

Figure 3.4 Layaway Screen Shot

There are three steps in processing layaways. Each step is handled by a different menu option in **CAP TRACKER!**. The following summary should guide you in creating and updating layaways.

Create Layaway for a stock unit	*Customer Sales* on *Sales Menu* Create as QUOTE
Create Layaway for an order	*Customer Sales* on *Sales Menu* Create as ORDER

Add payment to Layaway	*Layaways* on *Sales Menu*
Close Layaway (Sold and Delivered)	*Customer Sales* on *Sales Menu* Create as STOCK

For Layaway payments, select *Layaways* from the *Sales Menu* and press E. You will be presented with the *Open Invoices and Quotes* table. At this point you may use any of the keys listed in Table 3.5.

Key	Description
!	View online help
E	Add a payment to the highlighted invoice
@	View the invoice
YZ	Move the highlight bar to different invoices
Rapid Scan®	Enter the invoice number to quickly find it.
X	Return to previous screen

TABLE 3.5 Valid Keys for the Layaway Table

After you have highlighted the invoice for which you intend to post an additional payment, you must press E. Now simply complete the *Layaway Payment Form* by entering information into the following fields. A new payment receipt will print to the invoice printer (if enabled in *System Settings*).

Notes Enter any notes about the sales invoice such as split payments, or special terms for the sale.

Date Enter the payment date.

Pymt/Deposit Enter the amount of the additional payment made at this time. It will increase the deposit amount listed on the right side of the form. Select the form of payment.

Payment Ref For checks, credit cards, A/R and split payments, you can enter information such as check number, authorization code, driver's license number, account number, etc. For cash sales, this field is skipped.

Sales Returns

Occasionally, a customer may wish to return an item. These items must be accounted for in inventory as they are returned. To facilitate proper accounting, use the *Sales Returns* function to log all sales return activity. Highlight *Sales Returns* on the *Sales Menu* and press E. A list of posted Sales will appear. At this time, you may enter the sales invoice number to quickly locate the proper sale. Highlight the desired sales invoice and press E. The detailed line items for the invoice will appear on screen.

To process the return of a line item, highlight it, press E, and press E again to confirm the return. Enter the account number to post the return. The item will be canceled from the sales invoice and an entry will be posted that prints with the *Inventory Exceptions Report*.

Research Sales

To review the history for a particular invoice, you may wish to view it online. The *View Invoices* feature allows viewing of invoices created in both **CAP TRACKER!** and **ACCESSORY PACK!**.

To view a sales invoice, highlight the *Research Sales* option on the *Sales Menu* and press E. A list of sales invoices appear. At this time, you may enter the sales invoice number to quickly locate the proper invoice. Highlight the sales invoice and press E. The line item detail for the invoice will appear on screen.

If you wish to reprint the invoice, simply press # and it will print on your invoice printer. Use the $ key to view the accounting transactions generated by the highlighted invoice.

Chapter 4

The Reports Menu

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Reports Menu

Print Daily Sales Report	**Print End of Month**
Print Daily Transactions	**Print Aged Inventory Report**
Print Cap Transfer Sheet	**Print Inv Exceptions Report**
Show Statistics Summary	**Print Tax Report**
Print Stock Report	**Print Outstanding Deposits**
Print Sales Invoice Report	**Print Options Margin Report**
Print Serialized Sales Report	**Maintenance Reports Menu**

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

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The *Reports Menu* allows you access to the various reports available in **CAP TRACKER!**. All reports prompt you for information allowing you to customize how that report operates. Each report can be generated for a single location or for all locations if you have more than one site defined in your *System Settings*. The following is a list of **CAP TRACKER!** reports:

```
                         Report Menu



  Print Daily Sales Report            Print Aged Inventory Report
  Print Daily Transactions            Print Inv Exceptions Report
  Print Cap Transfer Sheet            Print Tax Report
  Show Statistics Summary             Print Outstanding Deposits
  Print Stock Report                  Print Options Margin Report
  Print Sales Invoice Report          Maintenance Reports Menu
  Print Serialized Sales Rpt          Main Menu
  Print Commissions Report


  End of Month is now a separate program (Type EOM at CT prompt).
```

Figure 4.1 Report Menu Screen

Daily Sales Report

The *Daily Sales Report* provides detailed information on your sales for a single day. The report includes detailed information about each sales invoice and each customer. See Figure 4.1 for a diagram of the report layout.

			Cost	Ext. Price	Margin
Daily Sales Report					
Site: Central Office					
October 9, 1996					
Invoice: RP1235					
Sold to: Your First Customer					
1	BLSBFU	Bedliner, SBF, Under	$139.00	$199.00	30.2%
1		Aluminum Cap, used	$200.00	$390.00	48.7%
1	Labor		$ 0.00	$ 0.00	0.0%
		90 Day Warranty	$ 0.00	$ 0.00	0.0%
1	Miscellaneous	Items		$ 6.00	100.0%
Line Item Totals:			$339.00	$595.00	43.0%
Other Totals:	Tax:			$ 38.68	
	Labor:			$ 0.00	
	Shipping:			$ 0.00	
Invoice: RP1236					
Sold to: Your Second Customer					
1	BGSBFBLK	Bug Guard, SBF, Black	$ 39.93	$ 89.00	55.1%
		90 Day Warranty	$ 0.00	$ 0.00	0.0%
Line Item Totals:			$ 39.93	$ 89.00	55.1%
Other Totals	Tax:			$ 5.79	
	Labor:			$ 0.00	
	Shipping:			$ 0.00	
Line Item Totals:			$ 0.00	$ 0.00	0.0%
Tax Total:				$ 44.47	
Labor Total:				$ 0.00	
Shipping Total:				$ 0.00	
TOTAL SALES FOR OCT			$ 0.00		

Figure 4.2 Daily Sales Report Layout

Totals are calculated for costs, selling price, and margins. These totals appear at the bottom of the report. Accounts with Management Rights can disable printing of costs and margins by accessing the *System Settings* functions.

To generate the report, select *Print Daily Sales* from the *Reports Menu*. Enter the date and site code you wish to report. Any valid date may be entered. This feature provides flexibility for reporting on historic sales as well as current sales. Enter the site code to report for a single site or enter 0 to report for all sites. A scrolling list of valid sites is available by pressing @.

Daily Collections and Deposit Report All Sites For Oct 24, 1995		
Description	Amount	
Cash Total	$447.00	
LESS: Starting Cash Drawer Balance	$150.00	
Bank Deposit Total		$297.00
OTHER RECEIPTS		
Total Other Receipts		
Bank Deposit Total		$297.00
PLUS: Total Other Receipts		
PLUS: Previous Deposits		
LESS: New Deposits		
LESS: A/R Payments		
TOTAL FOR DAILY SALES REPORT	$297.00	

Figure 4.3 Daily Collections and Deposit Report

Daily Transactions

The _Daily Transactions Report_ shows total collections for the day. It shows a total for cash and credit cards and itemizes checks collected for the bank deposit. Please note: This report will be blank for any dates prior to installing your update.

Cap Transfer Sheet

The *Cap Transfer Sheet* is an inventory tracking device. Inventory Transfers are listed separately on the report and shows totals at the bottom of the report. Also reports information such as, the name of the person who received this transferred cap and the date.

Statistics Summary

The *Statistics Summary* is a statistical analysis tool. Statistics are generated by model, manufacturer, color group, model style, employee, zip code and more. Each statistical report can be viewed on your screen prior to actually printing it. Also, more detailed sales and inventory statistics are available for each on screen item at the touch of a button.

To generate these statistics, select *Show Stats Summary* from the *Reports Menu* and enter the date you wish to detail. Any valid date may be entered. This feature provides flexible reporting on historic sales as well as current sales. Statistics will be compiled for the twelve months prior to the date entered. Enter a site code to report for a single site or enter 0 to report for all sites. Press @ to display a list of valid sites.

At the *Summary Type* prompt at the top of the screen, enter the category you wish to view. Press the code number of the category you wish to view to activate the summary. Pressing ! displays the following list of category codes.

0	Model Summary	5	Zip Code Summary
1	Manufacturer Summary	6	Color Groups Summary
2	Materials Summary	7	Model Category Summary
3	Sales Person Summary	8	Customer Type Summary
4	Taxable/Nontaxable Sales Summary		

Once a category has been selected, you may use Rapid Scan to quickly find specific information detailed in the displayed list. See Table 4.4 on the following page for active keys on the *Stats Summary Screen*.

Function Key	Description
!	Displays context-sensitive help for the current function.
X	Returns to the *Summary Type* prompt. Press X again to exit the *Stats Summary Table*.
E	Displays detailed statistics for the highlighted entry in the table. See the descriptions below for more information on detailed statistics.
B&	Displays the *Sales and Order Statistical Reports Menu*. See the descriptions below for more information about each report. All reports are available as options for the End of Month Reporting Process.

TABLE 4.4 Active keys for the Statistics Summary Screen

The *Detailed Statistics* screen is available by pressing E. This feature displays the following information about the highlighted record:

Current MTD Sales — Current number of units sold this calendar month up to and including the date entered on the report options form.

Current YTD Sales — Current number of units sold this calendar year up to and including the date entered on the report options form.

Prev. Year Sales — Number of units sold during the calendar year prior to the date entered on the report options form.

Avg. Growth Rate — The amount of sales growth expressed as a percentage. This number is calculated by prorating the current year to date (YTD) sales and comparing them to the prior year. If sales from the previous year are incomplete, this number will be overstated.

Month to Date Sales Volume Current dollar value for units sold this calendar month up to and including the date entered in the report options form.

Year to Date Sales Volume Current dollar value for units sold this calendar year up to and including the date entered in the report options form.

Inventory Turnover The inventory turnover rate is calculated by comparing the number of units in stock to the number of units sold to determine how many months it will take to sell all in-stock inventory at the current rate. Shorter turnover rates indicate sales are healthy, while longer turnover rates may indicate that you are overstocking certain items.

Current Value Current wholesale cost for all in-stock units.

Sales History On the right side of the *Detailed Statistics* screen, unit sales for the twelve months prior to the date entered in the report options are displayed. To obtain history for earlier time frames, regenerate the statistics using an earlier date.

Pressing **B&** displays a menu of Statistical Reports available as output to your printer. The following is a description of each report.

Models The *Model Summary* Report prints the month to date (MTD) and year to date (YTD) orders and sales in the system as of the date specified on the report option form. It also calculates the current number of units in stock and on order. This information prints for each model defined in your *Model Template.*

Manufacturers The *Manufacturer Summary* Report prints MTD and YTD orders and sales in the system as of the date specified on the report option form. It also calculates the current number of units in stock and on order. This information prints for all models and is totaled by manufacturer.

Materials The *Materials Summary* Report prints MTD and YTD orders and sales in the system as of the date specified on the report options form. Also printed is the current number of units in stock and on order. This information is summarized for aluminum, fiberglass, and Rovel® material types. Miscellaneous material types are summarized in the Other category.

Sales Staff The *Sales Staff Summary* Report prints MTD and YTD unit and dollar sales in the system as of the date specified on the report option. MTD and YTD commissions for each employee are included on this report as well.

Tax Status The *Taxable Sales Summary* Report prints MTD and YTD unit sales in the system as of the specified date on the report options form. This information is summarized for taxable sales, non-taxable sales, and unknown tax status (non-sales).

Zip Codes The *Zip Code Summary* Report prints MTD and YTD unit and dollar sales in the system as of the specified date on the report options form. This information is summarized for each zip code. This feature illustrates where your customers come from and provides you valuable information that can be used in target marketing campaigns.

Color Groups The *Color Groups Summary* Report prints the MTD and YTD orders and sales in the system as of the date specified on the report options form. Also printed are the current number of units in stock and on order. This information prints for each color group.

Model Styles The *Model Styles Summary* Report prints MTD and YTD orders and sales in the system as of the date specified on the report options form. Also printed are the current number of units in stock and on order. This information prints for each model style.

Customer Type The *Customer Type Summary* Report prints the MTD and YTD sales in the system as of the date specified on the report options form. This information prints for each customer type defined in the system to allow you to review the relative sizes of your various markets.

Stock Report

The *Stock Report* lists the inventory currently on the designated lot. Select *Stock Report* from the *Reports Menu* and enter the site you wish to detail in this report. You may select the site from a list if you are unsure of the correct site code by pressing @. Select 0 to generate report for all sites. You may also designate the sort order for the report. This report may be sorted by serial number, truck type, or location code.

The *Stock Report* prints in checklist format. It is a list intended for use during your physical inventory process. Serial number, truck type and model codes, color, front access, and left and right window styles display on a single line. Installed options (if any) are displayed in list format on subsequent lines. The inventory for each site is grouped together and then sorted by serial number. At the end of each site section, you will see a count of the total number of units as well as the total inventory value for that lot.

In addition, the stock report may print cost information depending on the value of the *Print Costs on Reports* flag found on the *System Settings* menu from the *Management Menu*. To make the report complete, all outstanding repairs and loaners are itemized on the final page(s) of the report.

Sales Invoice Report

The *Sales Invoice Report* prints a summary of sales or other activities for a specific range of dates. You specify the starting and ending dates and select the site (enter 0 for all sites) to be reported. The available activity codes include Open, Posted, and Canceled sales transactions. Each invoice prints on a single line. This allows a large number of sales to be summarized on a minimal number of pages.

Each line of the *Sales Invoice Report* displays the invoice number, sale date, sales person, retail, labor, tax & shipping and handling, the dollar total, and the pay type. If Print Costs are enabled on the *System Settings* screens, the report also totals costs and displays the gross margins for each invoice. The report is sorted by invoice number. Totals for Retail Price, Labor, and Tax & Shipping and Handling are located at the end of the report.

Serialized Sales Report

The *Serialized Sales Report* prints a summary of sales or other activities, sorted by serial number, for a specific range of dates. You specify the starting and ending dates and select the site (enter 0 for all sites) to be reported. Each serial number prints on a single line. This allows a large number of sales to be summarized on a minimal number of pages.

Each line of the *Serialized Sales Report* displays the serial number, truck, model, color, and window styles. If Print Costs are enabled on the *System Settings* screens, the report also totals costs and displays the gross margins for each serialized cap.

Commission Report

The *Commission Report* displays the commissions for all sales staff between a given date range. Once you enter the starting and ending dates, the report displays invoice totals for each invoice in the date range and the total commission for each sales person. The report is first sorted by salesperson and then by invoice number. Totals are generated for each salesperson.

Aged Inventory Report

The *Aged Inventory Report* details all caps that have been on your lot longer than a specific number of days. You specify the number of days as part of the report criteria. The report may be generated for a single site by entering a site code or for all sites by entering 0 at the site code prompt.

Each line of the *Aged Inventory Report* displays the serial number, truck type and model codes, color, and the number of days the unit has been on the lot. Report items are sorted by date received with the oldest unit printed first. At the bottom of the report, the total number of aged units as well as the total wholesale value of aged inventory are calculated.

Inventory Exception Report

The *Inventory Exception Report* generates a list of adjustments and changes to inventory that are non-sales related. This report details irregular transactions created by loaning, returning for repair, and deleting inventory items. It captures cost changes and lot transfer activity as well. This report enhances the security of the **CAP TRACKER!** system by forcing an audit of all abnormal transactions.

To generate this report, specify a date range. This report displays site code, disposition, serial number, truck type and model codes, color code, front access, and left and right window styles for each unit.

Tax Report

The *Tax Report* prints sales tax collections for a specific date range. You specify the starting and ending dates and select the site (enter 0 for all sites) to report. Each sale prints on a single line. Each tax category is detailed on a separate column of the report.

Outstanding Deposits

The *Outstanding Deposits Report* prints a list of all open invoices with deposits paid. Each invoice prints on a single line.

Options Margin Report

The *Options Margin Report* tabulates the quantity sold, total cost, and gross revenues for each option. It then calculates profit margins for each option and for all options together. To run this report, select it from the *Reports Menu*, enter the starting and ending dates, and the site you wish to report.

Maintenance Reports

Several reports exist on the *Maintenance Reports* submenu. These reports print information contained in some of the reference tables available in **CAP TRACKER!** and in **ACCESSORY PACK!**. The following is a list of maintenance reports available in **CAP TRACKER!**:

Manufacturers Prints a reference list of manufacturers sorted by company name.

Models This report displays the model code, description, manufacturer, retail sales prices and installation charges for each cap configured in the system.

Trucks Prints a reference list of trucks sorted by truck name. Bed sizes are included on this report as well. This new submenu allows printing of basic information used by **CAP TRACKER!**. The following reports are available from this menu.

Window Styles Each window style is printed on this report sorted by the style codes with the associated description for ease of reference.

Options All available cap options are listed for reference in alphabetical order with the retail price.

Chapter 5

The Maintenance Menu

CAP TRACKER!

Developed especially for Your Company!

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Maintenance Menu

Model Templates
Cap Inventory
Model Styles
Manufacturers
Trucks
Colors
Color Categories
Cities
Customer Types
Window Styles
Options
Payment Types
Main Menu

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

TOPPSoft Computers Version 4.0

5811 Memorial Hwy (800) 771-2378
Suite 204 Tampa, FL 33615

The *Maintenance Menu* contains all of the administrative databases used for reference purposes in **CAP TRACKER!**. The following is a list of databases available from this menu.

```
Maintenance Menu

Model Templates
Cap Inventory
Model Styles
Manufacturers
Trucks
Colors
Color Categories
Cities
Customer Types
Window Styles
Options
Payment Types

Main Menu
```

Figure 5.1 Maintenance Menu Screen Shot

The standard keys that are active on the *Maintenance Menu* reference tables are described in Table 5.2. All keys are active unless otherwise indicated in the description for each reference table below.

Function Key	Description
!	View online help for the current task.
Insert	Add a new entry to the table.
E	Change the highlighted entry on the table.
@	View/edit options and cross references for the highlighted entry.
X	Return to previous screen.

Table 5.2 Valid Function Keys for Reference Tables

Model Template

The *Model Template* is used to add and modify general cap model information. To access this form, select *Model Template* from the *Maintenance Menu*. It is important to accurately maintain the information found in these templates. Having the current information as standard entries in your ordering and sales screens will save you time during data entry. All standard keys listed in Table 5.1 with the exception of @ are active on the *Model Template* table.

The values entered in the *Model Template* are used as standard values when creating orders and selling inventory. For individual units, these standard values may be overridden.

The following is a list of fields found on the *Model Template*:

Model Enter the cap model code. This code must be unique in the system. Refer to Appendix A for guidelines on creating codes.

Manufacturer The *Manufacturer Table* automatically displays allowing selection of the correct manufacturer.

Standard Front Access

Standard Window -Left
-Right

Construction

Installation Price

Description Enter a description for the model.

Cost (Domestic) Enter your cost for versions of this cap model that fit full-size trucks.

Cost (Import) Enter your cost for versions of this cap model that fit mini-size trucks.

Retail (Domestic) Enter your retail price for versions of this cap model that fit full-size trucks.

Retail (Import) Enter your retail price for versions of this cap model that fit mini-size trucks.

Rather than enter additional price levels for each item individually, use the new utility program TSTOOLS! to make changes to a range of items based on supplier, manufacturer, and inventory category. To access this new program, exit to DOS, type TSTOOLS!, and press E. Access requires management level initials and a password. From the *Main Menu*, select *Multi-Level Pricing* and then select *Set Model Prices*. Choose a price level to set and the parameters for the calculation. The example in the middle of the form show the results for your calculation. Select the filters to determine which models will be affected and press E to confirm and proceed.

TOPPSoft TSTOOLS! Utility

```
                    Multi-Level Price Entry for Cap Models

Value to Adjust   : I        Import Domestic Both
Select a Level    :          A B C D E
Adjustment Basis             :      Std-Cost+        Jobber+        Fixed
                                    MSRP-Discount  Price A-Discount
Adjustment Type              :      Percent                   Dollar
Adjustment                   :               %
Zero if Basis =          0:Y        Yes       No

Example-Basis     $100.00           Result:   $0.00

Filters            Use 0 for all;   F2 for list.
Manufacturer      :          0
Supplier          :          0
Materials         :          All Alum F/G Rovell Other

Units Affected    :             0
```

Model Style Select the style category that best describes the cap. This style will be used to generate sales statistics.

Standard Front Access Enter the front access ordered most often for this cap model. See Table 5.2 for a description of front access types.

Standard Windows Enter the left and right window styles ordered most often for this cap model. A list of valid window styles will appear if an invalid style is entered or if the entry field is left blank. A description of the window style displays to the right of each entry field.

Construction

Material Select the construction material of the cap model from the list of materials. Use the first letter of the item or the Q and R keys to highlight the entry. Press E to choose the desired option.

Standard Options Select the standard options normally ordered with this cap. Up to five standard options can be included as part of the model template. When ordering a cap, these standard options will automatically generate as part of the order. Select ***None*** as the last standard option for all cap models with less than five standard options.

Cap Inventory

The inventory database tracks every serialized unit that passes through your lot. The *Cap Inventory* form is used to edit existing inventory items. Only non-sensitive fields may be edited from this form. Sensitive fields, such as cost, can be modified from the *Management Menu*. To reach the form, select *Cap Inventory* from the *Maintenance Menu*. All standard keys listed in Table 5.2 with the exception of the **<Insert>** key are active on the *Cap Inventory* table.

Once you select the sort order for the list, the *Cap Inventory Table* displays the site code, serial number, truck type, model code, color, date out, disposition code, and invoice number for each cap. You may update the following fields for each record:

Model Enter the model code for the cap. If you are unsure of the correct code, press E while the field is blank. This action, as well as entering an invalid code, will present the *Models Table*. The *Models Table* allows you to select the correct model by name. Once a code has been entered, a description of the model displays to the right of the entry field.

Truck Type Enter the code for the truck that fits the cap. If you are unsure of the correct code for the truck, press E while the field is blank. This action, as well as entering an invalid code, will present the *Trucks Table* which allows you to select the correct truck by name. Once a code has been selected, a description of the truck displays to the right of the entry field.

Color Enter the color code for the cap. A scrolling table of colors will appear if an invalid color code is entered or if the color entry field is left blank. The color name displays to the right of the color entry field.

Access Order Access is the front access ordered from the manufacturer. Select from the list of choices appearing to the right of the field. Your choices are detailed in Table 5.3 on the following page.

Front Access	Description
PIC	Picture Window
FS	Front Slider
BOOT	Sponge Boot
ACCBOOT	Accordion Boot
NONE	No Cutout
OTHER	Other Cutout (Use the notes field at the bottom of the screen to detail the cutout for future reference.)

Table 5.3 Standard Front Access Choices

Window Style Enter the left and right window styles for the cap. A list of valid window styles will appear if an invalid style is entered or if the entry field is left blank. A description of the window style will be displayed to the right of each window entry field.

Location Enter a rack number or some other location code. This code can determine the sort order of the *Stock Report* to make physical inventory counts proceed more quickly. This field is optional.

Notes Enter any notes pertaining to the cap. You can clarify non-standard specifications, etc. with this field. These notes will print on the *Sales Invoice* and on some of the reports. Use of this field is optional.

Model Styles

The model styles database provides sales statistics of your inventory by grouping different models into similar categories. The *Model Styles Form* is used to add and modify new model styles. To access the form, select *Model Styles* from the *Maintenance Menu*. All standard keys listed in Table

5.2 with the exception of the @ key are active on the *Model Style Form*. The model style code is generated automatically by **CAP TRACKER!**. Enter the description of the style to create a new style or to edit an existing style. Once a new model style has been created, models may be added to the group from the *Model Template.*

Manufacturers

```
                          Manufacturer Form     22
                       Creating a new Record

 Manufacturer:
 Long Name   :
 Contact     :
 Address     :
 Zip Code    :
 Phone #     :(000)000-0000
 Fax #       :(000)000-0000
 Order phone :(000)000-0000
```

Figure 5.4 Screen Shot to Create a Manufacturer Form

The *Manufacturer Form* is used to add and modify manufacturers, suppliers, and OEMs. To access this form, select *Manufacturer* from the *Maintenance Menu*. All standard keys listed in Table 5.2 with the exception of the @ key are active on this form.

Prior to viewing the table, you must decide which type of company you wish to view. The valid options are detailed in Table 5.5

Values	Description
M	Designates the manufacturer of inventory items.
S	Indicates supplier sources for inventory.
O	Indicates Original Equipment Manufacturers. These are the originating sources for items like color codes.

Table 5.5 Manufacturer Table category codes

The following list details fields found on the *Manufacturer Form*:

Manufacturer	Enter a short name for the manufacturer. This name will be used on forms and reports where the long name would consume too much space.
Long Name	Enter a long name for the manufacturer. This name will be used on forms and reports where it fits easily.
Contact	Enter the name of your contact person for the manufacturer.
Address	Enter the manufacturer street address.
Zip Code	Enter the zip code for the manufacturer. If the zip code is already in your reference table, the city and state will automatically display to the right of the zip code field. If the zip code is not defined, the *Cities Table* will appear. This table allows entry of new zip codes. Zip+4 and international zip codes are supported up to 10 characters. To view the *Cities Table*, press @.
Phone #	Enter the manufacturer phone number.
Fax #	Enter the manufacturer fax number.
Order Phone	Enter the phone number you use to place orders from the manufacturer.

Trucks

```
             Truck Form
          Creating a new Record

  Code:
  Name:
  Type:   Domestic Import

  Bed Size-Length   0.000"
           Width    0.000"
```

Figure 5.6 Screen Shot to Create a New Truck Form

The *Trucks Form* is used to add and modify truck types. Select *Trucks* from the *Maintenance Menu* to access this form. The function keys listed in Table 5.2 are active on the *Trucks* table. The following is a list of fields located on the *Trucks Form*:

Code Enter a unique code for the truck. Be sure to use the guidelines in Appendix A for assistance in developing workable codes.

Name Enter a descriptive name for the truck. To make the trucks easier to find, use the most significant piece of information (such as the Make) first in the description. A description that is easy to find might read GMC, Sonoma, SB, XCab, 94+.

Type Select **I**mport or **D**omestic by using the R and Q keys or by pressing the first letter of the desired option to highlight it. Press E to select the highlighted item.

Bed Size Length If known, enter the length of the truck bed. This value should be entered using inches.

Bed Size Width If known, enter the width of the truck bed. This value should be entered using inches.

Colors

```
                 Color Form
              Creating a new Record

   Code        :
   Name        :
   Start Year  :00
   Color Group : 0
   Manufacturer:  0
```

Figure 5.7 Screen Shot to Create a New Color Form

The colors database keeps track of manufacturer color codes. The *Colors Form* is used to add and modify manufacturer color codes. Select *Colors* from the *Maintenance Menu* To access this form. The function keys listed in Table 5.2 with the exception of @ are active on the *Colors Form*. The following is a list of fields located on the *Colors Form*:

Code Enter the manufacturer color code. Each code in the system must be unique.

Name Enter the full name for the color.

Start Year Enter the first year this color was used.

Color Group Select the corresponding color category from the *Color Group Table*. These groups are used to generate statistics by color to identify color trends in your sales.

Manufacturer Press E to select the original equipment manufacturer (OEM) from the list.

Color Categories

```
                 Color Groups
              Creating a new Record

Code          : 41
Description   :
```

Figure 5.8 Screen Shot to Create a New Color Group

```
              Cities
       Creating a new Record

 City :

 Zip  :
```

Figure 5.9 Screen Shot to Create a City

The Color Categories database provides sales statistics of your inventory by grouping different colors into like categories. The *Color Categories Form* is used to add and modify *Color Categories*. To access the form, select *Color Categories* from the *Maintenance Menu*. All standard keys listed in Table 5.2 with the exception of @ are active for the *Color Categories Form*. The color category code is generated automatically by **CAP TRACKER!**. Enter the description of the color category to create a new or to edit an existing category. Once a new color category has been created, colors may be added to it from the *Color Table*.

Cities

The Cities database keeps track of city names and zip codes for all your customers. These cities are used in addresses throughout **CAP TRACKER!**. The *Cities Form* is used to add and modify new cities and zip codes. To access this form, select *Cities* from the *Maintenance Menu*. All keys listed in Table 5.2 with the exception of @ are active on the *Cities Form*. The following is a list of fields located on the *Cities Form*:

City Enter the name of the city.

State Enter the two character abbreviation for the state or province.

Zip Enter the zip code. Zip+4 and international zip codes are supported up to ten characters.

Customer Types

Customer Types are logical groupings for specific customers allowing statistical reporting of the customers by your target markets. Sales statistics are created using these categories. New types can be easily entered from the *Customer Types* table on the *Maintenance Menu* by pressing **<Insert>**. You may also wish to edit an existing type. This action is accomplished by pressing E while highlighting the desired record and completing the following required fields:

Description Enter a description for the color category.

Account Enter the account from your chart of accounts where you wish to post revenues for this market segment.

Window Styles

```
       Window Styles Form
     Creating a new Record

 Code:
 Name:
```

Figure 5.10 Screen Shot to Create a New Window Style

The window styles database provides descriptions for the left and right windows installed on caps. The *Window Styles Form* is used to add and edit window styles. To access this form, select *Window Styles* from the *Maintenance Menu*. All standard keys listed in Table 5.2 with the exception of @ are active on the *Window Styles Table*. The following is a list of fields located on the *Window Styles Form*.

Code Enter a unique code for the window style. Refer to Appendix A for guidelines on selecting codes.

Name Enter a description for the window style.

Options

```
            Option Form
        Creating a new Record

Code            : 85
Description     :
Add'l Desc Req'd:   No Yes
Jobber          :      $0.00

               Domestic       Import
Cost       :      $0.00        $0.00
SRP        :      $0.00        $0.00
Price A    :      $0.00        $0.00
```

Figure 5.11 Screen Shot to Create an Option Form

The Options database provides descriptions and prices for the options ordered and installed on caps. The *Options Form* is used to add and modify Options. To access this form, select *Options* from the *Maintenance Menu*. All standard keys listed in Table 5.2 with the exception of @ are active for the *Options Form*. The following is a list of fields located on the *Options Form*.

Name Enter a description for the option.

Domestic Cost Enter your cost for the option when adding it to a full-sized truck. This field is optional.

Import Cost Enter your cost for the option when adding it to a mini-truck. This field is optional.

Domestic Retail Enter your retail price for the option when it is installed on a full-sized truck. This field is optional.

Import Retail Enter your retail price for the option when it is installed on a mini-truck. This field is optional.

Desc Required Set this flag to "y" if you will require an additional description line for this installed option when it is used. An example of this could be when a Pin Stripe is added to the cap. You may wish to require that your sales and ordering staff specify the color of the stripe. Setting this flag to "n" would allow, but not require entry of an additional description.

Payment Types

Chapter 6

The Customers Menu

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Customer Menu

Customer Table
Print Labels
Export Labels

Main Menu

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

TOPPSoft Computers Version 4.0 Copyright © 1996 All Rights Reserved	5811 Memorial Hwy (800) 771-2378 Suite 204 Tampa, FL 33615

The *Customer Menu* allows you to perform three basic functions:

```
Customer Menu

Customer Table
Print Labels
Export Labels

Main Menu
```

Figure 6.1 Screen Shot for the Customer Menu

Maintain Your Customer Database

The *Customer List* is accessed by selecting the *Customer Table* option from the *Customer Menu*. If no customers exist, you will automatically be placed in the *Customer Form* where you may enter a new customer.

The *Customer Table* provides the flexibility of viewing your customer list alphabetically either by company or name. The current sort order is indicated by the name of the table. To change the sort order, press the # key. Press @, to see a detailed sales history for the current customer. If no history exists, the computer will beep and remain on the *Customer Table*.

The *Customer Table* uses the Rapid Scan® feature. Rapid Scan® locates records based on the current sort order. New customers may be added by pressing the **<Insert>** key. To change an existing customer record, highlight the customer you wish to modify and press E. See Figure 6.2 below for an illustration of the *Customer Form*.

```
                    Customer Form              00043
                Creating a new Record

Company      :
First Name   :
Last Name    :
Phone Number :(000)000-0000
Alt Phone #  :(000)000-0000 Type:
Address      :
Zip          :
Tax Exempt ID:
Type         :   0
Price Level  :     A B C D E
Payment Terms:
Comment      :
```

Figure 6.2 The Customer Form

The following list describes each field found on the *Customer Form*:

Company For commercial customers, enter the company name. For private customers, leave this field blank.

First Name For commercial customers, enter the first name of the company contact. For private customers, enter the first name of the customer.

Last Name For commercial customers, enter the last name of the company contact. For private customers, enter the last name of the customer.

Phone Number Enter the phone number where the customer can be reached.

Alt Phone # Enter an alternate phone number where the customer can be reached.

Alt Phone Type Enter a short description of the alternate phone number. Examples might be home, work, beep, cell, Mom, etc.

Address Enter the customer street address.

Zip Enter the customer zip code. If the zip code is already in your reference table, the city and state will automatically display to the right of the zip code field. If the zip code is not listed, the *Cities Table* will appear, allowing you to enter the new zip code. Zip+4 and international zip codes up to ten characters are supported.

Zip Code Entry. Zip Code entry has been simplified wherever zip codes are used (customer and site addresses). If the zip code is not found in the database, the entry form will pop up and ask for the city and state. This match is based on the standard 5 digit zip code. To allow for international postal codes, the first step in the match is the check for a dash in the sixth position of the postal code. If the dash is present, everything past the dash is ignored for the purpose of finding a match. If the sixth character is not a dash, the entire field is used to determine a match in the City database. The following examples illustrate the values used to make a match for specific zip codes.

If you enter this ...	The program will match this ...
33615	33615
33615-3535	33615
1H5 F5V	1H5 F5V
1H5F5V	1H5F5V (different due to spacing).

Tax Exempt ID For commercial accounts, enter the Tax Exempt ID.

Type Choose between commercial, retail, manufacturer, dealership, etc.

Price Level These price levels can be set to A through E. Price level A is your normal, or list price.

Comment List any additional information about this customer in the comment field.

Two reports are available from the *Customer Menu*. You have the option to print out mailing labels or to export your label information for use with word processing programs.

Print Customer Labels

To print labels, you must enter the low and high zip codes for your labels. The labels will print sorted numerically by zip code. You may also specify a date range to only include customers with invoices within that range. To include all customers, use dates that include all possible invoice dates in your system. The *Label Report* is designed for use with one inch, single column (one-up) labels.

Export Customer Labels

For printing other label formats or for advanced mail merge functions, use the *Export Labels* option. This option creates an ASCII file suitable for use with many word processors. To export your labels, enter the low and high zip codes for your labels. Next, enter the destination file name for the merge file. Use standard DOS naming conventions when naming your output file. Refer to your DOS manual for more information on file naming conventions. Your labels will export sorted numerically by zip code. You may also specify a date range to only include customers with invoices within that range. To include all customers, use dates that include all possible invoice dates in your system.

CAP TRACKER! comes with a batch file that creates a merge file suitable for use with WordPerfect®. To use the batch file, export your labels in a range of zip codes and make note of the output file name you entered. Exit the program and go to the DOS prompt. Assuming WordPerfect® is in your search path, you can run CVT immediately. Enter the following commands to run CVT.

```
C:\>CD \CT
C:\CT\>CVT ??
```

`CT` is the **CAP TRACKER!** directory and `??` is the file name you entered when exporting your labels. When prompted for characters to exclude, enter a double quotation mark ("). This key is the **<Shift>** key. Two single quotes are <u>not</u> the same as one double quote. Your file has been converted and a new file named `CAPTRACK.MRG` exists. `CAPTRACK.MRG` is a WordPerfect® secondary merge file. Refer to your WordPerfect® Reference Manual for more information on working with merge files.

The merge file described above can be created only if WordPerfect® is installed on your computer. Refer to your word processing software manual for instructions on creating mail merge files from an imported ASCII file if your word processor is not WordPerfect®.

Chapter 7

The Management Menu

CAP TRACKER!

Developed especially for Your Company!

License # xxxxxxxxx

Management Menu

Dispose of Cap
Cancel Invoice
Transfer Stock
Change Costs
Employees
Sites
Load Inventory
Research Receiving
System Settings
Main Menu

Use Arrow Keys or the first letter of your selection and press Enter.

Available memory: 113K (800) 771-BEST Press F1 for help.

TOPP*Soft* Computers Version 4.0 Copyright © 1996 All Rights Reserved	5811 Memorial Hwy (800) 771-2378 Suite 204 Tampa, FL 33615

The *Management Menu* contains tasks restricted to employees with management security clearance. These tasks include:

```
Management Menu

Dispose of Cap
Cancel Invoice
Transfer Stock
Change Costs
Employees
Sites
Load Inventory
Research Receiving
System Settings
```

Figure 7.1 Screen Shot for the Maintenance Menu

Dispose of Cap

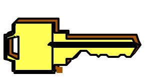
```
                     Dispose of Inventory
                    Record will be Changed

  Receiving Information
  Serial Number :1586495
  Purchase Order: STOCK
  Date Received : 8/07/96

  Specifications
  Truck Type  :Chevy Long Bed
  Model       :
  Manufacturer:
  Color       :Black Jade Pearl
  Window Style: 18" Jal

••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
  Information
  Reason disposed: R Return Loaner Deletion
  Notes          :Who knows if this prints on the invoice
```

Figure 7.2 Screen Shot for Disposing Inventory

This screen allows you to temporarily or permanently remove items from inventory. Inventory is temporarily removed to accurately maintain your inventory count while caps are on loan or out for repair. Items detailed above the dotted line display for reference purposes only. The entry fields on this screen are as follows:

Reason Disposed Select the reason the cap is being disposed by entering the first letter of your selection or by using Q and R and pressing E. *Return* is for temporary returns to the manufacturer for repairs or other reasons. *Loaner* logs a loaner out to a customer. *Deletion* <u>permanently</u> removes an item from inventory.

Notes Enter any facts necessary to properly log the disposition of the cap.



All caps processed through the *Dispose of Cap* option are detailed on your *Inventory Exception Report* for auditing purposes.

Cancel Invoice

Occasionally, you may need to cancel an entire invoice. Since invoices can't be modified once they are posted, it is best to cancel an invoice and re-enter it to make any changes. This provides the added benefit of providing an audit trail for invoice changes. When an invoice is canceled, items on the invoice are returned back to stock. To cancel an invoice, highlight *Cancel Invoice* on the *Management Menu* and press E. A list of posted Sales will appear. At this time, you may use the keys detailed in Table 7.3. Use Rapid Scan® to quickly locate the proper invoice. Press # to cancel the invoice. To view the detailed line items for the invoice, press E.

Function Key	Description
!	View online help for the current task.
#	Cancel the highlighted invoice.
E	View the highlighted invoice on the table.
$	View the accounting transaction(s) created by the highlighted invoice.
X	Return to previous screen.

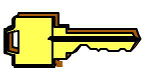
Table 7.3 Valid Function Keys for Cancel Invoice Table.

Transfer Stock

```
                 Transfer Inventory Form
                Record will be Changed

  Receiving Information
  Serial Number :1586495
  Purchase Order: STOCK
  Date Received : 8/07/96

  Specifications
  Truck Type  :Chevy Long Bed
  Model       :
  Manufacturer:
  Color       :Black Jade Pearl
  Window Style:18" Jal
  Old site    :01
•••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
  Information
  New site    :01 Central Location
```

Figure 7.4 Screen Shot for the Inventory Transfer Form

The *Transfer Stock* option allows you to log transfer of stock between lots. Items above the dotted line display for reference purposes only. The sole entry field on this screen is New site. Enter the code for the site you wish to transfer the item to or press E while the field is empty to display a list of valid sites. Completing this field creates the stock transfer.



All caps processed through the *Transfer Stock* option are detailed on your *Inventory Exceptions Report* for auditing purposes.

Change Costs

The *Change Costs* option allows you to change the cost of any unit currently in stock or for a range of units based on your selection criteria. Fields above the dotted line display for reference purposes only.

To edit only a single unit, select *Single Unit* from the *Change Cost Menu*. You may Rapid Scan® the serial number. Once the proper unit is highlighted, press E to select it. The sole entry field on this screen is *New Cost*. Enter the new cost into the field and press E to complete the cost change.

With some manufacturers, you may receive rebates based on volume retroactively. To properly account for cost changes on units affected by the rebate, you may need to update a range of units. To do so, select *Range of Units* from the *Change Cost Menu*. Complete the following fields.

Earliest Date Received Enter the earliest receiving date for caps affected by this cost change.

Latest Date Received Enter the latest receiving date for caps affected by this cost change. These two dates determine the range of units affected by this process.

Manufacturer Enter 0 for all manufacturers or press @ for a list to select the manufacturer.

Material Select the material of construction for this process. This value will be compared to the *Construction Material* field in the *Model Template* for a match. If *Every* is selected, all caps, regardless of material type will be selected.

Category Select the cap category from the *Model Template* for this process. This value will be compared to the *Category* field in the *Model Template* for a match. If 0 is selected, all caps, regardless of category will be selected. Otherwise, press @ for a list of cap categories and select from this list.

At this time, the number of units affected will be counted. This simple reality check identifies for you the scope of the change you are about to implement. If the number of items affected seems odd, use the X key to retreat. <u>Changes made based on the results of this screen are irreversible.</u>

Total Rebate Enter the total amount of the rebate received. This total will be evenly divided among all the items meeting your selection criteria. The remainder will be included with the first unit to match your criteria. By pressing E at this time, you will change the costs for the selected units. A detailed report will be generated which identifies your selection criteria, the units affected, the old and new costs, and displays the total number of units affected and the total amount of the rebate.

All caps processed through the *Change Inventory Cost* option are detailed on your *Inventory Exception Report* for auditing purposes.

Employees

```
                       Employees
                   Record will be Changed

Initials       :MGR
Last Name      :none
First Name     :none
Soc Security #:000-00-0000
Address Line 1:
Address Line 2:
Zip Code       :00000
Primary Phone :(000)000-0000
Alt Phone      :(000)000-0000
Spouse's Name :
Sales staff    :Y  Yes No

                  Caps     Accs
Sales Percent : 0.000%   0.000
Gross Percent : 0.000%   0.000
Management     :1
Site           :01 Central Location
Clear Password:N  No Yes
```

Figure 7.5 Screen Shot to Enter New Employees

The *Employees* option allows you to add and modify employee information. The following fields are located on the *Employees* template:

Initials Each employee must be assigned a unique set of initials. Typically, you would use the initials from the employee's name.

! Once this code has been set and sales have been made by the employee, do not change the code. Changing the code will cause errors in your statistics and other reports.

Last Name Enter the last name for the employee.

First Name Enter the first name for the employee.

Social Security Number Enter the Social Security Number for this employee.

Address1 Enter the Street address of this particular employee.

Address2 Enter Apt # or Additional Street information.

Zip Code Enter the Zip Code of the employee.

Primary Phone Enter the phone number at which the employee is most commonly reached.

Alternate Phone Enter an alternate phone number for employee if applicable.

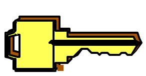
Spouse's Name Enter spouse's name if applicable.

Salesperson Indicate whether the employee is a salesperson by entering **Y**es or **N**o or by using Q and R to highlight the desired option. Only employees designated as sales staff are presented on the table. If **N**o is selected, the *Sales %age* and *Gross %age* entry fields will be skipped.

Sales %age Enter the commission percentage the salesperson receives from their own sales.

Gross %age Enter the commission percentage the salesperson receives from sales for the lot. This might be used for Sales Managers or for other upper level staff.

Management Indicate whether the employee should have management authorization.



Management level access should be restricted since it gives unlimited access to the system.

! Make sure that at least one employee has management access. If management access is removed from all employee accounts, noone can access this screen to add it back!

Site Identify the Site where this employee will be located. If no valid site code is entered, the *Site Table* will be presented for selection.

Clear Password In the case where an employee has forgotten their password, it can be cleared from this screen. They should immediately log in and create a new password. Select **Y** to clear the password.

Sites

```
                    Site Form
                 Creating a new Record

Site Name:
Address  :
Zip Code :
Phone    :(000)000-0000
Fax      :(000)000-0000
Contact  :

Tax Calculations
State Tax on Products  : 0.000
State Tax on Labor     : 0.000
Federal Tax on Products: 0.000
Federal Tax on Labor   : 0.000
Tax Mixed Labor        :Y  Yes No
```

Figure 7.6 Screen Shot to add a Site

The *Sites* option allows you to add and modify sites. The following fields are located on the *Sites* template:

Site Name Enter the name of the site. If all sites have the same company name, you'll want to use some other identifying characteristic as part of the name. For example, if your business is called Tops, Inc. and you have two locations--one on Main Street and one on Park Avenue, you might designate them as Tops, Inc. - Main Street and Tops, Inc. - Park Avenue.

Address Enter the Street address for the site.

Zip Code Enter the Zip Code for the site. If the Zip Code is not listed in the database, the *Cities Table* will display allowing you to select another Zip Code or to add the new Zip Code to your list. Zip+4 and international zip codes are supported up to 10 characters.

Phone Enter the phone number for the site.

Fax Enter the fax number for the site. This field is optional.

Contact Enter the primary contact person for the site. This might be the Branch Manager or another key contact person for the site.

Tax Calculations

State Tax on Products Enter the taxable rate for goods in your state or province.

State Tax on Labor Enter the taxable rate for labor in your state or province. Use **0** if labor is not taxed in your area.

Federal Tax on Products For international installations, enter the federal tax rate for goods. For installations in the United States, this field may be used to detail local taxes on goods.

Federal Tax on Labor For international installations, enter the federal tax rate for labor. For installations in the United States, this field may be used for local taxes on labor.

Tax Mixed Labor Different tax jurisdictions have distinctive methods of calculating tax on labor when it accompanies the sale of tangible goods. Some districts tax goods at a normal tax rate, and others don't tax it at all. If your taxing district taxes labor at the same rate as the tangible good when it accompanies the sale of those tangible goods, enter **Yes** for this field. Otherwise, enter **No**.

Load Inventory

```
                Load Cap Inventory Form
               Creating a new Record

  Specifications
  PO Number    :STOCK
  Order Date  : 9/06/97
  Receive Date: 9/06/97
  Site        :01 Central Location
  Serial #    :
  Model       :
  Truck Type  :
  Color       :
  Front Access:        PIC FS BOOT ACCBOOT NONE OTHER
  Window Style:L-
               R-
  Base Cost   :    $0.00 without options
  Retail      :      $0.00
  Notes       :
  Location    :
```

Figure 7.7 Screen Shot to Load Cap Inventory

The *Load Inventory* option allows you to add new inventory to the system directly without working through the ordering and receiving process. All items entered through this process are given the preset stock date as the Order and Receive dates. The preset stock date is established in your *System Settings* Form but is updated when this selection is executed. All items are also assigned a PO number of STOCK. Items may be added using this form. Changing and deleting stock items is not permitted from this form. Use the *Cap Inventory* selection from the *Maintenance Menu* to modify existing stock items. You will repeatedly receive the *Load Inventory Form* until you press X to return to the *Management Menu*.

Site Identify which site the unit belongs with. The value is determined by the site code entered on your *System Settings* Form.

Serial # Enter the Serial Number for the unit. Each cap currently on the lot must have a unique Serial Number.

Model Enter the model code for the cap. If an invalid code is entered, or if no code is entered, a list of models will appear allowing you to select the correct model.

Truck Type Enter the truck type the cap fits. If an invalid code is entered, or no code is entered, a list of trucks will appear allowing you to select the correct truck.

Color Enter the manufacturer color code for the unit. If an invalid code is entered, or if no code is entered, a list of colors will appear allowing you to select the correct color.

Front Access Select the type of front access currently installed on the cap. You may either enter the first letter of the desired selection, or use Q and R to highlight the desired selection. Once your selection has been made, press E to accept it.

Left Window Style Enter the window style for the driver side window installed on the cap. If an invalid code is entered, or if no code is entered, a list of window styles will appear allowing you to select the correct style. The window style is preset by the model template.

Right Window Style Enter the window style for the passenger side window installed on the cap. If an invalid code is entered, or if no code is entered, a list of window styles will appear allowing you to select the correct style. The window style is preset by the model template.

Base Cost Enter the amount you paid for the base item without options. The standard cost is determined by the model and truck type of the item. Option costs will be accounted for on the options list.

Notes Enter any notes relating to the unit.

Location Enter a rack number or some other location code. This code can determine the sort order of the *Stock Report* to make physical inventory counts proceed more quickly. This field is optional.

Research Receiving Activity

System Settings

The *System Settings* option is used to alter settings that affect the operation of **CAP TRACKER!**, to capture specific facts about your company, and to describe your equipment. *System Settings* has been split into four screens, company, reports, custom, and hardware, which logically group the various settings. For each screen, the following fields can be entered.

Company

Company Enter your company name. This name will display on many of the screens and reports found in **CAP TRACKER!**.

Def. Site Code Enter the site code for this installation. This code will be presented as the preset value when ordering and creating inventory and when prompted for site code on all report options screens.

Address Enter the address for your company headquarters or administrative offices.

Zip Code Enter the Zip Code for your company headquarters or administrative offices. If the Zip Code is not listed in your database, the *Cities Table* will appear allowing you to select another Zip Code or add the new Zip Code to the list. Zip+4 and international Zip Codes are supported up to 10 characters.

Phone No. Enter the phone number for your company headquarters or administrative offices.

Fax Number Enter the fax number for your company headquarters or administrative offices.

Def. Stock Date Enter the stock date for your initial data entry of inventory. This date will be used for Order and Receive dates on items that are entered directly into the database.

Reports

```
                   System Settings-Report Processing
                       Record will be Changed

 Print the following during End of Month Processing?
 Manufacturer Summary? Y Yes No          Customer Summaries  ? Y Yes No
 Model Summary       ? Y Yes No          Inventory Except    ? Y Yes No
 Materials Summary   ? Y Yes No          Model Styles Summary? Y Yes No
 Salesman Summary    ? Y Yes No          Color Groups        ? Y Yes No
 Stock Report        ? Y Yes No          Tax Collections     ? Y Yes No
 Taxable Sales       ? Y Yes No

••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••

Sort Order for Stock Report  :L  Serial Truck Location
Print Orders                 :N  Yes No
Sales Invoice Copies         :0  0 disables printing of invoices
Print company info on invoice:Y  Yes No
Invoice Layout               :1  11"_Form  7"_Form  Letterhead  Custom
Invoice Message: Thank You.  Please come again.

    F1:Help     ESC: Previous field     Ctrl-ESC: Abort to previous screen
```

Figure 7.8 Screen Shot to adjust Report Processing System Settings

End of Month For each report, indicate with a **Y** or an **N** whether it should automatically be printed when the *End of Month* procedure is executed from the *Reports Menu*.

Sort Order for Stock Report For the *End of Month* procedure, indicate how you wish to sort the *Stock Report*.

Print Orders Indicate with **Y** or **N** whether you wish to print orders during the *Post Orders* procedure.

Sales Invoice Copies If your company requires multiple copies of sales invoices and payment receipts, indicate how many copies should print. When you are using multi-part forms, the number you enter here will determine the number of times the invoices print. With a three part form and a setting of two, you will end up with six copies of your invoice. To disable invoice printing, enter 0 for the number of copies.

Print Company Info on Invoice Enter **N** to disable printing of your company information on the top, left corner of invoices and payment receipts. You may wish to do this if you are using preprinted invoice forms with your logo.

Invoice Message Enter the message you wish to have printed on the bottom of each invoice and payment receipt. To turn off the message, leave this entry blank.

Custom

```
                    System Settings-Custom Features
                            Record will be Changed

Default Stock Date     :09/06/97
Allocate Shipping costs:N  Yes No
Cash Drawer Start Bal. :  $150.00
Cap Auto-Reorder Limit : 0 Enter 0 to automatically reorder all stock.
                         Enter 999 to disable automatic stock reorders.
Cap Model for Used     :

Allow Edit of Invoice #  ?N  Yes No
Catalog part for Nonstock?                F2 for Catalog by Item.
Invoice number prefix    ?PA          Last used invoice #    :00108561
Credit Memo prefix       ?CM          Last used Credit Memo #:00107274
Print costs on Reports   ?Y  No Yes
Type of costs for Accs   ?S  Average Last Standard
Invoice message: Thank You.  Please come again.

   F1:Help     ESC: Previous field   Ctrl-ESC: Abort to previous screen
```

Figure 7.9 Screen Shot to adjust Custom Feature System Settings

Def. Stock Date Enter the stock date for your initial data entry of inventory. This date will be used for Order and Receive dates on items that are entered directly into the database.

Allocate

Shipping When using **CAP TRACKER!**, shipping costs may be distributed among all non-serialized inventory items received on an order. Indicate whether shipping costs should be distributed by entering **Y**es or **N**o or by using Q and R to highlight the desired option. Press E to confirm your selection.

Print Orders Indicate with **Y** or **N** whether you wish to print orders during the *Post Orders* procedure.

Sales Invoice Copies If your company requires multiple copies of sales invoices and payment receipts, indicate how may copies should print. When you are using multi-part forms, the number you enter here will determine the number of times the invoices print. With a three part form and a setting of two, you will end up with six copies of your invoice. To disable invoice printing, enter 0 for the number of copies.

Allow Edit of Invoice # Indicate with **Y** or **N** whether you wish to print orders during the *Post Orders* procedure.

Invoice Number Prefix Enter a two character prefix that will be used on your automatic invoice numbering. If you don't require a prefix, you may leave this field blank. This prefix could be used to ensure unique sequences between different stores, to establish different sequences by year, or any other criteria you may be concerned with. The prefix can be composed of letters or numbers.

Last Used Invoice # Enter the last invoice number used in your automatic numbering sequence. The system will use this value to generate the next available number.

Credit Memo Prefix Enter a two character prefix that will be used on your automatic credit memo numbering. If you don't require a prefix, you may leave this field blank. Since credit memos are stored in the same database as invoices, you should give it a prefix that is different from the invoice prefix. We highly recommend using some type of prefix. The standard of **CM** is easy to remember. For a company with several sites, you may wish to use **C1**, **C2**, etc.

Last Used Credit

Memo # Enter the last credit memo number used in your automatic numbering sequence. The system will use this value to generate the next available number.

Print Costs on Reports If you don't want to see cost and margin information on standard reports from the *Reports Menu*, including the *End of Month Reports*, select **N**. Otherwise, select **Y** to display costs and margin information on your reports.

Type of Costs for Accs Indicate how you want costs calculated for the reports and tracking. The system tracks your average cost, your last cost, and a standard cost. You may use any of these costs to generate your historical cost basis for stock and margin reporting.

Invoice Message Enter the message you wish to have printed on the bottom of each invoice and payment receipt. To turn off the message, leave this entry blank.

Hardware

```
                       System Settings-Hardware
                      Record will be Changed

           Report Printer  :43    HP Laserjet II/III
           Report LPT Port :LPT1  LPT1 LPT2 LPT3

           Invoice Printer :34    PANASONIC KX-P1124 / LQ-2500
           Invoice LPT Port:LPT1  LPT1 LPT2 LPT3

           Cash Drawer Port:DISA  DISABLE COM1 COM2 COM3 COM4
           Cash Drawer Ctrl:  0   0   0   0

   F1:Help     ESC: Previous field    Ctrl-ESC: Abort to previous screen
```

Figure 7.10 Screen Shot to adjust Hardware System Settings

Report Printer Select your printer type from the list of available printers. If your printer is not specifically listed, consult your printer manual for a list of compatible printers. If your printer manual offers no help, try the HP LaserJet option for laser printers or the Epson FX option for dot matrix printers. If neither of these printers work properly, select Generic Printer from the list of available printers.

If you select Generic Printer, reports that require compressed print capabilities may not fit on a printed page. You will need to set compressed mode manually on your printer in this circumstance. Please refer to your printer manual for directions.

Report LPT Port Select the port your report printer is connected to. On a network, this port would correspond to the logical printer connections established by your system administrator.

Invoice Printer Select your printer type from the list of available printers. If your printer is not specifically listed, consult your printer manual for a list of compatible printers. If your printer manual offers no help, try the HP LaserJet option for laser printers or the Epson FX option for dot matrix printers. If neither of these printers work properly, select Generic Printer from the list of available printers.

Invoice LPT Port Select the port your invoice printer is connected to. On a network, this port would correspond to the logical printer connections established by your system administrator. If your reports and invoices go to the same printer, you would use the same setting as *Report LPT Port*. Be sure to change forms if necessary when switching between report and invoice printing.

Cash Drawer Control Enter the ASCII codes necessary to control your cash drawer. Please refer to your manual for the cash drawer to identify the proper codes. ASCII codes range from 0 to 255.

Cash Drawer Port Select the serial port your cash drawer is connected to. If you are unsure, try COM2 first and COM2 next.

```
                   System Settings-Accounting Codes
                       Record will be Changed

      Customer Deposits GL:2100



      Select the correct account for each type
      Cash GL Account     :0030 Cash
      Checking GL Account :0036
      A/R GL Account      :0031 Accounts Receivable



   F1:Help     ESC: Previous field    Ctrl-ESC: Abort to previous screen
```

Figure 7.11 Screen Shot to adjust Accounting Codes System Settings

Appendix A
Initial Setup Forms

The following pages contain forms corresponding to menu choices from the **CAP TRACKER!** *Maintenance* and *Management* menus. These forms were designed to closely match actual data entry screens. Completing these forms before using the computer will make it easier for you to plan ahead and will shorten the time necessary to configure **CAP TRACKER!** to meet your custom specifications. The forms contained in Appendix A may be freely duplicated for the purpose of entering your data into **CAP TRACKER!**.

After your initial system setup is complete, store your completed setup forms in a safe location off site. They may save you some work should a disaster occur.

A large part of the level of success you will achieve using **CAP TRACKER!** depends upon the codes you select for your inventory items. Spend some time thinking about the codes you wish to use. You may wish to create your codes and enter some test inventory to test out your coding scheme. Reinstall **CAP TRACKER!** and start fresh when you are satisfied with the codes you have developed. You will need to devise a coding system for each of the following categories:

- Cap Models
- Window Styles
- Truck Sizes
- Options

CAP TRACKER! comes pre-loaded with quite a bit of valuable information. Over 750 truck colors are included. Many truck types are loaded complete with bed sizes and other helpful information. These codes have been tested to maximize ease of use and to minimize ambiguity. You are free to use as many of our codes as you wish. You may alter any codes which do not meet your specifications.

! Significant data corruption and/or data loss may result from changing existing codes after inventory data has been loaded. Make all changes to your codes <u>BEFORE</u> entering your data.

Creating Good Reference Codes

Creating good reference codes is an essential part of getting the most benefit out of **CAP TRACKER!**. Good reference codes have the following characteristics:

Modular Codes should be constructed using small components that identify key features of the item you wish to define. By putting these components together, you can create codes that uniquely identify items.

Consistent Codes should always be created using the same components in the same order. When you use a component of an item, keep the same designation for all codes that use that component. For example, if you use **R** for Ranger, use **R** every time. Ranger appears as a component of an item.

Meaningful Codes should relate in some way to the item they describe. Using components that identify key features of the item make the code meaningful. A meaningful code is always easier to remember. If you use an arbitrary value, such as sequential numbers or A, B, C, ..., the codes will have to be committed to memory.

Concise Don't put extraneous information into your codes. If two components are sufficient to uniquely define an item, don't use three.

Flexible Many of the databases contained in **CAP TRACKER!** will change with the times. Manufacturers will release new truck styles, new cap manufacturers may enter the market, existing truck styles may change bed sizes and so on. Make sure your codes are flexible enough to accommodate future growth.

Paying attention to these characteristics will make your codes easy to use. Even simple codes such as truck codes require careful consideration. For example, codes need to be developed for trucks that uniquely identify the truck, yet are short and fairly easy to remember. To create a unique, meaningful code, you should start by identifying all of the characteristics about a truck that differentiate it from another. These factors are the bed size (in inches or feet), model, make, year, and type of cab. You may identify other features, but this list will be used for example purposes.

Bed Size Using the length of the bed can be very helpful in defining a truck code. The bed size is a critical element that must be considered when customers order caps. However, different trucks may have the same bed length yet not provide a good fit for the cap. This means that some other component would have to be used to uniquely identify the truck. For the bed size, many people commonly refer to full-size domestic trucks as eight foot trucks. Yet import truck beds aren't necessarily a round number of feet in length. It would be easier to refer to mini-truck bed sizes in inches. For any model year of a truck, you may wish to simply refer to the bed size as long bed, short bed, or narrow bed.

Model This is a very descriptive feature that can be used as a component. It lacks the uniqueness that is required unless truck name is used with another component to create a unique code.

Make This component is very general. It describes a group of trucks rather than a specific truck. You may decide that the model information is sufficient. In either case, be sure to include the Make in the description to allow searching on this important piece of information.

Year Here is another critical component that is not specific to any single truck. Often times, it is the only feature that differentiates two different trucks.

Cab Size Many trucks have optional features such as extra cabs that affect the dimensions of the vehicle. This may need to be referenced if it is a factor.

It is evident after examining this list of potential components that no single component would serve as a unique truck code. To determine the best possible combination of facts, for the above example, use the following list of general statements:

1. Some accessories are not impacted by specific characteristics of the truck. For instance, hood accessories generally do not change if the bed size is different between two different trucks of the same model.

2. Many trucks have names that are commonly used to refer to them. The name is sometimes the make and sometimes the model. Examples include Toyota, Ranger, and Sonoma.

3. Full-size truck bed sizes have traditionally been more stable. Many mini-truck manufacturers change the bed size regularly—even two or more times in a model year!

4. Manufacturers have been known to change the bed size of a truck without changing any other listed component. The only differentiating factor is the model year.

5. The type of cab can affect many accessories.

Based on these statements, the following guidelines were developed for trucks.

1. For mini-sized models, use the length in inches as the initial component. For full-sized trucks, specify long bed (LB) or short bed (SB).

2. Use the manufacturer initial as the next component since the list of manufacturers is fairly stable. Where two manufacturers, such as Mazda and Mitsubishi have the same initial, use two initials (**MA** for Mazda and **MI** for Mitsubishi for example). The only exception would be early full-size trucks with eight foot beds where the cap would fit both Chevy and Ford. This might be designated as **U** for universal.

3. Add any other code necessary to completely differentiate trucks with different bed sizes. For instance, use EC for extra cab, KC for king cab, and the model year for a year where it is the only component that changed.

Code	Truck	Code	Truck
LBU	long bed (8') universal	LBC	long bed Chevy
91T	91" Toyota	76R	76" Ranger
SBCEC	short bed Chevy, extra cab	SBF	short bed Ford

TABLE A.1 Possible Truck Codes

Table A.1 illustrates truck codes developed using the above guidelines. By following a similar method of reasoning, you can be assured that your codes will work for your company and can grow with you. In summary, here are the steps necessary to develop good, meaningful codes.

1. Identify the key features that are used to describe the item.

2. Determine how many different features would be required as part of the code to ensure the code uniquely describes the item.

3. Select the most important components to provide the information necessary to identify the item. Determine how each component should be used in the code. This includes determining the number of characters needed, the placement of components in your code, and any special considerations that are particular to each component.

4. Identify possible exceptions and define how those exceptions should be handled.

5. Create your codes.

Site Form

Site Name :____________________

Address :____________________

Zip Code :________

Phone :(___) ____-_____

Fax :(___) ____-_____

Contact :____________________

TAX CALCULATIONS:

State Tax on Products ____________________
State Tax on Labor ____________________
Federal Tax on Products ____________________

Site Name :____________________

Address :____________________

Zip Code :________

Phone :(___) ____-_____

Fax :(___) ____-_____

Contact :____________________

TAX CALCULATIONS

State Tax on Products ____________________

State Tax on Labor ____________________

Site Name :____________________

Address :____________________

Zip Code :________

Phone :(___) ____-_____

Fax :(___) ____-_____

Contact :____________________

TAX CALCULATIONS:

State Tax on Products ____________________
State Tax on Labor ____________________
Federal Tax on Products ____________________

Site Name :____________________

Address :____________________

Zip Code :________

Phone :(___) ____-_____

Fax :(___) ____-_____

Contact :____________________

TAX CALCULATIONS

State Tax on Products ____________________

State Tax on Labor ____________________

Instructions:

Use this form to describe physical information about each of your lot locations. The contact field should be filled in with the manager name for each lot.

System Settings Forms

COMPANY

Company	:________________________________
Default Site Code	:_______ F2: List
Address	:________________________________
Zip Code	:________
Phone No.	:(__) _____-__________
Fax Number	:(__) _____-__________
Default Stock Date	:__ /__ /__

Instructions:

< Enter your company information as prompted. The Default Site Code is the number designated to represent the lot location you are setting up.

< The Default Stock Date is the default ordering and receiving date for all stock entered during the initial set up procedure. This could be the date you actually begin entering data.

REPORTS

Print the following during end of month processing?

Manufacturer Summary	? Y Yes No	Customers Summaries	? Y Yes No
Models Summary	? Y Yes No	Inventory Except	? Y Yes No
Materials Summary	? Y Yes No	Model Styles Summary	? Y Yes No
Salesman Summary	? Y Yes No	Color Groups	? Y Yes No
Stock Report	? Y Yes No		
Taxable Sales	? Y Yes No	Tax Collections	? Y Yes No

Sort Orders for Stock Report	:____	Serial Truck Location
Print Orders?	:____	Yes No
Sales Invoice Copies	:____	(0 Disables printing of invoices)
Print Co. info on invoice?	:____	Yes No
Invoice Layout	:____	11" Form 7" Form Letterhead Custom
Invoice Message	:____	

Instructions:

< Choose Yes for the reports you wish to print automatically at the end of each month.

< Choose Yes for Print Orders if you wish to print orders for verification or to send to your suppliers.

CUSTOM

Default Stock Date	:___\ ___\ ___	
Allocate Shipping Costs	:____	Yes No
Cash Drawer Start Bal	:$________	
Cap Auto-Reorder Limit	:___	Enter 0 to automatically reorder all. Enter 999 to disable automatic stock reorders.

Allow edit of invoice #	?____	Yes No
Invoice number prefix	?____	Last Used Invoice # :00000000
Credit memo prefix	?____	Last Used Credit Memo :00000000
Print costs on reports		?____ Yes No
Type of costs for accs	?____	Average Last Standard
Invoice Message	: _______________________________________	

Instructions:

- < Set Allocate Shipping to Yes if you are using **CAP TRACKER!** and you wish to distribute the cost of shipping among non-serialized inventory items.
- < Enter the number of copies of each customer invoice you wish to print.
- < Enter a custom message to appear at the bottom of your customer invoices.

HARDWARE

Report Printer	:____	Your Printer Type
Report LPT Port	:____	LPT1 LPT2 LPT3
Invoice Printer	:____	Your Printer Type
Invoice LPT Port	:____	LPT1 LPT2 LPT3
Cash Drawer Port	:____	COM1 COM2 COM3 COM4
Cash Drawer Control	:____	0 0 0

Instructions:

- < Enter the make and model of your invoice and report printers. Indicate which ports they are connected to on the computer (LPT1, LPT2, or LPT3).

ACCOUNTING

Customer Deposits GL :____________

Select the correct account for each type:

Cash GL Account :___________
Checking GL Account :___________
A/R GL Accounts :___________

Instructions:

< Enter your Customer Deposits General Ledger account number and then choose the GL account numbers for Cash, Check, and Accounts Receivable

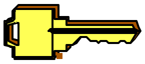
Employee Form

```
Initials      :______              Initials      :______

Last Name     :____________________    Last Name     :____________________

First Name    :____________________    First Name    :____________________

Social Security #:____-___-____      Social Security #:____-___-____

Address 1     :____________________    Address 1     :____________________

Address 2     :____________________    Address 2     :____________________

Zip Code      :__________ City, St     Zip Code:     :__________ City, St

Primary phone:(___)___-_____         Primary phone:(___)____-_____

Alt Phone     :(___)___-_____          Alt Phone     :(___)____-_____

Spouse's Name:____________________     Spouse's Name:____________________

Sales Staff :_____      Yes   No       Sales Staff :_____      Yes   No


                    Caps   Accs                            Caps   Accs
Sales Percent:      ____%  ____%       Sales Percent:      ____%  ____%
Gross Percent:      ____%  ____%       Gross Percent:      ____%  ____%
Management    :     0                  Management    :     0
Site          :     ___    Company Name Site          :     ___    Company Name
Clear Password:     ___    No    Yes    Clear Password:     ___    No    Yes
```

Instructions:

1. Enter each employee's initials and name. Each person must have a unique set of initials.
2. Enter Social Security number for employee.
3. Enter address information and telephone numbers.
4. Enter spouse's name.
5. Enter Yes for employees of sales status.
6. Enter sales and gross percentages each employee receives from his\her sales of caps and accessories.
7. Enter employment management status. Default = 0, which is No for management status, and Yes = 1, which is setting employee to management status. You must have at least one employee with manager authority. Once a manager has been created, you should remove manager authority from the MGR account.
8. Enter Site Code for employment location of employee.

9. Enter No for Clear employee password.



For security reasons, very few users should be given management clearance (a setting of 1.)

Truck Form

Code:____________

Name:____________________________

Type: Domestic Import (circle one)

Bed Length:_______

Width :_______

Code:____________

Name:____________________________

Type: Domestic Import (circle one)

Bed Length:_______

Width :_______

Code:____________

Name:__________________________

Type: Domestic Import (circle one)

Bed Length:__________

Width :__________

Code:____________

Name:__________________________

Type: Domestic Import (circle one)

Bed Length:__________

Width :__________

Code:_________

Name:____________________________

Type: Domestic Import (circle one)

Bed Length:__________

Width :__________

Code:___________

Name:____________________________

Type: Domestic Import (circle one)

Bed Length:__________

Width :__________

Instructions:

Many truck sizes have been pre-loaded for your convenience. Browse the Trucks Table on the *Maintenance Menu* to determine which (if any) truck templates need to be added or modified to meet your specifications.

Manufacturer Form

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order Phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order Phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order Phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________
Zip Code :__________
Phone # : (___) ___-____
Fax # : (___) ___-____
Order phone : (___) ___-____

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________

Manufacturer :____________________

Long Name :____________________
Contact :____________________
Address :____________________

Zip Code	:__________	Zip Code	:__________
Phone #	: (___) ___-____	Phone #	: (___) ___-____
Fax #	: (___) ___-____	Fax #	: (___) ___-____
Order Phone	: (___) ___-____	Order phone	: (___) ___-____

Instructions:

Each manufacturer and supplier must have a template. Enter the short and long names, contact, address, and telephone information.

Model Style Form

Code	:____	Code	:____
Description	:__________________	Description	:__________________
Account Code	:__________________	Account Code	:__________________

Code	:____	Code	:____
Description	:__________________	Description	:__________________
Account Code	:__________________	Account Code	:__________________

Instructions:

Many model styles have been pre-loaded for your convenience. Browse the *Model Styles Table* on the *Maintenance Menu* to determine which (if any) model styles need to be added or modified to meet your specifications.

Window Style Form

Code: _____	Code:______
Name:_________________________	Name:_______________________

Code:_____	Code:______
Name:_________________________	Name:_______________________

Code:_____	Code:______
Name:_________________________	Name:_______________________

Code:_____	Code:______
Name:_________________________	Name:_______________________

Instructions:

Many window styles have been pre-loaded for your convenience. Browse the *Window Styles Table* on the *Maintenance Menu* to determine which (if any) window styles need to be added or modified to meet your specifications.

Option Form

Code	: 00			Code	: 00			
Description	:____________________			Description	:____________________			
Add'l Desc Req'd	:	No	Yes	Add'l Desc Req'd	:	No	Yes	
Jobber	:	$0.00		Jobber	:	$0.00		

		Domestic	Import			Domestic	Import
Cost	:	$0.00	$0.00	Cost	:	$0.00	$0.00
SRP	:	$0.00	$0.00	SRP	:	$0.00	$0.00
Price A	:	$0.00	$0.00	Price A	:	$0.00	$0.00

Code	: 00			Code	: 00		
Description	:____________________			Description	:____________________		
Add'l Desc Req'd	:	No	Yes	Add'l Desc Req'd	:	No	Yes
Jobber	:	$0.00		Jobber	:	$0.00	

		Domestic	Import			Domestic	Import
Cost	:	$0.00	$0.00	Cost	:	$0.00	$0.00
SRP	:	$0.00	$0.00	SRP	:	$0.00	$0.00
Price A	:	$0.00	$0.00	Price A	:	$0.00	$0.00

Code	: 00			Code	: 00		
Description	:____________________			Description	:____________________		
Add'l Desc Req'd	:	No	Yes	Add'l Desc Req'd	:	No	Yes
Jobber	:	$0.00		Jobber	:	$0.00	

		Domestic	Import			Domestic	Import
Cost	:	$0.00	$0.00	Cost	:	$0.00	$0.00
SRP	:	$0.00	$0.00	SRP	:	$0.00	$0.00
Price A	:	$0.00	$0.00	Price A	:	$0.00	$0.00

Code	: 00			Code	: 00		
Description	:____________________			Description	:____________________		
Add'l Desc Req'd	:	No	Yes	Add'l Desc Req'd	:	No	Yes
Jobber	:	$0.00		Jobber	:	$0.00	

		Domestic	Import			Domestic	Import
Cost	:	$0.00	$0.00	Cost	:	$0.00	$0.00
SRP	:	$0.00	$0.00	SRP	:	$0.00	$0.00
Price A	:	$0.00	$0.00	Price A	:	$0.00	$0.00

Instructions:

Many options have been pre-loaded for your convenience. Browse the *Options Table* on the *Maintenance Menu* to determine which (if any) options need to be added or modified to meet your specifications.

Model Template Form

Model : ____________________
Description : ____________________
Manufacturer : ____________________
Std Front Access : ____________________
Std Window - Left : ____________________
Right : ____________________
Construction : ____________________
Installation Price : $0.00

	Domestic/Full Size	Import/Mini
Jobber :	$0.00	$0.00
Your Cost :	$0.00	$0.00
MSRP :	$0.00	$0.00
Sales Price :	$0.00	$0.00

Std Opt 1 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0
Std Opt 2 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0
Std Opt 3 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0
Std Opt 4 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0
Std Opt 5 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0

F1 : Help
Esc: Prev. Field

Use TSTOOLS to set and edit multi-level pricing.

Model : ____________________
Description : ____________________
Manufacturer : ____________________
Std Front Access : ____________________
Std Window - Left : ____________________
Right : ____________________
Construction : ____________________
Installation Price : $0.00

	Domestic/Full Size	Import/Mini
Jobber :	$0.00	$0.00
Your Cost :	$0.00	$0.00
MSRP :	$0.00	$0.00
Sales Price :	$0.00	$0.00

Std Opt 1 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0
Std Opt 2 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0
Std Opt 3 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0
Std Opt 4 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0
Std Opt 5 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0

F1 : Help
Esc: Prev. Field

Use TSTOOLS to set and edit multi-level

Model	: ____________							
Description	: ____________							
Manufacturer	: ____________							
Std Front Access	: ____________							
Std Window -	Left : ____________							
	Right : ____________							
Construction	: ____________							
Installation Price :	$0.00							
	Domestic/Full Size		Import/Mini					
Jobber :	$0.00		$0.00					
Your Cost :	$0.00		$0.00					
MSRP :	$0.00		$0.00					
Sales Price :	$0.00		$0.00					
Std Opt 1 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0	
Std Opt 2 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0	
Std Opt 3 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0	
Std Opt 4 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0	
Std Opt 5 :	0 None	Cost :	$0.00	Price :	$0.00	Qty :	0	

F1 : Help
Esc: Prev. Field

Use TSTOOLS to set and edit multi-level pricing.

Instructions:

1. Each cap model must have a model template. Enter the code for each model.
2. Enter a description of each cap model and the manufacturer's name.
3. Enter Std Front Access information. This should be the front access you will order most often for this cap model.
4. Enter the *standard window* code for the left and right window for each cap model. These should be the window styles you will order most often for this cap model.
5. Enter the construction information for the cap.
6. Enter the standard *installation cost* for each cap model.
7. Enter your wholesale and retail costs for full and mini truck sizes for each model.
8. Enter standard options individually, including cost, price, and qty for each cap model. These should be the options you will order most often for each model. Up to five standard options may be specified. You may add an unlimited number of options to each individual order. Enter **NONE** as the last standard option for each cap model with less than five standard options.

Color Categories Form

Code : ________ Code : ________
Description : ______________________ Description : ____________________

Code : ________ Code : ________
Description : ______________________ Description : ____________________

Code : ________ Code : ________
Description : ______________________ Description : ____________________

Code : ________ Code : ________
Description : ______________________ Description : ____________________

Code : ________ Code : ________
Description : ______________________ Description : ____________________

Code : ________ Code : ________
Description : ______________________ Description : ____________________

Code : ________ Code : ________
Description : ______________________ Description : ____________________

Code : ________ Code : ________
Description : ______________________ Description : ____________________

Code : ________ Code : ________
Description : ______________________ Description : ____________________

Instructions:

Many color categories have been pre-loaded for your convenience. Browse the Color Categories Table on the Maintenance Menu to determine which (if any) color groups need to be added or modified to meet your specifications.

Color Form

```
Code         :_____                Code         :_____
Name         :___________________  Name         :____________________
Start Year   :_____                Start Year   :_____
Color Group  :____________         Color Group  :____________
Manufacturer:____________          Manufacturer:____________
```

```
Code         :_____                Code         :_____
Name         :___________________  Name         :_____________________
Start Year   :_____                Start Year   :_____
Color Group  :___________          Color Group  :____________
Manufacturer:____________          Manufacturer:____________
```

```
Code         :_____                Code         :_____
Name         :___________________  Name         :____________________
Start Year   :_____                Start Year   :_____
Color Group  :____________         Color Group  :____________
Manufacturer:____________          Manufacturer:____________
```

Instructions:

Many colors have been pre-loaded for your convenience. Browse the Colors Table on the *Maintenance Menu* to determine which (if any) colors need to be added or modified to meet your specifications. Follow the instructions listed below to assist in filling out your forms.

1. Enter the *Site* for each inventory item.

2. Enter the *Serial #, Model, Truck Type,* and *Color* codes for each inventory item. The serial # must be unique for each inventory item. These components will be used to create the inventory code for each unit.
3. Circle the front access currently on each inventory item.
4. Enter the left and right *Window Styles* currently on each inventory item.
5. Enter your wholesale cost for each inventory item.
6. Enter any special notes you wish to associate with each inventory item. Use of this field is optional.

7. Enter the options found on each cap. If a cap has no extra options attached, enter **NONE** as the only option for this unit.

Cap Inventory Form

Specifications

PO Number : ________________
Order Date : __________
Receive Date : __________
Site : _______
Serial # : ________________
Model : ______________
Truck Type : ______________
Color : ______________

Front Access : ______________ PIC FS BOOT ACCBOOT NONE OTHER
Window Style : L_____________
R_____________
Base Cost : $_____________
Notes : ____
Location : ______________

Specifications

PO Number : _______________
Order Date : _______________
Receive Date : _______________
Site : _______
Serial # : _______________
Model : _______________
Truck Type : _______________
Color : _______________
Front Access : _______________ PIC FS BOOT ACCBOOT NONE OTHER
Window Style : L_______________
R_______________
Base Cost : $____________
Notes : ____

Location : ________________

Appendix B

System Messages

-

PROBLEM	SOLUTION
CANNOT BUILD ??? - ERROR: A problem has occurred in the key files for the ??? database. The database could not be accessed to repair the key files.	Make sure all users have exited **CAP TRACKER!** and restart the program.
CANNOT SHARE ??? - ERROR: The ??? database cannot be opened in multi-user mode. This happens when the files statement in your CONFIG.SYS file has not been set properly or another station has locked the ??? file for exclusive use. This may occur while running some utility functions on other stations.	Make sure all utility programs have completed successfully. Exit and restart **CAP TRACKER!** If the problem persists, you must edit your CONFIG.SYS file. Reference the Getting Started chapter for further instructions on editing the CONFIG.SYS file.
CHANGED BY ANOTHER STATION: Another user on your network has already made changes to the record on your screen.	**CAP TRACKER!** will display the current information in the record instead of saving the information you have just entered. Re-enter your changes and then save your work.
CREATES DUPLICATE ENTRY: The value you entered for the current field must be unique in the system. The value you entered is already in use by another record in the database.	Enter a different value for the current field. Make sure your new value is unique from any already in use by the system.
CREATING A NEW RECORD: In a form that allows addition of more than one record at a time, additional records will be added until you press X. Pressing X returns you to the previous screen.	
ERROR UPDATING CAP: Occurs while transferring a cap from one site to another or changing the cost of a cap more than once in a single day.	You may either try the transaction on a different day, or change the system date of your computer and retry the transaction. Refer to your DOS manual for instructions on changing your system date.
ERROR: ?? Adding to ???: Internal error ?? occurred while adding records to database ???.	Contact TOPP*Soft* Computer Solutions with the exact wording of this message for assistance.
ERROR: ?? Deleting from ???: Internal error ?? occurred while deleting records from database ???.	Contact TOPP*Soft* Computer Solutions with the exact wording of this message for assistance.

FILE NOT FOUND: A required database file was not found by the program.	Make sure you are in the correct directory when launching the program. If you are in the correct directory, some of your database files may have been deleted. Call TOPP*Soft* Computer Solutions for technical support.
INSUFFICIENT MEMORY: Your computer does not have enough available DOS memory (RAM) to run the program. At least 550K of RAM memory must be available.	Type **MEM** or **CHKDSK** from the `C:\>` prompt to verify the amount of available RAM. If this command verifies that you are short of memory, disable any auxiliary programs that may be consuming your computer memory.
INVALID KEY FILE: One of database key files has been corrupted.	Delete all of the key files with K?? extension for the database and restart the program. Your keys will be rebuilt. NOTE: On a network, no other users can run the program while the keys are rebuilding.
INVALID LICENSE NUMBER: An invalid license number has been installed for the software.	The installation program automatically adds your license number. Re install the program to reset the license number. Refer to the Getting Started chapter of this manual for further instructions. If the error is not resolved, contact TOPP*Soft* Computer Solutions technical support.
LICENSE ERROR 01: The license database is not in the current directory or is locked by another station.	Exit and restart **CAP TRACKER!** to clear the error.
LICENSE ERROR 02: The license number in use by this station no longer exists in the license database.	Exit and restart **CAP TRACKER!**. If the problem persists, reinstall the program to reset the license number. Refer to the Getting Started chapter of this manual for further instructions.
LICENSE IN USE: Too many stations are attempting to access **CAP TRACKER!** This error may occur if you do not own enough license numbers for all users on your network.	Contact TOPP*Soft* Computer Solutions to purchase additional network licenses of the software.
NO LICENSE EXISTS: No legal license number has been installed for the software.	Reinstall the software. Refer to the Getting Started chapter of this manual for further instructions.

PASSWORD NOT CORRECTLY TYPED: An error occurred while changing your password. Your password was not changed.	Retry your changing your password. **Press Enter to Delete:** Pressing E will delete the entry on the screen. Press X to return to the previous screen without deleting the current entry.
REBUILDING KEYS FOR ??: The keys for database ?? were deleted. The program is rebuilding your keys.	Wait until the rebuild process has completed and continue with your work.
RECORD NOT FOUND: The record you are looking for does not exist in the database.	
RECORD WILL BE ADDED: A new item is being added to the current database.	
RECORD WILL BE CHANGED: An existing entry in the current database is being modified.	
SECURITY ERROR, PLEASE RETRY: An error occurred while logging into the system or during the password change process.	Retry your current action.
UNKNOWN MATERIAL TYPE: This error may occur while generating Summary Statistics. The error indicates possible data corruption in your model templates.	Call TOPP*Soft* Computer Solutions for technical support immediately.
USER ABORTED BY CONTROL BREAK: The C-Break key combination was pressed.	This key sequence abnormally leaves the program. Check your data for possible data corruption.
VIRTUAL MEMORY ERROR: The virtual memory allocated to the program has errors.	Disable the use of virtual memory. See your DOS manuals for more information on this topic.

Appendix C
Common Support Questions

ERROR CODE 47- INVALID RECORD DECLARATION

Problem: Arises when file layout doesn't match fields, usually during upgrades. Get entire error message from customer and write it down before moving on.

Solution:

Step 1: Ask the basic troubleshooting questions.

Step 2: Go to the MAIN Computer

Step 3: Insert the latest update disk
NOTE: Insert CT!, If you have it, AP! If you don't.

Step 4: Type CD**=**\CT to change directories

Step 5: At C:\CT.> type A:\CT### (where ### is the version #, e.g. CT359, for CT! 3.59)
The number will differ per customer and is written on the front of the update disks.
Say NO to each question to overwrite *EXCEPT*
UPDATE.DAT will automatically be created and won't ask.

Step 6: Turn on the CAPS LOCK

Step 7: Run CFIL UPDATE.DAT filename P=PRINTER.DAT on each file that receives this error. (For example, file SALESHD) CFIL UPDATE.DAT SALESHD P=PRINTER.DAT
The file name used is found in the initial error screen encountered by the customer. If the command is entered incorrectly, or if file does not exist, customer will be prompted into the Clarion Filer screen (press ESC. to return to prompt).

Step 8: When step 7 is complete the system will return to the CT Prompt. Repeat for any other files that have the same error.

==space As of: 8 March 2000

PROBLEM WITH RETURNING INVOICES

Problem: Applies to CT! and AP! returning entire invoice

Symptom: Rather than deleting items line by line cancel the entire invoice

Step 1: In CT! Go to Management

Step 2: Go to Cancel Invoice

Step 3: Find the invoice that needs to be deleted

Step 4: Select the invoice and delete it by pressing F3

***The system will not ask you if you are sure that you want to delete this item, make sure to select the correct invoice.**

This deleted invoices will appear on every End of the Month report.

As of:8 March 2000

ERROR CAN'T SHARE FILE filename

Problem: Occurs when trying to install Demo disks, CT!, and AP! and computer isn't setup to handle a large number of database files.

Solution:

Step 1: Ask the basic troubleshooting questions.

Step 2: Get to the MS-DOS Prompt and backup critical boot files

Type CD\ to change directory to C:\

Type MD b \BOOT

Type COPY=AUTOEXEC.BAT=BOOT

Type COPY=CONFIG.SYS=BOOT

One file copied will appear on screen for *each* command.

Step 3: At C:/TYPE=CONFIG.SYS

***A "Bad command or file name," problem due to misspelling. Look at the FILES= statement minimum is 130 (recommended 150) If FILES= statement is not at a minimum of 130, continue with step 4. FILES= statement is at a minimum of 130, continue with step 5.**

If FILES= doesn't exist, add it, go to the FILE menu SAVE and EXIT. (See Step 4 for details)

Step 4: At C:\ prompt type EDIT=CONFIG.SYS

Scroll down and change FILES= to a minimum of 130, (recommended 150)

Go to the FILE menu SAVE and EXIT.

Step 5: At C:\ type FIND="SHARE"=/I=AUTOEXEC.BAT

Found- continue with Step 6.

Unable to find, now type FIND="SHARE"=/I=CONFIG.SYS

Found- continue with Step 6.

Not Found- type SHARE, Press <ENTER>, If no error, Reboot, Go to Step 7.

If error "SHARE already loaded"appears, do clean boot, with F8 key.

Check for SHARE statement. Wherever SHARE stmt. loads, go to Step 6 to fix it.

Step 6: SHARE statement has minimum parameters of "/F:8192 /L:130", Go To Step 7.

SHARE statement has incorrect parameters

Depending on where the SHARE statement is located: (Most likely in Autoexec.bat)
At the C:\, type EDIT**=**AUTOEXEC.BAT OR
Type EDIT**=**CONFIG.SYS
Scroll down and edit the parameters (Add to End of line as necessary).
Go to the FILE menu SAVE and EXIT.
User MUST reboot the computer to access again.

Step 7: Try to Rebuild the Keys (MUST COMPLETE THIS STEP!)
Exit all PC's from Windows and be at the CT prompt(meaning Cap Tracker)
Type in CD_\CT
All PC's are at the CT prompt type DEL**=**FILENAME.K??
Press <ENTER>
Restart the program

==space As of: March 8, 2000

ERROR CODE 46- REBUILD KEYS (License Error)

Problem: Problem with license numbers (More licenses were used than what the client paid for)

Solution:

Step 1: Ask the basic troubleshooting questions. Press ESC to get out of error msgs.

Step 2: Is the user on a single PC or a Network?
PC- Go to Step 3.
Network- Go to Step 4.

Step 3: Is the user running from Windows or the DOS prompt?
DOS prompt- Go to Step 5.
Windows- Hold down the "ALT" and "TAB" key simultaneously.
Make a note of how many applications that your system is cycling through.
The application may already be opened or "CRASHED" in a second window.
If already opened. Done.
If application is NOT already opened, or has "CRASHED," go to Step 5.

Step 4: Get all computers in network out of TOPPSoft programs.
MAKE SURE USER IS AT MAIN COMPUTER!

Step 5: From Windows go to START
Click on MS-DOS PROMPT
Type **`CD=\CT`** (All PC's must be at the CT prompt)
Type **`DEL=LICENSE.K??`** `(K=KEY FILES,??=DOESN'T CARE)`
If no error, restart the program

NOTE: If user pressed <ENTER> while the screen shows the error message this will allow the person into the application, but will force another on the network out of the system, and the error message will again appear on the screen.

<u>WIN 95 ERROR ON DISK “?”</u>

<u>Problem</u>: Problem when trying to print under Windows 95

<u>Solution</u>:

<u>Step 1</u>: Click on **START**

<u>Step 2</u>: Go to **SETTINGS**

<u>Step 3</u>: Go to **PRINTER**

<u>Step 4</u>: **RIGHT** click on the printer that you are going to be using

<u>Step 5</u>: Click on **PROPERTIES**

<u>Step 6</u>: Click on the **DETAILS** tab that is at the top of the screen

<u>Step 7</u>: At the bottom click on **PORT SETTINGS**

<u>Step 8</u>: Find the spool **MS-DOS** print jobs box

<u>Step 9</u>: **UNCHECK** the box

<u>Step 10</u>: Press **OK** to close all open windows

Glossary

80486. Type of CPU. It designates either a model from a company named Intel or a compatible model from one of several other companies.

access restrictions. The levels of access granted to users on a network. Users must have read and write access to the **CAP TRACKER!** directory for proper operation.

ASCII. American Standard Code for Information Interchange. This is a standard format used by many computers for representing the letters, numbers and other characters on a computer screen. Using this standard helps different computer programs share information.

batch file. A series of instructions and programs to be executed by the computer.

batch process. A batch process is a series of tasks grouped together to simplify operations. The batch can be initiated and run without any user intervention.

bootable floppy. A floppy disk that is capable of starting the computer. It has DOS installed so that the computer can function properly.

byte. A single character of information. 1024 bytes equal one kilobyte.

cap. Generic term for a unit placed over the bed of a pickup truck It has various names in different regions. Some names include topper, top, camper top, truck cover, canopy, and shell.

context sensitive help. Online help that gives you specific information to help you with your current task. All help is accessed by pressing !.

CPU. This Central Processing Unit is the brain inside the computer. It handles all of the calculations and instructions to create the screens and reports found in **CAP TRACKER!**

current directory. This is the directory that is currently in use by the computer. To run **CAP TRACKER!**, the current directory must be the directory where the program and database files are located.

cursor. The blinking square on the screen that indicates the current location for data entry. New characters that are typed will appear where the cursor is located.

directory. This is a list of files and other directories found on a hard disk. It can be compared to a drawer in a file cabinet. Each drawer is a different directory which may contain different files or smaller drawers.

disk cache. A buffer used by the computer to speed up a computer program that frequently accesses the hard disk. Generally, the larger the disk cache, the faster the computer will run.

DOS. Disk Operating System. This is the control program the computer uses to handle basic input and output devices connected to the computer. It manages and controls access to these devices so that they can be shared by different programs in the computer.

dot matrix printer. A printer that creates characters by pressing a group of pins onto the page. The pattern of pins used determines the character that is printed. This type of printing is called impact printing. It's advantage is that the printers are low cost and are capable of making several copies simultaneously using multi-part forms.

field. Each entry area on a form is called a field. This is where a single element of data, such as a phone number can be entered.

file. A single collection of characters, or bytes stored in the computer.

font. This is the type face used by the computer. The screen has a set of fonts and the printer also has a set of fonts. Fonts can be different styles and sizes.

form. Data entry screens which allow users to add and change information in a database. Forms are usually accessed from tables.

floppy diskette. A flat object made of plastic used as storage by the computer. They come in two different sizes—3½" and 5¼". They must be inserted into a special slot (the floppy diskette drive) in the computer to be used.

floppy diskette drive. This is an input/output device on the computer that reads and writes to floppy diskettes. A single computer may have several of these devices.

function keys. A set of special keys found on a computer keyboard. They are usually found on the left hand side of the keyboard in two columns or across the top in a single row.

hard disk. A device usually found inside the computer that lets you store programs and data. This device is described by the amount of storage available (e.g. 200 MB). Information kept on a hard disk is stored until erased by programs or the user.

hardware. The equipment component of a computer system. Each of the physical parts that you can touch are considered hardware.

hot key. A special key that can be pressed at any time to perform some special task. Any screen with hot keys will have information near the bottom about that hot key.

IDE. A technical specification that identifies the type of hard disk installed on the computer system.

KB. See kilobyte.

kilobyte. 1024 bytes of information. Usually designated with the abbreviation 'KB.' 1024 KB equals 1 megabyte.

laser printer. A printer that creates pages by heating the paper with a laser and applying toner (ink) to the page. This type of printing is called non-impact printing. It's advantage is that the output is very high quality and prints very quickly.

license. Each license purchased allows one user to access the system. To use **CAP TRACKER!** by more than one person on a network, you must purchase additional licenses. Please refer to your license agreement for a detailed explanation of the license agreement.

mail merge. The process of creating a quantity of form letters or other reports by combining a standard letter with a mailing list on the computer. Each letter would be customized using the information from the mailing list.

MB. See megabyte.

megabyte. 1024 kilobytes or a little more than one million bytes of information. Usually designated with the abbreviation 'MB.' **CAP TRACKER!** uses almost 2 MB of hard disk space when it is first installed. A megabyte is equivalent to about 250 pages of printed text.

network. A system used to connect computers so that they may communicate and share resources such as printers and hard disks. A network is required to allow several users to access the same data at the same time.

pixel. A picture element on the screen. Each little dot that makes up the characters on the computer screen is a pixel.

program. See the glossary entry for software.

RAM. Random Access Memory. Temporary storage used by the computer as working space for programs while they are in use. It is automatically erased when you turn off the computer.

Rapid Scan®. A feature that allows a user to quickly find a single record among hundreds or thousands by simply entering the first few characters of the key field. Within seconds, the correct entry can be located.

root directory. The top directory of a hard disk or floppy disk. It is the master file cabinet for each disk in the computer.

SCSI. **S**mall **C**omputer **S**ystems **I**nterface. A computer standard that is used by a variety of storage devices like hard disks, tape drives and CD-ROMs. **IDE** is another popular standard.

secondary merge file. A mailing list created and used by WordPerfect® for creating form letters.

serialized inventory. Inventory items that contain serial numbers and can be individually tracked. Each serialized item is stored with a complete record of activity for that item. Serial numbers must be unique to ensure proper tracking.

software. A set of instructions for the computer that accomplishes a specific task. **CAP TRACKER!** is an example of software that manages your cap inventory.

station. A single computer which may be on a network.

string. A sequence of ASCII characters referenced together as a group.

system date. The date that the computer keeps. It is the basis for many of the dates used by the program. To correct the system date, use the DATE command from the DOS prompt.

table. Lists of database records that scroll up and down on the screen. Entries on tables may be selected, changed, added and deleted.

VGA. Video Graphics Array. A high resolution graphics standard for computer screens and monitors. VGA is capable of displaying up to 640 x 480 pixels on the screen in 16 colors or 320 x 200 pixels at 256 colors.

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