# INTRODUCTION

All data is normally given to the computer to process by the keyboard.  The way the computer knows you have finished entering data is when you press the enter key (CR).  On some keyboards it is also called the new line (NL) key.  Throughout this documentation we will refer to this as (CR).  It is at that point that it will start to process what you have entered.  On the screen the computer will display a 'mask' showing you the type of data it wants.  Pound signs mean that you can only enter numbers.  The minus sign means that you can enter a negative number. For example, '#####-'. means you can enter up to five (5) numbers either positive or negative.  '#####.00-' means you can enter up to 5 numbers left of the decimal and 2 decimals positive or negative.  If you enter more digits than the computer mask displays, it will go back to the beginning of the mask and force you to enter it again.  Asterisks (*) displayed on the screen means you can enter alphabetic characters and/or numbers. For example, if the mask display on the screen is '********' it means that you can enter up to 8 letters and/or numbers for this particular field.

# THE DASHBOARD (Management)

The dashboard is a senior management tool that gives you pertinent business information in real-time by company or by store, just like your car's dashboard. In your car, at a glance, you can see your gas situation, speed, miles driven, average miles per gallon you are getting, just to name a few. Now, with the 'Dashboard', senior management can, at a glance, see the following:

❖ Current invoiced accounts receivable figure and how much is past due

❖ Current accounts payable and how much is past due

❖ Current bank account balance(s)

❖ Current inventory value

❖ Order dollars month and year-to-date

❖ Order dollars this month last year and last year year-to-date

❖ Sales dollars month and year-to-date

❖ Sales dollars last year this month and last year year-to-date

❖ Gross profit dollars and gross margin percentage month to date and year-to-date

❖ Gross profit dollars and gross margin percentage this month last year and last year year-to-date.