SpiritWorks Software Inc.

Inventory Tracker Plus
Inventory Sales, Contacts, Tasks, Schedules and Invoices, plus The Universal Calculator

Tips for getting started with Inventory Tracker Plus

Inventory Tracker Plus consists of the following components:

Here are step-by-step directions for:

- Navigation & Common buttons
- Reports
- Inventory Tracker
- Invoice Creator
- Expense Tracker
- Other Income Tracker
- Contact Tracker
- Schedule Tracker
- Task or Goal Tracker
- Universal Calculator
- Preferences
- Backing Up and Recovering Missing Data

Navigation & Common buttons

Use the **Inventory Tracker Plus Menu** button on the Welcome screen, and in the lower left corner of all the main windows, to access all the components of Inventory Tracker Plus.

Each component of Inventory Tracker Plus has a **New** button (for creating new records), a **Delete** button (for deleting one or more records), a **Find** button (for searching for text on another record), a **Sort** button (for sorting the records by predetermined fields), an **Import** button (for importing sample or archived records) and an **Export** button (for backing up your data).

You will find a **Help** button on most of the windows in Inventory Tracker Plus. Included in the Help system is a **Tutorial**, which will introduce you to the most important features of that component. Just click the Tutorial button near the top of the Help window. More detailed explanations can be found by clicking the other buttons found near the top of the Help window.

There is also a **Quit** button and a Save button on each main window. Although records are normally saved when going to another record or closing the component, it is often a good idea to click the **Save** button after making changes, just to be safe.

Reports

Each component has its own report feature. In some cases you will use an intermediate screen to select options and sort orders for your report or invoice. In many cases you will go directly to the report. There is a **Help** button on each option window with more information about the report options.

On the output window you will find the following buttons: **Save As...** (saves the output as a text file for archiving or exporting to a word processor for formatting, etc.); **Font** (allows you to specify the size and font of the text in the report output); **Print** (usually just prints the output - you may need to print some reports in landscape mode); and **Edit Report** (allows you to make changes to the report before printing or exporting - when this button is unchecked (its normal position) you can click the main line of each record's output to go directly to that record (accept in A&E Tracker where you need to use the **Go to Record #** button).

There is also a row of buttons, just above the report's output field, that allows you to change the width of the columns (the tab stops) in the report. Just drag any of the little rectangles left or right to make the report more readable.

If you have any questions or comments about the software, feel free to write us at support@productivity-software.com

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Tips on using Inventory Tracker

Each record in Inventory Tracker will include information about the purchase of a particular quantity of a single product. Each product will have its own record and each time you reorder you can either create a new record or add the new quantity to an existing record by clicking the **Qty** field.

1) Start by clicking the **New** button. You will be asked if you want to create a **Blank Inventory Item** or a **Duplicate** of the current record (use this choice if many of the characteristics of the new item are the same), an **Assembly,** or **Another Type** (these include an **Other Charge**, a **Service - Hourly** or a **Service Flat Rate** item) and new record with a new **Stock Number** will be created.

> Each record in Inventory Tracker must have a unique **Stock Number**. To change the one that is automatically assigned, just click the field. Then type or **use your barcode scanner to enter a Stock Number**.
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> There is an Invoice Creator Preference called **Ask for Type when displaying Product List.** If you choose **I only have Inventory Items**, then you will not be asked if you want to create some other type of item when you click **New** in Inventory Tracker.
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> In Inventory Tracker Preferences you will find controls for changing two of the description fields, an **Enable Assemblies** option, and **Add Tax** default settings for each **Type**.

2) Next fill in the description and other fields on the new record.

- **Service** charges and **Other Charges** just have a **Description** and a **Sales Price**.
- **Normal inventory items** have three descriptions, a **Cost Each, Quantity, Vendor, Vendor's Stock #,** a **Reorder** point and one or more **Sales Price**(s). You can also add a **Photo** of the item. The **Remaining** number of items in inventory gets updated automatically when you add an item to an invoice or make an adjustment by clicking the **Today** or **Choose** buttons above the **Date, Qty, Price Sold** field.
- **Assemblies** are similar to Inventory Items, but contain a **Components List** of other items. Adding new Quantity to an Assembly, reduces the inventory from its component's records.

Descriptions:

- In Inventory Tracker there are three separate description fields. The **Item Description** field is intended to be used for a more general description.
- The other two **Misc**. description fields can be used to display a **Category, a Location, or Serial Number**, or can be used for more specific descriptions such as colors or sizes. In the **Inventory Report** section you will be able to sort the report by these two customizable fields if you wish.
- To change the names of the two **Misc**. description fields, just click on the **Prefs** button and choose **Inventory Tracker Prefs**. The labels on all records will be changed to the new names.

3) You can either enter the cost per item in the **Cost Each** field or enter the cost for the whole order in the **Total Cost** field. The other field is automatically updated.

> When you add more of these items to your inventory, click **Add** button above the **Quantity** field. You will be asked if you want to add the new quantity to a new **Lot Number** or to the existing **Quantity** (or **Lot Number**). If the cost of the new purchase is different you should create a new **Lot Number**. Costs for different Lot Numbers are averaged in the **Cost Each** field.

4) Enter the **Sales Price(s)** by choosing **Add Price Point** from the menu provided. You can add up to four price points for each item. You can delete a price point by choosing **Delete Price Point** from the **Sales Price(s)** menu. The price you choose from this menu will be displayed in reports as the **Retail** price.

> If you normally order (or create) inventory only after generating an invoice (ie, special orders only or drop shipping), click the **n/a** button above the **Total Cost** field and choose **Special Order**. Then click the **Create Purchase Order** button whenever you get an order and want to request more product from your supplier.
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> If you have an unlimited supply of inventory on hand, click the **n/a** button above the **Total Cost** field and choose **Unlimited**. Otherwise enter the total amount of items on hand into the **Quantity** field.

5) The **Lot Numbers** feature keeps track of each new purchase. When you create a new record, or click the **Add** button above the **Quantity** field, you will be asked if you want to add the quantity to a new **Lot Number** or to an existing **Lot Number**. The **Lot Number** is added to the **Date, Qty, Price Sold** field in Inventory Tracker, when you add the item to an invoice in Invoice Creator, so you can quickly locate customers who received certain shipments.

> Above the **Date, Qty, Price Sold** field is a **Show Lot Numbers** button. This reveals (or hides) the Lot Numbers field, which displays the **Lot Number**, the date **Purchased**, the **Quantity** purchased, the number **Remaining**, and the **Cost** of the items in that purchase. Clicking a line in this field provides an opportunity to **Delete** or **Edit** the line. The **Add Lot Number** button will step you through the process of adding a lot number (doing the same thing as the **Add** button above the **Quantity** field.)

6) In addition to adding the name of the **Vendor**, you can also specify the **Vendor's Stock #** and the point at which you want to **Reorder** the item from the Vendor (this is the minimum quantity of the item you want to have in stock). You can click the **Create Purchase Order** button to create a PO for all the items that need to be reordered from that **Vendor**.

Entering a **Stock Number** is required by Invoice Creator. You can change the number that is automatically assigned to the inventory item by clicking the field. Then type or **use your barcode scanner to enter a Stock Number**.

You find any record by clicking the **Go To** button (above the **Stock Number** field) and entering a stock number, or by clicking **Go To Another Item** (above the **Description** field) and picking an item from the list that is presented.

> If the selling price of your products does not ever change, use the padlock icon near the **Sales Price(s)** field to suppress the dialog for entering the price as described above. You can also add password protection to the **Sales Price(s)** if you wish. Just click the padlock icon, click **Yes**, then enter a password. You will need this password to unlock the field to make changes on any record.

To find out what items need reordering, just click the **Check** button above the **Remaining** field. When you open Inventory Tracker for the first time on any particular day, items that need reordering are automatically checked.

If you want to go to the first record of a particular date, just click the words **Purchase Date** at the top of the window, and then enter the date. If you know the record number you can click the **Record #** field to go directly to that record.

> To go to the Invoice Creator record for a line in the **Date, Qty, Price Sold** field, click the line and then click the **Invoice Creator** button.

Click **Inventory Report** to access the Inventory Report Options screen. Here you can choose from many options and types of reports including: a **Sales Report** (a list of items sold), a **Price List** and a normal inventory report that lists information about one or more items in the database. Choose specific items by clicking **Select Items**. For normal reports there are two **Sort Orders** to choose from. You can also filter by **Dates** and **Vendors**. Click **Help** in that window for more info.

Tips on using Invoice Creator

With this component, you can create customized invoices from products in Inventory Tracker and customers in Contact Tracker.

1) When you create a **New** record an **Invoice #** is generated. You can change this number by clicking the field and entering (or scanning) in a new number.

Near the middle of the right side of the window are Quote and Invoice options. If you choose **Quote**, an item added to the **Product(s)** field is not removed from inventory until the **Invoice** button is clicked. If you never create Quotes this feature can be hidden by clicking **Prefs**, then **Invoice Creator Prefs**, and then disabling the **Show Quote Option**.

> In Invoice Creator, the **Invoice Date** is now separate from the **Payment Date**. If no **Payment Date** is specified when you click **Add Product to Invoice** you will be asked for an **Invoice Date**.

A list of customers in Contact Tracker is presented. You can also access this list of people by clicking **Add/Select Customer**. You can add a new customer by clicking **Add Customer** button at the bottom of the Customer window or choose **Cash** as the customer.

2) Next, choose a product from Inventory Tracker by clicking **Add Product to Invoice**. You will first be asked if you want to add an **Inventory Item** (including Assemblies) or an **Other Item** type.

If you choose **Inventory Item** you will next be asked if you want to **Enter or Scan** a Stock Number or pick an item from a list. You can go directly to this option by clicking the **Add Product to Invoice** button with the ctrl or command key held down or by pressing F2.

Tip: Use your barcode scanner to add a Stock Number to an invoice.

You will be asked for the number sold and the selling price. If the item has several **Lot Numbers** you will be asked to choose which one to take inventory from. If there is not a enough stock **Remaining** a **Back Order** will be created. The total is displayed in the **Invoice Amount** field.

> When a Back Order is created you will be asked if you want to bill for the back ordered items on this Invoice or **Later** (when they come in). If you choose **Invoice Now** then the total for all the items will be added to the **Invoice Amount** field. If you choose Later, only the total for the items in stock (being shipped) will be added to the **Invoice Amount** field.
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> After adding more inventory for the back ordered items, you can click **Find BO** (Back Order) and then **Fill BO** to create a new Invoice with the back ordered items. If the items have not been paid for they will then be invoiced and added to the **Date, Qty, Price Sold** field in Inventory Tracker .

3) Add or choose a Sales Representative by clicking the **Add/Select Sales Rep** button

4) You can add **Tax** by clicking the **Set Tax Info** button. You can specify up to three different **Tax Types** (including Sales Tax, GST, VAT or any other tax), each with their own **Tax Rate** and choose which **Inventory Types** you want to apply the tax to. You can also specify the **Buyer's Tax ID** and the **Sellers Tax ID** which are then added to the Invoice**.** The total tax is automatically calculated and displayed in the **Total Tax** field. Type any Shipping Charges directly into the **Shipping Charges** field.

5) Discounts can be applied to just Inventory Items, Inventory Items and Other Charges, Inventory Items and Service Charges or all of these. Just click the **% Discount** field, enter the percent and then you will be asked if you want to discount **Services, Other Charges, Both or Neither.** Inventory items are always discounted.

6) Add **Notes** or other charges such as Labor to the Notes field. You can add amounts in this field to your invoice total by clicking the checkbox above the field.

7) Click **Other Info** to reveal these other fields and options.

- Choose a **Carrier** (or add one to the list) and then enter the **Tracking #**.

- Choose your payment terms (or add one to the list) from the **Terms** menu
- Enter a **Due Date** by clicking the **Choose** button above that field.
- When you are paid, click the **Choose** button above the **Paid** field**.** To create a receipt, click the **Change** button above the **Payment Date** field and then click **Create Invoice**.

8) Clicking the **Create Invoice (or Quote)** button totals all amounts and creates a printable invoice that is easy to export. You can also Create a **Packing Slip** or both an Invoice and Packing Slip. Easily create an **Envelope** or **Shipping Label** with the buttons provided.

When you click **Create Invoice,** if there is no **Amount Paid**, you will be asked if you want to add a **Payment**. If no payment is added, the **Invoice Date** will be used.

In the Invoice or Packing Slip window you can add a logo and other styled text to create a letter head. Click the **Edit Header** button to add your logo and modify the size, style and position of the name and address fields. Click **Help** in that window for more info.

To create a sales agreement, or add polices or other information to the Invoice, after adding one or more items to the Product(s) field, click **Create invoice**. At the top right of that window click **Options**. There you will find 3 **Footers** you can add to your invoice. This is where you can copy and paste your agreement or any policies (use the keyboard shortcut ctrl (or command) + v) . Make sure it is plain text (not formatted from Word, etc.). You may need to add some line breaks so it looks good when printed.

Create reports on all the invoices in the database by clicking the **Invoice Report** button. You can choose a **Date** range, specific **Customer**(s) and **Sales Rep**(s) and a **Sort** order for your report.

To go to the Inventory Tracker record for a line in the **Product(s)** field, click the line and then click the **Open Inventory Tracker** button.

When you click the **Delete** button in Invoice Creator you will be asked if you want to delete **All records** or Just this one. If you choose **Just this one** you then be asked if you want to **Modify Inventory Records too**. If you choose this option the products on the Invoice Creator record will be returned to inventory (deleted from the **Date, Qty & Price Sold** field and added to the **Remaining** field on the Inventory Tracker records.

There are several preferences you can set in **Invoice Creator Preferences**, including which **Types** to apply discounts to, when to add **Tax**, Invoice preferences and more. Click **Prefs** and then choose **Invoice Creator Prefs** to open this window.

You can also use these F Keys instead of clicking the associated button:
F1 = New and/or Select Customer
F2 = Scan or Enter a Product's Stock Number
F3 = Create Invoice
F4 = Create Packing Slip
F5 = Create Envelope
F6 = Create Shipping Label
F7 = Open Inventory Tracker
F8 = Enter a Payment Amount

Tips on using Expense Tracker

You can keep track of all your expenses and easily generate **Tax Form Reports** in Expense Tracker. This component comes with a built is list of expense types which you can add to if necessary.

1) Start by clicking **New**. You will be asked if you want to **Duplicate** the current record or transfer just the **Payee/Expense** or **Account** information. Or you can start with a blank record.

- If you choose **Duplicate** you will be asked for the new expense **Amount**.
- If you choose **Payee/Expense** you will be asked to choose an **Account**, and then a new expense **Amount**.
- If you choose **Account** you will be asked to choose an **Expense** type, a **Payee**, and then a new

expense **Amount**.

- If you create a new blank record you will be asked to choose an **Expense** type, a **Payee**, an **Account**, and then a new expense **Amount**.

  You can either add an expense amount directly into the field provided or you can create a list in the **Notes** field and then click the **Add to Expense Amount** button. Any numbers not proceeded by the # sign will be added to the expense **Amount**.

If you use the standard mileage rate on your tax forms, then you can use the handy **Travel Deduction** calculator to enter the Miles (or Kilometers) and rate. This information will then be available for the **Tax Form Reports**.

Account Register

The **Account Register** button takes you to the Account Register window where all the debits you've entered into Expense Tracker and credits (Payments or Deposits) in Other Income Tracker for that account are listed.

> At the top of the window you can choose another **Account**, **Add Deposits & Payments** (creates a new Other Income Tracker record), add a **New Expense/Debit** (creates a new a new Expense Tracker record), a **Dates** range (or a **Start Date** and **End Date**) and whether to display **Descriptions** or not. You can also add **Daily Separators**.
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> After clicking the **Add/Select Account** button in the Account Register, Expense Tracker, or Other Income Tracker window you are presented with an **Account** management window. There you will find fields where you can record the **Account #, Account Type, Starting Balance**, and the **Last Check # Used** for each Account and buttons to **Create, Modify or Delete Accounts**. A **Current Balance** for the account is automatically calculated.

Beside the Check # field is a **Cl** option which signifies that the check has cleared the bank. The Account Register report lists checks that have cleared (the **Cl** checkbox has been clicked on the Expenses record) as [C] and not cleared as [ ]. You can use this feature to reconcile your checkbook or account statement.

Above the **Check #** field is a **Print** button. When clicked a new Check Printer window opens where you can print your checks on any blank check. For more information click **Help** in this window.

Click **Expense Report** to generate a regular expense report or a Tax Form Report. With **Expense Report** selected, you have many choices and can select one or more **Expense** types, **Payees** and **Accounts.** With **Tax Form Report** selected you have fewer options, but you can choose and range of **Dates** by using the menu or the **Start Date** and **End Date** fields.

Tips on using Other Income Tracker

Other Income Tracker is used to keep track of income that is not included on a Invoice Creator record such as vending machine income.

1) Click **New** to begin. You will be asked if you want to **Duplicate** the current record or transfer just the **Source/Account** information. Or you can start with a blank record.

- If you choose **Duplicate** or **Source/Account** you will be asked for the new income **Amount**.
- If you create a new blank record you will be asked to choose a **Source** of the income, an **Account**, and then a new income **Amount**.

  Click **Add/Select Source** and then **Create Source** to add a new source to the list.

2) Choose a **Source** and an **Account** from the lists or create new ones.

3) Enter the **Income Amount**. You can enter the **Tax Type** and the amount of **Tax Collected.**

There are two miscellaneous fields you can use for any purpose. One is in the upper right hand corner and the other is below the **Source** field. Click the **Change** button above either of these fields to modify the label for the field on all the records.

You can specify the type of income and record a check number if appropriate by clicking the **How** button. The choices of **Cash, Credit Card, Check or Other** will appear. Click the **How** button again to hide these options.

Use the **Account Register** button to view income and expenses for any **Account**. An identical button is provided in Expense Tracker. See the **Account Register** section above.

Click **Income Report** to generate a list of Other Income Tracker records to print or save.

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