

# **TIBUS STOCK CONTROL SYSTEM**





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## **INTRODUCTION**

This manual provides details of the *Tibus Stock Control System* and includes basic information regarding the operation of the system. Items essential to understanding the system and its usage are defined.

Some of the steps below may have been completed during the initial training session, it may be necessary to alter some settings in the light of experience.

This manual should normally be used in conjunction with the *Tibus Tool Hire Invoicing System* manual; in particular users should be familiar with the “Definitions” section of the *Tool Hire Invoicing* manual.

### **Multi Branch Operation**

Within the Stock System provision is made for holding details of branch stocks. This facility is provided for users who wish to run a single system servicing several branches. Please contact Tibus Limited for further details.

### **Automatic Stock Adjustments**

When invoices are produced from the *Tibus Free Format Invoicing System* or the *Tool Hire Invoicing System* the Free Stock figures are automatically adjusted. Note : stock levels are not adjusted when returns are credited using the Off-Hire facility within the *Tool Hire Invoicing System*, until an invoice is produced.

### **Purchase Orders**

The *Tibus Stock Control System* may also be used in conjunction with the *Tibus Purchase Orders* tracking system.

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## Use of Keys

Throughout this manual following symbols are used to represent special keys or key combinations.

<b>SYMBOL</b>	<b>KEY</b>
<CR> or <RETURN>	Carriage RETURN, ENTER or ACCEPT. Moves the cursor to the next field/column.
<ESC>	Displays the command line menu or returns control to the menu.
<BSP>	Backspace. Moves the cursor back one character/field/column.
RIGHT arrow	When entering contracts moves the cursor arrow right one column, elsewhere moves the cursor right one character.
<LEFT> arrow	When entering contracts moves the cursor left one column, elsewhere moves, the cursor left one character.
<PageDown>	When entering contracts displays the next screen.
<PageUp>	When entering contracts displays the previous screen.
<UP> arrow	When entering/off-hiring contacts moves the cursor to the previous item.
<DOWN> arrow	When entering/off-hiring contacts moves the cursor to the next item.
<.>	Recalls the last contract or inserts the current date/time.
<:>	Colon Obtained by pressing SHIFT+; together.
<*>	Asterix Obtained by pressing SHIFT+8 together
<CTRL+A>	Used to remove/delete data from a field or to remove a complete entry.
<CTRL+R>	Provides a means of accessing options, which do not appear on a menu. Only works from the Main Menu.
<CTRL+J>	Useful for clearing unexpected events in the execution of options, usually "Line Code" errors

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## **LOADING THE SYSTEM**

To load system at the system prompt type :

**STK**

The *Tibus Stock Control System* menu will be displayed.

To exit the *Tibus Stock Control System* menu press the <**END**> key or select **END** from the menu and press <**RETURN**>.

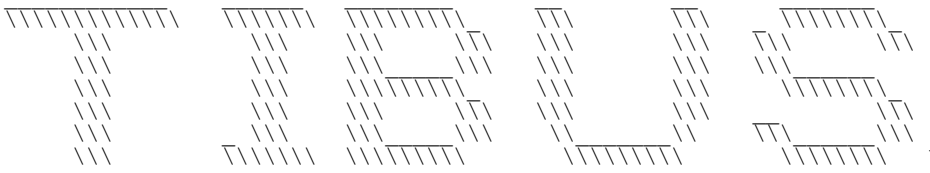
Windows users will be provided with menu options and Icons. Users of IMS Office and/or the Tibus Web hosting system, will be provided with login names, password and menus.

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# MENU SYSTEM

## MAIN MENU

The menu contains the following options.

 <span style="float: right; border: 1px solid black; padding: 2px;">TM</span> V4.00M					
TIBUS STOCK CONTROL SYSTEM					
Sundry file maintenance		Adjust stock levels			
Stock movement enquiry		Enter goods received			
Cleardown stock history movement		Reports menu			
Extract Index to Movements		Stock Enquiry			
Amend Sundry Item Selling Price		END			

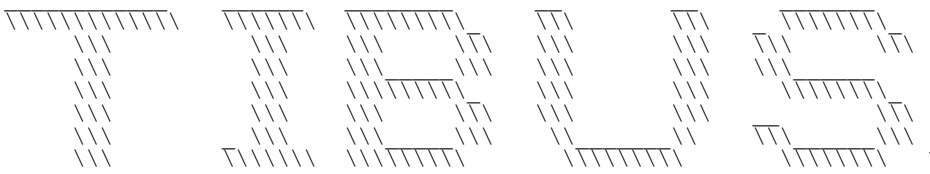
Message :

## Selecting Menu Options

To select an option from a STOCK menu either use the cursor control keys/space bar to select the next option or enter the first letter of the required option, once the option has been highlighted press <RETURN> to select it.

### REPORTS MENU

The menu contains the following options :

 <span style="float: right; border: 1px solid black; padding: 2px;">TM</span> V4.00M					
TIBUS STOCK REPORTS					
Sundry movements report		Stock evaluation report			
Stock group evaluation		Print Sundries Reference Book			
Parts Enquiry		END			

Message :

## **SYSTEM OPERATION**

### **DAY TO DAY OPERATION**

#### **Creating Stock Records**

A stock file will be created when the system is installed, if the “Tibus Tool Hire and Invoicing System” is already in operation. The details of all Sundries will appear on the stock system.

When a new sundry record is required this should be created using “Sundry Register Maintenance”. It is most convenient to use the function provided with the stock system rather than the HIRE option.

In addition to the details input via the HIRE system additional information is required :

- Weight and Unit of Sale.
- Selling prices.
- Minimum Stock Level.
- Supplier Information.
- Plus some optional details.

#### **Stock Levels**

Once a manual stock check has been undertaken the option “Adjust Stock Levels” should be used to record the initial stock figures.

#### **On-going Operation**

Stock levels will automatically be adjusted as invoices are produced from the Tibus Hire Invoicing or Free Format Invoicing Systems.

As new stock is received use the option “Enter Goods Received” to record receipts and update stock levels.

Use the option “Adjust Stock Levels” to record other changes to stock levels i.e. “wastage”.

Use the option “Amend Sundry Item Selling Price” to quickly amend your prices.

Full details of each of the above options are given below.

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## SUNDRY FILE MAINTENANCE

This options allows Sundries and their details to be entered. The following options are available

**ENQUIRY** Used to view an existing Sundry.

**INSERT** Used to enter new Sundries.

**AMEND** Used to change existing Sundry details.

Note : Once entered the Sundry Number can not be amended. If the Sundry Number is incorrect it should be deleted from the file BEFORE stock is booked against it.

**DELETE** Use to remove completely a Sundry Number and its details. This will only be allowed when the physical stock for an item is zero and also when there are no unposted movements in existance.

Note : A Sundry cannot be deleted if free stock exists against it.

Information entered through this program is used throughout the system menu and it is therefore important to enter the details correctly and ensure that it is kept as up to date as possible.

Note : Sundries Details may also be entered using the "Tibus Tool Hire and Invoicing System". If the Hire and Stock Systems are linked a stock record will be created. However, some details can only be entered using the Stock Control System.Select the option "Sundry file maintenance" from the "Main menu" and press <RETURN>.

The following screen will be displayed :

SUNDRIES FILE MAINTENANCE - STOCK01T.4.00 DJB PLANT HIRE LIMITED

Sundry number :	_____	Description :	_____
Group code :	_____	New Sundry No :	_____
Weight :	_____	Unit of sale :	_____
Selling price 1.:	_____	Special price :	_____
2.:	_____	Bin location :	_____
3.:	_____	Min stock level :	_____

SUPPLIER INFORMATION	A/C Ref.	LEAD TIME	SUNDRY NUMBER	LIST PRICE	COST PRICE
1.	_____	/-	_____	_____	_____
2.	_____	/-	_____	_____	_____
3.	_____	/-	_____	_____	_____
4.	_____	/-	_____	_____	_____
5.	_____	/-	_____	_____	_____

Background notes	:	_____
VAT code	:	_____
Supplementary info. flag	:	_____
Supplementary information	:	_____

Message : ENQUIRY INSERT AMEND DELETE QUIT

Message : Enquiry of existing sundry

### ENQUIRY

Move highlight bar to **ENQUIRY** and press <RETURN>.

Enter Sundry number to be viewed and press <RETURN>. Details will be displayed.

Data cannot amended or changed using Enquiry mode. It is for viewing purposes only.

### INSERT

Move highlight bar to **INSERT** and press <RETURN> cursor will be positioned on the Sundry number field.

Begin by entering the new Sundry number in the chosen format. The identifier may consist of upto 10 alphabetical or numeric characters and include / . and space. E.g.

BATR BATR/2 BATR.2 BATR 1

Once a Sundry number has been entered and accepted as correct the format of entry used should be applied to all Sundry numbers. Consistent use of the chosen format will not only assist you in reading reports but for use of the numbers throughout the system.

After entry of the Sundry number and checking that it is correct press <RETURN> to continue entering the details of the Sundry.

**GUIDE TO THE INFORMATION REQUIRED**

**Group code :** 0-99 Please refer to “Group Code Maintenance” in the “Tool Hire and Invoicing Manual” for more details.

**New Sundry No :** If a Sundry has a new number by entering that number in this line it will automatically be displayed on the ENQUIRY screen. This will be off assistance when Sundries are renewed/replaced by suppliers.

**Weight** Enter the weight of the item if this is of importance.

**Unit of sale :** If a Sundry is sold in a set quantity or length enter that amount in this line.

**Selling price 1,2,3 :** The same as Band 1,2,3 prices. That is the price that is charged for losses/breakages.

**Special price :** For Sundries that in certain circumstances are sold at a special price, by entering that price in this line it will be displayed on the ENQUIRY screen.

**Min stock level :** Enter the minimum stock figure for the item.

**Supplier information :** This is used by the PURCHASE ORDER SYSTEM and is also displayed on the ENQUIRY screen. Also note that if a COST PRICE is not entered it will not be possible to obtain STOCK EVALUATION. The LIST PRICE entered on the the SUPPLIER INFORMATION line 1 is the normal SELLING PRICE.

IMPORTANT NOTE: If a Sundry has only one source for buying be sure to enter only one supplier and answer the question of “DO YOU WANT MORE THAN ONE SUPPLIER FOR THIS PART Y/N” with a NO so that disk space is not allocated unnecessarily.

**Back ground notes :** For any extra information concerning the item, 30 free type characters are available for this line. This information is displayed on the ENQUIRY screen.

**Supp.info flag :** This is a Yes or No (Y/N) answer. To make use of the Supplementary information lines answer Yes to this question. As with extra supplier information, only answer Yes if really necessary.

**Supplementary information :** For any extra information concerning the item, two lines of 50 free type characters are available. This info is displayed on the ENQUIRY screen.

**VAT code:** 0 - 9 as set up in “Control File Maintenance - VAT rates” within the “Tool Hire and Invoicing System”, normally enter 0 = zero code for 17.50% vat to be applied and code 1 if the part is zero rated.

During insertion of Sundries <ESC> may be used at any time to finish entering details. The MESSAGE ACCEPT Y/N will appear at the bottom of the screen. Press Y to accept the entry, N to abort the entry..

To leave a field blank press <RETURN>

On completion the screen should look something like this :



Sundry number : BATR	Description : BATTERY FOR ROAD LAMP
Group code : 2	New Sundry No : _____
Weight : 3.000	Unit of sale : 1
Selling price 1.: 2.54	Special price : 2.00
2.: _____	Bin location : _____
3.: _____	Min stock level : 10

SUPPLIER INFORMATION	A/C Ref.	LEAD TIME	SUNDRY NUMBER	LIST PRICE	COST PRICE
1.	20012	01/0	12345	2.54	1.99
2.	_____	/-	_____	_____	_____
3.	_____	/-	_____	_____	_____
4.	_____	/-	_____	_____	_____
5.	_____	/-	_____	_____	_____

Background notes	:	_____
VAT code	:	0 17.50%
Supplementary info. flag	:	-
Supplementary information	:	_____

Message : ENQUIRY INSERT AMEND DELETE QUIT  
 Message : Enquiry of existing sundry

Note : Items inserted using this option will appear as (S)ale items when using the "Tibus Hire Invoicing System" option "Sundries Register Maintenance". Any (S)ale items enter via the "Tibus Hire Invoicing System" will have an entry on the stock system.

Once a number of Sundries have been entered the HOUSE KEEPING program (available in the "Tibus Hire Invoicing System") must be run. After insertion of a Sundry it will exist throughout the system.

**AMEND**

To change or add any existing information, apart from the Sundry Number, move highlight bar to **AMEND** option and press <RETURN>.

Enter the number of the Sundry to be amended. Details of the required sundry will be displayed. Press <RETURN> and cursor will move from field to field, without changing any details, until the item to be changed is selected. The new value may then be entered.

Once amendment is complete press <ESC> to obtain the ACCEPT Y/N message, and accept or reject the changes as desired.

If the amendment is accepted all new details entered are retained. If the amendments are not accepted of the details changes will be lost.

A Sundry can be amended any number of times.

**DELETE**

To delete an existing Sundry, move highlight bar to **DELETE** option and press <RETURN>. Enter the number of the Sundry to be deleted.

A Sundry cannot be deleted if it has FREE STOCK available against it, or any outstanding movement file. After entering the Sundry number to be deleted, the screen will display all details. To delete answer YES to message displayed at base of screen.

If free stock or any outstanding movement exists the program will advise that the Sundry cannot be deleted.

**AMEND SELLING PRICES**

This option provides a quick way of amending prices. When the option is selected the following screen is displayed :

```

Enter Sundry Code: _____
Selling Price      : _____
Band 1 Price      : _____
                   ^
Band 2 Price      : _____
Band 3 Price      : _____
    
```

Message :  
 Message :

Enter the Sundry code and press <RETURN>. For further details see the previous section.

### PRINT SUNDRIES REFERENCE BOOK

This program prints all or selected groups of Sundries. Before running this program run HOUSE KEEPING program to ensure all Sundries are included in the report.

Selections are made using the following :

```

Sundry no (All/Selected): ALL
Group code      from : ALL      to :
Main group code : A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
                   ^
Branch code     : ALL
Report type    : ENQUIRY

Searching sundries file - Press <ESC> to stop search
Percentage of search completed : 12%
    
```

Message :  
 Message :

#### Sundry number

To select all **Sundries** press <RETURN>. If one item is to be reported on enter its number and press <RETURN>.

#### Group code

Enter the sundry group code - as established using "Sundry Group Code Maintenance" within the "Tool Hire and Invoicing System". This entry will be a number in the range **0-99**.

#### Main Group Code

This entry is the "Level 1 Group Code" and will be in the range **A-Z**. To select one or more of the codes place the cursor under the required code(s), using the left/right cursor control keys or the appropriate character e.g. **C** and press the <SPACEBAR>. To select **ALL** the codes press <PAGE UP>. Press <RETURN> to accept the selection.

**Branch Code**

If sundries are recorded for several branches enter the branch code for which the report is to be produced and press <RETURN>.

**Report type**

Select **PRINT** or **ENQUIRY** using the left/right cursor control keys or the first letter of the option and press <RETURN>.

At anytime <ESC> can be pressed to re-enter the previous option.

Once all the selections have been made the system displays :

Searching sundries file - Press <ESC> to stop search

Percentage of search complete

If <ESC> is pressed the system displays :

Message : QUIT CONTINUE  
Message : Abort the process

Select the required option and press <RETURN>.

Once the selection of records, for inclusion in the report, is complete the system displays :

Sorting nnn items please wait  
and then  
nnn sundry numbers found to match criteria.  
Message : CONTINUE QUIT  
Message : Continue with report

**The Printed Report**

If a printed report has been requested select **CONTINUE**, by pressing **C** or the right cursor control key, and press <RETURN> to start printing.

The system displays :

Printing.....(Press <ESC> to abort)

Press <ESC> if the print is not required, the system will display :

Message : QUIT CONTINUE  
Message : Return to main menu

Select **QUIT** by pressing <RETURN>, the “Reports Menu” will be re-displayed. To continue the print select **CONTINUE**, by pressing **C** or the right cursor control key, and press <RETURN>.

The printed report contains the following details :

Sundry Number, Description, Main Group, GRP, Branch, Bin Location, Cost Price, Selling Prices.

Users are advised to print a small subset of data in order to familiarise themselves with the information shown on the printed report.

**The On-screen Enquiry**

If an **ENQUIRY** has been requested and screen similar to the following will be displayed :

---

SUNDRY NO.	DESCRIPTION	GRP	M G	BRN	BIN LOCN	NEW SUNDRY
BAR2	BARRIER BOARDS 2METRES	2	A	0	BAT1	
BAR3	BARRIER BOARD 3METRES	2	A	0		
BATR	BATTERY FOR ROAD LAMP	2	A	0		
BULR	BULB FOR ROAD LAMP	2	A	0		
CAP	ROAD CONE CAP	2	A	0		
DISS	DISPOSABLE SUIT	2	A	0		
DUSS	DUST SHEETS 12'X9'	2	A	0		
EXT1	EXTENSION LEAD 12M 110V	2	A	0		
EXT2	EXTENSION LEAD 15M 240V	2	A	0		
FEN	FENCE PINS	2	A	0		
LIN	LINE MARKER AEROSOLS	8	Z	0		
MAN	GAS MANTLES	8	Z	0		
ROPF	ROPE FALL	2	A	0		
ROPL	ROPE 12MMX27M LONG	2	A	0		

Message : Press <Page Down> for next page, <Esc> to exit

Message : Use arrow keys to highlight plant then <Enter> to show full details

Use the up/down cursor control keys to select the Sundry item for which further details are required and press <RETURN>. The Sundries File details are displayed in the following form :

Sundry number: BATR
New sundry no:
Cost price : 11.00
Special price: 2.00
Selling price1: 2.54
Selling price2: 0.00
Selling price3: 0.00

Press any key to continue

Pressing any key will re-display the previous screen. If the number of items selected exceed one screen press <PAGE DOWN> to view subsequent screens.

### ADJUST STOCK LEVELS

This program has a password for security reasons, as it is with this option that the FREE STOCK figure can be adjusted plus or minus any amount, if for example the computer stock figure does not agree with actual bin stock figure the adjustment would be made using this option.

Selecting the option displays the following :

ADJUST STOCK LEVELS  
STOCK05.4.00  
Enter password :

DJB PLANT HIRE LIMITED  
29-SEP-01

If password is not known or if the option was selected by mistake press <ESC> to return to Main Menu.

Once the correct password has been entered the "G.I.N." is requested. The following screen is then displayed :



G.I.N. Document number	:
Purchase order number	:
Date when goods received	:
Advice/Delivery note No.	:
Early delivery (Y or N)	:
Information input by	:
Date of input	:
Branch number	:

Message :

Enter data as described below, pressing <RETURN> after each entry.  
Pressing <ESC> allows re-entry of data and/or returns to the Main Menu.

**G.I.N. Document Number:**

Goods inward number, applies if a numbered booking in system is in use; press <RETURN> return to leave blank.

**Purchase order number:**

Enter the purchase order number used or press <RETURN> to leave blank.

**Date when goods received:**

Enter in date format DDMMYY

**Early delivery Y or N**

Yes/No answer if goods received sooner than expected/lead time.

**Info input by:**

Initials or name of person entering the goods into the system, for reference/blame purposes only.

**Date of input:**

Enter in date format DDMMYY.

**Branch number:**

Enter the Branch receiving the stock.

After completing the entries the display will appear similar to the following :

---



This option is used to clear down the stock movement history held and displayed in Stock movement Enquiry. The cut-off date for removal the history can be chosen. Once the clear down begins a hard copy is printed. Once cleared the information can only be restored from the security back up.

Once selected the following screen is displayed :

STOCK MOVEMENT HISTORY CLEARDOWN  
STOCK22.4.00 29-SEP-01

Continue with clear down (Y or N) : Yes
Enter password to continue : *****
Enter cut-off date for stock history to be removed : 010900

Message :

The question "Continue with clear down" must be answered **Y** or **N**, press<**RETURN**> to accept the entry. <**ESC**> can not be used to return to the menu. Be **VERY SURE** a clear down is required before answering Yes.

As a further means of security the system requests the password be entered before the clear down can be continued with. Enter the password and press <**RETURN**>

Once the password is entered correctly the "Cut-off date" is requested. Enter the date and press <**RETURN**>

Check the chosen printer is ready **BEFORE** pressing <**RETURN**> for printing to commence.

The system will display :

Removing stock movement history items :

A print of the items being removed is produced.

## REPORTS

### SUNDRY MOVEMENTS REPORT

Produces either a Printed or On-screen report of stock movements based on the selection made using the following screen :

MOVEMENT HISTORY REPORT - STOCK16.4.00

Movement start date	: ALL	Final movement date	:
Start Invoice/POrder no:	ALL	Final Invoice/PO no	:
Sundry no (All/Selected):	ALL		
Branch code or ALL	: ALL		
Movement type	: INVOICE	GOODS IN	STOCK ADJUST ALL
Report type	: PRINT	ENQUIRY	

Message :

Message : Printed report

**Movement start date** Only stock movements dated on or after this date will be included in the report. Press <**RETURN**> to select all dates.

**Final movement date** Only stock movements dated on or before this date will be included in the report. Press <**RETURN**> to select all dates.

**Start Invoice/POrder no** Enter the relevant Invoice or Purchase Order Number. The number entered must equate to the Movement type - see below. Only stock movements with invoice/purchase order number equal to or larger than that entered will be included in the report.

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Final Invoice/PO no Only stock movements with invoice/purchase order number equal to or smaller than that entered will be included in the report. See above.

Sundry number To select all Sundries press <RETURN>. If one item is to be reported on enter its number and press <RETURN>.

Branch Code If Sundries are recorded for several branches enter the branch code for which the report is to be produced.

**Movement type** Select **INVOICE GOODS IN STOCK ADJUST** or **ALL** using the left/right cursor control keys or the first letter of the option.

Pressing <ESC> will allow the previous entry to be amended.

Once the selection has been accepted the option of a **PRINTed** report or on-screen **ENQUIRY** is offered. Select the required output, using either the first letter of the option or the left/right cursor control keys, and press <RETURN>.

The system displays :

```
Searching movements file - Press <ESC> to stop search
Percentage of search complete
```

If <ESC> is pressed, to discontinue the search, the system displays :

```
Message : QUIT  CONTINUE
Message : Abort the process
```

Select **QUIT** by pressing <RETURN>, the "Reports Menu" will be re-displayed. To continue the print select **CONTINUE**, by pressing **C** or the right cursor control key, and pressing <RETURN>.

Once selection of records, for inclusion in the report, is complete the system displays :

```
Sorting nnn items please wait
and then
nnn items found to match criteria.
PRINT  QUIT
```

Select **QUIT** by pressing <RETURN>, the "Reports Menu" will be re-displayed. To start the print select **PRINT**, by pressing **P** or the right cursor control key, and pressing <RETURN>.

### The Printed Report

If a printed report has been requested the system displays :

```
Printing report press <ESC> to stop
```

To stop the print press <ESC> and select **QUIT**, by pressing **Q** or the right cursor control key, press <RETURN>. To continue the print select **CONTINUE** and press <RETURN>.

The printed report contains details of Sundry Numbers, Description, Branch, Group Code, Movement Quantity, Book Stock, the Purchase Orders/Invoice Numbers, Source of the movement, Movement date and Prices. Users are advised to print a small subset of data, using each of the options, in order to familiarise themselves with the output.

### The On-screen Enquiry

If an **ENQUIRY** has been requested and screen similar to the following will be displayed :

---

SUNDRIES MOVEMENT HISTORY ENQUIRY - STOCK16B.4.00

SUNDRY NO.	DESCRIPTION	GP	BR	QTY	BOOK STOCK	ACCT NO	SOURCE	MOVE DATE
BATR	BATTERY FOR ROAD L	2	0	10	10	1	STK ADJ	04-SEP-01
BATR	BATTERY FOR ROAD L	2	0	5	15	1234	STK ADJ	29-SEP-01
BATR	BATTERY FOR ROAD L	2	0	5	25	1	STK ADJ	29-SEP-01

Message : End of transactions - Press <Esc> to exit

Message : Use arrow keys to highlight item then <Enter> to display full details

Use the up/down cursor control keys to select the Movement for which further details are required and then press <RETURN>. The full Movement details are displayed in the following form :

```

Sundry number: BATR

Description  : BATTERY FOR ROAD LAMP

Cost price   :      1.99

List/S price :      2.54

P.O / Invoice :      0

Suppl/Customer: Not available
    
```

Press any key to continue

Pressing any key will re-display the previous screen.

If the number of items selected exceed one screen press <PAGE DOWN> to view subsequent screens.

If the "Purchase Orders System" is in use Suppl/Customer will show the Supplier Details.

To return to the "Reports" menu press <ESC>.

**STOCK EVALUATION REPORT**

Produces details of the stock held for the Sundry Group(s) and Branch(s) selected showing Part Number, Description, Bin Location, Free Stock, Book Stock, Sales Price, Unit Cost and the Total Value.

Note : the Total Value is calculated from the current Book Stock and Unit Cost.

Totals are produced showing the values for Potential Sales and Stock Value, for the Group selected.

Select the option "Stock Evaluation" from the "Reports" menu and select the required Sundry Group Code and Branch Number.

P R I N T   S T O C K   E V A L U A T I O N  
STOCK18.4.00

DJB PLANT LIMITED  
29-SEP-01

```

Enter sundry group code (0 to 99) or return for ALL :    ALL
Enter branch number (0 to 99) or return for ALL :    ALL

Printing report - Press <ESC> to stop
    
```

Message :

To stop the print press <ESC> and select **QUIT**, by pressing **Q** or the right cursor control key, and press <RETURN>. To continue the print select **CONTINUE** and press <RETURN>.

## STOCK GROUP EVALUATION

Calculates and prints the value of stock held for the Level 3 group code(S) and Branche(s) selected, based on the Cost Price and Book Stock. A total for all groups is printed at the end of the report.

Select the options "Stock group evaluation" from the "Reports" menu and enter **Y** to continue with the report. Enter the branch number, for which the evaluation is required, and press **<RETURN>**. Pressing **<RETURN>** only will select ALL branches.

The following messages will be displayed :

```
P R I N T   G R O U P   S T O C K   E V A L U A T I O N
STOCK15.4.00                                     DJB PLANT HIRE LIMITED
```

```
Continue with group evaluation (Y/N) :          N
Select branch (0 to 99) or ALL :
Reading stock shadow file - press ESC to stop report
Scanning branch : 1
Percentage of search complete : nn%
```

The report will be produced for each branch in turn.

To stop the print press **<ESC>** and select **QUIT**, by pressing **Q** or the right cursor control key, and press **<RETURN>**. To continue the print select **CONTINUE** and press **<RETURN>**.

---