



ACCU-STOCK HS

The only Stock Control solution designed for the HEATING SPARES & CONTROLS industry.

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Overview

ACCU-STOCK HS is a single or multi-depot stock control system designed specifically for stockists in the Heating Spares industry. The system records all movement of stock in and out of the individual depots and includes components to cater for the following key business processes:

- **Purchase Orders**
- **Goods Received Notes**
- **Goods In**
- **Returns to Manufacturers**
- **Stock Credit Notes**
- **Stock Adjustments**
- **Stock Counting**
- **Stock Revaluations**
- **Quotations**
- **Sales Orders**
- **Despatch Notes**
- **Invoicing**
- **Cash Sales**

As a core to the system, the software uses the **ACCU-PRICE** database containing the details on over 250,000 lines of spares, and any of these items can be included as a stock item with the click of a button.

ACCU-STOCK HS is available to run under Windows '95, 98 & NT v4/2000 or later, on Networks running Novell, Windows NT/2000, and many flavours of Unix. **ACCU-STOCK HS** is fully **client/server** enabled, utilising the Pervasive SQL (Btrieve), Oracle, IBM DB2 or Microsoft SQL Server database engines.

File Servers should have at least 256 MB of system memory, 5 Gb of disk space, and a fast and reliable backup device.

Workstations must have at least 64MB of system memory, and a 15" monitor, although 17" would be preferable.

Accounts

Data Information Services expertise lies in stock control solutions, and our 30+ years involvement in the Heating Spares industry gives us insight in to your business.

We do not try to be all things to all men, and have made the decision that there are many experts in accounting, so we should leave the accounting up to the experts.

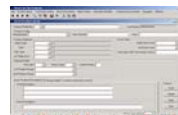
To this end, we provide interfaces or integration to standard "off the shelf" accounts packages, including Sage, Pegasus, Great Plains and SAP.

If you are using something out of the ordinary, as long as it has a method of importing data, then we should be able to provide an interface.

Product File

Data Information Services can create your stock file, without you having to spend months keying in data. We can give a starting point containing 15,000 recognised fast moving items across all manufacturers. This can be tweaked to only include those from manufacturers you deal with.

You can add to the stock file by selecting items from the ACCU-PRICE HS database containing over 250,000 lines of spares, and one click on a button creates the item in your stock file.



If you are already running a computerised stock control system, and are put off from switching to the best, i.e. ACCU-STOCK HS, then don't be. If your current system is capable of exporting your

stock file to disk, then we can import it, saving many days of keying in.

If you already have a database of stock, providing it can be exported in to an Excel spreadsheet, then we can import.

This brings the manual entry of stock items down to a few odds and ends.

The items are created using the manufacturers actual product code, description and your prices for the items. Each item has three product codes associated with it, the first is the manufacturers recognised product code, the Gas Council (GC) Number, and your own number, if required. There is also an actual cost price, a display cost price for your sales people, and these can be different, trade price and selling price. Customers can be set up with their own price matrix, which is discussed later.

Once the product file has been created, other items can be added from the database at the press of a key, from within the sales and purchase order processing modules, so reducing your problems associated with ordering and tracing miscellaneous items. (see Back to Back Orders later)

Stock Take

With **ACCU-STOCK HS** software, you do not have to shut down your business to do a stock take.

Stock quantities can be entered on to the system, even as others are selling. You simply have someone calling the quantities in each bin, someone else enters them, and as the updating is real-time, any sales of the item will come after the stock take transaction, so the quantity will be right.

Alternatively, you can download your entire stock portfolio to a hand held computer or print out the entire list of stock items that have had movement.

The list can be broken down by manufacturer, then sorted by either manufacturers product code, your product code, or bin number, whichever is the most convenient method for you.



As you count the stock, you either enter the quantity found for each item in to the hand held computer, or write them on the printout.

When finished, the hand held is linked to your main stock control system, and the system is updated with the counted quantities of stock, creating the appropriate stock adjustment transaction, or you key them in manually.

You can also use either method to randomly check quantities on a rolling stock take basis. If you want to check your stock 4 times a year, the system can work out how many items you need to check each day/week/month to achieve that, and will produce at random a list for your staff to check.

The only bit we can't simplify is counting the stuff.

Stock Enquiry

From anywhere within the **ACCU-STOCK HS** software, you are able to view stock with the press of a key combination, or the click of your mouse. So, if you are in the middle of entering a Goods Received, or matching a cash entry, and a customer comes on the phone to ask whether you have an item in stock, you can simply jump to the stock enquiry, and then jump back to where you were.

If your customer wanted to order the item(s), the same exercise takes you in to order processing to enter the order. You can then jump back to the exact place you were.

The stock view allows you to find products by the Manufacturers Product Code, the GC number, your Product Code, or by the unique **ACCU-STOCK HS** stock search engine, a simple to use method of finding products by your own product groupings, text search through the product descriptions, First Line Spares and **EXPLODED VIEWS**.

Because of the unique **ACCU-STOCK HS** stock view screen, you are able to see immediately the status of the product the customer is asking about,

i.e., what you have in stock, what is allocated to sales orders (giving you the potential free stock) and what is on purchase orders.

You have instant access to when stock is due for delivery (in and out) and the current selling price.

A single key press, or the click of a mouse can show you:-

- Previous **Sales History** (including costs and margins made)
- Previous **Purchase History**
- **Outstanding Purchase** Order Detail (Due Date, Supplier, Expected Cost)
- **Outstanding Sales** Order Detail (Delivery Date, Customer, Selling Price)

Back-to-Back Orders

ACCU-STOCK HS has a unique method of handling and tracking your back to back orders.

If the item is a “one off” that you would never stock, when your customer places the sales order or you place a purchase order, if it is for an item that is not stocked, or does not appear in the heating spares database, then **ACCU-STOCK HS** automatically creates a unique product code for that item, using the sales order or purchase order number and line number as the product code.



When you purchase the product, book it in and invoice it out, that product code (Sales/Purchase Order Number/Line Number – e.g., SO096856.3) is used, giving you an absolute tie back to the original sales order.

If the customer phones back 3 years down the line and wants another of the same, you immediately have the complete history of the item, simply by locating the order. You know where you bought it, how much you paid, what profit you made on the deal, everything you need to know to complete the new deal.

With many systems in the market, if your customer wants to buy one stock item and one back-to-back item, you have to place two sales

orders. However with **ACCU-STOCK HS** back-to-back, non stock items, and stock items can all be placed on the same purchase and sales orders.

This feature, combined with the facility to create products “on the fly” from the heating spares database, means you should never have to use miscellaneous codes, and so you avoid the difficult task of matching purchased items with the sales items to give you a correct selling margin. To coin a phrase, you no longer mix apples with pears under the one stock code.

Bulk Purchase Order Discounts

You are able to configure your bulk purchase prices against each supplier.

When you are entering the purchase order, as you enter the line item you wish to buy, all of the purchase prices can be seen, with the quantity break points displayed.

So if you were about to buy eight of an item, and you see that if you buy ten the price drops significantly, you change the quantity ordered to ten and the price for that quantity is automatically inserted on to the line item.

Purchase Order Processing

ACCU-STOCK HS allows you to treat the entire 250,000 lines in the heating spares database as an extension of your stock file. If you have never stocked a certain item, use the extensive search routines to locate the product in the database, and a single click of the mouse creates that item in your product file, using the manufacturers product code, description and price.

Products are selected either by typing in the manufacturers product code, GC Number, your product code, or by using the **ACCU-STOCK HS** unique method of searching for products, using your combination of product groupings, text search through the product descriptions, First Line Spares and **EXPLODED VIEWS**.

ACCU-STOCK HS allows you to select the next purchase order from the system with a single key press (the numbering sequence configured to suit your requirements), or lets you enter your own number, the only restriction being that it must be unique.

If you buy off multi branch suppliers, you can set up the suppliers with a head office account and branch accounts, allowing you to buy from the branch but update the head office purchase ledger account, or have individual purchase ledger accounts for the branches (usually dependant on whether you pay all branches with a single cheque to head office).

When you select an item to purchase, **ACCU-STOCK HS** automatically fills in the default description, which you can then amend to suit your requirements, and those amendments only affect that Purchase Order.

You can enter special instructions to print on the Purchase Order, as well as any carriage charges agreed, method of carriage, due dates and references.

You can create a copy of a previous order, amend it and save as a new order, saving you time.

Orders can be printed, faxed or emailed to your suppliers, providing you have the appropriate software configured on your system.

You are able to re-print Purchase Orders at any time, even years later.

Goods Received

When the goods are delivered, you create a Goods Received entry to fulfil the Purchase Order line item.

Each line entry creates an entry against the suppliers account with the quantity and value, waiting for a Purchase Invoice to turn up and match off against.



You can easily see the value of goods you have not yet been invoiced for.

You can then print off a Goods Received note, which should match the suppliers' delivery note, and we recommend you keep these two documents together for future reference.

Purchase Invoice Matching

When your supplier sends you an invoice, the invoice is entered in to ACCU-STOCK HS.

When you enter your Purchase Order number the invoice relates to, a list of goods delivered against that PO is displayed. (If no PO number is entered, all deliveries not yet matched to Purchase Invoices from that supplier are displayed).

It is then a simple task of going down the list, ticking off on the screen to confirm quantities and prices.

This has several major benefits to your business:

1. You cannot be invoiced twice for goods.
2. You cannot be invoiced for goods not yet received.
3. You are constantly ensuring the cost price on the computer is right.
4. You are ensuring suppliers are not overcharging.
5. You can pass probably 95% of invoices for payment without having to refer them to senior management for clearing.

If the invoice is wrong, it is still entered on to the system, but flagged so it is not cleared to pay.

Quotations

You can send quotations to your customers using items from your own stock file, and from any of the 250,000 lines of heating spares.

This is because **ACCU-STOCK HS** allows you to treat the entire 250,000 lines in the heating spares database as an extension of your stock file. If you have never stocked a certain item, use the extensive search routines to locate the product in the database, and a single click of the mouse creates that item in your product file, using the manufacturers product code, description and price.



Products are selected either by typing in the manufacturers product code, GC Number, your product code, or by using the **ACCU-STOCK HS** unique method of

searching for products, using your combination of product groupings, text search through the product descriptions, First Line Spares and **EXPLODED VIEWS**.

With **ACCU-STOCK HS** you are able to view the quantity of stock, outstanding purchase orders and outstanding sales order. The press of a key shows you the detail, so if you are out of stock, you can see when the next delivery is due, the supplier and the expected cost, or you can look at the sales orders, see when it is due to be delivered and who to.

ACCU-STOCK HS will present you with the default description as entered on the product master file. You are able to amend this description, and the changes will only affect this quotation.

Quotations can be printed, faxed or emailed to your customers, providing you have the appropriate software configured on your system.

You are able to re-print Quotations at any time, even years later, and it is a simple task to turn a quotation in to a confirmed order.

Sales Order Processing

All sales orders are entered in to the Sales Order database.

A single key press despatches the goods, printing despatch notes for account customers, or cash sale invoices for cash customers.

As you enter an order, the sales margin is displayed, based on the display cost of the item, helping to ensure your sales staff are keeping your profits up. Using the display cost also means the sales people don't give away your good buying benefits, for example, if you bought a quantity with a large bulk purchase discount, they don't give away you improved margins.

If you do not have stock of any of the items, they create a back order, and you can report on sales orders waiting for goods. When the goods are delivered, the goods received program informs

you there are sales orders waiting for these goods, and you can then easily despatch them.

You can also print a Pro-forma Invoice from the Sales Order, then despatch when you have received payment.

Because you are able to view the stock across all depot locations, you have what we call a "**VIRTUAL CENTRAL WAREHOUSE**". This means that you can take an order, even if your branch is out of stock of an item, safe in the knowledge that you can fulfil the order from another branch.

ACCU-STOCK HS allows you to treat the entire 250,000 lines in the heating spares database as an extension of your stock file. If you have never stocked a certain item, use the extensive search routines to locate the product in the database, and a single click of the mouse creates that item in your product file, using the manufacturers product code, description and price.

Products are selected either by typing in the manufacturers product code, GC Number, your product code, scanning a bar code, or by using the **ACCU-STOCK HS** unique method of searching for products, using your combination of product groupings, text search through the product descriptions, First Line Spares and **EXPLODED VIEWS**.



ACCU-STOCK HS allows you to select the next sales order from the system with a single key press (the numbering sequence configured to suit your requirements), or lets you enter your own number, the only restriction being that it must be unique.

If you sell to customers with multiple branches, you can set up the customers with a head office account and branch accounts, allowing you to deliver to the branch but update the head office sales ledger account, or have individual sales ledger accounts for the branches (usually dependant on where the cheque comes from).

If your customer is on the phone chasing an order, you can quickly find the order, searching by his order number, your order number, customer code, short name and date and you can easily see the status of each line item.

With **ACCU-STOCK HS** you are able to view the quantity of stock, outstanding purchase orders and outstanding sales order. The press of a key shows you the detail, so if you are out of stock, you can see when the next delivery is due, the supplier and the expected cost, or you can look at the sales orders, see when it is due to be delivered and who to.

ACCU-STOCK HS will present you with the default description as entered on the product master file. You are able to amend this description, and the changes will only affect this order.

As mentioned previously, a single key press despatches the goods, printing despatch notes for account customers, or cash sale invoices for cash customers.

Customer Discounts and Pricing Matrix

You can also set against each manufacturer the maximum discount your sales staff are allowed to give away on a line by line basis.

There is also a comprehensive customer-pricing matrix that could, if you really wanted to, give you a different selling price per product per customer. Being that comprehensive means it should be able to cope with any pricing scheme you have.

When the discount structure is configured, the sales person is presented with the correct selling price for that item to that customer.

You can also set up bulk purchase discounts, and as the order is being entered, the correct price is given dependant on the quantity ordered. The price breaks are shown to the sales person, so they have the option of telling the customer that if he orders another few, the price drops to the new figure.

Invoicing

Cash sale invoices are created automatically from the sales order. We recommend you set up

frequent user cash customers with their own account, flagged as cash sale. This means you can look at how much they are spending, perhaps to offer them account status, rather than lumping all cash sales in to a single cash sale account.

Invoices for account customers can be created and printed at any time that is convenient to you. That could be daily, weekly or monthly.

You are able to re-print Invoices at any time, even year's later, as well as producing copy invoices.

Van Stock

If you have a fleet of engineers, we can treat each engineer as a branch.

This give you the benefit of being able to print of a stock report for each engineer, detailing what he should have in the van.

If you receive a call that requires a certain item, at a glance you can see whether you have the item in stock, and whether any of your engineers has the item on board, helping you to decide whom the best man for the job is.

You can also use our hand held computer for doing spot checks on the vans.

Reports And Forms

ACCU-STOCK HS incorporates many standard reports, and because the system is updated in real-time, all reports are available at any stage during the period, not just at period end. This means you can look at your profitability by salesman, by customer, by customer type, by product and by product type, on a daily basis.

ACCU-STOCK HS also has an optional Windows based report writer, using the world renowned Crystal reports. To the left is a Sales Analysis by Sales ID using Crystal reports, with the output going to screen.



We are also able to print off an Invoice listing on a daily basis, showing the profitability on each

Invoice in summary, or each line in detail. Most people create the delivery but do not send out the Invoices until they have reviewed this report, which reduces the chances of the Invoice going out with the wrong value.

With ACCU-STOCK HS, you no longer need pre-printed stationary. With our Forms Designer software, we can create all of your forms and store them in the memory of the laser printer. You no longer have to worry about the right pre-printed paper being loaded before printing. Whatever you print, ACCU-STOCK HS knows which form to select for your task.

This reduces your cost, especially when your telephone number or address changes.

All documents can be printed and re-printed, even years down the line, and comparisons made between past and present. Reports can often be exported to spreadsheets for further analysis and enhancing for presentations.

Standard reports include: Stock Turnover, Invoice Analysis, Sales Daybooks, Purchase Daybooks, Outstanding Sales and Purchase Orders, Stock Take, Customer Listings, Supplier Listings, Profitability by Customer, Customer Type, Sales ID, Product, Product Types and many more.