EC Inventory

Frequently Asked Questions

1. Question
What is so special about EC Inventory ?

Answer
It is a very simple Windows-based full-featured Inventory Program. So simple that unlike other Inventory Programs, you don't have to go to an institute or learning centre and spend a few months to learn how to use the program.

2. Question
How soon can I start using EC Inventory ?

Answer
Immediately. Just click "Readme" and you can start right away.

3. Question
How do I set the percentage discount or tax of an item ?

Answer
In ‘Maintenance->Item->Item’, click `Generate' to set the discount and tax percentage.

4. Question
Is there a backup facility ?

Answer
Click 'Housekeeping->Backup And Restore->Zip Files' or 'Housekeeping->Backup And Restore->Copy Data Files'.

5. Question
What reports are generated by EC Inventory ?

Answer
EC Inventory has a very comprehensive range of reports. For detail, please click "Readme".

6. Question
How do I edit a transaction ?

Answer
Click Transaction->Edit. Click the bill required.

7. Question
Can I print the photograph of a stock item ?

Answer
YES. In 'Utilities->Print Barcode->Ordinary Printer'.

8. Question
How do I set the selling price for a particular customer ?

Answer
In 'Utilities->Edit Last Price', enter the price for the customer of any item.

9. Question
How do I set the percentage discount or percentage tax of an item for a particular customer ?

Answer
In 'Utilities->Edit Last Price', click `Generate' to set the percentage discount or percentage tax.

10. Question
How do I print barcode ?

Answer
In 'Utilities->Print Barcode->Ordinary Printer' or 'Utilities->Print Barcode->Use Barcode Printer'.

11. Question
How do I check my stock against record from a handy terminal ?

Answer
In 'Utilities->Handy terminal->Stock Taking', first do `Convert Text File From Handy Terminal', then do `Check Stock'.

12. Question
Can I use the same hard disk key-code for my EC Inventory for other EC programs. ?

Answer
NO

13. Question
I am now using other program, how do I import my item file into this program ?

Answer
In 'Utilities->Import From Other Program'

14. Question
How do I automatically generate the item number when I enter a new item ?

Answer
In 'Maintenance->Item->Item->New', say you organize 101 as TV, 11 as Panasonic and 11 as 20 inch. (ie. 1011111 for Panasonic 20 inch TV). If you want to enter Panasonic 29 inch TV, enter 101111 in the item number, then click `GEN' button. The new item number will be generated as 1011112. If, instead, you enter the first item as TV1001, then you need to enter just `TV' before you click the `GEN' button. The new item number will be generated as TV1002.

15. Question
How do I print a document with item number, say, from B0004 to H0008 (eg. in print stock card) ?

Answer
Left click H0008, right click H0008, then left click B0004.

16. Question
How do I change the left margin of my reports ?

Answer
In 'Huusekeeping->Report Designer->Extras-> Report Setting'.

17. Question
How do I change the page length of my reports ?

Answer
In 'Huusekeeping->Report Designer->Extras-> Report Setting'.

18. Question
How do I change the font size of my reports ?

Answer
In 'Huusekeeping->Report Designer'.

19. Question
Can I change my report (e.g. invoice) layout ?

Answer
YES. Click 'Housekeeping->Report Designer->Invoice'. To enter company logo, click 'Insert'. To change the font type or font size, first click the item you want to change. Click

"Edit'. Click 'Item Properties'. If you want to put in your own formula, click 'Formula' (on the right side of 'Text'). You also need to change the ID number (to any number as long as it is not the same as an exiting ID number in the same area. E.g. 13 to 813). Please see 'Utilitiss->Format File Field Description' for the formula to use. Disable 'Visible' if you do not want the item to appear. To change the text colour, click 'Text Color'. To change the background, click 'Background Color'. To add your own font/colour, click 'Edit'. Click 'Fonts and Colors'. To change the page break or margin, click 'Extras'. Click ' Report Setting '. You can select the invoice format in 'Reports->Print Bills->'Invoice'. Click 'Format'.

20. Question
How can I print my company logo on my report ?

Answer
Please see above.

21. Question
What is the maximum number of companies I can install in my computer ?

Answer
No limit.

22. Question
How do I print POS receipt ?

Answer
Go to 'Report->Cash Bill->Setting->Print POS Receipt'