AIN2601 Assignment two instructions

TASK 1

Using the set-up assistance

1. Click FILE on the MAIN MENU & select NEW to create a new company
2. Ensure the set-up assistant is selected on the THREE METHODs used to create a company
3. Under New Company Name type in the FOLDER which you wish to store your company details on your PC. It can be any name; this does not come out on printed documents. IT can be **HSH** (maximum 8 characters, auto CAPS LOCK)
4. Click on CREATE after finishing typing the FOLDER name
5. The first screen of the set-up assistance will appear, there are 12 more screens to complete this task
6. Click NEXT to move to the next screen

TYPE COMPANY Information as Follows

Company Name

Home Sweet Home Ltd

Postal Address

PO Box 547

Brits

0250

Information

Telephone No. (012) 489-1225

VAT No. 4758456231*(on the last line)*

Click NEXT to go to the DATE FORMAT screen.

Ensue **DMY** is select

In addition click **four digits per year.**

Click NEXT and ENTER the start date which is **01/09/2015** **also ensure on the last day of the month is selected**

Click NEXT ensure the number of periods is 12. **DO NOT CHANGE ANYTHING ELSE**

Select the **RETAIL CHART OF ACCOUNTS** from the drop down arrow in front **Generic chart of accounts** field

Click NEXT to go to CASH BOOKs, type in the number of Cash Books we required to use, 2 in this instance

ENTER the descriptions of the Cash Books on Account Name as follows:

1. ABSA Bank Current Account
2. Petty Cash Account

Click NEXT and TYPE the description of the PRICE LIST used by HSH as follows:

1. On Price list1 type – **Retail**
2. On Price list2 – **Individual (must be selected as most common)**

Click NEXT on Default terms select PERIOD

AFTER selecting period select **30 Days**

Click Next and Select OPEN ITEM

Click NEXT to go to Document printing on this screen click on PAPER STYLE ASSISTANCE and ensure PLAIN is selected Click NEXT and ensure SINGLE SHEET is also selected

Click NEXT and FINISH

Click NEXT again on this screen.

Click PROCESS and Pastel will start saving your information.

THEN Click FINISH to exit the set up assistance

TASK 2

Chat of Accounts

2.2: Click EDIT – GENERAL LEDGER – ACCOUNTS - on the Pastel MAIN MENU

When you open this dialog box the 1000 – Sales account is already selected; go to TAX PROCESSING below the dialog box and select DEFAULT TAX TYPE from the drop down arrow

ON TAX TYPE select 01- Vat Standard rated (14%)

Save this information by clicking the SAVE button. Don't make any changes

Click the search facility represented by the magnifying glass.

Click – Cost of Sales/ Purchases.

Click <Enter> = Select button

Again move to TAX PROCESSING below this dialog box and select DEFAULT TAX TYPE from the drop down arrow.

ON TAX TYPE select 01- Vat Standard rated (14%)

Save this information by clicking the SAVE button. Don't make any changes

2.3: Click on the NEW button (represented by the green button with a white + sign)

To add the ledger accounts;

Main Account Number ----Enter 1000

A Message is displayed that you about to create the first sub-account, JUST CLICK YES to continue (this message shall always pop- out each time you create the first sub account of a new main account)

Sub-Account Number ----Enter 100

Account Description ----**Sales – Tumble driers (Student Number)**

SAVE WITHOUT MAKING ANY CHANGES.

Repeat these instructions from Account **1000/100** up to **7700/300**

*** DON'T FORGET STUDENT NUMBER where it's instructed to put one.

ACCOUNT **5450** you need make the following additional adjustments:

  i.   On Main Account select BALANCE SHEET
  ii.   Balance Sheet financial category select **Long term borrowings**
  iii. Report writer category select **Long term liabilities**

ACCOUNT **8450** you need make the following additional adjustments:

  iv.   On Main Account select BALANCE SHEET
  v.   Balance Sheet financial category select **Bank**
  vi.   Report writer category select **Bank**

SAVE this Account and exit this Dialog box

<p align="center">**To BACKUP CLICK FILE >BACKUP**</p>

<p align="center">**SELECT External Memory you wish to BACKUP TO**</p>

<p align="center">**CLICK New Folder**</p>

<p align="center">**TYPE FORDER NAME in this case "HSH Task 2.4"**</p>

<p align="center">**CLICK CREATE>CLICK PROCESS>CLICK OK for testing BACKUP>CLICK CLOSE**</p>

<p align="center">*******these instructions won't be given again later**</p>

TASK 3

3.1. You are using Educational software. Ignore all information and follow the one on:

If you are working on the educational software

Follow the set-up steps exactly as instructed on this task

3.2 Whilst you still on SET UP COMPANY PARAMETERS on DOCUMENT Numbers select **ONE SET OF NUMBERS FOR THIS COMPANY**.

3.3 Below the dialog box its written CASH BOOKS Click the search facility and select the account **8450** from your list of general ledger accounts – **Inter Bank transfer account** as set in task 2.

TASK 4

Set up user passwords

Click SET UP – USERS/PASWORDS – USERS

The Setup users dialog box opens up

ON USER ----- Ensure its USER NUMBER **00 DON'T CHANGE THIS NUMBER**

Go to USER NAME ------Type-**Kivesh**

Email Address-------Type –**kivesh@home.co.za**

Password------Type – **FREEZE (**auto CAPS LOCK)

USER GROUP – SUPERVISOR - NO CHANGES ******DON'T CLICK OK YET, do the following:**

ON TOP of your dialog box again

CHANGE USER TO NUMBER – **01**

Go to USER NAME---------Type - **Sarah**

Email Address--------Type – sarah@home.co.za

Password--------Type – **WASH** (auto CAPS LOCK)

USER GROUP – PERSONALISED – NO CHANGES******DON'T CLICK OK YET, do the following:**

In front of COPY FROM GROUP where it's written SUPERVISOR ----- Select NO UPDATE of BATCHES from the drop down arrow

CLICK On the FIELD written <u>MENU ACCESS FOR SARAH</u>*** (**please don't change anything not instructed**)

You will note that there are menus written the following after clicking,

FILE   EDIT   PROCESS   VIEW CHANGE   SETUP   UTILITY

The ones we wish to make changes are the **EDIT** and **PROCESS** menu **ONLY**

Click on the EDIT menu-----Deselect ALL Selections by clicking the first selection written SELECT ALL

Now Click on Customers to select Customers ONLY. No other changes here

Click the PROCESS menu----- Deselect ALL Selections by clicking the first selection written SELECT ALL

Now Click on Customers to select Customers ONLY AND **ALSO** Click on **MATCH OPEN ITEM**

Then Click OK to exit this dialog box

CLICK On the FIELD written <u>PROCESSING OPTIONS FOR SARAH</u>

Deselect the customer by clicking the tick in front of the word CUSTOMER written in bold.

Select ALL Customer options by clicking again the box in front of the word CUSTOMER written in bold.

Now CROSS CHECK if the following tasks are **ALSO** ticked:

1. Change discount while processing
2. Can delete documents
3. Can process invoices if customer is overdue

After cross checking- Scroll up to GENERAL LEDGER and select only the following:

i.   Can change transaction date
ii.   Multi Period Processing

Remaining options must be deselected

Then Click OK to go back to the original dialog box.

CHANGE USER TO NUMBER – **02**

Go to USER NAME--------Type - **Ntabi**

Email Address-------Type – ntabi@home.co.za

Password--------Type – **DRY** (auto CAPS LOCK)

USER GROUP – PERSONALISED – NO CHANGES******DON'T CLICK OK YET, do the following:**

In front of COPY FROM GROUP where its written SUPERVISOR ----- Select NO UPDATE of BATCHES from the drop down arrow

CLICK On the FIELD written <u>MENU ACCESS FOR NTABI</u>*** **(please don't change anything not instructed)**

You will note that there are menus written the following after clicking,

FILE   EDIT   PROCESS   VIEW CHANGE   SETUP   UTILITY

The ones we wish to make changes are the **EDIT** and **PROCESS** menu **ONLY**

Click on the EDIT menu-----Deselect ALL Selections by clicking the first selection written SELECT ALL

Now Click on Suppliers to select Suppliers ONLY. No other changes here

Click the PROCESS menu----- Deselect ALL Selections by clicking the first selection written SELECT ALL

Now Click on Suppliers to select Suppliers ONLY

Then Click OK to exit this dialog box

CLICK On the FIELD written <u>PROCESSING OPTIONS NTABI</u>

Deselect the customer by clicking the tick in front of the word CUSTOMER written in bold.

Select ALL Suppliers options by clicking again the box in front of the word Suppliers written in bold.

Now CROSS CHECK if the following tasks are **ALSO** tick

1.   Can delete documents

 After cross checking- Scroll up to GENERAL LEDGER and select only the following:

iii.   Can change transaction date
iv.   Multi Period Processing

Then Click OK to go back to the original dialog box.

CHANGE USER TO NUMBER – **03**

Go to USER NAME---------Type - **Moses**

Email Address--------Type – moses@home.co.za

Password--------Type – **SPIN** (auto CAPS LOCK)

USER GROUP – PERSONALISED – NO CHANGES******DON'T CLICK OK YET, do the following:**

In front of COPY FROM GROUP where it's written SUPERVISOR ----- **Select ***UPDATE of BATCHES from the drop down arrow**

CLICK On the FIELD written <u>MENU ACCESS FOR MOSES</u>*** **(please don't change anything not instructed)**

You will note that there are menus written the following after clicking,

FILE   EDIT   PROCESS   VIEW   CHANGE   SETUP   UTILITY

The ones we wish to make changes are the **EDIT** and **PROCESS** menu **ONLY**

Click on the EDIT menu-----Deselect ALL Selections by clicking the first selection written SELECT ALL

Click the PROCESS menu----- Deselect ALL Selections by clicking the first selection written SELECT ALL

Now Click CASHBOOK and BANK RECONCILIATION and RECEIPTS

Then Click OK to exit this dialog box

CLICK On the FIELD written <u>PROCESSING OPTIONS MOSES</u>

Deselect the customer by clicking the tick in front of the word CUSTOMER written in bold.

Select ALL General Ledger options by clicking again the box in front of the word General Ledger written in bold.

Now CROSS CHECK if the following tasks are **ALSO** tick

1. Can process bank transfers
2. Can change transaction date
3. Multi period Processing

After cross checking

Then Click OK to go back to the original dialog box.

Now CLICK the OK on your original dialog box to exit user passwords set-up

YOU BE ASKED FOR A PASSWORD YOU THE SUPERVISOR PASSWORD "FREEZE"

4.2-Entry types settings

Click on SETUP > ENTRY TYPE on the Pastel MAIN MENU.

You requested to enter password at this stage------TYPE IN **FREEZE**

The SETUP ENTRY TYPE dialog box pops out

Under the description column replace the typed descriptions by typing as the following

1. CB1 Payments----replace to------ABSA Bank Payment
2. CB1 Receipts------replace to-----ABSA Bank Receipt
3. CB2 Payments---- replace to-----Petty Cash Payments
4. CB2 Receipts-----replace to-------Petty Cash Receipts

AFTER **tick** *Contra in Detail* by clicking the empty space under this column for each of the cash book

Then click OK to exit the setup ENTRY TYPE

4.3-TAX SETTINGS

CLICK on SETUP > TAX > GENERAL SETTINGS

Ensure INCLUSIVE is selected and Click OK to exit SETUP TAX GENERAL SETTINGS

4.4-Again Click SETUP > TAX> TAX MANAGER

CLICK the drop down arrow in front of **"No Reporting Frequency selected"**

THEN select from the list **Category A-2 monthly, ending at the end of every odd month**

THEN Click OK to exit the SETUP TAX MANAGER

4.5-Back up in a NEW FOLDER Called "HSH Task 4.5 --Remember the backup instructions

TASK 5

SET UP CUSTOMER CONTROL

Click on SETUP > CUSTOMER>CONTROL on the Pastel Main Menu

On **Tax on Document Lines** select ----Print Tax Amount

Below the screen on TAX REF.PROMT AMOUNT type **5000** and **press the enter key on your keyboard.**

Above the screen click the STATEMENTS TAB.

In the middle of this screen on **Ageing Totals to print (0-5)** replace **5 with 3**

THEN replace the messages in the 3 terms box by typing the following messages as indicated

TERMS: Pay immediately to obtain a
        10 % discount

TERMS + 1: Your account is overdue.
          Please pay ASAP

TERMS + 2: Your account is long overdue.
          Please pay immediately.

***TIP consider deleting all the initial messages first before you typing the above messages

AFTER done typing CLICK the DEFAULTS TAB on top of the screen

In the middle of the screen CLICK in front of the Early Payment Terms—on---00 a search facility pops out----CLICK this search facility.

An Early Payments Terms dialog box pops out

CLICK <F7>=Modify. An Edit Payments Terms dialog box pops out

- IN the discount percentage column type **10**
- IN the days column type **10**
- IN the Timing column select **From Last Day of the Period**

AFTER CLICK OK go BACK to the Early Payment Terms dialog box

On this screen select **01- 10% within 10 days from period end**.

THEN CLICK <ENTER>=SELECT.

ON the screen on TAX ENTRY METHOD select **Inclusive**

AND ensure the open item is selected on Processing Method

CLICK OK to exit.

SET UP SUPPLIERS CONTROL

Click on SETUP > SUPPLIERS>CONTROL on the Pastel Main Menu

On **Tax on Document Lines** select ----Print Tax Amount

CHECK on Goods Received Notes to ensure that MANDATORY is selected

AFTER CLICK the DEFAULTS TAB on top of the screen

On Normal Payment Terms on the top left corner of the screen change the **30 days into 60 days**

In the middle of the screen CLICK in front of the Early Payment Terms---on--00 a search facility pops out----CLICK this search facility.

An Early Payments Terms dialog box pops out

CLICK <F7>=Modify. An Edit Payments Terms dialog box pops out

ON Line Number 2, don't delete the term already set, Do the following settings

- IN the discount percentage column type **5.**
- IN the days column type **15.**
- IN the Timing column select **From Invoice Date**

AFTER CLICK OK go BACK to the Early Payment Terms dialog box

On this screen select **02- 5% within 10 days from invoice date**.

THEN CLICK <ENTER>=SELECT.

ON the screen on TAX ENTRY METHOD select **Inclusive**

AND ensure the open item is selected on Processing Method

CLICK OK to exit.

SET UP INVENTORY

CLICK>SETUP>INVENTORY

PASSWORD-------**FREEZE**

ON the TOP RIGHT Corner of the screen **change** DECIMAL FOR QUANTITY from 2 to 0.

On the BOTTOM LEFT Corner type **10%** on both MAXIMUM LINE DISCOUNT and MAXIMUM INVOICE DISCOUNT

CLICK the **Integration/Group** TAB on top of the screen.

CHECK if the following are selected

1. Integrate Inventory to General Ledger
2. Automatic allocation of costs to projects to Projects at Time of Sales

On the Table at the bottom of this screen TYPE the following descriptions: **(001-Services and 002-Inventory Goods must be deleted)**

001-Tumble driers

002-Washing machines

003-Dish washers

004-Delivery

UNDER the Defaults Buy Tax Column Change Line 003 and 004 from 00 to 01 by typing 01-**BOTH**

UNDER the Defaults Sale Tax Column Change Line 003 and 004 from 00 to 01 by typing 01-**BOTH**

Under the Sales Column TYPE from Line 001-004 the following

Line	Sales
001----------------------1000/100	
002----------------------1000/200	
003----------------------1000/300	
004----------------------1000/400	

UNDER the Adjustment Column Type from 001-004 Account Number 2100/000, ALL LINES

UNDER the Cost of Sales Column Type from 001-004 the following

Line	Cost of Sales
001----------------------2000/100	
002----------------------2000/200	
003----------------------2000/300	
004----------------------1000/400	

UNDER the Inventory Column TYPE from 001-004 the following

Line   **INVENTORY**

001-----------------------7700/100

002-----------------------7700/200

003-----------------------7700/300

004----------------------1000/400****

****YOU will get a message that:
> "**Inventory is normally created as a balance sheet account**
> **Do you wish to continue?"**

CLICK YES TO CONTINUE

UNDER the Count Variance Column Type from 001-004 Account Number 2150/000 FOR ALL

UNDER the Purchase Variance Type from 001-004 Account Number 2200/000 FOR ALL

CLICK OK when done with these settings.

Minimise Pastel and Create a FORDER on your Desktop to enable you to SAVE your printouts.

TO PRINT TASK 5.8 to your FORDER Maximise your Pastel.

Click on VIEW>INVENTORY>LISTING>GROUPS on the Pastel Main Menu

Select to PRINT to SCREEN

ON Inventory Group Start----------Click to select **001-Tumble driers**

ON Inventory Group End-----------Click to select **004-Delivery**

THEN Click OK

Check if the print-out reflects the allocations as per task 5.7

Change Print to Screen to PDF then OK

Search the DESKTOP - open your FORDER on the DESKTOP----Save this Task as **5.8**

5.9-Back up in a NEW FOLDER Called "HSH Task 5.9 --Remember the backup instructions

TASK 6

Edit Supplier Accounts

Click on EDIT>SUPPLIERS>ACCOUNTS on the Pastel Main Menu

On Account Code---------Type **TUM999** and **PRESS ENTER KEY**

On Description------------Type **Tumbles Inc (xxxxxxx)** and press the ENTER KEY until the postal address where **xxxxxxx** is your **student number**

TYPE the **Postal Address exactly** in the format as indicated and **ENTER** until the **Physical Address**

TYPE the Physical Address exactly in the format as indicated and ENTER until the CONTACT FIELD.

ENTER your **Student Number** in the **Contact Field, Telephone, Fax and Email** as given in Task 6.1 for Tumbles Inc

IGNORE THE MOBILE PHONE

Click the **PROCESSING TAB**

Take Note that this Supplier is not a registered VAT vendor; hence you need to do the following settings for VAT:

CHANGE the Default Tax from No Tax Type Default to **Default Tax Type**

CHANGE the Tax Code to---**00 – Tax type**

ON Tax Reference **DO NOT TYPE ANYTHING**

TYPE the Credit Limit as given.

NOW Capture the next two Suppliers in the same way as above. **Do the following additional Adjustments on the PROCESSING TAB.**

TAKE NOTE: The supplier who is a registered VAT vendor you need to do the following adjustments on the **PROCESSING TAB**

CHANGE the Default Tax from No Tax Type Default to Default Tax Type

CHANGE the Tax Code to---01-Vat Standard rated

TYPE the Tax Reference Number as given

TYPE the Credit Limit as given.

Click the Save Button. AND CLOSE the edit supplier accounts dialog box

TO PRINT TASK 6.2

CLICK on VIEW>SUPPLIERS>LISTINGS>ACCOUNTS

CHANGE PRINT TO **PDF** to PRINT TO **SCREEN**

Supplier sequence: ENSURE **CODE** is selected

CLICK the Field in Front of Suppliers Start and CLICK the search facility that comes out.

SELECT the **FIRST** Supplier and Click <ENTER>=SELECT

CLICK the Field in Front of Suppliers End and CLICK the search facility that comes out.

SELECT the **LAST** Supplier and Click <ENTER>=SELECT

Ensure that Show details is selected and Click OK **WITHOUT** making any Changes

Check if all information was captured correctly.

AFTER Click **Rerun** on the bottom of the screen.

CHANGE PRINT TO **SCREEN** to PRINT TO **PDF and Click OK.**

Select your FOLDER on the DESKTOP and SAVE this Printout as **6.2**

6.3-Back up in a NEW FOLDER Called "HSH Task 6.3 --Remember the backup instructions

TASK 7

Click on EDIT>CUSTOMERS>CATEGORIES

PASSWORD-----------FREEZE

TYPE the two Price List which are **1. Retail** and **2.Individual.** THEN CLICK OK

Click on EDIT>CUSTOMER>ACCOUNTS

On the Account Code Type **FNG589**

On Description Type **Fun & Games Ltd (xxxxxxxx)** where **xxxxxxx** is your student number

Customer Category SELECT RETAIL (**same as per price list**)

ENTER your own Postal Address, Delivery Address, Your **NAME** as Contact, own **STUDENT NUMBER** as Telephone, own Fax, IGNORE MOBILE PHONE and ENTER own Email.

AFTER Click the PROCESSING TAB

CHANGE the Default Tax from No Tax Type Default to Default Tax Type

CHANGE the Tax Code to---01-Vat Standard rated

TYPE the Tax Reference Number as given

AFTER Click the TERMS TAB

Change the Price List **from Individual to Retail** since **Fun & Games Ltd** is processed using Retail Prices.

ENTER the INVOICE DISCOUNT and CREDIT LIMIT as Indicated.

SAVE AND CAPTURE THE NEXT TWO CUSTOMERS IN THE SAME WAY. **Do not forget to change the Category and the Price List**

TAKE NOTE: The customer who is not a registered VAT vendor you need to do the following adjustments on the **PROCESSING TAB**

CHANGE the Default Tax from No Tax Type Default to **Default Tax Type**

CHANGE the Tax Code to---**01 – Vat Standard rated (14%)**

TYPE the Tax Reference **DO NOT TYPE ANYTHING**

TYPE the Credit Limit as given.

Click the Save Button. AND CLOSE the edit customer accounts dialog box

TO PRINT TASK 7.3

CLICK on VIEW>CUSTOMERS>LISTINGS>ACCOUNTS

CHANGE PRINT TO **PDF** to PRINT TO **SCREEN**

Select Account Name Sequence

CLICK the Field in Front of Code Start and CLICK the search facility that comes out.

SELECT the **FIRST** Customer and Click <ENTER>=SELECT

CLICK the Field in Front of Code End and CLICK the search facility that comes out.

SELECT the **LAST** Customer and Click <ENTER>=SELECT

Don't select Customer Category Sequence

CLICK the Field in Front of Category Start and Select **Retail**

CLICK the Field in Front of Category END and Select **Individual**

Ensure that Show details is selected and Click OK **WITHOUT** making any Changes

Check if all information was captured correctly.

AFTER Click **Rerun** on the bottom of the screen.

CHANGE PRINT TO **SCREEN** to PRINT TO **PDF and Click OK.**

Select your FOLDER on the DESKTOP and SAVE this Printout as **7.3**

7.4 -Back up in a NEW FOLDER Called "HSH Task 7.4 -Remember the backup instructions

TASK 8

Edit Inventory

CLICK on EDIT>INVENTORY>CATEGORIES

PASSWORD-------------FREEZE

TYPE in the Categories as indicated,

1. Tumble driers

2. Washing machines

3. Dish washers

4. Delivery fees

THEN CLICK OK

CLICK on EDIT>INVENTORY>ITEM FILE

On Code ENTER **TUMB2012**

Description------------**20kg Tumble drier**

Category---------------Tumble driers (the inventory description will indicate in which category the item will be allocated)

![Varsity Graduates logo]

Inventory Group------Tumble driers (same as the category)

ENTER until UNIT and TYPE the Unit Description –**Each**

CLICK On the PRICES TAB

In the Inclusive Field TYPE the Inclusive Prices for tor **BOTH Retail and Individual**

Click on the REORDER TAB.

In the Supplier Code Field **Type or select** the Preferred Supplier Code for this inventory i.e. **TUM999** and Supplier's inventory code i.e. **20TD**

ENTER the **Minimum quantity (40)** and the **Maximum quantity (60)** for this inventory item

SAVE and ENTER all the items **up to DISH3541 in the same way.**

The Next Inventory item the Inventory code should be your STUDENT NUMBER

??????? You should create your own CODE- a combination of **FOUR** letters and **FOUR DIGITS**

DELIV491 and DELIVER504 you need to select **SERVICE ITEMS** on the DETAILS TAB since these are not physical items.

Exit Edit Inventory box when DONE

To PRINT TASK 8.3

Click on VIEW>PRICE LISTS>ITEM BASED PRICES

Change PRINT TO PDF to PRINT TO SCREEN

Inventory Sort Order Select from the drop down arrow DESCRIPTION

Click the Field in from of START and Select the **First** inventory on the list and Click <ENTER>=SELECT.

Click the Field in from of END and Select the **Last** inventory on the list and Click <ENTER>=SELECT.

Ensure **Show Inclusive** is selected

Price List Type-**1; 2;** on price list

Show zero quantity items must be selected

DON'T MAKE ANY CHANGES CLICK OK

Check if you captured all Prices Correctly.

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AFTER Click **Rerun** on the bottom of the screen.

CHANGE PRINT TO **SCREEN** to PRINT TO **PDF and Click OK.**

Select your FOLDER on the DESKTOP and SAVE this Printout as **8.3**

To PRINT TASK 8.4

CLICK on VIEW>INVENTORY>LISTINGS>PREFERRED SUPPLIERS LISTINGS

Change PRINT TO **PDF** to **PRINT TO SCREEN**

Click the Field in front of Inventory Code Start and Click the Search Facility.

Click on **CODE** and THEN Select the first Inventory which will appear on TOP.

Click<ENTER>=SELECT

Click the Field in front of Inventory Code END and Click the Search Facility.

Select the LAST Inventory item and CLICK <ENTER>=SELECT

Select GROUP BY SUPPLIER

Supplier Start-------------------Click the field and select the **FIRST** Supplier

Supplier End----------------- Click the field and select the **LAST** Supplier

Click on **Show Preferred Supplier** Only and Click Ok

Ensure all the **six** Inventory items appear on the screen grouped by Supplier

AFTER Click **Rerun** on the bottom of the screen.

CHANGE PRINT TO **SCREEN** to PRINT TO **PDF and Click OK.**

Select your FOLDER on the DESKTOP and SAVE this Printout as **8.4**

8.5 -Back up in a NEW FOLDER Called "HSH Task 8.5 --Remember the backup instructions

Additional instructions from this task email varsitygraduates@gmail.com