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 **BENS** (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
Ben's Bikes Ltd
Postal Address
PO Box 125
Brooklyn
0011

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 **01/04/2016 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**

CLICK NEXT

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 - 2 ENTER, in the number of Cash Books we required to create field.

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

1. Standard Bank Current Account
2. Petty Cash Account

Click NEXT and TYPE the description of the PRICE LIST used by Ben's Bikes Ltd as follows:

1. On Price list1 type – **Wholesale**
2. On Price list2 – **Private (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.

TASK 2

***You requested a password at this stage this is the password you shall be using to login as supervisor. Check the password requirements. You may consider using the following as password:

Gear@001

Confirm the password and click OK.

You will be asked if you kept a record of the password. Click YES you already got it above.

TASK 3

Chat of Accounts

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

NB: You must be familiar with different functions under the main menu to be used in this assignment

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

3.3 - Click the search facility AGAIN. Search & Select account **6250/000 – Computer Equipment – Net Value.**

Change the description ONLY by deleting ONLY the word Computer and replace it with Maintenance

SAVE

AFTER it should read Maintenance Equipment – Net Value

Search & Select Account **6250 /010– Computer Equipment - @ Cost**

Delete the word Computer & Replace it by the word Maintenance

SAVE

AFTER it should read Maintenance Equipment – @ Cost

Search & Select Account **6250/020 – Computer Equipment – Accum Depre**

Delete the word Computer & Replace it by the word Maintenance

SAVE

AFTER it should read Maintenance Equipment – Accum Depre

3.4 - 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 – Bikes**

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**

SELECT NO IF ASKED TO CREATE CASH BOOK

SAVE this Account and exit this Dialog box

To BACKUP CLICK FILE >BACKUP

SELECT External Memory you wish to BACKUP TO

CLICK New Folder

TYPE FORDER NAME in this case "Ben's Task 3.5"

CLICK CREATE>CLICK PROCESS>CLICK OK for testing BACKUP>CLICK CLOSE

*****these instructions won't be given again later

TASK 4

4.1 - CLICK<SET UP>COMPANY PARAMETERS

Password: Gear@001

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

4.2 - On the same Screen capture the following

- Contact name
- Contact surname
- E-mail
- Telephone
- VAT Registration number (VAT is invalid so delete this number and leave BLANK)

4.4 - Whilst you still on SET UP COMPANY PARAMETERS

CLICK on SETTINGS & on DOCUMENT Numbers select **ONE SET OF NUMBERS FOR THIS COMPANY**.

4.5 - 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 3.

CLICK OK to EXIT

TASK 5

5.1 - 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 ------Replace User 0 with **Sizwe**

Email Address-------**sizwe@bens.co.za**

Password------Do not change it, you set it already at the start

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---------Replace User 1 with - **Peter**

Email Address------- **peter@bens.co.za**

Password--------**Brake@02**

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 BATCHES from the drop down arrow

CLICK On the FIELD written <u>MENU ACCESS FOR PETER</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 PETER</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

Deselect – Can exceed credit limit

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

i. Can change transaction date
ii. Multi Period Processing
iii. Can change transaction date
iv. Can delete batches

Remaining options must be deselected

Scroll down & Deselect Suppliers & any tick under suppliers as well as Deselect Inventory.

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

CHANGE USER TO NUMBER – **02**

Go to USER NAME---------Replace User 2 with **Bilal**

Email Address------- **bilal@bens.co.za**

Password-------**Pedal@03**

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 BILAL</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 & Also Select MATCH OPEN ITEM

Then Click OK to exit this dialog box

CLICK On the FIELD written <u>PROCESSING OPTIONS BILAL</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:

- v. Can change transaction date
- vi. Multi Period Processing
- vii. Can change transaction date
- viii. Can delete batches

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

CHANGE USER TO NUMBER – **03**

Go to USER NAME---------Replace User 03 with **Emma**

Email Address------- **emma@bens.co.za**

Password--------**Frame@04**

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 MENU ACCESS FOR EMMA*** **(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 PROCESSING OPTIONS EMMA

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 ensure Customer, Suppliers & Inventory are Deselected

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 "<u>Gear@001</u>"

<u>5.2</u> - Entry types settings

Click - SETUP > ENTRY TYPE

You requested to enter password at this stage------TYPE IN **<u>Gear@001</u>**

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------Standard Bank Pymts (abbreviate to fit)
2. CB1 Receipts------replace to-----Standard Bank Recpts (abbreviate to fit)
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

<u>5.3</u> -TAX SETTINGS

CLICK on SETUP > TAX > GENERAL SETTINGS

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

<u>5.4</u> - 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

<u>5.5</u> - Back up in a NEW FOLDER Called "<u>Ben's Task 5.5</u> --Remember the backup instructions

TASK 6

SET UP CUSTOMER CONTROL

6.1 - 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.**

6.2 - 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
　　　　　5 % 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

6.3 - 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 **5**
- IN the days column type **15**
- IN the Timing column select **From date of invoice**

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

On this screen select **01- 5% within 15 days 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 SUPPLIERS CONTROL

6.4 - 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

6.5 - 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 **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 **02- 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 INVENTORY

6.6 - CLICK>SETUP>INVENTORY

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-Bikes

002-Sunglasses

003-Helmets

004-Maintenance

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 on the **OTHER** TAB

On Unit Field Type **Each**

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 6.8 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-Bikes**

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

THEN Click OK

Check if the print-out reflects the allocations as per task 6.7

CLICK Rerun at the bottom of the screen.

Change Print to Screen to PDF then OK

Search the DESKTOP - open your FOLDER on the DESKTOP----Save this Task as **6.8**

5.9-Back up in a NEW FOLDER Called "Ben's Task 6.9

Remember the backup instructions (Page 4)

TASK 7

Edit Supplier Accounts

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

On Account Code---------Type **GIA123** and **PRESS ENTER KEY**

On Description------------Type **Giants Ltd (xxxxxxxx)** and press the ENTER KEY until the postal address where **xxxxxxxx** 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 7.1 for Giants Ltd

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 7.2

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 **7.2**

7.3-Back up in a NEW FOLDER Called "Ben's Task 7.3

Remember the backup instructions (Page 4)

TASK 8

Click on EDIT>CUSTOMERS>CATEGORIES

PASSWORD-----------**Gear@001**

TYPE the two Price List which are: - 1**- Wholesale** & **2 - Private.** THEN CLICK OK

Click on EDIT>CUSTOMER>ACCOUNTS

On the Account Code Type **DBB189**

On Description Type **Dippenaar Bikes Ltd (xxxxxxxx)** where **xxxxxxx** is your student number

Customer Category SELECT WHOLESALE (**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 Private to Wholesale** since **Dippenaar Bikes Ltd** is processed using Wholesale 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 8.3

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 **Wholesale**

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

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 **8.3**

8.4 - Back up in a NEW FOLDER Called "Ben's Task 8.4

Remember the backup instructions (Page 4)

TASK 9

Edit Inventory

9.1 - CLICK on EDIT>INVENTORY>CATEGORIES

PASSWORD-------------**Gear@001**

TYPE in the Categories as indicated,

1. Bikes

2. Sunglasses

3. Helmets

4. Maintenance

THEN CLICK OK

9.2 - CLICK on EDIT>INVENTORY>ITEM FILE

On Code ENTER **OFB00745**

Description------------**Off-road Bike**

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

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

On Unit – **Each will appear by default since we set it up already**

CLICK On the PRICES TAB

In the Inclusive Field TYPE the Inclusive Prices for tor **BOTH Wholesale and Private**

Click on the REORDER TAB.

In the Supplier Code Field **Type or select** the Preferred Supplier Code for this inventory i.e. **GIA123** and Supplier's inventory code i.e. **78BB**

ENTER the **Minimum quantity (50)** and the **Maximum quantity (55)** for this inventory item

SAVE and ENTER all the items **up to including MEH005465 in the same way.**

The Next Inventory item the <u>Inventory code</u> **should be your STUDENT NUMBER**

??????? You should create your own CODE- a combination of **THREE l**etters and **FIVE DIGITS**

MIS00587 and MAS00187 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 9.3

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.

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 **9.3**

To PRINT TASK 9.4

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 **9.4**

9.5 -Back up in a NEW FOLDER Called "Ben's Task 9.5

Remember the backup instructions (Page 4)

Rest of instructions will be emailed to you upon payment of a fee of R600 once off. Contact numbers below or visit our website www.varsitygraduates.co.za.