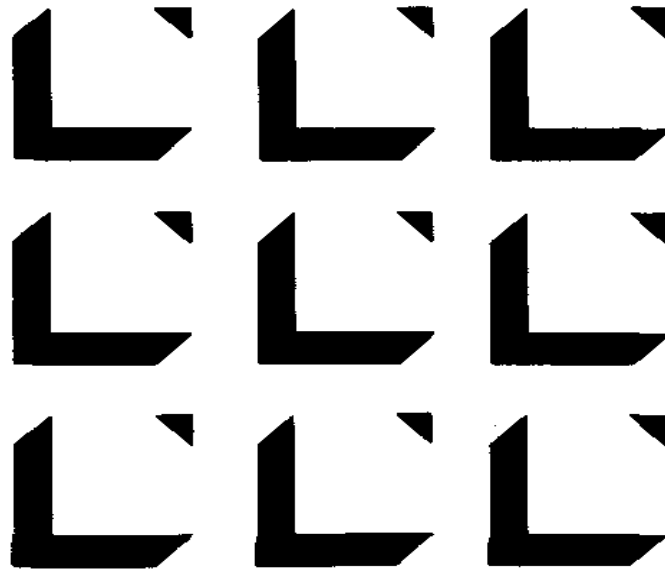




Disk Format  
YU-CAN™ BUSINESSWARE  
FOR THE **TEXAS INSTRUMENTS 99/4A**  
TI Extended BASIC and Printer Required.

# **BUSINESS MANAGER**

Inventory Control  
Mail List  
Order Entry and Invoicing



---

# BUSINESS MANAGER

## Contents

---

<b>Introduction</b> .....	<b>3</b>
<b>Forms</b> .....	<b>3</b>
<b>If You Need Help</b> .....	<b>4</b>
<b>INVENTORY CONTROL</b> .....	<b>5</b>
<i>Getting Started</i>	
<i>Examine Data</i>	
<i>Delete Records</i>	
<i>Print Reports</i>	
<i>Special Printer Instructions</i>	
<b>MAIL LIST</b> .....	<b>8</b>
<i>Getting Started</i>	
<i>Examine Records</i>	
<i>Sort List</i>	
<i>Delete Records</i>	
<i>Print Records</i>	
<i>Print Labels</i>	
<b>ORDER ENTRY &amp; INVOICING</b> .....	<b>12</b>
<i>Getting Started</i>	
<i>Point of Sales Invoicing (no disk back-up)</i>	
<i>Batch Entry Invoicing (disk back-up)</i>	
<i>Inventory Option</i>	
<b>Warranty Information</b> .....	<b>15</b>

---

## Introduction

---

This unique collection of programs, including *Inventory Control*, *Order Entry & Invoicing*, and *Mail List*, are designed to work together to offer you tremendous versatility.

All programs require TI Extended BASIC and a printer. Additional memory and second or third disk drives are optional.

### Inventory Control

This program will enable you to keep track of up to 1,000 items. Once stored on disk, items can be located by record number, stock number or description, and displayed or printed out for your review. When used with the *Order Entry & Invoicing* program, *Inventory Control* will automatically print out a backorder report on your invoice.

### Order Entry & Invoicing

The Point of Sale subprogram will generate a printed invoice for you immedi-

ately after entering all order and customer data, or use the Batch Entry option when you require a permanent disk record of your invoices. You can select either option or switch from one to the other for cash or credit sales. Either option will work with the *Inventory Control* program to keep your inventory up to date and automatically print out back-ordered items on your invoices.

### Mail List

This program stores up to 1,000 names and addresses. Adding, deleting, or changing listings is a simple task, and you can design your own format for printing labels. You can also search lists and generate labels and/or reports from any one of nine different fields. This program will work with *Order Entry and Invoicing* to update your list when billing out to new customers.

---

## Forms

---

YU-CAN Software is designed to use Business forms by New England Business. NEBS form 9040 is used by our Invoicing and Inventory Control programs.

NEBS \* Computer Forms  
12 South Street  
Townsend, MA 01469

(800) 225-9550  
(800) 922-8560 Mass. residents

If you wish to use other forms, send a copy to Microdistributors International, Inc. and we will adjust your software to fit the new form FREE of charge.

\*NEBS is a Division of New England Business Systems, Inc.

---

## **If You Need Help**

---

If you have any questions on the operation of Yu-Can software or just need some help with your equipment, please call or write us. The number is:

Area 914 Phone 273-6480

Please remember to have your registration number handy when you call.

To write, send your letter to:

YU-CAN Software  
Microdistributors International, Inc.  
34 Maple Avenue/Box 38  
Armonk, New York 10504

Be sure to include your name, registration number and phone where you may be contacted.

# INVENTORY CONTROL

---

## Getting Started

---

All YU-CAN Software Packages run from menus. Select the program you wish to run from the Master menu and our software will do the rest.

Make sure all disk drives are on. If you are using only one drive, follow the program prompts to return the program disk to disk drive one. Insert TI Extended Basic Module. The auto load feature of this module will load and then run the master menu program. The following Master Menu should appear:

### Master Menu

1. TO ADD/UPDATE/EXAMINE
2. EXAMINE BY FIELDS
3. PRINT REPORTS
4. DELETE RECORDS
5. SET UP — NEW FILES ONLY
6. END PROGRAM

If this menu does not appear, remove the disk from the drive, turn off all devices including the computer console. Wait several seconds and turn the disk controller and disk drive(s) or TI Expansion Box to the on position. Now place the program disk back into disk drive one and select Extended Basic from the console menu. If the Master Menu still does not appear turn all devices off and check your manual.

Enter your program selection from the Master Menu. After a few seconds the menu for your selection should appear. If it fails to do so repeat the

above instruction. Your first selection will be:

### 5. SET UP — NEW FILES ONLY

To proceed with this program, you will need an INITIALIZED disk. This will become your data disk. Next choose a name for your data file. It may contain from 1 to 8 characters. Some examples might be FAMILY, BUSINESS or HOMEINV. When asked to enter the COMPLETE file name, please do so as in this example.

### DSK 1. BUSINESS

The data file created can be used on any of the disk drives. Disk one is used to set up the files. You must use the Disk Manager to INITIALIZE ALL new disks before storing data on them.

The menu will now ask if you would like to:

### SET UP MORE? Y/N

If you have more files to establish enter 'Y'. After entering all the files you wish to set up, enter "N".

You are now instructed to:

PLACE PROGRAM DISK  
INTO DSK 1.  
PRESS ENTER

Since you are starting your new files, select:

### 1. TO ADD/UPDATE/EXAMINE

At this point you are asked to:

PLACE DATA DISK  
INTO DISK DRIVE  
PRESS ENTER

# INVENTORY CONTROL

---

You are now asked to enter data disk drive number:

EX: 1 2 or 3

Enter just the drive number. No file name at this time.

The screen now gives you the disk name, the amount of space available, and another menu appears:

1. TO CONTINUE
2. TO USE ANOTHER DISK
3. RETURN TO MAIN MENU

Select 1. CONTINUE if you have the correct disk in the data drive. This menu will appear:

1. TO ADD DATA
2. TO CHANGE DATA

3. TO EXAMINE DATA
4. RETURN TO MASTER MENU

You are now asked to enter the complete file name:

EX: DSK 1. FAMILY

From this point follow the instructions given on the screen to enter your data.

When your list entry is complete and the screen asks "CONTINUE Y/N", type N. You will be asked to return the program disk to drive one. If you are using 2 or 3 drives AND the program disk remains on drive one, just press enter. The Master menu will appear. Select AND enter your choice.

---

## Examine Data

---

This selection will allow you to examine your inventory data. After you enter this program you are asked to enter the complete file name.

EX: DSK 2. INVDATA

The following will appear:

### EXAMINE BY

1. MATCH PATTERN
2. RETURN TO MAIN MENU

If you select the MATCH PATTERN option you will be instructed to place the data disk into the data drive. After a few seconds you will be given a choice of the field you wish to search. Make your selection and follow the instructions given on the screen.

---

## Delete Records

---

This selection will ask you to enter the complete file name.

EX: DSK 2. BUSINESS

Insert data disk into drive and follow instructions as they are given.

When you select the record number to be deleted that record will be displayed. If it is OK to delete, type 'D' and enter. You may abort the program by

# INVENTORY CONTROL

---

entering 00.

When you are finished, enter 'N' to the continue question. The screen will change color and the following message will be displayed.

**CONDENSING FILE DO NOT  
INTERRUPT!**

After the program is completed place the program disk into disk drive one and enter.

---

## Print Reports

---

This program will allow you to generate reports from your inventory data. You may select either all records or just those that are below or equal to the re-order level for that item.

When you are asked to enter your printer device you are "interfacing" your printer to the TI 99/4. If you are

using a parallel printer enter PIO, for a serial type enter RS232 or RS232.BA = 1200 or what ever special instructions your printer may require. Check your printer manual for the correct instructions.

The records that fit your selection will then be printed. When you are finished the program will ask you to place the Program disk into disk drive one.

---

## Special Printer Instructions

---

This program will allow you to send special instructions to your printer. These instructions may change the size or shape of the type, the number of lines per page or what ever you wish.

It is necessary to change the type size on most small printers to use the 132 column report programs. If you have a 132 column printer, proceed to the print report section.

Most printers use a code similar to the following, in order to put them into the Compressed Type (132 column) mode.

**CHR\$(23) or CHR\$(23) &  
CHR\$(45)**

Check your printer manual for the correct code for your printer. To proceed with this program, at the break 1000 prompt enter the printer commands you need. After you enter all of them, type CON and press enter. Select the report from the print menu.

# MAIL LIST

---

## Getting Started

---

Make sure all disk drives are on. If you are using only one drive, follow the program prompts to return the program disk to disk drive one. Insert TI Extended Basic Module. The auto load feature of this module will load and then run the master menu program. The following Master Menu should appear:

### Master Menu

1. TO ADD/UPDATE/EXAMINE
2. EXAMINE BY FIELDS
3. PRINT LABELS
4. TO SORT LIST
5. SET UP — NEW FILES
6. DELETE RECORDS
7. PRINT RECORDS
8. END PROGRAM

If this menu does not appear, remove the disk from the drive, turn off all devices including the computer console. Wait several seconds and turn the disk controller and disk drive(s) or TI Expansion Box to the on position. Now place the program disk back into disk drive one and select Extended Basic from the console menu. If the Master Menu still does not appear turn all devices off and check your manual.

Enter your program selection from the Master Menu. After a few seconds the menu for your selection should appear. If it fails to do so repeat the

above instruction. Your first selection will be:

### 5. SET UP — NEW FILES ONLY

You will need an INITIALIZED disk. This will become your data disk. Next choose a name for your data disk. Next choose a name for your data file. It may contain from 1 to 8 characters. Some examples might be FAMILY, WORK OR XMAS. When asked to enter the COMPLETE file name, please do so as in this example.

### DSK 1. FAMILY

The data file created can be used on any of the disk drives. Disk one is used to set up the files. You must use the Disk Manager to INITIALIZE ALL new disks before storing data on them.

The menu will now ask if you would like to:

### SET UP MORE? Y/N

If you have more files to establish enter 'Y'. After entering all the files you wish to set up, enter "N".

You are now instructed to:

PLACE PROGRAM DISK  
INTO DSK 1.  
PRESS ENTER

Since you are starting your new files, select:

1. TO ADD/UPDATE/EXAMINE

At this point you are asked to:



---

PLACE MAIL DATA DISK  
INTO DISK DRIVE  
PRESS ENTER

You are now asked to enter data disk  
drive number:

EX: 1 2 or 3

Enter just the drive number. No file  
name at this time.

The screen now gives you the disk  
name, the amount of space available,  
and another menu appears:

1. TO CONTINUE
2. TO USE ANOTHER DISK
3. RETURN TO MAIN MENU

Select 1. CONTINUE if you have the  
correct disk in the data drive. This  
menu will appear:

1. TO ADD DATA
2. TO CHANGE DATA
3. TO EXAMINE DATA
4. RETURN TO MASTER  
MENU

You are now asked to enter the com-  
plete file name:

EX: DSK 1. FAMILY

From this point follow the instruc-  
tions given on the screen to enter your  
data.

When your list entry is complete  
and the screen asks "CONTINUE Y/N",  
type N. You will be asked to return the  
program disk to drive one. If you are  
using 2 or 3 drives AND the program  
disk remains on drive one, just press  
enter. The Master menu will appear.  
Select and enter your choice.

---

## Examine Records

---

This selection will allow you to exam-  
ine your mail list data. After you enter  
this section you are asked to enter the  
complete file name.

EX: DSK 2. MAILDATA

The following will appear:

EXAMINE BY

1. MATCH PATTERN
2. RETURN TO MAIN MENU

If you select the match pattern  
option you will be instructed to place  
the data disk into the data drive. After  
a few seconds you will be given a  
choice of the field you wish to search  
on. Make your selection and follow  
the instructions given on the screen.

You will have the choice of entering  
an exact match or a range in which to  
find a match.

EX: SMITH (Last name exact  
match)

EX: 8000 TO 9999 (Zip range  
match)

## Sort List

---

From the Master menu select the SORT option. The screen will give you the option of sort fields. After you make your selection the sort is automatic. The time to complete the sort

will depend on the number of items on file.

Be sure to enter the name of the sorted file as a complete name. Disk drive first and then the file name.

EX: File to sort . . DSK 1. FAMILY

EX: Name of sorted file . . . . .  
..... DSK 1. FAMSRT

---

## Delete Records

---

This selection will ask you to enter the complete file name.

EX: DSK 2. BUSINESS

Insert data disk into drive and follow instructions as they are given.

When you select the record number to be deleted that record will be displayed. If it is OK to delete, type 'D' and

enter. You may abort the program by entering 00.

When you are finished, enter 'N' to the question "CONTINUE? Y/N". The screen will change color and the following message will be displayed.

**CONDENSING FILE DO NOT INTERRUPT!**

After the program is completed place the program disk into disk drive one and enter.

---

## Print Records

---

This program will allow you to print selected records from your files. You will be given a choice of search fields. Make your selection and follow the instruction given on the screen.

When you are asked to enter your printer device, you are "interfacing" your printer to the TI 99/4. If you are using a parallel printer enter PIO, for a

serial type enter RS232 or RS232.BA = 1200 or what ever special instructions your printer may require. Check your printer manual for the correct instructions.

The records that fit your selection are displayed one at a time. If you would like the record printed enter 'Y'. The data is then sent to the printer. When your are finished enter "Q". The program will ask you to place the Program disk into disk drive one.

# MAIL LIST

---

## Print Labels

---

This program is easy to use and the on-screen instructions are simple to follow.

### NUMBER OF LABELS ACROSS PAGE

Enter number of labels across the page.

### ENTER PRINTER DEVICE

Enter device PIO, RS232 or RS232.BA = 1200 or what ever printer requires.

### VERTICAL SPACE BETWEEN LINES OF LABELS

This is the space between the labels.

### FILE NAME

Enter complete file name. EX:  
DSK1.MAIL

### PLACE DATA DISK INTO DISK DRIVE PRESS ENTER COLUMN NUMBER

This is the starting position of the next label. An example would be to start the 2nd label in column 26 and the 3rd in column 52.

### TEST LABEL Y/N

Do you want a sample label?

# ORDER ENTRY & INVOICING

---

## Getting Started

---

Make sure all disk drives are on. If you are using only one drive, follow the program prompts to return the program disk to disk drive one. Insert TI Extended Basic Module. The auto load feature of this module will load and then run the master menu program. The following Master Menu should appear:

### Master Menu

1. POINT OF SALES INVOICING (NO DISK BACK-UP)
2. BATCH ENTRY INVOICING (DISK BACK-UP)

3. CHANGE FORM
4. END PROGRAM

If this menu does not appear, remove the disk from the drive, turn off all devices including the computer console. Wait several seconds and turn the disk controller and disk drive(s) or TI Expansion Box to the on position. Now place the program disk back into disk drive one and select Extended Basic from the console menu. If the Master Menu still does not appear turn all devices off and check your manual.

Enter your program selection from the Master Menu. After a few seconds the menu for your selection should appear. If it fails to do so repeat the above instruction.

---

## Point Of Sales Invoicing (No Disk Back-Up)

---

Choose this option if you want a printed invoice immediately and do not require disk storage of the invoice information for later use. After you select this option you will be offered

the following choice on the screen:

```
UPDATE INVENTORY?  
ENTER (Y) FOR YES  
(N) FOR NO
```

If you choose to update your inventory, the program will automatically ask you to enter the inventory file at the appropriate time.

---

## Batch Entry Invoicing (Disk Back-Up)

---

Choose this option if you want to batch enter and batch print your invoices. This option will keep a permanent

record of your order and invoicing information on disk. The program will automatically ask you to insert your disk file at the appropriate time.

After selecting the BATCH ENTRY option, you will be given a choice of whether or not you wish to update

---

your inventory. The following will appear on the screen:

UPDATE INVENTORY?  
ENTER (Y) FOR YES  
(N) FOR NO

If you choose to update your inventory the program will automatically ask you to insert your inventory file at the appropriate time.

---

## **Point of Sales and Batch Entry Invoicing**

The following instructions apply whether you have chosen POINT OF SALES or BATCH ENTRY INVOICING options. If you have elected to update your inventory and take advantage of the back order option, the following instruction will be displayed:

ENTER INVENTORY FILE  
NAME  
EX: DSK1. INVENDATA

If you elected not to use the inventory option this prompt would not appear, and you would be asked to fill in the following information:

### **INVOICE DATA**

- ENTER DATE
1. INVOICE NUMBER
  2. SALES PERSON
  3. DATE OF INVOICE  
S = TODAY

### **BILL TO ADDRESS**

4. NAME
5. ADDRESS
6. CITY
7. STATE
8. ZIP

### **SHIP TO ADDRESS**

9. NAME  
S = SAME AS BILL  
ADDRESS
10. ADDRESS
11. CITY
12. STATE
13. ZIP

### **ACCOUNT/ SHIPPING INFORMATION**

14. ACCOUNT NUMBER
15. DATA SHIPPED  
S = TODAY
16. HOW SHIPPED
17. TERMS
18. CUSTOMER PO#

To check your data entry, answer 'Y' to the "CHECK DATA?" question.

The data will be displayed in order. Select the item number to change or enter "C" if the data is correct. After you have checked the last data item, the program will accept the order portion of your invoice.

You may bill out up to 12 items per invoice. If you have chosen the inventory option, the screen will ask for the item stock number only. The item's description will be automatically picked up from your inventory file. If you have not chosen the inventory

## ORDER ENTRY & INVOICING

---

option, you will be asked to enter both stock number and description. The screen will continue prompting you to fill in the following information:

QUANTITY  
UNIT PRICE  
TOTAL THIS ITEM  
CORRECT? Y/N

When you have completed entering all items to be billed, press 'Q'.  
The screen will then ask:

TAX? Y/N

If your answer is yes, enter the tax

rate as follows:

If the rate is 5%, enter 5 and not .05.  
If your tax rate is 6.5%, enter 6.5 and not .065.

Finally, the program will ask you for the call name of your printer, such as 'RS232' or PIO. Your bill will now be automatically printed and, if you chose the inventory option, your inventory will be automatically updated.

You end the program by answering 'N' to the "MORE? Y/N" question. *Return your disks to a safe place and do not forget to turn off your printer.*

## **IMPORTANT NOTICE OF DISCLAIMER REGARDING SOFTWARE**

Microdistributors International, Inc., does not warrant this software to be free from error or will meet the specific requirements of the end user. The end user or consumer assumes full responsibility for any decisions made or actions taken based on information obtained by using YU-CAN Software.

**MICRODISTRIBUTORS INTERNATIONAL, INC., EXCLUDES ALL WARRANTIES, BOTH EXPRESSED AND IMPLIED, REGARDING THE WARRANTY OF MERCHANTABILITY AND PERFORMANCE OF ANY SOFTWARE FOR A PARTICULAR PURPOSE. THE SOFTWARE IS MADE AVAILABLE ON A "AS IS BASIS" THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE FACE HEREOF.**

IN NO EVENT shall Microdistributors International, Inc., be liable to anyone for direct, incidental, or consequential damages in connection with the purchase or use of any YU-CAN software.

Some states have different limitations on implied warranties. The above exclusion may not apply to you in those states.

**MICRODISTRIBUTORS INTERNATIONAL, INCORPORATED  
34 Maple Avenue/Box 38  
Armonk, New York 10504  
914 273-6480**

# YU-CAN MANAGEMENT SYSTEMS

**GENERAL LEDGER.** *This program provides an excellent basic accounting system for small business and professional offices.*

**ACCOUNTS RECEIVABLE.** *Here's the fast, accurate way to record and track monies due, speed billing, and flag delinquent accounts.*

**ACCOUNTS PAYABLE.** *The perfect complement to the YU-CAN Accounts Receivable program, this program provides an accurate record of all bills and maintains updated records of operating expenditures.*

**INVENTORY MANAGER.** *This easy-to-use program allows you to find items by stock number and description, as well as record number. Update, add to, or delete records as easily as you enter them. An automatic reorder option will keep you informed when it's time to reorder. Complete printouts keep you on top of your business. Up to 1,000 records per single-sided disk.*

**BUSINESS MANAGER.** *This is a complete business package that includes three programs—Inventory Control, Mail List, Order Entry & Invoicing.*

**INVOICE I.** *This point-of-sale program prints your invoice on the spot. Used with YU-CAN's Inventory Manager, it will automatically deplete inventory.*

**JOB COST.** *This program uses material-cost information which you supply and combines it with job requirements. The results are complete job cost estimates. Job Cost tracks actual costs vs. estimates.*

**MEDICAL BILLING.** *This is a complete program package for the medical doctor. Patients and billing records are always on hand. Billing and recalls are easy. This package includes Mail List.*

**DENTAL BILLING.** *Designed specifically for the dentist, this program offers the same features provided the MD in YU-CAN's Medical program. Fast, accurate record recall is incorporated in both.*

**LEGAL BILLING.** *Like our programs for doctors and dentists, this package is designed for attorneys with special features for the legal office. It prints reports and invoices using the report generator. Mail List is included.*

**EXPENSE RECORD.** *This record-keeper program is designed to keep track of all types of expenses. Anytime you need it, a complete record of your cash flow can be printed. House payments, fixtures, repairs, rent, maintenance costs, stocks, bonds, and many other items can be at your recall.*

**INVOICE II.** *This program will keep track of your over-the-counter, telephone, and mail orders. It will print your invoices and keep a record of all sales on a disk. If the Inventory Control program is on the disk, automatic stock update is maintained.*

**MAIL LIST MANAGER.** *This program enables you to keep up to 1,000 records on a single-sided disk. Labels and reports can be generated as needed. You may sort on any field and special programs are supplied to customize your files.*

**A printer is required for these YU-CAN programs.**

**MICRODISTRIBUTORS INTERNATIONAL, INCORPORATED**

34 Maple Avenue/Box 38  
Armonk, New York 10504