the universe knows, inc.
*awaken your passion.*

# "it's your life. wear it."

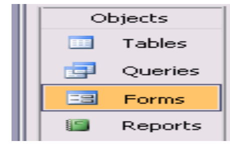
the universe knows, inc.
Inventory System
User's Manual

created by Megan Bethmann

# Table of Contents

I.

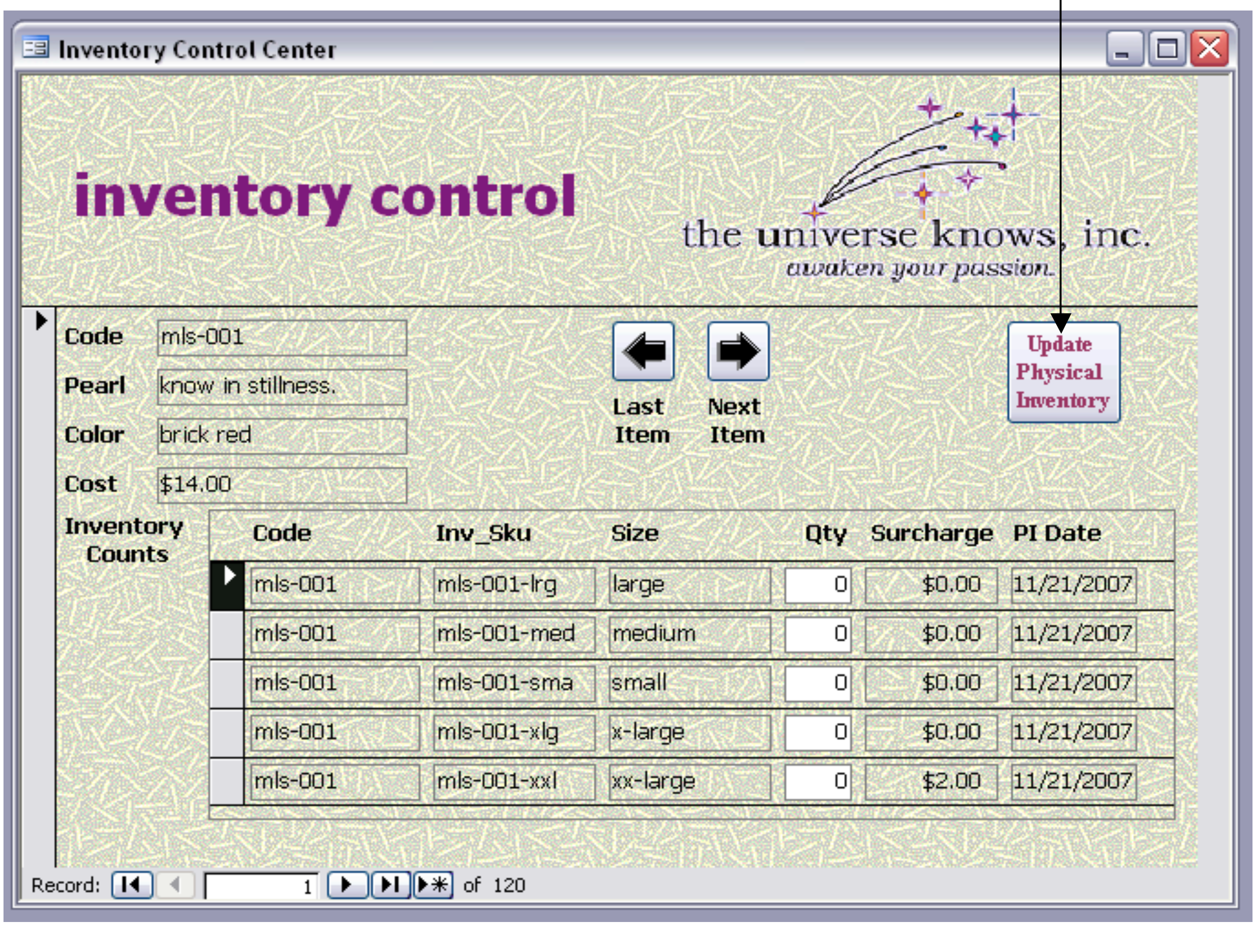
This manual includes descriptions of various tools including tables, queries, forms, and reports. To find the appropriate screens described below, use the Objects menu found to the left of the opening menu. For instance, to get to the Inventory Control Center form, click on the Forms tab in the Objects menu.




I. Getting Started

This database is an empty canvas waiting to be filled with color. There are fields that need to be filled in order to begin business. The main fields are, of course, inventory quantities. Second, customers and vendors are added. Then let the business begin.

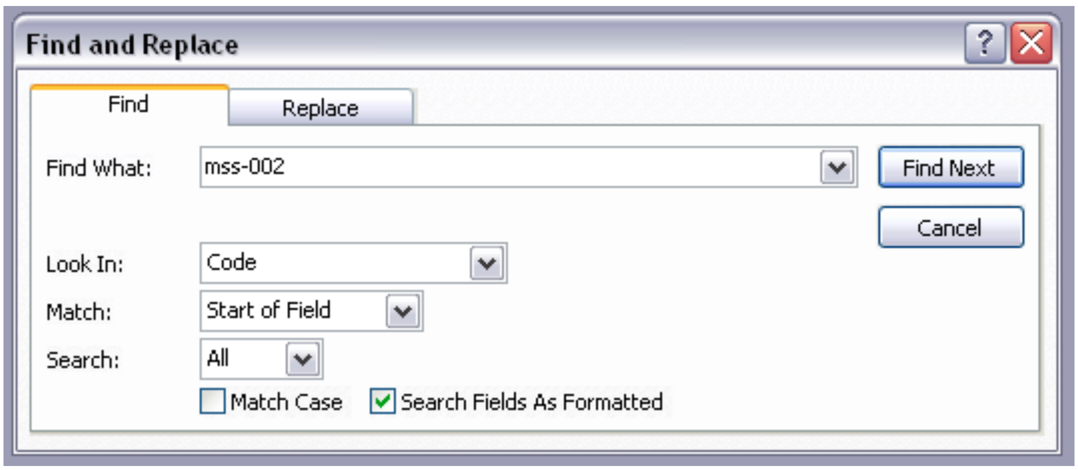
a. Beginning Inventory
   i. Open the Inventory Control Center form.
   ii. Click the Update Physical Inventory button.




For this **first** run on physical inventory, follow these instructions. For following physical inventories, follow the instructions in part III (p. 8)

   iii. Click no to the append query.
   iv. Click no to the delete query.
   v. Click YES to the update query. The next screen is to ensure that you meant to press yes. Click YES a second time.

vi. Click no to the update query.
vii. Click no to the update query.
viii. Close the two reports—Expected Inventory On Hand and Positive Expected Inventory On-Hand.
ix. The PI Date should have changed to today's date.
x. Manually enter quantities to the inventory quantities (Qty). To find items easier and faster, use the search function.
    1. To search by Code, click on the  in the main tool bar.
        a. Make sure that you are on the "Find" tab.
        b. Make sure the "Look In" field says "Code" (or Pearl if you would prefer to search by the saying on the article of clothing).
        c. Make sure that "Match" says "Start of Field" unless you want to match the entire field.
        d. Make sure the "Search Fields as Formatted" box is checked.




        e. Click "Find Next."
    2. Without closing the "Find and Replace" window, click in the quantities field and imput the appropriate number on the Inventory Control Center form.
    3. Continue searching and changing quantities (step 1 and 2) until all products are entered.
xi. When finished, close all windows by clicking the red X's at the top right of the form or window.

b. Entering New Customer

i. Open the Customer Order Information form.

ii. Click the button at the very bottom of the form to add a new customer.

iii. Click in the first blank field at the top left-hand side of the form. This is an automatic numeral field. Simply press Enter. It will change to a number as you start typing the other information.

iv. Enter the customer's last name in the next blank field. Press Enter.

v. Enter the customer's first name in the next field. Press Enter.

vi. Enter the customer's mailing address in the next field. Press Enter.

vii. Enter any secondary mailing information about the customer in the next field. If there is none, continue on. Press Enter.

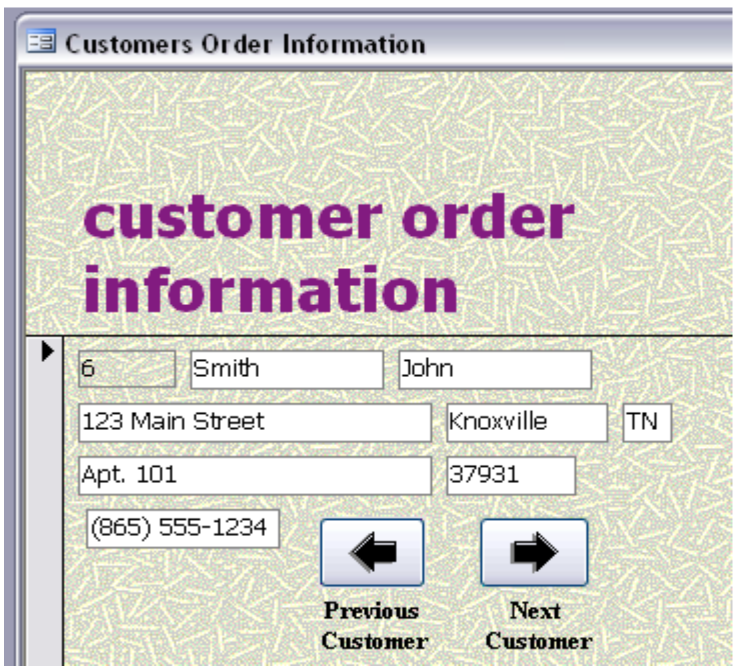
viii. Enter the customer's city in the next field. Press Enter.

ix. Enter the customer's state in the next field. Press Enter.

x. Enter the customer's zip code in the next field. Press Enter.

xi. Enter the customer's 10-digit phone number in the next field. Press Enter. No formatting is necessary; simply enter numbers.

xii. When finished, close window by clicking the red X at the top right of the form




IF YOU FORGET WHAT THE FIELDS REPRESENT, LOOK AT THE LOWER LEFT PART OF THE COMPUTER SCREEN FOR HELPFUL HINTS OR SEE PAGE 21.

For example, for the "Apt. 101" field above, the helpful phrase displayed at the bottom left of the computer screen is: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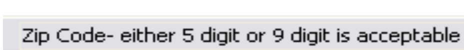
c. Entering New Vendor

i. Open the Vendor Order Information form.
ii. Click the button at the very bottom of the form to add a new vendor.
iii. Click in the first blank field at the top left-hand side of the form. This is an automatic numeral field. Simply press Enter. It will change to a number as you start typing the other information.
iv. Enter the vendor's company name in the next field. Press Enter.
v. Enter the vendor's mailing address in the next field. Press Enter.
vi. Enter any secondary mailing information about the vendor in the next field. If there is none, continue on. Press Enter.
vii. Enter the vendor's city in the next field. Press Enter.
viii. Enter the vendor's state in the next field. Press Enter.
ix. Enter the vendor's zip code in the next field. Press Enter.
x. Enter the vendor's 10-digit phone number in the next field. Press Enter. No formatting is necessary; simply enter numbers.
xi. Enter the vendor's 10-digit fax number in the next field. Press Enter. No formatting is necessary; simply enter numbers.
xii. Enter the vendor's email address in the next field. Press Enter.
xiii. Enter the vendor's website in the next field. Press Enter.
xiv. When finished, close window by clicking the red X at the top right of the form.


IF YOU FORGET WHAT THE FIELDS REPRESENT, LOOK AT THE LOWER LEFT PART OF THE COMPUTER SCREEN FOR HELPFUL HINTS OR SEE PAGE 22.

For example, for the "11542" field above, the helpful phrase displayed at the bottom left of the computer screen is:



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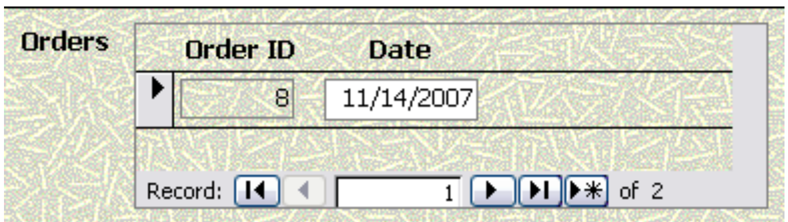
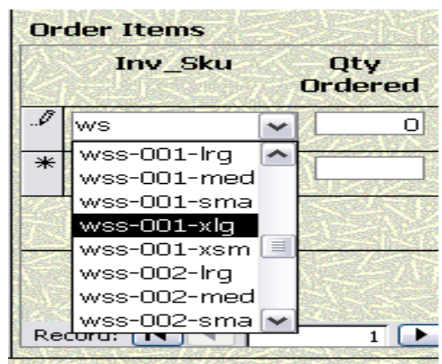
II. Day-to-Day Business Tasks

There are three main tasks in this database necessary to perform business—filling customer orders, submitting orders to vendors, and reconciling received quantities to requested quantities from vendor's shipment. With these three tasks, you can efficiently and effectively run your business.

a. Entering Customer Orders for Existing Customers
   i. Open the Customers Order Information form.
   ii. For the corresponding customer, click in the Order ID field found to the right of the "Orders." This is an automatic numeral field. Simply press Enter. It will change to a number as you start typing the other information.
   iii. Enter the order date in mm/dd/yy format.



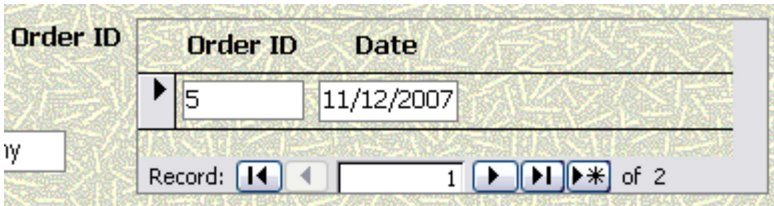

   iv. Click the pull-down button in the Order Items sub-form and begin to type the Inv_Sku for the appropriate item. Once you find what you are looking for, click on it and the rest of the information should automatically enter.



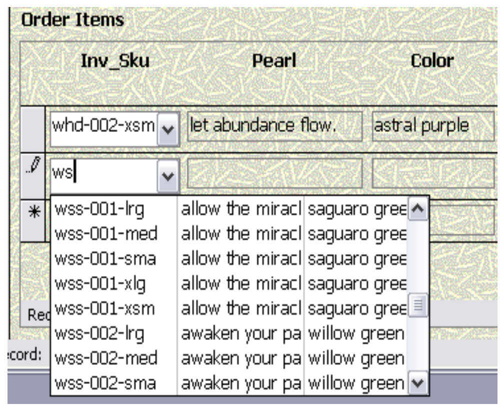

   v. Press Enter and fill in the Quantity Ordered by the customer.
   vi. Continue entering the items for the current order until all have been entered with quantities.
   vii. If necessary, click the printer button at the top of the form to print.
   viii. When finished, close the window by clicking the red X at the top right of the form.

IF YOU FORGET WHAT THE FIELDS REPRESENT, LOOK AT THE LOWER LEFT PART OF THE COMPUTER SCREEN FOR HELPFUL HINTS OR SEE PAGE 21.

b. Entering Vendor Orders for Existing Vendor
   i. Open the Vendor Order Information form
   ii. For the corresponding vendor, click in the Order ID field found to the right of the “Order ID.” This is an automatic numeral field. Simply press Enter. It will change to a number as you start typing the other information.
   iii. Enter the order date in mm/dd/yy format.



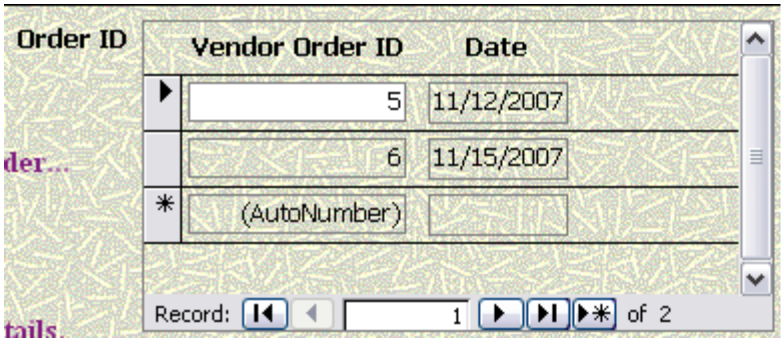

   iv. Click the pull-down button in the Order Items sub-form and begin to type the Inv_Sku for the appropriate item. Once you find what you are looking for, click on it and the rest of the information should automatically enter.



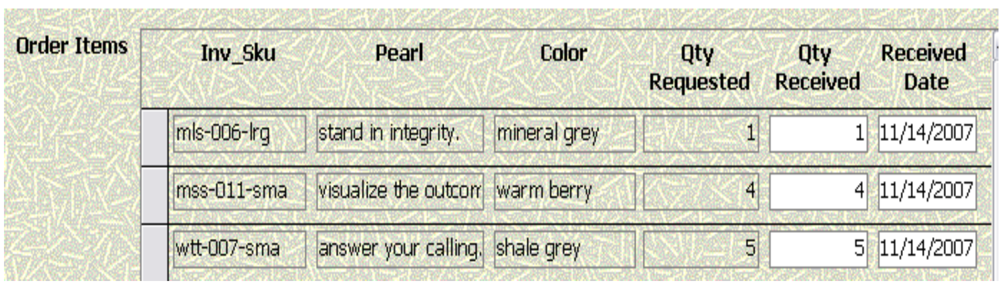

   v. Press Enter until Qty Request field is found and fill in the quantity you want to request from the vendor.
   vi. Continue entering the items for the current order until all have been entered with quantities.
   vii. If necessary, click the printer button at the top of the form to print.
   viii. When finished, close the window by clicking the red X at the top right of the form.

IF YOU FORGET WHAT THE FIELDS REPRESENT, LOOK AT THE LOWER LEFT PART OF THE COMPUTER SCREEN FOR HELPFUL HINTS OR SEE PAGE 22.

c. Entering Vendor Receipt for Received Orders
   i. Open Vendor Receipt Information form.
   ii. Verify Vendor ID number and company name.
   iii. Click the appropriate Vendor Order ID. With the correct order ID selected, the corresponding order items should appear.




   iv. Verify order items and fill in the Qty Received field with the number received in the shipped order. This number may be different than the Qty Requested, but in best cases, it will match.
   v. Press Enter and fill in the Received Date with the appropriate receipt date in mm/dd/yy format.



Order Items

| Inv_Sku | Pearl | Color | Qty Requested | Qty Received | Received Date |
|---|---|---|---|---|---|
| mls-006-lrg | stand in integrity. | mineral grey | 1 | 1 | 11/14/2007 |
| mss-011-sma | visualize the outcom | warm berry | 4 | 4 | 11/14/2007 |
| wtt-007-sma | answer your calling. | shale grey | 5 | 5 | 11/14/2007 |

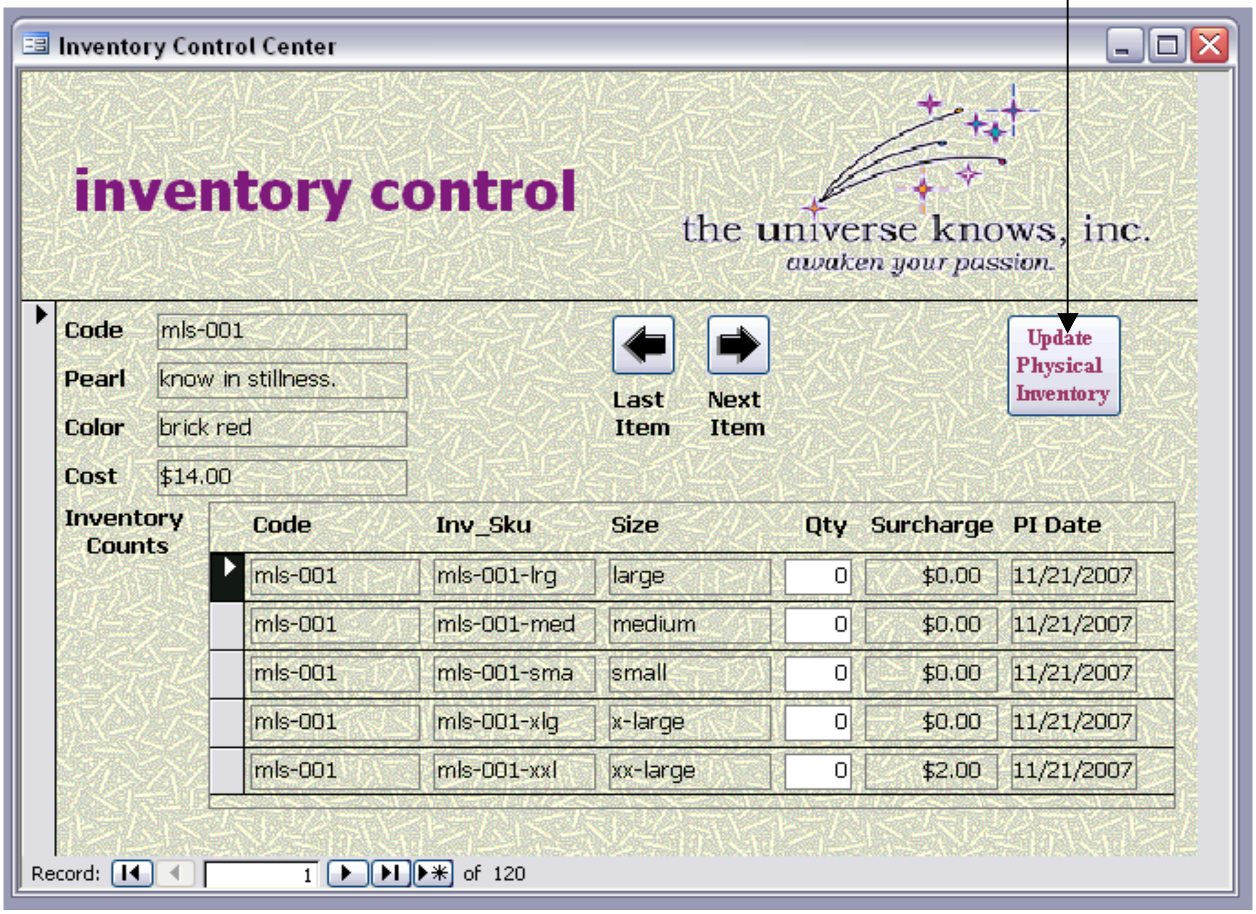
   vi. Continue through all the items in the order until they are all reconciled.
   vii. When finished, close the window by clicking the red X at the top right of the form.

IF YOU FORGET WHAT THE FIELDS REPRESENT, LOOK AT THE LOWER LEFT PART OF THE COMPUTER SCREEN FOR HELPFUL HINTS OR SEE PAGE 23.

III. Special Tasks

There is one task that should be performed at least once every year—physical inventory. As the business grows, performing a physical inventory more often may prove necessary. Fortunately, besides completing a physical count of inventory on-hand, the process is generally automatic.

a. Physical Inventory
   i. Open the Inventory Control Center form
   ii. Before changing any quantity data, Click the Update Physical Inventory button.



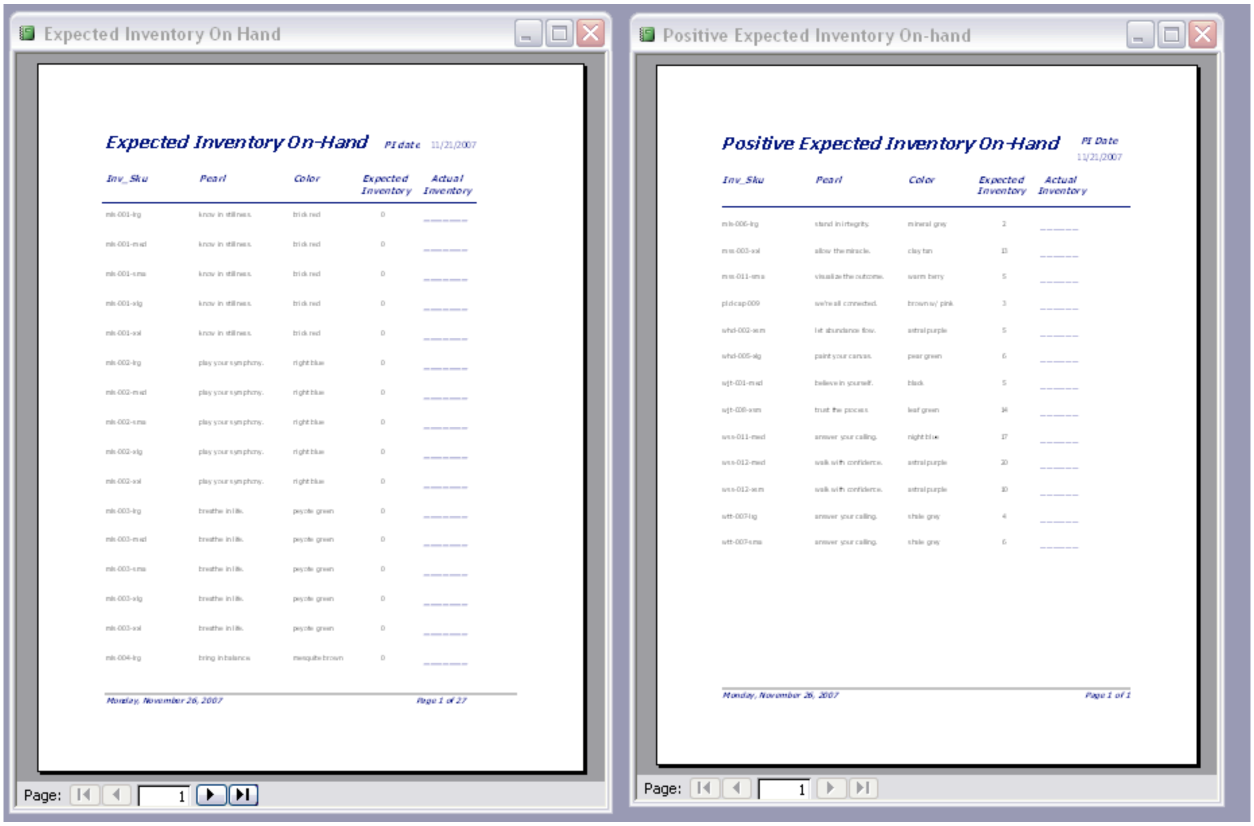

   iii. Click yes to the <u>append</u> query—which copies and adds inventory data to the History table for future reference, if needed (see page 18). The next screen is to ensure that you meant to press yes. Click YES a second time.
   iv. Click yes to the <u>delete</u> query—which deletes any data over 1500 days out of the History table (see page 18). The next screen is to ensure that you meant to press yes. Click YES a second time.
   v. Click yes to the <u>update</u> query—which updates the PI date in the Inventory Control Center Form (see page 18). The next screen is to ensure that you meant to press yes. Click YES a second time.
   vi. Click yes to the <u>update</u> query—which updates the history box in the Cust Ord Line Item table, allowing an accurate expected inventory count (see page 19). The next screen is to ensure that you meant to press yes. Click YES a second time.

vii. Click yes to the <u>update</u> query—which updates the history box in the Vend Ord Line Item table, allowing an accurate expected inventory count (see page 19). The next screen is to ensure that you meant to press yes. Click YES a second time.

viii. Print *one* of the two forms—Expected Inventory On Hand or Positive Expected Inventory On-Hand to perform physical inventory.

This form will be used more often as the business grows.

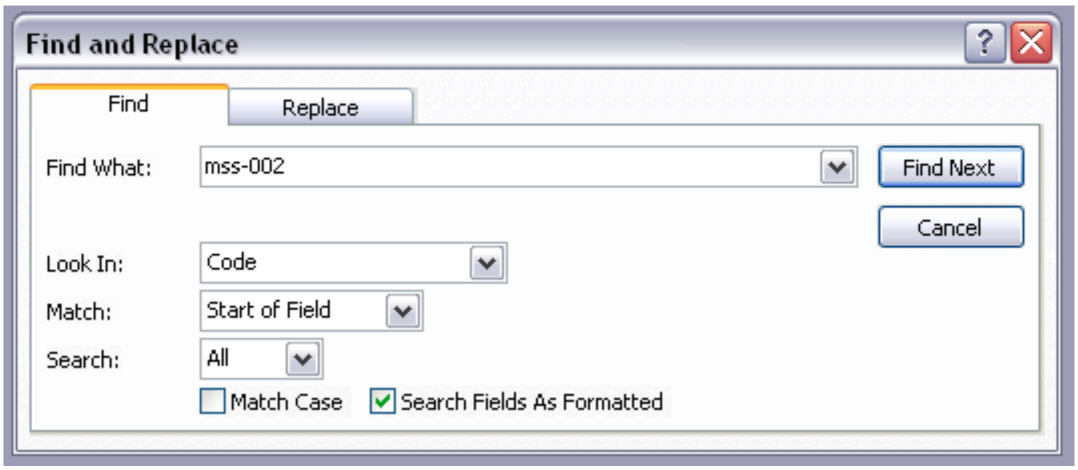
This form will be used more often while the business is small.




ix. Perform the physical inventory by reconciling expected inventory on-hand to actual inventory.

x. Manually enter quantities of the inventory quantities (Qty) in the Inventory Control Center form. To find items easier and faster, use the search function.

1. To search by Code, click on the  in the main tool bar.
   a. Make sure that you are on the "Find" tab.
   b. Make sure the "Look In" field says "Code" (or Pearl if you would prefer to search by the saying on the article of clothing).
   c. Make sure that "Match" says "Start of Field" unless you want to match the entire field.
   d. Make sure the "Search Fields as Formatted" box is checked.




   e. Click "Find Next."
2. Without closing the "Find and Replace" window, click the quantities and change to the appropriate number on the Inventory Control Center form.
3. Continue searching and changing quantities (step 1 and 2) until all products are entered.

xi. When finished, close all windows by clicking the red X's at the top right or the form or window.

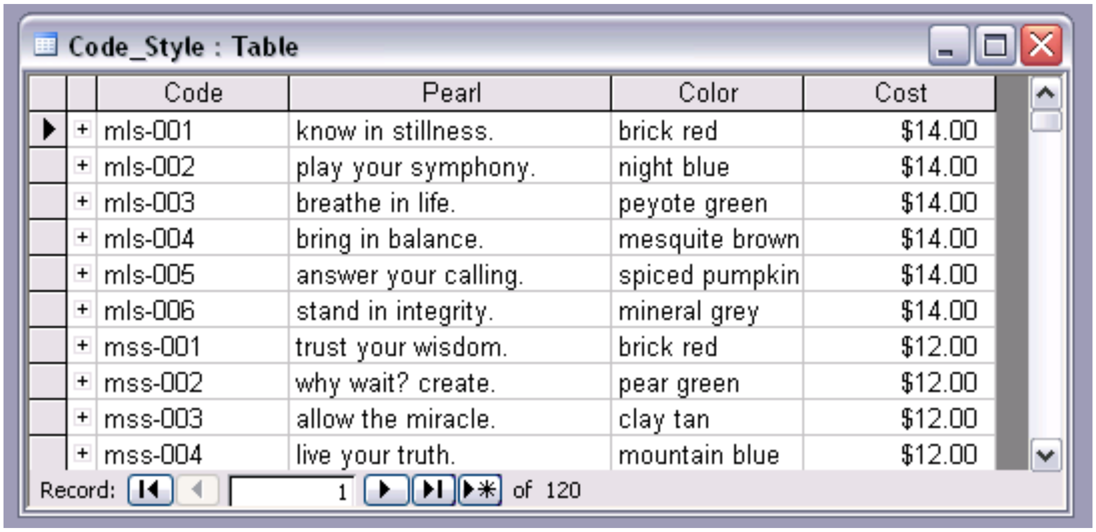
IF YOU FORGET WHAT THE FIELDS REPRESENT, LOOK AT THE LOWER LEFT PART OF THE COMPUTER SCREEN FOR HELPFUL HINTS OR SEE PAGE 20.

IV. Tables

Tables are one place where the data is entered and updated. The other place where information can be maintained is Forms (p.21). There are nine different tables containing some unique information and some information that is similar in other tables. The following is a description of the tables used in the database.

a. Code_Style Table

This table contains the entire inventory of articles by code. This table does not specify size but only a general view of each product available for sale. You can scroll through the items by way of the scroll bar on the right or by clicking the right facing arrow.



Code_Style : Table

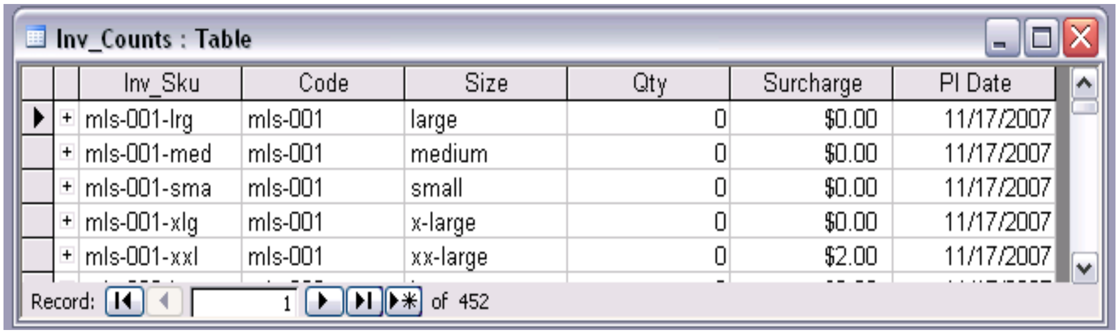
| Code | Pearl | Color | Cost |
|---|---|---|---|
| mls-001 | know in stillness. | brick red | $14.00 |
| mls-002 | play your symphony. | night blue | $14.00 |
| mls-003 | breathe in life. | peyote green | $14.00 |
| mls-004 | bring in balance. | mesquite brown | $14.00 |
| mls-005 | answer your calling. | spiced pumpkin | $14.00 |
| mls-006 | stand in integrity. | mineral grey | $14.00 |
| mss-001 | trust your wisdom. | brick red | $12.00 |
| mss-002 | why wait? create. | pear green | $12.00 |
| mss-003 | allow the miracle. | clay tan | $12.00 |
| mss-004 | live your truth. | mountain blue | $12.00 |

Record: 1 of 120

i. Code: the semi-unique code found in the catalog as well as on the website that identifies the style of article of clothing selected.
ii. Pearl: the phrase or saying embroidered on the chosen article of clothing.
iii. Color: the specific color of the chosen article of clothing.
iv. Cost: the dollar amount that specific article costs.

b. Inv_Counts Table

This table contains the specific inventory quantities of each individual article, specific to size. You can scroll through the articles by using the buttons on the lower left of the table.


Inv_Counts : Table

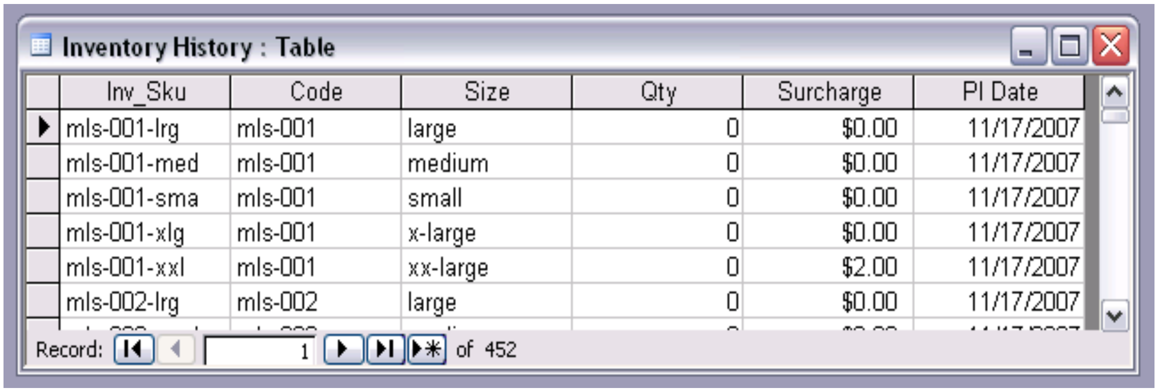
| Inv_Sku | Code | Size | Qty | Surcharge | PI Date |
|---|---|---|---|---|---|
| mls-001-lrg | mls-001 | large | 0 | $0.00 | 11/17/2007 |
| mls-001-med | mls-001 | medium | 0 | $0.00 | 11/17/2007 |
| mls-001-sma | mls-001 | small | 0 | $0.00 | 11/17/2007 |
| mls-001-xlg | mls-001 | x-large | 0 | $0.00 | 11/17/2007 |
| mls-001-xxl | mls-001 | xx-large | 0 | $2.00 | 11/17/2007 |

Record: 1 of 452

i. Inv_Sku: the unique nine-digit combination of numbers and letters to form the unique identifier for each style and size. For example, the medium size of mss-001 would be mss-001-med.
ii. Code: the same semi-unique code found in the catalog as well as on the website that identifies the style of article of clothing selected.
iii. Size: the size of article selected. The choices of selection are x-small, small, medium, large, x-large, and xx-large.
iv. Quantity: the quantity from the last physical inventory performed.
v. Surcharge: the $2.00 addition to xx-large sizes.
vi. PI Date: the date of the latest physical inventory performed.

c. Inventory History Table

This table captures historic quantitative data as the quantities change from one physical inventory to another. Though this table will likely not be used unless historical information is needed, it captures all data since the last physical inventory. You can scroll through the customers by using the buttons on the lower left of the table.




| Inv_Sku | Code | Size | Qty | Surcharge | PI Date |
|---|---|---|---|---|---|
| mls-001-lrg | mls-001 | large | 0 | $0.00 | 11/17/2007 |
| mls-001-med | mls-001 | medium | 0 | $0.00 | 11/17/2007 |
| mls-001-sma | mls-001 | small | 0 | $0.00 | 11/17/2007 |
| mls-001-xlg | mls-001 | x-large | 0 | $0.00 | 11/17/2007 |
| mls-001-xxl | mls-001 | xx-large | 0 | $2.00 | 11/17/2007 |
| mls-002-lrg | mls-002 | large | 0 | $0.00 | 11/17/2007 |

i. Inv_Sku: the same unique nine-digit combination of numbers and letters to form the unique identifier for each style and size.
ii. Code: the same semi-unique code found in the catalog as well as on the website that identifies the style of article of clothing selected.
iii. Size: the size of article selected.
iv. Quantity: the quantity from the corresponding physical inventory.
v. Surcharge: the $2.00 addition to xx-large sizes.
vi. PI Date: the date of the corresponding physical inventory performed.

d. Customers Table

This table contains customer information of those that may or may not have orders entered in the system. You can scroll through the customers by using the buttons on the lower left of the table.

Customers : Table

| | Customer ID | Last Name | First Name | Address | Address 2 | City | State | Zip Code | Phone Number |
|---|---|---|---|---|---|---|---|---|---|
| + | 1 | Bethmann | Megan | 1410 Forest Ave | Apt 14 | Knoxville | TN | 37916 | (865) 555-6814 |
| + | 2 | Beatty | Brent | 2117 Andy Holt Ave | Apt 611 | Knoxville | TN | 37916 | (865) 555-7971 |
| + | 3 | Smith | Suzy | 123 Main Street | | Atlanta | GA | 12345 | (615) 555-2554 |
| * | (AutoNumber) | | | | | | | 0 | |

Record: 1 of 3

i. Customer ID: the unique auto-number used to identify a specific customer.
ii. Last Name: the last name of the customer.
iii. First Name: the first name of the customer.
iv. Address: the mailing address of the customer.
v. Address 2: any additional mailing address information of the customer.
vi. City: the city the customer wants the shipment shipped to.
vii. State: the state in which the shipment will be shipped—limited to a maximum of two characters (e.g., TN or GA for Tennessee or Georgia, respectively).
viii. Zip Code: the mailing zip code necessary to mail the shipment—a five or nine digit number is appropriate.
ix. Phone Number: the 10-digit phone number that can be used to contact the customer.

e. Customer Orders Table

This table shows the separate orders for each customer that may have ordered products. This table does not display the specific products included on the order. You can scroll through the orders by using the buttons on the lower left of the table.

Customer Orders : Table

| | Order ID | Date | Customer ID |
|---|---|---|---|
| + | 8 | 11/14/2007 | 1 |
| + | 9 | 11/14/2007 | 2 |
| + | 10 | 11/12/2007 | 3 |
| + | 11 | 11/17/2007 | 1 |
| * | (AutoNumber) | | 0 |

Record: 1 of 4

i. Order ID: the unique auto-number used to identify the specific order.
ii. Date: the date the order was entered in the system.
iii. Customer ID: the same unique auto-number used to identify the specific customer for a specific order.

f. Cust Ord Line Item Table

This table shows the individual line items in specific orders, along with corresponding quantities. You can scroll through the orders by using the buttons on the lower left of the table.

Cust Ord Line Item : Table

| Order ID | Inv_Sku | Qty Ordered | History |
|---|---|---|---|
| 8 | pld-cap-009 | 1 | ☑ |
| 8 | wss-012-xsm | 4 | ☑ |
| 8 | wtt-007-sma | 2 | ☑ |
| 9 | mls-006-lrg | 2 | ☑ |
| 9 | mss-011-sma | 1 | ☑ |
| 10 | wjt-001-med | 2 | ☑ |
| 11 | wss-012-xsm | 2 | ☑ |
| 0 | | 0 | ☐ |

Record: 1 of 7

i. Order ID: the same unique auto-number used to identify the specific order from a customer.
ii. Inv_Sku: the same nine-digit combination of numbers and letters to form the unique identifier for each style and size.
iii. Qty Ordered: the quantity the customer ordered of the specific product.
iv. History: this is a check box maintaining the accuracy of the physical inventory of all the products—with it checked, the quantities are transferred to a table that contains all historical data of the products. (see Inventory History Table- p.13)

g. Vendors Table

This table contains vendor information of those that may or may not have been ordered from. You can scroll through the vendors by using the buttons on the lower left of the table.

Vendors : Table

| Vendor ID | Name | Address | Address 2 | City | State | Zip Code | Website | Email | Phone | Fax |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | the universe knows, inc. | po box 416 | | glen cove | ny | 11542 | www.theuniverseknows.com | inspired@theuniverseknows.com | (516) 586-4572 | (516) 977-3455 |
| 2 | megan's happy co | 123 Main str | | happytown | tn | 12345 | www.meganshappy.com | meganshappy@happy.com | (865) 555-1234 | (865) 555-5678 |
| utoNumber) | | | | | | 0 | | | | |

Record: 1 of 2

i. Vendor ID: the unique auto-number used to identify specific vendors.
ii. Name: the company name of the vendor.
iii. Address: the primary mailing address of the vendor.
iv. Address 2: any additional mailing address information of the vendor.
v. City: the city the vendor receives orders.
vi. State: the state in which the vendor receives orders—limited to a maximum of two characters (e.g., TN or GA for Tennessee or Georgia, respectively.
vii. Zip Code: the mailing zip code necessary to mail the orders—a five or nine digit number is appropriate.
viii. Website: the vendor's internet website, beginning with "www" and ending with ".com" or other respective website ending.
ix. Email: the vendor's email address.
x. Phone: the 10-digit phone number that can be used to contact the vendor.
xi. Fax: the 10-digit fax number that can be used to fax documents to the vendor.

h. Vendor Orders Table

This table shows the separate orders made to each vendor in order to increase quantities in stock. This table does not display the specific products included on the order. You can scroll through the orders by using the buttons on the lower left of the table.

Vendor Orders : Table

| Vendor Order ID | Date | Vendor ID |
|---|---|---|
| 5 | 11/12/2007 | 1 |
| 6 | 11/15/2007 | 1 |
| (AutoNumber) | | 0 |

Record: 1 of 2

i. Vendor Order ID: the unique auto-number used to identify the specific order.
ii. Date: the date the order was entered in the system.
iii. Vendor ID: the same unique auto-number used to identify the specific vendor for a specific order

i. Vend Ord Line Item Table

This table shows the individual line items in specific orders to the vendor, along with corresponding quantities. You can scroll through the orders by using the buttons on the lower left of the table.

**Vend Ord Line Items : Table**

| | Vendor Order ID | Inv_Sku | Qty Requested | Qty Received | Received Date | History |
|---|---|---|---|---|---|---|
| ▶ | 5 | mls-006-lrg | 1 | 1 | 11/14/2007 | ☑ |
| | 5 | mss-011-sma | 4 | 4 | 11/14/2007 | ☑ |
| | 5 | wtt-007-sma | 5 | 5 | 11/14/2007 | ☑ |
| | 6 | whd-002-xsm | 4 | 4 | 11/15/2007 | ☑ |
| * | 0 | | 0 | 0 | | ☐ |

Record: 1 of 4

i. Vendor Order ID: the same unique auto-number used to identify the specific order to a vendor.
ii. Inv_Sku: the same nine-digit combination of numbers and letters to form the unique identifier for each style and size.
iii. Qty Requested: the quantity requested from the vendor of the specific product.
iv. Qty Received: the quantity received of the specific product requested.
v. History: this is a check box maintaining the accuracy of the physical inventory of all the products—with it checked, the quantities are transferred to a table that contains all historical data of the products. (see Inventory History Table- p.13)

## V. Queries of Interest

There are several different types of queries used in this database—a select query: a basic query designed to withdraw certain data from the system; an append query: a query that takes the selected data and copies and adds it to another part of the system; a delete query: a query that deletes specified data from the system; and an update query: a query that performs updates on certain data.

### a. Inventory: All Expected On Hand Quantities

This select query shows the current inventory of on-hand products. Because this calculation takes purchased and sold inventory into account, it is an current, accurate count of each product. It captures the Inv_Sku, Code, Pearl, Color, PI Date, and Expected Inventory quantities.

### b. Inventory: Positive Expected On-hand Quantities

This select query is similar to query (a) except it only shows the products for which there is a positive inventory, i.e., greater than zero. This query is beneficial in cutting the unnecessary data in order to view the essential, relevant information. Similarly, it also captures the Inv_Sku, Code, Pearl, Color, PI Date, and Expected Inventory quantities.

### c. Inventory: Current since last PI

This select query is somewhat similar to query (b) in that it only shows positive, or greater-than-zero, inventory. However, this calculation is not up-to-date with received and sold inventory. The quantity displayed is only accurate to the last physical inventory. It shows the Inv_Sku, Pearl, Color, and Quantity.

### d. PI Inventory History

This append query takes the inventory quantities and posts them into the History table before changes are made due to physical inventory. This keeps all information under 1500 days in a table for reference if necessary.

### e. Delete Ancient PI History

This delete query is used to delete History table data that is over 1500 days old, approximately 5 years. This keeps the table from getting too large with irrelevant information.

### f. PI Date Change

The update query automatically updates the PI date. This takes place after taking physical inventory. This eliminates the need to manually enter the date several hundred times each time physical inventory is performed.

g. History Box Update_Customer

This update query updates the history box in the Cust Ord Line Item table, keeping the expected inventory quantities up to date. Without this query and query (h), received and sold inventory would continuously be counted in the calculation of expected inventory.

h. History Box Update_Vendor

This update query is similar to query (g) except it updates the history box in the Vend Ord Line Item table. It works with query (g) in keeping the expected inventory quantities up to date. Without this combination of queries, the received and sold inventory would continuously be counted in the expected inventory calculation.

i. Others

There are other queries used to create forms (Section VI, page 21). These queries include the following:

- Total All Inventory Data;
- Total Customer Order Information;
- Current Customer Line Items;
- Total Vendor Order Information; and
- Current Vendor Order Line Item.

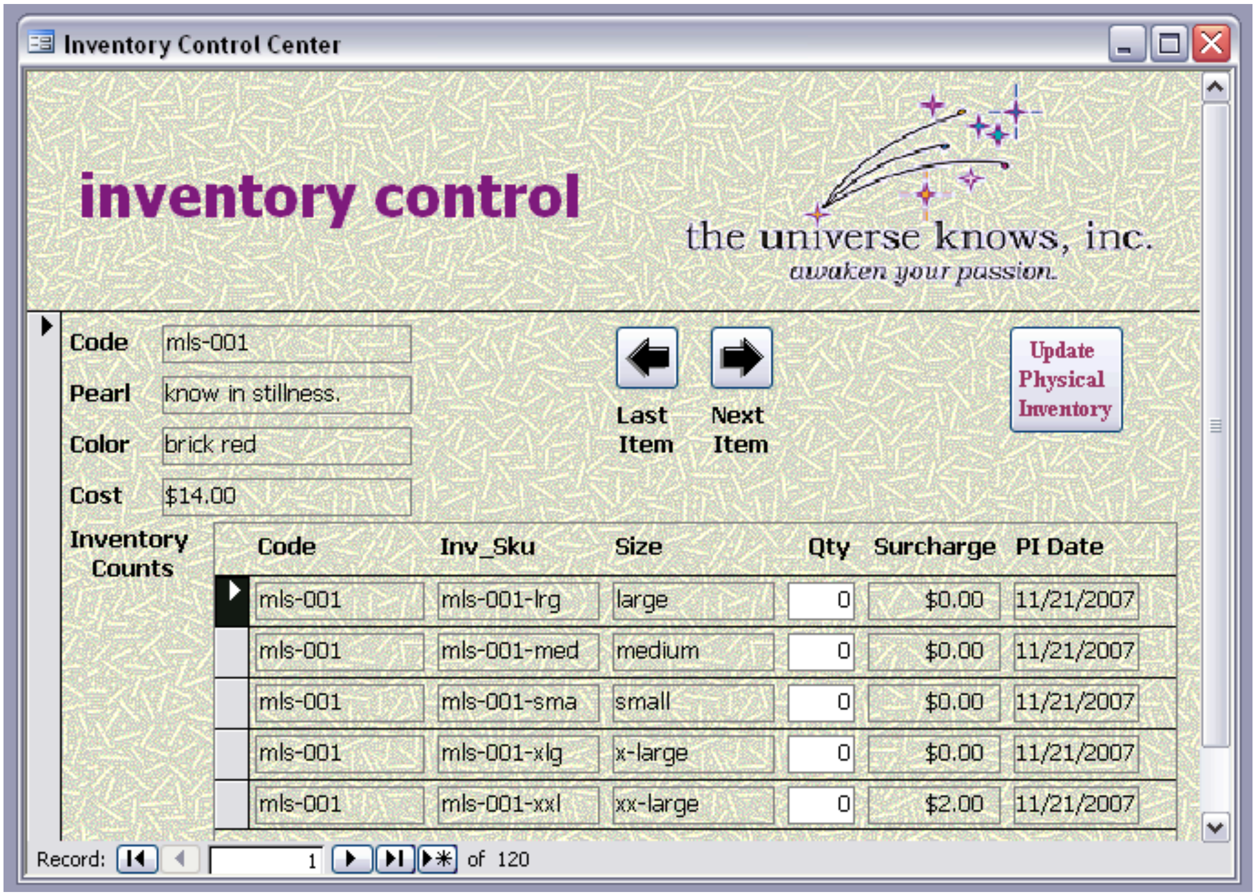
These queries will rarely have to be run, if ever.

VI. Forms

Forms are the user-friendly way to add or update information in the database. The other way to maintain information is by tables (p. 11). The instructions below describe the process of viewing and changing data in the system through the forms. There are four main forms used to manage the inventory system. Each form has one or two sub-forms. Each sub-form is a component of the main form and will be described as such. The grayed-out areas are fixed and unable to be changed. The areas with white backgrounds are the fields that can be updated or changed.

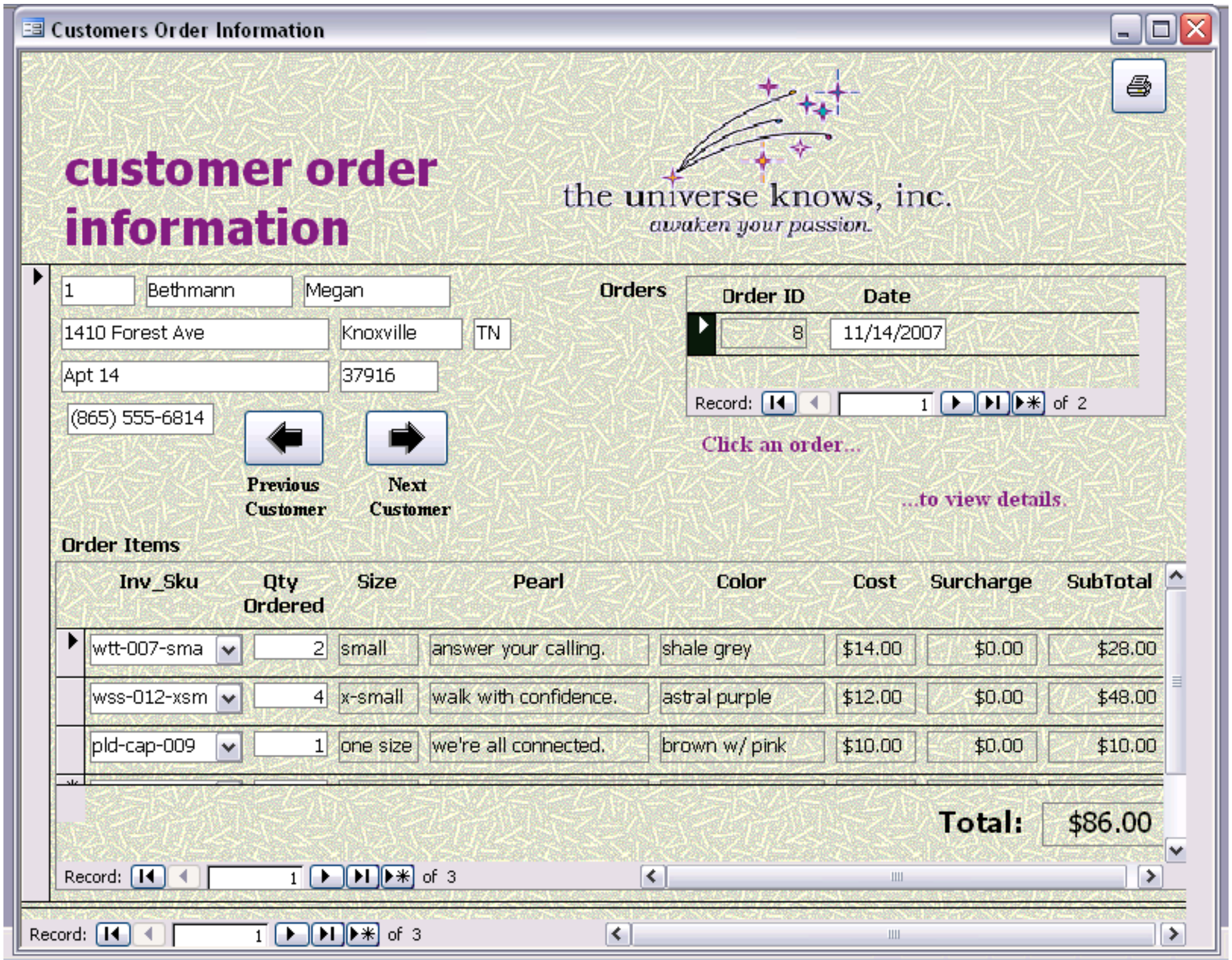
a. Inventory Control Center

i. Inv_Counts Subform



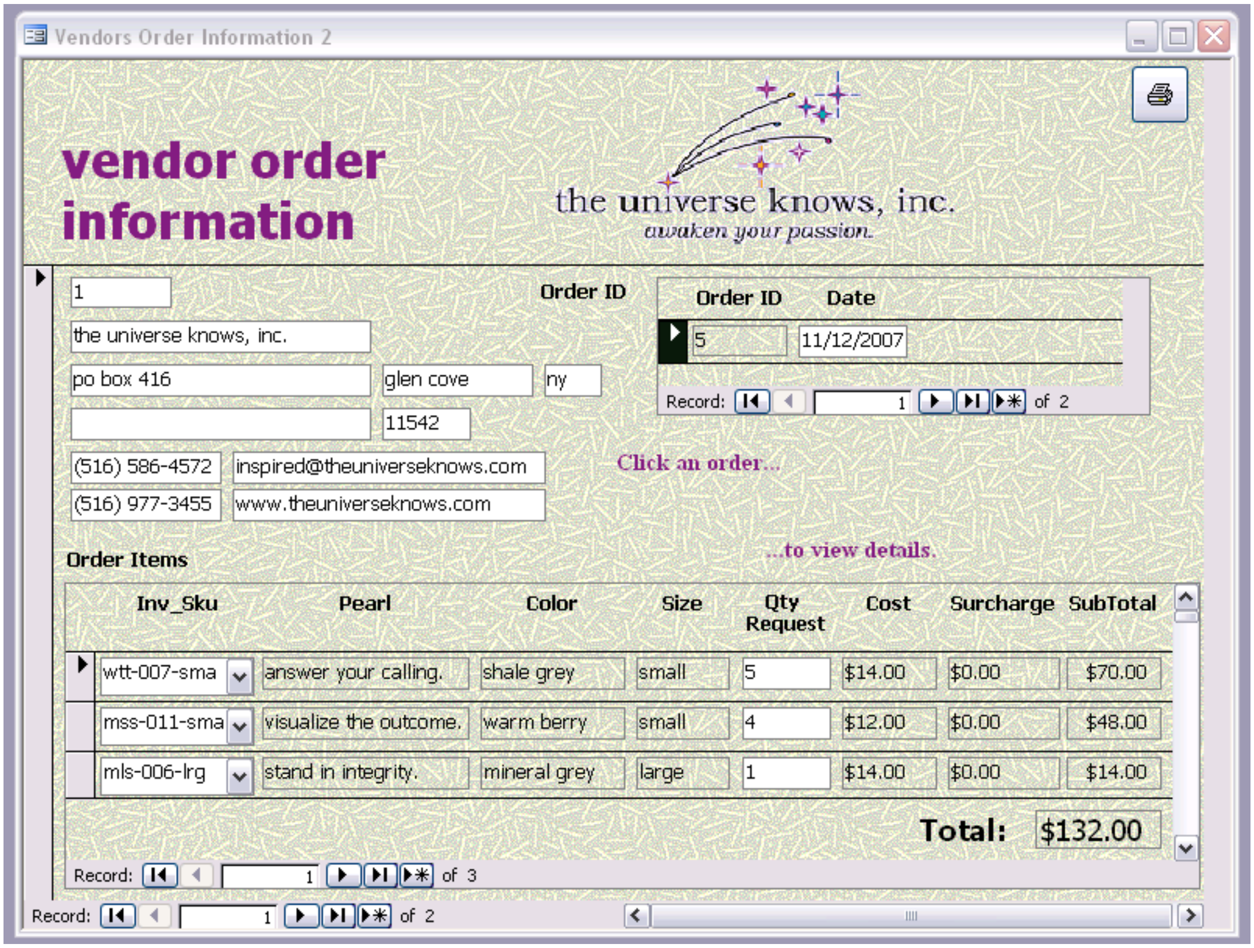

This form is where physical inventory is updated but not changed. (A program update is necessary to allow inventory additions.) The left and right arrows at the top of the form or the arrows at the bottom of the form can be used to scroll through the items. The "Update Physical Inventory" button runs queries that appends data, deletes the appropriate data, and updates the appropriate fields discussed by queries (d) through (h) (p.19). The PI Date field should never have to be changed as it is automatically updated by query (f) (p. 19).

b. Customer Order Information
   i. Customer Order Subform
   ii. Cust Ord Line Item Subform



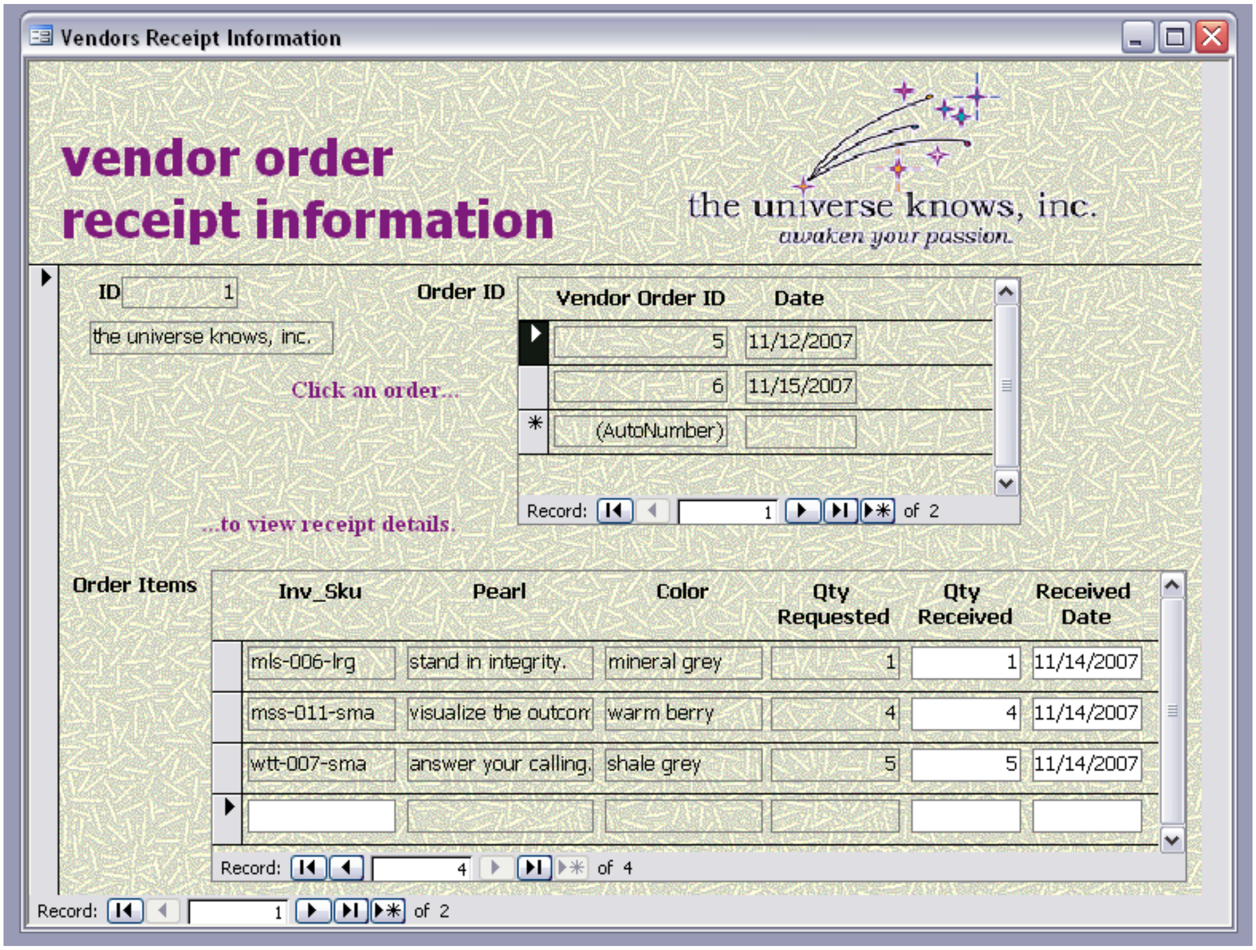

This form is where customers' orders are entered and new customers' information is added. The information can be scrolled through by use of the arrows. For the "Orders" on the upper right of the form corresponds to the arrows right above the phrase "Click an order…" The "Order Items" correspond to the set of arrows right above the bottom set. The "Customers" correspond to the lowest set of arrows or the buttons right below the customer information at the top of the form. To add a new customer, click the arrow with the star that is on the lowest part of the form. The "printer" button on the top right can be used to print the form.

c. Vendor Order Information
   i. Vendor Orders Subform
   ii. Vend Ord Line Items Subform




This form is where vendor orders are entered in order to receive more merchandise. Similarly to the Customer Order Information, the arrows corresponding to "Order ID" are the ones right above the phrase "Click an order…" The "Order Items" correspond to the set of arrows right above the bottom set of arrows. The "Vendor" information corresponds to the lowest set of arrows. To add a new vendor, click the arrow with the star that is on the lowest part of the form. The "printer" button on the top right can be used to print the form.

d. Vendors Receipt Information
   i. Vendor Orders Subform b
   ii. Vend Ord Line Items Subform b



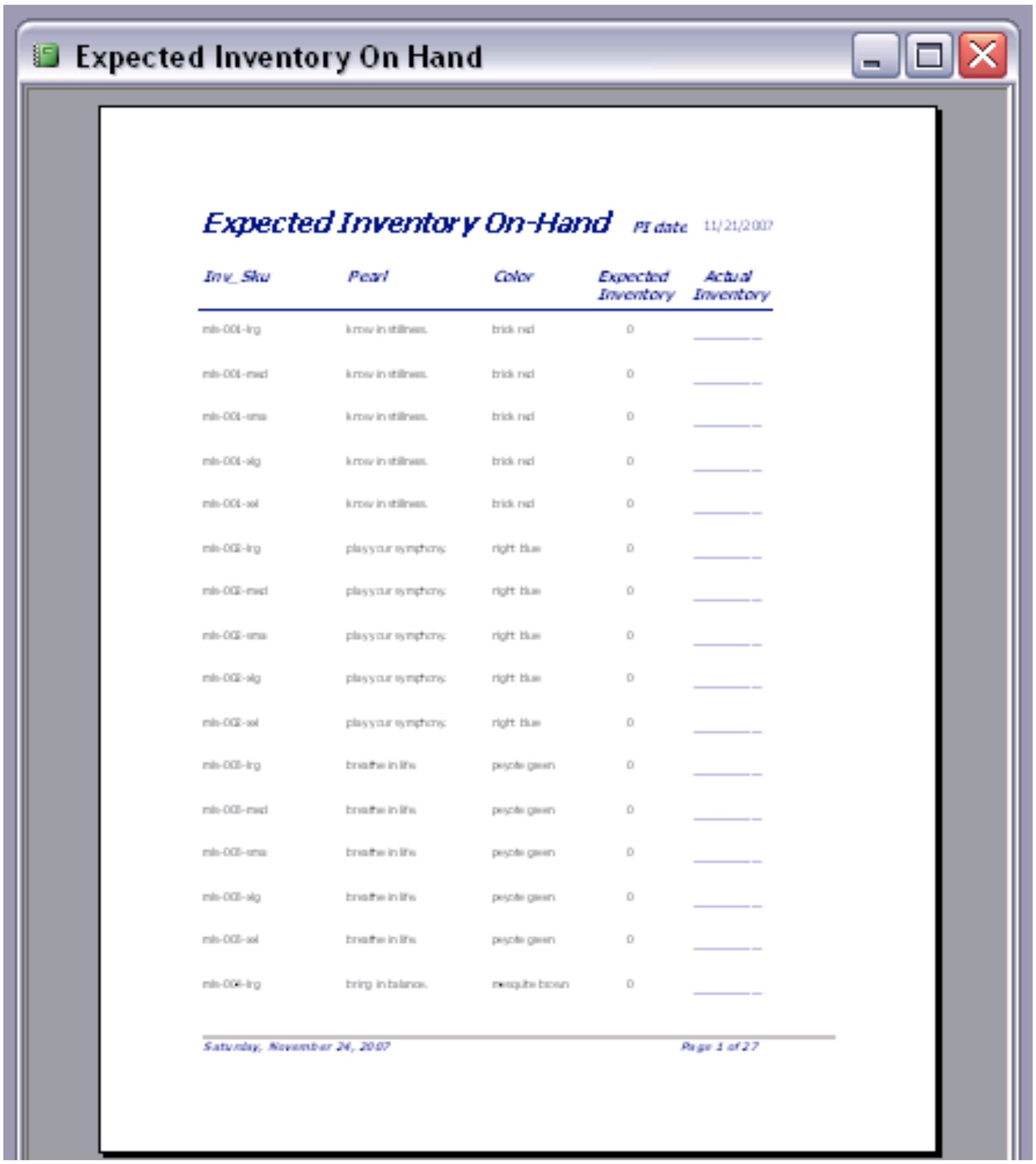

This form is where receipt of inventory is recorded. This will capture discrepancies between quantity requested and quantity received. The arrows for "Order ID" are to the right of the phrase "…to view receipt details." Similar to the "Vendor Order Information" form, "Order Items" correspond to the arrows right above the bottom set. The Vendor ID and Company name on the upper left of the form corresponds to the lowest set of arrows of the form. There are two fields that are changeable: the Qty Received, which, in best cases, should match the Qty Requested; and Received Date, which is entered in mm/dd/yy format.

VII. Reports

The two reports in this database are printer-friendly layouts ready to be printed for the convenience of performing physical inventory.

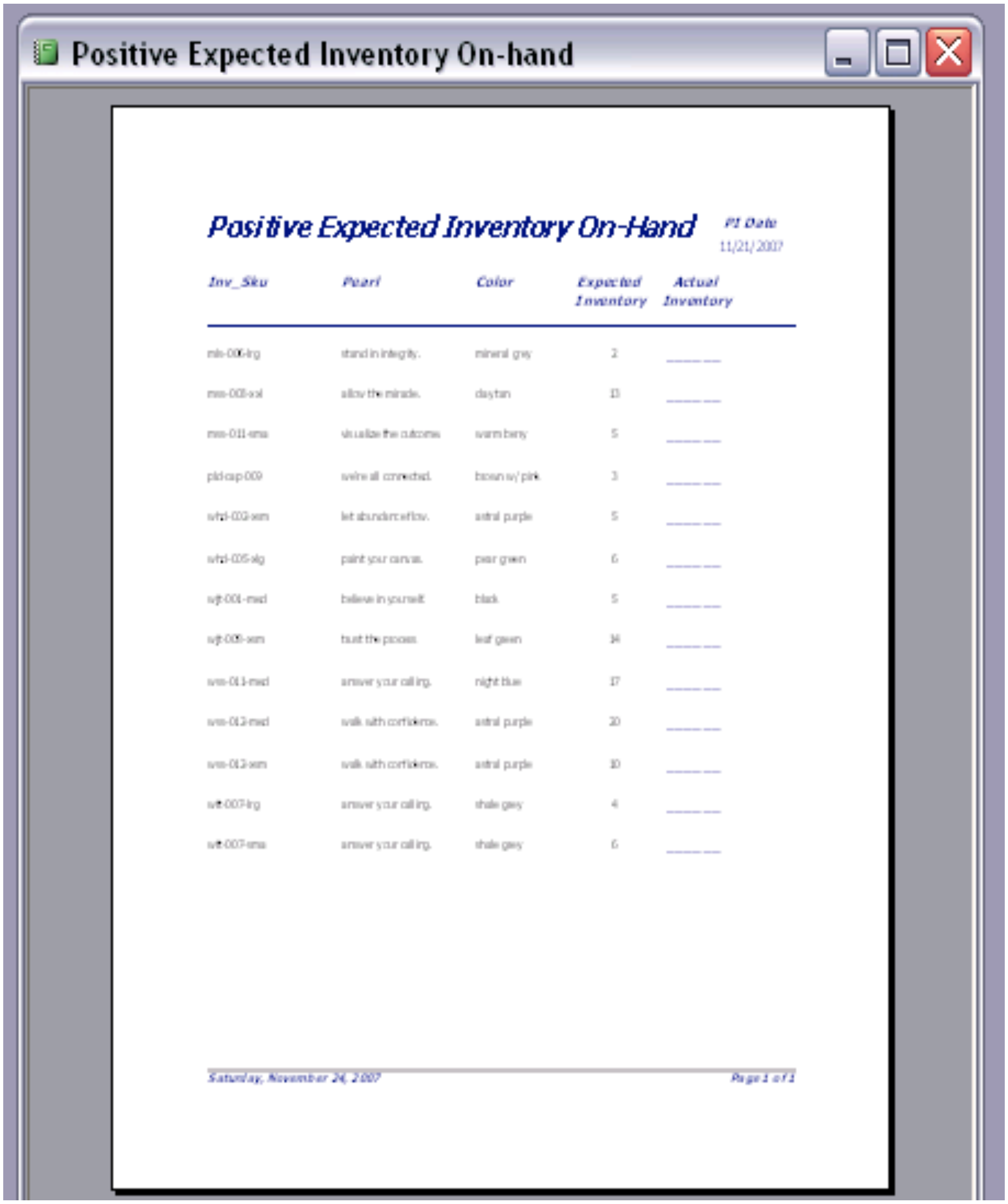
## a. All Expected Inventory On Hand

This report—approximately 27 pages—contains all of the products and quantities contained in the database. This results in many zero quantities as the business is in the start-up phase but may prove necessary as the business grows.



### b. Positive Expected Inventory On-Hand

This report—approximately one or two pages—displays only the products for which there is a positive inventory, i.e., at least one. This is helpful in cutting out unnecessary information, especially as the business is relatively small.



Positive Expected Inventory On-hand

# Positive Expected Inventory On-Hand

PI Date
11/21/2007

| Inv_Sku | Pearl | Color | Expected Inventory | Actual Inventory |
|---|---|---|---|---|
| mls-006-lrg | stand in integrity. | mineral grey | 2 | ______ |
| mss-008-xxl | allow the miracle. | clay tan | 13 | ______ |
| mss-011-sma | visualize the outcome. | warm berry | 5 | ______ |
| pld-cap-009 | we're all connected. | brown w/ pink | 3 | ______ |
| wfrd-003-xsm | let abundance flow. | astral purple | 5 | ______ |
| wfrd-005-xlg | paint your canvas. | pear green | 6 | ______ |
| wjt-001-med | believe in yourself. | black | 5 | ______ |
| wjt-008-xsm | trust the process. | leaf green | 14 | ______ |
| wss-011-med | answer your calling. | night blue | 17 | ______ |
| wss-012-med | walk with confidence. | astral purple | 20 | ______ |
| wss-012-xsm | walk with confidence. | astral purple | 10 | ______ |
| wt-007-lrg | answer your calling. | shale grey | 4 | ______ |
| wt-007-sma | answer your calling. | shale grey | 6 | ______ |

Saturday, November 24, 2007 Page 1 of 1