11, London Street, Whitchurch, Hants. RG28 7LH

VAT. No: 362 9561 31

Tel: (025682) 2008



INTEGRATED ACCOUNTS FOR THE SMALL BUSINESS

'MICRO-TRADER' consists of Fully Integrated Sales, Purchase and Nominal Ledgers.

'MICRO-TRADER' has been designed by a businessman to meet the needs of the businessman.

<u>'MICRO-TRADER'</u> keeps the up to date information required as the basis of management decisions.

'MICRO-TRADER' FEATURES

- * Quick entry of information and easy error corrections
- * Fully Integrated Program No repetitive entries
- * Prints INVOICE, CREDIT NOTE, STATEMENT, REMITTANCE ADVICE
- * Prints PROFIT AND LOSS ACCOUNT + BALANCE SHEET
- * Large capacity up to 450 Accounts in each ledger 4000 transactions per month
- * NOMINAL posting for INCOME, EXPENSES, ASSETS, LIABILITIES
- * Auto Entry of date comprehensive Batch Number system
- * Unique 'CASHUP' routine for retail businesses
- * Report Printing available on screen or printer
- * Full VAT facilities and printout of VAT Return
- * Up to 6 Bank accounts
- * Additional Integrated STOCK CONTROL with 4000 stock lines

<u>'MICRO-TRADER'</u> is easy to use and offers a COMPLETE high capacity accounts program for only $\underline{\text{£200 + VAT}}$



SALES LEDGER

Customer accounts can be Created, Amended, and Deleted as required. Each account can be accessed by Name or Account Number. Name, Address, and Reference are stored for each customer and a Credit Limit can be allocated to each account if desired. All transactions are entered through the Post Transactions Menu below, and automatically updated to the Nominal Ledger as required. A full range of reports is available from the Print Reports Menu.

		SALE	S - POST TRANSACTIONS	
	MEADOW		25,06,85	
			RAISE INVOICE	
		2		
		3	POST PAYMENT	
		4	RAISE STATEMENT	
l		5	JOURNAL POSTING	
1		6	ACCOUNT REPORT	
1		7	ENTER ACCOUNT NUMBER	
		Esc	RETURN TO SALES MENU	
		Plea:	se select your option	
		-		

PURCHASE LEDGER

Suppliers accounts can be Created, Amended, and Deleted as required. Each account can be accessed by Name or Account Number. Name, Address, and Reference are stored for each customer with a Settlement Period and Discount Rate. All transactions are entered through the Post Transactions Menu similar to the Sales Ledger (above), and automatically updated to the Nominal Ledger as required. Statements received can be checked and paid. A full range of reports is available in the Print Reports Menu.

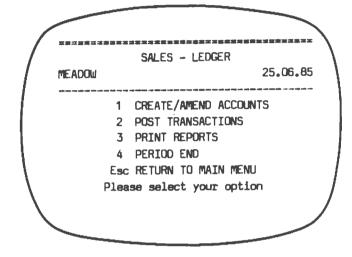
PURCHASE - LEDGER MEADOW 25.06.85 1 CREATE/AMEND ACCOUNTS 2 POST TRANSACTIONS 3 PRINT REPORTS 4 PERIOD END Esc RETURN TO MAIN MENU Please select your option

MAIN MENU

The MAIN MENU gives access to all ledgers. Todays date once set, is entered when required with one key. A Batch Number system is included. The System Close Down routine includes Back-Up facilities to ensure full security of all information.

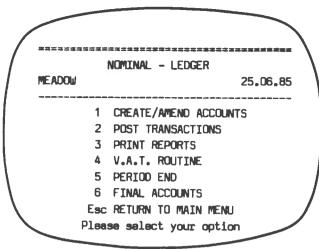
MAINTAIN

Information required to set up the system is entered to the Maintain program. This includes the Company Name and Address which is stored for future printouts. Up to 10 VAT rates can be defined. Printer requirements, Statement Periods and Settlement Discount Rate can also be set.



POST TRANSACTIONS

The user can enter an 8 Character Stock Number, 24 Character description, Quantity, Selling Price, and VAT Code to create Invoice and Credit Notes. Individual discounts and Settlement discounts are catered for. The Invoice and Credit Note can be printed. Payments received, with discount if appropriate, can be posted to each account. Statements on individual accounts can be raised and printed out. An 'A11 Statements' routine will print Statements for all accounts with an outstanding balance. The Account Report details the current state of the account.



NOMINAL LEDGER

Create/Amend accounts gives the user complete control over the setting up, amending and deleteing of Nominal Accounts. Up to 400 accounts are availabe to cover Assests Income. Expenditure, and Liabilities. Comprehensive facilities covering every area of business activity are avaiable. A full Double Entry Book-keeping System with Trial Balance provides complete accuracy and security. The Post Transactions Menu allows the user to enter everyday transactions quickly and easily. Features include a unique 'CASHUP' facility

covering the daily posting of cash received, cash expenses paid out and a daily banking if required. Up to six Bank Accounts can be created. Full V.A.T. information is stored. It can be checked at any time and is printed out when required for the V.A.T. Return. The Nominal ledger has direct access to the Final Accounts printouts and the full range of reports provided by the Print Reports Menu. (See below)

PRINT REPORTS

The Print Reports Menu in each ledger gives access to a range of reports appropriate to that ledger. These include a list of all accounts set up. An Account Report giving full details of any account with all transactions currently on file. An Audit Trail can list all the transactions held on disc or any individual Batch with totals. Specialist reports cover Aged Debtors and Creditors in the Sales and Purchase Ledgers and the Trial Balance in the Nominal Ledger.

PROFIT AND LOSS ACCOUNT-YEAR TO DATE								
MEADOW	,		25.06.85					
Year to 31.05.	. 85							
48050.72	SALES		813.19					
8509,96	OPENING STOCK	12277.62						
34699.24	Add PURCHASES	975.50						
43209.20		13253.12						
12277.62	Less CLOSING STOCK	12976.00						
30931.58	Cost of Goods Sold	277.12						
17119.14	GROSS PROFIT	536.07						
48050.72		813.19	813,19					
17119.14	GROSS PROFIT		536.07					
	STAFF							
4283.14 210	WAGES (STAFF)	200.00						
	OCCUPANCY							
264.22 225	HEAT & LIGHT	35.27						
	MERCHANDISING							
1165,81 201	MOTOR COSTS	8.70						
49,56 202	ADVERTIZING	18,75						
	ADMINISTRATION							
83,94 200	POSTAGE	1.60						
<u>114.93</u> 203	STATIONERY	7.70						
7233.05		272,02						
3049.74	NETT PROFIT	264.05						
10272.79		536.07	536.07					

	NOM	 [NAL -			RTS		
MEADOW						25.06.85	5
المراجع	1	LIST C	F ACC	OUNTS	-P-	·	-
	2	ACCOUN	IT REP	ORT	-S-		
	3	ACCOUN	IT REF	ORT	-P-		
	4	AUDIT	TRAIL		-S-		
	5	AUDIT	TRAIL		-P-		
	6	TRIAL	BALAN	ICE	_p_		
	Esc	RETURN	TON	IOMINAL	. ME	NU	
	Plea:	se sele	ct yo	ur opi	tion	1	

FINAL ACCOUNTS

The normal trading reports of Profit and Loss account and Balance Sheet can be printed out when ever required. The Year to Date reports can be updated on a monthly basis to provide a record of trading through the year. At the end of the financial year, running the Year End and Final Account report will produce the normal end of year Profit and Loss account with expense accounts etc. set to zero and their recent closing balances shown in the left hand column ready for the new years trading.

	STOC	<pre>< - POST TRANSACTIONS</pre>	
MEADOW		2	25,06,85
	1	RAISE INVOICE	
	2	RAISE CREDIT	
	3	CASH SALES	
	4	STOCK RECEIVED	
	5	STOCK ADJUSTED	
	6	STOCK WRITEOFF	
	Esc	RETURN TO STOCK MENU	
	Plea:	se select your option	

COOMINDE

STOCK CONTROL

'Micro-Stock' The program is fully integrated with 'Micro-Trader' accounts and can be added at any time. The program allows the Creating, Amending and Deleting of up to 4000 stock items. Each Item is accessed by an 8 character user defined Stock Reference. Also stored is a 24 character Description, Department Code, Product Type Code, Suppliers Code and The Cost Price. Selling Re-order Level. Price and V.A.T. Code are also stored together with Quantity Held (to 2 decimal places) and Turnover-year to date. The Post

<u>Transactions Menu</u> gives access to the <u>Invoice and Credit Note Routines</u>. Stock details and Selling Price are automatically entered when the stock number has been entered. Additionally, items not recorded on the stock file can be entered manually, together with non-stock items such as service and labour charges. <u>Cash Sales</u> cover items sold for cash individually or in bulk, at the end of the days trading. A printed cash invoice can be produced. <u>Stock is</u> <u>Received</u> at Packing Note level and added to the Stock Held. Any changes to description and pricing can be made at this stage. <u>Stock Items</u> can be amended at any time to cover stock movement or consolidation into finished products. Any changes to selling price are recorded as Markups or Markdowns. Full Stock Held information is stored, giving Total Purchases, Total Sales, Stock Held value, Markups and Markdowns. These totals are available for the current month and the year to date, and a monthly report is printed. The <u>Print Report Menu</u> covers reports on each Stock Item, Stock Lists, Stock below Re-order Level and Price List. Search facilities allow searches by Department, Product Type and Supplier or any combination of these three.

TECHNICAL SPECIFICATIONS

SOFTWARE						
Program Capacity	-	10 V.A.T. Rates				
Ψ. · ·		10 User defined Settlement Periods (1 Sales, 9 Purchase)				
		Maximum Annual Turnover £21 million				
		Maximum Annual Turnover any one account £1 million				
Printouts	-	Output to printer can be disabled				
		Single or Duplicate copies of Invoice/Credits/Statements				
All Ledgers		Journal Postings in all ledgers				
-		Monthly Period End printouts of all accounts				
Sales Ledger	-	Up to 450 accounts and 3000 transactions per month				
		Optional Credit Limits with manual override				
		Three month Aged Debt analysis				
Purchase Ledger		Up to 450 accounts and 3000 transactions per month				
		User defined Settlement Periods Rates on each account				
		Three months Aged Debt analysis				
Nominal Ledger	-	Up to 400 accounts and 4000 transactions per month				
HARDWARE						
Minimum requireme	ents	- B.B.C. Model B or B Plus				
		Acorn compatible DFS				
		Green/Black Monitor				
A		Epson compatible printer (Others by special order)				
Accounts Package		- Dual 80 Track Single Sided Disc Drives (2 x 200k)				
Stock Control		- Dual 80 Track Double Sided Disc Drives (4 x 200k)				
RETAIL PRICES						

'Micro-Trader' Accounts Suite	£	200		00
'Micro-Stock' Stock Control Module	£	95	•	00

All prices V.A.T. exclusive.