TIDY UP YOUR OFFICE WITH ACORNSOFT/MIRLE SOFTWARE.

A complete easy-to-use business package for the BBC Microcomputer

ACORNSOFT/Mi

DISC

Mailing System

ACORNS

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Every office, large or small, creates the inevitable mountain of paperwork. But in small companies there are fewer people to deal with it. The more time you, or your staff, spend filing, recording details and amending files, the less time you have to get on with the job in hand. That's where the Acornsoft/Mirle business system comes in.

Using this well designed, easy-to-use business system, the small businessman is able to reduce repetitive tasks significantly, and increase efficiency at the same time.

Instead of making individual entries in stock records, VAT records, purchase records, sales records, and so on, the
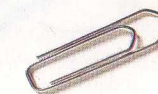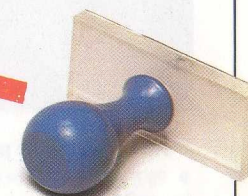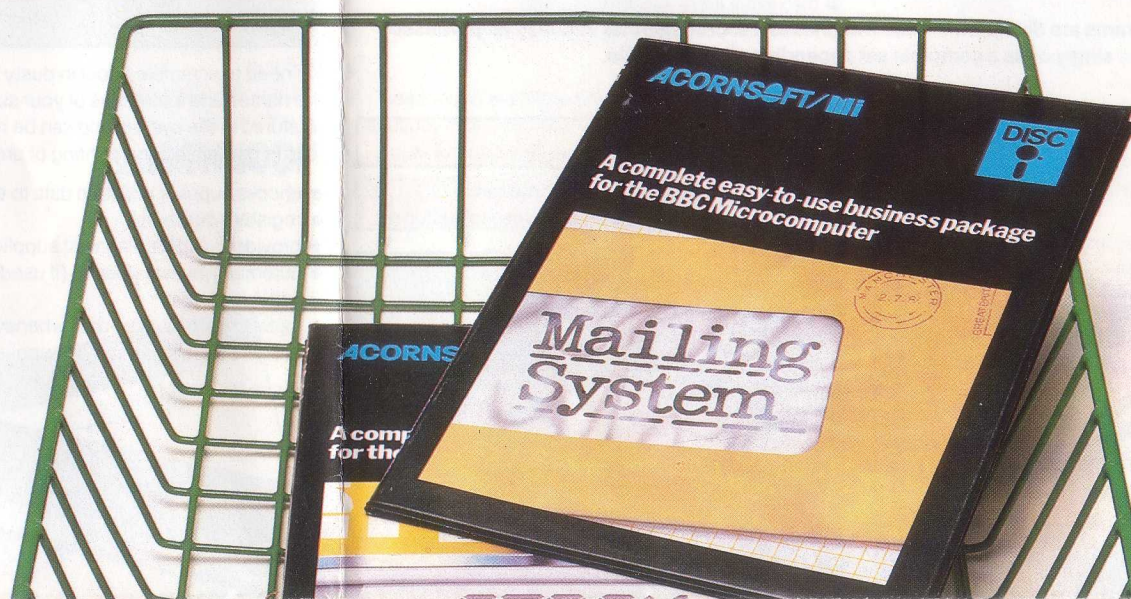
entry is made just once. All the necessary details will then be available to update all the appropriate records automatically.

As well as taking care of the production of all the paperwork, the system also allows for instant access to information and speedy analysis of recorded data.

So the next time you need to balance the books, print hundreds of labels, purchase orders or invoices, update stock lists and process orders, you'll only need a fraction of the time it used to take. And, because all the data is stored on $5\frac{1}{4}''$ floppy discs, you'll only need a fraction of the filing space.

Efficiency in business starts with controlling costs. So why not start now? The BBC Microcomputer, disc drive, printer and business software package costs a lot less than you think – and a great deal less than comparable integrated business systems.

Getting Going

```
           MAIN MENU
     1    Invoicing
     2    Order Processing
     3    A/C Receivable
     4    A/C Payable
     5    Stock Control
     6    Purchasing
     7    Mailing
     8    Build
     9    Exit
```

The system is menu-driven and very easy to use. Simply choose the appropriate number to select the type of work you want to do.

Order Processing

```
      ORDER PROCESSING MENU
     1    Customer Update
     2    Product Update
     3    Order Update
     4    Order Progress
     5    Order Analysis
     6    Exit
```

Within this program you are able to create and amend customer records and product records, produce and check the progress of orders, and print out an analysis of orders.

Accounts Payable

```
ACORNSOFT     FILE CREATION HELP
The number you are being asked to
enter is the number of records you
want the file to contain.

You should be careful when making
this choice for two reasons :

    - a data file once created can
      never be reduced in size.

    - the total file space can not
      exceed the space available
      on the data disc.

So create all files with the minimum
number of records consistent with
your needs. You can always extend
them as your needs grow.

        Hit Any Key To Continue
```

You may need a little help when you create data files for the first time. Additional advice will come up on the screen at potential problem areas.

Purchasing

```
ACORNSOFT    Supplier Entry

Acc. No.  4__
Name      Holdsworth Engineering___
Address   48 Milton Street____
          Cambridge____
          CB2 3HH___
Tel. No.  0223 789251___
Balance   £7822.30__
Discount  12.80%
Y.T.D.P   £16805.20_

          Proceed ?(Y/N)
```

You will find it easy to create a record for each of your suppliers, recording the name and address of the company plus VAT registration number.

Invoicing

```
ACORNSOFT    Name & Address Entry

Name    Acornsoft PLC_____
Addr    4a Market Hill_____
        Cambridge CB2 3HJ_____

Vat Reg. No. 326 9234 96_

          Store ? (Y/N)
```

The user guide will tell you how to set up the system. One of the first things to record is your own business name, address and VAT number. You will only ever have to store this once; after that it will be automatically retrieved whenever you need it.

Accounts Receivable

```
ACORNSOFT    Build Menu

     1    Name & Address
     2    System Details
     3    Modules in Use
     4    Create Data Files
     5    Extend Data Files
     6    Exit

          Option : ?
```

When you use any of the programs, the system will guide you through all the necessary steps to build up the appropriate data files.

Stock Control

```
ACORNSOFT    Product File Menu

     1    Entry
     2    Enquiry
     3    Amendment
     4    Deletion
     5    List
     6    Exit

          Option : ?
```

It's a simple matter keeping accurate, up-to-date product records. Once recorded, product files can be amended very quickly.

Mailing System

```
ACORNSOFT    Print Selection

C1=Classified 1    C2=Classified 2
C3=Classified 3    C4=Classified 4
Conditions: =, <, >, <=, >=, <>.
Operators : AND/OR

        Class. Cond. Value    Oper.
Select  C1     <>    Weymouth  AND
        C3     =     20
```

You will be able to print out names and addresses of selected customers by choosing the appropriate classification.
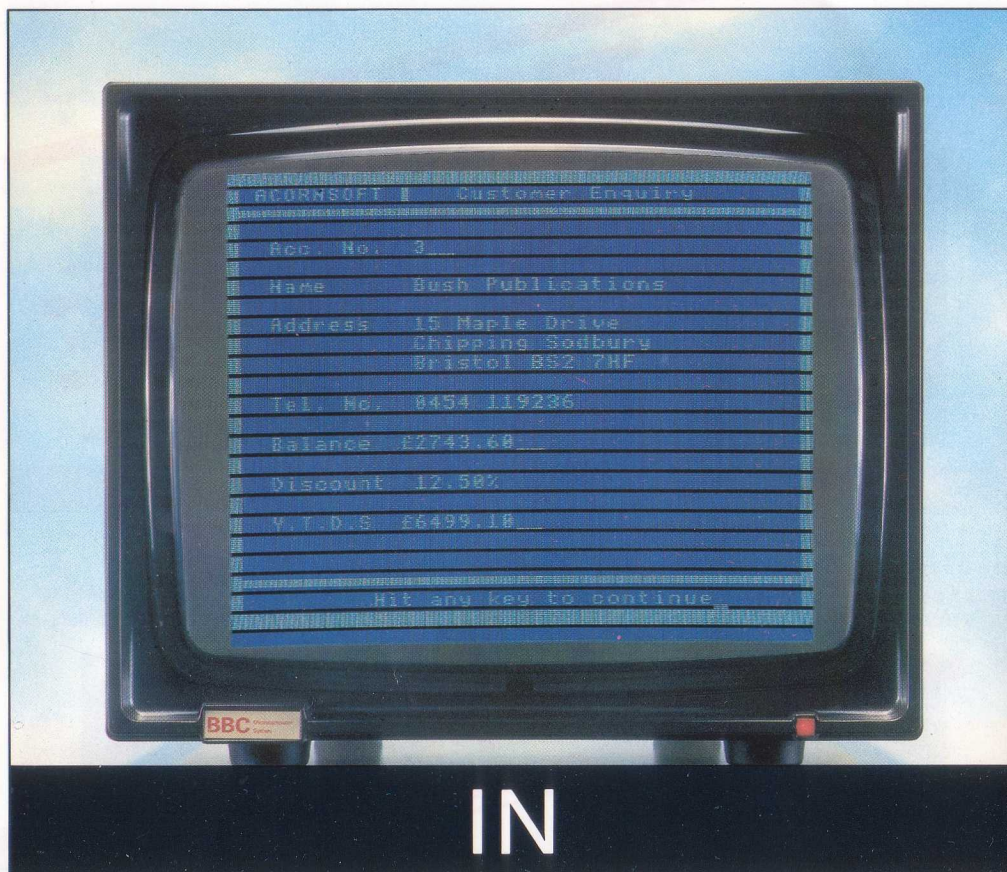
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Acornsoft/Mirle programs are designed for use with the BBC Microcomputer and may be purchased singly or as a complete set depending on your needs.

Accounts Receivable

A package providing accurate maintenance of customer accounts, and instant access to customer account status.

- automatic bookkeeping
- calculates output VAT automatically
- credit limit facility
- easy-to-use allocation of cash received to outstanding invoices
- produces statements
- provides an analysis of debtors

Stock code: SNB10

Invoicing

Stock Control

This program allows you to keep an eye on product records, record stock receipts and issues, report on restocking requirements and to analyse stock for valuation and physical reconciliation. It provides instant access to stock status, and automatic analysis of stock by quantity and value.

- easy to use
- maintains stock balances
- highlights stock-out situations
- allows for manual override of stock adjustments to reconcile physical stock

Stock code: SNB11

Purchasing

No need to scramble about in dusty files looking for the names and addresses of your suppliers. They're all stored in the system and can be retrieved instantly for the production and printing of orders.

- checks supplier and item data to eliminate error
- registers deliveries
- provides validation against suppliers' invoices
- automatic invoice posting (if used with Accounts Payable package)
- instant recall of order data whenever necessary
- analysis of commitment to suppliers

Stock code: SNB14

Mailing System

It's a waste of money to send a mailshot to all your customers, irrespective of their need for the product or service you wish to promote. So, when you create your customer files, you will be asked to create categories for them. You can choose whatever criteria you like, such as size of company, location, type of industry, value of business, or whether the customer is a good or a bad payer.

Then, when you want to send a mailshot to a selected group of customers, you will be able to select the ones you want, and print their names and addresses onto either gummed labels or printer paper.

Stock code: SNB09
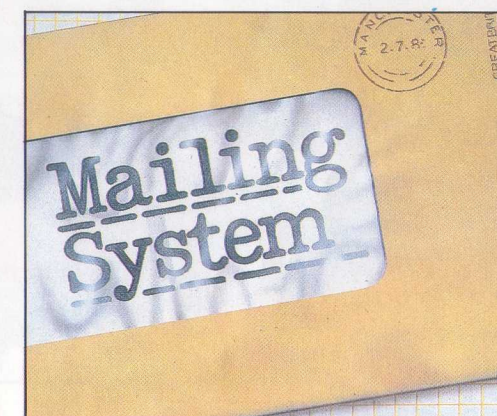
Technical specification

Hardware requirement

BBC Microcomputer Model B
40 track single or dual disc drive
Monitor/VDU – programs are in colour, but monochrome monitors can be used
Dot matrix or daisywheel printer, in serial or parallel

Software specification

All programs have been designed to run with the BBC Microcomputer fitted with a 40 track disc drive. 80 track versions of all programs will follow shortly.

Each program is on a 40 track disc. Records are built up on separate data discs, so that the size of the files you make is limited only by the number of discs you have.

For further information on how these programs can help you to tidy up your office, please contact

Forget about the chore that invoicing once used to be. From now on you'll be able to print out invoices, correct in every detail, in a fraction of the time that it used to take.

The system stores details such as the names and addresses of customers, products, VAT numbers, etc. As your customers order your products you will record them on your order update file. Then, when you're ready, all you have to do is press a few keys to get all the information printed on each individual invoice or credit note.

- stores order details in seconds
- back-order maintenance and priority fulfilment with manual override
- calculates and prints discounts .
- flexible manual amendment facility
- error-free invoice/credit note production
- invoice posting (if used with Accounts Receivable package)
- allows for variable terms of trading

Stock code: SNB08

Order Processing

Nothing could be simpler than this Order Processing package. You can confirm your customers' orders, check on their requirements, prepare despatch notes, and get speedy order analysis of single orders, selected orders, or all the orders stored on the data disc.

- provides back-order maintenance and priority fulfilment with manual override
- allocates stock (if used with Stock Control package)
- prepares and prints despatch notes
- analyses order book by product and by customer

Stock code: SNB12
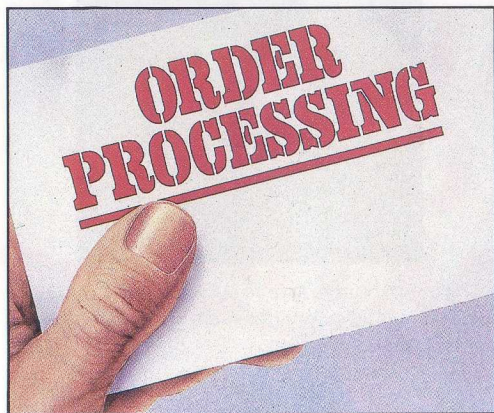
Accounts Payable

Bring your bookkeeping into the 20th century with this Acornsoft/Mirle package. Accurate maintenance of supplier accounts and instant access to supplier account status.

- automatic bookkeeping
- calculates input VAT automatically
- produces an instant VAT return with manual override (if used with Accounts Receivable package)
- highlights settlement discounts
- produces remittance advices
- provides an analysis of creditors

Stock code: SNB13

your local dealer.
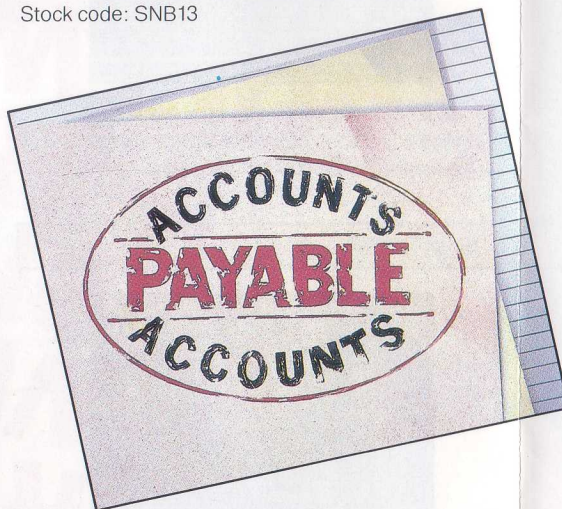
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